

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**

**AIR FORCE RESERVE COMMAND
INSTRUCTION 36-2204**



1 SEPTEMBER 2011

Personnel

**AIR FORCE RESERVE SEASONING
TRAINING PROGRAM (STP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-22, Air Force Military Training, 22 March 2004, by assigning responsibilities and providing guidance and procedures for managing the Air Force Reserve Seasoning Training Program (STP). This publication applies to Air Force Reserve Command Units. This publication does not apply to the Air National Guard. The following policy directives are utilized as references for this instruction: AFI 36-2201, Air Force Training Program; AFRCI 36-2102, Air Force Reserve Service Commitment Date Program; AFRCI 36-2202, AFRC Reserve Financial Training and Management; AFRCI 36-2203, Developing, Managing and Conducting Reserve Training; AFI 36-2254, Volume I and II, Reserve Personnel Participation, and Reserve Personnel Training; AFRCI 41-104, Pregnancy of Air Force Reserve Personnel. Controlling authorities, requirements or commitments set by statute, DoD issuances or Air Force instructions will take precedence over this instruction. The purpose of this instruction is to define the Air Force Reserve Command (AFRC) Seasoning Training Program and provide guidance on effectively managing this program. Sections of this instruction will be used as an internal management tool to assist the AFRC Numbered Air Forces, wing training offices, military personnel flights, wing finance/resources advisors, unit commanders, and Readiness Management Group (RMG) for Individual Mobilization Augmentees (IMA) in administering the AFRC STP 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at https://www.my.af.mil/afrims/afrims/afrims/rds/rds_series.cfm. 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. This AFRC instruction is applicable to all AFRC units to include Geographically Separated Units (GSU), Direct Reporting Units (DRU), and associate units.

1. Definition:

1.1. The AFRC Seasoning Training Program (STP) is designed to build a ready force. The program allows recent 3-Skill Level (Enlisted) and Officer Initial Skills formal school graduates to voluntarily remain on Active Duty for Training (ADT) orders for the purpose of training via On-the-Job Training (OJT). Additionally, trainees awarded a 3-skill level due to MOS conversion, TPC or FTD attendance or approval of 3-skill level waiver may participate. For Space/Cyber/Air Operations Personnel refer to Chapter 5 for additional information concerning processing of requests and funding. For the purposes of STP, members are considered "trained" once they have completed the mandatory core tasks required in their current duty position for upgrade to the 5-skill level or the comparable training/skill level for officer personnel. Trainees may only participate in the program for the maximum allowable days authorized for their AFSC. However, authorized days cannot exceed the maximum time allowed based on the members current training status code (B or F). The number of days allowed to participate is stipulated by each Air Force Reserve Command Functional Manager. A list of AFSCs/days allowed can be found at <https://afkm.wpafb.af.mil/ASPs/docman/DOCMain.asp?Tab=0&FolderID=OO-ED-RC-20-8&Filter=OO-ED-RC-20>. The number of STP days authorized for each AFSC will be validated annually. A training plan for each AFSC, with the minimum requirements IAW AFI 36-2201, must be provided to support all STP days requested. Any increases or decreases in STP days must be supported by an approved/validated training plan.

1.2. Program Overview:

1.2.1. The AFRC Seasoning Training Program is available to traditional reservists (TR) and Individual Mobilization Augmentees (IMA) participating for pay and points and in good standing with the Air Force Reserve. STP is intended as a pipeline program for selected reserve members. This program will be used as a tool to recruit, train and retain members in the US Air Force Reserve. Funding for trainers is the responsibility of the unit and is not included in this program. Additionally, rental cars are not centrally funded via the STP. However, commanders may authorize using unit funds.

1.2.2. STP is a training incentive program, not an entitlement. The purpose of this program is to provide a means to accelerate upgrade training. It will be offered each fiscal year provided funding and training capability exists.

1.2.3. Typically, members participating in the Seasoning program will not be allowed to attend any schools while on seasoning orders. However, if the member is required to attend a formal school while participating in the Seasoning Program, the STP order is stopped and member is sent to school on a school tour order. Upon completion/termination of the school tour order, member may resume STP orders providing time is still available as defined in paragraph 1.1. , trainees on STP orders will not be allowed temporary duty (TDY) to attend any training or events unless solely for the purpose of completing core tasks required for skill level upgrade (i.e. contractors, civilian medical facilities, and other similar locations are authorized if core tasks

completion is the reason for the training). This training must have been identified in the member's STP training plan submitted by the FAM and approved by A1KE during the annual review process. **Note:** Once deployed, trainees are considered fully qualified and will no longer receive central funding for STP. They must be removed from STP orders and placed on deployment orders. If training is required upon return, it will be unit funded.

1.2.4. Members participating in STP using AFRC centrally funded dollars are to participate only in upgrade training; therefore duties such as cutting grass, cleaning hangars, or any other details not associated with upgrade training are prohibited.

1.2.5. The Seasoning Training Program is voluntary and therefore members are not required to complete the entire number of days authorized. Participation is at the discretion of the member and the purpose of the Memorandum of Understanding (MOU) is to establish the time frame of availability. The MOU is an agreement between the member, supervisor/trainer and the commander and must be signed by all parties prior to participation. MOU is located on the A1KE CoP: <https://afkm.wpafb.af.mil/ASPs/docman/DOCMain.asp?Tab=0&FolderID=OO-ED-RC-20-8&Filter=OO-ED-RC-20>.

1.2.6. Airmen who reside outside the commuting distance of the base assigned will not be authorized to perform more than 139 days at one location in a 12 month period while in per diem status.

1.2.7. If the allowable number of STP days exceed 139, the STP order must reflect the entire tour length. In the event the airmen lives outside the commuting distance of the base assigned, travel entitlement will be paid as if PCS (PCS without Permanent Change of Assignment), and PCS entitlements would apply. If the airman cannot complete the entire tour, the order may be curtailed. If the tour is curtailed or authorized for less than 139 days, only one tour will be centrally funded.

1.2.8. For an effective training program, and to ensure member benefits and entitlements are not affected, no more than two breaks in training are authorized without AFRC/CV approval. Note: Active Guard Reserve (AGR), Air Reserve Technician (ART) and Participating Individual Ready Reserve (PIRR) personnel are NOT eligible to participate in the AFRC STP.

1.3. Tracking:

1.3.1. It is the responsibility of the Wing/Unit/Readiness Management Group to inform and advertise this program to their members.

1.3.2. Members participating in STP will remain mobility assets for their units and are subject to recall and mobilization. If recalled or mobilized, member will be taken off STP immediately and will be considered minimally qualified; therefore not authorized to return to STP status.

1.3.3. With the exception of Space/Cyber/Air Operations members, all STP tracking must be accomplished through the STP database. STP database may be accessed via the A1KE Community of Practice (CoP) in the Seasoning Training Program folder. This database is not linked to MilPDS. <https://webapps.afrc.af.mil/A1/STP/default.asp>

1.3.4. All enlisted participants will be in either Training Status Code (TSC) “B”, upgrade training for initial award of the 5-skill level (12 months) or “F”, upgrade training for award of a subsequent 5-skill level due to retraining (9 months). Note: Number of months, based on TSC, takes precedence over number of days. There are no waivers to this requirement.

1.3.5. Enlisted member’s seasoning eligibility time starts the day they are entered into upgrade training (TSC B/F) regardless if the member is actively participating in seasoning. The date entered training should be the day after graduation from technical school or award of the skill level due to MOS Conversion, TPC or FTD attendance or approval of 3-skill level waiver.

Example: if member is entered in TSC B one month prior to being loaded in the STP database, they will only have 11 months remaining to participate in this centrally funded program.

Example: If AFSC authorized 300 days, but member is a retrainee, member will be placed in TSC F and therefore can only receive a maximum of 270 days (9 months). The additional 30 days would be at unit expense. If funding is required, it can be requested through finance channels as a “UFR” – unfunded requirement. AFSCs without a 5-skill level are required to request a UFR for training.

1.3.6. Non-Aircrew Officer initial skills training graduates are eligible for 9 months from their graduation date. They are authorized the number of days determined by the HQ Functional Manager.

1.3.7. When a member exceeds the maximum allotted STP days, they will be withdrawn from the centrally funded program and additional training days will be at unit expense.

1.3.8. Members awarded a 5-skill level while on STP orders will be withdrawn from STP. Any days paid under STP after award of the 5-skill level will be recouped by HQ AFRC/FM. The unit training manager/monitor is responsible for advising the unit FM of the withdrawal date (any delays in notification could potentially create a debt to the member) to allow processing a reconciliation for return of funds.

1.4. Misuse:

1.4.1. Misuse of STP funds will not be tolerated. Funding sent to the wing for a specific member for STP participation is expected to be used as such. Any other use will be considered inappropriate use of STP funds. These instances will be reported to AFRC/A1KE and the appropriate action will be taken.

1.4.2. The wing training office is responsible for monitoring STP and reporting inappropriate use.

1.4.3. Injuries occurring while on STP may require a Line of Duty (LOD) determination. If LOD is determined, trainees must be removed from STP orders and placed on unit special tour orders to avoid misuse of STP.

2. Eligibility:

2.1. The AFRC Seasoning Training Program is available to traditional reservists (TR) and Individual Mobilization Augmentees (IMA) participating for pay and points. Members

requesting participation must meet the following eligibility criteria before being accepted into the Seasoning Training Program.

2.2. Non-Prior Service (NPS) and prior services members graduating from a 3-skill level awarding formal training.

2.3. Prior Service (PS) members who did not attend AETC Technical Training i.e., TPC, FTD, MOS conversion, have an approved 3-skill level waiver or an AFSC without a 3-level tech school.

2.4. All Participants must: Be in good standing with the Air Force Reserve.

2.5. Be medically cleared as able to participate in activities required for training. (for pregnancy, reference AFRCI 41-104).

2.6. Be assigned to Duty Status Code "00".

2.7. Have 36 months retainability to retrain. (retrainees only)

2.8. Possess a security clearance at the appropriate level to actively participate in training.

3. RESPONSIBILITIES:

3.1. Member will:

3.1.1. Be actively participating for pay and points and be in good standing through completion of the STP.

3.1.2. In-process through Military Personnel Section (MPS) and unit after graduation from qualifying school/or awarded a 3- skill level via waiver, TPC, FTD, MOS conversion, etc. utilizing "MPS Seasoning Training Program In-Processing Checklist" (contained in STP folder on AFRC/A1KE CoP). If TDY location for seasoning is the same as the member's final course; member will remain at TDY location.

3.1.3. Sign and date the "Seasoning Training Program Memorandum of Understanding" regarding STP guidelines, policies, procedures and participation (contained in STP folder on AFRC/A1KE CoP). Note: this is required regardless of training location (faxed copy acceptable).

3.1.4. Be medically cleared to participate in training activities. If the member is no longer able to participate due to medical reasons (pregnancy, dental concerns, etc.), the STP tour/central funding will end.

3.1.5. Ensure any break in training is authorized, in writing, by the unit commander, based upon initial request for STP (exceptions will be considered on an individual basis and approved through unit commander and HQ AFRC/A1KE).

3.1.6. Bring copies of the following items with them to the training location no matter where the training occurs:

3.1.6.1. **Orders**

3.1.6.2. STP Memorandum of Understanding with all required signatures

3.1.6.3. Training Records (if not using electronic databases such as AFTR or TBA)

3.1.6.4. Training Plan with the accelerated milestones

3.1.7. Attend Unit Training Assembly (UTA) at training location for the duration of STP. Dual compensation is not authorized.

3.1.8. NOT return to home station, but be considered constructively present when TDY under STP to an active duty base that does not have a Reserve unit.

3.2. Supervisor/Trainer will:

3.2.1. Ensure appropriate training capability exists prior to member entering STP as indicated on MOU. If training capability becomes unavailable, STP is no longer authorized or funded, and issue must be immediately addressed through appropriate personnel and finance channels. Training capability is defined as having a trainer(s) and equipment available. Funding for “trainers” is a unit responsibility. If a training capability does not exist on the base the member is assigned, a unit with a training capability nearest to the unit of assignment or nearest to the member’s primary residence (whichever is most cost effective) will be used. Selection of a TDY location solely for the convenience of the member is not authorized.

3.2.2. Create and brief the Master Task Listing (MTL) and Master Training Plan (MTP) with accelerated milestones to member prior to STP participation.

3.2.3. Track and monitor progression using the member’s training record, MTL, MTP and accelerated milestones.

3.2.4. Identify location of seasoning (home station or a TDY location).

3.2.5. Notify the unit/wing training manager and wing FM of any break in training prior to AF Form 973 being processed.

3.2.6. Immediately notify unit/wing training manager and wing FM if member is injured in the line of duty or if the member is suspected of committing a Uniform Code of Military Justice (UCMJ) offense. **Note:** Breaks in STP could result in the loss of centrally funded tours. Tours may be curtailed at anytime due to lack of funds or for determination of program abuse.

3.3. Military Personnel Section (MPS) will:

3.3.1. In-process member utilizing STP Checklist (listing in STP folder on A1KE CoP)

3.3.2. Brief member on benefits/entitlements/laws pertaining to STP (listing in STP folder on A1KE CoP). Note: Pay particular attention to length of tour to ensure PCS/TDY rules are considered. Breaks in tours are not authorized for the specific purpose of circumventing the PCS rules.

3.3.3. Issue DD Form 214 to members on continuous tour for 90 days or longer.

3.3.4. Update member’s Reserve Section Code and Duty Status Code.

3.3.5. Review physical profile limitations.

3.3.6. Verify Security Clearance status.

3.3.7. Verify retainability requirements prior to member being placed on STP tour.

3.3.8. Verify High Year Tenure (HYT) - retrainees only.

3.3.9. Verify Active Duty Sanctuary - retrainees only.

- 3.4. Wing Training Manager (DPMT) and HQ Readiness Management Group (RMG) will:
- 3.4.1. In-process utilizing STP Checklist (see STP folder on A1KE CoP).
 - 3.4.2. Verify AF Form 2096 (award of 3-skill level) has been processed (enlisted only).
 - 3.4.3. Process/initiate the AF Form 2096 to award the 3-Skill Level and enter the member into correct TSC (when UTM is not available).
 - 3.4.4. Brief the member on STP (when UTM is not available).
 - 3.4.5. Review member's STP Memorandum of Understanding and validate eligibility using web-based data system. Note: If PAS code is incorrect, AFRC/A1KE must be contacted prior to input. Incorrect PAS code causes funds to be issued to the wrong OBAN.
 - 3.4.6. Ensure member accept or decline (in writing) the Memorandum of Understanding with their intentions and sign/date the document. If the member declines, provide a copy of the MOU to the UTM and update STP database accordingly.
 - 3.4.7. Receive copy of member's orders and maintain on file IAW AFRIMS.
 - 3.4.8. Verify member is in Training Category Code MC (Mission/Mobility Qualification Training) (block 20 on the 938).
 - 3.4.9. NOT be responsible for tracking Space/Cyber/Air Operations members, enlisted or officer, through the STP database.
 - 3.4.10. Maintain a copy of all documents related to member's STP tour.
 - 3.4.11. Ensure Career Development Course (CDC) for all members participating in STP is ordered (if UTM not available).
 - 3.4.12. Issue CDC to member and supervisor/trainer (if UTM is not available).
 - 3.4.13. Ensure training is being accomplished and documented.
 - 3.4.14. Ensure all records are maintained as required for staff assistance visits (SAVs) and Compliance Inspections (CIs).
 - 3.4.15. Update the STP database with start/stop dates and any breaks in training immediately upon written notification from the unit commander.
 - 3.4.16. Update MilPDS via AF Form 2096 action for Non-Technical School members when UTM is unavailable. **Note:** Members are not allowed to start participating in the Seasoning Training Program without orders in hand. Members must be in appropriate military status in the event of accident, injury, emergency, etc.
 - 3.4.17. Review the data base weekly to ensure accuracy.
 - 3.4.18. Enter members who decline participation into the STP data base immediately and close the record based on signed MOU. Additionally, records of members participating for a portion of the maximum time authorized by the functional manager must be closed upon completion of the tour. Records remaining open until expiration obligate funds and may prevent others from participating. Once the record is closed, SC (seasoning complete) will appear in the database. The database will only recognize records closed

by the wing (SC) as completed. This information is necessary to ensure accurate STP data is briefed to senior leadership.

3.4.19. Ensure STP data is correct in STP database and AROWS-R to include training category code "MC". Accurate coding of personnel is crucial in maintaining valid funding requirements.

3.4.20. Ensure the number of days of leave that will accrue (2.5 days per month) are added to the total days in AROWS-R. Member must use accrued leave while on the STP orders or sell it if eligible. Member can only take leave accrued (no advance leave) and will not break the STP tour to take leave.

3.4.21. Notify A1KE to delete members from the STP database when access is no longer required. Access will be limited to those with a need to know.

3.5. Training locations:

3.5.1. Home Station:

3.5.1.1. Unit of assignment personnel (example, senior ART or UTM) will:

3.5.1.2. Have trainee report to Wing Training Office (DPMT) with signed STP Memorandum of Understanding.

3.5.1.3. Forward a copy of the member's approved STP orders to DPMT.

3.5.1.4. Amend STP orders (AF Form 973) to terminate the tour or make other adjustments as may be appropriate if member is not progressing satisfactorily and notify DPMT and Finance (FM) immediately.

3.5.1.5. Verify any STP Break-in-Training authorized by the member's commander. Frequent breaks in STP may result in the discontinuation of central funding. Once STP funding has ended, additional training will be unit funded. Breaks in training to circumvent PCS requirement are not authorized and abuse could result in member indebtedness to the government.

3.5.1.6. Immediately notify wing FM of each break in training. Wing FM will notify HQ FMAR for appropriate funding adjustments. Failure of proper notification may result in overpayments and the indebtedness of the member. For IMAs, notify RMG immediately.

3.5.1.7. Contact TDY location (if applicable) and give member's contact information and appropriate personnel records.

3.5.1.8. Validate training capability (equipment/trainer) and capacity by verifying Master Training Plan, Master Task List, and accelerated milestones are available for a qualified Trainer/Certifier throughout the duration of the STP.

3.5.1.9. Ensure accelerated milestones are established, followed, and briefed to the member along with expectations of the program.

3.5.1.10. Validate member's eligibility prior to entering STP.

3.5.1.11. Establish training record for member.

3.5.1.12. Monitor and document progress of member monthly.

3.5.1.13. Report STP progress on a monthly basis during Status of Training briefing.

3.5.2. Temporary Duty (TDY) Location:

3.5.2.1. Members will use TDY for training ONLY after verification that no local capability or capacity is available; not for member convenience. Coordination between unit of assignment and TDY location must occur to verify all items required for training are available prior to the member's departure to the TDY location. TDY will not be authorized due to an arbitrary decision that TDY location has "better" training than that offered at home station. Members are not authorized to go into the AOR for training. **Note:** A1K liaison office personnel (located at Keesler AFB, Lackland AFB and Sheppard AFB) will not be responsible for coordination between units and TDY location.

3.5.2.2. Validate training capability, equipment, and capacity by verifying a Master Training Plan, Master Task List and accelerated milestones are available for a qualified trainer/certifier throughout the duration of the STP.

3.5.2.3. In-process the member as an augmentee to unit.

3.5.2.4. Verify member has STP Memorandum of Understanding and orders.

3.5.2.5. Develop a tracking system to monitor the member's progress and report to home station.

3.5.2.6. Maintain up-to-date emergency contact information on the member.

3.5.2.7. Ensure member at their TDY location for seasoning will not return to home station for UTAs.

3.6. Recruiting Service will:

3.6.1. Ensure each member is briefed on the Seasoning Training Program opportunities.

3.7. **HQ AFRC/A1KE will:**

3.7.1. Be responsible for the initial identification of all members eligible for the STP program. This information is extracted from the Oracle Training Application (OTA) based on the eligibility parameters/timeframes.

3.7.2. Update database weekly.

3.7.3. Provide information on eligible members to include: member's name, SSN, AFSC Awarding Course Number, Training Line Number (TLN), projected class graduation date, number of days (by AFSC) authorized by HQ AFRC functional managers, Control AFSC, Training Status Code B or F.

3.7.4. Provide information concerning cancellations on all members in the database who are no longer eligible for the program, (i.e. cancellation of school quota, elimination during course, etc.). These cancellations will result in the termination of central funding by HQ AFRC/FMAR.

3.7.5. Be responsible for the overall development/management of the STP database.

3.7.6. Assign permissions and provide STP access to base training personnel.

3.7.7. Ensure all updates in database are entered correctly.

- 3.7.8. Troubleshoot STP database problems.
- 3.7.9. Develop basic policy guidelines for the STP program.
- 3.7.10. Ensure information regarding STP located on the A1KE CoP is up-to-date and this instruction is updated as appropriate.
- 3.7.11. Consider the impact of STP system changes and actions on FMAR and BRS.

3.8. Commanders will:

- 3.8.1. Sign or designate an official to sign Memorandum of Understanding authorizing member to participate in STP.
- 3.8.2. Receive monthly updates of the trainee's STP progression from his/her unit training manager.
- 3.8.3. Coordinate with the unit providing training whenever concerns exist.
- 3.8.4. Not have waiver authority (i.e. number of days authorized, time in training based on TSC, use of STP funding, etc).

4. FINANCIAL MANAGEMENT PROCESSES

4.1. HQ AFRC/FM will:

- 4.1.1. Process STP data from A1KE into the Budget Reporting System (BRS) database management system (FMAR).
- 4.1.2. Ensure incoming data will contain records identifying STP tours to be funded as well as tour cancellations, changes in start dates, or other information needed to manage funding.
- 4.1.3. Utilize PAS code to route the transaction from HQ to the proper wing (OBAN). Unit FM's must ensure that their Organization Assignment Table (OAT) in BRS is maintained to reflect all assigned organizations and their associated full eight character PAS codes.
- 4.1.4. Ensure the BRS database management system for STP is programmed to reject incoming transactions that are found to be in error such as duplicates, conflicting tour dates, errors in PAS codes, etc. BRS reports will show an audit trail to include cancellations.
- 4.1.5. Immediately contact the STP POC for discussion and resolution should the system pass a transaction in error.
- 4.1.6. BRS will automatically create funding transactions for funding document preparation based upon the content of the STP database. **Note:** STP dollars will be used for the purpose of OJT ONLY and cannot be utilized for other unit requirements, i.e. annual tour, ancillary training, exercises, etc. Any TDY for training of 140 consecutive days or more is paid as a Permanent Change of Station (PCS), and the applicable rules cannot be waived.

4.2. BRS STP Web Based Reporting:

- 4.2.1. FM OBAN (wing) level reports.

4.2.1.1. FMAR will provide unit level FM reports to show each tour passed to them for funding.

4.2.1.2. FM reports will identify funding status of each tour as being either funded or submitted to BRS but not yet funded.

4.2.1.3. Cancellations are also identified.

4.3. **Wing/Unit FM will:**

4.3.1. Receive STP funds and ensure allocation to the wing level PBAS “STP” or “PTP” work center and related RCCC for travel if applicable. The Wing FM will also certify orders and assist the unit training manager with validation of STP orders and related coding.

4.3.2. Brief members on Joint Federal Travel Regulation (JFTR) information.

5. **SPACE/CYBER/AIR OPERATIONS PERSONNEL.**

5.1. For purposes of this AFRCI only, the term “aircrew” will encompass all officer and enlisted flyers operating manned or unmanned aerial vehicles, pararescueman (PJ)/combat rescue officer (CRO), space/cyber operators, and aeromedical evacuation personnel.

5.1.1. Progression Tour Tables (located on the HQ AFRC/A3TB CoP) lists the maximum number of days authorized. Units can reduce the number of days as necessary to accomplish required training; however, any additional days will be at unit expense.

5.1.2. Changes to seasoning days will only be accomplished during the annual review. Request for changes will be forwarded through the respective AFRC functional manager or HQ AFRC/A3TB and must be approved by HQ AFRC/A3T, AFRC/FMA, and AFRC/A1KE.

5.2. **SEASONING.**

5.2.1. Seasoning days are a piece of the overall “progression” tour. The progression tour outlines the training an aircrew member requires to become mission ready, and in addition to seasoning, includes initial qualification/requalification (as appropriate), and mission qualification training.

5.2.2. Seasoning tours are not authorized for aircrew upgrading to unit level instructor, flight examiner, or flight lead status.

5.2.3. Wings are authorized to season an aircrew member after reaching mission ready status. The intent of the seasoning program is to allow new aircrew members to gain experience with their duties and the unit mission.

5.2.4. Commanders can tailor the tour to provide the most effective use of aircraft and unit mission capabilities.

5.2.5. . Seasoning is not a requirement for the progression tour, but is highly recommended.

5.3. Unit commanders will:

5.3.1. Establish a coordination process between operations squadrons (or group level) training managers and base-level FM counterparts to submit names and training line

numbers (TLN) for individuals participating in the seasoning portion of the Progression Tour.

5.3.2. Submit to base-level finance office, the member's name, grade, unit, start date, completion date, weapons system and class identifier (if TLN information is not available) Base-level finance office will coordinate with HQ AFRC/FMA for disbursement of appropriate funding.

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USAFR
Commander

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

AFPD 36-22, Air Force Military Training

AFI 36-2201, Air Force Training Program

AFI 36-2254, Volume I and II, Reserve Personnel Participation, and Reserve Personnel Training

AFRCI 36-2102, Air Force Reserve Service Commitment Date Program

AFRCI 36-2202, AFRC Reserve Financial Training and Management

AFRCI 36-2203, Developing, Managing and Conducting Reserve Training

AFRCI 41-104, Pregnancy of Air Force Reserve Personnel

Abbreviations and Acronyms

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

AGR—Active Guard Reserve

ART—Air Reserve Technician

BRS—Budget Reporting System

CoP—Community of Practice

DRU—Direct Reporting Unit

FTD—Field Training Detachment

GSU—Geographically Separated Unit

HYT—High Year Tenure

IMA—Individual Mobilization Augmentee

LOD—Line of Duty

MOU—Memorandum of Understanding

MPS—Military Personnel Section

MTL—Master Task Listing

MTP—Master Training Plan

NPS—Non-Prior Service

OJT—On-The-Job-Training

PIRR—Participating Individual Ready Reserve

PCS—Permanent Change of Station

PS—Prior Service

STP—Seasoning Training Program

TDY—Temporary Duty

TR—Traditional Reserve

TSC—Training Status Code

UTA—Unit Training Assembly