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SECRETARY OF THE AIR FORCE**

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**Personnel**

**TECHNICAL TRAINING REQUIREMENTS  
PROGRAMS (OFFICER AND ENLISTED)**

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**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include: codified processes for programs, including Trained Dog Requirements, Field Training (Type-4), Non-Resident training (Type-6) and Linguist as separate technical training programs; updated processes for Enlisted Initial Skills and Officer Initial Skills programs; identified Headquarters Air Force (HAF) technical training tasking documents and defined their associated processes; identified technical training working groups and defined their processes; realigned policy coverage of the Mission Readiness Training Program from AFI 36-2201, *Air Force Training Program*, to this instruction; defined submission of metrics and reporting requirements to HAF.

<b>Chapter 1—TECHNICAL TRAINING REQUIREMENTS PURPOSE AND RESPONSIBILITIES</b>	<b>4</b>
1.1. Purpose. ....	4
1.2. Roles and Responsibilities. ....	4
<b>Chapter 2—HAF TECHNICAL TRAINING PROGRAMS</b>	<b>11</b>
2.1. Enlisted Initial Skills (EIS). ....	11
2.2. Officer Initial Skills (OIS). ....	11
2.3. Mission Readiness Training Program (MRTP). ....	11
2.4. Trained Dog Requirements (TDR). ....	11
2.5. Field Training (FT) (Type-4). ....	11
2.6. Non-Resident (NR) Training (Type-6). ....	11
2.7. Linguist. ....	11
<b>Chapter 3—HAF TECHNICAL TRAINING TASKING DOCUMENTS</b>	<b>12</b>
3.1. Tasking Documents. ....	12
3.2. PGL/PRD Requirements Program Users. ....	12
Table 3.1. PGL/PRD Programs and Users. ....	13
<b>Chapter 4—CAPACITY ASSESSMENT AND CONSTRAINTS</b>	<b>14</b>
4.1. Tasking. ....	14
4.2. Schoolhouse Capacity Assessment. ....	14
4.3. Constraints. ....	14
4.4. AETC Process. ....	14

<b>Chapter 5—TECHNICAL TRAINING REQUIREMENTS WORKING GROUPS</b>	<b>15</b>
5.1. Enlisted Initial Skills. ....	15
Table 5.1. TFM-WG Organization. ....	15
5.2. Officer Initial Skills. ....	15
Table 5.2. OA-WG Organization. ....	15
5.3. MRTP. ....	15
Table 5.3. MRTP-WG Organization. ....	16
<b>Chapter 6—PGL CHANGES (ADJUSTMENTS AND QUOTA MANAGEMENT)</b>	<b>17</b>
6.1. PGL Adjustments. ....	17
6.2. Quota Management ....	17
6.3. AETC Process. ....	18
<b>Chapter 7—MISSION READINESS TRAINING PROGRAM</b>	<b>19</b>
7.1. General Information. ....	19
7.2. Scope/Structure. ....	19
7.3. MRTP Funding & Priority Levels. ....	20
7.4. Quota Type. ....	21
Table 7.1. Quota Type Breakdown (MRTP). ....	22
7.5. Special Funding Restrictions. ....	22
7.6. Special Authorizations. ....	23
<b>Chapter 8—METRICS SUBMISSIONS</b>	<b>25</b>
8.1. HQ AETC/A3P. ....	25
8.2. 2AF/TTOC. ....	25
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>26</b>

## Chapter 1

### TECHNICAL TRAINING REQUIREMENTS PURPOSE AND RESPONSIBILITIES

**1.1. Purpose.** This guidance is applicable to quantitative requirements processes for Enlisted Initial Skills (EIS), Non-Rated Line Officer Initial Skills (OIS), Trained Dog Requirements (TDR), Mission Readiness Training (MRT), Non-Resident (Type-6), and Field Training Detachment (FTD) technical training (TT) programs. Its purpose is to define the process by which the quantity of graduates is generated, validated, and adjusted across the Planning, Programming, Budgeting, and Execution (PPBE) cycle. It is intended for all organizations involved in the requirements processes for AF technical training programs.

#### **1.2. Roles and Responsibilities.**

##### 1.2.1. Directorate of Force Management Policy (AF/A1PT).

1.2.1.1. Establishes policy for the development, and publishing of Program Requirements Documents (PRD) and Program Guidance Letters (PGL) specific to recruiting and technical training requirements for the following programs: Enlisted Initial Skills (EIS), Non-rated Line Officer Initial Skills (OIS), Mission Readiness Training (MRT), Trained Dog Requirements (TDR), Field Training Detachment (FTD), and Non-resident (Type-6 (Distance Learning)).

1.2.1.2. Conducts an annual technical training data call that provides guidance and suspenses for submitting out-year Air Force Directed (AFD) and MAJCOM mission technical training requirements for Air Force Total Force (Active Duty, Air Reserve/Guard Components, and Civilians), Sister Services, Department of Defense (DoD), Foreign Military Training, and other US Government Agencies for the following data collection activities: Basic Military Training (BMT), Initial Skills Training, Mission Readiness Training (i.e., Advanced, Supplemental and Resident Craftsman Training), Mobile Training Teams (MTT), FTD, TDR, and Non-resident training. Subordinate and other organizations or agencies submit their requirement requests through proper channels.

1.2.1.3. Works with AF Career Field Managers (AFCFMs) to gain insight on individual career field health, challenges, and emerging missions. Balances individual career field needs against overall force management goals.

1.2.1.4. Provides guidance to Air Education and Training Command (AETC) to satisfy program requirements and resources to meet mission requirements.

1.2.1.4.1. For initial skills programs, builds preliminary Active Duty Air Force (ADAF) PGL/PRD requirements based on AF/A1PF career field sustainment analysis, AF career field manager (CFM) input and mission needs. Compiles the requirements into draft PGL/PRDs and submits to AETC.

1.2.1.4.2. For MRT, TDR, FTD and Non-resident programs, develops the PRD and PGL; sends to AETC/A3R/A3P/A3T/SGN, FMAM, AF Directed users, MAJCOMs, AFPC/DPSIT, Training Requester Quota Identifier (TRQI) Managers, Forward Operating Agencies (FOAs), Direct Reporting Units (DRUs), and non-AF users.

1.2.1.5. Co-chairs, with AETC/A3P, the annual Training Flow Management Working Group (TFM-WG) and MRTP Working Group (MRTP-WG). Co-chairs, with AETC/A3P and AFPC, the Officer Accession Working Group (OA-WG). See Chapter 5 for more details.

1.2.1.6. Finalizes the PGL/PRDs for each program following these working groups and submits to AF/A1P for signature. For EIS and OIS, this involves balancing resources, training prioritization, AETC training capacity, and AF/A1M accession limits.

1.2.1.7. Forwards all signed PGL/PRDs to AETC.

1.2.1.8. Approves changes to the PGL/PRD through requirements adjustments.

#### 1.2.2. Directorate of Manpower, Organization and Resources (AF/A1M).

1.2.2.1. AF/A1MP provides AF/A1PF with estimated Air Force Specialty Code (AFSC) impact on which the modeling process is based.

1.2.2.2. AF/A1MO develops the Accessions Program Guidance Letter (APGL) that identifies ADAF enlisted and officer accession levels for the current fiscal year (FY) and the Future Years Defense Plan (FYDP) years.

1.2.2.3. AF/A1MO develops and identifies the number of enlisted Non-Prior Service (NPS) and Prior Service (PS) the Air Force will recruit for a given FY on the APGL.

1.2.2.4. AF/A1MO develops and identifies the number of line and non-line officer accessions for a given FY on the APGL.

#### 1.2.3. Headquarters Air Education and Training Command (HQ AETC)/A3R.

1.2.3.1. Along with AETC/A3P, uses the PRD as a planning tool to prioritize funding requirements for submission throughout the PPBE and to submit AF requirements into the Sister Services'/Other Agencies' training process.

1.2.3.2. Builds MRT Program budget requirements in POM submissions, funding a specific number of allocations.

1.2.3.3. Works in conjunction with AETC/FMA to establish unfunded requirements during the O&M Execution Plan, Initial Distribution, Quarterly Program Execution Review and Mid-Year Execution Review.

