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SECRETARY OF THE AIR FORCE**

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VOLUME 1**



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Flying Operations

WC-130J AIRCREW TRAINING

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Chapter 1

GENERAL INFORMATION

1.1. General. This manual standardizes guidance for training United States Air Force Weather Reconnaissance (WR) WC-130J aircrew according to AFMAN 11-202V1.

1.1.1. The objective of the aircrew training program is to develop and maintain a high state of mission readiness. The WC-130J may be employed in exercises, Defense Support of Civil Authorities (DSCA) operations, contingencies, and war in any environment. WC-130J aircrew achieve mission readiness and effective employment through the development and mastery of core competencies. These core competencies include the collection of environmental intelligence through tropical cyclone reconnaissance, numerical weather model data assimilation support, specialized environmental reconnaissance, buoy deployment, instrument procedures, troop transport, aeromedical evacuation, mission planning, crew management, command and control, communication, and computers integration with geographic Air Operations Centers (AOCs), and other command and control agencies supporting WR Forces flight operations.

1.1.2. The secondary objective is to standardize WC-130J training requirements into a single document to meet requirements for a basic document in support of DAFPD 11-2.

1.1.3. This publication refers to additional training requirements and guidance contained in other documents. It is recommended that a review of external references be conducted prior to their use to ensure the specific reference is current and unchanged.

1.1.4. The Ready Aircrew Program (RAP) Tasking Memorandum (RTM) is the primary source for aircrew training event frequency, where published. If a conflict exists between this manual and an externally-driven training requirement, other than frequency, comply with the guidance contained in the publication which takes precedence, unless a duly-authorized exemption or waiver is in effect.

1.2. Key Words Explained.

1.2.1. “Will”, “shall”, or “must” indicate a mandatory requirement.

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

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

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

1.2.5. All references to “days” in this manual refer to calendar days.

1.2.6. Aircrew in this manual includes members who are assigned and/or attached.

1.3. Administration. (Reserved for future use).

1.4. Roles and Responsibilities.

1.4.1. Lead Command.

1.4.1.1. Air Force Reserve Command (AFRC) is designated lead command for the WC-130J mission design series (MDS) weather reconnaissance aircraft according to DAFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*, DAFPD 11-2, and DAFPD 10-21, *Rapid Global Mobility*. The lead command is responsible for establishing and standardizing aircrew flying training requirements in coordination with user commands.

1.4.1.2. AFRC Directorate of Air, Space, and Information Operations (AFRC/A3). AFRC/A3 is responsible for developing guidance and coordination related to WC-130J training and operations.

1.4.1.3. AFRC Mobility Operations Division (AFRC/A3M). AFRC/A3M is responsible for overall management and waiver authority of WC-130J training guidance and programs.

1.4.1.3.1. AFRC/A3M will coordinate with AFRC Current Operations Division (AFRC/A3O) and issue updated ground and flying continuation training guidance to Operations Group Commanders (OG/CCs) for implementation via RTM, as necessary. Once issued, RTMs take precedence over guidance contained in the base manual.

1.4.1.3.2. Realistic Training Review Board (RTRB). AFRC/A3M will host a Realistic Training Review Board (RTRB) biennially, or more frequently, as required. The RTRB reviews all training programs for currency, applicability, compliance, and effectiveness. Attendees should include WR Forces representatives and C-130J Maintenance and Aircrew Training System (JMATS) instructors, as applicable.

1.4.1.4. AFRC Current Operations Division (AFRC/A3O). AFRC/A3O is responsible for managing all training course requirements, training tasks, and any other non-MATS courseware related to aerial reconnaissance weather officers (ARWOs) and weather mission specific training for loadmasters (LMs).

1.4.1.5. Training Change Proposals. The primary venue for recommending changes to WC-130J specific training programs and RTM requirements is the RTRB. Otherwise, send proposals for course modifications, deletions or amending course prerequisites to the appropriate division as outlined in [paragraph 1.4.1.3](#) and [paragraph 1.4.1.4](#) AFRC/A3M coordinates recommended proposals with AFRC/A3O and approves or rejects recommendations, then amends course listings where appropriate.

1.4.2. User Commands.

1.4.2.1. Student Management. Major command (MAJCOM) training staff (MAJCOM/A3T) will manage student training requirements in accordance with this chapter.

1.4.2.2. Training Resources. User commands should evaluate training resources (aircraft, aircrew training device [ATD], and aircrew) necessary to accomplish training requirements and identify known shortfalls to MAJCOM/A3T (or equivalent) for resolution. This evaluation should be accomplished during the Mobility Air Forces (MAF) Realistic Training Review Board (RTRB) at a minimum.

1.4.2.3. Recall Procedures. Formal notifications to recall students from a formal school will be sent from the student's squadron commander (Sq/CC) (Sq/CC or squadron director of operations [Sq/DO] for AFRC) through the OG/CC to MAJCOM/A3T (or equivalent)

(email format is acceptable). **(T-3)**. MAJCOM/A3T (or equivalent) will submit approved recall letter (email or Fax) to the 19th Air Force Graduate Operations (19 AF/DOG) for follow-on coordination with 19 AF and FTU registrar. Emergency recall during non-duty hours may be coordinated directly with applicable FTU registrar, with follow-up coordination with 19 AF/DOG on the next duty day (see also [paragraph 1.15](#) for failure to complete training).

1.4.3. Wing Commander (WG/CC). WG/CC will ensure unit/local level agencies and facilities support aircrew ground training programs. **(T-3)**. WG/CCs should coordinate with host and/or co-located units to develop local agreements and consolidate aircrew training support base-wide.

1.4.4. Operations Group Commander (OG/CC) or Equivalent.

1.4.4.1. Training Review Panel (TRP). The OG/CC (or equivalent) will convene a TRP chaired by the OG/CC or designated representative. **(T-3)**. Panel members should include representatives from squadron training, tactics, operations, and safety offices; wing tactics, training, and flight safety offices; and other areas as determined by the commander. Squadrons and detachments not collocated with their OG should participate in the primary TRP, but may conduct their own panel, as approved by their OG/CC. **Note:** Recommend non-co-located squadrons and/or detachments forward panel minutes to the Operations Support Squadron Training Office (OSS/OST) for discussion at the primary TRP and inclusion in the primary TRP minutes.

1.4.4.1.1. Frequency and Documentation. Convene the TRP semi-annually and document pertinent information in TRP minutes that will be maintained for a period of two years from the date of the panel meeting (commanders may increase meeting frequency at their discretion). **(T-3)**.

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

1.4.4.2. OG/CCs will develop and maintain procedures with their local servicing Military Personnel Flight (MPF) for individual aircrew counseling and personnel system updates affecting an active duty service commitment (ADSC) incurred from training described in this AFMAN. **(T-3)**. See AFI 36-2107, *Active Duty Service Commitments (ADSCs)*, and course listing in the Education and Training Course Announcement (ETCA) for more information. OG/CCs may develop additional training requirements and/or programs as necessary to meet unit mission requirements. Units may include such requirements and/or programs in a local supplement to this AFMAN or a local operating instruction (OI).

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

1.4.4.3.1. Appoint a primary and alternate instructor for each non-MATS course. **(T-3)**.

1.4.4.3.2. Publish a ground training schedule (Air Reserve Component (ARC) as required) to include date, time, location, instructor/course OPR, and designated aircrews for each course (both MATS and non-MATS). **(T-3)**. Units may include such details in a local supplement to this AFMAN or a local OI.

1.4.4.3.3. Use MAJCOM, MATS, or unit-developed training products and/or syllabi for all courses, as applicable. **(T-3)**. Units will reproduce non-MATS developed courseware as applicable. **(T-3)**.

1.4.4.3.4. Develop a procedure to monitor academic training programs for course content, currency of materials, instructor availability, and status of training aids. **(T-3)**. Squadrons recommend to the commander changes to existing courses or additional academic training courses required, based on aircrew feedback.

1.4.4.3.5. Send recommendations for changes, additions, and deletions of courses through appropriate channels to appropriate MAJCOM OPRs. **(T-3)**.

1.4.4.4. Instructor Selection and Training. OG/CC (or designated representative) will select course instructors for non-training system courses based on professional qualifications and aptitude to teach. **(T-3)**. Instructors receive credit for the courses they teach.

1.4.4.5. OG/CC should establish and maintain an OSS/OST to ensure training standardization across assigned flying units and coordination with MAJCOM/A3T (or equivalent). OG/CC should select and appoint an appropriately qualified Operations Group Chief of Training from their group's most highly-qualified and experienced instructors. Candidates should have previous training office experience. Stan/Eval and/or FTU experience is highly desired. OG/CCs should staff the OSS/OST with an instructor for each crew position resident within their group and select those personnel based on experience and time remaining on station to provide continuity of operations across aircrew training programs.

1.4.5. WR Formal Training Unit (FTU). The 403rd Operations Group Commander (403 OG/CC) will maintain a WR Formal Training Unit (FTU) Chief to manage and administer aircrew training programs specific to weather reconnaissance operations. **(T-3)**. The WR FTU is responsible for all weather reconnaissance non-MATS training curriculum to include WR unit indoctrination training.

1.4.5.1. Manning. OG/CC (or designated representative) will appoint a WR FTU Chief from the most highly-qualified and experienced instructors. **(T-3)**. A minimum of one instructor will be appointed for each crew position to the FTU. **(T-3)**.

1.4.5.2. Qualifications. Consideration for FTU staff shall be based on experience, availability, and time-on-station to maximize continuity across training programs and all crew positions. **(T-3)**. **Note:** Previous Evaluator or FTU experience is highly desired.

1.4.5.3. The FTU Chief ensures aircrew members complete weather reconnaissance specific mission qualification and certification programs. **(T-3). Exception:** In-unit certifications (e.g., LCLA) can be completed concurrently with FTU training where practical.

1.4.5.4. All WR training (to include unit indoctrination training) will be documented in the electronic grade book (EGB). **(T-3).**

1.4.6. Squadron Training Offices (DOT). Sq/CC, Sq/DO or designated representative will maintain a DOT section to manage/administer aircrew training programs. **(T-3).**

1.4.6.1. Manning. Sq/CC and/or Sq/DO will appoint a DOT flight commander from the most highly-qualified and experienced instructors. **(T-3). Exception:** ARC units with a single squadron may use OSS/OST for this purpose. A minimum of one instructor will be appointed for each crew position to the Squadron DOT office. **(T-3).** At least one DOT staff member (any crew position instructor or civilian technician) should be on duty in DOT during duty hours to the maximum extent possible.

1.4.6.2. Qualifications. Consideration for DOT staff shall be based on experience, availability, and time-on-station to maximize continuity across training programs and all crew positions. **(T-3). Note:** Previous Evaluator or FTU experience is highly desired.

1.4.6.3. The Sq/DO and DOT will ensure aircrew members complete in-unit mission, ground, and continuation training programs. **(T-3).** Units will not enroll aircrew members into another course/upgrade until existing upgrades are complete. **(T-3).** Failure to reasonably progress may require action for removal. **Exception:** In-unit certifications (e.g., LCLA) do not apply and can be completed concurrently with any other training.

1.4.6.4. Unit commanders of returning or inbound trainees will ensure both the student and supervisor(s) complete post-graduate course surveys NLT 240 calendar days after the student's graduation from formal training. **(T-3).** For the most up-to-date location of surveys contact AFRC/A3M.

1.4.6.5. The Sq/DO and DOT will ensure effective training continuity and supervision of assigned and attached aircrew members. **(T-3).** Units should document all flying training and training reviews in the aircrew member's paper training folder or electronic equivalent, as defined by the unit's owning MAJCOM. The preferred (and in some instances, mandated) electronic equivalent for WR training is the Graduate Training Integration Management System (GTIMS).

1.4.6.6. DOT in coordination with the Sq/DO will review training and evaluation records of newly assigned or attached aircrew members and those completing formal training, to determine the necessary training required to complete or certify the individual as basic aircraft qualified (BAQ), basic mission capable (BMC), or mission ready (MR). **(T-3).**

1.4.6.7. DOT will execute squadron-level aircrew certifications and qualifications described in this manual. **(T-3).**

1.4.6.8. DOT will review qualifications and monitor training requirements for squadron assigned aircrew members (to include flight surgeons), where applicable. **(T-3).**

1.4.6.9. DOT in coordination with Sq/DO (or designated representative) will monitor quality of training accomplished and identifies training deficiencies. **(T-3).** Flight

commanders (or designated representative) advise the Sq/DO of additional training needs and ensures any necessary waiver documentation is included in the aircrew member's training record. **(T-3).** **Note:** AFRC requires the use of GTIMS for waiver management.

1.4.6.10. DOT in coordination with Sq/DO will designate and certify unit personnel (when required) to operate ATDs. Only appropriately designated and certified personnel may operate ATDs. DOT will establish a selection process and implement initial and recurring training programs to ensure designated and certified personnel are proficient in ATD operations. **(T-3).**

1.4.6.11. DOT in coordination with Sq/DO will ensure, to the maximum extent possible, flight training sorties (including those conducted when all training requirements for all crew positions in this manual or the RTM have already been met) are executed to meet aircrew, unit, and external user requirements. **(T-3).**

1.4.6.12. The Sq/CC determines FTLs for assigned and attached aircrew members before each training period (see [Chapter 4](#)). **(T-3).** Continuation training requirements in the RTM are the minimum required events. **Note:** Unit commanders may assign additional requirements to any aircrew based on the individual aircrew member's experience and proficiency level.

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

1.4.7.1. Frequency and Documentation. The Sq/CC will convene the STRP at least monthly (quarterly for ARC) and maintain Sq/CC-approved minutes for a period of two years from the date of the panel meeting. **(T-3).** **Note:** DOT chiefs may reproduce/distribute/store minutes, as required, for effective program administration.

1.4.7.2. Format and Content. The STRP will review appropriate subject matter to effectively manage the unit's flight and ground training programs and inform unit leadership on the overall status of training. **(T-3).** The STRP will review individual unit member progress, evaluate that training objectives are being met across assigned training programs, and that the best candidates are selected for upgrade training by reviewing their experience, proficiency level, and retainability. **(T-3).** To accomplish these goals, suggested STRP topics include but are not limited to instructor/evaluator manning, crew position gains/losses, status of aircrew training (e.g., aircrew members in an active training status), post-completion actions (e.g., individual's performance during training, closeout activities, certification actions, course critiques, FTL assignments), future training projections (e.g., unit course allocations, aircrew member's progress, timelines, completion of prerequisites), prioritization of upgrade candidates, current training waivers, projected training waivers, status of unit/individual continuation training, event proration, and semiannual waiver projections/status.

1.5. Waiver Authority.

1.5.1. Review MAJCOM-prescribed guidance for issues concerning MAJCOM management of training requirements. MAJCOM/A3T (or equivalent) is designated as the waiver authority

for managing training course requirements and training tasks and requisites for their assigned units. Lead MAJCOM/A3T (or equivalent) is designated as the waiver authority for managing applicable training systems. Event descriptions and requirements listed in the RTM may include a section that unit commanders may waive on an individual or group/unit basis if the unit is not appropriately resourced or trained to execute. Refer to [paragraph 1.5.10.3](#) for further information on the waiver process.

1.5.2. Flying Hour and FTU Course Prerequisites. Units will not send students to formal training without the required prerequisites or an approved waiver. **(T-2).** OG/CC is the designated waiver authority for flying hour prerequisites for formal upgrade courses (see [Table 5.1](#)). 19 AF/CC is the designated waiver authority for other C-130J FTU course prerequisites specified in the ETCA. Units will route prerequisite waiver requests through their owning MAJCOM/A3T (or equivalent) to Air Mobility Command (AMC) training staff (AMC/A3T) and 19 AF (in turn). **(T-2).** AFRC/A3 is the designated waiver authority for WR FTU course prerequisites. Units should route prerequisite waiver requests for WR course prerequisites to AFRC/A3M. The unit should file a copy of all prerequisite waivers in the student's flight evaluation folder (FEF). **Exception:** Waivers for students attending Weapons Instructor Course (WIC) and Advanced Instructor Course (AIC) will follow guidance from ACC/A3TW. **(T-2).**

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

1.5.4. Formal Training Unit (FTU) Syllabus Waivers. FTU course syllabus waivers/noncompleted events will be annotated in each student's training record. **(T-3).** Students will complete all waived or non-accomplished syllabus/formal course training events that are required for the unit's assigned mission in-unit prior to being assigned MR status. **(T-3).**

1.5.5. Non-FTU Training Program Waivers. Waiver requests for non-FTU training programs will be submitted to the appropriate waiver authority for any planned or expected exception to a non-FTU syllabus, mission certification program, training plan, etc. The waiver should be submitted with sufficient time and detail for the waiver authority to make a determination before the exception occurs. **Note:** Permanent or blanket waivers are not authorized in accordance with AFMAN 11-202V1, except where allowed in [paragraph 1.5.10.3](#).

1.5.6. Training Program Deviations or exceptions without a Waiver. Flying units will report inadvertent/unintended deviations and/or exceptions through channels to the course's owning MAJCOM/A3T (or equivalent waiver authority listed in the course syllabus) who, in turn, makes the appropriate notifications for follow-on action, if required. **(T-3).** Training offices (to include DOTs and FTUs) will document waivers and deviation(s) or exception(s) in the student's training record or MAJCOM-approved electronic equivalent (e.g., GTIMS). **(T-3).** **Note:** A deviation is any unplanned variation to a syllabus, mission certification, or training plan (e.g., failure to meet established training timelines, prerequisite completion/flow). **Note:** An exception is a request to change/remove specific requirement(s) based on unforeseen circumstances that prohibited completion of the training event, as scheduled/written (e.g., mission delay/change, equipment failure, divert).

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

1.5.8. Waiver Format and Routing. Units will adhere to their parent MAJCOM's prescribed format and routing requirements. **(T-3)**. A sample hard-copy memo format can be found at **Figure 1.1**. **Note:** Unless otherwise stipulated, non-AFRC units may use GTIMS (or MAJCOM approved electronic equivalent) to process OG-level and below waivers. In such cases, enter "Info only for HHQ" in the rationale section. For AFRC waivers, submission should be via GTIMS. Waivers should be sent to AFRC/A3M with information copies to the AMC Airlift Training branch (AMC/A3TA), AFRC Special Missions branch (AFRC/A3MT), and AFRC Weather Operations branch (AFRC/A3OW). **Note:** Ensure the reference paragraph to be waived is included in the waiver request. Response is returned to the Unit.

