COMPLIANCE WITH THIS MANUAL IS MANDATORY

This manual implements Air Force Policy Directive (AFPD) 11-2, *Aircrew Operations*; AFPD 11-4, *Aviation Service*; and Air Force Manual (AFMAN) 11-202V1, *Aircrew Training*. This manual establishes minimum Air Force standards for training and qualifying personnel who operate United States Air Force (USAF) E/RQ-4 aircraft and applies to all E/RQ-4 units. This manual applies to all civilian employees and uniformed members of the Regular Air Force and Air Force Reserve (AFR) personnel who operate USAF E/RQ-4 aircraft. It does not apply to Air National Guard units and members. Major commands (MAJCOMs), Direct Reporting Units (DRUs), and Field Operating Agencies (FOAs) will forward proposed MAJCOM, DRU, and FOA supplements to this manual to Headquarters USAF/A3TF through Air Combat Command (ACC)/A3M for approval prior to publication in accordance with (IAW) AFPD. The issuing MAJCOM, DRU, or FOA will provide copies of approved and published MAJCOM, FOA, and FOA-level supplements to AF/A3TF, ACC/A3M, and the user MAJCOM, DRU, or FOA offices of primary responsibility (OPRs). Field units below MAJCOM, DRU, or FOA-level will forward copies of their supplements to this manual to their parent MAJCOM, DRU, or FOA OPR for post-publication review. **Note**: The terms DRU and FOA used in this paragraph refer only to those DRUs and FOAs that report directly to Headquarters USAF. Refer recommended changes and questions about this manual 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. The authorities to waive wing/unit level requirements in this manual 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*, 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 created as a result of processes prescribed in this manual are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this manual does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and should be completely reviewed. Major changes include: Aircrew Position Identifier (API) positions attached to squadrons, training reports are no longer required on a quarterly basis, reporting requirements have been removed from this AFMAN and placed into the Ready Aircrew Program (RAP) Tasking Memorandum, crewmember training cycle changed from 20 months to 12 months, standardized terminology, multiple updated and streamlined waiver changes and deletions per Headquarters Air Force review, and significant administrative changes to baseline procedures across ACC. Tiered waiver authorities (T-levels) have been added per AFI 33-360.

Chapter 1

GENERAL GUIDANCE

1.1. Roles and Responsibilities.   This manual establishes the minimum Air Force standards for training, qualifying, and certifying personnel performing aircrew duties in the E/RQ-4. **Note**: For the purposes of this manual, certification denotes a commander's action, whereas qualification denotes a formal evaluation. Reference AFI 11-202V2, *Aircrew Standardization and Evaluation Program*, for an explanation of qualifications versus certifications. ACC/A3 is designated the responsible agency for this manual in accordance with AFPD 11-2. All references to RQ-4 in this manual also apply by default to the EQ-4.

1.1.1. ACC/A3 will:

1.1.1.1. Chair annual Combat Air Forces Realistic Training Review Boards to review ground and flying training requirements and programs. (**T-2**). Focused at the group commander and MAJCOM/A3T (or equivalent) level, board participation includes active and reserve component units and organizations. MAJCOM/A3s with major weapons systems for which ACC is lead command, will be invited to send representatives and/or inputs. (**T-2**).

1.1.1.2. Process all change requests.

1.1.1.3. Coordinate, publish, and distribute the Ready Aircrew Program (RAP) Tasking Memorandum (RTM), which describes annual training requirements for designated combat coded units. The RTM is also available upon request by emailing ACC/A3MR, **ACCA3.A3MR.RQ-4OpsBranch@us.af.mil**.

1.1.2. MAJCOM/A3s may elect to develop their own training requirements to fulfill designed operational capability (DOC) statement missions and documentation of aircrew certification via supplement or in their own MAJCOM RTM.

1.1.3. DRUs will:

1.1.3.1. Provide standard instructional material to support operational weapons and tactics training. (**T-2**). Forward electronic copies to appropriate MAJCOM/A3 and Numbered Air Force (NAF)/A3. (**T-2**).

1.1.3.2. Review, update, and distribute changes to instructional material. (**T-2**).

1.1.3.3. Review subordinate unit training programs. (**T-2**).

1.1.4. Wings and groups will:

1.1.4.1. Develop, approve, and implement programs to ensure training objectives are met and assist subordinate units in management of training programs. (**T-2**).

1.1.4.2. Attach aircrew position indicator (API)-5/6/8/B aircrew to a flying squadron and designate the continuation training status for each, except when otherwise mandated. (**T-2**). All API 5/6/8/B Air Reserve Component (ARC) aircrew who are API 5/6/8/B will also designate the continuation training status. (**T-2**).

1.1.4.3. Review manning programs and position designations annually. (**T-2**).

1.1.4.4. Review training programs and syllabi, annually. (**T-2**). Forward unit supplements to this manual to MAJCOM/A3T (or equivalent), for coordination prior to certification and approval (AFR Air Force Reserve Command (AFRC)/A3D).

1.1.5. Squadrons/units will:

1.1.5.1. Combat-coded units will publish a letter of aircrew qualifications/certifications monthly (example: Letter of X's). (**T-2**). The letter provides a list of aircrew that have special capabilities or qualifications for that month. The letter also provides utilization of basic mission capable (BMC) aircrew (annotate missions/events that maintain qualification/certification).

1.1.5.2. Ensure adequate continuity and supervision of individual training needs, experience, and proficiencies of assigned and attached aircrew. (**T-3**).

1.1.5.3. Monitor assigned and attached aircrew currencies and requirements. (**T-3**).

1.1.5.4. Review training and evaluation records of newly assigned aircrew and those completing formal training to determine the training required for them to achieve the appropriate qualification, certifications, and training status. (**T-3**). After review and evaluation, archive the previous flying assignment training folder.

1.1.5.5. Develop unit training programs using RTM guidance and this manual. (**T-2**). Consider attrition and collateral sorties (including associated training requirements) when developing unit training and flying hour programs.

1.1.5.6. Review qualifications and training requirements of non-aircrew (flight surgeon, ground liaison officer, etc.) and determine appropriate flight restrictions. (**T-3**).

1.1.5.7. Ensure aircrew only participate in missions, events, and tasks for which they are being trained, or are current and qualified/certified. (**T-3**).

1.1.5.8. Submit training reports as outlined in MAJCOM RTM guidance. (**T-2**).

1.1.6. Individual aircrew will:

1.1.6.1. Monitor currencies and requirements established by this manual. (**T-3**).

1.1.6.2. Only participate in ground and flying activities for which they are being trained, or are current and qualified/certified. (**T-3**).

1.2. Waivers.   Forward waiver requests through appropriate channels to the applicable MAJCOM/A3 or equivalent, or Commander Air Force Forces (COMAFFOR) for those aircrew and assets under the COMAFFOR's oversight, for approval. The COMAFFOR, MAJCOM/A3 (or equivalent) will notify ACC/A3 of waivers within 72 hours of issuance. (**T-2**). Wing commanders will notify the publication OPR within 72 hours of waiver approval. (**T-2**). In accordance with AFI 33-360, a copy of the approved waiver must be issued within 30 days. (**T-1**). An email to the waived publication OPR that includes a completed AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval* or equivalent will suffice. Waiver authority for supplemental guidance will be as specified in the supplement and approved through higher level coordination authority.

1.3. Training Programs, Concepts, and Policies.

1.3.1. Units will design training programs to achieve the highest degree of mission readiness consistent with flight safety and resource availability. **(T-2)**. Training programs are designed to progress aircrew from initial qualification training (IQT) (Basic course or transition/ requalification training [TX]), then to mission qualification training (MQT), continuation training (CT), and specialized training as required. The guidelines in this manual should be balanced with operational procedures listed in AFMAN 11-2RQ-4V3, E/*RQ-4 Operations Procedure* and Combatant Commander priorities.

1.3.2. ACC Training Support Squadron will assist operations group (OG)/CCs develop training programs when tasked by the ACC/A3. (**T-2**). Other MAJCOMs may submit requests for training program support to the ACC/A3. If validated, these requests will be prioritized and tasked to the ACC Training Support Squadron. (**T-2**). **Note**: Test-coded units may develop syllabi to upgrade operational test aircrew in support of specific test plans. The test group commander will approve the syllabi. **(T-2)**.

1.3.3. IQT and TX provide the training necessary to initially qualify or re-qualify crewmembers in a basic position and flying duties without regard to the unit's mission. Upon completion of IQT or TX, the crewmember attains Basic Aircraft Qualification (BAQ) status. BAQ is a prerequisite for MQT. Except for general officers above the wing level, BAQ is not a long-term qualification status.   The MAJCOM/A3 is the waiver authority for any crewmember, other than general officers, to remain BAQ longer than six months. Refer to **Chapter 2** for formal training requirements.

1.3.4. MQT provides the training necessary to initially qualify or re-qualify crewmembers in a specific position and flying duties to perform the missions assigned to a specific unit. Crewmembers maintain BAQ status until they complete MQT. Completion of MQT or a Formal Training Unit (FTU) instructor course is a prerequisite for BMC status. Completion of MQT is a prerequisite for Combat Mission Ready (CMR) status. Refer to **Chapter 2** and **Chapter 3** for MQT requirements.

1.3.5. There are two aspects of CT. The first consists of training in primary ground and simulator skills and can be found in **Chapter 4** of this document. The second consists of specific mission-related training required to maintain proficiency and a readiness level to accomplish the unit's assigned missions. RAP is the CT program designed to focus training toward needed skills. Specific RAP instructions are issued by each MAJCOM via a RTM.

1.3.6. RAP is the CT program designed to focus training on capabilities needed to accomplish a unit's core tasked missions. With completion of IQT or TX and MQT, a crewmember is trained in all the basic missions of a specific unit, unless a specific exception is provided in **Chapter 3**. Units then assign the crewmember to either a CMR position or a BMC position.

> 1.3.6.1. CMR. CMR is the minimum training required for crewmembers to achieve and maintain qualification and proficiency in all of the primary core missions tasked to their assigned unit and weapons system.
>
> > 1.3.6.1.1. CMR Positions. All combat coded unit API 1 and API 2 positions, as well as flying squadron commander (SQ/CC) and squadron operations officer (SQ/DO) positions, are designated CMR positions. OG/CCs may designate wing or group API 6 positions not assigned to the flying squadron as CMR. **Exception**: If a unit is over-manned, the SQ/CC may elect to train the front line of their Unit Manpower Document

(UMD) crewmembers to CMR and designate the overage BMC. In this case, priority should be given to designating at least 50% of available inexperienced (INEXP) crewmembers as CMR.

