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This Air Force Manual (AFMAN) implements Air Force Policy Directive (AFPD) 11-2, *Aircrew Operations*. It establishes the aircrew training program and is applicable to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve, and Air National Guard. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by 5 United States Code, Section 552a, as amended; 37 United States Code; Executive Order 9397, Numbering System for Federal Accounts Relating to Individual Persons, as amended; and AFPD 11-2. The Privacy Act System of Records Notice F011 AF XO A, Aviation Resource Management Systems covers required information and is available at <http://dpclo.defense.gov/Privacy/SORNs.aspx>. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Submit

suggested changes to this publication on Air Force Form 847, *Recommendation for Change of Publication*, through channels, to AF/A3TF, usaf.pentagon.af-a3.mbx.a3xi-workflow@mail.mil. Major Commands (MAJCOMs), Direct Reporting Units (DRUs) and Headquarters Air Force Field Operating Agencies (FOAs) may supplement this publication; coordinate supplements with the Deputy Chief of Staff, Operations, Directorate of Training and Readiness, Total Force Aircrew Management (AF/A3TF) before publication. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Deputy Chief of Staff, Operations, Director of Training and Readiness (AF/A3T) for non-tiered compliance items. 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.

(AFSOC) This publication implements AFPD11-2, *Aircrew Operations* and supplements AFMAN11-202V1, *Aircrew Training*. This supplement applies to Air Force Special Operations Command (AFSOC) units. This supplement applies to the Air National Guard (ANG) and Air Force Reserve Command (AFRC), this supplement does not apply to the United States Space Force. Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System & Records Disposition Schedule. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional’s chain of command. Requests for waivers must be submitted to the OPR listed above for consideration and approval. The authorities to waive wing/unit level requirement in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Requests for waivers must be submitted through the chain of command to the appropriate Tier waiver approval authority IAW DAFI 90-160, *Publications and Forms Management*. Requests for waivers of non-tiered items must be processed through command channels to the publication OPR for consideration. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

SUMMARY OF CHANGES

This publication is substantially revised and should be reviewed in its entirety. Changes include: publication type change (AFI to AFMAN); added requirement to capture multinational training requirements in the program requirements document (1.3.2.4); added requirements to identify operational training infrastructure requirements and AF/A3TI’s role (1.3.2.6); added requirement to document additional training on the Air Force (AF) Form 1522 (3.2.1.1); deleted specific sortie requirements for X-prefixed AFSCs (3.11); added guidance for ancillary training and egress training requirements (6); added Senior Enlisted Qualification and Performance Requirements (2.8). The revision codifies Air Education and Training Command (AETC) as the lead command for Night Vision Device academic training (1.3.2.5). The update recognizes that Hours per Crew

per Month/Sorties per Crew per Month information is captured in the AAMS; the Table of Standard Training Identifier Codes has been moved to the ARM SharePoint™ site.

(AFSOC) This supplement has been substantially revised and must be completely reviewed. Changes include: added additional guidance for secondary method training to [paragraph 2.10](#); added AFSOC Ready Aircrew Program (RAP) policy and management in [paragraph 3.1.6](#). [Chapter 10](#) instructions for completing AF Forms 4109, 4110, and 4111 have been deleted from this supplement and moved to AFSOCI 36-2602, *Formal Aircrew Training Management*.

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1. General. This publication provides basic guidance for training Air Force aircrews according to AFD 11-2 and AFI 11-200, *Aircrew Training, Standardization/ Evaluation, and General Operations Structure*. Lead MAJCOMs will use this basic guidance to develop AFMAN 11-2 Mission Design Series (MDS) Volume 1 publications that provide MDS unique, customized, and/or specialized training programs (e.g.: AFMAN11-2F-35V1). Undergraduate and Graduate aircrew production is tasked separately in the programmed flying training document. Trainers conduct undergraduate and introduction to fighter fundamentals training, according to Air Education and Training Command (AETC) syllabi.

1.1. Goals. The aircrew training program ensures all aircrew members obtain and maintain the certification/qualification and proficiency needed to support their unit's mission. The objective of the aircrew training program is to develop and maintain a high state of mission readiness for immediate and effective employment across the range of military operations.

1.2. Waiver Authority. Unless otherwise specified, the Deputy Chief of Staff, Operations, Director of Training and Readiness (AF/A3T) is the waiver authority for the provisions of this publication. **Exception:** MAJCOM/A3s (or equivalent) have authority to waive individual aircrew requirements in this publication, but may not approve blanket or group (two or more aircrew) waivers.

1.2. **(AFSOC) Waiver Authority.** Unless otherwise specified, AFSOC/A3 is the waiver authority for the provisions of this publication. Unless otherwise specified in the AFMAN 11-2MDS, Volume 1, maintain all waivers in the individuals' training folders and career training folders (as applicable).

1.3. **Roles and Responsibilities.**

1.3.1. The Deputy Chief of Staff, Operations (AF/A3), through the Directorate for Training and Readiness (AF/A3T):

1.3.1.1. Develops policy and guides the conduct and execution of the aircrew training program.

1.3.1.2. Assigns the Total Force Aircrew Management Division (AF/A3TF) as the office of primary responsibility for this publication.

1.3.1.3. Monitors and reviews MAJCOM programs to ensure MAJCOM policies, guidance and instructional supplements are adequate.

1.3.1.4. Hosts biennial, or as required, training conferences to assist in maintaining appropriate commonality in lead command training programs.

1.3.1.5. Formulates flying training concept of operations (CONOPS) in accordance with AFI 11-412, *Aircrew Management*. Annually releases undergraduate and graduate program guidance letters capturing approved training requirements across the Future Years Defense Program (FYDP). Determines operational training infrastructure requirements to enable the CONOPS.

1.3.1.6. Hosts annual programmed flying training conferences in coordination with lead training commands. Identifies Formal Training Unit and operational training infrastructure shortfalls to AF/A5/8 and the Air Force corporate structure.

1.3.2. Lead MAJCOMs. See AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems* and AFPD 10-21, *Air Mobility Lead Command Roles and Responsibilities*. Lead MAJCOMs will accomplish the following:

1.3.2.1. Develop and manage, in coordination with user commands, the appropriate AFMAN 11-2MDS Volume 1, to establish aircrew ground and flying training requirements, regardless of mission designation and command of assignment. See AFPD 11-2, AFI 11-200, and AFI 33-360 for specific information.

1.3.2.2. Host an MDS-specific training conference biennially, or more frequently if required, to review all training programs and operational training infrastructure for currency, applicability, compliance, and effectiveness, and to address issues in AFMAN 11-2MDS Volume 1 as appropriate. Attendees should include training representatives from user commands, formal schools, numbered Air Force training and standardization/evaluation offices (if applicable), selected unit representatives, and Aircrew Training System (ATS) contractors.

1.3.2.3. Determine total force training requirements across the FYDP and forward requirements annually via the program requirements document to AF/A3TF, for validation and inclusion in the undergraduate and graduate program guidance letter in accordance with AFI 11-412, Chapter 3.

1.3.2.4. In coordination with Air Force component headquarters, determine joint and multinational training requirements across the FYDP and forward requirements annually via the program requirements document, to AF/A3TF for validation and inclusion in the graduate program guidance letter in accordance with AFI 11-412, Chapter 3.

1.3.2.5. Develop MDS-specific Night Vision Device (NVD) training programs that emphasize sound night operations using NVDs and address common NVD hazards, weapons-specific NVD capabilities, and the limitations involved in NVD-aided operations. AETC is the lead command for all NVD academic training. AETC will develop and update initial and refresher courseware and provide courseware to MAJCOM operational training divisions for distribution to units.

1.3.2.6. Determine Operational Training Infrastructure (OTI) requirements across the FYDP and forward requirements annually to the AF/A3T, Operational Training Infrastructure Division (AF/A3TI); update the OTI Working Group hosted by AF/A3TI.

1.3.2.7. Coordinate with training and user commands to identify shared OTI gaps and requirements (Example: AETC formal training unit simulator, co-used by Air Combat Command operational squadron).

1.4. Training Command. The training command is the command tasked with managing formal training (which may be different than the training provider) and will accomplish the following:

1.4.1. In coordination with AF/A3T, support annual programmed flying training conferences, with the purpose to capture inputs from Headquarters Air Force, Air Force Personnel Center, lead and user MAJCOMs, and other users in the allocation of training quotas. The conference goal is to publish a consolidated programmed flying training pamphlet that fulfills maximum total force training requirements within programmed capacity.

1.4.2. Maintain quota allocation and management responsibilities.

1.4.3. Approve formal school courses and syllabi in coordination with lead commands and program managers. Ensure trainers develop courses and syllabi to support mission essential tasks.

1.4.4. Receive from other commands proposals for amending existing course prerequisites and syllabi or deleting obsolete courses. The training command will, in conjunction with commands responsible for aircrew training system (ATS) oversight process the approved changes in coordination with the Air Force Education and Training Course Announcement (ETCA) office of primary responsibility. Access the ETCA web site at <https://app10-eis.aetc.af.mil/etca/SitePages/Home.aspx>.

1.4.5. Develop, update, and maintain courseware and training syllabi in conjunction with ATS contractors (if applicable). Perform task and media analysis associated with aircrew qualification training per AFI 36-2651, *Air Force Training Program* and AFI 36-2251, *Management of Air Force Training Systems*, and function as the approving authority for these courses (coordinate with the lead command if different than the training command).

1.4.6. Host formal course reviews biennially or more frequently, as required, to review formal training programs and syllabi for currency, applicability, compliance and effectiveness. Attendees should include program managers from lead commands, training representatives from user commands, curriculum developers, formal schools, numbered Air Force training and standardization offices (if applicable), selected unit representatives, and ATS contractors. May be accomplished in conjunction with realistic training review boards.

1.4.6. **(AFSOC)** Refer to AFSOCI 36-2602 for the AFSOC formal course review process.

1.4.7. Progress Review. Outline procedures for a progress review to be accomplished when a student fails to progress according to syllabus requirements.

1.4.7. **(AFSOC)** Refer to AFSOCI 36-2602 for AFSOC's progress review processes.

1.4.7.1. The progress review may recommend continuation in training or action per AFMAN 11-402, *Aviation and Parachutist Service* (e.g., a flying evaluation board).

1.4.7.2. If the recommendation is to continue training, then the progress review will determine the extent of additional training.

1.5. **MAJCOMs.** MAJCOMs will accomplish the following. The Air National Guard (ANG) is considered a MAJCOM for purposes of this publication unless otherwise stated.

1.5.1. Establish an aircrew training office responsible for the overall management of the command's aircrew training program.

1.5.2. Justify dedicated flying hours based on accomplishing peacetime missions and/or maintaining wartime readiness, and structure each training mission to achieve optimum training.

1.5.3. Develop theater indoctrination training and ensure aircrews are trained for specific theater flight operations, as assigned. As a minimum, this training will include:

1.5.3.1. A thorough review of theater unique instrument requirements and procedures.

1.5.3.2. The use of non-Department of Defense instrument approach procedures.

1.5.3.3. Required instrumentation for specific approaches.

1.5.3.4. Theater weather conditions and annual weather trends.

1.5.3.5. Host nation bird/wildlife strike hazards at local airfields and low-level airspaces.

1.5.3.6. Host nation and local area procedures and hazards.

1.5.3.7. Host nation agreements.

1.5.4. Notify training command headquarters and training units prior to recalling a student from a formal school course.

1.5.4.1. Commands will not recall students to prevent initiation of any actions associated with unsatisfactory performance. Commands may recall students for reasons other than performance, i.e., emergencies, unforeseen delays in training.

1.5.4.2. ANG Procedures.

1.5.4.2.1. ANG units will request approval from National Guard Bureau (NGB)/A3O if there is a need to recall a student. NGB/A3O will notify training command headquarters and the unit prior to recall.

1.5.4.2.2. Disposition of an ANG student (return at a later date, secondary method) will be determined as soon as reasonable and preferably prior to student departing formal course training.

1.5.4.2.3. The home unit, flying training unit and NGB/A3O make recall determinations. All recalls for ANG undergraduate flying training students will be in accordance with AETC Instruction (AETCI) 36-2605, *Formal Flying Training Administration and Management*.

1.5.5. Ensure formal school post-graduate evaluations are accomplished. If the aircrew member completed training through an AETC formal undergraduate or graduate flying training program, the primary instructor or gaining supervisor, as appropriate, will complete the aircrew graduate evaluation survey found in the aircrew graduate evaluation program, in accordance with AETCI 36-2206, *Aircrew Graduate Evaluation Program*.

1.5.6. Send proposals for amending existing formal school course prerequisites and syllabi or deleting obsolete courses to the training command for approval.

1.5.7. Determine unit of attachment for higher headquarters staff personnel assigned to flying positions.

1.5.7. (AFSOC) Follow procedures in AFI 11-401, *Aviation Management*, AFSOC Supplement.

1.5.7.1. **(Added-AFSOC)** If assigned to a flying API/Flying Activity Code (FAC), AFSOC staff attached flyers will maintain basic mission capable status, as defined in [para 3.1.3](#) of this manual, unless AFSOC/A3 approves combat mission ready status. **(T-2)**

1.5.7.2. **(Added-AFSOC)** Aircrew Position Identifier (API)-6 and API-B flyers desiring attachment to a formal training unit (FTU) must receive approval from the training group commander. **(T-2)**

1.6. **Squadron Commander.** The squadron commander or designated representative will ensure individuals receive training to successfully attain/maintain required certifications/qualifications, complete unit missions and maintain individual proficiency. The squadron commander will also determine the training level (Mission Ready [MR]/Combat Mission Ready [CMR], Basic Mission Capable [BMC]) of each assigned crewmember, when not prescribed by the MAJCOM. **(T-2).**

1.6. **(AFSOC) Squadron Commander.** Squadron commanders will determine aircrew qualification according to the associated programming plan for unit transfers. **(T-2)** For individual transfers, commanders will accept previous qualifications and currency in the same MDS aircraft. **(T-3)** If this results in exceeding authorized unit ratios for instructors and flight examiners, use normal attrition to achieve authorized ratios (not applicable to ANG).