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

1.5.9.1. First-time waivers for individual continuation training event(s) may be granted by the Sq/CC or Sq/DO.

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

1.5.9.3. Subsequent waivers for individual continuation training event(s) missed in three or more consecutive training periods may be granted by the MAJCOM/A3T (or equivalent).

1.5.9.4. Waiver Self-Approval. Commanders shall not waive their own semi-annual training requirements. **(T-3)**. When a commander is the designated waiver authority and requires a waiver for their own continuation training flying events, the next higher-level waiver authority is designated as the waiver approval authority (e.g., OG/CC requires a waiver: first waiver resides with the Sq/CC or Sq/DO for the unit where the OG/CC is attached to fly and a second period waiver is elevated to either the Wg/CC or MAJCOM/A3T [or equivalent]).

1.5.10. Waiver Disposition.

1.5.10.1. Course-Related Waivers. DOT should reference the AF Records Disposition Schedule at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm> for the management of course-related waivers in the student's training record or electronic equivalent (e.g., GTIMS).

1.5.10.2. Continuation Waivers. DOT will maintain a copy of approved continuation training (ground or flying) waivers for a minimum of 48 months from date signed. **(T-3)**.

1.5.10.3. Requirement Waiver. Individuals are expected to perform all events in the volume and in accordance with the descriptions in the RTM to be ready for operations as prescribed. However, commanders may waive event requirements if allowed in this document or the RTM due to unforeseen circumstances, resource limitations, etc. Units will develop a process for tracking individual waivers. **(T-3)**. Blanket waivers, where authorized, will be forwarded to MAJCOM/A3T (or equivalent) and a courtesy copy provided to AMC/A3TA, AFRC/A3MT, and AFRC/A3OW. **(T-3)**. **Note:** AMC/A3TA uses this waiver information in a variety of ways including resource decisions, RTRB action items, and managing mission-related requirements.

Figure 1.1. Sample Waiver Request Format.

<p>MEMORANDUM FOR (<i>Waiver Authority</i>)</p> <p>FROM: (<i>Requester</i>)</p> <p>SUBJECT: Waiver Request – (<i>Individual</i>), (<i>Type of Waiver</i>)</p> <ol style="list-style-type: none"> 1. <i>Name and grade.</i> 2. <i>Flying organization (assigned or attached).</i> 3. <i>Present qualification (include special qualifications/certifications if appropriate).</i> 4. <i>Total flying time; primary aircraft inventory (PAI) time (include instructor or evaluator time, if applicable).</i> 5. <i>Waiver request specifics e.g., cite requirement and requested deviation.</i> 6. <i>Rationale or justification for waiver request.</i> 7. <i>Crew qualification to which person is qualifying or upgrading.</i> 8. <i>Previous attendance at any formal instructor course (include course identifier and graduation date).</i> 9. <i>Training start date.</i> 10. <i>If waiver request for time limit, specify mandatory upgrade or qualification date.</i> 11. <i>Date event last accomplished and normal eligibility period.</i> 12. <i>Remarks (include formal school courseware that is required if the waiver request is approved [e.g., local training]).</i> 13. <i>Unit point-of-contact (include name, rank, telephone number, and functional address symbol, and Email address).</i> 14. <i>Unit address (if requesting formal school courseware)</i> <p style="text-align: right;">(<i>Signature of Requester</i>)</p> <p style="text-align: right;">(<i>Title</i>)</p>
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1.6. Use of Flying Hours.

1.6.1. Structure unit flying training missions to achieve optimum training. Any by-product airlift opportunity resulting from training shall not degrade the intended training. **(T-3)**. Units

should also reference Department of Defense (DoD) Instruction (DoDI) 4515.13, *Air Transportation Eligibility*, DAFMAN 11-401, *Aviation Management*, AFMAN 11-202V1 and MAJCOM directives for additional guidance.

1.6.1.1. It is essential that all personnel at every level prevent the misuse of weather reconnaissance resources as well as the perception of misuse when planning and executing local or off-station training missions.

1.6.1.2. See AFMAN 11-2WC-130JV3, *WC-130J Operations Procedures*, for off-station training flight requirements.

1.6.2. Training on Operational Missions. Unless prohibited or restricted specifically by weapon system operating procedures or theater operations order (OPORD), the OG/CC exercising operational control may approve upgrade, qualification or special qualification training on operational missions. Initial, upgrade and qualification training may be accomplished on tasked weather missions. In order to maximize efficient utilization of training resources, 618 Air Operations Center (AOC) (Tanker Airlift Control Center [TACC]) and tasked units will jointly identify and take maximum advantage of opportunities to conduct appropriate continuation training items that may be conveniently suited to concurrent operational mission segments. **(T-3)**. Examples include weather reconnaissance sorties, buoy deployment sorties, engine running on-/off-loads (EROs), and circling approaches. If necessary, 618 AOC (TACC) and tasked units will coordinate training mission numbers for the specific mission segment. **(T-3)**. Commanders will ensure the training will not impact mission effectiveness and the aircrew member receiving training is under the supervision of an instructor of like specialty. **(T-3)**. Comply with passenger-carrying restrictions found in AFMAN 11-202V3, *Flight Operations*, DAFMAN 11-401, and AFMAN 11-2WC-130JV3, (including any supplements for each).

1.6.3. Unit commanders will utilize aircrew training devices (weapon system trainer, etc.) for continuation training to the maximum extent possible. **(T-3)**.

1.7. In-Unit Training Time Limitations. Comply with the time limitations in [Table 1.1](#) Aircrew members in an in-unit training program for all formal training courses leading to qualification (or requalification), or certification, will be dedicated to that training program on a full-time basis. **(T-3)**.

1.7.1. Training start date is the date of the first significant training event contributing to qualification, certification or upgrade of the aircrew member (e.g., course specific ground training, WST, flight), or 90 calendar days following a member's reporting to the unit following completion of a formal school, whichever occurs first. **Note:** Ancillary training (e.g., SERE related events), may be accomplished without triggering the in-unit training start date. **Note:** For in-unit qualification via secondary method, training time start date for Unit Indoctrination and mission certification begins the day after qualification syllabus completion. Training time ends with the completion of one of the following events: flight evaluation (if required as part of the training program), instructor validation of successful program completion ("sign-off"), or squadron commander certification (if required as part of the training program). Aircrew members should begin their checkride within 60 days of syllabus completion.

1.7.2. Time limitations are defined in **Table 1.1**. Aircrew members in an in-unit training program for all formal training courses leading to qualification (or requalification), or certification, will be dedicated to that training program on a full-time basis. **(T-3).**

1.7.3. Training Time Extensions.

1.7.3.1. Sq/CC or Sq/DO may extend training time (prior to an aircrew member exceeding course time limits specified in **Table 1.1**) for up to 120-days using their MAJCOM-approved waiver process. **Note:** AFRC/A3 has mandated use of GTIMS for waiver management for all AFRC units. No notification to MAJCOM/A3T (or equivalent) is required. Subsequent extensions or extension requests exceeding 120-days require MAJCOM/A3T (or equivalent) approval and will be requested before the aircrew member exceeds authorized training time (standard or previously-waived). **(T-2).**

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

Table 1.1. In-Unit Training Time Limitations (All references are Calendar Days).

Training	Time Limit
Initial Qualification	240 days
Transition Qualification	240 days
Re-qualification	180 days
Unit Indoctrination/Mission Qualification Training (MQT) (Includes in-unit training leading to MR status following initial, difference, or requalification training).	240 days
Transition Mission	180 days
Re-qualification Mission	90 days
National Hurricane Operations Plan (NHOP) Certification (Pilot)	240 days
NHOP Certification (CSO)	720 days
NHOP Qualification (ARWO)	N/A
NHOP Certification (LM)	120 days
Instructor Upgrade	120 days
Mission Commander	180 days
Functional Check Flight Upgrade	180 days

1.8. Training Documentation.

1.8.1. ARMS Event Identification Codes. Standardized ARMS event identification codes have been established for the MAF and WR Forces. Refer to the RTM for applicable WC-130J ARMS codes and event descriptions. OG/CCs (or designated representative) shall document approved unit-defined events, codes, and descriptions in local training guidance, an operating instruction, or publication supplement. **(T-3).**

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

1.8.3. Training Programs Leading to Qualification and/or Certification. The WR FTU and DOT will use a MAJCOM-approved electronic training management system (e.g., GTIMS) or alternatively, an approved paper training folder (e.g., AF Form 4022, *Aircrew Training Folder*). **(T-3).** **Note:** The preferred (and in some instances, mandated) electronic training system is GTIMS. WC-130J units will utilize the AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*, to document award of specific qualifications/certifications in ARMS. **(T-3).** Specifically, block 22 will contain the following minimum information: certification code (e.g., CQ33Y), Certification Name (e.g., Phoenix Banner), and date of certification. **(T-3).** **Note:** See [Chapter 5](#) and/or the RTM for specific certification codes. **Exception:** Personnel may use an AF Form 1522 to credit certification events that do not require assignment of associated training profiles. **Note:** GTIMS is a suitable electronic alternative for the AF Form 4324 and AF Form 1522 as long as all information is included and documentation of the certification can be verified and tracked through ARMS processing.

1.9. Flight Examiner Usage. Flying units may use flight examiners as instructors for any phase of training to capitalize on their expertise and experience. If a flight examiner is an individual's primary or recommending instructor, the same flight examiner should not administer the associated evaluation.

1.10. Instructor Training and Supervision Requirements.

1.10.1. All instructors should be MR (wing level and below). Instructors will be current and qualified in any event that they instruct. **(T-1).**

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

1.10.2.1. All non-current aircrew members while performing the specific event(s) for which they are non-current (See [paragraph 4.9](#)). **(T-3).**

1.10.2.2. All aircrew members in initial, theater indoctrination, upgrade, or requalification flying training, unless exempted by the syllabus. **(T-3).** Upgrade students may fly without an instructor when performing duties not related to the upgrade, unless otherwise restricted.

1.10.2.3. Senior Officer Course (SOC) graduates. (See [paragraph 2.7](#) and [paragraph 4.7](#)). **(T-3).**

1.10.2.4. Any other personnel designated by the WG/CC, OG/CC, or Sq/CC. **(T-3).**

1.11. Transfer of Aircrew Members. Validated training completed prior to transfer will be accepted by the gaining organization and used to determine the appropriate training phase and training level where the newly assigned aircrew member is placed. (T-3). Aircrew members qualified in the same MDS are qualified in that equipment throughout the force when used for the same mission. Instructor training and qualifications of intra-command, inter-command and exchange officers may be accepted at the discretion of the gaining Sq/CC.

1.11.1. For Foreign Military Sales (FMS), guest pilot, and/or exchange officers, see training requirements in DAFMAN 11-401 and applicable MAJCOM guidance. Initial and/or continuation training requirements are specified in the appropriate MOU, operations plan (OPLAN), or agreement and should mirror requirements of this AFMAN to the maximum extent possible.

1.11.2. Training requirements for foreign exchange officers and foreign aircrew students that incorporate classified information, information from Tactics Training, Aircrew Intelligence Training, Communications Procedures, VTRAT Initial and Refresher, and Contingency SERE Indoctrination Training will vary by country, security clearance, need to know, and specific exchange agreement. DOT or designated TRS personnel will consult the base Foreign Disclosure Officer (FDO) to determine an individual's eligibility to receive classified training. (T-0). For example, some exchange officers may be eligible to complete all training events, but only if they deploy with their host U.S. unit, while others may not be eligible to complete any training events involving controlled unclassified information (CUI) or sensitive information.

1.11.3. Partially mission qualified aircrew members (e.g., visual formation but not station keeping equipment (SKE)) may be fully qualified in-unit, with appropriate MATS courseware. Training offices (to include both DOTs and FTUs) will request waivers from the MAJCOM/A3T (or equivalent). (T-2).

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

1.13. Aircrew Rated Management Overview.

1.13.1. Program Requirements Document (PRD). According to AFI 11-412, *Aircrew Management*, Headquarters Air Force Total Force Management (AF/ACTF), in coordination with Headquarters Air Force Weather Plans Branch (AF/A3WX), projects WC-130J long-range training requirements annually in a process called the PRD. Lead and user commands should contribute to the PRD, which becomes a key long-range planning tool for training requirements.

1.13.2. Programmed Flying Training (PFT). AFRC/A3M fulfills the training command’s role in accordance with AFMAN 11-202V1. A key product of this process is the PFT. The PFT balances available training quotas, MATS throughput, schoolhouse capacities and course requirements on a Fiscal Year basis. Annually, units will send projected PFT requirements to

their respective MAJCOM quota managers. (T-2). MAJCOM quota managers will compile and forward projections to HAF/ACTF for inclusion into the Graduate Program Requirements Document (GPRD). Training commands will determine training capacity and report shortfall in the GPRD to HAF/ACTF.

1.13.2.1. HAF/ACTF sponsors an annual PFT conference for attendees to balance training capacity, MAJCOM training requests, and pipeline Undergraduate Flying Training students (Rated and Career Enlisted Aviator (CEA)) against FTU capacity. The training command allocates approved quotas to user commands, which in-turn allocate training quotas to subordinate units. The training command publishes the annual PFT document.

1.13.2.2. Throughout the training year, MAJCOM training staff and PFT managers use assigned/allocated training quotas to assign individual aircrew members into the formal training quotas. (Route USAFE/PACAF quotas thru Lead Command). AMC Force Management branch (AMC/A3TF) will utilize quota management documents to record daily student quota adjustments to the annual PFT.

1.14. Information Management. The following online tools are used for Information Management:

1.14.1. AMC/A3T SharePoint® site: <https://eim2.amc.af.mil/org/a3T/default.aspx>.

1.14.2. Air Education and Training Command (AETC) hosts formal training courses on the ETCA website: <https://cs2.eis.af.mil/sites/app10-etca/SitePages/home.aspx#Home>

1.14.3. Formal School Post Graduate Questionnaire to be completed by aircrew member's supervisor: <https://www.my.af.mil/agepiftprod>

1.14.4. AFRC hosts aircrew training on web site: <https://usaf.dps.mil/teams/13261/default.aspx>

1.14.5. Air and Space Expeditionary Force Center: <https://aef.afpc.randolph.af.mil/default.aspx>

1.14.6. AFRC/A3OW Weather Reconnaissance SharePoint® site: <https://afrc.eim.us.af.mil/sites/A3/A3O/A3OW/WR/SitePages/Home.aspx>

1.15. Failure to Progress or Complete Training. If a student fails to progress according to syllabus or training requirements, the command accomplishing the training will conduct a Progress Review (refer to AFMAN 11-202V1). (T-1). **Note:** For unusual circumstances not addressed in the AFMAN 11-202V1 or this publication, training offices (to include DOTs and FTUs) coordinate with MAJCOM A3T (or equivalent) for guidance. (T-2).

1.16. Career Enlisted Aviator (CEA). The determination of CEA qualification is separate and distinct from skill level upgrades. When an AF Form 8, *Certificate of Aircrew Qualification* is completed for the applicable flight evaluation, then that aircrew member is qualified to perform all duties assigned to that crew qualification regardless of skill level. Aircrew instructor and flight examiner qualifications are also separate and distinct from On-the-Job Training (OJT) Trainer or Certifier designation and are reflected in Air Force Specialty Code (AFSC) by use of "K" prefix (aircrew instructor) and "Q" prefix (aircrew flight examiner) identifiers.

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

1.17.1. Administration. For MATS formal courses only, AMC/A3TF Quota Managers coordinate with OSS/OSTs exclusively. OSS/OSTs are responsible for providing the name/phone number/email address for their primary and alternate quota management points of contact to AMC/A3TF Quota Managers at DSN 779-3577/7881 or commercial (618) 229-3577/7881. **Note:** Squadrons or individuals work through servicing OSS/OST.

1.17.1.1. Quota Allocations. When quotas have been allocated, OSS/OSTs, Sq/DOTs, or the WR FTU will send an email to the AFRC Aircrew Management branch (AFRC/A3RB) (AFRC.A3TB@us.af.mil) and courtesy copy AFRC/A3MT and AFRC/A3OW to begin the quota allocation process (NLT 45 days prior to class start date [CSD]). **(T-2).** **Note:** Allocated training quotas that cannot be filled at least 45 days prior to CSD will be returned to AFRC/A3RB Quota Managers **(T-3)**. AFRC/A3RB will offer the returned training quotas to units on the approved standby list.

1.17.1.2. Prerequisites. All course prerequisites should be completed NLT 30 days prior to CSD to allow for remedial training or substitution. Flying units should identify an alternate candidate for each allocated quota. If the primary candidate becomes unavailable and an alternate is available, training offices will send AFRC/A3RB Quota Managers a substitution request with the alternate's information. **(T-3).**

1.17.1.3. Foreign Exchange Officer Allocations. Units shall properly identify Foreign Exchange Officers on requests for formal course allocations. **(T-3).** Units shall not substitute a local member for a Foreign Exchange Officer once an allocation has been loaded. **(T-3).** When a change is necessary, units will send justification along with the replacement's complete data to AFRC/A3RB Quota Managers for consideration/approval. **(T-2).**

1.17.1.4. Late Changes/No-Shows. Unit leadership will submit a written explanation through OG/CCs to AFRC/A3RB Quota Managers within 5 duty days following any student cancellation/substitution that occurs within 10 calendar days of CSD and for any student "no-show" for an allocated training course. **(T-2).**

1.17.1.5. Additional Allocation Requests. Training offices send requests for additional quotas to AFRC/A3RB Quota Managers. AFRC/A3RB subsequently coordinates with AMC/A3TF to add or reallocate quotas if unit capability is in jeopardy.

1.17.1.6. External Coordination. AFRC units shall not coordinate quota exchanges with other commands. **(T-2).** Training offices will forward all requests to the AFRC/A3RB Quota Managers for coordination with other commands. **(T-2).** Allow for extended coordination time when considering this option.

1.17.2. HQ AMC Orientation Tour/GRACC. Global Ready Aircraft Commander Course (GRACC) is an Aircraft Commander overview of the offices and functions of HQ AMC, 18 AF and the 618 AOC (TACC). Refer questions regarding GRACC to the AMC/A3TF Quota Managers at DSN 779-3576/7881 or commercial (618) 229-3576/7881.

