BY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 11-2SAM,
VOLUME 1

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Flying Operations

SPECIAL AIR MISSIONS (SAM) AIRCREW
TRAINING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 11-2, *Aircraft Rules and Procedures,* and AFPD 11-4, *Aviation Service.* It establishes the aircrew training program for the SAM C-9, C-20, C-32, C-37, VC-25, and C-137 aircraft. It applies to all commanders, and aircrew assigned or attached to all flying activities of commands operating these aircraft. It does not apply to the Air National Guard or Air Force Reserve Command. Submit suggested improvements to this instruction on AF Form 847, **Recommendation for Change of Publication**, through MAJCOM channels, to HQ AMC/DOT, 402 Scott Drive, Unit 3A1, Scott AFB, IL 62225-5302. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

The Privacy Act of 1974 affects this instruction. The Privacy Act System Number F011 AF XO A, Air Force Operations Resource Management Systems (AFORMS) covers required information. The authority for maintenance of the system is 37 U.S.C. 301a, *Incentive Pay*, Public Law 92-204, Section 715, *Appropriations Act for 1973*, Public Laws 93-570, *Appropriations Act for 1974*, 93-294, *Aviation Career Incentive Act of 1974*, DoDD 7730.57, *Aviation Career Incentive Act of 1974 and Required Annual Report*, February 5, 1976, with changes 1 and 2, and Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*. The Paperwork Reduction Act of 1974 as amended in 1996 affects this instruction. Also, the Air Force Forms Management Program IAW AFI 37-160, Volume 8, *The Air Force Publications and Forms Management Program - Developing and Processing Forms*, affects this instruction.

This instruction replaces MCI 10-202, Volume 2, Operational Support Airlift (OSA) and Aeromedical Evacuation (AE) Aircrew Training Program Policies, Organizations, and Administration (PA), for SAM aircrew training and incorporates recommendations from the Command Curriculum Review Workshop and the AMC Training Review Panel. This AFI is to be used in conjunction with AFI 11-202, Volume 1, *Aircrew Training*. Unit specific guidance will be added by an AMC approved supplement, which will not be less restrictive than this instruction.

This instruction contains references to the following field (subordinate level) publications and forms which, until converted to departmental level publications and forms, may be obtained from the respective MAJCOM publications office:

Publications: AMCH 33-1 (S), AMC *Aircrew Communications Handbook,* AMCH 11-214, *Aircrew Hazardous Materials Handbook*, and AFI 14-105/AMCS 1, *Unit Intelligence Mission and Responsibilities.*

Forms: AMC Form 41, **Flight Authorization.**

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Chapter 1

GENERAL

1.1. Program Goals. This instruction prescribes basic policy and guidance for training United States Air Force SAM aircrews operating C-9, C-20, C-32, C-37, VC-25, and C-137 aircraft. This volume establishes a standardized training program to qualify all aircrew members, to set the minimum requirements for flight and ground training currency, and aircrew upgrades.

1.1.1. Training Objective. The overall objective of the 89 AW aircrew training program is to develop and maintain a high state of mission readiness to provide safe, comfortable, and reliable air travel for national and world leaders.

1.1.2. Training requirements are based on operational requirements. Any office requiring additional training will coordinate with HQ AMC/DOT through MAJCOM channels.

1.2. Waiver Authority.

1.2.1. Unless otherwise specified in this instruction, AMC/DO is the waiver authority for specific aircrew training requirements in this instruction that are not governed by AFI 11-202, Volume 1.

1.2.2. HQ AMC/DOT is waiver authority for student entry criteria to formal school courses specified in this instruction, the AFCAT 36-2223, *USAF Formal Schools*, and for aircrew training system (ATS) courses. Submit requests for waiver to HQ AMC/DOTA. *EXCEPTION: The operations group commander may waive flying hour requirements.*

1.2.2.1. HQ AMC/DOT is waiver authority for secondary method (in-unit) training in lieu of the contracted training programs and the C-9 formal school.

1.2.3. The formal school (if used) group commander may waive completion of specific formal school events (initial C-9 training only) with concurrence from the gaining unit's operations group commander. If required for a squadron's designated mission, accomplish events waived at formal schools in-unit before assigning mission ready (MR) status.

1.2.4. Operations group/Presidential unit (PPO) commander may waive flying and ground continuation training requirements for individuals assigned to their unit on a case-by-case basis. See paragraph **4.6.** of this instruction and the MAJCOM supplement if published.

1.2.4.1. The operations group/PPO commander will submit all other waiver requests, applicable to this volume, through proper MAJCOM channels and send information copies to HQ AMC/ DOT. Place copies of MAJCOM approved waiver information in the individual's training folder. The reporting requirement in this paragraph is exempt from licensing in accordance with AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*.

1.2.4.2. The unit should send waiver requests through the 89 OSS/OST training office to HQ AMC/DOT, and send information copies 21 AF. Approval or disapproval will be sent to the 89 OSS/OST training office. All waivers must be submitted and approved prior to crew members starting training or arriving for formal training. Copies of all waivers will be filed in the trainee's flight evaluation folder and hand-carried to school.

1.2.5. Waiver Format. Include information outlined in **Figure 1.1.** for all waiver requests. Provide the waiver request by memorandum or by message if directed by the MAJCOM. *NOTE: Group waiver criteria must be coordinated with MAJCOMs on a case-by-case basis*.

Figure 1.1. Sample Waiver Request.

*Note: Items should be ordered as below; those not utilized should be marked "N/A" ("not applicable"). Asterisked (*) items must be provided for all waivers; other items as appropriate. Recommend 12 point font for facsimile transmission.*MEMORAN-DUM FOR (*Waiver Authority/Routing*)
FROM: (*Requester*)
SUBJECT: Waiver Request – (*Individual*), (*Type of Waiver*)
1. **Name, grade, and Social Security number.*
2. **Flying organization (assigned or attached).*
3. **Present crew qualification including special qualifications*.
4. **Total flying time and primary aircraft inventory time (include instructor or examiner time if applicable).*
5. **Specific nature of waiver.*
6. **Reason and valid justification for waiver*.
7. *Crew qualification to which person is qualifying or upgrading*.
8. *Previous attendance at any formal instructor course (include course identifier and graduation date).*
9. *Training start date*.
10. *Mandatory upgrade or qualification date*.
11. *Date event last accomplished and normal eligibility period.*
12. *Remarks, to include formal school courseware required.*
13. **Requesting unit point of contact (include name, rank, telephone number, and functional address symbol*).
                              (*Signature of Requester*)
                              (*Title*)

1.2.6. Aircrew members whose status is "duty not including flying (DNIF)" may log ground training events, including simulator, if the member's physical condition allows it. The flight surgeon who signs the AF Form 1042, **Medical Recommendations for Flying or Special Operational Duty**, placing the crew member DNIF, should be consulted if the aircrew member's ability to complete training is in question.

1.2.7. Aircrew members performing extended alert duty (more than 72 hours) may accomplish any type of ground training, during normal duty hours, that does not degrade required response time or mission accomplishment.

1.3. Use of Flying Hours.

1.3.1. Each training mission must be structured to achieve maximum training. Any by-product airlift opportunity resulting from training must not degrade the intended training in any way and must comply with applicable Department of Defense (DoD) instructions. Any use of flying training hours to

accomplish other than direct training requirements must be approved by the appropriate numbered Air Force commander. It is essential that all personnel at all levels prevent the misuse of air mobility resources as well as the perception of their misuse. ***EXCEPTION***: *The approval authority for off-station training flights is the Wing Commander in conjunction with HQ USAF/CVAM.*

1.3.2. Training on Operational Missions. Unless specifically prohibited or restricted by weapon system operating procedures or specific theater operations order (OPORD), the operations group commander may allow upgrade or special qualification training on operational missions. Commanders will ensure the training will not impact mission effectiveness and the crew member receiving training is under the supervision of an instructor of like specialty. ***NOTE***: *Unqualified pilots are not allowed access to the controls with passengers on board the aircraft.*

1.4. Responsibilities. AFI 11-202, Volume 1 outlines responsibilities for aircrew training.

1.4.1. AMC Headquarters. As lead command for the SAM mission aircraft as specified in AFPD 11-2 and AFPD 10-9, *Lead Operating Command Weapon Systems Management,* AMC is responsible for standardizing aircrew flying training requirements   HQ AMC/DOT, in coordination with the 89 AW OSS/OST, is responsible for management of aircrew training contracts. HQ AMC/DOT approves courses and quota control in coordination with the 89 AW as follows:

1.4.1.1. Courses. The AMC Director of Operations (DO) approves courses. Send proposals for amending existing course prerequisites or deleting obsolete courses through the appropriate headquarters to HQ AMC/DOT for approval. HQ AMC/DOT will process the approved changes in coordination with the AFCAT 36-2223 office of primary responsibility (OPR).

1.4.1.2. SAM Training Conference. HQ AMC/DOT hosts a biennial, or more often if required, Command Curriculum Review Workshop (CCRW). The CCRW reviews all training programs for currency, applicability, compliance and effectiveness. Attendees should include training representatives from HQ AMC/DOT/DOV/DOK/SG, Air Mobility Warfare Center (AMWC)/WCOX, Air Combat Command (ACC), Air Education and Training Command (AETC), Air Force Reserve Command (AFRC), Air National Guard (ANG), Pacific Air Forces (PACAF), United States Air Forces in Europe (USAFE), Air Force Special Operations Command (AFSOC), curriculum developers, formal schools, numbered Air Force (NAF) training and standardization offices, selected unit representatives, and ATS contractors.

1.4.1.3. Programmed Flying Training (PFT). HQ AMC/DOT is responsible for the PFT as outlined in AFI 11-202, Volume 1, and determines the number of training quotas available and allocates quotas according to AFCAT 36-2223 in coordination with the 89 OSS/OST and applicable ATS contractors.

1.4.1.3.1. The 89 OSS/OST will send projected PFT requirements to AMC/DOT. Ensure this information arrives at HQ AMC/DOT by 1 July of each year.

1.4.2. SAM unique training requirements will be forwarded by the 89 OSS/OST to HQ AMC/DOT as necessary.

1.4.2.1. Supplements. The 89 AW may supplement this instruction. Submit the supplement to HQ AMC/DOT for approval before publication, and send two copies to HQ AMC/DOT after publication. All supplements will conform to guidance in AFI 11-202, Volume 1.

1.4.3. Operations Groups. The operations group will convene a training review panel (TRP). The operations group will determine frequency, format and content of the meetings. The TRP should review staff and aircrew management actions necessary to complete the squadrons' flight and ground training programs.

  1.4.3.1. The operations group will establish procedures with the servicing military personnel flight for individual counseling and personnel system updates for the active duty service commitment (ADSC) incurred (if applicable). Training conducted according to this instruction that is intended to result in initial qualification, requalification, or upgrade in a crew position may result in an ADSC according to AFI 36-2107, *Active Duty Service Commitments (ADSC) and Specialized Period of Time Contracts (SPTC)*, and AFCAT 36-2223.

  1.4.3.2. The operations group, in coordination with the flying squadrons and presidential unit, will determine the functions and responsibilities of the operations support squadron (OSS) training flight. Any flight commander training functions stipulated in this instruction may also be performed by appropriate OSS training flight personnel.

  1.4.3.3. The operations group/PPO commander is ultimately responsible for squadron/unit training programs.

1.4.4. Squadrons. As a general rule, training management is at the squadron or detachment level; however, the operations group commander is ultimately responsible for squadron training programs.

  1.4.4.1. Squadron Commanders/Presidential Unit Commander.

    1.4.4.1.1. Will ensure aircrew members complete training in a timely manner (see paragraph **1.5.**). Failure to reasonably progress mandates action for removal if appropriate.

    1.4.4.1.2. Ensure formal school post-graduate questionnaires (initial C-9 training only) are accomplished and returned to the formal schools within 90 days of unit arrival. A copy of the questionnaire will be retained by the gaining squadron for one year after completion of formal school training.

    1.4.4.1.3. Ensure adequate training continuity and supervision of assigned and attached aircrew members. Unit commanders may assign additional requirements based on individual aircrew member's experience and proficiency.

    1.4.4.1.4. Review training and evaluation records of newly assigned aircrew members and those completing formal training, to determine the training required to certify them as Basic Aircraft Qualified (BAQ), Basic Mission Capable (BMC), or Mission Ready (MR).

    1.4.4.1.5. Orient mission training scenarios to conditions anticipated in the unit mission.

    1.4.4.1.6. Review qualifications and monitor training requirements for Flight Surgeons (FS) and determine appropriate flight restrictions according to AFI 11-202, Volume 1 as required.

    1.4.4.1.7. Determine and certify missions and events in which individual BMC aircrew members may participate.

    1.4.4.1.8. Assign Flying Training Levels (FTL), Ground Training Levels (GTL), and levels of supervision (examiner, instructor, etc.) to accomplish the required training (unless specifically directed by this instruction) to assigned and attached aircrew members.

    1.4.4.1.9. Will coordinate with the wing and/or group in developing training programs.

1.4.4.2. Operations Officers and Flight Commanders will review open training folders according to paragraph **A3.3.**

1.4.4.3. Instructors.

1.4.4.3.1. Instructor pilots are responsible at all times for flight conduct and aircraft safety. Should the trainee's judgment or proficiency at the controls raise a question in the instructor's mind as to the trainee's ability to safely complete a prescribed maneuver at any time during the flight, the instructor will immediately take over the aircraft controls. The instructor will then explain and demonstrate proper methods of conducting the maneuver prior to the trainee resuming control of the aircraft. All instructors will place special emphasis on procedures for positively identifying emergency conditions before initiating corrective action.

1.4.4.3.2. Instructor aircrew member (other than pilot). Responsibility for safely executing duties of their position must be emphasized to each aircrew member. Should the judgment or proficiency of the trainee raise a question in the instructor's mind as to the trainee's ability to safely execute the duties of the aircrew position at any time during the flight, the instructor will immediately take over those duties. The instructor will then explain and demonstrate to the trainee the proper method of executing those duties.

1.4.4.3.3. Instructors are responsible for providing thorough ground training, preflight/post-flight briefings and critiques. Instructors will comply with requirements of ground training or mission outlines, as appropriate, for the type mission being flown.

1.4.4.3.4. Instructors will review each trainee's training records, to include records of evaluation, if applicable, prior to each training flight or session.

1.4.4.3.5. Instructors will ensure all required upgrade training items are completed, signed off, and that the required proficiency level (RPL) has been attained before recommending trainees for evaluations or certifying them as qualified in a tactic or mission. Instructors should further ensure training, operation sections, and the flight commander or designated representative, are apprised of the trainee's status.

1.4.4.4. Progress Review Board. If at any time during a trainee's flight instruction, (ATS ground instruction, see paragraph **6.5.**), progress is considered unsatisfactory by the formal schoolhouse (Initial C-9 training only), the training squadron will notify the responsible unit training manager. On receiving documentation and recommendations from the formal schoolhouse, the responsible unit will convene a Progress Review Board to review the trainee's record and determine whether to continue, modify, terminate training, or conduct a Flight Evaluation Board.

1.4.5. Formal School-ATS Contractor. The Aircrew Training System (ATS) contractor is responsible for all academic and training device instruction at the contractor's site. This responsibility includes developing, updating and publishing courseware. HQ AMC/DOT approves the syllabus in coordination with the ATS contractor. The syllabus will be reviewed annually and updated as required.

1.4.6. Formal School-Non-ATS (C-9). The unit develops, updates, and maintains courseware and training syllabi and performs task and media analysis associated with aircrew qualification training per AFI 36-2201, *Developing, Managing, and Conducting Training*, AFPAM 36-2211, *Guide for Management of Air Force Training Systems*, and AFMAN 36-2234, *Instructional System Development*. The HQ AMC/DOT OPR will be the approving authority for these courses.

1.5. In-Unit Training Time Limitations. Aircrew members entered in an in-unit training program lead-ing to qualification or re-qualification should be dedicated to that program on a full-time basis. In-unit training should begin no later than 45 days after reporting or being attached to a new duty station or unit. MAJCOM waiver is required for in-unit training that begins prior to reporting date (see **Table 1.1.** for spe-cific time limitations).

1.5.1. Training time starts with the first significant training event (a training event directly contribut-ing to qualification and upgrade: Computer-based training (CBT) lesson, ground training, flight, etc.), or 45 days after being attached or assigned to the unit after completion of the formal school, which-ever occurs first. In-unit training should begin no later than 45 days after reporting or being attached to a new duty station or unit, excluding days spent at contracted simulator training for the same course. Training time limits for in-unit qualification/requalification, local orientation/theater indoctri-nation, difference training may run concurrently. MAJCOM waver is required for in-unit training that begins prior to reporting date.

1.5.2. Units will notify HQ AMC/DOTA when aircrew members exceed training time limits. Use the waiver format shown in paragraph **1.2.**) The group commander may extend upgrade training time up to 60 days. Extensions in excess of 60 days require AMC/DO approval. An extension of training time letter, signed by the unit commander, will state the training difficulty, unit corrective action to resolve and prevent recurrence, and estimated completion date.

1.5.2.1. The time limit to complete initial qualification training in-unit is 180 days (120 days for pilots) after returning from initial simulator training if required.

Table 1.1. In-Unit Training Time Limitations.

Training	Limit
Initial Qualification	180 days (120 for pilots)
Difference (See Note 1)	60 days
Requalification	90 days
Mission	90 days
Instructor	60 days (120 for FAs and CSOs)
Local orientation/theater indoctrination (See Note 2)	45 days

NOTES:

1. Due to the availability of aircraft and missions, instructor training may take up to 120 days for FAs and CSOs.

2. Complete training in the listed number of days after reporting for duty or being attached to the unit.

1.6. Recurrency Training.

1.6.1. Loss of currency up to 6 months. An aircrew member must demonstrate proficiency with an instructor in all delinquent items.

1.6.2. Loss of currency exceeding 6 months. The individual is unqualified in the aircraft and must complete requalification as directed in paragraph **1.7.**

1.7. Requalification Training. AFI 11-202, Volume 1 specifies requalification training limits and requirements. The secondary method of requalification is applicable if the formal course is required but not practical, or quotas are not available. Units will request waivers according to paragraph **1.2.** Unless specified otherwise in AFI 11-202, Volume 1, an aircrew member is unqualified upon expiration of his or her qualification evaluation or loss of currency exceeding 6 months, and must meet the requalification requirements (except flight surgeons) as follows:

1.7.1. Unqualified up to 2 Years. Complete training in all delinquent items (as applicable), additional training as directed by the squadron/unit commander, and a flight evaluation.

1.7.2. Unqualified 2 to 5 Years. Complete appropriate AFCAT 36-2223 requalification academic course, in-unit or formal school flying training (initial C-9 training only), and a flight evaluation. When the requalification academic course is not practical or quotas are not available, units will request waivers to conduct in-unit training using formal school courseware.

