COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements Air Force Policy Directive (AFPD) 36-22, Air Force Military Training, 22 March 2004, by assigning responsibilities and providing guidance and procedures for developing, managing, and conducting Air Force Reserve training. The purpose of this instruction is to address Air Force Reserve Command (AFRC) specific Education and Training issues. The instruction will cover a multitude of topics to include responsibilities across the training spectrum, unit training manager responsibilities, automated training systems, distributed learning, classification, training meetings, the Career Development Course program, reporting procedures, the waiver process, tuition assistance program, Inspector General, school and special tours of active duty training, Developmental Education (DE) formerly Professional Military Education (PME), formal training, awards program, and aircraft maintenance. This AFRC instruction is applicable to all AFRC units to include Unit Equipped (UE), Geographically Separated Units (GSU), Direct Reporting Units (DRU), and associate units. Aircraft Maintenance Training Managers' specific guidance is located in **Chapter 17**.

Chapter 1

INTRODUCTION

1.1. Primary Mission:

1.1.1. The primary mission of AFRC is to train personnel for active duty mobilization. Training levels have a direct effect on unit readiness and the safety of personnel and equipment. AF mobilization requirements assume reserve units are combat ready and fully prepared to execute assigned mobilization missions.

1.2. Accountability for Personnel:

1.2.1. All Training Managers (TMs) must ensure that proper documentation occurs within the organization in accordance with established standards as a consultant and advisor for the unit. This may necessitate training classes for supervisors to ensure their understanding of the Career Field Education and Training Plan (CFETP) for their areas of responsibility.

1.3. The Proficiency of Personnel:

1.3.1. The proficiency of personnel performing the daily mission is critical to the overall mission. The desired proficiency can only be attained through a well organized, controlled, and continuous training program. The objective of the training program is to develop and implement training that teaches job essential skills in an effective and timely manner. Coordinating, standardizing, and providing support and assistance at all levels is key to a successful training program.

1.4. Contents:

1.4.1. This instruction includes suggested and required products, time frames, and procedures for accomplishing training goals. Examples, suggestions, and methods for managing training programs are attached. Numbered Air Force Education and Training Chiefs reviewed and approved the attachments, but they are not mandatory. However, they are highly recommended for use in their current state or with minor adjustments. You can find these attachments on the AFRC web page at: AFRC/A1TS, Training Support Branch Menu under benchmarking tools.

1.5. Terminology. When using this instruction, the following applies:

1.5.1. Must - Indicates a mandatory requirement.

1.5.2. Will - Indicates a mandatory requirement.

1.5.3. Should - Indicates a preferred or recommended method or option.

1.5.4. May - Indicates an acceptable or satisfactory method or option.

Chapter 2

TRAINING MANAGER RESPONSIBILITIES

2.1. Training Manager Responsibilities:

2.1.1. To identify and plan for training, you must know the mission of your organization and be familiar with how each section supports that mission. This knowledge is essential for communications with work center personnel.   Effective TMs understand the Design Operations Capabilities (DOC) statement, the Unit Manning Document (UMD), and the Unit Type Code (UTC).

2.1.2. The Status of Resources and Training System (SORTS) is the method of reporting a unit's capability to meet the mission. This report is broken down into equipment and trained personnel, and identifies to headquarters the ability of the unit to support the UTC. The TM should be familiar with the SORTS process to ensure that information in the report accurately reflects personnel readiness and training deficiencies.

2.1.3. Planning is essential to ensure training programs are producing qualified personnel with a minimum of expended resources. When required, TMs assist in the coordination and development of the Annual Training Plan (ATP) for the organization.

2.2. Master Training Plans:

2.2.1. Master Training Plans (MTPs) are developed at various levels for almost every type of training. Each work center must have a MTP. The purpose of any training plan is to ensure resources are available to support and meet standardized training objectives.

2.2.2. MTPs should include any document or information that is pertinent to managing the work center's training. Supporting documentation can be found in AFI 36-2201, Volume 3, *On -The -Job Training Administration*, and AFI 36-2201, Volume 5, *Career Field Education and Training*.

2.2.3. A couple of items to include in the MTP are:

2.2.3.1. Master Task Listing (MTL) (include duty and wartime task listing)

2.2.3.2. Work center training requirements list from the Automated Training Subsystem (ATS)

2.2.3.3. The MTP will cover 100 percent of work center tasks in the CFETP, AF Forms (IMT) 797 and AF AMT 1098, and Milestones. Milestones are an approximate time line for the completion of these tasks to include CDC progression. Do not create unrealistic goals. (**Attachment 2**)

2.2.3.4. Supervisors must ensure that for every task on the MTL there is someone in the work center who is qualified on the task. While it should be the goal, there is no requirement to have everyone qualified on all tasks.

2.3. Training Schedules:

2.3.1. The TM will plan for formal schools, Unit Training Assemblies (UTAs), and unit annual training (annual tour status), as well as equipment, facilities, and materials needed to fully support training objectives.

2.3.2. Accomplish training schedules as conditions warrant, monthly as well as annually. UTA training schedules should ensure we conduct adequate, cost efficient training.

2.3.3. The following is a suggestion for developing a training schedule:

2.3.3.1. The TM submits their annual requirements to base agencies and requests an annual forecast of seat/quota availability for planning purposes.

2.3.3.2. Base Education and Training Manager (BETM) will establish testing schedules and ensure adequate times exist throughout the month for unit personnel to accomplish testing with minimal impact on the mission.

2.3.3.3. Units owning their own Test Control Facility (TCF) will publish their own schedule following the same guidelines.

2.4. Occupational Survey Report (OSR):

2.4.1. The TM is the unit's Point Of Contact (POC) for the AF Occupational Survey Program. There are three types of surveys: Job Inventories, Training Emphasis, and Task Difficulty. The AF Occupational Measurement Squadron (AFOMS), located at Randolph AFB TX, develops these surveys, then compiles and analyzes the results. Higher headquarters uses this analysis as a tool to make decisions concerning Air Force Specialty Code (AFSC) direction, eliminations, formal training, CFETP requirements, and CDCs.

2.4.1.1. AFOMS uses a web-based method to deliver surveys. AFOMS forwards a "task order" to the unit, normally through the Survey Control Monitor, with directions for logging into the appropriate web site to take the survey. It is the TM's responsibility to ensure members complete the web-based surveys. Occupational Survey Completion Reports can be viewed at AFOMS/OA Occupational Analysis Flight website.

2.4.1.2. The TM will develop a tracking method to ensure timely completion of the surveys. You must give a briefing explaining the procedures and importance of the surveys to include the suspense date.

2.4.2. The importance of these surveys cannot be overemphasized. Without accurate data gathered from these surveys, AFRC may end up living with policies implemented by active duty that do not support "AFRC-unique" mission requirements. Surveys provide the statistical differences in what AFRC personnel do daily compared to active duty.

2.5. Graduate Assessment Survey (GAS):

2.5.1. This is an Air Education and Training Command (AETC) survey for recent technical school graduates to determine if the school was a positive experience as well as an effective learning tool. This short survey provides feedback from the supervisor to determine if the outcome meets with their expectations for the course. This feedback is both internal to AETC as well as external to the major commands (MAJCOMs). Surveys are used to identify training requirements and standards and have become web based with a tasking normally sent to units two to four months after the student graduates.

2.5.2. The GAS surveys have a 90-day suspense for AFRC and will be tracked by the TM (**Attachment 3**).

2.6. Base Education & Training Office (BETO) Personnel Processing:

2.6.1. Base in-processing. BETO will ensure members in-processing receive educational and On-the-Job Training (OJT) briefings.

2.6.2. Base out-processing. BETO provides members with an educational briefing and verifies formal school and CDC status.

2.6.3. BETO, in conjunction with Personnel Employment, develops procedures to ensure all incoming and outgoing personnel process through the BETO. Procedures may vary.

2.6.4. Unit in-processing. TM will initiate AF Form 623, On-the-Job Training Record, with the appropriate CFETP and any combination of forms required by the unit such as:

2.6.4.1. The preprinted AF Form 623a reflecting the TM's initial trainee interview and orientation (**Attachment 4**).

2.6.4.2. Supervisor's initial evaluation (**Attachment 5**).

2.6.4.3. Supervisor/TM 24-month interview (**Attachment 6**).

2.6.4.4. 24 month Trainee review as required (**Attachment 7**).

2.6.4.5. Forward the training record to the appropriate supervisor.

NOTE: Requirements for conducting TM training orientation are listed in AFI 36-2201, volume 3, attachment 5. TMs will devise an interview, orientation, and initial evaluation tracking device to ensure timely completion (**Attachment 8**).

2.6.4.6. Adjust Date Entered Training to date member arrives at unit, if required.

2.6.4.7. Ensure formal school requests are processed in accordance with local directives.

2.6.4.8. Verify CDC history in Career Development/Student Assistance/Registrar (CDSAR).

2.7. Unit Out-Processing:

2.7.1. For reassignment/separation, TM reviews the individual's training record and gives all training related material, including automated products, to the individual.

2.7.2. If the member is being reassigned and is enrolled in a CDC, ensure the member has all course materials. Brief the member about the importance of changing the TCF number with AF Institute for Advance Distributive Learning (AFIADL) when in-processing their gaining unit. If a Course Exam (CE) has not been forwarded, the losing BETO must be contacted to transfer the CE to the gaining TCF.

2.7.3. TMs will ensure they are on the unit's orderly room in- and out-processing checklist.

2.8. Civilian Training Requirements:

2.8.1. The authority for setting up objectives, requirements, and assigned responsibilities for the conduct and administration of training and development for appropriated fund civilian employees is AFI 36-401, *Employee Training and Development*.

2.8.2. Contact the Employment Development Manager (EDM) at the local or regional Civilian Personnel Office for overall guidance and management policies.

2.9. Demobilization process: Upon members demobilizing, TMs must make certain members review their training records/requirements to ensure accuracy and currency.

2.9.1. Any training received during mobilization needs to be properly documented.

2.9.2. Any overdue training requirements need to be scheduled upon members return.

Chapter 3

TRAINING DOCUMENTATION

3.1. Training documentation:

3.1.1. Documentation will be in accordance with AF directives, specifically in AFI 36-2201, Volume 3, Chapter 7.

3.1.2. Certifiers will provide third party certification and evaluation on tasks identified by the Air Force Career Functional Manager (AFCFM) if applicable according to AFI 36-2201, Volume 3, Chapter 6, Para 6.3.1.

3.2. Training Quality Report (TQR):

3.2.1. TQR is an optional form available from an automated system used to identify formal schools, CDC status, training status code, AFSCs, Armed Services Vocational Aptitude Battery (ASVAB) scores and other miscellaneous training information. If utilized, you must maintain the most current TQR. You do not need to document information shown on the TQR in the AF Form 623, Individual Training Record Folder.

Chapter 4

AUTOMATED TRAINING SYSTEMS

4.1. Automated Training Systems (ATS):

4.1.1. Automated Training Systems may be utilized to document training if authorized by the career field functional manager. You can use them for all or any part of the training documentation process. There are several different types of approved ATS, e.g., Access database, and several AFSC created systems. Consult the appropriate manuals for specific guidance.

4.1.2. The unit must ensure that there is reasonable security in place to avoid erroneous updates in the ATS. A source document must be used to verify the training was accomplished prior to updating the ATS. One suggestion for accountability and for use as a source document is an AF Form 2426, Training Request and Completion Notification.

4.1.3. Automated CFETPs can only be used on approved AF systems. A hard copy of the CFETP must be used when requesting training waivers from HQ AFRC/A1TS.

Chapter 5

MANAGING ADVANCED DISTRIBUTED LEARNING

5.1. Managing Advanced Distributed Learning (ADL):

5.1.1. In order to provide access to training delivered via Distance Learning (DL) to assigned personnel the Office of Primary Responsibility (OPR) at each installation must be familiar with the processes and procedures used to manage an advanced DL program. Information in this chapter supplements information contained in AFI 36-2201, Volume 4, *Managing Advanced Distributed Learning (ADL)*.

5.2. Definitions:

5.2.1. Learning is the acquisition of knowledge, skills, and attitudes through the integration of education, training, and performance aiding in a comprehensive, mutually supportive system.

5.2.2. Distributed Learning is structured learning that takes place without the physical presence of the instructor. Technology enhances DL. It may draw upon resources which are physically distant from the location where learning is taking place and may include the use of one or more of the following media: Correspondence course materials, audio/videotapes, CD ROMs, audio/video tele-training, interactive television, and video conferencing to provide right-time, right-place learning.

5.3. Advanced Distributed Learning:

5.3.1. Advanced Distributed Learning (ADL) leverages the full power of computer, information, and communication technologies using common standards in order to provide learning that is tailored to individual needs and delivered anytime, anywhere.

5.3.2. ADL also includes establishing an interoperable "computer-managed instruction" environment that supports the needs of developers, learners, instructors, administrators, managers, and family. ADL encompasses all the methodologies mentioned above, and in addition, includes ongoing and expected improvements in learning methodologies.

5.4. Delivery methods:

5.4.1. Computer-Based ADL:

Computer-based ADL is emerging as a viable source of instruction for initial, proficiency, and skills enhancement training. There are several different terms and acronyms used to describe different types of computer training. They include Interactive Courseware (ICW), Computer Based Training (CBT), and Web Based Training (WBT). Typically, they each involve a student participating in a lesson given by the software on the computer. The student interacts with the computer program and the computer measures how well the student grasps the material presented.

5.4.2. Upon completion of the lesson, the student is tested either through the computer (automated) or written (paper) test. These tests may be graded immediately or in some cases the test must be returned to the authoring organization for grading.

5.4.3. Video Tele-Training (VTT).

Air Technology Network (ATN) is a satellite-based education and training network that provides delivery of distance learning through interactive television broadcasting. ATN is a one-way video/ two-way audio satellite network.

5.4.4. Other Delivery Methods. Other ADL technologies include media that you are already familiar with such as correspondence, videotape, and telephone. These technologies will continue to play a large role in the training programs of our personnel now and in the future. Each ADL media has its positive, as well as negative, aspects.

5.4.5. As a training issue is identified, the best media or combination of media called blended learning will be selected in order to obtain the desired training objective.

5.5. Managing DL/ADL Computer Resources:

5.5.1. Ensuring laptop computer availability to complete ICW, CBT and WBT courses and desktop computer availability to administer automated end-of-course tests is critical in order to sustain a DL/ ADL program. Wing Training will:

5.5.1.1. Ensure there is availability of laptops for "sign out" by base personnel, and desktop computers for testing.

5.5.1.2. Utilize appropriate request procedures to ensure sufficient computer systems are available to meet current as well as future projected requirements.

5.5.1.3. Establish local sign out procedures for available resources in order to meet DL training requirements. Procedures should address utilization of individual, unit, group, and wing assets.

5.5.2. Laptop computers used for distance learning sign out and desk top computers used to support automated testing that have been provided to Wing Training offices by HQ AFRC to support a DL/ ADL program must be utilized for their intended purpose and not be redirected for use elsewhere or swapped out with older systems. Any computers designated as a testing computer must adhere to the following criteria:

5.5.2.1. Set up as stand-alone machines.

5.5.2.2. Do not use for any purpose other than automated testing.

5.5.2.3. If moved, transferred, or no longer used for testing, erase and reformat the hard drive

5.5.2.4. Do not connect to any type of networked system, i.e., Local Area Network, Wide Area Network, Internet, etc. since this could allow unauthorized personnel access from remote computers and lead to a possible test compromise.

Exception: You can network testing computers together within the testing room but cannot have an outside network connection. This exception facilitates system updates/upgrades and the use of a networked printer.

5.6. Security:

5.6.1. The following requirements are in addition to the proper testing conditions listed in the AFI-ADL Testing Conditions and specific electronic testing guidance available or distributed with a particular course or exam. Compliance with these requirements will strengthen our program against test compromises. Secure automated test stations in units where the testing room is used as a multifunc-

tion room to prevent unauthorized use or access of the computer. These security measures will be used since test materials can be transferred to the PCs hard disk drive and subsequently accessed later thus constituting a test compromise situation. Any one or combination of the following security measures is appropriate:

5.6.1.1. Use of the PC equipped lock out key. If equipped, this lockout device must perform one or more of the following functions: (1) prevent the computer from being turned on, (2) locks out use of the keyboard and mouse, or (3) stops the PC during its boot-up process.

5.6.1.2. Use of a Complimentary Metal Oxide Semiconductor (CMOS) password (NOT the Windows screen saver password).

5.6.1.3. On NT/Win2000/XP systems, the use of the administrator's password can be used to control access. The administrator password must be controlled in the same manner as a safe password that contains controlled testing material, and it should be changed periodically to prevent compromise. Consult with Work Group Administrators for controlling access to computers.

5.6.2. PC Hardware and Software Requirements. PCs utilized as automated testing devices must, as a minimum, meet the requirements established by AFIADL, HQ AFRC/A6, HQ AFRC/A1T and/or the training provider's system requirements required to run their specific software program. Any PCs acquired from other agencies must also meet these minimum hardware configurations.

5.6.3. When possible, units purchasing Automated Data Processing Equipment (ADPE) should always acquire the most current technology available.

5.6.4. When Command purchased ADPE or replacement equipment to support automated testing is distributed or designated to replace previously distributed ADPE, then that particular systems hardware capabilities will thus become the standard system. Cooperation and understanding with respect to distribution of ADPE when purchased for automated testing is required.

5.6.5. The Command must be able to maintain a set standard system capability throughout all wing training functions. This standard system capability is subsequently used to report AFRC capabilities to other agencies to show Command capabilities to support evolving versions of testing software and related programs.

5.6.6. Local substitution of ADPE below the standard only hinders the learning/comprehension level and can significantly distract an individual in a test environment when faced with unneeded delays due to substandard technology.

5.6.7. Arrangement. The Test Control Officer/monitor/examiner must be able to monitor all computers at one time while official testing is in progress.

5.6.8. In testing rooms using two or more PCs for automated testing, arrange PCs in a manner that prevents the computer screen from being read by another individual taking an automated or written test. When it is necessary to position two or more PCs side-by-side, install a suitable divider or configure monitors to prevent the screen from being viewed by adjacent testing positions/stations.

5.6.9. When test stations are intended for use with both automated and paper-based tests, give consideration to appropriate technology and ergonomic design features that will best support the multiuse nature of the facility.

5.7. Automated Testing Facility Requirements:

5.7.1. Automated testing has the same facility requirements as traditional paper-based testing. Units registered with AFIADL as Test Control Offices, administering automated tests or establishing an automated testing capability, will ensure a testing room is established.

5.7.2. Test facilities and/or rooms should meet the square footage requirements identified in AFRC Handbook 32-1001, *Standard Facility Requirements*.

5.7.3. Existing test facilities may be used provided ample space is available to support both automated and traditional testing requirements.

5.8. Automated Test Administration:

5.8.1. Perform proper test administration for DL/ADL courses in accordance with specific policy and guidance listed in AFI 36-2201, AFIADL Catalog, or supporting documentation for each computer-based test as specified by the course administrator.

5.8.2. Designate an individual to administrate the applicable DL/ADL test program. For AFIADL courses, designate an AFIADL Test Control Officer (TCO). For Type 6 AETC courses, designate a Job Site Training Point of Contact, and for Defense Activity for Non Traditional Educational Services (DANTES) tests, designate a DANTES Test Control Officer.

5.8.3. When a new test is released, a review of the specific guidance and testing procedures published by the OPR must be completed.

5.8.4. To ensure the correct test is administered for the right student the following procedures will be adhered to:

5.8.4.1. Do not wait until the morning of the test session to check CDSAR.

5.8.4.2. Check CDSAR as soon as the student makes an appointment for testing.

5.8.4.3. Do a screen print of the CDSAR screen showing the eligible E-Exam numbers.

5.8.4.4. Add the student to E-Exam and unlock the test. Make a note on the screen print which test was unlocked.

5.8.4.5. Place the screen prints in a test session folder and retain until after the test.

5.8.4.6. If the student passes the test, mark the screen print and file it with working files according to local guidance.

5.8.4.7. If the student fails the test, annotate the screen print for the student and place it in a retake folder.

5.8.4.8. When the student returns to retake the exam, check the retake folder for the screen print and determine which test to unlock for the retake.

5.8.4.9. If you don't have a screen print, view the student's record in E-Exam. This shows tests taken. Except for PME courses where there is a single test number, do not unlock a test already taken for a retake. Unlock the one that has not been given.

5.8.4.10. If the student is TDY to your location and not assigned to your base, be sure to check CDSAR and do a screen print before allowing the student to test.

5.9. Managing Computer Based Training:

5.9.1. Due to variables from base to base, wing training functions must establish their own local policies for managing a CBT program. Since there are several owning organizations or training providers that distribute computer based training, applicable policy and guidance from these providers must be incorporated into local policy.

5.9.2. For additional guidance, see the HQ AFRC/A1T web site for links to the AFRC Distance Learning Guide, Distance Learning Site Managers Handbook and AETC's Live Guide.

5.10. Air Technology Network (ATN):

5.10.1. Managing ATN Downlink Classrooms (referred to as Classroom), the wing training office and the Primary Job Site Training Point of Contact (JST POC) a.k.a. Administrative Site Coordinator (ASC) and Technical Site Coordinator (TSC) have overall responsibility of Air Technology Network operations at their wing. All classrooms, regardless of location (these are the A, B, C and D rooms) are still training assets and, as such, the Wing Training Office should have oversight as to their operations and operational status and assign POCs (explained below) as needed, to be responsible for these classrooms. Wing Training must ensure that:

5.10.1.1. Each classroom has a designated ASC and TSC. This individual may be one and the same or two different individuals. We recommend you assign an alternate ASC and TSC. These individuals are responsible for scheduling, setup, testing and operation of each ATN classroom.

5.10.1.2. All designated ASC and TSC names must be reported to the Air Technology Network Program Management Office (ATN PMO) as contacts for the particular room or site ID they are assigned. Keep this information current at all times. The ATN Site Contact Listing on the ATN PMO web site must be current and promptly updated. Send updates to this listing directly to the ATN PMO. If you have additional classrooms that do not fall under a single ASC and TSC, you should have the ATN PMO add a new entry for these additional rooms/POCs.

5.10.1.3. Individuals who manage Type 6, AETC training and scheduling, are identified as JST POC. All designated JST POCs must be listed on the JST POC listing with 2AF/DOTT. Updates to the listing should be sent directly to HQ AFRC/A1TP. Primary JST POCs or the Chief of Training are the only authorized individuals to send updates. HQ AFRC/A1TP will then update the 2AF/DOTT listing. The listing must be kept accurate and current at all times.

5.10.1.4. Operational status of all ATN classrooms must be reported directly to the ATN PMO. Ensure applicable information listed on the site status is accurate and complete. Incorrect information reported on this site (IRD-U/A and Audio Bridge numbers) will result in not being able to receive a broadcast. Do not send status changes to HQ AFRC. HQ AFRC uses the ATN PMO site to determine Command operational status.

5.10.1.5. ASCs, TSCs and JST POCs are trained in their assigned duties.

5.10.2. ATN Program Management Training. Wing Training will ensure:

5.10.2.1. Individuals involved in scheduling AETC related broadcasting are designated as a JST POC. Every JST POC must initially attend Site Coordinator Training broadcasted quarterly over ATN and should make every effort to attend all quarterly broadcasts to obtain new updates to process and procedures.

5.10.2.2. Individuals designated as ASCs and TSCs and/or JST POCs must read and understand information contained in the Air Technology Network Users Guide, Quick Reference Guide for ATN Troubleshooting, 2AF/DOTT Live Guide and the AFRC Distance Learning Handbook with emphasis on information related to classroom equipment configuration, operation and setup. These individuals should also know how to contact HQ AFRC/A1TP, ATN PMO, Audio Bridge Operator, Broadcast Origination Center and Convergent Media Help Desk when there are problems associated with equipment operation or availability. Links to the guides and handbook are available on the HQ AFRC/A1TS web site. For additional guidance and information, contact the Command Distance Learning Program Manager (HQ AFRC/A1TP) for assistance.

5.10.3. ATN Downlink Classroom Setup/Configurations. TSCs will:

5.10.3.1. Check the operational status of their classroom periodically when not used, at least 5 business days prior to any scheduled broadcast as well as the day before, to ensure operational status. TSCs must know how to operate and test the equipment. Instructions on how to do this are available on the HQ AFRC/A1TP web page.

5.10.3.2. Immediately report equipment problems to the Convergent Media Help Desk at 1-888-236-0855. If there are continued/unresolved problems with the equipment or with the service provided by Convergent Media, the problem should be reported to HQ AFRC/A1T. You do not need to report help desk problems or service calls to the HQ unless as stated above, you have continued/unresolved problems.

5.10.3.3. Be present at least 30 minutes prior to broadcast start to resolve any technical problems. ASCs should ensure that a Quick Reference Guide for ATN Troubleshooting is available to quickly resolve any technical problems.

5.11. ATN Troubleshooting:

5.11.1. Equipment problems may require you to have a help desk technician guide you through testing of the equipment. This can be difficult if the ATN classroom does not have a phone line in the room. Even with a hard-wired phone this can be difficult for various reasons. It is highly suggested that you either locally purchase a cordless phone and/or at least have a second phone line installed in all ATN classrooms to assist in troubleshooting equipment problems with technicians.

5.11.2. Be sure to check with your local Communications Representative for applicable rules governing wireless communication devices before you purchase a cordless phone.

5.12. Requests For Installation:

5.12.1. Additions, relocations, or changes to new or existing ATN downlink classroom/configurations must be submitted to HQ AFRC/A1TP. Requests will be reviewed and either approved, adjusted or disapproved.

5.12.2. Disapprovals or adjustments to requests may be made at the discretion of HQ AFRC/A1TP and are based on, but not limited to, current ATN viewing capabilities at the requested location, the number of new classrooms being requested, current and future network distribution systems, available funding, equipment availability for other than ATN specific equipment and other requirements stipulated in the ATN Downlink Request Document.

5.12.3. To submit requests, follow the instructions in the ATN Downlink Request Document available on the HQ AFRC/A1T web site.

Chapter 6

TRAINING CLASSIFICATION

6.1. Training Classification:

6.1.1. Individuals are classified according to their position within the training structure. The AF IMT 2096, Classification/On-the-Job Training, or automated system is used to assign personnel to authorized positions consistent with requirements, individual grades, and skill levels. It may also be used to award, downgrade, and withdraw AFSCs and Special Equipment Identifiers (SEIs). The immediate supervisor or Personnel Employment section, in coordination with the training manager, may initiate classification action according to AFMAN 36-2108, *Enlisted Classification*, and Air Force Manual (AFMAN) 36-606, Volume 1, *Air Force Civilian Career Program Management*.

6.2. CFETP Requirements:

6.2.1. Before any skill level upgrade may occur, all CFETP requirements must be met. This includes items such as minimum time requirements, CDCs, mandatory schools, CBT, core tasks, and any additional duty position tasks identified as mandatory by the supervisor and functional manager. Supporting documentation may be found in AFI 36-2201, Volume 3, AFI 36-2101, *Classifying Military Personnel* (Officers and Enlisted), AFMAN 36-2105, *Officer Classification*, and AFMAN 36-2108, *Enlisted Classification*.

6.3. One Levels:

6.3.1. One levels are a unique resource. They have entered the Air Force Reserve; however, have yet to enter upgrade training. Special considerations to their status must be adhered to. One levels should not be used for menial details.

6.3.2. They cannot perform the following:

6.3.2.1. Hands-on tasks/training. One levels can observe tasks being performed.

6.3.2.2. Any related AFSC knowledge training that requires evaluation, except for attending Air Force Reserve sanctioned alternative training.

6.3.2.3. Active Duty Training nor can they voluntarily retrain. (Reference AFMAN 36-8001, Chapter 6, *Reference Personnel Participation and Training Procedures*).

6.3.2.4. Members in Training Status Code (TSC) M cannot be enrolled in CDCs, as they are testable and intended to accompany hands on upgrade training, however, one-levels can be given work center copies of CDCs for familiarization purposes. All efforts should be taken to gain a 3 Level training slot.

6.4. One Levels can perform the following:

6.4.1. Be given reading material relating to the job for review purposes only, e.g., Technical Orders, manuals, etc.

6.4.2. Attend ancillary training not related to upgrade training.

6.4.3. For information on Montgomery GI Bill or Kicker educational benefit eligibility see AFRCI 36-2301, *Educational Assistance Program Montgomery GI Bill – Selected Reserve (MGIB-SR)*.

6.5. Clarification for award of Chief Enlisted Manager (CEM) codes:

6.5.1. In order to award a CEM code for a CMSgt in another CEM, he/she must have come from a feeder Air Force Specialty (AFS) to the CEM code being awarded.

6.5.2. Those that do not posses the feeder AFS must have a waiver for the 3, 5, and 7-skill levels approved by HQ AFRC/FM.

6.5.3. CEM codes cannot be directly waivered or awarded without a feeder AFS.

Chapter 7

TRAINING MEETINGS

7.1. Training Meetings:

7.1.1. Requirements for this meeting are contained in AFI 36-2201, Volume 3, Chapter 5, Para 5.2.10.

7.1.2. Training meetings must:

7.1.2.1. Be properly documented and must include training with supervisors and training monitors in the unit.

7.1.2.2. Include training sessions, such as, CDC administration, trainee motivation, proper use and documentation of training documents, or other areas needing improvement or emphasis.

7.1.2.3. Include the Status of Training (SOT) briefings since they are an indicator of the overall health of the training program.

7.2. Discuss techniques and procedures, policy changes, work center training programs, and strengths and weaknesses of the training programs.

7.2.1. Training managers will prepare and send out an agenda before each meeting to ensure an informed audience.

Chapter 8

CAREER DEVELOPMENT COURSE (CDC) PROGRAM MANAGEMENT

8.1. The CDC Program:

8.1.1. Perhaps the most important responsibility for the TM is the CDC Program.

8.1.2. The CDC Brief will be documented on AF IMT 623a by the TM and supervisor (**Attachment 9**). The briefing explains the trainee and supervisor's responsibilities and establishes the CDC schedule (**Attachment 9**). The schedule includes the projected and actual completion dates. You must document deviations from the projected date.

8.1.3. The CDCs are knowledge based, therefore, the trainee is required to recall information he/she has read. The fact that they did not work on a particular type of equipment or perform the task covered in the CDCs is not an excuse for failure or justification for a waiver.

8.2. Course Examinations (CE):

8.2.1. Ensure supervisors and trainees accomplish a comprehensive review of all material prior to administration of the CE. The TM notifies the supervisor to schedule trainee for testing.

8.3. CDC Extensions:

8.3.1. Request course extensions when events beyond the students control prevent them from meeting the time requirements. Supervisors must properly document slow progression in AF Form 623. When necessary, extensions will be requested NLT the 10th month.

8.3.2. Request extensions through the designated automated system. Consult your BETO for local procedures.

8.4. Course Examination Test Failures:

8.4.1. Course Examination First-Time Failures. The TM must ensure a commander's evaluation is performed following guidance in AFI 36-2201, Volume 3, Chapter 8, Table 8.1, Line 10, and the supervisor understands the importance of documentation (**Attachment 10**). Commander must inform the trainee and supervisor of the options to be taken if there is a second time CDC failure.