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

1.18. Local Training Supplements. Subordinate units may supplement training in accordance with DAFI 33-360 and applicable governing instructions that establish individual event requirements. Formal School OG/CCs, the Commandant USAF Weapons School (USAFWS), and other unique units with special requirements may determine, obtain MAJCOM approval, and publish ground and flying training requirements (local supplement) for their units (e.g., to define requirements for BMC aircrew members).

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

Chapter 2

INITIAL QUALIFICATION TRAINING

2.1. General Requirements. AFMAN 11-202V1 defines initial qualification training. This chapter specifies the minimum training requirements for initial qualification, requalification, conversion/difference, qualification, and senior officer courses. The primary method of initial qualification and requalification training is to attend and complete the appropriate formal training course listed in the ETCA. When a formal training course (quota) is not available, units may request a waiver to conduct in-unit qualification training using formal school courseware. **Note:** The primary method of initial qualification for CSOs and aerial reconnaissance weather officers (ARWOs) is completed in-unit via courseware approved by AFRC/A3. A waiver is not required for these aircrew members to attend the FTU.

2.2. Initial Qualification Training (IQT). Prerequisites: Aircrew members identified for IQT will complete initial qualification prerequisites in accordance with the ETCA website, this manual, and the course syllabus. **(T-3).**

2.3. Ground Training Requirements. Aircrew members identified for IQT should reference AFMAN 11-202V1 and this manual for ground training requirements. During formal training, aircrew members may complete (and receive credit for) aircrew-specific mobility training events found in the RTM. See the appropriate formal training course syllabus.

2.3.1. Ground training events from **Table 2.1** that are not accomplished at the FTU or formal course are completed at the gaining unit. The FTU will provide suitable documentation to the gaining unit for non-completed items that includes the appropriate ARMS Event Identifier(s) and Event Description. **(T-3).**

2.3.2. Survival, Evasion, Resistance, and Escape (SERE) Training.

2.3.2.1. DOT and SARM should use completion dates from initial SERE school(s) conducted in accordance with AFI 16-1301, *Survival, Evasion, Resistance, and Escape (SERE) Program*, and initial aircrew flight equipment (AFE) training course(s) (usually accomplished during formal school) to establish the follow-on due dates for refresher training.

2.3.2.2. DOT and SARM will use graduation date from S-V80-A, *SERE Training*, for initial SS02, Combat Survival Training, and SS03, Conduct after Capture training dates. **(T-3).**

2.3.2.3. DOT and SARM will use graduation date from S-V85-A, *Emergency Parachute and Water Survival Training*, for initial SS05, Water Survival Training, and SS06, Emergency Parachute Training (EPT) dates. **(T-3).** **Note:** Loadmasters (LM) having accomplished only S-V90-A, *Water Survival, Non-Parachuting*, training in a previous weapon system training program will attend S-V85-A, *Emergency Parachute and Water Survival Training*, in order to fulfill EPT in weapon systems where SS05 is required. **(T-3).**

2.3.2.4. Aircrew members should reference AFI 16-301 and locally developed guidance to complete initial and periodic Local Area Survival refresher training.

2.3.2.5. Aircrew members should reference AFI 16-1301 and locally developed guidance to complete periodic SERE, EPT, and Water Survival refresher training.

2.3.3. Crew Resource Management/Threat and Error Management (CRM/TEM). CRM/TEM is designated as the WR training standard for CRM training and will be integrated into aircrew training programs, where appropriate. (T-3). See [Chapter 6](#) for specific details.

2.3.4. Before First Flight Requirements. Training missions may be flown before completing all items listed in [Table 2.1](#) provided physiological training, flight physical, emergency egress training, aircrew flight equipment familiarization training and fit check are accomplished.

Table 2.1. Initial Qualification Ground Training Requirements.

Code	Event	Crew Position	Notes
	Flight Physical	All	1, 4
	Physiological Training	All	1, 4
GC33Y	Aircrew Anti-Hijacking Training		
GD17Y	Aircrew Intelligence Training (AIT)	All	2, 5
GD25Y	Crew Resource Management (CRM)/Threat and Error Management (TEM) Initial Training	All	
GD39Y	Hazardous Cargo Training	P, L	
GD55Y	Instrument Refresher Course (IRC)	P, N	
X61DY	Weather Tactics Training	All	
GE05Y	Law of War (Basic) CBT (Formerly LOAC)	All	
GE12Y	Self-Aid Buddy Care (SABC) Hands-On Training	All	
GH01Y	Communications/COMSEC Procedures Ground Training	P, A	2
GM09Y	Isolated Personnel Report (ISOPREP) Review	All	2
GM21Y	Small Arms Training	All	
LL01	Aircrew Flight Equipment Familiarization Training	All	1
LL03	Emergency Egress Training - Non-Ejection Seat	All	1
LL06	Aircrew Flight Equipment Training (AFET)	All	
LL07	Aircrew Flight Equipment (AFE) Check	All	1
SS20	Level-C, (SERE Training, S-V80-A)	All	3
SS31	Emergency Parachute Training/Water Survival Training, [S-V85-A (formally S-V80-B, S-V-86-A, S-V90-B)]	All	
SS35	Emergency Parachute Training, (S-V80-B) (replaced S-V85-A)	All	

Notes:

For the Crew Position column, “P” means pilot, “N” means CSO, “A” means ARWO, and “L” means Loadmaster. “All” means the requirement includes Flight Surgeons. Previously certified and qualified mission ready aircrew members transferring between units or in a transition program (between flying units in same major weapon system (MWS)) will accomplish LL01, GD11Y, LL07 and any applicable events in which they have lost currency. **(T-3)**. In addition, cross-flow aircrew members will accomplish weather tactics training. **(T-3)**.

1. Mandatory grounding item; individual will not fly until required training is accomplished. **(T- 1)**.

2. Not required for BAQ aircrew members (includes SOP1LP senior officer course graduates, senior officers and staff officers maintaining BAQ) unless mission requirements dictate otherwise.

3. Personnel who have successfully completed S-V80-A prior to 31 Dec 2006 are not required to attend S-V80-B, in this case use S-V80-A completion date for S-V80-B.

4. These items are tracked on each aircrew member’s individual data summary (IDS) and do not require an ARMS ID to track.

5. Core concepts of the aircrew intelligence class are covered in addition to a tailored concentration of briefings covering the unit’s respective area of responsibility.

2.4. Flying Training Requirements. Aircrew members should reference AFMAN 11-202V1, this manual, and the formal school syllabus for flying training requirements to complete for initial qualification. CSOs and ARWOs will complete WC-130J IQT in-house using AFRC/A3 approved courseware. **(T-2)**. The WR FTU will maintain all training courseware. **(T-3)**.

2.5. Conversion, Transition and Difference Training.

2.5.1. Conversion Training. Conversion training which results in a new aircraft qualification requires completion of a formal school initial qualification course. Conversion training is normally associated with a unit conversion to another MDS (e.g., C-17 to WC-130J).

2.5.1.1. Flying units conducting Conversion, Transition or difference training will form a nucleus of instructor and flight examiner personnel (initial cadre) to begin aircrew conversion. **(T-3)**. If converting an entire unit and adequate training quotas are not available, qualified personnel from other units normally provide the initial cadre. See AFI 11-202V2, *Aircrew Standardization and Evaluation Program*, for additional guidance on instructor evaluations. Units will publish a letter identifying initial cadre of instructors and flight examiners by crew qualification. **(T-3)**.

2.5.1.2. Initial cadre members will not be designated in an aircrew position higher than currently held, e.g., C-17 or C-130H mission pilot to WC-130J evaluator pilot, unless previously qualified in the new aircraft. **(T-3)**.

2.5.2. Transition Training. Transition training is a shortened version of IQT that gives aircrew members cross-flowing from another military aircraft credit for acquired aviation proficiency.

2.5.3. Difference Training. Units complete difference training to certify aircrew members in a different series C-130J aircraft. **Exception:** Block 6.0 to 8.1 and Block 8.1 to 6.0 difference training courses will be conducted by MATS via formal training courses.

2.5.3.1. Base anticipated difference training on future configurations and upgrades. Sq/CC or designated representative will determine mission training required. **(T-3).**

2.5.3.2. Instructor and Flight Examiner aircrew members converting from one model C-130J to another may remain instructors or flight evaluators at the discretion of the gaining unit commander (or appropriate ARC Air Operations Officer).

2.5.3.3. Block 8.1. Sq/CCs will assess which aircrew members will be certified to fly both Block 6.0 and Block 8.1 concurrently. **(T-3).** If certified to fly both, members will maintain training “Block 6.0 Sortie” and “Block 8.1 Sortie” event frequencies listed in the RTM. **(T-3).** All aircraft related training events should be completed on Block 8.1 to the maximum extent.

2.5.3.4. WR unit indoctrination training will encompass the unique characteristics of the WC-130J. **(T-3).** Ground and flight training will consist of equipment and configuration differences, as well as aircraft flight characteristics and familiarization training. **(T-3).** All unit indoctrination training will be documented in the EGB maintained by the WR FTU. **(T-3).**

2.6. Multiple Qualifications. Multiple Qualification requirements are addressed in AFMAN 11-202V1. Aircrew members with multiple qualifications will attend a formal initial qualification or transition course for multiple qualifications in different MDS aircraft (e.g., C-130J and C-130H). **(T-1).** Aircrew members will, at a minimum, maintain FTL A currency requirements in each aircraft (N/A for senior officers). **(T-1).** Aircrew members will refer to the MDS-specific AFMANs for training requirements in the other aircraft. **(T-1).**

2.7. Senior Officer Qualification Requirements. AFMAN 11-202V1 identifies senior officer qualification training requirements. See formal course syllabus for additional guidance.

2.7.1. Senior Officer Course (SOC) syllabi are labeled Senior Officer Pilot (SOP) courses. All C-130J SOP courses result in a supervised status, requiring the SOP graduate to fly with an IP at all times. Flying with an IP does not allow a C-130J SOP graduate to perform events they are not qualified to accomplish unless the SOP was a previously unrestricted qualified WC-130J or C-130J pilot. **(T-3).**

2.7.1.1. The SOP1 course is intended for general officers who are not part of a flying unit.

2.7.1.2. The SOP2 course is intended for wing commander and below senior officers who wish to perform mission events.

2.7.1.3. Wing Commander and below senior officers will attend the SOP2 course in the FTU with waiver authority at MAJCOM/A3. **(T-2).**

2.7.2. Senior Officer Unrestricted AF Form 8. Two-person cockpit tactical airlift is inherently dangerous and requires both pilots to be fully trained and aware of their surroundings. A previously fully-qualified WC-130J SOP may have a requirement to become fully qualified (i.e., unrestricted AF Form 8). If so, the SOP will attend the MATS full qualification course (e.g., PXA/B/C), based on previous qualifications, with waiver authority at MAJCOM/A3. **(T-2).** Previous C-130J qualified pilots may complete requalification in accordance with

paragraph 2.9 SOP may not meet all prerequisites for participation in contingency missions. For special SOP expectations, see DAFMAN 11-401 and AFI 11-401_AMCSUP_1, *Aviation Management*.

2.7.3. Senior officer training, qualification, and certification should occur within the first 180 days after assuming the assignment.

2.8. Flight Surgeons. Flight surgeons may fly with their assigned unit in accordance with local OG/CC guidance and may log flight time during IQT. Flight surgeon IQT includes required ground training events from **paragraph 3.5** and the first two sorties in the member's primary assigned aircraft. Designate flight surgeons as mission qualified and mission ready in their primary assigned aircraft upon completion of IQT.

2.9. Requalification Training. AFMAN 11-202V1 specifies requalification training limits and requirements. Go to <https://cs2.eis.af.mil/sites/app10-etca/SitePages/home.aspx#Home> for formal Aircrew Training System courses. The aircrew member is unqualified upon expiration of the qualification evaluation, loss of currency exceeding 6 months (for currency items specified in the RTM), or completion of a qualification evaluation in a different MDS (unless multiple qualification has been approved prior to the evaluation), whichever occurs first. The duration of unqualified time is from the date the aircrew member became unqualified until the specific retraining start date. For ADSCs related to aircrew training, see AFI 36-2107. For in-unit requalification training using MATS support, see **paragraph 1.5.3**.

2.9.1. For those events requiring certification, but no recurring training such as Phoenix Banner, loss of aircraft qualification due to expiration of the qualification evaluation results in loss of those certifications. The Sq/CC will determine if training is required to regain certification. **(T-3)**.

2.9.2. The Sq/CC should consider items to include the amount of time since expiration of aircraft qualification, aircrew member's experience level, and any changes to the event when determining what, if any, training is required. If training is required, options could range from only ground training to the full syllabus for the certification.

Chapter 3

MISSION QUALIFICATION TRAINING (MQT) AND CERTIFICATION

3.1. Overview. This chapter establishes minimum criteria and training requirements for MQT and certification. All aircrew members will complete IQT prior to MQT and MR Certification. **(T-2).** The primary method for completion of MQT is the WR FTU. Units conducting MQT may arrange training events and/or mission sequences to maximize effectiveness of flying training hours and accomplish the training mission.

3.2. Mission-Ready Certification. An aircrew member is formally designated MR after successful completion of all MQT ground and flying training requirements, the Sq/CC (or designated representative) completes a review of the aircrew member's training record, and the Sq/CC (or designated representative) approves and documents the aircrew member's MR certification. **Note:** See [Table 1.1](#) for training time limitations. **Note:** See [Table 5.1](#) for guidance to assign crew position identifiers for aircrew members when completing the different phases of training.

3.2.1. Weather MQT is completed in unit using approved syllabi. Pilots and loadmasters receive MQT locally and then complete an initial mission evaluation check ride. Mission qualification training for CSOs and ARWOs is conducted concurrently with IQT. MR certification allows the aircrew member to fly unsupervised on National Winter Season Operations Plan (NWSOP) tasked missions, synoptic tracks, buoy deployments, and local weather training missions.

3.2.2. Pilots. Pilots will attain initial qualification through the C-130J FTU. **(T-2).** Unit indoctrination training should be completed before beginning MQT. MQT will include all ground and flying training covering low level invest, fix missions, synoptic, buoy deployment, winter storm flights, max effort takeoff and assault landings (if not taught at the FTU). **(T-3).** MQT will be concluded upon successful completion of a flight evaluation. **(T-3).** NHOP certification may be completed once the student has been exposed to an appropriate mix of tropical reconnaissance missions. The NHOP certification will be documented in the EGB and maintained in the WR FTU. **(T-3).** MQT and NHOP certification training may be completed simultaneously.

3.2.2.1. Aircraft Commander Initial Qualification (ACIQ) and Pilot Requalification (PREQ) Graduates. ACIQ and PREQ graduates requalifying to aircraft commander will be coded as "FP" with the appropriate suffix in ARMS upon completion of all MQT requirements. **(T-3).** Units will then count them as MR pilots for SORTS and TRP purposes and they may fly as a "FPL" on any mission (including operational missions). **(T-3).** ACIQ and PREQ graduates will be coded as "MP" in ARMS once they have been certified as an aircraft commander by the Sq/CC (or designated representative). **(T-3).** ACIQ and PREQ graduates shall not fly as pilot-in-command until formally certified as a "MP" by the Sq/CC (or designated representative). **(T-3).**

3.2.2.2. Pilot Initial Qualification (PIQ) Graduates. PIQ graduates will be coded as "FP" with the appropriate suffix in ARMS upon graduation from formal training. **(T-3).** Units will count these graduates as pilots for tracking purposes. **(T-3).** PIQ graduates will be

coded as “MP” in ARMS once they have been certified as an aircraft commander by the Sq/CC (or designated representative). **(T-3).**

3.2.3. CSOs. Due to the unique nature of the WC-130J CSO crew position, there is no FTU pipeline in AETC. Upon completion of the MQT training syllabus and successful completion of a flight evaluation, the CSO will be awarded the flight qualified navigator (FN) crew position and Flight Training Level (FTL) C. **(T-3).** NHOP certification may be completed once the student has been exposed to an appropriate mix of tropical reconnaissance missions. The CSO will be awarded the mission qualified CSO (MN) crew position and FTL C upon completion of NHOP certification. **(T-3).** The WR FTU will maintain documentation to include documenting NHOP certification in the EGB and GTIMS. **(T-3).** MQT and NHOP training may be completed simultaneously.

3.2.4. ARWOs. Due to the unique nature of the WC-130J ARWO crew position, there is no FTU pipeline in AETC. Upon completion of the MQT training syllabus and successful completion a flight evaluation, the ARWO will be awarded the flight qualified ARWO (FAW) crew position and FTL C. **(T-3).** ARWOs may enter NHOP Qualification training any time after completing MQT. The ARWO will be awarded the mission qualified ARWO (MAW) crew position and FTL C upon successful completion of the NHOP flight evaluation. **(T-3).**

3.2.5. Loadmasters. Loadmasters will attain initial qualification through the C-130J FTU. **(T-2).** Loadmasters will then complete unit indoctrination training before attending the WR FTU. **(T-3).** An instructor loadmaster will teach the WR FTU ground training under the supervision of an instructor ARWO. **(T-3).** Upon successful completion of the basic weather training, the loadmaster may enter MQT. MQT will be concluded upon successful completion of a flight evaluation. **(T-3).** NHOP certification may be completed once the student has been exposed to an appropriate mix of tropical reconnaissance missions. The loadmaster will be awarded the mission qualified loadmaster (ML) crew position and FTL C upon completion of NHOP certification. **(T-3).** The WR FTU will maintain documentation to include documenting NHOP certification in the EGB and GTIMS. **(T-3).** MQT and NHOP Certification training may be completed simultaneously.

3.3. Ground Training Requirements. Aircrew will complete all syllabus and ancillary ground training events in [Table 2.1](#) and [Table 3.1](#) before certification as mission ready. **(T-3).** Training may be accomplished concurrently with other training.

Table 3.1. MQT Ground Training Requirements.

Code	Event	Crew Position
GD81Y	Unit Indoctrination Training	All
LL01	AFE Familiarization	All
LL07	AFE Fit Check	All
SS01	Local Area Survival	All

Notes:

Accomplish all events upon arrival after each permanent change of station (N/A if aircrew member's flying unit of assignment/attachment does not change). See event description in the RTM.