1.7.3. Unqualified Over 5 Years. Complete the appropriate AFCAT 36-2223 formal initial qualification course.

1.8. Active Duty Service Commitment (ADSC). AFI 11-202, Volume 1, specifies ADSC requirements.

1.9. Training Folder (AF Form 4022) Management. See **Attachment 3**.

Examiner **and Instructor Usage.** Units may use flight examiners as instructors for qualification and upgrade training programs as required. However, if an examiner is used as a primary instructor to train an individual during a training program, the same examiner should not administer the evaluation that completes the training program within scheduling restraints. The examiner administering the checkride should not be the same individual who recommended the evaluation.

1.10. Instructor Training and Supervision Requirements.

1.10.1. All instructors should be MR (wing-level and below).

1.10.2. The following personnel must be under the direct supervision of an instructor when performing aircrew duties:

1.10.2.1. All noncurrent aircrew members.

1.10.2.2. All aircrew members in initial, upgrade (to include special mission qualification training) or requalification flying training. Upgrade students may fly without an instructor when performing duties not related to the upgrade, unless otherwise restricted in this paragraph.

1.10.2.3. Flight training level (FTL) E crewmembers and senior officers defined in AFI 11-202, Volume 1, and paragraph **2.7.** of this volume. FTL E requirements are insufficient for MR status.

1.10.2.4. Any other personnel designated by the wing, operations group, Presidential unit or squadron commanders.

1.10.3. An instructor will be at a set of controls (or primary duty station) for unqualified, non-current, and FTL E aircrew members.

1.11. Administration of AFI 11-2SAM, Volume 1. Units will establish requirements for AFI 11-2SAM volumes through the Air Force Publication Distribution System in accordance with AFI 37-161, *Distribution Management*. Supplements to AFI 11-2SAM volumes will be distributed within each unit using requirements from respective basic volumes. Send two copies to HQ AMC/DOT, 402 Scott Drive Unit 3A1, Scott AFB IL 62225-5302.

Chapter 2

INITIAL QUALIFICATION TRAINING (PHASE I)

2.1. General Requirements. AFI 11-202, Volume 1 defines initial qualification training. In-unit training is the primary method of initial qualification in the 89 AW. Pilots, flight engineers, and flight mechanics attend and complete a contractor developed formal simulator training course coupled with in-unit flight training. *EXCEPTION: C-9 training will be conducted at a formal USAF school.*

2.1.1. Aircrew qualification. On completion of qualification training, aircrew members will be classified as basic aircraft qualified. After qualification, aircrew members must comply with mission qualification and continuation training requirements in **Chapter 3** and **Chapter 4**. Aircrew members must meet experience level requirements in **Table 5.1.**

2.1.1.1. Navigators, CSOs, FMs, and FAs are trained on operational missions. Therefore, initial qualification training (Phase I) and mission qualification training (Phase II) occurs simultaneously.

2.1.2. Time limits. Training time limitations for qualification training completion is 180 days (pilots 120 days, see **1.5.2.1.**). Approval authority to extend training period is the operations group/PPO commander. The training start date for dual-qualifying aircrew members will be the date of the first training flight. File approved time extension waivers in individual training records. In-unit training should begin no later than 45 days after reporting to a new duty station or unit, excluding time spent in simulator training.

2.1.3. In-unit training in lieu of formal school.   When attendance at a formal school (C-9 training) is not practical or quotas are not available, units will request waivers to conduct in-unit qualification training, using formal school courseware.

2.1.4. Scheduling requirements for training.

2.1.4.1. HQ AMC executes course control for all contracted and formal school courses used by the 89 AW. HQ AFPC/DPMROM allocates C-20 initial qualification course quotas. HQ AMC, in conjunction with 89 OSS/OST will:

2.1.4.1.1. Manage commercial contract simulator quotas and schedule students for contracted ground school, simulator training, and flight training.

2.1.4.1.2. Maintain a copy of the monthly training roster, and specify the number of contract classes that have been obligated and used.

2.1.4.1.3. AMC/DPROA and 89 OSS/OST determines the number of initial quotas required for the fiscal year. Send these quotas through channels to HQ AMC/DOTA and 89 OSS/OST respectively so that course schedules may be determined.

2.1.4.2. Units will provide class start date to attendees no later than 30 days prior to class start (initial C-9 training only). In the event of cancellation, the unit will provide canceled attendee's name and name of replacement through channels to HQ AFPC/DPROM or 89 OSS/OST respectively.

2.1.4.3. Gaining units will issue applicable publications to attendees prior to start of training.

2.1.4.4. Schedule attached aircrew members for training through their flying unit. Do not request a training quota until request for attachment is approved by host MAJCOM. Each aircrew member scheduled for training will provide an endorsement letter signed by his or her supervisor certifying the individual is available for the required TDY and there is no known pending change (permanent change of station, rated position identifier code, etc.) that would preclude his or her retention in a flying position for at least 2 years after course completion.

2.2. Initial Qualification Training Prerequisites. Complete initial qualification prerequisites in accordance with AFI 11-202, Volume 1 and this instruction. Before entering qualification training, each aircrew member must comply with the appropriate formal course training prerequisites prescribed in AFCAT 36-2223 for C-9 training.

2.3. Ground Training Requirements for Aircrew Members. Complete ground training requirements for initial qualification in accordance with AFI 11-202, Volume 1. Obtain waivers, if required according to paragraph **1.2.**, and complete the following:

2.3.1. Academic Training—Accomplish all academic training requirements in applicable courseware.

2.3.2. Written Examinations/ATS End-of-Course Examinations. Satisfy requirements of AFI 11-2SAM, Volume 2, guidance.

2.3.3. Life Support Training (including egress)—Must be completed before the first flight. Accomplish initial egress training on an aircraft.

2.3.4. Applicable Ground Training (i.e., simulators, aircraft systems, etc.)—accomplished at the formal school establishes due dates for subsequent continuation training. If the date of accomplishment is unknown, use the date on the AF Form 8, Certificate of Aircrew Qualification, generated at the formal school (initial C-9 training only).

2.3.5. Indoctrination requirements. Determined by the OG/PPO commander.

2.4. Flying Training Requirements for Aircrew Members. Complete flying training requirements for initial qualification in accordance with AFI 11-202, Volume 1 and this instruction. Pilots and navigators must be current in the instrument refresher course and the instrument written examination before their initial qualification flight evaluation. Approved secondary method training for requalification must be accomplished according to the following guidance.

2.4.1. Each aircrew member must comply with the appropriate formal course training prerequisites prescribed in AFCAT 36-2223. Use formal school courseware when available (C-9) according to paragraph 4.6.1.1.1.

2.4.2. Flying training lessons should be completed in order; however, if mission scheduling or student progress dictates otherwise, the unit commander or designated training supervisor may change the order.

2.4.3. There should be a minimum time lapse between training missions and every effort should be made to complete qualification training requirements within the prescribed time period.

2.5. Difference/Conversion Training.

2.5.1. Difference Training. Complete difference training to qualify aircrew members in a different model aircraft within the same MDS (Mission Design Series) in-unit or in conjunction with simulator training. When aircrew members complete difference training for a MDS aircraft having the same mission as their current model, there is no requirement for additional mission qualification training. Send recommendations through MAJCOM channels to HQ AMC/DOTA when additional difference training requirements are identified. HQ AMC, in coordination with the 89 OSS/OST will provide over-printed AF Forms 4024, **Training Accomplishment Report**, listing difference training requirements. Overprints will be prepared IAW AFI 37-160, Volume 8. These overprints will be updated at the AMC/DOTA web site Complete training NLT 60 calendar days after the first significant training event. (HTTP://www.scott.af.mil:81/hqamc/directorates/amcdo/dot/dot.htm.)

2.5.1.1. Aircrew members will meet all initial qualification requirements in one aircraft prior to entering differences training in another model aircraft.

2.5.1.2. Pilots and Flight Mechanics will qualify in no more than two of the three different Gulfstream model aircraft (C-20B, C-20H, C-37) without HQ AMC/DO approval.

2.5.1.3. Aircrew members will initially qualify in a new Gulfstream model aircraft to a crew qualification no higher than the qualification they maintain in their current Gulfstream model. The minimum training requirements for a qualified C-20B, C-20H, or C-37 pilot to qualify in another model Gulfstream aircraft are as follows:

2.5.1.3.1. First pilot (MCF) qualification. Initial contractor simulator training, three local training sorties; and certification by an instructor. Unit commander may approve refresher simulator for pilots transitioning from the C-20H or C-37 to another model.

2.5.1.3.2. Aircraft commander (mission pilot [MP]) qualification. All requirements of 2.5.1.3.1., two operational missions, and certification by an instructor.

2.5.1.3.3. Instructor pilot (IP) qualification. All requirements of **2.5.1.3.1.** and **2.5.1.3.2.**, two right seat local training sorties, and certification by an instructor.

2.5.1.4. Upon qualifying in another model C-20, an entry will be made in the aircrew member's training folder, reflecting this qualification/difference training.

2.5.2. Conversion Training. Conversion applies to units converting to another MDS. When possible, qualified personnel in other units will provide the initial cadre. In some instances, it will be necessary for units to form an initial cadre of aircrew personnel for whom certain training qualification requirements may be waived. Converting units may request initial cadre waiver of primary aircraft assigned (PAA) time requirement. Send waivers according to paragraph **1.2.** Additionally, include the most recent aircraft flown and total time in that aircraft in the remarks' section of the waiver. The following conditions will apply to management of initial cadre aircrew qualification:

2.5.2.1. Form a nucleus of instructor and flight-examiner personnel to begin aircrew conversion using qualified personnel from other units if possible.

2.5.2.2. Initial cadre will not be designated in a crew position higher than currently held (e.g., C-137 MP to C-32 EP) unless previously qualified in the conversion aircraft.

2.5.2.3. After final approval, publish a unit letter to identify initial cadre of instructors and flight examiners by crew qualification.

2.6. Prior Qualifications.

2.6.1. Pilots without previous 89 AW experience who are qualified and current as an aircraft commander or higher in the C-9, C-20 or C-137 and who fly the same basic aircraft type in the 89 AW will be administratively downgraded to qualified first pilot (MCF) pending completion of unit mission qualification. These pilots will be given difference or conversion training IAW unit training programs. Upon completion of this difference training, these pilots will participate in unit missions as mission first pilots under supervision of an instructor/examiner until recommended by an instructor for aircraft commander upgrade training. Upon recommendation of an instructor, requalification to C-9/C-20/C-137 aircraft commander will be accomplished as follows:

2.6.1.1. Complete an aircraft commander qualification/instrument evaluation. Squadron commanders may prescribe additional local transition training prior to evaluation if deemed necessary, but this training will be tailored to the individual pilot's proficiency level.

2.6.1.2. Complete a mission (en route) evaluation after the appropriate aircraft commander qualification/instrument evaluation and complete certification board action.

2.6.1.3. Because these pilots normally progress faster than others new to the aircraft, the MCF time requirements prior to aircraft commander upgrade detailed in paragraph **5.2.1.** may be waived by the unit commander.

2.6.2. All pilots with previous 89 AW experience as aircraft commanders in the aircraft to which they will be assigned and who are qualified and current in the aircraft upon assignment will be administratively downgraded to qualified first pilot (MCF) pending completion of an operational mission evaluation. These pilots will participate in unit missions as mission first pilots under the supervision of an instructor/examiner until recommended by an instructor for an operational mission evaluation. Requalification to aircraft commander will be accomplished by completing an operational mission evaluation and applicable certification board action. Subsequent upgrade to instructor will be accomplished according to **Chapter 5** of this instruction, and by completing instructor training guide requirements. Because these pilots normally progress faster than others new to the aircraft, the MCF time requirements prior to aircraft commander upgrade detailed in paragraph **5.2.1.** may be waived by the unit commander.

2.6.2.1. All pilots with previous 89 AW experience as aircraft commanders in the aircraft to which they will be assigned and who are unqualified or non-current in the aircraft upon assignment will attend simulator training followed by in-unit requalification training IAW AMC-approved unit requalification training guides. The restrictions detailed in paragraph **5.2.1.** do not apply to pilot requalifications. Time periods between subsequent upgrades will be at the discretion of the unit commander.

2.6.3. All navigators are considered unqualified upon assignment to the 89 AW and administrative downgrade is not required. *EXCEPTION: Qualified and current C-137B/C navigators with previous 89 AW SAM experience need not be downgraded, but require at least one route familiarization mission with an instructor or flight examiner .*

2.6.4. C-137 flight engineers without previous 89 AW experience, whether qualified and current or not, will be administratively downgraded to unqualified flight engineer pending unit mission qualification. These crew members will fly unit missions under instructor/examiner supervision until recommended by an instructor for upgrade.

2.6.5. C-137 flight engineers with previous 89 AW experience who are qualified and current in the C-137 will be administratively downgraded to second engineer (FF) pending unit mission qualification. These crew members will fly unit missions until recommended by an instructor for upgrade.

2.6.6. C-9/C-20 FMs will be downgraded to unqualified flight mechanic, regardless of previous experience or qualification, pending unit mission qualification. These crew members will fly unit missions under instructor/examiner supervision until recommended by an instructor for upgrade.

2.7. Senior Officer Qualification Requirements. AFI 11-202, Volume 1 identifies senior officer qualification requirements. Senior officers, unless already qualified, will complete the appropriate senior officer qualification course (A004) and must fly with an instructor. These senior officers will maintain flying training level (FTL) E continuation training requirements. *EXCEPTION: General officers in commander billets, NAF commanders, wing commanders and operations group commanders are eligible to fly without an instructor only in their primary assigned aircraft (must be BMC or MR).* These personnel must complete or have completed initial qualification in their primary assigned aircraft. Those senior officers who were previously qualified in their primary assigned aircraft via an initial qualification course may complete requalification training, in accordance with paragraph 1.7. Senior officers flying unsupervised must meet the above requirements, be current and qualified in the weapons system, maintain training level A, and maintain BMC or MR continuation training requirements, including simulator requirements. Senior officer courses do not lead to unsupervised qualification in any weapon system. All pilots in dual controlled aircraft must comply with AFI 11-202, Volume 1 requirements (including formal senior officers course, checkride, and AF Form 8) before flying with passengers.

2.7.1. Senior officers who maintain FTL E maintain BAQ or BMC requirements.

2.7.2. Flying NAF/CCs and OG/CCs must be fully qualified flight examiners in their primary assigned aircraft. These individuals do not require nor do they have to maintain instructor certification or mission ready status (must be BMC). To become a flight examiner NAF/CCs and OG/CCs must maintain a minimum of FTL E requirements and be flight examiner certified according to AFI 11-2SAM, Volume 2, *SAM Aircrew Evaluation Criteria.* This policy is based on the premise that these individuals already possess a strong history of experience, judgment, and superior airmanship to evaluate high standards of performance in the air. As a result, additional currency/proficiency requirements to maintain flight examiner status are not required. Also, flight examiner status for additional aircraft assigned to the unit is not required. Although designated as flight examiners, NAF/CCs and OG/CCs maintaining FTL E require instructor supervision when at the controls of an aircraft.

2.7.3. Senior officers who were previously qualified as C-9, C-20, C-137 FP/AC or higher are not required to attend the initial qualification course unless unqualified more than 5 years.

2.7.4. Wing-level and below. Senior officers will accomplish qualification training and maintain basic aircraft qualification (BAQ) requirements. These individuals are to be trained and certified within the first 180 days of their assignment *(EXCEPTION: 12 months for 89 AW SAM supervisors or if not previously qualified in aircraft).*

2.7.5. Flying unit commanders and flying unit operations officers will accomplish qualification and mission qualification and will maintain basic and mission currency requirements.

2.7.6. Above wing-level. Incumbents of O-6 flying positions above wing-level will complete the qualification course and will at least maintain FTL E currency requirements. The senior officer course

fulfills qualification requirements. If qualification is attained by the senior officer course, the incumbent will fly with an instructor pilot.

2.7.7. General/flag officers flying in commander billets may fly without an instructor pilot in their primary assigned aircraft, if they are current and qualified (BMC or MR) according to this instruction, AFI 11-202, Volume1, and AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*. Other general/flag officers and those commanders maintaining basic qualification or less must fly with instructor pilots. General/flag officers must complete the ATS senior officer qualification simulator training. Flying training may be completed at the FTU or by the secondary method (without waiver according to paragraph **1.2.**). Rated Air Force pilots in the positions of the Chairman of the Joint Chiefs of Staff, the Air Force Chief of Staff, and Vice Chief of Staff are authorized to perform pilot duties on 89 AW SAM aircraft (refer to AFI 11-202, Volume 1 for requirement to carry passengers).

2.8. Flight Surgeons. AFI 11-202, Volume 1, establishes flight surgeon initial qualification requirements. Flight Surgeons will complete a written qualification examination pertaining to their primary assigned aircraft administered by standardization-evaluation (stan/eval), accomplish ground egress training, and complete a one-time crew resource management (CRM) course in their primary aircraft. They must also be current in physiological training and have a current flight physical. Comply with **Table 3.1.**

2.9. Specific Requirements and Qualification Process. Qualification criteria will be according to AFI 11-2SAM, Volume 2.

2.9.1. Flight Attendant (FA) Qualification and Requirements. Upon entry as an FA, the individual will be assigned a special duty identifier (SDI) of 8A000. Normal progression is from student to second FA to first FA. A previously-qualified FA may qualify directly to first FA at the discretion of the FA operations superintendent. At the discretion of the gaining unit commander, an FA qualified in C-9, C-20, or C-137 type aircraft may maintain their current qualification level on completion and documentation of the appropriate difference training.

2.9.1.1. Qualification to second FA is accomplished through successful completion of a local unit training program and flight evaluation.

2.9.1.2. Qualification to C-20 and VC-25 FA is accomplished through successful completion of a local unit training program and flight evaluation.

2.9.2. Airborne Communications Systems Operator (CSO) Qualification and Requirements. 89 AW CSOs must possess: a TOP SECRET special background investigation (TS-SBI) with access to sensitive-compartmented information (SCI) authorized, a control AFSC of 1A3X1 and a primary AFSC of 1A351 or higher. Normal progression is from student to second CSO to first CSO (C-137C, VC-25) or student to first CSO (C-137B, C-32, C-9, C-20, C-37) as appropriate. A previously qualified CSO may qualify directly to first CSO (C-137C) at the discretion of the CSO Operations Superintendent.

2.9.2.1. Qualification to second CSO (C-137C, VC-25) is accomplished through successful completion of a local unit training program and flight evaluation.

2.9.2.2. Qualification to first CSO (C-9, C-20, C-32) is accomplished through successful completion of a local unit training program and flight evaluation.

2.9.3. Flight Mechanic (FM) Qualification and Requirements. 89 AW FMs are special duty volunteers selected from highly qualified NCOs with a flight line maintenance background. Personnel assigned as FMs to the 89 AW require awarding of PAFSC 2A571 prior to assignment (Reference AFI 36-2110, *Assignments*). In addition, FM candidates must be able to complete a non-rated flight physical, aerospace physiological training, and obtain a Top Secret/SBI clearance prior to qualification.

2.9.3.1. All 89 AW FMs will attend contractor provided initial ground school/simulator training prior to initiating in-unit training.

2.9.3.2. Qualification to FM is accomplished through successful completion of a local unit training program and flight evaluation.