1.3.6.1.2. CMR crewmembers maintain proficiency and qualification in all core missions of their assigned or attached flying unit. CMR crewmembers maintain currencies that affect CMR status, accomplish all core designated flight training (sorties and events), and complete all mission ground training. Failure to complete this training or maintain these currencies results in regression to non-CMR (N-CMR) status unless waived by appropriate authority.

1.3.6.1.3. N-CMR crewmembers will not fly operational sorties or mission scenario training sorties without instructor supervision until completion of a regression program as specified by AFMAN 11-2E/RQ4 Volume 1, *Crew Training*, **paragraph 4.7** (**T-3**). N-CMR crewmembers may continue to fly collateral sorties and training flight events for which they maintain currency.

1.3.6.2. BMC. BMC is the minimum training required for crewmembers to achieve and maintain familiarization in all primary missions (BMC crewmembers may maintain full qualification and proficiency in some missions) tasked to their assigned unit and weapons system. The SQ/CC will determine which mission-types require CMR status and which may be flown in a BMC status. (**T-3**).

1.3.6.2.1. BMC Positions. All group or wing crewmember positions not designated by the OG/CC as BMC are designated CMR positions. Assign BMC designations to crewmembers whose primary job performance is wing supervision or staff functions that directly support the flying operation or are FTU instructors or operational test crews. However, these crewmembers may provide additional sortie generation capability, either in place of or in addition to, the personnel assigned to the flying squadrons.

1.3.6.2.2. BMC crewmembers maintain familiarization with all unit core missions. They may also maintain proficiency and qualification in some of the unit core missions. For those missions in which they maintain familiarization only, BMC crewmembers must be able to attain proficiency and qualification in 30 days or less. (**T-3**). BMC crewmembers accomplish all mission related ground training designated by their attached SQ/CC. BMC crewmembers may deploy and participate in any mission for which they are proficient and qualified, without additional training, as determined by the SQ/CC. Failure to complete BMC required training results in regression to non-BMC (N-BMC) status.

1.3.6.2.3. N-BMC crewmembers may not perform RAP training sorties without supervision until a SQ/CC approved re-certification program is complete.

1.3.6.3. N-CMR/N-BMC. Crewmembers who regress to N-CMR or N-BMC status will accomplish a program to regain CMR or BMC status in accordance with **paragraph 4.7.1.2** (**T-3**).

1.3.6.4. Specialized Training. Specialized training is training in any special skills that are not required by every crewmember, but are necessary to carry out the unit's assigned missions. Specialized training consists of upgrade training as well as CT to maintain

proficiency and qualification in unit tasked special capabilities and missions. Normally, units will accomplish specialized training after a crewmember achieves CMR or BMC status. Specialized training requirements are usually in addition to CMR or BMC requirements. Unless otherwise specified, crewmembers in CMR or BMC positions may hold special capabilities and/or qualifications as long as they accomplish any additional training requirements.

1.3.7. ACC Training Support Squadron (TRSS) will develop and validate training programs as tasked by ACC/A3. (**T-2**). Other MAJCOMs may submit requests for training program support to ACC/A3. Once validated, requests will be prioritized and tasked to ACC TRSS. (**T-2**). Designated test units may develop syllabi to upgrade operational test crewmembers in support of specific test plans. The OG/CC approves these syllabi and submits them to ACC TRSS.

1.3.8. Units will design training missions to achieve combat capability in squadron tasked roles, maintain proficiency, and enhance mission accomplishment and safety. (**T-3**). RAP training missions should emphasize either basic combat skills or scenarios that reflect procedures and operations based on employment plans, location, current intelligence, and opposition capabilities. Use procedures and actions applicable to combat scenarios (e.g., appropriate use of code words, authentication procedures, combat tactics, safe recovery procedures, tactical deception, inflight reports, threat reactions, and intelligence briefing and debriefing).

1.3.9. Unless specifically directed, the SQ/CC determines the level of supervision necessary to accomplish the required training. Mission objectives that include introduction to tasks or instruction to correct previous discrepancies may require an instructor.

1.4. RAP Policy and Management.

1.4.1. RAP defines the minimum training required to maintain the assigned training status.

1.4.2. The RAP training cycle is 12 months, aligned with the fiscal year, and executed as outlined in the RTM. RAP is designed to focus on skills needed to accomplish DOC-tasked missions following completion of IQT and MQT. Units will complete training requirements during the appropriate training cycle unless specifically exempted. (**T-3**).

1.4.3. Each RAP qualification level (BMC or CMR) is defined by a total number of sorties, broken down into Mission Sorties and RAP (mission oriented) training sorties.

1.4.4. The total number of RAP sorties is the primary factor for maintaining an individual's qualification level. The breakout of sortie and mission types is a guideline to follow as closely as possible, but minor variances are authorized. Variations in sortie and mission types may be a basis for regression as determined by the SQ/CC. The SQ/CC determines qualification in a mission after considering MAJCOM guidance and the individual's capabilities.

1.4.5. An effective RAP training sortie requires accomplishing a mission profile. For training missions, accomplishing a mission profile includes completion of at least one RAP event, as listed in the RAP Tasking Memorandum and defined in the RAP Tasking Memorandum Attachments. Events in the RTM may be accomplished and logged on operational reconnaissance missions for currency, but specific RAP training sorties may not be logged on operation missions to count toward annual proficiency counters.

1.4.6. The SQ/CC's first priority is to train all designated crewmembers to CMR.

1.4.7. Progression from BMC to CMR requires:

 1.4.7.1. A one-month lookback at the higher sortie rate.

 1.4.7.2. Qualification in core missions and events required by CMR.

 1.4.7.3. Confirmation that the progressed crewmember can complete the prorated number of sortie and event requirements remaining for CMR by the end of the training cycle.

 1.4.7.4. Completion of mission related ground training, including a current verification.

 1.4.7.5. SQ/CC CMR certification.

1.4.8. SQ/CCs will determine and assign crewmembers that train for and maintain special capabilities or qualifications. (**T-3**). Normally, accomplish specialized training in addition to baseline CMR or BMC sortie and event requirements.

1.4.9. CMR and BMC crewmembers will fly the required monthly sortie rate. (**T-3**). If unable, refer to **paragraph 4.7**

1.4.10. End-of-cycle training requirements are based on the crewmember's experience level on the last day of the current training cycle.

1.4.11. New units may fly crewmembers in CMR positions at the BMC rate until one month prior to the operationally ready date if the utilization rate will not support CMR sortie rates. Fly CMR crewmembers at a CMR rate for the month prior to initial operational capability date.

1.5. RAP Training Sortie Program Development.

1.5.1. As prescribed by the RAP Tasking Memorandum, RAP sortie and event requirements apply to CMR and BMC pilot, CRM and BMC sensor operator (SO) crewmembers and individuals carrying special capabilities or qualifications. The standard sortie requirements in the RAP Tasking Memorandum establish the minimum number of RAP sorties per training cycle for inexperienced (INEXP) and experienced (EXP) BMC and CMR levels of training.

1.5.2. Non-RAP requirements are in addition to RAP requirements. These sorties and events ensure maintenance of basic crewmember skills. Crewmembers may log non-RAP events on RAP sorties provided there is no effect on RAP sortie effectiveness. Unit requirements contain sorties for crewmembers to accomplish their minimum non-RAP requirements.

1.5.3. Consider collateral or cost-of-business sortie requirements when developing unit flying hour programs. These sorties do not directly relate to combat employment or basic skills training but are necessary for accomplishment of day-to-day unit operations. Functional check flights and ferry flights are in this category. RAP training does not require these sorties. For the annual training cycle, the MAJCOM allocates units a block of sorties, adjusted for local conditions and circumstances, for these purposes.

1.5.4. Unit flying hour programs contain a number of attrition sorties that compensate for non-effective training sorties. Log a non-effective sortie when not accomplishing a major portion of valid training for a planned RAP or non-RAP training mission due to poor weather, air aborts, etc. In order to allocate accurate numbers of attrition sorties to unit flying hour programs, it is essential that units appropriately log non-effective sorties.

1.6. Training Records and Reports.

1.6.1. Units will maintain crewmember records for individual training and evaluations in accordance with AFMAN 11-202V1, AFI 11-202V2, and AFI 11-401, *Aviation Management.*

1.6.2. Units will track the following information for all crewmembers (as applicable) (**T-3**):

1.6.2.1. Ground training.

1.6.2.2. Requirements and cumulative accomplishment of individual sorties, RAP and Non-RAP sorties, sortie types, and events for the training cycle.

1.6.2.3. RAP sortie requirements and accomplishments using one-month and three-month running totals for look-back.

1.6.2.4. Currencies.

1.6.3. Units may fill in Aviation Resource Management System (ARMS) with either the date of the last FTU equivalent accomplished, or the unit mission certification date.

1.7. Mission Recording. Crewmembers should use and access all available training documentation on all missions.

1.8. Crewmember Utilization Policy.

1.8.1. Commanders will ensure wing, group, and squadron-assigned crewmembers (API 1/2/6/A/Bs) fill authorized positions in accordance with unit manpower documents. (**T-3**). In addition, commanders will ensure proper designation of status for wing, group, and squadron-assigned crewmembers. (**T-3**). The overall objective is that crewmembers perform operationally related duties. Supervisors may assign crewmembers to valid, short-term tasks (escort officer, Flying Evaluation Board, mishap board member, etc.), but must continually weigh the factors involved, such as level of crew tasking, flying proficiency, currency, and experience. For inexperienced crewmembers in the first year of their initial operational assignment, supervisors will limit nonflying duties to those related to operational activities. (**T-3**).

1.8.2. Commanders must ensure that RQ-4 crewmembers' assigned duties are commensurate with their level of assignment. (**T-3**). Units may assign the following duties required by various publications to Combat Air Forces (CAF) squadron-level crewmembers (API 1/2/As): tactics officer, programmer, flight safety officer, supervisor of flying, mobility and contingency plans officer, training officer (except ARMS documentation), SQ standardization and evaluation liaison officer, squadron life support officer, electronic combat (EC) officer, and other duties directly related to flying operations. API 1 or 2 crewmembers will not fill wing or group staff positions unless total wing, group, and squadron RQ-4 crew manpower is 100 percent or better. (**T-3**). In some instances, such as squadron-assigned flight safety officers, units may attach API 1/2/A crewmembers to the wing. Commanders will assure wing and below staff crewmembers (API 6/Bs) and above wing staff crewmembers (API 8/Ds) perform duties justified in MAJCOM manpower standards documents and fill positions authorized in UMDs. (**T-3**).