3.4. Flying Training Requirements.

3.4.1. BAQ aircrew members pursuing MR status will be assigned a Flight Training Level and accomplish continuation training requirements (reference **Chapter 4**). **(T-3)**. Prorate continuation training requirements based on the training time start date as defined in **paragraph 1.7.1 (T-3)**. Aircrew members should reference **paragraph 4.4.1** for credit of events accomplished during Mission Certification Training (MCT). Aircrew members pursuing MR status who fail to accomplish minimum aircrew requirements without a waiver (currency and semi-annual) will fly in a supervised status when that event is required for a particular flight. **(T-3)**.

3.4.2. Aircrew members pursuing MR status that are non-current for an event may be certified MR. These aircrew members will remain non-mission ready (N-MR) for that event and will be supervised on any flight requiring that event. **(T-3)**. Reference the RTM for further guidance.

3.4.3. After arrival at new duty station, all aircrew members will receive a local area briefing and supervised local orientation flight (not applicable for in-unit initial, requalification or upgrade training). **(T-3)**. The lack of a local briefing and local flight does not preclude the aircrew member from deploying as MR.

3.4.4. Newly assigned aircrew members initially qualifying or requalifying in the unit mission will fly under the direct supervision of a like position instructor until completion of Unit Indoctrination and difference training (as required). **(T-3)**. After completing all flying training events and prior to completing all ground training events, Sq/CCs may allow aircrew members to fly unsupervised on training flights. This is allowed provided the remaining ground training items do not affect mission accomplishment for that flight.

3.4.5. Aircraft Refueling. Hands-on aircraft refueling does not occur during the FTU qualification courses. First assignment loadmasters will accomplish one aircraft refueling to the satisfaction of an instructor prior to flying unsupervised. **(T-3)**.

3.4.6. Assault Landing Training. Conduct assault takeoff and landing IQT on a landing zone (or painted landing zone) of 3,000 feet or longer. See AFMAN 11-2WC-130JV3 for additional guidance on maximum effort takeoffs.

3.4.7. Joint Airborne and Air Transportability Training (JA/ATT) Missions. When participating in JA/ATT missions, unqualified and non-current aircrew members may be utilized in their respective crew positions provided they are supervised by an instructor or flight examiner (See **paragraph 1.10**). Comply with direct supervision requirements of DAFMAN 11-401 when carrying passengers (including paratroopers).

3.5. Flight Surgeon Training Requirements. Flight Surgeon requirements are established in AFMAN 11-202V1, AFI 16-1301, and AFI 11-301V1, *Aircrew Flight Equipment (AFE) Program*.

In addition to any external requirements from those publications, flight surgeons will complete the following training events prior to their first flight at a new base:

- 3.5.1. Expired and non-complete continuation ground and mobility events in paragraph [4.6.1.1](#) and [4.6.1.2](#) **(T-3)**.
- 3.5.2. Unit Indoctrination Training (GD81Y). **(T-3)**.
- 3.5.3. Aircrew Flight Equipment Familiarization (LL01). **(T-3)**.
- 3.5.4. Local Area Survival Training (SS01). **(T-3)**.

Chapter 4

CONTINUATION TRAINING

4.1. General Requirements. This chapter combined with the RTM establishes the minimum ground and flying continuation training required to maintain currency. Individual proficiency may require a greater number of events. Unit commanders will ensure aircrew members receive sufficient continuation training to maintain individual proficiency. **(T-3).** Refer to the current RTM for continuation ground, mobility, flying training requirements, and ARMs event identifiers and descriptions.

4.2. Aircrew Status. WC-130J Aircrew members are assigned to one of the following statuses:

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

4.2.1.1. Aircrew members will not fly without an instructor on operational missions (e.g., Defense Support of Civil Authorities, DoD, etc.) until they are MR. **(T-3).**

4.2.1.2. To fly National Hurricane Operations Plan (NHOP) tasked missions unsupervised, aircrew members must have an NHOP Certification (pilots, CSOs and loadmasters) or NHOP Qualification (ARWOs) is required. **(T-3).**

4.2.2. Basic Mission Capable (BMC). An aircrew member who has satisfactorily completed IQT and MQT, is qualified in some aspect of the unit's mission, but does not maintain MR status. The aircrew member will be able to attain full qualification to meet operational taskings within 30 days. **(T-3).**

4.2.2.1. BMC aircrew members may include flying personnel assigned to MAJCOM headquarters, numbered air forces (NAFs), Expeditionary Mobility Task Forces (EMTFs), AOC, US Air Force Expeditionary Center (USAF EC), contingency response groups, Air Mobility Operations Group and Wing (AMOG/AMOW), FTU, direct reporting unit (DRU), senior officers, or others.

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

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

4.2.3. Basic Aircraft Qualification (BAQ). An aircrew member who has satisfactorily completed IQT and is qualified to perform aircrew duties in the unit's aircraft. The member will perform at the minimum frequency necessary to meet the most recent sortie and flight standards set in this manual and current RTM. **(T-3).**

4.2.4. In addition to the above, MR, BMC, and BAQ aircrew members should reference AFMAN 11-202V1, paragraph 3.1.5. and the RTM for minimum requirements to accomplish and/or maintain (for their assigned status).

4.2.5. Non-Mission Ready (N-MR), Non-Basic Mission Qualified (N-BMC), and Non-Basic Aircraft Qualified (N-BAQ) are defined as aircrew members that are unqualified, non-current or incomplete in required continuation training, or not certified to perform the unit mission within their designated status. See [paragraph 4.10](#) for specific guidance on aircrew members who are non-current or incomplete in required continuation training. **Exception:** FTL A aircrew members are defined by the “**Note:**” in [paragraph 4.3.1.1](#).

4.3. Flying Training Levels (FTL).

4.3.1. The Sq/CC (or designated representative) determines and assigns each aircrew member an appropriate FTL before the start of each semi-annual period. Base FTL on an aircrew member’s experience and aircraft proficiency. **Note:** Newly assigned aircrew members are assigned a FTL during in-processing. **Note:** Aircrew members may be assigned a FTL that is more restrictive, but never less restrictive, than the requirements under this paragraph.

4.3.1.1. FTL A - Highly-Experienced Aircrew Members (typically, aircrew members having 10 or more years of operational flying experience). Examples include, but are not limited to: personnel assigned to MAJCOM HQ, NAF, AOC, FTU, USAF EC. Additional examples are: Wg/CC; OG/CC; Sq/CC; Sq/DO; Chief Enlisted Managers; Superintendents; and personnel assigned to Wg or OG evaluation and staff positions. Sq/CCs (AFRC Sq/CC or Sq/DO) have the discretion to assign highly-experienced MR line aircrew members to this level. **Note:** N-MR aircrew members assigned to MAJCOM, NAF, AOC, USAF EC, contingency response group, AMOG, FTU, or direct reporting unit may be categorized as BMC and assigned to FTL A and may fly unsupervised on local training missions provided they are current and qualified for that mission.

4.3.1.2. FTL B - Experienced MR Aircrew Members. (As a recommendation, aircrew members having a minimum of 5 years of operational flying experience).

4.3.1.3. FTL C - MR Aircrew Members. Initially assigned to inexperienced MR aircrew members and inexperienced individuals pursuing MR status after IQT. This training level may also be assigned to flight test, WIC and AIC cadre, and other staff aircrews.

4.3.1.4. FTL D - Not Used.

4.3.1.5. FTL E - BAQ or BMC non-instructor staff who are not maintaining MR status. FTL E requirements are insufficient for MR status and aircrews assigned to this FTL will fly with an instructor of like specialty at all times. **(T-3)**. For pilots, an instructor will be at a set of controls during critical phases of flight. **(T-3)**.

4.3.2. Change of FTL. Once the semi-annual period begins, do not move an aircrew member to a level requiring fewer events. **Exception:** Units associating FTLs with crew positions may change FTLs after upgrade is complete (e.g., Instructor upgrade). BAQ aircrew members may be placed into a different FTL any time after attaining MR status. Prorate events upon changing training levels.

4.4. Crediting Event Accomplishment. ARMS training event identifiers and description are located in the RTM. OG/CCs may designate unique local training events (e.g., “X-events”) in accordance with the RTM.

4.4.1. SARM will credit events accomplished on training, operational missions and satisfactory evaluations or certifications toward the aircrew member’s currency and continuation training requirements. **(T-3).** Event completion establishes a subsequent due date (see [paragraph 4.9](#) for event proration). Use date of successful evaluation as the date of accomplishment for all ground and flying training events trained during a formal course. **(T-3).**

4.4.1.1. SARM will credit flying training events accomplished during upgrade training (formal or in-unit) prior to the evaluation towards the requirements for the current crew position. **(T-3).** For flying training during initial qualification or requalification training, do not credit events accomplished prior to the evaluation to any crew position. Events accomplished during a successful evaluation, or certification, are credited toward the new crew position.

4.4.1.2. DOT will assign a Flying Training Level (FTL) to aircrew members pursuing in-unit MR status during in-processing. **(T-3).** Aircrew members will accomplish continuation training and unit MR requirements. **(T-3).** DOT will prorate continuation training requirements based on the training time start date as defined in [paragraph 1.7.1](#) **(T-3).** Aircrew members may only credit events accomplished during unit MR training for which they are qualified or certified. Aircrew members pursuing MR status who fail to accomplish minimum aircrew requirements (currency and training period) with no waiver will fly in a supervised status when that event is required for a particular flight. **(T-3).**

4.4.1.3. The Sq/CC may review the aircrew's training accomplished during unit MR training and waive incomplete requirements as required (document the waiver in the aircrew member’s training record). The goal is to ensure the new aircrew member is ready to assume MR status in all areas of the unit mission. On a case-by-case basis, Sq/CC may declare aircrew members MR if still N-MR for an event. These aircrew members will remain N-MR for that event and will be supervised on any flight requiring that event. **(T-3).** Reference [paragraph 4.9.1](#) for further guidance. **Exception:** Certain events do not require the member to be on supervised status based off the last accomplished date and CC approval. See the RTM for the most up to date guidance. Additionally, N-MR aircrew members who fall under [paragraph 4.3.1.1](#) (e.g., MAJCOM staff) may fly unsupervised provided they are current and qualified as described in [paragraph 4.3.1.1](#).

4.4.1.4. If the new aircrew member is maintaining the same FTL or training table after attaining MR status, no additional proration is required or allowed.

4.4.1.5. Units may develop local mission accomplishment reports and/or training accomplishment reports to document continuation training for processing into ARMS. See AFMAN 11-202V1, Chapter 4, for additional guidance.

4.4.2. For a Q-3 flight evaluation, do not log continuation training requirements for those events graded unsatisfactory (according to AFMAN 11-2WC-130JV2, *WC-130J Aircrew Evaluation Criteria*) until re-qualified.

4.4.3. Make-up training (ground or flying) is creditable towards the new training period. **Exception:** If unqualified in an event(s), only credit the event accomplished on a successful evaluation in accordance with [paragraph 4.4.1](#).

4.4.4. Instructor and flight examiner training requirements and responsibilities. Instructors and flight examiners may credit 50 percent of their total requirements while instructing or evaluating when the event requirement is 2 or more. **Exception:** Instructor and flight examiner pilots may not credit any takeoffs or landings flown by another pilot. See the RTM for additional details for training event restrictions.

4.4.5. Aircrew members consult event descriptions in RTM for additional details on crediting specific events.

4.4.6. Documenting Aircrew Training Events. Record all training events in ARMS. GTIMS may be used to push training data to ARMS. Training events conducted during block training or phase training may be consolidated under one ARMS entry. Combined training events may have only one ARMS entry.

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

4.5.1. Ground Training Events. Aircrew members should reference the RTM for ground training requirements. Use this manual for items not addressed by the RTM.

4.5.1.1. Failure to accomplish events in the RTM without a waiver shall result in N-MR status. **(T-1).** See [paragraph 4.10](#) for regaining mission ready status.

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

4.5.1.3. Geographic Combatant Command and/or Air Force Component Commanders (or their equivalents) may specify additional theater-specific training or other requirements for their area of responsibility. Refer to Air Expeditionary Force (AEF) Center's Expeditionary Readiness Training (ERT) guidance and theater-developed Special Instructions (SPINS) (where applicable) for specific theater training requirements. In such cases, aircrew members are required to comply with theater-specific guidance in addition to requirements in this manual. If assigned to, or under OPCON of the CCMD or Air Force Component Command, aircrew members comply with theater-specific guidance in the event it conflicts with this manual; if not assigned, or under OPCON to either, then aircrew members comply with the more restrictive version of the event in conflict. **(T-0).**

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

4.5.1.5. Aircrew members performing extended alert duty (more than 72 hours) may accomplish ground training during alert postures provided there is no degradation to required response time or mission accomplishment. Specify requirements and/or restrictions in a MAJCOM supplement and/or the unit supplement.

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

4.5.2. Flying and Simulator Continuation Training Requirements. The RTM lists mobility-wide standardized semi-annual flying continuation training requirements by crew position. Event descriptions are located in the RTM and may be updated by the RTM. Flying continuation training events shall only be credited by individual aircrew members when those aircrew members are current and qualified in the event or are under the supervision of an instructor. **(T-3)**. Aircrew members shall not credit continuation training events when their Q/I evaluation is past due. **(T-3)**.

4.5.2.1. ATD Credit for Training Requirements. SARM will document and track all simulator and distributed mission operations (DMO) accomplishments in ARMS in accordance with the RTM. **(T-3)**. Flying events authorized via the RTM to be accomplished using a simulator (e.g., WST) or using a DMO-linked simulator will be logged in ARMS by replacing the first character of the ARMS code with an “S” (simulator) or “D” (DMO), as appropriate. **(T-3)**. SARM will document and track all simulator accomplishments in ARMS. **(T-3)**. **Note:** Both S- and D-codes dual credit the associated flying event when completion via simulator is authorized.

4.5.2.1.1. 50% Credit in a WST. The definition of 50% creditable in the WST is that a minimum of 50% of the semi-annual volume requirements will be accomplished in the aircraft. Aircrew members may accomplish remaining percentage in either the WST or the aircraft. If event volume is reduced to one through proration, then that event shall be accomplished in the aircraft. **(T-3)**.

4.5.2.1.2. Aircrew Qualification Requirements. Pilots may log continuation training events using a WST per the RTM, provided the pilot is qualified. The opposite pilot seat is required to be occupied by a qualified aircrew member or MATS instructor in order for a pilot to credit continuation events. **Exception:** Qualified aircrew members may credit continuation training events when paired with an unqualified aircrew member, if that event is defined in a requalification plan and a current and qualified Air Force or MATS instructor is present in the device.

4.5.2.1.3. Simulator Certification. Currency and training events will only be creditable in simulators holding a current Simulator Certification from AMC/AOS Det 3. **(T-2)**. Specific currency and training events will not be creditable in a simulator that has been issued a partial decertification for those events by AMC/AOS Det 3 in accordance with the restrictions given under the partial decertification. **(T-2)**.

4.5.2.2. Simulator Mission Profiles. Aircrew members should fly simulator mission profiles (e.g., Simulator-CRM/TEM MOST, Simulator-Refresher) in the same manner as the aircraft, to include the wear and use of professional gear (headsets, helmets).

4.5.2.2.1. Schedule simulator sorties in Global Decision Support System if able. Sortie cancellation authority resides with the OG/CC (or designated representative). **(T-3)**.

4.5.2.2.2. Pre-requisites (if required) for simulator training will be completed prior to the simulator start time or the training will be cancelled. **(T-3)**.

4.5.2.3. Dual-Seat Qualification. The following defines the allowed cockpit seat assignment depending on aircrew training and qualification. AFMAN 11-2WC-130JV3 further defines WC-130J takeoff and landing requirements for pilots.

4.5.2.3.1. MPD Graduate. See [paragraph 5.2](#).

4.5.2.3.2. Aircraft Commanders. May fly in the right seat and supervise FPs for proficiency events.

4.6. Flight Surgeon Continuation Training Flying Requirements. AFMAN 11-202V1 defines Flight Surgeon requirements in [Table 1](#) and is the source document for the following items.

4.6.1. Flight Surgeons shall be on aeronautical orders assigning Aviation Service Code 8A status any time they log time in this MDS as a secondary airframe or when assigned to AMC and logging time in any DoD or foreign military aircraft for which authorization has been granted. **(T-1)**.

4.6.1.1. Flight Surgeons are required to complete the following ground training items for continuation training purposes in accordance with the timelines established in the most current RTM: Emergency Egress - Non-Ejection Seat (LL03), Aircrew Flight Equipment Training (AFET) (LL06), Aircrew Flight Equipment (AFE) Fit Check (LL07), Combat Survival Training (SS02), and Water Survival Training (SS05). **(T-3)**.

4.6.1.2. Flight Surgeons are required to complete the following mobility training items for continuation training purposes in accordance with the timelines established in the most current RTM: ISOPREP Review (GM09Y), and Conduct after Capture (SS03). **(T-3)**.

4.6.2. Flight Surgeons should reference AFMAN 11-202V1, Table 1 for requirements to maintain flying proficiency and currency. Flight Surgeons will perform:

4.6.2.1. Six (6) Total Flight Surgeon Sorties per Semi-Annual Period (FF00). **(T-3)**.

4.6.2.2. Twelve (12) Total Flight Surgeon Sorties per Annual Period (FF00). **(T-3)**.

4.6.2.3. One (1) Night Sortie, Flight Surgeon (FF02) per Semi-Annual Period (credits FF00). **(T-3)**.

4.6.2.4. Two (2) Night Sorties, Flight Surgeon (FF02) per Annual Period (credits FF00). **(T-3)**.

4.6.2.5. To maintain currency, time between flights will not be more than 60 days. **(T-3)**.

4.6.3. Loss of Currency. MAJCOMs establish procedures for flight surgeons to regain flying currency. Flight Surgeons that exceed 6-months between sorties require completion of Emergency Egress Training, Non-Ejection Seat (LL03), with a certified aircrew instructor prior to the next flight. **(T-1)**. Flight Surgeons will ensure that aircraft commanders sign a copy of the AMC/SGP memo or other approved form (e.g., AF Form 1522, locally generated form/memo/etc.) to certify that an egress procedures review was completed prior to flight. **(T-1)**. **Note:** Documentation on AFTO 781, *ARMS Aircrew/Mission Flight Data Document*, is not acceptable. The Flight Surgeon should submit this documentation to the local Squadron/Host Aviation Resource Manager (SARM/HARM) office upon mission completion. HARM/SARM should file in accordance with AFRIMS disposition.

