

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

**AIR FORCE INSTRUCTION 36-2650**



**20 MAY 2014**

**AIR FORCE GLOBAL STRIKE  
COMMAND  
Supplement**

**17 FEBRUARY 2016**

**Personnel**

**MAINTENANCE TRAINING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: HQ AF/A4LF

Certified by: HQ AF/A4L  
(Maj Gen John B. Cooper)

Supersedes: AFI36-2232, 22 February  
2006

Pages: 74

OPR: AFGSC/A4BX

Certified by: AFGSC/A4B  
(Col Eric Y. Moore)

Supersedes: AFI36-  
2650\_AFGSCSUP\_AFGSCGM2015-01, 22  
January 2015

---

Pages: 74

This instruction implements Air Force Policy Directive (AFPD) 36-26, *Total Force Development*. It establishes procedures for Air Force maintenance training and provides a framework for developing training for aircraft, munitions, and missile maintenance. Use this instruction with AFI 36-2201, *Air Force Training Program*. 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 Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. 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 must be submitted through the chain of command to the appropriate Tier waiver approval authority, or alternately if a non-Tiered requirement, to the publication OPR for non-tiered compliance items consideration.

(AFGSC) AFI 36-2650, *Maintenance Training*, is supplemented as follows: This supplement prescribes objectives, standards, procedures and responsibilities governing maintenance training programs management for Air Force Global Strike Command (AFGSC) assets. This publication applies to AFGSC units and Air Force Reserve Command (AFRC) and Air National Guard (ANG) Classic Associate units. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional’s chain of command to [AFGSC.A4BX.workflow@us.af.mil](mailto:AFGSC.A4BX.workflow@us.af.mil). The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-1”T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Units may publish a supplement to this AFI. **AFGSC A4 is the Tier 1 and Tier 2 waiver authority for this publication.**

**SUMMARY OF CHANGES**

This AFI has been significantly changed and must be completely reviewed in its entirety. The following is a synopsis of the revisions: Updates MAJCOM Mandatory Course List (MMCL) requirements, block training guidance, training scheduling effectiveness computation requirements, Status of Training (SOT) briefing requirements, Munitions/Weapons training documentation requirements, Maintenance Training Section’s (MTS) responsibilities, and the Air Force Airframe and Powerplant (A&P) Certification Program.

(AFGSC) This document must be reviewed in its entirety. Incorporated all changes identified in the GM, aligned paragraphs with the parent AFI, deleted non-compliance type guidance, and removed redundant Plan of instruction/ISD guidance. Sample POI/Course chart templates will be available on Maintenance Training SharePoint site.

<b>Chapter 1— GENERAL</b>	<b>8</b>
1.1. Purpose.....	8
1.2. Objective.....	8
1.3. Applicability. ....	8

1.4.	Equivalent Commanders.....	8
1.5.	Terminology.....	8
1.6.	Office of Primary Responsibility (OPR).....	8
1.7.	AETC Training Detachment (TD).....	9
1.8.	MAJCOM Mandatory Course List (MMCL).....	10
1.9.	Utilization of Training Courses. ....	10
1.10.	Class Cancellation Policy. ....	10
1.11.	Curriculum Advisory Committee (CAC).....	10
1.12.	Advanced Distributed Learning (ADL) (Not applicable to ARC and Air Force Special Operations Command (AFSOC).....	10
1.13.	Cross-Utilization Training (CUT).....	11
1.14.	Block Training (Not applicable to ARC units).....	11
1.15.	Ancillary Training.....	11
1.16.	Training Overdues. ....	11
1.17.	Air Force Engineering and Technical Services (AFETS) Management and Control (Applicable to Aircraft Mx units).....	11
1.18.	Maintenance Training Instructions. ....	11
1.19.	Waivers (Not applicable to ARC units).....	12
1.20.	MXG Status of Training (SOT) Briefing.....	12
1.20.	(AFGSC) Status of Training (SOT) Briefing.....	12
Figure 1.1.	Sample Training Scheduling Effectiveness Computation. ....	14
1.21.	Aircraft/Munitions Maintenance SEI Policy.....	16
1.22.	The Maintenance Training Advisory Group (MATAG):.....	19
1.23.	Training Continuity Books. ....	19
1.24.	Training Assessment Feedback.....	19
1.25.	(Added-AFGSC) Training Requirements During Deployments. ....	20
1.26.	(Added-AFGSC) The Griffin Training Courses. ....	20

1.27.	(Added-AFGSC) Aircraft Marshalling.....	20
1.28.	(Added-AFGSC) Special Certification Roster (SCR).....	20
2.5.	MAJCOM Maintenance Training Branch.....	22
<b>Chapter 2— ROLES AND RESPONSIBILITIES</b>		<b>21</b>
2.1.	General.....	21
2.2.	Air Force Career Field Manager (AFCFM).....	21
2.3.	Career Field Administrator (CFA).....	21
2.4.	Training Pipeline Manager (TPM).....	22
2.5.	MAJCOM Maintenance Training Branch.....	22
2.6.	MAJCOM Functional Manager (MFM).....	23
2.7.	Maintenance Group (MXG) Commander (or Equivalent).....	23
2.8.	Squadron Commander.....	24
2.9.	Maintenance Operations Officer in Charge (MO OIC).....	25
2.10.	Workcenter Supervisors.....	25
2.11.	Air Force Master Course Table (MCT) Manager:.....	25
2.12.	(Added-AFGSC) Squadron Training Monitors.....	26
<b>Chapter 3— MAINTENANCE TRAINING DOCUMENTATION</b>		<b>27</b>
3.1.	Introduction.....	27
3.2.	Training Documents.....	27
3.3.	Training Records.....	27
3.4.	Core tasks.....	28
3.5.	Third-Party Certification of Core Tasks.....	28
3.6.	Qualification Tasks.....	29
3.7.	Local Tasks.....	29
<b>Chapter 4— MAINTENANCE INFORMATION SYSTEMS (MIS)/TRAINING BUSINESS AREA (TBA)</b>		<b>30</b>
4.1.	Introduction.....	30

4.2.	Purpose.....	30
4.3.	Administration. ....	30
4.3.	(AFGSC) Administration.....	31
4.4.	User Roles.....	31
Table 4.1.	MIS Training Business Area Key User Roles. ....	31
4.5.	TBA SharePoint-TBA new requirement submission:.....	31
4.6.	Training Business Area Functional Review Board (TBA-FRB). ....	31
4.7.	TBA Configuration Control Board (CCB). ....	32
4.8.	TBA Organizational Structure. ....	32
4.9.	IMDS and G081 Master Course Codes (MCC).....	32
<b>Chapter 5— MAINTENANCE TRAINING SECTION (MTS)</b>		<b>34</b>
5.1.	General (Chapter not applicable to ARC units).....	34
5.2.	Manning. ....	34
5.3.	Training.....	35
5.4.	Maintenance Training Section Chief Responsibilities.....	35
5.5.	Training Management NCOIC Responsibilities.....	37
5.6.	Unit Training Managers (UTMs).....	37
5.7.	Scheduler Responsibilities.....	39
5.8.	Development and Instructor (D&I) Element NCOIC Responsibilities (Not applicable to AFSOC units) The D&I Chief will develop, manage, and conduct standardized training for maintenance personnel.....	40
5.9.	Development Responsibilities (Not applicable to AFSOC units).....	41
5.10.	Instructor Responsibilities (T-3).....	42
5.11.	(Added-AFGSC) General. ....	43
<b>Chapter 6— MTS SCHEDULING FUNCTION</b>		<b>45</b>
6.1.	General.....	45
6.2.	MTS Scheduling Process. ....	45

6.3.	Maintaining Scheduling Files. ....	45
6.4.	Monthly Training Scheduling Meeting. ....	46
6.5.	Priority Backlog Management. ....	46
6.6.	Requesting AETC Mobile Training Team (MTT) and TDY Instructor Assistance. ....	47
6.7.	Obtaining Funding TDY for AETC Field and Mobile Training. ....	48
6.8.	(Added-AFGSC) MTS to MTS Scheduling Process. ....	48
<b>Chapter 7— EN-ROUTE TRAINING</b>		<b>49</b>
7.1.	General. ....	49
7.2.	Establishing New En-Route Training Requirements. ....	49
7.3.	Establishing Sequential En-Route Requirements. ....	49
7.4.	Factors to Consider When Scheduling En-Route Training. ....	49
7.5.	Canceling En-Route Training Request. ....	49
7.6.	Scheduling En-route Training. ....	49
<b>Chapter 8— MAINTENANCE QUALIFICATION PROGRAM (MQP)</b>		<b>51</b>
8.1.	General (This chapter does not apply to ANG, and AFSOC units). ....	51
8.1.	(AFGSC) General. ....	51
8.2.	Phase I, Inprocessing, Mission Orientation and Maintenance Refresher. ....	51
8.3.	Phase II, Continuation Training (CT). ....	52
8.4.	Phase III, Special Qualification Training (SQT). ....	53
<b>Chapter 9— SPECIAL PROGRAMS</b>		<b>55</b>
9.1.	Air Force Airframe and Powerplant (A&P) Certification Program. ....	55
9.2.	Foreign Object Damage (FOD) Prevention Training. ....	59
9.3.	Other Related Special Programs. ....	59
9.4.	(Added-AFGSC) Course Development. ....	60

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

**61**

**Attachment 2— MASTER COURSE CODE SUBMISSION FORMATS**

**73**

## Chapter 1

### GENERAL

**1.1. Purpose.** Air Force Instruction (AFI) 36-2650, *Maintenance Training*, establishes training policy and procedures for personnel assigned to aircraft, munitions, and missile maintenance organizations throughout the Air Force.

**1.2. Objective.** Provide initial, upgrade, proficiency, qualification, recurring, and certification training needed by a technician to perform duties in their primary Air Force Specialty Code (AFSC). The overall capability of a maintenance unit depends on the state of training for personnel assigned. Training is essential to improving and sustaining unit capability and is one of the most important responsibilities of commanders and supervisors. When balancing resources (e.g., aircraft, support equipment, facilities, tools, funding, personnel, etc.), maintenance training carries an equal priority with the operational training mission.

**1.3. Applicability.** This instruction is directive in nature and applicable to commanders, supervisors, Unit Training Managers (UTM), and personnel assigned to the Maintenance Group (MXG), maintenance squadrons, MTS, and other maintenance organizations throughout the Air Force. It is applicable to Active Duty, Air Force Reserve, Air National Guard, and Air Force Civilian maintenance personnel. MAJCOMs will supplement this document to further define civilian training requirements.

1.3.1. Performance-based activities (contractors and Most Efficient Organizations (MEO)) will organize in accordance with (IAW) AFI 38-203, *Commercial Activities Program*, and will implement the organization required in accordance with their contract or management plan. (T-2).

**Note:** Certain sections of this AFI are not applicable to Air Reserve Component (ARC), Intercontinental Ballistic Missile (ICBM), and Nuclear units. Organizations that do not have a Maintenance Training Section (MTS) will complete skill level training in their individual work centers. (T-2). Refer to MAJCOM instructions for further guidance, where applicable. Specific training requirements for Munitions and Missile maintenance activities are included in the appropriate 21-2XX series instructions.

**1.4. Equivalent Commanders.** Throughout this instruction, responsibilities for the Maintenance Group Commander (MXG/CC) are identified. For those units that do not align under a Maintenance Group (MXG), their appropriate commander is equivalent.

**1.5. Terminology.** When using this instruction, the following applies:

1.5.1. **Must** - Indicates a mandatory requirement.

1.5.2. **Will** - Indicates a mandatory requirement.

1.5.3. **Should** - Indicates a preferred or recommended method or option.

1.5.4. **May** - Indicates an acceptable or satisfactory method or option.

**1.6. Office of Primary Responsibility (OPR).** The MTS is the single point of contact for maintenance training within the MXG IAW AFI 36-2201 *Air Force Training Program* and this publication.

**Note:** The UTM or civilian equivalent will serve as OPR for those units without an MTS. **(T-2).**

**1.7. AETC Training Detachment (TD).** (Applicable to Aircraft Maintenance (Mx) units except ARC units). TD is the primary Aircraft Mx training agency on base. TD will develop a support agreement between host suppliers and receivers of resources IAW applicable AFIs to document recurring day-to-day peacetime support. **(T-2).** The support agreement should address facilities, Operations and Maintenance (O&M) funding, administrative support, Government Vehicle (GOV) allocations; aircraft support equipment to include sustainment costs, and organizational/intermediate maintenance support of equipment beyond the TD capability.

1.7.1. Air Education and Training Command (AETC) TD will be utilized as the primary maintenance training resource at all bases with an assigned TD. The TD will not be responsible to conduct ancillary training. The MTS will develop courses and supplement training when the training requirements are beyond the capability and timely response of the TD. The MTS and TD will not duplicate training. During course reviews, any duplication of training will be reconciled.

1.7.2. Student Travel Program for 982 TRG TD course. Submit travel and per diem cost for student travel to TD courses to 982 TRG/TXTGA, Sheppard AFB, TX for funding approval IAW AFI36-2201.

**Note:** If an individual cannot attend the TD course after the name is submitted and a fund cite has been provided, notify 982 TRG/TXTGA and MAJCOM maintenance training branch as soon as possible so the appropriate changes can take place.

1.7.2. **(AFGSC)** Submit TD request to HQ AFGSC/A4BX for approval.

1.7.2.1. **(Added-AFGSC)** MTS will request off station TD funding from HQ AFGSC/A4BX. All off station TD funding requests are approved or disapproved based on student eligibility, requirement, priority, and quota availability. If approved by HQ AFGSC/A4BX, 2AF/MRTP approves funding and 982 TRG/TXTGAS schedules training. **(T-2).**

1.7.3. **(Added-AFGSC)** The TDs have the responsibility to: **(T-2).**

1.7.3.1. **(Added-AFGSC)** Respond to all training requests from the MTS. However, new requirements must be coordinated through and approved by AFGSC/A4BX.

1.7.3.2. **(Added-AFGSC)** Review and sign AF Form 898, *Field Training Requirements Scheduling Document*, or an automated facsimile.

1.7.3.3. **(Added-AFGSC)** Should attend the Status of Training (SOT) meetings.

1.7.3.4. **(Added-AFGSC)** Should attend MTS monthly training scheduling meeting.

1.7.3.5. **(Added-AFGSC)** Develop written procedures with MTS to ensure FTD instructional system reviews (ISR) are coordinated with the proper maintenance agencies.

1.7.3.6. **(Added-AFGSC)** Provide MTS copies of current TD CC/TSS (maintenance courses only).

1.7.3.7. **(Added-AFGSC)** Certify/qualify students on required tasks when identified by MAJCOM via course documents.

1.7.3.8. **(Added-AFGSC)** Attend Curriculum Advisory Committee (CAC) meetings when requested.

**1.8. MAJCOM Mandatory Course List (MMCL).** (Applicable to Aircraft Mx units except ARC). Lead Commands will create a master list of all mandatory TD, MTS, and Advanced Distributed Learning (ADL) courses for each mission design series (MDS) aircraft. MAJCOMs will conduct annual audits by reviewing monthly Status of Training reports to ensure all personnel identified complete applicable MMCL courses (see paragraphs 8.3.3. and 8.3.4.).

**1.9. Utilization of Training Courses.** Units will use AETC, TD, MTS and ancillary training courses for upgrade, proficiency, qualification, recurring, and Cross Utilization Training (CUT). **(T-2)**. These courses will be used to the fullest extent possible.

**1.10. Class Cancellation Policy.**

1.10.1. TD classes with en-route, Temporary Duty (TDY), Air Reserve Component (ARC), or multi-phased students will not be canceled and will be supported by the host unit, unless approved by the wing commander.

1.10.2. Host unit personnel will not be removed from TD courses due to appointments, local exercises, or higher headquarters inspections, unless approved by the wing commander.

1.10.3. MXG/CC may cancel MTS classes during local exercises. The maintenance training operating instruction, developed by the MTS, will outline the cancellation policies for MTS classes.

1.10.4. Local students released from MTS/TD courses will report to their respective work centers.

**1.11. Curriculum Advisory Committee (CAC).** (Not applicable to ARC and AFSOC units). Use the CAC to investigate, analyze, and recommend the most cost effective and efficient method to satisfy training requests. The CAC will be composed of MTS (Chairperson), UTM (as required), TD (as required), Subject-Matter-Experts (SMEs), applicable work center supervisors/section chiefs, and MTS OIC/Chief. **(T-2)**.

1.11.1. MTS will conduct a CAC when:

1.11.1.1. Developing a new course.

1.11.1.2. Deciding which training agency should conduct requested training.

1.11.1.3. Revising 25% or more of an existing course.

1.11.2. The MTS can use a CAC to conduct reviews of MTS courses and TD courses when necessary.

**1.12. Advanced Distributed Learning (ADL) (Not applicable to ARC and Air Force Special Operations Command (AFSOC)).**

1.12.1. The MTS and Base Education Services Officer (ESO), OPRs for ADL, will establish a memorandum of agreement (MOA) concerning administering ADL in maintenance organizations. **(T-2)**. The MOA may be part of a larger host/tenant wing or group support agreement.

1.12.1.1. MOA will include as a minimum:

- 1.12.1.1.1. Scope of training courses provided by the MTS.
- 1.12.1.1.2. Facilitator support.
- 1.12.1.1.3. Equipment and facility support.
- 1.12.1.1.4. Distribution of course materials, schedules, and announcements.

**1.13. Cross-Utilization Training (CUT).** CUT training provides the unit internal flexibility by training individuals to perform tasks that are not in their primary AFSC. This training can offset periods of austere or low skill level manning. It also enhances combat capability by developing a pool of qualified personnel to draw upon during surges. Use care not to create a dependency upon CUT trained personnel for every task. CUT should never be a long-term fix or management solution for an AFSC shortfall. Ensure the training records of individuals receiving CUT are appropriately documented. Be a qualified 5-level or 3-level that has completed all upgrade requirements except minimum time in training.

**Note:** This guidance does not apply to Remotely Piloted Aircraft (RPA) weapon systems or other weapon systems where Air Force approved maintenance philosophy dictates the merger of AFSCs.

**1.14. Block Training (Not applicable to ARC units).** Block training is a term used in the maintenance community to describe the type of format used for training. MTS uses this format to group training requirements into a single training session. Initial mission orientation and refresher training are the most commonly conducted courses in the block-training format.

**1.15. Ancillary Training.** Accomplish according to governing directives. Make every effort to consolidate training requirements to reduce the impact on the mission.

**1.16. Training Overdues.** Individual recurring qualifications become overdue on the last day of the month in which recertification is due. When an individual is TDY, on leave, or incapacitated, that person need not be decertified provided the required training/evaluations are completed within 30 days of the member's return to duty, not to exceed 2 calendar months from original due date, unless specified by another authoritative reference.

**1.17. Air Force Engineering and Technical Services (AFETS) Management and Control (Applicable to Aircraft Mx units).**

- 1.17.1. When necessary, use AFETS personnel for specialized systems/equipment training and integrate them within the MTS instructional effort. **(T-3).**
- 1.17.2. Courses developed or taught by AFETS will be coordinated through the MTS to ensure courses meet curriculum standards. **(T-3).**
- 1.17.3. Coordinate training requests conducted by AFETS/Contractor Engineering and Technical Services (CETS) as listed in AFI 21-110, *Engineering and Technical Services Management and Control*.

**1.18. Maintenance Training Instructions.**

- 1.18.1. MTS will develop and publish a local training instruction or supplement to this and MAJCOM training instructions to specify local policies/procedures to include, as a minimum (T-2):
  - 1.18.1.1. A waiver process to approve any deviation to the local instruction.

- 1.18.1.2. Testing and certification procedures.
- 1.18.1.3. Frequency and distribution of automated training products.
- 1.18.1.4. Personnel in/out processing (to include registration in training databases, i.e. Training Business Area (TBA), Advanced Distributed Learning System (ADLS), Air Force Training Record (AFTR), etc...).
- 1.18.1.5. Procedures for requesting training.
- 1.18.1.6. Additional local procedures.
- 1.18.1.7. Class cancellation policy.
- 1.18.1.8. Feedback loop to local QA.
- 1.18.2. Ensure the MXG/CC signs and approves the instruction.
- 1.18.3. Review instruction every two years and update as required.

**1.19. Waivers (Not applicable to ARC units).** All messages or letters requesting waivers to this instruction will include appropriate justification, coordination through MTS Chief (or equivalent), signed by the group commander, forwarded to the appropriate MAJCOM Maintenance Training Program Manager, and forwarded to HQ USAF/A4LF for approval unless otherwise noted.

**1.20. MXG Status of Training (SOT) Briefing.**

**1.20. (AFGSC) Status of Training (SOT) Briefing.** AFGSC's SOT templates for aircraft maintenance and missile maintenance are located on the AFGSC Maintenance Training SharePoint. The MTS will upload a copy of the completed SOT briefing slides on HQ AFGSC/A4BX Maintenance Training SharePoint located at <https://org1.eis.af.mil/sites/afgsc/cops/Training/default.aspx> by the last duty day of each month. **(T-2).**

- 1.20.1. Frequency. MTS will provide a quarterly formal SOT briefing to MXG/CC **(T-2).**
- 1.20.1. **(AFGSC)** Frequency. MTS will provide a monthly SOT brief. **(T-2).**
- 1.20.2. The MXG/CC will chair the quarterly briefing. **(T-2).**
- 1.20.3. Attendance. As a minimum, the following personnel will attend the quarterly formal SOT briefing:
- 1.20.3. **(AFGSC)** Attendance. As a minimum, the following personnel will attend the monthly formal SOT brief. **(T-2).**
  - 1.20.3.1. Squadron Commanders.
  - 1.20.3.2. MXG Superintendent.
  - 1.20.3.3. MTS Chief, D&I Element NCOIC(except ICBM units), Training Management NCOIC, and TD. (ICBM SOT: ICBM Training Flight Commander/Superintendent, Training Management and Training Team (TT)).
  - 1.20.3.4. Maintenance Squadron (includes Component Maintenance Squadron (CMS), Equipment Maintenance Squadron (EMS) and Munitions Squadron (MUNS),

Aircraft/Helicopter Maintenance Squadron, Missile Maintenance and Missile Operations Squadron Superintendents.

1.20.3.5. NCOICs, MTS Schedulers and Unit Training Managers.

1.20.3.6. UTM of each unit supported.

1.20.3.7. QA OIC/Superintendent or designated representative.

1.20.3.8. Invite Wing Commander and Command Chief Master Sergeant

1.20.3.8. (AFGSC) Invite the Wing Commander and Command Chief Master Sergeant at least quarterly. (T-2).

1.20.4. Provide an e-copy of the briefing to each required participant prior to the formal briefing.

1.20.4.1. Use approved Maintenance Information System (MIS) to help develop the SOT briefing.

**Note:** Only an Air Force level approved MIS will be used to automate training as designated IAW AFI 21-101, *Aerospace Equipment Maintenance Management*. The acronyms IMDS, Integrated Maintenance Data System (IMDS), G081/Mobility Air Force Logistics Command and Control (G081/MAF Log C2), and MIS are synonymous as they apply to this AFI. The generic term MIS allows flexibility to associate with any automated information system currently used in the maintenance community and provides for other emerging systems that fall under the same MIS business rules.

1.20.5. SOT briefing contents must include items identified in AFI36-2201 (T-2):

1.20.5.1. Blade Blending.

1.20.5.2. Engine Run.

1.20.5.3. Borescope (Optional).

1.20.5.4. Intake/Inlet/Engine Exhaust (AMC/AFSOC units are exempt).

1.20.5.5. Hot Refuel (Optional).

1.20.5.6. Deployment training (e.g., chemical warfare, ) (Optional).

1.20.5.7. TD Demand Response Rate (Not applicable to AFRC). Divide the number of quotas requested total number from block 7b on AF FORM 898, *Field Training Requirements Scheduling Document*, by the number allocated (total number of seats supported by the TD) and reflect the rate as a percentage. The percentage will not be above 100%.

1.20.5.8. TD Utilization Rate (Not applicable to AFRC). This rate reflects how well the unit utilized the seats that were allocated from the TD. Compute it by dividing the number of seats utilized by the number of seats allocated (for the reported month) and express the rate as a percentage. The percentage will not be above 100%.

1.20.5.9. MTS Demand Response Rate (Not applicable to AFRC). Divide the number of quotas requested for MTS conducted courses by the number allocated and reflect the rate as a percentage. The percentage will not be above 100%.

1.20.5.10. MTS Utilization Rate (Not applicable to AFRC) . This rate reflects how well the unit utilized the seats that were allocated from MTS. Compute it by dividing the number of seats utilized, by the number of seats allocated (for the reported month) and express the rate as a percentage. The percentage will not be above 100%.

**Note:** MTSs should report lost training time IAW their MAJCOM instruction. (Not applicable to ANG and AFRC units).

1.20.5.11. Training Scheduling Effectiveness (Not applicable to AFRC). Compute training scheduling effectiveness by dividing the number of originally scheduled personnel, minus deviations, by the total number of scheduled personnel (e.g., 100 originally scheduled – 15 deviations, divided by 100 scheduled = 85% training effectiveness rate). Walk-ins are considered a deviation.

**Figure 1.1. Sample Training Scheduling Effectiveness Computation.**

$$\frac{100(\text{scheduled}) - 15(\text{deviations})}{100(\text{scheduled})} = \frac{85}{100} = .85 * 100 = 85\%$$

1.20.5.12. Off-station TD (Not applicable to AFRC) demand and response/utilization rate, if applicable (off-station computed separately from paragraph 1.20.5.10.).

1.20.5.13. Upgrade Training (UGT) Status. Reflect the status of upgrade training in the following format:

1.20.5.13.1. Total number in UGT by skill level.

1.20.5.13.2. Number of enlisted assigned and percentage of those qualified (training status code R).

1.20.5.13.3. Number in 5-level UGT by unit in the following format:

1.20.5.13.3.1. 0-12 months and percentage of those with task completion.

1.20.5.13.3.2. 13-24 months and percentage of those with task completion.

1.20.5.13.3.3. Over 24 months and percentage of those with task completion.

1.20.5.13.4. Number in 7-level UGT by unit in the following format (if applicable):

1.20.5.13.4.1. 0-12 months and percentage completed 7-level School.

1.20.5.13.4.2. 13-24 months and percentage completed 7-level School.

1.20.5.13.4.3. Over 24 months and percentage completed 7-level School

1.20.5.13.4.4. Seven-level school backlogs (as applicable).

**Note:** Most AETC Aircraft Mx Craftsman Courses (7-level School) have been terminated.

1.20.5.13.5. Career Development Course (CDC) data for both the 5 and 7-skill level in the following format:

1.20.5.13.5.1. Number enrolled and number completed CDCs.

1.20.5.13.5.1.1. **(Added-AFGSC)** Report number entered into CDC

extensions (13th month or more); report CDC examination failures by first and second time. **(T-2)**.

1.20.5.13.5.2. Number of CDC enrollments over 9 months.

1.20.5.13.5.3. Number of CDC examinations passed, examinations failed, CDC extensions, and CDC reactivations.

1.20.5.13.5.4. CDC pass rate and list failures by AFSC.

1.20.5.13.5.5. Identify those individuals who score 90 percent and above on their CDCs.

1.20.5.14. Overdue Training. Report total overdues by squadron. Report all overdues identified in MIS.

1.20.5.14. **(AFGSC)** Report all overdue training from IMDS, ADLS, etc: to include ancillary training (training that is mandated for all across the USAF), Block training (training that is specific to Maintenance units), and Core Training (AFSC specific training). Report Ancillary, Block, and Core under the heading of ancillary for SOT reporting purposes. Just in time deployment training will not count as overdue training (i.e. CATM training, CBRNE, etc). **(T-2)**.

1.20.5.14.1. Count personnel who go overdue for training (including those TDY, on leave and scheduled) as overdue on the SOT until trained.

1.20.5.14.2. **(Added-AFGSC)** It is not required to report non-training related items/events, (i.e. folder reviews, QA evals, etc).

1.20.5.15. MMCL Backlog (Not applicable to AFRC). Provide the total backlogs for each MMCL course (TD, Interactive Multimedia Instructor (IMI), Advanced Distributed Learning (ADL), Maintenance Qualification Training Program (MQTP), etc.), scheduled/enrolled, number of courses completed and overdues.

1.20.5.16. Identify and discuss current and future training issues and concerns.

1.20.5.17. Instructor utilization and lost training time in three categories (Not applicable to AFRC)

1.20.5.17.1. Classroom time lost.

1.20.5.17.2. Duty related non-classroom time lost.

1.20.5.17.3. Additional duties attributed to time lost.

1.20.5.18. Qualification training: Identify the number of personnel in qualification training by unit.

1.20.5.18. **(AFGSC)** Qualification Training: Personnel begin Qualification Training upon completion of upgrade training (if they are not 100% position qualified); or if they change workcenters and require additional training to become 100% position qualified in the new workcenter. ALL personnel in qualification training will be placed in TSC "Q" in TBA only, with a Date Entered Training (DET). Reflect the status of Qualification Training (QT) in the following format: **(T-2)**.

1.20.5.18.1. **(Added-AFGSC)** Total number of personnel assigned.

1.20.5.18.2. (**Added-AFGSC**) Total number and percentage of personnel in Upgrade Training.

1.20.5.18.3. (**Added-AFGSC**) Total number and percentage of personnel in Qualification Training.

1.20.5.18.4. (**Added-AFGSC**) Total number and percentage of personnel Fully Qualified.

1.20.5.18.5. (**Added-AFGSC**) By name, personnel over 18 and 24 months in Qualification Training.

**1.21. Aircraft/Munitions Maintenance SEI Policy.** . (Not applicable to ANG, ACBM, or Nuclear units. Applicable to AFRC as directed/required by Career Field/Functional Area Managers) SEIs are designed to identify personnel with special experience and rapidly identify maintenance resources to meet management objectives. The purpose of this policy is to improve the identification of experienced personnel, deployment/assignment equity, and maintenance capability. It is not a means to classify maintenance proficiency levels or qualification levels.

The objectives of this policy are to:

1.21.1. Measure unit and MAJCOM experience levels and support appropriate management action to increase experience levels where needed.

1.21.2. Ensure maintenance personnel who have relevant hands-on experience on aircraft, engines, and associated equipment/Line Replaceable Units (LRUs) are awarded all appropriate SEIs.

1.21.3. Ensure all maintenance personnel are rotated to SEI-coded duty positions where relevant hands-on experience can be acquired within 36 months of date arrived station.

1.21.4. Utilization and Training Workshops (U&TW). Aircraft/Munitions maintenance career field managers and MAJCOM functional managers will review SEIs in Air Force Enlisted Classification Directory (AFPC website) for accuracy during U&TWs on maintenance AFSCs. Responsibilities:

1.21.4.1. HQ USAF/A4LF/W CFMs are the OPRs for the Air Force. HAF/A4LF/W will:

1.21.4.1.1. Monitor status of SEI auto notify/award in coordination with AFPC/DPSIDC.

1.21.4.1.2. Make changes to AFECD as necessary in coordination with AFPC/DPSIDC when SEIs are created or deleted.

1.21.4.2. The maintenance staff functional manager is the OPR at MAJCOM level. MAJCOM functional managers will:

1.21.4.2.1. Monitor the status of experience levels at each base/unit via analysis of the numbers of personnel possessing SEIs versus the total number of personnel assigned within the AFSC/program element code (PEC).

1.21.4.2.2. Identify, by name, those individuals assigned to a base/unit with more than 36 months Time On Station (TOS) and not awarded an SEI applicable to that

base/unit. Provide this list to the MXG/CC/maintenance supervisor, superintendent for analysis/investigation.

1.21.4.2.3. Ensure positions are coded at MAJCOM or base level. Monitor the coding of positions. A recommended measurement is the total number of Unit Manning Document (UMD) positions vs. the number of SEI coded positions in a given AFSC.

1.21.4.2.4. Reporting procedures: MAJCOMs will provide a semi-annual report to HQ USAF/A4LF on 1 April and 1 October, summarizing the MAJCOM experience levels in each of the target AFSCs IAW specified reporting criteria. Reports will portray:

1.21.4.2.4.1. The total number of personnel by Control Air Force Specialty Code (CAFSC) who have been assigned to a SEI coded or uncoded position with TOS of 18-24, 25-36, and more than 36 months who do not have a unit relevant SEI awarded to any AFSC. In addition, provide specific reasons/logic for each individual without being awarded SEI and greater than 36 months TOS.

1.21.4.2.4.2. The report format will show each of the targeted AFSCs by unit and or base. The report will also identify those SEIs that are being tracked at each unit and or base.

1.21.4.3. Maintenance Group Commander (MXG/CC).

1.21.4.3.1. Monitor the group experience levels as indicated by the number of assigned personnel with SEIs awarded versus the total number of personnel assigned within the AFSC/PEC.

1.21.4.3.2. Implement actions to ensure individuals with more than 24 months TOS without award of SEI complete all requirements before the 36 months TOS to preclude having to report those individuals to Air Staff.

1.21.4.3.3. Provide the reason why any assigned personnel with more than 36 months TOS has not been awarded a SEI resulting from assignment to a coded position, to the MAJCOM OPR. Provide the proposed date each of these individuals is anticipated to be awarded the applicable SEI.

1.21.4.4. The Maintenance Operations Officer (MOO)/Superintendent is the unit focal point for SEI management. Unit commanders/MOO/Superintendent will (T-2):

1.21.4.4.1. Assign personnel to authorized positions consistent with requirements, individuals grade, and skill level.

1.21.4.4.2. Ensure previously awarded SEIs are re-designated to newly awarded AFSCs during personnel upgrade actions.

1.21.4.4.3. Ensure individuals are awarded the assigned weapons systems SEI to an awarded AFSC when SEI awarding criteria contained in Air Force Enlisted Classification Directory has been met. They can be temporarily designated against the control AFSC, but only as a tracking mechanism to determine who will earn them.

- 1.21.4.4.4. For multiple MDS units, initiate action to award additional relevant SEIs if/when an individual gains experience on additional MDSs. Award additional SEIs using AF Form 2096, *Classification/On-The-Job Training Action*, or P-series orders.
- 1.21.4.4.5. Ensure that those personnel with 18-24 months TOS, without an SEI applicable to the unit of assignment and assigned to positions not coded with an airframe, engine, or sub-system SEI are rotated into positions where an applicable SEI may be earned and awarded.
- 1.21.5. Code UMD positions in the following manner:
- 1.21.5.1. Do not code Maintenance Operations Center (MOC), tool room, safety, vehicle NCOs, quality, or other staff/support functions with weapon system or engine SEIs.
- 1.21.5.2. MAJCOMs must ensure that only those positions where relevant hands-on experience can be gained are coded with the weapons system/engine-specific SEI based upon the following guidelines:
- 1.21.5.2.1. Code positions with the weapons system SEI: 2A0X1X, 2A090, 2A2X1X, 2A2X2X, 2A2X3X, 2A3X3X, 2A3X4X, 2A3X5X, 2A3X7X, 2A3X8X, 2A390, 2A300, 2A5X1X, 2A5X2, 2A590, 2A500, 2A6X1X, 2A6X3, 2A6X4, 2A6X5, 2A6X6, 2A690, 2A691, 2A600 (except 2A6X2, AGE), 2A7X1, 2A7X2, 2A7X3, 2A7X5, 2A790, 2A8X1X, 2A8X2X, 2A9X1X, 2A9X2X, 2A9X3X and 2W1X1 (including armament backshops).
- 1.21.5.2.2. Code positions with either weapons systems/backshop avionics systems as determined by the lead command for Mobility Air Force (MAF)/Combat Air Force (CAF), or HQ AFSOC: 2A0X1X.
- 1.21.5.2.3. Code positions with engine SEI where personnel can receive hands-on engine experience (flightline, Jet Engine Intermediate Maintenance (JEIM), Centralized Repair Facility (CRF), Phase/Isochronal dock, and test cell): 2A6X1X.
- 1.21.5.2.4. Code electro-environmental (2A6X6) and hydraulics (2A6X5) back shop positions with weapon system SEI where personnel can receive hands-on experience (flightline, cannibalization and phase/isochronal inspection docks).
- 1.21.5.2.5. Code Repair and Reclamation (R&R) shops with the R&R SEI.
- 1.21.5.2.6. For units having positions on their UMD funded by another MAJCOM under a host/tenant or memorandum of agreement, code the positions with the coordination/approval of the funding MAJCOM.
- 1.21.5.2.7. MAJCOMs may code additional positions with appropriate SEIs with the concurrence of the MAJCOM functional manager.
- 1.21.6. Triggers. The trigger point is the point where, as a minimum, MAJCOM Functional Managers in coordination with AFPC will maintain an experience level based on the total number of personnel assigned in the AFSC vs. the number of personnel holding a wing applicable awarded SEI. The experience baseline will be set at 60%. However, MAJCOMs may develop their own trigger point, with justification. If experience levels in a specific AFSC fall below this point, MAJCOMs shall consider steps to help alleviate the situation. These may include Temporary Duty (TDY), manning assistance, assignment availability

codes, using SEIs in the overseas selection/returnee allocations cycle, when available, to direct people with the required SEI into a particular location, or AF leveling using skill level, SEI, and time on station as the assignment selection criteria. Any request for assistance to AFPC will be accompanied by justification to include total personnel assigned in the AFSC, number of personnel in the wing holding an awarded, relevant SEI and the number of personnel with greater than 36 months' time on station without an award of an SEI. Units with personnel on station longer than 36 months with no SEI awarded will have difficulty justifying their need for assistance.

**Note:** This trigger point does not affect or prevent SEI selection rates approved by MAJCOMs or AFPC through normal channels.

### **1.22. The Maintenance Training Advisory Group (MATAG):**

1.22.1. Purpose. HQ USAF convenes the MATAG annually or as needed to provide a cohesive approach to improving readiness through better maintenance training. The MATAG reviews current maintenance training problems and successes, coordinates maintenance training initiatives, and advises the Air Force A4L on overall maintenance training programs. In addition, the MATAG:

1.22.1.1. Sets maintenance training goals and priorities.

1.22.1.2. Reviews training programs impacting maintenance, including ancillary training, and recommends changes to program OPRs.

1.22.1.3. Evaluates emerging training technologies.

1.22.2. Membership. Voting members of the MATAG include HQ USAF/A4LF, HQ USAF/A4LW, and each MAJCOM, Field Operating Agency (FOA), and Direct Reporting Unit (DRU) that are part of the Maintenance Chief Advisory Board (MCAB). Other interested people may attend but may not vote. The 982TRG and AETC/A3TM are invited to be advisors to the MATAG.

1.22.3. Will establish and perform annual reviews to the A4L approved MATAG charter.

**1.23. Training Continuity Books.** Develop and maintain a training continuity book for every duty position in the MTS (electronic version is acceptable) (T-2). Each book depicts procedures for accomplishing tasks associated with each duty position. Write continuity books to a standard that permits a newly appointed person to comply with existing policy and procedures with minimal assistance.

**Note:** Combine the MTS Chief duty position and Training Management Section NCOIC duty position tasks into one book.

**1.24. Training Assessment Feedback.** (Not applicable to ANG/AFRC and ICBM units). The MTS. Superintendent serves as OPR for local administration for internal and Office of Collateral Responsibility (OCR) for external feedback:

1.24.1. Establish a feedback loop in the maintenance training operating instruction between the Quality Assurance Program (QAP) and the MTS that focuses on training deficiencies.

1.24.2. Ensure training feedback (internal and external) surveys are returned.

**1.25. (Added-AFGSC) Training Requirements During Deployments.** Units must train their personnel prior to deployment and ensure qualification throughout the deployment. Deployed personnel who go overdue for training are counted as overdue on their squadron's monthly training statistics. Personnel who are deployed and have the capability at the deployed location must complete training. Personnel who go overdue for training while deployed will receive priority scheduling within 30 days after return to duty. **(T-2).**

**1.26. (Added-AFGSC) The Griffin Training Courses.** The Griffin training programs are self-paced ready-reference web-based training (Computer Based Training (CBT)) designed to provide general maintenance and safety knowledge for initial and recurring training requirements. The Griffin Training Courses provide technical knowledge in various maintenance training areas to include general aircraft systems, power plant, flight systems, munitions, mission systems, ICBM, and safety. The Griffin is available to anyone having a valid need for the training which is accessible at <https://367trss.hill.af.mil/>. If personnel require assistance, the MTS and/or UTM should contact the 367 Training Support Squadron (TRSS) Internet Courseware Management System (ICMS) helpdesk at [griffin.helpdesk@hill.af.mil](mailto:griffin.helpdesk@hill.af.mil). **(T-2).**

**1.27. (Added-AFGSC) Aircraft Marshalling.** A one-time training requirement available at <https://367trss.hill.af.mil/>. **(T-2).**

**1.28. (Added-AFGSC) Special Certification Roster (SCR).** The roster identifies individuals who are qualified to perform certification and inspection tasks. MTS will generate, update and distribute the SCR IAW AFI 21-101 and AFI 21-200 (MUNS) guidance. After the SCR is reviewed and approved by Maintenance Supervision, it is returned to the UTM for update in the MIS. MTS will distribute the SCR to Maintenance supervision after the MIS is updated. **(T-2).**

**2.5. MAJCOM Maintenance Training Branch.** HQ AFGSC/A4BX is the Command point of contact for Maintenance Training. HQ AFGSC/A4BX will: **(T-2).**

## Chapter 2

### ROLES AND RESPONSIBILITIES

**2.1. General.** (Chapter not applicable to ANG units). The commander is ultimately responsible for all maintenance training within the Group. Unit commanders and supervisors must ensure training programs are effective, efficient, and completed on time to meet mission requirements.

**2.2. Air Force Career Field Manager (AFCFM).** HQ USAF/A4LF, and HQ USAF/A4LW are the points of contact on maintenance training matters. The AFCFM will:

2.2.1. Provide Air Force-level maintenance training policy and guidance.

2.2.2. Conduct maintenance U&TWs IAW AFI 36-2201.

2.2.3. Determine maintenance training requirements and ensure implementation of training programs.

2.2.4. Identify core task, third-party certification, and other unique maintenance certification requirements.

2.2.5. Waive mandatory training requirements on a case-by-case basis.

2.2.6. Approve all CFETP changes that result from U&TWs, annual reviews, and functional requests.

**Note:** The single point of contact for ARC waivers will be their respective Air Force Reserve Command/Air National Guard Functional managers IAW AFI 36-2201.

2.2.7. Monitor maintenance technical training issues.

2.2.8. Represent maintenance training issues/concerns with other Air Staff directorates, Air Force corporate structure and other outside agencies.

2.2.9. Chair the MATAG.

2.2.10. Oversee automated training systems research, development and implementation.

2.2.10.1. Review, validate, and approve additions, deletions, and changes to the MIS master course code table.

2.2.11. Coordinate Systems Training Plans (STP) with applicable MAJCOM OPRs.

2.2.12. Act as focal point for all maintenance SEI policy. Consolidate, review, and interpret semi-annual MAJCOM reports.

2.2.12.1. Monitor and analyze SEI data within the maintenance career fields.

2.2.13. Chair the Joint Service Aviation Maintenance Technician Certification council (JSAMTCC) and act as the OPR for the A&P Certification Program and the Aircraft Electronics Technician Certification Program that provides policy direction for administration of the programs.

**2.3. Career Field Administrator (CFA).** The CFA is the functional system administrator for the Air Force approved MIS. The CFA is the AFCFM and/or the contractor/delegated

representative for each CFETP and Air Force Job Qualification Standard (AFJQS) managed in MIS. The CFA will:

- 2.3.1. Ensure all CFETPs loaded in the system are the most current and accurate versions.
- 2.3.2. Act as single point of contact for problems related to functional data records for all career progression documents (CFETP, Air Force JQS, and Command JQS as applicable). The CFA will refer all software-related and technical problems to the AFLCMC/HIAM ERP Legacy Sustainment Division and AFLCMC/HIZG Field Assistance Service.
- 2.3.3. Load and transcribe new CFETPs, AFJQS, Qualification Training Packages (QTP), and changes as directed by the AFCFM.
- 2.3.4. Ensure all applicable CFETP, Air Force JQS, and or Command JQS are reviewed during U&TW and/or MATAG meetings.

**2.4. Training Pipeline Manager (TPM).** The maintenance TPM (AETC/A3TM) is responsible for MAJCOM Staff level management of all formal aircraft maintenance, armament, and munitions training provided by AETC. The TPM will:

- 2.4.1. Co-chair all U&TWs with the AFCFM.
- 2.4.2. Develop plans to implement new training requirements for existing weapons systems and new weapons system acquisitions.
- 2.4.3. Advocates and prioritizes training resource requirements (manpower, equipment and funding) with the AFCFM to ensure availability to support maintenance training requirements.
- 2.4.4. Manage AETC Ground Instructional Training Aircraft (GITA) fleet with AETC/AVDO IAW AFI 21-101.
- 2.4.5. Coordinates AFCFM requested training requirements with AETC Training Groups.

**2.5. MAJCOM Maintenance Training Branch.** The MAJCOM Maintenance Training Branch/Section is the single point of contact on maintenance training matters within their command. They have the responsibility to:

- 2.5.1. Provide maintenance training policy and guidance to MTSs and UTM.
- 2.5.2. Evaluate and monitor all formal and MTS courses and programs.
- 2.5.3. Perform staff assistance visit (SAV) at the group commander request or when training indicators warrant.
- 2.5.4. Validate and coordinate command, *Functional Inspection Guides (FIGs) or Unit Compliance Guides*.
- 2.5.5. Publish, manage, and interpret command maintenance training instruction.
- 2.5.6. Publish and maintain the MMCL.
- 2.5.7. Schedule and conduct the command maintenance training conference, if applicable.
- 2.5.8. Augment the MAJCOM inspection team, if applicable.
- 2.5.9. Chair Site Activation Task Force (SATAF) training working groups. This is a function of the lead command for a given weapons system.

- 2.5.10. Manage command future training requirements.
- 2.5.11. Manage command IMI, exportable, and distance learning training.
- 2.5.12. Manage Mission Readiness Training (MRT) requirements for maintenance personnel.
- 2.5.13. Review and evaluate monthly SOT data from field units.
- 2.5.14. Coordinate with MAJCOM/A1 on training and manning issues.
- 2.5.15. Coordinate and monitor en-route training, if applicable.
- 2.5.16. Coordinate annual training requirements.
- 2.5.17. Attend Air Force and MAJCOM level conferences and workshops affecting maintenance training.
- 2.5.18. Coordinate on enlisted specialty training waivers with Air Force and command functional managers.
- 2.5.19. Approval/Concurring authority for Master Course Code inputs from within their command.
- 2.5.20. Coordinate on training requirements submitted for TBA via TBA helpdesk .

**2.6. MAJCOM Functional Manager (MFM).** The MFM establishes upgrade, continuation, and qualification training requirements for their field units and weapons systems for which the MAJCOM is designated as lead. The MFM will:

- 2.6.1. Support U&TWs with functionals and Subject-Matter-Experts.

**Note:** As the functional representative for their command, MFMs who attend U&TWs must have voting authority and authority to commit MAJCOM resources to support new training requirements.

- 2.6.2. Provide resources (manpower, equipment, and funding) to support new training requirements.
- 2.6.3. Coordinate on enlisted specialty training waivers and provide recommendation to AFCFM.

**2.7. Maintenance Group (MXG) Commander (or Equivalent).** MXG/CC will (T-2):

- 2.7.1. Ensure an orientation program is developed and conducted for all personnel newly assigned. As a minimum, topics must include unit mission, Aerospace Expeditionary Forces (AEF) vulnerability, tasking plans, supply procedures, FOD program, general flight line and work center safety rules, environmental issues, block training, corrosion control, Maintenance Standardization and Evaluation Program (MSEP) and product improvement procedures.
- 2.7.2. Organize the MTS (if applicable) IAW AFI 21-101 and this publication. Organize ICBM MTS IAW appropriate instruction.
- 2.7.3. Ensure the MTS is the single point of contact for maintenance training matters affecting the MXG.

2.7.3. **(AFGSC)** Ensure the MTS is the single point of contact for HQ AFGSC/A4BX for maintenance training matters. In addition, ensure the MTS has direct access to MXG leadership to ensure training issues are identified immediately. **(T-2).**

2.7.4. Provide facilities to the MTS in support of maintenance training programs to include sufficient offices, classrooms, equipment, computer support and dedicated hangar space.

2.7.4.1. **(Added-AFGSC)** MTS Budget. The MXG/CC, through Maintenance Operations, will provide the MTS funds to conduct the training mission to include, but not limited to: **(T-2).**

2.7.4.1.1. **(Added-AFGSC)** Materials/equipment to support and conduct training.

2.7.4.1.2. **(Added-AFGSC)** Personnel training and development for all assigned to the MTS.

2.7.4.1.3. **(Added-AFGSC)** Utilization and Training Workshops (U&TW) and MAF level training working groups (if applicable).

2.7.4.1.4. **(Added-AFGSC)** Maintenance Training Learning Center equipment, maintenance and repairs.

2.7.5. Ensure each newly assigned AFETS/CETS representative meets and confers with the MTS to discuss their role in maintenance training.

2.7.6. Provide highly qualified maintenance technicians to the MTS as assigned or attached instructors based on the training needs of the maintenance community. Ensure each assigned MDS and AMXS Maintenance AFSC has instructor capability.

2.7.7. Ensure aircraft/facilities (eg. launch facilities/missile alert facilities) are available for training.

2.7.8. Sign and approve AF FORM 898 (may be delegated in writing to the MTS Chief).

2.7.9. Chair the quarterly SOT briefing.

2.7.9. **(AFGSC)** Chair the monthly SOT briefing. **(T-2).**

2.7.10. **(Added-AFGSC)** Appoint a primary and alternate Maintenance E-Testing Program Manager in writing from the MTS and forward to HQ AFGSC/A4BX E-Testing Program Manager (PM). **(T-2).**

2.7.11. **(Added-AFGSC)** Ensure MTS personnel are utilized/employed IAW the UMD. **(T-2).**

2.7.12. **(Added-AFGSC)** Ensure that the MTS is the final approval authority for any courseware development within the MXG. **(T-2).**

**2.8. Squadron Commander.** Squadron Commanders will **(T-2):**

2.8.1. Establish and administer unit training programs IAW AFI36-2201 and this publication.

2.8.2. Chair monthly unit SOT briefing.

2.8.3. **(Added-AFGSC)** Provide UTMs a work area to manage and perform their daily duties. **(T-2).**

2.8.4. **(Added-AFGSC)** Ensure the UTM's attend unit staff meetings. **(T-2)**.

**2.9. Maintenance Operations Officer in Charge (MO OIC) . MOOIC will (T-2):**

2.9.1. Provide the MTS sufficient monetary resources to sustain maintenance training operations and develop staff personnel to satisfy mission requirements.

2.9.2. Establish and administer unit training programs IAW AFI 36-2201 and this publication.

2.9.3. Attend monthly SOT briefing.

2.9.4. **(Added-AFGSC)** Provide the MTS direct access to MXG leadership to ensure training issues are identified immediately. **(T-2)**.

**2.10. Workcenter Supervisors.** As a minimum, supervisors will **(T-2)**:

2.10.1. Ensure training programs for their organization are established and administered IAW AFI 36-2201, AFI 21-101, AFI 21-202 volumes 1-3, MAJCOM supplements to this instruction, and local training directives.

2.10.2. Identify all TD and MTS courses required for duty position qualification and review these requirements when training is updated as a result of MDS change or conversion.

2.10.3. Ensure duty related courses that apply to selected personnel within a workcenter are individually loaded into an automated system.

2.10.4. Review and validate training requirements in Air Force approved MIS at least semi-annually (N/A to ICBMs).

2.10.4.1. **(Added-AFGSC)** Ensure the review and validation of the workcenter training requirements are documented. Maintain previous signed copy for one year. **(T-2)**.

2.10.5. Ensure training is identified and scheduled.

2.10.5.1. Coordinate all formal training, including scheduling changes, through the UTM.

2.10.6. Review and ensure all AETC/MTS graduate questionnaires are completed and returned to MTS as specified in the applicable training directive.

2.10.7. **(Added-AFGSC)** Notify the UTM when there is a need for improving or developing training courses or programs. **(T-2)**.

2.10.8. **(Added-AFGSC)** Ensure personnel changes to scheduled classes are coordinated with the UTM and/or squadron training monitor as applicable to prevent training deviations. **(T-2)**.

2.10.9. **(Added-AFGSC)** Ensure workcenter personnel with maintenance AFSCs (i.e. 2A, 2R, 2W, 21X and 2P) attend the Mission Orientation Training course within 60 days of assignment. **(T-2)**.

**2.11. Air Force Master Course Table (MCT) Manager:** The MCT Manager is the functional system administrator for the Air Force Master Course Code Table. The MCT Manager is the representative responsible for adding, changing, and deleting course code data from the MCT. The MCT Manager will:

2.11.1. Ensure that course codes loaded to the MCT are current and accurate on an annual basis for all course codes loaded to the table.

2.11.2. Maintain all change request documents for historical purposes to maintain table integrity.

2.11.3. Act as single point of contact for problems related to functional data/records stored within the MIS. The MCT Manager will refer all other software-related and technical problems to the Combat Support Systems Help Desk (CSSHD).

2.11.4. Ensure all applicable master course code requests are reviewed during U&TWs and the MATAG meeting.

**2.12. (Added-AFGSC) Squadron Training Monitors.** Commanders may appoint one primary and one alternate squadron-level training (non-3S2X1) monitor in writing to assist the UTM. Specific duties of the training monitor are established by the MTS Chief and coordinated with the unit commander. Squadron monitors cannot manage the Enlisted Specialty Training program as outlined in AFI 36-2201, *Air Force Training Program*. Although the training monitor is assigned to the squadron, the MTS UTM is the OPR and has the overall responsibility for managing the training program. As a minimum, the squadron training monitor will: **(T-2)**. **Note:** AMXS may have one training monitor per AMU.

2.12.1. **(Added-AFGSC)** Assist supervisors in identifying and projecting ancillary training requirements.

2.12.2. **(Added-AFGSC)** Attend unit training meetings and the MTS scheduling meetings.

2.12.3. **(Added-AFGSC)** The MTS Chief may use local operating instructions to authorize squadron training monitors to update MIS; however, capability will be limited to workcenter training tasks and loading personnel to attend scheduled classes.

2.12.4. **(Added-AFGSC)** When authorized, ensure training completions for workcenter conducted training are updated in MIS at least twice a week based upon an electronic, or paper source document. The squadron monitor cannot update any special certification or training conducted outside the squadron workcenters.

## Chapter 3

### MAINTENANCE TRAINING DOCUMENTATION

**3.1. Introduction.** The purpose of this chapter is to provide training documentation and evaluation instructions that are unique to maintenance career fields.

#### **3.2. Training Documents.**

3.2.1. Use automated training documentation forms in Air Force and MAJCOM approved MIS

3.2.2. Use AF FORM 2426, *Training Request and Completion Notification*, or approved electronic form, to request training, record training and certificate of completion. The electronic form must be mutually agreed upon by host wing MTS and TD.

3.2.2.1. The group commander is the final approval authority for all versions of the AF FORM 2426.

3.2.3. Use AF FORM 898 (not applicable to ARC units), or approved electronic form, to manage, forecast, and request unit TD training requirements. Use this form to identify, prioritize, and request wing TD course requirements. MTSs and TDs supporting AETC units will use the AF FORM 898 or electronic form for scheduling TD systems and associate courses. The electronic form must be mutually agreed upon by host wing MTS and TD. Units who use an electronic product must ensure all areas identified on the AF FORM 898 are included.

3.2.3.1. This document, once approved, is a contract between the host wing and the AETC TD.

3.2.3.2. The group commander is the final approval authority for all versions of the AF FORM 898.

**Note:** The MXG/CC may delegate to the MTS Chief.

3.2.3.3. **(Added-AFGSC)** The MTS must maintain a signed copy of AF Form 898 for one year. **(T-2).**

3.2.4. Upgrade Training Waivers. See comprehensive guidance for training waivers in Air Force Enlisted Classification Directory (AFECD) and AFI 36-2101, *Classifying Military Personnel (Officer And Enlisted)*.

3.2.5. Maintenance Training Section coordinates training course control documents (CCD) dealing with explosive safety annually through the wing weapons safety office.

**3.3. Training Records.** As a minimum, training records will be kept on all personnel in military rank of TSgt and below as well as any other personnel in upgrade training or retraining (T-1). Additionally, documentation will be kept on all MSgts and above who perform maintenance on aircraft, missiles and associated equipment regardless of rank. Consideration should be given to tasks these people might be called upon to perform while deployed.

3.3.1. MSgts and above need only be certified on the "hands on" tasks they may normally be expected to perform. This does not have to include career field core tasks or local upgrade requirements unless they will be doing these tasks. MIS (TBA) will be used to provide a

record of qualification. In the event MIS (TBA) is not available or is temporarily unavailable, hardcopy AF 623, AF Form 623A and the CFETP may be used to record training. Records will be transcribed to TBA within 15 days of restoration of TBA availability.

3.3.2. There is no special requirement for development of a training record for individuals performing task certification only. ICBM maintenance organizations will follow training management requirements in AFI 21-204, *Nuclear Weapons Maintenance Procedures*.

**3.4. Core tasks.** Core tasks, as identified in the specialty training standard (STS) portion of the CFETP, designate minimum on-the-job training (OJT) requirements for skill-level upgrade in an AFSC. MAJCOM Functional Managers, commanders, and supervisors may designate additional critical tasks as required for UGT. When designated, certify these critical tasks using normal core task certification procedures. As a minimum, certification on all AFCFM-directed core tasks applicable to the specialty must be completed for skill level upgrade. Exemptions:

3.4.1. Core tasks, which are not applicable to base assigned aircraft, missiles or equipment, are not required for upgrade (units are not required to send personnel TDY for core task training).

3.4.2. For units with more than one mission design (e.g., A-10, C-130) aircraft or missile system, upgrade trainees need only complete core tasks on a single MDS. MFMs, unit commanders, and or supervisors may require trainees to complete core task training on additional mission design aircraft or missile system, if desired. If some of these core tasks involve training in another unit on base, trainees must still complete all core tasks relevant to at least one mission design aircraft or missile system. These additional tasks will not be UGT requirements for the individual. All units are bound by the requirements in this instruction and will accommodate core task trainees from other units.

3.4.3. **(Added-AFGSC)** Supervisors will ensure tasks loaded in active ITPs are tasks that WILL/MUST be performed while assigned to the workcenter. Tasks that are not performed must be placed in archive status or not loaded to the member until performance is warranted or an opportunity to train on the task(s) arises. Supervisors WILL NOT load entire CFETPs to ITPs, unless every task in the CFETP is performed on a regular basis. **(T-2)**.

**3.5. Third-Party Certification of Core Tasks.** Current AFI36-2201 policy gives the AFCFM the authority to designate those core tasks that require third-party certification. AF/A4L does not require third-party certifications of core tasks in maintenance CFETPs 2AXXX, 2MXXX, 2PXXX, 2RXXX, 2WXXX except for 2A7X2. Maintenance tasks that are mission-critical or have a definite potential for personnel injury or damage can be documented on the Special Certification Roster (SCR) IAW AFI 21-101. Keep in mind, personnel will still have to be trained on all core tasks IAW the specific CFETP prior to skill-level upgrade. In this case, the trainer will fulfill the role of both trainer and certifier, and the trainee will still have to demonstrate task proficiency to the go level before being signed off. **(T-1)**.

3.5.1. MAJCOMs, commanders, and workcenter supervisors still retain the option to designate critical tasks (core or non-core), not already tracked on the SCR, that require third-party certification. The goal is to delegate this authority to the lowest level. To designate a task as requiring third-party certification, annotate in the core task column on the master task

plan (MTP) and individual training plan. If the task is not already designated as a core task, annotate at the appropriate location in the core task column.

**3.6. Qualification Tasks.** These are tasks additive to core tasks that are required to perform assigned duties for a respective workcenter.

3.6.1. (Added-AFGSC) Paragraph 3.4.3 applies to Qualification Tasks as well. (T-2).

**3.7. Local Tasks.** These are tasks in addition to core and qualification tasks deemed appropriate by local leadership.

3.7.1. (Added-AFGSC) Paragraph 3.4.3 applies to Local Tasks as well. (T-2).

## Chapter 4

### MAINTENANCE INFORMATION SYSTEMS (MIS)/TRAINING BUSINESS AREA (TBA)

**4.1. Introduction.** Maintenance training is one of many IMDS and G081/Mobility Air Force Logistics Command and Control (G081/MAF Log C2). legacy applications being transformed into one of the Air Force approved MIS business areas. The proposed MIS design calls for six to seven new business areas to support wing level maintenance processes. TBA satisfies one of these processes. MIS will enhance training management production by automating information contained in AF FORM 623 (paper-based) record and legacy applications. This will increase readiness, and improve sustainability of Air Force weapon systems and equipment. Systems currently approved for use in training management are IMDS and G081. These systems are designed to facilitate training management for personnel in maintenance-related career fields. MIS use is mandatory when available. The MTS and or UTM are the Points of contact (POC) for functional administration of the MIS training component.

**4.2. Purpose.** The MIS TBA provides authorized users with ready access to training related information currently maintained in many different places and not readily accessible to those who need the information. TBA allows users to:

- 4.2.1. Maintain configuration management of AFJQS, CFETP, and STS tasks.
- 4.2.2. Maintain configuration management of ancillary and special training courses.
- 4.2.3. Maintain workcenter MTLs and MTPs.
- 4.2.4. Maintain individual training records (AF FORM 623).
- 4.2.5. Manage and track individual CDC enrollments. (\*)
- 4.2.6. Manage and track individual training courses and tasks. (\*)
- 4.2.7. Schedule and manage classes and events. (\*)
- 4.2.8. Forecast training shortfalls. (\*)
- 4.2.9. Predict Unit Type Code (UTC) training qualifications and shortfalls.

**Note:** \* Future capability, not fielded at time of publication.

**4.3. Administration.** At wing level, the MTS and or UTM are the POC for functional administration of the MIS TBA. Users will submit trouble reports to UTM or MTS. The UTM will evaluate each trouble report to determine if the problem is software-related or related to lack of user knowledge/training. If the UTM cannot resolve the trouble report locally, he/she will forward it to MTS for resolution. If the MTS cannot resolve the trouble report, it will be forwarded to the MAJCOM for resolution. All trouble reports that the MAJCOMs cannot resolve should be forwarded to the TBA Field Assistance Service (FAS). Additionally, maintenance UTMs will conduct the AF Training Course using the MIS TBA (when available). **(T-2).**

- 4.3.1. **(Added-AFGSC)** Awaiting Actions (AWACTs): Workcenters will not use AWACT Nones to manage their training. AWACT Nones will have a due date loaded within 90 days of a person assigned to a workcenter or a training event loaded in the system.

4.3.2. **(Added-AFGSC)** Course Codes are used to identify training requirements and tasks in the training sub-system. Prior to loading, deleting or changing local course codes, use AFGSC Form 20, *Maintenance Training Section IMDS Course Code Application*, or locally developed form, and coordinated through all of the applicable organizations.

**4.3. (AFGSC) Administration.** If TBA issues cannot be resolved locally by the Wing POC, it will be forwarded to HQ AFGSC/A4BX for resolution. The Wing POC will be a 3S2X1 or Civilian Equivalent. **(T-2).**

**4.4. User Roles.** User roles will be assigned based on their position in the maintenance training continuum. At wing level, the MXG/CC will appoint a set number of individuals who will have authority to assign user level access/permissions in MIS TBA. The MXG/CC may delegate this authority to the MTS Chief. At the MAJCOM and numbered Air Force level, the MAJCOM maintenance training manager, and/or designated appointee, is the approval authority for setting roles and permissions. The AFCFM is the approval authority for setting roles and permissions at any other level. **(T-3).** Table 4.1 identifies the roles established in MIS TBA:

4.4.1. **(Added-AFGSC)** Training Manager Exemption function provides the capability to authorize an exception to the requirement of trainer maintaining required task qualifications when no one assigned locally meets the requirements IAW AFI 36-2201.

4.4.1.1. **(Added-AFGSC)** The UTM will outline the circumstances for award of the training manager exemption via journal entry prior to giving a member this capability.

4.4.1.2. **(Added-AFGSC)** The Training Manager Exemption will be used as a last resort and is not intended to be a long term solution.

**Table 4.1. MIS Training Business Area Key User Roles.**

<b>Echelon</b>		
<b>Wing</b>	<b>MAJCOM/Agency</b>	<b>Enterprise</b>
Commander	MAJCOM Functional Manager	Air Force Career Field Manager
Training Manager	MAJCOM Training Manager	Career Field Administrator
Workcenter Supervisor	Role Manager	AETC Training Manager
Immediate Supervisor		Enterprise Data Manager
Personnel Manager		
Analyst		
Flight Chief		
Certifier		
Trainer		
Trainee		

**4.5. TBA SharePoint-TBA new requirement submission:** The TBA SharePoint provides a process where system users input new requirements for validation and prioritization. All new requirements must be reviewed, disapproved/approved by the owing MAJCOM before the Functional Review Board (FRB). The AFCFM may recommend out-of-cycle requests, on a case-by-case basis, when subject requests are of a mission-critical nature.

**4.6. Training Business Area Functional Review Board (TBA-FRB).** The TBA-FRB provides a Portfolio Management (PfM) vetting process for validation, prioritization and ranking of new requirements (the TBA-FRB Charter outlines the full process). The TBA-FRB is composed of

voting representatives from each MAJCOM and is chaired/co-chaired by Air Staff (HQ USAF/A4LF and AF/A3CF/A6CF) and several advisory members including the TBA Program Management Office. When requirements have been validated, prioritized and ranked by the TBA-FRB, they are sent to the TBA Program Office, which in turn performs analysis and scope for each and processes them for TBA Configuration Control Board projection for inclusion into the TBA application.

**4.7. TBA Configuration Control Board (CCB).** All requested changes to TBA must be approved by the TBA-FRB prior to submission to the TBA CCB. CCB membership includes the TBA Program Manager (HQ ESC/HGGI ), AF/A4LF (CCB board member), TBA Project Manager, and Project Configuration Manager,. The CCB will identify approved requirements to be worked in the next release.

**4.8. TBA Organizational Structure.** The organizational structure in TBA will be structured per manning documents and manpower standards. Major changes to organizational structures will be accompanied by G-series orders, PAD, or an official directive stating the change needs to be made in TBA. Flight level or workcenter level changes do not require a source document. (T-2).

**4.9. IMDS and G081 Master Course Codes (MCC).** The most current MCC listings are available within the respective MIS sub-systems. Additionally, specific lists and usage instructions can be found in the applicable MIS and MIS user manuals.

4.9.1. IMDS Master Course Code CCB. All requested changes to the IMDS Centralized Database (CDB) MCT must be approved by the configuration control board (CCB) prior to submission to the MCT Manager. CCB membership includes HQ AF/A4LF chair, MAJCOM maintenance training managers, and HQ AFLCMC/HIA (advisory/current MCT Manager). The MCT Manager will consolidate all MAJCOM non-critical change requests for presentation to the CCB. The CCB will evaluate/approve/disapprove non-critical change requests annually in conjunction with applicable U&TW and MATAG. (T-2).

4.9.1.1. Master Course Code Approval Process. Course additions, changes, and deletions identified as non-critical but time sensitive/critical: All aircraft related course code changes will go thru the Aircraft Lead command for concurrence on how that requirement is to be tracked Air Force wide. Preformatted request letters must be completed for each new request and forwarded by the MTS to their MAJCOM representative for approval and submission to the MCT Manager. Immediate change requests of a critical nature may be routed for e-mail approval from the requesting MAJCOM POC, thru all other MAJCOM POCs to HQ AF/A4LF for immediate approval and processing. If approved, these requests will be sent to the AF MCT Manager for processing/implementation. (T-2).

4.9.1.2. Master Course Code Waiver Process. AF/A4LF is the waiver authority for all local course codes to be used for local requirements tracking only. Local Requirements Tracking: Will be those requirements that only the submitting Unit/Base ID has as a valid training requirement that must, by directive, be tracked in an MIS. This valid training requirement must not be applicable to any other Unit/Base/MAJCOM in order to be exclusively tracked locally. If a valid requirement does apply to any other Unit/Base/MAJCOM then the requirement, must be submitted as an MCT request for all users to have access to. Requests for waivers must be submitted through your MAJCOM

Training manager to AF/A4LF with full justification as to why the Unit/Base ID requires more local course codes than the preset limit of 20 per base established by HQ AF/A4LF. If disapproved, AF/A4LF will return submission with justification for disapproval.

## Chapter 5

### MAINTENANCE TRAINING SECTION (MTS)

**5.1. General (Chapter not applicable to ARC units).** The MTS is an MXG Staff agency organized as a centralized aircraft maintenance training function. However, UTMs should be physically located and conduct their daily duties in the unit(s) they support. All Maintenance Instructors (MI) and UTMs (AFSC 3S2X1) will be assigned to the MTS under the MO for administrative purposes. The centralization concept provides economy of scale and standardizes maintenance training throughout the MXG. UTMs will manage one or more squadrons (if necessary). The MTS consists of the Training Management Element and Development & Instructor (D&I) Element.

**NOTE:** Organizations that do not have a Maintenance Training Section (MTS) will complete skill training in the individual work centers (or Equivalent Training Function). **(T-2).**

5.1.1. The MTS is responsible for the functional management, utilization, control, and training of assigned 3S2X1 personnel. This structure provides the best possible environment to ensure the MTS can fulfill their responsibilities, support all MXG customer needs, and effectively manage, utilize, train and mentor assigned 3S2X1 personnel to be productive and progress within their career field. The overall responsibility for management of the MTS rests with the MO OIC/Superintendent. **(T-2).**

5.1.2. Performance-based activities (contractors and MEOs) will organize IAW AFI 38-203, and will implement the organization required IAW their contract or management plan. ICBM units will organize MTS IAW appropriate AFI 21-2XX instructions. **(T-1).**

5.1.3. Coordinate with Plans, Scheduling & Documentation (PS&D) function and the production superintendent or MOO/SUPT for selecting training aircraft. The MTS will forward training requirements in a monthly format (including configuration and time periods) to Maintenance Operations PS&D by the end of the second week of each month for inclusion in the monthly maintenance schedule. **(T-2)** Training requirements must be updated weekly and forwarded to MO and Aircraft Maintenance Unit (AMU) PS&D for inclusion in the weekly maintenance plan. The MTS is responsible for scheduled maintenance training aircraft (in conjunction with the AMU) to include maintaining aircraft forms and coordinating on- and off-equipment maintenance. **(T-2).**

**Note:** UTMs assigned to support an Aircraft Maintenance Squadron (AMXS) should be located in the squadron, instead of AMU to ensure consistency across all AMUs.

5.1.4. **(Added-AFGSC)** MTSs may request staff assistance visits (SAV) through HQ AFGSC/A4B. Costs for the SAV will be unit funded. **(T-2).**

### 5.2. Manning.

5.2.1. Supervision. MTS Chief should be a 3S271(or civilian equivalent), at a minimum.

5.2.1. **(AFGSC)** The MTS Chief position will be an authorized AFSC 3S2X1. **Note:** MTS Chief must have the 3S2X1 AFSC or Civilian Equivalent to hold the duty title. **(T-2).**

5.2.2. Training Management Element. The Training Management NCOIC will be an authorized AFSC 3S2X1 or 2XXXX. The Schedulers and Training Managers should be filled with an authorized AFSC 3S2X1. (T-2).

5.2.3. Development and Instructor. The Development and Instructor (D&I) NCOIC should be the ranking individual assigned to the section. The Development workcenter supervisor should be a 2XXXX or 3S2X1, while the Instructor workcenter supervisor should be the highest ranking assigned instructor.

**5.3. Training.** The MTS Chief will ensure flight personnel are adequately trained to perform their duties. Periodically (recommended at 2 year point) rotate UTMs (3S2X1) to different duty positions or sections to gain experience. All individuals should attend applicable formal schools, and receive training in current and new technologies by other commands, services, and civilian institutions. MTSs must ensure adequate funding is programmed and budgeted to meet TDY and training needs, and conduct in-house training for assigned personnel on a regular basis.

**5.4. Maintenance Training Section Chief Responsibilities.**

5.4.1. Serve as liaison between maintenance units and base training, and ensure skill-level upgrade and qualification training programs are conducted in accordance with AFI 36-2201.

5.4.1. (AFGSC) MTS Chief (or equivalent) serves as liaison between maintenance units and MAJCOM. (T-2).

5.4.2. For units without a 3S2X1 assigned, commanders will appoint an additional duty UTM (T-2). Forward a copy of the appointment letter to the Base Training Office (if applicable). At the beginning of the month provide respective unit commanders a working schedule to include TDY, leaves, appointments, and in-house MTS training for assigned UTMs for the upcoming month.

5.4.3. Ensure approved MISs (IMDS, G081, ADLS, Security Forces (SFMIS), and Automated Civil Engineer System (ACES) are used for scheduling training.

5.4.4. Act as the single point of contact for all training matters affecting the maintenance community, to include outside agencies. For example: Disaster Preparedness and TD.

5.4.5. Ensure timely submission of aircraft and support equipment requirements to PS&D.

5.4.6. Ensure the SOT is produced and briefed monthly to squadron commanders as outlined in paragraph 1.20.

5.4.7. Review and coordinate training requests identified on AF FORM 898.

5.4.7.1. Ensure open seat allocations are provided to host TD not later than the 15th of each month.

5.4.8. Review MAJCOM formal courses, MTS class packages, and MI folders.

5.4.9. Monitor training conducted by AFETS and CETS personnel.

5.4.10. Manage the maintenance training program for international students.

5.4.11. Manage the MTS administrative functions.

5.4.12. Identify in writing a listing of personnel authorized to update IMDS/MIS.

5.4.13. Interview and select individuals to serve as assigned or attached instructors.

- 5.4.14. Appoint in writing a Composite Tool Kit (CTK) custodian (primary and alternate), if applicable.
- 5.4.15. Establish procedures for the control and maintenance of aircraft ground trainers when assigned to the MTS.
- 5.4.16. Ensure local maintenance training operating instructions are developed.
- 5.4.17. Review QA summaries for training deficiencies or trends.
- 5.4.18. Coordinate on MTS Plan of Instruction (POI) prior to course validation.
- 5.4.19. Inform MAJCOM of training production requests such as video, Computer-Based Training (CBT), and IMI that cannot be supported locally.
- 5.4.20. Review and coordinate when appropriate on Host Tenant Agreements and MOAs.
- 5.4.21. Serve as the maintenance training POC for all SATAF and weapon modification issues.
- 5.4.22. Establish an MTS customer feedback program to provide continuous, measurable improvements and ensure training needs are being met.
- 5.4.23. Establish meaningful and effective in-house training program.
- 5.4.24. Establish procedures for controlling and maintaining visual information programs and associated equipment.
- 5.4.25. Ensure a newcomers orientation program is conducted, familiarizing newly assigned personnel with wing maintenance activities. Topics should include unit mission, tasking plans, supply procedures, FOD program, general flight line and work center safety rules, QAP, and product improvement procedures. MAJCOMs may determine which organization will conduct this training.
- 5.4.26. **(Added-AFGSC)** Recommend individuals to the MXG/CC (or equivalent) to be appointed as primary and alternate E-Testing Program Manager from MTS in writing and ensure a copy of the letter is forwarded to HQ AFGSC/A4BX. **(T-2)**.
- 5.4.27. **(Added-AFGSC)** Approve E-Testing proctors; maintain signed copy of appointment letter on file. **(T-2)**.
- 5.4.28. **(Added-AFGSC)** Route all course code change requests (i.e. deletions, additions or updates) to HQ AFGSC/A4BX. The only approved form can be found on the SharePoint page at <https://org1.eis.af.mil/sites/afgsc/cops/Training/default.aspx> under the templates folder. **(T-2)**.
- 5.4.29. **(Added-AFGSC)** Ensure UTMs provide a monthly SOT brief to the unit and group commander. HQ AFGSC SOT templates are located on the AFGSC Maintenance Training SharePoint <https://org1.eis.af.mil/sites/afgsc/cops/Training/default.aspx> Review the SharePoint monthly for any changes or updates to the SOT template. **(T-2)**.
- 5.4.30. **(Added-AFGSC)** Sign AF Form 898 prior to forwarding to MXG/CC (or equivalent) for approval. **(T-2)**.
- 5.4.31. **(Added-AFGSC)** Conduct weekly staff meeting with all MTS personnel. **(T-2)**

5.4.32. (Added-AFGSC) Ensure unit training monitors (if appointed) review and utilize the AFGSC Training Monitor Handbook, <https://org1.eis.af.mil/sites/afgsc/cops/Training/default.aspx> , within 60 days of being appointed. (T-2).

## 5.5. Training Management NCOIC Responsibilities.

5.5.1. Ensure a training plan is developed for UTMs and scheduling personnel.

5.5.2. Conduct informal workcenter visits to ensure UTMs are actively involved in their unit training program and performing duties outlined in AFI 36-2201 and this publication.

5.5.3. Determine which MIS products the UTMs are required to retain.

5.5.4. Ensure UTMs conduct SAVs IAW AFI 36-2201. An information copy of the results will be provided to MTS Chief and base training office.

5.5.5. Ensure the monthly scheduling meeting is conducted IAW paragraph 6.4.

5.5.6. Develop backup procedures in case of extensive (more than two days) MIS down time.

5.5.7. Ensure training completions and task qualifications are properly documented before being entered into the MIS TBA. The AF FORM 2426, MAJCOM forms, class rosters, test results sheets generated from approved electronic testing programs and e-mails are acceptable source documents for this purpose.

5.5.7.1. E-mails cannot be used for special certification items unless information is captured on a digitally signed AF FORM 2426 and sent as an attachment. (T-3).

5.5.8. Ensure UTMs receive required training.

5.5.9. Ensure UTMs coordinate training requirements for their designated unit to include AETC or MAJCOM formal courses, TD, MTS, and ancillary training.

5.5.10. Coordinate with the scheduling element on matters affecting students attending courses.

5.5.11. Ensure UTMs manage and retain a copy of training products for their unit(s).

5.5.12. Ensure UTMs provide AF FORM 898 inputs for the unit(s) they support.

5.5.13. Attend the monthly training scheduling meeting.

5.5.14. Assist UTMs and supervisors in managing the CDC program.

5.5.15. Ensure training entries are updated into MIS in a timely manner.

5.5.16. Coordinate requests for training conducted by AFETS or CETS with the NCOIC, Scheduling Element.

5.5.17. Develop continuity books for UTMs and NCOIC element duty position.

**5.6. Unit Training Managers (UTMs).** UTMs manage the training program for the commander according to this instruction and AFI 36-2201. The UTM is responsible to update all training requirements into the MIS at least twice weekly. Updates do not include events created by the MTS scheduler. The MTS Chief may authorize additional-duty training monitors to update work center requirements only, when directed in local training directive.

5.6.1. The UTM is responsible for assisting supervisors with skill-level upgrade, qualification, and formal training programs within the maintenance community. The UTM is the POC within the squadron for all training matters. UTM's will (T-2):

- 5.6.1.1. Coordinate with the MTS to obtain training beyond the squadron's capability.
- 5.6.1.2. Manage visual information (VI) products at the unit level, if applicable.
- 5.6.1.3. Assist work center supervisors in preparing training session course outlines for training conducted within the work center.
- 5.6.1.4. Forward statistical data to MTS in a timely manner for input into the monthly SOT briefing.
- 5.6.1.5. Manage MIS training products, make timely distribution of these products, and ensure all products are accurate and current.
- 5.6.1.6. Ensure all work center training requirements have been loaded to MIS.
- 5.6.1.7. Provide unit inputs to the AF FORM 898.
- 5.6.1.8. Conduct SAVs. Provide a copy of the written report to the squadron commander, MTS Chief and base training.
- 5.6.1.9. Ensure personnel changes are coordinated, IAW local instructions, with the scheduling section to prevent deviations.
- 5.6.1.10. Coordinate training no-show notifications through the appropriate work center to the unit commander.
- 5.6.1.11. Attend the unit and MTS staff meetings.
- 5.6.1.12. Provide the unit commander a quarterly SOT pre-brief.
- 5.6.1.13. Process personnel in/out during Permanent Change of Assignment (PCA), Permanent Change of Station (PCS), and TDY. Ensure all applicable MISs (IMDS, TBA, ADLS etc.) are updated.
- 5.6.1.14. Forward all training policy correspondence and inquiries from the unit through the MTS Superintendent for review and approval before sending to higher headquarters.
- 5.6.1.15. Conduct quarterly training meetings and forward training meeting minutes to the MTS, workcenters, and the base training office.
- 5.6.1.16. Update SCR after receiving proper coordination forms from Maintenance Operations Officer or Maintenance Superintendent.
- 5.6.1.17. Conduct monthly SOT briefing with unit commander. Briefing must be conducted IAW paragraph 1.20.5 of this AFI.
- 5.6.1.18. **(Added-AFGSC)** Ensure training is conducted for squadron/flight training monitors. **(T-2)**.
- 5.6.1.19. **(Added-AFGSC)** Schedule all MAJCOM formal courses, maintenance, ancillary, MT, and TD training for maintenance personnel. **(T-2)**.
- 5.6.1.20. **(Added-AFGSC)** ICBM units will complete the ICBM SOT template data/requirements located on the AFGSC Maintenance Training SharePoint

<https://org1.eis.af.mil/sites/afgsc/cops/Training/default.aspx> and upload the AFGSC Maintenance Training SharePoint by the last duty day of each month. (T-2).

5.6.1.21. (Added-AFGSC) UTM's will assist in the development of all MTPs when needed. UTM's will review all new and existing MTPs, looking for anomalies and advise the workcenter supervisor how to address them when found; also ensuring compliance with para 3.4.3 While it is the workcenter supervisor's responsibility to create the MTP, it is the UTM's responsibility to support the workcenter supervisor during and after the process. (T-2).

5.6.1.21.1. (Added-AFGSC) The UTM will inspect MTPs upon request of the workcenter Supervisor or unit leadership. Any issues found by the UTM (para 5.6.1.21) will be corrected by the owning workcenter, not the UTM.

## 5.7. Scheduler Responsibilities.

5.7.1. The Scheduler is responsible for scheduling all MAJCOM formal courses, maintenance, ancillary, MTS, and TD training for maintenance personnel. The scheduler will (T-2):

5.7.1.1. Manage the MIS training subsystem IAW AFCSM series manuals and this publication.

5.7.1.2. Load, change, or delete IMDS local course codes as needed.

5.7.1.2.1. (Added-AFGSC) Route course code change requests (i.e. deletions, additions or updates) through the MTS Chief or equivalent. (T-2).

5.7.1.3. Conduct and document annual review of local course codes for accuracy and validity.

5.7.1.3. (AFGSC) Review local course codes annually. Load, change and delete local course codes as needed within the maintenance table. Document review with a MFR. (T-2).

5.7.1.4. Coordinate requirements for the operation and maintenance of the training subsystem with Analysis Section.

5.7.1.5. Establish recurring product requests with Data Base Management as applicable. The MIS will automate this function.

5.7.1.6. As applicable, coordinate requests for training beyond the capability of the MTS with:

5.7.1.6.1. MAJCOM

5.7.1.6.2. TD

5.7.1.6.3. Local training providers

5.7.1.7. Publish monthly/weekly MTS/TD class schedules. Include type of training, date, time (start and end), and location. Provide schedule to Instructor Element NCOIC to coordinate required equipment.

5.7.1.8. Ensure ancillary training requirements are reviewed for the number of quotas requested and supported.

- 5.7.1.9. Ensure the monthly scheduling meeting is conducted IAW paragraph 6.4.
- 5.7.1.10. Establish, change, update, close or delete all required classes in MIS.
- 5.7.1.11. Ensure instructors receive a class roster before class start date.
- 5.7.1.12. Consolidate unit inputs for the AF FORM 898 and submit the completed scheduling document to the Training Management Element Chief for review.
- 5.7.1.13. Submit request for TD TDY instructor assistance IAW AFI 36-2201 and this publication.
- 5.7.1.14. Develop a scheduling element continuity book.

**5.8. Development and Instructor (D&I) Element NCOIC Responsibilities (Not applicable to AFSOC units) The D&I Chief will develop, manage, and conduct standardized training for maintenance personnel. (T-3).** During CAC, ensure course review eliminates duplication between MTS and TD/AETC training and education courses of instruction. The D&I Section Chief will (T-3):

- 5.8.1. Maintain an active interface with workcenter supervisors, TD, and the Scheduling workcenter.
- 5.8.2. Participate as a member of the CAC.
- 5.8.3. Ensure new training courses are prioritized when applicable.
- 5.8.4. Serve as OPR for development and control of written aircraft maintenance AFSC tests. Assign each test a control number and secure all tests. Tests may be automated. Control access to test materials and monitor test accountability. Tests associated with weapons load training are developed and maintained by the respective Weapons Standardization function. Ensure tests, maintained in the Development Element, are properly managed and controlled.
- 5.8.5. Coordinate with functional areas to ensure a comprehensive annual review is conducted and updates the test when required.
- 5.8.6. Ensure VI production requests for training materials are prioritized and processed.
- 5.8.7. Ensure necessary supplies, tools, equipment, classrooms, and personnel are available for scheduled MTS classes.
- 5.8.8. Ensure aircraft and support equipment requirements are identified to PS&D and ready for training.
- 5.8.9. Should attend the daily maintenance scheduling/production meeting.
- 5.8.10. Review MTS class packages.
- 5.8.11. Periodically observe MTS classes for both student and instructor performance.
- 5.8.12. Participate in the selection of maintenance instructors.
- 5.8.13. Develop and maintain folders for each assigned and attached instructor. Conduct a review of those folders at least every six months.
  - 5.8.13.1. Review the instructor's task/academic evaluations.

- 5.8.13.2. Ensure Maintenance Instructors rotate back to parent organization after 36 months.
- 5.8.14. Attend the MTS monthly scheduling and quarterly SOT briefing.
- 5.8.14. (AFGSC) Attend the SOT briefing. (T-2).
- 5.8.15. Ensure a Technical Order (TO) file is established and maintained IAW TO 00-5-1.
- 5.8.16. Develop procedures with QA to ensure mandatory student task evaluations are performed.
- 5.8.17. Request QA perform initial and recurring instructor personal (task) evaluations.
- 5.8.18. Ensure POIs are reviewed and forwarded to MTS Chief for tentative approval prior to course validation.
- 5.8.19. Review and approve instructor lesson plans every 24 months.
- 5.8.19. (AFGSC) Review, approve, and sign instructor lesson plans every 24 months.
- 5.8.20. Develop continuity book for duty position and ensure books are developed for both Instructor and Development Elements.
- 5.8.21. Establish a log to track lost training time and instructor utilization in three categories: classroom time, duty related non-classroom time, and additional duties. Report both in the SOT.
- 5.8.22. (Added-AFGSC) Ensure MIs develop personalized lesson plans for each course. (T-2).
- 5.8.23. (Added-AFGSC) Ensure instructors are identified as a testing proctor. (T-2).
- 5.8.24. (Added-AFGSC) Ensure instructors administer and control tests. (T-2).
- 5.8.25. (Added-AFGSC) Ensure instructors follow the approved POI when teaching. (T-2).
- 5.8.26. (Added-AFGSC) Ensure instructors issue training deficiency reports, when required. (T-2).
- 5.8.27. (Added-AFGSC) Ensure availability of instructors to meet the MTS class schedule. (T-2).
- 5.8.28. (Added-AFGSC) Conduct instructor evaluations. (T-2).
- 5.8.29. (Added-AFGSC) Conduct task evaluations on each instructor semi-annually through direct observation of classroom or flightline hands-on training. Document and maintain AFGSC Form 261, *Instructor Evaluation Checklist*, in the instructor's folder. (T-2).
- 5.8.29.1. (Added-AFGSC) Follow-up evaluations are required within 30-days when any block is rated "Needs Improvement" (NI).

**5.9. Development Responsibilities (Not applicable to AFSOC units).** The development workcenter develops and manages CCDs along with associated training materials to support MTS courses. The Development workcenter will (T-3):

- 5.9.1. Ensure the Instructional Systems Development (ISD) process is applied to all training programs.

- 5.9.2. Perform a review of CCDs to include attached instructor courses every 24 months.
- 5.9.3. Ensure an ISD project plan is used for MTS courses in development or revision.
- 5.9.4. Incorporate changes (as they occur) to CCDs that result from TO or publication updates as identified by the SME, course administrator, or CAC.
- 5.9.5. Submit recommended changes for TD courses to the TD commander/Superintendent.
  - 5.9.5.1. Requests will be coordinated through the MTS Chief and the MXG/CC.
  - 5.9.5.2. New or revised TD Course Charts (CC)/Training Standards (TS) will be coordinated on an AF FORM 1768, *Staff Summary Sheet* or electronic staff summary sheet equivalent
- 5.9.6. Coordinate course development with the using work centers, SME, and other coordinating agencies.
- 5.9.7. Establish an ISD project status board or automated product to monitor course development, coordination, and status.
- 5.9.8. Inform MTS Chief of training requests for IMI products such as, video and Computer-Based Training (CBT).
- 5.9.9. Ensure new training courses and VI program requirements are prioritized.
- 5.9.10. Manage the MTS VI equipment.
- 5.9.11. Maintain a master CCD file for courses taught by the maintenance community.
- 5.9.12. Develop and maintain a course catalog.
- 5.9.13. Manage MTS testing program.
- 5.9.14. Chair each CAC.
- 5.9.15. Ensure course validation is completed prior to course implementation.
- 5.9.16. Develop a continuity book for the duty position and all associated positions.

#### **5.10. Instructor Responsibilities (T-3).**

- 5.10.1. Ensure instructors use approved and current CCDs.
- 5.10.2. Provide inputs to training schedules and reports, as required.
- 5.10.3. Obtain necessary supplies, tools, equipment, and aircraft for MTS courses. This is a joint TD and MTS effort when supporting AETC courses.
- 5.10.4. Ensure availability of instructors to meet the MTS class schedule.
- 5.10.5. Annotate task qualification items identified in the POI on each student's CFETP (TBA if applicable), to include AF FORMs 797 *Job Qualification Standard Continuation/Command JQS*, IAW AFI 36-2201.
- 5.10.6. Ensure MIs develop personalized lesson plans for each course.
- 5.10.7. Record and report lost training time daily to the D&I NCOIC.
- 5.10.8. Monitor student performance and take corrective action as necessary.

- 5.10.9. Brief the D&I NCOIC, the applicable UTM, and the immediate supervisor, as required, whenever student's progression is substandard.
- 5.10.10. Ensure instructors administer and control tests.
- 5.10.11. Ensure instructors follow the approved POI when teaching.
- 5.10.12. Ensure instructors issue training deficiency reports, when required.
- 5.10.13. Develop a continuity book for the duty position and all associated positions.
- 5.10.14. Conduct instructor evaluations.

**5.11. (Added-AFGSC) General.** The Maintenance Training Learning Center (MTLC) is used to centralize the IMI training effort and to administer multimedia training programs. The MTLC courses are facilitated by MTS personnel. Workcenters that have the hardware capability may conduct IMI in the workcenter with approval of the MTS Chief. **Note:** (Not applicable to ICBM units. ICBM maintenance organizations will follow MTS Maintenance Instructor and development Functions IAW appropriate AFI 21-2XX instructions). **(T-2).**

- 5.11.1. **(Added-AFGSC)** The MTLC will be used to:
- 5.11.2. **(Added-AFGSC)** Administer and actively promote multimedia maintenance training courses.
- 5.11.3. **(Added-AFGSC)** Act as Test Control Officer (TCO) to administer, verify and/or grade course measurement tests.
- 5.11.4. **(Added-AFGSC)** Schedule and coordinate course requirements and use of equipment.
- 5.11.5. **(Added-AFGSC)** Coordinate with the wing Distance Learning (DL) Office on matters concerning AF level DL.
- 5.11.6. **(Added-AFGSC)** Manage and maintain all equipment used by or located at the MTLC.
- 5.11.7. **(Added-AFGSC)** Coordinate with UTMs for squadron annual screening requirements.
- 5.11.8. **(Added-AFGSC)** Ensure the MTLC is established in an area conducive to a good learning environment.
- 5.11.9. **(Added-AFGSC)** Ensure a POC is established for administering multimedia instructional material.
- 5.11.10. **(Added-AFGSC)** Act as the wing's central point of contact to order and administer all maintenance training IMI. IMI will be distributed to authorized workcenters within 5 duty days of receipt.
- 5.11.11. **(Added-AFGSC)** Serve as the Job Site Training (JST) POC for the maintenance community, if applicable. The MAJCOM JST POC must approve JST POCs and their alternates before they are added to 2AF's list.
- 5.11.12. **(Added-AFGSC)** Ensure AFGSC MCL IMI requirements are followed.

- 5.11.12.1. **(Added-AFGSC)** Applicable AFGSC MCL IMI courses will be loaded in IMDS as workcenter training requirements.
- 5.11.12.2. **(Added-AFGSC)** AFGSC MCL IMI courses will be completed before taking the FTD course they apply to or within 180 days of assignment to the workcenter, whichever comes first.
- 5.11.13. **(Added-AFGSC)** Request HQ AFGSC/A4BX approval before starting in-house IMI development projects.
- 5.11.14. **(Added-AFGSC)** Obtain HQ AFGSC/A4BX approval prior to purchasing off-the-shelf training programs.
- 5.11.15. **(Added-AFGSC)** When requested, comply with instructions from 367 TRSS regarding course update, courseware evaluation and data extraction from courseware and data collection surveys.
- 5.11.16. **(Added-AFGSC)** Immediately notify 367 TRSS of all IMI, video, and publication deficiencies.
- 5.11.17. **(Added-AFGSC)** Ensure MTLC is available for use during duty hours. MTS Chief is approving official for coverage outside of normal duty hours (0730 – 1630).
- 5.11.18. **(Added-AFGSC)** Review the 367 TRSS web-site (courseware catalog) semi-annually to ensure all applicable courses are available and operational.
- 5.11.19. **(Added-AFGSC)** Establish and maintain the distance learning continuity book.

## Chapter 6

### MTS SCHEDULING FUNCTION

**6.1. General.** This chapter identifies guidelines used to schedule maintenance personnel for training in the MXG. Individuals assigned to this duty position in the MTS will use these key processes and procedures to ensure scheduling across the MXG remains efficient, consistent, and effective. ICBM units will manage and schedule training IAW with appropriate AFI 21-2XX instructions. **(T-1).**

6.1.1. ARC Units or Organizations that do not have a MTS will follow scheduling procedures established by their MAJCOM, FOA, Wing or Equivalent MXG leadership. **(T-2).**

#### **6.2. MTS Scheduling Process.**

6.2.1. Distribute quota request forms to UTMs for TD, ancillary, MTS, and AFETS training.

6.2.2. Conduct the monthly scheduling meeting IAW paragraph 6.4.

6.2.3. Collect, consolidate, and verify unit inputs for the AF FORM 898, ancillary, MTS, and AFETS requests.

6.2.4. Submit consolidated quota requests to appropriate training providers.

6.2.5. Collect class dates from training providers and build classes in the MIS.

6.2.6. Publish weekly MTS/TD class schedules as locally prescribed and monthly MTS/TD class schedules no later than the 20th calendar day of the month.

6.2.7. Provide class rosters to training providers prior to class start date. Collect and update class rosters from local training agencies upon completion of training.

6.2.8. Notify UTMs of class deviations and maintain data for the SOT briefings.

6.2.9. Send TD open seat message (may use fax/email capabilities) to all MAJCOMS with applicable MDS units. Identify all open seats by MDS, course title, class dates, and course number to the corresponding MDS units not later than (NLT) the 20th of each month. Utilize FTSS to advertise TD open seats.

6.2.10. Update all training classes in the MIS scheduled by the MTS.

**6.3. Maintaining Scheduling Files.** As a minimum, maintain the following items for 1 year unless stated otherwise **(T-2)**:

6.3.1. Class rosters.

6.3.2. Messages and email traffic pertaining to training assistance and policy changes.

6.3.3. Monthly training documentation (e.g., forecasts, AF FORMs 898, training schedules, etc.).

6.3.4. Deviation letters (e.g., no-show letters, course cancellations, etc.).

6.3.5. Course code documentation (additions, deletions, and changes) – until no longer applicable.

6.3.6. MIS products – until no longer applicable.

6.3.7. Email/electronic MFRs are encouraged and acceptable means of communications for deviation letters.

#### **6.4. Monthly Training Scheduling Meeting.**

6.4.1. Conduct meeting by the 10th duty day of each month (T-3).

6.4.2. Use the meeting to review and project training requirements, schedules, capabilities, and mission impacts, to include TD, MTS, AFETS, and ancillary training issues. Meeting topics will include, but are not limited to the following (T-3):

6.4.2.1. Review the AF FORM 898 with emphasis on satisfying priority backlogs.

6.4.2.2. Initiatives to reduce course backlogs/overdues identified in MIS.

6.4.2.3. Impacts on training due to mobility exercises, local deployments, surges, higher headquarters visits, etc.

6.4.2.4. Training Detachment's ability to satisfy training demands (TDY commitments, conversion support requirements, manning shortfalls, instructor qualifications, etc.).

6.4.2.5. Identification of aircraft and support equipment availability for training.

6.4.2.6. Instructor availability.

6.4.2.7. En-route student training demands.

6.4.2.8. Review ancillary training (i.e., M-16, CWDT to include AFSC specific Counter Chemical Warfare Training) allocations and changes (if applicable).

6.4.3. Attendees will include, but are not limited to the following personnel:

6.4.3.1. NCOIC, Training Management.

6.4.3.2. Unit Training Managers.

6.4.3.3. Instructor or a representative.

6.4.3.4. TD scheduler.

6.4.3.5. D&I NCOIC.

6.4.4. Publish and file meeting minutes and provide copies to the MTS and TD Superintendents and all attendees.

6.4.5. AF FORM 898 or approved electronic form. This form provides for the prioritization of MAJCOM demands to ensure critical TD training requirements are identified and met. All MTSs and TDs supporting field units will use the AF FORM 898 for scheduling TD systems and associate courses.

#### **6.5. Priority Backlog Management.**

6.5.1. Screen all TD training backlogs for each course to ensure they are realistic and valid.

6.5.2. Verify the training demand for each course is valid and supportable by the work center.

6.5.3. Send the completed AF FORM 898 to the TD by the 10th calendar day of each month.

**Note:** TD schedules requested courses (priority courses first) and returns the AF FORM 898 to the MTS by the 15th calendar day of the month.

6.5.4. Solve priority backlogs with TD to the maximum extent possible. Consider the following local alternatives, as a minimum, to aid backlog reductions:

6.5.4.1. Temporarily increasing instructor-student ratios.

6.5.4.2. Adjusting class start dates.

6.5.4.3. Temporarily adjust hours taught each day.

6.5.4.4. Add shifts based upon instructor and student availability.

6.5.4.5. Obtain training from another command supported TD (MTS-to-MTS). The following procedures and responsibilities apply when requesting this training:

6.5.4.5.1. The MTS requesting open seats will contact the host MTS, by message/fax/e-mail, to request open seats and supply the name, rank, and SSAN of attendees by the 25th of each month. **(T-2)**.

6.5.4.5.2. Host MTSs will confirm, by message/fax/e-mail, training availability to the requesting MTS and provide class start and graduation dates, number of quotas, reporting instructions, and billeting confirmation number. **(T-2)**.

6.5.4.5.3. Once training confirmation is received from host MTS, the unit will follow 982 TRG Student Travel Program procedures in AFI 36-2201 for travel orders and funding authorization. **(T-2)**.

## **6.6. Requesting AETC Mobile Training Team (MTT) and TDY Instructor Assistance.**

6.6.1. Submit by message/fax/e-mail from the MTS scheduler to their MAJCOM maintenance training POC NLT 90 days in advance of requested class start date and include the following information **(T-2)**:

6.6.1.1. Complete course title(s) and course number(s) the TDY instructor will teach.

6.6.1.2. Statement that capability to instruct this course (course for which instructor is being requested to teach) does/does not exist at the host TD or why host TD instructor is not available if applicable.

6.6.1.3. Number of students confirmed for requested training.

6.6.1.4. Statement that adequate training facilities and necessary equipment and technical data to support training are/are not available.

6.6.1.5. A primary and secondary time frame when the training should start.

6.6.2. MAJCOM POC will contact 982 TRG, Weapon System Training Manager, Sheppard AFB, TX.

6.6.3. 982 TRG will notify requesting MAJCOM POC of confirmation or denial of request. The TD instructor projected for the TDY will contact the MTS/TD scheduler to confirm training dates and special equipment requirements **(T-2)**.

6.6.4. If the request is within 90 days, MTSs must submit a justification letter signed by MXG/CC.

**6.7. Obtaining Funding TDY for AETC Field and Mobile Training.** Refer to AFI 36-2201 and AFI 65-601 V1 Section 10.5 for rules that apply to funding TDY travel of students and instructors to AETC training detachments (TD) or to attend training conducted by AETC mobile training teams (MTT).

**6.8. (Added-AFGSC) MTS to MTS Scheduling Process.** This process is used to schedule training between MTSs for AETC/FTD, MTS and MRTC courses. **(T-2).**

6.8.1. **(Added-AFGSC)** MTS will request seats via email, message or fax to the hosting MTS including names.

6.8.2. **(Added-AFGSC)** Response from host should not be later than 7 duty days after receiving requests.

6.8.3. **(Added-AFGSC)** Host MTS may reply to requesting MTS using AFGSC Form 21, *Maintenance Training Section (MTS) Training Confirmation*, or other agreed upon format. Ensure that all necessary information is provided to facilitate completion of travel orders and logistical arrangements.

6.8.4. **(Added-AFGSC)** Host MTS will initiate seat confirmation with the requesting MTS, as well as the student(s) NLT 14 days prior to class start date.

6.8.5. **(Added-AFGSC)** Requesting MTS will confirm student attendance and notify host MTS no later than 7 days prior to class start date. **Note:** Failure to confirm will result in loss of seat as determined by the host MTS.

6.8.6. **(Added-AFGSC)** Host MTS will inform AFGSC/A4MX of no shows for scheduled training.

6.8.7. **(Added-AFGSC)** AFGSC/A4MX will inform the requesting commander of the no show and request justification.

## Chapter 7

### EN-ROUTE TRAINING

**7.1. General.** The En-route training program provides individuals with mission essential training needed to meet the requirements of an assignment to short or long tour locations. En-route training provides weapon system training to aircraft maintenance personnel assigned to units with equipment or systems unfamiliar to the personnel in transition, or have not worked the system/MDS for 3 years (free-flow personnel). Training may be provided en-route during permanent change of station (PCS) via FTD, MQP/RTC, or flight line training. En-Route training for long tour location is only authorized for tour lengths less than 3 years or if specific courses are not available at that location (short tour locations will receive priority status over long tour assignments).

**NOTE:** IAW AFI36-2110, Table 4.1. Rule 10, en-route training is not authorized during intra-theater assignments. This chapter does not apply to ARC and ICBM Units.

**7.2. Establishing New En-Route Training Requirements.** Each year gaining units must submit through the annual screening process an AF Form 3933, *MAJCOM Mission Training Request*, through the MTS, to the parent MAJCOM to meet future en-route requirements.

**7.3. Establishing Sequential En-Route Requirements.** Each year, gaining units submit requirements during the annual (data call) process. Submit requirements through the local MTS to the MAJCOM Training Branch if applicable.

**7.4. Factors to Consider When Scheduling En-Route Training.** The Assignment Gains Roster (or an automated product used to identify inbound personnel) is available from your local Military Personnel Flight (MPF) or your unit.

7.4.1. Initiate training requests at the beginning of the assignment cycle. Training requests initiated within 90 days of MPF return no later than date (RNLTD) are considered late.

7.4.2. Supervisors will use the following factors as a minimum in determining a person's qualifications (**T-2**):

7.4.2.1. Training history, listed by three-digit Personnel Data System (PDS) code. (Translations for PDS codes are listed in Education and Training Course Announcements web page).

7.4.2.2. Member's duty history.

7.4.2.3. SEI.

**7.5. Canceling En-Route Training Request.** When it is determined that an En-Route training requirement no longer exists, the gaining MTS will notify the command functional training manager and cancel the requirement. (**T-2**).

**7.6. Scheduling En-route Training.** En-route training will be scheduled based on the gaining organization's need. All free-flow personnel should receive training on the new system/weapons system prior to assuming their duties at the gaining location. This training can be in the form of OJT, but if a TD course is available, the member must be scheduled to attend this course as soon after arrival as possible. Personnel reporting to an OCONUS tour with a tour length of less than 3

years will receive this training en-route. Personnel reporting to an OCONUS long tour (tour lengths 3 years or more) or CONUS tour will receive this training at the gaining duty location. In cases where the training is not available at the gaining long tour or CONUS location, personnel should receive training en-route prior to arrival.

7.6.1. Gaining MAJCOM responsibilities. (Note: Component MAJCOMs can choose to exercise reach-back for training requests to Lead MAJCOMs)

7.6.1.1. Coordinates with subordinate units to determine/identify training requirements for inbound personnel.

7.6.1.2. Works with AFPC to establish Personnel Processing Codes (PPC) code requiring en-route training for all maintenance positions at OCONUS locations for tour lengths less than 3 years.

7.6.1.3. Identifies training requirements for inbound personnel and submits request to 982 TRG/TXTGA no later than 120 days prior to RNLTD

7.6.2. Gaining unit responsibilities.

7.6.2.1. Identifies to its MAJCOM maintenance training office, training required for each individual gain. Gaining units will make this notification as soon as possible, but not later than 10 days after notification of the gain. The gaining unit will not request training outside an individual's primary AFSC. **(T-2)**.

## Chapter 8

### MAINTENANCE QUALIFICATION PROGRAM (MQP)

**8.1. General (This chapter does not apply to ANG, and AFSOC units).** Qualification training is ongoing, providing adequate skills to accomplish all maintenance tasks required. Each MAJCOM will develop and implement a MQP to achieve maintenance qualification training IAW AFI 36-2201. MQP training should be conducted in a controlled environment that is not in competition with sortie production. MTS, TD, and ADL courses can all be used to satisfy local training requirements. All MAJCOM MQPs will incorporate a similar phased training process that meets the intent of processes identified in this chapter. **(T-2).**

**Note:** Specific qualification requirements for munitions, nuclear and missile activities are included in the appropriate AFI 21-2XX series instructions and MAJCOM supplements.

**8.1. (AFGSC) General.** Maintenance Training Section. The MTS will develop and teach courses (to include hands-on courses) when the training capability does not exist at their base; to enhance FTD courses; or to reduce the OJT burden on workcenters. **(T-2).**

#### **8.2. Phase I, Inprocessing, Mission Orientation and Maintenance Refresher.**

8.2.1. Inprocess to base, wing, squadron, and unit training/MTS.

8.2.2. Mission Orientation: Personnel will attend orientation within 60 days after arrival. **(T-3).**

8.2.3. Maintenance Refresher: This is recurring training conducted as a follow-up to the maintenance orientation (if applicable).

8.2.4. **(Added-AFGSC)** MTS will serve as the OPR for developing and conducting orientation and refresher training. To ensure training is standardized across the MXG, both mission orientation and refresher will be conducted by the MTS. Refresher training frequency is dependent upon block content for each base. Maintenance personnel who boomerang (short tour and return to the same base) only require mission refresher upon return. New base personnel who will enter an AEF Tempo Band within 6 months of arriving to station will only require base/airframe specific training (Aircraft specific egress, danger areas, chaffing if applicable, etc.) at initial MOT. Not applicable personnel assigned as Enablers. **(T-2).**

8.2.5. **(Added-AFGSC)** MTS will use the block training format to consolidate training requirements into one or more consecutive training sessions to the maximum extent possible to facilitate the effective and efficient completion of initial and recurring training requirements. **(T-2).**

8.2.6. **(Added-AFGSC)** Maintenance Personnel (for example, 2A, 2R, 2W and 2P) assigned to units that are not part of a maintenance group but are performing aircraft maintenance duties (i.e. operations group, INTEL squadron, rescue squadron) will attend the host wing's mission orientation/refresher training (if available, within 60 days of arrival) and conduct in-house training on command specific requirements in the workcenter. If the host does not have these courses available, the units must conduct all of the required training in-

house. Units will contact their parent wing for training materials (i.e. video tapes, CD ROMS) to satisfy the in-house portion of this requirement. **(T-2)**.

### **8.3. Phase II, Continuation Training (CT).**

8.3.1. Continuation training is a structured training phase that standardizes specific AFSC training requirements. It consists of four sub-phases (Multiphase, MAJCOM Mandatory, Freeflow, and Maintenance Qualification Training). It is designed to provide task oriented hands-on training. Phase II enhances and complements initial skills training by providing hands-on weapon system training and experience. It is designed to train personnel to perform maintenance tasks unsupervised and unassisted. Continuation training courses should provide a smooth learning transition while providing a logical building block approach for job qualification.

8.3.1.1. Phase II training can be used to supplement OJT and to provide skill-level upgrade, qualification, CUT, or familiarization training. Phase II students are attached to the MTS and TD during training, but are officially assigned to their respective gaining organizations.

#### **8.3.2. Multiphase Students.**

8.3.2.1. The term "Multiphase" identifies students who must complete AETC resident training and a follow-on TD AFSC-awarding course. Students are automatically scheduled for the AFSC-awarding course by 982 TRG at Sheppard Air Force Base (AFB).

8.3.2.2. Students arriving at their end assignment should in-process as much as possible before the class starts. Obtaining a line badge should be the first priority.

8.3.2.3. The squadron commander may allow Multiphased students to return to the organization following the normal TD training day. Students may be trained on tasks such as posting technical orders, support section functions, and other related items.

8.3.2.4. Senior maintenance personnel will establish procedures to closely monitor these individuals. Constant supervision will be required since these personnel may not be sufficiently trained or aware of hazards associated with maintenance tasks. **(T-2)**.

#### **8.3.3. MAJCOM Mandatory Courses:**

8.3.3.1. The MMCL will be used to determine mandatory aircraft maintenance courses (TD, IMI, ADL, MQTP etc). All entry level Airmen Basic through the grade of Master Sergeant (7-level), who perform maintenance in a sortie producing and backshop AFSCs, are required to attend mandatory courses as identified in the course listing. **(T-2)**.

8.3.3.2. The MTS and unit training manager will ensure personnel are scheduled to attend MMCL courses within 180 days (if course prerequisites are met) of assignment to squadron. If more than one course is required, the individual must begin each subsequent course within 180 days of completion of the previous course. When personnel cannot be immediately entered into a TD course, the unit should schedule them for in-processing appointments or ancillary training. Any exceptions to this paragraph will be noted in the MMCL.

8.3.3.3. Phase I requirements will not interfere with students attending Phase II training courses. (T-3).

8.3.4. Freeflow students:

8.3.4.1. Freeflow training is for personnel who are changing MDSs or who have not performed maintenance duty on the assigned MDS within the past 3 years.

8.3.4.2. Personnel who are changing from one weapon system to another will attend the appropriate MMCL and Maintenance Qualification Training (MQT) courses.

8.3.4.3. All master sergeants and above with less than 1 year experience on the assigned MDS, who supervise maintenance personnel, will attend the appropriate TD familiarization course, if available.

8.3.4.4. The MXG/CC may waive TD freeflow course requirements.

8.3.4.5. Requests for waiver will be initiated by the squadron commander and forwarded to the MTS. The MTS Chief will forward recommendations to the MXG/CC for approval/disapproval. Waiver requests will contain individual's name, rank, primary AFSC, duty position, course to be waived, and a full justification of the request.

8.3.4.6. When a waiver is approved, the MTS scheduler will file a copy of the letter and forward the original to the squadron through the UTM. The UTM will update the individual's automated training record in IMDS/G081, using course status code "W".

8.3.5. MQT. MQT consists of academic and practical hands-on training courses that compliment AETC TD courses. MQT courses will not duplicate any 3c-level tasks that are taught by AETC or which requires the student to perform to a certified level (i.e., without error, without assistance, 80-100 percent accuracy, etc.).

8.3.5.1. MQT students are attached to the MTS for training, but are assigned to their gaining organization. Students will complete all 3c task items from the course control documents at least once. MQT students will not be sent to the flightline until they are qualified on required tasks. Students who fail to achieve course objectives may be required to repeat all or part of the course. The squadron commander may remove a student from the MQT program for unsatisfactory progress. This individual will receive supervised OJT in their work center.

8.3.5.2. The MTS will assess the need for MQT courses. If needed, a formal training program should be developed and implemented that teaches differences between assigned aircraft and training aircraft.

#### **8.4. Phase III, Special Qualification Training (SQT).**

8.4.1. SQT is any training program that does not fall under any other phase of MQP.

8.4.2. SQT programs may apply to all personnel in a workcenter or only to those personnel assigned to a special duty. Examples of SQT courses are listed below:

8.4.2.1. Engine Run Training Program.

8.4.2.2. Test Cell Operation.

8.4.2.3. Forms Documentation.

8.4.2.4. Dedicated Crew Chief Program.

8.4.2.4.1. **(Added-AFGSC)** DCC: A one-time course designed to familiarize aircraft maintenance technicians on the duties and responsibilities required as a DCC. The course is required for personnel assigned as dedicated or assistant crew chiefs regardless of AFSC. **(T-2)**.

8.4.2.5. Crash Recovery Training.

8.4.2.6. Hot Refueling Training.

8.4.2.7. Borescope Training.

8.4.2.8. Chafing Awareness Training Program.

8.4.2.8.1. **(Added-AFGSC)** Chafing awareness: Maintenance Groups with chafing programs, must develop a chafing awareness training program that incorporates familiarization of tubing, wiring and line replaceable units, etc. The MTS will conduct chafing awareness training. **(T-2)**.

8.4.2.9. MIS Training.

8.4.2.10. Aerospace Ground Equipment (AGE) Operator Training Program.

8.4.2.11. Engine Blade Blending Training and Certification.

8.4.2.12. MAJCOM Mandatory Courses.

8.4.2.13. Maintenance Officer Training Program, if taught by the MTS.

8.4.2.14. Cardiopulmonary Resuscitation (CPR) and Self-Aid Buddy Care, if taught in the MTS.

8.4.3. SQT will not duplicate AETC training available locally.

## Chapter 9

### SPECIAL PROGRAMS

**9.1. Air Force Airframe and Powerplant (A&P) Certification Program.** Air Force aircraft maintenance technicians are eligible and encouraged to pursue Federal Aviation Administration (FAA) A&P certification. Certification is based on documentary evidence of 30 months practical aircraft maintenance experience in airframe and powerplant systems per Title 14, Code of Federal Regulations (CFR) Part 65, *Certification: Airmen Other Than Flight Crew Members*; Subpart D, *Mechanics*. The Joint Service Aviation Maintenance Technician Certification Council (JSAMTCC) standardized the certification eligibility process throughout the DoD and provides necessary direction on ways to identify and fill training gaps to ensure technicians meet FAA eligibility requirements. Completing the Air Force A&P Certification Program Qualification Training Package (QTP) will assist technicians to meet FAA requirements and prepare them for the FAA exams. The program also assists technicians' professional development by receiving/gaining training and experience in a broad range of aircraft systems, maintenance practices and skills. The program is approved by the HQ FAA Flight Standards Service-Aircraft Maintenance Division (AFS-300) and is incorporated in FAA Order 8900.1, *Flight Standards Information Management System (FSIMS)*, Volume 5, *Airman Certification* and the *JSAMTCC Policies and Procedures Manual (PPM)*.

#### 9.1.1. Responsibilities:

9.1.1.1. The HQ USAF/A4LF AFCFM is the OPR for the Air Force A&P Certification Program and provides policy direction.

9.1.1.2. The Director of Credentialing Programs at the Community College of the Air Force (CCAF/DEAL) is the Program Director and has management/administration authority.

9.1.1.3. The Program Director will ensure CCAF maintains the Air Force A&P Certification Program in accordance with this instruction, FAA regulations/policies and JSAMTCC PPM and CCAF directives.. **(T-3)**.

#### 9.1.2. Program Eligibility Requirements.

9.1.2.1. Regular Air Force, Air National Guard, and Air Force Reserve Command personnel holding at least the journeyman 5-skill level in one of the following aircraft maintenance AFSCs are eligible to enroll: 2A0X1X, 2A090, 2A2X1X, 2A2X2X, 2A2X3X, 2A3X3X, 2A3X4X, 2A3X5X, 2A3X7X, 2A3X8X, 2A390, 2A300, 2A5X1X, 2A5X2X, 2A5X3, 2A5X4X, 2A590, 2A500, 2A6X1X, 2A6X3, 2A6X4, 2A6X5, 2A6X6, 2A690, 2A691, 2A600 (except 2A6X2, AGE), 2A7X1, 2A7X2, 2A7X3, 2A7X5, 2A790, 2A8X1X, 2A8X2X, 2A9X1X, 2A9X2X, 2A9X3X.

9.1.2.2. Technicians who have retrained out of aircraft maintenance may enroll provided they were awarded the journeyman 5-skill level in the aircraft maintenance AFSC prior to retraining and have not been out of the AFSC more than 2 years.

#### 9.1.3. Program Graduation Requirements.

9.1.3.1. Must possess at least 4-years' time-in service (TIS).

9.1.3.2. Must possess at least 30-months practical aircraft maintenance experience in airframe and powerplant systems.

9.1.3.3. Must complete all program training and experience requirements specified in the program QTP.

#### 9.1.4. Program Training Requirements.

9.1.4.1. Air University Online Specialized Courses (SC). The program includes three SCs. These courses are required for program completion and are important training tools necessary for individual development and knowledge assessment. These courses are very similar to CDCs and are hosted on the Air University Online at <https://au.csd.disa.mil/>. The SC course numbers are: General: 02AF1; Airframe: 02AF2; and Powerplant: 02AF3.

9.1.4.1.1. Technicians who have completed civilian coursework acceptable to CCAF, are not required to complete the SCs. Example: completing the Embry-Riddle Aeronautical University's six "Type 65" courses satisfies the SC requirement. If civilian courses are not reflected on the technician's CCAF academic record, the technician must provide CCAF/DEAL a copy of the transcript reflecting course completion.

9.1.4.2. On-The-Job Training (OJT). The program includes various job tasks required by the FAA. The Air Force A&P Certification Program is a voluntary and individual training program. Therefore, supervisor and management support is necessary to complete the program's OJT requirements. HQ AF/A4LF supports the Cross Utilization Training (CUT) concept to complete OJT and practical experience requirements.

#### 9.1.5. Program Procedures.

9.1.5.1. Technicians must enroll in the Air Force A&P Certification Program through CCAF's secured website <https://ccaf.maxwell.af.mil/faa/index.asp>.

9.1.5.2. Once enrolled, CCAF will evaluate all program-applicable formal Air Force training and civilian coursework reflected on the technician's CCAF academic record. CCAF will develop the technician's QTP and credit the applicable areas based on the evaluation. The QTP includes program instructions, CG-G-EAE-2 Form, *FAA Certification Performance of Job Tasks*, and CG-G-EAE-3 Form, *Joint Military Services Airframe and Powerplant Program*.

9.1.5.3. CCAF will e-mail the QTP to the technician to begin the program.

9.1.5.4. Upon receipt of the QTP, the technician must enroll and complete the three web-based Air University Online SCs.

9.1.5.4.1. Course Enrollment: To access the A&P SCs, the technician must have an Air University Online account. Access <https://au.csd.disa.mil/> to create an account. Once the account is established, log in may be accomplished with the CAC 9.1.5.4.2. The SCs should be completed sequentially, beginning with General (02AF1). The course material can be viewed, printed, or saved to a personal computer. It is recommended the technician print a copy to make notes and answer the self-test questions.

9.1.5.4.2. To access the A&P SCs:

9.1.5.4.2.1. Click the menu item labeled "Course List".

9.1.5.4.2.2. Click the "plus sign" next to "Specialized Courses" from the course list provided.

9.1.5.4.2.3. Click the SC to open enrollment in the course. 9.1.5.4.3. Each SC consists of a series of Units and Unit Review Exercises (URE). Each SC must be completed with a minimum passing score of 70%.

9.1.5.4.3.1. A trainer/certifier will proctor the URE exams. **(T-2)**.

9.1.5.4.3.2. The proctor must ensure that all course material, notes and other compromising materials are removed from vicinity of exam location. **(T-2)**.

9.1.5.4.3.3. The proctor must annotate their information on each line of the URE Exam Proctor Log contained within the CG-G-EAE-3 Form. **(T-2)**.

9.1.5.4.4. A course completion certificate may be printed upon completion of all UREs with a passing score of 70%. The course completion certificate is located at "My Transcript".

**Note:** Technicians who possess a single FAA mechanic certificate rating (Airframe or Powerplant), and are participating in this program to pursue an additional rating, are not required to complete General (02AF1) and the SC applicable to the rating previously awarded. Example: technicians who possess the FAA Powerplant certification are not required to complete General (02AF1) and Powerplant (02AF3). The only SC required to complete is Airframe (02AF2).

9.1.5.5. The technician must complete all required OJT items specified in the QTP. All open OJT items are mandatory and must be completed. The QTP instructions identify required OJT items and provide training instructions and procedures for task sign-off.

9.1.5.6. After the technician completes all QTP requirements, the unit maintenance officer (MO) must review the QTP to verify the technician completed all program training and experience requirements and signs the verification portion of the CG-G-EAE-2 Form, and CG-G-EAE-3 Form. The MO is verifying the technician has completed all program training and experience requirements within the QTP by conducting a final unit-level review of completed documents. The MO is not certifying task qualification/proficiency. The Trainer/Certifier is responsible for performing the training and ensuring the technician meets the appropriate task qualification/proficiency levels.

9.1.5.7. After MO review, the technician must provide CCAF a copy of completed QTP (CG-G-EAE-2 Form, CG-G-EAE-3 Form and Air University Online SC completion certificates). The documents may be scanned and E-mailed to [ccaf.faa@us.af.mil](mailto:ccaf.faa@us.af.mil) or mailed to: CCAF/DEAL, 100 South Turner Blvd, Maxwell-Gunter AFB, AL 36114-3011.

9.1.5.8. CCAF will verify completion of program requirements and FAA eligibility. If all requirements are met, the Program Director will issue the technician a CG-G-EAE-4 Form, *Certificate of Eligibility*, and FAA Form 8610-2, *Airman Certificate and/or Rating Application*.

9.1.5.9. Upon receipt of the graduation documents from CCAF, the technician schedules an appointment with their local FAA Flight Standards District Office (FSDO)

Airworthiness Safety Inspector (ASI). The technician must present the CG-G-EAE-4 Form, completed CG-G-EAE-2 Form, military ID and FAA Form 8610-2 to the ASI. The ASI will review the documents and sign the FAA Form 8610-2, granting the technician authorization to take the FAA exams. FAA certification consists of a dual examination process: three knowledge exams and oral and practical exams.

9.1.5.9.1. Each SC has practice exams to help technicians prepare for the FAA A&P certification exams. Only technicians who graduated from the program are authorized access to the practice exams. CCAF will authorize access upon program graduation.

9.1.5.9.2. Upon receipt of the *Certificate of Eligibility*, log on to Air University Online and go to the "Course List" and search for the applicable practice exam and select "Request Access." Upon CCAF/DEAL approval, you will receive an E-mail stating you are approved to access.

9.1.5.10. When the technician is ready to take the FAA knowledge exams, they should contact the Base Education Services Flight to determine if it is an approved FAA Testing Center.

9.1.5.10.1. If the Base Education Services Flight is an approved FAA Testing Center, a test date may be scheduled. The three FAA knowledge exams (General, Airframe and Powerplant) are administered separately and at no cost to the technician.

9.1.5.10.2. If the Base Education Services Flight is not an approved FAA Testing Center, access the Airmen Knowledge Testing Center List [http://faa.gov/training\\_testing/testing/media/test\\_centers.pdf](http://faa.gov/training_testing/testing/media/test_centers.pdf) to locate the nearest FAA Testing Center. The technician is responsible for the exam fees at these locations.

9.1.5.10.3. When reporting for testing, the technician must provide the testing administrator the signed FAA Form 8610-2 and military ID. A 70% is needed to pass each knowledge exam.

9.1.5.11. After passing the three knowledge exams, the technician contacts an FAA Designated Mechanic Examiner (DME) to schedule the Oral and Practical exams.

9.1.5.11.1. A FAA DME listing is available at <http://av-info.faa.gov/DesigneeSearch.asp> and provides contact information for all authorized DMEs located within each state.

9.1.5.11.2. The technician must provide the DME the signed FAA Form 8610-2 and all FAA A&P knowledge exam score sheets.

9.1.5.11.3. The technician is responsible for the O&P exam fees.

**Note:** The authorization to test is only valid for testing by DMEs who exercises privileges within the geographic area served by the FSDO where the authorization is granted. If a technician wishes to test with a DME in another district, additional FAA approval will be required. The DME must gain permission from their FSDO/international field office by any written means to conduct a test for an applicant authorized in block 5 of FAA Form 8610-2 from an inspector from another geographical location. 9.1.5.11.4. Upon successful completion of the oral and practical exams, the DME will issue a temporary certificate. The FAA will issue a

permanent certificate within 120 days.9.1.5.12. All FAA A&P exams must be completed within 24 months from the date the first knowledge exam is administered. Technicians who do not complete the certification process within 24 months after the first knowledge exam is administered must retake the expired knowledge exam(s).9.1.5.12.1. Extensions can be granted to military members who have served outside the United States in support of U.S. Armed Forces operations during the 24-month period. Special Federal Aviation Regulation (SFAR) 100-1 authorizes an extension of the expiration date of the knowledge exams, up to 6 calendar months after returning to the United States.9.1.5.13. Technicians participating in the Montgomery GI Bill may be reimbursed for costs of the A&P knowledge and O&P exams. For more information, visit <http://gibill.va.gov/benefits/index.html>.9.1.5.14. Upon receipt of permanent FAA certificate, the technician should visit the Base Education Services Flight to submit the appropriate documentation to CCAF to add the FAA A&P certification to their CCAF academic record. CCAF awards 30 semester hours of collegiate credit for FAA A&P certification.9.1.5.15. For more information, contact the CCAF Credentialing Programs Flight (CCAF/DEAL) at DSN 749-5020 / (334) 649-5020 or E-mail [ccaf.faa@us.af.mil](mailto:ccaf.faa@us.af.mil) or visit <http://www.au.af.mil/au/ccaf/certifications.asp>.

## **9.2. Foreign Object Damage (FOD) Prevention Training.**

9.2.1. Wing FOD monitor will assist MTS with development of local FOD prevention training program (T-3). At a minimum, the following items will be covered:

9.2.1.1. Wing procedures unique to the assigned aircraft. Units which have several types of aircraft assigned will have all aircraft incorporated into one wing training program.

9.2.1.2. Availability and location of FOD bags, receptacles, and other housekeeping equipment.

9.2.1.3. Lessons learned to include examples of recent mishaps and how they could have been avoided.

9.2.1.4. Signs and symptoms of FOD mishaps with brief engine abnormalities and no accompanying external or cockpit indications.

9.2.2. All personnel (military, civilian, and contractors) working in, on, around, or traveling through areas near aircraft, munitions, AGE, engines, or components will attend initial FOD prevention training. (T-2).

## **9.3. Other Related Special Programs.**

9.3.1. Guidance on the following programs are maintained in AFI 21-101.

9.3.1.1. Aircraft Inlet/Exhaust Certification.

9.3.1.2. Engine Blade Blending Training and Certification Program.

9.3.1.3. Engine Run Training and Certification Program.

9.3.1.4. Flexible Borescope Inspection Training and Certification Program.

9.3.1.5. Quality Assurance Program.

9.3.1.6. Special Certification Roster (SCR).

9.3.1.7. Aerospace Electronics Technician Certification Program.

**9.4. (Added-AFGSC) Course Development.** Sample course control documents (CCD) can be found on the AFGSC/A4BX Maintenance Training SharePoint. <https://org1.eis.af.mil/sites/afgsc/cops/Training/default.aspx>

9.4.1. **(Added-AFGSC)** AFGSC Form 281, *ISD Project Plan*. Units may use this form or locally created form for all courses in development or revision.

JUDITH A. FEDDER, Lieutenant General, USAF  
DCS/Logistics, Installations and Mission Support  
LAWRENCE S. KINGSLEY, SES, DAF

Director, Logistics, Engineering  
and Force Protection

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

AFMAN 23-110, *USAF Supply Manual*, 01 Apr 2009

**(Added-AFGSC)** AFGSC Form 281, *ISD Project Plan*

**(Added-AFGSC)** AFGSC Form 261, *Instructor Evaluation Checklist*

**(Added-AFGSC)** AFGSC Form 21, *Maintenance Training Section (MTS) Training Confirmation*

**(Added-AFGSC)** AFGSC Form 20, *Maintenance Training Section IMDS Course Code Application*

AFMAN 33-326, *Preparing Official Communications*, 25 Nov 2011

AIR FORCE OFFICER CLASSIFICATION DIRECTORY (AFOCD), 31 Oct 2013

AIR FORCE ENLISTED CLASSIFICATION DIRECTORY (AFECD), 31 Oct 2013

AFMAN 36-2234, *Instructional System Development*, 01 Nov 1993

AFH 36-2235, *Information for Designers of Instructional Systems, Volumes 1-13*

AFH 36-2236, *Guidebook for Air Force Instructors*, 12 Nov 2003

AFH 37-137, *The Tongue and Quill*, 01 Aug 2004

AFI 11-218, *Aircraft Operation and Movement on the Ground*, 28 Oct 2011

AFI 16-105, *Joint Security Cooperation, Education and Training*, 03 Jan 2011

AFI 16-201, *Air Force Foreign Disclosure Technology Transfer Program*, 01 Dec 2004

AFI 21-101, *Aerospace Equipment Maintenance Management*, 26 Jul 2010

AFI 21-110, *Engineering and Technical Services Management and Control*, 12 Apr 2012

AFI 21-201, *Conventional Munitions Maintenance Management*, 07 Mar 2012

AFI 21-202V1, *Missile Maintenance Management*, 4 Nov 2009

AFI 21-204, *Nuclear Weapons Maintenance Procedures*, 30 Nov 2009

AFI 25-201, *Support Agreements Procedures*, 01 May 2005

AFI 33-360, *Air Force Content Management Program-Publications*, 07 Feb 2013

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 25 Jun 2013

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

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

AFI 36-2304, *Community College of the Air Force*, 01 Sep 1999

AFI 36-2616, *Trained Personnel Requirements*, 24 Apr 2013

AFI 36-2626, *Airman Retraining Program*, 03 Jun 2013

AFI 36-2644, *Self Aid and Buddy Care Training*, 02 Apr 2012

AFI 38-101, *Air Force Organization*, 06 Mar 2011

AFI 38-203, *Commercial Activities Program*, 20 Jun 2008

AFI 65-601 VI, *Budget Guidance and Procedures*, 16 Aug 2012

AFI 90-201, *The Inspection System*, 02 Aug 2013

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

### ***Prescribed Forms***

None

### ***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 898, *Field Training Requirements Scheduling Document*

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

AF Form 3933, *MAJCOM Mission Training Request*

AF Form 623, *Air Force Training Record*

AF Form 1768, *Staff Summary Sheet*

AF Form 2426, *Training Request and Completion Notification*

CG-G-EAE-2 Form, *FAA Certification Performance of Job Tasks*

CG-G-EAE-3 Form, *Joint Military Services Airframe and Powerplant Program*

CG-G-EAE-4 Form, *Certificate of Eligibility*

FAA Form 8610-2, *Airman Certificate and/or Rating Application*

### ***Abbreviations and Acronyms***

**367 TRSS** — 367 Training Support Squadron

**ACC** — Air Combat Command

**ADL** — Advanced Distributed Learning

**AETC** — Air Education and Training Command

**AFB** — Air Force Base

**AFCDA** — Air Force Career Development Academy

**AFCFM** — Air Force Career Field Manager

**AFETS** — Air Force Engineering and Technical Services

**(Added-AFGSC) AFGSC** — Air Force Global Strike Command

**AFH** — Air Force Handbook

**AFI** — Air Force Instruction

**AFS** — Air Force Specialty  
**AFSOC**— Air Force Special Operations Command  
**AFJQS** — Air Force Job Qualification Standard  
**AFMAN** — Air Force Manual  
**AFPAM** — Air Force Pamphlet  
**AFPD** — Air Force Policy Directive  
**AFRC**— Air Force Reserve Command  
**AFSC** — Air Force Specialty Code  
**AGE** — Aerospace Ground Equipment  
**AEF** —Aerospace Expeditionary Forces  
**ASI** —Aviation Safety Inspector  
**ANG**— Air National Guard  
**AMU** — Aircraft Maintenance Unit  
**AMXS** — Aircraft Maintenance Squadron  
**A&P** —Airframe and Powerplant  
**ARC**— Air Reserve Component  
**ASAP** —As Soon As Possible  
**AWACT**— Awaiting Action  
**AWTD**— Awaiting TD  
**A4LF**— Force Development  
**CAC** — Curriculum Advisory Committee  
**CAF** — Combat Air Forces  
**CAFSC**— Control Air Force Specialty Code  
**CBT** — Computer Based Training  
**CC** — Course Chart  
**CCB**— Configuration Control Board  
**CC/TS** — Course Chart/Training Standard  
**CCAF** — Community College of the Air Force  
**CCD** — Course Control Document  
**CDB** —Centralized Data Base  
**CDC** — Career Development Course  
**CETS** — Contract Engineering Technical Service

**CFA** — Career Field Administrator  
**CFETP** — Career Field Education and Training Plan  
**CMS** — Component Maintenance Squadron  
**COI** —Community of Interest  
**CT** — Continuation Training  
**CTS** — Course Training Standard  
**CTK** — Composite Tool Kit  
**CRT** — Consolidated Training Report  
**CSR** — Course Status Report  
**CUT** — Cross Utilization Training  
**DANTES - Defense Activity for Non**—Traditional Education Support  
**DL** — Distance Learning  
**DME** — Designated Mechanic Examiner  
**D&I** — Development and Instruction  
**DRU** —Direct Reporting Unit  
**EMS** — Equipment Maintenance Squadron  
**ESO** — Education Services Officer  
**FAA** — Federal Aviation Administration  
**FAB - Field Assistance Branch**—**FAR** - Federal Aviation Regulation  
**FCB**— Functional Capabilities Board  
**(Added-AFGSC) FM**—Functional Manager  
**FOA**— Field Operating Agency  
**FOD** —Foreign Object Damage  
**FIG** — Functional Inspection Guides  
**ETCA** —Education and Training Course Announcement  
**(Added-AFGSC) FTD**—Formal Training Detachment  
**FTSS** —Field Training Scheduling System  
**GOV**— Government Vehicle  
**GITA** — Ground Instructional Training Aircraft  
**HAZCOM** — Hazardous Communication  
**IAW** — In Accordance With  
**(Added-AFGSC) ICMS**—Internet Courseware Management System

**ICW** — Interactive Courseware

**ICBM** —Intercontinental Ballistic Missile

**IMDS** — Integrated Maintenance Data System

**IMI** —Interactive Multimedia Instruction

**ISR – Instructional System Reviews—ISD** - Instructional System Development

**JEIM** — Jet Engine Intermediate Maintenance

**JSAMTCC** — Joint Service Aviation Maintenance Technician Certification Council

**JQS** — Job Qualification Standard

**(Added-AFGSC) JST**—Job Site Training

**LCAP** —Logistics Compliance Assessment Program

**LRU** — Line Replaceable Unit

**MCL**— Maintenance Capability Letter

**MAJCOM** — Major Command

**MCC**— Master Course Codes

**(Added-AFGSC) MCT**—Master Course Table

**MMCL**— Major Command Mandatory Course Listing

**MFM**— Major Command Functional Manager

**MOC**— Maintenance Operation Center

**MRT**— Mission Readiness Training

**MATAG** — Maintenance Training Advisory Group

**MDS** — Mission, Design and Series

**MI** — Maintenance Instructor

**MPF** — Military Personnel Flight

**MIS** —Maintenance Information System

**MOA** — Memorandum of Agreement

**MO- Maintenance Operations—MOO-** Maintenance Operations Officer

**MAF-** Mobility Air Force -

**MQP** — Maintenance Qualification Program

**MQT** — Maintenance Qualification Training

**(Added-AFGSC) MTP**—Master Training Plan

**MTS** — Maintenance Training Section

**MTL** — Master Task List

**MTT** — Mobile Training Team  
**MSEP** — Maintenance Standardization and Evaluation Program  
**MSET**— Maintenance Standardization Evaluation Team  
**MXG** — Maintenance Group  
**MXG/CC**— Maintenance Group Commander  
**MXS** — Maintenance Squadron  
**(Added-AFGSC) NAF**—Numbered Air Force  
**NCOIC**— Non Commissioned Officer in Charge  
**NLT** —Not Later Than  
**OCR** — Office of Collateral Responsibility  
**OI** — Operating instruction  
**OJT - On-The**—Job Training  
**O&M** — Operations and Maintenance  
**OPR** — Office of Primary Responsibility  
**PDS** —Personnel Data System  
**PEC**— Program Element Code  
**PCA** — Permanent Change of Assignment  
**PCS** — Permanent Change of Station  
**POC** — Point of Contact  
**POI** — Plan of Instruction  
**POV**— Privately Owned Vehicle  
**PPC** —Personnel Processing Code  
**QA** — Quality Assurance  
**QAP** — Quality Assurance Program  
**QTP** — Qualification Training Package  
**RNLTD** — Report No Later Than Date  
**RPA** —Remotely Piloted Aircraft  
**SAV** — Staff Assistance Visit  
**SATAF**— Site Activation Task Force  
**SCR** — Special Certification Roster  
**SEI** — Special Experience Identifier  
**SME - Subject-Matter**—Expert

**SOT** — Status of Training

**SSAN**— Social Security Account Number

**STP - System Training Plan**—**STS - Specialty Training Standard**

**SQT** — Special Qualification Training

**TD** —Training Detachment

**TDY**— Temporary Duty

**TO** — Technical Order

**TBA** —Training Business Area

**TIS - Time-in**—service

**TMA**— Training Forecast

**TMAA** —Training forecast items, which are awaiting action (AWACT), overdue, awaiting TD (AWTD), or failed (FAILED).

**TMAAA**— Identifies all training items loaded against each person assigned to a particular workcenter.

**TOS**— Time On Station

**TPM** — Training Pipeline Manager

**TPR** — Trained Personnel Requirement

**UMD**— Unit Manning Document

**UTM** — Unit Training Manager

**UGT** — Upgrade Training

**UTC** — Unit Type Code

**U&TW**— Utilization and Training Workshop

**VI** — Visual Information

**WCT** — Work Center Training Requirement

### *Terms*

**Airframe and Powerplant (A&P) Certification** — Aircraft mechanic certificate with airframe and powerplant ratings issued by the Federal Aviation Administration. Qualified certificate holders are authorized to perform and or supervise aircraft maintenance, inspections and alterations on general aviation aircraft and authorized to approve and return aircraft and components to service.

**Ancillary Training** — Training programs that contribute to mission accomplishment, but are separate from requirements in an individual primary Air Force Specialty (AFS) or occupational series.

**Awaiting Action (AWACT)** — A code used in MIS to alert personnel that training is due completion. There are two types of AWACT: AWACT with a due date and AWACT without a due date.

**AWACT without a training due date** — This type of AWACT means that the initial training has not been performed.

**AWACT with a due date** — This type of AWACT indicates that training of a recurring nature is due completion. This AWACT will change to an OVERDUE if not completed by the last day of the month.

**Backlog** — The total number of personnel awaiting MAJCOM or local TD training requirements for a particular course which includes the following statuses: Overdue, Awaiting Action, Awaiting TD, and Incomplete.

**(Added-AFGSC) Master Course Table (MCT)** — The MCT is for documenting recurring training, special certifications and inspections, MAJCOM directed high interest tasks, and frequently scheduled training

**Note:** —In order to be considered a backlog for a course, the person must be present for duty and must meet all the prerequisites to attend the course.

**Block Training** — The purpose of block training is to group as many training requirements as possible into a single training session. Initially, the training session should provide information that everyone requires and then taper to the point where only certain categories of personnel remain. Courses taught in block training may include fire extinguisher, forms documentation, Hazardous Communication (HAZCOM), corrosion control, FOD, security awareness, egress, and resource protection etc.

**Career Field Education and Training Plan (CFETP)** — A comprehensive core training document that identifies life-cycle education and training requirements, training support resources and minimum core task requirements for a specialty. The CFETP gives personnel a career progression path and instills a sense of industry in career field training.

**Certification** — A formal indication of an individual's ability to perform a task to required standards.

**Certifier** — A person designated, authorized and empowered by the commander to make a declaration of competency and proficiency on tasks being performed. This declaration of competency is usually annotated in training documents, through the certifier's signature or initials.

**Class Packages** —Class packages can include items such as a class roster, QA evaluations, student critiques, supervisor questionnaires, staff summary sheets, and additional information as provided by an instructor. Class packages are used to look at the training system from within to determine personnel and system effectiveness and quality and provide feedback to the appropriate personnel on course instruction.

**Continuation Training** — Advanced and qualification training that develops in-depth expertise within a specialty, broadens knowledge to new specialties, introduces new technologies and systems, develops analytical skills, or increases understanding of the relationship between maintenance specialties.

**Consolidated Training Report (CRT)** — The CRT is a MIS background product, which identifies all scheduled training courses and personnel scheduled for training.

**Course Critiques** — Assessments administered to students immediately after instruction to assess the training system from within to determine effectiveness and quality.

**Course Control Documents (CCD)** — Specialized publications used to control the quality of training instruction. Course Training Standard (CTS), Plan of Instruction (POI), and Course Chart (CC) are parts of the course control documents.

**Course Status Report (CSR)** — The CSR is a MIS background product, which identifies the course status for a specific course identifier.

**Course Questionnaires** — Documents used to gather and analyze data from outside the training environment in order to determine how well recent graduates are meeting job performance requirements.

**Course Validation** — A process by which curriculum materials, instructional procedures, training media, and training materials are reviewed for instructional accuracy, adequacy, and suitability for presentation, and training effectiveness. It also assesses the effectiveness of a course as it is being developed and is a quality improvement tool that helps identify problems during development so revisions can be made. Validation should be done as segments, units, or blocks are being developed.

**Cross Utilization Training (CUT)** — CUT program provides units flexibility to train individuals to perform tasks not in their Primary AFSC to offset low skill level manning and enhance combat capability.

**Curriculum Advisory Committee (CAC)** — The purpose of the CAC is to identify training requirements through coordination with Subject-Matter-Experts (SMEs), and investigate, analyze, and recommend the most cost effective and efficient method to satisfy training requests. It's also designed to improve the overall maintenance training programs. The CAC will meet when a requirement to develop a new course is identified or when deciding which training agency is in the best position to conduct requested training. The CAC can also be used to conduct MTS course reviews or to coordinate and review TD Biennial Analysis of Technical Training (BATT).

**Deviation** — Any changes to a published class roster (no-show, non-utilization, cancellation, or walk-in).

**Distance Learning** —(DL) Structured learning that does not require the physical presence of the instructor. New term: Distributed Learning - Structured learning mediated with technology that does not require the physical presence of the instructor. Includes paper, computer based, interactive, and satellite-delivered material, etc. The DL program administered in aircraft maintenance provides instruction using computer-based training (CBT), interactive courseware (ICW), video teletraining (VTT), videodisk, and other distance learning training media.

**Distributed Learning** — Structured learning mediated with technology that does not require the physical presence of the instructor. Distributed learning models can be used in combination with other forms of instruction or it can be used to create wholly virtual classrooms.

**En-Route (PCS associated) Training** — The training of students undergoing a permanent change of station (PCS) while in temporary duty (TDY) status.

**Formal Training** — Formal Training is defined as any training conducted by HQ AETC, Air Combat Command (ACC) Logistics Readiness Training Center, or Maintenance Qualification Training programs. Formal courses are listed in Education and Training Course Announcement (ETCA).

**Freeflow Personnel** — Maintenance personnel coming from a weapon system different from the one they will be working on or have not worked the system/MDS for 3 years.

**Interactive Multimedia Instruction** —(IMI)- is a group of computer-based training and training support products. IMI includes source materials that are commonly used in IMI products, electronic products used in the delivery of or supporting the delivery of instruction, and software management tools used to support instructional programs.

**Individual Tryouts** — Individual (one-on-one) tryouts determine the effectiveness of small segments or units of material as they are developed.

**Initial Skills Training** — A formal school course that results in an AFSC 3-skill level award for enlisted or mandatory training for upgrade to qualified officers.

**Instruction System Design (ISD)** — A deliberate and orderly, but flexible, process for planning, developing, implementing, and managing instructional systems. It ensures that personnel are taught in a cost-efficient way the knowledge, skills, and attitudes essential for successful job performance. See AFMAN 36-2234 and Air Force Handbook (AFH) 36-2235, Volumes 1 through 13.

**Instructor Self—Qualification** - A program where a maintenance instructor may self-qualify in a course of instruction.

**MAJCOM Directed Courses** — Mandatory courses required by personnel to perform in a particular duty position.

**Master Task Listing** — A listing, which identifies all the tasks, required to be accomplished within a duty section.

**Mission Design Series (MDS)** — Aircraft/weapons system designator, e.g., F-15, C-130, B-1, etc.

**Multiphase Student** —A student who must complete an AETC resident training and a follow-on formal AFSC awarding course.

**No—Show** - Any individual scheduled for training and does not attend the training regardless of the reason.

**Non—Utilization of Seats** - Allocated seats that are not returned to the training agency before the scheduled cut-off date/time.

**Operational Group Tryouts** —The final stages of validation may be called operational or field tryouts. This tryout determines if the instruction actually accomplishes the objectives. It also provides feedback from a large sampling of the target population for final revision.

**Out of Command Training** — Any training requested outside of the MAJCOM, except AETC mission readiness training.

**Overdue Training** — Any training not completed by the last day of the training month unless designated by other directives.

**Performance Test** — A practical evaluation of an individual's ability to perform a specific task(s).

**Proficient** — The condition or state that one performs a task correctly and completely without supervision.

**Qualification Training** — Training which qualifies a person in a specific duty position. This training occurs both during and after the upgrade training process.

**Recurring Training** — Refresher training completed periodically to ensure personnel are qualified.

**Scheduled/Allocated seats** — Seats or quotas given to a squadron/unit/person according to their request.

**Self-Pacing** — An instructional procedure in which the student progresses through the course at their own rate.

**Small— Group Tryouts** - Small-group tryouts determine if the instruction is appropriate for the average target students.

**Special Certification Roster (SCR)** — A management tool used to identify and control authorized production inspectors who perform, evaluate, verify and inspect critical work or task, and technicians authorized to perform specific task.

**Subject Matter Expert (SME)** — A technically competent individual with broad experience in a specific AFSC.

**Target Population** — The person or group of persons for whom the instruction or training focuses on.

**Trainer** — A trained and qualified person who teaches airmen to perform specific tasks through OJT methods. In addition, equipment that the trainer used to teach airman specified tasks.

**Training Detachment (TD)** — TDs are located at selected MAJCOM bases and give on-site training services by means of permanent or temporarily assigned instructors or mobile training teams. TD conducts field training for aircraft weapon systems assigned to the base on which they are located. TDs use locations such as flightline, maintenance shops, hangars, and classrooms to give instruction. See AFI 36-2201 for additional TD information.

**Training Forecast (TMA)** — The TMA is a MIS background product, this shows the status of individual training requirements. The TMA is produced in two types -- the TMAA and the TMAAA.

**TMAA** — The TMAA identifies only those training items which are awaiting action (AWACT), overdue, awaiting TD (AWTD), or failed (FAILED).

**TMAAA** — The TMAAA identifies all training items loaded against each person assigned to a particular workcenter.

**Trained Personnel Requirement (TPR)** — A projected number of personnel requiring training for a specific course.

**Validation Process** — Validation is a quality improvement tool that helps identify problems in the instruction during development so revisions can be made. Validation corrects mistakes or problems before you spend too many resources on a flawed product.

**Walk-in** — Any individual attending training that was not scheduled or is not on the class roster.

**Work Center Training Requirement (WCT)** — Training that is required for 51 percent or more of personnel assigned to a work center.

## Attachment 2

**MASTER COURSE CODE SUBMISSION FORMATS****Master Course Code Add/Change/Delete Submission Format:**

**Recommendation:** Add, or Delete (for proposed requirements), or Modify (state nature of recommended modification such as reduction in duration, change in frequency or target group).

**Course Number:** (Identifies Formal, and Correspondence courses).

**Course Code:** (Identifies Ancillary, and Functional/Specialized courses, required for existing course only, leave blank for a requested addition.)

**Category:** (Formal, Correspondence, Ancillary, Functional/Specialized).

**Title:** (e.g., Suicide and Violence Prevention).

**Objective/Narrative:** (e.g., Provides education and training to prevent acts of harm to self and others.).

**Target Group:** (e.g., All Air Force military and civilian personnel. Non-Appropriated Funds and contract employees are encouraged, but not required).

**Duration:** (e.g., Not to exceed 0.5 hours).

**Frequency:** (e.g., Annually).

**Tasking Authority:** (e.g., AFI 44-154).

**OPR:** (e.g., AFMOA/SGOC).

**Course Manager:** (e.g., Lt Col George Nicholas).

**Duty Phone:** (e.g., DSN 297-4061).

**Justification:** (Justify the requirement, duration and frequency).

Master Course Code Table Lead POC: (e.g. HQ ACC, HQ AFMC etc.)

**Approval Signatures: Provide the following information for all personnel/positions identified below:**

Name

Rank

Duty Title

Base

Unit

Phone Number

Date

Submitter:

Unit Training Manager:Recommend Approval/Disapproval

MAJCOM Representative:Recommend Approval/Disapproval

AF Functional Manager (If applicable):Recommend Approval/Disapproval

AF Career Field Manager (If applicable): Recommend Approval/Disapproval

AF/A4LF:Recommend Approval/Disapproval

Master Course Code Table Manager:

Approval/Disapproval Date:

Change Date:

Filed Date:

Name, Rank, Duty Title

**A2.1. (Added-AFGSC) AFGSC Submission Format.** Use request form located on HQ AFGSC/A4BX training SharePoint site at <https://org1.eis.af.mil/sites/afgsc/cops/Training/default.aspx> for IMDS MCT updates