INTRODUCTORY FLIGHT TRAINING (IFT)

INFORMATION PACKAGE
VERSION X

1) IFT Program Overview and Eligibility

Overview

Introductory Flight Training is a 50-hour flight-training program taught at a Federal Aviation Regulation Part 61 or 141 certified flight school leading to a Private Pilot's License. All pilot candidates without a Private Pilot's Certificate (PPC) attend IFT prior to entering SUPT. The program's purpose is two fold. First, IFT aims to introduce qualified pilot candidates to the basics of aviation prior to SUPT entry. Secondly, IFT acts as a screening program that assesses the candidate's desire and ability to develop basic airmanship skills. The immediate supervisor plays a vital role in this process, monitoring the candidate's process in IFT through frequent communication with the candidate and his Certified Flight Instructor (CFI). It is important for both the supervisor and candidate to assess whether the candidate really wants to be an Air Force Pilot, and will succeed in SUPT after completing IFT.

General Program Parameters

IFT imposes certain restrictions on the pilot candidate. All candidates must solo prior to 25 flight hours and earn their PPC within 50 consecutive flight hours. Candidates who cannot meet the solo and PPC time requirements must either have a valid waiver submitted by their supervisor or be eliminated from IFT. Continuity of training is also an important factor in IFT. ANG/AFRC candidates have 60 days, active duty candidates have 90 days, and AFROTC cadets have 180 days to complete IFT. Further, all active duty supervisors must understand that IFT is a primary responsibility; and all other responsibilities must be secondary until the candidate has completed IFT.

Eligibility

To be eligible for the IFT program you **must**:

1. Be a commissioned officer on active duty in the United States Air Force awaiting SUPT or be a senior AFROTC cadet categorized by the AFROTC Pilot Categorization Board. Air National Guard and Air Force Reserve SUPT candidates must contact their respective command representatives to determine eligibility.
2. Not be on medical/administrative hold, which prevents SUPT entry.
3. Not already possess a PPC or higher with an airplane single-engine land or multiengine land rating.

Enrollment Timeframe

All Active Duty, Air National Guard, Air Force Reserve SUPT candidates must begin IFT once they are notified of their SUPT slot or immediately after arriving at their first duty station. Seniors on the AFROTC Pilot Categorization Board may either participate as cadets after the completion of their junior year or wait until they enter active duty. Cadet participation in IFT requires approval from the cadet's AFROTC detachment commander.

Supervisor's Approval

Candidates cannot begin IFT until both the supervisor and candidate have signed the 19 AF Form 5. **By signing the form, both the supervisor and candidate acknowledge they have reviewed the entire IFT package and understand their responsibilities.**

2) AFROTC Cadet Information

All cadets participating in the IFT program are limited to five academic courses (approximately 16 hours). Waiver authority on a case-by-case basis to six academic courses rests with the AFROTC/DO. Under no circumstances will academically "at risk" candidates participate in IFT during the school year. Self-motivated and responsible cadets with light course loads and limited extracurricular responsibilities are the best IFT candidates. If there are any doubts about a candidate's ability to complete IFT as a cadet, then he or she should wait until entering active duty to complete the program. Cadets within six months of their planned commissioning date should wait until they are on active duty to complete IFT.

Pursuant to Title 5, United States Code, Section 8140, ROTC cadets who suffer injury, disability, or death in the line of duty are eligible for certain benefits under the Federal Employees Compensation Act. An injury, disability, or death occurs "in the line of duty" when it is a proximate result of the performance of military training, or of travel to or from that training. Cadets on Practical Military Training orders are "in the line of duty" while participating in IFT. Cadets that are injured, disabled or killed as a proximate result of training, will be eligible for medical care for the injury or disability sustained, transportation incident to the provision of the care, and funeral expenses.

Please note that those benefits do not include life insurance of any kind. Flight training carries with it a risk of serious injury or death. Cadets should carefully consider if life insurance is important to protect their estates or pay debts in the unlikely event of death.

3) Choosing a Flight School/Aero Club

How to Select an IFT Provider

The first step in the IFT process is to select a provider. Contact the local airport and ask for a list of Federal Aviation Administration certified flight schools, look under "aircraft" in the local phone book, search the web or ask other students locally enrolled in IFT. 19AF/DOZ cannot recommend a flight school.