2.9.3.3. In unit FM training will consist of flight training and ground training. Flight training will consist of at least 100 flight hours. A minimum of 18 of these flying hours must be accomplished on local training sorties. In addition, FM candidates will complete a minimum of five operational missions, not including the evaluation, under the supervision of an instructor. Waiver authority for this requirement is 99 AS/CC. Ground training will consist of emergency ground egress/oxygen training performed at the aircraft using an evacuation scenario, life support equipment training, and at least 50 hours of systems and performance ground training.

2.9.3.4. Gulfstream FMs selected for differences training on another model Gulfstream aircraft will attend initial contractor simulator training followed by completion of the appropriate Flight Mechanic Transition Training Guide.

2.9.4. Flight Engineer (E) FF/MF Qualification. Normal progression is student to second engineer (FF) to first engineer (MF).

2.9.4.1. Qualification to second **engineer** is accomplished through successful completion of a local unit training program and flight evaluation.

2.9.5. Navigator Qualification. Qualification is accomplished through completion of a local unit training program and flight evaluation.

2.9.6. Other Aircrew Member Requirements. All other crewmembers must have a current class 3 flight physical and meet **Chapter 4** ground training requirements.

2.9.7. VC-25 Air Refueling (AR) Training. AR ground and simulator training is commercially-contracted.

2.10. Multiple Qualifications.

2.10.1. Crew members maintaining dual qualification in different model aircraft will, as a minimum, maintain FTL A currency requirements in each aircraft for pilots and navigators (N/A for senior officers; see paragraph **2.7.**). See **Table 4.4.** for requirements in other aircrew positions.

2.11. Reports. The ATS has a post-training feedback system that elicits information and comments from students, supervisors, and examiners in order to continually improve, update, and refine the ATS. Commanders and supervisors should promote use of this feedback system to its fullest extent.

2.11.1. (C-9). The 375 OSS/OSF will maintain a record of training rosters and temporary duty (TDY) orders and prepare and dispatch AF Form 1256, **Certificate of Training**, for graduates.

2.12. Failure to Complete Training. If any crew member fails to complete training, the 89 OG/CC or PPO/CC will decide whether the individual should be removed from the training program, The formal school (initial C-9 training only) will send a recommendation to the individual's unit on whether he or she should complete the secondary method (which requires a waiver), be eliminated, or return to the formal school for training.

   2.12.1. Requests to recall a student from a formal school course or contracted training must be sent from the student's MAJCOM. HQ AMC/DOA will accomplish all necessary coordination with appropriate agencies. Emergency recall during non-duty hours may be coordinated directly with the formal school or contractor with notification to MAJCOM on next duty day.

Chapter 3

MISSION QUALIFICATION TRAINING (PHASE II)

3.1. Time Periods for Mission Qualification. Aircrew members will complete mission qualification training within 90 days of starting training. Individuals unable to complete mission qualification within these limits may continue training. However, comply with the requirements of paragraph **3.3.1.** Squadron commanders may add requirements upon evaluation of individual proficiency, experience, and judgment.

3.1.1. Units will notify HQ AMC/DOTA of aircrew members exceeding training time limits (use the format in paragraph **1.2.**). Group Commanders may extend training time up to 60 days. Extensions in excess of 60 days require MAJCOM approval. An extension-of-training-time letter, signed by the squadron/unit commander, will state the problem and corrective action being accomplished.

3.1.2. Pilots will be entered into mission qualification training no later than 90 days after arrival at the unit (subtract time spent for qualification training) and must meet prerequisites in **Table 5.1.**

3.2. Ground Training Requirements. All academic ground training required for mission qualification will be completed prior to certification or qualification in the unit operational mission (not applicable for senior officers or staff officers maintaining BAQ). See **Table 3.1.** for requirements. Events may be accomplished at formal school or in-unit. Previously certified and qualified mission-ready crew members transferring between units only need events in which they have lost currency.

3.2.1. Ground training accomplished during mission qualification establishes due dates for subsequent continuation training. Completion of S-V80-A, S-V90-A, and initial life support equipment training during formal school establishes the due date (based on date of first completed course) for recurring Combat Survival (LS02) and Water Survival (LS03) training. Completion of S-V80-A establishes the due date for recurring Law of Armed Conflict (G100), and Protection from Terrorism (G110) training.

Table 3.1. Mission Qualification Ground Training Requirements.

Note	Event	Code	
	Aircraft Marshaling Training and Exam	G002	P, E, FM
1, 2	Chemical Biological Warfare Training	G010	All
1	Ground Egress	LS08	All
	Tactics	G060	P, N
	Aircrew Intelligence	G070	P, N
	Communications Procedures	G080	P, CSO
	Anti-hijack	G090	All
1	ISOPREP Review	G120	All
	IRC	G130	P, N

Note	Event	Code	
	TERPS	G150	E, FM
	Hazardous Cargo Training	G182	FA
3	CRM	G231	All
	Initial Egress Simulator	G251	FA
2	Small Arms Training	G280	All but FA
	Flight Physical	PP01	All
	Physiological Training	PP11	All
	Initial Combat Survival Training	S-V80-A	All
	Initial Water Survival Training	S-V90-A	All

NOTES:

1. Flight surgeons only need these events for MR status.
2. As determined by the OG/PPO/commander.
3. One-time event for flight surgeons.

3.3. Flying Training Requirements.

3.3.1. Basic aircraft qualified (BAQ) aircrew members pursuing MR status will accomplish Training Level "D" (see paragraph **4.3.**) continuation training requirements.

3.3.2. Pilots must complete at least one operational mission with an instructor and categories 2 and 3 instrument landing system (ILS) training (only for equipped aircraft) prior to being certified mission-ready.

3.4. Categories 2 and 3 ILS Aircrew Training. This prescribes the training program for pilots and copilots in aircraft that are command-certified for category 2 or 3 ILS operations.

3.4.1. Seat occupancy during categories 2 and 3 ILS approach and landing training. A qualified category 2 or 3 ILS instructor or flight examiner pilot will occupy the appropriate seat, as applicable, during pilot and copilot category 2 or 3 ILS training.

3.4.2. Training weather and runway requirements.

3.4.2.1. Actual weather—no lower than a 200-foot ceiling and 1/2-mile visibility (runway visual range of 24) or 800 meters day and night.

3.4.2.2. Crosswind component—15 knots maximum.

3.4.2.3. Runway length—at least computed landing distance (brakes and speed brakes) plus 2,000 feet.

3.4.3. Categories 2 and 3 ILS training program. Normally, the following ground and flight training requirements will be incorporated into the initial aircraft qualification course:

3.4.3.1. Ground training. The training program must provide pilot and copilot training in the following subjects:

3.4.3.1.1. Operational characteristics, capabilities, and limitations of categories 2 and 3 ILS and visual aids, e.g., approach lights, in-runway lights, transmissometers, etc.

3.4.3.1.2. Using runway environment visual cues during categories 2 and 3 ILS weather conditions, with respect to different glide slope angles, cockpit cutoff angles, and altitudes at which these visual cues are normally discernible.

3.4.3.1.3. Operational characteristics, capabilities, and limitations of categories 2 and 3 ILS airborne systems, e.g., flight director system; automatic approach coupler; system used to identify the decision height for category 2 approaches, instrumentation, and auto-throttles; and other systems and devices peculiar to the aircraft.

3.4.3.1.4. Resolution of decision height or missed approach point or minimum descent altitude with component failures (ground or aircraft).

3.4.3.2. Flight training. Flight or simulator training will cover the following subjects:

3.4.3.2.1. Resolution of decision height.

3.4.3.2.2. Missed approach procedures.

3.4.3.2.3. Runway visual range, uses, and limitations.

3.4.3.2.4. Transition from instrument to visual flight cues.

3.4.3.2.5. Effects of vertical and horizontal wind shear.

3.4.3.2.6. Review of categories 2 and 3 ILS specifications.

3.4.3.2.7. Practice at least one approach in each authorized equipment mode.

3.5. Categories 2 and 3 ILS Aircrew Certification. This applies to pilots and copilots in aircraft that are command-certified for category 2 or 3 ILS operations.

3.5.1. Eligibility. Pilots will be administered initial categories 2 and 3 ILS evaluations during their initial qualification evaluation.

3.5.2. Scheduling. Qualified pilots and copilots may receive category 2 or 3 ILS evaluations on the same flight while occupying their respective seats. When a pilot or copilot is evaluated individually, the opposite seat will be occupied by a qualified category 2 or 3 ILS pilot or copilot. The flight examiner may occupy the pilot or copilot seat during evaluations.

3.6. Theater Indoctrination (TI). Theater indoctrination (M060) will be conducted according to AFI 11-202, Volume 1, and this instruction. As a minimum, training should include a thorough review of theater unique instrument requirements and procedures, use of non-DoD instrument approach procedures, required instrumentation for specific approaches, theater weather conditions, local area procedures, host nation agreements, and an overview of the airport qualification program. Squadron commanders are responsible for the accomplishment of this training for all assigned and attached aircrew members and will design a program to meet requirements unique to unit operations. Completion of TI training does not require attainment of MR status.

Chapter 4

CONTINUATION TRAINING (PHASE III)

4.1. Aircrew Status. The continuation training program provides crewmembers with the volume, frequency, and mix of training necessary to perform unit missions. Accomplishing the minimum number of required events only ensures currency. Individual proficiency may require a greater number of events. Unit commanders will ensure all crewmembers receive sufficient event intensive training to maintain proficiency. Aircrew are assigned to either mission ready (MR), basic mission capable (BMC), or basic aircraft qualification (BAQ) status.

4.1.1. Mission Ready (MR). A mission-ready aircrew member is defined as one who is available, qualified, and certified in the squadron's mission (completed mission qualification training for applicable crew position). All 89 AW aircrew members will be mission ready except senior officers.

4.1.1.1. Aircrew members must be current in all ground and flying events.

4.1.1.2. Second FAs (FAB), second CSOs (FK) and second engineers (FF) are mission ready aircrew members in the aircraft in which they have completed Phase I/Phase II training.

4.1.2. Basic Mission Capable (BMC). An aircrew member who has satisfactorily completed mission qualification training, does not maintain MR status, but maintains familiarization in the command or unit operational mission. The aircrew member may maintain qualification in some aspects of the unit mission, and is able to attain full qualification in the unit mission within 45 days.

4.1.3. Basic Aircraft Qualification (BAQ). An aircrew member who has satisfactorily completed training and is qualified to perform aircrew duties in the unit aircraft. The member must at least perform at the minimum frequency necessary to meet the most recent sortie and flight standards in this Chapter.

4.1.4. Non-Mission Ready (NMR). An individual who is noncurrent or unqualified in the aircraft, incomplete in required continuation training, or not certified to perform the unit mission is a nonmission ready (NMR) aircrew member.

4.1.4.1. If the aircrew member is NMR for failure to maintain currency per paragraph **4.6.1.1.**, place the aircrew member in supervised status for that event (individual flies with an instructor of like specialty) until required training is accomplished. Loss of currency prohibits an individual from flying outside of the CONUS or accomplishing unsupervised inflight duties in the noncurrent event(s). For example, if the individual is noncurrent for an event such as small arms training, the individual may fly unsupervised on CONUS sorties which are not scheduled for and do not require aircrew arming.

4.1.4.2. If an aircrew member is NMR for failure to complete required continuation training, the operations group commander has two options:

4.1.4.2.1. Waive the required training in accordance with paragraph **4.6.1.** or **4.6.2.** The individual is then a MR aircrew member.

4.1.4.2.2. Place the aircrew member in supervised status (individual flies with an instructor of like specialty) until required training is accomplished. The operations group commander may allow individuals to fly unsupervised on CONUS sorties if loss of MR status was for failure to complete ground/flying continuation training.

4.2. Training Levels (TL). Before each semiannual period, the squadron commander or designated representative determines the training level (TL) of each assigned aircrew member, and will ensure that individuals receive training to successfully perform unit missions and maintain individual proficiency. Aircrew members may be assigned TL levels that are more restrictive, but never less restrictive than the requirements under this paragraph. TL definitions follow:

4.2.1. Flying Training Levels (FTL).

4.2.1.1. FTL "A" - highly experienced crew members. This may include MR or NMR AMC headquarters and Tanker/Airlift Control Center (TACC) personnel; formal school instructors; NAF personnel; AMWC instructors; wing, operations group, and squadron commanders; operations officers, personnel assigned to OG evaluation positions, and any instructors assigned primarily to staff duties. Squadron commanders have the discretion to assign highly experienced MR line crew members to this level. *NOTE:* NMR staff instructors/examiners assigned to HQ AMC, a NAF, or a direct reporting unit may be assigned to FTL "A" and GTL "4." In addition to GTL "4" requirements, these individuals must also accomplish refresher simulator training requirements. These individuals may fly unsupervised on local training missions provided they are current and qualified. They require instructor supervision on all other missions. Since these crewmembers do not maintain MR status, they cannot log MP time (may log EP, IP, or FP time, as qualified). If refresher simulator training requirements are not met, the individual must fly with an instructor of like specialty unless waived (see paragraph **4.6.**)

4.2.1.2. FTL "B" - experienced, mission ready crew members.

4.2.1.3. FTL "C" - MR crew members. Copilots should be assigned to FTL "C." If desired, squadron commanders may assign highly proficient copilots or first pilots to FTLs "A" or "B."

4.2.1.4. FTL "D" - basic aircraft qualified crew members. Designated primarily for BAQ crew members who are pursuing MR status.

4.2.1.5. FTL "E" - basic aircraft qualified, non-instructor staff (may include senior officers, MAJCOM, NAF, and TACC individuals who are not maintaining MR or instructor status). FTL E requirements are sufficient for BAQ and BMC status, but are insufficient for MR status. Aircrew members assigned to FTL E will fly with an instructor of like specialty at all times.

4.2.2. Ground Training Levels (GTL).

4.2.2.1. GTL "1" - highly experienced crew members with ten years or greater of operational flying in their rated specialty.

4.2.2.2. GTL "2" - experienced crew members with five years or greater but less than ten years of operational flying in their rated specialty.

4.2.2.3. GTL "3" - inexperienced crew members with less than five years of operational flying in their rated specialty.

4.2.2.4. GTL "4" - NMR senior officers and staff officers.

4.2.3. Change of FTL or GTL. Once the semiannual period begins, personnel should not be moved to a level requiring fewer events. *EXCEPTION: Basic aircraft qualified (BAQ) crew members may be placed in a different FTL any time after attaining MR status.*

4.3. Training Events/Tables. Standardized AFORMS training event identifiers and descriptions are located in **Attachment 2**. Unit defined events will be designated "X" events (i.e., X020) by the host operations systems management (HOSM).

4.3.1. Crediting Event Accomplishment. In addition to events accomplished on training and operational missions, those flight events accomplished on a satisfactory qualification, mission qualification, specialized mission qualification, or requalification evaluation may be credited towards the individual's currency requirements and establish a subsequent due date.

4.3.1.1. Aircrew members who are unqualified in the aircraft due to an unsatisfactory flight evaluation will not log continuation training requirements for those events graded unqualified (Q-3).

4.3.1.2. Make-up training (ground or flying) is creditable towards the new training period.

4.3.1.3. Simulator Credit for Training Events. Aircrew members may credit events accomplished in the simulator (FAA certified Level C or better) unless otherwise specified by the respective event description in **Attachment 2** or **Table 4.3.** *EXCEPTION: Simulator events may be credited for currency events in **Table 4.3.**, but will not be used to regain currency.*

4.3.1.4. Instructor Training Requirements and Responsibilities. Instructors and examiners may complete a portion of their proficiency sortie requirements on each training sortie.

4.3.2. Simulator Refresher Course Requirements. All assigned and attached pilots, FMs and flight engineers will complete annual simulator training during the calendar year. Simulator training is provided by commercial contract (ATS). Annual requirements may be for a one-time course or phase training (e.g., C-32 conducted quarterly) as specified by ATS contract.

4.3.2.1. The 89 OSS/OST will be the central point of contact between all units and the contractor for scheduling simulator refresher training. *EXCEPTION: the presidential unit will be responsible for coordinating simulator training dates directly with the contractor.* The 89 OSS/OST and the presidential unit will forward simulator requirements for the next fiscal year (FY) to HQ AMC/DOTA no later than 15 July. Requests must identify both the optimum (minimum) and maximum number of classes desired.

4.3.2.2. HQ AMC/DOTA and AMC Contracting Flight are the only agencies authorized to submit course requirement changes to the contractor.

4.4. Currency for Aircrew Members.

4.4.1. Ground Continuation Training Events. Aircrew members will comply with requirements of **Table 4.1.** Flight Surgeons comply with requirements of **Table 4.2.** See **Attachment 2** for event descriptions.

4.4.1.1. Crew members attached to units (i.e., NAF, AMC, AMWC, etc.) may accomplish ground training events at locations other than their units of attachment. Individuals are responsible for reporting accomplished training to their unit of attachment AFORMS office.

4.4.1.2. Centralized aircrew training record. All training events will be recorded in the AFORMS database (event identifiers are listed in **Attachment 2**). Combined training events may have only one AFORMS entry (separate training events may logged when the appropriate course material is intentionally covered in one training session). All one-time and PCS-in events will be entered into the AFORMS data base. These events need not be maintained on individual currency reports.

4.4.1.3. Mission ready (MR) requirements must be completed prior to participating in an operational mission as a qualified aircrew member. Local training missions may be flown before completing all MR items, provided the individual has a current flight physical, and has completed physiological, initial ground egress, marshaling, and life support training.

4.4.1.4. Attached aircrew members (i.e., NAF, AMC, CVAM, etc.) may accomplish ground training events at locations other than their units of attachment. Individuals are responsible for reporting accomplished training to their unit of attachment AFORMS office.

4.4.1.5. Units will use the appropriate Air Force Operations Resource Management System (AFORMS) forms specified in AFI 11-202, Volume 1, to record all accomplished training and to update the AFORMS database. The HOSM manager will provide event numbers to identify each training requirement and establish local procedures to ensure frequent data input to AFORMS.

4.4.1.6. Continuation Training. The following will be emphasized in continuation training courses:

4.4.1.6.1. Crew resource management (CRM).

4.4.1.6.2. Systems knowledge and operating procedures.

4.4.1.6.3. Normal, emergency, and instrument flight procedures.

4.4.1.6.4. Operational risk management (ORM).

4.4.1.6.5. Mission-Oriented Simulator Training (MOST).

Table 4.1. Ground Continuation Training Requirements.