1.7. **Aircrew Members.** Each aircrew member is responsible for monitoring and completing all training requirements.

1.8. **Primacy Policy.** This AFMAN, AFMAN 11-2MDS Volumes 1, and associated Ready Aircrew Program (RAP) tasking memoranda are the only publications that designate grounding an aircrew member for training deficiencies. All other instructions are considered advisory. **(T-1).** Managers that believe their event could result in grounding an aircrew member, should refer their recommendation to the office of primary responsibility for the appropriate publication.

1.9. **(Added-AFSOC) AFSOC/A1 Responsibilities.**

1.9.1. **(Added-AFSOC)** Determine and validate manpower required to support aircrew training programs.

1.9.2. **(Added-AFSOC)** Complete force level forecasts for the next Presidential Budget submission plus the next Program Objective Memorandum (POM) cycle. AFSOC, in coordination with Air Force Personnel Center, will provide the projected number of assigned aircrew members for each time period, with corresponding authorizations and force turnover rates.

1.9.3. **(Added-AFSOC)** Determine and forward to HAF required force structure data for computation of advanced student authorizations needed to support formal aircrew training schools.

1.10. **(Added-AFSOC) AFSOC/A5/8 Responsibilities.**

1.10.1. **(Added-AFSOC)** AFSOC/A5 will plan and program acquisition of aircrew training systems associated with fielding of new MDS in coordination with AFSOC/A3T.

1.10.2. **(Added-AFSOC)** AFSOC/A5 will plan and program training device concurrency funds for permanent aircraft modifications in coordination with AFSOC/A3T.

1.11. **(Added-AFSOC) AFSOC/A3 responsibilities.**

1.11.1. **(Added-AFSOC)** Focal point for all formal aircrew training management and is responsible for formal school training matters such as curriculum, standardization of training programs, and flying hour management.

1.11.2. **(Added-AFSOC)** AFSOC/A3 will provide required inputs via the POM process and execution year data calls to AFSOC/A1/A4/A5/8/FM to ensure adequate resources supporting aircrew training programs are available.

1.12. **(Added-AFSOC) AFSOC/A3T Responsibilities.**

1.12.1. **(Added-AFSOC)** Oversee flying training and related ground training events.

1.12.2. **(Added-AFSOC)** Monitor quality of flying training for all AFSOC students/AFSOC gained students.

1.12.3. **(Added-AFSOC)** Coordinate prerequisite waiver requests for all AFSOC aircrew training courses.

1.12.4. **(Added-AFSOC)** Determine student training quotas required to maintain adequate MDS crew force levels (excludes ANG quotas).

1.12.5. **(Added-AFSOC)** Allocate and monitor student quotas for aircrew training courses supporting AFSOC units (excludes ANG quotas).

1.12.6. **(Added-AFSOC)** Ensure Standardization/Evaluation trend analysis data, as documented in the Standardization and Evaluation Board minutes, is incorporated into formal aircrew training course reviews and RAP Tasking Memorandum (RTM) development.

1.12.7. **(Added-AFSOC)** Review and approve syllabi, training plans, and Course Lesson Map for all MDS formal aircrew training courses. Coordinate with NGB as applicable prior to AFSOC/A3T review and approval.

1.12.8. **(Added-AFSOC)** Review, coordinate, and make changes, as required, to the ETCA for all formal aircrew training courses.

1.12.9. **(Added-AFSOC)** Attend annual Program Flying Training (PFT) conferences, coordinate PFT issues, and monitor publication of PFT documents and subsequent revisions.

1.12.10. **(Added-AFSOC)** Validate Flying Hours Program (FHP) required for all aircrew training.

1.12.11. **(Added-AFSOC)** Monitor resources required to meet all aircrew training requirements and identify deficiencies in manpower, personnel, facilities, or training equipment.

1.12.12. **(Added-AFSOC)** Manage the contractor support for AFSOC (owned) aircrew training devices and courseware.

1.12.13. **(Added-AFSOC)** Manage simulator certification on MDSs, IAW AFI 16-1007, *Management of Air Force Operational Training Systems*, for which AFSOC is lead command.

1.12.14. **(Added-AFSOC)** Ensure AFSOC groups establish an aircrew training office responsible for the overall management of their group's aircrew training program. All training related questions and waiver requests will be coordinated through the group training office and chain of command to AFSOC/A3TA (does not apply to AFRC and ANG units).

1.12.15. **(Added-AFSOC)** Issue updated basic mission capable continuation training guidance via RTM as necessary to WG/CCs for implementation.

1.12.16. **(Added-AFSOC)** Manage the modification of aircrew training systems.

1.12.17. **(Added-AFSOC)** Execute ATD design and fielding; and program and execute for device deficiencies.

1.12.17.1. **(Added-AFSOC)** Assist AFSOC/A4 with MILCON requirements.

1.13. (Added-AFSOC) Wing/Group/Operational Support Squadron (OSS) Responsibilities. NOTE: AFRC and ANG units may combine group-level/OSS and flying squadron training offices.

1.13.1. **(Added-AFSOC)** Assign a minimum of one officer and one enlisted aircrew member to work in a training office at the operations group or operations support squadron, as applicable. **(T-3)** Both the chief of training and the enlisted superintendent of training will be instructor qualified. **(T-3)** Assign additional crewmembers as required.

1.13.2. **(Added-AFSOC)** Ensure Aircrew Position Identifier (API)-6, API-8, and API-B flyers are attached to a flying squadron. **(T-2)**

1.13.3. **(Added-AFSOC)** Determine annual formal aircrew training quota requirements, submit quota request to HQ AFSOC/A3T, and manage quotas allocated. **(T-2)** (N/A ANG)

1.13.4. **(Added-AFSOC)** Identify training shortfalls that adversely impact combat capability through appropriate channels, to HQ AFSOC/A3TR. **(T-3)**

1.13.5. **(Added-AFSOC)** Ensure squadron standardization/evaluation trend data and instructor feedback are incorporated into the squadrons' training plans. **(T-3)**

1.13.6. **(Added-AFSOC)** Develop programs to meet training objectives. Provide necessary staff support and assist subordinate units in management of training programs that meet unit needs. **(T-2)**

1.13.6.1. **(Added-AFSOC)** Ensure unit training offices are trained in regulations, procedures, and other facets of job performance. **(T-3)**

1.13.6.2. **(Added-AFSOC)** Assist squadrons in establishing annual training plans and unit training programs. **(T-3)**

1.13.7. **(Added-AFSOC)** Ensure AFMAN 11-2MDS, Volume 1, or equivalent, and RTM guidance implementation and squadron dissemination, to include Aviation Resource Management System (ARMS) training profile updates. **(T-2)**

1.13.8. **(Added-AFSOC)** Maintain an accurate record of all waivers approved at the Group/CC level and notify AFSOC/A3T when such waivers or extensions are issued. **(T-2)**

1.14. **(Added-AFSOC) Flying Squadron Responsibilities.** NOTE: AFRC and ANG units may combine group-level/OSS and flying squadron training offices.

1.14.1. **(Added-AFSOC)** Establish squadron training plan. As a minimum include the following in the squadron training plan: **(T-2)**

1.14.1.1. **(Added-AFSOC)** Squadron projected formal school flight training. Requirements will be submitted annually, through appropriate channels, to AFSOC/A3T via Graduate Program Requirements Document (GPRD) data call. AFRC projected formal school flight training requirements will be submitted annually, through reserve channels, to AFRC/A3R via reserve GPRD data call.

1.14.1.2. **(Added-AFSOC)** FHP/Contract Logistical Support (CLS) hours. Flying squadrons must plan and execute FHP/CLS IAW AFMAN 11-101, *Management Reports on the Flying Hour Program*, AFI 11-102, *Flying Hour Program Management* and AFSOCI 11-102, *Flying Hour Program*.

1.14.2. **(Added-AFSOC)** Ensure the formal school post-graduate evaluations/surveys are completed. **(T-2)**

1.14.3. **(Added-AFSOC)** Conduct Squadron Training Review Board (STRB). SQ/CCs should utilize the STRB to focus training objectives, ensure standards are being met, select upgrade candidates, and ensure completion of required continuation training. Convene a STRB to be chaired by the SQ/CC or SQ/DO. **(T-2)** Panel members should include

representatives from squadron training, squadron stan/eval, ADOs, and the chief from each crew position.

1.14.3.1. **(Added-AFSOC)** STRB Requirements. Squadrons will convene a STRB quarterly, or more frequently if required. **(T-2)** Maintain minutes for a period of two years. **(T-2)** STRB minutes will be approved by the SQ/CC or SQ/DO and may be produced/distributed/stored electronically by the SQ/DOT. **(T-3)**

1.14.3.2. **(Added-AFSOC)** STRB Format:

1.14.3.2.1. **(Added-AFSOC)** Review staff and crewmember management actions necessary to complete squadron flight and ground training programs. **(T-3)**

1.14.3.2.2. **(Added-AFSOC)** Review the current status of aircrew training to ensure that current training objectives are being met. **(T-3)**

1.14.3.2.3. **(Added-AFSOC)** Review Mission Essential Task List, unit Mission Essential Task, and formal school training to ensure training is combat orientated and designed to enhance and maintain combat readiness. Identify significant trends affecting unit or individual training status. **(T-3)**

1.14.3.2.4. **(Added-AFSOC)** Ensure stan/eval trend analysis data and instructor feedback are collected, analyzed and incorporated into squadron training. **(T-3)**

1.14.3.2.5. **(Added-AFSOC)** Additional suggested topics:

1.14.3.2.5.1. **(Added-AFSOC)** Crew position gains/losses

1.14.3.2.5.2. **(Added-AFSOC)** Crewmembers currently in upgrade or requalification training

1.14.3.2.5.3. **(Added-AFSOC)** Recently completed training including performance during training and current certification status

1.14.3.2.5.4. **(Added-AFSOC)** Future training; individuals already approved via STRB

1.14.3.2.5.5. **(Added-AFSOC)** Current and projected waivers

1.14.3.2.5.6. **(Added-AFSOC)** Continuation training status.

1.14.4. **(Added-AFSOC)** Assign a minimum of one officer and one enlisted crewmember to the unit training office, as applicable. **(T-3)** The Chief of Training and Non-commissioned Officer in Charge (NCOIC) of Training will be instructor qualified (can be waived by the squadron commander).

1.14.5. **(Added-AFSOC)** Review qualifications and monitor currencies and training requirements for unit assigned and attached crewmembers to include flight surgeons. **(T-2)**

1.14.5.1. **(Added-AFSOC)** Training representatives will work closely with the SARM office to obtain end of cycle training remaining NLT the fifth day of the last month of training cycle, to ensure end of cycle training requirements are prioritized to prevent members from going non-current. **(T-3)**

1.14.6. **(Added-AFSOC)** Review training and evaluation records of newly assigned or attached crewmembers and those completing formal training to determine the necessary training required to assign the individual to a Basic Aircraft Qualification (BAQ), Basic Mission Capable (BMC), or Mission Ready (MR) status. **(T-2)**

1.14.7. **(Added-AFSOC)** Assign levels of qualification (e.g., instructor) or certification (e.g., evaluator) to assigned and attached crewmembers. **(T-2)**

1.14.8. **(Added-AFSOC)** Submit unit-developed training programs (to include SOI) which result in a certification or qualification, through appropriate channels, to HQ AFSOC/A3T for review and approval (except unit indoctrination). **(T-2)** Unit-developed training programs will contain at a minimum: **(T-2)**

1.14.8.1. **(Added-AFSOC)** Course Description.

1.14.8.2. **(Added-AFSOC)** Tasks, Conditions, and Standards.

1.14.8.3. **(Added-AFSOC)** AF IMT 4111, *SOF/CSAR Training Record*, or a training record from an approved system such as PEX.

