

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 36-2232



**AIR COMBAT COMMAND,
UNITED STATES AIR FORCES IN EUROPE
AND PACIFIC AIR FORCES**

**Supplement
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Personnel

CAF: MAINTENANCE TRAINING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 36-2232, 22 February 2006 is supplemented as follows. This supplement prescribes objectives, standards, procedures and responsibilities governing aerospace maintenance training program management for Combat Air Force (CAF) assets. It applies to all CAF in Air Combat Command (ACC), Pacific Air Forces (PACAF) and United States Air Forces in Europe (USAFE). It applies to all ACC, USAFE (including Royal Air Force (RAF) Fairford and all Munitions Support Squadron sites (MUNSS)) and PACAF bases except Yokota, Hickam, Ramstein, RAF Mildenhall and Mobility Air Force (MAF) Units at Kadena and Elmendorf who will follow the MAF Sup. It also directs the use of the Instructional System Development (ISD) process to develop and validate training programs. It does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC) members or units. For waiver information see paragraph 1.19. Maintain official records in accordance with AFMAN 33-363, *Management of Records*, and dispose of them in accordance with the AF Records Disposition Schedule, available from the Air Force Portal at the AF Records Information Management System (AFRIMS) link. Contact supporting records managers as required for approval. Contact supporting records managers as required. Send comments, questions and suggested improvements to this publication on AF Form 847, *Recommendation for Change of Publication*, through official channels to HQ ACC/A4QT, 130 Douglas Street, Suite 210, Langley AFB VA 23665-2791, DSN 574-3016.

SUMMARY OF CHANGES

This document replaces ACCI 36-2251, *Aircraft Maintenance Training Program*. Content is restructured to correspond with AFI 36-2232 chapters and paragraphs. Qualifications for cross utilization training (CUT) were better defined, allowances were made for overseas maintenance training functions, ACC Panel Fastener Awareness was added to Mission Orientation and Refresher course content, and references to After-the-Fact Funding were removed. Additionally, owner and user Maintenance Training Flight (MTF) responsibilities for CAF level course control documents (CCD) were defined, CCD development and formatting was clarified, test analysis procedures were streamlined and the Maintenance Training Awards Program was modified to comply with ACC guidance. Content should be completely reviewed.

1.7. Field Training Detachment (FTD) Responsibilities. FTDs are located at various bases and selected tenant units. Within the Combatant Commands, FTDs provide on-site training services by means of permanent or temporarily assigned instructors or mobile training teams. FTDs use locations such as flightline, maintenance shops, hangars and classrooms. See the Education and Training Course Announcement web-site for additional FTD information.

1.7.2. (Added) The FTDs have the responsibility to:

1.7.2.1. (Added) Respond to all training requests from the MTF. However, new requirements must be coordinated through and approved by ACC/A4QT.

1.7.2.2. (Added) Review and sign AF Form 898, *Field Training Requirements Scheduling Document*, or an automated facsimile.

1.7.2.3. (Added) Attend the Status of Training (SOT) meetings.

1.7.2.4. (Added) Attend MTF monthly training scheduling meeting.

1.7.2.5. (Added) Develop written procedures with MTF to ensure FTD instructional system reviews (ISR) are coordinated with the proper maintenance agencies.

1.7.2.6. (Added) Provide MTF copies of current FTD CC/TSs (maintenance courses only) if not available through the 982 TRG web page.

1.7.2.7. (Added) Certify students on required tasks when requested by units.

1.7.2.8. (Added) Attend Curriculum Advisory Committee (CAC) meetings when requested.

1.8. Combatant Air Forces Mandatory Course Listing (CAF MCL). The CAF functional managers use this course listing to standardize Mission Design Series (MDS) MAJCOM training requirements. Supervisors, through the unit training manager (UTM), must ensure required personnel are loaded and scheduled IAW the CAF MCL instructions, unless waived by ACC/A4Q through the MXG/CC.

1.13. Cross-Utilization Training (CUT). Individuals selected for CUT will, as a minimum:

1.13.1. (Added) Be a qualified 5-level or highly qualified 3-level that has completed all upgrade requirements except minimum time in training.

1.13.2. (Added) Document CUT in Training Business Area (TBA) via workcenter job qualification standard (WJQS) tasks.

1.18.1.7. (Added) Maintenance Training Learning Center operation policies and procedures.

1.19. Waivers to this supplement will be forwarded through MXG CC and HQ ACC/A4QT, Aircraft Maintenance Training Management to HQ ACC/A4Q, Chief, Maintenance Management Division, for approval.

1.20. The SOT is used to report the health/status of the wing's aircraft maintenance training program. The MTF will forward a copy of the briefing slides to HQ ACC/A4QT by the last duty day of each month. No extensions will be granted. This briefing must provide a candid review of the MXG training program.

1.20.3.8. (Added) QA OIC/Superintendent.

1.20.5.14. Training Scheduling Effectiveness. Compute training effectiveness by dividing the number of scheduled personnel for MTF, FTD and other provider courses, minus deviations, by the total number of scheduled. The CAF standard is 95 percent. **NOTE:** After the cutoff date to turn seats back in, the allocated seats are the number of seats you are responsible to schedule (plus any open seats taken) and that number is therefore used in the formula for "scheduled." Any allocated seats not turned in by the cutoff date are counted as non-utilizations if unused. ***NOTE:** Walk-ins are considered a deviation.

1.20.5.16.1. Include percent in upgrade training.

1.20.5.16.4.4. (Added) 7-skill levels over 24 months in upgrade training

1.20.5.16.5.3. Report number actually entered into CDC extensions; report failures by first and second time.

1.20.5.16.6. (Added) Report training status codes P & T.

1.20.5.17. Personnel overdue training will not exceed CAF standard of 5 percent of personnel assigned for each squadron.

1.20.5.22. (Added) Report instructor utilization. CAF standard is 55 percent spent in Classroom and Duty Related Non-classroom categories.

1.20.5.23. (Added) Report lost training time.

1.23. Training continuity books will include step-by-step procedures for tasks performed in the duty position.

1.25. CAF Maintenance Training Assessment Program. The CAF maintenance training assessment program was established to validate effectiveness of MTF, AETC FTD and initial skills formal training through QA personnel evaluations (PEs) on graduates. It also establishes a feedback loop between the QAP and the MTF which identifies training strengths and deficiencies. The Chief of Development and Instructor (D&I) Section or designated representative will attend monthly QAP meetings. QA will provide the monthly/quarterly summary reports to the MTF to be used as feedback for continual improvement of MTF and FTD training programs.

1.25.1. Task items trained and certified (signed off) during FTD/MTF courses will be assessed using the following procedures:

1.25.1.1. (Added) The D&I Section Chief will provide QA with a list of students who are attending applicable MTF and FTD courses and identify the tasks to be assessed. QA will conduct a PE on 50 percent of those graduates.

1.25.1.2. (Added) QA will document the evaluation in the QA database or Training Business Area (TBA). The member's supervisor will make a Journal Entry in the Individual Training Plan in TBA when the QA database is used for documentation.

1.25.1.3. (Added) Failed assessments will be routed through the applicable UTM and Instructor Element NCOIC (to FTD if applicable).

1.25.1.3.1. (Added) If a trainee fails an assessment the supervisor will decertify the task, enter the trainee in remedial training and re-evaluate within 30 days.

1.25.1.3.2. (Added) MTF will re-assess the instructor and training for repeated failed items.

1.26. (Added) Command Aircraft Systems Training (CAST) Programs. CAST programs are self-paced ready reference manuals/booklets designed to provide general aircraft knowledge for individuals assigned in maintenance management positions on their first assignment to a particular airframe. CAST provides the technical knowledge required to better understand general aircraft systems, power plant, flight systems and mission systems. CAST is available to anyone having a valid need for a particular CAST booklet and can request a copy from the MTF through their UTM. MTFs can download booklets from the 367 Training Support Squadron (TRSS) Internet Courseware Management System (ICMS). ICMS can be found on the 367 TRSS web page at <https://367catalog.hill.af.mil/367TRSSHome/index.html/>. MTFs needing more than 10 printed copies can place requests with the 367 TRSS OL-A at HQ ACC/A4QT. All other printing will be done locally.

1.27. (Added) Security Assistance Training Program (SATP) (ACC Only). International students receive task and familiarization training at HQ ACC units on aircraft and support equipment. Since training dates and lengths of instruction cannot be easily changed, ensure adequate preparation and course planning is accomplished prior to the student's arrival. The following are guidelines for the SATP:

1.27.1. (Added) The HQ ACC Security Assistance Office (HQ ACC/A3TS) will originate the initial request for training. They will notify HQ ACC/A4QT of all training requirements.

1.27.2. (Added) HQ ACC/A4QT will identify a specific unit to conduct the training and coordinate with the unit to determine their capability to support requirements.

1.27.3. (Added) HQ ACC/A3TS must approve all course control documents and materials before the training begins. They will provide HQ ACC/A4QT the delegation of disclosure letter IAW AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*, to identify student access to classified and unclassified information or a controlled/restricted area.

1.27.4. (Added) The Base International Military Student Manager (IMSM) is responsible for student administration and coordination of student activities.

1.27.5. (Added) Training.

1.27.5.1. (Added) HQ ACC/A4QT provides training requirements to the MTF for international students.

1.27.5.2. (Added) Items to be taught are general and will be to the "B" subject knowledge or "2b" task proficiency level.

1.27.5.3. (Added) When the training requested is not covered by a CFETP, WQTP, STS, AFJQS, or local course control documents, the MTF chief will:

1.27.5.3.1. (Added) Coordinate with the responsible work centers to ensure specific training requirements can be performed in the unit.

1.27.5.3.2. (Added) Prepare necessary training documents and records.

1.27.5.3.3. (Added) Forward course documents to HQ ACC/A4QT for coordination and approval. Documents must be approved before they are used for training.

1.28. (Added) Community College of the Air Force (CCAF) Affiliation. ACC does not require CCAF accreditation. Those MTFs that manage CCAF affiliated courses must do so IAW AFI 36-2304, *Community College of the Air Force*.

1.29. (Added) Command Directed Courses. The following courses are mandatory for personnel who fall within the target population. The MTF will develop these courses unless another method is approved for training by the command. Refer to AFI 21-101, *Aircraft and Equipment Maintenance Management*, and supplements for more information.

1.29.1. (Added) Mission Orientation and Refresher. Schedule Mission Orientation for personnel assigned to the MXG within 30 days of arrival. They will complete training within 60 days of arrival or not later than 30 days after completion of the First Term Airman Center (FTAC). Only the MTF will conduct mission orientation and refresher course to ensure training is standardized across the MXG. Refresher training frequency is dependent upon block content for each base. Maintenance personnel who boomerang (short tour and return to the same base) only require mission refresher upon return.

1.29.2. (Added) Dedicated Crew Chief (DCC). A one-time course designed to familiarize aircraft maintenance technicians on the duties and responsibilities required as a DCC. The course is required for personnel assigned as dedicated or assistant crew chiefs regardless of AFSC.

1.29.3. (Added) Maintenance Information Systems (MIS) Training. All maintenance personnel who process MIS data as a part of their duties will receive formal CBT or attend a course to ensure they are qualified on the timely and accurate use of inputting and extracting MIS data. As a minimum, all first duty station personnel will complete the MIS course applicable to their duty position.

1.29.4. (Added) Oil Analysis Program (OAP)/Oil Consumption Course. OAP is a stand-alone course designed to provide initial training and recertification on operating procedures for all wing personnel that routinely perform oil sampling on aircraft.

1.29.4.1. (Added) Each MTF will develop a primary and alternate annual test, consisting of at least 25 questions each (not required if ACC Interactive Multimedia Instruction (IMI) is used).

1.29.4.2. (Added) All personnel who take the initial or recertification test and fail to score 80 percent or better on the primary test will be given the alternate. If a person does not score 80 percent or better on the alternate test, they will be identified as UNQUALIFIED in MIS and scheduled to attend the OAP/Oil consumption course again.

1.29.5. (Added) Aircraft Intake/Engine Inlet/Exhaust Training. This training is designed to qualify aircraft maintenance personnel on techniques required to inspect engine intakes, inlets and exhausts. Before placement on the Special Certification Roster (SCR) for aircraft intake/engine inlet inspection, formal training and certification (MTF or FTD course) is required.

1.29.6. (Added) Engine Blade Blending Training and Certification Program. This training is designed to qualify aircraft maintenance personnel on techniques required to inspect and repair blades. Prior to placement on the Special Certification Roster (SCR) for blade blending, formal training, and certification (MTF or FTD course) is required (Refer to AFI 21-101 and CAF SUP, for more details).

1.29.7. (Added) Engine Flexible Borescope Inspection, Training and Certification Program. This training is designed for personnel who perform borescope inspections. This program requires all units with engines that have a T.O. requirement to specifically use a flexible engine borescope, to develop and maintain a comprehensive training program that ensures proper care of equipment and proficiency is maintained. MTF will maintain separate course codes in MIS for engine flexible borescope inspection (refer to command supplement for more details) for egress maintenance personnel, AFSC 2A6X3, and civilian equivalents. All units maintaining egress systems with a T.O. requirement to use a flexible borescope, and those that do not have a T.O. requirement to use a flexible borescope but do so to enhance inspections, etc., will receive formal borescope training covering the use and care of the equipment. After completing formal training, the individual's training record and MIS will be updated. The number of personnel authorized to use equipment should be limited to the amount needed to meet mission demands.

1.29.8. (Added) Chafing Awareness Training Program. Aircraft units with applicable airframes must develop a chafing awareness training program that incorporates familiarization of tubing, wiring and line replaceable units, etc. The MTF will conduct chafing awareness training.

1.29.9. (Added) Engine Run Training Program. The MTF is the OPR for this training, which is designed to qualify aircraft maintenance personnel on techniques required to run engines. To be qualified, an individual must complete a formal training course conducted either by the MTF, FTD or Air Force Engineering and Technical Services (AFETS) and then must be certified by a certifying official. If an individual is not certified within 30 days after Phase II training is completed, they must re-accomplish Phase II training prior to certification. After completion of training and certification the member will be placed on the SCR via CAF Form 64, *Request for Special Certification*.

1.29.10. (Added) Forms Documentation. The MTF is the OPR for this training, which is designed to qualify aircraft maintenance personnel on the proper documentation of Aircraft/Equipment Forms, (refer to AFI 21-101, Chapter-7).

1.29.11. (Added) Flightline Expediter. Training will be conducted locally by MTF assigned or attached instructors. Completion is mandatory for Flightline Expeditors within 6 months of assignment. Group commanders have the option to request a wavier on an individual basis to meet mission requirements with HQ ACC/A4Q as wavier authority.

NOTE: ACC personnel appointed as Flightline Expediter prior to 12 July 2007 must have completed the course by 1 October 2008.

1.30. (Added) Training Requirements During Deployments. Units must train their personnel prior to deployment and ensure qualification throughout the deployment. Deployed personnel who go overdue for training are counted as overdue on their squadron's monthly training statistics. Personnel who are deployed and have the capability at the deployed location must complete training. Personnel who go overdue for training while deployed will receive priority scheduling and complete any overdue training within 30 days after they return to duty at home

station.

NOTE: The above overdue policy is not valid for programs specified in other instructions (e.g. Engine Run).

1.31. (Added) File Plan. Each MTF will establish a file plan including the items identified in AFI 36-2232, paragraph 6.3. and the following as a minimum:

1.31.1. (Added) Meeting minutes (e.g. unit training, scheduling, CAC)

1.31.2. (Added) Assignment of training managers for unit support.

1.31.3. (Added) Document and maintain MTF In-House Training sessions for 1 year.

1.31.4. (Added) Listing of personnel authorized to update MIS.

1.31.5. (Added) Messages and e-mails (instructor assists requests, special/contract training requests, CAF guidance).

1.31.6. (Added) Maintenance Instructor (MI) Folders.

1.31.7. (Added) Master CCD Inventory Log.

1.31.8. (Added) Master set of CCDs.

1.31.9. (Added) Master IMI Inventory Log.

1.31.10. (Added) Folders for stand-alone IMI programs.

1.31.11. (Added) Tests and test analysis.

1.31.12. (Added) Master copy of student training materials.

1.31.13. (Added) Master copy of the Course Catalog.

1.31.14. (Added) Completed MTF critiques and class packages filed by course name or number and training completion date; maintain until completion of next CCD review. **NOTE:** CCAF affiliated schools must maintain these permanently. Use AFRIMS table and rule for project files.

1.32. (Added) Special Certification Roster (SCR). The roster identifies individuals who are qualified to perform certification and inspection tasks. The MTF through the UTM's will request and distribute the SCR at least quarterly to work centers. After the SCR is reviewed and approved by squadron maintenance supervision, it is returned to the UTM for update in the MIS. The SCR is returned to squadron maintenance supervision after the MIS is updated.

2.8.1. ACC Panel and Fastener Awareness IMI will be included in mission orientation and refresher. The Defense Automated Visual Information System/Defense Instructional Technology Information System (DAVIS/DITIS) distributes IMI programs.

2.8.2. MTF Manpower and Manning Policy. The MXG/CC through the Maintenance Operations Squadron (MOS) will ensure the MTF has sufficient personnel assigned to meet the training requirements of the Maintenance community.

2.8.4. Training Resources. The MXG/CC will provide training resources to the MTF and support agencies to ensure an environment conducive to quality learning.

2.8.7.1. (Added) Aircraft, major support equipment and special test equipment must be committed to accomplish required maintenance training. These resources should be identified in

the monthly maintenance plan and included in the weekly and daily maintenance schedules.

2.8.7.2. (Added) Once scheduled, training aircraft/equipment will receive a maintenance repair Priority Reference: AFI 21-101 and CAF SUP.

2.9.1. MTF Budget. The MXG/CC, through the MOS, will provide the MTF funds to conduct the training mission to include, but not limited to:

2.9.1.1. (Added) Materials/equipment to support and conduct training.

2.9.1.2. (Added) Personnel training and development for all assigned to the MTF.

2.9.1.3. (Added) Utilization and Training Workshops (U&TW) and CAF level training conferences.

2.9.1.4. (Added) Facility and vehicle maintenance.

2.9.1.5. (Added) Maintenance Training Learning Center equipment, maintenance and repairs.

2.9.2. (Added) Ensure the MTF is manned IAW the UMD.

2.9.3. (Added) Ensure MTF complies with the duties and responsibilities in Chapter 5.

2.9.4. (Added) Ensure that the MTF is the final approval authority for any courseware development within the MXG.

2.10. Squadron Commanders. Commanders must ensure training programs and MTPs satisfy mission readiness and formal training requirements as identified by AF and CAF directives to include the CAF MCL.

2.10.3. (Added) Provide UTM's a work area to manage and perform their daily duties.

2.10.4. (Added) Ensure the UTM's attend unit staff meetings.

2.11.2. Notify the UTM when there is a need for improving or developing training courses or programs. Submit requests IAW Attachment 5, *Sample Course Control Documents/Visual Information Program Request*.

2.11.4.1. (Added) Workcenter Training Requirements (WCT). The workcenter requirements listing is a vital part of each section's Master Training Plan (MTP). A work center training requirement must be loaded when the majority (51 percent or more) of personnel in the work center require the course, including CAF directed and CAF MCL courses.

2.11.4.2. (Added) Provide validated workcenter training requirements to the UTM semi-annually for MIS update and maintain a signed copy until completion of next review.

2.11.5.2. (Added) Coordinate personnel changes to scheduled classes with the UTM and/or squadron training monitor as applicable to prevent training deviations.

2.11.5.3. (Added) Ensure workcenter personnel attend the Mission Orientation Course within 60 days of assignment.

2.11.6. (Added) Ensure MIS updates are accurate.

2.13. (Added) Squadron Training Monitors. Commanders can appoint one primary and one alternate squadron-level training (non-3S2X1) monitor in writing to assist the UTM. Specific duties of the training monitor are established by the MTF Superintendent and coordinated with the unit commander. Squadron monitors cannot manage the Enlisted Specialty Training

Program as outlined in AFI 36-2201, Volume 3, *Air Force Training Program On-The-Job Training Administration*. Although the training monitor is assigned to the squadron, the MTF UTM is the OPR and has the overall responsibility for managing the training program. As a minimum, the squadron training monitor will:

NOTE: AMXS may have one training monitor per AMU. MXS units that have merged EMS and CMS may have no more than two squadron training monitors.

2.13.1. (Added) Assist supervisors in identifying and projecting ancillary training requirements.

2.13.2. (Added) Attend unit training meetings and the MTF scheduling meetings.

