

BY ORDER OF THE COMMANDER

**AIR FORCE OPERATIONAL TEST AND
EVALUATION CENTER INSTRUCTION 36-2201**



21 MAY 2015

Personnel

**MANAGEMENT OF THE AFOTEC
TRAINING PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AFOTEC/A1T

Certified by: AFOTEC/CC
(Maj General Scott D. West)

Supersedes: AFOTECI 36-2201, 4 Sep 2009

Pages: 14

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed.

1. Concept. This instruction establishes the Air Force Operational Test and Evaluation Center (AFOTEC) Training Program and procedures for operational test & evaluation (OT&E) training as well as professional development training.

2. Scope. This instruction covers Operational Test & Evaluation training and professional development courses specific to Commercial & Off-Site Training. Additionally AFI 36-2201 provides information and guidance on Commander, Unit Training Manager/Additional Duty Unit Training Manger, Training Monitor, Supervisor, Trainer, Task Certifier, and Trainee responsibilities, as well as Ancillary Training, and Expeditionary Skills Training. This publication will be used in conjunction with AFI 36-2201 to enhance and develop the members of AFOTEC.

3. Mission. The AFOTEC Training Program mission is to provide the best initial training, recurring training, and educational opportunities available to ensure mission success and enhance professional development. The primary goal of the training program is the preparation and sustainment of the AFOTEC work force to be effective.

4. Operational Test & Evaluation (OT&E) Training.

4.1. The AFOTEC Training Matrix (see attachment 2) defines the courses AFOTEC offers and which courses members are required to attend. The Training Matrix also specifies the timing and prerequisites for each AFOTEC OT&E course. AFOTEC 101 and 201 are located on the AFOTEC Gateway on the Advanced Distributed Learning System (ADLS.) Members enroll themselves in these web-based courses. Enrollment in AFOTEC 301 and 401 is handled through the Detachment Training Manager or Directorate Training Monitor.

4.2. OT&E Course Descriptions:

4.2.1. AFOTEC 101, Fundamentals is a web-based training course focusing on familiarizing new personnel with AFOTEC. Students will develop a basic understanding of AFOTEC's mission, organizational structure, processes, and products.

4.2.2. AFOTEC 201, T&E Basic Course is a web-based training course serving as an entry level introduction to AFOTEC's processes, procedures, and products, with an emphasis on how operational test and evaluation interfaces with the acquisition and capability requirements processes.

4.2.3. AFOTEC 301, T&E Operations Course is provided through classroom instruction and is only offered at Headquarters (HQ). It is a 7-day in-residence course focusing on a student's understanding and application of the AFOTEC process using instructor-led discussion, lectures from subject matter experts, and practical team exercises. This course is designed to prepare AFOTEC test operations personnel (i.e., test team members, operators, and analysts) to carry out their test team responsibilities throughout the entire AFOTEC test process. There are numerous hands-on exercises, where students use a test plan they help develop to execute a test, collect data, analyze results, and report their evaluation of the operational effectiveness, suitability, and mission capability of a simulated weapon system.

4.2.4. AFOTEC 401, Analyst Training, Design of Experiments (DoE) — DoE is a structured process to identify the metrics, factors, and levels that most directly affect operational effectiveness and suitability. AFOTEC has developed a robust, DoE based,

structured process for operational test spanning the acquisition milestone process with guidance provided by the AFOTEC OT&E guide. AFOTEC 401 continues 301 training for AFOTEC analysts using the AFOTEC OT&E guide, reviewing fundamental statistics and probability, and covering DoE theory. Reliability and reliability growth is introduced if time permits.

4.2.5. AFOTEC 501, Senior Leader OT&E Orientation course is a very condensed look at the AFOTEC process in the context of the specific senior leader's position and responsibilities. AFOTEC 501 is tailored to the particular senior leader and is provided when the senior leader visits HQ AFOTEC for the first time.

5. Formal Training.

5.1. Professional development courses are Commercial & Off-Site courses not offered by AFOTEC which are used to increase the knowledge of AFOTEC personnel to complete the OT&E mission. Cybersecurity certification courses are an example. The following paragraphs provide in-depth instructions on how to request Commercial & Off-Site courses. NOTE: AFOTEC OT&E training does not follow this process; contact your training monitor for information on accessing OT&E training.

5.2. Commercial & Off-Site Training Request Process (see attachment 3):

5.2.1. The Headquarters Training Manager, Directorate Training Monitors, and Detachment Additional Duty Training Managers (ADTM) are the focal point when personnel are submitting a request.

5.2.2. Members will request training through their UTM or ADUTM to the A1-T workflow e-mail account.

5.2.3. The AFOTEC Training Approval Checklist and SF 182 (see attachment 4) are mandatory along with digital signatures, course description, registration form (if required by vendor), and Continued Service Agreement (if required). Packages will be returned if missing any documents/information. All documents can be found on AFOTEC intranet site: *Communities - Training & Development – Under sites: Commercial & Off-Site Training – Commercial & Off-Site Training Documents*

5.2.3.1. AFOTEC Training Approval Checklist must be filled out by the individual requesting training; the Training Manager/Training Monitor must sign the checklist after verifying it is accurate and complete.

5.2.3.2. SF 182 must be filled in with the following information or it will be returned (member information **(NO personally identifying information, i.e., SSN)**, vendor information, training information, training objective, cost involved, digital signatures of requesting member, first-line supervisor, and second-line supervisor).

5.2.3.3. Commercial & Off-Site Training & Formal Training Guidance: This form will be completed with all questions answered as applicable to the traveler(s).

5.2.4. Package Routing Process requires the requesting member to forward the package to the first-line supervisor. Once first-line supervisor approves then the second-line supervisor will review and approve, as appropriate. The Training Manager or Training Monitor will then submit the supervisor-approved package to the Training Division no

later than 21 days before the class start date. Training Division will review the package and forward to the Chief of Training. Chief of Training will submit the package to a Functional Manager or alternate reviewer at the HQ for review. If the Functional Manager or subject matter expert recommends approval of the request, the Chief of Training will submit the package to the Executive Director for final approval.

5.2.5. Training Approved/Funds Requested: The A-1 resource advisor (RA) will verify travel/ Government Purchase Card (GPC) cost and request funds from AFOTEC/A-4/7.

5.2.5.1. Travel Cost: The A-1 RA will e-mail Defense Travel System (DTS) information to the traveler(s) and Detachment/Directorate Training Manager/Training Monitor.

5.2.5.2. Tuition Cost: The A-1 RA will process an AF Form 4009, *Government Purchase Card Fund Cite Authorization*, and load funds onto GPC which the AFOTEC/A-1T Training Specialist will use to register and pay for member to attend training. Once the member is enrolled, the Training Specialist will e-mail the member and Detachment/Directorate Training Manager/Training Monitor.

5.2.6. Closeout Package Process is only completed if GPC is used for tuition. This process must be completed within 5 days of course completion. The items required in the closeout package are: AFOTEC training closeout checklist digitally signed by member, DD Form 1556-1 Sections E and F, copy of certificates or copy of grades earned, and a copy of the travel authorization and voucher ONLY if travel was required.

5.2.7. Course Change/Cancellation (see attachment 5): If a course must be changed or cancelled it must have the Detachment/CC or Director approval. The process to cancel a training request requires the member initiate and obtain approval from first-line supervisor, second-line supervisor, and lastly Detachment/CC or Director. The Detachment/CC or Director will provide a written (e-mail) justification for the cancellation. The e-mail will be forwarded to the A-1T workflow account for processing. The subject line will read as follows: "Cancellation: course title/course dates/last name of member attending". The body will include: name, duty position, date assigned duty position, course title, justification, approved by, date approved.

SCOTT D. WEST
Major General, USAF
Commander

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

AFI 36-2201, Air Force Training Program, 15 September 2010/Change 3, 7 August 2013

AFOTECI 99-101, Operation Test and Evaluation Management, 30 April 2014

Prescribed Forms

See Attachment 4.

Adopted Forms

See Attachment 4.

Abbreviations and Acronyms

ADLS—Advanced Distributed Learning System

ADTM—Additional duty training monitor

ADUTM—Additional duty unit training manager

AFB—Air Force Base

AFI—Air Force Instruction

AFOTEC—Air Force Operational Test and Evaluation Center

DoE—Design of Experiments

DTS—Defense Travel System

GPC—Government Purchase Card

HQ—Headquarters

OT&E—Operational Test and Evaluation

RA—Resource Advisor

SME—Subject Matter Expert

SSN—Social Security Number

TE—Test and Evaluation

UTM—Unit Training Manager

Attachment 2

AFOTEC TRAINING MATRIX

AFOTEC Operational Test Training Matrix (see Notes A & D)									
Course Title (delivery method)	Course ID	Course Prerequisite	Required Within	Analysts (1)	Test Operations Personnel (2)	Mission Support Personnel (3)	Staff Support Personnel (4)	Commanders & Directors	
AFOTEC Fundamentals (CBT) (See Note E)	AFOTEC 101	None	30 days	X	X	X	X	X	
Test and Evaluation Basic Course (CBT) (See Note E)	AFOTEC 201	AFOTEC 101	45 days	X	X	X	(See Note C)	X	
Test and Evaluation Operations Course (classroom) (See Note E)	AFOTEC 301	AFOTEC 201	90-120 days	X	X	(See Note C)	(See Note C)		
AFOTEC Analyst Training Course (classroom) (See Note E)	AFOTEC 401	AFOTEC 301	180 days	X	(See Note C)				
AFOTEC Senior Leader Course (See Note B)	AFOTEC 501	None	45 days (See Note B)					X	
Requalification Training (See Note F)	n/a	None	30 days of return	X	X				

DEFINITIONS:

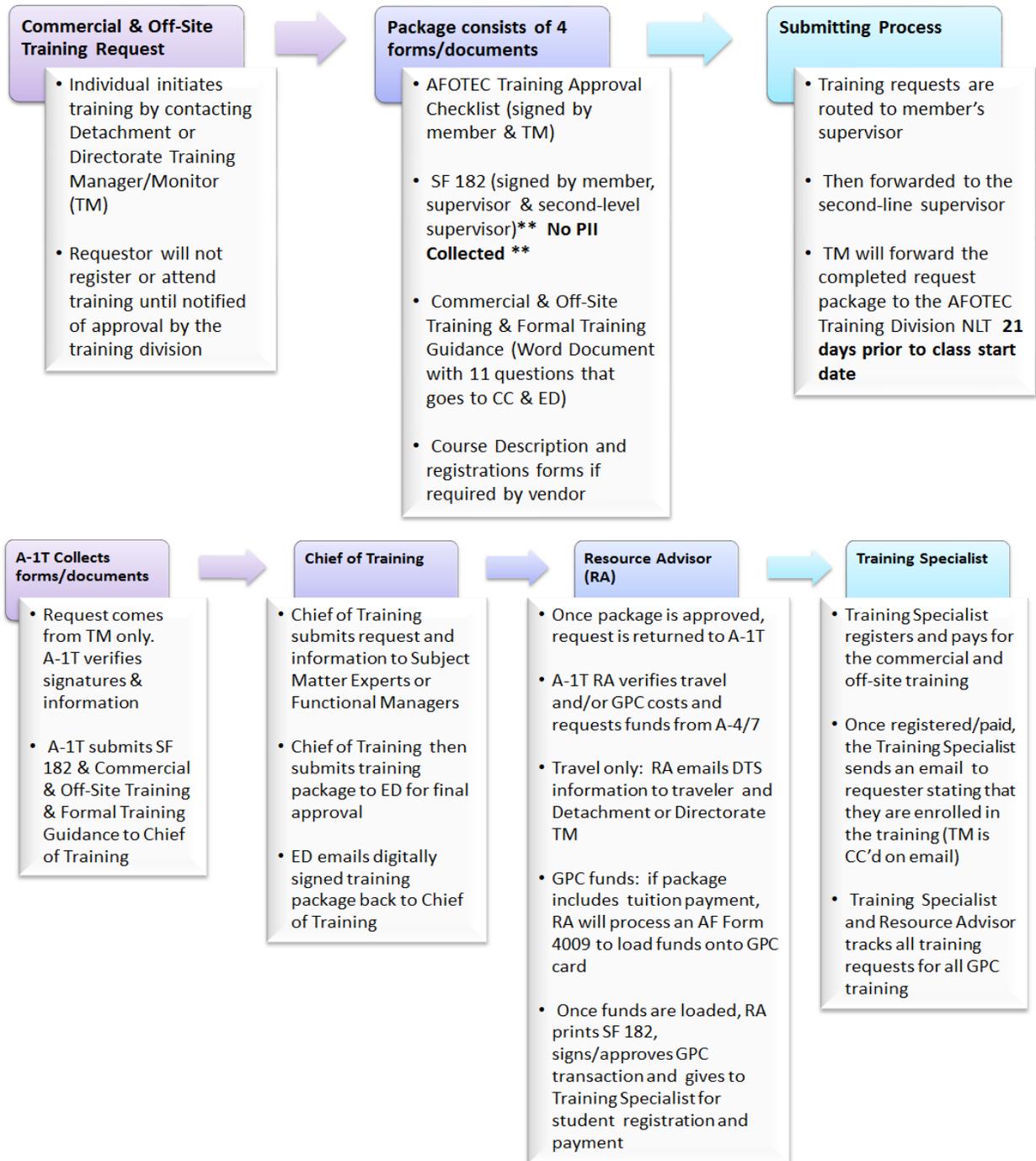
- (1) Analysts - Includes military and civilian Suitability and Effectiveness analysts and engineers.
- (2) Test Operations Personnel - Includes Test Directors, Program Managers, Effectiveness and Suitability SMEs, Detachment Director of Operations, Division Chiefs (Ops), Liaisons, Technical Advisors, Test Resource Managers, Cybersecurity SMEs, Intelligence, Meteorology, Human Factors analysts, and Safety program managers. This category includes personnel who have a direct role in executing the AFOTEC OT&E process as documented in the AFOTEC OT&E Guide.
- (3) Mission Support Personnel - Includes Mission Support Officers, Directorate Deputies, Division and Branch Chiefs (Non-Ops) and Technical Editors. This category includes personnel who support the execution of the AFOTEC OT&E process, but do not have a direct role in that process.
- (4) Staff Support Personnel - Includes A-1 staff, A-4/7 staff, A-6 staff, and Detachment support staff (knowledge ops, IT, etc.). This category includes personnel not included in definitions 1 thru 3.

NOTES:

- A. Supervisors are responsible for determining which training track to assign their personnel. Supervisors can direct their employees to take any additional training that their employee's specific work duties require.
- B. AFOTEC Senior Leader Course - AFOTEC 501 is a tailored course available for Senior Leaders (senior executives, detachment commanders, and directors) as a replacement for AFOTEC 301. Det CCs will get this training in person when they come to HQ AFOTEC their first time. The Training Manager would schedule with AFOTEC/A-1T prior to the Det CC coming.
- C. AFOTEC members are welcome to accomplish the training listed within the above matrix on a space-available basis following consultation with their supervisor and A-1T. Priority for filling class seats will be given to personnel with a requirement for the specific training.
- D. If specific training needs can't be met by the above course menu, contact A-1T so that needs can be analyzed and appropriate training methods determined.
- E. The waiver authority for initial qualification training (101/201/301) is the vice commander (CV).
- F. Requalification Training is appropriate if the member has been absent for 180 days or more. Contact A-1T to determine requalification training requirements.

Attachment 3

AFOTEC COMMERCIAL AND OFF-SITE TRAINING REQUEST PROCESS



**** Training requires a close-out package within 5 days of course completion (package consists of AFOTEC Training Closeout Checklist, Form 1556 & Certificate/grade)****

Attachment 4

EXAMPLES OF REQUIRED FORMS

AFOTEC Training Approval Checklist

****Instructions for this checklist and training package are listed on page 1****

Course Name/Title: Course start date?

Detachment/Directorate: Course end date?

How does this training benefit AFOTEC?

How will this training increase efficiency and effectiveness in your current duty position?

Answer either Yes or No to the following questions		Yes	No
Was an official training rip generated for this request?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the Air Force provide an equivalent to this training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all free avenues of training been exhausted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you retiring, separating, or PCSing within 180 days of completing this course?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is this training part of a conference, workshop, or symposium?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has attendance been approved by the AFOTEC/CC or CV?		<input type="checkbox"/>	<input type="checkbox"/>
Is travel out of the local area required for this training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an early registration discount for this training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Training Priority Code (explanation of each are listed on page 1) Early registration date?

This checklist and all required forms have been reviewed and completed correctly by:

Printed Member Name/Rank

Member Signature

Email the following documents to your detachment/directorate Training Manager upon completion and signature of this form:

- a. This AFOTEC Training Approval Checklist
- b. Signed SF 182 (pages 1-2 only)
- c. Course Description
- d. Information required to complete course registration form
- e. Continued Service Agreement (Civilian personnel attending training lasting 81 hrs or more)

I have verified that items a-e (above) are attached and have been completed correctly. I concur with this training request, justification, and priority code.

Training Manager Name/Rank

Training Manager Signature

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING			A. Agency, code agency subelement and submitting office number		B. Request Status (Mark (X) one) <input type="checkbox"/> Resubmission <input type="checkbox"/> Initial <input type="checkbox"/> Correction <input type="checkbox"/> Cancellation	
Section A - TRAINEE INFORMATION Please read instructions on page 6 before completing this form						
1. Applicant's Name (Last, First, Middle Initial)			2. Social Security Number/Federal Employee Number		3. Date of birth (yyyy-mm-dd)	
4. Home Address (Number, Street, City, State, ZIP Code) (Optional)			5. Home Telephone (Optional) (Include Area Code)		6. Position Level (Mark (X) one) <input type="checkbox"/> a. Non-supervisory <input type="checkbox"/> b. Manager <input type="checkbox"/> c. Supervisory <input type="checkbox"/> d. Executive	
7. Organization Mailing Address (Branch-Division/Office/Bureau/Agency)			8. Office Telephone (Include Area Code and extension)		9. Work Email Address	
10. Position Title		11. Does applicant need special accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please describe below		
12. Type of Appointment		13. Education Level (click link to view codes or go to page 7)		14. Pay Plan	15. Series	16. Grade
Section B - TRAINING COURSE DATA						
1a. Name and Mailing Address of Training Vendor (No., Street, City, State, ZIP Code)				1b. Location of Training Site (if same, mark box) <input type="checkbox"/>		
				1c. Vendor Telephone Number		1d. Vendor Email Address
2a. Course Title		2b. Course Number Code	3. Training Start Date (Enter date as yyyy-mm-dd)		4. Training End Date (Enter date as yyyy-mm-dd)	
5. Training Duty Hours		6. Training Non-Duty Hours		7. Training Purpose Type (click link to view codes or go to page 9)		8. Training Type Code (click link to view codes or go to pages 10-12)
9. Training Sub Type Code (click link to view codes or go to pages 10-12)		10. Training Delivery Type Code (click link to view codes or go to page 12)		11. Training Designation Type Code (click link to view codes or go to page 13)		12. Training Credit
						13. Training Credit Type Code (click link to view codes or go to page 13)
14. Training Accreditation Indicator (Check below) <input type="checkbox"/> Yes <input type="checkbox"/> No		15. Continued Service Agreement Required Indicator (Check below) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		16. Continuing Service Agreement Expiration Date (Enter date as yyyy-mm-dd)		17. Training Source Type Code (click link to view codes or go to page 13)
18. Training Objective				19. AGENCY USE ONLY		
Section C - COSTS AND BILLING INFORMATION						
1. Direct Costs and Appropriation/Fund Chargeable			2. Indirect Costs and Appropriation/Fund Chargeable			
Item	Amount	Appropriation Fund	Item	Amount	Appropriation Fund	
a. Tuition and Fees			a. Travel			
b. Books and Materials			b. Per Diem			
c. TOTAL			c. TOTAL			
3. Total Training Non-Government Contribution Cost			6. BILLING INSTRUCTIONS (Furnish Invoice to): HQ AFOTEC/A1T 1251 Wyoming Blvd SE Kirtland AFB NM 87117 Phone: (505) 846-4911 or (505) 846-0832 Fax: (505) 846-5219			
4. Document/Purchasing Order/Requisition Number						
5. 8-Digit Station Symbol (Example - 12-34-5678)						

Section D - APPROVALS	
1a. Immediate Supervisor - Name and title	
Signed by supervisor	
1b. Area Code/Telephone Number	1c. Email Address
1d. Signature 	1e. Date
2a. Second-line Supervisor - Name and title	
Signed by division chief or Dir/Det CC	
2b. Area Code/Telephone Number	2c. Email Address
2d. Signature 	2e. Date
3a. Training Officer - Name and title	
3b. Area Code/Telephone Number	3c. Email Address
3d. Signature 	3e. Date
Section E - APPROVALS/CONCURRENCE	
1a. Authorizing Official - Name and title	
1b. Area Code/Telephone Number	1c. Email Address
1d. Signature  <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	1e. Date
Section F - CERTIFICATION OF TRAINING COMPLETION AND EVALUATION	
1a. Authorizing Official - Name and title	
1b. Area Code/Telephone Number	1c. Email Address
1d. Signature 	1e. Date
TRAINING FACILITY - Bills should be sent to office indicated in Item C6. Please refer to number given in Item C4 to assure prompt payment.	

Print Form

Save Form

Clear Form

AFOTEC/ED Approval Word Document Template

Requested Information:

1. Rank/Grade and full name of trainee(s):
2. Purpose:
3. Local/on-line training or travel outside of local area needed:
4. Inclusive dates/duration (including travel days and/or leave):
5. Origin and destination:
6. Training Location (if TDY is on a base, use base as location, not the city):
7. Why VTC or telecom is unacceptable:
8. Requesting Rental car for TDY? If yes, please provide justification:
9. Funded by AFOTEC Training? Course tuition, travel, or both:
10. How does this training benefit AFOTEC?
11. Mission impact if not approved?
12. Does the Air Force provide an equivalent to this training?
13. Have all free avenues of training been exhausted (ex: eLearning):
14. Will trainee(s) listed be retiring, separating, or PCSing within 18 months of completing training?
15. Course tuition:
TDY/Travel (include rental car cost if applicable):
Estimated total:

AFOTEC Training Close-Out Checklist

Instructions: The AFOTEC Training Close-Out Checklist must be completed by military and civilian personnel meeting the following requirements:

- Military personnel attending training using AFOTEC training funds
- Civilian personnel attending training less than 8 hours that includes tuition costs
- Civilian personnel attending training lasting 8 hours or more regardless of tuition costs (this includes AFOTEC courses)

Upon completion of training, the following documents must be submitted to the AFOTEC Training Division:

- a. This AFOTEC Training Close-out Checklist (signed by member)
- b. Certificates and/or transcripts
- c. Copy of travel orders
- d. Final paid travel voucher
- e. DD Form 1556-1 section E Termination and Evaluation Date (signed by member & supervisor)

These forms must be submitted no later than 5 duty days after completion of the course. Failure to submit all required forms and documentation may result in a training funding freeze for your detachment or directorate.

Would you recommend other AFOTEC personnel to attend this course and why or why not?

Would you recommend this vendor for future training and why or why not?

Additional comments.

Printed Member Name/Rank

Member Signature

SECTION E - TERMINATION AND EVALUATION DATA <i>(To be completed by trainee)</i>						
39. WAS COURSE COMPLETED <i>(X one)</i> <input type="checkbox"/> a. Yes <i>(If not, return form with a memo explaining circumstances)</i> <input type="checkbox"/> b. No	40. ACTUAL COURSE DATES <i>(YYYYMMDD)</i> a. Commenced b. Completed	41. ACTUAL COURSE HOURS a. Duty b. Non-duty	42. ACADEMIC GRADE/ SCORE			
43. WERE ALL SESSIONS ATTENDED? <i>(X one)</i> <input type="checkbox"/> a. Yes <input type="checkbox"/> b. No <i>(Explain reason)</i>						
44. WHAT WERE YOUR OBJECTIVES IN TAKING THIS COURSE? WERE THEY MET?						
AREAS OF EVALUATION <i>X appropriate column to indicate your evaluation of items 45 through 56. Do not attempt to split a rating.</i>						
				RATING		
				A	B	C
45. STATED OBJECTIVE ACCOMPLISHED	A - Yes	B - Partially	C - No			
46. COVERAGE OF SUBJECT MATTER	A - Excellent	B - Sufficient	C - Poor			
47. ORGANIZATION OF SUBJECT MATTER	A - Well organized	B - Adequate	C - Poorly organized			
48. SUITABILITY OF INSTRUCTIONAL MATERIALS	A - Excellent	B - Adequate	C - Poor			
49. LEVEL OF DIFFICULTY	A - Too advanced	B - Appropriate	C - Too elementary			
50. LENGTH OF COURSE	A - Too long	B - Appropriate	C - Too short			
51. AMOUNT OF OUTSIDE OR EVENING WORK	A - Too much	B - Appropriate	C - Insufficient			
52. EFFECTIVENESS OF INSTRUCTORS	A - Excellent	B - Good	C - Poor			
53. APPLICABILITY OF SUBJECT MATTER TO JOB	A - Significant	B - Adequate	C - Insignificant			
54. FACILITIES	A - Excellent	B - Good	C - Poor			
55. RECOMMENDATION TO COLLEAGUES	A - Highly recommend	B - Recommend	C - Not recommended			
56. MEET CAREER DEVELOPMENT PLANS	A - Yes	B - No	C - Not applicable			
57. COMMENTS ON COURSE STRENGTHS/WEAKNESSES						
SECTION F - SUPERVISORY COMMENTS <i>(To be completed by trainee's immediate supervisor)</i>						
58. HAVE YOU DISCUSSED THIS COURSE AND ITS APPLICATION TO THE JOB WITH THIS EMPLOYEE? <i>(X one)</i>				<input type="checkbox"/> a. Yes		<input type="checkbox"/> b. No
59. WHAT ARE YOUR OBJECTIVES IN HAVING EMPLOYEES ATTEND COURSE? <i>(Complete at time of nomination)</i>						
60. WERE THE OBJECTIVES OF THE TRAINING ACHIEVED?						
61. ADDITIONAL COMMENTS						
62. SUPERVISOR			63. TRAINEE			
a. Signature		b. Date <i>(YYYYMMDD)</i>	a. Signature		b. Date <i>(YYYYMMDD)</i>	
PRIVACY ACT STATEMENT						
AUTHORITY: 5 U.S.C. Sections 4101 - 4118; and E.O. 9397.						
PRINCIPAL PURPOSE(S): To request training by employees or military personnel and to document the authorization for expenses of such training; agreements for continuation in service following training, certificates of training, and any reimbursement obligations contracted by personnel or employees as a result of receiving training.						
ROUTINE USE(S): Civilian training information is provided to Office of Personnel Management (OPM) for data reporting purposes stipulated in 5 U.S.C. 4115.						
DISCLOSURE: Voluntary; however, failure to furnish the requested information may result in your ineligibility for participating in this training.						

Reset

Attachment 5**AFOTEC TRAINING COURSE CANCELLATION - E-MAIL TEMPLATE**

The following information is required for email processing of an AFOTEC course cancellation (email sent by Directorate/Detachment/CC or Detachment/DO).

SUBJECT LINE

Course Title/Course Dates/Last Name of Member Attending

BODY OF E-MAIL

Name:

Duty Position:

Date Assigned Duty Position:

Course(s) Title to Cancel:

Justification:

**Approved By:

**Approved On:

This information is required if the e-mail is not originating from the Detachment DO/Deputy Director or higher