



26 July 2013

Personnel

STUDENT FLIGHT TRAINING PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publication is available for downloading electronically on the JFHQ SharePoint page.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: JFHQ NJANG/(OIC)

Certified by: NJANG/CC
(Brig Gen Robert Bolton)

Supersedes NJANGGM7, 10 Mar 2012

Pages: 15
Distribution: F

This is a new New Jersey Air National Guard Instruction. The purpose of this instruction is to establish policies and procedures for a Joint Student Flight (JSF) Training Program in conjunction with the 108th Wing and the 177th Fighter Wing Student Flight program for all newly assigned members. Recognizing that wing leadership involvement is the key to its success. This instruction places responsibility for the JSF Training Program with the JFHQ – Air Component. By orienting new members of both units to standardized information, training and physical conditioning, and fostering esprit-de-corps, the program ultimately seeks to ensure mutual preparedness of our new members while awaiting Basic Military Training (BMT). **Reference: AFI 36-2103, Individualized Newcomer Treatment and Orientation (INTRO) Program.** Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records* and disposed of IAW the *Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS)* located at <https://www.my.af.mil/afirms/afirms/rims.cfm>. The Paperwork Reduction Act of 1995 affects this instruction.

1. CONCEPT2

2. NEWCOMER’S ORIENTATION2

3. TRAINING3

4. RESPONSIBILITIES3

 4.1. Wing/Unit Commander3

4.2. Force Support Squadron Commanders	3
4.3. Student Flight Officer In-Charge (OIC)	4
4.4. Student Flight Non Commission Officer In-Charge (NCOIC)	4
4.5. Assistant NCOIC	4
4.6. CADRE	5
4.7. Administrative NCOIC	5
4.8. Administrative NCO	6
Figure 4.1. Joint Student Flight Organization Chart	3
Attachment 1 – GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION..	7
Attachment 2 – AETC FORM 341, EXCELLENCE / DISCREPANCY REPORT.....	8
Attachment 3 – CADRE MEMBER’S RULES OF ENGAGEMENT.....	9
Attachment 4 – STUDENT FLIGHT – RECALL ROSTE	10
Attachment 5 – AIRMAN ISSUE FORM	11
Attachment 6 – NGB FORM 105S, AUTHORIZATION FOR INDIVIDUALS INACTIVE DUTY FORM	12
Attachment 7 – STUDENT FLIGHT (HIEGHT AND WEIGHT ROSTER)	13
Attachment 8 – ANG JOINT STUDENT FLIGHT TRAINING AT NGTC, SEAGIRT SURVEY	14
Attachment 9 – ANG JOINT STUDENT FLIGHT TRAINING AT NGTC SEAGIRT (WEEKEND EVALUATION)	15

1. Concept: The Joint Student Flight (SF) is a quarterly program that commences each fiscal year at the National Guard Training Center in Sea Girt, New Jersey. The quarterly JSF training will be held during the months of October, January, April and July. Student Flight (SF) members are expected to congregate at the Training Center for two days at the beginning of that quarter to perform various training in preparation for Basic Military Training (BMT). This joint program complements the SF program each wing presently administers during their Unit Training Assembly (UTA).

2. Newcomer’s Orientation. The Newcomer’s Orientation Program is designed to orient the new members to the Air National Guard environment, introduce the new member to the Wing

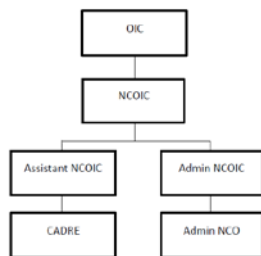
Commander, and to familiarize the new member with the functions of the various sections that make up the 108th Wing and 177th Fighter Wing. The Newcomer’s Orientation Program will be conducted during the monthly UTA of each wing outside of the purview of the JSF program. All new members are required to attend as scheduled by the Wings.

3. Training. JSF training will occur on Saturday and Sunday of each JSF Quarterly. The training will consist of Drill and Ceremony, Code of Conduct, Resiliency and other various training as related to BMT. Physical Training (PT) will be conducted both days of the JSF Quarterly to include mock Fitness Assessment test to assess the preparedness and readiness of each SF member for BMT.

4. Responsibilities. The scope of responsibilities will include but not limited to the following:

Figure 4.1., *Joint Student Flight Organization Chart*

JOINT STUDENT FLIGHT ORG CHART



4.1. Wing/Unit Commander: Commander’s will provide full support of this program by ensuring compliance with this Instruction.

4.2. Force Support Squadron (FSS) Commander:

4.2.1. Overall responsibility of student flight members and coordinate work with OIC and NCOIC during JSF.

4.2.2. Provide funding for uniforms in accordance with Fiscal Guidance for the students. This consists of a blue and white warm up suit.

4.2.3. Ensure roundtrip transportation of SF members from Wing to Sea Girt; coordinating with Logistic Readiness Squadron (LRS) to ensure bus or van availability with driver.

4.2.4. Ensure two Cadre members and one support personnel is represented from each Wing at JSF drill weekends. Cadre should be assigned to JSF program for a minimum of two years. Individuals will be trained by previous cadre personnel from their respective Wings. At least one cadre and support personnel from each Wing will be expected to stay on base for the weekend. Each OIC and NCOIC will have flexibility in use of personnel.

4.2.5. Ensure representation of minimum one cadre from each wing be present at Pre-JSF drill meeting location.

4.2.6. Ensure accurate rosters are sent to JSF NCOIC and Administrative NCOIC at a minimum of two weeks prior to JSF UTA.

4.3. Student Flight Officer In-Charge (OIC): The SF OIC is responsible for over-seeing the JSF Program. His/her responsibilities include, but are not limited to:

- 4.3.1. Coordinating all JSF training.
- 4.3.2. Maintain accountability for all Cadre and JSF members at the Training Center.
- 4.3.3. Serves as liaison to FSS commanders in all issues relating to the JSF program.
- 4.3.4. Prepare and send After Action Report (AAR) to NJANG Commander (CC), Chief of Staff (CoS), Command Chief Master Sergeant (CCM), and Force Support Squadron (FSS) Commander.
- 4.3.5. Conduct pre-JSF drill status meeting with cadre and staff.
- 4.3.6. Attend the Joint Sea Girt meeting with the Army National Guard (ARNG) or delegated to JSF NCOIC or JSF Asst. NCOIC.

4.4. Student Flight Non Commission Officer In-Charge (NCOIC):

- 4.4.1. Coordinate Pre-JSF in person meeting with cadre and staff; coordinate training schedule, administrative accountability of who teaches which courses and schedule meals
- 4.4.2. Serves as Drill floor supervisor, ensuring all check in activities run smoothly, including but not limited to linen distribution, roll call, cell phone collection, height and weight check.
- 4.4.3. Develop training schedule and lesson plan.
- 4.4.4. Coordinate facilities planning; billeting and classroom assignments or delegated to Asst. JSF NCOIC.
- 4.4.5. Ensure 100 percent accountability of JSF members and Cadre.
- 4.4.7. Assist the OIC with After Action Report (AAR).
- 4.4.8. Liaison; coordinating all information with the ARNG.
- 4.4.9. Serves as liaison to FSS commanders in all issues relating to the JSF program.

4.5. Assistant Student Flight NCOIC:

- 4.5.1. Coordinate Cadre schedule; Ensure a minimum of two Cadre and one support personnel is represented from each Wing at JSF Drills from Saturday AM to Sunday PM start to finish of drill weekend. Cadre should be Physical Training Leader (PTL) certified and assigned to JSF program for a minimum of two years. Individuals will be trained by the previous cadre from their respective Wing.
- 4.5.2. Supervise all Cadres throughout the weekend, ensuring cadre assigned properly for each activity.

- 4.5.3. Instruct when necessary.
- 4.5.4. Assist with developing training schedule.
- 4.5.5. Assist JSF NCOIC and Admin NCOIC when needed.
- 4.5.6. Coordinate Line of Duty (LOD) issues with respective wing.
- 4.4.7. Assist Lead Liaison with the ARNG.

