

Administrative Changes to AFI 13-415, *Advanced Weapons Director Course Management Program*

OPR: AF/A3O-CS

Add in **Attachment 2, AWDC Graduate Authorization Listing**, the 606 ACS to Tier 1, Priority 1 with 2 authorizations.

Tier 1	Priority	Unit	Authorizations
1	1	606 ACS	2

Attachment 2

AWDC GRADUATE UNIT AUTHORIZATION LISTING

Tier 1	Priority	Unit	Authorizations
1	1	606 ACS	2
		726 ACS	2
		729 ACS	2
		621 ACS	2
1	2	610 ACF	1
		623 ACF	1
1	3	325 ACS	1
		607 ACS	3
2	1	8 WPS	6
2	2	752 OSS	1
		Adversary Tactics Support Squadron	1
2	3	422 TES	1

Note: ANG units strive to maintain at least one (1) AWDC graduate.

26 November 2014

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**



AIR FORCE INSTRUCTION 13-415

28 JULY 2014

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Nuclear, Space, Missile, Command and Control

**ADVANCED WEAPONS DIRECTOR
COURSE MANAGEMENT PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Maj Gen Steven M. Shepro)

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This instruction implements policy guidance in AFPD 13-1, *Command and Control Enterprise*. This instruction details the Advanced Weapons Director Course (AWDC) graduate management program. This instruction applies to all active duty and Air National Guard (ANG) units involved with the training and employment of Weapons Directors (WD) (Air Force Specialty Code (AFSC) 1C5X1D). Offices of Collateral Responsibility (OCR) for this publication are Headquarters (HQ) Pacific Air Forces (PACAF)/A3O, HQ US Air Forces in Europe (USAFE)/A3C, Air Combat Command (HQ ACC/A3C), and National Guard Bureau (NGB/A3Y). This Air Force Instruction (AFI) does not apply to the US Air Force Reserve or the Civil Air Patrol. References to forms within this instruction also equate to electronic products when authorized. Major Commands (MAJCOM) are to forward proposed MAJCOM-level supplements to this volume to HQ USAF/A3O-CS for approval prior to publication in accordance with (IAW) AFI 33-360, *Publications and Forms Management*. Copies of MAJCOM-level supplements, after approved and published, will be provided by the issuing MAJCOM to HQ USAF/A3O-CS, HQ ACC/A3C, and the user MAJCOM and NGB offices of primary responsibility (OPR). Field units below MAJCOM level will forward copies of their supplements to this publication to their parent MAJCOM OPR for post publication review. Send comments and suggested improvements to this publication on AF Form 847, *Recommendation for Change of Publication*, through channels, to HQ ACC/A3C, 205 Dodd Blvd, Suite 101, Langley AFB VA 23665-2789. This instruction is affected by the Paperwork Reduction Act of 1995. **Records management:** Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363,

Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). This 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 and Executive Order 9397. Forms affected by the PA have an appropriate PA statement.

1. General Guidance.

1.1. Objective and Scope. This instruction provides guidance for nomination, selection, management, and utilization of United States Air Force (USAF) AWDC graduates.

1.2. Waiver authority for requirements of this volume will be IAW AFI-33-360, Publications and Forms Management. Waiver requests must come from commanders (or civilian directors) of the affected unit seeking relief from compliance through the command chain up to the appropriate tier approval authority (i.e., Tier 0, 1, 2, 3) (or publications approval authority if non-tiered). See AFI 33-360 for definition of Tier Ratings.

1.2.1. Waiver requests may be sent via email or memorandum, and include the following:

1.2.1.1. Reference and text of the specific requirement for which the commander/director is requesting a waiver.

1.2.1.2. Rationale for the waiver: Explain which of the following three reasons IAW AFI 33-360, apply and describe why:

1.2.1.2.1. The cost of compliance creates unacceptable risk to a higher priority task;

1.2.1.2.2. The expected cost of compliance outweighs the benefit;

1.2.1.2.3. Personnel cannot comply with the requirement due to a lack of resources (training, funds, equipment, facilities, guidance or manpower).

1.2.2. Time period or circumstance for which the waiver will be required.

1.2.3. Risk mitigation measures the requesting commander will implement during the waiver period.

1.2.4. Impact if waiver is disapproved.

1.2.5. Approved waivers will be uploaded into the unit's Management Internal Control Toolset (MICT) for inspection activity review and publication OPR's situational awareness/filing.

2. AWDC Student Selection.

2.1. Purpose. This chapter describes the procedures for nominating and selecting AWDC students; responsibilities of the agencies involved and nominees; primary/supplemental board procedures; nominee/select withdrawal/deferment protocol, alternate activation, and waiver procedures/timelines.

2.2. **Responsibilities.**

2.2.1. ACC/A3 will ensure 57th Wing (WG) has adequate resources to manage and oversee the AWDC as one of the Command's premier advanced enlisted training courses.

2.2.2. ACC/A3C will serve as waiver authority for nomination prerequisites, syllabus, and graduation requirement waivers. A3C will also approve all student selections.

2.2.3. ACC/A3CG is the agency responsible for oversight of the nomination and selection process to include:

2.2.3.1. Distributing the AWDC Selection Board Announcement message, to include nomination criteria (based on the needs of the Air Force), security package due date, nomination package due date, selection board convening dates, and selection message release date.

2.2.3.2. Conducting the selection board IAW paragraph 2.4.

2.2.3.3. Coordinating the selection message, to include notifying the selectees' chain of command and providing guidance to selectees concerning preliminary preparation and course reporting instructions.

2.2.4. Squadron commanders (or equivalent) are responsible for nominating qualified individuals, ensuring AWDC selectees meet course prerequisites, and initiating waiver request actions or withdrawal/deferment requests when selectees are unable to meet course prerequisites before the class start date (CSD) (T-2). Squadron commanders are responsible for providing a complete candidate nomination package in accordance with this instruction and the AWDC Selection Board Announcement Message (T-2). Failure to provide the required information could result in disqualification of the nominee. Do not submit additional paperwork (e.g., additional recommendation letters or endorsement letters).

2.3. Nomination Criteria. The Air Force Education and Training Course Announcement (ETCA) located at <https://etca.randolph.af.mil> and AWDC Selection Board Announcement Message establish Advanced Weapons Director Course nomination criteria.

2.3.1. Nomination Package Timelines. Nomination packages for the AWDC selection board are due per the nomination message. Nominee information [SF86 (Security Clearance Questionnaire), Special Access Program, Personal Information (SAP PI) Sheet, AF Form 2586 (Unescorted Entry Authorization Certificate) and 57 WG/AP Processing Checklist] are due to 8 WPS/AWDC no later than (NLT) 30 days prior to the board date to facilitate initial security clearance screening. Late nomination packages will not be accepted. AWDC Selection Board and nomination package timelines, due dates, and examples will be available on the 8 WPS web site <https://wwwmil.nellis.af.mil/units/usafws/8WPS.htm>.

2.3.2. AWDC selectees will attend classes and ensure qualifications are current as specified in the AWDC selection board results message (T-2). Immediately upon selection notification, all primary and alternate selectees must begin processing requirements outlined in the ACC/A3CG, AWDC selection message. All AWDC students must have a current clearance of Secret or higher with a minimum of a National Agency Check/Local Agency Check (NAC/LAC) investigation no more than 4.5 years old by class start date, or have an open Special Background Periodic Reinvestigation

(SBPR) (T-2). Selectees without the required access must contact their unit security managers and submit all applicable paperwork. Failure to initiate this security clearance action within the necessary time may result in inadequate security access upon reporting to the AWDC for training. Reference ETCA for specific security requirements.

2.4. Selection Board.

2.4.1. ACC/A3CG will host two AWDC selection boards each year, approximately 6 months prior to the applicable AWDC class-start date.

2.4.2. The board chairperson will be a representative of ACC/A3CG unless an alternate is appointed; the chairperson will be responsible for the conduct and overall leadership of the board. The chairperson will select the board dates, board members, ensure board members receive nomination package materials, and manage the student selection board process.

2.4.3. MAJCOMs will provide one representative for the selection board at ACC/A3CG's request. MAJCOM representatives must be familiar with their Command's requirements. MAJCOM representatives may participate in the board process via telephone or email as required.

2.4.4. ACC/A3CG will release the selection board results per the nomination message, typically 5-7 days after selection board adjournment.

2.4.5. ANG receives one slot per year. NGB/A3YG conducts a separate board from all packages received to determine their best nomination. Nominee name is provided to A3CG prior to the AWDC selection board. ANG nominee name will be officially released in the AWDC selection message.

2.4.6. Withdrawal, alternate activation, and deferment. AWDC candidates may need to withdraw from consideration/selection or be deferred "grandfathered" to a subsequent class due to humanitarian reasons or operational necessity. ACC/A3CG is the approval authority for nominee/select withdrawal prior to CSD, for alternate activation and is final approval authority for all deferment "grandfathering" actions. Due to the time sensitivity inherent in activating available alternates, the potential student's Squadron Commander (SQ/CC) (or designated representative) will coordinate withdrawal requests directly with ACC/A3CG prior to CSD, with a courtesy copy to 8th Weapons Squadron Commander (WPS/CC) (T-2).

2.4.7. Alternate activation. When an AWDC select is withdrawn and a selection board-designated alternate is available, ACC/A3CG will coordinate with 8 WPS/CC to activate the alternate and notify all concerned parties. If the AWDC can accommodate more students than selected at the central board, the 8 WPS/CC may request ACC/A3CG to activate AWDC alternates. ACC/A3CG will notify appropriate organizations of the alternate activation.

2.5. Student Guidance.

2.5.1. The Air Force ETCA and the ACC AWDC Selection Board Announcement Message outline reporting and attendance procedures.

2.5.2. Selectees must ensure they meet all CSD requisites prior to reporting to AWDC. CSD requisites are defined in the AWDC syllabus and in the ACC/A3CG Selection

Message after each selection board. If an individual is unable to meet course entry requisites due to extenuating circumstances, the select's SQ/CC must submit a CSD waiver request (T-2).

3. Waivers.

3.1. **Types of AWDC Waivers.** There are three broad waiver categories within the AWDC program: selection board, CSD, and end of course (graduation) waivers. Selection board and CSD waiver requests must be submitted through the applicant's squadron commander or designated alternate to ACC/A3CG, with courtesy copy to 8 WPS/CC. The 8 WPS/CC will submit graduation waivers to ACC/A3C for approval (T-2).

3.1.1. Selection Board Waivers. Selection board waivers include Time-In-Service (TIS) and rank waivers. Waiver requests for individuals exceeding the TIS requirement are evaluated on a case-by-case basis. Nominees requiring a waiver to meet the selection board must submit a waiver letter through their squadron commander or designated representative to ACC/A3C (T-2). Include the following information: 1) specific reason for waiver request, 2) justification for waiver and 3) plan to mitigate shortfall, either before CSD or for graduate assignment management. Approval of these waiver requests by ACC/A3C does not guarantee selection at the board, only that the nominee will be allowed to compete for selection.

3.1.2. CSD waivers (T-2). Waivers are for requirements that must be met by AWDC selectees prior to CSD. These requirements include Combat Mission Ready (CMR)/Basic Mission Capable (BMC) lookback, currency defined by Mission Design Series (MDS)/Specialty in the AWDC Selection Board Announcement message. Do not submit these waivers for the selection board. The 8 WPS/CC may disenroll individuals who report to AWDC without meeting minimum requirements and do not have a waiver.

3.1.3. Graduation Waivers. If AWDC students are unable to complete all syllabus requirements by the established class graduation date, the USAFWS/Commandant (CO) will prepare a consolidated "graduation" requirement waiver request to ACC/A3C NLT the start of the Integration (INT) phase (T-2). The waiver request will include a detailed summary of the training deficiency, including any extenuating circumstances as well as an assessment of combat air forces (CAF) impact for not meeting syllabus requirements.

4. AWDC Graduate Utilization.

4.1. **General.** AWDC graduates perform a critical role in command and control (C2) battle management execution. They receive highly specialized training and possess comprehensive knowledge of air-to-air weapons, electronic warfare, threat systems, and C2 platforms. Commanders are encouraged to employ AWDC graduates in key leadership and training positions within their weapons and tactics or training office to take advantage of the graduate's extensive knowledge, skills, and leadership abilities. AWDC graduates are able to instruct core WD skills and tasks. Graduates are highly proficient WDs and able to assist Weapons Officers in leading Mission Planning Cell organization and execution. In addition, AWDC graduates are highly skilled in identifying and debriefing mission execution errors and recommending areas for improvement to enhance individual and crew mission employment.

4.2. **Mission Area Expertise.** AWDC graduates receive extensive training and possess a high degree of skill and knowledge executing a wide variety of mission areas to include:

- 4.2.1. Offensive counter air (OCA) and defensive counter air (DCA) missions.
- 4.2.2. Air refueling missions, to include capabilities/limitations and employment of U.S. and coalition air refueling assets.
- 4.2.3. Close air support planning and execution.
- 4.2.4. Airspace management and deconfliction.
- 4.2.5. Mission Planning Cell organization and execution.
- 4.2.6. Interpreting Air Tasking Order (ATO), Airspace Control Order (ACO), and Operational Tasking Data Link (OPTASK LINK) documents and producing relevant mission execution documents.

5. AWDC Graduate Management.

5.1. **Purpose.** This chapter provides specific guidance on assignment management policies and award of Specialty Experience Identifier (SEI) 904 for AWDC graduates.

5.2. **Graduate Tracking.** AWDC graduates are highly qualified C2 operators and ensuring their expertise is matched with unit requirements is a top priority. Upon course completion, graduates are awarded the SEI 904. This SEI will be utilized to track graduates and manage assignments within the Air Force personnel system.

5.2.1. Award of AWDC SEI 904. 8 WPS/AWDC initiates AF Form 2096 action to assign the SEI 904 to graduates upon successful completion of course curriculum.

5.2.2. Unit Manning Authorizations. Units authorized AWDC graduates will specify AWDC graduate authorizations on their Unit Manning Document by adding the SEI 904 to individual 1C5X1D position numbers (T-2). The numbers of authorizations per unit are outlined in [Attachment 2](#).

5.2.3. Assignment Vacancies. All active duty AWDC graduate assignments are managed via EQUAL-Plus. MAJCOM Functional Managers will identify AWDC vacancies throughout their Command and coordinate with AFPC/DPAA3 to advertise and fill assignments via EQUAL-Plus.

5.3. **Assignment Tier/Priority Matrix.** AWDC assignments are prioritized through a Tier System, as outlined in [Table 1](#) below. Upon completion of AWDC, graduates are normally assigned to fill a vacant Tier-1 position (3 years), followed by a Tier-2 assignment (2 years). The needs of the Air Force are the primary determining factors with regard to AWDC graduate placement.

Table 1. Assignment Tier/Priority Matrix.

Tier 1	
Priority 1	Control and Reporting Center
Priority 2	Air Defense Unit
Priority 3	Formal Training Unit
Tier 2	

Priority 1	USAF Advanced Weapons Director Course Instructor
Priority 2	Operations Support Squadron
Priority 3	Operational Test Squadron

5.4. **AWDC Assignment Management.** Units may request assignment deferment for new graduates for up to one year upon completion of AWDC. Commanders should utilize Assignment Availability Code (AAC) 39 IAW AFI 36-2110, *Assignments*, Table 2.1. Further assignment deferment requests will be coordinated through respective MAJCOM Functional Managers (T-2).

BURTON M. FIELD, Lt Gen, USAF
DCS, Operations, Plans and Requirements

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

AFPD 13-1, *Command and Control Enterprise (C2 Enterprise)*

AFI 33-360, *Publications and Forms Management*

AFMAN 33-363, *Management of Records*

AFI 36-2110, *Assignments*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 2096, *Classification/On-the-Job Training Action*

Abbreviations and Acronyms

AAC—Assignment Availability Code

ACO—Airspace Control Order

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFSC—Air Force Specialty Code

ANG—Air National Guard

ATO—Air Tasking Order

AWDC—Advanced Weapons Director Course

BMC—Basic Mission Capable

C2—Command and Control

CAF—Combat Air Forces

CC—Commander

CMR—Combat Mission Ready

CO—Commandant

CSD—Class Start Date

DCA—Defensive Counterair

ETCA—Education and Training Course Announcement

HQ—Headquarters

IAW—In Accordance With

INT—Integration

LAC—Local Agency Check

MAJCOM—Major Command
MDS—Mission Design Series
MFM—MAJCOM Functional Manager
NAC—National Agency Check
NGB—National Guard Bureau
NLT—No Later Than
OCA—Offensive Counterair
OCR—Office of Collateral Responsibility
OPR—Office of Primary Responsibility
OPTASK LINK—Operational Tasking Data Link
PA—Privacy Act
PACAF—Pacific Air Forces
PI—Personal Information
RDS—Records Disposition Schedule
SAP—Special Access Program
SBPR—Special Background Periodic Reinvestigation
SEI—Special Experience Identifier
SQ—Squadron
TIS—Time in Service
USAF—United States Air Force
USAFE—United States Air Forces Europe
USAFWS—United States Air Force Weapons School
WD—Weapons Director
WG—Wing
WPS—Weapons Squadron

Attachment 2

AWDC GRADUATE UNIT AUTHORIZATION LISTING

Tier 1	Priority	Unit	Authorizations
1	1	726 ACS	2
		729 ACS	2
		621 ACS	2
1	2	610 ACF	1
		623 ACF	1
1	3	325 ACS	1
		607 ACS	3
2	1	8 WPS	6
2	2	752 OSS	1
		Adversary Tactics Support Squadron	1
2	3	422 TES	1

Note: ANG units strive to maintain at least one (1) AWDC graduate.