8.4.2. Second time failure options are as follows:

8.4.2.1. Evaluate for possible CDC waiver (do not place the trainee into TSC T).

8.4.2.2. Withdraw the Airman for failing to progress, place into TSC T, pursue separation.

8.4.2.3. Withdraw the Airman for failing to progress, place into TSC T, request AFSC withdrawal and recommend retraining or return to previously awarded AFSC.

8.4.2.4. Withdraw the Airman for failing to progress, place into TSC T, re-evaluate at 90 days and pursue either option 1, 2, 3, or 4 as appropriate.

NOTE: Unit commanders may have additional polices which will be explained during the evaluation.

8.4.3. When a member fails a mandatory CDC, do not order/enroll in the next mandatory set until you have an approved waiver. You must have an approved waiver regardless if the failed CDC was a pre-requisite or not.

8.4.4. Course Examination Second Time Failures. If there is a second CDC failure, ensure the proper procedures are followed.

8.4.4.1. The TM and supervisor must understand the severity of the trainee's situation.

8.4.4.2. BETO will notify unit of CE failure by letter with commander's options.

8.4.4.3. Follow guidance in AFI 36-2201, Volume 3, Chapter 8, Table 8.1, Line 11 when conducting the commander's evaluation.

8.4.4.4. Return notification letter to BETO with intended action. (**Attachment 11**)

8.4.4.5. If the commander determines a waiver of the two time failure is appropriate, supervisor must provide projected completion submission date for the waiver.

8.4.4.6. If time frame is over 1 year, justification must be provided to the BETO.

8.5. CDC Reactivations:

8.5.1. Reactivations are on a case-by-case basis only. If the CDC is not completed in the allotted time frame, a one-time reactivation may be requested for testing purposes only.

8.5.2. The CE should be on file when reactivation is requested. Reactivations less than 90 days from expiration date are approved by the unit commander (**Attachment 12**). Group commanders have approval of reactivation greater than 90 days from expiration date (**Attachment 13**). When the reactivation is approved, students have 90 days to complete the CE.

8.5.3. For reactivation, consult the BETO for local policies.

8.5.4. A reactivation is not a re-enrollment.

8.6. CDC Re-enrollments:

8.6.1. If a CDC has expired or the CDC version has been replaced, a re-enrollment may be requested.

8.6.2. Re-enrollments are not an option for two-time CDC failures. Follow guidance in AFI 36-2201, Volume 3, Chapter 8, Table 8.1, Line 13.

8.6.3. All re-enrollments will be done in word format (.doc) and forwarded via electronic mail. Re-enrollments are approved at HQ AFRC/A1TS.

8.6.3.1. Request will include steps taken to ensure re-enrollments and reactivations are kept to a minimum.

8.7. Specialized Courses (SC):

8.7.1. Specialized courses are available for career enhancement. AFIADL lists all SCs available for enrollment. SCs may be taken on a voluntary basis, much like the DE courses.

8.7.2. Some specialized courses may actually take the place of a CDC and be mandatory for career field advancement.

Chapter 9

REPORTING PROCEDURES

9.1. Reporting Procedures:

9.1.1. There are proper procedures involved in all organizations. Units need to ensure members use the proper chain of command. If a TM has a question or concern, contact the local BETO.   If BETO has a question or concern or is not able to assist the TM, the BETO will contact the NAF. If the NAF requires further clarification, they will contact AFRC. When the member starts at the lowest level, it makes the system work as designed.   Information from AFRC will be disseminated back down the chain.

9.1.1.1. HQ AFRC/A1TS and the NAF Chiefs have established the following key process procedures. This section outlines AFRC administrative procedures when corresponding training issues throughout wings, NAFs, HQ AFRC, and other agencies. *NOTE:* Maintenance Training Managers (MTM) will go through maintenance channels prior to reaching BETO.

Table 9.1. Proper Reporting Procedures

Process	Routing sequence
9.1.2. All upgrade training requirements waivers *NOTE:* Do not scan the waiver package prior to sending to AFRC. Newly hired Air Reserve Technicians (ART) will not use civilian hire qualifications only to meet military criteria for skill level waivers. (Upgrade training not two-time CDC failures) (AFMAN 36-8001)	Unit, Base, NAF to HQ AFRC/A1TS
9.1.3. Request for CDC re-enrollment	Unit, Base, NAF, HQ AFRC/A1TS to AFIADL
9.1.4. Reactivations	Unit, Base, (Courtesy Copy NAF and HQ AFRC/A1TS)
9.1.5. Two-Time CDC Failures	Unit, Base, HQ AFRC/A1TS (Courtesy Copy NAF)
9.1.6. Waiver of National Certification Testing	Base/AFRC (Courtesy Copy NAF), DANTES
9.1.7. Waiver of Defense Activity for Non-Traditional Education and Support (DANTES) requirements	Base/AFRC (Courtesy Copy NAF), DANTES

Process	Routing sequence
9.1.8. DANTES Test Control Facility Inspection	Base, NAF, and AFRC (Note: Inspector must be approved prior to facility inspection)
9.1.9. Appointment of DANTES Test Control Officers	Base, AFRC and DANTES (Courtesy Copy NAF)
9.1.10. Schedule DANTES Training	Base/AFRC (Courtesy Copy NAF)
9.1.11. Notification of DANTES inventories	DANTES/AFRC/Base (Courtesy Copy NAF)
9.1.12 Armed Forces Classification Test (AFCT) Inventories	AFRC, Base and AFOMS (Courtesy Copy NAF)
9.1.13. AFIADL Test Control inspection	Base, AFRC and AFIADL (Courtesy Copy NAF)
9.1.14. 90 Day quarterly inventory spreadsheet	Base, AFRC, (Courtesy Copy NAF)
9.1.15. Suspected test compromises	Base, (Courtesy copy NAF unless a GSU) AFRC
9.1.16. Schedule Community College of the Air Force (CCAF) ATN Classes	AFRC to Base (Courtesy Copy NAF)
9.1.17 Requests for CCAF Training Workshop Allocations	Base, NAF and HQ AFRC/A1TS
9.1.18 Correction of Montgomery GI Bill and Kicker data	Base to HQ AFRC/A1TS
9.1.19. Tuition Assistance	Base to HQ AFRC/A1TS
9.1.20. Unit Staff Assistance Visits (SAV) and Reports	Unit to Base
9.1.21. Wing SAVs and Report	Base, NAF to HQ AFRC/A1TS
9.1.22. Wing Quarterly OJT Meetings	Base, NAF to HQ AFRC/A1TS

Process	Routing sequence
9.1.23. Requests for Senior Non-Commissioned Officer Academy (SNCOA) (ISS/SSS) Officer DE Nominations and Board Packages (In residence)	Base, NAF to HQ AFRC/A1TS
9.1.24. Requests for Airman Leadership School (ALS) and Non-Commissioned Officer Academy (NCOA) in residence	Base, NAF to HQ AFRC/A1TS
9.1.25. Request for Professional Development Course (PDC) not listed elsewhere	Base, NAF to HQ AFRC/A1TP
9.1.26. Requests for Formal Schools and DE Schools (Identify which DE) 1556s/ Formal School Requests (AF Forms 101) (TMs and Civilian Channels)	Base to HQ AFRC/A1TF
9.1.27. Waiver of Officer DE	Base, NAF to HQ AFRC/A1TS
9.1.28. The annual Mission Support Squadron Awards	From units, Base training to respective NAF then AFRC/A1TS (Maintenance Training packages will follow Maintenance routing up to Base) AFRC will set the suspense to the NAF and the NAF for the Wings

NOTES:

Unless otherwise stated, NAF/A1T and AFRC/A1TS are office symbols for routing.

For IMAs the routing process will be through the program manager to the Readiness Management Group (RMG).

Chapter 10

WAIVER PROCESS

10.1. Waiver Process:

10.1.1. Air Staff has granted waiver approval to HQ AFRC. To ensure integrity of the program, we must follow certain guidelines.

10.1.2. In coordination with HQ AFRC, AFSC Functional Managers will use the automated training waiver process for all training waiver requests as authorized in AFI 36-2201, Volume 5, Chapter 4, and AFI 36-2101. Specifically, for all waiver requests for enlisted mandatory 3, 5 and 7-skill level requirements, Technical Training, Time-in-Training, and 7-Level Craftsman Courses.

10.1.3. This waiver process applies to all AFSCs except 3E7X1, Fire Protection (INTEL waivers for the Modular Intelligence Training Course (MITC) are a little different). All waivers will be done in word format (.doc) and sent via electronic mail.

10.1.4. Final waiver authority is at AFRC MAJCOM level.

10.1.5. You can review the waiver process at **https://wwwmil.afrc.af.mil/HQ/DP/DPT/OJT%20Helpful%20Information.htm**.

NOTE: AFRC maintenance retraining policy is applicable on an individual basis. For specific guidance on maintenance retraining, see **Chapter 17**.

10.2. Technical School Waivers:

10.2.1. Technical school requests and technical school waivers cannot be submitted simultaneously.

10.2.2. Do not request a waiver for a member with a training line number for a technical school, the waiver will be returned without action.

10.2.3. If a member has documentation to justify a 3-, 5-, and 7-skill level waiver or any combination of more than one skill level, the unit can submit one waiver package with complete justification for multiple skills.

10.2.4. Only the AFRC functional manager can approve/disapprove the package in its entirety or selected parts of the package.

10.3. The Automated Training Waiver Process Will Not Be Used For:

10.3.1. Two-time CDC failure waivers

10.3.2. Officer or enlisted classification waivers

10.3.3. Technical training block waivers can be found on line at **https://wwwmil.afrc.af.mil/HQ/DP/DPT/Formal%20Schools%20Branch%20Helpful%20Information%20Menu.htm**.

10.4. CEM Codes:

10.4.1. For award of a CEM, member must acquire an authorized feeder AFSC, which requires a 3, 5, and 7-skill level in the feeder AFSC or a waiver of these skill level requirements.

10.5. Waiver Requests:

10.5.1. Requests must be coordinated through the BETO and the NAF prior to receipt at HQ AFRC/ A1TS.   Do not scan the word document. Waiver package will meet AFI 36-2201, Vol 5, Chapter 4 requirements.

10.5.2. Individual Mobilization Augumentees (IMA) coordinate waivers through their active duty MAJCOM AFSC Functional Manager, IMA Program Manager, and the Readiness Management Group (RMG) will forward to HQ AFRC/A1TS for final disposition.

NOTE: RMG will provide copies of waivers to ARPC/DPRPT

10.5.3. All requests for mandatory formal school waivers (3-and 7-level) will arrive at HQ AFRC/ A1TS within 6 months of reporting to the duty position.

10.5.3.1. Waivers must be submitted within six months of approval of retraining action or be reas- signed to IRR or returned to a previous AFSC. OJT at home station is not allowed as criteria for waiver of technical training. Waivers submitted to HQ AFRC past the 6 month time frame will be returned with no action.

10.5.4. Waiver requests arriving after the 6-month point must contain significant justification endorsed by the unit commander or IMA Program Manager (PM). *NOTE:* The cause of the delay may not always be the unit. Several waivers have been late due to administrative and coordination problems with the Wing Training Office. However, we will return any requests that do not include justification from the unit commander or IMA Program Manager.

10.5.5. Any waiver previously disapproved by the respective MAJCOM AFSC Functional Manager must be resubmitted using the automated training waiver process to ensure accountability.

10.5.6. The HQ AFRC/A1TS cover letter must indicate that it is a resubmission of a previously dis- approved request. The member, unit, or wing training will not contact the AFRC AFSC Functional Managers on waiver requests.

10.5.7. Air Reserve Technicians (ARTs) will comply with all requirements of this waiver process.

10.5.8. ARTs must attend technical training if initially disapproved.

10.6. Status of waivers:

10.6.1. Waiver status may be found at **https://wwwmil.afrc.af.mil/HQ/DP/DPT/ojt%20helpful%20information.htm**

10.6.2. Password for CDC waivers is: bubba

10.6.3. Password for waiver status is: hqafrc/waivers

Below are examples of acceptable formats for submitting waivers within AFRC.

Table 10.1. Training Waiver Process, Unit:

TRAINING WAIVER CHECKLIST			
UNIT TRAINING			
ACTION	YES	NO	N/A
1. If waiver of 3-level technical school, are all 3-level tasks taught in the 3-level technical school certified on the current CFETP?	X	X	X
2. If waiver of 7-level craftsman course, are all 7-level tasks taught in the 7-level craftsman course certified on the current CFETP?	X	X	X
3. If waiver of a mandatory CDC course, are all knowledge requirements certified on the current CFETP?	X	X	X
4. Are copies of all applicable documents included? *NOTE:* Check the HQ AFRC/A1TS (OJT) web page at **https://wwwmil.afrc.af.mil/ HQ/DP/DPT/default.htm** for additional AFSC specific requirements.	X	X	X
a. CFETP	X	X	X
b. Certificates of training	X	X	X
c. Verification of applicable education	X	X	X
d. EPRs	X	X	X
e. DD Form 214	X	X	X
f. Prior service records	X	X	X
g. CDC completion (include CDSAR history report)	X	X	X
h. Civilian equivalent experience	X	X	X
i. Civilian position description	X	X	X
5. Does the waiver package contain a memorandum from the individual requesting the waiver?	X	X	X
6. Does the waiver package contain a supervisor's request memorandum?	X	X	X
7. Does the waiver package contain a recommendation from the commander? *NOTE:* Endorsements above unit commander are not required.	X	X	X
** Have mandatory requirements been met? ASVAB score, HYT, Retainability, Correct Training Status Code, and Correct Date Entered Training.	X	X	X
8. Is the Word document named using individual's last name and if less than 8 characters using the first name initial and middle initial? Example: Smithjj.doc, Williams.doc, Thomasps.doc. Do not scan either of these SURFS.	X	X	X
9. Are memorandums on disk "signed" by using //signed// above the signature element?	X	X	X
10. Are all memorandums on disk and is the disk forwarded with the hard copy of the waiver package to base training (to include supporting documents)?	X	X	X
11. When the hard copy of the waiver package is returned from wing training, is it filed in the unit as Temporary Correspondence?	X	X	X
12. When the approval/disapproval e-mail is received from the HQ AFRC Functional Manager, is it printed out and added to the hard copy of the waiver package?	X	X	X

Table 10.2. Training Waiver Process, Wing:

TRAINING WAIVER CHECKLIST			
WING TRAINING			
ACTION	**YES**	**NO**	**N/A**
1. For waiver of 3-level technical school, are all 3-level tasks taught in the 3-level technical school certified on the current CFETP?	X	X	X
2. For waiver of 7-level craftsman course, are all 7-level tasks taught in the 7-level craftsman course certified on the current CFETP?	X	X	X
3. For waiver of a mandatory CDC course, are all knowledge requirements certified on the current CFETP?	X	X	X
4. Has wing training verified applicable documents are included? *NOTE:* Check the HQ AFRC/A1TS (OJT) web page at **https:// wwwmil.afrc.af.mil/HQ/DP/DPT/default.htm** for additional AFSC specific requirements.	X	X	X
a. CFETP	X	X	X
b. Certificates of training	X	X	X
c. Verification of applicable education	X	X	X
d. EPRs	X	X	X
e. DD Form 214	X	X	X
f. Prior service records	X	X	X
g. CDC completion (CDSAR history report)	X	X	X
h. Civilian equivalent experience	X	X	X
i. Civilian position description	X	X	X
j. Required endorsements (supervisor, unit commander)	X	X	X
5. Has your memorandum of verification and recommendation been added to the disk file?	X	X	X
6. Have you verified and included a copy of Military Personnel Flight (MPF) #8 and MPF #11(AFRES AMN CAREER) product from MILPDS (ASVAB score, HYT, Retainability, Correct Training Status Code, and Correct Date Entered Training, Excused and Unexcused Absences).	X	X	X
7. Have you maintained a copy of your memorandum and supporting documents?	X	X	X
8. Has the waiver request been e-mailed to the NAF/A1T training office?	X	X	X

10.7. Wing Sample Training Memorandum:

MEMORANDUM FOR NAF A1T
          HQ AFRC/A1T (for Traditional Reservists (TR) and ARTs)
          HQ ARPC/DPRPT (for IMAs)

FROM: 999 MSS/DPMT
      100 Second Street
      Somewhere AFB ST 99999-0001

SUBJECT: Request for Skill Level(s) Requirements Waiver for TSgt Ima Trainee (111-22-3333), Career Air Force Specialty Code (CAFSC)

1. TSgt Ima Trainee is requesting a waiver for the following skill level requirements (List only skill level waiver requested and use complete course numbers and course titles). Do you want a brief justification for the waiver on this letter? For example, his request is based on prior civilian experience or her request is based on her Master of Arts Degree in Managing Air Force Training program.

    - 3-level initial skills E3ALR3S231 0A1A, Education and Training Apprentice
    - 5-level CDC 3S251
    - 5-level time requirement
    - 7-level craftsman course
    - 7-level time requirement

2. Training information.

    - Date Entered Training (DET) <u>1 Apr 04</u>
    - Date of Separation (DOS) 31 <u>Mar 07</u>
    - Date of Rank (DOR)
    - Individual does/does not meet ASVAB score (MAGE requirement).
    - Member does/does not meet retraining retainability requirements (36 months). If the member does not meet retraining requirements, return the package to the unit.
    - Member has/has not requested Training Line Number (TLN) to attend formal school (return waiver to unit if they have).

3. Security clearance is/is not required for this AFS.

    - Security clearance has been applied for/granted on _____16 Oct_____.
    - Member granted an interim Secret/Top Secret clearance on_23 Dec_____.

4. Complete waiver package is on file at Base Education and Training for NAF/AFRC Functional Managers if required (to include all supporting documents).

5. Appropriate areas on <u>CFETP 3S2X1</u>, Dated <u>1 Sep 04</u> have been reviewed and all knowledge and task items for skill level requirements listed above have been verified. Recommend approval/disapproval.

<div align="center">
//signed//
XXXXXXXXXXXX, Rank, USAFR
Chief, Education and Training
</div>

Attachments:
TSgt Ima Trainee, Request for waiver

1. Supervisor Endorsement

2. Commander Endorsement

3. Civilian and Military Experience, Training, Education Listing and other supporting documentation

4. MPF 8 and 11 (SURFs)

MEMORANDUM FOR 100 CES/XXXX TSgt My Supervisor

FROM: Individuals Unit, Ima Trainee (111-22-3333), CAFSC
     100 Military Parkway
     Somewhere ARS Ft Worth TX 75154

SUBJECT: Request for Waiver on Name, Rank, SSAN, CAFSC and waiver for skill level

1. I request to be considered a waiver for the following:

   3-level initial skills E3ALR3S231 0A1A, Education and Training apprentice
   5-level CDC 3S251
   5-level time requirement
   7-level craftsman course
   7-level time requirement
   Security Clearance (when applied for clearance)

2. My supervisor completed an evaluation of my knowledge and skills on <u>1 Jul 04</u> and my Career Field Education and Training Plan <u>3S2X1,</u> Sep 04, has been updated to show my current qualifications for each skill requested.

3. My previous military education and experiences applicable to this waiver and AFSC are listed below (military duty titles, duties, dates, locations, CCAF degree, and other related source documents)

   _____
   _____
   _____
   _____
   _____

4. My previous civilian education and experiences applicable to waiver and AFSC are listed below (civilian duty titles, duties, dates, locations, civilian education degrees, licenses, certificates, and other related source documents)

   _____
   _____
   _____
   _____
   _____

5. A complete listing of all civilian and military experience, Educational Certificates, DD Form 214 information, Technical Training Certificates, CDC completions, EPR information, and civilian equivalent training are attached.

//signed//

                            Ima Trainee, TSgt, USAFR
                            Trainee

Attachments:
Civilian and Military Experience, Training and Education Listing

1st Ind to 100 CES/XXXX, date
MEMORANDUM FOR INDIVIDUAL'S UNIT, IMA TRAINEE

I certify that required evaluation(s) was/were completed on 1 Jul 04 for TSgt Ima Trainee. Knowledge and task qualifications have been annotated on CFETP 3S2X1, Dated 1 Oct 2004. Name, Rank, SSAN is in training status code " ", Date Entered Training and meets all requirements for a (#) Skill Level waiver, the requirements are listed below:

-3-level initial skills E3ALR3S231 0A1A, Education and Training Apprentice
-5-level CDC 3S251
-5-level time requirement
-7-level craftsman course
-7-level time requirement
-Security Clearance (when applied for clearance)

I recommend and endorse this package based on TSgt IMA Trainee's experience and knowledge. If there are any questions concerning this waiver, please contact me at Defense Switched Network (DSN) 777-7777.

$\qquad$ //signed//
$\qquad$ John Smith, TSgt, USAFR
$\qquad$ Supervisor

2d Ind to 100 MSS/DPMT

I recommend approval on the (#) skill level waiver requirement in this request.
TSgt Ima Trainee has been evaluated and has met all the criteria through military/civilian experience and military/civilian education. I certify member is in good standing with the Air Force Reserve.

$\qquad$ //signed//
$\qquad$ IM BOSS, Lt Col, USAFR
$\qquad$ Unit Commander

CIVILIAN AND MILITARY EXPERIENCE

TSGT CLARENCE T. SMITH, 222-62-9999

NAME: Clarence T. Smith
POSITION TITLE: Training Technician
ORGANIZATION: 777 AW Military Personnel Flight, Offutt AFB, NE
PAY PLAN SERIES/GRADE/STEP: GS-1702-07/1
KEY DUTIES AND RESPONSIBILITIES: Receives and controls ECI courses, primary Test Control Officer, manages and administers the CDC program, manages and is responsible for determining eligibility for enrollment in Montgomery G.I. Bill program, processes OJT upgrade training actions.

EDUCATIONAL CERTIFICATES

UNIVERSITY/COLLEGE: Embry-Riddle Aeronautical University
PROGRAM: Aircraft Maintenance Technology
APPLICABLE COURSES:
Airframe Sys and App, 3 Hrs, B, Fall 85
Gen Aero and Apps, 3 Hrs, A, Winter 86
PrPlant Thry and App, 4 Hrs, C, Spring 87
A/C Propulsion Sys, 4 Hrs, B, Summer 87

UNIVERSITY/COLLEGE: Bubba University, Columbus, OH
PROGRAM: Business and Technology
DEGREE: Bachelor of Science
DATE: 19 Apr 92

UNIVERSITY/COLLEGE: Park College, Parkville, MO
PROGRAM: Management
DEGREE: Bachelor of Science
DATE: 1989

UNIVERSITY/COLLEGE: Community College of the Air Force
PROGRAM: Digital Equipment Technology
DEGREE: Associate in Applied Science
DATE: 31 Mar 79

DD FORM 214

DEPARTMENT, COMPONENT AND BRANCH: Air Force
NAME, GRADE, RATE OR RANK: John M. Jones, SSgt
PAY GRADE: E-5
PRIMARY SPECIALTY NUMBER, TITLE AND YEARS AND MONTHS IN SPECIALTY:
43171 Tactical Aircraft Maintenance Tech, 4 years 7 months
MILITARY EDUCATION: J4AMF43171, Tactical Aircraft Maintenance Tech F-15, Sheppard Tech
Tng Center, Tyndall AFB, FL 26 Feb 86
DATE ENTERED AD THIS PERIOD: 80 Dec 01
SEPARATION DATE THIS PERIOD: 86 Jul 15

TRAINING CERTIFICATES

COURSE: Electronic Communications and Cryptographic Equipment Systems Repairman
(3ABR30630)
HOURS: 1,083 Hours
PDS CODE: AH7
PLACE: Lackland AFB, TX
DATE COMPLETED: 12 Aug 75
SERVICE: USAF

COURSE: Understanding Semiconductors
PLACE: USASIGS Learning Center Division, Fort Gordon, GA
DATE COMPLETED: 23 Nov 76
SERVICE: Dept of the Army

COURSE: Electronic Instrument Repair Course (35B20)
PLACE: US Army Signal School, Fort Gordon, GA
DATE COMPLETED: 31 Mar 77
SERVICE: Dept of the Army

COURSE: Basic Typing for Cryptologic Trainees
HOURS: 45
PLACE: Naval Technical Training Center, Corry Station, Pensacola, FL
DATE COMPLETED: 4 Apr 83
SERVICE: Dept of the Navy

COURSE: Aircraft Maintenance Specialist Course (Tactical/Airlift-Bombardment) (J3AQR43131 001/
43132 001)
HOURS: 264 Hours
PDS CODE: 3WA/3WB
PLACE: 3700 Technical Training Wing, Sheppard AFB, TX
DATE COMPLETED: 4 May 83
SERVICE: USAF

COURSE: Aircraft Maintenance Specialist (A-10A Entry Level) (J4AMF431X1-006)
HOURS: 53 Hours
PDS CODE: UH4
PLACE: Sheppard Technical Training Center, FTD 920, RAF Bentwaters, England
DATE COMPLETED: 21 Mar 85
SERVICE: USAF

CDC COMPLETION (ECI FORM 9)

CERTIFICATE OF COURSE COMPLETION AS OF 900612
NAME, GRADE: John M. Jones, SSgt
COURSE: 36254
ENROLLMENT DATE: 890601
COURSE EXAM DATE RECEIVED: 12 Jun 90
SCORE: 75

EPR INFORMATION

NAME, GRADE: John M. Jones, SSgt
DAFSC: 36254
ORGANIZATION, COMMAND AND LOCATION: 907 Communications Sq (AFCC), Rickenbaker
ANG Base, OH
PERIOD OF REPORT: FROM: 7 Sep 86 TO: 6 Sep 87
DUTY TITLE: NCOIC, Maintenance
KEY DUTIES, TASKS AND RESPONSIBILITIES: Installs and maintains telephone subsets, key tele-
phone systems, key switch systems and inter-office voice communications systems. Supervises six per-
sonnel.

CIVILIAN EQUIVALENT TRAINING

NAME: National Registry of Emergency Medical Technicians
REGISTERED AS: Emergency Medical Technician
INDIVIDUAL'S NAME: Mary M. Mills
REGISTRY NO: B0460000
EXPIRATION DATE: 31 Mar 91
CLASSIFICATION: Basic

NAME: Dept of Transportation - Federal Aviation Administration
REGISTERED AS: Mechanic
INDIVIDUAL'S NAME: Janice K. Smart
CERTIFICATE NO: 21400000
RATINGS AND LIMITATIONS: Power plant Airframes
DATE OF ISSUE: 1 Apr 85

NAME: Dept of Transportation - Federal Aviation Administration
REGISTERED AS: Private Pilot
INDIVIDUAL'S NAME: Judy S. Brown
CERTIFICATE NO: 28800000
RATINGS AND LIMITATIONS: Airplane Single Engine Land
DATE OF ISSUE: 1 Apr 85

Chapter 11

TUITION ASSISTANCE

11.1. Air Force Reserve Command (AFRC) Tuition Assistance (TA) Program:

11.1.1. TA is an education incentive program for participating Selected Reserve (SR) members. AFRC Program will be used as a tool to recruit and retain members in the United States Air Force Reserve (USAFR).

11.1.2. Active Guard Reserves (AGR) personnel are not eligible for Reserve TA as they are covered under the Active Duty program.

11.1.3. The AFRC TA Program is governed by, the *Department of Defense (DoD) Directive 1322.8, Voluntary Education Programs for Military Personnel, DoD Instruction 1322.25, Voluntary Education Programs*, *and AFI 36-2306, The Education Services Program*.

11.2. Eligibility:

11.2.1. Members of the SR who meet the following criteria are eligible for TA:

11.2.1.1. Members must be actively participating for pay and points and be in good standing upon the day when member applies for and completes his/her last course(s).

11.2.1.2. Enlisted members' retainability must extend beyond the course end date of the last class approved for TA, or the individual must extend or re-enlist.

11.2.1.3. Commissioned officers must have a Mandatory Separation Date (MSD) of not less than 24 months of service commitment starting at the end of the last class completed. In addition, officers incur a 2-year Reserve Service Commitment (RSC) (see *AFRCI 36-2102, Air Force Reserve Service Commitment Date Program*). ***NOTE:*** Each time an officer applies for TA, he/she must sign a Contract for Air Force Selected RSC.

11.2.2. Members must provide a degree plan to their DPMT for unit members and HQ ARPC/DPSD for IMAs upon application for tuition assistance, but no later than after the completion of their third TA funded course, or they will no longer be eligible for tuition assistance until the plan is on file. ***NOTE:*** All courses submitted for TA approval must be on the degree plan.

11.2.3. Member must have a high school diploma or equivalent.

11.2.4. AGR members are eligible to receive college tuition assistance through their active duty Education Services Office. AGR personnel are <u>not</u> eligible for Air Force Reserve Tuition Assistance while on active duty status.

11.2.5. Servicing MPF/DPMT may coordinate a Memorandum of Agreement (MOA) with the servicing ESO location to establish requirements.

11.3. Split Training Option (STO):

11.3.1. A Reserve member who has successfully completed Basic Military Training (BMT) and is waiting to attend a 3-level formal school under STO is authorized to submit TA forms if they meet all of the above criteria.

11.4. AFRC TA Benefits:

11.4.1. Tuition assistance is available to Reserve and IMA members for both distance learning and on-campus courses. However, the college or school offering the course(s) must be a National or Regional Accredited Institution and recognized by the U.S. Department of Education (USDE).

11.4.2. If the educational institution does not appear in the directory, the member must ask for proof of accreditation in writing or contact the accrediting body in their region to verify accreditation.

11.4.2.1. The educational institution does not qualify if they have applied for accreditation, lose their accreditation, or have not yet received authorization of accreditation.

11.4.3. Accrediting bodies can be found at **http://www.ed.gov/about/offices/list/OPE/index.html**. *NOTE:* There are colleges and universities that are nationally and regionally accredited, however, some of the courses they teach may not be accredited or recognized by the USDE.

11.4.4. TA is an education incentive, not an entitlement. It is offered each fiscal year (fiscal year is defined as 1 Oct–30 Sep) as long as funding is available. Amounts are paid based on different factors.

11.4.4.1. Enrollments may be stopped when funds are depleted during a fiscal year, and then resumed when additional/new funding is made available.

11.4.4.2. Tuition assistance is paid on a reimbursable basis, after student pays all school costs and successfully completes the course(s) for which TA was requested and approved.

11.4.4.3. TA is subject to disapproval by HQ AFRC/A1TS based on circumstances and will be handled on a case-by-case basis.

11.5. Concurrent Education Assistance:

11.5.1. TA and Montgomery GI Bill (MGIB) (MGIB-Chapter 30, MGIB-Chapter 31, MGIB-SR-Chapter 1606, and MGIB-SR Kicker) cannot be used in conjunction with the same courses (Title 38, Chapter 36, Section 3681 of U.S.C.).

11.5.2. Use of MGIB and/or other "federal" benefits (excluding Pell Grants) and TA for the same course would constitute duplication of benefits *(see DoDI 1322.25, 5 Feb 1997, para E2.1.6, E2.1.7).* The Department of Veterans Affairs' policy allows payment to members who are eligible for both TA and MGIB-SR for the same class if attending more than half-time.

11.5.3. The component who owns the TA program must authorize and fund this before payment can be made. AFRC does not authorize this provision.

11.5.4. TA and active duty MGIB may be used for the same course under the Top-Up Program. For additional information on Top-Up, visit the VA's website at   **www.va.gov**.

