COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements Department of the Air Force Policy Directive (DAFPD) 36-26, *Total Force Development and Management.* It establishes procedures for Air Force (AF) maintenance training and provides a framework for developing training for aircraft, munitions, and missile maintenance. It is applicable to uniformed and civilian personnel in the Regular Air Force, Air Force Reserve (AFR), Air National Guard (ANG), and to contractor personnel when required in accordance with their contract. This instruction does not apply to the United States Space Force. Use this instruction with Department of the Air Force Instruction (DAFI) 36-2670, *Total Force Development.* Major Commands (MAJCOM) may supplement this instruction. Supplements must identify required deviations (DEV) (applicability, variance, and/or differences in organizational placement of responsibilities/processes) on the supplement with the abbreviation "(DEV)". Place the "DEV" entry after the paragraph number and directly preceding the affected text (e.g., 2.8.1. (AMC) (DEV) Commanders will...). All supplements and addendums shall be submitted to AF/A4L for approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Form 847 from the field through the

appropriate functional chain of command. The authorities to waive wing, unit or garrison level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, and T-3") number following the compliance statement. See DAFMAN 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternatively, to the requestor's commander for non-tiered compliance items. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, Records Management and Information Governance Program, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Instruction (DoDI) 5400.11, DoD Privacy and Civil Liberties Programs. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Compliance with the attachments in this publication is mandatory.

(ACC) AFI 36-2650, *Maintenance Training*, is supplemented as follows: This supplement prescribes specific processes and procedures that are unique to Air Combat Command (ACC). This publication is not applicable to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units (to include ANG or AFRC-led Active or Classic Associations). This publication is not applicable to United States Space Force units/personnel. This publication may be supplemented at any level. Only supplements and addendums containing deviations must be submitted to Headquarters Air Combat Command Maintenance Training Branch (HQ ACC/A4PMT) for approval. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 U.S.C., Sec 9013, Secretary of the Air Force. Refer recommended changes and questions about this publication to the OPR using DAF Form 847, *Recommendation for Change of Publication*; route DAF Form 847s from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (T-0, T-1, T-2, T-3) number following the compliance statement. See DAFMAN 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, the requestor's commander for non-tiered compliance items. Approved waivers will be sent to HQ ACC/A4PMT, via the organizational email address at **acclgqt@us.af.mil**.

SUMMARY OF CHANGES

This AFI has been significantly changed and must be completely reviewed. Major changes include: Requirements for the Training Analysis Briefing (TAB), requirements for the Status of Training briefing, updates to Cross-Utilization Training (CUT), maintenance training section scheduling process, duty titles and structure, Maintenance Information Systems (MIS) and AF approved electronic training records (formerly referred to as Training Business Area).

(ACC) This supplement has been significantly changed and must be completely reviewed in its entirety. The following is a synopsis of the revisions: Training Analysis Briefing (TAB) and AF approved electronic training records (formerly referred to as Training Business Area).

Chapter 1

GENERAL

1.1. Purpose. AFI 36-2650 establishes guidance and training procedures for personnel assigned to aircraft, munitions, and missile maintenance organizations throughout the AF.

1.2. Objective. Provide initial, upgrade, proficiency, qualification, recurring, and certification training needed by a technician to perform duties in their primary Air Force Specialty Code (AFSC). The overall capability of a maintenance unit depends on the state of training for personnel assigned. Training is essential to improving and sustaining unit capability and is one of the most important responsibilities of commanders and supervisors. Maintenance training carries an equal priority with the operational training mission when it comes to balancing resources for aircraft, support equipment, facilities, tools, funding, personnel, etc. (AFR/ANG requirements are identified in **Chapter 10**).

1.3. Applicability. This instruction is directive in nature and applicable to commanders, supervisors, Unit Training Managers (UTM) and personnel assigned to maintenance groups, maintenance squadrons, maintenance training sections, and other maintenance organizations throughout the Air Force. Performance-based activities (contractors) will organize in accordance with the contract or management plan. **(T-2) Note:** Certain sections of this AFI are not applicable (N/A) to AFR/ANG, Intercontinental Ballistic Missile, and nuclear units. Refer to MAJCOM supplements and/or instructions for further guidance, where applicable. Specific training requirements for munitions and missile maintenance activities are included in the appropriate Air Force Manuals (AFMANs) 21-202, *Missile Maintenance Management* and 21-204, *Nuclear Weapons Maintenance.*

1.4. Equivalent Commanders. Throughout this instruction, responsibilities for the Maintenance Group Commander are identified. Units not aligned under a maintenance group will assign these responsibilities to the appropriate level commander. **(T-2)**

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

   1.5.1. **Shall, Must, Will** - Indicate a mandatory requirement. **Note:** "Will" is also used to express a declaration of purpose for a future event.

   1.5.2. **Should** - Indicates a preferred or recommended method or option.

   1.5.3. **May** - Indicates an acceptable or satisfactory method or option.

1.6. Office of Primary Responsibility. The maintenance training section (UTM for AFR/ANG) is the Point of Contact (POC) for maintenance training within the maintenance group in accordance with DAFI 36-2670 and this instruction. The UTM or civilian equivalent will serve as OPR for those units without a maintenance training section. **(T-2)** The AFR/ANG UTM or civilian equivalent will serve as OPR for those units without a maintenance training section. **(T-2)** See **Chapter 10** for AFR/ANG UTM duties and responsibilities.

1.7. Air Education and Training Command (AETC) Training Detachment (TD). (N/A to AFR/ANG aircraft maintenance units). The TD is the primary aircraft and/or Intercontinental Ballistic Missile maintenance training agency on base. Suppliers will provide TDs with the same quality and quantity of support as all other Air Force Receivers in accordance with AFPD 25-2,

Support Agreements, therefore, a support agreement is not necessary unless both the Supplier and Receiver agree to different levels of support **(T-2)**

1.7.1. Installations with an AETC TD will be utilized as the primary maintenance training resource at all bases with an assigned TD. **(T-2)**

1.7.1.1. The TD will not conduct ancillary training. **(T-2)**

1.7.1.2. Maintenance training sections and TDs should not duplicate training.

1.7.1.3. Maintenance training sections will develop courses and supplement training when the training requirements are beyond the capability and timely response of the TD. **(T-2)**

1.7.2. Student travel program for 982d Training Group (TRG) TD course. Submit travel and per diem cost for student travel to TD courses to 502 Comptroller Squadron (CPTS), Sheppard Air Force Base (AFB), Texas (TX) for funding approval in accordance with DAFI 36-2670. **Note**: If an individual cannot attend the TD course after the name is submitted and a fund cite has been provided, notify the 982d TRG and MAJCOM maintenance training branch as soon as possible.

1.7.3. **(Added-ACC)** The TDs have the responsibility to:

1.7.3.1. **(Added-ACC)** Respond to all training requests from the Maintenance Training Section (MTS). However, new course requirements must be coordinated through, and approved, by HQ ACC/A4PMT. **(T-2)**

1.7.3.2. **(Added-ACC)** Review and sign AF Form 898, *Field Training Requirements Scheduling Document*, or an automated facsimile. **(T-2)**

1.7.3.3. **(Added-ACC)** Attend the MXG Training Analysis Briefings (TAB). **(T-2)**

1.7.3.4. **(Added-ACC)** Attend the MTS monthly training scheduling meetings. **(T-2)**

1.7.3.5. **(Added-ACC)** Develop written procedures with MTS to ensure TD instructional system reviews (ISR) are coordinated with the proper maintenance agencies. **(T-2)**

1.7.3.6. **(Added-ACC)** Provide MTS copies of current TD Course Chart/Training Standards (maintenance courses only). **(T-2)**

1.7.3.7. **(Added-ACC)** Certify students on required tasks when identified by MAJCOM via course documents. Instructors will document students training via the Air Force approved electronic training record. **(T-2)**

1.7.3.8. **(Added-ACC)** Attend Curriculum Advisory Committee (CAC) meetings when requested. **(T-2)**

1.8. MAJCOM Mandatory Course List. (N/A to AFR/ANG)**.** MAJCOMs will create a master list of all mandatory TD, maintenance training section, and myLearning courses for each mission design series aircraft. **(T-1)** MAJCOMs will conduct annual audits to ensure courses have been identified for completion for all applicable AFSCs (see paragraphs **8.3.3 and 8.3.4**). **(T-1)**

1.8.1. **(Added-ACC)** The ACC Mandatory Course List (MCL) is used by the MAJCOM Functional Managers (MFM) to standardize Mission Design Series (MDS) MAJCOM training requirements. All ACC MCL change submissions will be routed through the MTS Superintendent. HQ ACC/A4PMT coordinates each request through the respective Weapons

System Team (WST) and MFM for approval. All ACC MCL courses will be identified as priority courses on the AF Form 898. The course requirements will be identified and loaded to the Maintenance Information System (MIS), during in-processing into the squadron with appropriate statuses. Supervisors, through the unit training manager (UTM), must ensure required personnel are loaded, scheduled, and attend training IAW the ACC MCL instructions, unless waived. **(T-2)**

1.8.1.1. **(Added-ACC)** Waiver requests are initiated by the unit, coordinated through the MTS, MXG/SEL, and signed by the MXG/CC. Submit waiver requests to HQ ACC/A4PMT who will coordinate with the Air Force Specialty Code (AFSC) MFM for approval/disapproval. Waiver requests will contain individual's name, rank, primary AFSC, duty title, course to be waived, and a full justification for the request. **(T-2)**

1.8.1.2. **(Added-ACC)** When a waiver is approved, the maintenance training scheduler will update the individual's record in the MIS with waiver status code and file a copy of the waiver until no longer applicable. **(T-2)**

1.9. Utilization of Training Courses. Units will utilize AETC TD, maintenance training section and ancillary training courses for upgrade, proficiency, qualification, recurring, and CUT to the fullest extent possible. **(T-2)**

1.10. Class Cancellation Policy. TD classes with enroute, temporary duty, AFR/ANG and/or multi-phased students will not be canceled and will be supported by the host unit, unless approved by the wing commander. **(T-3)** Host unit personnel will not be removed from TD courses due to appointments, local exercises, or higher headquarters inspections, unless approved by the wing commander. **(T-3)** The Maintenance Group Commander (or equivalent) may cancel maintenance training section classes during local exercises. The maintenance training operating instruction, developed by the maintenance training section, will outline the cancellation policies for maintenance training classes. **(T-2)** Local students released from maintenance training section and/or TD courses will report to their respective work centers. **(T-2)**

1.11. Curriculum Advisory Committee. (N/A for AFR/ANG and Air Force Special Operations Command (AFSOC) units)**.** Use the Curriculum Advisory Committee to investigate, analyze, and recommend the most cost effective and efficient method to satisfy training requests. The Curriculum Advisory Committee will be composed of the Maintenance Training Section Development and Instructor Element Chief (chairperson), UTM (as required), TD (as required), subject matter experts, applicable work center supervisors and/or section chiefs, and Maintenance Training Section Superintendent. **(T-2)**

1.11.1. The maintenance training section will conduct a Curriculum Advisory Committee when:

1.11.1.1. Developing a new course. **(T-2)**

1.11.1.2. Deciding which training agency should conduct requested training. **(T-2)**

1.11.1.3. Revising 25% or more of an existing course. **(T-2)**

1.11.2. The maintenance training section can use a Curriculum Advisory Committee to conduct reviews of maintenance training section courses and TD courses when necessary.

1.12. Cross-Utilization Training. CUT provides the unit internal flexibility by training individuals to perform tasks on their assigned weapons systems that are not in his/her primary

AFSC. This training can offset periods of austere or low skill level manning. It also enhances combat capability by developing a pool of qualified personnel to draw upon during surges. Use care not to create a dependency upon CUT trained personnel for every task. CUT should never be a long-term fix or management solution for an AFSC shortfall. Ensure the training records of individuals receiving CUT are appropriately documented. CUT trainees must be a qualified 5-level or 3-level that have completed all upgrade requirements except minimum time in training. **(T-1)** Personnel possessing an AFSC with a shred, for example, 2A3X4C and 2A5X1B will not be utilized on aircraft not applicable to that shred without AF Career Field Manager approval except in MAJCOM designated enroute units. MAJCOMS will provide a list of designated enroute units. **(T-1) Note:** This guidance does not apply to remotely piloted aircraft weapon systems or other weapon systems where AF approved maintenance philosophy dictates the merger of AFSCs.

1.12.1. **(Added-ACC)** Supervisors will load applicable CFETP task(s) to the member in the approved Air Force approved electronic training record. **(T-2)**

1.13. Block Training. Block training is a term used in the maintenance community to describe the type of format used for training. Maintenance should use this format to group training requirements into a single training session. Initial mission orientation and refresher training are the most commonly conducted courses in the block-training format.

1.14. Ancillary Training. Accomplish according to governing directives. Make every effort to consolidate training requirements to reduce the impact on the mission.

1.15. Overdue Training. Individual recurring qualifications become overdue on the last day of the month in which recertification is due. When an individual is on temporary duty, on leave, or incapacitated, that person need not be decertified provided the required training and/or evaluations are completed within 30 days of the member's return to duty, not to exceed 2 calendar months from original due date, unless specified by another authoritative reference.

1.15.1. **(Added-ACC)** Training Requirements during Deployments. Units must train personnel prior to deployment and ensure qualification throughout the deployment. Deployed personnel who go overdue for training are overdue and count against the squadron's monthly training statistics. If capability and mission requirements allow at deployed location, deployed personnel must complete training. Personnel who go overdue for training while deployed will receive priority scheduling within 30 days after return to duty at home station. **(T-3) Note:** Specific programs may identify additional requirements for overdue training (e.g., engine run).

1.16. Air Force Engineering and Technical Services (AFETS) and Contractor Engineering and Technical Services (CETS) (If applicable).

1.16.1. When necessary, use AFETS personnel for specialized systems and equipment training and integrate these personnel within the maintenance training section (UTM for AFR/ANG) instructional effort. **(T-3)**

1.16.2. Courses developed or taught by AFETS will be coordinated through the maintenance training section (UTM for AFR/ANG) to ensure courses meet curriculum standards. **(T-3)**

1.16.3. Coordinate training requests conducted by AFETS/CETS as listed in DAFI 21-101, *Aircraft and Equipment Maintenance Management*.

1.17. Maintenance Training Section Instructions.

1.17.1. Maintenance training sections (UTM for AFR/ANG) will develop and publish a local training instruction or supplement to this AFI and MAJCOM training instructions to specify local policies and procedures to include, as a minimum:

1.17.1.1. A waiver process to approve any deviation to the local instruction. **(T-2)**

1.17.1.2. Testing and certification procedures. **(T-2)**

1.17.1.3. Frequency and distribution of automated training products. **(T-2)**

1.17.1.4. Personnel in and out processing, to include registration in training databases, for example, AF approved electronic training records, myLearning, AF Training Record, etc. **(T-2)**

1.17.1.5. Procedures for requesting training. **(T-2)**

1.17.1.6. Additional local procedures. **(T-2)**

1.17.1.7. Class cancellation policy. **(T-2)**

1.17.1.8. Feedback loop to local Quality Assurance. **(T-2)**

1.17.1.9. Work center and/or section training monitor duties and responsibilities, if utilized. **(T-2)**

1.17.1.9.1. **(Added-ACC)** Outline procedures for loading instructor employee numbers for individuals attending Maintenance Qualification Training (MQT) or TD courses. **(T-2)**

1.17.2. Ensure the Maintenance Group Commander (or equivalent) signs and approves the instruction.

1.17.3. Review instruction in accordance with DAFMAN 90-161.

1.18. Maintenance Group Training Analysis Briefing (see Chapter 10 for AFR/ANG requirements).

1.18.1. Frequency. Maintenance training sections will provide a quarterly formal TAB to the Maintenance Group Commander (or equivalent). **(T-2)**

1.18.1.1. **(Added-ACC)** Quarterly briefings will be conducted the first month of each quarter (January, April, July, and October). **(T-3)**

1.18.1.2. **(Added-ACC)** The MTS Superintendent will provide quarterly TAB briefing to HQ ACC/A4PMT by the last duty day of each briefing month (January, April, July, and October) via the HQ ACC/A4PMT Maintenance Training SharePoint: **https://usaf.dps.mil/sites/ACC-A4/A4P/APMT/default.aspx**. **(T-3)**

1.18.2. The Maintenance Group Commander, Maintenance Group Deputy Commander, or equivalent will chair the quarterly briefing. **(T-2)**

1.18.3. Attendance. As a minimum, the following personnel will attend the quarterly formal TAB:

1.18.3.1. Squadron commanders. **(T-2)**

1.18.3.2. The Maintenance Group Superintendent. **(T-2)**

1.18.3.3. The Maintenance Training Section Superintendent, Development and Instructor Element Chief, Training Management Element Chief, Maintenance Training Section Schedulers, UTMs, and TD. **(T-2)**

1.18.3.4. Maintenance Squadron and Munitions Squadron, Aircraft/Helicopter Maintenance Squadron, Missile Maintenance and Missile Operations Squadron Superintendents, as applicable to maintenance group organization structure. **(T-2)**

1.18.3.5. The Quality Assurance Officer in Charge and/or superintendent or designated representative. **(T-2)**

1.18.4. Provide an electronic copy of the briefing to each required participant prior to the formal briefing.

1.18.5. Use approved Maintenance Information System (MIS) to help develop the TAB. Only an AF level approved MIS is authorized to be used to automate training as designated in accordance with DAFI 21-101. MAJCOM approved systems may be used to assist with the training process but not be considered the primary MIS. Integrated Maintenance Data System (IMDS), G081/Mobility AF Logistics Command and Control (G081/Mobility AF Log C2), and MIS are synonymous as they apply to this AFI. The generic term MIS allows flexibility to associate with any automated information system currently used in the maintenance community and provides for other emerging systems that fall under the same MIS business rules.

1.18.6. TAB contents must include items identified in DAFI 36-2670 (required if applicable) and ensure Intercontinental Ballistic Missile maintenance groups can meet the requirements within this guidance. **(T-2)** Intercontinental Ballistic Missile maintenance group TAB formats will be standardized by their owning MAJCOM. **(T-2)**

1.18.6.1. Identify trends noted from previous TAB (e.g., high Quality Assurance (QA) fail rate for Auxiliary Power Unit operations).

1.18.6.2. Primary Air Force Specialty Code (PAFSC) breakout for all 2AXXX (or sortie producing AFSCs to include 3DXXX as applicable) in the grades of E-6 or below by 3, 5, and 7 level. **Note:** MAJCOM and/or Maintenance Group Commander (MXG/CC) may direct additional AFSCs.

1.18.6.3. 21A/M officer upgrade by Basic, Senior, and Master. **Note:** MAJCOM and/or MXG/CC may direct additional AFSCs.

1.18.6.4. Production and QA trends related to training. **Note:** Broken out by trend, number of sorties effected, squadron effected, how many were production related, and how many were QA fails. **Note:** Only trend items related to training should be tracked.

1.18.6.5. Maintenance Group (MXG) critical skills will be reported by number required and number qualified. **(T-2)** MAJCOM will set critical task list. **(T-1)** MXG/CC may add local requirements.

1.18.6.5.1. **(Added-ACC)** The TAB must include the following critical tasks list items**:**

1.18.6.5.1.1. **(Added-ACC)** Blade Blending (Required if applicable).

1.18.6.5.1.1.1. **(Added-ACC)** Report total number of required/qualified. The Squadron Commander or Maintenance Superintendent will establish the number of personnel required for these courses. Any changes to the requirement will be reported in the TAB. **(T-3)**

1.18.6.5.1.2. **(Added-ACC)** Engine Run (Required if applicable).