Note	Event	Code	GTL 1	GTL 2	GTL 3	GTL 4	Position
	Chem-biological warfare defense training	G010	B	B	B	B	All
3	Tactics	G060	A	A	A	A	P, N
	Aircrew intelligence	G070	A	A	A	A	P, N
8	Communications Procedures	G080	A	A	A	A	P, CSO
	Anti-hijack	G090	B	B	B	B	All
	Laws of armed conflict	G100	A	A	A	A	All
	Protection from terrorism	G110	T	B	A	A	All
4, 5	ISOPREP review	G120	180d	180d	180d	180d	All
3, 11	Instrument refresher course	G130	C	C	C	C	P, N
7	TERPS	G150	T	B	A	T	E, FM
10	Hazardous cargo training	G182	A	A	A	A	FA
	CRM refresher	G230	A	A	A	A	All
9	Refresher Simulator	G250	A	A	A	A	P, E, FM
	Refresher Egress Simulator	G252	A	A	A	A	FA
6	Small arms training	G280	B	B	B	B	All

Note	Event	Code	GTL 1	GTL 2	GTL 3	GTL 4	Position
	Combat Survival Training	LS02	T	T	T	T	All
	Water Survival Training,	LS03	T	T	T	T	All
1	Aircraft ground egress training	LS08	A	A	A	A	All
1, 5	Flight physical	PP01	A	A	A	A	All
1, 5	Physiological training	PP11	T	T	T	T	All
2	Flight records review	RR01	A	A	A	A	All

A-Annual, B-Biennial, C-Check Cycle, SA-Semiannual, T-Triennial

NOTES:

1. Mandatory grounding item on expiration date; individual will not fly until required event is accomplished.
2. Not required to maintain mission ready status, although should be accomplished when due.
3. Pilots and navigators only.
4. G120 currency expires 180 days from last accomplishment.
5. See event description in **Attachment 2** for additional information on currency requirements.
6. G280 currency expires two years from date of accomplishment. G280 is not required for FAs. The PPO commander will determine G280 requirements for crewmembers permanently assigned to PPO.
7. Engineers and FMs.
8. Pilots and CSOs.
9. Pilots, Engineers and FMs. C-32 training is accomplished in quarterly phase training.
10. FAs.
11. Primary aircraft check cycle.

Table 4.2. Flight Surgeon Ground Continuation Training Requirements.

Notes	Event	Code	Frequency
2	Chemical-biological defense training	G010	B
1	Aircraft ground egress training	LS08	B
2	Protection of Forces	G090	B
2	Laws of armed conflict	G100	A
2	Protection from terrorism	G110	A
3	ISOPREP review	G120	180d

Notes	Event	Code	Frequency
2	Combat survival	LS02	T
2	Water survival	LS03	T
1, 4	Flight physical	PP01	A
1, 4	Physiological training	PP11	T
	Written Exam	Q001	C
	Flight records review	RR01	A

A-Annual, B-Biennial, C-Check Cycle, SA-Semiannual, T-Triennial

NOTES:

1. Mandatory grounding item.
2. Flight Surgeons without a mobility requirement do not need to accomplish this training.
3. G120 currency expires 180 days from date of accomplishment.
4. See event description in **Attachment 2** for additional information on currency requirements.

4.4.2. Flying Continuation Training Requirements. **Table 4.3.** lists the standardized flying requirements for pilots and navigators. **Table 4.4.** lists the requirements for the remaining crew positions. See **Attachment 2** for event descriptions.

4.4.2.1. Due to the constantly evolving and rapidly improving capabilities of flight simulators, log continuation flying events performed in simulators to the maximum extent possible (see paragraph **4.3.1.**).

4.4.2.2. Dual-Seat Qualification. First pilots (MCF), flight pilots (FP), and aircraft commanders (AC) will be dual seat qualified, and may accomplish training events in either seat. Copilots will not fly from the left seat unless entered into MCF/FP upgrade. Prior to occupying the left seat on missions with passengers/patients, copilots must have completed an MCF or FP evaluation.

4.4.2.3. The mission of the 89 AW is such that aircrew personnel qualified in the equipment of the other AMC or non-AMC units are not normally considered qualified in the same equipment in the 89 AW. When AMC aircrew personnel are assigned to the 89 AW in a TDY status to participate in unit missions as crew members, 89 OG/OGV will determine their qualification status for the period of TDY.

4.4.2.4. Senior officers and staff crew members maintaining basic aircraft qualification will, as a minimum, maintain FTL E requirements. This requirement also applies to additional aircraft an individual may be qualified in. In addition to always flying with an instructor of like specialty, FTL E senior officer pilots must be current in takeoffs, landings, and instrument approaches prior to carrying passengers.

4.4.2.5. SAM flying squadron aircraft commanders require a mission in command twice per semiannual period. Instructor pilots require one mission in command per semiannual period.

4.5. Proration of Training. AFI 11-202, Volume 1, outlines proration of training requirements for aircrew members not available for flying duties.

4.5.1. Use the following formula to determine training requirements: number of months available times the event volume divided by the number of months in the training period. Round down to the nearest whole number but not less than 1 (e.g., 5.6 rounds to 5). Use **Table 4.5.** to determine the number of months available. *EXCEPTION: When an individual permanently changes station to a unit flying the same model aircraft and enters the same training level or lower, credit may be taken for training accomplished at the previous base.* Prorate training requirements based on the time available (time at former base, plus time at new base, minus number of days not available) during the training period. Time available starts 7 days after sign-in for CONUS and 14 days after sign-in for outside the continental United States (OCONUS). Subtract previous accomplishments from the prorated total to determine remaining requirements.

Table 4.3. SAM Semiannual Continuation Flying Training Requirements: Pilots and Navigators.

Note	Event	Code	Pilot (MP/FP)						Copilot (MC/MCF)					Navigator				
			A	B	C	D	E	*CUR*	A	B	C	D	*CUR*	A	B	C	D	*CUR*
	Local Pro Sortie	M010	2	2	2	2			4	4	5	6		4	5	6	7	
	Nav Mission Sortie	M014												1	2	2	2	
4	**Takeoff**	P020	12	18	24	30	6	*M*	12	18	24	30	*M*					
	Takeoff (aircraft)	P021	4	6	8	10	2											
	Takeoff (simulator)	P022																
4	**Instrument approach**	P070	15	20	26	32	6	*M*	15	20	26	32	*M*					
	Instrument approach (aircraft)	P075	4	6	8	10	2											
	Instrument approach (simulator)	P076																
	Instrument approach (coupled)	P080	1	1	1	1												
	Instrument approach (manual)	P 090	4	5	6	7			4	5	6	7						
	Precision approach	P100	6	6	8	10	2		6	6	8	10						
	Nonprecision approach	P110	6	6	8	10			6	6	8	10						
1	**NDB Approach**	P116	2	2	2	2			2	2	2	2						
	Category II ILS	P120	2	2	2	2			1	1	1	1						
2	**Category III ILS**	P121	2	2	2	2			2	2	2	2						
	Circling	P130	2	2	2	2			2	2	2	2						

Note	Event	Code	Pilot (MP/FP)						Copilot (MC/MCF)					Navigator				
			A	B	C	D	E	CUR	A	B	C	D	CUR	A	B	C	D	CUR
	Visual traffic pattern	P140	2	2	2	2			2	2	2	2						
	Missed approach	P150	2	3	3	3			2	3	3	3						
3	**Approach and GA (sim eng-out)**	P170	2	3	3	3			2	2	2	2						
3	**Approach and landing (sim eng-out)**	P180	2	2	2	2			2	2	2	2						
4	**Landing**	P190	12	18	24	30	6	*M*	12	18	24	30	*M*					
	Landing (aircraft)	P198	4	6	8	10	2		8	8	8	12						
	Landing (simulator)	P199																
	Landing night	P192	2	2	2	2		*Q*	2	2	2	2	*Q*					

M-Monthly, Q-Quarterly, A-Annually, B-Biennially, SA- Semiannually

NOTES:

1. Applies only aircrew members assigned to fly aircraft ADF equipped aircraft.
2. Only for aircraft with Cat III capability.
3. First pilots (MCFs), FPs and MPs will perform all engine out maneuvers.
4. Total events, simulator and aircraft.

Table 4.4. SAM Semiannual Continuation Flying Training Requirements: CSOs, FAs, FMs, and Es.

Notes		Event	*CSO*					FA, FM, E				
			A	B	C	D	CUR	A	B	C	D	CUR
1	**Local Proficiency Sortie**	M010	2	2	2	2	*Q*	2	2	2	2	*Q*
2	**HAVE QUICK RadioProcedures**	P260	2	2	2	2						
2	**SECURE RADIO Operations**	P270	2	2	2	2						
2	**Authentication procedures**	P271	1	1	1	1						
3	**Taxi exercise**	P005						2	2	2	2	*Q*

M-Monthly, Q-Quarterly, A-Annually, B-Biennially

NOTES:

1. May log when flown in any aircraft for which qualified. Accomplish at least one sortie per semiannual period for each aircraft.

2. Applicable for CSOs only.

3. Not applicable to FAs. Engineers and FMs will log aircraft taxi events.

Table 4.5. Individual Availability.

Days Available	Months Available
0-15	0
16-45	1
46-75	2
76-105	3
106-135	4
136-165	5
> 166	6

4.5.2. Prorate requirements for individuals changing training levels.

Table 4.6. Additional Training Events.

Event	Code	Requirement
Airport Qualification Program	G290	Prior to missions into selected airports (see ASRR)
Unit Specific Training Sortie	M020	Unit defined continuation training
Overseas Sortie	M030	Wings will determine requirement
Tactical Proficiency Sortie	M050	Wings will determine requirement
Theater Indoctrination	M060	Prior to MR
Threat Scenario Sortie	M110	Wings will determine requirement

NOTE:

Refer to AFI 11-2SAM, Volume 2, for evaluation requirements.

See **Attachment 2** of this instruction for additional event identifiers.

4.6. Failure to Complete Continuation Training Requirements. Declare individuals NMR if they fail to complete ground or semiannual flying continuation training requirements. *NOTE*: The operations group commander may allow individuals to fly unsupervised on CONUS sorties after they have been declared NMR for failure to complete ground or flying continuation training requirements. The following guidance applies:

4.6.1. Flight Training. At the end of the semiannual training period, the squadron commander will review AFORMS products for those crew members who failed to accomplish all required semiannual

flying training events (includes all events listed in the flying continuation training tables). The squadron commander will either direct training necessary for the individual to regain MR status or request an operations group commander waiver. If the AFORMS review shows enough flying events were recently accomplished to ensure MR proficiency, the operations group commander may waive the requirements. The same flying training events will not be waived for two consecutive training periods. This waiver authority must be used judiciously. The intent is to ensure crew members receive the proper quantity of flying events to remain proficient and allow the operations group commander to determine MR status and additional training requirements when those training quotas are not met. *EXCEPTION: Flight currency will only be waived under extreme circumstances and only at the MAJCOM level.* Flight currency is associated with those events denoted in the flying continuation training tables by a specific period of time (monthly, quarterly, semiannual, or annual) within which an event must be accomplished (listed in the "CUR" column).

4.6.1.1. Loss of Currency. Place individuals delinquent in one or more currency events in supervised training status for that event and declare them NMR in those unit missions requiring that event. Aircrew members are non-current the day after event currency expires; (i.e., an aircrew member who accomplished an event with monthly currency on 1 September becomes non-current on 1 November). Regain currency based on the time elapsed since becoming non-current as described in paragraph **1.6.** Aircrew members will demonstrate proficiency with an instructor for loss of currency up to six months. Loss of currency in excess of six months will result in requalification to regain currency.

4.6.1.2. Requalification Training Limits and Requirements. An aircrew member is unqualified on either loss of currency exceeding 6 months or expiration of his or her qualification evaluation, whichever occurs first. See paragraph **1.7.** for requalification requirements.

4.6.2. Ground Training. The OG/PPO commander or equivalent may waive ground continuation training. This waiver authority must be used judiciously. The decision to grant a waiver will be based on the individual crew member's experience and proficiency level (i.e., waivers will not be based on a crew member's availability). The operations group commander will determine the allowable time period of the waiver (the training should be completed at the earliest opportunity). This waiver is allowed for unforeseen circumstances and only for events that will not degrade mission accomplishment.

4.7. Requirements Before PCS or TDY by Members on Active Flying Status. AFI 11-202, Volume 1, specifies requirements before PCS or TDY.

4.8. Requirements Before Removal from Active Flying. AFI 11-202, Volume 1, specifies requirements before removal from active flying.

4.9. Requirements While in Inactive Flying Status. AFI 11-202, Volume 1, specifies requirements while in inactive flying status.

4.10. Retraining (Before Separation, Retirement, or Mandatory Inactive Flying Status). AFI 11-202, Volume 1, specifies retraining restriction before separation, retirement, or mandatory inactive flying status.

4.11. Aircrews Flying With Other Than US Air Force Units. AFI 11-202, Volume 1, addresses individuals flying in this status.

4.12. Flight Surgeon Requirements. Flight surgeons will comply with the flying requirements in AFI 11-202, Volume 1.

Chapter 5

UPGRADE TRAINING

5.1. Prerequisites. This chapter identifies general prerequisites and training requirements for upgrade. With the operations group commander's approval, upgrade and special qualification training requirements may be completed during operational missions under the supervision of an instructor. Comply with restrictions in AFI 11-2SAM, Volumes 2 and 3, MAJCOM directives, and applicable OPORDs. Minimum requirements for upgrade are in **Table 5.1.** Minimum flying hour requirements must be attained prior to entry into upgrade training. The OG commander is the waiver authority for all personnel who do not meet minimum flying hour requirements. *NOTE: For requalification requirements of previously-qualified aircrew members, requalification will be on a proficiency basis. Previous MPs or above should be requalified as MPs unless otherwise directed by the OG/PPO commander.*

5.2. Aircraft Commander (AC).

5.2.1. General. Flying time prerequisites required for upgrade are based on a copilot or first pilot having gained knowledge and judgment required to effectively accomplish unit missions. Unit commanders must ensure continuation training programs emphasize these areas. Flying experience should include left-seat time prior to entering formal school upgrade training. AC candidates must have an in-depth knowledge of systems, procedures, and instructions before entering the formal upgrade program. Additionally, the following guidance applies:

5.2.1.1. Select upgrade candidates based on upgrade potential, retainability, and mission requirements.

5.2.1.2. Fill all available quotas before requesting in-unit upgrade (C-9).

5.2.1.3. Complete applicable ground and flying requirements of in this instruction.

5.2.1.4. C-9/C-137/C-32/C-20/C-37 aircraft commander upgrade candidates must have been a first pilot for at least 6 months, have 100 hours in the aircraft, and (C-137 only) must have flown at least 3 overseas missions. The requirement does not apply to aircraft commanders accomplishing difference training to perform aircraft commander duties on another aircraft. *NOTE: For 89 AW pilot upgrades, do not begin upgrade without unit operations officer concurrence.*

5.2.2. In-Unit Upgrade is the primary method for AC qualification training in the C-20, C-32, C-37, C-137, and VC-25. Use courseware provided by the formal school (C-9) and comply with **Table 5.1.**

5.2.3. Graduates of an aircraft commander course will be designated NMR aircraft commanders (i.e., FP). NMR aircraft commanders will accomplish aircraft commander continuation training requirements (training level assigned by squadron commander) and can serve as a MCF or CP augmentee while non-mission ready (must be current and qualified). MR status, on completion of mission qualification training and associated evaluation and certification, will be validated by a certification board. There is no flying-hour requirement for MR status.

5.3. Other Crew Positions.

5.3.1. Flight Attendant. Upgrade to first FA requires demonstrated proficiency in the following: Mission planning; user coordination; fleet, customs, and immigration; meal planning, purchase, and preparation; financial accountability; forms preparation; FA direction and delegation; and mission

pacing. Additional requirements are approval of the FA section noncommissioned officer-in-charge (NCOIC), complete training requirements associated with the progression to first FA, and a successful first FA flight evaluation. Upgrade to first FA requires approval by the squadron/unit FA operations superintendent or higher if designated locally.

5.3.2. Communications Systems Operator. Upgrade to first CSO (MK) requires demonstrated proficiency in: mission planning, predeparture procedures, inflight procedures, after-landing and post-flight procedures, special procedures and coordination, and successful completion of a first CSO flight evaluation.

5.3.3. Flight Engineer. Upgrade to first engineer (MF) requires demonstrated proficiency in: mission planning, predeparture procedures, inflight procedures, after-landing and post-flight procedures, special procedures and coordination, and a successful completion of a first engineer flight evaluation.

5.4. Aircrew Instructor Program. Course is designed to teach selected crew members fundamentals and concepts of instructing. Instructor candidates will be selected based on experience, judgment, ability to instruct, flying skill, and technical knowledge.

5.4.1. Instructor upgrade prerequisites. See **Table 5.1.**

5.4.2. Instructor Academic Training (A010).

5.4.2.1. An instructor must be thoroughly familiar with aircraft systems and equipment, normal and emergency operating procedures, prohibited maneuvers, and aircraft performance under all conditions of flight. Instructor candidates will demonstrate knowledge by organizing and conducting ground briefings on a cross-section of subjects from applicable directives. Briefings may be conducted as part of the existing continuation training or flying safety program, but the briefing must be critiqued by a same crew position instructor for content, organization, and delivery.

5.4.2.2. The instructor candidate will receive ground training on training documentation.

5.4.2.3. Instructor written examinations. AFI 11-202, Volume 2, addresses instructor examination requirements.

5.4.2.4. Instructor/Examiner CRM (G232). Initial instructor CRM should be included in formal and in-unit upgrade. Units develop course material locally for in-unit upgrades (N/A for 89 AW Instructors who were instructors in previous aircraft).

5.4.3. Flying training.

5.4.3.1. IP candidates may occupy either seat during training. Emphasis will be on right-seat proficiency, maneuver techniques, practice instruction, practical emergency situation set-up, and operating aircraft systems. A minimum of one touch and go landing should be accomplished in the left seat, emphasizing the differences in cockpit layout and aircrew duties that affect left seat instructing.

5.4.3.2. An initial instructor flight evaluation is required.

5.4.3.3. Instructor proficiency guidelines. In the first quarter, following upgrade, emphasis should be placed on flying the newly certified IP in the local pattern to reinforce upgrade training and to gain experience in the local flying environment.

5.4.4. Instructor Preparatory Course (IPC). All instructor candidates must have attended an IPC at a formal Air Force school or at the unit level.

5.4.4.1. 89 AW IPC (Instructor Preparatory Course) is directed by 89 OSS/OST and is taught at the squadron level. Classes are held at the Aircrew Learning Center unless other arrangements are made.

5.4.4.2. Unit level IPC. Wings may conduct IPC for instructor candidates at the squadron level. Each squadron IPC program will be approved by the appropriate OSS/OST and an information copy will be forwarded to MAJCOM/DOT. Each IPC program will have a primary instructor appointed by the applicable squadron commander to be responsible for course content, scheduling, records, and training of new IPC instructors. IPC staff may be of any size but should be limited to only enough to accomplish unit requirements.

5.4.4.3. IPC Guidance. Unit level IPCs will be conducted according to a plan submitted to and approved by the appropriate OSS/OST. Primary instructors will maintain course content and update when necessary. A record of course attendees will be maintained for at least 2 calendar years. An AF Form 1256 will be issued to each graduate and signed by the primary instructor. Unit level IPC operating instructions are permitted and encouraged.

5.5. Flight Examiner Qualifications. Squadron/Unit commanders will recommend instructors for flight examiner certification. Instructors identified for certification as flight examiner must possess satisfactory knowledge of MAJCOM training and evaluation policies and procedures and the ability to administer an evaluation according to AFI 11-401, *Flight Management*.

