

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE MANUAL 11-2HC-130JV1**

**1 JUNE 2020**

***Flying Operations***

**HC-130J AIRCREW TRAINING**



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This volume implements Air Force Manual (AFMAN) 11-202V1, *Aircrew Training*; Air Force Instruction (AFI) 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure*; and AFI 11-401, *Aviation Management*. This volume establishes Air Force standards for basic qualification, mission qualification, and continuation training for all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve (AFR) and Air National Guard (ANG) performing aircrew duties in HC-130J aircraft. This volume applies to all Air Force Major Commands (MAJCOMs) operating the HC-130J. For the purpose of this manual, the Office of the Director, Air National Guard is a MAJCOM. Where such guidance applies to both ANG and AFR the term Air Reserve Component (ARC) is used. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. This Manual requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 37 United States Code 301a Incentive Pay, Public Law 92-204, Section 715 Appropriations Act for 1973, Public Laws 93-570 Appropriations Act for 1974, 93-294 Aviation Career Incentive Act of 1974, and Executive Order 13478, Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers. The applicable SORN F011 AF XO A, Aviation Resource Management System is available at: <http://dpcl.o.defense.gov/Privacy/SORNs.aspx>. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestors commander for non-tiered compliance items. MAJCOMs will forward proposed supplements to this volume to Headquarters Air Force Training

and Readiness Directorate (AF/A3T), through Air Combat Command Personnel Recovery Aviation Branch (ACC/A3JO), for approval prior to publication in accordance with AFD 11-2, *Aircrew Operations*. Copies of MAJCOM-level supplements, after approved and published, will be provided by the issuing MAJCOM to HQ AF/A3T, ACC/A3JO, and the user MAJCOM offices of primary responsibility. Field units below MAJCOM level will forward copies of their supplements to this publication to their parent MAJCOM office of primary responsibility for post publication review. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*. Route AF Forms 847 from the field through the appropriate chain of command to the OPR. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management And Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

## ***SUMMARY OF CHANGES***

This publication has been substantially revised and needs to be completely reviewed. Major changes include complete restructure of the entire AFMAN to align more closely with the rest of the Air Force 11-2 Mission Design Series (MDS) publications and updated secondary method training (SMT) and overage request guidance. All flying currency tables, ground training descriptions, and requirements, flying training sortie and event descriptions and requirements, and the verification guide for combat search and rescue (CSAR) now reside in the Ready Aircrew Program (RAP) Tasking Memorandum (RTM). Several instructor certified events are now allowed to be trained & certified in the weapons system trainer (WST) and enhanced fuselage trainer (EFUT).

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## Chapter 1

### GENERAL GUIDANCE, ROLES, AND RESPONSIBILITIES

**1.1. Purpose.** This volume establishes training management of HC-130J aircrew members in order to achieve the highest degree of combat readiness consistent with flight safety and resource availability.

**1.2. Abbreviations, Acronyms, and Terms.** See [Attachment 1](#).

**1.3. Key Words Explained.**

1.3.1. “Will”, “shall”, & “must,” indicate a mandatory requirement.

1.3.2. “Should” is used to indicate a preferred, but not mandatory, method of accomplishment.

1.3.3. “May” indicates an acceptable or suggested means of accomplishment.

1.3.4. “Note” indicates operating procedures, techniques, etc., which are considered essential to emphasize.

**1.4. Administration.** Send proposals for amending training plans or syllabus of instruction (SOIs) to NGB/A3T Flight Operations Division (ANG units), AFRC/A3T Flight Operations Division (AFR units), ACC/A3J Personnel Recovery Division (ACC units), or 19AF/DOG Graduate Training Division (Air Education & Training Command (AETC) units).

**1.5. Roles and Responsibilities.**

1.5.1. ACC is designated as the lead command for the HC-130 in accordance with AFRPD 10-9. In accordance with AFRPD 11-2, [paragraph 2.2](#), ACC authors this implementing guidance and procedures for the HC-130J. The ACC Director of Air and Space Operations (ACC/A3) will chair ACC Realistic Training Review Boards (RTRB) to review ground and flying training requirements and programs for Combat Air Force units. **(T-2)**. RTRB participants should include applicable ACC active and reserve component representatives. MAJCOM/A3s with major weapons systems for which ACC is lead command should be invited to send representatives and inputs.

1.5.2. ACC/A3JO will:

1.5.2.1. ACC/A3JO will coordinate with units to determine training requirements to fulfill primary and secondary designed operational capability (DOC) statement missions and unit taskings. **(T-2)**.

1.5.2.2. ACC/A3JO will review subordinate unit supplemental instructions and training programs as directed by MAJCOM guidance. **(T-2)**.

1.5.2.3. ACC/A3JO will publish a Ready Aircrew Program (RAP) Tasking Memorandum (RTM) that establishes continuation training (CT) requirements for combat mission ready (CMR) and basic mission capable (BMC) aircrew. **(T-2)**. The office of primary responsibility (OPR) for the HC-130J RTM is ACC/A3T Flight Operations Division in coordination with ACC/A3JO.

1.5.3. Wings and Groups will:

1.5.3.1. Develop programs to meet training objectives and provide necessary staff support to assist subordinate units in the management of training programs. **(T-2)**.

1.5.3.2. Ensure RTM guidance implementation to include Aviation Resource Management System (ARMS) training profile updates and squadron dissemination. **(T-2)**.

1.5.3.3. Determine annual formal aircrew training quota requirements, submit quota requests to NGB/A3T (ANG units), AFRC/A3T (AFR units), ACC/A3J (ACC units), or 19AF/DOG (AETC units), and manage quotas allocated. **(T-2)**.

1.5.3.4. Assist ANG and AFR unit training programs. This responsibility applies to ACC wings and groups only. **(T-2)**.

1.5.3.5. Attach aircrew position indicator (API)-6/8/B/D flyers to a flying squadron. **(T-3)**.

1.5.4. Squadrons or Units will:

1.5.4.1. Assist the wing and group in developing unit training programs. **(T-3)**.

1.5.4.2. Manage unit training programs to ensure compliance with this manual and applicable Air Force guidance on the training of aircrew members. **(T-3)**. Ensure adequate training continuity and supervision of assigned and attached crew members. **(T-3)**. As necessary, assign additional requirements based on individual crew members experience and proficiency. **(T-3)**.

1.5.4.3. Review training and evaluation records of newly assigned crew members and those completing formal training to determine training required to achieve BMC or CMR status and to meet provisions of this manual. **(T-3)**.

1.5.4.4. Ensure RAP missions are oriented to developing combat and tactical employment skills. **(T-2)**. RAP should be further guided by Squadron Commander (SQ/CC) intent. Units will provide guidance to ensure aircrews only log effective RAP missions as RAP sorties. **(T-3)**.

1.5.4.5. Submit waivers as outlined in this manual. **(T-2)**.

1.5.4.6. Fill allocated training quotas through appropriate channels. **(T-2)**. Submit nominees or return quotas to NGB/A3T (ANG units), AFRC/A3T (AFR units), ACC/A3J (ACC units), or 19AF/DOG (AETC units) no later than 30 calendar days prior to class start date. **(T-2)**.

1.5.4.7. Determine missions or events in which individual BMC crew members will maintain qualification or certification. **(T-2)**.

1.5.4.8. If not specifically directed, identify the level of supervision required to accomplish required training. **(T-2)**.

1.5.4.9. Track and monitor continuation training currencies and requirements for all assigned or attached aircrew members. **(T-2)**.

1.5.4.10. Review qualifications and monitor training requirements for unit-assigned flight surgeons. **(T-2)**.

1.5.4.11. Determine how many and which aircrew will carry specialized training certifications and qualifications identified in [Chapter 5](#). **(T-2)**.

1.5.4.12. Ensure crew members participate in sorties, events, and tasks only when adequately prepared and trained. **(T-2)**.

1.5.4.13. Submit a training report to the MAJCOM/A3 (Air Force Reserve Command: 10 AF/A3T Rescue Operations) (ANG: National Guard Bureau Air Operations Division (NGB/A3O)) division as directed by the RTM. **(T-2)**. Submit an out-of-cycle report anytime MAJCOM assistance is required to prepare for DOC or Air and Space Expeditionary Forces tasking. **(T-3)**. Units will adhere to guidance set forth by applicable MAJCOM RTM for submitting training health reports, shortfalls, limiting factors, and deviations. **(T-2)**.

1.5.4.14. Initiate, track, review, and close out aircrew training folders and forms in accordance with [Chapter 6](#). **(T-2)**.

1.5.4.15. Convene a training review panel (TRP) once per calendar semiannual period. **(T-3)**. Commanders may increase frequency as required.

1.5.4.15.1. SQ/CCs or a designated representative will chair TRPs. **(T-3)**. Panel members should include representation from squadron training, standardization and evaluation, safety, and others as appropriate.

1.5.4.15.2. TRPs should review staff and crew member management actions necessary to complete squadron flight and ground training programs. TRPs should also review continuation training, upgrades, RAP completion rates, crew position gains and losses, mission pilot development (MPD) progression, and specialized training and certification programs.

#### 1.5.5. Instructor Responsibilities.

1.5.5.1. Instructors should be highly knowledgeable in HC-130J tactics, techniques, and procedures and governing AFIs to provide timely instruction to any crew position concerning weapon system employment and regulatory guidance.

1.5.5.2. Instructors should be thoroughly familiar with all courseware, training plans, syllabi, and applicable guidance of this manual for the qualification, upgrade, and specialized training they are required to administer.

1.5.5.3. Instructors will review student training records prior to performing each flight or training session. **(T-3)**.

1.5.5.4. Instructors will conduct preflight briefings and post flight critiques. **(T-3)**.

1.5.5.5. Instructors will ensure required upgrade training items are completed and signed off only after the student demonstrates the required proficiency level. **(T-3)**. Instructors will complete and sign off all required training items prior to recommending a student for an evaluation or certifying the student in an event. **(T-3)**.

1.5.5.6. Instructors should complete student grade sheets and narratives prior to the next sortie or event (unless flown with the same instructor on the same day). Instructors should complete the student grade sheet no later than 24 hours following the mission.



1.5.5.7. Each instructor aircrew member will safely execute the duties of their respective crew position. **(T-3)**.

1.5.5.8. Instructor pilots are responsible at all times for the conduct of the flight and safety of the aircraft. **(T-3)**.

1.5.6. Individual aircrew member responsibilities:

1.5.6.1. Aircrew members should hand carry all available training records, when changing assignments, to assist the gaining unit in assessing qualifications and training requirements.

1.5.6.2. Aircrew members will complete training requirements and currencies within the guidelines of this manual and the RTM to adequately prepare for and maintain proficiency in assigned flight-related activities. **(T-2)**.

1.5.6.3. Aircrew members will participate only in sorties, events, and tasks in which they are current and qualified, unless under direct instructor supervision. **(T-3)**.

**1.6. Waiver Authority and Routing.** Unless otherwise directed or annotated, waiver authority for contents of this manual (to include T-1 and T-2) waivers is the MAJCOM/A3, with mission execution authority or Commander of Air Force Forces (COMAFFOR) for contingency and expeditionary operations when units experience a change of operational control.

1.6.1. The Operations Group Commander (OG/CC) may:

1.6.1.1. Extend MDS-specific ground training periods listed in the RTM up to 60 calendar days, on an individual basis. Obtain Non-MDS specific training waivers in accordance with reference directives.

1.6.1.2. Extend flying training currencies listed in the flying training currency requirements tables of the RTM up to 60 calendar days unless otherwise noted.

1.6.2. The SQ/CC may waive 10 percent of the total hours and primary aircraft authorization (PAA) hours required for upgrade in all crew positions on an individual basis only. File a copy of the experience waiver in the individual's training record. **(T-3)**.

1.6.3. Units will maintain a copy of approved waivers and tracking the following information:

1.6.3.1. Waiver type. **(T-2)**.

1.6.3.2. Approval authority. **(T-2)**.

1.6.3.3. Approval date. **(T-2)**.

1.6.3.4. Waiver number (if applicable). **(T-2)**.

1.6.3.5. Waiver expiration date. **(T-2)**.

1.6.4. Units will notify NGB/A3T (ANG units), AFRC/A3T (AFR units), ACC/A3J (ACC units), or 19AF/DOG (AETC units) by email when they issue waivers to this manual. **(T-2)**.

1.6.5. Units will utilize the AETC Form 6, *Waiver Request*, to request formal training unit (FTU) course overages, FTU SOI waivers, or senior officer and key staff course requests. **(T-2)**. Route FTU waiver requests to NGB/A3T (ANG units), AFRC/A3T (AFR units), ACC/A3J (ACC units), or 19AF/DOG (AETC units). **(T-2)**. MAJCOMs will forward the request to 19 AF SOF/PR Branch for approval. **(T-2)**. File a copy of approved waivers in the trainee's

aircrew training folder. Students will hand-carry a hard copy of approved waivers to the FTU course. (T-3). AETC Form 6s should be initiated 30 calendar days prior to start of training.

1.6.6. Submit secondary method training (SMT) approvals as outlined in [paragraph 1.13](#) to NGB/A3T (ANG units), AFRC/A3T (AFR units), ACC/A3J (ACC units), or 19AF/DOG (AETC units). (T-2).

**1.7. Aircrew Training.** Training programs are designed to progress aircrew members from initial and mission qualification training (IQT and MQT) at a formal training course, to local continuation training (CT) and upgrade or specialized training. Aircrew members will maintain basic aircraft qualification (BAQ) status until completion of MQT and subsequent BMC or CMR designation. (T-3). Additional information for each training program is located in [Chapters 2-5](#) of this manual.

1.7.1. ACC Training Support Squadron (TRSS) assists ACC/A3J in development of training programs when tasked by ACC/A3J. Other MAJCOMs may submit requests for training program support to ACC/A3J. If validated, these requests are prioritized and tasked to ACC TRSS.

1.7.2. Designated test units may develop syllabi to upgrade operational test aircrew in support of specific test plans. OG/CCs will approve these syllabi and submit to ACC/A3J & ACC TRSS. (T-2).

1.7.3. Initial cadre for change of aircraft equipment or capability. When possible, qualified personnel in other units operating like equipment, or the sourced contractors should provide initial cadre training. The OG/CC will designate initial cadre for approved or validated new capabilities unless specified otherwise by other governing directive or MAJCOM guidance. (T-3).

**1.8. Ready Aircrew Program (RAP).** RAP is the CT program that defines the required mix of annual sorties, simulator missions, and training events that aircrew shall accomplish to sustain combat mission readiness in order to meet DOC tasked requirements. RAP training requirements not contained in this manual are implemented via the MAJCOM published RTM. Following completion of MQT, unit commanders will certify aircrew as BMC or CMR as defined below. (T-3).

1.8.1. Basic Mission Capable (BMC). A status that denotes a crew member is receiving the minimum training required to be familiar with all missions, but only required to be qualified or certified and proficient in some of the primary DOC mission requirements of their assigned or attached unit.

1.8.1.1. The following aircrew members are designated as BMC:

1.8.1.1.1. Regular Air Force (RegAF) non-combat mission ready (N-CMR) aircrew member positions above the squadron level.

1.8.1.1.2. Aircrew members who have a primary job performing wing supervision or staff functions that directly support flying operations.

1.8.1.1.3. Aircrew members assigned to the FTU, United States Air Force Weapons School (USAFWS), and operational and developmental test and evaluation units.

1.8.1.2. BMC crew members shall be able to attain proficiency, and if required certification or qualification, in 30 duty days or less for those missions and events in which they maintain familiarization only. **(T-3). ARC ONLY:** Extend the time constraint to 90 duty days or less.

1.8.1.3. BMC aircrew will maintain all flight and ground currencies and accomplish all RAP designated training that affects BMC status. **(T-2).** Failure to accomplish this training will result in regression to non-basic mission capable (N-BMC) status. **(T-2).**

1.8.1.4. BMC aircrew members may deploy and participate in missions that they are proficient and qualified in without additional training, as determined by the SQ/CC.

1.8.2. Combat Mission Readiness (CMR). A status that denotes a crew member is receiving the training required to be certified current and proficient in the DOC mission requirements of their assigned flying unit.

1.8.2.1. The following aircrew members are designated as CMR:

1.8.2.1.1. Combat unit RegAF API-1/2/A positions, flying SQ/CC and squadron operations officers (SQ/DO). If a unit is over-manned, the SQ/CC will train the front line of their Unit Manpower Document API-1/2/A positions to CMR and may elect to designate the overage as BMC. **(T-2).**

1.8.2.1.2. API-6/B positions not assigned to the flying squadron may be designated as CMR by OG/CCs. **ANG/AFR:** Any aircrew member may be designated CMR/BMC at OG/CC discretion.

1.8.2.2. CMR aircrew members should maintain flight and ground currencies and accomplish all RAP designated training that affects CMR status. Failure to complete training or maintain currencies will result in regression to N-CMR status. **(T-2).**

**1.9. RAP Policy and Management.** RAP is executed in accordance with this manual and the current MAJCOM RTM.

1.9.1. RAP Training Cycle. The training cycle is defined by the RTM.

1.9.2. RAP Tasking Memorandum. The RTM and this manual identify BMC and CMR training requirements by establishing a minimum number of sorties, events, and special capabilities that are completed based on aircrew experience levels. Specific sorties and events listed in the RTM may not be identified in this manual. The RTM will provide necessary guidance in these instances. **(T-2).**

1.9.2.1. Sorties and events defined by the RTM are minimums and will not be reduced except by proration, waiver or situations as stipulated by this manual and the RTM. **(T-2).**

1.9.2.2. In order to receive credit as an effective RAP sortie, each RAP sortie will accomplish a tactical mission scenario or a basic skills mission that supports the units' mission. **(T-3).**

1.9.2.3. Units will follow guidelines for RAP sorties and events with minor variances authorized. **(T-2).** SQ/CCs may use variations in sortie types as a basis for end-of cycle regression.

1.9.3. RAP Training Development. Units will design a training program to achieve combat capability in tasked missions, maintain aircrew proficiency, and enhance mission accomplishment and safety. **(T-2)**. RAP training sorties should emphasize either over-arching combat skills or scenarios that reflect procedures and operations based on employment plans, location, current intelligence, and opposition capabilities. Use of procedures and actions applicable to combat scenarios are desired. Tactical training should include use of threat simulators, countermeasures, and include participation with other rescue weapon systems and support aircraft to the maximum extent possible.

1.9.4. RAP Training Reports. Submit RAP training reports in accordance with MAJCOM RTM guidance. **(T-2)**.

**1.10. Aircrew Experience.** Aircrew members require a minimum number of flight hours to be considered experienced in the aircraft in accordance with AFI 11-412, *Aircrew Management*. **Table 1.1** defines the minimum hours required for aircrew to be considered experienced. **(T-2)**. MPD pilots are considered inexperienced for any required reporting or tracking purposes. **(T-2)**. Unit commanders may increase hour requirements prior to designating a member experienced based on individual performance levels or other factors.

**Table 1.1. Experienced Aircrew Requirements.**

CREW POSITION	PAA (Note 1,2)	TOTAL (Note 3)
Aircraft Commander (AC)	200	1200
or	*400	1000
Combat Systems Operator (CSO)	200	800
or	*400	500
Loadmaster (LM)	200	500
<b>Notes:</b> 1. PAA in HC/MC-130J aircraft or simulator (SIM), including CT, upgrade, requal, or formal training hours. *For 400 PAA requirements, 200 hours will come from HC/MC-130J hours (sim and aircraft). <b>(T-2)</b> . The remaining 200 hours may come from other C-130J variants. Do not credit 'Other' time. <b>(T-2)</b> .  2. AC PAA hours are those hours accomplished after AC certification.  3. Total hours include any military fixed-wing flying time in same or like crew- position to include Specialized Undergraduate Pilot Training (SUPT) or Specialized Undergraduate CSO Training. Do not credit 'Other' time in excess of 100 hours. <b>(T-2)</b> .		

**1.11. Aircrew Utilization and Management.** See AFI 11-412.

**1.12. Sortie Allocation Guidance.**

1.12.1. Combat coded units (CC units). The SQ/CC's first priority should be to train all designated aircrew to CMR. Priorities for sortie allocations are as follows: CMR API-1/2/A, CMR API-6/B, BMC, API-5 Flight Surgeons, and then all others. **(T-3)**. Inexperienced API-1/2/A aircrew members should receive sortie allocation priority over experienced aircrew members.

1.12.2. Formal Training Units and USAFWS. The execution of formal syllabus training within MAJCOM-programmed flying training (PFT) timelines should be the SQ/CCs priority. Priorities for sortie allocations are as follows: Syllabus training, instructor upgrade training, instructor continuation training, and staff personnel not performing instructor or flight examiner duties (to include API-5 Flight Surgeons).

1.12.3. Test and Test Evaluation Units. Priorities for sortie allocations are as follows: Requirements directed by MAJCOM, training required to prepare for assigned projects or tasking, BMC training requirements that cannot be accomplished on primary missions, and API 5 Flight Surgeons.

1.12.4. API-6/8/B/D flyers. Units should provide attached API 6/8/B/D flyers adequate resources to maintain minimum training requirements. However, API-6/8/B/D flyer support will not come at the expense of the flying squadron's primary mission. **(T-3)**. If units cannot meet attached flyer requirements, they may request relief in accordance with AFI 11-401. Units requiring flying hour adjustments for attached API-6/8/B/D flyers may request program changes in accordance with AFI 11-102, *Flying Hour Program Management*.

1.12.4.1. For FTU only wings, API-6/B crew members maintain instructor status (optional for wing & group commanders and functional check flight (FCF) crew members). These wings fly API-1/6/A/B crew members as required by PFT.

1.12.4.2. API-8/D (above wing level) rated personnel flying authorizations and test unit crew members are in accordance with AFI 11-401 and MAJCOM guidance. They should fly the BMC rate; however, they are not required to complete BMC specific missions or events, or meet monthly RAP lookback requirements.

**1.13. Formal Training Conducted in Unit (Secondary Method Training).** When attendance at a formal school course is not practical or no quotas exist, units may request approval to conduct training in-unit using formal school syllabus and courseware. **Exception:** instructor upgrades & requalifications conducted in home station WSTs by active duty, guard, or reserve ("greensuiter") instructors do not require SMT approval. However, un-programmed training still requires overage approval in accordance with [paragraph 1.6.5](#) Any aircrew member who has previously failed to complete a formal course for substandard performance will not complete SMT for any formal course. **(T-3)**.

1.13.1. SMT Approval Authority. Submit approval requests through local channels to NGB/A3T (ANG units), AFRC/A3T (AFR units), ACC/A3J (ACC units), or 19AF/DOG (AETC units) for review and approval. **(T-2)**. Reference [Attachment 2](#) for approval format.

1.13.1.1. Sequence of training waivers for ground, simulator, and flying events may be approved on a case-by-case basis by the SQ/DO. MAJCOM/A3T or ACC/A3J will approve all other modifications to formal school products. **(T-2)**.

1.13.1.2. Units will maintain a copy of SMT approvals in the individual's training records. **(T-2).**

1.13.2. Formal School Courseware Requests. For SMT, the approval authority includes the appropriate formal school as an addressee on all correspondence and requests that the formal school forward applicable courseware to the aircrew member's unit of assignment. **(T-2).** Courseware includes but is not limited to; the course SOI, briefings, computer based training modules, instructor guides, training guides, and student grade sheets. This information may be web-based or available through other digital mediums.

1.13.2.1. The unit training office may coordinate with the 58th Training Squadron for access to courseware, but will verify currency of the courseware obtained. **(T-2).**

1.13.2.2. If the course includes an end of course exam, units may substitute a locally developed exam with a minimum passing score of 85 percent.

1.13.3. With authorization to conduct a formal school course in unit, the unit assumes responsibility for providing this training locally. The following applies to SMT:

1.13.3.1. Complete SMT within 120 duty days (240 duty days for ANG/AFR) from the first flight or WST sortie for instructor upgrades and requalifications. **(T-3).** SMT approvals for initial qualification or initial mission qualification will only be granted in extraordinary circumstances; the approving MAJCOM determines time limits as part of the approval. **(T-2).** Failure to complete training within the specified time limit requires notification through channels to NGB/A3T (ANG units), AFRC/A3T (AFR units), ACC/A3J (ACC units), or 19AF/DOG (AETC units) with individual's name, rank, reason for delay, planned actions and estimated completion date. **(T-2).**

1.13.3.2. Ground training event prerequisites will be in accordance with the formal course SOI, unless pre-approved in accordance with SMT Waiver. **(T-3).**

1.13.3.3. Simulator training mission event prerequisites will be in accordance with the formal course SOI, unless pre-approved in accordance with SMT Waiver. **(T-3).** Reference the training media substitution section of the SOI for guidance on conducting training in different media (e.g., aircraft vs. simulator).

1.13.3.3.1. Items that cannot be completed safely in the aircraft may be covered during table-talk discussion.

1.13.3.3.2. Other aircrew training devices (ATDs), to include ACC approved virtual reality training devices (VRTDs), may be used to accomplish individual training tasks within an event provided the course training standard may be graded within that ATD. State anticipated use of alternative ATDs in the initial SMT Waiver.

1.13.3.4. Flying training mission event prerequisites will be in accordance with the formal course SOI, unless pre-approved in accordance with SMT Waiver. **(T-3).**

1.13.3.5. Coordinate with the servicing Force Support Squadron to ensure individuals acknowledge any active duty service commitment (ADSC), if require. Ensure proper processing of the ADSC after completion of training. **(T-2).**

**1.14. Training Records and Reports.** Units will maintain a permanent training folder for each crew member. **(T-2).** Folders are forwarded to gaining units when individuals permanent change

of station (PCS). In accordance with career field education and training plans, personnel in air force specialty code (AFSC) 1AXXX are exempt from maintaining an AF Form 623, *Individual Training Record Folder*. Training is documented as outlined in this manual. (T-2).

1.14.1. Maintain individual training records in accordance with **Chapter 6** of this manual and the following:

1.14.1.1. AFMAN 11-202V1. (T-2).

1.14.1.2. AFI 11-202V2, *Aircrew Standardization and Evaluation Program*. (T-2).

1.14.1.3. AFI 11-401. (T-2).

1.14.1.4. AFMAN 11-421, *Aviation Resource Management*. (T-2).

1.14.2. Career Enlisted Aviators (CEA) Training Documentation. CEA qualifications are separate from skill level qualifications. When an AF Form 8, *Certificate of Aircrew Qualification*, is completed for the applicable flight evaluation, that crew member is qualified to perform all duties assigned to that crew qualification regardless of skill level. (T-3). Additionally, instructor and flight examiner qualifications are separate and distinct from on-the-job trainer or certifier designation and are reflected in the AFSC by use of “K” prefix (aircrew instructor) and “Q” prefix (aircrew standardization and evaluation flight examiner). (T-2).

1.14.3. Unit Tracking of Training Requirements. Units will track the following information for all crew members (as applicable):

1.14.3.1. Ground training requirements and accomplishments as well as ground and flight training currencies. (T-2).

1.14.3.2. Requirements and accomplishment of individual sorties, RAP sorties, sortie types, and events cumulatively for the training cycle. (T-2).

1.14.3.3. Total RAP sorties for determining RTM-defined lookback requirements. (T-2).

1.14.4. Units will update ARMS “No Date” with either the date of the last FTU or USAFWS-equivalent training accomplished, or the unit mission certification date. (T-2).

**1.15. In-Flight Supervision.** When performing crew member duties, the following personnel will be under direct supervision of an instructor of like specialty:

1.15.1. All non-current crew members, while performing the specific event(s) for which they are non-current. (T-3). **Exception:** The flying currency tables in the RTM list which sortie and events may be supervised by a non-like crew position instructor with SQ/CC approval.

1.15.2. All crew members in initial upgrade or re-qualification flying training, unless syllabus states direct supervision is not required. (T-3). Upgrade students may fly without an instructor when performing duties not related to the upgrade, unless otherwise restricted. **Exception:** A non-like crew position instructor may observe forward area refueling point (FARP) and hot refueling certifications for pilots and CSOs, as well as air-to air-refueling (receiver) certifications for CSOs and LMs.

1.15.3. Senior officers who have completed only the Senior Officer Orientation Course. (T-3).

1.15.4. Any other personnel designated by the wing, OG, or SQ/CC. (T-3).

1.15.5. For additional instructor pilot requirements see AFMAN 11-2HC-130JV3, *HC-130J Operations Procedures*.

**1.16. Aircrew Training While Duty Not Involving Flying (DNIF).** Crewmembers whose status is DNIF may log ground training events, including simulator training, if the member's physical condition allows. Consult the flight surgeon initiating the DD Form 2992, *Medical Recommendation for Flying or Special Operational Duty*, to determine if the DNIF status includes ground training limitations.

**1.17. Intra Command and Inter Command Transfer of Aircrews.** Losing units will screen individual flight and ground training records during unit out-processing to correct discrepancies prior to PCS. (T-3). Specialized training and certifications identified in [Table 5.2](#) may be accepted at the discretion of the gaining unit commander.

**1.18. Virtual Reality Training Devices (VRTDs).** At the time of publication, incorporation of VRTDs into HC-130J training is an emerging concept. It is ACC/A3's intent that VRTDs be incorporated into as much aircrew training as can be safely and effectively be accomplished. VRTD use for logging currency or proficiency events, as well as any instructor certified event training, requires MAJCOM coordination. (T-2). Units will send requests for VRTD use in these situations to ACC/A3JO for adjudication and incorporation into the RTM, FCIFs, or future AFMAN rewrites. (T-2).



## Chapter 2

### QUALIFICATION TRAINING

**2.1. General.** This chapter outlines the minimum requirements for basic aircraft qualification training, which includes initial qualification, requalification, conversion or difference training, and senior officer courses.

**2.2. Initial Qualification Training (IQT).** IQT provides MDS specific training necessary to initially qualify aircrew in flying duties without regard to a specific unit's mission. Upon completion, and in accordance with AFMAN 11-2HC-130JV2, *HC-130J Aircrew Evaluation Criteria*, aircrew members attain BAQ status. BAQ is a prerequisite for all follow-on training, including MQT. (T-2).

2.2.1. The primary method of IQT is to attend the appropriate formal training course listed in the Education and Training Course Announcements (ETCA). When attendance is not practical or no quotas exist, units will request a waiver to conduct in-unit SMT in accordance with [paragraph 1.13](#) (T-2).

2.2.2. Training Prerequisites. Complete training prerequisites in accordance with AFMAN 11-202V1 and the current SOI. (T-2). The AETC Bookstore (<https://trss3.randolph.af.mil/bookstore/home/homePage.aspx>) is the primary source for all formal syllabi. (T-2).

**2.3. Requalification Training.** Criteria resulting in loss of MDS qualification and requalification requirements are in accordance with AFMAN 11-202V1. **Note:** [Chapter 4](#) of this AFMAN and the RTM define flying training events, which result in a loss of qualification due to loss of currency exceeding 6 months.

**2.4. Conversion Qualification Training.** Conversion training is conducted in accordance with AFMAN 11-202V1. OG/CCs will submit conversion qualification training requests through the chain of command for MAJCOM/A3 approval. (T-1).

**2.5. Transition Training.** Transition training is a shortened version of qualification training that gives aircrew members cross-flowing from another military aircraft credit for acquired aviation proficiency. Transition of mission qualified AC/EC/MC/HC/KC/C-130J pilots and loadmasters and legacy HC-130P/N and MC-130E/H/P navigators or CSOs (mission qualified or previously mission qualified but out of the cockpit less than 36 months) may be accomplished using a MAJCOM approved transition SOI.

**2.6. Difference Training.** For aircraft and instrument qualification purposes, consider the C-130J, C-130J-30, EC-130J, HC-130J, MC-130J, AC-130J, and WC-130J different series aircraft in the same MDS and difference training is authorized for all aircrew positions.

2.6.1. Units will conduct difference training in accordance with a syllabus or training plan approved by NGB/A3T (ANG units), AFRC/A3T (AFR units), ACC/A3J (ACC units), or 19AF/DOG (AETC units). (T-2). Update differences training plans and conversion or transition SOIs to include modifications present on the HC-130J fleet where the training is being accomplished. (T-2).

2.6.1.1. Units are authorized to use ACC proliferated type 1 training courseware for new modification training.

2.6.1.2. Type 1 training courseware may also be incorporated into differences training without additional approval.

2.6.2. Document difference training as “(MDS) Difference Training” on the AF Form 4348, *USAF Aircrew Certifications*, or MAJCOM approved equivalent. (T-2). The SQ/CC or appropriate operations supervisor will certify the training. (T-3). Document additions to differences training when differences training, conversion, and transition SOIs are updated to include new modifications. (T-2). This will provide the optional means of documenting modification specific training on the Letter of X’s via an up-to-date differences training plan.

2.6.3. Upon completion of difference training, the aircrew member is BAQ in the new aircraft. Unit commanders may transfer common aircrew certifications their discretion.

2.6.4. 58th Special Operations Wing HC/MC-130J instructors are considered qualified in both HC/MC-130J personnel recovery (PR) and special operations forces (SOF) missions once they have completed differences training at the discretion of the unit commander.

**2.7. Senior Officer Courses.** Senior officers whose position requires operational flying will complete the appropriate formal training course in accordance with AFMAN 11-202V1. (T-2).

2.7.1. HC-130J Senior Officer Orientation Course. This course provides basic orientation to senior officers who supervise or oversee flying operations for aircraft in which they are not qualified. Graduates will fly with an instructor in their respective crew position on all sorties. (T-3).

2.7.1.1. Rated pilot and CSO senior officers who supervise or oversee flying operations of the HC-130J may attend the HC-130J Senior Officer Orientation course.

2.7.1.2. Training Prerequisites. Complete training prerequisites in accordance with the current SOI located in the AETC Bookstore. (T-2).

2.7.2. Non-rated senior officers who supervise or oversee flying operations of the HC-130J may receive in-unit familiarization training and observe operations.

**2.8. Multiple Qualification.** Aircrews are authorized multiple qualifications in accordance with AFMAN 11-202V1 and the following:

2.8.1. Submit multiple qualification requests through command channels to MAJCOM standardization and evaluations. (T-2).

2.8.2. Aircrew members will complete training in accordance with an approved syllabus. (T-2).

## Chapter 3

### MISSION QUALIFICATION TRAINING AND MISSION CERTIFICATION

**3.1. General.** This chapter outlines the minimum requirements criteria and training requirements for mission qualification training and mission certification (assignment of BMC or CMR).

**3.2. Mission Qualification Training.** MQT provides aircrew the training necessary to initially qualify or re-qualify in flying duties to perform the unit's mission. Upon completion, aircrew members will maintain BAQ status until the SQ/CC certifies the member as BMC or CMR. (T-3).

3.2.1. The primary method of MQT is to attend the appropriate formal training course listed in the ETCA. (T-2). When attendance is not practical or no quotas exist, units will request authorization to conduct in-unit SMT in accordance with [paragraph 1.13 \(T-2\)](#). New aircrew members will undergo Rescue Mission Qualification Training (RMQT) at their respective operational unit. (T-3).

3.2.2. Training Prerequisites. Complete training prerequisites in accordance with AFMAN 11-202V1 and the current SOI. (T-2). The AETC Bookstore is the primary source for all formal syllabi. (T-2).

3.2.2.1. All pilots graduate MQT as Mission Pilots (MP). If a pilot is unable to maintain MP status, SQ/CCs may downgrade individuals to First Pilot (FP) status until the member is ready to requalify as an MP in accordance with [Chapter 4](#). MPs will not fly as a pilot-in-command until certified by the SQ/CC as an AC in accordance with [Chapter 5](#). (T-2).

3.2.2.2. Prior qualified pilots (PQP) are those pilots cross-flowing from another MDS to include First Assignment Instructor Pilots (FAIPs) and operational support aircraft (OSA). PQPs are not required to enter the MPD program; however, SQ/CCs may elect to place a PQP in the MPD program based on the individual's previous experience. PQPs will not act as pilot-in-command until meeting prerequisites in accordance with [Table 5.1](#) and certified by the SQ/CC in accordance with [Chapter 5](#). (T-2).

3.2.2.3. MPs entering a unit for their first operational assignment (pipeline) will be entered into the MPD program at Stage 1. (T-2).

3.2.3. Flying Training Requirements. Complete flying training requirements in accordance with the formal course SOI and the following:

3.2.3.1. Non-availability of parachutists may cause loadmasters to complete MQT without conducting actual personnel airdrops. In these cases, use standard airdrop training bundles (SATB) during flight training. (T-3). If students cannot accomplish actual personnel airdrops during formal training, the FTU will issue a restricted AF Form 8 in accordance with AFMAN 11-2HC-130JV2. (T-2). Units will accomplish final certification of personnel airdrop in-unit under the supervision of an instructor or flight examiner loadmaster on an actual static-line personnel airdrop. (T-3). Loadmasters must demonstrate towed parachutist emergency procedures for both tailgate and paratroop door operations. (T-3). Specific training events and course training standards for personnel

airdrop will be in accordance with formal SOI. **(T-3)**. Loadmasters will not be certified CMR until final certification for personnel airdrops is complete. **(T-2)**.

3.2.3.2. Units North of the 60° Parallel. When MQT is conducted via in-unit SMT, crew members in units North of the 60° N parallel scheduled to complete MQT during the summer months (May through August), have until 31 October to complete the required night/Night Vision Goggle (NVG) training events. **(T-2)**. The mission qualification evaluation for these crew members may be administered before completing night training events.

**3.3. Mission Certification.** Mission qualification is a prerequisite for mission certification or recertification, as required. **(T-3)**. The SQ/CC will certify crew members as BMC or CMR upon completion of training requirements. **(T-3)**. Commanders should certify individuals to BMC or CMR within 120 duty days of member arriving at the unit after completing mission qualification.

3.3.1. Basic Mission Capable Certification. Certification as BMC requires the following:

3.3.1.1. Completion of all BMC-related ground training in accordance with the RTM. **(T-3)**. Trainees may fly training missions before completing all items listed, provided grounding events are accomplished.

3.3.1.2. Completion of all BMC-related flying training in accordance with the flying training currency requirements tables of the RTM. **(T-3)**. Individuals will be current for all events, which affect CMR status. **(T-3)**.

3.3.2. Combat Mission Readiness Certification. Certification as CMR requires the following:

3.3.2.1. Completion of all CMR-related ground training in accordance with the RTM. **(T-3)**. Trainees may fly training missions before completing all items listed, provided grounding events are accomplished.

3.3.2.2. Completion of all CMR-related flying training in accordance with the flying training currency requirements tables of the RTM. **(T-3)**. Individuals will be current for all events, which affect CMR status. **(T-3)**.

3.3.2.3. Qualification or certification in any specialized training required for CMR status. **(T-2)**. See [Chapter 5](#).

3.3.2.4. Meet 1-month lookback at the CMR sortie rate. **(T-3)**.

## Chapter 4

### CONTINUATION TRAINING

**4.1. General.** This chapter, combined with the RTM, defines minimum ground and flying training requirements for BAQ, BMC and CMR crew members. CT provides aircrews the training necessary to maintain flying safety & proficiency and consists of two aspects. The first involves training in the basic skills necessary to ensure the safe operation of the aircraft and safe execution of mission events. The second consists of specific mission sorties, events, and training required to be proficient in the unit's assigned missions. These requirements are listed in the RTM as volume only requirements. The RTM is the reference document, which defines BMC & CMR requirements.

**4.2. Ground Training.** All Ground training requirements will be accomplished in accordance with the RTM and ancillary training requirements in accordance with AFI 36-2651, *Air Force Training Program*. **(T-2).** The RTM establishes event frequency, lists event descriptions & guidance, identifies grounding events, and reflects if mission status is affected.

4.2.1. Ground training tables in the RTM do not include ancillary training required by AFI 36-2651. This includes total force awareness training and expeditionary skills training, which will be tracked at unit level. **(T-2).**

4.2.2. Failure to complete ground training events may effect BMC or CMR status. See [paragraph 4.8.3.1](#)

**4.3. Flying Training.** Aircrew members will accomplish flying training requirements applicable to their individual crew position as specified by the RTM. **(T-2).** The RTM applies to RegAF, AFR, & ANG units. BAQ-only aircrew will maintain currency in applicable events noted as BAQ in flying training tables. **(T-2).** Failure to accomplish flying requirements may affect BMC or CMR status and require additional training. See [paragraph 4.8.3.2](#)

4.3.1. Crewmembers assigned or attached to training or test coded units will fly at BMC rates as a minimum. **(T-2).** Failure to maintain BMC rates should not affect instructor status, but will require training as determined by the SQ/CC. **(T-3).** Additionally, the SQ/CC will determine which requirements listed in RTM will be maintained by assigned or attached aircrew members. **(T-3).**

4.3.2. Aircrew members will not log events for which they are unqualified or not certified. **(T-2).**

4.3.3. Flying training or certification events accomplished during formal training or SMT will use the course completion date (successful evaluation date) to establish the due dates for all subsequent currency requirements successfully completed during training. **(T-3).**

4.3.4. Event descriptions and amplifying guidance are listed the RTM.

4.3.5. Instructor pilots, CSOs, and loadmasters may log 50 percent of events completed while actively instructing.

**4.4. Local Indoctrination Training.**

4.4.1. Units will develop a local indoctrination training plan for all newly assigned aircrew members. **(T-2)**. Aircrew members will complete this training prior to flying local continuation training sorties unsupervised. **(T-3)**.

4.4.2. Indoctrination training exists to familiarize newly assigned aircrew with the unit mission and local training areas (e.g., range space, drop zones, landing zones, local visual flight rules (VFR) flying pattern, etc.).

4.4.2.1. Completion of indoctrination training requires two sorties (one must be night) in the local training areas and applicable ground training. **(T-3)**. **Note:** If all requirements are met on a single night sortie, the SQ/CC may waive the requirement for a second sortie on a case-by-case basis. **Exception:** ANG SQ/CCs may waive the night sortie requirement on a case-by-case basis.

4.4.2.2. Local indoctrination training is not required for those who complete MQT via SMT at their home unit.

4.4.3. Units will track completion of this training on the Letter of Certifications (Letter of X's) (or equivalent). **(T-3)**.

4.4.4. Training is not required for MAJCOM or Numbered Air Force (NAF) personnel conducting inspections or evaluations when accompanied by unit assigned and locally indoctrinated aircrew.

#### **4.5. Special Categories.**

4.5.1. Flight Test Engineers (FTE). FTEs are engineers or scientists occupying duty positions requiring them to conduct or participate in flight test missions on a regular basis. Any ACC, Air Force Material Command (AFMC), or ARC FTE assigned or attached to a dedicated test organization, on and authorized to fly on HC-130J aircraft (documented on AF Form 480, *Aircrew AFSC/Active Flying Justification*) is permitted to fly on any HC-130J aircraft. FTEs are authorized to log time as primary crew members when performing duties in accordance with AFI 65-503, *US Air Force Cost and Planning Factors*. FTEs may fly to maintain proficiency and improve knowledge in employment of the weapon system when not performing test duties.

4.5.1.1. For operational units supporting testing requirements, the owning OG/CC will approve FTEs to fly on unit aircraft and designate the host aviation resource management (HARM) office to track currency requirements. **(T-3)**. Duration of approval is at the discretion of the OG/CC and based on testing support requirements. Approval should be documented as a memorandum for record maintained by the HARM office.

4.5.1.2. There are no flight currency requirements for FTEs. FTEs will accomplish and maintain ground currencies in accordance with the RTM. **(T-2)**. Units will ensure FTEs receive adequate supervision and instruction when flying on unit assigned aircraft. **(T-3)**. An FTE's initial HC-130J flight will include a briefing emphasizing crew coordination, communications, and the location and use of aircraft emergency equipment. **(T-3)**.

4.5.2. Flight Surgeons. AFMAN 11-202V1 establishes flight surgeon continuation flying requirements. Ground training requirements are the same as FTEs and in accordance with the RTM. **(T-2)**. Units will ensure flight surgeons receive adequate supervision and instruction when flying on unit assigned aircraft. **(T-3)**. A flight surgeon's initial HC-130J flight will

include a briefing emphasizing crew coordination, communications, and the location and use of aircraft emergency equipment. (T-3).

4.5.3. MAJCOM/NAF API-8/D Aircrew. Attach higher headquarters (HHQ) aircrew to a flying unit in accordance with AFI 11-401. (T-3). Those HHQ aircrew maintaining BMC status are exempt from specialized training programs within authorized mission areas and are not required to meet monthly lookback sortie requirements in accordance with the RTM. HHQ aircrew members are not required to complete local orientation training. HHQ evaluator certified or instructor qualified crew members may perform duties if current and qualified for the applicable missions or events.

4.5.4. RegAF Crewmembers Flying with ANG and AFR Units. RegAF crew members, other than assigned advisors, have authorization to fly with ARC units under restrictions identified in AFI 11-401. Each crew member will present documentation summarizing currencies, egress training, flight qualifications, etc., to the unit where flying is performed. (T-3).

**4.6. Different Series C-130J Certifications.** Difference training will be conducted in accordance with [Chapter 2](#). (T-2). HC-130J qualified aircrew may satisfy RAP requirements and update currency in MC-130J aircraft without additional approval provided differences training is accomplished.

**4.7. Re-Currency Training.** Re-currency training is training required whenever an aircrew member does not meet a currency requirement of this manual or the RTM. Aircrew members will not perform any event in the flying training currency requirements tables of the RTM in which they are non-current unless supervised by a current and qualified instructor. (T-3).

4.7.1. Loss of Currency (up to 6 Months). Failure to maintain currency in accordance with the flying training currency requirements tables of the RTM results in a loss of currency for that sortie or event. (T-3). Aircrew members will not perform sorties or events that they are non-current for except for the purpose of regaining currency. (T-3). Noted BAQ sortie or events result in the loss of aircraft currency and the member will be placed in supervised status until recurrent. (T-3).

4.7.1.1. Unless specifically noted otherwise, crew members are non-current the calendar day after sortie or event currency expires.

4.7.1.2. To regain currency, aircrew members will demonstrate delinquent sortie or events to the satisfaction of an instructor. (T-3). The SQ/CC may direct additional training as required. **Note:** With SQ/CC approval some sorties or events may be supervised by a non-like crew position instructor to regain currency (See notes in the flying training currency requirements tables of the RTM).

4.7.2. Loss of Currency Exceeding 6 Months.

4.7.2.1. Loss of currency for noted BAQ sortie or events identified in the flying training currency requirements tables of the RTM in excess of 6 months will result in the loss of BAQ. (T-2). Notify squadron standards & evaluations of affected personnel immediately. (T-3). Requalify in accordance with [paragraph 4.7.4](#)

4.7.2.2. Loss of currency for noted mission events identified in the flying training currency requirements tables of the RTM in excess of 6 months will result in loss of mission



qualification. (T-2). Notify squadron standards & evaluations of affected personnel immediately. (T-3). Requalify in accordance with [paragraph 4.7.4](#)

4.7.2.3. Loss of currency exceeding 6 months but less than 36 months for instructor certified events will result in loss of certification. (T-2). Aircrew members will accomplish training as directed by the SQ/CC and re-certification by an instructor. (T-3).

4.7.2.4. Loss of currency exceeding 36 months for instructor certified events will result in loss of certification. (T-2). Crewmembers will accomplish training as outlined in the training plan or SOI followed by recertification. (T-3).

4.7.3. Currency for Training North of 60° North Parallel. Aircrew members assigned to units north of the 60° parallel will handle night/NVG currency as follows:

4.7.3.1. Aircrews only need to maintain day sortie or event currencies from 1 April to 31 October.

4.7.3.2. Consider all aircrew members current for night/NVG events through 31 October if they were current on 1 April. Crewmembers current in night/NVG events as of 1 April may accomplish sorties or events between 1 April and 31 October when conditions allow (e.g., off-station training, temporary duty (TDY)).

4.7.3.3. Aircrews must accomplish all night/NVG sorties or events by 31 October in order to remain BMC or CMR. (T-2).

4.7.3.4. On 1 November, any crew member who has not performed a specific night/NVG sortie or event since 1 April will be non-current for that event and must regain currency in accordance with [paragraph 4.7.1.2](#) (T-2).

4.7.4. Requalification Training. In accordance with AFMAN 11-202V1, AFI 11-202V2, AFMAN 11-2HC-130JV2, and this manual. (T-2).

**4.8. N-BMC and N-CMR Regression.** Aircrew may be regressed to N-BMC or N-CMR for one or more of the reasons listed in the following. **Exception:** AETC determines regression policy and guidance for FTU aircrew.

4.8.1. While N-BMC or N-CMR, the SQ/CC will determine missions aircrew may perform and supervision requirements. (T-3).

4.8.2. Units will track regression of all aircrew using the unit certification document or approved unit-developed product. (T-2).

4.8.3. Regression for Loss of Currency. Units should determine currency status for the purpose of tracking and reporting regression on the first duty day of each month.

4.8.3.1. Aircrew members delinquent for a ground training event affecting BMC or CMR status will be regressed to N-BMC or N-CMR. (T-3). Crewmembers will accomplish the required ground training in accordance with governing directives prior to recertification. (T-2).

4.8.3.2. Loss of Flying Training Currency. Loss of currency in a flight training sortie or event affecting BMC or CMR status will result in regression to N-BMC or N-CMR. (T-3). Crewmembers will regain currency in the delinquent sortie or event prior to being recertified as BMC or CMR. (T-2). **Note:** N-BMC or N-CMR crew members may fly



unsupervised on CONUS and OCONUS missions if delinquent events are not flown, are not required for mission accomplishment, and do not result in loss in aircraft currency or qualification. OG/CC approval is required for other than local, routine, or non-contingency missions.

4.8.4. Regression for Failure to Meet RAP Lookback. 1-month and 3-month RAP lookback sortie requirements (rates) are defined in the RTM. Units will calculate both 1-month and 3-month sortie lookback totals on the first duty day of each month for both BMC and CMR aircrew. **(T-3)**. Units will only use designated RAP sorties and contingency operations sorties to determine lookback. **(T-2)**.

4.8.4.1. Failure to meet 1-Month sortie lookback requires a review of the aircrew member's 3-Month RAP sortie history. **(T-3)**. If the aircrew member meets the 3-Month lookback, that aircrew member may, at SQ/CC discretion, remain CMR or BMC. Failure to meet the 3-Month lookback will result in regression to N-CMR or N-BMC status or the SQ/CC may place the individual in probation status for 1 month. **(T-2)**.

4.8.4.1.1. Lookback computations for new aircrew members begin following CMR or BMC certification (see [Figure 4.1](#)). New aircrew members who have been CMR or BMC certified for less than 3 months must meet 1-month lookback to maintain status until a 3-month lookback is established. **(T-2)**. SQ/CCs may apply probation rules if a new aircrew member fails to meet 1-month lookback while establishing 3-month lookback.

4.8.4.1.2. Probation. If the SQ/CC chooses probation status for 1 month, the aircrew member will reestablish a 1-month lookback at the end of the probation period to remain BMC or CMR. **(T-2)**. Failure to establish a 1-month lookback at the end of the probation period will result in regression to N-BMC or N-CMR. **(T-2)**.

4.8.4.1.3. CMR or BMC crew members regressed to N-CMR or N-BMC will complete a SQ/CC-approved recertification program. **(T-3)**. Upon completion of the program, crew members will meet 1-month lookback prior to recertification as CMR or BMC. **(T-2)**. Missions and events accomplished during the recertification program apply toward monthly and training-cycle RAP requirements.

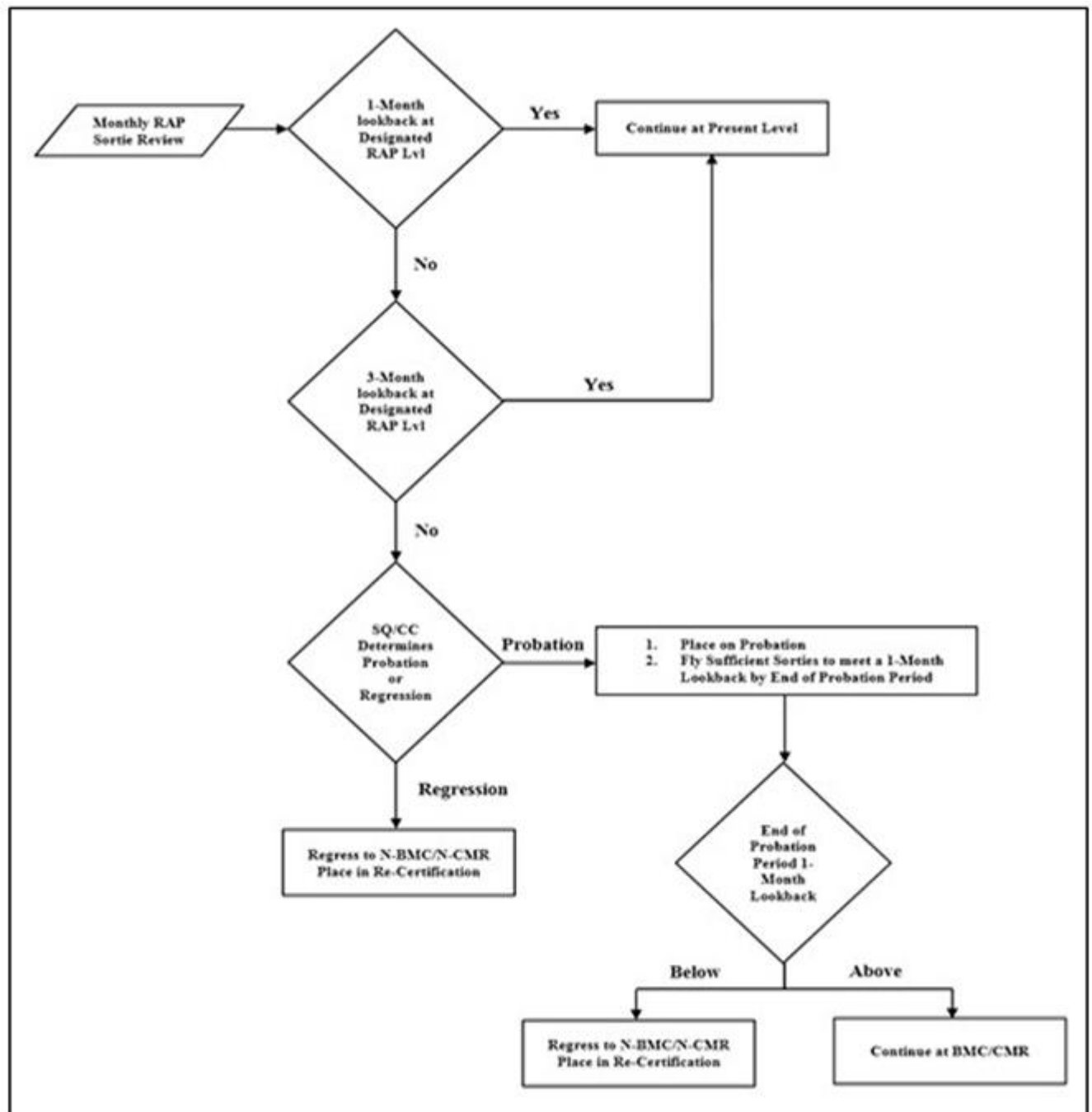
4.8.4.2. For aircrew members who fail to meet lookback requirements throughout the training cycle, the SQ/CC may elect to initiate the following actions:

4.8.4.2.1. Remove the aircrew member from active flying status.

4.8.4.2.2. Remove the aircrew member from a CMR manning position.

4.8.4.2.3. Place the aircrew member in a commander directed training program to regain CMR status.

Figure 4.1. RAP Lookback Flow.



4.8.5. Regression for Failure of a Periodic Evaluation. Aircrew members who fail a periodic evaluation will regress to N-CMR or N-BMC, as applicable. **(T-2)**. Aircrew members can regain BMC or CMR by successfully re-accomplishing an evaluation unless the SQ/CC or SQ/DO deems additional training appropriate.

**4.9. End-of-Cycle Training Requirements.** Aircrew who fail to complete RTM-defined, end-of-cycle sortie or event requirements may require additional training depending on the type and magnitude of the deficiency. End-of-cycle training requirements are based on the aircrew

member's experience level on the last day of the current training cycle. **Note:** Apply proration in accordance with [paragraph 4.10](#)

4.9.1. Failure to Meet End-of-Cycle Total RAP Sortie Requirements. Aircrew failing to meet end-of-cycle total RAP sortie requirements may continue at CMR or BMC if they meet both 1 and 3-month RAP lookback requirements and the SQ/CC deems sortie deficiencies insignificant. If the SQ/CC determines the sortie deficiency is significant or the crew member does not meet lookback, that crew member will regress to N-CMR or N-BMC. **(T-3)**. To regain CMR or BMC status, aircrew will complete a SQ/CC approved recertification program. **(T-2)**.

4.9.2. Failure to Meet End-of-Cycle RAP Event Requirements. Aircrew failing to meet end-of-cycle RAP event requirements will regress to N-BMC or N-CMR. **(T-3)**. Prior to CMR or BMC recertification, aircrew members will complete all deficient events and any additional training as determined by the SQ/CC. **(T-2)**. Remedial events may count towards total requirements for the new training cycle.

**4.10. Proration of End-of-Cycle Training Requirements.** At the end of the training cycle, the SQ/CC may prorate training requirements for crew members when DNIF, emergency leave, or "non- flying" TDY, exercises, or deployments (ANG/AFR: mandatory training required for civilian employment) preclude training for a portion of the training cycle. Do not consider ordinary leave as non-availability. **(T-3)**. Extended bad weather or other environmental factors that preclude the unit from flying for more than 15 consecutive duty days may be considered as non-availability. Commanders will not prorate for time deployed for contingency operations unless the individual(s) were assigned to non-flying positions. **(T-2)**. The following guidelines apply:

4.10.1. Only use proration to adjust for genuine circumstances of training non-availability, not to mask training or planning deficiencies. **(T-3)**.

4.10.2. Base proration on cumulative days of non-availability for flying during the training cycle. **(T-3)**. Units will use [Table 4.1](#) to determine the number of months to be prorated based on cumulative calendar days of non-availability. **(T-3)**.

4.10.3. If IQT or MQT is completed after the start of the training cycle, units will prorate training requirements for availability following completion of formal training. **(T-3)**.

4.10.4. Newly assigned or converted crew members achieving CMR or BMC after the 15th of the month are considered to be in CT on the first day of the following month for proration purposes. The prorated share of RAP sorties will be completed in CT. **(T-2)**.

4.10.5. Air-to-air refueling (AAR) receiver requirements accomplished during MQT may be credited toward prorated CT requirements if accomplished during the cycle in which the crew member was declared CMR or BMC, unless specified otherwise in the RTM.

4.10.6. Units may prorate an aircrew member's last month on station prior to departing PCS provided proration does not exceed 1-month. For reporting purposes, units may consider an individual departing PCS as CMR during a period of 60 calendar days from the date of last flight, until loss of CMR currency, or sign in at new duty station.

4.10.7. CMR crew members who attend FTU or USAFWS courses in TDY status or who participate in actual flying contingency operations may be reported throughout the TDY as CMR. Upon return, apply proration rules to determine any remaining training cycle

requirements (see [Table 4.1](#)). (T-2). **Note:** For ANG personnel, individuals deployed or TDY for more than a seven-day period may apply 1-month proration of RAP sorties and events.

**Table 4.1. Proration Allowance.**

CUMULATIVE DAYS OF NON-FLYING	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
Over 345	12
<b>Proration Formula:</b> Number of months available multiplied by sortie or event volume, divided by the number of months in the training period. Round prorated fractions of less than 0.5 to the next lower whole number. (T-3). Do not prorate below one. (T-3).	

**4.11. Contingency Operations.** All flying activity will be documented in ARMS if the event meets the requirements of this AFMAN and the RTM, regardless of the location flown. (T-3). While “training” is not conducted during contingency operations, aircrew should not log a mission or event during contingency operations if it does not meet the requirements outlined in this AFMAN and the RTM. Missions and events will be tracked in accordance with RTM guidance. (T-2).

## Chapter 5

## UPGRADE AND SPECIALIZED TRAINING

**5.1. General.** This chapter establishes minimum criteria and training requirements for specialized training.

**5.2. Aircrew Upgrades.** Table 5.1 provides the minimum prerequisites for upgrade eligibility. The hour requirements listed in Table 5.1 are not designed to be the sole determining factor for upgrade eligibility.

5.2.1. Unit commanders will assess upgrade eligibility on an individual basis and may prescribe additional training and/or require a higher hour totals based on individual performance and experience level. (T-2).

5.2.2. Formal School Nominations (Not Applicable for Formal Training Units). For upgrade training, units will send nominations to the MAJCOM office of primary responsibility through group training. (T-2). Include the individual's ARMS flying history report. (T-3). See RTM for example nomination template.

**Table 5.1. Upgrade Prerequisites.**

From	To	Prerequisites (See Notes 1, 2, 3, 4)	Tasks and Events Required (See Note 5)
UNQ	FP	UPT Graduate	C-130J PIQ3/PNQ3 course (long) and HC-130J Differences Training or HC130J-MP-IQ
UNQ	FP	1000 total flying hours (800 FAIP/OSA)	C-130J PIQ3/PNQ3 course and HC-130J Differences Training or HC130J-MP-IQ
FP	MP	C-130J PIQ3 course or HC130JMP-IQ Graduate	HC130J-MP-MQ course or HC130JMP-TX
MP/FP	AC	<b>Total flying hours – PAA</b> PQPs: 1000 (FAIP/OSA 800) – 100/300 (See Note 3) Other: 700 PAA	AC Certification
AC	IP	<b>Total flying hours - PAA</b> 200 PAA since AC Cert.	HC130J-IP-UQ course
UNQ	MN	CSO Training (C-V4P-P) Graduate	HC130J-MN-MQ or HC130JMN-TX course
MN	IN	<b>Total flying hours – PAA</b> 800 – 200	HC130J-IN-UQ course
UNQ	FL	Basic LM Course	C-130J LIQ1 or LXA1 and HC-130J Differences Training or HC130J-ML-IQ

FL	ML	C-130J LIQ3 or LXA3 or HC130J-ML-IQ	HC130J-ML-MQ course or HC130J-ML-TX
ML	IL	<b>Total flying hours – PAA</b> 500--200	HC130J-IL-UQ course
<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>Hours logged in the AC/EC/MC/HC/KC/C-130J and associated WSTs may be credited toward PAA and total hours requirements. Do not use ‘Other’ flight time in calculating an individual’s PAA hours. <b>(T-3)</b>. Do not use ‘Other’ flight time in excess of 100 hours in calculating an individual’s total hours. <b>(T-3)</b>.</li> <li>Total time for all aircraft flown in military service to include student time. Time accumulated must be in the aircrew member's current rating (e.g., pilot, navigator, CSO). <b>(T-3)</b>. See <b>Note 1</b> regarding ‘Other’ time.</li> <li>PQP (PAA): Pilots previously qualified as a pilot in command (PIC) (authorized A-Code) in another MDS require 100 PAA prior to AC certification. <b>(T-3)</b>. Other PQPs not previously qualified as a pilot in command require 300 PAA (to include H/MC-130P/N copilots and MPD transitioning to the HC-130J). <b>(T-3)</b>.</li> <li>See ETCA for determining appropriate C-130J initial qualification courses.</li> <li>Crewmembers previously upgraded as instructors on C-130 type aircraft may be upgraded to HC-130J instructors without completing HC-130J-I(X)-UQ at the discretion of the SQ/CC. Prerequisites and associated notes still apply.</li> </ol>			

**5.3. Mission Pilot Development (MPD).** MPD is the initial level of C-130 pilot development for graduates of SUPT.

5.3.1. During initial and mission qualification training, MPD pilots are trained and qualified to fly in both the left and right seat.

5.3.2. The MPD program is designed to season and train pilots to become ACs. MPD pilots must have an opportunity to fly in both seats in order to maintain skills obtained during initial qualification and mission qualification training. **(T-3)**.

**5.4. MPD Progression.** In-lieu of a MAJCOM training plan, units will manage their training accordingly to prepare MPD pilots for upgrade to AC. **(T-3)**. Training should follow a staged approach to track MPD progress. Additionally, units will develop ground training plans for Stage 1 & 2 to ensure MPD progression in general knowledge, guidance, and regulations. **(T-3)**.

5.4.1. Stage 1 – Proficiency. Fly sorties from either seat and practice executing flying events safely. MPD Stage 1 training should focus on proficiency, general knowledge, safety, and airmanship.

5.4.1.1. Continuation to Stage 2 requires completion of Stage 1 Workbook or designated ground training and 300 PAA hours (See [Table 5.1](#), [Note 1](#) for crediting hours). (T-3). SQ/CCs or SQ/DOs will review MPD progress and approve progression to Stage 2. (T-3).

5.4.1.2. Pilots should not remain in MPD Stage 1 longer than 6 months from initial mission qualification in the HC-130J; however, individual performance may dictate extended time in this stage. It is imperative that instructors provide accurate documentation on MPD Stage 1 progression in critical areas (e.g., max effort procedures, AAR, etc.).

5.4.2. Stage 2 – AC Preparation. Once the MPD pilot demonstrates proficiency in the aircraft, begin training to manage profiles and practice executing the mission as an AC. (T-3).

5.4.2.1. MPDs in Stage 2 need to focus on airmanship, judgment, and decision making, while continuing improvement in proficiency and general knowledge. Instructors should introduce AC responsibilities during combat search and rescue coordinator (CSAR-C) missions in this stage.

5.4.2.2. Continuation to Stage 3 requires completion of Stage 2 Workbook or designated ground training and the upgrade prerequisites in [Table 5.1](#). SQ/CCs or SQ/DOs will review MPD progress and approve progression to Stage 3. (T-3).

5.4.3. Stage 3 – Upgrade Training. MPD pilots enter Stage 3 upon beginning AC certification training. The focus of Stage 3 is demonstrating ability to safely act as an AC. See [paragraph 5.5](#) and [Table 5.1](#).

5.4.4. Stage Progression Tracking. Units will track MPD progression using a training folder (AF Form 4022, *Aircrew Training Folder*), (See [Chapter 6](#) for additional requirements). (T-2). Units will also track individual MPD stage using the Letter of X's (or equivalent), see [Chapter 6](#). (T-2).

5.4.4.1. Tracking and grading of specific flight maneuvers on AF Form 4024, *Aircrew Training Accomplishment Form*, is not required.

5.4.4.2. Instructor pilots will provide training documentation and recommendations after all periods of instruction (both left and right seat sorties). (T-3). ACs will provide documentation and recommendations after off-station missions or as directed by SQ/DO. (T-3).

5.4.4.3. Unit training office will:

5.4.4.3.1. Create standard AF training form overprints (if required). (T-3).

5.4.4.3.2. Ensure instructor pilots (IPs) and ACs complete required documentation. (T-3).

5.4.4.3.3. Ensure training folder reviews are completed and manage MPD permanent training folders. (T-3).

5.4.4.3.4. Review MPD pilot progress during the unit TRP process and forward metrics regarding unit MPD status when requested by MAJCOM/A3T. (T-2).

5.4.5. Periodic Evaluations. MPD pilots will receive evaluations in accordance with AFMAN 11-2HC-130JV2. (T-2).

## 5.5. Aircraft Commander Upgrade.

5.5.1. MPD AC Upgrade. In lieu of a MAJCOM syllabus of instruction, complete training in accordance with a unit developed AC upgrade syllabus. (T-2). SQ/CCs should consider experience, knowledge, and judgment when identifying candidates. It is imperative for nominees to have an in-depth knowledge of systems, procedures, and instructions prior to entry into this upgrade program. AC upgrade is designed to teach MPD pilots AC duties and responsibilities. See [Table 5.1](#) for flying hour prerequisites. AC upgrade training culminates with a recommendation for AC certification.

5.5.2. PQP AC Upgrade. Previously qualified pilots fall into two categories, previous PICs and those not previously PICs (e.g., previous First Pilots, copilots, MPDs). Previous PICs awaiting AC certification should be entered into a unit training program designed to provide rescue mission experience and prepare them to fly as ACs on a new aircraft (not required to be entered into the MPD program). PQPs that were not previous ACs should be entered into a unit developed upgrade syllabus (can be same or tailored version of MPD AC upgrade syllabus). PQPs will not act as an AC until meeting prerequisites in accordance with [Table 5.1](#) and certified by the SQ/CC. (T-3).

## 5.6. Aircraft Commander Certification.

5.6.1. Pilots will not fly as an AC until certified by the SQ/CC. (T-3).

5.6.2. BAQ-only Aircraft Commanders. Units may certify pilots who meet the AC upgrade hour prerequisites of [Table 5.1](#) as a BAQ-only AC.

5.6.2.1. SQ/CCs may certify selected individuals at their discretion. Upon selection, units will enter individuals into a unit-developed certification program. (T-3).

5.6.2.2. SQ/CCs may certify BAQ-only ACs as mission qualified ACs upon completion of mission qualification training. SQ/CCs should consider the individual's mission experience, knowledge, and judgment is acceptable to act in this capacity prior to certification.

**5.7. Aircrew Instructor Upgrade.** A sound and practical aircrew instructor program is a prerequisite for effective training, standardization and aircraft mishap prevention. Unit commanders will personally review each instructor candidate's qualifications and select instructors based on their background, experience, maturity, and ability to instruct. (T-3). Unit commanders will consider the following characteristics: Instructional ability, judgment, personal qualities, technical knowledge, flying experience, and tactical experience. (T-3).

5.7.1. The primary method of initial instructor upgrade is to attend and complete the formal HC-130J instructor training course listed in the ETCA. (T-2). If no quotas exist, units may submit an overage request. Overage requests must be submitted in accordance with [paragraph 1.6.5](#) (T-2). When attendance is not practical or a submitted overage request is denied, units may request an SMT waiver to conduct in-unit upgrade training using formal school courseware. **Exception:** Instructor upgrades & re-qualifications conducted in home station WSTs by contracted flight instructors do not require SMT approval; however, un-programmed training still requires overage approval in accordance with [paragraph 1.6.5](#)



5.7.2. Prerequisites. All instructor upgrade candidates must be BMC or CMR in their unit's mission for a minimum of 6 months and meet the flying hour requirements of [Table 5.1](#). (T-3). Candidates will also meet all prerequisites listed in the ETCA and the formal school syllabus. (T-3).

5.7.3. Instructor Requalification. With SQ/CC approval, crew members previously qualified as USAF aircrew instructors may requalify in-unit without SMT approval. SQ/CCs should take into consideration the previously qualified instructors' experience with rescue roles, missions, and C2.

5.7.3.1. Unit commanders will determine the training required to complete upgrade. (T-3). The upgrade training will culminate in an initial instructor evaluation in accordance with AFI 11-202V2. (T-2).

5.7.3.2. OG/CCs may permit BAQ-only instructors at their discretion. BAQ-only instructors will meet the flying hour requirements of [Table 5.1](#). (T-3). Additionally, BAQ-only instructors must have been previously qualified as USAF aircrew instructors, have a minimum of 200 total instructor hours, and receive a restricted AF Form 8 (BAQ-only), upon satisfactory completion of in-unit upgrade training. (T-3). Unit commanders may certify BAQ-only instructors intending to complete mission qualification as a mission qualified instructor, once initial mission qualification training is completed and upon satisfactory completion of in-unit upgrade training to remove the BAQ-only restriction. The SQ/CC will determine whether the individual's mission experience, knowledge, judgment, and instructional ability is acceptable to act in this capacity. (T-3).

**5.8. Flight Examiner Certification.** Flight examiners are selected from the most qualified and competent instructors. Units will certify flight examiners in accordance with AFI 11-202V2. (T-2).

**5.9. Special Mission Qualifications (SMQ) and Aircrew Certifications.** SQ/CCs will select appropriately qualified crew members to maintain additional SMQs. (T-3). Normally, conduct SMQs in-unit following MQT or requalification. The FTU may teach SMQs as part of mission qualification training, as applicable. [Table 5.2](#) provides a comprehensive list of HC-130J SMQs and aircrew certifications.

5.9.1. A flight evaluation is required for SMQs. (T-3). Conduct evaluations in accordance with AFMAN 11-2HC-130JV2.

5.9.2. An instructor will sign off aircrew certifications using the AF Form 4348 or MAJCOM approved equivalent. (T-2). **Exception:** Certain events require SQ/CC certification, see [paragraph 5.10](#)

5.9.3. Unless specifically noted otherwise in [paragraph 5.10](#), SMQ and aircrew certification training will be conducted in accordance with an approved MAJCOM syllabus or training plan. (T-2).

5.9.4. Instructors may instruct any specialized training in which they are qualified, certified, and current.

**Table 5.2. Special Mission Qualifications and Instructor Certified Events.**

<b>Special Mission Qualifications</b>	<b>Crew Position</b>	<b>Notes</b>
AAR (Receiver) Qualification	MP	4
<b>Instructor Certified Events</b>	<b>Crew Positions</b>	<b>Notes</b>
AAR (Receiver)	MN, ML	2, 9
AAR (Receiver) Precontact Position	MP	9
CSAR-C	IP, IN	8
FARP	MP (AC Only), MN, ML	5, (9 MP, MN Only),
FCF	IP	
High Altitude Aerial Delivery (HAAD)	MP, MN	3, 7, 9
Hot Refueling	MP (AC Only), MN, ML	5, (9 MP, MN Only),
Jumpmaster Directed (JMD) Airdrop	MP (AC Only)	5, 6
MDS Differences Training	All	1
Tactical Recovery	MP	3, 7
Unimproved Landing	MP (AC Only)	5
Hostile Environment Repair Procedures (HERP)	ML	10
<p>AC = Aircraft Commander IP = Instructor Pilot ML = Mission Loadmaster</p> <p>MP = Mission Pilot MN = Mission CSO</p> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Required entry for differences qualification training in accordance with <b>Chapter 2</b> and multipleseries certification in accordance with <b>Chapter 4</b>.</li> <li>2. Not required for initial certification to CMR status; however, once certified in event, currency will affect CMR status.</li> <li>3. Certification required prior to CMR certification.</li> <li>4. Qualification required prior to CMR certification for ACs only. Non-AC MPs may be qualified at SQ/CC discretion.</li> <li>5. Non-AC MPs may be certified in event at SQ/CC discretion, certification will carry-over following AC upgrade.</li> <li>6. Uncertified MPs may perform pilot flying duties when under direct supervision of a certified MP.</li> <li>7. Both pilots must be certified (or under IP supervision) to accomplish event.</li> <li>8. MPs may conduct training with prior OG/CC approval.</li> <li>9. Training &amp; certification may occur in a WST.</li> <li>10. Loadmasters may accomplish training through phase II in the EFUT.</li> </ol>		

**5.10. Aircrew Certification Events Description and Criteria.**

5.10.1. Forward Area Refueling Point (FARP) Certification. Certifies mission pilots, CSOs, and loadmasters (as required) to conduct FARP operations in accordance with current AFMAN, MAJCOM and technical order guidance.

5.10.1.1. Pilots and CSOs may conduct FARP training and certification in a WST.

5.10.1.2. Loadmasters may conduct FARP training through phase II in the EFUT.

5.10.2. Functional Check Flight (FCF) Certification. Certifies instructor pilots to perform functional check flight duties. Units will select FCF pilots from highly experienced instructors. **(T-3)**.

5.10.2.1. The OG/CC will determine program training requirements, but at a minimum: **(T-3)**.

5.10.2.1.1. All candidates will be thoroughly familiar with all HC-130J technical orders and directives. **(T-3)**.

5.10.2.1.2. Pilot candidates should fly one FCF sortie under the supervision of a certified FCF pilot. Pilot candidates may conduct that sortie in a WST.

5.10.2.2. Unit commanders may designate certification requirements for additional crew positions.

5.10.2.3. The SQ/CC will sign off the certification. **(T-3)**.

5.10.3. High Altitude Aerial Delivery (HAAD) Certification. Certifies mission pilots and CSOs in high altitude release point (HARP) procedures.

5.10.3.1. Use the Aircrew Training System (ATS) or MAJCOM approved courseware for academic training.

5.10.3.2. Pilots and CSOs may conduct HAAD training and certification in a WST. A current and qualified instructor of the same crew position will observe the certification event. **(T-3)**.

5.10.3.3. Conduct training under the direct supervision of an instructor. CSO training will consist of at least one flight or WST sortie to include a high altitude airdrop. **(T-3)**. MP training will consist of one sortie to include pilot monitoring duties and Communication/navigation/identification-management unit verification procedures. **(T-3)**. Pilot flying duties are optional but not required.

5.10.4. Hot Refueling Certification. Certifies mission pilots, CSOs, and loadmasters to conduct refueling operations with one or more engines running.

5.10.4.1. Pilots and CSOs may conduct Hot Refueling training and certification in a WST.

5.10.4.2. Loadmasters may conduct applicable portions of Hot Refueling training and certification in the EFUT.

5.10.5. Jumpmaster Directed (JMD) Airdrop Certification. Certifies mission pilots to conduct jumpmaster directed airdrops in accordance with AFMAN 11-2HC-130JV3 and Air Force Tactics, Techniques, and Procedures (AFTTP) 3-3.HC-130, *Combat Aircraft Fundamentals*.

5.10.5.1. Academic training will consist of an instructor review of procedures and guidance prior to flight training. **(T-3)**.

5.10.5.2. Flight training should consist of at least one flight to include an instructor demonstration of a JMD airdrop followed by the student performing flying duties during actual personnel airdrop using JMD procedures.

5.10.6. Tactical Recovery Certification. Certifies pilots to fly tactical recoveries in accordance with AFMAN 11-2HC-130JV3 and AFTTP 3-3.HC-130. Pilots should accomplish certification during mission pilot upgrade and during qualification or requalification for PQPs.

5.10.7. Unimproved Landing Certification. Certifies MPs to conduct landings at semi-prepared (unpaved) landing zones using maximum effort procedures. Units will use the ATS or MAJCOM approved courseware, if available, for academic training. **(T-3)**.

5.10.8. AAR Receiver Certification. Certifies mission CSOs and mission Loadmasters to perform crew position duties during AAR operations.

5.10.8.1. Units will use the ATS or MAJCOM approved courseware, if available, for academic training. **(T-3)**.

5.10.8.2. CSOs and Loadmasters may conduct AAR receiver training and certification in a WST.

5.10.9. Air-to-Air Refueling Receiver Precontact Certification. Certifies MPD pilots to approach a tanker and stabilize the aircraft in the precontact position.

5.10.9.1. Pilots may conduct AAR receiver precontact training and certification in a WST.

5.10.9.2. Units will use the ATS or MAJCOM approved courseware, if available, for academic training. **(T-3)**.

5.10.10. HERP initial training certifies HC-130J loadmasters to conduct HERP on HC-130Js.

5.10.10.1. Loadmasters will complete training in accordance with Air Force Special Operations Command approved courseware until ACC approved courseware is developed. **(T-2)**.

5.10.10.2. Loadmasters shall complete recurring training in conjunction with simulator refresher. **(T-3)**.

5.10.11. CSAR-C certification certifies pilots and CSOs to perform assigned CSAR-C duties.

5.10.11.1. Only CSAR-C certified instructors may instruct CSAR-C certification training. **(T-3)**.

5.10.11.2. A Weapons Officer will oversee all CSAR-C certification training. **(T-3)**.

## Chapter 6

### AIRCREW TRAINING RECORDS

**6.1. General.** This chapter specifies procedures for managing aircrew training records and proper documentation to include permanent training folders and use of the AF Form 4022, AF Form 4023, *Aircrew Training Progress Report*, AF Form 4024, & AF Form 4025, *Aircrew Summary/Close-out Report*. AETC Units will follow AETC guidance for aircrew training records. **(T-2)**. Units using Graduate Training Integration Management System (GTIMS) will publish guidance for aircrew training records in lieu of MAJCOM guidance. **(T-2)**.

**6.2. Permanent Training Folder.** Units will maintain a permanent training folder for all assigned and attached crew members. **(T-2)**. Units will maintain folders in a secure area within the unit training office. **(T-3)**.

6.2.1. If keeping hard copy records, the records should be in a hardback binder with the members name clearly posted on the front and spine. Prominently display the following statement on the outside front and back cover of the binder: "PRIVACY ACT INFORMATION - The information accessed through this system is FOR OFFICIAL USE ONLY and must be protected in accordance with the Privacy Act and **AFI 33-332, Air Force Privacy and Civil Liberties Program**". **(T-2)**.

6.2.2. Units may use electronic folders in lieu of hardback binder folders, to include maintaining electronically via Patriot Excalibur (PEX), or GTIMS. Should the unit choose to maintain electronic records, they must ensure each crew member has a separate electronic folder and organize them in accordance with [paragraph 6.2.3](#) utilizing sub folders for sections (not applicable for PEX or GTIMS). **(T-3)**. Maintain electronic records in accordance with AFI 33-322. **(T-2)**. Unit commanders will ensure these folders are only accessible to personnel needing access to the records and will designate those individuals in writing. **(T-3)**. Individuals requesting access to their own records should coordinate with the unit training office to view or obtain copies of their personal records.

6.2.3. Divide the folder into the following sections:

6.2.3.1. -Section I: Table of Contents. **(T-3)**.

6.2.3.2. -Section II, Designation Letters & Waivers: letters of appointment or letters designating upgrade endorsed by unit CC or DO. **(T-3)**. Also, file individual training waivers in this section. **(T-3)**.

6.2.3.3. -Section III, Aircrew Certifications. Unit certification document (Letter of X's) upon deployment (as required), PCS or permanent change of assignment (PCA); AF Form 4348 (unit discretion). **(T-3)**.

6.2.3.4. -Section IV, Completed Training Documentation. Maintain a copy of all completed and closed out FTU and in-unit training records (AF Form 4025 or equivalent). **(T-3)**.

6.2.3.4.1. All graduate level training records completed will be on file. **(T-3)**.

6.2.3.4.2. File each record in chronological order with the most recent on top. **(T-3)**.

6.2.4. During formal inspections, career training folders may be inspected to ensure compliance with this manual. Individual training records maintained within Section III of the career training folder will not be open to inspection during these visits. **(T-2)**. **Exception:** If an inspection requires review of source documentation to determine qualifications or certifications, inspectors may reference Section III.

6.2.5. Annual Review. Unit training sections will review permanent training folders annually. **(T-3)**. Document review completion in front of Section I. **(T-3)**. Document comments or discrepancies that require an expanded explanation on a memorandum for record (MFR) signed by the unit training officer or designated representative. **(T-3)**. File MFRs behind the record of annual review in chronological order with the most recent on the bottom. **(T-3)**.

6.2.6. Permanent Training Folder Disposition.

6.2.6.1. PCS to Active Flying Unit. The training section will make a paper or electronic copy of the contents of the permanent training folder. **(T-2)**. Seal the career training folder in an envelope and return it to the member for delivery to the next duty station. **(T-2)**. Units will maintain a copy of the permanent training folder for 6 months and then destroy. **(T-3)**.

6.2.6.2. PCS to a Non-Flying Position. Follow guidance in [paragraph 6.2.6.1](#) **(T-2)**. Individuals will transfer their own permanent training folder to a follow-on flying unit after the non-flying assignment. **(T-3)**.

6.2.6.3. Retirement or Separation. Return the permanent training folder to the individual. **(T-3)**. When individuals are not available to receive their records or choose not to receive them, retain for 6 months from the service termination date and then destroy. **(T-3)**.

### 6.3. Upgrade Entry Documentation.

6.3.1. Entry into Upgrade Documentation. Document entry into upgrade by MFR signed by the SQ/CC or SQ/DO. **(T-3)**.

6.3.2. Place upgrade entry documentation in Section II of the individual's permanent training folder. **(T-3)**. This documentation will remain in place until training is complete and properly closed out in accordance with [paragraph 6.5](#) **(T-3)**.

**6.4. Active Training Records.** Initiate a training folder, AF Form 4022 (or MAJCOM equivalent), for formal training (either at formal school or in-unit), mission qualification, special mission qualification, certification training, in-unit upgrade program to the next higher crew qualification, qualification, re-qualification training (either at formal school or in-unit), or for any corrective action or additional training (unless otherwise noted in this manual). **(T-2)**.

6.4.1. The SQ/DOs may waive the training folder requirement if corrective action or additional training is limited. If initiated, the instructor or flight examiner who evaluated the aircrew member's performance will enter comments pertinent to the training deficiency on AF Form 4023. **(T-2)**. Use the existing training folder for end-of-course evaluations that result in additional training. **(T-3)**.

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

6.4.3. Access to Active Training Records. Squadrons will maintain the active training folders for their personnel in a location readily accessible to instructors and supervisory personnel. **(T-3)**. The trainee may review his or her folder at any time.

6.4.4. Instructor Procedures. The instructor or trainer will review the training folder prior to all training periods. **(T-3)**. Those areas not previously accomplished or those, in which crew members require additional training, will be noted for possible inclusion during the current training period. **(T-3)**.

6.4.5. Training Folder and Operations Review. SQ/DOs will review active training folders quarterly, and flight commanders or squadron training representatives will conduct a monthly review. **(T-3)**. Squadron operations superintendents may conduct ops reviews for CEAs.

6.4.6. Monthly reviews ensure training is correctly documented, instructor write-ups adequately document student performance, and that the trainee is progressing in a satisfactory manner.

6.4.7. Quarterly reviews should consist of a sampling of training documentation. The SQ/DO and squadron operations superintendents for CEAs should take this time to ensure students are performing up to standards and the unit training program is meeting unit goals and vision.

6.4.8. Review Documentation. Document reviews on an AF Form 4023. **(T-3)**. The reviewer will annotate "monthly review" or "quarterly review," as applicable, in the training period block. **(T-3)**. Write comments concerning the trainee's progress, status, or recommendations in the mission profile, comments, and recommendations block. **(T-3)**.

**6.5. Training Record Close Out.** Close out training records upon successful completion of the training plan or SOI, or when training is terminated for other reasons (failure to progress, extended DNIF, etc.). **(T-3)**.

6.5.1. A review of training records should be conducted to verify course requirements were completed and that the trainee demonstrated satisfactory performance throughout the course.

6.5.2. Instructors and evaluators will document successful training completion by making an entry in the AF Form 4023 indicating that all required training has been complete to a satisfactory performance level and recommending follow on action (e.g., certification, evaluation, etc.). **(T-3)**.

6.5.3. The training folder (AF Form 4022) will remain 'open' until supporting records such as AF Form 8, Letter of X's, and ARMS updates are completed. **(T-3)**. Once all actions related to the additional certification or qualification are complete, the unit training office will generate an AF Form 4025 to close-out the training record. **(T-3)**. Place a copy of the AF Form 4025 in the AF Form 4022 (top page on left hand side) and individual's permanent training folder in Section IV.

6.5.4. Document termination of training by making an entry in the AF Form 4023 indicating the reason for termination. **(T-3)**. The unit training office will generate an AF Form 4025 to close-out the training folder. **(T-3)**. Place a copy of the AF Form 4025 in the AF Form 4022 (top page on left hand side) and individual's permanent training folder in Section IV.

6.5.4.1. Disposition of Active Training Folders. Squadron training offices will retain all AF Forms 4022 contents until 1 year after training close out. **(T-2)**.

6.5.4.2. After 1 year or prior to a PCS, training offices should return the folder to the crew member.

**6.6. Documenting Aircrew Certifications.** Unit Letter of X's, or equivalent, must document certifications. (T-2). Units may maintain AF Form 4348 to track individual certifications. If units use the AF Form 4348, place it in the permanent training folder in Section III.

**6.7. Letter of Certifications (Letter of X's).** Units will maintain a letter of certifications that provides the SQ/CC a summary document of assigned and attached aircrew certifications and qualifications. (T-3). In the absence of MAJCOM or local guidance, the following information must be maintained within the letter of certifications:

6.7.1. Minimum Items. Assigned and attached aircrew member's rank, name, crew position, qualifications and certifications. (T-3).

6.7.2. Updates. Only update the letter of certifications after the individual's training is complete and the approving authority signs the appropriate qualification or certification documentation. (T-3).

6.7.3. Signature and Posting. The letter of certifications will be published monthly and signed by the SQ/CC (or designated representative). (T-3). SQ/CC (or designated representatives) may use Electronic signatures. Once signed, maintain the certification document in a central location so that it is readily available to squadron supervision. (T-3). This document is considered the "Master" and any pen and ink updates will be initialed by the SQ/CC (or designated representative). (T-3).

**6.8. Instruction for AF Form 4022.** This form is a folder constructed of cardstock paper. The inside covers have tables for documenting training. Attach AF Forms 4023, 4024, and 4025 and additional information (waivers, memorandums, etc.) through the centered holes of the folder. (T-3). Place training guides inside the folder. (T-3). The following subparagraphs provide guidance when documenting training using the AF Form 4022:

6.8.1. Trainee Information (Cover). Provides trainee and course information.

6.8.1.1. Name and Grade. Self-explanatory.

6.8.1.2. Crew Position. Self-explanatory (For aircrew members in an upgrade program, enter the crew position to which they are upgrading). (T-3).

6.8.1.3. Unit of Assignment. Self-explanatory.

6.8.1.4. Type of Training. Enter formal course title or, for special mission qualification, enter type, e.g., FCF. For other types of training, enter a descriptive identifier. (T-3).

6.8.1.5. Class Number. Enter formal school class number; otherwise, leave blank. (T-3).

6.8.1.6. Course Number: Enter only the ETCA formal course number; otherwise, leave blank. (T-3).

6.8.2. Ground Training Summary (inside left). This section provides a chronological record of ground training events. Record non-flying training events. (T-3). Instructors will provide entries for cockpit training device, SIM, operational flight trainer (OFT), partial task trainer (PTT), cockpit procedures trainer (CPT), WST, and ground training (GT). (T-3). Instructors will provide entries for in unit academic instruction conducted according to formal school



courseware. **(T-3)**. Identify classroom academic training as 'AT'. Do not record academic training on the AF Form 4022 summary (even though it appears on the AF Form 4022 as a training period designator). **(T-3)**.

6.8.2.1. Date. Self-explanatory.

6.8.2.2. Training Period. Enter sequentially numbered training period designators, e.g., "CPT-1," "WST-2," "GT-3," etc., or specific course identifier. **(T-3)**.

6.8.2.3. Status. Enter incomplete (INC) and the reason (e.g., "INC-MX" (maintenance) or "INC-PRO" (trainee proficiency)) when an additional training period over those remaining will be required to accomplish the lost training events originally scheduled for that training period; otherwise, leave blank. **(T-3)**.

6.8.2.4. Instructor or Trainer (qualification). Enter the name of the instructor or trainer and aircrew qualification (e.g., AC or IP). **(T-3)**.

6.8.2.5. Training Time. Self-explanatory. Do not include time normally associated with pre-briefing and debriefing. **(T-3)**.

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

6.8.4. Written Evaluations. If applicable and desired, record data for the in-flight evaluation required to complete the training program. **(T-3)**.

6.8.4.1. Date. The date the written evaluation was satisfactorily completed. **(T-3)**.

6.8.4.2. Type. Enter the AFMAN 11-2HC-130JV2 description or other appropriate identifier. **(T-3)**.

6.8.4.3. Grade. Enter according to AFMAN 11-2HC-130JV2. **(T-3)**.

6.8.5. Performance Evaluation Summary. Record data on required evaluations, including reevaluations (if applicable). **(T-3)**.

6.8.5.1. Date Recommended. Enter the date recommended for a performance evaluation (CPT, WST, or flight). **(T-3)**.

6.8.5.2. Type Evaluation. Enter AFMAN 11-2HC-130JV2 evaluation description or other appropriate identifier. **(T-3)**.

6.8.5.3. Instructor (qualification). Enter the name and aircrew qualification of the instructor recommending the student for an evaluation. **(T-3)**.

6.8.5.4. Operations Review. The reviewer's initials indicate a records review has been accomplished following recommendation for an evaluation. **Note:** Flight commanders or supervisors will accomplish reviews during formal training courses. **(T-3)**. SQ/CCs or SQ/DOs will accomplish reviews prior to flight evaluations. **(T-3)**.

6.8.5.5. Date Evaluated. Enter the date the evaluation was completed. **(T-3)**.

6.8.5.6. Evaluator. Self-explanatory.

6.8.5.7. Grade. Enter according to AFMAN 11-2HC-130JV2. **(T-3)**.

6.8.6. Flying Training Summary. This section provides a chronological record of flying training sorties. Log all sorties scheduled even if canceled by external factors such as weather (WX) or maintenance (MX). **(T-3)**.

6.8.6.1. Date. Self-Explanatory. On operational missions, enter inclusive dates (e.g., 28 Jul - 7 Aug 08). **(T-3)**.

6.8.6.2. Training Period. Enter sequentially numbered training period designators (e.g., "S-1," "AD-1," "O-2," etc.). **(T-3)**.

6.8.6.3. Status. Enter "INC" and reasons, "WX," "MX," or —OPS, or "PRO" when an additional training flight, over those remaining, will be required to accomplish lost training events originally scheduled for that period (INC-WX); otherwise, leave blank. **(T-3)**.

6.8.6.4. Instructor (qualification). Enter the name and aircrew qualification of the instructor. **(T-3)**.

6.8.6.5. Mission Time. Enter the total flight-time of the training or operational mission in the top half of the block. **(T-3)**. If documentation of seat-time is required, enter the flight-time the trainee was actually in the seat in the lower half of the block. **(T-3)**.

6.8.6.6. Cumulative Time. Use this block to enter the individual's total cumulative flight-time in the specific training course. **(T-3)**. Enter total cumulative flight-time in the top half of the block and, if required, the total cumulative seat-time in the lower half of the block. **(T-3)**.

6.8.7. Performance and Knowledge Standards (For use with AF Form 4024), see [Table 6.1](#).

6.8.8. Grading Codes (For use with AF Form 4024, see [paragraph 6.10.8](#)).

**6.9. Instructions for the AF Form 4023.** This form provides a narrative description of training missions and is also used for documenting operations review of training progress. File AF Forms 4023 on the left side of the AF Form 4022 in order with the most recent flight on top. **(T-3)**. **Note:** ATS and the FTU may use AF Form 4023 for their courses at their discretion. If additional forms are needed, see AFI 33-360 for guidance.

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

6.9.2. AT, GT, FLY, and ATD (Items 2, 4, and 6). Annotate time allocated for training and keep a running total (Items 3, 5 and 7) by adding previous totals to current training period time. **(T-3)**. Annotate classroom academic training periods as AT and tabulated under the ground training block. **(T-3)**.

6.9.3. Total Training Time (Item 8). Keep a running total of all training time (add Items 3, 5, and 7). **(T-3)**. **Note:** Formal school instructors are not required to record the time on the Form 4023 if the time is tracked by other means.

6.9.4. Remarks and Recommendations (Item 9). Describe the mission scenario. **(T-3)**. Local overprints are authorized. Comments should elaborate on trainee strengths and weaknesses, identify problem areas, record unusual circumstances, and indicate student progress. Recommendations should be specific and include tasks requiring further training and the type of training required. If more space is required for annotating remarks, draw vertical arrows

through sortie information heading section (Items 1 through 8) of following block or form and continue remarks. **(T-3)**.

6.9.5. Instructor Block (Item 10). Instructors will print and sign their name and annotate their rank and crew qualification. **(T-3)**.

6.9.6. Students Block (Item 11). Students will print and sign their name. **(T-3)**.

6.9.7. Reviewer Block (Item 12). For monthly and quarterly reviews, SQ/CCs, SQ/DOs, or flight commanders will print and sign their name and indicate their position. **(T-3)**. Flight commanders may use their initials in the review block after reviewing individual AF Form 4023 entries.

6.9.7.1. Operations Review. In addition to reviewing all AF Form 4023 entries, the flight commander or squadron training representative will conduct a monthly review of active status AF Forms 4022. **(T-3)**. The SQ/CC or SQ/DO will review active status AF Forms 4022 at least once each quarter. **(T-3)**. Document reviews on an AF Form 4023. **(T-3)**. The reviewer will annotate "monthly review" or "quarterly review," as applicable, in the training period block. **(T-3)**. Write comments concerning the trainee's progress, status, or recommendations in the mission profile, comments, and recommendations block. **(T-3)**.

6.9.7.2. Monthly reviews are not required for formal school courses except in documented cases of unsatisfactory progress. **(T-3)**. ATS personnel will review the student's records and ensure all required training is completed prior to entering flight training. **(T-2)**. If students encounter problems during the flying phase, the squadron will conduct reviews as necessary to document unsatisfactory progress. **(T-3)**.

6.9.8. Instructors will complete, and students will review, AF Form 4023 prior to the student's next training period. **(T-3)**.

**6.10. Instructions for the AF Form 4024.** This form tracks, for each sortie, individual event and task accomplishment and grades. Units will overprint event and task listings, total number of repetitions required, and the required proficiency level (RPL) for each event and task. **(T-3)**. Units may combine simulator, ground training, and flight training events on a single Form 4024 provided they are separated and labeled in the training event/task listing columns. Maintain AF Forms 4024 on the right side of AF Form 4022. **(T-3)**.

6.10.1. Name. Self-explanatory.

6.10.2. Crew Position. Self-explanatory.

6.10.3. Course or Phase of Training. Enter the formal course identifier (e.g., HC-130J-MP-MQ). **(T-3)**. For SMQ or certifications, enter the logical training title (e.g., tactical recoveries, FCF, etc.). **(T-3)**.

6.10.4. Sortie. Enter sortie number (e.g., S-1, S-2, CPT-1, WST-1, etc.). **(T-3)**.

6.10.5. Date. Enter the date the sortie took place. **(T-3)**.

6.10.6. Training Event and Task Listing. Enter the tasks and subtasks in the training program that require specific student performance or knowledge proficiency standards. **(T-3)**.

6.10.7. Number Accomplished. Enter the number of times an event was accomplished on that sortie. **(T-3)**.

6.10.8. Grade. Enter a "B", "F," "P," "S," or "U" as appropriate. **(T-3)**.

6.10.8.1. "B" – Briefing item only.

6.10.8.2. "F" – Familiarization item; proficiency is not required. The OG/CC or equivalent operations function will determine whether "F" items are completed by briefing, demonstration, observation, or actual accomplishment. **(T-3)**.

6.10.8.3. "P" – Proficient. The aircrew member has achieved the required proficiency level.

6.10.8.4. "S" – Satisfactory. The aircrew member has not achieved the required proficiency level but progress is satisfactory.

6.10.8.5. "U" – Unsatisfactory. The aircrew member was previously proficient, but has regressed or progress is unsatisfactory.

6.10.9. Total Number Required. Enter the total repetitions of an event or task required by the course syllabus. **(T-3)**.

6.10.10. Total Number Accomplished. Total of the number of repetitions actually accomplished. **(T-3)**.

6.10.11. Required Proficiency Level (RPL). RPL for the specific event and task. Each event and task has a performance standard designated for the required proficiency level the crew member must achieve. In addition, each event and task may have a knowledge standard designated and used in the same manner as a performance standard. The applicable master task list (MTL) and evaluation standards document (ESD) for each weapon system lists the standards for specific events or this manual identifies them. For those weapons systems that do not have any RPL listing, all events have an RPL of "3" for performance and "C" for knowledge (if knowledge standards are used in addition to performance standards). **(T-3)**.

**Exception:** One-time events required for familiarization and not listed in the MTL and ESD or specific weapon system instruction do not have performance and knowledge standard assigned. **Table 6.1** lists performance and knowledge standards.

6.10.11.1. Regression. Once a crew member has received "P" for an event, the only subsequent grade allowed for that event is either "P" or "U". **(T-2)**. Regression occurs when a maneuver is graded "U" after having achieved "P" in the same task. Regression from a "P" to a "U" must have an explanation in the student's training folder (AF Form 4023). **(T-3)**. The overall grade is at the instructor's discretion. For instances of regression, the student must regain proficiency prior to the end of the block of training in order to be recommended for a checkride (when applicable) or certification (when applicable). **(T-3)**.

6.10.11.2. Proficiency Advance. In order to recommend a crew member for a checkride (when applicable) or certification (associated with completion of training), the final grade for each event must meet the RPL and the total number accomplished should normally meet or exceed the total number required. **(T-3)**. **Exception:** Highly proficient crew members may be "proficiency advanced" and the total number accomplished may be less than the total number required.

**Table 6.1. Event and Task Performance Standards.**

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

**6.11. Instructions for the AF Form 4025.**

6.11.1. For each formal training program, units will generate a summary and closeout report detailing the individual's strengths, weaknesses, overall performance, and other pertinent information. **(T-2)**. Unit training offices will complete the report and obtaining all required signatures. **(T-3)**. At formal schools, instructors will accomplish the AF Form 4025 and the SQ/CC's or SQ/DO's signature is optional. **(T-3)**.

6.11.2. It is imperative that SQ/CCs, SQ/DOs, and flight commanders ensure the comments on this form do not reflect personal opinions or biases. Support all comments by information contained in the AF Forms 4023, 4024, or training guides as applicable. **(T-3)**.

**6.12. MPD Training Folder.**

6.12.1. MPD AF Form 4022.

6.12.1.1. Ground training is annotated on the inside front cover of the form. **(T-3)**. Use descriptive identifiers on the inside cover of the 4022. **(T-3)**.

6.12.1.2. Units may use overprints for ground training. If used, place overprints on the left side of the AF Form 4022. Overprints or locally developed tracking sheets may include more, but will not contain less information than is required by the AF Form 4022. **(T-3)**.

6.12.1.3. Annotate sorties on an MPD flight training summary. **(T-3)**. This form is kept on the right side of the AF Form 4022 and is used in lieu of the flying training summary section on the inside right cover of the AF Form 4022. **(T-3)**.

6.12.2. MPD AF Form 4023.

6.12.2.1. Complete this form or a unit-developed overprint for all off-station missions, or anytime that AC, IP, or SQ/DO warrant a write-up. **(T-3)**. Unit commanders may direct additional write-ups for specific events required for MPD development tracking. For multiple-leg missions or deployments, instructors may make one write-up covering the entire mission.

6.12.2.2. Comments should elaborate on trainee strengths and weaknesses, identify problem areas, record unusual circumstances, and indicate student progress. The remarks/recommendations section should include training completed and any other performance based information.

6.12.3. MPD Upgrade to Aircraft Commander (Stage 3). Units will create a new training folder for MPD pilots when selected for AC upgrade in order to ensure directed training requirements are met prior to AC certification. **(T-2)**. Once selected for upgrade, close the existing MPD progression training folder utilizing an AF Form 4025. **(T-3)**. Place a copy of the AF Form 4025 and an upgrade designation letter in the individual's permanent training folder in accordance with [paragraph 6.3](#) & [paragraph 6.5](#) **(T-3)**.

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

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

AFI 11-102, *Flying Hour Program Management*, 30 August 2011

AFI 11-200, *Aircrew Training, Standardization/Evaluation, and General Operations Structure*, 21 September 2018

AFI 11-202V2, *Aircrew Standardization and Evaluation Program*, 6 December 2018

AFI 11-202V3, *General Flight Rules*, 10 August 2016

AFI 11-2HC-130JV3, *HC-130J Operations Procedure*, 8 June 2017

AFI 11-401, *Aviation Management*, 10 December 2010

AFI 11-412, *Aircrew Management*, 15 January 2019

AFI 16-402, *Aerospace Vehicle Programming, Assignment, Distribution, Accounting, and Termination*, 27 September 2019

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 March 2020

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 36-2651, *Air Force Training Program*, 3 January 2019

AFI 65-503, *US Air Force Cost and Planning Factors*, 13 July 2018

AFMAN 11-2HC-130JV2, *HC-130J Aircrew Evaluation Criteria*, 19 February 2019

AFMAN 11-202V1, *Aircrew Training*, 27 September 2019

AFMAN 11-421, *Aviation Resource Management*, 23 March 2020

AFPD 11-2, *Aircrew Operations*, 31 January 2019

AFTTP 3-3.HC-130, *Combat Aircraft Fundamentals*, 1 November 2018

AFTTP 3-3.IPE, *Combat Aircraft Fundamentals Integrated Planning and Employment*, 27 August 2018

***Adopted Forms***

AETC Form 6, *Waiver Request*

AF Form 8, *Certificate of Aircrew Qualification*

AF Form 480, *Aircrew AFSC/Active Flying Justification*

AF Form 847, *Recommendation for Change of Publication*

AF Form 623, *Individual Training Record Folder*

AF Form 1381, *USAF Certification of Aircrew Training*

AF Form 4022, *Aircrew Training Folder*

AF Form 4023, *Aircrew Training Progress Report*

AF Form 4024, *Aircrew Training Accomplishment Report*

AF Form 4025, *Aircrew Summary/Close-out Report*

AF Form 4348, *USAF Aircrew Certifications*

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

### ***Abbreviations and Acronyms***

**AAR**—Air-to-Air Refueling

**AC**—Aircraft Commander

**ACC**—Air Combat Command

**ADSC**—Active Duty Service Commitment

**AETC**—Air Education & Training Command

**AF**—Air Force

**AFR**—Air Force Reserve

**AFRC**—Air Force Reserve Command

**AFSC**—Air Force Specialty Code

**AFTTP**—Air Force Tactics, Techniques, and Procedures

**AGL**—Above Ground Level

**AMC**—Airborne Mission Coordinator

**ANG**—Air National Guard

**API**—Aircrew Position Indicator

**ARC**—Air Reserve Component (AFR and ANG)

**ARMS**—Aviation Resource Management System

**ATD**—Aircrew Training Device

**ATS**—Aircrew Training System

**BAQ**—Basic Aircraft Qualification

**BMC**—Basic Mission Capable

**CC**—Commander or Combat Coded Unit

**CEA**—Career Enlisted Aviator

**CMR**—Combat Mission Ready

**CPT**—Cockpit Procedures Trainer

**CSAR**—Combat Search and Rescue

**CSAR-C**—Combat Search and Rescue Coordinator



**CSO**—Combat Systems Operator  
**CT**—Continuation Training  
**DNIF**—Duty Not Involving Flying  
**DO**—Director of Operations  
**DOC**—Designed Operational Capability  
**EFUT**—Enhanced Fuselage Trainer  
**EO-IR**—Electro-optic/Infrared  
**ESD**—Evaluation Standards Document  
**ETCA**—Education and Training Course Announcements  
**FAIP**—First Assignment Instructor Pilot  
**FARP**—Forward Area Refueling Point  
**FCF**—Functional Check Flight  
**FP**—First Pilot  
**FTE**—Flight Test Engineer  
**FTU**—Formal Training Unit  
**GT**—Ground Training  
**GTIMS**—Graduate Training Integration Management System  
**HAAD**—High Altitude Aerial Delivery  
**HAHO**—High Altitude High Opening  
**HALO**—High Altitude Low Opening  
**HARM**—Host Aviation Resource Management  
**HARP**—High Altitude Release Point  
**HERP**—Hostile Environment Repair Procedures  
**HHQ**—Higher Headquarters  
**INC**—Incomplete  
**IP**—Instructor Pilot  
**IQT**—Initial Qualification Training  
**JMD**—Jumpmaster Directed  
**JPRC**—Joint Personnel Rescue Center  
**LM**—Loadmaster  
**LMQT**—Local Mission Qualification Training  
**MAJCOM**—Major Command

**MDS**—Mission Design Series  
**MFCD**—Multi-functional Color Display  
**MFR**—Memorandum for Record  
**MP**—Mission Pilot  
**MPD**—Mission Pilot Development  
**MQT**—Mission Qualification Training  
**MTL**—Master Task List  
**MX**—Maintenance  
**NAF**—Numbered Air Force  
**N-BMC**—Non-Basic Mission Capable  
**N-CMR**—Non-Combat Mission Ready  
**NVG**—Night Vision Goggles  
**OFT**—Operational Flight Trainer  
**OG**—Operations Group  
**OG/CC**—Operations Group Commander  
**OPR**—Office of Primary Responsibility  
**OSA**—Operational Support Aircraft  
**PAA**—Primary Aircraft Authorization  
**PCA**—Permanent Change of Assignment  
**PCS**—Permanent Change of Station  
**PEX**—Patriot Excalibur  
**PFT**—Programmed Flying Training  
**PIC**—Pilot in Command  
**PMAI**—Primary Mission Aircraft Inventory  
**PQP**—Prior Qualified Pilot  
**PR**—Personnel Recovery  
**PTAI**—Primary Training Aircraft Inventory  
**PTT**—Partial Task Trainer  
**RAMZ**—Rigged alternate method zodiac  
**RAP**—Ready Aircrew Program  
**RegAF**—Regular Air Force  
**RMQT**—Rescue Mission Qualification Training

**RPL**—Required Proficiency Level  
**RTM**—RAP Tasking Memorandum  
**RTRB**—Realistic Training Review Boards  
**SATB**—Standard Airdrop Training Bundle  
**SIM**—Simulator  
**SMQ**—Special Mission Qualification  
**SMT**—Secondary Method Training  
**SOF**—Special Operations Forces  
**SOI**—Syllabus of Instruction  
**SQ/CC**—Squadron Commander  
**SQ/DO**—Squadron Operations Officer  
**SUPT**—Specialized Undergraduate Pilot Training  
**TDY**—Temporary Duty  
**TRP**—Training Review Panel  
**TRSS**—Training Support Squadron  
**UNQ**—Unqualified  
**USAF**—United States Air Force  
**USAFWS**—United States Air Force Weapons School  
**VFR**—Visual Flight Rules  
**VRTD**—Virtual Reality Training Device  
**WST**—Weapon System Trainer  
**WX**—Weather

### ***Terms***

**Academic Training**—A course of instruction normally completed in a classroom setting. Academic training is designed to prepare students for simulator and flight training and is normally completed prior to commencing that training.

**Aircraft Commander (AC)**—The aircrew member designated by competent authority as being in command of an aircraft and responsible for its safe operation and accomplishment of the assigned mission. **Note:** See also PIC. These terms may be used interchangeably.

**Aircrew Certification Events**—Specialized training which does not require a flight evaluation. An instructor or SQ/CC must certify an aircrew member has received the required training and attained the required proficiency and knowledge levels. Training is conducted in accordance with MAJCOM approved syllabus, training plan, or AFI guidance. Instructor certified events are documented on the AF Form 1381, *USAF Certification of Aircrew Training*, AF Form 4348, or MAJCOM approved equivalent.

**Aircrew Training Device (ATD)**—Hands-on training aids that include, but are not limited to, CPTs, Part Task Trainers, WSTs, OFTs, cargo floor trainers, fuselage trainer, VRTD, or SIMs.

**Aircrew Training System (ATS)**—An integrated qualification, upgrade and continuation-training program for aircrew members.

**Air Reserve Component (ARC)**—ANG and AFR units and members, both associate and unit-equipped.

**Ancillary Training**—Universal training, guidance or instruction, regardless of AFSC, that contributes to mission accomplishment. Ancillary training is divided into the following four categories: Annual total force awareness training, selected force training, event driven training, and expeditionary skills training. See AFI 36-2651.

**Basic Aircraft Qualification (BAQ)**—The aircrew status identifier of an individual who has satisfactorily completed training prescribed to maintain the basic skills necessary to fly the unit aircraft. BAQ crew members are authorized to fly transition, instruments, supervised emergency procedures, and non-tactical unit missions to depicted and surveyed airports and landing zones. BAQ crew members are coded as FP, FN, or FL.

**Basic Mission Capable (BMC)**—The aircrew status identifier of an individual who has satisfactorily completed MQT and Local Mission Qualification Training (LMQT), but does not fly frequently enough to maintain CMR status. Such crew members normally accomplish only that training required to remain familiar with the primary missions of their weapon system and unit. These crew members may also maintain special capabilities.

**Combat Mission Ready (CMR)**—The aircrew status identifier of an individual who has satisfactorily completed MQT and LMQT and flies frequently enough to be competent in all aspects of unit operational missions. Such crew members normally accomplish enough training to remain proficient in the primary missions of their weapon system and unit. In addition, these crew members normally maintain special capabilities.

**Combat Search and Rescue (CSAR)**—All forces committed to a specific combat search and rescue operation to search for, locate, identify, and recover isolated personnel during wartime or contingency operations. This includes those elements assigned to provide command and control and protect the recovery vehicle from enemy air or ground attack.

**Combat Search and Rescue Coordinator (CSAR-C)**—The CSAR-C is responsible for ensuring all CSAR related data is flowing to the right assets at the right time, using the most appropriate means for data transmission and the correct format. The CSAR-C coordinates with the Airborne Mission Coordinator (AMC) and Joint Personnel Rescue Center (JPRC) on behalf of the Rescue Mission Coordinator. The CSAR-C is also an information filter for the rest of the CSAR Task Force players, ensuring that all players are operating off a common operating picture. Refer to AFTTP 3-3.HC-130 and AFTTP 3-3.IPE, *Combat Aircraft Fundamentals Integrated Planning and Employment*, for further duties.

**Continuation Training (CT)**—Training to maintain proficiency and improve a crew member's ability to perform unit missions. Formal training sorties (for qualification or upgrade) normally do not count as CT.

**Currency**—The minimum frequency required to safely perform a flying event or sortie.

**Direct Supervision**—An aircrew member is considered under direct supervision when flying with a designated squadron supervisor current and qualified in the event. For pilots this supervisor must occupy a pilot seat with a set of controls. For other crew members the supervisor must be readily available to assume primary duties if required.

**Differences Training**—Training necessary to certify an individual in a different series aircraft within the same MDS in which currently qualified.

**Event**—A specific training element, function, task, or item.

**Formal Training Unit Courseware**—Training materials and programs developed for training aircrew members at formal schools. It includes all student study guides, workbooks, computer-based training lessons, instructor guides, and applicable training records related to the specific course.

**Formal Training**—Any ETCA or ATS course leading to certification or qualification.

**Forward Arming Refueling Point (FARP)**—For the purpose of this manual, ground fuel transfer by HC-130J tanker aircraft to a receiver aircraft, fuel bladder, or fuel vehicle using FARP equipment and checklist.

**High Altitude Aerial Delivery (HAAD)**—Airdrops performed at altitudes above 3000' Above Ground Level (AGL) (3500' AGL for rigged alternate method zodiac (RAMZ)). HAAD includes High Altitude Low Opening (HALO) and High Altitude High Opening (HAHO) procedures and a calculated HARP.

**Hot Refueling**—Aircraft hot refueling is fuel transfer to or from any fuel source other than another aircraft with one or more aircraft engines operating. Hot refueling includes fuel transfer from internal aircraft fuel tanks, auxiliary tanks, or internally loaded fuel bladders.

**Initial Qualification Training (IQT)**—Training (normally completed at the FTU) to qualify a crew member in basic aircraft flying duties without specific regard to the unit's operational mission. The minimum requirement for BAQ.

**Instructor Certified Event**—Events which require additional training to certify the student's attainment of required proficiency and knowledge levels specified in the applicable syllabus. Training is performed by an instructor in the applicable crew position and certifies student performance is within course standards. These events are documented on an AF Form 4348 or Letter of X's.

**Mission Design Series (MDS)**—The official designation for aerospace vehicles used to represent a specific category for operations, support, and documentation purposes.

**Mission Qualification Training (MQT)**—Training (normally completed at the FTU) to qualify a crew member in the unit's primary tasked missions. LMQT is required to complete a crew member's training and certify them as CMR.

**Mission Events**—An event required for crew members to be used on or deploy for operational missions.

**Pilot in Command (PIC)**—The pilot in command is responsible for, and is the final authority as to, the operation of the aircraft. [AFI 11-202V3, *General Flight Rules*] **Note:** See also Aircraft Commander (AC). These terms may be used interchangeably.

**Primary Aircraft Authorization (PAA)**—Aircraft authorized for performance of the operational mission. The PAA forms the basis for allocation of operating resources to include manpower, support equipment, and flying-hour funds. The operating command determines the PAA required to meet their assigned missions (See AFI 16-402, *Aerospace Vehicle Programming, Assignment, Distribution, Accounting, and Termination*). PAA includes Primary Mission Aircraft Inventory (PMAI) and Primary Training Aircraft Inventory (PTAI). PAA hours are used to establish minimum flying hour requirements for upgrade to AC, instructor, and flight examiner. For upgrade, PAA time includes all categories of flight time logged with the exception of “other” and “student” time.

**Primary Mission Aircraft Inventory (PMAI)**—Aircraft authorized for performance of the operational mission. The PMAI forms the basis for allocation of operating resources to include manpower, support equipment, and flying-hour funds. The operating command determines the primary aircraft inventory required to meet their assigned missions (see AFI 16-402). This number normally includes PMAI and PTAI.

**Proficiency**—Demonstrated ability to successfully accomplish tasked event not just safely, but effectively.

**Ready Aircrew Program (RAP)**—A continuation training program designed to focus training on capabilities needed to accomplish a squadron’s core-task missions. MAJCOMs provide appropriate guidance for the purpose of receiving feedback, which allows the MAJCOM to effectively organize, train, and equip each squadron.

**Required Proficiency Level (RPL)**—The level at which a student must perform during a particular phase of training. RPL standards and definitions for task performance and task knowledge are defined in formal school syllabi.

**Secondary Method Training (SMT)**—Formal training conducted at a location not designated as an FTU using SOI and courseware.

**Standard Airdrop Training Bundle (SATB)**—A 15-pound training bundle that may be airdropped to simulate airdrop of static-line personnel, heavy equipment, para-bundles, low velocity containerized loads, or combat expendable platform rigged airdrop loads.

**Tactical Recovery**—A visual (aided or unaided) tactical approach designed to maneuver the aircraft from the enroute environment to an airfield. Pilots will be certified by an instructor to accomplish tactical recoveries. **(T-2)**. CSO directed approaches are not considered tactical recoveries for the purpose of this definition.

**Total Flying Time**—Total time for all aircraft flown in military service to include student time. Total flying time accumulated for upgrade purposes are in the aircrew member's current crew position.

**Training Cycle**—The period of time for which aircrew CT requirements are tracked and maintained. The RTM establishes the aircrew training cycle and reporting requirements.

**Upgrade Training**—Training to qualify or certify a crew member in a higher crew qualification (i.e., AC or instructor).

**Volume**—For the purposes of this manual, volume refers to the number of events or sorties an aircrew member must accomplish in a given training period.

**Virtual Reality Training Device (VRTD)**—A training device that provides a three dimensional interactive virtual modeling for a student to interact with in order to accomplish training tasks. Modeling is dependent upon the training task and course training standards required. Direct local innovation efforts towards the pursuit of HC-130J VRTD Concept of Operations (CONOPS) (posted on ACC/A3JO SharePoint site) or locally developed equivalent (if applicable).

**Weapons System Trainer (WST)**—A six-degrees of freedom, full-motion aircraft simulator which replicates functionality and allows training of all significant tasks of the design aircraft, including limited low-level NVG training with integrated Electro-optic/Infrared (EO-IR), Multi-functional Color Display (MFCD), and radar presentations.

## Attachment 2

## SAMPLE SMT APPROVAL FORMAT

MEMORANDUM FOR ACC/A3J (or MAJCOM/A3T)

FROM: \_\_\_\_\_

SUBJECT: Secondary Method of Training Approval Request for \_\_\_\_\_.

1. \_\_\_\_\_ requests approval in accordance with AFI 11-2HC-130J Vol. 1, para. \_\_\_\_ to conduct

\_\_\_\_\_ via Secondary Method Training (in-unit).

- a. Full Name and Grade:
  - b. Unit of Assignment:
  - c. Current Crew Qualification:
  - d. Total Flying Time/PMAI Time:
  - e. Qualifying to:
  - f. Scheduled Training Start Date:
  - g. Expected Qualification Completion Date:
  - h. Date Last Event Accomplished:
  - i. Unit Mailing Address:
  - j. Member acknowledges ADSC requirement for this upgrade.
2. Secondary method is required due to \_\_\_\_\_.
3. Point of Contact for this request is \_\_\_\_\_.

//XXXX //

\_\_\_\_\_, Lt Col, USAF  
Commander

1st Ind, \_\_\_\_\_, Secondary Method of Training (In-Unit) Approval Request

MEMORANDUM FOR ACC/A3J (or MAJCOM/A3T)

Concur / Nonconcur

//XXXX //

\_\_\_\_\_, Colonel, USAF  
Commander, \_\_\_\_\_

2nd Ind, ACC/A3J (or MAJCOM/A3T)

MEMORANDUM FOR \_\_\_\_\_

Approved / Disapproved

//XXXX //

\_\_\_\_\_, Colonel, USAF

Chief, PR and Joint Integration Division