

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**AIR FORCE INSTRUCTION 36-401
AIR EDUCATION TRAINING COMMAND
Supplement**

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Personnel

**EMPLOYEE TRAINING AND
DEVELOPMENT**

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-401, Employee Training and Development. This supplement describes Civilian Training and Development procedures for use in conjunction with AFI 36-401. It does not apply to the Air Force Reserve Command or Air National Guard Units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional's chain of command. See Attachment 1 for a glossary of references and supporting information.

This publication requires collecting and maintaining information protected by the Privacy Act of 1974. Authorities to collect and maintain the records are by Title 5 U.S.C. 4118 and Title 10 U.S.C. 8013. Forms affected by the Privacy Act have an appropriate Privacy Act Statement. See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This interim change corrects the number of days required for appropriated funds employees to attend New Employee Orientation (NEO) from 180 days to 90 days.

1.6.4. (Added) Headquarters, Personnel Division (HQ AETC/A1K): Supports AETC civilian training IAW AFI 36-401, and provides administration, management and oversight via:

1.6.4.1. **(Added)** Providing policy, guidance and strategic advice to Command- level directorates and Installation Force Development Flights (FDF) for civilian training, to include Civilian Developmental Education (CDE), civilian participation in Professional Military Education (PME), On-the-Job-Training (OJT), supervisory/leadership training, Advanced Distributed Learning (ADL), and off-duty self-development programs.

1.6.4.2. **(Added)** Coordinating AF formal schools quota management for requirements identified in Oracle Training Administrator (OTA) and quota sub-allocation to FDFs for student identification/confirmation.

1.6.4.3. **(Added)** AETC-wide civilian training performance data collecting, analysis, and reporting.

1.6.4.4. **(Added)** Coordinating and managing of un-programmed civilian training data calls and requirements with HQ AETC Directorates and FDFs (e.g., AF and MAJCOM taskings, and agency force development opportunities).

1.6.4.5. **(Added)** Providing program and resource management advocacy, advice, and counsel to unit/organization leaders, directors and commanders.

1.6.4.5.1. **(Added)** Determining installation allocation levels for AETC-managed civilian training resources including Program Element Code (PEC) 88751 funds through the consolidated use of the Annual Installation Training Plans (AITP).

1.6.4.5.2. **(Added)** Determining installation allocation levels for AETC/A1K-managed Acquisition Professional Development Program (APDP) PEC 72806 funds.

1.6.4.6. **(Added)** Ensure Mandatory Supervisory Training (MST) requirements for the Civilian Personnel Management Course (CPMC), USAF Supervisor's Course (USAFSC) and Military Personnel Management Course (MPMC) are completed within 180 days of appointment.

1.6.4.7. Ensure New Employee Orientation (NEO) is completed within 90 days of appointment for all appropriated funds employees.

1.7.1.5. **(Added)** Use AETC Form 270, **Supervisor's Checklist for Job Induction**, to record job induction of newly assigned employees.

1.8.20. **(Added)** Execute and implement policy, provide guidance, advice, and advocacy for the entire spectrum of civilian training to include: vendor training, formal training, PME, civilian OJT, supervisory/leadership training, ADL, and off-duty self-development programs.

1.8.21. **(Added)** Manage AF formal school civilian quota process, including —no-shows, via:

1.8.21.1. **(Added)** Using Oracle Training Administration (OTA) IAW the Education and Training Course Announcement (ETCA) guidance as prescribed by AFI 36-2201, *Developing, Managing and Conducting Training*.

1.8.21.2. **(Added)** Allocate AF formal school training quotas received from HQ AETC/A1K and/or AETC command functional civilian training managers.

1.8.22. **(Added)** Assume resource management responsibility for HQ AETC/A1K-allocated Civilian Training (PEC 88751) funds and ensuring utilization to support only approved and validated priority 1 and priority 2 requirements (PEC 88751 cannot be used to satisfy priority 3 requirements). FDF PEC 88751 resource management responsibilities must also include:

1.8.22.1. **(Added)** Submitting of Wing approved FY AITP by 15 November of each year or IAW specific HQ AETC/A1K instructions.

1.8.22.2. **(Added)** Ensuring resource management process is in place for planning, programming, budgeting, and execution of current and future PEC 88751 funds (i.e., developing an Installation financial plan, identifying unfunded training requirements, developing a fiscal year spending plan, monitoring expenditures for reporting on a quarterly basis, and managing end-of-fiscal year close out).

1.8.22.3. **(Added)** Providing requests for additional resources to HQ AETC/A1K, via electronic message. Details must include: description of requirement and justification; risk if unfunded; record of attempts to secure local funding resources, local on-the-job training options, and the approved Civilian Automated Training Input Program (CATNIP) number.

1.8.23. **(Added)** Provide Status of Training (SoT) reports (at least quarterly) to Wing level and Force Support leadership showing completion statistics for serviced workforce for MST and the NEO.

1.8.23.1. **(Added)** Ensuring SoT report shows by-name individuals considered overdue for MST and NEO. For situational awareness only, FDFs must also provide to local Employee Management Relations (EMR) manager, identical by-name listings of all employees considered overdue for MST or NEO.

1.8.24. **(Added)** Oversee and/or participate with the development of the Installation Training Planning Teams (TPT) to determine support and services for functional civilian training programs. Examples of these services may include but are not limited to:

1.8.24.1. **(Added)** Assisting with identifying training requirements.

1.8.24.2. **(Added)** Assisting with the training schedule development.

1.8.24.3. **(Added)** Assisting with locating training facilities and equipment based upon current on-site availability.

1.8.24.4. **(Added)** Assisting with training sources/vendors identification and proper payment methods.

1.8.25. **(Added)** Ensure individual education and training is documented in Defense Civilian Personnel Data System (DCPDS). DCPDS training history updating responsibilities also include:

1.8.25.1. **(Added)** Ensuring widest publicizing and information distribution to serviced workforce of self-service civilian record updating capabilities (education, training and certifications/licensure) via MyBiz and DCPDS access.

1.8.26. **(Added)** Ensure local procedures and policies are established to review DCPDS record reviews of any out-processing civilian for active service obligations and/or resource obligations prior to termination of employment.

1.8.27. **(Added)** Establish contact with the supervisor, commander, or commander's designee of each newly-assigned supervisor to ensure member's receipt of notice to complete MST and registration or confirmed award of equivalency credit. MST program management responsibilities also include:

1.8.27.1. **(Added)** Ensuring student support is available for individuals participating in virtual MST to facilitate successful and uninterrupted course completion.

1.8.28. **(Added)** Ensure AF-sponsored development opportunities (i.e., AF, AFPC and/or Development Team (DT)) are managed IAW appropriate guidance and messages.

1.8.29. **(Added)** Ensure Civilian Tuition Assistance Program (CTAP) management responsibilities include:

1.8.29.1. **(Added)** Ensuring individuals on positions covered by or eligible for AFPC DT service (including individuals eligible for acquisition-related funding) first apply through respective DT for CTAP funding before requesting FDF support. [NOTE: Applicants must furnish, appropriate documentation showing the DT is unable to fulfill the CTAP request.]

1.8.29.2. **(Added)** Processing CTAP requests using MAJCOM, Installation, Center, organization/unit, or MAJCOM funding sources.

[NOTE: Do not use PEC88751 for CTA funding; PEC 88751 may be utilized when the course is meeting a Priority 1 training requirement.]

1.8.29.3. **(Added)** Ensuring individuals with outstanding Civilian Tuition Assistance (CTA) funds reimbursement(s) obligation are denied future CTA course approval until full reimbursement has occurred or waiver has been approved.

1.8.30. **(Added)** Use a properly approved SF-182 for all training event purchases as documentation for Government Purchase Card (GPC) transactions for serviced AETC workforce and tenants regardless of the source of funding.

1.8.31. **(Added)** Consider FDF-owned, local and vendor-supplied ADL when designing, developing, or purchasing training and/or self-development events.

1.8.31.1. **(Added)** Training events which require expenditure of funds for travel and per diem (EEIC 409) will not be approved until the requestor provides documentation that there is no available training via alternative delivery methods for the required or equivalent training.

1.9.4. **(Added)** Civilian employees can update training, education, and certification/licensure in DCPDS history via MyBiz. FDF personnel will assist in processing or verify mandatory updates.

1.9.4.1. **(Added) Record Update Guidelines:** In cases when FDF manually updates official training records, the following guidelines will apply: training officially designated as mandatory IAW current agency-published guidance; AF PME; training of 8 hours or more only if completed within the last 10 years while employed by any other federal agency; all training 8 hours or more where AF paid direct (tuition/registration) and/or indirect (travel/per diem) costs. [**NOTE:** A course completion certificate is typically required for previously completed training. FDF has authority to determine proper documentation is secured prior to updating DCPDS.]

1.10.12. **(Added)** Document and receive approval for any MST equivalencies within 30 days of initial supervisory assignment; register for all remaining required MST courses within 60 calendar days of assignment; complete all training within 180 of assignment.

1.10.13. **(Added)** Identify functional training requirements for civilian subordinates.

1.10.14. **(Added)** Assist civilian subordinates in the use of MyDP.

1.10.15. **(Added)** Assist subordinate civilian employees in accessing the Employee Benefits Information System (EBIS) to annually review their benefits, entitlements, and initial and refresher training for each applicable benefit program.

1.10.17. **(Added)** Ensure FDF receives subordinate employee's completed Continued Service Agreement (CSA) prior to the start of CSA-required training.

1.10.17.1. **(Added)** When notified by FDF, prohibit subordinate civilian employee from attending training until CSA is completed and signed.

1.10.17.2. **(Added)** Maintain a copy of the employees CSA in their Employee Record file (AF Form 971).

1.10.18. **(Added)** Coordinate with each subordinate employee to create and maintain an Individual Development Plan (IDP) using My Development Plan (MyDP).

1.10.19. **(Added)** When requested by FDF, assist in notifying a subordinate civilian employee of their reimbursement responsibility as a result of failing to attend and/or complete an approved training event or CTA.

1.11.7. **(Added)** Participate with supervisor in creation and maintenance of an IDP

1.11.8. **(Added)** Attend approved/scheduled and/or mandatory training, education, or PME events.

1.11.9. **(Added)** Notify supervisor as soon as possible when unable to attend an approved/scheduled and/or mandatory training event.

1.11.10. **(Added)** When required, complete and sign appropriate CSA form prior to attending CSA-required training or class. [**NOTE:** Forms will be supplied by FDF.]

1.11.11. **(Added)** utilize MyBiz located at: <https://compo.dcpds.cpms.osd.mil/> to update education and training records.

1.13. **(Added) HQ AETC Directorates.** Each HQ AETC Directorate has primary responsibility for the administration and integration of Command-wide and directorate functional specific civilian training programs. As such, directors will appoint a Command functional civilian training manager(s)/focal point (s) to coordinate Command-wide and/or directorate civilian training issues. This/these individual(s) will:

1.13.1. **(Added)** Identify and assess functional-specific training programs, courses and/or other requirements.

1.13.2. **(Added)** Coordinate with Career Field Teams and Career Field Managers as required to request or validate initial/new AETC-wide civilian training requirements (i.e., funding, quotas, equipment, facilities, manpower, course development, course materials) for the functional workforce.

6.1.1. **(Added)** Use AETC Form 270, **Supervisor's Checklist for Job Induction**, to record job induction of newly assigned employees.

Table A3.1. Applying Forms Used in Civilian Training.

R U L E	A If the training action	B use	C which is prepared by	D and sent to the	E and completed form is
1	sets up a new or revises an existing apprentice program	AF Form 2 and AF Form 6	EDM/S	US Dept of Labor (DOL) through MAJCOM and HQ USAF/DPDE	given (approved copy) to each apprentice and filed in CPF.
2	requires a local Air Force contracting office to issue a contract for non-government training	AF Form 9	EDM/S	Finance office for fund certification then forward to the contracting office.	filed in CPF with DD Form 1556
3	request for special training (as defined by AFI 36-2201)	AF Form 403	EDM/S	MAJCOM	
4	involves obtaining funding authority from the finance office to fund training citing PEC 88751 funds (see note 1)	AF Form 616/ AF Form 4009 (GPC)	EDM/S	Finance office for fund certification then return AF Form 616/AF Form 4009 to the EDM/S. EDM/S funds each training document and records	returned to the finance office according with instructions on AF Form 616/AF 4009.
5	is to record student attendance at Air Force sponsored training courses. Note: Any other format to record student attendance may be substituted.	AF Form 1151	Instructor or course leader	EDM/S	filed in course folder
6	is to chart trainee requirements, progress, and completions	AF Form 1320a	Immediate supervisor		maintained at work site
7	to nominate an employee for CCDP	AF Form 4059	Candidates and endorsing officials	Training office	Sent to nominat-ing organization and finally to AFPC/ DPK.

R U L E	A If the training action	B use	C which is prepared by	D and sent to the	E and completed form is
8	(1) requires obtaining training available from other DOD components(2) involves the acceptance, by another DOD component, of a request to provide training	DD Forms 448 and 448-2	EDM/S, DoD component	EDM/S sends form to the appropriate DoD activity	filed with DD Form 1556
9	involves providing training to personnel from another DOD component from which a DD Form 448 is received	DD Form 448-2	Servicing EDM/S	Finance office.	copy filed in DoD activity.
10	requests, authorizes, or certifies training and reimbursement (see Note 3)	DD Form 1556	Supervisor	See Attachment 8	See Attachment 8 .
11	requires travel by students or instructors (see Note 3)	DD Form 1610	Servicing administrative office	Finance office for accounting transactions and traveler for obtaining transportation billeting, supporting travel claims, etc.	
12	involves payment for non-government or non-contracted training authorized by a certified DD Form 1556 and vendor invoice	SF 1034	finance office	Funds disbursement function within the finance office	filed in the finance office and the training office
13	invoices payment of nongovernment or contracted training initiated by AF Form 9 and certified invoice	SF 1034	finance office	Same as above	same as above.

R U L E	A If the training action	B use	C which is prepared by	D and sent to the	E and completed form is
14	involves payment for government training	SF 1080	finance office	Same as above	same as above.
15	involves payment for civilian tuition assistance (see note 2)	AF 4306	Employee	Training office and certified by EDM/S	filed in the finance office and the training office
16	involves DAU training or is required by DAWIA	Electronic form ACQ Now	Employee with supervisor approval	AFATO	ACQ Now
17	involves reimbursement of attendee for vicinity travel, tuition, books, materials, and fees	SF 1164	Attendee and certified by EDM/S	Finance office for reimbursement to the attendee.	filed in the finance office and the training office
18 (Added)	is inducting a new civilian appropriated funds civilian employee	AETC Form 270	servicing civilian personnel office	new employee's supervisor	returned to servicing civilian personnel office

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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Prescribed Forms***

AETC Form 270, *Supervisor's Checklist for Job Induction*

Abbreviations and Acronyms

ETCA—Education and Training Course Announcements

FDF—Force Development Flight

MST—Mandatory Supervisory Training

MyDP—My (Civilian) Development Plan

NEO—New Employee Orientation

OTA—Oracle Training Administrator

Terms

Direct Training Costs— Registration and/or tuition, and supply costs associated with approved training.

Education and Training Course Announcements (ETCA)— Internet-based system that superseded AFCAT 36-2223, USAF Formal Schools. ETCA automates AFCAT 36-

2223 by providing on—line capability to access, query, and print and input course announcement data. (<https://www.my.af.mil/etccourses/default1.asp/>)

Indirect Training Costs— Travel and per diem costs associated with training.

Mandatory Supervisory Training— Three AF-designed supervisory courses (CPMC, MPMC, and USAFSC) required of all newly-assigned civilian supervisors. Mandatory completion within initial 180 days of supervisory assignment.

MyCP— AF-developed and web-based IDP template to assist individuals in short- and long-term goals identification located at: <https://www.my.af.mil/afpc2w20/myxdp>

Program Element 72806— Operations and Maintenance (O&M) Program which funds for training and development of acquisition personnel under 10 USC Chapter 87 (DAWIA).