

**15 NOVEMBER 2005**

Certified Current, 12 January 2008



**EDUCATION AND TRAINING MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 442 MSF/DPMT

Certified by: 442 MSF/DPM  
(Capt Joseph B. Walter)

Supersedes 442FWI36-8001, 26 July 2002

Pages: 5

---

This instruction implements Air Force Policy Directive (AFPD) 36-80, *Reserve Training and Education*. It defines responsibilities and establishes uniform procedures for administering, controlling and documenting training, and applies to all personnel assigned to the 442 Fighter Wing. Commanders, supervisors, certifiers, trainers and trainees are responsible for ensuring compliance with this instruction.

**SUMMARY OF CHANGES**

**This document is substantially revised and must be completely reviewed.** This revision identifies updates to functional area responsibilities, and updates procedures to make use of newer technologies available.

**1. Formal School Management.**

1.1. Unit commanders will make every effort to ensure that all mandatory formal training courses are requested by the unit training manager (UTM) within three months, but not later than six months, after a member is assigned to a new position and the Control Air Force Specialty Code (CAFSC) changes. UTMs will request formal schools no later than 60 days prior to the first requested class date. Members will select three specific class dates; a first, second and third choice. **EXCEPTION:** Can be less than 60 days with member's group commander concurrence. Signature of the member's group commander on the Air Force (AF) Information Management Tool (IMT) 101, **Reserve Requirements for School Tours of Active Duty for Training**, will serve as concurrence.

1.2. UTMs must ensure all individuals meet all prerequisites listed in Air Force Manual (AFMAN) 36-2108, *Enlisted Classification*; AFMAN 36-2105, *Officer Classification*; and be within fitness and/or weight standards in effect at the time of submission of AF IMT 101. Prerequisites requiring certification (e.g., pole climbing) will be certified in writing and forwarded with the AF IMT 101.

1.3. The UTM will submit a completed AF IMT 101 along with a Training and Education Application Management System (TEAMS), print out of school dates to 442d Mission Support Flight Wing Education and Training (442 MSF/DPMT). Ensure all blocks are completed including: course number, course title, duration of course, and the individual information under the 'Training Requested For' block, which includes grade, name, social security number (SSN), Duty Air Force Specialty Code (DAFSC), Personnel Accounting System (PAS) Code, security clearance, and course announcement location. Also, the preparer must obtain the signatures of the individual, UTM and unit commander. The 442 MSF/DPMT will secure the signature of the wing financial manager (or a designated representative). Incompleted AF IMTs 101 will be returned to the UTM with discrepancies identified for corrective action. A voice or electronic message will be sent to UTMs notifying them of a returned packet requiring corrective action.

1.4. Cancellation of a formal school tour quota within requested dates will require a memorandum from the member. The memorandum will state: 1) why he/she cannot attend; 2) when he/she will be able to attend; 3) acknowledgment that he/she will attend the next selected technical school date; and 4) acknowledgment that upon failure to attend the next selected technical school he/she will be returned to a previously held AFSC, when applicable, or be reassigned to the Inactive Reserve. The member's memorandum will be signed by the unit commander. The memorandum will be attached to the school tour printout and returned to 442 MSF/DPMT before the suspense date on the quota allocation notice. Units unable to return the memorandum by the suspense date should contact 442 MSF/DPMT for an extension. The wing commander is the approval authority in cases when a member must request the cancellation of a second school date.

1.5. Retrainees with previous or compatible experience in the career field for which they are retraining may submit a formal technical school waiver. The decision to request waiver of the technical school or submit an AF IMT 101 should be made within four months of assignment to a new position and the CAFSC changes. An electronic version of the waiver package should be submitted to 442 MSF/DPMT within five primary unit training assemblies (UTA) after the duty effective date, for review for submission to 10th Air Force Training office (10AF/DPT) within the required six-month time frame. The waiver package request will include hard copies of the letters with original signatures, all certificates of training mentioned in the biographical sketch, the member's AF Form 623, **Individual Training Record Folder**, with all tasks identified as technical school requirements certified and a copy of an annotated waiver checklist. Formal school waiver requests arriving after the six-month point must contain significant justification endorsed by the unit commander. Requests that do not include justification from the unit commander will be returned.

## 2. Career Development Course (CDC) Management.

2.1. The UTM will ensure trainees are enrolled in and receive required CDC materials within 45 days of in-processing. **EXCEPTIONS:** Members transferring from the newcomers training flight have 45 days from the time they meet with their UTMs during newcomers training. The newcomers training schedule incorporates a regular period for UTMs to meet with their new members to initiate this process. (Reference AFI 36-2201, Vol 3, paragraph 9.2.8, *Air Force Training Program On-the-Job Training Administration*).