1.8.3. Crewmembers will not perform long term duties that detract from their primary duties of training for or performing the unit flying mission. (**T-3**).

1.9. Sortie Allocation Guidance.

1.9.1. Inexperienced crewmembers should receive sortie allocation priority over experienced crewmembers.   Crewmember experience level definitions are in **Attachment 1**, Terms. Priorities for sortie allocation are as follows:

1.9.1.1. Formal Training Units. Formal syllabus training, instructor upgrade training, instructor CT, authorized staff personnel not performing instructor or Flight Examiner (FE) duties.

1.9.1.2. Operational Units. Squadron-assigned CMR, squadron-assigned MQT, wing or group assigned CMR, wing or group-assigned MQT, BMC, and BAQ.

1.9.1.3. USAF Weapons School and Test and Evaluation Squadron Units. Requirements directed by MAJCOM, training required to prepare for assigned projects and tasking, BMC training requirements that cannot be accomplished on primary missions.

1.9.2. Wing or group crewmember authorizations are in accordance with unit manpower documents.

1.9.3. For wings consisting of both FTU and operational units, the Wing Commander will ensure that at least one of the following maintain formal instructor pilot (IP) status in the RQ-4: Wing Commander (WG/CC); Wing Vice Commander (WG/CV); OG/CC, Operations Group Commander (OG/CC); or Operations Group Deputy Commander (OG/CV). (**T-3**).

1.9.4. Above wing level (API-8) and test unit crewmember authorizations are in accordance with AFI 11-401 and MAJCOM guidance. Above wing level and test unit crewmembers will fly the BMC rate; however, do not require them to complete BMC-specific missions and events or meet monthly lookback requirements. (**T-2**). They will accomplish non-RAP requirements within their BMC number of sorties. (**T-2**). Crewmembers assigned or attached to ACC/IGS as API-6 will maintain RAP currencies and lookback per API-8 guidance.   Squadron commanders will provide assigned crewmembers adequate resources to maintain minimum training requirements; however, the support will not come at the expense of the flying squadron's primary mission. (**T-3**). If units cannot meet attached crewmember requirements, they must request relief in accordance with AFI 11-401, as supplemented by the relevant MAJCOM. Units requiring flying hour adjustments for attached crewmembers must request program changes in accordance with AFI 11-102, ACC Supplement. (**T-2**).

1.9.5. There is no maximum sortie requirement for CMR crewmembers. Reference AFI 11-202V3, *General Flight Rules,* guidance for maximum hours that can be flown in a 7-day, 30-day or 90-day period. **Table 1.1** defines the minimum and maximum sortie requirements for other crewmembers. On occasion, unique and/or valid operations may require a crewmember to fly more than the maximum number of sorties authorized; however, this may impact training of other crewmembers.

Table 1.1. RQ-4 Annual Sortie Requirements for Other than Squadron-Level Crews.

Crew Position	CT Status (Minimum Sortie Requirement)	Unit's Aircraft Code	Organization Level	Maximum Sortie Allowance INEXP and EXP
Pilot/SO	CMR	PMAI [1]	Any	None
Pilot/SO	BMC	PMAI	Wing/Group	BMC Rate

Pilot/SO	BMC	PTAI [2]	Wing/Group	As required by Programmed Flying Training
Pilot/SO	BMC	PDAI [3]	Wing/Group	As determined by test program requirements
Pilot/SO	BMC	PMAI, PTAI, or PDAI	Above Wing	BMC Rate
Any	BAQ	Any	Any	BMC Rate
Note 1: PMAI – Primary Mission Aircraft Inventory **Note 2**: PTAI – Primary Training Aircraft Inventory **Note 3**: PDAI – Primary Developmental and Test Aircraft Inventory				

Chapter 2

FORMAL TRAINING

2.1. General. This chapter outlines the conduct of formal training. Formal training includes IQT, TX, MQT, instructor upgrade training, and senior officer training. Training is conducted at the location specified in the applicable syllabus. (**T-3**).

2.2. Approval and Waivers.

2.2.1. MAJCOM/A3 is the approval authority for operational units to conduct formal training and is the waiver authority to change syllabus requirements for formal training conducted by operational units. Forward waiver requests through ACC/A3M. Approval and waiver authority for operational units to conduct instructor upgrade formal training is delegated to the OG/CC.

2.2.2. The MAJCOM commander is the approval authority for non-formal course IQT for colonel selects and above conducted at the unit to which the officer is assigned or attached.

2.2.3. Units will use appropriate channels when requesting approval to conduct formal training at other than the FTU. (**T-2**). The requests will include the following:

2.2.3.1. Justification for operational unit training in place of FTU training.

2.2.3.2. Summary of individual's flying experience.

2.2.3.3. Date training will begin, and expected completion date.

2.2.3.4. Requested exceptions to formal course syllabus, with rationale.

2.3. Prerequisites. Course prerequisites and time limitations are in accordance with this manual, the appropriate formal course syllabus and Air Force Education and Training Course Announcements (ETCAs) at site **https://app10-eis.aetc.af.mil/etca/SitePages/Home.aspx**, USAF Formal Schools. Individuals arriving at the FTU without all prerequisites met or waived may be denied entry into training.

2.4. Ground Training. Units may tailor ground training to individual background and experience or peculiar local conditions. Use available and current reference materials such as Air Force Tactics, Techniques, and Procedures (AFTTP) 3-1.RQ-4B, *Tactical Employment RQ-4B*, instructor guides, and audiovisual programs as supporting materials to the maximum extent possible. Accomplish simulator missions in an approved RQ-4 aircrew training device (ATD).

2.5. Flying Training.

2.5.1. Mission sequence and prerequisites will be in accordance with the appropriate formal course syllabus flow chart and supervision requirements and crewmembers must complete training within the time specified. (**T-2**). Failure to complete training within the specified time limit requires notification through channels to ACC/A3 with crewmember's name, rank, reason for delay, planned actions, and estimated completion date.

2.5.2. Formal course syllabus mission objectives and tasks are minimum requirements. The SQ/CC may authorize incorporation of additional training events into the program, based on student proficiency and background. Additional training due to student non-progression is

available within the constraints of the formal course syllabus. SQ/CCs may add discretionary additional training sorties as required.

2.5.3. Successful completion of formal course training requires the upgrading crewmember to complete a flight evaluation in accordance with AFI 11-202V2, and AFMAN 11-2E/RQ-4V2, *--Aircrew Evaluation Criteria*.

2.6. Initial and Mission Qualification Training. Qualifies new crewmembers in the RQ-4.

2.7. Re-qualification Training. Re-qualifies non-current RQ-4 crewmembers.

2.8. Instructor Upgrade Training. Qualifies selected crewmembers for instructor duty. The minimum requirements for crewmembers identified by the SQ/CC to upgrade to instructor are listed below. OG/CCs may waive selected instructor prerequisites. Instructor candidates will complete the Instructor Upgrade Training course as defined in the RQ-4 Pilot and SO Instructor Syllabus and the Air Force ETCA at site **https://app10-eis.aetc.af.mil/etca/SitePages/Home.aspx**, USAF Formal Schools. (**T-3**).

2.8.1. Instructor Pilot Upgrade (IPUG) Training. Pilots selected for IPUG must have obtained the experience level as defined under "experienced crewmember, experienced pilot" in **Attachment 1**, or have previous aircrew instructor qualification and 100 hours RQ-4 primary aircraft inventory (PAI) (not including "other" time), or possess a waiver from the OG/CC. (**T-3**).

2.8.2. Instructor SO Upgrade (ISOUG) Training. SOs selected for ISOUG must have obtained the experience level as defined under "experienced crewmember, experienced sensor operator" in **Attachment 1,** or have previous aircrew instructor qualification and 100 hours RQ-4 PAI (not including "other" time), or possess a waiver from the OG/CC. (**T-3**).

2.9. Senior Officer Formal Training.

2.9.1. All formal training courses for senior officers (colonel selects and above) will be conducted at the FTU unless waived in accordance with **paragraph 2.2** above. (**T-2**).

2.9.2. Senior officers must meet course entry prerequisites and will complete all syllabus requirements unless waived in accordance with syllabus directives. (**T-2**).

2.9.3. Senior officers trained at the FTU at their assigned base are in formal training status and they will turn over their unit duties to appropriate deputies or vice commanders until training completion. MAJCOM commander is the approval authority for exceptions to this policy.

Chapter 3

MISSION QUALIFICATION TRAINING

3.1. General. MQT is a training program that upgrades newly assigned crewmembers following their formal training mission evaluation to BMC or CMR status to accomplish the unit mission. RQ-4 MQT is primarily an FTU program conducted as a part of formal syllabus IQT or TX courses. Some operational unit training (unit-specific qualifications, initial chemical warfare (CW), and verification) is required to complete MQT. In unusual circumstances, MQT training normally accomplished at the FTU may be accomplished with OG/CC approval at the operational reconnaissance squadron. Operational units will ensure MQT sorties and/or events not accomplished during IQT or TX are completed prior to declaring the individual BMC or CMR. (**T-3**). Units may tailor their MQT program for all crewmembers based on current qualification, experience, currency, documented performance, and formal training.

3.1.1. Crewmembers will complete all operational unit MQT training requirements plus initial verification and initial CW training (ICWT) within 120 calendar days. (**T-3**). The 120 day timing starts on the crewmember's first duty day, after IQT, at the gaining operational unit. If the crewmember elects to take leave prior to entry into MQT, the timing begins after termination of the leave. SQ/CC certification is required for BMC or CMR status. SQ/CCs may certify individuals to BMC or CMR who have completed MQT training through a mission flight evaluation prior to completion of initial verification and ICWT. Aircrew members will regress to N-CMR or N-BMC if they do not complete the initial verification and ICWT within the 120 calendar days, or until qualification is complete. (**T-3**). Notify MAJCOM/A3 if training exceeds 120 calendar days.

3.1.2. Crewmembers in MQT will not fly in Flag-level exercises (for example: Red Flag and Green Flag). (**T-2**). The OG/CC will determine MQT crewmember participation in other exercises. (**T-3**).

3.1.3. Units will establish currency and frequency dates by the date the event or sortie was last accomplished regardless of training status. (**T-3**).

3.2. Ground Training.

3.2.1. Units will develop blocks of instruction covering areas pertinent to the mission as determined by the SQ/CC. (**T-3**). Units may credit training accomplished during IQT or TX toward this requirement.

3.2.2. CMR pilots transferring from another MAJCOM will complete theater-specific ground training before flying unsupervised. The ground training will include theater-specific portions of instrument refresher course. (**T-3**). MQT academics may incorporate this training requirement.