1.14.8.4. **(Added-AFSOC)** AFSOC MQ-9 squadrons will follow the lead command guidance in AFMAN 11-2MQ-9, Volume 1, MQ-9 - Aircrew Training. Unit-developed training programs will follow the AFSOC SOI Template. Send signed SOIs to AFSOC/A3TA for posting to the AFSOC Bookstore. **(T-2)**

1.14.9. **(Added-AFSOC)** Ensure crewmembers complete in-unit ground, mission, and continuation training programs. **(T-2)**

1.14.9.1. **(Added-AFSOC)** Unless in formal training or secondary method training, ensure crewmembers only participate in missions, sorties, and events in which they are qualified, current, and prepared or properly supervised. Exception: Senior officers/key staff members fly according to their API 6/8/B/D positions and log time/aircrew certifications *based on their aircraft currency/qualifications* IAW DAFMAN 11-401. **(T-2)**

1.14.9.2. **(Added-AFSOC)** Schedule and conduct required or directed training to ensure crewmembers receive applicable ground training during eligibility periods. **(T-2)**

1.14.9.3. **(Added-AFSOC)** Track continuation training and notify individuals when currency is lost. Notify unit operations officers and commanders on issues affecting readiness. **(T-2)**

1.14.9.4. **(Added-AFSOC)** Provide a method to ensure all crewmembers have the ability to monitor and manage their own continuation ground and flight training. **(T-2)**

1.14.9.5. **(Added-AFSOC)** Maintain training material and equipment for recurring ground training events. **(T-2)** Periodically review ground training materials, tests, and computer based instruction for currency (not required when maintained by wing/group/OSS). **(T-2)**

1.14.10. **(Added-AFSOC)** Establish a process for reviewing all flight documentation upon completion of each flight ensuring effective scheduling, flying training, and accurate flight documentation. **(T-2)**

1.14.11. **(Added-AFSOC)** Manage PFT quota allocations IAW AFSOCI 36-2602, *Formal Aircrew Training Management*. **(T-2)** Schedule individuals to attend training as early as possible, but NLT 30 days prior to the class start date for fiscal year (FY) allocations (NLT 14 days for approved FY reallocations). **(T-2)** Enter individuals' information on the appropriate AFSOC quota management worksheet (QMW) maintained on HQ AFSOC/A3TR's SharePoint™ site. **(T-2)**

1.14.12. **(Added-AFSOC)** Submit waivers IAW AFMAN 11-2MDS, Volume 1, and maintain a waiver tracking log. **(T-2)** Waiver tracking log will include date submitted, approval date, expiration date and the current location of the waiver as it progresses through the approval process and after the waiver is signed. **(T-2)** Ensure signed waivers are maintained in individuals' training folders and/or career training folders (as applicable). **(T-2)**

1.14.13. **(Added-AFSOC)** Maintain and update unit training office self-inspection checklist. **(T-2)** Conduct self-inspection IAW wing/group self-inspection program. Retain a copy of the last two self-inspections and the open discrepancy tracking sheets. **(T-2)**

1.14.14. **(Added-AFSOC)** Initiate, track, review, and close out aircrew training folders, forms, and career training folders IAW [Chapter 10](#) of this supplement and AFSOCI 36-2602. **(T-2)**

1.14.15. **(Added-AFSOC)** Ensure AFMAN 11-2MDS, Volume 1, or equivalent, and RTM guidance implementation to include ARMS training profile updates. **(T-2)**

1.14.15.1. **(Added-AFSOC)** Audit ARMS training profiles against published aircrew training directives (e.g., AFMAN 11-2MDS, Vol 1, RTM) on an annual basis. **(T-2)** Units will document the audit in writing and notify the appropriate Office of Primary Responsibility (OPR) (e.g., wing training office) with discrepancies. As a minimum, SARM offices will coordinate with their unit training office for the audit. **(T-2)**

1.14.16. **(Added-AFSOC)** Service Commitments. When applicable, coordinate with the servicing force support squadron to ensure individual acknowledges service commitments IAW AFMAN 36-2100, *Military Utilization and Classification*, or AFRCI 36-2102, *Air Force Reserve Service Commitment Date Program*.

1.15. **(Added-AFSOC) Instructor Responsibilities.**

1.15.1. **(Added-AFSOC)** Responsible for the safe execution of the duties of their respective crew position. At any time during the flight, if the judgment or proficiency of the student should raise a question in the instructor's mind as to the student's ability to safely execute the duties of the aircrew position, the instructor will immediately take over these duties. The instructor should then explain and demonstrate the proper method of executing these duties. Instructors must be highly knowledgeable in their MDS's tactics, techniques, and procedures; governing AFIs; governing AFSOCIs; and aircraft operating manuals, pilot operating handbooks, and airplane flight manuals to provide immediate instruction to any crew position concerning weapon system employment and regulatory and non-regulatory guidance.

1.15.2. **(Added-AFSOC)** Review the student's training records prior to performing each flight or training session.

1.15.3. **(Added-AFSOC)** Conduct thorough preflight briefing and post-flight critique.

1.15.4. **(Added-AFSOC)** Ensure required upgrade training items are completed and signed off only after the student demonstrates the required level of knowledge and proficiency. Complete and sign off required training items prior to recommending the student for an evaluation or certifying the student in a maneuver or procedure.

1.15.5. **(Added-AFSOC)** Instructors will place special emphasis on the procedures for positive identification of emergency conditions before initiating corrective action. In addition, instructor pilots will place a high emphasis on the procedures for positive exchange of control; these procedures will be thoroughly briefed.

1.15.6. **(Added-AFSOC)** Instructors who demonstrate deficiencies in their teaching abilities may be used in their primary crew position (provided a deficiency does not involve primary crew duties). Commanders will take the necessary action to either retrain or remove those individuals from instructor status.

1.15.7. **(Added-AFSOC)** Instructors are authorized to teach any event in which they are qualified and current unless specifically restricted.

1.16. (Added-AFSOC) Individual Aircrew Member Responsibilities.

1.16.1. **(Added-AFSOC)** Complete training requirements and currencies within the guidelines of this instruction to obtain and maintain assigned readiness level unless directed otherwise.

1.16.2. **(Added-AFSOC)** Unless under an instructor's supervision, participate only in ground and flying activities for which the crewmember is qualified, current, and adequately prepared.

1.16.3. **(Added-AFSOC)** When attending a formal school course (to include simulator phase), hand carry a copy of ARMS Individual Data Summary, Flying History Report, Individual Training Summary, aeronautical orders, aviation service worksheet, and any additional requirements set forth in the ETCA to the FTU Student Registrar and FTU SARM office.

1.16.4. **(Added-AFSOC)** As part of a permanent change of station (PCS), hand carry career training folder (or electronic copy) and other training records to assist the gaining unit's assessment of member's qualifications and additional training requirements.

1.16.5. **(Added-AFSOC)** When selected for a TDY and/or deployment, provide a copy of orders to the SARM office. When active flying is required (validated by official orders), the SARM will confirm go-no-go requirements through the TDY/deployment and/or provide ARMS documents to hand carry to the TDY/deployed location.

1.17. (Added-AFSOC) Aircrew Training—Additional Guidance.

1.17.1. **(Added-AFSOC)** Training Forms. Aircrew training records and forms will be established and maintained per [Chapter 10](#). (T-2)

1.17.1.1. **(Added-AFSOC)** AF Form 4348, *USAF Aircrew Certifications*. AFSOC Units will use AF Form 4348 to document ground/flying training associated with mission qualification, and to document instructor certified and one-time/initial flying training events. The AF Form 4348 is maintained in the individual's Flight Evaluation

Folder (FEF) per AFI 11-202, Vol 2, *Aircrew Standardization/Evaluation Program*. Any new certifications achieved after the release of AFI 11-202, Vol 2, *Aircrew Standardization/Evaluation Program*, AFSOC Supplement, dated 4 July 2007, will be documented on AF Form 4348.

1.17.1.2. **(Added-AFSOC)** IAW the Career Field Education and Training Plan, personnel in AFSC 1AXXX or 1UXXX are exempt from maintaining AF Form 623, *Individual Training Record Folder*.

1.17.1.3. **(Added-AFSOC)** For Weapons Instructor Course, prepare training records IAW United States Air Force Weapons School (USAFWS) guidance.

1.17.2. **(Added-AFSOC)** Aircrew Training While in Down Status. Crewmembers whose status is down (previously DNIF) may log ground training events, including simulator training, if their physical condition allows as annotated on the DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*.

1.17.3. **(Added-AFSOC)** In-flight Supervision. Unless specifically directed, the unit commander determines the level of supervision necessary to accomplish required training. If the mission objectives include introduction to tasks or instruction to correct previous discrepancies, then an instructor may be required. In the absence of AFMAN 11-2MDS, Vol 1, guidance, the following personnel must be supervised by an instructor from a like crew position when performing aircrew duties:

1.17.3.1. **(Added-AFSOC)** Non-current crewmembers.

1.17.3.2. **(Added-AFSOC)** Crewmembers in initial, difference, upgrade or requalification flying training.

1.17.3.3. **(Added-AFSOC)** Senior officers who have not completed initial qualification as outlined in AFMAN 11-2MDS, Vol 1, AFMAN 11-202, Vol 1, and AFSOC Supplement.

1.18. **(Added-AFSOC) Cross Crew Position Training (CCPT).** With unit commander, operations officer, or flight authorization authenticating official, instructors from one crew position may train crewmembers from a different crew position on skills/events in which both are qualified unless otherwise restricted in AFMAN 11-2MDS, Vol 1. Flight evaluations must comply with requirements of AFMAN 11-2MDS, Vol 2, *Aircrew Evaluation Criteria*.

2. Qualification Training. This section specifies minimum training requirements for initial qualification training, requalification, conversion/difference qualification, multiple qualification, senior officer qualification, and mission qualification training.

2.1. **Initial Qualification Training (IQT).** Training needed to qualify for basic aircrew duties in an assigned crew position for a specific aircraft, without regard for the unit's operational mission. All personnel maintaining flying status will meet the requirements listed in the sub-paragraphs below.

2.1.1. General Requirements. Unless specified in applicable AFMAN 11-2MDS Volumes 1, the primary method of IQT is to attend and complete the appropriate formal training course listed in the Air Force Education and Training Course Announcement (<https://app10-eis.aetc.af.mil/etca/SitePages/Home.aspx>). Completing the appropriate formal course satisfies all IQT requirements. When attendance is not practical or quotas

are not available, units will request waivers as specified in the applicable AFMAN 11-2MDS Volume 1, to conduct in-unit IQT using formal school courseware ([paragraph 2.1.4](#)). **Note:** Before performing flying duties in USAF fixed-wing aircraft, helicopter-only qualified pilots must meet the eligibility criteria for and complete undergraduate pilot training. AETC delegated waiver authority is 19 AF/CC. See also AFMAN 11-402.

2.1.1.1. Aircrew members entered into in-unit IQT leading to qualification or requalification will be dedicated to that program; i.e., give training requirements priority over non-training related duties. **Exception:** Supervisory personnel may continue their normal duties as time permits.

2.1.1.2. Training time limitations for IQT completion are contained in applicable AFMAN 11-2MDS Volume 1. In-unit IQT will begin no later than 45 days (90 days for the Air Reserve Components (Guard and Reserve)) after reporting to a new duty station or unit, unless waived by the MAJCOM aircrew training function.

2.1.1.3. Physical Examinations. Complete flight physical examinations in accordance with AFI 48-123, *Medical Examinations and Standards*, and AFI 44-170, *Preventive Health Assessment*. Aircrew members who fail to successfully complete a flight physical may not perform inflight duties until they successfully complete the examination. For further action to be taken on personnel who fail to complete a required flight physical examination when due see AFMAN 11-402.

2.1.1.4. Physiological Training. Complete physiological training in accordance with AFI 11-403, *Aerospace Physiological Training Program*.

2.1.1.4.1. These requirements do not apply to personnel assigned to inactive flying status codes J, K, and L (except individuals selected for indoctrination flying, flying status code T).

2.1.1.4.2. Personnel who perform flying duty in other than their rated specialty (for example, airborne command post duty) must maintain currency in physiological training.

2.1.1.4.3. Personnel who are delinquent in physiological training will not be scheduled for flight duty. This does not include Supervisor of Flying and Runway Supervisory Unit duties.

2.1.1.5. Survival, Evasion, Resistance, and Escape (SERE) Training. Complete training in accordance with AFI 16-1301, *Survival, Evasion, Resistance, and Escape (SERE) Program*. For actions concerning personnel who fail to meet training standards while enrolled in a USAF survival school, see AFMAN 11-402. **Note:** SERE training is not required for cadet aircrew.

2.1.2. IQT Prerequisites. Before entering qualification training, each aircrew member must comply with the appropriate formal course training prerequisites prescribed in the applicable syllabus. Due to quota allocations, scheduling limitations and fiscal constraints, SERE training (Ex. S-V-80/90) for students is desired, but not required for entry into IQT. Water survival training requirements are prescribed in the MDS-specific formal course syllabus. All ANG members will comply with training requirements in AFI 16-1301 and receive training prior to their first operational assignment.

2.1.3. Ground Training Requirements. (For in-unit IQT, commanders will obtain and use the current formal school courseware, if available.)

2.1.3.1. Accomplish academic training requirements as directed in the applicable syllabus.

2.1.3.2. For written examinations, comply with AFMAN 11-202V2, *Aircrew Standardization/Evaluation Program*, and the applicable AFMAN 11-2MDS Volume 2.

2.1.3.3. The first flight in a MDS will not occur until the individual has accomplished Emergency Parachute Training (SS06), Local Area Survival (SS01), Aircrew Flight Equipment Training (LL06), and Emergency Egress (LL02 or LL03 as applicable) in accordance with AFMAN 11-2MDS Volume 1, AFI 11-301V1, *Aircrew Flight Equipment Program*, and AFI 16-1301. **(T-1)**. (Not applicable for remotely piloted aircraft aircrew.) Check the ARM SharePoint™ site <https://cs2.eis.af.mil/sites/12984/default.aspx> for current codes.

2.1.3.3.1. Accomplish Emergency Egress Training, Ejection Seat (LL02), Non-Ejection (LL03), Egress Training with Aircrew Chemical, Biological, Radiological, Nuclear (ACBRN) (LL05).

2.1.3.3.2. LL02/LL03/LL05 will only be instructed by an Aircrew Flight Equipment Officer (AFEO) or qualified instructor aircrew certified in writing by the AFEO. Egress instructors will use the applicable MDS “Dash-1” flight manual emergency procedures to complete LL02/LL03/LL05.

2.1.3.3.3. If not covered by specific MDS guidance, Flight Surgeons will receive egress training on primary assigned aircraft triennially for non-ejection seat aircraft and once every 90 days for ejection seat aircraft. The AFEO may waive this requirement up to 180 days for those flight surgeons who demonstrate proficiency in the aircraft on a case-by-case basis.

2.1.3.3.4. Newly assigned or visiting aircrew are not required to re-accomplish egress, if currency can be verified in assigned MDS (e.g., Aviation Resource Management System records).

2.1.3.3.5. Aircrew members previously qualified in a given ejection seat equipped aircraft and currently in transition to a different model of the aircraft, or undergoing upgrade training in the same type of aircraft, may receive egress training at the regular interval from date last accomplished, if the escape systems and procedures are the same in both aircraft models.