4.7. Senior Officer Qualification Continuation Ground and Flying Requirements.

4.7.1. SOP will complete required ground training requirements in accordance with the RTM. **(T-2).** Units may tailor annual simulator refresher training events and profiles for senior officers. MAJCOM/A3T (or equivalent) is designated as the waiver authority for SOP ground and flying continuation training events identified in this manual and the RTM.

4.7.2. SOP will complete flying training requirements associated with their assigned FTL outlined in the RTM. **(T-3).** **Note:** This requirement also extends to any additional aircraft in which the SOP maintains a qualification.

4.7.2.1. C-130J SOP1LP graduates will maintain BAQ only and can be at the primary controls for FTL-E continuation training table items only. **(T-2).**

4.7.2.2. C-130J SOP2LP graduates will maintain BMC status, and execute SOP2 continuation training table items only. **(T-2).**

4.7.2.3. SOP shall not perform in-flight maneuvers or fly as a primary aircrew member on mission sets that exceed their SOQ course training and/or their restricted AF Form 8 (e.g., SOPs who were not fully trained for NVG operations during their SOQ course are not authorized to be a primary aircrew member on missions requiring NVG use). **(T-3).** Instructors supervising SOP should exercise sound judgment and risk management (RM) principles in reviewing the SOP's previous training and experience, recency of flight, and overall proficiency to determine maneuvers (from those authorized) the SOP may perform during flight. **Note:** AFRC/A3 retains waiver authority for SOP waiver requests not otherwise specified by this manual.

4.7.3. SOP are not exempt from the geographic combatant command or Transportation Command Air Forces (or equivalent) requirements. See [paragraph 4.5.1.3](#).

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

4.8.1. Expeditionary Training Requirements. See Unit Deployment Manager representative to ensure compliance with additional non-aircrew specific expeditionary readiness training (ERT) requirements established through the Air and Space Expeditionary Forces website (AEF Online).

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

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

Table 4.1. Individual Availability.

Days Available	Months Available
0-15	0
16-45	1
46-75	2
76-105	3
106-135	4
136-165	5
>166	6

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

4.9.2. Permanent Change of Station Considerations. Aircrew members who PCS during the training period to a unit flying the same MDS aircraft and enter the same or lower FTL may credit training accomplished at the previous base. **Note:** There could be two proration calculations needed when a PCS overlaps a change to a new semi-annual training period. **Note:** Use date departed last duty station through 7-days after an aircrew member signs-in at a CONUS location or 14-days after an aircrew member signs in at an OCONUS location to determine the number of days available. **Exception:** Use the date of the first training event for the calculation when the training event occurs prior to the 7 or 14-day standard.

4.9.3. Change in Flight Training Levels. Proration may be used for certain aircrew members who require a change in training levels during the semi-annual period (e.g., completion of MR certification) in accordance with **paragraph 4.3.2**. **Note:** Events accomplished while assigned to the prior FTL are not credited toward the new FTL. OSS/OST or Sq/DOT (as applicable) will maintain training proration letter for a period of two years (commanders may extend this frequency as required). **(T-3).** Non-co-located squadrons and detachments will forward proration letter to the host OSS/OST and/or DOT for inclusion in the unit's records. **(T-3).**

4.10. Failure to Complete Training Requirements. Flying units will declare individuals in Status of Resources and Training System (SORTS) as N-MR, non-basic mission capable (N-BMC), or non-basic aircraft qualified (N-BAQ) if they fail to complete ground or flying continuation training requirements. **(T-3). Note:** This does not pertain to individuals pursuing MR status after initial qualification or requalification training.

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

4.10.1.1. Aircrew members are non-current in one or more currency events while in N-MR/N-BMC/N-BAQ status (as appropriate).

4.10.1.2. Aircrew members are non-current on the day after an event currency expires (e.g., an aircrew member that accomplished an event with monthly currency on 1 September becomes non-current on 1 November).

4.10.1.3. Aircrew members who are non-current for flying training events will be under direct instructor supervision while performing the non-current event(s) until currency has been regained or a waiver has been approved, except as provided below. **(T-3).**

4.10.1.3.1. Sq/CCs (AFRC Sq/CC or Sq/DO) may approve non-current aircrew members to fly unsupervised on sorties where the events causing non-current status are not conducted. **Exception:** An individual N-MR for failure to complete Hazardous Cargo Training may fly unsupervised on local training missions only with Sq/CC approval until training is completed. **Exception:** An aircrew member who is non-current in takeoff (AT59Y), instrument approach (AP15Y), or landing (AL01Y) will be supervised on all sorties until currency is regained. **(T-3).**

4.10.1.3.2. Certain requirements do not require supervised status and are annotated in the RTM depending on the event and timeframe since last completion.

4.10.1.3.3. Long Range Navigation Mission/Oceanic Sorties (MB14Y). Aircraft commanders who are not current for MB14Y may fly in command on operational missions. Aircraft commanders may regain currency under the supervision of a qualified aircraft commander or higher. Pilots can regain currency while being supervised by a current and qualified pilot or higher in the jump seat. When a pilot or higher is not available to occupy the jump seat, an instructor or higher pilot shall supervise the N-MR pilot. **(T-3).**

4.10.2. Failure to Complete Continuation Flying Training Events. Aircrew members who fail to accomplish the total number of each required semi-annual training event (full or prorated volume, as appropriate) in the most current RTM become non-current for the individual event(s) on the first day of the new semi-annual training period unless waived by the appropriate authority. Sq/CCs (or designated representative) will take the following actions at the end of the semi-annual training period:

4.10.2.1. Review ARMS products for those aircrew members who become non-current for volume events. **(T-3).**

4.10.2.2. Place each non-current aircrew member in N-MR/N-BMQ/N-BAQ status (as appropriate). **(T-3)**.

4.10.2.3. Formulate a get-well plan to re-establish individual currencies. **(T-3)**.

4.10.2.4. Assure that each non-current aircrew member is under direct instructor supervision while performing the non-current event(s) until currency is regained (except where allowed by the RTM) or a waiver has been approved. **(T-3)**.

4.10.2.5. Document by aircrew member on an “End of Semi-Annual N-MR/N-BMQ/N-BAQ” letter incomplete events and required actions for each aircrew member to regain currency. **(T-3)**. This allows for tracking of non-current events after ARMS tables are “rolled over” to the new semi-annual period. The default volume of training necessary will be one event unless documented as greater on the “End of Semi-Annual N-MR/N-BMQ/N-BAQ” letter. **(T-3)**. **Note:** Overdue currency and ground continuation training are not included/tracked on the “End of Semi-Annual N-MR/N-BMQ/N-BAQ” letter. **Note:** Letters should be accomplished and maintained electronically using a MAJCOM-approved electronic training database, but may be accomplished manually if GTIMS is not yet adopted.

4.10.2.6. Issue waivers for flying training events. **(T-3)**. The Sq/CC will direct training necessary for the individual to regain MR status. **(T-3)**. Base the decision to approve a waiver on the individual aircrew member’s experience and proficiency level.

4.10.2.7. If a waiver is not accomplished, aircrew members who have failed to complete flying training events are placed into supervised status for the event(s) by DOT until Sq/CC-directed re-training is accomplished. **(T-3)**. A training record is not required; training may be documented on the N-MR letter.

4.10.3. Regaining Currency for Flying Training Events. Non-current aircrew members may regain currency using one of two methods. Aircrew members either complete Sq/CC-assigned training events or they may be granted a waiver.

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

4.10.3.2. Waivers. Aircrew members may be granted a waiver in accordance with [paragraph 1.5.9](#) to re-establish flying training event currency. Document waivers, when determined appropriate in accordance with [Chapter 1](#). Commanders will base the decision to waive a flying continuation training event on the individual aircrew member’s experience and proficiency level. **(T-3)**. Considerations such as an aircrew member’s availability, manning shortfalls, etc. are not appropriate reasons for granting continuation training waivers. **Note:** AMC and AFRC units are required to use GTIMS for waiver documentation.

4.10.3.3. Non-Current for up to Six Months. A non-current aircrew member is required to demonstrate proficiency in an aircraft or simulator to the satisfaction of an Air Force Instructor (or MATS instructor for simulator-creditable events) for all events in the RTM Flying Training tables in which they have lost currency, except as otherwise noted above or in the RTM.

4.10.3.4. Non-Current Exceeding Six Months. An aircrew member who remains non-current exceeding six months for flying training events identified in the RTM, and without a waiver, lead to unqualified status for that event. Flying Training events that designate members as unqualified in the aircraft are annotated in the RTM. The aircrew member shall complete Sq/CC-directed requalification training followed by an aircrew evaluation. **(T-3).** Refer to [paragraph 2.9](#) and AFMAN 11-2WC-130JV2 for further guidance. Updated currency will be established upon successful completion of the required evaluation (reference [paragraph 4.4.1](#)). **(T-3).**

4.10.4. Failure to Complete Ground Continuation Training Requirements.

4.10.4.1. DOT will declare aircrew members who fail to complete ground continuation training events required by the RTM as non-current for those specific training event(s). **(T-3).** Declared non-current aircrew members are designated as N-MR/N-BMC/N-BAQ until currency is regained or a waiver is granted. The aircrew member shall not deploy until required ground training has been accomplished. **(T-3).** **Exception:** Non-current aircrew members may fly unsupervised on local, routine, and CONUS missions according to the RTM on sorties not requiring the specific ground training event(s).

4.10.4.2. DOT will declare aircrew members who fail to complete aircrew-specific mobility training events required by the RTM as non-current for those specific training events, however, do not designate these aircrew members as N-MR/N-BMC/N-BAQ. **(T-3).** The aircrew member will be restricted from performing missions requiring the delinquent event(s) until the required training is accomplished or a waiver is granted. **(T-3).**

4.10.4.3. Regaining Currency for Aircrew Ground Continuation Training Events. An aircrew member has two options to regain currency for ground continuation training events.

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

4.10.4.3.2. Specific event(s) may be judiciously waived in accordance with [paragraph 1.5.9](#) Document waivers, when determined appropriate, in accordance with this manual and/or the RTM. Such a waiver is intended to account for unforeseen circumstances and is only for events that do not degrade mission accomplishment. Base waiver decisions on the individual aircrew member's experience and proficiency level. Do not base waiver decision on scheduling or availability concerns. A waiver extends the due date for the specific event(s), but does not delete the requirement. Aircrew members should complete the event(s) to re-establish currency as soon as possible after currency is lost.

4.10.4.4. Aircrew Restrictions While Non-Current for Ground Continuation Training Events. With the exception of mandatory grounding items noted in the RTM, aircrew members who are non-current for events in the RTM may be permitted to fly on specific sorties under instructor supervision, provided the overdue training event(s) is/are not applicable to that sortie. **Exception:** CONUS-based aircrew members who are non-current for Combat Survival Training (SS02) or Water Survival Training (SS05) are restricted to CONUS missions until currency is regained or a waiver is granted. **Exception:** AFRC aircrew members who are non-current for Water Survival Training (SS05) are restricted to

CONUS missions until currency is regained or a waiver is granted. AFRC aircrew members who are non-current for Combat Survival Training (SS02) may be permitted to fly non-combat-related AFRC-managed missions (including OCONUS) where mission re-tasking will not occur. These aircrew members are restricted to CONUS-only for 618 AOC-managed mission until currency is regained or a waiver is granted. **(T-2). Exception:** Non-CONUS-based aircrew members may fly local/theater sorties within their assigned theater that do not transit combat zones when SS02 is overdue or do not include over-water segments when SS05 is overdue until currency is regained or a waiver is granted.

4.10.4.5. An individual N-MR for failure to complete Hazardous Cargo Ground Training (GD39Y) may fly unsupervised on local training missions only with Sq/CC approval until training is completed.

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

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

4.12. Requirements Before Removal From Active Flying Status. See AFMAN 11-202V1.

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

4.14. Retraining. See AFMAN 11-202V1.

4.15. Aircrew Flying in Non-US Air Force Aircraft and with Non-US Air Force Units. See AFMAN 11-202V1.

4.16. Training Period. Continuation training program is based on static 6-month periods (1 January – 30 June and 1 July – 31 December). MAJCOMs may adjust training periods based on unique mission requirements.

Chapter 5

UPGRADE TRAINING

5.1. General Requirements. This chapter identifies general prerequisites and training requirements for upgrade. See minimum flying-hour requirements and prerequisites in **Table 5.1**. The WR FTU maintains AFRC/A3 approved syllabi specific to weather reconnaissance. AMC maintains syllabi and/or training guides for other upgrade programs at the AMC/A3TA SharePoint® site:

<https://eim2.amc.af.mil/org/a3t/A3TA/Public%20Docs/Forms/AllItems.aspx>.

5.1.1. The flying time prerequisites for upgrade are based on an aircrew member having gained the knowledge and judgment required to safely and effectively perform assigned duties in support of the unit's missions. Therefore, it is essential that unit-level training programs focus efforts to develop each aircrew member's knowledge and judgment as he/she progresses through their flying career.

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

5.1.2.1. Completion of applicable ground and flying requirements required by this manual.

5.1.2.2. Completion of academic prerequisites and special requirements detailed in the ETCA.

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

5.1.2.4. Achieve the minimum flying-hour prerequisite. **Note:** WST time may be used to credit "MDS Total Time" for aircraft commander (AC) upgrade candidates.

5.1.3. Waiver Authority for Formal Course Prerequisites. OG/CC is the designated waiver authority for flying-hour prerequisites required for entry into formal upgrade courses (see **Table 5.1**). Consult the course syllabus and/or the organization establishing the requirement for other waiver authority determinations.

Table 5.1. Aircrew Qualification / Upgrade Prerequisites.

From	To	Prerequisites	Tasks and Events Required Before Certification	Notes
UNQ	FP	UPT Graduate	C-130J FTU	1, 3
FP	MP	MQT Total Time / PAA 1300 / 300 or 900 / 700	-MPD Phase I and II -NHOP Certification -MP Evaluation	3, 4, 5,

UNQ/FP	MP	Previously certified MP's in any manned MWS 1000 total flying hours (800 FAIP/OSA) And 150 PAA.	-Qualification course at C-130J FTU -MQT -NHOP Certification -MP Evaluation	1, 3, 4, 5
MP	IP	200 PAA hours since AC Certification	-PIN course -IP Evaluation	3
UN	FN	UNT Graduate	-MQT	
FN	MN		-NHOP Certification	
MN	IN	1000 Total Time/ 300 PAA, Fly at least 1 storm season with an appropriate mix of DSCA tasked missions	-IN Syllabus -IN Evaluation	
UAW	FAW	Award of 15W AFSC	-IQT -MQT	6
FAW	MAW		- NHOP Syllabus - MAW Evaluation	
MAW	IAW	500 PAA Fly at least 2 storm seasons as MAW with appropriate mix of DSCA tasked missions	-IAW Syllabus -IAW Evaluation	

UNQ	FL	Basic LM Course Graduate	-LIQ	
UNQ	ML	Loadmaster with 2 years experience in any cargo aircraft	-Qualification course at FTU - LM Proficiency Development Course (LMPD) -MQT -NHOP Certification -ML Evaluation	7
FL	ML	LM Proficiency Development Course (LMPD)	-MQT -NHOP certification -ML Evaluation	7
ML	IL	500 PAA Fly at least 2 storm seasons with appropriate mix of DSCA tasked missions	-LIN -LIN Evaluation	2
Instructor	Evaluator	Sq/CC Recommendation	-In-unit Flight Examiner checkout	

Notes:

1. Refer all rotary wing pilots to MAJCOM/A3T (or equivalent) for a training recommendation.
2. ML will have a X1A251 primary AFSC (or higher). **(T-2).**
3. C-130J simulator time is creditable towards PAA Time. Simulator time is creditable towards total flying hours.
4. Total flying hours represents all flying time logged aboard a fixed wing aircraft as a “military” pilot including UPT, Student, and “Other” time (but does not include time in another aircrew specialty or time flying unmanned aircraft).
5. For MAF cross-flow with similar skill set (e.g., C-17, C-5, KC-135 etc.), MPD Phase II guide is not required. Pilots with dissimilar background (e.g., OSA/FAIP, F-16, etc.), accomplish MPD Phase II guide in-unit.
6. FAW may fly unsupervised only on local training flights and NWSOP tasked missions.
7. Loadmaster Proficiency Development (LMPD) is a unit run continuation training program to ensure LMs attain proficiency as a basic weather loadmaster for ground and flying duties. LMPD will be monitored and tracked by the WR FTU. **(T-3).**

5.2. Mobility Pilot Development (MPD). MPD is a program for PIQ graduates leading to AC certification. MPD pilots are not ACs. The MPD program consists of the PIQ (or ACIQ) formal training course followed by continuation training and seasoning in a primary aircraft, then progresses to the MPD pilot’s upgrade to and certification as an AC. **Note:** PIQ/ACIQ and AC upgrade programs are described elsewhere in this manual. MPD continuation training and seasoning is divided into multiple phases: MPD Phase I, MPD Phase II, GRACC, Pilot Checkout Course (PCO), and commander certification to AC. All MPD pilots will be dual-seat qualified in their assigned aircraft and will maintain qualification requirements according to AFMAN 11-2WC-130JV2. **(T-3).** **Note:** See minimum flying hour requirements in [Table 5.1](#) The commander’s assessment of the MPD pilot’s performance drives the timeline required to upgrade to AC. Unit commanders should tailor continuation training and seasoning programs to the individual pilot’s knowledge, skill, and experience level. The success of the MPD program depends on MPD pilots being effectively mentored and provided with sufficient training and development opportunities for success.

5.3. MPD Continuation Training thru Aircraft Commander Upgrade.

5.3.1. Documentation. Document MPD training using ARMS as follows: MPD Phase I uses ARMS code CP15Y; MPD Phase II uses ARMS code CP17Y; GRACC uses ARMS code CP11Y; and aircraft commander certification uses ARMS code CP03Y. Document full-course completion and Sq/CC (AFRC Sq/CC or Sq/DO) certification using the AF Form 4324 (or electronically using GTIMS).

5.3.2. Training Guides. MPD Phase I and II guides are available for download at the AMC/A3TA Public SharePoint® site (link found in [paragraph 5.1](#)). Guides should be carried

(or on an Electronic Flight Bag [EFB], if using an electronic version) on all sorties to maximize training opportunities.