3.2.3. For initial verification, each crewmember (not required for BMC) will demonstrate a satisfactory knowledge of the squadron's assigned mission to a formal board. (**T-3**). The SQ/CC establishes the board composition. Desired board composition is SQ/CC or SQ/DO (chair), tactics, intelligence, and plans representatives. Suggested briefing guide is in the RTM.

3.3. Simulator Training. In the event that any simulator training was incomplete at the FTU, units will ensure crewmembers complete appropriate mission qualification simulator training and

evaluation to address the incomplete syllabus requirements prior to declaring individuals BMC or CMR. (**T-3**). Accomplish simulator training in an approved RQ-4 ATD. Squadron commanders are responsible for developing unit and theater-specific MQT simulator training based on typical squadron mission requirements.

3.4. Flying Training. In the event that any flying training was incomplete at the FTU, units will ensure crewmembers complete appropriate mission qualification flying training and evaluation to address the incomplete syllabus requirements prior to declaring individuals BMC or CMR. (**T-3**). Squadron commanders are responsible for developing unit and theater-specific MQT flying training based on typical squadron mission profiles.

3.4.1. MQT flying training requires a squadron supervisor or instructor unless specified otherwise.

3.4.2. If more than 14 calendar days elapse between sorties, the SQ/CC may authorize an additional review sortie before continuing in the program.

3.4.3. A mission evaluation will be conducted in accordance with AFI 11-202V2, AFMAN 11-2E/RQ-4V2, and local standardization and evaluation instructions for aircrew members who have not previously accomplished a mission evaluation in the mission phase of IQT or TX. (**T-2**).

3.5. Chemical Warfare (CW). Accomplish in accordance with MAJCOM guidance. The intent of CW training is to integrate crewmember training with other functional areas (maintenance, intelligence, security, etc.) required to conduct combat operations in a CW environment. CW training is applicable to all assigned or attached CMR and BMC crewmembers deployable to chemical high threat areas. Accomplish training in accordance with AFI 11-301V1, *Aircrew Flight Equipment (AFE) Program* and AFI 16-1301, *Survival, Evasion, Resistance and Escape (SERE) Program.*

3.5.1. Initial CW Training. ICWT provides initial crewmember qualification and proficiency in the overall use of CW protective ensemble and familiarizes crewmembers with combat capabilities while wearing CW equipment. Crewmembers who completed ICWT in previous RQ-4 tours are not required to accomplish or complete the ICWT simulator.

3.5.2. Ground Training. All crewmembers will accomplish CW training in accordance with AFI 11-301V3, *Aircrew Flight Equipment (AFE) Contingency Operations*, AFMAN 11-301 *Aircrew Flight Equipment (AFE) Operations in a Chemical, Biological, Radiological, Nuclear (CBRN) Environment,* AFI 10-2501, *Air Force Emergency Management (EM) Program*, and MAJCOM supplements. (**T-2**).

3.5.3. ICWT Simulator. CW is conducted in a CW simulator mission in full CW ensemble. The mission is to consist of a reconnaissance mission profile, emergency procedures (EP), and doffing of simulated contaminated equipment in accordance with current shelter processing procedures.

3.5.4. CW Certification. SQ/CCs will certify crewmembers as CW qualified in accordance with MAJCOM guidance. (**T-2**).

3.5.5. CW CT Requirements. Units may credit the initial CW ATD mission toward current training cycle CW CT requirements.

Chapter 4

CONTINUATION TRAINING

4.1. General. This chapter and the current RQ-4 RAP Tasking Memorandum outlines ground and flying training requirements for CMR, BMC, and BAQ crewmembers. Units must ensure crewmembers qualify in accordance with AFMAN 11-202V1, AFI 11-202V2, and AFMAN 11-2E/RQ-4V2. (**T-1**). Crewmembers must complete IQT to fly in BAQ status; MQT or FTU instructor upgrade to fly in BMC status; or MQT to fly in CMR status. (**T-2**).

4.2. Ground Training. Crewmembers will accomplish ground training in accordance with the Ground Training and Currencies table in the current RAP Tasking Memorandum. (**T-3**). Waiver authority for each event is in accordance with the specified reference directive (see **Attachment 1** for references). Where discrepancies exist, the reference directive takes precedence. Units may credit ground training accomplished during IQT and MQT toward CT requirements for the current training cycle. **Chapter 5** contains specialized programs with both flying and ground training requirements.

4.2.1. Mobility Training. These items are required for mobility units or units that deploy or are deployed in garrison. The following paragraphs and the Ground Training and Currencies table in the current RAP Tasking Memorandum delineate required frequencies, references, and effect on CMR or BMC status, mobility, or grounding for required mobility ground training:

4.2.1.1. Chemical Warfare. Units will develop training plans and scenarios for CW training based upon anticipated tasking in a wartime environment. (**T-2**). Disaster preparedness and intelligence personnel will coordinate on and support the CW training program as necessary. (**T-2**). Conduct CW CT primarily through exercise scenarios complementing the unit's wartime training from small to larger-scale exercises of sufficient duration to simulate chemical attack survival. Squadrons may incorporate CW scenarios into other unit exercises; however, commanders must give careful consideration to temperatures and the increased demands placed on personnel operating in CW gear. In accordance with AFMAN 11-301, *Aircrew Flight Equipment (AFE) Operations in a Chemical, Biological, Radiological, Nuclear (CBRN) Environment*, crewmembers will participate in the following CW training events with frequency and timing as determined by the SQ/CC and deployed unit requirements (**T-3**):

4.2.1.1.1. Donning the full CW ensemble.

4.2.1.1.2. Doffing the CW ensemble using current shelter processing procedures.

4.2.1.1.3. Understanding the physiological effects of chemical agents and applying the appropriate first aid in accordance with AFI 36-2644, *Self-Aid and Buddy Care Training*.

4.2.1.1.4. Explosive ordnance recognition computer-based training is prerequisite for CW training.

4.2.1.2. Intelligence. Closely align the intelligence training program with the unit tactics and EC training program. The OG/CC determines the focus and extent of academic training. Align intelligence academic training with projected wartime tasking, threats, and

unit equipage. In addition to threat knowledge, crewmember intelligence training will include:

4.2.1.2.1. Current Intelligence. Current Intelligence is mandatory and will cover significant military and political developments (including threat updates) in the squadron's mission areas of interest. (**T-2**).

4.2.1.2.2. Intelligence Oversight Program. Units will conduct this training annually. (**T-0**). Training should be developed and managed in accordance with AFI 14-404, *Intelligence Oversight,* and applicable MAJCOM guidance. The OG/CC determines testing requirements for intelligence training.

4.2.2. Crewmember Training. The following paragraphs and the Ground Training and Currencies table in the current RAP Tasking Memorandum delineate required frequencies, references, and effect on CMR or BMC status, mobility, or grounding for required crewmember ground training:

4.2.2.1. Cockpit/Crew Resource Management (CRM). Units will establish CRM CT in accordance with AFI 11-290, *Cockpit/Crew Resource Management Program*. (**T-2**). CRM training builds upon the basic crew management skills taught in Specialized Undergraduate Pilot Training (SUPT) or Joint Undergraduate Navigator Training (JUNT) and the FTU. Each crewmember will participate in one session every 24 months. (**T-3**). Units will track the training in ARMS. Failure to attend CRM training results in grounding. Briefings and debriefings will include the core curriculum of CRM training in accordance with AFI 11-290 and the appropriate MAJCOM Supplement to AFI 11-290. (**T-2**). The instructor CRM course may be used to satisfy the 24-month requirement.

4.2.2.2. Instrument Refresher Course. Applicable only to pilots, the training includes requirements from AFMAN 11-210, *Instrument Refresher Program (IRP)*, and MAJCOM supplements.

4.2.2.3. Mobile. The training program that certifies pilots for and maintains their currency to perform the mobile duties associated with safe aircraft launch and recovery. The mobile pilot is a safety observer for aircraft ground operation. The mobile pilot provides the Launch and Recovery Element (LRE) and Mission Control Element (MCE) pilots with a view of how the aircraft is behaving during taxi, takeoff, and landing. Units will establish initial and continuation training requirements for pilot mobile certification and track, as follows "Letter of Xs" (crewmember qualifications and certifications documentation) item not evaluated on a AF Form 8, *Certificate of Aircrew Qualification*. (**T-3**).

4.2.2.4. Situational Emergency Procedures Training (SEPT) and Instructed SEPT (INSTR SEPT).

4.2.2.4.1. SEPT training is not an evaluation, but a review of abnormal and emergency procedures and aircraft systems operation and limitations during realistic scenarios. Crewmembers should present a situation and discuss actions necessary to cope with the malfunction and carry it to a logical conclusion. Squadron special interest items should be emphasized. Incorporate the following elements into squadron SEPT training programs:

4.2.2.4.1.1. SQ/CC and/or SQ/DO involvement in the selection of a monthly SEPT

topic.

4.2.2.4.1.2. Develop SEPT scenarios using RQ-4 mishaps and incidents as baseline cases.

4.2.2.4.1.3. Discuss at least one major subsystem EP during the SEPT session.

4.2.2.4.1.4. Accomplish SEPT at least once every six months with an instructor or SQ supervisor.

4.2.2.4.2. Accomplish SEPT training once every calendar month. Failure to accomplish SEPT training by the end of the month will result in grounding until subsequently completed. The Squadron Aviation Resource Management Section (SARMS) is responsible for tracking these requirements.

4.2.2.4.3. Accomplish SEPT training in small groups in order that all crewmembers participate to the fullest extent and share equal time responding to emergency situations. An ATD may be used for a SEPT, if available. SEPTs may be accomplished one on one.

4.2.2.4.4. Completion of an ATD EP profile satisfies the monthly SEPT requirement. Instructors or FEs administering the EP profile also satisfy their monthly SEPT requirements.

4.2.2.4.5. FTU student SEPTs satisfy the monthly SEPT requirement for the instructor administering this training.

4.2.2.5. Tactics and Electronic Combat Academic Training. Units will establish an academic training program to satisfy MQT and CT for tactics and EC requirements. (**T-3**). Each training cycle requires tactics and EC academic training. Units may use audiovisual programs in place of academic instruction. Academic instructors should be USAF Weapons School graduates, be trained by wing or squadron tactics personnel, or have attended the applicable academic portions of school such as the Combat Air Platforms Employment Seminar, if possible. Instruction and tests should include (as applicable), but are not limited to:

4.2.2.5.1. AFTTP 3-3.IPE, *Integrated Planning and Employment* and AFTTP 3-1, *Threat Guide*.

4.2.2.5.2. Sensor tasking and cross-cueing procedures. Include internal, external, and ad-hoc taskings.

4.2.2.5.3. Lessons learned covering employment planning, employment considerations including RQ-4 weapon system logistics (MCE, LRE, bandwidth, etc.), and future employment options. Include high altitude aircraft de-confliction procedures.

