

**BY ORDER OF THE COMMANDER
480TH INTELLIGENCE SURVEILLANCE
AND RECONNAISSANCE WING
(AFISRA)**

480TH ISR WING INSTRUCTION 36-2201

25 JUNE 2014

Training



**CAREER DEVELOPMENT COURSE
WAIVER PROCESS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This 480th Intelligence, Surveillance and Reconnaissance Wing (480 ISR WG) Instruction implements Air Force Instruction 36-2201, *Air Force Training Program*. This instruction applies to all personnel within the 480 ISR Wing. It establishes responsibilities and procedures for implementation of a career development course (CDC) waiver process to ensure all 480 ISR WG personnel follow the same standardized procedures. It does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC). This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code Section 8013 and or Executive Order 9397. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate chain of command. Unless otherwise specified within, 480 ISR WG Commander (480 ISR WG/CC) is the waiver authority for this instruction. Request waivers through the appropriate chain of command to 480 ISR WG/CC, 34 Elm Street, Joint Base Langley-Eustis AFB, VA 23665. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms.rim.cfm>.

Chapter 1

PURPOSE

1.1. General.

1.1.1. The wing upgrade training (UGT) program consists of both mandatory CDCs and the mandatory performance levels established by the Career Field Education and Training Plan (CFETP) in order to upgrade and maintain skill levels. The Air Force's minimum standard is established by each career field manager in the respective CFETP.

1.1.2. The 480 ISR Wing Training Office (480 ISR WG/MST) will be the focal point for CDC waiver requests due to two-time CDC failures. This instruction provides guidance and responsibilities to address the unique requirements of a geographically separated wing. The timeframe for CDC waiver requests will not exceed six months from the time of the second CDC failure.

1.1.3. All documentation pertaining to this instruction will be sent to the 480 ISR WG/MST organizational inbox at 480isrwcct@us.af.mil.

1.1.4. The 480 ISR WG/CC may waive any portion of this instruction in writing. Units may submit waivers to any portion of this instruction in writing to 480 ISR WG/MST through applicable channels, for 480 ISR WG/CC approval.

Chapter 2

RESPONSIBILITIES

2.1. Responsibilities.

2.1.1. 480 ISR WG/CC will:

2.1.1.1. Review and complete CDC waiver package requests within 30 days of package arrival to wing staff.

2.1.1.2. Notify group/unit commander of concurrence/non-concurrence within 5 days of decision.

2.1.2. 480 ISR WG/MST will:

2.1.2.1. Serve as wing focal point for all CDC waiver issues and requests.

2.1.2.2. Review all received waiver request for completion.

2.1.2.3. Write letter of recommendation/non-recommendation with appropriate justification.

2.1.2.4. Provide guidance on all CDC waiver issues to subordinate group training managers and unit training managers (UTM).

2.1.2.5. Develop and provide example templates to subordinate groups and units.

2.1.2.6. Develop and provide checklist and Staff Summary Sheets (SSS) to subordinate organizations.

2.1.2.7. Track all CDC waiver packages upon arrival to wing staff.

2.1.3. Group Commanders will:

2.1.3.1. Identify 3S2X1 assigned within the group to serve as point of contact (POC) for all CDC waiver actions within the group.

2.1.3.2. Coordinate on all CDC waiver requests within the group.

2.1.3.3. Review all CDC waiver request packages for completion and concur or non-concur.

2.1.3.4. Route all CDC waiver request packages to 480 ISR WG/MST within 30 days of unit commander's decision to pursue a CDC waiver.

2.1.4. **Group Training POCs will:**

2.1.4.1. Serve as group focal point for all CDC waiver issues and requests.

2.1.4.2. Ensure group commander is notified of current CDC waiver requirements and options.

2.1.4.3. Notify 480 ISR WG/MST within three duty days of UTM's notification of the unit commander's decision to pursue a CDC waiver.

2.1.5. **Unit Commanders will:**

2.1.5.1. Select desired course of action on all CDC waivers no later than 90 days from the date of second-time failure interview IAW 36-2201, table 6.1, rule 11.

2.1.5.2. Initiate appropriate actions and routing through group commander to 480 ISR WG/MST as required within 30 days of decision to pursue a CDC waiver.