1.18.6.5.1.2.1. **(Added-ACC)** Report total number of required/qualified. The Squadron Commander or Maintenance Superintendent will establish the number of personnel required for these courses. Any changes to the requirement will be reported in the TAB. **(T-3)**

1.18.6.5.1.3. **(Added-ACC)** Borescope (Required if applicable).

1.18.6.5.1.3.1. **(Added-ACC)** Report total number of required/qualified. The Squadron Commander or Maintenance Superintendent will establish the number of personnel required for these courses. Any changes to the requirement will be reported in the TAB. **(T-3)**

1.18.6.5.1.4. **(Added-ACC)** Intake/Inlet/Engine Exhaust (Required if applicable).

1.18.6.5.1.4.1. **(Added-ACC)** Report total number of required/qualified. The Squadron Commander or Maintenance Superintendent will establish the number of personnel required for these courses. Any changes to the requirement will be reported in the TAB. **(T-3)**

1.18.6.5.1.5. **(Added-ACC)** Hot Refuel (Required if applicable).

1.18.6.5.1.5.1. **(Added-ACC)** Report total number of required/qualified. The Squadron Commander or Maintenance Superintendent will establish the number of personnel required for these courses. Any changes to the requirement will be reported in the TAB. **(T-3)**

1.18.6.6. Key Performance Indicators (KPI) - TD Demand Response Rate. Divide the number of quotas allocated (total number of seats supported by the TD) by the number of quotas requested and reflect the rate as a percentage.

1.18.6.6.1. **(Added-ACC)** ACC TD Demand Response rate standard is 90%.

1.18.6.7. KPI - TD Utilization Rate. This rate reflects how well the unit utilized the seats that were allocated from the TD. Compute it by dividing the number of seats utilized by the number of seats allocated (for the reported month) and express the rate as a percentage.

1.18.6.7.1. **(Added-ACC)** ACC TD Utilization rate standard is 90%.

1.18.6.8. KPI -Maintenance Training Demand Response Rate. Divide the number of quotas allocated, for Maintenance training section conducted courses, by the number requested and reflect the rate as a percentage.

1.18.6.9. KPI - Maintenance Training Utilization Rate. This rate reflects how well the unit utilized the seats that were allocated from the maintenance training section. Compute it by dividing the number of seats utilized, by the number of seats allocated (for the reported month) and express the rate as a percentage. **Note:** Maintenance training sections should

report lost training time in accordance with their MAJCOM instruction. Walk-ins are not factored into this rate.

1.18.6.10. Field TD and MTS backlogs will be broken out by: course name, # in training next 90 days, # completed in reported month, overdues, waivers, and the get well estimated completion date. **(T-2)**

1.18.6.11. Special certification status will be broken out by: Special Certification Roster (SCR) item, required/qualified per unit, total required/qualified for the MXG, and the total number of waivers for each SCR item. **(T-2) Note:** The MAJCOMs determine what SCR items will be tracked. MXG/CCs may add additional requirements.

1.18.6.11.1. **(Added-ACC)** See ACC critical task list in **paragraph 1.18.6.5**.

1.18.6.12. Aircraft utilized for training will detail how many aircraft were used for training and by which agencies (e.g., MXG, MTS, Field TD, or AFETS), how many hours utilized, and number of personnel trained. **(T-2)** In addition, each task trained will be shown with how many individuals were trained. **(T-2)**

1.18.6.13. Report lost training time and instructor utilization in three categories: lost classroom time, duty related non-classroom time, and additional duties. Report both in the TAB.

1.18.6.13.1. **(Added-ACC)** Classroom lost time includes weather, ground trainer, Maintenance Training Device/Aircraft cancellation or non-availability, equipment, personnel issues, flight line operations, etc.

1.18.6.14. Trends noted from previous Status of Training briefings with actions to be taken.

1.19. Training Assessment Feedback. The Maintenance Training Section Superintendent (UTM for AFR/ANG) serves as OPR for local administration for internal and Office of Collateral Responsibility for external feedback.

1.19.1. Establish a feedback loop in the maintenance training operating instruction between the quality assurance program and maintenance training sections (UTM for AFR/ANG) that focuses on training deficiencies.

1.19.2. Ensure training feedback (internal and external) surveys are returned.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. General. The Maintenance Group Commander (or equivalent) is ultimately responsible for all maintenance training within the group. Unit commanders and supervisors must ensure training programs are effective, efficient, and completed on time to meet mission requirements. **(T-2)**

2.2. Air Force Career Field Manager. The Maintenance Division (AF/A4LM) and Nuclear Weapons, Missiles & Munitions Division (AF/A4LW) are the POCs on maintenance training matters. The AF Career Field Manager responsibilities are outlined in DAFI 36-2670.

2.2.1. The POC for AFR and ANG waivers is their respective Air Force Reserve Command (AFRC)/ANG Functional managers in accordance with DAFI 36-2670.

2.2.2. The Crew Chief Career Field Manager and Aircraft Systems Career Field Manager co-chair the Joint Service Aviation Maintenance Technician Certification council and acts as the OPR for the Airframe and Powerplant Certification program in coordination with the Federal Aviation Administration and the Community College of the AF.

2.3. Career Field Administrator. The Career Field Administrator is the functional system administrator for the AF approved MIS. The Career Field Administrator is the AF Career Field Manager or delegated representative for each Career Field Education and Training Plan (CFETP) and AF Job Qualification Standard (JQS) managed in MIS.

2.3.1. The Career Field Administrator will:

2.3.1.1. Ensure all CFETPs loaded in the system are the most current and accurate versions. **(T-1)**

2.3.1.2. Act as single POC for problems related to functional data records for all career progression documents. The Career Field Administrator will refer all software-related and technical problems to the Air Force Life Cycle Management Center Subject Matter Expert Support (AFLCMC/HIAM) and Air Force Life Cycle Management Legacy Sustainment Division (AFLCMC/HIZG) Field Assistance Service. **(T-1)**

2.3.2. Load and transcribe new CFETP, AF JQS, qualification training packages, and changes as directed by the AF Career Field Manager.

2.3.3. Ensure all applicable CFETPs, AF JQS, and or Command JQS are reviewed during Specialty Training Requirements Team/Utilization and Training Workshop and/or Maintenance Training Advisory Group meetings.

2.4. Training Pipeline Manager. The training pipeline manager's responsibilities are outlined in DAFI 36-2670.

2.5. MAJCOM Maintenance Training Branch/Section. The MAJCOM Maintenance Training Branch/Section (or equivalent) is the single POC for maintenance training matters within the command. The MAJCOM Maintenance Training Branch/Section (or equivalent) have the responsibility to:

2.5.1. Provide maintenance training policy and guidance to maintenance training sections and UTMs.

2.5.2. Evaluate and monitor all formal and maintenance training section courses and programs (N/A to AFR/ANG).

2.5.3. Perform staff assistance visits at the group commanders' request or when training indicators warrant.

2.5.4. Validate and coordinate command, *Functional Inspection Guides or Unit Compliance Guides* (N/A to AFR/ANG).

2.5.5. Publish, manage, and interpret command maintenance training instruction.

2.5.6. Publish and maintain the MAJCOM Mandatory Course List (N/A to AFR/ANG).

2.5.7. Schedule and conduct the command maintenance training conference, if applicable.

2.5.8. Augment the MAJCOM inspection team, if applicable.

2.5.9. Chair Site Activation Task Force training working groups. This is a function of the lead MAJCOM for a given weapon system.

2.5.10. Manage command future training requirements.

2.5.11. Manage command interactive multimedia instruction, exportable, and distance learning training.

2.5.12. Manage mission readiness training requirements for maintenance personnel.

2.5.13. Review and evaluate quarterly TAB data from the MXGs or equivalents.

2.5.14. Coordinate with MAJCOM/A1 on training and manning issues.

2.5.15. Coordinate and monitor enroute training, if applicable.

2.5.16. Coordinate annual training requirements.

2.5.17. Attend AF and MAJCOM level conferences and workshops affecting maintenance training.

2.5.18. Coordinate on enlisted specialty training waivers with Air Force and command functional managers.

2.5.19. Be the approval/concurring authority for master course code inputs from within their command.

2.5.20. Coordinate on training requirements submitted for the AF approved electronic training records system via the AF approved electronic training records help desk.

2.6. MAJCOM Command Functional Manager. The MAJCOM Functional Manager establishes upgrade, continuation, and qualification training requirements for their field units and weapons systems for which the MAJCOM is designated as lead. The MAJCOM Functional Manager will:

2.6.1. Support specialty training requirements team/utilization and training workshops with functional and subject matter experts. **(T-1) Note:** As the functional representative for the command, MAJCOM Functional Managers who attend specialty training requirements team/utilization and training workshops have voting authority and authority to commit MAJCOM resources to support new training requirements.

2.6.2. Coordinate on resources (manpower, equipment, and funding) to support new training requirements. **(T-1)**

2.6.3. Coordinate on enlisted specialty training waivers and provide recommendation to AF Career Field Manager (MAJCOM Functional Manager for AFRC and ANG). **(T-1)**

2.7. Maintenance Group Commander (or equivalent). The Maintenance Group Commander will, as applicable:

2.7.1. Ensure an orientation program is developed and conducted for all personnel newly assigned. As a minimum, topics must include unit mission, Aerospace Expeditionary Forces vulnerability, tasking plans, supply procedures, foreign object damage program, general flight line and work center safety rules, environmental issues, block training (if applicable), corrosion control, maintenance standardization and evaluation program and product improvement procedures. **(T-2)**

2.7.2. Organize maintenance training sections (if applicable) in accordance with DAFI 21-101 and this instruction. Organize Intercontinental Ballistic Missile Maintenance training sections in accordance with AFMAN 21-202 (N/A to AFR/ANG). **(T-2)**

2.7.3. Ensure maintenance training sections (UTM for AFR/ANG) are the single POC for maintenance training matters affecting the maintenance group. **(T-2)**

2.7.4. Provide facilities to maintenance training sections (UTM for AFR/ANG) in support of maintenance training programs to include sufficient offices, classrooms, equipment, computer support and dedicated hangar space. **(T-2)**

2.7.5. Ensure each newly assigned AFETS/CETS (as authorized) representative meets and confers with the maintenance training section (UTM AFR/ANG) to discuss their role in maintenance training. **(T-2)**

2.7.6. Provide highly qualified maintenance technicians to maintenance training sections (N/A for AFR/ANG) as assigned or attached instructors based on the training needs of the maintenance community. Ensure each assigned mission design series and aircraft maintenance unit maintenance AFSC has instructor capability.

2.7.7. Ensure aircraft/facilities (e.g., launch facilities/missile alert facilities) are available for training.

2.7.7.1. **(Added-ACC)** 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.

2.7.8. Sign and approve AF Form 898, *Field Training Requirements Scheduling Document* (may be delegated in writing to the Maintenance Training Section Superintendent) (N/A for AFR/ANG).

2.7.9. Chair the quarterly TAB.

2.7.10. Ensure the Maintenance Training Superintendent develops a process to determine correlation between maintenance metrics and the training and development of assigned maintenance group personnel.

2.7.11. Provide maintenance training sections sufficient monetary resources to sustain maintenance training operations and develop staff personnel to satisfy mission requirements.

2.7.11.1. **(Added-ACC)** MTS Budget. The MXG/CC will provide the MTS funds to conduct the training mission including, but not limited to:

2.7.11.1.1. **(Added-ACC)** Materials/equipment to support and conduct training.

2.7.11.1.2. **(Added-ACC)** Personnel training and development for all assigned to the MTS.

2.7.11.1.3. **(Added-ACC)** Utilization and Training Workshops (U&TW) and ACC level training working groups.

2.7.11.1.4. **(Added-ACC)** Facility and vehicle maintenance.

2.7.11.1.5. **(Added-ACC)** Maintenance Training Learning Center equipment, maintenance, and repairs.

2.7.11.1.6. **(Added-ACC)** Ensure the MTS is manned IAW the Unit Manning Document (UMD).

2.7.11.1.7. **(Added-ACC)** Ensure MTS complies with the duties and responsibilities in **Chapter 5**.

2.7.11.1.8. **(Added-ACC)** Ensure the MTS is the final approval authority for any courseware development within the MXG.

2.8. Squadron Commander. Squadron commanders will:

2.8.1. Establish and administer unit training programs in accordance with DAFI 36-2670 and this instruction. **(T-2)**

2.8.2. Chair a squadron monthly Status of Training meeting. **(T-2)**

2.8.2.1. Attendance. As a minimum, the following personnel will attend the monthly Squadron Status of Training meeting:

2.8.2.2. Squadron commander, deputy commander, or equivalent. **(T-2)**

2.8.2.3. Senior Enlisted Leader. **(T-2)**

2.8.2.4. Aircraft Maintenance Unit (AMU)/Flight Superintendents (as applicable to organization structure). **(T-2)**

2.8.2.5. Squadron Training Manager. **(T-2)**

2.8.2.6. Additional Duty Unit Training Managers (ADUTM)/Training Monitors. **(T-2)**

2.8.2.7. Section chiefs and work center supervisors. **(T-2)**

2.8.3. Squadron Status of Training briefing contents must include items identified in DAFI 36-2670 (required if applicable) and ensure Intercontinental Ballistic Missile maintenance groups can meet the requirements of this guidance. **(T-2)** Status of Training briefing will include the following (if applicable):

2.8.3.1. Blade Blending (Required if applicable). **(T-2)**

2.8.3.2. Engine Run (Required if applicable). **(T-2)**

2.8.3.3. Borescope (Required if applicable). **(T-2)**

2.8.3.4. Intake/Inlet/Engine Exhaust (Required if applicable). **(T-2)**

2.8.3.5. Hot Refuel (Required if applicable). **(T-2)**

2.8.3.6. TD Demand Response Rate. Divide the number of quotas allocated (total number of seats supported by the TD) by the number requested and reflect the rate as a percentage (N/A to ANG/AFR). **(T-2)**

2.8.3.7. TD Utilization Rate. This rate reflects how well the unit utilized the seats that were allocated from the TD. Compute it by dividing the number of seats utilized by the number of seats allocated (for the reported month) and express the rate as a percentage (N/A to ANG/AFR). **(T-2)**

2.8.3.8. Maintenance Training Demand Response Rate. Divide the number of quotas requested for maintenance training section conducted courses by the number allocated and reflect the rate as a percentage (N/A to ANG/AFR). **(T-2)**

2.8.3.9. Maintenance Training Utilization Rate. This rate reflects how well the unit utilized the seats that were allocated from the maintenance training section. Compute it by dividing the number of seats utilized, by the number of seats allocated (for the reported month) and express the rate as a percentage (N/A to ANG/AFR). **(T-2) Note:** maintenance training sections should report lost training time in accordance with their MAJCOM instruction. Walk-ins are not factored into this rate.

2.8.3.10. Training Scheduling Effectiveness. Compute training scheduling effectiveness by dividing the number of originally scheduled personnel, minus deviations, by the total number of scheduled personnel, for example, 100 originally scheduled – 15 deviations, divided by 100 scheduled = 85% training effectiveness rate. Unscheduled actions are considered a deviation (N/A to ANG/AFR).

2.8.3.11. Upgrade Training Status. Reflect the status of upgrade training in accordance with DAFI 36-2670.

2.8.3.12. Overdue Training. Report all training (TD, maintenance training section, ancillary, etc.) overdues. Just in time deployment training will not count as overdue training, for example, Combat Arms Training, Chemical/Biological Training, etc. Count personnel who go overdue for training (including those on temporary duty, on leave and scheduled) as overdue on the Status of Training until trained. **(T-2)**

2.8.3.12.1. **(Added-ACC)** Overdue Training will be reported by squadron and by number of personnel overdue, not number of events in the MIS. **(T-3)**

2.8.3.12.2. **(Added-ACC)** ACC Personnel Overdue Training Rate standard is less than 5%.

2.8.3.13. MAJCOM Mandatory Course List Backlog. Provide the total backlogs for each MAJCOM Mandatory Course List course (TD, Interactive Multimedia Instructor, myLearning, Maintenance Qualification Training Program, etc.), scheduled, enrolled, number of courses completed and overdues (N/A to ANG/AFR).

2.8.3.14. Identify and discuss current and future training issues and concerns.

2.8.3.15. Qualification training: Identify the number of personnel in qualification training by unit.

2.8.3.15.1. **(Added-ACC)** ACC SOT data/reports will include the total number and percentage of personnel in upgrade training, fully qualified (TSC R) and in qualification training (TSC Q). If member(s) are in TSC R, they are considered "fully-qualified" regardless of the number of untrained tasks loaded to their Individual Training Record ITR; the untrained tasks will be considered continuation training requirements. **(T-3)** See **Attachment 1** for definitions.

2.8.3.15.1.1. **(Added-ACC)** Work center Supervisors will identify all position qualification, proficiency, qualification, and continuation training requirements of assigned personnel. The Master Task List (MTL) in the Air Force approved electronic training record will be the source of record for these requirements. **(T-3)**

2.8.3.15.2. **(Added-ACC)** ACC Personnel Fully Qualified Training Rate standard is 65%. **Note:** For readiness reporting, fully qualified pertains to upgrade training only. Personnel in qualification and/or continuation training will not affect a unit's fully qualified rates.

2.8.4. Squadron commanders must ensure adequate funding is programmed and budgeted to meet MAJCOM mandatory course training requirements. **(T-2)**

2.9. Work Center Supervisors. As a minimum, supervisors will, ensure training programs for their organization are established and administered in accordance with DAFI 36-2670, DAFI 21-101, AFMAN 21-202, MAJCOM supplements to this instruction, and local training directives, as applicable to maintenance group organizations.

2.9.1. Identify all TD and maintenance training section courses required for duty position qualification and review these requirements when training is updated as a result of mission design series change or conversion. **(T-2)**

2.9.2. Ensure duty related courses that apply to selected personnel within a work center are individually loaded into an automated system, for example, the AF approved electronic training records, IMDS, G081, etc. **(T-2)**

2.9.3. Review and validate training requirements in AF approved MIS at least semi-annually. AFR/ANG will validate training requirements annually. **(T-2)**

2.9.3.1. **(Added-ACC)** Conduct Work Center Training Requirements review semi-annually. The work center training requirements' listing is a vital part of each section's MTL. A work center training requirement must be loaded against each work center in the MIS when the majority (51 percent or more) of personnel in the work center require the course, including ACC directed and mandatory courses.

2.9.3.2. **(Added-ACC)** Provide semi-annual validated work center training requirements to the UTM for MIS update and maintain a signed copy.

2.9.4. Ensure training is identified and scheduled. **(T-2)**

2.9.5. Coordinate all formal training, including scheduling changes, through the UTM. **(T-2)**

2.9.6. Review and ensure all AETC graduate questionnaires and/or maintenance training section graduate questionnaires are completed and returned to the maintenance training section (UTM for AFR/ANG) as specified in the applicable training directive. **(T-2)**

2.9.7. **(Added-ACC)** 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 MTS. The supervisor or a designated representative must sign the form to be valid and it must contain the same information as the AF Form 2426 to include an electronic or digital signature.