4.2.2.5.4. Threat reviews focused on platform-specific considerations and the MCE threat avoidance tools. Include system-specific threat avoidance and retrograde options and procedures with emphasis on current Special Instructions (SPINS). Discuss combat air patrol considerations.

4.2.2.5.5. Authentication and safe passage procedures.

4.2.2.5.6. EC training to enhance crewmember ability to conduct operations in an electronic environment. Units will design EC ground training programs to cover topics relevant to RQ-4 employment. EC training will cover the hierarchy, capabilities, limitations, and potential for exploitation of military communications link systems. Include jamming effects on communications links, imagery, and the Global Positioning System. The OG/CC determines testing requirements for EC training.

4.2.2.5.7. On-scene commander procedures.

4.2.2.6. Theater-Specific Ground Training. A thorough review of applicable Combatant Command (COCOM) baseline, daily, and weekly SPINS; the Air Control Plan; the Air Tasking Order; airfield and airspace Notices to Airman for routine use and approved divert airfields; and any other theater-specific guidance necessary for safe and effective aircraft employment.

4.2.2.7. Verification:

4.2.2.7.1. Continuation verification updates crewmembers on their squadron's wartime missions. Each crewmember will participate in a squadron initial or continuation verification every 18 months as a briefer, board member, or seminar participant. (**T-3**). Crewmembers who participate in a unit deployment to a tasked theater of operations may receive credit for continuation verification.

4.2.2.7.2. Although BMC crewmembers are not required to accomplish an initial verification and/or participate in continuation verifications, they may do so to facilitate future upgrade to CMR status, at the discretion of the SQ/CC.

4.2.3. Ground Currencies. The Ground Training and Currencies table in the current RAP Tasking Memorandum delineates required frequencies, references, and effect on CMR or BMC status, mobility, or grounding for required ground currencies.

4.2.4. Simulator Training. Accomplish training in an approved RQ-4 ATD.

4.2.4.1. The Non-RAP 12-Month Cycle Requirements table in the current RAP Tasking Memorandum depicts the minimum ATD training requirements. ATD sorties require instructor supervision in order to satisfy annual requirements. Units may authorize crewmembers to conduct unsupervised simulator sorties for individual proficiency provided there is no interference with scheduled training. Unsupervised simulator sorties do not satisfy annual requirements. Units should determine additional CT training device supervision requirements based on expected employment tasking, training device capabilities, and mission training objectives.

4.2.4.2. Units will develop scenarios that cover contingencies, fault codes, and pilot terminal area procedures. In addition, units will develop mission scenario requirements based on expected employment tasking and training device capabilities. Scenarios should place emphasis on training not readily attainable during daily flying activities. Units will review scenarios annually and update as required. (**T-3**).

4.2.4.3. Crewmembers may receive credit for training accomplished in special devices such as higher headquarters directed simulator test support, etc., if approved by the SQ/CC.

4.2.4.4. Each crewmember will accomplish an ATD training sortie in full CW ensemble once each training cycle. (**T-3**). Within the mission profile, practice doffing simulated

contaminated equipment. CW ATD missions complement existing ATD mission profiles. CW missions do not increase ATD requirements.

4.2.4.5. Accomplish EP missions in an ATD.

4.3. Flying Training. Crewmembers will accomplish the RAP sortie requirements in the current RAP Tasking Memorandum as applicable to their crew position to remain BMC/CMR. (**T-3**). Failure to accomplish the Non-RAP requirements in the current RAP Tasking Memorandum will not affect BAQ, BMC, or CMR status, but will require additional training as determined by the SQ/CC.

4.3.1. In addition, crewmembers must meet the following requirements for BAQ, BMC, and CMR status:

4.3.1.1. Basic Aircraft Qualification. Crewmembers must meet the following requirements for BAC status:

4.3.1.1.1. Qualification Evaluation in accordance with AFI 11-202V2 and AFMAN 11-2E/RQ-4V2. (**T-2**).

4.3.1.1.2. Currencies (as applicable) in accordance with **paragraph 4.6** (**T-3**).

4.3.1.1.3. BAQ pilots will fly a supervised sortie (with a squadron supervisor or instructor) at least once every 60 calendar days. (**T-3**). In addition, if a BAQ pilot does not fly for 30 days (inexperienced) or 45 days (experienced), fly the next sortie with an instructor. The Squadron Aviation Resource Management Section (SARMS) is responsible for tracking these requirements.

4.3.1.1.4. Crewmembers (except general officers) who remain in BAQ status for more than six months will be grounded, unless currently enrolled in a program to achieve CMR or BMC. (**T-3**).

4.3.2. Basic Mission Capable. Crewmembers must meet the following requirements for BMC status:

4.3.2.1. Qualification and Mission Evaluations in accordance with AFI 11-202V2 and AFMAN 11-2E/RQ-4V2. (**T-2**).

4.3.2.2. Currencies in accordance with **paragraph 4.6** (**T-2**).

4.3.2.3. Ground training requirements related to applicable RAP sorties and events. (**T-3**).

4.3.2.4. Sortie rate (lookback) in accordance with **paragraph 4.7** Not applicable for above wing-level crewmembers. (**T-2**).

4.3.2.5. RAP sorties, mission types, and events in accordance with the procedures set forth in this manual and the MAJCOM RAP Tasking Memorandum. (**T-2**).

4.3.3. Combat Mission Ready. Crewmembers must meet the following requirements for CMR status:

4.3.3.1. Performance satisfactory to the SQ/CC.

4.3.3.2. Qualification and Mission Evaluation in accordance with AFI 11-202V2 and AFMAN 11-2E/RQ-4V2. (**T-2**).

4.3.3.3. Sortie rate (lookback) in accordance with **Table 1.1** and **paragraph 4.7.1** (**T-2**).

4.3.3.4. RAP sorties, mission types, and events in accordance with this manual and the MAJCOM RAP tasking memorandum. (**T-2**).

4.3.3.5. Currencies in accordance with **paragraph 4.6** (**T-2**).

4.3.3.6. Ground training in accordance with **paragraph 4.2** and the Ground Training and Currencies table in the current RAP Tasking Memorandum. (**T-2**).

4.3.4. Special Capabilities and Qualifications:

4.3.4.1. Crewmembers are required to complete specialized training as prescribed by **Chapter 5** and sortie requirements prescribed by this manual and the applicable MAJCOM RAP tasking memorandum to qualify for special capabilities.

4.3.4.2. Failure to accomplish the requirements specified in this document or the RAP memorandum requires loss of designation and/or qualification.

4.3.4.3. Re-certification and Re-qualification are in accordance with **paragraph 4.8.3**

4.3.5. Designated Training (PTAI) or Test (PDAI) Aircraft Unit Requirements:

4.3.5.1. Crewmembers assigned or attached to PTAI- or PDAI-coded aircraft units will fly at the BMC rate and accomplish the non-RAP BMC requirements in the Non-RAP 12-Month Cycle Requirements table in the current RAP Tasking Memorandum. (**T-3**). For instructors, failure to accomplish these requirements does not affect instructor status, but requires additional training as determined by the SQ/CC before resuming instructor duties in delinquent events.

4.3.5.2. Ground training as directed by the SQ/CC.

4.3.5.3. Mission and instructor evaluation, as applicable, in accordance with AFI 11-202V2 and AFMAN 11-2E/RQ-4V2.

4.3.6. Airspace Procedures Training. Units will develop airspace and instrument flight rules academic programs applicable to worldwide RQ-4 operations. Units will include theater-specific airspace procedures in their pre-deployment spin-up training programs. Units will include a course on flight operations in adverse weather conditions with emphasis on RQ-4 limitations and capabilities in the theater-specific academic training. (**T-3**).

4.3.7. Electronic Combat (EC). The objective of EC training is to enhance crewmember ability to conduct operations in an electronic environment. Flying training missions typically should include EC-oriented operations and considerations. Units must make every effort to maximize effective use of limited assets as well as instill awareness and actions appropriate to the EC environment. (**T-3**).

4.4. Special Categories.

4.4.1. Flight Surgeon. Flight surgeons may participate in continuation training missions as observers. Units will develop appropriate continuation training mission orientation programs for assigned flight surgeons. (**T-3**).

4.4.2. Above Wing-Level Crewmembers:

4.4.2.1. Mission Directed Training (MDT) for higher headquarters personnel (other than that conducted in support of a formal inspection) requires coordination with the supporting

unit. MAJCOM Division Chiefs and NAF/A3 are the reviewing authorities for assigned personnel. Above Wing-Level Crewmembers will:

4.4.2.1.1. Coordinate with the supporting agency to ensure maintenance of appropriate ARMS data and provide that data in accordance with AFI 11-401. (**T-2**).

4.4.2.1.2. Review assigned crewmember accomplishments and currencies prior to authorizing participation in MDT. Provide specific currencies to the host squadron. (**T-2**).

4.4.2.1.3. Determine crewmember qualifications to participate in squadron scenarios for MDT. (**T-2**).

4.4.2.1.4. Provide each crewmember with written documentation specifying the authorized sortie types and events the crewmember may fly. (**T-2**). Above wing-level crewmembers who fly with only one unit may receive this from their attached unit commander.

4.4.2.2. Higher headquarters flying personnel maintaining BMC status are exempt from academic ground training, CW training, and special training programs within authorized mission areas.

4.4.2.3. Crewmembers will:

4.4.2.3.1. Review accomplishments and currencies for accuracy. (**T-2**).

4.4.2.3.2. Submit qualification and authorization documentation to the supporting SQ/CC or operations officer prior to flying with that squadron. (**T-2**).

4.4.2.3.3. Evaluate the demands of each mission scenario and ensure that they do not exceed their ability and proficiency. (**T-2**).

4.4.2.4. With the concurrence of the OG/CC, instructor-qualified crewmembers may perform instructor duties provided they have qualification and currency for the applicable missions and events.

4.5. Multiple Qualification and Currency.

4.5.1. MAJCOM/A3 may authorize qualification in more than one mission design series (MDS) for crewmembers only when command mission requirements direct such action and dual qualification is economically justifiable. MAJCOMs cannot delegate this authority. Unless required for unit mission accomplishment, commanders must not permit crewmembers qualified in primary mission aircraft to maintain qualification in support aircraft. (**T-2**).