2.1.3.3.6. Aircrew members in transition from one type of ejection seat equipped aircraft to another and awaiting a formal training unit slot will receive LL02 at intervals determined as defined in MDS specific AFMAN 11-2MDS, Volume 1.

2.1.3.3.7. Student aircrew members assigned to a formal training unit will receive LL02 or LL03 training in accordance with applicable syllabus. **(T-2)**.

2.1.3.3.8. Qualified aeromedical evacuation crewmember instructors and boom operators and loadmasters may instruct “Just in Time” LL03 for aeromedical evacuation personnel prior to flight. “Just in Time” training is intended to support

aeromedical evacuation crewmember personnel who are forward deployed/operating on non-primary MDS aircraft, often without advanced notice. **(T-2).**

2.1.3.3.8.1. The training will be “hands on” student centered, and cover all related material in the applicable MDS “Dash-1” flight manual emergency procedures. **(T-2).**

2.1.3.3.8.2. Training will be documented on AF Form 1522, *ARMS Additional Training Accomplishment Report*, utilizing Aviation Resource Management System task identification codes for non-unit assigned aircraft are as follows: LL03A - C-130 Emergency Egress; LL03B - C-17 Emergency Egress; LL03C - KC-135 Emergency Egress; and LL03D - C-21 Emergency Egress. **(T-2).**

2.1.3.3.8.3. Aeromedical evacuation personnel will continue to maintain LL03 currency for their unit assigned aircraft. **(T-2).**

2.1.3.3.8.4. Passenger and incentive flyer training is required for orientation/incentive and spouse orientation flights addressed in AFI 11-401, *Aviation Management*.

2.1.3.3.8.4.1. Passengers scheduled for flight aboard ejection seat equipped aircraft will receive LL02 no earlier than 72 hours prior to flight. If the 72 hours are exceeded before flight, training will be re-accomplished. Emergency egress training includes emergency ground egress, cockpit familiarization, oxygen regulator and mask procedures during emergency, use of oxygen & communication controls and switches, and manual bailout procedures training.

2.1.3.3.8.4.2. Mission essential personnel. Non-aircrew personnel and operational support fliers who fly occasionally to perform official duties (e.g., enroute ground support, security) will receive LL02 specified by AFMAN 11-2MDS Volume 1 or specified in MAJCOM/FOA guidance. Training intervals will be determined by the respective MAJCOM. These individuals, to include members in casual status awaiting pilot training, aerospace physiologists, field maintenance personnel, intelligence personnel, and developmental/test engineers, may be placed on a 120-day currency after meeting the following requirements: Members must complete emergency egress training (as applicable to the MDS) a minimum of three times during a 120-day period. Member must complete LL02 or LL03 and LL06 as required. When the two conditions above are met, the Aircrew Flight Equipment Officer will evaluate/validate the member’s proficiency and forward a memorandum recommending the member be placed on a 120-day currency for the MDS specific event to the Operations Group Commander (OG/CC) for approval. **(T-2).** OG/CC is the approval authority for the 120-day currency.

2.1.3.4. Accomplish combat survival training, conduct after capture training, and water survival training in accordance with AFI 16-1301. See also AFMAN 11-2MDS Volume 1, RAP tasking memoranda, and/or MAJCOM supplements, as applicable.

Aircrew members will be current in Water Survival Training (SS05) prior to participating in over water sorties. (Over water is defined as any body of water beyond power-off gliding distance from shore.) **(T-3)**.

2.1.3.5. Applicable ground training (simulators, aircraft systems) accomplished at the formal school establishes the due dates for subsequent continuation training. If completion dates are unknown, use the Formal Training Unit completion date.

2.1.3.5. **(AFSOC)** After completion of formal training, ensure all ground training requirements listed in AFMAN 11-202, Vol 1, paragraphs 2.1.3.3 – 2.1.3.5 are entered and tracked in ARMS using the date the member accomplished the training. **(T-2)** If the training date is unknown, use the evaluation flight (check-ride) completion date.

2.1.3.6. All Initial NVD training will be conducted by a qualified NVD Ground Instructor. The AETC Night Vision Goggle Academic Instructor Course will certify all qualified NVD Ground Instructors. FTU will conduct initial training for MDS with AETC-approved courseware. Instructors are encouraged to use all subject matter experts at their disposal, to include flight surgeons, aerospace physiologists, optometrists, and Aircrew Flight Equipment (AFE) technicians.

2.1.3.6.1. Initial ground training academics will include, but are not limited to: Visual Physiology, Limitations of Unaided Night Vision, NVD Form and Function, NVD Capabilities and Limitations, Pre & Post Flight Operations and Human Performance in accordance with Standardization Agreement (STANAG) 7147 *Aeromedical Aspects of Night Vision Device Training*. All topics included in AF courseware must be covered in initial training academics. However, these topics may be tailored to a specific MDS.

2.1.3.6.2. Initial flight training events will include, but are not limited to: confidence and defensive maneuvers, basic/tactical formation positions, aircraft preparation, goggle/de-goggle procedures, aircraft lighting demonstration, active instrument crosscheck, illumination levels, departure/arrival procedures, malfunction procedures, controlled flight into terrain (CFIT) avoidance, relevant crew/inter-flight communications, terminology, and roles/responsibilities.

2.1.4. In-unit initial qualification training (IQT) requirements. Approved in-unit training must be accomplished in accordance with applicable formal school courseware and the following guidance:

2.1.4.1. Training syllabi will establish a maximum time lapse between training missions. Failure to accomplish training as scheduled requires documentation and corrective action. **(T-2)**.

2.1.4.2. With OG/CC (or equivalent) approval, IQT requirements may be completed during operational missions under the supervision of an instructor of like specialty. Comply with restrictions in appropriate AFMAN 11-2MDS Volume 1, MAJCOM directives, and applicable operation orders.

2.1.5. **(Added-AFSOC)** Flying Training Requirements. After completion of formal training, the FTU will ensure all flight training is entered and tracked in ARMS. **(T-2)**

2.1.5.1. **(Added-AFSOC)** The FTU SARM office will update training events accomplished on an evaluation or an instructor certification flight toward the individual's continuation training (CT) volume and currency requirements in ARMS. **(T-2)**

2.1.5.2. **(Added-AFSOC)** Flying training events accomplished during formal training, but not on the evaluation flight, will use the date of the successful evaluation to establish accomplishment dates but will not credit volume requirements. **(T-2)** The SARM office will ensure "0" is marked on the Mission Accomplishment Report (MAR) or Training Accomplishment Report for any events completed during the course, but not completed the day of the evaluation flight. **(T-2)**

2.2. Requalification Training. An aircrew member is unqualified upon expiration of his or her qualification evaluation, loss of currency exceeding 6 months (for currency items specified in applicable AFMAN 11-2MDS Volume 1 [see [paragraph 3.3.3.2](#)]), or completion of a qualification evaluation in a different MDS (unless multiple qualification has been approved prior to the evaluation), whichever occurs first. The duration of unqualified time is from the date the aircrew member became unqualified until the specific retraining start date. For aircrew members who are not authorized multiple qualification and who complete a qualification evaluation in a different MDS, members must complete requalification training as specified below to regain qualification in the original MDS. For all aircrew members except flight surgeons, requalification requirements are as follows. MAJCOMs may provide guidance that is more restrictive and may adjust requirements as necessary to allow for experience level of the aircrew member and similarity of aircraft types. Provide specific guidance in command supplements or AFMAN 11-2MDS Volume 1. As noted below, completing the Education and Training Course Announcement (<https://app10-eis.aetf.af.mil/etca/SitePages/Home.aspx>) formal school flying training course is the desired standard. When attendance is not practical or quotas are not available, units will request waivers as specified in the applicable AFMAN 11-2MDS Volume 1, to conduct in-unit IQT, using formal school courseware. (Terms TX-1, TX-2 and TX-3 identify formal courses required, from longest to shortest course.)

2.2.1. Unqualified up to 39 months (not including the 39th month) at the end of a non-flying assignment, or up to 51 months (not including the 51st month) at the end of any active flying assignment. Complete training in all delinquent items (as applicable), additional training as directed by the squadron commander, and a requalification evaluation in accordance with AFMAN 11-202V2 and AFMAN 11-2MDS Volume 2. An Education and Training Course Announcement (<https://app10-eis.aetf.af.mil/etca/SitePages/Home.aspx>) formal school flying training course (TX-3) satisfies this requalification requirement, if specified in the applicable AFMAN 11-2MDS Volume 1.

2.2.1. **(AFSOC)** A secondary method training (SMT) waiver is required if the formal school flying training course (TX-3) syllabus is accomplished in unit.

2.2.2. Unqualified 39 or more months at the end of a non-flying assignment, or 51 or more months at the end of any active flying assignment, up to 8 years. Complete the appropriate Education and Training Course Announcement (<https://app10-eis.aetf.af.mil/etca/SitePages/Home.aspx>) formal school flying training course (TX-2)

and a flight evaluation in accordance with AFMAN 11-202V2 and AFMAN 11-2MDS Volume 2.

2.2.3. Unqualified in MDS over 8 Years. Complete the appropriate Education and Training Course Announcement (<https://app10-eis.aetc.af.mil/etca/SitePages/Home.aspx>) formal school flying training (TX-1) and a flight evaluation in accordance with AFMAN 11-202V2 and AFMAN 11-2MDS Volume 2.

2.2.4. Instructor Requalification. In accordance with AFMAN 11-202V2, and AFMAN 11-2MDS Volumes 1 and 2.

2.3. Conversion Qualification Training.

2.3.1. This type of training is normally associated with a unit conversion to another MDS. Conversion training requires completion of a formal school qualification course. For unit conversions, when formal school courses are not available, MAJCOMs will develop and coordinate with the training command, in-unit training plans that maximize use of highly experienced personnel as the initial cadre. See also AFMAN 11-202V2 for instructor qualification and certification guidance for flight examiners.

2.3.2. Submit requests for conversion qualification training in accordance with the applicable AFMAN 11-2MDS Volume 1.

2.4. **Difference Training.** Difference training is required for qualification in a different series aircraft within the same MDS. When Lead MAJCOMs determine the differences between series are great enough, the training required is a formal TX course. Difference qualification training requirements will be established in AFMAN 11-2MDS Volume 1.

2.4. **(AFSOC) Difference Training.** AFSOC-approved differences training may be conducted in unit without a waiver (see AFMAN 11-2MDS, Vol 1).

2.5. **Transition Training.** MAJCOMs may prescribe shortened versions of qualification training for aircrew members cross-flowing from another military aircraft to allow credit for acquired aviation proficiency. Requirements will be established in AFMAN 11-2MDS Volume 1.

2.6. **Multiple Qualification.** MAJCOMs may authorize qualification in more than one MDS aircraft for crewmembers only when such action is directed by command mission requirements and is economically justifiable. This authority is not to be delegated, except AETC and Air Force Material Command (AFMC), which may further delegate, but not lower than 19 AF/CC, or wing commander respectively.

2.6.1. Unless required for unit mission accomplishment, commanders must not permit aircrew members qualified in primary mission aircraft to maintain qualification in support aircraft. **(T-2).**

2.6.2. General officers will only maintain qualification in a single MDS. Difference qualification in variants of the same MDS is authorized, but is not permitted when qualification involves formal conversion training, in accordance with AFMAN 11-2MDS Volume 2. Approval authority for general officer multiple qualification is the Air Force Chief of Staff (CSAF).

2.6.3. Multiple qualification does not apply to aircrew members selected for reassignment to another MDS who attend training prior to permanent change of station. Flying squadron commanders will review reassignment training and validate requirements for additional qualification prior to aircrew member flights in original aircraft. Additional qualification authorization under this exception terminates when the aircrew member signs out from the losing organization.

2.6.4. **(Added-AFSOC)** Aircrew members in formal training to obtain qualification in a second aircraft are not required to be current and qualified in their primary aircraft to perform training flights, up to and including the qualification check in their secondary aircraft.

2.6.5. **(Added-AFSOC)** For Combat Aviation Advisor aircrew, refer to AFSOCMAN 11-219, Volume 1, *Combat Aviation Advisor Aircrew Training*, regarding training and qualification on multiple aircraft.

2.7. Senior Officer Qualification and Performance Requirements. Senior officers (Colonel selects and above) whose position requires operational flying will complete the appropriate formal training course unless already qualified. Aircraft qualification will include instrument qualification and an AF Form 8/8a flight evaluation as applicable. A senior officer course that does not result in an AF Form 8/8a flight evaluation does not permit unsupervised flying. In addition, senior officers will comply with [paragraph 3.1.4](#). **Note:** All senior officers must complete a formal training course qualification program that results in an AF Form 8, *Certification of Aircrew Qualification*, or AF Form 8a, *Certification of Aircrew Qualification (Multiple Aircraft)*, flight evaluation prior to flying an aircraft with passengers on board. Exceptions to this policy must be approved by AF/A3 (Colonels and Colonel selects); exceptions for general officers must be approved by the CSAF.

2.7.1. General officers in commander billets approved for operational flying may fly without an instructor in their primary assigned aircraft if they are current and qualified and maintain Mission Ready (MR)/CMR, or Basic Mission Capable (BMC) status in accordance with the applicable AFMAN 11-2MDS Volume 1.

2.7.2. All other general officers and general officer commanders maintaining Basic Aircraft Qualification (BAQ) status or less, must fly with an instructor.

2.7.3. When approved for operational flying, general officers authorized to fly single-place aircraft are limited to CSAF, Commanders, and MAJCOM/A3s. See AFI 11-401 for specific general officer flying authorizations. If approved by CSAF for operational flying, Numbered Air Force general officer vice commanders may also fly single-place aircraft. General officers maintaining BAQ in single-place aircraft require an instructor pilot in the flight.

