**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

This volume implements Air Force Policy Directive (AFPD) 11-2, *Aircrew Operations*, DAFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems* and Air Force Instruction (AFI) 11-200, *Aircrew Training*, *Standardization/Evaluation*, *and General Operations Structure*.  This manual applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve (AFR), and the Air National Guard (ANG).  Failure to observe the prohibitions and mandatory provisions in **paragraph 7.11.5.6** of this publication by military members is a violation of Article 92 of the UCMJ.  Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate Major Command (MAJCOM) training staff to the OPR.  The OPR address is Air Mobility Command Aircrew Operations and Training Division, AMC/A3T, 402 Scott Drive, Unit 3A1, Scott AFB, IL 62225-5302, **AMC.A3T@us.af.mil**.  Compliance with **Attachment 1** and **Attachment 2** in this publication is mandatory.  This manual requires the collection and or maintenance of information protected by 5 United States Code (USC) § 552a, *The Privacy Act of 1974*.  The authorities to collect or maintain the records prescribed in the publication are Title 10 United States Code § 9013, *Secretary of the Air Force*; and Executive Order 13478, *Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers.*  The authorities to waive wing or 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 DAFI 33-360, *Publications and Forms Management*, paragraph 1.9, 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 requestor's commander for non-tiered compliance items.  Ensure all records generated as a result of

processes prescribed in this publication adhere to AFI 33-322*, Records Management and Information Governance Program,* and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.  Although this publication governs Aeromedical Evacuation aircrew training, it also refers to requirements and guidance contained in other documents.  It is recommended that a review of external references be conducted prior to their use to ensure the specific reference is current and unchanged.  The Ready Aircrew Program (RAP) Tasking Memorandum (RTM) is the primary source for aircrew training event frequency, where published.  If a conflict exists between this manual and an externally-driven training requirement, other than frequency, comply with the guidance contained in the publication which takes precedence, unless a duly-authorized exemption or waiver is in effect.  Compliance with the **attachments 1** and **2** in this publication is mandatory.  Each MAJCOM equivalent or subordinate command level may supplement this AFMAN.  Supplements (including local supplements) that directly implement this publication are required to be routed to the Office of Primary Responsibility (OPR) for coordination prior to certification and approval in accordance with AFI 11-200 and AFMAN 11-202, Volume 1, *Aircrew Training*.  Supplements may be more, but not less restrictive than this manual. MAJCOMs may set training requirements lower than specified in this manual when the statement "or as specified in MAJCOM supplement" is indicated as applicable to that item or event. **Note**:  The Air National Guard is considered a MAJCOM for purposes of this manual. MAJCOM supplements are required to be coordinated through AMC/A3T according to AFI 11-200 and AFMAN 11-202, Volume 1, *Aircrew Training,* before publication.  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.

## *SUMMARY OF CHANGES*

This document has been substantially revised and needs to be completely reviewed.  Major changes include, but are not limited to:  1) Aviation Resource Management System (ARMS) codes updates to standardize them across the Mobility Air Forces (MAF), 2) introduction of the RTM that removes tables in the **Chapter 4** and places them into a separate document that will allow more flexible training for MAF crews.

**Chapter 1**

**GENERAL**

**1.1. Overview.** This manual prescribes basic guidance for training Aeromedical Evacuation Crewmembers (AECM) according to AFMAN 11-202V1 and establishes the aircrew training guidance for AECMs to safely and successfully accomplish their mobility mission.  This is a specialized publication intended for use by Airmen who have graduated from technical training related to this publication.  If a conflict exists between this manual and an externally driven training requirement, comply with the guidance contained in the current document that establishes the requirement, unless otherwise exempted by higher-level authority.

1.1.1. The primary objective of the aircrew training program is to develop and maintain a high state of mission readiness for immediate and effective employment of AECMs in exercises, peacekeeping operations, contingencies, and war in any environment.

1.1.2. AECMs achieve mission readiness and effective employment through the development and mastery of core competencies.  The aircrew training program is linked to AFTTP 3-42.5, *Aeromedical Evacuation (AE)*.  These tactics, techniques, and procedures are incorporated into mission and continuation training tables while retaining a combat culture, incorporating leading edge technologies, and pushing capabilities while anticipating warfighter needs.

**1.2.  Key Words Explained.**

1.2.1.  "Will" and "Shall" indicate a mandatory requirement.

1.2.2. "Should" is normally used to indicate a preferred, but not mandatory, method of accomplishment.

1.2.3.  "May" indicates an acceptable or suggested means of accomplishment.

1.2.4.  "Note" indicates operating procedures, techniques, etc., which are considered essential to emphasize.

**1.3. Administration.** This manual in combination with its associated RTM provides comprehensive training guidance for aeromedical evacuation aircrews.

**1.4.  Roles and Responsibilities.**

1.4.1.  **Lead Command.**

1.4.1.1.  **Air Mobility Command (AMC)** is designated lead command for Aeromedical Evacuation according to DAFPD 10-9, DAFPD 11-2, and DAFPD 10-21, *Rapid Global Mobility*.  The lead command is responsible for establishing and standardizing aircrew flying training requirements in coordination with user commands.

1.4.1.2. **AMC Directorate of Operations, Strategic Deterrence, and Nuclear Integration (AMC/A3/10).**

1.4.1.2.1.  AMC/A3/10 is responsible for policy guidance and coordination with user commands related to Aeromedical Evacuation training and operations.

1.4.1.2.2. AMC/A3/10 delegates to AMC/A3T the authority to manage training course requirements, training tasks, quota control, and the aircrew training system (ATS) contract management in coordination with AMC staff agencies, operational units, contracting officer, and user commands.

1.4.1.3. **AMC Surgeon General (AMC/SG).**  Maintains oversight of all clinical training to ensure medical clinical operations.

1.4.1.4. **Air Mobility Command Aircrew Operations and Training Division (AMC/A3T).**  AMC/A3T is responsible for overall management of Aeromedical Evacuation training policy and programs, as stipulated in **paragraph 1.4.1.2.2** As such, AMC/A3T will coordinate with User Command A3Ts (or equivalent) and issue updated ground and flying continuation training guidance to Operations Group (OG)/CC for implementation via RTM, as necessary.  Once issued, RTMs take precedence over guidance contained in the base manual.

1.4.1.4.1. Course Management.  AMC/A3T, in coordination with User Commands, approves initial qualification training (IQT), mission qualification training (MQT), continuation training, and locally-taught (secondary method) upgrade courses.  Air Education and Training Command (AETC) maintains a list of formal school courses on the Education and Training Course Announcements (ETCA) web site: **https://app10-eis.aetc.af.mil/etca/SitePages/Home.aspx**.  See **paragraph 1.15**

1.4.1.4.2. Realistic Training Review Board (RTRB).  AMC/A3T will host a RTRB biennially, or more frequently, as required.  The RTRB reviews all training programs for currency, applicability, compliance, and effectiveness.  Attendees should include training representatives from the AE community including lead and user commands, AMC/A3T, AMC Aircrew Stanardization and Evaluation (Stan/Eval) Division (AMC/A3V), AMC Operations Division (AMC/A38), AMC/SG, Air Force Reserve Command (AFRC), ANG, Pacific Air Forces (PACAF), United States Air Forces in Europe (USAFE), USAF School of Aerospace Medicine (USAFSAM), selected unit representatives, and AE Formal Training Unit (FTU) or staff, as applicable.

1.4.1.4.3. Course Change Proposals.  The primary venue for recommending changes to AE training programs is the RTRB.  Otherwise, send proposals for course modifications/deletions or amending course prerequisites to AMC AE Operations and Training Branch (AMC/A3TM) through the submitter's MAJCOM chain of command for awareness/approval.  AMC/A3TM coordinates MAJCOM-recommended proposals and approves/rejects recommendations, then amends course listings where appropriate.

1.4.1.4.4. Student Management.  AMC/A3T manages student requirements for AMC-assigned personnel and executes the overall formal course allocation process on behalf of all users (see also **paragraph 1.18**).  AMC/A3T will coordinate with the FTU to assure completion of graduate surveys on first-assignment trainees arriving from Aeromedical Evacuation training.  **(T-2).**

1.4.1.5.  **AMC AE Operations and Training Branch (AMC/A3TM).**

1.4.1.5.1. Provides AE subject matter and functional expertise to manage AE aircrew training programs across lead and user commands.

1.4.1.5.2. Oversees formal school courses and syllabi management.

1.4.1.5.3. Aircrew Training Device (ATD) Certification. Conducts Simulator Certification (SIMCERT) on all AE ATDs in accordance with AFI 16-1007, *Management of Air Force Operational Training Systems*, Title 14, Code of Federal Regulations (CFR), Part 60, *Aeromedical Evacuation Simulation Device Guide*, and in coordination with owning MAJCOM/A3T (or equivalent). **(T-0).** The ATD Certification Program combines objective and subjective quality evaluations of the command's ATDs.

1.4.1.5.3.1. User Command Coordination. Coordinates SIMCERTs and inspections with AMC/A3T via their applicable AFRC and ANG A3Ts. Visits to AFRC and ANG locations should include representation from the owning MAJCOM.

1.4.1.5.3.2. Qualification Testing Guide (QTG). As applicable and in accordance with contract requirements, ATD contractors are expected to run one quarter (1/4) of the QTGs every three months, based on actual aircraft data. These tests will annotate "pass/fail" for each sub-test prior to semi-annual SIMCERT. Certifiers will review test data during the SIMCERT process. **(T-2).**

1.4.1.5.3.3. Notification Procedures. Should provide host units 45-day advance notice of a SIMCERT. A short-notice SIMCERT is available with verbal coordination between host unit, AMC/A3T, AMC/A3TM, ATS contractor, and the ATS contract management team as applicable. AMC/A3TM shall report SIMCERT results to AMC/A3T, Contracting Officer Representative (COR) and host unit leadership. Results are provided to the ATS Contract Management Team in accordance with terms of the contract.

1.4.1.5.3.4. Lead command will evaluate training resources (aircraft, ATD, and aircrew) necessary to accomplish training requirements and identify known shortfalls to AMC/A3T for resolution.

1.4.1.6. **AMC Aircrew Force Management Branch (AMC/A3TF).**

1.4.1.6.1. Provides force management expertise to assist in training program management.

1.4.1.6.2. Determines formal school course capacity in order to develop and publish the Program Flying Training (PFT) in accordance with AFI 11-412, *Aircrew Management*, and in coordination with Headquarters Air Force AF/A3T.

1.4.1.6.3. Hosts formal course reviews biennially or more frequently, as needed, to review formal training programs and syllabi for currency, applicability, compliance, and effectiveness.

1.4.2. **Training Command.** Air Mobility Command is the designated training command for Aeromedical Evacuation training in accordance with Air Force Manual (AFMAN) 11-202V1.

1.4.2.1. **Aeromedical Evacuation Formal Training Unit (FTU).**

1.4.2.1.1.  Manages and executes day-to-day formal training programs and student activities for aeromedical evacuation aircrew qualification(s) at the FTU.

1.4.2.1.2.  Administers formal AE training courses, including Flight Nurse (FN)/Aeromedical Evacuation Technician (AET) Initial Qualification Courses.

1.4.2.1.3.  Progress Review (PR).  Refer to **paragraph 1.15**

1.4.2.2.  Post-Graduate Questionnaires.  Manages post-graduate questionnaire process to ensure feedback is provided to inform training system and validate effectiveness of the training programs.  **(T-2).**  See **paragraph 1.15**

1.4.2.2.1.  AE FTU shall distribute post-graduate questionnaires.  **(T-2).**

1.4.2.2.2.  USAFSAM Academics Affairs Division shall distribute FN/AET course post-graduate questionnaires.  **(T-2).**

1.4.2.2.3.  FN/AET and AE FTU course graduates will complete post graduate questionnaires within six months of return from an FTU course.  **(T-2).**

1.4.2.2.4.  Post-graduate questionnaire results will be shared with AMC/A3TM, owning MAJCOM/A3TM, and AMC/SG clinical training branch on a semiannual basis via electronic means.

1.4.3.  **User Commands.**

1.4.3.1.  Student Management.  MAJCOM training staff will manage student training requirements according to **paragraph 1.7**

1.4.3.2.  Training Resources.  User commands will evaluate training resources (aircraft, ATD, and aircrew) necessary to accomplish training requirements and identify known shortfalls to MAJCOM/A3T (or equivalent) for resolution. **(T-2).**  This evaluation should be accomplished during the Mobility Air Forces (MAF) RTRB at a minimum.

1.4.3.3.  Recall Procedures.  The student's Squadron Commander (Sq/CC) (AFR Sq/CC or Squadron Director of Operations (Sq/DO)) will send formal notifications to recall students from a formal school through the OG/CC to MAJCOM/A3T (or equivalent) (email format is acceptable).  **(T-2).** MAJCOM/A3T (or equivalent) will submit approved recall letter (email or Fax) to Nineteenth Air Force (19 AF)/DOG for follow on coordination with 19 AF and the FTU Registrar.  Emergency recall during non-duty hours may be coordinated directly with applicable FTU Registrar, with follow up coordination with 19 AF/DOG on the next duty day (see also **paragraph 1.16** for failure to complete training).

1.4.4.  **Wing Commander (Wg/CC) or Equivalent.** Wg/CCs will ensure unit, local-level agencies and facilities support aircrew training programs.  **(T-2).** Host and/or co-located units will develop local agreements to consolidate aircrew training support base-wide.  **(T-2).**

1.4.5.  **Operations Group (OG/CC) or Equivalent.**

1.4.5.1.  Training Review Panel (TRP).  The OG/CC (or equivalent) will convene a TRP chaired by the OG/CC or designated representative.  **(T-2).** Panel members should include representatives from squadron training offices, tactics, operations, and safety; wing tactics (OSK), training (OST), and flight safety (SEF); and other areas as

determined by the commander (e.g., Host Aviation Resource Management (HARM), and Squadron Aviation Resource Management (SARM)).  Squadrons and detachments not collocated with their OG should participate in the primary TRP, but may conduct their own panel, as approved by their OG/CC.  **Note**: It is recommended that non-collocated squadrons and/or detachments forward panel minutes to the Wing Training Office (OST) for discussion at the primary TRP and inclusion in the primary TRP minutes.

1.4.5.1.1. Frequency and Documentation.  A TRP will be convened semi-annually and document pertinent information in TRP minutes that will be maintained for a period of two years from the date of the panel meeting and forwarded to MAJCOM/A3TM or equivalent electronically (commanders may increase meeting frequency at their discretion).  **(T-2).**

1.4.5.1.2. Format and Content.  The TRP should review staff and crewmember management actions necessary to complete group or squadron flight and ground training programs.  Suggested TRP topics include, but are not limited to:  current and forecasted flight training levels (FTL) and/or clinical training levels (CTL), upgrade and continuation training (CT) status, semi-annual requirement completion rates, crew position gains or losses, course critiques, instructor and examiner upgrades, and relevant discussions of Military Flight Operations Quality Assurance (MFOQA) analysis and other proactive safety action programs (e.g., Aviation Safety Action Program (ASAP) and Line Operation Safety Audit (LOSA)) applicable to assigned weapons systems, if available.  OG/CCs will review all unit-defined "X" events for relevancy to the unit's mission during the TRP.  **(T-2).**

1.4.5.2. OG/CCs will develop and maintain procedures with their local servicing Military Personnel Flight for individual crewmember counseling and personnel system updates affecting an Active Duty Service Commitment (ADSC) incurred from training described in this AFMAN.  **(T-2).**  See AFI 36-2107, *Active Duty Service Commitments*, and course listing in ETCA for more information.  OG/CCs may develop additional training requirements and/or programs as necessary to meet unit mission requirements.  Units may include such requirements and/or programs in a local supplement to this AFMAN or a local Operational Instruction (OI).

1.4.5.3. OG/CC is responsible for establishing and maintaining academic training programs including non-ATS courses (may be delegated to squadron level).  The OG/CC or designated representative will:

1.4.5.3.1. Appoint a primary and alternate instructor for each non-ATS course.  **(T-2).**

1.4.5.3.2. Publish a ground training schedule (Air Reserve Component (ARC) as required) to include date, time, location, instructor or course OPR, and designated crewmembers for each course (both Training Systems (TS) and non-TS). **(T-2).** Units may include such details in a local supplement to this AFMAN or a local OI.

1.4.5.3.3. Use MAJCOM, TS, or unit-developed training products and/or syllabi for all courses, as applicable.  **(T-2).**  Units are allowed to reproduce courseware, as applicable. **Note**: Document training in accordance with **Attachment 2**.

1.4.5.3.4.  Develop a procedure to monitor the academic training program for course content, currency of materials, instructor availability, and status of training aids.  **(T-2).** Squadrons recommend to the commander changes to existing courses or additional academic training courses required, based on crewmember feedback.

1.4.5.3.5.  Send recommendations for changes, additions, and deletions of courses through appropriate channels to appropriate MAJCOM with an information copy to AMC/A3TM.  **(T-2).**

1.4.5.4.  Instructor Selection and Training.  OG/CC or designated representative will select course instructors for non-TS courses based on professional qualifications and aptitude to teach.  **(T-2).**  Instructors receive credit for the courses they teach.

1.4.6.  **Squadron Commanders (Sq/CC) or designated representative.**

1.4.6.1.  Sq/CC or designated representative will maintain a squadron department of training (DOT) section to manage and administer aircrew training programs.  **(T-2).**

1.4.6.1.1.  Manning.  Sq/CC or designated representative will select and appoint a DOT Chief/Flight CC from the most highly qualified and experienced instructors. **(T-3). Exception**:  ARC units with a single squadron may use OST for this purpose. Appoint a minimum of one instructor for each crew position to the Squadron DOT office.  **(T-3).** At least one instructor (any crew position) should be on duty in DOT during duty hours to the maximum extent possible.

1.4.6.1.2.  Qualifications.  Sq/CC or designated representative will appoint DOT staff based on experience, availability, and time-on-station (TOS) to maximize continuity across training programs and all crew positions.  **(T-3).  Note**:  Previous Evaluator or FTU experience is highly desired.

1.4.6.2.  Squadron Training Review Panel (STRP).  The Sq/CC (AFR Sq/CC or Sq/DO) will convene a STRP chaired by the Sq/CC (may be delegated no lower than the Sq/DO or Chief Nurse (CN)).  **(T-2).**  Panel members should include representatives from squadron training, tactics, Stan/Eval, safety, and operations (e.g., operations officer, assistant operations officer, flight commanders, etc.), and any other areas determined by the Sq/CC (AFR Sq/CC or Sq/DO) (e.g., SARM).

1.4.6.2.1.  Frequency and Documentation.  Sq/CC or designated representative will convene the STRP at least monthly (quarterly for ARC) and maintain Sq/CC-approved minutes for a period of two years from the date of the panel meeting.  **(T-2). Note**:  DOT chiefs may reproduce, distribute, and store minutes as required, for effective program administration.

1.4.6.2.2.  Format and Content.  The STRP will review appropriate subject matter to effectively manage the unit's flight and ground training programs and inform unit leadership on the overall status of training.  **(T-2).** The STRP will review individual unit members' progress, evaluate that training objectives are being met across assigned training programs, and that the best candidates are selected for upgrade training by reviewing their experience, proficiency level, and retainability.  **(T-2).**  To accomplish these goals, suggested STRP topics include but are not limited to instructor and evaluator manning, crew position gains or losses, status of

crewmember training (e.g., crewmembers in an active training status), post-completion actions (e.g., individual's performance during training, closeout activities, certification actions, course critiques, FTL or CTL assignments, etc.), future training projections (e.g., unit course allocations, crewmembers' progress, timelines, completion of prerequisites, etc.), prioritization of upgrade candidates, current training waivers, projected training waivers, status of unit or individual continuation training, event proration, and semi-annual waiver projections and status.

1.4.6.3. Sq/CC or designated representative will ensure crewmembers complete in-unit mission, ground, and continuation training programs. **(T-2).** Units will not enroll crewmembers into another aircrew course or upgrade until existing upgrades are complete. **(T-3).** Failure to reasonably progress may require action for removal.

1.4.6.4. Sq/CC or designated representative will assign FTLs and CTLs to assigned and attached crewmembers before each semi-annual training period (see **Chapter 4**). **(T-2).** Continuation training requirements in the RTM are the minimum required events. **Note**: Unit commanders may assign additional requirements to any crewmember based on the individual crewmember's experience and proficiency level.

1.4.6.4.1. Sq/CC or designated representative will use aircraft and clinical experience as the basis of training level assignments. **(T-3).**

1.4.6.4.2. Unit commanders may assign additional requirements based on an individual crewmember's experience and proficiency as determined by a combination of initial interview, flight training records, competency assessments and Career Field Education and Training Plan (CFETP), etc.

1.4.6.5. Unit commanders of returning or inbound trainees will ensure both the student and supervisor(s) complete post-graduate course surveys NLT 180 calendar days (ARC 240 calendar days) after the student's graduation from formal training. **(T-2). Note**: Surveys are located on the AETC website **https://app10-eis.aetc.af.mil/etca/SitePages/Home.aspx**.

1.4.6.6. Ensure effective training continuity and supervision of assigned and attached crewmembers. **(T-2).** Document all flying training and training reviews in the crewmember's paper training folder or electronic equivalent, as defined by the unit's owning MAJCOM. The preferred (and in some instances, mandated) MAJCOM-approved electronic equivalent for MAF is the Graduate Training Integration Management System (GTIMS). **Note**: Refer to **Attachment 2** for training documentation guidance.

1.4.6.7. Sq/CC or designated representative will review training and evaluation records of newly assigned or attached crewmembers and those completing formal training, to determine the necessary training required to complete or certify the individual as Basic Aircraft Qualified (BAQ), Basic Mission Capable (BMC), or Mission Ready (MR). **(T-2).**

1.4.6.8. Sq/CC or designated representative will execute squadron-level aircrew certifications and qualifications described in this manual. **(T-2).**

1.4.6.9. Sq/DO or designated representative will monitor quality of training accomplished and identifies training deficiencies.  **(T-2).** Flight commanders (or designated representative) advise the Sq/DO of additional training needs and ensure waiver documentation (when applicable) in the crewmember's training record.  **Note**: Refer to **Attachment 2** for training documentation guidance.  **Note**:  AMC and AFRC require the use of GTIMS for waiver management.

1.4.6.10. Sq/CC or designated representative will designate and certify unit personnel (when required) to operate ATDs in accordance with the Aeromedical Evacuation Simulation Device Guide located on AMC/A3TM SharePoint® **https://eim2.amc.af.mil/org/a3t/A3TM/Public%20Docs/Forms/AllItems.aspx**.  **(T-2).** Only appropriately designated and certified personnel may operate ATDs.  Establish a selection process and implement initial and recurring training programs to ensure designated and certified personnel are proficient in ATD operations.  **(T-2).**

1.4.6.11. Sq/CC or designated representative will ensure, to the maximum extent possible, that flight training sorties (including those conducted when all training requirements for all crew positions have already been met) are required to meet aircrew, unit, or external user requirements.  **(T-2).**

1.4.7.  **Chief Nurse (CN).**

1.4.7.1.  CN will appoint AE equipment trainers in writing.  **(T-2).** The equipment trainer selection process will be defined in local training guidance issued by the Sq/CC or designee.  **(T-2).**  AE equipment trainers are not required to be instructor qualified; however, they will be a qualified AECM.  **(T-3).**

1.4.7.2. CN will ensure trainers complete trainer requirements listed in AFI 36-2670, *Total Force Development*.  **(T-2).**

1.4.7.3. CN (or Superintendent) will advise the Sq/CC on the CTL of all assigned or attached nurses and medical technicians.  **(T-2).**

1.4.7.4. CN will appoint a Mission Clinical Coordinator (MCC) Program Manager in writing.  **(T-2).** - The appointed MCC Program Manager will be a qualified flight instructor with at least six (6) months experience.  **(T-3).** CN will maintain oversight of all trained MCC program managers and conduct an annual quality assurance performance review.  **(T-3). Note**:  MCCs program managers should be at least CTL 2.

1.4.8.  **Officer in Charge (OIC)/Non-Commissioned Officer in Charge (NCOIC) of Aircrew Training.**

1.4.8.1. Manages AECM training programs and establishes training objectives for ARMS.

1.4.8.2.  Maintains oversight and manages performance of all MCCs.

1.4.8.3. Ensures a designated representative monitors the quality of training being accomplished and identifies training deficiencies to Sq/CC.

1.4.8.4. Advises Sq/CC of additional training demands and any instances where assigned or attached crewmembers fail to reasonably progress requiring potential action for removal from the unit.

1.4.9. **Aircrew Training System (ATS) Contractor.** Refer to approved ATS contract for specific requirements.  In general terms, ATS contractors are responsible for academic and ATD instruction at the formal school or for specialized training.  Responsibility generally includes developing, updating and publishing courseware, formal school syllabi, training facility maintenance, ATDs, etc.  The Contracting Officer Representative (COR) assists the Contracting Officer in administration and oversight of the ATS contract.

## 1.5.  Waiver Authority.

1.5.1. MAJCOM/A3T (or equivalent) is designated as the waiver authority for managing training course requirements and training tasks for their assigned units.  Lead MAJCOM/A3T (or equivalent) is designated as the waiver authority for managing applicable Training System (TS).

1.5.2. Flying Hour and FTU Course Prerequisites.  Units will not send students to formal training without the required prerequisites or an approved waiver.  **(T-2).** OG/CC is the designated waiver authority for flying hour prerequisites for formal upgrade courses.  AMC is the designated waiver authority for other FTU course prerequisites specified in the ETCA.  Units will route prerequisite waiver requests through their owning MAJCOM/A3T (or equivalent) to AMC/A3T.  **(T-2).**  The unit will file a copy of all prerequisite waivers in the student's Flight Evaluation Folder (FEF).  **(T-2).**

1.5.3.  Waiver for In-Unit Training (Secondary Method) In Lieu of Formal School Training.  MAJCOM/A3T (or equivalent) is the approval and waiver authority for in-unit training via secondary method in coordination with FTU.  Before approval, review the appropriate syllabus and consider FTU course availability and ATD requirements.

1.5.4.  Formal Training Unit (FTU) Syllabus Waivers.  FTU course syllabus waivers or non-completed events will be annotated in each student's training record by DOT.  **(T-2).** Students will complete all waived or non-accomplished syllabus or formal course training events that are required for the unit's assigned mission in-unit prior to being assigned MR status.  **(T-2).**

1.5.5.  Non-FTU Training Program Waivers.  Submit waiver requests to the waiver authority for any planned or expected exception to a non-FTU syllabus, mission qualification program, training plan, etc.  Provide sufficient time and detail for the waiver authority to make a determination before the exception occurs.  **Note**:  Permanent or blanket waivers are not authorized in accordance with AFMAN 11-202V1.

1.5.6.  Training Program Deviations and Exceptions without a Waiver.  Report inadvertent or unintended deviations and/or exceptions through channels to the course's owning MAJCOM/A3T (or equivalent waiver authority listed in the course syllabus) who, in turn, makes the appropriate notifications for follow-on action, if required.  Document waivers and deviation(s) or exception(s) in the student's training record or MAJCOM-approved electronic equivalent (i.e., GTIMS).  **Note**:  A deviation is any unplanned variation to a syllabus, mission qualification, or training plan (e.g., failure to meet established training timelines, prerequisite completion and flow, etc.).  **Note**:  An exception is a request to change or remove specific requirement(s) based on unforeseen circumstances that prohibited completion of the training event, as scheduled or written (e.g., mission delay or change,

equipment failure, divert, etc.).  **Note**:  Refer to **Attachment 2** for training documentation guidance.

1.5.7. Senior Officer Course (SOC) Waiver.  SOC syllabus waiver authority is AMC/A3 with concurrence of gaining MAJCOM/A3.  Refer to AFMAN 11-202V1 for SOC policy and eligibility requirements.

1.5.8. Waiver Format and Routine.  Units will adhere to owning MAJCOM's prescribed format and routing requirements.  **(T-2).**  A sample hard-copy memo format can be found at **Figure 1.1**  **Note**: Unless otherwise stipulated, non-AMC units may use GTIMS to process OG-level and below waivers.  In such cases, enter "Info only for HHQ" in the rationale section.

> 1.5.8.1. For AMC individual aircrew waivers, submission via GTIMS is mandatory. **Note**:  Ensure the Volume 1 reference paragraph to be waived is included in the waiver request.  Response is returned to the OST (or equivalent).

> 1.5.8.2. For USAFE waivers, send an eSSS to USAFE/A3T (may use GTIMS, if available) with courtesy copy to AMC/A3TA.  Response returned to OG/CC and OST.

> 1.5.8.3.  For PACAF waivers, send an eSSS to PACAF/A3T.

> 1.5.8.4.  For AFRC waivers, use of GTIMS is mandated by AFRC/A3M.  For additional information refer to AFRC Memorandum, *Graduate Training Integration Management System (GTIMS)*, dated 2 November 2017.

> 1.5.8.5.  For ANG waivers, send a memorandum, eSSS, or AF Form 1768, *Staff Summary Sheet* to NGB/A3M (may use GTIMS, if available) with courtesy copy to AMC/A3TA. Response returned directly to the ANG unit.

1.5.9. Continuation Training Waivers.  Ground, mobility, and flying continuation training waivers (volume and frequency) may be granted for events in the RTM for assigned or attached crewmembers on a case-by-case basis under the following guidelines.  Ancillary training waivers (other than frequency) follow the waiver authorities and guidance contained in the prescribing publication (i.e., course content, instructor, etc.).  **Note**: Waiver authorities should complete a thorough review of the circumstances and consider the crewmember's experience, proficiency, and recency in the event(s) prior to granting waivers for training requirements.

> 1.5.9.1. First-Time Waivers.  First-time waivers for the individual event(s) may be granted by the Sq/CC (AFR Sq/CC or Sq/DO).

> 1.5.9.2. Second-Time Waivers.  Second-time waivers for the individual event(s) missed in two consecutive training periods may be granted by the OG/CC.

> 1.5.9.3. Subsequent Waivers.  Subsequent waivers for training events missed in three or more consecutive training periods may be granted by the MAJCOM/A3T (or equivalent).

> 1.5.9.4. Waiver Self-Approval.  Commanders shall not waive their own semi-annual training requirements.  **(T-2).** When a commander is the designated waiver authority and requires a waiver for their own continuation training flying events, the next higher-level waiver authority is designated as the waiver approval authority (e.g., OG/CC requires a waiver:  first waiver resides with the Sq/CC (AFR Sq/CC or Sq/DO) for the unit where

the OG/CC is attached to fly and a second period waiver is elevated to either the Wg/CC or MAJCOM/A3T (or equivalent).

1.5.10.  Waiver Disposition.

1.5.10.1. Course-Related Waivers.  Maintain course-related waivers in the student's training record or electronic equivalent (i.e., GTIMS) for a minimum of two years in accordance with the AF Records Disposition Schedule at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**.

1.5.10.2. Continuation Waivers.  DOT will maintain a copy of approved continuation training (ground or flying) waivers for a minimum of 48 months from date signed.  **(T-2).**

**Figure 1.1. Sample Waiver Request Format.**

(Date of Request)

MEMORANDUM FOR (Waiver Authority)

FROM: (Requester)

SUBJECT: Waiver Request – (Individual), (Type of Waiver)

1. *Name, grade.

2. *Flying organization (assigned or attached).

3. *Present qualification (include special qualifications and certifications if appropriate).

4. *Total flying time; primary aircraft inventory (PAI) time (include instructor or examiner time, if applicable).

5. *Waiver request specifics e.g., cite requirement and requested deviation.

6. *Rationale or justification for waiver request.

7. Crew qualification to which person is assigned or qualifying or upgrading.

8. Previous attendance at any formal instructor course (include course identifier and graduation date).

9. Training start date.

10. If waiver request for time limit, specify mandatory upgrade or qualification date.

11. Date event last accomplished and normal eligibility period.

12. Remarks (include formal school courseware that is required if the waiver request is approved (e.g., local training).

13. *Unit point-of-contact (include name, rank, telephone number, and functional address symbol, and Email address).

14. *Unit address (if requesting formal school courseware).

(Signature of Requester)

(Title)

The information herein is FOR OFFICIAL USE ONLY (FOUO) information which will be protected under the Freedom of Information Act (5 USC 552) and/or the Privacy Act of 1974 (5 USC 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.

**Note**: The * identifies mandatory waiver requirements to be included in MFR or electronic equivalent.

**1.6. Use of Flying Hours.**

1.6.1. Unit flying training missions should be structured to achieve optimum training. Any by-product airlift opportunity resulting from training shall not degrade the intended training and will comply with Department of Defense (DoD) Instruction (DoDI) 4515.13, *Air*

*Transportation Eligibility*, DAFMAN 11-401, *Aviation Management*, and AFMAN 11-202V1. **(T-0).**

1.6.1.1. It is essential that all personnel at all levels prevent the misuse or perception of misuse of air mobility resources as well as the perception of their misuse when planning and executing local or off-station training missions.

1.6.1.2. Not Used

1.6.2. Training on Operational Missions. Unless prohibited or restricted specifically by weapon system operating procedures or theater operations order (OPORD), the OG/CC exercising operational control may approve upgrade, qualification or special qualification training on operational missions. In order to maximize efficient utilization of training resources, the 618 Air Operations Center (AOC) (Tanker Airlift Control Center (TACC)) and tasked units will jointly identify and take maximum advantage of opportunities to conduct appropriate continuation training items that may be conveniently suited to concurrent operational mission segments. Examples include low-levels, assault landings, Engine Running On-load or Off-Load (ERO), circling approaches, and air refueling. If necessary, the 618 AOC (TACC) and tasked units will coordinate training mission numbers for the specific mission segment. Commanders will ensure the training will not impact mission effectiveness and the crewmember receiving training is under the supervision of an instructor of like specialty. **(T-2).** Comply with passenger-carrying restrictions found in AFMAN 11-202V3, *Flight Operations*, DAFMAN 11-401, and applicable AFI 11-2AE, Volume 3, *Aeromedical Evacuation (AE) Operations Procedures* (including any supplements for each).

1.6.3. Unit Commanders will utilize aircrew training devices (ATD) for continuation training to the maximum extent possible. **(T-2).**

**1.7. In-Unit Training Time Limitations.** Comply with the time limitations in **Table 1.1** Crewmembers entered in an in-unit training program leading to qualification (or requalification) will be dedicated to that training program on a full-time basis. (T-2).

**Table 1.1. In-Unit Training Time Limitations.**

| Training | Limit Reg AF | Limit ARC |
|---|---|---|
| Initial Qualification/Mission  (QUAL/MSN) | 120 days | 180 days |
| Mission Qualification Training (MQT) | 90 days | 180 days |
| Unit Mission Briefing (GB01Y) | 45 days | 90 days |
| Requalification | 90 days | 180 days |
| Flight Instructor Upgrade | 60 days | 120 days |

1.7.1. Training start date is the date when the first significant training event begins (e.g., student accomplishes the first Ground Training Day 1 (GT-1) event). The training event initiates training time limitations in accordance with **Table 1.1** After the member is attached to or signed into the unit after completing formal school; whichever occurs first (or as specified in MAJCOM supplement). In-unit qualification training begins no later than 45 days (90 days AFR/ANG) following successful completion of formal school requirements

(FN or AET course and SERE courses) and reporting or attaching to a new duty station or unit.  MAJCOM/A3T is the waiver authority for training not started within 45 days (90 days AFR/ANG) and waivers will be requested before the crewmember exceeds the 45 days (90 days AFR/ANG) start date.  **(T-2).** Training time ends with the successful completion of one of the following events:  flight evaluation (if required as part of the training program), instructor validation of successful program completion ("sign-off"), or squadron commander certification (if required as part of the training program).