1.2.3.4. Develops proposed distribution of MRTP funded allocations with AETC/FMA coordination. Initiates and coordinates action with AF/A1PT to amend the MRTP PGL to resolve any associated disconnects in the Program Objective Memorandum (POM) with program requirements, e.g., when funds approved by the AF Corporate Structure (See AFI 16-501, Control and Documentation of Air Force Programs) will not support execution of training requirements.

#### 1.2.4. HQ AETC/A3P.

1.2.4.1. Develops the Programmed Technical Training (PTT) documents, which serve as planning documents for the number of entries/seats resourced, scheduled and executed in technical training. Staffs the PTT for schoolhouse capacity assessment to include course level schoolhouse capacity, aggregate installation level Base Operating Support (BOS), and Basic Military Training (BMT) capacity.

1.2.4.2. For initial skills, AETC/A3P works in conjunction with AF/A1PT to ensure the accession levels are balanced with the EIS PGL and the PTT. AETC/A3P works with AFPC and AF/A1PT to ensure accession levels are balanced with the OIS PGL and PTT.

1.2.4.3. For MRT, TDR, FTD, and Non-resident programs, AETC/A3P collects, develops, and forwards the emergent FY training requirements documents to AF/A1PT, IAW the annual HAF Data Call Message (DCM). Ensures user requirements fall within PGL/PRD baselines by the DCM suspense date.

1.2.4.4. Serves as AF quota management authority (including language training and sister service/other agency training) to ensure effectiveness and efficiency of technical training programs. Refer to AETCI 36-2215, *Technical and Basic Military Training Administration*, for quota management details.

1.2.4.5. Determines if and when available technical training allocations may be utilized by unscheduled users. Users may be allowed to request use of another user's unscheduled seat if the scheduled seat will go unfilled by the original user. Refer to AETCI 36-2215 for quota management details.

1.2.4.6. After scheduling and resourcing the PGL, users will submit change requests to AETC/A3P. AETC will work the requirements(s) and elevate to AF/A1PT concerns or questions that may arise in regard to the requirement(s) submitted.

1.2.4.6.1. For MRT, TDR, FTD and Non-resident programs, AETC/A3P can adjust the number of quotas allocated to conform to the HAF PGL or to initial distribution of MRTP funds. Proper coordination with the TRQI owner will be made to ensure accurate accountability and tracking.

1.2.4.6.2. For MRT, TDR, FTD and Non-resident programs, AETC/A3P validates, coordinates, and tracks all program users' AF IMT 3933 (*MAJCOM Mission Training Request*) actions; ensures that any HAF approved PGL or PRD changes are adhered to by program administrators or users.

#### 1.2.5. HQ AETC/FMA, Financial Management Analysis Division.

1.2.5.1. Prepares the AETC budget submission for MRT, in coordination with AETC/A3R, for O&M Execution Plan, Initial Distribution, Quarterly Program Execution Review, Mid- Year Execution Review, End of Year Spend Plan, End of Year Close Out, and various cost exercises (e.g., impact of lodging, per diem increases).

1.2.5.1.1. Tracks the MRTP expenditures, monitors funded execution rates and tracks the actual allocations used per travel orders. AETC TDY-to-School Centrally-Funded orders are certified through the following web site: <https://www-r.aetc.af.mil/fm/tools/ttsnet.2.0/login/>

1.2.5.1.2. Computes the average cost to send a student TDY to an AETC-owned, operated or controlled formal training course.

1.2.5.1.3. Converts funds into allocations based on funding approved by the AF Corporate Structure and average cost per student, and releases to AETC/A3P in coordination with AETC/A3R.

1.2.5.1.4. Prepares a funded MRTP letter and sends to 2 AF/TTOC-O MRTP at initial distribution.

1.2.5.1.5. Identifies execution year funding shortfalls, which may drive the reduction of quotas to AETC/A3RB.

1.2.6. 12 CPTS/FMFLT. Issues fund-cites for travel, per diem and lodging for non-pipeline students.

1.2.7. Air Force Personnel Center (AFPC).

1.2.7.1. AFPC Chief, Personnel Sustainment Division (AFPC/DPSI). Manages the overall development and integration of the MILPDS/OTA and provides AETC/A3P/A3R with utilization data needed for monitoring and/or reallocating funded class allocations. HQ AFPC/DPSIT is OPR for all TRQI implementation. TRQIs must contact AFPC/DPSIT to gain system access.

1.2.8. The following roles and responsibilities are related to the MRT, TDR, FTD, and Non-resident programs:

1.2.8.1. 2 AF/TTOC.

1.2.8.1.1. Produces Monthly Execution Report (MER) Tracker. HAF requested report identifies the MRTP Funding Level-1 PGL baseline execution rates during the year of execution. Forwards monthly to AF/A1PT, AETC/A3R/A3P, AETC/FMAM; quarterly to AFD, AFPC/DPSIT, TRQI Managers, MAJCOMs (Warfighters/Support), and non-AF TRQIs.

1.2.8.1.2. Produces MRTP Funding Level-2 Annual Execution Report (AER) Report. HAF requested report is produced at the end of each FY; identifies MRTP Funding Level-2 execution rates. Forwards report by 1 Nov to AF/A1PT, AETC/A3R/A3P, AETC/FMAM, AFD, AFPC/DPSIT, TRQI Managers, MAJCOMs (Warfighters/Support), and non-AF TRQIs.

1.2.8.1.3. Assists with the day-to-day management, oversight, and accountability of the MRT Program during the year of execution, to include managing special authorizations (see Chapter 7).

1.2.8.1.4. May redistribute any unexecuted quotas not reconciled quarterly by the TRQI Manager within 30 days of notification (**NOTE:** unexecuted quotas are quotas that have not been sub-allocated).

1.2.8.1.5. Ensures maximum utilization of allocations. Unexecuted quotas may be redistributed within the following timelines. If not sub-allocated by the TRQI owner, 2 AF/TTOC-O MRTP will notify the TRQI owner at the time of redistribution.

1.2.8.1.5.1. NET 60 days for course types: 5, 8, 9, A, B, C, D (2<sup>nd</sup> position of the course number)

1.2.8.1.5.2. NET 45 days for course types: 4 or 7 (2<sup>nd</sup> position of the course number)

1.2.8.1.5.3. NET 30 days for course types: 2 or 3 (2<sup>nd</sup> position of the course number)

1.2.8.1.5.4. Monitor, on a monthly basis, total program execution of allocations (AFD and MAJCOM Mission) to prevent over/under utilization by program users.

1.2.8.2. MAJCOMs (Warfighters/Support).

1.2.8.2.1. The Commander ensures a rigorous review and validation of annual requirements and maximum utilization of limited training resources.

1.2.8.2.2. Director of Manpower and Personnel (A1) or Equivalent:

1.2.8.2.2.1. Establishes command process involving base-level units, FMs and commanders in identifying and validating mission essential, executable training requirements.

1.2.8.2.2.2. Notifies FMs, wing, and unit commanders of the annual screening for formal training requirements.

1.2.8.3. MAJCOM Functional Managers (MFMs). **EXCEPTION:** For AFRC, these functions are performed by AFRC/A1KE. For ANG, these functions are performed by ANG/A1DU.

1.2.8.3.1. Serve as liaison between the AFPC/DPSIT, TRQI Manager/Owner, and the Base-level Functional Manager and/or Unit Training Manager (UTM).

1.2.8.3.2. Maintain awareness of available training for respective career field using the Education and Training Course Announcements (ETCA) website: <https://etca.randolph.af.mil/>.

1.2.8.3.3. Monitor current FY allocations.

1.2.8.3.3.1. Execute quotas, both funded and unfunded.

1.2.8.3.3.2. Move or release funding, if unable to fill or use quota.

1.2.8.3.3.3. Seek funding for quotas if needed.

1.2.8.3.3.4. Utilize program Out-of-Cycle (Obtain worksheets from 2 AF Quota Management Site and refer to AETCI 36-2215 for instructions) process for unforeseen requirement needs.