2.7.4. General officers who are in operational flying status and who do not directly oversee Operational Support Airlift (OSA) aircraft and/or Executive Airlift (EA) operations, should not fly OSA/EA aircraft. **Exception:** CSAF, Vice Chief of Staff (VCSAF), MAJCOM commanders (or equivalents), and Combatant Commanders (when filled by a USAF general officer and when those officers are in operational flying status). MAJCOM commanders may develop further OSA/EA guidelines as necessary.

2.7.5. As a minimum, CSAF and VCSAF maintain BAQ in their assigned aircraft when they maintain operational flying status. Minimum and maximum sortie rates do not apply.

2.7.6. Unless further restricted by AFMAN 11-2MDS Volume 1, Colonels and Colonel selects who comply with [paragraph 2.7](#) may fly without an instructor in their primary assigned aircraft.

2.7.7. MAJCOMs may establish additional guidelines and flight requirements as necessary.

2.7.8. The following personnel may attend senior officer qualification training courses:

2.7.8.1. Test pilots (11Ex) of any rank assigned to AFMC;

2.7.8.2. AFMC civilian employees who have previously graduated from a military test pilot school (or equivalent);

2.7.8.3. Contract personnel who work under a government contract administered by AFMC or the Defense Contract Management Agency (DCMA) who have previously graduated from a military test pilot school (or equivalent);

2.7.8.4. Aggressor and Thunderbird selectees (with MAJCOM concurrence).

2.7.9. **(Added-AFSOC)** Senior officers (colonel-selects and above) will successfully complete periodic qualification written examinations and flight evaluations in each MDS aircraft in which mission qualification is maintained. **(T-2)** If maintaining only basic qualification in similar aircraft, complete written examinations in each MDS, but only one flight evaluation is required. The results of written examinations, ground requirements, and flight evaluations will be documented on an AF Form 8, Certificate of Aircrew Qualification or AF Form 8a, Certificate of Aircrew Qualification (Multiple Aircraft), and maintained in a flight evaluation folder. **(T-2)**

2.8. Senior Enlisted Qualification and Performance Requirements. Senior Enlisted Leaders (Chief Master Sergeants) whose position requires operational flying will complete the appropriate formal training course unless already qualified. Aircraft qualification will include an AF Form 8/8a flight evaluation. A senior enlisted course that does not result in an AF Form 8/8a flight evaluation does not permit unsupervised flying. In addition, senior enlisted leaders will comply with [paragraph 3.1.4](#). **Note:** All senior enlisted leaders must complete a formal training course qualification program that results in an AF Form 8/8a flight evaluation prior to operating an aircraft. Exceptions to this policy must be approved by AF/A3T.

2.8.1. Chief Master Sergeants or Group Superintendent billets approved for operational flying may fly without an instructor in their primary assigned aircraft if they are current and qualified and maintain MR/CMR, or BMC status in accordance with the applicable AFMAN 11-2MDS Volume 1.

2.8.2. Chief Master Sergeants who are in operational flying status and who do not directly oversee Operational Support Airlift (OSA) aircraft and/or Executive Airlift (EA) operations, should not operate OSA/EA aircraft. MAJCOM commanders may develop further OSA/EA guidelines as necessary.

2.9. Mission Qualification Training (MQT). The purpose of MQT is to qualify aircrew members in assigned aircrew positions to perform the command or unit mission. AFMAN 11-

2MDS Volume 1 prescribes minimum training requirements to qualify individuals in unit missions. All crewmembers will complete MQT before entering special mission (e.g., Special Operations Low Level) certification/qualification, unless the special mission training is specifically directed as pre-MQT in AFMAN 11-2MDS Volume 1 (e.g., LANTIRN training).

2.9.1. For aircraft with multiple mission certifications/qualifications, document the various courses and governing instructions in each applicable AFMAN 11-2MDS Volume 1. Provide a brief description of training required to transition between mission sets.

2.9.2. Upgrade/Special Mission Training. With OG/CC (or equivalent) approval, upgrade and special certification/qualification training requirements may be completed during operational missions under the supervision of an instructor of like specialty. Comply with restrictions in appropriate AFMAN 11-2MDS Volume 1, MAJCOM directives, and any applicable operational orders.

2.10. **(Added-AFSOC) Secondary Method Training (SMT).** SMT is formal training conducted in-unit when the formal training unit is unable to provide the training. SMT will not be used for the convenience of the individual or squadron.

2.10.1. **(Added-AFSOC)** SMT waiver authority is AFSOC/A3T. Exception: The SMT waiver authority for ANG and AFRC reside within their respective commands.

2.10.2. **(Added-AFSOC)** Units will use the SMT Waiver Request Letter posted on the AFSOC/A3TA SharePoint™ site. The waiver request will be signed by the squadron CC/DO and group CC/CD prior to submission to AFSOC/A3T. Units will specify what portions of formal training syllabus requires deviation and include an ARMS Flying Summary with the waiver package.

2.10.3. **(Added-AFSOC)** If requesting a SMT waiver for lack of a training quota, the requestor should complete the AFSOC Form 42, *Program Flying Training Request*, or AETC Form 6, *Waiver Request*, process to request a course overage. Include the overage request results with the waiver request or reason for not requesting the overage. If requesting a SMT waiver for a reason other than the lack of a training quota, justification must be provided on the waiver request letter.

2.10.4. **(Added-AFSOC)** Aircrew members (primary or supervisory) must complete SMT within 180 calendar days from the date of their first ground training session or first flight, whichever occurs first. **(T-2)** Individuals will start training no later than 45 calendar days after the waiver's projected start date. **(T-2)** Individuals unable to complete training within these limits may continue training; however, their units will notify HQ AFSOC/A3T with a description of the difficulty and expected completion date (not to exceed an additional 120 calendar days). If SMT is not completed by this date, any further extension requires AFSOC/A3 approval. Commanders will ensure aircrew personnel engaged in qualification or requalification training complete their training in a timely and uninterrupted manner. Duties not directly related to qualification or requalification training should be minimized. **(T-2)**

2.10.5. **(Added-AFSOC)** Formal School courseware requests. The SMT waiver authority (per AFMAN 11-2MDS Vol 1) will include the appropriate formal school as an addressee on all correspondence and will request that the formal school forward applicable courseware to the aircrew member's unit of assignment. Courseware includes but is not

limited to; the course syllabus, briefings, Computer Based Training (CBT) modules, student and instructor guides, and training guides and grade sheets for the student's training folder. The unit training office will verify the current version is used.

2.10.5.1. **(Added-AFSOC)** Units conducting training where a waiver is not required (i.e., complete training for restricted AF Form 8/8a, or AFSOC approved differences training) will send a request for any applicable courseware through channels to AFSOC/A3T, with an information copy to the appropriate formal school. Include unit point of contact (name, rank, office symbol, and telephone number) and the name and rank of the individual who will receive the training.

2.10.6. **(Added-AFSOC)** Complete all academic, ground, and flight training outlined in the courseware. With AFSOC/A3T approval, courseware can be adapted for local use. Modify it only if the training is incompatible with local training conditions (e.g. simulator not available).

2.10.7. **(Added-AFSOC)** SMT Management. Refer to AFSOCI 36-2602, *Formal Aircrew Training Management*.

2.11. **(Added-AFSOC) Initial Cadre Policy.** In some instances, it will be necessary for units standing up a new mission design series or converting from one design series aircraft, equipment, and capability to another to form an initial cadre of personnel for whom certain training qualification requirements may be waived. Refer to AFMAN 11-202V2, AFSOC Supplement, for initial cadre approval procedures.

2.11.1. **(Added-AFSOC)** Initial cadre aircrew training.

2.11.1.1. **(Added-AFSOC)** If a Department of Defense (DoD) qualification course is available, make every effort to send initial cadre members to the DoD course. Training will be accomplished in accordance with the agency's training syllabi. An AF Form 8/8a evaluation will be required. Secondary method waivers can be requested through appropriate training channels to AFSOC/A3T, AFRC, and NGB as required.

2.11.1.2. **(Added-AFSOC)** If a DoD course is not available or not practical, aircrew will gain qualification in accordance with unit developed training programs of appropriate secondary method course materials. Unit developed training products will be approved by AFSOC/A3T and as a minimum will include an AF Form 4111 *SOF/CSAR Training Record*, or a training record from an approved system such as PEX. A portion of the ground training and flight training may be facilitated by civilian agencies, including foreign sources, contracted with AFSOC/A3T as POC/Program Manager.

2.11.2. **(Added-AFSOC)** Initial cadre's responsibilities.

2.11.2.1. **(Added-AFSOC)** Develop training materials for aircraft qualification and tactical qualification for all applicable crew positions. As a minimum, these training materials will consist of ground and flying training (AF Form 4111 or electronic equivalent).

2.11.2.2. **(Added-AFSOC)** Develop aircraft flight manuals. Vendor supplied manuals are sufficient provided the manuals are printed in English and determined by the initial cadre to be accurate.

- 2.11.2.3. **(Added-AFSOC)** Develop aircraft operating checklists, Concept of Operations (CONOPs), and Addendums. Develop abbreviated aircrew procedures for the spectrum of anticipated employment of the aircraft. Also, develop aircraft-specific CONOPs/addendums/TTPs to establish expanded operational procedures for aircraft employment. Checklist, CONOPs, and Addendums will be staffed and approved prior to training non-initial cadre crewmembers.
- 2.11.2.4. **(Added-AFSOC)** Develop aircraft specific standardization and evaluation test (Master Question File/Standard Question Bank). Cover both qualification and mission specific emphasis areas. Test will be approved by AFSOC/A3V prior to use.
- 2.11.2.5. **(Added-AFSOC)** Develop Syllabus of instruction (SOI). SOIs will be certified by AFSOC/A3T prior to training non-initial cadre crewmembers.
- 2.12. **(Added-AFSOC) Universal Qualification.** Universal qualification guidance applies to specialized aircrew who maintain qualification in two or more MDS where qualification is attained/maintained via a minimum of a ground phase examination. A flight phase evaluation, when required, may be accomplished on any of the aircraft in which the aircrew member is either gaining or maintaining qualification.
- 2.12.1. **(Added-AFSOC)** Specialized aircrew may gain/maintain aircraft qualifications IAW Universal Qualification guidance in AFMAN 11-202V2. The following are authorized universal qualifications:
- 2.12.1.1. **(Added-AFSOC)** Direct Support Operator
 - 2.12.1.2. **(Added-AFSOC)** Tactical System Operator
 - 2.12.1.3. **(Added-AFSOC)** Flight Surgeons
 - 2.12.1.4. **(Added-AFSOC)** Combat Rescue Officers
 - 2.12.1.5. **(Added-AFSOC)** Pararescue Specialists
 - 2.12.1.6. **(Added-AFSOC)** Test Engineers
- 2.12.2. **(Added-AFSOC)** For pararescue and combat rescue officers, see AFI 10-3502V1, *Pararescue and Combat Rescue Officer Training*.
- 2.12.3. **(Added-AFSOC)** For flight surgeons to maintain their universal qualification, they will pass the USAF-approved flight surgeon exam found at aetc.geniussis.com or other designated source.
- 2.12.4. **(Added-AFSOC)** Non-rated aircrew members maintaining universal qualifications who take a written examination in lieu of an in-flight qualification, the test will include a question(s) from each aircraft the member performs duties on prior to authorizing basic qualification, mission capable, or mission readiness status (aircrew certification code) in that aircraft.

3. Continuation Training (CT). The CT program provides crewmembers with the volume, frequency, and mix of training necessary to maintain proficiency in the assigned certification/qualification level.

3.1. Aircrew Status.

3.1.1. Mission Ready (MR). An aircrew member who has satisfactorily completed IQT and MQT, and maintains qualification and proficiency in the command or unit operational mission.

3.1.1. **(AFSOC)** Qualified MR crewmembers transferred from other units require only unit-specific mission ready training events and events which are due or overdue.

3.1.2. Combat Mission Ready (CMR). An aircrew member who has satisfactorily completed IQT and MQT, and maintains qualification and proficiency in the command or unit combat mission.

3.1.2. **(AFSOC)** Combat Mission Ready (CMR). A status that denotes a crewmember has received the training required to be certified, current and proficient in the Mission Essential Task List, which is assessed in the Defense Readiness Reporting System (DRRS), of their assigned flying unit.

3.1.3. Basic Mission Capable (BMC). An aircrew member who has satisfactorily completed IQT and MQT, is qualified in some aspect of the unit mission, but does not maintain MR/CMR status. The aircrew member must be able to attain full qualification to meet operational taskings within 30 days, or in accordance with the applicable AFMAN 11-2MDS Volume 1.

3.1.4. Basic Aircraft Qualification (BAQ). Applies to an aircrew member who has satisfactorily completed IQT and is qualified to perform aircrew duties in the unit aircraft. The member must perform at the minimum frequency necessary to meet the most recent sortie and flight standards set for that weapon system in the applicable AFMAN 11-2MDS Volume 1.

3.1.5. Minimum Requirements. In addition to the above, MR/CMR, BMC, and BAQ aircrew members must have accomplished and/or maintain the following minimum requirements. An asterisk [*] indicates the requirement is a grounding item.

3.1.5.1. *Flight physical in accordance with AFI 44-170 and AFI 48-123.

3.1.5.2. *Physiological training in accordance with AFI 11-403.

3.1.5.3. *Emergency egress training, ejection seat (LL02). Evaluates aircrew and passenger ability to demonstrate proficiency in air and ground emergency egress/ejection procedures. In aircraft with multi-crew ejection seat capability, stress importance of aircrew coordination actions in emergencies. Ensure aircrews are aware of their responsibilities for conducting safety and passenger briefings in accordance with AFI 11-202V3, *General Flight Rules*. **(T-2)**.

3.1.5.4. *Emergency egress training, non-ejection seat (LL03). Evaluates aircrew ability to demonstrate proficiency in air and ground emergency egress procedures. Stress the importance of aircrew coordination, aircrew responsibilities and use of appropriate emergency egress equipment. Ensure aircrews are aware of their responsibilities for conducting safety briefings in accordance with AFI 11-202V3. **(T-2)**.

3.1.5.5. Emergency Egress training with ACBRN (LL05). A one-time event per MDS that evaluates the aircrew's ability to demonstrate proficiency in the use of primary, as well as secondary, air and ground egress procedures while wearing ACBRN equipment.

Training will stress the unique changes in procedures to include added difficulties aircrew would and could experience while wearing ACBRN equipment. (T-2).

3.1.5.5.1. Accomplish LL05 prior to aircrew one-time ACBRN flight check requirement. (T-1).

3.1.5.5.2. Accomplish LL05 concurrently with LL04.

3.1.5.6. Refer to AFI 11-301V1 for AFE Familiarization training (LL01), ACBRN training (LL04), Aircrew Flight Equipment Training (LL06), AFE Fit Check (LL07), and ACBRN Fit Check (LL08).

3.1.5.7. *Emergency parachute training (as applicable). (N/A for remotely piloted aircraft). See AFI 16-1301 and AFMAN 11-2MDS Volume 1.

3.1.5.8. Aircrew qualification (Form 8/8a). See AFMAN 11-202V2 and AFMAN 11-2MDS Volume 2.

3.1.5.9. Cockpit/Crew Resource Management (CRM) training, in accordance with AFI 11-290, *Cockpit/Crew Resource Management Training Program*, and AFMAN 11-2MDS Volume 1 (for flight surgeons, CRM is a one-time requirement in the primary assigned aircraft unless required to perform aeromedical evacuation duties. Flight surgeons required to perform aeromedical evacuation duties accomplish CRM refresher training in accordance with AFMAN 11- 2AE Volume 1, *Aeromedical Evacuation Aircrew Training*.)

3.1.5.10. Combat Survival training, Conduct after Capture, Water Survival training, Local Area Survival, in accordance with AFI 16-1301. Check the referenced publication for current requirements.

3.1.5.11. Flight currency events, except special mission certifications/qualifications that do not affect the wartime mission.

3.1.5.12. Instrument refresher training in accordance with AFMAN 11-210, *Instrument Refresher Program (IRP)*.

3.1.5.12.1. Aircrew members who go non-current in instrument refresher training, may not fly instrument flight rules until training is completed.

3.1.5.12.2. Rated officers, career enlisted aviators (if applicable), commanders, and key supervisors qualified in one aircraft, who also fly in other aircraft assigned to their units in accordance with provisions of AFI 11-401, are only required to accomplish one Instrument Refresher Course (IRC) for their primary aircraft within a single IRC currency cycle as defined in AFMAN 11-210.

3.1.5.13. Night Vision Device (NVD).

3.1.5.13.1. Once NVD certified, all aviators will receive NVD academic refresher training (as prescribed by the MAJCOM, but not to exceed one Air Expeditionary Force (AEF) cycle, or not to exceed 24 months when an AEF cycle does not apply) from a NVD-certified instructor. Instructors are encouraged to use all subject matter experts at their disposal, to include flight surgeons, aerospace physiologists, and AFE technicians. Topics will include NVD mishaps, MDS-specific tactical issues, and any other relevant NVD discussion items.

3.1.5.13.2. Recurring NVD training will be taught separately from the IRC and will not be credited toward any part of IRC training. If the MAJCOM elects to use the IRC forum for NVD training, additional time must be allocated to fulfill NVD requirements.

3.1.6. **(Added-AFSOC)** RAP Policy and Management. RAP is executed IAW this instruction and the current AFSOC RAP Tasking Memoranda (RTM). The RTM supplements this instruction and may contain updated mission and event requirements not yet incorporated in this instruction.

3.1.6.1. **(Added-AFSOC)** RAP Training Development. Squadrons will design a training program to achieve combat capability in tasked missions, maintain aircrew proficiency and enhance mission accomplishment and safety. **(T-3)**

3.1.6.2. **(Added-AFSOC)** RAP Training Cycle. The training cycle is defined by the RTM.

3.1.6.3. **(Added-AFSOC)** The RTM identifies training requirements by establishing a minimum currency requirement, events, and special capabilities that shall be completed. Refer to AFMAN 11-2MDS, Volumes 1, and the RTM for waiver instructions.

3.1.6.3.1. **(Added-AFSOC)** Sorties and events defined by the RTM are minimums and may not be reduced except by proration, waiver or situations as stipulated by this instruction and the RTM. Refer to AFMAN 11-2MDS, Volumes 1, and the RTM for waiver instructions.

3.1.6.3.2. **(Added-AFSOC)** Each RTM sortie should accomplish a tactical mission scenario or a basic skills mission that supports the unit's mission.

3.2. **Training Events/Profiles.** Aircrew members' continuation training and additional (ground) training events/profiles are maintained in the Aviation Resource Management System (ARMS).

3.2. **(AFSOC) Training Events/Profiles.** All aircrew members assigned or attached to an active flying API, a non-rated aircrew position or a FAC 6/E temporary status will be assigned appropriate training profiles for their aircrew status. Training profiles will be managed by their unit of attachment SARM office. Fully qualified individuals will be assigned training profiles effective the date arrived station. Individuals in qualification training will be assigned profiles effective the completion date on the AF Form 8/8a.

3.2.1. Use the following forms when documenting aircrew training in ARMS (if additional forms are needed, see AFI 33-360 for guidance). **Note:** Reports and updates to ARMS generated from AF-approved automated systems (e.g., ARMS, Patriot Excalibur (PEX), Training Integration Management System (TIMS)/Graduate Training Integration Management System (GTIMS)), may be used as source documentation for training provided these reports contain the minimum required elements in [paragraph 3.2.1.1.3](#). A mission review process must validate these updates.

3.2.1.1. Additional Training. Use Air Force Form 1522, or MAJCOM approved electronic substitute (e.g., GTIMS), to document aircrew ground training for processing into ARMS. Grounding or non-grounding training events required to be taught by a

certified instructor (e.g. Tactics Training or Emergency Egress), can be documented and signed by an instructor on the AF Form 1522 (or MAJCOM approved electronic substitute). **EXCEPTION:** If the AF-approved automated system (e.g. PEX, TIMS, GTIMS) has the capability for the system to only allow the instructor of the course to update the training event date this may be used in lieu of the AF Form 1522. Signatures are not required. The event will be reviewed by Squadron Aviation Resource Manager (SARM) personnel for accuracy prior to pushing the information into ARMS.

3.2.1.1.1. For training events maintained in ARMS that are accomplished by a single individual when no instructor is involved (e.g.: computer-based training), provide a copy of the certificate to the unit SARM office. The SARM office will maintain a copy of the certificate as a source document.

3.2.1.1.2. Non-grounding training events accomplished by other agencies (e.g. fire extinguisher training), that do not provide documentation must be documented on the AF Form 1522 (or MAJCOM-approved electronic substitute) and signed by the member. Instructor certification is not required. **Exception:** If the AF-approved automated system (e.g. PEX, TIMS, GTIMS) has the capability for the system to only allow the agency to update the training event date this may be used in lieu of the AF Form 1522. Signatures are not required. SARM personnel will review the event for accuracy prior to adding the information into ARMS.

3.2.1.1.3. Training events accomplished by other agencies and documented on another form and/or certificate may be photocopied and annotated in the lower right corner with the ARMS training event identifier. Include date of input, initials of the individual processing the ARMS transaction, date of audit, and the initials of the individual who audited the ARMS transaction.

3.2.1.1.3. **(AFSOC)** Locally developed training tasks are a commander's option. Tasks will not duplicate events which are tracked in official Air Force systems (e.g., AEF Online or AF myLearning). Units will send an e-mail with the following information to their respective group: a brief description of the task, volume and/or currency requirement, and applicable crew positions. The respective group will email AFSOC/A3TR (AFSOC.A3TR.ARMS@us.af.mil) to create task ID's and return for Gp/CC approval. Once approved, notify AFSOC/A3TR for update to Master Task Event Listing and Aviation Resource Management System.

3.2.1.2. Continuation Training (CT). CT events will be logged in Zulu date format to match the Air Force Technical Order (AFTO) Form 781 *ARMS Aircrew/Mission Flight Data Document*, the AF Form 3521, *ARMS RPA Aircrew/Mission Flight Data Document* and the Flight Authorizations. With MAJCOM approval, units may develop local mission accomplishment reports and/or training accomplishment reports to document CT for processing into ARMS. MAJCOMs will establish minimum elements required for locally developed forms.

3.2.1.3. **(Added-AFSOC)** Units must submit locally developed MARs and TARs (including digital versions) to HQ AFSOC/A3TR for approval through the designated wing/group training representative. Submit documents to: AFSOC.A3TR.ARMS@hurlburt.af.mil.

3.2.1.3.1. **(Added-AFSOC)** Aircraft CCs will ensure MAR/TARs are completed after each flight or simulator mission. The SARM office will contact Aircraft CC for missing MAR/TARs.

3.2.1.4. **(Added-AFSOC)** Unit training and standardization/evaluation offices will submit changes to the SARM office for update and proper coding of their individual aircraft certification code status changes. Use AF Form 4324, Aircraft Assignment/Aircrew Qualification Worksheet, to document status changes to Basic Qualification (BAQ), Basic Mission Capable (BMC), Mission Ready (MR), upgrade, training levels, and formal training course completion. The AFSOC Form 40, *Mission Summary Report* (or electronic equivalent), and/or End of Cycle Flying Training Level (FTL) upgrade letters may be used to update ARMS in lieu of an AF Form 4324. Training Entry Letters or AF Forms 4324 are used to initially assign aircraft and establish aircrew certification. EXCEPTION: Forms used to update individual aircraft certification code status in which a certification is required (e.g., Instructor Pilot or UC to MC) must be certified by the commander or designated representative.

3.3. **Currency.** Currency requirements for aircrew members will be listed in AFMAN 11-2MDS Volume 1, and/or RAP tasking messages (as applicable).

3.3. **(AFSOC) Currency.** Currency requirements for AFSOC aircrew members may be listed in an RTM posted on the AFSOC/A3TA SharePoint™ site.

3.3.1. MAJCOMs determine similar equipment or systems for aircrew members who fly more than one mission or design aircraft.

3.3.2. MAJCOMs may waive currency requirements for aircraft that are unique to an organization when accomplishment is not practical. In such cases, commanders will ensure that aircrew members are current and certified/qualified in all normal and emergency procedures before unsupervised flight.

3.3.3. **Requalification Training.**

3.3.3.1. Loss of currency up to 6 months. An aircrew member must demonstrate proficiency with an instructor (or designated supervisor, when specified in the applicable AFMAN 11-2MDS Volume 1) in all delinquent items.

3.3.3.2. Loss of currency exceeding 6 months. AFMAN 11-2MDS Volume 1 will establish which currency items result in unqualified status requiring requalification according to [paragraph 2.2](#), and which currency items do not result in unqualified status allowing currency to be regained according to [paragraph 3.3.3.1](#).

3.4. **Proration of Training.** When determining training requirements, prorate an aircrew member not available for flying duties (for example, permanent change of station (PCS); nonflying temporary duty; emergency leave; DOWN status, unless simulator or Operational Flying Duty Accumulator creditable).

3.4. **(AFSOC) Proration of Training.** The unit training officer will notify the SARM office, in writing, when an assigned or attached aircrew member's continuation training must be prorated because the individual was not available (e.g., PCS, non-flying TDY, DNIF, emergency leave). Some flying TDYs may be prorated; refer to AFMAN 11-2MDS Volume

1, for guidance (if applicable). The only type of leave authorized for proration is emergency leave. Proration training will be given in accordance with the schedule listed below. **(T-2)**

3.4.1. Proration for PCSing aircrew member is only authorized from the date the member out-processed to the date they sign-in at the new assignment. Additionally, the CT event must have completed during the current training cycle and inputted into ARMS at their prior base.

3.4.2. Proration does not apply to individuals who are available for 15 days or less, who will not incur training requirements.

3.4.2. **(AFSOC)** For the purposes of proration, when an aircrew member is declared mission ready (MR) during the last 15 calendar days of the training cycle, assign MR training profiles effective the first day of the following training cycle. Example: Capt Smith completes Mission Qualification Training and is declared MR on 20 September 2019; assign MR training profiles in ARMS effective 1 October 2019.

3.4.3. For individuals available for flying duties for 16 days or more, requirements prorated are in direct proportion to the number of days of non-availability. Do not prorate for non-availability of 15 days or less.

3.4.4. For every 30 days of non-availability beyond 15 days, prorate training requirements one month, but not to less than one event. Additional proration guidance may be established in AFMAN 11-2MDS Volume 1.

3.5. Failure to Complete Continuation Training Requirements.

3.5.1. Declare individuals in the Air Force Input Tool (AF-IT) non-mission ready (N-MR), non-combat mission ready (N-CMR), non-basic mission capable (N-BMC), or non-basic aircraft qualified (N-BAQ) if they fail to complete periodic ground or flying continuation training requirements defined in [paragraph 3.1.5](#) and in AFMAN 11-2MDS Volume 1.

3.5.2. Individuals who fail to accomplish minimum continuation training requirements and subsequently lose currency, must fly in supervised status when currency in the item is required for the particular flight (unless otherwise directed in the applicable AFMAN 11-2MDS Volume 1). If failure to accomplish the minimum requirement results in grounding, individuals will not fly as aircrew members and will not perform aircrew duties until the requirement is accomplished.

3.5.3. Suspend aircrew members assigned to active flying positions who fail to attain and maintain aircrew qualification, when such action is within the member's control, in accordance with AFMAN 11-402.