2.13.3. (Added) The MTF Superintendent may use local operating instructions to authorize squadron training monitors to update MIS; however, capability will be limited to work center training tasks and loading personnel to attend scheduled classes.

2.13.4. (Added) When authorized, ensure training completions for work center conducted training are updated in MIS at least twice a week based upon an electronic, or paper source document. The squadron monitor cannot update any special certification or training conducted outside the squadron work centers.

2.13.5. (Added) Monitors are required to complete the ACC Training Monitor Handbook (C2ADU00TPB7215) and test within 60 days of appointment as a squadron training monitor. 367 TRSS products are available from their online catalog at <https://367catalog.hill.af.mil/IMI.html>.

2.14. (Added) 367 TRSS (Hill AFB). The 367 TRSS is tasked to maintain, contract out, or design and develop aircraft maintenance training IMI, videos and publications for the CAF. Maintain and distribute a catalog of available IMI courseware. Additionally, the 367 TRSS evaluates the need for training devices, new training methodologies or technologies, and makes recommendations to HQ ACC/A4QT (see Chapter 15). 367 TRSS will:

2.14.1. (Added) Develop, distribute, procure, provide quality assurance, and sustain their portion of HQ ACC's IMI.

2.14.2. (Added) Assign IMI course numbers.

2.14.3. (Added) Distribute exportable IMI courses as determined by HQ ACC/A4QT.

2.14.4. (Added) Forward a Product Improvement survey with each IMI course. This may be embedded within the course.

2.14.5. (Added) Maintain a comprehensive master library of all IMI courses developed by 367 TRSS.

2.14.6. (Added) Provide an IMI catalog on the 367 TRSS website. (<https://367catalog.hill.af.mil/367TRSSHome/index.html>).

2.14.7. (Added) Maintain a 367 TRSS web page containing courses under development, courses available by weapon systems and DAVIS/DITIS IMI ordering instructions hyperlink.

2.14.8. (Added) Assist with IMI integration at field units when requested by HQ ACC/A4QT.

2.14.9. (Added) Provide ACC/A4QT with minimum computer specifications to run IMI.

2.14.10. (Added) Assist units with IMI problems.

- 2.14.11. (Added) Provide instructions to units for extracting IMI evaluation data.
- 2.14.12. (Added) Provide technical assistance to units desiring to develop and produce IMI/training videos with local funds.
- 2.14.13. (Added) Review IMI training programs every two years and update to ensure technical accuracy and instructional soundness.
- 2.14.14. (Added) Budget for and fund TDY expenses for IMI development OPRs and subject matter experts (SMEs).
- 2.14.15. (Added) Perform required contract management functions for all ACC contracted IMI.
- 2.14.16. (Added) Perform required contract award functions.
- 2.14.17. (Added) Coordinate with the contracting office, the contractor developing training programs and HQ ACC/A4QT on all ACC IMI development and maintenance contracts.
- 2.14.18. (Added) Complete and route a DD Form 1995, *Visual Information (VI) Production Request and Report*, through HQ ACC/A4QT and Air Staff FM to the Air Force Multimedia production management office at HQ AFCA/GCOV for input into DAVIS.
- 2.14.19. (Added) Comply with DITIS requirements.
- 2.14.20. (Added) Coordinate field support requirements (video, aircraft, facilities, SMEs, etc.) through HQ ACC/A4QT.
- 2.14.21. (Added) Research technological advances in training methods and equipment for potential IMI use.
- 2.14.22. (Added) When requested by HQ ACC/A4QT, review base-level (unit) request to purchase off-the-shelf IMI or to build IMI locally.
- 2.14.23. (Added) Request, from HQ ACC/A4QT, a functional manager OPR for each project development.
- 2.14.24. (Added) Notify HQ ACC/A4QT of course(s) requiring complete redevelopment due to new or modified MDS or equipment.
- 2.14.25. (Added) Provide HQ ACC/A4QT with an IMI monthly status report.
- 2.14.26. (Added) Maintain an Operating Location (OL) at HQ ACC/A4QT to manage the ACC IMI program.
 - 2.14.26.1. (Added) Liaison between 367 TRSS, HQ ACC/A4QT, HQ ACC Functional Managers and CAF Units.
 - 2.14.26.2. (Added) Coordinate IMI development/sustainment support.
 - 2.14.26.3. (Added) Attend Site Activation Task Force (SATAF) meetings--determine IMI feasibility for new weapon systems.
- 3.2.2.2. (Added) Use AF Form 2426, *Training Request and Completion*, or e-mail to request training or record training completions. Individuals will use AF Form 2426, email or established automated process when requesting testing from the MTF. The supervisor or a designated representative must sign the form to be valid and it must contain the same information as the form to include an electronic or digital signature.

3.2.3.1. MTF must maintain a signed copy of AF Form 898 for one year.

3.2.3.2. The MXG/CC may delegate approval authority of the AF Form 898 to the MTF Superintendent/Flight Commander. This delegation must be in writing and maintained in the MTF files. The AF Form 898 may also be used to consolidate ancillary, readiness or MTF requirements but that portion does not require the MXG/CC signature.

4.2. Training Business Area (TBA) and Integrated Maintenance Data System (IMDS) are the only official data systems to manage and track maintenance training requirements for the CAF. Use IMDS to the fullest extent possible so maintenance community training needs can be determined, validated and scheduled as required. Ensure data loaded into the MIS is not duplicated on manual forms or any other means of manual/automated documentation unless specifically exempted in this or other applicable publications. **NOTE:** Training tracked in other automated systems (i.e. SFMIS) will still be managed by the MTF. The MTF Superintendent will determine how this training will be tracked. TBA/IMDS provides full automation of AF Form 623, *Individual Training Record Folder*, processes except maintenance of CDC related forms.

4.3. Administration: IMDS Training Subsystem. The IMDS Training Subsystem is designed to be utilized by the MTF in support of maintenance training administration. The MTF Scheduling Element is the functional manager for the IMDS Training Subsystem. The goal is to use the computer to the fullest extent possible so training needs can be determined, validated and scheduled as required.

4.3.1. (Added) The MTF Superintendent will provide the maintenance database manager (in writing) a list of personnel authorized to update training data in MIS. Only individuals assigned to the MTF or appointed squadron training monitor are authorized to update the training subsystem. Only personnel assigned to the MTF are authorized to update courses scheduled by the MTF.

4.3.2. (Added) The training management sub-system is managed by the Maintenance Training Flight Superintendent. Units will submit access request letters to the MTF Superintendent for authorization to update the training subsystem. The unit and MTF will establish a Memorandum of Agreement (MOA) to identify responsibilities and services that will be provided by each party concerned. Each unit will have a primary and alternate POC for TRIC: ITU updating. Non-maintenance units, tenant units, ANG, Reserves and foreign national organizations will be loaded against a separate IMDS unit code unless mission needs dictate and MXG/CC authorizes in writing.

4.3.4. (Added) MIS products are used to manage the maintenance training program and ensure products are current and available in the Training Management Section. The following products, as a minimum, are used by the MTF and maintenance supervision to manage maintenance programs:

4.3.4.1. (Added) Maintenance Personnel Listing (TRIC: MPL). This product is used to reference employee numbers, work centers, supervisors, squadrons, organization IDs, etc.

4.3.4.2. (Added) Training Forecast (TRIC: TMA). This product is used to assist in forecasting and scheduling of training requirements.

4.3.4.3. (Added) Training Course Table (TRIC: TQE). This product identifies all MIS course codes, narratives, frequency, duration, etc.

4.3.4.4. (Added) Consolidated Training Report (TRIC: CRT). This product identifies class rosters, class schedules, etc. Do not produce this product if the work center supervisor uses MIS screen 727, and procedures are identified (in writing) to ensure scheduled individuals are notified in a timely manner.

4.3.4.5. (Added) Course Status Reports (TRIC: CSR). This product identifies specific course information. Do not produce this product if the work center supervisor uses MIS screen 597/994.

4.3.5. (Added) Awaiting Actions (AWACTs): Work centers will not use AWACT Nones to manage their training. AWACT Nones will have a due date loaded within 90 days of a person assigned to a work center or a training event loaded in the system.

4.3.6. (Added) Waivers: Only use waivers in IMDS when waiving a FTD/MTF course or upon receipt of MXG approved waiver on CAF Form 64. Pregnancy, injuries or other issues that preclude completion of training requirements do not indicate extensive skills justifying the waiver of needed training. Delete the requirement if no longer needed or show member as overdue until training is accomplished.

4.3.7. (Added) Course Codes are used to identify training requirements and tasks in the training sub-system. Prior to loading, deleting or changing local course codes, the ACC Form 20, *Maintenance Training Flight IMDS Course Code Application*, must be completed and coordinated through all of the applicable organizations, regardless of the action. Prior to submitting a request to load, delete, or change an Air Force course codes, the Master Course Table (MCT) request form, must be completed by the unit and coordinated through the MTF Scheduling office, MTF Superintendent, and HQ ACC/A4QT, regardless of the action.

4.3.7.1. (Added) A base local course code review must be accomplished annually. All local course codes must have a reference and POC.

5.1.3. (Added) MTFs may request staff assistance visits (SAV) through HQ ACC/A4QT. Costs for the SAV will be unit funded.

5.2.1.1. (Added) The Flight Superintendent position will be an authorized AFSC 3S2X1.

NOTE: MTF Superintendent or Flight Chief must have the 3S2X1 AFSC to hold the duty title.

5.2.4. (Added) Additional duties assigned to MTF personnel will not detract from their primary duties; e.g., personnel filling the superintendent position will not be assigned full-time first sergeant duties.

5.3.1. (Added) Recommend ACC Maintenance Training Management course attendance within 12 months of assignment to the MTF. Attendance not mandated for overseas personnel.

5.3.2. (Added) MTF Schedulers must attend the ACC MTF Schedulers course within 12 months of assignment to the position. Attendance not mandated for overseas personnel.

5.3.3. (Added) Development Element personnel must attend the ACC Instructional System Designer course within 6 months of assignment to the position. Attendance not mandated for overseas personnel.

5.3.4. (Added) MI training requirements are defined in Chapter 11.

5.4.6. Brief the monthly SOT stand-up briefing at least once each quarter.

- 5.4.11.1. (Added) Develop and submit budget to include items listed in paragraph 2.9.1.
- 5.4.11.2. (Added) Ensure MTF file plan is developed per paragraph 1.31.
- 5.4.11.3. (Added) Appoint primary and alternate supply custodians to manage MTF supply and equipment accounts.
- 5.4.11.4. (Added) Promote continuing education, i.e., CCAF and other advanced degree programs for assigned personnel.
- 5.4.11.5. (Added) Conduct weekly flight staff meeting with all MTF personnel.
- 5.4.12. Access to the Integrated Maintenance Data System (IMDS) Training Sub-System. Since the system reflects certification and maintenance qualifications, update access in the training sub-system is limited to the following personnel:
 - 5.4.12.1. (Added) MTF Commander/Superintendent and assigned flight personnel.
 - 5.4.12.2. (Added) A primary and alternate squadron level monitor, when designated in-writing by the unit commander and approved by the MTF superintendent. See paragraph 2.13. concerning unit training monitors.
- 5.4.19. Assign a POC for coordination of all IMI development efforts.
- 5.4.23. MTF In-House Training Program. The superintendent must establish an In-house Training Program for all personnel assigned to the MTF. The program must be designed with specific goals and objectives for each session to address processes and procedures within the flight. Training sessions must also be scheduled and attendance documented to ensure maximum participation by all flight members. Training can be done as a flight or element; however, all personnel will attend at least one training session each month. Superintendents must establish a six month schedule. The schedule will be updated quarterly and posted where all flight members can review it to prepare for the sessions. Upgrade and qualification training are on-going requirements and will be completed IAW AFI 36-2201, Volume 3.
- 5.4.25. ACC Panel and Fastener Awareness IMI will be included in mission orientation and refresher. Request IMI programs through DAVIS/DITIS.
- 5.4.26. (Added) Serve as MXG liaison for Maintenance Readiness Training Center (MRTC) administrative issues and students (See Chapter 16).
- 5.4.27. (Added) Ensure instructor evaluations are accomplished as prescribed in Chapter 11.
- 5.4.28. (Added) Approve/disapprove all requests to add, delete or change course codes.
 - 5.4.28.1. (Added) Prior to forwarding requests to ACC, validate information against governing instructions.
 - 5.4.28.2. (Added) Verify a course code does not already exist in the MCT.
- 5.5.9. (Added) Ensure unit training monitors (if appointed) enroll and complete the ACC Training Monitor Handbook (C2ADU00TPB7215) within 60 days of being appointed.
- 5.7.1.2. Discuss VI and IMI utilization during training meetings and staff assistance visits as applicable.
- 5.7.1.6. Review and validate workcenter training requirements at least semi-annually. A work center training requirement must be loaded when the majority (51 percent or more) of personnel

in the work center require the course, including CAF directed and CAF MCL courses. Maintain a signed copy until next review is completed.

5.8.1.3. Review local course codes annually. Load, change and delete local course codes as needed within the maintenance table. Document review with a MFR.

5.9.13.2. The tour for an MI assigned to the MTF will be no longer than four years.

5.9.22. (Added) Ensure CTKs are maintained IAW CAF SUP to AFI 21-101, if applicable.

5.9.23. (Added) Establish written procedures with FTD for coordination of FTD ISRs.

5.9.24. (Added) Ensure training plans are developed for assigned personnel.

5.9.25. (Added) Ensure instructor evaluations are accomplished as prescribed in chapter 11.

5.9.26. (Added) Provide QA a list monthly of graduates requiring PEs.

5.9.27. (Added) Establish, maintain and administer the Maintenance Training Learning Center IAW Chapter 14.

5.10.5.2. Requesting new or modifications to FTD Course beyond administrative changes. The following guidance outlines the process to request changes to FTD Courses when adding or deleting task(s) or changing the performance level of task(s) driving changes to actual instructional content of the CCDs.

5.10.5.2.1. (Added) Conduct a CAC to determine and validate course modifications being requested.

5.10.5.2.2. (Added) Coordinate CAC results with squadron and MXG supervision along with other using MTFs.

5.10.5.2.3. (Added) Forward request to ACC/A4QT. ACC/A4QT will then coordinate request with the command functional manager before forwarding it to the 982 TRG. Request package will include:

5.10.5.2.3.1. (Added) CAC minutes and supervision coordination to include other using MTFs.

5.10.5.2.3.2. (Added) Justification for change or new course. Requests for new course must include basic objectives with proficiency codes for each and annual student load.

5.10.5.2.3.3. (Added) MXG/CC approval.

5.10.10. Maintain an inventory of all VI programs and equipment assigned to the MTF.

5.10.17. (Added) Maintain an active interface with Instructor Element, FTD and Training Management Section.

5.11.9. Assist instructors with student issues as necessary.

5.11.14. (Added) Maintain an active interface with work center supervisors, Training Management Section and FTD.

5.11.15. (Added) Ensure only MTF instructors teach mission orientation and refresher courses.

5.11.16. (Added) Initiate Questionnaire/Survey as required.

5.11.17. (Added) Ensure instructors operate and maintain VI equipment.

5.11.18. (Added) Ensure instructors review and sign FTD ISR documentation, as applicable.

5.11.19. (Added) Develop and maintain a folder for each assigned and attached instructor.

5.11.20. (Added) Conduct instructor evaluations as prescribed in Chapter 11. When necessary, the D&I Section Chief or MTF Superintendent may perform instructor evaluations.

6.3.5. Course code documentation must be maintained as historical records until the code is removed from MIS or transferred to the MCT.

6.6.1. Requesting AETC FTD Mobile Training Team (MTT) and TDY Instructor Assistance. If the request is within 90 days, MTFs must submit a justification letter signed by the group commander.

6.7.1. The MTF scheduler will provide information IAW AFI 36-2201 Volume 1, Attachment 5 to the 982 TRG/CCR who will provide approved travel orders NLT 14 days prior to class start date. Contact 373 TRS/TXFR to expedite completion of orders if not received on time. MTF scheduler will fax a copy of paid voucher to 982 TRG/CCR within 14 days of student return. 982 TRG/CCR has the authority to deny future fund cites for units having excessive orders outstanding or unsettled vouchers.

6.8. (Added) MTF to MTF Scheduling Process. This process is used to schedule training between MTFs for AETC/FTD, MTF and MRTC courses.

6.8.1. (Added) MTF will request seats via email, message or fax to the hosting MTF including names.

6.8.2. (Added) Response from host should not be later than 7 duty days after receiving requests.

6.8.3. (Added) Host MTF replies to requesting MTF using ACC Form 21, *Maintenance Training Flight (MTF) Training Confirmation* or other agreed upon format. Ensure that all necessary information is provided to facilitate completion of travel orders and logistical arrangements.

6.8.4. (Added) Host MTF will initiate seat confirmation with the requesting MTF, as well as the student(s) NLT 14 days prior to class start date.

6.8.5. (Added) Requesting MTF will confirm student attendance and notify host MTF no later than 7 days prior to class start date.

NOTE: Failure to confirm will result in loss of seat as determined by the host MTF.

6.8.6. (Added) Host MTF will inform ACC/A4QT of no shows for scheduled training.

6.8.7. (Added) ACC/A4QT will inform the requesting commander of the no show and request justification.

7.3. Establishing Sequential En-route Requirements. Mission requirements may dictate this capability. Request sequential en-route training IAW the Education and Training Course Announcements (ETCA) web page. Sequential training must be held to a minimum.

7.6. (Added) Overseas MTF en-route responsibilities.

7.6.1. (Added) MTFs will develop and maintain a training matrix for assigned maintenance AFSCs. The matrix will include all courses required for each AFSC for the MDSs assigned per the CAF MCL.

7.6.2. (Added) The MTF scheduler will ensure each UTM is provided an inbound roster monthly.

7.6.3. (Added) The MTF will initiate training requests at the beginning of the assignment cycle and coordinate requirement with losing MTF (UTM if no MTF supporting). The gaining MTF has no more than 15 days upon notification of an inbound to coordinate with the gaining workcenter and forward the en route request to the MAJCOM En-route Scheduler for action. Every effort should be made to submit requests at least 45 days prior to a member's report-not-later-than-date (RNLTD) to ensure required scheduling actions can be completed. Requests submitted within 45 days of members' RNLTD may result in personnel not being scheduled.

7.6.4. (Added) Supervisors and unit training managers will use the following factors as a minimum in determining a person's training requirements:

7.6.4.1. (Added) Training history (listed by three-digit PDS code; translations for PDS codes can be found on ETCA).

7.6.4.2. (Added) Member's duty history.

7.6.4.3. (Added) Special Experience Identifier (SEI).

7.6.4.4. (Added) Local training matrix (see paragraph 7.6.1.).

7.6.5. (Added) Sponsor Packages. The gaining MTF will ensure letters concerning en route training are included in each inbound's sponsor package.

7.6.6. (Added) When it is determined an en-route training requirement no longer exists (PCS cancelled/diverted or work center assignment/mission change), the gaining MTF will notify their respective command functional training manager and/or En-route Scheduler to cancel the requirement; also notify losing MTF for action.

7.7. (Added) State-side losing MTF en-route responsibilities.

7.7.1. (Added) Coordinate with gaining MTF and losing Military Personnel Flight to ensure en route course (if required) is included on member's PCS order.

7.7.2. (Added) When it is determined an en-route training requirement no longer exists (PCS cancelled/diverted or work center assignment/mission change) losing MTF will notify their respective command functional training manager and/or En-route Scheduler to cancel the requirement.

7.8. (Added) Short notice en-route requirements. Training requirements for personnel selected for short notice assignments will be coordinated on a case-by-case basis. Once notified of short-notice inbound personnel, gaining MTFs will expedite required actions to schedule training.

8.1. The MTF will develop and teach courses (to include hands-on courses) when the training capability does not exist at their base; to enhance FTD courses; or to reduce the OJT burden on work centers.

8.2. References to Mission Orientation and Mission Refresher are synonymous with Maintenance Orientation and Refresher as they relate to maintenance training.

8.2.1. (Added) MTF will serve as the OPR for developing and conducting orientation and refresher training. To ensure training is standardized across the MXG, both mission orientation

and refresher will be conducted by the MTF.

8.2.2. Personnel assigned to the MXG must attend mission orientation within 60 days of arrival in the work center.

8.2.4. (Added) MTF will use the block training format to consolidate training requirements into one or more consecutive training sessions to the maximum extent possible to facilitate the effective and efficient completion of initial and recurring training requirements.