5.3.3. MPD Phase I Certification (CP15Y). MPD Phase I consists of core aircraft commander development activities for new pilots. The center of this training is the MPD Phase I Training Guide that focuses on communications, checklist discipline, aircraft systems knowledge, and basic mission planning to build the MPD pilot's knowledge and understanding of their assigned aircraft and its mission. MPD Phase I pilots are not expected or authorized to act as aircraft commanders. The program's intent is to provide them with a variety of opportunities to observe and learn aircrew leadership fundamentals from aircraft commanders in multiple settings. MPD Phase I pilots should not be assigned additional duties in the squadron during their training period to allow them to focus on study and flying the mission to the maximum extent possible. MPD Phase I pilots will complete the MPD Phase I Training Guide NLT 180 days (365 days for ARC) after becoming mission ready. **(T-3). Note:** Pilots crossflowing from First Assignment Instructor Pilot (FAIP), Operational Support Aircraft (OSA), or non-MAF weapons systems are not required to complete MPD Phase I.

5.3.3.1. MPD Phase I pilots normally fly in the right seat for day-to-day operations. They may fly in either seat. Pilots should refer to this manual as well as AFMAN 11-2WC-130JV3 for further guidance and restrictions related to this.

5.3.3.2. MPD Phase I may be considered complete no earlier than 6 months after training start date (as defined in [paragraph 1.7.1](#)), provided the pilot has attained a minimum of 200 PAI hours and has completed the MPD Phase I Training Guide. Sq/CC's (AFRC Sq/CC or Sq/DO) may waive the 6 month requirement but should be used judiciously. Document approval via the STRP and transition the pilot to MPD Phase II.

5.3.4. MPD Phase II Certification (CP17Y). This phase consists of completing the MPD Phase II guide, which focuses on the core tasks of flying skills, mission situational awareness, and aircrew management required for Aircraft Commander Certification. Pilots in this phase are defined as "FPQ."

5.3.4.1. Training in all stages will ensure a balanced exposure to both left and right seats in the aircraft with an AC or above. **(T-3).** Good judgment and risk management (RM) will dictate with whom they fly and what seat they occupy. **(T-3).** As Phase II MPD pilots advance in knowledge, they are encouraged to practice actual mission management skills and decision making under the guidance of their AC or IP.

5.3.4.2. MPD Selection for Aircraft Commander Upgrade/Certification. FPQs (to include previously qualified RPA pilots) will meet pre-requisites defined in [Table 5.1](#) and will have completed the MPD Phase I and II guides. **(T-2).** Based upon performance, experience, and requisite flight hours, FPQs will be identified for upgrade by squadron leadership via the STRP. **(T-3).** FPQs will have a minimum of one AF Form 8 evaluation after FP mission ready certification and prior to entry into Aircraft Commander Upgrade (ACU) (N/A for MAF cross-flow, FAIP/OSA, or non-mobility weapon system pilots). **(T-3).**

5.3.5. Global Reach Aircraft Commander Course (GRACC) Certification (CP11Y). This event is an essential familiarization with the operational command and control structures and mission management oversight that resides at the headquarters level. See [paragraph 1.17.2](#)

for scheduling and the RTM for additional course details. Attendance is mandatory for AMC pilots and highly-encouraged for all others during upgrade and prior to certification as an aircraft commander. The intent is for MPD pilots to attend GRACC after completion of MPD Phase II (CP17Y) and prior to beginning ACU.

5.3.6. Aircraft Commander Upgrade (ACU). After the Sq/CC (AFRC Sq/CC or Sq/DO) determines (via the STRP) an upgrade training start date, training time begins and the upgrade candidate will begin applicable ACU training events as required (see [paragraph 1.7.1](#) and [Table 1.1](#) for in-unit training time limitations and further information). **(T-3)**. Prior to starting training, the training office will open and maintain a training folder, preferably electronically using GTIMS, or MAJCOM-approved electronic equivalent, until the upgrade candidate is certified as an Aircraft Commander. **(T-3)**. Units using multiple folders to document a pilots training progress may combine those into a single training folder at the unit's discretion. Training guides are authorized.

5.3.6.1. Current and qualified aircraft commander candidates accomplishing ACU training events require IP supervision during non-critical phases of flight and direct IP supervision during critical phases of flight. Two aircraft commander candidates may sit in the left and right seats under IP supervision in the simulator, as required.

5.3.6.2. The aircraft commander candidate will accomplish all requirements prior to the Aircraft Commander Review and Certification (R and C) Board. **(T-3)**.

5.3.7. Evaluation and Certification. Refer to AFMAN 11-2WC-130JV2 for prerequisites to Aircraft Commander Certification. Complete certification in accordance with this manual and document via STRP. Assign the appropriate Mobility Pilot Designation Code in accordance with AFI 11-401_AMCSUP Table A2.4.

5.4. Aircraft Commander Certification (Prior Certified in another MWS). Sq/CCs determine requirements in coordination with MAJCOM/A3T (or equivalent) for prior-certified aircraft commanders from another MWS.

5.5. Aircrew Instructor Program. This course is designed to teach selected aircrew members fundamentals and concepts of instructing. Select instructor candidates based on experience, judgment, ability to instruct, flying skill, and technical knowledge. Upon Sq/CC selection for instructor upgrade, a training start date will be established and documented via the STRP and preparatory actions begin to meet training start date. **(T-3)**.

5.5.1. See [Table 5.1](#) and the ETCA website's course requirements for instructor upgrade prerequisites.

5.5.2. Upgrade Method.

5.5.2.1. Primary Method. The primary method for WC-130J Pilot and Loadmaster instructor upgrade is via the AETC FTU. Initial instructor candidates and prior Remotely Piloted Aircraft (RPA) instructors who have never been certified as instructors in a manned MWS will attend the C-130J Instructor Course at the AETC FTU. **(T-3)**. The primary method for WC-130J ARWO and CSO instructor upgrade is in-unit utilizing approved syllabi. **(T-3)**.

5.5.2.2. Secondary Method. Secondary method (in-unit) waiver requests may be approved by the OG/CC on a case-by-case basis in coordination with AFRC/A3M when formal

school course allocations are not available. Sq/CCs determine training required for secondary method (in-unit) upgrade. However, all secondary method upgrades will culminate in an Initial Instructor evaluation (INIT INSTR). **(T-1)**. Refer to [Table 1.1](#) for in-unit training time limits. **Note:** If previously certified as an instructor in the C-130J, the requalification checkride, may include RQ INSTR at the discretion of the Sq/CC, in accordance with AFMAN 11-2WC-130JV2. **Exception:** Instructor candidates who previously attended a manned MWS formal instructor course and were certified as an instructor in any US Air Force aircraft may upgrade in-unit, with Sq/CC approval, without completing the MATS course (a secondary method waiver is not required). Unit commanders may require prior instructors to upgrade via the primary method at their discretion.

5.5.3. Prior to training start date, instructor candidates will:

5.5.3.1. Meet or exceed flying hour requirements. **(T-3)**.

5.5.3.2. Complete the Instructor Preparatory Course before training start date. **(T-2)**. Those attending the FTU are required to complete both the academics and flying portions of the course. **(T-2)**. Those completing secondary method (in-unit) upgrade require only the academic portion of the courseware. **(T-3)**. Courseware is available from the MATS contractor.

5.5.3.3. Demonstrate to a flight examiner or most appropriate, highly experienced instructor their potential to instruct and perform selected items or maneuvers. **(T-3)**. **Note:** Sq/CC, Sq/DO, or equivalent will determine the most appropriate instructor if a flight examiner is not readily available. **(T-3)**.

5.5.3.4. Complete instructor preparatory course prerequisites defined by ETCA and syllabi. **(T-3)**. Candidates who report for upgrade training without the required prerequisites or an approved waiver will be returned to home unit. **(T-2)**. **Note:** An approved AETC waiver is required prior to course start date, should course prerequisites be incomplete.

5.5.3.5. Complete training on the principles of instruction at the appropriate formal school for both ground and flight training requirements. **(T-2)**.

5.5.3.6. Arrive for instructor training course both current and qualified in their unit-assigned aircraft (Waiver Authority: AFRC/A3M). **(T-2)**.

5.5.4. Documentation and Certification.

5.5.4.1. Training (preparatory and actual course) shall be documented using an approved training folder (or MAJCOM-approved electronic equivalent such as GTIMS). **(T-3)**. **Note:** 714 TRS documents training conducted at/by the FTU.

5.5.4.2. An aircrew member who successfully completes the applicable instructor course, and is certified by their commander, is qualified to instruct all mission qualification events in which he/she maintains currency.

5.5.5. Instructor Responsibilities:

5.5.5.1. Maintain competency as subject matter experts adept in the methodology of instruction. Instructors also require proficiency in evaluating, diagnosing, and critiquing

student performance, identifying learning objectives and student difficulties, and prescribing and conducting remedial instruction using both platform and in-flight instruction.

5.5.5.2. Provide thorough preflight briefings, post-flight briefings, and critiques. Instructors will comply with requirements of mission outlines, as appropriate, for the type mission being flown. **(T-3).**

5.5.5.3. Review each student's training record prior to each training session. **(T-3).** Instructors will observe, document, and report student performance during each training session and provide unbiased constructive feedback to the student regarding their specific performance during the training period. **(T-3).** Instructors will accurately document student performance and instructor recommendations in the student's training record. **(T-3).**

5.5.5.4. Ensure all required upgrade training items are completed, signed off, and proficiency demonstrated in accordance with AFMAN 11-2WC-130JV2 grading criteria. **(T-3).** This should be accomplished before recommending the student for evaluation, or certifying the student as qualified in a tactic or mission. Instructors should further ensure training, operations sections, and the flight commander (or designated representative) is apprised of the student's status.

5.5.5.5. Instructor Pilots. IPs are responsible at all times for flight conduct and aircraft safety. **(T-3).** Should the trainee's judgment or proficiency at the controls raise a question in the instructor's mind as to the trainee's ability to safely complete a prescribed maneuver at any time during the flight, the instructor will immediately assume aircraft control. **(T-3).** The instructor should then explain and demonstrate proper tactics, techniques, and procedures for the maneuver prior to the trainee resuming control of the aircraft. All instructors will place special emphasis on procedures for positively identifying emergency conditions before initiating corrective action. **(T-3).**

5.5.5.6. Instructor CSOs. Instructor CSOs are responsible for safely executing the duties of their position. **(T-3).** Should the judgment or proficiency of the trainee raise a question in the instructor's mind as to the trainee's ability to safely execute the duties of the crew position at any time during the flight, the instructor will immediately takeover those duties. **(T-3).** The instructor should then explain and demonstrate the proper method of executing those duties prior to the trainee resuming duties. If at any time a tasked mission becomes delayed or jeopardized due to the performance of the trainee, the instructor will take over as the primary CSO. **(T-3).**

5.5.5.7. Instructor ARWOs (IAWs). IAWs are responsible for safely executing the duties of their position. **(T-3).** Should the judgment or proficiency of the trainee raise a question in the instructor's mind as to the trainee's ability to safely execute the duties of the crew position at any time during the flight, the instructor will immediately takeover those duties. **(T-3).** The instructor should then explain and demonstrate the proper method of executing those duties prior to the trainee resuming duties. If at any time a tasked mission becomes delayed or jeopardized due to the performance of the trainee, the instructor will take over as the primary ARWO. **(T-3).**

5.5.5.8. Instructor Loadmasters. Instructor loadmasters are responsible for student supervision and safety regardless of rank. **(T-3)**. Should the judgment or proficiency of the trainee raise a question in the instructor's mind as to the trainee's ability to safely execute the duties of the crew position at any time during the flight, the instructor will immediately take over those duties. **(T-3)**. The instructor should then explain and demonstrate the proper method of executing those duties prior to the trainee resuming duties.

5.6. Flight Examiner Certification. The Flight Examiner Course (GD33Y) is designed to teach selected instructors the fundamentals and concepts of evaluating aircrew performance against a variety of aviation performance and knowledge standards. Select evaluator candidates based on experience, proficiency, judgment, flying skill, instructional performance, and technical knowledge. Flight examiner prerequisites are found in [Table 5.1](#).

5.6.1. Sq/CC or Sq/DO will recommend instructors for flight examiner certification. **(T-3)**. Instructors identified for certification as flight examiner are required to possess superior knowledge of training and evaluation guidance and procedures and the ability to administer evaluations according to applicable publications.

5.6.2. Flight examiner candidates will:

5.6.2.1. Attend the MATS flight evaluator course (where available) for their crew position. **(T-3)**. The Sq/CC or Sq/DO may direct a unit-level OGV course/guide when MATS course is not available or waive this requirement if the candidate is a previously-qualified flight examiner in any manned USAF aircraft.

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

5.6.2.3. Demonstrate comprehensive knowledge and application of command guidance, AFMAN 11-202V1, AFI 11-202V2, AFMAN 11-2WC-130JV2, this manual, and MAJCOM supplements. **(T-3)**. **Exception:** Previously-qualified examiners may accomplish via a thorough examiner-led briefing of these items to update their knowledge and understanding.

5.7. Phoenix Banner/Silver/Copper Certification (CQ33Y). Sq/CCs and/or Sq/DO will ensure that only highly-capable aircrew members are selected for these missions. **(T-3)**. Refer to AFMAN 11-202V1 and the AFMAN 11-2C-130JV1, *C-130J Aircrew Training*, for certification guidance. Selection should be based on qualification, proficiency, experience, maturity, and mission complexity.

5.7.1. Units will establish and maintain Phoenix Banner/Silver/Copper training programs. **(T-3)**. As a minimum, training will consist of an instructor-led in-depth review of AFI 11-289, *Phoenix Banner, Silver, and Copper Operations*, discussion of tasking and execution agencies for Phoenix Banner/Silver/Copper missions, and how the aircrew member interfaces with various agencies. **(T-1)**. Furthermore, the program will address the personnel to coordinate with, in case of diversion or delay, including the presidential Advance Agent, US Secret Service, or HMX-1 representative. **(T-1)**.

5.7.2. The goal of training is to educate aircrew members on the requirements for these individuals and agencies and illustrate their ability to help accomplish the mission. Following the review, an open book examination of AFI 11-289 will be accomplished, with a minimum score of 80 percent, corrected to 100 percent. **(T-1).** Training and certification will be complete prior to an aircrew member flying unsupervised on a Phoenix Banner/Silver/Copper mission. **(T-1).**

5.8. Functional Check Flight (FCF) Certification (CQ21Y). Refer to AFMAN 11-2WC-130JV3 for FCF requirements. FCF pilots will be selected from highly-qualified instructors. **(T-3).** Candidates will complete a review of applicable technical orders. **(T-3).** The pilot candidate will fly as the PM on a minimum of one FCF prior to unit commander certification. **(T-3).**

5.9. Aircraft Commander Touch-and-Go Landing Certification (CP09Y) and NVG Touch-and-Go Landing (Aircraft Commander) Certification (CH19Y). Touch-and-go training (day and NVG) is conducted as part of initial qualification at the FTU. Unit commanders may certify aircraft commanders in conjunction with AC certification upon completion of required training. See AFMAN 11-2WC-130JV3, Chapter 9, for touch-and-go restrictions.

5.10. Instrument Landing System (ILS)/Precision Runway Monitoring (PRM) Training and Certification (CE09Y). ILS/PRM training is located in ADLS, AMC Gateway, under “Aircrew Training” and titled “ILS Precision Runway Monitoring (PRM) Certification.” Additional materials can be found at <https://eim2.amc.af.mil/org/a3t/A3TA/Public%20Docs/Forms/AllItems.aspx> (the path is Public docs/ILS PRM Tng) and on the AMC/A3TA Public SharePoint® site (link found in [paragraph 5.1](#)).

5.11. National Hurricane Operations Pan (NHOP) Certification (X10DY). Pilots, loadmasters and CSOs complete NHOP training at the WR FTU. Aircrew members must be NHOP certified prior to conducting reconnaissance missions tasked under the NHOP. **(T-3).**
Exception: ARWOs satisfy this requirement via NHOP qualification training.

Chapter 6

C-130J MAINTENANCE AND AIRCREW TRAINING SYSTEM (JMATS)

6.1. Overview. MATS is a civilian contractor-provided maintenance and aircrew training system. The MATS contractor provides academic and simulator training. The Air Force conducts all flight training and administers all evaluations. The MATS contract guarantees trained students meet government standards. AFMAN 11-202V1 is the source document for MATS. All MATS-specific contract questions will be directed to AMC/A3TR, the command liaison to the COR. (T-2).

6.2. Unsatisfactory Student Progress. (See [paragraph 1.15](#)). If the MATS instructor considers training progress unsatisfactory, or there is a lack of preparation or participation, etc. any time during a trainee's MATS ground instruction for formal school or unit-level continuation training, the MATS contractor will notify the unit training manager. Once the appropriate government representative (wing training, operations officer, etc.) is notified, the appropriate government representative will review the student's record and will determine whether to continue or terminate training. (T-3).

6.2.1. The contractor will document substandard performance for FTU students as prescribed by the course syllabus.

6.2.2. Failure to Progress. If a student fails to progress according to syllabus requirements, the command accomplishing the training will conduct a progress review (reference AFMAN 11-202V1 for further information). (T-3). The progress review can recommend continuation in training or AFMAN 11-402, *Aviation and Parachute Service*, action, (e.g., a Flight Evaluation Board (FEB)) to the individual's unit commander. The MATS contractor will identify students who fail to progress according to the MATS contract.

6.3. Scheduling.

6.3.1. General. Local procedures will be developed at each main operating base (MOB) for scheduling MATS trainees. (T-3). MOB wing or group training offices will ensure procedures minimize schedule changes and turbulence. (T-3).

6.3.2. Enrollment. Enrollment for all MATS courses (upgrade and continuation) will be accomplished through the MOB wing or group training office (appropriate ARC chain-of-command for ARC upgrades). (T-3). Each Regular Air Force wing and group training office will establish procedures to accommodate ARC unit training requirements. (T-2). Names and other personal data required by MATS contractor will be passed to their scheduler not later than the time established by host wing or group training office. (T-2).

6.3.3. Class Surging. Class surging will be coordinated between MAJCOMs due to relationships of the many MATS resources. (T-2). Refer to the MATS contract class capacity allowances.

6.3.4. Class Size. Annual throughput for specific MATS courses is established in the MATS contract. The AETC PFT document reflects formal school throughput based on Air Force requirements and what is authorized by contract. If the contract throughput for any MOB (formal school or otherwise) will be exceeded, AMC/A3T will coordinate those requirements through appropriate Air Force and MATS contractor channels. In conjunction with their COR

office, wing or group training offices will monitor annual throughput (current or projected) according to their MOB MATS authorized throughput and notify AMC/A3T of differences either above or below what is authorized in the contract. **(T-2)**. The MOB wing or group training office will make every attempt to ensure all classes are filled before requesting secondary method. **(T-2)**.