11.5.5. TA is authorized to be used in conjunction with "civilian" TA from a private employer.

11.6. Base Training and Education Office Responsibilities:

11.6.1. It is the BETO's responsibility to counsel reservists on their potential eligibility for TA. Wing training is also responsible to advertise and disseminate education information about TA reimbursement benefits (i.e. flyers, posters, brochures, newsletters, base paper, unit bulletins, commanders' call, handouts, websites, and member briefings).

11.6.2. Ensure students initial and sign a Student Briefing Sheet prior to submitting TA forms. (**Attachment 14**)

11.6.3. Information from the TA form submitted to HQ AFRC/A1TS will be input into AFAEMS.

11.6.4. Maintain certain hard copy documents associated with requests for TA in member's education folder (to include a copy of the member's paid receipt for courses). All other information will be updated and maintained in AFAEMS.

11.6.5. **Use AFAEMS to manage and track each student requesting TA from initiation of paperwork to course completion and reimbursement.**

11.6.6. Monitor AFAEMS to ensure accurate information is maintained.

11.7. HQ AFRC/A1TS Responsibilities:

11.7.1. Ensure TA operating funds are provided to DANTES via MIPR in order to adequately maintain the ability to disburse payments to eligible recipients of tuition assistance.

11.7.2. Coordinate policies and guidance, in conjunction with HQ USAF/REPP, for implementing the AFRC TA program.

11.7.3. Monitor disbursements and total funds spent via reports generated by AFAEMS, DANTES, and DFAS.

11.7.4. HQ AFRC/A1TS is the final authority for validating TA applications.

11.7.5. Monitor requests and coordinations in AFAEMS; analyzing data for trends.

11.8. SR Member's Responsibilities:

11.8.1. Provide a degree plan to BETM or HQ ARPC/DPSD upon application for TA, but no later than the end date of the 3rd class (9 semester hour or equivalent), or processing will be suspended for any future classes until a plan is provided.

11.8.2. Be actively participating (for pay and points) and be a member in good standing upon application and to the completion of class(s).

11.8.3. Complete and submit all required paperwork prior to class start date (at least 7-10 days but no more than 60 days prior).

11.8.4. Sign a Statement of Understanding and initial a Student Briefing Sheet concerning the guidelines, responsibilities, and procedures in regards to the TA process. (**Attachment 14**)

11.8.5. Submit grade(s), <u>official transcripts or grade reports</u>, and <u>proof of</u> course tuition cost (receipt of actual tuition paid <u>or source document from school</u>) to BETM or HQ ARPC/DPSD within 60 days of class completion. If the 60-day requirement is not met, member will not be reimbursed.

11.8.6. Report all incompletes, failures (including grade "D"), and cancellations for all course(s) approved for TA immediately to BETM or HQ ARPC/DPSD.

11.8.7. Member is responsible for paying institution costs up-front.

11.9. DANTES Roles and Responsibilities:

11.9.1. Accept AFAEMS TA Document Certification Summary to process reimbursement(s).

11.9.2. Maintain a database of all invoices submitted to DFAS for payment.

11.9.3. Effectively manage AFRC TA funds and notify HQ AFRC/A1TS prior to exhaustion of funds on hand, or any discrepancies.

11.9.4. Provide monthly and quarterly reports of expenditure of funds to HQ AFRC/A1TS. Monitor reimbursement time line and DFAS actions.

11.9.5. Recoup any overpayment of tuition assistance funds made to any member.

11.10. TA Enrollment Procedures:

11.10.1. TA requests will be input via AFAEMS or the Air Force Virtual Education Center (AFVEC). Data input will populate AFRC Form 27, *Authority for Tuition Assistance – Education Services Program – Reserve*. (**Attachment 15**)

11.10.2. All requests for TA must be submitted at least 7-10 days, but no more than 60 days prior to class start date, to be eligible for TA reimbursement.

11.10.3. Members requesting TA will initial and sign a Statement of Understanding concerning guidelines, responsibilities, and procedures. *NOTE:* This is a one-time requirement, however, each time a member submits a form for approval, the briefing sheet will be reviewed with member for understanding.

11.10.3.1. Keep this Statement of Understanding as a source document in member's education or AFAEMS digital file folder

11.11. After-the-Fact TA Requests:

11.11.1. HQ AFRC/A1TS will review any requests for after-the-fact TA. After-the-fact is defined as once a class has started , and no TA form has been submitted.

11.11.2. After-the-fact cases will be handled on a case-by-case basis. Individual requesting consideration for after-the-fact approval will submit written justification to BETM or HQ ARPC/DPSD . BETM or HQ ARPC/DPSD will forward justification to HQ AFRC/A1TS along with their recommendation.

11.12. Reimbursement. TA will be reimbursed at the following rate(s):

11.12.1. Undergraduate degree course(s). The basic benefit offers 100 percent tuition

reimbursement not to exceed $250 per semester hour or $166.66 per quarter hour, with a maximum cumulative benefit not to exceed $4,500 per member per fiscal year.

11.12.2. Graduate degree course(s). The basic benefit offers 75 percent tuition reimbursement not to exceed $187.50 per semester hour or $125 per quarter hour with a maximum cumulative benefit not to exceed $4,500 per member per fiscal year.

11.12.2.1. Members pursuing an undergraduate and graduate program in the same fiscal year will not exceed the cap of $4,500 if member did not use all of his cap in the undergraduate program. If member went over $4,500 or capped $4,500 for his undergraduate program, he/she is not eligible to enroll in the graduate program until the next fiscal year.

11.12.3. Prerequisite courses will be authorized providing a letter is on file from the education institution stating the course(s) is a requirement/prerequisite for the pursuing degree.

NOTE: Amount of reimbursement will be authorized for degree pursued.

11.12.4. TA is paid only for tuition costs. Lab, shop, instructional, and/or technology fees are not reimbursable. In addition, TA is not authorized for noninstructional purposes such as parking fees, student activity fees, medical services, or for matriculation or graduation fees.

11.12.5. TA is not provided to individuals for courses that do not lead to an associate's, bachelor's, or master's degree, or for courses previously paid for by AFRC TA.

   11.12.5.1. TA is not authorized for post-masters courses, certificates or degrees, including doctorates, or Juris Doctorate (J.D.) degrees.

   11.12.5.2. TA is not provided to individuals who are seeking an equivalent degree.

      11.12.5.2.1. Exception. AFR TA can be used when a reservist already possesses a degree but wants to take courses toward a Community College of the Air Force (CCAF) Degree for which the individual is eligible.

      11.12.5.2.2. Exception. AFR TA can be used when a reservist already possesses a degree and wants to take courses leading to teacher certification.

11.12.6. Most institutions award credit either by semester or quarter hour. If an institution is on a clock/contact hour schedule, use the following to calculate TA: One semester credit hour is equal to 15 clock/contact hours. (For example, a 40 contact hour course equals 2.76 semester credits for TA purposes). *NOTE:* See **Attachment 16** for maximum allowable reimbursement chart per semester/ quarter hour.

11.12.7. Once the member has completed the course(s), it is their responsibility to ensure grade(s) and course tuition cost (receipt of actual tuition paid) is submitted to BETM or HQ ARPC/PSDC within 60 days of class completion.

   11.12.7.1. If the 60 day requirement is not met, member will not be reimbursed.

   11.12.7.2. Proof of course completion can be an official transcript or grade report taken directly from the attending institution's web site.

   11.12.7.3. Proof of tuition paid will be a receipt from school of actual tuition paid or something from the school (can be taken from school's web site) stipulating how much the institution charges per semester/quarter hour.

11.12.8. BETM or HQ ARPC/DPSD will verify the information from the grade report with member's information in AFAEMS. BETM will input grade received in AFAEMS.

11.12.9. HQ AFRC/A1TS will validate all grades via AFAEMS and forward to DANTES a TA Document Certification Summary for reimbursement processing.

11.12.10. Individuals will receive reimbursement only for courses successfully completed. Successful completion is defined as the following: Grade of "C-" or better, "Satisfactory," "Credit", or "Pass." Members will not be reimbursed for Grade "D," "F," or Unsatisfactory. *NOTE:* If courses are not successfully completed, individual should notify BETM or HQ ARPC/DPSD. BETM or HQ ARPC/DPSD will delete course(s) in AFAEMS.

11.12.10.1. Members will be able to submit another TA form for these classes at a later date.

11.12.11. Members who take an Incomplete "I" must immediately notify BETM or HQ ARPC/ DPSD, who in turn will update AFAEMS with a class end date of twelve (12) months or the term specified by the institution.

11.12.11.1. A satisfactory grade must be attained by the new class end date or TA will be cancelled. The twelve-month period may be extended by BETM or HQ ARPC/DPSD, with A1TS approval, for health reasons, TDY, emergency leave, or hospitalization on a day-to-day basis.

11.13. AFR Personnel on Active Duty for More Than 179 Days:

11.13.1. Per AFI 36-2306, Chapter 5, Para 5.7.2, the Air Force provides TA for Air Force Reserve personnel on active duty for periods of more than 179 days and verified by United States Armed Forces identification (ID) card and orders.

11.13.2. Active duty Education Services Officer (ESO) will verify orders and ID card prior to member submitting for TA benefits.

11.13.3. If a Reserve member has already been approved for Reserve TA and then goes on active duty for more than 179 days, member must complete currently approved courses under the Reserve TA Program.

11.13.3.1. Member (officer and enlisted) must check with an active duty education center for eligibility and enrollment procedures for any class(es) they want to take while on active duty orders. *NOTE:* Active duty TA is for future classes, not classes already in session.

11.13.4. Each program has established caps. However, Reserve members who use Reserve TA and active duty TA during the same FY will be limited to one cap, $4,500 for undergraduate and $4,500 for graduate classes.

11.13.4.1. Reserve members will not be allowed to receive additional funds or an additional cap. 11.13.4.2. Personnel who fall into this category must be closely monitored by specialist handling TA for strict compliance.

11.14. AFR Personnel Recalled to Active Duty Under Presidential Orders:

11.14.1. Air Force Reserve members will be immediately eligible for active duty tuition assistance upon activation due to Presidential Recall. Member (officer and enlisted) must check with an active duty education center for eligibility and enrollment procedures for any class(s) they want to take while on active duty orders.

Chapter 12

INSPECTOR GENERAL

12.1. Inspector General (IG) Inspectors:

12.1.1. The IG Inspector will use the AFRC IG common core checklist as a baseline for TM inspections and may or may not go into other areas according to AFRCI 90-201, *Inspector General Activities.*

12.2. Clearing a Unit Compliance Inspection (UCI) Finding:

12.2.1. Units will provide corrective actions according to AFRCI 90-201, Para 2.6.1.5.   Document and provide corrective action or positive results to the respective NAF/A1T. If possible, NAFs will inspect these positive actions for verification.

12.2.2. NAF/A1T will validate the corrective action (In person when possible/practical).

12.2.3. When possible, proof of corrective actions will be forwarded to HQ AFRC/A1TS who will make final determination of clearing the finding.

12.3. The IG Team Augmentees:

12.3.1. The IG team may ask for manning assistance from the field. When augmenting the IG team, member must not be from the same NAF.

12.3.2. The IG team will coordinate through HQ AFRC/A1TS for augmentee selection.

12.3.3. All Education and Training IG augmentees will be approved by HQ AFRC/A1TS.

Chapter 13

SCHOOL AND SPECIAL TOURS OF ACTIVE DUTY TRAINING

13.1. Definition of Active Duty Training (ADT):

13.1.1. ADT is defined as tours to supplement Annual Tour (AT) and Inactive Duty Training (IDT) when the member requires additional training to achieve or maintain a required skill or skill level in their assigned Air Force Specialty Code (AFSC). Use Active Duty for Special Work (ADSW) tours to provide direct staff support to Reserve Component programs.

13.1.2. ADT tours may be used to maintain or increase the member's mobilization readiness in support of Reserve needs. Authorized ADT must provide a primary training content to the member during tours involving organized and planned specialized skill training, flight training, combat crew training, unit conversion training, refresher and proficiency training, officer acquisition training, professional development education programs, etc.

13.2. Eligibility for ADT:

13.2.1. Only members in training categories A, B, F, J, and P (see AFMAN 36-8001, Chapter 2, Tables 2.1 and 2.2) are authorized to take part in ADT tours. Fiscal year (FY) requirements will be performed, scheduled, substituted, or waived prior to a member performing an ADT (special). On ADT (special) orders requests, the requester will place the statement All FY requirements of Table 1.1, AFMAN 36-8001, volume 1, have been performed, scheduled, substituted, or waived. For selected reservists, no ADT tours (special)/Military Personnel Appropriation (MPA) will be performed in the last quarter of the FY if the member's FY requirements have not been met or scheduled.

13.2.2. A member is not eligible to take part in ADT (other than formal schools) if

13.2.2.1. Member possesses 1-level Control Air Force Specialty Code.

13.2.2.2. Member is within 6 months of mandatory discharge or retirement (school tours must meet retainability prescribed by Education and Training Course Announcements (ETCA) accessed on the ETCA website) and those identified in **Chapter 5**, Para 5.2.8.5.

13.2.2.3. Member's enlistment expires before the end of the tour.

13.3. General Guidelines for ADT:

13.3.1. Commanders or their designated representatives (for unit program) and program managers (for IMA program) have the authority to determine the appropriate Training Category Codes (TCC) to be used for ADT tours and must make sure appropriate TCCs are placed on all ADT and ADSW orders.

13.3.2. Program managers must use care to minimize the costs for scheduled IMA conferences by restricting travel and registration fee requirements as much as possible. Registration fees will not include costs of supporting/conducting Air Force hosted conferences or for refreshments and social gatherings such as icebreakers at these events.

13.3.2.1. Whenever possible, use the Air Force's own conference sites. (See AFI 65-601, Volume 1, *Budget Guidance and Procedures,* OMB Bulletin 93-11, *Joint Travel Regulation* (JTR) C4950, and *Joint Federal Travel Regulation* (JFTR) U2550.)

13.3.3. Reservists are allowed to participate in HQ AFRC-level or higher morale, welfare, and recreation events sanctioned by the Department of the Air Force. Permissive temporary duty (TDY) orders may be issued to participants on ADT in a non-pay, points only status at no appropriated fund cost to the government for events which do not require selection by Air Force or a national governing body, but require Active Duty (AD) military status to participate.

13.3.3.1. Permissive TDY, while at no appropriated fund cost to the government, will allow standby military travel and nonreimbursable lodging support. Travel from the member's unit to the participation site is at member's expense and is not reimbursable. For reservists who wish to participate in these programs, orders to ADT in nonpay, points only status must be approved by AFRC/CV. TCC HA applies. For athlete submission instructions, contact HQ AFRC/SVPR. Selection will be on a case-by-case basis.

13.3.3.2. It is also possible to place a reservist on ADT with pay status if that individual is selected to represent AFRC in an Armed Forces National or International competition. For athlete submission instructions, contact HQ AFRC/SVPR. Selection will be on a case-by-case basis.

13.3.3.3. Individual reservists selected by Headquarters United States Air Force

(HQ USAF/RE), to attend Confederation of Reserve Medical Officers (CIOR)/Interallied Interallied Confederation of Reserve Medical Officers (CIORM) for logistical support are required to submit their AF IMT 1289, Application for Active Duty Training (RPA tour), or completed Air Force Order Writing System (AROWS) request, which has coordination from their program manager, to HQ AFRC/A1XY. HQ AFRC/A1XY will forward the AF IMT 1289 or completed AROWS-R request along with the memorandum signed by HQ USAF/RE, directing which members will be placed on paid orders and members who will be on Permissive TDY orders to HQ ARPC/DPRF.

13.3.3.4. HQ ARPC/ DPRF will forward the completed AF IMT 1289 or completed AROWS-R request to HQ ARPC/FMF to have actual orders published.

13.3.3.5. For unit members, HQ AFRC/A1XY will notify the member's unit commander for coordination and have orders published for paid and permissive TDY.

13.3.4. ADT tours will not be used in combination with other Reserve man-day programs to include MPA for the same event. In other words, Air Force Major Commands (MAJCOM), units, or agencies cannot circumvent manpower authorization levels through continuous man-day application, using a combination of ADT and ADSW (Reserve Personnel Appropriations (RPA) and MPA considered).

13.3.4.1. For waiver process of MPA tours, see *AFI 36-2619, Military Personnel Appropriation (MPA) Man-Day Program.*

13.3.5. Reservists on ADT for a period of time for which the training or requirement will overlap holidays or weekends, or includes mandated technical phase training, must be on continuous orders until completion of training or requirement. This does not negate the requirement for any necessary man-day waiver authority.

13.3.6. Reserve Unit Resource Advisors/Program Managers will submit their FY ADT requirements to their budget office for funding.

13.3.6.1. HQ AFRC staff offices having a need for ADT requirements will submit their FY budget to HQ AFRC/FMA for funding.

13.3.6.2. IMA program managers will submit their FY ADT budget to HQ ARPC/RMG.

13.4. Guidelines for Providing Formal School Training:

13.4.1. The following are responsibilities for providing formal school training:

13.4.2. AFRC formal training requirements are supported by active force schools. Unless specified by course owner, a Reserve member is eligible to attend the same classes as an active force member.

13.4.3. Reserve quotas for schools conducted by Air Education and Training Command (AETC), other MAJCOMs, services, and government agencies are processed by HQ AFRC Formal School Branch and HQ ARPC/DPRPT.

13.4.3.1. Individuals and units will NOT contact schools directly regarding availability of quotas, class dates, or other school information. Units must contact HQ AFRC/A1TF, and IMAs must contact their Program Manager for school information.

13.4.4. HQ AFRC may also conduct selected courses from within their own resources, provided that validated and funded manpower authorizations are available to support these courses.

13.5. Scheduling ADT Tours:

13.5.1. Schedule ADT tours to conform with the local duty hours. Tours are usually planned to coincide with the availability of training supervisors, aircraft, or equipment.

13.5.1.1. Generating an ADT tour primarily for taking a physical examination is not authorized unless directed by a medical examination board.

13.5.1.2. Under no circumstances should ADT be combined with IDT for the purpose of providing travel expenses to the IDT location.

13.5.1.3. Commanders and supervisors should ensure that all ADT tours performed in conjunction with IDT can be substantiated by a valid support or training requirement.

13.5.2. Reservists attending schools that are closed during the holiday season will remain in school tour status during the closedown period.

13.5.2.1. Students will take leave, or remain at school and perform duties as required by the training organization. No travel orders for the purpose of taking leave will be issued.

13.5.2.2. Authorization to return to home unit must be on the original order or an amendment must be accomplished. Letters to the technical school liaisons will not be accepted.

13.5.3. Unit assigned students may request to return voluntarily to the Permanent Duty Station (PDS) to perform duty during the downtime, if the PDS commander agrees and certifies there is suitable work for the member to perform at the PDS.

13.5.3.1. Under no circumstances are units to recall any student.

13.5.3.2. A recall action terminates enrollment and precludes the student's return after the holiday period. Commanders may not direct the student to return home.

13.5.4. Students must coordinate their absence with the appropriate school officials and give them a copy of their orders. Students must not depart earlier than, nor return later than, time authorized by school officials for their respective courses.

13.5.4.1. Students must be aware of the limitation on travel allowances which are dependent upon individual circumstances.

13.5.5. Military members attending school under TDY entitlements are entitled to paid government travel based on a cost comparison of their per diem and travel/transportation expenses.

13.5.5.1. Members will receive the lesser of actual travel time and transportation expenses for the travel time only (constructed as most economical to the government), or the per diem they would have received had they remained at school.

13.5.5.2. It is possible, therefore, for members to be responsible for paying a portion of their travel expenses if it exceeds the per diem they would have earned during the close down.

13.5.6. Military members attending school under Permanent Change of Station (PCS) entitlements receive no per diem. Therefore, there is no offset to cover any portion of their travel.

13.5.6.1. Members must pay any travel costs to return to the PDS to perform duty. The benefit for members in this category is the ability to return to the PDS without being charged leave.

13.5.7. For civilians (including Air Reserve Technicians (ART)), the same conditions apply as for military members under TDY entitlements.

13.5.8. It is the student's responsibility to seek clarification from the school travel pay office if unsure about his/her specific circumstances.

13.6. Travel: Table 5.1 in AFMAN 36-8001, Chapter 5, Table 5.1, contains travel restrictions. Program managers should only approve ADT tours with travel when absolutely necessary.

13.6.1. When on AD for 20 or more weeks (PCS), no per diem or Actual Expense Authority is payable at any location regardless of the availability of government quarters and government mess per JFTR. Exceptions may apply during periods of mobilization or Secretary approved waiver

13.7. Application Procedures for ADT (School Tours):

13.7.1. HQ AFRC units will request formal training as follows:

13.7.1.1. The commander/supervisor must submit a written request on each reservist that requires training identified in the ETCA.

13.7.1.2. The requester will:

13.7.1.2.1. Obtain verification that funds are available to support the request. (Follow established FM procedures if additional funding is required.)

13.7.1.2.2. After receiving verification of available funds, submit request to the servicing MPF/DPMT.

13.7.1.3. The MPF/DPMT, HQ ARPC/DPRPT will:

13.7.1.3.1. Ensure applicants meet course prerequisites and eligibility requirements (to include appropriate level of security clearance and physical exam requirements) PRIOR to submission of training request.

13.7.1.3.2. Request training courses through the currently established automated training system.

13.7.1.3.3. Applications requiring a block/prerequisite waiver, including ARTs, will not be input into the system until the waiver has been approved.

13.7.1.4. Do not use AFRC automated systems to request quotas for

13.7.1.4.1. AGRs. AGRs will complete a DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement, annotating AGR in block 10. (Completed DD Form 1556 must be processed through appropriate internal channels and forwarded to HQ AFRC/A1TF.)

13.7.1.4.2. Courses not included in the ETCA.

13.7.1.4.3. AFIT courses. Refer to AFIT web site (**http://www.afit.edu/**) for application procedures.

13.7.1.5. When requesting a quota through the AFRC automated system, the following information is required:

13.7.1.5.1. Course number as shown in ETCA.

13.7.1.5.2. Dates member can attend school and how much notice member requires (for example, available to start school January XX through June XX with 2 weeks notice or member requires 60 days notice for employer).

13.7.1.5.3. When members are substituted into allocated quotas, follow established procedures using current automated system as appropriate.

13.7.1.6. IMAs requesting ADT (school) will submit a training request using current automated system or an AF IMT 1289 to the program manager.

13.7.1.6.1. Program managers will ensure applicants meet course prerequisites and eligibility requirements to include retainability, appropriate level of security clearance, and physical exam requirements. The program manager will then forward tour request to HQ ARPC/ DPRPT to arrive at least 45 days prior to the class start date.

13.7.1.7. IMA Program Managers may ask for a waiver to the prerequisites for a course. Send the request for waiver to HQ AFRC/RMG. HQ AFRC/RMG obtains a waiver from the respective school.

13.7.1.7.1. The orders must contain a statement of waiver approval. Do not request waivers for more than one prerequisite unless there is exceptional justification.

13.7.1.8. The unit requests waivers of prerequisite from MPF/DPMT to HQ AFRC Formal School Branch. The Formal School Branch obtains a waiver from the respective school.

13.7.1.8.1. The orders must contain a statement of waiver approval. Do not request waivers for more than one prerequisite unless there is exceptional justification.

13.8. Duration and Frequency of School Tours: The duration and frequency of school tours are as follows:

13.8.1. Course length, travel time, and accrued leave determines the duration of the tour.

13.8.2. The frequency of attending school courses will be consistent with the need to maintain job proficiency in an individual's duty AFSC or with an approved retraining action. Other

non-AFSC related courses of 5 days duration or more will be limited to one course per member within a period of 1 FY.

13.8.2.1. Individuals selected by an approved school selection board to attend resident DE are exempt from this rule.

13.8.2.2. A waiver to the FY limitation on course attendance may be granted if a school course is needed to keep or improve a member's mobilization readiness.

13.8.3. The member should request a waiver through the unit of assignment for unit members or the IMA Program Manager. It must be forwarded to HQ AFRC Formal School Branch or HQ AFRC/ RMG for approval.

13.9. Requesting ADT (Nonschool) tours:

13.9.1. For mobilization assistants (general officer and colonel), the limit on ADT and ADSW tours is 90 days per FY. Requests to exceed the 90-day limitation must be sent to HQ USAF/RESOMO.

13.9.2. Only in unusual circumstances should any individual be directed to perform ADT before the issuance of a written order.

13.9.3. Send a copy of all special tour ADT orders on HQ AFRC commanders in general officer positions to HQ USAF/RESOMO.

13.10. School Tour Eligibility:

13.10.1. A member takes part in a school tour to keep or increase proficiency in the duty AFSC or wartime tasking. For enlisted members, school tours are identified in the CFETP. This may include a school tour to retrain a member to meet mobilization needs. A school tour applicant must:

13.10.2. Meet all prerequisites for the course.

13.10.3. Meet the medical standards in AFI 48-123, *Medical Examinations and Standards*. Physical examinations for flying courses must be certified by HQ AFRC/A6 before requesting a school tour allocation.

13.10.4. Meet Air Force physical fitness standards (AFI 10-248, *Fitness Program*). A statement addressing the member's completion of fitness test, with specified date, must be included in the remarks section of the school order.

13.10.5. Must out process through the appropriate sections within the Military Personnel Flight (MPF) before departing for school (regardless of tour length), unless geographically separated from the MPF. Members must sign a Reserve Service Commitment, if applicable.

13.10.6. Reserve members must have at least 1 year retainability following graduation for all courses that are less than 15 days. Courses exceeding 15 days, retainability is 2 years following graduation. Retainability is governed by ETCA and AFRC guidelines. For DE, see *AFI 36-2301, Professional Military Education.*

13.11. Priorities for School Training:

13.11.1. If formal training cannot be conducted due to limited funds, prioritizing training requirements will be necessary. Because each unit's needs are different, a listing of courses is not possible

for all to use. Each unit must compile its own list to determine the essential versus nonessential training needs. The courses that do not award an AFSC and are not essential for mission requirements will receive lowest priority. The following guidance is furnished with the understanding that each unit must review its mission and establish priorities based on this review. Some areas to be considered in establishing these priorities are furnished for information.

13.11.1.1. Initial skills courses (enlisted 3-level AFSC and officer AFSC awarding, enlisted/ officer aircrew)

13.11.1.2. AFSC sustainment courses (i.e. 5/7 level upgrade)

13.11.1.3. Essential courses affecting unit C-status

13.11.1.4. Developmental education.

13.11.2. To help establish school request priorities, wing/group commanders should establish an informal school committee to review and prioritize known unit training requirements. Review this list frequently to realign requirements based on available school funds.

13.11.3. School tour requests are not to be turned down or canceled for lack of unit funds until all efforts have been exhausted to obtain additional funding.

13.11.3.1. For unit reservists, HQ AFRC/FMA has established procedures for requesting unfunded requirements.

13.11.3.2. Only when HQ AFRC/FMA verifies funding is not available will training requests be denied.

13.11.4. Prior to contacting HQ AFRC Formal School Branch for quota cancellation, these procedures must be initiated. Written documentation, signed by the budget officer and the wing commander, will be submitted to HQ AFRC Formal School Branch if a quota is canceled for lack of funding.

13.11.5. A member's unit of assignment is normally responsible to ensure orders are published at least 30 days before class start date. The ETCA should be used as guidance when initiating unit orders.

13.12. OJT/AFSC Training:

13.12.1. Use OJT/AFSC training tours for reservists in their DAFSCs , not for award of the 3-skill level.

13.12.2. The immediate supervisor initiates a written request for subject training, coordinating with unit training manager and unit commander/program manager. Use the following guidelines when considering an OJT/AFSC training tour:

13.12.2.1. A trainer must be available to conduct training.

13.12.2.2. If training cannot be accomplished at the duty section or unit of assignment, a host unit or duty section may, upon mutual agreement, provide the required training.

13.12.2.3. Establish a training plan for the trainee.

13.12.2.4. The immediate supervisor ensures unit funds are available to support the tour and that training accomplishments are recorded in an authorized automated system or OJT record.

13.12.2.5. Tours for OJT will be restricted to upgrade/skill-level requirements. Unit commanders/program managers will periodically (suggested every 60 days) review the Career Field Education Training Plan to determine if member is progressing and will be authorized to continue upgrade training.

13.13. Programming Command Requirements for School Tours:

13.13.1. IMA school tour requirements are compiled by HQ ARPC/DPRPT.

13.13.1.1. When requested, program managers will consolidate their school training requirements and forward to HQ AFRC/RMG.

13.13.1.2. HQ ARPC/DPRPT consolidates all IMA school requirements for the subsequent FYs and inputs through automated training system.

13.13.2. Unit formal school requirements will be identified annually by unit/wing/NAF/Recruiting Squadron using the web-based formal schools forecast tool.

13.13.3. Each functional manager will have final approval of all requirements for the AFSCs they manage and confirms or adjusts the school requirements for their courses.

13.13.4. HQ AFRC Formal School Branch will ensure that all requirements are input into the automated system.

13.13.5. Command functional managers will submit any out-of-cycle requirements changes to Formal School Branch by letter. This letter must contain the course ID number, title, fiscal year concerned, and what action is required.

13.13.6. School tours directly supporting a unit activation or conversion may precede the programmed activation or conversion date by 6 months.

13.14. Action Taken After Receiving School Program Approval:

13.14.1. HQ AFRC Formal School Branch obtains and allocates the formal school quotas for all members assigned to the Command with the exception of IMAs.

13.14.1.1. Course reporting instructions can be found in the ETCA.

13.14.1.2. The proper TCC must be evident on the school tour order.

13.14.2. HQ ARPC/DPRPT obtains and allocates IMA quotas. Orders will be published through AROWS-R by the member. HQ ARPC/DPRPT provides reporting and administrative instructions. Requests for school tour orders must be submitted at least 45 days before the class start date.

13.15. Procedures for Filling, Deleting, or Changing Quota Requirements:

13.15.1. Follow established procedures for cancellations, substitutions, and changes and submit to AFRC and AFRC RMG NLT 30 days prior to class start date to allow for reallocation or return to quota source.

13.15.2. Provide documentation for no-shows and short-notice cancellations (quotas cancelled within 10 days of class start date).

13.15.2.1. Wing DPMT (unit) or program managers (IMA) will submit written justification (unit no-shows and/or cancellation justification must be signed by appropriate unit/wing commander)

and forward it to AFRC (unit) or HQ AFRC/RMG. (Also applicable to ARTs with civilian quotas assigned.)

13.16. Submitting Unprogrammed Quota Requests during Execution Year:

13.16.1. IMA program managers should submit unprogrammed quota requests with supporting justification (automated orders system request) to HQ AFRC/RMG no later than 45 days before class start date.

13.16.2. Units submit unprogrammed quota requests through respective wing training offices for submission through automated system at least 45 days prior to class start date.

13.17. Action Taken on School Completion:

13.17.1. A Statement of Tour of Duty, AF IMT 938, Request and Authorization for Active Duty Training/Active Tour (computer-generated or hard copy), must be signed by the member, certified by the member supervising training, and sent to the member's designated Reserve Pay Office (RPO) within 5 workdays after the tour is completed.

13.17.2. For the IMA, the Statement of Tour of Duty may be precertified and submitted to the designated RPO anytime after the official tour start date.

13.18. Procedures for Catastrophic or other Events:

13.18.1. NPS. Respective training squadrons will maintain training integrity, to include continuation of member's orders. Generally speaking, there will be no interruption in pipeline training. However, should an interruption occur, pipeline members will remain on IADT orders to complete the required 84 days of training.

13.18.2. HQ AFRC Formal School Branch will work with wing training and HQ AETC or respective course owner to ensure member's re-entry into formal course of instruction.

13.18.3. PS. Generally, prior service personnel will be returned to their home unit with sufficient time to transition through the MPF and will then be removed from orders.

13.18.3.1. HQ AFRC Formal School Branch, in concert with AETC or respective course owner, will provide timely instruction and updates to wing training offices on formal disposition of members, to include identification of processes for re-entry into formal course.

13.19. Contracted Civilian Acquired Training (CCAT):

13.19.1. CCAT is designed to increase the number of mission-qualified individuals in the Reserve Component. It is an alternative to proficiency training and must be directly related to specific individual mobilization skill requirements.

13.19.1.1. CCAT applies to both AFSC awarding training and sustainment training.

13.19.1.2. CCAT is an option for a formal school request.

13.19.2. Contract training is authorized when it is demonstrated that such training fulfills all military requirements, is less costly, and military service school quotas have been requested, but are not available to satisfy an identified training requirement specified by the military service concerned.

13.19.3. Only fully accredited civilian institutions and industries may be used for CCAT. Observe all existing laws and regulations on contracting from non-DoD sources.

13.19.4. HQ AFRC Functional Managers will initiate requests to establish CCAT, when warranted. As a minimum, the functional manager should define the size and type of the population to be trained, the skills to be obtained, and the proposed source of the training.

13.19.4.1. HQ AFRC/A1T will validate Reserve requests. Only HQ AFRC contracting officers are authorized to negotiate contracts for approved CCAT.

13.19.4.2. For IMAs, the program manager will work through RMG and ARPC to AFRC Functional Managers to initiate a requirement.

13.19.5. Command functional managers will maintain records reflecting cost per student hour, name of institution, and number of students trained per fiscal year for each of their CCAT programs.

13.19.6. Special Restrictions on Utilization of RPA Special Tours in Conjunction With Commercial or Contract Activities. When on-the-job training (OJT) or proficiency training is available only through participation with a commercial, contract activity:

13.19.6.1. Conduct the training under the supervision of a qualified trainer designated by the applicable performance work statement.

13.19.6.2. The appropriate military organization responsible for the functional area supported by the performance work statement requests special tours.

13.20. ART Attendance to Schools:

13.20.1. General Guidance.

13.20.1.1. Each ART position is identified with a Reserve position which is identical, or so closely related as to require substantially the same basic knowledge and skills in either position. Accordingly, ARTs will attend schools and training courses in civilian status, except as otherwise noted.

13.20.1.2. When attending training courses in civilian status, the appropriate civilian attire for the course of instruction will be worn. However, members are encouraged to wear the military uniform.

13.20.1.3. Some courses may require the wearing of special equipment and, regardless of status, all attendees will abide by these requirements, to include physical fitness requirements.

13.20.1.4. ARTs traveling in a civilian capacity will include both the military and civilian grade on their orders. ARTs will be housed according to the military grade.

13.20.1.5. A statement addressing the member's compliance with physical fitness testing, with specified date, must be included in the remarks section of the school order.

13.20.1.6. HQ AFRC functional managers will identify those courses requiring mandatory attendance in military status. Specific courses will be identified on the A1T web site.

13.20.1.7. Individuals requesting attendance in civilian status will complete DD Form 1556, and according to local procedures, will forward through the wing training office, if applicable, to the appropriate servicing civilian training office for processing.

13.20.1.8. Only requests coordinated through the servicing office will be accepted by AFRC Formal School Branch.

13.20.1.9. The individual status will be determined prior to submission of the training request.

13.20.1.10. Formal schools are those listed in ETCA. The majority of these schools are processed through the automated training system and a Training Line Number (TLN) is generated.

13.20.1.11. The servicing civilian training office is responsible for reviewing and approving all requests for training according to regulatory, statutory, and legal requirements.

13.20.1.12. AF IMT 101 will not be used to request courses in civilian status.

13.20.1.13. ARTs will not use a civilian training quota/training line number to attend in military status or use a military quota to attend in civilian status.

13.20.1.14. Individuals will not submit duplicate requests through military channels requesting the same course/class. The individual status will be determined prior to submission of the training request.

13.20.1.15. Members cannot use annual training to satisfy formal school training requirements.

13.20.1.16. Members attending courses in civilian status will begin and remain in that status during the duration of the training. Switching status is not authorized (i.e., civilian status 1 week/military status the next/back to civilian status).

13.20.1.17. ARTs, regardless of status (military or civilian), will NOT continue to meet flying operations requirements while they are attending resident formal training, including members attending courses collocated with unit of assignment. This restriction will allow the member to remain focused on the academic rigors of the institution they are attending.

13.20.2. Each FY, HQ AFRC is given a number of funded quotas (bogeys). AETC fund cites are used for travel/per diem. There is no tuition cost for formal schools. However, the number of bogeys available each year does not remain constant.

13.20.2.1. Bogeys are not used for flying, AFIT, Air University (AU), medical, survival, or command specific (AMC, ACC, ANG, etc.) training courses.

13.20.2.2. When funded quotas are available for use, ARTs will attend formal schools in civilian status.

13.20.2.2.1. When bogeys are not available for use, the wing commanders can approve the exceptions to attend in military status. For NAF Commanders, this authority may be delegated to the RSG/CC for ARTs assigned at NAF level. The 951 RSPTS/CC will approve all requests for ARTs assigned to HQ AFRC.

13.20.2.2.2. ARTs attending school in civilian status will abide by all appropriate guidelines/rules established by the school and required of all students.

13.20.2.2.3. AFIT normally funds the travel/per diem for civilian students, therefore, ARTs will also be required to attend courses in civilian status.

13.20.2.2.4. Short notice cancellations (those turned in within 10 days or less) and no-shows will be documented in writing, signed by the wing commander, and forwarded through the wing training office to HQ AFRC Formal School Branch.

13.20.3. **Funding Guidance:**

13.20.3.1. When ARTs attend school in civilian status, O&M funds are utilized. If military status school tour, 726 funds are used. Note that there are no tuition costs associated with formal schools, only travel/per diem.

13.20.3.2. For DE, the funding is centrally managed by HQ AFRC. Unit O&M funds will be used if attending in civilian status.

13.20.4. **Documentation of Training in Personnel Records:**

13.20.4.1. Upon completion of a training course attended in civilian status (and with an appropriate civilian TLN), the member's training records will be appropriately updated through the civilian personnel data system. However, because the military and civilian personnel systems do not interact, it is up to the individual to provide documentation to the servicing military personnel flight at base training office, to update military records.

13.20.4.2. In some instances (i.e., officer DE) the member may need to provide the source document to the school registrar for update of records.

13.20.5. **Tuition Assistance:**

13.20.5.1. As a civilian employee, tuition assistance may be available under the local tuition assistance policy at each respective base. Local O&M (unit) funds are used. Where a unit is a tenant at an AD base, the funding remains a unit responsibility.

13.20.5.2. For those ARTs registered in an Air Force civilian career program (other than the ART Officer Career Program), it may be possible to obtain tuition assistance through that means.

Chapter 14

BASE EDUCATION AND TRAINING RESPONSIBILITIES

14.1. BETM Responsibilities:

14.1.1. In addition to the duties and responsibilities outlined in AFI 36-2201, the Air Force Reserve Base Education and Training Manager's duties and responsibilities will include, as applicable.

14.1.2. TSC D will be input by BETM only upon notification from relocation office the member is being projected to ARPC.

14.2. Educational services:

14.2.1. Update member's education record via AFAEMS.

14.2.2. Wing OPR for Tuition Assistance.

14.2.3. Initiate and/or monitor appropriate paperwork. Track, verify, and input final grades via AFAEMS.

14.3. CCAF Management:

14.3.1. At the wing level, utilize *AFI 36-2304, Community College of the Air Force* and the CCAF General Catalog and CCAF Counselor Handbook. Ensure wing members receive proper, thorough, and documented educational counseling.

14.3.2. Develop a process for the CCAF graduation ceremony. It must be approved by appropriate commander.

14.4. Montgomery GI Bill and Kicker:

14.4.1. Brief Veterans' Affairs Programs at commanders' call, newcomers' briefings, and individually.

14.4.2. Complete appropriate forms and update the personnel system to ensure members receive Montgomery GI Bill and Kicker, utilizing automated systems to track and verify eligibility (Defense Management Data Center (DMDC) tools and MilPDS).

14.4.3. Members are not entitled to the Montgomery GI Bill-Selected Reserve (MGIB-SR) until they have completed BMT, technical school and awarded the 3-skill level.

14.4.4. You can find a list of duties and responsibilities in AFRCI 36-2301.

14.5. Tuition Assistance Program:

14.5.1. Commissioned officers must have a MSD of not less than 24 months of service commitment starting at the end of the last class completed.

14.5.2. In addition, officers incur a 2-year Reserve Service Commitment (see Reserve Service Commitment Implementation Guide, 4 Aug 2003).

14.5.3. Each time the officer applies for TA, he/she must sign a contract for Air Force Selected RSC. See AFRCI 36-2102, *Air Force Reserve Service Commitment Date Program* for further details.

14.6. Testing programs:

14.6.1. The OPR for Air Force Personnel tests will be the BETM, (e.g., Air Force Officer Qualifying Test (AFOQT), AFCT, Foreign Language Proficiency Pay (FLPP), and TCO duties and responsibilities according to AFI 36-2605, *Air Force Military Personnel Testing System.*

14.6.2. Chief, Education & Training will be appointed as Test Control Officer for DANTES, AFMPT, and AFIADL testing programs, with responsibility to assign qualified administrator(s)/ examiner(s) and alternate TCO's. Test control officer/administrator/examiner duties for the following testing programs:

14.6.3. DANTES for testing programs such as DANTES Subject Standardized Test (DSST), College Level Examination Program, (CLEP), Excelsior College Examinations (ECE), Certification, Graduate Management Admission Test (GMAT), Graduate Record Examination, (GRE), and PRAXIS. TCO/ATCO for DANTES must be qualified in the proper procedures of maintaining and administering these exams, maintain appropriate documentation as required by guidance from DANTES, and safeguard examinations.

14.6.4. Air Force Military Personnel Tests (AFMPT) for testing programs AFOQT, AFCT, FLPP. See AFI 36-2605 and AFPT TCO/TE Training Guide (1 Apr 04) for specific guidance on duties and responsibilities. BETM will stock AFOQT and AFCT exams and offer these to eligible Reservists. BETM or tenant bases will also be required to stock both AFOQT and AFCT exams.

14.6.5. AFIADL for mandatory/voluntary CDC and DE courses. See AFI 36-2201, Volume 4 and AFIADL Catalog for specific guidance on duties and responsibilities.

14.6.6. Test compromise AFIADL, AFMPT and DANTES test compromise procedures are covered in their respective guidance. The AFRC TCO will receive the investigation report within 55 days of the reported possible compromise. If the report has not been received, the NAF/A1TS and MAJCOM/ A1T will be contacted for assistance.

14.6.7. Test compromise checklist is to be adhered to. For AFIADL (**Attachment 17**). For AFMPT (**Attachment 18**). For DANTES (**Attachment 19**).

14.6.8. DANTES annual testing facilities review. BETOs will forward the name of the inspector to the MAJCOM for final approval, NLT 30 Nov of the current CY.

   14.6.8.1. The same inspector cannot be used repeatedly. BETOs will rotate inspector annually to ensure a program enhancement.

14.6.9. The MAJCOM TCO will track the dates of the inspections as forwarded by the BETOs. This information will be available for review on the HQ AFRC/A1TS web site under TCO link.

14.7. DE:

14.7.1. Manage and schedule the Noncommissioned Officer Leadership Development Program (NCOLDP), ensuring advertisement, classroom location, and assistance is provided to the instructors as needed.

Chapter 15

RESIDENT DEVELOPMENTAL EDUCATION (DE) ATTENDANCE OF AIR FORCE SELECTED RESERVE MEMBERS

15.1. Resident DE:

15.1.1. Selected Reserve members eligible for resident DE include unit assigned members, ARTs, IMAs, and Active Guard Reserve (AGR) members.

15.2. General Policy for DE:

15.2.1. DE is a requirement for promotion for enlisted personnel. AFI 36-2502, *Airman Promotion Program*, Table 4.2, contains DE requirements for enlisted personnel and AFI 36-2301, *Professional Military Education*, Table 5, contains DE eligibility criteria. Officers should complete DE, by the resident, correspondence, seminar method, or distance learning course.

15.2.2. Due to the unique constraints confronting Reserve officers, few will attend DE in- residence. Each Reserve officer may complete DE through nonresident methods.

15.2.3. Air Reserve Technicians who attend DE in residence must be in a military duty status to receive point credit for attendance. Air Reserve Technicians attending in civilian status will receive course credit upon completion.

15.2.3.1. Non-resident civilian completion of DE prior to obtaining requisite military grade must be waived through HQ AFRC/A1TS and will prompt completion to be masked in automated military systems.

15.2.4. Nonresident completion of DE will not affect eligibility for resident attendance.

15.2.5. Noncompletion or elimination from a DE School. When eliminating/disenrolling an Air Force reservist from a DE school for any reason, follow procedures outlined in ETCA at the ETCA website. The school sends a copy of the faculty board proceedings to HQ AFRC/RMG for IMAs, and to HQ AFRC/A1TS for unit assigned members.

15.2.5.1. HQ USAF/REPS will receive informational copies for all reservists (inclusive of AGR members).

15.2.6. Qualified officers lacking the required security clearance may apply for DE schools. If selected, obtain the proper security clearance before the class entry date.

15.2.7. The office of primary responsibility within the MPF for unit members is DPMT (Education and Training office) and MAJCOM responsibility charged to HQ AFRC/A1TS. For IMAs, members may address their issues with the respective MAJCOM program manager. HQ USAF/REPS may assist AGR personnel, but may enlist the services of HQ AFRC or HQ ARPC in facilitating quota concerns.

15.2.8. Funding. RPA is centrally funded for Reserve members attending in military status. ARTs who attend in civilian status will be funded by the unit. *NOTE:* "O&M" funds will be used to fund AGR travel/per diem.

15.3. Officer Developmental Education (DE):

15.3.1. General Information and Policy. Reserve officers should complete Basic Developmental Education (BDE), Intermediate Developmental Education (IDE), and Senior Developmental Education (SDE) during their careers. **Table 15.1.** shows phases for completing DE resident courses. SDE graduates should receive consideration for follow on assignments commensurate with the advanced education acquired.

15.3.2. Eligibility. An officer is eligible to apply for resident DE under the following criteria:

15.3.2.1. Be in training or pay category A or B.

15.3.2.2. Meet the prerequisites in **Table 15.1.**

15.3.2.3. Meet physical fitness requirements.

15.3.2.4. AGRs see **Table 15.2.**

15.3.2.5. Selected members who have 17 years or more of Total Active Federal Military Service (TAFMS) as of 1 January of the fiscal year of class entry will require a waiver prior to attending resident DE.

15.3.2.6. Must not be a deferred officer as defined in Title 10 U.S.C., Section 8368(a).

15.3.2.7. Has not been removed from a recommended list for permanent promotion to the grade that makes them DE eligible.

15.3.3. Removal with Prejudice. A member who is removed from a DE attendance list with prejudice (ineligible for cause) will be prohibited from reapplying for the same level developmental education until attaining next highest grade.

15.3.4. **Officer Basic Developmental Education (BDE):**

15.3.4.1. Air and Space Basic Course (ASBC) Information. See Air University's ASBC home page at **http://www.au.af.mil/au/soc/asbc** for course details. ASBC is considered BDE for regular Air Force line officers. However, due to the limited number of quotas provided to the Air Reserve Component (ARC), ASBC is not mandatory. ASBC graduates remain in their current assignments.

15.3.4.2. Squadron Officers School (SOS). Education and Training Course Announcement information can be accessed on the ETCA website.

15.3.4.3. How to Apply. Personnel (to include unit AGRs) submit requests to their servicing wing training office (DPMT). DPMT will submit unit requests through the current automated military personnel system (unit AGRs must submit a DD Form 1556).

15.3.4.3.1. IMAs apply in writing through their approving official to the program manager. The program manager will forward to RMG for approval. RMG will then forward to HQ ARPC/DPRPT by established suspense date, before the selection board meets.

15.3.4.3.2. HQ AGR officers who wish to attend should submit a written request to HQ USAF/REAMO 90 days before class start date. It is not recommended that reserve officers apply for resident DE due to the intended purpose of accession to the Limited Period Recall Program (LPRP)/ Limited Extended Active Duty (LEAD) (see AFI 36-2008).

15.3.4.3.3. Individuals on LPRP/LEAD should complete DE through seminar or correspondence.

15.3.4.4. Waiver of Eligibility Criteria. All waiver requests for unit personnel must be submitted through HQ AFRC/A1TS prior to TMS input.

15.3.4.4.1. IMAs requesting a waiver of eligibility criteria must submit a letter of justification with the application through their approving official to the program manager. The program manager will forward to RMG who will forward to HQ ARPC/DPRPT.

15.3.4.5. Selection of IMA Students. RMG convenes a selection board to select candidates.

15.3.4.6. Announcement of Selections/Nonselections. RMG notifies member through their program manager.

15.3.4.7. Removal or Cancellations. Unit members request removal in writing through their unit commander, wing training office and HQ AFRC/A1TS not later than 45 days prior to class start date.

15.3.4.7.1. IMAs request removal in writing through their approving official to the program manager. The program manager will forward to RMG who will forward to HQ ARPC/DPRPT.

15.3.4.7.2. Letters of cancellation must have sufficient justification for members being removed with or without prejudice.

15.3.5. **IDE/SDE:**

15.3.5.1. IDE/SDE In Residence. There are two types of applicants; invitees and traditional applicants. Invitees are the top 20 percent (based upon promotion order of merit) of the mandatory candidates, and all position vacancy promotion selectees to major (for IDE) and lieutenant colonel (for SDE).

15.3.5.1.1. Senior rater may nominate additional applicants:

15.3.5.2. Following the conclusion of the major and lieutenant colonel selection boards and after the public release dates, invitees will receive letters of invitation (signed by AFRC/CC). Letters of invitation will be applicable for the Reserve Developmental Education Designation Board (RDEDB) considering IDE/SDE resident applications immediately following promotion selections.

15.3.5.3. Due to the purpose individuals are brought in to LPRP/LEAD (see AFI 36-2008, Voluntary Extended Active Duty (EAD) For Air Reserve Commissioned Officers), it is not recommended that reservists serving on EAD tours apply for resident DE through Air Force Reserve processes. (Exception: Those ending their limited tour and who affiliate with the Selected Reserve prior to the beginning of the next academic year may apply.) Individuals on LPRP/LEAD should complete DE through seminar or correspondence.

15.3.5.4. How to Prepare Applications (All):

15.3.5.4.1. Resident IDE/SDE applications are submitted through channels to the senior rater via AF IMT 1941, Application for Professional Military Education (In Residence).

15.3.5.4.2. Submit applications along with copies of the three most recent Officer Performance Reports, a full-length photo, shirt or blouse with decorations, (tie/tie tab optional with short sleeves) and no jacket, 8x10 color, ¾ turn pose with decorations closest to camera.

15.3.5.4.3. Other requirements may be contained in the board announcement.

15.3.5.4.4. Any request for eligibility waivers must accompany the application.

15.3.5.5. HQ ARPC/DPRPT will publicize school start dates, selection board convening dates and establish suspense dates for submission of applications.

15.3.5.6. Senior rater will rank order invitees and traditional applicants.

15.3.5.6.1. Senior raters will rank order all officer invitees nominated for RDEDB consideration for both IDE and SDE, i.e., (2/5) the officer is ranked number 2 of 5 applicants.

15.3.6. Reserve Developmental Education Designation Board.

15.3.6.1. The board convenes within the first 2 weeks of December. The Deputy to the Chief of Air Force Reserve or designee will be the board president. (Must be a general officer)

15.3.6.1.1. In addition to the president, membership of the board will be comprised of four colonels or above including one member from each of the following agencies: The Unit Reserve Program, IMA program, HQ AFRC Career Management Board and one AGR member (to be rotated between HQ USAF/RE, HQ ARPC, and HQ AFRC). HQ ARPC/DPRPT coordinates with HQ USAF/REP which facilitates selection of board members.

15.3.6.1.2. HQ USAF/REPP will coordinate board membership with HQ USAF/RE and forward approved list to ARPC/DPRPT for further administrative action.

15.3.6.1.3. Each board member must have completed SDE, preferably in residence.

15.3.6.1.4. HQ ARPC invites HQ Air University/CCR to the board as a nonvoting technical advisor and support staff member.

15.3.6.1.5. HQ USAF/REPP and HQ AFRC/A1TS may send representatives to serve as technical advisors and support staff members.

15.3.6.1.6. HQ ARPC/DPRPT notifies all board members of their appointments and coordinates with HQ ARPC/CCP for all travel and billeting arrangements.

15.3.6.2. The RDEDB screens all officers identified as eligible and determines those most qualified to attend based upon the whole-person concept.

15.3.6.3. The RDEDB aligns selectees, in priority order, to attend resident DE. The priority list includes primary and alternate selectees.

15.3.6.4. The board will determine the DE school for the selectee.

15.3.7. Selection of Students:

15.3.7.1. The RDEDB selects students for the next academic year.

15.3.7.2. The objective of using a board is to identify officers for assignment to positions at a greater level of responsibility meeting the goals and objectives of Force Development.

15.3.8. HQ ARPC Post Board Responsibilities:

15.3.8.1. Identify and record selectees (primary and alternates) recommended for each course.

15.3.8.2. Identify and record non-selectees.

15.3.8.3. Produce statistical summary of the board proceedings:

15.3.9. Announcement of Selections. Upon AFRC/CC approval, HQ ARPC/DPRPT will:

15.3.9.1. Publish an electronic message notifying all units, program managers, and school commandants of the RDEDB selections prior to sending individual notification letters. The message will contain the rank, name, SSN, unit of assignment and school designation for all selectees and alternates.

15.3.9.2. Send individual notification letters signed by AFRC/CC to primary and alternate selectees.

15.3.9.3. Send individual notification letters signed by RMG/CC to nonselects.

15.3.10. Removal from a DE Selection List:

15.3.10.1. The nominating official may request a selectee's removal from a DE school selection list, for cause, personal hardship, or operational/mission requirements.

15.3.10.2. Process request for removal through command channels (unit), RMG to HQ ARPC/DPRPT (IMA), to HQ USAF/REPP.

NOTE: An approved operational deferment will result in automatic placement on next selection list provided member still meets eligibility criteria.

15.3.10.3. HQ USAF/REP evaluates each request and recommends approval/disapproval (with or without prejudice) to AFRC/CC.

15.3.10.4. Once approved by AFRC/CC, HQ USAF/REPP notifies HQ AFRC/A1TS, HQ ARPC/DPRPT and HQ USAF/REAMO who will notify the alternate.

15.4. Professional Military Development (PMD) Short Courses: AFRC does not consider PMD short courses as a viable substitute for BDE, IDE, or SDE.

15.5. Enlisted DE:

15.5.1. General Information and Policy. The program will be managed by HQ AFRC/A1TS by the guidelines from the HQ AFRC/CC/CCM office. All waiver requests for enlisted DE must be endorsed by the unit commander. See Education and Training Course Announcements on the ETCA website. Airmen Leadership School (ALS) is BDE, Noncommissioned Officer Academy (NCOA) is IDE, and Senior Noncommissioned Officer Academy (SNCOA) is SDE.

15.5.2. Member must have 2 years retainability from graduation date to attend NCOA and SNCOA. AGRs, unit members, and IMAs may attend NCOA and SNCOA in residence.

15.5.3. ARTs may attend in civilian status, but they must apply through military channels. ARTs may attend in either military or civilian status. The status must be annotated on the application prior to submission.

15.5.4. Members will not have the option to change their status after selections have been made. It is not recommended that reservists apply for resident due to the intended purpose of accession to LPRP/

LEAD (see AFI 26-2008), Individuals on LPRP/LEAD should complete DE through seminar or correspondence.

15.5.5. **Enlisted BDE:**

15.5.5.1. **Airmen Leadership School (ALS):**

15.5.5.2. Quotas are requested through local wing training (unit) or HQ AFRC/RMG (IMAs).

15.5.5.3. Eligibility Requirements:

15.5.5.3.1. SRA with 48 months time-in-service

15.5.5.3.2. ASVAB score. A general score of 50 is required. College education should be considered for members who fail to meet requisite scores.

15.5.5.3.3. Computer knowledge and skills. Individual must possess basic computer skills basic to include knowledge of commonly used software and associated programs.

15.5.5.3.4. Progression in upgrade training. Individuals must be satisfactorily progressing in their skill level upgrade training and must not have failed their mandatory CDCs during this period.

15.5.5.3.5. Members must be in compliance with AF Physical Fitness Standards.

NOTE: Air Reserve Technicians must meet military eligibility criteria to attend. Civil service pay grade or position is not used to determine eligibility.

15.5.6. How to Apply. Personnel (to include unit AGRs) should submit their requests to their Base Education and Training Office (DPMT).

15.5.6.1. DPMT will assist the Wing CCM in convening a board to review the applicants using the requirements listed above. The CCM will forward the list of selectees to DPMT. DPMT will submit unit requests through the current automated system (unit AGRs must submit a DD Form 1556). IMAs will submit their request through the automated system. HQ AFRC/RMG individually notifies IMAs.

15.5.7. Waiver of eligibility criteria. Submit all waivers for unit personnel through the unit commander for endorsement. After unit commander's endorsement, the waiver must be submitted to HQ AFRC/A1TS prior to update in the current automated system.

15.5.8. Selection. Wing CCM makes selection for unit personnel. The program manager will select for IMAs and notify the RMG of selections. DPMT notifies unit members of their selection and HQ ARPC/DPRPT individually notifies IMAs. The first sergeant will perform this duty for those personnel assigned to HQ AFRC.

15.5.9. All unit members, whether attending in civilian or military status, must out process through the MPF to ensure compliance with AF Physical Fitness Standards. This statement must be in the remarks section of the member's orders.

15.5.10. Attendance Agreement. Prior to attending resident DE, all Reserve attendees must sign a Student Attendance Agreement in accordance with AFRCI 36-2102. (**Attachment 20**)

15.5.10.1. Failure to sign this agreement will negate the member's opportunity to attend the respective DE residence course. This will be completed upon notification of selection accomplished.

15.5.10.2. This statement must be in the remarks section of the members' orders.

15.5.11. Removal or cancellation. Unit members must request removal in writing through their DPMT to HQ AFRC/A1TS not later than 45 days prior to class start date.

15.5.12. IMAs request removal in writing through PM to RMG who will forward to HQ ARPC/ DPRPT not later than 45 days prior to class start date.

15.5.13. See **Table 15.3.** for Non-Resident DE criteria requirements.

15.6. Enlisted IDE:

15.6.1. **Noncommissioned Officer Academy (NCOA).**

15.6.2. Quotas are requested through local wing training (unit) or HQ

ARPC/DPRPT (IMAs).

15.6.3. Eligibility Requirements:

15.6.3.1. SSgts and TSgts with 96 months time-in-service

15.6.3.2. ASVAB score. General score of 50 required. College education should be considered for members who fail to meet requisite scores.

15.6.3.3. Computer knowledge and skills. Individual must possess basic computer skills basic to include knowledge of commonly used software and associated programs.

15.6.3.4. Progression in upgrade training. Individuals must be satisfactorily progressing in their skill level upgrade training and must not have failed their mandatory CDCs during this period.

15.6.3.5. Member must be in compliance with AF Physical Fitness Standards.

NOTE: Air Reserve Technicians must meet military eligibility criteria to attend. Civil service pay grade or position is not used to determine eligibility.

15.6.4. How to apply. Personnel (to include unit AGRs) should submit requests to their servicing Base Education and Training Office (DPMT).

15.6.4.1. DPMT will assist the Wing CCM in convening a board to review the applicants using the requirements listed above.

15.6.4.2. The CCM will forward the list of selectees to DPMT. DPMT will submit unit requests through the current automated system (unit AGRs must submit a DD Form 1556), and notify the members of their selection.

15.6.4.3. IMAs will submit their requests through the automated system.
HQ ARPC/DPRPT individually notifies IMAs.

15.6.5. Selection. Wing CCM makes selection for unit personnel. The IMA program manager will select for IMAs and notify the RMG of selection. DPMT notifies unit members of their selection and HQ ARPC/DPRPT individually notifies IMAs. The first sergeant will select those personnel assigned to HQ AFRC.

15.6.6. All unit members, whether attending in civilian or military status, must out process through the MPF to ensure compliance with AF Physical Fitness Standards. This statement must be in the remarks section of the member's orders.

15.6.7. Attendance Agreement. Prior to attending resident DE, all Reserve attendees must sign a Student Attendance Agreement. **Attachment 20** of this AFRCI contains an example of the required attendance agreement.

15.6.7.1. Failure to sign this agreement will negate the members' opportunity to attend the respective DE residence course. This will be completed upon notification of selection.

15.6.8. Waiver of eligibility criteria. Submit all waivers for unit personnel through the unit commander for endorsement. After unit commander's endorsement, the waiver must be submitted to HQ AFRC/A1TS prior to input in the current automated system.

15.6.8.1. IMAs requesting the waiver of eligibility criteria must submit a letter of justification with the application through the Program Manager (PM), then RMG who will forward to HQ ARPC/DPRPT.

15.6.9. Removal or Cancellation. Unit members must request removal in writing through their DPMT to HQ AFRC/A1TS not later than 45 days prior to class start date.

15.6.9.1. IMAs request removal in writing through the PM, to RMG who will forward to HQ ARPC/DPRPT not later than 45 days prior to class start date.

15.6.10. Senior Developmental Education (SDE).

15.6.11. See **Table 15.3.** for Non-Resident DE criteria requirements.

15.7. Senior Noncommissioned Officer Academy (SNCOA):

15.7.1. Eligibility:

15.7.1.1. Must be MSgt; can be a SMSgt.

15.7.1.2. DE or equivalent previously completed (NCOA correspondence course must be completed as a prerequisite).

15.7.1.3. Member must be in compliance with AF Physical Fitness Standards.

15.7.1.4. Security Clearance (Secret).

15.7.1.5. Must not have attended in-resident DE within the last 2 years from graduation date.

15.7.1.6. ASVAB score. General score of 50 required. College education should be considered for members who fail to meet requisite scores.

15.7.1.7. Computer knowledge and skills. Individual must possess basic computer skills basic to include knowledge of commonly used software and associated programs.

15.7.1.8. Progression in up-grade training. Individuals must be satisfactorily progressing in their skill level upgrade training and must not have failed their mandatory CDCs during this period.

15.7.1.9. How to apply. Personnel (to include unit AGRs) should submit packages to their Base Education and Training Office (DPMT).

15.7.1.9.1. DPMT will assist the Wing CCM in convening a board to review the applicants using the requirements listed above.