4.6. CADRE:

- 4.6.1. Instruct or train when scheduled, remain flexible and available at all times. Schedule is a live document subject to change.
- 4.6.2. Assist with Administrative personnel for setup.
- 4.6.3. Should be PTL certified.
- 4.6.4. Maintain accountability of SF members.
- 4.6.5. Cadre will collect AETC Form 341 ([see attachment 2](#)) from JSF members for excellent or poor performance. Example; member displays outstanding leadership or member falls asleep during fire watch.
- 4.6.6. All Cadre members will sign the Cadre Member's Rules of Engagement Agreement Memorandum. ([see attachment 3](#))
- 4.6.7. At least one member from each wing will attend in person the Pre-JSF drill meeting.

4.7. Administrative NCOIC:

- 4.7.1. Supervise and train Admin NCO on Student Flight Weekend procedures.
- 4.7.2. Ensure wing student flight rosters are received two weeks prior to the UTA. Upon receiving the rosters from the 108th and 177th, combine them to make one roster for the Student Flight weekend attendance roster ([see attachment 4](#)). Ensure roster is accurate and there is a single POC from the Wings for changes and updates.
- 4.7.3. Collaborate with Assistant Student Flight NCOIC to send out emails and texts to the student flight members to communicate the weekend happenings, schedule and important items to bring, in order for them to be prepared for the weekend.
- 4.7.4. Compile master lesson plan CD for weekend training.
- 4.7.5. If notified that a JSF member is unable to attend the scheduled activity, then notify the JSF NCOIC.

4.7.6. Notify Wing POC of all roll call discrepancies.

4.8. Administrative NCO:

4.8.1. Perform check-in of students as they arrive for the UTA. Ensure all roll call discrepancies are reported to the OIC, NCOIC and Administrative NCOIC upon completion of check in.

4.8.2. Collect and secure all student flight cell phones upon check in for the duration of the weekend.

4.8.3. Have students complete the Airmen Issue Form ([see attachment 5](#)) record and notify the Base Education and Training Manager of each Wing of issues the individual may have upon entering the Guard.

4.8.4. Ensure all students that are performing a RUTA complete NGB 105S ([see attachment 6](#)) and complete the roll call rosters.

4.8.5. Review height and weight roster after check in ([see attachment 7](#)). Calculate student's weight and determine who needs a weight reminder/briefing. Inform the NCOIC of those who need the briefing and forward the information to each Wing ROS and BETM office.

4.8.6. Ensures training class and weekend evaluation surveys ([see attachment 8 and 9](#)) are distributed at the end of each designated class. Tally all surveys to determine the outcome of the success of each class and future planning.

4.8.7. Assist Cadres in any additional training, PT or assignments as needed.

ROBERT C. BOLTON
Brigadier General, NJANG
Commander

Attachment 1

References:

AFI 36-2103, *Individualized Newcomer Treatment and Orientation (INTRO) Program*

ANGI 36-2101, *Assignments within the Air National Guard (ANG)*

Prescribed Forms:

NGB 105S – Authorization for Individual Inactive Duty Training

Abbreviations and Acronyms

AAR – After Action Report

AFMAN – Air Force Manual

ARNG – Army National Guard

BETM – Base Education Training Manager

BMT – Basic Military Training

FSS – Force Support Squadron

INTRO – Individualized Newcomer Treatment and Orientation Program

LOD – Line of Duty

LRS – Logistics Readiness Squadron

JSF – Joint Student Flight

NCO – Non-Commission Officer

NCOIC – Non-Commission Officer in Charge

OIC – Officer in Charge

POC – Point of Contact

PT – Physical Training

PTL – Physical Training Leader

ROS – Retention Office Supervisor

RUTA – Rescheduled Unit Training Assembly

SF – Student Flight

UTA – Unit Training Assembly

Attachment 2

EXCELLENCE/DISCREPANCY REPORT		
LAST NAME - FIRST NAME - MIDDLE INITIAL		GRADE
ORGANIZATION	CLASS/FLIGHT (If Applicable)	
EXCELLENCE/EXHIBITED DISCREPANCY <i>(Be specific)</i>		
TIME	DATE	PLACE
PRINTED NAME OF REPORTING INDIVIDUAL		SIGNATURE OF REPORTING INDIVIDUAL

AETC FORM 341, 20070815

PREVIOUS EDITION IS OBSOLETE.

