

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

AIR FORCE INSTRUCTION 36-2646

12 JANUARY 2017



Personnel

**SECURITY FORCES TRAINING AND
STANDARDIZATION EVALUATION
PROGRAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A4SX

Certified by: AF/A4S
(Mr. David R. Beecroft, SES)

Supersedes: AFI 36-2646, 13 April 2012

Pages: 71

This instruction implements Air Force Policy Directive (AFPD) 36-26, *Total Force Development and Management*, 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. 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 require routing to the AF/A4SX for coordination prior to certification and approval. Records Disposition: Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW the Air Force Records Disposition Schedule (RDS) 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, in accordance with System of Records Notice (F031 AF SP B). The applicable Privacy Act System of Records 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 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, Table 1.1 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 alternately, to the Publication OPR for non-tiered compliance items.

SUMMARY OF CHANGES

This publication has been revised. This rewrite of AFI 36-2646 includes: (1) new AFI 33-360 waiver authority and tiering levels, (2) identifies the roles and responsibilities between the Air Staff, AFIMSC, AFSFC, and the MAJCOMS, (3) the designations of AF/A7S has been changed to the new designation AF/A4S, (4) provides current terminology on Expeditionary Readiness Training throughout the entire document and (5) added expeditionary active shooter requirements.

Chapter 1— SECURITY FORCES MISSION, VISION AND CORE COMPETENCIES	5
1.1. Security Forces (SF) Mission.....	5
1.2. Security Forces Vision.....	5
1.3. Defender Mind-Set.	5
Chapter 2— SECURITY FORCES TRAINING PROGRAM	6
2.1. Objective.....	6
2.2. Description.....	6
2.3. Responsibilities.....	6
2.4. Qualifications for S-3 Training.....	10
2.5. Security-Related Contracts.	11
Chapter 3— SECURITY FORCES FORMAL TRAINING PROGRAM	12
3.1. Formal Training Program.	12
3.2. Responsibilities.....	12
3.3. Formal Training Process.....	13
3.4. Scheduling.	15
3.5. Course Replacements/Cancellations/Swaps	16
3.6. Formal Training Resources.....	16
Chapter 4— SECURITY FORCES HOME STATION TRAINING PROGRAM	17
4.1. SF Home Station Training (HST) Program.	17
4.2. Responsibilities.....	21

4.3.	SF HST Unit Program Elements.....	24
4.4.	Shoot, Move and Communicate (SMC) Course Training/Evaluation.	28
4.5.	Active Shooter Course Training/Evaluation.	28
4.6.	Expeditionary Active Shooter Training (EAST)	29
4.7.	SF Augmentee Program.....	29
4.8.	SF Training Resources and Equipment.....	30
Chapter 5— STANDARDIZATION AND EVALUATION (STAN/EVAL) PROGRAM		32
5.1.	Stan/Eval Program Objective.....	32
5.2.	Responsibilities.....	32
5.3.	Qualifications for Stan/Eval Personnel.....	33
5.4.	Standard/Evaluation Functions.	33
5.5.	Evaluation and Rating System.....	38
5.6.	Duty Position Evaluation Records Disposition.....	39
5.7.	Trend Analysis Report.....	39
Chapter 6— SECURITY FORCES EXPEDITIONARY PROGRAM		40
6.1.	SF Expeditionary Training Program Concept.....	40
6.2.	Responsibilities.....	40
6.3.	Security Forces Readiness Training.....	41
6.4.	Expeditionary Readiness Program (ERP).....	42
6.5.	SF Pre-deployment Training Requirement.....	43
6.6.	Training Exemptions.....	44
Chapter 7— SECURITY FORCES READINESS TRAINING CENTER PROGRAM		45
7.1.	Security Forces Readiness Training Centers (RTC).....	45
7.2.	Responsibilities.....	45
7.3.	SF RTC Curriculum.....	49
7.4.	RTC Student Scheduling Process.	50
7.5.	Readiness Training Center Operations	51
7.6.	RTC Periodic Course Review.....	55

Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	59
Attachment 2— SECURITY FORCES AUGMENTEE TRAINING TASKS.	65
Attachment 3— EXAMPLE TRAINING, EXERCISE AND EVALUATION OUTLINE (TEEO).	66
Attachment 4— CORE TASKS FOR SELECT S-3/FLIGHT DUTY POSITIONS.	69

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. Defender Mind-Set. The SF Core Competencies of Security Operations, Law & Order Operations, Security Support Operations and Mission Assurance form the foundation upon which we organize, train and equip and are the cornerstone of our strength as an organization. The Defender approaches his or her Defense and Security task with a unique mind-set, focused on protection of the Air Force's fighting power. The Defender Mind-Set is captured in three attributes:

1.3.1. Air-minded Defenders. The ultimate source of SF combat capability resides in the men and women that make up the career field. These Defenders, which consist of active, Guard, Reserve, and civilian personnel are our largest investment and most critical asset. SF Protect and Defend with an air-minded approach developed through doctrine, training, and experience. We understand how the Air Force executes its unique air, space and cyberspace missions and how the air base is the critical node in delivering Air Force capabilities to the Joint Force Commander; we understand how an air base operates and how its personnel conduct their tasks. With this in mind, SF integrates defense concepts into the overall operation of the air base. From the moment Airmen start SF training and become Defenders, we are dedicated to ensuring they receive the air-minded education, training, and professional development necessary to protect, defend and enable Air Force missions.

1.3.2. A warrior ethos with a technological aptitude. Due to the nature of our demanding missions, the SF enterprise nurtures and sustains a warrior ethos to produce well trained, dedicated and resilient Defenders. In conjunction with these warrior skills, SF employs a variety of technologies to enhance our capabilities. To translate this technology into operational capability, our Defenders have the cognition and ability to apply technology and systems effectively to provide a force multiplying effect.

1.3.3. Adaptive, innovative delivery of ID effects. The demands of delivering ID require Defenders who can adapt to any operations environment and geographical location. They must be creative and adjust their air-minded expertise and technology to any situation to include Joint Expeditionary Tasking (JET) missions, which could require skills outside those normally performed. Defenders understand that each mission must be protected according to the responsible commander's intent, as well as the threats, vulnerabilities, and asset criticality that drive ID planning. Finally, Defenders must continuously adapt to changing conditions that affect the defensive plan for the air base or operating location.

Chapter 2

SECURITY FORCES TRAINING PROGRAM

2.1. 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 ensure delivery of ID desired effects and mission success.

2.2. Description. The SF Training Program includes program areas, which are described in detail in subsequent chapters of this instruction. Deliberate execution of all required areas, along the appropriate timelines, are needed to build, reinforce and sustain the individual and collective skills necessary to provide enduring ID against threats to Air Force, Joint and Coalition missions. While all training must be documented appropriately, SF training programs must be rooted in the evaluate-train-evaluate concept and should utilize a variety of venues for accomplishment (e.g. lecture, hands-on performance/OJT, exercises/battle drills). This 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 concept, an individual or team does not require additional training if they have demonstrated proficiency in a given task. The SF Training Program consists of the following:

2.2.1. Formal Training.

2.2.2. Home Station Training (HST).

2.2.3. Expeditionary Combat Certification Readiness Training (ECCeRT).

2.2.4. Combat Readiness Training (CRT).

2.2.5. AF Expeditionary Readiness Program (ERP) Training includes Basic Airman Readiness (BAR), Basic Deployment Readiness (BDR) and Advanced Deployment Readiness (ADR) training.

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 tasked with training other Defenders assumes the role as teacher 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 an AFSFC-approved Instructor Course unless required by the SF Unit CC. However, SF conducting leader-led training must have attended the Air Force Training Course. In addition, SF must comply with training responsibilities outlined in AFI 36-2201, *Air Force Training Program*. ADR level courses of instruction may be taught by leader-led instructors at home station, but will be validated by personnel at a RTC who have completed instructor methodology as outlined in this instruction, which includes certification through Principles of Instruction, the Air University (AU) Online Instructor Methodology Course 1.2 (Course Number 03S00), or an AFSFC 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/A4S).

2.3.1.1. Establishes and approves SF training doctrine, direction, policy and guidance.

2.3.1.2. Appoints the SF Enlisted, Officer and Civilian Career Field Managers (CFM) IAW AFI 36-2640.

2.3.1.3. Chairs the SF Executive Council to provide guidance and approval of SF training standards.

2.3.2. SF Officer (AF/A4S appointed), Enlisted (AF/A4SM) and Civilian (A4SX) CFM.

2.3.2.1. CFMs carry out their duties and responsibilities as outlined in AFI 36-2201, *Air Force Training Program*.

2.3.2.2. Communicates directly with MAJCOM/A4S and Air Force Installation and Mission Support Center (AFIMSC) Detachment Functional Manager or MAJCOM Functional Manager to disseminate Air Force and career field policies and program requirements.

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

2.3.2.4. Develops, approves and advocates for Doctrine, Organization, Training materiel, Leadership, Personnel and Facilities Packages (DOTmLPF-P) provided for SF Combat Readiness.

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

2.3.2.6. Develops Headquarters Air Force Unit Effectiveness Inspection (UEI) Core Checklist Communicators for the SF Training and Stan/Eval Programs.

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

2.3.3. HAF/A4SX.

2.3.3.1. Develops training policy and Career Field Education and Training Plans (CFETPs).

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

2.3.3.3. Advises the AFSFC on the Director of Security Forces and CFMs training objectives.

2.3.3.4. Develops HAF MICT Self-Assessment Communicators.

2.3.4. AFIMSC.

2.3.4.1. Participates in Specialty Training Requirements Team (STRT) and Utilization & Training Workshop (U&TW) sessions as determined by AF/A4S or appropriate CFM.

2.3.4.2. Validates unit requests to update training materials; staffs may recommend training material changes to AFSFC/FGT.

2.3.4.3. 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 Continuous Process Improvement (AF CPI) Playbook (or SAF approved publication) leading to identification of root causes and solutions to deficiencies.

2.3.5. AFIMSC Detachment SF Functional Manager or MAJCOM Functional Manager, if allocated. **NOTE:** Most MFM duties will be centralized at a later date under HQ AFIMSC.

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

2.3.5.2. Performs duties as a representative on the SFM Council.

2.3.6. AFIMSC Deployment Functional Area Manager (FAM) or C-MAJCOM Deployment FAM, if retained at the MAJCOM.

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

2.3.6.2. Works in unison with base-level SF Unit CCs, SF UDMs and the AFIMSC to ensure SF tasked to deploy receive all specialized training required by their deployment line remarks and receive required ADR training, as scheduled by AFSFC/FGC.

2.3.6.3. Coordinates with the AFSFC to ensure DW coded positions receive readiness training at an approved RTC prior to deployment or 180 days prior to their vulnerability period.

2.3.7. Air Force Security Forces Center (AFSFC).

2.3.7.1. Develops and standardizes SF enlisted, officer and civilian training with CFM direction for AF/A4S approval.

2.3.7.2. Assists the Enlisted, Officer and Civilian CFMs and provides utilization and training for all SF.

2.3.7.3. 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.

2.3.7.4. Provides training products to assist in implementing the SF Training Program.

2.3.7.5. Manages SF training programs and coordinates/resolves issues with HQ AFIMSC and/or MAJCOMs.

2.3.7.6. Develops, implements and manages SF Center of Training Excellence (CTE) and Air Force Training Record (AFTR).

2.3.7.7. Manages electronic-Tactics, Techniques and Procedures Guides (e-TTPG) program development and publication to the SF SMARTNET website.

2.3.7.8. Develops and updates the Security Forces Training Guides (SFTRG), Lesson Plans and Task Performance Checklists.

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

2.3.7.10. Manages development of SF-related ADLS course curriculum.

2.3.7.11. Supports the CFMs and HAF A4SX, as requested, with development of SF CFETP for publication and career field training policy.

2.3.7.12. Coordinates with HAF on development and management of the SF Nuclear Security Certification Training Program (NSCTP) and Career Guides.

2.3.7.13. Ensures HAF validated training requirements levied by other Air Force Specialties (AFS) is conducted.

2.3.7.14. Works directly with MAJCOMs, HQ AFIMSC, and SF Squadron Training Sections to ensure only authorized equipment is purchased and utilized.

2.3.7.15. Develops Expeditionary Active Shooter lesson plans.

2.3.7.16. Funds the recurring Federal Law Enforcement Training Accreditation (FLETA) re-certification requirements for Security Forces accredited courses. (T-2)

2.3.8. Security Forces Manager (SFM) Council.

2.3.8.1. Chaired by AF/A4SM.

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

2.3.8.3. Validates Readiness Training Center Working Group (RTC WG) recommendations. Rapidly validates all recommendations so they can be integrated into emergent Tactics, Techniques and Procedures (TTPs) and/or the inclusion of new training objectives based upon evolving mission requirements.

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

2.3.9. SF Executive Council.

2.3.9.1. 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.

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

2.3.10. Security Forces Unit Commander (SF Unit CC). **NOTE:** This term will be used throughout this instruction and applies to all Security Forces Commanders at the squadron level and civilian leader equivalent only.

2.3.10.1. Oversees and ensures effective training programs are established and executed IAW AFI 36-2201, *Air Force Training Program*.

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. Will ensure assigned personnel understand their responsibilities IAW AFI 35-101, *Public Affairs Responsibilities and Management*. (T-1) This provides mentorship, guidance and training oversight for unit officers.

2.3.10.5. Provides Expeditionary Active Shooter Instructors to train installation personnel deploying.

2.3.11. Unit Level Security Forces Manager.

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

2.3.11.2. Recommends additional unit training and changes to HST, Annual Training Plan (ATP), and Master Training Plan (MTP).

2.3.12. Unit S-3/Training.

2.3.12.1. Executes unit training program responsibilities IAW AFI 36-2201, *Air Force Training Program*.

2.3.12.2. Transfers departing member's AFTR to the gaining unit during final out processing.

2.3.12.3. Schedules, tracks and monitors all HST, BDR, ECCeRT, and formal training requirements.

2.3.12.4. With the coordination of the Unit Reserve Coordinator, 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.

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

2.4.3. Instructors will be task qualified on all tasks they instruct. (T-2)

2.4.4. Task qualifications are IAW the unit's Instructor Master Training List, which contains all instructor duty position tasks. Task qualification must occur before instructors are allowed to conduct training classes independently. (T-2) Task qualifications are 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 an AFSFC approved Instructor Course. (T-2) Instructors must complete one of these courses within 120-days of assuming the instructor duty position. (T-2) **NOTE:** SF UNIT CCs will determine the requirements for flight trainers, and 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. Individuals who have previously attended a "T" prefix awarding course, attended Military Trainer Instructor School (MTIS), Basic Instructor Course (BIC) 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 AFSFC approved course.

2.4.6. Upon completion of the requirements in paragraph 2.4.4. and 2.4.5., instructors must complete at least two iterations of instruction on any topic, with the oversight of a fully qualified instructor. (T-2) **NOTE:** ANG instructors will complete one iteration with the oversight of fully qualified instructor, SNCO, or officer. (T-2) These iterations of instruction are needed for an instructor to be fully qualified to teach any and all topics. The iterations will be documented using AFTR and all subsequent evaluations will also be documented. (T-2) **NOTE:** Iterations of instruction should be conducted at the first available opportunity. Fully qualified is defined as an instructor that is task qualified and has successfully completed requirements in paragraph 2.4.5. and have at least one current, successful evaluation (completed both iterations of instruction on any topic). Evaluations will be conducted using the Instructor Evaluation Checklist posted on the AFSFC SMARTNet website and placed in the member's AFTR. (T-1)

2.5. Security-Related Contracts.

2.5.1. Training section/branch personnel at the contract acquisition level (Unit, AFIMSC or AFSFC) will participate in the development of the contract Performance Work Statement (PWS) for security-related contracts. (T-2) The appropriate S-3/Training Section will assist/support quality assurance personnel IAW the contractor's training plan. (T-2)

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. AFSFC.

3.2.1.1. Manage SF Formal Training Programs; coordinates and resolves issues with AFIMSC Dets, MFM's, and CFM's.

3.2.1.2. Solicits nominations from MAJCOMs/HQ AFIMSC for the Law Enforcement Executive Development Seminar (LEEDS) and the Federal Bureau of Investigations National Academy (FBINA) and forwards to HAF CFM's for selection.

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

3.2.1.4. Receives MAJCOM/AFIMSC MFM Cell 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:** AFSFC will ensure the course is available and all costs associated are valid prior to presenting to the AFERB. (T-1)

3.2.1.6. Assists the HAF with the AFERB to ensure SF PCE and AAD requirements are funded.

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

3.2.1.8. Assists the CFM with program management, to include curriculum development/review and annual franchise agreement validation, for DAF Police.

3.2.1.9. Manages the Basic Police Officer Course schedule.

3.2.1.10. Manages the Mission Readiness Training Program (MRTP) for the command IAW AFI 36-2616, *Technical Training Requirements Programs*.

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

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

3.2.1.13. 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.

3.2.1.14. Conducts data calls with all unit S-3/Training Sections to determine training status and needs. Monitors unit S-3/Training programs to ensure operational capability is maintained.

3.2.2. Defense Force Commander.

3.2.2.1. Approves annual MRTP requirements prior to submission to AFSFC.

3.2.2.2. Manages annual training allocations. Ensures AFSFC is advised if unit cannot fill.

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

3.2.3. S-3/Training.

3.2.3.1. Identifies annual unit MRTP requirements; forwards to SF Unit CC for approval before forwarding to AFSFC.

3.2.3.2. Responds to AFSFC, AFIMSC and MAJCOM training data calls. All information collected from these data calls should be shared between the AFSFC, AFIMSC and MAJCOM to alleviate the unit from accomplishing multiple data calls.

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

3.2.3.4. Ensures SF attending formal training courses meet eligibility requirements as outlined in the ETCA website.

3.2.3.5. 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.

3.2.3.6. Works with the UTM to ensure personnel complete all skill-level upgrade requirements. Provide monthly Status of Training (SOT) reports to the commander and documents the meeting on an official memorandum with the SF Unit CC signature.

3.3. Formal Training Process.

3.3.1. AFIMSC Dets and MAJCOMs are allocated SF specific quotas for the FY from AETC through the MRTP validation and allocation process.

3.3.2. Mission Readiness Training Requirements.

3.3.2.1. AFSFC conducts an annual data call of all units through the AFIMSC or MAJCOM POC to project the next FY training requirements. Do not over program or overestimate requirements; program for the actual mission sustainment requirements.

3.3.2.2. Annually, AFPC initiates an MRTP validation data call through the AFIMSC. The data call consists of a 3-year outlook at training needs. AFSFC revalidates FY requirements previously projected for the next two FYs as well as project requirements for the third year.

3.3.2.3. HQ AFIMSC or MFMs validates and consolidates 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).

3.3.2.4. AFPC TRQI Managers compile data for all HQ AFIMSC or MFMs, validate within their baseline and build the requirements into MilPDS/OTA.

3.3.2.5. AFIMSC/A1 is the final approval authority for any issues regarding quota funding.

3.3.3. Mission Readiness Training Allocations.

3.3.3.1. Once all allocations are loaded in OTA, the HQ AFIMSC or MFMs exports the data. AFIMSC determines how to allocate quotas to units based upon MRT data call and quotas received.

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

3.3.3.3. SF Unit CCs who have not executed funded quotas in the past (e.g., 20 quotas requested and only 10 executed), could affect future quotas received.

3.3.3.4. 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.

3.3.4. Priority Explanation.

3.3.4.1. When submitting MRTP validations, units must designate a priority for each requirement. (T-2)

3.3.4.2. Priority 1 are Mission Critical requirements: the mission will fail without this training. Units submit all "T" quota type requests under Priority 1; any under priority 2 will be zeroed out. "P" quota types may also be loaded under Priority 1 if unit, AFIMSC, or MAJCOM is funding the course.

3.3.4.3. 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.

3.3.4.4. Distance learning and Mobile Training Team classes type 4, 6 or 7 (look at the second digit in the course number [e.g., J7AZTTXXXX 0P1A]), do not count against a MAJCOM's funded baseline. "T" quotas cannot be built under these classes.

3.3.5. Allocations in Non-SF Functional Courses.

3.3.5.1. All formal courses are managed by a course owner. Other AFSCs requiring training in SF allocated training seek these courses via the AFSFC. Similarly, AFIMSC MFM Cell also seeks training venues through other MAJCOM/AFIMSC Course Functional Managers.

3.3.5.2. Based upon results of the training data call, contact Course Functional Managers for the required courses to request allocations. Most of these courses can be identified using AFPC SharePoint website.

3.3.6. Non-Mission Readiness Training Allocations.

3.3.6.1. 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.

3.3.6.2. AFSFC 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. 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.

3.4. 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 AFSFC.

3.4.2. Units will submit formal training requests for FY allocations to the AFSFC. (T-2) ANG units will submit FY allocations to NGB. (T-2) AFRC units will submit requests through AF AFRC. (T-2)

3.4.3. When additional allocations are needed, the unit may seek quotas using the “out of cycle” process. 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 changes from an enlisted “A” quota to officer “O” quota.

3.4.4.2. Request funding for a course by submitting an out-of-cycle request for funding. For example, request an “AP” quota be changed to an “AT” quota. If approved, the quota changes 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. (T-2)

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

3.4.5.2. Units submit grade waivers to the AFSFC for validation. The waivers will be endorsed by the SF Unit CC and MAJCOM/A4S. (T-2) If there are available slots the AFSFC will forward the request to the appropriate CFM for final approval. (T-2)

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 incurs any/all associated costs.

3.4.6. AFSFC submits training requests to the AFPC/DPSIT MRT at afpc.dpsit.mrt@us.af.mil.

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

3.4.8. A formal training report on individual personnel is generated by the servicing Military Personnel Section. UTM/UDMs or supervisors provide students reporting instructions, as outlined in the ETCA website, prior to departing for TDY. (T-3)

3.5. Course Replacements/Cancellations/Swaps

3.5.1. The unit will submit replacements, cancellations or swaps to the AFIMSC for processing using current AFPC format and template. (T-3)

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

3.5.3. Students not attending scheduled training are marked as a no-show. Parent organizations incur any/all associated costs for student no-shows. UTM will provide justification for no-show to the AFSFC before the student can be rescheduled. (T-2)

3.6. Formal Training Resources.

3.6.1. The SF SMARTNet website provides SF members a portal for access to various training programs, resources and tools. Additionally, the SF Center of Training Excellence website (SF CTE) https://sf-cte.adls.af.mil/kc/main/kc_frame.asp?blnWhatsNew=True provides members access to SF specific courses, resource materials and a direct link into their AFTR records by clicking the AFTR link in the top right corner.

3.6.2. 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 skills training, skill level upgrade training and supplemental training. Special Experience Identifiers (SEI) are also located in these directories and can be found on the AFPC website at https://gum-crm.csd.disa.mil/app/answers/detail/a_id/7504

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. This applies to all units performing standard LE, Security & Custody missions. Units performing training and unique missions separate from the standard SF role, (i.e. 341st, 342d, RTCs) train IAW their unit's annual training plan. A consolidated table of required HST and their associated training frequency is located on the AFSFC SMARTNet website. In addition, this table identifies additional training prescribed by DoDI 5525.15, *Law Enforcement Standards and Training in the DoD*, the SF Unit CC must ensure individuals conducting law enforcement duties unsupervised receive the prescribed training. (T-0)

4.1.2. Home Station Training (HST) Objective. The HST objective is non-post associated training designed to provide a career field training strategy. The initiative allows MAJCOMs, AFIMSC, AFSFC and units the ability to 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 AF-IT (Air Force Input Tool) reporting and the Defense Readiness Reporting System (DRRS). In addition, HST establishes a standard baseline of training which, ensures the Headquarters Air Force Director of Security Forces vision of a global delivery of a standardized, tactically proficient and resilient defender, regardless of MAJCOM, mission, or location.

4.1.2.1. HST Program Methodology.

4.1.2.1.1. 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 of HST annually. (T-1) HAF directs 109 hours of training through the Foundational Skills Library (FSL). MAJCOMs or unit SF Unit CC determine the remaining 107 hours from the SF HST Course Catalog. IMAs and non-full time Category A (unit) AFRC will complete 151 hours of HST in a 48 month cycle directly linked to the AEF cycle. (T-1) This cycle will encompass 39 months to accomplish HST, three months to accomplish ECCeRT, CRT, ERP, and a six month deployment vulnerability window. (T-1) IMAs and non-full time Category A (unit) ARC on extended orders "120 days or more" will assume the Active Duty HST requirements listed above. (T-1) **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. ANG will follow HST timelines defined by NGB/A4S. (T-1) Units requesting specific training not outlined in the AF HST Course Catalog required approval from the AFSFC.

4.1.2.1.2. Individual Training Obligation. Although it is desirable for all individuals to be trained to the same tactical level, unless otherwise identified by higher level guidance, HST applies only to: E-6s/O-2s and below and equivalent DAF/CP (according to position description and IAW AFI 31-122, *Department of the Air Force*

Civilian Police/Security Guard Program assigned to flight or filling a unit support position within a SF Squadron. 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.

4.1.2.1.3. Credit for ECCeRT and ADR. An individual's completion of ECCeRT and ADR Training will be credited towards the 107 hours of MAJCOM or SF Unit CC training through the SF Expeditionary Skill Library (ESL). (T-1) These individuals are still required to complete the FSL (HAF mandated 109 hours). Additionally, those individuals would have had to complete CRT within 180 days prior to vulnerability window.

4.1.2.1.4. 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-2) These individuals are not required to execute the portions of the annual training plan already completed while they were in deployed or reconstitution status.

4.1.2.1.5. Unit Orientation Training. Unless otherwise determined by the MAJCOM, there are no specified AF/A4S 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) The SF Unit CC will determine in writing if tech school graduates are required to complete training to fall in line with the unit's annual training plan cycle. (T-3)

4.1.2.1.6. Mission Needs Analysis (MNA). A MNA must be conducted to determine the SF Unit CC's mission responsibilities and establish the foundation for the unit's annual training plan. (T-2) Elements needed to complete the MNA are: Designed Operational Capability (DOC) Statement, METs obligations (SF Unit CC determined with AFIMSC approval), projected UTC obligations (DW Coded Positions), Post Priority Chart and special certifications and qualifications. (T-2)

4.1.2.1.7. Annual Training Plan (ATP). Requirements identified by the MNA coupled with the MAJCOM, AFIMSC or SF Unit CC desired advanced skills or proficiencies will be aligned against the unit's training obligations and SF HST Course Catalog to build the unit's ATP. (T-2) For unit level planning purposes, if a topic reference is added after the SF Unit CC signs the ATP then the unit is not required to update the ATP until the following scheduled publication date (not to exceed 12 months) and will remain exempt during this duration of time. (T-1)

4.1.2.1.8. Aligning Forces against the ATP. Each work center (S-1, S-2, S-3, S-4, and S-5) will further breakdown the ATP to align members with required training,

certifications and qualifications not applicable to all and to develop their work center Master Task List (MTL). (T-3) Once complete, use the information from the MNA and the ATP to build the MTP, selecting topics from the SF HST course catalog only. Training topics identified by MNA and ATPs, which aren't outlined in the HST catalog, must be sent to AFSFC/FGT. (T-1) Once approved, they will be added to the Advanced Individual/Team Skills and Proficiency (ASL). (T-1)

4.1.2.1.9. 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 standards 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. This method further ensures training resources are effectively focused on areas requiring greater level of time and resources.

4.1.2.1.10. Documentation. Available Task Performance Checklists (TPC) located on the AFSFC SMARTNet website are used to evaluate members on a GO/NO GO performance standard. Tasks are trained and qualified to the "Go" level. "Go" means the individual can perform the task without assistance and meets local demands for accuracy, timeliness, and correct use of procedures. Once the member receives a "Go", the date of completion of the module will be added to member's AFTR. (T-1) The exact verbiage to demonstrate performance can be determined by the SF Unit CC. All checklists should be used to evaluate a specific task or potential situation and should not be used to encompass an entire duty position. Any topics waived or exempted from the unit's ATP will be documented. (T-3)

4.1.2.1.11. 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. When using the ETE method to train or evaluate members, trainers will use available e-TTPGs, SF Training Reference Guides (SFTRG), and any HST reference material located on the SMARTNet website. The SFTRGs provide a single source document to use in completing training requirements outlined in the Specialty Training Standard (STS), DoDI 5525.15, *Law Enforcement (LE) Standards and Training in the DoD* and Combat Readiness.

4.1.2.1.12. Implementation of SF HST Course Catalog. All HST will be selected from the SF HST Course Catalog. (T-1) The SF HST Course Catalog is located on the AFSFC SMARTNet website. The SF HST Course Catalog is grouped into six distinctive libraries linked to AF/A4S MET obligations and SF Skills. The libraries supporting METs include: Law and Order Operations (L&O), Nuclear Security (NSL) and Military Working Dog (MWDL). The libraries supporting SF Skills 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 individual's 216 hour training requirement.

4.1.2.1.13. 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 waived by the Career Field Manager (CFM) or appropriate authority IAW AFI 36-2201, *Air Force Training Program*. (T-1)

4.1.2.1.14. Volumes 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 AF/A4S. (T-1) When making module selection, considerations are given to ensure units meet all L&O requirements IAW DoDI 5525.15, *Law Enforcement (LE) Standards and Training in the DoD*.

4.1.2.1.15. Training Commensurate with Rank and Duty Position. 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 SF Unit CC.

4.1.2.1.16. 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 SFS HST Course Catalog, if the specific line item falls outside of the unit’s mission obligations (e.g., Exclusive Jurisdiction Considerations in the Traffic Enforcement Module of the L&O would not be required if the installation does not have exclusive jurisdiction).

4.1.2.1.17. Application of the ASL. The ASL is delivered topically and is intended to allow the SF Unit CC to leverage HST to take credit for required specialized certifications (e.g., RADAR, Breathalyzer) and qualifications (e.g., special weapons, additional non-lethal weapons). Additionally, the ASL allows the SF Unit CC to invest more training time in a specific capability already covered in other libraries (e.g., SF Tactical Maneuver, Conduct Physical Control of Subjects/Suspects, and Weapon Proficiency). This enhances unit capabilities commensurate with the MAJCOM or SF Unit CC’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. However, this is additive training and not conducted in lieu of any module from the FSL. Lastly, the ASL allows SF Unit CCs to take advantage of civilian, state, local, or federal professional training venues to enhance unit capabilities (e.g., interrogation techniques or ForcePRO) and the time attending these courses can be applied to the unit’s 107 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 (e.g., ESS Course, MPI, and IDC3).

4.1.2.1.18. Approval for topics not captured in ASL. Although not all inclusive, the ASL does capture some of these training opportunities available to use against the

unit's 107 hours of training. If a unit wishes to take advantage of professional training venues not identified in the ASL they may seek AFSFC approval of the venue and the topic for inclusion in the ASL. **NOTE:** This only applies to the ASL.

4.1.2.1.19. Deviation/Waiver Process. SF Unit CCs will provide written justification through the MAJCOM to the AFSFC. (T-1) SF Unit CCs capture the validation for the specific training topic waived and unit's compensatory measures to deliver commensurate level actions from the requested waived topic. The request is forwarded to the SF CFM for final approval.

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

4.2. Responsibilities.

4.2.1. Air Force Security Forces Center (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.

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

4.2.1.3. Maintains the AFSFC website as the official source of HST training requirements and frequencies. The AFSFC retains the official records of approved changes to the HST requirements and frequencies in accordance with records management standards in AFMAN 33-363, *Management of Records* and the RDS for Publications Management.

4.2.1.4. Oversees SF HST programs and provides HAF guidance and policies to units.

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

4.2.2. Defense Force Commander.

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

4.2.2.2. Approves the Annual Training Schedule.

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

4.2.2.4. 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.

4.2.2.5. Incorporates any applicable combat readiness tasks to home station mission into the ATP.

4.2.2.6. Validates that deploying SF are proficient on all FSL, CRT and AF Home Station Deployment-Ready ERT. Also, ensures SF from their home unit, attending pre-deployment training at an SF RTC or other ADR training site, provide documentation of FSL, CRT and AF Home Station Deployment-Ready ERT proficiency to the training center staff upon arrival. **NOTE:** The document is in memorandum format and signed by the home-station SF Unit CC. It includes, as a minimum, the names of personnel

evaluated, the date(s) training and evaluations 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 hand carries the document and presents it to the training center staff.

4.2.2.7. Appoints a Unit Laser Safety Officer (ULSO) IAW AFI 48-139, *Laser Radiation Protection Program*. The ULSO will receive initial training from the Installation Laser Safety Officer. (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) Supervisors will document training on the AF Form 55, *Employee Safety and Health Record*, electronic mediums such as AFFORMs/MAF LOG C2/G081 or locally developed products. (T-1)

4.2.2.8. Establishes Unit Learning Center (ULC).

4.2.3. Unit S-3/Training.

4.2.3.1. Publishes unit Annual Training Schedule and adapts it to coincide with the unit's scheduled deployment rotations to prevent expiration of annual training requirements.

4.2.3.2. When requirement exists, coordinates training for SF Augmentees with respective units on base.

4.2.3.3. Conducts Unit Orientation Training IAW para 4.1.2.1.5. of this AFI.

4.2.3.4. Administers Weapon Skills Training in conjunction with annual arming use of force (AUoF) test and Practical scenarios. Administer the reliability training and testing separately.

4.2.3.5. Executes UTM responsibilities IAW AFI 36-2201, *Air Force Training Program*. **NOTE:** Commanders have the option to assign the UTM to the S-1 function. If the UTM is assigned to the S-1, UTM responsibilities will be within the S-1 function.

4.2.3.6. Maintains and implements unit MTP IAW AFI 36-2201, *Air Force Training Program*.

4.2.3.7. Assists supervisors in the development of MTL for each work center in AFTR.

4.2.3.8. Validates Duty Position Qualification Training.

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

4.2.3.10. Coordinates and schedules required training with base agencies.

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

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

4.2.3.13. Provides training support to supervisors and trainers.

4.2.3.14. Develops training aids and makes them accessible to supervisors/trainers to use during duty position qualification training.

4.2.3.15. Collaborates with Stan/Eval in the development of Training Exercise Evaluation Outline (TEEOs) and TPCs for local training and evaluation.

4.2.3.16. Coordinates locally developed TPCs or similar computer generated products with S-3/Operations Officer or Superintendent. TPCs will be reviewed annually by Stan/Eval and Training with concurrence from S3/Operations Officer or Superintendent. (T-3)

4.2.3.17. Provides a monthly Status of Training (SOT) briefing to the SF Unit CC and documents the meeting on an official memorandum with the SF Unit CC.

4.2.3.18. Establishes liaison with training contacts from other units on the installation. It is highly encouraged to also establish liaisons with adjacent installations (to include sister services), local governments, civilian law enforcement agencies and host nations to maximize the unit training potential.

4.2.4. Supervisor/Work Center Supervisor.

4.2.4.1. Supervisors are the key to trainee and mission success. They 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, *Air Force Training Program*.

4.2.4.2. Per AFI 36-2201, *Air Force Training Program*, 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. They are responsible for developing the MTL in AFTR. In addition to executing supervisor responsibilities IAW AFI 36-2201, *Air Force Training Program*, supervisors must:

4.2.4.2.1. Review assigned personnel's AFTR to determine training requirements and ensure all necessary training is accomplished per the duty position or work center MTL. (T-2)

4.2.4.2.2. Ensure Duty Position Qualification and Upgrade Training for active duty personnel. ARC personnel are only required when performing active duty for 120 days or more.

4.2.4.2.3. Notify the UTM when personnel complete all skill level upgrade requirements. (T-2)

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

4.2.4.2.5. Maintain individual AFTR for personnel under their supervision.

4.2.4.2.6. Conduct and document S-3/Flight or work center orientation within 60 days of assignment (120 days for non-full time Category A (unit) ARC members) in AFTR.

4.2.5. Flight Trainer.

4.2.5.1. Executes trainer responsibilities IAW AFI 36-2201, *Air Force Training Program*.

4.2.5.2. Conducts duty position qualification training for active duty personnel and ARC performing active duty for 120 days or more.

4.2.5.3. Executes MTP requirements and any other training directed by S-3 Training Section.

4.2.6. Trainee.

4.2.6.1. Executes trainee responsibilities IAW AFI 36-2201, *Air Force Training Program*.

4.2.6.2. Completes required training as directed.

4.3. SF HST Unit Program Elements.

4.3.1. As a minimum, units will cover the units mission training subjects listed in the HST Course Catalog on the AFSFC SMARTNet. (T-1)

4.3.2. The UTM will conduct an initial training evaluation within 60 days of arrival (120 days/or three Regularly Scheduled Drills [RSDs] for non-full time Category A [unit] ARC members). They will review the member's AFTR during this time and identify training needs. (T-2) The gaining UTM will request AFTR account transfer from losing unit if account cannot be accessed. (T-2)

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

4.3.4. AFI 36-2201, *Air Force Training Program*, 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 (0083 & 0085) must maintain an AFTR account to facilitate documentation of training. (T-2) The Job Qualification Standard (JQS) will be used for upgrade training (if necessary), duty positions that require duty position evaluation, and DoDI 5525.15, *Law Enforcement Standards and Training in the DoD*, requirements for all SF members. (T-2)

4.3.5. As a minimum, the following tabs within AFTR will be utilized for all AFSC/Job Series within the current AFTR: Profile I, Profile II, 623 I, 623 II, 623 III, 623A, AF Form 797 and AF Form 1098. (T-2)

4.3.6. Duty Position Qualification Training is hands-on training designed to qualify SF in a specific duty position. Initial training begins the day the member reports to 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.

4.3.6.1. Supervisors and trainers must ensure trainees are provided hands-on training and can complete the performance aspects of a duty position identified in the MTL before receiving a Duty Position Evaluation (DPE). (T-2) This training will be documented in AFTR from initiation to completion. (T-1)

4.3.6.2. Supervisors will ensure personnel under their supervision complete applicable duty position qualification training for each duty position within 60 calendar days of

completing orientation training. (T-3) **NOTE:** This includes assigned IMAs and ARC volunteers performing active duty for 120 days or more.

4.3.6.3. National Guard Bureau (NGB)/A4S and Air Force Reserve Command (AFRC)/A4S will outline duty position qualification training timelines for Drill Status Guard (DSG) and traditional Reserve members who perform an installation security mission. (T-1) Air Reserve Technicians will maintain the same duty position qualification timelines as active duty. (T-1)

4.3.6.4. After completion of the duty position qualification training, the supervisor will notify S-3/Training and submit member's AFTR for review. (T-2) This is completed no later than 3 duty days after completion of the training.

4.3.6.5. Supervisors will notify S-3/Training in writing if the trainee is unable to complete qualification training within 60 calendar days. (T-2) The supervisor will document the circumstances, dates and the reasons for the delay in the individual's AFTR. (T-1)

4.3.6.6. S-3/Training will verify completion of duty position qualification training by reviewing the individual AFTR and reviewing completed tasks in the MTL. (T-2)

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

4.3.6.7.1. MTLs will be completed for each duty position to ensure 100% task coverage. (T-2)

4.3.6.7.2. MTLs will identify all critical work center/duty position tasks. (T-2)

4.3.6.7.3. MTLs will be developed by work center supervisors in AFTR and be approved by appropriate work center superintendent or as delegated by the SF Unit CC. (T-2)

4.3.7. S-3/Training verifies completion of duty position qualification training and annotates completion in the individuals AFTR and notifies Stan/Eval when duty position qualification training is complete. **NOTE:** This initiates the DPE cycle.

4.3.8. Work center supervisors will develop unit MTP to ensure 100% task coverage. (T-3)

4.3.8.1. As a minimum, the MTP includes:

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

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

4.3.8.4. Milestones for tasks and CDC completion.

4.3.8.5. Projected timeframe the trainee is scheduled to complete all applicable tasks, HST, deployment/UTC tasks and Upgrade Training (to include CDCs).

4.3.9. For SF training program documentation purposes, the following are designated as the lowest level work centers for traditional SF squadrons: S-1, S-2, S-3, S-4, and S-5. Subordinate elements are not considered work centers. Duty positions are setup under the appropriate S-function 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.

4.3.10. S-3/Training will develop an Annual Training Schedule which is approved by the SF Unit CC. (T-3) The schedule prioritizes the SF Unit CC HST training priorities, coincides with local deployment rotation and provides a schedule to ensure all personnel are trained on recurring training topics every 12 months or IAW the applicable instruction.

4.3.10.1. S-3/Training reviews the Annual Training Schedule monthly and updates as necessary. The SF Unit CC must approve all changes. (T-3)

4.3.10.2. The Annual Training Schedule includes the following:

4.3.10.2.1. The twelve month training schedule, incorporating all HST and ancillary training requirements.

4.3.10.2.2. Consolidated listing of required HST and their associated training frequency is located on the AFSFC SMARTNet website.

4.3.10.2.3. Combat Readiness Training Plan for postured UTCs.

4.3.10.2.4. Localized training requirements.

4.3.11. S-3/Training will conduct annual AUoF and Reliability training, IAW AFI 31-117, *Arming Use of Force by Air Force Personnel*. (T-1) Each must be done separately. (T-1)

4.3.11.1. Annual AUoF and Reliability training will be documented in the AFTR. (T-1)

4.3.11.2. The annual AUoF and Rules of Engagement basic training provided by Combat Arms (CA) personnel during weapons qualification training, as outlined in AFI 36-2654, *Combat Arms Programs*, does not replace this training.

4.3.11.3. S-3/Training can administer the annual AUoF written test, Weapons Skills Training and practical scenarios during a single training iteration, after member completes the Use of Force Module in FSL. The PASS/FAIL for the written AUoF and practical scenarios will be documented in AFTR. (T-1) However, the Reliability training and testing must be done separately. (T-2)

4.3.11.4. S-3/Training should utilize the AUoF SFTRG Foundational Skills to assist with training and practical scenario. The SFTRG Foundational Skills can be located on the AFSFC SMARTNet website.

4.3.11.4.1. The annual AUoF tests consist of a 25 question multiple-choice test. The Weapon Skills Training will consist of any potential scenario a defender may encounter during their assigned duties to build a proper muscle memory skill set (i.e. upholstering, holstering, target alignment, weapons retention). Units will develop safety measures to ensure no live ammunition is present during weapon skills training to prevent accidental or inadvertent weapon discharges. (T-1) **NOTE:** Local procedures will be established to secure the test and prevent test compromise. (T-2)

4.3.11.4.2. The minimum passing score is 80%. Personnel meeting the minimum score will immediately have review training conducted to cover missed questions. (T-3)

- 4.3.11.4.3. Personnel scoring 79% or below on the written test or failing to successfully complete the performance-based practical decision-making scenario(s) will be re-evaluated on a different test. Personnel failing to achieve a passing score on the second attempt will immediately have their authority to bear firearms withdrawn. (T-1) The individual will be retrained (by supervisor/trainer or S-3/Training) prior to retaking the written test or performance-based practical decision-making scenarios(s). (T-2) The retraining will be documented in the individual's AFTR. (T-1)
- 4.3.11.5. Reliability testing will be conducted in the same manner as the AUoF testing identified in 4.3.10.4. through 4.3.10.4.3.
- 4.3.12. S-3/Training will provide a monthly SOT briefing to the SF Unit CC. (T-3) This briefing may be combined with the UTM's monthly SOT briefing IAW AFI 36-2201, *Air Force Training Program*.
- 4.3.12.1. As a minimum, the SOT briefing includes the following:
- 4.3.12.1.1. Weapons training requirements and status of qualified/unqualified personnel.
 - 4.3.12.1.2. Scheduled training missed/not conducted during previous month, to include circumstances and make up plan.
 - 4.3.12.1.3. Training required/scheduled for upcoming month.
 - 4.3.12.1.4. Formal course(s) scheduled, attendance, cancellations, reschedules and no-shows.
 - 4.3.12.1.5. RTC attendance and After Action Reports.
 - 4.3.12.1.6. Annotated in memorandum and signed by the SF Unit CC/Unit CC.
- 4.3.12.2. SF Unit CC will provide written justification through the MAJCOM A4S to AFSFC if the unit is unable to complete mandated training requirements. (T-2)
- 4.3.13. Upgrade Training.
- 4.3.13.1. SF (Officer/Enlisted) has specific training requirements before being upgraded in skill level. AFI 36-2201, *Air Force Training Program*, outlines requirements for personnel skills development.
- 4.3.13.2. SF 5 and 7-skill level core tasks can be found in the 3P0X1, SF STS within CFETP 3P0X1/X1A/X1B. Personnel in upgrade training must be trained on core tasks in order to be upgraded to the 5 and 7-skill levels. (T-1) Part 1 of the CFETP outlines the education and training requirements for skill level upgrade.
- 4.3.13.3. Air Force Specialty Code Shreds. The UTM, during member's initial AFTR review, completes documentation to add appropriate shred to the AFSC of those personnel who have completed the Military Working Dog (MWD) Handler Course or Combat Arms Apprentice Course.
- 4.3.13.3.1. The UTM verifies AFSC data and updates the appropriate shred/skill level for MWD (3P031A) or CA (3P031B) in MilPDS as part of the member's AFSC.

- 4.3.13.3.2. The UTM will enter the member into 5-skill level upgrade training. (T-3)
- 4.3.13.4. 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 36-2654, *Combat Arms Program*. (T-1)
- 4.3.13.5. MWD Handbook/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 31-121, *Military Working Dog Program*. (T-1)
- 4.3.13.6. 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 AFECD 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 upgrade training. (T-3) Coordinate training arrangements with supervisors/trainers to identify individual training needs. Refer to AFI 36-2201, *Air Force Training Program*, and the AFECD for more specific criteria.

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

- 4.4.1. The Combat Arms section or other approved AFSFC training venues identified on the 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. (T-1)
- 4.4.2. S-3/Training will ensure the unit has S-3/Flight task-qualified SMC course trainer(s). (T-3) It is also highly recommended S-3/Training maintains SF SMC course task qualified trainers to augment flight specific training and add flexibility in the unit's Annual Training Plan. **NOTE:** Not applicable to the ANG.
- 4.4.3. The unit Standardization Evaluation section or Training section must conduct annual evaluations of all unit SMC course trainers. (T-2) This will be a Go/No Go evaluation in which personnel meets all the objectives listed in the course of fire. **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 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 S-3/Flight task-qualified Active Shooter trainer(s). (T-3) It is also highly recommended S-3/Training maintain SF Active Shooter task qualified trainers to augment flight-specific training and add flexibility in the unit's Annual Training Plan.

4.5.3. Active Shooter Trainers receive their initial task qualification and certification from the Active Shooter Incident Response or other AFSFC approved Train the Trainer Course. Supervisors will ensure all training is documented in the individual's AFTR. (T-1)

4.5.4. Active shooter trainers will incorporate the approved SF active shooter lesson plans into all active shooter training. (T-1) The approved active shooter course material is located on the AFSFC SMARTNet website.

4.5.5. Stan/Eval or the Training section will conduct annual evaluations (using a Go/No-Go standard) of all unit Active Shooter course trainers. (T-2) The evaluation ensures 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. Expeditionary Active Shooter Training (EAST)

4.6.1. Only Security Forces personnel will instruct Expeditionary Active Shooter classes. (T-1) Instructors will meet the requirements outlined in paragraph 2.4 of this AFI. (T-1)

4.6.2. Active Shooter Train-the-trainer courses outside the Air Force's active shooter instructor course must be approved by AFSFC. (T-1)

4.6.3. The AFSFC will develop the lesson plan and collaborates with the Air Force Civil Engineer Center to develop vignettes. (T-1)

4.6.4. Training frequency will be conducted IAW the AEF Online, pre-deployment training information page at <https://aef.afpc.randolph.af.mil/predeployment.aspx>. (T-1)

4.6.5. Instructors will use the approved curriculum and approved lesson plan located on the AFSFC SMARTNet. (T-1)

4.7. SF Augmentee Program.

4.7.1. AFPAM 10-243 *Augmentation Duty*, outlines a more flexible, commander-directed program. The contents of AFPAM 10-243, *Augmentation Duty*, are recommendations only and may be used in part or entirely.

4.7.2. Wing Commanders or equivalent Geographically Separated (GSU) Commanders will determine if an installation augmentation program is required. (T-3)

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

4.7.4. SF Augmentee Coordinator, assigned to S-3/Training, coordinates augmentee training with tasked units/agencies.

4.7.5. SF Augmentee Coordinator will maintain training records for each SF Augmentee. (T-1)

4.7.6. If utilized, personnel identified specifically as SF Augmentees will be trained on the tasks listed in Attachment 2, SF Augmentee Training Tasks. (T-1) 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.

4.7.6.1. The SF Unit CC may direct additional training requirements to support the local mission.

4.7.7. All SF Augmentee (AFPAM 10-243, *Augmentation Duty*) and Unit Marshall training is documented in individual training records.

4.8. SF Training Resources and Equipment.

4.8.1. 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.

4.8.1.1. As a minimum, SF units will develop a TEEO for each of their contingency responsibilities as outlined in the installation's Integrated Defense Plan (IDP). (T-3)

4.8.1.2. S-3/Training and Stan/Eval will jointly develop localized TEEOs and TPCs to support their training and evaluation programs. (T-3)

4.8.1.3. 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?" Attachment 3 is a sample TEEO.

4.8.1.4. Task Performance Checklist (TPC) may be used to augment TEEOs if evaluation of individual tasks is necessary.

4.8.1.5. S-3/Operations Officer or Superintendent will validate the TPCs and ensure all tasks identified as critical on the MTL are also identified as critical on the TPCs. (T-3) This is annotated on the TPCs or official memorandum.

4.8.2. S-3/Training uses the CFETP to plan, conduct, evaluate and document training.

4.8.2.1. The SF CFETPs (31PX/3P0X1AB/ and 0083/0085) are the primary documents used to identify life-cycle education and training requirements. They serve as a road map for SF career progression and outline requirements that require completion at appropriate points throughout the career path.

4.8.2.2. CFETPs also specify the mandatory task qualification requirements for award and maintenance of an AFSC.

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

4.8.2.4. CFETPs are used to identify and certify all past and current qualifications.

4.8.3. SF Management and Automated Resource Tracking Network (SMARTNet) website. The SMARTNet website provides SF members a single portal for access to various training programs, resources and tools. SF Center of Training Excellence (CTE) also applies a few training programs, resources, and tools.

4.8.4. Electronics-Tactics, Techniques, and Procedures Guide (e-TTPG). These guides are accessible through the AFSFC SMARTNet website. **NOTE:** A pre-filled AF Form 689 (TPC) is available for most SFTRG tasks. These TPCs contain subtasks associated with specific tasks. The e-TTPGs and the SFTRGs are used by S-3/Training, supervisors and

trainers to the maximum extent possible and can be found on the AFSFC SMARTNet website.

4.8.5. ULC. 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:

4.8.5.1. The ULC computers should have network connection to allow access to the individual's AFTR and other on-line training resources.

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

4.8.6. Obtaining training equipment is a unit responsibility. Training equipment should be standardized and consistent with approved duty equipment. S-3/Training ensures all personnel have access to the training aids to use during Duty Position Qualification Training.

Chapter 5

STANDARDIZATION AND EVALUATION (STAN/EVAL) PROGRAM

5.1. Stan/Eval Program Objective. The Stan/Eval program allows the SF Unit CC 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 section conducts annual inspections of all unit functional areas, and in addition, conducts all initial and subsequent duty position evaluations.

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

5.2. Responsibilities.

5.2.1. HQ USAF/A4S.

5.2.1.1. Develops policy for the Stan/Eval program.

5.2.2. AFSFC.

5.2.2.1. Disseminates guidance to SF Unit CCs on Stan/Eval program requirements.

5.2.3. Defense Force Commander.

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

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

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

5.2.3.4. Reports the applicable training information in the A3 approved readiness reporting system IAW AFI 10-201, *Force Readiness Reporting*.

5.2.3.5. Validates and endorses all inspection reports.

5.2.4. Security Forces Manager. **NOTE:** This term will be used throughout this instruction and applies to all Security Forces Managers at the squadron or group level.

5.2.4.1. Manages the unit Stan/Eval Program. **NOTE:** The SF Unit CC may oversee the Stan/Eval Program in the ARC unit. The Custody Forces Manager oversees the program at Munitions Support Squadrons (MUNSS) location.

5.2.4.2. Provides feedback and recommendations to the SF Unit CC.

5.2.4.3. Reviews, validates and endorses all Inspection and Trend Analysis Reports.

5.2.5. Chief Stan/Eval.

5.2.5.1. Manages the Stan/Eval section. Ensures all reports are completed in prescribed time and should be a member of the Wing Inspection Team. Writes the supporting OI for unit, ensures the unit complies with AFI 90-201, *The Air Force Inspection System*, and

any MAJCOM, AFIMSC, and wing supplements. Also, conducts functional area inspections.

5.2.6. NCOIC Stan/Eval.

5.2.6.1. Manages all duty position evaluations. Prepares all necessary reports and files them appropriately. Works directly with NCOIC of training to formulate questions, review TEOOs and TPCs. Conducts and/or oversees functional area inspections. Ensures they are completed as scheduled, produces reports and should be a member of the Wing Inspection Team. **NOTE:** It is possible, smaller units may have one person covering the two Stan/Eval positions (Chief and NCOIC of Stan/Eval or NCOIC and Evaluator).

5.2.7. Evaluators.

5.2.7.1. Schedules, conducts duty position evaluations, and maintains section file plan. Accounts for all testing material and equipment used for duty position evaluations.

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 SF Unit CC 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 (e.g., MWD handler and alarm monitors). Stan/Eval will appoint SMEs for the unit in writing and endorsed by the SFM. 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. (T-1)

5.4. Standard/Evaluation Functions.

5.4.1. Functional Area Inspection Program.

5.4.1.1. Stan/Eval will inspect or ensure each unit functional area or work center is inspected every 12 months. (T-1) ARC tenant and associate units will conduct functional area inspections at least every 24 months. (T-1)

5.4.1.2. Stan/Eval will organize an inspection team composed of unit SMEs (as needed) when performing inspections of functional areas or work centers within the SF unit. (T-3) **NOTE:** It is highly encouraged that these inspections are cross-functional and a SME does not inspect their own section.

5.4.1.3. Stan/Eval will coordinate with the unit SFM and Group SFM "if applicable" to identify inspection criteria and performance standards. (T-3) Headquarters Air Force and MAJCOM (if applicable) Self-Assessment Communicators are utilized when inspecting functional areas or work centers. Reference AFI 90-201, *The Air Force Inspection System*, for further information detailing the MICT Self-Assessment Communicators.

5.4.1.3.1. Headquarters Air Force and MAJCOM MICT Self-Assessment Communicators 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 MICT Self-Assessment Communicators during Functional Area Inspections. The development of local MICT Self-Assessment Communicators ensures local policies and procedures not identified within the AF/MAJCOM Self-Assessment Communicators are being captured and inspected.

5.4.1.4. Units may substitute a Commanders Inspection Program (CCIP) or HHQ inspection (Inspector General or MAJCOM Staff Assistance Visit) for an annual Stan/Eval Functional Area Inspection if the inspection activity used HAF Self-Assessment Communicators. **NOTE:** If substituting a 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. Stan/Eval will at a minimum ensure each functional area is inspected utilizing HAF MICT Self-Assessment Communicators and any additional mission related Self-Assessment Communicators. (T-2) Stan/Eval will generate a new inspection report, not the program owner. Stan/Eval will annotate deficiencies and observations within the inspection and notify the SFM for review within 3 duty days after the inspection. (T-3)

5.4.2.2. The unit SFM and Group SFM “if applicable” will review inspections. (T-3) The SFM notifies the SF Unit CC on all MICT reports. After the SF Unit CC reviews the report, it is sent to the inspected area to correct any deficient areas discovered during the inspection. After all deficiencies have been corrected and closed, the owning section initiates a new inspection within MICT.

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 consists of a question-and-answer period. These verbal questions are subject-knowledge and task-knowledge based and are 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. (T-2)

5.4.3.1.2. Units will establish local procedures to secure all forms of testing media used for verbal tests. (T-3)

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

subject-knowledge and task-knowledge based and are 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.

5.4.3.3. Performance Evaluation. This evaluation measures the individual's ability to successfully perform the duties for the specific duty position under consideration using a Unit Commander approved TPCs.

5.4.3.3.1. Performance evaluations are conducted during the normal duty schedule and while the individual is on post or in their work center. Members may also be evaluated during real world events if it meets Stan/Eval intent for performance.

5.4.3.3.2. Team positions are evaluated while the member is performing duties as part of the team.

5.4.3.3.3. Immediately following the evaluation, Stan/Eval provides feedback to the individual/team. Performance evaluations use the Go/No-Go rating system.

5.4.3.3.4. Simulated firearms will be of a color that is immediately distinguishable from real weapons. (T-1)

5.4.3.3.5. 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. (T-1)

5.4.3.3.6. If an armed SF is being evaluated, the duty weapons will be treated the same as a flight level exercise with emphasis on weapons safety. (T-1) Non-lethal weapons will not be removed from their approved holster. (T-1) A weapon safety announcement will be communicated to all participating personnel. (T-1)

5.4.4. Duty Position Categories. Duty positions are categorized as critical or non-critical. The SF Unit CC will identify all S-3/Flight duty positions (critical and non-critical) either in a local Operating Instruction (OI) or official memorandum. (T-2) All S-3/Flight duty positions will be certified by Stan/Eval. (T-2)

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. (T-2) **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. (T-2) 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. Nuclear Area Supervisors.

5.4.4.1.4. Limited Area Entry Controller & Limited Area Close In Sentry.

5.4.4.1.5. Exclusion Area Entry Controllers.

5.4.4.1.6. Flight Chief/Sergeant.

5.4.4.1.7. Confinement/Detention Positions.

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 positions (Desk Sergeant, Security Controller, Base Defense Operations Center [BDOC]/Emergency Communications Center Controller, etc.).

5.4.4.1.10. Any duty positions designated critical by the MAJCOM or unit SF Unit CC.

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 SF Unit CC individuals may work non-critical duty positions independently prior to being certified through the DPE process. If allowed, the SF Unit CC identifies these non-critical duty positions in a local OI or official memorandum. Additionally, if allowed by the SF Unit CC 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. (T-2)

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 completes 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. (T-2) 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. (T-2) 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 and ARC members on orders or activated for 120 days or more are evaluated every 24 months for a non-critical duty position and every 18 months for critical duty positions. NGB/A4S and AFRC/A4S outline DPE timelines for Drill Status Guard (DSG) and traditional Reserve members who perform an installation security mission. Air Reserve Technicians maintains the same duty position qualification timelines as active duty.

5.4.4.3.4. Deployment cycles are taken into account when scheduling subsequent DPEs. Units should recertify expiring duty certifications prior to deployments.

5.4.4.3.5. If a recertification for non-critical duty positions expires while the member is deployed the SF Unit CC or higher may grant the member a 45 calendar day

extension from the date of returning to official duty. For critical duty positions individual will be considered not qualified upon returning to home station official duty and they must complete a recertification in that DPE. (T-2)

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. (T-1) The unit develops 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 paragraphs 5.4.3. and 5.4.4.

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 (e.g., Internal Security Response Team/External Security Response Team members). The NCOIC of Stan/Eval must ensure combined evaluations adequately encompass the duties of each duty position. Stan/Eval, may evaluate multiple personnel as long as the section can adequately observe and evaluate them properly. Real-world incidents may count as evaluations if it meets the scope of the performance scenario. MAJCOMs, AFIMSC and SF Unit CCs may direct additional no-notice evaluations.

5.4.4.5. If approved by the SF Unit CC 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 RSD or 180 days remaining (whichever is less) may also be exempted by the SF Unit CC. If approved by the SF Unit CC these individuals are still considered certified in the duty positions they hold (critical/non-critical). The SF Unit CC's approval of exemptions should be in memorandum format (filed in Stan/Eval) or as a blanket exemption in a local OI.

5.4.5. DPE Documentation. Final reports are produced to provide an overview of each DPE. The report contains a minimum of the verbal evaluation score and written evaluation score (if required). In addition, the report provides 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. (T-2) This report will be filed within Stan/Eval. (T-2) The supervisor will document successful completion of the DPE in AFTR via 623a entry. (T-2) A copy of the report is provided to the individual's supervisor, S-3/Operations Superintendent, S-3/Training, SFM, and SF Unit CC.

5.4.6. DPE 623a example

On this date _____ Member completed DPE on _____ (position). Member received a PASS on verbal, a PASS on written. Member completed _____ (scenario). Deficiencies identified were _____. Additional evaluator notes are _____. Member (passed, failed) DPE.

5.5. Evaluation and Rating System.

5.5.1. For non-critical duty positions, individuals must receive at least a 70% to pass the verbal portion of the DPE. (T-2) For critical duty positions, individuals must receive at least an 80% to pass the verbal portion of the DPE. (T-2)

5.5.2. Individuals must also earn a “Go” on the performance portion of their DPE. (T-2) The SF Unit CC determines if performance requires the individual to physically demonstrate the task or explain the material. A “Go” means the individual can perform the duties without assistance and meets local demands for accuracy, timeliness and correct use of procedures. This does not 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. (T-2) For example, the TPC used by Stan/Eval to evaluate a duty position during an alarm response contains 35 specific tasks; the unit has designated 28 of these tasks as being critical for the DPE of alarm monitor. Due to the complexity of each exercise scenario it is not required to evaluate all items on the TPCs used. However, 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. (T-2)

5.5.3. Duty Position Evaluation Failures.

5.5.3.1. If the verbal, written (if required) 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. (T-2) **NOTE:** NGB/A4S and AFRC/A4S will outline DPE review training timeline requirements for DSG and traditional Reserve members who perform an installation security mission. Air Reserve Technicians will maintain the same timelines as active duty. (T-1)

5.5.3.2. When an individual fails a DPE, the S-3/Operations Officer (or SF Unit CC 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 and the DPE report. (T-3) The supervisor/trainer ensures the recommended training plan is annotated in the member's AFTR. The SF Unit CC and SFM will be notified and briefed on the failure and the recommended courses of action.

5.5.3.3. The individual's supervisor/trainer re-trains the task(s) and annotates the trainee's AFTR IAW AFI 36-2201, *Air Force Training Program*, and notifies S-3/Training when review training is completed. S-3/Training verifies completion of review training and notifies Stan/Eval to reschedule the failed portion(s) of the DPE. Stan/Eval reevaluates the individual no later than 30 calendar days after being notified by S-3/Training and reviewing the individual's AFTR. **NOTE:** NGB/A4S and AFRC/A4S will outline reevaluation training timelines for DSG and traditional Reserve members who perform an installation security mission. Air Reserve Technicians will maintain the same reevaluation timelines as active duty.

5.5.3.4. The SF Unit CC and SFM, in coordination with the S-3/Operations Officer (or SF Unit CC designee for units not having an S-3/Operations Officer) and S-3/Superintendent approves supervisor/trainer-administered review training requirements for subsequent DPE failures.

5.5.3.5. Critical DPE Failures. Members are not allowed to work in that position without direct supervision until successfully completing a reevaluation.

5.5.3.6. Non-critical DPE Failures. The SF Unit CC 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 paragraphs 5.5.3.2. and 5.5.3.3.

5.5.4. 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 SF Unit CC designates decertification authority, by position, in a local OI or an appointment letter.

5.5.4.1. If reconsidered for the duty position after decertification, the individual's supervisor/trainer conducts review training on the deficient task(s) and annotates the trainee's AFTR IAW AFI 36-2201, *Air Force Training Program*, and notifies S-3/Training when review training is completed. The trainee is given no more than 30 calendar days of review training prior to being scheduled for a reevaluation.

5.5.4.2. S-3/Training verifies completion of review training and notifies Stan/Eval to schedule a complete DPE (verbal, written [if required] and performance). Stan/Eval reevaluates the individual no later than 30 calendar days after being notified by S-3/Training. **NOTE:** NGB/A4S and AFRC/A4S outlines reevaluation training timelines for DSG and traditional Reserve members who perform an installation security mission. (T-2)

5.6. Duty Position Evaluation Records Disposition.

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

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

5.7. Trend Analysis Report.

5.7.1. Stan/Eval provides a quarterly trend analysis to the SF Unit CC, SFM, S-3/Operations Officer/Superintendent and S-3/Training. The analysis focuses on individual DPE reports from the previous quarter. ARC units will conduct the trend analysis on a yearly basis. This analysis is designed to provide the SF Unit CC feedback on the status of the unit's training program and highlight areas where training should be more focused.

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

Chapter 6

SECURITY FORCES EXPEDITIONARY PROGRAM

6.1. SF Expeditionary Training Program Concept. The SF Expeditionary Training Program incorporates Expeditionary Readiness Training (ERT) and SF CRT. ERT is administered at home station, RTC, and other ADR or approved DoD training venues.

6.2. Responsibilities.

6.2.1. Director of Security Forces (AF/A4S).

6.2.1.1. Develops SF CRT policy.

6.2.2. SF Officer (AF/A4S appointed), Enlisted (AF/A4SM) and Civilian (A4SX) CFM.

6.2.2.1. Establishes SF ERT policies and direction.

6.2.3. AFSFC.

6.2.3.1. Publishes SF CRT.

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

6.2.3.3. Manages SF ERT, CRT and provides guidance to MAJCOMs.

6.2.3.4. Schedules all SF postured against a DW coded UTC as provided by the HQ AFIMSC Expeditionary Support Directorate.

6.2.3.5. Will provide SF ERT and CRT guidance to units.

6.2.3.6. Works in unison with the HQ AFIMSC Expeditionary Support Directorate to ensure SF tasked to deploy receive specialized training as directed by their deployment line remarks.

6.2.3.7. . Ensures SF tasked to deploy receive required ADR training as scheduled.

6.2.3.8. . Ensures SF postured against a DW-coded UTC, but not tasked during their deployment vulnerability window, receive ECCeRT sustainment training at an approved SF RTC.

6.2.4. Defense Force Commander.

6.2.4.1. Appoints an ERT Manager in writing.

6.2.4.2. Ensures all SF ERT and CRT requirements are met.

6.2.4.3. Develops a deployment schedule that provides a measure of predictability for assigned personnel that meets the applicable AEF battle rhythm.

6.2.4.4. Ensures the AEF UTC Reporting Tool (ART) report accurately illustrates and validates assessments and remarks for the UTC capability in a timely manner. This is completed every 30 days or within 24 hours of a status change as outlined in AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*.

6.2.4.5. Ensures the AF-IT report depicts the unit's status, based on the ability to execute the mission-set for which it was organized or designed and the mission against which it is employed. The unit uses all Designed Operational Capability (DOC) statements (mobility and home station) when completing AF-IT report. This is completed every 30 days or within 24 hours of a status change affecting the unit's overall C-level, the four measured area levels, associated reason codes, deployed reason codes, and get well date changes as outlined in AFI 10-201, *Force Readiness Reporting*.

6.2.5. Unit S-3/Training.

6.2.5.1. Performs as ERT Manager, ensuring all SF members meet the appropriate ERT tiered training requirements.

6.2.6. Unit S-4/Unit Deployment Manager (UDM).

6.2.6.1. Manages deployment readiness and ensures required training is complete for all deployable personnel.

6.2.6.2. Performs UTC development, management and maintenance activities IAW AFI 10-401, *Air Force Operations Planning and Executions* and AFI 10-403, *Air Force Operations Planning and Execution*.

6.3. Security Forces Readiness Training.

6.3.1. Security Forces Readiness Training is a combination of individual and collective skills. It provides every SF member with the capability to shoot, move and communicate. Readiness training provides the foundation upon which every SF member's mission preparation begins and directly contributes to combat readiness.

6.3.2. Readiness Training Center training must be accomplished 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 180 days prior to entering their deployment vulnerability window. (T-1) DW coded forces postured as enablers will complete RTC training every 24 months. (T-1) All personnel who are scheduled to deploy in their deployment vulnerability window are scheduled by AFSFC/FGC to attend an RTC as close to their available to load date (ALD) or within 180 days of required delivery date (RDD). AFIMSC FAMS should work closely with the AFSFC/FGC to ensure all members within their MAJCOM attend RTC training in accordance with the guidance above. AFIMSC FAMS work with AFSFC/FGC to provide further guidance regarding who is required to complete RTC training above and beyond this baseline requirement for availability as deployment backfills 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) ARC personnel not scheduled for a deployment will complete RTC training as scheduled by AFSFC/FGC, AFRC/A4S and NGB/A4S.

6.3.3. SF tasked to deploy must be proficient on all FSL, CRT, AF Home Station Deployment-Ready ERT and ADR training requirements. (T-1)

6.3.4. To be considered proficient, Defenders must train using the evaluate-train-evaluate methodology demonstrating proficiency on FSL, CRT, and AF Home Station Deployment-Ready ERT tasks. The CRT task is a pre-requisite to RTC and must be completed prior to attendance and must remain current throughout the vulnerability period. (T-2)

6.4. Expeditionary Readiness Program (ERP).

6.4.1. AF 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 the Expeditionary Readiness Program (ERP) as outlined in AFGM 2015-10-01, *Air Force Guidance Memorandum for Expeditionary Readiness*. (T-1)

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. ERP is 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. ERT is optimized when incorporated as a continuum across a defender's career and aligned with mission tasking and deployments.

6.4.2. Basic Airman Readiness (BAR). BAR for all Defenders is delivered through accessions, initial occupational training, and sustained through developmental education. Defenders gain skills through Basic Military Training, Officer Accession venues, and 3-skill level initial training. Completion of this training alone does not produce a deployable defender.

6.4.3. Basic Deployment Readiness (BDR). BDR for all Defenders is delivered at the wing level in alignment with assigned deployment bands. Additionally, SF will train using the FSL and Combat Readiness Training Library (CRTL) as outlined in **Chapter 4**. BDR is designed to ensure every defender maintains proficiency and sustains readiness currency for deployment so SF Unit CCs have maximum flexibility to efficiently execute BDR training. Categories, requirements, frequencies and a current list of BDR training is available at: <https://aef.afpc.randolph.af.mil/AFRIT/afrit.aspx?cat=16>.

6.4.3.1. Defenders will maintain Expeditionary Skills proficiency by completing BDR 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 ADLS at: <https://golearn.adls.af.mil>. (T-1)

6.4.3.2. SF Unit CCs will provide training to those Defenders tasked to deploy or to maintain mission-ready status to support major combat operations. Home station pre-deployment training is a combination of ADLS, standardized classroom and standardized hands-on instruction. This training will also serve as the prerequisite training for Defenders to attend ADR training. **NOTE:** If directed response times in Mission Capability (MISCAP) or Designed Operational Capability (DOC) statements preclude units from completing training requirements on a "just in time" basis, the owning MAJCOM may direct this training to be completed on a recurring basis.

6.4.4. Advanced Deployment Readiness, ADR (Mission Specific). This is determined by factors including: deployment location, threat assessment, specific mission, duty assignment, role, operation or special requirements. Training is focused on pre-deployment training that supports both traditional taskings and non-traditional USAF missions that support other

Combatant Commanders' taskings or for programs unique to the MAJCOMs. Completion of this advanced training prepares a defender for a specific deployment tasking.

6.4.5. SF RTC ADR curriculum and the 820th Base Defense Group (BDG) training plan (which includes SF RTC ADR curriculum) has been certified by HQ AETC/A3Q as meeting the ADR training requirements, outlined in AFGM 2015-10-01, *Air Force Guidance Memorandum for Expeditionary Readiness*. **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. There may be instances where non-820 BDG Airmen will be teamed down range on specific mission sets. In those cases, AFSFC may approve non-820 BDG personnel obtaining ADR training with the 820 BDG. These instances will be case-by-case and coordinated with 820 BDG in advance. (T-1)

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 SF Unit CCs make every effort to have SNCOs ((M)Sgt 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 AFSFC and parent MAJCOM or AFIMSC and availability of unfilled seats.

6.4.6.3. Refer to the ETCA website at <https://etca.randolph.af.mil/default1.asp> 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 SF Unit CCs make every effort to have NCO/SNCOs (SrA with a promotion line number or SSgt-MSgt) assigned to an SF Squad Leader position attends this course. Grade waivers will not be considered for attendance in this course. (T-2)

6.4.7.2. AFSFC will implement a selection process to manage their annual training quotas in this course. (T-2)

6.4.7.3. Refer to the ETCA website at <https://etca.randolph.af.mil/default1.asp> 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 ADR, mission-specific training at an approved SF RTC or other approved ADR training site as scheduled by AFSFC/FGC. (T-1)

6.5.2. DAF CPs (0083) will comply with active duty requirements for FSL, CRT and AF ERT only when deploying. (T-1) DAF CP/SGs are exempt from ECCeRT requirements.

6.5.3. MAJCOMs may increase frequency of ECCeRT training as seats are available and at their own expense.

6.5.3.1. SF Unit CCs will utilize these personnel to fulfill replacement requirements. (T-1)

6.5.3.1.1. SF who deploy as replacements must receive the same mission specific training as identified in the original deployment line remarks, unless an ERT exemption is approved IAW AFGM 2015-10-01, *Air Force Guidance Memorandum for Expeditionary Readiness*. (T-1)

6.5.3.1.2. This training will be scheduled by AFSFC to coincide with their current assigned deployment prep window as outlined in AFI 10-401, *Air Force Operations Planning and Execution*. (T-1)

6.5.4. Attendance at an SF RTC will be documented in the member's AFTR by a trainer/supervisor. (T-1) The RTC report card will be used as documentation of training completion. (T-1)

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

6.5.6. Non-SF personnel assigned to SF units who are postured and/or tasked to deploy will complete ERT requirements as outlined in AFGM 2015-10-01, *Air Force Guidance Memorandum for Expeditionary Readiness*. (T-2)

6.5.7. 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. AFGM 2015-10-01, *Air Force Guidance Memorandum for Expeditionary Readiness*, is the governing directive for ERT Exemptions.

6.6.1.1. SF that have completed ECCeRT and ADR training at an approved SF RTC and are tasked within their vulnerability window are considered trained and will only be required to complete the theater entry requirements by the ALD. (T-2)

6.6.2. Units must submit justification for exemption via memorandum through the MAJCOM to the AFIMSC for approval. (T-1)

6.6.3. AFSFC will coordinate the exemption with AETC/A3Q (lead MAJCOM for ERT) and ACC/A3O (exemption approval authority). (T-1)

6.6.4. 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. Joint Expeditionary Task (JET)/Individual Augmentee (IA) Tasking. Units will use the JET/IA CST Exemption Request form located on the AEF Online Air Force Reporting Instructions Tool page at: <https://aef.afpc.randolph.af.mil/AFRIT/afrit.aspx?cat=16>. (T-1)

6.6.4.2. 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. (T-1)

Chapter 7

SECURITY FORCES READINESS TRAINING CENTER PROGRAM

7.1. Security Forces Readiness Training Centers (RTC).

7.1.1. SF RTCs are SF units with a mission to deliver relevant, focused and up-to-date training for the individual defender or team. Training includes timely updates on the latest enemy TTPs, use of ranges for field training, specialized technology and equipment and small team leadership opportunities.

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 ADR training requirements as certified by HQ AETC/A3Q. Unless otherwise directed, SF defenders will attend only AFSFC approved SF RTCs. (T-1) SF Defenders may be required to attend additional mission specific training (e.g., Provincial Reconstruction Teams, Air Advisory). CAST and ACAST does not fulfill the SF ADR requirements. (T-1) **NOTE:** AFSFC is the designating authority for developing a SF RTC.

7.2. Responsibilities.

7.2.1. Director of Security Forces (AF/A4S).

7.2.1.1. Approves policy for SF RTCs.

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

7.2.2. 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 an approved SF RTC, ECCeRT or other approved training venue designed to meet non-SF mission specific training (e.g., Air Advisory, PRT). Approved SF RTCs include: Commando Warrior, Andersen AFB, GU; Creek Defender, Ramstein AB, GE; and Desert Defender, Ft. Bliss TX.

7.2.2.3. Schedules or monitors 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.

7.2.2.3.5. Fly Away Security (FAS) course.

7.2.2.3.6. Active Shooter Incident Response Instructor course.

7.2.2.3.7. Military Working Dog Expeditionary Training.

- 7.2.2.3.8. Common Remote Operated Weapons Systems (CROWS) course.
 - 7.2.2.3.9. Less than Lethal Munitions training.
 - 7.2.2.3.10. M-2 Qualification course.
 - 7.2.2.3.11. Mk-19 Qualification course.
 - 7.2.2.3.12. SUAS Mission Qualification Training (MQT).
 - 7.2.2.3.13. Tactical Security Element (TSE) course.
 - 7.2.2.3.14. ADR training course.
 - 7.2.2.3.15. MATV/MRAP Vehicle Operators course.
 - 7.2.2.3.16. Combat Arms Expeditionary Training.
 - 7.2.2.3.17. SUAS Initial Qualification Training (IQT).
- 7.2.2.4. Ensures SF postured against a DW-coded UTC, but not tasked during their deployment vulnerability window, are scheduled for ECCeRT 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 periodic course review Checklist and TPCs.
- 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. Lead Agency for RTC periodic course review supports review team with a minimum of one individual during RTC periodic course review.
- 7.2.2.10. Oversees the SF deployment AAR and Lessons Learned program.
- 7.2.2.11. Works jointly with MAJCOMs that own a RTCs to create annual class schedule.
- 7.2.2.12. Manages SF ERP and provides guidance to RTCs through the MAJCOMs that own an RTC.
- 7.2.2.13. Facilitates SF RTC conferences.
- 7.2.2.14. Provides the chair for the SF RTC Working Group (WG) to address ERP, curriculum, associated logistics and annual ERP Validation & Certification Checklists (ERPVCC).
- 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 ERP and references the Air Force Joint Lessons Learned Information System (AF-JLLIS) website at: <https://www.jllis.mil/USAF>, to ensure ERP 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.

7.2.2.18. Establishes a standardized FAS curriculum across the RTCs. **NOTE:** MAJCOMs may supplement the standardized FAS curriculum by adding AOR specific training requirements.

7.2.3. Security Forces Readiness Training Center Working Group.

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

7.2.3.2. Facilitated and chaired by AFSFC. Additional members include MAJCOM/A4S representatives, RTC representatives and SMEs. The voting members of the RTC WG include the MAJCOM/A4S representatives for USAFE, ANG, AFRC, PACAF, AFGSC, and AFMC (AFSFC). **NOTE:** Only one vote from each MAJCOM is counted.

7.2.3.3. Drives the development of RTC LPs and TPCs.

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 periodic course review checklist, to ensure all AF, Combatant Command, SF theater entry requirements and validated ERP requirements are met.

7.2.4. AFIMSC or MAJCOM/A4S, if function retained at the MAJCOM. **NOTE:** Only applies to those that own an RTC.

7.2.4.1. Provides a team member to operate as a representative during RTC periodic course reviews.

7.2.4.2. Approves and directs specific RTC training requirements to supplement approved RTC curriculum. **NOTE:** This training is in addition to the approved standardized pre-deployment training and should not conflict with or duplicate training already approved in the ERP curriculum.

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

7.2.4.4. Notifies AFSFC of training limiting factors that prohibit the RTC from accomplishing required standardized training objectives and makes adjustments to account for prolonged limiting factors (LIMFACs) that may result in scheduling changes/delays.

7.2.5. HQ AFIMSC

7.2.5.1. Designates a ERP OPR

7.2.5.2. Ensures SF ERP sustainment training and pre-deployment training is conducted at an approved SF RTCs.

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

- 7.2.5.4. Directs implementation of standardized ERP requirement.
 - 7.2.5.5. Evaluates effectiveness of ERP and RTC curriculum; provides feedback and recommended changes to the SFM and SF Executive Councils.
 - 7.2.5.6. Establishes a process to ensure validated and consolidated AARs/LLs are shared with the RTC.
 - 7.2.5.7. Works jointly with RTC to develop RTC annual class schedule.
- 7.2.6. Security Forces Readiness Training Center Commander.
- 7.2.6.1. Implements approved standardized RTC curriculum.
 - 7.2.6.2. Instructs ADR, CCMD and/or MAJCOM-specific training requirements to supplement standardized RTC curriculum.
 - 7.2.6.3. Reviews training curriculum to ensure compliance with Air Force, MAJCOM and wing directives.
 - 7.2.6.4. Assists in the development and updating of RTC training curriculum.
 - 7.2.6.5. Routes requests for curriculum changes through the owning MAJCOM to AFSFC/FGTR.
 - 7.2.6.6. Prior to instructing classes, notifies owning MAJCOM of training limiting factors that prohibit the RTC from accomplishing required training objectives.
 - 7.2.6.7. Serves as force enabler for MAJCOM advanced small arms and SF tactics programs.
 - 7.2.6.8. Develops and approves OI identifying local RTC procedures and forwards copy to owning MAJCOM.
 - 7.2.6.9. Administers the SF RTC Award Program IAW AFI 36-2848, *Air Force Security Forces Awards Program*.
 - 7.2.6.10. Notifies the AFSFC and RTC's 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.
 - 7.2.6.11. Provides the standardized student arrival/equipment roster to owning MAJCOM and AFSFC/FGC within 72 hours after each class start date for ADR or ECCeRT.
 - 7.2.6.12. Provides the standardized student graduation roster to the MAJCOM and AFSFC/FGC, NLT 3 days after graduation date using the AFSFC standardized graduation roster.
 - 7.2.6.13. Notifies owning MAJCOM and AFSFC/FGC of any student that cannot complete ADR or ECCeRT.
 - 7.2.6.14. Ensures AAR/critique program processes established in the unit OI and provides AFSFC/FGTR through the owning MAJCOM, with information concerning student AAR comments, and recommendations to assist with AAR adjudication.

7.2.6.15. Ensures student AARs are completed prior to student leader returning home station or to deployed location.

7.2.6.16. Provides responses to AAR observations in a timely manner, and resolution to open action items.

7.2.7. Defense Force Commander.

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

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

7.2.7.3. Corrects all RTC reported student discrepancies prior to a student's ALD.

7.2.7.4. Ensures the ranking defender on an SF UTC completes an AAR IAW AFI 31-118, Security Forces Standards and Procedures.

7.2.7.5. Ensures UDMs attend the UDM telecons with AFSFC/FGC and provide updated information to the RTC's as changes occur.

7.2.7.6. Resolves all student equipment deficiencies and notifies AFSFC if deficiencies cannot be resolved.

7.2.8. S-3/Training.

7.2.8.1. Ensures all deploying SF members meet the appropriate ERP tiered training requirements IAW AFGM 2015-10-01, *Air Force Guidance Memorandum for Expeditionary Readiness*.

7.2.9. Home Station Unit Deployment Manager.

7.2.9.1. Ensures SF attending an RTC meet all requirements within the reporting instructions and are properly equipped IAW the packing list.

7.2.9.2. Notifies AFIMSC of any equipment or personnel discrepancies prior to students' travel to pre-deployment training.

7.2.9.3. Provides the RTC the UDM information spreadsheet, embedded in the reporting instruction, 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. AFSFC manages all standardized training curriculum for the Air Force. All standardized LPs and TPCs are located on the AFSFC SMARTNet website.

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

7.3.3.1. Combat Airman Skills Training course Training Task List.

7.3.3.2. ADR training course documentation, curriculum, training standards and evaluation criteria. Consideration is taken about how this training builds on the core competencies inherent to the career field.

7.3.4. Curriculum is reviewed by the RTC WG and updated annually.

7.3.4.1. If curriculum requires updating outside the annual review, the unit requesting the change routes the change request through their owning MAJCOM. The MAJCOM validates the change and forwards to AFSFC.

7.3.4.2. Initial creation of SF RTC curriculum is managed by AFSFC. MAJCOMs will be tasked to provide their SMEs for development of the new curriculum. New curriculum is 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. Final curriculum is presented to the SFM Council for their recommendation, and is in turn, forwarded to the SF Executive Council for approval.

7.3.4.5. AFSFC submits 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 are 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 includes the required training, reason for the training, who requires the training, and proof of validation.

7.3.5.3. The Force Provisional Headquarters first validates the requirement and will forward the request to the HAF or AFSFC for the training solution.

7.3.5.4. AFSFC will develop or create a training solution for HAF A4/A4SX approval. (T-1) The training solution may provide the warfighter with requested training or notify the Force Provisional HQ and warfighter that it requires training in theater.

7.3.5.4.1. AFSFC will staff the emergent need training solution package to all MAJCOM/A4S's for review and feedback. (T-1)

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 can save lives.

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

7.3.5.5. Adjustments are made from feedback and the training solution is 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 an uncertain environment or as directed by CCDR guidance will attend an approved RTC to receive training tailored to that specific deployment. (T-1)

7.4.2. In coordination with AFPC/DP2LSS, AFSFC will match ULNs to specific 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 or AFIMSC Dets. (T-1)

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 is prior to the ALD/LAD.

7.4.2.3. Special scheduling considerations for ALD/LAD shifts may be necessary to meet emerging theater requirements.

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 ADR training sites to ensure Combatant Commanders are provided trained and integrated teams. Teaming is 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 180 days prior to the ALD/LAD. (T-1) **NOTE:** If MWD or handlers are replaced they must still meet all AOR training. (T-1)

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

7.4.4. AFSFC 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 AFIMSC, wing agencies and within their unit to ensure that all defenders are trained, equipped and prepared for the RTC IAW AFSFC/FGC published Reporting Instruction (RI). (T-1)

7.4.6. SF Unit CCs will certify that their tasked SF personnel attending the RTC or other ADR training site are trained to proficiency on SF CRT. (T-1)

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 SF Unit CC. It will include, as a minimum, the names of personnel trained, the date(s) training was conducted and the SF Unit CC's assessment of the students' ability to physically and mentally meet all requirements for the deployment. (T-1)

7.4.8. Standardized CRT certification memorandum can be found at AFSFC SMARTNet website.

7.5. Readiness Training Center Operations .

7.5.1. RTC Operations 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 develops an approved operating instruction (OI) or standard operating procedure (SOP) identifying/detailing local procedures and processes. At a minimum, the OI/SOP must address and include the following (T-1):

7.5.2.1. Weapons handling/storage/maintenance procedures.

7.5.2.2. Cadre/Student standards, to include student/cadre relationships.

7.5.2.3. Standardized localized safety procedures (briefings).

7.5.2.4. Standardized localized medical procedures (training areas and student care).

7.5.2.5. Forecasting required or needed resources.

7.5.3. RTC Instructor Qualifications.

7.5.3.1. Instructors will be task qualified on all tasks they instruct. (T-1) Task qualification will be conducted as follows:

7.5.3.1.1. Instructors will attend all courses (ADR, ADR support, SLC, CPEC, etc.) they are expected to instruct as a student to receive their baseline training. (T-1)

7.5.3.1.2. Instructors will complete Principles of Instruction or the Air University (AU) Online Instructor Methodology Course 1.2 (Course Number 03S00W). (T-1) One of these courses must be completed within 120-days of assuming the instructor duty position. (T-2) **NOTE:** Individuals who have previously attended a “T” prefix awarding course, attended Military Trainer Instructor School (MTIS), Basic Instructor Course (BIC), Combat Arms Apprentice 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. (T-1)

7.5.3.1.3. Instructors will complete orientation training with their respective unit and section in order to complete any task qualification not covered in 7.5.3.1.1. or 7.5.3.1.2. (T-1)

7.5.3.2. Task qualifications will be IAW the unit’s MTL, which must contain all instructor duty position tasks. (T-2) Task qualification must occur before instructors are allowed to conduct training classes independently. (T-1) Task qualifications will be documented in AFTR. (T-2) If the Air Force Specialty Code (AFSC) is not listed within AFTR, task qualifications will be listed in the electronic system used for that AFSC.

7.5.3.3. Upon completion of the requirements in paragraph 7.5.3.1.1., 7.5.3.1.2., 7.5.3.1.3., instructors must complete at least two iterations of instruction on any topic, with the oversight of a fully qualified instructor. (T-2) **NOTE:** Iterations of instruction will be conducted at the first available opportunity. (T-2) These iterations will be completed as follows:

7.5.3.3.1. Iterations of instruction will be conducted per instructional block or lesson plan. (T-2)

7.5.3.3.2. The first iteration of instruction includes a minimum of two qualified instructors, including the instructor’s supervisor and an instructor qualified on the

block of instruction being evaluated. This evaluation is conducted without the presence of students.

7.5.3.3.3. The second iteration of instruction is conducted in front of students with a qualified instructor present throughout the entire course of instruction.

7.5.3.3.4. The RTC Commander determines if this second iteration constitutes full instructor qualification for that block of instruction or if follow-on iterations are required; this is codified in the RTCs Operating Instruction (OI).

7.5.3.4. Regardless of whether or not the qualification is completed at the second iteration or follow on iterations, the final evaluation prior to being considered fully qualified will be conducted by the Standardization and Evaluation section or, if none are assigned, by the respective course chief. (T-2)

7.5.3.5. Instructors are considered qualified for a period of 12 months for Critical blocks of instruction and 18 months for Non-Critical blocks of instruction.

7.5.3.5.1. Critical blocks of instruction are: C-IED, Open Area Maneuver (OAM), Mounted Operations, Close Quarters Battle Environment (CQBE), MWD Detection Operations, MWD Combat Operations, MRAP/MATV vehicle operators' course, Aircraft Search and Stow-Away Procedures, Flight Deck Denial, Tactical Combat Casualty Care – All Combatants (TCCC-AC), Combat Lifesaver (CLS).

7.5.3.5.2. Non-Critical blocks of instruction are all others blocks not specifically identified in paragraph 7.5.3.5.1.

7.5.3.6. Re-evals are conducted by the Instructor Supervisor or Course Chief utilizing the Instructor Evaluation Checklist. Re-evals can only be conducted on the block of instruction an instructor has been fully qualified to instruct.

7.5.3.7. After completion, the evaluation checklist will be posted in the Instructor Folder and a 623a entry will be annotated in AFTR.

7.5.3.8. The Stan/Eval section or, if none are assigned, the respective Course Chief conducts quarterly "No-Notice" re-evals on any block of instruction an instructor has been fully qualified to instruct.

7.5.3.9. Each RTC Commander determines the percentage of no-notice re-evals conducted quarterly and codifies this requirement in the RTCs OI.

7.5.3.10. In addition to the qualification requirement, instructors must also have a qualified instructor review their lesson plans to ensure proper personalization and execution. (T-2) Personalization should include deployment experiences.

7.5.3.11. Each RTC must maintain an instructor folder on each instructor. (T-2) As a minimum, the folder contains the following items:

7.5.3.11.1. Orientation training.

7.5.3.11.2. Training certificate or credentials (BIC, POI, etc.).

7.5.3.11.3. Completed Instructor Evaluations.

7.5.3.11.4. Medical certifications (e.g., SABC, CLS, TCCC).

7.5.3.11.5. Additional relevant training documentation/certifications (MWD supervisor, Combat Arms Supervisor, VBS3 admin., etc.).

7.5.3.12. All instructors training will be documented in the instructor's AFTR. (T-1)

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. (T-1)

7.5.4.2. AFSFC/FGC will contact the respective MAJCOM and request an updated copy of RIs 180 days prior to the class start date. (T-1)

7.5.4.3. RTCs, in coordination with MAJCOM, will review the RTC RI for accuracy and collectively provide feedback to AFSFC within 10 days of receipt. (T-1)

7.5.4.4. AFSFC will publish the RTC RIs 60 days prior to class start date. (T-1) All standardized RIs are located on the AFSFC SMARTNet website.

7.5.4.5. 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. (T-1)

7.5.4.6. For short-notice or no-notice deployment taskings, UDMs will provide the student with the RTC RI upon notification of selection for the deployment. (T-1)

7.5.4.7. Team leaders will ensure their personnel meet all RTC requirements, have all required equipment and are prepared for the RTC. (T-1)

7.5.5. RTC Student Dismissal or Removal from Training. Students can be removed from training for medical, disciplinary or failure to progress.

7.5.5.1. Disciplinary Dismissal.

7.5.5.1.1. The RTC commander exercises administrative 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.

7.5.5.1.2. RTCs will report any disciplinary actions issued to a student to the home station unit and the RTC's owning MAJCOM or the AFSFC. (T-1)

7.5.5.1.3. RTC owning MAJCOMs or AFSFC notifies the student's MAJCOM and or AFSFC. The student's MAJCOM notifies the home station SF Unit CC.

7.5.5.2. Medical Dismissal

7.5.5.2.1. All deploying members must be worldwide qualified. (T-1) Members with profiles that prohibit them from completing ANY aspect of RTC training and their deployment cannot be sent to RTCs.

7.5.5.2.2. 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 are not made for any member.

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

7.5.5.2.4. A memorandum for record from the SF Unit CC must accompany a member that has a profile, but no limiting factors can be stated on the profile document. (T-1) The memorandum states 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.

7.5.5.2.5. Students unable to complete training will be dismissed; the owning unit will be responsible to provide an immediate replacement. (T-1)

7.5.5.2.6. RTCs will report any medical dismissal to the RTC's owning MAJCOM. (T-2) Medical dismissals are based upon a documented medical evaluation from an authorized member of the medical community.

7.5.5.2.7. RTC owning MAJCOMs notifies the student's MAJCOM and AFSFC. The student's MAJCOM notifies the home station SF Unit CC.

7.5.5.2.8. Students injured during the RTC training are medically evaluated to determine if they can complete the training.

7.6. RTC Periodic Course Review.

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 by the AFSFC. (T-1)

7.6.2. The RTC periodic course review is designed to ensure each RTC is effectively delivering the Air Force standardized RTC curriculum. This ensures the certified ADR 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, policies, and ADR requirements.

7.6.2.2. The periodic course review 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. Periodic course review is a joint effort of personnel from the MAJCOM and AFSFC.

7.6.3. RTC periodic course reviews are conducted in 24 month intervals from the date of issue of previous reports.

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

7.6.5. Owing MAJCOMs coordinate proposed periodic course review dates with their MAJCOM Gatekeepers.

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

7.6.7. MAJCOM coordinates the approved dates with the RTC to schedule the RTC periodic course review visits. RTCs must obtain approval from AFSFC/CC and owning MAJCOM for periodic course review extensions to exceed the 24 month timeline. (T-1)

7.6.8. After the MAJCOM Gatekeeper approves the proposed RTC periodic course review dates, the owning MAJCOM will coordinate with AFSFC on periodic course review team members. This is completed as a minimum 90 days prior to the RTC periodic course review 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, periodic course review criteria, schedule, process, out brief format and report/deliverables. (T-1)

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. (T-1)

7.6.10. Periodic Course Review Checklists.

7.6.10.1. SF RTC periodic course review checklist is designed to assist in preparation for the AFSFC validation review and is not intended as the sole source of guidance for program management. The RTC periodic course review checklist should be used in conjunction with the applicable governing directives: AFIs, TPCs, LPs and MAJCOM supplements. (T-1)

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

7.6.10.3. MAJCOMs will use the RTC periodic course review checklists to ensure RTCs meet minimum requirements located on the AFSFC SMARTNet website.

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

7.6.10.5. AFSFC/FGTR 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. (T-1)

7.6.11. Areas of periodic course review:

7.6.11.1. RTC Course Management and Support.

7.6.11.1.1. Instructor Certification

7.6.11.1.2. Operations

7.6.11.1.3. Student Documentation

7.6.11.1.4. Student Critiques

7.6.11.1.5. Awards

7.6.11.2. Utilization of standardized RTC curriculum.

7.6.11.3. C-IED Lane.

7.6.12. Critical objectives are identified on the RTC periodic course review checklist and if not met initially can be corrected during the periodic course review and are not grounds for an immediate decertification.

7.6.13. Objectives are validated using the Meets, Meets with Comments, and Does Not Meet scale.

7.6.14. Decertification.

7.6.14.1. If the RTC periodic course review 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/A4S to decertify operations at the affected RTC. (T-2)

7.6.14.2. Recommendation for decertification is based upon:

7.6.14.2.1. Failure to meet any critical item and not rectify issue prior to RTC periodic course review team departure.

7.6.14.2.2. Failure to meet 50% of non-critical items.

7.6.14.3. The owning MAJCOM/A4S and AFSFC/CC meet and discuss decertification of the RTC. If agreement cannot be made on an outcome of the RTC decertification, a package is staffed to HAF/A4S for a decision.

7.6.14.4. RTC periodic course review team lead must notify RTC/CC, MAJCOM/A4S and AFSFC/CC of decertification recommendation. (T-1)

7.6.14.5. The owning MAJCOM/A4S immediately notifies the RTC Wing Commander or equivalent and the AFSFC/CC of decertification.

7.6.14.6. AFSFC will no longer schedule classes at the decertified location and it is the AFSFC's responsibility to determine scheduling courses of action for existing and future classes. (T-1)

7.6.14.7. MAJCOM and RTC collaborate and establish a recertification timeline based upon the observations. Owing MAJCOM provides the recertification timeline to AFSFC within 60 days of decertification.

7.6.15. Impact Considerations. AFSFC/CC makes 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 is 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 is coordinated through the Quality Assurance Evaluator (QAE). Contractors may be provided with applicable portions of the report IAW DoD Regulation 5400.7-R/AFMAN 33-302, 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. Validation Report.

7.6.17.1. Validation Team will complete a formal report within 30 days of validation visit and forward a copy to owning MAJCOM/A4S and AFSFC/CC. (T-1) The report requires approval by both prior to release to the RTC.

7.6.17.2. Each Validation Report is assigned a unique tracking number by AFSFC/FGTR.

7.6.17.3. The Validation Report describes, 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 are maintained by AFSFC/FGTR and reviewed by AETC/A3Q during the annual RTC ADR validation.

GINA M. GROSSO, Lt Gen, USAF
DCS/Manpower, Personnel, and Services

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

- AFI 31-101, *Integrated Defense*, 8 October 2009, IC #3, 3 Feb 2016
- AFI 31-117, *Arming and Use of Force by Air Force Personnel*, 2 Feb 2016
- AFI 31-121, *Military Working Dog Program*, 17 October 2012, IC #1, 31 March 2015
- AFI 31-122, *Department of the Air Force Civilian Police/Security Guard (DAF CP/SG) Program*, 31 July 2015,
- AFPAM 10-243, *Augmentation Duty*, 1 August 2002
- AFI 10-401, *Air Force Operations Planning and Execution*, 7 December 2006, IC #4, 13 March 2012
- AFI 10-403, *Deployment Planning and Execution*, 20 September 12, IC #2, 15 July 2014
- AFI 36-2201, *Air Force Training Program*, 15 September 2010, IC#3, 7 August 2013
- AFI 36-2654, *Combat Arms Program*, 13 January 2016
- AFI 36-2616, *Technical Training Requirements Programs (Officer and Enlisted)*, 24 April 2013
- AFI 36-2848, *Air Force Security Forces Awards Program*, 28 April 2009, IC #1, 20 August 2012
- AFMAN 33-363, *Management of Records*, 1 March 2008, IC #1, 28 January 2015
- AFMAN 36-2227 Vol 1, *Combat Arms Training Programs Individual Use Weapons*, 21 May 2004
- AFMAN 36-2655, *USAF Small Arms and Light Weapons Qualification Programs*, 12 August 2016
- AFH 36-2235, V10, *Information for Designers of Instructional Systems, Application to Education*, 1 November 2002
- CJCSI 3121.01B, *Standing Rules of Engagement/Standing Rules for the Use of Force for US Forces*, 15 December 2008
- AFI 31-125, *Security Forces Implementation of the Law Enforcement Officers Safety Act*, 22 April 2014
- AFI 48-139, *Laser and Optical Radiation Protection Program*, 30 September 2014
- AFI 35-101, *Public Affairs Responsibilities and Management*, 12 January 2016
- AFI 33-360, *Publication and Forms Management*, 25 September 2013
- AFGM 2015-10-01, *Air Force Guidance Memorandum for Expeditionary Readiness*, 16 Oct 2015

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*

AF Form 3907, *Security Forces Field Interview Data*

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

ADLS—Advanced Distributed Learning Service

ADR—Advanced Deployment Readiness

AEF—Air and Space Expeditionary Force

AETC—Air Education and Training Command

AFIMSC—Air Force Installation & Mission Support Center

AFECD—Air Force Enlisted Classification Directory

AFERB—Air Force Education Review Board

AFH—Air Force Handbook

AFI—Air Force Instruction
AFIA—Air Force Inspection Agency
AFIA—Air Force Input Tool
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
AMC—Air Mobility Command
ANG—Air National Guard
AU—Air University
AUoF—Arming and Use of Force
BAR—Basic Airman Readiness
BDOC—Base Defense Operations Center
BDR—Basic Deployment Readiness
CA—Combat Arms
CDC—Career Development Course
CFETP—Career Field Education and Training Plan
CFM—Career Field Manager
CP—Civilian Police
CRT—Combat Readiness Training
CTE—Center of Training Excellence
DAF—Department of the Air Force
DAFSC—Duty Air Force Specialty Code
SF Unit CC—Security Forces Unit Commander
DOC—Designated Occupational Capability
DoD—Department of Defense
DoE—Department of Energy

DOTmLPF-P—Doctrine, Organization, Training, material, Leadership and Education, Personnel, Facilities and Policy

DPE—Duty Position Evaluation

DSG—Drill Status Guard

ES—Expeditionary Skills

ECCeRT—Expeditionary Combat Certification Readiness Training

ERP—Expeditionary Readiness Program

ERT—Expeditionary Readiness Training

ETCA—Education and Training Course Announcement

e-TTPG—Electronic-Tactics, Techniques, and Procedures Guide

FAM—Functional Area Manager

FBINA—Federal Bureau of Investigations National Academy

FSL—Foundational Skills Library

FY—Fiscal Year

GSU—Geographically Separated Unit

HHQ—Higher Headquarters

HST—Home Station Training

IA—Individual Augmentee

IAW—In Accordance With

ID—Integrated Defense

IDP—Integrated Defense Plan

IMA—Individual Mobilization Augmentee

ITRO—Inter-service Training Review Organization

JET—Joint Expeditionary Task

JQS—Job Qualification Standard

KSA—Knowledge, Skills, and Abilities

LEEDS—Law Enforcement Executive Development Seminar

LP—Lesson Plan

MAJCOM—Major Command

MILPDS—Military Personnel Data System

MISCAP—Mission Capability

MOS—Military Occupational Specialty

M RTP—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
OPR—Office of Primary Responsibility
OTA—Oracle Training Administration
PA—Public Affairs
PCE—Professional Continuing Education
PWS—Performance Work Statement
QAE—Quality Assurance Evaluator
RDD—Required Delivery Date
RDS—Records Disposition Schedule
RTC—Readiness Training Center
SEI—Special Experience Identifier
SF—Security Forces
SFM—Security Forces Manager
SMC—Shoot, Move, and Communicate
SME—Subject Matter Expert
SOT—Status of Training
SOW—Statement of Work
STRT—Specialty Training Requirements Team
TEEO—Training Exercise Evaluation Outline
TLN—Training Line Number
TPC—Task Performance Checklist
TTP—Tactics, Techniques, and Procedures
TRQI—Training Requester Quota Identifier
UDM—Unit Deployment Manager
UEI—Unit Effectiveness Inspection

ULC—Unit Learning Center

ULSO—Unit Laser Safety Officer

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

Attachment 2

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 (SF Unit CC determine additional requirements):

Figure A2.1. , SF Augmentee Tasks

Tasks (See Note 1)	Average Training Hrs
1 SF concepts and operations	.5
2 Counter Bloodborne pathogens	1
3 Qualify with Assigned Weapon(s) (M-9/M-4/M-16A2)	(See Note 1)
4 Weapons Safety	.5
5 Use of Force (lethal/non-lethal)	4
6 CJCS Standing Rules of Engagement	.5
7 Communications & devices used by local unit	1
8 Reports (SITREP, SALUTE)	1.5
9 Individual and Small Team Tactics	4
10 Handcuffing Procedures	1
11 Individual Search	2
12 Area Search	1
13 Vehicle Search	1
14 Challenging (Foot & Vehicle)	1

NOTES:

1. Do not re-qualify augmentees holding current arming group A qualification(s) IAW AFI 31-117, *Arming and Use of Force by Air Force Personnel*, and AFI 36-2654, *Combat Arms Program*. Refer to AFMAN 36-2227V1, *Combat Arms Training Programs, Individual Use Weapons*.

Attachment 3

EXAMPLE TRAINING, EXERCISE AND EVALUATION OUTLINE (TEEO).

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

MISSION: (Provide a brief description of the mission, e.g., 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. TEEO 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 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).

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 TEEO 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 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-Never play with your weapon, or perform any gestures with your weapon that would cause a safety concern or issue. The safe use of blanks and marking cartridges, if used. Briefing should include safe engagement distance and proper use/installation of blank firing adapters, any prohibited engagement areas, the use of protective equipment and do's and don'ts.
 - (2) Use of Force.
 - (3) Vehicle safety to include speed limits, local driving hazards, vehicle limitations and handling characteristics, and 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 the applicable duty position unless the unit is a GSU performing PL-1 Custody duties. The below tasks are identified in the work center MTL as being required for these duty positions to ensure minimum standardized training. **NOTE:** Per AFI 36-2201, *Air Force Training Program*, the CFETP is the core document of the MTL; all other mandated duty position tasks are documented on an AF Form 797.

Table A4.1. Core Tasks

3P0X1, SF Specialty Training Standard Line Item	Installation Entry Controller	SF Patrol (NOTE 1)	Flight Sergeant/Commander (NOTE 2)	Core Tasks
2.3.			X	Utilize Post Priority Chart (PPC)
2.13.	X	X	X	Random Anti-Terrorism Measures
3.1.2.	X	X	X	Perform Individual Tactics
6.1.		X	X	SF Applications of MWD
6.2.			X	MWD Legal Considerations
8.2.	X	X	X	Use Net Communications Protocol
10.3.	X	X	X	Safe Haven Procedures
12.1.		X	X	Establish Entry Control Points
12.3.		X	X	Conduct Preliminary Investigations of Incidents or Complaints
12.5.		X	X	Secure Crime and Major Accident, Disaster and Incident Scenes
12.6.		X	X	Process Crime Scene ^(NOTE 5)
12.7.		X	X	Child Abuse ^(NOTE 5)
12.8.		X	X	Sexual Assault/Rape ^(NOTE 5)
12.9.		X	X	Assault ^(NOTE 5)
12.10.		X	X	Conduct Interviews
12.11.		X	X	Interrogation of Suspects ^(NOTE 5)
12.12.		X	X	Respond and Defuse Domestic Situations ^(NOTE 5)
12.13.		X	X	Respond to Vehicle Accidents ^(NOTE 5)
12.14.		X	X	Respond to Cantonment Area Alarms
12.15.		X	X	Respond to Restricted Area Alarms
12.16.		X	X	Conduct Building/Structure Checks ^(NOTE 5)
12.17.	X	X	X	Conduct Field Sobriety Tests ^(NOTE 5)
13.4.	X	X	X	Blood Borne Pathogens/Counter Blood Borne Pathogens
14.1.	X	X	X	AF Form 52 ^(NOTE 5)
14.2.	X	X	X	AF Form 75 ^(NOTE 5)
14.3.	X	X	X	AF Form 1109
14.4.	X	X	X	AF Form 1168
14.5.	X	X	X	DD Form 1408 ^(NOTE 5)
14.6.	X	X	X	DD Form 1805 ^(NOTE 3 & 5)

14.7		X	X	AF Form 1176 ^(NOTE 5)
14.9.		X	X	AF Form 1364 ^(NOTE 5)
14.10.		X	X	AF Form 3545
14.11.		X	X	AF Form 2708
14.12.		X	X	DD Form 1920 ^(NOTE 5)
14.13.	X	X	X	AF Form 3907
14.14.			X	Review Correspondence/Reports
17.2.			X	Conduct Flight-Level Exercises
17.3.			X	Conduct Guardmount
17.4.			X	Determine Individual Arming Suitability
17.5.			X	Conduct Post Checks/Visits
17.6.			X	Assigning Personnel Duty Positions
17.7.			X	Manage Assigned Personnel
17.11.		X	X	Traffic Management ^(NOTE 5)
18.1.	X	X	X	Employ Basic SF Combative Skills
18.3.	X	X	X	Concepts and Principles of Use of Force
18.4.	X	X	X	Apply Deadly Force
18.5.	X	X	X	Rules of Engagement
18.7.	X	X	X	Perform Inter/Intra-Personal Skills
19.3.		X	X	Perform Traffic Stops ^(NOTE 5)
19.7.	X	X	X	Installation Access Control Duties
19.10.	X	X	X	Challenge Individuals
19.11.	X	X	X	Employ Weapons Retention
19.12.	X	X	X	Practice/Enforce Weapons Safety
19.13.	X	X	X	Perform Handcuffing
19.16.1.	X	X	X	Conduct Individual Search
19.16.2.		X	X	Search Building for Subject/Evidence
19.16.3.		X	X	Search Area for Subject/Evidence
19.16.4.	X	X	X	Search Vehicle for Subject/Evidence
19.17.	X	X	X	Direct Traffic ^(NOTE 5)
20.5.1.		X	X	Use Installation Grid Maps
21.1.	X	X	X	Military Authority and Jurisdiction
21.2.	X	X	X	Military Law
21.4.	X	X	X	Advisement Provisions for Active Duty, Civilians, ANG and Reserve
21.5.	X	X	X	When to conduct Rights Advisement
21.6.	X	X	X	Advise Persons of their Rights
21.7.	X	X	X	Search Authority Considerations
21.9.	X	X	X	Victim/Witness Assistance Program ^(NOTE 5)
22.4.		X	X	Security Forces Management Information System (SFMIS) ^(NOTE 5)
22.8.		X	X	Speed Measuring Devices ^(NOTE 5)
22.9.		X	X	Alcohol Detection Equipment ^(NOTE 5)
22.10.	X	X	X	Defense Biometric ID System/Installation Access Control System(DBIDS/IACS) ^(NOTE 5)
27.1.	X	X	X	Introduction to Non-Lethal Techniques
28.1.			X	BDOC Duties
28.3.			X	Dispatch Response Force Elements ^(NOTE 5)
N/A	X	X	X	Anti-Robbery Procedures ^(NOTE 4 & 5)
N/A		X	X	Pursuit Concepts ^(NOTE 4) AFI 31-118, para A6.3
N/A		X	X	High-Risk Responses ^(NOTE 4) AFMAN 31-201, Volume 4

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/A4S (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