5.5.1. Flight examiner candidates will attend the flight examiner qualification course for their crew position. Squadron commanders may waive this requirement if the candidate is a previously qualified flight examiner in any AMC aircraft. Test may include, but is not limited to the following:

5.5.1.1. Examiner candidates should observe qualified examiners conducting a cross-section of evaluations, to include techniques used to evaluate aircraft systems and flight directive knowledge.

5.5.1.2. Examiner candidates should receive a briefing on command policies and interpretations of, AFI 11-202, Volume 2, and AFI 11-2SAM, Volume 2.

5.5.1.3. Flying training. In conjunction with the observation in this paragraph, the examiner candidate should also observe the inflight portion of evaluations.

5.6. Special Qualifications.

5.6.1. Functional Check Flight (FCF) pilot. FCF pilots will be selected from highly qualified instructors (preferably examiners). FCF requirements are listed in AFI 11-2SAM, Volume 3, *SAM Operations Procedures*. The candidate will complete a review of applicable technical orders (T O 1-1-300, *Acceptance/Functional Check Flights and Maintenance Operational Checks* and checklists), the current Contract Logistics System (CLS) contract, and complete a written examination. The candidate will fly as copilot on a minimum of one FCF prior to unit commander certification.

Table 5.1. Upgrade Prerequisite Summary.

From	To	Prerequisite	Tasks and Events Required
Student	MCF, FP [1]	Appropriate student AFSC	Complete **Chapter 2** and **Chapter 3** rqmts
MC, FP, MCF	MP [1,3]	Appropriate MC, FP AFSC Unit CC recommendation for all aircraft Hours Total/PAA C-9 2,500/100 C-20 2,500/100 VC-25 3,000/100 C-137 2,500/100 C-32 2,500/100 C-37 2,500/100	Complete **Chapter 5** rqmts.
MP	IP [2,3]	-Appropriate MP AFSC & 100 hours PAA after MP certification -Minimum 6 months after MP certification -Unit CC recommendation	Complete **Chapter 5** rqmts.
IP	EP	Appropriate IP AFSC -Unit CC recommendation	Complete **Chapter 5** rqmts.
Student	All other positions	Appropirate Student AFSC	Complete **Chapter 2** and **Chapter 3** rqmts
Mission Qualified	Instructor	Appropriate AFSC -Unit CC recommendation	Complete **Chapter 5** rqmts
Instructor	Examiner	Appropriate instructor AFSC -Unit CC recommendation	Complete **Chapter 5** rqmts

NOTES:

1. 89 AW pilots will initially qualify to MCF or FP. Upgrade to MP will not occur until an individual meets the Total/PAA flying hour requirements, and has been recommended by an instructor with the concurrence of the operations officer.

2. All flying-hour requirements must be attained prior to entry into an IP upgrade program. Simulator time and upgrade training student time is creditable toward total time. Only primary and secondary time is creditable towards PAA time. Simulator time is not creditable towards PAA time.

3. The unit training chief must ensure AF Form 63, **Officer Active Duty Service Commitment (ADSC) Counseling Statement**, is signed prior to beginning upgrade training according to AFI 36-2107.

Chapter 6

AIRCREW TRAINING SYSTEM (ATS)

6.1. Applicability. As defined in AFI 11-202, Volume 1. The ATS is civilian contractor-provided aircrew training in concert with Air Force instruction. The ATS contractor normally provides academic and simulator training while the Air Force conducts all flight training and administers all evaluations. This chapter applies to all aircrew members attending formal schools using ATS courseware or attending ATS initial, upgrade, or refresher training.

6.2. Dedicated Training Time. As defined in AFI 11-202, Volume 1. It is imperative that students complete their training in a timely and uninterrupted manner. Students will enroll on a full-time basis. Relieve students of duties not directly related to training. *EXCEPTION*: *Supervisory personnel may continue their normal duties as time permits.*

6.3. ATS Course Prerequisites. Each ATS course is designed and based on student prerequisites being met. Prerequisites may include a minimum number of flying hours, squadron operations officer recommendation, and completion of applicable training guides. Consult the course summary document (CSD) to determine student entry level for each course.

6.4. Lesson Objectives.

6.4.1. Lesson Objective Development. All objectives must meet requirements of instructional systems development (ISD) process as defined in AFH 36-2235, *Information for Designers of Instructional Systems*.

6.4.2. Lesson Objective Description. These are subject to changes in the contract.

6.4.3. Lesson Objective Use. Instructors and examiners use lesson objectives as a reference document to establish training and evaluation standards. Submit recommended changes through MAJCOM channels.

6.4.4. Course Material. All student guides, training guides, line development guides, etc., will be provided by the ATS contractor. Local procedures will be developed by unit training offices to ensure that students bring the current version of the course material to the start of each class.

6.4.4.1. Crew Resource Management (CRM) Training.

6.4.4.1.1. CRM Development. CRM trains aircrew members to cope with potential problems in human behavior affecting crew performance. Documented studies of aircraft accidents and additional data suggests most human behavior problems observed among aircrews could be grouped into six categories: communication, situational awareness, team leadership, mission analysis, decision-making process, and stress management.

6.4.4.1.2. CRM Program Introduction to CRM is presented during initial qualification training and is imbedded in recurring phase training and upgrades.

6.5. Unsatisfactory Student Progress.

6.5.1. If a student's training progress is unsatisfactory, the contractor will notify the government representative (wing training, operations officer, etc.). Following a joint Air Force and ATS contractor review of the student's record, the Air Force will determine whether to continue or terminate training.

6.5.2. The contractor will provide written feedback to the unit commander or training office for students who display substandard performance.

6.5.3. Remediation Procedures. HQ AMC/DOTA must receive prompt notification from the contractor of failed course completion. Remediation subsequent to a failed course may be ATS contractor's responsibility, Air Force's responsibility, or a joint responsibility, depending on the nature of failure. In every case, close coordination is required to achieve maximum trainee progress. Direct contact with appropriate ATS instructor supervisor is encouraged. See paragraph 6.6.5 for remediation scheduling procedures.

6.6. Courseware Changes. Submit courseware changes through appropriate MAJCOM channels, with information copies to HQ AMC/DOT. The reporting requirement in this paragraph is exempt from licensing in accordance with paragraph 2.11.12 of AFI 37-124.

6.6.1. Master Task List (MTL) and Evaluation Standards Document (ESD).

6.6.1.1. MTL/ESD Purpose. The MTL/ESD were developed (are required) to provide the basis for courseware development. The MTL/ESD have been/will be approved by HQ AMC/DOT and is the evaluation criteria for validating an aircrew member's performance. Flight examiners and instructors who evaluate or train crewmembers will use the MTL/ESD to determine the ability of an individual to meet the performance levels required to be mission-qualified.

6.6.1.2. MTL/ESD Use. The MTL/ESD will be used by flight examiners and instructors in the training and evaluation of aircrew members. Distribution of the MTL/ESD is sufficient to ensure that each squadron has reference copies for each crew position. Recommended changes will be submitted through Air Force channels using an approved quality assurance change proposal (QACP) process. Changes to the MTL/ESD frequently result in changes to associated courseware.

6.7. Contractor Personnel Flight Operations. The contractor shall identify, publish and update (as appropriate) to HQ AMC/DOT a list of designated aircrew training instructors to fly aboard AMC aircraft. *EXCEPTION: Not authorized on Presidential Unit aircraft.* Contractor instructors (including site and training managers) are permitted to fly and accompany AMC aircrews on aircraft with HQ AMC/DO approval as (1) a designated additional crew member (ACM) observer on a local training flight or (2) observer in Mission Essential Ground Personnel (MEGP) passenger status.

6.7.1. ACM (Observer) or Non-Crewmember Status on Local Training Flights. The contractor shall coordinate with HQ AMC/DOT and mutually agree on the frequency of these flights. *EXCEPTION: Not authorized on Presidential Unit aircraft.* Contractor instructors shall be considered unqualified aircrew members and are authorized an ACM seat in the cockpit (if available) during any phase of flight. Emergency procedures and touch-and-go landings may be accomplished when the observer is on a local training flight. Contractor personnel in this status will not be allowed access to aircraft controls nor shall they occupy a primary crew position. The contractor shall prepare and maintain current written procedures (IAW AFI 13-201, *Air Force Airspace Management*) applicable to the training

requirements of observer crew members. Training requirements include, but are not limited to the following:

6.7.1.1. Personal and life support equipment training.

6.7.1.2. Egress training.

6.7.1.3. Emergency procedures training.

6.7.1.4. Valid FAA physical.

6.7.2. Observer in MEGP Passenger Status. Designated contractor personnel may observe AMC flight activities on operational cross-country and overwater missions. Except in rare cases, contractor personnel are required to remain with their home station departure aircrew (*EXCEPTION*: Mission reroute to sensitive or possible hostile areas, diplomatic restrictions, etc.). In such cases, contractor MEGP may join an AMC aircraft mission enroute to home station or return at contractor expense. Contractor personnel in this status will not be allowed access to aircraft controls nor shall they occupy a primary crew position. HQ AMC/DO will approve transportation authorization for contractor instructors. These individuals will have in their possession a copy of the transportation authorization and will be listed as MEGP on the travel orders. MEGP approval does not fulfill the requirements of the Foreign Clearance Guide (FCG), nor constitute theater clearance. *EXCEPTION*: Not authorized on Presidential Unit aircraft.

6.7.3. Contractor Medical Examinations and Toxicological Testing. Contractor designated flight personnel are subject to medical examination and toxicological testing if involved in an aircraft mishap. Contractor personnel will also provide written statements and other information relating to the mishap as required by the mishap investigator. Contractor statements are protected under the privileged, limited use provisions of AFI 91-204, *Safety Investigations and Reports*. In no case will the USAF be charged or held liable for loss of productivity by contractor personnel due to mission diversions, delays, or cancellations.

6.7.4. Flight Authorization Orders and Flight Time Log. AMC contractor instructors flying as observer crewmembers on local flights shall be designated "ACM" in the crew position column of the AMC Form 41, **Flight Authorization**, and log "XA" in the duty position column. Individuals in non-crewmember status will not log time on the AFTO 781, **AFORM Aircrew/Mission Flight Data Document**.

MARVIN R. ESMOND,   Lieutenant General, USAF
DCS/Air & Space Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*

Public Law 92-204, Section 715, *Appropriations Act for 1973*

Public Law 93-294, *Aviation Career Incentive Act of 1974*

Public Law 93-570, *Appropriations Act for 1974*

37 U.S.C. 301a, *Incentive Pay*

DoDD 7730.57, *Aviation Career Incentive Act of 1974 and Required Annual Report*, February 5, 1976, with changes 1 and 2

AFPD 10-9, *Lead Operating Command Weapon Systems Management*

AFPD 11-2, *Aircraft Rules and Procedures*

AFPD 11-4, *Aviation Service*

AFI 11-202, Volume 1, *Aircrew Training*

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

AFI 11-218, *Aircraft Operation and Movement on the Ground*

AFI 11-2SAM, Volume 2, *SAM Aircrew Evaluation Criteria*

AFI 11-2SAM, Volume 3, *SAM Operations Procedures*

AFI 11-401, *Flight Management*

AFI 11-408, *Aircrew Standardization/Evaluation Program—Organization and Administrations* (forthcoming)

AFI 13-201, *Air Force Airspace Management*

AFI 13-207 (FOUO), *Preventing and Resisting Aircraft Piracy (Hijacking)*

AFI 14-103, *Threat Recognition Training Program*

AFI 32-4001, *Disaster Preparedness Planning and Operations*

AFI 33-211, *Communications Security (COMSEC) User Requirements*

AFI 36-2107, *Active Duty Service Commitments (ADSC) and Specialized Period of Time Contracts (SPTC)*

AFI 36-2110, *Assignments*

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFPAM 36-2211, *Guide for Management of Air Force Training Systems*

AFCAT 36-2223, *USAF Formal Schools*

AFMAN 36-2234, *Instructional System Development*

AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*

AFI 37-160, Volume 8, *The Air Force Publications and Forms Management Program - Developing and Processing Forms*

AFI 37-161, *Distribution Management*

AFI 91-204, *Safety Investigations and Reports*MCI 10-202, Volume 2, *Operational Support Airlift (OSA) and Aeromedical Evacuation (AE) Aircrew Training Program Policies, Organizations, and Administration (PA)*

AMCH 11-214, *Aircrew Hazardous Materials Handbook*

AMCH 33-1 (S), AMC *Aircrew Communications Handbook*

AFI 14-105/AMCS 1, *Unit Intelligence Mission and Responsibilities*

Abbreviations and Acronyms

A—Annual

AC—Aircraft commander

ACC—Air Combat Command

ACDE—Aircrew Chemical Defense Ensemble

ACDT—Aircrew chemical defense training

ACDTQT—Aircrew chemical defense task qualification training

ACM—additional crew member

ADSC—active duty service commitment

AE—aeromedical evacuation

AECM—Aeromedical evacuation crew member

AERPS—Aircrew Eye/Respiratory Protection System

AETC—Air Education and Training Command

AFAIS—Air Force Advanced Instrument School

AFFSA—Air Force Flight Standards Agency

AFORMS—Air Force Operations Resource Management System

AFRC—Air Force Reserve Command

AFSIR—Air Force Spectrum Interference Resolution

AFSOC—Air Force Special Operations Command

AMWC—Air Mobility Warfare Center

ANG—Air National Guard

AQP—Airport qualification program

AR—Air refueling

ASRR—Airfield Suitability and Restrictions Report

AT—Academic Training

ATS—Aircrew training system

ATSO—Ability To Survive and Operate

BAI—Backup aircraft inventory

BAQ—Basic Aircraft Qualification

BMC—Basic Mission Capable

C—Cyclical (17-month qualification evaluation cycle)

CBT—Computer-based training

CBWD—Chemical-Biological Warfare Defense

CCRW—Command curriculum review workshop

CFT—Cockpit Familiarization Trainer

COMSEC—Communications security

CONUS—Continental United States

CP—Copilot

CPT—Cockpit procedures trainer

CRAF—Civil Reserve Air Fleet

CRM—Crew resource management

CRO—COMSEC Responsible Officer

CSD—Course summary document

CSO—Communication systems operator

CST—Combat survival training

CTA—Chemical threat area

CUR—Currency

DNIF—Duty not including flying

DOC—Designed operational capability

DoD—Department of Defense

DOT—Director of Training

DQT—Difference qualification training

E—Engineer

EAM—Emergency Action Message

EP—Examiner pilot

ERCC—Engine-Running Crew Change

ERD—Evaluation reference date

ERO—Engines running onload or offload

ESD—Evaluator standards document

FC—Basic qualified copilot

FA—Flight attendant

FCF—Functional Check Flight

FEF—Flight evaluation folder

FF—Second engineer

FM—Flight mechanic

FP—Flight pilot

FS—Flight surgeon

FTL—Flying Training Level

GT—Ground Training

GTL—Ground Training Level

HOSM—Host operations systems management

HQ—HAVE QUICK or Headquarters

IBT—Instructor-Based Training

ICAO—International Civil Aviation Organization

IFF/SIF—Identification, Friend or Foe, Selected Identification Features

IP—Instructor pilot

IPC—Instructor Preparatory Course

IQT—Initial qualification training

IR—Infrared

IRC—Instrument Refresher Course

ISD—Instructional systems development

ISOPREP—Isolated personnel report

LOAC—Laws of armed conflict

LS—Life support

LSE—Life support equipment

MC—Mission copilot

MCD—Medical crew director

MCF—First pilot

MDS—Mission-design-series (e.g., C-20 vice C-25)

MEGP—Mission Essential Ground Personnel

MF—Mission qualified flight engineer/first flight engineer

MK—Mission qualified Communication System Operator

MOB—Main operations base

MOST—Mission-oriented simulator training

MP—Mission pilot (not applicable for copilots or first pilots)

MQT—Mission qualification training

MR—Mission ready

MTL—Master task listing

MWS—Major Weapons System

NMR—Nonmission-ready

NVG—Night-vision goggles

OCONUS—Outside the continental United States

OFT—Operational flight trainer

OG—Operations group

OPORD—Operation order

OPR—Office of primary responsibility

OSA—Operational support airlift

OSS—Operations support squadron

P—Proficient

PAA—Primary aircraft assigned

PACAF—Pacific Air Forces

PAI—Primary aircraft inventory

PFT—Programmed flying training

PPO—Operations group/Presidential unit

PTT—Part task trainer

RPL—Required proficiency level

SAM—Special air mission

SATCOM—Satellite communications

SFS—Security Forces Squadron

SORTS—Status of Resources and Training System

SPTC—Specialized Period of Time Contract

TACC—Tanker/Airlift Control Center (USAF)

TDY—Temporary duty

TERPS—Terminal instrument procedures

TG—Training guide

TL—Training level

TMS—Training management system

TRP—Training review panel

TS-SBI—TOP SECRET special background investigation

UMD—Unit manning document

USAFE—United States Air Forces in Europe

WST—Weapon system trainer or water survival training

Terms

Academic training—A course of instruction that includes, but is not limited to, classroom instruction related to aircraft systems and operation, flight characteristics and techniques, performance, normal procedures, abnormal procedures, and emergency procedures. To adequately prepare students, academic courses should be completed prior to simulator or flight training.

Aeromedical Evacuation (AE)—The movement of patients under medical supervision to and between medical treatment facilities by air transportation.

Aeromedical Evacuation Crew Member (AECM)—Qualified flight nurses, AE technicians, and unqualified student trainees performing AE duties under the direct supervision of a qualified instructor or flight examiner.

Aircraft Commander (AC)—The aircrew member designated by competent authority as being in command of an aircraft and responsible for its safe operation and accomplishment of the assigned mission.

Aircrew Training System (ATS)—Integrated qualification, upgrade, and continuation training program for crew members. Civilian contractors conduct most academic and ATD training: Air Force conducts all flight training.

Annual—Training required once every calendar year.

Basic aircraft qualified—Aircrew member who has successfully completed an inflight evaluation but is not mission qualified in his or her assigned aircraft.

Biennial—Training required once every two calendar years.

Communication Systems Operator (CSO)—Crew member fully qualified to perform all communication systems operator functions.

Communications Security (COMSEC) aid—COMSEC material, other than equipment or devices, that assists in securing communications and which is required in the production, operation, or maintenance of COMSEC systems and their components. Examples are keys, codes, authentication information in physical or electronic form, call signs, frequencies, and supporting documents.

COMSEC Responsible Officer (CRO)—Individual appointed by a unit commander to oversee the unit's COMSEC program as outlined in AFI 33-211, *Communications Security (COMSEC) User Requirements*.

Computer-Based Training (CBT)—Ground training system that uses computer-generated graphics or text in conjunction with interactive programs as the primary medium of instruction.

Continuation training—Ground and flight training events necessary to maintain mission-ready or basic qualification status.

Copilot (CP)—Pilot qualified to perform duties in the right seat only.

Crew Resource Management (CRM) training—Training to improve the teamwork, dynamics, and effectiveness of aircrews.

Critical phases of flight—Take-off, AR, approach to landing, landing, or any flight maneuver stipulated in 11-2MDS series instructions specifically requiring direct (access to controls) instructor supervision for qualified or unqualified crew members.

Currency event—Flying continuation training events with prescribed maximum interval-between-accomplishment shown in the "CUR" column.

Cycle—17-month cycle based on in-flight evaluation completion date. Instrument refresher course (IRC), open and closed-book testing, and in-flight evaluations are required 17 months after previous in-flight evaluation. Testing and evaluation will be accomplished during the 6-month period that includes the qualification expiration month and the 5 preceding months. See AFI 11-408, *Aircrew Standardization/ Evaluation Program—Organization and Administrations* (forthcoming), and appropriate MAJCOM supplement.

Difference qualification training—Training necessary to qualify an individual in a different tactic or system within the same aircraft or an aircraft that is a different series other than the one in which currently qualified.

Direct instructor supervision—Instructor of like specialty with immediate access to controls (for pilots, instructor will occupy either aircraft commander or copilot seat).

Event or task—A training item to be accomplished. Several events or tasks constitute a training profile.

Familiarization Item—An item completed by demonstration, observation or in-seat experience. Proficiency is not required.

First pilot (MCF)—Copilot qualified to perform duties in the left seat (see AFI 11-2SAM, Volume 2, SAM Aircrew Evaluation Procedures, and Volume 3).

Flight examiner—A crew member designated to administer evaluations according to AFI 11-2SAM, Volume 2.

Flight mechanic—Crew member qualified to perform flight mechanic duties.

Flight attendant (FA)—Crew member qualified to perform flight attendant duties (same as IPSS).

Flight nurse (FH)—A nurse corps officer who has completed a recognized course of study in aerospace nursing and has current aeronautical orders in that AFSC.

Flight Pilot (FP)—Basic qualified aircraft commander (not MR).

Flight surgeon (FS)—Medical doctor qualified to perform flight surgeon duties and has current aeronautical orders in that AFSC.

Flying Training Level (FTL)—A standard assigned to crew members, by the squadron commander, directing flying continuation training requirements.

Ground Training Level (GTL)—A standard assigned to crew members, based upon experience and squadron commander recommendation, directing ground continuation training requirements.

Instructor—Crew member trained, qualified, and certified by the squadron commander as an instructor IAW AFI 11-2SAM, Volume 2.

Instructor-candidate—An aircrew member undergoing upgrade training to instructor.

Instructor supervision—A qualified instructor of like specialty supervising a maneuver or training event. For critical phases of flight, the instructor must occupy one of the seats or stations, with immediate access to the controls.

Instrument simulator sortie—Simulator training focusing primarily on instrument procedures.

Mission-Oriented Simulator Training (MOST)—Part of a training program (e.g., crew resource management) that includes a practical application, full-mission scenario in the simulator or weapons system trainer.

Mission-ready (MR)—Aircrew member who is current, qualified, and certified in the unit's designated mission(s).

Mission Review Panel—Locally established panel to review previous day's flight and ground training accomplishment.

Monthly—Training required once every calendar month.

Night—Defined as after official sunset until before official sunrise.

Nonmission-ready (NMR)—Individual who is non-current or unqualified in the aircraft, incomplete in required continuation training, or not certified to perform the unit missions.

Off Station Training Flight—Any training mission that remains over night (RONs) or onloads/offloads cargo or passengers at a base other than home station.

Overseas Sortie (OCONUS Sortie)—A sortie that includes a take-off or landing outside the 48 conterminous states of the United States.

Part Task Trainer (PTT)— A device used to practice a specific task such as cargo door operation, cargo loading training, or receiver AR.

Quarterly—3-month periods defined as 1 January to 31 March, 1 April to 30 June, and 1 July to 30 September, or 1 October to 31 December.

Refresher simulator—Simulator training emphasizing aircraft systems, normal and emergency procedures, and mission-specific training requirements. Refresher simulators may be integrated into a block of training termed "phase training" for some weapon systems.

Requalification training—Training required to qualify aircrew members in an aircraft in which they have been previously qualified. See **Chapter 2** for requalification training requirements.

Semiannual—6-month training periods from 1 January to 30 June and 1 July to 31 December.

Special mission—Any mission requiring special qualification (low-level, FCF etc.).

Supervised training status—Crew member will fly under instructor supervision as designated by the squadron commander or examiner. This status is a result of loss of currency or qualification, or due to less-than-qualified evaluation.

Training devices—All trainers, computer assisted instruction, sound-on-slide programs, videos, and mockups designed to prepare students for flight training or augment prescribed continuation training.

Training Level (TL)—A standard assigned to crew members, by the squadron commander, directing continuation training requirements.

Triennial—Training required once every three calendar years.

Upgrade Training—Training to qualify an aircrew member in a higher crew position.

Attachment 2

AFORMS TRAINING EVENT IDENTIFIERS AND DESCRIPTIONS

A2.1. Event Identifiers and Descriptions. Listed by function.

A2.2. Academic Training Identifiers. A001—Initial Qualification Academic Course

A002—Aircraft Commander Upgrade Qualification Academic Course

A003—Senior Staff Orientation Course

A004—Senior Staff Qualification Course

A010—Instructor Academic Training

A017—Regulation/Directive Knowledge/Use

A034—Requalification Course

A060—Flight Examiners Course

A100—TACC Orientation

A2.3. Not Used.

A2.4. Ground Training Events.

A2.4.1. Responsibilities

A2.4.1.1. The wing commander will ensure ground training programs are supported by all agencies involved. Host and tenant units will develop agreements to provide required support for training.

A2.4.1.2. The operations group commander is responsible for establishing and maintaining the academic training program for non-ATS courses. The operations group commander may delegate this responsibility to squadron OPRs. The operations group or squadron OPR will:

A2.4.1.2.1. Appoint primary and alternate instructors for each non-ATS course to be taught.

A2.4.1.2.2. Publish a ground training schedule (period determined by MAJCOMs) to include date, time, location, attending students and instructor for each course (ATS and non-ATS) scheduled. If a designated instructor for any course is not available, another academic instructor may teach the course. This substitute instructor must be approved either by the squadron commander or designated representative (non-ATS only) and must be given sufficient time to prepare. If either condition is not met, the course will be rescheduled.

A2.4.1.2.3. Utilize MAJCOM, ATS, or unit-developed products or syllabus for all courses as applicable. Local supplements to courseware are encouraged. Units will locally-reproduce MAJCOM provided courseware. Also, units will manage and administer computer-based training (CBT) programs and interactive courseware products when made available.

A2.4.1.2.4. Develop a procedure to monitor the academic training program for course content, currency of materials, instructor availability, and status of training aids. Recommend to

the commander changes to existing courses or additional academic training courses required, based on aircrew member feedback.

A2.4.1.2.5. Send recommendations for changes, additions, and deletions of courses through appropriate channels to appropriate MAJCOM with an information copy to HQ AMC/DOT.

A2.4.1.3. Instructor Selection and Training. The operations group commander will select course instructors for non-ATS courses on the basis of professional qualifications and aptitude to teach. Instructors must complete either a formal school or a local training program before assuming instructor duties. Local academic instructor program will follow guidance in AFM 36-2236, *Guidebook for Air Force Instructors*. **NOTE**: *An individual who instructs a class receives credit for that academic training requirement.*

A2.4.1.4. Records and Documentation. Units should use AF Form 1522, **AFORMS Additional Training Accomplishment Input**, and AF Form 3526, **AFORMS OMR Event Accomplishment Report**, to record training accomplishments. Course instructors will deliver these forms to the appropriate scheduling and training documentation sections within one duty day after the class is taught. Small arms training will be recorded on AF Form 522, **USAF Ground Weapons Training Data**.

A2.4.2. Ground Training (not including life support) Course Descriptions.

G002—Aircraft Marshaling Training and Examination

Purpose. To ensure aircrew members understand proper marshaling procedures to prevent aircraft taxi incidents.

Description. Review of AFI 11-218, *Aircraft Operation and Movement on the Ground,* followed by a 20-question test.

OPR:

MAJCOM: HQ AMC/DOT

Unit: Squadron

G003—Flightline Security and Drivers Examination. To ensure aircrew members understand proper flightline driving and security procedures. Aircrew members who are required to drive on the flightline must receive this course.

OPR: Unit: Chief, Airfield Management and Flightline Constable

G010—Chemical-Biological Warfare Defense (CBWD) Training

Purpose. To successfully survive and fight in a chemical or biological environment while wearing ground crew individual protective equipment.

Description. Lesson summary—academic and hands-on training on the ground crew protective equipment components (AFI 32-4001, *Disaster Preparedness Planning and Operations*). Units may combine this training with LS04 (Aircrew Chemical Defense Training), provided both aircrew and ground ensembles are fully covered. Aircrew specific procedures will be covered by Aircrew Life Support personnel. Ground crew protective equipment will be instructed by qualified CE readiness personnel.

OPR:

MAJCOM: HQ AMC/CEO

Unit: Civil engineering readiness flight

Curriculum development:

HQ AFCESA/CEX

Local civil engineering readiness flight

Instructor: Qualified disaster preparedness instructor

G025—Aircraft Field Trip

G033—Unit Alert Procedures

G060—Tactics

Purpose. To provide the aircrew member with information necessary for the effective and successful completion of the unit's assigned employment mission.

Description. Course will include both specialized briefings and individual or aircrew study of all areas pertinent to completing the unit's assigned tasking. The lesson will be based on information in *Air Force Tactics, Techniques and Procedures* 3-1 and any documents pertinent to completing the unit's assigned mission. Staff specialists will be available during periods of aircrew self-study to assist in strengthening weak areas and answering questions. Each unit's tactics training should be tailored to their mission. As a minimum, the course should cover the following as determined applicable to the unit mission by the squadron commander:

Unit Mission Brief:	**Composite Force Structure**:
Conventional employment	Operations theory
Tasking under regional OPLANS	Threat warning and information dissemination
Peacekeeping operations	Close control versus broadcast (bullseye) control
*COMSEC user requirements	High value airborne asset protection
Aircraft Systems:	Low level navigation
*Have Quick	Large formation operations
*KY-58, Secure Voice radio, L-Band SAT-COM	**Exercise and Conflict Lessons Learned**:
Unit specific equipment (NVG, etc.)	Unit, MAJCOM, and theater lessons learned
ADS overview (unit-specific)	**Threat System Description and Capabilities**:
ATO and SPINS:	Surface-to-air and air-to-air systems
ATO breakout and use	Threat employment doctrine
SPIN usage	**SAFE PASSAGE**:
*AFKAI-1, *USAF Voice Call Sign List*	*IFF codes, procedures and equipment operation
Use of code words, chattermarks	Friendly air defense systems
Aircraft Aerodynamics:	Authentication procedures

Energy Management	Airspace control and air defense measures
Fighter maneuvers against AMC aircraft	Unit and theater specific SAFE PASSAGE procedures
Tactical maneuvering against threat	AMCH 33-1, *Aircrew Communications Review*
Compare threat aircraft to AMC aircraft	*Flight information handbook review
Defensive Maneuvering:	**Tactical Deception**:
Long range and radar missile defense	Basic principles and concepts
Short range IR and guns	Mobility aircraft participation and involvement

May be applied toward G080, Communications Procedures.

OPR:

MAJCOM: AMWC, HQ AMC/DOT

Unit: Tactics Branch

Training Aids: As required (video--SAFE PASSAGE Procedures for Aircrews)

Instructors: Tactics instructors and applicable wing staff agencies as required

Additional Information. Written criterion tests (as required) may be given individually or as an aircrew effort.

G070—Aircrew Intelligence

Purpose. To enhance aircrew understanding of the threat to unit assets and directly contribute to mission success and aircrew survival. Includes unit mission intelligence brief. Training will be conducted by intelligence personnel in coordination with tactics officers, base judge advocate general and security forces, as appropriate, to meet aircrew training requirements. This 3-hour annual training requirement may be separated into two 1.5 hour sessions taught semiannually. Credit event on completion of all required training.

Description. See AFI 14-103, *Threat Recognition Training Program, and the MAJCOM supplement*.

OPR:

MAJCOM: HQ AMC/INF

Unit: Intelligence officer, JA, SF

Curriculum development: Units

Instructor: Qualified intelligence instructor

Additional Information. "Laws of armed conflict" (LOAC) and "protection from terrorism" may be taught in conjunction with Aircrew Intelligence Training (requires scheduling additional time beyond 3 hours scheduled for AIT). Coordinate with the staff judge advocate for LOAC training and the security forces for protection from terrorism training. The unit intelligence officer may administer an aircrew intelligence related test to determine if additional training is required.

G080—Communications Procedures

Purpose. To ensure aircrew members possess a thorough knowledge of all communication and COMSEC requirements.

Description. This course includes detailed discussion of equipment operation, procedures, and training requirements applicable to peacetime and wartime communications operations. Also, included is the proper use, protection, disposition, and accountability of COMSEC aids.   Course may be combined with G060, Tactics. The following subjects will be covered (as applicable):

Authentication procedures	L-Band SATCOM
IFF SIF codes, procedures and equipment operation	AFKAI-1, *USAF Voice Call Sign List*
HAVE QUICK	Flight Information Handbook review
KY-58, Secure Voice radio	COMSEC user requirements

OPR:

MAJCOM: HQ AMC/DOT/DOA/DOX/STSP

Unit:

COMSEC responsible officer (CRO)

Wing, operations group, and squadron training personnel

ATS instructors (if included in ATS contract)

G090—Anti-Hijacking

Purpose. To provide aircrews with training on US Air Force policy and guidance on preventing and resisting aircraft piracy (hijacking).

Description. This training will consist of a review of AFI 13-207 (FOUO), *Preventing and Resisting Aircraft Piracy (Hijacking),* and a criterion test.

OPR:

MAJCOM: HQ AMC/DOT

Unit: Squadron

Curriculum development: As required

Training aids: AFI 13-207 and unit developed criterion test

Instructor: Unit designated instructor

G100—Laws of Armed Conflict

Purpose. To ensure aircrew members understand the LOAC.

Description. This training includes the principles and rules of the LOAC for aircrews to carry out their duties and responsibilities according to the Hague Convention IV 1907, 1949 Geneva Conventions, and status of forces agreements.

OPR:

MAJCOM: HQ AMC/JAM

Unit: JA

Training aids: As required

Instructor: JA or intelligence officer

Additional Information. Due to the different mission requirements, units have the option of putting increased emphasis on those areas in the course of particular interest to them. During wartime or contingency operations, the intelligence officer may brief LOAC with prior coordination between JA and intelligence. Intelligence is only responsible for presenting the JA's scripted briefing.

G105—Explosive Ordinance Recognition Training

G110—Protection From Terrorism (Force Protection)

Purpose. To provide detailed guidance for reporting and preventing terrorist activity.

Description. Course covers information on threat conditions, security reporting, safe guarding aircraft and COMSEC equipment, and individual responsibilities and protective measures. (AFI 31-210, *The Air Force Antiterrorism (AT) Program*).

OPR:

MAJCOM: HQ AMC/SFO

Unit: Security Forces Squadron

Curriculum development: Units

Instructor: Flightline Constable Resource Protection NCO

G120—ISOPREP Review

Purpose. To generate (if necessary), review, and ensure accuracy of an aircrew member isolated personnel reports.

Description. Semiannual review of isolated personnel report (ISOPREP) card (AFDD 34, *Combat Search and Rescue Operations*).

OPR:

MAJCOM: HQ AMC/IN

Unit: Intelligence officer

G130—Instrument Refresher Course

Purpose. To ensure pilots and navigators possess sufficient knowledge of all applicable directives, procedures, and techniques to assure safe and professional instrument flying.

Description. Guidance for development of unit IRC programs, including topics and subject outlines, course length, instructor prerequisites, and methods of instruction is contained in AFMAN 11-210, *Instrument Refresher Course Program*. Familiarity with AFMAN 11-210 is essential for unit program developers and IRC instructors. For those weapon systems that receive contractor provided IRC on an annual basis, log IRC upon completion of the ATS course. However, the IRC test must be completed within the checkride eligibility period.

OPR:

MAJCOM: HQ AMC/DOT

Unit: Operations group commander

Curriculum development: Air Force Flight Standards Agency (AFFSA).

Training Aids: USAF Core IRC available from HQ AFFSA fulfills part of AFMAN 11-210 IRC requirements (URL http://www.aon.af.mil/affsa/irc.htm). Additional support is available from HQ AMC/DOT. Unit program development assistance can be obtained by contacting HQ AFFSA, as part of their IRC Roadshow.

G150—Terminal Instrument Procedures (TERPS).

Purpose. Provide flight engineers and flight mechanics with the knowledge and skills necessary to monitor the briefed departure and approach and advise the pilots of any deviations that would compromise safety.

Description. Training for flight engineers and flight mechanics to monitor navigation equipment for correct settings and pilots instruments to ensure the departure and approach procedures are being accomplished as briefed. Course includes:

A breakdown of standard DoD approach plates

Explanation of aircraft navigation equipment

Departure and terminal arrival procedures

Instrument approach types

The initial approach portion to the final approach portion

Final approach procedures/Go-around procedures

Crew Resource Management/briefings

OPR:

MAJCOM: HQ AMC/DOT

Unit: Training Office

G180—Cargo and Passenger Handling Procedures.

G182—Hazardous Cargo. Procedures for identifying and handling hazardous materials cargo.

Purpose. To familiarize aircrew members with procedures and restrictions when requested or tasked to carrying hazardous materials.

Description. Complete MAJCOM provided instruction reviewing aircrew hazardous materials procedures and AFI 11-204, then complete the 50-question open-book test (AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments;* AFI 11-204*, Operations Procedures for Aircraft Carrying Hazardous Materials, and* AMCH 11-214, *Aircrew Hazardous Materials Handbook).*

The syllabus includes:

—Hazardous classification——Aircraft loading and passenger movement

—Packaging———Tactical and contingency airlift

—Marking and labeling———Aircrew responsibility

—Certification

OPR:

MAJCOM: HQ AMC/DOT/DOJ

Unit: squadron instructor

Training aids: AMCH 11-214, *Aircrew Hazardous Materials Handbook*

G183—Floor Loading

G184—Palletized Cargo Loading

G190—Aircraft Servicing

G210—Alert Start Procedures

G230—Crew Resource Management (CRM) Refresher

Purpose. Mission-specific continuation CRM training conducted according to AFI 11-290, *Cockpit/ Crew Resource Management Program,* and the MAJCOM Supplement. May be accomplished in conjunction with CRM simulator by ATS contract.

Description. Reinforces initial CRM training through an academic review of the AMC common core subjects (according to AFI 11-290 and the MAJCOM Supplement) with specific emphasis on an annual refresher topic.

OPR:

MAJCOM: HQ AMC/DOT

Unit: ATS contractor

Additional Information. G230 must be accomplished before G240, CRM Simulator.

G231—Initial Crew Resource Management (CRM) Training

Purpose. Aircraft and crew-specific CRM training conducted according to AFI 11-290, *Cockpit/ Crew Resource Management Program*, and the MAJCOM Supplement.

Description. Introduces core subjects (according to AFI 11-290). If initial CRM is not accomplished at the formal school, it must be accomplished within 1 year of reporting to home station. Dual log with G230 for AFORMS tracking purposes.

OPR:

MAJCOM: HQ AMC/DOT

Unit: ATS contractor

Additional Information. Completion of any CRM pre-work, if applicable, is required prior to attending CRM training. Pre-work will be distributed to organizations in sufficient time and supply to allow completion. Dual log accomplishment of G231 with G230 for AFORMS tracking purposes.

G232—Instructor/Examiner CRM

G240—Crew Resource Management (CRM) Simulator

Purpose. To provide hands-on application of classroom-presented CRM refresher concepts through CRM simulator training addressing human factors issues in a realistic mission scenario.

Description. CRM mission-oriented simulator training (MOST) conducted according to AFI 11-290.

OPR:

MAJCOM: HQ AMC/DOT

Unit: ATS contractor

Additional Information. Should be accomplished in conjunction with G230, CRM Refresher. Optimal scheduling of G240 is not later than 5 days following completion of G230.

G250—Refresher Simulator

Purpose. Simulator training emphasizing aircraft systems, normal and emergency procedures, and mission specific training requirements and crew resource management. Course will include MOST training to complete G240 requirements. Annual requirement may be accomplished through quarterly phase training approved by HQ AMC/DOT.

Description. Defined in the current simulator contract.

G251—Initial Egress Simulator

Purpose. Initial simulator training ensuring flight attendants can perform egress from the aircraft during emergency situations.

Description. Establishes baseline date for refresher simulator training. Normal and emergency procedures, emergency equipment, inflight illness training, and aircraft systems training in the classroom. Simulator drills for unplanned ground evacuation procedures, planned and unplanned crash landing and ditching procedures, sea survival, and fire fighting procedures.

G252—Refresher Egress Simulator

Purpose. Annual FA training composed primarily of simulator drills to egress from the aircraft.

Description. Review of normal and emergency procedures, and emergency equipment location and use. Simulator drills for unplanned ground evacuation procedures, planned and unplanned crash landing and ditching procedures, and fire fighting procedures.

G280—Small Arms Training.

Purpose. To train aircrew members in successful engagement of enemy targets within the range and capabilities of their assigned weapon.

Description. Academics and firing range exercise; includes use of force, live fire, or firearms simulator training required every two years; simulator training may not be used for initial training (AFI 36-2226, *Combat Arms Training and Maintenance (CATM) Program*, AFI 31-207, *Arming and Use of Force by Air Force Personnel*).

OPR:

MAJCOM: HQ AMC/SFX

Unit: Security Forces Squadron (SFS)

Instructor: Qualified SFS combat arms instructor

Additional Information. Course will meet requirements of AFI 36-2226 and includes use of force training from AFI 31-207.

G290—Airport Qualification Program (AQP)

Purpose. Aircrews are required, for global operations, to familiarize themselves with world-wide destination airfields. Although this familiarization should normally be accomplished prior to every mission, the squadron commander will determine the need and currency requirement for logging G290 prior to departure.

Description. Familiarization includes applicable review of: FLIP documents, Airfield Suitability and Restrictions Report (ASRR), AQP video tapes (24 audiovisual documentaries of 168 select worldwide airports; order through base audio-visual services), DoD Foreign Clearance Guide, and notices to airmen. A review of the Theater Indoctrination Program is also included when applicable for deployment or as directed by unit commanders. The commander, operations officer, or their designee's signature on the flight orders signifies the aircrew has accomplished all required pre-departure training. Refer to AFI 11-2SAM, Volume 3, chapter 6 for pre-departure instructions.

OPR:

MAJCOM: HQ AMC/DOT

Unit: Squadron or airfield management (reference material and video tapes)

Instructor: Self paced

G300—Hydroplaning

G310—Weather Avoidance Radar

G804—Ground Communications Training

G910—Civil Reserve Air Fleet (CRAF) Orientation

G920—ERO Mission

G930—Contingency Configuration/Loading/Floor Loading

G940—CPR

G950—Hands on Unit Medical Equipment

A2.5. Life Support (LS) Training Events. MAJCOMs may combine and/or supplement courses to tailor training to fulfill their needs. Refer to AFI 11-301, *Aircrew Life Support (ALS) Program,* for general instructions.

LS01—Local Area Survival. One time event conducted prior to the first flight at home-station to familiarize aircrew members with local equipment and rescue procedures.

LS02—Combat Survival Training (CST). Academic and field training designed for aircrew members whose duties require them to fly over or deploy to enemy/non-friendly territory. CST provides the aircrew member an opportunity to demonstrate their ability to operate LSE, employ survival/evasion techniques, and rescue procedures under simulated combat conditions.

Purpose. To provide aircrews with the information necessary to survive in any peacetime or wartime environment.

Description. See AFI 11-301 and the MAJCOM supplement. This course includes in-depth instruction in, physiological and psychological factors, personal protection, land navigation, combat recovery and signaling, survival medical training, Code of Conduct, and SAR communications. This course satisfies self-aid and buddy-care requirements of AFI 36-2238, *Self-Aid and Buddy Care Training*.

OPR:

MAJCOM: HQ AMC/DOT

Unit: Aircrew Life Support

Additional Information. Each unit is responsible for tailoring training to meet unit needs, according to AFI 36-2209, *Survival and Code of Conduct Training*. CST "hands on" requirement may be met by classroom or field training at unit commander discretion based on unit mission. Course length will not exceed one training day. Units may schedule aircrew members to complete both CST and WST events in a single training day.

LS03—Water Survival Training (WST).

Purpose. To provide aircrews with the information necessary for a water survival situation.

Description. See AFI 11-301 and MAJCOM supplement. Training for each crew member with all weapons system specific flotation devices and components available during overwater emergency (AFPD 11-3, AFI 11-301). Academic and equipment training designed to provide aircrew members the opportunity to demonstrate their ability to use weapon system specific flotation devices and LSE components available during an over water emergency. Also, demonstrate ability to employ water survival techniques and rescue procedures. The objective of this training is to emphasize survivor needs using water related equipment, accessories, and procedures. Additionally, this training will include emphasis on the use of appropriate passenger support equipment and the proper care of passengers during a survival situation.

OPR:

MAJCOM: HQ AMC/DOT

Unit: Aircrew Life Support

Additional Information. Each unit is responsible for tailoring training to meet unit needs. WST "hands on" requirement may be met by classroom or pool training at unit commander discretion based on unit mission. Course length will not exceed six hours. Units may schedule aircrew members to complete both WST and CST in a single training day.

LS04—Aircrew Chemical Defense Training (ACDT). Academic and equipment training in which the aircrew member demonstrates and performs donning, doffing, buddy dressing procedures using either the

first-generation ACDE or Aircrew Eye/Respiratory Protection System (AERPS) equipment, and Contamination Control Area procedures.

Purpose. Provide training to all aircrew members stationed in or subject to deployment or operations through a chemical threat area (CTA).

Description. See AFI 11-301 and MAJCOM supplements for complete course description. This course includes in-depth instruction in donning the aircrew defense ensemble, post bailout procedures, and decontamination and doffing. Donning, decontamination and doffing of equipment during exercises fulfills training requirement. Units may combine this training with G010 (Chemical-Biological Warfare Training), provided both aircrew and ground ensembles are fully covered.

OPR:

MAJCOM: HQ AMC/DOTL

Unit: Aircrew Life Support

LS05—Egress Training with ACDE. The course should also addresses egress difficulties associated with the Aircrew Eye/Respiratory Protection System (AERPS) equipment and emergency contamination control (combined with LS08).

LS06—Life Support Equipment (LSE).

Purpose. To provide academic and equipment training in which aircrew members demonstrate their ability to locate, preflight, and use all aircrew and passenger LSE carried aboard unit aircraft or issued to crew members. Ensure crew members are briefed on the limitations and safety issues related to LSE.

Description. See AFI 11-301 and the MAJCOM supplement. This course includes academic and hands-on training in the location, preflight, and use of all life support equipment aboard unit aircraft or issued to or issued to unit aircrew members. Course contents should be included in LS02, LS03 and LS08 unless specified in MAJCOM supplement.

OPR:

MAJCOM: HQ AMC/DOTL

Unit: Aircrew Life Support

LS08—Egress Training, Non-ejection

Purpose. To ensure all crew members can explain ground and inflight egress procedures, are able to identify and document equipment discrepancies, can perform required egress procedures, and are able to identify, locate and utilize appropriate emergency equipment. Also, to ensure all crew members understand the operation of fire extinguishers located in the aircraft and fire bottles positioned outside the aircraft. The course should also addresses egress difficulties associated with the Aircrew Eye/Respiratory Protection System (AERPS) equipment and emergency contamination control when combined with LS05.

Description. See AFPD 11-3, *Life Support*, AFI 11-301, *Life Support Program*, AFOSH Standard 127-100, and applicable MAJCOM guidance. Evaluate the aircrew member's ability to demonstrate use of aircrew and passenger LSE and ground egress procedures. Practice egress scenario to enforce the importance of aircrew coordination actions required for emergency situations. Ensure crew mem-

bers are aware of their responsibilities for conducting safety briefings according to AFI 11-202 Vol. 3, *General Flight Rules,* and LSE documentation procedures.

OPR:

MAJCOM: HQ AMC/DOTL

Unit: Squadron

Curriculum development: Unit

Training aids:

Actual performance of ground emergency egress procedures at the aircraft is desired

Fire extinguisher and fire bottle

Instructor: Squadron instructor assisted by life support technical expert. Fire department personnel for fire extinguisher training.

Aircrew Eye/Respiratory Protection System (AERPS) equipment (if unit-equipped)

Additional Information:

Scheduling will coordinate with maintenance to ensure aircraft availability for training. Also, contact the fire department for extinguisher training.

An appropriate maintenance stand and safety equipment must be immediately below windows and hatches being used.

LS11—Low-Threat Combat Survival Training. An academic and equipment training program designed for aircrews whose duties do not require them to fly over near enemy territory (i.e., staff positions, training units instructors, etc.). Aircrews will demonstrate their ability to use LSE and explain survival techniques and rescue procedures.

A2.6. Mission-Specific (M) Training Events. M001—Sortie

M010—Local Proficiency Sortie. The following requirements, as a minimum, are listed by crew position:

Pilots: Must be accomplished with an IP in the seat. Once the exercise commences, it should not be disrupted for any other type of training. 1.5 hours should be scheduled for this event. As a minimum, a pilot proficiency sortie will consist of the following:

Review of boldface emergency procedures

Three instrument approaches

Missed approach

VFR traffic pattern (weather permitting)

Review of a specific (squadron determined) aircraft system

In addition, the following should be accomplished when available:

Holding pattern or procedure turn (to include entry and one turn for holding)

Circling approach

Simulated engine-out landing (weather permitting, not applicable to copilots unless in FP upgrade)

Simulated engine-out go-around or missed approach (weather permitting, not applicable to copilots unless in FP upgrade)

Partial flap landing

If circumstances prevent completion on one sortie, credit may be taken after a second IP-supervised sortie, provided the combined activity fulfills the intent of this paragraph. Instructors should tailor each M010 to the individual pilot's needs. Particular emphasis should be placed on simulated systems malfunctions, simulated-engine out operations and instrument procedures.

Other Crew positions. Log proficiency sorties on local or operational missions that include appropriate pre-mission planning, preflight according to flight publications, preparation of performance, take-off and landing data, weather and crew or passenger briefings, flight plan filing, and post-mission procedures.

M014—Navigation mission sortie. The basic navigation sortie will be of adequate scope and duration to allow the navigator to practice all procedures and mission tasks normally encountered on Category 1 missions. The mission will include off-station, These tasks will include, but not be limited to, command-and-control procedures, mission planning, pre-flight fuel planning, Equal Time Point (ETP) computation, chart preparation, deviation checks, coast-in/out procedures (when practicable), aircraft position fixing using appropriate/available navigation aids (minimum of one radar and one navaid fix), log work, dead reckoning, use of navigation systems/computers, pacing, in-flight fuel management, time control, and other appropriate procedures. The sortie will include a minimum of 2 hours of category 1 procedures unless precluded by mission requirements as determined by the OG/PPO commander.

M020—Unit Specific Training Sortie. Unit defined sortie to accomplish mission specific training events. The following is a suggested listing of events that can be used on a M020:

Any individual training event (approaches, landings)

Exercise training

Special mission tasking

Special operations tasking

Composite exercises

Corrective training or identified weaknesses

M025—Supplemental Training Mission

M030—Overseas Sortie. Sortie that includes take-off or landing outside the 48 conterminous states of the United States. Primary crew and aircrew members performing instructor or examiner duty may log accomplishment of M030. This event requirement is determined by the operations group commander and does not apply to units that are permanently based overseas.

M060—Theater Indoctrination

M110—Threat Scenario Sortie. This event requirement is determined by the operations group commander. To credit a threat scenario sortie, a comprehensive threat package must be developed with wing intelligence and tactics assistance. Aircrew members must plot threats, assess threat impact, and plan routes or tactics that will be employed to safely complete the mission tasking. Tactics used may include

(as applicable), but are not limited to, the following: actual or simulated tactical air force or ground support, SAFE PASSAGE, Air Force spectrum interference resolution, and HAVE QUICK and SECURE VOICE radio procedures. Accomplish an evasion plan of action.

M260—Deployment Mission Planning

M261—Airlift Deployment Operations

A2.7. Crew and Individual Proficiency (P) Training Events (Refer to procedures in   A F I   11-2SAM, Volume 3, and AFM 11-217, *Instrument Procedures***:**

P005—Taxi Exercise. Procedures approved by the 89 AW OG/CC.

P015—Instrument Departure

P020—Takeoff. Initial takeoff or takeoff following a touch-and-go landing.

P021—Takeoff (aircraft)

P022—Takeoff (simulator)

P025—Takeoff and Departure

P040—Simulated Engine Failure, Takeoff Continued. V_1 Engine failure; simulator only.

P053—Spiral-up Departure

P061—Overhead Approach

P064—Random Steep Approach

P065—Curvilinear Approach

P070—Instrument Approach

P071—Holding

P072—Penetration (Published)

P073—Enroute Descent/Penetration

P074—Approach/Landing, Full Stop

P075—Instrument Approach (aircraft)

P076—Instrument Approach (simulator)

P080—Instrument Approach (Auto or Coupled)

P090—Instrument Approach (Manual)

P100—Precision Approach

P101—ILS Approach

P102—ILS (Gyro Mode)

P103—PAR Approach

P110—Nonprecision Approach

P111—VOR/TACAN Procedures

P112—TACAN/VOR/Localizer Approach

P113—ASR Approach

P114—RMI Only Approach (ADF/VOR)

P115—Backcourse LOC

P116—NDB Approach

P120—CAT II ILS

P121—CAT III ILS

P130—Circling

P140—Visual Traffic Pattern

P150—Missed Approach (Auto)

P160—Missed Approach (Manual)

P170—Approach and Go-Around (Simulated Engine-Out)

P180—Approach and Landing (Simulated Engine-Out)

P183—Aborted Takeoff

P184—Simulated Single-Engine Operation

P185—Simulated Second Engine Fails on Final Approach

P190—Landing

P191—Landing, Full Stop, Reverse Thrust

P192—Night Landing

P198—Landing (aircraft)

P199—Landing (simulator)

P260—HAVE QUICK Radio Procedures (for equipped units). Training consists of properly configuring the radio for HAVE QUICK operation and making at least one transmission and reception using HAVE QUICK mode of operation with any source. The TOD should be updated from a ground station master clock when possible.

P270—Secure Radio Operation (for equipped units). Training consists of properly loading SECURE VOICE code and making at least one transmission and reception using SECURE VOICE with like-equipped aircraft.

P271—Authentication Procedures. Training consists of demonstrating proper challenge and reply authentication procedures using the TRIAD authenticator. Units will determine how best to accomplish the training (i.e., authenticate a transmission with command post, between aircraft in formation, etc.)

P280—Aircrew Chemical Defense Task Qualification Training (ACDTQT) (for equipped units). An exercise emphasizing hands-on training, dressed out in partial chemical defense (CD) ensemble. The purpose of the exercise is to enable aircrew members to become aware of their limitations while wearing the equipment. Complications of heat exhaustion, fatigue, hyperventilation, limited dexterity, and hampered communication can all be experienced during the exercise. Observers must closely monitor aircrew

member actions during the exercise. If an aircrew member experiences difficulties such as excessive thermal stress, hyperventilation, headaches, etc., and either the observer or aircrew member believes it is unsafe to continue, the equipment will be immediately removed.

The following aircrew CD items will be used: AERPS gear and Glove set cotton, butyl, Nomex".

ACDTQT should be accomplished in a simulator with visual displays, provided a simulator exists or is available. If accomplished in a simulator, ATS instructors will observe the exercise, no other supervision is required, and no restrictions apply on who and how many aircrew members may wear the gear.

The pilot will be supervised by an instructor pilot occupying the other seat and only one pilot may wear the gear at one time. A safety aircrew member will occupy the jump seat. Pilots will don the gear and accomplish at least one take-off, approach, and landing, and complete all crew position checklists associated with approach and landing.

Prior to this event, each aircrew member must have completed LS04 and LS08, including LS05 criteria.

P300—Cargo Loading.

P322—Weight And Balance

A2.8. Qualification and Certification (Q) Training Events :

Q001—Open-Book Qualification Examination

Q002—Closed-Book Qualification Examination

Q007—Senior Staff Basic Qualification Evaluation

Q008—Instructor Evaluation

Q014—Difference Certification

Q015—Special Missions and Operations Qualification

Q090—Flight Publications Check

Q100—En Route Evaluation

Q160—Instrument Refresher Course Examination

Q170—Flight Evaluation Folder Review

A2.9. Unit Defined ("X") Events.

A2.10. Air Force Specified ("XX") Training Events. AA01—Qualification Check.

AA02—Qualification Check, Simulator

AA11—Instrument Check

AA12—Instrument Check, Simulator

AA21—Combined Qualification and Instrument Check

AA22—Combined Qualification and Instrument Check, Simulator

PP01—Flight Physical. Currency expires on the last day of the birth month and is determined by AFI 48-123, *Medical Examinations and Standards*. The flight physical is an annual requirement, but may not coincide with the calendar year cycle.

PP11—Physiological Training

> **Description.** Currency expires 3 years after the last day of the month in which accomplished (e.g., if training was accomplished 19 Oct 1995, training is due not later than 31 Oct 1998). Rated officers with greater than 25 years time in service only require physiological training every 5 years (altitude chamber flight not required). Comply with AFI 11-403, *Aerospace Physiological Training.*

RR01—Flight Records Review

A2.11. Additional Event Identifiers. These identifiers will be used if units choose to track the associated events and items in AFORMS:

E010—Standards of Conduct Briefing

E020—AMC Escort Training

E030—Passport

E040—Base Populace Briefing

E050—Newcomer Substance Abuse Awareness Briefing

E060—Newcomers Social Actions Briefing

E070—Protection of the President

E080—Report Counter Human Resources Intelligence Threat Briefing

E090—Hostile Human Intelligence Threat Briefing

E100—Security and Awareness Training

C010—CWD Driver Operations

C020—Mass Casualty Exercise

C030—Mobility Briefing

C040—Mobility Folder Review

C050—Unit Disaster Training

H010—Ergometer Testing

H020—Dental Exam

H030—Cholera

H040—Flu Shot

H050—Smallpox

H060—Oral Polio

H070—Tetanus

H080—Yellow Fever

H090—TB Tine

H100—Meningococcola

H110—Typhoid

H120—Hepatitis A

H130—Hepatitis B

H140—Anthrax (initial series)

H141—Anthrax (recurrent)

Attachment 3

AIRCREW TRAINING DOCUMENTATION

A3.1. General Information. This attachment provides guidelines on proper training documentation. Instructions are provided for AF Form 4022, **Aircrew Training Folder**, AF Form 4023, **Aircrew Training Progress Report**, AF Form 4024, **Training Accomplishment Report**, and AF Form 4025, **Summary and Close-out Report**, and aircrew training guides (TG).

A3.1.1. Initiate a training folder, AF Form 4022, for AFCAT 36-2223 formal training (either at formal school or in-unit), mission qualification, special qualification or certification training, in-unit upgrade program to the next higher crew qualification, requalification training (either at formal school or in-unit), or for any corrective action or additional training.

A3.1.1.1. The unit operations officer may waive the training folder requirement if corrective action or additional training is limited. If initiated, the instructor or flight examiner who evaluated the aircrew member's performance will enter comments pertinent to the training deficiency on AF Form 4023 or the training guide. Use the existing training folder for end-of-course evaluations that result in additional training.

A3.1.1.2. At the unit commander's discretion, training folders for an individual undergoing more than one training program in a short period of time may combine all training into one AF Form 4022; e.g., a previous instructor in the MDS upgrading to AC may have his or her mission upgrade combined with instructor upgrade in the same folder.

A3.1.2. Formal schools will send AF Form 4022 with all training records to the trainee's gaining unit. Squadron commanders will review formal school training records and enter appropriate comments on the training guide progress record or AF Form 4023.

A3.1.3. Squadrons will maintain the training folders for their personnel in a location readily accessible to instructors and supervisory personnel. The trainee may review his or her folder at any time.

A3.1.4. The instructor or trainer will review the training folder, to include AF Forms 4023 and 4024 or the training guide, prior to all training periods. Those areas not previously accomplished or those in which aircrew members require additional training, will be noted for possible inclusion during the current training period. Operations officers will review active training folders quarterly, and flight commanders or squadron training representatives will conduct a monthly review. Monthly and quarterly reviews will be annotated on AF Form 4023 or in the training guide.

A3.1.5. Upon completion of training, place the summary/closeout report (AF Form 4025) in the individual's flight evaluation folder (FEF) or in a permanent training folder, as specified in MAJCOM supplement. Refer to AFMAN 37-139, *Records Disposition Schedule,* for further guidance. Squadrons will retain all AF Forms 4022 contents for 1 year, then return them to the aircrew member. Do not insert AF Forms 4022, 4023, or 4024 or training guides into FEFs.

A3.1.6. If training guides are not used, AF Forms 4023, 4024, and 4025 may be used for ATS and formal school courses.

A3.1.7. Units may overprint versions of AF Forms 4022, 4023, 4024, and/or 4025 in accordance with AFI 37-160, Volume 8,. Unit overprints must be approved by appropriate MAJCOM (for AMC and AMC-gained AFRC and ANG units, HQ AMC/DOT is the approval authority).

A3.1.8. For purposes of training documentation, classroom only training conducted at the unit should be identified as Academic Training (AT). Ground Training (GT) will be considered all training conducted outside the classroom not associated with a flight or artificial training device.

A3.2. Instructions for AF Form 4022. The folder is constructed of cardstock and the inside covers are designed for documenting training. AF Forms 4023, 4024, and 4025 and additional information (waivers, memorandums, etc.) will be centered and attached to folder fasteners. Training guides will be placed inside the folder. AF Forms 4022, 4023, 4024, and 4025 are available through the Air Force Distribution System in accordance with AFI 37-161. *NOTE: Formal school instructors using ATS courseware are not required to complete the following sections of the AF Form 4022: ground training summary, written evaluations, and flying training summary if this information is tracked by other means and sent to the gaining unit with AF Form 4022.*

A3.2.1. Trainee Information (cover). Provides trainee and course information.

A3.2.1.1. Name and grade. Self-explanatory.

A3.2.1.2. Crew position. Self-explanatory (For aircrew members in an upgrade program, enter the crew position to which they are upgrading).

A3.2.1.3. Unit of assignment. Self-explanatory.

A3.2.1.4. Type of training. Enter formal course title or, for special mission qualification, enter type, e.g., FCF. For other types of training, enter a descriptive identifier.

A3.2.1.5. Class number. Enter formal school class number; otherwise, leave blank.

A3.2.1.6. Course number: Enter only the AFCAT 36-2223 formal course number (otherwise, leave blank).

A3.2.2. Ground Training Summary (inside left). This section provides a chronological record of ground training events. Record non-- flying training events. Entries are required for CTD, SIM, OFT, PTT, CPT, WST, GT. Entries are required for in-- unit academic instruction conducted according to formal school courseware. Classroom academic training will be identified as AT. Units will not record academic training on the AF Form 4022 summary (even thought it appears on the Form 4022 as a training period designator).

A3.2.2.1. Date. Self-- explanatory.

A3.2.2.2. Training period. Enter sequentially numbered training period designators, e.g., "CPT-1," "WST-2," "GT-3," etc., or specific course identifier.

A3.2.2.3. Status. Enter incomplete (INC) and the reason, e.g., "INC-MX" (maintenance) or "INC-PRO" (trainee proficiency) when an additional training period, over those remaining, will be required to accomplish the lost training events originally scheduled for that training period; otherwise, leave blank.

A3.2.2.4. Instructor or trainer (qualification). Enter the name of the instructor or trainer and aircrew qualification, e.g., aircraft commander (AC), and instructor pilot (IP).

A3.2.2.5. Training time. Self-explanatory. Do not include time normally associated with pre-briefing and debriefing.

A3.2.3. Training Period Designators. Codes to describe training periods. Formal training schools may use more descriptive designators if required.

A3.2.4. Written Evaluations. If applicable and desired, record data for the inflight evaluation required to complete the training program.

A3.2.4.1. Date. Enter the date the written evaluation was satisfactorily completed.

A3.2.4.2. Type. Enter the AFI 11-2SAM, Volume 2, description or other appropriate identifier.

A3.2.4.3. Grade. Enter according to AFI 11-2SAM, Volume 2.

A3.2.5. Performance Evaluation Summary. Record data on required evaluations including re-evaluations (if applicable).

A3.2.5.1. Date recommended. Enter the date recommended for a performance evaluation (CPT, WST, or flight).

A3.2.5.2. Type evaluation. Enter AFI 11-2SAM, Volume 2, evaluation description or other appropriate identifier.

A3.2.5.3. Instructor (qualification). Enter the name and aircrew qualification of the instructor recommending the student for an evaluation.

A3.2.5.4. Operations review. With the initials of the reviewer, indicate a records review has been accomplished following recommendation for an evaluation. *NOTE: Flight commanders or supervisors will accomplish reviews during formal training courses. Squadron commanders or operations officers are required to accomplish reviews prior to flight evaluations.*

A3.2.5.5. Date evaluated. Enter the date the evaluation was completed.

A3.2.5.6. Examiner. Self-explanatory.

A3.2.5.7. Grade. Enter according to AFI 11-2SAM, Volume 2.

A3.2.6. Flying Training Summary. This section provides a chronological record of flying training sorties. Log all sorties scheduled even if canceled by external factors such as weather (WX) or maintenance (MX).

A3.2.6.1. Date. Self-explanatory. On operational missions, enter inclusive dates, e.g., 28 Jul - 7 Aug 95.

A3.2.6.2. Training period. Enter sequentially numbered training period designators, e.g., "S-1," "S-7," "O-2," etc.

A3.2.6.3. Status. Enter "INC" and reasons, "WX," "MX," or "PRO" when an additional training flight, over those remaining, will be required to accomplish lost training events originally scheduled for that period (INC-WX); otherwise, leave blank.

A3.2.6.4. Instructor (qualification). Enter the name and aircrew qualification of the instructor.

A3.2.6.5. Mission time. Enter the total flight-time of the training or operational mission in the top half of the block. If documentation of seat-time is required, enter the flight-time the trainee was actually in the seat in the lower half of the block.

A3.2.6.6. Cumulative time. Use this block to enter the individual's total cumulative flight-time in the specific training course. Enter total cumulative flight-time in the top half of the block and, if required, the total cumulative seat-time in the lower half of the block.

A3.2.7. Performance and Knowledge Standards. For use with AF Form 4024, see paragraph **A3.4.11.**

A3.2.8. Grading Codes. For use with AF Form 4024, see paragraph **A3.4.8.**

A3.3. Instructions for the AF Form 4023, Aircrew Training Progress Report. This form provides a narrative description of training missions and is also used for documenting operations review of training progress. File AF Forms 4023 in order with the most recent flight on top. *NOTE: AF Form 4023 or a training guide may be used to record training. ATS and formal school courses may use AF Form 4023 at their discretion.*

A3.3.1. Training Period and Date (Item 1). Training period is either ground, simulator, or flight (i.e., AT-1, GT-1, SIM-3, S-4, etc.). Also, annotate the date the training occurred.

A3.3.2. AT, GT, FLY, and ATD (Items 2, 4, and 6). Annotate time allocated for training and keep a running total (Items 3, 5 and 7) by adding previous totals to current training period time. Classroom academic training periods will be annotated as AT and tabulated under the ground training block.

A3.3.3. Total Training Time (Item 8). Keep a running total of all training time (add Items 3, 5, and 7).

A3.3.4. Remarks and Recommendations (Item 9). Describe the mission scenario. Local over-prints are authorized. Comments will elaborate on trainee strengths and weaknesses, identify problem areas, record unusual circumstances, and indicate student progress. Recommendations will be specific and include tasks requiring further training and the type of training required. If more space is required for annotating remarks, draw vertical arrows through sortie information heading section (Items 1 through 8) of the following block of form and continue remarks.

A3.3.4.1. Operations Review. In addition to reviewing all AF Form 4023 entries, the flight commander or squadron training representative will conduct a monthly review of active status AF Forms 4022. The squadron commander or operations officer will review active status AF Forms 4022 at least once each quarter. Document reviews on an AF Form 4023. The reviewer will annotate "monthly review" or "quarterly review," as applicable, in the training period block. Write comments concerning the trainee's progress, status, or recommendations in the mission profile, comments, and recommendations block.

A3.3.4.2. Monthly reviews are not required for formal school courses except in documented cases of unsatisfactory progress. ATS personnel will review the students records and ensure all required training is completed prior to entering flight training. If problems are encountered during the flying phase, the squadron will conduct reviews necessary to document unsatisfactory progress.

A3.3.5. Instructor Block (Item 10). Instructors will print and sign their name and annotate their rank and crew qualification.

A3.3.6. Students Block (Item 11). Students will print and sign their name.

A3.3.7. Reviewer Block (Item 12). For monthly and quarterly reviews, squadron commanders, operations officers, or flight commanders will print and sign their name and indicate their position.

Flight commanders may use their initials in the review block after reviewing individual AF Form 4023 entries.

AF Form 4023 will be completed and reviewed by the student prior to his or her next training period.

A3.4. Instructions for the AF Form 4024, Aircrew Training Accomplishment Report. This form tracks, for each sortie, individual event and task accomplishment and grades. Units will overprint event and task listings, total number of repetitions required, and the required proficiency level (RPL) for each event and task. Use separate AF Forms 4024 for simulator and flight training. Maintain AF Forms 4024 on the right side of AF Form 4022. ***NOTE****: AF Form 4024 or a training guide may be used to record training. ATS and formal school courses may use AF Form 4024 at their discretion.*

A3.4.1. Name. Self-explanatory.

A3.4.2. Crew Position. Self-explanatory.

A3.4.3. Course or Phase of Training. Enter the AFCAT 36-2223 formal course identifier, e.g., C5P. For special mission qualification, enter the type and identify the method of training, e.g., WST training, flying training, etc.

A3.4.4. Sortie. Enter sortie number e.g., S-1, S-2, CPT-1, etc.

A3.4.5. Date.

A3.4.6. Training Event and Task Listing. Reflects the tasks and subtasks in the training program that require specific student performance or knowledge proficiency standards.

A3.4.7. Number Accomplished. Reflects the number of times an event was accomplished on that sortie.

A3.4.8. Grade. Enter a "B", "F," "P," "S," or "U" as appropriate.

A3.4.8.1. "1"–Item must be accomplished once by the aircrew member, but does not require proficiency.

A3.4.8.2. "B"–Briefing item only.

A3.4.8.3. "F"–Familiarization item; proficiency is not required. The operations group commander or equivalent operations function will determine whether "F" items are completed by briefing, demonstration, observation, or actual accomplishment.

A3.4.8.4. "P"–Proficient; aircrew member has achieved the required proficiency level.

A3.4.8.5. "S"–Satisfactory; aircrew member has not achieved the required proficiency level but progress is satisfactory.

A3.4.8.6. "U"–Unsatisfactory; aircrew member was previously proficient, but has regressed or progress is unsatisfactory.

NOTE:

Once a crew member has received "P" for an event, the only subsequent grade allowed is either "P" or "U." Any event graded "U" must have an associated remark on AF Form 4023.

A3.4.9. Total Number Required. Indicates the total repetitions of an event or task required by the course syllabus.

A3.4.10. Total Number Accomplished. Total of the number of repetitions actually accomplished.

A3.4.11. Required Proficiency Level (RPL). RPL for the specific event and task. Each event and task will have a performance standard designated for the required proficiency level the crew member must achieve. In addition, each event and task may have (optional) a knowledge standard designated and used in the same manner as a performance standard. The standards for specific events are either listed in the applicable master task list (MTL) and evaluation standards document (ESD) for each weapon system or identified in this instruction. For those weapons systems that do not have any RPL listing, all events will have an RPL of "3" for performance and "C" for knowledge (if knowledge standards are used in addition to performance standards). *EXCEPTION: One-time events required for familiarization and not listed in the MTL and ESD or this instruction will not have performance and knowledge standard assigned.* Performance and knowledge standards are listed in **Table A3.1.**

Table A3.1. Event and Task Standards.

Event and Task Performance Standard		
Code	**Performance is:**	**Definition:**
1	Extremely Limited	Individual can do most activities only after being told or shown how.
2	Partially Proficient	Individual can do most of the behaviors, but not necessarily to the desired levels of speed, accuracy, and safety.
3	Proficient	Individual can do and show others how to do the behavior in an activity at the minimum acceptable levels of speed, accuracy, and safety without the assistance of an instructor. For copilots, proficiency may involve actual aircraft control or copilot duties only. For instructors, proficiency includes the ability to demonstrate, instruct, and supervise ground and flight activity.
4	Highly Proficient	Individual can do behaviors in an activity at the highest level of speed, accuracy and safety.
Event and Task Knowledge Standard		
Code	**Knowledge of:**	**Definition:**
A	Facts and Nomenclature	Individual can identify basic facts and terms about the subject and when used with a performance code, can state nomenclature, simple facts, or procedures involved in an activity.
B	Principles and Procedures	Individual can explain relationship of basic facts and state general principles about the subject and when used with a performance code, can determine step-by-step procedures for sets of activities
C	Analysis, and Operating Principles	Individual can analyze facts and principles and draw conclusions about the subject and when used with a performance code, can describe why and when each activity must be done and tell others how to accomplish activities
D	Evaluation and Complete Theory	Individual can evaluate conditions and create new rules or concepts about the subject and when used with a performance code, can inspect, weigh, and design solutions related to the theory involved with activities.

A3.5. Instructions for the AF Form 4025, Aircrew Summary and Close-Out Report.

A3.5.1. For each formal training program, a summary and close-out report will be completed detailing the individual's strengths, weaknesses, overall performance, and other pertinent information.

A3.5.2. Squadron commanders, operations officers and flight commanders will ensure the comments on this form do not reflect personnel opinions or biases. All comments must be supported by information contained in the AF Form 4023s, 4024s, or training guides as applicable. At formal schools, the instructor will accomplish the AF Form 4025 and the squadron commander's signature is optional.

A3.6. Aircrew Training Guides. If available, use aircrew training guides (TG) for training programs.

A3.6.1. Units may produce TGs when the ATS contractor is unable to provide them. TGs will be developed in accordance with AFI 36-2201. Coordinate TG development through appropriate MAJCOM with an information copy sent to HQ AMC/DOT.

A3.6.2. Initiating TGs. Training and resource management personnel in each unit will initiate a TG on crew-members prior to their entering any phase of qualification training. These TGs will be inserted in AF Form 4022.

A3.6.3. Use of TGs. Specific instructions for annotating training are included in each TG. TGs will be placed in an AF Form 4022 and maintained in accordance with paragraph **A3.1.5.**

A3.6.3.1. Active status TGs will be carried by the student during all training and operational missions and made available to the instructor for review and annotation. The student will review the TG and initial the training progress record prior to the next training period.

A3.6.3.2. Complete the training progress record portion of the TG in sufficient detail to specify areas of training accomplished, areas needing improvement, recommended specific study areas for the trainee, and recommended training for the next training period. When the trainee attains sufficient knowledge, experience, and prerequisites for upgrade, the instructor will recommend an evaluation and state: "Recommend evaluation for (crew position)" on the training progress record. Trainees will not be recommended for an evaluation if a TG required event is incomplete or requires corrective action.

A3.6.3.3. On missions without an instructor or examiner, the senior qualified counterpart (AC for copilots) will accomplish required training for those areas not requiring an instructor. Annotate applicable training information in the TG.

A3.6.3.4. When an initial qualification flight evaluation is not successfully completed and additional training is required, the flight commander will annotate deficient areas on reproduced pages of the appropriate TG and training progress record. This TG insert will be placed in the AF Form 4022 and used to document completion of additional training.

A3.6.3.5. At the conclusion of training, when all requirements of the TG are met, fill-out an AF Form 4025 in accordance with paragraph **A3.5.** Maintain completed TG and associated AF Form 4025 in a training folder according to paragraph **A3.1.5.**

A3.6.3.6. Do not maintain the training guide in the flight evaluation folder.

A3.6.4. Review Procedures.

A3.6.4.1. Instructors and students will review the TG after each training period and discuss training accomplished, problem areas, and immediate goals.

A3.6.4.2. The flight commander or squadron training representative will conduct a monthly review of TGs. This review will be indicated by entering initials and date in the review block of the TG.

A3.6.4.3. The commander or operations officer will review active TGs at least once each calendar quarter and prior to an evaluation. This review will be a separate entry on the TG and will include comments on weak areas and upgrade potential. Indicate review by signing the instructor-trainer block of the training progress record, and enter "quarterly review" in the training period identifier block.

A3.6.4.4. Records of crew members not receiving training (but in an active status) will be reviewed monthly and quarterly as indicated above. If applicable, the statement, "no training accomplished during this period," the reason why, and the projected date when training will resume will be entered on the student's training progress record.

A3.6.5. Disposition of TGs.

A3.6.5.1. Place completed TGs in AF Form 4022 and maintain according to paragraph **A3.1.5.**

A3.6.5.2. Formal schools will maintain copies of the aircrew training records on incomplete trainees for 6 months.