Second, contact those flight schools and ask if they meet the following requirements:

1. **Syllabus or course of instruction:** They must follow a syllabus that provides appropriate training for attaining a PPC as outlined in Federal Aviation Regulation (FAR) Part 61 or Part 141 within 50 flight hours.
2. **Certified Flight Instructor (CFI):** CFIs must conduct all training.
3. **Payment:** The flight school must be willing to accept a government credit card account number and agree to the terms of payment listed on the IFT/NIFT Provider Consent Agreement Form.
4. **Insurance Minimums:** Liability insurance coverage must be equal to or greater than either $200,000 per person, $500,000 per incident and $200,000 for property loss or $1,000,000 per occurrence and $100,000 per person.
5. **Insurance Must Have a Waiver of Rights Subrogation Clause:** Their insurance policy must include the following printed statement: "The Company hereby waives any right of subrogation acquired against the United States Air Force, U.S. Air Force Reserve Officer Training Command any U.S. Air Force cadets, Active Duty members, Air National Guard members, and Air Force Reserve members participating in the Introductory Flight Training Program and/or the Navigator Introductory Flight Training Program by reason of any payment for the damages or injuries in connection with the Introductory Flight Training and Navigator Introductory Flight Training programs."
6. **Candidate May NOT Sign Any Agreements:** They must not require the candidate to sign any Hold Harmless Agreement, Release of Liability Statement or similar document. The candidate is specifically prohibited by the Air Force from signing such a document.
7. **Termination of IFT:** The candidate has the right to discontinue IFT at any time. The Air Force is not responsible for paying the IFT provider for any flight hours not actually logged prior to termination.

Next, select the IFT provider (flight school) that represents the best value for the Air Force. The candidate, with supervisor assistance, will select a flight school based on the following:

1. Above outlined requirements.
2. Distance from residence.
3. Reputation for quality of instruction (if available).
4. Total cost of the flight training. Include ground school, all necessary course materials, 50 hours of flight time and instruction, and FAA written exam.
5. Safe and professional training environment.

4) Obtaining Approval to begin Training

Obtain 19AF/DOZ Approval

After selecting a flight school, fill out the following paperwork (forms are available at **http://19afpub.randolph.af.mil**):

1. **19AF Form 5:** The candidate, supervisor and IFT provider will completely fill out and sign this form.
2. **IFT/NIFT Provider Consent Agreement Form:** Check with 19AF/DOZ to see if there is an IFT/NIFT Provider Consent Agreement Form on file. If not, have the provider complete and sign the consent form and provide a copy of their insurance evidencing the requirements listed in this package. The IFT provider must carefully read the terms stated for insurance and billing requirements.
3. **AETC Form 410:** The supervisor must brief the candidate on the risks associated with flying civilian aircraft and check the approved box. Both supervisor and candidate sign the form. (Reference: AFI 91-202/AETC Sup 1)
4. **PMT Orders (AFROTC cadets only)**: All cadets participating in the IFT program must be placed on PMT orders signed by the Detachment Commander and send a copy to 19AF/DOZ.
5. **ANG Approval:** ANG pilot candidates must submit an ANG/DPDF Form 3 through HQ ANG (fax: DSN 327-5914 or commercial (703) 607-5914).

All forms will be typed unless the supervisor does not have access to FormFlow or Pure Edge for the AETC Form 410 or the flight school does not have access to Microsoft Excel on a computer for the 19 AF Form 5. Once all paperwork is complete fax in the paperwork. The authorization number will not be issued until all paperwork has been submitted and completed correctly. Upon completion of processing forms 19AF/DOZ will contact the IFT provider, issue the authorization number and email the candidate letting them know they are authorized. Only ANG and AFRC students will be given authorization numbers.

IFT ENROLLMENT DOES NOT BEGIN UNTIL THE CANDIDATE RECEIVES AUTHORIZATION FROM 19AF/DOZ. ANY COSTS INCURRED BEFORE RECEIVING AUTHORIZATION ARE AT THE CANDIDATE'S EXPENSE.

5) Restrictions

1. Do not spend any money until 19AF/DOZ issues an authorization number to the flight school.
2. **Aircraft:** Candidates are required to fly the most economical aircraft. Only under extenuating circumstances will 19AF/DOZ authorize a different aircraft. Simulator costs are not authorized.
3. **AFROTC Candidates:** Cadets are not authorized to participate in the IFT program during the period after commissioning and prior to entering active duty (EAD). Cadets should not start IFT within six months of their commissioning date. If a cadet has not completed all IFT program requirements by the day of commissioning, IFT must be suspended until the candidate enters active duty. If a cadet is unable to complete IFT prior to commissioning, immediately notify 19AF/DOZ. Any flying accomplished during this period will be at the candidate's expense.
4. Candidates are **prohibited** from signing ANY documents releasing the flight school from liability for negligence on the part of the flight school, its employees, agents, or subcontractors or for the condition of the flight school's premises or equipment, such as Hold Harmless Agreements or Release of Liability Statements.
5. **Passengers:** Cadets are prohibited from carrying passengers during all phases of IFT (solo or dual). The only people permitted on board are the instructor/examiner and the candidate. For active duty only, IFT candidates may ride as passengers along with other candidates enrolled in IFT.
6. **Additional flying:** Candidates are allowed to fly orientation flights in military aircraft, but they must obtain their immediate supervisor's approval of the type and extent of their flying activities.
7. **Temporary Duty (TDY):** TDY is not authorized in association with IFT. If a candidate gets "stuck out" on a cross-country for any reason, he must notify his or her supervisor and 19AF/DOZ as soon as possible and secure the most economical lodging and transportation. All receipts must be forwarded to 19AF/DOZ for reimbursement.