2.10. AF Master Course Table Manager. The Master Course Code Manager is the functional system administrator for the AF Master Course Code Table. The Master Course Table Manager is the representative responsible for adding, changing, and deleting course code data from the Master Course Table. The Master Course Table Manager will:

2.10.1. Ensure that course codes loaded to the Master Course Table are current and accurate on an annual basis for all course codes loaded to the table. **(T-1)**

2.10.2. Maintain all change request documents for historical purposes to maintain table integrity. **(T-1)**

2.10.3. Act as single POC for problems related to functional data/records stored within the MIS. The Master Course Table Manager will refer all other software-related and technical problems to the Combat Support Systems Help Desk. **(T-1)**

2.10.4. Ensure all applicable master course table change requests are reviewed during Specialty Training Requirements Team/Utilization and Training Workshops and the Maintenance Training Advisory Group meeting. **(T-1)**

2.10.5. Ensure no duplication of course codes exist. **(T-1)**

2.11. (Added-ACC) Squadron Training Monitors [N/A for ANG]. Commanders will appoint one primary and one alternate squadron-level training monitor (non-3F2X1) in writing to assist the UTM. Specific duties of the training monitor are established by the MTS Superintendent and coordinated with the unit commander. Squadron training monitors will not manage the Enlisted Specialty Training Program as outlined in DAFI 36-2670, *Total Force Development*. **(T-3)** The UTM is the OPR and has the overall responsibility for managing the unit training program. As a minimum, the squadron training monitor will:

2.11.1. **(Added-ACC)** Assist supervisors in identifying and projecting ancillary training requirements. **(T-3)**

2.11.2. **(Added-ACC)** Attend unit training meetings and the MTS scheduling meetings. **(T-3)**

2.11.3. **(Added-ACC)** The MTS Superintendent may use local operating instructions to authorize training monitors to update MIS; however, capability will be limited to work center training tasks and loading personnel to attend scheduled classes. **(T-3) Note:** Commanders may appoint one primary and one alternate flight-level training monitor to assist with MIS training.

2.11.4. **(Added-ACC)** When authorized, ensure training completions for work center conducted training are updated in the MIS based upon an electronic or paper source document.

The squadron/flight monitors are not authorized to update special certification course codes or training conducted outside the squadron work centers. **(T-3)**

2.12. (Added-ACC) Lead MTS responsibilities:

2.12.1. **(Added-ACC)** Develop, review, revise, maintain, and monitor ACC directed courses. **(T-3)**

2.12.2. **(Added-ACC)** Solicit and consolidate inputs from the utilizing MTS's during course development, revision, biennial (2 years), and ISR reviews. **(T-3)**

2.12.3. **(Added-ACC)** Ensure CACs for ACC's mandatory courses are chaired by the Lead MTS NCOIC, Development Element and includes the following personnel: **Note**: Utilizing units should participate via telecom/virtual. **(T-3)**

2.12.3.1. **(Added-ACC)** ACC/A4 Functional or WST (as required). **(T-3)**

2.12.3.2. **(Added-ACC)** NCOIC, Development Element of each utilizing unit. **(T-3)**

2.12.3.3. **(Added-ACC)** NCOIC, Instructor Element (as required). **(T-3)**

2.12.3.4. **(Added-ACC)** Subject Matter Experts (SMEs). **(T-3)**

2.12.3.5. **(Added-ACC)** Course instructors. **(T-3)**

2.12.4. **(Added-ACC)** Coordinate course development, revision, and course reviews with HQ ACC/A4PMT and applicable work centers/SMEs. **(T-3)**

2.12.5. **(Added-ACC)** Forward CAC results and CCDs to HQ ACC/A4PMT for review and approval. **(T-3)**

2.12.6. **(Added-ACC)** Provide new/revised CCDs to all applicable units. **(T-3)**

2.12.7. **(Added-ACC)** Identify/consolidate qualification task listing for applicable MDS. **(T-3)**

Chapter 3

MAINTENANCE TRAINING DOCUMENTATION

3.1. Introduction. The purpose of this chapter is to provide training documentation and evaluation instructions that are unique to maintenance career fields.

3.2. Training Documents.

3.2.1. Use automated training documentation forms in Air Force and MAJCOM approved MIS.

3.2.2. Use AF Form 2426, *Training Request and Completion,* or equivalent approved electronic form, to request training, record training and certificate of completion (N/A for AFR). The electronic form must be mutually agreed upon by the host wing maintenance training section and TD. The Group Commander (or equivalent) will be the final approval authority for all versions of the AF Form 2426. **(T-2)**

3.2.3. AF Form 898 is a contract between the host wing and AETC TD. The Group Commander (or equivalent) will sign the AF Form 898 and may delegate action to the Maintenance Training Section Superintendent. **(T-2)**

3.2.4. Maintenance training sections and TDs will use AF Form 898 (N/A for AFR), or equivalent approved electronic form (Intercontinental Ballistic Missile units see AFMAN 21-202 for scheduling TD journeyman courses) to:

3.2.4.1. Manage, forecast, and request unit TD training requirements. **(T-2)**

3.2.4.2. Identify, prioritize, and request wing TD course requirements. **(T-2)**

3.2.4.3. Schedule TD systems and associate courses. The electronic form must be mutually agreed upon by host wing maintenance training section and TD. **(T-2)**

3.2.5. Upgrade training waivers (AFR/ANG requirements are identified in **Chapter 10**). See comprehensive guidance for training waivers in AF Enlisted Classification Directory and AFMAN 36-2100, *Military Utilization and Classification*.

3.2.6. Maintenance training section coordinates training course control documents dealing with explosive safety annually through the wing weapons safety office.

3.3. Training Records. As a minimum, training records will be kept on all personnel in military grade of E-6 and below for enlisted and O-4 and below for officers, as well as any other personnel in upgrade training or retraining. **(T-1)**

3.3.1. Documentation will be kept on all personnel (including civilians) who perform maintenance on aircraft, missiles and associated equipment regardless of grade. Tasks to be performed while deployed shall be prioritized accordingly. **(T-1)**

3.3.2. MSgts and above need only be certified on the "hands on" tasks they may normally be expected to perform. This does not have to include career field core tasks or local upgrade requirements unless they will be doing these tasks.

3.3.3. MIS (AF approved electronic training records) will be used to provide a record of qualification. **(T-1)** In the event MIS (AF approved electronic training records) is not available or is temporarily unavailable, a hardcopy AF Form 623, *Individual Training Record Folder,*

AF Form 623A, *On-the-Job Training Record-Continuation Sheet* and the CFETP may be used to record training. Records will be transcribed to AF approved electronic training records within 15 days of restoration of AF approved electronic training records availability. **(T-1)**

3.3.4. There is no special requirement for development of a training record for individuals performing task certification only. Intercontinental Ballistic Missile maintenance organizations will follow training management requirements in AFMAN 21-204. **(T-1)**

3.4. Core tasks. Core tasks, as identified in the specialty training standard portion of the CFETP, designate minimum on-the-job training requirements for skill-level upgrade in an AFSC. MAJCOM Functional Managers, commanders, and supervisors may designate additional critical tasks as required for upgrade training. When designated, certify these critical tasks using normal core task certification procedures. As a minimum, certification on all AF Career Field Manager-directed core tasks applicable to the specialty must be completed for skill level upgrade. **(T-2)**

3.4.1. **Exemptions:**

3.4.1.1. Core tasks, which are not applicable to base assigned aircraft, missiles or equipment, are not required for upgrade (units are not required to send personnel temporary duty (TDY) for core task training).

3.4.1.2. Units with more than one Mission Design Series, for example, A-10, C-130 aircraft or missile system, upgrade trainees need only complete core tasks on a single Mission Design Series. MAJCOM, unit commanders, and or supervisors may require trainees to complete core task training on additional mission design aircraft or missile system, if desired. If some of these core tasks involve training in another unit on base, trainees must still complete all core tasks relevant to at least one mission design aircraft or missile system. **(T-1)** These additional tasks will not be upgrade training requirements for the individual. **(T-1)** All units are bound by the requirements in this instruction and will accommodate core task trainees from other units. **(T-1)**

3.5. Duty Position Qualification Tasks. These are tasks required for an individual to be qualified in their current duty position beyond upgrade training.

Chapter 4

MAINTENANCE INFORMATION SYSTEMS AND AF APPROVED ELECTRONIC TRAINING RECORDS

4.1. Introduction. Systems currently approved for use in training management are Training Business Area (set to be replaced with an AF approved electronic training record system), IMDS, and G081. MAJCOMs may approve systems to assist with training given they meet the same requirements and are not the sole system of record. MIS use is mandatory when available. Maintenance training sections and/or UTMs are the POCs for functional administration of the MIS training component.

4.2. Purpose. The MIS and AF approved electronic training records provides authorized users with ready access to training related information currently maintained in many different places and not readily accessible to those who need the information.

4.3. Integrated Maintenance Data System (IMDS) and G081 Master Course Codes. The most current master course code listings are available within the respective MIS sub-systems. Specific lists and usage instructions can be found in the applicable MIS and MIS user manuals.

4.3.1. IMDS Master Course Code Configuration Control Board. All requested changes to the IMDS Centralized Database Master Course Table must be approved by the configuration control board prior to submission to the Master Course Code Manager. Configuration Control Board membership includes AF/A4LM chair, MAJCOM maintenance training managers, and Air Force Life Cycle Management Center Database Management Support (AFLCMC/HIA) (advisory/current Master Course Code Manager). The Master Course Table Manager will consolidate all MAJCOM non-critical change requests for presentation to the Configuration Control Board. **(T-2)** The Configuration Control Board will evaluate and approve or disapprove non-critical change requests annually in conjunction with applicable Specialty Training Requirements Team/Utilization and Training Workshop and Maintenance Training Advisory Group. **(T-2)**

4.3.1.1. Master Course Code Approval Process. Course additions, changes, and deletions identified as non-critical but time sensitive or critical: All aircraft related course code changes will go through the aircraft lead MAJCOM for concurrence on how that requirement is to be tracked AF-wide. **(T-2)** Preformatted request letters must be completed for each new request and forwarded by maintenance training sections (UTM for AFR/ANG) to the MAJCOM representative for approval and submission to the Master Course Code Manager. **(T-2)** Immediate change requests of a critical nature may be routed for email approval from the requesting MAJCOM POC, through all other MAJCOM POC to AF/A4LM for immediate approval and processing. If approved, these requests will be sent to the AF Master Course Code Manager for processing and implementation. **(T-2)**

4.3.1.2. Master Course Code Waiver Process. AF/A4LM is the waiver authority for all local course codes to be used for local requirements tracking only. Local requirements tracking: Will be those requirements that only the submitting unit/base ID has as a valid training requirement that must, by directive, be tracked in MIS. **(T-2)** This valid training requirement must not be applicable to any other unit/base/MAJCOM in order to be exclusively tracked locally. If a valid requirement does apply to any other

unit/base/MAJCOM then the requirement, must be submitted as an Master Course Code request for all users to have access to. Requests for waivers must be submitted through the MAJCOM Training Manager to AF/A4LM with full justification as to why the unit/base ID requires more local course codes than the preset limit of 20 per base established by AF/A4LM. **(T-1)** If disapproved, AF/A4LM will return submission with justification for disapproval.

Chapter 5

MAINTENANCE TRAINING (SEE CHAPTER 10 FOR AFR/ANG REQUIREMENTS).

5.1. General. The maintenance training section is a maintenance group staff agency organized as a centralized aircraft or missile maintenance training function and should be directly subordinate to the Maintenance Group Commander (or equivalent). UTMs should be physically located and conduct their daily duties in the unit(s) they support. All maintenance instructors and UTMs (AFSC 3F2X1) will be assigned to maintenance training sections under the maintenance group for administrative and operational purposes. **(T-3)** The centralization concept provides economy of scale and standardizes maintenance training throughout the maintenance group. UTMs will manage one or more squadrons (if necessary). **(T-3)** Maintenance training sections consist of the Training Management Section and Development & Instructor Section. **(T-2)**

5.1.1. Maintenance training sections are responsible for the functional management, utilization, control, and training of assigned 3F2X1 personnel. This structure provides the best possible environment to ensure maintenance training sections can fulfill their responsibilities, support all maintenance group customer needs, and effectively manage, utilize, train and mentor assigned 3F2X1 personnel to be productive and progress within their career field. The overall responsibility for management of maintenance training sections rests with the Maintenance Group Commander (or equivalent) and Maintenance Group Chief. **(T-2)**

5.1.2. Performance-based activities (contractors) will implement the organization required in accordance with the contract or management plan. **(T-3)**

5.1.3. Coordinate with the Plans, Scheduling & Documentation (PS&D) function and the production superintendent or Maintenance Operations Superintendent for selecting training aircraft or facilities. Maintenance training sections will forward training requirements in a monthly format (including configuration and time periods) to Maintenance Operations PS&D by the end of the second week of each month for inclusion in the monthly maintenance schedule. **(T-2)** Training requirements must be updated weekly and forwarded to Maintenance Operations and Aircraft Maintenance Unit PS&D for inclusion in the weekly maintenance plan. Maintenance training sections are responsible for scheduled maintenance training aircraft or facilities (in conjunction with the aircraft or missile maintenance unit) to include maintaining aircraft forms and coordinating on and off-equipment maintenance. **(T-2)**

5.2. Manning.

5.2.1. Supervision. Maintenance Training Section Superintendent will be a 3F271 (or civilian equivalent). **(T-2)**

5.2.2. Training Management Section. The Training Management Element Chief will be an authorized AFSC 3F2X1. **(T-2)** The schedulers and training managers should be filled with an authorized AFSC 3F2X1, depending on organizational structure.

5.2.3. Development and instructor section. The Development and Instructor Element Chief should be the ranking individual assigned to the section. The Development Work Center Supervisor should be a 2XXXX or 3F2X1, while the instructor work center supervisor should be the highest-ranking assigned instructor.

5.3. Training. The Maintenance Training Section Superintendent will ensure flight personnel are adequately trained to perform their duties. **(T-2)** Periodically (recommended at 2 year point) rotate UTMs (3F2X1) to different duty positions or sections to gain experience. All individuals should attend applicable formal schools, and receive training in current and new technologies by other commands, services, and civilian institutions. Maintenance training sections must assist commanders in ensuring adequate funding is programmed and budgeted to meet TDY and training needs, and conduct in-house training for assigned personnel on a regular basis. **(T-2)**

5.4. Maintenance Training Section Superintendent Responsibilities.

5.4.1. Serve as liaison between maintenance units and base training, and ensure skill-level upgrade and qualification training programs are conducted in accordance with DAFI 36-2670.

5.4.2. For units without a 3F2X1 assigned, commanders will appoint an ADUTM. **(T-2)** Forward a copy of the appointment letter to the Base Training Office (if applicable).

5.4.3. Ensure approved MIS, IMDS/G081, myLearning, Automated Civil Engineer System, etc. are used for scheduling training. MAJCOM approved systems may be used to assist with scheduling process given the training is updated in the approved MIS.

5.4.4. Act as the single POC for all training matters affecting the maintenance community, to include outside agencies, for example, Disaster Preparedness.

5.4.5. Ensure submission of aircraft or facilities and support equipment requirements to PS&D.

5.4.6. Prepare the quarterly Maintenance Group Commander (or equivalent) TAB.

5.4.7. Review and coordinate training requests on the AF Form 898 and route to the Maintenance Group Commander, or equivalent for signature.

5.4.8. Review MAJCOM formal courses, maintenance training section class packages, and maintenance instructor folders.

5.4.9. Monitor maintenance training section courses taught by AFETS/CETS personnel.

5.4.10. Manage maintenance training section administrative functions.

5.4.11. Identify in writing or electronically a listing of personnel authorized to update applicable MIS.

> 5.4.11.1. **(Added-ACC)** The MTS Superintendent will authorize training management subsystems access requests and provide the Database Manager (DBM) a list of personnel authorized to update training data in the MIS when applicable. **(T-2)**

5.4.12. Interview and select individuals to serve as assigned or attached instructors.

5.4.13. Appoint in writing a Composite Tool Kit Custodian (primary and alternate), if applicable.

5.4.14. Establish procedures for the control and maintenance of aircraft ground trainers when assigned to the maintenance training section.

5.4.15. Ensure local maintenance training operating instructions are developed, as required.

5.4.16. Review Quality Assurance summaries for training deficiencies or trends.

5.4.17. Coordinate on Maintenance Training Plan of Instruction prior to course validation.

5.4.18. Inform MAJCOM of training media production requirements.

5.4.19. Review and coordinate when appropriate on Host Tenant Agreements and Memorandum of Agreements.

5.4.20. Serve as the maintenance training POC for all Site Activation Task Force and weapon modification issues.

5.4.21. Establish a maintenance training customer feedback program to provide continuous, measurable improvements and ensure training needs are being met.

5.4.22. Establish an effective in-house training program.

5.4.23. Ensure a newcomer's orientation program is conducted in accordance with **paragraph 2.7.1**, familiarizing newly assigned personnel with wing maintenance activities. MAJCOMs may determine which organization will conduct this training.

5.4.24. Ensure the Squadron Status of Training briefing is produced and briefed monthly by the Squadron Training Manager in accordance with DAFI 36-2670 and this instruction.

5.4.25. **(Added-ACC)** Will attend the maintenance scheduling, production, and shared resources meetings. **(T-3)**

5.5. Training Management Element Chief Responsibilities.

5.5.1. Ensure a training plan is developed for UTMs and scheduling personnel.

5.5.2. Conduct and document informal work center visits to ensure UTMs are actively involved in the unit training program and performing duties outlined in DAFI 36-2670 and this instruction.

5.5.3. Determine which MIS products the UTMs are required to retain.

5.5.4. Ensure UTMs conduct Staff Assistance Visit in accordance with DAFI 36-2670. Provide information copy of the results to the Maintenance Training Section Superintendent and base training office. **(T-3)**

5.5.5. Ensure the monthly scheduling meeting is conducted in accordance with **paragraph 6.4**.

5.5.6. Develop backup procedures in case of extensive (48 hours or more) MIS down time.

5.5.7. Ensure training completions and task qualifications are properly documented before being entered into the MIS and AF approved electronic training records. The AF Form 2426, MAJCOM forms, class rosters, test results sheets generated from approved electronic testing programs and emails are acceptable source documents for this purpose.

5.5.8. Emails cannot be used for special certification items unless information is captured on a digitally signed AF Form 2426 or MAJCOM equivalent and sent as an attachment. **(T-3)**

5.5.9. Ensure UTMs receive required training.

5.5.10. Ensure UTMs coordinate training requirements for their designated unit to include AETC or MAJCOM formal courses, TD, maintenance training section, and ancillary training.

5.5.11. Coordinate with the scheduling element on matters affecting students attending courses.

5.5.12. Ensure UTMs manage and retain a copy of training products for his/her unit(s).

5.5.12.1. **(Added-ACC)** The maintenance training operating instruction (OI) will outline the MIS products the UTMs are required to maintain.

5.5.13. Ensure UTMs provide AF Form 898 inputs for his/her unit(s).

5.5.14. Attend the monthly training scheduling meeting.

5.5.15. Assist UTMs and supervisors in managing the Career Development Course program.

5.5.16. Coordinate requests for training conducted by AFETS and/or CETS with the Non-Commissioned Officer in Charge, Scheduling Element.

5.5.17. **(Added-ACC)** Will consolidate and report SOT data via the HQ ACC/A4PMT data spreadsheet monthly by the last duty day of each briefing month (January, April, July, and October). **(T-3)** The spreadsheet is located on HQ ACC/A4PMT's Maintenance Training SharePoint: **https://usaf.dps.mil/sites/ACC-A4/A4P/APMT/default.aspx**.

5.6. Unit Training Managers. UTMs manage the training program for the commander according to this instruction and DAFI 36-2670. The UTM is responsible to update all training requirements into the MIS as required. Updates do not include events created by the maintenance training section scheduler. The Maintenance Training Section Superintendent may authorize additional-duty training monitors to update work center requirements only when directed in local training directive.

5.6.1. The UTM is responsible for assisting supervisors with skill-level upgrade, qualification, and formal training programs within the maintenance community. The UTM is the POC within the squadron for all training matters. UTMs will:

5.6.1.1. Coordinate with maintenance training sections to obtain training beyond the squadron's capability. **(T-2)**

5.6.1.2. Manage visual information products at the unit level, if applicable. **(T-2)**

5.6.1.3. Assist work center supervisors in preparing training session course outlines for training conducted within the work center. **(T-2)**

5.6.1.4. Forward statistical data to maintenance training section for input into the TAB. **(T-2)**

5.6.1.5. Manage MIS training products, distribute these products in accordance with local guidance, and ensure all products are accurate. **(T-2)**

5.6.1.6. Ensure all work center training requirements have been loaded to MIS. **(T-2)**

5.6.1.6.1. **(Added-ACC)** Review and validate work center training requirements at least semi-annually. Maintain previous signed copy in accordance with records disposition schedule. **(T-2)**

5.6.1.7. Provide unit(s) inputs on the AF Form 898 and attend monthly scheduling meeting **(T-2)**

5.6.1.8. Ensure personnel changes are coordinated, in accordance with local instructions, with the scheduling section to prevent deviations. **(T-2)**

5.6.1.9. Coordinate training no-show notifications through the appropriate work center to the unit commander (as required). **(T-2)**

5.6.1.10. Attend the unit and maintenance training section staff meetings. **(T-2)**

5.6.1.11. Provide the unit commander a monthly Status of Training brief and a quarterly TAB pre-brief. **(T-2)**

5.6.1.12. Process personnel in/out during Permanent Change of Assignment, Permanent Change of Station, and TDY. Ensure all applicable MIS (IMDS, AF approved electronic training records, myLearning, etc.) are updated. **(T-2)**

5.6.1.13. Forward all training policy correspondence and inquiries from the unit through the Maintenance Training Section Superintendent for review and approval before sending to higher headquarters. **(T-2)**

5.6.1.14. Conduct quarterly training meetings and forward training meeting minutes to the Maintenance Training Section Superintendent, work centers, and the base training office, as applicable. **(T-2)**

5.6.1.15. Update SCR after receiving proper coordination forms from Maintenance Operations Officer or Maintenance Superintendent. **(T-2)**

5.6.1.16. Review published maintenance training section/TD schedule/allocations and ensure applicable students are scheduled in the MIS by the timeline set by the Training Management Element Chief or maintenance training scheduler.

5.6.1.17. **(Added-ACC)** Ensure training is conducted for squadron/flight training monitors. **(T-2)**

5.6.1.18. **(Added-ACC)** Special Certification Roster (SCR). The UTMs will request and distribute the SCR IAW DAFI 21-101 and AFI 21-101_ACCSUP guidance. 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. **(T-2)**

5.7. Scheduler Responsibilities.

5.7.1. The Scheduler is responsible for scheduling all MAJCOM formal courses, maintenance, ancillary, maintenance training section, and TD training for maintenance personnel. The scheduler will:

5.7.1.1. Manage the MIS training subsystem in accordance with AF Computer Systems Manual and this instruction. **(T-2)**

5.7.1.2. Load, change, or delete IMDS local course codes as needed. **(T-2)**

5.7.1.3. Conduct and document annual review of local course codes for accuracy and validity. **(T-2)**

5.7.1.4. Coordinate requirements for the operation and maintenance of the training subsystem with analysis section. **(T-2)**

5.7.1.5. Establish recurring product requests with data base management as applicable. The MIS will automate this function. **(T-2)**

5.7.1.6. As applicable, coordinate requests for training beyond the capability of the maintenance training section with:

5.7.1.6.1. MAJCOM

5.7.1.6.1.1. **(Added-ACC)** All formal course requests submitted to MAJCOM will be requested via the HQ ACC/A4PMT Formal Training SharePoint.

5.7.1.6.2. TD

5.7.1.6.2.1. **(Added-ACC)** All non-local TD course requests submitted to MAJCOM will be requested via the HQ ACC/A4PMT Formal Training SharePoint.

5.7.1.6.3. Local training providers

5.7.1.7. Publish monthly maintenance training section and/or TD class schedules. Include type of training, date, time (start and end), and location. Provide schedule to Instructor Element Chief to coordinate required equipment.

5.7.1.8. Ensure ancillary training requirements are reviewed for the number of quotas requested and supported.

5.7.1.9. Ensure the monthly scheduling meeting is conducted in accordance with **paragraph 6.4**.

5.7.1.10. Establish, change, update, close or delete all required classes in MIS (as required).

5.7.1.11. Ensure instructors receive a class roster before class start date.

5.7.1.12. Consolidate unit inputs for the AF Form 898 and submit the completed scheduling document to the Training Management Element Chief for review.

5.7.1.13. Submit request for TD TDY instructor assistance in accordance with DAFI 36-2670 and this instruction.

5.8. Development and Instructor Element Chief Responsibilities (N/A to AFSOC units). The Development and Instructor Element Chief will develop, manage, and conduct standardized training for maintenance personnel. **(T-3)** During Curriculum Advisory Committee meeting, ensure course review eliminates duplication between the maintenance training section and the TD's AETC training and education courses of instruction.

5.8.1. The Development and Instructor Element Chief will:

5.8.1.1. Maintain an active interface with work center supervisors, TD, and the scheduling work center. **(T-3)**

5.8.1.2. Participate as a member of the Curriculum Advisory Committee. **(T-3)**

5.8.1.3. Ensure new training courses are prioritized when applicable. **(T-3)**

5.8.1.4. Serve as OPR for development and control of written maintenance AFSC tests. **(T-3)**

5.8.1.5. Assign each test a control number and secure all tests. **(T-1)** Tests may be automated.

5.8.1.6. Control access to test materials and monitor test accountability. **(T-3)** Tests associated with weapons load training are developed and maintained by the respective Weapons Standardization function. **(T-3)**

5.8.1.7. Ensure tests, maintained in the development section, are properly managed and controlled. **(T-3)**

5.8.1.8. Coordinate with functional areas to ensure a comprehensive annual review is conducted and updates the test when required. **(T-3)**

5.8.1.9. Ensure Visual Information production requests for training materials are prioritized and processed. **(T-3)**

5.8.1.10. Ensure necessary supplies, tools, equipment, classrooms, and personnel are available for scheduled maintenance training section classes. **(T-3)**

5.8.1.11. Ensure aircraft, facilities, and support equipment requirements are identified to PS&D and ready for training. **(T-3)**

5.8.1.12. Attend the maintenance scheduling, production, and shared resources meeting at least weekly. **(T-3)**

5.8.1.13. Review maintenance training section class packages. **(T-3)**

5.8.1.14. Periodically observe maintenance training section classes for both student and instructor performance. **(T-3)**

5.8.1.15. Participate in the selection of maintenance instructors. **(T-3)**

5.8.1.16. Develop and maintain folders for each assigned and attached instructor. Conduct a review of those folders at least every six months. **(T-3)**

5.8.1.17. Review the instructor's task and academic evaluations. **(T-3)**

5.8.1.18. Ensure maintenance instructors rotate back to parent organization after 36 months. **(T-3)**

5.8.1.19. Attend maintenance training section monthly scheduling meeting and quarterly TAB. **(T-3)**

5.8.1.20. Ensure a Technical Order (TO) file is established and maintained in accordance with TO 00-5-1, *Air Force Technical Order System.* **(T-3)**

5.8.1.21. Develop procedures with Quality Assurance to ensure mandatory student task evaluations are performed. **(T-3)**

   5.8.1.21.1. **(Added-ACC)** Develop procedures with Quality Assurance, outlined in local OI, to ensure mandatory PEs are performed on TD and MTS students. **(T-3)**

5.8.1.22. Request Quality Assurance perform initial and recurring instructor personal (task) evaluations. **(T-3)**

5.8.1.23. Ensure plan of instructions are reviewed and forwarded to the maintenance training section superintendent for tentative approval prior to course validation. **(T-3)**

5.8.1.24. Review and approve instructor lesson plans every 24 months. **(T-3)**

5.8.1.25. Establish a log to track lost training time and instructor utilization in three categories: lost classroom time, duty related non-classroom time, and additional duties. Report both in the TAB. **(T-3)**

5.8.1.26. Ensure all instructors attend the Principle of Instruction Course or MAJCOM approved equivalent prior to performing class instruction. **(T-3) Note:** Maintenance Group Commanders (or equivalents) possess waiver authority.

5.8.1.27. Ensure all course developers attend the Instructional Systems Development Course prior to performing any course design or development initiatives. **(T-3) Note:** Maintenance Group Commanders (or equivalents) possess waiver authority.

5.9. Development Responsibilities (N/A for AFSOC units). The Development Work Center develops and manages course control documents along with associated training materials to support maintenance training section courses. The Development Work Center will:

5.9.1. Ensure the Instructional Systems Development process is applied to all training programs. **(T-3)**

5.9.2. Perform a review of course control documents to include attached instructor courses every 24 months. **(T-3)**

5.9.3. Ensure an Instructional Systems Development project plan is used for maintenance training section courses in development or revision. **(T-3)**

5.9.4. Incorporate changes (as they occur) to course control documents that result from TO or publication updates as identified by the subject matter expert, course administrator, or Curriculum Advisory Committee. **(T-3)**

5.9.5. Submit recommended changes for TD courses to the TD Commander and/or Superintendent. **(T-3)**

5.9.6. Requests will be coordinated through the Maintenance Training Section Superintendent and the Maintenance Group Commander (or equivalent). **(T-3)**

5.9.7. New or revised TD course charts and/or training standards will be coordinated on an AF Form 1768, *Staff Summary Sheet* or electronic staff summary sheet equivalent. **(T-3)**

5.9.8. Coordinate course development with the using work centers, subject matter expert, and other coordinating agencies. **(T-3)**

5.9.9. Establish an Instructional Systems Development project status board or automated product to monitor course development, coordination, and status. **(T-3)**

5.9.10. Inform the Maintenance Training Section Superintendent of training requests for interactive multimedia instruction products such as, video and computer-based training. **(T-3)**

5.9.11. Ensure new training courses and video instruction program requirements are prioritized. **(T-3)**

5.9.12. Manage maintenance training section video instruction equipment. **(T-3)**

5.9.13. Maintain a master course control document file for courses taught by the maintenance community. **(T-3)**

5.9.14. Develop and maintain a course catalog. **(T-3)**

5.9.15. Manage maintenance training section testing program. **(T-3)**

5.9.16. Chair each Curriculum Advisory Committee. **(T-3)**

5.9.17. Ensure course validation is completed prior to course implementation. **(T-3)**

5.10. Instructor Responsibilities.

5.10.1. Ensure instructors will use approved and current Course Control Documents. **(T-3)**

5.10.2. Provide inputs to training schedules and reports, as required. **(T-3)**

5.10.3. Obtain necessary supplies, tools, equipment, and aircraft for maintenance training section courses. **Note:** This is a joint TD and maintenance training section effort when supporting AETC.

5.10.4. Ensure availability of instructors to the meet maintenance training section class schedule.

5.10.5. Annotate task qualification items identified in the Plan of Instruction on each student's CFETP (AF approved electronic training records if applicable), to include AF Forms 797 *Job Qualification Standard Continuation/Command Job Qualification Standard*, in accordance with DAFI 36-2670. **(T-3)**

5.10.6. Ensure maintenance instructors develop personalized lesson plans for each course. **(T-3)**

5.10.7. Record and report lost training time daily to the Development and Instructor Element Chief. **(T-3)**

5.10.8. Monitor student performance and take corrective action as necessary. **(T-3)**

5.10.9. Brief the Development and Instructor Element Chief, the applicable UTM, and the immediate supervisor, as required, whenever student's progression is substandard. **(T-3)**

5.10.10. Ensure instructors administer and control tests. **(T-3)**

5.10.11. Ensure instructors follow the approved Plan of Instruction when teaching. **(T-3)**

5.10.12. Ensure instructors issue training deficiency reports, when required. **(T-3)**

5.10.13. Conduct instructor evaluations. **(T-3)**

5.10.14. Coordinate training no-show notifications through the appropriate work center to the unit commander (as required or if UTM is not available). **(T-3)**

5.10.15. Establish, change, update, close, or delete all required classes in MIS (as required or if scheduler is not available). **(T-3)**

Chapter 6

MAINTENANCE TRAINING SCHEDULING FUNCTION

6.1. General (AFR/ANG requirements are identified in Chapter 10). This chapter identifies guidelines used to schedule maintenance personnel for training in the maintenance group. Individuals assigned to this duty position in the maintenance training section will use these key processes and procedures to ensure scheduling across the maintenance group remains efficient, consistent, and effective. **(T-3)** Intercontinental Ballistic Missile units will manage and schedule training in accordance with appropriate 21-202 and -204 series AFMANs.

6.2. Maintenance Training Scheduling Process.

6.2.1. Distribute quota request forms to UTMs for TD, ancillary, maintenance training section, and AFETS training.

6.2.2. Conduct the monthly scheduling meeting in accordance with **paragraph 6.4**.

6.2.3. Collect, consolidate, and verify unit inputs for the AF Form 898, ancillary, maintenance training section, and AFETS requests.

6.2.4. Submit consolidated quota requests to appropriate training providers.

6.2.5. Collect class dates from training providers and build classes in the MIS.

6.2.6. Publish weekly maintenance training section and TD class schedules as locally prescribed and monthly maintenance training section and TD class schedules no later than the 25th calendar day of the month (or prior to the date if the date falls on a holiday or weekend).

6.2.7. Provide class rosters to training providers prior to class start date. Collect and update class rosters from local training agencies upon completion of training.

6.2.8. Notify UTMs of class deviations and maintain data for the TAB and Status of Training briefings.

6.2.9. Open seats will be identified within Field Training Scheduling System (or equivalent) by the 25th calendar day of each month (or prior to the date if the date falls on a holiday or weekend). **(T-2)** Update all training classes in the MIS scheduled by the maintenance training section.

6.2.10. Open seats utilized by host unit(s) will be coordinated through the maintenance training scheduler to the TD or maintenance training section. **(T-2)**

6.2.11. Field TD will notify the host scheduler when open seats are approved locally for non-host students. **(T-2)**

6.3. Maintaining Scheduling Files. As a minimum, maintain the following items for 1 year unless stated otherwise:

6.3.1. Class rosters. **(T-2)**

6.3.2. Messages and email traffic pertaining to training assistance and policy changes. **(T-2)**

6.3.3. Monthly training documentation, for example, forecasts, AF Form 898, training schedules. **(T-2)**

6.3.4. Deviation letters, for example, no-show letters, course cancellations. **(T-2)**

6.3.5. Course code documentation (additions, deletions, and changes) until no longer applicable. **(T-2)**

6.3.6. MIS products as dictated by MAJCOM, local requirements and/or until no longer applicable. **(T-2)**

6.3.7. Email and electronic Memorandums for Record are encouraged and acceptable means of communications for deviation letters. **(T-2)**

6.4. Monthly Training Scheduling Meeting.

6.4.1. Conduct the meeting by the 20th calendar day (or prior to the date if the date falls on a holiday or weekend). **(T-3)**

6.4.1.1. Use the meeting to review and project training requirements, schedules, capabilities, and mission impacts, to include TD, maintenance training section, AFETS, and ancillary training issues.

6.4.1.2. Meeting topics will include, but are not limited to the following:

6.4.1.2.1. Reviewing the completed AF Form 898 scheduling data (class dates and seats available) with emphasis on satisfying priority backlogs. **(T-3)**

6.4.1.2.2. Initiatives to reduce course backlogs and overdues identified in MIS. **(T-3)**

6.4.1.2.3. Impacts on training due to mobility exercises, local deployments, surges, higher headquarters visits, etc. **(T-3)**

6.4.1.2.4. Maintenance training section and TD's ability to satisfy training demands (TDY commitments, conversion support requirements, manning shortfalls, instructor qualifications, etc.). **(T-3)**

6.4.1.2.5. Identification of aircraft and support equipment availability for training. **(T-3)**

6.4.1.2.6. Instructor availability. **(T-3)**

6.4.1.2.7. Enroute student training demands. **(T-3)**

6.4.1.2.8. Reviewing ancillary training, for example, M-16, to include AFSC specific Counter Chemical Warfare Training allocations and changes (if applicable). **(T-3)**

6.4.1.2.9. Publishing and filing meeting minutes and providing copies to the maintenance training section and TD Superintendents and all attendees.

6.4.2. Attendees will include, but are not limited to the following personnel:

6.4.2.1. Maintenance Training Section Superintendent and Training Management Element Chief. **(T-3)**

6.4.2.2. UTMs. **(T-3)**

6.4.2.3. Instructor or a representative. **(T-3)**

6.4.2.4. TD scheduler. **(T-3)**

6.4.2.5. Development and Instructor Element Chief. **(T-3)**

6.4.3. AF Form 898 or equivalent approved electronic form. This form provides for the prioritization of MAJCOMS demands to ensure critical TD training requirements are identified and met. All maintenance training sections and TDs supporting field units will use the AF Form 898 for scheduling TD systems and associate courses. **(T-3)** (Intercontinental Ballistic Missile units refer to AFMAN 21-202).

6.5. Priority Backlog Management.

6.5.1. Screen all maintenance training section and TD training backlogs for each course to ensure they are realistic and valid.

6.5.2. Verify the training demand for each course is valid and supportable by the work center.

6.5.3. Send the completed AF Form 898 to the TD by the 5th calendar day of each month (or prior to the date if the date falls on a holiday or weekend). TD schedules requested courses (priority courses first) and returns the AF Form 898 to the maintenance training section by the 10th calendar day of the month (or prior to the date if the date falls on a holiday or weekend). The completed AF Form 898 will be reviewed in the monthly Scheduling meeting. **(T-2)** Solve priority backlogs with the maintenance training section and TD to the maximum extent possible. Consider the following local alternatives, as a minimum, to aid backlog reductions:

6.5.3.1. Temporarily increasing instructor-student ratios.

6.5.3.2. Adjusting class start dates.

6.5.3.3. Temporarily adjust hours taught each day.

6.5.3.4. Adding shifts based upon instructor and student availability.

6.5.3.5. Obtaining training from another command supported TD (maintenance training section-to-maintenance training section). The following procedures and responsibilities apply when requesting this training:

6.5.3.5.1. The maintenance training section requesting open seats will utilize Field Training Scheduling System. **(T-2)**

6.5.3.5.2. Once training confirmation is received from the Field Training Scheduling System POC, the unit will follow 982d TRG Student Travel Program procedures in DAFI 36-2670 for travel orders and funding authorization. **(T-2)**

6.6. Requesting AETC Mobile Training Team (Maintenance Training) and TDY Instructor Assistance.

6.6.1. Maintenance training section scheduler will submit requests to the applicable MAJCOM maintenance training POC no later than 120 days in advance of requested class start date. **(T-2)** Requests should include the following information:

6.6.1. **(ACC)** All mobile training team (MTT) requests will be submitted to the MAJCOM POC via the HQ ACC/A4PMT Formal Training SharePoint.

6.6.1.1. Complete course information (Personnel Data System (PDS) code, course title, and course number) the TDY instructor will teach. **Note:** Verify course information in Education and Training Course Announcement.

6.6.1.2. A statement that the capability to instruct this course (course for which instructor is being requested to teach) does/does not exist at the host TD or why host TD instructor is not available if applicable.

6.6.1.3. Name(s) and number of students confirmed for requested training.

6.6.1.4. Statement that adequate training facilities and necessary equipment and technical data to support training are/are not available.

6.6.1.5. A primary and secondary time frame when the training should start.

6.6.2. MAJCOM POC will contact the 982d TRG Weapon System Training Manager, Sheppard AFB, TX. **(T-2)**

6.6.3. The 982d TRG will notify requesting MAJCOM POC of confirmation or alternate dates available. **(T-2)** The TD instructor projected for the TDY will contact maintenance training section and/or TD scheduler to confirm training dates and special equipment requirements. **(T-2)**

6.6.4. The 982d TRG Training Manager should respond to the MAJCOM POC within 10 duty days of request by the MAJCOM POC.

6.6.5. If the request is within 120 days, maintenance training must submit a justification letter signed by the Maintenance Group Commander (or equivalent). **(T-2)**

6.7. Obtaining TDY Funding for AETC Field and Mobile Training. Refer to DAFI 36-2670 and DAFMAN 65-605V1, *Budget Guidance and Technical Procedures,* Section 11 for rules that apply to funding TDY travel of students and instructors to AETC TDs or to attend training conducted by AETC mobile training teams (maintenance training).

6.7.1. If AETC funding is not available. The requesting unit should determine if unit funding is available and provide a Line of Accounting, as requested.

6.8. (Added-ACC) MTS to MTS Scheduling Process. This process is used to schedule training between MTS's for AETC/TD and MTS courses.

6.8.1. **(Added-ACC)** The MTS will request seats via email, or AF Form 898 to the hosting MTS including names. **(T-2)**

6.8.2. **(Added-ACC)** The host MTS sends a reply to the requesting MTS ensuring all necessary information is provided to facilitate completion of travel orders and logistical arrangements.

6.8.3. **(Added-ACC)** The requesting MTS will follow PGL policy (if applicable), confirm student attendance, and notify host MTS no later than 30 days prior to class start date. **(T-2)** **Note:** Failure to confirm will result in loss of allocation as determined by the host MTS.

6.9. (Added-ACC) For AETC/TD TDY to School Request. The MTS will coordinate with applicable TD to verify seat availability. Once seat availability is determined; the MTS will send a request spreadsheet to HQ ACC/A4PMT for approval (based on eligibility, requirements, priority and PGL capacity). If approved, HQ ACC/A4PMT will forward the request spreadsheet to the 2nd Air Force Mission Readiness Training (2AF/MRTP) org box. **(T-2)**

6.9.1. **(Added-ACC)** Quotas are assessed against the respective MAJCOM's PGL by 2AF/MRTP. If the request is found to be within the MAJCOM's baseline, the request is then

provided to the 982 TRG Scheduling Office. The 982 TRG Enroute Scheduling Office is the sub-allocating office for creating Training Line Numbers (TLNs) for all TDY-To-School (TTS) individuals. Once requests with TLNs are received, HQ ACC/A4PMT will forward the requesting spreadsheet with the TLNs to the requesting MTS. The unit training manager is responsible for notifying the member of the scheduled training. **(T-2)**

Chapter 7

ENROUTE TRAINING

7.1. General (AFR/ANG requirements are identified in Chapter 10). Chapter 7 is N/A to Intercontinental Ballistic Missile units. The enroute training program provides individuals with mission essential training needed to meet the requirements of an assignment to short or long tour locations. Enroute training provides weapon system training to aircraft maintenance personnel assigned to units with equipment or systems unfamiliar to the personnel in transition. Training may be provided enroute during permanent change of station via TD, Maintenance Qualification Program, or flight line training. Enroute training for long tour location is only authorized for tour lengths less than 3 years or if specific courses are not available at that location (short tour locations will receive priority status over long tour assignments). **Note:** In accordance with DAFI 36-2110, *Total Force Assignments*, Table 4.1, enroute training is not authorized during intra-theater assignments.

7.2. Scheduling Enroute Training. Enroute training will be scheduled based on the gaining organization's need. **(T-2)** All free-flow personnel should receive training on the new system and/or weapons system prior to assuming their duties at the gaining location. This training can be in the form of On-the-Job Training, but if a TD course is available, the member must be scheduled to attend this course as soon after arrival as possible. **(T-2)** Personnel reporting to an Outside the Continental United States (OCONUS) tour with a tour length of less than 3 years will receive this training enroute. **(T-2)** Personnel reporting to an OCONUS long tour (tour lengths 3 years or more) or Continental United States (CONUS) tour will receive this training at the gaining duty location. **(T-2)** In cases where the training is not available at the gaining long tour or CONUS location, personnel should receive training enroute prior to arrival.

7.2.1. Gaining MAJCOM Responsibilities. (**Note:** MAJCOMs can choose to exercise reach-back for training requests to Lead MAJCOM).

7.2.1.1. Coordinates with subordinate units to determine and identify training requirements for inbound personnel.

7.2.1.2. Works with AF Personnel Center to establish Personnel Processing Codes requiring enroute training for all maintenance positions at OCONUS locations for tour lengths less than 3 years.

7.2.1.3. Identifies training requirements for inbound personnel and submits request to 982d TRG no later than 120 days prior to the report no later than date.

7.2.1.4. The 982d TRG should schedule short-tour enroute training requests within 30 days after receiving the requests from the MAJCOM POC. Enroute students should be scheduled for classes starting the month prior to students' report no later than date or as close as possible.

7.2.1.5. **(Added-ACC)** For Enroute Training Requests. Quotas are assessed against the respective MAJCOM's PGL. If the request is found to be within the MAJCOM's baseline, the request is then provided to the 982 TRG Scheduling Office. The 982 TRG Enroute Scheduling Office is the sub-allocating office for creating Training Line Numbers (TLNs) for all TDY-To-School (TTS) individuals. Once requests with TLNs are received, HQ

ACC/A4PMT will forward the spreadsheet with the TLNs to the requesting MTS. The unit training manager is responsible for notifying the member of the scheduled training. **(T-2)**

7.2.2. Gaining Unit Responsibilities. Identifies to its MAJCOM maintenance training office, training required for each individual gain. Gaining units will make this notification as soon as possible, but not later than 10 days after notification of the gain. **(T-2)** The gaining unit will not request training outside an individual's primary AFSC. **(T-2)**

7.2.2.1. **(Added-ACC)** All "T" quota TLNs will be created by the 982 TRG Enroute Scheduling Office. Host students will utilize "P" quotas under TRQI AJ40. **Exception:** Guard (CC10) and Reserve (RR10/A0M0) will utilize "P" or "N" quotas under their respective TRQI code.

7.2.3. Factors to consider when scheduling enroute training:

7.2.3.1. The Assignment Gains Roster (or an automated product used to identify inbound personnel) is available from your local Military Personnel Flight or your unit.

7.2.3.2. Initiate training requests at the beginning of the assignment cycle. Training requests initiated within 120 days of Military Personnel Flight return no later than date are considered late.

7.2.3.3. Supervisors will use the following factors as a minimum in determining a person's qualifications:

7.2.3.3.1. Training history, listed by three-digit PDS code. (Translations for PDS codes are listed on Education and Training Course Announcements web page). **(T-2)**

7.2.3.3.2. Member's duty history. **(T-2)**

7.2.3.3.3. Special Experience Identifier. **(T-2)**

7.2.3.4. The Base-level Functional Manager for each career field is responsible to ensure enroute training requirements are sent to the maintenance training section within 10 duty days after notification of gain. Units with Personnel Processing Codes used to identify enroute training needs, must also forward personnel details of gains that do not require enroute training. **(T-2)**

7.2.3.5. The maintenance training section will validate and submit enroute training requirements to the MAJCOM within 5 duty days of Base-Level Functional Manager notification. **(T-2)**

7.3. Canceling Enroute Training Request. When it is determined that an enroute training requirement no longer exists, the gaining maintenance training section will notify the MAJCOM functional training manager and cancel the requirement. **(T-2)**

7.3.1. **(Added-ACC)** Only the gaining MAJCOM POC can cancel personnel from a scheduled enroute course. ACC enroute training cancellations will be submitted via the HQ ACC/A4PMT Formal Training SharePoint. For all other MAJCOM enroute cancellations, contact HQ ACC/A4PMT for additional information.

Chapter 8

MAINTENANCE QUALIFICATION PROGRAM

8.1. General (This chapter is N/A to ANG and Intercontinental Ballistic Missile units). Qualification training is ongoing, providing adequate skills to accomplish all maintenance tasks required. Each MAJCOM will develop and implement a Maintenance Qualification Program to achieve maintenance qualification training in accordance with DAFI 36-2670. **(T-1)** Maintenance Qualification Program training should be conducted in a controlled environment that is not in competition with sortie production. The maintenance training section, TD, and myLearning courses can all be used to satisfy local training requirements. All MAJCOM Maintenance Qualification Programs will incorporate a similar phased training process that meets the intent of processes identified in this chapter. **(T-2) Note:** Specific qualification requirements for munitions, nuclear and missile activities are included in the appropriate 21-202 and -204 series AFMANs and MAJCOM supplements.

8.1.1. **(Added-ACC)** The MTS will develop and teach courses (to include hands-on courses) when the training capability does not exist at their installation, to enhance TD courses, or to reduce the OJT burden on work centers. **(T-2)**

8.2. Phase I, Inprocessing, Maintenance Orientation and Maintenance Refresher.

8.2.1. Inprocess to base, wing, squadron, and unit training/maintenance training section.

8.2.2. Maintenance Orientation: All personnel performing maintenance on aircraft, missiles, and associated equipment, regardless of grade, will attend orientation within 60 days after arrival (120 days for AFR/ANG personnel). **(T-3)**

8.2.3. Maintenance Refresher: This is recurring training conducted as a follow-up to the maintenance orientation (if applicable). Maintenance Refresher can be conducted in the work centers. Supervisors are required to send an AF Form 2426 or the equivalent to the UTM for updates. The maintenance training section will be available to provide annual refresher training, if needed.

8.2.4. **(Added-ACC)** Maintenance Refresher can be conducted in the work centers. Supervisors are required to send an AF Form 2426 or electronic equivalent to the work center training monitor or the UTM for updates. **(T-3) Exception:** Civilian administrative personnel who will not perform aircraft maintenance duties are not required to attend the Orientation Program (i.e., Commander Secretaries, unit program coordinator, etc.)

8.2.5. **(Added-ACC)** 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 maintenance orientation training (if available) within 60 days of arrival) and conduct in-house training on command specific requirements in the work center. If the host does not have these courses available, the units must conduct all the required training in-house. Units will contact their parent wing for training materials to satisfy the in-house portion of this requirement. **(T-3)**

8.3. Phase II, Continuation Training (For AFR/ANG C-40 maintenance organizations only and only as applicable per their agreement with AETC).

8.3.1. Continuation training is a structured training phase that standardizes specific AFSC training requirements. It consists of four sub-phases (Multiphase, MAJCOM mandatory, freeflow, and Maintenance Qualification Training). It is designed to provide task oriented hands-on training. Phase II enhances and complements initial skills training by providing hands-on weapon system training and experience. It is designed to train personnel to perform maintenance tasks unsupervised and unassisted. Continuation training courses should provide a smooth learning transition while providing a logical building block approach for job qualification.

8.3.2. Phase II training can be used to supplement On-the-Job Training and to provide skill-level upgrade, qualification, CUT, or familiarization training. Phase II students are attached to the maintenance training section and/or TD during training, but are officially assigned to their respective gaining organizations. Phase I requirements will not interfere with students attending Phase II training courses. **(T-3)**

8.3.3. Multiphase Students.

8.3.3.1. The term "Multiphase" identifies students who must complete multiple AETC skill level awarding courses. Students are automatically scheduled for the additional courses by 982d TRG at Sheppard Air Force Base.

8.3.3.2. Students arriving at their end assignment should in-process as much as possible before the class starts. Obtaining a line badge should be the first priority.

8.3.3.3. The squadron commander may allow multiphased students to return to the organization following the normal TD training day. Students may be trained on tasks such as posting technical orders, support section functions, and other related items.

8.3.3.4. Senior maintenance personnel will establish procedures to closely monitor these individuals. **(T-2)** Constant supervision will be required since these personnel may not be sufficiently trained or aware of hazards associated with maintenance tasks. **(T-2)**

8.3.4. MAJCOM Mandatory Courses:

8.3.4.1. The MAJCOM Mandatory Course List will be used to determine mandatory aircraft or missile maintenance courses (TD, Interactive Multimedia Instruction, myLearning, Maintenance Qualification Training Program, etc.). **(T-2)** All Airmen Basic through the grade of Master Sergeant (7-level), who perform maintenance in a sortie producing and backshop AFSCs, are required to attend mandatory courses as identified in the course listing. **(T-2)**

8.3.4.2. The maintenance training section and UTM will ensure personnel are scheduled to attend MAJCOM Mandatory Course List courses within 180 days of assignment to squadron or within 180 days of meeting course directed prerequisites. **(T-2)** If more than one course is required, the individual must begin each subsequent course within 180 days of completion of the previous course. **(T-2) Note:** A member should only be awaiting Field TD for one course at a time unless determined otherwise by the MAJCOM or Maintenance Training Section Superintendent.

8.3.4.3. The MAJCOM Mandatory Course List requirements (TD, Interactive Multimedia Instruction, Maintenance Qualification Training Program etc.) will be identified as a priority course on the AF Form 898 and loaded in the MIS as a work center requirement. **(T-2)**

8.3.5. Freeflow students:

8.3.5.1. Freeflow training is for personnel who are changing Mission Design Series or who have not performed maintenance duty on the assigned Mission Design Series within the past 3 years.

8.3.5.2. Personnel who are changing from one weapon system to another will attend the appropriate MAJCOM Mandatory Course List and Maintenance Qualification Training courses. **(T-2)**

8.3.5.3. The Maintenance Group Commander (or equivalent) may waive TD freeflow course requirements.

8.3.5.3.1. Requests for waiver will be initiated by the squadron commander and forwarded to the maintenance training section. Maintenance Training Section Superintendent will forward recommendations to the Maintenance Group Commander (or equivalent) for approval or disapproval. **(T-2)** Waiver requests will contain individual's name, grade, primary AFSC, duty position, course to be waived, and a full justification of the request. **(T-2)**

8.3.5.3.2. When a waiver is approved, the maintenance training section scheduler will file a copy of the letter and forward the original to the squadron through the UTM. **(T-2)** The UTM will update the individual's automated training record in IMDS/G081, using course status code "W". **(T-2)**

8.3.6. Maintenance Qualification Training. Maintenance Qualification Training consists of academic and practical hands-on training courses that compliment AETC TD courses. Maintenance Qualification Training courses should not duplicate any 3c tasks that are taught by AETC or which requires the student to perform to a certified level, for example, without error, without assistance, 80-100 percent accuracy.

8.3.6.1. Maintenance Qualification Training students are attached to the maintenance training section for training, but are assigned to their gaining organization. Students will complete all 3c task items from the course control documents at least once. **(T-2)** Maintenance Qualification Training students will not be sent to the flightline until they are qualified on required tasks. **(T-2)**

8.3.6.2. Students who fail to achieve course objectives may be required to repeat all or part of the course. **(T-2)**

8.4. Phase III, Special Qualification Training.

8.4.1. Special Qualification Training is any training program that does not fall under any other phase of Maintenance Qualification Program. Special Qualification Training should not duplicate AETC training available locally.

8.4.2. Special Qualification Training programs may apply to all personnel in a work center or only to those personnel assigned to a special duty. Examples of Special Qualification Training courses are listed below:

8.4.2.1. Engine Run Training Program.

8.4.2.2. Test Cell Operation.

8.4.2.3. Forms Documentation.

8.4.2.4. Dedicated Crew Chief Program.

8.4.2.5. Crash Recovery Training.

8.4.2.6. Hot Refueling Training.

8.4.2.7. Borescope Training.

8.4.2.8. Chafing Awareness Training Program.

8.4.2.9. MIS Training.

8.4.2.10. Aerospace Ground Equipment Operator Training Program.

8.4.2.11. Engine Blade Blending Training and Certification.

8.4.2.12. MAJCOM Mandatory Courses. (N/A for AFR/ANG)

8.4.2.13. Maintenance Officer Training Program, if taught by the maintenance training section.

8.4.2.14. Cardiopulmonary Resuscitation and Self-Aid Buddy Care, if taught in the maintenance training section.

Chapter 9

SPECIAL PROGRAMS

9.1. Foreign Object Damage (FOD) Prevention Training.

9.1.1. Wing FOD monitors will assist the maintenance training section with development of local FOD prevention training program. For AFR/ANG, UTM may assist wing FOD monitor with training program development as needed. **(T-3)**

9.1.2. At a minimum, the following items will be covered:

9.1.2.1. Wing procedures unique to the assigned aircraft. Units which have several types of aircraft assigned will have all aircraft incorporated into one wing training program. **(T-2)**

9.1.2.2. Availability and location of FOD bags, receptacles, and other housekeeping equipment. **(T-2)**

9.1.2.3. Lessons learned to include examples of recent mishaps and how they could have been avoided. Signs and symptoms of FOD mishaps with brief engine abnormalities and no accompanying external or cockpit indications. **(T-2)**

9.1.2.4. All personnel (military, civilian, and contractors) working in, on, around, or traveling through areas near aircraft, munitions, Aerospace Ground Equipment, engines, or components will attend initial FOD prevention training. **(T-2)**

9.2. Wing Corrosion Manager. Wing Corrosion Managers will:

9.2.1. Complete Wing Corrosion Manager training course (Course code J04M210011A on the Griffin training website) within 30 days of being appointed, and within 60 days for Guard and Reserve components. **(T-3)**

9.2.2. Develop location/MDS-specific corrosion control training courses IAW MAJCOM-specific Instruction(s). (T-3)

9.3. Other Related Special Programs.

9.3.1. Guidance on the following programs are maintained in DAFI 21-101:

9.3.2. Aircraft Inlet/Exhaust Certification.

9.3.3. Engine Blade Blending Training and Certification Program.

9.3.4. Engine Run Training and Certification Program.

9.3.5. Flexible Borescope Inspection Training and Certification Program.

9.3.6. Quality Assurance Program.

9.3.7. SCR.

Chapter 10

AFR AND ANG SPECIFIC TRAINING REQUIREMENTS

10.1. General. The AFR consists of the Air Force Reserve and the Air Force Reserve Command. The ANG consist of the Air National Guard and the National Guard Bureau. AFR/ANG does not utilize the maintenance training section structure due to manning.

10.1.1. The AFR/ANG UTM is the maintenance group point of contact for all training matters. AFR/ANG UTMs (AFSC 3F2X1) will be assigned under Maintenance Operations for administrative purposes and may designate section and/or work center training monitors to assist with day to day duties and assistance during unit training activities and monthly drill. **(T-3)**

10.1.2. AFR/ANG UTMs manage the training program for the commander according to this instruction and DAFI 36-2670. The UTM is responsible to ensure timely updates of completed training requirements into the MIS or applicable automated system within 5 duty days of training completion. This guidance is applicable to all personnel working within the maintenance group that perform maintenance on AFR/ANG aircraft regardless of status when assigned to AFR/ANG units, for example, Air Reserve Technician, Active Guard Reserve, ANG Technicians, civilians and those that meet intent of **paragraph 1.3** in this instruction).

10.2. AFR/ANG UTM Duties and Responsibilities.

10.2.1. Serve as liaison between maintenance units and wing training/wing force development office, and ensure skill-level upgrade and qualification training programs are conducted in accordance with DAFI 36-2670. ANG UTMs will also function as the Wing Administrator for AF approved electronic training records. **(T-3)**

10.2.2. Ensures only approved MIS or approved automated training system (IMDS, G081, myLearning, and Automated Civil Engineer System) are used for scheduling training.

10.2.3. Act as the POC for all training matters affecting the maintenance community, to include outside agencies.

10.2.4. Identify in writing a listing of personnel authorized to update IMDS/MIS for training actions.

10.2.5. Review and coordinate when appropriate on Host Tenant Agreements and Memorandum of Agreements.

10.2.6. Serve as the maintenance training POC for all Site Activation Task Force and weapon modification issues.

10.2.7. Serve as primary POC and OPR for AF approved electronic training records functional administration. **(T-3)**

10.2.7.1. AF approved electronic training records users will submit trouble reports or requests for assistance to the UTM/maintenance training office. **(T-3)** The UTM/maintenance training office will evaluate each trouble report, and if unable to resolve, will forward to the applicable AFR/ANG POC. **(T-3)** Trouble reports that are unable to be resolved by the ANG/AFR POCs will be forwarded to the AF approved electronic training records Field Assistance Service. **(T-3)**

10.2.7.2. AF approved electronic training records administrators will exercise care in assigning user roles. Roles will not be delegated below a member's normal duty position and responsibility (**Exception:** unit/section training monitors) without a waiver from the Maintenance Group Commander (or equivalent). **(T-3)**

10.2.7.3. Individuals with authority to assign AF approved electronic training records user roles will be appointed by the Maintenance Group Commander (or equivalent) in writing. **(T-3)**

10.2.7.4. UTMs will incorporate AF approved electronic training records training (as applicable) for local AF Training Courses when instructing maintenance group personnel. **(T-3)**

10.2.8. If section/work center training monitors are utilized, the UTM will:

10.2.8.1. Ensure training monitors are appointed in writing by unit commander or designated representative. **(T-2)**

10.2.8.2. Provide and document initial and refresher training. **(T-2)**

10.2.9. **[AFR Only]** Ensure a newcomer's orientation program is conducted, familiarizing newly assigned personnel with wing maintenance activities. **(T-2)** Topics should include (but not limited to) unit mission, tasking plans, supply procedures, FOD program, general flight line and work center safety rules, Quality Assurance Programs, and product improvement procedures. Local leadership will determine which organization will conduct this training. **(T-2)**

10.2.9.1. The UTM is responsible for assisting supervisors with skill-level upgrade, qualification, and formal training programs within the maintenance community. The UTM is the POC within the maintenance group for all training matters.

10.2.9.2. UTMs will:

10.2.9.2.1. Coordinate with Wing Training/Wing Force Development to obtain training beyond the squadron's capability. **(T-2)**

10.2.9.2.2. Manage visual information products at the unit level, if applicable. **(T-2)**

10.2.9.2.3. Assist work center supervisors in preparing training session course outlines for training conducted within the work center. **(T-2)**

10.2.9.2.4. Manage MIS training products, make timely distribution of these products, and ensure all products are accurate and current. **(T-2)**

10.2.9.2.5. Ensure all work center training requirements have been loaded to the MIS. **(T-2).**

10.2.9.2.6. Coordinate training no-show notifications through the appropriate work center to the unit commander. **(T-2)**

10.2.9.2.7. Process personnel in/out during Permanent Change of Assignment, Permanent Change of Station, and TDY. Ensure all applicable MIS or automated training systems, for example, IMDS, AF approved electronic training records, myLearning are updated.

10.2.9.2.8. Update the SCR after receiving proper coordination forms from the appropriate level of authority in accordance with AFI 21-101 Air National Guard Supplement (ANGSUP), *Aircraft and Equipment Maintenance Management*. **(T-2)**

10.2.9.2.9. Conduct monthly Status of Training briefing with squadron commander. **(T-3)**

10.2.9.2.10. Be responsible for scheduling all AFR formal courses, maintenance, ancillary, and TD training for maintenance personnel. **(T-3)**

10.2.9.2.11. Request add, change, or delete IMDS/G081 local course codes as needed. **(T-3)**

10.2.9.2.12. Conduct and document annual review of local course codes for accuracy and validity. **(T-3)**

10.2.9.2.13. Coordinate requirements for the operation and maintenance of the training subsystem with Analysis Section. **(T-3)**

10.2.9.2.14. Establish recurring product requests with Database Management as applicable. **(T-3)** The MIS will automate this function.

10.2.9.2.15. Establish, change, update, close or delete all required classes in MIS. **(T-3)**

10.2.9.2.16. Ensure instructors receive a class roster before class start date. **(T-3)**

10.3. Work Center or Section Training Monitors. At the discretion of the unit commander, UTMs, in coordination with work center supervisors, are authorized to appoint a work center or section training monitor to advise and assist supervisors/UTMs in accomplishing training responsibilities.

10.3.1. The appointment of a training monitor shall not be construed as relieving the UTM or supervisor of any of their responsibilities outlined in DAFI 36-2670 or any other applicable guidance. The UTM remains the OPR and single POC for all training matters within the maintenance group. Similarly, while certain tasks may be delegated to a training monitor, the work center supervisor retains the ultimate responsibility to plan, establish, implement and oversee an effective training program, and to remain engaged and aware of all training issues within the work center or section.

10.3.2. **[ANG Only]** Work Center Training Monitor Responsibilities. As a minimum, monitors will ensure training programs for their work center are followed and administered in accordance with DAFI 36-2670, DAFI 21-101, MAJCOM supplements to this instruction, and local training directives, as applicable to maintenance group organizations. **(T-2)**

10.3.2.1. **[ANG Only]** Assist Work Center Supervisors in identifying all TD and maintenance training section courses required for duty position qualification and review these requirements when training is updated as a result of mission design series change or conversion.

10.3.2.2. **[ANG Only]** Assist Work Center Supervisors by ensuring duty related courses that apply to selected personnel within a work center are individually loaded into an automated system, for example, the AF approved electronic training records, Integrated Maintenance Data System, G081, Air Reserve Component Network (ARCNet)).

10.3.2.3. **[ANG Only]** Update training requirements in AF approved MIS as required for work center personnel.

10.3.2.4. **[ANG Only]** Ensure training statuses are identified and scheduled for members within work center on a monthly reoccurring basis. (**[ANG Only]** must be done prior to Unit Training Assembly).

10.3.2.5. **[ANG Only]** Coordinate all formal training, including scheduling changes, through the UTM.

10.3.2.6. **[ANG Only]** Coordinate with UTM if local courses are required to be scheduled to meet member requirements.

10.4. [AFR Only] Requesting AETC Mobile Training Team (Maintenance Training) and TDY Instructor Assistance.

10.4.1. Submit by message, fax, or e-mail from the UTM to the AFRC maintenance training POC no later than 90 days in advance of requested class start date and include the following information:

10.4.1.1. Complete course title(s) and course number(s) the TDY instructor will teach. **(T-2)**

10.4.1.2. Statement that capability to instruct this course (course for which instructor is being requested to teach) does/does not exist at the host TD or why host TD instructor is not available if applicable. **(T-2)**

10.4.1.3. Number of students confirmed for requested training. **(T-2)**

10.4.1.4. Statement that adequate training facilities and necessary equipment and technical data to support training are/are not available. **(T-2)**

10.4.1.5. A primary and secondary time frame when the training should start. **(T-2)**

10.4.2. AFRC POC will contact 982d TRG Weapon System Training Manager, Sheppard AFB, TX. **(T-2)**

10.4.3. 982d TRG will notify requesting AFRC POC of confirmation or denial of request. The TD instructor projected for the TDY will contact the UTM to confirm training dates and special equipment requirements. **(T-2)**

10.4.4. If the request is within 90 days, UTMs must submit a justification letter signed by the Maintenance Group Commander (or equivalent). **(T-2)**

10.5. Enroute Training. If enroute training is required, contact the applicable AFRC/ANG Training Manager.

10.6. Maintenance Group Status of Training Briefing.

10.6.1. Frequency. The UTM will provide a quarterly formal Status of Training briefing to the Maintenance Group Commander (or equivalent). **(T-3)**

10.6.2. The Maintenance Group Commander (or equivalent) will chair the quarterly briefing. **(T-3)**

10.6.3. Attendance. As a minimum, the following personnel will attend the quarterly formal Status of Training briefing:

10.6.3.1. Squadron Commanders (to include the Maintenance Operations Officer in Charge or equivalent). **(T-3)**

10.6.3.2. The Maintenance Group Superintendent. **(T-3)**

10.6.3.3. The Quality Assurance Superintendent or designated representative. **(T-3)**

10.6.3.4. Squadron Superintendents. **(T-3)**

10.6.3.5. Flight Chiefs. **(T-3)**

10.6.4. The UTM will use approved MIS to help develop the Status of Training briefing and provide an e-copy of the Status of Training to invitees prior to formal briefing. **(T-3)**

10.6.5. Status of Training briefing contents must include items identified in DAFI 36-2670 and report number required and/or number qualified. **(T-2)** The Maintenance Group Commander or equivalent will establish the number of required personnel based on the minimum qualified needed to meet mission accomplishment **(T-3):**

10.6.5.1. Blade Blending (if applicable).

10.6.5.2. Engine Run (if applicable).

10.6.5.3. Borescope (if applicable).

10.6.5.4. Intake/Inlet/Engine Exhaust (if applicable).

10.6.5.5. Hot Refuel (if applicable).

10.6.6. Upgrade training status. Reflect the status of upgrade training in accordance with DAFI 36-2670 Status of Training Requirements.

10.6.6.1. **[AFR Only]** Number awaiting 3-level technical school.

10.6.6.2. **[AFR Only]** Identify by AFSC, course number, date member became 1-level (date entered training), date training line number or waiver submitted, projected school date (if known), reason member turned down earlier technical school date (if applicable).

10.6.7. Overdue Training. Report total overdues by squadron. Report all sortie-production training (TD and maintenance training squadron) overdues identified in MIS. Just in time deployment training will not count as overdue (i.e., Chemical, Biological, Radiological, Nuclear). Personnel who are overdue for training, to include those assigned to TDY or on leave, shall be counted as overdue on Status of Training until scheduled training is completed.

10.6.8. Identify and discuss current and future training issues and concerns.

10.6.9. Qualification Training. Identify the number of personnel in qualification training by unit.

10.6.10. **[AFR Only]** Number of personnel utilizing Seasonal Training Program and provide the following:

10.6.10.1. Current and Fiscal Year total participation.

10.6.10.2. Current sections utilizing Seasonal Training Program and AFSC.

10.6.10.3. Track days as "Current # of days used" of "total # of days of authorized" Seasonal Training Program.

10.6.10.4. Track core tasks as Current # of core tasks complete "of" total # of core tasks required.

10.6.11. **[AFR Only]** Post a copy of the quarterly Status of Training to the applicable AFRC maintenance training folder on the AFRC SharePoint™ site.

10.7. [AFR Only] 1-Level Guidance.

10.7.1. Employing 1-levels in any 2A, 2R, or 2W AFSC is optional at the discretion of the Commander. The intent of the 1-level guidance is to retain aircraft maintainers by allowing them to limitedly and safely participate on tasks within their assigned AFSC at home station. This means that the section supervisor must evaluate the member and have the resources to absorb the added workload of training the member. Safety is paramount in utilizing 1-levels. They are never to be left alone on a job site, work independently, be responsible for work, or be counted towards the employable workforce. This is not meant to be a method to circumvent technical school or allow technicians to work without attending technical school or stay in training indefinitely. This effort requires members, supervisors, and commanders to evaluate and understand the abilities of the individual and the unit to perform maintenance safely.

10.7.2. 1-levels must work under a qualified trainer on a limited basis with the following stipulations:

10.7.2.1. 1-level member, supervisor, and squadron commander must agree to all terms below in writing.

10.7.2.2. Never works independently or signs off work, and is always accompanied by a qualified trainer.

10.7.2.3. All aircraft and personal safety training must be accomplished prior to work start.

10.7.2.4. No live munitions or running aircraft operations will be permitted.

10.7.2.5. All task training will be tracked locally in AF approved electronic training records. **(T-2)**

10.7.2.6. Will not be CUT trained except as identified in **paragraph 10.7.2.12** below. **(T-2)**

10.7.2.7. Will not be qualified on the SCR. **(T-2)**

10.7.2.8. This does not grant any special privileges towards technical school waivers.

10.7.2.9. Cannot be in 1-level status and working for greater than a 12-month period without MAJCOM approval.

10.7.2.10. Will be evaluated by Quality Assurance as part of a training based personnel evaluation with trainer. **(T-2)** Frequency will be determined locally.

10.7.2.11. Non-prior service members are only eligible for this program once they have completed Basic Military Training, are able to receive a line-badge, and meet all of the previous stipulations.

10.7.2.12. Prior service AFR, ANG, Regular AF members retraining from one 2A/2W AFSC to another 2A/2W AFSC that hold a valid 3, 5, or 7 skill level must complete all

safety requirements of the duty section and then may CUT Train in tasks of another AFSC until either an AFSC waiver is approved or technical school has been completed.

10.7.2.13. Prior Service Army, Navy, Marine Corp, and Coast Guard may also participate in the 1-level policy as prescribed for Non-Prior Service members.

10.8. Utilization of 1-Skill Level ANG Personnel (ANG Only).

10.8.1. At the discretion of local unit leadership, personnel holding a 1-skill level AFSC in maintenance career fields may be authorized to receive task qualification training/on the job training under strictly controlled and monitored conditions detailed in this chapter. **Note:** It is ultimately the decision of the local commander whether 1-skill level personnel receive task qualification training/on the job training or perform maintenance; this practice is <u>not</u> mandated by this chapter. This guidance is <u>not</u> intended to permit units to circumvent technical school requirements, allow personnel to work without attending technical training indefinitely, or remain in Training Status Code "M" in excess of one year. Local trainers, supervisors, and commanders must carefully evaluate both the abilities and aptitude of the individual to perform maintenance safely and effectively, as well as the needs and capabilities of the unit mission to support task qualification training and/or on the job training. **(T-2)**

10.8.2. Member status (prior service/non prior service).

10.8.2.1. Non-prior service members who hold a 1-skill level Control AFSC may receive and participate in task training/on the job training but are not authorized to have tasks completed ("signed off") in AF approved electronic training records.

10.8.2.2. Prior service members from any United States Air Force component or sister services who hold a 1-skill level Control AFSC are authorized to receive and participate in task training/on the job training, and to have completion dates entered on tasks (to be "signed off") in AF approved electronic training records, provided the following criteria are met:

10.8.2.2.1. Have been previously awarded a 2AXXX or 2WXXX AFSC, OR

10.8.2.2.2. Have been previously awarded an aircraft maintenance Military Occupational Specialty (Army, Marine Corps, Naval, Coast Guard) AND

10.8.2.2.3. Have either a pending technical school request or a pending AFSC classification waiver request.

10.8.3. Regardless of service history, the following criteria apply to all 1-level personnel receiving task training:

10.8.3.1. Member, supervisor and unit commander will evaluate trainee's aptitude and ability and will concur in writing that member is capable of safely participating in task training/on the job training. **(T-2)**

10.8.3.2. Member will accomplish all applicable safety training and be issued any applicable Personal Protective Equipment prior to beginning any task training or performing work. **(T-2)**

10.8.3.3. Member will not work independently and will always be accompanied by trainer or supervisor. **(T-2)**

10.8.3.4. Member will not sign off jobs in aircraft forms or MIS.- **(T-2)**

10.8.3.5. Member will not work on or around aircraft with engines running or live munitions. **(T-2)**

10.8.3.6. Member will not participate in or receive CUT. **(T-2)**

10.8.3.7. Member will not be listed on SCR or certified to perform actions listed or tracked on SCR. **(T-2)**

10.8.3.8. Member will not receive training or perform maintenance while TDY or deployed. **(T-2)**

10.8.4. Receiving task qualification training, on the job training, or being utilized to perform aircraft maintenance does not grant an individual any special consideration or advantage with regard to approval of a tech school or classification waiver.

10.8.5. Prior service members trained under the conditions in this chapter are authorized to receive personnel evaluations from Quality Assurance inspectors on tasks for which completion dates have been entered ("signed off") in AF approved electronic training records.

10.9. [ANG Only] Formal School Requirements Forecasting and Reporting.

10.9.1. Air National Guard Bureau (NGB) Maintenance Division (A4MM) formal schools manager conducts an annual "data call" for forecasting formal schools requirements for future fiscal years.

10.9.2. Maintenance Group UTMs will take the following actions (as applicable) upon receiving notification of data call:

10.9.2.1. Coordinate with work center supervisors, element Non-Commissioned Officers in Charge, flight chiefs, commanders, and other members in the chain of command with regard to possible separations, expiration term of service, retirements, etc. that are projected to occur within the fiscal years being forecasted. **(T-2)**

10.9.2.2. Ensure wing force development office is included in coordination. **(T-2)**

10.9.2.3. Utilize data collected during above coordination to project formal school allocations required during the fiscal years being forecasted in the data call. **(T-2)**

10.9.2.4. Reply to NGB/A4MM with forecasted numbers of formal school allocations required or other information as requested. **(T-2)**

10.9.2.5. Meet all suspense dates established by NGB/A4MM. **(T-2)**

10.9.3. Units failing to reply to data calls on or before established suspense dates may receive a lower priority for formal school Training Line Number issue than responding units.

10.10. [ANG Only] Use of Automated Training Systems.

10.10.1. Use of ARCNet is mandatory to schedule, track, and deliver ancillary or expeditionary training requirements identified on the ANG Ancillary Training SharePoint™ site.

10.10.2. IMDS or Core Automated Maintenance System for Mobility/G081 (as applicable) is used for items specifically required to be tracked within an AF approved MIS. Examples may include maintenance actions, SCR course codes, or any other item as directed.

10.10.3. For tracking and scheduling of recurring training items which are not specifically required to be loaded in either ARCNet or the MIS, use of locally created ARCNet courses are highly encouraged. Training in this category may be tracked in either the MIS or ARCNet, at the discretion of local unit leadership. However, due to finite capacity within the MIS and the need to reduce the number of local course listings, avoid the creation of local MIS course codes for recurring training whenever feasible.

10.11. Use of Electronic Exams for Maintenance Certification Testing (ANG only).

10.11.1. Use of Aircraft Maintenance Training Enterprise System electronic testing (e-testing) is mandatory.

10.11.2. Test review process:

10.11.2.1. Test questions will be reviewed annually for accuracy and currency with newly revised technical data. **(T-2)**

10.11.2.2. NGB/A4MM Maintenance Training Manager or designated representative will coordinate review of test questions through Combat and/or Mobility AF or Mission Design Series Maintenance Training Single POCs and/or ANG field SMEs as determined by NGB/A4MM. **(T-2)**

10.11.3. Authorized test proctors.

10.11.3.1. Personnel authorized to serve as test proctors include UTMs or ADUTMs, or Quality Assurance personnel. **(T-2)**

10.11.3.2. Units will appoint proctors in writing. **(T-2)**

10.12. [AFR Only] Mission Design Series Conversion Training.

10.12.1. The Mission Design Series conversion training plan is established during the unit Site Action Task Force.

10.12.2. The maintenance group leadership will develop the conversion training plan. **(T-2)**

10.12.3. The training plan will address the phase-in and phase-out of the two Mission Design Series. **(T-2)**

10.12.4. A cadre of maintenance personnel will be identified and trained to receive the initial arrival of aircraft. **(T-2)**

10.12.4.1. The cadre will be trained via TD transition courses. **(T-2)**

10.12.4.2. The TD transition course may be located at home station or at Mission Design Series lead command bases.

10.12.4.3. Follow-on proficiency training will be accomplished by sending the cadre to a lead command base for further training. This cadre will also be used as trainers on the new Mission Design Series. **(T-2)**

10.12.5. AETC instructors will arrive at the home station after arrival of the new aircraft. The instructors will remain on station for 90 days to train as many personnel as possible. **(T-2)** Any personnel that did not receive training from the AETC instructors will be sent to TD transition courses at a lead MAJCOM base or trained locally by certified trainers. **(T-2)**

10.12.6. If qualification is necessary on both Mission Design Series, dual qualification will be documented in AF approved electronic training records until the conversion is complete. **(T-2)**

10.12.6.1. The task qualification phase-in/phase-out process will be used as one new Mission Design Series replaces the out-going Mission Design Series. **(T-2)**

10.12.6.2. Maintenance group leadership will work to maintain a balanced ratio of technicians to maintain both Mission Design Series throughout the conversion. **(T-2)**

Chapter 11 (Added-ACC)

MTS MAINTENANCE INSTRUCTORS (MI) AND DEVELOPMENT FUNCTIONS

11.1. (Added-ACC) Maintenance Instructors. MIs support maintenance courses and are assigned to the MTS against authorized manpower positions (units not authorized a specific AFSC do not have to submit a waiver request).

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

11.1.2. **(Added-ACC)** 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 as those assigned.

11.1.3. **(Added-ACC)** Criteria to consider when determining the need for instructors:

11.1.3.1. **(Added-ACC)** Number of instructors required to support Trained Personnel Requirement (TPRs).

11.1.3.2. **(Added-ACC)** Quantity, length, and type of MTS courses.

11.1.3.3. **(Added-ACC)** Instructor utilization.

11.1.3.4. **(Added-ACC)** Instructor retainability.

11.2. (Added-ACC) Minimum Instructor Requirements.

11.2.1. **(Added-ACC)** Have a minimum of 1 year experience on the assigned aircraft/equipment. **(T-3)**

11.2.2. **(Added-ACC)** Be Red-X certified on course objectives requiring production inspections. **(T-3)**

11.2.3. **(Added-ACC)** Be in the grade of E-4 or higher. **(T-3) Note:** Specific programs may identify additional instructor qualification requirements (e.g., engine run).

11.2.4. **(Added-ACC)** Have a 5-skill level in the AFSC for which he/she is selected to instruct and completed AF Training Course. **(T-3)**

11.2.5. **(Added-ACC)** Complete course qualification process. **(T-3)**

11.2.6. **(Added-ACC)** MIs must attend the local TD POI course within 6 months of assignment. **(T-3)**

11.2.7. **(Added-ACC)** MIs with previous formal instructional training (i.e., Principles of Instruction, Basic Instructor Course, EPME Instructor Course), with a "T" prefix on any AFSC, are exempt from this requirement. Evidence thereof must be maintained within the instructor folder. **(T-3)**

11.2.8. **(Added-ACC)** Complete interview with MTS Superintendent and D&I Element Chief. **(T-3)**

11.2.9. **(Added-ACC)** Complete CCAF requirements if teaching a CCAF accredited course. **(T-3)**

11.3. (Added-ACC) Instructor Records. The Instructor Element NCOIC will maintain a folder for each assigned and attached MI. **(T-3)** As a minimum, the folders will contain the following:

11.3.1. **(Added-ACC)** Appointment letter (for attached instructors only) signed by MXG/CC or MXG/SEL.

11.3.2. **(Added-ACC)** A current list of the instructor's course qualifications.

11.3.3. **(Added-ACC)** All MI QA initial technical evaluations and PEs, and Instructor evaluations.

11.3.4. **(Added-ACC)** CCAF degree progress and other applicable certification information.

11.3.5. **(Added-ACC)** Approved instructor course waiver, as required.

11.3.6. **(Added-ACC)** Senior Instructor Award certificate, when awarded.

11.4. (Added-ACC) Instructor Course Qualification and Evaluation Process. MTS instructors and attached instructors must be qualified to teach their respective courses. As a minimum:

11.4.1. **(Added-ACC)** Sit in on the course they will be teaching at least once. **(T-3)** 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-ACC)** Teach units/blocks of instruction with a qualified instructor sitting in the course. **(T-3)**

11.4.3. **(Added-ACC)** 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. **(T-3)**

11.4.4. **(Added-ACC)** Teach the entire course with the instructor element NCOIC conducting an instructor evaluation. **(T-3)** If the evaluation is rated "Satisfactory" or better, the instructor is qualified to teach.

11.4.4.1. **(Added-ACC)** Instructors will receive an academic evaluation annually. Evaluations will be documented using an AETC Form 281A, *Instructor Evaluation Checklist*. **(T-3)**

11.4.4.2. **(Added-ACC)** Instructors will receive a personnel evaluation (PE) by QA every 12 months on performance tasks taught during classroom instruction. PE's will not be conducted during classroom instruction. QA will document the evaluation in the QA database. **(T-3)**

11.5. (Added-ACC) 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. **(T-3)** As a minimum, all instructors undergoing self-qualification must complete the following:

11.5.1. **(Added-ACC)** Meet attached instructor requirements. **(T-3)**

11.5.2. **(Added-ACC)** Successfully complete a QA technical evaluation on performance tasks included in the course. QA will document evaluations in the QA database. **(T-3)**

11.5.3. **(Added-ACC)** Teach approved course a minimum of two times. **(T-3)**

11.5.4. **(Added-ACC)** Successfully complete an instructor evaluation conducted by the D&I Element Chief or MTS Superintendent. Results are recorded on the AETC Form 281A. **(T-3)**

11.6. (Added-ACC) Assigned and Attached MTS Instructor Evaluations.

11.6.1. **(Added-ACC)** Instructors 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 the Air Force approved electronic training record system. Maintain a copy of the results in the MI folder. **(T-3)**

11.6.2. **(Added-ACC)** Instructors will receive an instructor evaluation on AETC Form 281A:

11.6.2.1. **(Added-ACC)** During their second qualification class for each course they instruct. **(T-3)**

11.6.2.2. **(Added-ACC) A** nnually thereafter to ensure sound instructor habits are maintained and lesson plans (LPs) are properly utilized. **(T-3)**

11.6.2.3. **(Added-ACC)** Follow-up evaluations are required within 30-days when any block is rated "Needs Improvement" (NI). **(T-3)**

11.6.3. **(Added-ACC)** Instructors will receive a PE by QA every 12 months on a task they teach for technical competence/proficiency. QA will document the evaluation in the QA database. Maintain a copy of the results in the MI folder. **(T-3)**

11.6.4. **(Added-ACC)** Senior instructors will receive academic evaluations annually. Senior instructors who receive overall ratings of less than "Excellent" during their annual evaluations will receive an evaluation semiannually until a "Excellent" rating is achieved. **(T-3)**

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

11.7.1. **(Added-ACC)** The MTS must track instructor utilization to include lost training time due to equipment or personnel problems. Examples of lost training time include but are not limited to: minimums not met causing cancellation, equipment breakage, aircraft non-availability, and short notice instructor non-availability. **Note**: Lost training time only accounts for actual instructor hours. (Ex: 8-hour class equals 8 instructor hours lost, do not multiply by number of students).

11.7.1.1. **(Added-ACC)** Instructor utilization is tracked as follows: Total Hours Available equals the maximum number of hours an instructor is available per month (Duty Days/Hours). Hours Logged equals Classroom Instruction plus duty related non-classroom plus additional duties. Classroom Instruction equals the total time an instructor is either teaching in or preparing the classroom. Duty Related Non-Classroom equals the time an instructor is updating and reviewing course control documents, training aids, lesson plans, administering tests, evaluating instructor, participating in physical training, back to the flightline training, TDY, or Appointments, (not deployments or PME) Additional Duties equals the time an instructor is performing additional duties not related to MTS; Honor Guard, SF augmentee, etc. **Note:** Instructors (except D&I Element Chief) should be spending at least 60% of their time in the classroom and duty related non-classroom instruction related tasks.

11.8. (Added-ACC) MTS Internal Critique Review and Class Packages. MTS critique packages are used to provide feedback to the appropriate personnel on course instruction. MTS

critique packages look at the training system from within to determine personnel and system effectiveness. A critique package for each MTS course will be established and maintained. **(T-3)** **Note:** This process should be electronic where feasible.

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

11.8.1.1. **(Added-ACC)** Class Roster. **(T-3)**

11.8.1.2. **(Added-ACC)** Name of the Maintenance Instructor. **(T-3)**

11.8.1.3. **(Added-ACC)** Student QA evaluations (if applicable). **(T-3)**

11.8.1.4. **(Added-ACC)** Course critique/assessment. **(T-3)**

11.8.1.5. **(Added-ACC)** Student and supervisor questionnaires (if applicable). **(T-3)**

11.8.2. **(Added-ACC)** Route class packages through the appropriate MTS sections/personnel. **(T-3)**

11.8.3. **(Added-ACC)** 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). **(T-3)**

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

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

11.8.6. **(Added-ACC)** After class packages are returned, they are forwarded to the development section to be filed.

11.8.7. **(Added-ACC)** Critique/Class packages should be disposed of after 24 months (except CCAF accredited courses which require the class roster to be retained indefinitely).

11.8.8. **(Added-ACC)** 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 the D&I Element Chief, MTS Superintendent, and/or Flight Commander. **(T-3) Note:** MTS Superintendent/Flight Commander is responsible for taking action on unresolved issues/course problems.

11.9. (Added-ACC) Student Personnel Evaluations.

11.9.1. **(Added-ACC)** Students completing courses where the MTS/TD instructor trains and/or certifies the CFETP task(s) will be evaluated by QA. **(T-3)**

11.9.1.1. **(Added-ACC)** QA will evaluate 100 percent of the tasks trained and/or certified (signed off in the ITR) by MTS/TD within the calendar year. At a minimum, 25 percent of the students from each class will be evaluated on one task trained and/or certified during the course. Courses with 25 students or less trained per year are exempt from the 1-year time requirement. However, all efforts should 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-ACC)** Every effort to conduct student evaluations should be made prior to graduation, but evaluations must be accomplished NLT 30 days after graduation.

11.9.1.3. **(Added-ACC)** The Instructor Element will provide QA with the applicable tasks trained and/or certified during the course and QA will determine tasks to evaluate. **(T-3)**

11.9.1.4. **(Added-ACC)** A copy of the PE for each student evaluated will be maintained in the applicable class package and student's ITR. **(T-3)**

11.9.1.5. **(Added-ACC)** QA will document the evaluation in the QA database. **(T-3)**

11.9.1.6. **(Added-ACC)** Failed assessments will be provided to the D&I Element Chief (TD if applicable). **(T-3)**

11.9.2. **(Added-ACC)** Enroute students identified by the Instructor Element for evaluation will have evaluations accomplished before departure to their gaining organization. **(T-3) Note**: QA evaluations may be accomplished during class.

11.9.2.1. **(Added-ACC)** Enroute students will not be washed back while in maintenance qualification training (MQT) for failure to meet performance standards. **(T-3)**

11.9.2.2. **(Added-ACC)** Results of student PE will be documented in the student's ITR. Students who fail the evaluation will depart the base as scheduled; however, their failed assessment will be mailed/emailed to their gaining organization. **(T-3)**

11.10. (Added-ACC) MTS Development Function. Individuals assigned to this function are responsible for the development and management of courses for aircraft maintenance personnel.

11.11. (Added-ACC) Instructional System Development (ISD) Process. Application of the ISD process will be applied to all maintenance training programs. **(T-3)** Additional information on ISD can be found in the ISD guidebook: **https://www.milsuite.mil/wiki/Instructional_Systems_Design_Guidebook**. 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.

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

11.12.1.1. **(Added-ACC)** Course number, once determined. **(T-3)**

11.12.1.2. **(Added-ACC)** Course title, once determined. **(T-3)**

11.12.1.3. **(Added-ACC)** Start date. **(T-3)**

11.12.1.4. **(Added-ACC)** Required completion date. **(T-3)**

11.12.1.5. **(Added-ACC)** Project SME or OPR. **(T-3)**

11.12.1.6. **(Added-ACC)** ISD phase (development only). **(T-3)**

11.12.1.7. **(Added-ACC)** OPR office symbol. **(T-3)**

11.12.1.8. **(Added-ACC)** Status. **(T-3)**

11.12.1.9. **(Added-ACC)** Suspense date for course review. **(T-3)**

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

11.13.1. **(Added-ACC)** Script (for narrated products). **(T-3)**

11.13.2. **(Added-ACC)** Course Critique. **(T-3)**

11.13.3. **(Added-ACC)** Any background material pertaining to that particular course. **(T-3)**

11.13.4. **(Added-ACC)** Certification sheet. **(T-3)**

11.13.5. **(Added-ACC)** 24-Month reviews including AF Form 1768 or automated coordination. **(T-3)**

11.14. (Added-ACC) MTS Course Catalog. Each MTS will develop and maintain a current catalog that shows available courses. **(T-3)**

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

11.14.1.1. **(Added-ACC)** Course Title. **(T-3)**

11.14.1.2. **(Added-ACC)** Course Number. **(T-3)**

11.14.1.3. **(Added-ACC)** Duration. **(T-3)**

11.14.1.4. **(Added-ACC)** A brief synopsis of each course. **(T-3)**

11.14.1.5. **(Added-ACC)** Course prerequisites. **(T-3)**

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

11.14.2.1. **(Added-ACC)** MTS courses. **(T-3)**

11.14.2.2. **(Added-ACC)** AFETS/CETS. **(T-3)**

11.14.2.3. **(Added-ACC)** Multimedia Programs to include IMI courses. **(T-3)**

11.14.2.4. **(Added-ACC)** TD courses if not published separately. **(T-3)**

11.14.3. **(Added-ACC)** Distribute the catalog or web site link to the following individuals and organizations:

11.14.3.1. **(Added-ACC)** UTMs. **(T-3)**

11.14.3.2. **(Added-ACC)** Wing, Group, and Squadron commanders. **(T-3)**

11.14.3.3. **(Added-ACC)** Training Monitors. **(T-3)**

11.14.3.4. **(ACC) (Added-ACC)** Host TD. **(T-3)**

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

11.15.1. **(Added-ACC)** Prior to the CAC meeting, the course developer or ISD technician must conduct training needs and task analysis for any new request for training. **(T-3)**

11.15.2. **(Added-ACC)** 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. **(T-3) Note:** Units will identify their requirements (in writing) to the MTS Superintendent prior to the CAC meeting. MTSs potentially affected will be solicited for input.

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

11.15.3.1. **(Added-ACC)** MTS Superintendent (initial request). **(T-3)**

11.15.3.2. **(Added-ACC)** UTM(s) of affected unit(s). **(T-3)**

11.15.3.3. **(Added-ACC)** D&I Element Chief, Instructor Element NCOIC and instructor. **(T-3)**

11.15.3.4. **(Added-ACC)** TD representative. **(T-3)**

11.15.3.5. **(Added-ACC)** SMEs for subject training. **(T-3)**

11.15.4. **(Added-ACC)** CAC Responsibilities.

11.15.4.1. **(Added-ACC)** 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 coordination's until completion of next CAC. **(T-3)**

11.15.4.2. **(Added-ACC)** Ensure the ISD process is used to determine if a training need exists. **(T-3)**

11.15.4.3. **(Added-ACC)** Discuss training constraints and possible workarounds. **(T-3)**

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

11.16. (Added-ACC) Course Control Documents. All courses will be developed using the ISD process. The MTS will develop courses using a combined Course Chart/Training Standard (CC/TS) and a Plan of Instruction (POI). **(T-3)**

11.16.1. **(Added-ACC)** 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. **(T-3)**

11.16.2. **(Added-ACC)** Do not write on CCDs except for formal changes to the course. **(T-3)** 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-ACC)** Training courses require CCDs when:

11.16.3.1. **(Added-ACC)** Directed by publications. **(T-3)**

11.16.3.2. **(Added-ACC)** Directed by higher headquarters. **(T-3)**

11.16.3.3. **(Added-ACC)** Recommended by the CAC and approved by the MXG/CC. **(T-3)**

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

11.16.4.1. **(Added-ACC)** Course background material (results of CAC, Project Plan, etc.). **(T-3)**

11.16.4.2. **(Added-ACC)** AF Form 1768 for current completed CCD coordination. **(T-3)**

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

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

11.17. (Added-ACC) 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. **(T-3)** Dates on the CC/TS would not change. Use the date signed/approved by the MXG/CC or HQ ACC/A4PMT as the POI, CC/TS date and for the ISR Year/Month.

11.18. (Added-ACC) Numbering System for CCDs. Use the standardized numbering system for all local CCDs.

11.19. (Added-ACC) Review, Coordination and Approval Process of CCDs.

11.19.1. **(Added-ACC)** Establish a suspense file to ensure CCDs are reviewed on time. **(T-3)** MTSs that are primary for ACC courses should allow additional coordination time for utilizing MTSs.

11.19.2. **(Added-ACC)** The term Lead MTS, refers to those designated by HQ ACC/A4PMT as lead owners of an ACC level CCD that is shared with other MTSs.

11.19.3. **(Added-ACC)** The term Utilizing MTS, refers to those MTSs that utilize ACC level CCDs and provide SME coordination during reviews.

11.19.4. **(Added-ACC)** Use the AF Form 1768 to coordinate CCD reviews. **(T-3)** An automated package may be used for coordination. Printed copies of automated coordination must be maintained in the "MASTER" CCD file. Utilizing MTSs may coordinate via email or other electronic means. **Note:** Must have official electronic signature for coordination if using an automated system.

11.19.5. **(Added-ACC)** Significant changes to objectives or proficiency levels require convening of a CAC.

11.19.6. **(Added-ACC)** The MTS OIC/Superintendent will sign the AF Form 1768. Each coordinating office will be suspended 5 duty-days for their input. **(T-3)** As a minimum, coordination will be required from the following individuals or offices:

11.19.6.1. **(Added-ACC)** SME(s) to include utilizing MTSs for ACC CCDs. **(T-3)**

11.19.6.2. **(Added-ACC)** Appropriate maintenance supervision. **(T-3)**

11.19.6.3. **(Added-ACC)** Development Element. **(T-3)**

11.19.6.4. **(Added-ACC)** QA. **(T-3)**

11.19.6.5. **(Added-ACC)** Wing Safety, as determined by the MTS. **(T-3)**

11.19.6.6. **(Added-ACC)** MXG/CC (approval authority). **(T-3)**

11.19.6.7. **(Added-ACC)** HQ ACC/A4PMT for ACC CCDs only (approval authority). **(T-3)**

11.19.7. **(Added-ACC)** 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. ACC CCDs will also be forwarded to HQ ACC/A4PMT and user MTSs. **Note:** CCAF affiliated schools will forward one copy of the MASTER CCD for degree/certification evaluation. **(T-3)**

11.19.8. **(Added-ACC)** 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.

11.19.9. **(Added-ACC)** Use of CCDs.

11.19.9.1. **(Added-ACC)** Each instructor will be provided with the approved CCDs for the course(s) they will teach. **(T-3)**

11.19.9.2. **(Added-ACC)** 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. **(T-3)**

11.20. (Added-ACC) Student Training Materials. 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." **(T-3)**

11.20.1. **(Added-ACC)** Student training materials will display the course identification number plus one of the following codes:

11.20.1.1. **(Added-ACC)** HO - Handout. **(T-3)**

11.20.1.2. **(Added-ACC)** PT - Programmed Text. **(T-3)**

11.20.1.3. **(Added-ACC)** SG - Study Guide. **(T-3)**

11.20.1.4. **(Added-ACC)** WB - Workbook. **(T-3)**

11.20.2. **(Added-ACC)** Cover sheets for student training materials may be of local design.

