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SECRETARY OF THE AIR FORCE AIR  
FORCE**

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VOLUME 1**

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***Flying Operations***

***FLIGHT MANAGER TRAINING***

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This manual implements Air Force Policy Directive (AFPD) 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*; AFPD10-21, *Air Mobility Lead Command Roles and Responsibilities*, and AFPD11-2, *Aircrew Operations*. This is a specialized publication intended for use by Airmen who have graduated from technical training related to this publication. It covers USAF training policy for qualification of flight manager (FM) personnel and establishes the FM training program that supports Air Force (AF) objectives and provides guidance to the identified organizations of the Training Program. This manual applies to Air Operations Centers (AOCs) with Flight Managers that flight dispatch Mobility Air Force (MAF) missions. This publication is not applicable to the Air Force Reserve and Air National Guard. This publication requires the collection and or maintenance of information protected by Title 5 United States Code (USC) Section 552a, *The Privacy Act of 1974*. The authorities to collect or maintain the records prescribed in the publication are 37 USC § 301a, *Incentive Pay*; Public Law (PL) 92-204, *Appropriation Act for 1973*; PL 93-570 § 715, *Appropriation Act for 1974*; PL 93-294, *Aviation Career Incentive Act of 1974*; Executive Order 9397 (SSN), as amended; Department of Defense (DoD) Directive 7730.57, *Aviation Career Incentive Act and Required Annual Report*; and AFI 11-401, *Aviation Management*. The applicable SORN, F011 AF XO A, *Aviation Resource Management System (ARMS)*, is available at: <http://dpcl.d.defense.gov/Privacy/SORNsIndex/tabid/5915/Category/11159/departments-of-the-air-force.aspx>. Ensure that all records created as a result of processes prescribed in this

publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System Records Disposition Schedule. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at the MAJCOM level to be more (not less restrictive); however, all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, **Table 1.1**, 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 requestors commander for non-tiered compliance items.

## ***SUMMARY OF CHANGES***

This document is revised substantially and must be reviewed completely. This document has the tier number for waiver authority level added to multiple paragraphs. There are multiple corrections to referenced publications and office symbols throughout this publication. The following paragraphs have changed: **1.4** adds Roles and Responsibilities section; **1.4.4.4** clarifies Training Review Panel process and requirements; **1.4.5.1.2** clarifies instructor selection; **1.5.1** clarifies waiver authority and added tiers; **4.2.1** clarifies FM Currency requirements. **Chapter 6** Flight Manager Certification and Decertification is added.

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## Chapter 1

### GENERAL

**1.1. Training Objective.** This manual prescribes guidance for training Mobility Air Forces (MAF) Flight Managers (FM) to meet the requirements of AFMAN 11-255, Volume 2, *Flight Manager Standardization/Evaluation Program*, and AFMAN 11-255, Volume 3, *Flight Manager Responsibilities and Procedures*. If a training requirement conflict exists with direction in this publication and another source document, comply with the source document that establishes the training requirement and notify the OPR. **NOTE:** Within this manual the term “Flight Manager” (FM) is used to encompass AMC 618 AOC/Command and Control Directorate (XOC), Pacific Air Forces (PACAF) 613 AOC/Air Mobility Division (AMD), and United States Air Forces in Europe (USAFE) 603 AOC/AMD description of the personnel performing this duty.

1.1.1. The overall objective of the FM training program is to develop and maintain highly proficient FMs that can effectively perform their unit’s mission.

1.1.2. The secondary objective is to standardize MAF FM training requirements.

### 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.

1.3.1. Local Training Guidance. After receiving approval by the Unit Commander or equivalent and in coordination with their MAJCOM Directorate of Operations (A3), units may supplement this manual.

1.3.2. If a supplement is developed, the unit will submit an info copy to the parent MAJCOM OPR. (T-2)

### 1.4. Roles and Responsibilities.

1.4.1. Lead Command. Air Mobility Command (AMC) is designated as the lead command for Flight Manager (FM) training and is responsible for establishing and standardizing FM training requirements in coordination with AMC 618 AOC/XOC, PACAF 613 AOC/AMD, and the USAFE 603 AOC/AMD user commands.

1.4.1.1. Courses. The AMC Directorate of Operations, Strategic Deterrence, and Nuclear Integration (A3/10), in coordination with user commands, approve field initial/continuation training requirements or adjustments, and field short-notice specialized courses.

1.4.1.2. Realistic Training Review Board (RTRB). HQ AMC/A3/10 will host an RTRB annually, or more frequently, as required. The RTRB reviews the FM training program for currency, applicability, compliance and effectiveness. Attendees should include training

representatives from AMC Command and Control/Expeditionary Operations (A3C), AMC/A3V, AMC 618 AOC/XOC, PACAF 613 AOC/AMD, and the USAFE 603 AOC/AMD.

1.4.2. MAJCOM A3. The MAJCOM A3 has overall management authority and provides policy and guidance for the development and execution of MAJCOM training programs. MAJCOM unique training requirements will be documented in the MAJCOM supplement and forwarded to AMC/A3.

1.4.2.1. As the lead command, AMC/A3 provides oversight and approval for FM policy and training programs. MAJCOM/A3 will forward FM courseware/syllabi to AMC/A3 for approval. Formal training courseware syllabi will be approved by the AMC/A3 and updated/maintained by the AMC 618 AOC/XOC, PACAF 613 AOC/AMD, and the USAFE 603 AOC/AMD FM training sections.

1.4.2.2. MAJCOM A3 is also the focal point for review of all recommended initiatives directed toward the FM training program academic training contract.

1.4.3. The AOC Commander (AMC 618 AOC, PACAF 613 AOC, USAFE 603 AOC) or his/her designated representative responsibilities.

1.4.3.1. Training Management. This is generally performed at the AMC 618 AOC/XOC, PACAF 613 AOC/AMD, and the USAFE 603 AOC/AMD level. MAJCOMs will document other detailed training responsibilities in their MAJCOM supplement as required.