8.2.5. (Added) Maintenance Personnel (for example, 2A, 2R, 2W and 2P) assigned to units that are not part of a maintenance group but are performing aircraft maintenance duties (i.e. operations group, INTEL squadron, rescue squadron) will attend the host wing's mission orientation/refresher training (if available, within 60 days of arrival) and conduct in-house training on command specific requirements in the workcenter. If the host does not have these courses available, the units must conduct all of the required training in-house. Units will contact their parent wing for training materials (i.e. video tapes, CD ROMS) to satisfy the in-house portion of this requirement.

10.1. Adopted Forms.

AF Form 623, *Individual Training Record Folder*

AF Form 1768, *Staff Summary Sheet*

AF Form 2426, *Training Request and Completion*

AFTO Form 781, *Aerospace Equipment Forms and Historical Documents*

CAF Form 64, *Request for Special Certification*

DD Form 1995, *Visual Information Production Request*

10.2. (Added) Prescribed Forms.

ACC Form 20, *Maintenance Training Flight IMDS Course Code Application*

ACC Form 21, *Maintenance Training Flight (MTF) Training Confirmation*

ACC Form 261, *Instructor Evaluation Checklist*

ACC Form 281, *ISD Project Plan*

Chapter 11 (Added)

MTF MAINTENANCE INSTRUCTORS (MI) AND DEVELOPMENT FUNCTIONS

11.1. (Added) Maintenance Instructors.

11.1.1. (Added) These personnel support maintenance courses and are assigned to the MTF against authorized manpower positions (units not authorized a specific AFSC do not have to submit a waiver request).

11.1.2. (Added) Authorize additional personnel, by AFSC, to teach those courses required by the maintenance community (i.e. avionics, AGE, etc.)

11.1.3. (Added) A qualified individual will teach MTF courses. (See paragraph 11.4. for qualification process)

11.1.4. (Added) Use attached MIs when support does not warrant a full-time instructor. Attached MIs are assigned to their respective work center and function as a part-time instructor. Attached MIs must meet instructor qualification requirements in paragraph 11.2.

11.1.4.1. (Added) Attached MIs are those that teach courses technical in nature to include, but not limited to, test cell, and crash and recovery.

11.1.5. (Added) Criteria to consider when determining the need for instructors:

11.1.5.1. (Added) Number of instructors required to support Trained Personnel Requirement (TPRs).

11.1.5.2. (Added) Quantity, length and type of MTF courses.

11.1.5.3. (Added) Instructor utilization.

11.1.5.4. (Added) Instructor retainability (time remaining on station, overseas return date, and expiration of current enlistment).

11.1.6. (Added) MIs are assigned primarily to support maintenance training programs. The MTF commander or superintendent may use them for other duties to support the MTF as determined.

11.2. (Added) Minimum Instructor Requirements.

11.2.1. (Added) Have a minimum of 1 year experience on the assigned aircraft/equipment.

11.2.2. (Added) Be RED-X certified on course objectives requiring production inspections.

11.2.3. (Added) Be in grade of E-4 or higher. **NOTE:** Specific programs may identify additional instructor qualification requirements (e.g. engine run).

11.2.4. (Added) Have a 5-skill level in the AFSC for which he/she is selected to instruct.

11.2.5. (Added) Complete course qualification process defined at paragraphs 11.4 or 11.5.

11.2.6. (Added) ACC MIs must attend the MRTC MI course or request approval of an equivalent. PACAF, USAFE and all attached MIs will complete a locally taught, CAF approved instructor course.

NOTE: AETC Principles of Instruction or Basic Instructor Course are ACC approved equivalents.

11.2.7. (Added) Complete interview with MTF superintendent and D&I section chief.

11.2.8. (Added) Complete CCAF requirements if teaching a CCAF accredited course.

11.3. (Added) Instructor Records. The Instructor Element NCOIC will maintain a folder for each assigned and attached MI. As a minimum, the folders will contain the following:

11.3.1. (Added) Appointment letter for attached instructor signed by MTF commander/superintendent.

11.3.2. (Added) A current list of instructor's course qualifications.

11.3.3. (Added) All MI QA initial technical evaluations and PEs, see paragraphs 11.4. and 11.5.

11.3.4. (Added) Instructor evaluations, see paragraphs 11.4. through 11.6.

11.3.5. (Added) CCAF degree progress and other applicable certification information.

NOTE: CCAF affiliated MTFs must also comply with folder requirements as directed by the CCAF Policies, Procedures and Guidelines (PPG).

11.3.6. (Added) Approved instructor course waiver, as required.

11.3.7. (Added) Senior Instructor Award certificate, when awarded.

11.4. (Added) Instructor Course Qualification Process. MTF instructors and attached instructors must be qualified to teach their respective courses. As a minimum, each new instructor will:

11.4.1. (Added) Sit in on the course they will be teaching at least once. The instructor may sit in on the course as many times as necessary to feel familiar with course content and presentation methods.

11.4.2. (Added) Teach units/blocks of instruction with a qualified instructor sitting in the course.

11.4.3. (Added) Teach the entire course while being observed by a qualified instructor. The qualified instructor will inform the instructor element NCOIC if or when the instructor is ready to be evaluated for qualification.

11.4.4. (Added) Teach the entire course with the instructor element NCOIC conducting an instructor evaluation. If the evaluation is rated good or better, the instructor is qualified to teach.

11.5. (Added) Instructor Self-Qualification. Due to the non-availability of another qualified instructor, an MI may need to self-qualify on a newly developed course. Upon qualification, that instructor will then qualify any remaining instructors as needed IAW paragraph 11.4. As a minimum, all instructors undergoing self-qualification must complete the following:

11.5.1. (Added) Meet requirements of paragraph 11.2.

11.5.2. (Added) Complete and pass a QA technical evaluation on performance tasks included in the course. Results are recorded on in TBA or automated QA product and included in the instructor folder. See paragraph 11.6.3. for recurring requirements.

11.5.3. (Added) Teach approved course a minimum of two times.

11.5.4. (Added) Complete and pass an instructor evaluation conducted by the MTF superintendent or designated representative. Results are recorded on the ACC Form 261, *Instructor Evaluation Checklist*.

11.6. (Added) MTF Instructor Evaluations (assigned and attached).

11.6.1. (Added) The assigned instructor will receive an initial Personal Evaluation (PE) by QA on a task included in phase 2 or 3 courses they will teach. QA will document the evaluation in the QA database or in TBA. Maintain a copy of the results in the MI folder.

11.6.2. (Added) Instructors will receive an instructor evaluation on ACC Form 261.

11.6.2.1. (Added) During their second qualification class for each course they instruct.

11.6.2.2. (Added) One semi-annually thereafter to ensure sound instructor habits are maintained and lesson plans (LPs) are properly utilized.

NOTE: Follow-up evaluations are required within 30-days when any block is rated "Weak" (W).

11.6.3. (Added) Instructors will receive a PE by QA every 18 months on a task they teach for technical competence/proficiency. QA will document the evaluation in the QA database or members Individual Training Plan (ITP) in TBA. Maintain a copy of the results in the MI folder.

11.6.4. (Added) Senior instructors will receive academic evaluations annually. Senior instructors who receive overall ratings of less than "superior" during their annual evaluations will receive an evaluation semiannually until a superior rating is received.

11.7. (Added) MI Utilization and Proficiency Training Outside the Classroom.

11.7.1. (Added) The MTF must establish a log to document and track instructor utilization. The log should also track lost training time due to equipment or personnel problems.

11.7.2. (Added) The D&I Section Chief will establish a proficiency program that ensures MIs perform at least three days each quarter working in production work centers. This program will be coordinated with the squadrons to ensure instructors are utilized as planned. Establish POCs at each squadron to assist/work with instructors during these back to the flightline proficiency days.

11.8. (Added) MTF Internal Critique Review and Class Packages. MTF critique packages are used to provide feedback to the appropriate personnel on course instruction. MTF critique packages look at the training system from within to determine personnel and system effectiveness. A critique package for each MTF course will be established and maintained.

11.8.1. (Added) The critique and class package will include:

11.8.1.1. (Added) Class Roster.

11.8.1.2. (Added) Name of the Maintenance Instructor.

11.8.1.3. (Added) Student QA evaluations (if applicable).

11.8.1.4. (Added) Course critique/assessment.

11.8.1.5. (Added) Student and supervisor questionnaires (if applicable).

11.8.2. (Added) Route class packages through the appropriate MTF sections/personnel.

11.8.3. (Added) The instructor for the class will provide a summary of the information contained in the class package (i.e. number of students, attitude of students, comments noted from student critiques/assessments/questionnaires and QA evaluation results, if applicable).

11.8.4. (Added) To prevent duplication of the review process, coordination should not begin until all information is received.

11.8.5. (Added) The instructor element is responsible for establishing and monitoring class package suspense dates.

11.8.6. (Added) After class packages are returned, they are forwarded to the development section to be maintained on file.

11.8.7. (Added) Critique/Class packages should be disposed of after 24 month review is accomplished (except CCAF accredited courses which require the class roster to be retained indefinitely).

11.8.8. (Added) An AF Form 1768, *Staff Summary Sheet*, or a locally developed routing form will be used to route completed class packages for phase 2 courses through D&I Chief, MTF superintendent, and/or Flight Commander.

NOTE: MTF Superintendent/Flight Commander is responsible for taking action on unresolved issues/course problems.

11.9. (Added) Student Personnel Evaluations.

11.9.1. (Added) The D&I Section Chief and QA will develop procedures to ensure mandatory PEs are performed for FTD and MTF students as appropriate. The program will be executed as follows:

11.9.1.1. (Added) At least 50 percent of students completing classes with tasks signed off will be evaluated by QA with 100 percent of those tasks evaluated in a calendar year. Courses with low student (25 or less) Trained Personnel Requirement (TPR) are exempt from the 1 year time requirement. However, all efforts will be expended to effectively schedule QA evaluations to meet this program's intent.

NOTE: MIs will not perform the PEs.

11.9.1.2. (Added) Student evaluations will be accomplished NLT 30 days after graduation.

11.9.1.3. (Added) The Instructor Element will provide QA with the applicable CC/TS items trained and certified (signed off on JQS) and QA will select which items are to be evaluated IAW paragraph 11.9.1.1.

11.9.1.4. (Added) A copy of the PE for each student evaluated will be maintained in the applicable class package and student's ITP.

11.9.2. (Added) En-route students identified by the Instructor Element for evaluation will have this requirement accomplished before departure to their gaining organization.

11.9.2.1. (Added) En-route students will not be washed back while in maintenance qualification training (MQT) for failure to meet performance standards.

11.9.2.2. (Added) Results of student PE will be documented in the student's ITP in TBA. Students who fail the evaluation will depart the base as scheduled; however, their failure assessment will be mailed/emailed to their gaining organization.

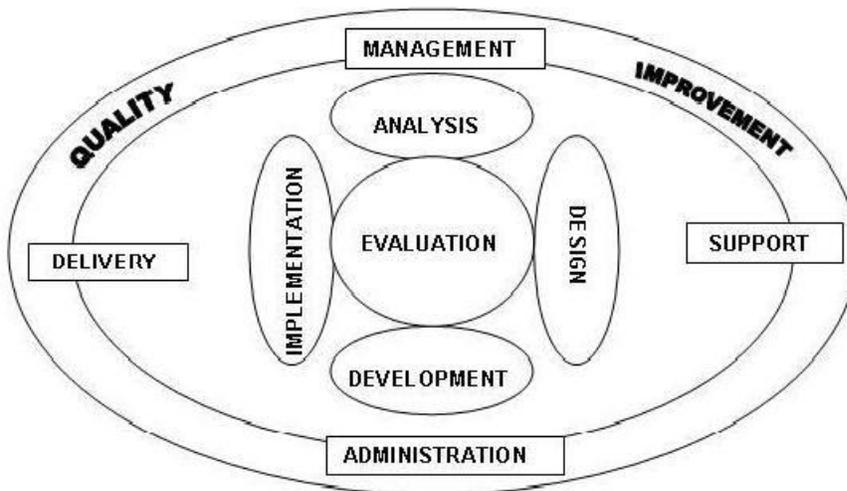
11.10. (Added) MTF Development Function. Paragraphs 11.10. thru 11.31. outline the development function within the MTF. Individuals assigned to this function are responsible for the development and management of courses for aircraft maintenance personnel.

11.11. (Added) Instructional System Development (ISD) Process. Application of the ISD process will be applied to all maintenance training programs. Additional information on ISD can be found in AFMAN 36-2234, *Instructional System Development*, AFH 36-2235, Volumes 1 through 12, *Information for Designers of Instructional Systems*, and AFMAN 36-2236, *Guidebook for Air Force Instructors*. The ISD process is used to plan, develop and manage instructional programs. Task statements are identified which lead to learning objectives with tests developed to measure their attainment (see Figure 11.1). Use Attachment 5 to validate a training need and development of training.

11.11.1. (Added) ISD is a tool that organizes all the activities that go into course development. The full ISD process carries the work of curriculum development all the way from identifying a need for personnel to gain knowledge or develop a set of skills, to improving an established course for better results.

11.11.2. ISD helps produce efficient and effective training. Using ISD minimizes jumping to conclusions and making premature decisions about what to teach and how to teach it. It provides a logical sequential process that is needed to tie planning, development, execution and evaluation together. This systematic process is what any good curriculum developer accomplishes consciously or unconsciously, for course planning. Accountability is a key element in this process.

Figure 11.1. (Added) ISD Process



11.11.3. (Added) The model in Figure 11.1. summarizes the instructional system development process that calls for instructional developers to:

Analyze – if or what instructions are needed.

Design – instructions to meet the need.

Develop – instructional materials to support system requirements.

Implement – instruction under operational conditions.

Evaluate – instruction continually to ensure it remains current, relevant and effective.

11.12. (Added) ISD Project Management. Manage the status of ISD projects through the various stages of production and coordination. Projects can be monitored through various means

as long as it reflects the required data (i.e. wall chart, an automated product, or a general-purpose form, etc.).

11.12.1. (Added) The program status must be kept current at all times and contain as a minimum the information identified below:

11.12.1.1. (Added) Course number, once determined.

11.12.1.2. (Added) Course title, once determined.

11.12.1.3. (Added) Start date.

11.12.1.4. (Added) Required completion date.

11.12.1.5. (Added) Project SME or OPR.

11.12.1.6. (Added) ISD phase (development only).

11.12.1.7. (Added) OPR office symbol.

11.12.1.8. (Added) Status.

11.12.1.9. (Added) Suspense date for course review.

11.12.2. (Added) **ACC Form 281, ISD Project Plan.** Use this form for all courses in development or revision (i.e. one or more objectives have changed or time has been affected by 8 or more hours). Use the form as historical data for the course. Maintain the initial and most current ISD Project Plan with its respective CCDs.

11.13. (Added) Stand Alone Multimedia Programs. Multimedia programs that need no specific instructor involvement are considered stand alone. Data for each locally developed stand alone multimedia training aid will be maintained and include as a minimum:

11.13.1. (Added) Script (for narrated products).

11.13.2. (Added) Course Critique.

11.13.3. (Added) Any background material pertaining to that particular course.

11.13.4. (Added) Certification sheet.

11.13.5. (Added) 24-Month reviews including AF Form 1768 or automated coordination.

11.14. (Added) MTF Course Catalog. Each MTF will develop and maintain a current catalog that shows available courses.

11.14.1. (Added) The Course Catalog should be of local design and will be formatted as follows:

11.14.1.1. (Added) Course Title.

11.14.1.2. (Added) Course Number.

11.14.1.3. (Added) Duration.

11.14.1.4. (Added) A brief synopsis of each course.

11.14.1.5. (Added) Course prerequisites.

11.14.2. (Added) The Course Catalog will include, as a minimum, a listing of:

- 11.14.2.1. (Added) MTF courses.
- 11.14.2.2. (Added) AFETS/CETS courses.
- 11.14.2.3. (Added) Multimedia Programs to include IMI courses.
- 11.14.2.4. (Added) FTD courses if not published separately.
- 11.14.3. (Added) Distribute the catalog or web site link to the following individuals and organizations:
 - 11.14.3.1. (Added) UTMs.
 - 11.14.3.2. (Added) Wing, Group and Squadron commanders.
 - 11.14.3.3. (Added) Unit Training Monitors.
 - 11.14.3.4. (Added) Host FTD.
- 11.14.4. (Added) Additions or deletions to the catalog will be made as required.

11.15. (Added) Curriculum Advisory Committee (CAC) Process - after initial analysis of an apparent need is conducted.

11.15.1. (Added) Prior to the CAC meeting, the course developer or ISD technician must conduct a needs and task analysis for any new request for training, see Attachment 5.

11.15.2. (Added) During the initial part of the CAC meeting the ISD technician or course developer will outline the results of their analysis and give their recommendation on what course of action to take.

NOTE: Units will identify their requirements (in writing) to the MTF superintendent prior to the CAC meeting. Potential user MTFs (see paragraph 11.22.2.2.) will be solicited for input.

11.15.3. (Added) The committee will be composed of:

11.15.3.1. (Added) MTF superintendent (initial request).

11.15.3.2. (Added) UTM(s) of affected unit(s).

11.15.3.3. (Added) D&I Section Chief , Instructor Element NCOIC and lead instructor.

11.15.3.4. (Added) FTD representative.

11.15.3.5. (Added) SMEs for subject training.

11.15.4. (Added) CAC Responsibilities.

11.15.4.1. (Added) Meet when a requirement is identified and during the course review process (when necessary). D&I can conduct initial reviews electronically; however, if significant changes are requested, a physical CAC meeting must be held. Maintain copies of electronic coordinations until completion of next CAC.

11.15.4.2. (Added) Ensure the ISD process is used to determine if a training need exists.

11.15.4.3. (Added) Discuss training constraints and possible workarounds.

11.15.4.4. (Added) Discuss all possible alternatives to satisfy the training request from OJT to formal FTD course. The integration of IMI should be explored throughout all CAF training programs; i.e., ancillary, FTD, MQT and OJT.

11.15.4.5. (Added) Discuss and recommend the most cost effective and efficient methods to conduct training.

11.15.4.6. (Added) Discuss the task(s) to be trained and proficiency levels to be targeted.

11.15.4.7. (Added) Determine training agency best positioned to conduct needed training. Refer to paragraph 5.10.5.2. when FTD or AETC will be asked to develop formal training.

11.15.4.8. (Added) Recommend the best course of action to resolve training issues.

11.15.4.9. (Added) Publish minutes within 20 duty days and coordinate inputs/recommendations with appropriate organizations to include known/potential user MTFs.

11.15.4.10. (Added) Forward written minutes/recommendations to the MTF superintendent prior to MXG/CC review.

11.15.4.11. (Added) Forward written minutes/recommendations to the MXG/CC for approval or disapproval no later than 30 days after holding CAC.

11.15.5. (Added) The MXG/CC is final approval authority of all group level CAC actions.

11.16. (Added) Course Control Documents. All courses will be developed using the ISD process. The MTF will develop courses using a combined Course Chart/Training Standard and a Plan of Instruction (POI). Each instructor will then develop a personalized LP for each course taught.

11.16.1. (Added) Instructors use CCDs to identify and standardize training requirements for specific courses of instruction. Structured maintenance training that provides task qualification or certification will have CCDs, (i.e. egress, engine run/certification, borescope). CCDs and POIs will be formatted on bond paper (see Attachment 8, *Sample Course Chart/Training Standard* and Attachment 9, *Plan of Instruction Format*).

11.16.2. (Added) Do not write on CCDs except for formal changes to the course. Formal changes to CCDs should be made during the 24-month review. However, changes can be made by publishing write-in or page changes as identified in AFI 33-360, *Publications and Forms Management*. If formal changes are made, ensure the "MASTER" set of CCDs in the development section reflects the change. CCDs are not required for IMI and CBT courses.

11.16.3. (Added) Training courses require CCDs when:

11.16.3.1. (Added) Directed by publications.

11.16.3.2. (Added) Directed by higher headquarters.

11.16.3.3. (Added) Directed by the MXG/CC.

11.16.3.4. (Added) Recommended by the CAC and approved by the MXG/CC.

11.16.4. (Added) CCDs, as a minimum, will consist of:

11.16.4.1. (Added) ACC Form 281 (master only).

11.16.4.2. (Added) Course background material (results of CAC, Project Plan, etc.).

11.16.4.3. (Added) AF Form 1768 for current completed CCD coordination (sample at Attachment 7, *Sample AF Form 1768*).

11.16.4.4. (Added) A Cover Page (Attachment 8).

11.16.4.5. (Added) A Course Chart/Training Standard (CC/TS) (Attachment 8).

11.16.4.6. (Added) A Plan of Instruction (Attachment 9).