2.2. CDC waiver packages for two-time failures must be submitted within six primary UTAs from the date the end of course examination was failed. The member's AF Form 623 and a copy of an annotated

waiver checklist will be sent along with the waiver package to 442 MSF/DPMT for review and recommendation before the wing commander's final approval. (Reference AFI 36-2201, Vol 3, Table 9-1).

2.3. End of course testing (paper-based and computer) will be conducted every Saturday and Sunday during the primary UTA at 1230 and every Tuesday at 1300. Scheduling tests has become necessary due to limited seating and special set up. Unit training managers are responsible for scheduling individuals using the scheduling procedures implemented by 442 MSF/DPMT. Individuals must be scheduled no later than two hours prior to testing. Alternate test dates will be scheduled only with valid justification and unit commander approval.

### 3. Training Program Administration.

3.1. UTMs (3S2X1 and additional duty) are required by AFI 36-2201, Vol 3, paragraph 5.2.11, to attend the wing education and training meetings. Attendance is recorded and unit commanders notified of absences. Meeting minutes are sent to UTMs, commanders and the major command (MAJ-COM) training office per AFI 36-2201, Vol 3.

3.2. UTMs will process their respective Personnel Concept III (PCIII) on-the-job training (OJT) roster, monthly and make any necessary annotations to update the training status of all individuals in training. A corrected copy with the date of review, signatures of the unit commander and the UTM will be forwarded to 442 MSF/DPMT no later than Monday afternoon, following the primary UTA.

3.3. The UTM must, at the first opportunity, inform 442 MSF/DPMT of any change in duty status that will affect a trainee's upgrade training progress.

3.4. The UTM will ensure that a current training qualification report (TQR) is included in the AF Form 623 of each unit member in grades E-1 through E-6 and those in retraining status for E-7 to E-9. The UTM will ensure that each TQR is reviewed periodically for accuracy. The UTM will request a TQR through PCIII when a trainee's status changes include a change in training status code or a change in primary, DAFSC or CAFSC.

### 4. Reserve Tuition Assistance Program.

4.1. All wing members must submit their completed tuition assistance application packages at least 10 business days, but not more than 60 days, prior to a class start date. Application packages not meeting these requirements will be denied. **EXCEPTION:** In situations where the member is not responsible for the delay, the member will prepare written justification explaining the circumstances and obtain unit commander endorsement for the request. The request will be forwarded to 442 MSF/DPMT with the application package for approval/disapproval from Headquarters Air Force Reserve Command.

4.1.1. Tuition assistance application packages will consist of:

4.1.1.1. A tuition assistance application package checklist, officer or enlisted, as applicable.

4.1.1.2. A Defense Activity for Non-Traditional Education Support (DANTES) Form 1562/31, **DANTES Distance Learning Enrollment Form for Service Members**, (*one per class*). This form must be typed, not handwritten.

4.1.1.3. A student statement of understanding.

4.1.1.4. A degree plan (*applicable for first time submissions or when there is a change in degree plan*).

4.1.1.5. A reserve service commitment contract (*applicable to officers only*).

4.2. The student statement of understanding and the reserve service commitment contract (if applicable) are required each time an individual submits a DANTES Form 1562/31; in addition to the applicable checklist must be included each time an individual submits a DANTES Form 1562/31. The student statement of understanding requires the student's signature, as well as the supervisor's or commander's signature. The purpose of the supervisor/commander signature is to verify that the member is a satisfactory participant.

4.3. To secure reimbursement of course fees, students must submit proof of cost at the time of application or when submitting final grade.

## 5. Adopted or Prescribed IMTs

5.1. Adopted IMTs. AF IMT 101 **Reserve Requirements for School Tours of Active Duty for Training**; AF Form 623, **Individual Training Record Folder**; DANTES Form 1562/31, **DANTES Distance Learning Enrollment Form for Service Members**.

5.2. Prescribed IMTs. No IMTs are prescribed by this instruction.

PATRICK A. CORD, Colonel, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2201, Vol 3, *Air Force Training Program On-the-Job Training Administration*

AFMAN 36-2105, *Officer Classification*

AFMAN 36-2108, *Enlisted Classification*

AFPD 36-80, *Reserve Training and Education*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFPD**—Air Force Policy Directive

**AFMAN**—Air Force Manual

**CAFSC**—Control Air Force Specialty Code

**CDC**—Career Development Course

**DAFSC**—Duty Air Force Specialty Code

**DANTES**—Defense Activity for Non-Traditional Education Support

**IMT**—Information Management Tool

**MAJCOM**—Major Command

**OJT**—On-The-Job Training

**PAS**—Personnel Accounting Symbol Code

**PCIII**—Personnel Concept III

**SSN**—Social Security Number

**TEAMS**—Training and Education Application Management System

**TQR**—Training Qualification Report

**UTA**—Unit Training Assembly

**UTM**—Unit Training Manager