6.3.5. MATS Training at Alternate Sites. The MATS contractor determines the required number of MATS instructors and resources needed to accommodate annual throughput. Projected annual throughput is based on Air Force manpower data. The manpower data includes assigned, on-loan, and attached Regular Air Force, ARC and other units specified to be trained at that MOB. Trainee scheduling at a particular MOB should be kept within the units designated for that MOB. If a unit is unable to complete their requirements at a designated site, units may receive training at another site with prior coordination between the unit and the site.

6.3.6. Cancellations. Deletions from the MATS schedule will vary at each training site because of training courses offered and the impact to scheduling. Continued cancellations will greatly impact the overall annual training plan, and the contractor may be unable to accommodate the original, planned throughput.

6.3.6.1. Cancellation procedures will be developed at each MOB between contractor and wing training. **(T-3)**.

6.3.6.2. Cancellation for MATS Formal School Courses. Units will notify 19 AF/DOP 45-days before a formal school start date if a course allocation cancellation (or no-fill) is pending. **(T-2)**. This suspense should enable the class quota to be reallocated. Formal school cancellations will be made not later than 30-days before class start date, due to the impact of scheduling changes on the PFT. **(T-2)**. **Exception:** Emergency leave. 19 AF/DOP will remove quotas and either reallocate or cancel affected quota or class.

6.3.7. Late or No-Show. Course completion credit may be withheld when trainee tardiness and/or absenteeism interferes with class training. While MATS contractor personnel are not required to substitute for missing or late aircrew members, contractor personnel may fill a crew position per existing contractor and government agreements.

6.4. Administration. The COR is the liaison between the Administrative Contracting Officer/Procuring Contracting Officer and the MATS contractor. CORs are the only Air Force personnel empowered to evaluate any component of contract compliance. These individuals are entrusted with quality assurance, are the only appropriate office (unit-level) to direct a contractor to perform or stop work via the Administrative Contracting Officer/Procuring Contracting Officer's direction, and are accountable for these actions. Each wing or group commander will establish MATS COR positions and enforce directives, requirements, and procedures established by DoD, AF, and MAJCOM directives and publications. **(T-3)**. MATS CORs will maintain a current copy of the MATS contract(s), designated quality assurance regulations and directives, and quality assurance procedures. **(T-3)**.

Deputy Chief of Staff, Operations

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

5 U.S.C. § 552a, *Privacy Act of 1974*

10 U.S.C. § 9013, *Secretary of the Air Force*

Executive Order 13478, *Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers*, 20 November 2008

DoDI 4515.13, *Air Transportation Eligibility*, 22 January 2016

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

DAFMAN 11-401, *Aviation Management*, 27 October 2020

DAFMAN 48-123, *Medical Examinations and Standards*, 8 December 2020

DAFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*, 8 March 2007

DAFPD 10-21, *Rapid Global Mobility*, 26 August 2019

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

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 11-289, *Phoenix Banner, Silver, and Copper Operations*, 25 November 2020

AFI 11-301V1, *Aircrew Flight Equipment (AFE) Program*, 10 October 2017

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

AFI 16-1301, *Survival, Evasion, Resistance, and Escape (SERE) Program*, 3 August 2017

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

AFI 36-2107, *Active Duty Service Commitments (ADSC)*, 22 October 2018

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

AFMAN 11-202V3, *Flight Operations*, 10 June 2020

AFMAN 11-2WC-130JV2, *WC-130J Aircrew Evaluation Criteria*, 14 July 2021

AFMAN 11-2WC-130JV3, *WC-130J Operations Procedures*, 14 July 2021

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

AFI 11-401_AMCSUP, *Aviation Management*, 18 June 2014

US Naval Observatory almanac, *The Air Almanac*, 2020

Adopted Forms

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

AF Form 8, *Certificate of Aircrew Qualification*
AF Form 847, *Recommendation for Change of Publication*
AF Form 1522, *ARMS Additional Training Accomplishment Report*
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 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*
AFTO 781, *ARMS Aircrew/Mission Flight Data Document*

Abbreviations and Acronyms

A—Annual
A3T—Director of Training
AC—Aircraft Commander
ACIQ—Aircraft Commander Initial Qualification
ADSC—Active Duty Service Commitment
AE—Aeromedical Evacuation
AEF—Air Expeditionary Force
AETC—Air Education and Training Command
AF—Air Force
AFB—Air Force Base
AFE—Aircrew Flight Equipment
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFRC—Air Force Reserve Command
AFSC—Air Force Specialty Code
AFTO—Air Force Technical Order
AGL—Above Ground Level
AMC—Air Mobility Command
AOC—Air Operations Center
ARC—Air Reserve Component (ANG and AFRC)
ARMS—Aviation Resource Management System
ARWO—Aerial Reconnaissance Weather Officer

AT—Academic Training
ATD—Aircrew Training Device
ATS—Aircrew Training System
AW—Airlift Wing
B—Biennial
BAQ—Basic Aircraft Qualified
BLM—Basic Loadmaster
BMC—Basic Mission Capable
CBT—Computer Based Training
CC—Commander
CEA—Career Enlisted Aviator
COMSEC—Communications security
CONUS—Continental United States
CRM/TEM—Crew Resource Management/Threat and Error Management
CSO—Combat Systems Operator
CUR—Currency
DAFI—Department of the Air Force Instruction
DAFMAN—Department of the Air Force Manual
DAFPD—Department of the Air Force Policy Directive
DMO—Distributed Mission Operations
DO—Director of Operations
DoD—Department of Defense
DOT—Director of Training
DSCA—Defense Support of Civil Authorities
DSN—Defense Switched Network
EGB—Electronic Grade Book
EMTF—Expeditionary Mobility Task Force
EP—Fully Certified/Qualified Evaluator Pilot who is performing evaluator duties on the mission
FAIP—First Assignment Instructor Pilot
FAW—Flight Qualified ARWO
FEB—Flight Evaluation Board
FEF—Flight evaluation folder

FL—Flight Qualified Loadmaster

FN—Flight Qualified CSO

FP—Flight Qualified Pilot, PIQ Graduate (Non-Aircraft Commander)

FPL—Flight Qualified Pilot

FPN—Flight Qualified Pilot - Non-Mission Ready (MPD Graduate In Local MR Training)

FPQ—Flight Qualified Pilot; (Qualified, Mission Ready MPD Pilot)

FS—Flight Surgeon

FTL—Flying Training Level

FTU—Formal Training Unit

GRACC—Global Ready Aircraft Commander Course

GT—Ground Training

GTIMS—Graduate Training Integration Management System

HALO—High Altitude Low Opening

HARM—Host Aviation Resource Management

HMX-1—Marine Presidential Helicopters

HQ—Headquarters

IAW—Instructor ARWO

IL—Instructor Loadmaster

ILS—Instrument Landing System

IN—Instructor CSO

IP—Instructor Pilot

IQT—Initial Qualification Training

IRC—Instrument Refresher Course

ISOPREP—Isolated Personnel Report

JA/ATT—Joint Airborne/Air Transportability Training

JMATS—C-130J Maintenance and Aircrew Training System

LM—Loadmaster

LMPD—Loadmaster Proficiency Development

MAF—Mobility Air Force

MAFFS—Modular Airborne Fire Fighting System

MAJCOM—Major Command

MAW—Mission Qualified ARWO

MC—Mission Commander
MDS—Mission Design Series (e.g., C-130E/H vice WC-130J)
ML—Mission Qualified Loadmaster
MN—Mission Qualified CSO
MOB—Main Operating Base
MOST—Mission Oriented Simulator Training
MP—Mission Qualified Pilot
MPD—Mobility Pilot Development
MPF—Military Personnel Flight
MQT—Mission Qualification Training
MR—Mission Ready
MSL—Mean Sea Level
MTL—Master Task Listing
N/A—Not Applicable
NAF—Numbered Air Force
NHOP—National Hurricane Operations Plan
NLT—No Later Than
NMR—Non-Mission Ready
NVG—Night Vision Goggles
NWSOP—National Winter Season Operations Plan
OCONUS—Outside the Continental United States
OFT—Operational Flight Trainer
OG—Operations Group
OG/CC—Operations Group Commander
OMAR—Objective Media Analysis Report
OPORD—Operations Order
OPR—Office of Primary Responsibility
OSA—Operational Support Aircraft
PAA—Primary Aircraft Authorization
PACAF—Pacific Air Forces
PAI—Primary Aircraft Inventory
PCO—Pilot Checkout Course

PCS—Permanent Change of Station
PF—Pilot Flying
PFT—Programmed Flying Training
PIQ—Pilot Initial Qualification
PM—Pilot Monitoring
PRD—Program Requirements Document
PREQ—Pilot Requalification
PRM—Precision Runway Monitoring
PTT—Part Task Trainer
RAP—Ready Aircrew Program
RPL—Required Proficiency Level
RTM—Ready Aircrew Program Tasking Memorandum
SARM—Squadron Aviation Resource Management
SATCOM—Satellite Communications
SERE—Survival, Evasion, Resistance, and Escape
SIM—Simulator
SIMCERT—Simulator Certification
SKE—Station Keeping Equipment
SOC—Senior Officers Course
SORTS—Status of Resources and Training System
SPINS—Special Instructions
Sq/CC—Squadron Commander
Sq/DO—Squadron Director of Operations
TACC—Tanker/Airlift Control Center
TDY—Temporary Duty
TEM—Threat and Error Management
TL—Training Level
TRP—Training review panel
TRS—Training Squadron
UAT—Undergraduate ARWO Training
UAW—Unqualified ARWO
UL—Unqualified Loadmaster

UN—Unqualified CSO

UNQ—Unqualified

UNT—Undergraduate Navigator Training

UP—Unqualified Pilot

UPT—Undergraduate Pilot Training

US—United States

USAF—United States Air Force

USAF EC—United States Air Force Expeditionary Center

USAFE—United States Air Forces in Europe

USAFWS—USAF Weapons School

U.S.C.—United States Code

VTRAT—Visual Threat Recognition and Avoidance Trainer

WG/CC—Wing Commander

WIC—Weapons Instructor Course

WR—Weather Reconnaissance

WST—Weapon System Trainer

WX—Weather

Terms

Academic training (AT)—A course of instruction that includes, but is not limited to, classroom instruction related to aircraft systems and operation, flight characteristics and techniques; performance; and normal, abnormal, and emergency procedures. Generally, academic courses should be completed prior to simulator or flight training.

Aeromedical Evacuation (AE)—The movement of patients under medical supervision to and between medical treatment facilities by air transportation.

Aircraft Commander (AC)—Pilot who has been certified to perform "pilot-in-command" duties.

Aircrew Training Device (ATD)—Hands-on training aids including, but not limited to, cockpit procedure trainers (CPT), part task trainers (PTT), satellite navigation systems (SNS), operational flight trainers (OFT), and weapons systems trainers (WST).

Airdrop Mission—A flight that involves delivery of cargo or personnel by airdrop methods.

Ancillary Training—Guidance or instruction that contributes to mission accomplishment, but is separate from an Air Force Specialty or occupational series.

Annual Training—Training required in the next year after training was accomplished (i.e., 1 Jan 11 to 31 Dec 12). If training is accomplished anytime in 2011, the next training is due by 31 Dec 12.

Basic Aircraft Qualified (BAQ)—An aircrew member who has satisfactorily completed Phase I training and is qualified to perform limited aircrew duties in the unit aircraft, but is not mission qualified in their assigned aircraft.

Basic Mission Capable (BMC)—An aircrew member who has satisfactorily completed Phase I and Phase II training. The BMC aircrew member does not maintain MR status, but maintains familiarization in the unit operational mission. The BMC aircrew members maintain qualifications so that they are worldwide deployable and may be used for Phase 1 (Airland Operations). BMC aircrew members should be able to attain full qualification (MR) in the unit mission within 45 days, if needed.

Biennial—Training required in the second year after training was accomplished (i.e., 1 Jan 11 to 31 Dec 13). If training is accomplished anytime in 2011, the next training is due by 31 Dec 13. Specific ARMS codes will identify further guidance or restrictions for each event.

C-130J Maintenance and Aircrew Training System (MATS)—An integrated qualification, upgrade, and continuation training program for aircrews. Civilian contractors conduct most academic and ATD training while USAF conducts all flight training and flight evaluation.

Certify/Certification—The process of documenting that an individual is trained and qualified to perform in a given capacity. Normally accomplished by the Sq/CC.

Communications Security (COMSEC)—COMSEC material, other than equipment or devices, that assists in securing communications and which is required in the production, operation, or maintenance of COMSEC systems and their components. Examples are keys, codes, and authentication information in physical or electronic form, call signs, frequencies, and supporting documents.

Computer Based Training (CBT)—Ground training system that uses computer-generated graphics or text in conjunction with interactive programs as the primary medium of instruction.

Continuation Training—Ground and flight training events necessary to BAQ, BMC, or MR status. The continuation training program provides aircrew members with the volume, frequency, and mix of training necessary to perform unit's missions.

Conversion Training—Training necessary to qualify unit personnel in a different MDS aircraft (generally a new MWS) or mission employment system. The requirement is dependent on unit Designed Mission Capability and qualification training may require an evaluation or AF Form 8.

Crew Resource Management/Threat and Error Management (CRM/TEM)—Training concept that emphasizes team effectiveness by enhancing individual and aircrew performance in communication, situational awareness, effective leadership and management, and aircrew coordination.

Critical Phases of Flight—Takeoff, low-level (below MSA), airdrop, approach, and landing.

Cross—Flow Aircrew—An aircrew member who has military flying experience with the majority of their flying experience in a weapon system other than a C-130 platform.

Currency Event—Flying continuation training events with prescribed maximum interval-between-accomplishment shown in the "CUR" column.

Direct Supervision—An aircrew member is considered under direct supervision when flying with an instructor in the same crew position. For pilots, the IP performs direct supervision from one of

the pilot seats. For other crew positions, the instructor performs direct supervision where they are readily available to assume the primary duties if required.

Dry Pass—Planned aerial delivery pass in which no equipment or personnel exit the aircraft.

Education and Training Course Announcements (ETCA)—Reference for formal courses giving MAJCOM procedures, security requirements, reporting instructions, prerequisites, clothing requirements and location information at <https://cs2.eis.af.mil/sites/app10-etca/SitePages/home.aspx#Home>.

Event or Task—A training item to be accomplished. Several events or tasks constitute a training profile.

Familiarization Item—An item completed by demonstration, observation or in - seat experience. Proficiency is not required.

Flight Examiner—An aircrew member certified according to AFMAN 11-202V1 and AFI 11-202V2 to administer evaluations.

Flight Surgeon (FS)—Medical doctor qualified to perform flight surgeon duties and has current aeronautical orders in that Air Force Specialty Code.

Flying Training Level (FTL)—A standard assigned to aircrew members, based upon experience and Sq/CC recommendation, directing flying continuation training requirements.

Formal School—An Air Force unit designated to conduct qualification training; synonymous with Flying Training Unit (FTU).

Formal School Courseware—Training materials and programs developed for training aircrew members at formal schools. It includes all student study guides, workbooks, computer-based training lessons, slide tape lessons, instructor guides, and specific course training forms. Training courses listed in ETCA. Formal courses may be conducted using the secondary method (in-unit) of training.

Formal Training—Any ETCA or MATS course leading to certification or qualification. Different from remedial or unit-directed training in that formal training has a syllabus and MAJCOM directed or approved course of instruction.

High Altitude—10,000' MSL to 17,999' MSL

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

Instructor—An aircrew member who is certified according to AFMAN 11-202V1 and AFI 11-202V2 to train other aircrew members of like specialty.

Loadmaster—An aircrew member fully qualified to perform loadmaster duties.

Low Altitude—1000' AGL to 2499' AGL

Medium Altitude—2500' AGL to 9,999' MSL

Mission Oriented Simulator Training (MOST)—Part of a training program (e.g., crew resource management) that includes a practical application, full-mission scenario in the simulator or weapons system trainer.

Mission Qualification Training (MQT)—The training necessary to qualify an aircrew member in a specific crew position to perform the command or unit operational mission. MQT completion is a prerequisite for MR status.

Mission ready (MR)—A mission-ready aircrew member is defined as one who is available for operational tasking and deployment, qualified (completed crew position qualification training, Unit Indoctrination, and continuation training), and certified in the squadron's mission(s) according to the unit's Designed Operational Capability (DOC) statement. A mission ready aircrew member is current in all applicable ground and flying training prescribed in [Chapter 2](#) through [Chapter 4](#).

Night Sortie—Log a night sortie when the mission takeoff or landing is accomplished between the end of evening civil twilight and the beginning of morning civil twilight, as published in *The Air Almanac*.

Non—current—Failure to meet the minimum prescribed currency requirements in a training period for a given event.

Non—Mission Ready (NMR)—Individual who is non-current in required continuation training or unqualified in the aircraft, or is not otherwise certified to perform the unit's mission(s). **Note:** BMC and BAQ aircrew members current, qualified, and appropriately certified are MR even though they may not be fully trained, qualified, or certified in all aspects of the unit's mission.

NVG aircrew—Any aircrew member who has completed NVG ground and flying training as prescribed in [Chapter 5](#) of this manual.

Off-Station Training Flight—Any training mission that remains overnight (RON) at a base other than home station, or carries cargo or passengers.

Operational Flight Trainer (OFT)—An aircrew training device that does not fully duplicate a cockpit or portion of the aircraft. Examples of OFTs include cockpit procedure trainers, satellite navigation stations, or fuselage trainers.

Part Task Trainer (PTT)—A device used to practice a specific task such as cargo loading training.

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 for their assigned missions. PAI also includes test and training requirements.

Primary Aircraft Inventory (PAI)—Aircraft assigned to meet the primary aircraft authorization.

Primary method—Training conducted at a designated location using a MAJCOM approved syllabus, e.g., initial qualification courses conducted at Little Rock AFB.

Proficiency—The degree of skill achieved from accomplishing a prescribed minimum number of training events to accomplish the unit's mission.

Proficiency Advance—The MATS contractor site manager (for MATS academic training taught at the FTU) or the flying squadron DO may waive requisites with the training curriculum or “Total Number Required” repetitions for highly skilled aircrew members if recommended by their instructor.

Quarter—Any of four three-month periods defined as 1 January to 31 March, 1 April to 30 June, 1 July to 30 September, and 1 October to 31 December.

Regular Air Force—The component of the Air Force whose members serve continuously on active duty in both peace and war as contemplated by law. The Air Force Reserve and the Air National Guard, collectively, are known as the Air Reserve Component, or ARC.

Refresher Simulator—Simulator training emphasizing aircraft systems, normal and emergency procedures, and mission-specific training requirements.

Requalification Training—Training required to qualify aircrew members in an aircraft/mission in which they have been previously qualified.

Secondary Method—Training conducted at a location not designated as an FTU using MAJCOM approved syllabus, e. g., mission qualification course or instructor upgrade conducted at a line unit.

Semiannual—The 6-month training periods from 1 January to 30 June and 1 July to 31 December. For 109AW, the semiannual periods are 1 April to 30 September and 1 October to 31 March.

Significant Training Event—A training event directly contributing to qualification and upgrade, e.g., CBT lesson, weapon system trainer (WST), ground training, flight, etc.

Special Qualification—A qualification above mission qualification required to accomplish a special mission.

Specialized Training—Training for specialized tactics, weapons systems, or flight responsibilities.

Supervised Training Status—When an aircrew member flies under instructor supervision as designated by the Sq/CC or flight examiner. This status is usually a result of loss of currency or qualification, or due to evaluation resulting in other than Qualification Level 1.

Threat and Error Management (TEM)—TEM is a systems approach that builds multiple layers of defense logically designed to identify, prevent and trap threats and/or mitigate inevitable threats, errors, and undesired aircraft states.

Training devices—All trainers, computer assisted instruction, sound-on-slide programs, videos, and mockups designed to prepare students for flight training or augment prescribed continuation training.

Training level (TL)—A standard assigned to aircrew members, by the Sq/CC, directing continuation- training requirements.

Training Review Panel (TRP)—A panel used to review staff and aircrew management actions necessary to complete the squadrons' flight and ground training programs.

Triennial—Training required in the third year after training was accomplished (i.e., if training is accomplished on 1 Jan 11, the next training is due by 31 Dec 14).

Unqualified—An aircrew member is unqualified under any of the following circumstances cases:

- 1—Failure to successfully pass an evaluation according to AFMAN 11-2WC-130JV2
- 2—Failure to accomplish an evaluation in the time frame required by AFMAN 11-2WC-130JV2
- 3—Non-current flight training events in excess of six months as specified by this AFMAN

4—Determined administratively by Sq/CC or higher authority

5—Never qualified in the aircraft.

Upgrade Training—Training to qualify an aircrew member in a higher crew qualification (i.e., aircraft commander, instructor, or evaluator) or specialized certification (e.g., grid, HALO, or NVG).

Very High Altitude—18,000' MSL and above.

Very Low Altitude—Surface to 999' AGL.

Weapon System Trainer (WST)—Device that provides synthetic flight and tactics environment in which aircrew members learn, develop, improve, and integrate skills associated with their crew position.

Attachment 2

AIRCREW TRAINING DOCUMENTATION

A2.1. General Information. This attachment provides guidelines on proper training documentation. GTIMS, or MAJCOM-approved electronic equivalent, is the primary method for documenting aircrew training. FTUs and units will use GTIMS (or MAJCOM-approved electronic equivalent) in lieu of paper AF Form 4022, AF Form 4023, *Aircrew Training Progress Report*, AF Form 4024, *Aircrew Training Accomplishment Report*, and AF Form 4025, *Aircrew Summary/Close-out Report*. **(T-3).** If used, EGB instructions are provided at <https://jmaths.littlerock.af.mil/etims/login.aspx>. Units transitioning to GTIMS, or MAJCOM-approved electronic equivalent, will transcribe the information in the traditional AF Form 4022, AF Form 4023, AF Form 4024, and AF Form 4025 from paper training folders that are currently open into the EGB. **(T-3).** Paper training folders that have been closed-out will continue to comply with this attachment. The following paragraphs apply to GTIMS (or MAJCOM-approved electronic equivalent) or the previously approved paper training folders. AMC/A3TA and 714 TRS at Little Rock AFB are the point of contacts and liaison with the MATS contractor for EGB changes and recommendations. Coordinate all recommended changes through MAJCOM to AMC/A3T.

A2.1.1. Flying units initiate a training record in the GTIMS (or MAJCOM-approved electronic equivalent) for ETCA formal training courses (formal school or in-unit), mission ready certification, special qualification, certification training, in-unit upgrade program to the next higher aircrew qualification, requalification training (formal school or in-unit), and all corrective action or additional training. **(T-3).** If the training can be accomplished on one mission, a training record is not required. Once approved for use by MAJCOM/A3T (or equivalent), FTUs and units may use the Training Management System or other government approved electronic systems (e.g., GTIMS) in lieu of AF Form 4022, AF Form 4023, AF Form 4024, and AF Form 4025.

A2.1.1.1. The Sq/CC and/or Sq/DO may waive the training record 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 GTIMS (or MAJCOM-approved electronic equivalent) or the training guide. **(T-3).** Use the existing AF Form 4022 for end-of-course evaluations that result in additional training.

A2.1.1.2. For an aircrew member undergoing more than one training program in a short period of time the unit may combine all training into one electronic record. Example: an experienced C-130 aircraft commander returning to fly may have their Unit Indoctrination and applicable airland or mission qualification training, formation lead training, and instructor re-qualification training combined in one folder.

A2.1.2. Access to Training Records. Squadrons will maintain training records for their personnel in a location readily accessible at all times to instructors and supervisory personnel. **(T-3).** Students may review their record(s) during normal duty hours.

A2.1.2.1. MAJCOMs and units should utilize GTIMS, or MAJCOM-approved electronic equivalent, to the maximum extent.

A2.1.2.2. Web-based training records provide world-wide access to instructors and supervisory personnel. Instructors, aircraft commanders, training office personnel, ops officers and commanders may obtain access through the MATS contractor's portal. Contact the local MATS contractor site manager for access.

A2.1.3. Instructor Procedures. The instructor or trainer will review the training record prior to all training periods. **(T-3)**. Those areas not previously accomplished, or areas where additional training is required, will be noted for possible inclusion during the current training period. **(T-3)**.

A2.1.4. Training Record Review. Sq/DO will review active training records quarterly, and flight commanders or squadron training representatives will conduct a monthly review. **(T-3)**. Monthly and quarterly reviews will be annotated in the gradebook or in the training guide. **(T-3)**.

A2.1.5. Completion of Training. Upon completion of formal training leading to qualification (whether accomplished at the FTU or in-unit), an AF Form 4025 will be placed in the individual's training record, as specified in the MAJCOM supplement. **(T-2)**.

A2.1.5.1. Formal School Disposition of Training Records. Formal schools will send the original GTIMS (or MAJCOM-approved electronic equivalent) record with all training records to the student's gaining unit within ten working days of the student's graduation or departure. **(T-2)**. Sq/CC or designated representative will review formal school training records and enter appropriate comments on the training guide progress record or AF Form 4023. **(T-3)**.

A2.1.5.2. Disposition of Training Records. Training records maintained in GTIMS or EGB and must be accessible for review through the respective websites. **(T-3)**. No unit will insert training documents into FEFs. **(T-3)**. Refer to the Air Force Records Disposition Schedule located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>, for further guidance.

A2.1.6. For purposes of training documentation, "classroom only" training conducted at the unit should be identified as Academic Training. Ground Training (GT) will be considered all academic training conducted outside the classroom. Academic training conducted while performing flying duties will be documented as Flying Training. **(T-3)**.

A2.2. Aircrew Training Guides (TG).

A2.2.1. The MATS contractor will develop a training guide. Units may also produce training guides, but will coordinate development through appropriate MAJCOM for approval with an info copy sent to AMC/A3T. **(T-2)**.

A2.2.2. Initiating Training Guides. Training and resource management personnel in each unit will initiate a training guide on aircrew members prior to their entering any phase of qualification training. **(T-3)**. These training guides will be inserted in the EGB. **(T-3)**.

A2.2.3. Instructors will complete the training progress record portion of the training guide in sufficient detail to specify areas of training accomplished, areas needing improvement, recommended specific study areas for the trainee, and recommended training for the next training period. **(T-3)**. When the trainee attains sufficient knowledge, experience, and prerequisites for upgrade, the instructor will recommend an evaluation and state: "Recommend

evaluation for (crew position)" on the training progress record." **(T-3)**. Trainees will not be recommended for an evaluation if a training guide required event is incomplete or requires corrective action. **(T-3)**.

A2.2.3.1. On missions without an instructor or examiner, the senior qualified counterpart will accomplish required training for those areas not requiring an instructor. **(T-3)**. Annotate training information in the training guide.

A2.2.3.2. When an initial qualification flight evaluation is not successfully completed and additional training is required, the flight commander will annotate deficient areas on reproduced pages of the appropriate training guide and training progress record. **(T-3)**. This mini-training guide will be placed in the AF Form 4022 and used to document completion of additional training. **(T-3)**.

A2.2.3.3. At the conclusion of training, when all requirements of the training guide are met, fill-out an AF Form 4025. Maintain the training guide and associated AF Form 4025 in a training folder according to [paragraph A2.1.5](#).

A2.2.4. Review Procedures.

A2.2.4.1. Instructors and students will review the training guide after each training period and discuss training accomplished, problem areas, and immediate goals. **(T-3)**. The following are areas that should be covered by the instructor in the comments' section:

A2.2.4.1.1. Pilots:

A2.2.4.1.1.1. Airdrop missions. List number and types of drops.

A2.2.4.1.1.2. Applicable NVG Phase of training. Include the number of NVG landings, low-level routes, and the number or types of NVG drops.

A2.2.4.1.2. Loadmasters:

A2.2.4.1.2.1. Operational flights or static loads. Enter a general description of the payload, number of pallets, rolling stock cargo (trucks, engines, tanks, etc.), floor loaded general cargo, and passengers, e.g., 8 pallets and 5 passengers.

A2.2.4.1.2.2. Airdrop missions. Enter the words "no drop" when the load did not exit the aircraft.

A2.2.4.1.2.3. Personnel airdrop missions. Enter the number of personnel dropped on each pass, each pass, e. g. "first pass-X," "second pass-X," etc.

A2.2.4.1.2.4. Heavy equipment airdrop missions. Enter a general description of the load, e. g., "type V, sequential platform (one mass load, one jeep), etc." The instructor will sign and enter their aircrew qualification on the training progress record. **(T-3)**. The trainee will initial the training progress record. **(T-3)**.

A2.2.4.2. The flight commander or squadron training representative will conduct a monthly review of training guides. **(T-3)**. This review will be indicated by entering initials and date in the review block of the training guide. **(T-3)**.

A2.2.4.3. The Sq/CC or Sq/DO will review active training guides at least once each calendar quarter and prior to an evaluation. **(T-3)**. This review will be a separate entry on the training guide and will include comments on weak areas and upgrade potential. **(T-3)**.

The reviewing officer will indicate review by signing the instructor-trainer block of the training progress record, and enter "quarterly review" in the training period identifier block. **(T-3).**

A2.2.4.4. Records of aircrew members, not receiving training (but in an active status), will be reviewed monthly and quarterly as indicated above. **(T-3).** If applicable, the statement, "no training accomplished during this period," the reason why, and the projected date when training will resume will be entered on the student's training progress record. **(T-3).**

A2.2.5. Disposition of Training Guides. Place completed training guides in AF Form 4022 and maintain according to [paragraph A2.1.5](#).

A2.3. Grading Procedures. This section serves as a guide when developing syllabuses but is not required. Individual syllabuses are authoritative and take precedent over this section to allow more flexibility in syllabus development, if needed. Non-AMC developed syllabuses should, at a minimum, outline aircraft performance and knowledge standards, individual task/event grading, and overall lesson/event/sortie grading. Guide for Syllabus Development listed below:

A2.3.1. Performance and Knowledge Standards. Measure student performance and knowledge against the course training standards (CTS) and the required proficiency level (RPL). These standards and proficiency levels are drawn from the Master Task Listing (MTL) and AFMAN 11-2MDS, Volume 2. The RPL is the minimum level the student must accomplish as per the MIF. A performance code value ([Table A2.1](#)) will have a knowledge code ([Table A2.2](#)) associated for each specific task/event or sortie/lesson (for example, 2B or 3C). Knowledge codes can be used alone to define a level of knowledge for a subject not directly related to any specific task/event (for example, B or C), or for a subject common to several tasks/events.

A2.3.2. Individual Task/Event Grading.

A2.3.2.1. A. Briefing Only (B) — Briefing item only.

A2.3.2.2. B. Familiarization (F) — May be accomplished by briefing, demonstration, observation or actual accomplishment.

A2.3.2.3. C. Proficient (P) — Individual has achieved the required proficiency level (per MIF table).

A2.3.2.4. D. Satisfactory (S) — Individual has not achieved the required proficiency level but progress is satisfactory.

A2.3.2.5. E. Unsatisfactory (U) — Individual was previously proficient, but has regressed or progress is unsatisfactory.

A2.3.3. Overall Lesson/Event/Sortie Grade

A2.3.3.1. After grading individual tasks, the aircraft flight instructor will rate the student's overall performance and annotate it in the student's Electronic Grade Book/GTIMS. **(T-3).**

A2.3.3.2. The overall grade scale is as follows:

A2.3.3.2.1. A. Unsatisfactory (U) — Unsatisfactory progress on this lesson or sortie.

A2.3.3.2.2. B. Conditional (C) — Marginal progress on this lesson or sortie.

A2.3.3.2.3. C. Good (G) — Normal progress on this lesson or sortie.

A2.3.3.2.4. D. Excellent (E) — Excellent progress on this lesson or sortie.

A2.3.3.2.5. E. No Grade (NG) — Non-graded lesson or sortie.

A2.3.4. Course Training Standards.

A2.3.4.1. CTS equate to a proficiency maneuver grade of “P” for task/event performance or “P” for task/event knowledge unless otherwise stated, “3” for GTIMS grading. The student will attain this standard not later than completion of the sortie prior to the evaluation (flight or simulator). **(T-3).**

A2.3.4.2. Procedural knowledge and application allows safe and efficient mission accomplishment.

A2.3.4.3. Momentary deviations are acceptable if timely corrections are made and safety of flight is not compromised.

A2.3.4.4. The CTS correspond to the grading criteria areas in the AFMAN 11-2WC-130JV2, except those unique to each course and designated by a higher series number than those associated with the graded areas or subareas (for example, 100 series CTS). The source regulation takes precedence if a variance occurs between the CTS and the source regulation.

A2.3.5. Maneuver Item File (MIF). Students will be graded on all items listed in the formal course syllabus MIF table unless exceptions are noted in the training record. **(T-3).** Attain an RPL of “P” prior to last profile/evaluation sortie unless otherwise noted.

A2.3.6. Proficiency Advancement (PA). The MATS Site Manager, Sq/DO or Flt/CC is the approval authority for student PA. Students may advance past a single sortie/lesson to the next sortie/lesson or evaluation in a training category provided all RPLs are met or exceeded for the advanced (skipped) sortie/lesson. **Note:** PA may be utilized more than once in a phase, as applicable. **Note:** Minimum events may not be reduced for a lesson/phase with a PA grade.

A2.3.7. Break-in-Training (BIT). The MATS Site Manager or Sq/DO may authorize an additional training sortie due to extended training delays. As a guide, consider 7 calendar days, but no more than 14 days without an aircraft or ATD sortie as an extended break. Use this authority only when the remaining syllabus sorties are insufficient to compensate for the BIT. All additional training will be documented in the student’s training record. **(T-3).** Additional training sorties will be limited to those required for the student to regain the proficiency level attained prior to the BIT. **(T-3).** BIT sorties will be graded no-grade (NG) overall unless safety of flight is a factor upon which an unsatisfactory (U) is then warranted. **(T-3).**

A2.3.8. Additional Training. Total allowable additional training will be set at 15 percent or two events (whichever is greater) above syllabus directed training requirements and will be calculated for both ground based ATDs and for flight training. **(T-3).** **Note:** Areas that calculate to a whole number and a decimal will be rounded to the next higher number (e.g., 1.4 would be set at a maximum of two). **(T-3).** ATD and additional training sortie maximums will be accounted for separately. **(T-3).** Calculated additional training totals will be documented in each syllabus. **(T-3).** Additional training events should be allocated evenly between the Sq/CC and OG/CC. Once a student has exceeded the number of training flights

and/or additional training sorties allowed by the syllabus (with any exceptions noted in the RTM), commanders may consider eliminating the student according to AFMAN 11-402.

A2.3.9. Regression. Aircrew members should be graded to the standard of performance and knowledge demonstrated on each separate task and/or event. For regression, the student will re-obtain proficiency prior to the end of the block of training in order to be recommended for a checkride or certification (when applicable). **(T-3)**.

Table A2.1. Event and Task Performance Standard.

Code:	Performance is:	Definition:
1	Extremely Limited	Individual can do most activities only after being told or shown how.
2	Partially Proficient	Individual can do most of the behaviors, but not necessarily to the desired levels of speed, accuracy, and safety.
3	Proficient	Individual can do and show others how to do the behavior in an activity at the minimum acceptable levels of speed, accuracy, and safety without the assistance of an instructor. For copilots, proficiency may involve actual aircraft control or copilot duties only. For instructors, proficiency includes the ability to demonstrate, instruct, and supervise ground and flight activity.
4	Highly Proficient	Individual can do behaviors in an activity at the highest level of speed, accuracy and safety.

Table A2.2. Event and Task Knowledge Standard.

A	Facts and Nomenclature	Individual can identify basic facts and terms about the subject and when used with a performance code, can state nomenclature, simple facts, or procedures involved in an activity.
B	Principles and Procedures	Individual can explain relationship of basic facts and state general principles about the subject and when used with a performance code, can determine step-by-step procedures for sets of activities.
C	Analysis and Operating Principles	Individual can analyze facts and principles and draw conclusions about the subject and when used with a performance code, can describe why and when each activity will be done and tell others how to accomplish activities.
D	Evaluation and Complete Theory	Individual can evaluate conditions and create new rules or concepts about the subject and when used with a performance code, can inspect, weigh, and design solutions related to the theory involved with activities.