4.5.1.1. Submit multiple qualification requests through command channels to MAJCOM/A3. All requests must contain full justification. Units will provide multiple qualification approval to the appropriate host base aviation management office. (**T-2**). Do not authorize flight accomplishments until aircraft assignment is updated in ARMS.

4.5.1.2. Individually-authorized multiple qualifications are valid as long as the individual remains assigned to the specific position and aircraft unless rescinded by MAJCOM/A3.

4.5.2. Multiple qualification is not appropriate for senior wing supervisors of units with different types of aircraft. WG/CCs will qualify in only one of their wing's aircraft. Either the WG/CV or OG/CC should qualify in another of the wing's aircraft (not the one selected by

the WG/CC). Wings will comply with MAJCOM policy on senior supervisor familiarization flights.

4.5.3. Crewmembers qualified in multiple aircraft will satisfy at least 50 percent of the sortie requirements of their primary aircraft in that aircraft. If crewmembers are CMR, they will meet all RAP sortie and event requirements of the primary aircraft. In addition, crewmembers will fly an equitable distribution, as determined by OG/CC, of training requirements in each MDS to fill their non-RAP requirements. (**T-3**).

4.5.4. Crewmembers qualified in multiple aircraft will fly at least once every 45 days in each aircraft. (**T-3**). They will comply with all other currency requirements for each aircraft. (**T-3**).

4.5.5. Crewmembers must complete conversion training in accordance with an approved syllabus. (**T-2**).

4.6. Currencies, Re-currencies, and Re-qualification.

4.6.1. Currency.   The Crewmembers Currencies table in the current RAP Tasking Memorandum defines currency requirements for all RQ-4 crewmembers. If a crewmember loses a particular currency, the individual may not perform that sortie or event except for the purpose of regaining currency as noted.

4.6.2. Re-currency. Crewmembers require re-currency whenever they exceed a currency requirement in this manual.

4.6.2.1. Crewmembers must satisfy overdue training requirements before performing tasks applicable to the type of training in which delinquent. (**T-3**). Training annotated as affecting CMR status will require regression to N-CMR until accomplishing appropriate training as specified by SQ/CC. Training identified as not affecting CMR status does not require regression from CMR, although it may result in grounding until training is completed. The duration of grounding and status of sortie lookback will determine the effect on CMR status.

4.6.2.2. Unless otherwise specified, the SQ/CC determines supervisory requirements pertaining to re-currency.

4.6.3. System Re-currency. If a pilot loses takeoff/ or departure currency and/or descent or landing currency, the following actions are required to regain currency. Timing starts from the date of the last event.

4.6.3.1. Loss of currency up to 90 days for experienced crewmembers (see definition of an experienced crewmember in **Attachment 1**). Supervision level is an instructor in the same crew position current and qualified in the event.

4.6.3.2. Loss of currency 91 to 135 Days. Same as **paragraph 4.6.3.1** above, plus perform events in an ATD with a qualified instructor.

4.6.3.2.1. BMC crewmembers will also accomplish normal and emergency procedures. (**T-3**).

4.6.3.2.2. For CMR members, this includes a tactical continuation training (simulated mid-mission) event in the ATD, as well as accomplish normal, and emergency procedures.

4.6.3.3. 136-180 Days. Same as **paragraph 4.6.3.2** above, plus qualification and tactical written examinations and emergency procedures evaluation (EPE).

4.6.3.4. 181 or More Days. Sorties, events, and ATDs as determined by the SQ/CC plus qualification and tactical written exams, EPE, and qualification and mission flight evaluation.

4.6.4. Loss of and Re-qualification to Instructor Status. Decertify instructors if:

4.6.4.1. They fail a flight evaluation. To regain instructor status, the instructor must successfully complete a flight evaluation in accordance with AFI 11-202V2 and AFMAN 11-2E/RQ-4V2. (**T-2**).

4.6.4.2. They fail a qualification, instrument, or tactical examination. To regain instructor status, the instructor must successfully accomplish the written exam. (**T-2**).

4.6.4.3. Their instructor currency expires. To regain status, see Crewmember Currencies table in the current RAP Tasking Memorandum.

4.6.4.4. They become non-current in an event or sortie that causes removal from CMR or BMC status and the SQ/CC deems that loss of currency is of sufficient importance to require de-certification. If the SQ/CC does not elect this option or if the instructor becomes non-current in events or sorties which do not require removal from CMR or BMC status, the individual may retain instructor status, but the instructor will not instruct in that event or sortie until regaining the required currency. (**T-3**).

4.7. Regression.

4.7.1. CMR or BMC Regression for Failure to Meet Lookback. If crewmembers do not meet RAP lookback requirements throughout the training cycle, SQ/CCs may regress them to N-CMR or N-BMC status, as applicable, remove them from a CMR manpower position, or initiate action to remove them from active flying status.

4.7.1.1. Failure to meet one-month RAP or contingency operations sortie lookback requires a review of the crewmember's three-month sortie history. If the crewmember meets the three-month lookback, the crewmember may, at SQ/CC discretion, remain CMR or BMC. Failure to meet the three-month lookback will result in regression to N-CMR or N-BMC status as appropriate, or the SQ/CC may place the crewmember in probation status for one month. If the SQ/CC chooses probation, the only way to remove a crewmember from probation and preserve the current status is to reestablish a one-month lookback at the end of the probation period. Refer to **Figure 4.1** for the regression flowchart.

4.7.1.2. CMR or BMC crewmembers regressed to N-CMR or N-BMC for lookback must complete a SQ/CC-approved re-certification program to return the crewmember to CMR or BMC standards. Upon completion of the re-certification program, the CMR or BMC crewmember also must meet the subsequent one-month lookback requirement prior to reclaiming CMR or BMC status. (**T-3**). Units may credit the sorties and events accomplished during the re-certification program toward the individual's total and type sortie and event requirements for the training cycle as well as for the monthly sortie requirement.

4.7.1.3. Lookback computations begin following SQ/CC designation of the crewmember to BMC or CMR. The crewmember must maintain one-month lookback until establishing

a three-month lookback. (**T-3**). If a new CMR or BMC crewmember fails to meet one-month lookback while establishing three-month lookback, SQ/CCs may apply probation rules as described in **paragraph 4.7.1.1** In addition, one-month lookback starts the first full month of CMR or BMC status.

4.7.1.4. Deployed crewmembers who fail to meet RAP lookback will not be regressed to N-CMR or N-BMC status. (**T-3**). Normal regression lookback rules apply after return to home station.

4.7.2. Unqualified Crewmember Evaluations. Handle crewmembers who fail a qualification, instrument, or mission evaluation in accordance with AFI 11-202V2. Crewmembers will regress to N-CMR or N-BMC as applicable. These crewmembers will remain N-CMR or N-BMC until successfully completing required corrective action, a reevaluation, and are re-certified by the SQ/CC.

4.7.3. Failure to Maintain Flying Standards. If a qualified crewmember demonstrates lack of proficiency or knowledge during CT (not related to a flight evaluation) the SQ/CC may elect to regress the individual to N-CMR or N-BMC as applicable. These crewmembers will remain N-CMR or N-BMC until successfully completing corrective action as determined by the SQ/CC, an evaluation if required, and are re-certified by the SQ/CC.

4.8. End-of-Cycle Requirements. Crewmembers who fail to complete sortie and/or event requirements of this manual by the end of the training cycle may require additional training depending on the type and magnitude of the deficiency. Refer to **paragraph 4.9** to determine if the unit may prorate some of these requirements. In all cases report training shortfalls using **Attachment 2** as an example.

4.8.1. Crewmembers who fail to meet the total annual RAP sortie requirement may continue CT at CMR or BMC as determined by lookback. The SQ/CC will determine if these crewmembers require additional training. (**T-3**).

4.8.2. Failure to meet RAP sortie-type requirements will result in the following:

4.8.2.1. Regression to N-CMR or N-BMC if the SQ/CC determines that the sortie-type deficiency is significant. To regain CMR or BMC, the crewmember will complete all deficient sortie types. (**T-3**). Units may count these sorties against the total requirements for the new training cycle.

4.8.2.2. Continuation at CMR or BMC if the crewmember maintains total RAP sorties and look-back and the SQ/CC deems the sortie type deficiencies insignificant. (**T-3**).

4.8.3. Failure to accomplish sorties required for special certification or qualification will result in loss of that certification or qualification. The SQ/CC will determine re-qualification requirements. (**T-3**).

Figure 4.1. Regression Flow Chart.
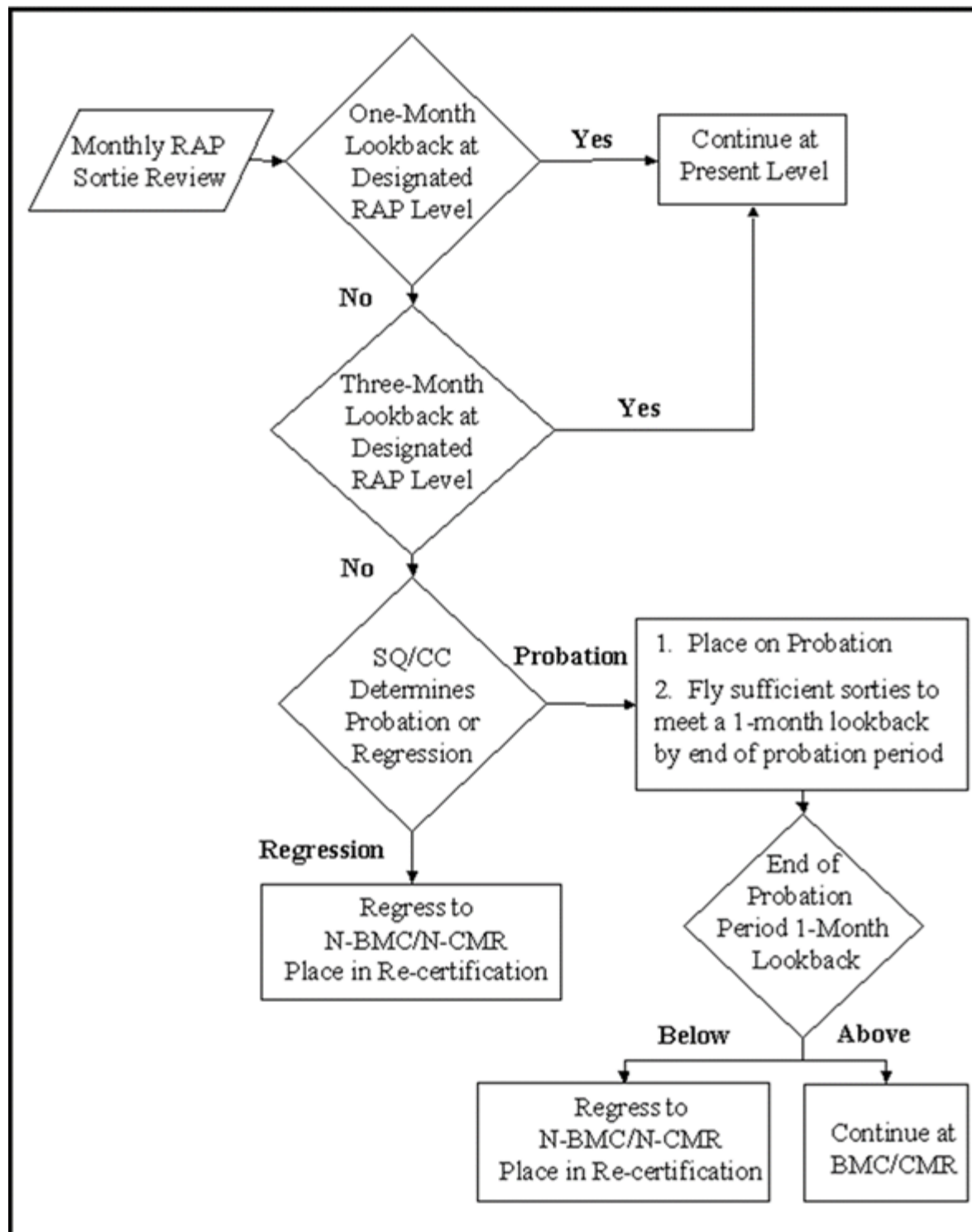
4.9. Proration of End-of-Cycle Requirements. At the end of the training cycle, the SQ/CC may prorate all training requirements when certain duties make crewmembers unavailable for a portion of the training period. Emergency leave, non-flying temporary duty (TDY), exercises, long-term duties not involving flying (DNIF) and combat contingency deployments are all duties that make

crewmembers not available for training. Normal annual leave should not be used as time when crewmembers are not available for training. Units may consider extended bad weather that precludes the unit from flying for more than 15 consecutive days as non-availability. The following guidelines apply:

4.9.1. Only use proration to adjust for genuine circumstances of training non-availability, not to mask training or planning deficiencies.

4.9.2. Base proration on cumulative days of non-availability for flying during the training cycle. Use **Table 4.1** to determine the prorated number of months based on cumulative calendar days of non-availability. Determine the prorated number of training events based on the prorated number of months.

Table 4.1. Proration Allowance.

Cumulative Days of Training Non-Availability	Months of Proration Allowed
0 – 15	0
16 – 45	1
46 – 75	2
76 – 105	3
106 – 135	4
136 – 165	5
166 – 195	6
196 – 225	7
226 – 255	8
256 – 285	9
286 – 315	10
316 – 345	11
346 – 365	12

4.9.3. If a crewmember is non-available for training and loses currency requiring a tailored requalification training program plus a flight evaluation in accordance with **paragraph 4.6.3.4**, then the crewmember's training cycle starts over at a prorated share of the remaining months in the training cycle following completion of the re-qualification training and flight evaluation.

4.9.4. An example of proration for non-availability is that Captain Jones took 17 days of emergency leave in January and then attended in-residence Squadron Officer School from March through April for 56 consecutive calendar days. Capt Jones' SQ/CC authorized a total of two months (17 days emergency leave plus 56 days at Squadron Officers School equals 73 cumulative days) of proration from his training.

4.9.5. Round prorated numbers resulting in fractions of less than 0.5 to the next lower whole number, but prorate no requirement below 1.0.

4.9.6. Consider newly assigned or converted crewmembers and crewmembers who achieve CMR or BMC after the 15th of the month to be in CT on the first day of the following month for proration purposes. Units may prorate events and sorties for the remainder of the training cycle. Crewmembers must complete a prorated share of RAP sorties in CT. (**T-3**).

4.9.7. SQ/CCs may prorate a crewmember's last month on station prior to departing permanent change of station provided they do not exceed one month's proration. Units may consider individuals departing permanent change of station CMR for reporting purposes for 60 days from date of last flight, or until loss of CMR currency, port call date, or sign in at new duty station.

4.10. Regaining CMR or BMC Status.

4.10.1. If a crewmember loses CMR or BMC status due to failure to meet the end-of-cycle event requirements, re-qualification is in accordance with **paragraph 4.8**

4.10.2. If a crewmember loses CMR or BMC status due to failure to meet lookback in accordance with **paragraph 4.7**, the following applies (timing starts from the date the crewmember came off CMR or BMC status):

4.10.2.1. Up to 90 Days. The crewmember must complete a SQ/CC directed re-certification program in accordance with **paragraph 4.7.1.2** (**T-2**). In addition, the crewmember must regain all RAP event currencies. (**T-3**). The SQ/CC must approve any other additional training prior to re-certification to CMR or BMC. (**T-3**).

4.10.2.2. 91-180 Days. Same as **paragraph 4.10.2.1** above, plus qualification and tactical written examinations.

4.10.2.3. 181 Days and Beyond. Sorties, events, ATDs, and ground training as determined by the SQ/CC, plus qualification and tactical written exams, EPE, and qualification and mission flight evaluation. The individual's training cycle will start over at a prorated share following completion of the flight evaluation.

Chapter 5

SPECIALIZED TRAINING

5.1. General. This chapter outlines duties and responsibilities for units to upgrade, qualify, and maintain proficiency and currency for special capabilities and special qualifications. These capabilities and qualifications are in addition to core missions for the unit and do not apply to every crewmember assigned or attached to the unit.

5.2. Pre-Deployment Training. Conduct this training prior to deploying in support of contingency operations (if time permits) or exercises. The objective of this training is to ensure crewmembers' ability to conduct all missions in support of expected tasking. For contingency operations, units are responsible for contacting appropriate gaining command to determine expected mission tasking. For exercises, units are responsible for referring to appropriate exercise plans (EXPLAN) and contacting appropriate exercise points of contact prior to deployment to determine expected mission tasking. Refer to MAJCOM/A3 exercise and joint training division for the current list of exercises and EXPLANs. Prior coordination ensures unit preparation for the appropriate tasking and allows the responding OG/CC to tailor spin-up training for the theater, threat, and tactics for the assigned task. The SQ/CC is responsible for implementing spin-up training, prosecuting the required missions, and determining the specific requirements necessary to reach the desired level of proficiency. The deploying unit will place emphasis on training needed for missions not accomplished in daily operations. (**T-3**). Conduct spin-up training in accordance with all applicable instructions.

5.2.1. Attached and Augmenting Crewmembers. The supported SQ/CC will determine required spin-up training for crewmembers not assigned to the supported squadron. (**T-3**). This requirement applies to all attached crewmembers (OG, WG, HQ staffs, etc.), and all crewmembers augmenting from other squadrons (operational or FTU). The objective of this spin-up training is to ensure attached and augmenting crewmembers are proficient to conduct all missions in support of expected tasking. The deploying SQ/CC determines the amount of spin- up training required for each attached and augmenting crewmember based on the individual's level of proficiency, currency, qualification, experience, etc. For augmenting crewmembers, once the supported SQ/CC determines the amount of spin-up training, the augmentee's SQ/CC is responsible for ensuring spin-up training accomplishment.

5.2.2. Ground Training. All applicable crewmembers will complete academic training prior to deployment. (**T-3**). Units will brief contingency or exercise SPINS, Rules of Engagement (combat) or Training Rules, and command and control. (**T-3**). Programs will emphasize deployment airfield capabilities, limitations, approach procedures, hazards, cover area environment (weather) and unique operating procedures. (**T-3**). The local Weather Flight can assist with weather-unique training. MAJCOM intelligence organizations will assist the unit's intelligence functions in the development of threat assessments, training materials, and expected collection tasking. (**T-2**).

5.2.3. Flying Training. Tailor spin-up training to ensure all deploying crewmembers are proficient, current, and qualified in all expected mission tasking.

5.2.4. Aircrew Training Device Instructor Training. Crewmember instructors certified to instruct ATD events must fly or observe at least one operational sortie per month during on-station operations to maintain operational relevancy. (**T-3**).

5.2.5. Responsibility. OG/CCs are responsible for ensuring all participating crewmembers are ready to deploy and are proficient to conduct all missions in support of expected tasking.

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

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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AFMAN 33-326, *Preparing Official Communications*, 31 July 2019

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

AFTTP 3-1, *Threat Guide*, 31 October 2019

AFTTP 3-3.IPE, *Integrated Planning and Employment*, 19 February 2019

AFTTP 3-1.RQ4B, *Tactical Employment--RQ-4B*, 22 December 2017

Adopted Forms

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ACC—Air Combat Command

AEF—Air and Space Expeditionary Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFTTP—Air Force Tactics, Techniques, and Procedures

API—Aircrew Position Identifier

ARC—Air Reserve Component

ARMS—Aviation Resource Management System

ATD—Aircrew Training Device

BAQ—Basic Aircraft Qualification

BMC—Basic Mission Capable

CAF—Combat Air Forces

CC—Commander

CMR—Combat Mission Ready

COMAFFOR—Commander Air Force Forces

CRM—Cockpit/Crew Resource Management

CT—Continuation Training

CV—Vice Commander

CW—Chemical Warfare

DO—Operations Officer or Directorate of Aerospace Operations

DOC—Designed Operational Capability

DoD—Department of Defense

DRU—Direct Reporting Unit

EC—Electronic Combat

EP—Emergency Procedure

EPE—Emergency Procedures Evaluation

ETCA—Education Training Course Announcement

EXP—Experienced

EXPLAN—Exercise Plan

FE—Flight Examiner

FOA—Field Operating Agency

FTU—Formal Training Unit

HQ—Headquarters

ICWT—Initial Chemical Warfare Training

INEXP—Inexperienced

INSTR SEPT—Instructed Situational Emergency Procedures Training

IP—Instructor Pilot

IQT—Initial Qualification Training

IPUG—Instructor Upgrade Training

ISOUG—Instructor Sensor Operator Upgrade

ISS—Integrated Sensor System

JUNT—Joint Undergraduate Navigator Training

LASTD—Last Accomplished to the Day

LIMFACS—Limiting Factors

LRE—Launch and Recovery Element

MAJCOM—Major Command

MCE—Mission Control Element

MDS—Mission Design Series

MDT—Mission Directed Training

MQT—Mission Qualification Training

NAF—Numbered Air Force

N-BMC—Non-Basic Mission Capable

N-CMR—Non-Combat Mission Ready

OG—Operations Group

OG/CC—Operations Group Commander

OPR—Office of Primary Responsibility

PAI—Primary Aircraft Inventory

PDAI—Primary Developmental and Test Aircraft Inventory

PMAI—Primary Mission Aircraft Inventory

PTAI—Primary Training Aircraft Inventory

RAP—Ready Aircrew Program

RTM—Ready Aircrew Program Tasking Memorandum

SEPT—Situational Emergency Procedure Training

SO—Sensor Operator

SPINS—Special Instructions

SQ—Squadron

SQ/CC—Squadron Commander

SQ/DO—Squadron Operations Officer

SUPT—Specialized Undergraduate Pilot Training

TDY—Temporary Duty

TRSS—Training Support Squadron

UMD—Unit Manpower Document

TX—Transition/Requalification

USAF—United States Air Force

WG/CC—Wing Commander

WG/CV—Wing Vice Commander

Terms

Aircrew Training Device—A training device used to prepare aircrew members for the actual performance of flight duties. The official categories for ATDs are Flight Simulators, Flight Training Devices, Aircraft System Trainers, and Other (for those that do not fall into the first three categories). ATDs are cockpit familiarization trainer, cockpit procedures trainer, operational flight trainer, part-task trainer, and weapon system trainer to name a few.

Attrition Sortie—A sortie planned and launched as a RAP training sortie, Non-RAP sortie, or collateral sortie, that, due to some circumstance (weather, inflight emergency, maintenance, etc.), fails to accomplish the planned mission. It is imperative that units log these sorties properly. Improper accounting of these sorties will result in improper sortie allocation, stresses to the unit schedule, and negative impacts to the quality of unit training programs.

Augmented Aircrew—Any MCE aircrew position (pilot or SO) manned by two qualified aircrew members. An augmented Pilot aircrew consists of a pilot flying and a pilot not flying. The not flying crewmember will log instructor, evaluator, or other MCE flying time as appropriate.

Basic Aircraft Qualification (BAQ)—A status of a crewmember who has satisfactorily completed training prescribed to maintain the skills necessary to fly unit aircraft or operate mission systems. The crewmember must perform at the minimum frequency necessary to meet the most recent sortie and flight standards set for the weapon system. The crewmember will carry BAQ only until completion of MQT. BAQ is not a permanent qualification except for general officers above the wing level, and any other crewmembers specifically authorized by MAJCOM A3. BAQ

crewmembers will not perform RAP-tasked combat events or sorties without instructor crewmembers or SQ supervisor supervision. (**T-3**).

Basic Aircrew—Any crew position (pilot or SO) manned by a single aircrew. Ex: A Basic SO aircrew is a single SO operating the MCE SO Workstation.

Basic Mission Capable (BMC)—The status of a crewmember who has satisfactorily completed training (MQT) prescribed for full qualification to perform the basic unit operational missions, but does not maintain CMR status. Crewmembers accomplish training required to remain familiarized in all, and may maintain qualification and proficiency in some, of the primary missions of their weapon system and unit. These crewmembers may also maintain special capabilities.

Combat Mission Ready (CMR)—A status of a crewmember who has satisfactorily completed training (MQT) prescribed for full qualification to perform the basic unit operational missions, and maintains qualification and proficiency in these missions. All squadron-assigned crewmembers, squadron commanders, operations officers, and OG/CC-designated wing- or group-level positions will maintain this qualification level. **Exception**: If a unit is over-manned, they may elect to train the front line of their UMD to CMR with the overage designated as BMC. Units must select inexperienced crewmembers for approximately 50% of their CMR positions.

Continuation Training (CT)—Training to maintain proficiency and improve crewmember capabilities to perform unit missions and crewmember proficiency sorties not flown in formal syllabus missions, tests, or evaluations. Applicable to CMR and BMC crewmembers.

Currency—The minimum frequency required to perform an event or sortie safely.

Emergency Procedures Evaluation—An evaluation of crewmember knowledge and responsiveness to critical and non-critical EPs conducted by an FE in an ATD, or the MCE. An EPE may be administered orally if an appropriate training device is not available.

Experienced Crewmember—See below

Experienced Pilots—A pilot is considered experienced if he or she has 500 hours RQ-4 PAI or 500 hours total rated (pilot or navigator) flying time (not including simulator time, "other" flight time, training completed in SUPT or JUNT, or hours logged as aircrew positions besides pilot), of which 200 are RQ-4 PAI. PAI does not include "other" time.

Experienced Sensor Operators—A sensor operator is considered experienced if he or she SO has 250 hours RQ-4 PAI.

Inexperienced Crewmember—Any crewmember who does not possess the requirements to be qualified as "experienced."

Initial Qualification Training (IQT)—Training to qualify a crewmember in basic aircraft flying duties without specific regard to the unit's operational mission. The minimum requirement for Basic Aircraft Qualification status.

Instructor Upgrade Training—Training to qualify a crewmember to perform instructor duties.

Lookback—Total individual RAP sorties required for the 12-month training cycle.

Mission Qualification Training (MQT)—Training required to achieve a basic level of competence in unit's primary tasked missions. This training is a prerequisite for CMR or BMC status.

Mission Sortie—A mission flown at a contingency location which does not provide valid RAP training and does not count toward annual RAP requirements. Units may use Contingency Operations sorties for lookback purposes. RAP events logged during Contingency Operations sorties do not count toward annual RAP requirements, but may update currencies.

Other Flight Time—Flight time flown by members who are on the flight authorization, but who are not occupying a designated duty station or conforming to the requirements of primary, secondary, instructor, or evaluator time. For example: additional or extra crewmembers taking part in the flight, required for the mission to augment the crew or perform mission-related observation or evaluator duties (not qualified in the aircraft). Indoctrination fliers log other time. Crewmembers will log other time during periods of crew rest or sleep.

Pilot Stand Alone Trainer (PSAT)—A pilot part-task trainer that operates independent of the ground station. Most elements of flying the airplane and emergency procedures training may be accomplished, but the system lacks the ability to conduct mission training.

Primary Aircraft Inventory (PAI)—Aircraft authorized for performance of the operational mission. The PAI forms the basis for allocation of operating resources including manpower, support equipment, and flying-hour funds. The operating command determines the PAI required to meet their assigned missions.

Proficiency—Demonstrated ability to successfully accomplish tasked event safely and effectively. For purposes of this manual, proficiency also requires currency in the event, if applicable.

Situational Emergency Procedures Training—A discussion and review of abnormal and emergency procedures and aircraft systems operations and limitations based on realistic scenarios.

Specialized Training—Training in specialized tactics or flight responsibilities such as instructor, etc. Units may conduct this training in MQT or CT, as required.

Spin-up Training—Training that is specific to a theater of operations and prepares the unit for the types of operations they will encounter while deployed.

Squadron Operations Supervisor—The squadron Operations Supervisor must be filled by the operations officer, assistant operations officers or senior flight commanders deemed qualified by the squadron commander and approved by the OG/CC. Squadron commanders can always fill the Operations Supervisor position, if available. See AFI 11-418, *Operations Supervision*.

Tactical Deception—Any activity designed to mislead the enemy operational commander by manipulating, distorting, or falsifying evidence, thereby inducing the enemy to act in a manner favorable to our interests or desires (see AFI 10-704-S, *Military Deception Program (U)*).

Re-qualification Training—Training to re-qualify previously qualified crewmembers in basic aircraft flying duties without specific regard to the unit's operational mission. This training is the minimum requirement for Basic Aircraft Qualification status.

Verification—Applies to procedure aimed at verifying and refreshing crewmember tactical employment knowledge, emphasizing conventional operations and mobile targets. Conduct verification in both initial and follow-on phases. Initial verification phase is a formal board proceeding convened to verify individual crewmember knowledge. Continuation training is to reinforce, refresh, and update crewmembers on unit wartime mission, tasking, tactics, and procedures.

Weapon System Trainer (WST)—A training device that dynamically simulates the flight characteristics of the designated aircraft to train crewmembers (pilots and SOs) in normal cockpit and flight procedures, emergency procedures, and combat mission execution. Trainer combines safety of flight operation, warfighting tasks, and provides skill integration training.

Attachment 2

TRAINING SHORTFALL REPORT

A2.1. Training Shortfall Report. The following is an example memorandum for reporting training shortfalls: (**Note**: Detailed instructions on preparation of an official Air Force memorandum can be found in AFMAN 33-326, *Preparing Official Communications*.)

MEMORANDUM FOR ACC/A3M   Date
FROM: xx RS
SUBJECT: xx RS Training Shortfall Report
1.   Summary of Previous Report Results and Issues. (Use **paragraph one** to provide a brief summary of unresolved issues from previous report.)
2.   Past 6 Months (Status and Issues). Each squadron is to provide a PowerPoint® slide encompassing the four months since the last report. Use **paragraph two** to expand on Critical Issues, Limiting Factors (LIMFACS) and Shortfalls, Air and Space Expeditionary Force (AEF) Training Issues, or Get Well Plan areas of the required slide, or to report any items of special interest not covered by the slide template. If current slide information does not require more detail in **paragraph two**, simply state "All data reported on required slide. No expanded details to report." Critical issues may include, but are not limited to, any of the following conditions:
a.   MQT is averaging more than 120 days (per person) to complete.
b.   Upgrades are less than 50% of desired number to maintain a productive training environment commensurate to train to RAP standards.
c.   Experience level drops below 40%.
d.   Squadron Commander considers RAP training health in poor condition.
e.   Average sortie count falls to more than two below requirement for lookback month.
f.   Current or projected tasking (real world tasking, exercises, etc.) pose a significant negative impact on squadron's ability to train to RAP standards.
g.   Training effectiveness of AEF or contingency mission sorties is considered poor.
h.   Aircraft modification programs or upgrades pose a significant negative impact on squadron's ability to train to RAP standards.
i.   LIMFACS, shortfalls or other training problems can be considered a trend or condition which, if unchecked, has the potential to become a critical condition. For example, if the squadron is unable to accomplish sensor CT events due to a shortage of sensors, a shortfall exists that if unresolved could deteriorate to a critical condition affecting MQT, upgrades, or RAP training health.
3.   Commander's Comments: This is an open forum for specific concerns regarding the squadron's training health. Examples include non-critical resource issues or those the commander feels could affect RAP training. Provide a projection of the squadron's ability to accomplish 12 month RAP requirements. Comments to improve the training reporting system are also voiced here.
Squadron Commander's Signature Block
1st Ind, xx OG/CC
TO: ACC/A3M