

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**



**AF INSTRUCTION 16-402**

**AIR EDUCATION AND TRAINING COMMAND  
Supplement 1**

**8 JANUARY 1999**

**Operations Support**

**AEROSPACE VEHICLE PROGRAMMING,  
ASSIGNMENT, DISTRIBUTION,  
ACCOUNTING, AND TERMINATION**

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**AFI 16-402, 1 August 1997, is supplemented as follows:**

4.4.3. (Added) Instructions for requesting static display aircraft are contained in AFI 16-401, *Designating and Naming Defense Military Aerospace Vehicles*, and AFI 84-103, *Museum System*.

**4.5. (Added) Requesting Ground Instructional Training Aircraft (GITA).** To request a GITA, the following procedures apply:

4.5.1. Training wings prepare a justification package as outlined in Attachment 5 (Added).

4.5.2. Training wings prepare a cover memorandum for the wing commander's signature with a summary of requirements which will include:

4.5.2.1. Type aircraft.

4.5.2.2. Number aircraft required.

4.5.2.3. Date required.

4.5.2.4. Title of course.

4.5.2.5. Weekly utilization.

4.5.2.6. Number students programmed by fiscal year (3 years).

4.5.2.7. Impact if aircraft cannot be provided.

4.5.3. Training wings will submit the package and cover memorandum to 2 AF/DOO and HQ AETC/DOO, IN TURN, with an info copy to HQ AETC/LGMA-AVDO.

4.5.4. HQ AETC/DOO, in coordination with HQ AETC/LGMA-AVDO, will review the package and forward it to HQ USAF/XPPE or HQ USAF/XPPL, as applicable, for appropriate action.

4.5.5. Training wings will develop local procedures to ensure maximum cross utilization of assigned GITA between courses. Additionally, training wings will collect utilization data on each assigned GITA and annually review that data to determine if GITA are still needed to support training. Projected student loads, future training requirements, and other training wing requirements will be considered before GITA are declared as excess.

4.5.6. Training wings will request aircraft save lists for each GITA except those needed to support crew chief courses. AETCI 21-101, Volume 2, *Maintenance Management of Aerospace Equipment*, provides wide latitude in determining what save list parts need to be removed from GITA. It also provides the ability to retain operational systems required to support cross utilization of GITA to support future training. Wings will only remove and turn into base supply save list components, engines, and parts whose removal will not cause any training degradation or do not disfigure the external appearance of the aircraft. Additionally, do not remove components, engines, or parts that will hinder the ability to cross utilize GITA to support more than one course or components needed to support future training requirements. In AETC, GITA used in crew chief and mission ready technician courses will be maintained in complete configuration and as close to operational configuration as possible. Wings will only remove save list parts from these GITA not needed to facilitate training.

4.5.7. Training wings will declare all GITA excess that are not required only after determining there are no other current or anticipated requirements within the wing. Report excess GITA to 2 AF/DOO, HQ AETC/DOO, and HQ AETC/LGMA-AVDO, IN TURN. Include the following information:

4.5.7.1. Equipment designator.

4.5.7.2. Serial number.

4.5.7.3. Date aircraft will be excess.

4.5.7.4. Course supported.

4.5.7.5. Reason the aircraft is becoming excess.

4.5.7.6. Systems that are operational.

4.5.7.7. Statement of general condition.

4.5.7.8. Statement of suitability for display or donation.

**NOTE:** The requirements in paragraphs 4.5.2 and 4.5.5 are exempt from the reports control symbol requirement under AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*.

5.3.2. (Added) HQ AETC/LGMA-AVDO will perform command AVDO duties.

5.4.2. (Added) Wings will appoint a qualified individual and alternate AVDO and send a copy of the appointment memorandum to HQ AETC/LGMA-AVDO.

**Attachment 5 (Added)**

**FORMAT FOR REQUESTING  
GROUND INSTRUCTIONAL TRAINING AIRCRAFT (GITA) )**

1. Requesting wing.
2. Equipment designator (EQD) requested.
3. Quantity of aircraft.
4. Describe briefly what aircraft configurations are necessary to accomplish the mission.
5. Systems required operational for training.
6. Date aircraft required.
7. Weekly utilization programmed.
8. Configuration management required.
9. Title of courses to be supported.
10. Training deficiencies that could result if GITA is not made available.
11. Projected training requirements by FQ for 3 fiscal years.
12. Aerospace ground equipment required.
13. TO-21 equipment required.
14. Adequacy of present facilities to support requested GITA.
15. Estimate of the itemized cost to beddown the GITA.
16. Estimate of cost of follow-on maintenance for 3 fiscal years.

ROBERT H. KERR, Colonel, USAF  
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