8. **Solo Flights:** The initial supervised solo must occur **prior** to obtaining 25 flight hours. Candidates either need a waiver to continue training or be eliminated from IFT. Candidates are not allowed to fly past 25 hours without soloing unless they have an approved waiver.
9. **50 hours:** Candidates must earn their PPC within 50 flight hours. Candidates either need a waiver for additional flight time or be eliminated from the program. Candidates are financially responsible for any hours flown past 50 without an approved waiver.
10. **Program Completion**: Once a student has earned his PPC he is complete with the IFT program and is not authorized any additional hours.
11. **Mileage:** Only mileage in excess of the normal commute to your work station/campus is reimbursable. Subtract the round trip distance between your home and normal work station/campus from the round trip distance between your home and the flight school. If the result is zero, enter zero. If the distance to your work station/campus is more than the distance to the IFT provider, then there is no mileage reimbursement. Only mileage accumulated during official IFT flying and/or billed instruction is reimbursable.

6) Billing

Student and Flight School responsibilities

All flight schools must use both 19 AF Form 3, E-Logbook, and 19 AF Form 6 (IFT/NIFT Invoice) in order to receive payment for training an IFT candidate. Flight schools will use the 19 AF Form 3 (E-Logbook) to keep track of all student flights. Upon completion of the program the student will verify the flight school has a copy of the completed E-Logbook. This will ensure the flight school can submit both E-Logbook and IFT/NIFT Invoice in the same fax.

Both forms are located at the 19AF/DOZ website in Microsoft Excel format. Flight schools, when faxing the paperwork to 19AF/DOZ, please fax each students package separately. Do not send bulk or mass student packages in the same fax. This delays processing and you will be asked to refax the forms separately.

The IFT/IFT Invoice should be typed unless the flight school does not have access to Microsoft Excel on a computer. Only flight hours on the IFT/NIFT Invoice that match the student's E-Logbook are paid. Please allow 7 business days for the processing of payments. Once the E-Logbook and IFT/IFT Invoice are received, 19AF/DOZ will verify the costs, contact the IFT provider with a government credit card account number and authorize them to run the card for the authorized amount. The IFT provider will write the candidate's name on the receipt and "phone order" on the signature line, then fax a copy of the receipt to 19AF/DOZ. The payment will be cancelled and money revoked if the IFT provider fails to fax the receipt.

It is preferred 19 AF/DOZ be billed one time at the completion of IFT training for all services rendered. Any IFT providers who cannot bill one time for all training or at least once a month should contact 19AF/DOZ.

NOTE: All sales under this arrangement are exempt from Federal and State taxes. Our tax exemption ID number is 47163000.

Authorized IFT Purchases

1. Textbooks, maps, headset under $150, flight computer under $30, and other required materials.
2. Ground school and 50 consecutive hours of flight training.
3. Aero club membership fees (Must be in 19AF/DOZ's name, not the candidate's name).
4. Flying Class III flight physical

Unauthorized IFT Purchases

1. Headset costs exceeding $150, headset rentals (if one has already been purchased), flight computers over $30, all kneeboards, and all flight bags.

2. Simulator time.
3. Flight time in other than the most economical aircraft (unless approved by 19AF/DOZ).
4. Fuel. Aircraft per hour costs include fuel (Includes cross country flights).
5. Landing fees
6. Flight hours in excess of 50 without an approved waiver and 19AF/DOZ permission.
7. Any flight hours after the flight awarding the PPC without prior permission from 19AF/DOZ.

Candidates who make unauthorized purchases are liable for the costs.

7) Obtaining the FAA Flying Class III Physical

An FAA Flying Class III physical is required prior to solo. The Air Force Class I physical does not constitute an FAA Flying Class III physical. Get this physical as soon as possible after receiving a personal authorization number. Follow these steps to schedule the physical:

1. Find a doctor, call an Aviation Medical Examiner (AME), in the local area qualified to conduct FAA Flying Class III physicals. Contact the flight school, supervisor or local airport officials for assistance.
2. Schedule an appointment.
3. Pay in one of two ways. **Preferred method:** The flight school pays the physician's office or reimburses the candidate directly and bills the cost on the IFT/IFT Invoice. **Alternative method:** Pay for the physical directly then file a SF 1164 with the original receipt for reimbursement.

8) PILOT Candidate Responsibilities

Active duty: Pilot candidates must begin IFT as soon as possible after arriving at their duty station or immediately after notification of their SUPT slot. Office duties, leave, TDY and deployment duties are secondary to IFT. It is critical to begin IFT as soon as possible and finish in the allotted time period.

AFROTC cadets: It is important to balance the challenges of IFT with academic responsibilities. Cadets who can't successfully balance IFT with school should wait until they enter active duty to complete IFT.

Candidates will ensure they comply with crew rest requirements. They are not allowed to exceed a flight duty period of 12 hours, which begins with any official duty or class and ends when the engine is shut down at the end of an IFT sortie. Candidates must have at least 8 hours of continuous, uninterrupted rest during the 12 hours immediately prior to the beginning of the flight duty period. Candidates are also responsible for maintaining their physical fitness by working out (running, lifting weights, etc…..) for 1.5 hours 3 times per week. If unable to accomplish fitness training during the week individuals may accomplish it during the weekend. Supervisors are responsible for the overall administration of the fitness or PT program.

It is important to keep the supervisor updated on the progress of training. If a candidate is experiencing difficulties, he should immediately notify his supervisor. Notify 19AF/DOZ of any supervisor or CFI changes during IFT.

Candidates need to submit their E-Logbook to 19AF/DOZ on the same day of the month as their IFT provider sends in their IFT/NIFT Invoice. It is also important to fax the PPC and logbook to 19AF/DOZ immediately upon course completion.

If a candidate is involved in a safety mishap while flying in the IFT program, he must immediately contact his supervisor or AFROTC detachment commander and 19AF/DOZ.

9) Supervisor Responsibilities

Active Duty: The immediate supervisor is the critical link to the success of the IFT program and is responsible for the day-to-day monitoring of the candidate's progress. For active duty officers, IFT is their

top priority and they must begin IFT as soon as possible after arriving at their duty station. Office duties, leave, TDY and deployment duties are secondary to IFT. It is critical they begin and finish IFT as soon as possible so they'll be available for any short notice SUPT training slot.

AFROTC Cadets: It is important to balance school commitments with IFT to ensure program completion. Cadets who cannot balance IFT and school should be encouraged to enroll in IFT after entering active duty. Supervisors must take an active role monitoring a candidate's progress in IFT.

Supervisors will ensure that IFT candidates comply with crew rest requirements. They are not allowed to exceed a flight duty period of 12 hours, which begins with any official duty or class and ends when the engine is shut down at the end of an IFT sortie. Candidates must have at least 8 hours of continuous, uninterrupted rest during the 12 hours immediately prior to the beginning of the flight duty period.

Candidates are also responsible for maintaining their physical fitness by working out (running, lifting weights, etc…..) for 1.5 hours 3 times per week. If unable to accomplish fitness training during the week individuals may accomplish it during the weekend. Supervisors are responsible for the overall administration of the fitness or PT program.

Twenty hours into the course, the immediate supervisor will contact the CFI to review the candidate's progress. If the candidate is experiencing difficulty, the immediate supervisor will closely monitor the candidate's progress and submit a report to 19 AF/DOZ.

Supervisors must also be aware of elimination requirements. See **12) Eliminations**.

It is also important to ensure the student faxes his PPC and E-Logbook to 19AF/DOZ upon course completion. This documentation is required to verify the candidate has successfully completed IFT.

If a candidate is involved in a safety mishap while flying in the IFT program, he must immediately contact his supervisor or AFROTC detachment commander and 19AF/DOZ. Report the incident through normal safety reporting channels. IFT mishaps are not accountable to the USAF and will be investigated by appropriate civilian agencies (FAA/NTSB).

10) Completion Requirements

The IFT program has four requirements:

1. Solo prior to completing 25 hours.
2. Earn a PPC prior to completing 50 hours
3. Complete IFT within 60 days for ANG/AFRC, 90 days for active duty, or 180 days for AFROTC cadets.
4. Complete IFT at least 30 days prior to SUPT.

Fax a copy of your e-logbook and PPC to 19AF/DOZ upon completion of the program. ANG must also fax PPC and logbook to HQ ANG (fax DSN: 327-5914 or comm.: 703-607-5914).

11) Reimbursement using Standard Form (SF) 1164

Expenditures not covered by normal IFT billing may be reimbursed using the Standard Form (SF) 1164. **All** SF 1164 forms must be typed due to legibility issues and new DFAS regulations. Any SF 1164 not typed will not be processed and must be redone.

Mileage reimbursements: Candidates will only be reimbursed for mileage in excess of the normal commute from home to the base/campus. If a candidate flies with an Aero Club located on the base where they work they will not be reimbursed for mileage. Note, any forms submitted with dates grouped will not be processed. An example of a filled out SF 1164 for mileage can be found on the 19 AF/DOZ website.

Mileage reimbursements must first be turned in to your immediate supervisor. After the supervisor has reviewed the items, he/she must initial the upper right hand corner of the form. The supervisor must not sign blocks 8 or 9. Those blocks are to be signed by the 19 AF/DOZ Budget Technician. The SF 1164(s) must then be faxed to 19AF/DOZ. Upon receipt of the SF 1164, a fund site will be placed on the form and returned to the candidate. The candidate then takes the SF 1164 to his local finance office for processing and payment.

Physical, Written Exams, and Checkrides: Candidates will be reimbursed for these expenses only if they paid out-of-pocket for these services. Due to different fund sites, other miscellaneous expense claims must be made on a separate form from mileage claims. On a separate SF 1164 claim all costs for the written test or other miscellaneous expenses not billed by the flight school. Include receipts for all reimbursement claims. Claims without receipts will not be processed. 19AF/DOZ will submit the SF 1164 directly to DFAS who will deposit the reimbursement into the candidate's direct deposit bank account.

NIFT participants complete only blocks 4, 6, 7, and 10 of the SF 1164 and fax or mail to 19AF/DOZ, upon completion of NIFT. The supervisor must not sign blocks 8 or 9. Those blocks are to be signed by the 19 AF/DOZ Budget Technician. Please ensure the address provided in block 4 is valid for at least 8 weeks after the form is submitted. If your address changes, please notify 19AF/DOZ immediately.

Any Questionable Items: Airplane fuel, hotel rooms, and rental cars are examples of questionable items. Some questionable items can be reimbursed on a case-by-case basis, but candidates must verify with 19 AF/DOZ personnel before submitting for the reimbursement.

Non-Reimburseable Expenses: Telephone calls, fax fees, parking fees.

12) Eliminations

A pilot candidate should be eliminated if he:

1. Self-initiates elimination (called Drop on Request, or DOR).
2. Fails to demonstrate the potential to complete IFT or SUPT.
3. Becomes medically disqualified. See AETCI 48-102 and AETCI 36-2205 for details.

Notify 19AF/DOZ if considering a candidate for elimination. The detachment commander or immediate supervisor will submit a typed AETC Form 126A for 19AF/DOZ Branch Chief review and 19 AF/DO approval. Also submit a background paper detailing the student's training, a letter from the candidate indicating his desire to remain or be eliminated from training and copies of his E-Logbook. See website for examples.

13) Waivers

Contact 19AF/DOZ prior to submitting any waivers. Candidates who have not soloed by 25 hours or earned their PPC prior to 50 hours should be submitted for a waiver only if they have demonstrated the capacity to complete IFT.

Supervisors will submit the waiver on the AETC Form 6 clearly stating the background reasons for needing the waiver and specific requirement to be waivered. Also submit a copy of the candidate's E-Logbook. All waivers will be typed unless the supervisor does not have access to Form Flow or Pure Edge on a computer. Candidates must have an approved waiver prior to exceeding any of the above requirements or they could be financially liable for any additional costs. Allow 3-5 days for the waiver to be processed.

14) Prescribed Forms

1. IFT/NIFT Provider Consent Agreement Form.
2. AETC Form 410, High-Risk Activities Worksheet.
3. 19 AF Form 3, E-Logbook.
4. 19 AF Form 5, IFT Direct Cost Estimate.
5. 19 AF Form 6, IFT/NIFT Invoice

Forms are available at **http://19afpub.randolph.af.mil**

15) How to Contact 19AF/DOZ

E-Mail:	**19AF.DOZFAX@randolph.af.mil**
Webpage:	**http://19afpub.randolph.af.mil**
Voice:	DSN: 487-3581 Commercial: (210) 652-3581 Toll Free: 1-877-848-5546
Fax:	DSN: 487-3506 Commercial: (210) 652-3506
Mailing Address:	19AF/DOZ 73 Main Circle, Suite 1 Randolph AFB, TX 78150-4549