1.7.2.  Training Time Extensions.

1.7.2.1. Sq/CCs (AFR Sq/CC or Sq/DO) may extend training time (prior to a crewmember exceeding course time limits specified in **Table 1.1**) for up to 60 calendar days (120-days ARC) using their MAJCOM-approved waiver process.  **Note**: AMC/A3 has mandated use of GTIMS for waiver management for all AMC units.  No notification to MAJCOM/A3T (or equivalent) is required.  Subsequent extensions or extension request exceeding 60-days (120-days ARC) require MAJCOM/A3T (or equivalent) approval and will be requested by DOT or designated office before the crewmember exceeds authorized training time (standard or previously-waived).  **(T-2).**

1.7.2.2.  When a crewmember becomes unavailable for an extended period of time (i.e., deployment, down status, PME, etc.) the unit may request a waiver for the full unavailability period plus the estimated time required to complete training following the unavailability period or the unit may formally remove the crewmember from the training program, at the commander's discretion.

**1.8.  Training Documentation.**

1.8.1.  ARMS Event Identification Codes.  Standardized ARMS event identification codes have been established for the MAF.  Refer to **Chapter 7** for applicable AE ARMS codes and event descriptions.  Refer to **paragraph 7.18** for establishing and managing MAF unit-defined ARMS code (i.e., use of "X" codes).  OG/CCs (or designated representative) shall document approved unit-defined events, codes, and descriptions in local training guidance, an operating instruction, or publication supplement.  **(T-3).  Note**:  Refer to **Attachment 2** for training documentation guidance.

1.8.2.  Periodic and Recurring Training.  Training will be documented using MAJCOM-approved electronic training management system (i.e., GTIMS), AF Form 1522, *ARMS Additional Training Accomplishment Report* or locally-approved Mission Accomplishment Report (MAR), as defined by MAJCOM and local guidance.  **(T-3).**

1.8.2.1. AECMs will complete a MAR for documentation of credited flight training events.  **(T-3).**

1.8.2.2.  Once established or approved, AECMs may use GTIMS to electronically submit MARs.

1.8.3.  Training Programs Leading to Qualification and/or Certification.  Use a MAJCOM-approved electronic training management system (i.e., GTIMS) or alternatively, an approved paper training folder (i.e., AF Form 4022, *Aircrew Training Folder*).  **Note**:  Refer to **Attachment 2** for training documentation guidance.  **Note**:  The preferred (and in some instances, mandated) electronic training system is GTIMS.  Aeromedical Evacuation units

will utilize the AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*, to document award of specific qualifications or certifications in ARMS.  Specifically, Block 22 will contain the following minimum information:  certification code (i.e., CQ33Y), Certification Name (i.e., Phoenix Banner), and date of certification.  **(T-2).  Note**:  See **Chapter 5** and/or **Chapter 7** for specific certification codes.  **Exception**:  Personnel may use an AF Form 1522 to credit aircrew ground training and/or certification events that do not require assignment of associated training profiles.  Units not using a MAJCOM-approved electronic training management system (i.e., GTIMS), course instructors will deliver completed or certified AF Forms 1522 to the appropriate scheduling and training documentation sections.  **(T-2).  Note**:  GTIMS is a suitable electronic alternative for the AF Form 4324 and AF Form 1522 as long as all information is included and documentation of the certification can be verified and tracked through ARMS processing.

1.8.4.  Clinical skills training conducted in-flight are documented in the Competency Assessment Folder (CAF) for FN and the Air Force Training Record (AFTR) online for AET by the trainer or certifier utilizing the MAR as the source document.  **Note**:  AECMs may obtain applicable Air Force Specialty Code (AFSC) specific 46NX Readiness Skills Training (RST) skill credit and Comprehensive Medical Readiness Program (CMRP) skill set credit for completion of flying training events.  Refer to CMRP Checklist for performance and knowledge requirements.  A qualified crewmember considered a subject matter expert (SME) that participates in instruction for a particular event may credit the training event.

**1.9.  Flight Examiner Usage.**  Use flight examiners as instructors for any phase of training to capitalize on their expertise and experience.  Units may use flight examiners as instructors for qualification, local upgrade, or corrective-action training.  If an examiner is the primary instructor to train an individual, the same examiner should not administer the associated evaluation.

**1.10.  Instructor Training and Supervision Requirements.**

1.10.1.  Instructors shall be current and qualified in any event that they instruct.  **(T-2).**  All instructors (wing level and below) should be MR.  FTU instructors and MAJCOM staff are only required to maintain basic mission capable (BMC).

1.10.2.  When performing crewmember duties, the following personnel will be under direct supervision of an instructor of like specialty:

1.10.2.1.  All non-current or Non-Mission Ready (N-MR) crewmembers.  Direct instructor supervision is required while performing the non-current event.  **(T-2).**

1.10.2.2.  All crewmembers in initial, upgrade, or re-qualification flying training requires direct instructor supervision.  **(T-2).**

1.10.2.3.  All crewmembers performing restricted flying events listed on the AF Form 8, *Certificate of Aircrew Qualification*, as prescribed by AFI 11-202, Volume 2, *Aircrew Standardization and Evaluation Program*.  **(T-2).**

1.10.2.4.  Unqualified, FTL E, or MAJCOM Staff crewmembers on Indoctrination Flight Orders.  **(T-2). Note**:  For unqualified and FTL E crewmembers in a primary crew position a flight instructor (FI) should be seated as close as possible to the student or crewmember during critical phases of flight.

1.10.2.5.  Any other personnel designated by the Wg/CC, OG/CC, or Sq/CC.  **(T-2).**

**1.11. Transfer of Aircrews.**  Before a crewmember may perform flight duties after transfer from one unit to another, the gaining Sq/CC will review and assess their qualification and currency.  (T-2).  See DAFMAN 11-401.

1.11.1.  A crewmember qualified as a Universal AECM according to AFI 11-202V2, *Aircrew Standardization/Evaluation Program* will be considered qualified throughout the USAF AE force, regardless what model MDS duties are being performed.  A qualified MR crewmember transferring between units will accomplish unit-specific training, and any applicable events in which they have lost currency.  **(T-2).**

1.11.2.  AECMs will accomplish the following upon assignment to their new unit:

1.11.2.1.  GM03Y - Mobility Records Review  **(T-2).**

1.11.2.2.  GB01Y - Unit Mission Brief  **(T-2).**

1.11.2.3.  LL01- Aircrew Flight Equipment Familiarization  **(T-2).**

1.11.2.4.  LL03 - Ground Egress on unit assigned aircraft  **(T-2).**

1.11.2.5.  LL05 - Egress with ACBRN  **(T-2).**

1.11.2.6.  SS01 - Local Area Survival  **(T-2).**

1.11.2.7.  AECM should receive a local area familiarization flight.

1.11.3.  Foreign Exchange Officer training requirements are found in DAFMAN 11-401. Initial and/or continuation training requirements are specified in the appropriate MOU, OPLAN, or agreement and should mirror requirements of this manual to the maximum extent possible.

**1.12. Aircrew Training While in Down Status.**  Crewmembers in down status (formerly "duties not including flying") may complete ground training events or simulator training if the member's physical condition allows it.  If unqualified, the crewmember may not participate in graded simulator events unless entered into a requalification program.  Consult the flight surgeon initiating DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*, action (prescribed by AFI 48-123, *Medical Examinations and Standards*) if the down status includes ground training limitations.

**1.13. Aircrew Rated Management Overview.**

1.13.1.  Programmed Flying Training (PFT).  AMC/A3T fulfills the training command's role in accordance with AFMAN 11-202V1.  A key product of this process is the PFT.  The PFT balances available training quotas, TS throughput, schoolhouse capacities and course requirements on a Fiscal Year basis.  Annually, units will send projected PFT requirements to their respective MAJCOM Quota Managers (**paragraph 1.18.1**), who in turn compile and forward projections to Headquarters Air Force Total Force Aircrew Management (AF/A3TF), for inclusion into the Graduate Program Requirements Document (GPRD).  **(T-2).**  Training commands determine training capacity and report shortfall in the GPRD to AF/A3TF.

1.13.1.1.  AF/A3TF sponsors an annual PFT conference for attendees to balance training capacity, MAJCOM training requests, and pipeline Undergraduate Flying Training

students (Rated and Career Enlisted Aviator (CEA)) against FTU capacity.  The training command allocates approved quotas to user commands, which in-turn allocate training quotas to subordinate units.  The training command publishes the annual PFT document.

1.13.1.2.  Throughout the training year, MAJCOM training staff and PFT managers use as-signed or allocated training quotas to assign individual crewmembers to formal training quotas.  Use quota management documents to make daily student quota adjustments to the annual PFT.

**1.14. Mission Clinical Coordinator (MCC).** Unit commanders (with CN or Superintendent coordination) shall appoint MCCs in writing and will ensure MCCs complete training in accordance with Aeromedical Readiness Mission (ARM) Guide found here: **https://eim2.amc.af.mil/org/a3t/A3TM/Public%20Docs/Forms/AllItems.aspx**.  (T-2).  See **paragraph 1.15**  An MCC is assigned to each crew during an ARM, CSM, Operational Training Mission (OTM), and STM.  MCCs are AECMs who have completed the Squadron-designated MCC training program.  FIs performing MCC duties are allowed to log instructor time.

**1.15. Information Management.** The following online tools are used for Information Management.

1.15.1.  **https://eim2.amc.af.mil/org/a3t/A3TM/Public%20Docs/Forms/AllItems.aspx**.

1.15.2.  AETC hosts formal training courses on the ETCA website: **https://cs2.eis.af.mil/sites/app10-ETCA/SitePages/Home.aspx**.

1.15.3.  Formal School Post Graduate Questionnaire to be completed by the crewmembers supervisor:  **https://www.my.af.mil/agepiftprod**.

1.15.4.  AFRC hosts crewmember training on web site: **https://afrc.eim.us.af.mil/sites/A3/A3M_new/SitePages/Home.aspx**.

1.15.5.  Air & Space Expeditionary Force Center - **https://aef.afpc.randolph.af.mil/default.aspx**.

**1.16. Failure to Progress or Complete Training.** If a student fails to progress according to syllabus or training requirements, the commander (or designated military authority) in charge of accomplishing the training will conduct a PR in accordance with AFMAN 11-202V1.  (T-2).  The TS contractor (where applicable) identifies students who fail to progress according to the TS contract.  The PR may result in a recommendation to continue in training or other recommended actions in accordance with AFMAN 11-402, *Aviation and Parachutist Service,* e.g., a Flying Evaluation Board (FEB).  The commander (or designated military authority) conducting the PR will periodically update or notify the gaining unit of PR status or results.  (T-2).

1.16.1.  The formal school will notify the gaining unit of any AFMAN 11-402 action taken and any delay in the student's graduation date.  **(T-1).**  If the formal school PR recommends a FEB, FTU will notify AMC/A3TM, who in turn notifies the student's gaining MAJCOM. **(T-1).**

1.16.2.  Supervised Status or Remediation.  Unit commanders will develop a process to monitor and document crewmember performance during remediation period(s) for any crewmember placed in supervised status (e.g., unsuccessful flight evaluation, administrative downgrade, failure to demonstrate proficiency once MR, etc.).  **(T-2).** Comprehensive documentation will include (as a minimum) conditions or situations that led to supervised

status, retraining plan, required resources and coordination, and associated remediation timeline(s).  **(T-2).** Documentation may be accomplished using either the AF Form 4022 or MAJCOM-approved electronic equivalent (i.e., GTIMS).  **Note**:  Refer to **Attachment 2** for training documentation guidance.  Upon completion of remediation, the AF Form 4025, *Aircrew Summary/Close-Out Report*, or MAJCOM-approved electronic equivalent (i.e., GTIMS) shall be routed via the Squadron Stan/Eval Section to the Sq/CC for determination of evaluation or requalification actions.  **(T-3).**

**1.17.  Aircrew Designation.**  AE FN positions are "non-rated aircrew" positions identified by an "X" prefix.  AET positions are "non-career enlisted aviator" positions identified by an "X" prefix.  Note:  A 2096 is to be completed by Chief Nurse and/or Superintendent once member is BAQ.

1.17.1.  Award FN AFSC X46F1, in accordance with Air Force Officer Classification Directory and completion of the AE formal training course.

1.17.2.  Award 4N personnel the X-prefix upon completion of the AE formal training course.

1.17.3.  Previous flight crew personnel receive the X-prefix upon assignment to an X46F/X4N billet.

**1.18.  Aircrew Training Quota Management.** The following describes AMC's quota management guidance and procedures.  This guidance is mandatory for all AMC units; all other units follow their MAJCOM guidance.

1.18.1.  Administration.  AMC/A3TF Quota Managers coordinate with wing training offices (OSS/OST) exclusively.  OSS/OSTs are responsible for providing the name/phone number/e-mail address for their primary and alternate quota management points of contact to AMC/A3TF Quota Managers at DSN 779-3577/7881 or commercial (618) 229-3577/7881.  **Note**:  Squadrons or individuals work through servicing OSS/OST.

1.18.1.1.  Quota Allocations.  Functional managers will submit training quota requests NLT 30 Sep for the following fiscal year (FY).  When quotas have been allocated, OSS/OSTs will submit the rank, full name, SSN, course, and class number via encrypted e-mail to AMC/A3TF Quota Managers NLT 45 days prior to class start date (CSD).  **(T-2). Note**:  Contact in accordance with **paragraph 1.18.1** for the appropriate e-mail address.  Allocated training quotas that cannot be filled at least 45 days prior to CSD will be returned to AMC/A3TF Quota Managers, who will in turn offer them to units on the approved standby list.  **(T-2).**

1.18.1.2.  Prerequisites.  All course prerequisites should be completed NLT 30 days prior to CSD to allow for remedial training or substitution.  Units are responsible for identifying an alternate candidate for each allocated quota.  If the primary candidate becomes unavailable, send AMC/A3TF Quota Managers a substitution request with the alternate's information.

1.18.1.3.  Foreign Exchange Officer Allocations.  Foreign Exchange Officers shall be properly identified on requests for formal course allocations and shall not be locally substituted once an allocation has been loaded.  **(T-2).** When a change is necessary, units will send justification along with the replacement's complete data to AMC/A3TF Quota Managers for consideration or approval.  **(T-2).**

1.18.1.4.  Late Changes or No-Shows.  Unit leadership will submit a written explanation through OG/CCs to AMC/A3TF Quota Managers within 5 duty days following any student cancellation or substitution that occurs within 10 calendar days of CSD and for any student "no-show" for an allocated training course.  **(T-2).**

1.18.1.5.  Additional Allocation Requests.  OSS/OSTs send requests for additional quotas to AMC/A3TF Quota Managers.  AMC/A3TF coordinates with Air Staff and AETC to add or reallocate quotas if unit capability is in jeopardy.

1.18.1.6.  External Coordination.  AMC units shall not coordinate quota exchanges with other commands.  **(T-2).** OSS/OSTs will forward all requests to the AMC/A3TF Quota Managers for coordination with other commands.  **(T-2).** Please allow for extended coordination time when considering this option.

1.18.2.  Senior Officer Training Coordination.  Forward questions regarding SOC availability and prerequisites to AMC/A3TF at DSN 779-7881 or commercial (618) 229-7881. Otherwise, take no formal actions.

**1.19.  Distribution.**  Units will establish distribution requirements of this AFMAN.  **(T-3).**

**Chapter 2**

**INITIAL QUALIFICATION TRAINING**

**2.1. General Requirements.** AFMAN 11-202V1 defines initial qualification training. This chapter specifies the minimum training requirements for initial qualification and re-qualification courses. The primary method of initial or mission qualification is to attend and complete the appropriate formal training course in the ETCA. When a quota is not available, units can request a waiver to conduct in-unit qualification training using formal school courseware. Qualified AECMs are considered universally qualified and able to perform in-flight aircrew duties in any of the three MAJCOM-defined AE MDS (C-17, C-130, and KC-135).

**2.2.  Initial Qualification Training.**

2.2.1. Prerequisites.  Complete initial qualification prerequisites in accordance with the ETCA website, this manual, and the course syllabus. **(T-2).**

2.2.1.1. FN candidates will complete the current approved Advanced Cardiac Life Support (ACLS) course prior to attending the USAFSAM FN course. **(T-3).** AFR only: AECMs will complete mission proficiency training and/or mission qualification training within AECM Progression tour. **(T-2).**

2.2.1.2.  Prior AETs that have completed a nursing degree and are now commissioned as a FN will attend and complete the USAFSAM FN course prior to beginning initial FN qualification training. **(T-2).**

2.2.1.3. AET candidates will maintain Emergency Medical Technician (EMT) certification throughout the course. **(T-2).** If certification will expire during their AET course, candidates will complete an EMT refresher and apply for recertification prior to their AET course start date. **(T-2).**

2.2.2. Secondary Method.  IQT via secondary method (in-unit) requires MAJCOM/A3T waiver (see **paragraph 1.5.3**) and use of the AMC AE Initial Qualification syllabus located at: **https://eim2.amc.af.mil/org/a3t/A3TM/Public%20Docs/Forms/AllItems.aspx**. **Note**: If unable to access please contact AMC/A3TM at DSN 779-8594 or via e-mail at: **AMC.A37TM@us.af.mil**.

2.2.3. Aircrew Qualification.  On completion of IQT qualification training, AE crewmembers will be classified as BAQ. **(T-2).** After qualification, AE crewmembers will comply with mission qualification training (MQT) and continuation training requirements in **Chapter 3** and **Chapter 4** of this publication to obtain mission ready (MR). **(T-2).**

**2.3. Ground Training Requirements.** Complete ground training requirements for initial qualification in accordance with AFMAN 11-202V1, this manual, and the AE Initial Qualification Course Syllabus. (T-2). During formal training, aircrews may complete (and receive credit for) Aircrew-Specific Mobility Training events found in the RTM.

2.3.1.  Ground training events from **Table 2.1** that are not accomplished at the FTU or formal course are completed at the gaining unit.  The FTU will provide suitable documentation to the gaining unit for non-completed items that include the appropriate ARMS Event Identifier(s) and Event Description. **(T-2).** **Note**:  Do not delay graduation from FTU

awaiting ground training.  Ground training events accomplished during IQT will use the course completion date (successful final evaluation date) to establish due dates for subsequent event currency.  **(T-2).**

2.3.2.  SERE School Training.  Completion of Initial SERE Schools according to AFI 16-1301, *Survival, Evasion, Resistance, and Escape (SERE) Program*, and Initial aircrew flight equipment (AFE) training (during formal school) establish the follow-on due dates of training (based on the date first completed) for recurring training requirements.

2.3.2.1.  Scheduled or completed prior to arrival at gaining unit.  If not completed prior to arrival, Initial SERE training should be scheduled as soon as practical (see **paragraph 1.17**).  **Exception**:  ARC crewmembers complete within 180 days of qualification.

2.3.2.2.  Use Graduation date from S-V80-A and/or S-V97-A, Combat *SERE Training*, to credit SS02 and SS03.  **Note**:  One-time requirement.  **Note**:  AECMs who completed Medical SERE Training Course at Brooks-City Base San Antonio, Texas or SS19 Evasion Conduct after Capture (SV-88-AL) prior to 30 September 2017 need not attend S-V80-A and/or S-V97-A.

2.3.2.3.  S-V90-A and/or S-V98-A, Water Survival Training, is used to credit SS05.  An individual need not attend if they completed one of the following:

2.3.2.3.1. USAFSAM SERE Training level-B course from October 1998 until October 2009.

2.3.2.3.2.  Water Survival Training, S-V86-A and/or S-V85-A.

2.3.2.3.3.  S-V85-A, Emergency Parachute and Water Survival Training will use their graduation date for SS05.

2.3.2.4.  Complete initial and periodic Local Area Survival refresher training in accordance with AFI 16-1301 and local requirements.

2.3.2.5.  Complete periodic SERE and Water Survival refresher training in accordance with AFI 16-1301 and local requirements.

2.3.3.  Ground Training Instructor Requirements.

2.3.3.1.  There are no instructor-to-student-ratio restrictions for academic or ground training requirements.

2.3.3.2.  Ground training subjects that are non-specific to a crew position may be taught by any qualified FI (e.g., configuration, aircraft systems, etc.).

2.3.3.3.  Crew position training using an ATD is restricted to a maximum ratio of five students to one instructor of like-specialty.

2.3.4. Equipment Training.  Unit-certified equipment trainers may instruct medical equipment training and reviews.

2.3.4.1.  Equipment trainers will brief each student's primary instructor on the student's knowledge and performance during equipment training sessions.  **(T-3).**

2.3.4.2. The student's primary instructor will document equipment training events, knowledge, and performance in the student's aircrew training folder or MAJCOM-

approved electronic equivalent (i.e., GTIMS).  **(T-2).  Note**:  Refer to **Attachment 2** for training documentation guidance.

2.3.5.  Aircraft Training.

2.3.5.1.  Aircraft training requires use of the applicable aircraft IBT Lesson Plan.  All items in the IBT Checklist will be completed prior to documenting the training via MFR in the student's training folder or MAJCOM-approved electronic equivalent (i.e., GTIMS).  **(T-2).  Note**:  IBT checklists should be maintained in the student's training folder for IQT or MQT.  **Note**:  Refer to **Attachment 2** for training documentation guidance.

2.3.5.2.  Aircraft training may be credited using a MAJCOM/A3T-approved hands-on syllabus or program.  Units may submit proposed hands-on training syllabi or programs to MAJCOM/A3T for approval that covers (as a minimum) aircraft emergency signals and announcements, aircraft emergency equipment, egress procedures, aircraft systems, aircraft ground operations, and aircraft configuration(s).

2.3.6.  Testing.  FIs document recommendations for open-book, closed-book, and boldface examinations in the student's training folder using the AF Form 4023, *Aircrew Training Progress Report* or MAJCOM-approved electronic equivalent (i.e., GTIMS).  **(T-2).** Requisite examinations shall be completed prior to recommending a student for their flight evaluation, in accordance with AFMAN 11-2AEV2, *Aeromedical Evacuation Aircrew Evaluation Criteria*.  **(T-2).  Note**:  Refer to **Attachment 2** for training documentation guidance.

2.3.7.  Crew Resource Management and Threat and Error Management Development (CRM/TEM).  CRM/TEM is designated as the MAF training standard for CRM training and will be integrated into aircrew training programs, where appropriate.  **(T-2).**  See **Chapter 6** and **Chapter 7** for specific details.

2.3.7.1.  GD25Y – Initial Crew Resource Management (CRM)/Threat and Error Management (TEM) is accomplished by USAFSAM.

2.3.7.2.  USAFSAM provides AE FTU (or gaining unit if not attending FTU) with documentation indicating completion of the event.  **(T-2).**

**Table 2.1.  Initial Qualification Ground and Flight Training Requirements.**

| Code | Event | Crew Position | Notes |
|------|-------|---------------|-------|
|      | Flight Physical | All | 1, 2, 4 |
|      | Physiological Training | All | 1, 4 |
| CM01Y | ACLS | FN | 1 |
| CM03Y | Cardio Pulmonary Resuscitation (CPR) | All | 1 |
| CM05Y | National Registry Emergency Medical Technician (NREMT) | AET | 1 |

| CM07Y | Nursing Licensure Verification | FN | 1 |
|---|---|---|---|
| GC33Y | Crewmember Anti-Hijacking CBT | All | 1, 4, 5, 11 |
| GD17Y | Aircrew Intelligence Training | All | 9, 10 |
| GD25Y | CRM/TEM Initial Training | All | 4, 5 |
| GE05Y | Law of War (Basic) CBT | All | 4 |
| GE07Y | Use of Force | All | 4, 5 |
| GM03Y | Mobility Records Review | All | 10 |
| GM09Y | ISOPREP Review | All | 9, 10 |
| GP01Y | AECM C-130 Aircraft Training (CBT) | All | 6, 7 |
| GP03Y | AECM C-17 Aircraft Training (CBT) | All | 6, 7 |
| GP05Y | AECM KC-135 Aircraft Training (CBT) | All | 6, 7 |
| GP13Y | Medical Equipment Review (Hands-on) | All | 5 |
| LL01 | Aircrew Flight Equipment Familiarization | All | 1, 4, 5 |
| LL03 | Emergency Egress Training – Non Ejection Seat (Unit Assigned Aircraft) | All | 1, 3, 4 |
| LL06 | Aircrew Flight Equipment Training | All | 4, 5, 8 |
| SS20 | Combat SERE Training, Wartime Level C, (S-V80-A) | All | 4, 8 |
| SS32 | Water Survival Training, Non- Parachuting (S-V90-A) | All | 4, 8, 12 |

**Notes:**  Event descriptions are found in **Chapter 7**.

1. Mandatory grounding item.  Individual will not fly until training is accomplished.  **(T-2).**

2. Flight Physical comes due 366 days after the previous physical and expire after the 455th day or as indicated on the DD Form 2992, whichever occurs first.  The required frequency may vary to address waivers and/or individual physical limitations (as determined by Flight Medicine or equivalent authority), but in no case will it exceed 455 calendar days.

3. AE personnel maintain currency on their MAJCOM-assigned aircraft.  May be taught "hands-on" by a qualified AECM FI, qualified rated officer, or CEA prior to flight or prior to enplaning of patients.  AFI 11-301V1, *Aircrew Flight Equipment (AFE) Program*, requirements for LL03 and any additional unit-derived requirements shall be met.  **(T-3).**  Reference AECM Aircrew Egress Training Guides available on AMC/A3TM's SharePoint® site or on the EFB (electronic flight bag).  Document completion via AF Form 1522 or MAJCOM-approved

electronic equivalent (i.e., GTIMS).

4.  AFMAN 11-2AEV1 is not the governing directive for completion of this event in accordance with AFMAN 11-202V1, refer to USAF/A3OT reference publications for specific requirements and frequencies.

5.  Accomplished prior to first flight.

6.  Accomplished prior to initial flight evaluation.

7.  May be accomplished using Instructor Based Training (IBT), CBT, or Virtual Reality (VR).

8.  Required completion within 180 days of initial qualification.  **(T-2).**

9.  Required completion prior to a mission requiring the event.  **(T-2).**

10.  OG/CC is designated waiver authority for this event.

11.  Annual requirement (AMC ADLS Gateway).  MAJCOM/A3 may waive frequency to biennial (once every two years) in accordance with AFI 13-207-O, *Preventing and Resisting Aircraft Piracy (Hijacking)(*FOUO).  Participation in a hijack prevention and resistance exercise satisfies personnel training requirements.

12.  USAF Water Survival Training, Course S-V90-A.  An individual need not attend if they completed USAFSAM SERE Training level-B course from October 1998 until October 2009 or Water Survival Training, S-V86-A and/or S-V85-A.

**2.4. Flying Training Requirements.** Complete flying training requirements for initial qualification in accordance with the formal school syllabus, AFMAN 11-202V1, and this manual.  (T-2).

2.4.1. ARM, CSM, ATD, OTM, STM, or any combination thereof may be utilized for upgrade or to fulfill flight training requirements.  **Exception**:  MB90Y - Mission Management Sortie may only be credited on operational missions, OTMs, and ARMs.  **Note**: No more than 50% of a crewmember's flight training requirements can be accomplished on a CSM, ATD, or STM.  The definition of 50% creditable is that a minimum of 50% of the semi-annual volume requirements will be accomplished in-flight.  **(T-2).** Exempted members include SOC graduates, BAQ, BMC, and FTU crewmembers unless theater SPINS or reporting instructions are more restrictive.  Crewmembers may accomplish remaining percentage in either the CSM, ATD, STM, or the aircraft.  **Note**:  If event volume is reduced to one through proration, then that event shall be accomplished in-flight.  **(T-2).**

2.4.1.1. FI of like specialty will supervise students during ARM, CSM, ATD, OTM, or STM.  **(T-2).**

2.4.1.2. FIs will instruct no more than one student when the student occupies a primary crew position.  **(T-2).**

2.4.2. Assign Initial Flying Training Level (FTL), Clinical Training Level (CTL) and Training Event Credit.

2.4.2.1. Place initial training students in FTL-E/CTL-5 until successful completion of an initial qualification flight evaluation. **(T-2).** Units may assign AECMs who are pursuing MR status to FTL-C upon completion of a successful flight evaluation.

2.4.2.2. Assign CTL in accordance with **paragraph 4.3.2** for initial training students upon arrival to assigned AES. **(T-2).**

2.4.2.3. Credit flight events accomplished on a successful Initial QUAL/MSN Evaluation toward an AECM's continuation training requirements and establish subsequent due dates for those events using the evaluation date. The evaluation date also establishes currency for events accomplished during initial, upgrade or requalification training. Volume credit is awarded only for actual events accomplished during a successful flight evaluation.

2.4.2.4. Logging Flight Time. Refer to DAFMAN 11-401.

2.4.2.5. Previously qualified crewmembers on current aeronautical orders who are awaiting training may fly as simulated patients and log "Other" flight time in accordance with DAFMAN 11-401.

**2.5. Conversion Training Requirements.** Conversion training is normally associated with a unit conversion to another MDS. If available, qualified personnel in other units should provide the initial cadre. In some instances, it may be necessary for units to waive certain training requirements for an initial cadre of crewmember personnel. The following conditions will apply to the management of initial cadre crewmember qualification:

2.5.1. MAJCOMs, in coordination with lead and training commands, will develop a training plan for unit conversions. **(T-1).** Training plans should include provisions to form a nucleus of crewmembers to include instructors and flight examiners (initial cadre). Converting units may request initial cadre waiver of Primary Aircraft Authorized (PAA) time requirement. Send waiver requests through owning MAJCOM training staff using the format in **Figure 1.1** In the request, include the most recent aircraft flown and total time in that aircraft in the remarks section of the waiver.

2.5.2. Initial cadre will not be designated in a higher-level crew qualification than currently held unless previously qualified in the higher-level position in the conversion aircraft. **(T-2).**

2.5.3. After final approval, publish a unit letter to identify initial cadre of instructors and flight examiners by crew qualification. **(T-3).**

2.5.4. Unit conversions to the universal qualification aircraft listed in **Chapter 2** require LL01, LL03, and LL05 prior to first flight. (T-2).

**2.6. Multiple Qualifications.**

2.6.1. Universal Qualification. All AECMs are designated as "Universal-Qualified" upon completion of a MAJCOM-approved training program. Universal-Qualified AECMs are trained and qualified to perform in-flight duties on three common "AE-Identified" aircraft types (C-130, C-17, and KC-135).

2.6.2. Unit-Assigned Aircraft Qualification. In addition to the universal qualification, AECMs assigned to a specific non-universal MDS (e.g., C-21, C-5, KC-10, etc.) unit are trained and qualified on that unit's specific aircraft type or MDS.

2.6.3. Non-Unit-Assigned Aircraft Qualification. AECMs may be trained and qualified on alternate and multiple aircraft types beyond their Universal and Unit-Assigned aircraft in certain situations. AMC/A3TM in coordination with owning MAJCOM, will develop a training plan. **(T-1).** Training plans should include provisions to form a nucleus of crewmembers to include instructors and flight examiners (initial cadre).

2.6.3.1. AMC/A3T approval is required in coordination with other MAJCOMs, where appropriate.

2.6.3.2. A MAJCOM-approved familiarization training program will be completed prior to qualification in an alternate aircraft type. This generally applies to deploying AECMs where other aircraft types are used at their deployed location. See **paragraph 3.6** for training details.

2.6.4. Instructors and Evaluators may instruct on non-universal and non-unit-assigned aircraft upon completion of the MAJCOM-approved familiarization training program provided they are current and qualified in both universal and unit-assigned aircraft prior to providing instruction or administering an evaluation. **(T-2).**

2.6.5. AECM Proficiency Sortie (90-day currency) can be logged using any aircraft type in which the AECM is qualified (e.g., universal, unit-assigned, non-unit-assigned).

2.6.6. AECMs retain their evaluation reference date (ERD) based on their universal qualification evaluation, regardless of qualifications for other aircraft types.

2.6.7. AECMs are authorized to fly as primary crewmembers on all USAF passenger carrying capable aircraft when performing their primary duties in accordance with AFI 65-503, *US Air Force Cost and Planning Factors.* **(T-1).**

2.6.8. AECMs will maintain current publications and checklist for all aircraft types for which they are qualified. **(T-1).**

2.6.9. Document training and qualifications for all aircraft types using either the AF Form 4022 or MAJCOM-approved electronic equivalent (i.e., GTIMS) and/or in accordance with local-unit requirements. **Note**: Refer to **Attachment 2** for training documentation guidance.

2.6.10. Loss of currency for universal qualification results in the loss of currency for all aircraft types. Loss of unit-assigned currency, when universal qualification currency is maintained (e.g., non-current for egress in unit-assigned aircraft), does not result in overall loss of currency.

**2.7. Senior Officer Qualification (SOQ).** AFMAN 11-202V1 identifies SOQ requirements. AE commanders maintain BAQ status in accordance with AFMAN 11-202V1. Note: AE commanders who are FNs and not filling a mobility position have the option to maintain MR status.

**2.8. Flight Surgeons.** Not Used.

**2.9. Requalification Training (RQT).** An aircrew member is unqualified upon expiration of the qualification evaluation, loss of currency exceeding 6 months (for currency items specified in **Chapter 4**), or flight evaluation graded Q-3. The duration of unqualified time is from the date the aircrew member became unqualified until the specific retraining start date. Note: See AFI

36-2107 for Active Duty Service Commitments for aircrew training.  Note:  Refer to AFMAN 11-202V1 for additional requalification training limits and requirements.

2.9.1. RQT may be conducted at the formal school or in-unit following the appropriate syllabus or commander-directed training program concluding with a successful flight evaluation.  Document training requirements and progress using an AF Form 4022 or MAJCOM-approved electronic equivalent (i.e., GTIMS).  **Note**:  Refer to **Attachment 2** for training documentation guidance.

2.9.2. Crewmembers unqualified less than 39 months from a non-flying assignment or up to 51 months from a flying assignment complete RQT in-unit.  AECMs will complete delinquent events from **Table 2.1** or as otherwise directed by the Sq/CC.  **(T-2).**

2.9.3. Crewmembers unqualified greater than 39 months from a non-flying assignment or greater than 51 months from a flying assignment but less than 8 years will complete AERQ course at the AE FTU.  **(T-2).**

2.9.4. Crewmembers unqualified greater than 8 years will accomplish RQT via the FN/AET Course/USAFSAM and AERQ at the AE FTU.  **(T-2).**

2.9.5. Basic and FI requalification training may be conducted simultaneously for previous universal-qualification crewmembers.

**Chapter 3**

**MISSION QUALIFICATION TRAINING (MQT) AND CERTIFICATION**

**3.1. General Requirements.** This chapter establishes minimum criteria and training requirements for mission qualification training (MQT).  Newly-assigned crewmembers complete MQT in-unit prior to MR certification.  Crewmembers that have graduated from a formal training course with a valid AF Form 8 are BAQ and will not be designated as MR until the MQT program has been completed.  (T-2).  Crewmembers in MQT may participate in exercises (see **paragraph 4.5.11**).

**3.2. Mission Qualification Training.** A crewmember is designated MR after completion of all ground and flying training requirements, the Sq/CC (or designated representative) completes a review of the crewmember's training record, and the Sq/CC (or designated representative) approves and documents the crewmember's MR certification.  Note:  A formal Review and Certification (R&C) Board is not required.  Refer to **Table 1.1**, **Table 3.1**, **Chapter 4**, and RTM. Reference AFI 11-401_AMCSUP_I, *Aviation Management*, for ARMS tracking requirements and ARMS codes.  Note:  Refer to **Attachment 2** for training documentation guidance.

**3.3. Ground Training Requirements.** Complete all syllabus and ground training events in **Table 2.1** and **Table 3.1**, along with any local or Sq/CC-directed training before MR qualification.   MQT may be accomplished concurrently with IQT or RQT for in-unit crewmember qualification.  Verify that all grounding items have been accomplished prior to first flight at the assigned unit.  A training folder (AF Form 4022 or MAJCOM-approved electronic equivalent (i.e., GTIMS)) is not required.  However, training will be documented and tracked according to local guidance.  (T-3).

**Table 3.1.  Mission Qualification Training Requirements.**

| Code | Event | Crew Position | Notes |
|------|-------|---------------|-------|
| AE31Y | Contingency Engines Running On or Offload (ERO) Operations | All | 1, 8 |
| GB01Y | Unit Mission Brief | All | 3 |
| GD17Y | Aircrew Intelligence Training | All | 1 |
| GE06Y | Law of War (advanced) | All | 9, 10 |
| GM03Y | Mobility Records Review | All | 1, 3 |
| GM09Y | Isolated Personnel Report (ISOPREP)  (Review) | All | 2, 10 |
| GP07Y | AECM C-21 Aircraft Training (CBT) | All | 1, 2, 10 |

| GP11Y | Health  Information Portability and Accountability Act (HIPAA) | All | 1, 7 |
|-------|---------------------------------------------------------------|-----|------|
| GP15Y | Medication Administration | All | 1 |
| LL04 | Aircrew  Chemical,  Biological,  Radiological, Nuclear (ACBRN), Equipment | All | 1, 2 |
| LL05 | Egress Training with ACBRN | All | 1, 5, 6 |
| MB28Y | ACBRNTQT | All | 1, 4 |
| SS01 | Local Area Survival (LAS) | All | 3, 6 |

**Notes:**  Event descriptions are found in **Chapter 7** and RTM.

1.  Complete NLT 180 days after initial qualification.

2.  Complete prior to a mission requiring this event.

3.  Applies to MR crewmembers transferring between flying units.

4.  May be accomplished on the ground or in-flight (May dual credit LL05 when accomplishing and MB28Y).

5.  Mandatory for MAJCOM-assigned aircraft changes.

6.  Complete prior to first flight.

7.  Complete prior to first operational flight.

8.  C-17 and C-130 units only.

9.  This manual is not the governing directive.  Reference governing directive(s).

10.  "As Required" per theater-specific and/or air and space expeditionary forces (AEF) online guidance.

### 3.4.  Flying Training Requirements.

3.4.1. BAQ crewmembers pursuing MR status will be assigned FTL C and accomplish continuation training requirements in accordance with **Chapter 4** and RTM**.  (T-2).**  The CN or superintendent will conduct an initial interview and assessment and advise the commander, who will establish a CTL.  **(T-3).**  Prorate continuation training requirements based on the training time start date as defined in **paragraph 1.7.1**  Crewmembers credit events accomplished during MQT in accordance with **paragraph 4.4.1**

3.4.2. Crewmembers in MQT who fail to accomplish all semi-annual training requirements will complete training in accordance with **paragraph 4.10** prior to awarding MR status.  **(T-3).**  On a case-by-case basis, the Sq/CC may review the crewmember's training records and choose to award MR status by waiving incomplete requirements (first waiver), unless a more restrictive local guidance is established.  AECMs will be supervised on any flight requiring

those event(s) in accordance with **paragraph 4.10** until required event(s) has/have been accomplished.  **(T-2). Note**:  Subsequent waivers for the same semi-annual continuation training event(s) require higher-level approval (see **paragraph 4.10)**.

3.4.3.  After arrival at duty station, all crewmember will receive a local area briefing and local orientation or MR flight prior to awarding MR status (not applicable for in-unit or requalification) **(T-3).** Complete local orientation brief and flight with an instructor of like specialty.  **(T-3).**

**3.5.  Flight Surgeons.**  Not Used.

**3.6.  Non-Unit Assigned MDS Training Requirements (Non-Universal).**  AECMs that require additional aircraft qualification will, at a minimum, complete the following MDS specific training listed below.  Further training requirements will be accomplished in accordance with local training guidance.  (T-2).

3.6.1. AECM, (applicable aircraft) training (GPXXY).  **Note**:  Replace XX with the appropriate 2-digit code(s) from the AE RTM Attachment 1 list for required aircraft. Training may be accomplished via CBT, IBT, or approved virtual reality system.  **(T-2).**

3.6.2.  Aircrew Flight Equipment Familiarization Training (LL06).  **(T-2).**

3.6.3.  Ground Egress (applicable aircraft) (AEXXY).  **Note**:  Replace XX with the appropriate 2-digit code(s) from the AE RTM Attachment 1 list for required aircraft.  **(T-2).**

3.6.4.  Aircraft Systems (hands-on review) (AE53Y, AE25Y, AE21Y, and AE09Y).  See **Chapter 7** for additional guidance.  **(T-2).**

3.6.5.  Training time start date is 45 days (90-days ARC) after being attached or assigned to the unit.  **(T-2).**

3.6.6.  Upon completion of training update AF Form 4324 and Letters of X (hardcopy or electronic equivalent) as appropriate.  **(T-2).**

**Chapter 4**

**CONTINUATION TRAINING**

**4.1. General Requirements.** This chapter, combined with the RTM, establishes the minimum ground and flying continuation training required to maintain currency. Individual proficiency may require a greater number of events. Unit commanders will ensure crewmembers receive sufficient continuation training to maintain individual proficiency. (T-2). Refer to the current RTM for continuation ground, mobility, and flying training requirements.

**4.2. Aircrew Status.** Sq/CCs assign a training status (MR, BMC, or BAQ) and the appropriate training levels (FTL or CTL) to each assigned or attached crewmember. (T-1).

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

4.2.2. Basic Mission Capable (BMC). An aircrew member who has satisfactorily completed IQT and MQT, is qualified in some aspect of the unit's mission, but does not maintain MR status. The aircrew member will be able to attain full qualification to meet operational tasking within 30 days. **(T-2).**

4.2.2.1. BMC aircrew members may include flying personnel assigned to MAJCOM headquarters; Numbered Air Force (NAF); Expeditionary Mobility Task Forces (EMTF); 618 AOC (TACC); US Air Force Expeditionary Center (USAF EC); contingency response group (CRG); Air Mobility Operations Group/Wing (AMOG/AMOW); FTU; direct reporting unit (DRU); or senior officers (or others).

4.2.2.2. FTU BMC instructors shall be certified by the commander in the unit's training mission before performing instructor duties. **(T-3).** Once certified, FTU BMC instructors may conduct all aspects of the FTU's training mission. FTU BMC instructors may fly higher headquarters (HHQ)-tasked missions within CONUS (includes Alaska and Hawaii) and the Caribbean, but shall be MR for all other locations. **(T-2).**

4.2.2.3. BMC crewmembers may log instructor or evaluator time, when required to perform duties in those capacities, during the portion of the mission for which they are current and qualified.

4.2.3. Basic Aircraft Qualification (BAQ). An aircrew member who has satisfactorily completed IQT and is qualified to perform aircrew duties in the unit's aircraft. The member will perform at the minimum frequency necessary to meet the most recent sortie and flight standards set in this manual and current RTM. **(T-2).**

4.2.4. In addition to the above, MR, BMC, and BAQ crewmembers shall accomplish and/or maintain minimum requirements (for their assigned status) established in AFMAN 11-202V1, paragraph 3.1.5. **(T-2).**

**4.3. Flying and Clinical Training Levels.**

4.3.1. Flying Training Levels (FTL). The Sq/CC (or designated representative) in coordination with the CN and Superintendent assigns the FTL for each crewmember before the start of each semi-annual period. FTL assignment should consider an AECM's flying experience and proficiency. Assign FTLs during in-processing or following completion of a

formal training course (when required).  Base FTL on the initial CN or Superintendent interview with the crewmember.

4.3.1.1. FTL A–Highly-Experienced Crewmembers (e.g., as a guide, crewmembers having 10 or more years of operational flying experience).  Examples include MAJCOM headquarters staff and 618 AOC (TACC) personnel; formal schoolhouse instructors; NAF personnel; USAF EC instructors, Wg/CC, OG/CC, and Sq/CC, operations officers, crewmembers assigned to OG evaluation positions, and instructors assigned primarily to staff duties.  Sq/CCs (AFR Sq/CC or Sq/DO) have the discretion to assign highly-experienced MR line crewmembers to this level.  **Note**: N-MR crewmembers assigned to MAJCOM staff and/or NAF instructor or flight evaluators, 618 AOC (TACC), USAF EC, CRG, AMOG, FTU, or direct reporting unit may be categorized as BMC and assigned to FTL A and may fly unsupervised on local training missions provided they are current and qualified for that mission.

4.3.1.2. FTL B – Experienced MR Crewmember (e.g., as a guide, crewmembers having between 5-10 years of operational flying experience).

4.3.1.3. FTL C – MR Crewmember or BAQ Crewmember pursuing MR status after initial qualification training (e.g., as a guide, crewmembers having less than 5 years of operational flying experience).  Initially assign inexperienced MR crewmembers to FTL-C.  **Exception**:  Unit-assigned BAQ crewmembers awaiting MR training may fly unsupervised on training sorties (with Sq/CC concurrence) provided all grounding events and first-flight requirements are current.  BAQ crewmembers may not fly operational missions unsupervised.

4.3.1.4.  FTL D – Not Used.

4.3.1.5. FTL E – BAQ or non-instructor staff who do not maintain MR status.  FTL E requirements are insufficient for MR status and crewmembers assigned to this FTL will fly with an instructor of like-specialty at all times.  **(T-2).** **Note**:  N-MR crewmembers assigned to MAJCOM Headquarters, Air Operations Centers (AOC), Numbered Air Force (NAF), USAF Expeditionary Center (USAFEC), contingency response group (CRG), Air Mobility Operations Group (AMOG) and USAFSAM are categorized as FTL E.

4.3.2. Changes of FTL.  Once a FTL is assigned and the semi-annual period has begun, do not move a crewmember to a level requiring fewer events.  **(T-2).** **Exception**:  Units associating FTLs with crew qualifications may change FTLs after upgrade (e.g., instructor upgrade).  **Note**:  Units may place BAQ crewmembers into a different FTL any time after member attains MR status. **Note**:  Consider prorating events upon changing any FTL.

4.3.3. Clinical Training Levels (CTL).  The Sq/CC in coordination with the CN and Superintendent assigns the CTL for each crewmember before the start of each semi-annual period.  CTL assignment should convey an AECM's ability to care for patients in the AE environment.  Assign CTLs during in-processing or following completion of a formal training course (when required).  Base CTL on the initial CN or Superintendent interview with the crewmember, assigned duty position, and clinical experience and proficiency.

4.3.3.1. CTL 1 – MR crewmember operates from a deep understanding of the total clinical situation resulting in the fluid, flexible, and highly proficient patient care delivery in the AE environment.

4.3.3.2. CTL 2 – MR crewmember learns from their aeromedical experience what typical events to expect in a given situation and how clinical care may need to be modified in response to these events.

4.3.3.3. CTL 3 – MR crewmember demonstrates the ability to provide safe, efficient, and coordinated patient care in the AE environment.

4.3.3.4. CTL 4 – MR advanced beginner crewmember that has completed the FN/AET Course, AE FTU and continues to develop efficiency and skillful clinical practice in the AE environment.

4.3.3.5. CTL 5 – N-MR novice crewmember that has begun their AE clinical training; has no in-flight clinical experience on military airframes; and is competent in medical-surgical care.

4.3.4. Changes of CTL.  Once a CTL is assigned, Sq/CCs may change CTLs based on performance in consultation with CN and Superintendent.  However, once a CTL is assigned and the semi-annual period has begun, do not move a crewmember to a level requiring fewer events.  **(T-2).  Note**:  Performance may be assessed using a variety of observations and methods to include the 'Operational Clinical Skills Assessment Tool' found on the "KX Nurse Corp" webpage under "RST supporting documents".  **Note**:  FNs complete assessments for 46F and secondary AFSC assessments, as directed by the CN.  **Note**: Superintendents use the CFETP and other appropriate published assessment tools.  **Note**: Units may place BAQ crewmembers into a different CTL any time after member attains MR status.

## 4.4.  Crediting Event Accomplishment.

4.4.1. Credit events accomplished on training, operational missions, and satisfactory evaluations toward currency requirements and establish a subsequent due date.  For FTU and local upgrade qualification courses, log only events completed on a successful evaluation (unless otherwise authorized).  **(T-2). Exception**:  Any event that the crewmember is already qualified to perform may be credited.  **Note**:  Training Tables, Standardized ARMS event identifiers, and descriptions are listed in RTM or **Chapter 7**.

4.4.1.1. Checkride date establishes initial completion date for Currency Events accomplished during upgrade or requalification training.  Currency events are listed in the RTM.  Award volume credit only to events accomplished on a successful evaluation. Events accomplished during upgrade or requalification training, but not accomplished on a checkride will be input into ARMS with a volume accomplished of "0" effective the date of the checkride.  **(T-2).**

4.4.1.2. Members overdue for evaluations may not log flying continuation training events associated with that qualification until successful completion of the required evaluation.

4.4.1.3. Members graded as "Unsat" (Q-3) during a flight evaluation will not log continuation training requirements for any item graded as Q-3 until requalified.  **(T-2).**

4.4.2.  Make-up training to regain currency (ground or flying) is creditable towards the new training period.

4.4.3. Instructor Training Requirements and Responsibilities.  Instructors and flight examiners should only credit 50 percent of their total continuation training requirements while instructing or evaluating.  **Exception**:  Applicable only to crewmembers filling a wing position or below.  Exempted members include FTU instructors and examiners.

4.4.4.  FTU OG/CC may develop (with MAJCOM approval) and publish ground and flying continuation training requirements in local training procedures.

4.4.5.  Documenting Aircrew Training Events.  Record all training events in ARMS.  **(T-2).** **Note**:  Units in coordination with local HARMs or SARMs may develop local Mission Accomplishment Reports and/or Training Accomplishment Reports to document continuation training.  See AFMAN 11-202V1 for additional guidance.

> 4.4.5.1.  Training events conducted during "block training" or phase training may be consolidated under one ARMS entry.

> 4.4.5.2.  Combined training events may have only one ARMS entry.

> 4.4.5.3.  Input all one-time events and events required for permanent change of station (PCS) into the ARMS database.  **(T-2).**

**4.5. Continuation Training Requirements.** Individual crewmembers are responsible for completion and tracking of their own continuation training and are expected to actively work with unit schedulers and training officers to identify, schedule, and accomplish required events.

4.5.1.  Ground Training Events.   Crewmembers will comply with ground training requirements in the RTM.  **(T-2).** Use this manual for items not addressed by the RTM.

> 4.5.1.1.  Failure to accomplish continuation ground training events in the RTM shall result in N-MR status.  **(T-1).** See **paragraph 4.10** for regaining mission ready status.

> 4.5.1.2.  Failure to complete mobility training requirements in the RTM does not result in N-MR status, but may restrict member from certain missions requiring the associated training.

> 4.5.1.3.  Geographic Combatant Commanders (CCMD) and/or Air Force Component Commanders (or their equivalents) may specify additional theater-specific training or mobility requirements for their area of responsibility (AOR).  Refer to AEF Center's Expeditionary Readiness Training (ERT) guidance and theater-developed Special Instructions (SPINS) (where applicable) for specific theater training requirements.  In such cases, aircrew members will comply with theater-specific guidance in addition to requirements in this manual.  **(T-0).** If a conflict exists, comply with the more restrictive version.  **(T-0).**

> 4.5.1.4.  Attached aircrew members (e.g., NAF, MAJCOM, etc.) may accomplish ground training events at locations other than their unit of attachment.  The crewmember is responsible for reporting accomplished training events to their unit of attachment's ARMS office.

> 4.5.1.5.  Crewmembers performing extended alert duty (greater than 72 hours) may accomplish ground training during alert postures provided there is no degradation to

required response time or mission accomplishment. Specify requirements and/or restrictions in either a MAJCOM or unit supplement.

4.5.1.6. Crewmembers who will not remain in the command or will be assigned non-flying positions, are not required to complete ground training events that expire within four calendar months of the change in status date (e.g., reassignment occurs in the month of September, events expiring in May or later need not be accomplished).

4.5.1.7. Aircraft-Specific Training. Computer based training, instructor based training (CBT/IBT), or approved virtual reality may be used for aircraft-specific ground continuation training in RTM. **Note**: CBT/IBTs are completed on a 17-month cycle and AECMs may choose to align completion of the CBT/IBTs in preparation for their open-book requisite exams.

4.5.2. Flying and Simulator Continuation Training Events. The current RTM lists mobility-wide, standardized flying continuation training requirements by crew position. Event descriptions are located in **Chapter 7** and may be updated by the RTM. Flying continuation training events shall only be credited by individual crewmembers when those crewmembers are current and qualified in the event or are under the supervision of an instructor. **(T-2).** Crewmembers shall not credit continuation training events when their Q evaluation is past due. **(T-2). Note**: Events can be accomplished during training missions, operational missions (in accordance with **paragraph 1.6.2**), or STMs on a static aircraft or ATD. **Exception**: MB90Y cannot be credited on a STM. Reference ARM Training Guide for pre-mission requirements and appropriate contents of a mission folder required for training. As a minimum, SOQ AECMs will maintain FTL E. **(T-2).** Senior officers on MR status will comply with RTM. **(T-2).**

4.5.2.1. ATD Credit for Training Requirements. Crewmembers may credit flight training events in a certified simulator or certified simulation lab unless otherwise specified in the RTM. Document and track all simulator accomplishments in ARMS in accordance with the RTM. Flying events authorized via the RTM to be accomplished using a simulator will be logged in ARMS by replacing the first character of the ARMS code with an "S" (simulator). **(T-2). Note**: S-codes dual credit the associated flying event when completion via simulator is authorized. For example, AE63Y Rapid Decompression accomplished in the simulator would be logged in ARMS as SE63Y. **Exception**: MB90Y will only be credited on Operational Missions, OTMs, and ARMs. **Note**: No more than 50% of the member's flight training requirements can be accomplished on a CSM, ATD, or STM. See **paragraph 2.4.1** for definition of 50% creditable.

4.5.2.1.1. 50% Credit in an ATD. The definition of 50% creditable in the ATD is that a minimum of 50% of the semi-annual volume requirements will be accomplished in the aircraft. **(T-2).** Crewmembers may accomplish remaining percentage on a CSM, ATD, or STM.

4.5.2.1.2. Crewmember Qualification Requirements. Crewmembers may log continuation training events using an ATD per the RTM, provided the crew is qualified in their respective crew positions. **Exception**: Qualified crewmembers may credit continuation training events when paired with an unqualified crew member, if

that event is defined in a requalification plan and a current and qualified Air Force or ATS instructor is present in the device.

4.5.2.1.3. Simulator Certification.  Currency and training events will only be creditable in simulators holding a current Simulator Certification from AMC/A3T. **(T-2).**  Specific currency and training events will not be creditable in a simulator that has been issued a partial decertification for those events by AMC/A3T in accordance with the restrictions given under the partial decertification.  **(T-2).**

4.5.3.  Not Used.

4.5.4. Aircrew Ratio and Aircrew Composition.  On an OTM, ARM, or STM, a crew complement of two FNs and three AETs is required.  **(T-3). Exception**:  The crew complement may be reduced to one FN and one AET on OTM, ARM, or STM executed using a small bodied aircraft.  A MCC is also required for any mission where training is performed, to facilitate the execution of scenarios, provide instructional guidance on medical interventions, aircraft emergencies, and document observations of crewmember performance. **(T-2).**  During Clinical Simulation Missions (CSM), a MCC is required.  **(T-2).**  Within 24 hours prior to conducting training on a scheduled ARM/STM if less than the basic crew complement and MCC are available, the basic crew complement may be modified by the Sq/CC and/or Sq/DO to avoid mission cancellation.  Minimum crew complement is one FN and two AETs with a trained MCC.

4.5.5. AE Equipment.  AE crews are required to carry operational AE In-Flight Kits and Patient Movement Items (PMI) Equipment on OTMs, ARMs, Contingency Exercise Training Missions (CETM), or STMs in accordance with AFI 11-2AEV3, *Aeromedical Evacuation (AE) Operations Procedures* and RTM.  **(T-3).**  Carrying controlled medications on training missions is at the discretion of the CN.  **Note**:  OG/CC is the waiver authority for minimum and non-standard equipment listing required on ARMs.  **Note**:  Owning MAJCOM/A3T (or equivalent) is the waiver authority for the minimum equipment list for CETMs.

4.5.6. AE Training Mission Requirements.  Training missions will include a scenario aligned with the unit's training objectives.  **(T-3).**  The minimum training standard for an ARM, OTM, or STM will include one enplaning and/or one deplaning session with three weighted patient litters.  **Note**:  For ARM missions weighted litters will be mannequins or live simulated patients **(T-3). Exception**:  ARMs executed using small-bodied aircraft will decrease weighted litter requirement to one weighted patient litter when the MDS used is a non-unit assigned MDS.  See ARMs Training Guide for additional guidance.  **Exception**: OTMs are exempt from litter requirements.

4.5.7. Operational Training Missions.  OTMs are defined as scheduled operational sorties on which no patients have been manifested.  AECMs may utilize this mission time to complete continuation training requirements from the RTM**.  Exception**:  Prior to conducting training on an operational mission, one AECM will assume a patient role and one MCC-trained AECM will assume the MCC role; thereby decreasing the crew complement for training to a minimum of one (1) FN and two (2) AETs.  **(T-3).** AECMs will also document in-flight patient care that was accomplished in accordance with AFI 48-307V3, *En Route Care Documentation*.  **(T-3). Note**:  If a MCC-trained AECM is not available, training is not authorized.

4.5.8. Aeromedical Readiness Missions.  ARMs will only be conducted on C-17, C-130, KC-135, or a unit's non-unit assigned aircraft (C-5, C-21, KC-10, KC-46, etc.).  **(T-2).** ARMs are designed to provide training in aircraft operations, in-flight medical care, and use of medical equipment to prepare AECMs for patient movement.  In addition to the minimum training standard defined in **paragraph 4.5.7**, ARMs will also consist of at least one (1) aircraft emergency and at least one (1) medical emergency as identified in RTM or **Chapter 7.  (T-3).** AECMs will also document in-flight patient care accomplished in accordance with AFI 48-307V3.  **(T-3).**

4.5.8.1. Schedule ARMs for sufficient flight time to provide quality training.  In instances where unforeseen circumstances (e.g., maintenance, weather, divert, etc.) precludes completion of all planned events, AECMs may still credit those training events that were accomplished.

4.5.8.2. Tandem Training.  AECMs on ARMs are authorized to conduct simultaneous (tandem) training on the same aircraft utilizing no more than two AE crews.  AECMs for both AE crews operating in tandem log primary flight time using the AFTO 781, *ARMS Aircrew/Mission Flight Data Document*, when performing in-flight crew duties provided there are separate in-flight kits, medical equipment, and MCCs.  **(T-2).** A lead crew will be identified to the aircraft flight crew for CRM or TEM purposes prior to take-off (refer to DAFMAN 11-401).  **(T-2).  Note**: The Sq/CC may decrease the crew requirement to one FN and two AETs.

4.5.8.3. Quad Training (Authorized on C-17 Only).  AECMs on C-17 ARMs are authorized to conduct simultaneous (quad) training on the same aircraft utilizing no more than four AE crews.  AECMs for all AE crews operating in quad log primary flight time using the AFTO 781, when performing in-flight crew duties provided there are separate in-flight kits, medical equipment, and MCCs.  **(T-2).** Litter Stanchion Augmentation Sets (LSAS) shall be used.  **(T-2).** A lead crew will be identified to the aircraft flight crew for CRM or TEM purposes prior to take-off (refer to DAFMAN 11-401).  **(T-2). Note**: The Sq/CC may decrease the crew complement to one FN and two AETs.  **Note**: AFR crews notify AFRC/A3MA when units are participating in quad training.

4.5.9. Static Training Mission. STMs are accomplished in a static aircraft or an ATD.  Use STMs to complete authorized continuation flying training events when a flight has been cancelled or an aircraft is unavailable for flight.  Static training missions should be scheduled for no less than two hours.  **Note**: Pre-departure crew rest is not required.

4.5.10. Contingency Exercise Training Mission (CETM).  A training mission conducted during a Wing or MAJCOM sponsored exercise (e.g., Joint Readiness Training Center (JRTC), Patriot, Rodeo or during Unit Effectiveness Inspections (UEI)).  Crew complement is in accordance with AFI 11-2AEV3 and the exercise scenario.  Specific flight time is not required to credit CETM events.  A trained MCC is not required for CETMs.  All participating crewmembers will be current and qualified.  **(T-2).**  AECMs may log continuation training events during CETMs in accordance with RTM.  **Note**: The exercise-owning MAJCOM/A3T is the designated approval authority for upgrade training conducted on CETMs.  **Note**:  The exercise-owning MAJCOM/A3V is the designated approval authority for aircrew evaluations conducted on CETMs.

**4.6. Flight Surgeon Continuation Training Flying Requirements.** Refer to the flight surgeon's primary assigned aircraft AFMAN 11-2MDSV1 for continuation flying training requirements.

**4.7.  Senior Officer Qualification (SOQ) Continuation Ground and Flying Training.**

4.7.1.  SOQ crewmembers will complete required ground training identified in the RTM**.  (T-2).** MAJCOM/A3T (or equivalent) is designated as the waiver authority for SOQ ground and flying continuation training events identified in this manual and the RTM.

4.7.2.  SOQ crewmembers will complete flying training requirements associated with their assigned FTL in accordance with the RTM.  **(T-2).**  SOQ crewmembers will at a minimum maintain FTL-E continuation training requirements.  **(T-2).**

**4.8.  Ancillary Training.**  Ancillary Training is guidance or instruction contributing to mission accomplishment, but is separate from an Air Force Specialty or occupational series.  AFMAN 11-2AEV1 is not the governing directive for completion of ancillary training events.  Aircrew members comply with published frequencies listed in the most current RTM, where indicated. Otherwise, consult the source publication and/or AEF Online ERT Checklist for required training frequency found at **https://aef.afpc.randolph.af.mil/Predeployment.aspx**.  Note:  This manual, AFMAN 11-202V1, and the RTM are the only publications that designate grounding an aircrew member.

4.8.1. Expeditionary Training Requirement.  See the Unit Deployment Manager (UDM) representative to ensure compliance with additional non-aircrew specific expeditionary readiness training (ERT) requirements available on the Air and Space Expeditionary Forces website **https://aef.afpc.randolph.af.mil/Predeployment.aspx**.

4.8.2.  ARMS Tracking for Ancillary Training Events.  Not all ancillary training is tracked in ARMS.  AMC/A3T has adopted a new ARMS coding structure.  A master list of approved MAF-specific ARMS event identifiers will be maintained by AMC/A3TF.  Units should continue to track ancillary training events in the appropriate training management system of record (e.g., Advanced Distributed Learning Service (ADLS)) for events not tracked in ARMS.  **Note**:  Crews should continue to reference the source document that establishes the requirement for event specifics and frequency using the event name, as the MAF-specific codes could be different from the parent publication.

**4.9.  Proration of Training.** Crewmembers who are not available for flying duties due to extenuating circumstances for extended periods of time (generally 16 days or more) may be eligible for proration of training requirements in accordance with AFMAN 11-202V1 and this manual.  Proration should be used judiciously, especially when considering prorating the same crewmember for consecutive semi-annual training periods.

**Table 4.1.  Individual Availability.**

| Days Available | Months Available |
|---|---|
| 0-15 | 0 |
| 16-45 | 1 |
| 46-75 | 2 |

| 76-105 | 3 |
|--------|---|
| 106-135 | 4 |
| 136-165 | 5 |
| ≥166 | 6 |

4.9.1. Proration Formula.    Use **Table 4.1** to determine the number of months the crewmember is available during the training period (e.g., crewmember is on a non-flying TDY for 118 days during the semi-annual period (otherwise available for 64 days) equals 2 months available per **Table 4.1**).   Multiply the number of months available by the event volume from the appropriate table, divided by the total number of months in the training period, then round down to the nearest whole number, but never less than 1 (e.g., 2 months available x 12 instrument approaches 6 months in the semi-annual training period = 4 required).   Subtract previous accomplishments from the prorated total to determine remaining requirements.   **Note**:   When the prorated volume is reduced to one for any event that is not 100% creditable in the simulator, then that event is required to be accomplished in the aircraft.   For example, FTL C AET in need of AE53Y was available 136 days.   Take 5 x 2 divided by 6 = 1.6.   The prorated requirement for AE53Y = 1.

4.9.2. Permanent Change of Station Considerations.   When a universally-qualified AECM permanently changes station and enters the same training level or lower, during the training cycle, credit training accomplished at the previous base.   Prorate training requirements based on the time available (e.g., time at former base, plus time at new base, minus number of days not available) during the training period.   Subtract previous accomplishments from the prorated total to determine remaining requirements.   **Note**:   There could be two proration calculations needed when a PCS overlaps a change to a new semi-annual training period. **Note**:   Use date departed last duty station through 7-days after a crewmember signs-in at a CONUS location or 14-days after a crewmember signs in at an OCONUS location to determine the number of days available.   **Exception**:   Use the date of the first training event for the calculation when the training event occurs prior to the 7- or 14-day standard.

4.9.3. Change in Flight Training Levels.   Units may also prorate requirements for individuals changing FTL or CTL levels.   If requirements are prorated do not credit events accomplished while in the former FTL.   Individuals moving from Level A to Level B will complete any new training currencies required in Level B.   **(T-2).**   Individuals moving from Level C to Level A or B will re-qualify in the events they are not qualified in.   **(T-2). Note**:   Events accomplished while assigned to the prior FTL are not credited toward the new FTL.

**4.10. Failure to Complete Training Requirements.** Declare individuals in Status of Resources and Training System (SORTS) as N-MR, non-basic mission capable (N-BMC), or non-basic aircraft qualified (N-BAQ) if they fail to complete ground or flying continuation training requirements in accordance with AFMAN 11-202V1.  Note:  This does not pertain to individuals pursuing MR status after initial qualification or requalification training.

4.10.1. Failure to Maintain Flying Currency.   Currency events are denoted in the most current RTM under the "CUR" column with prescribed maximum intervals between accomplishments.   Failure to meet a currency requirement results in the crewmember being non-current for that training event.

4.10.1.1.  Place individuals non-current in one or more currency events in N-MR, N-BMC or N-BAQ status (as appropriate) in those unit missions requiring that event.

4.10.1.2.  Crewmembers are non-current on the day after an event currency expires (i.e., a crewmember that accomplished an event with monthly currency on 1 September becomes non-current on 1 November).

4.10.1.3.  Crewmembers who are non-current for flying training events will be under direct instructor supervision while performing the non-current event(s) until currency has been regained or a waiver has been approved, except as provided below.  **(T-2).**

4.10.2.  Failure to Complete Semi-Annual Volume Training Requirements.  Crewmembers who fail to accomplish the total number of each required semi-annual training event (full or prorated volume, as appropriate) in the most current RTM become non-current for the individual event(s) on the first day of the new semi-annual training period.  Sq/CCs (or designated representative) will take the following actions at the end of the semi-annual training period.  **(T-2).**

4.10.2.1.  Review ARMS products for those crewmembers who become non-current for volume events.

4.10.2.2.  Place each non-current crewmember in N-MR, N-BMQ, N-BAQ status (as appropriate).

4.10.2.3.  Formulate a get-well plan to re-establish individual currencies.

4.10.2.4.  Assure that each non-current crewmember is under direct instructor supervision while performing the non-current event(s) until currency is regained or a waiver has been approved.

4.10.2.5.  Document by crewmember on an "End of Semi-Annual N-MR, N-BMQ, N-BAQ" letter incomplete events and required actions for each crewmember to regain currency.  This allows for tracking of non-current events after ARMS tables are "rolled over" to the new semi-annual period.  The default volume of training necessary will be one event unless documented as greater on the "End of Semi-Annual N-MR, N-BMQ, N-BAQ" letter.  **(T-2). Note**:  Overdue currency and ground continuation training are not included or tracked on the "End of Semi-Annual N-MR, N-BMQ, N-BAQ" letter.  **Note**: Letters should be accomplished and maintained electronically using a MAJCOM-approved electronic training database (i.e., GTIMS), but may be accomplished and maintained manually if GTIMS is not yet adopted.

4.10.3.  Regaining Currency.  Non-current crewmembers may regain currency using one of two methods.  Crewmembers either complete Sq/CC-assigned training events or they may be granted a waiver.

4.10.3.1.  Completion of Assigned Training.  Crewmembers become current upon completion of Sq/CC-assigned training event(s).

4.10.3.2.  Waivers.  Crewmembers may be granted a waiver in accordance with **paragraph 1.5.9** to re-establish flying training event currency.  Document waivers, when determined appropriate, in accordance with this manual and/or the RTM.  Commanders will base the decision to waive a flying continuation training event on the individual crewmember's experience and proficiency level.  **(T-2).**  Considerations such as a

crewmember's availability, manning shortfalls, etc. are not appropriate reasons for granting continuation training waivers. **Note**: AMC and AFR units use GTIMS for waiver documentation.

4.10.3.3. Non-Current for up to Six Months. Crewmember will demonstrate proficiency to an instructor of like-specialty on any aircraft for which they hold qualification or in a simulator (as defined in RTM). **(T-2).** The crewmember will be in a designated crew position supervised by a FI of like-specialty for all delinquent items and as a minimum, demonstrate or verbalize aircraft emergency equipment and exits, review the In-flight Medical Kit, and communicate emergency functions of the medical equipment. **(T-2).** **Note**: A training folder is not required.

4.10.3.4. Non-Current Exceeding Six Months. A crewmember who remains non-current exceeding six months for flying training events identified as leading to unqualified status in the RTM Continuation Flying Training Tables is designated as unqualified in the aircraft. The crewmember shall complete Sq/CC-directed requalification training in accordance with **paragraph 2.9** followed by an aircrew evaluation in accordance with AFMAN 11-2AEV2. **(T-2).** Sq/CC-directed training and evaluation will include all delinquent training items. **(T-2).** Updated currency will be established in accordance with **paragraph 4.4.1** upon successful completion of the required evaluation. **(T-2).** **Note**: For all other currency events, refer to **paragraph 4.10.4.2**

4.10.4. Failure to Complete Ground Continuation Training Events.

4.10.4.1. Declare aircrew members who fail to complete ground continuation training events required by the RTM as non-current for those specific training event(s). Designate those crewmembers as N-MR, N-BMC, N-BAQ until currency is regained or a waiver is granted. The crewmember shall not deploy until required ground training has been accomplished. **(T-3).**

4.10.4.2. Declare aircrew members who fail to complete aircrew-specific mobility training events required by the RTM as non-current for those specific training events. Do not designate these crewmembers as N-MR, N-BMC, N-BAQ, but restrict the crewmember from performing missions requiring the delinquent event(s) until the required training is accomplished or a waiver is granted.

4.10.4.3. Regaining Currency for Ground Continuation Training. An individual has two options to regain currency for ground continuation training events.

4.10.4.3.1. The crewmember completes the required ground training to re-establish currency.

4.10.4.3.2. Specific event(s) may judiciously waive the required training in accordance with **paragraph 1.5.9** Such a waiver is intended to account for unforeseen circumstances and is only for events that do not degrade mission accomplishment. Base waiver decisions on the individual crewmember's experience and proficiency level. Do not base waiver decision on scheduling or availability concerns. A waiver extends the due date for the specific event(s), but does not delete the requirement. Crewmembers are expected to complete the event(s) to re-establish currency as soon as possible after currency is lost.

4.10.4.4. Crewmember Restrictions While Non-Current for Ground Continuation Training Events. With the exception of mandatory grounding items noted in the RTM, crewmembers who are non-current for events in the RTM may be permitted to fly on specific sorties under instructor supervision, provided the overdue training event(s) is/are not applicable to that sortie. **Exception**: CONUS-based crewmembers who are non-current for Combat Survival Training (SS02) or Water Survival Training (SS05) are restricted to CONUS missions until currency is regained or a waiver is granted. **Exception**: Non-CONUS-based crewmembers may fly local or theater sorties within their assigned theater that do not transit combat zones when SS02 is overdue or do not include over-water segments when SS05 is overdue until currency is regained or a waiver is granted. **Exception**: [AFR] Crewmembers who are non-current for Water Survival Training (SS05) are restricted to CONUS missions until currency is regained or a waiver is granted. AFR crewmembers who are non-current for Combat Survival Training (SS02) may be permitted to fly non-combat-related AFRC-managed missions (including OCONUS) where mission re-tasking will not occur, but are restricted to CONUS-only for 618 AOC- (TACC)-managed mission until currency is regained or a waiver is granted. **(T-2).**

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

**4.11. Requirements Before PCS or TDY by Members on Active Flying Status.** See AFMAN 11-202V1.

**4.12. Requirements Before Removal from Active Flying.** See AFMAN 11-202V1 and AFMAN 11-402.

**4.13. Requirements While In Inactive Flying Status.** See AFMAN 11-202V1.

**4.14. Aircrews Flying in Non-US Air Force Aircraft and with Non-US Air Force Units.** See AFMAN 11-202V1.

**4.15. Requirements for MAJCOM and NAF Staff AECMs.** AECMs assigned to MAJCOM/NAF Stan/Eval or Aircrew Training Directorates should attach to the nearest available AE squadron and maintain mission ready status.

**4.16. Training Period.** Continuation training program is based on six month (semi-annual) periods (1 January – 30 June; 1 July – 31 December). MAJCOMs may adjust training periods based on unique mission requirements.

**Chapter 5**

**UPGRADE TRAINING**

**5.1. General Requirements.** This chapter identifies general prerequisites and training requirements for upgrade.

5.1.1. The flying time prerequisites for upgrade are based on a crewmember having gained the knowledge and judgment required to safely and effectively perform assigned duties in support of the unit's missions.  Unit commanders select aircrew instructor or examiner candidates based on experience, judgment, ability to instruct, skill, and technical knowledge. Therefore, it is essential that unit-level training programs focus efforts to develop each crewmember's knowledge and judgement as trainee progresses through their flying career. Gaining unit commanders may elect to accept and certify a transferring FI or FE-qualified crewmember's qualification(s) at their discretion.

5.1.2. General Requirements for Formal Upgrade Courses.  The following items are basic requirements for formal upgrade training programs (not all-inclusive).

5.1.2.1. Administer upgrade training programs in accordance with AFI 11-202V2, MAJCOM directives or syllabi, and this manual.

5.1.2.2. Completion of applicable ground, flying requirements, academic prerequisites and special requirements detailed in the ETCA and this manual.

5.1.2.3. In-depth knowledge of aircraft systems, operating policies, governing instructions, and applicable tactics, techniques, and procedures for their MWS.

5.1.2.4. Course allocation provided by the MAJCOM Quota Manager for the intended course.

5.1.2.5. Use AF Form 4022 or MAJCOM-approved electronic equivalent (i.e., GTIMS) to document upgrade training.  **Note**: Refer to **Attachment 2** for training documentation guidance.  **(T-2).**

5.1.3. Waiver Authority for Formal Course Prerequisites.  OG/CC, in accordance with **paragraph 1.5.2**, is the designated waiver authority for flying hour prerequisites required for entry into formal upgrade courses**.**  Consult the course syllabus and/or the organization establishing the requirement for other waiver authority determinations.

**5.2. Aircrew Instructor Program.**

5.2.1. An instructor course is designed to teach selected crewmembers fundamentals and concepts of instructing.  The formal AEFIQ course at the FTU is the primary completion method for instructor upgrade.  **(T-2).  Note**: Request formal AEFIQ course allocations in accordance with **paragraph 1.18** Requests for AEFIQ secondary method waivers may be requested on a case-by-case basis with MAJCOM/A3T as the approval authority.   If approved, units will use AMC-approved AEFIQ syllabus.  **(T-2).**

5.2.2.  Instructor candidates will be MCC-trained.  **(T-2).**

5.2.3. Instructor candidates will be mission ready in accordance with their unit's designed operational capability statement for at least one year prior to course start date (CSD).  **(T-3).**

5.2.4. Instructor candidates will complete the Air Force training course (AFTC) prior to CSD. **(T-2).**

5.2.5. Complete instructor upgrade training within 60 days (120 days for ARC) after course entry. **(T-2).** The Sq/CC may extend training limitation time in accordance with **paragraph 1.7.1 Note**: Refer to **Attachment 2** for training documentation guidance.

5.2.6. Instructor Responsibilities.

5.2.6.1. Air Force instructors demonstrate competency as subject matter experts adept in the methodology of instruction. They also display proficiency in evaluating, diagnosing, and critiquing student performance, identifying learning objectives and student difficulties, and prescribing and conducting remedial instruction using both platform and in-flight instruction.

5.2.6.2. Provide thorough preflight briefings, post-flight briefings, and critiques. Instructors will comply with requirements of mission outlines, as appropriate, for the type of mission flown.

5.2.6.3. Review each student's training requirements or record prior to performing each training flight or session. Instructors will post a mission review, which includes strengths, weaknesses, and recommendations in the student's training record (or MAJCOM-approved electronic equivalent (i.e., GTIMS)) or as directed during deployment operations. **(T-2). Note**: Refer to **Attachment 2** for training documentation guidance.

5.2.6.4. Ensure the student has demonstrated required proficiency level in accordance with AFMAN 11-2AEV2 grading requirements for all required upgrade training items and all training events have been signed off prior to recommending a student for evaluation or certifying a student as complete and qualified. **(T-2).** Instructors should further ensure the unit training office and/or the student's flight commander (or designated representative) is apprised of the trainee's status following each training flight or session.

5.2.6.5. Instructors are responsible at all times for student conduct and safety during flight. Should the student's judgment or proficiency raise a question in the instructor's mind as to the trainee's ability to safely complete a prescribed event in flight, the instructor immediately assumes control. The instructor should then explain and demonstrate proper techniques and/or procedures prior to transferring control of the task back to the student. Instructors place special emphasis on procedures for positively identifying emergency conditions before initiating corrective action. **Note**: Instructors or evaluators may be used for any phase of training to capitalize on their expertise and experience.

**5.3. Flight Examiner Certification.** The Flight Examiner Course is designed to teach selected instructors the fundamentals and concepts of evaluating aircrew performance against a variety of aviation performance and knowledge standards. Select evaluator candidates based on experience, proficiency, judgment, flying skill, instructional performance, and technical knowledge.

5.3.1. Sq/CC (or designated representative) will recommend instructors for flight examiner certification.  **(T-2).** Instructors identified for flight examiner certification are required to possess superior knowledge of AMC training and evaluation policies and procedures, and the ability to administer evaluations according to applicable publications.

5.3.2. Unit commanders or designated representative should consider the following when selecting flight examiner candidates:

5.3.2.1.  Candidates should have a minimum of one year of experience as an instructor.

5.3.2.2.  Candidates should be among the best qualified in duty performance, technical experience, and airmanship.

5.3.3.  Examiner candidates will:

5.3.3.1.  Observe qualified examiners conducting a cross-section of evaluations, to include techniques used to evaluate aircraft systems and flight directive knowledge.  **(T-3). Exception**:  Optional for previously-qualified AMC examiners.

5.3.3.2.  Demonstrate comprehensive knowledge and application of command policies, AFMAN 11-202V1, AFI 11-202V2, AFMAN 11-2AEV2, this manual, and MAJCOM supplements.  **(T-3). Exception**:  Previously-qualified AMC examiners may accomplish via a thorough examiner-led briefing of these items to update their knowledge and understanding.

**Chapter 6**

**AEROMEDICAL EVACUATION CREWMEMBER QUICK RESPONSE TRAINING (QRT) PROGRAM**

**6.1.  General Requirements.**  The QRT program provides current and qualified AECMs just-in-time training on aircraft they are not qualified on in order to execute opportune operational AE missions on the given aircraft type.  Opportune AE platforms are aircraft other than the C-130, C-17, and KC-135.  This chapter outlines the requirements for QRT to respond to and perform AE missions in a time-critical manner.  It is imperative that any available aircraft be considered to transport a patient to save life, limb, or eyesight.

**6.2.  Scope.**  This program applies to all AECMs regardless of command of assignment.

**6.3.  Guidelines.**  QRT allows AECMs to safely airlift urgent, priority, or routine patients.

6.3.1.  If an AECM is necessary to fly an opportune operational AE mission in a primary crew position, MB90Y (Mission Management Currency Sortie) requirements will be fulfilled.  **(T-2).**

6.3.1.1.  QRT does not change the date of the next required flight evaluation or evaluation reference date.

6.3.1.2.  QRT is only valid for one mission.

6.3.2.  AES Sq/CC will follow guidance in accordance with DAFMAN 11-401 for logging of time and flight authorizations.  **(T-1).**  Document QRT on the back of the AF Form 4327A, *Crew Flight (FA) Authorization*, in accordance with DAFMAN 11-401.  **(T-1). Note**: Refer to **Attachment 2** for training documentation guidance.

6.3.3.  Crew Complement.  Refer to AFI 11-2AEV3 for AE crew complement.

6.3.4.  QRT will be instructed by a qualified crewmember (e.g., loadmaster, boom operator, or pilot, ATS contractor) in that MDS.  **(T-2).** The minimum objectives listed in **paragraph 6.3.8.1** thru **paragraph 6.3.8.6** will be accomplished.  **(T-2).**

6.3.5.  The AECM Checklist will be used.  **(T-2).** AECMs will coordinate emergency actions with a qualified crewmember (e.g., loadmaster, boom operator, or pilot).  **(T-2).**

6.3.6.  AECMs, when notified of mission requirements, will review applicable aircraft information in AFMAN 11-2AEV3 Addenda A, *Aeromedical Evacuation Operations Configuration/Mission Planning* and/or AFMAN 11-MDSV3 Addenda A.  **(T-2).**

6.3.7.  Opportune aircraft exercise training missions should have all AE mission components available.

6.3.8.  Training Requirements.  Crewmembers will accomplish required training prior to enplaning patients.  **(T-1).**  The following items are the minimum objectives required for QRT:

6.3.8.1.  Aircraft emergency procedures, signals and announcements in accordance with applicable MDS technical order (TO).  **(T-2).**

6.3.8.2.  Aircraft emergency equipment (to include fire extinguishers, emergency escape breathing device, smoke mask and/or quick don mask, goggles, oxygen mask, emergency passenger oxygen system, crash axe, escape ropes, escape reels or harness, ladders, slides, emergency lights, life preservers, rafts).  **(T-2).**

6.3.8.3.  Egress procedures and aircraft exits (to include chopping areas).  Primary egress exits will be opened and closed.  **(T-2).**

6.3.8.4.  Safety issues related to applicable ground (enplaning and deplaning procedures, concurrent servicing procedures) and in-flight operations.  **(T-2).**

6.3.8.5.  Aircraft systems (oxygen and electrical).  **(T-2).**

6.3.8.6.  AE equipment compatibility with applicable aircraft.  **(T-2).**

**Chapter 7**

**AEROMEDICAL TRAINING EVENT IDENTIFIERS AND DESCRIPTIONS**

**7.1.  Description.**

7.1.1.  ARMS event identifiers have been revised and standardized across mobility platforms and grouped to provide improved functionality for the MAF.

7.1.2. In accordance with SECAF guidance, ancillary training CBT events may be completed via other methods by an appropriately-qualified trainer using the approved training outlines downloaded from ADLS.  Always update the correct training system of record following completion of any training event.  **(T-2).**

7.1.3.  Records and Documentation.  Units are responsible to ensure training accomplishment is appropriately recorded in the training system of record (e.g., ADLS, etc.) for the specific training course or event, when tracked for convenience in another system (i.e., GTIMS, ARMS, etc.).  ARMS or GTIMS (or MAJCOM-approved electronic equivalent) may be used to generate a computerized letter of X's; however, ARMS remains the system of record for aircrew training.  Course instructors should deliver required forms to the appropriate scheduling and training documentation sections within one duty day after teaching a course. DAFI 33-360 or governing functional publication may prescribe alternate or additional forms to document certain training.  **Exception**:  Small arms training is recorded on AF Form 522, *USAF Ground Weapons Training Data*, and provided to the student upon completion of the training course, as prescribed by AFI 36-2654, *Combat Arms Program*.  Students will then log the training with the appropriate scheduling, training or tracking section.  **(T-3).  Note**: Refer to **Attachment 2** for training documentation guidance.

**Table 7.1.  ARMS Identifier Groups.**

| Identifier | Group | Paragraph |
|---|---|---|
| AA | USAF-Directed Evaluation Events | **7.2.** |
| AB | USAF-Directed Examination Events | **7.3.** |
| AC | General Evaluation Events | **7.4.** |
| AE | Aeromedical Evacuation Crewmember Events | **7.5.** |
| CE | General Events Certifications | **7.6** |
| CG | Ground Training Instructor Certifications | **7.7.** |
| CM | Aeromedical Certification Events | **7.8.** |
| CQ | Specialized Crew Certifications | **7.9.** |
| GB/GC/GD | General Ground Training and Computer Based Training Events | **7.10.** |
| GE | Expeditionary Training Events | **7.11.** |
| GM | Mobility Training Events | **7.12.** |
| GP | Aeromedical-Specific Ground Training Events | **7.13.** |

| GS/GV | Senior Officer Course and Ground Exercise Events | **7.14.** |
|-------|--------------------------------------------------|-----------|
| LL    | Aircrew Flight Equipment Events                  | **7.15.** |
| MB    | Mission/Sortie Events                            | **7.16.** |
| SS    | SERE Events                                      | **7.17.** |
| X     | Unit-Defined Events                              | **7.18.** |

**7.2.  Headquarters USAF-Directed Evaluation (AA) Events.**

7.2.1.  **AA01**  – Evaluation, Qualification.

7.2.2.  Not Used.

**7.3.  Headquarters USAF-Directed Examination (AB) Events.**

7.3.1.  **AB01Y**  –Qualification Open Book Examination.  See AFMAN 11-2AEV2.

7.3.2.  **AB03Y**  –Qualification Closed Book Examination.  See AFMAN 11-2AEV2.

**7.4.  General Evaluation (AC) Events.**

7.4.1.  **AC41Y**  – Flight Evaluation Folder (FEF) Review.  See AFMAN 11-2AEV2.

7.4.2.  **AC43Y**  – Flight Publications Check.  See AFI 11-215, *Flight Manuals Program,* Chapter 7.

**7.5.  Aeromedical Evacuation Crewmember (AE) Events.**  Integrates aerospace medicine and flying operations.  Provides a training environment for AECMs to provide patient care, recognize and anticipate critical signs and symptoms, and initiate interventions for in-flight patient care and medical emergencies.  AECMs will verbalize and/or address stresses of flight for each clinical training event as applicable to patient requirements related to injury or disease processes; demonstrate/verbalize appropriate assessment, treatment, documentation and reassessment within their scope of practice; and use equipment and supplies to manage various patient requirements.  (T-2).  Simulated patient scenarios dictate minimum requirements to attain credit for the clinical events described below.  Training is accomplished in accordance with AFI 48-307V1, *En Route Care and Aeromedical Evacuation Operations*, AFI 48-307V3, AFMAN 10-2909, *Aeromedical Evacuation (AE) Equipment Standards*, current BLS/ACLS guidelines, AMC/SG-directed nursing references, AE Clinical Protocols (AECPs), AMC/SG Clinical Training Plans, applicable flight crew checklists, and crew assigned duties within their scope of practice.  AE13Y will be accomplished inflight.  (T-2).  Minimum requirements to attain credit for the AE-coded items are described below.  Note: AECMs in a primary crew position during an operational mission may claim credit for training events if assigned to and caring for a patient that fits into an AE-coded category.  For example, if the second aeromedical evacuation technician (2AET) is assigned a patient with tension pneumothorax, AECMs will gain full credit for AE13Y.

7.5.1.  AECM, Abdominal and Genitourinary Management.

7.5.1.1.  Purpose: Demonstrate the ability to assess, identify and manage the patient with acute or chronic abdominal and genitourinary conditions or emergencies while maintaining contact precautions.

7.5.1.1.1. **AE03Y** – AECM, Abdominal and Genitourinary Management.

7.5.1.1.2. Description:  AECMs verbalize preflight considerations and manage patients with the following conditions:  motion sickness or GI bleed within their scope of clinical practice.  AECMs demonstrate or verbalize the insertion of a nasogastric tube with use of a suction device.

7.5.1.1.3. **AE05Y** – AECM, Abdominal and Genitourinary Management.

7.5.1.1.4. Description:  AECMs verbalize management of suprapubic catheters or wound drains or enteral feedings.  AECMs demonstrate or verbalize Foley catheter insertion.

7.5.1.2. OPR: AMC/SGK. OCR: AMC/A3T.

7.5.1.3. Unit:  Squadron Aircrew Training.

7.5.1.4. Curriculum Development:  AMC/SGK.

7.5.1.5. Instructor:  Qualified Aircrew Instructor or MCC trained crewmember.  **Note**: For operational missions, the MCD, CMT, or FI or FE may give credit.

7.5.1.6. Training Aids:  AMC/SG Clinical Training Plan, Over-the-Counter Medication Administration AECP, simulated patient and applicable AE medical equipment and supplies.

7.5.1.7. Additional Information:  Credit may be awarded on OTMs, ARMs, STMs or ATDs (if outlined in certification letter).

7.5.2. **AE07Y** – AECM, Accept and Transfer Medical Care.

7.5.2.1. Purpose:  Demonstrate skills required to accept and/or transfer a patient from or to ground medical personnel to ensure continuum of care.

7.5.2.2. Description:  AECMs provide or receive a verbal report utilizing the Identify, Situation, Background, Assessment and Recommendation (I-SBAR) format, ensure patient equipment and accessories, supplies and medications are present.  AECM is able to identify self-medicating patients and ensure medications are present for flight.  Flight Nurses demonstrate accepting or transferring a patient with a patient controlled analgesia (PCA) or peripheral nerve block (PNB) or epidural and the transfer of controlled oral medication as per patient scenario requirement.

7.5.2.3. OPR: AMC/SGK. OCR: AMC/A3T.

7.5.2.4. Unit:  Squadron Aircrew Training.

7.5.2.5. Curriculum Development:  AMC/SGK.

7.5.2.6. Instructor:  Qualified Aircrew Instructor or MCC trained crewmember.  **Note**: For operational missions, the MCD, CMT, or FI or FE may give credit.

7.5.2.7. Training Aids:  AMC/SG Clinical Training Plan, I-SBAR Form, simulated patient, and applicable AE medical equipment and supplies.

7.5.2.8. Additional Information:  Credit may be awarded on OTMs, ARMs, STMs or ATDs (if outlined in certification letter).

7.5.3.  **AE09Y**  – AECM, Aircraft Litter Configuration.

7.5.3.1.  Purpose:  Demonstrate proper aircraft litter configuration.

7.5.3.2.  Description:  Crewmembers configure aircraft for safe patient movement using integrated or manufactured patient movement support equipment.

7.5.3.3.  OPR:  AMC/A3T.

7.5.3.4.  Unit:  Squadron Aircrew Training.

7.5.3.5.  Curriculum Development:  Each unit is responsible for tailoring training to meet unit needs.

7.5.3.6.  Instructor:  Qualified Aircrew Instructor or MCC trained crewmember.  **Note**: For operational missions, the MCD, CMT, FI or FE may give credit.

7.5.3.7.  Training Aids:  Aircraft or ATD, SLS, Stanchions and straps, PSP, Integral Stanchions

7.5.3.8.  Additional Information:  Credit may be awarded on OTMs, ARMs, STMs or ATDs (if outlined in certification letter).  Aircraft Configuration is accomplished in accordance with applicable TO or Air Force Manual.

7.5.3.9.  Aircraft configuration requirements are as follows:

7.5.3.9.1.  C-5:  Only required to meet C-5 qualification requirements in accordance with **paragraph 3.6**

7.5.3.9.2.  Troop Compartment:  Enplane with use of high-lift vehicle and secure three litters to seat back.

7.5.3.9.3.  Cargo Compartment:  Set up one Stacking Litter System (SLS).

7.5.3.9.4.  C-12:  Minimum of one litter set-up.  **Note**:  Do not award credit if Spectrum is utilized.

7.5.3.9.5.  C-17/C-130/KC-46:  Minimum of one litter stanchion set up.

7.5.3.9.6.  KC-10:  Only required to meet KC-10 qualification requirements in accordance with **paragraph 3.6**

7.5.3.9.7.  KC-135:  Minimum of one SLS installed and enplane or deplane a minimum of three weighted patient litters.

7.5.4.  AECM, Airway, Respiratory Management and Thoracic Trauma.

7.5.4.1.  Purpose:  Demonstrate the ability to assess, identify and manage the patient with acute or chronic respiratory conditions, droplet or airborne isolation and airway or thoracic trauma and respiratory emergencies.

7.5.4.1.1.  **AE13Y** – AECM, Airway, Respiratory Management and Thoracic Trauma.

7.5.4.1.2.  Description:  AECMs verbalize preflight considerations and identify or treat the following based on patient requirements and scenario:  airway obstruction, hypoxia, hyperventilation, hypercapnia, pulmonary embolus or tension pneumothorax.  May be credited on operational missions, OTMs or ARMs.

7.5.4.1.3. **AE15Y** – AECM, Airway, Respiratory Management, and Thoracic Trauma.

7.5.4.1.4. Description:  AECMs manage the care of patients with the following conditions as required by scenario:  chest tube, asthma, COPD, and/or droplet/airborne isolation.  Credit may be awarded on OTMs, ARMs, STMs or ATDs (if outlined in certification letter).

7.5.4.2. OPR: AMC/SGK.  OCR: AMC/A3T.

7.5.4.3. Unit:  Squadron Aircrew Training.

7.5.4.4. Curriculum Development:  AMC/SGK.

7.5.4.5. Instructor:  Qualified aircrew instructor or MCC-trained crewmember.  **Note**: For operational missions, the MCD, CMT, FI or FE may give credit.

7.5.4.6. Training Aids:  AMC/SG Clinical Training Plan, Emergency Oxygen AECP, simulated patient and applicable AE medical equipment and supplies.

7.5.5. **AE17Y** – AECM, Burn Management.

7.5.5.1. Purpose:  Demonstrate the ability to assess, identify and manage patients with thermal, chemical and electrical burns and treat burn trauma.

7.5.5.2. Description:  AECMs verbalize preflight considerations and manage patients with burns.  AECMs demonstrate and/or verbalize pain relief strategies and dressing management.  AECMs verbalize patient fluid resuscitation time-line.  AECMs identify and treat respiratory distress related to inhalation injuries as required by scenario.

7.5.5.3. OPR: AMC/SGK.  OCR: AMC/A3T.

7.5.5.4. Unit:  Squadron Aircrew Training.

7.5.5.5. Curriculum Development:  AMC/SGK.

7.5.5.6. Instructor:  Qualified Aircrew Instructor or MCC trained crewmember.  **Note**: For operational missions, the MCD, CMT, FI or FE may give credit.

7.5.5.7. Training Aids:  AMC/SG Clinical Training Plan, simulated patient and applicable AE medical equipment and supplies.

7.5.5.8. Additional Information:  Credit may be awarded on OTMs, ARMs, STMs or ATDs (if outlined in certification letter).

7.5.6. **AE19Y** – AECM, Cardiovascular Management.

7.5.6.1. Purpose:  Demonstrate the ability to assess, identify and manage the patient with acute and chronic cardiovascular conditions and treat emergencies.

7.5.6.2. Description:  AECMs verbalize preflight cardiac considerations and perform a cardiac assessment.  AECMs identify and treat cardiac arrest and/or stable, unstable cardiac arrhythmias.  AECMs verbalize treatment for the following conditions as required by scenario:  congestive heart failure, acute coronary syndrome, or cardiogenic shock.

7.5.6.3. OPR: AMC/SGK.  OCR: AMC/A3T.

7.5.6.4. Unit:  Squadron Aircrew Training.

7.5.6.5. Curriculum Development:  AMC/SGK.

7.5.6.6. Instructor:  Qualified Aircrew Instructor or MCC trained crewmembers.  **Note**: For operational missions, the MCD, CMT, FI or FE may give credit.

7.5.6.7. Training Aids:  AMC/SG Clinical Training Plan, American Heart Association (AHA) or equivalent guidelines, Emergency Oxygen AECP, simulated patient or mannequin and applicable AE medical equipment and supplies.

7.5.6.8. Additional Information:  Credit may be awarded on OTMs, ARMs, STMs or ATDs (if outlined in certification letter).

7.5.7.  **AE21Y**  – AECM, Communication Systems.

7.5.7.1. Purpose:  Ensures AECMs can integrate headset into the aircraft communication system and operate communication system panel during aircraft operations.

7.5.7.2. Description:  Demonstrate proper radio etiquette when on headset and how to acquire a phone patch to obtain operational and medical support.  Demonstrate the ability to effectively communicate an off-load message.  Demonstrate the ability to communicate and protect patient confidentiality with changes in patient or crew status using closed-loop communication.  Operate headset during an emergency using the Quick Don mask.  **Exception**:  AECMs may describe process if unable to establish communication with C2.

7.5.7.3. OPR:  AMC/A3T.

7.5.7.4. Training Media:  Headset.

7.5.7.5. Not Used.

7.5.7.6. Instructor:  Qualified Aircrew Instructor or MCC trained crewmember.  **Note**: For operational missions, the MCD, CMT, FI or FE may give credit.

7.5.7.7. Additional Information:  Credit may be awarded for training during operational missions, OTMs, or ARMS.

7.5.7.7.1. Credit may be awarded to all AECMs actively involved in the training scenario if the phone patch or offload message is thoroughly debriefed.

7.5.7.7.2. Due to the differences in C-17 and KC-46 aircraft communications equipment, FNs will utilize an approved headset in accordance with the headset operating instruction.  **(T-2).**

7.5.8.  **AE23Y**  – AECM, Door Warning Light Illuminated in Flight.

7.5.8.1. Purpose:  Understand emergency procedures required to mitigate a door warning light emergency.

7.5.8.2. Description:  Demonstrates crewmembers ability to recognize a door warning light emergency and initiate checklist procedures to minimize adverse effects for crewmembers and patients.

7.5.8.3. OPR:  AMC/A3T.

7.5.8.4. Unit:  Squadron Aircrew Training.

7.5.8.5.  Curriculum Development:  Each unit is responsible for tailoring training to meet unit needs.

7.5.8.6.  Instructor:  Qualified Aircrew Instructor or MCC trained crewmember.  **Note**: For operational missions, the MCD, CMT, FI or FE may give credit.

7.5.8.7.  Training Aids:  Aircraft.

7.5.8.8.  Additional Information:  Credit may be awarded on OTMs, ARMs, STMs or ATDs (if outlined in certification letter).

7.5.9.  **AE25Y**  – AECM, Electrical Systems.

7.5.9.1.  Purpose:  Demonstrate or verbalize proper preflight and operational use of aircraft and AE electrical equipment.

7.5.9.2.  Description:  Properly preflight and connect medical equipment to aircraft electrical system source using the aircraft electrical outlets and AE electrical frequency converter and electrical cable assembly set (ECAS).  Properly calculate amperage requirements.

7.5.9.3.  OPR:  AMC/A3T.

7.5.9.4.  Unit:  Squadron Aircrew Training.

7.5.9.5.  Curriculum Development:  Each unit is responsible for tailoring training to meet unit needs.

7.5.9.6.  Instructor:  Qualified Aircrew Instructor or MCC trained crewmember.  **Note**: For operational missions, the MCD, CMT, FI or FE may give credit.

7.5.9.7.  Training Aids:  Aircraft and AE electrical equipment.

7.5.9.8.  Additional Information:  Credit may be awarded on OTMs, ARMs, STMs or ATDs (if outlined in certification letter).

7.5.10.  **AE27Y**  – AECM, Emergency Landing/Ditching.

7.5.10.1.  Purpose:  Understand emergency procedures required to mitigate an emergency landing or ditching emergency.

7.5.10.2.  Description:  Demonstrates crewmembers ability to recognize an emergency landing or ditching then initiate checklist procedures to minimize adverse effects for crewmembers and patients.

7.5.10.3.  OPR:  AMC/A3T.

7.5.10.4.  Unit:  Squadron Aircrew Training.

7.5.10.5.  Curriculum Development:  Each unit is responsible for tailoring training to meet unit needs.

7.5.10.6.  Instructor:  Qualified Aircrew Instructor or MCC trained crewmember.  **Note**: For operational missions, the MCD, CMT, FI or FE may give credit.

7.5.10.7.  Additional Information:  Credit may be awarded on OTMs, ARMs, STMs or ATDs (if outlined in certification letter).

7.5.11.  **AE29Y** – AECM, Endocrine and Hematological Management.

7.5.11.1.  Purpose:  Demonstrate the ability to assess, identify and manage the patient with acute or chronic endocrine and hematological conditions and emergencies.

7.5.11.2.  Description:  AECMs verbalize preflight considerations and management of patients with anemia and/or leukopenia.  AECMs identify and treat signs and symptoms of hypoglycemia, hyperglycemia, hemolytic reactions, and procedures for blood or body fluid exposure as required by scenario, in accordance with AE Clinical Protocols. AECMs demonstrate set-up and verbalize the administration of blood products and recognize and treat transfusion reactions as required by scenario.

7.5.11.3.  OPR:  AMC/SGK.  OCR:  AMC/A3T.

7.5.11.4.  Unit:  Squadron Aircrew Training.

7.5.11.5.  Curriculum Development:  AMC/SGK.

7.5.11.6.  Instructor:  Qualified Aircrew Instructor or MCC trained crewmember.  **Note**: For operational missions, the MCD, CMT, FI or FE may give credit.

7.5.11.7.  Training Aids:  AMC/SG Clinical Training Plan, Reaction to Blood Products AECP, Health Care Worker Blood and Body Fluid Post Exposure Plan AECP, Hypoglycemic Management AECP, simulated patient and applicable AE medical equipment and supplies.

7.5.11.8.  Additional Information:  Credit may be awarded on OTMs, ARMs, STMs or ATDs (if outlined in certification letter).

7.5.12.  **AE31Y** – AECM, Engines Running Onload or Offload (ERO) Operations.

7.5.12.1.  Purpose:  Ensures crewmembers have hands-on ERO experience with enplaning or deplaning patients during contingency operations.

7.5.12.2.  Description:  Evaluates crewmember ability to safely enplane or deplane patients with engines running during contingency operations in accordance with AFI 11-2AEV3.  This event should be completed in conjunction with an OTM or ARM. Regardless of mission type, the engines are to be running.

7.5.12.3.  OPR:  AMC/A3T.

7.5.12.4.  Unit:  Squadron Aircrew Training.

7.5.12.5.  Curriculum Development:  Each unit is responsible for tailoring training to meet unit needs.

7.5.12.6.  Instructor:  Qualified Aircrew Instructor or MCC trained crewmember.  **Note**: For operational missions, the MCD, CMT, FI or FE may give credit.

7.5.12.7.  Training Aids:  Aircraft and weighted litters.  On ARM missions, weighted litter will be mannequins or live simulated patients.  **(T-3). Exception**:  OTMs are exempt from litter requirements.

7.5.12.8.  Additional Information:  May be credited on OTM and ARMs, AECMs will be in a crew position (FI or FE) and/or participate in scenario.  **(T-2).** Floor loading litters is an acceptable alternative to loading simulated litter patients into configured stanchions.

Crewmembers deployed for combat or contingency operations are exempt from the above requirements and may take credit for this event.

7.5.12.9. ERO requirements are as follows:  **Note**:  Minimum requirements only apply to training missions.

7.5.12.9.1. C-130:  Configure for a minimum of 10 litter patients, enplane or deplane a minimum of three weighted patient litters.

7.5.12.9.2. C-17:  Configure for a minimum of 9 litter patients, enplane or deplane a minimum of three weighted patient litters.

7.5.13. **AE33Y** – AECM, Floor Load Litter Configuration.

7.5.13.1. Purpose:  Demonstrate proper aircraft litter floor-loading configuration. Description:  Demonstrates crewmember ability to configure an aircraft for the safe movement of patients using litter floor-loading when litter-loading equipment is not feasible or unavailable.

7.5.13.2. Description:  AECMs follow AFMAN 11-2AEV3, Addenda A, or applicable 11-2MDS, Addenda A, for specific technique and procedures.

7.5.13.3. OPR:  AMC/A3T.

7.5.13.4. Unit:  Squadron Aircrew Training.

7.5.13.5. Curriculum Development:  Each unit is responsible for tailoring training to meet unit needs.

7.5.13.6. Instructor:  Qualified Aircrew Instructor or MCC trained crewmember.  **Note**: For operational missions, the MCD, CMT, FI or FE may give credit.

7.5.13.7. Training Aids:  Aircraft or ATD and Weighted Litters.  On ARM missions weighted litter will be mannequins or live simulated patients.  **(T-3). Exception**: OTMs are exempt from litter requirements.

7.5.13.8. Additional Information:  Credit may be awarded on OTMs, ARMs, STMs or ATDs (if outlined in certification letter).  Aircraft Configuration is accomplished in accordance with applicable TO or Air Force Manual.  **(T-2).** May include the OSL.

7.5.13.9. Floor-load litter configuration requirements are as follows:

7.5.13.9.1. C-130/C-17:  Demonstrate floor loading procedures for three litters and verbalize placement for one and two litters.

7.5.13.9.2. KC-135:  Demonstrate floor loading procedures for two litters and verbalize placement for one litter.

7.5.13.9.3. KC-46:  Demonstrate floor loading procedures for three litters and verbalize placement for one and two litters.

7.5.14. **AE35Y** – AECM, Fuselage Fire/Smoke & Fume Elimination.

7.5.14.1. Purpose:  Understand emergency procedures required to mitigate a fuselage fire or smoke and fumes in the aircraft.

7.5.14.2. Description:  Demonstrates crewmembers' ability to recognize a fire/smoke and fumes emergency and initiate boldface procedures to minimize adverse effects for crewmembers and patients.  Crewmember verbalize or demonstrate re-evaluation of patient and crew.

7.5.14.3. OPR:  AMC/A3T

7.5.14.4. Unit:  Squadron Aircrew Training.

7.5.14.5. Curriculum Development:  Each unit is responsible for tailoring training to meet unit needs.

7.5.14.6. Instructor:  Qualified Aircrew Instructor or MCC trained crewmember.  **Note**: For operational missions, the MCD, CMT, FI or FE may give credit.

7.5.14.7. Training Aids:  Aircraft.

7.5.14.8. Additional Information:  Credit may be awarded on OTMs, ARMs, STMs or ATDs (if outlined in certification letter).

7.5.15.  **AE37Y**  – AECM, Maxillofacial, Neck, Ear and Eye Management.

7.5.15.1. Purpose:  Demonstrate the ability to assess, identify, and manage patients with traumatic maxillofacial, neck, ear, and eye injuries.

7.5.15.2. Description:  AECMs verbalize and/or demonstrate the management of patients with the following based on patient requirements or scenario:  ocular injuries, ear or sinus blocks, and oral surgery.

7.5.15.3. OPR:  AMC/SGK.  OCR:  AMC/A3T.

7.5.15.4. Unit:  Squadron Aircrew Training.

7.5.15.5. Curriculum Development:  AMC/SGK.

7.5.15.6. Instructor:  Qualified Aircrew Instructor or MCC trained crewmember.  **Note**: For operational missions, the MCD, CMT, FI or FE may give credit.

7.5.15.7. Training Aids:  AMC/SG Clinical Training Plan, Over-the-Counter Medication Administration AECP, simulated patient and applicable AE medical equipment/supplies.

7.5.15.8. Additional Information:  Credit may be awarded on OTMs, ARMs, STMs or ATDs (if outlined in certification letter).

7.5.16.  **AE39Y**  – AECM, Medication Management.

7.5.16.1. Purpose:  Ensure safe medication administration and associated documentation.

7.5.16.2. Description:  AECMs verbalize and demonstrate knowledge of medications in the In-Flight Kit, based on patient requirements or scenario.  Identify drugs listed in the over-the-counter (OTC) AE Clinical Protocol and discuss the process for Self-Administration of Medication (SAM) patients, controlled substances and administering high alert medications.  With references accurately document medication administration and demonstrate knowledge of AE Authorized Drug List (ADL).

7.5.16.3. OPR:  AMC/SGK.  OCR:  AMC/A3T.

7.5.16.4. Unit:  Squadron Aircrew Training.

7.5.16.5. Curriculum Development:  AMC/SGK.

7.5.16.6. Instructor:  Qualified Aircrew Instructor or MCC trained crewmembers.  **Note**: For operational missions, the MCD, CMT, FI or FE may give credit.

7.5.16.7. Training Aids:  AMC/SG Clinical Training Plan, OTC Medication Administration AECP, LAST AECP, Narcotic or Benzodiazepine Overdose AECP, simulated patient, and applicable AE medical equipment and supplies.

7.5.16.8. Additional Information:  Credit may be awarded on OTMs, ARMs, STMs or ATDs (if outlined in certification letter).

7.5.17.  **AE41Y**  – AECM, Mental Health Management.

7.5.17.1. Purpose:  Demonstrate the ability to assess, identify and manage acute or chronic psychiatric disorders and psychiatric or neuroleptic drug emergencies.

7.5.17.2. Description:  AECMs verbalize preflight considerations and manage patients with acute or chronic mental health disorders.  AECMs identify patients with the following conditions as required by patient scenario:  suicidal ideation substance abuse withdrawal, extrapyramidal symptoms, and acute exacerbation for psychotic behavior, in accordance with the AECP.

7.5.17.3. OPR:  AMC/SGK.  OCR:  AMC/A3T.

7.5.17.4. Unit:  Squadron Aircrew Training.

7.5.17.5. Curriculum Development:  AMC/SGK.

7.5.17.6. Instructor:  Qualified Aircrew Instructor or MCC trained crewmember.  **Note**: For operational missions, the MCD, CMT, FI or FE may give credit.

7.5.17.7. Training Aids:  AMC/SG Clinical Training Plan, Acute Exacerbation of Mental Health or Behavior Disorders AECP, simulated patient, and applicable AE medical equipment and supplies.

7.5.17.8. Additional Information:  Credit may be awarded on OTMs, ARMs, STMs or ATDs (if outlined in certification letter).

7.5.18.  AECM, Musculoskeletal and Neurovascular Trauma.

7.5.18.1. Purpose:  Demonstrate the ability to assess, identify and manage the patient with traumatic musculoskeletal and neurovascular injuries and emergencies.

7.5.18.1.1.  **AE45Y**  – AECM, Musculoskeletal and Neurovascular Trauma.

7.5.18.1.2. Description:  AECMs verbalize preflight considerations and manage patients as required by scenario with:  a cast, external fixator, amputation or pelvic fracture.  AECMs demonstrate and/or verbalize care for patients with negative-pressure wound therapy or sequential compression devices.

7.5.18.1.3.  **AE47Y**  – AECM, Musculoskeletal and Neurovascular Trauma.

7.5.18.1.4. Description:  AECMs identify and treat patients with the following conditions as required by patient scenario:  compartment syndrome, venous thromboembolism (VTE) and wound bleeding or hemorrhage

7.5.18.2.  OPR:  AMC/SGK.  OCR:  AMC/A3T.

7.5.18.3.  Unit:  Squadron Aircrew Training.

7.5.18.4.  Curriculum Development:  AMC/SGK.

7.5.18.5.  Instructor:  Qualified Aircrew Instructor or MCC trained crewmember.  **Note**: For operational missions, the MCD, CMT, FI or FE may give credit.

7.5.18.6.  Training Aids:  AMC/SG Clinical Training Plan, simulated patient and applicable AE medical equipment and supplies.

7.5.18.7.  Additional Information:  Credit may be awarded on OTMs, ARMs, STMs or ATDs (if outlined in certification letter).

7.5.19.  **AE49Y**  – AECM, Neurological Management.

7.5.19.1.  Purpose:  Demonstrate the ability to assess, identify and manage the patient with acute or chronic neurological conditions and emergencies.

7.5.19.2.  Description:  AECMs perform a neurological assessment and manage patients with the following as required by patient scenario:  TBI, spinal cord injury, seizures and status epilepticus, and pressure ulcer prevention.  AECMs identify and treat cerebrovascular accident and symptoms of increased intracranial pressure.

7.5.19.3.  OPR:  AMC/SGK.  OCR:  AMC/A3T.

7.5.19.4.  Unit:  Squadron Aircrew Training.

7.5.19.5.  Curriculum Development:  AMC/SGK.

7.5.19.6.  Instructor:  Qualified Aircrew Instructor or MCC trained crewmembers.  **Note**: For operational missions, the MCD, CMT, FI or FE may give credit.

7.5.19.7.  Training Aids:  AMC/SG Clinical Training Plan, Status Epilepticus AECP, AHA or equivalent guidelines, simulated patient and applicable AE medical equipment and supplies.

7.5.19.8.  Additional Information:  Credit may be awarded on OTMs, ARMs, STMs or ATDs (if outlined in certification letter).

7.5.20.  **AE51Y**  – AECM, Obstetrical Management.

7.5.20.1.  Purpose:  Demonstrate the ability to assess, identify and manage the obstetric patient and emergencies.

7.5.20.2.  Description:  AECMs verbalize preflight considerations and perform an obstetric assessment.  AECMs verbalize the management of obstetric patients with the following conditions, as required by patient scenario:  hypertensive disorders, pre-term labor, and magnesium sulfate toxicity.  AECMs verbalize the management of an emergency labor and delivery, immediate care of the newborn and required mission management documentation.

7.5.20.3.  OPR:  AMC/SGK.  OCR:  AMC/A3T.

7.5.20.4.  Unit:  Squadron Aircrew Training.

7.5.20.5.  Curriculum Development:  AMC/SGK.

7.5.20.6. Instructor:  Qualified Aircrew Instructor or MCC trained crewmember.  **Note**: For operational missions, the MCD, CMT, FI or FE may give credit.

7.5.20.7. Training Aids:  AMC/SG Clinical Training Plan, simulated patient, and applicable AE medical equipment and supplies.

7.5.20.8. Additional Information:  Credit may be awarded on OTMs, ARMs, STMs or ATDs (if outlined in certification letter).

7.5.21.  **AE53Y**  – AECM, Oxygen Systems.

7.5.21.1. Purpose:  Demonstrate or verbalize proper preflight and operational use of portable oxygen system or aircraft therapeutic system (if applicable).

7.5.21.2. Description:  Properly connect patient to oxygen source using oxygen delivery equipment (BVM, Minilator®, etc.) and calculate patient oxygen mission requirements.

7.5.21.3. OPR:  AMC/A3T.

7.5.21.4. Unit:  Squadron Aircrew Training.

7.5.21.5. Curriculum Development:  Each unit is responsible for tailoring training to meet unit needs.

7.5.21.6. Instructor:  Qualified Aircrew Instructor or MCC trained crewmember.  **Note**: For operational missions, the MCD, CMT, FI or FE may give credit.

7.5.21.7. Training Aids:  Oxygen delivery equipment.

7.5.21.8. Additional Information:  Credit may be awarded on OTMs, ARMs, STMs or ATDs (if outlined in certification letter).

7.5.22.  AECM, Pain Management.

7.5.22.1. Purpose:  Demonstrate the ability to assess, identify, and manage patients with acute or chronic pain, over-sedation, and toxicity within their scope of practice. Demonstrate operation of analgesic devices.

7.5.22.1.1.  **AE57Y**  – AECM, Pain Management.

7.5.22.1.2. Description:  AECMs verbalize preflight considerations and manage the patient's pain via oral, intramuscular, intravenous, peripheral nerve block and epidural administration routes as required by patient scenario.  AECMs demonstrate pain assessment and sedation level using approved pain and sedation scales.

7.5.22.1.3.  **AE59Y**  – AECM, Pain Management.

7.5.22.1.4. Description:  AECMs demonstrate operation of patient controlled analgesic (PCA), as required by patient scenario.  AECMs identify and treat either local anesthetic toxicity (LAST), suspected narcotic overdose or benzodiazepine overdose in accordance with AECPs per patient requirement or scenario.

7.5.22.2. OPR:  AMC/SGK.  OCR:  AMC/A3T.

7.5.22.3. Unit:  Squadron Aircrew Training.

7.5.22.4. Curriculum Development:  AMC/SGK.

7.5.22.5. Instructor: Qualified Aircrew Instructor or MCC trained crewmember. **Note**: For operational missions, the MCD, CMT, FI or FE may give credit.

7.5.22.6. Training Aids: AMC/SG Clinical Training Plan. LAST AECP, Narcotic or Benzodiazepine Overdose AECP, simulated patient, and applicable AE medical equipment and supplies.

7.5.22.7. Additional Information: Credit may be awarded on OTMs, ARMs, STMs or ATDs (if outlined in certification letter).

7.5.23. **AE61Y** – AECM, Pediatric Management.

7.5.23.1. Purpose: Demonstrate the ability to assess, identify and manage pediatric patients and emergencies.

7.5.23.2. Description: AECMs verbalize preflight considerations for pediatric patients. AECMs conduct an age specific systematic pediatric assessment, manage pain and identify vital signs, urine output, equipment and drug dosages utilizing applicable resources. AECMs recognize and treat respiratory distress or arrest and cardiac arrest of the pediatric patient, as required by patient scenario.

7.5.23.3. OPR: AMC/SGK. OCR: AMC/A3T.

7.5.23.4. Unit: Squadron Aircrew Training.

7.5.23.5. Curriculum Development: AMC/SGK.

7.5.23.6. Instructor: Qualified Aircrew Instructor or MCC trained crewmember. **Note**: For operational missions, the MCD, CMT, FI or FE may give credit.

7.5.23.7. Training Aids: AMC/SG Clinical Training Plan, AHA or equivalent guidelines, simulated patient, and applicable AE medical equipment and supplies.

7.5.23.8. Additional Information: Credit may be awarded on OTMs, ARMs, STMs or ATDs (if outlined in certification letter).

7.5.24. **AE63Y** – AECM, Rapid Decompression.

7.5.24.1. Purpose: Understand emergency procedures required to mitigate a rapid decompression.

7.5.24.2. Description: Demonstrates crewmembers' ability to recognize a rapid decompression and initiate boldface procedures to minimize adverse effects for crewmembers and patients. Crewmembers verbalize or demonstrate re-evaluation of patient and crew.

7.5.24.3. OPR: AMC/A3T.

7.5.24.4. Unit: Squadron Aircrew Training.

7.5.24.5. Curriculum Development: Each unit is responsible for tailoring training to meet unit needs.

7.5.24.6. Instructor: Qualified Aircrew Instructor or MCC trained crewmember. **Note**: For operational missions, the MCD, CMT, FI or FE may give credit.

7.5.24.7. Training Aids: Aircraft.

7.5.24.8. Additional Information:  Credit may be awarded on OTMs, ARMs, STMs or ATDs (if outlined in certification letter).

7.5.25.  AECM Egress Training Codes by MDS.

7.5.25.1. Purpose:  Understand aircraft egress procedures.

7.5.25.2. Description:  Evaluates aircrew and passenger ability to demonstrate proficiency in air and ground emergency egress procedures.  Stress the importance of aircrew coordination, aircrew and passenger responsibilities and use of appropriate emergency egress equipment.  Ensure aircrews are aware of their responsibilities for conducting safety and passenger briefings in accordance with AFMAN 11-202V3.

7.5.25.3. OPR:  AMC/A3T.

7.5.25.4. Unit:  Aircrew Flight Equipment.

7.5.25.5. Curriculum Development:  Each unit is responsible for tailoring training to meet unit needs.

7.5.25.6. Instructor:  Can only be taught by an AFE Officer (AFEO) or a qualified instructor aircrew designated and certified in writing by the AFEO Aircrew instructor. **(T-2).**  Non-instructor boom operators and loadmasters may teach emergency egress training for AECMs prior to flight or prior to enplaning of patients, provided that the training is "hands-on," covers all requirements of LL03 in accordance with AFI 11-301V1, **paragraph 5.3.3** and is documented on an AF Form 1522 or MAJCOM-approved electronic equivalent (i.e., GTIMS).

7.5.25.7. Training Aids:  Aircraft and IBT with AFE training aids.

7.5.25.8. Additional Information:  See AFI 11-301V1 and applicable MAJCOM guidance.  AE personnel will maintain currency for their non-ejection seat, *unit-assigned* aircraft and follow established guidance for training and certification by a Flight Equipment Officer, appointed rated officer, or qualified instructor aircrew.  **(T-1).**  If aircraft is not available at base of assignment, accomplish hands-on ground egress training prior to enplaning of patients or first flight for the MDS.  Use the following codes to record egress training in each individual MDS.

7.5.25.8.1. **AE89Y** – AECM, Egress Training C-12.

7.5.25.8.2. **AE90Y** – AECM, Egress Training C-130.

7.5.25.8.3. **AE91Y** – AECM, Egress Training C-17.

7.5.25.8.4. **AE92Y** – AECM, Egress Training C-21.

7.5.25.8.5. **AE93Y** – AECM, Egress Training C-37.

7.5.25.8.6. **AE94Y** – AECM, Egress Training C-40.

7.5.25.8.7. **AE95Y** – AECM, Egress Training C-5.

7.5.25.8.8. **AE96Y** – AECM, Egress Training KC-10.

7.5.25.8.9. **AE97Y** – AECM, Egress Training KC-135.

7.5.25.8.10. **AE98Y** – AECM, Egress Training KC-46.

7.5.26.  **AE99Y** – AECM, Documentation.

7.5.26.1.  Purpose:  Demonstrate the ability to legibly document a complete and accurate account of the patient's care utilizing the electronic health record (EHR) when available or applicable AF Form 3899 series.

7.5.26.2.  Description:  At a minimum, AECMs demonstrate documenting trip segment, patient briefing, assessment, medical status or diagnosis, interventions and treatments, medications and outcomes on the applicable AF Form 3899 series or EHR if available. AECMs demonstrate or verbalize transferring patient data to the EHR platform, documenting patient information, and uploading documentation via wireless connection onto the approved DoD electronic health platform (if available).

7.5.26.3.  OPR:  AMC/SGK, OCR:  AMC/A3T.

7.5.26.4.  Unit:  Squadron Aircrew Training.

7.5.26.5.  Curriculum Development:  AMC/SGK.

7.5.26.6.  Instructor:  Qualified Aircrew Instructor or MCC trained crewmember.  **Note**: For operational missions, the MCD, CMT, FI or FE may give credit.

7.5.26.7.  Training Aids:  AMC/SG Clinical Training Plan, simulated patient, EHR documentation component system applicable AE medical equipment and supplies and AFI 48-307V3.

7.5.26.8.  Additional Information:  Credit may be awarded on OTMs, ARMs, STMs or ATDs (if outlined in certification letter).

**7.6.  General Certification (CE) Events.**

7.6.1.  **CE03Y** – Concealed Carry Certification.

7.6.2.  **CE05Y** – Flight Line Driver Certification.

**7.7.  Ground Instructor Certification (CG) Events.**

7.7.1.  **CG41Y** – Self-Aid Buddy Care Instructor Certification.  Not applicable to Aeromedical Evacuation crew members.

7.7.2.  **CG51Y** – Tactical Combat Casualty Care (TCCC) Level 1 Instructor Certification.

7.7.2.1.  Purpose:  Train and certify specified personnel to teach the TCCC curriculum.

7.7.2.2.  Description:  Refer to DoDI 1322.24, *Medical Readiness Training* and subsequent AFI/AFMAN for course requirements.

7.7.2.3.  OPR:  AF/SG.

7.7.2.4.  Training Media:  CBT, Classroom, and Lab.

7.7.2.5.  Instructor:  Certified Trainer or Medical Professional.

7.7.2.6.  Additional Information:  If course development and fielding is available personnel required to be trained and certified will be directed through command channels.

7.7.3.  **CG52Y** – Tactical Combat Casualty Care (TCCC) Level 2 Instructor Certification.

7.7.3.1. Purpose:  Train and certify specified personnel to teach the TCCC curriculum.

7.7.3.2. Description:  Refer to DoDI 1322.24 and subsequent AFI/AFMAN for course requirements.

7.7.3.3. OPR:  AF/SG.

7.7.3.4. Training Media:  CBT, Classroom, and Lab.

7.7.3.5. Instructor:  Certified Trainer or Medical Professional.

7.7.3.6. Additional Information:  Once implemented, personnel required to be trained and certified will be directed through command channels.

**7.8. Aeromedical Certification (CM) Events.**

7.8.1. **CM01Y** – Advanced Cardiac Life Support Certification.

7.8.1.1. Purpose:  Ensures FNs are trained to perform emergency resuscitation of adult patients.

7.8.1.2. Description:  Current ACLS guidelines are used by all AECMs during ARM and operational missions.

7.8.1.3. OPR:  AMC/SG.

7.8.1.4. Unit:  Squadron Clinical Training.

7.8.1.5. Curriculum Development:  AHA or equivalent guidelines and Military Training Network (MTN).

7.8.1.6. Instructor:  Certified AHA, or equivalent ACLS Instructor.

7.8.1.7. Training Aids:  At the instructor's discretion.

7.8.1.8. Additional Information:  Flight Nurses will complete this requirement in accordance with the CMRP Checklist and applicable directives. **(T-2).**

7.8.2. **CM03Y** – CPR/AED Training/Certification.

7.8.2.1. Purpose:  Ensures all AECMs can perform adequate adult, pediatric and infant CPR.

7.8.2.2. Description:  Evaluates crewmember ability to provide CPR in accordance with current American Heart Association (AHA), or equivalent and Military Training Network (MTN) guidelines.

7.8.2.3. OPR:  AMC/SG.

7.8.2.4. Unit:  Squadron Clinical Training.

7.8.2.5. Curriculum Development:  Current AHA, or equivalent and MTN guidelines.

7.8.2.6. Instructor:  Certified AHA, or equivalent CPR Instructor

7.8.2.7. Training Aids:  AHA, or equivalent curriculum and IBT with CPR mannequins.

7.8.2.8. Additional Information:  AECMs will use current AHA, or equivalent guidelines for CPR during ARM and operational missions. **(T-0).**

7.8.3.  **CM05Y** – National Registry Emergency Medical Technician (NREMT) Certification.

 7.8.3.1.  Purpose:  Ensures AETs certification is current and unrestricted.

 7.8.3.2.  Description:  Verify currency of NREMT certification and free of restrictions.

 7.8.3.3.  OPR:  AMC/A3T.

 7.8.3.4.  Unit:  Squadron Clinical Management.

 7.8.3.5.  Curriculum Development:  Air Force National Registry liaison.

 7.8.3.6.  Instructor:  N/A.

 7.8.3.7.  Training Aids:  N/A.

 7.8.3.8.  Additional Information:  AETs without current NREMT are grounded.

7.8.4.  **CM07Y** – Nursing License Verification Certification.

 7.8.4.1.  Purpose:  Ensures FN nursing license is current and unrestricted in their state.

 7.8.4.2.  Description:  Verify FN state of licensure for currency and free of restrictions.

 7.8.4.3.  OPR:  AMC/A3T.

 7.8.4.4.  Unit:  Squadron Clinical Management.

 7.8.4.5.  Curriculum Development:  Per individual state licensure requirements.

 7.8.4.6.  Instructor:  N/A.

 7.8.4.7.  Training Aids:  N/A.

 7.8.4.8.  Additional Information:  FNs will provide proof of their individual state licensure.  **(T-2).** FNs without current nursing license are grounded.  **(T-2).**

7.8.5.  **CM09Y** – AECM Mission Clinical Coordinator (MCC) Certification.

 7.8.5.1.  Purpose:  To provide a training certification for Flight Nurses (FNs) and Aeromedical Evacuation Technicians (AETs) on Aeromedical Readiness Missions (ARMs).  The ARM training program establishes training and performance criteria for AECMs to execute safe and successful ARMs.

 7.8.5.2.  Description:  Complete unit assigned MCC training program, this manual and ARM Training Guide requirements.

 7.8.5.3.  OPR:  AES Sq CC.

 7.8.5.4.  Unit:  Aircrew Training.

 7.8.5.5.  Curriculum Development:  Per this manual and Unit.

 7.8.5.6.  Instructor:  Qualified MCC.

 7.8.5.7.  Training Aids:  ARMs Training Guide and Aircraft.

 7.8.5.8.  Additional Information:  Credit may be awarded on OTMs, ARMs, STMs or ATDs (if outlined in certification letter).

7.8.6.  AECM MDS Qualifications.

7.8.6.1. Purpose:  To receive qualification on non-universal aircraft for MAJCOM assigned MDS.  **Note**:  Due to new GTIMS configurations, individual codes for aircraft outside the universal MDS will be added.

7.8.6.2. Description:  AECMs complete all requirements in accordance with AFMAN 11-2AEV2, this manual and unit's specific MDS training program or (MAJCOM-approved familiarization training programs).  AECMs retain their evaluation reference date (ERD) based on their universal qualification evaluation, regardless of certifications for other aircraft types.  AECMs will maintain current publications and checklist for all aircraft types for which they are qualified.  **(T-2).**  Document training and qualifications for all aircraft types using either the AF Form 4022 or MAJCOM-approved electronic equivalent (i.e., GTIMS) and in accordance with local-unit requirements.  **(T-2).** Loss of currency for universal qualification results in the loss of currency for all aircraft types. Loss of unit-assigned currency, when universal qualification currency is maintained (e.g., non-current for egress in unit-assigned aircraft), does not result in overall loss of currency.

7.8.6.3. OPR:  AMC/A3T.

7.8.6.4. Unit:  Aircrew Training.

7.8.6.5. Curriculum Development:  Each unit is responsible for tailoring training to meet unit needs.

7.8.6.6. Instructor:  Instructors or evaluators may instruct on non-universal and non-unit-assigned aircraft upon completion of the MAJCOM-approved familiarization training program provided they are current and qualified in both universal and unit-assigned aircraft prior to providing instruction or administering an evaluation.  **(T-2).**

7.8.6.7. Training Aids:  Aircraft, training plan.

> 7.8.6.7.1. **CM10Y**  – AECM KC-10 Qualification.

> 7.8.6.7.2. **CM12Y**  – AECM C-12 Qualification.

> 7.8.6.7.3. **CM21Y**  – AECM C-21 Qualification.

> 7.8.6.7.4. **CM37Y**  – AECM C-37 Qualification.

> 7.8.6.7.5. **CM40Y**  – AECM C-40 Qualification.

> 7.8.6.7.6. **CM46Y**  – AECM KC-46 Qualification.

> 7.8.6.7.7. **CM55Y**  – AECM C-5 Qualification.

**7.9.  Specialized Crew Certification (CQ) Events.**

7.9.1. Purpose:  AECMs receive training to successfully attain and maintain required certifications or qualifications to complete unit mission.

7.9.2. Description:  Highly qualified AECMs that have been selected by leadership to complete unit specific programs to obtain certification and qualification.  All statuses will be documented on either AF Form 4348, USAF Aircrew Certifications or Form 8 upon completion of program.  **(T-2).**

> 7.9.2.1. **CQ15Y**  – Flight Evaluator Certification.

7.9.2.2. **CQ17Y** – Flight Instructor Certification. **Note**: AECMs are qualified as Flight Instructors. This event is listed as a certification for electronic records tracking purposes only.

**7.10. General Ground Training and Computer Based Training (GB, GC, and GD) Events.**

7.10.1. **GB01Y** – Unit Mission Briefing.

7.10.1.1. Purpose: Ensures newly assigned and attached AECMs are trained in unit's mission.

7.10.1.2. Description: Reviews local policies, Designed Operational Capabilities statement, and overall unit mission.

7.10.1.3. OPR: Squadron Aircrew Training.

7.10.1.4. Curriculum Development: Units are responsible for tailoring training to meet unit needs.

7.10.1.5. Instructor: Unit assigned FI or squadron designee.

7.10.1.6. Additional Information: Completed in accordance with **Table 1.1**

7.10.2. **GC32Y** – combating trafficking in persons (CTIP).

7.10.2.1. Purpose: Training program to provide annual by-law training in compliance with DoDI 2200.01_AFI36-2921, *Combatting Trafficking In Persons (CTIP),* related to trafficking in persons.

7.10.2.2. Description: [By-Law Requirement] Program was developed to deter activities of Air Force Service members, civilian employees, indirect hires, contract personnel, and command-sponsored dependents that would facilitate or support CTIP, domestically and overseas. CTIP is defined as the recruitment, transportation, transfer, harboring or receipt of persons by means of threat, use of force, coercion, abduction, fraud, deception, abuse or exploitation.

7.10.2.3. OPR: AF/A1SRQ.

7.10.2.4. Training Media: CBT or In-Person Briefing.

7.10.2.5. Instructor: Unit-Identified Training Instructor for In-Person. N/A for CBT.

7.10.2.6. Additional Information: ARMS is not the training system of record for this training, but may be used for tracking purposes in addition to the training system of record.

7.10.3. **GC33Y** – Crewmember Anti-Hijacking CBT.

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

7.10.3.2. Description: Course provides scenario-based training of anti-hijacking theory, guidance, procedures, and scenarios for crewmembers who are authorized by their commander to arm for anti-hijacking purposes.

7.10.3.3. OPR: AMC/A3T.

7.10.3.4. Instructor:  Unit-designated instructor or SFS instructor using MAJCOM-approved training outline for classroom training.  No instructor required for CBT or exercise participants.

7.10.3.5. Training Media:  CBT on ADLS via AMC Gateway, classroom session, or participation in a hijack prevention exercise.

7.10.3.6. Additional Information:  Per AFI 13-207-O, training for aircrew members is required annually, not to exceed 365 days from previous date accomplished.  **(T-3). Exception**:  OG/CC may waive the requirement for crewmembers on a case-by-case basis not to exceed 24 months from previous date accomplished.  **Note**: Computer based training, classroom training, or active participation in hijack prevention exercise satisfies this requirement.

7.10.4.  **GC39Y**  – Force Protection.

7.10.4.1. Purpose:  Provide Air Force members with basic awareness training related to force protection and anti-terrorism considerations.

7.10.4.2. Description:  Provides general awareness-level training in Intro to Force Protection, Level I Antiterrorism Awareness Training, Active Shooter Training, and Counterintelligence Awareness Training.  Annual completion required (military and civilian); contractors not required to complete unless specified in Statement of Work.

7.10.4.3. OPR:  AFSFC/S3M.

7.10.4.4. Training Media:  CBT or in-person briefing using approved course outline.

7.10.4.5. Instructor:  N/A for CBT.  Designated instructor may provide in-person briefing using approved course outline.

7.10.4.6. Additional Information:  Training References:  DoDIO-2000.16V1_AFI10-245-O, *Antiterrorism (AT) Program Implementation*, AFI 71-101V4, *Counterintelligence*, AFMAN 31-201V4, *High-Risk Response*, AFTTP 3-4.6_AS, *Active Shooter,* DoDI 5240.04, *Counterintelligence (CI) Investigations*, DoDI 2000.16V1, and DoDI 2000.16V2, *DoD Antiterrorism (AT) Program Implementation, DoD Force Protection Condition (FPCON) System*.  **Note**: ADLS is the training system of record for this course.  ARMS tracking is authorized in addition to ADLS, but is not a substitute for the ADLS tracking requirement.

7.10.5.  **GC43Y**  – Information Protection.

7.10.5.1. Purpose:  Training program designed to provide Air Force members with recurring training related to the importance of information assurance (IA) to the organization and to authorized users.

7.10.5.2. Description:  AF-level training that addresses relevant laws, policies, and procedures; examples of external threats; examples of internal threats; how to prevent self-inflicted damage to system information security through disciplined application of IA procedures; prohibited or unauthorized activity on DoD systems; categories of information classification and differences between handling information on the NIPRNet or SIPRNet; and requirements and procedures for transferring data to/from a non-DoD network.

7.10.5.3.  OPR:  AF/A6

7.10.5.4.  Training Media:  CBT (Cyber Awareness Challenge) on ADLS.

7.10.5.5.  Instructor:  N/A.

7.10.5.6.  Additional Information:  Tasking Authority:  DoD 8570.01-M, *Information Assurance Workforce Improvement Program*, *Information Systems Security Line of Business*.  ADLS is the training system of record for this course.  ARMS tracking is authorized in addition to ADLS, but is not a substitute for the ADLS tracking requirement.

7.10.6.  **GC47Y**  – Privacy Act Training.

7.10.6.1.  Purpose:  "By-law" training program designed to provide Air Force members with recurring training related to handling and protection of personally identifiable information (PII).

7.10.6.2.  Description:   AFI 33-332, *Air Force Privacy and Civil Liberties Program,* requires commanders to train base or unit personnel annually regarding privacy and civil liberties subject matter to include handling, use, and protection of PII.

7.10.6.3.  OPR:  Base Privacy Manager or Unit Privacy Monitor (determined at the installation level).

7.10.6.4.  Training Media:  Developed and implemented at the installation level. Training may include in-person, slideshow, video, and/or CBT (i.e., cyber.mil web-based training,   **https://public.cyber.mil/training/identifying-and-safeguarding-personally-identifiable-information-pii**.

7.10.6.5.  Instructor:  Privacy Manager (base) or Privacy Monitor (unit).

7.10.6.6.  Additional Information:   Reference AFI 33-332 and consult Unit Privacy Monitor/Base Privacy Manager for locally-developed training requirements.  Advanced training is required for personnel who maintain a System of Record (SOR).  **Note**: ARMS is not the training system of record for this training, but may be used for tracking purposes in addition to the training system of record (maintained and reported by the Unit Privacy Monitor).

7.10.7.  **GC49Y**  – Sexual Assault Awareness and Prevention (SAPR)/Suicide Prevention Training (Green Dot).

7.10.7.1.  Purpose:  Provide recurring Total Force Awareness Training (TFAT) to all Air Force members related to SAPR and suicide prevention.

7.10.7.2.  Description:  [By-Law Requirement] Formalized training course that offers a comprehensive multi-faceted approach to preserving Air Force heritage by utilizing awareness and prevention education, recognizing and presenting effective victim advocacy, clarifying reporting options and the response process, promoting societal change through individual and community collaboration in accordance with DoDI 6495.02, *Sexual Assault Prevention and Response Program Procedures*, and methods for recognizing potential indicators and accessing available resources to combat suicide in the force.   Green Dot also includes resilience and suicide prevention training in compliance with AFI 90-5001, *Integrated Resilience*.

7.10.7.3.  OPR:  Installation Sexual Assault Response Coordinator (SARC).

7.10.7.4.  Training Media:  CBT or in-person briefing (determined at the installation level).

7.10.7.5.  Instructor:  N/A for CBT.  SARC-trained instructor for in-person briefing.

7.10.7.6.  Additional Information:  Annual requirement per AFI 90-6001, *Sexual Assault Awareness and Prevention (SAPR) Program* and AFI 90-5001.  All personnel are required to be current in annual training prior to and throughout the duration of a deployment.  **(T-2).  Note**: ARMS is not the training system of record for this training, but may be used for tracking purposes in addition to the training system of record.

7.10.8.  **GC51Y** – Sexual Assault Awareness and Prevention (SAPR)/Suicide Prevention Post-Deployment Training.

7.10.8.1.  Purpose:  Provide a focused "Return and Reunion" briefing for all personnel following a deployment.

7.10.8.2.  Description:  The SARC conducts post-deployment SAPR reintegration training within 30 days of members returning from a deployment.

7.10.8.3.  OPR:  Installation Sexual Assault Response Coordinator (SARC).

7.10.8.4.  Training Media:  In-person briefing (determined at the installation level).

7.10.8.5.  Instructor:  SARC-trained instructor.

7.10.8.6.  Additional Information:  Does not meet requirements for annual training.  This is a post-deployment requirement per AFI 90-6001.  **Note**: ADLS is the training system of record for this course.  ARMS tracking is authorized in addition to ADLS, but is not a substitute for the ADLS tracking requirement.

7.10.9.  **GD17Y** – Aircrew Intelligence Training (AIT).

7.10.9.1.  Purpose:  Provides crews with the fundamentals of threat knowledge, visual recognition, and collection and reporting requirements.  Enhances crewmember understanding of threats to unit assets with a direct impact on mission success and aircrew survival.

7.10.9.2.  Description:  Course provides aircrew with details concerning how, when and what to include in Mission Reports (MISREP), Ops-Intel interface, Request for Information (RFI), Escape and Evasion procedures and the development and coordination of Evasion Plans of Action.

7.10.9.3.  OPR:  AMC/A2T.

7.10.9.4.  Unit:  Wing Intelligence.

7.10.9.5.  Curriculum Development:  AMC/A2T, with tailoring by unit intelligence personnel.

7.10.9.6.  Instructor:  Certified Unit Intelligence Instructor.

7.10.9.7.  Training Aids:  Lecture.

7.10.10. **GD25Y** – Crew Resource Management (CRM)/Threat & Error Management (TEM) Initial Training.

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

 7.10.10.2. Description:  CRM/TEM has been designed to train aircrew members to cope with human behavior concerns that potentially affect aircrew performance and safety. Documented studies of aircraft accidents and additional data suggest that most human behavioral problems observed among aircrews can be grouped into three primary categories:  interpersonal communications, situational awareness, and team leadership. Training introduces AMC common core subjects (according to AFI 11-290, and MAJCOM Supplements).  If initial CRM/TEM is not accomplished at the formal school, accomplish within 45-days (90-days for ARC) after reporting to the unit.  **(T-3).**

 7.10.10.3. OPR:  MAJCOM/A3T.

 7.10.10.4. Unit:  Squadron Aircrew Training.

 7.10.10.5. Curriculum Development:  Formal School Instructors.  **Note**:  Material should address CRM within the medical team AND between the medical team and the front end aircrew.

 7.10.10.6. Instructor:  Certified CRM Instructor.

 7.10.10.7. Training Aids:  At the instructor's discretion.

 7.10.10.8. Additional Information:  An individual who successfully completes the Crew Resource Management Facilitators Course may be used in place of an ATS contractor.

7.10.11. **GD27Y** – Crew Resource Management (CRM)/Threat & Error Management (TEM) Refresher Training.

 7.10.11.1. Purpose:  Mission-specific CRM/TEM continuation training class conducted according to AFI 11-290 and the MAJCOM supplement.

 7.10.11.2. Description:   Reinforces initial CRM/TEM training through an academic review of the CRM/TEM skills common core subjects, effective monitoring behaviors, and relevant verbalize, verify, and monitor skills, with emphasis on CRM/TEM Topic(s) of the Year.  See AFI 11-290 and/or MAJCOM supplement, as applicable.  This training is normally conducted in a classroom with interactive exercises to facilitate small group dynamics (class size should be limited to encourage group discussion).  However, it may be accomplished by a crew in conjunction with the CRM/TEM simulator.

 7.10.11.3. OPR:  MAJCOM/A3T.

 7.10.11.4. Unit:  Squadron Aircrew Training.

 7.10.11.5. Curriculum Development:  Syllabus is at the instructor's discretion and should be based on teaching material provided by CRM Facilitators Course.  **Note**:  Material should address CRM/TEM within the medical team and between the medical team and the front end aircrew.  **Exception**:  AFR units in accordance with MAJCOM/A3/10 guidance.

7.10.11.6.  Instructor:  Certified CRM facilitators.

7.10.11.7.  Training Aids:  At the instructor's discretion.

7.10.11.8.  Additional  Information:  Mission-specific  continuation  CRM  training conducted according to AFI 11-290 as supplemented.

7.10.12.  **GD35Y** – Flight Line Security and Drivers Training and Exam.

7.10.12.1.  Purpose:  To ensure crewmembers understand proper flight line driving and security procedures.  Aircrew members who are required to drive on the flight line need to successfully complete this course.

7.10.12.2.  Description:  Training, examination, and certification to drive vehicles on the flight line according to local procedures.  Also includes a briefing by the airfield management or security forces covering the physical layout of restricted areas and owner or user responsibility for security reporting and detection.

7.10.12.3.  OPR:  AMC/A3A/SFO,  Chief,  Airfield  Management  and  Flightline Constable.

7.10.12.4.  Unit:  Unit Flight line Training Monitor.

7.10.12.5.  Curriculum Development:  Each unit is responsible for tailoring training to meet unit needs.

7.10.12.6.  Additional  Information:  Sq/CC determines the number of unit flight line drivers necessary for AE flight line operations.

7.10.13.  **GD36Y** – Flight Safety Briefing (Initial/Periodic).

7.10.14.  **GD40Y** – Human Relations Education (HRE)/Equal Opportunity (EO) Training.

7.10.14.1.  Purpose:  Training program to provide annual by-law training in compliance with DAFPD 36-27, *Equal Opportunity (EO)*, related to unlawful discrimination, harassment, and reprisal by military personnel.

7.10.14.2.  Description:  [By-Law Requirement] Program was developed to educate military and civilian personnel in an effort to eradicate unlawful discrimination against, harassment of, intimidation of, or threatening of another Airman on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national  origin, age (40 or older), disability, genetic information, or reprisal.  This training applies to all military and civilian Air Force (AF) personnel, including Air Force Reserve (AFR) Units.  This publication applies to Air National Guard (ANG) personnel in federal active duty status under 10 USC § 9013.  It does not apply to contract employees (unless authorized by law or regulation to file a federal agency complaint), employees or applicants of the Army and Air Force Exchange Service, members of the ANG (to include ANG Technicians) in a duty status under Title 32 USC.

7.10.14.3.  OPR:  AFPC/EO.

7.10.14.4.  Training Media:  In-Person Briefing.

7.10.14.5.  Instructor:  Appropriately-certified EO instructor.

7.10.14.6. Additional Information:  Refer to AFI 36-2710, *Equal Opportunity Program*, for additional information.  **Note**:  ARMS is not the training system of record for this training, but may be used for tracking purposes in addition to the training system of record.

7.10.15. **GD72Y** – Safety Privilege Training.

7.10.16. **GD77Y** – Theater Indoctrination (TI) Training.

7.10.16.1. Purpose:  Provides theater-assigned and deploying/deployed aircrews with the information necessary to safely operate throughout the assigned geographic region.

7.10.16.2. Description:  AFMAN 11-202V1 mandates minimum training requirements. Theater indoctrination training is developed by each MAJCOM for their specific area of responsibility (e.g., PACAF, USAFE, AFCENT, etc.).  Permanently-assigned aircrews may accomplish this training in conjunction with local indoctrination training.  Aircrews tasked to deploy to a specific theater of operations complete the training no earlier than 60 days prior to arrival in the theater or may accomplish upon arrival, as coordinated between the unit and theater tasking authority.

7.10.16.3. OPR:  MAJCOM/A3T (or equivalent).

7.10.16.4. Training Media:  Various, as determined by the MAJCOM-approved training syllabus or guide.

7.10.16.5. Instructor:   Various, as determined by the MAJCOM-approved training syllabus/guide.

7.10.16.6. Additional Information:   One-time event for theater-assigned aircrews. Deploying aircrew may complete training prior to or upon arrival for each deployment to a given theater.  Units may supplement theater-developed training at the discretion of the deploying unit commander.

7.10.17. **GD99Y** – Supervisory Status/Non-Mission Ready (N-MR).

**7.11.  Expeditionary Training (GE) Events.**

7.11.1. **GE01Y** – Chemical, Biological Radiological, & Nuclear (CBRN) Defense CBT. (Not required for aircrew personnel based on AFI 10-2501, *Emergency Management Program,* Attachment 4, Non-Exempt Listing).

7.11.2. **GE03Y** – Chemical, Biological Radiological, & Nuclear (CBRN) Defense (Hands-On) Training.

7.11.2.1. Purpose:  Hands-on training in the use of CBRN (ground) defense equipment and associated procedures.

7.11.2.2. Description:  Aircrew members comply with AFI 10-2501 requirements and refer to most current RTM for training frequency.  When tasked to deploy for other than aircrew duties, crewmembers comply with AEF Online ERT Checklist frequency found at **https://aef.afpc.randolph.af.mil/Predeployment.aspx**.

7.11.2.3. OPR:  AF/A4CXR.

7.11.2.4. Training Media:  Classroom or Lab.

7.11.2.5.  Instructor:  Certified Trainer.

7.11.2.6.  Additional Information:  Per AFI 10-2501, Attachment 4, aircrew members are "non-exempt" status and require only GE03Y.

7.11.3.  **GE05Y**  – Law of War (Basic) CBT (Formerly LOAC).

7.11.3.1.  Purpose:  Periodic training for all Airmen on the Law of War.

7.11.3.2.  Description:  Requirement derived from AFI 51-401, *The Law of War*. Training course designed to provide basic understanding of the need for Law of War, describes the five principles of Law of War, and introduces the 10 Rules for Airmen.

7.11.3.3.  OPR:  AETC/A3T.

7.11.3.4.  Training Media:  CBT or briefing using downloaded training guide located on ADLS.

7.11.3.5.  Instructor:  Not required for CBT.  Appropriately authorized instructor required for in-person presentation using downloaded training outline.

7.11.3.6.  Additional Information:  Aircrew members refer to the most current RTM for required frequency, where indicated.  Otherwise, comply with frequency requirement established by the ERT Checklist found at **https://aef.afpc.randolph.af.mil/Predeployment.aspx**.

7.11.4.  **GE06Y**  – Law of War (Advanced) CBT.

7.11.4.1.  Purpose:  Periodic scenario-based training for specified Airmen on the Law of War.

7.11.4.2.  Description:  Requirement derived from AFI 51-401.  Training covers legal requirements related to an individual's mission-specific roles and responsibilities during armed conflict.

7.11.4.3.  OPR:  AETC/A3T.

7.11.4.4.  Training Media:  CBT or briefing using downloaded training guide located on ADLS.

7.11.4.5.  Instructor:  Not required for CBT.  Appropriately authorized instructor required for in-person presentation using downloaded training outline.

7.11.4.6.  Additional Information:  Crewmembers complete the "Combat Aircrew" training course.  Aircrew comply with the frequency specified in the most current RTM, where published.  Otherwise, comply with requirements published via the ERT Checklist located at **https://aef.afpc.randolph.af.mil/Predeployment.aspx**.

7.11.5.  **GE07Y**  – Use of Force (L-6) CBT.

7.11.5.1.  Purpose:  To provide aircrews with training on US Air Force policy and guidance on Use of Force.

7.11.5.2.  Description:  This training covers topics on Air Force assets, Use of Force policy, and the Use of Force Model as outlined in AFI 31-117, *Arming and Use of Force by Air Force Personnel*.

7.11.5.3.  OPR:  AMC/A3T.

7.11.5.4.  Training Media:  CBT (L6–Use of Force) or via a qualified instructor using AF-approved training outline (e.g., group settings), both available via ADLS.

7.11.5.5.  Instructor:  Required only for group method using the AF-approved training outline downloaded from ADLS.

7.11.5.6.  Additional Information:   Failure to comply with Use of Force training requirements defined in AFI 31-117 may result in prosecution under Article 92 of the UCMJ (or equivalent state law).  Crewmembers complete the "L6-Use of Force" CBT or attend an in-person briefing by a locally-designated instructor using the downloaded training outline, both located on ADLS, at the assigned frequency prior to attending Small Arms Training.  Each unit is responsible to provide use of force training for assigned personnel.  In accordance with AFI 31-117, paragraph 2.5.1.4, the use of force familiarization and ROE training conducted by combat arms during weapons training does not meet this requirement.  Per AFI 31-117, Arming Group A personnel (e.g., aircrew members arming for anti-hijacking) personnel require Use of Force training annually not to exceed 12 months.  Arming Group B personnel require Use of Force training prior to authorization to be armed and then annually thereafter as long as they are assigned to a deployable UTC (i.e., AEF Indicator (AEFI) that is posture- (P)-coded as A/DW (worldwide deployable), YR/DW (enabler status), etc.).  **Note**:  See AFI 31-117, AFI 36-2654, AMCI 10-403, *Air Mobility Command Force Deployment* and AEF Online for latest classification, and validity period.  Refer to most current RTM for training frequency, where published.  Otherwise, refer to AEF Online ERT Checklist for guidance regarding         training         frequency         found         at **https://aef.afpc.randolph.af.mil/Predeployment.aspx**.

7.11.6.  **GE11Y**  – Self-Aid Buddy Care (SABC) CBT.

7.11.6.1.  Purpose.  Course provides basic knowledge to minimize injury and prevent death or disability in deployed environments or home station emergencies.  It is required only for those personnel who are not exempted by AFI 36-2644, *Self-Aid and Buddy Care Training*, **Attachment 2**.

7.11.6.2.  Description.   CBT that provides updated information on battlefield care concepts and the Individual First Aid Kit (IFAK) components.  SABC CBT is a basic knowledge online training course.

7.11.6.3.  OPR:  AMC/SG.

7.11.6.4.  Training Media:  ADLS and/or qualified instructor using AF-approved training outline (e.g., group settings).

7.11.6.5.  Instructor:  CBT or instructor-guided session (e.g., group settings).

7.11.6.6.  Additional Information.  Non-exempt personnel are required to complete the "hands-on" course (GE12Y), which incorporates training from the CBT into the classroom training session.  Line crewmembers are normally considered "non-exempt", therefore, aircrew members are required to complete GE12Y, which includes the training provided by the CBT in the hands-on classroom training session.  Aircrew members refer to most current RTM for required frequency, where indicated.  Otherwise, refer to AEF

Online ERT Checklist for guidance regarding training frequency found at **https://aef.afpc.randolph.af.mil/Predeployment.aspx**.    Document training in accordance with AFI 36-2644 in addition to ARMS.

7.11.7.  **GE12Y** – Self-Aid Buddy Care (SABC) Hands-On Training.

7.11.7.1. Purpose.  Course provides basic skills to minimize injury and prevent death or disability in deployed environments or home station emergencies.

7.11.7.2. Description.  Hands-on training session provided by a trained classroom instructor that emphasizes skills performance to increase competence with battlefield care and use of Individual First-Aid Kit (IFAK) components.  Completion of this course satisfies requirement for both GE11Y and GE12Y.  AFI 36-2644 requires non-exempt personnel (e.g., crewmembers) to complete hands-on classroom training that also incorporates the training objectives covered by the SABC CBT.

7.11.7.3. OPR:  AMC/SG

7.11.7.4. Curriculum Development:  AF/SG and Unit-Level SG Couse Owner

7.11.7.5. Training Media:  Hands-on session requires demonstration and use of various components found in the IFAK.

7.11.7.6. Instructor:  Classroom or Lab using a qualified SABC instructor and components of the IFAK in accordance with AFI 36-2644.

7.11.7.7. Additional Information.  GE11Y is no longer a prerequisite for GE12Y. During hands-on training, trainees are provided a demonstration of proper techniques and procedures, then evaluated by their assigned instructor using a skills performance system or checklist.  Aircrew members refer to most current RTM for required frequency, where indicated.  Otherwise, refer to AEF Online ERT Checklist for guidance regarding training frequency found at **https://aef.afpc.randolph.af.mil/Predeployment.aspx**.  **Note**: DoD is developing a new course, Tactical Combat Casualty Care (TCCC), that will replace SABC when released.  GE11Y and GE12Y will become obsolete upon implementation of the TCCC courses (GE21Y and GE22Y).

7.11.8.  **GE23Y** – Tactical Combat Casualty Care (TCCC) Training (Level 3).

7.11.8.1. Purpose:  Teach combat medical Airmen and Corpsmen essential skills required to administer advanced life-saving medical care to others in a combat environment.

7.11.8.2. Description:  Course is under development and will be released when available.

7.11.8.3. OPR:  AF/SG.

7.11.8.4. Curriculum Development:  AF/SG.

7.11.8.5. Training Media:  Classroom and/or Lab.

7.11.8.6. Instructor:  Certified TCCC Instructor.

7.11.8.7. Additional Information:  Aircrew members refer to most current RTM for required frequency, where indicated.  Otherwise, refer to AEF Online ERT Checklist for

guidance        regarding        training        frequency        found        at
**https://aef.afpc.randolph.af.mil/Predeployment.aspx**.

7.11.9.  **GE24Y**  – Tactical Combat Casualty Care (TCCC) Training (Level 4).

7.11.9.1.  Purpose:  Teach combat paramedics and other medical providers essential skills required to administer advanced life-saving medical care to others in a combat environment.

7.11.9.2.  Description:  Course is under development and will be released when available.

7.11.9.3.  OPR:  AF/SG.

7.11.9.4.  Curriculum Development:  AF/SG.

7.11.9.5.  Training Media:  Classroom and/or Lab.

7.11.9.6.  Instructor:  Certified TCCC Instructor.

7.11.9.7.  Additional Information:  Aircrew members refer to most current RTM for required frequency, where indicated.  Otherwise, refer to AEF Online ERT Checklist for guidance     regarding     training     applicability     and     frequency     found     at **https://aef.afpc.randolph.af.mil/Predeployment.aspx**.

**7.12.  Mobility Training (GM) Events.**

7.12.1.  **GM01Y**  – Mobility Briefing.  New Requirement see RTM.

7.12.2.  **GM03Y**  – Mobility Folder Review.

7.12.2.1.  Purpose:  Ensure Air Force personnel are prepared for deployment to locations specified by tasking order.

7.12.2.2.  Description:  The unit commander prepares his or her unit for deployment in accordance with this manual, AFMAN 10-409-O, *Support to Adaptive Planning*, AFI 10-403, *Deployment Planning and Execution*, and AFI 36-129, *Civilian Personnel Management and Administration*.  In addition to the aircrew-specific training items contained in this manual, Air Force members have Air Force-specific and theater-specific training that is required prior to a deployment.  The UDM is tasked to ensure all personnel meet readiness training requirements.

7.12.2.3.  OPR:  Unit-Level UDM.

7.12.2.4.  Training Media:  N/A.

7.12.2.5.  Instructor:  N/A.

7.12.2.6.  Additional Information:     See AFI 10-403, ERT Checklist found at **https://aef.afpc.randolph.af.mil/Predeployment.aspx**, and local guidance.  Frequency of this event is determined by the Installation Deployment Officer (IDO) and should be published in the Installation Deployment Plan (IDP).

7.12.3.  **GM09Y**  – Isolated Personnel Report (ISOPREP) Review.

7.12.3.1.  Purpose:     Generate  (if  necessary),  review,  and  ensure  accuracy  of crewmembers' DD Form 1833, *Isolated Personnel Report* (ISOPREP).

7.12.3.2. Description:  Review of isolated personnel report (ISOPREP).  May be completed during an aircrew's GD17Y - Aircrew Intelligence Training (AIT).  All crewmembers will maintain a digital ISOPREP in Personnel Recovery Mission Software, in accordance with Joint Pub 3-50, *Personnel Recovery*.  **(T-0).** During employment operations, personnel will review ISOPREP upon deployment, prior to the first mission of the day and as often as necessary thereafter.  **(T-1).**

7.12.3.3.  OPR:  AMC/A3D.

7.12.3.4.  Unit:  Unit Intelligence.

7.12.3.5.  Curriculum Development:  N/A.

7.12.3.6.  Instructor:  Unit intelligence officers maintain individual ISOPREP information at the local level.

7.12.3.7.  Additional Information:  See JP-3-50.  Review.  Also, review ISOPREP in accordance with AEF Online ERT Checklist for AEF deployment readiness.  Generally complete in conjunction with GD17Y - Aircrew Intelligence Training (AIT).

7.12.4.  **GM11Y**  – Official Passport-Primary (No-fee).

7.12.4.1.  Purpose:  Facilitate short-notice worldwide mobility response capability.

7.12.4.2.  Description:   Certain locations require no-fee passports for entry, as communicated in the *DoD Foreign Clearance Manual*.  In accordance with AFI 10-403, AMC/A3 designates that a primary no-fee passport is a mission-essential item for mobility aircrew readiness to support peacetime deployment and employment requirements and United Nations mission support.  **Note**:  US Department of State policy governs passport issuance.  Refer to latest DoD Policy Memoranda regarding passport requests.  **Note**:  OG/CC may waive this mobility requirement when a crewmember has applied for and is denied a primary official passport to permit the crewmember to fly tasked missions to locations that do not require passports for entry or transit.  Waivers should be documented using GTIMS for tracking purposes.

7.12.5.  **GM12Y**  – Official Passport-Secondary (No-fee).

7.12.5.1.  Purpose:   Facilitate worldwide mobility response capability to locations requiring an entry visa.

7.12.5.2.  Description:  Certain locations require a no-fee passport (valid for 4 years) and entry visa, as communicated in the *DoD Foreign Clearance Manual*.  In order to maintain short-notice worldwide mobility status, secondary passports may be required to facilitate entry visas for certain crewmembers.  As entry visas often require long processing periods and submission of an official passport, a secondary passport enables crewmembers to remain worldwide mobile while one of the their two passports is submitted for visa application processing.  In accordance with AFI 10-403, AMC/A3 designates OG/CCs as the determination authority for secondary passport requirements. OG/CCs should document crewmembers designated to maintain a secondary official passport and track requested or denied applications for those crewmembers.  **Note**:  US Department of State policy governs passport issuance.  Refer to latest DoD Policy Memoranda regarding passport requests.

7.12.6.  **GM21Y**  – Small Arms Training.

7.12.6.1. Purpose:  Trains crewmembers in successful engagement of enemy targets within the range and capabilities of their assigned weapon.

7.12.6.2. Description:  Course established to meet the requirements of AFI 36-2654 and AFI 31-117.  Crewmembers are assigned an arming group based on their ground and/or in-flight arming requirements and complete training based on the assigned arming group requirement(s) and purpose for arming.  Training frequency is determined by the crewmember's assigned arming group and/or purpose (e.g., anti-hijacking versus deployment).  Additionally, pre-deployment requirements may apply (see AEF Online ERT Checklist).

7.12.6.3. OPR:  AMC/A4S.

7.12.6.4. Instructor:  Qualified Security Forces Squadron Combat Arms Instructor

7.12.6.5. Training Aids:  Academics and firing range exercise; includes use of force and live fire or simulator training.  Simulator training may not be used for initial qualification (AFI 36-2654, AFI 31-117).

7.12.6.6. Additional Information:  ARC may define alternate frequency requirements. Accomplish (based on assigned arming group) in accordance with AFI 36-2654 [12 months for Arming Group A (MAJCOM extendable to 24 months), 36 months for Arming Group B assigned to a deployable UTC (i.e., YR/DW enabler aircrews), or when tasked by name to deploy with associated arming requirement for all other Group B personnel)].  **Note**: Crewmembers are required to complete the AF-approved "L6-Use of Force" course via ADLS or in a group setting using an AF-approved instructor and course outline or presentation prior to attending GM21Y.

**7.13. Aeromedical-Specific Ground Training (GP) Events.** Provides hands-on experience operating aircraft systems and aircraft configuration for universal qualification airframes. AECMs operate each of the aircraft systems and configure each aircraft per applicable TO, flight crew checklist, and assigned crew duties.

7.13.1. Aircraft-Specific Systems Ground Training.

7.13.1.1. Purpose:  Understand varying characteristics for universal qualification and additional aircraft, as required.

7.13.1.2. Description:  Review aircraft emergency signals and announcements, aircraft emergency equipment, egress procedures, aircraft systems, concurrent servicing procedures, and aircraft configuration.

7.13.1.3. OPR:  AMC/A3T

7.13.1.4. Unit:  Squadron Aircrew Training.

7.13.1.5. Curriculum Development:  Lead command in coordination with user commands.

7.13.1.6. Instructor:  Qualified Aircrew Instructor.

7.13.1.7. Training Aids:  CBT, IBT, or approved virtual reality system with AMC/A3T checklists.

7.13.1.8. Additional Information:  This aircraft training event may be accomplished by either IBT, CBT, or approved virtual reality system in accordance with the RTM.  IBT hands-on demonstrations are accomplished in accordance with the standardized training program checklist.  Document successful completion of this training on an AF Form 1522 or MAJCOM-approved electronic equivalent (i.e., GTIMS).  **Note:**  UH-60 Aircraft Training is only required when directed per deployment requirement.  **(T-2).** Use the following codes to log by specific aircraft.

7.13.1.8.1.  **GP01Y**  – AECM, C130 Aircraft Training.

7.13.1.8.2.  **GP03Y**  – AECM, C17 Aircraft Training.

7.13.1.8.3.  **GP05Y**  – AECM, KC135 Aircraft Training.

7.13.1.8.4.  **GP07Y**  – AECM, C21 Aircraft Training.

7.13.1.8.5.  **GP09Y**  – AECM, UH60 Aircraft Training.

7.13.2.  **GP11Y**  – AECM, HIPPA. Training.

7.13.2.1.  Purpose:  Ensure AECMs understand the basics of the Privacy Act and HIPAA.

7.13.2.2.  Description:  Provides information on applicable Federal Laws, DoD and AF Instructions, requirements for protecting Personally Identifiable Information, and impact of privacy and/or security breaches.

7.13.2.3.  OPR:  AF/SG.

7.13.2.4.  Unit:  Squadron Clinical Management.

7.13.2.5.  Curriculum Development:  As developed and revised on AFMS Knowledge Exchange.

7.13.2.6.  Training Aids:  CBT.

7.13.2.7.  Additional Information:  See AFI 41-210, *Tricare Operations and Patient Administration* and specific MAJCOM guidance.  HIPAA training is hosted by the Joint Knowledge Online (JKO) Learning Content Management System.  Personnel need to login to JKO at **https://jkodirect.jten.mil/** and register to access the CBT.  **Note**: ARC AES unit CNs who have FNs and AETs working in civilian MTFs and that have completed HIPAA Training in accordance with Health and Human Services Health Insurance Portability and Accountability Act of 1996 Health Insurance Portability and Accountability Act of 1996, may coordinate with their MAJCOM/A3 to credit civilian training.

7.13.3.  **GP13Y**  – AECM, Medical Equipment Review (Hands-on).

7.13.3.1.  Minimum Equipment:  Bag-Valve-Mask, Portable O2 System, Cardiac Monitor, Defibrillator, Battery Pack, Portable Suction Unit, ECAS, Pulse Oximeter, Frequency Converter, Restraints, IV Infusion Pump, Ventilator, Minilator®, Vital Signs Monitor, Aeromedical Wireless Intercommunication System, C-17 HALO Adaptor, and Spectrum Unit (if applicable to unit).  **(T-2).**

7.13.3.2.  Purpose:  Ensures all AECMs can demonstrate the ability to assemble/operate AE medical equipment.

7.13.3.3.  Description:  Training includes medical equipment routinely operated during AE missions.

7.13.3.4.  OPR:  AMC/A3T.

7.13.3.5.  Unit:  Squadron Aircrew Training.

7.13.3.6.  Curriculum Development:  Each unit is responsible for tailoring training to meet unit needs.

7.13.3.7.  Instructor:  Qualified Aircrew Instructor or Certified Equipment Trainer.

7.13.3.8.  Training Aids:  AE Equipment.

7.13.3.9.  Additional Information:  Additional pieces of equipment may be included to the above items per direction of AMC/A3 or the unit Commander/Chief Nurse.  **Note**: Units that use the Spectrum Unit with unit assigned aircraft qualification.  Specific Requirements:  Properly preflight and configure for patient use to include oxygen and suction in accordance with AFMAN 11-2AEV3, Addenda A.  **(T-2).**  This requirement is for AECMs where the Spectrum is applicable to the unit's assigned mission.

7.13.4.  **GP15Y**  – AECM, Medication Administration.

7.13.4.1.  Purpose:  Ensure AECMs are proficient with computational pharmacology and medication administration for various medications.

7.13.4.2.  Description:   Provides academic and hands-on training to assess the fundamental mathematical principles required for drug calculations and medication administration to include oral, injection, suppository, liquid, topical, nebulizer and metered-dose inhaled medications.

7.13.4.3.  OPR:  AMC/SG.

7.13.4.4.  Unit:  Squadron Clinical Management.

7.13.4.5.  Curriculum Development:  As developed and revised by Elsevier.

7.13.4.6.  Instructor:  Squadron Clinical Management.

7.13.4.7.  Training Aids:  Lesson plans and Various Medication Administration Supplies.

7.13.4.8.  Additional Information:  Personnel need to register with the AFMS Knowledge Exchange website at and Elsevier Skills to access training located at **https://kx.health.mil/kj/kx8/VirtualLibrary/Pages/Clinical%20Skills%20Plus.aspx**. To gain credit AETs require Computational Pharmacology and 4N0X1 Medication Administration courses.  Most current 4N Career Field Manager guidance is located at **https://kx.health.mil/kj/kx1/AFMOAEdandTraining/Pages/sgne_toolbox-main-page.aspx**.  FNs require Computational Pharmacology and Medication Administration and hands-on to include:  adding medication to intravenous fluid containers, subcutaneous injections, intramuscular injections, piggyback, intermittent infusion sets or mini-infusion pumps, and eye medication.

**7.14. Senior Officer Course (GS) and Ground Exercise (GV) Events.** MAJCOMs may combine and/or supplement courses to fulfill their needs, unless otherwise noted in the event description.  Refer to AFI 11-301V1 for basic course descriptions.

7.14.1. **GS01Y** – Senior Officer Course (SOC).

7.14.2. **GV41Y** – Mass Casualty Exercise.

**7.15. Aircrew Flight Equipment (AFE) Training (LL) Events.** MAJCOMs may combine and/or supplement AFE courses to fulfill their needs, unless otherwise noted in the event description.  Refer to AFI 11-301V1 for basic course descriptions.  AFECT event instruction may be consolidated as long as curriculum requirements are met and individual events are tracked by the designated identifiers in ARMS.

7.15.1. **LL01** – Aircrew Flight Equipment Familiarization Training.

7.15.1.1. Purpose:  The event should familiarize aircrew members with local AFE policies and procedures to include equipment issue, use, local aircraft and equipment configurations (includes survival components), inspection and fit-check cycles, preflight, and post-flight requirements.

7.15.1.2. Description:  One-time event, per every base assignment.  It should be conducted during aircrew in-processing.  At a minimum, ensure this requirement is complete prior to the first flight at home station.  **(T-2).**

7.15.1.3. OPR:  AMC/A3T.

7.15.1.4. Unit:  Squadron Aircrew Flight Equipment.

7.15.1.5. Curriculum Development:  Each unit is responsible for tailoring training to meet unit needs.

7.15.1.6. Instructor:  Qualified Aircrew Flight Equipment Technician.  The AFE technician does not need to be a certified AFE Continuation Training Instructor to conduct and sign off LL01.  Technicians providing LL01 to assigned aircrew will be familiar with local AFE operations, aircraft and equipment configurations and signed off in the Training Business Area/Total Force Training Records on the fundamentals of all equipment discussed in LL01.

7.15.1.7. Training Aids:  Instructor based training with AFE training aids.

7.15.1.8. Additional Information:  N/A.

7.15.2. **LL03** – Emergency Egress Training - Non-Ejection Seat.

7.15.2.1. Purpose:  Understand aircraft egress procedures.

7.15.2.2. Description:  Evaluates aircrew and passenger ability to demonstrate proficiency in air and ground emergency egress procedures.  Stress the importance of aircrew coordination, aircrew and passenger responsibilities and use of appropriate emergency egress equipment.  Ensure aircrews are aware of their responsibilities for conducting safety and passenger briefings in accordance with AFMAN 11-202V3.

7.15.2.3. OPR:  AMC/A3T.

7.15.2.4. Unit:  Squadron Aircrew Flight Equipment.

7.15.2.5. Curriculum Development:  Each unit is responsible for tailoring training to meet unit needs.

7.15.2.6. Instructor:  Aircrew Flight Equipment Officer (AFEO) or qualified instructor aircrew.

7.15.2.7. Training Aids:  Aircraft and Instructor based training with AFE training aids.

7.15.2.8. Additional Information: N/A.

7.15.3. **LL04** – Aircrew Chemical, Biological, Radiological, Nuclear (ACBRN) Ground Training.

7.15.3.1. Purpose:  Understand ACBRN procedures.

7.15.3.2. Description:  An academic and equipment training session in which the aircrew member demonstrates and performs donning, doffing, and buddy dressing procedures using ACRBN equipment.  This training also includes information on hazards and limitations of wearing the equipment properly and improperly, preflight procedures, aircraft integration and aircrew processing.  Furthermore, instruction will include aircraft emergency considerations, limitations to consider during emergency ground egress, and the Aircrew Contamination Control Area (ACCA).  Each aircrew will demonstrate procedures (e.g., complete dress out) for no less than one hour during the training event for initial and subsequent classes.  Aircrew process through ACCA during their initial LL04 event; subsequent classes require a minimum of 10 percent of aircrew demonstrate ACCA processing procedures.  Crewmembers who accomplish initial ACBRN at a Technical Training Unit (TTU), Replacement Training Unit (RTU), or FTU receive credit for initial training on arrival at their permanent duty station.  Aircrew may be credited with LL04 during local Attack Response Exercises; provided all AFECT requirements and objectives are satisfied, (e.g., crewmember donned ACBRN equipment and subsequently processed through ACCA).  **Note**:  CBRN Defense Training (GE01Y/GE03Y) is a separate requirement that is not allowed to be combined with this training.

7.15.3.3. OPR:  AMC/A3T.

7.15.3.4. Unit:  Squadron Aircrew Flight Equipment.

7.15.3.5. Curriculum Development:  Each unit is responsible for tailoring training to meet unit needs.

7.15.3.6. Instructor:   Qualified Aircrew Flight Equipment Continuation Training instructor.

7.15.3.7. Training Aids:  Instructor based training with AFE training aids.

7.15.4. **LL05** – Egress Training with Aircrew Chemical, Biological, Radiological, Nuclear (ACBRN).

7.15.4.1. Purpose:  Train crewmembers to egress the aircraft while wearing ACBRN equipment.

7.15.4.2. Description:  A one-time event, or change of MDS to evaluate 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 stresses the unique changes in procedures to include added difficulties aircrew would and could experience as a result of wearing ACBRN equipment.  **(T-2).**  This training will be

accomplished before the aircrew's ACBRN flight requirement.  **(T-2).** This event should be taught concurrently with LL04 so that the AFE instructor (LL04) can assist or guide the LL05 instructor if needed.  Accomplishing this training also satisfies the requirements in LL03 if all LL03 objectives are met.

7.15.4.3.  OPR:  AMC/A3T.

7.15.4.4.  Unit:  Squadron Aircrew Flight Equipment.

7.15.4.5.  Curriculum Development:  Each unit is responsible for tailoring training to meet unit needs.

7.15.4.6.  Instructor:  Aircrew Flight Equipment Officer (AFEO) or qualified instructor aircrew.

7.15.4.7.  Training Aids:  Aircraft and Instructor based training with AFE training aids.

7.15.4.8.  Additional Information:  N/A.

7.15.5.  **LL06**  – Aircrew Flight Equipment Training (AFET).

7.15.5.1.  Purpose:  To familiarize aircrew with aircrew flight equipment.

7.15.5.2.  Description:  An academic and equipment training event, in which aircrew members demonstrate their ability to locate, preflight, and use all aircrew and passenger AFE carried aboard unit aircraft or issued to aircrew members.  This training includes the limitations and safety issues related to AFE.  Additionally, include aircrew clothing items and information on hazards associated with improper wear and failure to use only authorized clothing and equipment items.

7.15.5.3.  OPR:  AMC/A3T.

7.15.5.4.  Unit:  Squadron Aircrew Flight Equipment.

7.15.5.5.  Curriculum Development:  Each unit is responsible for tailoring training to meet unit needs.

7.15.5.6.  Instructor:  Qualified Aircrew Flight Equipment Continuation Training Instructor.

7.15.5.7.  Training Aids:  Instructor based training with AFE training aids.

7.15.5.8.  Additional Information:  N/A.

7.15.6.  **LL07**  – Aircrew Flight Equipment (AFE) Fit Check.

7.15.6.1.  Purpose:  Ensure a comprehensive fit check of all AFE gear worn during flight.

7.15.6.2.  Description:  Periodic training requirement that ensures AFE gear worn during flight in non-ejection seat aircraft is fit checked and verified for size and fit (e.g., any sized or fitted item to include PLZT mounting, NVG mounting, ALEP, etc.).  Fit checks for all non-ejection seat aircraft also include ACBRN equipment.  Refer to most current RTM for continuation training frequency.

7.15.6.3.  OPR:  AMC/A3T.

7.15.6.4.  Training Media:  N/A

7.15.6.5.  Instructor:  Performed by 1P0X1 technicians who are task-certified in for the event, and all applicable equipment tasks involved in completing a detailed fit check (e.g., fundamentals, donning, fit, inspection, operational checkout etc.).  The AFE technician does not need to be qualified as an AFE Continuation Training Instructor to conduct and sign off LL07.

7.15.6.6.  Additional Information:  N/A.

7.15.7.  **LL09** – 358 Series Quick Don Mask (QDM) Version 4/5 Differences Training.  (As required).

7.15.7.1.  Purpose:  Ensure aircrew receive proper training on physical and operational differences between the legacy 358-1506V/V-1/V-2 QDM and the upgraded full face V-4/V-5 QDM.

7.15.7.2.  Description:  One time event to brief physical and operational differences between the legacy 358-1506V/V-1/V-2 QDM and the upgraded full face V-4/V-5 QDM.  The aircrew flight equipment continuation training instructor (AFECTI) emphasizes QDM differences and enhancements, in face-fit, emergency donning/doffing, and the continuous venting feature of the upgraded QDM.  LL09 may be taught as a single event or combined with LL06.

7.15.7.3.  OPR:  AMC/A3T.

7.15.7.4.  Unit:  Squadron Aircrew Flight Equipment.

7.15.7.5.  Curriculum Development:  Each unit is responsible for tailoring training to meet unit needs and updating LL06 Master Lesson Plans (MLPs) to incorporate future refresher training requirements.

7.15.7.6.  Instructor:  Certified AFECTI qualified on the fundamentals 358-1506V-4/5 QDM.

7.15.7.7.  Training Aids:  Instructor Based Training with AFE training aids.

**7.16.  Mission/Sortie (MB) Events.**

7.16.1.  **MB28Y** – Aircrew Chemical, Biological, Radiological, or Nuclear Task Qualification Trainer (ACBRNTQT) Sortie.

7.16.1.1.  Purpose:  Aircrew chemical defense continuation training for crewmembers.

7.16.1.2.  Description:  An exercise emphasizing hands-on training, dressed out in chemical defense ensemble equipment.  Applicable only to aircrew members filling a wing position or below.  Exempted members include SOC graduates, BAQ or BMC, and FTU crewmembers unless theater SPINS or reporting instructions are more restrictive.

7.16.1.2.1.  AECMs are allowed to simulate the CWU-66/P (Aircrew Chemical Coverall) with a standard one-piece nomex® flight suit if a CBRNE hood is available for use with their USAF M-50 Chemical Mask and CBRNE Glove Set.  AECMs don their mask and gloves, step to aircraft, configure and take-off.  If splitting time, AECMS may don mask and gloves during cruise, de-configure, and complete post flight in order to receive credit for the event.  **Exception**: If a CBRNE hood is not available, AECMs utilize the Chemical Ground Crew Ensemble (GCE) and complete

crew brief in MOPP 2, then transition to MOPP 4, step to aircraft, configure and take-off.  If splitting time, AECMS may transition to MOPP 4 during cruise, remain in MOPP 4 during de-configuration and post flight, then transition to MOPP 2 for debrief in order to receive credit for this event.

7.16.1.2.2.  While wearing the mask and glove set or MOPP 4, AECMs perform one of the following:  secure and configure a stanchion pole, hang stanchion straps, set up electrical, or perform an operational equipment check and Fuselage Fire and Smoke or Rapid Decompression emergency procedure on ascent or decent by removing M50 and transitioning to Quick Don in 10 seconds or less.  **Warning**:  Before removing M50, AECMs will take a deep breath and close eyes, remove M50 then put on Quick Don with goggles.  At cruise, AECMs may remove chemical defense ensemble.  **Note**:  Complication of heat exhaustion, fatigue, hyperventilation, limited dexterity, and hampered communication can all be experienced during the exercise.  The MCC is required to closely monitor crewmember actions during the exercise.  If a crewmember experiences difficulties such as excessive thermal stress, hyperventilation, headaches, etc., and either the MCC or crewmember believes it is unsafe to continue, the equipment should be immediately removed.  **Note**:  This event is waived during deployment but can be logged if requirements are met.  **Caution**:  Communication may be limited due to mask design.  Crewmembers may be forced to communicate with hand signals.  **Warning**:  MCDs do not participate during critical phases of flight.  **Note**:  MCD may receive credit despite removing the mask to communicate with the Aircraft Commander.

7.16.1.3.  OPR:  AMC/A3T.

7.16.1.4.  Training Media:  Aircraft

7.16.1.5.  Instructor:  Qualified Aircrew Instructor or MCC trained crewmember.

7.16.1.6.  Additional Information:  Training Aids:  Additional Information:  Training Aids:  USAF M-50 Chemical Mask, CBRNE defense ensemble, and voice emitter if available (not to be used in flight until approved).  AECMs use the M69, Joint Services Aircrew Mask-Strategic Aircraft (M69, JSAM-SA) and Chemical Biological Radiation Layer (CBRL) once available instead of the M-50 chemical defense mask with hood or CBRNE defense ensemble.

7.16.1.6.1.  Aircrew members are required to be dressed out in a chemical defense ensemble and actively engaged in scenario to log this event.  **(T-2).**

7.16.1.6.2.  Prior to being scheduled for this event each aircrew member is required to be current in LL04, ACBRN.  **(T-2).**

7.16.2.  **MB52Y**  – Integrated Mission Sortie.

7.16.2.1.  Purpose:  An integrated mission scenario will be flown to ensure aircrews are familiar integrating with Intel, combat air forces (CAF), Special Operations Forces, etc. in a combat or contested environment.

7.16.2.2.  Description:  The intent of the sortie is to provide aircrew with the experience required to operate and survive in a near peer, A2/AD, or Contested, Degraded, Operationally limited (CDO) environment that requires integration with blue assets and

Intel. Applicable only to aircrew members filling a wing position or below. Exempted members include SOC graduates, BAQ and BMC, and FTU crewmembers unless theater SPINS or reporting instructions are more restrictive.

7.16.2.2.1. AE Specific Requirements: The intent of the integrated brief or debrief is for AE and front end aircrew members, Mission Planning Cell (MPC) members, Intel, and external players (if applicable) to participate. AECM participation during the pilot briefing will cover how planned blue asset integration or tactical mission profiles may impact patient care. **(T-3).** A CRM element involving AECMs is also required, such as a review of nursing considerations during tactical conditions, low-light conditions, sterile cockpit, and care for patients during take-off or landing, threat responses, or talking through simulated emergencies. **(T-3).** Additionally, emphasis will be placed on stresses of flight for both patients and crew. **Note**: The MCC will ensure the scenario does not degrade actual aircraft performance or situational awareness. **(T-3).** Finally, for AECMs to log MB52Y a tactical event during the sortie, such as a combat offload, airdrop, backing, ERO, etc. is required. The intent of this event is not to be restrictive or limiting but provide a framework to prepare AECMs based on lessons learned from past contingencies and prepare them for future challenges.

7.16.2.2.2. Mission Planning: Aircrew will participate in the mission planning process and incorporate applicable products (e.g., Intel, Air Tasking Order (ATO), Special Instructions (SPINS), Threats, Bullseye, ROZs, Kill box/Keypad, etc.). AECMS will review any applicable Desired Learning Objectives (DLOs) provided by Tactics or Intel. **(T-3).** Additionally, Intel should be part of the scenario or objective development, mission planning cell, and mission execution day to include an Intel brief if available. The Pilot in Command should ensure AECMs are aware of any Blue Asset integration or Threat reaction requirements that may impact patient care.

7.16.2.2.3. Mission Debrief: Mission debrief includes an aircrew analysis of challenges encountered while caring for patients and performing crew duties during the scenario. **(T-3).**

7.16.2.3. OPR: AMC/A3T. OCR: AMC/A3D.

7.16.2.4. Unit: Squadron Aircrew Training.

7.16.2.5. Curriculum Development: Each unit is responsible for tailoring training to meet unit needs.

7.16.2.6. Instructor: Qualified Aircrew Instructor or MCC trained crewmember. **Note**: For operational missions, the MCD, CMT, FI or FE may give credit.

7.16.2.7. Training Aids: Aircraft.

7.16.2.8. Additional Information: Crew Requirements: In order to log MB52Y, crewmembers will occupy a position authorized to log time (FI, FE, patient, MCC, etc.). **(T-2).** The intent is to fly the mission with the crew complement as it would be flown in combat. **Note**: Operational missions and validated exercises, where the required events were performed, count towards credit for MB52Y. AECMS N-MR in this event will not be able to deploy until current. **(T-2).**

7.16.3.  **MB53Y**  – Incomplete Integrated Mission Sortie (Maintenance).

7.16.4.  **MB54Y**  – Incomplete Integrated Mission Sortie (Weather).

7.16.5.  **MB55Y**  – Incomplete Integrated Mission Sortie (Operations).

7.16.6.  **MB56Y**  – Incomplete Integrated Mission Sortie (Other).

7.16.7.  **MB90Y**  – Mission Management Sortie.

7.16.7.1. Purpose:  Ensure crewmembers are proficient in integrating patient care requirements with aircraft operations.

7.16.7.2. Description:  Log mission management on local or operational missions including appropriate pre-mission planning, preflight briefings and duties in accordance with applicable guidance, crew or passenger briefings, post-mission procedures.

7.16.7.3. Crewmembers will complete a minimum of four phases of flight (as outlined in applicable flight crew checklist), or two hours during the in-flight phase to take credit for this event.  **(T-2).**  Examples are (1) Loading, Before Taxi, Before Take-off and Cruise or (2) Cruise for 2 hours or (3) Cruise, Descent, Offloading, and Before Leaving Aircraft. Log currency on local or operational missions.  Crewmembers are required to log either primary, secondary (MCC), instructor or examiner time.  **Note**:  Non-FI MCCs log secondary time.

7.16.7.4. OPR:  AMC/A3T.

7.16.7.5. Unit:  Squadron Aircrew Training.

7.16.7.6. Curriculum Development:  Each unit is responsible for tailoring training to meet unit needs.

7.16.7.7. Instructor:  Qualified Aircrew Instructor or MCC trained crewmember.  **Note**: For operational missions, the MCD, CMT, FI or FE may give credit.

7.16.7.8. Training Aid:  Aircraft.

7.16.7.9. Additional Information:  Individuals are required to be current in this training event to take credit for any other flying events.  **(T-1).**  Credit may be awarded for a mission management sortie when the crewmember actively performed duties in an authorized crew position (MCD, FN, CMT, 2AET, third aeromedical evacuation technician (3AET), FI, FE or MCC).  May be credited on OTMs or ARMs.

**7.17.  Survival, Evasion, Resistance, Escape (SERE) (SS) Events.**

7.17.1.  **SS01**  – Local Area Survival (LAS).

7.17.1.1. Purpose:  Identify environmental aspects that could affect an aircrew member in a local area survival scenario.  Determine personnel recovery tactics, techniques, and procedures applicable to local area flying operations.

7.17.1.2. Description:  Reference AFI 16-1301 and MAJCOM supplements for details.

7.17.1.3. OPR:  AMC/A3D.

7.17.1.4. Curriculum Development:  Each unit is responsible for tailoring training to meet unit needs.

7.17.1.5. Instructor:  SERE Specialist.

7.17.1.6. Additional Information:  Units may develop local standardized PowerPoint® briefings to satisfy this requirement.

7.17.2. **SS02** – Combat Survival Training (CST).

7.17.2.1. Purpose:  Provide recurring academic and field training to aircrew members whose duties may include overflight of or deployment to hostile territory.

7.17.2.2. Description:  MAJCOMs tailor training based on mission, type of aircraft, and level of risk (combat aircraft vs.  transport aircraft requirements vs.  special operations). Aircrew demonstrate proficiency in survival and recovery TTPs, under field conditions, while in a simulated combat environment, using weapons system-specific clothing and survival equipment.  This training is designed to enforce learning objectives through hands-on experiential training.  See AFI 16-1301 for specific objectives.

7.17.2.3. OPR:  AMC/A3D.

7.17.2.4. Curriculum Development:  Each unit is responsible for tailoring training to meet unit needs.

7.17.2.5. Instructor:  Qualified SERE Specialist.

7.17.2.6. Additional Information:  Completion of SS20 (Combat Survival Training) establishes the initial training date for this event.

7.17.3. **SS02A** – Combat Survival Training Academics.

7.17.4. **SS03** – Conduct After Capture (CAC).

7.17.4.1. Purpose:  Training designed for crewmembers in units with a war fighting responsibility.

7.17.4.2. Description:  Mission Ready (MR)/Combat Mission Ready (CMR) and personnel assigned to combat-coded units receive CAC with a currency not to exceed 36 months between events.  CAC is completed prior to being awarded mission ready status. See AFI 16-1301 and MAJCOM supplements.  See AFI 16-1301 for specific objectives.

7.17.4.3. OPR:  MAJCOM/A3D.

7.17.4.4. Curriculum Development:  MAJCOM/A3D.

7.17.4.5. Instructor:  Resistance role-play instruction is specifically prohibited without HQ USAF (OPR:  AF/A3OS) approval and validation.  **(T-2).**  In accordance with AFI 16-1301, only a qualified 1T0X1, SERE Specialist may teach CAC.  **(T-2).**

7.17.4.6. Additional Information:  Completion of SS20 (Combat Survival Training) establishes the initial training date for this event.

7.17.5. **SS05** – Water Survival Training (WST).

7.17.5.1. Purpose:  To provide aircrews with refresher tactics, techniques, and procedures (TTP) for water survival situations.

7.17.5.2. Description: Personnel demonstrate proficiency in survival and recovery TTP from a water environment using weapons system specific survival equipment.  This

training should be conducted in natural waters (pond, lake, or ocean) or an environmental pool if logistically possible.  Training in swimming pools is authorized if overall training objectives are not compromised.  WST utilizes the demonstration and performance method of instruction.  See AFI 16-1301 for specific objectives.

7.17.5.3.  OPR:  AMC/A3D.

7.17.5.4.  Curriculum Development:  MAJCOM/A3D.

7.17.5.5.  Instructor:  SERE Specialist.

7.17.5.6.  Additional Information:  Completion of SS31 establishes the initial training date for this event.

7.17.6.  **SS05A** –Water Survival Training Academics.

7.17.7.  **SS07** – Contingency SERE Indoctrination (CSI) High Risk of Isolation (HRI).

7.17.7.1.  Purpose:  Provide information to aircrews related to specific theater SERE requirements.

7.17.7.2.  Description:  Theater-defined requirements designed to prepare HRI personnel deploying to a specific theater of operations or contingency.  CSI is tailored to the specific mission (e.g., fighters, transport aircraft, or ground forces).  Combatant Commands certify selected Survival Evasion Resistance Escape (SERE) Specialists to instruct HRI theater preparations.  CSI is also referred to as HRI theater preparation.

7.17.7.3.  OPR.  CCMD Theater Entry Requirements.

7.17.7.4.  Unit.  SERE Specialist.

7.17.7.5.  Additional Information.  As required by contingency and/or theater training tasking only.  Review theater reporting requirements prior to deployment or operations. See AFI 16-1301 for additional information, event identifiers and descriptions.

7.17.8.  **SS19** – Evasion Conduct After Capture, S-V88-AL.

7.17.8.1.  Purpose:  Provides training for aircrew members and other designated personnel in post-egress evasion and conduct after capture procedures.

7.17.8.2.  Description:  Trains the principles, procedures, techniques, and equipment essential to maintaining life and honor, and returning regardless of conditions.  Requires home base level top off training defined as SS02, Combat Survival Training.

7.17.8.3.  OPR:  AMC/A3DT.

7.17.8.4.  Unit:  Unit SERE.

7.17.8.5.  Curriculum Development:  Units are responsible for tailoring training to meet unit needs.

7.17.8.6.  Instructor:  Qualified SERE specialist.

7.17.8.7.  Training Aids:  At instructor's discretion.

7.17.8.8.  Additional Information:  See AFI 16-1301 and the MAJCOM supplement.

7.17.9.  **SS20** – Level-C, (SERE Training, S-V80-A).

7.17.9.1.  Purpose:  Provides initial training for aircrew members and other designated personnel in post-egress parachute descent procedures.

7.17.9.2.  Description:  Formal course that trains aircrew and other designated personnel in the employment of principles, procedures, techniques, and equipment that enhance SERE prospects, regardless of climatic conditions or hostile environments.  Its objective is to facilitate their return with honor to friendly forces without rendering aid or comfort to an enemy, with or without organized recovery.

7.17.9.3.  OPR:  AETC/A3/6 Directorate of Operations and Communication.

7.17.10.  **SS21**  – Level-B CoCT.

7.17.11.  **SS24**  – Governmental Detention Level-C (Survival Training SERE 220 (alt name S-V83-A)).

7.17.12.  **SS25**  – Governmental Detention Level-C (High Risk Survival Training, S-V91-A).

7.17.13.  **SS26**  – Governmental Detention Level-B.

7.17.14.  **SS27**  – Hostage Survival Level C (Special Survival Training S-V93-A).

7.17.15.  **SS28**  – Hostage Survival Level B.

7.17.16.  **SS30**  – Underwater Egress Training S-V84-A.

7.17.17.  **SS31**  – Emergency Parachute Training/Water Survival Training, [S-V85-A (formally S-V80-B, S-V-86-A, S-V90-B)].

7.17.18.  **SS32**  – Water Survival Training, Non-Parachuting (S-V90-A) (Ditching Aircraft).

7.17.18.1.  Purpose:  Provides initial training for aircrew members and other designated personnel to survive and be recovered after a ditching emergency.

7.17.18.2.  Description:  Formal course that trains non-parachute equipped crewmembers and other designated personnel in employing principles, procedures, techniques, and equipment to enhance survival in a water environment.

7.17.18.3.  OPR:  AETC/A3/6.

7.17.19.  **SS33**  – Arctic Survival Training S-V87-A.

7.17.20.  **SS34**  – Medical SERE Training (B3AZYBLMD-000).  This course is no longer a formal SERE training program and does meet requirements for SS20 (S-V80-A) or SS32 (S-V90-A) in accordance with AFI 16-1301.  **Note**:  AECMs who had previously accomplished this task are "grandfathered" for initial SERE training requirements.

**7.18.  Unit-Defined (X) Events.**  Contact MAJCOM ARMS Functional for list of allocated unit-defined codes by location.  Unit-defined events for all MAF units begin with "X," are five characters long with the second, third and fourth characters allocated as numbers and or letters with the final character as a "Y." Once allocated by the MAJCOM, unit-defined events may be managed at the local level within the allocated codes and are not captured in the MAJCOM's ARMS database.  They should be judiciously considered and/or approved at the OG/CC level and are published in local guidance documenting event identifiers, associated ARMS nomenclature, volume, currency and/or frequency.  OG/CCs periodically review during the TRP

for continued relevancy to the unit's mission and document those reviews (when accomplished) in the TRP minutes along with any specific actions taken.

JOSEPH T. GUASTELLA Jr., Lt Gen, USAF
Deputy Chief of Staff, Operations

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

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AF Form 522, *USAF Ground Weapons Training Data*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1522, *ARMS Additional Training Accomplishment Report*

AF Form 1768, *Staff Summary Sheet*

AF Form 3899, *Aeromedical Evacuation Patient Movement Record*

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

AF Form 4022, *Aircrew Training Folder*

AF Form 4023, *Aircrew Training Progress Report*

AF Form 4024, *Aircrew Training Accomplishment Report*

AF Form 4025, *Aircrew Summary/Closeout Report*

AF Form 4327A, *Crew Flight (FA) Authorization*

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

AMC Form 4031, *CRM/TEM Skills Criteria Training/Evaluation*

DD Form 1833, *Isolated Personnel Report* (ISOPREP)

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

***Abbreviations and Acronyms***

**A3/10**—Directorate of Operations, Strategic Deterrence, and Nuclear Integration

**A3T**—Aircrew Operations and Training Division

**A3TM**—Aeromedical Evacuation Operations and Training Branch

**ACCA**—Aircrew Contamination Control Area

**ACCM**—# Accomplished

**A**—Annual

**AC**—Aircraft Commander

**ACBRN**—Aircrew Chemical Biological Radiological Nuclear

**ACBRNTQT**—Aircrew Chemical Biological Radiological Nuclear Task Qualification Training

**ADLS**—Advanced Distributed Learning Service

**ADSC**—Active Duty Service Commitment

**AE**—Aeromedical Evacuation

**AECM**—Aeromedical Evacuation Crewmember

**AECP**—Aeromedical Evacuation Clinical Protocol

**AEF**—Air and Space Expeditionary Force

**AET**—Aeromedical Evacuation Technician

**2AET**—Second Aeromedical Evacuation Technician

**3AET**—Third Aeromedical Evacuation Technician

**AETC**—Air Education and Training Command

**AFE**—Aircrew Flight Equipment

**AFECTI**—Aircrew Flight Equipment Continuation Training Instructor

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFR**—Air Force Reserve

**AFRC**—Air Force Reserve Command

**AFSC**—Air Force Specialty Code

**AFTC**—Air Force Training Course

**AFTR**—Air Force Training Record

**AHA**—American Heart Association

**AIT**—Aircrew Intelligence Training

**AMC**—Air Mobility Command

**AMOG**—Air Mobility Operations Group

**ANG**—Air National Guard

**ARC**—Air Reserve Component (includes Air National Guard and Air Force Reserve)

**ARM**—Aeromedical Readiness Mission

**ARMS**—Aviation Resource Management System

**AT**—Academic Training

**ATD**—Aircrew Training Device

**ATS**—Aircrew Training System

**B**—Biennial

**BAQ**—Basic Aircraft Qualification

**BMC**—Basic Mission Capable

**BML**—Birth Month Last

**CAC**—Conduct After Capture

**CAF**—Combat Air Forces or Competency Assessment Folder

**CATM**—Combat Arms Training and Maintenance

**CBRNE**—Chemical, Biological, Radiological, and Nuclear, and High Yield Explosives

**CBT**—Computer-Based Training

**CC**—Commander

**CCMD**—(Geographic) Combatant Commander

**CCT**—Cargo Compartment Trainer

**CEA**—Career Enlisted Aviator

**CFETP**—Career Field Education and Training Plan

**CMRP**—Comprehensive Medical Readiness Program

**CMRT**—Continuing Medical Readiness Training

**CMT**—Charge Medical Technician

**CN**—Chief Nurse

**CONUS**—Continental United States

**CPR**—Cardio-Pulmonary Resuscitation

**CRG**—Contingency Response Group

**CRM**—Crew Resource Management

**CSI**—Contingency SERE Indoctrination

**CSM**—Clinical Simulator Mission

**CST**—Combat Survival Training

**CT**—Continuation Training

**CTL**—Clinical Training Level

**CUR**—Currency

**CTA**—Chemical Threat Area

**CWBD**—Chemical Warfare Biological Defense

**CWD**—Chemical-Biological Warfare Defense

**DAFPD**—Air Force Policy Directive

**D**—Number of Listed Days

**DO**—Director of Operations

**DoD**—Department of Defense

**DOT**—Department of Training

**EA**—Examiner Aeromedical Evacuation Technician Duty Position Identifier

**EH**—Examiner Flight Nurse Duty Position Identifier

**EMT**—Emergency Medical Technician

**ERD**—Evaluation Reference Date

**ERO**—Engines Running Onload or Offload

**eSSS**—Electronic Staff Summary Sheet

**ETCA**—Education and Training Course Announcements

**FE**—Flight Examiner

**FEF**—Flight Evaluation Folder

**FI**—Flight Instructor

**FI02**—Fraction of Inspired Oxygen

**FMP**—Flight Manuals Program

**FN**—Flight Nurse

**FT**—Flight Training

**FTD**—Flight Training Device

**FTL**—Flying Training Level

**FTP**—Flight Training Period

**FuT**—Fuselage Trainer

**FTU**—Formal Training Unit

**FY**—Fiscal Year

**GR**—Grade

**GPRD**—Graduate Program Requirements Document

**GTIMS**—Graduate Training Integration Management System

**GT**—Ground Training

**HARM**—Host Aviation Resource Management

**HIPAA**—Health Information Portability and Accountability Act

**HQ**—Headquarters

**I/FE**—Instructor/Flight Examiner

**IA**—Instructor Aeromedical Evacuation Technician Duty Position Identifier

**IBT**—Instructor-Based Training

**IH**—Instructor Flight Nurse Duty Position Identifier

**INC**—Incomplete

**INIT**—Initial

**INSTR**—Instructor

**IQT**—Initial Qualification Training

**ISOPREP**—Isolated Personnel Report

**ITS**—Individual Training Summary

**JIT**—Just-in-time

**JRTC**—Joint Readiness Training Center

**LAS**—Local Area Survival

**LM**—Loadmaster

**LMS**—Learning Management System

**LOAC**—Law of Armed Conflict

**M**—Months

**MAF**—Mobility Air Forces

**MAJCOM**—(USAF) Major Command

**MA**—Aeromedical Evacuation Technician Duty Position Identifier

**MAR**—Mission Accomplishment Report

**MCC**—Mission Clinical Coordinator

**MCD**—Medical Crew Director

**MDS**—Mission Design Series

**MH**—Flight Nurse Duty Position Identifier

**MQT**—Mission Qualification Training

**MR**—Mission Ready

**MSN**—Mission

**MX**—Maintenance

**N/A**—Not Applicable

**NAF**—Numbered Air Force

**NATO**—North Atlantic Treaty Organization

**NCOIC**—Non-Commissioned Officer in Charge

**NGB**—National Guard Bureau

**N-MR**—Non-Mission Ready

**NREMT**—National Registry Emergency Medical Technician

**OCONUS**—Outside the 48 Contiguous States of the United States

**OCR**—Office of Coordinating Responsibility

**OG**—Operations Group

**OG/CC**—Operations Group Commander

**OIC**—Officer in Charge

**OPORD**—Operations Order

**OPR**—Office of Primary Responsibility

**OSS**—Operational Support Squadron

**OTM**—Operational Training Mission

**P**—Proficient

**PACAF**—Pacific Air Forces

**PCS**—Permanent Change of Station

**PFT**—Program Flying Training

**POI**—Plan of Instruction

**PSP**—Patient Support Pallet

**"Q"**—Qualification Code (ARM)

**Q-1**—Qualified (Flight Evaluation)

**Q-2**—Qualified with Discrepancies (Flight Evaluation)

**Q-3**—Unsatisfactory (Flight Evaluation)

**QQ**—5 Years

**QRT**—Quick Response Training

**QUAL/MSN**—Qualification Mission

**RDS**—Records Disposition Schedule

**REGAF**—Regular Air Force

**RPL**—Required Proficiency Level

**RPT**—Required Proficiency Training

**RQ**—Requalification

**RQT**—Requalification Training

**RST**—Readiness Skills Training

**RTRB**—Realistic Training Review Board

**S**—Satisfactory

**SARM**—Squadron Aviation Resource Management

**SAV**—Staff Assistance Visit

**SERE**—Survival, Evasion, Resistance, and Escape

**SG**—Surgeon General

**Sq/CC**—Squadron Commander

**STAN/EVAL**—Standardization and Evaluation

**STM**—Static Training Mission

**TEM**—Threat and Error Management

**TL**—Training Level

**TS**—Training Systems

**TO**—Technical Order

**TRP**—Training Review Panel

**TRQI**—Training Request Quota Identifier

**U**—Unqualified or Unsatisfactory

**UMD**—Unit Manning Document

**USAF**—United States Air Force

**USAFE**—United States Air Forces in Europe

**USAFSAM**—United States Air Force School of Aerospace Medicine

**UTA**—Unit Training Assembly

**Vol**—Volume

**Wg**—Wing

**Wg/CC**—Wing Commander

**WST**—Water Survival Training

**WX**—Weather

*Terms*

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

**Aeromedical Evacuation (AE)**—The rapid evacuation of patients during contingencies is necessary to prevent undue suffering and preserve military strength.  AE provides time-sensitive en route care of regulated casualties to and between medical treatment facilities using organic and/or contracted aircraft with medical aircrew trained explicitly for the mission.  AE forces can operate as far forward as aircraft are able to conduct air operations, across the full range of

military operations, and in all operating environments.  Specialty medical teams may be assigned to work with the AE aircrew to support patients requiring more intensive en route care.

**Aeromedical Evacuation Clinical Protocol (AECP)**—AE Clinical Protocols are evidenced based clinical protocols that provide evidenced based standard protocols for specific clinical scenarios.

**Aeromedical Evacuation Crew Member (AECM)**—Qualified FNs, AETs, and unqualified student trainees performing AE duties under the direct supervision of a qualified FI or FE.

**Aeromedical Evacuation Technician (AET)**—An enlisted medical corps technician who has completed a recognized course of study in aerospace nursing, and maintained current aeronautical orders in that Air Force Specialty Code (AFSC).  See DAFMAN 11-401 for Flight Authorization Duty Code.

**Aeromedical Readiness Mission (ARM)**—ARMs are designed to provide training in aircraft operations, in-flight medical care and application of medical equipment to simulated patients to prepare AECMs for patient movement.

**Aircraft Commander (AC)**—Pilot who has been certified to perform "pilot-in-command" duties.

**Aircrew Training Device (ATD)**—All aircraft trainers (aircraft, FuT, FTD, PTT, or CCT), computer assisted instruction, sound-on-slide programs, videos, and mockups designed to prepare students for flight training or augment prescribed continuation training.

**Annual (A)**—Training required once every calendar year.

**Basic Aircraft Qualification (BAQ)**—Aircrew member who has successfully completed an in-flight evaluation but is not mission ready.

**Biennial (B)**—Training required once every two calendar years.

**Birth Month Last (BML)**—Expires at the end of the last day of the member's birth month after last accomplished.

**Cargo Compartment Trainer (CCT)**—Commercially fabricated device that provides an actual environment in which crewmembers learn, develop, improve, and integrate skills associated with their crew position.  The CCT is a mockup of a real aircraft, not to be confused with a FuT which is a real aircraft with the wings removed.  The interior of the CCT allows crewmembers to configure the space for floor loading or the use of stanchions and hookups for medical equipment for static training.

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

**Charge Aeromedical Evacuation Technician (CMT)**—A qualified AET who supervises other AETs in aircrew positions on an AE mission.

**Clinical Simulator Mission (CSM)**—A training mission conducted in a Certified Simulation Lab designed to accomplish clinically focused training.  Clinical AE event coded items may be credited during the mission as outlined in their center specific certification letters.

**Clinical Training Level (CTL)**—A level assigned to FNs and AETs by their Sq/CC with advisement from the Sq Chief Nurse or Superintendent and will be used to determine the frequency of training required for the clinically focused "M" training events.

**Contingency Exercise Training Mission (CETM)**—A training mission conducted during a DoD/MAJCOM/Wing sponsored exercise, Joint Readiness Training Center (JRTC), Patriot, or Inspector General (IG) inspection.  Crew complement will be in accordance with AFI 11-2AEV3 and based on scenario requirements.  All crewmembers will be current and qualified.  A trained MCC is not required for this mission.  AECMs can only take credit for specific events listed in the RTM**.**

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

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

**Currency Event**—Flying continuation training events with prescribed maximum interval between accomplishments shown in the "CUR" column from RTM.

**Currency Reference Month**—The month used to calculate due dates for training events.

**Deviation**—The action of departing from an established course or accepted standard.

**Event**—A training requirement or event in this AFI.  Several events or tasks constitute a training profile.

**Exception**—Something that is excluded from a general statement or does not follow a rule

**Flight Examiner (FE)**—A crewmember certified to administer evaluations.

**Flight Instructor (FI)**—Crewmember trained, qualified, and certified by the Sq/CC as an instructor.

**Flight Nurse (FN)**—A nurse corps officer who has completed a recognized course of study in aerospace nursing and has current aeronautical orders in that AFSC.  See DAFMAN 11-401 for Flight Authorization Duty Code.

**Flight Training Device (FTD)**—A partial replica of aircraft equipment, panels and controls in an enclosed aircraft replica.  It includes the computer programs necessary to represent aircraft operations and ground and flight conditions.

**Flying Training Level (FTL)**—A standard assigned to crewmembers, based upon experience and Sq/CC recommendation, directing flying continuation training requirements.

**Fuselage Trainer (FuT)**—An actual aircraft that has the wings removed and pneumatic devices such as the loading ramp and the electrical plugs are operated by household electricity and/or external power.  This device provides an actual environment in which crewmembers learn, develop, improve, and integrate skills associated with their crew position.  The interior of the FuT allows crewmembers to configure the space for floor loading or the use of stanchions and hookups for medical equipment for static training.

**Instructor Based Training**—Required MDS specific training accomplished by an instructor following a standardized plan of instruction.

**Instructor Supervision**—A qualified instructor of like specialty supervising a maneuver or event.

**Medical Crew Director (MCD)**—A qualified FN who supervises patients, manages AECMs, and has overall medical and patient responsibility during AE.

**Mission Clinical Coordinator (MCC)**—A qualified AECM trained to complete training duties may or may be an FI.  FIs and FEs may also fill this role.

**Mission Ready (MR)**—An aircrew member who is current and qualified in accordance with AFMAN 11-2AEV1.

**Monthly**—Training required once every calendar month.

**Non-Mission Ready (N-MR)**—An aircrew member who is non-current or unqualified in the aircraft, or incomplete in required continuation training.

**Operational Training Mission (OTM)**—A scheduled operational mission on which no patients have been manifested for airlift.  AECMs may utilize this mission to complete continuation training requirements from the RTM.

**Part Task Trainer (PTT)**—A fixed-base trainer that typically does not include a fully visual system but uses some of the aircraft cargo compartment components in conjunction with aeromedical evacuation equipment, making it ideal for aeromedical evacuation.  For example, a simulated cargo floor with the ability to build a stacking litter system, or install litter stanchions.

**Qualification**—A documented designation allowing an aircrew to employ the assigned weapon system in accomplishing the unit's operational or DOC statement mission.  Requires AF Form 8/8a documentation.

**Quarterly**—3-month periods defined as 1 October to 31 December (first quarter of the fiscal year), 1January to 31 March, 1 April to 30 June, and 1 July to 30 September.

**Quick Response Training (QRT)**—Training designed for the current and qualified AECM to orient on aircraft they are not qualified on, prior to performing an operational urgent, priority, or routine AE mission on an opportune aircraft.

**Quinquennial**—Training required once every 5 years.

**Re-Currency Training**—Training used to regain currency based on time AECM has been non-current.

**Requalification Training**—Training required re-qualifying aircrew members in an aircraft in which they have been previously qualified.

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

**Senior Officers**—Colonel selects and above (in accordance with AFMAN 11-202V1) to include AES Sq/CCs.

**Static Aircraft**—Stationary aircraft used for training purposes will be one of the aircraft used for AE Universal Qualification or MAJCOM owned and have power to the aircraft.

**Static Training Mission (STM)**—An Aeromedical Readiness mission accomplished in a static aircraft or ATD to complete continuation training events when a flight has been cancelled or the aircraft is unavailable for flight.  A static training mission should be scheduled for no less than

two hours to accomplish continuation training events.  Training performed on an STM requires a basic AE crew (in accordance with AFI 11-2AEV3) and a MCC.  **Note**:  For ERO, engines will be running.

**Supervised Training Status**—Crewmember will fly under instructor supervision as designated by the Sq/CC or examiner.  This status is a result of loss of currency or qualification, or less-than-qualified evaluation or N-MR status relating to an overdue ground or flying continuation training event.

**Tandem Training Missions**—AECMs on Aeromedical Readiness Missions (ARM) are authorized to conduct simultaneous (tandem) training on the same aircraft utilizing no more than two basic AE crews and (2) MCC's.

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

**Training Level (TL)**—A standard assigned to crewmembers, by the Sq/CC, directing continuation training requirements.

**Triennial**—Training required once every three calendar years.

**Universal AECM Qualification**—A global AE program which ensures all AECMs are trained and qualified to perform in-flight duties on three AE identified MDS' (C-130, C-17, and KC-135).  C-5, C-12, C-20, C-21, C-37, KC-10, and KC-46 are MAJCOM assigned qualifications based on unit mission.

**Upgrade Training**—Training to qualify an aircrew member in a higher crew position (e.g., basic crew to FI and FI to FE).

**Weighted Litter**—Approved NATO/OSL or Army Decontamination litter with a realistic patient weight:  mannequin or (human) simulated patient.

**Attachment 2**

**AIRCREW TRAINING DOCUMENTATION.**

**A2.1. General Information.** This attachment provides guidelines on training documentation. Instructions are provided for AF Forms 4022 (training folder), 4023, 4024, and 4025, MAJCOM-approved electronic equivalents (i.e., GTIMS), and aircrew training guides.  Use either AF Forms 4022, 4023, 4024, and 4025 (paper version), or MAJCOM-approved electronic equivalent (i.e., GTIMS), to document training for both formal and informal courses and/or programs (where appropriate).  **Note**:  For the purposes of aircrew training documentation, reference to "training folder" throughout this attachment applies to both the paper and electronic versions. Aircraft training not associated with an ARM, CSM, OTM, or STM is considered Ground Training (GT).  GT should be considered one-on-one training between student and instructor whereas Academic Training (AT) refers to multiple students in a classroom setting.

A2.1.1.  Initiate a training folder for ETCA formal training courses (via formal school or in-unit), MAJCOM-assigned qualification (if applicable), FI or FE certification training, in-unit upgrade programs to the next higher crew qualification, requalification training (via formal school or in-unit), commander-directed training, corrective action training, or directed additional training.  **Note**:  Sq/CC or DO may waive the training folder requirement when corrective action or additional training is limited.

A2.1.1.1.  Corrective Action training folders, when initiated, include specific comments on the AF Form 4023 (or in GTIMS) from the FI or FE who observed the aircrew member's deficient performance.

A2.1.1.2.  Document completion of additional training requirements resulting from an end-of-course evaluation in the existing course's training folder.

A2.1.1.3.  Training folders for individuals completing more than one training program in a short period of time may be consolidated into a single training folder at the unit's discretion.

A2.1.2.  Access to Training Folders.  Training offices maintain individual training folders for assigned personnel in a readily-accessible location for leadership, supervisor, instructor, and/or trainee access.

A2.1.3. Instructor Procedures.  The instructor or trainer will thoroughly review their trainee's training folder prior to all training periods in order to understand the trainee's status and develop an appropriate training plan.  **(T-2).**  Instructors or trainers develop and coordinate an appropriate training plan for the trainee's next training session, event or sortie. **Note**:  It may be necessary to contact prior instructors and trainers to better understand student disposition and progress to ensure maximum training efficiency and effectiveness.

A2.1.4. Training Folder Periodic Reviews.  Periodic reviews of active training folders by training offices, supervisors, and/or unit leadership are required.  Periodic reviews are conducted to ensure student progression and to identify training deficiencies.  Conduct periodic reviews using the AMC Form 4022, Review Worksheet, found on the AMC/A3TM SharePoint®                                                                                     link **https://eim2.amc.af.mil/org/a3t/A3TM/Public%20Docs/Forms/AllItems.aspx**,              then documented on the AF Form 4023 (paper version) or electronically by clicking the

appropriate "Review" block in GTIMS. **(T-2).** When students are attending training at the FTU, reviews are completed by the FTU staff in accordance with FTU guidance.

A2.1.4.1. Leadership Reviews (Sq/CC, Sq/DO, CN, or Superintendent). Conduct a training folder review for each active training folder at least once per calendar quarter.

A2.1.4.2. Operations Reviews. Operations officers (or equivalent) are briefed by training officers on student progress and disposition or conduct their own training folder review prior to the following milestones:

A2.1.4.2.1. Prior to an evaluation for any crewmember in a formal or upgrade training program (in-unit or FTU). **Exception**: Not required for recurring evaluations.

A2.1.4.2.2. When advised by a training officer, supervisor, or instructor that a student is not progressing as expected.

A2.1.4.2.3. As otherwise directed by local procedures issued by the Sq/CC or designee. **Note**: Squadron Operations Officers should conduct a holistic training review prior to a crewmember attending a formal course at the FTU.

A2.1.4.3. Flight Commanders or Training Officers. Conduct a monthly training folder review each calendar month. **Note**: Not required when operations reviews have been accomplished and  documented for the given month. **Note**: The term "Training Officer" refers to any crewmember appointed or assigned to the unit's training office.

A2.1.5. Training Folder Closeout. Training officers review all training folders presented for closeout at the completion of a training program. Ensure final training events or reviews have been completed and properly documented (e.g., flight evaluation, instructor validation of proficiency (e.g., C-21 training or FE upgrade), and/or Sq/CC certification). For paper folders, document final closeout reviews, signatures, complete and insert the AF Form 4025 in the training folder, and place the completed folder in inactive storage. For electronic folders (GTIMS), document final events, reviews, signatures and electronically close the folder. Electronically upload contents of an individual's training folder into his/her AFTR as a permanent attachment (AET's CFETP or FN's Skills CAF).

A2.1.6. Disposition of Training Folders. Retain all training folders for a minimum of one year (365 days) following closeout.

A2.1.7. Transfer of FTU Training Records. Formal schools either send or have student's hand-carry paper training folders or records to the trainee's gaining training office. Electronic training records are retained in GTIMS and become accessible to the gaining unit when the student in-processes or (upon return) is re-provisioned back to the unit in GTIMS. Unit training officers prepare and submit training folders or records for Sq/CC (or designated representative) review. Sq/CC (or designated representative) review and document with appropriate comments on the AF Form 4023 (paper folders) or electronically in GTIMS.

**A2.2. Instructions for AF Form 4022,** *Aircrew Training Folder***.** AF Form 4022 is a folder constructed of hard stock paper and is available through Air Force Warehouse Management System (WMS) online ordering (link via e-publishing website). Use the interior panels of the folder to document training items in accordance with instructions below. Attach AF Forms 4023, 4024, 4025 and any additional information (e.g., waivers, memorandums, etc.) through the

top centered clasps of the folder.  Note:  FTU instructors are not required to complete the following sections of the AF Form 4022, when the information is tracked and provided to the gaining unit by other means:  ground training summary, flying training summary, and written evaluations.

A2.2.1.  **Trainee Information (Cover):**  Enter trainee and course information.

A2.2.1.1.  **NAME and GRADE** .  Enter last name, first name, MI and rank (e.g., Doe, John E.  SSgt).

A2.2.1.2.  **AIRCREW POSITION.**  For aircrew members in an upgrade program, enter the aircrew position to which they are obtaining qualification for (e.g., IH, or MA).

A2.2.1.3.  **UNIT of ASSIGNMENT.**  Self-explanatory.

A2.2.1.4.  **TYPE of TRAINING.**  Enter formal course title, or for other types of training, enter a descriptive identifier, in accordance with AFI 11-202V2 (e.g., INIT QUAL/MSN, FE Certification).

A2.2.1.5.  **CLASS NUMBER.** Enter formal school class number; otherwise, leave blank.

A2.2.1.6.  **COURSE NUMBER:** Enter formal course number (if applicable), otherwise leave blank.

A2.2.2.  **GROUND TRAINING SUMMARY** (inside left).  This section provides a chronological record of ground training events.  Record non-flying training events.  Entries are required for GT, SIM or AT.  Entries required for in-unit academic instruction conducted according to formal school courseware or approved instructional tools.  (See **Figure A2.1**).

A2.2.2.1.  **DATE** .  Day, month, year format (e.g., 1 Jan 01).

A2.2.2.2.  **TRAINING PERIOD** .  Use sequential periods (e.g., GT-1, AT-2, AT-3).  Complete one training period before moving on to the next sequential event.

A2.2.2.3.  **STATUS** .  If training was not completed, mark "INC" with remarks on AF Form 4023 or MAJCOM-approved electronic equivalent (i.e., GTIMS).  Leave blank if not used.

A2.2.2.4.  **FLIGHT INSTRUCTOR/TRAINER** (Qualification).  Enter the name of the FI or trainer and aircrew qualification.  Print first initial, last name, highest qualification (e.g., IH, IA).  There is no requirement for the instructor to sign their name.  (e.g., J. Doe, IA)

A2.2.2.5.  **TRAINING TIME** .  Time spent training in hours and tenths.  Do not include time normally associated with pre-brief and debrief.  Single GT period may not exceed eight hours.

A2.2.3.  **TRAINING PERIOD DESIGNATORS** .  AE will utilize "GT" designator for ground training.  Utilize "ATD" designator or "SIM" for certified simulator training, and "AT" for academic events as described in the appropriate training syllabus.  **(T-2).**

A2.2.4.  **WRITTEN EVALUATIONS** .  (If applicable).

A2.2.4.1.  **DATE** .  Enter the date the written evaluation was satisfactorily completed (e.g., 1 Jan 01).

A2.2.4.2.  **TYPE** .  Enter the AFI 11-202V2 description or other appropriate identifier. This includes initial open (AB01Y) and closed (AB03Y) book exams and initial instructor open book exam to include BOLDFACE EXAM.

A2.2.4.3.  **GRADE** .  Enter according to AFI 11-202V2.

A2.2.5.  **PERFORMANCE EVALUATION SUMMARY** .  Record data on required evaluations including re-evaluations (if applicable).

A2.2.5.1.  **DATE RECOMMENDED** .  Enter date recommended for a flight evaluation (e.g., 1 Jan 01).

A2.2.5.2.  **TYPE EVALUATION** .  Evaluation description identifier in accordance with AFI 11- 2AEV2 or other appropriate identifier.

A2.2.5.3.  **INSTRUCTOR** (Qualification).  Enter the name and aircrew qualification of the instructor recommending the student for an evaluation.  Print first initial, last name and highest qualification.  (e.g., J.  Doe, IH)

A2.2.5.4.  **OPERATIONS REVIEW** .  Following the recommendation for flight evaluation, the Sq/CC, Sq/DO, CN or Superintendent will initial indicating a records review has been accomplished prior to the evaluation.  **(T-2).** A write-up and signature are required on the AF Form 4023 or MAJCOM-approved electronic equivalent (i.e., GTIMS).  **Note**: If training is scheduled to be completed and the student is recommended for the evaluation away from home station, the operations review is accomplished prior to departure.

A2.2.5.5.  **DATE EVALUATED** .  Enter the date the evaluation was completed.

A2.2.5.6.  **EXAMINER** .  Self-explanatory.

A2.2.5.7.  **GRADE** .  Enter according to AFMAN 11-2AEV2.

A2.2.6.  **FLYING TRAINING (FT) SUMMARY** .  This section provides a chronological record of flying training sorties.  Log all sorties scheduled even if canceled by external factors. (See **Figure A2.2**)

A2.2.6.1.  **DATE** .  Day, month, year format (e.g., 1 Jan 01).

A2.2.6.2.  **TRAINING PERIOD** .  Use sequential periods (e.g., S-1, O-2, Sim-3). Complete one training period before moving on to the next sequential event.  AE only utilizes "S - Locally scheduled training mission Trainer, O - Operation training, CSM – Certified Simulation Mission, and/or SIM - Static training mission" designators for flight training.  **(T-2).**

A2.2.6.3.  **STATUS** .  If the scheduled training period was not completed due to external factors (e.g., weather or maintenance), an "INC" is entered in the status block along with the proper identifier ("WX-weather", "MX-maintenance").  Leave blank if not used.

A2.2.6.4.  **FLIGHT INSTRUCTOR/TRAINER** (Qualification).  Enter the name and aircrew qualification of the instructor.  Print first initial, last name and highest

qualification (e.g., IA, IH).  There is no requirement for the instructor to sign their name. (e.g., J. Doe, IA).

A2.2.6.5.  **MISSION TIME** .  Enter the total flight time in the top half of the block.  The lower half of block is used to document total FT in primary crew position.  Log all flying sorties scheduled, even if cancelled for MX or WX.

A2.2.6.6.  **CUMULATIVE TIME** .  Enter the total cumulative flight time in the top half of the block.  Lower half of block is used to document total FT in primary crew position.

**Figure A2.1.  AF Form 4022 (page 2)** *Ground Training Summary*.

## GROUND TRAINING SUMMARY

| DATE | TRAINING PERIOD | STATUS | INSTRUCTOR/TRAINER (QUALIFICATION) | TRAINING TIME | DATE | TRAINING PERIOD | STATUS | INSTRUCTOR/TRAINER (QUALIFICATION) | TRAINING TIME |
|---|---|---|---|---|---|---|---|---|---|
| 1 JAN 01 | GT-1 | | W. Rule (IA) | 40 | | | | | |
| 2 JAN 01 | AT-2 | | E. Anderson (IH) | 45 | | | | | |
| 4 JAN 01 | GT-3 | INC | J. Smith (IH) | 25 | | | | | |
| 5 JAN 01 | GT-3 | | R. Ivy (IA) | 40 | | | | | |

**TRAINING TIME:** Time spent training in hours and tenths. Do not include time normally associated with prebrief and debrief. Single GT period will not exceed eight hours.

**INSTRUCTOR/TRAINER (QUAL):** First initial, Last name, highest qualification (i.e. IH, IA). Name is to be PRINTED as sample above. There is no requirement to sign your name in this block.

**DATE:** Day, Month, Year Format

**TRAINING PERIOD/STATUS:** Use sequential periods (i.e. GT-1, AT-2, GT-3). Complete one training period before moving on to the next sequential event.

Status block is utilized if training was incomplete. Requires remarks on AF Form 4023.

### TRAINING PERIOD DESIGNATORS

| GROUND TRAINING | FLIGHT TRAINING |
|---|---|

**GROUND TRAINING**

CTD – CELESTIAL TRAINING DEVICE
CPT – COCKPIT PROCEDURES TRAINER
SIM – SIMULATOR (OFT, WST)
GT – OTHER GROUND TRAINING
BOPTT – BOOM OPERATOR PART TASK TRAINER
ARPTT – AIR REFUELING PART TASK TRAINER
AT – ACADEMIC TRAINING
OFT – OPERATIONAL FLIGHT TRAINER

Print first initial and last name and highest qualification.

**FLIGHT TRAINING**

S – LOCALLY SCHEDULED TRAINING FLIGHT
T – LOCALLY SCHEDULED TACTICAL MISSION
O – OPERATIONAL MISSION (SAA
SO – SPE
AO – AIRD
AR – AIR

Sq CC, DO, Chief Nurse Executive, or Superintendent initials indicate a records review has been accomplished after a recommendation for evaluation.

### WRITTEN EVALUATIONS

| DATE | TYPE | GRADE | DATE | TYPE | GRADE |
|---|---|---|---|---|---|
| 1 FEB 01 | Closed Book | 100% | | Boldface Exam | Q |
| 2 FEB 01 | Open Book | 100% | | IAW AFI 11-2AEV2 | |

### PERFORMANCE EVALUATION SUMMARY

| DATE RECOMM. | TYPE EVALUATION | INSTRUCTOR (QUALIFICATION) | OPERATIONS REVIEW | DATE EVAL | EVALUATOR | GRADE |
|---|---|---|---|---|---|---|
| 10 FEB 01 | INIT QUAL/MSN | W. Rule (IA) | MHL | 12 FEB 01 | J. Knowsall | 1 |

Date recommended for a performance evaluation

Evaluation description identifier IAW AFI 11-AEv2.

**Figure A2.2.  AF Form 4022 (page 3),** *Flying Training Summary***.**



**A2.3.  Instructions for AF Form 4023,***Aircrew Training Progress Report***.  This form provides a narrative description of training events and is also used for documenting operations review of training progress.  File AF Form 4023 on left side of AF Form 4022 in order with the most recent GT/FT on top.

A2.3.1.  **TRAINING PERIOD and DATE (Block 1)** .  Training period is ground or flight (e.g., AT-1, GT-2, GT-3, O-1, etc.).  Date is in day, month, year format, (e.g., 1 Jan 01).

A2.3.2.  **AT** , **GT, FT, SIM and ATD (Blocks 2, 4, and 6)**.  Annotate the amount of time spent on training.  A running total (Items 3, 5, and 7) is obtained by adding previous totals to

current training period time.  Classroom academic training periods are annotated as AT and tabulated under the ground training block.

A2.3.3.  **TOTAL TRAINING TIME (Block 8)** .  Keep a running total of all training time (add Items 3, 5, and 7) by adding previous totals to the current training period time period.

A2.3.4.  **REMARKS/RECOMMENDATIONS (Block 9)** .  Describe the training scenario to accurately document each event.  Comments elaborate on trainee strengths, weaknesses, indicate student progress, identify problem areas, and record unusual circumstances. Recommendations are specific and include tasks requiring further training and the type of training required.  If more space is needed for annotating remarks, draw vertical arrows through the signature section (blocks 10-12) and through sortie information heading section (blocks 1-8) and continue remarks in the next block 9.  Whenever remarks are made, sign the form.

A2.3.5.  **FLIGHT INSTRUCTOR (Block 10)** .  FIs/Trainer print and sign their name, annotating highest qualification, and rank.  **(T-2).**

A2.3.6.  **STUDENTS (Block 11)** .  Students print and sign their names and annotating ranks.

A2.3.7.  **REVIEWER (Block 12)** .  Reviewer prints and signs name, indicates duty title (see **paragraph A2.1.4** for additional requirements).

A2.3.7.1. Monthly Reviews.  Review or Document trainee's progress, status, or recommendations in "Mission, Observations, and Recommendations" block.

A2.3.7.2. Quarterly Reviews.  Review or Document trainee's progress, status, or recommendations in "Mission, Observations, and Recommendations" block.

A2.3.7.3. Operations Review.  Initial for operations review on inside left of the AF Form 4022.  Leadership will ensure required training events have been satisfactorily completed and sign if they concur with the individual proceeding to an evaluation.  **(T-2).** Provide written guidance on the AF Form 4023 for any "non-concur."

A2.3.7.4. Monthly and quarterly reviews are not required for FTU courses except in cases of unsatisfactory progress.  FTU personnel will review student's records and ensure required training was completed prior to entering flight training.  **(T-2).** If problems are encountered during the flying phase, the FTU will document the student's unsatisfactory progress and ensure appropriate leadership reviews and notifications are documented. **(T-2).**

A2.3.7.5. AF Form 4023 will be completed or reviewed by student before next training period.  **(T-3).**

**A2.4.  Instructions for AF Form 4024,** *Aircrew Training Accomplishment Report***:** This form tracks, for each sortie, individual event and task accomplishment and grades.  Ground and flight training events may be combined on a single AF Form 4024 provided they are separated in the SORTIE and DATE row or columns sequentially.  Maintain AF Form 4024 on the right side of AF Form 4022.  Refer to AMC/A3T SharePoint® to download AF Form 4024 for use.  Units, at a minimum, use the AMC-approved AF Form 4024 overprint.  Units will supplement this instruction with unit-specific overprints identifying unit specific Training Event or Task listing, total number of repetitions required, and the Required Proficiency Level (RPL) for any

additional unit-specific Training Event or Task.  **(T-2). Note**:  The AF Form 4024 may be used for ATS and formal school courses at their discretion.  If additional forms are needed, see AFI 37-160, Volume 8, *Air Force Publications and Forms Management Program Developing and Processing Forms*, for guidance.  The AF Form 4024 can be downloaded from the A3TM SharePoint®.

A2.4.1.  **NAME** .  Print last name, first name, middle initial and rank (e.g., Doe, John E. SSgt).

A2.4.2.  **CREW POSITION** .  Self-explanatory.  For aircrew members in an upgrade program, enter the aircrew position to which they are obtaining qualification for (e.g., IH/IA or MH/MA).

A2.4.3.  **COURSE/PHASE** .  Print appropriate phase of training (e.g., INIT QUAL/MSN).

A2.4.4.  **SORTIE/TRAINING** .  Use sequential period (e.g., GT-1, S-1, AT-2, O-2 etc.).

A2.4.5.  **DATE** .  Day, month, year format (e.g., 1 Jan 01).

A2.4.6.  **TRAINING EVENT AND TASK LISTING** .  Reflects the tasks and sub-tasks in the training program that require specific student performance or knowledge proficiency standards.

A2.4.7.  **NUMBER ACCOMPLISHED.**  (# ACCM) Reflects the number of times an event was accomplished on that sortie or training period.

A2.4.8.  **GRADE** .  Enter a "P", "S", or "U" as appropriate (see **Figure A2.3**).

A2.4.8.1.  "P" – Proficient; crewmember has achieved the required proficiency level.

A2.4.8.2.  "S" – Satisfactory; crewmember has not achieved the required proficiency level but progress is satisfactory.

A2.4.8.3.  "U" – Unsatisfactory; crewmember was previously proficient, but has regressed or progress is unsatisfactory.

A2.4.9.  **TOTAL NUMBER REQUIRED** .  Indicates the total repetitions of an event or task required to meet required proficiency level.  The total number required is determined by the unit leadership.

A2.4.10.  **TOTAL NUMBERED ACCOMPLISHED** .  Total number of repetitions actually accomplished.

A2.4.11.  **REQUIRED PROFICIENCY LEVEL (RPL).** Each event and task has a performance standard designated for the required proficiency level the crewmember needs to achieve.  In addition, each event and task may have (optional) knowledge standard designated and used in the same manner as a performance standard.  The Required Proficiency Level is based on the knowledge or performance standard established by HQ AMC.  Performance and knowledge standards are listed in **Table A2.1**

A2.4.11.1. Regression.  Once a crewmember has received "P" for an event, the only subsequent grade allowed is either "P" or "U." Regression occurs when a maneuver is graded "U" after having achieved "P" in the same task.  Regression from a "P" to a "U" requires an explanation on the AF Form 4023.  The overall grade is at the FI's discretion.

For regression, the student will regain proficiency prior to the end of the block of training in order to be recommended for an evaluation.  **(T-2).**

A2.4.11.2. Proficiency Advance.   In order to recommend a crewmember for an evaluation, the final grade for each event meets the RPL and the total number accomplished will meet or exceed the Total Number Required.  **(T-3). Exception**: Highly-proficient crewmembers may be "proficiency advanced" in which case, the Total Number Accomplished is less than the Total Number Required, and an explanation is provided on AF Form 4023.

**Table A2.1.  Event and Task Performance Standard.**

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

**Figure A2.3.  AF Form 4024,** *Aircrew Training Accomplishment Report***.**

| AIRCREW TRAINING ACCOMPLISHMENT REPORT | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **NAME** Last, Name MI | | **CREW POSITION** MA/MH | | | | | | **COURSE/PHASE** INIT QUAL/MSN | | | | | | | | | |
| **DATE** **SORTIE** | | GT-1 | AT-2 | O-1 | GT-3 | | | Print appropriate phase of training (INIT QUAL/MSN, RQ, etc.) | | | | | | **TOTAL NO.** | | | |
| **TRAINING EVENT/ TASK LISTING** | | # / GRAC | # / GRAC | # / GRAC | # / GRAC | # / GRAC | # / GRAC | # / GRAC | # / GRAC | # / GRAC | # / REAO | # / A C | | | | | **REQ** **PROF** |
| **1. PERSONAL REQUIREMENTS** | | | | | | | | | | | | | | | | | |
| a. Aircrew Uniform | | Training Period Designator Use sequential period (i.e. GT-1, AT-2) | | | | | | Total Required Total of repetitions required to meet RPL established by the unit | | | | | | | | | 3b |
| b. No-go Items | | | | | | | | | | | | | | | | | 3b |
| c. Scheduling Restrict | | | | | | | | | | | | | | | | | 3b |
| d. FCIF library | | | | | | | | | | | | | | | | | 3b |
| **2. AIRCRAFT OPERATIONS** | | | | | | | | | | | | | | | | | |
| A. Safety Considerations | | | | | | | | | | | | | | | | | |
| a. Aircraft Security/Safety | | 1 | S | 1 | S | 1 | S | | | | | | | | | | 3b |
| b. Refueling Operations | | 1 | S | 1 | S | 1 | S | Number Accomplished Reflects the number of times an event was accomplished during GT or FT | | | | | | | | | 3b |
| c. Vehicle Movement | | 1 | S | 1 | S | 1 | S | | | | | | | | | | 3b |
| d. CFR Requirements | | 1 | P | 1 | U | 1 | S | 1 | P | | | | | | | | 3b |
| B. Aircraft Emergencies | | | | | | | | | | | | | | | | | |
| a. Emergency Signals | | Event Grades WILL BE "S", "P", or "U" for all events | | | | | | | | | | | | | | | 3b |
| b. Rapid Decompression | | | | | | | | | | | | | | | | | 3b |
| c. Emergency Crash Landing | | "S" – Satisfactory: Crewmember has not achieved the required proficiency level but progress is satisfactory. | | | | | | | | | | | | | | | 3b |
| d. Ditching | | | | | | | | | | | | | | | | | 3b |
| e. Fuselage Fire/Smoke-Fumes | | "P" – Proficient: Crewmember has achieved the required proficiency level | | | | | | | | | | | | | | | 3b |
| f. In-flight Door Warning Light | | | | | | | | | | | | | | | | | 3b |
| a. Ground Exits (to include chopping areas | | "U" – Unsatisfactory: Crewmember was previously proficient but had regressed or progress is unsatisfactory. Once a crewmember has received "P" for and event ONLY subsequent grade allowed is either "P" or "U". Any event graded "U" must have an associated remark on AF Form 4023. | | | | | | | | | | | | | | | |
| C-130 | | | | | | | | | | | | | | | | | 3b |
| C-17 | | | | | | | | | | | | | | | | | 3b |
| KC-135 | | For equipment not in squadron inventory, N/A will be written in the block. | | | | | | | | | | | | | | | 3b |
| C-21 | | | | | | | | | | | | | | | | | 3b |
| b. Ditching Exits | | **GRADE vs. RPL** **DO NOT GIVE A GRADE OF "C" OR "3"** | | | | | | | | | | | | | | | |
| C-130 | | | | | | | | | | | | | | | | | 3b |
| C-17 (to include FEDS) | | The Required Proficiency Level will be based upon the knowledge of performance standard (A, B, C, D or 1, 2, 3, 4) respectively. Grades given for each event taught to a specific level will be graded with and "S", "P", "U". | | | | | | | | | | | | | | | 3b |
| KC-135 | | | | | | | | | | | | | | | | | 3b |
| C-21 | | | | | | | | | | | | | | | | | 3b |

**A2.5.  Instructions for AF Form 4025,** *Aircrew Summary/Closeout Report***:**

A2.5.1. Anytime a training folder is initiated, a summary and closeout report will be completed by the squadron training officer, primary FI, or designated representative to capture the individual's strengths, weaknesses, overall performance, and other pertinent information.  This report is maintained in the crewmember's AF Form 4022.  AF Form 4025 may be completed in ink or typed. (See **Figure A2.4**).

A2.5.2. Sq/CC or Sq/DO, CN, or Superintendent ensures the AF Form 4025 comments do not reflect personal opinions or bias and that closeout comments are supported by information contained in the training documentation.  At formal schools, the primary instructor may complete the AF Form 4025 and the Sq/CC's signature is optional.

A2.5.3. **NAME, RANK** .  Print last name, first name, middle initial and rank (e.g., Doe, John E. SSgt).

A2.5.4. **CREW POSITION** .  For aircrew members in an upgrade program, enter the aircrew position to which they are obtaining qualification or certification (e.g., FH/FA, MH/MA, IH/IA, EH/EA, etc.).

A2.5.5. **TYPE TRAINING** .  Enter formal course title.  For other types of training, enter a descriptive identifier, in accordance with AFI 11-202V2 (e.g., INIT QUAL/MSN, INSTR).

A2.5.6. **TRAINING TIMES**

A2.5.6.1. GT Total.  Enter total ground training from AF Form 4022 or AF Form 4023.

A2.5.6.2. Fly Total.  Enter total flying time from AF Form 4022 or AF Form 4023.

A2.5.6.3. ATD Total.  Enter total ATD time from AF Form 4023.

A2.5.7. **DATE, STRENGTHS, WEAKNESSES, OVERALL PERFORMANCE** and **OTHER PERTINENT INFORMATION**.  Local overprints are authorized.

A2.5.8. **FLIGHT COMMANDER.** Flight Commander/Chief, OIC or NCOIC Aircrew Training signs.

A2.5.9. **SQUADRON COMMANDER/OPERATIONS OFFICER.** Sq/CC, Sq/DO, CN or Superintendent signs.

**Figure A2.4.  AF Form 4025,** *Aircrew Summary/Close-Out Report.*

| AIRCREW SUMMARY/CLOSE-OUT REPORT | | |
|---|---|---|
| NAME, RANK<br><br><br>MELLAN, STEPHEN, MSGT | CREW POSITION<br><br>(MH, IH, MA or IA) | TYPE TRAINING<br><br>INIT QUAL/MSN |
| GT TOTAL<br><br><br>48.7 | FLY TOTAL<br><br><br>108.6 | ATD TOTAL<br><br><br>34.2 |

OVERALL PERFORMANCE, STRENGTHS, WEAKNESSES, ETC.

DATE:

*GT Total:*
Add total
Ground Training
time and enter
into block.

STRENGTHS:

*FLY Total:*
Add total flight time
and enter into block.

*ATD Total:*
Add total ATD time
and enter into block.

WEAKNESSES:

For each formal training program a
summary closeout report will be completed
detailing the individual's strengths,
weaknesses, overall performance, and
other pertinent information.  Start this
section with the date. Form is initiated after
flight evaluation.

OVERALL PERFORMANCE:

Flight commander,
OIC/NCOIC aircrew
training signs.

Sq/CC, Sq/DO, CN or
Superintendent signs (See A2.5.2
and A2.5.9)    SCM

OTHER PERTINENT INFORMATION:

| FLIGHT COMMANDER<br><br>Justin D. Timer Capt | SQUADRON COMMANDER/OPERATIONS OFFICER<br><br>R. Folks  Maj |
|---|---|

**Attachment 3**

**MISSION CLINICAL COORDINATOR PROGRAM**

**A3.1.  See ARM Training Guide on AMC/A3TM SharePoint®.**

**Attachment 4**

**WEB LINKS**

**A4.1.** AE Initial Qualification syllabus: **https://eim2.amc.af.mil/org/a3t/A3TM/Public%20Docs/Forms/AllItems.aspx**

**A4.2.** Aeromedical Evacuation Simulation Device Guide: **https://eim2.amc.af.mil/org/a3t/A3TM/Public%20Docs/Forms/AllItems.aspx**

**A4.3.** AFMS Knowledge Exchange: **https://kx2.afms.mil/kj/kx1/AFMOAEdandTraining/Lists/MosbysTraining/AllItems.aspx**

**A4.4.** AFRC: **https://cs2.eis.af.mil/sites/13261/default.aspx**

**A4.5.** AF Record Disposition Schedule: **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**

**A4.6.** Air & Space Expeditionary Force Center: **https://aef.afpc.randolph.af.mil/default.aspx**

**A4.7.** AMC/A3TM: **https://eim2.amc.af.mil/org/a3t/A3TM/Public%20Docs/Forms/AllItems.aspx**

**A4.8.** AMC/A3TO: **https://mafops.us.af.mil/**

**A4.9.** Aviation Resource Management System of Records: **https://dpcld.defense.gov/Privacy/SORNs**

**A4.10.** ETCA: **https://app10-eis.aetc.af.mil/etca/SitePages/Home.aspx**

**A4.11.** Expeditionary Readiness Training Checklist: **https://aef.afpc.randolph.af.mil/Predeployment.aspx**

**A4.12.** Graduated Training Integration Management System: **http://52vdyd-lbr-gtims1.area52.afnoapps.usaf.mil/tmsweb**

**A4.13.** Law of War: **https://aef.afpc.randolph.af.mil/Predeployment.aspx**

**A4.14.** MCC Checklist: **https://eim2.amc.af.mil/org/a3t/A3TM/Public%20Docs/Forms/AllItems.aspx**

**A4.15.** Post Graduate Survey: **https://www.my.af.mil/agepiftprod**

**A4.16.** Aircrew Publications (including RAP Tasking Memo): **https://cs2.eis.af.mil/sites/12679/Aircrew%20Pubs%20Library/Forms/Better.aspx?RootFolder=%2Fsites%2F12679%2FAircrew%20Pubs%20Library%2FMaster%5FLibrary%5FVerified%2FAE%2F11%5FSeries&FolderCTID=0x01200021370D19BF5D9F459D8FD907C237955A&View={701BF038-D3D9-416D-BBEC-BF178FBE44E9}**

**A4.17.** Privacy Act training: **https://public.cyber.mil/training/identifying-and-safeguarding-personally-identifiable-information-pii/**)