After graduating from a training phase, students that will transition to an advanced phase at the same wing must be reorganized into classes based on track selection. The **Change Phase** flow is used to transition students from one phase of training to the next.

This Quick Guide uses operational and TIMS terminology to describe actions that must be taken in TIMS. Two key terms include:

- Undergraduate primary — refers to phases one and two. The first platform for student pilots, typically the T-6.
- Undergraduate advanced — refers to phase three. The second platform for student pilots, typically the T-38C or T-1A.

This Quick Guide builds upon concepts discussed in the **Personnel Management - Students, Classes, and Syllabi (Required Steps)** lesson.

In TIMS terminology, students must be marked inactive in the class and the syllabus from which they have graduated. This lesson assumes that the students in the following scenario have already been graduated.

**Tip 1**

See the guide and video entitled **Personnel Management – Students, Classes, and Syllabi (Required Steps)** for detailed information on graduating students.
Change Phase

In this scenario, 21 students have graduated from class 15-11 T-6A. Six students track selected to fighters (T-38C, 25th FTS) and 15 to heavies (T-1A, 3rd FTS).

1. Click **Personnel Management.** The **Personnel Management** tab populates.

2. Click **Student – Change Phase.** The **Change Phase** flow appears.

3. Click **Add.** The **Select Personnel** window appears.
Select the six students track selected for fighters.

Tip 2
Hold Ctrl on the keyboard and click to select multiple students.

Click Add. The students are added to the Select Personnel panel.

Click Close.

Organization – Assign / Change

Once students are graduated from the undergraduate primary classes, and before they are assigned to undergraduate advanced classes, they must be transferred to the flights or squadrons in which they will train.

Select the new flight or squadron from the To Organization dropdown menu.

Note: In this case, 25 FTS K-FLT.

In the Permission Options panel, verify that the Transfer Roles / Functions from Original Organization box is checked.

Note: This option transfers the student’s existing functions, roles, or role profiles to the new organization.
Check the **Allocate to Organization** box.

**Note:** This step places the students on the scheduling pick list for the new organization.

**Tip 3**

For students assigned a single phase of advanced training that includes multiple syllabi and in a squadron without actual flights (as with advanced NFO training in VT-86), the **To Organization** should be the current organization. Also, uncheck the **Transfer Roles / Functions from Original Organization** box, and leave the **Allocation Options** unchanged.

**Tip 4**

The **Start Date** and **End Date** fields display preset values that can be modified.
Click **Apply/Advance**. The **Roles – Assign** task appears.

**Tip 5**

See the guide and video entitled **Personnel Management – New Student Flow** for detailed information on assigning roles.

Click **Resource Groups – Assign**. The **Resource Groups Assign** task appears.
Verify the Date Assigned. 

**Note:** The current date is the default.

15 Click **Apply/Advance**. The selected personnel are added to the class.
16 Select a syllabus from the Syllabus to Assign drop-down menu.

17 Select a Default Track from the drop-down menu.
   **Note:** Some syllabi have only one Default Track.

18 Select the Active Date from the drop-down menu.
   **Note:** This should be the first day the class will begin syllabus training.

19 Click Apply/Advance. The class members are assigned the selected syllabus.

20 Repeat the process for the 15 students who track selected to heavies.

**Tip 8**
Click Clear to remove the students. Closing the Change Phase interface has the same effect.