15.7.1.9.2. The CCM will notify applicants of selection and forward the list of selectees to DPMT for subsequent forwarding to HQ AFRC/A1TS the designated MAJCOM automated

tool. (Unit AGRs must submit a DD Form 1556). A courtesy copy will be sent to the representatives NAF/A1T and the NAF/CCM.

15.7.1.9.3. IMAs will submit their requests through the automated system. RMG individually notifies IMAs.

15.7.2. Selection. Wing CCM makes selection for unit personnel. The program manager will select for IMAs.

15.7.2.1. DPMT notifies unit members of their selection and RMG individually notifies IMAs.

15.7.2.2. The HQ AFRC first sergeant will perform the duties of the CCM for selection purposes for those assigned to head quarters. The First Sergeant will convene a board consisting of Chief Master Sergeants assigned to the HQ AFRC. The selected names will go forward to HQ AFRC/A1TS for seat/quota allocation.

15.7.2.3. Attendance Agreement. Prior to attending resident DE, all Reserve attendees must sign a Student Attendance Agreement. **Attachment 20** of this publication contains an example of the required attendance agreement.

15.7.2.3.1. Failure to sign this agreement will negate the members opportunity to attend the respective DE residence course. This will be completed upon notification of selection.

15.7.2.4. All unit members (to include ARTs), whether attending in civilian or military status, must out process through the MPF to ensure compliance with AF Physical Fitness Standards.

15.7.2.4.1. This statement must be in the remarks section of the member's orders.

15.7.2.4.2. If AGR personnel attending are in military status, they must out process through the MPF.

15.7.2.4.3. IMAs need to follow local guidelines for out processing.

15.7.2.5. Waiver of eligibility criteria. Submit all waivers for unit personnel through the unit commander for endorsement. After unit commander's endorsement, the waiver must be submitted to HQ AFRC/A1TS prior to input in the current automated system.

15.7.2.5.1. IMAs requesting the waiver of eligibility criteria must submit a letter of justification with the application through the program manager to the RMG who will forward to HQ ARPC/DPRPT.

15.7.2.6. The RMG process is as follows: RMG will convene a board comprised of senior NCOs to process applications for IMAs and AGRs assigned to the RMG and will forward selected names to AFRC/A1TS for seat/quota allocations.

15.7.2.7. The ARPC process is as follows: ARPC will convene a board comprised of CMSgts and/or SMSgts who will process applications for AGRs and will forward selected names to AFRC/A1TS for seat/quota allocation.

15.7.2.8. The process for HQ AFRC/RS is as follows: AFRC/RS will convene a board comprised of Chiefs who will process applications for persons assigned to RS and will forward selected names to AFRC/A1TS for seat/quota allocation.

15.7.2.9. Removal or cancellations.   Members request removal in writing through their DPMT offices to wing CC or equivalent then to HQ AFRC/A1TS (unit) or HQ ARPC/DPRPT PM

(IMAs) as soon as possible. *NOTE*: Reference AFI 36-2306, SNCOA equivalent for regular Air Force must go through HQ AFPC.

15.7.2.10. RPA funding is centrally managed for Reserve members attending in military status. Funding (O&M) for attendance in civilian status is the responsibility of the unit of assignments.

15.7.2.11. See **Table 15.3.** for Non-Resident DE criteria requirements.

15.8. Chief Leadership Course (CLC):

15.8.1. Requirements:

15.8.1.1. Must be CMSgt (DOR must be 1 Oct 2004 or later).

15.8.1.2. DE or equivalent previously completed (NCOA and SNCOA).

15.8.1.3. Military Physical Fitness Test: accomplished and passed.

15.8.1.4. Security Clearance (Secret).

15.8.1.5. Members unable to attend within the first year of being promoted will forward a waiver request through appropriate NAF/CC/CCM (REAMO) for approval with a copy to HQ AFRC/CC/CCM through HQ AFRC/A1TS.

15.8.1.6. Members unable to attend within the second year of being promoted will forward waiver request through appropriate NAF/CC/CCM (REAMO) to HQ AFRC/CC/CCM through HQ AFRC/CC/CCM through HQ AFRC/A1TS for approval.

15.8.2. Wing CCMs will ensure those recently promoted to Chief will attend the CLC.

15.8.2.1. Wing CCMs will forward a list of Chiefs to the NAF CCM who will in turn forward an approved listing to the AFRC CCM for final approval.

15.8.2.2. Wing CCMs will ensure those selected to attend the CLC meet Air Force fitness standards and present a professional appearance. The first sergeant will select those personnel assigned to HQ AFRC.

15.8.3. To eliminate civilian compensatory or overtime time and attendance issues, Air Reserve Technician CMSgts must attend the Chief Leadership Course (CLC) in military status due to course hours, structure, and non-traditional duty requirements.

15.9. DE Credit for Schools Attended/Completed in Other Services:

15.9.1. Air Force Reserve officers are authorized to attend or complete other service DE after first completing the comparable level of Air Force DE (exception for those members selected by the Reserve Developmental Education Designation Board (RDEDB) to attend other service schools).

15.9.2. Members accessed into the Air Force Reserve from other services will receive creditable recognition for having completed DE in their former service. However, this only includes IDE and SDE for officers, and Senior NCO Academy for enlisted members transferred from the Army, Navy or Coast Guard.

15.9.3. DE for company grade officers must be satisfied through Air Force SOS.

15.9.4. For enlisted members, NCO Academy and Airman Leadership School (ALS) must also be satisfied through Air Force instruction.

15.9.5. Members are not authorized to negotiate quotas directly with other service schools offering DE. Any DE accomplished through non-traditional channels will not be recognized or creditable through military personnel systems.

15.9.6. For any changes in classes that have Training Line Numbers (TLN) issued at AFRC/A1TS the units will go to the NAF with the spreadsheet for coordination in the change. The NAF will notify A1TS of any changes to keep track of the quota/TLN.

Table 15.1. Reserve Basic Resident DE Eligibility.

ITEM	A	B	C
	Level	Eligible grade(s) (see note 1)	Total Federal Commissioned Service (TFCS) (see notes 2, 3, and 4)
1	SDE	Colonel, Lt Colonel, Lt Colonel (Select)	Fewer than 26 years
2	IDE	Major, Major (Select)	Fewer than 18 years
3	BDE	(SOS) Captain, Captain (Select) (ASBC)	Fewer than 11 years
4		2nd Lt	Fewer than 2 years
5	AGR	Use Active Duty Table, AFI 36-2306	N/A

NOTES:

1. Members must pin on the appropriate grade before class start date.

2. The TFCS date is computed as of 1 January of the fiscal year of the class entry date.

3. Chaplain, legal, and health professions officers who apply for Air War College or Air Command and Staff College may exceed the maximum TFCS by the number of years of constructive service credited. The requirement for minimum retainability still exists.

4. State ART eligibility in the remarks section of the IDE application.

5. Selected members who have 17 years TAFMS as of 1 January of the fiscal year to class entry will be required to attend resident IDE.

Table 15.2. Resident Enlisted School Eligibility Criteria.

School	Grade	Time in Service	Retainability
ALS	SrA	48 Months	6 Months
NCOA	SSgt	96 Months	2 Years (see Note)
NCOA	TSgt	N/A	2 Years (see Note)
AFSNCOA	SMSgt and MSgt	N/A	2 Years (see Note)

NOTE: For personnel with 2 years or more retainability as of class graduation date (CGD), once selected attendance is mandatory. Personnel who have less than 2 years retainability as of CGD must re-enlist or extend to meet retainability criteria. All personnel are eligible to re-enlist/extend for the purpose of attending EDE.

Table 15.3. Non-Resident Enlisted School Eligibility Criteria.

School	Grade	Time in Service
ALS	SrA	48 Months/42 Months with 5-level skill awarded
NCOA	SSgt	72 Months with a 7-level skill awarded
NCOA	TSgt	N/A
AFSNCOA	MSgt	N/A

NOTE: Air Reserve Technicians (ARTs) must meet military eligibility criteria to enroll; civil service pay grade or position is not used to determine eligibility. All exceptions to policy as outlined in the AFIADL Catalog (i.e., grade and course requirements), will be forwarded to   HQ AFRC/A1TS for final disposition.

Chapter 16

MISSION SUPPORT AWARDS PROGRAM

16.1. Mission Support Awards Program:

16.1.1. AFRC TMs are eligible for nomination of the Air Force Mission Support Training Manager Awards providing they meet the applicable standards for the categories as announced in the annual message.

16.1.2. Applicants must have their supervisor's signature on the AF IMT 1206.

16.1.3. AFRC will set a suspense date for their board. NAFs will set the suspense date for the base and base for units.

16.1.4. BETO will be the point of contact of the awards program and will forward all AF IMT 1206s to their respective NAF. *NOTE:* Normally, the Mission Support Award message goes out near the end of each fiscal year. Units/individuals should be prepared to submit AF IMT 1206s by the time the official message is released.

16.2. BETO Responsibilities:

16.2.1. BETO establishes a selection process and selects a nominee for each category.

16.2.2. BETO forwards winners to the wing commander for approval. Once approved, wing commander forwards to the applicable NAF. *NOTE:* BETO must provide a negative response to the NAF for categories without nominees.

16.3. NAF Responsibilities:

16.3.1. The NAF will convene a board and select one nominee for each category. Forward all winning packages to HQ AFRC. *NOTE:* A single package in a category does not necessarily guarantee the NAF will/must consider the package. NAFs will provide a negative response to AFRC for categories without nominees.

16.3.2. All forwarded award packages will be the actual electronic copy of the current AF IMT 1206 with current headings unless otherwise stated in the annual message from Air Staff. See *AFI 36-2819, Mission Support Awards Program*, for more information.

Chapter 17

MAINTENANCE TRAINING

17.1. Scope:

17.1.1. Maintenance Training (MT) ensures initial, recurring and advanced proficiency, or personnel acquire certification skills to perform duties in their primary AFSC. They also assist supervisors with upgrade, qualification, and MT programs. The overall capability of a unit depends on the state of training for maintenance personnel. Training is essential to improving and sustaining unit capability and is one of the most important responsibilities of commanders and supervisors. Providing training in combat and sortie generation skills not normally integrated into peacetime operations (e.g., external fuel tank build-up, hot refueling, etc.) is particularly critical and requires special management attention.

17.1.2. Commanders and supervisors must give priority support to training. When balancing resources, (e.g., aircraft, support equipment, facilities, tools, funding, personnel, etc.), MT carries an equal priority with the operational training mission. MT is established according to AFI 36-2201, Developing, Managing, and Conducting Training, and applicable MAJCOM training directives.

17.2. Maintenance Training will:

17.2.1. Administer and implement the maintenance training program and policy for the squadron or group as applicable.

17.2.2. Serve as the single point of contact and liaison for the wing training office for all training matters affecting maintenance, including outside agencies such as disaster preparedness and the Field Training Detachments (FTDs).

17.2.3. Be familiar with Air Force Engineering and Technical Services (AFETS)/Contractor Engineering and Technical Services (CETS) programs as listed in AFI 21-110, *Engineering and Technical Services Management and Control.*

17.2.4. Provide monthly metrics to the group/squadron commanders and NAF/LGMA.

17.2.5. Coordinate requests for formal training, FTDs, and other gaining MAJCOM courses.

17.2.6. Publish a monthly training schedule that will not adversely affect the maintenance production effort, but will ensure the availability of personnel, facilities, and training devices to accomplish training requirements.

17.2.7. Coordinate to ensure necessary supplies, tools, equipment, classrooms, and personnel are available for scheduled classes.

17.2.8. Coordinate training no-shows, overdues, and deviation letters through the appropriate work center, to maintenance supervision and squadron/group commanders.

17.2.9. Control, maintain, and secure maintenance tests.

17.2.10. Manage the Maintenance Information System (MIS) training subsystem.

17.2.11. Ensure Special Certification Roster (SCR) information is loaded in the MIS.

17.2.12. Ensure a newcomer's orientation program is developed and conducted.

17.2.13. Ensure an ancillary training program is established.

17.2.14. Develop a local training operating instruction.

17.2.15. Serves as the Maintenance Training POC for all Site Activation Task Force (SATAF), unit conversion, and major equipment modifications.

17.2.16. Assist work center supervisors in preparing training classes and course outlines/lesson plans.

17.2.17. Coordinate in the selection of unit maintenance instructors.

17.2.18. Ensure Subject Matter Experts (SME) review lesson plans every 24 months.

17.2.19. Conduct in-/out-processing of personnel.

17.2.20. Coordinate Maintenance Officer Orientation Training (MOOT) Program.

17.2.21. Disseminate Utilization and Training Workshop (U&TW) information to work center supervisors and submit SME nominations in support of U&TWs to the NAF.

17.2.22. Establish procedures for controlling and maintaining a multimedia library.

17.3. Processing Personnel:

17.3.1. In-processing. Ensure Programs and Resources and/or MT as determined locally assigns the employee number in the MIS.

17.3.1.1. Additional items to be considered during in-processing are:

17.3.1.2. Formal school requirements, CDC requirements, maintenance orientation briefings, and supervisor's initial evaluation.

17.3.1.3. The MT will ensure a change of address for CDCs is updated within 30 days of assignment to unit.

17.3.2. Out-processing. MT reviews the individual's training record and gives all related training products to the individual, to include an MIS generated printout.

17.3.2.1. If member is transferring to a new base and is enrolled in a CDC, ensure member has all course materials.

17.3.2.2. Brief the member about the importance of changing the TCF number with the AFIADL when in-processing at their gaining unit.

17.3.2.3. If a CE is on base, contact the Base Education and Training Manager to transfer the CE to the gaining unit. Programs and Resources and/or MT as determined locally are responsible for deleting the employee number in the MIS when notified by the MPF.

17.4. Newcomers' Orientation:

17.4.1. Ensure a newcomers' orientation program is developed and conducted, familiarizing newly assigned personnel with maintenance activities. You may automate the orientation.

17.4.2. The MXG/CC determines which organization will conduct the newcomers' orientation. Topics should include unit mission, tasking plans, supply procedures, foreign object damage (FOD) program, general flight line and work center safety rules, Quality Assurance Program (QAP) and product improvement procedures.

17.4.3. MT will track newcomers' orientation completion in the MIS to ensure newcomers receive the training within 120 days of arrival.

17.5. Deployment Requirements:

17.5.1. Personnel who deploy will take their AF Form 623 and MIS printout. The Deployment Team Chief is responsible to carry a signed SCR and ensure it is on hand at the deployed location.

17.5.2. Supervisors must verify adequate personnel are qualified on all necessary vehicles, e.g., fork-lifts, tow vehicles, etc.

17.5.3. Commanders will ensure personnel selected to deploy have all required ancillary/mobility training, e.g., small arms marksmanship training, chemical warfare training, suicide prevention, etc. and any additional training requirements completed prior to the deployment.

17.6. Maintaining Career Field Education and Training Plan (CFETP):

17.6.1. AFRC personnel (i.e., ART, AGR, TR) accomplishing and performing aircraft maintenance and related duties will have their training documented in the AF Form 623 according to AFI 36-2201 and local directives.

17.6.2. Non-ART civilian personnel performing hands-on maintenance will have documented training using either the appropriate CFETP or an equivalent method of documentation meeting the same standards. If using the CFETP for documenting civilian training, it may also be used to support the initial evaluation process, but will not be solely used to justify a military skill level upgrade action.

17.6.2.1. The CFETP will not replace the Position Description or the Performance Plan, nor will you use it as a civilian evaluation tool of any kind.

17.6.3. Training records are mandatory for all personnel in the military grade of Technical Sergeant (E-6) and below as well as any other personnel in upgrade training or retraining.

17.6.4. A current training record will be maintained on all Master Sergeants (E-7s) and above who perform maintenance on aircraft or associated equipment. Give consideration for tasks individuals may be called upon to perform while deployed.

17.6.4.1. MSgts and above need only be qualified on assigned tasks that they perform. This does not necessarily include career field core tasks or local upgrade requirements unless they will be performing these tasks.

17.6.4.2. Annotate individual's duty task qualifications on a CFETP or AF IMT 797, Job Qualification Standard Continuation/Command JQS and the MIS, as required.

17.7. Cross-Utilization Training (CUT):

17.7.1. CUT training provides the unit's internal flexibility by training individuals to perform tasks that are not in their primary AFSC. This training can offset periods of austere or low skill level manning. It also enhances combat capability by developing a pool of qualified personnel to draw upon during surges.

17.7.2. Use care not to create a dependency upon CUT trained personnel for every task. CUT will never be a long-term fix or management solution for an AFSC shortfall. Ensure CUT does not inter-

fere with upgrade training or qualification training of individuals not qualified on the assigned weapon system.

17.7.3. Commanders, flightline supervisors, and training managers must ensure personnel selected for CUT are performing satisfactorily in their assigned AFSC and meet CUT prerequisites to maintain a balanced work force.

17.7.4. The CUT target group includes personnel trained to the 5-skill level or higher. Personnel with a 3-skill level will not participate in CUT. (EXCEPTION: Individuals who have satisfied all 5-skill level upgrade training requirements in their primary AFSC and have completed 15 months on-the-job training (OJT) may be CUT trained). The MXG/CC identifies required CUT tasks for each AFSC, ensuring tasks are trained via formalized OJT.

17.7.5. Ensure that CUT training is properly documented on an AF IMT 797 according to AFI 36-2201 and/or the MIS. Annotate "CUT TRAINING" across the bottom of the AF IMT 797.

17.7.6. Personnel retraining from another Mission Design Series (MDS) will have at least 6 months experience on their current MDS prior to being CUT.

17.7.7. Personnel not possessing a primary aircraft maintenance AFSC (2A6X2, 2G0X1, 2R0X1, 2R1X1, 2S0X1, 3S0X1, 3S2X1) will not be trained or perform aircraft maintenance duties. EXCEPTIONS: Units with an external tank build-up tasking may train and utilize personnel not possessing aircraft maintenance AFSCs and other duties as authorized in AFI 21-101, *Aerospace Equipment Maintenance Management*.

17.8. AFRC Retraining Policy:

17.8.1. AFRC maintenance retraining policy is applicable on an individual basis to members who are retraining. You may award personnel the 3-skill level AFSC without submitting a formal school waiver provided you comply with the requirements listed below. This applies to members retraining into the 2A3X3X, 2A5X1X, 2A5X2, and 2A6X1X career fields.

NOTE: This does not apply to units that are converting to another MDS. They will follow guidance as determined by the conversion process in paragraph **17.9.** and SATAF.

17.8.2. Retrainees must have a 5-skill level and 4 years experience in a previous maintenance AFSC. Upon initial classification, award member a 1-skill level and place in TSC E.

17.8.3. For award of the 3-skill level, member must complete the appropriate FTD course in the retraining AFSC. You cannot waive these FTDs. If there are multiple FTD courses listed for a specific aircraft, the supervisor, with MXG/CC approval, determines the appropriate FTD course(s) requirements based on the members previous experience and current qualifications. EXCEPTION: AFSC 2A6X1A retraining to 2A6X1B for C-130 is required to attend two FTD courses.

NOTE: If member is already at the 5-skill level and the AFSC shred is the same, do not drop member to the 1-skill level. Member must attend the appropriate FTD. Training manager must ensure member is placed in qualification training in MIS.

17.8.4. For required FTDs for retraining see **Attachment 21**. Chart is also located on line with any updates at AFRC/A1TS-Training Support Branch website.

17.9. Unit Mission Design Series Conversion Process:

17.9.1. AFRC retraining policy does not apply to conversion training for maintenance personnel.

17.9.2. Training managers should begin preparing for a conversion by reviewing AFRCI 10-501, *Development of Programming Plans and Programming Messages*. FTD and Field Training Team (FTT) courses taken will be dependent on what type of aircraft the unit will be converting to. Converting units will maximize use of all training quotas for transition courses offered during the conversion window. Once the conversion window has closed, the MXG/CC determines how to train personnel not completing transition courses. Maintenance personnel must complete required tasks identified in their CFETP.

17.9.3. During conversions, a SATAF may be conducted. Regardless, the MT may be required to coordinate the following issues: initial cadre, FTD, determine FTT requirements by AFSC, requests for dedicated training aircraft, classroom facilities/audiovisual equipment, transportation/lodging for instructors, and follow-on training.

17.10. Unit Training Assembly (UTA) Scheduling:

17.10.1. Prior to the UTA, publish a training schedule with sufficient time for supervisors to notify personnel and integrate scheduled training into UTA work schedules

17.10.1.1. The training schedule should be published at least 1 week prior to the UTA. Publish training schedules at least monthly.

17.10.1.2. You may automate the schedules and post them to shared drives.

17.10.1.3. Supervisors will post training schedule in the work center.

17.10.2. Developing UTA training schedule. Contact base agencies/training providers to obtain time, day, duration, and quotas. Coordinate in-house training with supervisors for inclusion into schedule. Other suggested items: listing of personnel eligible to test, Cardio-Pulmonary Resuscitation (CPR), ancillary requirements, etc.

17.10.3. Ensure facilities and equipment are available for use. Examples of other items to consider are classroom space, CPR mannequins, audiovisual media, and support equipment.

17.10.4. MT coordinates with base agencies for annual forecasting of seat/quota availability for planning purposes. This is important to ensure ample training opportunities exist for the unit's training requirements.

17.11. MultiMedia Library:

17.11.1. Manage multimedia programs and associated equipment and maintain an inventory listing of programs on hand. It will include, but is not limited to videos, interactive courseware, and CBT.

17.11.2. The following are a few of the support organizations for sources of audiovisual media: 367/ TRSS, 6058 Aspen Ave, Hill AFB UT 84056-5805, HQ AMWC/WCOL, 5656 Texas Ave, Ft Dix NJ 08640-7400, Joint Visual Information Activity, **http://DoDimagery.afis.osd.mil**, 11 Hap Arnold Blvd, Tobyhanna PA 18466-5102.

17.12. Testing:

17.12.1. All locally devised tests should be confined to the directives in the individual's specific area. Tests should also be constructed to measure what an individual is normally expected to retain for performance of duties.

17.12.2. Guidance for developing and administering a test program is explained further in AFMAN 36-2234, *Instructional System Development* and AFMAN 36-2236, *Guidebook for Air Force Instructors*.

17.12.3. Supervisors may request MT to assist in developing tests. **NOTE***:* The respective OPRs develop and maintain tests associated with weapons load training.

17.12.4. Types of Tests. When developing tests, selected items should be clear and concise. Following are types of tests used:

17.12.4.1. Written tests. You may administer written tests using automated testing programs.

17.12.4.1.1. Multiple choice

17.12.4.1.2. Fill in the blanks

17.12.4.1.3. Short essay

17.12.4.1.4. True/False

17.12.4.1.5. Matching

17.12.4.2. Performance test

17.12.5. Develop a primary and alternate test for each course that requires a written test. Only 25 percent of the questions in the alternate test may duplicate questions from the primary test.

17.12.5.1. Units that use an automated testing program with a test bank that randomly selects test questions are not required to have a primary and alternate test. However, the test bank will contain a minimum of 75 percent or more questions than required for each individual test. For example, a test consisting of 20 questions would require the test bank to have a minimum of 35 questions loaded.

17.12.6. Management of Unclassified Testing Materials. Control test materials at all times to prevent compromise. Unit procedures are as follows:

17.12.6.1. All testing materials, to include computer disk(s), will be stored in a locked cabinet and identified on the master test control log.

17.12.6.2. Use the master test control log to inventory tests quarterly.

17.12.6.3. Control tests through a sign-out and sign-in log.

17.12.6.4. An SME will review test materials annually or when changes to course objective warrant a review.

17.12.7. Mandatory Maintenance Tests

17.12.7.1. Engine Run

17.12.7.2. Aircraft Auxiliary Power Unit (APU), GTC, or APP (Engine run test and APU test procedures are found in AFI 21-101 and AFI 21-101 AFRC Supplement 1)

17.12.7.3. Aircraft towing (AFI 11-218)

17.12.7.4. Aircraft marshalling (AFI 11-218)

NOTE: The test list above is not all-inclusive and units may develop additional tests to support the maintenance activity.

17.12.8. Test Failure:

17.12.8.1. First time failures. Individuals must wait 24 hours before taking alternate test.

17.12.8.2. Second time failures. SQ/CC (or equivalent) must authorize personnel to retest and continue in the program.

17.12.8.3. Engine Run - APU Two Time Failure. After a second failure of either test, decertify the individual. The SQ/CC (or equivalent) must authorize personnel to re-enter the program. Before recertifying, individuals must attend all three phases of initial training.

NOTE: Air Mobility Command (AMC) gained units receive a test bank from Prime Maintenance Training Flights (MTF).

Table 17.1. Prime Maintenance Training Flights.

PRIME	AIRCRAFT	USERS
Travis AFB, CA	KC-10	Travis/McGuire
Dover AFB, DE	C-5	Dover/Travis/Regional Training Centers (RTC)
Charleston AFB, SC	C-17	Charleston/McChord/ RTCs
McGuire AFB, NJ	C-141	McGuire/RTCs
Fairchild AFB, WA	KC-135	Fairchild/Grand Forks/ MacDill/McConnell
Scott AFB, IL	C-9	Scott/Andrews
Pope AFB, NC	C-130	Pope/Dyess/Little Rock

17.13. Training Metrics Report:

17.13.1. MT provides a monthly metrics report for the previous month to their NAF not later than the 10th of each month. This report will include items in the SOT as well as items specified below:

17.13.1.1. Total enlisted authorized

17.13.1.2. Total enlisted assigned

17.13.1.3. Total number of members in qualification training

17.13.1.4. Total number of members awaiting 3-level technical school (over 12 months without a class start date)

17.13.1.5. CDC pass rate to include first- and second-time failures

17.13.1.6. Total number of course codes loaded in MIS

17.13.1.7. Total overdues in MIS (excluding individuals deployed and/or awaiting ARPC)

17.13.1.8. Status of significant training problems and recommended corrective actions

17.13.2. NAFs will combine units' metrics data and forward a quarterly report to HQ AFRC/A4QMT not later than the 15th day after each quarter.

17.14. Maintenance Training Operating Instruction (OI):

17.14.1. MT will develop and publish an operating instruction to specify local policies and procedures to include, as a minimum, training deviations, walk-ins, no-show policy, frequency and distribution of automated training products, procedures for requesting training, CDC procedures, ancillary training, and formal schools.

17.15. Lesson Plans:

17.15.1. To ensure standardized knowledge and performance task training, use lesson plans. A lesson plan provides information in the proper sequence, shows the relationship of one subject to another, and identifies all tools, equipment, and references necessary for teaching, while presenting the material in the same way to all students.

17.15.2. Lesson plans are required when directed by AFI, MAJCOM, and/or the MXG/CC. Lesson plans are not required when Technical Orders (TOs), Job Guides, Commercial Off-The–Shelf (COTS) Manuals, and/or Inspection Work Cards serve as the primary instructional materials when conducting training or maintenance on operational aircraft systems and equipment. Lesson plans are not required when there is an approved Air Force or MAJCOM developed training program.

17.15.3. When it has been determined a lesson plan is required, MT will assist the SME in developing the format and content of the lesson plan utilizing Instructional Systems Development (ISD) principles. The SME will review their lesson plans every 24 months. ***NOTE:*** SME coordinates training Course Control Documents (CCD) dealing with explosive safety annually through the wing weapons safety office.

17.15.4. Although there are many formats for lesson plans, AFRC aircraft maintenance units will utilize the two-part format described below:

17.15.4.1. Part I is the Plan of Instruction (POI). It is useful in planning, organizing, and managing classes/courses, and consists of three parts (**Attachment 22**).

17.15.4.1.1. Heading. The heading identifies the lesson subject.

17.15.4.1.2. Course content. The course content lists in outline format, the unit of instruction, objective, and teaching steps for each objective.

17.15.4.1.3. Supporting materials and guidance. The supporting materials and guidance identifies student materials, audiovisual aids, training equipment, training time, and instructional guidance.

17.15.4.2. Part II is the teaching guide. It consists of three main parts (**Attachment 23**).

17.15.4.2.1. Introduction. The introduction is the crucial part of the presentation because it establishes rapport with the students and sets the stage for the teaching/learning process. It includes the opening, motivation, and the overview as a minimum.

17.15.4.2.2. Body. The body includes the actual accomplishment of the objective. The body contains the Presentation, Application, and Evaluation.

17.15.4.2.3. Conclusion. The conclusion includes the Summary, Remotivation, and Closure.

17.16. Maintenance Information Systems (MIS):

17.16.1. MT utilizes two AF approved MIS systems for training documentation purposes: Integrated Maintenance Data System (IMDS) and GO81. All items maintained in the MIS and listed on the applicable CFETPs require first-time documentation in the CFETP. You will track tasks that are recurring or require special authorization.

17.16.1.1. Ensure all work center training requirements have been loaded in the MIS. Update training entries into MIS in a timely manner (e.g., load, change, or delete course codes). When updating the MIS, an AF IMT 2426 or other appropriate source document is required.

17.16.1.2. The work center supervisor will annotate training was completed and sign the source document before MIS update. AF IMT 2426, MAJCOM forms, and e-mails are acceptable source documents for this purpose. **NOTE***:* Do not use e-mails for Special Certification items.

17.16.1.3. MT must ensure there is reasonable security in place to avoid erroneous updates in the MIS. If delegating capability for MIS updates to work centers, the MXG/CC must approve authorized access in writing to ensure integrity. The authorization letter needs to be on file in the MT office.

17.16.1.4. Individual recurring qualifications become overdue on the last day of the month in which recertification is due.

17.16.1.4.1. When an individual is TDY, on leave, or incapacitated, that person need not be decertified provided the required evaluations are completed within 30 days of the member's return to duty, not to exceed 2 calendar months from original due date.

17.16.1.4.2. All 2W1XX Load Crew personnel will comply with provisions as outlined in AFI 21-101, Chapter 17.

17.16.1.5. MT manages MIS training products, makes timely distribution, and ensures all products are accurate and current.

17.16.1.6. Work center supervisors must review all work center training requirements annually for accuracy, currency, and validity.

17.16.2. Integrated Maintenance Data System (IMDS)

17.16.2.1. IMDS is an incremental, evolutionary developed system that incorporates, replaces, or subsumes a currently estimated 50 plus legacy maintenance systems into a single integrated maintenance data system.

17.16.2.2. Maintenance Personnel Listing:

17.16.2.2.1. Use this listing to retrieve all or selected data for one or more personnel from their Maintenance Personnel Roster (MPR). It provides personnel listings with varied sort capabilities and all or any combination of seven select control parameters.

17.16.2.2.2. Retrieve and use this listing to produce an output that provides a machine-assigned employee number for the individual concerned. You can use this employee number on subsequent inputs to identify the individual.

17.16.2.3. Training Course Code Table Listing. This screen is used to list all training courses loaded to the Training Course Table for a unit, organization-ID, or specific work center. Using this screen, you may perform the following: produce a training course report list for three formats. A = alpha sort for course codes by prefix titles, N = numeric sort of all course codes, or R = work center requirements by course code.

17.16.2.4. IMDS Screen 292 - Special Certification Roster (SCR). This screen is used to assist in the control and monitoring of certification and inspection programs.

17.16.2.4.1. Use of this screen allows you to perform the following, produce a listing for a unit, organization, or work center by name, course code, or work center on qualified/unqualified personnel participating in the certification/inspection program.

17.16.2.5. IMDS Screen 620 - Training Forecast. This screen is used to provide a training forecast of the current status of individual training requirements by unit, organization, and work center.

17.16.2.6. IMDS Screen 617 - Training Course Report. This screen is used to list all training courses loaded to the Training Course Table for a unit, organization ID, or specific work center.

17.16.2.7. IMDS Screen 597 - Course Status Inquiry Format 2 (work center). This screen is used to inquire on a specific course status or all statuses by work center.

17.16.2.8. IMDS Screen 994 - Course Status Inquiry Format 6 (Org, Branch, MOB Group). This screen is used to inquire on all course statuses, or as specified by select criteria: by organization, branch, or mobility group.

17.16.2.9. IMDS Screen 274 - Class Inquiry. This screen is used to inquire about a training event and all associated work center training events, or a specific work center event ID or work center mnemonic.

17.16.2.10. IMDS Screen 724 - Job/Start Format.   This screen is used to start or stop a training event.

17.16.2.11. IMDS Screen 307 - Course Status Inquiry Format 4 (Overdue/Awaiting Action/Projected Due). This screen is used to inquire about courses in overdue, awaiting action, or projected due status for individuals assigned to the work center.

17.16.2.12. IMDS Screen 666 - Work Center Training Requirements Record Print. This screen is used to print those training courses assigned to a work center as work center training requirements.

17.16.3. GO81 Information:

17.16.3.1. GO81 is a centralized Maintenance Information System (MIS) that feeds information to HQ AMC for fleetwide management of several weapon systems. It runs on a centrally located mainframe at Hill AFB, UT. The GO81 system is managed by the unit's Automated Maintenance Analysis section that is subordinate to AMC/A44QA and HQ AFRC/LGQRI. Within GO81 is a training subsystem that is managed by HQ AMC/A44MT, Aircraft Maintenance Training Flight.

17.16.3.2. Duplication between the manual and automated methods of documentation should be avoided. The primary focus of the automated MIS is to document completed courses, recurring training items, special certifications, inspector authorizations, enlisted specialty upgrade, and qualification training, if desired, and MAJCOM directed items. AMC gained AFRC units will utilize this system.

17.16.3.3. Shop Level Utilization: Supervisors should maximize the capability of this system. Training conducted at the shop level should be updated in the MIS. This reduces paperwork on their part and results in real-time status in the MIS.

17.16.3.3.1. Supervisors should contact their training manager to determine and obtain proper access level.

17.16.3.4. General Information: Availability of a course code in the F9118 training course code table does not establish that all units must use it.

17.16.3.4.1. Each unit has varying requirements and needs. Each unit determines which course codes they will utilize based on need and local management policies.

17.16.3.4.2. Bases will not use course codes with another base prefix. If a base needs a course code that already exists at another base, they should request a new course code for command-wide use.

17.16.3.4.3. To request a course code add, change, or delete in GO81, complete the GO81 Training Subsystem Course Code Request Worksheet (**Attachment 24**) and submit to your NAF.

17.16.3.5. HQ AMC/A44MT has developed a GO81 Training Subsystem Users Guide which contains instructions for the programs utilized by training managers.

17.16.3.5.1. These guides are located at the AMC/A4 website.

17.16.3.5.2. The different programs that you will use in GO81 are as follows: F9051 – Program Instructions (On-line Help), F9118 – Training Course Code Inquiry/Update, F9119 – Personnel Training Record or Work Center Training Requirements, F9032T – Batch Training Reports, F9058 – Batch Job Execution (Reports), F9046 – Personnel Leave/Dispatch.

17.16.3.6. Below are brief descriptions of programs you will use and examples of some of the different actions associated with the programs. Refer to the users guide for detailed guidance.

17.16.3.6.1. Program 9051: Provides on-line help instructions for each GO81 program and its operation and capability. Actions are listed at the top of the format when displayed.

17.16.3.6.2. Program 9118: Used to inquire about a single course code and to obtain a course code listing on the screen or the printer. Screen and printer listings can be obtained for all course codes or for a user specific prefix.

17.16.3.6.3. Program 9119: Provides the capability to inquire on and update individual training records. Input of shop training requirements, master task listings, class schedules, and various reports are available. There are six different 9119 screens. Action "A" (Add) is used to update a course code that is not already loaded to an individual or work center. Action "C" (Change) is used to update a course code that is already loaded to an individual.

17.16.3.6.3.1. Leading zeros are not required for the course code number. Action "D" (Delete) is used to delete a course code from one or more individual's record and work center.

17.16.3.6.3.2. Action "G" (Decertify) is used to decertify an individual on a specific task. Action "I" (Inquiry) is used to inquire on one course code for an individual.

17.16.3.6.3.3. Action "R" (Report) is used to get a report on one individual.

17.16.3.6.3.4. To print reports, type a "P" in the device area, otherwise the report will default to the screen.

17.16.3.6.4. Program 9032T: Provides various types of batch reports for training managers and shop supervisors. These reports provide real-time training status as well as future recurring training courses for all personnel at a specific base.

17.16.3.6.4.1. Option "C" will give you a Training Report, all status.

17.16.3.6.4.2. Option "G" will list all members who are scheduled for classes you have loaded into GO81.

17.16.3.6.4.3. Option "I" is your certification/inspection roster.

17.16.3.6.4.4. Option "N" is the work requirements listing.

17.16.3.6.4.5. Option "P" is the course code listing. You can choose the listing with or without narratives.

17.16.3.6.4.6. Option "Q" lists all members, all status for a specified course.

17.16.3.6.4.7. Option "R" lists overdue and awaiting action for a specified course.

17.16.3.6.5. Program 9058: Provides the user with a menu that permits selection of a variety of reports. The user may choose either a pre-established batch job or base-level developed "Variable Information Retrieval Process" (VIRPs) report.

17.16.3.6.5.1. The primary purpose of this program provides the capability to extract pre-established report formats (67094 batch training reports). It also permits a user to "mass" add or delete a specific course code from a shop.

17.16.3.6.6. Program 9046: Provides the capability to accomplish numerous functions associated with records of all individuals utilizing and maintaining the overall GO81 system. Program 9046 is used primarily by Programs and Mobility. Refer to instructions in the users guide.

17.17. Special Certification Roster (SCR):

17.17.1. MT will ensure SCR information is loaded in the MIS. The SCR will be reviewed and signed quarterly as required by AFI 21-101, Chapters 2 and 18.

17.17.1.1. MT will maintain the original signed SCR and a copy will be filed in Quality Assurance (QA). Signed copies will be distributed to the applicable squadron superintendents. Refer to AFI 21-101, AFRC Supplement 1, Table 18.1.

17.17.2. Deletions of items on the SCR: Work center supervisors, superintendents, maintenance supervisors, SQ/CCs, or MXG/CCs may revoke certification at any time.

17.17.2.1. Annotate red line deletions in ink on the SCR. Ensure the unit commander and QA are aware of the red line changes.

17.17.2.2. Ensure all copies of the current SCR are annotated with the change(s).

17.17.2.3. MT updates the MIS during the next review process.

17.17.3. Additions to the SCR: Flight and section chiefs will review each individual's qualifications prior to recommending approval to perform SCR tasks to the appropriate approval authority.

17.17.4. Units will use the AFRC Form 176, Request for Placement on Special Certification Roster**,** to add individuals to the SCR.

17.17.5. Forward all additions to the SCR to the appropriate approval authority (i.e., MXG/CC or Maintenance Operations Officer/Superintendent) for approval. Upon approval, MT loads the approved name into the MIS.

17.17.6. Flight or section chiefs retain a copy of AFRC Form 176 until a new quarterly SCR is signed. Maintain AFRC Forms 176 initiated to waive minimum requirements as identified in AFI 21-101; on file by the work center supervisor and MT until the condition requiring the waiver no longer exists.

17.17.7. Refer to AFI 21-101, chapter 18, AFRC Supplement 1, for SCR prerequisite waiver requirements.

17.18. Decertification Process:

17.18.1. An individual can be decertified from a task by letting a task go overdue, failing a written test, computer-based test, proficiency test, or when a supervisor determines the Airman is unqualified.

17.18.2. Overdue Training. Individual recurring qualifications become overdue on the last day of the month in which recertification is due.

17.18.2.1. When an individual is TDY, on leave, or incapacitated, that person need not be decertified provided the required evaluations are completed within 30 days of the member's return to duty, not to exceed 2 calendar months from original due date.

17.18.2.2. All of the 2W1XX Load Crew personnel comply with provisions as outlined in AFI 21-101, chapter 17.

17.18.3. When a supervisor determines an Airman is unqualified on a task previously certified for their duty position, the supervisor erases the previous certification, or deletes certification in MIS. Enter appropriate remarks pertaining to the reason for decertification on the AF IMT 623A.

17.18.3.1. Delete task from SCR, if applicable.

17.19. Utilization and Training Workshop (U&TW) and SME Selection Process:

17.19.1. U&TW dates are announced on the, HQ USAF/ILMM web site and by official message.

17.19.2. HQ AFRC/A4QMT will forward the strawman (current CFETP) and SME requests to the NAFs with a suspense date for input. NAF training managers request units submit CFETP (strawman) inputs 60 days prior to the U&TW along with SME nominations.

17.19.3. NAFs consolidate inputs and forward to HQ AFRC/A4QMT.

17.19.4. AFRC career field functional manager(s) select SMEs to support U and TWs. HQ AFRC/ A4QMT notifies NAFs of SME selections and the NAF, in turn, notifies unit MT.

17.20. Scheduling of Aircraft Maintenance In-Residence Courses:

17.20.1. Field Training. Field Training provides hands-on maintenance training at operational locations. Training can include specific systems and associated support equipment and systems, certification training, partial courses, and training sessions. Field Training Detachments (FTD) or Mobile Training Teams (MTT) are responsible for conducting field training.

17.20.1.1. FTD and TDY Instructor Assistance for MTTs is unit funded. MT will schedule individuals that require FTDs. MT will submit requests via fax, telephone, or e-mail to applicable training detachments to obtain the required course(s).

17.20.1.2. Requesting AETC MTT and TDY Instructor Assistance:

17.20.1.2.1. MT will submit an AF IMT 403 by fax or e-mail through NAF MT manager at least 90 days in advance of requested class start date and must include the following information:

17.20.1.2.2. Complete course title(s) and course number(s) or AETC assistance requested

17.20.1.2.3. Justification as to why the instruction is required at your location

17.20.1.2.4. Number of students requiring training (breakdown by military and civilian)

17.20.1.2.5. Statement of assurance that indicates adequate training facilities, equipment, and technical data are available to support training.

17.20.1.2.6. Proposed timeframe (start and completion dates)

17.20.1.3. NAF MT Manager will forward request to HQ AFRC/A4QMT. HQ AFRC/A4QMT will contact 982 TRG, Weapon System Training Manager, Sheppard AFB, TX. The 982 TRG will confirm whether or not they can meet the requirement during the requested time frame. Upon confirmation, the FTD instructor projected for the TDY will contact MT to verify training dates, special equipment requirements, funding, and other details (billeting, transportation, etc.).

17.20.1.4. Maintenance Readiness Training Center (MRTC): Air Combat Command (ACC) gained units only.

17.20.1.5. The ACC Maintenance Readiness Training Center (MRTC) located at Hill AFB UT, is responsible to develop and instruct curriculum designed specifically for the ACC maintenance community.

17.20.1.6. The MRTC schedules courses twice a year in 6 month cycles (October to March and April to September). The process to obtain seats in the MRTC is as follows:

17.20.1.6.1. The MRTC sends out open seat allocations and Student Information Worksheet templates by e-mail with the applicable class dates to HQ AFRC/A4QMT. HQ AFRC/ A4QMT sends open seat allocations to 10 AF/LGMA.

17.20.1.6.2. The 10AF/LGMA office sends the open seat allocations to the units with a suspense date for submission of MRTC Student Information Worksheets. The 10 AF/LGMA office processes the units' requests and sends the Student Information Worksheets back to HQ AFRC/A4QMT.

17.20.1.6.3. HQ AFRC/A4QMT forwards the worksheets to MRTC.

17.20.1.6.4. MRTC processes requests, confirms seats, and forwards confirmation letters.

NOTE: Changes and cancellations are considered deviations from the training schedule and require a letter of justification from the squadron commander.

17.20.2. Air Mobility Warfare Center (AMWC) (AMC gained units only):

17.20.2.1. The AMWC is a direct reporting unit assigned to AMC, located at Fort Dix NJ. The center provides stand-up and testing instruction through several units collocated within the center.

17.20.2.2. The AMWC publishes an annual curriculum catalog describing courses, quota management, and TDY requirements at their website.

17.20.2.3. Request AMWC courses through normal formal school channels.

17.20.3. Air Force Engineering and Technical Services (AFETS):

17.20.3.1. AFETS positions satisfy long-term Engineering Technical Services (ETS) requirements for on-site field engineering support and specialized technical training.

17.20.3.2. AFETS field engineers are highly experienced and thoroughly trained civilian technical specialists. They help units and MAJCOM functional managers in resolving complex system problems.

17.20.3.3. AFETS also assists in troubleshooting and repairing critical maintenance problems and research, analyze, and provide solutions for long-term and Air Force-wide support equipment problems.

17.20.3.4. AFETS designs special test equipment, develops special maintenance procedures, develops and conducts technical training for unit maintainers and operators, and recommends changes to maintenance processes.

17.20.3.5. AFETS also serves as the unit technical liaison and works with MAJCOM functional managers, depot technicians, engineers and item managers, and equipment manufacturers to resolve equipment problems.

17.20.3.6. AFETS will certify tasks according to AFI 36-2201 in individual training records. Refer to AFI 21-110 for AFETS program management information.

17.20.4. Contractor Engineering and Technical Services (CETS):

17.20.4.1. AFRC units use CETS to provide on-site proficiency training, technical advice, and technical assistance for initial system bed-down or major modifications when AFETS are unavailable.

17.20.4.2. Units desiring services of strategically assigned CETS will direct their requests to the MAJCOM OPR. When assigned to the same unit, CETS will support and train AFETS.

17.20.4.3. When providing training, CETS will certify tasks according to AFI 36-2201 and in AFRC individual records. Refer to AFI 21-110, for CETS program management information.

17.21. Forms Prescribed. AFRC IMT 27, *Authority For Tuition Assistance-Education Services-HQ Air Force Reserve.*

                                        JOHN A. BRADLEY, Lieutenant General, USAF
                                        Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

2 AF/DOTT *Live Guide*

AETC *Live Guide*

AFIADL Catalog

AFIADL *Learning Testing Conditions and Specific Electronic Testing Guidance*

AFI 10-248, *Fitness Program*

AFI 21-101, *Aerospace Equipment Maintenance Management*

AFI 21-110, *Engineering and Technical Services Management and Control*

AFI 36-401, *Employee Training and Development*

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*

AFMAN 36-2108, *Enlisted Classification*

AFI 36-2201V1, *Training Development, Delivery and Evaluation*

AFI 36-2201V2, *Air Force Training Program Training Management*

AFI 36-2201V3, *Air Force Training Program On-the-Job Training Administration*

AFI 36-2201V4, *Managing Advanced Distributed Learning (ADL)*

AFI 36-2201V5, *Air Force Training Program Career Field Education and Training*

AFI 36-2201V6, *Air Force Training Program Total Force Education and Training Review Process (TFETRP)*

AFI 36-2301, *Professional Military Education*

AFI 36-2304, *Community College of the Air Force*

AFI 36-2306, *The Education Services Program*

AFI 36-2605, *Air Force Military Personnel Testing System*

AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Program*

AFI 36-2819, *Mission Support Awards Program (Installation and Headquarters)*

AFI 48-123, *Medical Examinations and Standards*

AFI 65-601, Volume I, *Budget Guidance and Procedures*

AFI 36-606, Volume 1, *Air Force Civilian Career Program Management*

AFMAN 36-2105, *Officer Classification*

AFMAN 36-2234, *Instructional System Development*

AFMAN 36-2236, *Guidebook for Air Force Instructors*

AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*

AFPD 36-22, *Air Force Military Training*

AFPD 36-80, *Reserve Training and Education*

AFRC Handbook 32-1001, *Standard Facility Requirements*

AFRC *Distance Learning Guide*

AFRC *Distance Learning Site Manager's Handbook*

AFRCI 10-501, *Development of Programming Plans and Programming Messages*

AFRCI 36-2301, *Educational Assistance Program Montgomery GI Bill – Selected Reserve (MGIB-SR)*

AFRCI 36-2102, *Air Force Reserve Service Commitment Date Program*

AFRCI 90-201, *Inspector General Activities*

Air Technology Network Users' Guide

Air Technology Quick Reference Guide for ATN Troubleshooting

CCAF *General Catalog*

CCAF *Counselor Handbook*

DANTES *Handbook*

DoDI 1322.8, *Voluntary Education Programs for Military Personnel*

DoDI 1322.25, *Voluntary Education Programs*

JFTR Joint Federal Travel Regulation U2550

Joint Travel Regulation (JTR) C4950

OMB Bulletin 93-11

Reserve Service Commitment Implementation Guide

United States Code Title 38, Chapter 36, Section 3681

Abbreviations and Acronyms

ACC—Air Combat Command

AD—Active Duty

ADL—Advanced Distributed Learning

ADPE—Automated Data Processing Equipment

ADT—Active Duty Training

ADSW—Active Duty for Special Work

AETC—Air Education and Training Command

AFCFM—Air Force Career Field Manager

AFETS—Air Force Engineering and Technical Services

AFI—Air Force Instruction

AFIADL—Air Force Institute of Advanced Distributed Learning

AFIT—Air Force Institute of Technology

AFJQS—Air Force Job Qualification Standard

AFMAN—Air Force Manual

AFMPT—Air Force Military Personnel Tests

AFOMS—Air Force Occupational Measurement Squadron

AFOQT—Air Force Officer Qualifying Test

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFS—Air Force Specialty

AFSC—Air Force Specialty Code

AFRC/A1TS—AFRC Training Support Branch

AGR—Active Guard Reserve

ALS—Airman Leadership School

AMC—Air Mobility Command

AMWC—Air Mobility Warfare Center

ARC—Air Reserve Component

ARPC—Air Reserve Personnel Center

ART—Air Reserve Technician

ASC—Administrative Site Coordinator

ASBC—Air and Space Basic Course

ASVAB—Armed Services Vocational Aptitude Battery

ATN—Air Technology Network

ATN PMO—Air Technology Network Program Management Office

ATP—Annual Training Plan

ATS—Automated Training Subsystem

BDE—Basic Developmental Education

BETM—Base Education and Training Manager

BETO—Base Education and Training Office

BMT—Basic Military Training

CAFSC—Control Air Force Specialty Code

CAMS—Core Automated Maintenance System

CBT—Computer Based Training

CCAF—Community College of the Air Force

CCAT—Contracted Civilian Acquired Training

CCD—Course Control Documents

CDC—Career Development Course

CDSAR—Career Development/Student Assistance/Registrar

CE—Course Examination

CEM—Chief Enlisted Manager

CETS—Contractor Engineering and Technical Services

CFETP—Career Field Education and Training Plan

CLC—Chief Leadership Course

CPR—Cardio Pulmonary Resuscitation

CUT—Cross Utilization Training

DAFSC—Duty Air Force Specialty Code

DANTES—Defense Activity for Non-Traditional Education and Support

DE—Developmental Education

DFAS—Defense Finance Accounting System

DL—Distance Learning

DMDC—Defense Manpower Data Center

DOC—Design Operational Capabilities

DoD—Department of Defense

DRU—Direct Reporting Unit

DSN—Defense Switched Network

EAD—Extended Active Duty

ECE—Excelsior College Examinations

ETCA—Education and Training Course Announcement

ETS—Engineering Technical Services

FLPP—Foreign Language Proficiency Pay

FOD—Foreign Object Damage

FTD—Field Training Detachment

FTT—Field Training Team

FY—Fiscal Year

GAS—Graduate Assessment Survey

GMAT—Graduate Management Admission Test

GRE—Graduate Record Examination

GSU—Geographically Separated Unit

GUI—Graphic User Interface

ICW—Interactive Courseware

IDE—Intermediate Developmental Education

IDT—Inactive Duty Training

IG—Inspector General

IMA—Individual Mobilization Augumentee

IMT—Information Management Tool

ISD—Instructional System Development

JQS—Job Qualification Standard

JST—Job Site Training

JFTR—Joint Federal Travel Regulation

JTR—Joint Travel Regulation

LEAD—Limited Extended Active Duty

LPRP—Limited Period Recall Program

MAJCOM—Major Command

MCFM—Major Command Functional Manager

MDS—Mission Design Series

MGIB—Montgomery GI Bill

MIS—Maintenance Information System

MOOT—Maintenance Officer Orientation Training

MPA—Military Personnel Appropriation

MPF—Military Personnel Flight

MPR—Maintenance Personnel Roster

MRTC—Maintenance Readiness Training Center

MSD—Mandatory Separation Date

MT—Maintenance Training

MTF—Maintenance Training Flight

MTM—Maintenance Training Manager

MTL—Master Task Listing

MTP—Master Training Plan

MTT—Mobile Training Team

NAF—Numbered Air Force

NCO—Noncommissioned Officer

NCOA—Noncommissioned Officer Academy

NCOLDP—Noncommissioned Officer Leadership Development Program

OI—Operating Instruction

OJT—On-the-Job Training

OPR—Office of Primary Responsibility

OSR—Occupational Survey Report

PAFSC—Primary Air Force Specialty Code

PC—Personal Computer

PDC—Professional Development Center

PDS—Personnel Data System

PDS—Permanent Duty Station

PM—Program Manager

PMD—Professional Military Development

PME—Professional Military Education

POC—Point of Contact

POI—Plan of Instruction

PS—Prior Service

QA—Quality Assurance

QAP—Quality Assurance Program

QTP—Qualification Training Package

RDEDB—Reserve Developmental Education Designation Board

RMG—Readiness Management Group

RPA—Reserve Personnel Appropriation

RPO—Reserve Pay Office

RSC—Reserve Service Commitment

SATAF—Site Activation Task Force

SAV—Staff Assistance Visit

SCR—Special Certification Roster

SDE—Senior Developmental Education

SME—Subject Matter Expert

SNCOA—Senior Noncommissioned Officer Academy

SORTS—Status of Resources and Training

SOS—Squadron Officers School

SOT—Status of Training

SR—Selected Reserve

TA—Tuition Assistance

TAFMS—Total Active Federal Military Service

TCC—Training Category Code

TCF—Test Control Facility

TCO—Test Control Officer

TDY—Temporary Duty

TLN—Training Line Number

TM—Training Manager

TMS—Training Management Systems

TO—Technical Order

TQR—Training Quality Report

TR—Traditional Reservist

TSC—Technical Site Coordinator

TSC—Training Status Code

USAFR—United States Air Force Reserve

USDE—U.S. Department of Education

UGT—Upgrade Training

UMD—Unit Manpower Document

UTA—Unit Training Assembly

UTC—Unit Type Code

U&TW—Utilization and Training Workshop

VIPR—Variable Information Retrieval Process

VTT—Video Teletraining

WBT—Web Based Training

WOTS—Web Orders Transaction System

Terms

Air Force Specialty (AFS)—A group of positions requiring common qualifications. Each AFS has a title and a code.

Air Force Job Qualification Standard (AFJQS)—A comprehensive task list common to all persons serving in the duty position which describes a particular job type or duty position.

Air Reserve Component (ARC)—When AFRC and the Air National Guard are used in a combined status, together they are known as the Air Reserve Component.

Ancillary Training—Programs or courses that contribute to mission accomplishment, but are separate from the requirements in an individual's primary AF specialty (AFS) or occupational series. Ancillary training ensures that AF personnel receive an adequate blend of both general and technical knowledge and capabilities. ATPs fall into three categories: (1) functional and additional duty, (2) general, and (3) awareness.

Career Field Education and Training Plan (CFETP)—A comprehensive core training document that identifies: (1) life-cycle education and training requirements, (2) training support resources, and (3) minimum core task requirements for a specialty. The CFETP aims to give personnel a clear career path and instill a sense of industry in career field training.

Certification—A formal indication of an individual's ability to perform a task to required standards.

Chief Enlisted Manager (CEM) Codes—Codes to identify all chief master sergeant positions in the Enlisted Classification Structure. They also identify chief master sergeants that, through extensive experience and training, have demonstrated managerial ability to plan, direct, coordinate, implement, and control a wide range of work activity.

Core Task—Tasks that AFCFMs identify as minimum qualification requirements within an AFSC. These are the minimum tasks necessary for certification for an individual to be upgraded.

Cross-Utilization Training (CUT)—Training designed to qualify personnel to perform tasks that are not established requirements in their awarded AFSC. Examples may be found in AMCI 21-104 and ACCI 36-2251.

Field Training—Technical, operator, and other training that either an FTD or field training team conducts at operational locations on specific systems and associated direct-support equipment for maintenance.

Field Training Team (FTT)—A team of FTD instructors who conduct on-site training for a specified and limited period of time. FTTs commonly support: (1) unit activations and conversions, and (2) SATAFs.

Foreign Language Proficiency Pay (FLPP)—FLPP is a monthly monetary incentive paid to eligible and qualified military and civilian personnel possessing foreign language proficiency. The objective of FLPP is to encourage the acquisition, maintenance, and enhancement of foreign language skills vital to national defense. The ability of the Air Force to interact in the international arena and respond effectively

to any global contingency mandates the need for qualified personnel to communicate with our allies and the local populations as well as with our adversaries.

Go/No-Go—In OJT, the stage at which an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision. The individual meets local requirements for accuracy and time.

Kicker—The MGIB-SR Kicker is a supplemental educational assistance benefit of up to $350 for each month that the Military Services may offer to encourage MGIB-SR eligible service members to fill critical specialties, skills, or units.

Master Task Listing (MTL)—Document maintained within the work center that identifies all tasks performed in the work center. This includes core, critical, and wartime tasks. This document can be automated.

Master Training Plan (MTP)—A comprehensive plan for the work center covering 100 percent of work center tasks. It includes the MTL, QTPs, AFJQS, CFETP, Milestones (time frames or dates) and any other document that guides the training process to include CDC progression.

Readiness Management Group (RMG)—The Individual Mobilization Augmentee (IMA) Readiness Enhancement Plan was approved by AFRC/CC in Dec 2003. Under this plan, IMA Administrative Control (ADCON) clearly flows from AFRC/CC through RMG/CC to the Program Manager. IMA Operational Control (OPCON) remains unchanged.

Task—A unit of work activity or operation that forms a significant part of a duty. A task usually has clear beginning and ending points and directly observable or otherwise measurable processes, frequently but not always resulting in a product that can be evaluated for quantity, quality, accuracy, or fitness in the work environment. A task is performed for its own sake, that is, it is not dependent upon other tasks, although it may fall in a sequence with other tasks in a duty or job array.

Task Certifier—See Certification Official.

Trainer—A trained and qualified person who teaches Airmen to perform specific tasks through OJT. Also, this identifies equipment that the trainer uses to teach Airmen specified tasks.

Training Detachment (TD)—An Air Education and Training Command (AETC) detachment that provides maintenance-oriented technical training at an operational location on specific systems and their aerospace ground equipment. A TD aims to: (1) qualify personnel on new equipment or in new techniques and procedures, (2) maintain proficiency and to increase skill and knowledge, (3) acquaint personnel with specific systems, and (4) keep personnel aware of changing concepts and requirements.

Upgrade Training—Training that leads to the award of a higher skill level.

Attachment 2

MASTER TRAINING PLAN SAMPLE

TRAINING PLAN 15-MONTH	TRAINING START	TRAINING LOCATION	TRAINING COMPLETE	METHOD	TYPE EVAL
5-LEVEL APG UPGRADE					
In-Process and Orientation Appt.	1st Month	Work Center	2nd Month	Trainer/Guided	Oral
Assign Trainer and Supervisor	1st Month	Work Center	2nd Month	Trainer/Guided	Oral
Build AF Form 623	1st Month	Work Center	2nd Month	Trainer/Guided	Knowledge
Review CFETP Part 1	1st Month	Work Center	2nd Month	Trainer/Guided	Knowledge
Review CFETP Part 2	1st Month	Work Center	2nd Month	Trainer/Guided	Knowledge
Graduate Assessment Survey	1st Month	Work Center	1st Month	Trainer/Guided	Knowledge
Order CDC's (2A5X1)	1st Month	Bldg 898/Room 115	1st Month	Trainer/Guided	Knowledge
Conduct Initial Evaluation	1st Month	Work Center	1st Month	Trainer/Guided	Knowledge
Begin Security Package	1st Month	Work Center	6th Month	Trainer/Guided	Knowledge
Work Center Employee Number	1st Month	Work Center	3rd Month	Trainer/Guided	Knowledge
Issue CDC's Volume 1	2nd Month	Bldg 898/Room 115	3rd Month	Trainer/Guided	Knowledge
Dropped Object Prevention	2nd Month	Bldg 898/Room 115	2nd Month	AUDIO/VIDEO	Knowledge
RF Radiation Hazard Training	2nd Month	Bldg 898/Room 115	2nd Month	AUDIO/VIDEO	Knowledge
C-5 Egress Training	2nd Month	Bldg 898/Room 115	2nd Month	CBT	Knowledge
Acft Marshalling Fixed Wing	2nd Month	Bldg 898/Room 115	2nd Month	AUDIO/VIDEO	Knowledge
General Acft Corrosion Control	2nd Month	Bldg 898/Room 115	2nd Month	AUDIO/VIDEO	Knowledge
Anti-Hijack Training	2nd Month	Bldg 898/Room 115	2nd Month	AUDIO/VIDEO	Knowledge
Turn-In Vol.1CDC's/Issue Vol. 2	3rd Month	Bldg 898/Room 115	3th Month	Trainer/Guided	Knowledge
Law of Armed Conflict	3rd Month	Bldg 898/Room 115	3rd Month	AUDIO/VIDEO	Knowledge
Force Protection/Antiterrorism	3rd Month	Bldg 898/Room 115	3rd Month	AUDIO/VIDEO	Knowledge
Fire Extinguisher Training	3rd Month	Bldg 898/Room 115	3rd Month	AUDIO/VIDEO	Knowledge
TF-39 Fan Stopper Training	3rd Month	Bldg 898/Room 115	3rd Month	AUDIO/VIDEO	Knowledge
Counter-CHEM Warfare concepts	3rd Month	Bldg 898/Room 115	3rd Month	AUDIO/VIDEO	Knowledge
FOD Prevention Training	3rd Month	Bldg 898/Room 115	3rd Month	AUDIO/VIDEO	Knowledge
Turn-In Vol.2 CDC's/Issue Vol.3	4th Month	Bldg 898/Room 115	4th Month	Trainer/Guided	Knowledge
Hangar Door Awareness (CRS)	4th Month	Bldg 898/Room 115	4th Month	CBT	Knowledge
Storm Water Briefing	4th Month	Bldg 898/Room 115	4th Month	AUDIO/VIDEO	Knowledge
Hot Brakes-AMXS Briefing	4th Month	Bldg 898/Room 115	4th Month	Trainer/Guided	Knowledge
Landing Gear Failure	4th Month	Bldg 898/Room 115	4th Month	AUDIO/VIDEO	Knowledge
Hearing Conservation	4th Month	Bldg 898/Room 115	4th Month	AUDIO/VIDEO	Knowledge
Turn-In CDC's Vol.3	5th Month	Bldg 898/Room 115	5th Month	Trainer/Guided	Knowledge
Initial Operational Risk Management	5th Month	Work Center	5th Month	Trainer/Guided	Knowledge
Information Assurance/Sate Training	5th Month	Bldg 898/Room 115	5th Month	Trainer/Guided	CBT
Haz-Comm. Work Specific Training	5th Month	Work Center	5th Month	Trainer/Guided	Performance
Ladder Safety Training	5th Month	Work Center	5th Month	Trainer/Guided	Performance
Self-Aid/Buddy-Care	5th Month	Bldg 898/Room 115	5th Month	Trainer/Guided	Knowledge

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TRAINING PLAN 15-MONTH	TRAINING START	TRAINING LOCATION	TRAINING COMPLETE	METHOD	TYPE EVAL
5-LEVEL APG UPGRADE COMMON REQUIRMRNTS					
Portable Ground Fire Extingushers	6th Month	Work Center	6th Month	Trainer/Guided	Performance
Perform Pre-Use Inspection A2.3.3.1	6th Month	Work Center	6th Month	Trainer/Guided	Performance
Use Technical Orders A2.4.3	6th Month	Work Center	6th Month	Trainer/Guided	Performance
C-5 Qualitative Requirements 5-Level Core Tasks					
Position Fire Extingusher A10.1.1.4	6th Month	Work Center	6th Month	Trainer/Guided	Performance
FOD Prevention A10.1.2	6th Month	Work Center	6th Month	Trainer/Guided	Performance
Use Technical Orders A10.1.3	6th Month	Work Center	6th Month	Trainer/Guided	Performance
Inspection/Preflight A10.1.4.2.1	7th Month	Work Center	7th Month	Trainer/Guided	Performance
Inspection/Thruflight A10.1.4.2.2	7th Month	Work Center	7th Month	Trainer/Guided	Performance
Inspection/Postflight A10.1.4.2.3	7th Month	Work Center	7th Month	Trainer/Guided	Performance
Operate Radio/UHF A10.1.5.1.1	7th Month	Work Center	7th Month	Trainer/Guided	Performance
Operate Radio/VHF A10.1.5.1.2	7th Month	Work Center	7th Month	Trainer/Guided	Performance
Interphone System A10.1.5.1.3	8th Month	Work Center	8th Month	Trainer/Guided	Performance
FMS 800 System A10.1.5.1.4	8th Month	Work Center	8th Month	Trainer/Guided	Performance
Launch Aircraft A10.1.6.2	8th Month	Work Center	8th Month	Trainer/Guided	Performance
Recover Aircraft A10.1.6.3	8th Month	Work Center	8th Month	Trainer/Guided	Performance
Use Restraint Harness A10.1.6.4	8th Month	Work Center	8th Month	Trainer/Guided	Performance
Prep Aircraft Tow A10.1.6.5.2	8th Month	Work Center	8th Month	Trainer/Guided	Performance
Wing Walker A10.1.6.5.3	8th Month	Work Center	8th Month	Trainer/Guided	Performance
Brake Operator A10.1.6.5.4	9th Month	Work Center	9th Month	Trainer/Guided	Performance
Panel Operator A10.1.6.5.5	9th Month	Work Center	9th Month	Trainer/Guided	Performance
Comprehensive Review	6th Month	Work Center	12th Month	Trainer/Guided	Knowledge
Schedule Test and Take Exam	6th Month	Work Center	12th Month	Trainer/Guided	Knowledge
Jack Team Member A10.1.6.6.2	9th Month	Work Center	9th Month	Trainer/Guided	Performance
Axle Jacking A10.1.6.6.4	9th Month	Work Center	9th Month	Trainer/Guided	Performance
Deactivate/Reactivate FSS A10.1.14	9th Month	Work Center	9th Month	Trainer/Guided	Performance
Personnel Doors A10.2.3.3	9th Month	Work Center	9th Month	Trainer/Guided	Performance
Crew Entry A10.2.3.4	10th Month	Work Center	10th Month	Trainer/Guided	Performance
Service Doors A10.2.3.5	10th Month	Work Center	10th Month	Trainer/Guided	Performance
Aircraft Panels A10.2.4.1	10th Month	Work Center	10th Month	Trainer/Guided	Performance
Crew Member Seats A10.2.4.2	10th Month	Work Center	10th Month	Trainer/Guided	Performance
Escape Hatches A10.2.5.2	10th Month	Work Center	10th Month	Trainer/Guided	Performance

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TRAINING PLAN 15-MONTH		TRAINING START	TRAINING LOCATION	TRAINING COMPLETE	METHOD	TYPE EVAL
C-5 Qualitative Requirements Core Tasks						
Operate/Brakes	A10.3.2.2	11th Month	Work Center	11th Month	Trainer/Guided	Performance
Ind. Kneel System	A10.3.2.5	11th Month	Work Center	11th Month	Trainer/Guided	Performance
Kneel Panel	A10.3.2.6	11th Month	Work Center	11th Month	Trainer/Guided	Performance
Service/Shock Strut	A10.3.3.1	11th Month	Work Center	11th Month	Trainer/Guided	Performance
Service/Tires	A10.3.3.3	11th Month	Work Center	11th Month	Trainer/Guided	Performance
R/R NLG wheel&tire Assy.	A10.3.5.1	11th Month	Work Center	11th Month	Trainer/Guided	Performance
R/R MLG wheel&tire Assy.	A10.3.5.2	12th Month	Work Center	12th Month	Trainer/Guided	Performance
Tire Serviceability	A10.3.7	12th Month	Work Center	12th Month	Trainer/Guided	Performance
Test Fire/Overheat System	A10.4.2.7	12th Month	Work Center	12th Month	Trainer/Guided	Performance
Air Turbine Motor/Operate	A10.4.2.11	12th Month	Work Center	12th Month	Trainer/Guided	Performance
Oxygen System/Service	A10.4.3.1	12th Month	Work Center	12th Month	Trainer/Guided	Performance
Portable Oxygen Bottles	A10.4.3.2	12th Month	Work Center	12th Month	Trainer/Guided	Performance
Hyd.Resvior/Service	A10.6.3.1	13th Month	Work Center	13th Month	Trainer/Guided	Performance
Accumulator/Service	A10.6.3.2	13th Month	Work Center	13th Month	Trainer/Guided	Performance
ATM/Service	A10.6.3.3	13th Month	Work Center	13th Month	Trainer/Guided	Performance
Atm Driven Pump/Operate	A10.6.4.2	13th Month	Work Center	13th Month	Trainer/Guided	Performance
Auxiliary Power Unit/Opr.	A10.7.2.2	13th Month	Work Center	13th Month	Trainer/Guided	Performance
Oil System/Service	A10.7.2.3.1	13th Month	Work Center	13th Month	Trainer/Guided	Performance
CSD Resvior/Service	A10.7.2.3.2	13th Month	Work Center	13th Month	Trainer/Guided	Performance
APU/Service	A10.7.2.3.3	14th Month	Work Center	14th Month	Trainer/Guided	Performance
Open/Close Eng.Cowl Doors	A10.7.4	14th Month	Work Center	14th Month	Trainer/Guided	Performance
Take Oil Sample	A10.7.5	14th Month	Work Center	14th Month	Trainer/Guided	Performance
Open and Close APU Doors	A10.7.8	14th Month	Work Center	14th Month	Trainer/Guided	Performance
Perform Fuel Ground Transfer	A10.8.2	14th Month	Work Center	14th Month	Trainer/Guided	Performance
Refuel/Preparation	A10.8.3.1	14th Month	Work Center	14th Month	Trainer/Guided	Performance
Panel Operator/Refuel	A10.8.3.2	14th Month	Work Center	14th Month	Trainer/Guided	Performance
Team Member/Refuel	A10.8.3.5	14th Month	Work Center	14th Month	Trainer/Guided	Performance
Panel Operator/Defuel	A10.8.4.2	14th Month	Work Center	14th Month	Trainer/Guided	Performance
Team Member/Defuel	A10.8.4.5	15th Month	Work Center	15th Month	Trainer/Guided	Performance
Int./Ext. Light Sys./Operate	A10.9.3.1	15th Month	Work Center	15th Month	Trainer/Guided	Performance
Ind.Warning Lights/Operate	A10.9.3.2	15th Month	Work Center	15th Month	Trainer/Guided	Performance
R/R Light Lenses	A10.9.4.1	15th Month	Work Center	15th Month	Trainer/Guided	Performance
R/R Light Bulbs	A10.9.4.2	15th Month	Work Center	15th Month	Trainer/Guided	Performance
R/R Battery	A10.9.4.3	15th Month	Work Center	15th Month	Trainer/Guided	Performance
R/R Ext.Electrical Power	A10.9.7	15th Month	Work Center	15th Month	Trainer/Guided	Performance
Liquid Oxygen Cart/Operate	A10.11.1	15th Month	Work Center	15th Month	Trainer/Guided	Performance

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Attachment 3

SURVEY TRACKING TOOL

TRAINEE	NUMBER	SQ	W/C	SUSP	STATUS
GAS Survey	X	X	X	X	X
Completed Online by Supervisor	X	X	X	X	X
SSgt John Framlingham	0007700	MDSS	SGOHC	27-Aug	Overdue
Sra Jane Buckenham	0007081	MSGS	SGCG	27-Aug	Overdue
Sra Thorpe Abbots	0007701	MDSS	SGSD	20-Aug	Pending
AIC Kris Harrington	0006443	MSGS	SGOGN	20-Aug	Pending
Field Evaluation Questionnaire	X	X	**Picked Up**	X	X
Hardcopy completed by Supervisor	X	X	X	X	X
SSgt Jill Kimbolton	000765	AGS	20 Aug	20 Sep	Pending
SSgt Dave Knettishaw	000764	AGS	23 Aug	23 Sep	Pending
Course Evaluation	X	X	**Picked Up**	X	X
Hardcopy completed by Trainee and Supervisor	X	X	X	X	X
TSgt Steve Molesworth	00390	MXS	22 Aug	22 Sep	Pending
SSgt Katie Benefield	00452	OSS	20 Aug	20 Sep	C/W
Occupational Management SQ Survey	X	X	X	X	X
Completed Online by Individual	X	X	X	X	X

Attachment 4

INITIAL UTM TRAINEE ORIENTATION

ON - THE - JOB TRAINING RECORD
CONTINUATION SHEET

INITIAL UNIT TRAINING MANAGER'S (UTMs) TRAINEE ORIENTATION

According to AFI 36-2201 _AMN Flank_ _____ was briefed on the On-The-Job Training (OJT) Program and how he/she fits in while in upgrade training (UGT). Upgrade training was explained as dual-channel process, designed to qualify an airman for skill level upgrade. Dual-channel OJT is a systematic reportable application of self-study and the craftsman/apprentice principle. Trainees acquire job qualification while performing on the job under supervision. This combination of knowledge and job position qualification constitutes the dual-channel concept. The following are the responsibilities of personnel involved in OJT:

Commander's Responsibilities:
a. Responsible for overall unit mission accomplishment through the training program
b. Establish controls to ensure training meets mission requirements
c. Evaluates the trainee's potential to progress in UGT

Base Training Office Responsibilities:
a. Establishes policy and procedures for training
b. Focal point for all training matters on base
c. Assists commanders, UTMs, and supervisors in developing training programs
d. Conducts formal staff assistance visits on UTMs

Unit Training Manager's Responsibilities:
a. Appointed by the unit commander to oversee all unit training issues
b. Serves as the focal point for all training within the unit
c. Indoctrinates all unit personnel on the concepts, scope, and objectives of training
d. Assists in scheduling training
e. Initiates AF Form 623 and provides to supervisor
f. Conducts formal and informal assistance visits to sections and work centers

Supervisor's Responsibilities:
a. Develops a master training plan
b. Performs an initial evaluation of the trainee's qualifications/needs within 120 days of assignment to a duty position
c. Maintains AF Form 623
d. Counsels the trainee when problems occur
e. Ensures the trainee meets, in addition to the duty position requirements, all mandatory qualification requirements as outlined in
   AFI 36-2108, Enlisted Qualification
f. Initiates upgrade action when trainee meets all requirements

Trainer/Certifier Responsibilities:
a. Plans and conducts training
b. Teaches an actual equipment or training aids
c. Evaluates training and certifies qualifications
d. Provides training feedback to the trainee and supervisor
e. Uses established training evaluation tools and methods
f. Determines trainee abilities and training program effectiveness
g. Develops evaluation tools
h. Identifies the trainee's strengths and areas needing improvement

Trainee's Responsibilities:
a. Actively participate in the training progress
b. Understands the applicable CFETP and career path
c. Maintains knowledge, qualifications, and appropriate skill level
d. Becomes a productive member of the unit and work center through task certification
e. Budget on- and off-duty time to complete training tasks, particularly for CDC and other self-study requirements
f. Request help from your supervisor, trainer, or UTM when having training difficulties
g. Task knowledge is needed to perform specific tasks and is gained by studying technical references

LAST NAME - FIRST NAME - MIDDLE INITIAL
Flash, Jumpin T.

AF FORM 623A. 19790301 *(IMT-V1)*   PREVIOUS EDITION WILL BE USED.

ON - THE - JOB TRAINING RECORD
CONTINUATION SHEET

h. Career knowledge is gained through a planned program of self-study involving CDC or technical references listed in the CFETP.

CRITERIA FOR SKILL LEVEL AWARD:

5-Skill Level UGT - Minimum of 15 months in UGT; minimum of 9 months in UGT for retrainees, Completion of XXXX CDC, Completion of all STS core tasks, Completion of specific AFJQSs/AFQTPs for equipment/functions at assigned location.

7-Skill Level UGT - Minimum of 12 months in UGT, minimum of 6 months in UGT for retrainees, Completion of AFQTP XXXX and attendance at formal 7-level school.

CDC ADMINISTRATION:
a. Supervisor and you are briefed on use of the material
b. Supervisor and you inventory the material
c. Supervisor and you make corrections
d. Supervisor and UTM establishe volume sequence to achieve logical flow based on duty position requirements
e. Supervisor issues first volume to you and sets a schedule of 60 days per volume
f. Supervisor documents any deviations from schedule on AF Form 623a, and notifies UTM of schedule deviations
g. You study the volume chapter by chapter and answer all exercise questions
h. Supervisor counsels you and documents counseling on AF Form 623a
i. Supervisor reviews answers using the answer key
j. Supervisor and you correct all questions to 100 percent
k. Supervisor retains all URE/VRE answer keys
l. Supervisor ensures exercises are complete and checks for accuracy
m. Supervisor provides review training for incorrect answers on the URE/VRE
n. Supervisor files answer sheet in the training record and maintains until CDC is complete
o. Supervisor issues next volume and follows preceding steps to completion

COURSE EXAM ARRIVES ON STATION:
a. Base Training office notifies the supervisor through the UTM
b. Supervisor and you complete a comprehensive review of all course material in preparation for CE
c. UTM schedules you for testing within 30 days after receipt of CE
d. You take the CE
e. UTM receives scorecard and forwards to supervisor
f. Supervisor completes review training and annotates the AFIADL scorecard
g. Scorecard stays in AF Form 623 until you have been upgraded to the next skill level

UTM's SIGNATURE　　　　TRAINEE'S SIGNATURE　　　　DATE: 04 Oct 04

LAST NAME - FIRST NAME - MIDDLE INITIAL

Flask, Jumpin J.

AF FORM 623A, 19790301 *(IMT-V1)*　　　PREVIOUS EDITION WILL BE USED.

Attachment 5

INITIAL EVALUATION

ON - THE - JOB TRAINING RECORD
CONTINUATION SHEET

Initial Evaluation
1. First duty airman station airman from Technical School to include retrainees
1.1 Ensure the Trainee in-processes through the Base Education and Training manager
1.2 Use current Career Field Education and Training Plan (CFETP) Review Part 1
1.3 Go to Part II of the CFETP
1.4 Evaluate each task that has a knowledge/performance level rated in the 3 Level course columns (Recommend starting with duty position tasks)
1.5 Reference the table at the beginning of Part II for definition of all the knowledge/performance levels
1.6 For knowledge level tasks quiz the trainee about knowledge
1.7 For performance level evaluate the task identified
1.8 Evaluate tasks identified to the level specified
1.9 Supervisors should remember tasks identified with a knowledge/performance level under the 3 level course are taught by the Air Education and Training Command under contract to the AFSC. Report deficiencies to the schoolhouse.
1.10 Using the Master Task Listing (MTL) the supervisor circles core/upgrade requirements/duty positions requirements
1.12 Those tasks circled but not signed off become the training requirements
1.13 Supervisors should appoint a qualified trainer/certifier to begin training
1.14 Review the Master Training Plan to ensure timely completion.
1.15 Review Contingency and Wartime Training.
1.16 Go over supervisor and trainee responsibilities as outline in governing directives
1.17 Document training progression on the AF Form 623a to include:
     CDC and task progression
     Task decertification/recertification
     Training strengths/weaknesses/attitude and corrective action implemented
     Supervisor and trainee signature and date on all entries
Note: All trainers and certifiers must attend the Air Force Training Course.

2. Newly arrived Career Airman includes (PCS or PCA)
2.1 Ensure the Trainee in-processes through the Base Education and Training Manager
2.2 Compare trainee's old CFETP to the work center's Master Task Listing/ Training Plan. Note: It may be necessary to issue a CFETP if the old one is not current or is different to the one being used in the gaining work center.
2.3 Review part one of the CFETP
2.4 Review work center Master Training Plan
2.5 Review Contingency and Wartime Training
2.6 Review Supervisor and trainee responbilities as outlined in governing directives
2.7 Erase all circled task that will not be performed in current work center
2.8 Using the Master Task Listing (MTL) the supervisor circles core/upgrade requirements/duty positions requirements
2.9 Those tasks that will be used in the gaining work center that have been previously signed off must be evaluated.
2.10 Evaluate tasks identified to the go/no go standard. Can they perform the task or not?
2.11 Those tasks circled that have not been signed off become the new training requirements
2.12 Supervisors should appoint a qualified trainer/certifier to begin training
2.13 Document training progression on the AF Form 623a to include:
     CDC and task progression
     Task decertification/recertification
     Training strengths/weaknesses/attitude and corrective action implemented
     Supervisor and trainee signature and date on all entries
Note: All trainers and certifiers must attend the Air Force Training Course.

Jumpin J. Flash 04 Oct 04   _Movein H. Out_ 04 Oct 04
Trainee Sign/Date   Supervisor Sign/Date

LAST NAME - FIRST NAME - MIDDLE INITIAL

Flash Jumpin J.

AF FORM 623A, 19790301 *(IMT-V1)*   PREVIOUS EDITION WILL BE USED.

Attachment 6

**SUPERVISOR/TRAINER 24-MONTH REVIEW**

ON - THE - JOB TRAINING RECORD
CONTINUATION SHEET

Unit Training Manager 24 Month Progress Review Interview
Conducted with Supervisor/Trainer

1. Did you establish a schedule with milestones for completing UGT requirements? *Yes, used the shop MTP*

2. Has the trainee experienced any learning difficulty? If so, please describe: *hards to read MTS and understand it*

3. Did the trainee have any medical or personal problems? *No*

4. Did you provide adequate hands-on training for CFETP task requirements? *When mission allows. we've had sereal trainers and myself deployed*

5. What percentage of CFETP task requirements are accomplished? *75%*

6. Were your training resources limited? *time, equipment + people*

7. Have you documented the trainee's progression on the AF Form 623a? *Yes*

8. Remarks
Need full time OJT person

UTM Signature: _____   Date: *15 Nov 2004*

Supervisor/Trainer Signature: _____   Date: *15 Nov 2004*

LAST NAME - FIRST NAME - MIDDLE INITIAL
Barratte, Syd F

AF FORM 623A, 19790301 *(IMT-V1)*   PREVIOUS EDITION WILL BE USED.

Attachment 7

TRAINEE 24-MONTH REVIEW

ON - THE - JOB TRAINING RECORD
CONTINUATION SHEET

Unit Training Manager Progress 24 Month Review Interview
Conducted with Trainee

1. Are you satisfied with the progress of your training? *I felt it could have been quicker if more time was available for OJT. more time needed with supervisor and equipment.*

2. Has your supervisor/trainer provided adequate training? *When she was available.*

3. Are you familiar with the contents of your AF Form 623? *I have looked them over, but I do not fully understand the purpose of the MTP*

4. Do you have access to your AF Form 623? *yes*

5. Do you work on the same shift as your supervisor/trainer? *we started out on the same shift. Then she went TDY and upon her return she went to day shift*

6. What can your unit do to get you upgraded? *Give me a full time trainer and time*

7. Have you experienced any learning difficulties? If so, please describe: *no, only understanding the MTP*

8. Did you have any medical or personal problems that prevented you from completing UGT? *no*

9. Remarks *Need more time with trainer & This delay is not my fault.*
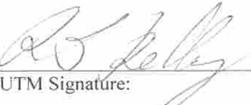
UTM Signature: _____   Date: *15 Nov 2004*

Trainee's Signature: _____   Date: *15 Nov 2004*

LAST NAME - FIRST NAME - MIDDLE INITIAL
Barratte, Syd F.

AF FORM 623A, 19790301 *(IMT-V1)*   PREVIOUS EDITION WILL BE USED.

Attachment 8

NEWCOMER TRACKING TOOL

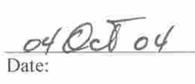| Arrived	RANK & NAME	T S C	TM Trainee Initial Interview Due (60 Days)	Trainee Initial Interview C/W	TM Trainee Orientation Due (90 Days)	Trainee Orientation C/W	Super Initial Eval Due (120 Days)	Initial Eval C/W	REMARKS
10-06-02	SrA Kim Tibenham	F	10-08-02	11-07-02	10-09-03	17-07-02	10-09-02	13-08-02	
10-06-02	SSgt Dave Glatton	R	10-08-02	12-07-02	10-09-03	23-07-02	10-09-02	23-08-02	Qual Trng
10-06-02	SSgt Lee Shipdam	R	10-08-02	10-08-02	10-09-03	22-08-02	10-09-02	19-08-02	Qual Trng
10-11-02	AIC Dave Metfield	G	10-01-03	10-12-02	10-02-03	22-01-03	12-01-03	27-12-02	Qual Trng

Attachment 9

SAMPLE CDC BRIEFING

ON - THE - JOB TRAINING RECORD
CONTINUATION SHEET

CAREER DEVELOPMENT COURSE (CDC) BRIEFING

1. You are enrolled in a CDC as part of your upgrade training. The following instructions have been prepared to assist you by explaining what is expected of you during your CDC enrollment :

   a. The CDC is self-explanatory. Read "Your Key to a Successful Course." Make deletions and changes as indicated by the change supplement. Inventory your CDC package, upon receipt, with your supervisor. Keep all course material together and bring them with you each time you report for duty. After completion, keep your CDC for reference material in the future.

   b. Your supervisor sets the overall course completion schedule, and issues you one volume at a time. Unit Review Exercises (UREs) will be completed, 1 volume per 60 days (2 UTAs) and turned in to your supervisor for scoring. Your UREs are "Open Book" and there is no pass or fail score. However, if you score 85% or less, you need to devote more study time and re-read your chapters. Notify your supervisor of any problems you may have comprehending any portion of your CDC. Your supervisor scores the UREs, conducts review training on the areas missed, completes the bottom of AFIADL Form 34 and documents AF Form 623a. The Supervisor also determines and documents and slow progress.
   c. Upon completion of the last VRE, your supervisor and you will conduct a comprehensive review of the entire CDC to prepare you for the course exam (CE). This exam is "Closed Book" of the entire CDC. The minimum passing score is 65%. If you fail your CE, you are allowed one re-take exam. You, your supervisor and unit training manager (UTM), will report to the commander with your AF Form 623, Training Record to determine the cause for the CE failure. If you fail the CDC for a second time, the commander decides on one of four options listed in AFI 36-2201, Vol 3, Chapter 9, page 31, Line 11.

2. CDCs are prepared to help you advance in your career field thorough a planned training program of self-study. Our goal is to have you trained to meet all peace- and wartime mission requirements. It is your responsibility to meet all training requirements by making every effort to become qualified to perform in your AFS and to budget on- and off-duty time to complete assigned training tasks, particularly CDC and self-study requirements, within established time limits. Be aggressive and ask questions. The unit depends on you.

3. Record of understanding between supervisor, trainee and unit training manager:

   ENROLLMENT DATE: _041004_ EXPIRATION DATE: _041005_ DATE TRAINEE RECEIVED CDC: _181004_

   a. SCHEDULE OF URE COMPLETION (1 Volume per 60 days - 2 UTAs) - May be extended by the supervisor.

   Vol 1 - Due _6 Nov_ Actual Completed _____   Vol 4 - Due _5 Feb_ Actual Completed _____

   Vol 2 - Due _4 Dec_ Actual Completed _____   Vol 5 - Due _5 Mar_ Actual Completed _____

   Vol 3 - Due _8 Jan_ Actual Completed _____   Vol 6 - Due _2 Apr_ Actual Completed _____

                   CE Scheduled _____ Actually Taken _____

   b. I have read the CDC briefing and understand what is expected of me when completing CDCs/UREs.
      Jumpin J. Flash _18 Oct 04_
      Trainee's Signature   Date:

   c. The trainee was briefed and understands what is expected of him/her when completing CDCs/UREs.

      Movin H. Out _18 Oct 04_   _Davin M. Job_ _18 Oct 04_
      Supervisor's Signature   Date: UTM's Signature   Date:

LAST NAME - FIRST NAME - MIDDLE INITIAL

Flash, Jumpin J.
AF FORM 623A, 19790301 *(IMT-V1)*   PREVIOUS EDITION WILL BE USED.

Attachment 10

FIRST-TIME CDC FAILURE SAMPLE

ON - THE - JOB TRAINING RECORD
CONTINUATION SHEET

COMMANDER'S EVALUATION FOR 1ST TIME CDC FAILURE

NOTE: Fill in the blanks.

1. Based on an interview with the trainee and supervisor, the following is a summary of areas addressed to determine the reason for the CDC failure:

   a. Trainee's Course Progression: *VERY SLOW, AMN Flash did not Turn his VOL REVIEW EXERCISE IN on the scheduled dates.*

   b. Trainee's understanding of the course content: *SUPERVISOR did not Take the Time to work with AMN FlASh to MAKE A FAIR ASSESSMENT of his understanding of the course content.*

   c. Trainee's motivation, study habits, and preparation: *AMN Flask did not APPEAR to be very motivated, he felt the CDC's REAlly mean much because nobody Asked how he was doing with them. AMN Flash is not very self motivated and did not understand there would be consequences for failure of his CDC's.*

   d. Supervisor's involvement: *SMSgT Out admitted he did not TAKE the Time to work with AMN Flash on his CDC's Asking if AMN Flash had Any questions about the CDC's and its content.*

2. The following corrective action will be taken:

   a. Trainee is placed in supervised review training
   b. Supervisor conduct review training, sign and place the CE scorecard in the AF Form 623, until the trainee is upgraded to the

   next skill level.
   c. Supervisor conduct and document supervised study sessions on the AF Form 623a.
   d. Supervisor notifies the UTM to schedule retake examination within 90 days.

3. In the event of a second time CDC failure the commander has the following options;
   a. Evaluate for possible CDC waiver.
   b. Withdraw the airman for failing to progress and persue sepration.
   c. Withdraw the airman for failing to progress, request AFSC withdrawal and recommend retraining or return to previously
      awarded AFSC
   d. Withdraw the airman for failing to progress, please into TSC T and re-evaluate at 90 days for possible re-entry training and

      pursue either option 1, 2 or 3 as appropriate.

Jumpin J. Flash   *04 Oct 04*
Trainee's Signature   Date:

Movin H. Out   *04 Oct 04*
Supervisor's Signature   Date:

Right T. Chase   *04 Oct 04*
Commander's Signature   Date:

LAST NAME - FIRST NAME - MIDDLE INITIAL
Flash, Jumpin T.

AF FORM 623A, 19790301 *(IMT-V1)*   PREVIOUS EDITION WILL BE USED.

Attachment 11

SECOND-TIME CDC FAILURE SAMPLE

**ON - THE - JOB TRAINING RECORD
CONTINUATION SHEET**

COMMANDER'S EVALUATION
FOR
2ND TIME CAREER DEVELOPMENT COURSE (CDC) FAILURE

NOTE: Circle one or fill in the blanks (as applicable)

SUPERVISOR'S QUESTIONNAIRE:
1. How much time did you spend with the trainee on the Learning Objective Exercises and Unit Review Exercises (UREs)?
½ HR per UTA

2. Did you Conduct a complete review of all areas missed on the Course Exam (CE)?   YES   NO   N/A
    Did you Document the review on AFIADL Form 9?   YES   NO   N/A
3. How did you review missed questions with the trainee? Verbal

4. Prior to the re-take, did you review the entire CDC with trainee?   YES   NO   N/A

5. Was a pre-test available?   YES   NO   N/A
    If not, will one be developed?   YES

6. If required, did you request a 4 month extension to ensure that trainee had enough time to complete the re-take?
                                                        YES   NO   N/A

7. Did the trainee's attitude change in any way after the first time failure?   YES   NO   N/A
    If yes, how? AMN Flash did have a change of attitude, it was evident amongst the coowozkers

8. Why do you think the trainee failed for the second time and what could you have done better? I should have spent
    MORE Time with him preparing him for the second Test.
TRAINEE'S QUESTIONNAIRE:
1. Did your attitude change after your first time CDC failure?   YES   NO   N/A

2. How did your supervisor review missed questions with you? HE ASKED questions

3. How did you prepare for the re-take? REVIEWED the questioned - not All had been corrected

4. Were you given sufficient time to review the entire CDC prior to the re-take?   YES   NO   N/A on my own.

5. Why do you think you failed the CDC for a second time? Did not Take the iniative to correct the questions
    missed And Studied pretty much the SAME maTerial.
COMMANDER'S OPTIONS/COMMENTS
1. Evaluate for possible CDC waiver

2. Withdraw the airman for failing to progress and pursue separation

3. Withdraw the airman for failing to progress, request AFSC withdrawal and recommend retraining or return to previously
    Awarded AFSC

4. Withdraw the airman for failing to progress, place into TSC T and re-evaluate at 90 days for possible re-entry training and pursue

    either option 1, 2, or 3 as appropriate.
5. Based on the interview conducted with the trainee and supervisor, option____ is selected and all appropriate actions will be
    taken to ensure mission requirements are met.

Jumpin J. Flash   Movin H. Out   Rock O. Brotherton
Trainee's Signature/Date   Supervisor's Signature/Date   Commander's Signature/Date

LAST NAME - FIRST NAME - MIDDLE INITIAL
Flash, Jumpin J.
AF FORM 623A, 19790301 *(IMT-V1)*   PREVIOUS EDITION WILL BE USED.

Attachment 12

CDC REACTIVATION LESS THAN 90 DAYS

DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

(SAMPLE <90 DAY REACTIVATION - Unit)

21 Jan 01

MEMORANDUM FOR   123 MSS/DPMT
                 604 RSG/DPT
                 AFIADL
                 IN TURN

FROM: 123 ABC/CC
       1940 Race Lane
       Grand Forks, ND 12345-1234

SUBJECT: Under 90 Day Career Development Course (CDC) Reactivation

1. Request your approval for reactivation of mandatory 12345B CDC for the following individual assigned to the 678 CES (Unit Name).

    a. NAME: Syd Barrate
    b. SSAN: 123456789
    c. UNIT ADDRESS: 890 AMXS Unit Drive Overseas AFB, NO 8976544
    d. MAJCOM: AFRC
    e. TEST CONTROL FACILITY AND SHRED: 123 MSS/DPMT
                                          45678 SUNNY LANE AVE
                                          LALALAND, OH 12345-6789
    f. CDC COURSE NR: 2W51
    g. COURSE TITLE: Aircraft Armament Sytems
    h. DATE ENROLLED: 14 Feb 2004
    i. EXAM ON FILE: YES/NO

2. If additional information is required contact MSgt John Doe at DSN: 123-4567.

                                        //signed//
                                        DAVE POLEBROOK, SSgt, USAFR
                                        Supervisor

1st Ind. 123 ABC/CC   Date:

Approved/Disapproved.

cc: Unit Training Manager
cc: BETO
cc: NAF/DPT   //signed//
cc: AFRC/DPTS   MARY GLATTON, Lt. Col, USAFR
                                         Unit Commander

Attachment 13

CDC REACTIVATION OVER 90 DAYS

DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

(SAMPLE >90 DAY REACTIVATION - Unit)

21 Jan 01

MEMORANDUM FOR   123 AMW Group Commander
123 MSS/DPMT
604 RSG/DPT
AFIADL
IN TURN

FROM: 123 ABC/CC
1940 Race Lane
Grand Forks, ND 12345-1234

SUBJECT: Over 90 Day Career Development Course (CDC) Reactivation

1. Request your approval for reactivation of mandatory 12345B CDC for the following individual assigned to the 678 CES (Unit Name).

    a. NAME: Curtis Lowe
    b. SSAN: 123123456
    c. MAJCOM: AFRC
    d. CDC COURSE NUMBER: 2W151B
    e. COURSE TITLE: Bomb Loaders R us
    f. DATE ENROLLED: 13 May 04
    g. TEST CONTROL FACILITY: 123 MSS/DPMT
                              45678 SUNNY LANE AVE
                              LALALAND, OH 12345-6789
    h. TEST CONTROL SHRED: 12345-6789 0
    i. EXAM ON FILE: YES/NO No

2. JUSTIFICATION: Sra Lowe has returned fomr a 120 day deployment to Rio

3. Group Commander's recommended approval is attached. If additional information is required contact MSgt John Doe at DSN: 123-4567.

////signed//
NORMAN F. BAESSELL, Lt. COL, USAFR
Commander

1ˢᵗ Ind, 123 AMW/Group CC   24 Jan 01

Approved/Disapproved.

cc: Unit Training Manager
cc: BETO
cc: NAF/DPT
cc: AFRC/DPTS

//signed//
MARGO TIMMINS, COL, USAFR
Group Commander

Attachment 14

AFRC TUITION ASSISTANCE STUDENT BRIEFING

AFRC TUITION ASSISTANCE (TA)
STUDENT BRIEFING SHEET
(This form is a one-time requirement – *unless AFRC TA policy changes between enrollments*)

To Member: I am responsible for paying all costs up-front to attending institution. The following guidelines, responsibilities, and procedures are provided in an effort to streamline and clarify tuition assistance processing. Read the following information, initial in the appropriate places, sign and date at the bottom, and turn in to your servicing DPMT/PSDD upon request.

PROCESSING

-- TA request(s) must be submitted at least 7 days prior to, but no earlier than 60 days, from course start date.

_____JAD___ Students Initials

ELIGIBILITY

-- A degree plan must be provided to DPMT/PSDD no later than the end date of the 3rd course requested for TA. Note: Further TA requests will be denied until degree plan is provided. **Exception:** No degree plan is required for courses taken for CCAF.
-- Member must be a participating member (for pay and points) and in good standing from the beginning of the course(s) to the end of the course(s).
-- **Enlisted Students retainability must extend beyond the course end date or the individual intends and is eligible to reenlist.**
-- For Commissioned Officers requesting TA, their Mandatory Separation Date (MSD) **must not be less than 24 months from the end of the last course date. In addition, must sign a RSC (Reserve Service Commitment) contract upon each application for TA** *(Ref: AFRCI 36-2102).*
-- TA **is not** authorized for courses at a lower or lateral level of a degree already attained. **Exception:** (1) Courses taken toward CCAF degrees for which the individual is eligible; (2) Courses leading to teacher certification.
-- TA **is not** authorized for repeat or equivalent courses paid for through AFRC TA.
-- TA **cannot** be used for the same course in which VA benefits (MGIB-SR) are being used or other "federal" benefits (excluding Pell Grants). **Exception:** TA and MGIB only under the "Top-Up" program (Must be Chap 30 eligible).
-- TA may be used in conjunction with civilian TA from a private employer.

_____JAD____ Students Initials

DOLLAR LIMITATIONS (Tuition only – excludes ALL fees)

-- **Undergraduate Programs:** TA is available at 100 percent of the tuition per semester hour, not to exceed the cap of $250.00 or $166.66 per quarter hour with a cap of $4,500.00, per member, per FY *(Ref: AFRC/CV approval Staff Summary, Jul 2002).*
-- **Graduate Programs:** TA is available at 75 percent of the tuition per semester hour, not to exceed $187.50 or $125.00 per quarter hour with a cap of $4,500.00, per member, per FY *(Ref: AFRC/CC Memo dated 2 Dec 2005).*
Note: The aggregate amount of TA payable on behalf of a service member during one fiscal year will not exceed $4,500 (for those individuals who take graduate courses after completion of an undergraduate degree during the same fiscal year).

_____JAD____ Students Initials

COURSE COMPLETION REQUIREMENTS

-- Student will be reimbursed only for courses successfully completed. For AFRC personnel, successful completion of course(s) is defined as: **Grade "C-" or better, "Satisfactory", "Credit", or "Pass".** ·Students will **NOT** be reimbursed for **Grade "D", "F", or "Unsatisfactory".** *You must contact your servicing DPMT/PSDD immediately if you fail to meet above grade requirements, drop or withdraw from any course, or receive an incomplete.*
-- Student must provide official transcript or other evidence of successful course completion **AND** proof of course tuition cost to assigned DPMT/PSDD within 60 days of course completion. **Failure to provide BOTH documents will result in non-payment of TA.**

_____JAD____ Students Initials

STATEMENT OF UNDERSTANDING

I, _____John A. Doe_____, certify that I have read and understand the above information and that I am responsible
         (Print Member's Name)   for paying all costs up-front to the institution. In addition, TA reimbursement will not be
                                                      processed if grades AND proof of tuition paid is not provided to DPMT/PSDD within
                                                      60 days of course completion. I also certify that I have been provided access to AFI 36-
2306 and AFRCI 36-2102, I have reviewed them, and I have been given the opportunity to ask questions about them.

_____//signed//_____   ____1 Jan 2005____   _____//signed//_____
Member's Signature   Date   DPMT/PSDD Representative

Attachment 15

AUTHORITY FOR TUITION ASSISTANCE SHEET

AUTHORITY FOR TUITION ASSISTANCE – EDUCATION SERVICES PROGRAM - RESERVE
PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 8013 and EO 9397.
PRINCIPAL PURPOSE: To process an individual's request for Air Force Reserve tuition assistance. Use of SSN is necessary to make positive identification of the individual and records.
ROUTINE USES: Records may be disclosed to civilian schools for the purposes of ensuring correct enrollment and billing information.
DISCLOSURE IS VOLUNTARY: Disclosure of SSN is voluntary; however, failure to provide the information required may result in disapproval of the individual's request for tuition assistance.

LAST NAME, FIRST NAME, MIDDLE INITIAL: Doe, John D.		RANK: SSgt		DOS: 13 May 2010		SSAN: 123-45-6789	
ORGANIZATION: HQ AFRC/DPTS	DUTY PHONE: 497-0383	SCHOOL / UNIVERSITY: University of Oklahoma					

COURSE	DATES	LVL	LOC	TYPE	# UNITS	UNIT COST	CRS COST	STU COST	GOV COST
MATH 201 College Math	7 Sep 05 – 1 Dec 05	C	B	SH	3	$200	$600	$0	$600
X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X

TOTAL TUITION: $600	TOTAL GOV COST: $600	TOTAL STU COST: $0	

CONDITIONS AND CERTIFICATIONS

I agree that no changes will be made in the above course(s) or dollar amounts without the approval of the issuing education and training office staff. I acknowledge and agree that I am not using other federal (excluding Pell Grant) and/or any veteran's benefits for this course(s). Exception: Students MGIB Chapter 30 eligible under the "Top-Up" program. I understand that the Air Force Reserve will pay 100% of my tuition up to $250 per SH and $166.66 per QH for undergraduate degrees and 75% of my tuition up to $187.50 per SH and $125.00 per QH for graduate degrees. I understand that my annual fiscal year CAP is $4500. I authorize the release of academic information (course grades, completion status) by the above institution to the Air Force Reserve (PL 93-568). I agree to notify the education and training office of degree completion or completion of 15 semester hour increments (or quarter hour equivalent) according to AFI 36-2305 for update of my military record. I agree (officers only) to an Air Force Reserve Service Commitment (RSC) for 2 years following the end of the course(s), per AFRCI 36-2102. I understand that offers to repay Tuition Assistance after completing a course will not remove the RSC. Applicable policies and conditions can be found in AFRCI 36-2203.

SIGNATURE OF APPLICANT: //signed//	DATE: 31 Aug 2005

Approved. The applicant has been counseled and is considered qualified for the course(s). Eligibility is based on the certification above. Funds are available.

DISAPPROVED BECAUSE: N/A	
SIGNATURE OF RESERVE EDUCATION & TRAINING OFFICE REPRESENTATIVE: //signed//	DATE: 31 Aug 2005
EDUCATION & TRAINING OFFICE INFORMATION: HQ AFRC/DPTS 170 Page Road, Bldg 211 Robins AFB, GA 31098	DOCUMENT INFORMATION: OFFICIAL

AFRC FORM 27

Attachment 16

TUITION ASSISTANCE MAXIMUM PAYMENT CHART

Semester	Undergraduate	Graduate
Hour	Class 100%	Class 75%
0.5	$125.00	$93.75
1	$250.00	$187.50
1.5	$375.00	$281.25
2	$500.00	$375.00
2.5	$625.00	$468.75
3	$750.00	$562.50
3.5	$875.00	$656.25
4	$1,000.00	$750.00
4.5	$1,125.00	$843.75
5	$1,250.00	$937.50
5.5	$1,375.00	$1,031.25
6	$1,500.00	$1,125.00
6.5	$1,625.00	$1,218.75
7	$1,750.00	$1,312.50
7.5	$1,875.00	$1,406.25
8	$2,000.00	$1,500.00
8.5	$2,125.00	$1,593.75
9	$2,375.00	$1,687.50
9.5	$2,375.00	$1,781.25
10	$2,500.00	$1,875.00
Quarter	Undergraduate	Graduate
Hours	Class 100%	Class 75%
0.5	$83.34	$62.50
1	$166.67	$125.00
1.5	$250.01	$187.50
2	$333.34	$250.00
2.5	$416.68	$312.50
3	$500.01	$375.00
3.5	$583.35	$437.50
4	$666.68	$500.00
4.5	$750.02	$562.50
5	$833.35	$625.00
5.5	$916.69	$687.50
6	$1,000.02	$750.00
6.5	$1,083.36	$812.50
7	$1,166.69	$875.00
7.5	$1,250.03	$937.50
8	$1,333.36	$1,000.00
8.5	$1,416.70	$1,062.50
9	$1,500.03	$1,125.00
9.5	$1,583.37	$1,187.50
10	$1,666.70	$1,250.00

Attachment 17

AFIADL TEST COMPROMISE CHECKLIST

AFIADL POSSIBLE TEST COMPROMISE CHECKLIST *NOTE:* All references pertain to AFIADL Catalog	
1. **Installation TCO** must: Immediately suspend all testing of the jeopardized exam or exams at that installation.	X
2. Impound all tests involved.	X
3. Notify the Installation Commander of the possible compromise.	X
4. If the Installation Commander determines that a potential compromise has occurred, the Education Service Officer or MPF Education & Training manager immediately reports the possible loss or compromise via e-mail to **AU/ CFRR@maxwell.af.mil**. Notification must also be forwarded to the MAJCOM Chief, Education Services Division, or MAJCOM Education & Training manager, with information copies to HQ JSAF/DPLE and HQ AFPC/DPPAT.	X
5. The report must include: (a) Test identification (b) Date or probable date of loss or compromise (c) Location and geographical extent of jeopardized area (d) Verification that all testing on the jeopardized exam has been stopped and impounded (e) A statement that a formal investigation has or has not been initiated	X X X X X
6. **Installation Commander** must (if deemed necessary): Appoint a field grade officer to investigate the potential compromise.	X
7. Conduct an investigation according to the Air Force Commanders-Directed Investigation (CDI) Guide to confirm the loss or compromise, and take disciplinary action, as needed.	X
8. Notify AU/CFRR (**AU/CFRR@maxwell.af.mil**) and the MAJCOM Chief, Education Services Division or the MAJCOM training manager of the name and phone number of the investigating officer within one week from discovery of the possible loss or compromise of an AFIADL course examination.	X
9. Installation commander forwards a copy of the final results of the investigation to AU/CFRR. The (original and two copies) must be sent to the MAJCOM office of primary responsibility (OPR) within 60-calendar days after the possible loss or compromise has occurred. Note: If MAJCOM TCO has not received the investigation report within 55-calendar days after the possible compromise has occurred, then the MAJCOM TCO will notify the NAF/A1TS and MAJCOM/ A1T for assistance.	X

10. The final report must include:	
(a) Matters investigated surrounding the possible loss or compromise.	**X**
(b) Facts.	**X**
(c) Discussion.	**X**
(d) Conclusions.	**X**
(e) Recommendations.	**X**
(f) Disciplinary action taken, if appropriate.	**X**
(g) Specific corrective action taken to prevent similar recurrence of the loss or compromise, if appropriate.	**X**

NOTE: **(1) MAJCOM OPR** will monitor the progress of the investigation and will forward the final report with recommendations to AU/CFRR with information copies to HQ USAF/DPLE (PME and voluntary courses) or HQ AFPC/DPPAT (mandatory courses). In the event of a suspected compromise of PME exams, an information copy will be forwarded to the appropriate school by AU/CFRR.
(2) AU/CFRR will review the investigative report and coordinate with HQ USAF/ DPLE, HQ AFPC/DPPAT to determine appropriate action. If a test compromise did occur, AU/CFRR will request destruction of the old form of the CE, and AFIADL will develop a new examination. If a compromise did not occur, AU/ CFRR will notify the appropriate TCF when to resume testing. AU/CFRR will send information copies to HQ USAF/DPLE or HQ AFPC/DPPAT and to affected PME Schools.

Attachment 18

AFMPT TEST COMPROMISE CHECKLIST

AFIADL POSSIBLE TEST COMPROMISE CHECKLIST *NOTE:* All references pertain to AFIADL Catalog	
1. **Installation TCO** must: Immediately suspend all testing of the jeopardized exam or exams at that installation.	X
2. Impound all tests involved.	X
3. Notify the Installation Commander of the possible compromise.	X
4. If the Installation Commander determines that a potential compromise has occurred, the Education Service Officer or MPF Education & Training manager immediately reports the possible loss or compromise via e-mail to **AU/ CFRR@maxwell.af.mil**. Notification must also be forwarded to the MAJCOM Chief, Education Services Division, or MAJCOM Education & Training manager, with information copies to HQ JSAF/DPLE and HQ AFPC/DPPAT.	X
5.The report must include: (a)Test identification (b)Date or probable date of loss or compromise (c)Location and geographical extent of jeopardized area (d)Verification that all testing on the jeopardized exam has been stopped and impounded (e)A statement that a formal investigation has or has not been initiated	 X X X X X
6. **Installation Commander** must (if deemed necessary): Appoint a field grade officer to investigate the potential compromise.	X
7. Conduct an investigation according to the Air Force Commanders-Directed Investigation (CDI) Guide to confirm the loss or compromise, and take disciplinary action, as needed.	X
8. Notify AU/CFRR (**AU/CFRR@maxwell.af.mil**) and the MAJCOM Chief, Education Services Division or the MAJCOM training manager of the name and phone number of the investigating officer within one week from discovery of the possible loss or compromise of an AFIADL course examination.	X

9. Installation commander forwards a copy of the final results of the investigation to AU/CFRR. The (original and two copies) must be sent to the MAJCOM office of primary responsibility (OPR) within 60-calendar days after the possible loss or compromise has occurred. Note: If MAJCOM TCO has not received the investigation report within 55-calendar days after the possible compromise has occurred, then the MAJCOM TCO will notify the NAF/A1TS and MAJCOM/ A1T for assistance.	X

10.   The final report must include:
        (a) Matters investigated surrounding the possible loss or compromise.
        (b) Facts.
        (c) Discussion.
        (d) Conclusions.
        (e) Recommendations.
        (f) Disciplinary action taken, if appropriate.
        (g) Specific corrective action taken to prevent similar recurrence of the loss or compromise, if appropriate.
	X
	X
	X
	X
	X
	X
	X

NOTE: **(1) MAJCOM OPR** will monitor the progress of the investigation and will forward the final report with recommendations to AU/CFRR with information copies to HQ USAF/DPLE (PME and voluntary courses) or HQ AFPC/DPPAT (mandatory courses). In the event of a suspected compromise of PME exams, an information copy will be forwarded to the appropriate school by AU/CFRR.
(2) AU/CFRR will review the investigative report and coordinate with HQ USAF/ DPLE, HQ AFPC/DPPAT to determine appropriate action. If a test compromise did occur, AU/CFRR will request destruction of the old form of the CE, and AFIADL will develop a new examination. If a compromise did not occur, AU/ CFRR will notify the appropriate TCF when to resume testing. AU/CFRR will send information copies to HQ USAF/DPLE or HQ AFPC/DPPAT and to affected PME Schools.

Attachment 19

DANTES TEST COMPROMISE CHECKLIST

DANTES POSSIBLE TEST COMPROMISE CHECKLIST *NOTE:* All references pertain to DANTES Examination Program Handbook (DEPH)	
1. **DANTES TCO** must: (a) Immediately suspend **all testing on the jeopardized test(s).**	X
(b) Separate the lost or compromised test booklet(s) and completed answer sheet(s) from other tests in the safe and ensure the tests and answer sheets **are not removed from the safe.**	X
(c) Prepare the initial test loss compromise notification. The notification must contain:	X
A description of **how** and **when** (date) the test was lost or compromised; A statement if missing test is a result of theft, missing from inventory, or lost in the mail;	X
The form and serial number of the test booklet; and	X
A statement that all testing on the jeopardized test has been suspended and all remaining copies of the test impounded.	X X
Immediately report the loss or compromise by E-mail, fax, or message to commanding officer and to headquarters, with an information copy to DANTES, Code 20B.	X

2. **MAJCOM TCO** will:	
(a) **Confirm** that DANTES is informed of the test loss or compromise.	X
(b) Ensure the installation commanding officer appoints an objective investigator in accordance with the Service's regulations covering administrative investigations. Minimum qualifications are:	X
An objective investigator	X
GS-11 or higher, or	X
Commissioned officer (O-1 or higher) or a Chief Warrant Officer (CWO2) or higher, and	X
Cannot be testing center personnel	X
If the installation does not have a qualified investigator available, contact DANTES, Code 20B, for guidance.	
(c) **Provide** DANTES Code 20B, the name, phone number, and E-mail address of the investigating officer as soon as possible.	X
(d) **Tell** the investigating office to contact DANTES for assistance with conducting the investigation and requesting information from the testing agencies.	X
(e) **Advise** the investigating official to use Service regulations and comply with the guidance in DEPH.	X
3. **DANTES** will:	
(a) Inform the testing agency that tests have been lost or compromised.	X
(b) Request the testing agency:	X
STOP scoring answer sheets,	
STOP shipping test booklets, and	
STOP reporting test scores for the compromised or lost test.	
(c) Contact the investigating officer.	X
4 **INVESTIGATING OFFICER** will contact DANTES, follow the appropriate Service regulations, use the "Investigating Officer Guidelines" in the DEPH (see pages I-56 – I-68), and prepare and submit the investigation report.	X

5.**INVESTIGATION REPORT**: **Investigating officer** must prepare an investigation report and include the following information:	
(a) Reason for the loss or compromise (i.e., theft, careless handling by TCO or other personnel, lost in shipment).	X
(b) Details of the test loss or compromise.	X
(c) Findings, and	X
(a) Recommendations for corrective actions.	X
(b) Send the completed report within **60 days** to DANTES, Code 20B, via the Service headquarters unless otherwise specified in Service regulations. Air Force installations send the report via the MAJCOM.	X
(c) If MAJCOM TCO has not received the investigation report within 55 calendar days after the possible compromise has occurred, then the MAJCOM TCO will notify the NAF/A1TS and MAJCOM/A1TS for assistance.	X
MAJCOM TCO will **ensure** a thorough and properly conducted report of investigation is submitted via the Service headquarters to DANTES within 60 days of the date the case was opened.	
The report should include the:	
Reason for the loss or compromise (i.e., theft, careless handling by TCO or other personnel, lost in shipment).	
Details of the test loss or compromise.	X
Conclusions, and	X
Recommendations for resumption of testing.	X
MAJCOM TCO will **review** and forward Service recommendations to DANTES, Code 20B.	X
	X
NOTE: Once DANTES and the testing agency authorize resumption of testing, the Service headquarters notifies the test center TCO.	

6. **DANTES** will:	
Monitor the status of the investigation.	X
Review the investigation report, making recommendations, and coordinating with the appropriate testing agency, Service headquarters, and investigating officer to finalize the investigation.	X
Forward final report and recommendations to the testing agency for consideration and recommendations to resume testing.	X
Notify all parties of the final recommendations and obtain concurrence of all parties for resumption of testing.	X X
Notify the TCO of the disposition of compromised test materials.	

Attachment 20

ATTENDANCE AGREEMENT

I, ___Syd Barrett_____, voluntarily agree, as a condition of training, that I will abide by the military rules and regulations of the school, to include wearing the military uniform. I will meet physical fitness standards as outlined in AFI 10-248 *Fitness Program*. I realize failure to do so may result in my disenrollment from the school, that this disenrollment would be considered my fault and that I may be liable for reimbursement of funds expended under such circumstances. I understand that while attending this course, payment for overtime or the crediting of compensatory time off is not authorized IAW 5 CFR Part 410, Subpart D (410.402), Paying Premium Pay. I also understand that I am only authorized to participate and train with the Air Force Reserve and my unit of assignment on a strict noninterference basis with academic responsibilities and assignments. Also, if applicable, according to AFI 11-401, *Flight Management*, paragraph 2-8, I understand I will not be permitted to actively fly while attending this course."

SIGNED: __//SIGNED//_____DATE: 25 June 05

Attachment 21

TECHNICAL DETACHMENT TRAINING LISTING FOR RETRAINING

MDS	COURSE TITLE
C-17 AIRCRAFT	C-17A TRANSITION COURSE
C-17 AIRCRAFT	(RESERVISTS ONLY) RESERVE MAINTENANCE TRAINING (RMT) COURSE – CONTACT 315/MOF/MXOT, CHARLESTON AFB SC DSN: 673-2296.
C-5 AIRCRAFT	C-5 CREW CHIEF TRANSITION COURSE
B-52 AIRCRAFT	B-52H AEROSPACE MAINTENANCE (CROSS-OVER)
KC-135 AIRCRAFT	C-135 ENTRY LEVEL MAINTENANCE COURSE
C-130 AIRCRAFT	C-130E/H AIRCRAFT FLIGHTLINE TRANSITION COURSE
H-60 AIRCRAFT	H-60 HELICOPTER CRAFTSMAN COURSE (O MAINT)
A-10 AIRCRAFT	A-10A TACTICAL AIRCRAFT MAINTENANCE (APG)
C-9 AIRCRAFT	AMC MQTP FAMILIARIZATION COURSE
E-3 AIRCRAFT	AIRCRAFT MAINTENANCE (E-3)(CROSS-OVER) CRAFTSMAN COURSE *NOTE:* ETCA J4ASF2A5X1G 015 MANDATES A PREREQUISTE OF A 2A551 OR 2A571 AFSC.
F-16 AIRCRAFT	F-16 TACTICAL AIRCRAFT MAINTENANCE (TAMS)
KC-10 AIRCRAFT	KC-10A AIRCRAFT MAINTENANCE JOURNEYMAN (FOLLOW-ON) COURSE
C-130J AIRCRAFT	C-130J AIRCRAFT MAINTENANCE GENERAL (O/M)
C-130 AIRCRAFT	T56A7B/T56A15, ENGINE I/M & C-130 PROPELLER (HS54H60-91) O/M
C-130J AIRCRAFT	C-130J PROPULSION SYSTEMS O/M

MDS	COURSE TITLE
H-60 AIRCRAFT	H-60 TURBOSHAFT PROPULSION COURSE
F-100	AEROSPACE PROPULSION F-100 PW 220/220E ENG INTERMEDIATE MAINTENANCE
F-108	F108-CF-100, AEROSPACE PROPULSION JOURNEYMAN (O/M)
F-110	(F110-GE-100, I/M) AEROSPACE PROPULSION CRAFTSMAN
TF33-102 (KC-135)	(TF33/P-5/P-9/P-102 FAMIL-IARIZATION) JET ENGINE CRAFTSMAN COURSE
TF-33-103/P3 (B52H)	B-52 AEROSPACE PROPULSION JET ENGINE (TF33-P-3/103, ENG SYS)
TF-34 (A-10A)	A-10A ENGINE INTERMEDIATE MAINTENANCE COURSE
TF-39 (C-5)	C-5 (TF-39/GTCP165-1) JET ENGINE TECHNICIAN (O/M)
C-17A	C17A O-LEVEL ENGINE BASIC MAINTENANCE

NOTE: Any fighter, helicopter or heavy crew chief may retrain to become a crew chief on any other aircraft in the 2a3x3x, 2a5x1x, or 2a5x2 career fields

Attachment 22

PLAN OF INSTRUCTION PART ONE

Lesson Plan Part I
Plan of Instruction

SME SSgt Fred Tucker	G081/CAMS Course Code 00017
Course Title Weapons Safety	

COURSE CONTENT; Initial Weapons Safety instructions

Objective Example:
  Using AFH 36-2235, Vol II develop a knowledge and performance objective without error.
  (Condition/Behavior/Standard)

      a. Objective

          1. Definition of parts

          2. Guidelines

      b. How to write task break down

          1. Analyze

          2. List

SUPPORT MATERIAL AND GUIDANCE
TO 21-2345

STUDENT INSTRUCTIONAL MATERIAL
Example: Student Workbook

TRAINING METHOD & TIME
Example: Lecture/Guided Discussion (1 hr)

AUDIOVISIUAL MATERIALS
Example: PC and Video Projector

INSTRUCTIONAL GUIDANCE
Example: Have Students complete reading prior to start of academic day.

LESSON PLAN REVIEW

DATE	SUBJECT MATTER EXPERT	TRAINING MANAGEMENT
20 Mar 2005	SSgt Clifford Pucket	Capt Glenn rake
25 Mar 2005	SSgt Donald May	Col William Fitzroy
27 Mar 2005	TSgt Walter Wiedemann	Col Don Bradley
30 Mar 2005	TSgt Beattie Dickson	Col Horold Bowman

Attachment 23

LESSON PLAN PART TWO

G081/CAMS Course Code 000567
Title; Weapons Initial
Date; 08-12-06

Lesson Plan Part II
 Teaching Guide

INTRODUCTION (time) 15mins

ATTENTION:
Opening statement to gain the attention of the students

MOTIVATION:
Stress the reasons why students need to learn the skill or knowledge presented.
Relate the content to past experiences and future applications

OVERVIEW:
Includes the sequence of events, what is required of them, evaluation procedures, and
safety procedures

Objective Example:
Using AFH 36-2235, Vol II develop a knowledge and performance objective without
error. (Condition/Behavior/Standard)

        a. Objective

           1. Definition of parts

           2. Guidelines

        b. How to write task break down

           1. Analyze

           2. List

TRANSITION:
The transition bridges the gap between the introduction and the body of the lesson. It
helps the flow of material presentation from previous to new.

BODY (Time)

PRESENTATION
The what and how of the lesson and testable material based on the objective

Objective Example:

Using AFH 36-2235, Vol II develop a knowledge and performance objective without error. (Condition/Behavior/Standard)

        a. Objective

                1. Definition of parts

                2. Guidelines

        b. How to write task break down

                1. Analyze

                2. List

APPLICATION:
Students perform tasks, projects, or exercises if applicable

EVALUATION:
Allows the instructor to determine the effectiveness of the instruction and student learning

CONCLUSION (Time)

SUMMARY:
Reemphasize the objective, main teaching steps and sub teaching steps.

REMOTIVATION:
Emphasize the reason for remembering and using the information and skills taught

CLOSURE:
Use appropriate comments to let the students know that the lesson is completed.

Attachment 24

GO81 TRAINING SUBSYSTEM COURSE CODE REQUEST SHEET

G081 TRAINING SUBSYSTEM COURSE CODE REQUEST WORKSHEET

NOTES:
1. All requests must be coordinated through your NAF.
2. Type all entries; continue narratives and justifications on a separate page if required.

Requester's Name: SMS Beaulieu Phone Number: 625-4545
Unit and Base: 390th AGS   Base GO81 Code: 00987

Add a Course Code (*Fill in all entries*):

Suggested Prefix: AFRC   Desired Course Code Number: 000310
Desired Title: QA EPE (Personnel)
Course Length: Hours: 001_ or Days: N/A
Lockout Indicator: Yes
Frequency: 000
Type Training: CERT
Directives: AFI 21-101, 10.3.2
Prerequisites: 1.089 2.X 3.X 4.X
           5.X 6.X 7.X 8. X
Narrative (*Who requires the training? How is it conducted? Description?*):
This is required on each QA inspector prior to performing unsupervised personnel
evaluation.
CHANGE COURSE CODE INFORMATION (FILL IN ALL ENTRIES):
Old Course Code Prefix and Number: N/A
Suggested Prefix: N/A   Desired Course Code Number: N/A
Desired Title: N/A
Course Length: Hours: N/A_ or Days: N/A
Lockout Indicator: N/A
Frequency: N/A
Type Training: N/A
Directives: N/A
Prerequisites: 1. N/A 2. N/A 3. N/A 4. N/A
           5. N/A 6. N/A 7. N/A 8. N/A
Narrative (*Who requires the training? How is it conducted? Description?*): N/A
MERGE ONE COURSE CODE TO ANOTHER COURSE CODE (*FILL IN ALL
ENTRIES*): N/A
The course code prefix and number you want to merge from: N/A
The course code prefix and number you want to merge to: N/A
DELETE A COURES (*fill in all entries*): N/A
Course Code Prefix: N/A Course Code Number: N/A
Justification: N/A