11.20.3. **(Added-ACC)** Student training materials will not contain or serve as a replacement for technical data. Classified materials, if used, will be appropriately marked, and controlled. **(T-3)**

11.20.4. **(Added-ACC)** Reference student training materials in the applicable POI.

11.21. (Added-ACC) 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 are not required in behavioral statement for familiarization or orientation criterion objectives.

11.21.1. **(Added-ACC)** Student Measurement Process:

11.21.1.1. **(Added-ACC)** Evaluate or test students on course objective before graduation.

11.21.1.2. **(Added-ACC)** Identify students who need special individual assistance or additional training.

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

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

11.21.2.1. **(Added-ACC)** Certification courses. **(T-3)**

11.21.2.2. **(Added-ACC)** ACC Formal Courses. **(T-3)**

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

11.21.4. **(Added-ACC)** 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.

11.21.4.1. **(Added-ACC)** 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 the ISD   guidebook: **https://www.milsuite.mil/wiki/Instructional_Systems_Design_Guidebook**.

11.21.4.2. **(Added-ACC)** Written tests are based on a pass/fail system with 70 percent as the minimum passing score. **(T-3)** This standard does not apply to training programs that have different requirements.

11.21.4.3. **(Added-ACC)** 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. **(T-3)**

11.21.4.4. **(Added-ACC)** Students who fail a behavioral objective must receive remedial instruction. **(T-3).** After remedial training is completed, students can then be reevaluated on the failed behavioral objective.

11.21.5. **(Added-ACC)** Task/performance evaluations are used for criterion objectives that require students to perform tasks.

11.21.5.1. **(Added-ACC)** 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. **(T-3)**

11.21.5.2. **(Added-ACC)** Task/performance evaluations will be based on the 3c proficiency level and must be performed with 100 percent accuracy. **(T-3)**

11.21.5.3. **(Added-ACC)** Students who fail the task/performance evaluation will receive remedial OJT 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. **(T-3)**

11.21.6. **(Added-ACC)** 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.

11.21.7. **(Added-ACC)** Refer to the ISD guidebook: **https://www.milsuite.mil/wiki/Instructional_Systems_Design_Guidebook** for further guidance on test development.

11.22. (Added-ACC) Technical Data for Training. 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. **(T-3)**

11.22.1. **(Added-ACC)** Students will use published technical data when operating or performing maintenance on aircraft systems, subsystems, or aerospace ground equipment (AGE). **(T-3)**

11.22.2. **(Added-ACC)** Supplemental literature may be developed when technical data is unavailable or insufficient. The course SMEs will approve this material prior to use. **(T-3)**

11.23. (Added-ACC) Course Critiques/Assessments. 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. **(T-3)**

11.23.1. **(Added-ACC)** Maintain blank critiques/assessments or electronic version.

11.23.2. **(Added-ACC)** VI Programs. Standalone 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.

11.24. (Added-ACC) 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 please refer to the ISD guidebook: **https://www.milsuite.mil/wiki/Instructional_Systems_Design_Guidebook**.

11.24.1. **(Added-ACC)** 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.

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

11.24.2.1. **(Added-ACC)** Performance Tests.

11.24.2.2. **(Added-ACC)** Written Tests. Written tests will be administered using the Perception automated testing program except for Engine Run Emergency Procedures essay tests. **(T-3)** These tests may remain in written form. Written tests may be comprised of:

11.24.2.2.1. **(Added-ACC)** Selection (multiple choice, true/false, matching).

11.24.2.2.2. **(Added-ACC)** Supply (fill in the blanks, short essay).

11.24.3. **(Added-ACC)** Develop a test for each course that requires written measurement. **(T-3)**

11.24.3.1. **(Added-ACC)** Units must have a documented back-up plan for administering tests if automated testing becomes unavailable for an extended period. **(T-3)**

11.24.3.2. **(Added-ACC)** Units cannot send any test to a deployed location. **(T-3)**

11.24.3.3. **(Added-ACC)** Automated tests will have a test question bank with at least 75 percent more test questions than required for the test. **(T-3)** For example, a test consisting of 20 questions would need a test question bank with at least 35 questions.

11.24.3.4. **(Added-ACC)** All tests must have a Test Compromise Statement.

11.24.4. **(Added-ACC)** Test booklets may be of local design and, as a minimum, will include:

11.24.4.1. **(Added-ACC)** Cover page. **(T-3)**

11.24.4.2. **(Added-ACC)** Instruction page. **(T-3)**

11.24.4.3. **(Added-ACC)** Control number. **(T-3)**

11.24.4.4. **(Added-ACC)** Date. **(T-3)**

11.24.4.5. **(Added-ACC)** Test Compromise Statement. **(T-3)**

11.24.5. **(Added-ACC)** 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. **(T-3) 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.

11.24.6. **(Added-ACC)** Emergency procedures questions will be in essay format to ensure they are committed to memory IAW DAFI 21-101. **(T-3)**

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

11.25.1. **(Added-ACC)** 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 unless covered by other guidance.

11.25.2. **(Added-ACC)** 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:

11.25.2.1. **(Added-ACC)** Identification of high missed test questions: **Note:** A question will be considered high miss if 33 percent or more students miss the question. **(T-3)**

11.25.2.2. **(Added-ACC)** Assessed cause. **(T-3)**

11.25.2.3. **(Added-ACC)** Corrective actions implemented. **(T-3)**

11.25.2.4. **(Added-ACC)** Include all MFRs in the SME review. **(T-3)**

11.26. (Added-ACC) 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:

11.26.1. **(Added-ACC)** 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. **(T-3)**

11.26.2. **(Added-ACC)** Use the master test control log to inventory tests quarterly.

11.26.3. **(Added-ACC)** Tests will be controlled through a sign-out and sign-in log when removed from the testing room. **(T-3)**

11.26.4. **(Added-ACC)** Tests for courses used to assess or measure the applicable course objective/material will be reviewed at the same time as their respective CCDs. **(T-3)** Tests identified in DAFI 21-101, AFI 36-2650, and ACC Supplement supporting certification are reviewed bi-annually.

11.26.4.1. **(Added-ACC)** Accomplish review on same AF Form 1768 used for the CCD review.

11.26.4.2. **(Added-ACC)** Identify test separately on the AF Form 1768; test will not be routed out of the MTS during the review.

11.27. (Added-ACC) 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.

11.27.1. **(Added-ACC)** Administer field questionnaires 90 days after course completion. For additional information on external evaluations see refer to the ISD guidebook: **https://www.milsuite.mil/wiki/Instructional_Systems_Design_Guidebook**.

11.27.2. **(Added-ACC)** The D&I Element establishes a suspense of no more than 10 duty days on student and supervisor questionnaires.

11.27.3. **(Added-ACC)** Questionnaires are not required for enroute students.

Chapter 12 (Added-ACC)

MAINTENANCE TRAINING & OTHER SPECIAL PROGRAMS

12.1. (Added-ACC) Maintenance Training Awards. Annual guidance will be published/distributed by HQ ACC/A4PMT no later than 31 Oct.

12.2. (Added-ACC) MTS Senior Instructor Program. The D&I Element 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 ACC requirements. A copy of the senior instructor certificate is maintained in the instructor's folder.

12.2.1. **(Added-ACC)** The MXG/CC is the approval authority for the Senior Instructor Award. The D&I Element Chief will write a short letter of nomination, complete the Senior Instructor nomination package, and submit for approval through MTS Superintendent, Maintenance Operations OIC, and to the MXG/CC. **(T-3)**

12.2.2. **(Added-ACC)** Nomination requirements:

12.2.2.1. **(Added-ACC)** 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. **(T-3)**

12.2.2.2. **(Added-ACC)** Nominees will have an associate degree or higher. The associate degree must be awarded in nominees AFSC. **(T-3)**

12.2.2.3. **(Added-ACC)** Nominees must receive an overall outstanding rating on their last three instructor academic evaluations and pass technical evaluations. The final instructor evaluation will be completed within 30 days of submittal for Senior Instructor Award. **(T-3)**

12.2.2.4. **(Added-ACC)** Once approved, the MTS 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. **(T-3)**

LINDA S. HURRY, Major General, USAF
Director of Logistics DCS/Logistics, Engineering &
Force Protection

(ACC)

JENNIFER HAMMERSTEDT
Brigadier General, USAF
Director of Logistics, Engineering, and Force
Protection

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 21-101, ANGSUP, *Aircraft and Equipment Maintenance Management, 25 September 2020*

(Added-ACC) AFI 21-101_ACCSUP, *Aircraft and Equipment Maintenance Management*, 23 June 2020

AFI 33-322, Records Management and Information Governance Program, *28 July 2021*

AFMAN 21-202, *Missile Maintenance Management,* 29 August 2019

AFMAN 21-204*, Nuclear Weapons Maintenance,* 13 August 2019

AFMAN 36-2100, *Military Utilization and Classification,* 7 April 2021

AFPD 25-2, *Support Agreements,* 26 September 2019

DAFPD 36-26, *Total Force Development and Management,* 15 April 2022

DAFI 21-101, *Aircraft and Equipment Maintenance Management,* 16 January 2020

DAFI 36-2110*, Total Force Assignments,* 2 August 2021

DAFI 36-2670*, Total Force Development,* 25 June 2020

DAFMAN 65-605V1, *Budget Guidance and Technical Procedures,* 31 March 2021

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

TO, 00-5-1, *Air Force Technical Order System,* 25 January 2021

Prescribed Forms

None

Adopted Forms

(**Added**-**ACC**) AETC Form 281A, *Instructor Evaluation Checklist*

AF Form 623, Air Force Training Record Folder

AF Form 623A, *On-the-Job Training Record-Continuation Sheet*

AF Form 797, *Job Qualification Standard Continuation/Command Job Qualification Standards*

AF Form 898, *Field Training Requirements Scheduling Document*

AF Form 1768, *Staff Summary Sheet*

AF Form 2426, *Training Request and Completion*

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

(Added-ACC) 982 TRG—982d Training Group

ADUTM—Additional Duty Unit Training Manager

AETC—Air Force Education and Training Command

AF—Air Force

AFB—Air Force Base

AFETS—Air Force Engineering and Technical Services

AFI—Air Force Instruction

AFLCMC—Air Force Life Cycle Management Center

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

AFSOC—Air Force Special Operations Command

AMU—Aircraft Maintenance Unit

ANG—Air National Guard

ANGSUP—Air National Guard Supplement

ARCNet—Air Reserve Component Network

C2—Command and Control

CETS—Contractor Engineering and Technical Services

CFETP—Career Field Education and Training Plan

CONUS—Continental United States

CPTS—Comptroller Squadron

CUT—Cross-Utilization Training

DAFI—Department of the Air Force Instruction

DEV—Deviation

FOD—Foreign Object Damage

IMDS—Integrated Maintenance Data System

(Added-ACC) ITR—Individual Training Record

JQS—Job Qualification Standard

KPI—Key Performance Indicators

MAJCOM—Major Command

MIS—Maintenance Information System

(Added-ACC) MTS—Maintenance Training Section

MXG—Maintenance group

MXG/CC—Maintenance Group Commander

N/A—Not Applicable

NGB—National Guard Bureau

OCONUS—Outside Continental United States

OPR—Office of Primary Responsibility

PAFSC—Primary Air Force Specialty Code

PDS—Personnel Data System

POC—Points of Contact

PS&D—Plans, Scheduling & Documentation

QA—Quality Assurance

SCR—Special Certification Roster

TAB—Training Analysis Briefing

TD—Training Detachment

TDY—Temporary Duty

TO—Technical Order

TRG—Training Group

UTM—Unit Training Manager

Office Symbols

(Added-ACC) 2AF/MRTP—2nd Air Force Mission Readiness Training

(Added-ACC) HQ ACC/A4PMT—Headquarters Air Combat Command Maintenance Training Branch

Terms

Airman—A military or civilian individual who is a member of the United States Air Force.

Backlog—Number of personnel who have in-processed the unit, awaiting MAJCOM or local Field TD training requirements for a particular course in which the member has met all prerequisite requirements. This includes the following statuses: overdue, unscheduled (awaiting Field TD, awaiting Qualification Training Program), scheduled or incomplete.

Note—In order to be considered a backlog for a course, the person must be present for duty and must meet all the prerequisites to attend the course.

Block Training—The purpose of block training is to group as many training requirements as possible into a single training session. Initially, the training session should provide information that everyone requires and then taper to the point where only certain categories of personnel

remain. Courses taught in block training may include fire extinguisher, forms documentation, Hazardous Communication, corrosion control, FOD, security awareness, egress, and resource protection etc.

Career Field Education and Training Plan (CFETP)—A comprehensive core training document that identifies life-cycle education and training requirements, training support resources and minimum core task requirements for a specialty. The CFETP gives personnel a career progression path and instills a sense of industry in career field training.

Certification—A formal indication of an individual's ability to perform a task to required standards.

Certifier—A person designated, authorized and empowered by the commander to make a declaration of competency and proficiency on tasks being performed. This declaration of competency is usually annotated in training documents, through the certifier's signature or initials.

Class Packages—Can include items such as a class roster, Quality Assurance evaluations, student critiques, supervisor questionnaires, staff summary sheets, and additional information as provided by an instructor. Class packages are used to look at the training system from within to determine personnel and system effectiveness and quality and provide feedback to the appropriate personnel on course instruction.

Course Control Documents—Specialized publications used to control the quality of training instruction. Course Training Standard, Plan of Instruction, and Course Chart are parts of the course control documents.

Course Validation—A process by which curriculum materials, instructional procedures, training media, and training materials are reviewed for instructional accuracy, adequacy, and suitability for presentation, and training effectiveness. It also assesses the effectiveness of a course as it is being developed and is a quality improvement tool that helps identify problems during development so revisions can be made.

Validation should be done as segments, units, or blocks are being developed.

Cross-Utilization Training—This program provides units flexibility to train individuals to perform tasks not in their Primary AFSC to enhance combat capability.

Curriculum Advisory Committee—The purpose of the Curriculum Advisory Committee is to identify training requirements through coordination with subject matter experts, and investigate, analyze, and recommend the most cost effective and efficient method to satisfy training requests. It's also designed to improve the overall maintenance training programs. The Curriculum Advisory Committee will meet when a requirement to develop a new course is identified or when deciding which training agency is in the best position to conduct requested training. The Curriculum Advisory Committee can also be used to conduct maintenance training section course reviews or to coordinate and review Periodic Course Review.

Deviation—Any changes to a published class roster (no-show, non-utilization, cancellation, or walk-in).

Distance Learning—(DL) Structured learning that does not require the physical presence of the instructor. Includes paper, computer based, interactive, and satellite-delivered material, etc. The DL program administered in aircraft maintenance provides instruction using computer-based

training, interactive courseware, video tele-training, videodisk, and other distance learning training media.

Enroute (PCS associated) Training—The training of students undergoing a permanent change of station (PCS) while in TDY status.

Formal Training—Any training conducted by AETC, Air Combat Command, Logistics Readiness Training Center, or Maintenance Qualification Training programs. Formal courses are listed in Education and Training Course Announcement.

Interactive Multimedia Instruction—A group of computer-based training and training support products. Interactive Multimedia Instruction includes source materials that are commonly used in Interactive Multimedia Instruction products, electronic products used in the delivery of or supporting the delivery of instruction, and software management tools used to support instructional programs.

Initial Skills Training—A formal school course that results in an AFSC 3-skill level award for enlisted or mandatory training for upgrade to qualified officers.

Key Performance Indicators (KPI)—Quantifiable measure used to evaluate the success of an organization, employee, etc. in meeting objectives for performance.

Mission Design Series—Aircraft/weapons system designator, e.g., F-15, C-130, B-1.

Multiphase Student—A student who must complete an AETC resident training and a follow-on formal AFSC awarding course.

No-Show—Any individual scheduled for training and does not attend the training regardless of the reason.

Overdue Training—Any training not completed by the last day of the training month unless designated by other directives.

(Added-ACC) Qualification Training—Training designed to qualify a person in a specific duty position.

Recurring Training—Refresher training completed periodically to ensure personnel are qualified.

Special Certification Roster (SCR)—A management tool used to identify and control authorized production inspectors who perform, evaluate, verify and inspect critical work or task, and technicians authorized to perform specific task.

Status of Training Briefing—Squadron or equivalent briefing used to assess the health of unit training in the areas of upgrade, qualification, continuation, and ancillary training. The Status of Training briefing is not to be confused with the MXG Training Analysis Briefing.

Subject Matter Expert—A technically competent individual with broad experience in a specific AFSC.

Trainer—A trained and qualified person who teaches airmen to perform specific tasks through OJT methods. In addition, equipment that the trainer used to teach airman specified tasks.

Training Analysis Briefing—MXG or equivalent training brief used to relate training, Quality Assurance, and Production metrics in a consolidated format for the purpose of data driven

decisions at the MXG/CC or equivalent level. The TAB is not to be confused with the Status of Training briefing provided at the squadron level.

Training Detachment—TDs are located at selected MAJCOM bases and give on-site training services by means of permanent or temporarily assigned instructors or mobile training teams. TD conducts field training for aircraft weapon systems assigned to the base on which they are located. TDs use locations such as flightline, maintenance shops, hangars, and classrooms to give instruction. See DAFI 36-2670 for additional TD information.

Unscheduled Action—Any individual attending training that was not scheduled or is not on the class roster.

Work Center Training Requirement—Training that is required for 51 percent or more of personnel assigned to a work center.

Attachment 2

MASTER COURSE CODE SUBMISSION FORMAT

Figure A2.1. Master Course Code Submission Format.

Master Course Code Add/Change/Delete Submission Format: **Recommendation:** Add, or Delete (for proposed requirements), or Modify (state nature of recommended modification such as reduction in duration, change in frequency or target group) **Course Number:** (Identifies Formal, and Correspondence courses) **Course Code:** (Identifies Ancillary, and Functional/Specialized courses, required for existing course only, leave blank for a requested addition) **Category:** (Formal, Correspondence, Ancillary, Functional/Specialized) **Title:** (e.g., Suicide and Violence Prevention) **Objective/Narrative:** (e.g., provides education and training to prevent acts of harm to self and others) **Target Group:** (e.g., All Air Force military and civilian personnel. Non-Appropriated Funds and contract employees are encouraged, but not required.) **Duration:** (e.g., Not to exceed 0.5 hours) **Frequency:** (e.g., annually) **Tasking Authority:** (e.g., AFI 44-154) **OPR:** (e.g., AFMOA/SGOC) **Course Manager:** (e.g., Lt Col George Nicholas) **Duty Phone:** (e.g., DSN 297-4061) **Justification:** (Justify the requirement, duration and frequency). Master Course Code Table Lead POC: (e.g., ACC, AFMC) **Approval Signatures: Provide the following information for all personnel/positions identified below:** Name Grade

Duty Title
Base
Unit
Phone Number
Date

Submitter:

Unit Training Manager: Recommend Approval/Disapproval
MAJCOM Representative   Recommend Approval/Disapproval
AF Functional Manager (If applicable):   Recommend Approval/Disapproval
AF Career Field Manager (If applicable):   Recommend Approval/Disapproval
AF/A4LM: Recommend Approval/Disapproval
Master Course Code Table Manager:
Approval/Disapproval Date:
Change Date:
Filed Date:
Name, Rank, Duty Title: