MEMORANDUM FOR DISTRIBUTION C
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FROM: HQ USAF/A1
1040 Air Force Pentagon, Room 4D765
Washington, DC 20330-1040

SUBJECT: Air Force Guidance Memorandum to AFI 36-2646, Security Forces Training and Standardization Evaluation Programs, 13 Apr 2012, Home Station Training Initiative

Releasability: There are no releasability restrictions on this publication.

By Order of the Secretary of the Air Force, this Air Force Guidance Memorandum immediately changes AFI 36-2646, Security Forces Training and Standardization Evaluation Programs, 13 Apr 2012. Compliance with this Memorandum is mandatory to included Air National Guard (ANG) and Air Force Reserve (AFR) units. To the extent its directions are inconsistent with other Air Force Publications, the information herein prevails, in accordance with AFI 33-360, Publications and Forms Management. This guidance is effective upon receipt and will be incorporated into AFI 36-2646 rewrite. 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. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternatively, to the Publication OPR for non-tiered compliance items.

The guidance in AFI 36-2646 is hereby changed as follows:

Home Station Training (HST) Objective. The new HST initiative is non-post associated training designed to provide a career field training strategy. The initiative allows MAJCOMs and units the ability to right size training to meet local mission requirements associated with Mission Essential Tasks (METs), Mission Essential Task Lists (METL) and UTC obligations. HST links directly to the unit’s Status of Resources and Training System (SORTS) reporting and the Defense Readiness Reporting System (DRRS). In addition, HST establishes a standard baseline of training which ensures AF/A7S’ global delivery of a standardized, tactically proficient and resilient defender, regardless of MAJCOM, mission, or location.
Unit Training Obligation. Active Duty, Department of Air Force Civilian Police/Security Guards (DAF CP/SG) 0083/0085, and full time Air Reserve Component (ARC) personnel will complete 216 hours/27 days of training (DOT) of HST annually. (T-1). HAF directs 108 hours of training through the Foundational Skills Library and MAJCOMs or if delegated to the unit DFCs, select the remaining 108 hours from the remaining Libraries in the SF HST Course Catalog. IMA’s and Non-full time Category A (unit) ARC will complete 151 hours/21 DOT of HST in a 21 month cycle directly linked to AEF cycle. (T-1). IMA’s and Non-full time Category A (unit) ARC on extended orders 90 days or more will assume the Active Duty HST requirements listed above. (T-1) ARC training consists of Foundational Skills Library (FSL), Combat Readiness Training (CRT), and AF Tier 2B training. Note: Training times identified are for force management and planning purposes only. Security Forces are required to be trained to standard not to a specific time.

Individual Training Obligation. Although it is desirable all individuals be trained to the same tactical level, unless otherwise identified by higher level guidance, HST applies only to: DW coded personnel, flight personnel, and all unit support personnel, E-6s/O-2s and below and equivalent DAF CP/SG (in accordance with Position Description and IAW AFI 31-122, Department of the Air Force Civilian Police/Security Guard Program). All others must be knowledgeable of the operational employment of these forces commensurate with duty position. (T-1). Note: Units should avoid overtime to the greatest extent possible and adhere to local Civilian Overtime Policies.

Credit for SF Sustainment and Pre-Deployment Training. An individual’s completion of SF Sustainment and Pre-Deployment Training will be credited towards the 108 hours of MAJCOM or DFC training through the Expeditionary Skill Library (ESL). (T-1). These individuals are required to complete the FSL (HAF Mandated 108 hours) and CRT 90 days prior to vulnerability window.

Personnel Returning from Deployments. Unless otherwise determined by the MAJCOM, individuals returning from deployments will fall into the unit’s annual training cycle upon return to duty status. (T-1). These individuals are not required to execute the portions of the annual training plan already completed while they were in deployed or reconstitution status.

Unit Orientation Training. Unless otherwise determined by the MAJCOM, there are no specified AF/A7S orientation training requirements (Nuclear units will have to evaluate for possible additional orientation requirements). (T-2). Instead, units will utilize orientation training to bring newly assigned personnel in line with the unit’s annual training cycle and to execute necessary Unit Training Manager (UTM) and local administrative processes. (T-3). During orientation training, personnel will be evaluated on training which they received a GO at their previous duty station and which occurred during the gaining unit's current training cycle. (T-3). If properly documented and the member still meets the established training standards then they will not be required to re-accomplish the previously conducted training and no further documentation is required. (T-3).

Mission Needs Analysis (MNA). A MNA must to be conducted to determine the DFC’s mission responsibilities and establish the foundation for the unit’s annual training plan. (T-2). Elements
required to complete the MNA are: Designed Operational Capability (DOC) Statement, METs & METLs obligations (DFC determined with MAJCOM approval), projected UTC obligations (DW Coded members), Post Priority Chart and special certifications and qualifications.

Annual Training Plan. Requirements identified by the MNA coupled with the MAJCOM or DFC desired advanced skills or proficiencies will be aligned against the unit’s training obligations and SF HST Course Catalog to build the unit’s annual training plan. Note. The annual training plan must be staffed to owning MAJCOMs for approval.

Aligning Forces Against the Annual Training Plan. Each work center (S-1, S-2, S-3, S-4 and S-5) will further break down the annual training plan to align members to required, training, certifications and qualifications not applicable to all, to develop their work center Master Task List (MTL). (T-3). Once completed, use the information from the MNA and the annual training plan to build the Master Training Plan (MTP) selecting topics from the SF HST Course Catalog only.

Training Delivery. Leader-led training is the preferred delivery method for all SF training. Trainers, whether S3T or designated flight trainers will use evaluate, train, evaluate (ETE) to ensure each member is trained to standard commensurate with rank and duty position. (T-3). This approach ensures members are proficient in the identified task, by first evaluating/identifying weak areas and in turn, train those areas to a desired level of proficiency. Under ETE, individuals, teams and flights will not require additional training if they meet the required performance standard in an area identified in the MNA and codified in the annual training plan. (T-3). This method further ensures training resources are effectively focused on areas requiring greater level of time and resources.

Documentation. Available Task Performance Checklist (TPC) located in the electronic-Tactics, Techniques and Procedures Guides (e-TTPG) will be used to evaluate members on a GO/NO GO performance standard. (T-1). Once the member receives a GO, the date of the completion of this task will be added to the applicable block of the AF Form 1098 in the member’s Air Force Training Record (AFTR) and an entry will be made in the 623A. (T-1). Any topics waived or exempted from the unit’s annual training plan will be documented in the members 623A under the specific training module. (T-3).

Authorized Reference Material. To ensure standardization of training across the Air Force, units are only authorized to utilize the training material identified in the SF HST Course Catalog. Trainers will use available e-TTPG and HST reference material located on the HQ AFSFC website at: https://afsfmilitary.lackland.af.mil/sfot-training.html to ETE. (T-1). However, during the implementation of this initiative, there will be some sub topics in certain modules where a valid reference is not available. In these instances, units are exempt from the topic (not the module) until the HQ AFSFC can provide the appropriate reference. (T-3). For unit level planning purposes, if a topic reference is added after the DFC signs the annual training plan then the unit is not required to update the annual training plan until the following scheduled publication date (not to exceed 12 months) and will remain exempt during this duration of time. (T-3).
Implementation of SF HST Course Catalog. All HST training will be selected from the SF HST Course Catalog. (T-1). The SF HST Course located on the HQ AFSCC website at: https://afsfmil.lackland.af.mil/sfot-training.html. The SF HST Course Catalog is grouped into six distinctive Libraries linked directly to AF/A7S’ MET obligations or SF Skills. The MET Libraries include: Law and Order Operations (L&OL), Nuclear Security (NSL) and Military Working Dog (MWDL). The SF Skills Libraries include: SF Foundational Skills (FSL), SF Expeditionary Skills (ESL) and Advanced Individual/Team Skills and Proficiency (ASL). Note. The MWDL is intended to capture MWD training requirements but is not part of the individuals 216 hour training requirement.

Execution of FSL. Completion of the entire FSL will be accomplished by all SF regardless of MET, mission or location and will be included in their annual training plan, unless waivered by the Career Field Manager (CFM). (T-1).

Module Use. With the exception of the ASL, the HST is delivered using modules. Modules are a collection of training topics intended to be delivered collectively to achieve a specific “tactical level effect”. Units will select the modules from the appropriate libraries which meet mission needs. (T-1). Although units are not required to complete the entire library (exception FSL and NSL) they are required to train the entire module selected unless the topic is identified as exemptible by HQ AFSCC. (T-1) When making module selection considerations must be given to ensure units meet all L&O requirements IAW DoDI 5525.15. Law Enforcement (LE) Standards and Training in the DoD. (T-1).

Training Commensurate with Rank and Duty Position (Tiering). With the understanding Airmen are required to perform at different levels, the HST uses a Tiered approach. Items identified with an “*” in the SF HST Course Catalog are not required to be performed by E-3s and below unless determined by the MAJCOM or DFC.

Training Commensurate with Local Mission. Units are also allowed to exempt themselves from specific training topics (without seeking waiver approval) in any module identified with an “L” in the SF HST Course Catalog, if the specific line item falls outside of the of unit’s mission obligations (Example, Exclusive Jurisdiction Considerations in the Traffic Enforcement Module of the L&OL would not be required if the installation does not have exclusive jurisdiction).

Application of the ASL. The ASL is delivered topically and is intended to allow the DFC to leverage HST to take credit for required specialized certifications (i.e. Radar, Breathalyzer) and qualifications (i.e. special weapons, additional non-lethal weapons). Additionally, the ASL allows the DFC to invest more training time in a specific capability already covered in other libraries (i.e. SF Tactical Maneuver, Conduct Physical Control of Subjects/Suspects, Weapon Proficiency) to enhance unit capabilities commensurate with the MAJCOM’s or DFC’s desired level of proficiency. When using the ASL to enhance capabilities beyond what is delivered in previously covered modules, units may opt to use a topical approach (versus re-accomplishing the entire module), selecting and focusing on a specific line item from a previously trained module (Example, Selecting the Combatives line item from the Conduct Physical Control of Subjects Module). However, this is additive training and not conducted in lieu of any module from the FSL. Lastly, the ASL allows MAJCOMs and DFCs to take advantage of civilian, state,
local or federal professional training venues to enhance unit capabilities (Example, interrogation techniques or ForcePRO) and the time attending these course can be applied to the MAJCOM’s or unit’s 108 hours. In addition, intra-service and joint training venues not designated as Professional Military Education or skill level awarding venues can also be applied to the individual’s annual training obligation (Examples. ESS Course, MPI, IDC3).

Approval for Topics not Captured in ASL. Although not all inclusive, the ASL does capture some of these training opportunities available to use against a MAJCOM’s or unit’s 108 hours of training. If a unit wishes to take advantage of professional training venues not identified in the ASL they only need to seek MAJCOM approval of the venue and the respective MAJCOM will forward the topic to AFSFC/SFOT for immediate inclusion in the ASL. Note: This only applies to the ASL.

Deviation/Wavier Process. DFCs will provide written justification utilizing the AF FM 116, *Request for Deviation from Security Criteria* to the parent MAJCOM/A7S. (T-2). In the AF FM 116, DFCs will capture the validation for the specific training topic waived and compensatory measures to deliver the commensurate tactical effect covered through the waived topic. If the parent MAJCOM/A7S concurs, the request will be forwarded to HQ AFSFC for coordination with SF CFM for final approval.

Execution of CRT. Individuals required to conduct CRT will utilize the CRT Module located in the ESL. (T-1).

The guidance in this memorandum becomes void after one year has elapsed from the date of this memorandum, or upon incorporation by Interim Change to, or rewrite of AFI 36-2646, whichever is earlier. HQ AFSFC/SFOT POC is Major Dana Metzger, DSN: 945-5157, dana.metzger@us.af.mil

SAMUEL D. COX  
Lieutenant General, USAF  
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This Instruction implements Air Force Policy Directive (AFPD) 36-26, *Total Force Development*, and establishes requirements and provides guidelines for the Security Forces Training and Standardization and Evaluation (Stan/Eval) programs. "Security Forces (SF)" includes Security Forces personnel (Officer and Enlisted), Department of the Air Force (DAF) civilians, contractors, and foreign nationals who perform police or guard duties. This instruction applies to the Air National Guard (ANG) and Air Force Reserve Command (AFRC) units.

Records Management: Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) AF Manual 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at [https://www.my.af.mil/afrims/afrims/afrims/rims.cfm](https://www.my.af.mil/afrims/afrims/afrims/rims.cfm). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional’s chain of command. This instruction may be supplemented at any level, but all supplements must be routed to HQ AFSFC/SFOT for coordination prior to certification and approval. This publication requires the collection and/or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and/or maintain the records prescribed in this publication are Title 10 *United States Code*, Section 8013, Title 5 *United States Code*, Section 552a and Executive Order 9397 as amended by Executive Order 13478, Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers, November 18, 2008. Forms affected by the PA have an appropriate PA statement. The
applicable Privacy Act System of Records Notice(s) is available online at: http://www.defenselink.mil/privacy/notices/usaf/.

SUMMARY OF CHANGES

This Interim Change (IC) incorporates new guidance from AFI 36-2646_AFGM2, which updates the HQ AFSC website that incorporates the Instructor Evaluation Checklist, a listing of Home Station Training (HST), Ancillary Training, and the training subject listing and frequency. An addition was added in reference to the DFCs’ compliance with Public Affairs responsibilities and management. Chapter 4, paragraph 4.2., was revised to update information regarding Unit Laser Safety Officer. Paragraph 4.3. was substantially revised to provide supplementary guidance and clarify who must complete Combat Readiness Training (CRT) and when, as well as revised to make clarifications to the weapons test. An addition was added to paragraph 4.3. in reference to the authorized databases that can be used to document training. Chapter 5, paragraph 5.4.3., was revised to update information regarding Duty Position Evaluations (verbal and performance) involving weapons. Chapter 6, paragraph 6.3., was changed for purposes of readability and clarification. The IC identifies Tier waiver authorities as approved by the Inspector General Advisory Board (IGAB). When a requirement is mandated for compliance at the Wing level throughout this IC, the requirement is tiered, signifying the appropriate waiver authority to the requirement and is indicated in parentheses (T-0, T-1, T-2, or T-3) following the sentence/paragraph that drives the requirement, IAW AFI 33-360.

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Chapter 1

SECURITY FORCES MISSION, VISION AND CORE COMPETENCIES

1.1. **Security Forces (SF) Mission.** SF protect, defend and fight to enable Air Force, Joint and Coalition missions.

1.2. **Security Forces Vision.** Mission-ready, resilient and air-minded SF organized, trained and equipped to deliver enduring Integrated Defense (ID) against threats to the Air Force, Joint and Coalition missions; recognized and respected for our air-centric expertise.

1.3. **Security Forces Core Competencies.** Core competencies form the foundation upon which we organize, train and equip, and are the cornerstone of our strength as an organization. Our three core competencies articulate the strengths of our career field and show how we fight, how we think, our subject matter expertise and define who we are. Our SF core competencies are:

   1.3.1. Air-minded defenders.
   
   1.3.2. A warrior ethos with a technological aptitude.
   
   1.3.3. Adaptive, innovative delivery of ID effects.
Chapter 2

SECURITY FORCES TRAINING PROGRAM

2.1. SF Training Program Objective. The objective of the SF Training Program is to build aggressive, lethal, highly-maneuverable, air-minded, capabilities-based and combat-focused defenders. Trained defenders will possess enhanced individual and collective skills that run the gamut from law enforcement and security operations to high-order infantry type skills that ensure delivery of ID desired effects and mission success.

2.2. SF Training Program Description. The SF Training Program encompasses Home Station Training (HST), Expeditionary Skills Training (EST) and Formal Training. The program ensures the execution of all required individual and collective skills needed to build, reinforce and sustain SFs ability to deliver enduring ID against threats to Air Force, Joint and Coalition missions.

2.2.1. SF training programs must be rooted in the evaluate-train-evaluate methodology. Evaluate-train-evaluate ensures members are proficient in the identified task, by first evaluating, identifying weak areas, and in turn, training those areas to a level of proficiency. Under this methodology, an individual or team will not require additional training if they have proven proficiency in a given task. This method ensures training resources are effectively used.

2.3. Responsibilities. SF at every level have an inherent responsibility to ensure personnel under their command or supervision are adequately trained and maintain proficiency in their mission essential tasks (MET). SF leaders must assume roles as teachers and small unit leaders, responsible for every aspect of an Airman’s development, to include the delivery of recurring training. Leader-led training is the primary delivery method for all SF standardized recurring training. Individuals conducting leader-led training are not required to attend Principles of Instruction, the Air University (AU) Online Instructor Methodology Course 1.2 (Course Number 03S00W), or a MAJCOM-approved Instructor Course. However, SF conducting leader-led training should, at a minimum, be familiar with training responsibilities outlined in AFI 36-2201, Air Force Training Program, and have attended the Air Force Trainer’s Course. Tier III level courses of instruction may be taught by leader-led instructors, but will be certified by personnel who have completed instructor methodology as outlined in AFI 36-2201 and this instruction, which includes certification through Principles of Instruction, the Air University (AU) Online Instructor Methodology Course 1.2 (Course Number 03S00W), or a MAJCOM- approved Instructor Course. (T-1). The following is provided to identify additional SF Career Field specific training responsibilities:

2.3.1. Director of Security Forces (AF/A7S).

2.3.1.1. Approves SF training program.

2.3.1.2. Appoints the SF Enlisted, Officer and Civilian Career Field Managers (CFM).

2.3.1.3. Chairs the Board of Visitors (BOV) to provide oversight and guidance to SF formal training courses managed by Air Education and Training Command (AETC) and courses taught at SF Regional Training Centers (RTC).
2.3.1.4. Chairs the SF Executive Council to provide guidance and approval for SF training standards.

2.3.2. SF Officer (HQ AFSFC/CC), Enlisted (AF/A7SM) and Civilian (HQ AFSFC/DS) CFM.

2.3.2.1. CFMs will carry out their duties and responsibilities outlined in AFI 36-2201. **NOTE:** The Civilian CFM has delegated authority to each Defense Force Commander (DFC), also known as the Security Forces commander, to waive DAF CP/SG personnel from attending the Veterans Affairs Law Enforcement Training Center (VA-LETC), or other accredited academy, provided the individual meets established waiver criteria set forth in AFI 31-283, *Department of the Air Force Civilian Police/Security Guard Program*.

2.3.2.2. Communicates directly with HQ AFSFC/SFM, HQ AFSFC/SFOT, HQ AETC/A3T, MAJCOM Chief Security Forces and MAJCOM Functional Managers (MFM) to disseminate Air Force and career field policies and program requirements.

2.3.2.3. Oversees the management and training of all SF personnel in support of peacetime, wartime and contingency operations.

2.3.2.4. Establishes SF training doctrine, direction and guidance.

2.3.2.5. Develops, approves and advocates for Doctrine, Organization, Training Material, Leadership, Personnel and Facilities (DOTMLPF) packages provided for SF Combat Readiness.

2.3.2.6. Oversees coordination of SF joint readiness efforts with other military branches and Department of Defense (DoD) agencies.

2.3.3. Headquarters Air Force Security Forces Center (HQ AFSFC).

2.3.3.1. Standardizes and validates SF enlisted, officer and civilian training with CFM direction.

2.3.3.2. Serves as liaison for the Enlisted, Officer and Civilian CFMs and provides career field management, utilization and training for all SF.

2.3.3.3. Develops, reviews, updates and interprets SF, Air Expeditionary Force (AEF) and ID training doctrine, policies and procedures.

2.3.3.4. Represents SF Career Field at Inter-service Training Review Organization (ITRO) and defense advisory group meetings; provides SF input for revisions to all ITRO courses.

2.3.3.5. Provides guidance and training products to assist in implementing the SF Training Program.

2.3.3.6. Monitors SF training programs and coordinates/resolves issues with MAJCOM Training Managers and CFMs.

2.3.3.7. Develops, implements and manages SF Center of Training Excellence (CTE) and Air Force Training Record (AFTR).
2.3.3.7.1. Manages electronic-Tactics, Techniques and Procedures Guides (e-TTPG) program development and publication to the SF CTE website.

2.3.3.8. Serves as SF Career Field representative to Air Force Advanced Distributed Learning Service (ADLS) Working Group.

2.3.3.8.1. Manages development of SF-related ADL course curriculum.

2.3.3.9. Authors, revises and coordinates SF Career Field Education and Training Plans (CFETP) for publication.

2.3.3.10. Manages SF Nuclear Security Certification Training Program (NSCTP) and Career Guides.

2.3.3.11. Develops Headquarters Air Force Consolidated Unit Inspection (CUI) Core Checklists for the SF Training and Stan/Eval Programs.

2.3.3.12. Validates training requirements levied by other Air Force Specialties (AFS).

2.3.3.13. Publishes Officer, Enlisted and Civilian Career Progression Guides.

2.3.4. HQ Air Force Security Forces Center/SFXR/SFXW.

2.3.4.1. Works directly with MAJCOMs and SF Training Squadrons to ensure only authorized equipment is purchased and utilized.

2.3.5. Security Forces Manager (SFM) Council.

2.3.5.1. Chaired by AF/A7SM.

2.3.5.2. Reviews emergent requirements and provides training recommendations to the SF Executive Council.

2.3.5.3. Validates Regional Training Center Working Group (RTC WG) recommendations. When necessary, conducts validation through teleconference or electronic coordination to ensure rapid integration of emergent Tactics, Techniques and Procedures (TTPs) and/or the inclusion of new training objectives based upon evolving mission requirements.

2.3.5.4. The CFM will designate a representative from the SFM Council to brief the SF Executive Council on all proposed changes to RTC curriculum or processes.

2.3.6. SF Executive Council.

2.3.6.1. Approves/disapproves SFM Council training recommendations. When necessary, conducts approval through teleconference or electronic coordination to ensure rapid integration of emergent TTPs and/or the inclusion of new skills training based upon emergent or evolving mission requirements.

2.3.6.2. Coordinates with HQ AFSFC, CFMs and MAJCOM RTCs on After Action Reports (AAR) and corrective actions to command-specific SF training shortfalls.

2.3.7. MAJCOM/A7S.

2.3.7.1. Provides information in response to training data call requests from HQ AFSFC.
2.3.7.2. Participates in BOV, Specialty Training Requirements Team (STRT) and Utilization & Training Workshop (U&TW) sessions as determined by AF/A7S or appropriate CFM.

2.3.7.3. Validates unit requests to update training materials; staffs recommended changes to HQ AFSC/SFOT.

2.3.7.4. Establishes a self-validation program for subordinate units. Self-validation provides commanders with a tool for internal assessment of unit health and complements external assessments. Problem solving should be applied through the AF eight-step problem solving model as outlined in the Air Force Smart Operations for the 21st Century (AFSO21) Playbook (or SAF approved publication) leading to identification of root causes and solutions to deficiencies.

2.3.7.5. Provides functional guidance to base-level SF Unit Deployment Managers (UDM) on issues relating to SF deployments and associated training requirements.

2.3.8. MAJCOM Functional Manager (MFM).

2.3.8.1. Participates in STRT and U&TW sessions as directed by the CFM.

2.3.8.2. Performs duties as a representative of the SFM Council.

2.3.9. MAJCOM Deployment FAM.

2.3.9.1. Provides functional guidance to base-level SF Unit Deployment Managers (UDM) on issues relating to SF deployments and associated training requirements.

2.3.9.2. Works in unison with base-level SF UDMs and the MAJCOM Training Manager to ensure SF tasked to deploy receive specialized training as directed by their deployment line remarks and receive required Tier-3 pre-deployment training, as scheduled by AFSC/SFOC.

2.3.9.3. Works in unison with the MAJCOM Training Manager to ensure SF postured against a DWS Unit Type Code (UTC), but not tasked during their deployment vulnerability window, receive EST sustainment training, as scheduled by AFSC/SFOC.

2.3.10. Defense Force Commander.

2.3.10.1. Oversees and ensures effective training programs are established and executed IAW AFI 36-2201.

2.3.10.2. Ensures the unit training program complies with DoD and Air Force training directives.

2.3.10.3. Determines training requirements to meet anticipated contingencies affecting the unit.

2.3.10.4. Approves/denies Department of the Air Force Civilian Police/Security Guard (DAF CP/SG) training waiver requests IAW AFI 31-283, Department of the Air Force Civilian Police/Security Guard (DAF CP/SG) Program.

2.3.10.5. Ensures assigned personnel comply with AFI 35-101, Public Affairs Responsibilities and Management, specifically paragraphs 2.10. and 2.13. (T-1).
2.3.11. Unit Security Forces Manager.

   2.3.11.1. Oversees the unit’s Functional Area Inspection Program.

2.3.12. Unit S-3/Training.

   2.3.12.1. Executes unit training program responsibilities IAW AFI 36-2201.
      
      2.3.12.1.1. Transfers departing member’s AFTR to the gaining unit during final out processing.

   2.3.12.2. Schedules, tracks and monitors all HST, EST and Formal Training requirements.

   2.3.12.3. With the coordination of the Unit Reserve Coordinator (URC), maintains AFTR for permanently assigned unit Individual Mobilization Augmentees (IMA).

2.4. Qualifications for S-3 Training.

2.4.1. Instructors assigned to the S-3/Training Section perform the critical role of executing the unit’s training program development and maintenance. These individuals should possess excellent communication skills, breadth of experience and be extremely knowledgeable of the overall functions of the SF career field.

2.4.2. To facilitate and deliver trained mission-ready, resilient and air-minded SF, instructors will complete a qualification process as outlined below:

2.4.3. Instructors must be task qualified on all tasks they instruct.

2.4.4. Task qualifications will be IAW the unit’s Instructor Master Training List (MTL), which must contain all instructor duty position tasks. Task qualification must occur before instructors are allowed to conduct training classes independently. Task qualifications will be documented in AFTR.

2.4.5. Instructors must complete Principles of Instruction, the Air University (AU) Online Instructor Methodology Course 1.2 (Course Number 03S00W) or a MAJCOM approved Instructor Course. One of these courses must be completed within 120-days of assuming the instructor duty position. **NOTE:** Flight trainers are highly encouraged to complete one of these courses. This not only provides trainers with foundational communication/instructor skills, but also provides the commander with a pool of SF members, ready to fill vacant positions within the S-3 Training Section.

   2.4.5.1. Individuals who have previously attended a “T” prefix awarding course, or have completed the online Principles of Instructional Systems Development Course, are exempt from completing the Principles of Instruction Course, AU Online Instructor Methodology Course or MAJCOM approved course.

2.4.6. Upon completion of the requirements in paragraph 2.4.3. and 2.4.5., instructors must complete at least two iterations of instruction with the oversight of a fully qualified instructor. **NOTE:** Iterations of instruction with the oversight will be conducted at the first available opportunity. Qualified is defined as an instructor that is task qualified and has successfully completed requirements in paragraph 2.4.5. and has had at least one current, successful evaluation.
2.4.6.1. These two iterations of instruction will be documented using AF Form 623a, On the Job Training Record – Continuation Sheet, in AFTR.

2.5. Instructor Evaluations.

2.5.1. MAJCOMs are required to establish an Instructor evaluation process for their subordinate units.

2.5.2. Evaluations will be conducted using the Instructor Evaluation Checklist posted on the HQ AFSFC website: [https://afsfmili.lackland.af.mil/sfot-training.html](https://afsfmili.lackland.af.mil/sfot-training.html) (T-1).

2.5.3. Evaluations will be documented using the AF Form 623a in AFTR.


2.6.1. Training section/branch personnel at the contract acquisition level (Unit, MAJCOM or HQ AFSFC) will participate in the development of the contract Performance Work Statement (PWS) for security-related contracts. The appropriate S-3/Training Section will assist/support quality assurance personnel IAW the contractor’s training plan.
Chapter 3
SECURITY FORCES FORMAL TRAINING PROGRAM

3.1. **Formal Training Program.** The SF Formal Training Program continues to build on SF capabilities. Using the continuum of learning, formal training provides defenders enhanced individual and collective skills to ensure each individual is prepared to meet mission requirements. This training builds and reinforces skills that sustain SF units and integrates all elements of a unit’s capabilities.

3.2. **Responsibilities.**

3.2.1. HQ AFSFC.

3.2.1.1. Monitors SF Formal Training Programs; coordinates and resolves issues with MAJCOM Training Managers and CFMs.

3.2.1.2. Solicits nominations from MAJCOMs; conducts boards and selects candidates for the Law Enforcement Executive Development Seminar (LEEDS) and the Federal Bureau of Investigations National Academy (FBINA).

3.2.1.3. Manages the SF Professional Continuing Education (PCE) and Advanced Academic Degree (AAD) programs.

3.2.1.4. Receives MAJCOM inputs to validate PCE and AAD requirements.

3.2.1.5. Represents the SF functional community at the Air Force Education Review Board (AFERB). **NOTE:** HQ AFSFC will ensure the course is available and all costs associated are valid prior to presenting to the AFERB.

3.2.1.6. Negotiates with the AFERB and AF/A1 to ensure SF PCE and AAD requirements are funded.

3.2.1.7. Coordinates PCE class schedules with the learning institution and MAJCOMs to ensure maximum attendance in contracted courses.

3.2.2. MAJCOM SF Training Managers.

3.2.2.1. Manages the Mission Readiness Training Program (MRTP) for the command IAW AFI 36-2616, *Trained Personnel Requirements*.

3.2.2.2. Solicits nominations from units; conduct boards and select candidates for the LEEDS and the FBINA.

3.2.2.3. Serves as a liaison between Air Force Personnel Center (AFPC)/DPSIT Training Requester Quota Identifier (TRQI) Manager and base-level SF UTMs.

3.2.2.4. Maintains awareness of available training for the career field using the Education and Training Course Announcement (ETCA) website.

3.2.2.5. Monitors current fiscal year (FY) training allocations, executes quotas, moves or releases funding if unable to fill or use quotas, seeks out funding for quotas (as needed) and utilizes the out-of-cycle program for unexpected training requirements.
3.2.2.6. Conducts data calls with all unit S-3/Training Sections to determine training status and needs.

3.2.3. Defense Force Commander.

3.2.3.1. Approves annual MRTP requirements prior to submission to MAJCOM SF Training Managers.

3.2.3.2. Manages annual training allocations. Ensures MAJCOM is advised if unit will not fill.

3.2.3.3. Ensures all unit members complete formal training to meet both home station and deployment task proficiency requirements.

3.2.4. S-3/Training.

3.2.4.1. Identifies annual unit MRTP requirements; forwards to DFC for approval before forwarding to MAJCOM SF Training Manager.

3.2.4.2. Responds to MAJCOM training data calls.

3.2.4.3. Utilizes ETCA website to maintain awareness of available training for the career field.

3.2.4.4. Ensures SF attending formal training courses meets eligibility requirements as outlined in the ETCA website.

3.2.4.5. Monitors current FY training allocations for the unit, executes quotas, seeks funding for quotas and utilizes the out-of-cycle program for unexpected training requirements.

3.2.4.6. Works with the UTM to ensure personnel complete all skill-level upgrade requirements.

3.3. Formal Training Process.

3.3.1. SF Formal Training allocations are managed by the 343d Training Squadron (343 TRS).

3.3.2. MAJCOM SF Training Managers are the Course Functional Managers for SF training courses within their MAJCOM. MAJCOMs are allocated SF specific allocations for the FY from the 343 TRS through the MRTP validation and allocations process.

3.3.3. Mission Readiness Training Requirements.

3.3.3.1. MAJCOM SF Training Managers will conduct an annual data call of all units within their respective MAJCOM to project the next FY training requirements. Do not over program or over estimate requirements; program for the actual mission sustainment requirements.

3.3.3.2. Annually, AFPC will initiate an MRTP validation data call through MAJCOM Course Functional Managers. The data call will consist of a 3-year outlook at training needs. MAJCOMs will revalidate FY requirements previously projected for the next two FYs as well project requirements for the third year.
3.3.3.3. MAJCOM SF Training Managers will validate and consolidate PCE/AAD requirements for their units and submit to the A1 TRQI Manager for entering into the Military Personnel Data System/Oracle Training Administration (MilPDS/OTA).

3.3.3.4. AFPC TRQI Managers compile data for all training functionals, validate the MAJCOM is within their baseline and build the requirements into MilPDS/OTA.

3.3.3.5. MAJCOM/A1 will be the final approval authority for any issues regarding quota funding.

3.3.4. Mission Readiness Training Allocations.

3.3.4.1. 343 TRS identifies SF requirements built for all MAJCOMs and allocates MAJCOM quotas.

3.3.4.2. Once all allocations are loaded in OTA, MAJCOM SF Training Managers export the data. MAJCOMs must determine how to allocate quotas to units based upon MRT data call and quotas received.

3.3.4.3. The MRTP funded baseline set by Second Air Force (2 AF) determines the number of funded quotas available.

3.3.4.4. MAJCOMs who have not executed funded quotas in the past (i.e., 20 quotas requested and only 10 executed), could affect future quotas received.

3.3.4.5. Zeroing of requirements may occur if allocations from previous FYs were not filled; 30 days prior for Air Force courses or 60 days prior for sister service courses.

3.3.5. Priority Explanation.

3.3.5.1. When submitting MRTP validations, each requirement must have a priority designated.

3.3.5.1.1. Priority 1 are Mission Critical requirements: the mission will fail without this training. All “T” quota type requests must be submitted under Priority 1; any under priority 2 will be zeroed out. “P” quota types may also be loaded under Priority 1 if unit or MAJCOM will fund the course.

3.3.5.1.2. Priority 2 are Mission Essential requirements: the mission will not fail, but the training would greatly assist in accomplishing the mission. All Priority 2 quotas should be submitted as a “P” quota type.

3.3.5.2. Distance learning and Mobile Training Team classes type 4, 6 or 7 (look at the second digit in the course number (e.g., J7AZTTXXX 0P1A)), do not count against a MAJCOM’s funded baseline. “T” quotas cannot be built under these classes.

3.3.6. Allocations in Non-SF Functional Courses.

3.3.6.1. All formal courses are managed by a course owner. Other AFSCs requiring training in SF allocated training will seek these courses via their MAJCOM SF Training Manager. Similarly, MAJCOM SF Training Managers will also seek training venues through other MAJCOM Course Functional Managers.
3.3.6.2. Based upon MAJCOMs’ FY training requirements, contact Course Functional Managers for the required courses to request allocations. Most Course Functional Managers can be determined through ETCA website instructions.

3.3.7. Non-Mission Readiness Training Allocations.

3.3.7.1. In addition to the standard SF formal training courses, there are numerous other training venues available which enhance overall unit capabilities and skill sets. Most of these courses can be identified using the ETCA website to search for courses.

3.3.7.2. MAJCOM Training Managers schedule Non-MRT courses either directly through the course owner, or by having requirements built and requesting allocations in a course from the course owner.

3.3.7.2.1. When requesting allocations in a Non-MRT course that is not directly scheduled by the course owner, submit the course and quota information to the MAJCOM/A1 to request requirements be built in OTA. Once requirements are built, the course owner can release allocations to the TRQI and courses can be scheduled through AFPC as outlined below.

3.3.7.3. The majority of pre-deployment training does not process through formal training channels with the exception of Air Mobility Command (AMC) courses. All AMC courses, to include RTCs, are scheduled through the MAJCOM SF Training Manager after requesting allocations from the AMC course owner.

3.4. Scheduling.

3.4.1. Formal training classes for upgrade training, cross training and Professional Military Education are processed through the base level formal training offices. The majority of all other formal training is requested by S-3/Training through the MAJCOM SF Training Manager.

3.4.2. Units will submit formal training requests for FY allocations to the MAJCOM SF Training Manager.

3.4.3. When additional allocations are required, the unit may seek quotas using the “out of cycle” process.

3.4.3.1. Formal training classes have a “use or lose” date, usually within 30 days of the class start date for Air Force courses and 60 days for sister service courses. Units not filling allocations prior to “use or lose” date risk losing training allocations.

3.4.4. Units may request a quota movement to change quota status.

3.4.4.1. Change a quota status from officer, enlisted or civilian by submitting a quota movement request. For example, request an “AP” quota be changed to an “OP” quota. If approved, the quota will change from an enlisted “A” quota to officer “O” quota.

3.4.4.2. Request funding for a course by submitting a quota movement request for funding. For example, request an “AP” quota be changed to an “AT” quota. If approved, the quota will be changed from a Unit/MAJCOM funded “P” quota to a fully funded “T” quota.

3.4.4.3. Funding availability is determined by 2 AF/MRTP.
3.4.5. Prior to submitting training requests, units must ensure members meet eligibility requirements as outlined in the ETCA website.

3.4.5.1. Students not meeting course prerequisites will not be submitted for training unless the ETCA website prerequisite waiver process is followed (if one is listed), or the MAJCOM Training Manager works directly with the formal training course Point of Contact (POC) to approve the eligibility discrepancy.

3.4.5.2. Grade waivers must be submitted to the 343 TRS Training Manager (through the respective MAJCOM/A7S) for SF functional courses.

3.4.5.3. Members reporting to school without a valid Training Line Number (TLN) or without meeting prerequisites may be returned to home-station without attending training and the parent organization will incur any/all associated costs.

3.4.6. MAJCOMs submit training requests to the AFPC/DPSIT team to which they are assigned, Alpha, Bravo, Charlie, etc.

3.4.7. Once processed, the MAJCOM provides units the TLN for each student.

3.4.8. A Report on Individual Personnel (RIP) will be generated from the Base Formal Training Office. UTM will provide students reporting instructions, as outlined in the ETCA website, prior to departing for TDY.

3.5. Course Replacements/Cancellations/Swaps.

3.5.1. The unit will submit replacements, cancellations or swaps to the MAJCOM/A7S for processing using current AFPC format and template.

3.5.2. Failure to submit replacements, cancellations or swaps in a timely manner may result in loss of training quotas. Units must effectively monitor and execute training quotas to ensure minimal loss of training. Unfilled training quotas ultimately affect the entire SF community by denying other defenders training opportunities.

3.5.3. Students not attending scheduled training will be marked as a no-show. Parent organizations will incur any/all associated costs for student no-shows.

3.5.3.1. UTM will provide justification for no-show to the MAJCOM Training Manager before the student can be rescheduled.

3.6. Formal Training Resources

3.6.1. SF Center of Training Excellence website (SF CTE). The SF CTE website provides SF members a single portal for access to various training programs, resources and tools. The SF CTE is found at https://sf-cte.csd.disa.mil/kc/login/login.asp.

3.6.2. ETCA Website. The ETCA website is operated by AETC; it contains a list of training courses conducted or managed by MAJCOMs or Field Operating Agencies (FOA). It also lists courses conducted or administered by the Air Force and reserve forces and serves as a reference for the Air Force, DoD, other military services, government agencies and security assistance programs.
3.6.2.1. Information such as course reporting instructions, prerequisites and uniform and security requirements can be found in the ETCA website. Certain types of courses, especially those that are unique or conducted on a one-time basis, are not listed in the ETCA website.

NOTE: Additional courses not listed on the SF CTE can be searched for on the ETCA website by using the search tab. Search for courses using the course number or keyword.

3.6.3. Air Force Officer Classification Directory/Air Force Enlisted Classification Directory. These separate directories contain the official specialty descriptions for all military classification codes and identifies each Air Force job and the minimum mandatory qualifications of personnel to fill these jobs. These standards are used to develop career programs for initial training, retraining, and skill upgrade. Special Experience Identifiers (SEI) are also located in these directories and can be found on the AFPC website.
Chapter 4
SECURITY FORCES HOME STATION TRAINING PROGRAM

4.1. SF Home Station Training (HST) Program.

4.1.1. HST prepares SF personnel to perform in their current duty position, to include duty
position tasks, core tasks, contingency tasks, and additional duty tasks. SF accomplishes HST
through individual and collective skills training. A consolidated table of required HST and
their associated training frequency is located on the HQ AFSFC website at:
https://afsfmil.lackland.af.mil/sfot-training.html. In addition, this table identifies
additional training prescribed by DoDI 5525.15, Law Enforcement Standards and Training in
the DoD, for those individuals who will be conducting law enforcement duties unsupervised.
(T-1).

4.1.2. Training can be conducted in a variety of ways, to include flight level exercises,
classroom, field training, flight training, mobile training teams and electronic audio/video
devices. Emphasis must be placed on using leader-led training.

4.2. Responsibilities.

4.2.1. HQ Air Force Security Forces Center (HQ AFSFC).

4.2.1.1. Monitors SF HST programs and provides update recommendations to the SFM
Council based upon lessons learned and mandatory training requirements listed in DoDIs,
other AFIs, and Federal law. Provides guidance and policies to the MAJCOMs.

4.2.1.2. Publishes, updates, and disseminates SF Executive Council approved HST
requirements to the MAJCOMs.

4.2.1.3. Maintains the HQ AFSC website as the official source of HST training
requirements and frequencies. Retains official records of approved
changes to the HST
requirements and frequencies in accordance with records management standards in
AFMAN 33-363, AFRIMS, and the RDS for Publications Management.

4.2.2. MAJCOM/A7S.

4.2.2.1. Oversees SF HST programs and provides guidance and policies to units.

4.2.2.2. Publishes, updates and disseminates HST requirements to units.

4.2.3. Defense Force Commander.

4.2.3.1. Approves the unit Master Training Plan (MTP).

4.2.3.2. Approves the Annual Training Schedule.

4.2.3.3. When required, appoints a Unit Augmentation Duty Program Coordinator.

4.2.3.4. Encourages other units on the installation to develop joint training sessions and
exercises. Focuses on realistic scenarios to apply ID concepts and provides SF personnel
an opportunity to interact with personnel from other disciplines.

4.2.3.5. Incorporates any applicable combat readiness tasks to home station mission into
annual training plan.
4.2.3.6. Validates that deploying SF are proficient on all SF Combat Readiness Tasks (CRT). Also, ensures SF from their home unit, attending pre-deployment training at an SF RTC or other Tier-3 training site, provide documentation of SF CRT proficiency to the training center staff upon arrival. **NOTE:** The document will be in memorandum format and signed by the home-station DFC. It will include, as a minimum, the names of personnel evaluated, the date(s) training and evaluations were conducted and the commander’s assessment of the student’s ability to physically and mentally meet all requirements for the deployment. The senior team member will hand carry the document and present it to the training center staff.

4.2.3.7. Appoints a Unit Laser Safety Officer (ULSO) IAW AFI 48-139, *Laser Radiation Protection Program*. The ULSO will receive initial training as directed by the Installation Laser Safety Officer (ILSO). (T-1). ULSOs will provide initial and annual laser safety training to users of items classified as hazardous or potentially hazardous in AFI 48-139, Table 1.1. (T-1). Training will be documented on the AF Form 55, *Employee Safety and Health Record*. (T-1).

4.2.3.8. Establishes Unit Learning Center (ULC).

4.2.4. Unit S-3/Training.

4.2.4.1. Publishes unit Annual Training Schedule and adapts it to coincide with the unit’s scheduled deployment rotations to the maximum extent possible.

4.2.4.2. When requirement exists, coordinates training for SF Augmentees.

4.2.4.3. Conducts Unit Orientation Training.

4.2.4.4. Administers Weapons Knowledge Test in conjunction with annual use of force (AUoF) training.

4.2.4.5. Executes Unit Training Manager (UTM) responsibilities IAW AFI 36-2201.

4.2.4.6. Maintains and implements unit MTP.

4.2.4.7. Assists in the development and maintains an MTL for each work center.

4.2.4.8. Oversees Duty Position Qualification Training.

4.2.4.9. Schedules, tracks and coordinates individual unit member appointments with work center supervisors.

4.2.4.10. Coordinates and schedules required training with base agencies.

4.2.4.11. Coordinates the MTP with unit work centers and base agencies, as necessary.

4.2.4.12. Coordinates training for contracted security guard personnel as identified in the Statement of Work (SOW) or PWS. Contract security guard training will be documented IAW the SOW or PWS.

4.2.4.13. Provides training support to supervisors and trainers.

4.2.4.14. Develops training aids and makes them accessible to supervisors/trainers to use during duty position qualification training.
4.2.4.15. Collaborates with Stan/Eval in the development of Training Exercise Evaluation Outline (TEEOs) and Task Performance Checklists (TPC) for local training and evaluation.

4.2.4.16. Coordinates locally developed TPCs or similar computer generated products with S-3/Operations Officer or Superintendent.

4.2.4.17. Provides a monthly Status of Training (SOT) briefing to the DFC.

4.2.4.18. Establishes liaison with training contacts from other units on the installation to maximize the unit training potential.

4.2.5. **Supervisor /Work Center Supervisor.**

4.2.5.1. Supervisors are key to trainee and mission success. They must share their experiences and expertise by providing a quality training program that ensures subordinates attain and maintain proficiency in required tasks. Supervisors plan, conduct and evaluate training. It is vital that all supervisors know their responsibilities outlined in AFI 36-2201.

4.2.5.2. Per AFI 36-2201, the work center supervisor identifies and executes specific training requirements for each duty position within their work center as reflected in the work center MTL.

4.2.5.2.1. In addition to executing supervisor responsibilities IAW AFI 36-2201, supervisors must:

4.2.5.2.2. Review assigned personnel’s AFTR to determine training requirements and ensure all necessary training is accomplished per the duty position or work center MTL.

4.2.5.2.3. Ensure duty position qualification training for active duty and IMA/ARC assigned/attached to unit is accomplished.

4.2.5.2.4. Coordinate with the UTM to ensure personnel complete all skill level upgrade requirements.

4.2.5.2.5. Notify S-3/Training when duty position qualification training is complete.

4.2.5.2.6. Maintain individual AFTR for personnel under their supervision.

4.2.5.2.7. Conduct and document S-3/Flight or work center orientation within 60 days of assignment (120 days for ARC).

4.2.6. **Flight Trainer.**

4.2.6.1. Executes trainer responsibilities IAW AFI 36-2201.

4.2.6.2. Conducts duty position qualification training for active duty and IMA/ARC assigned/attached to unit.

4.2.7. **Task Certifier.**

4.2.7.1. Adheres to qualifications and executes Task Certifier responsibilities IAW AFI 36-2201.
4.2.8. Trainee.

4.2.8.1. Executes trainee responsibilities IAW AFI 36-2201.

4.2.8.2. Obtains and maintains the knowledge and skills necessary to perform assigned tasks.

4.2.8.3. Completes surveys (Graduate Assessment Surveys and Field Evaluation Questionnaires) IAW AFI 36-2201.

4.3. SF Home Station Training Program Elements.

4.3.1. Individual Skills Training teaches initial knowledge/skills or sustains existing knowledge/skills. SF units normally accomplish individual skills training through Unit Orientation Training (previously known as Phase I), Duty Position Qualification Training (previously known as Phase II), Continuation Training, Ancillary Training, and Specialized Training.

4.3.2. Continuation Training and Individual/Collective Skills Training are on-going training tailored to the individual job and its overall execution. Continuation training is designed to keep individuals current in their tactical skills, familiar with local TTPs, and appraised of threats, security procedures, and mission changes affecting them. This training should also include a method of determining the effectiveness of the nuclear and non-nuclear weapon security program through appropriate recurring evaluations and exercises. Individual skills training provides the foundational elements our Airmen must accomplish in order to effectively perform their job. (T-1). Collective skills training builds upon individual skills applied in teams, such as a fire team, squad, flight, emergency services team, and response force element or UTC team. SF personnel can execute individual/collective skills training in a variety of ways, to include training as teams during flight-level exercises.

4.3.3. Battle drills are collective actions rapidly executed without applying a deliberate decision-making process. Battle drills are limited to actions requiring an instantaneous response. They require minimal orders from the leader to accomplish and routinely apply to flights or smaller units. While SF normally act as flights or smaller units, battle drills may involve multiple teams (such as fire teams) acting independently to achieve a common objective. Therefore, SF must regularly train collectively in order to understand and apply battle drills.

4.3.4. Training exercises and battle drill rehearsals reinforce and sustain proficiency in individual and collective skills. Additionally, exercises provide training on collective tasks and integrate all elements of an SF unit’s capabilities.

4.3.5. Unit Orientation Training indoctrinates newly assigned personnel to the unit’s mission and prepares them to carry out their SF duties and responsibilities. This training is instructed by S-3/Training or unit Subject Matter Experts (SMEs). This training is conducted prior to individuals being released to S-3/Flight or other permanent unit positions.

4.3.5.1. As a minimum, SF units will cover the training subjects listed on the HQ AFSFC website at: https://afsfmil.lackland.af.mil/sfot-training.html. (T-1).
4.3.6. The UTM will conduct a review of the member’s AFTR during Unit Orientation Training. UTM will request AFTR account transfer from losing unit if account cannot be accessed.

4.3.6.1. Some of these subjects may be covered during Base Orientation or at First Term Airman Center (FTAC); however, it is imperative the training received in Unit Orientation Training be specific to the SF unit’s mission and first-responder responsibilities.

4.3.7. Ancillary Training is universal training, guidance, or instruction, regardless of Air Force Specialty Code (AFSC), that contributes to mission accomplishment. Ancillary training can be a one-time event or recurring requirement. Refer to AFI 36-2201 for specific ancillary training requirements. A consolidated list of ancillary training is listed on the HQ AFSFC website at: https://afsfmil.lackland.af.mil/sfot-training.html

4.3.7.1. Specialized training is unique training pertaining to an SF Airman’s specific duties and duty location. Examples of this specialized training include: mechanical and thermal breaching, or the Close Precision Engagement Course. A supervisory level, highly knowledgeable and task certified individual shall certify this training. (T-2).

4.3.7.2. All required training, whether initial or follow-on, not otherwise documented in an approved Air Force database such as ADLS or Security Forces Management Information System (SFMIS) must be annotated in AFTR. (T-1).

4.3.8. AFI 36-2201 states that SNCOs who hold a skill level commensurate with their grade and Duty Air Force Specialty Code (DAFSC) are considered qualified and do not require training records; however, every SF, to include officers, SNCOs and DAF civilians (080/LE, 083, 085) must maintain an AFTR account to facilitate documentation of training. The Job Qualification Standard (JQS) will be used for upgrade training (if necessary) and/or for those duty positions that require duty position evaluation.

4.3.9. As a minimum, the following tabs within AFTR will be utilized: Profile I, Profile II, 623 I, 623 II, 623 III, 623a, AF Form 797 and AF Form1098.

4.3.10. Duty Position Qualification Training is hands-on training designed to qualify SF in a specific duty position. Initial training begins the day the member is released from training and assigned to the S-3/flight or work center. Supervisors and trainers play a vital role to ensure their trainees are proficient in the skills required for their duty position.

4.3.10.1. Supervisors and trainers must ensure trainees are provided hands-on, over-the-shoulder training and can complete the performance aspects of a duty position before receiving a Duty Position Evaluation (DPE). The majority of this training encompasses only individual skills, but could require some collective skills training with flight members.

4.3.10.2. Supervisors will ensure personnel under their supervision complete duty position qualification training for each duty position within 60 calendar days of completing orientation training. (T-3). NOTE: This includes assigned IMAs and Air Reserve Component volunteers performing active duty for 30 days or more.

4.3.10.3. An individual may receive qualification training for more than one duty position at a time.
4.3.10.4. National Guard Bureau (NGB/A7S) and AFRC will outline duty position qualification timelines in their supplement to this instruction for Drill Status Guard (DSG) and traditional Reserve members who perform an installation security mission. Air Reserve Technicians will maintain the same duty position qualification timelines as active duty.

4.3.10.5. After completion of the duty position qualification training, the supervisor will notify S-3/Training and submit member’s AFTR for review. This is completed no later than 3 duty days after completion of the training.

4.3.10.6. Supervisors notify S-3/Training in writing if the trainee will be unable to complete qualification training within 60 calendar days. Document the circumstances, dates and the reasons for the delay in the individual’s AFTR.

4.3.10.7. S-3/Training will verify completion of duty position qualification training by reviewing the individual AFTR and comparing the completed tasks to the MTL.

4.3.10.8. The MTL identifies all day-to-day mission (duty position) requirements, core tasks, in-garrison and contingency tasks and additional duties performed by personnel.

4.3.10.8.1. MTLs will be completed for each work center to ensure 100% task coverage.

4.3.10.8.2. MTLs will identify all critical work center/duty position tasks.

4.3.10.8.3. The S-3/Flight MTLs will include Attachment 4 of this document, which mandates the minimum core tasks for select S-3/Flight duty positions (Installation Entry Controller, SF Patrol and Flight Chief/Commander).

4.3.10.8.4. MTLs will be approved by the appropriate work center superintendent or as delegated by the DFC.

4.3.11. S-3/Training will notify Stan/Eval when duty position qualification training is complete. **NOTE:** This initiates the DPE cycle.

4.3.12. S-3/Training will develop unit MTP to ensure 100% task coverage.

4.3.12.1. At a minimum, the MTP must include:

4.3.12.2. Current CFETP or Air Force Job Qualification Standard (AFJQS).

4.3.12.3. Locally developed or electronic equivalent AF Form 797, *Job Qualification Standard (JQS) Continuation/Command JQS*.

4.3.12.4. Milestones for tasks and CDC completion.

4.3.12.5. Projected timeframe the trainee will complete all required tasks, HST, deployment/UTC) tasks and CDCs as required.

4.3.13. For SF training program documentation purposes, the following are designated as the lowest level work centers for traditional SF squadrons: SFM, S-1, S-2, S-3, S-4 and S-5. Subordinate elements will not be considered work centers and all duty positions within each subordinate element will be listed under each work center. For example, Patrolman and
Training Instructor would be duty positions under S-3 and Pass and Registration Clerk would be a duty position under S-5.

4.3.13.1. SF units not using the organizational S-structure will use the three-letter branch designator (i.e., SFA, SFT, SFO) as the lowest level work center. All duty positions within subordinate elements will be listed as duty positions under these work centers. For example, Patrolman would be a duty position under SFO, Training Instructor would be a duty position under SFT and Pass and Registration Clerk would be a position under SFA.

4.3.14. Annual Training Schedule. S-3/Training will develop an Annual Training Schedule which is approved by the DFC. The schedule will prioritize the DFCs training priorities and provide a schedule to ensure all personnel are trained on recurring training topics every 12 months or as directed.

4.3.14.1. S-3/Training coordinates the Annual Training Schedule with unit work centers and base agencies. To the greatest extent possible, training should coincide with work schedules.

4.3.14.2. S-3/Training will review the Annual Training Schedule monthly and update as necessary. The DFC must approve all changes.

4.3.14.3. The Annual Training Schedule must include the following:

4.3.14.3.1. Twelve month training schedule, incorporating all HST and ancillary training requirements.

4.3.14.3.1.1. Consolidated listing of required HST and their associated training frequency is located on the HQ AFSFC website at: https://afsfmil.lackland.af.mil/sfot-training.html.

4.3.14.3.2. Combat Readiness Training Plan for postured UTCs.

4.3.14.3.3. Localized training requirements.

4.3.15. S-3/Training will conduct annual AUOF training IAW AFI 31-117. (T-1).

4.3.15.1. Annual AUofF training will be documented in the AFTR on the AF Form 1098, Special Task Certification and Recurring Training.

4.3.15.2. The AUoF and Rules of Engagement (ROE) basic training provided by Combat Arms (CA) personnel during weapons qualification training, as outlined in AFI 36-2226, Combat Arms Program, does not replace this training.

4.3.15.3. S-3/Training administers the AUoF written test and practical scenario after training.

4.3.15.4. S-3/Training should utilize the AUoF e-TTPG to assist with training and practical scenario.

4.3.15.4.1. The AUoF test will consist of a minimum of 25 multiple-choice questions.

NOTE: Local procedures will be established to secure the test and prevent test compromise.
4.3.15.4.2. The passing score is 80%. Personnel scoring at least 80%, but less than 100%, will receive on-the-spot review training on any missed questions.

4.3.15.4.3. Personnel scoring 79% or below on the written test or failing to successfully complete the performance-based practical decision-making scenario(s) will immediately have their authority to bear firearms withdrawn.

4.3.15.4.3.1. The individual will be retrained (by supervisor/trainer or S-3/Training) prior to retaking the test or performance-based practical decision-making scenario(s). The retraining will be conducted and documented IAW AFI 36-2201.

4.3.15.4.3.2. The individual must re-take and pass the written and/or performance-based practical decision-making scenario to be eligible for arming reinstatement. A different version of the written test will be administered for re-testing.

4.3.16. S-3/Training administers a Weapons Knowledge test to measure member’s knowledge of primary SF weapons in conjunction with AUoF training.

4.3.16.1. Test will be documented on the AFTR AF Form 1098.

4.3.16.2. If an individual is qualified on both the M4 and M9, the test will consist of questions pertaining to both weapons.

4.3.16.3. Individuals not qualified on both weapons will receive a test pertaining to their current weapon qualification (M4 or M9).

4.3.16.4. Weapons Knowledge test will consist of a minimum of 25 multiple-choice questions developed to measure a member’s knowledge of SF primary weapons.

4.3.16.4.1. Tests will be developed from questions provided by HQ AFSFC/SFXW. MAJCOMs and units may supplement these test questions with additional questions based upon operational needs, duty position or qualification on other weapons.

4.3.16.4.2. Questions will focus on safety, operations, maintenance and capability of weapons.

4.3.16.4.3. **DELETE**

4.3.16.4.4. The passing score is 70%.

4.3.16.4.5. Personnel scoring at least 70%, but less than 100%, will receive on-the-spot review training on any missed questions.

4.3.16.4.6. Personnel scoring 69% or below will be retrained (by supervisor/trainer or S-3/Training) IAW AFI 36-2201, prior to retaking the test within 30 calendar days of the failure.

4.3.17. S-3/Training will provide a monthly SOT briefing to the DFC. This briefing may be combined with the UTM’s monthly SOT briefing IAW AFI 36-2201.

4.3.17.1. As a minimum, the SOT briefing will include the following:
4.3.17.1.1. Weapons training requirements and status of qualified/unqualified personnel.

4.3.17.1.2. Scheduled training missed/not conducted during previous month, to include circumstances and make up plan.

4.3.17.1.3. Training required/scheduled for upcoming month.

4.3.17.1.4. Formal course(s) scheduled, attendance, cancellations, reschedules and no-shows.

4.3.17.1.5. RTC attendance and After Action Reports.

4.3.17.2. DFCs will provide written justification to parent MAJCOM/A7S if the unit is unable to complete mandated training requirements.

4.3.17.2.1. Unit will route training waiver requests through the parent MAJCOM/A7S for concurrence.

4.3.17.2.2. If MAJCOM concurs, the request will be forwarded to HQ AFSFC for routing to the appropriate SF CFM for final approval. **NOTE:** The appropriate SF CFM is the waiver authority for mandated career field specific training requirements.

4.3.17.2.3. Reference AFI 36-2201 when requesting waivers from specialty qualification requirements (entry, award or retention of AFS and respective skill level) from the CFETP or the Air Force Officer/Enlisted Classification Directories (AFOCD/AFECD).

4.3.18. S-3/Training will incorporate collective skills training into all SF training.

4.3.18.1. Collective skills training builds on individual skills in a team effort, such as a fire team, squad, flight, emergency services team, and response force element or UTC team.

4.3.18.2. SF can execute collective training in a variety of ways, to include training collectively during flight-level exercises and field training. Again, emphasis must be placed upon using leader-led training at the fire team, squad and flight level.

4.3.18.3. Battle drills are actions rapidly executed without applying a deliberate decision-making process. Battle rehearsals are an execution of the battle drill.

4.3.18.3.1. Battle drills are limited to actions requiring an instantaneous response. They require minimal orders from the leader to accomplish and routinely apply to flights or smaller units.

4.3.19. Upgrade Training.

4.3.19.1. SF (Officer/Enlisted) has specific training requirements before being upgraded in skill level. AFI 36-2201 outlines requirements for personnel skills development.

4.3.19.2. The Air Force Officer and Enlisted Classification Directories (AFOCD/AFECD) on the AFPC website and 3P0X1/X1A/X1B CFETP also contain specific upgrade training requirements.

4.3.19.3. SF 5 and 7-skill level core tasks can be found in the 3P0X1, SF STS within CFETP 3P0X1/X1A/X1B.
4.3.19.3.1. Personnel in upgrade training must be trained on these tasks in order to be upgraded to the 5 and 7-skill levels. Part 1 of the CFETP outlines the education and training requirements for skill level upgrade.

4.3.19.3.2. It is the responsibility of the trainee to take an active role in meeting upgrade training.

4.3.19.4. Air Force Specialty Code Shreds. Personnel completing the Military Working Dog (MWD) Handler Course or the Combat Arms Apprentice Course must have the appropriate shred added to their AFSC. This should occur during the member’s initial AFTR review with the UTM.

4.3.19.4.1. The UTM will verify AFSC data and update the appropriate shred/skill level for MWD (3P031A) or CA (3P031B) in MilPDS as part of the member’s control AFSC.

4.3.19.4.2. The UTM will enter the member into 5-skill level upgrade training.

4.3.19.5. Combat Arms Specialist Training. In addition to training requirements set forth in this instruction and in the CFETP, CA personnel will also meet training requirements in AFI 36-2226.

4.3.19.6. MWD Handlers/Kennel Masters Training. In addition to training requirements set forth in this instruction and in the CFETP, MWD personnel will also meet training requirements in AFI 31-202, Military Working Dog Program.

4.3.19.7. Prior Service Personnel. Prior service members entering the SF Career Field who previously held a Military Occupational Specialty/Navy Enlisted Classification (MOS/NEC) listed as direct convertible skills IAW the AFECID may arrive for direct duty without attending the SF Apprentice Course. They will be awarded a 3-skill level and entered into 5-skill level upgrade training. All prior service personnel will undergo Unit Orientation Training and Duty Position Qualification Training. Coordinate training arrangements with supervisors/trainers to identify individual training needs. Refer to AFI 36-2201 and the AFECID for more specific criteria.

4.4. SF Shoot, Move and Communicate (SMC) Course Training/Evaluation.

4.4.1. SMC course standardizes basic individual and team firearms tactical skills necessary to engage hostile threats. This course satisfies the mandatory requirement in AFI 36-2226 for SF unit live-fire sustainment training, five to seven months after completion of qualification training on their primary weapon(s).

4.4.2. The CA section or other approved HQ AFSFC training venues identified on the HQ AFSFC training website will provide all SMC trainers/instructors initial task qualification and certification for the SMC course and ensure the qualification is documented in AFTR using the AF Form 797, SMC. (T-1).

4.4.3. S-3/Training will ensure the unit has S3/Flight task-qualified SMC course trainer(s). It is also highly recommended S-3/Training maintain SF SMC course task qualified trainers to augment flight-specific training and add flexibility in the unit’s Annual Training Plan.
4.4.4. Stan/Eval will conduct annual evaluations (using a Go/No-Go standard) of all unit SMC course trainers. The evaluation will ensure trainers are training all objectives of course curriculum. **NOTE**: Stan/Eval sections may incorporate annual evaluations into scheduled force-on-force evaluations. Units should develop checklists, using the AF Form 797, *Job Qualification Standard Continuation/Command JQS*, included with the *SF SMC Course of Fire* to facilitate evaluations.

4.5. **Active Shooter Course Training/Evaluation.**

4.5.1. An active shooter scenario involves one or more subjects engaging in a shooting spree, random or systematic, with the intent and means to continuously harm or kill others. Active shooter training incorporates weapons handling, non-lethal weapons and SMC principles, including basic individual and fire team tactical skills necessary to engage hostile threats.

4.5.2. S-3/Training will ensure the unit has S3/Flight task-qualified Active Shooter course trainer(s). It is also highly recommended S-3/Training maintain SF Active Shooter course task qualified trainers to augment flight-specific training and add flexibility in the unit’s Annual Training Plan.

4.5.3. Active Shooter Trainers will receive their initial task qualification and certification from an Active Shooter Instructor/Train the Trainer Course. Supervisors will ensure all training is documented in AFTR, using AF Form 797, Active Shooter.

4.5.4. Active shooter trainers will incorporate the approved SF active shooter lesson plans into all active shooter training. The approved active shooter course material is located on the HQ AFSFC website/SFOT at: [https://afsfmil.lackland.af.mil/Organization/AFSFC/SFW/org_afsfc_sft_index.htm](https://afsfmil.lackland.af.mil/Organization/AFSFC/SFW/org_afsfc_sft_index.htm).

4.5.5. Stan/Eval will conduct annual evaluations (using a Go/No-Go standard) of all unit Active Shooter course trainers. The evaluation will ensure trainers are training all objectives of course curriculum. **NOTE**: Stan/Eval sections may incorporate annual evaluations into scheduled force-on-force evaluations. Units should develop checklists, using the AF Form 797, *Job Qualification Standard Continuation/Command JQS*, to facilitate evaluations.

4.6. **SF Augmentee Program.**

4.6.1. AFPAM 10-243, *Augmentation Duty*, replaced the Resource Augmentation Duty (READY) Program with a more flexible, commander-directed program. The contents of AFPAM 10-243 are recommendations only and may be used in part or entirely.

4.6.2. Wing Commanders or equivalent Geographically Separated Unit (GSU) Commander will determine if an installation augmentation program is required.

4.6.3. If it is determined that a program is needed, it will be implemented and managed locally to support ID Force requirements as outlined in AFI 31-101, *Integrated Defense*.

4.6.4. SF Augmentee Coordinator, assigned to S-3/Training, will coordinate augmentee training with tasked units/agencies.

4.6.5. SF Augmentee Coordinator will maintain training records for each SF Augmentee.

4.6.6. If utilized, personnel identified specifically as SF Augmentees will be trained on the tasks listed in Attachment 2, SF Augmentee Training Tasks. ID forces, such as armed
owner/user protection personnel, unarmed owner/user protection personnel and unarmed ID force contributors can use Attachment 2 as potential training items.

4.6.6.1. The DFC may direct additional training requirements to support the local mission.

4.6.7. All SF Augmentee training will be documented in individual training records.

4.7. SF Training Resources and Equipment.

4.7.1. TEEOs. These tools are developed at the unit level and are used by S-3/Training, Stan/Eval, supervisors/trainers and flight leadership to train and evaluate SF collectively.

4.7.1.1. TEEOs contain an exercise overview, provide a suggested approach to conducting an exercise and specify the task, condition and standards.

4.7.1.2. As a minimum, SF units will develop a TEEO for each contingency outlined in the installation’s Integrated Defense Plan (IDP).

4.7.1.3. TEEOs should be broad-based and capture the aspects of the collective force. Standards contained within the TEEO should be derived from the IDP and written to the collective level. For example, “Did responding forces establish final denial to protect the resource?” or “Were the appropriate security requirements established for the Department of Energy (DoE) safe haven?”

4.7.1.4. Task Performance Checklist (TPC) may be used to augment TEEOs if evaluation of individual tasks is necessary. Attachment 3 is a sample TEEO.

4.7.1.5. S-3/Training and Stan/Eval will jointly develop TEEOs and TPCs for local training and evaluation.

4.7.1.6. Coordinate local TPCs or similar computer generated products with S-3/Operations Officer or Superintendent.

4.7.1.7. S-3/Operations Officer or Superintendent will validate the checklists and ensure all tasks identified as critical on the MTL are also identified as critical on the TPCs. This will be annotated on the TPCs or official memorandum.

4.7.2. S-3/Training will use the CFETP to plan, conduct, evaluate and document training.

4.7.2.1. The SF CFETP (3P0X1/X1A/X1B) is the primary document used to identify life-cycle education and training requirements. It serves as a road map for SF career progression and outlines requirements that must be satisfied at appropriate points throughout the career path.

4.7.2.2. CFETP also specifies the mandatory task qualification requirements for award and maintenance of an AFSC.

4.7.2.3. Deployment/UTC task requirements can be identified with a symbol to assist commanders in prioritizing training.

4.7.2.4. Supervisors use the CFETP to plan, prioritize, manage and execute training.

4.7.2.5. CFETPs are used to identify and certify all past and current qualifications.
4.7.3. SF Center of Training Excellence website. The SF CTE website provides SF members a single portal for access to various training programs, resources and tools. The SF CTE is found at: [https://sf-cte.csd.disa.mil/kc/login/login.asp](https://sf-cte.csd.disa.mil/kc/login/login.asp).

4.7.4. Electronic - Tactics, Techniques and Procedures Guides (e-TTPG). These guides are accessible through the SF CTE website under “Security Forces Training Tools.” **NOTE:** Most e-TTPGs contain a pre-filled AF Form 689 which lists the subtasks associated with specific tasks.

4.7.4.1. Most guides contain a lesson plan, TPC, high-resolution video, study guide and applicable references.

4.7.4.2. The e-TTPGs will be used by S-3/Training, supervisors and trainers to the maximum extent possible and can be found on the HQ AFSFC website at: [https://afsfmil.lackland.af.mil/Organization/AFSFC/SFW/org_afsfc_sfxt_tngref.htm](https://afsfmil.lackland.af.mil/Organization/AFSFC/SFW/org_afsfc_sfxt_tngref.htm).

4.7.4.3. Recommendations to add or change e-TTPG subjects/content can be sent to the parent MAJCOM Training Manager for forwarding to HQ AFSFC.

4.7.5. Unit Learning Center. The ULC is an area, usually within the unit and easily accessible to all unit members, that contains individual study materials, training resources and computer access. Follow these parameters when establishing a ULC:

4.7.5.1. Adapt the ULC to suit the unit's mission, size and available space.

4.7.5.2. Provide separate areas containing individual study materials, equipment and computer systems. Computer systems assigned to the ULC should parallel the latest technology afforded to other sections within the unit, but no more than one generation behind.

4.7.5.2.1. The ULC computers will have network connection to allow access to AFTR and other on-line training resources.

4.7.5.3. Units must ensure personnel have access to the ULC to the maximum extent possible.

4.7.6. Obtaining training equipment is a unit responsibility. Training equipment will be standardized and consistent with approved duty equipment.

4.7.6.1. S-3/Training will ensure all personnel have access to the training aids to use during Duty Position Qualification Training.

4.7.6.2. Allowance Standard 538 lists requirements for issuing training equipment.
Chapter 5

STANDARDIZATION AND EVALUATION (STAN/EVAL) PROGRAM

5.1. Stan/Eval Program Objective. The Stan/Eval program allows DFC to monitor and measure all unit functions by providing feedback on the status of unit operations, mission performance, personnel functions and programs.

5.1.1. The Stan/Eval program requires annual inspections of all unit functional areas, and initial and subsequent evaluations of unit duty positions.

5.1.2. The Stan/Eval section is a separate work center and reports directly to the SFM. ANG units without Stan/Eval manpower authorizations may consolidate training and Stan/Eval functions under S-3/Training.

5.2. Responsibilities.

5.2.1. HQ USAF/A7S.

5.2.1.1. Develops guidance for the Stan/Eval program.

5.2.2. HQ AFSFC.

5.2.2.1. Develops and disseminates guidance to MAJCOMs on Stan/Eval program requirements.

5.2.3. MAJCOM/A7S.

5.2.3.1. Provides guidance to subordinate units.

5.2.4. Defense Force Commander.

5.2.4.1. Establishes a Stan/Eval program as outlined by this instruction and MAJCOM supplement.

5.2.4.2. Monitors and evaluates the overall effectiveness of SF functions and personnel by using inspections and evaluations.

5.2.4.3. Coordinates and staffs inspection items identified by outside agencies.

5.2.5. Security Forces Manager.

5.2.5.1. Manages the unit Stan/Eval Program. NOTE: The DFC oversees the Stan/Eval Program in the AFRC. The Custody Forces Superintendent oversees the program at Munitions Support Squadrons (MUNSS) locations.

5.2.5.2. Provides feedback and recommendations to the DFC.

5.2.5.3. Reviews, validates and endorses all inspection reports.

5.3. Qualifications for Stan/Eval Personnel.

5.3.1. Personnel assigned to this section perform the critical role of certifying unit members to perform DFC identified duty positions and validate unit functional areas are performing within standards. These individuals should possess excellent communicative skills, breadth of experience and be extremely knowledgeable of the overall functioning of the unit.
5.3.2. When necessary, Stan/Eval may elicit unit SMEs to assist in conducting the performance portion of DPEs for specialized positions (for example, MWD handler and alarm monitors). At a minimum, unit evaluators (to include SMEs who augment Stan/Eval) will be task qualified (signed off in AFTR) on the tasks they evaluate while conducting DPEs.


5.4.1. Functional Area Inspection Program.

5.4.1.1. Stan/Eval will inspect each unit functional area or work center every 12 months. Air Reserve Component tenant and associate units will conduct functional area inspections at least every 2 years.

5.4.1.2. Stan/Eval will organize an inspection team composed of Stan/Eval personnel and unit SMEs (as needed) when performing inspections of functional areas or work centers.

5.4.1.3. Stan/Eval will coordinate with the SFM and appropriate unit leadership to identify inspection criteria and performance standards. Headquarters Air Force and MAJCOM CUI Core Checklists will be utilized when inspecting functional areas or work centers. CUI Core Checklists can be found on the Air Force Inspection Agency (AFIA) website at: https://www.my.af.mil/reservenetprod2/checklistservice/home.aspx.

5.4.1.3.1. HAF/MAJCOM CUI Core Checklists are tools for use by Higher Headquarters (HHQ) and unit personnel when conducting assessments of programs or activities. They do not constitute the order or limit the scope of any HHQ or unit self-inspection. They do not limit the requirement to comply with any published DoD and AF policies, directives or instructions.

5.4.1.3.2. Units are highly encouraged to develop and use local CUI checklists during Functional Area Inspections. The development of local CUI checklists will ensure local policies and procedures not identified within the HAF and MAJCOM CUI Core Checklists are being captured and inspected.

5.4.1.4. Units may substitute a HHQ inspection (Inspector General or MAJCOM Staff Assisted Visit) for an annual Stan/Eval Functional Area Inspection if the inspection activity used Headquarters Air Force and MAJCOM CUI Core Checklists. NOTE: If substituting at HHQ inspection for an annual Stan/Eval Functional Area Inspection and not all functional areas or work centers were inspected, Stan/Eval is still responsible for inspecting those functional areas or work centers to meet the annual requirement.

5.4.2. Stan/Eval Inspection Report Preparation and Processing.

5.4.2.1. The Stan/Eval Inspection Team Chief signs inspection reports and provides a copy to the SFM for review within 3 duty days after the inspection. Stan/Eval will maintain a copy of the two most recent inspection reports for each activity inspected (hard or electronic; the electronic copy should include digital date).

5.4.2.2. The SFM will review, validate and endorse inspection reports. The SFM will forward the report to the DFC for review. After the DFC review, the report will be sent to the inspected activities to correct any deficient areas discovered during the inspection.
5.4.2.3. Stan/Eval will establish a tracking system for discrepancies noted during annual inspections. The system will monitor open discrepancies until the inspected activity corrects the deficiency.

5.4.2.3.1. The inspected activity will provide Stan/Eval with monthly updates outlining what actions are being taken to correct discrepancies. Stan/Eval will route to SFM and DFC for review.

5.4.2.3.2. When a discrepancy is permanently corrected by the inspected activity, the DFC will endorse the corrective action and forward the update to Stan/Eval for the finding to be closed.

5.4.2.3.3. Stan/Eval will maintain monthly updates for the two most recent inspection reports for each functional area.

5.4.3. Duty Position Evaluation. This evaluation measures an individual’s ability to perform duties within a given duty position and also validates the effectiveness of the training provided to the individual being evaluated. A DPE consists of the following:

5.4.3.1. Verbal Evaluation. The verbal evaluation will consist of a question-and-answer period. These verbal questions will be subject-knowledge and task-knowledge based and will be formulated using training references associated with the duty position under consideration as found on the work center MTL. Avoid questions that elicit a one-word response.

5.4.3.1.1. Assign point values to questions in advance of the verbal evaluation; the evaluation will be at least 25 questions.

5.4.3.1.2. Units will establish local procedures to secure all forms of testing media used for verbal tests.

5.4.3.2. Performance Evaluation. This evaluation measures the individual’s ability to successfully perform the duties for the specific duty position under consideration.

5.4.3.2.1. Performance evaluations will be conducted during the normal duty schedule and while the individual is on post or in their work center.

5.4.3.2.2. If approved by the MAJCOM, units may conduct performance evaluations at support base training sites. MAJCOM will identify duty positions which may be evaluated at the support base.

5.4.3.2.3. Team positions will be evaluated while the member is performing duties as part of the team.

5.4.3.2.4. Immediately following the evaluation, Stan/Eval will provide feedback to the individual/team. Performance evaluation will use the Go/No-Go rating system.

5.4.3.3. M4 carbine/M9 pistol Performance Evaluation. Evaluation is based upon weapon(s) certifications. This evaluation ensures SF personnel can perform general weapon procedures and have a general knowledge of the capabilities and functionality of the weapons system(s) for which they are certified. M4 carbine/M9 pistol Performance Evaluations are only required to be conducted once annually and are not required for subsequent Duty Position Evaluations conducted within a year of initial M4 carbine/M9 pistol Performance Evaluation for critical and 18 months for non-critical.
5.4.3.3.1. The weapons performance evaluation will encompass, as a minimum, clearing procedures, operator inspections, function checks, loading, charging/chambering a round, reloading and immediate actions (failure to fire).

5.4.3.4. Verbal Weapon Evaluation. The verbal evaluation will consist of a question and answer period. (T-1). The intent of this evaluation is to ensure SF personnel understand the capabilities and functionality of their weapon system(s). Verbal questions will be subject knowledge and task knowledge-based and will be formulated using the authorized operator’s manual and references found in the e-TTPGs associated with the weapon(s) being evaluated. (T-1). The verbal weapon evaluation will encompass, as a minimum, the weapon’s nomenclature and the range determination estimation for maximum effective and maximum ranges. (T-1). Verbal Weapon Evaluations are only required to be conducted once annually and are not required for subsequent Duty Position Evaluations conducted within a year of initial Verbal Weapon Evaluation for critical and 18 months for non-critical.

5.4.3.4.1. Assign point values to questions in advance of the verbal evaluation; the evaluation will be at least 20-questions.

5.4.3.5. Written Evaluation. Written evaluations are not required, but MAJCOMs may incorporate a written evaluation in the DPE process. If a written evaluation is incorporated, MAJCOMs will provide clear, written guidance to subordinate units on all aspects of the written portion to include but not limited to: how many questions will be on the test, type of test (multiple choice, scenario based, forms, etc), securing data, scoring/rating and failures/ decertification.

5.4.3.5.1. Questions will be subject-knowledge and task-knowledge based and will be formulated using training references, associated with the duty position under consideration as found on the work center MTL, to include standard forms associated with the duty position.

5.4.3.6. Where one is available, e-TTPG TPCs should be used to administer the performance portion of DPEs. If an e-TTPG TPC is not available, or to supplement an e-TTPG TPC, units may use local TPCs to conduct the performance portion of DPEs. MAJCOMs may mandate that locally developed TPCs or computer generated products be approved at their level prior to use.

5.4.3.7. Simulated and non-functional firearms/weapons used by Stan/Eval during DPEs must be approved by the DFC prior to their use and strictly controlled by Stan-Eval.

5.4.3.7.1. Simulated firearms will be of a color that is immediately distinguishable from real weapons.

5.4.3.7.2. As a minimum, control measures will include the development of a local method to uniquely identify each simulated firearm and accountability procedures to record when they are signed in/out by unit personnel.

5.4.3.7.3. Weapons used during M4/M9 performance evaluations will be readily identifiable. (T-1). The M4 must have a blue muzzle cap affixed to the compensator and the M9 must have blue tape (i.e., painter’s tape) wrapped around the pistol grip. (T-1). Magazines used will be readily identifiable through the use of blue tape or blue
paint. (T-1). The M4/M9 used during the performance evaluation will be cleared by a certified clearing barrel attendant IAW AFMAN 31-229, *USAF Weapons Handling Manual*. (T-1). Additionally, prior to initiating performance evaluations, the evaluator will verify the weapon is cleared by locking the bolt/slide to the rear and inserting a cleaning rod into the muzzle end of the barrel until it passes through the bore and chamber to ensure no ammunition is present in the chamber, and then remove the cleaning rod. (T-1). NOTE: Use of live ammunition or spent brass casings is not authorized for performance evaluations. Dummy rounds are the sole authorized rounds for performance evaluations and will be maintained and strictly controlled by Stan-Eval. (T-1).

5.4.3.7.4. “On-duty” weapons will not be used during the evaluation. If an armed SF is being evaluated, the duty weapon will not be allowed in the evaluation area.

5.4.4. Duty Position Categories. Duty positions are categorized as either critical or non-critical. The DFC will identify all S-3/Flight duty positions (critical and non-critical) either in a local Operating Instruction (OI) or official memorandum. All S-3/Flight duty positions will be certified by Stan/Eval.

5.4.4.1. Critical Positions. A critical position is one that requires precise accomplishment of assigned duties crucial to mission accomplishment. Individuals will not perform independently in a critical duty position until successfully completing the DPE process. **NOTE:** While in Duty Position Qualification Training, individuals may perform in a critical duty position, as an alternate, and must be under continuous supervision from an individual DPE certified in that position. The duty positions listed below are designated as critical.

5.4.4.1.1. Key positions in direct support of nuclear resources.

5.4.4.1.2. Convoy Commanders.

5.4.4.1.3. Area Supervisors.

5.4.4.1.4. Limited Area Entry Controller/Close In Sentry.

5.4.4.1.5. Exclusion Area Entry Controllers.

5.4.4.1.6. Flight Chief.

5.4.4.1.7. Confinement/Detention Positions (with facilities/cells).

5.4.4.1.8. Alarm monitors (regardless of type of electronic security system or resource being monitored).

5.4.4.1.9. Command and Control (C2) positions (Desk Sergeant, Security Controller, Base Defense Operations Center (BDOC)/Emergency Communications Center (ECC) Controller, etc).

5.4.4.1.10. Other duty positions as designated by the MAJCOM/A7S or the unit DFC.

5.4.4.2. Non-critical positions. Non-critical positions are those positions whose exacting accomplishment of assigned duties is less crucial to the accomplishment of the mission.
5.4.4.2.1. At the discretion of the DFC, individuals may work non-critical duty positions independently prior to being certified through the DPE process. If allowed, the DFC must identify these non-critical duty positions in a local OI or official memorandum. Additionally, if allowed by the DFC, the individual must be task-qualified (annotated in AFTR) on all critical tasks associated with these duty positions, as identified on the work center MTL, prior to the trainee working that particular non-critical position independently.

5.4.4.3. DPE Cycle. The DPE cycle initiates when S-3/Training notifies Stan/Eval of an individual’s completion of Duty Position Qualification Training. Within 30 calendar days of being notified, Stan/Eval will complete the initial DPE for personnel assigned to active duty units (includes AFRC and ANG personnel while assigned to an active duty unit).

5.4.4.3.1. Non-critical certifications are valid for a period of 18 months. Subsequent certifications must be completed by the last day of the anniversary month. For example, if an individual is certified on 5 Jan 12, the subsequent DPE must be completed by 31 Jul 13. If a recertification is not completed by the end of the anniversary month, the certification expires.

5.4.4.3.2. Critical duty certifications are valid for a period of 12 months. Subsequent certifications must be completed by the last day of the anniversary month. For example, an individual is certified on 5 Jan 12, the subsequent DPE must be completed by 31 Jan 13. If a recertification is not completed by the end of the anniversary month, the certification expires.

5.4.4.3.3. IMAs will be evaluated every 24 months for a non-critical duty position and every 18 months for critical duty positions. GB/A7S and AFRC will outline DPE timelines in their supplement to this instruction for DSG and traditional Reserve members who perform an installation security mission. Air Reserve Technicians will maintain the same duty position qualification timelines as active duty.

5.4.4.3.4. Deployment cycles must be taken into account when scheduling subsequent DPEs. Units should make every effort to recertify expiring critical duty certifications prior to deployments. MAJCOMs and DFCs may direct additional no-notice evaluations.

5.4.4.3.5. If recertification could not be conducted on critical/non-critical duty positions prior to deployment, it must be accomplished within 45 calendar days of a member returning to duty.

5.4.4.3.6. Supervisors will annotate any delay in the DPE cycle and the cause of the delay in the individual's AFTR. The unit will develop local procedures to ensure S-3/Training and Stan/Eval are notified of the delay and its cause.

5.4.4.3.7. Contracted Personnel. Evaluate contract personnel as identified in the SOW or PWS. NOTE: Evaluation results should be made available to Quality Assurance Evaluators (QAE).

5.4.4.3.8. DAF CP/SG Employees. Evaluate using the DPE Cycle as outlined in paragraph 5.4.4.3., and the criteria outlined in paragraph 5.4.3. and paragraph 5.4.4.2.
5.4.4.3.9. DFCs are encouraged to require personnel assigned to unit staff positions to maintain S-3 duty position certification(s) to backfill S-3 personnel shortfalls, augment on-duty SF during increased Force Protection (FP) Conditions and other contingency operations. Examples of personnel exempt from a DPE would only be those individuals filling unique staff positions requiring specific rank, duty, supervisory/management and experience requirements, for which a DPE does not exist (i.e., SFM, S-3 Operations Officer/Superintendent, S-4 OIC/Superintendent, etc).

5.4.4.3.9.1. Staff positions are identified as SF personnel assigned to S-Staff functions that do not arm on a daily basis in support of the S-3 Operations Flight.

5.4.4.3.9.2. The intent is to ensure SF personnel not performing day-to-day integrated defense duties at the operational flight level maintain the prerequisite knowledge and skills needed to perform the mission during contingencies or as directed by the DFC.

5.4.4.3.9.3. The DFC will identify all duty positions requiring position certification, either in a local OI or official memorandum.

5.4.4.4. If an individual requires evaluation for multiple duty positions with similar tasks, they may be evaluated all at once during one DPE (i.e., Internal Security Response Team (ISRT)/External Security Response Team (ESRT) members). The NCOIC of Stan/Eval must ensure combined evaluations adequately encompass the duties of each duty position.

5.4.4.5. After the individual passes the initial DPE, establish a date for subsequent evaluations according to paragraph 5.4.4.3.1. or 5.4.4.3.2.

5.4.4.6. If approved by the DFC, persons having fewer than 90 calendar days remaining until discharge, retirement, retraining or are within 90 calendar days of permanent change of station may be exempted from DPEs. IMAs and ARC with less than 180 calendar days remaining until discharge, retirement or retraining may be exempted from DPEs. ANG personnel with less than six Unit Training Assemblies (UTA) or 180 days remaining (whichever is less) may also be exempted by the DFC. If approved by the DFC, these individuals are still considered certified in the duty positions they hold (critical/non-critical). The DFC’s approval of exemptions will be in memorandum format (filed in Stan/Eval) or as a blanket exemption in a local OI.

5.4.5. DPE Documentation. A final report will be produced to provide an overview of each DPE. The report will contain a minimum of the verbal evaluation scores, written evaluation score (if applicable) and M4 carbine/M9 pistol performance evaluation deficiencies. In addition, the report will provide a synopsis of the duty position performance evaluation scenario and the subject area deficiencies for all portions of the DPE. Evaluator notes from the performance portion of the DPE will be transcribed from the TPC or similar computer generated product to the final report. A copy of the report will be provided to the member’s supervisor, SFM and SFO. The report will be filed in the individual’s Stan/Eval file (hard or electronic).
5.5. Evaluation and Rating System.

5.5.1. For all duty positions, individuals must receive at least a 70% to pass the verbal weapons evaluation.

5.5.2. For non-critical duty positions, individuals must receive at least a 70% to pass the verbal portion of the DPE. For critical duty positions, individuals must receive at least an 80% to pass the verbal portion of the DPE.

5.5.3. Individuals must also earn a “Go” on the performance portion of their DPE. “Go” means the individual can perform the duties without assistance and meets local demands for accuracy, timeliness and correct use of procedures. This doesn’t necessarily translate to requiring an error free performance evaluation to receive a “Go”, but does mandate individuals successfully perform all critical tasks that were evaluated during the performance portion of DPEs. These critical tasks must be identified for every unit S-3/Flight duty position (critical and non-critical) and reflected on the MTL and correlating TPC.

5.5.3.1. For example, the TPC used by Stan/Eval to evaluate the unit’s alarm monitor duty position contains 35 specific tasks; the unit has designated 28 of these tasks as being critical to the functioning of the position. To successfully pass the performance portion of the DPE and receive a “Go”, all critical performance tasks which were measured during the DPE must be successfully completed without assistance. Table 5.1 provides an example of the DPE rating system.

5.5.4. The M4 carbine/M9 pistol performance evaluation will be a factor in the DPE rating system. Individuals earning a “No-Go” in any area during the evaluation will be given a second attempt to successfully complete the task. The individual will be allotted no more than five calendar days of supervisor/trainer-administered review training prior to being rescheduled for a reevaluation.

5.5.4.1. If any task is not successfully completed on the second attempt, the individual will receive a “No-Go” for that particular weapon. (T-1). In addition, the individual will immediately be decertified on the firearm for which they received the “No-Go” and they will not be armed with this model firearm until they successfully complete the performance evaluation. (T-1). This action will not affect the member’s certification on other weapons or their authority to bear firearms. (T-1).

5.5.4.2. The individual's supervisor/trainer will re-train the task(s) and annotate the training in the trainee’s AFTR, IAW AFI 36-2201, and notify S-3/Training when review training has been completed. S-3/Training will verify completion of the review training and notify Stan/Eval to reschedule the performance evaluation. Stan/Eval will reevaluate the individual ASAP, but no later than five calendar days after being notified by S-3/Training.
Table 5.1. DPE Rating System (Example)

<table>
<thead>
<tr>
<th>Critical</th>
<th>Score</th>
<th>Non-Critical</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal Exam</td>
<td>79*</td>
<td>Verbal Exam</td>
<td>69*</td>
</tr>
<tr>
<td>Performance Evaluation</td>
<td>Go</td>
<td>Performance Evaluation</td>
<td>No-Go*</td>
</tr>
<tr>
<td>M9/M4 Verbal Exam</td>
<td>70</td>
<td>M9/M4 Verbal Exam</td>
<td>80</td>
</tr>
<tr>
<td>M9/M4 Performance</td>
<td>No-Go*</td>
<td>M9/M4 Performance</td>
<td>Go</td>
</tr>
</tbody>
</table>

* Failed to meet minimum score

**Critical duty position:** 79% on verbal exam and ‘No-Go’ on weapons performance evaluation; individual must successfully complete a reevaluation in these two areas prior to being certified and will have authority to bear firearms removed (after second attempt) until a ‘Go’ is received in the performance weapons evaluation area.

**Non-critical duty position:** 69% on verbal exam and ‘No-Go’ on the performance evaluation; individual must successfully complete a reevaluation in these two areas prior to being certified.

5.5.5. Duty Position Evaluation Failures.

5.5.5.1. If the verbal or performance portion of a DPE is failed, the trainee will be allotted no more than 30 calendar days of supervisor/trainer-administered review training prior to being rescheduled for a reevaluation. **NOTE:** NGB/A7S and AFRC will outline DPE review training timeline requirements in their supplement to this instruction for DSG and traditional Reserve members who perform an installation security mission. Air Reserve Technicians will maintain the same timelines as active duty.

5.5.5.2. When an individual fails a DPE, the S-3/Operations Officer (or DFC designee for units not having an S-3/Operations Officer) and S-3/Operations Superintendent or the appropriate section superintendent will determine which training requirements will be reviewed based upon recommendations from the individual’s immediate chain of command. The supervisor/trainer will ensure the recommended training plan is annotated in the member’s AFTR. The DFC and SFM will be notified and briefed on the failure and the recommended courses of action.

5.5.5.3. The individual's supervisor/trainer will re-train the task(s) and annotate the trainee’s AFTR IAW AFI 36-2201, and notify S-3/Training when review training is completed. S-3/Training will verify completion of review training and notify Stan/Eval to reschedule the failed portion(s) of the DPE. Stan/Eval will reevaluate the individual no later than 30 calendar days after being notified by S-3/Training. **NOTE:** NGB/A7S and AFRC will outline reevaluation training timelines in their supplement to this instruction for DSG and traditional Reserve members who perform an installation security mission. Air Reserve Technicians will maintain the same reevaluation timelines as active duty.

5.5.5.4. The DFC and SFM, in coordination with the S-3/Operations Officer (or DFC designee for units not having an S-3/Operations Officer) and S-3/Superintendent will
approve supervisor/trainer-administered review training requirements for subsequent DPE failures.

5.5.5.5. Critical DPE failures. Members will not be allowed to work in that position without direct supervision until successfully completing a reevaluation.

5.5.5.6. Non-critical DPE failures. The DFC may authorize members who have failed a DPE to work in that position while awaiting their reevaluation, but only after completion of review training as outlined in paragraph 5.4.4.3.2.

5.5.6. Duty Position Decertification. This process is reserved for instances where an individual’s proficiency in or suitability for a specific duty position has been called into question. Recommendations to decertify normally come from supervisors/flight leadership, but can also come from personnel in unit leadership positions. The DFC will designate decertification authority, by position, in a local OI.

5.5.6.1. If reconsidered for the duty position after decertification, the individual’s supervisor/trainer will conduct review training on the deficient task(s) and annotate the trainee’s AFTR IAW AFI 36-2201, and notify S-3/Training when review training is completed. The trainee will be allotted no more than 30 calendar days of review training prior to being scheduled for a reevaluation.

5.5.6.2. S-3/Training will verify completion of review training and notify Stan/Eval to schedule a complete DPE (verbal and performance). Stan/Eval will reevaluate the individual no later than 30 calendar days after being notified by S-3/Training.


5.6.1. Distribute copies of the DPE final report to the individual’s supervisor, S-3/Operations Superintendent, S-3/Training, SFM, DFC and the member evaluated. NOTE: This requirement may be accomplished using electronic means.

5.6.2. Stan/Eval will maintain the original evaluation report IAW the Air Force Records Disposition Schedule (RDS).

5.7. Trend Analysis Report. Stan/Eval will provide a quarterly trend analysis to the DFC, S-3/Operations Officer/Superintendent and S-3/Training. The analysis will focus on individual DPE reports from the previous quarter. This analysis is designed to provide the DFC feedback on the status of the unit’s training program and highlight areas where training should be more focused.

5.7.1. Quarterly trend analysis reports should be made available to all unit personnel; this will ensure any trends (negative or positive) are corrected or reinforced during duty position qualification training and flight-level exercises.

5.7.2. S3/Training should use these trend analyses to focus quarterly training and identify training shortfalls.

5.7.3. Consider using the trend analysis to focus the SF Duty Officer on specific job knowledge weaknesses.
Chapter 6
SECURITY FORCES EXPEDITIONARY TRAINING PROGRAM

6.1. SF Expeditionary Training Program Concept. The SF Expeditionary Training Program incorporates EST and SF CRT. EST is administered at home station, SF Regional Training Centers (RTC), other Tier-3 training sites or other approved DoD training venues.

6.2. Responsibilities.

6.2.1. Director of Security Forces (AF/A7S).

6.2.1.1. Prescribes the SF CRT.

6.2.2. SF Officer (HQ AFSFC/CC), Enlisted (AF/A7SM) and Civilian (HQ AFSFC/DS) CFM.

6.2.2.1. Establishes SF EST policies and direction.

6.2.3. HQ AFSFC.

6.2.3.1. Publishes SF CRT.

6.2.3.2. Ensures development, standardization and evaluation of SF EST and CRT objectives and requirements.

6.2.3.3. Manages SF EST and CRT; provides guidance to MAJCOMs.

6.2.4. MAJCOM/A7S.

6.2.4.1. MAJCOMs will provide SF EST and CRT guidance to units.

6.2.5. MAJCOM Training Manager.

6.2.5.1. Works in unison with the MAJCOM Deployment FAM to ensure SF tasked to deploy receive specialized training as directed by their deployment line remarks.

6.2.5.2. Ensures SF tasked to deploy receive required Tier-3 pre-deployment training as scheduled by AFSFC/SFOC.

6.2.5.3. Ensures SF postured against a DWS UTC posturing code, but not tasked during their deployment vulnerability window, receive EST sustainment training at an approved SF RTC.


6.2.6.1. Appoints an EST Manager in writing.

6.2.6.2. Ensures all SF EST and CRT requirements are met.

6.2.7. Unit S-3/Training.

6.2.7.1. Performs as EST Manager ensuring all SF members meet the appropriate EST tiered training requirements.


6.3.1. SF CRT is a combination of individual and collective skills. It provides every SF member with the capability to shoot, move and communicate. SF CRTs provide the
foundation upon which every SF member’s mission preparation will begin and directly contributes to combat readiness.

6.3.1.1. Readiness Training Center (RTC) training must be completed by all SF postured against a DW coded UTC. (T-1). Those personnel not scheduled for a deployment tasking will complete their RTC training within 90 days prior to entering their deployment vulnerability window. (T-1). All personnel who are scheduled to deploy in their deployment vulnerability window will be scheduled by AFSFC/SFOC to attend an RTC as close to their ‘available to load date’ as possible. (T-1). MAJCOM FAMS should work closely with AFSFC/SFOC to ensure all members within their MAJCOM attend RTC training in accordance with the guidance above. MAJCOMs will work with AFSFC/SFOC to provide further guidance regarding who is required to complete RTC training above and beyond this baseline requirement for availability as deployment backfill and ensure DOC response times can be met. Members completing RTC training must be proficient in the required CRT tasks identified in the Home Station Training (HST) table. (T-1). For readiness reporting purposes, individuals who have completed CRT requirements can be counted as meeting the expeditionary training requirement.

6.3.1.2. To be considered proficient, defenders must train using the evaluate-train-evaluate methodology demonstrating proficiency on SF CRT tasks during their assigned deployment Band Battle Rhythm training & exercise window as outlined in AFI 10-401, Air Force Operations Planning and Execution.

6.3.2. SF CRT is established IAW international treaties, law, DoD requirements, Combatant Commander requirements and Headquarters Air Force policy.

6.3.3. A list of SF CRTs are located on the HQ AFSFC website at: [https://afsmil.lackland.af.mil/Organization/AFSFC/SFW/org_afsfc_sfxt_HomeStation.htm](https://afsmil.lackland.af.mil/Organization/AFSFC/SFW/org_afsfc_sfxt_HomeStation.htm)

6.4. Expeditionary Skills Training.

6.4.1. Expeditionary Skills (ES) are defined as the knowledge, skills and abilities (KSA) required of a deployment-ready defender essential to survive, operate and succeed in a deployed environment, while reinforcing a strong warrior ethos.

6.4.1.1. SF will complete EST as outlined in AFI 36-2201.

6.4.1.2. These skills are obtained through a tiered training approach and target KSAs not routinely acquired during occupational and/or other ancillary training venues. EST must be relevant, synchronized, standardized and integrated across the Air Force to provide Combatant Commanders with defenders trained to support that theater’s requirements, while maximizing resources. EST is optimized when incorporated as a continuum across a defender’s career and aligned with mission tasking and deployments.

6.4.2. Tier 1, Foundational EST. ES for all defenders delivered through accessions and initial occupational training, and sustained through developmental education. Defenders gain skills through Basic Military Training, Officer Accession venues, the Air and Space Basic Course and 3-skill level initial training. Completion of this training alone does not produce a deployable defender.
6.4.3. Tier 2, Deployment-Ready EST. EST for all defenders, delivered at the wing level in alignment with assigned deployment band. Tier 2 is designed to ensure every defender maintains proficiency and sustain readiness currency for deployment. Tier 2 is divided into A and B categories. DFCs have maximum flexibility to efficiently execute Tier 2 training. Categories, requirements, frequencies and a current list of Tier 2 training is available at: https://aef.afpc.randolph.af.mil/mandatory_exped_trning.aspx.

6.4.3.1. Defenders will maintain EST proficiency by completing Tier 2A training as they prepare for their postured deployment vulnerability period (reference AFPD 10-4, Operations Planning: Air and Space Expeditionary Forces). These training requirements must be accomplished by all members in preparation for their assigned deployment vulnerability period and are fulfilled by completing the computer-based training (CBT) on the ADLS at: https://golearn.csd.disa.mil.

6.4.3.2. Tier 2B, Home Station Pre-Deployment Training. DFCs will provide Tier 2B training to those defenders tasked to deploy or to maintain mission-ready status to support and including major combat operations. Tier 2B home station pre-deployment training is a combination of ADLS, standardized classroom and standardized hands-on instruction. Tier 2B will meet Air Force entry requirements for a standard deployment to a permissive environment. Tier 2B will also serve as the prerequisite for defenders to attend Tier 3 or Tier 4 training. Tier 2A EST proficiency items that are accomplished within the currency for Tier 2B will satisfy both requirements. NOTE: If directed response times in Mission Capability (MISCAP) or Designated Occupational Capability (DOC) statements preclude units from completing Tier 2B training requirements on a “just in time” basis, the owning MAJCOM/A7S may direct this training to be completed on a recurring basis.

6.4.4. Tier 3, Advanced EST (Mission Specific). Enhanced EST for select defenders as determined by factors including: deployment location, threat assessment, specific mission, duty assignment, role, operation or special requirement. Tier 3 training is focused on pre-deployment training that supports both traditional taskings and non-traditional USAF missions that support other Combatant Commanders’ taskings. Completion of this advanced training prepares a defender for a specific deployment tasking.

6.4.4.1. SF RTC curriculum and the 820th Base Defense Group (BDG) training plan (which includes SF RTC ASO/BSO curriculum) has been certified by HQ AETC/A3Q as meeting the Tier-3 training requirements, outlined in AFI 36-2201. NOTE: Only defenders assigned to the 820 BDG may attend training at the 820 BDG. This organization is not authorized to operate as an RTC for members outside of its assigned personnel.

6.4.5. Tier 4, Advanced EST. ES courses that are rapidly developed and fielded to train defenders on skill sets needed to meet critical/emerging requirements. These courses are often not initially well defined and are subject to rapid curriculum change. Tier 4 courses include those advanced training programs that are unique to a specific MAJCOM, such as the initial Tactical Security Element training.

6.4.6. Integrated Defense Command and Control Course (IDC3). The IDC3 was developed to provide training in the knowledge and skills needed to perform a Headquarters/BDOC staff position.
6.4.6.1. It is highly recommended that DFCs make every effort to have SNCOs (MSgt through CMSgt) and Officers (Captain through Colonel) assigned to a SF Headquarters UTC (QFEBA, QFEBB and QFEBS) attend the course.

6.4.6.2. Individuals in the target grade who are not assigned to an SF Headquarters UTC may also attend the course as determined by the parent MAJCOM/A7S and availability of unfilled seats.

6.4.6.3. Refer to the ETCA website for course specifics.

6.4.7. Combat Leaders Course (CLC). The CLC was developed to provide training in the knowledge and skills needed to perform in an SF Squad Leader position.

6.4.7.1. It is highly recommended that DFCs make every effort to have NCOs (SrA with a promotion line number or SSgt-TSgt) assigned to an SF Squad Leader position attend this course.

6.4.7.2. MAJCOMs will implement a selection process to manage their annual training quotas in this course.

6.4.7.3. Refer to the ETCA website for course specifics.

6.5. SF Pre-deployment Training Requirement.

6.5.1. SF who have been postured and tasked to meet known rotational expeditionary requirements and emerging operational requirements will receive Tier-3, mission-specific training at an approved SF RTC or other approved Tier-3 training site as scheduled by HQ AFSFC/SFOC.

6.5.2. SF postured against a DWS UTC posturing code, but not tasked during their deployment vulnerability window, remain in an on-call status to reinforce forward-deployed forces or provide additional capability for the duration of the deployment vulnerability period. NOTE: DAF CPs (083) will comply with active duty requirements for EST and CRTs only when deploying. DAF CP/SG are exempt from EST sustainment requirements.

6.5.2.1. These individuals must be trained and ready to deploy at a moment’s notice as new Combatant Commander requirements can be sourced at any time during the deployment period.

6.5.2.2. SF postured against a DWS UTC posturing code, but not tasked during their deployment vulnerability window, will attend an approved SF RTC to receive standardized BSO training.

6.5.2.2.1. MAJCOMs may increase frequency of RTC training, as seats are available and at their own expense.

6.5.2.2.2. DFC will utilize these personnel to fulfill replacement requirements.

6.5.2.2.3. SF who deploy as replacements must receive the same mission specific training as identified in the original deployment line remark, unless an EST exemption is approved IAW AFI 36-2201.

6.5.2.3. This training will be scheduled by HQ AFSFC to coincide with their current assigned deployment prep window as outlined in AFI 10-401.
6.5.2.4. Attendance at an SF RTC will be documented in the member’s AFTR by a trainer/supervisor. The RTC report card will be used as documentation of training completion.

6.5.3. DAF CP/SG not assigned to an AEF Band, but volunteer to deploy, will train on SF CRT prior to arriving at an SF RTC or other Tier-3 training site. SF CRT and RTC will be documented in the AFTR.

6.5.4. SF personnel who attend a Tier-3 training site per deployment line remark (such as Air Advisor Course or a Power Projection Platform) are not required to attend an SF RTC.

6.5.5. Non-SF personnel assigned to SF units who are postured and/or tasked to deploy will complete EST requirements as outlined in AFI 36-2201.

6.5.5.1. Members deploying with or in support of an SF mission are encouraged to train with their deploying team at an SF RTC.

6.6. Training Exemptions.

6.6.1. Individual exemptions from EST. AFI 36-2201 is the governing directive for EST and states only individuals who have completed required training within 12 months of their current deployment Required Delivery Date (RDD) will be considered for an exemption from Tier-3, Advanced EST.

6.6.2. Units must submit justification for exemption via memorandum to the parent MAJCOM/A7S for approval.

6.6.3. If exemption is approved by MAJCOM, it will be forwarded to the HQ AFSFC/SFOC.

6.6.4. HQ AFSFC will coordinate the exemption with AETC/A3Q (lead MAJCOM for EST) and AF/A3O-A (exemption approval authority).

6.6.4.1. If approved and the individual is deploying to a hostile/uncertain environment, the unit will use one of the following processes based upon deployment tasking.


6.6.4.1.2. Non-JET/IA Tasking. Units will use the guidance in AFI 10-403, Deployment Planning and Execution, to request exemption of deployment tasking line remarks.
Chapter 7  
SECURITY FORCES REGIONAL TRAINING CENTER PROGRAM


7.1.1. SF RTCs are SF units with a mission to deliver relevant, focused and up-to-date training which provides mission specific expeditionary skills for the individual defender and/or team. Training includes timely updates on the latest enemy TTPs, use of ranges for field training scenarios, specialized technology and equipment and small team leadership opportunities that are not available at home station.

7.1.2. RTC training is designed to prepare all SF to execute operations as an air-minded defender, enhance their warrior ethos with a technological aptitude and make them adaptive and innovative in delivering ID effects. This training meets Tier 3 training requirements.

7.1.2.1. Unless otherwise directed, SF defenders will attend only AFSFC approved SF RTCs. SF defenders may attend other mission specific training (i.e., Provincial Reconstruction Teams, Air Advisory), but will not attend Combat Airman Skills Training (CAST) or Advanced Combat Airman Skills Training (ACAST) to fulfill SF Tier 3 requirements. **NOTE:** HQ AFSFC is the designating authority for developing an SF RTC.

7.1.3. Approved SF RTCs are listed on the HQ AFSFC website at: [https://afsfmil.lackland.af.mil/Organization/AFSFC/SFW/org.afsfc_sfxt_HomeStation.htm](https://afsfmil.lackland.af.mil/Organization/AFSFC/SFW/org.afsfc_sfxt_HomeStation.htm)

7.2. Responsibilities.

7.2.1. Director of Security Forces (AF/A7S).

7.2.1.1. Develops guidance for SF RTCs.

7.2.1.2. Identifies RTC attendance and frequency requirements to match SF deployment cycles.

7.2.2. HQ Air Force Security Forces Center.

7.2.2.1. Creates a master RTC scheduling system based upon the mission, teaming, Unit Line Number (ULN), Available Load Date (ALD), Latest Arrival Date (LAD) and air aggregation.

7.2.2.2. Schedules all tasked UTCs for pre-deployment training at either an approved SF RTC or other approved training venue designed to meet non-SF mission specific training (i.e., Air Advisory, PRT).

7.2.2.3. Schedules tasked ULNs for:

7.2.2.3.1. Evasion and Conduct after Capture (ECAC).

7.2.2.3.2. Advanced Designated Marksman Course (ADMC).

7.2.2.3.3. Close-Precision Engagement Course (CPEC).

7.2.2.3.4. Defensive Driving course for protective services details.
7.2.2.3.5. Fly Away Security (FAST) course.
7.2.2.3.6. Active Shooter Incident Response Instructor course.
7.2.2.3.7. Military Working Dog track.
7.2.2.3.8. Common Remote Operated Weapons Systems (CROWS) course.
7.2.2.3.9. Mine Resistant Ambush Protected vehicles (MRAP) course.
7.2.2.3.10. Non-Lethal Weapons course.
7.2.2.3.11. Yuma Proving Grounds Canine course.
7.2.2.3.12. Tactical Security Element (TSE) course.
7.2.2.3.13. Base Security Operations (BSO) course.
7.2.2.3.14. Area Security Operations (ASO) course.
7.2.2.3.15. Law and Order course.
7.2.2.3.16. MATV/MaxPro.
7.2.2.3.17. Leadership Track.

7.2.2.4. Ensures SF postured against a DWS UTC posturing code, but not tasked during their deployment vulnerability window, are scheduled for EST sustainment training at an approved SF RTC.

7.2.2.5. Ensures SF RTC curriculum meets or exceeds Combatant Commander, AF and SF theater entry requirements.

7.2.2.6. Develops, updates, disseminates and maintains the master template for RTC standardized Lesson Plans (LP), RTC Validation Checklist, TEEOs, equipment lists and RTC Reporting Instructions (RI).

7.2.2.7. Evaluates new technologies and TTPs in coordination with MAJCOMs/422 JTS for possible application.

7.2.2.8. Supports SF tasked with Joint Expeditionary Tasks (JET) missions.

7.2.2.9. Augments MAJCOM RTC Validation Team with a minimum of one individual during RTC Validations.

7.2.2.10. Oversees the SF deployment AAR and Lessons Learned (LL) program.

7.2.2.11. Works jointly with MAJCOMs to create RTC annual class schedule.

7.2.2.12. Notifies MAJCOMs within 72 hours of reported student discrepancies.

7.2.2.13. Manages SF EST and provides guidance to RTCs through the MAJCOMs.

7.2.2.14. Facilitates SF RTC conferences.

7.2.2.14.1. Provides the chair for the SF RTC Working Group (WG) to address EST, curriculum, associated logistics and annual EST Validation & Certification Checklists (ESTVCC).
7.2.2.15. Designates a representative from the RTC WG to brief all proposed changes to RTC curriculum or processes to the Security Forces Manager (SFM) Council.

7.2.2.16. Utilizes data derived from Force Provisional HQ, validated AAR/LL and MAJCOM cross-talks to improve EST and references the Air Force Joint Lessons Learned Information System (AF-JLLIS) website at: https://www.jllis.mil/USAF, to ensure EST remains relevant to current threats, missions and deployment locations.

7.2.2.17. Notifies the Force Provisional HQ of an RTC’s inability to meet any approved element of training.

7.2.3. Security Forces Regional Training Center Working Group.

7.2.3.1. Meets semi-annually or as needed to discuss RTC issues. One conference should be an attended meeting with all applicable representatives.

7.2.3.2. Facilitated and chaired by HQ AFSFC. Additional members will include MAJCOM/A7S representatives, RTC representatives and SMEs.

7.2.3.2.1. The voting members of the RTC WG include the MAJCOM/A7S representatives. **NOTE:** Only one vote from each MAJCOM will be counted.

7.2.3.3. Drives the development of RTC LPs and TEEOs.

7.2.3.4. Ensures RTC curriculum execution includes sufficient day and night application and evaluation to ensure forces are capable of performing tasks in both environments.

7.2.3.5. Coordinates RTC curriculum to ensure currency, accuracy and relevancy.

7.2.3.6. Proposes changes to RTC curriculum or processes to the SFM Council.

7.2.3.7. Creates and updates the RTC process and Validation Checklist, to ensure all AF, Combatant Command, SF theater entry requirements and validated EST requirements are met, as identified in AFI 36-2201.

7.2.4. MAJCOM/A7S.

7.2.4.1. Designates a MAJCOM EST OPR.

7.2.4.2. Ensures SF EST sustainment training and pre-deployment training is conducted at approved SF RTCs.

7.2.4.3. Schedules additional training necessary to meet specified pre-deployment line remarks, such as RAVEN, M2, etc.

7.2.4.4. Provides a representative or SME to attend SF RTC WG.

7.2.4.5. Leads the RTC Validation Team for MAJCOM.

7.2.4.6. Conducts MAJCOM RTC Validation once every 24 months.

7.2.4.7. Directs implementation of standardized EST requirement.

7.2.4.8. Evaluates effectiveness of EST and RTC curriculum; provides feedback and recommended changes to the SFM and SF Executive Councils.

7.2.4.9. Approves and directs MAJCOM specific RTC training requirements to supplement approved RTC curriculum. **NOTE:** This training will be in addition to the
approved standardized pre-deployment training and should not conflict with or duplicate training already approved in the EST curriculum.

7.2.4.10. Validates requests to update RTC curriculum and training materials.

7.2.4.11. Supplements RTC curriculum to meet both MAJCOM and Regional training requirements. **NOTE:** This does not authorize the modification of approved Tier-3 EST curriculum, nor does it allow for approved training not to be conducted.

7.2.4.12. Establishes a process to ensure validated and consolidated AARs/LLs are shared with the RTC and HQ AFSFC.

7.2.4.13. Notifies HQ AFSFC of training limiting factors that prohibit the RTC from accomplishing required standardized training objectives.

7.2.4.13.1. Makes adjustments to account for prolonged limiting factors (LIMFACs) that may result in scheduling changes/delays.

7.2.4.14. Provides student graduation roster to the HQ AFSFC NLT 3 days after graduation date using the HQ AFSFC standardized report card.

7.2.4.15. Works jointly with RTC to create RTC annual class schedule.

7.2.4.16. Notifies HQ AFSFC/SFOC within 72 hours of student(s) discrepancies.

7.2.4.17. Resolves all student equipment deficiencies from within the MAJCOM.

7.2.4.17.1. Notifies HQ AFSFC if deficiencies cannot be resolved.

7.2.5. Security Forces Regional Training Center Commander.

7.2.5.1. Implements approved standardized RTC curriculum.

7.2.5.2. Instructs MAJCOM-specific training requirements to supplement standardized RTC curriculum.

7.2.5.3. Reviews training curriculum to ensure compliance with Air Force, MAJCOM and wing directives.

7.2.5.4. Assists in the development and updating of RTC training curriculum.

7.2.5.5. Routes requests for curriculum changes through the owning MAJCOM to HQ AFSFC/SFOC.

7.2.5.6. Prior to instructing classes, notifies owning MAJCOM of training limiting factors that prohibit the RTC from accomplishing required training objectives.

7.2.5.7. Serves as focal point for MAJCOM advanced small arms and SF tactics programs.

7.2.5.8. Develops and approves OI identifying local RTC procedures.

7.2.5.9. Administers the SF RTC Award Program IAW AFI 36-2848, *Air Force Security Forces Awards Program*, and Attachment 5 for SF RTC Awards Program.

7.2.5.10. Notifies RTCs owning MAJCOM within 72 hours of student(s) arriving with missing documentation, equipment, mental or physical discrepancies that would hinder or prohibit them from successfully completing all training objectives.
7.2.5.11. Provides the standardized student arrival/equipment roster to owning MAJCOM and HQ AFSFC/SFOC within 72 hours after each class start date for Tier-3 pre-deployment or sustainment training.

7.2.5.12. Provides the standardized student graduation roster to the MAJCOM and HQ AFSFC/SFOC, NLT 3 days after graduation date.

7.2.5.13. Notifies owning MAJCOM and HQ AFSFC/SFOC of any student that cannot complete Tier-3 pre-deployment or sustainment training.

7.2.5.14. Obtains approval from owning MAJCOM/A7S and HQ AFSFC/SFXW prior to implementing a course of fire.


7.2.6.1. Validates deploying SF are proficient on all SF CRT tasks.

7.2.6.2. Corrects all RTC reported student discrepancies prior to a student’s ALD.

7.2.6.3. Ensures the ranking defender on an SF UTC completes an AAR.

7.2.7. S-3/Training.

7.2.7.1. Ensures all deploying SF members meet the appropriate EST tiered training requirements IAW AFI 36-2201.

7.2.8. Home Station Unit Deployment Manager.

7.2.8.1. Ensures all SF are properly equipped for the RTC IAW packing list in the RTC reporting instructions.

7.2.8.2. Notifies parent MAJCOM of any equipment or personnel discrepancies prior to students’ travel to pre-deployment training.

7.2.8.3. Provides the RTC the UDM information spreadsheet, embedded in the RI, 30 days prior to class start date or immediately upon notification of a replacement or last minute tasking.

7.3. SF RTC Curriculum.

7.3.1. SF RTC curriculum and evaluation criteria are standardized for each course. Standardized and certified curriculum ensures all deploying defenders receive the same training regardless of training location.

7.3.2. HQ AFSFC manages all standardized training curriculum for the Air Force. All standardized LPs and TEEOs are located on the HQ AFSFC website at: https://afsfmil.lackland.af.mil/Organization/AFSFC/SFW/org_afsfc_rtc_lessons.htm.

7.3.3. The SF pre-deployment training curriculum is submitted by HQ AFSFC for review and approval to AETC/A3Q. AETC/A3Q will use the following items to ensure Tier 3 and Combatant Commander training requirements are met:

7.3.3.1. Combat Airman Skills Training course Training Task List.

7.3.3.2. ASO/BSO training course documentation, curriculum, training standards and evaluation criteria. Consideration will be taken about how this training builds on the core competencies inherent to the career field.
7.3.4. Curriculum is reviewed by all MAJCOMs and updated annually.

7.3.4.1. If curriculum requires updating outside the annual review, the unit requesting the change will route the change request through their owning MAJCOM. The MAJCOM will validate the change and forward to HQ AFSFC.

7.3.4.2. Initial creation of SF RTC curriculum will be managed by HQ AFSFC. MAJCOMs will be tasked to provide their SMEs for development of the new curriculum. New curriculum will be developed utilizing a working group.

7.3.4.3. Curriculum should be developed IAW AFH 36-2235 V10, Information for Designers of Instructional Systems Application to Education.

7.3.4.4. (DELETE)

7.3.4.5. Final curriculum will be presented to the SFM Council for their recommendation, and will in turn, be forwarded to the SF Executive Council for approval.

7.3.4.6. HQ AFSFC will submit the SF pre-deployment training curriculum update for review and approval to AETC/A3Q.

7.3.5. Emerging Needs Requirements.

7.3.5.1. If an emerging need is requested from the Combatant Commander or derived from a LL, the following actions will be taken:

7.3.5.2. The Security Forces functional representative to the Commander, Air Force Forces (COMAFFOR), will request adjustment of curricula or required training based upon emerging Enemy Tactic, Technique or Procedure, through the Force Provisional Headquarters Security Forces function. The request must include the required training, reason for the training, who requires the training and that the requirement was validated.

7.3.5.3. The Force Provisional Headquarters will first validate the requirement and forward the request to HQ AFSFC for the training solution.

7.3.5.4. HQ AFSFC will develop or create a training solution. The training solution may provide the warfighter with requested training or notify the Force Provisional HQ and warfighter that it must be trained in theatre.

7.3.5.4.1. HQ AFSFC will staff the emergent need training solution package to all MAJCOM/A7S’s for review and feedback.

7.3.5.4.2. Prior MAJCOM coordination is not required when an emerging requirement from AARs or LL deems an Immediate Danger to Life or Health (IDLH) situation exists or the need for adjusting LPs and TTPs will save lives.

7.3.5.4.3. Once the IDLH training solution is implemented, the curriculum will be provided to MAJCOMs for feedback and adjustments.

7.3.5.5. Adjustments will be made from feedback and the training solution will be forwarded electronically to the SFM and Executive Council members for approval.
7.4. RTC Student Scheduling Process

7.4.1. Every SF member identified for deployment to a combat zone will attend an approved RTC or Power Projection Platform to receive training tailored to that specific deployment.

7.4.2. In coordination with HAF/DPW (Directorate of Deployments and Personnel Operations), HQ AFSFC will create an RTC schedule. Upon schedule approval, the AFSFC will assign ULNs to RTCs and publish the master schedule a minimum of 6 months in advance and provide a master RTC student training roster and RTC schedule to all MAJCOMs.

7.4.2.1. Scheduling is based upon deployment mission, teaming, ALD/LAD and aggregation of airflow.

7.4.2.2. The training end date will be to the left of the ALD/LAD.

7.4.2.3. Special scheduling considerations for ALD/LAD shifts may be necessary to meet emerging theatre requirements; however, special scheduling considerations such as standardizing class start dates to a specific day of the week, minimum time between training or scheduling around the holidays will not be considered.

7.4.2.4. To the maximum extent possible, SF will be scheduled to train using the teaming concept at approved SF RTCs or other Tier-3 training sites to ensure Combatant Commanders are provided trained and integrated teams. Teaming will be scheduled using tasked SF UTCs deploying to perform the same or similar missions at one RTC location, which facilitates aggregation and movement to the deployed location.

7.4.2.5. SF deploying as replacements or going to unique locations not covered by the current teaming concept will attend training as close to the ALD/LAD as possible, but no earlier than 90 days prior to the ALD/LAD.

7.4.3. MAJCOM will distribute master RTC student training roster to unit UDMs.

7.4.4. MAJCOMs will coordinate with UDMs to ensure all personnel receive required pre-deployment (line item specific) training.

7.4.5. Unit UDMs will prepare and coordinate with the MAJCOM, wing agencies and internally to ensure that all defenders are trained, equipped and prepared for the RTC IAW HQ AFSFC/SFOC published Reporting Instruction (RI).

7.4.6. Tasked UTC DFC will certify that SF personnel attending the RTC or other Tier-3 training site are trained to proficiency on SF CRT.

7.4.7. Team leaders will provide the certification memorandum to the RTC Cadre during initial in-processing. The document will be in memorandum format and signed by the home-station DFC. It will include, as a minimum, the names of personnel trained, the date(s) training was conducted and the DFC’s assessment of the students’ ability to physically and mentally meet all requirements for the deployment.

7.5. Regional Training Center Operations.

7.5.1. RTC Operations must support and execute standardized curriculum, which includes timely updates on the latest enemy TTPs, use of ranges for field training scenarios,
specialized equipment and small team leadership opportunities that are not available to defenders at home station.

7.5.2. Each RTC will develop an OI identifying local RTC procedures. At a minimum, the RTC OI must address and include the following:

7.5.2.1. Lodging arrangements and procedures.
7.5.2.2. Transportation requirements (to/from airport and while in training).
7.5.2.3. Dining facility (DFAC) and meal procedures.

7.5.2.3.1. During the classroom phase of training iterations, students should be afforded a minimum of two hot meals daily. At least one hot meal every 24 hrs will be provided when students are in field conditions.

7.5.2.4. Procedures to conduct equipment inspections.

7.5.2.4.1. An equipment inspection will be conducted for every student utilizing the approved equipment list and standardized roster format provided by HQ AFSFC located in the RTC reporting instructions.

7.5.2.5. Daily student accountability procedures.

7.5.2.6. Training aids and equipment support procedures.

7.5.2.7. Individual Combat Equipment (ICE) requirements and procedures (when students will wear ICE).

7.5.2.7.1. To prepare Airmen for their deployed mission, ICE will be worn to and from all classroom training and during all practical training. RTC commanders may reduce the requirement after approval of owning MAJCOM. MAJCOM will notify HQ AFSFC of reductions in writing.

7.5.2.8. Weapons Handling Procedures.

7.5.2.8.1. To prepare SF Airmen for their deployed mission, weapons will be carried in/on an authorized holster or sling and remain with SF Airmen at all times during the training day.

7.5.2.8.2. During classroom training and down time, RTC commanders may reduce these requirements with approval of the owning MAJCOM/A7S. MAJCOM/A7S will notify HQ AFSFC/SFO of reductions in writing. If approved by the MAJCOM, weapons will be safeguarded IAW AFI 31-101.

7.5.2.9. Medical support.

7.5.2.9.1. Medical support during weapons operations is a mandatory safety requirement. Medical support may be military, civilian or contracted as long as the qualifications are current.

7.5.2.9.2. If medical support is on scene, they must remain in a designated safe area unless otherwise required for injury/incident response. If not on scene, they will respond IAW guidelines set in DoDI 6055.06, DoD Fire and Emergency Services Program.
7.5.2.9.3. RTCs must ensure their medical requirements meet the local range operation requirements.

7.5.2.9.4. Medical support must be coordinated with the local medical treatment facility/agency.

7.5.2.9.5. All sick or injured SF Airmen will be escorted/accompanied by cadre or a wingman at all times.

7.5.2.10. Physical Fitness.

7.5.2.10.1. Physical training (PT) will be conducted and led by student team leaders or Cadre. To prevent possible injury, PT will be conducted within reasonable measures.

7.5.2.11. Rest and Relaxation (R&R) for the students and Cadre.

7.5.2.11.1. RTC Commanders will approve all downtime and days off. The time and days will be reflected in the training schedule. The training schedule will not be extended by the RTC commander or MAJCOM without prior approval of the HQ AFSFC/CC.

7.5.2.11.2. Students will not be afforded any R&R time off the installation during the training cycle. RTC commanders may waive this requirement during holidays and special occasions, but must first be approved through the MAJCOM/A7S. MAJCOMs will notify HQ AFSFC/SFO of waiver in writing.

7.5.2.11.3. RTC Commanders may authorize a supervised trip off the installation to purchase health and toiletry items.

7.5.2.12. Student standards and expectations.

7.5.2.12.1. Cadre and student relationships (fraternization), alcohol use, off-base travel, etc.

7.5.2.12.1.1. Fraternization and consumption of alcohol by students is prohibited during the training cycle. NOTE: The training cycle begins once student departs home station and ends once student is released from training. NOTE: Although students are released from training, they will not consume alcohol while waiting for airflow to the deployed location.

7.5.2.13. Student critique procedures.

7.5.2.13.1. Students will be given the opportunity to accomplish a written critique at the end of their training.

7.5.2.13.2. RTC/CC will review critiques and identify any actionable items. Actionable items will be resolved immediately or prior to the next course iteration.

7.5.2.13.3. Class leaders will prepare a training AAR, using the HQ AFSFC approved template found at: https://afsfmil.lackland.af.mil/Organization/AFSFC/SFW/afsfc_sfxt_HomeStation.htm
7.5.2.13.3.1. Class leaders will prepare a weekly AAR for ASO, TSE and Sector Force courses. RTC cadre will forward weekly reports to owning MAJCOM. MAJCOM will forward to HQ AFSFC/SFOC every Monday of each week.

7.5.2.13.3.2. Class leaders will prepare an end of course AAR for BSO, BSO Law and Order, CPEC and ADMC courses. RTC cadre will forward end of course reports, along with report card, to owning MAJCOM. The MAJCOM will forward to HQ AFSFC/SFOC no later than 3 calendar days after class end date.


7.5.2.14.1. Each RTC operation will have a safety briefing outlining hazards and standards IAW ORM guidelines. The safety briefing will be provided each day of training to all students and Cadre prior to beginning operations.

7.5.2.15. Classroom procedures.

7.5.2.16. Class schedule procedures.

7.5.2.17. Cadre standards and expectations.

7.5.2.18. Student dismissal procedures.

7.5.2.19. RTC Class Schedule or Horseblanket.

7.5.2.20. Each RTC will develop a course schedule which outlines each day of training.

7.5.2.21.1. The schedule must include date, location of training, start time, instructor, required equipment and each lesson being instructed.

7.5.2.21.2. Cadre AAR and LL from each course.

7.5.2.22. Student Report Cards.

7.5.2.22.1. The report card serves two purposes: provides combatant commanders with an overview of the defender’s pre-deployment training strengths and weaknesses, allowing them to assess personnel for assignment and duties within the deployed environment and provides home-station leadership a document for updating training records in AFTR.

7.5.2.22.2. RTCs will use the approved standardized report card template, located on the HQ AFSFC website at:


7.5.2.22.3. The report card will be used as the official class graduation roster.

7.5.2.22.4. Cadre will observe and evaluate each student’s performance and knowledge level for each task. A Go/No-Go standard will be used and entries will be made on the approved standardized report card. Training deficiencies and cadre comments will be captured in the “Remarks” section of the report card.

7.5.2.22.5. Upon completion of training, RTCs will forward a completed, electronic copy of the report card to their owning MAJCOM and HQ AFSFC/SFOC within 3 days. NOTE: Defenders not completing training will still have a report card
completed for the tasks on which they were trained. Reason for the defender not completing training will be annotated in the “Remarks” section.

7.5.2.22.6. HQ AFSFC/SFOC will forward a copy of the completed report card to the defender’s gaining Combatant Command (COCOM) and owning MAJCOM within 3 days.

7.5.2.22.7. Defender’s owning MAJCOM will be responsible for forwarding a completed copy of the report card to the defender’s unit of assignment within 3 days. Training will be documented in AFTR by home unit.

7.5.2.22.8. Students receiving a No-Go on any task will receive retraining and will be reevaluated on that task. Retraining will be documented in the “Remarks” section of the report card.

7.5.2.22.9. Cadre will make recommendations to RTC commanders about students or MWD teams that are not recommended for deployment. Cadre will provide a copy of the report card and a memorandum for record (MFR), outlining the justification for non-recommendation of deployment. Justification for non-recommendation of deployment is not limited to training deficiencies. **NOTE:** MWD teams must successfully complete training as a team prior to deploying as a team.

7.5.2.22.9.1. Cadre will notify the RTC commander immediately upon recognition that a defender should be non-recommended for deployment and will not wait until the training course ends.

7.5.2.22.9.2. RTC commanders will immediately forward an electronic copy of the student’s or MWD team’s report card and an MFR, outlining commander’s justification for non-recommendation of deployment, to the RTC’s owning MAJCOM, student’s MAJCOM and HQ AFSFC/SFOC.

7.5.2.22.9.3. Defender’s owning MAJCOM will immediately forward an electronic copy of the student’s or MWD team’s report card and an MFR, outlining the RTC commander’s justification for non-recommendation of deployment, to the unit commander. The unit commander will determine if the defender or MWD team will deploy and will immediately notify owning MAJCOM, RTC MAJCOM and RTC commander of the decision, and provide a replacement if necessary. Student’s owning MAJCOM will immediately notify HQ AFSFC/SFOC of unit commander’s decision.

7.5.3. RTC Instructor Qualifications.

7.5.3.1. All RTC instructors must meet the same instructor qualifications as outlined in Chapter 2 of this AFI.

7.5.3.2. In addition to the qualification requirements in Chapter 2, instructors must also have a qualified instructor review their lesson plans to ensure proper personalization and execution.

7.5.3.2.1. Personalization should include deployment experiences.

7.5.3.3. Each RTC must maintain an instructor folder on each instructor.

7.5.3.3.1. As a minimum, the folder must have the following items:
7.5.3.3.1.1. Orientation training.
7.5.3.3.1.2. Instructor qualification training (AF Forms 797).
7.5.3.3.1.3. Training certificate or credentials.
7.5.3.3.1.4. Completed Instructor Evaluations.
7.5.3.3.1.5. Medical certifications (i.e., SABC, CLS, PHTSL) and any additional training documentation/certifications.

7.5.3.4. All instructor training will be documented in the instructor’s AFTR.

7.5.4. SF RTC Reporting Instructions (RI)/Amendments.
7.5.4.1. SF RTC RIs are a critical tool in preparing defenders to attend the RTC. All personnel attending the RTC must review the RTC RI and complete all tasks given.

7.5.4.1.1. HQ AFSFC/SFOC will provide the owning MAJCOM with a copy of RTC RIs 90 days prior to the class start date.
7.5.4.1.2. MAJCOMs, in coordination with RTCs, will review the RTC RI for accuracy and collectively provide feedback to HQ AFSFC within 10 days of receipt.
7.5.4.1.3. HQ AFSFC will publish the RTC RIs 60 days prior to class start date.
7.5.4.1.4. Unit UDMs will comply with RTC RIs and provide RTC students with a copy of the RTC RI prior to their departure for the RTC.
    7.5.4.1.4.1. For short-notice or no-notice deployment taskings, UDMs will provide the student with the RTC RI upon notification of selection for the deployment.
7.5.4.1.5. Team leaders will ensure their personnel meet all RTC requirements, have all required equipment and are prepared for the RTC.
7.5.4.2. Changes to the RTC RI will be executed utilizing an amendment.
    7.5.4.2.1. HQ AFSFC will publish the amendment and distribute to all MAJCOMs.

7.5.5. RTC Student Dismissal or Removal from Training.
7.5.5.1. Students can be removed from training for medical, disciplinary or failure to progress.
7.5.5.2. Disciplinary Dismissal.
    7.5.5.2.1. The RTC commander exercises Uniform Code of Military Justice (UCMJ) authority over the students assigned to their RTC. Responsibility begins once the student makes contact with the RTC cadre and ends once student arrives at deployed location/home station.
7.5.5.2.2. RTCs will report any disciplinary actions issued to a student to the RTC’s owning MAJCOM.
7.5.5.2.3. RTC owning MAJCOMs will notify the student’s MAJCOM and HQ AFSFC. The student’s MAJCOM will notify the home station DFC.
7.5.5.3. Medical Dismissal

7.5.5.3.1. All deploying members must be worldwide qualified. Members with profiles that prohibit them from completing ANY aspect of RTC training and their deployment will not be sent to RTCs.

7.5.5.3.2. Members on a profile with duty limiting factors, and not categorized as worldwide qualified, will be sent home at the owning unit’s expense. Special accommodations will not be made for any member.

7.5.5.3.3. Unit commanders should personally assess members on profile to ensure they are worldwide qualified and that any limiting factors will not interfere with their ability to complete training and the mission.

7.5.5.3.3.1. A memorandum for record from the DFC must accompany a member that has a profile, but no limiting factors can be stated on the profile document. The memorandum must state that the supervisor and commander are aware of no limiting factors that would prohibit the member from completing RTC training or duties within the AOR.

7.5.5.3.4. Students arriving at the RTC unable to physically complete the course will be dismissed and the owning unit will be required to provide an immediate replacement.

7.5.5.3.5. RTCs will report any medical dismissal to the RTC’s owning MAJCOM. Medical dismissals will be based upon a documented medical evaluation from an authorized member of the medical community.

7.5.5.3.6. RTC owning MAJCOMs will notify the student’s MAJCOM and HQ AFSFC. The student’s MAJCOM will notify the home station DFC.

7.5.5.3.7. Students injured during the RTC course will be medically evaluated to determine if they can complete the course.

7.6. RTC Validation

7.6.1. RTCs are responsible to deliver relevant, focused and up-to-date training to defenders deploying to a combat zone. To ensure each training center is providing the Combatant Commander with a defender capable of delivering enduring ID against threats to the Air Force, Joint and Coalition missions, each RTC must be evaluated.

7.6.2. The RTC Validation is designed to ensure each RTC is effectively delivering the Air Force standardized RTC curriculum. This ensures the certified Tier 3 and Combatant Commander training requirements are being met.

7.6.2.1. MAJCOMs are highly encouraged to conduct annual self inspections to ensure unit functional areas are in compliance with HHQ directives and policies.

7.6.2.2. Validation is the proper delivery of the standardized and certified curriculum and the performance of duties in support of the RTC mission.

7.6.2.3. Validation will be a joint effort of personnel from the MAJCOM and HQ AFSFC.
7.6.3. RTC validations will be conducted in 24 month intervals from the date of issue of previous report.

7.6.4. RTCs participate in CUIs conducted by the MAJCOM/Inspector General. The focus of the RTC Validation will be specific to the execution of the standardized training and the objectives not covered during a CUI.

7.6.5. Owning MAJCOMs will coordinate proposed validation dates with their MAJCOM Gatekeepers.

7.6.6. MAJCOM Gatekeeper will de-conflict inspections, evaluations and audits to minimize impact to units.

7.6.7. MAJCOM will coordinate the approved dates with the RTC to schedule the RTC validation visits.

7.6.7.1. RTCs must obtain approval from HQ AFSFC/CC and owning MAJCOM for validation extensions to exceed the 24 month timeline.

7.6.8. After the MAJCOM Gatekeeper approves the proposed RTC validation dates, the owning MAJCOM will request augmentation from HQ AFSFC. This will be completed as a minimum 90 days prior to the RTC validation visit.

7.6.9. Schedule of Events.

7.6.9.1. First Day: In Brief – RTC leadership will receive the following information: team composition, scope of visit, validation criteria, visit schedule, process, out brief format and report/deliverables.

7.6.9.2. Last Day: Out Brief: The team leader and members will provide a comprehensive out brief to the RTC/CC and staff.

7.6.10. Validation Checklists.

7.6.10.1. SF RTC Validation Checklist is designed to assist in preparation for the HQ AFSFC validation review and is not intended as the sole source of guidance for program management. The RTC Validation Checklist should be used in conjunction with the applicable governing directives: AFIs, TEEOs, LPs and MAJCOM supplements.

7.6.10.2. Checklist Currency. Checklists must be updated by the HQ AFSFC within 90 days of guidance changes being posted on the Air Force e-Publishing website. HQ AFSFC will review all checklists annually.

7.6.10.3. MAJCOMs will use the RTC Validation Checklist to ensure RTCs meet minimum requirements located on the HQ AFSFC website at: https://afsfmil.lackland.af.mil/Organization/AFSFC/SFW/org_afsfc_rtc_lessons.htm

7.6.10.4. Owning MAJCOMs may also develop MAJCOM-specific checklists to ensure RTCs are in compliance with MAJCOM specific training standards.

7.6.10.5. HQ AFSFC/SFOC staff will review all checklists annually and ensure checklists are updated within 90 days of guidance with changes being posted on the AF e-Publishing website.
7.6.11. Areas of Validation:
   7.6.11.1. RTC Course Management and Support.
   7.6.11.2. Utilization of standardized RTC curriculum.
   7.6.11.3. C-IED Lane.
7.6.13. Objectives will be validated using the following scale:
   7.6.13.2. Meets with comment. Item does not meet prescribed criteria but has been corrected prior to completion of validation period.
   7.6.13.3. Does not meet. Item does not meet prescribed criteria, identified as a major influence on the RTC’s ability to perform training mission, and/or identified as critical on RTC Validation Checklist.
   7.6.14.1. If the RTC validation team determines the RTC is not meeting the RTC training mission and ineffectively delivering the Air Force standardized RTC curriculum, the RTC validation team will make a recommendation to the owning MAJCOM/A7S to decertify operations at the affected RTC.
   7.6.14.2. Recommendation for decertification will be based upon:
      7.6.14.2.1. Failure to meet any critical item.
      7.6.14.2.2. Failure to meet 50% of non-critical items.
   7.6.14.3. The owning MAJCOM/A7S and AFSFC/CC will meet and discuss decertification of the RTC. If agreement cannot be made on an outcome of the RTC decertification, a package will be staffed to HAF/A7S for a decision.
   7.6.14.4. RTC validation team lead must notify RTC/CC, MAJCOM/A7S and HQ AFSFC/CC of decertification recommendation.
   7.6.14.5. The owning MAJCOM/A7S will immediately notify the RTC Wing Commander or equivalent and the HQ AFSFC/CC of decertification.
   7.6.14.6. HQ AFSFC will no longer schedule classes at the decertified location and it will be the HQ AFSFC’s responsibility to determine scheduling courses of action for existing and future classes.
   7.6.14.7. MAJCOM and RTC will collaborate and establish a recertification timeline based upon the observations. Owning MAJCOM will provide the recertification timeline to HQ AFSFC within 60 days of decertification.
7.6.15. Impact Considerations.
   7.6.15.1. HQ AFSFC/CC will make the determination for long term impact of a decertified curriculum or RTC.
7.6.16. Contracted Functions Validation.

7.6.16.1. Validation Areas. Assess and rate contracted functions against Performance Work Statements (PWS) or Statement of Work (SOW). The PWS or SOW will be assessed for adequacy to ensure it meets mission requirements.

7.6.16.2. Rating and Reporting. Contracted functions will be rated; however, individual contractors will not. Sampling of contracted activity will be coordinated through the Quality Assurance Evaluator (QAE). Contractors may be provided with applicable portions of the report IAW DoD Regulation 5400.7/Air Force Supplement, DoD Freedom of Information Act Program.

7.6.16.3. Validation. Validate observations related to contractor functions with the QAE and appropriate unit personnel. NOTE: Only the Contracting Officer can take formal action against the contractor for noncompliance.


7.6.17.1. Validation Team will complete a formal report within 30 days of validation visit and forward a copy to owning MAJCOM/A7S and HQ AFSFC/CC. The report will be approved by both prior to release to the RTC.

7.6.17.2. Each Validation Report will be assigned a unique tracking number by HQ AFSFC/SFOC.

7.6.17.3. The Validation Report will describe, in sufficient detail, the deficiency and contextual facts as necessary, to clearly convey deficiencies requiring resolution. The written description alone should be adequate for the validation party to begin corrective action planning. Final reports will be maintained by HQ AFSFC/SFOC and reviewed by AETC/A3Q during the annual RTC Tier 3 validation.

DARRELL JONES, Lt Gen, USAF
DCS/Logistics, Manpower and Personnel
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References


AFI 31-283, *Department of the Air Force Civilian Police/Security Guard (DAF CP/SG)* *Program*, 22 December 2010

AFPAM 10-243, *Augmentation Duty*, 1 August 2002


AFI 10-403, *Deployment Planning and Execution*, 13 January 2008


AFI 36-2226, *Combat Arms Program*, 24 February 2009


AFMAN 36-2227 Volume 1, *Combat Arms Training Programs, Individual Use Weapons*, 21 May 2004

AFMAN 36-2227 Volume 2, *Combat Arms Training Programs, Crew Served Weapons*, 1 January 2004

AFMAN 36-2234, *Instructional Systems Development*, 12 November 1993


AFPD 36-26, *Total Force Development*, 27 September 2011


1-3, 1 February 2010
DoDD 5210.56, Use of Deadly Force and the Carrying of Firearms by DoD personnel Engaged in Law Enforcement and Security Duties, 1 November 2006
DoD 5525.15, Law Enforcement Standards and Training in the DoD, 27 April 2012
10 USC 8013, 5 USC 5529, EO 9397, AFOSH STD 48-139, Laser Radiation Protection Program

**Adopted Forms:**
AF Form 52, Evidence Tag
AF Form 55, Employee Safety and Health Record
AF Form 75, Visitor/Vehicle Pass
AF Form 522, USAF Ground Weapons Training Data
AF Form 623, Individual Training Record Folder
AF Form 623a, On-The-Job Training Record Continuation Sheet
AF Form 689, Task Performance Checklist
AF Form 797, Job Qualification Standard Continuation/Command JQS
AF Form 1098, Special Task Certification and Recurring Training
AF Form 1109, Visitor Register Log
AF Form 1168, Statement of Suspect/Witness/Complainant
AF Form 1176, Authority to Search and Seize
AF Form 1364, Consent for Search and Seize
AF Form 3545, Incident Report
AU Form 23, AFIADL Distance Learning Enrollment Application
DD Form 1408, Armed Forces Traffic Ticket
*DD Form 1805, U.S. District Court Violation Notice*
DD Form 1920, Alcohol Incident Report
DD Form 2701, Initial Information for Victim and Witness
DD Form 2708, Receipt for Inmate or Detained Person

**Abbreviations and Acronyms:**
AAD—Advanced Academic Degree
AAR—After Action Report
ADM—Advanced Designated Marksman
ADL—Advanced Distributed Learning
AEF—Air and Space Expeditionary Force
AETC—Air Education and Training Command
AFJLLIS—Air Force Joint Lessons Learned Information System
AFCFM—Air Force Career Field Manager
AFEC—Air Force Enlisted Classification Directory
AFERB—Air Force Education Review Board
AFH—Air Force Handbook
AFI—Air Force Instruction
AFIA—Air Force Inspection Agency
AFMAN—Air Force Manual
AFOCD—Air Force Officer Classification Directory
AFPC—Air Force Personnel Center
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
AFS—Air Force Specialty
AFSC—Air Force Specialty Code
AFSFC—Air Force Security Forces Center
AFTR—Air Force Training Record
ALD—Available Load Date
AMC—Air Mobility Command
ANG—Air National Guard
ASO—Area Security Operations
ATP—Ancillary Training Program
AU—Air University
AUoF—Arming and Use of Force
BDG—Base Defense Group
BDOC—Base Defense Operations Center
BOV—Board of Visitors
BSO—Base Security Operations
CA—Combat Arms
CDC—Career Development Course
CFETP—Career Field Education and Training Plan
CFM—Career Field Manager  
CUI—Consolidated Unit Inspection  
COCOM—Combatant Command  
CONOPS—Concept of Operations  
CP—Civilian Police  
CPEC—Close Precision Engagement Course  
CRT—Combat Readiness Training  
CTE—Center of Training Excellence  
DAF—Department of the Air Force  
DAFSC—Duty Air Force Specialty Code  
DFC—Defense Force Commander  
DOC—Designated Occupational Capability  
DoD—Department of Defense  
DoE—Department of Energy  
DoDD—Department of Defense Directive  
DOTMLPF—Doctrine, Organization, Training Material, Leadership, Personnel and Facilities  
DPE—Duty Position Evaluation  
DSG—Drill Status Guard  
ECAC—Evasion and Conduct After Capture  
ES—Expeditionary Skills  
ESRT—External Security Response Team  
EST—Expeditionary Skills Training  
ESTVCC—Expeditionary Skills Training Validation & Compliance Checklist  
ETCA—Education and Training Course Announcement  
ESRT—External Security Response Team  
e-TTPG—Electronic-Tactics, Techniques, and Procedures Guide  
FAM—Functional Area Manager  
FBINA—Federal Bureau of Investigations National Academy  
FOA—Field Operating Agency  
FP—Force Protection  
FTAC—First Term Airman Center  
FY—Fiscal Year
GSU—Geographically Separated Unit
HHQ—Higher Headquarters
HN—Host Nation
HQ AFSFC—Headquarters Air Force Security Forces Center
HST—Home Station Training
IA—Individual Augmentee
IAW—In Accordance With
ICE—Individual Combat Equipment
ISRT—Internal Security Response Team
ID—Integrated Defense
IDLH—Immediately Dangerous to Life or Health
IDP—Integrated Defense Plan
IMA—Individual Mobilization Augmentee
ISRT—Internal Security Response Team
ITRO—Inter-service Training Review Organization
JET—Joint Expeditionary Task
JLLIS—Joint Lessons Learned Information System
JQS—Job Qualification Standard
KSA—Knowledge, Skills, and Abilities
LAD—Latest Arrival Date
LEEDS—Law Enforcement Executive Development Seminar
LIMFAC—Limiting Factor
LL—Lessons Learned
LP—Lesson Plan
LSO—Laser Safety Officer
MAJCOM—Major Command
MFM—MAJCOM Functional Manager
MILES—Multiple Integrated Laser Engagement System
MILPDS—Military Personnel Data System
MISCAP—Mission Capability
MOS—Military Occupational Specialty
MRTP—Mission Readiness Training Program
MTL—Master Task List
MTP—Master Training Plan
MUNSS—Munitions Support Squadron
MWD—Military Working Dog
NCOIC—Noncommissioned Officer in Charge
NEC—Navy Enlisted Classification
NGB—National Guard Bureau
NSCTP—Nuclear Security Certification Training Program
NLW—Non-Lethal Weapon
OI—Operating Instruction
OJT—On-the-Job Training
OPR—Office of Primary Responsibility
OTA—Oracle Training Administration
PA—Privacy Act
PCE—Professional Continuing Education
POC—Point of Contact
PWS—Performance Work Statement
QAE—Quality Assurance Evaluator
R&R—Rest and Relaxation
RDD—Required Delivery Date
RDS—Record Disposition Schedule
READY—Resource Augmentation Duty
RI—Reporting Instruction
RIP—Report on Individual Personnel
ROE—Rules of Engagement
RTC—Readiness Training Center
SALUTE—Size, Activity, Location, Unit, Time, Equipment
SEI—Special Experience Identifier
SF—Security Forces
SFM—Security Forces Manager
SITREP—Situation Report
SMC—Shoot, Move, and Communicate
SME—Subject Matter Expert
SOT—Status of Training
SOW—Statement of Work
STRT—Specialty Training Requirements Team
STS—Specialty Training Standard
TDY—Temporary Duty
TEEO—Training Exercise Evaluation Outline
TLN—Training Line Number
TPC—Task Performance Checklist
TTP—Tactics, Techniques, and Procedures
TRQI—Training Requester Quota Identifier
UCMJ—Uniform Code of Military Justice
UDM—Unit Deployment Manager
ULC—Unit Learning Center
UoF—Use of Force
URC—Unit Reserve Coordinator
UTA—Unit Training Assembly
UTC—Unit Type Code
UTM—Unit Training Manager
U&TW—Utilization and Training Workshop
VA—LETC – Veterans Affairs Law Enforcement Training Center
WG—Working Group
### SECURITY FORCES AUGMENTEE TRAINING TASKS.

**A2.1. SF Augmentee Tasks.** When required, active duty, ANG and AFRC units will train SF Augmentees on the following tasks (as a minimum):

**Figure A2.1. SF Augmentee Tasks**

<table>
<thead>
<tr>
<th>Tasks (See Note 1)</th>
<th>Average Training Time (in Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 SF concepts and operations</td>
<td>.5</td>
</tr>
<tr>
<td>2 Counter Bloodborne pathogens</td>
<td>1</td>
</tr>
<tr>
<td>3 Qualify with Assigned Weapon(s) (M-9/M-4/M-16A2)</td>
<td>See Note 2 and 4</td>
</tr>
<tr>
<td>4 Weapons Safety</td>
<td>.5</td>
</tr>
<tr>
<td>5 Use of Force (lethal/non-lethal)</td>
<td>4</td>
</tr>
<tr>
<td>6 CJCS Standing Rules of Engagement</td>
<td>.5</td>
</tr>
<tr>
<td>7 Communications</td>
<td>1 (See Note 3)</td>
</tr>
<tr>
<td>8 Reports (SITREP, SALUTE)</td>
<td>1.5</td>
</tr>
<tr>
<td>9 Individual and Small Team Tactics</td>
<td>4</td>
</tr>
<tr>
<td>10 Handcuffing Procedures</td>
<td>1</td>
</tr>
<tr>
<td>11 Individual Search</td>
<td>2</td>
</tr>
<tr>
<td>12 Area Search</td>
<td>1</td>
</tr>
<tr>
<td>13 Vehicle Search</td>
<td>1</td>
</tr>
<tr>
<td>14 Challenging (Foot &amp; Vehicle)</td>
<td>1</td>
</tr>
<tr>
<td>15 Non-Lethal tools</td>
<td>2</td>
</tr>
</tbody>
</table>

**Notes:**

1. DFCs may direct additional training to meet local mission requirements.
3. Communications Device(s) determined by local unit.
4. Refer to AFMAN 36-2227V1, *Combat Arms Training Programs, Individual Use Weapons*, for training times on individual use weapons.
ATTACHMENT 3
EXAMPLE TRAINING, EXERCISE AND EVALUATION OUTLINE (TEE0).

UNIT: (Type of unit engaged in exercise/evaluation, i.e., Response Force, Fire Team).

MISSION: (Provide a brief description of the mission, i.e., Convoy Operations).

TASK(S): (List the task(s) to be evaluated).

CONDITION: (The condition associated with the evaluated task).

STANDARD: (The standard associated with the evaluated task).

Evaluator/Unit: (Self-explanatory).

Date: (Self-Explanatory).

1. GENERAL CONDITIONS: (Provide a brief description of the scenario).

2. PRIMARY EXERCISE TRAINING AND EVALUATION STANDARDS: (Provide an explanation of the standards to be met in order to achieve a passing grade/rating and how the standards are to be measured. TEE0 developers may also provide an explanation of intangible items that may contribute to successful accomplishment of the task or tasks, for example, command and control, communication, tactics, etc).

3. TRAINING EXERCISE AND EVALUATION RESULTS: (Provide instructions for trainers/evaluators/controllers on how to document evaluation results, i.e., Check "G" [Go] or "N" [No-Go] in the space provided on the following pages of this outline to indicate the unit's performance on each task. Trainers/evaluators/exercise controllers should record other important information on the back of the outline).

4. SUGGESTED SUPPORT REQUIREMENTS:
   a. Administration. (Outline instructions for trainers/evaluators/controllers on any administrative functions needed to carry out the exercise/evaluation. Some things to consider are safety and coordination with affected units such as providing exercise start cards and copies of TEE0 to the BDOC).
   b. Minimum evaluators. (Provide a description of the composition of the exercise/evaluation team. The size, makeup and positioning of the team should be adequate to cover all aspects of the exercise/evaluation).
   c. Opposing forces. (Provide the details for opposing forces. Among things to consider are team composition, equipment, position, and tactics, techniques and procedures to be used).
   d. Support personnel. (List any support personnel needed and the duties they will perform).
e. Exercise area. (Provide a description of the area to be used. The area should be of sufficient size to allow the unit to carry out the task(s) and should also resemble the environment where the team will be performing its mission(s) as much as possible).

f. Firing area. None.

g. Training aids, devices and special equipment. (List any items needed to support the exercise/evaluation. Some examples are listed below).

1. If available, use approved dye marking cartridges or Multiple Integrated Laser Engagement System (MILES) or similar system for both the RF and opposing forces.

2. If available, use light attenuating devices for training in limited visibility situations.

3. In actual night exercises, both response forces and opposing forces personnel should wear night vision devices, if available.

4. Ammunition. Issue the following to both forces:

   a. 5.56mm, blank, 60 rounds per M16 series weapon (M16A2/GAU/M4).

   b. 5.56mm, blank, 200 rounds per M249 or M240B machine gun.

5. Smoke canister (if appropriate).

6. If using MILES, follow the rules in the Air Force Handbooks or in the MILES exercise booklet.

7. Marking cartridges.

8. Key references. AFHs, AFI 31-101 Integrated Defense, and Marking Cartridge CONOPS.

5. CONSIDERATIONS: (List any considerations that will contribute to a safe but successful exercise/evaluation. Some examples are listed below).

a. If MILES is not available, one trainer or evaluator should be with opposing forces to allow the trainer or evaluator to see how well the response force uses available cover and concealment, as well as proper fire and maneuver techniques.

b. The use of marking cartridges is authorized but is not required. Marking cartridges can add a high degree of realism, but can create a safety risk. If used, strict compliance with the guidance and safety procedures in the CONOPS provided on the HQ AFSFC website will be followed. Safety is critical and must be considered and built into every phase of training. Scenarios will be stopped immediately if any safety violation occurs.
c. Trainers, evaluators and exercise directors must not interfere with the exercise, or by their position, alert either side of the opponent's movements.

d. In training, players will serve as controllers or evaluators. Being a player in one exercise and an evaluator in another reinforces tactical training principles.

e. Safety procedures must be briefed before the exercise starts. The briefing must include:

(1) Weapons safety.

(a) Never play with your weapon, or perform any gestures with your weapon that would cause a safety concern or issue.

(b) The safe use of blanks, if used. Briefing should include safe engagement distance and proper use/installation of blank firing adapters.

(c) The safe use of marking cartridges when used. Briefing should include safe engagement distances, any prohibited engagement areas, the use of protective equipment and do’s and don’ts of using marking cartridges.

(2) Use of Force.

(3) Vehicle safety.

(a) Speed limits.

(b) Local driving hazards.

(c) Vehicle limitations and handling characteristics.

(d) Driving in/around the flight line and aircraft parking areas.

(4) Ground Safety.

(5) Any locally unique hazards, state or host nation restrictions.

(6) Evaluators and controllers must be able to immediately stop exercises in progress for safety violations.

ATTACHMENT 4

CORE TASKS FOR SELECT S-3/FLIGHT DUTY POSITIONS.

A4.1. This table mandates the minimum core tasks required for Installation Entry Controller, SF Patrol and Flight Sergeant/Commander. The below tasks (most from the 3P0X1 CFETP STS) will be identified in the work center MTL as being required for these duty positions; this will ensure SF performing in these duty positions, regardless of location, receive standardized duty position training. NOTE: Per AFI 36-2201, Air Force Training Program, Attachment 13, the CFETP will be the core document of the MTL; all other mandated duty position tasks (local or otherwise) will be documented on an AF Form 797.

Table A4.1. Core Tasks

<table>
<thead>
<tr>
<th>3P0X1, SF Specialty Training Standard Line Item</th>
<th>Installation Entry Controller</th>
<th>SF Patrol (Note 1)</th>
<th>Flight Sergeant/Commander (Note 2)</th>
<th>Core Tasks</th>
</tr>
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<tbody>
<tr>
<td>2.1.</td>
<td>X</td>
<td></td>
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<td>Utilize Post Priority Chart</td>
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<td>7.3.</td>
<td>X</td>
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<td>SF Applications of MWD</td>
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<td>X</td>
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<td>MWD Legal Considerations</td>
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<td>7.10.1.</td>
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<td>BDOC Duties</td>
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<td>7.10.4.</td>
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<td>Dispatch Law Enforcement Patrols (Note 5)</td>
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<td>7.10.5.</td>
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<td>Dispatch Security Response Elements</td>
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<td>Net Communications Protocol</td>
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<td>15.4.4.</td>
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<td>Flight-Level Exercises</td>
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<td>16.1.</td>
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<td>Conduct Guardmount</td>
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<td>17.2.</td>
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<td>Post Checks</td>
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<td>Blood Borne Pathogens/Counter Blood Borne Pathogens</td>
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<td>29.2.</td>
<td>X</td>
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<td>Use Installation Grid Map</td>
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<td>33.1.</td>
<td>X</td>
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<td>Prepare AF Form 52 (Note 5)</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>Prepare AF Form 75 (Note 5)</td>
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<td>33.3.</td>
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<td>Prepare AF Form 1109</td>
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<td>33.5.</td>
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<td>Prepare DD Form 1408 (Note 5)</td>
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<td>Prepare DD Form 1805 (Note 5)</td>
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<td>Prepare AF Form 1176 (Note 5)</td>
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<td>Prepare AF Form 1364 (Note 5)</td>
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<td>Prepare AF Form 3545</td>
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<td>Prepare DD Form 1920 (Note 5)</td>
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<td>Prepare AF Form 3907</td>
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<td>Prepare AF Form 2708</td>
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<td>33.14.</td>
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<td>Write and Review Correspondence/Reports</td>
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<td>Security Forces Management Information System (SFMIS) (Note 5)</td>
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<td>35.1.</td>
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<td>Assigning Personnel Duty Positions</td>
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<td>35.2.</td>
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<td>Manage Assigned Personnel</td>
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<td>36.1.</td>
<td>X</td>
<td>Military Authority and Jurisdiction</td>
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<td>36.2.</td>
<td>X</td>
<td>Military Law</td>
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<td>36.3.1.</td>
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<td>When to Advise</td>
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<td>36.3.2.</td>
<td>X</td>
<td>Advisement Provisions for Active Duty, Civilians, ANG and Reserve</td>
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<tr>
<td>36.3.3.</td>
<td>X</td>
<td>Advise Persons of Their Rights via AF Form 1168</td>
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<td>36.4.</td>
<td>X</td>
<td>Authority to Search</td>
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<td>40.1.2.</td>
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<td>Random Anti-Terrorism Measures</td>
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<td>40.1.3.</td>
<td>X</td>
<td>Nuclear/Non-Nuclear Safe Haven</td>
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<td>40.1.4.</td>
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<td>Home-Station/Deployed Installation Entry Control Duties</td>
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<td>40.2.</td>
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<td>Establish Entry Control Points</td>
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<td>41.1.</td>
<td></td>
<td>Conduct Preliminary Investigations of Incidents or Complaints</td>
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<td>41.3.</td>
<td>X</td>
<td>Secure Crime and Major Accident, Disaster and Incident Scenes</td>
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<tr>
<td>41.4.</td>
<td>X</td>
<td>Process Crime Scene[^5]</td>
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<td>42.1.</td>
<td>X</td>
<td>Concepts and Principles of Use of Force</td>
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<td>42.3.1.</td>
<td>X</td>
<td>Introduction to Non-Lethal Techniques</td>
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<td>42.3.2.</td>
<td>X</td>
<td>Challenge Individuals</td>
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<td>42.3.3.</td>
<td>X</td>
<td>Inter/Intra-Personal Skills</td>
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<td>42.3.4.</td>
<td>X</td>
<td>Employ Physical Apprehension and Restraint Techniques (PART) or HQ AFSFC approved Combatives</td>
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<td>42.3.5.</td>
<td>X</td>
<td>Demonstrate Weapons Retention</td>
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<td>42.3.6.</td>
<td>X</td>
<td>Perform Handcuffing</td>
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<td>42.5.1.</td>
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<td>Demonstrate the Ability to Apply Deadly Force Techniques</td>
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<td>42.5.2.1.</td>
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<td>Practice/Enforce Weapons Safety</td>
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<td>46.1.</td>
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<td>Conduct Individual Search</td>
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<td>46.1.2.</td>
<td>X</td>
<td>Search Building</td>
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<td>46.1.3.</td>
<td>X</td>
<td>Search Area</td>
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<td>46.1.4.</td>
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<td>Search Vehicle</td>
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<tr>
<td>46.1.5.</td>
<td>X</td>
<td>Search for Evidence</td>
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<td>46.2.1.</td>
<td>X</td>
<td>Child Abuse[^5]</td>
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<td>46.2.2.</td>
<td>X</td>
<td>Sexual Assault (Identified as “Rape” in CFETP)[^5]</td>
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<td>46.2.3.</td>
<td>X</td>
<td>Assault[^5]</td>
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<td>46.2.4.</td>
<td>X</td>
<td>Conduct Interviews</td>
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<tr>
<td>46.2.5.</td>
<td>X</td>
<td>Interrogation of Suspects[^5]</td>
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<tr>
<td>46.2.6.</td>
<td>X</td>
<td>Respond and Defuse Domestic Situations[^5]</td>
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<tr>
<td>46.3.1.1.</td>
<td>X</td>
<td>Traffic Management[^5]</td>
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<td>46.3.1.2.</td>
<td>X</td>
<td>Direct Traffic[^5]</td>
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<td>46.3.1.3.</td>
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<td>Respond to Vehicle Accidents[^5]</td>
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<td>46.3.1.4.</td>
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<td>Speed Measuring Devices[^5]</td>
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<td>Alcohol Detection Equipment[^5]</td>
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<td>46.3.1.6.</td>
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<td>Perform Field Sobriety Tests[^5]</td>
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<td>Perform Traffic Stops[^5]</td>
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<td>46.3.1.8.</td>
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<td>Respond to Alarms</td>
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<td>Respond to Restricted Area Alarms</td>
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<td>46.3.1.10.</td>
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<td>Conduct Building Checks[^5]</td>
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<td>46.3.1.12.</td>
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<td>Conduct a Field Interview</td>
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<td>46.3.1.13.</td>
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<td>Victim/Witness Assistance Program[^5]</td>
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<td>Perform Individual Tactics</td>
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<td>Anti-Robbery Procedures[^4 &amp; Note 5]</td>
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<td>N/A</td>
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<td>Emergency Vehicle Operations[^4]</td>
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<td>Pursuit Concepts[^4]</td>
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<td>High-Risk Responses[^4]</td>
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<td>Identification/Credential Verification(^{(Note \ 4)})</td>
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<td>X</td>
<td>Defense Biometric Identification System(^{(Note \ 4/5)})</td>
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**Notes:**
1. Includes Law Enforcement & Security Patrols (Both leader & member positions)
2. Includes DAF Civilian equivalent positions
3. Only required if mandated by local jurisdiction
4. Task not currently in 3P0X1 CFETP STS
5. Task may be exempted by MAJCOM/A7S (Only if unit’s mission does not require task qualification); for example, task is not performed at unit level due to legal, Status of Forces Agreements (SOFA), Host Nation (HN) restrictions or the task is not required due to the uniqueness of the unit’s mission.
ATTACHMENT 5

SECURITY FORCES REGIONAL TRAINING CENTER AWARD PROGRAM.

A5.1. As a minimum, SF RTCs will utilize the following awards to recognize individual SF members who perform above their peers or exhibit outstanding leadership or teamwork. These awards will create an enduring tradition to honor the fallen warriors within our SF community.

A5.1.1. **A1C Jason Nathan Outstanding Airman Award** – Presented to the Airman (E-1 to E-4) who successfully completes all evaluations on the first attempt and is determined to be the best overall Airman defender.

A5.1.2. **SSgt Brian McElroy Outstanding NCO Award** – Presented to the NCO (E-5 to E-8) who successfully completes all evaluations on the first attempt and is determined to be the best overall NCO defender.

A5.1.3. **A1C Lee Bernard Chavis Top Gun Award** – Presented to the defender (Any Grade) who completes and receives the highest scores on the firing portion (Normally M-4) of the curriculum.

A5.1.4. **TSgt Jason Norton MWD Team Award** – Presented to the MWD handler and Canine who completes all evaluations on the first attempt and is determined to utilize the canine to the maximum extent possible while searching and protecting assigned training assets.

A5.1.5. **Lt Joseph Helton Leadership Award** – Presented to the defender that exhibits overall outstanding competency in combat skills, leadership and motivation of superiors, peers and subordinates. The defender must receive a “Go” status on all gradable tasks the first time they are performed.

A5.1.6. **SSgt John Self Top Squad Award** – Awarded to the Top Performing Squad that has first time “Go” status on all evaluations and presents the highest level of teamwork over all other squads.

A5.1.7. **SSgt Travis Griffin Outstanding Cadre Award** – Students will identify one cadre/support staff member to be recognized by student leadership. This award is presented by student leadership at graduation to the cadre member who demonstrated superior professionalism, dedication, communication skills and overall quality of instruction or support to students during training.