

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

**AIR FORCE INSTRUCTION 21-111**

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**Maintenance**



**ADVANCED MAINTENANCE AND  
MUNITIONS EDUCATION PROGRAM**

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This instruction implements AFPD 21-1, *Air and Space Maintenance*. It is the basic Air Force directive for the Advanced Maintenance and Munitions Education Program (AMMEP) and forms the basis for the USAF Advanced Maintenance and Munitions Operations School (AMMOS). The organization, responsibilities, and procedures for AMMEP are detailed in this instruction. Additionally, the USAF AMMOS student selection process is described in this instruction. This instruction applies to all units involved with the employment of Air Force forces, including Air Force Reserve Command (AFRC) and Air National Guard (ANG) units. 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. All subordinate organizations, including individual units, may supplement this instruction to cover unique requirements. Forward supplements to HQ ACC/A4Q. Send comments and suggested improvements to this publication on AF Form 847, Recommendation for Change of Publication, through channels, to HQ ACC/A4Q, 130 Douglas Street, Suite 210, Langley AFB, VA, 23665-2789. E-mail address is: [ACCLGOT@LANGLEY.AF.MIL](mailto:ACCLGOT@LANGLEY.AF.MIL).

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**SUMMARY OF CHANGES**

This publication has been revised to reflect changes to the USAF AMMOS Combat Support Course, (CSC). Specifically, this revision removes requirements to award graduates an SEI and delineates a new selection process. It also includes the Advanced Maintenance Superintendents Course (AMSC) selection process.

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## Chapter 1

### GENERAL GUIDANCE

**1.1. Objective and Scope:** This instruction specifies the responsibilities associated with the USAF Advanced Maintenance and Munitions Operations School, the Advanced Maintenance and Munitions Education Program (AMMEP) and the selection of all USAF AMMOS students. Due to the diversity of missions throughout the Air Force, this instruction provides only common, required actions. Specific programs may require MAJCOM, NAF, wing, maintenance group, or squadron supplements to this instruction. Graduates of the USAF AMMOS possess the knowledge and skills necessary to produce airpower as required to meet mission requirements at home station and deployed and provide expert advice on aircraft and munitions maintenance related requirements, plans, applications, and issues at AEF lead wings, Numbered Air Forces (NAFs) and unified commands. The graduate is trained in operational and expeditionary aircraft and munitions maintenance Tactics, Techniques and Procedures (TTPs) and is familiar with Air Operations Center (AOC) operations, Air Force Forces (AFFOR) Staffs, and Combat Air Force (CAF), Mobility Air Force (MAF), and Special Operations Forces (SOF) combat support TTPs.

1.1.1. History: USAF AMMOS was developed due to maintenance and logistics lessons learned during Operation ALLIED FORCE. The conceptual framework was to create highly skilled operational logisticians with the wartime skills capable of mobilizing, bedding down, employing, sustaining, redeploying, and reconstituting combat air power and the support functions associated with combat airpower. Over time, USAF AMMOS has transformed to provide a deliberate focus on advanced operational and tactical maintenance.

1.1.2. Mission: Provide Captains and senior noncommissioned officers graduate-level expertise in tactical and operational aircraft skill sets under the construct of the USAF Agile Combat Support master processes (see Table 1.1.). Develop officers and SNCOs with the ability to expand USAF combat capabilities through the efficient production of combat airpower, mentor and develop fellow officers and senior noncommissioned officers, and to critically think to solve problems and provide sound advice to leadership.

## Chapter 2

### USAF AMMOS RESPONSIBILITIES AND POLICIES

**2.1. Purpose:** USAF AMMOS conducts the most advanced and comprehensive training of aircraft and munitions maintenance TTPs in the USAF in order to develop highly skilled maintenance officers and SNCOs capable of integrating all facets of aircraft and munitions maintenance anywhere in the world. The school's teaching focus will be on the application of tactical and operational aircraft and munitions TTPs with an emphasis on critical thinking to lead and solve problems. AMMOS graduates will possess the knowledge and skill sets to maintain fleet health and provide the most capable sortie generation support to an air campaign. USAF AMMOS accomplishes its mission by providing the following courses:

2.1.1. **Combat Support Course:** The Combat Support Course educates 21A/M officers in all aspects of aircraft and munitions maintenance TTPs. Course is hereafter referred to as CSC.

2.1.2. **Advanced Maintenance Superintendent Course:** The Advanced Maintenance Superintendent Course educates aircraft and munitions maintenance SNCOs in all aspects of aircraft and munitions maintenance TTPs. Course is hereafter referred to AMSC.

### **2.2. Responsibilities:**

2.2.1. ACC/A4 provides USAF AMMOS its vector and objectives.

#### **2.2.2. The USAF AMMOS Commandant (CO) will:**

2.2.2.1. Execute the long term vision of the USAF AMMOS and ensure the course curriculum represents the strategic aims set forth by the ACC/A4 **(T-2)**.

2.2.2.2. Supervise overall development, refinement, and execution of the USAF AMMOS curriculum, approve lesson plan objective changes, and approve all new or revised lesson plans resulting in a change of a lesson objective **(T-2)**.

2.2.2.3. Ensure the following events are accurately scheduled for each USAF AMMOS class: Class start/graduation dates, all course objectives, exams, student feedback sessions, off-site training (OST), distinguished visitors (DV), guest speakers or instructors, Mission Employment Exercise (MEX), and the graduation ceremony **(T-2)**.

2.2.2.4. Route approved class start and graduation dates to ACC/A4Q for distribution to MAJCOMs and inclusion into the Air Force Formal Training database **(T-2)**.

2.2.2.5. Ensure minimum passing score of 80% is maintained for all USAF AMMOS graded measurements **(T-2)**.

2.2.2.6. Review and approve list of students eligible to receive Distinguished Graduate (DG) and Academic Award honors **(T-2)**.

2.2.2.7. Approve all student academic probations and notify owning MXG/CC (or equivalent O-6) and ACC/A4Q **(T-2)**.

2.2.2.8. Review all USAF AMMOS Director of Operations (DO) recommendations for academic disenrollment and make disenrollment recommendation to the 57WG/CC for final disenrollment decision **(T-2)**.

2.2.2.9. In the event of a student disenrollment, the USAF AMMOS/CO will:

2.2.2.9.1. Notify student's MXG/CC (or equivalent O-6) and ACC/A4Q to explain the rationale of disenrollment action once the decision is made (T-2).

2.2.2.9.2. Provide a Letter of Evaluation (LOE) IAW AFI 36-2406, *Officer and Enlisted Evaluation System* (T-2).

2.2.2.10. Approve the Master Course Listing (MCL), primary instructor lesson assignments, and workload balance (T-2).

2.2.2.11. Approve instructor initial certifications and re-certifications (T-2).

2.2.2.12. Appoint the Instructor Supervisor (IS) in writing (T-2).

2.2.2.13. Approve selection of all USAF AMMOS cadre members (T-2). Coordinate with USAF AMMOS/DO and AFPC/DPALL when selecting cadre members (T-2).

2.2.2.13.1. Attempt to balance cadre member experience among CAF/MAF/SOF aircraft maintenance backgrounds, conventional/nuclear munitions maintenance backgrounds, and logistics/supply backgrounds (T-2).

2.2.2.13.2. Instructor assignments at USAF AMMOS will normally be limited to 2 years (T-3). There may be extenuating circumstances where a 2-year assignment needs to be extended up to an additional 12 months (T-2). Examples include, but are not limited to: an instructor moving up to take the DO position or instructor cadre arriving to USAF AMMOS outside of the summer PCS cycle who will be placed back on a summer PCS cycle. In cases like these, the USAF AMMOS/CO will work directly with AFPC/DPALL to ensure these cadre members are managed in accordance with this AFI and placed in a billet commensurate with their career progression (T-2).

### 2.2.3. The USAF AMMOS DO will:

2.2.3.1. Verify all events are accurately scheduled for each USAF AMMOS class: Class start date, all course objectives, exams, student feedback sessions, off-site training (OST), DV, guest speakers or instructors, capstone exercise, and graduation (T-2). Submit all event dates to the USAF AMMOS/CO for approval (T-3).

2.2.3.2. Determine the start and stop dates of each USAF AMMOS class for the upcoming calendar year and ensure start dates are coordinated with all cadre members and approved by the CO in a timely manner (T-2). The intent of the early coordination is to enable the CO to route approved dates for inclusion in the Formal Training database and to MAJCOM functional managers for planning purposes.

2.2.3.3. Ensure the USAF AMMOS class schedule is built to include all academic objectives (T-2).

2.2.3.4. Ensure USAF AMMOS and guest instructors develop, instruct, and review curriculum in keeping with the USAF AMMOS vision (T-2).

2.2.3.5. Ensure utilization of the Curriculum Improvement Process (CIP) to review and update lessons as required (T-2).

2.2.3.6. Coordinate/approve all new or revised plans of instruction (POI)/course syllabi with USAF AMMOS Academics Flight (MXAO) (T-2).

2.2.3.7. Formally counsel any USAF AMMOS student placed on academic probation (T-2).

2.2.3.8. Review AF Form 174s, *Record of Individual Counseling*, applicable Memorandums for Record and student record file on all USAF AMMOS students being considered for academic disenrollment (T-2).

2.2.3.9. Review and recommend approval of the Master Course Listing (MCL), primary instructor lesson assignments, and workload balance (T-2).

2.2.3.10. Serve as the instructor certifier to ensure instructors are certified prior to instructing students (T-2).

**2.2.4. Mission Support Flight will:**

2.2.4.1. Maintain Student Record Files IAW the file plan (T-2). Provide graduation rosters to DO and instructors and ensure performance of all registrar duties (T-2).

2.2.4.2. Ensure all student out-processing actions are complied with before students depart USAF AMMOS following graduation or disenrollments (T-2).

2.2.4.3. Ensure all required lesson support material is available to both cadre and students (T-2). Lesson support material includes, but is not limited to: computers and associated peripherals, LAN connectivity, administrative supplies, contact lists, and government transportation (T-3).

**2.2.5. Academics Flight will:**

2.2.5.1. Ensure all USAF AMMOS lessons and exercises are developed, tested, updated, and validated using the Instructional System Development (ISD) process as outlined in AFMAN 36-2234, *Instructional System Development* (T-2).

2.2.5.2. Serve as the functional manager for the curriculum (T-2).

2.2.5.3. Ensure remedial training is conducted for students who fail to meet minimum requirements (T-2).

2.2.5.4. Build and execute an approved schedule for all USAF AMMOS student academic objectives (T-2).

**2.2.6. Tactics Flight will:**

2.2.6.1. Plan and execute the capstone exercise (T-2).

2.2.6.2. Serve as the focal point for the Advanced Maintenance and Munitions Tactics Conference (AMMTAC) and TTP rewrite conferences (T-2).

2.2.6.3. Coordinate with the 561st Joint Tactics Squadron (JTS) for publication of Aircraft and Munitions Maintenance TTP (T-2).

**2.2.7. USAF AMMOS instructors will be assigned as student advisors. Student advisor responsibilities include:**

2.2.7.1. Conduct feedback sessions with students IAW the USAF AMMOS schedule (T-2).

2.2.7.2. Document any counseling on an MFR and keep a copy in student's record (T-2).

2.2.7.3. Develop/Document a remedial study or training plan following a student graded measurement failure (T-2).

**2.2.8. All USAFAMMOS instructors will:**

2.2.8.1. Develop and maintain assigned Plans of Instruction (POI) (T-2).

2.2.8.2. Ensure assigned POIs include most current TTPs as applicable (T-2).

2.2.8.3. Maintain instructor certification (T-2).

**2.3. Policies:**

2.3.1. Academic Probation: Academic Probation is established to maintain higher visibility on students who have difficulty meeting course academic standards. Once placed on probation, a student will remain on academic probation for the remainder of the course (T-3). Academic Probation is not considered punitive in nature, but rather ensures the student realizes they are not meeting USAF AMMOS academic standards and identifies the student to the cadre as someone who may need additional instructional assistance.

2.3.2. Disenrollment: Students may be disenrolled from USAF AMMOS at the discretion of the 57WG/CC (T-2). In all cases, the USAF AMMOS/CO will make a disenrollment recommendation to the 57WG/CC (T-2). The 57WG/CC will make the final disenrollment decision (T-2). Possible reasons for disenrollment include poor academic performance, poor attitude, UCMJ violations, or a breach of academic integrity.

2.3.3. All USAF AMMOS students will receive an LOE IAW AFI 36-2406, *Officer and Enlisted Evaluation Systems* (T-2).

**2.4. TTP Development Program:** USAF AMMOS graduates are expected to participate in the development and formalization of TTPs for maintenance and munitions operations. In addition, they are responsible to wing leadership to ensure a methodical TTP education and training program is established (T-3).

## Chapter 3

### USAF AMMOS CSC SELECTION PROCESS

**3.1. Purpose:** This chapter describes the procedures for nominating and selecting active duty and ARC (ANG/AFRC) USAF maintenance and munitions officers to attend CSC and the responsibilities of the agencies involved. The primary goal of this process is to select the most qualified officers to attend USAF AMMOS. In 2013, CSC evolved from a 15 to a 7-week course. However, the shorter course maintained a rigorous curriculum focused on preparing our maintenance and munitions leaders to win tomorrow's wars by expanding combat capability through graduate-level education in all aspects of operational and tactical maintenance structured around the Agile Combat Support master processes. Course curriculum moved from the integration of Joint Expeditionary Logistics to a deliberate focus on advanced operational and tactical maintenance. As a result of the course length reduction and AMMOS's work to increase class size, every aircraft maintenance and munitions officer will have the opportunity to attend at some point in their eligibility window. Although many of the expeditionary logistics lessons have been scoped down or deleted, CSC remains the most rigorous and demanding course available to maintenance officers. CSC students will hone their operational and tactical maintenance expertise and graduate as more capable leaders to ensure combat readiness and to provide effective combat sortie generation in support of an air campaign.

**3.2. Selection Criteria:** The Air Force Education and Training Course Announcement (ETCA) establishes USAF AMMOS CSC selection criteria. ETCA is located at <https://etca.randolph.af.mil>.

#### **3.3. Responsibilities:**

3.3.1. Each MAJCOM will:

3.3.1.1. Receive quotas per CY from ACC/A4Q.

3.3.1.2. Establish internal selection procedures to ensure their class quotas are filled.

3.3.1.2.1. Select and prioritize both primary and alternates to ensure all quotas are filled for each class.

3.3.1.2.2. Ensure nominees are available to attend selected class dates. If there are class dates in which the nominee cannot attend, specify which classes the nominee can attend prior to selection.

3.3.1.3. Monitor all selectees through class start date and ensure alternates replace primaries when required.

3.3.1.4. Forward names of USAF AMMOS CSC selectees and alternates to HQ ACC/A4, through ACC/A4QT for release as the executive agent.

3.3.1.4.1. Provide SURF and the AMMOS Personnel Record with the selectee names IAW Attachment 3.

3.3.2. HQ ACC/A4 will:

3.3.2.1. Maintain responsibility for the overall coordination of the USAF AMMOS student selection process.

3.3.2.2. Serve as the waiver authority for all USAF AMMOS CSC nominees.

3.3.2.3. Release announcement memo NLT 120 days prior to class start date calling for MAJCOM selectees

3.3.3. ACC/A4Q will:

3.3.3.1. Prepare announcement of MAJCOM quotas /call for selectees memo for ACC/A4 release NLT 120 days prior to first CY class start date.

3.3.3.1.1. Will prepare selectee announcement memo for release NLT 90 days prior to class start date.

3.3.3.2. Ensure MAJCOM USAF AMMOS CSC class seats (based on selection board results) are entered into the formal training system, Oracle Training Administration (OTA) tool.

3.3.3.3. Release approved USAF AMMOS CSC Student Selection message to MAJCOM A4s.

3.3.4. MAJCOM A4s will:

3.3.4.1. Appoint USAF AMMOS POC and notify ACC/A4Q.

3.3.4.2. Select officers with the most potential to fulfill the expectations of an AMMOS CSC graduate.

3.3.4.3. Ensure USAF AMMOS CSC selectees assigned to their MAJCOM are loaded into the formal training system (OTA) after release of selection board results.

3.3.4.4. Coordinate requests for class deferment through MAJCOM DT representative and forward all approved deferments to ACC/A4Q for coordination with AMMOS.

3.3.5. AFPC/DPALL will:

3.3.5.1. Support the 21A/M USAF AMMOS CSC selection process. This includes, but is not limited to: preparation of a list by MAJCOM of all eligible officers for the upcoming CY classes.

3.3.6. Maintenance Group Commander (MXG/CC) or equivalent will:

3.3.6.1. Submit the nomination package to their MAJCOM A4 (T-2).

3.3.6.2. The nomination package will contain the AMMOS Personnel Record and SURF (T-2).

3.3.7. Individual unit commanders will:

3.3.7.1. Make every effort to ensure availability for officers selected to attend CSC (T-2).

3.3.7.2. Coordinate with MAJCOM if selectees cannot attend assigned class to ensure there is time for an alternate to fill the seat (T-2).

3.3.7.3. Ensure selectees meet the highest quality force standards, convey a professional military image, and meet fitness standards outlined in AFI 36-2905, *Fitness Program* (T-2).

### 3.3.8. CSC Selectees will:

3.3.8.1. Attend class as specified in the selection message (T-2). Immediately upon selection notification, all primary and alternate selectees must contact their unit security manager to ensure their security clearance will remain current for the duration of their class (T-2).

3.3.8.2. Notify SQ/CC and MXG/CC immediately if circumstances arise that prohibits ability to attend assigned CSC class (T-2). The MXG/CC must coordinate/notify their MAJCOM A4 AMMOS POC of selectees' inability to attend (T-2). It is imperative to make non-attendance determinations as early as possible so that the MAJCOM A4 AMMOS POC can select/notify an alternate to attend.

3.3.8.3. While attending CSC, a student may be released from the class and deferred to a later class if circumstances beyond the students control prohibit class completion. ACC/A4Q is the approval authority for all deferment decisions.

**3.4. Waiver Procedures:** This section describes the procedures for requesting waivers for personnel not meeting eligibility criteria.

3.4.1. Eligibility Criteria: Eligibility is documented in Air Force Education and Training Course Announcements (ETCA) located at <https://etca.randolph.af.mil> (T-2). Selectees must exhibit an extraordinary amount of intelligence, dedication, technical skill, military bearing, and professionalism. Do not consider retainability and/or time on station when nominating individuals for USAF AMMOS (T-2).

3.4.2. Waivers: Potential selectees not meeting established criteria must submit a waiver request from their MXG/CC (or equivalent) through their MAJCOM AMMOS POC to HQ ACC/A4 (T-2). HQ ACC/A4 is the final waiver approval authority. The granting of a waiver does not automatically ensure the applicant's selection. It permits the applicant to be considered by the MAJCOM for selection. Waiver requests for individuals are evaluated on a case-by-case basis.

3.4.2.1. Forward waiver requests to HQ ACC/A4Q no later than 90 days prior to class start date (T-2). Address waiver requests to HQ ACC/A4. Include the following information: 1) Specific reason for waiver request, 2) Justification for waiver, and 3) Other relevant information (T-2).

**3.5. ARC Selection Procedures:** This section describes the procedures for selecting Air Reserve Component CSC students and outlines the responsibilities of the agencies involved. The main objective of the selection process is to train the most qualified officers who, as graduates, will provide the expertise and leadership necessary to accomplish the Air Force mission.

3.5.1. Responsibilities: HQ ACC/A4 will establish the allocation for ARC attendance at USAF AMMOS. The ARC will select a minimum of eight CSC selectees per year; i.e. 2 per class per year. HQ AFRC/A4 and HQ ANG/A4, or their designated representative, will review and approve proposed selections and fill quotas. If the ANG and AFRC collectively are unable to fill a class quota, notify ACC/A4Q via E-mail.

3.5.1.1. HQ AFRC/A4M and HQ ANG/A4 will:

3.5.1.1.1. Serve as OCR for this instruction. They will coordinate changes as directed by the HQ ACC/A4 to ensure mutual understanding of the nomination and selection board policies and procedures.

3.5.1.1.2. Be responsible for the conduct and/or oversight of their respective USAF AMMOS selection boards. As such they will ensure selection board presidents advise members on selection criteria and conduct the boards IAW this instruction.

3.5.1.1.3. Notify ACC/A4Q of their USAF AMMOS selectee as soon as possible but NLT 90 days prior to class start date.

3.5.1.1.4. Monitor their primary and alternate selectees through class start date and ensure primaries are replaced as required.

3.5.2. Selectees: ARC USAF AMMOS selectees will attend classes as specified in the HQ ACC/A4Q USAF AMMOS Student Selectee message **(T-2)**.

3.5.2.1. Upon notification of selection, all primary and alternate selects not possessing the security clearance required of their respective courses must contact their unit security managers and submit applicable paperwork within 10 working days **(T-2)**. Failure to complete security clearance paperwork in a timely manner may result in individuals being denied course attendance.

3.5.2.2. Selectees must submit all required prerequisite materials as outlined on the USAF AMMOS website at: <https://wwwmil.nellis.af.mil/units/ammos/> **(T-2)**. Failure to meet suspense dates for prerequisite items may result in disenrollment from the course. Extensions to suspense dates will only be approved on a case-by-case basis and must be coordinated directly through the USAF AMMOS Registrar **(T-2)**.

3.5.2.3. Selectees must ensure they meet all course entry criteria prior to their class start date **(T-2)**. If an individual is unable to meet course entry requirements due to extenuating circumstances, send a waiver request to HQ ACC/A4Q as appropriate for ARC units **(T-2)**. Include the following information: reason for waiver request, justification for waiver and any other pertinent information **(T-2)**.

3.5.2.4. Situations can occur that impact selectee's availability to attend USAF AMMOS. These situations (due to sickness, injury, real world operations, etc) will be handled on a case-by-case basis. The selectee's unit must contact AFRC/A4M or ANG/A4M, as appropriate, and state the reason(s) for the selectee's inability to attend **(T-2)**. AFRC/A4M or ANG/A4M, as appropriate, will subsequently notify HQ ACC/A4 through HQ ACC/A4Q. HQ ACC/A4Q will notify USAF AMMOS and HQ AFPC/DPALL. Units must inform AFRC/A4M or ANG/A4M, as appropriate, as soon as possible if a primary selectee cannot attend USAF AMMOS. It is imperative to make the non-attendance determination as soon as possible so HQ ACC/A4Q can notify the first alternate to attend USAF AMMOS and complete the mandatory prerequisite training.

3.5.2.5. While attending USAF AMMOS a student may be grandfathered to attend a subsequent class if unable to complete the course due to circumstances beyond their control. Examples are: illness, injury, family emergencies and contingency operations. HQ ACC/A4 is the final approval authority for all grandfathering decisions.

## Chapter 4

### ADVANCED MAINTENANCE AND MUNITIONS EDUCATION PROGRAM

**4.1. Purpose:** The Advanced Maintenance and Munitions Education Program (AMMEP)

**4.2. AF/A4L will:**

4.2.1. Serve as USAF AMMEP OPR.

**4.3. HQ ACC/A4Q will:**

4.3.1. Serve as USAF AMMEP OCR.

**4.4. Maintenance Group Commander (MXG/CC) or equivalent will:** (applicable only to locations where aircraft maintenance and/or munitions officers are authorized and/or assigned)

4.4.1. Establish an AMMEP with assistance from their senior USAF AMMOS graduate (**T-2**). If the assigned population is too small to support an independent program, consider opportunities for assigned 21A/M officers to participate in AMMEP at another installation.

4.4.2. Support USAF AMMOS graduate participation in AMMTAC or TTP rewrite conferences to the maximum extent possible (**T-3**). In the event there is no 21A or 21M USAF AMMOS graduate assigned or available to attend, the MXG/CC or equivalent should make every effort to send a knowledgeable Officer/SNCO to represent their wing/group. The MXG/CC or equivalent will approve the group's TTP inputs, consolidated by their assigned USAF AMMOS graduates, for submission to the annual AMMTAC (**T-2**).

4.4.3. Ensure the graduates are utilized as producers, mentors and advisors for the maintenance group (ref. paragraph 4.5.1. - 4.5.3.) (**T-3**). It is important to remember these roles are not to take the place of the graduate's roles/responsibilities in their primary duty position, and instead are additional responsibilities they take on as USAF AMMOS graduates.

4.4.4. Appoint a graduate as Director of Maintenance Tactics and Training (MTT) (**T-2**).

4.4.4.1. The Director of MTT is responsible for oversight of the MXG/CC's AMMEP program (**T-2**). The AMMEP program will focus on the professional development and education of the aircraft and munitions maintenance leadership corps. Ensure USAF AMMOS graduates develop and execute the preponderance of monthly maintenance academic (MMA) lessons (**T-2**). The MTT Director will ensure all USAF AMMOS graduates assigned to their base are integrated into the MMA training plan NLT 60 days after arrival (**T-2**). Table 1.1 provides suggested topics that should be included in the monthly MMA.

**4.5. USAF AMMOS Graduates:**

4.5.1. **Producer:** The USAF AMMOS graduate will be a leader in their organization responsible for the production of sorties to support aircrew training or combat operations (**T-2**). The USAF AMMOS graduate will perform in production-oriented jobs to fulfill the role of a producer (**T-3**). These duties include, but are not limited to: execution of maintenance/munitions operations in support of a unit and/or the wing flying-hour program, Maintenance Performance Indicators (MPI) analysis and development of corrective actions,

special projects (as assigned by their MXG/CC or equivalent) and execution of in-garrison and deployed maintenance/munitions activities in support of mission requirements around the globe (T-2).

4.5.2. **Mentor:** The USAF AMMOS senior graduate will ensure a minimum of one USAF AMMOS Monthly Maintenance Academics (MMA) lesson is conducted each month (T-2). Topics should include, but are not limited to, TTPs and lessons listed in Table 1.1. Additionally, the USAF AMMOS graduate will confer with the MXG/CC or equivalent to develop topics based on major upcoming events such as ORIs, OREs, building the FHP, deployments, or other unit specific matters (T-2).

**Table 4.1. Suggested USAF AMMOS MMA lessons:**

<p><b>1. Ready the Force</b>  War Mobilization Plans (Vol. IV &amp; V)  SORTS &amp; ART  Flying Hour Program  Capabilities Assessment  Flying and Maintenance Scheduling  Maintenance Metrics  Generation Planning and Execution  MRSP &amp; MSK  Fuels Support  Workforce Development  Culture of Compliance  ORE Development and Execution</p> <p><b>2. Prepare the Battlespace</b>  Expeditionary Site Selection/Survey  TPFDD Review/Development  Deploying Equipment and Cargo  Deploying Personnel</p> <p><b>3. Position the Force</b>  AMC and the User  Aircraft Reception and Regeneration  Personnel Reception and Beddown</p> <p><b>4. Employ the Force</b>  Air Tasking Order Cycle  Combat Sortie Generation  Contested and Denied Environment Operations  Reachback Support  Force Protection</p>
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4.5.2.1. The goal is to optimize training days in an attempt to encourage maximum participation.

4.5.3. **Advisor:** The USAF AMMOS graduate may function as an advisor to the MXG for maintenance and munitions matters including, but not limited to, analysis of MPIs and development of corrective action plan, flying hour program analysis and development, analysis of logistical support issues and recommended courses of action and the Maintenance Deployment Plan (MDP).

4.5.3.1. The purpose of the MDP is to ensure the MXG is prepared to support all applicable OPLANS, contingency operations, AEFs, and exercises. The MDP will include a review of MXG Unit Deployment Manager (UDM) functions and responsibilities (**T-2**). The USAF AMMOS graduate will ensure the MXG UDM is properly using the documents produced as a result of taskings and/or requirements (e.g., DOC statements, AEF TPFDD, etc) (**T-2**). In addition, the USAF AMMOS graduate will employ their skill set to coordinate with the Wing Installation Deployment Officer (IDO) to ensure the MDP includes a complete, integrated aircraft generation/DSOE plan (**T-2**).

## Chapter 5

### USAF AMMOS AMSC SELECTION PROCESS

**5.1. Purpose:** This chapter describes the procedures for nominating and selecting active duty and ARC maintenance superintendents to attend AMSC and the responsibilities of the agencies involved. The primary goal of this process is to select the most qualified SNCOs to attend AMSC.

**5.2. Selection Criteria:** The Air Force Education and Training Course Announcement (ETCA) establish USAF AMSC selection criteria located at <https://etca.randolph.af.mil>. These criteria are designed to ensure selection of the most highly qualified individuals who have demonstrated the potential/ability to enhance combat capability. The USAF AMMOS seeks only the finest SNCOs to attend AMSC. These maintenance professionals must exhibit extraordinary intelligence, dedication, technical skill, military bearing, leadership and professionalism. They must be outstanding role models for their peers and subordinates.

#### **5.3. Responsibilities:**

##### **5.3.1. Each MAJCOM will:**

5.3.1.1. Establish internal selection procedures to ensure their class quotas are filled.

5.3.1.1.1. Select and prioritize both primary and alternates to ensure all quotas are filled for each class.

5.3.1.1.2. Ensure nominees are available to attend selected class dates.

5.3.1.2. Monitor all selectees through class start date and ensure alternates replace primaries when required.

5.3.1.3. Forward names of USAF AMMOS AMSC selectees and alternates to HQ ACC/A4, through ACC/A4QT for release as the executive agent.

5.3.1.3.1. Provide the AMMOS Personnel Record with the selectee names IAW Attachment 2.

##### **5.3.2. HQ ACC/A4 will:**

5.3.2.1. Maintain responsibility for the overall coordination of the AMSC student selection process.

5.3.2.2. Release announcement memo NLT 120 days prior to class start date calling for MAJCOM selectees.

##### **5.3.3. ACC/A4Q will:**

5.3.3.1. Prepare announcement/call for selectees memo for ACC/A4 release NLT 120 days prior to class start date.

5.3.3.2. Prepare selectee announcement memo for release NLT 90 days prior to class start date.

5.3.3.3. Ensure MAJCOM USAF AMMOS AMSC class seats (based on MAJCOM selection) are entered into the formal training system, Oracle Training Administration (OTA) tool.

5.3.3.4. Release approved USAF AMMOS AMSC Student Selection message to MAJCOM A4s.

**5.3.4. MAJCOM A4s will:**

5.3.4.1. Appoint USAF AMMOS POC and notify ACC/A4Q.

5.3.4.2. Select SNCOs with the most potential to fulfill the expectations of an AMSC graduate.

5.3.4.3. Ensure AMSC selectees assigned to their MAJCOM are loaded into the formal training system (OTA) after release of selection board results.

**5.3.5. Maintenance Group Commander (MXG/CC) or equivalent will:**

5.3.5.1. Submit the nomination package to their MAJCOM A4 (T-2).

5.3.5.2. The nomination package will contain the letter of endorsement, the AMMOS Personnel Record, SURF and the individual's last 5 EPRs (T-2).

**5.3.6. Individual unit commanders will:**

5.3.6.1. Make every effort to ensure availability for SNCOs selected to attend AMSC (T-2).

5.3.6.2. Coordinate with MAJCOM if selectees cannot attend assigned class to ensure there is time for an alternate to fill the seat (T-2).

5.3.6.3. Ensure selectees meet the highest quality force standards, convey the most professional military image, and meet fitness standards outlined in AFI 36-2905, *Fitness Program* (T-2).

**5.3.7. AMSC Selectees will:**

5.3.7.1. Attend class as specified in the selection message (T-2). Immediately upon selection notification, all primary and alternate selectees must contact their unit security manager to ensure their security clearance will remain current for the duration of their class (T-2).

5.3.7.2. Notify SQ/CC and MXG/CC immediately if circumstances arise that prohibits ability to attend selected AMSC class (T-2). The MXG/CC must coordinate/notify their MAJCOM A4 AMMOS POC of selectees' inability to attend (T-2). It is imperative to make non-attendance determinations as early as possible so that the MAJCOM A4 AMMOS POC can select/notify an alternate to attend.

**5.4. ARC Selection Procedures:** This section describes the procedures for selecting Air Reserve Component AMSC students and outlines the responsibilities of the agencies involved. The main objective of the selection process is to train the most qualified SNCOs who, as graduates, will provide the expertise and leadership necessary to accomplish the Air Force mission.

5.4.1. Responsibilities: HQ ACC/A4 will establish the allocation for ARC attendance at AMSC. The ARC will select a minimum of four AMSC selectees per year. HQ ANG/A4 and HQ AFRC/A4, or their designated representative, will review and approve proposed selections. If the AFRC and ANG collectively are unable to fill a class quota, notify ACC/A4Q via E-mail.

5.4.1.1. HQ AFRC/A4M and HQ ANG/A4 will:

5.4.1.1.1. Serve as OCR for this instruction. They will coordinate changes as directed by the HQ ACC/A4 to ensure mutual understanding of the nomination and selection board policies and procedures.

5.4.1.1.2. Be responsible for the conduct and/or oversight of their respective USAF AMSC selection boards. As such they will ensure selection board presidents advise members on selection criteria and conduct the boards IAW this instruction.

5.4.1.1.3. Notify ACC/A4Q of their AMSC selectee as soon as possible but NLT 90 days prior to class start date.

5.4.1.1.4. Monitor their primary and alternate selectees through class start date and ensure primaries are replaced as required.

5.4.2. Selectees: ARC AMSC selectees will attend classes as specified in the HQ ACC/A4Q USAF AMMOS Student Selectee message (T-2).

5.4.2.1. Upon notification of selection, all primary and alternate selects not possessing the security clearance required of their respective courses must contact their unit security managers and submit applicable paperwork within 10 working days (T-2). Failure to complete security clearance paperwork in a timely manner may result in individuals being denied course attendance.

5.4.2.2. Selectees must submit all required prerequisite materials as outlined on the USAF AMMOS website at: <https://wwwmil.nellis.af.mil/units/ammos/> (T-2). Failure to meet suspense dates for prerequisite items may result in disenrollment from the course. Extensions to suspense dates will only be approved on a case-by-case basis and must be coordinated directly through the USAF AMMOS Registrar (T-2).

5.4.2.3. Selectees must ensure they meet all course entry criteria prior to their class start date (T-2). If an individual is unable to meet course entry requirements due to extenuating circumstances, send a waiver request to HQ ACC/A4Q as appropriate for ARC units (T-2). Include the following information: reason for waiver request, justification for waiver and any other pertinent information (T-2).

5.4.2.4. Situations can occur that impact selectee's availability to attend USAF AMMOS. These situations (due to sickness, injury, real world operations, etc.) will be handled on a case-by-case basis. The selectee's unit must contact AFRC/A4M or ANG/A4M, as appropriate, and state the reason(s) for the selectee's inability to attend (T-2). AFRC/A4M or ANG/A4M, as appropriate, will subsequently notify HQ ACC/A4 through HQ ACC/A4Q. HQ ACC/A4Q will notify USAF AMMOS and HQ AFPC/DPALL. It is imperative to make the non-attendance determination as soon as possible so HQ ACC/A4Q can notify the first alternate to attend USAF AMMOS and complete the mandatory prerequisite training.

5.4.2.5. While attending USAF AMMOS a student may be grandfathered to attend a subsequent class if unable to complete the course due to circumstances beyond their control. Examples are: illness, injury, family emergencies and contingency operations. HQ ACC/A4 is the final approval authority for all grandfathering decisions.

## Chapter 6

### RECORDS MANAGEMENT

**6.1. Records Management:** Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

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 IMT 847s from the field through the appropriate functional chain of command.

JUDITH A. FEDDER  
Lieutenant General, USAF  
DCS/Logistics, Installations & Mission Support

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

AFI 33-360, *Publications and Forms Management*, 07 Feb 2013

AFI 36-2406, *Officer and Enlisted Evaluation System*, 02 Jan 2013

AFI 36-2905, *Fitness Program*, effective 1 Jul 2010

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AFMAN 36-2234, *Instructional System Development*, 1 Nov 93

AFPD 21-1, *Air and Space Maintenance*, 25 Feb 2003

***Prescribed Forms***

AF Form 174, *Record of Individual Counseling*

AF Form 797, *Job Qualification Standard Continuation/Command JQS*

***Adopted Forms***

AF Form IMT 847, *Recommendation for Change of Publication*

AF Form 673, *Air Force Publication/Form Action Request*

AF Form 399, *Request for Action on Implementation of Higher Headquarters Publications*

***Abbreviations and Acronyms***

**AFFOR**—Air Force (Component) Forces

**AFRC**—Air Force Reserve Command

**AMMEP**—Advanced Maintenance and Munitions Education Program

**AMMOS**—Advanced Maintenance and Munitions Operations School

**AMMTAC**—Aircraft Maintenance/Munitions Tactics Conference

**ANG**—Air National Guard

**AOC**—Air Operations Center

**ARC**—Air Reserve Component

**CAF**—Combat Air Force

**CIP**—Curriculum Improvement Process

**CO**—Commandant

**DO**—Director of Operations

**DT**—Developmental Team

**DV**—Distinguished Visitors

**e-Publishing**—e-Publishing website ([www.e-publishing.af.mil](http://www.e-publishing.af.mil))

**ETCA**—Education and Training Course Announcements

**IAW**—In Accordance With

**IDO**—Installation Deployment Officer

**IS**—Instructor Supervisor

**ISD**—Instructional System Development

**JTS**—Joint Tactics Squadron

**MAF**—Mobility Air Force

**MCL**—Master Course Listing

**MDP**—Maintenance Deployment Plan

**MEX**—Mission Employment Exercise

**MMA**—Monthly Maintenance Academics

**MPI**—Maintenance Performance Indicators

**MTT**—Maintenance Tactics and Training

**NAF**—Numbered Air Force

**ODP**—Officer Development Profile

**OST**—Off-Site Training

**OTA**—Oracle Training Administration

**PA**—Privacy Act

**POI**—Plans of Instruction

**RDS**—Records Disposition Schedule

**SOF**—Special Operations Forces

**TTP**—Tactics/Techniques/Procedures

**UDM**—Unit Deployment Manager