1.2.8.3.3.5. Submit training requests using the Air Force Formal Training website (*except* Lateral Training, Retraining, NPS Training, Accessions, Craftsman, Palace Acquire, PME, and Recruiting). Prior to submitting requests to APFC/DPSIT, the MAJCOM FM will ensure the trainee meets all mandatory prerequisites for course eligibility. If the member reports to school without a valid Training Line Number (TLN) or without meeting prerequisites, the schoolhouse has the option to return the member to the parent organization without attending the training and the parent organization will incur any/all associated costs. Prerequisites are listed on the ETCA website: <https://etca.randolph.af.mil/>.

1.2.8.3.3.6. Approve/Validate each S-record (Force Gain) for the quota type loaded by the schoolhouse by the designated suspense date. Upon approval/disapproval action, notify the AFPC/DPSIT TRQI Manager/Owner.

1.2.8.3.3.6.1. If the MAJCOM FM disapproves the S-record as it is reflected on the OTA report, MAJCOM FM will notify the schoolhouse and request deletion of the current record. Once the schoolhouse deletes the records, the force-gain will be resubmitted with the appropriate quota type.

1.2.8.3.4. Conduct annual screening process for respective career field training.

1.2.8.3.4.1. Validate projected FYs training requirements during annual screening.

1.2.8.3.4.2. Program new FY training based on requirements received from Base-level Functional Manager.

1.2.8.3.4.3. Do not over estimate program requirements. MFMs should know the historical execution success rate. Justify any requirement increases clearly and accurately.

1.2.8.3.4.4. Consolidate requirements from each Base-level Functional Manager or UTM, and forward to the TRQI Manager/Owner.

1.2.8.4. Base-Level Functional Managers.

1.2.8.4.1. Identify training requirements that exceed the MRT PGL baseline using the AF IMT 3933. Ensure the AF IMT 3933 is prepared, certified, and coordinated per the detailed instructions provided in the AF/A1P Data Call Message.

1.2.8.4.2. Forward training requirements through the commander (as designated by the MAJCOM, but no lower than unit level) to the MAJCOM FMs. Base requirements on the "actual" number of personnel that require the training and can be released to attend the requested courses (executable requirement).

1.2.8.5. TRQI Managers/Owners.

1.2.8.5.1. Provide up-to-date TRQI Manager (Primary/Alternate) appointment letter to 2 AF/TTOC-O MRTP to maintain current points of contact information. Refer to MRTP website.

1.2.8.5.2. Conduct Annual Screening, including specialized skills training requirements.

1.2.8.5.2.1. Based upon provided guidance, TRQI Managers/Owners will consolidate and enter all training requirements and into MilPDS/OTA by the date specified in the AF/A1P Data Call Message. If MRTP funding needs exceed the HAF prescribed Funding Level-1/2 PGL baseline level, the TRQI Manager/Owner may submit a request for increase to AETC/A3PZ per the detailed instructions in the Data Call Message. Use AF IMT 3933, *MAJCOM Mission Training Request*.

1.2.8.5.2.2. Involve base-level units, MAJCOM FMs, and AFCFMs in identifying and validating training needs. Approve training requirements based on priority and execution history.

1.2.8.5.2.3. Consolidate and forward all functional training requirements to the MAJCOM, FMs, FOA, or DRU A1s or equivalent for final assessment.

1.2.8.5.3. Maintain copy of the functional annual submission until allocations are received from the MAJCOM, AFPC/DPSIT, FMs, FOA, or DRU A1s or equivalent.

1.2.8.5.4. Monitor the utilization of allocations.

1.2.8.5.4.1. Execute allocated quotas or turn in any unused quotas as early as possible.

1.2.8.5.4.2. Ensure an allocation is not deleted from the system once the student has entered or been sent to class. Funding is tied to each TLN and deletion in MilPDS/OTA will cause the member to not be reimbursed. A new TLN and allocation must be reissued if the student is sent again to the same class. The student's home base Force Support Squadron (FSS) must ensure the student is not kept on medical, administrative hold, reclassification, or washback, etc. to exceed seven days, without amendment of orders and prior coordination with AETC/FMAM for financial impact.

1.2.8.5.4.3. Process initial scheduling, cancellations, replacements, swaps, out-of-cycle, and quota movement requests (Refer to AETCI 36-2215) within 10-duty days of receipt from the MAJCOM FM, FOA, DRU, or designated training representative.

1.2.8.5.4.4. Process and confirm 'No-Shows' in OTA.

1.2.8.5.4.5. Generate and manage reports for 'No-Shows,' S-records (Force Gains), Overdue TLNs, and Open Seat Rosters at least monthly. Reports for MRTTP courses (except Lateral Training, Retraining, NPS Training, Accessions, Craftsman, Palace Acquire, PME, and Recruiting) will be posted monthly to the Air Force Formal Training Community of Practice website.

1.2.8.5.4.6. Send overdue TLN reports to the Formal Training sections at each DoD activity for required action/confirmation.

1.2.8.5.5. Provide assistance, guidance, and training to the MAJCOM FMs.

1.2.8.5.6. Maintain oversight on quota usage and has final approval authority on MRT funding issues, baseline distribution of funding and quota allocations.

## Chapter 2

### HAF TECHNICAL TRAINING PROGRAMS

**2.1. Enlisted Initial Skills (EIS).** EIS reflects the total validated enlisted technical training requirements necessary for force sustainment in each Air Force Specialty Code (AFSC). It includes initial skills technical training requirements for ADAF, ANG, AFR, Sister Service, International, and Civilian personnel.

2.1.1. Trained Personnel Requirement (TPR). TPR states the AF need for trained personnel by AFSC. Out of this requirement, Air Staff projects training and retraining required by FY to keep the active enlisted force at manning levels needed by the Air Force. Air Staff communicates the TPR to AETC (the process to satisfy TPR is not limited to AETC formal schools) as the total Air Force production requirements for a given AFSC. The TPR categories are non-prior service (NPS), prior service (PS), and retrainees (RET). It does not include ANG, AFRC, Sister Service, International or Civilian personnel.

2.1.2. Student Training Requirement (STR). STR is the sum of ANG, AFRC, Sister Service, International, and civilian training requirements for IST. It represents all resource categories except ADAF NPS, PS, and RET.

**2.2. Officer Initial Skills (OIS).** OIS reflects the non-rated officer technical training requirements for force sustainment in each Officer AFSC. It includes initial skills technical training requirements for ADAF, ANG, AFR, International, and Civilian personnel.

**2.3. Mission Readiness Training Program (MRTP).** MRTP reflects TDY-to-School centrally-funded and locally-funded baselines for AF directed and MAJCOM (Warfighter and Support) technical training requirements (prior service, retraining, supplemental, 7-Level, etc.).

**2.4. Trained Dog Requirements (TDR).** TDR reflects the Military Working Dog technical training requirements for sustainment across the AF.

**2.5. Field Training (FT) (Type-4).** FT reflects TDY and TDY en route funds to achieve mission requirements through technical training at Field Training Detachments (FTDs).

**2.6. Non-Resident (NR) Training (Type-6).** NR training reflects requirements to fund analysis, design, implementation and maintenance for NR courses.

**2.7. Linguist.** Linguist reflects validated technical training requirements necessary for force sustainment in linguist AFSCs. It includes initial skills technical training requirements for ADAF, ANG, AFRC, Sister Service, International, and Civilian personnel.

## Chapter 3

### HAF TECHNICAL TRAINING TASKING DOCUMENTS

**3.1. Tasking Documents.** Technical Training requirements must be aligned with the Planning, Programming, Budgeting, and Execution system (PPBE). The primary vehicles that capture and align training requirements to resources are the Program Requirements Document (PRD) and the Program Guidance Letter (PGL). See Table 3.1 for PGL/PRD Programs and Users.