11.16.5. (Added) When organizing objectives, it is best to start with the known or more simple tasks and build from there. Use blocks and units to identify each portion of instruction in the POI.

11.16.5.1. (Added) A block of instruction is defined as multiple units that make up a given set of related lessons.

11.16.5.2. (Added) A unit of instruction is defined as an individual lesson.

11.17. (Added) Dating of CCDs. Normally the CC/TS and POI will have the same date; however, if changes are made to the POI and do not affect the CC/TS, only the POI would have the most current date. Dates on the CC/TS would not change. Use the date signed/approved by the MXG/CC or HQ ACC/A4QT as the POI, CC/TS date and for the ISR Year/Month.

11.18. (Added) Numbering System for CCDs. Use the standardized numbering system for all local CCDs (Attachment 6, *Course Control Document (CCD) Numbering Format*).

11.19. (Added) Combined Course Chart/Training Standard (CC/TS). The CC/TS is an official part of the CCD that defines the training specifications for a particular course. It prescribes these qualitative requirements in terms of tasks, knowledge and proficiency levels. The CC/TS will be developed IAW Attachment 8 and will be used as the basis for the development of the POI. As a minimum, the CC/TS will contain the following:

11.19.1. (Added) Cover letter/approval page.

11.19.2. (Added) Proficiency Code Key.

11.19.3. (Added) Table I, Course Chart/Training Standard

11.19.3.1. (Added) Enter the heading for Table I.

11.19.3.2. (Added) Course Number. Use locally developed course number as identified in Attachment 6.

11.19.3.3. (Added) Office of Primary Responsibility (OPR) and Office of Collateral Responsibility (OCR). Enter the primary MTF and user or potential user MTFs.

11.19.3.4. (Added) Course Security Classification. Enter the highest security classification of any information/material covered in any unit/block of instruction. If the course does not cover classified information, enter UNCLASSIFIED.

11.19.3.5. (Added) Course Length. Enter the number of academic days based on the standard 8-hour training day.

NOTE: One CCD can be used for more than one model of equipment if broken down in units or blocks of instruction.

11.19.3.6. (Added) Effective Date. The date the course is signed by the approval authority.

11.19.3.7. (Added) CAC completion date and Instructional System Review Month. Document the date the CAC was completed and the next review due date (Month/Year).

11.19.3.8. (Added) Target Population. (Rank, experience, AFSC, backshop, etc.)

11.19.3.9. (Added) Entry Prerequisites. Enter only mandatory prerequisites. If there are no course prerequisites enter "none".

11.19.3.10. (Added) Instructor-to-Student Ratio. Academic and practical instructor-to-student ratios serve as a guide to class scheduling and planning. Failure to correctly establish these ratios can result in manpower waste, improper student instruction/evaluation or excessive course lengths.

11.19.3.10.1. (Added) Academic Ratio. The optimum number of students one instructor can effectively manage through discussion, demonstration and teaching activity to cover knowledge-oriented objectives in the prescribed combined CC/TS.

11.19.3.10.2. (Added) Practical Ratio. The optimum number of students (group and subgroup) one instructor can effectively manage during progress checks to determine student ability to complete performance-oriented objectives within the allotted time. This ratio may be equal to or smaller than the academic ratio. For courses with varying ratios for different performance activities, identify the practical performance activities in the POI.

11.19.3.11. (Added) Technician Assistance: When the Instructor-to-Student ratio is exceeded for practical application, the assistance of qualified technicians/instructors will be required.

11.19.3.12. (Added) Course Content:

11.19.3.12.1. (Added) Enter course orientation, introduction and time allotted as the first unit of instruction.

11.19.3.12.2. (Added) Block(s)/unit(s) of instruction and time allotted.

11.19.3.12.3. (Added) Enter course critique/assessment, graduation and time allotted as the last unit of instruction.

11.19.3.12.4. (Added) Enter total hours.

11.19.3.12.5. (Added) Enter any notes applicable to Table I (Course is/is not CCAF Degree/Certificate applicable, etc.).

11.19.4. (Added) Table II, Course Support Resources

11.19.4.1. (Added) The format of Table II is determined by the type and amount of equipment, administrative, operational and facilities support detail needed to obtain/schedule course support. Generally, equipment is in the first paragraph and other support requirements detailed in the second. The Development Element establishes format and content of the course support resources list.

11.19.4.2. (Added) Summary of Changes. Enter a brief summary of major course and/or equipment changes, time blocks or units. This data in turn correlates with the applicable CC/TS and POI.

11.20. (Added) Plans of Instruction. POIs are used to manage and conduct training programs (Attachment 9). The POI converts task and knowledge statements identified in the CC/TS into behavioral objectives. Some behavioral verbs are listed at the end of Attachment 1, *Glossary of References and Supporting Information* to assist when developing criterion objectives. Each unit of instruction will have criterion objectives. Criterion objectives consist of condition, behavior

and standard statement. The POI contains teaching steps, CC/TS references, student measurement, duration, support materials, and guidance factors.

11.20.1. (Added) Ensure POIs have an orientation unit that is not measured. Limit the course orientation to a maximum of one hour. If necessary, give student handouts to supplement orientation and introductory material.

11.20.1.1. (Added) Cover the following:

11.20.1.1.1. (Added) Course completion criteria.

11.20.1.1.2. (Added) Course overview and administration.

11.20.1.1.3. (Added) Student critique/assessment program.

11.20.1.1.4. (Added) Benefits and credits awarded by CCAF, only if applicable.

11.20.1.2. (Added) The following subjects may be included if applicable to the course:

11.20.1.2.1. (Added) Conservation of energy.

11.20.1.2.2. (Added) Environmental Awareness.

11.20.1.2.3. (Added) Privacy Act.

11.20.1.2.4. (Added) Maintenance Information Systems (e.g. IMDS and TBA).

11.20.1.2.5. (Added) Fraud, Waste and Abuse.

11.20.1.2.6. (Added) Security.

11.20.1.2.7. (Added) Forms documentation.

11.20.1.2.8. (Added) Academic Freedom (Mandatory for CCAF affiliated MTFs).

11.20.2. (Added) Each unit of instruction (except the orientation and graduation units) contains one or more objectives, supporting teaching steps, and instructional guidance.

11.20.3. (Added) Integrate job-oriented safety, environmental issues, forms documentation, MIS inputs, the Air Force technical data system and other publications applicable to the Air Force Specialty throughout the course.

11.20.4. (Added) Actual instructional times may vary due to difference in class size or student ability.

11.20.5. (Added) The standard POI should include the pages listed below:

11.20.5.1. (Added) Cover Page. The cover page may be of local design with unit aircraft or emblem unless the POI is for a CAF course.

11.20.5.2. (Added) "A" Page. Change numbers will indicate whether the specific page is from the original document or modified by a review. Use the word "original" to state the page is from a new CC/TS. If the CC/TS is changed, a number reflecting the change sequence will replace the word "original". For example, pages 10, 11 and 12 are changed first, then a second change affects pages 7 and 8; the pages will be listed on a separate line with "change 1" and "change 2" replacing the word "original."

Example:	1-6	Original
	7-8	Change 2

10-12 Change 1
13-XX Original

11.20.5.3. (Added) Page i, signed by MXG/CC for MTF CCDs or HQ ACC/A4QT for CAF CCDs.

11.20.6. (Added) The POI format contains the following:

11.20.6.1. (Added) Course Title: Enter the same title as on the CC/TS. Abbreviate if necessary.

11.20.6.2. (Added) Unit Title.

11.20.6.3. (Added) Support Material and Guidance.

11.20.6.4. (Added) Student Instructional Material.

11.20.6.5. (Added) Audiovisual Aids.

11.20.6.6. (Added) Training Equipment.

11.20.6.7. (Added) Instructional Method.

11.20.6.8. (Added) Instructional Guidance.

NOTE: Identify support materials and provide guidance for each unit of instruction. Instructional guidance will include any supplemental information not included in objective or teaching steps.

11.20.7. (Added) Block of Instruction. Enter the block of instruction title that corresponds to the title in Table I of the CC/TS. The block of instruction format contains the following:

11.20.7.1. (Added) Criterion Objective.

11.20.7.2. (Added) CC/TS Reference number. Enter the CC/TS reference number satisfied by the objective.

11.20.7.3. (Added) Proficiency Level.

11.20.7.4. (Added) Measurement. Enter "O" (Oral), "W" (Written), or "P" (Performance) or combination thereof.

11.20.7.5. (Added) Time.

11.20.7.6. (Added) Teaching Steps.

11.20.7.7. (Added) Instructional Guidance.

NOTE: For orientation/familiarization and continuation training refresher course not utilizing a formal measurement tool, enter "Meas: N/A".

11.20.8. (Added) POI Continuation Sheets. Center the heading "COURSE CONTENT" at the top of the page. Type the POI course number, block, unit, page number and date at the bottom of each page. Page numbers are continuous from Block 1 through course completion.

11.20.9. (Added) Each block of instruction will cover one or more criterion objectives. Begin each criterion objective statement on a separate POI continuation sheet. Blocks of instruction with multiple objectives will be broken into units each beginning at the top of a continuation sheet followed by its teaching steps and instructional guidance (Attachment 9).

11.20.10. (Added) When outlining POIs, general formatting rules will apply. For example, if using a "1" you must use a "2" if using an "a" you must use a "b" and so forth. When numbering multiple blocks of instruction, each unit of a new block of instruction will start with the number 1. For example, Block 1, Units 1 through 5, Block 2, Units 1 through 3, etc.

11.20.11. (Added) Time. Enter the time that corresponds to the hours shown in Table I of the CC/TS. Enter the time to the right of each objective if the unit of instruction contains more than one objective.

11.20.12. (Added) Teaching Steps. These are steps of learning, presented in statements of subject matter content or in behavioral (action) terms, which lead to the attainment of a criterion objective. Each teaching step will be directly related to and support the objective.

11.20.13. (Added) Instructional Guidance. Enter for each criterion objective to provide standardized guidance to instructors on how to develop the lesson. Do not introduce new material that should be included as teaching steps. Do not repeat teaching steps unless further explanation is required.

NOTE: (Added) The following instructional guidance should be inserted in the course orientation for all courses which contain assessments for task performance objectives: "Inform the students that their accomplishment of each course objective will be assessed by the instructor through the use of a performance checklist (T.O., checklist, etc). The instructor is the evaluator and does not become involved in student performance unless any violation of technical data or action could result in personal injury, damage to equipment, or render the equipment unreliable. An instructor assist will also be given when the student is unable to proceed toward the accomplishment of the objective due to lack of knowledge. The students should be told they are being evaluated and how many instructor assists will be allowed before each assessment."

11.20.14. (Added) Special Instructions. Include any needed special instructions, i.e., use of audiovisual aids, specific use of equipment, use of host technician assistance, safety precautions, environmental awareness, FOD prevention, and administration of egress checks. When students use egress equipped aircraft or cockpit-configured trainers to perform course objectives include the following statement: "The instructor should demonstrate egress safety inspection procedures during the first course objective which requires COCKPIT entry. The instructor should observe the student performing egress safety inspections on each additional objective requiring cockpit entry."

11.20.15. (Added) Course Critique/Assessment and Graduation: Unit 4 of Attachment 9 provides the items normally covered in all courses.

11.21. (Added) Course Validation Process. Validate new MTF courses and those MTF courses with major revisions (a change in 25% or more of the criterion objectives) before approval. Course validation is a process by which curriculum materials, instructional procedures, training media, and training materials for instructional accuracy, adequacy, suitability for presentation, and training effectiveness are reviewed. It is a quality improvement tool that helps identify problems during development so revisions can be made. Validate segments, units or blocks as they are developed.

NOTE: Major revisions consist of a change of more than 25% of course objectives and are determined by the course developer and instructor.

11.21.1. (Added) Validation Plan. Develop a plan before course validation to provide

curriculum developers and instructors with a "roadmap", to add structure and credibility to the validation process. It will contain the following:

11.21.1.1. (Added) Description of the course to be validated (objectives, method, and media).

11.21.1.2. (Added) Validation procedures and schedule.

11.21.1.3. (Added) Number of students in the small-group tryout.

11.21.1.4. (Added) Total number of tryouts.

11.21.1.5. (Added) Documented results.

11.21.1.6. (Added) How problems will be resolved.

11.21.1.7. (Added) Revision schedule.

NOTE: (Added) Remember, include only necessary information in the validation plan and keep it simple.

11.21.2. (Added) A tentative POI will be developed and used during the course validation process. Ensure the tentative POI is reviewed by the development element before the start date of the first validation class.

11.21.3. (Added) Ensure training conducted during validation satisfies all course proficiency codes or behavioral statements listed in the training standard. Otherwise, a training deficiency occurs.

11.21.4. (Added) As a minimum, conduct two small group tryouts (selected students) during course validation to determine if the instruction is appropriate and effective for the targeted trainee/student population and award course credit to students upon completion of small group tryout.

11.21.5. (Added) Conduct one operational tryout with the target population and award course credit to students upon completion of operational tryout.

11.21.6. (Added) After the validation is completed and revisions have been made, the revised POI will be coordinated through the various agencies for final approval and signature by the MXG or HQ ACC/A4QT for CAF CCDs.

11.21.7. (Added) Maintain validation documentation with the master CCD.

NOTE: If problems arise, conduct a working group meeting between the small group tryouts.

11.22. (Added) Review, coordination and approval of CCDs.

11.22.1. (Added) All CCDs will be reviewed every 24 months except deactivated courses.

11.22.2. (Added) Establish a suspense file to ensure CCDs are reviewed on time. MTFs that are primary for CAF courses should allow additional coordination time for user MTFs.

11.22.2.1. (Added) The term Primary MTF, refers to those designated by A4QT as primary owners of a CAF level CCD that is shared with other MTFs.

11.22.2.2. (Added) The term User MTF, refers to those MTFs that utilize CAF level CCDs and provide SME coordination during reviews.

11.22.3. (Added) Use the AF Form 1768 to coordinate CCD reviews. An automated package

may be used for coordination. Printed copies of automated coordination must be maintained in the "MASTER" CCD file. User MTFs may coordinate via email or other electronic means.

NOTE: (Added) Must have official electronic signature for coordination if using an automated system.

11.22.4. (Added) Significant changes to objectives or proficiency levels require convening of a CAC.

11.22.5. (Added) The MTF Commander/Superintendent will sign the AF Form 1768. Each coordinating office will be suspended 3 duty-days for their input. The MXG/CC will have 5-duty days for approval. As a minimum, coordination will be required from the following individuals or offices:

11.22.5.1. (Added) SME(s) to include user MTFs for CAF CCDs.

11.22.5.2. (Added) Appropriate maintenance supervision.

11.22.5.3. (Added) Development Element.

11.22.5.4. (Added) QA.

11.22.5.5. (Added) Wing Safety, as determined by the MTF.

11.22.5.6. (Added) Maintenance Group Commander (approval authority).

11.22.5.7. (Added) HQ ACC/A4QT for CAF CCDs only (approval authority).

11.22.6. (Added) Once coordination is completed and the CCDs have been approved, a copy of the **MASTER** CCD and AF Form 1768 will be forwarded to applicable instructors. CAF CCDs will also be forwarded to HQ ACC/A4QT and user MTFs.

NOTE: IAW AFI 36-2304, CCAF affiliated schools will forward one copy of the MASTER CCD for degree/certification evaluation.

11.22.7. (Added) If the MXG/CC changes after the CCDs have been approved, signature pages for the "CC/TS and Foreword" remain valid until the next course review/revision.

11.22.8. (Added) Use of CCDs.

11.22.8.1. (Added) Each instructor will be provided with the approved CCDs for the course(s) they will teach.

11.22.8.2. (Added) The CCDs in the instructor's possession will be current and match the master file set maintained in the Development Section. Instructors will personalize their copy of the POI. This will be accomplished by using a lesson plan. Except as prescribed, do not write on the CCDs.

11.23. (Added) Lesson Plans (LP) and Personalization. The purpose of the LP is to guide the instruction. LPs are an approved plan for instruction that provides specific definition and direction to the instructor on the learning objectives, equipment, instructional media material requirements and conduct of training. Attachment 10, *Sample Lesson Plan Format*, provides LP formatting and content guidelines. The cover page may have MAJCOM/unit patches, weapon system symbols, etc. as long as it does not detract from the professional appearance of the LP.

NOTE: Instructors normally have their own personalization. One may use a joke in his attention step while another might use a personal experience. The LP lays out how an individual

instructor will teach the course as it is prescribed by the CC/TS and POI.

11.23.1. (Added) Each instructor maintains a current approved LP for each course the instructor is qualified to teach.

11.23.2. (Added) The LP will be approved for use by the D&I section chief or MTF superintendent.

11.23.3. (Added) LP approval certifies the LP adequately outlines the subject, contains adequate support material to ensure student achievement of objectives is current as determined by the instructor supervisor and the instructor is qualified and able to use the LP to adequately teach the lesson.

11.23.4. (Added) LP approval will be annotated on the course cover sheet.

11.23.5. (Added) LP approval is required prior to initial use, when revised, and within 24 months since the last review.

11.23.6. (Added) The LP consists of an introduction, body and conclusion for each unit of instruction. The orientation is incorporated into the courses first introduction section. The introduction includes Attention, Motivation, Overview and Transition.

11.23.6.1. (Added) Attention. The attention step is used to alert the trainees that the instructor is ready to begin the lesson. It is used to gain the attention of the trainees.

11.23.6.2. (Added) Motivation. The motivation step is used to gain the trainees interest in the training. This step may combine with the attention step. The instructor should explain why it is important for the trainees to learn the information that will be presented during the training session.

11.23.6.3. (Added) Overview. An overview provides an explanation of what to expect during the lesson. It normally includes an explanation of the objectives and the major teaching steps. The overview provides a "roadmap" to help the student follow the lesson.

11.23.6.4. (Added) Transition. The transition step allows the instructor to move from the introduction to the body of the instruction. It is also used to focus the students' attention on the first major teaching step.

11.23.7. (Added) Body. The body identifies the objective, teaching steps and sub-steps. For longer blocks/units of instruction, use interim summaries as needed. The body may be developed in one or two column format.

11.23.8. (Added) Conclusion. After the last teaching step of each objective, a summary of the information presented is performed. The conclusion should contain a summary, remotivation and closure.

11.23.8.1. (Added) Summary. The summary is used to remind the student of the objective and the major teaching steps of the lesson. This step allows the trainee to review the information learned and clear up any misconception. The summary should reemphasize safety and the use of T.O.s, if applicable, and reiterate the importance of understanding material presented and summarize key points. Any other items deemed appropriate by the instructor may be included. It should not introduce new material.

11.23.8.2. (Added) Remotivation. The remotivation step allows the instructor to remind the

trainee why it is important to remember what was taught and how the information applies to him/her.

11.23.8.3. (Added) Closure. The closure statement is to let the trainee know the lesson is over.

11.24. (Added) Student Training Materials.

11.24.1. (Added) Student training materials, such as handouts, programmed texts and study guides will have the following statement in bold letters placed on the bottom of the cover page of each publication: **"FOR TRAINING PURPOSES ONLY. DO NOT USE ON THE JOB."**

11.24.2. (Added) Student training materials will display the course identification number plus one of the following codes:

11.24.2.1. (Added) HO Handout.

11.24.2.2. (Added) PT Programmed Text.

11.24.2.3. (Added) SG Study Guide.

11.24.2.4. (Added) WB Workbook.

11.24.3. (Added) Cover sheets for student training materials may be of local design.

11.24.4. (Added) Student training materials will not contain or serve as a replacement for technical data. Classified Materials, if used, will be appropriately marked and controlled.

11.24.5. (Added) Reference student training materials in the applicable POI.

11.25. (Added) Student Measurement. Student measurement in maintenance training is a systematic process used to determine if a student can perform the behavior(s) specified in an objective. Measurement devices such as performance evaluations, written tests and oral questions are used to evaluate student achievement of course objectives.

NOTE: Student measurements (standards) are not required in behavioral statement for familiarization or orientation criterion objectives.

11.25.1. (Added) Student Measurement Process:

11.25.1.1. (Added) Evaluate or test students on course objective before graduation.

11.25.1.2. (Added) Identify students who need special individual assistance or additional training.

11.25.1.3. (Added) Inform students of their progress in the course, stimulate effective learning and reinforce knowledge and skills.

11.25.2. (Added) Student Measurement Requirements. The following courses will have written tests and, when required, a performance evaluation:

11.25.2.1. (Added) Certification courses.

11.25.2.2. (Added) ACC Formal Courses.

11.25.3. (Added) Use a performance evaluation, written evaluation or a combination of both when an objective requires the student to perform a task.

11.25.4. (Added) Subject knowledge evaluations may be written or oral evaluations. If oral evaluations are used, the instructor must develop a list of questions to ensure standardization for

each class.

11.25.4.1. (Added) Determine the number of test questions required based on the complexity and criticality of the subject matter. The test must be comprehensive in nature and sample all course objectives. For additional test development information refer to AFH 36-2235, Volume 12, *Information for Designers of Instructional Systems Test and Measurement Handbook*.

11.25.4.2. (Added) Written tests are based on a pass/fail system with 70 percent as the minimum passing score. This standard does not apply to training programs that have different requirements.

11.25.4.3. (Added) Students who fail a written test must wait at least 24 hours before re-testing. Students are re-tested using an alternate test. Complete a thorough review of the failed objective before re-testing is accomplished.

11.25.4.4. (Added) Students who fail a behavioral objective must receive remedial instruction. After remedial training is completed, students can then be reevaluated on the failed behavioral objective.

11.25.5. (Added) Task/performance evaluations are used for criterion objectives that require students to perform tasks.

11.25.5.1. (Added) For task/performance evaluations, a criterion objective checklist may be developed and used. However, do not use this checklist in lieu of technical data. Measure all evaluations using applicable technical data as reference.

11.25.5.2. (Added) Task/performance evaluations will be based on the 3c proficiency level and must be performed with 100% accuracy.

11.25.5.3. (Added) Students who fail the task/performance evaluation will receive remedial OJT training and will be reevaluated. If the student repeatedly fails the performance evaluation, the instructor will document the students training record showing non-certification of that task.

11.25.6. (Added) Use one or more of the following letter codes to define student measurement requirements for each objective in the POI: Performance (P), Written Test (W), Oral Questions (O) or combination thereof.

11.25.7. (Added) Refer to AFH 36-2235, Volume 12 and AFMAN 36-2236 for further guidance on test development.

11.26. (Added) Technical Data for Training.

11.26.1. (Added) Technical data such as T.O.s, job guides, inspection work cards and checklists will serve as the primary instructional material when conducting training on maintenance or operational aircraft systems and equipment.

11.26.2. (Added) Students will use published technical data when operating or performing maintenance on aircraft systems, subsystems or aerospace ground equipment (AGE).

11.26.3. (Added) Supplemental literature may be developed when technical data is unavailable or insufficient. The course SME/s will approve this material prior to use.

11.27. (Added) Course Critiques/Assessments.

11.27.1. (Added) Course critiques/assessments look at the training system from within to determine system effectiveness and quality. They are required for all maintenance training

programs and may be completed individually or as a group. However, individual critiques/assessments are highly recommended. Course critiques/assessments will be disposed of after course reviews.

11.27.2. (Added) Maintain blank critiques/assessments or electronic version.

11.27.3. (Added) Negative comments and comments recommending improvement will be answered by the instructor or course administrator and endorsed by the MTF Superintendent.

11.27.4. (Added) VI Programs. Stand-alone programs should be critiqued periodically with a copy of the critique sent to the OPR (i.e. 367 TRSS) for review. Programs that are part of a course of instruction, such as maintenance orientation, do not require a separate critique/assessment.

11.28. (Added) Test Development. The primary purpose of testing is to assess the students' attainment of the behavior specified in the objectives. To ensure tests adequately measure the objective, the performance required in the test must match the performance required in the objective. Test development should happen immediately after objectives have been written. All testing material must be secured when not in use. For additional guidance on test development see AFH 36-2235, Volume 12.

11.28.1. (Added) Test Characteristics. When developing tests, course developers must consider several characteristics. These characteristics ensure tests measure what is intended each time they are administered. The characteristics of quality tests are validity, reliability and usability.

11.28.2. (Added) Types of Tests. When developing tests, selected items should be clear and concise. The following are types of tests used:

11.28.2.1. (Added) Performance Tests.

11.28.2.2. (Added) Written Tests.

NOTE: Written tests will be administered using the Perception automated testing program (ACC only) with the exception of Engine Run Emergency Procedures essay tests. These tests may remain in written form.

11.28.2.1.1. (Added) Selection (multiple choice, true/false, matching).

11.28.2.1.2. (Added) Supply (fill in the blanks, short essay).

11.28.3. (Added) Develop a test for each course that requires written measurement.

11.28.3.1. (Added) Units must have a documented back-up plan for administering tests if automated testing becomes unavailable for an extended period of time.

11.28.3.2. (Added) Units cannot send any test to a deployed location.

11.28.3.3. (Added) Automated tests will have a test question bank with at least 75% more test questions than required for the test. For example, a test consisting of 20 questions would need a test question bank with at least 35 questions.

11.28.3.4. (Added) All tests must have a Test Compromise Statement (Attachment 11, *Sample Test Compromise Statement*).

11.28.4. (Added) Test booklets may be of local design and as a minimum will include:

11.28.4.1. (Added) Cover page.

11.28.4.2. (Added) Instruction page.

11.28.4.3. (Added) Control number.

11.28.4.4. (Added) Date.

11.28.4.5. (Added) Test Compromise Statement (Attachment 11).

11.28.5. (Added) Sequentially number test booklets. Label one copy as the "MASTER" and identify the references used to develop each test question. In addition, include a "MASTER" answer key with the master test.

NOTE: Phase I and II Engine Run tests will be structured so emergency procedure questions are readily identifiable. For example, Part I - Emergency Procedures; Part II - General Engine Run Procedures.

11.28.6. (Added) Emergency procedures questions will be in essay format to ensure they are committed to memory IAW AFI 21-101.

11.29. (Added) Test Analysis. Analyze all test items for possible problems or negative trends.

11.29.1. (Added) For initial test validation, conduct a test analysis after six test administrations or 30 samplings, whichever comes first. Once the test has been validated, analyze test at least quarterly.

11.29.2. Conduct analysis using the following as a minimum:

11.29.2.1. (Added) Run test analysis reports monthly using Windows Reporter (Perception) to compile data. If Perception is not used, compile reports reflecting number of times each question was tested and the number of times each was missed.

NOTE: (Added) To accomplish the necessary reports using the automated test management software Perception, reference the *Air Combat Command's Guide to Perception*, Chapter 8. Book is available from the HQ ACC/A4QT CoP at <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-TE-AC-42>; click on Downloads folder located under document management.

11.29.2.2. (Added) Monthly reports will be maintained on file until the quarterly test analysis MFR has been completed. The reports kept on file are the Assessment Overview and Question Statistics. Monthly reports are cumulative. (January will include all January students; February report will include January and February students, etc.)

NOTE: Reports may be kept digitally versus paper.

11.29.2.3. (Added) Test will be analyzed at least quarterly unless covered by other guidance. Document analysis in an MFR and file (in the master CCD file, if course related) for 24-months or upon completion of next course or test SME review. MFRs will include the following:

11.29.2.3.1. (Added) Identification of high missed test questions. A question will be considered high miss if 33 percent or more students miss the question.

11.29.2.3.2. (Added) Assessed cause.

11.29.2.3.3. (Added) Corrective actions implemented.

11.29.6. (Added) Include all MFRs in the SME review.

11.30. (Added) Management of Unclassified Testing Materials. Control test materials at all times to prevent compromise. Tests may be administered open or closed book. However, closed book is required for all courses requiring certification. Examples of courses, which have test materials, are Engine Run Training Program (ERTP), IMI and MQT. Unit procedures are as follows:

11.30.1. (Added) All testing materials, to include removable media, will be stored in a secure, locked file cabinet or safe and identified on the master test control log. Tests must be stored separate from non-testing material.

11.30.2. (Added) Use the master test control log to inventory tests quarterly.

11.30.3. (Added) Tests will be controlled through a sign-out and sign-in log when removed from the testing room.

11.30.4. (Added) Tests for courses used to assess or measure the applicable course objective/material will be reviewed at the same time as their respective CCDs. Tests identified in AFI 21-101, AFI 36-2232 and CAF SUPs supporting certification are reviewed bi-annually.

11.30.4.1. (Added) Accomplish review on same AF Form 1768 used for the CCD review.

11.30.4.2. (Added) Identify test separately on the AF Form 1768; test will not be routed out of the MTF during the review.

11.30.5. (Added) If a test compromise is suspected, refer to procedures in Attachment 11.

11.31. (Added) Field Questionnaires. Use field questionnaires for MQT graduates and their supervisors to gather and analyze data from outside the training environment in order to determine how well recent graduates are meeting job performance requirements.

11.31.1. (Added) Administer field questionnaires 90 days after course completion. For additional information on external evaluations see AFH 36-2235, Volume 9, *Information for Designers of Instructional Systems Application to Technical Training*.

11.31.2. (Added) The D&I section establishes a suspense of no more than 10 duty days on student and supervisor questionnaires.

11.31.3. (Added) Questionnaires are not required for en route students.

Chapter 12 (Added)

DEDICATED CREW CHIEF TRAINING

12.1. (Added) General. Provides guidance to establish and conduct Dedicated Crew Chief (DCC) training. Personnel appointed as a DCC will have two course codes loaded. One course designates the position of DCC and the second identifies the requirement for the course. Personnel appointed as DCC must attend the DCC course within 90 days of assignment. Assistant DCCs (ADCC) will attend the course within the first 9 months of assignment. Personnel are not required to attend if they have already completed a formal DCC course.

12.2. (Added) Responsibilities.

12.2.1. (Added) MXG/CC. Provide guidance to ensure DCC course implementation and continuation.

12.2.2. (Added) Maintenance Training Flight Responsibilities.

12.2.2.1. (Added) The MTF will develop a DCC course (unless taught by FTD).

12.2.2.2. (Added) Coordinate and schedule training for all wing assigned DCCs.

12.2.2.3. (Added) Act as the POC for all matters regarding the DCC training course.

12.2.2.4. (Added) Document DCC training in MIS when accomplished.

12.2.2.5. (Added) Tailor the DCC course to meet the unit's needs including unique mission requirements.

12.2.3. (Added) Work Center Supervisor Responsibilities.

12.2.3.1. (Added) Ensure all assigned DCCs receive required training within 90 days of assignment as a DCC.

12.2.3.2. (Added) Ensure individuals who require the DCC course are loaded and tracked in MIS.

12.3. (Added) Program Outline. Develop to meet MDS and unit needs. As a minimum, it will cover the following areas, as applicable:

12.3.1. (Added) Maintenance Philosophy and Policy.

12.3.2. (Added) Wing Structure and Concept.

12.3.3. (Added) DCC Duties and Responsibilities.

12.3.4. (Added) Production Indicators.

12.3.5. (Added) Minimum Essential Subsystem Listing (MESL).

12.3.6. (Added) Plans and Scheduling Function.

12.3.7. (Added) Dedicated Aircraft Supply Section.

12.3.8. (Added) Maintenance Analysis Function.

12.3.9. (Added) Automated Maintenance Data Collection Systems.

12.3.10. (Added) AFTO 781, *Aerospace Equipment Forms and Historical Documents*.

- 12.3.11. (Added) Quality Assurance.
- 12.3.12. (Added) Foreign Object Damage Program.
- 12.3.13. (Added) Dropped Object Program.
- 12.3.14. (Added) Engine Management Function.
- 12.3.15. (Added) Oil Analysis Program.
- 12.3.16. (Added) Maintenance Operations Function.
- 12.3.17. (Added) Combat Plans/Mobility and Personal Readiness.
- 12.3.18. (Added) OJT Documentation (Individual Responsibilities).
- 12.3.19. (Added) Safety.
- 12.3.20. (Added) Air Force Engineering and Technical Services.
- 12.3.21. (Added) Organizational tours as appropriate.
- 12.3.22. (Added) Special programs.
- 12.3.23. (Added) Operation Risk Management (ORM).

12.4. (Added) Critiques and Program Evaluations. At the completion of the training program, personnel will complete a course critique to provide feedback to MTF for course improvement.

Chapter 13 (Added)

MAINTENANCE TRAINING AWARD PROGRAMS

13.1. (Added) MTF of the Year Award. The MTF of the Year award is designed to recognize the "Best MTF in the CAF." The inclusive dates for the award are 1 January – 31 December. This is an opportunity to recognize the efforts and accomplishments of the MTF. The HQ ACC Aircraft Maintenance Training office announces the winner at the maintenance training conference and the traveling trophy is presented. Command plaque will be sent to winning unit.

13.1.1. (Added) Selection process.

13.1.1.1. (Added) All participating MTFs will mail/e-mail an AF Form 1206, *Nomination for Award*, (20 lines) and cover letter signed by the MXG/CC to ACC/A4QT NLT the 15th day of January. Use the AF Form 1206 and provide the information, single spaced, addressing the following criteria:

13.1.1.1.1. (Added) Achievements. (50 points)

13.1.1.1.2. (Added) Innovative Management Actions. (35 points)

13.1.1.1.3. (Added) Other Accomplishments. (15 points)

13.1.1.2. (Added) The AF Form 1206 will be scored by three CAF A4/A1 SNCOs. The Maintenance Training SOT score sheet will be computed and total scores will be added to the MTF packages.

13.1.1.3. (Added) AF Form 1206 is 50% and CAF Maintenance Training SOT score sheet is 50% of total package value.

13.1.2. (Added) Previous year award winner must package and ship the trophy to the location of the next conference site NLT 1 Mar. This enables ACC sufficient time to prepare the trophy for the next winner.

13.2. (Added) MTF Instructor of the Year Award. The CAF Maintenance Instructor of the Year Award is designed to recognize the "Best MTF instructor in the CAF." The inclusive dates for the award are 1 January – 31 December. This is an opportunity to recognize the efforts and contributions of the MI force. This program is open to all MIs assigned to the MTF in grades SrA through MSgt. Nominations will be submitted single-spaced on an AF Form 1206 to the ACC/A4QT NLT 15 January of each year.

13.2.1. (Added) Submit AF Form 1206 with 20 bulleted lines and a cover letter signed by the MXG/CC. The AF Form 1206 will include the following criteria:

13.2.1.1. (Added) Significant Instructor Accomplishments. (35 points)

13.2.1.2. (Added) Self Improvement Efforts. (10 points)

13.2.1.3. (Added) Other Accomplishments. (5 points)

13.2.2. (Added) Nomination packages will be reviewed by a board and scored using a point system. The winner will be announced to all CAF wings.

13.3. MTF Training Manager of the Year Award. The Maintenance Training Manager of the Year Award is designed to recognize the "Best Maintenance Training Manager in the CAF". The inclusive dates for the award are 1 January – 31 December. This is an opportunity to

recognize the efforts and accomplishments of the maintenance training managers performing duties as unit managers, schedulers or in course development and should not go unrecognized. This program is open to all maintenance training managers assigned to the MTF in the grades SrA through MSgt. Nominations will be submitted single-spaced on an AF Form 1206 to ACC/A4QT NLT 15 January of each year.

13.3.1. (Added) Submit AF Form 1206 with 20 bulleted lines and a cover letter signed by the MXG/CC. The AF Form 1206 will include the following criteria:

13.3.1.1. (Added) Significant Training Management Accomplishments. (35 points)

13.3.1.2. (Added) Self Improvement Efforts. (10 points)

13.3.1.3. (Added) Other Accomplishments. (5 points)

13.3.2. (Added) Nomination packages will be reviewed by a board and scored using a point system. The winner will be announced to all CAF wings.

13.4. (Added) MTF Senior Instructor Program. The D&I Chief manages this program designed to recognize our most experienced and dedicated instructors. Senior instructor status reflects a level of professionalism and sustained training delivery above CAF requirements. A copy of the senior instructor certificate is maintained in the instructor's folder.

13.4.1. (Added) The MXG/CC is the approval authority for the Senior Instructor Award. Instructor Element NCOIC will write a short letter of nomination, complete the Senior Instructor nomination package (Attachment 14, *Format for the CAF Senior Instructor Nomination Package*) and submit to D&I Section Chief for routing/approval through MTF Superintendent and MOS/CC to the MXG/CC.

13.4.2. (Added) Nomination requirements:

13.4.2.1. (Added) The nominee is required to have 2 years instructor experience from the date of course qualification and a minimum of 250 instructional hours as a MI.

13.4.2.2. (Added) Nominees will have an associates degree or higher. The associate degree must be awarded in nominees AFSC.

13.4.2.3. (Added) Nominees must receive an overall superior on their last three instructor academic evaluations and pass technical evaluations. The final instructor evaluations will be completed within 30 days of submittal for Senior Instructor Award.

13.4.3. (Added) Once approved, the MTF will conduct an appropriate ceremony. As a minimum, a senior instructor certificate will be formally presented. The certificate should be signed at the group commander level or above.

Chapter 14 (Added)

MAINTENANCE TRAINING LEARNING CENTER (MTLC)

14.1. (Added) General. The MTLC is used to centralize the IMI training effort and to administer multimedia training programs. The MTLC courses are facilitated by MTF personnel. Workcenters that have the hardware capability may conduct IMI in the workcenter with approval of the MTF Flight Chief.

14.2. (Added) Maintenance Training Learning Center. The MTLC will be used to:

14.2.1. (Added) Administer and actively promote multimedia maintenance training courses.

14.2.2. (Added) Act as Test Control Officer (TCO) to administer, verify and/or grade course measurement tests.

14.2.3. (Added) Schedule and coordinate course requirements and use of equipment.

14.2.4. (Added) Coordinate with the wing Distance Learning (DL) Office on matters concerning AF level DL.

14.2.5. (Added) Manage and maintain all equipment used by or located at the MTLC.

14.2.6. (Added) Coordinate with UTMs for squadron annual screening requirements.

14.2.7. (Added) Ensure the MTLC is established in an area conducive to a good learning environment.

14.2.8. (Added) Ensure a POC is established for administering multimedia instructional material.

14.2.9. (Added) Act as the wing's central point of contact to order and administer all maintenance training IMI. IMI will be distributed to authorized workcenters within 5 duty days of receipt.

14.2.10. (Added) Serve as the Job Site Training (JST) POC for the maintenance community. The MAJCOM JST POC must approve JST POCs and their alternates before they are added to 2 AF's list.

14.2.11. (Added) Ensure CAF MCL IMI requirements are followed.

14.2.11.1. (Added) Applicable CAF MCL IMI courses will be loaded in IMDS as workcenter training requirements. They will be loaded with a course status code "Z".

14.2.11.2. (Added) CAF MCL IMI courses will be completed before taking the FTD course they apply to or within 180 days of assignment to the work center, whichever comes first.

14.2.12. (Added) Request HQ ACC/A4QT approval before starting in-house IMI development projects.

14.2.13. (Added) Obtain HQ ACC/A4QT approval prior to purchasing off-the-shelf training programs.

14.2.14. (Added) When requested, comply with instructions from 367 TRSS regarding course update, courseware evaluation and data extraction from courseware and data collection surveys.

14.2.15. (Added) Immediately notify 367 TRSS of all IMI, video, and publication deficiencies.

14.2.16. (Added) Ensure MTLC is available for use during duty hours. Ensure coverage for all work shifts; days, swings, and midnight if needed.

14.2.17. (Added) Review the 367 TRSS web-site (courseware catalog) semi-annually to ensure all applicable courses are available and operational.

14.2.18. (Added) Establish and maintain the distance learning continuity book.

Chapter 15 (Added)

MULTIMEDIA TRAINING PROGRAM

15.1. (Added) General. The multimedia training program provides aircraft maintenance training using IMI, audio-video tapes and other multi-media based training. This training will be used to augment task knowledge and task performance objectives and supplement FTD, MTF and OJT programs. In essence, IMI must be an integral part of formal and informal training programs in order to capitalize on the most advanced training methods and technologies available. This program is used to support CAF MCL requirements.

15.2. (Added) Objective. The objective of the multimedia training program is to provide responsibilities and guidance concerning integration, development, implementation and utilization of multimedia training in conjunction with CAF maintenance training. Our goal is to provide high quality multimedia training while improving the technical skills of CAF maintenance personnel.

15.3. (Added) HQ ACC/A1P Responsibilities.

15.3.1. (Added) OPR for all ACC distance learning.

15.4. (Added) HQ ACC/A4QT Responsibilities.

15.4.1. (Added) OPR for multimedia training in aircraft maintenance.

15.4.2. (Added) Program funds and develop long-term management polices and procedures to institutionalize IMI in maintenance.

15.4.3. (Added) Ensure the ACC MRTC provides IMI management training within the ACC Maintenance Training Management and MI courses. Also ensure the MRTC incorporates an IMI orientation into the ACC Production Superintendent, Flightline Maintenance Officer and Instructional System Designer courses.

15.4.4. (Added) Establish IMI hardware and software compatibility standards.

15.4.5. (Added) Approve/disapprove base level (unit) requests to purchase off-the-shelf IMI products or develop in-house IMIs. Coordinate all requests with 367 TRSS.

15.4.6. (Added) Implement and integrate IMIs at CAF units.

15.4.7. (Added) Provide 367 TRSS with defined requirements for all contracted projects to include requirements for analysis, design, development, delivery, review and acceptance testing of training programs.

15.4.8. (Added) Input IMI needs in new weapon systems acquisition programs.

15.4.9. (Added) Initiate efforts to purchase contractor developed training programs.

15.4.10. (Added) Prioritize and coordinate IMI, training video, and publication development and sustainment efforts.

15.4.11. (Added) Identify an aircraft/equipment functional manager (FM) as OPR to the 367 TRSS for each program. Also, provide the 367 TRSS with a current FM listing.

15.4.12. (Added) Provide 367 TRSS with a master distribution list for each course developed.

15.4.13. (Added) Approve and forward DD Form 1995 when required.

15.4.14. (Added) Review/coordinate IMI development plans and reports (i.e. project plans, design strategy documents, needs assessment reports, etc...).

15.4.15. (Added) Provide the 367 TRSS with feedback on how well contractor developed products satisfied training requirements.

15.4.16. (Added) Coordinate immediate notification to field units concerning major changes to IMI upon notification from 367 TRSS.

15.4.17. (Added) Discuss IMI utilization during LSET visits.

15.4.18. (Added) Identify causes for non-utilization of IMI products to the 367 TRSS.

15.4.19. (Added) Coordinate new IMI development projects to worldwide MAJCOMs for possible inputs and/or recommendations.

15.4.20. (Added) Direct the marketing of new and existing IMI/video products at worldwide U&TW and other conferences.

15.5. (Added) ACC Command Functional Managers Responsibilities.

15.5.1. (Added) Provide guidance and assistance as requested by 367 TRSS throughout the training program development process.

15.5.2. (Added) Assist 367 TRSS in identifying SMEs.

15.5.3. (Added) Assist in the resolution of technical data deficiencies when necessary.

15.5.4. (Added) Identify bases for IMI development/sustainment support.

15.5.5. (Added) Assist 367 TRSS in administering surveys as required.

15.6. (Added) Maintenance Group (MXG) Commander Responsibilities.

15.6.1. (Added) Ensure IMI hardware purchased with local funds complies with HQ ACC/A4QT standards.

15.6.2. (Added) Support IMI training development, validation and biennial reviews. Support includes aircraft configured as required, support equipment, hangar(s), ramp space and personnel. Support requests are coordinated as early as possible to provide sufficient lead-time for the unit to provide necessary support. Support also includes providing requested information through surveys, data collection, etc.

15.6.3. (Added) Ensure IMI products and courses are integrated throughout all maintenance training programs where applicable.

15.7. (Added) Workcenter Supervision Responsibilities.

15.7.1. (Added) Ensure IMI products and courses are integrated throughout all maintenance training programs where applicable; i.e., MTF, MQT, SQT and OJT.

15.7.2. (Added) Coordinate with MTF/UTM to schedule required training.

15.7.3. (Added) Coordinate with MTF semi-annually to ensure all applicable existing and newly developed courses are available.

15.8. (Added) Requesting IMI Development.

15.8.1. (Added) HQ ACC staff agencies and field units should first consult 367 TRSS for

existing training materials prior to requesting new development through HQ ACC/A4QT. Proposed subjects will be submitted through command channels to HQ ACC/A4QT. HQ ACC/A4QT will coordinate with other MAJCOMs for possible inputs. HQ ACC/A4QT will forward the proposed subject, with comments, to 367 TRSS for a performance analysis.

15.8.2. (Added) The performance analysis will determine if the problem can be satisfied with instruction or may require some other solution such as policy change, new procedures, better working conditions, etc..., which are normally solved by management.

15.8.3. (Added) When the proposed subject passes the performance analysis, HQ ACC/ A4QT will select an OPR, normally the FM. Upon request from the 367 TRSS, the OPR will select the program SME. SMEs will come from a field unit and will be highly-qualified.

15.8.4. (Added) The SME provides technical guidance to the 367 TRSS for IMI development. Tasks may include determining training requirements, methodology or any other assistance the program requires.

15.8.5. (Added) IMI will be developed IAW DoD, AF, HQ ACC and 367 TRSS development guidance.

15.9. (Added) Update Procedures for Training Programs.

15.9.1. (Added) Upon receipt of publication changes, 367 TRSS will review the program and determine if a revision is required.

15.9.2. (Added) For major changes, such as safety or technical changes, 367 TRSS, with input from the OPR, will determine if suspension of the program is necessary and notify HQ ACC/A4QT. HQ ACC/A4QT will prioritize revision efforts.

15.9.3. (Added) For minor changes, 367 TRSS will coordinate as needed and make the necessary changes.

15.9.4. (Added) The 367 TRSS will perform a review of each IMI program as agreed upon in the evaluation strategy document (ESD). All publications and videos will be reviewed every two years. CAF wings may be tasked with performing a technical accuracy review of existing courseware. HQ ACC/A4QT will determine which MTF would be best suited to support the review requirements.

15.9.4.1. (Added) The MTF will be the POC and will appoint a project SME who will work with 367 TRSS, host QA, MTF, squadron trainers and any other requested participants to complete the review.

15.9.4.2. (Added) Student Critiques, SME reviews, customer reported discrepancies and suggestions will be reviewed by 367 TRSS. All inputs will be validated, prioritized and corrected depending on severity.

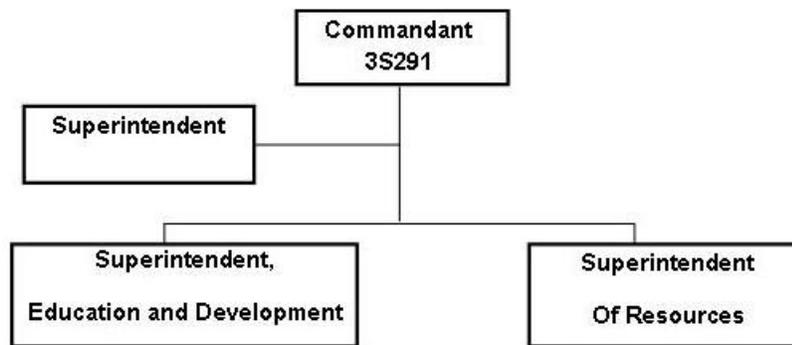
Chapter 16 (Added)

THE ACC MAINTENANCE READINESS TRAINING CENTER

16.1. (Added) General. The ACC Maintenance Readiness Training Center located at Hill AFB, UT, is responsible to develop and instruct curriculum designed specifically for the CAF aircraft maintenance community. ACC MRTC offers command level courses with functional guidance, manpower authorizations and funding from HQ ACC/A4QT. AFI 36-2304 and the CCAF PPG are the primary governing instructions for the schoolhouse to maintain CCAF accreditation. Additional information can be found on the MRTC website: https://hillnet.hill.af.mil/hafb/tenants/acc_mrtc/.

16.2. (Added) MRTC Staff and Organization. The MRTC personnel are selected through the special duty assignment process.

Figure 16.1.



16.3. (Added) MRTC Commandant Responsibilities

16.3.1. (Added) Prepare budget and report funding requirements to HQ ACC/A4QT.

16.3.2. (Added) Provide overall management of MRTC administrative and operational functions.

16.3.3. (Added) Ensure development of position descriptions and assignment selection criteria for instructors.

16.3.4. (Added) Ensure development of hiring procedures and conduct interviews for MRTC staff.

16.3.5. (Added) Conduct staff evaluations.

16.3.6. (Added) Ensure MRTC courses, class packages and instructor folders are reviewed annually.

16.3.7. (Added) Ensure MRTC POIs are coordinated prior to course validation.

16.3.8. (Added) Coordinate program/course reviews.

16.3.9. (Added) Ensure an instructor training program and practicum are developed.

16.3.10. (Added) Ensure a viable file plan is developed for the MRTC IAW AFRIMS.

- 16.3.11. (Added) Develop statistical data for briefings conducted at MAJCOM and Air Staff levels.
- 16.3.12. (Added) Maintain a liaison between CAF MTF Superintendents and the MRTC.
- 16.3.13. (Added) Ensure training requirements submitted from CAF units are validated.
- 16.3.14. (Added) Ensure a staff recognition program is developed.
- 16.3.15. (Added) Function as MRTC CCAF POC and ensure compliance with all requirements in AFI 36-2304 and the CCAF PPG.
- 16.3.16. (Added) Ensure development of continuity books and local operating instructions (OIs).
- 16.3.17. (Added) Promote continuing education, i.e., CCAF and other advanced degree programs for assigned personnel.
- 16.3.18. (Added) Approve appropriate Host Tenant/Memorandums of Agreement.
- 16.3.19. (Added) Ensure an MRTC customer feedback program is established.
- 16.3.20. (Added) Ensure development of an MRTC staff development and training program.
- 16.3.21. (Added) Ensure MRTC War-Fit program is maintained IAW AFI 10-248, *Fitness Program*.
- 16.3.22. (Added) Appoint primary and alternate supply custodians.
- 16.3.23. (Added) Review/submit budget report to ACC/A4QT NLT the 9th of each month.

16.4. (Added) MRTC Superintendent Responsibilities

- 16.4.1. (Added) Administer O&M budget.
- 16.4.2. (Added) Develop position descriptions and assignment selection criteria for instructors.
- 16.4.3. (Added) Develop hiring procedures and Conduct interviews for MRTC staff.
- 16.4.4. (Added) Supervise and manage the MRTC staff.
- 16.4.5. (Added) Conduct staff evaluations.
- 16.4.6. (Added) Review of MRTC courses, class packages and instructor folders.
- 16.4.7. (Added) Coordinate MRTC POIs prior to course validation.
- 16.4.8. (Added) Coordinate program/course reviews.
- 16.4.9. (Added) Develop an instructor training program and practicum.
- 16.4.10. (Added) Develop a viable file plan for the RDS.
- 16.4.11. (Added) Validate training requirements submitted from CAF units.
- 16.4.12. (Added) Develop the staff recognition program.
- 16.4.13. (Added) Function as the HQ ACC/A4QT CCAF POC and ensure compliance with all requirements in AFI 36-2304 and the CCAF PPG.
- 16.4.14. (Added) Appointment MRTC class scheduler.
- 16.4.15. (Added) Oversee management of supply and equipment accounts.

16.4.16. (Added) Develop continuity book and local OI.

16.4.17. (Added) Develop and coordinate appropriate Host Tenant/MOA.

16.4.18. (Added) Establish an MRTC customer feedback program to provide continuous, measurable improvements and ensure training needs are being met.

16.4.19. (Added) Biannually, provide MRTC seat allocations to HQ ACC/A4QT for review.

16.4.20. (Added) Maintain an MRTC staff development and training program.

16.4.21. (Added) Ensure comprehensive staff training and development plans are developed for assigned personnel.

16.5. (Added) Superintendent of Education, Training & Development (ET&D) Duties and Responsibilities

16.5.1. (Added) Complete the same training requirements as staff instructors, instruct as necessary and meet minimum instructor evaluation requirements.

16.5.2. (Added) Ensure ET&D personnel are properly trained in their respective areas of assignment.

16.5.3. (Added) Manage CCAF course and faculty program IAW CCAF PPG.

16.5.4. (Added) Participate in the selection and hiring process for MIs.

16.5.5. (Added) Review MRTC class packages.

16.5.6. (Added) Manage all aspects of the student and faculty evaluation programs.

16.5.7. (Added) Conducts statistical analysis of all aspects of curriculum, student tests and faculty development.

16.5.8. (Added) Manage MRTC testing program.

16.5.9. (Added) Ensure Instructor folders are developed and maintained.

16.5.10. (Added) Ensure development and management of CCDs along with associated training materials to support MRTC courses.

16.5.11. (Added) Ensure an ISD project plan is used for MRTC courses in development or revision.

16.5.12. (Added) Ensure the ISD process is applied to all MRTC training programs.

16.5.13. (Added) Chair each CAC.

16.5.14. (Added) Coordinate course development with ACC/A4QT.

16.5.15. (Added) Ensure MRTC instructors develop personalized lesson plans for each course.

16.5.16. (Added) Provide inputs for training schedules and reports, as required.

16.5.17. (Added) Establish MRTC War-Fit program IAW AFI 10-248.

16.5.18. (Added) Develop a continuity program for the duty position and all associated positions.

16.6. (Added) Superintendent of Resources Duties and Responsibilities

16.6.1. (Added) Complete the same training requirements as an instructor, instruct as necessary and meet minimum instructor evaluation requirements.

16.6.2. (Added) Ensure Resources personnel are properly trained in their respective areas of assignment.

16.6.3. (Added) Participate in the selection and hiring process for MIs.

16.6.4. (Added) Act as MRTC Resource Manager (RM) for money, equipment and facilities.

16.6.5. (Added) Administer O&M and student funding budgets IAW prescribed directives.

16.6.6. (Added) Manage MRTC Administrative functions.

16.6.7. (Added) Appoint personnel to additional duties necessary to meet mission requirements and comply with applicable guidance.

16.6.8. (Added) Ensure assigned vehicles are maintained and utilized IAW GSA standards.

16.6.9. (Added) Develop a continuity program for the duty position and all associated positions.

16.6.10. (Added) Prepare monthly budget report.

16.7. (Added) File contents. As a minimum, the following will be maintained in the MRTC file plan. Determine disposition by the requirements of the applicable program:

16.7.1. (Added) Course Control Documents (CCDs) will be maintained in a four-part folder divided into the following: section one (ACC Form 281, AF Form 1768, and CCAF Evaluation letter), section two (CC/TS), section three (POI cover page, "A" page, "i" page), and section four (POI).

16.7.2. (Added) Instructor folders will be maintained and divided into the following: section one (Instructor Qualifications), section two (Instructor Evaluations), section three (Internship), and section four (Official Transcripts). The order of the folder will meet the requirements of the CCAF PPG.

16.7.3. (Added) All class rosters will be maintained indefinitely to comply with CCAF requirements.

16.7.4. (Added) Delegation of authority letters.

16.7.5. (Added) Messages, e.g., out of command requests, TDY instructor assists, special/contract training requests, etc.

16.7.6. (Added) Host/tenant agreements.

16.7.7. (Added) Government Purchase Card (GPC) documents.

16.7.8. (Added) TDY documents and student orders.

16.7.9. (Added) CCAF documents as required by AFI 36-2304 and the CCAF PPG.

16.7.10. (Added) Annual fit test results

16.8. (Added) Courses and Prerequisites. The MRTC teaches ACC specific courses. The MRTC is affiliated with the CCAF and is an accredited school. Graduates receive college credits applicable to their CCAF certificate and degree programs. Students must meet the prerequisites listed for the course they are to attend. Students failing to meet course prerequisites will be

returned to home station at the owning unit's expense. Class schedules are built on a six-month cycle and must be requested by the MTFs. The course catalog can be found on the MRTC website; a short synopsis for each course is provided below:

16.8.1. (Added) ACC Production Supervisor (Pro-Super) Course.

Course# Y140009 has a maximum class size of 16 and minimum class size of 12 students. Course length is five academic days. Course prerequisites are: Experienced aircraft maintenance NCOs in the grades of Technical Sergeant or higher currently filling one of the following positions: Flightline or MXS Production Superintendent, or the MOC Senior Coordinator.

16.8.2. (Added) ACC Quality Assurance (QA) Inspector Course.

Course# Y140012 has a maximum class size of 16 and minimum class size of 12 students. Course length is five academic days. Course prerequisites are: Newly assigned Quality Assurance personnel within their first 12 months of being assigned to the QA.

16.8.3. (Added) ACC Maintenance Instructor Course.

Course# Y140015 has a maximum class size of 10 and minimum class size of 5 students. Course length is 10 academic days. Course prerequisites are: Personnel in the grade of SrA or above in any AFSC performing standup "maintenance" instructor duties.

16.8.4. (Added) ACC Plans, Scheduling, and Documentation (PS&D) Course.

Course# Y140018 has a maximum class size of 8 and minimum class size of 5 students. Course length is 10 academic days. Course prerequisites are: Hold a minimum 2R151 AFSC performing duties in a Squadron or Wing PS&D section.

16.8.5. (Added) ACC Engine Management (EM) Course.

Course# Y140019 has a maximum class size of 8 and minimum class size of 5 students. Course length is 10 academic days. Course prerequisites are: Personnel in any grade, with a minimum 5-skill level and between 6 to 24 months experience in an Engine Management section.

16.8.6. (Added) ACC Maintenance Training Management (MTM) Course.

Course# Y140020 has a maximum class size of 10 and minimum class size of 6 students. Course length is 10 academic days. Course prerequisites are: Education and Training personnel in any grade working in the Maintenance Training Flight, within their first 12 months of assignment.

NOTE: Unit Training Monitors may attend.

16.8.7. (Added) ACC Instructional Systems Designer Course.

Course# Y140021 has a maximum class size of 10 and minimum class size of 6 students. Course length is 5 academic days. Course prerequisites are: Personnel, in any grade, working in an MTF curriculum development element.

16.8.8. (Added) ACC MTF Schedulers Course.

Course# Y140022 has a maximum class size of 10 and minimum class size of 6 students. Course length is 5 academic days. Course prerequisites are: Personnel, in any grade, assigned to a MTF scheduling section within 3 months prior to or 6 months after being assigned.

16.8.9. (Added) ACC Flightline Maintenance Officers Course.

Course# Y140025 has a maximum class size of 12 and minimum class size of 8 students. Course length is 5 academic days. Course prerequisites are: lieutenants and captains in a maintenance officer career field, who have completed the Aircraft Maintenance Officer Course (AMOC) and have 3 to 24 months experience on the flightline (e.g. Sortie Generation or Sortie Support Flight Commanders).

NOTE: Prior enlisted flightline maintenance experience maybe considered by the MRTC in determining prerequisites (e.g. Crew Chiefs, Weapons, on-equipment Specialist, etc.)

16.9. (Added) Scheduling Procedures. The MRTC schedule courses twice a year in six-month cycles (October to March and April to September). The process to obtain seats in the MRTC is as follows:

16.9.1. (Added) The MRTC sends out all seat allocations and Student Information Worksheet templates by email with the applicable class dates to the MTF schedulers 60 days prior to the start of the six month cycle. Allocations are determined by the MRTC based on past record of the MTF. A 30-day suspense is set for the return of student names.

16.9.2. (Added) MTFs will return names for allocated seats on the worksheet templates and turn in any unused seats. Once the names are received, the MRTC locks the names to seats and posts any unused seats to the OPEN seat listing on the website.

16.9.3. (Added) A "Final Names Listing" with the student names is sent to the MTFs. This listing confirms the names of students who are scheduled to attend each class. Reporting instructions, fund cite and other items are included in a confirmation letter sent out with the names listing. At this point, the courses are set for the next six months. Any change after this time is considered a deviation from the training schedule.

16.9.4. (Added) Changes and Cancellations. Once a student is confirmed for a particular course, the MTF owns the allocation. They can send a different student (meeting the prerequisites) provided the MRTC is informed by e-mail or fax no later than two weeks before the class start date. Notification must come from the MTF. The MRTC does not accept changes from individual units, work center supervisors, etc. Changes made prior to two weeks before class start date only need an e-mail or fax from the MTF scheduler. Changes made within two weeks of class start date require a justification letter, by fax, from the student's Squadron Commander. Students unable to attend a scheduled class must contact their respective MTF immediately to cancel. All cancellations require a justification letter from the student's Squadron Commander. The letter must be routed through the MTF, who in-turn will forward it with the cancellation request to the MRTC.

16.10. (Added) MRTC Student Funding. ACC/A4QT funds ACC students from the aircraft maintenance community to attend the MRTC. Students are given instructions for routing Defense Travel System authorizations when they are confirmed to attend courses by the student confirmation letter sent to the MTF. A4QT funding will cover the cost of transportation, lodging and meals. It will not be used to fund rental cars since transportation is provided by the MRTC once students arrive at Hill AFB.

NOTE: Lodging and meals will be reimbursed at the government quarters and government meals available rate, unless students are billeted off base.

16.11. (Added) Mobile Training Team (MTT). The MRTC may provide a MTT to a requesting unit pending justification and instructor availability. All requests must be made by

the MTF Superintendent through the MRTC Commandant and ACC/A4QT. Requests must be made prior to the next six-month scheduling cycle. Once approved, the course will be included in the MRTC's next six-month schedule. Scheduling procedures outlined in paragraph 16.9. still apply. The requesting unit will be responsible for providing an appropriate classroom and all instructor requested materials. A4QT will fund the instructor TDY costs if possible. Non-CAF units must fund the entire TDY cost.

16.12. (Added) Student Support. The MRTC will provide the following support functions for students:

16.12.1. (Added) The MRTC will make all billeting arrangements for students. Each class will have a group reservation. Students will not make their own billeting arrangements.

16.12.2. (Added) Transportation is provided by the MRTC starting the first day of class. The course instructor will pick up students from their billeting location on the first day. Transportation to and from the local airport is the student's responsibility.

16.12.3. (Added) All student course materials (except materials used during MIC practical exercises) are provided by the MRTC.

16.13. (Added) Student Release and Re-admission. The MRTC Commandant will notify the MTF and student's commander when a student has been released. The following are guidelines for student release and re-admission.

16.13.1. (Added) Students can be released for any one of the following reasons:

16.13.1.1. (Added) Administrative: Hardship or medical.

16.13.1.2. (Added) Academic: Knowledge or performance test failure.

16.13.1.3. (Added) Disciplinary: Hostile or antagonistic behavior, disruptive attitude, lack of interest, misconduct, military or civilian punitive actions taken while enrolled.

16.13.1.4. (Added) Failure to meet course prerequisites: Student will be returned at owning unit's expense.

16.13.2. (Added) Procedures for Release.

16.13.2.1. (Added) Administrative. The instructor will verify the hardship or medical problem. Students with medical problems require verification from the hospital. Hardships normally require notification through the Red Cross. If Red Cross has not called, the MRTC will then verify the problem and notify the student's supervisor. After final determination is made, the student will be released.

NOTE: For administrative release, the instructor may proficiency advance the student, if appropriate.

16.13.2.2. (Added) Academic. Refer to paragraph 16.14. for procedures on academic release.

16.13.2.3. (Added) Disciplinary. The instructor will counsel the student on his/her problem, document the session and inform the MRTC Commandant of the situation. If poor behavior persists, the MRTC Commandant will counsel the student and inform the student's commander of the situation. If the decision is made to release the student, the MRTC will inform the MTF and the student's unit. A memorandum will be forwarded to the group commander explaining the circumstances and reasons for the release.

16.13.3. (Added) Student re-admission. Students released for administrative reasons can be rescheduled when they are once again available to attend class. Students released for academic reasons can be rescheduled to attend after 6 months. Students released because of disciplinary problems will not be re-admitted.

16.14. (Added) Student Testing. All MRTC courses require student testing. Tests will be developed, analyzed, maintained and administered by the requirements listed in chapter 11, with the exception of retesting. Re-testing of students may be accomplished on the same day provided failed objective(s) have been re-addressed. Instructors will conduct a counseling session with the student to determine the cause of the failure and determine the remedial training needed. After the counseling session, the instructor will perform the required training and allow the student enough time to re-study (approximately 2 hours). The student is then re-tested using an alternate test. If the student passes the re-test, they will be allowed to continue in the course or graduate as applicable. If the student fails to pass the re-test, they will be instructed to return to home station. The MRTC Commandant will notify the MTF and the student's commander of the failure.

J. D. CORLEY, Major General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-248, *Fitness Program*, (<http://www.e-publishing.af.mil/shared/media/epubs/AFI10-248.pdf>)

AFMAN 33-363, *Management of Records*, (<http://www.e-publishing.af.mil/shared/media/epubs/AFMAN33-363.pdf>)

AFI 36-2201, Volume 1, *Training Development, Delivery and Evaluation*, (<http://www.e-publishing.af.mil/shared/media/epubs/AFI36-2201V1.pdf>)

AFI 36-2201, Volume 3, *Air Force Training Program On-The-Job Training Administration*, (<http://www.e-publishing.af.mil/shared/media/epubs/AFI36-2201V3.pdf>)

AFI 36-2232, *Maintenance Training*, (<http://www.e-publishing.af.mil/shared/media/epubs/AFI36-2232.pdf>)

ACCDIR 90-2357, *Compliance and Standardization Requirements List (C&SRL)—Logistics (A4Q) Aircraft Maintenance Training*, (<https://wwwmil.acc.af.mil/accpubs/pubs/90series/ACCDIR90-2357.pdf>)

Abbreviation and Acronym

ADPE	Automated Data Processing Equipment
CAF	Combatant Air Forces
DAVIS	Defense Automated Visual Information System
DITIS	Defense Instructional Technology Information System
ERTP	Engine Run Training Program
ETCA	Education and Training Course Announcements
FTD	Field Training Detachment
FM	Functional Manager
FOD	Foreign Object Damage
FTT	Field Training Team
ICMS	Internet Courseware Management System
JST	Job Site Training
LSET	Logistics Standardization and Evaluation Team
LP	Lesson Plan
MCT	Master Course Table
MRTC	Maintenance Readiness Training Center
OAP	Oil Analysis Program

WQTP Workcenter Qualification and Training Plan

Terms

Consolidated Training Report (CRT)—The CRT is an MIS background product that identifies personnel scheduled for training.

Individual Training Plan (ITP)—Individual training record in TBA.

Job Qualification Standard (JQS)—Part Two of the CFETP or task listing as defined for an individual training plan. When the supervisor begins documenting training on the STS, it becomes a JQS.

Qualified—The total number of personnel listed as qualified in MIS.

Required—The total number of personnel the maintenance group commander designates to accomplish the mission.

Specialty Training Standard (STS)—Part Two of the CFETP or task listing before the supervisor begins documenting training/certifications.

Behavioral Verbs

The action verbs listed below are provided as a starting point for your use when writing behavioral objectives. These examples show specific types of observable behaviors that can be used to assess the student's attainment of the course objectives. This list is by no means all-inclusive.

ADJUST	COPY	GUIDE
ADMINISTER	DEFINE	IDENTIFY
ANALYZE	DEMONSTRATE	ILLUSTRATE
ARRANGE	DESCRIBE	INCREASE THE SPEED
ASSEMBLE	DEVELOP	INITIATE
BREAKDOWN	DIFFERENTIATE	INSPECT
BUILD	DISPLAY	LABEL
CALIBRATE	ENUMERATE	LIST
CHANGE	ESTIMATE	LOCATE
CHECK	EXPLAIN	MEASURE
CHOOSE	EXTEND	MANAGE
COMPARE	FILE	NAME
COMPLETE	FILL OUT	OPERATE
CONSTRUCT	GIVE AN EXAMPLE	ORDER

Attachment 3 (Added)

SAMPLE SCHEDULING RESPONSIBILITIES GUIDE

A3.1. (Added) Scheduling Responsibilities Guide. This attachment provides a list of some key scheduling responsibilities, tasks and processes associated with the duties of a MTF scheduler. This list is not all inclusive of each responsibility outlined in this instruction; however, it will provide assistance in accomplishing day-to-day scheduling activities. It is your responsibility to ensure all duties listed in Chapter 4 are accomplished in the most effective means possible.

Table A3.1. (Added) Scheduling Guide.

RESPONSIBILITY	TASK	PROCESS
Ensure training schedule is established and published	Review units' training requirements Create training schedule Publish training schedule	Request training requirements from UTMs Consolidate units' training requirements Forward requirements to training agencies Create a schedule of events for UTMs Allocate seats to UTMs
Ensure training events are loaded	Create training events IDs	Create event IDs Update applicable data Run CRT for event ID verification
Ensure monthly scheduling meeting is conducted	Conduct monthly scheduling meeting	Schedule meeting Send agenda to UTMs Conduct meeting Distribute schedule to UTMs Forward a copy to PS&D if required Complete meeting minutes Forward a copy to UTMs
Provide class roster(s) to instructor	Print class roster(s)	Ensure classroom and instructor availability Print screen 274 - class rosters
Ensure completed classes are updated in MIS	Close out event ID Verify updates	Update deficiencies (i.e. - N/S & WIs) Update class completion Attach class roster & sign in sheet File class package
Manage Status of Training (SOT) data	Compile statistical data for the previous month	Identify overdues Identify deficiencies Compute training effectiveness Identify MTF/FTD utilization rates
Forward requests to FTD for processing	Complete AF Form 898	Compile FTD requests from UTMs Consolidate requests on AF Form 898 Provide consolidated requests to FTD
Manage MIS background products	Request background product	Identify required products Refer to ACC Supplement to AFI 36-2232 Gather inputs from UTMs Establish product requirements thru the analysis section Distribute as applicable upon receipt

Attachment 4 (Added)

SAMPLE DEVELOPMENT RESPONSIBILITIES GUIDE

A4.1. (Added) Development Responsibilities Guide. This attachment provides a list of ISD technician responsibilities, key tasks, and the processes associated with the task. The following is a partial list to help you understand some of the task you will be responsible for as an ISD technician. It is recommended that it be expanded upon and used in continuity books.

A4.2. (Added) Your Responsibility. It is your responsibility to ensure the process is used to develop an effective and cost-efficient instructional system while continually improving the quality of the process.

Table A4.1. (Added) Development Guide.

ISD Responsibilities	Task	Process
Analyze existing course documents.	Develop course control documents.	Conduct needs assessment.
Determine if existing materials can be used.		Design instructions to meet the need
Manage the development process.		Develop instructional materials. Implement course documents.
Initiate AF Form 1768.	Conduct 24 month course review.	Review course control documents.
Assign subject matter expert.		Review class packages.
Incorporate changes.		Review visual information.
Oversee coordination process.		Review course test, if applicable.
File completed documents.		
Ensure primary and alternate test is developed as required.	Manage MTF testing program	Develop primary/alternate test with no more than 25% question duplication.
Manage the review process.		Develop master test/inventory logs.
Ensure testing and control program complies with ACC Supplement to AFI 36-2232.		Analyze/validate tests Develop control procedures. Conduct biennial test reviews.
Ensure catalog lists all available MTF programs.	Develop/Maintain course catalog.	Determine design.
Ensure catalog meets CAF requirements.		List all available MTF courses/programs.
Ensure coordination by MTF supervision.		Include all mandatory requirements listed in ACC Supplement to AFI 36-2232.
Determine cost-effective reproduction of catalog.		Distribute catalog as required.
Manage visual information equipment.	Identify/Recommend most cost-effective equipment.	Develop/maintain inventory log.
Establish a preventive maintenance program.	Inspect equipment.	Perform preventive maintenance
File documents as required.		Establish sign-out procedures.

ISD Responsibilities	Task	Process
Manage the review process.	Manage/Review Visual Information (VI) programs.	Develop inventory log.
Track the use of VI programs.		Initiate VI folders.
Identify unused program to the MTF supervision.		Establish a biennial review program.
Ensure documentation of reviews.		Review each program for contents. Document reviews/findings.

Attachment 5 (Added)
SAMPLE COURSE CONTROL DOCUMENTS/VISUAL
INFORMATION PROGRAM REQUEST

A5.1. (Added) Course Control Document/Visual Information (VI) Program Request Worksheet. This worksheet is used to justify the development of training programs and courses. Sample format below:

MEMORANDUM FOR

FROM:

SUBJECT: COURSE CONTROL DOCUMENTS REQUEST (or VI PROGRAM REQUEST)

1. The following information is provided as justification for the development of a course.

a. Why is this training needed?

(1) Directed by instruction _____

(2) Directed by higher headquarters or MXG _____

(3) Other _____

b. What is the overall objective of this course? _____

c. Who is the target population? _____

d. How often will the course be taught? _____

e. Will the training be tracked in MIS? _____

f. When do you need the CCDs? _____

g. Does the course require any test to be developed? _____

h. Who will be the subject matter specialists? _____

i. Will there be a sufficient student load to support retaining this course in future years? _____

j. Projected annual student load (number or students per year): _____

k. Were any resource shortfalls identified that will prevent us from teaching the objectives as stated in the CAC? _____

l. How did prior personnel become qualified?

2. Please provide any additional remarks concerning request.

Signature of requester

(1). Name/Rank: _____

(2). Duty Phone: _____

(3). Unit/Office Symbol: _____

ISD decisions to make during analysis process:

1. Is there a valid training need or is there some other cause for the deficiency? Stop analysis and provide reasoning for lack of training need determination. This is always a possibility.

2. What would be the appropriate level of training to meet the established need? OJT, training session, MTF, FTD, other

3. Does the training capability exist? On base, military training, contractor, professional

4. Where is the most effective, efficient and viable location to conduct the training? _____

5. What is the desired training start date? _____

Use and refine this information during your CAC process

Attachment 6 (Added)

COURSE CONTROL DOCUMENT (CCD) NUMBERING FORMAT

A6.1. (Added) Course Control Documents Numbering System. The following codes may be used to standardize the numbering system for all Maintenance Training Flight (MTF) course control documents:

AC	AIRCRAFT (INCLUDES ALL ON - AIRCRAFT ACTIONS)
AV	AVIONICS MAINTENANCE TRAINING
CC	CORROSION CONTROL TRAINING
EG	EGRESS TRAINING
EM	ENGINE MANAGEMENT TRAINING
FM	FORMS MANAGEMENT TRAINING
GE	GENERAL SUBJECT TRAINING PROGRAM
MM	MUNITIONS TRAINING
SE	SUPPORT EQUIPMENT TRAINING
ST	SAFETY TRAINING
SU	SUPPLY TRAINING

EXAMPLE #1 - COURSE NUMBER SE33/1090-191

SE	SUPPORT EQUIPMENT TRAINING
33	WING DESIGNATION NUMBER
1090	MTF TRAINING PROGRAM NUMBER
191	MIS COURSE CODE (IF APPLICABLE)

EXAMPLE #2 - COURSE NUMBER AC355/2A656-002

AC	AIRCRAFT
355	WING DESIGNATION NUMBER
2A656	AFSC NUMBER DESIGNATION
002	MIS COURSE CODE (IF APPLICABLE).

Attachment 7 (Added)

SAMPLE AF FORM 1768, STAFF SUMMARY SHEET CONTENT

A7.1. (Added) AF Form 1768. A filled-out AF Form 1768 is required with each set of Course Control Documents, test and VI programs. One AF Form 1768 can be used to support these requirements. Sample format below:

Coordination block: Appropriate Coordinating Agencies

Subject block: Review/Approval of Course Training Materials

Summary block:

1. Request the attached Course Control Documents (CCDs) be reviewed by a subject matter expert (SME) for approval by the Maintenance Group Commander IAW ACC Aircraft Maintenance Training Instruction.

2. The attached CCDs pertain to:

Course Title: _____

Course Number: _____

3. The test(s) and visual information (VI) associated with this course have been reviewed by a SME.

Test Number/Title: _____

VI Program Number/Title: _____

Reviewing SME: _____ Date: _____

4. Coordinators feedback: All comments or recommendations to include corrections should be identified and attached to this package. If you have any questions concerning this document, please contact the XXX MOS Maintenance Training Flight (MTF) Development Element, ext. X-XXXX.

5. RECOMMENDATION. All coordinating and approving agencies sign and date this Staff Summary Sheet.

(Signature Block)

MTF Commander/Superintendent

Attachment

Course Control Documents

Attachment 8 (Added)

SAMPLE COURSE CHART/TRAINING STANDARD (CC/TS)

A8.1. (Added) Course Chart/Training Standard (CC/TS). The CC/TS is a qualitative course control document that states the course purpose, description, identity, length, security classifications, major items of equipment, summary of the subject matter covered and identifies specific behavior to be attained by each student. Use format below in Times New Roman font, 12 pitch with one inch borders:

DEPARTMENT OF THE AIR FORCE
 HQ ACC/A4QT
 LANGLEY AFB, VA 23665-2791

COURSE TRAINING STANDARD
 AC-CAF A-10/00-2120
 1 August 2007

COURSE CHART AND TRAINING STANDARD

CAF A-10 DEDICATED CREW CHIEF

1. **Purpose.** This course has been developed by the XXX Maintenance Group and the Maintenance Training Flight in response to requirements of regulatory guidance and/or local need.

2. **Course description.** This course is designed to provide (AS APPLICABLE TO THE COURSE) problem solving, interpersonal relationships, and communicative skills are integrated throughout the course. Appropriate STS/JQS/CFETPs, Air Force and Air Combat Command Instructions, and Technical Orders are correlated with course content. Students are given the opportunity in the classroom and on the aircraft to apply the skills and knowledge that will enable them to accomplish the required maintenance duties.

3. **Qualitative requirements.** The proficiency code key is at Figure 1.1.

4. **Included Tables:**

a. Table I, Course Chart/Training Standard (CC/TS). Provides an outline of course instructional units, training time (hours) per unit and explanatory remarks concerning course operation. The Course Training Standard identifies specific behavior to be attained by each student for task/knowledge elements included in the course.

b. Table II, Course Support Resources. Identifies host/unit course user furnished equipment and other support requirements.

5. **Recommendations:** Comments and recommendations are invited concerning the quality of maintenance training programs and graduates. Use this Course Chart and Training Standard as a reference. Address correspondence to: Full address of primary course owner (MTF or A4QT).

Begin signature block on 5th line below paragraph 5.

(MXG CC for local courses or A4QT for CAF CCDs)
 Commander, XX Maintenance Group

Supersedes: CC/TS: AC-CAF A-10/00-2120, dated 31 July 2005

DISTRIBUTION: All CAF A-10 Maintenance Groups

Figure 1.1. PROFICIENCY CODE KEY

PROFICIENCY CODE KEY		
SUBJECT AREA	SCALE	DEFINITION: The individual:
TASK PERFORMANCE LEVELS	1	(EXTREMELY LIMITED) Can do simple parts of the task. Needs to be told or shown how to do most of the task.
	2	(PARTIALLY PROFICIENT) Can do most parts of task with help on hardest parts. May <u>NOT</u> meet local speed or accuracy demands.
	3	(COMPETENT) Can do all parts of the task. Needs only a spot check of completed work.
	4	(HIGHLY PROFICIENT) Can do the complete task quickly and accurately. Can tell or show others how to do the task.
* TASK KNOWLEDGE LEVELS	a	(NOMENCLATURE) Can name parts, tools and simple facts about the task.
	b	(PROCEDURES) Can determine step-by-step procedures for doing the task.
	c	(OPERATING PROCEDURES) Can explain why and when the task must be done and why each step is needed.
	d	(ADVANCED THEORY) Can predict, identify and resolve problems about the task.
** SUBJECT KNOWLEDGE LEVELS	A	(FACTS) Can identify basic facts and terms about the subject.
	B	(PRINCIPLES) Can explain relationship of basic facts and state general principles about the subject.
	C	(ANALYSIS) Can analyze facts and principles and draw conclusions about the subject.
	D	(EVALUATION) Can evaluate conditions and make proper decisions about the subject.
EXPLANATIONS		
* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (i.e., b or 1b)		
** A subject knowledge scale value maybe used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.		

TABLE I COURSE CHART/TRAINING STANDARD

COURSE NUMBER: See Attachment 6 for numbering.

OPR/OCR: Organization owning/conducting the course and those just conducting the training.

COURSE SECURITY CLASSIFICATION: Specify classification.

COURSE LENGTH (8 HOURS/DAY): XX Academic Days or hours (XX.X hrs)

EFFECTIVE DATE: Determined by the Development Element based on final validation.

CAC/ISR MONTH AND YEAR: Month/Year CAC was last completed and Month/Year ISR was completed.

ENTRY PREREQUISITES: Mandatory prerequisites or none.

INSTRUCTOR-TO-STUDENT RATIO: X:X Maximum, X:X Minimum

TECHNICIAN ASSISTANCE: When the instructor-to-student ratio is exceeded for practical application, the assistance of qualified technicians/instructors will be required.

COURSE CONTENT:

<u>COURSE MATERIAL-UNCLASSIFIED</u>	<u>HOURS</u>	<u>PROF LVL</u>
1. Course Orientation and Introduction	0.5 hr	N/A
2. Enter Unit of Instruction Title	2.0 hrs	C
Enter behavioral statement from objective. This should be an active statement. Example:		
2. AFTO Form 781 Symbols and Documentation		
Identify symbols used in forms documentation.		
3. Enter Unit of Instruction Title	3.0 hrs	
Enter behavioral statement from objective. This should be an active statement. Example:		
3. Forms Documentation Practical Application		
a. Document the AFTO Form 244.		3c
b. Document the AFTO Form 781a.		3c
4. Course Critique and Graduation	0.5 hrs	N/A

TOTAL HOURS: 6.0

NOTE: This is (or is not) a CCAF degree/certificate course. Safety, environmental issues, corrosion identification/control, foreign object damage prevention, forms documentation, MIS input, the use of technical publications, and appropriate fraud, waste, and abuse information are integrated throughout the course.

TABLE II COURSE SUPPORT RESOURCES

COURSE NUMBER:

1. EQUIPMENT: The Development Element establishes the format for this listing. Continue on additional pages as necessary to complete this and paragraph 2 below.

2. ADMINISTRATIVE, OPERATIONAL, AND FACILITIES SUPPORT:

a. At sites where there is an established MTF, support for aircraft maintenance training is provided IAW AFI 36-2232, *Maintenance Training* and ACC SUP.

b. When training is conducted at an alternate site the unit hosting training provides support such as classroom, housing, equipment, etc.

SUMMARY OF CHANGES: Summarize Table I and Table II changes; i.e.; alteration of objectives, addition/deletion of training element(s), equipment changes, course length changes, ISR results, etc.

Attachment 9 (Added)
PLAN OF INSTRUCTION FORMAT

Instructor Name _____ **COURSE NUMBER**

PLAN OF INSTRUCTION (POI)
COURSE TITLE (Owner, MDS, Subject)

XX MOS/MXOT

1 Aug 2007

FOR TRAINING PURPOSES ONLY

Maintenance Training Flight Superintendent Signature and Date

COURSE NUMBER:

CLASSIFICATION: UNCLASSIFIED

**THE TOTAL NUMBER OF PAGES IN THIS PLAN OF INSTRUCTION IS XX PAGES
CONSISTING OF THE FOLLOWING:**

<u>PAGE NUMBER</u>	<u>CHANGE NUMBER</u>
TITLE	Original
A	Original
i	Original
1-6	Original

This Plan of Instruction (POI) is based on Combined Course Chart/Training Standard (CC/TS)
Number: XX-XXX X-99/00-9999, 1 August 2007

Supersedes: XX-XXX X-99/00-9999, 31 July 2005

DISTRIBUTION: All CAF A-10 Maintenance Groups (replace A-10 with applicable MDS)

“A”

DEPARTMENT OF THE AIR FORCE
HQ ACC/A4QT
LANGLEY AFB, VA 23665-2791

PLAN OF INSTRUCTION
ENTER COURSE NUMBER
1 August 2007

COURSE TITLE (Owner, MDS, Subject)

1. PURPOSE: This Plan of Instruction (POI) prescribes the qualitative requirements for course (insert title). This XX.X hour course has been developed by the XXd Maintenance Training Flight in response to requirements of AF and CAF instructional guidance (or local demand). Criterion objectives are presented by units of instruction in a logical teaching sequence. The POI shows duration, correlation with course training standard, support material, audiovisual aids and equipment, training or instructional methods and guidance. This POI was developed IAW AFI 36-2201, Volume 1, *Training Development, Delivery and Evaluation*, and ACC SUP to AFI 36-2232, *Maintenance Training*.

2. COURSE DESIGN/DESCRIPTION: The instructional design for this course is group paced. This course is designed to provide training requirements for personnel in their duties regarding... Appropriate CFETP, STS/JQS, Air Force and Air Combat Command Instructions, and Technical Orders are correlated with course content.

3. STUDENT MEASUREMENT: Evaluation of criterion objectives is accomplished by performance evaluation (P), written measurement (W), oral questions (O) or a combination thereof.

4. OBJECTIVES: All objectives for this course are subject knowledge oriented. The standard of performance on knowledge oriented objectives is written measurement of the student(s) unless otherwise indicated.

JAMES R. MANDRICK, CMSgt, USAF
Superintendent, ACC Aircraft Maintenance Training Branch

Supersedes Plan of Instruction: XX-XXX X-99/00-9999, 31 July 2005
OPR: HQ ACC/A4QT
DISTRIBUTION: Listed on page "A"

NAME OF INSTRUCTOR: _____
 COURSE TITLE:

COURSE CONTENT

1. Course Orientation and Introduction

TIME: 0.5 Hr

SUPPORT MATERIAL AND GUIDANCE

Student Instructional Material

None

Audiovisual Aids

None

Training Equipment

None

Instructional Method

Lecture/Discussion

Brief Students on the following subjects:

- a. Introduction
- b. Course overview
- c. Course completion criteria and prerequisites
- d. Course administration and classroom policies
- e. Student materials
- f. Student critique/feedback program
- g. Safety
- h. Test compromise
- i. Security (if applicable)

INSTRUCTIONAL GUIDANCE:

Welcome students to the course. Ask students to identify themselves and briefly state their background. Explain the location of the facilities such as break room and restrooms. Inform students of the importance of the critique program, how it works and how they can benefit from it. Ensure students understand this course is measured using a written end of course examination and must score at least 80% to complete the course.

Course Number:
XX-XXX X-99/00-9999

Block:
1

Unit:
1

Page:
1

Date:
1 August 2007

COURSE CONTENT

2. Enter Unit Of Instruction Title: Followed by first course criterion objective.

Example:

2. AFTO Forms, Symbols and Documentation: Identify forms, symbols and references used in AFTO documentation.

CC/TS: 2 PROF: C MEAS: O TIME: 2.0 HRS

- a. AFTO Form 244
- b. AFTO Form 781a
- c. References
- d. Symbols and procedures used to document forms

SUPPORT MATERIAL AND GUIDANCE

Student Instructional Material

AFI 21-101

AFI 21-101 CAF SUP 1 and Local Supplements

AFI 38-101

Audiovisual Aids

PowerPoint Presentation

Training Equipment

Computer w/ monitor

Overhead projector

Instructional Method

Lecture/Guided Discussion

INSTRUCTIONAL GUIDANCE:

Example: Ensure the students understand the maintenance concept and why we have a management philosophy. Explain concept as outlined in AFI 21-101. Explain how the maintenance world operates. Question students on areas covered, ensure they understand each area.

Course Number:
XX-XXX X-99/00-9999

Block:
2

Unit:
1

Page:
2

Date:
1 August 2007

COURSE CONTENT

3. Forms Documentation Practical Application:

TIME: 3.0 HRS

CC/TS: 3a

PROF: 3c

MEAS: P

TIME: 1.5 hrs

a. Given appropriate references, document the AFTO Form 244 IAW established procedures with no more than two instructor assists.

- 1) Title of first unit of instruction
 - a) First point
 - b) Second point
- 2) Demonstrate performance of task...
- 3) Student practice performing task...
- 4) Evaluation of task performance

SUPPORT MATERIAL AND GUIDANCE

Student Instructional Material

AFI 21-101

AFI 21-101 CAF SUP and Local Supplements

AFI 38-101

Audiovisual Aids

PowerPoint Presentation

Training Equipment

Computer w/ monitor

Overhead Projector

Instructional Method

Lecture/Discussion

INSTRUCTIONAL GUIDANCE:

Explain key aspects required to adequately instruct and evaluate performance. Identify safety concerns, team work issues and other key areas that need to be highlighted for the instructor and/or student.

COURSE NUMBER
XX-XXX X-99/00-9999

BLOCK:
3

UNIT:
1

PAGE:
3

DATE:
1 August 2007

COURSE CONTENT

3. Forms Documentation Practical Application (continued):

CC/TS: 3b PROF: 3c MEAS: P TIME: 1.5 hrs

b. Given appropriate references, document the AFTO Form 781a IAW established procedures with no more than two instructor assists.

- 1) Title of second unit of instruction
 - a) First point
 - b) Second point
- 2) Demonstrate performance of task...
- 3) Student practice performing task...
- 4) Evaluation of task performance

SUPPORT MATERIAL AND GUIDANCE

Student Instructional Material

AFI 21-101

AFI 21-101 CAF SUP 1 and Local Supplements

AFI 38-101

Audiovisual Aids

PowerPoint Presentation

Training Equipment

Computer w/ monitor

Overhead Projector

Instructional Method

Lecture/Discussion

INSTRUCTIONAL GUIDANCE:

Explain key aspects required to adequately instruct and evaluate performance. Identify safety concerns, team work issues and other key areas that need to be highlighted for the instructor and/or student.

COURSE NUMBER
XX-XXX X-99/00-9999

BLOCK:
3

UNIT:
2

PAGE:
4

DATE:
1 August 2007

COURSE CONTENT

4. COURSE CRITIQUE AND GRADUATION

TIME: 0.5 HRS

- a. Conduct Course Critique (can be done as a group or individually)
- b. Conduct Graduation (use appropriate level recognition for course being completed)

SUPPORT MATERIAL AND GUIDANCE

Student Instructional Material

Student Critique Forms
Certificates (if appropriate)

Audiovisual Aids

None

Training Equipment

None

Instructional Method

Lecture/Discussion

INSTRUCTIONAL GUIDANCE:

Brief students on the need for and importance of the student critique program. Have another instructor administer the critique.

INSTRUCTIONAL GUIDANCE:

AF Form 1256, *Certificates of Training*, should be presented in a manner appropriate to the course being completed. It is appropriate for some courses to have higher level presenters such as the MXG Commander for DCC graduations. Return a validated and signed class roster to the Scheduling Section to ensure students who have completed the course are updated in MIS.

Course Number:
AC ACC-FM00/2001

Block:
4

Unit:
1

Page:
5

Date:
1 Aug 2008

Attachment 10 (Added)

SAMPLE LESSON PLAN FORMAT

ENTER OWNING UNIT OF DOCUMENT

LESSON PLAN

COURSE TITLE

COURSE NUMBER

**MTF OFFICE SYMBOL AND UNIT
BASE, STATE, ZIP CODE**

FOR TRAINING PURPOSES ONLY

DO NOT USE ON THE JOB

Review Completed:

Development and Instructor Section Chief

COURSE TITLE**COURSE NUMBER****LESSON PLAN INTRODUCTION**

ORIENTATION: Used to introduce each unit/block of instruction. Not necessary for each objective but can be useful in helping students place the objective within the overall framework of the subject being taught.

ATTENTION: The attention step is used to alert the trainees that the trainer is ready to begin the lesson. It is used to gain the attention of the trainees.

MOTIVATION: The motivation step is used to gain the trainees' interest in the training. This step may combine with the attention step. The trainer should explain why it is important for the trainees to learn the information presented during the training session.

OVERVIEW: An overview provides an explanation of what to expect during the lesson. It normally includes an explanation of the objectives and the major teaching steps. The overview provides a "road-map" to help the student follow the lesson.

TRANSITION: The transition step allows the trainer to move from the introduction to the body of the instruction. It also is used to focus the students' attention on the first major teaching step.

(Space as appropriate to individual instructor's personalization)

COURSE TITLE**COURSE NUMBER****LESSON PLAN BODY**

(Identifies the objective, teaching steps and sub-steps. For longer blocks/units of instruction use interim summaries as needed).

PRESENTATION:

2a. Symbols objective from POI

1. Refer to transparency #1
2. Explain that each symbol indicates varying degrees of severity of write-ups
3. Stress importance of using the correct symbol

Transition: Used to tie up one thought and proceed into another.

Example: Now that we know what symbols are used in documentation, let's continue with some actual forms. Any questions before we move on?

OR

(Left side is what must be covered)

2b. Documentation objective from POI

1. Use transparency #2 and fill it in on the board while explaining procedures to students.

2. Ask questions while completing the form.

Question: What symbol would be used to indicate a write up that would ground the aircraft?

(Right side is for personalization)

(Personalization)

How many of you have had trouble understanding someone else's forms?

(Personalization)

(Personalization)

COURSE TITLE

COURSE NUMBER

LESSON PLAN CONCLUSION

CONCLUSION: After the last teaching step of each objective, a summary of the information presented is performed. The conclusion should contain a summary, remotivation and closure.

SUMMARY: The summary is used to remind the student of the objective and the major teaching steps of the lesson. This step allows the trainee to review the information learned and clear up any misconception. The summary should reemphasize safety and the use of T.O.s, if applicable and reiterate the importance of understanding material presented and summarize key points. Any other items deemed appropriate by the instructor may be included. It should not introduce new material.

REMOTIVATION: This step allows the trainer to remind the trainee why it is important to remember what was taught and how the information applies to them.

CLOSURE: The closure statement is to let the trainee know the lesson is over.

NOTES: Do not use the conclusion to introduce new information.

Attachment 11 (Added)**SAMPLE TEST COMPROMISE STATEMENT**

A11.1. (Added) Test Compromise. Guidelines for test compromise.

A11.2. (Added) Warning. The material covered in this test is governed under the guidelines set forth in AFI 36-2232, ACCSUP1, *Maintenance Training*. Compromise of this test material to include unauthorized possession of test materials or discussion of test content is a violation of Air Force and Air Combat Command instructions and is punishable under the Uniform Code of Military Justice.

A11.3. (Added) Example test compromise situations. The following are potential compromise situations that can occur as a result of actions taken on the part of individuals who develop, handle, administer or participate in the testing program.

A11.3.1. (Added) Reviewing, accessing or allowing review of or access to controlled test material by any individual not specifically authorized.

A11.3.2. (Added) Having an oral or written discussion concerning contents of test material with an unauthorized person.

A11.3.3. (Added) Bringing any unauthorized material into the testing room.

A11.3.4. (Added) Unauthorized reproducing, copying or faxing test material.

A11.3.5. (Added) Removing test material from the examination room without authorization.

A11.3.6. (Added) Being unable to account for the location of testing materials.

A11.3.7. (Added) Storing test materials improperly.

A11.3.8. (Added) Taking or possessing materials without authorization.

A11.4. (Added) Actions to be taken in the event of a test compromise.

A11.4.1. (Added) Suspend all testing of the affected test and gain positive control of all affected tests materials.

A11.4.2. (Added) Development section will perform a preliminary assessment and report recommendations the MTF Superintendent.

A11.4.3. (Added) MTF Superintendent will evaluate the preliminary assessment results and report findings to the MOS/CC if required.

Attachment 12 (Added)**FORMAT FOR MAINTENANCE TRAINING FLIGHT COURSE CRITIQUE**

A12.1. (Added) Course Critique. The purpose of this critique is to obtain feedback concerning courses taught through the Maintenance Training Flight.

Course: _____ Date: _____

Instructor: _____

Name (optional): _____ Off Sym: _____

 The purpose of this critique is to get feedback concerning courses taught through the Maintenance Training Flight. Please take a moment to furnish us with comments and suggestions, be specific with your comments especially if you indicate a low rating. This will better enable us to provide quality training. (Please provide your Name and Duty Phone Number if you would like a reply to your comments.)

1 = Unsatisfactory 2 = Needs Improvement 3 = Satisfactory 4 = Excellent 5 = Outstanding

Circle One Response Only

1) THE COURSE: (1) (2) (3) (4) (5)

Did the course meet the objectives? Yes/No

Will the training provided assist you in your job? Yes/No

Did your knowledge of the subject increase as a result of the instruction? Yes/No

Should the subject matter covered be changed? Yes/No

Comments: _____

2) THE INSTRUCTOR/ GUEST SPEAKER (circle one): (1) (2) (3) (4) (5)

Was the instructor/guest speaker knowledgeable of the material covered? Yes/No

Did the instructor/guest speaker present professional military image? Yes/No

Did the instructor answer student questions? Yes/No

Comments: _____

3) THE FACILITY: (1) (2) (3) (4) (5)

Did the facility provide an atmosphere favorable for learning? Yes/No

Comments: _____

4) OTHER (if applicable): (1) (2) (3) (4) (5)

Were audiovisual aids effective? Yes/No

Did written/performance tests effectively evaluate student performance? Yes/No

Comments: _____

Attachment 13 (Added)**INSTRUCTIONS FOR COMPLETING AF FORM 898**

A13.1. (Added) AF Form 898, *Field Training Requirements Scheduling Document*. Use this form for identifying civilian and military personnel in need of training provided by the Training Detachment (FTD). It provides a simple method of organizing who receives training and when they receive the training. Another use of this form is for scheduling purposes. Training Management completes items 1 through 7d, FTD completes items 7e through 7k, and training management or FTD complete items 8 and 9. Use the following instructions for completing the form:

A13.1.1. (Added) Item 1. Date the form when you begin preparing it at the start of the training period.

A13.1.2. (Added) Item 2. Identify the training management office originating the training request.

A13.1.3. (Added) Item 3. Identify the supporting FTD, FTT, or MTT.

A13.1.4. (Added) Item 4. Identify the training month that this form covers, (for example, Apr).

A13.1.5. (Added) Item 5. Identify the 3-month training period that this form covers (for example, 1 Apr 08 – 30 Jun 08).

A13.1.6. (Added) Item 6a. List in numerical order:

A13.1.6.1. (Added) Authorization of all formal type-4 courses the servicing FTD conducts.

A13.1.6.2. (Added) Other type-4 courses the service unit requires.

A13.1.6.3. (Added) Partial course requirements.

A13.1.7. Item 6b. Identify the CAF and locally designated priority courses with an asterisk.

A13.1.8. (Added) Item 7a. Indicate total eligible backlog as of the first day of the first training month through the last training month for each corresponding course identified in item 6a.

A13.1.9. (Added) Item 7b. Indicate the number of students available to begin training during each training month for the corresponding course identified in item 6a (e.g., Apr 08).

A13.1.10. (Added) Item 7c. Indicate the number of students who plan to begin training during the second training month for the corresponding course identified in item 6a (e.g., May 08).

A13.1.11. (Added) Item 7d. Indicate the number of students who plan to be in training during the third month for the corresponding course identified in item 6a (e.g., Jun 08).

A13.1.12. (Added) Item 7e. Upper Left. Indicate the total number of seats available for training in the next training month for the corresponding course identified in item 6a (e.g., Apr 08). Make every effort to satisfy the available backlog (students available) in item 7b. If instructors are not able to support a training request, the FTD enters one or more of these codes:

A13.1.12.1. (Added) "E" - Teaching En-Route students.

A13.1.12.2. (Added) "F" - Teaching foreign military students.

A13.1.12.3. (Added) "L" - Leave.

A13.1.12.4. (Added) "M" - Minimum class size not met.

A13.1.12.5. (Added) "N" - No instructor authorized.

A13.1.12.6. (Added) "Q" - Qualification training.

A13.1.12.7. (Added) "T" - Teaching another course.

A13.1.12.8. (Added) "Y" - Temporary duty.

A13.1.12.9. (Added) "R" - Other circumstances. **NOTE:** Explain all "R"s in block 8.

A13.1.13. (Added) Item 7e. Bottom Right. FTD indicates the actual seats filled as of class start date.

A13.1.14. (Added) Item 7f. Indicate the total number of seats available during the second training month for the corresponding course identified in item 6a (e.g., May 08). Make every effort to satisfy the available backlog (students available) in item 7c. Use the instructor non-availability codes in item 7e when an instructor is not able to support a training request.

A13.1.15. (Added) Item 7g. Indicate the priority backlog for the applicable corresponding course in item 6a. Calculate as follows: Priority backlog "g" = (b-e) (upper left) + (c-f).

NOTE: (Added) When you find negative numbers in the results, use "zero" as the answer. Bring priority backlogs to the immediate attention of 82nd Field Training Group and the supported ACC maintenance training manager. Make every possible effort to systematically and completely train the priority backlog.

A13.1.16. (Added) Item 7h. Indicate the total number of seats available during the third training month for the corresponding course identified in item 6a (e.g., Jun 08). Make every effort to satisfy the available backlog (students available) in item 7d. Use the instructor non-availability codes in item 7e when an instructor is not able to support a training request.

Attachment 14 (Added)

FORMAT FOR THE CAF SENIOR INSTRUCTOR NOMINATION PACKAGE

A14.1. (Added) Senior Instructor Nomination Package. This package is used to recognize those MTF instructors who have successfully met all the requirements to become a senior instructor.

NOTE: All items must be completed and verified as correct.

1. REQUIREMENTS COMPLETED:

Date assigned to duties in Instructor Element: _____ Verified by: _____

Date qualified as Maintenance Instructor: _____ Verified by: _____

Number of instructional hours obtained (250 min): _____ Verified by: _____

Date Associates degree awarded: _____ Verified by: _____

2. INSTRUCTOR EVALUATIONS. Last three ratings on ACC Form 261 and AF Form 803, TBA Evaluation or QA PE report, to include one academic evaluation by the Instructor Element NCOIC within 30 days of nomination submission.

Instructor Evaluations

DATE: _____ RATING: _____

DATE: _____ RATING: _____

DATE: _____ RATING: _____

QA Task Evaluations

DATE: _____ RATING: _____

DATE: _____ RATING: _____

DATE: _____ RATING: _____

NOMINATED BY: _____
(Instructor supervisor/NCOIC)

CERTIFIED AND RECOMMENDED BY: _____
(Chief of Development and Instructor Branch)

REVIEWED ENDORSED BY/DATE: _____/_____
(Maintenance Group Commander)