BY ORDER OF THE COMMANDER AIR EDUCATION AND TRAINING COMMAND

AIR EDUCATION AND TRAINING COMMAND INSTRUCTION 36-2642

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Personnel

TECHNICAL AND BASIC MILITARY TRAINING ADMINISTRATION

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This instruction implements AFPD 36-26, *Total Force Development*, and establishes requirements for administering technical and basic military training in Air Education and Training Command (AETC). It applies to AETC units responsible for the management or operation of formal training courses that contribute to the enlisted trained personnel requirements (TPR). It applies to Flying Training Units only in the elimination/reclassification process (paras 4.16 and 4.17). This publication applies to the Air Reserve Component (ARC) which includes the Air National Guard (ANG) and Air Force Reserve Command (AFRC). The Inter-American Air Force's Academy (IAAFA) and Defense Language Institute English Language Center (DLIELC), as a unique subset of the international community, have separate training administration processes and are not subject to specific guidelines of this instruction nor to the use of the Technical Training Management System (TTMS) for the student management functions.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974, authorized by Title 10, United States Code, Section 8013, System of Records notice F036 AF PC Q, *Personnel Data System*, applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

This AETCI may be supplemented by commanders responsible for implementing this instruction. Supplements will be used to establish organization-specific guidance. (T-2) Do not use local operating instructions to implement guidance in this instruction. (T-2) Commanders will send proposed supplements through their training group or wing and 2 AF (2 AF units only) to HQ AETC/A3P for review and coordination prior to publishing. (T-2)

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication.* Route AF Forms 847 from the field unit through the training group, training wing and 2 AF (2 AF units only) to HQ AETC/A3P.

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 AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Unless otherwise specified, requests for waiver must be submitted by the group or wing commander through 2 AF (2 AF units only) to HQ AETC/A3P. (See paragraph 1.2 for specific procedures.) (T-2)

SUMMARY OF CHANGES

This interim change specifically establishes HQ AETC/A2/3/10 as the overseer of strategic accession processes and details the development and change process. It separates key metrics into Strategic/Operational Level (HQ AETC/2 AF) and Tactical Level (TRW and below) metrics. The TRW/TRGs will focus on achieving success and improvement in Pass Rate and First Time Pass Rate metrics; whereas HQ AETC/A3P and 2 AF will focus on overseeing success and improvement initiatives in Production and Fill Rate metrics. It replaces the 937 TRG with the 59 TRG. It establishes analysis and report requirements for 2 AF/TTOC Det 1 to effectively and efficiently manage essential information in determining accession/reclassification decisions. It adds Tactical Air Control Party (TACP) into the list of volunteer AFSCs that are eligible for self-initiated elimination. It adds the responsibility to record SOT codes on initial skills PS students. It modifies disposition guidance for Prior Service eliminations. It clarifies signature level for the AF Form 1256 and revises the PER process to include an adjusted timeline to match the Training Flow Management Working Group. It simplifies and updates AETC Form 125A distribution responsibilities in Attachment 12 and permits identifying a Distinguished Grad as the Top Graduate when award requirements are met. A margin bar (|) indicates newly revised material.

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Chapter 1

PROGRAM OVERVIEW AND OTHER AREAS OF EMPHASIS

1.1. Overview. This publication establishes guidance, processes and procedures for the administration of technical and basic military training. It includes guidance for entering students into training according to the planned schedules; consistent administration of student actions, from arrival through entry, graduation, and departure; and collecting, processing, and managing student accounting data to ensure all wings/groups report data consistently. All technical and basic military training users must ensure that the roles are established and performed accordingly, student accounting is timely and accurate, and that documentation provides an accurate picture of current and past statuses for commanders and training personnel to make well-informed decisions.

1.2. Waiver Authority. Policy and procedures are enacted to provide quality and consistency in training and evaluation. Occasionally, unique circumstances may warrant special consideration and possible waiver of policy provisions. At the same time, because it is important to preserve fidelity of training, evaluation, and policy implementation throughout the command, a process must be established for review of proposed waivers.

1.2.1. Unless otherwise stated in this instruction, AETC/A3P is the waiver authority for waivers that change the intent of the policy outlined in this instruction. (T-2) For waivers to unit supplements, the unit generating the supplement will identify the waiver authority to that supplemental guidance.

1.2.2. Requests for waiver will be submitted by the group or wing commander through 2 AF (2 AF units only) to HQ AETC/A3P. (T-2) Waiver requests must include the following:

1.2.2.1. The specific policy reference and text to be waived.

1.2.2.2. The rationale for the waiver: Explain which of the 3 reasons listed under AFI 33-360, paragraph 1.9.1 apply and describe why

1.2.2.3. The time period or circumstance for which the waiver will be required.

1.2.2.4. The risk mitigation measures the requesting commander will implement during the waiver period.

1.2.2.5. The impact if waiver is disapproved.

1.2.3. Units will upload approved waivers into Management Internal Control Toolset (MICT) for inspection activity review. Because waivers are the expression of a specific commander accepting risk, Tier 1, 2, and 3 waivers expire 30 days after a change of command unless the new commander renews the waiver. For non-tiered waivers, a waiver remains in effect until canceled in writing by the approving official, the publication is revised, or the waiver expires.

1.3. Technical Training Management System (TTMS). Ensure all AETC Technical Training (TT) courses are entered in the TTMS, to include courses not yet activated in the Training Planning System (TPS). Where operational, use the TTMS for unclassified course student training administration functions, data entry for all types of training, and automated products to include record validation, and other technological training administration advancements upon implementation. Build a shell in TTMS to track basic student accounting for classified courses. For courses containing classified information, enter all unclassified course information necessary to complete adequate student accounting when developing courses in the TTMS course design and development database. Locally developed automated information systems will not duplicate the functionality of TTMS and TPS.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. HQ AETC/A2/3/10 Director.

2.1.1. Approves technical and basic military training administration policy.

2.1.2. Oversees the following actions:

2.1.2.1. Approves Guaranteed Training Enlistment Program (GTEP) percentages.

2.1.2.2. Directs Accession Plan development and release to AFRS.

2.1.2.3. Coordinates with AF/A1P to establish annual AFSC prioritization categories (Rack and Stack) release and execution.

2.1.2.4. Establishes NPS classification and reclassification guidance.

2.1.3. Delegates execution authority in para **2.1.2.** to A3P.

2.2. HQ AETC/A3P.

2.2.1. **Training Administration Policy Certifier.**

2.2.1.1. Approves/disapproves waivers or elevates approval to appropriate waiver authority.

2.2.1.2. Coordinates on supplements (HQ AETC/A3PV).

2.2.2. **AETC Strategic Processing Point for All TT Requirements.** Program Requirements Documents (PRDs), Program Guidance Letters (PGLs) and Programmed Technical Training (PTTs).

2.2.3. **Programmed Elimination Rates (PER).**

2.2.3.1. Staffs programmed elimination rates to 2 AF/TTOC, as well as schoolhouses/agencies outside 2 AF (HQ AETC/A3Z/A3R, USAFSAM, Maxwell, etc.) according to instructions in **Attachment 4** for validation each year.

2.2.3.2. Approves elimination rates and updates the PTT and TPS.

2.2.4. **TT Information Systems Lead.**

2.2.4.1. TTMS - Chairs configuration control board (CCB).

2.2.4.1.1. Final decision maker on change requests and configuration priorities.

2.2.4.1.2. Functional Manager (may delegate this responsibility).

2.2.4.1.3. Designates representative to conduct meeting.

2.2.5. Additional Instructor Requirement Worksheets (AIRW).

2.2.5.1. Reviews AIRWs, signs related memo and forwards to AETC/A1MRT.

2.2.5.2. Following HQ AETC/A1MRT determination of estimated instructors, collaborates with 2 AF to form additional instructor package and forwards it to HQ AETC/A1K.

2.2.6. Manages the following processes:

2.2.6.1. Approval of GTEP percentages.

2.2.6.2. Coordination and approval of annual accession plan including release to AFRS.

2.2.6.3. Coordination with AF/A1P to establish AFSC prioritization categories to include release of Rack and Stack release and execution.

2.2.6.4. NPS classification and reclassification guidance.

2.3. HQ AETC/A3PZ.

2.3.1. Serves as the AETC requirements focal point: Enlisted Initial Skills (EIS), Officer Initial Skills (OIS), Mission Readiness Training (MRT) – advanced/supplemental training, Field Training (FT), Distance Learning (DL), and Basic Military Training (BMT).

2.3.2. Receives and distributes the EIS PGL, converting it to the PTT by listing entry training requirements by course to assist schoolhouses with capacity drills and balance fiscal year accession resources.

2.3.3. Coordinates with contractor to ensure EIS Baseline PTT TPR and Student Training Requirement (STR) requirements are developed in TPS and flowed to AETC Decision Support System (ADSS) by 30 Sep of each FY.

2.3.4. Reviews EIS and OIS training requirements from other services and federal agencies, and submits to HQ USAF/A1PT.

2.3.5. Works directly with 2 AF/TTOC and non-2 AF schoolhouses to determine EIS and OIS course capacity and with AF/A1PT to determine out-year EIS and OIS training requirements (by Air Force Specialty Code (AFSC) and course).

2.3.6. Vets PGL/PRD amendments and execution year adjustments with 2 AF, TRGs, schoolhouses and adjusts PTT to reflect AF/A1PT approved changes.

2.3.7. Posts Constraint Course Worksheets and Bullet Background Papers (BBPs), if applicable.

2.3.8. Works to coordinate and resolve resource issues.

2.3.9. Co-Chairs Annual Working Groups (WGs)

2.3.9.1. Training Flow Management (TFM-WG), and Mission Readiness Training Program (MRTP) WG with AF/A1PT. (**Note:** Non-Resident (NR) and FTD PGLs are part of the MRT-WG).

2.3.9.2. Officer Accession (OA-WG) with AF/A1PT and AFPC.

2.3.9.3. Coordinates with 2 AF/TTOC, TRGs and schoolhouses to firm up requirements prior to WG.

2.3.9.4. Works pre-scheduling requirements and prepares the MRT, NRT, Trained Dog Requirement (TDR), and FT spreadsheets.

2.3.10. Receives, processes and coordinates changes to ARC BMT Requirements Memos.

2.3.11. Delegated TTMS Functional Manager.

2.3.11.1. Designated branch to conduct CCB.

2.3.11.2. Command liaison link between CCB Chairperson and TTMS Program Management Office (PMO).

2.3.11.3. Serves as POC for customer feedback and issues related for TTMS website functionality and data collection processes.

2.3.11.4. Reviews users' requirements to support current and future system initiatives.

2.3.11.5. Sets up and schedules Integrated Product Teams (IPTs).

2.3.11.6. Develop, publish, and distribute formal CCB documents such as charters, agenda, meeting minutes, etc.

2.3.11.7. Coordinates on technical solution requirements.

2.3.11.8. Disseminates release notes on data fixes and new software implementation.

2.3.11.9. Analyzes user feedback with PMO input and advises the chair on recommended priority and criticality of TTMS change requests.

2.3.11.10. Information link between users and TTMS Functional Manager and TTMS PMO.

2.3.12. Program Manager for TPS and Education and Training Course Announcements (ETCA).

2.3.12.1. Sustainment Acquisition Management.

2.3.12.2. Completes system certification processes through coordination with HQ AETC/A6.

2.3.13. Manages Army Training Requirements and Resources System (ATRRS)/Corporate enterprise Training Activity Resource System (CeTARS) (read only) account access.

2.3.14. During the TFM– Working Group (WG), discusses draft AIRWs for required courses. Consolidates and forwards Additional Instructor Requirements Worksheet (AIRW) package to AETC/A3P for review.

2.4. HQ AETC/A3PS.

2.4.1. ADSS technical training functional lead.

2.4.1.1. Report development of data pulled from ADSS computer system providing data for periodic requests from AF/AETC agencies for their reports/magazines.

2.4.1.2. System tester for all ADSS software releases.

2.4.1.3. Analyst for TT providing statistical reports to all echelons of AF.

2.4.1.4. Analyze, review and publish monthly Technical Training Production Analysis – Forecast (TTPA-F).

2.4.1.5. Extract, update, and consolidate data from ADSS to prepare the annual PER document for incorporation into PTT.

2.4.1.6. Provides support for command metric initiatives.

2.4.2. AETC Focal point.

2.4.2.1. For ADSS change requests (CR) for ADSS CCB.

2.4.2.2. When TT systems impact its configuration and operation.

2.4.2.3. For ADSS Reference Table Administration Application (RTAA) software application.

2.4.2.4. For the verification of all ADSS business rules associated with ADSS TT formulas/calculations.

2.4.3. Designates ADSS standard technical training reports to act as authoritative metric reference points for the entire chain of command.

2.4.3.1. [Quarterly] Assess, review and track the following for strategic impacts coordinating findings, recommendations and action plans with HQ 2 AF:

2.4.3.1.1. EIS/OIS COIE Entry (Fill) Rate.

2.4.3.1.2. Course Production Rate.

2.4.3.1.3. Course Pass Rate and Course First Time Pass Rate. **Note:** Utilize Root Cause Analysis (RCA) and Action Plans to analyze AFSC pipeline health.

2.4.3.1.4. Analyze AFSC production vs. FY PGL goal.

2.4.3.1.5. Measure the efficiency of the pipeline using the four key report metrics (see Tables 5.2 and 5.3).

2.4.4. Provides strategic oversight for all enlisted and officer initial skills training production and management.

2.4.5. Provides oversight of BMT/Technical Training Computer Systems data integrity issues; HQ AETC/A3PS will identify data inaccuracies within TTMS and Oracle Training Administration (OTA) affecting student management and overall accountability and notify OPR.

2.5. Common Responsibilities HQ AETC/A3R/A3T/A3Z/SGU and 2 AF

2.5.1. Attend TFM-WG including preliminary and after working group meetings.

2.5.2. Identify and resolve problems associated with actual elimination rates exceeding programmed elimination rates.

2.5.3. Identifies trends in graduate over and/or under production in the execution process and report these differences to AETC/A3PZ.

2.5.4. Review constraint worksheets and accompanying bullet background papers for compliance and validate the recommended actions and resources designed to eliminate conditions of the constraint. Consolidate and forward to HQ AETC/A3P valid and complete constraint worksheet, and accompanying bullet background papers.

2.5.5. Provides guidance, assistance, and oversight in the development of resource requirements needed to eliminate constrained course conditions.

2.6. HQ AETC/A3T

2.6.1. Provides guidance, assistance, and oversight in the development of resource requirements needed to eliminate constrained AFSCs, or course conditions.

2.6.2. Submits resource requirements to HQ AETC/A3R.

2.6.3. Works with AETC/A3R to track and advocate resource requirements for constrained AFSCs, or courses as they move through the Budget Execution Review (BER), Financial Plan, and/or Program Objective Memorandum (POM) process.

2.6.4. Coordinates actions to reconcile EIS, OIS, and MRTP formal training requirements with existing TRW/TRG/school resources when the additional resources needed to eliminate the course constraint are not available.

2.6.5. Reviews and validates constraint worksheets.

2.6.6. Interservice.

2.6.6.1. Identifies interservice constrained courses and assists in resolving issues.

2.6.6.2. Responds to queries about ongoing/ proposed interservice training collaborations and other training policy issues.

2.6.6.3. Attends TFM-WG including preliminary and after working group meetings as required to support.

2.6.7. Coordinates (as the MAJCOM Functional for Language AFSCs) recommendations from the 517 TRG for NPS student course transfers/reclassification to another language at DLIFLC with the Intelligence Surveillance and Reconnaissance (ISR) CFM and provides concurrence or non-concurrence via email to 2 AF/TTOC Det 1 with a courtesy copy to the 517 TRG/TSR, 17 TRG registrar, and 2 AF PM. (See 4.13.2.3)

2.7. HQ AETC/A3R

2.7.1. Prices the PGL requirements for insertion into the POM process.

2.7.2. Submits resource requirements for constrained courses for action in the BER, Fin Plan and/or POM submissions.

2.7.3. Reviews constraint worksheets with accompanying resource requirement bullet background papers for compliance and validates the recommended actions and resources designed to eliminate conditions of the constraint.

2.7.4. Submits field data sheets to AETC/A3PS for the Institutional Training Readiness Report (ITRR) to the US Congress according to data call.

2.7.5. Provides data to A3P on all required annual reports.

2.8. HQ AETC/FMAM

2.8.1. Prepare the AETC Temporary Duty (TDY) to School Budget submission in coordination with AETC/A3R for Execution Plans, Initial Distribution, Operating Budget Review Committee, and POM Cycle. Price out and compute the cost per quota for all exercises, including lodging rate increases, per diem increases, for MRTP and apply against PGL.

2.8.2. Provide input for 2AF/TTOC Monthly Execution Report (MER) Tracker – Fund Cites Issued by Training Requester Quota Identifier (TRQI).

2.8.3. TDY to School Program Management.

2.9. HQ AETC/SGS and SGU

2.9.1. EIS

2.9.1.1. SGU tracks and advocates resource requirements for constrained medical AFSCs or courses as they move through the BER, Fin Plan, and/or POM process.

2.9.1.2. SGU coordinates actions to reconcile enlisted initial skills formal training requirements with existing training group/school resources when the additional resources needed to eliminate the course constraint are not available.

2.9.1.3. SGS accomplishes programming actions consistent with the Planning, Programming, and Budgeting System (PPBS) to ensure training requirements are met.

2.9.2. MRTP - SGU provides guidance, assistance, and oversight in working 7-Level requirements. SGU tracks and advocates resource requirements for constrained medical AFSCs or courses as and coordinate with SGS as they move through the BER, Fin Plan, and/or POM process.

2.10. HQ AETC/A1K. Notifies AETC/A3P and 2 AF/TTOC on any issues surrounding instructors.

2.10.1. Contacts the Air Force Personnel Center (AFPC) to work early reporting of required instructors. Forwards approved AIRWs to AFPC for filling of instructor positions.

2.10.2. Notifies AETC/A3P and 2 AF/TTOC on any issues surrounding early instructor reporting to allow TRGs to identify course impacts due to delayed instructor reporting.

2.11. HQ AETC/A1MRT. Calculates and approves instructor pricing.

2.11.1. Based on AIRWs, calculates estimated instructors earned to show increases and decreases. Returns consolidated AIRWs showing estimated instructors earned to AETC/A3P.

2.11.2. Provides estimates for consideration of potential early assignments. **Note:** The additional instructor requirements generated by the AIRW are estimates based only on initial skills training requirements, and may change during official pricing when all programs (EIS, OIS and MRT) are considered.

2.12. HQ AU/CFR. Directs schools to schedule training requirements provided by HQ AETC/A3P.

2.13. Eaker Center/MS. Accomplishes applicable duties in accordance with TRW/TRG/TRSS, TM and Registrar sections of this instruction.

2.14. 2 AF/Commander (CC) approves:

2.14.1. AETC Form 125A, *Record of Administrative Training Action* when officer misconduct is a reason.

2.14.2. Accession Plan and releases it to recruiting service.

2.14.3. Constrained Course List for courses within span of control.

2.15. 2 AF/TTOC

2.15.1. Coordinates all resourcing and scheduling actions with HQ AETC/A3R for Career Enlisted Aviator (CEA) pipelines to ensure that schoolhouses can support changes and courtesy copy HQ AETC/A3P.

2.15.2. 2 AF/Det 1 produces accession plan once schedules are completed.

2.15.3. **Capacity Assessment Worksheets, and Constraint BBPs.**

2.15.3.1. Provides directions to TMs under 2 AF in the use and submission of capacity assessment worksheets (see **Attachment 2**).

2.15.3.2. For courses under 2 AF purview, validates and approves training capacity including constraint worksheets, risk assumption, and constraint BBPs in support of the TFM-WG and Officer Accession Working Group (OA-WG).

2.15.4. **PERs.**

2.15.4.1. Staffs the AETC programmed elimination rates to the appropriate training groups/schools to validate accuracy (course parameters; new, additional or discontinued courses; and data-driven justification for any recommended changes to PERs).

2.15.4.2. Reviews proposed PER package and forwards to HQ AETC/A3P for approval.

2.15.5. **Scheduling.**

2.15.5.1. Provides scheduling guidance to the TRGs and tasks them to build course schedules.

2.15.5.2. Validates technical training class schedules released from the training groups to ensure programmed elimination rates are applied, and OTA released class schedules will meet PTT entry requirements.

2.15.5.3. Prepares and releases class schedules for manpower pricing and accession plan development.

2.15.5.4. Approves and releases course schedules to flow from TPS to OTA so that users may begin to sub-allocate names to seats.

2.15.5.5. Develops Holiday Exodus Guidance.

2.15.6. **Annual Instructor Pricing.** Coordinates with HQ AETC/A1MRT to establish the specific dates for annual instructor pricing.

2.15.6.1. Identifies AFSCs where early reporting of instructors is required to meet course entry requirements and completes draft AIRWs and posts to EIS/OIS SharePoint for HQ AETC/A3PZ review.

2.15.6.2. For courses under 2 AF purview, validates and approves AIRWs, in support of the TFM-WG and Officer Accession Working Group (OA-WG).

2.15.7. **Delegated Quota Management Authority.** The execution year quota management (QM) authority for AF provided technical training courses.

2.15.7.1. Processes Non-Active Duty Air Force (ADAF) users' requests for reallocation of scheduled training quotas and processes out-of-cycle requests.

2.15.7.2. Sub-allocates AF members into sister service registration systems for all technical training sister service courses with parallel AETC formal training courses when this is not accomplished by an automated system ATRRS, enterprise Navy Training Reservation System (eNTRS), etc.). (See paragraph 4.29 for procedures).

2.15.7.3. Sub-allocates AF members into sister service registration systems (ATRRS, eNTRS, etc.) for sister service technical training courses when there is yet no current parallel AETC formal training course when contacted by a TRQI manager and provided the required student information via the Sister Service Student Enrollment Worksheet (**Attachment 18**,**Table A18.1**)

2.15.8. **Type 6 Distance Learning.**

2.15.8.1. Provides validated Type 6 DL requirements during the NRT validation process.

2.15.8.2. Maintains 2 AF Type 6 DL website.

2.15.9. **Separations and Reclassification Metrics.** Reports monthly EIS pending and completed reclassification and separation totals by TRG, by AFSC to A3P before the 15th of each month.

2.15.10. Effectively and efficiently monitor training pipelines assessing unit performance in accordance with the following:

2.15.10.1. [Weekly] EIS/OIS Course of Initial Entry (COIE) Entry (Fill) Rate (see **Table 5.2.**).

2.15.10.2. [Weekly] Course Production Rate (see **Table 5.2.**).

2.15.10.3. Using the four key report metrics in **Table 5.2.** and **Table 5.3.** along with additional analysis, compile the time students are taking to get through their respective courses versus course programmed time.

2.15.11. Standard Key ADSS Strategic Reports – Tech Training. Analyze metric data in **Table 5.2.** and develop an RCA and propose action plans to resolve issues. **Note:** Standard ranges (green, yellow, red) reside on the Tech Training Policy SharePoint.

2.16. 2 AF/TTOC Det 1

2.16.1. **Reclassifications.**

2.16.1.1. Furnishes guidance and instructions on reclassification of all airmen eliminated from Nonprior Service (NPS) enlisted initial skills courses recommended for reclassification.

2.16.1.2. Approves all reclassification decisions in accord with AF needs and guidance (AF/A1P Rack and Stack Guidance) taking precedence over all other considerations.

2.16.1.3. Prioritizes reclassification decisions for open seats based on coordinated Reclassification Priorities Matrix posted to the Tech Training Policy SharePoint.

2.16.1.4. Before implementing new reclassification priorities coordinates revised Reclassification Priorities Matrix with AF/A1PT and HQ AETC/A3P.

2.16.1.5. Coordinates reclassification decisions with functionals as necessary (AF/A1PT, A3O, 2 AF, and AFPC).

2.16.2. **Classification of NPS Airmen.**

2.16.2.1. Utilizes personnel records, medical records, and mental health history for the purpose of validating each trainee's qualifications required within all Air Force and specialty classification standards.

2.16.2.1.1. HAF/A1P Rack and Stack Guidance.

2.16.2.1.2. Career Guidance.

2.16.2.1.3. Classification Interview.

2.16.2.1.4. Personnel Reliability Program Prescreening.

2.16.2.1.5. Classification and Review.

2.16.2.1.6. Assignments.

2.16.2.1.7. Special Orders.

2.16.2.1.8. Sensitive Skills.

2.16.2.2. Beyond changes to and/or supplementing this policy, 2 AF/TTOC Det 1 will not create other instructions that add to the guidance covered in this instruction.

2.16.3. **Analysis and Report Requirements.**

2.16.3.1. Use approved GTEP Percentage Memo to develop the annual Accession Plan.

2.16.3.2. Use the TT AFSC Students Awaiting Training (SAT) analysis and the AF/A1PT Rack and Stack listing to accomplish the weekly classification job spin. Accomplish TT AFSC SAT analysis prior to weekly classification job spin and make any adjustments necessary to the TT seats input file to minimize SAT impact; use Air Staff Rack and Stack AFSC Prioritization listing.

2.16.3.3. Analyze job spin results to ensure all current week group TT seats have been filled before futuring out any GTEP and Open/AI recruits.

2.16.3.4. [Monthly] Forward the BMT GTEP Release Report to HQ AETC/A3PS for predicted production and strategic analysis of disqualified GTEP recruits.

2.16.3.5. [Quarterly] Forward the Reclassification Report to HQ AETC/A3PS outlining by AFSC the percentage of class seats filled by BMT graduates versus TT reclassifications.

2.16.3.6. [Quarterly] Forward the number of TT reclassifications into and out of each AFSC to HQ AETC/A3PS.

2.16.3.7. [Quarterly] Forward the NPS Open/AI Job Preference Report to HQ AETC/A3PS detailing by week group the percentage of trainees classified into one of their skill preferences.

2.17. TRWs/TRGs/Schoolhouses (Review PER and Perform Capacity Assessment)

2.17.1. Review programmed elimination rates, and request adjustments when justifiable.

2.17.2. Consolidate PER recommendations/updates and forward to 2 AF/TTOC or directly to HQ AETC/A3PZ for non-2 AF schoolhouses.

2.17.3. Accomplish capacity assessment to determine which AFSCs or courses are unable to meet the AF training requirement.

2.17.3.1. AF Schoolhouses - complete capacity worksheets as directed by 2 AF/TTOC (See **Attachment 2**).

2.17.3.2. Initial skills (TFM-WG, OA-WG): use approved programmed eliminations rates in developing class schedules.

2.18. TRW/TRG/CC will:

2.18.1. Ensure reclassification timelines are met in accord with **Table 5.6.**

2.18.2. Establish in writing any role/responsibility assigned at TRW/TRG level, but delegated to Training Squadron (TRS)/CC or lower (e.g. approval of administrative actions, appointment of monitors).

2.18.3. Ensure course schedules comply with scheduling guidance.

2.18.4. Establish reporting instructions for students graduating from BMT during the Dec/Jan holiday break.

2.18.5. Report all submitted and approved organizational changes that impact the hierarchy within TTMS and related TT systems to HQ AETC/A3P to plan for and make necessary parallel TT system changes.

2.18.6. Appoint:

2.18.6.1. TTMS TRW or TRG level POC.

2.18.6.2. TRG and/or TRS Registrar Focal Points (RFP), Students Out of Training (SOT) monitors and Designated Group Representatives (DGR) where used and maintain a list with copy to registrar section. **Note:** Establishment of these roles and/or positions is optional, intended to help to complement the TRG/TRS and registrar operations when beneficial or as needed. However, TRWs/TRGs/TRSs will not use these roles and/or positions to centrally enter data specifically designated for other established personnel responsible for data entry in their respective spheres of classroom and student management (e.g. instructors, instructor supervisors, MTLs, registrars, etc.)

2.18.6.3. Personnel Reliability Program (PRP) monitor(s), if required.

2.18.7. Obtain approval from 2 AF/TTOC when delegating force gain responsibility of military information outside registrar or Training Manager (TM).

2.18.8. Approve AETC Forms 125, *Record of Faculty Board Action* and 125A. **Note**: May delegate no lower than TRS/CC or equivalent (G-series orders). When the command authority is not on-station because of leave or TDY, the approving official must be on G-series orders.

2.18.9. Track the number of AF student separation packages submitted, the number approved for separation, and the number returned from JAG for insufficient cause.

2.18.10. Establish a Student Recognition Program.

2.18.11. Initiate action on Students not in training (SNIT) and student delays when feasible.

2.18.12. **Training Planning and Requirements Process.**

2.18.12.1. Consolidates PER, course capacity, course constraint documentation and inputs for elevation to 2 AF/TTOC (courses under 2 AF purview) or to HQ AETC/A3P for other organizations/schoolhouses.

2.18.12.2. Ensures documented justification accompanies proposed adjustment to recommended PERs.

2.19. 982 TRG/CC (Implies in addition to roles/responsibilities in 2.1.14 (T-2).

2.19.1. Manage all Type 4 (field training detachment) multiphase training student actions including class entry, status reporting, disenrollment, and graduation.

2.19.2. Determines and documents division of scheduling responsibilities between TMs and the 982 TRG Scheduling Office.

2.19.3. Notifies the appropriate training detachments of multiphase training schedules.

2.20. 937 TRG. For courses under the academic oversight of the Medical Education and Training Campus (METC), comply with AETCI 36-2642 training administration policy with the following provisions (Table 2.1). Comply fully with AETCI 36-2642 for all other courses. (T-2).

Table 2.1. 59 TRG Guidance for Courses under METC.

	Area		**Comply With**	**Exception**
1.	**TRWs/TRGs**		Para 2.18	Para 2.18.10. (Recognition Program)
2.	TRS		Para 2.22	2.22.2. (Approve wash backs)
3.	TRW/TRG and TRS TTMS POC		Paras 2.24 and 2.25	
4.	Registrar			
	4.1.		Para 2.26.1. TTMS	Not subject to entry timelines due to ATRRS and interface limitations **Note:** METC registrar enters elimination codes for AF students attending METC courses.
	4.2.		Para 2.26.2 OTA	
	4.3.		Para 2.26.3 Student Accounting.	
	4.4.		Para 2.26.5 Provide Training	
	4.5.		Para 2.26.6 Staff Assistance Visit (SAV) as needed or requested	
	4.6.		Para 2.26.7.	

	Area		Comply With	Exception
			Validation and Verification of Other Agency/Service Terminal Events (Graduation, Elimination, etc.,)	
	4.7.		Para 2.26.9. Conduct Quality Control.	
	4.8.		Para 2.26.10. Audit	Not subject to timelines
	4.9.		Para 2.26.11.1. Concerning validation of records	
5.	RFP		Para 2.27	Para 2.27.4 and 2.27.5 (24-hour rule. **Note.** Rule implies 24 hours to enter codes into TTMS, but the 59 TRG is limited due to the ATRSS to TTMS interface.)
6.	TM			
	6.1.		Para 2.28	**Note:** Exceptions are due to the fact that METC owns the training and the TM is dependent on METC personnel assisting with or initiating actions.
	6.2.			Para 2.28.4.2. (10-day rule).
	6.3.			Para 2.28.5.5. (Foreign Disclosure guidance)
	6.4.			Para 2.28.6.2. “Initiate request” instead of “authorize” exceeding max/programmed class size.
	6.5.			Para 2.28.7 Student Flow. “Coordinates” instead of “approves” any pertinent student flow actions (e.g. early graduation, proficiency advancement, etc.).
7.	Military Training Leader (MTL)		Para 2.30	
8.	Arrival Process		Para 4.3	
9.	Ineffective Medical that Requires Decision for Medical Hold		Para 4.7.3	
10.	Eliminations: Documentation and Recommendations		Para 4.14	
11.	Reclassification Guidance		Para 4.16	

	Area	Comply With	Exception
12.	Disposition Guidance	Para 4.17	
13.	Student Out-of-Training (SOT).	Para 4.19	
14.	Training Validation Process	Para 4.20	
15.	Supports Training Requirements Process and Working Groups	Paras 4.26.3 and 4.26.4	
16.	Counseling	Para 4.34 (Guidance on AF Form 174 only)	

2.21. 737 TRG/CC will:

2.21.1. Ensure status codes entered within 24 hours (1 duty day) of the event or knowledge of the event in accordance with Attachment 3.

2.21.2. Follow key metrics guidance in Para 5 in accordance with Table 5.1.

2.21.3. Supplement this policy in accordance with **chapter 3**.

2.22. TRS/CC will:

2.22.1. **Appoint:**

2.22.1.1. Course validators and ensure that appropriate roles are established in TTMS.

2.22.1.2. TTMS TRS level POC.

2.22.2. **Approve** washbacks for second and all subsequent washback decisions.

2.22.3. **Interview** students eligible for student initiated eliminations. **Note**: May delegate this responsibility but must document delegation.

2.22.4. **Ensure Training Documentation/Validation. (T-2).**

2.22.4.1. Within seven duty days from of terminal status code entry, complete the validation process.

2.22.4.2. If delegated approval authority, complete initial skills reclassification process (i.e. AETC Form 125A completion and processing timelines) as prescribed in **Table 5.6.**

2.23. Geographically Separated Unit (GSU) Commander or Chief will:

2.23.1. Ensures elimination packages sent to parent base via methods appropriate to protect Personally Identifiable Information (PII).

2.23.2. Approves instructor to administer Proficiency Advancement (PA) measurement and notifies TM.

2.24. TRW/TRG TTMS POC is the Focal point for all TTMS issues. The TRW/TRG TTMS POC will:

2.24.1. Hold TTMS Site Integration and Implementation Team (SIIT) meetings minimally in conjunction with and in advance of each major TTMS software release (typically three times per year).

2.24.2. Invite AETC TTMS Functional Manager (FM), TTMS Program Manager (PM), and TTMS customer support and TRG representatives.

2.24.3. Write SIIT minutes for posting to the TTMS webpage.

2.24.4. Advise TRS representatives to brief their TRS/CCs on current issues.

2.24.5. Review user suggestions to TTMS inbox, filter and organize.

2.24.6. Coordinate on major software updates, interface releases, business process adjustments, and policy changes.

2.24.7. Represent base TTMS issues at TTMS Configuration Control Board (CCB) meetings and advise the TTMS Functional Manager (FM) and the CCB chair on problems/recommended solutions.

2.24.8. Assist in the establishment of Integrated Product Teams (IPTs) in support of specific TTMS phases.

2.25. TRS TTMS POC will:

2.25.1. On an annual basis or more frequently as required, inform squadron commander of phases, successes, and overall progress of the TTMS program covered during recent TTMS SIIT meetings.

2.25.2. Identify defects and any new requirements for enhancements to the Wing/Group TTMS POC.

2.25.3. Forward TTMS squadron training requirements to the Wing/Group TTMS POC.

2.25.4. Review user TTMS suggestions; forward those with merit through the TTMS suggestion process; advise submitters of resolution.

2.26. Registrar will:

2.26.1. **Monitor TTMS for:**

2.26.1.1. Incorrect status codes and overdue student transactions; notify TRGs/TRSs and track to completion.

2.26.1.2. TTMS Upfront Reject Cube.

2.26.1.3. TTMS to OTA Rejects; TPS to TTMS Rejects; Advance Distributed Learning Service (ADLS) to TTMS Rejects; report or reconcile errors as appropriate. (T-2).

2.26.1.3.1. Resolve all “hard” TTMS/OTA rejects that prevent a terminal status code match between TTMS and OTA student records within 10 duty days unless pending answers/actions from formal requests to AETC, TTMS contractor and/or OTA. **Note:** The 59 TRG coordinates with METC to resolve these rejects. (T-2).

2.26.1.3.2. Coordinate resolution actions with appropriate personnel (TM, RFP, Designated Group Representative [(DGR]). (T-2).

2.26.1.3.3. Follow up to ensure errors are resolved within ten duty days. (T-2).

2.26.1.3.4. Contact AETC/A3PZ (TTMS interface POC) for assistance.

2.26.1.4. Accurate, timely, complete validation of terminal events. (T-2).

2.26.1.5. SNIT to include reclassification actions.

2.26.1.6. Entry of elimination codes for students eliminated from training.

2.26.2. **Use OTA to:**

2.26.2.1. Sub-allocate students (AJ30) into follow-on courses with a max of seven training days between graduation and follow-on Class Start Date (CSD) (if feasible).

2.26.2.2. Change quota types for S-Training Line Numbers (S-TLNs).

2.26.2.3. Delete "S- TLNs" as necessary.

2.26.2.4. Check OTA to verify force gain name and military status (milstat) information or delegate function.

2.26.2.5. Change names for non-AF and International Military Students (IMSs). **Note:** The name field may initially be populated with a number or ID as a placeholder until the actual name of the student becomes known. Air Force Security Assistance Training (AFSAT) changes names for non-AF International Military Students (IMSs) before CSD in most cases.

2.26.3. **Review Student Accounting to:**

2.26.3.1. Ensure TRSs and TRGs appropriately manage student accounting actions from arrival, through training and departure.

2.26.3.2. Stress consistency, accuracy, completeness, timeliness, and integrity.

2.26.4. **Coordinate with:**

2.26.4.1. Force Support Squadron (FSS) and TRSs on SNIT.

2.26.4.2. Local International Military Student Office (IMSO) who will advise AFSAT on eliminated international student to determine if the student will continue training.

2.26.4.3. Lodging Master by:

2.26.4.3.1. Providing annual class schedules of all TDY-to-School (TTS) students IAW AFI 34-135, *Air Force Lodging Program* to allow proper forecasting of billeting needs.

2.26.4.3.2. Providing student lists with the funding source (quota type) to make certain TTS students are billeted on base.

2.26.5. **Provide Training for Registrar Focal Points (RFPs) on:**

2.26.5.1. Force gain actions and validation of OTA information.

2.26.5.2. Accurate status code election.

2.26.5.3. Timeline restrictions.

2.26.6. **Conduct SAV:**

2.26.6.1. As needed or requested to reinforce training, validate procedures and identify/resolve student data management problems.

2.26.6.2. To present recommendations, if appropriate, to TRGs, TRSs, and assigned personnel.

2.26.6.3. For GSUs, use telephone conferences, video teleconferences, and on site visits, as feasible, to ensure student accounting is effective and efficient.

2.26.7. **Conduct Validation and Verification of Other Agency/Service Terminal Events (Graduation, Elimination, etc.).**

2.26.7.1. Use digital or hard copies of the other service/agency graduation and elimination records/reports to verify training completion or elimination before entering related terminal events in TTMS.

2.26.7.2. Minimally, enter enough training data in TTMS to support AF and AETC's data production requirements (i.e., entry and terminal event: graduation, withdrawal, elimination, recall).

2.26.7.3. Direct AF personnel seeking verification of training to other agency/service registrars with any requests for training verification.

2.26.7.4. AETC Forms 125A required for appropriate terminal events (eliminations, recalls, transfers, etc.) received from TRW/TRG/TRS/CCs or other authorized sources (e.g. GSUs).

2.26.7.4.1. Enter and validate terminal events corresponding to AETC Forms 125A received from TRW/TRG/TRS/CCs or other authorized sources.

2.26.8. **Provide Metrics.**

2.26.8.1. Compile and provide data including analysis as required to HQ AETC, 2 AF and AFPC.

2.26.8.2. Monitor student in and out of training data for anomalies and trends. Notify TRW/TRG/TRS leadership with findings that may require action.

2.26.9. **Conduct Quality Control of:**

2.26.9.1. Force Gains.

2.26.9.2. Student Status Changes.

2.26.9.3. Center-generated Classes.

2.26.10. **Perform Audits.**

2.26.10.1. Review and compare TTMS, Upfront and OTA data, rosters and reports.

2.26.10.2. Past due unvalidated records (terminal events) and identify to TRSs for validation action. (T-2).

2.26.10.3. Identify inaccurate student transactions to TRSs for required corrective action.

2.26.10.4. Within 10 duty days of graduation, identify where terminal status codes for students do not match in TTMS and OTA; inform TRS of discrepancies, suspense RFPs/DGRs for correction within 5 duty days, and follow up to ensure resolution. (T-2).

2.26.11. **Review Records.**

2.26.11.1. Unlock validated records with errors for revalidation. (T-2).

2.26.11.2. Provide appropriate verification memorandums.

2.26.11.3. Use the Registrar's seal embosser to authenticate training completion/elimination and other student training information. (**Note:** With respect to eliminations, the seal embosser is only used for AETC Form 125A's faxed from GSUs).

2.26.11.4. Maintain seal embosser securely and establish tracking system.

2.26.11.5. Maintain integrity of student training records.

2.27. RFP will.

2.27.1. Coordinate as required between the TRG/TRS and the Registrar's office.

2.27.2. Track student statuses for students under the TRS/TRG, to include ineffective time. Maintains current status (entry, ineffective, washback, elimination, graduation) for each student.

2.27.3. Coordinate the correction of the TTMS student training record discrepancies identified by registrar personnel. Act on e-mail from the Registrar Section, distribute to the action officer responsible for correction; issue suspense and follow up until resolved.

2.27.4. Record student status changes within 24 hours (one duty day). (T-2).

2.27.5. Monitor to ensure student data is recorded in TTMS within 24 hours or one duty day. Same day recording is encouraged; recording within one duty day is mandatory. (T-2).

2.27.5.1. For on-base training, ensure the person responsible for performing the work enters all daily transactional data in TTMS (e.g. instructor).

2.27.5.2. For Dets without TTMS access, record within one duty day of receipt student events, grades, comments/remarks, statuses, Permanent Duty Station (PDS) Class/Block enroll/grad, Special Individual Assistance (SIA), Admin Actions (Letter of Reprimand (LOR), Record of Individual Counseling (RIC), Art 15), absences, counseling, washbacks, probationary continuation and advancements.

2.27.5.3. For international students, send one copy of the Student Training Report to the IMSO.

2.27.6. Assist with resolving documentation discrepancies and data reporting problems.

2.27.7. Assist with obtaining any additional documentation (exhibits) connected to elimination packages with Registrar Section.

2.28. TMs will:

2.28.1. **Use TTMS to:**

2.28.1.1. Ensure appropriate course data, to include components, are loaded in TTMS Course Design and Development and Student Management.

2.28.1.2. Activate/deactivate curricula/course items (blocks, objectives, tests, admin acts, PDS classes) as required.

2.28.1.3. Add center generated classes as needed and approved.

2.28.1.4. Shift, cancel, and zero-out classes as needed and approved.

2.28.1.5. Coordinate and input course transfers.

2.28.1.6. Ensure process is in place for recording student actions and statuses, as required, to include off base training.

2.28.1.7. Ensure course/class schedules are accurately reflected in all systems (TPS, TTMS, and OTA).

2.28.1.8. Assist with resolution of incomplete, incorrect, or missing student data.

2.28.1.9. Set parameters to allow Type 6 course to interface with ADLS if appropriate.

2.28.1.10. Record training deficiencies in TTMS including the basic information referenced in AETCI 36-2641, para 12.3.2, using procedures detailed in the TTMS Student Management (SM) Handbook.

2.28.2. **Use TPS to:**

2.28.2.1. Add, change, cancel/delete courses/classes as required.

2.28.2.2. Ensure course/class schedule is accurately reflected in all systems (TPS, TTMS, and OTA). **Exception:** Class Graduation Date (CGD) changes after CSD less than seven days will only be annotated in TTMS (an AETC Form 179A to change the CGD in TPS is not required).

2.28.2.3. For medical courses, the METC Quota Manager performs additions, changes, deletions in ATRRS (changes flow to TTMS, TPS).

2.28.2.3.1. Ensure course/class schedules match sister service or other government agencies scheduling systems (ATRRS, CeTARS, Memorandums).

2.28.3. **Use ETCA to ensure: (T-2).**

2.28.3.1. Information is updated and accurate at all times with special attention to:

2.28.3.1.1. Basic course information including prerequisites.

2.28.3.1.2. Course length matches current course training plan's course length or type 4 Course Chart/Training Standard. **Note:** Training days must match ETCA, Training Plan and CSD/CGD on orders to receive funding from TTS for MRTP and FTD Student Travel Program.

2.28.3.1.3. Course contact with telephone number(s).

2.28.3.1.4. Course Owner Code.

2.28.3.1.5. Reporting instructions.

2.28.3.1.6. Location information.

2.28.3.1.7. Web link if included.

2.28.3.1.8. For Sister Service/Other Agency courses, include the sister service/other agency course number in the course title (in parenthesis).

2.28.3.2. Added (new) and deleted courses (cancelled) are properly reflected.

2.28.3.3. When a course replaces another course, the connection between the two courses is specified.

2.28.3.4. Ensure AETC/FMAM has coordinated on all AETC formal Training course changes impacting courses added/deleted, course length/location changes, excess baggage, meals, travel directions. (Any changes having a potential financial impact).

2.28.3.5. If civilians attend the course, ensure homework, research or activities related to a course beyond the standard 8-hour training day is estimated in hours and posted in ETCA at least a month in advance of a class start. Notify TRQIs when newly posted or a new requirement.

2.28.4. **Monitor TT Systems Flow and Make Corrections.**

2.28.4.1. Monitor interface reject cubes and resolve course and class flow problems impacting the TTMS/OTA interface.

2.28.4.2. Within ten duty days, take necessary steps to resolve TPS/TTMS, TTMS/TPS, ADLS/TTMS rejects.

2.28.4.3. Be responsive to registrar personnel when contacted with TPS course/class flow, ADLS/TTMS rejects.

2.28.4.4. Funnel rejects requiring outside intervention to registrar as focal point to contact HQ AETC/A3PZ for resolution.

2.28.4.5. Upon TRG approval, TM may be delegated responsibility to complete —needs military information area in TTMS for force gain actions. Actions include ensuring:

2.28.4.5.1. TTMS name and milstat information match OTA.

2.28.4.5.2. All fields are complete and accurate.

2.28.5. **Coordinate: (T-2).**

2.28.5.1. Proposed class changes with follow on TMs.

2.28.5.2. Requested course audits with 2 AF/TTOC-O.

2.28.5.3. On manner by which training objectives missed due to AETC-directed activities such as Wingman Day will be made up.

2.28.5.4. With IMSO to determine incoming international student's country to identify and resolve potential disclosure issues within the course.

2.28.5.5. With Foreign Disclosure Office (FDO), AFSAT, and IMSO if there are any clearance/disclosure issues with incoming international student.

2.28.5.6. With TRQI(s) before Force Gaining a member or when canceling or deleting classes within 30 days of CSD.

2.28.5.7. With follow-on-course TM, before center-generating classes or making changes to determine impacts to follow-on courses of a pipeline.

2.28.5.8. To have civilians who were unaware of homework requirement and non-exempt from the Fair Labor Standards Act contact their supervisor to ensure potential

overtime compensation is not an issue and they are cleared to continue in the course in view of the homework hours required beyond the 8-hour day.

2.28.6. **Manage Class Entry:**

2.28.6.1. Determine student entry priority when necessary.

2.28.6.2. Authorize exceeding max/programmed class size.

2.28.6.3. Approve instructor permanent party course monitoring without Training Line Number (TLN) when the normal sub-allocation process is not feasible.

2.28.6.4. Approve waivers of required training where documentation of equivalent training is provided.

2.28.7. **Manage Student Flow. (T-2).**

2.28.7.1. Approve the following student actions:

2.28.7.1.1. Early graduation.

2.28.7.1.2. Proficiency advancements.

2.28.7.1.3. Entries that exceed max class sizes.

2.28.7.2. Refer course audit requests to 2 AF/TTOC-O (approval authority).

2.28.7.3. Contact respective ARC training liaison to verify ARC students' no-show status prior to recording.

2.28.7.4. Coordinate centrally managed Type 6 eliminations.

2.28.7.5. Resolve issues with students who are not enrolled IAW Air Force ETCA.

2.28.7.6. Research and validate no shows (NS) (typically other than NPS); ensure they are recorded in TTMS.

2.28.7.7. Determine student entry priority.

2.28.7.8. Forward AETC Forms 179A, *Course Training Schedule for Allocations*, to 2 AF/TTOC-P (for medical courses route through HQ AETC/SGU who in turn forwards to 2 AF/TTOC-P), to generate a class for entry if students will not be entering class as currently scheduled.

2.28.7.9. Courtesy copy the registrar on 179As that generated additional classes.

2.28.7.10. Monitor and analyze SNIT data and elevate for action when problems are identified.

2.28.7.11. Monitor student re-entry codes to ensure such actions are appropriate.

2.28.7.12. Obtain ATRRS/CeTARS (read only) access from AETC/A3PZ to manage/verify class schedules and requirement allocations from Sister Services for assigned courses (if applicable).

2.28.8. **Perform** . Root cause analysis (RCA) when metrics for courses and/or segments of pipelines under your purview in Tables 5.1 and 5.2 fall in marginal (yellow) or unacceptable (red) ranges.

2.28.9. **Metrics. (Table 5.3.)** Standard Key ADSS (TRW and Below Level Reports) Reports – Tech Training.

2.28.9.1. Continually assess near term window (e.g. timeframe representing most recent class starts) using key metrics and perform RCA and formulate or update action plans upon detection of negative trends.

2.28.9.2. Quarterly: Perform RCA (range defaults to 24 months) and formulate an action plan when key metrics fall into the yellow or red range.

2.28.9.3. Post and/or update RCA and action plans to the established 2 AF SharePoint.

2.28.10. **Sister Service.** Enter data from ATRRS/CeTARS using AETC Form 325 or equivalent service/agency forms/reports into TTMS (Type 5, 9, B, D) or delegate this function in coordination with the appropriate training group or training squadron level.

2.28.11. **Authorize training deficiencies.** Use existing guidance to prepare reports (Refer to AETCI 36-2641).

2.28.12. **Schedule** . Classes for Type 6 courses throughout FY in accord with requirements and coordinate eliminations from Type 6 courses.

2.28.13. **Monitor the PER** (See **Attachment 4** and **Attachment 5**).

2.28.13.1. Validate consistent use of approved rates in the PTT and TPS.

2.28.13.2. For courses under 2 AF Purview, notify HQ AETC/A3P through 2 AF/TTOC of noted deviations. **Note:** For courses not under 2 AF, notify HQ AETC/A3P directly.

2.28.13.3. Apply approved PER for any revised course that supersedes an existing course.

2.28.13.4. Request PER when adding a course, one that does not supersede an existing course.

2.28.13.4.1. For courses under 2 AF, forward the request through 2 AF/TTOC for review.

2.28.13.4.2. For course not under 2 AF, forward the request to HQ AETC/A3PZ.

2.28.13.5. When AFSCs are merging or course(s) are being superseded, base PERs on historical elimination data, to include relevant data from similar courses with like subject matter difficulty and similar target population aptitudes.

2.28.14. **As part of the Training Planning and Requirements Process, s** ubmit Constraint Worksheets, attached BBPs (Attachments 6 and 7), Course Capacity (Attachment 2 if under 2 AF).

2.28.14.1. Submit AIRWs (**Attachment 21** and **Attachment 22**) as required.

2.29. Instructor (I)/Instructor Supervisor (IS) will.

2.29.1. **Use TTMS to:**

2.29.1.1. Collect student orders at beginning of course, as requested.

2.29.1.2. Verify student information in TTMS.

2.29.1.3. Document all training in TTMS.

2.29.1.4. Record NSs. Confirm ARC member is truly not coming before recording NS.

2.29.1.5. Record, within 24 hours (one duty day) of the event or knowledge of the event student grades, comments/ remarks, statuses, PDS Class events, SIA, Admin Actions (LOR, RIC, Art 15), absences, counseling, washbacks, probationary continuation or advancements. (T-2).

2.29.1.6. Track all student statuses of students enrolled in training, to include ineffective time, until they are graduated, eliminated, or withdrawn from training. Use appropriate out-of-training rosters.

2.29.1.7. Report student status changes.

2.29.1.8. Place students on Ineffective In Training (IIT) status, as required.

2.29.1.9. Complete TTMS fields to enable the generation of an accurate Student Training Report (ST Report).

2.29.1.10. Request the force-gain action using student orders. Forward a copy of the orders to the Registrar and/or TM depending on TRG processes.

2.29.1.11. Review ST Report, Student Accounting and Attendance Record and/or pertinent TTMS reports or record views supporting the validation process.

2.29.1.12. Identify and resolve appropriate student accounting actions for students appearing on the Hanging History Report.

2.29.1.13. IS: Monitor class rosters approaching CSD (start checking 30 days prior to CSD) for projected international students (such as MX20).

2.29.2. **Notify the:**

2.29.2.1. TM if:

2.29.2.1.1. A student arrives without orders.

2.29.2.1.2. There are unfilled seats on CSD to allow fills from Students Awaiting Training (SATs) or permanent party.

2.29.2.1.3. A name on the class roster does not show on CSD.

2.29.2.1.4. International students (such as MX20) are on the class roster.

2.29.2.1.5. Civilian student(s) was (were) unaware of homework estimate posted in ETCA.

2.29.2.2. TM, Registrar Section, ANG/AFRC liaisons, and follow on TM (as applicable) when initial skills graduation date is advanced or delayed in the last two weeks of training or is changed by more than five duty days.

2.29.2.3. Military Training Flight (MTF) of SIA conducted outside the training day.

2.29.2.4. ANG/AFRC training liaisons if ANG/AFRC student is placed in IIT or when any of the following situations arise: injury (delay or not), illness (delay only), SIA, Administrative Actions (LOR, RIC, Art 15), absent, counseling, washbacks, probationary continuation or advancement.

2.29.2.5. IMSO, if training or misconduct issues arise in relationship to international students.

2.29.3. **Coordinate:**

2.29.3.1. Center generated classes (CGCs) with TM.

2.29.3.2. AETC Form 125A to ANG/AFRC training liaison on any ARC student eliminated from course.

2.29.3.3. Training deficiencies with TM.

2.29.3.4. PA with TM

2.29.4. **Provide Student Services:**

2.29.4.1. Approve first-time washbacks and monitor the SIA program to ensure adequacy and completeness (IS).

2.29.4.2. Inform students of academic progress.

2.29.4.3. Counsel students, as necessary.

2.29.4.4. Provide SIA when needed or requested by student.

2.29.4.5. Identify and remove students with permanent medical disqualifiers. Send to medical facility for evaluation.

2.29.4.6. Select class leaders.

2.29.4.7. Determine parts of training to be repeated.

2.29.4.8. Explain to students what constitutes misconduct.

2.29.5. Record training for International Students in TTMS or on AETC Form 156, *Student Record of Training*.

2.29.6. On the first day of class, inform civilian students if homework outside the 8-hour day is a requirement, as applicable. Refer to ETCA course announcement to be knowledgeable of the estimate of hours of homework posted by the TM (see TM on ETCA) for the course. If civilian students were not aware of the requirement, contact the TM.

2.30. Military Training Leader (MTL) will:

2.30.1. **Use TTMS to:**

2.30.1.1. Track NPS (ADAF, Guard and Reserve) students in all activities. Record status changes within 24 hours or one duty day. (T-2).

2.30.1.2. Validate BMT ship list.

2.30.1.3. Record student arrivals.

2.30.1.4. Provide students (when available) to fill class seats.

2.30.1.5. Update and track all student statuses of assigned students, to include ineffective time, until they are graduated, eliminated, or withdrawn from training. Use appropriate out-of-training rosters.

2.30.1.6. Record student status changes within 24 hours (one duty day). (T-2).

2.30.1.7. Annotate all applicable student admin actions to include comments/ remarks, LOR, RIC, Article 15, Counseling, Remedial Military Training, Military Assessment, and Student Activity.

2.30.1.8. Notify respective ARC training liaison in the event of injury (delay or not), illness (delay only), RIC, LOR, Art 15, or any delay or change in CGD.

2.30.1.9. Advise TRS/CC of SATs weekly.

2.30.1.10. Assist students in initiating their own on-time departure.

2.30.1.11. If applicable, complete TTMS training assessment (optional, no longer a requirement).

2.30.1.12. Record Student Out-of-Training Status (SOTS) on students who do not depart within 24 hours of elimination or graduation; record the SOT code on the day after graduation. **Note:** Current TTMS business rules require recording SOT one day following Grad/Elim, but allow two different SOT codes with the same completion date. (T-2).

2.30.1.13. Forward the BMT report card to the next training squadron for students departing for follow-on training for the award of the AFSC.

2.30.2. **Monitor Student Flow:**

2.30.2.1. Research and validate NPS NSs; ensure they are recorded in TTMS.

2.30.2.2. Confirm with ANG/AFRC liaison that ARC member will not arrive before recording a NS.

2.30.3. **Coordinate:**

2.30.3.1. Proper status coding with the RFP or the Registrar.

2.30.3.2. Scheduling and delivery of in-processing briefings.

2.30.3.3. Placement of ANG/AFRC student on IIT.

2.30.3.4. FSS when receiving a medical hold update on a student pending reclassification.

2.30.3.5. SOTS - Determine the cause for the student to be out of training and list it as the student's status.

2.31. Student Out of Training Status (SOTS) Monitor will use TTMS to:

2.31.1. Ensure a terminal status code (H#%) is recorded for all departed SOTS. Monitor Hanging Histories to validate and/or resolve.

2.31.2. Track and manage SOTS; update TTMS as required.

2.31.3. Coordinate security clearance updates.

2.31.4. Assist students in initiating their own on time departure.

2.31.5. Prepare weekly SOTS update for TRF/CC.

2.31.6. Prepare monthly SOTS update for TRS/CC.

2.32. Personnel Reliability Program (PRP) Monitor will identify PRP issues and work resolutions.

2.33. The IMSO will provide **s**tudent services by:

2.33.1. Managing international students.

2.33.2. Verifying class dates in Security Assistance Network Web (SAN Web) - Security Cooperation - Training Management System (SC-TMS) match Invitational Travel Order.

2.33.3. Providing two copies of student orders to Registrar Section upon arrival of student.

2.33.4. Notifying AFSAT of possible request for student class extension/early graduation.

2.33.5. Initiating elimination packages (non-academic reasons only).

2.33.6. Conducting Department of Defense (DoD) Field Studies Program activities.

2.33.7. Acting as liaison between the student and AFSAT.

2.33.8. Notifying AFSAT of pending and completed International Military Student (IMS) eliminations.

2.33.9. Researching and providing international student's (such as MX20) country in advance of CSD upon request from the TM, IS or Registrar.

2.33.10. Updating appropriate student notifications (arrival/enrollment/completion/progress messages) in the SAN Web SC-TMS.

2.34. Type 6 DL POC will:

2.34.1. Validate student information on AETC Form 325 and forward to DGR.

2.34.2. Forward Type 6 elimination survey to DGR.

2.35. (17 TRW only) Academic Training Advisor (ATA) will:

2.35.1. Perform the following when no other person assigned to perform:

2.35.1.1. RFP (para 2.27).

2.35.1.2. Instructor/Instructor Supervisor (para 2.29).

2.35.1.3. MTL (para 2.30).

2.35.1.4. SOTS Monitor (para 2.31).

2.35.1.5. Complete AF Form 475 Training Report for prior-service students IAW AFI 36-2406.

2.35.1.6. Coordinate in-country immersion approvals and pre/post departure briefings (517TRG only).

2.35.1.7. Provide front-line supervision for all enlisted prior-service students.

2.35.1.8. Manage reclassification/separation processing for disqualified/eliminated Airmen.

2.35.1.9. Coordinate SIA when needed or requested by students.

2.35.1.10. Prepare, coordinate, route student actions between service school and TRS/CC.

2.35.1.11. Act as an advocate for Air Force students attending other service owned schools. Participate in academic review boards and advise on wash-back, elimination, and intervention options.

Chapter 3

BASIC MILITARY TRAINING (BMT) ADMINISTRATION

3.1. BMT Roles, Responsibilities, Processes and Procedures. The 737 TRG will supplement this policy in the following areas and will not create other instructions that duplicate or add to the guidance covered in the supplement: (T-2).

3.1.1. Training Administration Roles and Responsibilities.

3.2. BMT Evaluations.

3.3. BMT Graduation Requirements.

3.4. Flight Records

3.4.1. Maintaining Flight Records (filing order).

3.4.2. Training Records Routing.

3.4.3. Lackland AFB Form 205, *Basic Military Training Performance Summary*.

3.4.4. Shipping Records.

3.5. Trainee Dispositions.

3.5.1. Recycle Actions.

3.5.2. Leave (Convalescent and Emergency).

3.5.3. Discharges.

3.5.4. Arrest Warrant.

3.5.5. Legal Confinement.

3.5.6. Delay En route.

3.5.7. Refuse to Train.

3.5.8. Waiver of Discharge for Fraudulent Entry or Erroneous Enlistment.

3.6. Trainee Activities/Recognition.

3.6.1. Military Studies.

3.6.2. Religious Services.

3.6.3. Holiday Schedule.

3.6.4. Honor Graduate.

3.6.5. BMT Top Graduate.

3.6.6. Fitness Recognition.

3.6.7. Warrior Flight/Honor Flight Program.

3.7. BMT Details.

3.8. Trainee Processing and Support Flight.

3.9. Metrics (Table 5. 1.).

3.9.1. Monthly: Review key metrics status (green, yellow red). Be consistently proactive with applying any actions identified in an existing or newly designed action plan to improve success.

3.9.2. Quarterly: Perform RCA (time range defaults to 24 months of data from the present date (completed week groups in that period)) and formulate an action plan when key metrics fall into the yellow or red range.

3.9.3. Submit a copy of the RCA and the corresponding action plan through the chain of command to the HQ AETC TPM in the form of an In Turn Memo.

Chapter 4

TECHNICAL TRAINING ADMINISTRATION

4.1. TT—Administration Processes and Procedures .

4.1.1. **Key Interfacing Systems.** For optimal data flow ensure all type 1-9, A-D, M, and W courses are in the TTMS, TPS, and OTA. **Note:** BMT will continue to use the Basic Training Management System until such time that TTMS is configured to support BMT data input/management.

4.2. TTMS is an Electronic Record-Keeping System. Use TTMS for student training administration functions, data entry and terminal code validation for all types of training.

4.2.1. Hard copy maintenance of the Student Training Report and the Student Accounting and Attendance Report has been replaced with TTMS maintaining validated terminal events as an electronic record-keeping system. **Attachment 8** lists key forms and corresponding TTMS outputs.

4.2.2. Reference the TTMS Student Management Handbook and the TTMS Airmen Interactive Management System supporting documentation (Web help) for procedures to enter status codes and administrative acts. **Attachment 9** lists the student training status codes.

4.2.3. Enter all status codes within 24 hours (1 duty day) from the event or knowledge of action (e.g. in some cases, geographically separated units, DL POCs, etc., may need to electronically submit status code events to a DGR for entry into TTMS). The person responsible for a particular function of training management enters into TTMS all daily transactional data associated with completing the job function. Centralized data entry points are not authorized. **Exception:** 737 TRSS/PSM updates BMT student status code changes only. (T-2).

4.2.4. Effective dates associated with all status codes will accurately reflect the timing of actual student events.

4.2.5. **Attachment 10** differentiates between data fields that are auto-filled or not and provides some instructions for specified fields.

4.3. Arrival Process.

4.3.1. An arrival is any student, regardless of travel type or source (Army, Navy, etc.), who reaches the training site for the purpose of attending a formal course of instruction. There are unique in-processing requirements for NPS arrivals from BMT.

4.3.2. Initial Skills.

4.3.2.1. Use TTMS Airmen Interactive Management System (AIMS) and available automated functions for pre-arrival, arrival and in-processing of EIS Students arriving from BMT.

4.3.2.1.1. Use the TTMS arrival admin act to record arriving students in the course of initial entry (COIE) and for each follow-on course within an enlisted initial skills pipeline that represents a change of location.

4.3.2.1.2. Students should be sub-allocated to attend training at a subsequent location timed to minimize cancellations or NSs.

4.3.2.2. The maximum in-processing time for enlisted initial skills and officers (Permanent Change of Station (PCS)-to-school) is 3 days. Always use the minimum amount of in-processing time necessary. These students are Students In-processing training (SIT). Use the ZP student status code.

4.3.2.2.1. For follow-on courses at different bases, use the ZP, in-processing student status code only when additional in-processing time is required in initial skills pipelines.

4.3.2.2.2. When an arrived student (student entered into TTMS with arrival status) cannot enter training after in-processing (maximum of three days following the day of arrival), enter the student into an awaiting training status. See Table 4.1 for Student Awaiting Training (SAT) codes.

4.3.3. Reclassifications should arrive early for some training courses to allow adequate time for security clearance interviews, photographs, and badges. MTLs will coordinate with the school to determine the required time needed and then send reclassification arrivals to the school before required class entry date to accomplish security processing, if needed. However, if under MRTP, all travel is subject to MRTP TDY rules and constraints.

4.3.4. Sub-allocations to follow-on pipeline courses should be made late enough in the current course to have a reasonable confidence level that students will not incur delays (washbacks, ineffectives, etc.), but early enough for the sub-allocation to be valid.

4.3.4.1. If the student has been delayed at the COIE or any course that has subsequent courses in multiple course training pipeline after a sub-allocation action has been made to a subsequent course (assumed – student will miss CSD), the original sub-allocation should be cancelled and another sub-allocation made to another class when the student is again progressing and projected to graduate.

Table 4.1. Student Awaiting Training (SAT) Codes

	SAT Code Basis: Student Available?	**Code**	**Explanation**
1	Not available	AD	Unavailable for Entry due to Administrative Reasons (excessive absence, leave whether ordinary, emergency)
2	Available, waiting on training start	AE	Awaiting Entry into Training
3	Not available	AM	Unavailable for Entry Due to Medical Reasons
4	Not available	AS	Unavailable for Entry Due to Awaiting Student Security Clearance
5	Not available	AX	Unavailable for Entry Due to Other Reasons (includes but not limited to AWOL, Confinement)

4.3.5. Place officer students selected to attend initial Professional Military Education (PME) after arrival but prior to starting training in AXE status (Awaiting Training - Other) in TTMS beginning the date the student departs for training. In the comments section annotate what form of PME, the student is attending. Place the student back in the appropriate awaiting training status effective the date of return from PME.

4.3.6. Advise the 2 AF/TTOC Det 1 of futuring issues and examine potential remedies: enter above program group size, add additional class/classes, reduce later BMT shipments, submit Abbreviated Training Plan to create differential between max group size and programmed group size, etc.

4.3.7. Prerequisite Skill/Knowledge/Other Deficiency. Use the TTMS disqualification terminal event code (Q#) when a student is found unqualified for entry into training due to fitness/weight, skill/knowledge, medical or security reasons. Disqualification student status codes indicate conditions that preclude a member's training before entry.

4.3.7.1. All disqualifications will include specific and detailed comments explaining the exact situation that led to the disqualification. Disqualifying Airmen between BMT and COIE, for reasons other than PRP and medical must be coordinated and approved with HQ AETC/A3P before implementing.

4.3.7.2. See Table 4.2 for Disqualification Codes.

Table 4.2. Disqualification Status Codes

Code	Explanation
QM	Disqualified - Medical
QP	Disqualified - Prerequisite Deficiency (General)
QS	Disqualified - Security Clearance
QX	Disqualified - Other (Includes Separation)

4.4. The Entry Process. At point of entry into training, instructors record an *ET* code in TTMS to indicate an *original entry* in the courses. *ET* has significance in production metrics when comparing the actual entries by TRQI category against the programmed entries in that category. Some student training action codes (transfers, advancements, and washbacks) must be followed by an entry student status in TTMS. See Table 4.3 for Entry Status Codes.

Table 4.3. In-processing and Entry Status Codes

Code	Explanation
ZP	Pre-Course Entry Orientation/In-processing
EE	Reentry after Elimination
EN	Entry after a Transfer
ER	Reentry into the Same Course
ET	First Entry into a Course
EV	Entry from Advancement
EW	Entry from Wash back

4.4.1. **Copies of Orders.** Instructors collect copies of students' orders and verify information in TTMS student records for accuracy.

4.4.2. **MRTP Students.**

4.4.2.1. Students should have both a valid OTA TLN and a set of orders upon arrival to all courses. It is the students' responsibility to contact their unit to determine the necessary action if they do not have orders or TLN.

4.4.2.2. All schoolhouse personnel with TRQI manager roles will not delete TLNs of MRTP students who have travelled to class (whether entered or not entered into the course) to maintain their funding under MRTP. Rationale: Not having a valid TLN will revoke their orders.

4.4.2.3. The MRTP will not take fiscal responsibility for training delays or travel from situations arising from students arriving without a valid set of orders/TLN. When a student arrives with orders, but without a valid OTA TLN, follow entry guidance in Para 4.4.13.

4.4.2.4. Do not force gain contractors as they require contract provision verification IAW ETCA before entering training through a TRQI generated TLN.

4.4.3. **Other Service Students.** Students should have both a valid set of orders and an OTA TLN when arriving for a class. Students call their respective service liaison or POC to work out course of action if either or both of these requirements are not met. A student with orders, but without an OTA TLN is subject to the entry guidance and priorities in Para 4.4.13.

4.4.4. **Decision to Force Gain.** The TM or RFP works with the Registrar Section to complete and verify the required information. If necessary, contact the parent unit for missing data.

4.4.4.1. Force Gain by Exception. A force gain is an option when a member arrives for a course without a TLN and it is no longer feasible to flow a quota to the projected class. A force gain executes a TRQI quota (and potentially allocates a seat to one member that may have been intended for another member). It is important for the TM to be aware of what was planned and approved for TRQI allocations for a given class. The programmed plan is the primary consideration. In addition, it is important to determine who approved the member to come to training before force gaining the member. If a student arrives for training and the student's record is not available in TTMS or is missing essential information and the event is considered a necessary exception (TM and registrar call), enter the student through a force gain after coordinating with the TRQI.

4.4.4.2. Force Gain Abuses. Force gain as an option should not become a pattern from any TRQI unless it is part of a larger strategy as it is for some distance learning courses. When registrars identify a problematic force gain trend (a regular and predictable occurrence of preventable events – a percentage greater than 2% tied to a TRQI), they may elevate it to the TRG and/or 2 AF to counter a TRQIs abuse of the system as necessary.

4.4.4.3. Force Gain Exceptions with Acceptable Strategies.

4.4.4.3.1. Type 6 DL courses avoiding upfront TLN processing may use an automated version of force gain as an acceptable Advanced Distributed Learning (ADL) strategy.

4.4.4.3.2. Faculty Development Units may force gain students using their local TRQI code. 982 TRG detachment production supervisors/schedulers may force gain students in Type 4 courses.

4.4.4.4. Completing Information. Reference the TTMS Student Management Handbook and internal procedures to supply the needed information to the TM or registrar to complete required military information.

4.4.4.4.1. Accuracy in Matching Key Personnel Information. Force gain errors can potentially affect a student's upgrade training, promotion, or pay. Registrars/TMs will take extreme caution when matching up key information in TTMS (student names milstat, and Social Security Number (SSNs)) with OTA to minimize interface rejects.

4.4.4.4.2. International Students. If an IMS arrives to the technical school not loaded in TTMS/OTA, contact the IMSO immediately before attempting to force gain the student.

4.4.4.4.3. ANG Members. Do not force gain an ANG member into any course without first coordinating with the appropriate liaison.

4.4.5. **Prerequisite Issues.** The instructor immediately identifies students arriving out of compliance with prerequisites outlined in ETCA and coordinates with the IS. The IS will notify the appropriate TM for disposition. The schoolhouse will send MRTP-funded members home upon determination that they are "unqualified" or do not meet "prerequisites". They return home at the unit's expense with the unit responsible for the total cost of the TDY.

4.4.6. **Guard/Reserve Entry Issues.** Enter NPS ANG and AFRC students into scheduled class dates if in-processing has not been completed, when possible. When NPS ANG/AFRC arrivals are identified as being unqualified for any reason, instructors immediately notify ANG/AFRC liaison, as appropriate. An AETC Form 125A with the following additional information: the home unit, course start date, reason for disqualification, TLN, and the date of arrival is required to document the disqualification action. The ANG liaison coordinates with National Guard Bureau (NGB)/A1DC and the member's unit to obtain another quota or AFSC for which the member qualifies. The ARC liaison contacts AFRC/A1KE and provides quota information.

4.4.7. **Permanent Party Formal Quotas.** Permanent party students meet formal training requirements by official enrollment and attendance in established courses with quotas allocated by 2 AF/TTOC. Accomplish course completion certificates in a manner consistent with all other students.

4.4.8. **Enter Original Course Before Transfer.** Enter students into the course for which they were originally intended/shipped (if feasible) and then course transfer the students to the new course, course version, or shred. If not feasible to enter the student into the originally intended course, minimally use disqualification other (QX) to code pre-entry initial skills students who were scheduled and in-processed against one AFSC, but administratively directed to move to another AFSC or shred. Document transfers and pre-entry changes with an AETC Form 125A.

4.4.9. **Auditing a Class.** 2 AF/TTOC-O is the final approval authority for audits based on the prerequisite of prior coordination and approval of the TM. Only by exception should a student be permitted to audit (sit through or observe) a course or a portion of a course for the knowledge. If training is a true requirement, formal enrollment and official credit is recommended and is not given under audit conditions. If audit permission is granted, neither measurement during training nor credit for training is allowed. The student does not appear on the class roster and receives no record of training. Only allow an audit if there is an available seat in a non-validation course. Note: Auditing any part of the course disqualifies a student for Distinguished Graduate (DG) if they take the course for credit later since it gives the student additional exposure and an unfair advantage.

4.4.10. **Type 6 – DL.** Type 6 is technical training delivered to students at their current location without a HQ AETC instructor physically present. Type 6 is also known as Type 6 formal technical training, exportable training, and ADL. The Type 6 DL POC is the organization or person at the receiving site responsible for all aspects of distributed learning training administration.

4.4.10.1. Type 6 DL Entry Process.

4.4.10.1.1. Type 6 – front end TLN process including centrally –managed courses. AFPC Call Center Personnel enroll students with essential student registration data initiating the front end TLN process. The Type 6 DL POC sends course entry and completion data to the TRG via AETC Form 325 (See **Attachment 11**) and the Type 6 DL instructor or DGR inputs student data into TTMS.

4.4.10.1.2. Learning Management System (LMS)-delivered and/or managed including LMS proctored test and TTMS interface. Courses designed for self-enrollment delivered via ADLS that require a proctored test. Interface automates the entry process; automatic entry awaiting graduation and test score. Type 6 DL POC sends AETC Form 325. The Type 6 DL Instructor or DGR enters graduation code and grade fields into TTMS.

4.4.10.1.3. LMS-delivered and/or managed with TTMS interface and no proctored test requirement. Courses designed for self-enrollment with no requirement for a proctored test and delivered via ADLS do not require manual entry of student data Students enroll via ADLS; automated Entry and Grad after the fact. Validators validate corresponding terminal events in TTMS.

4.4.11. **Entry after Elimination.** Do not force gain students who are entering the same course after a previous elimination. Instead, contact the responsible TRQI for a new TLN. Once EE is entered as a status code against the new TLN, the record will pass successfully across the reverse interface.

4.4.12. **Entry Priorities.**

4.4.12.1. Follow approved schedules. For Initial Skills Training (IST), the approved plan for training is the schedule programmed into TPS. Approved by the Group Quality Review Council (QRC) and 2 AF/TTOC and flowed to OTA and TTMS, these schedules are used to build the Accession Plan which drives recruiting goals.

4.4.12.2. Enter students into training according to the schedules in TPS. The TM approves deviations to the schedule, if required.

4.4.12.3. Fit in Late Arrivals. If possible, enter any ADAF NPS, ANG or AFRC students (arriving late for class due to delayed BMT graduation) in the next available class on a priority basis.

4.4.12.4. TDY Students. Consider returning TDY students only when no other alternative is available; coordinate with the TRF and TRS/CCs, the home unit, the TRQI manager, and the ANG and AFRC liaisons, as appropriate.

4.4.12.5. Class priorities based on TLNs.

4.4.12.5.1. Members with TLN for Specific CSD.

4.4.12.5.2. Foreign Nationals without a TLN.

4.4.12.5.3. TDY without a TLN.

4.4.12.5.4. NPS without a TLN.

4.4.13. **NSs** . A No Show is a programmed and sub-allocated seat where the scheduled or substituted student did not report to class on the CSD. It is important to track and resolve student quotas. Unless a quota is cancelled in OTA (as evidenced by a D or E quota status), a student status in TTMS should accompany the quota. If the student did not arrive for training but the name was visible in TTMS or OTA, notify the TM on CSD. The TM will contact the TRQI to determine status and whether to record a NS action against the student. However, if student has not reported to class, the NS event must be recorded within one duty day. (Exception: gain concurrence from Guard or Reserve liaison before entering NS on Guard or Reserve member. Recording a no-show cancels the TLN and has adverse impacts on their accounting system). If student arrives after the NS is recorded, cancel the NS and perform standard student management, recording absence time as appropriate for unattended training hours. (See **Table 4.4.** for NS Status Codes)

Table 4.4. No Show Status Codes

	Code	No Show Codes
1	NC	When Known that Member Arrived But Did Not Attend Scheduled Training (this code could impact member's reimbursement for an associated TDY).
2	NS	No Show

4.4.13.1. NPS. MTL determines status of student whether NS or delayed arrival from BMT.

4.4.13.2. NPS (Guard/Reserve). TM contacts Guard/Reserve liaison or POC and receives confirmation that a Guard/Reserve student is a NS or delayed arrival for the class.

4.4.13.3. TDY (Guard/Reserve). TM contacts Guard/Reserve liaison or POC and receives confirmation that a Guard/Reserve student is a NS or delayed arrival for the class.

4.4.13.4. TDY (Sister Service). TM contacts Sister Service liaison or TRQI if no liaison assigned to determine status of student whether NS or delayed arrival.

4.4.13.5. Others. TM contacts TRQI manager and receives confirmation that student is a NS or delayed arrival for the class.

4.4.14. **Class Leaders.** TRSs determine criteria for selection of class leader. Instructor selects a class leader on the first day of class.

4.4.15. **Entries Demand Corresponding Terminal Events.** After initial entry into a course, students are assumed to remain in training unless a terminal event is recorded. At the end of training (elimination or graduation), instructors and MTLs resolve the TTMS student status of all departed students by recording the appropriate terminal status code. Terminal events include NSs, disqualifications, recalls, eliminations, graduations, transfers (ends a training session related to one course while the entry from transfer begins a training session in another) and departures.

4.5. Absences.

4.5.1. Missed training without status change. Absence is a short-term condition that acknowledges a student missed class time but is not a status change in TTMS. The instructor records all absences from training in TTMS; annotate the reason in the Comment Block when recording the learning event.

4.5.2. Make contact with the appropriate offices or supervisory personnel for certain student types:

4.5.2.1. Civilians. The home unit or supervisor for the purpose of adjusting leave records.

4.5.2.2. NPS. The appropriate MTF.

4.5.2.3. NPS ANG/AFRC. The base ARC liaison.

4.5.2.4. International. The IMSO immediately by telephone.

4.5.3. Excessive Absences. Wash back students who incur excessive absences or fail to meet standards. Course personnel determine which portion(s) of the course students must repeat.

4.5.4. International Student Absences. International students may be excused from training for participation in the DoD Field Studies Program (FSP) when training is not adversely impacted. The IMSO will coordinate with the instructor to permit the student to attend any FSP training activity. Academics take priority over FSP participation. Document any training lost due to FSP as an absence; do not place the student IIT. FSP is voluntary for the IMS, if an IMS chooses not to participate in FSP activities during regular duty hours; they must remain in class for the duration of the FSP. Upon approval of the training flight or designated representative, coordinate excusals from training with the TRS/CC or the Faculty Development Chief who have final approving authority.

4.6. When Suspended Classes NOT Categorized as Absence or Ineffective. Some events that result in temporary suspension of classes will require make up time because they fall on one or more of AETC's 246 required training days (Examples: Wingman Day, Family Day, weather-related downtime, HQ-approved events).

4.6.1. Do not record this time in TTMS on the student as ineffective or absent.

4.6.2. Take appropriate steps to make up missed objectives through SIA, homework or additional training time, as appropriate without extending the CGD.

4.6.3. Record a comment associated with the event resulting in temporary suspension of classes through TTMS SM (Admin/Act) identifying the activity or event resulting in downtime, the event date, how the training was made up and other pertinent information.

4.6.4. Weather-related downtime and unplanned emergencies could necessitate exceptions to making up the training without extending the CGD.

4.6.4.1. In these situations, course owners will make reasonable attempts to make up the training objectives without extending the course length or changing the CGD. When this proves impossible or impractical, they will include a TTMS comment (Admin Act) explaining the situation.

4.7. Ineffective in Training. Use Ineffective in Training Status (IITS) to account for students temporarily removed from training but expected to return to the current course. Use this status for full missed days. Record part of a missed day as an absence and place the student IIT effective the first full day of the absence. The student remains in IITS until returned to or is eliminated from training. TTMS automatically captures ineffective time at the point where a subsequent code other than IITS is recorded on the student. Record a reentry into the same course, class on the student as an (ER). Use of IIT is not appropriate for Type 4 Field Training Detachment (FTD), Mobile Training Team (MTT), or Type 6 DL training. At the point a Type 4 FTD student has missed sufficient training time to preclude return to the current class, withdraw that student from training. Withdraw students unable to complete Type 6 DL from training due to duty or deployment commitments. (T-2).

4.7.1. **Reasons.** Use IITS for any of the following reasons: confinement, leave, awaiting reentry into training (same course), medical, security, excessive absence (including AWOL), awaiting class start, administrative action, academic failure, and/or performance failure.

4.7.1.1. See Table 4.5. for ineffective status codes. (T-2).

4.7.1.2. Use IX for a hold on a student for disciplinary reasons.

Table 4.5. Ineffective Status Codes

	Code	Explanation.
1	IA	Administrative Reasons (includes pending board action)
2	ID	Awaiting Class Start (Same Course, Different Class) (CSD known)
3	IF	Academic Failure
4	IL	Leave (Ordinary or Emergency) (Return Date, if known; if unknown monitor status.)
5	IM	Medical While in Training
6	IR	Performance Failure (Removed Pending W/B or Elim, Skill Application Reasons, Not Academic)
7	IS	Security and PRP Reasons **Note:** When PRP or Security

	Code	Explanation.
		requirements are specified in course control documents as preconditions to complete the course and/or specified block(s) or course objective(s).
8	IX	Other While in Training (includes confinement, AWOL, excessive absences)

4.7.2. **Matching IITS Pending Elimination.** When a student has been temporarily removed from a class or from further progressing in training pending elimination, record the ineffective code that most closely applies to the situation until the commander makes a decision.

4.7.3. **Ineffective Medical that Requires Decision for Medical Hold.**

4.7.3.1. **Medical Ineffective Guidance.** Place students ineffective for medical reasons using the IM TTMS status code. If that student has a medical condition that either is prolonged (> 60 days) or disqualifies him or her from meeting the standards for continued military service or from performing the duties in the member's current career field or any combination of the three, the commander decides whether to place that student on medical hold which temporarily retains the member in the AF. If medical hold is approved, the MTL (RFP or DGR for prior service or officer students) enters a comment in TTMS to indicate the medical hold approval and the date of approval.

4.7.3.2. **Medical Ineffective Guidance and Medical Hold Decision Points. (T-2).**

4.7.3.2.1. **Carefully Noting Details of Medical Condition.** When student is medically ineffective for <= to 60 training days get a determination from the Flight Surgeon or MD on the exact nature of the medical condition and pay close attention to the AF Form 422, *Notification of Air Force Member's Qualification Status* which in addition to supplying pertinent information on the medical condition may authorize student to return to training IAW instructions and limitations noted on the form.

4.7.3.2.2. **Medical Ineffective Time Parameters.** The TRS/CC may begin the elimination from training process on a student with a prolonged medical condition at any time when a student is medically ineffective given an official diagnoses and prognosis from the Flight Surgeon or MD that conclusively shows the student's medical condition results in one or more of the following:

4.7.3.2.2.1. Disqualifies him/her from performing the duties of the current career field.

4.7.3.2.2.2. Renders him/her unable to meet the standards for continued military service.

4.7.3.2.2.3. Exceeds the 60 ineffective medical training day limit (approximately 3 calendar months). **Note:** The TRS/CC may have sufficient justification to eliminate a member from training and/or the AFSC when recurrent medical conditions cumulatively result in the loss of 60 or more training days, even when the member improved enough to return to training one or more times during the time period.

4.7.3.2.2.4. A student placed on medical hold should be re-evaluated every 60 ineffective training days (approximately 3 calendar months). The Flight Surgeon updates information and status on AF Form 422 and the TRS/CC has another decision point for either an elimination action or another medical hold action.

4.7.3.2.2.5. ARC students receiving medical treatment are required to have an AF Form 348, *Line of Duty Determination*, generated by medical provider and forwarded to appropriate ARC liaison.

4.7.3.2.2.6. If medical condition will last more than a year or the condition is disqualifying for continued military service, TRS/CC may appeal to local Medical Treatment Facility for long term diagnosis and initiation of Medical Examination Board (MEB). Initiation of this process is independent from decision to eliminate the student; commander may elect to proceed with elimination process during the MEB process.

4.7.3.2.3. **Medical Hold Guidance.** If the Flight Surgeon or MD determines that the condition is disqualifying for the AFSC or military service and the condition will last indefinitely or has lasted beyond 60 training days (approximately 3 calendar months) The TRF/CC or TRS/CC weighs all input and recommendations and may eliminate the student or seek a medical hold. If the TRS/CC decides to seek a medical hold then the following applies:

4.7.3.2.3.1. If the medical condition fails the standard for continued military service (AFI 48-123, *Medical Examination and Standards*) and not those standards required by the AFSC (AF Enlisted Classification Directory (AFECD)/AF Officer Classification Directory (AFOCD) then submit all documentation and obtain a medical hold through AETC/SGP. (T-2).

4.7.3.2.3.2. If the medical condition disqualifies the student for the AFSC IAW AFECD or AFOCD then submit a package to the AF Career Field Manager (AFCFM) to obtain an administrative exception to support a medical hold. The Flight Surgeon or MD at the Medical Treatment Facility provides all the necessary supporting documentation (i.e. Narrative Summary and AF Form 422). (T-2).

4.7.3.2.3.2.1. If the condition or defect is disqualifying or fails to meet the criteria noted in AFECD or AFOCD for the AFSC, HQ AETC/SGP will not grant a medical hold to the criteria noted in AFI 48-123 without the written concurrence from the AFCFM. (Reason: AETC/SG does not set the criteria for the AFSCs, therefore if one fails to meet AFSC specific criteria and the SGP unilaterally waives the condition the AFCFMs criteria for that AFSC is undermined). (T-2).

4.8. Special Individualized Assistance (SIA). (T-2).

4.8.1. Provide SIA (personal remediation) for students who have difficulty attaining the required level of achievement. SIA is mandatory for students (except civilians) during probationary continuation and is optional during washback. Notify the MTL when a student is assigned SIA outside the normal training day. Civilian students may be scheduled for voluntary SIA outside the training day, but overtime compensation is not authorized.

4.8.2. Administer SIA to one or several students at a time depending on the nature of the training and the learning objective. A qualified instructor conducts SIA in a training environment appropriate to the objective. The IS monitors the SIA program to ensure adequacy and completeness. Conducting inside SIA (i.e. SIA during the training day) will not result in a student(s) being absent from required training nor in the instructor(s) responsible for the current training session to break from conducting and/or progressing with training objectives. **For example:** Inside SIA would be correctly applied if a class is broken into groups in accord with approved instructional guidance where only one or two group of students can be actively performing on a weapon system at a time. A qualified instructor, not essential to the performance, conducts inside SIA with a student(s) from a third group while they are awaiting performance on the weapon system.

4.8.3. The instructor annotates the SIA hours in TTMS as either inside SIA or outside SIA. Inside SIA does not add to total student hours while outside SIA (i.e. SIA outside the training day) adds to the total student hours.

4.9. Washbacks. (T-2).

4.9.1. **Rationale.** Course personnel may allow students with excessive absences or performance below acceptable standards to repeat parts of the course to bring them up to standards. Determine the training the student will repeat and document the authorized repeat as a washback in TTMS. See Table 4.6. for Washback codes and explanations.

Table 4.6. Washback Codes and Associated Entry Code

Code	Explanation
WA	Washback – Academic Reasons
WM	Washback - Medical Reasons
WR	Washback – Performance Reasons
WT	Washback - Admin (Excessive Absence, Admin/Legal Actions, Discharge, Return from Leave)
WX	Washback - Other Reasons
EW	Entry from Washback

4.9.2. **Remaining in Class Pending Approval of Administrative Action.** The IS should have students washed back or eliminated from training remain in class until course personnel complete the washback/elimination action (AETC Form 125A signed). When a student remains in class, place the student in a block up to but not later than the one not successfully completed. Do not administer measurement devices. Record the student training hours in TTMS as ineffective. **Exception:** Leadership deems that student remaining in class could adversely impact other students' success in training (e.g. conduct or morale issues).

4.9.3. **Guidance When Placing Student in Class Prior to Block Unsuccessfully Completed.**

4.9.3.1. Student attends class, but course personnel will not administer measurement.

4.9.3.2. While attending the block of instruction already successfully completed, place the student in IITS—IF (if generated from academic failure), IR (if generated from performance failure) and IX - Other (if coming off some other ineffective status).

4.9.3.3. Upon reentry into the block of training the student will formally repeat, perform washback and entry from washback actions in TTMS.

4.9.4. **Washback Results in Transition to New Course Version.**

4.9.4.1. The Registrar Section verifies in TTMS SM and OTA that the old course and all of its components are valid and then center generates a class in the old course.

4.9.4.2. Perform the washback and entry from washback action using this center generated class in the old course.

4.9.4.3. Once course personnel enter the student into training (EW status is complete), the Registrar Section course transfers the student into the appropriate class in the new course version.

4.9.5. **Approval Level.** The approval authority for an initial washback is the IS. The TRS/CC approves second and all subsequent washbacks. For prerequisite courses with follow-on courses, the approving TRS/CC briefs any special circumstances associated with the action and coordinates with the follow-on TRS/CC.

4.9.6. **TRS Coordination Requirements.**

4.9.6.1. MRTP TDY to School. Coordinate prior approval of washback that could result in a training delay of 7 or more academic days with 2 AF/TTOC-O MRTP and AETC/FMAM.

4.9.6.2. Pipeline and TDY En route to PCS. Coordinate prior approval of washback that could result in a training delay of 7 or more academic days with 2 AF/TTOC-O MRTP and AETC/FMAM.

4.9.6.3. ARC. With ARC liaison to arrange orders extension with member's unit.

4.9.6.4. International. Contact IMSO who will make necessary contacts to determine if students should be washed back.

4.10. Center Generated Classes (CGCs).

4.10.1. A CGC is an unprogrammed class containing no seat allocations and therefore not impacting programmed numbers. Create CGCs only at the direction of the TM, only when use of a programmed class is not feasible, and only after exhausting the option of moving a class (es) through an AETC Form 179A. For example, use CGCs to move washbacks when no existing class is available or no seat is available in a given class. **Note. For Initial skills courses**: Prior to a TM creating CGCs in multi-course pipelines, the TM must receive coordination/concurrence with all other TMs (in writing) to ensure that there will not be adverse impacts to prior/follow-on course(s). If feasible, do not enter students directly into center-generated classes (i.e., class-transfer students from a programmed class into a center-generated class). (T-2).

4.10.2. Do not use CGCs to train students in courses unapproved and/or not activated in the TPS and not properly flowed from TTMS Course Design and Development to TTMS SM.

4.11. Probationary Continuation (PC) (T-2).

4.11.1. PC allows a student to progress with the current class when additional work is required to bring the student's performance to an acceptable level. A qualified instructor will

administer SIA and retest the student when ready. PC may be the appropriate solution for a student in a low flow course where a washback will result in an excessive delay.

4.11.2. At the point of PC, the instructor or IS records —test fail action in TTMS without entering the block completion action/grade and makes the appropriate remarks. The student continues with his/her class into the next block of instruction. Before the next block test, the student must have successfully completed the failed block. When the student takes the block retest, record the retest pass score and record the minimum passing score for the "block pass", along with any appropriate remarks. If the student failed the retest, record the test failure in TTMS and place the student ineffective in preparation for wash back or elimination.

4.12. Advancement in Training. (T-2).

4.12.1. Proficiency advancement (PA) is a means to reduce training time for uniquely qualified students who demonstrate proficiency and have an available class to which they may advance (See Table 4.7. for Codes Related to PA).

Table 4.7. Codes Related to PA

VA	Proficiency Advancement
EV	Entry from Advancement

4.12.2. PA retrainees or prior service students who have documented previous technical training or civilian equivalent training that contains subjects that are part of the current course and have applied the training within the last three years. Students must be able to pass all measurement devices associated with blocks, modules or units of training. The IS coordinates with TRF/CC or chief and receives written approval from the TM before taking PA action. Exception: 982 TRG: When PA is appropriate, the GSU CC/chief directs the instructor to administer to the student the designated measurement device.

4.12.3. Document PA in TTMS with a VA status code. Record the specifics of the PA in the comments block when recording the VA learning event.

4.13. Transfers (T-2).

4.13.1. **Class Transfer.** A class transfer is a transfer between individual classes in the same course and differs from a course transfer. Accomplish this in TTMS by assigning the student to a new PDSCLASS.

4.13.2. **Course Transfer.** A course transfer is a transfer from one course to another, frequently involving the change of a course shred. In TTMS, the registrar section or designee is responsible to do the transfer action in TTMS to move the student between courses or shreds, use TC for course transfers. The instructor or IS then does the appropriate entry code (EN) to place the student in the new course. (See Table 4.8 related to course transfers)

Table 4.8. Codes Related to Course Transfers)

Code	**Explanation**
TC	Course Transfer
EN	Entry from Course Transfer

4.13.2.1. **Documentation.** Submit an AETC Form 125A, without training or counseling records, to 2 AF/TTOC Det 1 to process all course transfers related to proposed AFSC shred changes and any other course transfer that impacts a shift or change to the originally scheduled and intended plan. For ANG members, submit the 125A to the liaison office for signature and routing to NGB/A1DU. **Exception:** Language course transfers have additional coordination and routing requirements (See 4.13.2.3). Submitting an AETC Form 125A outside the TRW/TRG is not required for simple administrative course transfers needed due to the implementation of new versions of existing courses.

4.13.2.1.1. Annotate in the summary section of the AETC Form 125A that this is an administrative action to change the shred or language within the same AFSC. Use the TC transfer code to document the action in TTMS. Include in the summary section the justification for the course transfer and the new CSD and CGD.

4.13.2.2. Such course transfer actions are not considered elimination/reclassification actions and will not count against future reclassification consideration.

4.13.2.3. **Course Transfer (NPS)/Reclassification to Another Language at Defense Language Institute Foreign Language Center (DLIFLC)**

4.13.2.3.1. **When to Consider.** A language course transfer may be considered when a student has been on administrative/medical hold and there is no available seat in the language originally assigned within a reasonable timeframe (defined as having an available class start no more than 30 days in the future).

4.13.2.3.2. **Beyond Reasonable Timeframe.** If unable to washback/recycle into originally assigned language within the 30-day requirement, the 517 TRG (311/314 TRS) will complete an AETC Form 125A with the schoolhouse and commander's language recommendation (student must have required DLAB score for language recommended).

4.13.2.3.3. **Steps Before Transmission.** Prior to transmitting the AETC Form 125A, the 517 TRG/TSR will coordinate with 2 AF/TTOC Det 1 to ensure a seat is available to facilitate the course transfer (language to language same AFSC), or reclassification (1N3X1X to 1A8X1X or vice versa).

4.13.2.3.3.1. 2 AF Program Manager will assist 2 AF/TTOC Det 1 and/or the 517 TRG/TSR with determining if an available seat exists in ATRRS. (**Note:** If no seat is available within 30 days, submit AETC Form 125A for reclassification to a non-language AFSC. In cases where seats are not immediately available or the wait extends beyond 30 days, 2AF/TTOC Det 1 should send email to the ISR MAJCOM Functional Manager (HQ AETC/A3T) for concurrence / non-concurrence for extending the 30-day window).

4.13.2.3.3.2. The 517 TRG/TSR will e-mail the AETC Form 125A to the MAJCOM functional manager (HQ AETC/A3T) for coordination, with a courtesy copy to 2 AF/TTOC Det 1 and the 17 TRG Registrar. (**Note:** If DLI By-pass, include an ESSS with supporting rationale in the e-mail).

4.13.2.3.4. **The MAJCOM Functional Manager (HQ AETC/A3T) will:**

4.13.2.3.4.1. Coordinate with the Intelligence Surveillance and Reconnaissance (ISR) CFM on:

4.13.2.3.4.1.1. Changes/course transfers of 1N3X1X/1A8X1X students at DLIFLC to a language from which they were not originally classified (i.e. a new language AFSC within 1N3X1X or within 1A8X1X).

4.13.2.3.4.1.2. DLI By-Pass recommendations.

4.13.2.3.4.1.3. Reclassification (within language AFSCs) if there is a need to move a 1N3X1X/1A8X1X student at DLIFLC to a language AFSC for which they were not originally accessed (e.g. 1N3X1X to 1A8X1X).

4.13.2.3.4.2. Reply via e-mail to 2 AF/TTOC Det 1 with courtesy copy to the 517 TRG/TSR, 17 TRG registrar, and 2 AF Program Manager with a concur or non-concur response to the recommended language (AETC Form 125A) or action (DLI By-pass).

4.13.2.3.5. **Post Concurrence.** Upon MAJCOM functional manager concurrence and 2 AF/TTOC Det 1 approval, the 2 AF Program Manager takes required actions in ATRRS. The 17 TRG Registrar takes appropriate action in TTMS/OTA and notifies AFPC of the new shred.

4.13.2.3.6. **Post Non-Noncurrence.** If coordination with the MAJCOM functional manager results in a non-concur, the 517 TRG/TSR and schoolhouse analyzes any accompanying recommendations from the CFM/MAJCOM functional and proceeds with the next best plan (returns student to a seat in the original language, generates a new AETC Form 125A for an alternate course transfer or reclassification, etc.)

4.13.2.3.6.1. 2 AF/TTOC Det 1 takes no further action on recommendation/request if coordination with the MAJCOM functional manager results in a non-concur response (language course transfers within the same AFSC or reclassification within the language AFSCs).

4.14. Eliminations: Documentation and Recommendations.

4.14.1. **Elimination Documentation.** Document eliminations including centrally-managed Type 6 DL, recalls and course transfers reflecting a change from the original plan on AETC Form 125A. *Exceptions***:** Document 982 TRG non-AFSC awarding training eliminations on AETC Form 325. For other than mandatory 7-level craftsman courses, the Type 6 DL POC forwards the AETC Form 325 with the elimination survey. Administrative comments associated with validated terminal events will serve to document these eliminations.

4.14.2. **Coding.** Code eliminations matching the situation with the code that most closely applies in Table 4.9.

4.14.2.1. Package Preparation. Include a copy of the digitally signed AETC Form 125A, or the completed and authenticated original hard copy (hand-signed), the TTMS Student Training Report (AF-led course) from the course of elimination and any qualifying courses, and the BMT report card, if available.

4.14.2.2. Supporting documentation will include previous counselings.

4.14.2.3. Ensure information regarding elimination is consistent on all forms, to include the elimination date and reason.

4.14.2.4. See **Attachment 12** for guidance on AETC Form 125A exhibits.

Table 4.9. Elimination and Recall Student Status Codes.

	Academic Eliminations	**Explanation: A Student**
1	Academic deficiency (LA)	Fails to achieve the required level of academic proficiency during classroom training.
2	Performance deficiency (LR)	Is unable to apply safety principles or satisfactorily complete training tasks in a performance environment.
3	**Non Academic Eliminations**	**Explanation: A Student**
4	Disciplinary (LD)	Exhibits behavior, attitude, or lack of military bearing that prevents continuation in training. This is based on the student's overall behavior.
5	Self-initiated (LE)	Withdraws volunteer status after entering training.
6	Misconduct **(Academic Behavior)** (LI)	Was involved in a test compromise, cheating, or a dishonest attempt/completion of a course measurement or deliberately failed a course measurement. This is academic behavior that is within the student's control. A student eliminated from a course for misconduct will not be allowed to reapply to that career field.
7	Death (LL)	Dies (whether in or out of training); enter comment to capture whether training-related or other.
8	Medical (LM)	Is diagnosed with either a chronic or temporary physical condition (to include pregnancy) that will prevent the student from beginning or continuing training within a reasonable period of time (normally not to exceed three months.) Squadron complies with notification procedures in para 4.7.3.2.
9	Prerequisite Deficiency (LP)	Is determined to not meet the initial eligibility requirements for a course.
10	Security (LS)	When a security investigation or clearance was suspended or revoked to include PRP issues.
11	Administrative (LT)	Administrative Reasons (includes legal action, has entered into a military academy, been separated, and potentially other administrative
12	Compassionate (LV)	Has an emergency or other unusual and/or unforeseeable circumstance. If at the convenience of the AF, if the member or immediate family suffers severe personal hardship and emergency or ordinary leave will not ease the hardship, eliminate for compassionate reasons. Include notification of hardship in the supporting documentation for the AETC Form

		125A. Coordinate with the registrar section, the 1st Sergeant and commanders to determine when compassionate elimination is appropriate.
13	PRP (Analysis required to determine root cause behind not meeting the requirements of this program before coding the elimination)	Cannot be ensured to perform duties involving nuclear weapons and meet the highest possible standards of reliability. This was determined either through an initial or a follow-up evaluation of the student. Failure to acquire PRP certification may not be punitive in nature; most students are re-classified into a career field that does not require PRP.
14	Other (LX)	Excessive absence (including AWOL), manifestation of apprehension, and potentially other situations that do not fit administrative or the other elimination categories.
15	Recall (RC)	Recalled While Awaiting or in Training (Commander, MAJCOM, Parent Organization, Country, etc.). e.g., Parent unit/state requests student returned home, due to extenuating circumstances or for disciplinary reasons.

4.14.3. **Guidance on Sections AETC Form 125A and Approval Authorities. (T-2).**

4.14.3.1. **Initiation and Section I Signature.** Any level within the school may initiate an AETC Form 125A, but the elimination/withdrawal recommendation (Section I) is normally authorized (signed) by the TRF/CC or chief or TRS/CC or equivalent responsible for the training.

4.14.3.1.1. Either the school or the appropriate unit with administrative responsibility for the student will initiate non-academic eliminations.

4.14.3.1.2. International Students.

4.14.3.1.2.1. The IMSO initiates nonacademic eliminations when applicable.

4.14.3.1.2.2. IMSs being considered for academic elimination may request a faculty board prior to elimination. IMSO advises student of nature of faculty board and assists IMS in decision for whether to request the board. The TRS notifies the IMSO at least 10 days before scheduled board proceedings. The IMSO informs AFSAT and the senior student from the individual's country. Process board proceedings as expeditiously as possible.

4.14.3.1.2.3. If the IMS is eliminated, cite the specific cause. Do not cite English language proficiency as the specific cause of elimination; however, if it was a contributing factor, note in board proceedings. The eliminated IMS receives no further training without approval from AFSAT or the country concerned.

4.14.3.2. **Mandatory ARC Signature.** For ANG/AFRC students, coordinate student disposition with the appropriate liaison. The ARC liaison must sign Section II.

4.14.3.3. **Elimination of Officer from Training.**

4.14.3.3.1. Misconduct Serious Enough to Warrant Discharge under AFI 36-3206 *Administrative Discharge Procedures for Commissioned Officers*. Through Section I

to include signature and forward to 2 AF/CC. The 2 AF/CC will sign the AETC Form 125A indicating approval of the elimination and initiate discharge action.

4.14.3.3.2. Misconduct Not Warranting Discharge. Through Section I to include signature and forward to 2 AF/CC. The 2 AF/CC signs the AETC Form 125A indicating approval of the elimination and makes recommendations to HQ AFPC concerning reclassification.

4.14.3.3.3. Other Reasons. Through signature in Section II (if applicable). TRW/TRG/CC may sign Section III delegated no lower than TRS/CC. In absence of CC, the person on G-series orders at designated command level may sign.

4.14.3.3.4. Refer to Air Force Personnel Center Instruction (AFPCI) 36-112, Line Officer Initial Skill Training Reclassification Procedures, for additional disposition guidance.

4.14.3.3.5. DELETED

4.14.4. **Reversal of Recommendation.** If the reversal is not rescinding or reversing the elimination, but is reversing the recommendation on a signed AETC Form 125A then the schoolhouse must generate a new AETC Form 125A. Ensure commander's (approval authority) comments on the AETC Form 125A are specific and address abilities, limitations, and any extenuating information that would be helpful in making the best reclassification determination. Likewise, if the recommendation is discharge ensure commander's comments on the AETC Form 125A are specific to the rationale for the discharge.

4.14.5. **Reversing and Rescinding a Training Elimination.** In the event a commander, legal or higher authority reverses an elimination decision after course personnel filed a 125A and entered the elimination code in TTMS, a memo with the TRS or TRG commander's signature rescinding the 125A will be sent to the registrar before removing the elimination code.

4.14.6. **Notifying Follow-on Courses.** For students being eliminated from a prerequisite course, the approval authority notifies the follow-on course TRS/CC.

4.14.7. Approval Signature. Commanders sign and forward the AETC Form 125A IAW **Table 5.6.** The 6-duty-day period begins with entry of the ineffective code into TTMS and ends with the transmittal of the completed AETC Form 125A to the FSS and the registrar office. **Exception:** In the case of a medical or legal review, the initial 6-duty-day period begins upon completion of the review. (T-2).

4.14.8. **Self-initiated Eliminations (SIE). (T-2).**

4.14.8.1. Volunteer status is a prerequisite to continue in certain career fields. Students who withdraw their volunteer status cannot continue in the career field or the associated pipeline courses. Students who graduate BMT and belong to Aircrew Operations (1AXXX); Tactical Air Control Party (TACP)/Air Liaison Officer (ALO); Combat Control (CCT)/Special Tactics Officer (STO); Pararescue (PJ)/Combat Rescue Officer (CRO); Survival, Evasion, Resistance and Escape (SERE); Explosive Ordnance Disposal (EOD); Special Operations Weather Team (SOWT) or Officer Missile Operations may not withdraw their volunteer status before they have officially entered the COIE. TRG commanders may increase the time students must remain in the COIE before exercising

the option to withdraw, as long as the requirement applies consistently to all students in the course.

4.14.8.2. For AFSCs that have an SIE option, training personnel will verbally brief students during in-processing that if they exercise the SIE option, they will be subject to potential discharge. When a student exercises the SIE option, counsel them using the AF Form 174, *Record of Individual Counseling*, that if they follow through with the SIE course of action, the commander can discharge them without further counseling. Have the student sign the AF Form 174 acknowledging the counseling.

4.14.8.3. Use the code LE (Elimination: self-initiated) for students who withdraw volunteer status after entering training. Only use the LE code for student self-initiated withdrawal of volunteer status. TTMS LE elimination code comments are mandatory and must accurately capture the student's rationale for self-elimination. The AETC Form 125A will clearly indicate that the student initiated withdrawal from the career field or a requirement of the career field. When a commander recommends discharge on the AETC Form 125A following SIE, comments will include that the member was briefed and counseled according to 4.14.8.2. (**EXAMPLES**: CEA is a volunteer choice. The Missile Operations career field, 13N, requires a member to sign a statement that they are willing to perform nuclear weapons duty during the commission portion of the pipeline. After course entry, elimination from a technical training course based on a refusal to sign this statement or a withdrawal of this statement after signature constitutes a self-elimination.) Maintaining this status is mandatory to remain in some career fields.

4.14.9. **Type 6 DL Eliminations.**

4.14.9.1. Students may be withdrawn from training as a result of mission requirements, emergency leave, medical, and any other reason beyond the student's control without enrollment penalty. The TRG will make final determination of the student status in context of the underlying situation.

4.14.9.2. TM coordinates if student did not meet course standard to include minimum grade and course completion requirement time.

4.14.9.3. The TRG may approve extensions to completion time at its discretion if the student has a legitimate reason for non-completion within the prescribed timeframe. If the student has no legitimate reason, TMs may impose a re-enrollment penalty of 6 to 12 months from elimination date. Include details in the ETCA course announcement and coordinate it with the enrollment manager. **Note:** For courses where this has been applied, the schoolhouse has had to act as an intermediary in managing TLN requests or other processes have to be put in place to manage the enrollment process.

4.14.9.4. The Type 6 DL POC may make recommendations for elimination or withdrawal based on his or her observations of attendance, performance, and student conduct.

4.14.9.5. In order to gather data for students eliminated or withdrawn from training, the training group will develop an elimination survey and make it available to Type 6 DL POCs to be completed on all eliminated and withdrawn students. The purpose of the survey (see sample in AETCI 36-2208, Technical and Basic Military Training Interactive Multimedia Instruction (IMI) and DL, is to determine reasons for not completing Type 6

DL courses. The data gathered should cover reasons under and not under direct AETC control.

4.14.9.5.1. The Type 6 DL POC or instructor completes the elimination survey with eliminated students and forwards to the DGR.

4.14.9.5.2. Completed elimination surveys are returned to the distribution function and forwarded to the course TM. If an elimination trend develops, the course TM will determine the best course of action to reduce/eliminate future eliminations. TMs will ensure the responsible parties institute required changes to the course and follow-up to ensure they had the desired effect. The TM will elevate concerns outside AETC's span of control to 2 AF/TTOC for appropriate action.

4.14.9.6. Elimination Documentation.

4.14.9.6.1. Mandatory Courses (i.e. 7 level craftsman courses). The TRG responsible for the Type 6 DL course prepares the AETC Form 125A on eliminees and forwards to the registrar for storage.

4.14.9.6.2. Other Courses. The Type 6 DL POC forwards the AETC Form 325 identifying eliminated students (names lined out) with supporting justification for elimination or withdrawal. Attach corresponding elimination surveys with the AETC Form 325. Enter a comment into TTMS identifying the reason for elimination based on the submitted AETC Form 325.

4.15. Recall. Due to unexpected extenuating circumstances occurring outside the training environment. When a home unit recalls a student, remove the student from training after the school or registrar receive a memo or message from the organization commander or MAJCOM verifying the recall. (See Alternate ARC process at 4.15.1.) Enter the appropriate recall code into TTMS (**Attachment 9**). Document all recalls with AETC Form 125A.

4.15.1. Alternate ARC Process. Coordinate all ARC recalls with the appropriate ARC Liaison office prior to processing or removing a student from class. Submit recalls in writing to the Liaison from the Wing Commander or designee stating the reason. The Liaison will provide the recall documentation to the school authorizing the recall. **(Exception) ANG Disciplinary Recall.** The ANG Wing Commander can recall ANG Prior Service (PS) students to administer disciplinary action for an incident that occurs while student is in training. This recall is appropriate when Non-Judicial or Judicial punishment is warranted. Prior to release, document the recall with AETC Form 125A, and code the student with an LD, elimination for disciplinary reasons.

4.15.2. A recall may be used for an initial skills pipeline student in TDY status when washback is not a viable option due to a lengthy interval until the next class start date. This action is taken in lieu of washback or elimination only when TDY expenses are prohibitive for washback (AETC/FMAM) and the intent is to re-enter the student into the same course at a later date, not to permanently eliminate the student from the AFSC. Comments on the AETC Form 125A (for recall) will indicate the intent to re-enter the student into the course and include a projected class start date. Should the initial intent change to permanently eliminate the student from the course/ after the recall, but before the student re-enters the course, the decision authority will generate a new AETC Form 125A and the registrar will replace the recall code with an elimination code upon receiving the AETC Form 125A to

permanently eliminate the student from the course. In this instance, the AETC Form 125A might not include a memo or e-mail exhibit (**Attachment 12**) since the authorizing signature on the AETC Form 125A may serve the purpose the exhibit would serve.

4.16. Reclassification Guidance.

4.16.1. **Eliminees.** Defined as "students removed from training, whether by faculty board or by administrative process (AETC Form 125A/126G, *Record of Commander's Review Action (Graduate Flying Training)*). Eliminees do not include transfers or recalls."

4.16.2. **Commanders.**

4.16.2.1. Screen eliminees closely to ensure retention and separation recommendations align with AFSC and AF needs. Separate those airmen lacking the attitude, aptitude, discipline and motivation to serve in the Air Force. This instruction does not establish authority for initiating separation. Refer to AFI 36-3208, *Administrative Separation of Airmen*. Advise eliminees that the AF will reclassify them based on the needs of the AF. Inform them that reclassification is the exception rather than the rule, and not an entitlement.

4.16.2.2. Consider the following when recommending eliminees for reclassification or separation: Trainees receive established opportunities to succeed in their original AFSC; to include well documented SIA, wash back, and retest opportunities. Difficult retention decisions may be required if established opportunities fall short of graduation. Instructor/instructor supervisor/MTL staff spend the greatest amount of time with trainees, have the best overall picture of trainees' abilities and attitudes, and are important sources of guidance.

4.16.2.3. Separation is warranted for trainees who exhibit disciplinary or motivational problems for which there is appropriate documentation (Article 15, LOR, RIC). Airmen eliminated for disciplinary reasons should be separated. Airmen with AFSCs requiring PRP or Top Secret clearance who engage in minor misconduct should be considered for reclassification when minor misconduct offenses make them ineligible for PRP certification or Top Secret clearance needed for their current career fields. Entry level airmen should be discharged if unsatisfactory performance or conduct shows they are not qualified to be productive members of the Air Force. (**Note:** For further guidance on separation, see AFI 36-3208, *Administrative Separation of Airmen*.) If there is insufficient justification for separation, either disapprove the elimination and return the student to the classroom or make retention recommendations. Commander's comments (recommendation for retention in the AF) on the AETC Form 125A/126G are mandatory.

4.16.2.4. Make AETC Form 125A comments specific to the situation so that they are helpful in making career affecting decisions. Include any extenuating information that would be useful in making the best reclassification (See **Attachment 12**). (Note: Commander's comments (approval authority comments) on the AETC Form 125A/126G are mandatory). For reclassification purposes, include a remark if the member was a student leader (red or yellow rope) or a BMT Honor Grad. (T-2).

4.16.2.5. Avoid multiple reclassifications of students who clearly do not meet acceptable academic, performance, conduct, bearing and behavior, discipline, medical, or other standards necessary for mission accomplishment. The wing commander (381 TRG/CC at

VAFB) is the approval authority for students recommended for a second reclassification. Students will not be reclassified more than two times. Ensure commander's (recommendation for retention in the AF) comments are specific and address abilities, limitations, and any extenuating information that would be helpful in making the best reclassification determination. **Exception:** When a commander recommends retention to move an airmen from one Battlefield Airmen AFSC to another Battlefield Airmen AFSC or from one hard-to-fill AFSC to another hard-to-fill AFSC (e.g., PJ to TACP or TACP to EOD) because it better fits the airmen's competencies and the needs of the Air Force, the reclassification does not require Wing approval to process and does not count toward the max number of reclassifications allowed for the student. (T-2).

4.16.3. **TRG Responsibilities with Respect to Reclassification.** Forward AETC Form 125A elimination packages to the servicing FSS for reclassification when members exhibit strong potential for further AF service (e.g., morale, academic, and physical) or separation when they do not exhibit this potential. Ensure commander's (approval authority) comments on the AETC Form 125A are specific and address abilities, limitations, and any extenuating information that would be helpful in making the best reclassification determination. **Note:** If commander (approval authority) comments are inadequate, 2 AF/TTOC Det 1 will return packages to the TRGs. For airmen recommended for reclassification, see **Attachment 13** for a sample message. (T-2).

4.16.4. **FSS Responsibilities with Respect to Reclassification.**

4.16.4.1. Submit airmen for selected reclassification AFSCs if they meet minimum entry requirements per AFECD. Email reclassification messages to 2 AF/TTOC Det 1. Include electronic copies of the AETC Form 125A or AETC Form 126G, as appropriate. Do not include RIC, LOR, or Articles 15. The original reclassification package should indicate a maximum of 6 AFSCs for which the trainee qualifies.

4.16.4.2. Upon action by the appropriate separation authority, separate airmen who do not meet minimum entry requirements for authorized reclassification AFSCs. See AFI 36-3208, Administrative Separation of Airmen.

4.16.4.3. Query members regarding interest in a transfer to the ANG/AFRC. For members who choose to pursue transfer, forward separation packages to the in-service ANG/AFRC recruiter for review and evaluation.

4.17. Disposition Guidance.

4.17.1. Active Duty categories are defined in Table 4.10.

Table 4.10. Explanation of Categories of ADAF Enlisted IST

	Student Type	Explanation
1	**NPS**	Training pipeline students who enter the Regular Air Force with no previous military service, military training, have not been previously awarded an AFSC and whose designated TRQIs are AJ10, AJ20 or AJ30 as they progress through a specific set of pipeline courses as detailed in the most current PTT document for a given FY.
2	**PS**	Training pipeline students who re-enter the military with previous military training equivalent to the completion of initial training in any branch of service or with total active federal military service totaling 24 months or more and whose designated TRQI is AJ1K as they progress through a specific set of pipeline courses as detailed in the most current PTT document for a given FY.
3	**RET**	Retrainees. Training pipeline students representing current AF enlisted members authorized to retrain into a new AFSC and whose designated TRQIs are AJ1J, AJ3J, AMD0, AJ50) as they progress through a specific set of pipeline courses as detailed in the most current PTT document for a given FY.

4.17.2. **Enlisted NPS** . When a student is eliminated from a course or is disqualified from the AFSC following course graduation for a non-course related AFSC requirement (e.g. PRP), the commander recommends discharge or reclassification using appropriate forms and exhibits. If the commander recommends reclassification, appropriate paperwork is processed (AETC Form 125A/126G) with 2 AF/TTOC, Det 1 and the servicing Military Personnel Section (MPS).

4.17.2.1. **Eliminated Prior to AFSC Award.** 2 AF/TTOC, Det 1 will process the reclassification action IAW AETC 36-2642 if commander recommends retention.

4.17.2.2. **Awarded the AFSC, but Has Not Arrived First PDS.** The MPS will coordinate with AFPC/DPSIDC via the Case Management System (CMS) AFSC disqualification case IAW AFI 36-2101 for removal of the awarded 3-skill level AFSC and update the appropriate disqualified airman reporting identifier (9A000). Once updated with the disqualified airman reporting identifier, 2 AF/TTOC, Det 1 will process the reclassification action IAW AETC 36-2642. **Exception:** If an Airman is attending qualification training at an FTU co-located with their PDS and is assigned the individual Fund Category "Q" until they have completed training, upon elimination the airmen may be reclassified.

4.17.2.3. **Graduated but Disqualified prior to AFSC Award and Arrival at First PDS (e.g. PRP).** If the commander recommends retention, 2 AF/TTOC, Det 1 will process the reclassification action IAW AETC 36-2642. Even though TTMS will contain no elimination code for this situation, TRWs/TRGs will use AETC Form 125A to document the administrative action.

4.17.3. Prior Service. For PS students who are recommended for retention, submit the 125A and Reclassification action worksheet to FSS Assignments/Student Processing Center (additional documents may be required. See **Attachment 12**). For exception to policy requests follow AFI 36-2626. Refer to AFI 36-3208 for separation guidance.

4.17.4. **RET** . The owning MPS will coordinate with AFPC/DPSIDC via the CMS AFSC disqualification case IAW AFI 36-2101 for removal of the awarded 3-skill level AFSC. If the airman possesses an AFSC for which he/she remains qualified, the airman is returned to that AFSC for continued utilization by AFPC/DPSIDC. If the airman does not possess an awarded AFSC, the airman will be awarded the appropriate disqualified airman reporting identifier (9A000, 9A100, 9A200, 9A300 or 9A500, as appropriate) AFPC/DPAA deletes airman's projected assignment and processes new assignment based on currently awarded AFSC or retraining AFSC, if selected for retraining. See AFI 36-2626, *Airman Retraining Program* for additional guidance on students in this category.

4.17.5. **ANG.**

4.17.5.1. The TRS/CC or MTL immediately notifies the ANG liaison at the TRW.

4.17.5.2. The liaison notifies the member's unit of elimination within 24 hours.

4.17.5.3. Cite the reason for elimination and recommended action.

4.17.5.4. The eliminee remains at the TRW until the liaison, in coordination with the home unit, decides what action will be taken.

4.17.5.5. The liaison

4.17.5.5.1. Counsels the eliminee to ensure he or she is familiar with out-processing requirements.

4.17.5.5.2. Forwards a copy of AETC Form 125A to the student's servicing FSS.

4.17.5.6. Each state adjutant general has the authority to recall a student to his or her home base for disciplinary action.

4.17.6. **AFRC.** Immediately notify the Reserve Liaison who will contact AFRC/A1KE for disposition and forwards one copy of AETC Form 125A.

4.17.7. **International Students.**

4.17.7.1. Contact the IMSO when a student is experiencing difficulties that may lead to elimination.

4.17.7.2. The IMSO

4.17.7.2.1. Contacts AFSAT for guidance.

4.17.7.2.2. Initiates nonacademic elimination packages; the TRS initiates academic elimination packages and forwards to the IMSO.

4.17.7.2.3. Processes the package and forwards through the TRW to AFSAT/CC, Joint-Base San Antonio - Randolph TX. The package must contain the TRS/CC's recommendation of removal from training and all supporting documents.

4.17.8. **Officers.**

4.17.8.1. For Regular AF officer eliminations (permanent party), send one copy of AETC Forms 125 and/or 125A along with copies of all available exhibits to the appropriate FSS office IAW **Attachment 12**, **Table A12.1.**

4.17.8.2. If the officer student is TDY or TDY En route, send one copy of AETC Forms 125 and/or 125A along with copies of all available exhibits in **Attachment 12** including a copy of the AF Form 475 and AF Form 286(A) if applicable directly to AFPC/DPSIP.

4.17.8.3. Refer to Air Force Personnel Center Instruction (AFPCI) 36-112, *Line Officer Initial Skill Training Reclassification Procedures*, for additional disposition guidance.

4.18. Graduation. (T-2).

4.18.1. **Student Accounting.** Code students with GE upon successful completion of the course.

4.18.2. **AF Form 1256, *Certificate of Training*. (T-2).**

4.18.2.1. Present AF Form 1256 to each student for each course successfully completed. Include as a minimum: student's name, course number and title, course length in hours, applicable Community College of the Air Force (CCAF) credit, date of graduation, and signature or signature facsimile at the Flight Commander/Chief level or above. **Exception:** When no person equivalent to or above the prescribed level is available, the highest level available signs the certificate (e.g. an instructor may be the only person available to sign the certificate when on a mobile training team (MTT)). List only one course per certificate. (T-3)

4.18.2.2. For Type 6 DL, course personnel prepare AF Form 1256 for distribution to students who complete distance learning courses if the appropriate completion certificate cannot be auto-generated with the proper facsimile signature through the LMS.

4.18.3. **Accelerated Training and Delayed Graduation. (T-2).**

4.18.3.1. Accelerated Training is training that can be accomplished more quickly than programmed due to reasons such as small class size, previous experience of students, etc.

4.18.3.2. The TM approves classes that graduate early or late mindful of potential student-man-year ramifications (delayed graduation) and patterns requiring training plan amendments. In addition, regardless of the number of accelerated or delayed days, add a comment in TTMS. If either accelerated or delayed graduation occurs in an imbalanced way consistently weighted toward one or the other, adjusting course parameters and gaining approval for an amended training plan is required. Any change in grad dates (accelerated or delayed) should show realistic contact hours and include brief comments providing the reason. If MRT or FTD Student Travel TDY funds are in any way impacted by late graduation of seven days or more, including the current course or any follow-on course, coordination with 2 AF/TTOC and AETC/FMAM is mandatory. The TM notifies the Registrar Section of graduation deviations. Where the CGD is advanced five training days or more, the TM notifies the FSS to initiate orders amendments, if necessary. Notify the ARC liaisons and the IMSO, as appropriate.

4.18.3.3. Whether group-paced or lockstep, an early graduation is still technically accelerated training and is appropriately marked as such (Accel-Pass). The instructor changes the block time in the Block Component to reflect the actual completion time. Add a comment when recording the graduation training event to indicate why course personnel accelerated the block and state —All course objectives have been met; there is

no training deficiency. Similarly, comment on delayed graduation briefly capturing the reason for the delay (time loss due to equipment repair, simulator non-availability, etc.).

4.19. Students Out of Training (SOT). When an enlisted NPS, PS or a non-TDY initial skills officer student is out of training either due to graduation or elimination (assumed no additional on-base training or assignment) and does not depart the base in 24 hours, the student is a SOT. When a student graduates or eliminates but does not depart the base within 24 hours, place the student in SOT status (S#G) or (S#L) using the appropriate reason. MTLs/RFPs/DGRs update SOT codes in TTMS. The Registrar Section produces current TTMS SOTS rosters and, together with the FSS and TRF, reconciles the roster weekly. Document and file reconciliation actions and accomplish necessary activities for individuals on the SOTS roster as soon as possible.

4.19.1. SOT and Departure codes are listed in Table 4.11.

Table 4.11. SOT and Departure Codes

SOT Code **% = G for Graduation** **% = L for Elimination** **% = Q for Disqualification**	**SOT Pending**	**Related Departure Code** **% = G for Graduation** **% = L for Elimination** **% = Q for Disqualification**
SA%	Port Call, Passport, Concurrent Travel	HA%
SC%	Assignment (Includes Joint Spouse)	HC%
SD%	Household Goods Shipment	HD%
SE%	Reclassification Action	HE%
SL%	Security Clearance	HL%
SM%	Course/Class Start Determination	HM%
SS%	Medical Hold	HS%
ST%	Administrative Hold, (Includes Weapons Qualification, Under Investigation)	HT%
SU%	Other Actions (Includes Confinement/AWOL/Deserter)	HU%
SV%	Pending Involuntary Discharge Action (ENL)	HV%
SW%	Pending Involuntary Discharge Action (OFF)	HW%
SX%	Orders	HX%

4.19.2. Weekly—Validate students make associated appointments and responsible parties and/or organizations complete required actions.

4.19.3. Weekly—Validate students are progressing towards departure.

4.19.4. Where delays appear unreasonable and intervention warranted; initiate action (See 2.18.11).

4.20. Training Validation Process. (T-2).

4.20.1. To be completed within 7-duty days of entry of a terminal event (graduation, recall, elimination, transfers, disqualifications).

4.20.2. For NPS IST courses, IS level or above validates the terminal events after thorough review of the ST Report coordinated through internal processes.

4.20.3. For other than NPS IST courses, a primary instructor or a DGR appointed to validate the accuracy of terminal events and related training history (internal processes) validates the terminal event(s) after a thorough review of individual ST Reports or the Multiple Student Record View (validation by PDS Class is permissible).

4.20.4. Storage and archival of validated terminal events and all associated training history is a digital process within TTMS.

4.20.5. Registrars validate eliminations and terminal events they are responsible for entering.

4.21. Training Verification Process.

4.21.1. Request type: For Official Use Only (FOUO) or includes a signed approval release from the student.

4.21.2. Requests for Training Verification Letters.

4.21.2.1. Potential requestors: students, education offices or CCAF, Office of Personnel Management (OPM), investigators, civilian universities, potential employers.

4.21.2.2. Letter of verification may be sent in lieu of duplicate training certificates (AF Form 1256).

4.21.3. Requests for certified duplicate copy of Student Training Reports or other training completion forms or records.

4.21.3.1. Potential requestors: students, education offices, Unit TM, supervisory personnel, civilian universities and potential employers.

4.21.3.2. Broad-based requirement to send Student Training Reports out to field personnel no longer exists.

4.21.3.3. Individual requests are weighed on their own merits. Student Training Reports should not be used to support retention or discharge recommendation/decision(s) in the field since a student has successfully met training objectives to required proficiency levels upon graduation.

4.21.4. Considerations When Processing the Request.

4.21.4.1. Registrar technician handles documents to requestors whether digital or hard copy in a secure manner protecting Personally Identifiable Information (PII) according to AFI 33-332, *Air Force Privacy and Civil Liberties Program*.

4.21.4.2. Do not forward to personal e-mail accounts or individual government e-mail addresses for other than authorized requestors.

4.21.5. Use Registrar's seal embosser on hard copy verifications or duplicates of training completion forms or records.

4.22. AF Form 475, *Education/Training Report (TR)*. Use the AF Form 475 to document officer and enlisted student performance as detailed in AFI 36-2406.

4.22.1. DELETED

4.22.2. DELETED

4.22.3. DELETED

4.22.4. DELETED

4.23. The Student Recognition Program.

4.23.1. **The Goal** . To provide special recognition of students who achieve outstanding performance.

4.23.2. **Recognition Criteria.**

4.23.2.1. Selection criteria should apply the whole-person concept, giving the flexibility to weigh performance and academic achievement against other qualities. As an example, consider overall professional qualities such as leadership and follower-ship abilities, conduct, bearing, behavior, attitude, oral and written communication skills, problem-solving abilities, adaptability, and faculty and staff recommendations.

4.23.2.2. Include tie breaker factors in selection criteria.

4.23.2.3. Annotate DG/TG recognition in TTMS.

4.23.3. **DG Program.**

4.23.3.1. **Requirement.** Each TRG will establish a DG program to recognize outstanding achievement in AFSC-awarding and supplemental courses of 20 training days or more. TRGs may include qualifying courses in the DG program and may use its discretion to exclude certain other courses. **Exception:** Courses that do not have percentage scores for an end of course grade are not required to have a DG program. If adopting a DG program for a course that uses no percentage scores, develop objective criteria (e.g. an evaluation or scoring rubric) to determine the candidate(s).

4.23.3.2. **Recommendation from MTF.** NPS selection criteria must include recommendation for DG for NPS students with the MTF/CC or First Sgt. If non-concurring, the MTF CC provides reason via email.

4.23.3.3. **Limit Number of Students.** Recognize up to, but not exceeding, 10 percent of a graduating class. Consistently apply a set percentage of a graduating class to preserve the integrity of the DG recognition program. When 10 percent yields a part person, courses may bestow DG on one person when one of two conditions is met: the part person is 0.5 or greater or a part person less than 0.5 is derived from a class size greater than or equal to max class size. If more than one person, round up only if the part person decimal part is 0.5 or greater. TRGs may create DG subcategories when clearly definable subgroups exist within a class (i.e. NPS vs. PS). If awarding DG on basis of subgroup apply the 10 percent calculation to the subgroup. Deviations/exceptions dilute the desired goal of the standardized program. A graduating class does not have to recognize a DG if no one meets the selection criteria. Expand the quantity authorized to receive DG if an international student otherwise meets the criteria for DG.

4.23.3.4. **Criteria.**

4.23.3.4.1. Meets high standards of attitude, bearing, behavior, conduct, teamwork, and leadership.

4.23.3.4.2. Meets the required final course grade or alternate objective criteria established.

4.23.3.4.3. Achieved a 100% first-time pass rate for all blocks/objectives whether written or performance (all performance tests, written tests, performance progress checks and written progress checks have to be passed the first time).

4.23.3.4.4. Has no disciplinary problems or derogatory comments on file (LOR, RIC, etc.).

4.23.3.4.5. Has no unexcused absence.

4.23.4. **Top Graduate (TG).**

4.23.4.1. Additional recognition may be given to the number one graduate in a class. When a DG has met established TG criteria (superior academic achievement and high standards of leadership, teamwork, and character), this individual may be awarded the TG. A student will receive only one category of award (TG or DG) depending on the criteria met.

4.23.4.2. International students may be awarded the TG certificate, if qualified.

4.23.5. **Recognition Program Certificates.**

4.23.5.1. Award AETC Form 498, *AETC Commander's Award*, for TG and AETC Form 499, *Distinguished Graduate Recognition Certificate*, for DG.

4.23.5.2. Ensure each recognized student receives a congratulatory letter from the TRG/CC, TRS/CC or TRF/CC, with a memo mailed to the honoree's CC, recommending the DG status be included in the student's next performance report.

4.23.5.3. TRG/CCs may authorize the use of a scanned signature, providing adequate procedures are in place to ensure limited access.

4.24. GSU (Detachment (Det) Operating Location (OL)) Guidance.

4.24.1. Where AF personnel are available use regular TTMS student accounting.

4.24.2. Where there are no AF instructors or management personnel at site, a DGR at the parent base enters limited student information (entry, grad, elimination).

4.24.2.1. DGRs obtain information through any verifiable means necessary (other service systems of record, fax, email, etc.).

4.24.2.2. TRGs personnel responsible for GSU training monitor start and graduation dates. The DGR has 24 hours (one duty day) from receipt or knowledge of student status changes to input information in TTMS.

4.25. Field Training .

4.25.1. Terms.

4.25.1.1. Type 4 Training is training conducted at a FTD host.

4.25.1.2. Partial training is when training is interrupted without completion due to unavailability of equipment or personnel or mission requirements.

4.25.1.3. Training session is training below course level or where no course exists.

4.25.1.4. FTD CGC are classes created using the Center Generated Class Recorder are unique to FTD unfunded Type 4 training when the third character of the class number is a "4" (14401). The class is created in TTMS, but does not flow to TPS or OTA.

4.25.2. Student Accounting.

4.25.2.1. IST (AFSC-Awarding). Has a TLN and the classes are created in TPS via annual programming following normal TTMS student accounting.

4.25.2.2. Non-IST Type 4 funded (TLN based) and follows normal TTMS student accounting.

4.25.2.3. Non-IST Type 4 unfunded and non-TLN (FTD CGC) with after-the-fact student accounting.

4.25.3. Partial training is non-TLN based and requires no student accounting until training is resumed and completed.

4.25.4. Training session is non-TLN and requires no student accounting per definition.

4.26. Training Planning, Requirements and Quota Management (QM).

4.26.1. **Comprehensive List of Roles and Responsibilities.** Reference AFI 36-2616, *Technical Training Requirements Programs (Officer and Enlisted)*. The execution year quota management (QM) authority for AF provided training under 2 AF is delegated to 2 AF/TTOC.

4.26.2. **PRDs/PGLs.**

4.26.2.1. The official tasking documents which enable AETC planners and programmers to identify and acquire necessary resources to meet training requirements.

4.26.2.2. The primary differences between PRDs and PGLs are relative to their position on the Planning, Programming, Budgeting, and Execution timeline. The PRD is earlier in the planning process before A1P vets requirements to the Air Force Corporate Structure (AFCS) while the PGL represents the document after vetting through the AFCS.

4.26.2.3. These documents (and changes to these documents) are directly impacted by strategic level changes to: accessions, AFSC sustainment, retention rates, AF end-strength, technical training planning and resource assessments.

4.26.2.4. HAF/A1P and HAF/A1M release the AETC tasking and resourcing documents (PRD/PGL) to HQ AETC/A2/3/10 for HQ AETC/A3P and HQ AETC/A3R review and action.

4.26.2.5. Continual end strength and AF Force Restructure issues often drive ongoing budget and execution training requirement changes to the ADAF EIS/OIS/MRT/FTD/TDR/NR PGLs.

4.26.2.6. See AFI 36-2616 for the different types of PRDs/PGLs which impact technical training and for related guidance.

4.26.3. **The Training Flow Management Working Group (TFM-WG).** The TFM-WG is scheduled annually to discuss the enlisted initial skills requirements. The working group focuses on finalization of user enlisted training requirements. See AFI 36-2616 for its organization.

4.26.3.1. Course capacity, constraints, and shortfalls are identified and addressed. In preparation for the TFM-WG and where final user requirements exceed course capacity, 2 AF units submit draft constraint worksheets and BBPs through the schoolhouse's appropriate squadron, group and wing to 2 AF/TTOC who will post draft constraint worksheets to the EIS SharePoint three working days prior to the first pre-TFM-WG VTC. Other organizations post constraint worksheets directly to the EIS SharePoint. The constraint worksheets and BBPs may need to be updated throughout the TFM-WG process as requirements fluctuate and are solidified.

4.26.3.2. Following the TFM-WG, the Air Staff publishes the EIS PGL and AETC prepares a PTT. AETC will send a staff package requesting operational assessment, to include validated constraints. For 2 AF schoolhouses, the 2 AF/CC confirms constrained courses, current schoolhouse capacity and the resources/cost required to unconstrain the course. For schoolhouses outside 2 AF, submit responses directly to AETC/A3P.

4.26.3.3. When training requirements increase from FY to FY, 2 AF units submit draft AIRWs (**Attachment 21**) through the schoolhouse's appropriate squadron, group and wing, to 2 AF/TTOC who will post draft AIRWs to the EIS SharePoint three working days prior to the first pre-TFM-WG VTC. Other organizations post AIRWs directly to the EIS SharePoint.

4.26.3.3.1. Following the TFM-WG, the Air Staff publishes the EIS PGL, AETC will send a staff package requesting to include additional instructor requirements.

4.26.3.3.2. Following the TFM-WG and publication of the EIS PGL, senior leaders from AETC/A2/3/10-TT and 2 AF/CC and 2 AF/CV will confirm EIS additional instructor prioritization for early fills.

4.26.4. **The Officer Accession Working Group (OA-WG).** The OA-WG is scheduled annually to discuss the officer initial skills requirements. The working group focuses first on finalization of Sources of Commission (SOCs) accession targets, followed by officer training requirements from other users, including ANG, Air Force Reserve, internationals and civilians. See AFI 36-2616 for OA-WG organization.

4.26.4.1. Course capacity, constraints, and shortfalls are identified and addressed. In preparation for the OA-WG and where final user requirements exceed course capacity, 2 AF units submit draft constraint worksheets and BBPs through the schoolhouse's appropriate squadron, group and wing, to 2 AF/TTOC who will post draft constraint worksheets to the OIS SharePoint three working days prior to the OA-WG. Other organizations post constraint worksheets directly to the OIS SharePoint. The constraint worksheets and BBPs may need to be updated throughout the OA-WG process as requirements fluctuate and are solidified.

4.26.4.2. Following the OA-WG, the Air Staff publishes the OIS PGL and AETC prepares a PTT. AETC will send a staff package requesting operational assessment, to include validated constraints. For 2 AF schoolhouses, the 2 AF/CC confirms constrained

courses, current schoolhouse capacity and the resources/cost required to unconstrain the course. For schoolhouses outside 2 AF, submit responses directly to AETC/A3P.

4.26.4.3. When training requirements increase from FY to FY, 2 AF units submit draft AIRWs (**Attachment 22**) through the schoolhouse's appropriate squadron, group and wing, to 2 AF/TTOC who will post draft AIRWs to the OIS SharePoint three working days prior to the first pre-OA-WG VTC. Other organizations post AIRWs directly to the EIS SharePoint.

4.26.4.3.1. Following the OA-WG, the Air Staff publishes the OIS PGL, AETC will send a staff package requesting to include additional instructor requirements.

4.26.4.3.2. Following the OA-WG and publication of the OIS PGL, senior leaders from AETC/A2/3/10-TT and 2 AF/CC and 2 AF/CV will confirm OIS additional instructor prioritization for early fills.

4.26.5. **Training Planning Cycle/Data Call as Related to MRTP process.** The AF/A1PT data call is a critical point triggering a data gathering point for all out-year TT requirements. See AFI 36-2616 for data call details and Mission Readiness Training Program Working Group (MRTP-WG) organization. AETC/A3P schedules the MRTP-WG annually to discuss MRTP (advanced, supplemental, and craftsman), Field Training, and NRT requirements.

4.26.6. **Training Requirement Changes.**

4.26.6.1. **Definition of Scheduling Completion.** Scheduling is complete when the OPR for programming and scheduling (2 AF/TTOC) officially announces that scheduling is complete for EIS, OIS, MRT, FT and NRT. This delineates the line between prescheduling and post scheduling timeframes.

4.26.6.2. **PGL Changes (Adjustments).** A3P processes these adjustments in accordance with AFI 36-2616.

4.26.6.2.1. ADAF Changes/Adjustments. HAF/A1PT approval is required because of implications to AF end strength, accession balancing, and overall career field sustainment.

4.26.6.2.1.1. Accession Constraints (Reconciling Accession and EIS PGLs).

4.26.6.2.1.1.1. For a given FY, on the Accession PGL, AF/A1M identifies the aggregate NPS and PS accession limits. The aggregate NPS accession limit must be reconciled/balanced against the NPS Tech Training course of initial entry (COIE) requirements on the EIS PGL using the AETC/A3P Programmed Tech Training (PTT).

4.26.6.2.1.1.2. When the aggregate COIE NPS requirement (based on the EIS PGL and PTT) exceeds the NPS accession limit (based on the Accession PGL), the HAF/A1PF/A1PT staff will reduce individual AFSCs' NPS training requirements on the EIS PGL (resulting in a corresponding NPS COIE requirements reduction to balance to the Accession PGL).

4.26.6.2.2. Non ADAF (Other Users) Changes/Adjustments. For EIS/OIS courses, follow the Quota Management Adjustment process when non ADAF Tech Training users request scheduled unfilled seats. This process assumes post-scheduling activity.

If EIS/OIS/MRT/FTD/NRT changes/adjustments affect resources, multiple FYs, or multiple PGLs, HQ AETC/A3P must be involved, rules of engagement applied and HAF/A1P approval is mandatory.

4.26.6.2.3. Historical Examples of Changes/Adjustments Impacting Multiple PGLs, FYs, Resources.

4.26.6.2.3.1. **Two or More PGLs Impacted/Multiple Fiscal Years Impacted.** The Air Staff identified a need to reduce enlisted 1C431 RET as an offset to increase the officer 13L1 AM10. The officer and enlisted pipelines share capacity and at the time of the change were scheduled at full schoolhouse capacity. To effect the change, AETC/A3PZ had to decrease RET on EIS PTT by 10; then coordinate with the officer TM to remove seats from the EIS schedules for courses/classes when needed by officer 13L1 pipeline. This also drove an increase to active duty new accessions AM10 on OIS PTT by 10. It was necessary to assess capacity to handle increase. In addition, A3P and A3R had to assess the impact to RET baselines on MRTP PGL and determine whether the program could accommodate the change within existing MRT baselines. The changes drove ripple effects cutting across multiple FYs.

4.26.6.2.3.2. **Resources Impacted.** During an execution year, the Navy requested increases in CE courses (3E031, 3E131 and 3E431) that impacted out-year training requirements. These requests were in direct support of the Global War on Terror and were extremely time sensitive. Their request was forwarded to AF/A1P and it was staffed through A2/3/10 (requesting a capacity assessment). A USN memo stated, ―Naval Personnel Development Command is prepared to fund these additional quotas once quantified by your office. We appreciate your support in meeting this demand signal in support of the Global War on Terror. The USN training requirement increase impacted: funding, facilities, training equipment, and USN instructors. A2/3/10 hosted a meeting with A-Staff personnel (A1M, FM, A3I, A3R, A3P, A3T staff) to identify what was required to expedite the increased training requirements and outstanding funding, facilities, equipment and instructors. Several follow-on meetings among A-Staff personnel were required to work and resolve outstanding issues.

4.26.6.2.3.3. **Two or More PGLs Impacted/Resources Impacted.** Due to a 4,000 enlisted accession increase, the 8B000 (MTIs) and 8R000 (Recruiters) training requirements on the FY's EIS PGL were increased. These AFSCs are also included on the MRT PGL so the increase to these AFSCs resulted in an adjustment to the FY's MRT PGL as well. The A-Staff and AF/A1PT staff worked the resourcing issues to resolve and implement the change.

4.26.6.3. **Rules of Engagement for AETC Increases/Adds in Execution Year.**

4.26.6.3.1. Quota Management (QM) research and assess requests to determine if user needs can be met through QM (4.26.6.4 and subs) within existing schedules. If user needs cannot be met through QM follow steps 4.26.6.3.2 – 4 below.

4.26.6.3.2. EIS/OIS ADAF Change Requests.

4.26.6.3.2.1. All ADAF enlisted and officer change requests are submitted to

AETC/A3P (with suspense, e.g. normally correlated to affected course/class start date).

4.26.6.3.2.2. Review requests to determine if it is a constrained course (if at max capacity, offsets must be taken to increase one user's requirements). Consider pipeline impacts before recommending change (sufficient quotas in follow-on courses).

4.26.6.3.3. EIS/OIS Non-ADAF Increases/Adds.

4.26.6.3.3.1. When 2 AF/Other organizations (e.g. ANG, AFCFM, etc.) receive Non-ADAF Out-of Cycle change requests (increases/adds to schedules), they will forward a recommendation to AETC/A3P (with suspense, e.g. normally correlated to affected course/class start date).

4.26.6.3.3.2. Review requests to determine if it is a constrained course (if at max capacity, offsets must be taken to increase one user's requirements). Consider pipeline impacts before recommending change (sufficient quotas in follow-on courses).

4.26.6.3.4. For both AD and non-ADAF changes, A3P reviews and determines impact to multiple FYs/resources/PGLs.

4.26.6.3.4.1. A3P coordinates change with appropriate organization(s) (e.g. AF/A1PT, AETC/A3R/A3T/A3Z/A1M, AFPC, AFCFM, etc.).

4.26.6.3.4.2. A3P e-mails 2 AF identifying multiple FY/resource/PGL impacts.

4.26.6.3.4.3. 2 AF provides executable changes to A3P in writing (by user/TRQI).

4.26.6.3.4.4. A3P updates PTT (or awaits change from AF/A1PT to update PTT).

4.26.6.4. ARC Annual Requirements for BMT.

4.26.6.4.1. Each July, NGB/A1 and AFRC/A1 staffs provide a written projection of BMT quota requirements to AETC/A3P for the budget year +2 to prepare for the TFM-WG.

4.26.6.4.2. A3P includes the ARC BMT requirements on the BMT Tab in the Draft EIS PTTs to be factored into the capacity assessment process for the TFM-WG.

4.26.6.4.3. Adjustments to ARC Requirements for BMT.

4.26.6.4.3.1. Increases

4.26.6.4.3.1.1. NGB/A1 and/or AFRC/A1 staffs provide a revised BMT Accessions Memo to AETC/A3P requesting an increase to BMT quota requirements.

4.26.6.4.3.1.2. A3P coordinates change request with appropriate organizations (e.g. AF/A1PT, AETC/A3R/A1M, etc.)

4.26.6.4.3.1.3. A3P e-mails 2 AF identifying multiple FY/resource/PTT impacts.

4.26.6.4.3.1.4. 2 AF contacts BMT for capacity assessment.

4.26.6.4.3.1.5. 2 AF provides executable changes to A3P in writing.

4.26.6.4.3.1.6. A3P updates PTT and notifies requestor (NGB or AFRC) what portion of requested increase can be supported.

4.26.6.4.3.2. Decreases

4.26.6.4.3.2.1. NGB/A1 and/or AFRC/A1 staffs provide a revised BMT Accessions Memo to AETC/A3P requesting a decrease to BMT quota requirements for class start dates at least 60 days into the future.

4.26.6.4.3.2.2. A3P coordinates change request with appropriate organizations (e.g. AF/A1PT, AETC/A3R/A1M, etc.)

4.26.6.4.3.2.3. A3P e-mails 2 AF identifying multiple FY/resource/PTT impacts.

4.26.6.4.3.2.4. 2 AF contacts BMT for capacity assessment.

4.26.6.4.3.2.5. 2 AF provides executable changes to A3P in writing.

4.26.6.4.3.2.6. A3P updates PTT and notifies requestor (NGB or AFRC) what portion of requested decrease can be supported.

4.26.6.5. **Quota Management (QM).** QM is the operation of swapping or moving scheduled quotas between non-ADAF users or requesting use of another non-ADAF training user's future scheduled unfilled seats. AF customers manage quotas during the execution year to ensure the most efficient use of training resources. The execution year quota management (QM) authority for AF technical training is delegated to 2 AF/TTOC. The QM authority (2 AF/TTOC) requires properly completed forms for quota movements (**Attachment 14**) and out-of-cycles (**Attachment 15**) promoting a QM discipline among AF customers and reducing risks of erroneous or unintended actions. All TRQIs are eligible to make quota management requests except for Active Duty TRQIs (ADAF NPS, ADAF PS and ADAF RET). The QM authority may reallocate scheduled training quotas after coordination with the TM for the following resource categories in the execution year: ANG, Air Force Reserve, Sister Services, Internationals and Civilians. TRQI managers may request QM actions (except for Active Duty TRQIs) to the QM authority using the prescribed worksheets. The QM authority and the affected TM will coordinate on each request. If requests involve adds/increases to the schedule outside the definition of QM use process steps outlined in 4.26.6.3.

4.26.6.5.1. **Training Quota Movement Worksheet.** The TRQI Manager uses the worksheet to request a movement of quota(s) from one class to another class. The training requester's (TRQI Manager's) total number of quotas in the course should not increase or decrease or change funding type. (See **Attachment 14**).

4.26.6.5.1.1. The TRQI sends all completed worksheets impacting all quota types (P, N, and T) to the appropriate 2 AF/TTOC-P Program Manager. **Note:** Ensure e-mail subject line includes the Course Number and CSD and TRQI has available requirements loaded in OTA by Quota/Funding type.

4.26.6.5.1.2. 2 AF/TTOC-O&P must ensure that schoolhouse capacity exists within class(es)/course(s) where the quotas are being moved. If schoolhouse

capacity does not exist, notify the TRQI Manager that no action was taken on their request.

4.26.6.5.2. **Out-of-Cycle (OoC) Request Worksheet.** The TRQI Manager uses the worksheet to request use of another training user's unfilled seats (See **Attachment 15**).

4.26.6.5.2.1. Under Max Class Size. TRQIs may submit OoC to the PMs for all classes allocated under their maximum size starting in post-scheduling. (Exceptions: enlisted & officer initial skills courses).

4.26.6.5.2.2. MRTP. Prior to completing the Out-of-Cycle Request Worksheet, the TRQI Manager must coordinate the proposed out-of-cycle request action with the TRQI Manager having the unused quota(s) and load requirements by Quota funding/Type in OTA.

4.26.6.5.2.2.1. The PM may distribute unexecuted allocations within the following timelines if not sub-allocated by the TRQI owner.

4.26.6.5.2.2.1.1. NET 60 days for Types 5, 8, 9, A, B, C and D, Other US Government Agency Operations Training, Interservice Training Review Organization (ITRO) consolidated, DOD executive agencies courses and AF/Other Collocated.

4.26.6.5.2.2.1.2. NET 45 days for Type 4 and 7, FTD and MTT courses.

4.26.6.5.2.2.1.3. NET 30 days for Type 2, 3, AETC Resident Special Training and AETC Resident Regular Training Courses. Even though not part of the MRTP program, Type 6 DL courses that have programmed allocations and maximum enrollment limits fall under the NET 30-day rule.

4.26.6.5.2.2.2. For PGL accounting purposes, send all T quota OOC requests to 2 AF/TTOC-O MRTP Execution Manager.

4.26.6.5.3. **EIS/OIS.** The TRQI Manager must coordinate the proposed out-of-cycle request action with the TRQI (with unfilled quotas) if outside timelines set in para 4.26.6.5.2 and subparas. Training users cannot request out-of-cycle or unfilled enlisted and officer initial skills ADAF (NPS/Re-Training/PS) quotas. Initial skills quotas directly impact AFSC health and cannot be converted without AF/A1PT coordination/approval. All TRQI quota movements that change PGL requirements must be vetted through HQ AETC/A3PZ and require AF/A1PT approval.

4.26.6.5.3.1. The Out-of-Cycle Request Worksheet does not apply to enlisted and officer initial skills ADAF users' (NPS: AJ10/AJ11/AJ30; Retraining: AJ1J/AJ3J/AJ50/AMD0; PS: AJ1K; Officer Accessions: AM10; Officer Cross-Flows: AM11) requests.

4.26.6.5.3.2. Due to AFSC sustainment and AF end-strength implications, all out-of-cycle ADAF requests must be coordinated with and approved by AF/A1PT. **Note:** Due to computer system limitations (*STD), NPS follow-on (AJ30) quotas may be increased within capacity to accommodate initial skills pipeline training.

4.26.6.5.4. Designated POCs. The TRQI Manager sends all completed worksheets impacting AP/OP/CP quota types and AN/ON/CN quota types to the appropriate 2 AF/TTOC-P Program Manager and all completed worksheets impacting AT/OT/CT quota types to 2 AF/TTOC-O MRTP Execution Manager. 2 AF/TTOC-P will notify AETC/A3P of completed actions that impact PTT or PGL requirements.

4.26.6.6. **Type 6 DL Training Adjustments.** Out-of-cycle training requests are requests TRQIs submit after the annual screening. 2AF/TTOC-O is the POC for questions pertaining to procedures regarding out-of-cycle training requests.

4.26.6.6.1. Unit Training Managers (UTM) or training requesters will submit all Type-6 DL out-of-cycle requirements to their base Type-6 DL POC, who will then coordinate them with the one or more of the following program POCs: MAJCOM Type-6 DL POC, MAJCOM functional managers, schoolhouse TM, 2AF/TTOC-O, and/or TRQI Manager.

4.26.6.6.2. TRQI Managers ensure requirements for out-of-cycle requests are accurately entered into MILPDS/OTA and must reflect at least the minimum number of students to be trained.

4.26.6.6.3. All Type-6 DL out-of-cycle requests are addressed based on HQ AETC resource availability. TMs will determine whether or not the request can be met in its entirety or not then act accordingly; either scheduling the required resources or advising the MAJCOM that the resources are not available.

4.26.7. **Training Planning Data Quality Checks for Out-Year Planning.**

4.26.7.1. In preparation for the out-year scheduling cycle, TMs will review their courses in TPS to ensure historical users have preloaded their training requirements for the emergent year. If absent, TMs must make contact with those users and remind them that they have until the Data Call Message (DCM) suspense date to load their out-year training requirements or risk losing any training opportunity after the course(s) have been scheduled and flowed.

4.26.7.2. TMs are directed to make note of any impending changes/impacts to their course (deletions, conversions, capacity issues, new requirements, etc.). **Note:** Based on performance, resources, manning, etc., TMs may work directly with AETC/A3PZ, 2 AF/ TTOC, and/or the TRQI Managers to ensure TRQI Managers make appropriate Military Personnel Data System (MilPDS)/OTA adjustments to quotas requiring modification.

4.26.7.3. AETC/A3PZ will interact directly with TRQI's to mitigate conflicts between requirements and PGL prescribed baseline(s).

4.26.8. **Points of Consideration Specific to Programs or Program Groupings.**

4.26.8.1. **EIS/OIS.**

4.26.8.1.1. The TFM-WG and OA-WG provide the means to ensure a quality review of TRQI requirements.

4.26.8.1.2. In rare instances, EIS and OIS requirements will also be reviewed as part of the MRTP Training Manager Quality Review (TMQR). In these instances where requirements are captured on multiple PTTs (Initial Skills and MRTP), the MRTP

review will ensure TRQIs do not exceed MRTP funding baselines. The TRQI requirements will be scheduled according to the EIS or OIS approved PTT.

4.26.8.2. **MRTP/FTD/NRT.**

4.26.8.2.1. AETC/A3PZ will extract projected requirements out of MILPDS/OTA when the DCM suspense date is reached. This data provides the framework for AETC/A3PZ to develop the draft PTT, which will be included in the TMQR tasker issued to 2 AF/ TTOC.

4.26.8.2.2. 2 AF/ TTOC will track the progress of the TMQR and provide a response by the tasker suspense date.

4.26.8.2.3. 2 AF/TTOC will coordinate the TMQR with the schoolhouses, who will ensure that the data reflected on the DRAFT PTT is accurate and complete.

4.26.8.2.3.1. TMs ensure that TRQI Managers make appropriate adjustments to quotas requiring modification prior to beginning of the execution year.

4.26.8.2.3.2. TRQI managers may also initiate quota modifications, as needed prior to the TMQR suspense date. TRQI requirement increases after the DCM and/or the TMQR will not be added to the PTT but may be considered during the execution year using Out-of Cycle procedures in para 4.26.6.5.2.

4.26.8.2.3.3. AETC/A3PZ reconciles DRAFT PTT inputs and mitigates any discrepancies directly with users. If the user fails to police excess requirements, AETC/A3PZ will make the necessary adjustments to the published version of the respective program PTT.

4.26.8.3. **NRT (Type 6).**

4.26.8.3.1. To minimize workload on field units, 2 AF will validate self-paced course requirements based on historical usage.

4.26.8.3.2. Due to the nature of Type-6 DL, most out-of-cycle requirements can be met with minimal impact on resources. **Exception:** AFPC identifies ADAF requirements and AFRC and ANG identify Reserve and Guard requirements respectively in MilPDS/OTA for mandatory 7-level training.

4.26.8.3.3. TMs will also coordinate with TRQI Managers and MAJCOM Type-6 DL POCs.

4.26.9. **PER** . **Attachment 4** identifies the step-by-step process used to calculate, coordinate and approve PERs and a summary of roles. **Attachment 5** identifies how to determine use of the PERs in a pipeline.

4.26.10. Course Constraints.

4.26.10.1. The TM reviews the entry requirements for all pipeline courses and determines if the requirements exceed capacity. If requirements exceed capacity, that is, if there are shortfalls in equipment, facilities, training devices, or funding as a result of increased student entry requirements, the TM prepares constraint packages (**Attachment 6** and **Attachment 7**) to include constraint worksheets and explanatory BBPs. The constraint worksheets and BBPs identify potential production capability shortfalls

through 2 AF/TTOC to HQ AETC/A3T/A3P or directly to HQ AETC/A3P for non-2 AF schoolhouses (See **Attachment 16**).

4.26.10.2. Do not constrain courses for instructors only, unless operations tempo is such that personnel cannot be released to instructor duty or qualified candidates cannot be found. Thus, in rare cases AETC restricts courses for problems with instructor fills causing the schoolhouse to lack qualified instructors to teach the numbers required in the PTT.

4.26.10.2.1. If the shortfall is manpower only, the TM will complete an AIRW (**Attachment 21** and **Attachment 22**).

4.26.10.3. AETC/A3PZ forwards data on unresolved constrained courses to AF/A1PT with a recommendation for action. AF/A1PT revises the draft EIS PGL to reflect unresolved constrained courses.

4.26.10.4. If any course in a multiple course pipeline is constrained, it affects all courses in the pipeline with a proportional decrease in course entries.

4.26.10.5. The constraint process is used in two ways. Initially, it informs Air Staff that production in the AFSC must be limited unless the constrained items (facilities, equipment, or money) are funded sufficiently to be removed. If that does not occur, the constrained requirements are levied on a fair share basis with most TRQIs to the level at which the schoolhouse's capacity can perform. International TRQIs (MX20, HJ64) are not fair-shared in the constraint (that is, they are not limited to the constrained amounts).

4.26.10.6. Procedures for Unconstraining a Course.

4.26.10.6.1. When a course's total student entries fall at or below capacity, initiate actions to remove the constraint. This can occur when capacity is increased or requirements are decreased, so that a constraint is no longer necessary.

4.26.10.6.2. Check for any other resource impacts other than instructors.

4.26.10.6.3. Prepare an unconstraint worksheet using the same format as the constraint worksheet. Reflect the new maximum capacity, and add an update in the remarks block describing what has been done to fix the constraint. Send the worksheet through the schoolhouse's appropriate squadron, group, wing, NAF, and HQ AETC/A3P/A3T advising of the removal of the constraints. **Attachment 16** identifies the process of seeking resources to unconstrain a course progressively from the lowest level (Squadron Level) to higher levels (TRG, TRW, NAF, HQ AETC, Air Staff).

4.26.10.6.4. HQ AETC/A3P will inform AF/A1PT of the constraint removal. AF/A1PT will coordinate with HQ AETC/A3P, and HQ AETC/A3T for any program changes desired during the execution year. Otherwise, program changes will not occur until the next TFM-WG (unconstraining a course).

4.27. Programming and Scheduling Guidance.

4.27.1. EIS/OIS/MRTP/FTD/NRT.

4.27.1.1. After the TFM-WG, OA-WG, and MTRP-WG, AF/A1P finalizes training requirements in the form of a PGLs (the official requirements documents) from which

AETC/A3P completes the PTT s and releases them to 2 AF/TTOC and other users to accomplish annual programming and scheduling.

4.27.1.2. Requirements for initial skills and MRTP/FTD/NRT should not exceed the PGL/PTT baselines established by Air Staff.

4.27.1.3. HQ AETC/A3P tasks 2 AF who, in turn, tasks the TMs through Training Wing/Group POCs to build class schedules in accordance with the number of requirements identified in the AETC scheduling requirements documents located on the respective AETC/A3P SharePoint sites.

4.27.1.4. 2 AF/TTOC provides specific scheduling guidance to TRWs/TRGs for a given fiscal year.

4.27.2. **EIS.**

4.27.2.1. The PGLs contains the aggregate scheduling baseline; however, the TMs are not to use those numbers for scheduling. AETC creates scheduling requirements documents (spreadsheets and PTT) which identify the number of entry requirements approved for scheduling for each user or training resource category. ***NOTE:*** For courses owned by sister services or other DoD agencies do not schedule more requirements than granted to the AF by sister services.

4.27.2.2. Based on the funded Baseline PGL, HQ AETC/A3P provides a PTT to 2 AF/TTOC and the schoolhouses falling outside 2 AF. The TM uses the PTT in conjunction with pipeline guidance to calculate NPS entry requirements. See **Attachment 5** to determine the number of entries for each course in the Air Force Specialty Code (AFSC) pipeline.

4.27.3. **OIS.** Training Managers will create draft OIS schedules based on a draft PGL and PTT for review at the OA-WG. Within 30 days after the OA-WG, AETC/A3P will publish a final PTT with OA-WG approved schedules to 2AF to task TMs to enter schedules into TPS**.**

4.27.4. **MRTP/NRT.**

4.27.4.1. Training Managers (TMs) will only validate/schedule the approved number of requirements (by TRQI, Quota Type, and Priority) as listed on the MRTP PTT when scheduling advanced and supplemental courses.

4.27.4.2. When complete, the number of validated/scheduled requirements for each TRQI, Quota Type, and Priority should match the PTT for all courses. TMs may not schedule more requirements for any TRQI, Quota Type, or Priority than listed on the PTT. TMs may schedule fewer students if the TRQI has lowered their requirements below those reflected in the MRTP PTT.

4.27.5. **FTD.** Refer to AFI 36-2616 for additional FTD guidance.

4.27.6. **Review and Validate Requirements in TPS.**

4.27.6.1. TMs begin the scheduling process by performing a requirements review in TPS to ensure the users' requested requirements in TPS are consistent with AETC's scheduling requirements documents. Requested requirements may exceed funded requirements, but TMs validate only the number of requirements approved for

scheduling. For Sister Service/Other Agencies, TMs will validate requirements to ensure consistency with requirements documents.

4.27.6.2. If requested requirements in OTA are less than funded requirements, TMs will work with TRQI Managers to update OTA to be consistent with requirements identified in AETC's scheduling requirements documents. Communication can be by telephone, e-mail or both and should be as early in the scheduling process as possible. Only the TRQI Manager can change requested requirements in OTA. 2 AF/TTOC-P updates Active Duty requirements to be consistent with AETC's scheduling requirements documents.

4.27.6.3. 2 AF/TTOC ensures that the academic calendar in TPS is up to date before each programming cycle.

4.27.6.3.1. TMs will finalize schedules in TPS based on the AETC scheduling requirements documents, place schedules in —TM Lock and then notify the QRC.

4.27.6.3.2. TMs will provide copies of or access to the Proposed Distribution Report & Summary and the completed Multiple Course Pipeline Checklist, if applicable, to the QRC.

4.27.6.4. The QRC is an essential part of the scheduling process. Each TRG's Director, Training and Education or equivalent will assemble a QRC to review all schedules and spreadsheets before TMs release schedules to the responsible PM. The TRG's Director, Training and Education determines the exact procedures for implementing the council.

4.27.6.4.1. The QRC consists of personnel within the schoolhouse who are experienced in scheduling. Their purpose is to analyze schedules to ensure compliance with established criteria and to resolve conflicts with TMs before releasing schedules to the 2 AF Program Managers. The TRG Director, Training and Education will chair and appoint members to the QRC.

4.27.6.4.2. The QRC verifies that the schedules and spreadsheets comply with scheduling guidance and are ready for release to the PM. The QRC will also ensure Multicourse Pipeline Worksheets have been coordinated between all training locations (to include other TRWs) for a continuous student flow with minimal training delays between courses within the pipeline. TMs will provide e-mail notification to PM when schedule is in TM lock and ready for review.

4.27.6.5. Changes to Original Schedules.

4.27.6.5.1. When changes to original schedules are required, TMs will accomplish the AETC Form 179A (See **Attachment 17**) and coordinate changes affecting EIS/OIS pipeline schedules with 2 AF/TTOC Det 1 (AJ10), AFPC/AFRS/AETC/A1 (AJ1J, AJ1K, AMDO) or Officer Accessions/Crossflows (AM10, AM11) prior to submission of AETC Form 179A to PM. For supplemental/advanced schedules TMs will pre-coordinate with all TRQIs if class start date is within 30 days (60 days for changes involving MX20 students) prior to AETC Form 179A submission. Consider the second, third order effects on users, the associated PGL/PTT, any impacted programs and follow-on pipeline course flows and schedules when deleting or adding classes or changing class allocations. Ensure any changes (additions/deletions) to

EIS/OIS pipeline schedules that equate to a PGL/PTT change are properly vetted (see paras 4.26.6.2 and 4.26.6.3).

4.27.6.5.2. After CSD, AETC Form 179As will only be submitted with respect to CGD changes when the CGD is accelerated or delayed 7 or more days. Any change in CGD (accelerated or delayed) is annotated in TTMS with appropriate comments indicating the reason for acceleration/delay.

4.27.6.5.3. Delete Classes. TMs must notify all TRQIs if CSD is within 30 days. Annotate completion of notification task in block 16 of the 179A. Coordinate changes involving MX20 and HJ64 (International Students) with the Foreign Military Training Office NLT 60 days prior to class start date. Initial skills classes will not be deleted without 2 AF/TTOC approval to ensure PGL production goals are maintained.

4.27.6.5.4. Add Classes. TMs will notify all appropriate TRQIs to build any additional requirements in OTA, as necessary, for added classes.

4.27.6.5.5. Change Class Allocations. If the user requirements change (MRTP/TPR), TMs will coordinate with 2 AF/TTOC Det 1 (AJ10), AFPC/AFRS (AJ1J/AJ1K) and/or Officer Accessions (AM10) as applicable, prior to submitting a 179A stating where they require additions/deletions.

4.27.6.6. Miscellaneous Scheduling Guidance.

4.27.6.6.1. Do not schedule classes of five academic days or less that have TDY students over the weekend. If possible, avoid scheduling classes to start on a Monday after a Holiday. **Note:** These prohibitions do not apply to subsequent classes if preceding class (es) is/are less than five days and does not apply to subsequent courses in multiple course pipelines.

4.27.6.6.2. Schedule classes of 10 academic days to start on Monday and grad on Friday. Note: These prohibitions do not apply to subsequent classes if preceding class (es) is/are less than ten days and does not apply to subsequent courses in multiple course pipelines.

4.27.6.6.3. Minimize delays between courses in multiple course pipelines.

4.27.6.6.4. Avoid graduating a class on a Friday following a Thursday holiday. Accelerate or start one day early for a Wednesday graduation.

4.27.6.6.5. Give civilian students first priority for day shift classes. If a student is assigned to a shift between 1800 and 0600, give the student a copy of the academic schedule to send to his or her time and attendance officer. Also provide a revised training schedule if the schedule changes.

4.27.7. **Type 6 DL Scheduling and Distribution Guidance.**

4.27.7.1. **Course Announcement.** TMs publicize courses through the ETCA website. The course announcement will specify registration requirements, course delivery requirements, and customer responsibilities at user sites. TMs will coordinate with 2 AF/TTOC prior to finalizing ETCA content. 2 AF/TTOC will also assist with preparing Type 6 DL POC instructions on new courses. In addition, the TM coordinates with 2 AF/TTOC, HQ AETC/A3T TPM, and the AFCFM on a message to the field announcing

course releases. TMs will provide inputs (broadcast schedules, course announcements, course revisions, etc.) for the 2 AF Live Guide.

4.27.7.2. **Base Type 6 DL POCs.** Provide administrative support for Type 6 DL, screen for requirements, request out-of-cycle requirements, manage and control Type 6 DL materials, control examination material, and schedule and conduct broadcasts. (Note: Type 6 DL POCs may also serve as site coordinators providing technical and administrative support for satellite broadcasts and function as test control officers (TCO). The Type 6 DL POC role is defined in AFI 36-2201, *Air Force Training Program*.

4.27.7.3. **Annual Screening.** Air Staff initiates the Type 6 DL annual screening concurrently with MRTP screening. See AFI 36-2616 for specific guidance on Type 6 DL annual screening requirements. Use requirements identified in the annual screening to build annual broadcast schedules, and to plan and position resources in support of other Type 6 DL courses.

4.27.7.4. **Out-of-Cycle Requests.** All Type 6 DL training requests submitted after the annual screening (out-of-cycle) are addressed based on availability of HQ AETC resources. Type 6 DL out-of-cycle training requests are sent to the appropriate TM. TMs determine whether the request can be met and act accordingly, either scheduling the required resources or advising the MAJCOM that the resources are not available to provide the requested training.

4.27.7.5. **Schedule Training.** The majority of Type 6 DL courses are designed to be self-paced, asynchronous and do not require sub-allocations, but do require the TM scheduling classes. However, some Type 6 DL courses such as webcast and ITV are synchronous, designed to include interactivity with an instructor or other students. For these courses, the AETC TM validates and schedules requirements. Although allocations may be limited by the facilities on site, normally the maximum number of students in training at each base will determine the number of classes needed to meet the training requirement. When no cost-effective delivery is available, the TM will notify the requester.

4.27.7.6. **Mandatory 7-Level Courses (Web-Based).** TMs build required number of classes to support training requirements. AFPC enters student data for active duty students; AFRC and ANG DPs enter student data.

4.27.7.7. **Asynchronous Courses Passing on ADLS/TTMS interface.** TMs schedule regular classes throughout the FY (typically one or two classes per month).

4.27.7.8. **Web-Based Training.** Technical training courses available via the Internet are available on the ADLS. Contact HQ AETC/A5TV or 2 AF/TTOC for web address. Course descriptions are available in the ETCA. Students enroll via ADLS, notify the Type 6 DL POC if they need additional materials and when ready to test, if applicable. After the schoolhouse confirms the student has successfully completed the test, AF Form 1256's are mailed to the Type 6 DL POC for distribution to graduates.

4.27.7.9. **Courses Requiring Satellite Time.** For courses requiring satellite time, the TM provides inputs such as uplink site requirements, downlink site locations, and broadcast schedule to the satellite scheduling function for the local broadcast facility. The satellite scheduling function will coordinate all requests with 2 AF/TTOC to

minimize scheduling conflicts. TMs will deliver schedules to the satellite scheduling function for forwarding to 2 AF/TTOC for inclusion in an annual broadcast schedule and 2 AF Live Guide.

4.27.7.10. **ITV.** For ITV courses, at least 40 calendar days prior to scheduled broadcasts, the instructor or faculty member assigned to the course will contact the Type 6 DL POCs who have not provided a preliminary AETC Form 325.

4.27.7.11. **CD-ROM and Paper-Based Courses.** CD-ROM and paper-based courses are shipped as directed by the TM. In some cases, they are prepositioned with the appropriate base level Type 6 DL POC who maintains them in a library so they are available to students on an as-needed basis. Additional CD-ROMs and paper-based materials may be requested using an out-of-cycle request. TMs build required number of classes to support training requirements.

4.27.7.12. **Training Delivery.** The distribution function must dispatch training materials no later than 30 days prior to CSD. For out-of-cycle requirements, dispatch course materials within 15 days of receipt of the request. Base Type 6 DL POCs may establish a library for Type 6 DL materials for high-flow courses. The delivery process must remain responsive to customer needs. TMs should fill requests for additional materials and class seats if resources and timing permit. TMs will work with course personnel to ensure training materials are made available to the distribution function for reproduction and distribution so the distribution function can comply with established timelines.

4.28. 2 AF/TTOC-P Procedures Related to Sister Services.

4.28.1. **Army Procedures.**

4.28.1.1. Obtain an ATRRS account for each Program Manager (PM) that provides quota management support for Army technical training courses.

4.28.1.2. PMs will receive Army-required student information for initial skills courses from OTA Reports and for supplemental/advanced courses from the TRQI via the Sister Service Course Worksheet (See **Attachment 18**). If required student information is not received within the timeframes listed in Para 4.26.6.5.2.2.1.1, the PM can cancel the quota out of MilPDS/OTA to avoid student being returned to station due to AF student not having a validated ATRRS seat.

4.28.1.3. For those allocations that will be used, but there is no current student information to put in ATRRS, quotas will be put on "HOLD" status. This will ensure allocations will not be taken automatically. As soon as the required student information is available, a substitution will be made in ATRRS.

4.28.1.4. If the PM is notified that quotas will definitely not be used or increases are requested, forward the details to HQ AETC/A3PZ for action.

4.28.1.4.1. **Submitting Increases and Decreases for Validated Army Seat Requirements.**

4.28.1.4.1.1. Users submit via email a formal Training Resources Arbitration Panel (TRAP) request to HQ AETC/A3PZ for increases or decreases to requirements within an Army course. Note: This also includes any out-of-cycle requests when there is no available seat.

4.28.1.4.1.2. HQ AETC/A3PZ submits an offline TRAP request for the execution and the scheduled year (i.e. scheduled year is the FY following execution year). The offline TRAP for the execution year is sent via an email. When an online TRAP is available for the scheduled year, HQ AETC/A3PZ inputs increases or decreases directly into the ATRRS system.

4.28.1.4.1.3. The Army POC returns an email confirmation regarding an offline TRAP, whether it can or cannot be supported. If supported, the Army POC updates ATRRS and request AF to update seat requirements. HQ AETC/A3PZ informs user and 2 AF/TTOC. The PM at 2 AF/TTOC updates seat allocation and schedule.

4.28.1.4.1.4. **Foreign Language Requirements.** When a user requests an out-of-cycle language seat, an email is sent to 2 AF/TTOC. The PM at 2 AF/TTOC works with other users to find a seat. If a seat is not available, 2 AF/TTOC contacts HQ AETC/A3PZ. HQ AETC/A3PZ submits a formal TRAP request.

4.28.2. **Navy Procedures.**

4.28.2.1. Obtain an eNTRS account (eNTRS is a subprogram within CeTARS the overarching Navy suite of applications) for each Program Manager (PM) that provides quota management support for Navy technical training courses.

4.28.2.2. PMs will receive Navy-required student information for Initial Skills courses from OTA Reports and for supplemental/advanced courses from the TRQI via the Sister Service Course Worksheet (See **Attachment 18**). If required student information is not received within the timeframes listed in Para 4.26.6.5.2.2.1.1, the PM can cancel the quota out of MilPDS/OTA to avoid student being returned to station due to student not having a validated eNTRS seat.

4.28.2.3. For those allocations that will be used, but there is no current student information to put in eNTRS, quotas will be put on "NO NAME RESERVATION" status. This will ensure allocations will not be taken automatically. As soon as the student information is available, a substitution will be made in eNTRS.

4.28.2.4. If the PM is notified that quotas will definitely not be used or increases are requested, forward the details to HQ AETC/A3PZ for action.

4.28.2.5. Moving quotas to different classes will be requested by sending an e-mail to the applicable Production Management Office Line Analyst co-located with NETC at Millington TN.

4.29. Contingency Plans. Follow your installation's Comprehensive Emergency Management Plan 10-2 as directed by AFI 10-2501, Air Force Emergency Management (EM) Program Planning and Operations, and Reconstitution of Mission Plans (RoMP) if unforeseen events force training cancellation.

4.30. Training Orders or Amending Administrative Orders.

4.30.1. AFRC. Coordinate all orders with the supporting AFRC liaison who contacts student's home unit for issuance of modifications.

4.30.2. ANG. Coordinate all orders amendments with the supporting ANG liaison who contacts the student's home unit for issuance of amendments.

4.30.3. AETC MRT TDY to School Funded.

4.30.3.1. The TRS coordinates in advance with 2 AF/TTOC potential delays greater than 7 academic days due to washbacks, medical hold, elimination, disciplinary holds, etc.

4.30.3.2. This approval is needed for amending training orders or administrative orders and should be initiated as soon as delay is known, but NLT 10 days after student was eliminated or washed back from class or the TRS is notified of pending action (whichever is sooner).

4.30.3.3. Coordinate directly with AETC/FMAM all pipeline and TDY en route to PCS student delays. AETC/FMAM works jointly with the OPR on MRT issues – 2 AF/TTOC.

4.31. Leave.

4.31.1. ADAF Students. The TRS/CC (for GSUs, the unit CC/chief, or equivalent) is the final approval authority for emergency leave, although, for NPS students commanders may delegate, in writing, to the MTF/CC. Regular leave is not normally granted to students in SOTS pending reclassification following elimination; if regular leave granted to a SOTS pending reclassification is approved by the TRS/CC or GSU unit CC/chief, who ensures the student is available during the reclassification process and for the new training CSD following reclassification. Leave is not normally granted between phases of training. Exception: Leave may be granted during Holiday Exodus. Exception: If leave is granted between training locations, the TRS will notify the follow-on course of the student's leave and when he/she will arrive at the next location.

4.31.2. Guidelines for Special Holiday Leave and Duty at PDS. Guiding the student in the right direction when it comes to leave questions and providing the student a memo template to arrange holiday duty at the Permanent Duty Station if requested is the combined responsibility of all in the TRS and MTF to whom the student may appeal for help or guidance in this area. (MTL, I, IS, TM). ARC liaisons also inform students in their respective areas and point them in the right direction.

4.31.2.1. Ordinary Leave. Students may take up to the amount of leave they accrue, or will accrue during the period of their orders, at their own expense.

4.31.2.2. Advanced Leave. Is authorized.

4.31.2.3. Excess Leave. Not authorized.

4.31.2.4. Travel Orders. For the purpose of the holiday closure period will NOT be issued.

4.31.2.5. Students Who Remain at School. Perform duties as required by the training organization.

4.31.2.6. Duty at the PDS during the Formal School Holiday Closure. Students who live within commuting distance of their PDS, or who will otherwise lodge within commuting distance of their PDS (at their own expense) for the duration of the Duty at PDS, may return at their own expense to perform duty during the holiday closure period. This is at

the member's request and convenience. They must have written authorization from the TRS commander, coordinated with their PDS commander. (See **Attachment 19**) Authority: AFI 36-3003, *Military Leave Program*, Paragraph 6.1.3. and *Joint Federal Travel Regulations*, JFTR U-4175. This duty is performed at no-cost-to-the-government. Approval authority rests with the training squadron commander (TRS/CC) or authorized representative, with the duty being "concurred" by or coordinated with, the PDS/CC, or authorized representative.

4.31.2.7. Constructive Computation of Travel Expenses. According to JFTR U-4175, actual and allowable expenses will be reimbursed up to but not more than the cost of expenses that would have been incurred if the student had remained at the training location. A TDY student who checks out of lodging may then use that authorized expense "saved" to offset the actual and allowable expense of mileage or airfare (only if tickets are purchased through a CTO) for travel to the PDS location and return. An NPS Student assigned to a no-cost lodging MTF, or a PCS Student with no lodging or per diem entitlements would benefit little from this program, except it would save leave, or allow the student to return home for the duration of the holiday break, when the student did not have sufficient leave for the duration.

4.31.2.8. Recall. Not permitted under any circumstances. The PDS/CC cannot authorize or direct a member to return to perform duty as this would constitute a unit recall, which is prohibited. A recall action terminates course enrollment, cancels the training line number, and precludes the student's return after the holiday period.

4.31.2.9. Definition of Duty or Suitable Work. Consider duty or suitable work to be comparable to the type of duty a student would perform at the training location during the holiday break, to include: cleaning details, runner, answering phones, or helping in the area of the student's assigned AFSC. Specific duty within the student's assigned AFSC is not required. **Note:** Duty cannot be performed at the student's home of record (no telecommuting).

4.31.2.10. Departure and Return. Students may not depart earlier than nor return later than times authorized by school officials. Training squadron commanders are the final authority for approval.

4.31.2.11. Memo Requesting Duty at the PDS during the Formal School Holiday Closure. Complete (Sample at **Attachment 19**) through the first indorsement prior to departure. The member completes the required information and faxes to the PDS/CC for indorsement. The technical training squadron that the member is assigned to provides the memorandum for their students. Provide a copy of the completed memorandum to the Liaison Office and submit with the travel voucher at the end of training.

4.32. Faculty Board.

4.32.1. **Purpose.** To consider only the academic deficiency or substandard student performance that affects academic achievement, and whether there is sufficient cause to eliminate the student from training on that basis.

4.32.2. **Optional and Not a Student Entitlement.** Conducting a Faculty Board is optional at the discretion of the local commander or appointing authority when the review process for the elimination proves inadequate. A faculty board is not a student entitlement. The faculty

board lengthens the reclassification/discharge/continuation in training decision process. Use it as the exception not the rule. Clear facts surrounding an academic/administrative elimination preempt the need for a faculty board in most cases. Timely, decisive action and involvement on the commander's part are vital to keep the disposition process moving forward.

4.32.3. **Actions Following Decision to Conduct a Faculty Board.**

4.32.3.1. Give students a letter of notification.

4.32.3.2. Have student acknowledge receipt by endorsement.

4.32.3.3. Inform student of the training status while pending board action.

4.32.3.4. Inform student of the right to request legal assistance and advice before the board meets rather than formal representation during board proceedings.

4.32.3.5. Inform the student of right to request waiver of faculty board action by submitting a request in writing to the appointing authority. If the waiver is granted, the student is eliminated from training.

4.32.3.6. Inform student of witnesses to be called by the board and ask if the student wants witnesses called on his/her behalf.

4.32.3.7. Let students review all exhibits (records or documentation) the faculty board will review.

4.32.3.8. Explain faculty board proceedings to the student relative to the following:

4.32.3.8.1. Uniforms.

4.32.3.8.2. Reporting.

4.32.3.8.3. Right to testify, make statements, or remain silent.

4.32.3.8.4. Right to question witnesses.

4.32.3.8.5. Sequence of faculty board events.

4.32.3.8.6. Board findings and recommendation.

4.32.3.8.7. Review and approval procedures.

4.32.3.9. Inform students that they will receive notification of action by the approving official.

4.32.3.10. Explain possible reassignment action or release from active duty under current separation policies if a commander chooses to eliminate a student.

4.32.3.11. If international student is involved:

4.32.3.11.1. Immediately notify the IMSO who will make all necessary contacts.

4.32.3.11.2. When appointing the student's Country Liaison Officer as a nonvoting member, identify the member as a member of the AETC staff, and indicate the country he or she represents.

4.32.3.11.3. Follow the action above with an electronic message to AFSAT within two workdays. Send an information copy to SAF/IAP, the appropriate security

assistance organization, and the CLO, if applicable. Include the student's name, grade, country, line number, project, and the reason for the faculty board.

4.32.3.12. See Table 4.12 for composition and roles of Faculty Board.

Table 4.12. Composition and Roles of Faculty Board

	Role or Category	Guidance (Composition and Roles of Faculty Board)	
1	Composition	Three voting members senior in rank to the student, a recording secretary, and any nonvoting members who are invited to participate. For reviewing a military member at least two out of three voting members will be AD military allowing for one civilian member with rank equivalency senior to the student and active in a training professional series or leadership position.	
2	Other qualifications / limitations	**1**	For ANG or AFRC students, contact HQ AETC/CG or RF to determine if a nonvoting representative is required.
		2	The recording secretary must be a military member when a military student is before the board and a commissioned officer when a commissioned officer is before the board
		3	The senior voting member serves as president.
		4	No person who has instructed or recommended the member for elimination may be on the board.
3	Appointing Official	**1**	Publishes orders appointing members of the faculty board. The orders will specify the purpose and duties of the board.
		2	Ensures each faculty board member understands the functions, duties, and procedures of such a board
		3	Ensures students are notified in writing to appear before a faculty board and obtain written acknowledgment from the student (**Attachment 20**).
		4	Ensures students are briefed on faculty board procedures, including the following information: students may submit evidence, call witnesses, question witnesses, elect not to make a statement, or elect to make a sworn or unsworn statement to the board. If students make a sworn statement, they are subject to cross-examination by members of the board.
4	Board President	**1**	Conducts faculty board in a military manner with due respect accorded to individual's dignity and rights.

	Role or Category	Guidance (Composition and Roles of Faculty Board)	
		2	Fully develops and clarifies all relevant information in the student's record.
		3	Grants the student the opportunity to fully present his or her testimony or evidence, and to question witnesses.
		4	Rules on questions of order and procedure, and the admissibility of evidence. The standard for admissibility is relevance, and not otherwise privileged by operation of law, regulation, or policy.
		5	Conducts a vote on faculty board findings and recommendations. Board findings shall be based on a preponderance of the evidence.
		6	Submits a report of faculty board findings and recommendations to the appointing official. The report will contain a summary of proceedings, testimony, pertinent documents, and the signatures of voting board members. The report will become an exhibit to the AETC Form 125A (**Attachment 12**, Table A12.1).
5	Recorder	**1**	Designates the board room.
		2	Notifies necessary personnel of time and place of the board.
		3	Ensures all aspects of the case are fully developed.
		4	Maintains an electronic recording or written notes of the proceedings to aid in the preparation of board summaries.
		5	Retain the recording (or notes) for at least 120 days.
		6	Prepares a summary or record of the board proceedings to include the following: references to the specific records the board reviewed, a list of witnesses appearing before the board, a resume of the testimony of each witness, a description of any extenuating circumstances that may have contributed to a student's deficiency, a summary of the major factors and specific rationale the board considered in arriving at its finding and recommendations.

4.33. Counseling. (T-2).

4.34. Enlisted NPS Accession Plan Development.

4.35. Classification.

4.36. Reclassification. 2AF Det 1 will reclassify all recommended trainees (AD NPS and PS) IAW the Enlisted Initial Skills Rack and Stack Guidance memo.

4.34.1. HQ AETC/A3PS will extract the current ALLODOC from TPS and send the data to 2AF/Det1. When training schedules are completed, use the ALLODOC to begin development of the Accession Plan.

4.34.2. The Accession Plan will include the AFSC classification/reclassification EIS rack and stack priority (category).

4.34.3. The Accession Plan manager will:

4.34.3.1. Analyze three fiscal years' worth of accessions data to support GTEP percentage changes.

4.34.3.2. Consult with HQ AETC/A3T training pipeline manager (TPM), Air Force Recruiting Service (AFRS), and the 2 AF/Det 1 Force Management to review supporting data and recommend any adjustments to GTEP percentages.

4.34.3.3. Submit recommended GTEP percentage changes and supporting data to HQ AETC/A3P for approval.

4.34.3.4. Submit final Accession Plan to HQ AETC/A3P for approval and release to HQ Air Force Recruiting Service.

4.34.4. Accession Plan Changes.

4.34.4.1. HQ AETC/A3P receives proposed adjustment to the Accession PGL from AF/A1PT.

4.34.4.1.1. HQ AETC/A3P staffs Accession PGL changes to 2 AF requesting capacity assessment; whether all, part or none of the proposed changes can be implemented.

4.34.4.1.2. Once notification is received identifying which part of the changes can be supported, AETC/A3PZ updates EIS PTT and notifies AF/A1PT.

4.34.4.2. 2 AF/TTOC-P will make requirement changes/schedule changes in the TPS based on approved PGL/PTT change requests.

4.34.4.2.1. Compare program entry data from ADSS and validate the numbers with the PTT (COIE courses).

4.34.4.2.2. Notify HQ AETC/A3PS and 2 AF/Det 1 that all changes are complete and updated in Tech Training systems.

4.35.1. 2AF Det 1 will classify all AD NPS trainees IAW the Enlisted Initial Skills Rack and Stack Guidance memo.

4.33.1. Inform students of their academic progress throughout the course and counsel them as soon as any problem is detected. Counsel students whose attitude and behavior do not meet Air Force standards. Record serious deficiencies, trends of poor performance, and any other academic, discipline or conduct problems.

4.33.2. Use AETC Form 173, *Student Record of Academic Counseling and Comments*, for academic and performance counselings. Describe the academic or course performance deficiency in a short, concise narrative summary and identify the root cause for the deficiency. Use AF Form 174, to document nonacademic counseling such as military

standards infractions and any infraction where the member departs from standards of conduct, bearing, and integrity, on or off duty. Keep counseling forms in the student's record at all times throughout training.

4.33.3. Document the reason (Progress Check (PC) failure, block failure, safety violation, attitude, military standard, etc.), and date of counseling in TTMS. Additional TTMS comments, if included, will be in a brief synopsis format and will not duplicate counseling details already captured on the AETC Form 173 or AF Form 174.

Chapter 5

METRICS

5.1. The Role of Information Systems.

5.1.1. **ADSS.** ADSS is the command's data-oriented decision support system that facilitates organizational decision-making activities. ADSS collects data from training management systems such as TPS, TTMS SM and OTA. It also collects flying training data. Data is extracted from the sources systems and loaded into the ADSS daily. ADSS provides AETC with the tools and capabilities to capture data from operational delivery systems and to organize, analyze, and present information for the purpose of supporting command decision making and mission objectives. The standard ADSS technical training reports listed in AETCI 36-2642 will act as the single point of reference for reporting production and related training metrics up and down the chain-of-command.

5.1.2. **TPS.** TPS provides ADSS requirements, allocations and course and class scheduling information.

5.1.3. **TTMS** . TTMS SM is the official system for entering, tracking, and reporting student transactional data in the tactical and operational environment. It provides ADSS actual production data along with a variety of other student accounting data including eliminations and washbacks on a daily basis.

5.1.4. **OTA** . OTA provides a small amount of NPS student data for the TTPA (Technical Training Production Analysis) and TPC (Training Pipeline Continuum) packages in ADSS.

5.2. Key Metrics. Table 5.1, 5.2, and 5.3 define standard ADSS key metric reports. **Note:** In addition to the standard performance metrics, subordinate units may develop performance metrics to assist in root cause analysis.

5.2.1. A key metric has the following attributes:

5.2.1.1. Measures performance over time and indicates emerging trends.

5.2.1.2. Provides direct information about the process it quantifies and allows managers to see the process status at a glance.

5.2.1.3. Links the organization directly to the goal of a trained force.

5.2.1.4. Is practical, easy to understand, and easy to collect.

5.2.1.5. Is flexible and changes as the process changes or is improved.

5.2.2. TRWs/TRGs will use the ADSS standard metrics defined in Tables 5.1 and 5.2 to assess status and progress in achieving their mission and as an indicator of when RCA and action plans are necessary.

5.2.3. **Table 5.1.** lists BMT standard key ADSS reports and **Table 5.2.** and **Table 5.3.** list Technical Training standard key ADSS reports with defined indicators of success. An ideal goal for all processes is to eliminate waste and improve performance, thus being both effective and efficient.

5.2.3.1. Green indicates an acceptable range of success, but does not eliminate the need for continuous process improvement; however a root cause analysis (RCA) is not mandatory.

5.2.3.2. Yellow indicates a marginal range of success and indicates the need for RCA with a follow-up action plan to implement potentially significant changes to resolve root cause problems.

5.2.3.3. Red indicates an unacceptable range of success; revealing an immediate and major need for RCA with a follow-up action plan to implement potentially major changes to resolve root cause problems.

5.2.4. Standard ADSS report dashboard ranges may be subject to HQ AETC adjustments following analysis over time and coordination with 2 AF.

5.2.5. Dashboard indicator ranges will be posted and maintained on the AETC Tech Training Policy SharePoint Site with any changes announced to the Technical Training Community. ***NOTE 1***: It is understood that when a metric includes only a few data points over a very limited time range that a green, yellow, or red status indicator may not yet be representative of the true status or condition of the course or pipeline. ***NOTE 2:*** Where training is other service/organization-owned and designed, AETC units cannot be held to the same accountability as when AETC owns, designs and conducts the training. In these cases, AETC course personnel should track the same metrics, but may be limited to making recommendations to the organization and/or participating in improvement events with the service/agency owning designing and conducting the training. (T-2).

Table 5.1. Standard Key ADSS Reports – BMT

	Report Name	**Formula and Description**
1	**BMT On-Time Graduation Rate**	= # Grads (T04) / (# Entries (T01) Takes the number of Week Group Grads (T04 codes) and divides by the number of same Week Group Entries. This measurement report includes graduates who must graduate with the same Student Entry Week Group in which they began. Grads (T04) - # of students who graduated with their originally assigned week group and departed (shipped) on the following Monday. Entries (T01) - # of student accessions from their originally assigned week group. **Note**: Entries and Grads must be from the same week group.

Table 5.2. Standard Key ADSS (Strategic/Operational Level (HQ AETC/2 AF)) Reports–Tech Training.

			Report Name	**Formula and Description**
1			**EIS/OIS COIE Entry (Fill) Rate**	= # of Entries (Original Entries) / # Adjusted Programmed Entries for the course The total of EIS/OIS COIE original entries divided by the total number of adjusted programmed entries for the course. The cutoff date for the program numbers is current day minus 1 day.
2			**Course Production Rate** (Officer and Enlisted Initial Skills)	= # Actual Grads / # Adjusted Programmed Grads The number of Actual Graduates divided by the total number of Adjusted Programmed Graduates. This measure is course specific. **Note:** HHQ refers to HQ 2 AF and above.

5.3. Supporting Metrics. Table 5.4 and 5.5 define the standard supporting ADSS reports which provide additional metrics that may be used during RCA to further identify related process problems and/or build potential solutions accompanying a proposed action plan.

Table 5.3. Standard Key ADSS (Tactical Level (TRW and below)) Reports – Tech Training.

	Report Name	Formula and Description
1	**Course Pass Rate**	= # Grads / (#Original Entries – (# Still in Class (SIC)) The total number of Course Graduates divided by the difference between the total number of Original Entries minus the total number of students who are still in the course
2	**Course First Time Pass Rate**	= # Grads w/same entry class # / (#Original Entries – # SIC) The number of Course Graduates (at Class number level) divided by the difference between the total number of class Original Entries minus the number of that class's students who are still in the course. This report metric measures first time pass rate of Airmen who graduated in the same class number they started in.
Note: This report includes best case and predicted case rates in ADSS. For associated rate formulas and descriptions, see ADSS or the Tech Training Policy SharePoint.		

Table 5.4. Standard Supporting ADSS Reports – BMT.

	Report Name	Formula and Description
1	**BMT Week Group Attrition Rate** (For BMT use only)	= # Eliminations / # Entries The number of BMT Eliminations ONLY (usually the T5# Codes) divided by the number of Entries. # Eliminations (in BMT assumes attrition) - # of students eliminated from originally assigned week group # Entries - # of student accessions from their originally assigned week group **Note:** Entries and Eliminations must be from the same week group.
2	**BMT Elimination Rate**	= # Eliminations / (# Entries - # Still in BMT) The number of BMT Eliminations ONLY (usually the T5# Codes) divided by the difference between the number of Entries minus the number of students who are still in BMT. This formula does not include BMT disqualifications since they are not attrited.

	Report Name	Formula and Description
3	**BMT Holdover Rate**	= # Holdovers / # BMT Entries The number of BMT Holdovers divided by the total number of Entries. # Holdovers: # of students who completed BMT training but were not able to ship to TT the following Monday. Entries: # of student accessions from their originally assigned week group. **Note:** Holdovers and entries must be from the same week group.
4	**BMT Recycle Rate**	= # Recycles / # Entries The number of BMT Recycles divided by the total number of Entries. Recycles: # of students recycled out of their originally assigned week group Entries: # of student accessions from their originally assigned week group **Note:** Entries and Recycles must be from the same week group.

5.4. Reclassification Time. The intent is to keep the time per student less than or equal to the time indicated. **Table 5.6.** summarizes goals assigned to each organization in the reclassification process.

Table 5.6. Reclassification Processing Goals.

	POC	Time Begins When:	Time Ends When:	Expected Time
1	TRG/TRS	Ineffective status is recorded and elimination is considered.	The approved AETC Form 125A is transmitted to the FSS and registrar. **Note:** See Table A12.1 for guidance on further coordination of officer packages.	6 duty days
2	FSS (enlisted only)	Receipt of the AETC Form 125A.	The FSS transmits the reclassification message to 2 AF/TTOC Det 1.	3 duty days
3	2 AF/TTOC Det 1	Receipt of reclassification message.	Assignment of a Course of Initial Entry (COIE) class seat and end assignment.	3 duty days **Note:** While the goal is three duty days, 2 AF is

				authorized additional processing time up to 15 duty days.

Table 5.5. Standard Supporting ADSS Reports – Tech Training.

	Report Name	Formula and Description
1	**Course Missed Seats Rate**	= [1 - (# Original Entries / # Adjusted Programmed Entries)] 1 MINUS the percentage derived by taking the number of Original Entries and dividing by the number of Adjusted Programmed Entries.
2	**Course (Other than COIE) Entry (Fill) Rate**	= # Original Entries / # Adjusted Programmed Entries The total of Original Entries divided by the total number of Adjusted Programmed Entries for the course where the cutoff date for the Program numbers is Current date minus 1 day.
3	**Tech Training PGL Success Rate**	= # of Actual Grads from AFSC-Awarding Course / # of Grads required from a given year's PTT document The total number of students who graduated (GE/GEE) from their AFSC-awarding course (Planned Area B, L) who started in the AFSC COIE, regardless of the FY in which they started, divided by the number of PGL Graduates required by the given year PGL/PTT document. This metric measures "true" PGL production success regardless of FY boundaries. For example, if the FY10 PGL requires 4,000 Security Forces graduates and the course elimination rate is 10%, the pipeline requires 4,400 entries into the COIE. To accurately measure "PGL Success", each of the 4,400 students must be tracked until they either graduate from the AFSC-awarding course or eliminate/DQ anywhere within the pipeline. Once all 4,400 students have terminal events, the formula can be calculated to verify the PGL Success Rate. Since many of the pipelines are lengthy (e.g., PJ pipeline), this strategic measurement can take up to three years.
4	**Course Grad First Time Pass Rate**	= # First time Grads / Total # of Course Grads The number of course graduates who graduated in their original class divided by the total number of course graduates.

	Report Name	Formula and Description
5	**Course Elimination Rate**	= # Actual Eliminations + # Actual Disqualifications / ((# Original Entries + # Disqualifications) - # SIC) The number of Actual Eliminations plus Actual Disqualifications divided by the sum of the number of Original Entries plus the number of Disqualifications minus the number of students who are still in class. For the purposes of elimination rate calculations, disqualifications are associated with the respective class start date and its fiscal year. **Note:** This report includes best case and predicted case rates in ADSS. For associated rate formulas and descriptions see ADSS or the Tech Training Policy SharePoint.
6	**Course Elimination Delta**	= [(# Actual Eliminations + # Actual Disqualifications) / ((# Original Entries + # Actual Disqualifications) - # SIC)) - PER for the Course)] This rate is a comparison of the Actual Course Elimination Rate and the PER. **Note:** For the purposes of elimination rate calculations, disqualifications are associated with the respective class start date and its fiscal year.
7	**Course Disqualification (DQ) Rate**	= # Actual Disqualifications / (# Original Entries + # Disqualifications) The number of Actual Disqualifications divided by the sum of the number of Original Entries plus the number of Disqualifications. The disqualification codes are used only between courses and should apply to the next course the student was scheduled to enter. This rate does NOT apply to courses between BMT and the COIE.
8	**Course No Show Rate**	= # NS (No Shows) / (# Original Entries + # NS) The number of Actual No Shows (NS Event Code) divided the sum of Original Entries plus the number of No Shows.
9	**Course Washback [Multiple] Rate**	= # Multiple Event Washbacks / (# Original Entries - # SIC) The number of Washback Events (a student may have more than ONE washback included in the count) divided by the difference between the number of Original Entries minus the number of students who are still in class. **Note[1]:** This rate can be over 100% due to multiple washbacks per student. **Note[2]:** This report includes best case and predicted case rates in ADSS. For associated rate formulas and descriptions see ADSS or the Tech Training Policy SharePoint.

	Report Name	Formula and Description
10	**Course Washback [Distinct] Rate**	= # Distinct Student Washbacks / (# Original Entries - # SIC) The number of students who washback (a student may have more than ONE washback but will ONLY be counted once) divided by the difference between the number of Original Entries minus the number of students who are still in class. **Note:** This report includes best case and predicted case rates in ADSS. For associated rate formulas and descriptions see ADSS or the Tech Training Policy SharePoint.
11	**Course-Class TRQI Division Percentage Rate**	= # of Original Entries for a specific TRQI / (Sum of all Original Entries for each TRQI in the Course (and Class)) The number of Original Entries for a specific TRQI divided by the total number of Original Entries. This measure uses "Entry" numbers and NOT Programmed Numbers. Eight potential categories factor into the denominator. (NPS, PS, Ret, Guard, Reserve, Sister Service, Internationals and Officers) An example of the formula: # NPS / (# NPS + # PS + # Guard + # Reserve) to derive the percentage.
12	**Tech Training Course Still-in-Class Rate**	= 1 - (Terminal Events (# Graduates + # Eliminations + # Recalls + # Transfers) / # Original Entries) A sum of the number of course termination codes (Graduates, Eliminations, Recalls and Transfers) divided by the total number of Original Entries. Once this percentage is derived, it is subtracted from 1 to obtain the Still-in-Class Rate.
13	**Tech Training Course Still-in-Class Number**	= # Original Entries - (# Graduates + # Eliminations + # Recalls + # Transfers) The number of Original Entries subtracted by the sum of the Graduates, Eliminations, Recalls and Transfers to derive the total number of students who are still in the course/class.
14	**Course Academic Elimination Rate**	= #Eliminations (LA# and LR# codes)/ (# Original Entries - # SIC) The number of actual academic eliminations (LA# and LR# codes) divided by the Original Entries minus the number of students who are still in class. **Note:** This report includes best case and predicted case rates in ADSS. For associated rate formulas and descriptions see ADSS or the Tech Training Policy SharePoint.

	Report Name	Formula and Description
15	**Course Non-academic Elimination Rate**	= #Eliminations (All others except LA# and LR# codes)/ (# Original Entries - # SIC) The number of Non-Academic Eliminations divided by the number of Original Entries minus the number of students who are still in class. **Note:** This report includes best case and predicted case rates in ADSS. For associated rate formulas and descriptions see ADSS or the Tech Training Policy SharePoint.
16	**Course Grad On-Time Departure Rate**	= (# Grads - # SOTS) / # Grads The number of Actual Graduates minus the number of SOTS (only the initial SOT code will be counted) divided by the number of Grads.
17	**Course On-Time Entry Rate**	= (# Actual Original Entries - # SATS) / # Original Entries The number of Actual Original Entries minus the number of SATS (only the initial SAT code will be counted) divided by the number of Original Entries.

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Joint Federal Travel Regulations

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Air Force Officer Classification Directory (AFOCD)

AFPCI 36-112, *Line Officer Initial Skill Training Reclassification Procedures*, 13 Apr 2010.

Prescribed Forms.

AETC Form 125, *Record of Faculty Board Action*

AETC Form 125A, *Record of Administrative Training Action*

AETC Form 156, *Student Training Report*

AETC Form 173, *Student Record of Academic Counseling and Comments*

AETC Form 179A, *Course Training Schedules for Allocations*

AETC Form 325, *Student Accounting and Attendance Record*

AETC Form 498, *AETC Commander's Award*

AETC Form 499, *Distinguished Graduate Certificate*

AETC Form 530, *Nonprior Service Classification*

Adopted Forms.

AF Form 174, *Record of Individual Counseling*

AF Form 286(A), *Personnel Reliability Program (PRP) Permanent Disqualification/Decertification Action*

AF Form 348, *Line of Duty Determination*

AF Form 422, *Notification of Air Force Member's Qualification Status*

AF Form 475, *Education/Training Report*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1256, *Certificate of Training (LRA)*

AF Form 3006, *Enlistment Agreement (PS/Active United States Air Force Reserve (USAFR)/ANG) United States Air Force)*

AETC Form 126G, *Record of Commander's Review Action (Graduate Flying Training)*

SF Form 88, *Medical Record, Report of Medical Examination*

Lackland AFB Form 205, *Basic Military Training Student Performance Summary*

Abbreviations and Acronyms

ADAF—Active Duty Air Force

ADL—Advanced Distributed Learning

ADLS—Advance Distributed Learning Service

ADSS—AETC Decision Support System

AETC—Air Education and Training Command

AFCFM—Air Force Career Field Manager

AFECD—Air Force Enlisted Classification Directory

AFOCD—Air Force Officer Classification Directory

AFPC—Air Force Personnel Center

AFRC—Air Force Reserve Command

AFSAT—Air Force Security Assistance Training

AFSC—Air Force Specialty Code

AI—Aptitude Index

AIRW—Additional Instructor Requirement Worksheet

ALO—Air Liaison Officer

ANG—Air National Guard

ARC—Air Reserve Component, includes both ANG and AFRC

ART—Air Reserve Technician (NOT Air Reserve Training Command)

ATRRS—Army Training Requirements and Resources System

AWOL—Absent Without Leave

BBP—Bullet Background Paper

BER—Budget Execution Review

BMT—Basic Military Training

CC—Commander

CCAF—Community College of the Air Force

CCT—Combat Control

CEA—Career enlisted aviator

CeTARS—Corporate enterprise Training Activity Resource System

CGC—Center-generated Class

CGD—Class Graduation Date

COIE—Course of Initial Entry

CRO—Combat Rescue Officer

CSD—Class Start Date

DCM—Data Call Message

DG—Distinguished Graduate

DGR—Designated Group Representative

DL—Distance Learning

DoD—Department of Defense

DLI—Defense Language Institute

EIS—Enlisted Initial Skills

eNTRS—enterprise Navy Training Reservation System

ETCA—Education and Training Course Announcements

FSS—Force Support Squadron

FTD—Field Training Detachment

FYDP—Future Years Defense Plan

GSU—Geographically Separated Unit

GTEP—Guaranteed Training Enlistment Program

IAAFA—The Inter-American Air Force's Academy

IIT—Ineffective in Training

IITS—Ineffective in Training Status

IMA—Individual Mobilization Augmentee

IMS—International Military Student

IMSO—International Military Student Office

IS—Instructor Supervisor

IST—Initial Skills Training

ITRO—Interservice Training Review Organization

ITRR—Institutional Training Readiness Report

JFTR—Joint Federal Travel Regulations

LIMFAC—Limiting Factor

LOR—Letter of Reprimand

MAJCOM—Major Command

MER—Monthly Execution Report

METC—Medical Education and Training Campus

MilPDS—Military Personnel Data System

MRTP—Mission Readiness Training Program

MTF—Military Training Flight

MTL—Military Training Leader

MTT—Mobile Training Team

NGB—National Guard Bureau

NPS—Nonprior Service

NR—Non-resident

NRT—Non-resident Training

NS—No Show

OA-WG—Officer Accession Working Group

OIS—Officer Initial Skills

OoC—Out-of-Cycle

OPM—Office of Personnel Management

OTA—Oracle Training Administration

OTS—Officer Training School

PA—Proficiency Advance

PAS—Personnel Accounting System

PC—Probationary Continuation (context-driven)

PC—Progress Check (context-driven)

PCS—Permanent Change of Station

PDS—Permanent Duty Station

PDS Code—Personnel Data System Code

PER—Programmed Elimination Rate

PGL—Program Guidance Letter

PII—Personally Identifiable Information

PJ—Pararescue

PME—Professional Military Education

POM—Program Objective Memorandum

PRD—Program Requirements Document

PRP—Personnel Reliability Program

PS—Prior Service

PTT—Programmed Technical Training

QRC—Quality Review Council

RCA—Root Cause Analysis

RES—Reserve

RET—Retrainee

RFP—Registrar Focal Point

RIC—Record of Individual Counseling

RoMP—Reconstitution of Mission Plan

ROTC—Reserve Officer Training Corps

SAT—Student Awaiting Training

SAV—Staff Assistance Visit

SIA—Special Individual Assistance

SIC—Students Still in Class

SIE—Self-initiated Elimination

SIT—Student In-processing Training

SITS—Student In-processing Training Status

SNIT—Students Not in Training

SOTS—Student Out of Training Status

SOWT—Special Operations Weather Team

SSN—Social Security Number

STO—Special Tactics Officer

STR—Student Training Requirement

TDY—Temporary Duty

TFM-WG—Training Flow Management Working Group

TG—Top Graduate

TLN—Training Line Number

TM—Training Manager

TMQR—Training Manager Quality Review

TPM—Training Pipeline Manager

TPR—Trained Personnel Requirement

TPS—Training Planning System

TRF—Training Flight

TRQI—Training Requester Quota Identifier

TRS—Training Squadron

TT—Technical Training

TTMS—Technical Training Management System

UCMJ—Uniform Code of Military Justice

USA—United States Army

USAFA—United States Air Force Academy

USAFR—United States Air Force Reserve

Terms

Absence—Missed class time that does not exceed eight hours; this does not necessitate a *status change* in TTMS but is annotated IAW the TTMS Student Management Handbook. Absence time is charged against a student when the student misses a training event or activity that takes place. Down time is handled with training make-up time and appropriate comments in TTMS.

Accession—A new recruit coming on extended active duty from civilian life or from training such as the Air Force Academy.

Additional Instructor Requirements Worksheet (AIRW)—Tool providing an estimated number of instructors required to support the PGL training requirements.

AETC Decision Support System (ADSS)—The command's data-oriented decision support system that facilitates organizational decision-making activities. ADSS collects data from training management systems such as TPS, TTMS and OTA. It also collects flying training data. Data is extracted from the sources systems and loaded into the ADSS daily. ADSS provides AETC with the tools and capabilities to capture data from operational delivery systems and to organize, analyze, and present information for the purpose of supporting command decision making and mission objectives.

Air Force Specialty (AFS)—A group of AFSCs arranged into career field ladders, career field subdivisions, and career fields to provide for career development in different aspects of a career field.

Air Force Specialty Code (AFSC)—This is the basic grouping of positions requiring similar skills and qualifications, identified by a five digit code.

Air Force Specialty (AFS) Shred—Alphabetical groupings of AFS subdivisions to identify specialization in a specific type of equipment or function.

Air Reserve Component (ARC)—Includes both the Air National Guard and the Air Force Reserve Command.

Air Reserve Technician (ART)—A civilian with mandatory reserve affiliation, who may wear the uniform while in ART/civilian status.

AJ10, AJ1J, AJ1K, AJ30, AJ3J, AMD0, AJ50—Training requester quota identifier codes indicating NPS students, retrainee students, and prior service students taking initial skills courses of initial entry (AJ10, AJ1J, AJ1K) and follow-on courses (AJ30, AJ3J).

Allocation—A class seat reserved for a specific program user at their request.

Arrival—Any student, regardless of travel type or source (Army, Navy, etc.), who reaches the training site for the purpose of attending a formal course of instruction.

Attrition—A student who is a loss to the Air Force; a discharge.

Attrition Rate—The rate at which individuals are removed from the Air Force; also referred to as discharge rate.

Audit—A student permitted to sit through or observe a course or a portion of a course for the knowledge. Neither measurement during training or credit for training is allowed. The student may be new to the material or may be auditing to refresh skills. The student does not appear on the class roster and receives no record of training.

Bullet Background Paper—Document identifying the reasons for the constraint worksheet (equipment, facilities, funding, or manpower).

Center Generated Class—An unprogrammed class containing no seat allocations and therefore not impacting programmed numbers.

Centrally Managed Type 6 DL Courses—Seven-level Type 6 DL courses for which TLNs are generated and names are sub-allocated by AFPC who manages selection of students for enrollment.

Class Transfer—A transfer between individual classes in the same course.

Community College of the Air Force (CCAF) Instructor—An instructor who meets all criteria to teach CCAF degree-applicable preparatory training and the technical training teaching practicum, and has achieved full qualifications in his or her Air Force specialty, or has attained the target civilian grade for the position; in addition, the individual is required to have an associate's or higher degree, and be assigned to an instructor or instructor supervisor authorization.

Course of Initial Entry (COIE)—The first course in an initial skills training pipeline. This could be the AFSC-awarding course or a pre-requisite course.

Course Transfer—A transfer from one course to another, frequently involving the change of AFSC or shred.

Crossflow—Current AF officer with an awarded AFSC retraining into a different AFSC.

Counseling—A verbal, document process that informs students of their academic progress in the course.

Designated Group Representative (DGR)—The position the TRG designates to input TTMS information at the parent unit.

Disqualification—The status of an individual who is not yet entered into training because he or she is not qualified for medical, prerequisite, or security reasons.

Distinguished Graduate (DG)—A graduate of selected courses recognized for being in the upper 10 percent of a graduating class and meeting specified standards.

Effective Date—The actual date on which an event or a change occurs in a student's status.

Elimination—A student who does not complete a training course and does not graduate due to academic or performance deficiencies or non-academic reasons. (TTMS status code L#).

Elimination Rate—The rate at which individuals are removed from an Air Force training course.

Eliminee—A student removed from training, whether by faculty board or by administrative process (AETC Form 125A). Eliminees do not include transfers.

Entry—A transaction indicating an individual started or restarted a formal course of instruction. (TTMS status code E#).

Faculty—Personnel whose primary duties are to instruct on a regular basis (instructional faculty), supervisors (intermediate level and above), and managerial staff (non-instructional faculty) whose primary duty is to develop, manage, and/or evaluate training programs.

Force Gain—The process by which a student who arrives for training without student information preloaded in TTMS or without a TLN is entered in TTMS and OTA.

FTD CGC—Training where the scheduled classes are created using the Center Generated Class Recorder and are unique to FTD unfunded type 4 training when the third character of the class number is a "4" (09401). The class is created in TTMS but does not flow to TPS or OTA.

Graduate—A student who successfully completes a formal course of instruction.

Guaranteed Training Enlistment Program (GTEP)—Recruiting program that guarantees the AF recruit entrance into a specified AFSC with prescribed contractual benefits so long as the

recruit meets and holds to a set of contractual requirements. Either party, the AF or the recruit are released from the contract if certain contractual specifications are broken.

Hanging History—The Hanging History report identifies students who have been in a particular status for a time period the user may set and is a tool to identify potentially unresolved student actions (e.g., non-terminal student status, SOT with no departure).

Individual Mobilization Augmentee (IMA)—Selected military reserve position assigned to active units. They are approved in skills having wartime shortfalls and support the unit mission during the period immediately following a declaration of war or national emergency.

Ineffective in Training (IIT)—A student who entered a course of instruction, has not yet graduated, and is not in training for any reason. Ineffective status is implemented when a student is absent at least 8 consecutive hours and is effective the first full day the student misses training. (TTMS status code I#).

Initial Skills Training (IST)—Training that leads to the award of an AFSC.

Instructor—A faculty member whose primary duty is teaching students. The instructor has completed the preparatory requirements established by the supervisor, to include the technical training practicum.

Instructor Supervisor—This title identifies an instructor whose primary duty is an instructor with the additional responsibility to supervise and evaluate instructors. This instructor has been trained in instructional policies, principles and procedures, and supervisory management responsibilities.

Metrics—A set of traditional and nontraditional business measurements indicating how well organizational goals are being met.

Military Training Leader—Military professional that counsels airmen attending technical school on training or personal problems, military bearing, standards, and behavior; and schedules and conducts military training functions for students.

Misconduct—One reason for elimination from training. It occurs when a student was involved in a test compromise, or a dishonest attempt/completion of a course measurement; or deliberately failed a course measurement (formerly known as prejudicial conduct).

Missed Class Seat—Term used when a programmed allocation goes empty.

Mission Readiness Training Program (MRTP)—See AFI 36-2616.

No Show—Programmed and sub-allocated seat where the scheduled or substituted student did not report to class on the CSD. (subset of "Missed Class Seat").

Nonprior Service (NPS) ADAF—Training pipeline students who enter the Regular Air Force with no previous military service, military training, have not been previously awarded an AFSC and whose designated TRQIs are AJ10, AJ20 or AJ30 as they progress through a specific set of pipeline courses as detailed in the most current PTT document for a given FY.

On-the-Job Training (OJT) Student—Individuals who leave one AFSC and are assigned to another through OJT, without technical training.

Oracle Training Administration—The training module of MilPDS.

Original Entries—First entry into class ET, Entry from Transfer (EN) and Reentry after Elimination EE (Student needs a TLN prior to being EE.)

Out of cycle requests—A new requirement or change to a funded PGL.

Out Years—The years of the Air Force Program not included in the execution or budget years. (e.g., if the current fiscal year were FY 2014, the out-years would begin with FY 2017)

Partial Training—Training completion interrupted due to unavailability of equipment or personnel or mission requirements. Partial training that is resumed and completed is accounted for like other Type 4 unfunded training.

Permanent Change of Station (PCS)—The transfer of place of duty and assignment from one permanent duty station to another.

Personnel Data System (PDS) Code—The code used to record attendance at training courses. It is an integral part of course identification information and must be included in special orders, certificates of completion and other places in which course identification information is required.

Personnel Reliability Program (PRP)—The standards of reliability to which personnel including students are held to be allowed to perform duties involving nuclear weapons.

Primary Instructor—A qualified instructor assigned to a course, block, or unit of instruction whose responsibility is to introduce new course material and certify achievement of the training objective. **Note:** A course may use multiple instructors to complete an objective; however, only one instructor may be the primary instructor at any given point in time. Therefore, the role primary instructor must be determined prior to introducing new material or certifying an achievement of a training objective.

Prior Service ADAF—Training pipeline students who re-enter the military with previous military training equivalent to the completion of initial training in any branch of service or with total active federal military service totaling 24 months or more and whose designated TRQI is AJ1K as they progress through a specific set of pipeline courses as detailed in the most current PTT document for a given FY.

Probationary Continuation (PC)—Allows a student to progress with the current class when additional work is required to bring the student's performance to an acceptable level. The student is given SIA by a qualified instructor and then retested.

Proficiency Advancement (PA)—Placing a student into another class in the same course that graduates earlier than the previous class. This reduces training time for uniquely qualified students who verify proficiency and have a class available to advance.

Program Guidance Letter (PGL)—See AFI 36-2616.

Program Requirements Document (PRD)—See AFI 36-2616.

Programmed Technical Training (PTT)—Document reflecting PRD/PGL baseline production requirements (graduates) converted into entries (seats) by AFSC/shred, course, and student resource category (ADAF NPS, ADAF PS, ADAF RET, ANG, AFRC, Sister Service, International, Civilian).

Quality Review Council—Forum consisting of personnel within the training group who are experienced in scheduling whose purpose is to analyze schedules to ensure compliance with

established criteria and to resolve conflicts with TMs before schedules are released to the AETC Program Manager.

Recall—A student removed from training by higher headquarters, the student's parent organization, or his or her home country. A recall may also be called a withdrawal.

Reentry—The return of an in-training, ineffective student to class.

Registrar Focal Point (RFP)—The position the course or TRS designates to flow student information to the parent unit and/or report student status changes to the Registrar Section, either manually or through TTMS.

Retrainee—Training pipeline students representing current AF enlisted members authorized to retrain into a new AFSC and whose designated TRQIs are AJ1J, AJ3J, AMD0, AJ50) as they progress through a specific set of pipeline courses as detailed in the most current PTT document for a given FY.

Reclassification (Reclass)—Current AF members (typically NPS), recently eliminated from a TT IST course, being scheduled for a new AFSC training program. These students assume the TRQI for their category of student (NPS, PS, and RET) and course.

Self-Initiated Elimination—Students in specified courses (e.g., combat control, pararescue, SERE, air traffic control, explosive ordnance disposal) may elect to eliminate themselves from this training by removing volunteer status.

Special Individual Assistance (SIA)—Personal remediation.

Staff Assistance Visit (SAV)—Visits by Registrar Section personnel to assist training personnel in implementing this instruction and entering into TTMS, documenting and managing student actions.

Student—An individual in training whether in a formal AF technical training course or in Basic Military Training.

Student Awaiting Training (SAT)—The status of a student awaiting entry into resident technical training. (TTMS status code A#)

Student Flow—The evenness or lack of evenness of the stream of students progressing from BMT through TT. Flow bottlenecks could indicate scheduling problems or an excess or lack of students from BMT.

Student In-processing Training (SIT) Status—The status of an NPS airman for up to 3 days after arriving at a training wing to attend an initial-skill basic-resident technical training course. (TTMS status code is ZP)

Students not in Training (SNIT)—Collectively, student in TT not in training, to include SATs, SOTS, and IITs.

Students Out of Training (SOT)—The status of a student who either graduated or was eliminated, but has not left the base. (TTMS status code S#%)

Student Status Code—A two or three-digit alphabetic code indicating temporary or permanent student statuses.

Student Training Action Codes—Special codes to indicate transfers, advancements, and washbacks. They must be followed by a TTMS student status.

Student Training Requirements (STR)—Other training users (excluding active AF users, NPS, PS and retrainees) that attend enlisted initial skills training which include, but are not limited to: Guard, Reserve, Army, Navy, Marines, internationals, and civilians.

Sub-allocation—Allocation against which a program user has actually programmed a name. The result of sub-allocation in the system is a TLN. TLNs (individual or block) can be assigned to quotas without assigning a name (bulk sub-allocation).

Temporary Duty (TDY)—Temporary duty at a school location other than the permanent duty station to which assigned. Upon completion of temporary duty, the student returns to the same permanent duty station from which he or she departed.

Terminal Event—An action that results in the formal end of a course session for a student or the end of a student's stay on base following a course session Terminal events that formally end training related to a course include graduation, elimination, NS, disqualification, recall, and transfer. A departure event is a terminal event after training has formally ended represented by a final departure status code (H#%) following a SOTS code. The situation occurs when something delays a student departure after graduation or elimination more than 24 hours.

Top Graduate (TG)—A graduate of selected courses recognized for being the highest representative of the graduating class.

Trained Personnel Requirement (TPR)—A statement by AFSC of projected training and retraining required by fiscal year to keep the active airman force at manning levels supportive of the Air Force mission. The ADAF TPR categories are nonprior service (NPS), prior service (PS), retrainees (RET). It does not include ANG, Air Force Reserve, Sister Service, International or Civilian personnel.

Training Line Number (TLN)—An OTA-generated 10-character code that identifies a particular class seat and its funding source.

Training Manager (TM)—Person responsible for training development, implementation, and management.

Training Quota—An individual allocated seat in a specific class.

Training Session—Training below the course level or where training is provided but no course exists. Student accounting is not recorded for this training category.

Travel Status Codes—One digit codes to indicate the student’s funded travel status.

TRQI Owner/Manager—Person(s) appointed to gather and report annual training requirements and manage quotas. While only one TRQI code is assigned to a functional entity, there can be multiple managers handling courses.

Type 6 DL—TT delivered to students at their base of assignment without a HQ AETC instructor physically present. Also known as Type 6 formal technical training, exportable training, and ADL.

Type 6 DL POC—Organization or person at the receiving sites responsible for all aspects of job site training administration.

Wash back—Placing a student in another class in the same course that will graduate later than the initial class.

Withdrawal—See recall.

Attachment 2

CAPACITY ASSESSMENT WORKSHEET WITH COMPLETION INSTRUCTIONS

Figure A2.1. Sample Capacity Assessment Worksheet

Capacity Assessment Worksheet

DATE: _____

Training Group: _____ **Training Squadron:** _____ **Training Location:** _____

Course Number: _____ **AFSC:** _____

Title: _____

Is course part of a multi-course pipeline? _____ **If yes, list all courses in the pipeline in the comments section.**

1. _____ Total Course Length: (Enter number of days)

2. _____ For courses where the capacity is predetermined such as type 5 courses enter capacity here, go to step 7, and enter max & min group size. For other courses, continue to step 3 to calculate the max entries.

3. Maximum Groups Concurrent For Each Shift _____ A _____ B _____ C _____ D _____ R _____ S _____ T

4. Single-Shift LIMFAC: Equipment _____ Facilities _____ Other _____

5. _____ Minimum Interval

6. Maximum Number of Groups Entered per Year For Each _____ A _____ B _____ C _____ D _____ R _____ S _____ T

7. _____ Program Class Size: _____ Maximum _____ Minimum

8. Maximum Entries: _____

9. _____ (A) Current Instructor Authorizations

_____ (B) Maximum Annual Entries with Current Instructor Authorizations

10. TM/Rank/Office _____ DSN: _____
11. Flight Chief/Office _____ DSN: _____
12. Squadron Commander _____ DSN: _____
13. Training Staff Officer/Office _____ DSN: _____

Comments:

Note: Download spreadsheet template from 2 AF SharePoint

A2.1. Name file using the following format: *CourseNumber_CAW_DDMmmYY.xls.* Where *CourseNumber* is the 15 digit AETC course number. Include the date the assessment was made and use underscores (not blanks) throughout the filename. For example, the filename course E3ABR2E032 00AA capacity assessment performed on February 1, 2008 would be: E3ABR2E032_00AA_CAW_01Feb08.xls

Table A2.1. Instructions for Completing Capacity Assessment Worksheet

Block – A2.1.	Instructions	Example / Notes
Date	Enter date of last update.	DD - MMM- YY
TRG	Enter the training group designation.	37 TRG
TRS	Enter the training squadron designation.	344 TRS
Training Location	Enter the location where the training occurs as indicated in ETCA.	Lackland AFB
Course Number	Enter the AETC-approved course number as indicated in TPS.	L3ABR1A231 048A
AFSC	Enter the AFSC as listed in the Air Force classification directory.	1A231
Title	Enter the AETC-approved course title as indicated in TPS.	Aircraft Loadmaster Apprentice
1. Total Course Length	Enter the total number of training days required.	23
2. Courses with Predetermined Capacity	Enter the capacity of courses where the capacity does not need to be calculated such as Type 5 courses or constrained courses.	Entering a number in this block deactivates calculations in blocks 3 through 7.
3. Maximum Groups Concurrent for each shift	List the maximum number of groups that can be accommodated at one time on each shift. Limits are due to facilities and equipment ONLY, NOT instructor shortages.	Use the A, B, C, D row or the R, S, T row but not both.
4. Single-Shift LIMFAC	Identify factors that limit the course to utilize a single shift. Select Yes/No Examples may include limited equipment, facilities, or PT requirements in the course that can only be accomplished on certain shifts.	Equipment. Classrooms. Students require physical conditioning as part of the course – facilities are only available during daylight hours.

5. Minimum Interval	Enter the minimum number of days between class starts on the same shift. This is an optional entry to address those courses where the interval between class starts cannot be accurately calculated by dividing the course length by the shift limit.	A 43-day course with a shift limit of 5 could enter classes every 9 days. If equipment constraints require a 10-day minimum interval between classes (shift limit is still 5), use this block to communicate that limitation.
6. Maximum Number of Groups Entered per Year for Each Shift	This value is automatically calculated for each shift by dividing the number of training days per year (246) by the minimum interval (block 4) or the results of the shift limit calculation whichever is more restrictive. The value is rounded down to the next whole number.	
7. Program Class Size	List the Program, Maximum, and Minimum class sizes. These figures MUST be taken from the latest approved training plan and MUST be in the TPS database for the course.	
8. Maximum Entries	The maximum number of students that can be entered into the course in a one year period (may not correspond to a fiscal year) is automatically calculated by multiplying the Total of Maximum Number of Groups Per Year for each shift by the Program Class Size (block 7).	If block 2 has an entry, calculations are bypassed and the entry in block 2 is duplicated here.
9. (A) Current Instructor Authorizations	Enter the number of instructors currently authorized for this course. Obtain this information from the local manpower office.	
9. (B) Maximum Annual entries with Current Instructor Authorizations	Obtain this figure from the local manpower office.	
10. TM / Rank / Office / Phone	Enter the name, rank, office symbol and DSN phone number of the TM responsible for the course.	

11. Flight Chief / Rank / Office / Phone	Enter the name, rank, office symbol and DSN phone number of the Plans Chief responsible for the course.	
12. Squadron Commander	Enter name of squadron commander responsible for the course.	
13. Training Staff Officer	Enter name and office symbol of the training staff officer responsible for the course (AETC Representative).	
Comments	If this course is part of a multi-course pipeline, enter each course number (in order) for the entire pipeline. It is paramount that this entry is included and up-to-date. Also, if any course in the pipeline is considered a “bottleneck” please identify this in the comments as well. If resources for this course are shared with other courses, list those other courses here. Provide detailed explanation of any circumstances that affect course capacity, e.g., dormitory limitations, sister service seats, etc.	

Attachment 3

737 TRG BMT TRAINING CODES MATCHED WITH TECHNICAL TRAINING (TT) STATUS CODES

Table A3.1. BMT Training Codes

A3-CODE	DESCRIPTION OF STATUS
T01	Entry into 737 TRG
T03	Reentry into 737 TRG
T04	737 TRG Graduated and Departed
T05	737 TRG Graduated and On Hold
T08	GTEP Graduated but chose discharge because no assignment available
T10	BAS (Behavioral Analysis Svc)
T28	Recycled Marginal Performance
T29	Recycled Academic Failure
T30	Recycled Physical Conditioning Failure
T31	Recycled Emergency Leave
T32	Recycled Hospital/Medical
T34	Recycled Other
T35	Elimination – Administrative/Erroneous Discharge
T36	Elimination – Academic Deficiency
T40	Elimination – Medical
T41	Elimination – Manifestation of Apprehension
T44	Elimination – Other
T46	Elimination – Self-Initiated
T49	Elimination – Marginal Performance
T50	Elimination – EPTE (Med Problems Existed Prior to Entry AFI 36-3208)
T52	Elimination – Drugs/Drug Fraud
T53	Elimination – Hardship
T54	Elimination – Pregnancy (Prior to Service)
T55	Elimination – ANG/Reservist Returned to Home Unit
T56	Elimination – Enuresis
T57	Elimination – Sleepwalker (AFI 36-3208)
T58	Elimination – Fraudulent Enlistment (AFI 36-3208)
T59	Elimination – Medical Discharge (AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation* - PEB)
T61	Hold – AWOL/Deserter
T63	Hold – Awaiting or On Emergency Leave
T64	Hold – Confinement
T65	Hold – Medical /Dental Hold
T66	Elimination – Death
X04	Course Transfer

Attachment 4

CALCULATING, VALIDATING, AND APPROVING COURSE PROGRAMMED ELIMINATION RATES

A4.1. Purpose: The purpose of the programmed elimination rate is to increase entry requirements by predicted pipeline losses to ensure AF sustainment goals for each AFSC and pipeline are met. The PER is a strategic planning tool to ensure AETC meets long-term AFSC sustainment needs. The PER is based on historical student losses and therefore is not a tool for impacting short-term production metrics and accessions in any given quarter or fiscal year.

A4.1.1. **Exception** : To change an approved/published PER after the annual package has been coordinated/completed, the TRG/CC must submit a written request, along with data-driven justification describing the rationale behind each proposed change, to HQ AETC/A3P for consideration and final disposition.

A4.2. Calculating the PER: The PER formula is student-centric and captures all original entry, terminal events and Students Still in Class (SIC) resident in ADSS/OTA at the time of the pull. All courses with original entries prior to 1 October of the execution year and those courses with original entries during the previous 24 months are included in the calculation, regardless of whether or not any associated classes are complete and the event dates of the terminal events are beyond the 30 Sep cutoff date. See the formula in **Table A4.1.** along with associated details in **Table A4.2.** In addition, see a sample calculation of a PER in **Table A4.3.**

Table A4.1. PER Formula.

Elimination Rates are calculated by ADSS using the formula as follows:

$$\text{Elimination Rate} = \frac{\text{\# Actual Eliminations} + \text{\# Actual Disqualifications}}{(\text{\# Original Entries} + \text{\# Actual Disqualifications}) - \text{\# Students Still in Class}}$$

Table A4.2. PER Formula Factors.

Original Entries	Students Still in Class
Initial Entries into Training (ET)	(Original Entries) – (Graduates + Eliminations + Recalls +Transfers)
Entries from Elimination (EE)	
Entries from Transfer (EN)	

Table A4.3. Sample PER Calculation.

Example: 30 Air Force NPS trainees enter Course ABR over the period with 4 eliminations and 1 Disqualification. However 3 students remain in class. The Air Force NPS elimination rate for Course ABR is:

$$\text{Air Force NPS Elimination Rate} = \frac{(4 + 1)}{(30 + 1 - 3)} = \frac{5}{28} = .17857 \text{ or } 18\%$$

A4.3. Procedures:

A4.3.1. Using data from ADSS/OTA, schoolhouse calculates programmed elimination rates (PERs) for the budget year and budget year +1 by analyzing disqualification, original entry, graduation, elimination, transfer, and recall status codes from courses with original entries during the previous 24 months prior to 1 October of the execution year. For example, the proposed FY19-20 PER used the dates (1 Oct 14 – 30 Sep 16). **Exception: Use the previous 36 months for 1A8X1/1N3X1 AFSCs.**

A4.3.1.1. **Note:** The PER is only applicable to Active Duty Air Force Non-prior Service (ADAF NPS) students in EIS courses. Where courses are discontinued and replaced with new course numbers, the discontinued (or former) course numbers' data is used to calculate proposed PERs where possible.

A4.3.1.2. **Note** : All course versions within that two-year range will be factored in and if a course does NOT have enough data to calculate a 'reliable' rate, then the Elimination Rate will be handled on a case-by-case basis. For AFSC mergers, if there is enough data for the old combined course numbers, we will use the above formula for all courses involved to derive a 'reliable' Elimination Rate, otherwise, the rate will be set to "0". For the purposes of elimination rate calculations, disqualifications will be associated with and shifted to the class start date, and therefore fiscal year of the class they would have entered if they had not been disqualified.

A4.3.2. HQ AETC/A3P releases the PER tasker package to HQ 2AF for recommended course PERs. The PER document will contain the following fields: AFSC, Subshred, Current Course and the current FY Programmed Elimination Rate.

A4.3.3. 2AF forwards PER tasker to training units for actionable analysis of PER rates.

A4.3.4. 2AF training units receive the PER tasker, conduct detailed analysis and remove any anomalies from the final proposed PER. If anomalies exist, training units will provide supporting comments detailing why the calculated PER was modified. Training units will use the applicable Elimination Rate formula to derive the course PER. Upon completion of the analysis and the calculated PER, 2AF training units forward documents back to HQ 2AF.

A4.3.5. Upon receipt of the PER documents, 2AF will validate the calculated course PERs and forward the consolidated listing to HQ AETC/A3P for validation and approval.

A4.3.6. Upon receipt of the consolidated PER document from 2AF, AETC/A3PS and AETC/A3PZ will compare and validate courses' PER recommendations by 2AF training units and review comments supporting changes to the PER. AETC/A3PS and AETC/A3PZ will concur or recommend a change to a PER based on comprehensive analysis and validation. AETC/A3PS will forward the final proposed PER document to AETC/A3P for discussion and/or approval.

A4.3.7. HQ AETC/A3P will conduct a PER review board to consider the inputs, determine disposition and incorporate final approved PERs into the EIS PTTs.

Attachment 5

USING PROGRAMMED ELIMINATION RATES TO DETERMINE THE NUMBER OF ENTRIES FOR EACH COURSE IN THE AIR FORCE SPECIALTY CODE (AFSC) PIPELINE

A5.1. Procedures: A.5.1.1. This process only applies to NPS students.

A5.1.2. Begin with the 3-level awarding course, and work back through the pipeline to BMT.

A5.1.2.1. Take the TPR and calculate the number of entries for the 3-level awarding course using the following formula. Round the result up or down (< .5 round down and >=.5 round up):

Table A5.1. Sample Calculation to Derive Entries 3-Level Awarding Course

CE = NPSa/(1-PER)

CE - Course Entries
NPSa – Nonprior service TPR contributing to the overall AFSC TPR
PER - Approved Course PER for NPS student resource category
Example: Given TPR for NPS 75 and elimination rate is 21%.
CE = 75/(1-.21)
CE = 75/.79
CE = 94.936 or 95 after rounding up to next whole number
So for the purposes of schedule planning and development and resource programming, 95 NPS entries are required in order to achieve a 75 NPS graduates.

A5.2. If there is a course preceding the 3-level awarding course, the number of NPS graduates is equal to the number of entries in the 3-level awarding course. Take the number of NPS 3-level course entries, and calculate the number of prerequisite course entries using the following formula. Round the result up or down (< .5 round down and >=.5 round up):

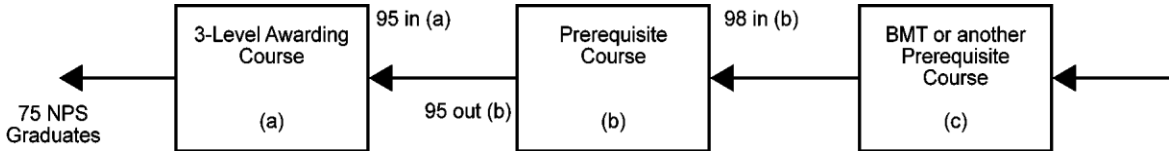
Table A5.2. Sample to Derive Entries in Course Preceding AFSC Awarding Course

CE = NPSb/(1-PER)
CE - Course Entries
NPSb – Nonprior Service 3-level course entries
PER - Approved Course Program Elimination Rate for NPS
Example: Given your calculated NPS 3-level course entries is 95, and known elimination rate is 3%.
CE = 95/(1-.3)
CE = 95/97
CE = 97.938 or 98 after rounding up to next whole number

A5.3. So for the purposes of schedule planning and development, and resource programming, 98 NPS entries are required in the prerequisite course to achieve 95 NPS entries into the

3-level awarding course, enabling a production goal of 75 NPS 3-level graduates. See

Figure A5.1. Flow Diagram



A5.4. I f there are additional courses in the AFSC pipeline, continue the process until all course entries have been determined.

Attachment 6

ENLISTED INITIAL SKILLS (EIS) COURSE CONSTRAINT WORKSHEET WITH COMPLETION INSTRUCTIONS

Figure A6.1. Sample EIS Constraint Worksheet

FY13-15 CONSTRAINT WORKSHEET - ENLISTED INITIAL SKILLS

AFSC	TRAINING GROUP / ORG	BASE
1C431	37 TRG	Lackland AFB

COURSE LENGTH - DAYS	COURSE TITLE
84 Days	Tactical Air Control Party Apprentice

COURSE NUMBER	PROGRAMMED ELIMINATION RATE
L3ABP1C431 0T0B	0.33

	UNCONSTRAINED REQ'TS			CONSTRAINED REQ'TS		
	FY13	FY14	FY15	FY13	FY14	FY15
ADAF NPS	225	225	225	178	192	192
*Elim Rate Factor	0.67	0.67	0.67	0.67	0.67	0.67
NPS Entries Required	336	336	336	265	286	286
ADAF PS	3	3	3	2	3	3
ADAF RET	36	36	36	28	31	31
Subtotal ADAF Grads	264	264	264	208	225	225
Subtotal ADAF Entries	375	375	375	296	320	320
ANG NPS	80	60	60	63	51	51
ANG PS	80	60	60	63	51	51
RES NPS				0	0	0
RES PS				0	0	0
RES ART				0	0	0
USA				0	0	0
AGD				0	0	0
ARES				0	0	0
NAVY				0	0	0
MC				0	0	0
CG				0	0	0
RSAF				0	0	0
AFSAT				0	0	0
OFCR				0	0	0
AF PAQ				0	0	0
CIV				0	0	0
Subtotal Other Entries	160	120	120	126	102	102
usted) Subtotal Other Entries	160	120	120	126	102	102
TOTAL ENTRIES	535	495	495	422	422	422
(ADJUSTED) TOTAL ENTRIES	535	495	495	422	422	422
MAX CAPACITY	422	422	422	422	422	422

LIMITING FACTORS (LIMFACS)

Equipment	Facilities	Instructors	Other
YES	YES	YES	

Describe Constraint

With projected facilites and equipment to be on hand by FY13, we can only accommodate 4 concurrent classes. To meet FY13+ requirements will need additional equipment, vehciles, classrooms, support facilities, instructor and staff offices, instructors and other support material. In addition to the constraint, scheduling only permits 11 class starts in FY13. Note – Officers identified are the newly established Air Liaison Officers (ALO) AFSC 13L. They also attend the TACP Apprentice course. Current max capacity is 480. Course capacity is shared with the ALO. Per FY13 OIS PGL dated 12 Dec 11, FY13 ALO requirement is 58. Therefore, 1C431 capacity is 480–58 = 422. Assumption is made the ALO requirement will be 58 for FY14 and 15 Due to cross FY pipeline scheduling, the accession impact into the COIE (TACP Preparatory Course L3AQR1C431 0T0A) will not be felt until FY15 at which time only 11 classes need be supported.

Proposed Resolution (Actions Required to Fix Constraint)

Strategic basing actions are under way for possible beddown location that can support unconstrained requirements.

Get Well Date

Remarks (Impact)

USAF will not be able to support the USA with required TACP personnel.

POINT OF CONTACT

Name	Rank / Grade	Office Symbol	DSN Phone	Date
William H. Grozdanich	GS12	342 TRS/DORM	473-2959	4 Jan 12

Table A6.1. Instructions for Completing EIS Course Constraint Worksheet

Table A6.1. BLOCK TITLE	INSTRUCTIONS
AFSC	Enter the AFSC as found in the Enlisted Initial Skills (EIS) PGL or PRD. **Example:** Security Forces would be entered on the Constraint Worksheet as "3P031."
GROUP	Enter the training group responsible for the course. **Example:** "37 TRG"
BASE	Enter the training location/base responsible for the course. **Example:** "Lackland AFB"
COURSE NUMBER	Enter the AETC-approved course number as indicated in TPS. **Example:** "L3ABR3P031 0S1B"
COURSE TITLE	Enter the AETC-approved course title as indicated in the TPS. **Example:** "Security Forces Apprentice Course"
COURSE LENGTH - DAYS	Enter the number of training days. **Example:** "72"
PROGRAMMED ELIMINATION RATE	Enter the approved programmed course NPS elimination rate as a decimal number. **Example:** NPS elimination rate of eleven percent would be entered as ".11" and elimination rate of zero percent would be entered as ".00" on the Constraint Worksheet.
ADAF NPS (AJ10, AJ30)	Based on the EIS PGL document, enter the unconstrained ADAF NPS production requirement for each year. If the course is the COIE and not the skill-awarding course, enter the number of NPS Entries required from the follow-on course on the Constraint Worksheet. **Note:** May use the Programmed Tech Training to calculate the NPS Entries from skill-awarding course/production from COIE. Ensure that the NPS production requirement is entered into the AFSC Lookup worksheet tab (automatically updates on appropriate worksheet tab) and the Approved Programmed Elimination Rate is entered into the appropriate worksheet tab.
Elim Rate Factor	The worksheet will automatically calculate this number.

Table A6.1. BLOCK TITLE	INSTRUCTIONS
NPS Entries Required	The worksheet will automatically calculate this number.
ADAF PS(AJ1K)	Based on the EIS PGL or PRD, enter the unconstrained PS requirement for each year.
ADAF RET (AJ1J)	Based on the EIS PGL or PRD, enter the unconstrained RET training requirement for each year.
Subtotal ADAF Grads	The worksheet will automatically calculate this number by adding ADAF NPS (AJ10, AJ30), ADAF PS, and ADAF RET graduate requirements.
Subtotal ADAF Entries	The worksheet will automatically calculate this number by adding NPS Entries Required, ADAF PS, and ADAF RET.
ANG NPS	Based on the EIS PGL or PRD, enter the unconstrained ANG NPS requirements for each year.
ANG PS	Based on the EIS PGL or PRD, enter the unconstrained ANG PS requirements for each year.
RES NPS	Based on the EIS PGL or PRD, enter the unconstrained Air Force RES NPS requirements for each year.
RES PS	Based on the EIS PGL or PRD, enter the unconstrained Air Force RES PS requirements for each year.
RES IMA	Based on the EIS PGL or PRD, enter the unconstrained Air Force RES IMA requirements for each year.
RES ART	Based on the EIS PGL or PRD, enter the unconstrained Air Force RES ART requirements for each year.
USA	Based on the EIS PGL or PRD, enter the unconstrained US Army Active Duty (USA) requirements for each year.
AGD	Based on the EIS PGL or PRD, enter the unconstrained US Army Guard (AGD) requirements for each year.
ARES	Based on the EIS PGL or PRD, enter the unconstrained US Army Reserve (ARES) requirements for each year.

Table A6.1. BLOCK TITLE	INSTRUCTIONS
NAVY	Based on the EIS PGL or PRD, enter the unconstrained US Navy requirements for each year.
MC	Based on the EIS PGL or PRD, enter the unconstrained US Marine Corps (MC) requirements for each year.
CG	Based on the EIS PGL or PRD, enter the unconstrained US Coast Guard (CG) requirements for each year.
AFSAT (MX20, HJ64)	Based on the EIS PGL or PRD, enter the unconstrained International or MX20 (AFSAT) requirements for each year
OFCR	Based on the EIS PGL or PRD, enter the unconstrained Officer (OFCR) requirements for each year. It is rare, but occasionally we do have officer students who attend EIS pipeline training courses.
AF PAQ	Based on the EIS PGL or PRD, enter the unconstrained AF Palace Acquire Intern (AF PAQ) civilian training requirements for each year
CIV	Based on the EIS PGL or PRD, enter the unconstrained Civilian (CIV) requirements for each year

Table A6.1. BLOCK TITLE	INSTRUCTIONS
Subtotal Other Entries	Worksheet will automatically calculate this number by adding the following: Air National Guard Nonprior Service (ANG NPS) Air National Guard Prior Service (ANG PS) AF Reserve Nonprior Service (RES NPS) AF RES PS AF RES IMA RES ART Active Duty Army (USA) Army Guard (AGD) Army Reserve (ARES) Navy (NAVY) Marine Corps (MC) Coast Guard (CG) Internationals (AFSAT) Officers (OFCR) Palace Acquire Interns (AF PAQ) Civilian Employees (CIV)
(Adjusted) Subtotal Other Entries	International (AFSAT - MX20) requirements are not constrained. The worksheet will automatically calculate this number by subtracting International (AFSAT - MX20) from Subtotal Other Entries, thereby adjusting the total to remove Internationals from the constraint.

Table A6.1. BLOCK TITLE	INSTRUCTIONS
Total Entries	Worksheet will automatically calculate this number by adding the following entries: Active Duty Air Force Nonprior Service (ADAF NPS) Active Duty Air Force Prior Service (ADAF PS) Active Duty Air Force Retrainees (ADAF RET) Air National Guard Nonprior Service (ANG NPS) Air National Guard Prior Service (ANG PS) AF Reserve Nonprior Service (RES NPS) AF Reserve Prior Service (RES PS) RES IMA RES ART Active Duty Army (USA) Army Guard (AGD) Army Reserve (ARES) Navy (NAVY) Marine Corps (MC) Coast Guard (CG) Internationals (AFSAT) Officers (OFCR) Palace Acquire Interns (AF PAQ) Civilian Employees (CIV)
(Adjusted) Total Entries	International (AFSAT - MX20) requirements are not constrained. The worksheet will automatically calculate this number by subtracting International (AFSAT - MX20) from Total Entries, thereby adjusting the total to remove Internationals from the constraint.
Max Capacity	Enter the maximum number of student entries for one FY. **Example:** Single aircraft allows only 72 trainees to enter the course each year. Enter "72" on the Constraint Worksheet.
Limiting Factors (LIMFACs)	Select "YES" or "NO" for each of the four limiting factors [LIMFAC(s)] on the constraint worksheet as applicable.
Describe Constraint	Briefly describe the course constraint. Provide detailed information in attached BBP. Address, as a minimum, each LIMFAC marked "YES."

Table A6.1. BLOCK TITLE	INSTRUCTIONS
Proposed Resolution (Actions Required to Fix Constraint)	Briefly list the steps required to remove the constraint. Provide detailed information in an attached BBP.
Get Well Date	Based on actions already underway, enter the month and year when the constraint will be resolved. If no resolution is in sight, enter "TBD."
Remarks (Impact)	Briefly describe the impact of underproduction in this AFSC. Provide detailed information in attached BBP. This information will be used to justify resource requests.
Point of Contact	Enter the name, rank/grade, office symbol, and DSN phone number of the Constraint Worksheet POC.
Date	Enter the date the worksheet was last updated.

A6.2. Sample BULLET BACKGROUND PAPER ON CYBER SYSTEMS OPERATIONS (3D0X2) CONSTRAINT

PURPOSE

Explain the purpose of the BBP and identify upfront existing total capacity, as well as the course's constraining factor(s).

Example: The FY10 TPR is constrained at 1,769 due to lack of classroom space and instructors.

BACKGROUND

Include the AFSC's existing manning percentages, if possible. Identify if this is a new constraint or if it has existed for one year or more. If the constraint has existed for one year or more, explain what steps have been taken to unconstrain the course. If a projected get well date exists, include that date; if a get well date does not exist, explain why.

Example: The 3D0X2 manning is at a critical state AF wide. It is currently at 82% of 8600 personnel required end strength. The current 3D0X2 manning level for the Air Force will increase to 8850 over the FYDP. With retention decreasing, the over percentage of 3D0X2s in the Air Force is expected to decrease. Also, the number of 3D0X2 personnel leaving the AF is at an all-time high. To compensate for this increased turnover rate, the schoolhouse must increase its production of 3D0X2s over the FYDP. Currently the course is operating double shifts to meet the current production demands.

INFRASTRUCTURE/FACILITIES:

Identify all issues impacting current facilities. Additional buildings, or modifications to existing buildings, must be included. Include all classroom, dining hall, dormitory and other infrastructure issues, as needed.

Example: To support the increased student load, an additional dormitory will be required. The existing dormitories are at capacity, with all rooms being double, and in some cases triple bunked. This dormitory will support the additional 500 NPS students projected through the FYDP.

O&M/$$$$

Identify, in detail (include number of items and associated costs), all equipment, furniture, contracts or other items that are required to unconstrain course. In addition, ensure that sufficient justification is provided for why the additional items are needed.

Example*:* Six additional classrooms and one instructor office have been reserved for 3D0X2 use by the 81 TRG. Classrooms and equipment will be available two months after funds are received. Breakout of equipment is as follows:

Sample Breakout of Equipment

Description	**Amount**	**PEC**	***EEIC***	**Remarks**
1 Instructor Office	$42,000.00	84731	619	Modular Furniture for 8 Workstations
6 One-Gun Projectors	$31,800.00	84731	619	
8 ESD Kits	$2,400.00	84731	619	ESD floor mats, wrist straps
8 Tool Kits	$640.00	84731	619	general purpose tools

1 Diagnostic Kit	$700.00	84731	619	
3 1000-Ft rolls Cat 5 cable	$900.00	84731	619	Plenum Grade Cable Only
6 Projector Screens	$1,548.00	84731	619	
6 4x8 Ft white boards	$3,000.00	84731	619	
64 Classroom Tables	$29,056.00	84731	619	
128 Keyboard Trays	$15,488.00	84731	619	
80 Classroom Chairs	$18,400.00	84731	619	
8 Work Benches	$8,000.00	84731	619	
16 Work Bench Stools	$3,200.00	84731	619	
6 Multimedia Podiums	$3,300.00	84731	619	Built by Trainer Development
619 Total	$160,432.00			
68 Pent Class PCs /software	$112,200.00	84731	637	60 Classroom/8-Instructor
40 Pentium Class PCs/no software	$62,000.00	84731	637	Site license on hand for software
3 24-Port Cisco Switch	$7,500.00	84731	637	
2 Server/software	$110,000.00	84731	637	
60 NT Server licenses	$2,160.00	84731	637	
1 Smart UPS	$1,100.00	84731	637	
637 Total	$294,960.00			
TOTAL	**$455,392.00**			

MANPOWER/PERSONNEL

Explain the number of additional instructor(s) required to meet the training requirement (TPR + STR). Ensure that the timeframe of when the instructor(s) is/are required is included. If additional manpower (i.e. MTLS, overhead positions, etc.) is required, identify what type of manpower is required and why.

Example: Ten additional instructors with a RNLTD of 1 Jul 2009 are required to increase schoolhouse capacity and eliminate this constraint.

ITRO COURSE/OTHER US GOVERNMENT AGENCY TRAINING

Is the constrained course an ITRO course (yes/no)? If so, who is the host? If AF is the host, who are the ITRO participants (in MOU/MOA/ITRO agreement)?

Example: N/A to the 3D0X2 course (E3AQR3D0X2-00BA), as it is a basic course taught in residence at Keesler.

SPECIAL INTEREST ITEMS

If there are other constraining factors or courses in the pipeline (e.g. Other US Government agency training course precedes or follows this course and have been unsuccessful in increasing the number of quotas above current requirements), state what they are. If the course has a high tech training elimination rate, state what it is and why it has and continues to be high.

Example: N/A. There are no courses preceding or following, as there is only one course in this pipeline. This course does not have a high elimination rate.

IMPACT IF NOT FUNDED

Must be strong, clear and concise. Explain what the impact is of not meeting the requested training requirements (TOT TECH) to the career field. Based on current capacity limitations, explain in detail total number of TPR (AD), STR (OTHERS) and TOTAL TECH (TPR+STR) that will be produced if constraint is not resolved (using constraint worksheet as guide). **Example**: Unable to meet the AF requested TPR increase. Course will fall short of need by 198 graduates, 15 percent of production. This will drive career field manning levels below 80 percent. The resources identified will allow us to equip six additional classrooms and one instructor study. To meet the anticipated increase in students, the resources identified must be funded and available prior to 1 July 2009.

Attachment 7

OFFICER INITIAL SKILLS (OIS) COURSE CONSTRAINT WORKSHEET WITH COMPLETION INSTRUCTIONS

Figure A7.1. Sample OIS Constraint Worksheet

FY11-12 CONSTRAINT WORKSHEET - OFFICER INITIAL SKILLS

AFSC	TRAINING GROUP / ORG	BASE

COURSE NUMBER	COURSE TITLE

COURSE LENGTH - DAYS

	UNCONSTRAINED REQ'TS		CONSTRAINED REQ'TS	
	FY11	FY12	FY11	FY12
ACCESSIONS			0	0
CROSSFLOWS			0	0
Subtotal ADAF Grad's	0	0	0	0
Subtotal ADAF Entries	0	0	0	0
ANG NON-FLY			0	0
ANG FLY			0	0
RES			0	0
RES ART			0	0
RES IMA			0	0
AFSAT			0	0
CRO / STO			0	0
AF PAQ			0	0
CIV			0	0
Subtotal Other Entries	0	0	0	0
sted) Subtotal Other Entries	0	0	0	0
TOTAL ENTRIES	0	0	0	0
DJUSTED) TOTAL ENTRIES	0	0	0	0
MAX CAPACITY			0	0

LIMITING FACTORS (LIMFACS)

Equipment	Facilities	Instructors	Other

Describe Constraint

Proposed Resolution (Actions Required to Fix Constraint)

Get Well Date

Remarks (Impact)

POINT OF CONTACT

Name	Rank / Grade	Office Symbol	DSN Phone	Date

Table A7.1. Instructions for Completing OIS Course Constraint Worksheet

A7.1. BLOCK TITLE	INSTRUCTIONS
AFSC	Enter the AFSC as found in the OIS PGL or PRD. **Example:** Airfield Operations would be entered on the Constraint Worksheet as "13M1."
TRAINING GROUP / ORG	Enter the training group responsible for the course. **Example:** "37 TRG"
BASE	Enter the training location/base responsible for the course. **Example:** "Lackland AFB"
COURSE NUMBER	Enter the AETC-approved course number as indicated in the TPS. **Example:** "E3OBR13M1 00MC"
COURSE TITLE	Enter the AETC-approved course title as indicated in the TPS. **Example:** "Airfield Operations Officer"
COURSE LENGTH - DAYS	Enter the number of training days. **Example:** "76"
ACCESSIONS	Based on the OIS PGL or PRD, enter the unconstrained ADAF Total Accessions (AM10) to be trained for the fiscal year via IST. Represents commissioned officers from ROTC, OTS, or USAFA attending IST; which is the sum of AM10 Carryovers + OPEX + New AM10s from the PGL or PRD.
CROSSFLOWS	Based on the OIS PGL or PRD, enter the unconstrained ADAF Crossflow (AM11) training requirements for each year (based on crossflow boards, represents officers retraining from one AFSC into another).
Subtotal ADAF Grads	The worksheet will automatically calculate this number by adding ADAF Accessions and Crossflows.
Subtotal ADAF Entries	The worksheet will automatically calculate this number by adding ADAF Accessions and Crossflows. For OIS, grads and entries are equal, because we currently do not utilize programmed elimination rates.
ANG NON-FLY	Based on the OIS PGL or PRD, enter the unconstrained ANG Non-flying (CC10) AFSC training requirements for each year.

A7.1. BLOCK TITLE	INSTRUCTIONS
ANG FLY	Based on the OIS PGL or PRD, enter the unconstrained ANG Flying (CNN0) AFSC training requirements for each year.
RES	Based on the OIS PGL or PRD, enter the unconstrained Air Force Reserve Command (RES) requirements for each year.
RES IMA	Based on the OIS PGL or PRD, enter the unconstrained Air Force RES IMA requirements for each year.
RES ART	Based on the OIS PGL or PRD, enter the unconstrained Air Force RES ART requirements for each year.
AFSAT (MX20, HJ64)	Based on the OIS PGL or PRD, enter the unconstrained International or MX20 (AFSAT) requirements for each year.
CRO / STO	Based on the OIS PGL or PRD, enter the unconstrained CRO / STO requirements for each year. Combat Rescue Officers & Special Tactics Officers are managed through their pipelines with A2LP. Officers in AFSPC attend OIS courses. TRQIs used are A1S0 and A2LP.
AF PAQ	Based on the OIS PGL or PRD, enter the unconstrained AF Palace Acquire Intern (AF PAQ) civilian training requirements for each year.
CIV	Based on the OIS PGL or PRD, enter the unconstrained Civilian (CIV) requirements for each year.
Subtotal Other Entries	Worksheet will automatically calculate this number by adding the following: Air National Guard Non-Fly (ANG NON-FLY – CC10) Air National Guard Fly (ANG FLY – CNN0) AF Reserve Command (RES) AF Reserve RES IMA) RES ART Internationals (AFSAT) Officers (OFCR) Palace Acquire Interns (AF PAQ) Civilian Employees (CIV)

A7.1. BLOCK TITLE	INSTRUCTIONS
(Adjusted) Subtotal Other Entries	International (AFSAT - MX20) requirements are not constrained. The worksheet will automatically calculate this number by subtracting International (AFSAT - MX20) from Subtotal Other Entries, thereby adjusting the total to remove Internationals from the constraint.
Total Entries	Worksheet will automatically calculate this number by adding the following entries: Accessions (Total AM10) Crossflows (AM11) Air National Guard Non-Fly (ANG NON-FLY – CC10) Air National Guard Fly (ANG FLY – CNN0) AF Reserve Command (RES) AF Reserve RES IMA) RES ART Internationals (AFSAT) Officers (OFCR) Palace Acquire Interns (AF PAQ) Civilian Employees (CIV)
(Adjusted) Total Entries	International (AFSAT - MX20) requirements are not constrained. The worksheet will automatically calculate this number by subtracting International (AFSAT - MX20) from Total Entries, thereby adjusting the total to remove Internationals from the constraint.
Max Capacity	Enter the maximum number of student entries for one FY. **Example:** Single aircraft allows only 72 trainees to enter the course each year. Enter "72" on the Constraint Worksheet.
Limiting Factors (LIMFACs)	Select "YES" or "NO" for each of the four LIMFAC(s) on the constraint worksheet as applicable.
Describe Constraint	Briefly describe the course constraint. Provide detailed information in attached BBP. Address, as a minimum, each LIMFAC marked "YES."
Proposed Resolution (Actions Required to Fix Constraint)	Briefly list the steps required to remove the constraint. Provide detailed information in an attached BBP.

A7.1. BLOCK TITLE	INSTRUCTIONS
Get Well Date	Based on actions already underway, enter the month and year when the constraint will be resolved. If no resolution is in sight, enter "TBD."
Remarks (Impact)	Briefly describe the impact of underproduction in this AFSC. Provide detailed information in attached BBP. This information will be used to justify resource requests.
Point of Contact	Enter the name, rank/grade, office symbol, and DSN phone number of the Constraint Worksheet POC.
Date	Enter the date the worksheet was last updated.

Attachment 8

KEY FORMS, USES AND CORRESPONDING TTMS OUTPUTS (IF APPLICABLE)

Table A8.1. Some Key Student Management Reports and Forms Summary Table

A8-Form	Where TTMS Is Operational	Audience / Use
Record of Faculty Board Action, AETC Form 125 (original for records)	Counselings and Eliminations are recorded in the system, but no parallel form or report is generated in TTMS.	Form used in relationship to elimination or pending elimination when a faculty board action is used as a means of gaining information.
Record of Administrative Training Action, AETC Form 125A (original or digitally-signed copy for records)	Counselings and Eliminations are recorded in the system, but no parallel form or report is generated in TTMS.	Terminal events (Elilminations, Transfers, Recalls) and in some cases administrative actions following graduation. (e.g. PRP) Comments associated with terminal events in TTMS serve as sufficient documentation for Type 6 DL non-centrally managed and Type 4 courses).
Student Record of Training, AETC Form 156 (Form is only used as backup)	Student Training Report is a parallel report generated in TTMS and is used instead of the form where TTMS is available and operational. **(Form is no longer maintained and is only used to review information as TRG/TRSs validate terminal events within TTMS)**	Initial Skills Courses (Prerequisite and AFSC Awarding) – Use the Form only where TTMS is not operational or where a user requires a backup form. Either the TTMS Student Training Report or the AETC Form 156 is always used for the international student's course report. Validation of terminal events is a completely digital process within TTMS.
Student Record of Academic/Nonacademic Counseling and Comments, AETC Form 173 or AF Form 174 (Original for schoolhouse record but copy may go into	Counselings and Eliminations are recorded in the system, but no parallel form or report is generated in TTMS. The Student Training Report	Form used when a formal counseling takes place on any student. Use the AETC Form 173 for academic counseling. Use the AF Form 174 when counseling for misconduct or disciplinary reasons.

A8-Form	Where TTMS Is Operational	Audience / Use
elimination package exhibits)	generates the reason, date, and time of counseling along with any associated comments.	
Student Accounting and Attendance Record, AETC Form 325 (Original, properly signed copy [PDF, FAX]. Form is no longer maintained long term and is only used to convey information as TRG/TRSs validate terminal events within TTMS)	Student Accounting and Attendance Report **(Form is no longer maintained in hard copy and is mainly used to review information as TRG/TRSs validate terminal events within TTMS).**	Used to communicate training entry, grades, and course completion from a course at a location where TTMS is not available to responsible base and course personnel where TTMS is available. The TTMS Student Accounting and Attendance Report or AETC Form 325 with student's name lined out and associated reason for elimination briefly recorded serves as sufficient information to validate the terminal event in TTMS and make an associated comment. Use the AETC Form 325 only where TTMS is not available and operational or where a user requires a backup form. Validation of terminal events is a completely digital process within TTMS.
AETC Commander's Award, AETC Form 498	Top Grads are recorded in the system, but no parallel form or report is generated in TTMS	Form used for rewarding TG.
Distinguished Graduate Certificate, AETC Form 499	Distinguished Grads are recorded in the system, but no parallel form or report is generated in TTMS	Form used for rewarding DG.
AF Form 475, Education/Training Report	N.A.	Use the AF Form 475 to document officer student performance for all training and education courses as detailed in AFI 36-2406. In addition, use it for enlisted student performance for each training course other than IST with a course length of 20 weeks (140 calendar days) or longer. Exception:

A8-Form	Where TTMS Is Operational	Audience / Use
		retrainees and prior service airmen in each IST course with a course length of 20 weeks or longer will receive a TR.
Certificate of Training, AF Form 1256	Grads are recorded in the system, but no parallel form or report is generated in TTMS	Present AF Form 1256, Certificate of Training, to each student for each course successfully completed. Include as a minimum: student's name, course number and title, course length in hours, applicable CCAF credit, date of graduation, and signature or signature facsimile at the Course Manager level or above. List only one course on a certificate.
Lackland AFB Form 205	No parallel form or report is generated in TTMS	Form used as a complete record of the BMT student and accompanies the BMT graduate to Tech School.

Attachment 9

STUDENT TRAINING STATUS CODES

Table A9.1. Student Training Status Codes

A9 - Category	Code	Explanation
% Graduation (G) or Elimination (L) or Disqualification (Q)		
SAT	AD	Unavailable for Entry due to Administrative Reasons (excessive absence, leave whether ordinary, emergency)
	AE	Awaiting Entry into Training
	AM	Unavailable for Entry Due to Medical Reasons
	AS	Unavailable for Entry Due to Awaiting Student Security Clearance
	AX	Unavailable for Entry Due to Other Reasons (includes but not limited to AWOL, Confinement)
Entry	EE	Reentry after Elimination
	EN	Entry after a Transfer (System-Generated)
	ER	Reentry into the Same Course
	ET	First Entry into a Course
	EV	Entry from Advancement (System-Generated)
	EW	Entry from Wash back
Graduation	GE	Graduated from Course
Departure Status (Final)	HA%	Departure Waiting to Travel (includes but not limited to pending passport, concurrent travel)
	HC%	Departure Pending Assignment (includes pending joint spouse assignment action)
	HD%	Departure Pending Household Goods Shipment
	HE%	Departure Awaiting Reclassification
	HL%	Departure Pending Security Clearance
	HM%	Departure Pending Course/Class Start Determination n
	HS%	Departure Pending Medical Hold
	HT%	Departure Pending Administrative Hold (includes but not limited to pending weapons qualification and individual under investigation)
	HU%	Departure Pending Other Actions (includes but not limited to after confinement/AWOL/deserter)
	HV%	Departure Involuntary Discharge Action (Enlisted)
	HW%	Departure Pending Involuntary Discharge Action (Officer)
	HX%	Departure Pending Orders
Ineffective In Training	IA	Ineffective - Administrative Reasons (includes but not limited to pending board action)
	ID	Ineffective - Awaiting Class Start (Same Course, Different Class) (Includes other permutations of awaiting entry into training if different from awaiting class start)
	IF	Ineffective – Academic Failure

A9 - Category	Code	Explanation
% Graduation (G) or Elimination (L) or Disqualification (Q)		
	IL	Ineffective - Leave (Ordinary or Emergency)
	IM	Ineffective - Medical While in Training
	IR	Ineffective - Performance Failure (Removed Pending W/B or Elim, Skill Application Reasons, Not Academic)
	IS	Ineffective - Security or PRP Reasons
	IX	Ineffective - Other While in Training (includes confinement, AWOL, excessive absences)
Elimination	LA	Elimination - Academic Deficiency
	LD	Elimination - Disciplinary Reasons (includes prejudicial conduct)
	LE	Elimination - Self-Initiated
	LI	Elimination – Misconduct (Academic Behavior)
	LL	Elimination - Death (Training or other related)
	LM	Elimination - Medical Reasons
	LP	Elimination - Prerequisite Deficiency
	LR	Elimination - Performance Deficiency
	LS	Elimination - Security Reasons (to include PRP)
	LT	Elimination -Administrative Reasons (Includes Admin/Legal Action, Discharge, entry into military academy, separated)
	LV	Elimination - Compassionate Reasons
	LX	Elimination – Other (includes fitness issues, excessive absences/AWOL,
No Show	NC	No Show: Member Arrived, but Did Not Attend Scheduled Training
	NS	Member Reported as a No Show for Failure to Attend
Disqualification	QM	Disqualified - Medical
	QP	Disqualified - Prerequisite Deficiency (General)
	QS	Disqualified - Security Clearance
	QX	Disqualified - Other (Includes Separation)
Recall	RC	Recalled While Awaiting or in Training (Commander, MAJCOM, Parent Organization, Country, etc.) e.g., Parent unit/state requests student returned home, due to extenuating circumstances or for disciplinary reasons.
Out of Training	SA%	SOTS Pending Travel (includes pending passport, concurrent travel)
	SC%	SOTS Pending Assignment (includes pending joint spouse assignment action)
	SD%	SOTS Pending Household Goods Shipment
	SE%	SOTS Pending Reclassification Action
	SL%	SOTS Pending Security Clearance
	SM%	SOTS Pending Course/Class Start Determination
	SS%	SOTS Pending Medical Hold
	ST%	SOTS Pending Administrative Hold (includes pending

A9 - Category	Code	Explanation
% Graduation (G) or Elimination (L) or Disqualification (Q)		
		weapons qualification and individual under investigation)
	SU%	SOTS – Other Reasons
	SV%	SOTS Pending Involuntary Discharge Action (Enlisted)
	SW%	SOTS Pending Involuntary Discharge Action (Officer)
	SX%	SOTS Pending Orders
Transfer	TC	Course Transfer
Advancement	VA	Advanced in Training
Washback	WA	Washback – Academic Reasons
	WM	Washback - Medical Reasons
	WR	Washback – Performance Reasons
	WT	Washback - Admin (Excessive Absence, Admin/Legal Actions, Discharge, Return from Leave)
	WX	Washback - Other Reasons
In-processing (SITS)	ZP	Pre-Course Entry Orientation (In-processing)

Attachment 10

TTMS STUDENT TRAINING REPORT AND INSTRUCTIONS FOR POPULATING TTMS STUDENT ADMINISTRATION FIELDS

A10.1. Procedures: Training activity personnel complete

A10.1.1. A single record validation review for each student who enters an initial skills course.

A10.2. If a student fails a block of training but repeats it and passes: He or she will receive the minimum-passing grade, and will under no circumstances be recognized as a DG. Enter a minimum passing score in the block grade but precise scores for all test items (tests and retests). The TTMS Student Training Report will show the exact test scores, but show the minimum passing score for the block.

A10.3. For international students : Send one copy of a Student Training Report to the base IMSO according to AFI 16-105, *Joint Security Cooperation Education and Training*.

A10.4. Use the TTMS Student Training Report to

A10.4.1. Provide data for developing and validating DG and TG selection criteria.

A10.4.2. Provide a source of information for studies or projects to improve training effectiveness.

A10.4.3. Serve as a means of verifying student qualifications or confirming faculty board recommendations for a student to enter into other training.

A10.4.4. Help identify individual differences of students and provide information for student evaluation.

A10.4.5. Validate attendance of CCAF approved course hours. ***NOTE:*** Instructor Supervisors or above are responsible for validating the terminal events and related history following a single record review of the TTMS Student Training Report.

Table A10.1. Student Entry Completion Instructions for populating TTMS Student Administration Fields

A10-Section	Auto	Instructions
Student		SSN, Last Name, First Name, Initial
Course Number	Yes	
Class Id	Yes	
Course Title	Yes	
Course Chart Hours	Yes	
Total Student Hours		The hours the student spends with the instructor.
Average Grade	Yes	
Final Grade	Yes	Auto-populates the student reports. Instructions: The final course grade automatically averages the percentage block grades or a summary grade when S or U is used. Some courses require the instructor to manually enter the final grade in the final event if the course does not automatically average the block grades. Rationale: If the user follows the instructions provided the grade will overwrite the previously calculated average grade.
w/Honors	Yes	If applicable
Reason for Elim	Yes	If applicable
Elimination Date	Yes	If applicable
Original Class Start	Yes	
Current Class Start	Yes	
Graduation Date	Yes	
Sex	Yes	
Curr Gd	Yes	
Travel Status	Yes	
Command/OGA	Yes	
Original Entry	Yes	
Scty Clear	Yes	
DOB	Yes	
TRS	Yes	
Current PAS	Yes	
Projected PAS	Yes	
Course DSN	Yes	
Projected PAS	Yes	
Guaranteed AFSC	Yes	
Aptitude Scores	Yes	
Admin	Yes	
Mech	Yes	
Gen	Yes	

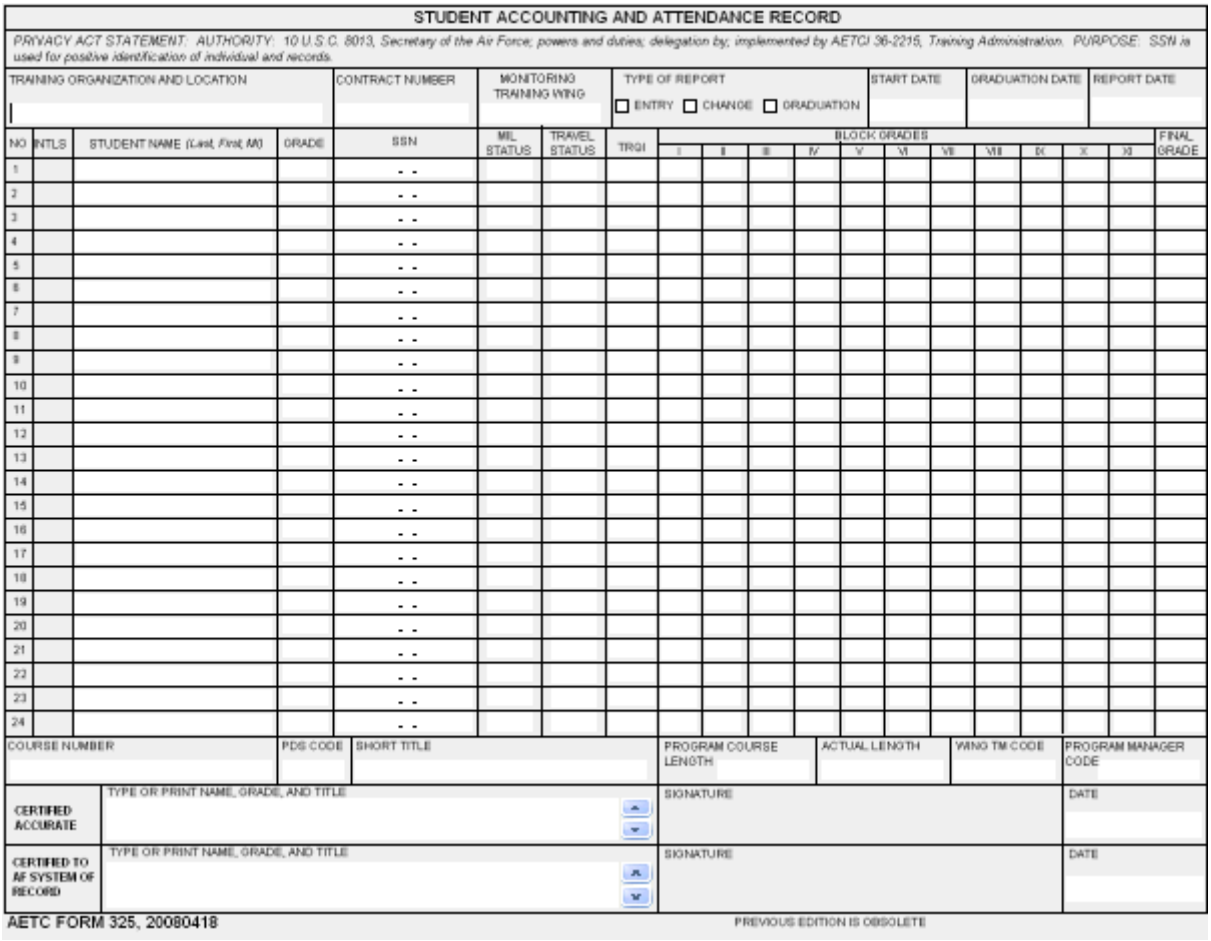
A10-Section	Auto	Instructions
Elect	Yes	
AFQT	Yes	
Education	Yes	
ADP Apt	Yes	
TRS/Flt DSN No.	Yes	
Current Class Number	Yes	
Block No., Title, Name of Instructor	Yes	
CC Trn Hours	Yes	
Stu Trn Hours	No	Enter (to the nearest quarter hour) all training conducted in a formal environment, including classroom/laboratory training, SIA, supervised study, supplementary study for proficiency advancement, and wash back time. Do not include military training time.
PC/Test Grade	No	Progress checks are not normally entered into TTMS because they are part of the teaching or learning activity. However, if performance progress check is the means of measurement, enter the grades in the same manner as performance tests. Students cannot receive a grade for a block until all progress checks are passed. Record performance and written test grades in TTMS. Performance grades may either be a summary S or U or an average percentage grade. When there is more than one written test in the block, the written grade is an average. TTMS automatically rounds percentage grades. The instructor records each test item in TTMS with scores representing exactly what the student achieved including test passes, test fails, retest passes, and retest failures.
Block Grade	No	Enter the block grade. This grade is the average of percentage grades or may be an S or U when percentage grades are not used. If the student fails a test and retests, the block grade will be the minimum passing score.
Graduation Date	No	Enter the year-month-day the student graduated from the course (for example, 20050316).
Elimination Date	No	Enter the year-month-day the student was removed from the course as reported on an AETC Form 125 or 125A.
Reason for Elimination (Disenrollment)	Yes	
Transferred to	No	Using PCS orders, the instructor staff enters the complete mailing address of a student's gaining unit.
Total CC Hours	Yes	
Total Student Hours	Yes	These are the hours the student spends with the instructor.

A10-Section	Auto	Instructions
DG/TG/N/A	No	Indicate DG or TG as applicable.
Final Grade	No	Enter the final course grade as an average of the percentage block grades or a summary grade when S or U is used.
SIA	Yes	
Absence Record	No	Enter the date the student was absent from class, time to the nearest quarter hour of instruction missed, and block number.
Class Changes	No	Enter the class number to which the student is assigned and the date and reason of the class change.
Remarks	No	Optional. The primary instructor may enter remarks and his or her grade and name. Remarks, if made, contain student academic strengths and weaknesses. Standardize documentation for an Article 15, UCMJ. The instructor may note that a student received an Article 15 UCMJ, but specific comments as to why, and punishment received is prohibited. List RICs and LORs, including the reason for them.
Academic Assessment	No	Optional. When the student graduates or is eliminated (and retraining is recommended), the IS ensures data is entered in TTMS according to internal procedures in preparation for the validation process.
Military Training Assessment	No	Optional. The responsible MTL completes. Optional comments may be inserted when substantive, but form or canned comments are not regarded as value-added. There is no requirement for sister service NPS military assessments on the ST Report. While it may be noted that a student received punishment under Article 15, UCMJ, specific comments are prohibited. Continue to list RICs and LORs, including the reason for them. Confirm when the review is complete to the appropriate contact according to internal procedures within 2 duty days from receipt.
Primary Instructor	No	The primary instructor no longer needs to sign only confirm review is complete according to internal procedures of the validation process.
Validator's Review	No	The validator reviews and when complete, validates the record. Initial skill must be validated with a single record review while Advanced and Supplemental courses may be reviewed as a class.

Attachment 11

AETC FORM 325 *STUDENT ACCOUNTING AND ATTENDANCE RECORD* WITH COMPLETION INSTRUCTIONS (WHEN USED AS HARD COPY ONLY (NOT ARCHIVED)

Figure A11.1. Front of AETC Form 325



STUDENT ACCOUNTING AND ATTENDANCE RECORD

PRIVACY ACT STATEMENT: AUTHORITY: 10 U.S.C. 8013, Secretary of the Air Force; powers and duties; delegation by; implemented by AETCI 36-2215, Training Administration. PURPOSE: SSN is used for positive identification of individual and records.

TRAINING ORGANIZATION AND LOCATION	CONTRACT NUMBER	MONITORING TRAINING WING	TYPE OF REPORT	START DATE	GRADUATION DATE	REPORT DATE
			☐ ENTRY ☐ CHANGE ☐ GRADUATION			

NO	INTLS	STUDENT NAME (Last, First, MI)	GRADE	SSN	MIL STATUS	TRAVEL STATUS	TRGI	BLOCK GRADES I	II	III	IV	V	VI	VII	VIII	IX	X	XI	FINAL GRADE
1				- -															
2				- -															
3				- -															
4				- -															
5				- -															
6				- -															
7				- -															
8				- -															
9				- -															
10				- -															
11				- -															
12				- -															
13				- -															
14				- -															
15				- -															
16				- -															
17				- -															
18				- -															
19				- -															
20				- -															
21				- -															
22				- -															
23				- -															
24				- -															

COURSE NUMBER	PDS CODE	SHORT TITLE	PROGRAM COURSE LENGTH	ACTUAL LENGTH	WING TM CODE	PROGRAM MANAGER CODE

	TYPE OR PRINT NAME, GRADE, AND TITLE	SIGNATURE	DATE
CERTIFIED ACCURATE			
CERTIFIED TO AF SYSTEM OF RECORD			

AETC FORM 325, 20080418 PREVIOUS EDITION IS OBSOLETE

Table A11.1. Instructions for Completing the Front of AETC Form 325

A11-Block Title	Instructions
Training Organization and Location	When used for contract training, list the company name and training address. Otherwise, list training organization and base.
Contract No	For contract training only, list full contract number. Multiple lines within the block are acceptable.
Monitoring Training Wing	The training wing responsible for managing the training.
Type of Report	Self-explanatory.
Start, Graduation, and Report Dates	Self-explanatory.

A11-Block Title	Instructions
Numbers 1 thru 24	Student tracking numbers for information on form (duplicated on the back of the form). Keep the same name with the same number throughout the form.
Initials	Place for the student to initial the form on the first class day to verify name, grade, and SSN.
Name of Student	Last, first, and middle initial (MI) in alphabetical order by last name.
Grade	Military or civilian grade.
SSN	For international students, use tracking number beginning with country code.
Mil Status	Military status (active duty, ANG, USA, etc.) as reflected on travel orders.
Travel Status	TDY, non-TDY, or PCS.
TRQI	(Training requester quota identifier) The training requester (AJ10, CC20, etc.) in OTA edits tables. Squadrons will ensure contract training and training conducted at other locations contain the appropriate TRQI.
Block Grades	The grade the student receives for each block of instruction in a course. May be for written or practical measurements. If there is insufficient space on the front of the form, use blocks on the back, or an additional form. **Note:** When students fail block tests but pass retests, list the minimum passing score in the appropriate block. (Use S or U where percentage grades are not used.)
Final Grade	Student's overall course grade. Average all prior course measurements and round to the nearest whole number. (Use S or U where percentage grades are not used.)
Course Number	Standard course number showing wing, training type, residence value, AFSC, and course series number.
PDS Code	A three-character alphanumeric code referenced in the PDS.
Short Title	Enter the full course title if it fits. Otherwise, enter an abbreviated title to identify the specific course. Multiple lines within the block are acceptable.
Program Crs Length	The course length (in academic days or hours) as found in ETCA, the course chart, or an authorized source listing.
Actual Length	Actual number of training days or hours required to teach this particular class. For self-paced courses, enter the actual days or hours required to teach the student with the most class hours. Do not include SIA time.
Wing TM Code	Training manager for the course which is a two-character alphanumeric value found in the OTA course area.
Program Manager	AETC program manager for the course. Available from OTA edit tables or from 2 AF/TTOC-P.

A11-Block Title	Instructions
Certified Accurate	Single Signature Required only applicable for hard copy related to field or where TTMS is not available (potentially DL). Printed name, grade, and title, signature, and date of the person who validates the report. The only function here is to confirm accuracy of data from an organization with no access to TTMS.
Certified to OTA	No longer required signature. TTMS now interfaces with OTA. Records are validated within TTMS.

Figure A11.2. Back of AETC Form 325

HOURS, ATTENDANCE, AND VARIATIONS

YEAR:

DATE

NO	STUDENT NAME (Last, FI)/AFSC	INSTRUCTOR
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
HOURS OF INSTRUCTION		

REMARKS

TYPE OR PRINT NAME, GRADE, AND TITLE OF INSTRUCTOR	SIGNATURE	DATE

AETC FORM 325, 20000410 *(REVERSE)*

Note: Fill in the back of the form according to wing requirements.

Note: If using a prior completed form for a different class/course, please ensure all data is completed and is current (make applicable date, course number, etc., changes).

Attachment 12

DISTRIBUTION AND EXHIBITS OF AETC FORMS 125, *RECORD OF FACULTY BOARD ACTION*, AND 125A, *RECORD OF ADMINISTRATIVE TRAINING ACTION*

Table A12.1. Distribution of AETC Forms 125 and 125A.

A12 - Category	Distribution
Originals **Note:** The original is the form at the point of the authenticating signature.	Send the authenticated original to the Registrar. The TRG or designated level is the OPR for distributing copies along with pertinent exhibits. The registrar office is the OPR for storing the final AETC 125A and all pertinent supporting documents (exhibits). The TRW/TRG supplement will detail any exceptions or unique specifics to the distribution process at their location.
Copies	FSS: Send one copy to each applicable office. **Note[1]:** AFSC 8B000 (Military Training Instructor): Send one copy to FSS Student Assignments. **Note[2]:** For Regular AF officer eliminations (permanent party) send one copy along with copies of all available exhibits in Table A12.2 to include a copy of the AF Form 475 and AF Form 286(A) if applicable, to the appropriate FSS office. The FSS in turn forwards the above with the recoupment statement, eliminee message and any additional pertinent documentation to AFPC/DP2L.
	AFPC/DP2L (TDY or TDY enroute Regular AF officer student): Send one copy along with copies of all available exhibits in Table A12.2 including a copy of the AF Form 475 and AF Form 286(A) if applicable.
	ANG liaison (ANG Students): Send one copy (with attachments). **Note:** Liaison forwards it to appropriate agency representatives.
	Reserve liaison (Reserve Students): Send one copy (with attachments). **Note:** If AETC Form 125 or 125A or any additional exhibit needs to be sent directly to HQ AFRC from the registrar office, send to the following address: HQ AFRC/A1KE, Robins AFB GA 31098.
	AFDW/A1KE, 1500 West Perimeter Rd Suite 5300, Andrews AFB, MD 20762 (Civilian Students (Federal Employees)): Send one copy.

Table A12.2. AETC Form 125 and 125A Exhibits.

A12 - Elimination Package	Documentation
All	Original AETC Form 156 or TTMS ST Report or AETC Form 325 or TTMS Student Accounting and Attendance Record.
	Pertinent supporting documentation dependent on the reason for the elimination, to include Type 6 DL recommendations if Type 6 DL course.
Academic	Copy of AETC Form 173, *Student Record of Academic Counseling and Comments*.
	Memorandums for Record and/or letters from the student, if pertinent to the reason for elimination.
Medical	As appropriate, in consultation with the legal office (copies are acceptable):
	AF Form 422, *Notification of Air Force Member's Qualification Status*.
	SF Form 88, *Medical Record, Report of Medical Examination.*
	Any other pertinent copy of medical record pertinent to removal from training.
	A memo from the attending provider to the Commander including prognosis.
Disciplinary	Copy of AF Form 174, *Record of Individual Counseling* and copies of other pertinent documentation supporting disciplinary initiatives/actions (e.g. LOR, Article 15, etc.).
Recall	Copy of the official recall message.
After Faculty Board	Copy of faculty board report.
Other	As directed by Registrar Section; please contact for direction.

Figure A12.1. Sample Completed AETC Form 125A.

RECORD OF ADMINISTRATIVE TRAINING ACTION

This form contains personal information protected by the Privacy Act of 1974.

TRAINING UNIT/LOCATION:	STU SQ:	STUDENT'S PERMANENT BASE (*If in TDY status*):
Sheppard AFB	365 TRS	N.A.

SECTION I. TO BE COMPLETED BY THE APPROPRIATE OFFICIAL

1. RECOMMEND DISENROLLMENT FOR (*Indicate reason*):	CATEGORY:
LA - Academic	AD

NAME (*Last, First, Middle Initial*):	GRADE:	SSN:	CLASS:	COURSE NUMBER:
Doe, John M.	E-3	123-45-6789	16003	J3AQR2A031M048A

2. SUMMARY (*Include important facts: e.g., no. of washbacks, date ineffective, SIA hours, prior eliminee, no. of days in TRG, guaranteed enlistment, etc.*):

Prior TT Elim (Y/N):	N	Course Length (Days):	35	ASVAB (M/A/G/E):	M55/A62/G67/E70
Student Ldr (Y/N):	N	No. Days in Trng:	20	Discipline Issues:	N.A.
BMT Honor Grad (Y/N):	Y	SIA (Hrs):	12	Ineffective Date:	2015-12-08
Flt Physical:	None	Washbacks (#):	2	Sec Clearance:	Secret
Course Avg:	63	DOT Ineffective (#):	N.A.	Other:	College - Associates, swimmer - certified life guard
GTEP (Y/N)	N	PT Score:	90		

3. RECOMMENDATIONS:

☒ RECLASSIFICATION (*Reclassification recommendations subject to the needs of the Air Force.*) ☐ DISCHARGE ☐ OTHER

THE STUDENT SHOULD:

☐ N/A ☐ BE ☒ NOT BE CONSIDERED FOR REINSTATEMENT INTO THIS COURSE.

☐ N/A ☒ BE ☐ NOT BE CONSIDERED FOR BATTLEFIELD AIRMEN (PJ, CCT, TACP, COMBAT WX), SERE, OR EOD AFSC.

☐ N/A ☒ BE CONSIDERED FOR FURTHER TECHNICAL TRAINING IN THE FOLLOWING AFSCs: (1) 3D0X1 (2) 3D0X2 (3) 1N1X1 (Optional)

ADDRESS FOUR CATEGORIES: REASON, JUSTIFICATION, ROOT CAUSE, AND RECOMMENDATIONS (*Subject to the needs of the Air Force*):

Reason: Academic deficiency (LA)
Justification: Member failed to achieve required level of academic proficiency required for some avionics fundamentals
Root Cause: Had difficulty grasping and integrating core concepts.
Recommendation: Retain in another AFSC: His interest - BA Career field or Cyberspace

4. RECOMMENDATIONS (*Applicable to flying training only*):

☒ N/A ☐ BE ☐ NOT BE CONSIDERED FOR UNDERGRADUATE NAVIGATOR TRAINING

DATE:	NAME, GRADE, AND TITLE:	SIGNATURE
Dec 10, 2015	Shannon Green, Capt, Flt CC	

SECTION II. COORDINATION BY GUARD OR RESERVE LIAISON (*Required for ANG/AFRC eliminations*)

REMARKS:

DATE:	NAME, GRADE, AND TITLE:	SIGNATURE:

SECTION III. ELIMINATION/WITHDRAWAL APPROVAL AND RETENTION RECOMMENDATION (*Commander or designated representative*)

ELIMINATION/WITHDRAWAL: ☒ APPROVED ☐ DISAPPROVED RECOMMEND RETENTION: ☐ YES ☐ NO

REMARKS (*Commanders have up to 6 duty days to sign this form from the ineffective date. This target includes the FSS receiving the 125A, except pending results of a legal or medical review.*):

I agree with my flight chief's recommendation to retain A1C Doe in another AFSC. It is interesting to note that he is a swimmer. After reviewing his ASVABs, records, and hearing his interest, I see potential for success in BA Career field or Cyberspace. These are AFSCs for which he has developed a personal interest and should add to his motivation to succeed.

DATE:	NAME, GRADE, AND TITLE:	SIGNATURE (*Note:* all other fields will be locked after signature):
Dec 11, 2015	JOHN W. WOOD, Maj, 365 TRS/CC	

AETC125A, 20160308 Supersedes AETC FORM 125A, 20160222 Page 1 of 1

Attachment 13

FORMAT – ELIMINATION OR RECLASSIFICATION MESSAGE

Figure A13.1. Sample Reclassifcation Message

DEPARTMENT OF THE AIR FORCE
2AF DET1/DXR

Date:

MEMORANDUM FOR 2AF Det1/DXR
2AF.Det1DXR@us.af.mil
Lackland AFB, TX 78236

FROM:

SUBJECT: Reclassification Action

DXR PROCESSING ONLY

Date Received: _____

Course Number: _____

CSD – CGD: _____

TLN: _____

AAN: _____

PAS: _____

TRQI: _____ Date Reclassed: _____

1. Personal Information:

a. Grade LAST, FIRST MI:
SSN: - -
b. AQE Test Scores: M- A- G- E-
c. Depth Perception:
d. Color Vision:
e. PULHES/X-Factor: /
f. Civ Dr Lic:
g. High School Grad:
h. U.S. Citizen:
i. Speech Impediment:
j. PRP Eligible:
k. Full Use of Fingers:
l. Fear of Fire:
m. Fear of Heights:
n. Claustrophobia:
o. Fear of Insects:
p. Fear of Water:

Gender:

q. Fear of Blood:
r. Fear of Guns:
s. Sec. Clearance:
t. Top Secret Initiated:
u. Flight Physical:
v. Math:
w. Algebra:
x. Geometry:
y. Trigonometry:
z. Biology:
aa. Chemistry:
bb. Computer Class:
cc. English Comp:

2. Administrative Actions:

a. Ineffective Date:
b. 125A Signed:
c. MPS Received Date:
d. Art 15:
UIF:
LOR:
LOC:
e. Washbacks:
f. SIA Hours:

3. Course Information:

a. Course Number:
b. Course Length: Days
c. Class Start Date:
d. Elimination Date:
e. Elim AFSC:
f. Elimination Reason:

4. Commander's Recommendations: See 125A or 126G

5. AFSC Preferences:

6. BMT Honor Grad?
7. Student Leader? **Red or Yellow Rope?**
8. Does member have a Degree?
9. 6-Year Enlistee?
10. Total Weighted Score:
11. Remarks:

12. POC (Required) Name: **DSN:** -

FOR OFFICIAL USE ONLY **01/29/2014**

Note: AFI 36-2110 *Assignments* specifies the content of eliminee messages. Use the format above to provide the information and request reclassification.

Attachment 14

TRAINING QUOTA MOVEMENT WORKSHEET WITH COMPLETION INSTRUCTIONS

A14.1. Download actual worksheet from 2 AF's Quota Management SharePoint

Figure A14.1. Sample Quota Movement Worksheet

TRAINING QUOTA MOVEMENT REQUEST

REQUESTER	MAJCOM / USER	DSN PHONE	TRQI	DATE OF REQUEST	PROGRAM
TSgt Joe Smith	ACC	574-XXXX	A1CC	5 Feb 14	☐ Enlisted Initial Skills ☐ Officer Initial Skills ☒ MRTP – Advanced & Supplemental

Please move the quota(s) FROM the following course/class(s):

NO	COURSE NUMBER	CLASS ID	CLASS START DATE	CLASS END DATE	NUMBER OF QUOTAS	QUOTA TYPE	TRAINING REQUIREMENT LINE ID
1	L3AZR3P071 0S0B	2014007	18 Aug 14	23 Sep 14	1	AP	A1CC 400071
2	J3AZR1A999 0D0D	2014009	24 Feb 14	7 Mar 14	1	AT	A1CC 401623
3	E3AZR1G234 0A0A	2014003	9 Jun 14	18 Jun 14	2	AT	A1CC 400623
4	E3AZR2H987 0A0B	2014008	14 Apr 14	2 May 14	1	AP	A1CC 400071

Place the quota(s) from the above course/class(s) INTO the following course/class(s):

NO	COURSE NUMBER	CLASS ID	CLASS START DATE	CLASS END DATE	NUMBER OF QUOTAS	QUOTA TYPE	TRAINING REQUIREMENT LINE ID
1	L3AZR3P071 0S0B	2014007	18 Aug 14	23 Sep 14	1	OP	A1CC 400071
2	J3AZR1A999 0D0D	2014011	17 Mar 14	28 Apr 14	1	AT	A1CC 401623
3	E3AZR1G234 0A0A	2014003	9 Jun 14	18 Jun 14	2	AP	A1CC 400071
4	E3AZR2H987 0A0B	2014008	14 Apr 14	2 May 14	1	AT	A1CC 400623

COMMENTS	2 AF COORDINATION
Line 1 – request for change of quota type from an AP to OP. Line 2 – request for movement of AT quota from one class to another within same course. Line 3 and 4 – request for flip of quota type (showing move of quota funding between courses).	APPROVED
Note – Quota funding changes cannot be processed when quota has a current student sub-allocation.	ACTION COMPLETED
** If requirements were built or adjusted in OTA to support this request, please indicate time action was completed in system. This lets PMs know if they need to wait for requirements to flow to TPS before they can process the request.	PROGRAM MANAGER

Table A14.1. Instructions for Completing Training Quota Movement Worksheet

Table A14.1. BLOCK TITLE	INSTRUCTIONS
REQUESTER	Enter the requester's name. **Example:** SSgt Jane Doe or Mr. John Q. Smith
MAJCOM / USER	Enter the requester's MAJCOM, MAJCOM equivalent, or component branch if sister service. **Example: ACC, Air National Guard, or Army**
DSN PHONE	Enter the requester's DSN telephone number.
TRQI	Enter the TRQI needing quota movement.
DATE OF REQUEST	Enter the date the request for quota movement is prepared and sent.
PROGRAM	In this block, depending on 3rd and 4th digit of course number, mark type of course. **Examples:** EIS: ABR, AQR, ALR, ABP OIS: OBR, OQR MRTP: AZR, ACR, AZP, ACP, OZR, OAR
PLEASE MOVE THE QUOTA(S) <u>FROM</u> THE FOLLOWING CLASS(ES) / COURSE(S)	Everything in this section refers to the "as is" requirements distribution. Tell us in the blocks that follow about the course(s) / class(es) you want us to move requirements **<u>from</u>**.
COURSE NUMBER	Enter the 15-digit AETC course number for the course in which quota(s) need to be changed from. **Example:** J3ABR2A632 0A1A
CLASS ID	Enter the 7-digit Class ID as it appears in Oracle Training Administrator, where the first 4 digits represent the fiscal year and the last 3 digits represent the numbers of classes in sequence. **Example:** 2008001.
CLASS START DATE	Enter the Class Start Date.
CLASS END DATE	Enter the Class End Date.

Table A14.1. BLOCK TITLE	INSTRUCTIONS
NUMBER OF QUOTAS	Enter the number of quotas that need to be changed.
QUOTA TYPE	Enter the type of quota currently in the class. **Examples:** AN, AP, AT, ON, OP, OT, CN, CP, CT
TRAINING REQUIREMENT LINE ID	Enter the Training Requirement Line ID (TRLN) from Oracle Training Administrator. This number links the request to the requirements in OTA and indicates the priority of the training seats.
PLACE THE QUOTA(S) FROM THE ABOVE CLASS(ES) / COURSE(S) INTO THE FOLLOWING CLASS(ES) / COURSE(S):	Everything in this section refers to the "to be" requirements distribution. Tell us in the blocks that follow about the course(s) / class (es) you want us to move requirements **into**.
COURSE NUMBER	Enter the 15-digit AETC course number for the course in which quota(s) will be changed to. **Example:** J3ABR2A632 0A1A
CLASS ID	Enter the 7-digit Class ID as it appears in Oracle Training Administrator, where the first 4 digits represent the fiscal year and the last 3 digits represent the numbers of classes in sequence. **Example:** 2008001.
CLASS START DATE	Enter the Class Start Date.
CLASS END DATE	Enter the Class End Date.
NUMBER OF QUOTAS	Enter the number of quotas that will be changed.
QUOTA TYPE	Enter the type of quota needed. **Examples:** AN, AP, AT, ON, OP, OT, CN, CP, CT
TRAINING REQUIREMENT LINE ID	Enter the Training Requirement Line ID (TRLN) from Oracle Training Administrator. This number links the request to the requirements in OTA and indicates the priority of the training seats.
COMMENTS	Enter any additional comments necessary to clarify the request.

Table A14.1. BLOCK TITLE	INSTRUCTIONS
2 AF COORDINATION – APPROVED	2 AF/TTOC-P and 2 AF/TTOC-O use this block.
2 AF COORDINATION – ACTION COMPLETED	2 AF/TTOC-P and 2 AF/TTOC-O use this block
2 AF COORDINATION – PROGRAM MANAGER	2 AF/TTOC-P uses this block.

Attachment 15

OUT-OF-CYCLE WORKSHEET WITH COMPLETION INSTRUCTIONS

A15.1. Download actual worksheet from 2 AF's Quota Management SharePoint

Figure A15.1. Sample Out-of-Cycle Worksheet

OUT-OF-CYCLE REQUEST FOR TRAINING QUOTAS

REQUESTER	MAJCOM / USER	DSN PHONE	TRQI	DATE OF REQUEST	PROGRAM
TSgt Joe Smith	AMC	779-XXXX	A1L0	8 Apr 14	☐ Enlisted Initial Skills (Non-ADAF) ☐ Officer Initial Skills (Non-ADAF) ☒ MRTP – Advanced & Supplemental

COURSE NUMBER	FY	CLASS ID	CLASS START DATE	CLASS END DATE	NUMBER OF QUOTAS REQUESTED	QUOTA TYPE	TRAINING REQUIREMENT LINE ID	TRQI WITH UNUSED QUOTA	SEATS AVAILABLE
J3AZR2A889 0A0C	2014	2014007	5 May 14	9 May 14	1	AP	A1L0 400065	RR10	2
L3AZR3P071 0S0B	2015	2015002	7 Jan 15	12 Feb 15	1	AT	A1L0 500023		1
* E3AZR2H987 0A0B	2014	2014	12 May 14	22 May 14	1	AP	A1L0 400065	A0R0	1

COMMENTS	2 AF COORDINATION
3 DIFFERENT EXAMPLES OF PROPER USE OF OoC FORM Line 1 - request for use of RR10 unfilled seat (within 30 days of CSD) Line 3 - request for one seat in course currently scheduled 1 below max class size (class max size is 48 - only 47 seats currently scheduled) *Line 5 – requests use of unfilled A0R0 seat outside the normal timelines. TRQI attaches email correspondence from A0R0 providing approval for PM to re-allocate their un-filled seat to requesting TRQI. **NOTE: If requirements were built or adjusted in OTA to support the request, please indicate time action was taken in system. This lets PMs know they might need to wait for an interface before they can process the request.**	APPROVED ACTION COMPLETED PROGRAM MANAGER

Table A15.1. Instructions for Completing Out-Of-Cycle Worksheet

A15.1. BLOCK TITLE	INSTRUCTIONS
REQUESTER	Enter the requester's name. **Example:** SSgt Jane Doe or Mr. John Q. Smith
MAJCOM / USER	Enter the requester's MAJCOM, MAJCOM equivalent, or component branch if sister service. **Example:** ACC, ANG, or Army
DSN PHONE	Enter the requester's DSN telephone number.
TRQI	Enter the TRQI needing additional training quotas.

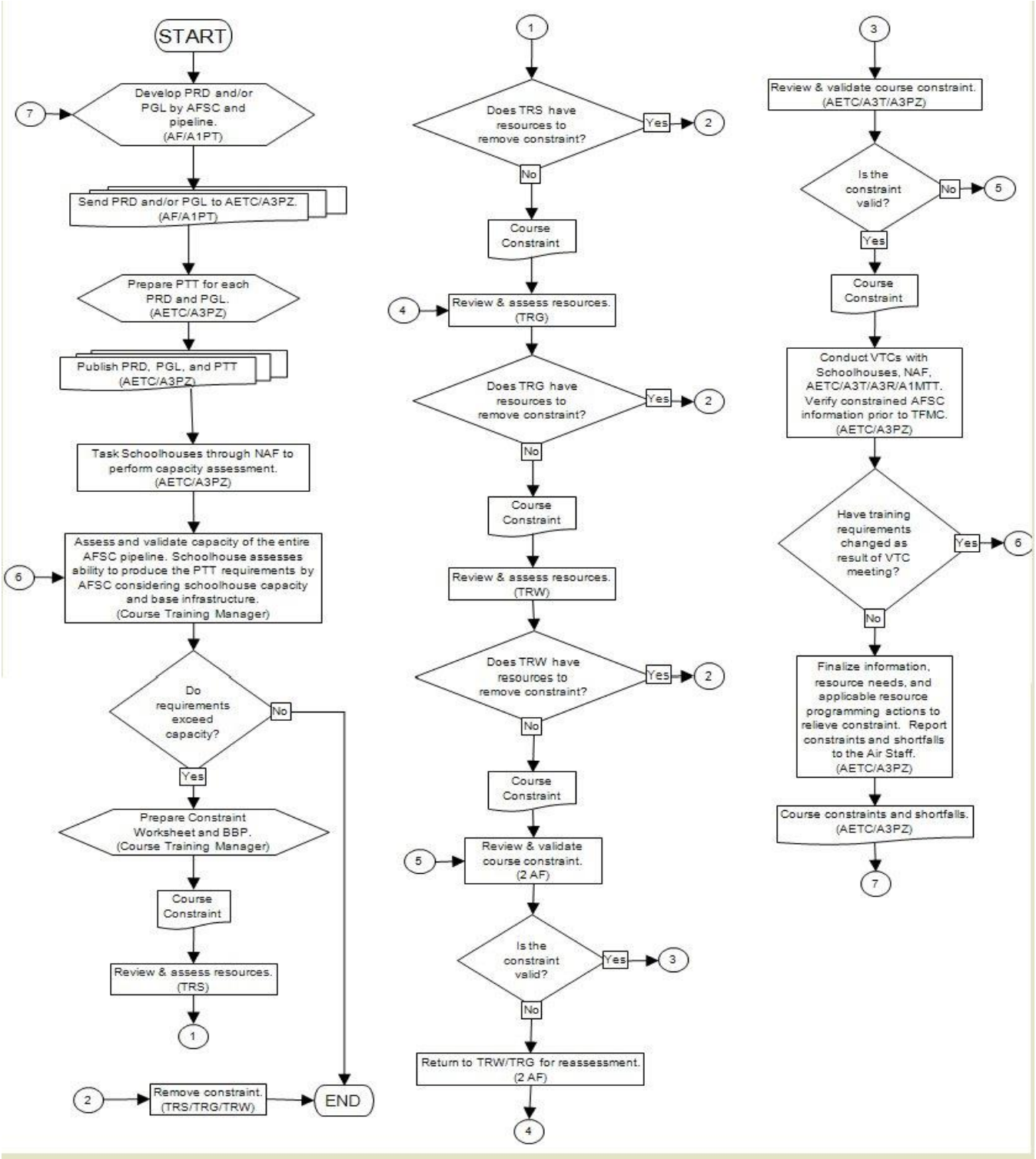
A15.1. BLOCK TITLE	INSTRUCTIONS
DATE OF REQUEST	Enter the date the request for quotas is prepared and sent.
PROGRAM	In this block, depending on 3rd and 4th digit of course number, mark type of course. **Examples:** EIS: ABR, AQR, ALR, ABP OIS: OBR, OQR MRTP: AZR, ACR, AZP, ACP, OZR, OAR
COURSE NUMBER	Enter the 15-digit AETC course number for the course in which additional quotas are requested **Example:** J3ABR2A632 0A1A
FY	Enter the fiscal year in which additional quotas are needed.
CLASS ID	Enter the 7-digit Class ID as it appears in Oracle Training Administrator, where the first 4 digits represent the fiscal year and the last 3 digits represent the numbers of classes in sequence. **Example:** 2008001.
CLASS START DATE	Enter the Class Start Date where additional training seats are requested.
CLASS END DATE	Enter the Class End Date for the class session where additional training seats are requested.
NUMBER OF QUOTAS	Enter the number of quotas or training seats that are needed in a particular course and class.
QUOTA TYPE	Enter the type of quota needed. **Examples:** AN, AP, AT, ON, OP, OT, CN, CP, CT

A15.1. BLOCK TITLE	INSTRUCTIONS
TRAINING REQUIREMENT LINE ID	Enter the Training Requirement Line ID (TRLN) from Oracle Training Administrator. This number links the request to the requirements in OTA and indicates the priority of the training seats.
TRQI WITH UNUSED QUOTA	Enter the TRQI that has unused quotas. The requester will have to log into Oracle Training Administrator to see this information. **Example:** The Air Force Reserve Nonprior Service (RR10) has unused quotas and the ANG (CC10) needs them; so the ANG TRQI would review OTA for available seats and enter the AFRES TRQI RR10on the worksheet.
SEATS AVAILABLE	Enter the number of seats available from the TRQI with unused quotas.
COMMENTS	Enter any additional comments necessary to clarify the request.
2 AF COORDINATION – APPROVED	2 AF/TTOC-P and 2 AF/TTOC-O use this block.
2 AF COORDINATION – ACTION COMPLETED	2 AF/TTOC-P and 2 AF/TTOC-O use this block
2 AF COORDINATION – PROGRAM MANAGER	2 AF/TTOC-P uses this block.

Attachment 16

COURSE CONSTRAINT AND PROCESS FLOWCHART

Figure A16.1. Course Constraint and Process Flowchart



Attachment 17

AETC FORM 179A, COURSE TRAINING SCHEDULES FOR ALLOCATIONS WITH COMPLETION INSTRUCTIONS

A17.1. Instructions for Completing AETC FORM 179A

A17.1.1. **Course Conversion.** When HQ AETC/A3T (HQ AETC/SGU for medical) certifies a new or changed course, HQ AETC/A3T notifies TRW/MO, HQ AETC/A1MRT (activates the course in TPS), the training manager, and 2 AF/TTOC-P. Once the Course Training Plan is certified and the course has been activated in TPS, TTMS Course Design and Development, and TTMS Student Management, the TM will submit an AETC 179A to the PM to convert the course.

A17.1.2. **Ensure Total TPR is Maintained.** Addition of allocations scheduled in the new course and the old course together must be total of what was scheduled in the old course prior to the course conversion.

A17.1.2.1. Coordinate initial skill courses with AJ10, AJ30, AJ1J, AJ3J, AJ1K, and others as applicable. If the training manager has coordinated this change with them, ensure it is documented on AETC Form 179A, block 16. Changes can be made if TPR is maintained (TPR increases/decreases can only be authorized by Air Staff via a PGL change).

A17.1.2.2. Coordinate officer initial skill with AM10/AM11 TRQI Managers (AFPC officer accessions). If the training manager has already done this, make sure block 16, AETC Form 179A is annotated.

A17.1.2.3. Coordinate 7-level courses through AFPC, ANG, and AFRC. If the training manager has already done this, ensure AETC Form 179A, block 16, is annotated.

A17.1.2.4. Coordinate supplemental courses with all TRQIs involved IAW **Chapter 2** of this instruction. Annotate coordination done by the training manager in block 16.

A17.1.2.5. Forward a copy of the form to the registrars.2.6.7

A17.1.3. See Figure A17.1, A17.2 and Table A17.1.

Figure A17.1. Sample AETC Form 179A, Delete, Change, Add a class

COURSE TRAINING SCHEDULE FOR ALLOCATIONS

1. TRAINING MANAGER *(Name, TM Code, Telephone Number)*: John Doe, C6, DSN-XXXX

2. DATE: 20070327

3. WING COURSE IDENTIFICATION NO: J3ABR2A734 048A

4. PDS CODE: IRD

5. COURSE TITLE: Survival Equipment Apprentice (MRA)

6. LENGTH *(Academic days)*: 65

7. A - ADD C - CHANGE D - DELETE	8. CLASS START DATE	9. CLASS GRADUATION DATE	10. REQUESTER QUOTA ID & LINE NO	11. TDY			12. NON-TDY			13. REPLACES CLASS *(If applicable)*	14. LOCATION *(Base, Post, Station, City, Hotel, Contractor's Facility, etc.)*
				OFF	AMN	CIV	OFF	AMN	CIV		
D	20070403	20070703									Sheppard AFB, TX
C	20070618									20070611	Sheppard AFB, TX
A	20070730		AJ10 AJ1J		2			5			Sheppard AFB, TX

15. *REPORTING INSTRUCTIONS:* *Comply with Chapters 1 and 3, AFCAT 36-2223, as amended.*

Prerequisite _____

AETC Fund Citation Sub-Project Code _____

Security Requirements _____

16. SPECIAL REPORTING INSTRUCTIONS/REMARKS

D- Delete this class. (If within 30 days of CSD (class start date), include statement: All TRQIs have been notified.)

C-Change class date 20070611 to 20070618.

A- Add class date 20070730 with 5 AJ10 quotas and 2 AJ1J quotas.

17. COURSE REMARKS

18. RFPP NO/COST PER CLASS STUDENT

19. APPROVAL SIGNATURE, GRADE AND OFFICE SYMBOL: GS-12 John Doe, TRS/XX

AETC IMT 179A, 19940801, V2 PREVIOUS EDITION IS OBSOLETE

Figure A17.2. Sample AETC Form 179A, Delete or Move a quota

COURSE TRAINING SCHEDULE FOR ALLOCATIONS

1. TRAINING MANAGER (Name, TM Code, Telephone Number): John Doe, C6, DSN-XXXX
2. DATE: 20070327
3. WING COURSE IDENTIFICATION NO: J3ABR2A734 048A
4. PDS CODE: IRD
5. COURSE TITLE: Survival Equipment Apprentice (MRA)
6. LENGTH (Academic days): 65

7. A - ADD C - CHANGE D - DELETE	8. CLASS START DATE	9. CLASS GRADUATION DATE	10. REQUESTER QUOTA ID & LINE NO	11. TDY OFF	11. TDY AMN	11. TDY CIV	12. NON-TDY OFF	12. NON-TDY AMN	12. NON-TDY CIV	13. REPLACES CLASS (If applicable)	14. LOCATION (Base, Post, Station, City, Hotel, Contractor's Facility, etc.)
C	20070907	20071211.	AJ10 (2 + 1 = 3) RR10 (1 - 1 = 0)					3 0			Sheppard AFB, TX
C	20070802		CC10 (1 + 1 = 2)					2			Sheppard AFB, TX
C	20070820		CC10 (4 - 1 = 3)					3			Sheppard AFB, TX

15. REPORTING INSTRUCTIONS: Comply with Chapters 1 and 3, AFCAT 36-2223, as amended.
Prerequisite
AETC Fund Citation Sub-Project Code
Security Requirements

16. SPECIAL REPORTING INSTRUCTIONS/REMARKS

C - Add one AJ10 quota and remove one RR10 quota. Class size remains the same.

C - Move a CC10 quota from 20 Aug 07 to 2 Aug 07. (If the total number of seats is over the max class size, include an approval statement such as: Overbooking by <number> is approved.)

17. COURSE REMARKS
18. RFPP NO/COST PER CLASS STUDENT
19. APPROVAL SIGNATURE, GRADE AND OFFICE SYMBOL: GS-12 John Doe, TRS/XX

AETC IMT 179A, 19940801, V2 PREVIOUS EDITION IS OBSOLETE

Table A17.1. AETC Form 179A Instructions

A17-Block No	Instructions
1	TM: Type or print name of group TM completing the form. Include TM code and telephone number.
2	Date: Enter the date the form is prepared. (YYYYMMDD).
3	Wing Course Identification Number: Enter the course ID (e.g., L3ABR2S031 005 as listed in TPS). Use only one course ID per AETC Form 179A.
4	PDS Code: Enter PDS code of wing course identification number.
5	Course Title: Enter course title as stated in TPS.
6	Length (Academic Days): Enter the course length in academic days.
7	A-Add, C-Change, D-Delete: Indicate whether you want to add, change, or delete a class or quota. When adding or deleting a quota from an existing class, show the resulting TRQI total in the TDY, NON-TDY row. (Blocks 11 and 12). Add: Use "A" when adding a new class to the schedule. (**Adding a quota allocation is <u>not</u> adding a class.**) Change: Use "C" when changing CSD/CGD. Use "C" when adding/changing/deleting allocations in an existing class. Use "C" when deleting

A17-Block No	Instructions
	currently scheduled quota allocations. Delete: Use "D" when deleting a currently scheduled class.
8	Class Start Date: Enter the CSD for the class/allocations being added, changed, or deleted.
9	CGD: Enter the graduation date for the class if different than what is listed in TPS (for example, 20140625) with graduation date for the class/allocations being added, changed or deleted. If the same number of days as approved in CTP leave blank and TPS will auto populate the graduation date.
10	Requester Quota ID and Line Number: Enter TRQI of allocations being added, changed, or deleted. Do not fill in line numbers**.** When changing allocations, add in parentheses an equation showing the current number of all allocations for the TRQI and quota type, the change requested, and the final total. For example, if TPS has 10 AJ1J and the goal is to add 3 AJ1J, the form should indicate, "AJ1J (10 + 3 = 13)." If TPS has 5 AJ10 and the goal is to add 5 AJ10, the form should indicate "AJ10 (5 + 5 = 10)."
11	TDY – Off, Amn, Civ: For each TRQI, enter the final allocation to be stored in TPS by funded quota type. **Note:** TDY is defined as Air Force-funded through MRTP or AETC/SG.
12	Non-TDY – Off, Amn, Civ: For each TRQI enter the final allocation to be stored in TPS by non-funded quota type. **Note:** Non-TDY is defined as funded by the PCS fund (most pipeline students), MAJCOM, or unfunded meaning no funds are expended to send the student to training.
13	Replaces class (if applicable): This block will be used when changing the CSD and/or CGD to another, or when changing the class location to another. For example, use block 13 if original CSD was 02 Oct, and you need to change the CSD to 02 Nov, thus enter the old CSD of 02 Oct in block 13, and enter new CSD of 02 Nov in block 8, and appropriate grad date in block 9. Also use block 13 if original class starts at one base, but if changing location, enter the new location in block 14.
14	Location (base, post, station, city, hotel, contractor's facility, etc.): This block is normally not used. ***EXEPTIONS:*** Use to document a changed training location, or in cases of MTT or FTD courses, always specify location. A MTT or FTD class may have several locations with the same CSD.
15	Reporting Instructions: Self-explanatory.
16	Special Reporting Instructions/Remarks: Enter special reporting instructions (limited to 470 characters), if any, such as special security requirements for access to a facility or course material, prerequisite, or follow-on training courses. For Type 1 training, include detailed location (building and room), availability or nonavailability of government facilities, recommendation for rental car when required (one car for every five students), etc. Annotate any coordination completed by the training manager. If form is initiated within 30 days of CSD, the training manager must notify all TRQIs involved. Record the notification in this block.
17	Course Remarks: This block is normally not used. However, if used, limit course

A17-Block No	Instructions
	remarks to 300 characters. (For information only—does not flow to users.)
18	RFPP No/Cost Per Class Student: This block is normally not used. ***EXCEPTION:*** For a Type 1 course, enter the request for purchase package number, cost per class, and cost per student. When AETC provides tuition or training fee for a Type 5 course, enter the cost in this block.
19	Approval Signature, Grade, and Office Symbol: Approval by HQ AETC or wing (signature and office symbol). Individuals with an assigned TM code may approve AETC Form 179A. If form is to be faxed, sign block 19. If form is to be e-mailed, type appropriate information in Block 19 in lieu of signature.

Attachment 18

SISTER SERVICE COURSE STUDENT ENROLLMENT INFORMATION

Table A18.1. Sister Service Student Enrollment Worksheet

Sister Service Course Student Enrollment Information	
It is the responsibility of the sending MAJCOM TRQI Manager to ensure that the necessary prerequisites are met; arriving students who do not meet such prerequisites will not be allowed to participate in the course and will be returned to their home station.	
AETC Course Number	
AETC Course Title	
Sister Service Course Number	
Sister Service Course Title	
Class Start Date	
Name	
Rank/Grade	
SSAN	
Gender	
TRQI	
Student Mailing Address	
(include street/city/state/zip code)	
Duty Title	
Security Clearance	
Series/Grade (if civilian)	
Student E-mail Address	
The information herein is For Official Use Only (FOUO) which must be protected under the Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.	

Attachment 19

SAMPLE DUTY @ PERMANENT DUTY STATION (PDS) MEMORANDUM WITH COMPLETION INSTRUCTIONS

Table A19.1. Sample Memorandum for Duty at PDS

_____
Date

MEMORANDUM FOR_____
Student's Home Unit Commander with Fax Number

FROM:_____
Training Squadron CommanderFAX: (DSN) ___-____
Comm: (___) ___-____

SUBJECT: Duty at the Permanent Duty Station during the Formal School Holiday Closure

1. Your unit member in paragraph 2, below, has requested to return (at their own expense) to the permanent duty station (PDS) to perform duty during the holiday period, _____ –_____. If you concur, I will approve (or disapprove) the requested duty according to the information you provide in your first indorsement below. When your member completes the duty as assigned, please provide the second indorsement. . The PDS/CC may also provide the memorandum, with first indorsement completed, for the TRS/CC approval. **Note:** Please print, stamp, or type your Signature Block and Title beneath the signature lines. IAW AFI 36-3003, Para 6.1.3.and JFTR U4175.

2. a. Name: _____ _____.
b. Address WhileMember's Initials
Performing Duty @ PDS: _____.

c. Phone Number: _____.

_____
Training Squadron Commander

TRS Commander or Designated Representative

1st Ind, _____ _____
Date

MEMORANDUM FOR _____
Training Squadron Commander

1. I concur / do not concur.
2. Have the member report to: (if concur, otherwise leave blank)
a. Supervisor's Name:
_____.

b. Duty Address:
_____.

c. Duty Phone: _____. d.Report Time and Date: _____.

_____
PDS Commander or Designated
Representative

2nd Ind, _____ _____
Date

Training Squadron Commander
MEMORANDUM FOR _____

Member performed duty as coordinated above.

_____
PDS Commander or Designated
Representative

Attachment 20

FORMAT FOR MEMORANDUM TO STUDENT FACING FACULTY BOARD ACTION

Table A20.1. Sample Memorandum to Student Facing Faculty Board Action.

MEMORANDUM FOR: (Student) (date)

SUBJECT: Faculty Board Action

FROM:

1. A faculty board will convene in (room, building number, hour, date) to evaluate all circumstances relative to your academic deficiency and to make recommendations on your retention or elimination, and any future training. (See Note.)

2. The following persons will be called as witnesses before the board:

3. You have the following rights in relation to the faculty board:

a. To request a waiver of faculty board action by submitting a request in writing to the appointing authority, with the understanding that you will be eliminated from training if the waiver is granted.

b. To request legal assistance and advice before the board meets rather than formal representation during board proceedings.

c. To call witnesses to testify on your behalf. If witnesses are desired, our office will notify them as to the time, date, and place of the board.

d. To review, prior to the board, all exhibits (records or documentation) the faculty board will review.

4. Acknowledge receiving this notification by indorsement below not later than _____. Include the grade, name, and organization of the witnesses you desire to have testify on your behalf.

5. By signing this memorandum, you acknowledge you have been briefed, and understand your rights in this action.

(Signature of Recorder, School Secretary, or Commander)

1st Ind, (Student) (date)

TO:

1. Receipt acknowledged.

2. I desire the following witnesses to be notified on my behalf:

(Signature of Student)

Attachment 21

ADDITIONAL INSTRUCTOR REQUIREMENTS WORKSHEET (AIRW) WITH COMPLETION INSTRUCTIONS FOR EIS

Figure A21.1. Sample AIRW (EIS)

FY10 ESTIMATED ADDITIONAL INSTRUCTOR REQUIREMENTS WORKSHEET

Course Name			Course Number		
AFSC	AFSC Title				Tag Days
Total Number of Courses in Pip		Which Course in Pipeline (Sequence)?	1, 2, 3, 4, 5, 6, 7, 8, 9, 10		
ADAF NPS	Programmed Elim Rate	Total NPS Entries 0			
ADAF RET	ADAF PS	Total ADAF Entries 0			
Other STR		Total Tech Entries 0			
ITRO Course? Yes / No		Army Entries	Navy Entries	Marine Entries	Coast Guard / Internat'l

TRG Representative Endorsement

Grade	Last Name	Office	Phone	Signature	Date

HQ AETC / A1MRT

Estimated Number of Instructors Required:					
Less Number of CIVILIAN INSTRUCTORS Currently Authorized:	-				
Less Number of MILITARY INSTRUCTORS Currently Authorized:	-				
Estimated Additional Number of Military Instructors Required:					0
Number of Additional Instructors by Rank:	SrA	SSgt	TSgt	MSgt	Officer

HQ AETC / A1MRT Endorsement

Grade	Last Name	Office	Phone	Signature	Date

HQ AETC / A3T Training Pipeline Manager Endorsement

Grade	Last Name	Office	Phone	Signature	Date

NOTE: NOT A VALIDATED NUMBER -- THIS IS ONLY AN ESTIMATE. INSTRUCTORS WILL BE OFFICIALLY PRICED FROM TPS CLASS SCHEDULES DURING HQ AETC/A1MRT'S ANNUAL PRICING.

HQ AETC/A3PZ COMMENTS

HQ AETC/A1MRT COMMENTS

Table A21.1. Instructions for Completing an Estimated EIS AIRW

BLOCK TITLE	INSTRUCTIONS

BLOCK TITLE	INSTRUCTIONS
Course Name	Enter the AETC-approved course title as indicated in the TPS. **Example:** "Security Forces Apprentice Course"
Course Number	Enter the AETC-approved course number as indicated in TPS. **Example:** "L3ABR3P031 0S1B"
AFSC	Enter the AFSC as found in the EIS PGL numbers. **Example:** Security Forces Apprentice would be entered as "3P031."
AFSC Title	Enter the AFSC Title.
Tng Days	Enter the total number of training days in the course number identified.
Total Number of Courses in Pipeline	Enter the total number of courses in the AFSC pipeline.
Which Course in Pipeline (Sequence)?	Select the number that course represents in the pipeline sequence. **Example:** Combat Control Apprentice is the sixth course in the pipeline; therefore 6 would be selected.
ADAF NPS	Based on the EIS PGL document, enter the NPS requirement. If the course is not the skill-awarding course, enter the number of NPS entries required from the follow-on course.
PER	Enter the approved programmed course NPS elimination rate from the PTT document as a decimal number. **Example:** NPS elimination rate of two percent would be entered as “.02” and elimination rate of zero percent would be entered as “.00”.
Total NPS Entries	The worksheet will automatically calculate this number.

BLOCK TITLE	INSTRUCTIONS
ADAF RET	Based on the EIS PGL document, enter the Retrainee (RET) requirement.
ADAF PS	Based on the EIS PGL document, enter the PS requirement.
Total ADAF Entries	The worksheet will automatically calculate this number.
Other STR	Based on the EIS PGL document, enter the sum of all Other Student Training Requirements (i.e. ANG, AFRC, USA, AGD, ARES, Navy, MC, OTH, MX20/Internationals). **STR includes all other categories of training users except for Active Duty AF (NPS, PS, RET).**
Total Tech Entries	The worksheet will automatically calculate this number.
ITRO Course?	Select Yes or No.
Army Entries	Based on the EIS PGL document, enter the Army entries.
Navy Entries	Based on the EIS PGL document, enter the Navy entries.
Marine Entries	Based on the EIS PGL document, enter the Marine entries.
Coast Guard Entries	Based on the EIS PGL document, enter the Coast Guard entries.
International Entries	Based on the EIS PGL document, enter the International (AFSAT-MX20) entries.
TRG Representative Endorsement	The TRG Representative will indorse the worksheet upon review of the data and resulting calculations. Then, the TRG Representative will provide the worksheet to the appropriate TPM to be delivered to AETC/A1MRT.
Estimated Number of Instructors Required	AETC/A1MRT calculates estimated number of instructors authorized for this course based on EIS PGL document numbers.

BLOCK TITLE	INSTRUCTIONS
Less Number of Civilian Instructors Currently Authorized	AETC/A1MRT determines number of civilian instructors currently authorized for course.
Less Number of Military Instructors Currently Authorized	AETC/A1MRT determines number of military instructors currently authorized for course.
Additional Number of Military Instructors Required	AETC/A1MRT calculates estimated number of military instructors required. **Example:** Estimated number of instructors required - Number of civilian instructors currently authorized - Number of military instructors currently authorized = Additional number of military instructors required.
Number of Additional Instructors by Rank	Based on the estimated number of additional military instructors required, AETC/A1MRT determines the number by rank.
HQ AETC/A1MRT Endorsement	AETC/A1MRT will endorse/sign and date the worksheet upon completion of calculations.
AETC/A3T TPM Endorsement	The TPM will endorse the worksheet upon review of the data and resulting calculations. Then, the TPM will deliver the worksheet to AETC/A3PZ.

Attachment 22

AIRW WITH COMPLETION INSTRUCTIONS FOR OIS

Figure A22.1. Sample AIRW for OIS

	A	B	C	D	E	F	G	H	I
1	FY11 ESTIMATED ADDITIONAL INSTRUCTOR REQUIREMENTS WORKSHEET - OFFICER INITIAL SKILLS								
2–3	Course Name						Course Number		
4–5	AFSC		AFSC Title						Tng Days
6	Total Number of Courses in Pipe				Which Course in Pipeline (Sequence)?			1, 2, 3, 4, 5, 6, 7, 8, 9, 10	
7–8	Accessions		Programmed Elim Rate 0%		Total NPS Entries 0				
9–10	Crossflows		0		Total ADAF Entries 0				
11–12	Other STR				Total Tech Entries 0				
13–14	ITRO Course? Yes / No				Army Entries	Navy Entries	Marine Entries	Coast Guard	Internat'l Entries
15									
16	TRG Representative Endorsement								
17–18	Grade	Last Name		Office	Phone	Signature			Date
19									
20	HQ AETC / A1MRT								
21	Estimated Number of Instructors Required:								
22	Less Number of CIVILIAN INSTRUCTORS Currently Authorized:							-	
23	Less Number of MILITARY INSTRUCTORS Currently Authorized:							-	
24	Estimated Additional Number of Military Instructors Required:								0
25–26	Number of Additional Instructors by Rank:				SrA	SSgt	TSgt	MSgt	Officer
27									
28	HQ AETC / A1MRT Endorsement								
29–30	Grade	Last Name		Office	Phone	Signature			Date
31									
32	HQ AETC / A3T Training Pipeline Manager Endorsement								
33–34	Grade	Last Name		Office	Phone	Signature			Date
35–36	NOTE: NOT A VALIDATED NUMBER -- THIS IS ONLY AN ESTIMATE. INSTRUCTORS WILL BE OFFICIALLY PRICED FROM TPS CLASS SCHEDULES DURING HQ AETC/A1MRT'S ANNUAL PRICING.								
37	HQ AETC/A3PZ COMMENTS								
38–40									
41	HQ AETC/A1MRT COMMENTS								
42–43									

Table A22.1. Instructions for Completing Estimated OIS AIRW

A22.1. BLOCK TITLE	INSTRUCTIONS
Course Name	Enter the AETC-approved course title as indicated in the TPS. **Example:** "Airfield Operations Officer"
Course Number	Enter the AETC-approved course number as indicated in the TPS. **Example:** "E3OBR13M1 00MC"
AFSC	Enter the AFSC as found in the OIS PGL or PRD. **Example:** Airfield Operations would be entered on the Constraint Worksheet as "13M1."
AFSC Title	Enter the AFSC Title.
Tng Days	Enter the total number of training days in the course number identified.
Total Number of Courses in Pipeline	Enter the total number of courses in the AFSC pipeline.
Which Course in Pipeline (Sequence)?	Select the number the course represents in the pipeline sequence.
ACCESSIONS	Based on the OIS PGL or PRD, enter the ADAF Total Accessions (AM10) to be trained for the fiscal year via IST. Represents commissioned officers from ROTC, OTS, or USAFA attending IST; which is the sum of AM10 Carryovers + OPEX + New AM10s from the PGL or PRD.
PER	Unlike Enlisted Initial Skills, we do not currently use programmed elimination rates for OIS. **Example:** An elimination rate of zero percent would be entered as “.00”.

A22.1. BLOCK TITLE	INSTRUCTIONS
Total NPS Entries	The worksheet will automatically calculate this number. For OIS, grads and entries are equal, because we currently do not utilize programmed elimination rates.
CROSSFLOWS	Based on the OIS PGL or PRD, enter ADAF Crossflow (AM11) training requirement (based on crossflow boards, represents officers retraining from one AFSC into another).
Total ADAF Entries	The worksheet will automatically calculate this number by adding Accessions and Crossflows.
Other STR	Based on the OIS PGL document, enter the sum of all Other Student Training Requirements (i.e. ANG Fly, ANG Non-Fly, AFRC, RES ART, RES IMA, CRO/STO, AFSAT, CIV, AF PAQ). **STR includes all other categories of training users except for Active Duty AF (Accessions and Crossflows).**
Total Tech Entries	The worksheet will automatically calculate this number.
ITRO Course?	Select Yes or No.
Army Entries	Not used. Army students do not typically attend OIS pipeline courses.
Navy Entries	Not used. Navy students do not typically attend OIS pipeline courses.
Marine Entries	Not used. Marine students do not typically attend OIS pipeline courses.
Coast Guard Entries	Not used. Coast Guard students do not typically attend OIS pipeline courses.

A22.1. BLOCK TITLE	INSTRUCTIONS
International Entries	Based on the OIS PGL document, enter the International (AFSAT-MX20) entries.
TRG Representative Endorsement	The TRG Representative will indorse the worksheet upon review of the data and resulting calculations. Then, the TRG Representative will provide the worksheet to the appropriate TPM to be delivered to AETC/A1MRT.
Estimated Number of Instructors Required	AETC/A1MRT calculates estimated number of instructors authorized for this course based on OIS PGL document numbers.
Less Number of Civilian Instructors Currently Authorized	AETC/A1MRT determines number of civilian instructors currently authorized for course.
Less Number of Military Instructors Currently Authorized	AETC/A1MRT determines number of military instructors currently authorized for course.
Additional Number of Military Instructors Required	AETC/A1MRT calculates estimated number of military instructors required. **Example:** Estimated number of instructors required - Number of civilian instructors currently authorized - Number of military instructors currently authorized = Additional number of military instructors required.
Number of Additional Instructors by Rank	Based on the estimated number of additional military instructors required, AETC/A1MRT determines the number by rank.
HQ AETC/A1MRT Endorsement	AETC/A1MRT will endorse/sign and date the worksheet upon completion of calculations.

A22.1. BLOCK TITLE	INSTRUCTIONS
AETC/A3T TPM Endorsement	The TPM will endorse the worksheet upon review of the data and resulting calculations. Then, the TPM will deliver the worksheet to AETC/A3PZ.