3.1.1. Technical Training Data Call. AF/A1PT disseminates an annual Training Requirements Data Call Message that provides guidance and timelines for submitting Technical Training (TT) requirements for three out-years. TRQI managers input their training requirements into the MilPDS/OTA. Those requirements flow to the Training Planning System (TPS) where the Training Manager (TM) validates training requirements and builds class schedules. Those schedules then flow back to OTA to the TRQIs for sub allocation (loading of names) and execution. Specific timelines and deadlines are provided in the data call. EXCEPTIONS: The process of establishing the ADAF linguist (1A8X1 and 1N3XX) training requirements is different from all other enlisted career fields. The specific ADAF shred and language requirements are established by the AFCFMs. The Army is the Executive Agent for Global language training. Therefore, the AF must follow the Army's process and timeline for requesting and updating linguist training requirements. AF linguist out-year requirements are projected at the annual Structure Manning Decision Review (SMDR). In addition, execution year and out year linguist training requirements are reviewed and updated on a quarterly basis at the Training Requirement Arbitration Panel (TRAP). HQ AETC/A3P serves as the AF requirements manager for language training. The process of establishing sister service/other agency training requirements differs from enlisted career fields where training is provided by AF. Where sister services/other agencies are the training providers, HQ AETC/A3P serves as the AF requirements manager for sister service/other agency training.

3.1.2. Program Requirements Documents (PRD). It enables planners and programmers to program necessary resources to support out-year Air Force (AF) technical training requirements (e.g., current year +3). The PRD identifies "unconstrained" or "unfunded" out-year technical training requirements.

3.1.3. Program Requirements Documents (PGL). The PGL serves as the official tasking document reflecting Air Force Corporate Structure (AFCS) acknowledgement of the technical training requirements (current year +2; e.g.); the requirements briefing to the AFCS highlights there will be training bills in the upcoming POM. The PGL identifies "constrained" or "funded" technical training requirements.

**3.2. PGL/PRD Requirements Program Users.** The technical training requirements are identified for each of the programs shown in Table 3.1 below. Each program has a set of requirements documents that is broken down by users, called TRQIs. TRQIs are four-character communication codes within MilPDS/OTA used to convey annual or supplemental training requirements, quota allocations, quota confirmations, and student-tracking information between a training user and the training provider (owner). The AF assigns TRQIs to MAJCOMS, FOAs, and DRUs to ensure training accountability.

**Table 3.1. PGL/PRD Programs and Users.**

	<b>Technical Training Program</b>	<b>Users/TRQIs</b>
<b>1</b>	Enlisted Initial Skills	TPR: ADAF NPS (AJ10, AJ20, AJ30); AD Retrainee (RET) (AJ1J, AJ3J, AMD0, AJ50); AD Prior Service (PS) (AJ1K). STR: ANG NPS, PS (CC10 (Non-flying), CNN0 (Flying)); AFRC NPS, PS (RR10), AFRC Air Reserve Technician (A0M0); USA (US Army-DA00), AGD (Army Guard – DANG), ARES (Army Reserve – DAAR); Navy (DN00); MC (Marine Corps – DM00); USCG (US Coast Guard – DP10). Other STR examples include: Palace Acquire (A2C0); AFSAT/RSAF (MX20).
<b>2</b>	(Non-rated Line) Officer Initial Skills	ADAF Accessions (AM10); ADAF Crossflows (AM11, ANG Non-flying (CC10); ANG Flying (CNN0), AFRC (RR10); AFRC Air Reserve Technician (A0M0), AFSAT (MX20); Palace Acquire (A2C0); Civilian/Other (multiple TRQIs).
<b>3</b>	Mission Readiness Training	Wide variety of TRQIs for the following categories: Warfighter, Support, AFD, MAJCOM Equivalent, Special Categories.
<b>4</b>	Trained Dog Requirement	ADAF (multiple TRQIs); Army (DA00); US Navy (DN00); US Marine Corps (DM00); TSA (Transportation Security Administration).
<b>5</b>	Non-Resident	Wide variety of TRQIs for distance learning (Type-6) courses for the following categories: Warfighter, Support, AFD, MAJCOM Equivalent.
<b>6</b>	Field Training Detachment	Type-4 courses conducted at operational locations primarily use TRQI AJ40; other TRQIs include ANG (CC10, CNN0), AFRC (RR10, A0M0), US Coast Guard (DP10), and AFSAT (MX20).

**3.3. Reclassification Guidance.****3.3.1. Enlisted.**

3.3.1.1. ADAF EIS. A1PT provides active duty reclassification guidance annually in the Rack and Stack guidance memorandum.

3.3.1.2. Active duty and Air Reserve Components. The reclassification process is covered in more detail in AETCI 36-2215.

3.3.2. Officers. Line Officer initial skills training eliminees, whether elimination was self-initiated or not, and whether before or after training commences (to include initial training declination), may be considered for reclassification contingent on current ADAF, ANG, and AFRC requirements. Guidance for IST eliminees is covered in more detail in AFI 36-2101, AFI 36-2110 and AFPCI 36-112.

## Chapter 4

### CAPACITY ASSESSMENT AND CONSTRAINTS

**4.1. Tasking.** Upon receiving the draft PGL from AF/AIPT, AETC assesses capacity to determine capability to train stated requirements.

**4.2. Schoolhouse Capacity Assessment.** This assessment includes course level schoolhouse capacity and aggregate installation level BOS (base operating support) and Basic Military Training (BMT) capacity. Technical Training constraints include AETC and Sister Service/Other Agency limitations and shortfalls.

**4.3. Constraints.** If entries identified on the PTT exceed existing schoolhouse capacity, schoolhouse personnel complete a constraint worksheet that identifies any combination of facility, equipment, BOS, and/or instructor limitations. AETC identifies these constraints to AF/AIPT if these resource shortfalls cannot be met within the MAJCOM. For EIS and OIS, AF/AIPT uses the constraints identified (e.g., facility, equipment, BOS) to advocate for additional resources to unconstrain the AFSC/course. When the PGL constraint/delta cannot be resolved immediately, the AF/AIPT staff will consider the re-distribution of the active duty training requirement delta to other AFSC(s).

**4.4. AETC Process.** The capacity and constraint processes are covered in more detail in AETCI 36-2215.

## Chapter 5

### TECHNICAL TRAINING REQUIREMENTS WORKING GROUPS

**5.1. Enlisted Initial Skills.** AF/A1PT and AETC/A3P co-chair the annual Training Flow Management Working Group (TFM-WG) to provide a forum for timely detailed discussion of all issues regarding requirements and schoolhouse capacity and to facilitate cross feed of information between users and providers of IST.

**Table 5.1. TFM-WG Organization.**

	Category	Participants
1	Co-chairs	AF/A1PT and AETC/A3P
2	Attendees	Reps from HQ AETC/A1K/A1M/A3R/A3T/A3Z/A3F/SGU, 2AF, schoolhouses, ANG, AFRC, Sister Services, Internationals, AFPC Retraining, AF Recruiting

**5.2. Officer Initial Skills.** The Officer Accession Working Group (OA-WG) drives out-year accession targets by commissioning source (Officer Training School, ROTC, and US Air Force Academy) and AFSC. This is done by evaluating current manning, promotion rates and other factors. The out year accession targets are categorized by accession source. These targets are the goals that the commissioning sources are tasked to meet. Due to the large majority of accessions (approx 70%) graduating in the May/Jun timeframe, it is difficult to match targets to training opportunities and many newly accessed officers will not be trained in the same FY in which they are accessed.

**Table 5.2. OA-WG Organization.**

	Category	Participants
1	Co-chairs	AF/A1PT, AETC/A3P, and AFPC
2	Attendees	Commissioning Sources (ROTC, USAFA, OTS), AFPC Officer Accessions, AFPC Officer Crossflows, HQ AETC/A1M, A3T, A3R, 2 AF, schoolhouses, ANG, AFRC, Sister Service, Internationals, AF Recruiting, Career Field Managers, AF/SG, AF/A1P, AFJAG, AF Chaplain,

**5.3. MRTP.** The Mission Readiness Training Program Working Group (MRTP-WG) covers training requirements for the following programs: MRTP, TDR, Non-Resident, and Field Training. The AF/A1PT Data Call Message (DCM) triggers a critical data gathering point for all out-year Technical Training requirements.

5.3.1. AETC/A3P works pre-scheduling requirements and prepares the MRT, Non-Resident, TDR, and FTD spreadsheets.

5.3.2. AETC/A3P co-chairs an annual MRTP Working Group to educate TRQI managers, and establish out-year requirements to be incorporated into the PGLs/PRDs.

**Table 5.3. MRTP-WG Organization.**

	<b>Category</b>	<b>Participants</b>
<b>1</b>	Co-chairs	AF/A1PT and AETC/A3P
<b>2</b>	Attendees	AETC/A3P, 2AF, TRQIs Managers, MAJCOMs, FOAs, DRUs, non-AF TRQI Managers

## Chapter 6

### PGL CHANGES (ADJUSTMENTS AND QUOTA MANAGEMENT)

#### 6.1. PGL Adjustments.

6.1.1. AF/A1PT transmits budget year and execution year adjustments to AETC representing customer requirements.

6.1.2. When AF/A1PT requests proposed adjustments to the PGL, AETC/A3P updates the PTT to identify the proposed change to the specific pipeline(s) and posts it to the appropriate electronic portal site. AETC/A3P then staffs an ESSS (with link to website) with all appropriate organizations (AETC, A-Staffs, 2AF/TTOC, AFPC, etc) requesting impacted organizations assess capacity and identify if all, part or none of the proposed change (increase/decrease) can be implemented with existing resources. Once notification is received identifying what part of the change can be supported, AETC/A3PZ updates the applicable PTT with the portion that can be executed and notifies AF/A1PT of the portion that could not be supported without additional resources. If additional resources are required, AETC/A3P notifies AETC/A3R (and/or other users of required unfunded resources). For ADAF, A3R will request that an unfunded requirement submission be placed in the execution plan to AFCS. For non-ADAF, AF/A1PT will work with other users to resolve resource shortfalls. The applicable PTT will not be updated with the proposed change until the resources are procured. **Exception:** AETC/A3PZ updates applicable MRT PTT and/or relevant requirements (i.e., TDR and Non-Resident) only after completion of capacity and resource assessments and final approval from AF/A1PT.

6.1.2.1. Active Duty AF (ADAF) Adjustments. AF/A1PT approval is required because of implications to AF end strength, accession balancing, and overall career field sustainment; follow the process in 6.1.2.

6.1.2.2. Non-ADAF (Other Users) Adjustments. Follow the Quota Management Adjustment process in 6.2 when non-ADAF Tech Training users request scheduled unfilled seats. This process assumes post-scheduling activity. If EIS/OIS/MRT changes/adjustments affect resources, multiple FYs, or multiple PGLs, use process in 6.1.2.

#### 6.2. Quota Management

6.2.1. Quota Management (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 QM authority requires properly completed worksheets for quota movements and out-of-cycles promoting a QM discipline among AF customers and reducing risks of erroneous or unintended actions. All TRQI Managers 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, AFRC, 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.

6.2.2. The TRQI Manager uses the Training Quota Movement Worksheet to request a movement of quota(s) from one class to another class and convert quota types (whether it is for the first or second digit). This can be done for a class-to-class move or a same class seat conversion. For EIS and OIS, the TRQI Manager's total number of quotas in the course should not increase or decrease without AF/AIPT approval.

6.2.2.1. For MRT courses under 2 AF purview, the TRQI Manager sends all completed worksheets impacting AP/OP/CP quota types (See 7.4 for definition) 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. **NOTE:** Ensure the e-mail subject line includes the Course Number and Class Start Date (CSD). For technical training initial skills courses, submit change requests to AETC/A3PZ.

6.2.2.2. For MRTP, the TRQI Manager uses the Out-of-Cycle (OoC) Request Worksheet to request the use of another training user's unfilled seats or request new seats be added.

**6.3. AETC Process.** Refer to AETCI 36-2215 for further details on AETC's role in requirement adjustments and quota management.

## Chapter 7

### MISSION READINESS TRAINING PROGRAM

**7.1. General Information.** The MRTP objectives are to develop and maintain professional and technical skills, knowledge, and abilities to meet AF needs. The MRTP provides travel, per diem, lodging, and special authorization funds for AETC (CONUS) formal training courses to aid mission accomplishment. It provides advanced, supplemental, and residential craftsmen technical training for courses of up to 99 academic days (less than 20 calendar weeks), for officers, enlisted and civilian personnel when other types of training such as OJT, unit training, exportable, or mobile training will not satisfy the need. In addition, Department of the Air Force civilians, foreign direct or indirect hires in valid DoD positions, non-appropriated fund (NAF) employees in validated (appropriated funded/unfunded) Services manpower positions, or foreign exchange military officers filling AF validated UMD positions are authorized to utilize AETC central funds.

**7.2. Scope/Structure.** The MRTP is a key part of the AF's training resource and plays a vital role in maintaining readiness and a quality force. It consists of two categories – AFD training and MAJCOM (Warfighter/Support) training. During the identification and validation process, training requirements must be priority ranked based on levels of training urgency. MRTP requirements will be categorized as Priority Level-1 (Mission Accomplishment), Priority Level-2 (Mission Sustainment) or Priority Level-3 (Mission Enhancement). The MRTP functions through a series of processes ensuring mission accomplishment training (Priority Level-1) is accomplished first and that there is a maximum use of Funding Level-1 (AETC centrally-funded allocations, "T"-Allocations). The MRTP includes the following types of training:

7.2.1. AFD training. Training in support of TPR to replenish and balance the force. It ensures enough trained personnel are in each skill to accomplish the AF mission. It also includes training incidental to assignment action, certain special assignments, upgrade training, promotions, and unique training as specified by Air Staff. AFD training requirements are categorized as Priority Level-1 and include:

7.2.2. AF Legal Services. Centralized supplemental training for AF legal officers.

7.2.3. Colonel's Group. Training support for officers identified by the Colonel's Group.

7.2.4. Senior Leader's Group. Training for General Officers and Senior Executive Service (SES) civilians.

7.2.5. Lateral Training. Enlisted personnel retraining into a career field that does not accept ADAF NPS students; such pipelines are called lateral skills.

7.2.6. NPS Training (Initial). NPS enlisted personnel who flow from an initial skills course of 20 calendar weeks or longer into an initial skills course shorter than 20 weeks. These personnel are still in the training pipeline; however, since their first initial skills course was 20 weeks or longer [Permanent Change of Station (PCS)], any subsequent training at a different location that is up to 99 academic days (shorter than 20 calendar weeks) entitles the member to per diem and is classified as a Temporary Duty (TDY). In accordance with the Joint Federal Travel Regulations (JFTR), only Funding Level-1 (AETC Centrally-

funded)/Priority Level-1 allocations are used for individuals attending these initial skills courses; medical courses are funded by the servicing command.

7.2.7. NPS Training (Follow-on). NPS enlisted personnel (see paragraph 7.2.6.) continuing their initial skills training in follow-on courses. These personnel are still in the pipeline; however, since their first initial skills course is 20 calendar weeks or longer and classified as a PCS, any subsequent training of up to 99 academic days (shorter than 20 calendar weeks) entitles the member to per diem and is classified as a TDY. In accordance with the JFTR, only Funding Level-1 (AETC Centrally-funded)/Priority Level-1 allocations are used for individuals attending MRT-approved courses for these follow-on courses; medical courses are funded by the servicing command.

7.2.8. Officer Accessions. Initial skills training for all new officer accessions following their commission through Officer Training School (OTS), Reserve Officer Training Corps (ROTC), or USAF Academy.

7.2.9. Advanced Training. Officer and enlisted advanced training.

7.2.10. Officer Cross-flow. Initial skills training for all officers cross-flowing or retraining into a new AFSC.

7.2.11. Palace Acquire. Training for newly acquired civilian employees under AFPC's Palace Acquire intern program.

7.2.12. PME Assignments. TDY en route training for officers requiring prerequisite language training prior to attending foreign PME courses. MRTP only funds language training, which is up to 99 academic days (or less than 20 calendar weeks), and does not fund any part of the PME course. The majority of officers attending prerequisite language training attend in a PCS status.

7.2.13. Retraining (Initial). Enlisted personnel retraining into new career fields.

7.2.14. Retraining (Follow-on). Enlisted personnel continuing their retraining in follow-on pipeline courses.

7.2.15. ADAF Prior Service. Prior service enlisted personnel who require all or part of a training pipeline to meet career field qualifications leading to award of the 3 skill level.

7.2.16. Recruiter and Instructor. Enlisted personnel attending the Basic Recruiter, Military Training Instructor, or Military Training Leader course.

7.2.17. Secretary of the AF Public Affairs. Advanced training for senior Non-commissioned Officers/Officers in the Public Affairs career field.

7.2.18. Support Officers. Normally, related to embassy and attaché assignments.

7.2.19. 7-Level Craftsman Training. Upgrade training for all active duty military attending resident 7-Level Craftsman courses.

### **7.3. MRTP Funding & Priority Levels.**

7.3.1. MRTP Funding Levels. Mission Readiness Training allocations are divided into two funding categories: Funding Level-1 and Funding Level-2.

7.3.1.1. MRTP Funding Level-1 – AETC TDY-to-School centrally funded quotas; identified with a “T” in the 2d position of the quota type (Example: AT, OT, or CT).

7.3.1.2. MRTP Funding Level-2 – Unit or other than AETC centrally funded quota; identified with a “P” or “N” in the 2d position of the quota type (Example: AP, OP, CP, AN, ON, or CN). See “Quota Type” definition for detailed breakout information.

7.3.2. Mission Readiness Training must be prioritized by each MAJCOM and/or organization according to its capabilities to meet the user’s mission. Use the following priority level definitions:

7.3.2.1. Priority Level-1 (Mission Accomplishment). Accomplishment of the AF mission objective will not occur if training requirement is not satisfied. Requestor(s) will fund their requirement(s) if not supported by MRTP funding.

7.3.2.2. Priority Level-2 (Mission Sustainment). Training required to sustain the AF’s readiness posture.

7.3.2.3. Priority Level-3 (Mission Enhancement). Training fosters the effective use of resources to enhance the AF’s mission capability.

7.3.3. Funding Level and Priority Level Relationships.

7.3.3.1. Funding Level-1/Priority Level-1 (T-quotas). These quotas are AETC centrally funded requirements and represent training the user considers essential to mission accomplishment. This total requirement will not exceed the Funding Level-1 baseline stated in the MRT PGL or PRD issued by AF/A1P.

7.3.3.2. Funding Level-2/Priority Level-1 (P/N-quotas). These quotas are “must have” requirements, regardless of funding, for training the user considers mission accomplishment (essential). These quotas represent the requirement needs above the user’s Funding Level-1 MRT PGL baseline and will be reflected on an AF IMT 3933, MAJCOM Mission Training Request. The user acknowledges the certification statement of AF IMT 3933; Section III - this training requirement meets the criteria for Priority Level-1 urgency, and if AF funds cannot support the request, then unit funds will be utilized.

7.3.3.3. Funding Level-2/Priority Level-2/3 (P/N-quotas). These quotas are unit funded and represent requirements for training the user considers mission sustainment (Priority-2) or mission enhancement (Priority-3) and will be budgeted for within the unit. The total requirement of Funding Level 2/Priority Levels-2/3 (P/N-quotas) cannot exceed the Funding Level-2 (unit funded) baseline stated in the AF/A1PT issued MRT PGL. Quotas above the Funding Level-2 (P/N-quota) baseline represent additional requirement needs and will be reflected on an AF IMT 3933, request for increase.

7.3.3.4. The schoolhouse must accommodate all Funding Level-1/Priority Level-1 requirements before they fulfill any lower Funding Level/Priority Level requirements.

**7.4. Quota Type.** A two-character code within MilPDS/OTA used to indicate the student's active duty status (i.e., Airman, Officer, or Civilian) and the travel funding status (i.e. AETC Centrally-funded, Unit-funded, or non-TDY). The particular codes are as follows, with the understanding that any code in the 1<sup>st</sup> position can be paired with any code in the 2<sup>nd</sup> position:

**Table 7.1. Quota Type Breakdown (MRTP).**

<b>1<sup>st</sup> Digit (Active Duty Status)</b>	<b>2<sup>nd</sup> Digit (Travel Funding Status)</b>
<b>A</b> (Airman)	<b>T</b> (AETC – Centrally funded; TDY-to-School)
<b>O</b> (Officer)	<b>P</b> (Unit funded, <i>see Note 1</i> )
<b>C</b> (Civilian)	<b>N</b> (Other, <i>see Note 2</i> )
<b>NOTE 1:</b> “P” may be used in the 2 <sup>nd</sup> digit if the student is co-located with the training location.	
<b>NOTE 2:</b> “N” funding status is usually used for NPS pipeline students, PCS-length schools (20 calendar weeks or longer), Contractors, Foreign Nationals, or non-active duty AF users.	

### **7.5. Special Funding Restrictions.**

7.5.1. Funding for ADAF and Civilian personnel assigned or on permanent duty within DoD activities, unified commands or Joint Service activities is the responsibility of the activity to which they are assigned. AETC funds will not be used.

7.5.2. Students who are not AF members are funded by the branch of service or federal agency to which they are assigned.

7.5.3. AETC MRTP funds will not be used to support training of contractor personnel.

7.5.4. Travel and per diem expenses for students or instructors at “command” courses are the funding responsibility of the AF activity to which the individual student or instructor is assigned.

7.5.5. ANG students are funded by the state publishing the travel orders.

7.5.6. HQ AFRC funds AF Reserve members and Air Reserve Technicians (ART) with military allocations. However, AETC will fund civilians and active duty members assigned to AFRC and ART with civilian allocations, with the same limitations as for active duty personnel within their allocated baseline.

7.5.7. The Unit Training Manager (UTM) and supervisor will ensure students are fully qualified to attend/enrolled in required courses. The schoolhouse will contact the servicing FSS, who will direct the return of the students to their parent organization as a result of being unqualified to enter an AF training program course. The members unit will bear all TDY expenses to and from the school. If the school finds the member unqualified for training, the member’s orders issuing authority will immediately amend the orders. The organization selecting and publishing orders on the student concerned will ensure the orders are amended to reflect the parent unit’s fund citation. A copy of this amendment must be sent to 12 CPTS/FMFLT, Randolph AFB TX.

7.5.8. AETC MRTP Technical Training funds will not be used for: Special Contract Training (Type-1), Field Training Detachment (Type-4), DL (non-resident) Training (Type-6), or Mobile Training Teams (Type-7) courses. **Exception:** Any MRTP Eligible TRQIs attending CONUS Type-7 courses may be funded out of the MRT Program.

7.5.9. Courses that are 20 calendar weeks or longer are considered a PCS and AETC MRTP funds are not authorized for the travel, per diem, lodging or special authorization expenses. All expenses will be charged to the PCS fund citation. Additionally, students are considered to be in a PCS status when attending two or more courses at one location and the courses, combined, total 20 weeks or longer in duration.

7.5.10. The travel, per diem, lodging, and special authorization expenses for attendance to AU, AFIT (Air Force Institute of Technology), flying, survival, medical, and command specific courses are not funded with AETC MRTP funds.

## 7.6. Special Authorizations.

7.6.1. When the AETC TDY-to-School fund-cite is used on orders, it is only for normal travel, per diem and lodging for non-pipeline student allowance. The FSS or student must request and receive prior approval from 2 AF/TTOC-O MRTP for any additional expenditure(s) before including special authorizations in orders that use the AETC TDY-to-School Central Fund-cite. Special authorizations include, but are not limited to, rental cars and vicinity mileage, when requested as more advantageous to the government. Requests are evaluated on a case-by-case basis and will not be approved solely for the convenience of the member.

7.6.2. 2AF/TTOC-O MRTP is the MRTP point of contact (POC) for all Technical Training (to include 7-level) special authorization requests. All individuals requesting special authorizations involving the use of AETC Centralized funds will submit their requests through their servicing FSS formal training/base training office or Commander's Support Staff. 2 AF/TTOC-O MRTP will process the request in order of receipt. **NOTE:** 2 AF/TTOC-O MRTP does not process special authorizations for Flying, Medical, Survival, AFIT, Defense Acquisition University, and Air University training because those organizations have their own POCs and approval processes.

7.6.3. In a memorandum for record, requests must include the member's full name, Social Security Number (SSN), course number, class start and graduation dates, full justification, and a POC (with telephone and fax numbers). Requests should be received NLT seven duty days prior to CSD.

7.6.3.1. Students/Travelers must provide a Non-Availability Letter/Statement, if billeted off base and requesting a rental car or vicinity mileage. Approved vicinity mileage requests will be processed upon the completion of the course.

7.6.3.2. Students/Travelers must provide a copy of TDY orders (both front and back) to 2 AF/TTOC-O MRTP, if published.

7.6.3.3. Prior to CSD, students must refer to <http://www.defensetravel.dod.mil/> for the availability of service lodging and dining facilities at each installation.

7.6.3.4. Rental cars are issued one per five AETC Centrally-funded students per class and are authorized on a first come, first serve basis. AETC Centrally-funded students take passenger precedence over any other student(s).

7.6.3.5. If approved, vicinity mileage is paid for training days only and is defined as the distance to/from school; the distance from the off-base quarters to training location. Example: Four miles from hotel to base x 2 = 8 round trip miles x training days.

7.6.3.6. Vicinity mileage may not be authorized if government transportation has been provided by 2 AF/TTOC-O MRTP, i.e., maximum rental cars have been provided for a class.

7.6.3.7. Approval of special authorizations must be received by 2 AF/TTOC-O MRTP prior to travel of the trainee and stated in the member's travel orders (except vicinity mileage requests). If not, amendments to member's orders will be accomplished.

7.6.3.8. Eligible members traveling by air requiring additional clothing may be authorized excess baggage because training extends over two seasons or special circumstances dictate additional gear described in the ETCA and justified by 2 AF/TTOC-O MRTP.

7.6.3.9. Eligible members who drive their Privately Owned Vehicles (POV) are not authorized shipment of household goods or Do-It-Yourself (DITY) moves. Members who PCS with TDY en route may request shipment of household goods under PCS funds and not MRTP TDY funds.

7.6.3.10. Request for shipping of household goods/DITY moves for TDY personnel are usually disapproved. All required items should already be at the training location. Approval may be granted for shipment of household goods/DITY moves if a member is housed in field conditions.

## Chapter 8

### METRICS SUBMISSIONS

**8.1. HQ AETC/A3P.** Develops and submits to AF/A1PT Semi-annual Budget Justification Books (J-Books) for each calendar year.

8.1.1. Develops and submits to AF/A1PT Annual Institutional Training Readiness Report (ITRR) and updates in System for Training Analysis and Readiness Tracking (START) database.

8.1.2. Develops and submits to AF/A1PT quarterly strategic metrics for officer and enlisted initial skills training.

**8.2. 2AF/TTOC.** Develops and submits to HQ AETC and AF/A1PT the following:

8.2.1. Monthly Execution Report (MER) Tracker. Required for the MRT/TDR, and FTD Programs. Identifies the funding Level-1 baseline execution rates of the approved TRQIs during the year of execution.

8.2.2. Annual Funding Level-2 Execution Report. Required for the MRT/TDR, FTD, and Non-Resident Programs. Identifies the unit funded or co-located execution rates of the programs at the end of the FY.

8.2.3. Reports tasked in the enlisted reclassification (rack and stack) guidance.

DARRELL D. JONES, Lt General, USAF  
DCS/Manpower, Personnel and Services

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

DoD 5400.11-R, *Department of Defense Privacy Program*, 14 May 2007

AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*, 1 April 1998

AFI 36-2110, *Assignments*, 22 September 2009

AFI 31-501, *Personnel Security Program Management*, 27 January 2005

AFI 33-119, *Air Force Messaging*, 1 June 2007

AFI 33-129, *Web Management and Internet Use*, 3 February 2005

AFI 33-332, *Air Force Privacy Program*, 16 May 2011

AFI 33-360, *Publications and Forms Management*, 18 May 2006

AFI 35-101, *Public Affairs Responsibilities and Management*, 18 August 2010

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 14 June 2010

AFI 36-2201, *Air Force Training Program*, 15 September 2010

AFI 36-2626, *Airman Retraining Program*, 1 July 1999

AFMAN 33-363, *Management of Records*, 23 October 2012

AETCI 36-2215, *Technical and Basic Military Training Administration*, 9 September 2010

ETCA, *Education and Training Course Announcements (formerly AFCAT 36-2223)*

AFPCI 36-112, *Line Officer Initial Skill Training Reclassification Procedures*, 13 April 2010

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF IMT 3933, *MAJCOM Mission Training Request*

***Abbreviations and Acronyms***

**AETC**—Air Education and Training Command

**ADAF**—Active Duty Air Force

**AF**—Air Force

**AFCFM**—Air Force Career Field Manager

**AFCS**—Air Force Corporate Structure

**AFD**—Air Force Directed

**AFI**—Air Force Instruction

**AFIT**—Air Force Institute of Technology

**AFPC**—Air Force Personnel Center

**AFRC**—Air Force Reserve Command  
**AFR**—Air Force Reserve  
**AFS**—Air Force Specialty  
**AFSC**—Air Force Specialty Code  
**ANG**—Air National Guard  
**APGL**—Accessions Program Guidance Letter  
**APOM**—Amended Program Objective Memorandum  
**APPG**—Air Force Planning and Programming Guidance  
**AT**—Advanced Training  
**ARC**—Air Reserve Component (Guard and Reserve, Collectively)  
**BMT**—Basic Military Training  
**BPGL**—Baseline Program Guidance Letter  
**CFETP**—Career Field Education Training Plan  
**CONOPS**—Concept of Operations  
**CSD**—Class Start Date  
**DCM**—Data Call Message  
**DL**—Distance Learning  
**DRU**—Direct Reporting Unit  
**E&T**—Education and Training  
**EIS**—Enlisted Initial Skills  
**ETCA**—Education and Training Course Announcements  
**FOA**—Field Operating Agency  
**FSS**—Force Support Squadron  
**FT**—Field Training  
**FTD**—Field Training Detachment  
**FY**—Fiscal Year  
**FYDP**—Future Years Defense Program  
**HAF**—Headquarters Air Force  
**HQ**—Headquarters  
**IST**—Initial Skills Training  
**JFTR**—Joint Federal Travel Regulation  
**MAJCOM**—Major Command

**MilPDS**—Military Personnel Data System  
**MRT**—Mission Readiness Training  
**M RTP**—Mission Readiness Training Program  
**M RTP—WG**—Mission Readiness Training Program Working Group  
**MTT**—Mobile Training Team  
**NPS**—Non-prior Service  
**NRLOIS**—Non-rated Line Officer Initial Skills  
**OA—WG**—Officer Accession Working Group  
**OIS**—Officer Initial Skills  
**OTA**—Oracle Training Administration  
**OTS**—Officer Training School  
**PBR**—Program Budget Review  
**PCS**—Permanent Change of Station  
**PDS**—Personnel Data System  
**PGL**—Program Guidance Letter  
**PPGL**—Planning Program Guidance Letter  
**POM**—Program Objective Memorandum  
**POV**—Privately Owned Vehicle  
**PPBE**—Planning, Programming, Budgeting, and Execution  
**PRD**—Program Requirements Document  
**PS**—Prior Service  
**PTT**—Programmed Technical Training  
**QM**—Quota Management  
**RET**—Retrainees  
**ROTC**—Reserve Officer Training Corps  
**TD**—Training Detachment  
**TDY**—Temporary Duty  
**TDR**—Trained Dog Requirements  
**TFM—WG**—Training Flow Management Working Group  
**TLN**—Training Line Number  
**TPR**—Trained Personnel Requirements  
**TRQI**—Training Requester Quota Identifier

### *Terms*

**Accession**— Newly commissioned officer or new enlisted recruit coming on extended active duty with no prior military service.

**Accessions Program Guidance Letter (APGL)**— AF/A1M document identifying aggregate enlisted (NPS and PS) and officer (Rated and Non-Rated; Line and Non-Line) accession levels for a given FY.

**Advanced Training (AT)**— Formal course that provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills and knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

**Air Force Career Field Manager**— OPR appointed to ensure assigned AF specialties are trained and utilized to support AF mission requirements. Works in concert with MAJCOM, FOA, DRU, ANG, and AFRC Functional Managers (FMs) as required.

**Air Force Corporate Structure (AFCS)**— Embodies the corporate review process for HQ USAF. The primary groups of the Corporate Structure are the AF Council, the AF Board, the AF Group, the fourteen Mission and Mission Support Panels, and Integrated Process Teams. This structure increases management effectiveness and improves cross-functional decision-making by providing a forum in which senior AF leadership can apply their collective judgment and experience to major programs, objectives, and issues. This process balances programs among mission areas, between force structure and support, and between readiness and modernization. Only military or Department of Defense civilian personnel assigned to the Air Staff or Office of the Secretary of the AF may serve as members of the corporate structure.

**Air Force Specialty**— A group of positions (with the same title and code) that require common qualifications.

**Air Reserve Component (ARC)**— This term is used as an overarching term when referring to both the Air National Guard and Air Force Reserve together.

**Allocation**— A class seat reserved for a specific program user at their request.

**Base Operating Support (BOS) Capacity**— Limited by the installation infrastructure support such as dining and dormitory capacity.

**Capacity Parameters**— Factors that limit training capacity must be well-defined in order to identify the appropriate resources to resolve them. Capacity in light of each variable must be readily available and reportable to HHQ upon request.

**Craftsman Course**— Course required by the CFETP to attain a 7-level AFSC award.

**Data Call**— Process of polling users of AF training programs to capture their technical training requirements triggered by the Data Call Message (DCM).

**Enlisted Initial Skills Training**— A formal training pipeline that results in an upgrade to a 3-skill level award in an AFS.

**Execution Year**— The current FY.

**Field Training**— Technical, operator, and other training either a TD or mobile training team conducts at operational locations on specific systems and associated direct-support equipment for maintenance and aircrew personnel.

**Functional Manager**— Senior leaders designated by the appropriate functional authority, who provides day-to-day management responsibility over specific functional communities at the MAJCOM, FOA, DRU, or ARC level. While they should maintain an institutional focus in regards to resource development and distribution, FMs are responsible for ensuring their specialties are equipped, developed, and sustained to meet the functional community's mission as well as encourage force development opportunities in order to meet future needs of the total AF mission.

**Future Years Defense Program (FYDP)**— The official DoD database summarizing resources (Total Obligational Authority (TOA), personnel and forces) associated with DoD programs approved by the Secretary or Deputy Secretary of Defense by fiscal year. The FYDP compiles total resources (forces, manpower, funding) programmed for DoD over a specified period of time.

**Initials Skills Training (IST)**— Used as an overarching term for EIS and OIS. A formal school course that result in an AFSC 3-skill level award for enlisted or mandatory training for upgrade to qualified officers.

**Instructor Capacity**— Limited by the number of authorized instructors that are on station.

**Mission Readiness Training (MRT)**— Formal training courses to aid mission accomplishment. MRT provides advanced, supplemental and residential craftsman technical training for courses of up to 99 academic days (less than 20 weeks), for officers, enlisted and civilian personnel when other types of training (OJT, unit training, and exportable and mobile training) will not satisfy the need.

**Priority 1 (Mission Accomplishment) Requirement**— Accomplishment of the Air Force mission objective will not occur if training requirement is not satisfied. Requestor(s) will fund their requirement(s) if not supported by AF funding.

**Priority 2 (Mission Sustainment)**— Training required to maintain the AF's readiness posture.

**Priority 3 (Mission Enhancement)**— Training that fosters the effective use of resources to improve the AF's mission capability.

**Mission Readiness Training Program Working Group**— The annual MRTP Working Group is hosted by AETC, co-chaired by AF/A1PT, and focuses on the education of TRQI Managers, MAJCOM Functional Managers, and/or their representatives. In addition, the conference is the forum where TRQI baseline adjustments can be made. Finally, it offers an opportunity for all parts of the MRTP process to interact and share new information, while addressing any areas of concern, i.e., increased mission requirements that may impact execution rates.

**Major Command (MAJCOM)**— A MAJCOM is the highest level of command, only below Headquarters Air Force (HAF), and directly above Numbered Air Forces (NAF).

**Mission Driven Changes**— Those changes in requirements resulting from changes in force structure or mission requirements.

**Officer Accession Working Group**— The OA-WG is scheduled annually to discuss the officer initial skills requirements. The conference focuses first on finalization of Sources of Commission (SOCs) accession targets, followed by officer training requirements from other users, including Air National Guard, Air Force Reserve, internationals and civilians. Also, course capacity, constraints, and shortfalls are identified and addressed.

**Officer Initial Skills Training**— Provides skill sets required to be successful in awarded AFSC. Officer initial skills training is not AFSC awarding, but is used in conjunction with experience, OJT, and other supplemental training to provide required skill sets.

**Program Guidance Letter (PGL)**— Establishes training requirements for AETC execution. PGLs are the official tasking documents enabling AETC planners and programmers to acquire the necessary resources for accomplishment of the tasking. The PGLs align the AF requirements with the PPBE process. Includes EIS, OIS, TDR, MRT, FT, and NR training. If the funding changes in the DoD POM process, AF/A1 determines how the changes will affect the PGL and publishes official amendments as necessary.

**PGL Adjustment**— HAF directed changes that modify a PGL baseline (i.e. increases) because of out-of-cycle training requests that occur during budget or execution year. Also may include HAF directed changes made to PGL training requirements resulting in a change to AETC aggregate funding.

**Program Objective Memorandum (POM)**— OSD directed, service developed document identifying money, people and equipment requirements and allocations over a specified period of time, covering a five year period (e.g., FY13-17). POM funding baselines are used to develop budget level detail for distribution of resources during budget execution years. The POM is developed by individual services to set objectives for their forces, weapon systems and logistical support within the fiscal limits assigned to them by the Secretary of Defense.

**Program Requirements Document (PRD)**— AF/A1P documents (EIS, OIS, TDR, MRT, FT, NR, and Linguist) used to transmit unconstrained out-year production requirements across the Future Year Defense Program (FYDP) to AETC. It is a HAF-level document from which PGLs are developed. The PRD serves as a planning and programming document supporting POM/APOM submissions, while PGLs serve as the training execution tasking. Establishes total training requirements to AETC which will be used to assess future training capability. AETC should use the PRD as a basis for establishing their funding priorities across the PPBE.

**Program Technical Training (PTT)**— AETC document reflecting training requirements by Training Requester Quota Identifier (TRQI) and course.

**Quota Management (QM)**— 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.

**Quota Type**— A two-character code within MilPDS/OTA used to indicate the student's active duty status (i.e., Airman, officer, or civilian) and the travel funding status (i.e. AETC Centrally-funded, unit-funded, or non-TDY).

**Requirements**— The documented number of graduates by user as identified on the EIS, OIS, TDR, MRT, FT, DL or Linguist PGLs/PRDs.

**Resource Constraints**— Deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

**Sister Service/Other Agency Capacity**— Limiting factor feeding into other capacity constraints

**Specialty Training**— Training process used to qualify airmen in their assigned specialty.

**Sub-allocation**— Allocation a program user has programmed a name against.

**Supplemental Training**— Formal AFS specific training (post IST) on new equipment, methods or technology that are not suited for on-the-job training.

**Training Detachment (TD)**— AETC detachment that provides technical training, at an operational location, on specific systems and aerospace ground equipment. A TD aims to qualify personnel on new equipment or in new techniques and procedures, maintain proficiency and to increase skill and knowledge, acquaint personnel with specific systems, and keep personnel aware of changing concepts and requirements.

**Training Device Capacity**— Limited by training devices and/or equipment.

**Training Facility Capacity**— Limited only by training facilities.

**Training Flow Management Working Group**— Annual conference focused on refining EIS training requirements while addressing course capacity, constraints and shortfalls.

**Training Requester Quota Identifier (TRQI)**— A four-character communication code within OTA used to convey annual or supplemental training requirements, quota allocations, allocation confirmations, and student-tracking information between a user of training and the provider (owner) of training. TRQIs are assigned to MAJCOMS, FOAs, and DRUs to ensure training accountability. Only one TRQI is assigned to a functional entity for MRTP.