2.1.5.3. Ensure CDC waiver request packages are complete prior to submission to group commander.

2.1.6. UTMs/Additional Duty UTMs (ADUTM) will:

2.1.6.1. Notify unit commander of second time CDC failure options and waiver action requirements.

2.1.6.2. Assist unit commander as needed to determine desired course of action within 90 days from second CDC failure interview IAW 36-2201, table 6.1, rule 11.

2.1.6.3. Ensure CDC waiver request packages are completed in full and appropriate actions are initiated to route through group commander to 480 ISR WG/MST for all waiver packages.

2.1.6.4. Notify Group Training POC within three duty days of decision to pursue CDC waiver.

Chapter 3

WAIVER PROCESS PROCEDURES

3.1. CDC Waiver Process Procedures.

3.1.1. The UTM/ADUTM will manage CDC programs at each unit IAW AFI 36-2201 and this instruction. The Group training POC will manage CDC programs in organizations without an assigned UTM or appointed ADUTM. The UTM/ADUTM will seek guidance from the group training manager. 480 ISR WG/MST will provide further guidance and/or clarification as needed.

3.1.2. The unit commander will conduct first-time and second-time CDC failure interviews IAW AFI 36-2201, table 6.1, lines 10 and 11 and evaluate the following items: trainee's course progression, understanding of the course content, motivation, study habits, preparation, and the supervisor's involvement. The UTM will document completion of the interviews in the trainee's training record and maintain the interview documentation within the failure packages.

3.2. Waiver Packages at minimum will have the following items:

3.2.1. Copy of CFETP, Part II, with certification of all mandatory tasks as directed by AFCFM.

3.2.2. Copy of all AU IMT 9s (Consolidated Student Report) if available, or E-Exam Summary Sheet.

3.2.3. Copy of all field scoring answer sheets ("bubble sheets").

3.2.4. Copy of all EPRs and/or LOEs, if applicable.

3.2.5. Copy of all AF Form 623a or automated version.

3.2.6. Memorandum from trainee requesting waiver consideration.

3.2.7. Memorandum from supervisor requesting waiver consideration.

3.2.8. Memorandum from flight chief/superintendent requesting waiver consideration.

3.2.9. Completed first time CDC failure interview package.

3.2.10. Completed second time CDC failure interview package.

3.2.11. Supervisor's review of training documentation, if required after first CDC failure.

3.2.12. Waiver request memorandum from the supervisor, endorsed by the unit commander, recommending waiver for airman whose behavior, attitude, and record of performance show a high probability of success in the higher skill level.

TIMOTHY D. HAUGH, Colonel, USAF
Commander

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

AFI 36-2201 *Air Force Training Program*

AFH 33-337, *Tongue and Quill*, 1 August 2004

Adopted Forms

AF Form 623, *Individual Training Record Folder*

AF IMT 623A, *On-The-Job Training Record Continuation Sheet*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ADUTM—Additional Duty Unit Training Manager

AFCFM—Air Force Career Field Manager

AFI—Air Force Instruction

AFISRA—Air Force Intelligence, Surveillance and Reconnaissance Agency

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

ANG—Air National Guard

AU IMT 9—Air University Form 9

CC—Commander

CDC—Career Development Course

CFETP—Career Field Education and Training Program

EPR—Evaluation Performance Report

LOE—Letter of Evaluation

POC—Point of Contact

SSS—Staff Summary Sheet

TSC—Training Status Code

UGT—Upgrade Training

UTM—Unit Training Manager

WG/MST—Wing Training Manager

Attachment 2**EXAMPLE STAFF SUMMARY SHEET AND CHECKLIST****Figure A2.1. Example SSS and Checklist.****Staff Summary Sheet Routing/Action Required (AF IMT1768)**

A2.1. Two SSS may be required to include all the proper routing of the package. The following people need to be included in the routing and approval process.

- A2.1.1. Unit/CC – Approval
- A2.1.2. Group/CSS – Coordination
- A2.1.3. Group POC – Coordination
- A2.1.4. Group/CEM – Coordination
- A2.1.5. Group/CC – Approval
- A2.1.6. 480 ISR WG/MST – Coordination
- A2.1.7. 480 ISR WG/MS – Coordination
- A2.1.8. 480 ISR WG FM – Coordination
- A2.1.9. 480 ISR WG/CCEA – Coordination
- A2.1.10. 480 ISR WG/DS – Coordination
- A2.1.11. 480 ISR WG/CCC – Coordination
- A2.1.12. 480 ISR WG/CCE – Coordination
- A2.1.13. 480 ISR WG/CV – Coordination
- A2.1.14. 480 ISR WG/CC – Approval
- A2.1.15. 480 ISR WG/MST – Routing

A2.2. Checklist of Required Items

- A2.2.1. Copy of CFETP, Part II, with certification of all mandatory tasks as directed by AFCFM.
- A2.2.2. Copy of all AU IMT 9, (Consolidated Student Report) if available, or E-Exam Summary Sheet.
- A2.2.3. Copy of field scoring sheets (“bubble sheets”)
- A2.2.4. Copy of all EPRs and/or LOEs, if applicable.
- A2.2.5. Copy of all AF Form 623a or automated version.
- A2.2.6. Memorandum from trainee requesting waiver consideration.
- A2.2.7. Memorandum from supervisor requesting wavier consideration.
- A2.2.8. Memorandum from flight chief/superintendent requesting waiver consideration.
- A2.2.9. Complete first time CDC failure interview package.

A2.2.10. Complete second time CDC failure interview package.

A2.2.11. Supervisor's review training documentation, if required, after first CDC failure.

A2.2.12. Waiver request memorandum from supervisor, endorsed by the unit commander, recommending waiver for airman whose behavior, attitude, and record of performance show a high probability of success in the higher skill level.

Attachment 3

CDC WAIVER REQUEST MEMO EXAMPLE

Figure A3.1 CDC Waiver Request Memo Example.

[Date]

MEMORANDUM FOR 480 ISR WG/CC

FROM: [UNIT]

SUBJECT: Two-Time CDC Failure Waiver Request for [insert trainee’s rank and name]

1. In accordance with AFI 36-2201 Chapter 6, Table 6.1 request CDC waiver for [insert name] who failed [insert CDC] on [insert first fail date] and [insert second fail date]
2. Explain attitude throughout the process. Highlight good points and accomplishments of the individuals, past record of performance, and positive behavior prior to and throughout the process.
3. Explain the initiatives the airman has taken to minimize repeat failures. Include the study habits and efforts the individual put forth.
4. Explain why the airman is an asset to the Air Force, how the airman’s continued service would benefit the Air Force, and how this failure will not hold the individual back.
5. POC for this action is [name], [unit], [phone].

[FIRST MI LAST, Rank, USAF]
Supervisor/ [insert duty title]

1st Ind, [insert unit]/CC, [insert date on memo], Request for CDC Waiver Approval

MEMORANDUM FOR [insert group]/CC

I concur/non-concur with CDC waiver request for [insert rank and name].

[FIRST MI LAST, Rank, USAF]
[Signature block]

2nd Ind, [insert group]/CC,[insert date], Request for CDC Waiver Approval

MEMORANDUM FOR 480 ISR WG/CC

I concur/non-concur with CDC waiver request for [insert rank and name].

[FIRST MI LAST, Rank, USAF]
[Signature block]

3rd Ind, 480 ISR WG/CC

MEMORANDUM FOR 480 ISR WG/MST for notification actions.

I concur/non-concur with CDC waiver request for [insert rank and name].

[FIRST MI LAST, Rank, USAF]
[Signature block]

Attachment 4

EXAMPLE WAIVER CONSIDERATION MEMO

Figure A4.1. Example Waiver Consideration Memo.

[Date]

MEMORANDUM FOR 480 ISR WG/CC

FROM: [RANK/NAME]

SUBJECT: Two-Time CDC Failure Waiver Consideration for [Insert trainee's rank and name]

1. Explain for whom the waiver request is for and why.
2. Explain why you are requesting/recommending trainee remain in the Air Force and in the AFSC. Highlight good points of the trainee.
3. Explain reasons you believe the failure will not affect the trainee's continued career in the military.
4. POC for this action is [rank/name], [unit], [phone and email].

[FIRST MI LAST, Rank, USAF]

[Insert Duty Title]