1.4.3.2. Has approval authority for training time extensions (see [paragraph 1.7](#)).

1.4.3.3. Will establish distribution requirements for this manual. **(T-2)**

1.4.3.4. Will conduct a review of the student's progress in cases of unsatisfactory student progress (see [paragraph 1.8](#)). **(T-3)** Following the progress review, a recommendation will be made regarding the continuation of training. **(T-1)**

1.4.4. Command and Control Director (AMC 618 AOC/XOC) and/or Air Mobility Division (AMD) Chief (PACAF 613 AOC/AMD; USAFE 603 AOC/AMD) responsibilities.

1.4.4.1. AMC 618 AOC/XOC will administer and monitor FM contract training including Federal Aviation Administration (FAA)-approved aircraft flight dispatch course, and initial training prior to on-the-job training (OJT). **(T-1)** The Director will advise/provide inputs to the MAJCOM A3 whenever negative trends develop or performance objectives are not met. **(T-1)**

1.4.4.2. The Command and Control Director or Air Mobility Division Chief is the certification authority for their flight managers. They will chair an FM Evaluation Board as required (see [Chapter 6](#)). **(T-1)**

1.4.4.3. The Command and Control Director or Air Mobility Division Chief will designate individuals assigned to the training flight organization as responsible for standardizing and maintaining FM training records (see [paragraph 1.9](#)). **(T-3)**

1.4.4.4. Training Review Panel. The Command and Control Director or Air Mobility Division Chief may convene a Training Review Panel. Panel members should include supervisors and current FM instructors. The Training Review Panel is to identify academic

courses and/or instructors on the basis of professional qualifications and aptitude to teach. Other purposes include instructor continuation training, instructor focus areas, FM Special Interest Items, and trend analysis.

1.4.4.4.1. Training Review Panel Requirements. The Training Review Panel should convene at least annually, meetings may be held more often to align with planned FM shift schedule changes. Meeting minutes will be maintained for two years from the date of the panel. **(T-3)**

1.4.4.4.2. Training Review Panel Format. Prior to the Training Review Panel, all panel members should send their top recommended instructor candidates (up to ten) for their shift to the FM Division Chief (or MAJCOM equivalent). All FMs eligible for instructor IAW this manual can be considered for recommendation including self-recommendations (FM instructors can include their own names in their recommendation). Compile and consider all recommendations for the position of FM instructor. **(T-3)**

1.4.4.4.3. Training Review Panel administration and convening may be delegated to the FM Division (or MAJCOM equivalent) level.

1.4.5. FM Division Chief or MAJCOM equivalent (AMC 618 AOC/XOCM, USAFE 603 AOC/AMDT, PACAF 613 AOC/AMDM).

1.4.5.1. Responsibilities.

1.4.5.1.1. FM Division Chief (or MAJCOM equivalent) will ensure performance objectives for contractor provided training are achieved by monitoring overall contractor performance and submitting quality assurance program documentation when required. **(T-2)** In addition, the AMC 618 AOC/XOCM FM Division Chief will ensure that contractor provided academic instruction complies with policies and guidelines found in AFMAN11-255 Volume 3. **(T-1)**

1.4.5.1.2. Instructor Selection. Instructor candidates are selected based on experience, judgment, ability to instruct, technical knowledge and shall have at least six months as a certified FM. **(T-3)** The FM Division Chief (or MAJCOM equivalent) is the final decision authority for Instructor selection. **(T-3)**

1.4.5.1.3. The FM Division Chief (or MAJCOM equivalent) will identify specific duties requiring Upgrade training, such as Mission Expansion and Air Traffic Management Coordinator (ATMC). **(T-3)** These additional training requirements will be documented in the appropriate MAJCOM supplement. **(T-3)**

1.4.5.2. The AMC 618 AOC/XOCM FM Division Chief has management authority and provides policy and guidance for the FM periodic training curriculum. The FM Division Chief MAJCOM equivalents (USAFE 603 AOC/AMDT or PACAF 613 AOC/AMDM) may provide additional training requirements for periodic training or include these requirements in a local or MAJCOM supplement.

1.4.6. Instructor Responsibilities:

1.4.6.1. Instructors will review training records prior to each training session in order to develop a training plan. **(T-3)** As required after each training session, instructors will document training in sufficient detail to accurately assess student performance and make

recommendations for subsequent training. **(T-3)** After the satisfactory completion of all required training, the instructor will make a recommendation for an evaluation. **(T-3)**

1.4.6.2. Instructors shall be current and qualified in any event that they instruct. **(T-1)**

## 1.5. Waiver Authority.

1.5.1. The authorities to waive requirements in this publication are identified with a Tier number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority identified in **Table 1.1** below.

1.5.2. Do not deviate from the policies and guidance in this manual except for safety, or if immediate action is required. Report deviations without waiver to the MAJCOM/A3 (or equivalent) who; in turn, should notify AMC/A3 for action, if necessary. **(T-2)**

1.5.3. Unless otherwise directed in this manual, AMC/CC or designated representative is designated the waiver authority for specific FM training requirements in this manual not governed by other guidance. **Table 1.1** shows the waiver routing to/from the MAJCOM. Long-term (permanent) waivers shall be approved by MAJCOM/CC or designated representative and listed in the appropriate MAJCOM supplement. All waiver requests will state the nature, rationale, and duration of the request, as well as sufficient justification on which to base a decision. Waiver requests should include a point of contact should questions arise. **(T-2)**

**Table 1.1. Unit Waivers to AFMAN 11-255, Volume 1 (T-2).**

If waiver is requested by:	Route Waiver Request to:	Approval or Disapproval will be sent to:	With Information Copies to:
PACAF 613 AOC/AMD	To HQ PACAF/A3T	PACAF 613 AOC/AMD	AMC/A3T & AMC/A3V
USAFE 603 AOC/AMD	To USAFE/A3TV	USAFE 603 AOC/AMD	AMC/A3T & AMC/A3V
AMC 618 AOC/XOC	To AMC/A3V	AMC 618 AOC/XOC	AMC/A3V

1.5.4. Training Waiver. The first 3 digit above the FM Division Chief or MAJCOM equivalent (AMC 618 AOC/XOCM, USAFE 603 AOC/AMDT, PACAF 613 AOC/AMDM) is the designated waiver authority for training requirements in **Chapter 4** for assigned FMs on a case by case basis. **(T-3)** Waivers for training or currency events missed in consecutive training periods will require MAJCOM approval. **(T-2)**

1.5.5. Waiver Format (see **Figure 1.1**). Provide the appropriate information on the referenced individual in a waiver request. Number items as follows in the template; those not utilized should be marked “N/A” (not applicable). Asterisked (\*) items are required for all waivers; complete other items as appropriate. **(T-2)**



**Figure 1.1. Sample Waiver Request Format.***MEMORANDUM FOR (Waiver Authority)**FROM: (Requester)**SUBJECT: Waiver Request – (Individual), (Type of Waiver)*

- \*1. Name, grade, and last four of Social Security number.*
- \*2. Organization.*
- \*3. Present FM qualifications.*
- \*4. Date certified/qualified (include instructor or evaluator upgrade dates, if applicable).*
- \*5. Waiver request specifics e.g., cite requirement and requested deviation.*
- \*6. Rationale and justification for waiver request.*
- 7. FM qualification to which person is qualifying or upgrading.*
- 8. Previous attendance at any FM formal course.*
- 9. Training start date.*
- 10. If waiver request is 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).*

*(Signature of Requestor)**(Title)*

**1.6. Training Requirements.** FM training falls into eight categories: Initial, Mission Qualification, Continuation, Upgrade, Differences, Periodic, Ancillary, and Requalification Training. Each category of training is addressed in more detail in the associated chapter of this manual.

**1.7. Training Time Limitations.** The AOC Commander (AMC 618 AOC, PACAF 613 AOC, or the USAFE 603 AOC), or his/her designated representative will notify the MAJCOM A3 of any FMs expected to exceed training time limits (use the waiver format as described in [paragraph 1.5.3](#)). The AOC Commander (AMC 618 AOC, PACAF 613 AOC, or the USAFE 603 AOC), or his/her designated representative may approve a training time extension up to 60 days. Extensions in excess of 60 days require MAJCOM A3 approval (info copy to waiver authority). Comply with the time limitations in [Table 1.2. \(T-2\)](#)

**Table 1.2. Training Time Limitations (T-2).**

<b>Training</b>	<b>Time Limit</b>
Initial Training	120 Days
Mission Qualification	120 Days
Requalification (1-3 years)	60 Days

Requalification (>3 years)	120 Days
Upgrade	60 Days

1.7.1. Training start date is the date when the first significant training event (a training event directly contributing to qualification, certification, or upgrade) has begun (e.g., FAA Aircraft Dispatcher Knowledge Exam (ADX)) after being attached or assigned to the unit.

1.7.2. Training time ends with the completion of Initial training (FAA Aircraft Dispatcher training and certification) and Mission Qualification training (initial evaluation and certification).

**1.8. Unsatisfactory Student Progress.** Academic instructors and instructor FMs will identify students who fail to progress, and forward their recommendations to the student's supervisor. **(T-3)** If a student fails to progress the AOC Commander (AMC 618 AOC/XOC, PACAF 613 AOC/AMD, or the USAFE 603 AOC/AMD) or his/her designated representative will conduct a review the student's progress. **(T-3)** Following the progress review a recommendation will be made regarding the Continuation of training. **(T-1)**

**1.9. Training Records.** Individuals assigned to a designated training flight or equivalent office within AMC 618 AOC/XOCM, USAFE 603 AOC/AMCT, or PACAF 613 AOC/AMD will maintain FM training records. **(T-2)**

1.9.1. Training Records Documentation. The Director of Command and Control AMC 618 AOC/XOC; PACAF Chief, 613 AOC/AMD; and/or USAFE Chief, 603 AOC/AMD will designate individuals assigned to the training flight organization as responsible for standardizing and maintaining FM training records. MAJCOM training forms will be forwarded to the MAJCOM A3 or designated representative for approval and included in the MAJCOM supplements. **(T-2)** **NOTE:** Use of Electronic Training Records is recommended.

1.9.2. Mission Qualification Training (MQT) Records Review.

1.9.2.1. Operations Review. FM supervisors will review active training records monthly during initial and OJT and immediately prior to scheduling evaluations to validate the completion of all training. **(T-3)** Operations review will be a separate entry in the FM training record and should include comments on the student's progress. **(T-3)** FM supervisors should review the daily performance of individuals during MQT.

1.9.2.2. Training Record Review. Instructors are required to review training records in accordance with [paragraph 1.4.6.1](#). **(T-3)** Students will review training records after each training session. **(T-3)**

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

1.10.1. When performing FM duties, the following personnel will be under direct supervision of an instructor:

1.10.1.1. All non-current FMs. **(T-1)**

1.10.1.2. All unqualified FMs. **(T-1)**

1.10.1.3. All FMs in initial, upgrade, or re-qualification training unless performing duties they are qualified in where supervision is not required (e.g. An FM in instructor upgrade training who is performing non-instructor FM duties). **(T-1)**

1.10.2. Failed Evaluation Procedures. The Director of Command and Control (AMC 618 AOC/XOC), and/or Air Mobility Division Director (PACAF 613 AOC/AMD, or USAFE 603 AOC/AMD) or his/her designated representative shall receive prompt notification of failed FM evaluations in their directorate. **(T-3)** Remedial training following a failed evaluation may be the academic contractor's responsibility, Air Force's responsibility, or a joint responsibility, depending on the nature of failure. Identifying the specific required remedial training is the responsibility of the evaluator FM. **(T-1)** Scheduling and ensuring the prompt accomplishment of remedial training following a failed evaluation is the responsibility of the supervisor. **(T-3)** In every case, close coordination and training priority is required to qualify/requalify the individual as soon as practical. **(T-2)**

**1.11. Transfer of Flight Managers.** After transferring from one MAJCOM to another, before an FM can work unsupervised, the gaining MAJCOM will review and assess their qualification and currency. **(T-2)**

## Chapter 2

### INITIAL TRAINING

**2.1. Description.** This chapter specifies the minimum training requirements for FM initial training. All FMs will complete initial training prior to entering Mission Qualification training. **(T-2)** Initial training includes the FAA Aircraft Dispatcher training and certification.

**2.2. Initial Training.** The goal of initial training is to produce a student FM with a basic understanding of the roles and responsibilities of an FAA licensed aircraft dispatcher.

2.2.1. FAA certification as an aircraft dispatcher provides a solid conceptual and technical foundation for students entering into Mission Qualification training. Accordingly, student FMs shall complete an FAA-Approved Aircraft Dispatch Course and take and pass the written, practical, and oral certification examinations culminating in the award of an FAA Aircraft Dispatcher certificate prior to entry into follow-on MQT. **(T-1)**

2.2.2. The Chief of Flight Management (AMC 618 AOC/XOC/XOCM, USAFE 603 AOC/AMCT, or PACAF 613 AOC/AMDM) will determine the need for their FM students already possessing an FAA Aircraft Dispatch Certificate to complete the training as a refresher without the requirement to take the written, practical and oral certification examinations. **(T-3)**

## Chapter 3

### MISSION QUALIFICATION TRAINING

**3.1. Description.** This chapter establishes minimum criteria and training requirements for FM Mission Qualification training. The goal of Mission Qualification training is to produce a qualified individual who can perform FM duties unsupervised. FM Mission Qualification training is accomplished in the academic classroom and on-the-job by performing planning and active flight following of real-world flight managed sorties under the direct supervision of an instructor FM. After the successful completion of MQT and a Mission Qualification evaluation, the newly trained FM will be certified by the Director of Command and Control AMC 618 AOC/XOC and/or PACAF 613 AOC/AMD, and the USAFE 603 AOC/AMD following the direction for FM certification in [Chapter 6](#). Once certified the individual can perform FM duties unsupervised. [Table A2.1](#) outlines the minimum training areas for Mission Qualification training. Additional MAJCOM specific training will be documented in the MAJCOM supplements.

**3.2. Aircraft Mission Design Series (MDS) Training.** The AMC 618 AOC/XOC, PACAF 613 AOC/AMD, and the USAFE 603 AOC/AMD have unique missions, and aircraft MDS training should be tailored to reflect these different missions. As a minimum, MDS training will include performance characteristics, planning factors, communications/navigation equipment, minimum equipment list requirements, and fuel/cargo load capacity. **(T-1)** Additional MAJCOM specific training will be documented in the applicable MAJCOM supplement. **(T-1)**

#### **3.3. FM Mission Qualification Training.**

3.3.1. MQT is accomplished in an academic classroom or similar and continues during OJT under the direct supervision of an instructor/evaluator FM in the AMC 618 AOC/XOC, PACAF 613 AOC/AMD, and the USAFE 603 AOC/AMD at a weapon system (computer work station). **(T-1)**

3.3.1.1. Effective flight following of operational flight managed sorties is key aspect of MQT and is also accomplished under the direct supervision of an instructor/evaluator FM. **(T-1)** [Table A2.1](#) lists the minimum requirements for MQT.

3.3.1.2. Instructors/Evaluators will closely monitor the student FM's performance due to the effects it may have on operational sorties. **(T-3)** Although the student FM's training progress is important, it should not be placed above sortie success. The instructor/evaluator is ultimately responsible for the planning and effective flight following of the operational sortie. **(T-1)**

3.3.1.3. Direct instructor supervision means over the shoulder, adjacent, or within the immediate vicinity of the student's workstation. The instructor will always be physically located in the same work area as the student. **(T-1)**

#### 3.3.2. On-the-Job (OJT) Training:

3.3.2.1. OJT Shift Work. A student FM's practical experience is achieved during OJT shift work, and as such, the student FM will be paired with an instructor/evaluator for each shift. **(T-3)** The instructor FM will use the student's training records and available sortie profiles to determine an optimum training plan for each shift. **(T-2)**

3.3.2.2. OJT Training Records. Each MAJCOM will develop FM training records for OJT. MAJCOM specific training forms will be included in the MAJCOM supplements to this manual. **NOTE:** Use of Electronic Training Records is recommended.

**3.4. Aircraft Operations/Familiarization Flight for FMs (As Required by MAJCOM).** FMs are permitted to fly in Mission Essential Personnel (MEP) status IAW the provisions in AFI 11-401, *Aviation Management*, and applicable MAJCOM supplements. **(T-3) NOTE:** FMs may be authorized MEP status IAW AFI 11-401 and MAJCOM supplements to participate on any flight managed by a FM. Some destinations may require country clearance.

3.4.1. FMs will accompany the aircrew during pre-flight sortie activities to observe all aspects of the air mobility mission. **(T-3)** Participation in operations/familiarization Flights broadens the FMs understanding and improve support to the aircrew. FMs who are physically restricted from flying will submit a waiver to the MAJCOM A3 using the procedures described in [paragraph 1.5](#). **(T-3)**

3.4.2. FMs will normally remain with their departure crew, however IAW AFI11-401, [para 1.6.2.6.1](#), the FM may join a different mission to optimize training or expedite return to home station.

3.4.3. To the maximum extent, the FM will participate in all pre-mission planning performed by the aircrew and observe inflight activities from the flight deck while on headset (if possible) from the aircraft's jump seat. **(T-3)** Direct interface between the FM is essential to maximize training/familiarization of flight operations.

**3.5. FM Certification and Decertification.** See [Chapter 6](#) for FM certification and decertification requirements. All AMC 618 AOC/XOC, PACAF 613 AOC/AMD, and the USAFE 603 AOC/AMD FMs shall be certified prior to performing unsupervised duties. **(T-1)**

## Chapter 4

### CONTINUATION TRAINING

**4.1. Description.** This chapter establishes the minimum training in the form of periodic, differences, ancillary, and requalification training requirements for FMs. Continuation training requires an FM to complete a minimum number of sorties on a monthly/quarterly basis to maintain currency. Periodic Training will be accomplished prior to FMs being scheduled for their periodic evaluations (see AFMAN 11-255 Volume 2). (T-2)

**4.2. Continuation Training.** The goal of FM continuation training is to ensure a certified FM maintains currency in assigned tasks while performing FM duties. An FM is non-current if they do not plan a minimum of 24 sorties per month unless they are in a supervisory position or on MAJCOM staff. FMs supervisors or on MAJCOM staff who do not perform 12 sorties per quarter are non-current. A non-current FM will regain currency by performing FM duties under the direct supervision of an instructor/ evaluator. Currency requirements are defined within this manual (see [Table 4.1](#)), MAJCOM's will delineate minimum currency requirements in their MAJCOM Supplement.

#### 4.2.1. FMs Currency (see [Table 4.1](#)).

4.2.1.1. Completion and tracking of currency is ultimately the responsibility of individual FMs. (T-3)

4.2.1.2. Individuals delinquent in currency events listed in [Table 4.1](#) will be considered non-current and will be supervised while performing FM duties. (T-1)

4.2.1.3. Supervisory/MAJCOM Staff FMs performing instructor/evaluator duties may count up to 6 sorties while performing instructor/evaluator FM duties (dual-log), but 6 sorties shall be performed as the primary FM. (T-1)

4.2.1.4. Instructors not in a supervisory or MAJCOM staff position may dual-log 12 sorties while performing instructor FM duties, but 12 sorties shall be performed as the primary FM. (T-1) MAJCOM specific currency requirements will be included in the MAJCOM supplement.

**Table 4.1. Currency Requirements for FMs.**

Position	Monthly Sorties	Quarterly Sorties
FM/Instructor FM	24 <sup>1</sup>	N/A
Supervisory/MAJCOM Staff FMs	N/A	12 <sup>1</sup>
<sup>1</sup> Instructor FMs can dual log up to 50 percent of their requirements and supervisory/MAJCOM staff FMs performing instructor/evaluator duties can dual-log 50 percent of their requirements. See <b>paragraph 4.2.1</b> above.		

4.2.1.5. The Chief of Flight Management (618 AOC/XOCM, PACAF 613 AOC/AMDT, and/or USAFE 603 AOC/AMDM) may develop tools or methods to document sorties to



ensure currency. Locally developed tools and methods must be approved by their MAJCOM. **(T-1)**

#### 4.2.2. Loss of Currency.

4.2.2.1. FMs. FMs are non-current the day after currency expires. For example, an FM who is current for the month of January, but flight-manages less than 24 sorties in February becomes non-current on 1 March.

4.2.2.2. Supervisory/MAJCOM Staff FMs. The Quarterly periods for Staff/Supervisory FM currency run from 1 January through 31 March, 1 April through 30 June, 1 July through 30 September and 1 October through 31 December. A supervisory/MAJCOM staff FM who does not complete currency requirements will be considered non-current the day after the quarter expires. **(T-1)**

4.2.2.3. A non-current FM may not perform FM duties unless under the direct supervision of an instructor/evaluator FM. **(T-1)**

4.2.3. Failure to Complete Training Requirements. Declare FMs non-current if they fail to maintain currency or fail to complete their continuation training requirements. **(T-1)** The following guidance applies:

4.2.3.1. FMs who are non-current and have not performed duties for one month not to exceed 179 days can regain currency by demonstrating proficiency to an instructor/evaluator FM. The training accomplished and the assessment of performance will be documented and included in the individual's training folder. **(T-1)**

4.2.3.2. FMs who are non-current less than 90 calendar days, the FMs supervisor will determine when the individual is ready to perform FM duties unsupervised. **(T-1)**

4.2.3.3. FMs that are non-current in excess of 90 calendar days shall be recertified by the Director of Command and Control AMC 618 AOC/XOC and/or PACAF 613 AOC/AMD, and the USAFE 603 AOC/AMD or their designated representative, prior to performing FM duties unsupervised. **(T-1)**

4.2.3.4. FMs who have not performed duties in excess of 180 days, but less than 1 year, shall accomplish periodic training and be supervised by an instructor/evaluator FM for a minimum of two weeks. **(T-1)** If warranted, an evaluation may be administered. MAJCOMs will identify which currency items result in an unqualified status requiring requalification and which currency items do not result in an unqualified status allowing currency to be regained according to [paragraph 4.2.3](#) above. Regardless of whether a requalification evaluation is required, the Director of Command and Control AMC 618 AOC/XOC and/or PACAF 613 AOC/AMD, and the USAFE 603 AOC/AMD or his/her designated representative shall recertify the FM prior to the FM performing duties unsupervised. **(T-1)**

#### 4.2.4. Regaining Currency.

4.2.4.1. For loss of currency less than 90 calendar days, an FM will demonstrate proficiency under the supervision of an FM instructor. **(T-3)**

4.2.4.2. If a non-current FM fails to regain currency within 90 calendar days they will be decertified. **(T-2)**



4.2.4.3. If a non-current FM fails to regain currency within one year of becoming non-current, the FM is unqualified and a requalification evaluation is required for recertification. (T-1) The FM Supervisor will send a recommendation to the Director of Command and Control AMC 618 AOC/XOC, Chief, PACAF 613 AOC/AMD; or the USAFE Chief, 603 AOC/AMD or their designated representative, on whether the FM should be allowed to continue in the program. (T-1) The Director of Command and Control AMC 618 AOC/XOC; Chief, PACAF 613 AOC/AMD; Chief; or the USAFE 603 AOC/AMD or his/her designated representative will have the ultimate authority to return the FM to training status or remain decertified. (T-1) Refer to [paragraphs 6.2.2 and 6.2.3](#) for decertification information and actions.

**4.3. Periodic Training Requirements.** [Table A3.1](#) lists the minimum training topics for FM periodic training. Periodic training is intended to maintain and raise FMs knowledge in procedures and mission requirements. The lecture/discussion format provides an excellent forum to present new information or new programs, present topics requiring additional emphasis and share information and lessons learned from the experiences of qualified FMs. Accomplishing periodic training is one of the requisites for individuals who have not performed FM duties for over 180 days to become recurrent. The AMC Chief, AMC 618 AOC/XOC/XOCM; or USAFE Chief, 603 AOC/AMCT; or PACAF Chief, 613 AOC/AMDM or their designated representative will prescribe the curriculum for periodic training. (T-3) This curriculum will be updated annually and/or change in source documents. (T-3) MAJCOM specific periodic training requirements will be documented in the MAJCOM supplements to this manual. (T-3)

4.3.1. FM Training Records. All periodic training events will be recorded in the individual's training record. (T-3) Training events conducted during periodic training may be consolidated under one entry. (T-3)

#### 4.3.2. Currency Responsibilities

4.3.2.1. FM Supervisors. Supervisors are responsible to schedule and ensure FMs complete periodic training. (T-3)

4.3.2.2. FMs. FM periodic training will be designated on the FMs individual's schedule. 25It is the responsibility of each individual to attend periodic training when scheduled. (T-2)

4.3.3. FM Eligibility Period. The eligibility period for periodic training begins six months prior to the last day of the individual's current qualification. The individual's qualification month and expiration date will be established following the initial certification date. For example, an FM whose initial qualification month is January 2013 will be eligible for the periodic qualification examination and evaluation between 1 January 2014 and 30 June 2014. (T-2)

4.3.4. Failure to Complete Periodic Training Requirements. Completion of periodic training is a prerequisite for being scheduled for a periodic evaluation. FMs who fail to complete periodic training requirements prior to the last day of their most current qualification period will be unqualified. An unqualified FM will be supervised by an instructor/evaluator FM until their periodic training is complete and they successfully pass an evaluation. (T-2)

**4.4. Difference Training.** Expanding roles and responsibilities and evolving technological require specific focused training to bridge the gap between current capability and future

capabilities, requirements and responsibilities. Difference training is designed to build on current knowledge and skills, and prepares FMs for future requirements.

**4.5. Ancillary Training.** This training contributes to mission accomplishment, but is separate from an Air Force specialty code or occupational series. Examples of ancillary training includes: DoD Information Assurance, Force Protection, Human Relations, Information Protection, etc. **NOTE:** The Chief of Flight Management (AMC 618 AOC/XOC, PACAF 613 AOC/AMD, or USAFE 603 AOC/AMD) or their designated representative may identify additional training requirements in local operating instructions.

**4.6. Requalification (REQUAL) Training.** REQUAL training will be tailored to meet the needs of the student. **(T-3)** For FMs unqualified for 1 - 3 years, REQUAL training may consist of portions of FM mission qualification academic training and OJT. For FMs unqualified for more than 3 years, REQUAL training will consist of both the academic and OJT Mission Qualification training. **(T-3)** In either case, at the conclusion of training the individual will pass an FM evaluation and be certified before performing FM duties unsupervised. **(T-2)**

## Chapter 5

### UPGRADE TRAINING

**5.1. Description.** This chapter identifies requirements for FM upgrade training. FMs completing initial, mission qualification training and certification are qualified to perform basic FM responsibilities. MAJCOM's will identify additional training, evaluation and/or certification requirements for instructor and evaluator upgrades in their MAJCOM supplement. AMC Chief, 618 AOC/XOC/XOCM; or USAFE Chief, 603 AOC/AMCT; and PACAF Chief, 613 AOC/AMD AMCT will identify specific duties requiring Upgrade training, such as, FM Lead, Mission Expansion, and Air Traffic Management Coordinator (ATMC). These additional training requirements will be documented in the appropriate MAJCOM supplement. Additional training and/or certification are required for the duties listed in [paragraph 5.2](#) and [paragraph 5.3](#).

**5.2. Instructor FM.** Instructor candidates will be selected based on experience, judgment, ability to instruct, skills, technical knowledge, and have at least six months experience as a certified FM. **(T-3)** MAJCOM's will document instructor upgrade training requirements in their respective supplements. Individuals designated as Instructor FMs are qualified to instruct at any level in which they are qualified.

#### 5.2.1. Instructor FM Responsibilities.

5.2.1.1. Instructors will begin each training session with an overview of training objectives, a clear delineation of work to include specific sorties to be planned and flight watched and any required instructor reviews during the training session, i.e. review of aircrew departure papers before they are filed or published. **(T-3)** At the conclusion of the training session, the instructor will provide a thorough debrief, and, provide recommendations for the next training session. **(T-3)**

5.2.1.2. Instructors will review the individual's OJT training records prior to each training session in order to develop a session training plan. **(T-3)** After each training period, instructors will document training in sufficient detail to assess student performance and make recommendations for subsequent training. **(T-3)**

5.2.1.3. Instructors will ensure all required training items are completed, signed off, and proficiency demonstrated before recommending a student for evaluation and/or certification. **(T-3)** Instructors should further ensure the student's supervisor or the designated representative is apprised of the student's status and ensures all items are completed before recommending a supervisory review.

5.2.1.4. Instructors are responsible for the execution of all assigned sorties during the training session. **(T-3)** Should the student's judgment or proficiency pose a question in the instructor's mind as to the student's ability to safely manage the sortie, the instructor will immediately take primary responsibility for managing the sortie. **(T-3)** The instructor will explain and demonstrate the correct methods and procedures for the sortie. **(T-3)** The instructor will ensure the student's supervisor is apprised of the student's performance. **(T-3)**

**5.3. Evaluator FM.** Experienced Instructors will be recommended for evaluator certification and shall possess satisfactory knowledge of training and evaluation policies and procedures and possess the ability to administer evaluations according to AFMAN 11-255, Volume 2. **(T-3)**

Evaluators should have at least six months experience as an Instructor FM. Evaluators are qualified to conduct examinations at any level in which they are qualified.

**5.4. MAJCOM Specific Duties.**

5.4.1. AMC. AMC as the MAF lead command for MAF Flight Management will maintain a Command Flight Manager position that ensures MAF FMs requirements, training, evaluation, and procedures are maintained throughout the MAF community.

5.4.2. MAJCOMs may specify roles and responsibilities for MAJCOM specific positions in their MAJCOM supplement.

## Chapter 6

### FLIGHT MANAGER CERTIFICATION AND DECERTIFICATION

**6.1. FM Certification.** Certification officially recognizes the FM as being qualified to support all applicable mission areas. Certification is contingent upon assessment of an individual's progress by the FM's supervisor and the certifying authority.

6.1.1. All FMs shall be certified prior to performing unsupervised duties. **(T-1)** FM certification is the responsibility of the AMC 618 AOC/XOC, USAFE 603 AOC/AMD, and PACAF 613 AOC/AMD, or his/her designated representative.

6.1.2. The certification process serves to officially recognize that the individual has attained the necessary skill level to represent the MAJCOM as an FM.

6.1.3. Certification will be accomplished following satisfactory completion of the qualification (QUAL) evaluation. **(T-1)**

6.1.4. Certification is maintained by completion of all periodic training and evaluation requirements. Failure to maintain established certification standards will result in an unqualified status and entry into supervised training status.

**6.2. FM Decertification.** The certifying authority will be the decertifying authority. **(T-1)** Decertification should be based upon the recommendation of one of the following: FM's immediate supervisor, MAJCOM/Unit FM Evaluator, and/or Chief, Flight Management (or MAJCOM equivalent).

6.2.1. The Chief, Flight Management Division/Branch (or MAJCOM equivalent), is charged with ensuring FMs remain proficient in FM tasks, taking immediate action to correct deficiencies, and recommending the decertification or removal of FMs found not suitable for flight management duty. Reassignment, retraining, or other administrative action will be coordinated with the AMC 618 AOC/XOC, USAFE 603 AOC/AMD, and PACAF 613 AOC/AMD.

6.2.2. Reasons for Decertification. The certifying authority can remove an individual's certification if he/she loses confidence in the individual's ability to perform FM duties or when the individual has not or cannot perform FM duties for an extended period of time. In cases where an FM is decertified, they shall be under the direct supervision of an instructor/evaluator FM while performing FM duties. **(T-1)** FMs can be decertified for various reasons, to include:

6.2.2.1. Fails to regain currency within 90 calendar days (non-current for 90 days).

6.2.2.2. Repeated failures of written or task evaluations after corrective measures are taken.

6.2.2.3. Withdrawal of the individual's security clearance.

6.2.3. FM Certification Review. If a decertification recommendation is made with the intent of not recertifying the individual, the certification authority (AMC 618 AOC/XOC, USAFE 603 AOC/AMD, or PACAF 613 AOC/AMD) will review all circumstances leading up to this recommendation for individuals under their authority. **(T-2)**

6.2.3.1. During this review the AMC 618 AOC/XOC, USAFE 603 AOC/AMD, or PACAF 613 AOC/AMD will consider inputs from the individual under review, the evaluator or supervisor making the decertification recommendation; the individual's immediate supervisor; and the Chief of Flight Management (or MAJCOM equivalent). (T-3)

6.2.3.2. The AMC 618 AOC/XOC, USAFE 603 AOC/AMD, or PACAF 613 AOC/AMD will review pertinent performance documentation and circumstances to determine a course of action to retain certification, attain recertification, or remove certification. (T-1) Removal of certification may be temporary with a plan for recertification or permanent that may include a recommendation for removal of the individual from the FM program.

6.2.3.3. The AMC 618 AOC/XOC, USAFE 603 AOC/AMD, or PACAF 613 AOC/AMD has the final certification/decertification decision authority.

6.2.3.4. The AMC 618 AOC/XOC, USAFE 603 AOC/AMD, or PACAF 613 AOC/AMD will document their decision on a memorandum. (T-1) This document will include the reason for the review, the findings, and any actions to be taken. (T-1) The AMC 618 AOC/XOC, USAFE 603 AOC/AMD, or PACAF 613 AOC/AMD will sign memorandum. (T-1) The memorandum will be placed in the individual's training record with a copies given to the individual and MAJCOM/A3. (T-1)

6.2.3.5. Certification Review actions resulting in permanent decertification and/or a recommendation for removal of the individual from the FM program will require review by the base legal office prior to implementation and forwarding to MAJCOM/A3. (T-1) Depending on the circumstances for the Certification Review, the AMC 618 AOC/XOC, USAFE 603 AOC/AMD, or PACAF 613 AOC/AMD may temporarily restrict the individual from performing FM duties during the legal review process.

### **6.3. FM Certification Documentation.**

6.3.1. Certification. A separate FM Certification Record is prepared for each FM. The FM Certification record will be maintained in the individuals training record. (T-1)

6.3.2. Decertification. Memos concerning decertification will be documented in the individual's training record. Remarks will be included on the form to state the reason for the decertification. (T-1) Memorandums from Certification Review proceedings will follow the requirements in [paragraph 6.2.3.5](#). (T-1)

6.3.3. Recertification. Document recertification in a memorandum and place it in the individuals training record. (T-1)

6.3.4. FM Certification/Training Records. A record of each FM's certification and periodic training will be maintained by AMC 618 AOC/XOC, USAFE 603 AOC/AMD, and PACAF 613 AOC/AMD. (T-1)

MARK D. KELLY, Lt Gen, USAF  
Deputy Chief of Staff, Operations

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

AFI11-401, *Aviation Management*, 10 December 2010

AFI33-360, *Publications and Forms Management*, 01 December 2015

AFPD10-9, *Lead Command Designation and Responsibilities for Weapon Systems*, 8 March 2007

AFPD10-21, *Air Mobility Lead Command Roles and Responsibilities*, 30 April 2014

AFPD11-2, *Aircrew Operations*, 31 January 2019

AFMAN 11-255, Volume 2, *Flight Manager Standardization/Evaluation Program*, 25 October 2018

AFMAN 11-255, Volume 3, *Flight Manager Responsibilities and Procedures*, 24 July 2018

AFMAN33-363, *Management of Records*, 1 March 2008

Federal Aviation Regulation (FAR) Part 65, *Certification: Other Than Crewmembers: Subpart C: Aircraft Dispatchers*, (e-CFR data is current as of) 26 December 2018

Privacy Act of 1974 authorized by Title 5 United States Code, Section 552a

Executive Order 9397

*Adopted Forms*

AF Form 847, *Recommendation for Change of Publication*

*Abbreviations and Acronyms*

**603 AOC/AMD**—USAFE 603rd Air Operations Center/Air Mobility Division

**613 AOC/AMD**—PACAF 613rd Air Operations Center/Air Mobility Division

**618 AOC**—AMC 618th Air Operations Center

**ADX**—FAA Aircraft Dispatcher Knowledge Exam

**AFPD**—Air Force Policy Directive

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFRIMS**—Air Force Records Information Management System

**AMC**—Air Mobility Command

**AMD**—Air Mobility Division

**AOC**—Air Operations Center

**ATMC**—Air Traffic Management Coordinator

**BASH**—Bird/Wildlife Aircraft Strike Hazard

**CDM**—Collaborative Decision Making

**CNS/ATM**—Communication, Navigation, Surveillance/Air Traffic Management

**DoD**—Department of Defense

**FAA**—Federal Aviation Administration

**FAR**—Federal Aviation Regulation

**FM**—Flight Manager

**GDSS**—Global Decision Support System

**HAZMAT**—Hazardous Materials

**MDS**—Mission Design Series

**MAF**—Mobility Air Forces

**MAJCOM**—Major Command

**MEP**—Mission Essential Personnel

**MQT**—Mission Qualification Training

**NOTAM**—Notice to Airman

**OJT**—On-the-Job Training

**OPR**—Office of Primary Responsibility

**ORM**—Organizational Risk Management

**PA**—Privacy Act

**QUAL**—Qualification Examination

**RAD**—Route Availability Document

**REQUAL**—Requalification RTRB—Realistic Training Review Board

**RVSM**—Reduced Vertical Separation Minima

**SID**—Standard Instrument Departure

**SRD**—Standard Route Document

**SDP**—Special Departure Procedure

**STAR**—Standard Arrival Route

**USAF**—United States Air Force

### ***Terms***

**ACADEMIC TRAINING**—A course of instruction that includes, but is not limited to, classroom instruction related to FM duties, tools, flight publications, flight planning, 618th AOC, 613th



AOC/AMD, and the 603rd AOC/AMD business and operational procedures. To adequately prepare students, academic courses shall be completed prior to OJT.

**ELIGIBILITY PERIOD**—The eligibility period for FM Periodic training and evaluations is a period beginning six months prior to the FMs qualification expiration date.

**EVENT OR TASK**—These name identify training items to be accomplished during training. Several events or tasks constitute a training profile.

**EVALUATOR FM**—An FM certified to administer evaluations and instruct IAW AFMAN 11-255, Volume 2.

**FAA AIRCRAFT DISPATCHER KNOWLEDGE EXAM (ADX)**—The ADX test is the FAA Aircraft Dispatcher ('AD') Knowledge exam ('X'). It is an 80-question test requiring a passing score at or above 70%. It is one prerequisite towards the FAA Aircraft Dispatcher certification.

**INSTRUCTOR FM**—An FM trained, qualified, and certified to instruct in accordance with this instruction. Instructor FMs will be identified in writing by the AMC Chief, 618 AOC/XOC/XOCM; or USAFE Chief, 603 AOC/AMCT; and PACAF Chief, 613 AOC/AMDM.

**PERIODIC TRAINING**—FM training required during the period six months prior to the FMs qualification expiration date.

**REQUALIFICATION TRAINING**—Training required qualifying FMs in a position in which they have been previously qualified.

**SORTIE**—An operational flight by one aircraft.

**SUPERVISED TRAINING STATUS**—FM will serve under instructor supervision. This status is a result of loss of currency or qualification, or due to a less-than-qualified evaluation.

**UPGRADE TRAINING**—Training to qualify a FM in a higher position.

## Attachment 2

## FM INITIAL, AND MISSION QUALIFICATION TRAINING REQUIREMENTS

Table A2.1. FM Initial and Mission Qualification Training Requirements.

<b>FM Initial Training for FAA Aircraft Dispatch Course and Certification -- Minimum Training Requirements. IAW FAR Part 65</b>
<b>MAJCOMs may supplement as required.</b>
FAA Aircraft Dispatcher (ADX) Exam
FAA Aircraft Dispatch Academics
FAA Aircraft Dispatch Practical and Oral Exam
<b>FM Mission Qualification Training Minimum Training Requirements</b>
Flight Manager Directives and Operating Instructions
Command and Control Roles and Procedures
Collaborative Decision Making (CDM)
Operational Risk Management (ORM)
Communications/Flight Following
Flight Planning Tools
Flight Planning/Fuel Planning/Threat Analysis
ATC Flight Plan Generation
Aircrew Departure Papers
AFI 11-202, Volume 3
AFMAN 11-255, Volumes 1, 2, and 3
AFMAN 11-2MDS Volume 3
AMCI 11-208 (or as specified in MAJCOM supplement)
HAZMAT (AMCH 11-214 or as specified in MAJCOM supplement)
CNS/ATM/RVSM
SDP/SRD/SID/STAR/RADS/NARs/FAA Preferred Routes
Aerial Refueling Concept and Procedures (Tanker and Receiver)
Aeromedical Evacuation Procedures
Weather Operational Risk Management (ORM)

BASH Procedures
NOTAMS

## Attachment 3

## FM PERIODIC TRAINING REQUIREMENTS

Table A3.1. FM Periodic Minimum Training Topics.

<b>NOTE: These are the minimum training topics. MAJCOM may supplement as required.</b>	
Airspace	
Air Force Instructions, Air Force Manuals, FM Read Files	
Aircraft Performance (TOLD)	
Alternative Flight Plan Filing	
Communications	
Computer Flight Plan	
Diplomatic Clearances	
Flight Planning	
Global Decision Support System (GDSS)	
Special Interest Items (SII)	
Tanker/Receiver Air Refueling/Coronets	
Threats	
Weather	