3.5.4. Document decisions to suspend, retain or regress aircrew member status following failure of the individual to meet required standards in accordance with AFMAN 11-202V2 and/or AFMAN 11-2MDS Volume 1 and/or Volume 2.

3.5.5. **(Added-AFSOC)** Documentation. SARM office will establish procedures to monitor non-current individuals (Go/No-Go requirement). Training offices will ensure the SARM office has a list of non-current personnel at the end of each quarter (if applicable), semi-annual, and annual periods. As a minimum, the log will include grade, name, crew position, and non-current event(s). SARM offices will track non-current event(s)

completion by including the date of completion and instructor on the log; then file the completed log with the end of cycle documents. **(T-2)**

3.6. Requirements before Permanent Change of Station (PCS) or Temporary Duty Assignment (TDY). The following paragraphs apply to members on active flying status departing PCS from their old station or departing for a non-flying TDY from their permanent station.

3.6.1. Aircrew members should complete a proportionate share of flying requirements by the end of the month preceding the date of departure.

3.6.2. Complete flight physical and physiological training requirements before departing, if the due date occurs within three months after departure date (CONUS assignments), or if the due date occurs prior to DEROS (overseas assignments). Air University graduating students may delay physiological refresher training until they arrive at their new duty location or formal flying training base, if the assigned base is a location with a physiological training facility.

3.7. Requirements Before Removal from Active Flying. The following paragraphs apply to flying personnel retiring, separating, placed in inactive status, or reassigned to nonflying positions ([paragraph 3.1.5](#) applies).

3.7.1. Training requirements apply until the last day of the fourth month prior to an individual's removal from active flying. Example: A person who retires or starts terminal leave on 1 July must complete requirements through 31 March; or, if a person is reassigned to a nonflying position on 15 November, he/she must complete requirements through 31 July. MAJCOMs may extend specific training requirement applicability, based on unit mission requirements, on a case-by-case basis. **(T-2).**

3.7.2. Refresher physiological training and academic refresher courses are not required if individuals on active flying status are current, and if removal from active flying status occurs during the 4-month period after the due date.

3.8. Requirements while in Inactive Flying Status.

3.8.1. Personnel placed in a disqualified, suspended status or inactive status will not complete flying training requirements of this publication and AFMAN 11-2MDS Volume 1.

3.8.2. Physical qualification must be maintained according to AFI 48-123 and AFI 44-170, except for flying personnel in aviation service codes (ASCs) 6J, 7J, 8J, 9J, GJ and HJ. When inactive members in the preceding ASCs have been selected and confirmed for assignment to aircrew duties, these individuals must be in compliance with [paragraph 3.1.5](#) before performing inflight duties. Individuals will regain their physical qualification prior to PCS/PCA to an active flying assignment.

3.9. Aircrews Flying in Non-US Air Force Aircraft and with Non-US Air Force Units. Air Force aircrews performing appropriate duties in non-US Air Force aircraft in accordance with AFI 11-401, or on duty with, or attached to non-US Air Force units for flying, are only required to maintain a current flight physical and review their flight records in accordance with AFI 11-401. Aircrew members affected by this paragraph are not required to

maintain currency in USAF physiological training, but must regain physiological qualification (when required) prior to performing aircrew duty in USAF aircraft. See also AFI 11-202V2.

3.10. Flight Surgeon Requirements. Flight surgeon flying requirements are according to the appropriate AFMAN 11-2MDS Volume 1, but in no case are they less than those in [Table 1](#).

3.10. (AFSOC) Flight Surgeon Requirements. AFSOC policy is for flight surgeons to pursue flights on the full variety of AFSOC aircraft available to them in order to understand the physical and physiological challenges facing AFSOC aircrew. AFSOC flight surgeons assigned to API-5 positions will be attached to an AFSOC flying unit.

3.10.1. Primary aircraft. Flight surgeons will actively fly in their unit's primary aircraft under a variety of mission and environmental conditions to enhance understanding of the operational risks and health stressors, as opportunities permit.

3.10.1. **(AFSOC)** Any AFSOC flight surgeon may be designated on the flight authorization if the flight surgeon has current aeronautical orders and complete the requirements of AFMAN 11-202V1, paragraph 3.1.5.

3.10.2. Non-primary aircraft. Flight surgeons should seek flight training and opportunities for flying time aboard USAF and non-AF aircraft. Flying duties performed on non-AF aircraft in accordance with this publication, AFI 11-401, and AFMAN 11-402 will be credited toward meeting minimum flying requirements.

3.10.3. Certified flight simulator. Flight surgeons may log no more than 50% of their minimum flight hour requirement in a certified flight simulator, provided that the flight simulator simulates an aircraft that cannot accommodate a flight surgeon as onboard aircrew.

3.10.4. Remotely Piloted Aircraft (RPA) Units. Flight surgeons assigned to RPA units as their primary unit may log primary flight time in RPA ground control stations toward meeting flying requirements for Aviation Incentive Pay in accordance with AFMAN 11-402.

3.10.5. **(Added-AFSOC)** Flight Surgeon ground training requirements will be established via RTM and posted on the AFSOC/A3T SharePoint™ site.

3.10.6. **(Added-AFSOC)** Flight surgeons who exceed 60 calendar days between flights or go non-current for end of training period sortie volume requirements must complete the Air Force Flight Surgeon Exam if recent documented exam has been greater than five years prior to non-currency and demonstrate satisfactory egress procedures and aircraft emergency/safety equipment knowledge to the aircraft commander, or designated aircrew member. If the flight surgeon is non-current for egress training, then egress training must be accomplished by an instructor/evaluator and logged on an AF Form 1522, ARMS Additional Training Accomplishment Report, in addition to the above requirement.

Table 1. Flight Surgeon Sortie Requirements (See Notes).

Sortie	Semi-Annual Period	Annual Sorties
Total	Minimum: 6	Minimum: 12

Notes:

1. Flight surgeons may log more than one sortie per day; however, no more than one sortie per single calendar day will be credited towards semi-annual and annual sortie requirements (Credit hours flown in accordance with AFI 11-401) **Exception:** Credit ARC flight surgeons with a maximum of two sorties for separate flights performed in a day (Zulu), provided the interval between flights does not exceed 60 days and a minimum of six missions are flown each six months.
2. Flight surgeons are conditional fliers and must meet *Department of Defense Financial Management Regulation* flying requirements for entitlement to Aviation Incentive Pay. See also AFMAN 11-421, *Aviation Resource Management*.
3. To maintain currency, time between flights must not be more than 60 days. MAJCOMs establish procedures for flight surgeons to regain flying currency.
4. Squadron Aviation Resource Managers (SARM) will set up flight surgeon training profiles on an annual cycle. Reference <https://cs2.eis.af.mil/sites/12984/default.aspx> for ARMS training event identifiers.
5. MAJCOMs establish procedures to assess continued active flying authorization.

3.11. **X-Prefixed Air Force Specialty Code (AFSC) Fliers.** Requirements for X-prefixed AFSC fliers are according to the appropriate AFMAN 11-2MDS Volume 1 ([paragraph 3.3](#) of this publication).

3.11.1. Qualified aeromedical evacuation crewmember instructors, boom operators and loadmasters may instruct “Just in Time” LL03 for aeromedical evacuation personnel prior to flight. “Just in Time” training is intended to support aeromedical evacuation crewmember personnel who are forward deployed/operating on non-primary MDS aircraft, often without advanced notice. **(T-2).**

3.11.2. The training will be “hands on” student centered, and cover all related material in the applicable MDS “Dash-1” flight manual emergency procedures. **(T-2).**

3.11.3. Training will be documented on AF Form 1522 utilizing Aviation Resource Management System task identification codes for non-unit assigned aircraft. **(T-2).**

3.11.4. Aeromedical evacuation personnel will continue to maintain LL03 currency for their unit assigned aircraft. **(T-2).**

3.12. Non-Flier passenger and incentive flyer training is required for orientation/incentive and spouse orientation flights addressed in AFI 11-401.

3.12.1. Passengers scheduled for flight aboard ejection seat equipped aircraft will receive LL02 no earlier than 72 hours prior to flight. If the 72 hours are exceeded before flight, training will be re-accomplished. Emergency egress training includes emergency ground egress, cockpit familiarization, oxygen regulator and mask procedures during emergency, use of oxygen and communication controls and switches, and manual bailout procedures training.

3.12.2. Mission essential personnel. Non-aircrew personnel and operational support fliers who fly occasionally to perform official duties (e.g., enroute ground support, security) will receive LL02 specified by AFMAN 11-2MDS Volume 1 or specified in MAJCOM/FOA guidance. Training intervals are determined by the respective MAJCOM. These

individuals, to include members in casual status awaiting pilot training, aerospace physiologists, field maintenance personnel, intelligence personnel, and developmental/test engineers, may be placed on a 120-day currency after meeting the following requirements: members must complete emergency egress training (as applicable to the MDS) a minimum of three times during a 120-day period. Member must complete LL02 or LL03 and LL06 as required. When the two conditions above are met, the AFEO will evaluate/validate the member's proficiency and forward a memorandum recommending the member be placed on a 120-day currency for the MDS specific event to the OG/CC for approval. **(T-2).** OG/CC is the approval authority for the 120-day currency.

4. Upgrade Training. See applicable AFMAN 11-2MDS Volume 1 for specific instructions for additional requirements.

4.1. (Added-AFSOC) Upgrade Nomination. Units nominating individuals for upgrades will use the Upgrade Nomination Letter, posted on the HQ AFSOC/A3T SharePoint™ site, to inform group leadership. **(T-2)** Unit Training managers will then post the signed nomination letters on the HQ AFSOC/A3T SharePoint™ site. Question on posting nomination letters should be directed to HQ AFSOC/A3TR. **(T-2)**

5. Aircrew Training System (ATS). ATS is a system wherein a civilian contractor provides academic, simulator, and other designated aircrew training. ATS courses are listed in the applicable AFMAN 11-2MDS Volume 1.

5.1. Applicability. Guidance applies to all aircrew members attending either formal schools using ATS courseware or ATS refresher/phase training, or units conducting secondary method training utilizing formal courseware.

5.2. Students. ATS students will enroll on a full-time basis to ensure their training is completed in a timely and uninterrupted manner. Students will be relieved of duties not directly related to training. **Exception:** Supervisory personnel may continue their normal duties as time permits when this training is conducted at home station.

5.3. Course Prerequisites. Commanders will ensure ATS students complete ATS course prerequisites as outlined in the applicable syllabus or AFMAN 11-2MDS Volume 1.

5.4. Objectives. Lesson objective descriptions, remediation procedures, specific training evaluation criteria, administration procedures and scheduling guidelines/procedures are found in the applicable course syllabus or AFMAN 11-2MDS Volume 1.

5.5. Unsatisfactory Student Progress.

5.5.1. If a student's training progress is unsatisfactory, the contractor will notify the appropriate government representative (wing training, operations officer). Following review of the student's record, the government representative will determine whether to continue or terminate training.

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

5.6. Courseware Changes. Submit formal school courseware changes through appropriate MAJCOM channels to the training command. The training command will coordinate with the command responsible for overseeing the ATS contract, if different from the training command.

Submit all other courseware changes to the MAJCOM responsible for overseeing the ATS contract.

5.7. **Source Document.** Changes to aircrew qualifications (and training profiles) that are tracked in ARMS will be documented in accordance AFMAN 11-421. The SARM maintains the AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*.

6. Ancillary Training.

6.1. Reference prescribing AFIs, Expeditionary Readiness Training (ERT) guidance, and the Education and Training Course Announcement website (<https://app10-eis.aetc.af.mil/etca/SitePages/Home.aspx>) to determine ancillary training requirements.

6.2. Lead MAJCOMs in coordination with User Commands may determine ancillary training frequencies for their respective aircrew members and may publish those in an appropriate AFMAN 11-2MDS-series, Volume 1. Ancillary training frequencies published in an AFMAN 11-2MDS-series, Volume 1, take precedence over other prescribing official publications, ERT guidance, and/or the Education and Training Course Announcement website based on the MAJCOMs analysis, risk assessment, and/or risk acceptance. AFMAN 11-2MDS-series, Volume 1, frequencies apply to aircrew members for active operational flying purposes (e.g., tasked as an operational flying crewmember). In all other cases, comply with ancillary training requirements defined in the prescribing or source official publication, ERT message/checklist, or the Education and Training Course Announcement website (<https://app10-eis.aetc.af.mil/etca/SitePages/Home.aspx>). Lead MAJCOM Aircrew Training Offices are the designated office of coordinating responsibility for publications issues affecting/impacting aircrew training (**paragraph 1.3.2.1**) and are responsible for coordination with both AF/A3T and User Commands on publication issues, waiver requests, and exceptions to policy.

7. **Standard Training Event identifiers.** Standard USAF Aviation Resource Management System (ARMS) task identifiers can be found on the Air Force Aviation Resource Management SharePoint™ site at: <https://cs2.eis.af.mil/sites/12984/default.aspx>.

8. **Hours-per-Crewmember (HCM)/Sorties-per-Crewmember (SCM) per Month Report.** Reporting is accomplished in the Automated Aircrew Management System (AAMS) (<https://webapp.amc.af.mil/AAMS/Default.aspx>).

9. **Qualifications versus Certifications.** Qualifications are attained through evaluations and documented on the AF Form 8/8a, as applicable. Certifications are attained through methods other than evaluation and are documented on AF Form 4348, *USAF Aircrew Certifications* (optional). Qualifications are governed by AFMAN 11-202V2.

10. (Added-AFSOC) Aircrew Training Records.

10.1. **(Added-AFSOC)** Refer to AFSOCI 36-2602, *Formal Aircrew Training Management*, and “AFSOC Aircrew Training Grading and Documentation Procedures” for detailed guidance on completing training documentation. This document is located on the AFSOC/A3TA SharePoint™ site.

10.2. **(Added-AFSOC)** Career Training Folder (CTF). Units will maintain a career training folder for all assigned or attached crewmembers. **(T-2)** All completed training records will be included in a single binder of appropriate size or saved electronically to provide an accurate representation of an individual’s long term progression and any positive or negative trends

related to their training. **(T-2)** Unit training offices will keep training folders completed by the aircrew member (i.e. training folders from previously qualified MDSs). **(T-2)**

10.2.1. **(Added-AFSOC)** For hard copy CTFs, the name of the crewmember will be clearly posted on both the binder spine and front cover. The front cover must also prominently display a Privacy Act Information statement. **(T-2)** Each training record within the binder will be tabbed separately to differentiate between programs. The binder will contain:

10.2.1.1. **(Added-AFSOC)** Section 1–Table of Contents. **(T-3)**

10.2.1.2. **(Added-AFSOC)** Section 2–Record of Review.

10.2.1.2.1. **(Added-AFSOC)** Review the career training folder for accuracy and completeness annually. **(T-2)** Review all training folders added in Section 3 since the last annual review; ensuring training folders were opened, closed, and filled out correctly. **(T-2)**

10.2.1.2.2. **(Added-AFSOC)** Annotate the date of review as well as the name and office symbol of the reviewing official. Include any comments or discrepancies noted. No annual review is required for crewmembers in inactive/non-flying positions. **(T-2)**

10.2.1.3. **(Added-AFSOC)** Section 3–Completed Training Records. This section will contain all flight training records (qualifications, certifications, specialized mission training, etc.), whether they are completed in-unit or at the FTU. **(T-2)** The records will be in chronological order starting with initial qualification and ending with the most recently completed training on the bottom. **(T-3)** Each training record within the folder will be tabbed separately to differentiate between programs. **(T-3)** The tabs will be numbered in order with the member’s initial qualification (whether completed at the FTU or in-unit) labeled Tab #1. **(T-3)**

10.2.2. **(Added-AFSOC)** Electronic CTF will follow the guidance in [paragraph 10.2.1](#). **(T-2)**

10.2.3. **(Added-AFSOC)** Career training folders are covered by the Privacy Act of 1974 and shall be used for official business only. Maintain folders in a secure area within the unit’s training section or electronically. Only instructors and supervisors should have regular access to these records. Individuals may sign out their own records.

10.2.4. **(Added-AFSOC)** PCS of Individual. Crewmembers should hand-carry a paper or electronic copy of their CTF to the gaining organization.

10.2.4.1. **(Added-AFSOC)** When circumstances prevent this, the losing organization emails an electronic copy of the CTF or mails the paper CTF to the gaining unit via registered mail.

10.2.4.2. **(Added-AFSOC)** When mailing a CTF or any of its contents, retain a copy (paper or electronic) until the gaining organization has received the original FEF.

10.2.5. **(Added-AFSOC)** Disposition of the CTF. Dispose of the CTF according to the Air Force Records Disposition Schedule and Air Force guidance concerning the protection of Personally Identifiable Information. Outdated certification documents, ARMS products,

medical recommendations and miscellaneous documentation identified during reviews will be returned to the aircrew member for disposal.

MARK D KELLY, Lt Gen, USAF
DCS, Operations

(AFSOC)

MATTHEW W. DAVIDSON
Major General, USAF
Director of Operations

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

- (Added-AFSOC)** AFI 11-102, *Flying Hour Program Management*, 8 December 2020
- (Added-AFSOC)** AFI 11-202, Vol 2, *Aircrew Standardization/Evaluation Program*, AFSOC Supplement, 3 October 2019
- (Added-AFSOC)** AFI 16-1007, *Management of Air Force Operational Training Systems*, 1 October 2019
- (Added-AFSOC)** AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
- (Added-AFSOC)** AFMAN 10-3500, Volume 1, *Air Force Special Warfare Training Program*, 1 June 2022
- (Added-AFSOC)** AFMAN 11-101, *Management Reports on the Flying Hour Program*, 23 December 2020
- (Added-AFSOC)** AFMAN 36-2100, *Military Utilization and Classification*, 7 April 2021
- AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*, 8 March 2007
- AFPD 10-21, *Air Mobility Lead Command Roles and Responsibilities*, 30 April 2014
- AFPD 11-2, *Aircrew Operations*, 31 January 2019
- AFPD 11-4, *Aviation Service*, 12 April 2019
- AFI 11-202V2, *Aircrew Standardization and Evaluation Program*, 6 December 2018
- AFI 11-202V3, *General Flight Rules*, 10 August 2017
- AFI 11-290, *Cockpit/Crew Resource Management Program*, 15 October 2012
- AFI 11-301V1, *Aircrew Flight Equipment (AFE) Program*, 10 October 2017
- AFI 11-401, *Aviation Management*, 10 December 2010
- AFI 11-403, *Aerospace Physiological Training Program*, 30 November 2012
- AFI 11-412, *Aircrew Management*, 15 January 2019
- AFI 16-1301, *Survival, Evasion, Resistance and Escape (SERE) Program*, 3 August 2017
- AFI 33-360, *Publications and Forms Management*, 1 December 2015
- AFI 36-2251, *Management of Air Force Training Systems*, 5 June 2009
- AFI 36-2651, *Air Force Training Program*, 3 January 2019
- AFI 44-170, *Preventive Health Assessment*, 30 January 2014
- AFI 48-123, *Medical Examinations and Standards*, 5 November 2013

(Added-AFSOC) AFRCI 36-2102, *Air Force Reserve Service Commitment Date Program*, 26 March 2004

(Added-AFSOC) AFSOCI 11-102, *Flying Hour Program Management*, 4 December 2013

(Added-AFSOC) AFSOCI 36-2602, *Formal Aircrew Training Management*, 8 July 2020

(Added-AFSOC) AFSOCMAN 11-219, Volume 1, *Combat Aviation Advisor Aircrew Training*, 7 May 2020

AFMAN 11-210, *Instrument Refresher Program (IRP)*, 1 September 2017

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

AFMAN 11-421, *Aviation Resource Management*, 12 September 2018

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

AETCI 36-2605, *Formal Flying Training Administration and Management*, 15 February 2016

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

(Added-AFSOC) DAFMAN 11-401, *Aviation Management*, AFSOC Supplement, 7 January 2022

NATO Standardization Agreement STANAG 7147 *Aeromedical Aspects of Night Vision Device Training*, 6 June 2017

Privacy Act (5 U.S.C. § 552a)

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

Title 37 United States Code

Prescribed Forms

AF Form 1522, *ARMS Additional Training Accomplishment Report*

(Added-AFSOC) AFSOC Form 40, *Mission Summary Report*

AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*

Adopted Forms

(Added-AFSOC) AETC Form 6, *Waiver Request*

(Added-AFSOC) AF Form 623, *Individual Training Record Folder*

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 8a, *Certificate of Aircrew Qualification (Multiple Aircraft)*

AF Form 847, *Recommendation for Change of Publication*

(Added-AFSOC) AF IMT 4111, *SOF/CSAR Training Record*

(Added-AFSOC) AFSOC Form 42, *Program Flying Training Request*

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

AF Form 3521, *ARMS RPA Aircrew/Mission Flight Data Document*

AF Form 4348, *USAF Aircrew Certifications*

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

Abbreviations and Acronyms

AAMS—Automated Aircrew Management System

ACBRN—Aircrew Chemical, Biological, Radiological, Nuclear

AETC—Air Education and Training Command

AETCI—AETC Instruction

AF—Air Force

AF-IT—Air Force Input Tool

AEF—Air Expeditionary Force

AFE—Aircrew Flight Equipment

AFEO—Aircrew Flight Equipment Officer

(Added-AFSOC) AFRC—Air Force Reserve Command

(Added-AFSOC) AFSOC—Air Force Special Operations Command

AFTO—Air Force Technical Order

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Material Command

AFPD—Air Force Policy Directive

AFSC—Air Force Specialty Code

ANG—Air National Guard

(Added-AFSOC) API—Aircrew Position Identifier

ARMS—Aviation Resource Management System

ATS—Aircrew Training System

BAQ—Basic Aircraft Qualification

BMC—Basic Mission Capable

CC—Commander

CFIT—Controlled Flight into Terrain

(Added-AFSOC) CLS—Contract Logistical Support

CMR—Combat Mission Ready

CONOPS—Concept of Operations

CONUS—Continental United States

CRM—Cockpit/Crew Resource Management
CSAF—Air Force Chief of Staff
CT—Continuation Training
DEROS—Date Estimated Return Over Seas
DNIF—Duty Not Involving Flying
DoD—Department of Defense
DRU—Direct reporting Unit
ERT—Expeditionary Readiness Training
ETCA—Education and Training Course Announcement
(Added-AFSOC) FAC—Flying Activity Code
(Added-AFSOC) FHP—Flying Hours Program
FOA—Field Operating Agency
FTU—Formal Training Unit
(Added-AFSOC) FY—Fiscal Year
FYDP—Future Years Defense Program
(Added-AFSOC) GPRD—Graduate Program Requirements Document
GTIMS—Graduate Training Integration Management System
HQ—Headquarters
HCM—Hours-per-Crewmember
(Added-AFSOC) IAW—In Accordance With
IRC—Instrument Refresher Course
IRP—Instrument Refresher Program
IQT—Initial Qualification Training
MAJCOM—Major Command (for purposes of this AFI, includes ANG)
(Added-AFSOC) MAR—Mission Accomplishment Report
MDS—Mission Design Series
MR—Mission Ready
N-BAQ—Non-Basic Aircraft Qualification
N-BMC—Non-Basic Mission Capable
N-CMR—Non-Combat Mission Ready
NGB—National Guard Bureau
N-MR—Non-Mission Ready

NVD—Night Vision Device

OPR—Office of Primary Responsibility

OSA—Operational Support Airlift

OTI—Operational Training Infrastructure

PCS—Permanent Change of Station

PCA—Permanent Change of Assignment

PEX—Patriot Excalibur

(Added-AFSOC) PFT—Program Flying Training

(Added-AFSOC) POM—Program Objective Memorandum

(Added-AFSOC) RAP—Ready Aircrew Program

RPA—Remotely Piloted Aircraft

(Added-AFSOC) RTM—RAP Tasking Memorandum

SARM—Squadron Aviation Resource Manager

SCM—Sorties-per-Crewmember

SERE—Survival, Evasion, Resistance, and Escape

(Added-AFSOC) SMT—Secondary Method Training

(Added-AFSOC) SOI—Syllabus of Instruction

STANAG—Standardization Agreement

(Added-AFSOC) STRB—Squadron Training Review Board

TDY—Temporary Duty

TIMS—Training Integration Management System

USAF—United States Air Force

Terms

Aircrew—As defined in AFPD 11-4, *Aviation Service*.

Aircrew Training System—a system wherein a civilian contractor provides academic, simulator, and other designated aircrew training.

Basic Aircraft Qualification—An aircrew member who has satisfactorily completed initial qualification training and is qualified to perform duties in the unit aircraft. The member must perform at the minimum frequency necessary to meet the most recent sortie and flight set for that weapon system in the applicable AFMAN 11-2MDS Volume 1.

Basic Mission Capable—An aircrew member who has satisfactorily completed initial and mission qualification training, is qualified in some aspect of the unit mission, but does not maintain MR/CMR status. The aircrew member must be able to attain full qualification to meet operational taskings within 30 days, or in accordance with the applicable AFMAN 11-2MDS Volume 1.

Certification—Procedure used to document competency in a particular task. Not interchangeable with qualification, which requires Form 8/8a documentation.

Combat Mission Ready—An aircrew member who has satisfactorily completed initial and mission qualification training and maintains qualification and proficiency in the command or unit combat mission.

Continuation Training—The continuation training program provides crewmembers with the volume, frequency, and mix of training necessary to maintain proficiency in the assigned qualification level.

Conversion Training—Training conducted in association with a unit converting to a different MDS.

Currency—A measure of how frequently and/or recently a task is completed. Currency requirements should ensure the average aircrew member maintains a minimum level of proficiency in a given event.

Difference Training—Training provided to qualify members in a different series aircraft in the same MDS.

DOWN—Synonymous with Duties Not Including Flying (DNIF). It is when an individual has been found by medical authority either temporary or permanently unfit, as defined in block 12 of the DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*.

Flying Training CONOPS—The process that ties validated training requirements to the Air Force Programming, Planning, and Budgeting System.

Formal Course—A course of instruction listed in the Air Force Education and Training Course Announcement (ETCA).

Initial Qualification Training—Training needed to qualify aircrew for basic aircrew duties in an assigned crew position for a specific aircraft, without regard for the unit's operational mission.

Mission Ready—An aircrew member who has satisfactorily completed initial and mission qualification training and maintains qualification and proficiency in the command or unit operational mission.

Mission Qualification Training—Training needed to qualify aircrew in an assigned crew position for a specific aircraft to perform the command or unit mission.

(Added-AFSOC) Passenger—A passenger includes those members flying IAW DoD Transportation guidance (i.e. members deploying/SOFT lifts, etc.), and other passengers outlined in the Familiarization/Orientation/Incentive ride program Table listed in AFI 11-401 and AFSOC Supplement.

Proficiency—A measure of how well a task is completed. An aircrew member is considered proficient when they can perform tasks at the minimum acceptable levels of speed, accuracy, and safety.

Special Mission Training—Training in any special skills necessary to carry out the unit's assigned missions that are not required by every crewmember. Specialized training is normally accomplished after the crewmember is assigned MR/CMR or BMC status, and is normally in

addition to MR/CMR or BMC requirements. May be an additional certification or qualification event as determined by AFMAN 11-2MDS Volume 1 or 2.

Training Command—The MAJCOM assigned responsibility for formal school training in each MDS.

Transition Course—A formal course that qualifies an aircrew member in a similar type aircraft.