Attachment 3



Cadre Member's Rules of Engagement

All Cadre and staff working with the Student flight program need to understand the importance's of presenting themselves in a professional manner. This is the Airmen's first formal training and indoctrination in the US Air Force / Air National Guard. We as leaders must always present ourselves in a professional manner in front of the student flight airmen. Anyone acting in an unprofessional or inappropriate manner should be brought to the attention of the OIC or NCOIC immediately for proper actions. As a cadre member for the quarterly student flight program at Sea Girt, I will hereby abide by the following rules.

1. I will maintain my military bearing at all times
2. I will be a professional at all times
3. I will be respectful while other cadre members are instructing presentations
4. I will not make corrections to other cadre members in front of student flight members
5. I will try to resolve issues with other cadres with them and use my chain of command when we can't come to an agreement
6. I will report any safety, medical, or other incident that may bring harm to the members of the student flight program to my chain of command
7. I will participate in physical conditioning at a student flight PT training session unless on profile
8. I will communicate all adverse issues relating to the Student Flight Program to my chain of command
9. I will have fun and create a motivating environment for the Airmen
10. I will keep a positive attitude
11. I will ensure that my uniform is clean and correct and will follow the guidelines of AFI 36-2903, Dress and Personnel Appearance
12. I will not engage in any type of personal or physical relationship with the Airmen
13. I will ensure that I have a Wingman (another Cadre member) present, when addressing an Airman privately. (This is for your protection)
14. I will ensure that the Airman are using the following reporting statement at all times:
"Sir or Ma'am, trainee _____, request permission to speak? Your response will be "Speak or Stand by" then the Airman can ask his or her question.
15. I will always treat the student flight airmen with the same fairness, respect and dignity afforded to all Airmen.

I hear by agreed to the above Rules of Engagement.

Date: _____

Attachment 4

STUDENT FLIGHT - RECALL ROSTER					
NO	UNIT	NAME	Adress	CELL#	EMAIL
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

Attachment 5

Airmen Issue Form

Please print legibly and be as detailed as possible.

Name: _____
(Last) (First) (MI)

SSN: _____ **Enlistment Date:** _____
(YYYYMMDD)

Ship Date (BMT): _____ **Phone #:** _____
(Area Code-Number)

Wing Assigned: 108th Wing or 177th Fighter Wing (Please circle your assigned wing).

ISSUE: (Check all that apply)

- | | | |
|---|--|--|
| <input type="checkbox"/> My Pay or Financial Issues | <input type="checkbox"/> Security Clearances | <input type="checkbox"/> Incentive (Bonuses) |
| <input type="checkbox"/> Basic Military Training Issues | <input type="checkbox"/> Technical School | <input type="checkbox"/> Family Concerns |
| <input type="checkbox"/> Legal Issues | <input type="checkbox"/> ID Card Issues | <input type="checkbox"/> Life Insurance SGLI |
| <input type="checkbox"/> Other | <input type="checkbox"/> Medical | <input type="checkbox"/> Free Tuition Waiver |

(Please explain other issues)

Action Taken by Staff:

Other / Resolution: _____

Training: _____

ROM: _____

Commander: _____

Information received by: _____

Information provided to: _____

Attachment 6

AUTHORIZATION FOR INDIVIDUAL INACTIVE DUTY TRAINING					
The proponent agency is ANG/FM. The prescribing directive is ANGI 85-101.					
PRIVACY ACT STATEMENT					
1. AUTHORITY: Title 10 USC 275, Title 37 USC 204, and Executive Order 9397 .					
2. PURPOSE: Used to verify performance of Inactive Duty Training for pay purposes and awarding of retirement point credit.					
3. ROUTINE USES: None					
4. DISCLOSURE: Mandatory; SSN is required by the Defense Joint Military Pay System (DJMS). If SSN is not provided, individual will not be paid.					
NAME: (Last, First, Middle)			SSN:	SQUADRON:	
MEMBER'S SIGNATURE: _____			ORIGINAL SCHEDULED DUTY DATE:		
DUTY CODE:	WUC:	DATE PERFORMED:	TIME IN:	TIME OUT:	PERIOD:
DUTY CODE:	WUC:	DATE PERFORMED:	TIME IN:	TIME OUT:	PERIOD:
FHD			FUNERAL HONORS DETAIL:		
ZC817 - Enlisted		ZC507 - Officer	<input type="checkbox"/> Base Pay	<input type="checkbox"/> Retirement Points Only	
(See ANG Pay Message 2003-05 and 2003-8 for format)			<input type="checkbox"/> \$50.00 Stipend	<input type="checkbox"/> Retiree (Must be done on SF 1034)	
DUTY CODES & WORK UTILIZATION CODES					
DUTY CODES	AFTP (Additional Flying Training Periods)	PT (Proficiency Training)	EQT and UTA (RUTA, SUTA, & BUTA)	TPPA	
F = AFTP P = PT U = UTA Q = EQT T = TPPA	LA - Mission Ready (MR) Flying LB - Mission Support (MS) Flying LC - Mission Ready Ground LD - Mission Support Ground	HA - Crash/Fire Rescue HB - Combat Control Team HC - Air Weapons Controller HD - Air Traffic Controller HE - Other	KA - Pay Category A KB - Pay Category P	IT - Unit Training Prep Period Assembly	
LOCAL USE ONLY					
CERTIFYING OFFICIAL					
PRINTED NAME, GRADE & TITLE:					
SIGNATURE OF CERTIFYING OFFICIAL: _____				DATE:	
AUTHORIZING OFFICIAL					
PRINTED NAME, GRADE & TITLE:					
SIGNATURE OF AUTHORIZING OFFICIAL: _____				DATE:	

STUDENT FLIGHT - (Height and Weight Roster)				
NO		NAME	Height	Weight
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

Attachment 8

ANG, Joint Student Flight Training at NGTC, Sea Girt NJ
(Classes)

Training Presentation Survey

Purpose: Determine Effectiveness and value of presentation.

Class: _____

Presenter(s): _____

Circle the number to answer each question. Write comments legibly.

1. The presenters are knowledgeable of the subject matter.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
5	4	3	2	1

Comments:

2. The training was presented in a clear and organized manner.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
5	4	3	2	1

Comments:

3. The training was beneficial in preparing me for Basic Military Training.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
5	4	3	2	1

Comments:

4. The training was beneficial to my career in the NJ Air National Guard.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
5	4	3	2	1

Comments:

5. The presenter answered questions the class participants asked.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
5	4	3	2	1

Comments:

Additional Comments regarding the training session:

Attachment 9

ANG, Joint Student Flight Training at NGTC, Sea Girt NJ

Weekend Evaluation

Purpose: Determine effectiveness and value of the Joint Student Flight Training Weekend.

Circle the number to answer each question. Write comments legibly.

1. Overall, the Joint Student Flight Training Weekend was beneficial for me.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
5	4	3	2	1

Comments:

2. Prior to the training weekend, I was made aware of what to expect & bring.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
5	4	3	2	1

Comments:

3. Upon arrival at NGTC in Sea Girt, the initial processing was organized.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
5	4	3	2	1

Comments:

4. The Physical Fitness periods helped physically prepare me for Military Basic Training.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
5	4	3	2	1

Comments:

5. The transportation (van/bus from unit or drive own vehicle) to NGTC, Sea Girt, met my needs

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
5	4	3	2	1

Comments:

6. The best way to notify me about the Student Flight Weekend is.... **(please circle your choices)**

E-Mail	Text	Snail Mail
--------	------	------------

Comments:

7. What training session did you ----

<u>Most Like:?</u>	<u>Least Liked?</u>
1 _____	1 _____
2 _____	2 _____
3 _____	3 _____

Additional Comments regarding the training session:
