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MAINTENANCE TRAINING

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This instruction implements AFPD 36-22, *Air Force Military Training*. It establishes procedures for Air Force maintenance training and provides a framework for developing training for aircraft, munitions, and missile. Use this instruction with applicable volumes in 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 AFI 37-138, *Management of Records* and disposed of in accordance with the *Air Force Records Disposition Schedule (RDS)* located at **https://www.my.af.mil/gcss-af61a/afrims/afrims/.**

(AFMC) AFI 36-2232, 22 Feb 2006, is supplemented as follows:

(AFMC) This supplement implements AFPD 21-1, *Air and Space Maintenance*; AFI 21-102, *Depot Maintenance Management*; AFPD 36-4, *Air Force Civilian Training, Education and Development*; and AFMCPD 36-2, *Education and Training*. This supplement applies to all organizations within AFMC that perform aircraft maintenance, including organizations that provide depot maintenance products or services covered in the Depot Maintenance Activity

Group (DMAG), and the industrial operations at Aerospace Maintenance and Regeneration Group (AMARG). It also applies to Contract Field Teams (CFT) working on AFMC installations unless an equivalent system has been verified and approved by the contracting officer. This supplement does not apply to Air National Guard (ANG) and the Air Force Reserve Command (AFRC) and their units. This supplement has been revised to incorporate major corrections, clarifications, and relevant information from other directives. Refer recommended changes and questions about this supplement to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance 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) located at **https://www.my.af.mil/gcss-af61a/afrims/afrims**. See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This interim change identifies personnel requiring en route training and when that training must be completed. It establishes MAJCOM, gaining unit, 982d TRG, and 2d AF, and AFPC responsibilities for the scheduling of en route training. It also re-enforces training priority for en route training over local training.

(AFMC) This supplement has been significantly revised and should be completely reviewed. The following is a synopsis of the incorporated changes: Depot Maintenance and Test Wing training functions have been further defined. The use and management of Civilian Training Plans (CTP) have been further defined and procedures are clear. Training courseware management processes have been included are more comprehensive

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Chapter 1

GENERAL

1.1. Purpose. Air Force Instruction (AFI) 36-2232, *Maintenance Training*, establishes training policy and procedures for personnel assigned to aircraft, munitions, and missile maintenance organizations throughout the Air Force.

1.1. (AFMC)Purpose. This instruction provides guidance, procedures, and responsibilities for aircraft and depot maintenance training programs as well as the civilian training program to ensure maintenance personnel are qualified to perform assigned tasks.

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 essen-tial to improving and sustaining unit capability and is one of the most important responsibilities of com-manders 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 mis-sion.

1.2. (AFMC)Objective. Provide initial, qualification, and recurring training needed by AFMC maintenance personnel in their job series.

1.2.1. **(Added-AFMC)** Training, qualification, certification and recurring certification requirements will be conducted IAW this instruction and its supplement and AFI 21-101, *Aircraft and Equipment Maintenance Management*, AFMC Supplement 1 and its supplements, as applicable. Training that is required to maintain certification will be linked to the appropriate task. All depot maintenance training requirements will be retained in The Training Scheduling System-Production Acceptance Certification System (TSS-PAC), Section II, and applied as directed by all regulatory guidance. Test Wing (TW) maintenance training requirements will be retained in Training Business Area (TBA) or other HQ AFMC/A4 approved process.

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, MTF, and other maintenance organizations throughout the Air Force.

NOTE: Certain sections of this AFI are not applicable to Air National Guard (ANG)/Air Force Reserve Command (AFRC), Intercontinental Ballistic Missile (ICBM), and Nuclear units. Organizations that do not have a Maintenance Training Flight (MTF) will complete skill level training in their individual work centers. Performance-based activities (contractors and Most Efficient Organizations (MEO) shall organize IAW AFI 38-203, *Commercial Activities Program*, and shall implement the organization required in accordance with their contract or management plan. Refer to MAJCOM instruc-tions for further guidance, where applicable. Specific training requirements for Munitions, Nuclear and Missile activities are included in the appropriate 21-2XX series instructions.

1.3. (AFMC)Applicability. The maintenance training program also applies to all civilian employees assigned to an AFMC depot maintenance organization, Maintenance Wing (MXW), and maintenance personnel assigned to Test Wing maintenance organizations.

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 an Maintenance Group (MXG), their appropriate commander is equivalent.

1.4. (AFMC)Equivalent Commanders. AFMC is organized under a wing concept, with a MXW Commander (MXW/CC) or equivalent. Responsibilities of the MXW/CC are identified throughout this instruction

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 MTF is the single point of contact for maintenance training within the MXG In Accordance With (IAW) applicable AFI 36-2201 volumes and this publica-tion.

NOTE: The UTM or civilian equivalent will serve as OPR for those units without an MTF.

1.6. (AFMC)Office of Primary Responsibility (OPR). The Maintenance Training Flight (MTF)/TW-Maintenance Training Detachment (MTD) is the single point of contact for maintenance training within the MXW/TW-Maintenance Group (MXG).

NOTE: (Depot only) Civilian equivalent to squadron-level Unit Training Manager (UTM) is Group Training Manager (GTM).

1.7. AETC Training Detachment (TD) (Not applicable to ANG/AFRC units). TD is the primary air-craft maintenance training agency on base. IAW AFI 65-601V1, *Budget Guidance and Procedures*, and AFI 25-201, *Support Agreements Procedures*, host wings will develop support agreements between sup-pliers and receivers of resources to document recurring day-to-day peacetime support. The Host-Tenant 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 MTF will develop courses and supplement training when the training requirements are beyond the capability and timely response of the TD. The MTF will not duplicate training provided by the TD.

1.7.1. **(AFMC)** Air Education and Training Command (AETC) is the primary training agency for weapons system specific systems training.

1.7.2. **(Added-AFMC)** The MXW/TW-MXG is the host of the Depot Maintenance Field Training Detachment (FTD) instructors. There is an AETC/AFMC Memorandum of Agreement for Depot Maintenance FTD program.

1.8. MAJCOM M andatory Course List (MMCL) (Not applicable to ANG/AFRC, and ICBM). Lead Commands will create a master list of all mandatory TD, MTF, and Advanced Distributed Learning (ADL) courses for each mission design series aircraft. MAJCOMs will conduct annual audits by review-ing monthly Status of Training reports to ensure all personnel identified to attend applicable MMCL courses complete those courses. Personnel will begin required TD courses within 180 days of assignment to the work center. ADL courses will be completed prior to taking the TD course they apply to or within 180 days of assignment to the work center, whichever comes first. If more than one TD course is required or the individual needs to complete an MMCL prerequisite, then the individual must start each subsequent course within 180 days of completion of the previous course or prerequisite.

1.8. (AFMC)MAJCOM Mandatory Course List (MMCL). TW MXG/CC will determine which Lead Command courses are mandatory for members assigned to multiple airframes. The TW-MXG/CC will determine locally which courses on the MMCL apply for the various series and AFCs. Depot Maintenance occupational series course requirements are determined by AFMC Civilian Utilization and Training Workshop (CU&TW) and are identified in the employee's Civilian Training Plan (CTP).

1.8.1. MMCL courses are required for personnel in the following categories:

1.8.1.1. Recent technical school graduates, either entry level or retrainees, who perform mainte-nance in a sortie producing or backshop AFSC.

1.8.1.2. Personnel with no prior experience on assigned Mission Design Series (MDS) aircraft or who have not performed maintenance duty on the assigned MDS within the past 3 years.

NOTE: All master sergeants and above with less than 1 year experience on the assigned MDS, who supervise maintenance personnel, will complete the appropriate TD or ADL familiarization courses.

1.8.1.3. **(Added-AFMC)** The CTP identifies the MMCL for each occupational series. MXW personnel must complete mandatory requirements.

1.9. Utilization of Training Courses. Units will use AETC, TD, MTF and ancillary training courses for upgrade, proficiency, qualification, recurring, and Cross Utilization Training (CUT).

1.9.1. These courses will be used to the fullest extent possible.

1.9.1.1. **(Added-AFMC)** Command maintenance training courses shall be identified by HQ AFMC/A4D. Command maintenance training courses shall be used when available and applicable to the requirement.

1.9.1.2. **(Added-AFMC)** AFI 36-401, *Employee Training and Development*; AFMCI 36-201, *Education and Training*; and AFMCMAN 36-3, *AFMC Functional Courseware Development and Management Guide* provide guidance on selecting a source and expending funds for training. Use these directives and guidance from the Center Education and Training function to select the most suitable and available source for training.

1.9.1.3. **(Added-AFMC)** The Training Scheduling System (TSS) is the data system, including Production Acceptance Certification (PAC) and Courseware Management Database (CMD), used by AFMC to record and maintain certifications and training plans for depot maintenance personnel.

1.9.1.4. **(Added-AFMC)** HQ AFMC/A4D has depot maintenance training oversight responsibility and approval authority over depot maintenance courseware. All depot maintenance courseware information will be maintained in TSS/CMD.

1.9.2. Report unused allocations during the Status of Training (SOT) briefing.

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.

1.10.1. **(AFMC)** Any MTF/MTD class with en-route, Temporary Duty (TDY) 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 exer-cises, or higher headquarters inspections, unless approved by the wing commander.

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

1.10.3. **(AFMC)** The MXW Commander (MXW/CC) or equivalent may cancel classes scheduled or conducted by the MTF during local exercises.

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

1.11. Curriculum Advisory Committee (CAC) (Not applicable to ANG/AFRC, AFSOC and ICBM 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 MTF's Development Element (Chairperson), UTM (as required), TD (as required), Subject Matter Experts (SMEs), applicable work center supervisors/ section chiefs, and MTF OIC/Chief (Optional).

1.11.1. MTF Chief will conduct a CAC when:

1.11.1.1. Developing a new course.

1.11.1.1. **(AFMC)** HQ AFMC/A4D defines the need for future development efforts by analyzing future system requirements needs. (on-going).

1.11.1.2. Deciding which training agency should conduct requested training.

1.11.1.3. Revising 25-percent or more of an existing course.

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

1.12. Advanced Distributed Learning (ADL) (Not applicable to ANG/AFRC, AFSOC and ICBM units).

1.12.1. The MTF and Base Education Services Officer (ESO), OPRs for ADL, will establish a mem-orandum of agreement (MOA) concerning administering ADL in maintenance organizations. 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 MTF.

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 will never be a long-term fix or management solution for an AFSC shortfall. Ensure the train-ing records of individual's receiving CUT are appropriately documented. ***NOTE:*** This guidance does not apply to Unmanned Aerial Vehicle (UAV) (Predator/Global Hawk) weapon systems or other weapon sys-tems where Air Force approved maintenance philosophy dictates the merger of AFSCs.

1.14. Block Training (Not applicable to ANG/AFRC and ICBM units). Block training is a term used in the maintenance community to describe the type of format used for training. MTF uses this format to group training requirements into a single training session. Maintenance initial 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 consoli-date training requirements to reduce the impact on the mission.

1.15. (AFMC)Ancillary Training. Required ancillary training will be identified in the CTP for MXW civilian Employees, or other HQ AFMC/A4 approved Maintenance Information System (MIS), (ie: IMDS/GO81) for other AFMC organizations.

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.

1.16. (AFMC)Training Overdues. For AFMC MXW/TW-MXG employees, training is considered overdue one day following the original due date.

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

1.16.2. **(Added-AFMC)** Recurring Training Requirement (RTR) Temporary Extensions. Temporary extensions for RTRs shall be approved locally by the MXW/CC as long as they do not violate specific requirements of higher level regulatory documents. The extension request shall be in writing by the Group Training Manager with a copy maintained by the Wing Maintenance Training Manager, or equivalent. The extension request is routed through

MTF for approval by the MXW/CC. An extension shall not exceed 90 days unless a waiver is obtained from HQ AFMC/A4D. This period is extended to 180 days for employees who are on TDY status. TDY personnel who have been extended past 90 days shall be immediately retrained upon return, obtain a waiver from HQ AFMC/A4D, or be disqualified as applicable.

1.17. Air Force Engineering and Technical Services (AFETS) Management and Control.

1.17.1. When necessary, use AFETS personnel for specialized systems/equipment training and inte-grate them within the MTF instructional effort.

1.17.2. Courses developed or taught by AFETS will be coordinated through the MTF to ensure courses meet curriculum standards.

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.

1.18. Maintenance Training Operating Instructions.

1.18.1. MTF 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:

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 processing.

1.18.1.5. Procedures for requesting training.

1.18.1.6. Additional local procedures.

1.18.2. Ensure the MXG/CC signs and approves the instruction.

1.18.2. **(AFMC)** Ensure the MXW/CC or equivalent signs and approves the instruction.

1.18.3. Review and update instruction annually.

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

1.19. (AFMC)Waivers. Waivers to the policy requirements of this instruction shall be processed using the procedures contained in AFI 33-360. Waiver requests and proposed changes shall be staffed through the MTF/MTD for signature by the MXW/CC or equivalent. Waiver requests and proposed changes shall be sent to HQ AFMC/A4D. Requests for waivers shall contain justification as to why the unit cannot comply with exiting guidance. Deviations including “test” or “trial” programs are NOT authorized without prior HQ AFMC/A4D written approval.

1.20. Status of Training (SOT) Briefing (Not applicable to ANG/AFRC and ICBM units).

1.20.1. Frequency. MTF will provide a monthly and quarterly formal SOT briefing.

1.20.2. The Wing Commander will chair the quarterly and the MXG/CC will chair the monthly brief-ing.

1.20.3. Attendance. As a minimum, the following personnel will attend the monthly formal SOT briefing:

1.20.3.1. MXG/CC and Squadron Commanders.

1.20.3.2. MXG Superintendent.

1.20.3.3. MTF Chief, D&I Section Chief, Training Management Section Chief, and TD.

1.20.3.4. Maintenance Squadron Superintendents (MXS/SUPT), and Aircraft Maintenance Squadron (AMXS).

1.20.3.5. NCOICs, MTF Scheduling Element and Unit Training Manager Element.

1.20.3.6. UTM of each unit supported.

1.20.3.7. Invite the following personnel to attend:

1.20.3.7.1. Wing Commander and Command Chief Master Sergeant

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 brief-ing.

NOTE: Only an Air Force level approved MIS will be used to automate training as designated IAW AFI 21-101. The acronyms IMDS, Core Automated Maintenance System (CAMS), and MIS are synonymous as they apply to this AFI. The generic term MIS allows flexibility to associate with any automated infor-mation system currently used in the maintenance community and provides for other emerging systems that fall under the same MIS business rules. Maintenance units using G081 (CAMS for Mobility) will continue to use G081 until a maintenance enterprise training solution is developed.

1.20.4.1. **(AFMC)** TSS is an approved system of record to use for developing the monthly SOT briefing.

1.20.4.2. **(Added-AFMC)** MTF/MTD will provide an e-copy of the Status of Training briefing to HQ AFMC/A4D with deletions or additions as noted in paragraph 1.20.5 below by the 25th of the month after the month ending the reporting period.

1.20.5. SOT briefing contents:

1.20.5.1. Blade Blending.

1.20.5.1. **(AFMC)** AFMC Depot Maintenance does not track Blade Blending for SOT briefing.

1.20.5.2. Engine Run.

1.20.5.2. **(AFMC)** AFMC Depot Maintenance does not track Engine Run for SOT briefing.

1.20.5.3. Borescope (AFSOC units are exempt).

1.20.5.3. **(AFMC)** AFMC Depot Maintenance does not track Borescope for SOT briefing.

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

1.20.5.4. **(AFMC)** AFMC Depot Maintenance does not track Intake/Inlet/Engine Exhaust for SOT briefing.

1.20.5.5. Dedicated Crew Chief.

1.20.5.5. **(AFMC)** AFMC Depot Maintenance does not track Dedicated Crew Chief for SOT briefing.

1.20.5.6. Hot Refuel (AFSOC units are exempt).

1.20.5.6. **(AFMC)** AFMC Depot Maintenance does not track Hot Refuel for SOT briefing.

1.20.5.7. Deployment training (i.e., chemical warfare, self-aid buddy care, M-16/M-9).

1.20.5.7. **(AFMC)** AFMC Depot Maintenance does not track deployment training (i.e., chemical warfare, self-aid buddy care, M-16/M-9) for SOT briefing.

1.20.5.8. For nuclear capable units: Percent of personnel task certified to support nuclear opera-tions against criteria outlined in the MAJCOMs Maintenance Capability Letter (MCL).

1.20.5.8. **(AFMC)** AFMC Depot Maintenance does not track percent of personnel task certified to support nuclear operations against criteria outlined in the MAJCOMs Maintenance Capability Letter (MCL) for SOT briefing.

1.20.5.9. Percent of Munitions (2W0) personnel Career Field Education Training Plan (CFETP) task qualified on greater than 70 percent of duty position contingency tasks identified in the muni-tions Master Task Listing.

1.20.5.9. **(AFMC)** AFMC Depot Maintenance does not track percent of Munitions (2W0) personnel Career Field Education Training Plan (CFETP) task qualified on greater than 70 percent of duty position contingency tasks identified in the munitions Master Task Listing for SOT briefing.

1.20.5.10. TD Demand Response Rate. 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 reflects the rate as a percentage. The percentage will not be above 100%.

1.20.5.10. **(AFMC)** TD Demand Response Rate. AFMC Maintenance tracks MXW/TW-MXG FTD Demand Response Rate for SOT briefing. Divide the number of quotas requested into the number allocated (total number of seats supported by the FTD). The percentage will not be above 100%. HQ AFMC/A4 will establish formal MOAs with FTDs to support TWs as required when no FTD support exist on the installation. Units without an FTD will develop an internal method to track requests and fills.

1.20.5.11. TD Utilization Rate. 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 requested (for the reported month) and expressed as a percentage.

1.20.5.11. **(AFMC)** TD Utilization Rate. AFMC Depot Maintenance tracks MXW FTD Utilization Rate for SOT briefing. Compute by dividing the number of seats utilized, by the number of seats requested (for the reported month) and expressed as a percentage. HQ AFMC/A4 will establish formal MOAs with FTDs to support TWs as required when no FTD support exist on the installation. Units without an FTD will develop an internal method to track requests and fills

1.20.5.12. MTF Demand Response Rate. Divide the number of quotas requested for MTF con-ducted courses by the number allocated and reflect the rate as a percentage. The percentage will not be above 100%.

1.20.5.12. **(AFMC)** MTF Demand Response Rate. Divide the number of quotas requested for MTF conducted courses into the number allocated and reflect the rate as a percentage. The percentage will not be above 100%.

1.20.5.13. MTF Utilization Rate. This rate reflects how well the unit utilized the seats that were allocated from MTF, compute it by dividing the number of seats utilized, by the number of seat requested (for the reported month) and expressed as a percentage.

NOTE: MTFs should report lost training time IAW their MAJCOM instruction. Paragraph not applicable to ANG and AFRC units.

1.20.5.14. Training Effectiveness. Compute training effectiveness by dividing the number of orig-inally scheduled personnel plus walk-ins, minus deviations, by the total number of quotas finally allocated. (Example: 100 originally scheduled + 5 walk-ins - 10 deviations, divided by 105 total quota allocations = 90% training effectiveness rate).

1.20.5.14. **(AFMC)** Training Effectiveness. AFMC Depot Maintenance does not track this specific data for SOT. Units without an FTD will develop an internal method to track Training Effectiveness.

Figure 1.1. Sample Training Effectiveness Computation.

100(scheduled) – 10(no-shows and non-utilized (non-utes) + 5(walk-ins) = 95 = 90%
100(scheduled) + 5(walk-ins) 105

1.20.5.15. Off-station (TD) demand and response/utilization rate if applicable (off-station com-puted separately from paragraph 1.20.5.10.).

1.20.5.15. **(AFMC)** AFMC Depot Maintenance does not track off-station (TD) demand and response/utilization for SOT briefing.

1.20.5.16. Upgrade Training Status. Reflect the status of upgrade training in the following format:

1.20.5.16. **(AFMC)** Upgrade Training Status. This applies to military personnel only. Status will be reported to HQ AFMC/A4M.

1.20.5.16.1. Total number in upgrade training by skill level.

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

1.20.5.16.3. Number in 5-level upgrade training by unit in the following format:

1.20.5.16.3.1. 0-15 months and percentage of those with task completion.

1.20.5.16.3.2. 16-24 months and percentage of those with task completion.

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

1.20.5.16.4. Number in 7-level upgrade training by unit in the following format:

1.20.5.16.4.1. 0-12 months and percentage completed 7-level School.

1.20.5.16.4.2. 13-23 months and percentage completed 7-level School.

1.20.5.16.4.3. Seven-level school backlogs.

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

1.20.5.16.5.1. Number enrolled and number completed CDCs.

1.20.5.16.5.2. Number of CDC enrollments over 9 months.

1.20.5.16.5.3. Number of CDC examinations passed, examinations failed, CDC exten-sions, and CDC reactivations.

1.20.5.16.5.4. CDC pass rate and list failures by AFSC.

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

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

1.20.5.17. **(AFMC)** Overdue Training. Report total overdue recurring training requirements (RTR) for SOT.

1.20.5.18. MMCL Backlog. Provide the total backlogs for each MMCL course, a 90 day projected student usage and overdues.

1.20.5.18. **(AFMC)** AFMC Depot Maintenance does not track MMCL Backlog for SOT briefing.

1.20.5.19. Interactive Multimedia Instruction (IMI) usage. To ensure visibility and promote usage, identify number of ADL courses on the MMCL, number of personnel backlog, enrolled, and number of courses completed.

1.20.5.19. **(AFMC)** Interactive Multimedia Instruction (IMI) usage. Optional for MTF to report to MXW. Not required to report to HQ AFMC/A4D.

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

1.20.5.21. Special Experience Identifier (SEI) IAW paragraph 1.21. of this instruction.

1.20.5.21. **(AFMC)** AFMC Depot Maintenance does not track Special Experience Identifier for SOT briefing.

1.20.5.21.1. Identify number on station between 18 - 24 months without SEI.

1.20.5.21.2. Identify number on station between 24 - 36 months without SEI.

1.20.5.21.3. Identify by name those on station over 36 months without SEI.

1.20.5.22. **(Added-AFMC)** Dollars utilized for courseware/education development.

1.20.5.23. **(Added-AFMC)** Courses in development or review. List course number, course name, hours, cost, start date, ECD, status.

1.20.5.24. **(Added-AFMC)** Courseware Status. Number of courses by status of courseware.

1.20.5.25. **(Added-AFMC)** Matrix of scheduled persons, actual attendance numbers, and number of no shows.

1.20.5.26. **(Added-AFMC)** Training-Related Administrative Task Decertifications. Number of employees that were decertified for one or more tasks in time period due to training-related administrative reasons. And as some people may have been decertified for multiple tasks within the time period, also indicate the total number of tasks that were decertified for training-related administrative reasons.

1.20.5.27. **(Added-AFMC)** Programs. Provide summary info related to status and any issues for HQ special program interest items. Example Civilian Training Plans (CTPs), and Training Scheduling System/ Production Acceptance Certification (TSS/PAC)

1.21. Aircraft/Munitions Maintenance Special Experience Identifier (SEI) Policy (Not applicable to ANG/AFRC, ICBM and Nuclear units). Special experience identifiers 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. The objectives of this policy are to:

1.21. (AFMC)Aircraft/Munitions Maintenance Special Experience Identifier (SEI) Policy. Applicable to Military personnel only.

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/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 Manual (AFMAN) 36-2108, Enlisted Classification, for accuracy during U&TWs on maintenance AFSCs. Responsibili-ties:

1.21.4.1. HQ USAF/ILMM/W are the OPRs for the Air Force.

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 num-bers 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 posi-tions. 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/ ILMM 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 Controlled 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, will be reported IAW the format contained at the HQ USAF/ILMM aircraft main-tenance website: HTTPS://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-LG-AF-35 In addition, provide specific reasons/logic for each individual without being awarded SEI and greater than 36 months TOS.

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 per-sonnel 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:

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 dur-ing 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 AFMAN 36-2108 has been met.

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.

1.21.5.3. Code positions with the weapons system SEI: 2A0X1A/B, 2A3X1X, 2A3X2, 2A3X3X, 2A5X1X, 2A5X2X, 2A5X3, 2A6X3, 2A6X4, 2A6X5, 2A6X6, and 2W1X1 (including armament backshops).

1.21.5.4. Code positions with weapons systems/avionics systems as determined by the lead com-mand for Mobility Air Force (MAF)/Combat Air Force (CAF), or HQ AFSOC: 2A0X1C/D.

1.21.5.5. Code positions with engine SEI where personnel can receive hands-on engine experi-ence (flightline, Jet Engine Intermediate Maintenance (JEIM), and test cell): 2A6X1A/B.

1.21.5.6. Code positions with either weapons system or low observable SEI: 2A7X3.

1.21.5.7. Electro-environmental (2A6X6) and hydraulics (2A6X5) back shop positions will be coded with weapon system SEI where personnel can receive hands-on experience (flightline, can-nibalization and phase/isochronal inspection docks).

1.21.5.8. Aerospace Repair (A/R) shops will be coded with the A/R SEI.

1.21.5.9. For units having positions on their UMD funded by another MAJCOM under a host/ten-ant or memorandum of agreement, the positions will be coded with the coordination/ approval of the funding MAJCOM.

1.21.5.10. 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 MAJCOMs must review unit experience/man-ning levels for further action. MAJCOMs may develop their own trigger point, with justification, based on the total number of personnel assigned in the AFSC vs. the number of personnel holding a wing applicable awarded SEI. As a minimum, the experience baseline will be 60%. If experience lev-els in a specific AFSC fall below this point,

MAJCOMs should consider steps to help alleviate the sit-uation. 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 command leveling using skill level, SEI, and time on station as the assignment selection criteria. Any request for assistance to AFPC will be accompa-nied 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 periodically 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 ILM 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/ILMM, HQ USAF/ILMW, and each MAJCOM, Forward Operational Area (FOA), and Direct Reporting Unit (DRU) with main-tenance training responsibilities. Other interested people may attend but may not vote. AFLMA, and AETC/DOOM will be an advisor to the MATAG.

1.22.2.1. **(Added-AFMC)** Provide inputs to HQ AFMC/A4D to ensure TW civilian training programs representation and inputs to MATAG.

1.23. Training Continuity Books (Not applicable to ANG/AFRC and ICBM units). Develop and main-tain a training continuity book for every duty position in the MTF. 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 MTF Chief duty position and Training Management Section Chief duty position tasks into one book.

1.24. Unit Training Assessments (UTA) (Not applicable to ANG/AFRC/ICBM units). The MTF is responsible to ensure every maintenance unit conducts a UTA every 18 months. These assessments will be conducted to make sure personnel are kept updated with changes in new core tasks or local supervisor supplemental task requirements added to the CFETP. The UTM serves as OPR for their respective unit and will conduct this review with assistance from work center supervisors.

1.24. (AFMC)Unit Training Assessments (UTA). AFMC Depot Maintenance/TW-MXG does not have a requirement for UTA. (TW Only) TW-MXG conducts Unit Staff Assistance Visits (SAVs) IAW AFI 36-2201V3, *Air Force Training Program On The Job Training Administration.*

1.24.1. As a minimum, UTM will review the Master Training Plan (MTP) and Master Task List (MTL), for the following:

1.24.1.1. Ensure most-current CFETP or change notice is posted.

1.24.1.2. Ensure any new core task or local supervisor supplemental task requirements are identi-fied.

1.24.2. Workcenter supervisors will review individual training records in conjunction with the UTA to ensure they reflect the most current CFETP or change notice.

1.24.3. The UTA may be combined with the 18-month unit Staff Assistance Visit (SAV) required in AFI 36-2201, volume 3, Units using MIS Training Business Area (TBA) to document training do not have to comply with this requirement.

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

1.25. (AFMC)Training Assessment Feedback. AFMC Depot Maintenance does not have a requirement for Training Assessment Feedback.

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

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

1.25.3. Report external survey (Graduate Assessment Surveys, Field Evaluation Questionnaires, Occupational Surveys, etc.) results in the SOT report/briefing.

1.26. (Added-AFMC) Formal Training. Formal training is instruction based on established learning objectives that enable the instructor or trainer to provide accurate, complete and consistent information time after time. Formal training is assigned a course number to document student completions in employee records. The most common methods of formal training used in the Depot Maintenance Training Program are:

1.26.1. **(Added-AFMC)** Instructor-led Training. A qualified instructor presents the material to a group of students in a classroom, laboratory, etc., setting. This is often called classroom training and includes instructional briefings that provide accurate and consistent instruction on a topic.

1.26.1.1. **(Added-AFMC)** Instructor and Trainer Qualifications. Those who provide formal training to depot maintenance employees require the courses specified below, depending on their roles.

1.26.1.1.1. **(Added-AFMC)** Structured On-the-Job Training (SOJT) Trainer Qualifications. Personnel who provide SOJT using an SOJT worksheet and guide shall complete the AFMC SOJT Trainer Course.

1.26.1.1.2. **(Added-AFMC)** Instructor Qualifications. Personnel who provide formal training using a plan of instruction shall complete the Air Force Principles of Instruction Course, or equivalent.

1.26.2. **(Added-AFMC)** SOJT. A trainer uses prepared guides, evaluation worksheets, technical data, and other materials to provide practical instruction on tasks in the job environment.

1.26.2.1. **(Added-AFMC)** SOJT Worksheet. Employee completion of formal structured on-the-job-training is documented by the SOJT Trainer on an SOJT worksheet. The SOJT worksheet will be a standalone document. The SOJT trainer forwards the completed worksheet to the appropriate Training Manager for retention and database entry. Refer to Attachment 3 (Added) of this instruction for SOJT worksheet format and additional processing information. Changes to the SOJT worksheet will not be made without approval by the MTF.

1.26.3. **(Added-AFMC)** Self-Paced, Computer-Hosted Training. A student takes a self-paced course hosted on a computer or the internet. This may be accomplished in a classroom or learning center environment with a facilitator present.

1.26.4. **(Added-AFMC)** Self-Paced, Interactive, Computer-Based Training (CBT). A student takes multi-media instruction controlled by a computer. The training is designed to allow the student to interact with the learning environment through input devices such as a keyboard, mouse, or light pen. The student's decisions and inputs to the computer determine the level, order, and pace of instructional delivery.

1.27. (Added-AFMC) Informal Training. Informal training does not have defined learning objectives. It provides the same basic information but not always in the same way or at the same level of detail time after time. It is tailored specifically to the situation and the audience. Informal training is sometimes assigned a course number to document student completions in employee records. There are basically three (3) types of informal training in the Depot Maintenance Training Program. They are:

1.27.1. **(Added-AFMC)** Traditional On-the-Job Training (OJT). An employee works with the trainer on a day-to-day basis to obtain task knowledge and experience. The task trainer supervises the work of the employee until the individual is proficient enough to work alone.

1.27.1.1. **(Added-AFMC)** Reference(s): Detailed information on OJT can be found in the following directives: AFI 36-2201, Volume 3, *Air Force Training Program On the Job Training Administration*.

1.27.2. **(Added-AFMC)** Informational Briefing. A presentation that provides facts on a topic, but does not have established learning objectives. Its purpose is to inform the audience without determining if they have attained a particular level of knowledge.

1.27.3. **(Added-AFMC)** Reference Guide or Training Aid. Materials that reinforce knowledge and skills such as training manuals, student workbooks, on-line reference tools, flowcharts, desktop reference guides, etc., are examples of this informal training method. They provide just-in-time, self-paced instruction on a specific topic.

1.28. (Added-AFMC) Depot Maintenance Courseware. All depot maintenance formal training shall be developed, approved, and maintained in accordance with applicable Air Force Instructions.

1.28.1. **(Added-AFMC)** Implementation of Revised Command Recurring Training. All personnel shall receive revised recurring training at the next regularly scheduled due date unless directed by MXW/CC or higher authority.

1.28.2. **(Added-AFMC)** Implementation of New Command Training. Time required to implement new command courses shall be 12 months.

1.28.3. **(Added-AFMC)** Awarding Credit for Command Training. A student shall be awarded completion credit for a command course only if all learning objectives in that course have been accomplished. Material may be added to, or deleted from, a command course as long as the learning objectives are instructed to the proficiency levels required.

1.28.4. **(Added-AFMC)** All wings will register and maintain depot maintenance courseware in the Courseware Management Database (CMD).

1.29. (Added-AFMC) Recurring Training Requirements (RTR). Refresher training is mandated to maintain knowledge and skills. General RTRs are not directly related to a specific task, but apply to an occupation or a group of similar tasks. They are listed in Attachment 4 (Added) and local supplements. Task-related RTRs are listed in AFI 21-101, AFMC Sup 1, *Aircraft and Equipment Maintenance Management*.

Chapter 2

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.

2.1. (AFMC)General. Equivalent Commanders. AFMC is organized under a wing concept, with a MXW Commander (MXW/CC) or equivalent. The commander is ultimately responsible for all maintenance training within the Wing.

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

2.2. (AFMC)Air Force Career Field Manager (AFCFM). This section is applicable to military personnel only. Refer to AFMC guidance in this instruction, paragraph 2.18 for civilian personnel.

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

2.2.2. Conduct maintenance U&TWs IAW AFI 36-2201, Volume 5.

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 require-ments.

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 ANG and AFRC waivers will be their respective command Logis-tics Group (A4) training managers.

2.2.7. Monitor maintenance technical training issues, e.g., Mission Ready Airman (MRA) program.

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. Act as the OPR for the A&P Certification Program that provides policy direction for adminis-tration of the program.

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, AFJQS, and or Command JQS managed in MIS. The CFA will:

2.3. (AFMC)Career Field Administrator (CFA). This section is applicable to military personnel only.

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 pro-gression documents (CFETP, Air Force JQS, and Command JQS as applicable). The CFA will refer all software-related and technical problems to the Development & Fielding System Group and Opera-tional Sustainment System Group (DFSG & OSSG) Field Assistance Branch (FAB).

2.3.3. Load and transcribe new CFETPs, Air Force Job Qualification Standard (AFJQS), Qualifica-tion 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 annual meetings.

2.4. Training Pipeline Manager (TPM). The maintenance TPM (AETC/DOOM) is responsible for oversight of the development and execution of all formal aircraft maintenance, armament, and munitions training provided by AETC. The TPM will:

2.4. (AFMC)Training Pipeline Manager (TPM). This section is applicable to military personnel only.

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. Ensure resources (manpower, equipment and funding) are available to support all maintenance training programs.

2.4.4. Manage AETC Ground Instructional Training Aircraft (GITA) fleet IAW AFI 21-101.

2.4.5. Manage maintenance MRA program.

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. (AFMC)MAJCOM Maintenance Training Branch. HQ AFMC/A4D is the functional office for AFMC Depot Maintenance Training. HQ AFMC/A4M is the functional office for for all other AFMC aircraft maintenance training. AFMC Depot Maintenance does not perform the tasks outlined in paragraphs. 2.5.9., 2.5.11., 2.5.12., 2.5.15., 2.5.19.

2.5.1. Provide maintenance training policy and guidance to MTFs and UTMs.

2.5.2. Evaluate and monitor all formal and MTF courses and programs.

2.5.3. Perform SAV at the group commander request or when training indicators warrant.

2.5.4. Validate and coordinate command, Compliance and Standardization Requirements List (C&SRL), 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.

2.5.6. **(AFMC)** TW-MXG/CC will determine which Lead Command courses are mandatory for members assigned to multiple airframes.

2.5.7. Schedule and conduct the command maintenance training conference, if applicable.

2.5.8. Augment the Maintenance Standardization Evaluation Team (MSET), 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 requirements for maintenance personnel.

2.5.13. Review and evaluate monthly SOT data from field units.

2.5.14. Coordinate with MAJCOM/DP on training and manning issues.

2.5.15. Coordinate and monitor en-route training.

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.

2.5.18. **(AFMC)** HQ AFMC/A4D will coordinate on civilian 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. **(Added-AFMC)** HQ AFMC/A4D will provide guidance and set policy for AFMC Depot Maintenance Training and Production and Acceptance (PAC) Programs.

2.5.21. **(Added-AFMC)** HQ AFMC/A4D will direct and approve command-wide depot maintenance training and PAC initiatives.

2.5.22. **(Added-AFMC)** HQ AFMC/A4D will promote standardization of Special Skills Qualifications (SSQs) for common mission design series.

2.5.23. **(Added-AFMC)** HQ AFMC/A4D will promote standardization of maintenance training and PAC across the MXW.

2.5.24. **(Added-AFMC)** HQ AFMC/A4D will provide resources for command courseware, CTP development, and TSS.

2.5.25. **(Added-AFMC)** HQ AFMC/A4D will assign course numbers to depot maintenance developed courseware as provided by HQ AFMC/A1D.

2.5.26. **(Added-AFMC)** HQ AFMC/A4D will ensure compliance with Depot Maintenance Training and PAC directives and policies.

2.5.27. **(Added-AFMC)** HQ AFMC/A4D will determine lead center assignments for CTPs, command training, and Command SSQs.

2.5.28. **(Added-AFMC)** HQ AFMC/A4D will process waivers and deviations to this instruction.

2.5.29. **(Added-AFMC)** HQ AFMC/A4D will maintain oversight and general management of all depot maintenance training courseware.

2.5.30. **(Added-AFMC)** HQ AFMC/A4D will maintain functional oversight of Depot Maintenance training systems.

2.6. MAJCOM Functional Manager (MFM). The MFM establishes upgrade, continuation, and quali-fication training requirements for their field units and weapons systems for which the MAJCOM is desig-nated as lead. The MFM will:

2.6. (AFMC)MAJCOM Functional Manager (MFM). This section is applicable to military personnel only.

2.6.1. Support U&TWs with functional and subject matter experts.

NOTE: As the functional representative for their command, MFMs who attend U&TWs must have vot-ing 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. Air Force Logistics Management Agency (AFLMA). AFLMA attends the MATAG and conducts special studies on maintenance training issues as requested.

2.7. (AFMC)Air Force Logistics Management Agency (AFLMA). This section does not apply to AFMC Depot Maintenance.

2.8. Maintenance Group (MXG) Commander (or Equivalent). MXG/CC will:

2.8. (AFMC)Maintenance Group (MXG) Commander (or Equivalent). AFMC is organized under a wing concept, with a MXW Commander (MXW/CC) or equivalent. MXW/CC will:

2.8.1. 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, envi-ronmental issues, block training, corrosion control, Maintenance Standardization and Evaluation Pro-gram (MSEP) and product improvement procedures.

2.8.2. Organize the MTF (if applicable) IAW AFI 21-101 and this publication (see Figure 5.1.). Orga-nize ICBM MTF IAW appropriate instruction.

2.8.2. **(AFMC)** Organize the MTF/MTD IAW AFI 21-101 and local MXW/TW-MXG Supplements.

2.8.3. Ensure the MTF is the single point of contact for maintenance training matters affecting the MXG.

2.8.3. **(AFMC)** Ensure that MTF/MTD is the single point of contact for maintenance training matters affecting the MXW/TW-MXG.

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

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

2.8.6. Provide highly qualified maintenance technicians to the MTF as assigned or attached instruc-tors based on the training needs of the maintenance community.

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

2.8.7. **(AFMC)** The Maintenance Group Commanders will assume this responsibility. See paragraph 2.10.9.

2.8.8. Sign and approve AF Form 898.

2.8.8. **(AFMC)** AFMC Depot Maintenance does not sign and approve AF Form 898, *Field Training Requirements Scheduling Document*. 412 MXG does not have a local TD or AF Form 898 capability/process.

2.8.9. Chair the monthly SOT briefing.

2.8.10. **(Added-AFMC)** Appoint in writing the following MXW positions. Appointed personnel will be assigned and aligned within the MXW chain of command. A copy of appointment letters shall be provided to the Depot Maintenance Training Manager and HQ AFMC/A4D.

2.8.10.1. **(Added-AFMC)** Wing Maintenance Training Manager (MTM).

2.8.10.2. **(Added-AFMC)** Wing Civilian Training Plan (CTP) Program Manager.

2.8.10.3. **(Added-AFMC)** Wing Production Acceptance Certification (PAC) Program Manager.

2.8.10.4. **(Added-AFMC)** Wing Maintenance Courseware Program Manager (CPM).

2.8.10.5. **(Added-AFMC)** Wing Training Systems Program Manager (TSPM).

2.8.10.6. **(Added-AFMC)** Other officials deemed necessary to effectively implement the Depot Maintenance Training and PAC Programs for the Wing.

2.8.11. **(Added-AFMC)** The MXW Commander is responsible to provide direct support for all appointed positions. Support is defined as the following: providing manpower, equipment, and materials to promote command-wide standardization of maintenance training

for courseware development and delivery, systems, occupational series, civilian training plans, and PAC related issues.

2.8.12. **(Added-AFMC)** Approve local supplements to this instruction supplement.

2.8.13. **(Added-AFMC)** Sign and forward waiver and deviation requests for this instruction supplement on behalf of the MXW to HQ AFMC/A4D.

2.8.14. **(Added-AFMC)** Approval authority for MXW Maintenance Training Manager's request for temporary extensions of recurring training requirements beyond 90 days (for employees not in TDY status).

2.8.15. **(Added-AFMC)** Approve MXW Training Manager requests for variations to time limits for implementing new and revised command training.

2.8.16. **(Added-AFMC)** As a minimum, ensure an annual assessment of depot maintenance training is performed and all problems identified are addressed and appropriate action taken.

2.9. Maintenance Operations Squadron (MOS) Commander. MOS/CC will:

2.9. (AFMC)Maintenance Operations Squadron (MOS) Commander. AFMC Depot Maintenance equivalent is MXW/OB. TW equivalent is MXG/CC.

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

2.9.2. **(Added-AFMC)** Final command maintenance courseware coordination authority for each Wing is the responsibility of the MXW/TW-MXG Training Branch Chief.

2.10. Squadron Commanders. Squadron commanders will:

2.10. (AFMC)Squadron Commanders. AFMC equivalent is Group Commander (MXG/CC) or equivalent.

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

2.10.2. Attend monthly SOT meeting .

2.10.3. **(Added-AFMC)** Appoint in writing a Group Training Manager (GTM) and other officials deemed necessary to effectively implement the Depot Maintenance Training within the Group. Notification shall be provided to the Wing Maintenance Training Manager.

2.10.4. **(Added-AFMC)** Provide Subject Matter Experts (SMEs) in support of courseware and CTP development, review and revision.

2.10.5. **(Added-AFMC)** Ensure group compliance with Depot Maintenance Training directives and policies.

2.10.6. **(Added-AFMC)** Review and analyze monthly training status reports for RTR overdues, no-shows, and training backlog to determine corrective actions.

2.10.7. **(Added-AFMC)** Support scheduled training with personnel, airframes, and equipment.

2.10.8. **(Added-AFMC)** Participate on the Maintenance Training and PAC Council.

2.10.9. **(Added-AFMC)** Ensure aircraft/facilities (e.g., launch facilities/missile alert facilities) are available for training.

2.11. Workcenter Supervisors. As a minimum, supervisors will:

2.11. (AFMC)Workcenter Supervisors. AFMC Depot Maintenance equivalent is Maintenance Supervisor.

2.11.1. Ensure training programs for their organization are established and administered IAW AFI 36-2201, AFI 21-101, AFI 21-114 Maintenance Management Policy, AFI 21-2XX, MAJCOM sup-plements to this instruction, and local training directives.

2.11.1.1. **(Added-AFMC)** Additional supervisor responsibilities are outlined in AFI 36-401, AFMCI 36-201, and AFI 21-101 AFMC Supp 1.

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

2.11.2. **(AFMC)** Work with the GTM to identify workcenter training requirements based on regulatory guidance and work center tasks.

2.11.3. Ensure duty related courses that apply to selected personnel within a workcenter are individu-ally loaded into an automated system.

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

2.11.4.1. **(Added-AFMC)** Ensure training/qualification requirements are identified and applied in TSS-PAC/Electronic Training Record (ETR).

NOTE: (Added) (Depot only) The TSS-PAC/ETR Section II "Apply" box indicates active workcenter/mission training requirements that need to be met by employees.

2.11.5. Ensure training is identified and scheduled.

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

2.11.5.1. **(AFMC)** Coordinate all formal training, including scheduling changes, through the GTM.

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

2.11.7. **(Added-AFMC)** Verify that personnel meet prerequisites prior to attending training.

2.11.8. **(Added-AFMC)** Support the implementation and sustainment of CTP IAW duties and responsibilities as outlined in paragraph and subparagraphs 3.6. of this instruction.

2.11.9. **(Added-AFMC)** Request training for assigned personnel.

2.12. 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:

2.12. (AFMC)Air Force Master Course Table (MCT) Manager. This section does not apply to AFMC Depot Maintenance.

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

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

2.12.3. 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 OSSG Combat Support Systems Help Desk (CSSHD).

2.12.4. Ensure all applicable master course code requests are reviewed during U&TW and MATAG annual meetings.

2.13. (Added-AFMC) AFMC Maintenance Training and PAC Working Group. The AFMC Maintenance Training and PAC Working Group is chaired by HQ AFMC/A4D Depot Maintenance Training Manager with representation from MXW Training Managers, MXW PAC Program Managers, MXW CTP Program Managers, MXW Courseware Program Managers, MXW Training Systems Program managers, and other representatives as required. As a minimum, the Working Group shall:

2.13.1. **(Added-AFMC)** Advise HQ AFMC/A4D on depot maintenance training and PAC issues.

2.13.2. **(Added-AFMC)** Resolve depot maintenance training, PAC and related problems.

2.13.3. **(Added-AFMC)** Propose standardization of depot maintenance training and PAC activities.

2.13.4. **(Added-AFMC)** Establish procedural guidance for implementation of this instruction and HQ AFMC/A4D depot maintenance training and PAC initiatives.

2.13.5. **(Added-AFMC)** Process revisions to this instruction and input on all other directives that impact depot maintenance training and PAC Programs.

2.13.6. **(Added-AFMC)** Recommend lead center assignments for AFMC CTPs, command training and command SSQs.

2.14. (Added-AFMC) Lead MXW for AFMC Civilian Training Plans (CTPs). Lead MXW for command CTPs are appointed by HQ AFMC/A4D. The CTP Lead MXW shall:

2.14.1. **(Added-AFMC)** Identify SMEs to provide technical guidance on issues related to the subject area of assigned CTP.

2.14.2. **(Added-AFMC)** Serve as liaison between MXWs, HQ AFMC and other organizations on issues related to assigned CTP.

2.14.3. **(Added-AFMC)** Ensure that MXWs are involved in decisions related to the assigned CTP.

2.14.4. **(Added-AFMC)** Develop, implement and maintain the CTP in accordance with this instruction.

2.14.5. **(Added-AFMC)** Coordinate on the development, revision, and revalidation of all courseware specified in the CTP, ensuring that all command and MXW-unique courseware items meet the requirements identified by the Training Planning Team (TPT); forward approved courseware to the Lead MXW Maintenance Training Manager for action.

2.15. (Added-AFMC) Lead MXW for AFMC Maintenance Training. Lead MXW for AFMC MXW training specific to an occupational series, for multiple-series training, and for recurring training are appointed by HQ AFMC/A4D. The Training Lead MXW shall:

2.15.1. **(Added-AFMC)** Request SMEs from MXWs related to the subject area of assigned command maintenance training.

2.15.1.1. **(Added-AFMC)** Any MXW that does not provide SMEs to support the development/revalidation of command maintenance courseware will forfeit their right to participate in the approval process.

2.15.2. **(Added-AFMC)** Serve as liaison between MXWs, HQ AFMC and other organizations on issues related to assigned command training.

2.15.3. **(Added-AFMC)** Ensure that MXWs (including SMEs, MXW Maintenance Training Managers, MXW CTP Program managers, and other representatives as appropriate) are involved in decisions related to the assigned training to include development, review and revalidation of command courseware.

2.15.4. **(Added-AFMC)** Review assigned command training and associated courseware at least triennially. Refer to AFMCMAN 36-3.

2.15.5. **(Added-AFMC)** Develop, distribute and maintain command courseware to support assigned training, and provide train-the-trainer assistance when applicable.

2.15.6. **(Added-AFMC)** Resolve Disputes. Lead MXWs shall manage the overall courseware development and approval process, and should resolve any technical or instructional design problems or disputes that may arise. In the event a dispute cannot be resolved between MXWs, the Lead MXW shall provide a written request for resolution to HQ AFMC/A4D. Each MXW shall then provide written justification for its position in the dispute as requested by HQ AFMC/A4D. HQ AFMC/A4D shall make the final decision and provide documentation to all MXWs.

2.15.7. **(Added-AFMC)** Ensure other MXWs are involved in decisions related to the assigned training to include development, review and revalidation of command maintenance courseware.

2.16. (Added-AFMC) Coordinating MXW for AFMC Maintenance Training. Coordinating MXWs share responsibility for ensuring the quality and currency of command maintenance courseware, to include development and revalidation. Coordinating MXWs:

2.16.1. **(Added-AFMC)** Appoint SMEs to provide technical guidance to the Lead MXW.

2.16.1.1. **(Added-AFMC)** SMEs submit written input through the MXW Office of Primary Responsibility (OPR) to the Lead MXW on exceptions taken to the technical accuracy or design of courseware assigned to be reviewed. This should include a recommended action to be taken for each exception.

2.16.2. **(Added-AFMC)** Ensure SMEs, MXW Maintenance Training Managers, MXW CTP Program Managers, and other applicable representatives participate in courseware development, review and revalidation as requested by the Lead MXWs.

2.16.3. **(Added-AFMC)** Provide coordination of courseware.

2.16.3.1. **(Added-AFMC)** Any MXW that does not provide timely coordination in support of the development or revalidation of command maintenance courseware within established Lead MXW timeframe (not less than 10 working days) will forfeit the right to participate in the approval process.

2.16.4. **(Added-AFMC)** Provide qualified representatives to attend courseware validation sessions.

2.17. (Added-AFMC) MXW Training and PAC Working Group. This Working Group is co-chaired by the MXW Maintenance Training Manager and MXW PAC Manager and includes the MXW CTP Program Manager, Group Maintenance Training Managers, Group PAC Managers, an Association of Federal Government Employees (AFGE) Local representative and other representatives as applicable. As a minimum, the MXW Training and PAC Working Group shall:

2.17.1. **(Added-AFMC)** Advise organizations on depot maintenance training and PAC issues.

2.17.2. **(Added-AFMC)** Resolve MXW depot maintenance training, PAC and related problems.

2.17.3. **(Added-AFMC)** Standardize MXW depot maintenance training and PAC activities as appropriate.

2.17.4. **(Added-AFMC)** Participate in the development of local supplements to this instruction.

2.18. (Added-AFMC) MXW Maintenance Training Manager. Each MXW/CC or equivalent will designate in writing a MXW Maintenance Training Manager. The MXW Maintenance Training Manager shall:

2.18.1. **(Added-AFMC)** Serve as OPR on depot maintenance training issues during the development and revision of directives.

2.18.2. **(Added-AFMC)** Co-chair the MXW Training and PAC Working Group along with the MXW PAC Program Manager.

2.18.3. **(Added-AFMC)** Serve as liaison between MXW and HQ AFMC on issues related to depot maintenance training.

2.18.4. **(Added-AFMC)** Ensure compliance with maintenance training directives and policies by providing guidance and setting policy for the MXW training Program.

2.18.5. **(Added-AFMC)** Assist Groups with Depot Maintenance Training Program implementation and elevate maintenance training problems to higher authority at the MXW and HQ AFMC/A4D as needed.

2.18.6. **(Added-AFMC)** Promote command-wide standardization of maintenance training for occupational series, common mission design series and similar workload by advising HQ AFMC/A4D when a new requirement has potential applicability at other MXWs.

2.18.7. **(Added-AFMC)** Process waiver and deviation requests to this and other AFMC or higher directives on behalf of the MXW when such requests relate to the depot maintenance training program; advise organizations involved of higher headquarter decisions, and maintain copies on file for reference and audit purposes.

2.18.8. **(Added-AFMC)** Approve the development, revision, and revalidation of SOJT guides and worksheets.

2.18.9. **(Added-AFMC)** Ensure the requirements identified in this instruction are adequate and current to support the Depot Maintenance Training Program and report changes that require immediate action to HQ AFMC/A4D.

2.18.10. **(Added-AFMC)** Establish a local supplement to this instruction.

2.19. (Added-AFMC) MXW CTP Program Manager. Each MXW/CC or equivalent will appoint in writing a MXW CTP Program Manager. The MXW CTP Program Manager shall:

2.19.1. **(Added-AFMC)** Serve as OPR on Civilian Training Plan issues.

2.19.2. **(Added-AFMC)** Serve as a member of the Maintenance Training and PAC Working Group.

2.19.3. **(Added-AFMC)** Serve as liaison between MXW and HQ AFMC/A4D on issues related to CTPs.

2.19.4. **(Added-AFMC)** Provide guidance and set policy for CTP issues in the MXW.

2.19.5. **(Added-AFMC)** Assist Group Training Managers with CTP implementation and elevate CTP issues to higher authority at the MXW and HQ AFMC/A4D as needed.

2.19.6. **(Added-AFMC)** Manage MXW participation in the development, maintenance, and implementation of CTPs.

2.19.7. **(Added-AFMC)** Lead MXW CTP Program Manager will provide oversight of Command Training Planning Teams (TPTs).

2.19.8. **(Added-AFMC)** Provide oversight of MXW TPTs.

2.19.9. **(Added-AFMC)** Conduct formal CTP reviews with Command TPT as directed by HQ AFMC.

2.19.10. **(Added-AFMC)** Identify CTP courseware development, training gaps, and deficiency requirements to the MXW Maintenance Training Manager.

2.19.11. **(Added-AFMC)** Validate course applicability to CTPs.

2.19.12. **(Added-AFMC)** Support lead MXW CTP Program Manager in development and review activities.

2.20. (Added-AFMC) CTP Developer. Each CTP Developer shall:

2.20.1. **(Added-AFMC)** Serve as an alternate OPR on CTP.

2.20.2. **(Added-AFMC)** Assist Group Training Managers with CTP implementation and elevate CTP issues to the MXW CTP Program Manager.

2.20.3. **(Added-AFMC)** Assist the MXW CTP Program Manager in the development, maintenance, and implementation of CTPs.

2.20.4. **(Added-AFMC)** Participate in Command and Center TPTs.

2.20.5. **(Added-AFMC)** Participate in CTP reviews with Command TPT.

2.20.6. **(Added-AFMC)** Report courseware development, training gaps, and deficiency requirements to the MXW CTP Program Manager.

2.20.7. **(Added-AFMC)** Validate course applicability to CTPs as assigned.

2.20.8. **(Added-AFMC)** Support lead MXW CTP development activities.

2.21. (Added-AFMC) Wing Courseware Program Manager (CPM).

2.21.1. **(Added-AFMC)** Responsible for the management and sustainment of all applicable Wing and Command assigned courses.

2.21.2. **(Added-AFMC)** Request SMEs to support Wing and Command courseware development and reviews.

2.21.3. **(Added-AFMC)** Serve as a liaison between their area of responsibility and Education and Training (E&T) offices on matters related to courseware.

2.21.4. **(Added-AFMC)** Complete the AFMC Instructional System Development Theory, and AFMC Functional Courseware Management courses, or equivalent within one year of assignment.

2.21.5. **(Added-AFMC)** Monitor the progress of assigned courseware projects and assist the courseware development team in removing obstacles that threaten the timeline or budget of the project.

2.21.6. **(Added-AFMC)** Serve as liaison between MXWs, HQ AFMC and other organizations on issues related to development, sustainment, and management of assigned courseware.

2.21.7. **(Added-AFMC)** Submit the final courseware approval to Maintenance Training Branch Chief for signature.

2.21.8. **(Added-AFMC)** Serve as Office of Primary Responsibility (OPR) for depot maintenance courseware, during the Planning, Analysis, Design, Development, and Re-evaluation of assigned courses IAW Instructional Systems Development (ISD) principles. Refer to AFMCMAN 36-3.

2.21.9. **(Added-AFMC)** Manage Subject Matter Experts participation in the development and sustainment of assigned courseware.

2.21.10. **(Added-AFMC)** Manage assigned courseware reviews. Refer to AFMCMAN 36-3 for further information.

2.21.11. **(Added-AFMC)** Support other lead MXW Courseware Program Managers through identification and active participation of Subject Matter Experts.

2.21.12. **(Added-AFMC)** Ensure that courseware data is loaded into the CMD and other applicable media as directed by HQ AFMC/A4D.

2.21.13. **(Added-AFMC)** Facilitate Interim Changes and out-of-cycle reviews of courseware as needed.

2.21.14. **(Added-AFMC)** Serve as a member of the AFMC Maintenance Training and PAC Working Group.

2.21.15. **(Added-AFMC)** Provide monthly status updates via the SOT on maintenance courses in development.

2.21.16. **(Added-AFMC)** Make requests for Depot Maintenance course numbers and courseware development to HQ AFMC/A4D Depot Maintenance Courseware Management.

2.21.16.1. **(Added-AFMC)** For a new course, provide Depot Maintenance Courseware Management with completed AFMC Form 853, *Course Chart*.

2.21.16.1.1. **(Added-AFMC)** For review or validation of an existing course, notify Depot Maintenance Courseware Management in writing (email, letter) of intended actions prior to beginning.

2.21.16.2. **(Added-AFMC)** When received, complete AFMC Form 96, *Existing Courseware Evaluation Checklist* through all required research actions and return to HQ AFMC/A4D Depot Maintenance Courseware Management for assignment of a course number.

2.21.16.3. **(Added-AFMC)** When a command course is complete, process courseware signature page through all channels then forward to HQ AFMC/A4D Depot Maintenance Courseware Management. See attachment 5.

2.21.16.3.1. **(Added-AFMC)** Wing Courseware Manager maintains full responsibility for ensuring assigned depot maintenance courseware is developed IAW ISD.

2.21.16.3.2. **(Added-AFMC)** Provide a copy of completed local courseware (signature page, course control documents) to HQ AFMC/A4D Depot Maintenance Courseware Management for filing.

2.22. (Added-AFMC) Training Systems Program Manager (TSPM).

2.22.1. **(Added-AFMC)** Responsible for Center TSS site administration for software issues and functionality of the TSS system, TSS scheduling, TSS/PAC, and TSS/CMD and any future depot maintenance training systems.

2.22.2. **(Added-AFMC)** Assist Center and MXW organizations with system implementation and elevate TSS/PAC problems to HQ AFMC/A4D and/or TSS program manager.

2.22.3. **(Added-AFMC)** Serve as liaison between Center, MXW and HQ AFMC on TSS related system issues.

2.22.4. **(Added-AFMC)** Serve as a member of the AFMC Maintenance Training and PAC Working Group.

2.23. (Added-AFMC) Group Training Manager (GTM). The GTM shall:

2.23.1. **(Added-AFMC)** Serve as a member of the MXW Maintenance Training and PAC Working Group.

2.23.2. **(Added-AFMC)** Work with the MXW MTF to resolve any Group-related training issues.

2.23.3. **(Added-AFMC)** Ensure Group compliance with maintenance training directives and policies by providing guidance and setting policy for the Group depot maintenance training program.

2.23.3.1. **(Added-AFMC)** Group maintenance training directives (if established) will be coordinated by the MTF.

2.23.4. **(Added-AFMC)** Assist supervisors in identifying and evaluating training needs.

2.23.5. **(Added-AFMC)** Administer the Group SOJT program to include approving the development, revision, and revalidation of SOJT guides and worksheets.

2.23.6. **(Added-AFMC)** Submit/validate training requirements in Education and Training Management System (ETMS) Web or other HQ AFMC-authorized automated system for cost-associated training.

2.23.7. **(Added-AFMC)** Provide monthly training status of no-shows, RTR over dues, and backlogs to Group Commander and the MXW Maintenance Training Manager.

2.23.8. **(Added-AFMC)** Maintain SOJT worksheets for a minimum of one year.

2.23.9. **(Added-AFMC)** Maintain group training records for a period of at least one year.

2.23.10. **(Added-AFMC)** Grant equivalency of formal training course requirements for individuals within the group based on training documentation from official academic, private industry, civilian or military records.

2.23.10.1. **(Added-AFMC)** Ensures training equivalencies are documented in Section IV of the employee's TSS-PAC/ETR.

2.23.10.2. **(Added-AFMC)** Training equivalencies shall not be granted for safety courses.

2.23.10.3. **(Added-AFMC)** Maintain training equivalency documentation for a minimum of one year.

2.23.11. **(Added-AFMC)** Notify affected supervisors of CTP deployment and changes.

2.23.12. **(Added-AFMC)** Work with supervisors to ensure CTP implementation.

2.23.13. **(Added-AFMC)** Ensure supervisors conduct annual CTP PIN reviews with employees.

2.23.14. **(Added-AFMC)** Perform a Group training assessment annually and report findings to the MXW Maintenance Training Manager.

2.24. (Added-AFMC) SOJT Trainer. The SOJT trainer shall:

2.24.1. **(Added-AFMC)** Complete the AFMC SOJT Trainer Course.

2.24.2. **(Added-AFMC)** Maintain qualification/certification for the tasks they provide SOJT instruction.

2.24.3. **(Added-AFMC)** Conduct SOJT IAW current SOJT guides and worksheets, utilizing appropriate standards and technical data.

2.24.4. **(Added-AFMC)** Provide supervisor with feedback and documentation of employee's progress and qualifications.

2.25. (Added-AFMC) Task Trainer. Task trainers are experienced journeymen who have been assigned to the employee by the supervisor to conduct traditional OJT. Task trainers shall:

2.25.1. **(Added-AFMC)** Perform OJT utilizing the appropriate standards and technical data for the task(s) being trained.

2.25.2. **(Added-AFMC)** Inform employee of all applicable safety, technical, and other regulatory requirements for each task.

2.25.3. **(Added-AFMC)** Witness employee's task performance until task proficiency is attained.

2.25.4. **(Added-AFMC)** Provide supervisor with feedback on employee's progress and qualifications.

2.25.5. **(Added-AFMC)** Maintain qualification/certification for the tasks they provide OJT instruction.

2.26. (Added-AFMC) Maintenance Wing Employee. The maintenance wing employee shall:

2.26.1. **(Added-AFMC)** Inform management/supervision of problems with technical data, training, or other issues that impact technical or regulatory compliance.

2.26.2. **(Added-AFMC)** Additional employee responsibilities are outlined in AFI 36-401, AFMCI 36-201, and AFI 21-101 AFMC Supp 1.

2.27. (Added-AFMC) HQ AFMC/A4D Depot Maintenance Courseware Management. HQ AFMC/A4D Depot Maintenance Courseware Management is responsible for issuing and tracking depot maintenance course numbers and tracking depot maintenance courseware development and reviews. Courseware development and course number requests must be approved by the HQ AFMC/A4D Depot Maintenance Training Manager or designee. The Depot Maintenance Courseware Management Manager will:

2.27.1. **(Added-AFMC)** Ensure Lead MXW follows the development processes outlined in AFMCMAN 36-3 and AFI 36-2232 AFMC Supp 1.

2.27.1.1. **(Added-AFMC)** MXW will not create or modify depot maintenance courseware, excluding SOJTs, without prior approval from HQ AFMC/A4D Depot Maintenance Training Manager.

2.27.2. **(Added-AFMC)** Distribute AFMC Form 853, *Course Chart* and AFMC Form 96, *Existing Courseware Evaluation Checklist* to each MXW Maintenance Training Manager or designee when a new course is requested or existing course is validated.

2.27.2.1. **(Added-AFMC)** Ensure AFMC Form 853 and AFMC Form 96 is complete and signed by appropriate authority (or designee) prior to processing through A1.

2.27.2.2. **(Added-AFMC)** Record and return AFMC For 853 to requestor when course number has been assigned.

2.27.3. **(Added-AFMC)** When a command training course is complete, process coordinated signature page through HQ AFMC/A4D Depot Maintenance Training Manager for final approval.

2.27.3.1. **(Added-AFMC)** File copies of completed local courseware (signature page, course control documents).

2.27.3.2. **(Added-AFMC)** Distribute completed command courseware to each MXW.

2.27.4. **(Added-AFMC)** Approve and maintain oversight for depot maintenance courseware revision and development.

2.27.5. **(Added-AFMC)** Process and file all requests for course archive or transfer of responsibility.

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, CFETPs, JQS, and (QTP) in CAMS, IMDS or Air Force approved MIS when available.

3.2.1. **(AFMC)** MXW employees will use AF approved MIS (TSS, ETMS, ADLS, CAMS, etc.) and SOJT worksheets as applicable.

3.2.2. Use AF Form 2426, Training Request and Completion Notification, or approved electronic form, to request training or record training completions. The electronic form must be mutually agreed upon by host wing MTF 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 ANG/ARFC units), or approved electronic form, to man-age, forecast, and request unit TD training requirements. Use this form to identify, prioritize, and request wing TD course requirements. MTFs 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 MTF and TD. Units who use an electronic product must ensure all areas identified on the AF Form 898 are included.

3.2.3. **(AFMC)** TW-MXG does not perform this function. No supporting FTD.

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.

3.2.3.3. Upgrade Training Waivers. See comprehensive guidance for training waivers in AFMAN 36-2108 and AFI 36-2101, Classifying Military Personnel.

3.2.3.4. Maintenance Training Flight coordinates training course control documents (CCD) deal-ing with explosive safety annually through the wing weapons safety office.

NOTE: The MXG/CC may delegate to the MTF Commander/Chief.

3.2.4. **(Added-AFMC)** Training Documentation. Documentation is the evidence that training has been completed. It is required for all formal training and is in the form of:

3.2.4.1. **(Added-AFMC)** Course Attendance Rosters.

3.2.4.2. **(Added-AFMC)** Course Completion Certificates.

3.2.4.3. **(Added-AFMC)** SOJT Worksheets. Employee completion of formal structured on-the-job-training is documented by the SOJT Trainer on an SOJT worksheet. The

SOJT Trainer submits the completed worksheets to the trainee's supervisor, who verifies the completion information and forwards completed form to the GTM for input into TSS /PAC/ETR. The GTM will retain completed SOJT worksheets for a minimum of 12 months. Refer to Attachment 3 of this instruction for SOJT worksheet format and additional processing information.

3.2.4.4. **(Added-AFMC)** AF Form 1151 *Training Attendance and Rating*. In accordance with AFI 36-401, The AF Form 1151 or equivalent shall be used to document student attendance at Air Force sponsored training courses.

3.2.4.5. **(Added-AFMC)** SF 182, *Authorization, Agreement, Certification Of Training.*

3.2.4.6. **(Added-AFMC)** Other HQ AFMC Authorized Automated System.

3.2.4.7. **(Added-AFMC)** Granting Training Equivalency. Only the GTM or TW-MTD Chief may grant equivalency for formal training requirements. The GTM or TW-MTD Chief can only grant equivalencies for individuals based on training documentation from official academic, civilian, private industry or military records. Training equivalency documentation shall be maintained by the GTM or TW-Squadron UTM for a minimum of one year.

3.2.4.7.1. **(Added-AFMC)** Training equivalency shall not be granted for safety courses.

3.2.4.7.2. **(Added-AFMC)** The GTM or TW-Squadron UTM will document training equivalencies in Section IV of the employee's TSS-PAC/ETR.

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. Additionally, documen-tation 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. (AFMC)Training Records. This section only applies to military personnel below the grade of MSgt or those retraining.

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. An AF Form 623 (Air Force Training Record), Air Force Form 623a and CFETP will be used to provide a record of qualification. ARC may use CFEPT or MIS system to document training for MSgt and above.

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 require-ments in AFI 21-2XX.

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

3.4. (AFMC)Core Tasks. This section only applies to military personnel below the grade of MSgt or those retraining.

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) 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 upgrade training requirements for the individual. All units are bound by the requirements in this instruction and will accommodate core task trainees from other units.

3.5. Third-Party Certification of Core Tasks. The latest revision to AFI 36-2201 significantly changed policy requiring third-party certification of CFETP core tasks. The new policy gives the AFCFM the authority to designate those core tasks that require third-party certification. AF/ILM does not require third-party certifications of core tasks in maintenance CFETPs (2AXXX, 2MXXX, 2PXXX, 2RXXX, 2WXXX). 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 with 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.

3.5. (AFMC)Third-Party Certification of Core Tasks. This section only applies to military personnel below the grade of MSgt or those retraining.

3.5.1. MAJCOMs, commanders, and workcenter supervisors still retain the option to designate criti-cal 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 certi-fication, circle the appropriate asterisk in the core task column on the STS portion of the CFETP in the master task list (MTL) and individual training records. If the task is not already designated as a core task, place just the circle at the appropriate location in the core task column.

3.6. (Added-AFMC) Civilian Training Plan (CTP).

3.6.1. **(Added-AFMC)** Purpose. CTPs are the required command training source documents for all non-supervisory technicians and non-supervisory support personnel occupational series within the Maintenance Group. CTPs identify and document education and training requirements, training support constraints, and job task requirements for a maintenance occupational series. Job tasks and training requirements shall be identified in the CTP.

3.6.2. **(Added-AFMC)** MXG/CC will ensure MXG CTP policies and guidance are identified in local Operating Instructions (OI).

Chapter 4

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

4.1. Introduction. Maintenance training is one of many CAMS and CAMS-For Mobility (G081) legacy applications that are being transformed into one of the Air Force approved MIS business areas. The pro-posed MIS design calls for six to seven new business areas to support wing level maintenance processes. The TBA satisfies one of these processes. MIS will enhance training management production by automat-ing 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 cur-rently approved for use in training management are CAMS and G081. These systems are designed to facilitate training management for personnel in maintenance-related career fields. MIS use is mandatory when available. The MTF and or UTM are the Point of contact (POC) for functional administration of the MIS training component.

4.1. (AFMC)Introduction. The AFMC MXWs authorized automated MIS will be TSS and shall be used to manage training requirements in support of this instruction and other applicable directives. HQ AFMC/A4D will be responsible for overall management and control and will utilize the AFMC Portfolio Management (PFM) process for identification of new requirements and system deficiencies.

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 informa-tion. TBA will allow users to:

4.2. (AFMC)Purpose. This section does not apply to AFMC Depot Maintenance.

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.

4.3. Administration. At wing level, the MTF and or UTM are the POC for functional administration of the MIS TBA. Users will submit trouble reports to UTM or MTF. 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 MTF for resolution. If the MTF cannot resolve the trouble report, MTF will forward the trouble/change request to either the COI, CFA, or to the MIS FCB as applicable. Forward all

training reports related to data/records in the system to the CFA. Additionally, maintenance UTMs will conduct the AF Training Course using the MIS TBA (when available).

4.3. (AFMC)Administration. This section does not apply to AFMC Depot Maintenance.

4.4. User Roles. User roles will be assigned based on their position in the maintenance training contin-uum. 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 MTF Flight Commander/Chief. At the MAJCOM and numbered Air Force level, the MAJCOM maintenance training manager is the approval authority for setting roles and permissions. The AFCFM is the approval authority for setting roles and permissions at any other level. Table 4.1. identifies the roles established in MIS TBA:

4.4. (AFMC)User Roles. This section does not apply to AFMC Depot Maintenance.

Table 4.1. MIS Training Business Area Key User Roles

ECHELON		
Wing	**MAJCOM/Agency**	**Enterprise**
Commander	MAJCOM Functional Manager	Air Force Career Field Manager
Training Manager	MAJCOM Training Manager	Career Field Administrator
Quality Assurance (QA)	Role Manager	AETC Training Manager
Workcenter Supervisor		Training Pipeline Manager
Immediate Supervisor		Ancillary Course Manager
Personnel Manager		Enterprise Data Manager
Analyst		Formal School Crs. Manager
Flight Chief		
Unit Deployment Manager		
Certifier		
Trainer		
Trainee		
Programs and Mobility User		

4.5. Community of Interest (COI). The COI provides a process through which system users bring new requirements for validation and prioritization. All requested changes must be approved by this body prior to submission to the MIS FCB. COI membership includes the AFCFM (chair), MAJCOM maintenance training managers, HQ AETC/DOOM, AFCA/EVP, and HQ DFSG & OSSG/LR (advisory role only). The COI will evaluate change requests annually in conjunction with the MATAG. All change requests must be submitted to the MAJCOM maintenance training managers for consideration by the COI. The CFA will consolidate all MAJCOM change requests for presentation at the MIS FCB. The AFCFM may

recommend out-of-cycle requests, on a case-by-case basis, when subject requests are of a mission-critical nature.

4.5. (AFMC)Community of Interest (COI). This section does not apply to AFMC Depot Maintenance.

4.6. Maintenance Information Systems (MIS) Functional Capabilities Board (FCB) . The MIS FCB provides a Portfolio Management (PfM) process through which COI, MIS users, legacy system Func-tional Review Boards, and respective MAJCOMs bring new MIS requirements for validation, scoring, and prioritization (only if a COI has not previously accomplished validation and prioritization). The MIS FCB is composed of voting representatives from each MAJCOM and is chaired by the PfM Manager (Air Staff, HQ USAF/ILMM). When requirements have been validated, scored, and prioritized by the MIS FCB, they are sent to the affected MIS Program Office, which in turn performs analysis and scope for each and processes them for MIS Configuration Control Board projection for inclusion into the MIS enterprise solution.

4.6. (AFMC)Maintenance Information Systems (MIS) Functional Capabilities Board (FCB). This section does not apply to AFMC Depot Maintenance.

4.7. Maintenance Information System (MIS) Configuration Control Board (CCB). All requested changes to the MIS must be approved by the FCB prior to submission to the MIS CCB. CCB membership includes the MIS Program Manager (HQ DFSG & OSSG/LR chair), AFCFM, MAJCOM maintenance training managers, HQ AETC/DOOM, and AFCA/EVP. The CCB will evaluate change requests annually in conjunction with the MATAG. The CFA will consolidate all MAJCOM change requests for presenta-tion at the CCB. The MIS Program Manager can approve out-of-cycle requests, on a case-by-case basis, when subject requests are of a mission-critical nature.

4.7. (AFMC)Maintenance Information System (MIS) Configuration Control Board (CCB). This section does not apply to AFMC Depot Maintenance.

4.7.1. Automated AF Form 623s are approved for use in maintenance training management through AF-approved MIS only. See applicable user manuals for specific details.

4.8. Master Course Codes (MCC): The most current, Master Course Code list is available at: https://www.gunter.af.mil/il/ilm/OSSGCMS/ShowSection2.asp?section=Operations&name=Operations&v=/IL/ILM/OSSGCMS/documents/Operations/Sustainment/IMDS/Subsystem%20Info/1%20-%20Personnel-Trainingon the Consolidate Maintenance Systems (OSSG/LRM) web site under Personnel and Training Sub-Sys-tems. This web page also contains supporting documents for: MCT Implementation Plan, MCT Prefix Guide, and an Excel Export of the MCT for users who have connectivity issues. Additionally, specific lists and usage instructions can be found in the applicable MIS and MIS user manuals. NOTE: This web page is subject to change without notice.

4.8. (AFMC)Master Course Codes (MCC). This section does not apply to AFMC Depot Maintenance.

4.8.1. 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 IL/ILMM chair, appointed MAJCOM

representatives, and HQ OSSG/LRM (advisory/current MCT Manager). The MCT Manager will consolidate all MAJ-COM non-critical change requests for presentation to the CCB. The CCB will evaluate/approve/disap-prove non-critical change requests annually in conjunction with applicable U&TW and MATAG.

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

4.8.3. Master Course Code Waiver Process: AF/ILMM 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 has a valid training requirement that must, by direc-tive, 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 it does apply to any other Unit/Base/ MAJCOM then the requirement, if valid, must be submitted as an MCT request for all users to have access to. Requests for waivers must be submitted through your MAJCOM representative to AF/ ILMM with full justification as to why the Unit/Base requires more local course codes than the preset limit of 20 per base established by HQ AF/ILMM. If disapproved, AF/ILMM will return submission with justification for disapproval.

4.9. IMDS Job Qualification Standard Task Numbering: Use the codes shown in Table 4.2. to load STS and JQS (Air Force and Command) into IMDS JQS Training programs as applicable.

4.9. (AFMC)IMDS Job Qualification Standard Task Numbering. This section does not apply to AFMC Depot Maintenance.

Table 4.2. STS and JQS Code Numbers.

LINE	Type of Standard	Authority	Numbers
1	STS	USAF	001-099.26.26
2	AF/Command JQS	USAF	100-249.26.26
3	AF/Command JQS	AFMC	250-324.26.26
4	AF/Command JQS	ACC	325-399.26.26
5	AF/Command JQS	PACAF	400-449.26.26
6	AF/Command JQS	USAFE	450-499.26.26
7	AF/Command JQS	AMC	500-549.26.26
8	AF/Command JQS	AFSPC	550-599.26.26
9	AF/Command JQS	AETC	600-649.26.26
10	AF/Command JQS	AFSOC	650-699.26.26
11	AF/Command JQS	AIA	700-749.26.26
12	AF/Command JQS	AFRC	750-799.26.26
13	AF/Command JQS	ANG	800-849.26.26
14	AF/Command JQS	Others	850-899.26.26
15	AF/Command JQS	Local	900-999.26.26

Chapter 5

MAINTENANCE TRAINING FLIGHT (MTF)

5.1. General. The MTF is an MXG-level agency organized as a centralized aircraft maintenance training function (Figure 5.1). 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 MTF under the Maintenance Operation Squadron (MOS) for administrative purposes. The centralization concept provides economy of scale and standardizes maintenance training throughout the MAJCOM. UTMs will manage one or more squadrons (if necessary). The MTF consists of the Training Management Section and Development & Instructor (D&I) Section. These sections are subdivided into elements.

NOTE: Organizations that do not have a Maintenance Training Flight (MTF) will complete skill training in the individual work centers (or Equivalent Training Function). Performance-based activities (contrac-tors and MEOs) shall organize IAW AFI 38-203, and shall implement the organization required in accor-dance with their contract or management plan. Chapter is not applicable to ANG/AFRC units. ICBM units will organize MTF IAW with appropriate AFI 21-2XX instructions.

5.1. (AFMC)Depot only) General. The MTF is a centralized maintenance training function organized under the MXW which serves as the functional OPR for depot maintenance training-specific regulations and supplements governing policy and compliance. Within the MXW, training responsibilities are shared between the MTF and Group training offices. The GTMs will be physically located and conduct their daily duties in the MXG they support. The MTF is the MXW liaison for government, contractor, and all other training organizations and providers. NOTE: Performance-based activities (contractors and MEOs) shall organize IAW AFI 38-203, and shall implement the organization required in accordance with their contract or management plan. (412 MXG/MTD only) The 412 MXG is organized under the AF High Performing Organization (HPO) test program. MXG/MTD is an MXG-level agency organized as a centralized aircraft maintenance training function. MTD structure, functions, personnel assignments and duties are managed per the approved HPO Plan.

5.1.1. The MTF is responsible for the functional management, utilization, control, and training of assigned 3S2X1 personnel. This structure provides the best possible environment to ensure the MTF 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 MTF rests with the Flight Commander/Chief.

5.1.2. Coordinate with Programs, Scheduling & Documentation (PS&D) function and the production supervisor or MOO/SUPT for selecting training aircraft. The MTF shall forward training requirements in a monthly format (including configuration and time periods) to Maintenance Operation Flight (MOF) PS&D by the end of the second week of each month for inclusion in the monthly maintenance schedule. Training requirements must be updated weekly and forwarded to MOF and Aircraft Mainte-nace Unit (AMU) PS&D for inclusion in the weekly maintenance plan. The MTF is responsible for scheduled maintenance training

aircraft (in conjunction with the AMU) to include maintaining aircraft forms and coordinating on- and off-equipment maintenance.

NOTE: UTMs assigned to support an AMXS should be located in the squadron, instead of AMU to ensure consistency across all AMUs.

5.1.2. **(AFMC)** AFMC Depot Maintenance does not have a training business process that matches.

NOTE: (Added) GTMs assigned to support a MXG should be located in the Group instead of the Maintenance Squadron (MXS) to ensure consistency across all MXS.

5.2. Manning.

5.2. (AFMC)MXG/MTD Manning. 412 MXG/MTD is not structured or manned per standard Operational Units. MXG manning, roles and responsibilities of the MTD are identified in the 412 MXG HPO Performance Plan.

5.2.1. Supervision. The Flight Chief position should be an authorized AFSC 3S2X1.

5.2.1. **(AFMC)** AFMC Depot Maintenance/412 MXG does not have a training business process that matches.

5.2.2. Training Management Section. The Training Management Section Chief will be an authorized AFSC 3S2X1. The Non Commissioned Officer In Charge (NCOIC) of Scheduling and Training Man-ager Elements will be authorized AFSC 3S2X1s.

5.2.2. **(AFMC)** AFMC Depot Maintenance/412 MXG does not have a training business process that matches.

5.2.3. Development and Instructor Section. The Development and Instructor Section Chief should be the ranking individual assigned to the section. The Development Element NCOIC will be an individ-ual holding an authorized AFSC 3S2X1, while the Instructor Element NCOIC should be the highest ranking assigned instructor.

5.2.3. **(AFMC)** AFMC Depot Maintenance/412 MXG does not have a training business process that matches.

5.2.4. **(Added-AFMC)** Manning and roles and responsibilities of the MTF/MTD shall be identified in local supplements.

5.2.5. **(Added-AFMC)** The MTF Chief will have the following roles as a minimum:

5.2.5.1. **(Added-AFMC)** Wing Maintenance Training Manager.

5.2.5.2. **(Added-AFMC)** Wing PAC Program Manager.

5.2.5.3. **(Added-AFMC)** Wing Training Systems Program Manager.

5.2.5.4. **(Added-AFMC)** Wing Courseware Program Manager.

5.2.5.5. **(Added-AFMC)** Wing CTP Program Manager.

5.2.6. **(Added-AFMC)** MTF/MTD will have the following responsibilities as a minimum:

5.2.6.1. **(Added-AFMC)** Effectively manage and maintain the Wing's/TW-MXG Maintenance Training Program.

5.2.6.2. **(Added-AFMC)** Effectively manage and maintain the Wing's PAC Program.

5.2.6.3. **(Added-AFMC)** Serve as the Wing's POC for all TSS/ETMS issues.

5.2.6.4. **(Added-AFMC)** Ensure MXW courseware is properly developed and maintained IAW this instruction.

5.2.6.5. **(Added-AFMC)** Ensure CTPs are developed and maintained to support maintenance occupational series assigned to the MXW.

5.3. Training. The MTF Chief will ensure squadron personnel (instructors and UTMs) are adequately trained to perform their duties. Periodically (recommended at 2 year point) rotate UTMs (3S2X1) to dif-ferent 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. MTFs 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.

5.3. (AFMC)Training. The MTF Chiefs will ensure all personnel assigned to MTF as instructors and TMs are adequately trained to perform their duties. All MTF personnel should attend applicable formal schools, and receive training in current and new technologies by other commands, services, and civilian institutions. The MTF must ensure adequate funding is programmed and budgeted to meet TDY and training needs, and conduct in-house training for assigned personnel.

5.4. Maintenance Training Flight 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.

5.4.2. Ensure squadron UTMs are designated in writing. Provide a copy of signed letter to respective unit commander and base training office. At the beginning of the month provide respective unit com-manders a working schedule to include TDY, leaves, appointments, and in-house MTF training for assigned UTMs for the upcoming month.

5.4.2. **(AFMC)** Ensure that a Wing Maintenance Training Manager, Wing PAC Program Manager, Wing CTP Program Manager, Wing Courseware Program Manager, and Wing Training Systems Program Manager are designated in writing by the MXW/CC or equivalent.

5.4.3. Ensure MIS TBA is the only system for scheduling training, when implemented.

5.4.3. **(AFMC)** Ensure that TSS is the primary system used to schedule training for MXW.

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 MOF PS&D.

5.4.5. **(AFMC)** AFMC Depot Maintenance does not have a training business process that matches.

5.4.6. Ensure the SOT is produced and briefed monthly 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, MTF class packages, and MI folders.

5.4.8. **(AFMC)** AFMC Depot Maintenance does not have a training business process that matches.

5.4.9. Monitor training conducted by AFETS and CETS personnel.

5.4.10. Manage the maintenance training program for international students, IAW AFI 36-2201.

5.4.10. **(AFMC)** AFMC Depot Maintenance does not have a training business process that matches.

5.4.11. Manage the MTF administrative functions.

5.4.12. Identify in writing a listing of personnel authorized to update IMDS/MIS; (paragraph 4.4.).

5.4.12. **(AFMC)** AFMC Depot Maintenance does not have a training business process that matches.

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

5.4.14. Appoint a Consolidated Tool Kits (CTK) custodian(s) (primary and alternate), if applicable.

5.4.15. Establish procedures for the control and maintenance of aircraft ground trainers when assigned to the MTF.

5.4.16. Ensure local maintenance training operating instructions are developed.

5.4.16. **(AFMC)** The Wing Maintenance Training Manager will develop and maintain local maintenance training operating instructions.

5.4.16.1. **(Added-AFMC)** Coordinate on and approve group local maintenance training instructions.

5.4.17. Review QA summaries for training deficiencies or trends.

5.4.18. Coordinate on MTF Plan of Instruction (POI) prior to course validation.

5.4.18. **(AFMC)** The applicable Wing Courseware Manager will coordinate on MTF 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.

5.4.19. **(AFMC)** The Wing Maintenance Training Manager will notify HQ AFMC/A4D of all training production requests such as video, Computer-Based Training (CBT), and IMI.

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.

5.4.21. **(AFMC)** AFMC Depot Maintenance does not have a training business process that matches.

5.4.22. Establish an MTF customer feedback program to provide continuous, measurable improve-ments 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 associ-ated equipment.

5.4.25. Ensure a newcomers orientation program is developed and 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-AFMC)** Identify and approve courses for grouping into block training.

5.4.27. **(Added-AFMC)** Ensure representation and participation in revisions of AFMC Supplement to AFI 21-101 and this instruction.

5.5. Training Management Section Chief Responsibilities.

5.5. (AFMC)Training Management Responsibilities. AFMC Depot Maintenance/412 MXG does not have a training business process that matches.

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

5.5.2. Conduct informal work center 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 SAV and UTAs IAW AFI 36-2201 and paragraph 1.24. of this instruc-tion. An information copy of the results will be provided to MTF 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, and e-mails are acceptable source documents for this purpose.

NOTE: E-mails cannot be used for special certification items.

5.5.8. Ensure monthly maintenance training overdue report is produced and forwarded to the MTF Chief for coordination.

5.6. NCOIC, Unit Training Manager Element Responsibilities (Not applicable to AFSOC units).

5.6. (AFMC)NCOIC, Unit Training Manager Element Responsibilities. AFMC Depot Maintenance/412 MXG does not have a training business process that matches.

5.6.1. Ensure UTMs receive required training.

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

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

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

5.6.5. Ensure UTMs provide AF Form 898 inputs for the unit(s) they support.

5.6.6. Attend the monthly training scheduling meeting.

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

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

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

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

5.7. Unit Training Managers (UTMs). UTMs manage the training program for the commander accord-ing 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 MTF scheduler. The MTF Chief may authorize additional-duty training monitors to update work center requirements only, when directed in local training directive.

5.7. (AFMC)Unit Training Managers (UTMs). AFMC Depot Maintenance does not have a training business process that matches.

5.7.1. 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 squad-ron for all training matters. UTMs will:

5.7.1.1. Coordinate with the MTF to obtain training beyond the squadron's capability.

5.7.1.2. Manage visual information (VI) products at the unit level.

5.7.1.3. Assist work center supervisors in preparing training session course outlines for training conducted within the work center.

5.7.1.4. Forward statistical data to MTF in a timely manner for input into the monthly SOT brief-ing.

5.7.1.5. Manage MIS training products, make timely distribution of these products, and ensure all products are accurate and current.

5.7.1.6. Ensure all work center training requirements have been loaded to MIS.

5.7.1.7. Provide unit inputs to the AF Form 898.

5.7.1.8. Manage and conduct SAVs and UTAs IAW AFI 36-2201 and paragraph 1.24. of this instruction. Also, provide a copy of the written report to the squadron commander, MTF Chief, and base training.

5.7.1.9. Ensure personnel changes are coordinated, IAW local instructions, with the scheduling section to prevent deviations.

5.7.1.10. Coordinate training no-show notifications through the appropriate work center to the unit commander.

5.7.1.11. Attend the unit and MTF staff meetings.

5.7.1.12. Provide the unit commander an SOT pre-brief.

5.7.1.13. Process personnel in/out during Permanent Change of Assignment (PCA), Permanent Change of Station (PCS), and TDY.

5.7.1.14. Forward all training policy correspondence and inquiries from the unit through the MTF Chief for review and approval before sending to higher headquarters.

5.7.1.15. Conduct quarterly training meetings and forward training meeting minutes to the MTF, workcenters, and the base training office.

5.7.1.16. Updates SCR roster after receiving proper coordination forms from Maintenance Super-intendent.

5.8. NCOIC, MTF Scheduling Element Responsibilities.

5.8. (AFMC)NCOIC, MTF Scheduling Element Responsibilities. AFMC Depot Maintenance/412 MXG does not have a training business process that matches.

5.8.1. The Scheduling Element is responsible for scheduling all MAJCOM formal courses, mainte-nance, ancillary, MTF, and TD training for maintenance personnel. The Scheduling Element also manages the MIS training subsystem IAWAFCSM series manuals and this publication. The schedul-ing element will:

5.8.1.1. Manage the MIS training subsystem.

5.8.1.2. Load, change, or delete course codes as needed. This requirement is only applicable to the decentralized CAMS database. Once CAMS/MIS migrates to a CDB, changes to the master course code table will be limited to local codes only. All other changes will be made IAW para-graph 4.8. of this instruction.

5.8.1.3. Conduct and document annual review of all course codes for accuracy and validity. Once the Master Course Code Table is finalized in a central database and MIS is operational, annual reviews should be limited to local course codes only.

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

5.8.1.5. Establish recurring product requests with Data Base Management. The MIS will auto-mate this function.

5.8.1.6. As applicable, coordinate requests for training beyond the capability of the MTF with:

5.8.1.6.1. MAJCOM

5.8.1.6.2. TD

5.8.1.6.3. Local training providers

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

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

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

5.8.1.10. Establish, change, update, close or delete all required classes in MIS.

5.8.1.11. Ensure instructors receive a class roster before class start date.

5.8.1.12. Consolidate unit inputs for the AF Form 898 and submit the completed scheduling doc-ument to the Training Management Section Chief for review.

5.8.1.13. Submit request for TD TDY instructor assistance IAW AFI 36-2201 and this publica-tion.

5.8.1.14. Develop a scheduling element continuity book.

5.9. Development and Instructor (D&I) Section Chief Responsibilities (Not applicable to AFSOC units). The D&I Section will develop, manage, and conduct standardized training for maintenance person-nel. Courses curriculum will not duplicate curriculum in TD or other AETC training and education courses of instruction. The D&I Section Chief will:

5.9. (AFMC)Development and Instructor (D&I) Responsibilities. AFMC Depot Maintenance/TW-MXG does not have a training business process that matches.

5.9.1. Maintain an active interface with workcenter supervisors, TD, and the Scheduling Element.

5.9.2. Participate as a member of the CAC.

5.9.3. Ensure new training courses are prioritized when applicable.

5.9.4. 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 materi-als 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.

5.9.5. Coordinate with functional areas to ensure a comprehensive annual review is conducted and updates the test when required.

5.9.6. Ensure VI production requests for training materials are prioritized and processed.

5.9.7. Ensure necessary supplies, tools, equipment, classrooms, and personnel are available for sched-uled MTF classes.

5.9.8. Ensure aircraft and support equipment requirements are identified to MOS PS&D and ready for training.

5.9.9. Should attend the daily maintenance scheduling/production meeting.

5.9.10. Review MTF class packages.

5.9.11. Periodically observe MTF classes for both student and instructor performance.

5.9.12. Participate in the selection of maintenance instructors.

5.9.13. Ensure folders are developed and maintained for each assigned and attached instructor. Con-duct a review of those folders at least every six months.

5.9.13.1. Review the instructor's task/academic evaluations.

5.9.13.2. Ensure Maintenance Instructor Supervisor rotate back to parent organization after 36 months.

5.9.14. Attend the MTF monthly scheduling and SOT meeting.

5.9.15. Ensure a Technical Order (TO) file is established and maintained IAW TOs 00-5-1.

5.9.16. Develop procedures with QA to ensure mandatory student task evaluations are performed.

5.9.17. Request QA perform initial and recurring instructor personal (task) evaluations.

5.9.18. Ensure POIs are reviewed and forwarded to MTF Chief for tentative approval prior to course validation.

5.9.19. Review and approve instructor lesson plans every 15 months.

5.9.20. Develop continuity book for duty position and ensure books are developed for both Instructor and Development Elements.

5.9.21. Establish a log to track lost training time and instructor utilization in three categories, class-room time, duty related non-classroom time, and additional duties. Report both in the SOT.

5.10. NCOIC, Development Element Responsibilities (Not applicable to AFSOC units). The Develop-ment Element develops and manages CCD along with associated training materials to support MTF courses. The NCOIC of the Development Element will:

5.10. (AFMC)NCOIC, Development Element Responsibilities. AFMC Depot Maintenance/412 MXG does not have a training business process that matches.

5.10.1. Ensure the Instructional Systems Design (ISD) process is applied to all training programs.

5.10.2. Perform a review of CCDs to include attached instructor courses every 15 months. ***NOTE:*** Short tour locations review every 12 months.

5.10.3. Ensure an ISD project plan is used for MTF courses in development or revision.

5.10.4. Incorporate changes (as they occur) to CCDs that result from T.O. or publication updates as identified by the SME, course administrator, or CAC.

5.10.5. Submit recommended changes for TD courses to the TD commander/chief.

5.10.5.1. Requests will be coordinated through the MTF Chief and the MXG/CC.

5.10.5.2. New or revised TD Course Charts (CC)/Training Standards (TS) will be coordinated on an AF Form 1768, Staff Summary Sheet.

5.10.6. Coordinate course development with the using work centers, SME, and other coordinating agencies.

5.10.7. Establish an ISD project status board or automated product to monitor course development, coordination, and status.

5.10.8. Inform MTF Chief of training requests for IMI products such as, video and Computer-Based Training (CBT).

5.10.9. Ensure new training courses and VI program requirements are prioritized.

5.10.10. Manage the MTF VI equipment.

5.10.11. Maintain a master CCD file for courses taught by the maintenance community.

5.10.12. Develop and maintain a course catalog.

5.10.13. Manage MTF testing program.

5.10.14. Chair each CAC.

5.10.15. Ensure course validation is completed prior to course implementation.

5.10.16. Develop a continuity book for the duty position and all associated positions.

5.11. NCOIC, Instructor Element Responsibilities Not applicable to AFSOC units.

5.11. (Added-AFMC)NCOIC, Instructor Element Responsibilities. AFMC Depot Maintenance/412 MXG does not have a training business process that matches.

5.11.1. Ensure instructors use approved and current CCDs.

5.11.2. Provide inputs to training schedules and reports, as required.

5.11.3. Obtain necessary supplies, tools, equipment, and aircraft for MTF courses. This is a joint TD and MTF effort when supporting AETC courses.

5.11.4. Ensure availability of instructors to meet the MTF class schedule.

5.11.5. Annotate task qualification items identified in the POI on each student's CFETP, to include AF Forms 797s, Continuation of Training, IAW AFI 36-2201, Volume 3.

5.11.6. Ensure MIs develop personalized lesson plans for each course.

5.11.7. Record and report lost training time daily to the D&I Section Chief.

5.11.8. Monitor student performance and take corrective action as necessary.

5.11.9. Brief the D&I Section Chief, the applicable UTM, and the immediate supervisor, as required, whenever student's progression is substandard.

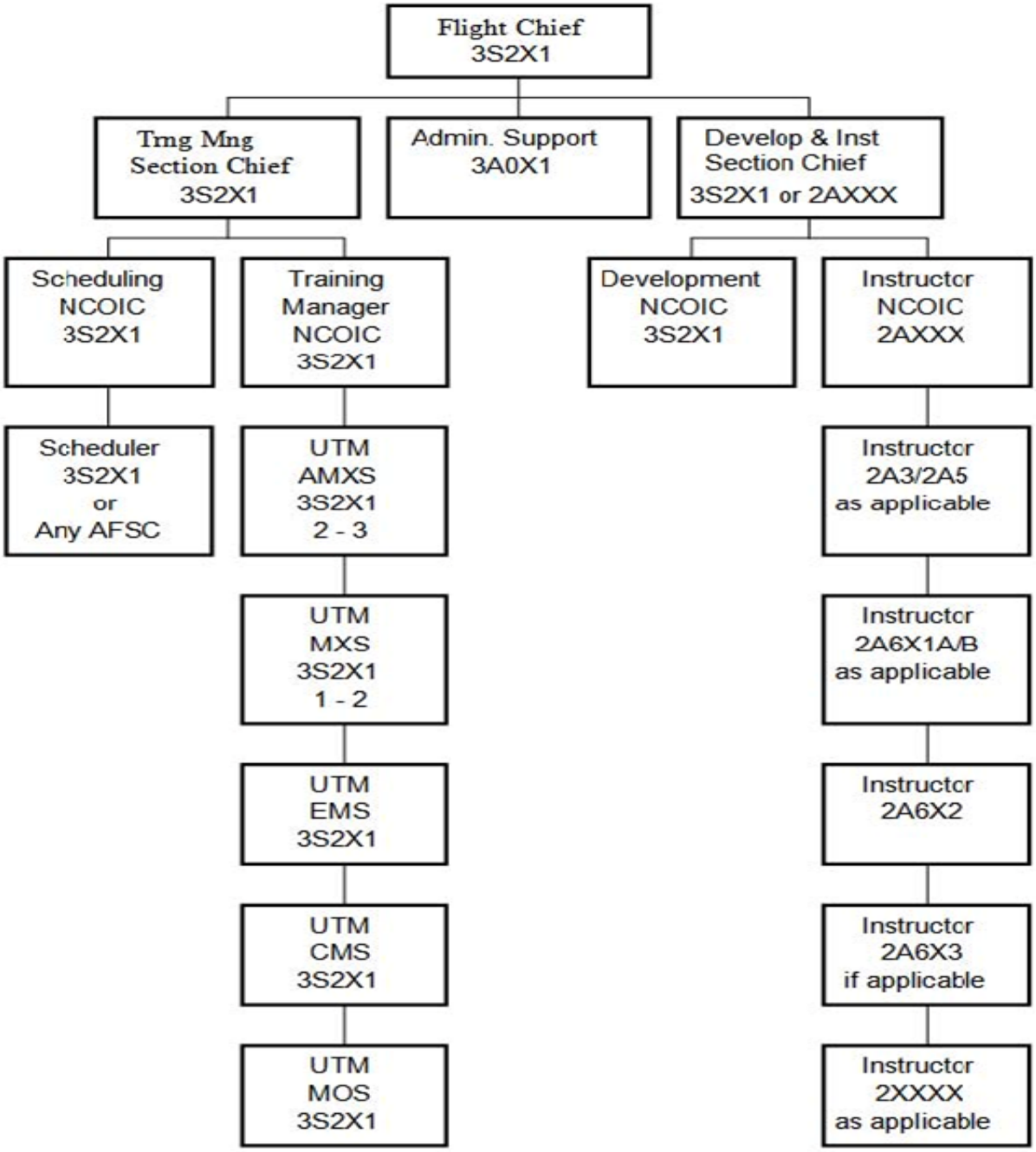
5.11.10. Ensure instructors administer and control tests.

5.11.11. Ensure instructors follow the approved POI when teaching.

5.11.12. Ensure instructors issue training deficiency reports, when required.

5.11.13. Develop a continuity book for the duty position and all associated positions.

Figure 5.1. MTF Structure.



Chapter 6

MTF 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 MTF will use these key processes and proce-dures 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.

NOTE: This chapter does not apply to ANG/AFRC Units or Organizations that do not have a MTF. These maintenance organizations will follow scheduling procedures established by their MAJCOM, FOA, Wing or Equivalent MXG leadership.

6.1. (AFMC)General. This chapter identifies guidelines used to schedule maintenance personnel for training in the MXW.

NOTE: (Added) Paragraphs 6.2., 6.3., 6.4., 6.5., 6.6., and 6.7. do not apply to Depot MXW. The Depot Maintenance scheduling process is outlined in paragraph 6.8. with specific functionality identified in local supplements.

6.1. (Added) (TW only) The 412 MXG/MTD scheduling functionality shall be identified in local supplements.

6.2. MTF Scheduling Process.

6.2.1. Distribute quota request forms to UTMs for TD, ancillary, MTF, 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, MTF, 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 MTF/TD class schedules as locally prescribed and monthly MTF/TD class schedules no later than the 20th calendar day of the month.

6.2.7. Provide class rosters to training providers three duty days prior to the class start date and request training attendance data upon completion. Collect and update class rosters from local training agencies NLT two duty days after course completion.

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

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 corre-sponding MDS units Not Later Than (NLT) the 20th of each month.

6.2.10. Update all training classes scheduled by the MTF.

6.3. Maintaining Scheduling Files. As a minimum, maintain the following items for 1 year unless stated otherwise:

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 Form 898s, 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.

6.4. Monthly Training Scheduling Meeting.

6.4.1. Conduct meeting by the 10th duty day of each month.

6.4.2. Use the meeting to review and project training requirements, schedules, capabilities, and mis-sion impacts, to include TD, MTF, AFETS, and ancillary training issues. Meeting topics will include, but are not limited to the following:

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 head-quarters visits, etc.

6.4.2.4. Training Detachment's ability to satisfy training demands (TDY commitments, conver-sion 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 Chemi-cal Warfare Training) allocations and changes.

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

6.4.3.1. Training Management Section Chief.

6.4.3.2. Unit Training Managers.

6.4.3.3. NCOIC, Instructor Element, or a representative.

6.4.3.4. TD scheduler.

6.4.4. Publish and file meeting minutes and provide copies to the MTF and TD Chiefs and all attend-ees.

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

6.4.6. Each MTF will freeze their TD schedule from the 16th through the 28th of each month to resolve unsatisfied training demands. No additional students will be scheduled during this

period without MTF approval. After the 28th day of each month, the MTF can then request additional class seats from TD.

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 MTF 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 (MTF-to-MTF). The following procedures and responsibilities apply when requesting this training:

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

6.5.4.5.2. Host MTFs will confirm, by message/fax/e-mail, training availability to the request-ing MTF and provide class start and graduation dates, number of quotas, reporting instruc-tions, and billeting confirmation number.

6.5.4.5.3. Once training confirmation is received from host MTF, forward TDY-to-school request to **982TRG.TDY2S@sheppard.af.mil** to request orders. Be sure to CC the MAJCOM Maintenance Training Branch and host MTF scheduler (paragraph 6.7.).

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

6.6.1. Submit by message/fax/e-mail from the MTF scheduler to their MAJCOM maintenance train-ing POC NLT 90 days in advance of requested class start date and include the following information:

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. Once 982 TRG confirms the TDY, the TD instructor projected for the TDY will contact the MTF/TD scheduler to confirm training dates and special equipment requirements.

6.7. Obtaining Funding for TD (TDY-to-School) Courses

6.7.1. AETC, 982 TRG will pay all travel and per diem cost for students attending off station TD courses. Except for ANG/AFRC, the MTF scheduler sends a request for funding by message/fax/ e-mail to 372 TRS/TXFR, NLT 30 days prior to class start date with the following information:

NOTE: Authorization for a special conveyance (i.e., rental car) is a parent unit responsibility.

6.7.1.1. Name and rank of traveler.

6.7.1.2. SSAN of traveler.

6.7.1.3. Duty phone and squadron traveler assigned.

6.7.1.4. Name, rank, duty phone and fax number of the MTF scheduler that is submitting and tracking the request.

6.7.1.5. Course number(s) and course title(s).

6.7.1.6. TDY location.

6.7.1.7. Class start date.

6.7.1.8. Class completion date.

6.7.1.9. Mode of travel (e.g., commercial air or Private Owned Vehicle (POV).

6.7.1.10. Confirmed billeting accommodations (on/off base).

6.7.1.11. Estimated travel cost.

NOTE: If an individual cannot attend the TD course after the name(s) are submitted and a fund cite has been provided, notify 373 TRS/TXFR and MAJCOM maintenance training branch As Soon As Possible (ASAP) so the appropriate changes can take place.

6.8. (Added-AFMC) MTF Scheduling Process.

6.8.1. **(Added-AFMC)** Functional Training.

6.8.1.1. **(Added-AFMC)** All functional training will be processed through TSS.

6.8.1.1.1. **(Added-AFMC)** Education Training Management System (ETMS) will only be used to schedule functional training with approval from the Wing Training Office (WTO).

6.8.1.2. **(Added-AFMC)** Training Surveys.

6.8.1.2.1. **(Added-AFMC)** Group Training Managers (GTM) or designated representative will use training surveys to input organizational training requirements.

6.8.1.2.2. **(Added-AFMC)** Training Surveys list open training requirements for each organization. The open requirements are listed by course provider and month. It is the GTM's responsibility to request allocations for their respective organizations.

6.8.1.2.3. **(Added-AFMC)** GTMs are responsible for reviewing their organization's Training Surveys to ensure that they are accurate prior to the survey close out.

6.8.1.3. **(Added-AFMC)** Training Schedules.

6.8.1.3.1. **(Added-AFMC)** The course providers will schedule classes based on the Wing's training requirements.

6.8.1.3.1.1. **(Added-AFMC)** Course Providers will utilize TSS to build training schedules.

6.8.1.3.1.2. **(Added-AFMC)** The MTF and/or Course Providers will allocate slots to the Groups for class schedules.

6.8.1.3.2. **(Added-AFMC)** Supervisors, their alternates, or designated GTMs will either confirm or deny scheduled employees to attend designated training prior to the class roster being locked. This will ensure scheduled employees receive TSS training notifications.

6.8.1.3.2.1. **(Added-AFMC)** It is ultimately the Supervisor's responsibility to ensure that employees attend all scheduled training.

6.8.1.3.3. **(Added-AFMC)** If an employee cannot attend a scheduled class and the class roster is locked, it is acceptable for a replacement employee to attend, provided that the employee meets the class prerequisites.

6.8.1.3.3.1. **(Added-AFMC)** If a replacement employee is sent to class, the employee should inform the instructor who they are replacing and what organization they are from.

6.8.1.4. **(Added-AFMC)** Requesting Additional Allocations.

6.8.1.4.1. **(Added-AFMC)** Only the Group Training Managers or their designated representatives may request additional allocations.

6.8.1.4.2. **(Added-AFMC)** Training Managers must be aware that requests for additional allocations may not be granted due to scheduling or fiscal constraints. The Training Survey is the primary way to request allocations.

6.8.1.5. **(Added-AFMC)** Returning Allocations.

6.8.1.5.1. **(Added-AFMC)** Only the Group Training Managers or their designated representatives may return unneeded allocations.

6.8.1.5.2. **(Added-AFMC)** Group Training Managers or designated representatives have until the suspense date of the class to return unneeded allocations. Group Training Managers or designated representatives shall return unneeded allocations as soon as possible in order to re-allocate slots prior to the class start date.

6.8.1.6. **(Added-AFMC)** Class Attendance.

6.8.1.6.1. **(Added-AFMC)** Course Providers will require the students sign a TSS Class Roster or an AF Form 1151, *Training Attendance and Rating*. Electronic signatures are acceptable.

6.8.1.6.2. **(Added-AFMC)** Students nominated or substituted will be accepted in the class before eligible stand-by students are allowed to fill excess seats.

6.8.1.6.3. **(Added-AFMC)** Students who fail a course evaluation will be given a failure for the class.

6.8.1.6.4. **(Added-AFMC)** Class critiques will be provided. Completion of class critique is optional. All course critiques must be made available to the MTF upon request.

6.8.1.6.5. **(Added-AFMC)** Course Providers have five (5) business days to close-out class rosters in TSS.

6.8.1.7. **(Added-AFMC)** Class Cancelations.

6.8.1.7.1. **(Added-AFMC)** When classes are canceled for any reason, the Course Provider will immediately cancel the class in TSS. When canceling classes in TSS the Course Provider must provide a reason for the cancelation. TSS will send out class cancelation notifications to all students, their supervisors and training monitors.

6.8.1.7.2. **(Added-AFMC)** Course Providers will contact the affected Wing and Group Training Managers or designated representative notifying them of any class cancelations that affect their organization.

6.8.1.7.3. **(Added-AFMC)** Course Providers will make every attempt to reschedule canceled classes in the same month.

6.8.1.7.4. **(Added-AFMC)** Students that show up for canceled classes will be sent back to their organizations and will not be counted as a No-Show.

6.8.2. **(Added-AFMC)** External Training.

6.8.2.1. **(Added-AFMC)** External training is the solicitation of training outside of the Air Logistics Center.

6.8.2.1.1. **(Added-AFMC)** External training requirements will be entered into the employee's ETMS Individual Development Plan (IDP) by the employee's supervisor or designated representative.

6.8.2.1.2. **(Added-AFMC)** These training requirements will be validated by the GTM or designated representative.

6.8.2.1.3. **(Added-AFMC)** ETMS will be utilized to draft, certify, approve and route all SF 182s with the exception of short suspense courses that are not established in ETMS or as determined by local supplement.

6.8.3. **(Added-AFMC)** Documentation of Training Completions in TSS/ETMS.

6.8.3.1. **(Added-AFMC)** Only the Course Providers, MXW and Group Training Managers or their representatives will be allowed to enter course completions into employee's training records.

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 AFI 36-2110, en route training is not authorized during intra-theater assignments. This chapter does not apply to ANG/AFRC and ICBM Units.

7.1. (AFMC)General. Does not apply to civil service positions.

7.2. Establishing New En-Route Training Requirements. Each year units must submit through the annual screening process an AF Form 3933, MAJCOM Mission Training Request, through the MTF, to the parent MAJCOM to meet future en-route requirements, IAW AF/DPP Mission Readiness Training (MRT) guidance in AFI 36-2201.

7.3. Establishing Sequential En-Route Requirements. Each year, units submit requirements during the AF/DPP MRT annual (data call) process. Submit requirements through the local MTF to the MAJ-COM Training Branch.

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 Military Personnel Flight (RNLTD) are considered late.

7.4.2. Supervisors will use the following factors as a minimum in determining a person's qualifica-tions:

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 require-ment no longer exists, the MTF will notify the command functional training manager and cancel the requirement.

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 FTD 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 shall 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 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.

7.6.3. 982d TRG/TXTGA responsibilities.

7.6.3.1. Schedules available training for all en route training requests.

7.6.3.2. Completes AF Form 179A and forwards to HQ 2AF/TTOC-P with a courtesy copy to AFPC/DPSIT and requesting MAJCOM.

7.6.3.3. Provides quarterly production reports to HQ AF/A4LF for all maintenance en route training. As a minimum, the reports will include the following: number of seats requested, number of seats provided, and number of no-shows.

7.6.4. HQ 2AF/TTOC-P responsibilities.

7.6.4.1. Verifies and approves quotas for the seat requests.

7.6.4.2. Builds class and seat allocations in training planning system (TPS)

7.6.4.3. Forwards AF Form 179A to AFPC/DPSIT

7.6.5. AFPC/DPSIT responsibilities.

7.6.5.1. Schedules/loades member in Oracle Training Administration (OTA)

7.6.5.2. Assigns a Training Line Number (TLN).

7.6.5.3. Provides the TLN to the gaining MAJCOM, the 982d TRG/TXTGA, and 2AF/TTOC-P.

Chapter 8

MAINTENANCE QUALIFICATION PROGRAM (MQP)

8.1. General. 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. MTF, 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.

NOTE: This chapter does not apply to ANG, AFRC and AFSOC Units. Specific qualification require-ments for munitions, nuclear and missile activities are included in the appropriate AFI 21-2XX and AFI 21-114 series instructions and MAJCOM supplements.

8.1. (AFMC)General. AFMC does not have a training business process that matches. AFMC Depot Maintenance's maintenance qualification process is identified in AFI 21-101, AFMC Supplement 1. 412 MXG military personnel maintenance qualification process is accomplished per AFSC CFETP, and AFI 21-101, AFMC Sup 1. MQP does not apply to civil service positions.

8.2. Phase I, Inprocessing, Maintenance Orientation and Maintenance Refresher.

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

8.2.2. Maintenance Orientation: Personnel will attend orientation within 60 days after arrival.

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

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 Main-tenance 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 task 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, qual-ification, CUT, or familiarization training. Phase II students are attached to the MTF and TD dur-ing 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 Multi-phased students to return to the organization following the normal TD training day IAW AFI 36-2201. 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 individ-uals. Constant supervision will be required since these personnel may not be sufficiently trained or aware of hazards associated with maintenance tasks.

8.3.3. MAJCOM Mandatory Courses:

8.3.3.1. The MMCL will be used to determine mandatory aircraft maintenance courses. 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.

8.3.3.2. The MTF 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 com-pletion 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 excep-tions 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.

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 appropri-ate MMCL and 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 MTF. The MTF Commander/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 MTF 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 using course status code "W".

8.3.5. Maintenance Qualification Training (MQT). MQT consists of academic and practical hands-on training courses that complement AETC TD/MRA courses. MQT courses will not duplicate any 3c level task or behavioral objective that is 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 MTF for training, but are assigned to their gaining orga-nization. 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 MTF will assess the need for MQT courses for graduates of MRA programs. 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. (AFMC)Phase III, Special Qualification Training (SQT). Applicable SQT training identified in the section are accomplished IAW AFOSH Standards, AFI 21-101, and local supplements.

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.

8.4.2.5. Crash Recovery Training.

8.4.2.6. Hot Pit Refuel.

8.4.2.7. Borescope Training.

8.4.2.8. Chafing Awareness Training Program.

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 MTF.

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

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 mainte-nance technicians are eligible, and encouraged, to pursue Federal Aviation Administration (FAA) A&P certification 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 Mainte-nance Technician Certification Council (JSAMTCC) standardized the certification eligibility process throughout the DoD and provide 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 technician's professional development by receiving/gaining training and experience in a broad range of aircraft systems, maintenance practices and skills. The pro-gram is approved by the FAA Flight Standards Service-Aircraft Maintenance Division (AFS-300) and is incorporated in FAA Order 8300.10, Airworthiness Inspector's Handbook.

9.1.1. Responsibilities:

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

9.1.1.2. The Chief of Licensure and Certification Programs at the Community College of the Air Force (CCAF/DFAL) is the Program Director for the Air Force A&P Certification Program and has management/administration authority.

9.1.1.3. CCAF/DFAL will ensure CCAF maintains the Air Force A&P Certification Program in accordance with this instruction, HQ USAF/ILMM directives, and FAA regulations/policies.

9.1.2. Program Eligibility Requirements.

9.1.2.1. Regular Air Force, Air National Guard, and Air Force Reserve Command personnel hold-ing the journeyman 5-skill level or higher in one of the following aircraft maintenance AFSCs are eligible to enroll: 2A0X1, 2A090, 2A3X1, 2A3X2, 2A3X3, 2A390, 2A300, 2A5X1, 2A5X2, 2A5X3, 2A590, 2A6X1, 2A6X3, 2A6X4, 2A6X5, 2A6X6, 2A690, 2A691, 2A600 (except AGE and Survival Equipment), 2A7X1, 2A7X2, 2A7X3, and 2A790 (except Survival Equipment).

9.1.2.2. Technicians who have cross-trained out of aircraft maintenance AFSC's may enroll pro-vided they were awarded the craftsman 7-skill level in the aircraft maintenance AFSC prior to cross-training and have not been out of the AFSC more than 2 years.

9.1.3. Program Completion Requirements.

9.1.3.1. Must possess the craftsman 7-skill level or higher in one of the FAA approved AFSCs listed in paragraph 9.1.2.

9.1.3.2. Must possess at least 6-years time-in service (TIS).

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

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

9.1.4. Program Training Requirements.

9.1.4.1. 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 CDC's and are managed/administered by the Air Force Institute for Advanced Distributed Learning (AFIADL). The SC course numbers are: General: 02AF1; Airframe: 02AF2; and Powerplant: 02AF3.

9.1.4.1.1. Technicians who successfully completed a Type-65 program, or similar program acceptable to CCAF, at a civilian institution are not required to complete the SCs.

9.1.4.2. Computer-Based Training (CBT). The program includes seven CBT modules. The CBTs supplement the SCs and is required for program completion. The CBTs are available on the JSAMTCC website (**http://www.maxwell.af.mil/au/ccaf/jsamtcc/catalog.htm**).

9.1.4.3. On-The-Job Training. The program includes various job tasks required by the FAA. OJT is required for task completion.

9.1.5. Program Procedures.

9.1.5. **(AFMC)** Program Procedures. Each MXW will add specific program procedures as necessary.

9.1.5.1. Technicians 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 a QTP for the technician 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 training program (OJT, SCs and CBTs).

9.1.5.4. The technician enrolls and completes the three SCs. The courses must be completed sequentially, beginning with the General Course. Each SC must be completed within 13 months, with a minimum passing score of 70% before enrolling in the next SC (Airframe or Powerplant). Course enrollment and end-of-course exams are accomplished through the Base Education Office.

9.1.5.5. The technician completes the seven CBT modules, downloadable from the JSAMTCC website (**http://www.maxwell.af.mil/au/ccaf/jsamtcc/catalog.htm**). Upon

completion of each module, a certificate of completion will be printed. Retain all certificates for record.

9.1.5.6. The technician completes 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.

9.1.5.7. After the technician completes all QTP requirements, the unit maintenance officer (MO) will 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/profi-ciency levels.

9.1.5.8. The technician mails a copy of completed QTP (CG-G-EAE-2 Form, CG-G-EAE-3 Form, CBT module completion certificates and SC completion certificates to: CCAF/DFAL, 130 West Maxwell Blvd, Maxwell AFB, AL 36112-6613.

9.1.5.9. CCAF will verify the technician's eligibility and completion of program requirements. If all requirements are met, CCAF will issue the technician a CG-G-EAE-4 Form, Certificate of Eli-gibility and FAA Form 8610-2, Airman Certificate and/or Rating Application.

9.1.5.10. Upon receipt of the documents from CCAF, the technician can schedule 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, mili-tary identification 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 (Com-puter-based knowledge exams and oral and practical exams).

9.1.5.11. When the technician is ready is ready to take the FAA knowledge exams, they contact the base education office to determine if it is an authorized FAA testing center. If so,a test date may be scheduled. The three FAA computer-based knowledge exams (General, Airframe and Powerplant) are administered separately via Defense Activity for Non-Traditional Education Sup-port (DANTES) at no cost to the technician.

9.1.5.11.1. If the base education office is not an authorized FAA testing center, access the Air-men Knowledge Testing Center List (**http://www.faa.gov/education_research/testing/air_men/media/test_centers.pdf**) to locate the nearest authorized FAA testing center. The technician is responsible for the exam fees at these locations.

9.1.5.11.2. When reporting for testing, the technician must present the signed FAA Form 8610-2 to the testing administrator. A 70% is needed to pass each exam. The testing adminis-trator will document and provide the technician a copy of the scores for each exam.

9.1.5.12. After completing the three computer-based knowledge exams, the technician should contact a Designated Mechanic Examiner (DME) to schedule the Oral and Practical exams. Access the FAA DME Listing (**http://av-info.faa.gov/DesigneeSearch.asp**) for contact informa-tion for examiners in local area. The technician must present their signed FAA Form 8610-2 and FAA knowledge exam reports to the DME. The technician is responsible for all fees applicable to the oral and practical exams.

9.1.5.13. Upon successful completion of the oral and practical exams, the DME will issue a tem-porary certificate. Within 120 days, a permanent certificate will be issued to the technician from the FAA Airman Certification Branch in Oklahoma City, OK.

9.1.5.14. All exams must be completed within 24 months from the date the first FAA knowledge exam is administered. If the technician fails to complete the certification process within this time-frame, they must re-take the expired FAA knowledge exam(s).

9.1.5.15. Upon receipt of permanent certificate from the FAA, the technician should visit the Base Education Office to submit the appropriate documentation to CCAF to load certification to the technician's official CCAF academic record.

9.1.5.16. For more information, visit the Air Force A&P Certification Program website at http:// **www.maxwell.af.mil/au/ccaf/faa.htm** or contact CCAF/DFAL at **ccaf.faa@maxwell.af.mil** or DSN 493-5938.

9.2. Foreign Object Damage (FOD) Prevention Training.

9.2.1. Develop local FOD prevention training program. At a minimum, the following items will be covered:

9.2.1. **(AFMC)** Depot Maintenance will use command course, with integration of local FOD training requirements. See Attachment A4.3.

9.2.1.1. Wing procedures unique to the assigned aircraft. Units, which have several types of air-craft 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 accompany-ing 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 train-ing.

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).

9.4. (Added-AFMC) Aircraft Emergency Ground Escape Training.

9.4.1. **(Added-AFMC)** Training applies to all depot maintenance personnel who gain access inside any interior compartment of an aircraft.

9.4.2. **(Added-AFMC)** Training will consist of a one-time formal classroom and/or SOJT as applicable. Training must be practical in nature to the extent possible to include the ability and knowledge to safely exit the aircraft in case of an emergency. This training must be completed prior to gaining access inside of any interior compartment of the aircraft. Weapons systems specific training will be developed locally.

9.4.3. **(Added-AFMC)** Supervisors must take immediate action when physical impairment of any kind hinders the employee's ability to safely egress the aircraft.

Chapter 10 (Added-AFMC)

CIVILIAN TRAINING PLANS

10.1. (Added-AFMC) General. The CTP is the source document for non-supervisory training requirements in the MXW. The CTP provides an overview of tasks and associated training for each MXW occupational series.

10.2. (Added-AFMC) Uses. The CTP will be used to ensure tasks and training requirements are identified for each non-supervisory employee in the MXW.

10.2.1. **(Added-AFMC)** The CTP will be used by HQ AFMC/A4D to ensure formal training is developed or revised to support identified requirements.

10.2.2. **(Added-AFMC)** Mandatory training identified in a CTP and assigned by the supervisor will be completed by personnel in applicable occupational series unless equivalency is granted.

10.2.3. **(Added-AFMC)** The CTP is not intended to be used for employee promotion purposes.

10.3. (Added-AFMC) Development. Initial requirement was generated through the Depot Maintenance Reorganization and Transformation (DMRT) Initiative 3.1.2, now known as Depot Maintenance Transformation (DMT).

10.3.1. **(Added-AFMC)** Assign Lead MXW. HQ AFMC/A4D will assign Lead MXW responsibilities for each occupational series CTP by reviewing Technology Repair Center (TRC) assignment, MXW capability/workload, series actual filled positions, etc.

10.3.2. **(Added-AFMC)** Civilian Utilization and Training Workshop (CU&TW). CTP program management will use the AFMC CU&TW forum to bring together the expertise necessary to identify tasks, training requirements and training available to support each occupational series in the MXW.

10.3.3. **(Added-AFMC)** Training Planning Team (TPT). The TPT is an action group composed of representatives from all pertinent functional areas, disciplines, and interests involved in the development, support, modification, sustainment, and management of the CTP.

10.3.4. **(Added-AFMC)** Initial Notification. HQ AFMC/A4D will notify all MXW Workflows and CTP Program Managers of development requirement. Timeline for development will be 125 calendar days from initial notification to HQ AFMC/A4D approval of CTP.

10.3.5. **(Added-AFMC)** Conduct Local MXW TPT Meeting. Each MXW CTP Program Manager will request SMEs from appropriate organizations and conduct initial meeting within 20 days of initial notification.

10.3.6. **(Added-AFMC)** Forward MXW Input. Each MXW CTP Program Manager will forward input from local TPT meetings to lead MXW within 10 days of initial meeting.

10.3.7. **(Added-AFMC)** Distribute Baseline CTP. Lead MXW CTP Program Manager will consolidate input and forward baseline CTP to all MXW CTP Program Managers within 10 days of receipt of 11.3.6.

10.3.8. **(Added-AFMC)** Command TPT. Lead MXW CTP Program Manager will convene a Command TPT meeting, if required, by electronic means. HQ AFMC/A4D will decide if a face-to-face Command TPT meeting is required.

10.3.9. **(Added-AFMC)** Distribute Draft CTP. Lead MXW CTP Program Manager will consolidate input from Command TPT meeting and forward to all MXW CTP Program Managers within 10 days of subject meeting.

10.3.10. **(Added-AFMC)** Conduct CU&TW. Lead MXW CTP Program Manager will coordinate with HQ AFMC/A4D to convene a face-to-face CU&TW if required and distribute 2nd draft CTP after all inputs are consolidated.

10.3.11. **(Added-AFMC)** Final CTP. Lead MXW CTP Program Manager will forward CTP (approved by all MXWs) to HQ AFMC/A4D for signature and posting within 125 days of initial notification.

10.3.12. **(Added-AFMC)** HQ AFMC/A4D approved CTP will be uploaded to TSS-PAC/ETR Section VII for each corresponding occupational series by ALC within 10 working days of HQ AFMC/A4D approval.

10.3.13. **(Added-AFMC)** HQ AFMC/A4D shall notify MXW CTP Program Managers within 10 working days from HQ AFMC/A4D approval/signature.

10.3.14. **(Added-AFMC)** MXW CTP Program Manager shall forward notification of approved CTP to affected GTM and Group PAC Program Manager. GTM shall notify affected supervisors.

10.4. (Added-AFMC) Implementation. After the CTP is developed and approved by HQ AFMC/A4D, it will be implemented by supervisor review with each applicable MXW employee and PIN action by the employee.

10.4.1. **(Added-AFMC)** Supervisor/Employee CTP Review. Each MXW supervisor will access assigned non-supervisory employee's TSS-PAC/ETR and review the applicable CTP with the employee. The employee will PIN Section VII to verify accomplishment of this action. This is an annual requirement and will be accomplished in conjunction with employee's annual performance review or the annual PAC review.

10.5. (Added-AFMC) Sustainment. Lead MXW CTP Program Manager is responsible for submission of interim changes when required and periodic formal review of the CTP.

10.5.1. **(Added-AFMC)** Interim Changes.

10.5.1.1. **(Added-AFMC)** Minor CTP changes are corrections of errors or omissions, such as a change in a course title or number, a change in a regulatory reference, etc.

10.5.1.2. **(Added-AFMC)** Minor CTP changes will be submitted by requesting MXW to the lead MXW CTP Program Manager.

10.5.1.3. **(Added-AFMC)** Lead MXW CTP Program Manager will coordinate minor changes through local SMEs and the other MXWs as applicable.

10.5.1.4. **(Added-AFMC)** After coordination, the lead MXW CTP Program Manager will forward the Interim Change to HQ AFMC/A4D for inclusion in the CTP.

10.5.1.5. **(Added-AFMC)** Major changes are those which affect all employees in a series (e.g., change in OPM standard, change in duties or training requirements for the series). Major changes may also be those which impact safety, security, productivity or efficiency.

10.5.1.6. **(Added-AFMC)** Major CTP changes will be submitted by the requesting MXW CTP Program Manager to the lead MXW CTP Program Manager.

10.5.1.7. **(Added-AFMC)** Lead MXW CTP Program Manager will coordinate major changes through local SMEs and the other MXW(s).

10.5.1.8. **(Added-AFMC)** Major CTP changes may require a formal SME review of the CTP.

10.5.1.9. **(Added-AFMC)** After coordination, the Lead Center will forward the Interim Change to HQ AFMC A4D for inclusion in the CTP.

10.5.1.10. **(Added-AFMC)** HQ AFMC/A4D will incorporate changes into the published CTP and notify all MXW CTP Program Managers when the updated CTP is signed and posted.

10.5.2. **(Added-AFMC)** HQ AFMC/A4D will initiate CTP formal reviews.

10.5.2.1. **(Added-AFMC)** HQ AFMC/A4D will distribute CTP formal review schedules (in three-year increments) to the MXW CTP Program Managers.

10.5.2.1.1. **(Added-AFMC)** The CTP formal review schedule will allow at least 90 days from lead MXW CTP baseline distribution through HQ AFMC approval.

10.5.2.2. **(Added-AFMC)** CTP formal review steps will include:

10.5.2.2.1. **(Added-AFMC)** Lead MXW CTP Program Manager will send baseline to other MXWs. (Begins 90-day cycle.)

10.5.2.2.2. **(Added-AFMC)** Each MXW CTP Program Manager will request local SMEs from appropriate organizations. (Same date as 11.5.2.2.1.)

10.5.2.2.3. **(Added-AFMC)** Each MXW CTP Program Manager will convene local TPT Meeting within two weeks from 11.5.2.2.2.

10.5.2.2.4. **(Added-AFMC)** Each MXW CTP Program Manager will forward TPT data to lead MXW within one week from 11.5.2.2.3.

10.5.2.2.5. **(Added-AFMC)** Lead MXW CTP Program Manager will forward initial draft to other MXWs within one week from 11.5.2.2.4.

10.5.2.2.6. **(Added-AFMC)** Lead MXW CTP Program Manager will conduct Command TPT meeting by electronic means if required within one week from 11.5.2.2.5.

10.5.2.2.7. **(Added-AFMC)** Lead MXW CTP Program Manager will send out follow-up draft CTP for coordination within one week from 11.5.2.2.6.

10.5.2.2.8. **(Added-AFMC)** MXWs will forward input to lead MXW CTP Program Manager within one week from 11.5.2.2.7.

10.5.2.2.9. **(Added-AFMC)** Lead MXW CTP Program Manager will finalize CTP and forward final draft to other MXWs for Coordination within two weeks from 11.5.2.2.8.

10.5.2.2.10. **(Added-AFMC)** Lead MXW CTP Program Manager will forward CTP to HQ AFMC/A4D for approval within two weeks from 11.5.2.2.9 for signature and posting within 90 days of initial notification.

10.5.2.2.11. **(Added-AFMC)** HQ AFMC/A4D shall incorporate changes/updates into the published CTP and notify all MXW CTP Program Managers when the updated CTP is completed.

Chapter 11

ADOPTED FORMS

11.1. Adopted Forms

AF Form 898, Field Training Requirements Scheduling Document.

11.2. (Added-AFMC)

AFMC Form 853, ***Course Chart***. **(Depot only**)

AF Form 1151 *Training Attendance and Rating*.

(Depot only) SF 182, *Authorization, Agreement, Certification Of Training.*

(Depot only) AFMC Form 96, *Existing Courseware Evaluation Checklist.*

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(Added-AFMC) 29 CFR 1910.147, (OSHA). *The Control of Hazardous Energy (Lockout/Tagout)*

(Added-AFMC) 29 CFR 1910.157(g), *Portable Fire Extinguishers/Training and Education*

(Added-AFMC) AFOSHSTD 91-100, *Aircraft Flight Line –Ground Operations and Activities*

(Added-AFMC) AFOSHSTD 91-25, *Confined Spaces*

(Added-AFMC) AFOSHSTD 91-50, *Communications, Cable, and Communication-Electronic (CE) Equipment*

(Added-AFMC) AFOSHSTD 91-501, *Air Force Consolidated Occupational Safety and Health Standard*

(Added-AFMC) AFOSHSTD 91-66, *General Industry*

(Added-AFMC) ANSI/ESD S20.20, *Electrostatic Discharge Standard for the Development of an Electrostatic Discharge Control Program for Protection of Electrical and Electronic Parts, Assemblies and Equipment*

As a minimum, the following publications and forms will be available to meet management requirements. These publications and forms should be maintained in the MTF or be readily available through electronic means.

PRESCRIBING DIRECTIVES

AFCAT 36-2232, *USAF Formal Schools*

AFCSM 21-570, *Training Management*

AFMAN 23-110, *USAF Supply Manual*

AFMAN 33-326, *Preparing Official Communications*

AFMAN 36-2105, *Officer Classification*

AFMAN 36-2108, *Airman Classification*

AFMAN 36-2234, *Instructional Systems Development*

AFMAN 37-123, *Management of Records*

AFH 36-2235, *Information for Designers of Instructional Systems, Volumes 1-12*

AFH 36-2236, *Guidebook for Air Force Instructors*

AFH 37-137, *The Tongue and Quill*

(Added-AFMC) Corrosion Control and Prevention Program and Marking of Aerospace Equipment, 21 January 2003

(Added-AFMC) Education and Training, 10 July 2003

(Added-AFMC) AFMC Functional Courseware Development and Management Guide, 28 March 2008

(Added-AFMC) Education and Training, 9 August 2000

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

AFI 16-105, *Joint Security Assistance Training (JSAT) Regulation*

AFI 16-201, *Disclosure of Classified and Unclassified Military Information to Foreign Governments and International Organizations*

AFI 21-101, *Aerospace Equipment Maintenance Management*

(Added-AFMC) AFI 21-101, AFMC Sup 1, *Aircraft and Equipment Maintenance Management,* 14 December 2007

(Added-AFMC) AFI 21-102, *Depot Maintenance Management,* 19 July 1994

(Added-AFMC) AFI 21-105, *Air and Space Equipment Structural Maintenance,* 9 April 2003

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

AFI 21-114, *Maintenance Management Policy*

AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*

AFI 25-201, *Support Agreements Procedures*

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

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

AFI 36-2201, *Air Force Training*

(Added-AFMC) AFI 36-2201V3, *Air Force Training Program On The Job Training Administration,* 4 February 2005

AFI 36-2233, *Air Force On-the-Job Training Products for Communications-Electronics Enlisted Specialty Training*

AFI 36-2238, *Self Aid and Buddy Care Training*

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

AFI 36-2616, *Trained Personnel Requirements*

AFI 36-2626, *Airman Retraining Program Libraries and Sets*

(Added-AFMC) AFI 36-401, *Employee Training and Development*, 28 June 2002

AFI 37-138 *Records Disposition Procedures and Responsibilities*

AFI 38-101, *Air Force Organization*

AFI 38-203, *Commercial Activities Program*

AFI 44-154, *Suicide and Violence Prevention Education and Training*

AFI 65-601 VI, *Budget Guidance and Procedures*

AFI 90-201, *The Inspection System*

AFPAM 36-2211, *Guide For Management of Air Force Training Systems*

(Added-AFMC) AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program,* 1 June 1996

AFPD 36-22, *Air Force Military Training*

(Added-AFMC) AFPD 36-4, *Air Force Civilian Training, Education and Development,* 12 February 2004

Technical Orders

TO 00-20-1, *Preventive Maintenance Program, General Requirements and Procedures*

TO 00-20-2, *The Maintenance Data Collection System*

(Added-AFMC) TO 00-25-234, *General Shop Practice Requirements for the Repair, Maintenance, and Test of Electrical Equipment*

(Added-AFMC) TO 1-1-3, *Inspection and Repair of Aircraft Integral Tanks and Fuel Cells*

(Added-AFMC) T.O. 1-1-691, *Aircraft Weapons Systems Cleaning and Corrosion Control*

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

AFCFM—Air Force Career Field Manager

AFETS—Air Force Engineering and Technical Services

AFH—Air Force Handbook

AFI—Air Force Instruction

(Added-AFMC) **AFMC**—Air Force Materiel Command

(Added-AFMC) **AFMCI**—Air Force Materiel Command Instruction

(Added-AFMC) **AFMCMAN**—Air Force Materiel Command Manual

AFS—Air Force Specialty

AFSOC—Air Force Special Operations Command

AFIADL—Air Force Institute of Advanced Distributed Learning

AFJQS—Air Force Job Qualification Standard

AFLMA—Air Force Logistics Management Agency

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

AIS—Aviation Safety Inspector

(Added-AFMC) ALC—Air Logistics Center

(Added-AFMC) AMARG—Aerospace Maintenance and Regeneration Group

ANG—Air National Guard

AMXS—Aircraft Maintenance Squadron

A&P—Airframe and Powerplant

ARC—Air Reserve Component

ASAP—As Soon As Possible

AWACT—Awaiting Action

AWTD—Awaiting TD

CAC—Curriculum Advisory Committee

CAF—Combat Air Forces

CAMS—Core Automated Maintenance System

CBT—Computer Based Training

CC—Course Chart

CCB—MIS Configuration Control Board

CC/TS—Course Chart/Training Standard

CCAF—Community College of the Air Force

CCD—Course Control Document

CDC—Career Development Course

C-E—Communications-Electronics

CETS—Contract Engineering Technical Service

CFA—Career Field Administrator

CFETP—Career Field Education and Training Plan

CMS—Component Maintenance Squadron

CAFSC—Controlled Air Force Specialty

Code CT—Continuation Training

(Added-AFMC) CTP—Civilian Training Plan

CTS—Course Training Standard

CTK—Composite Tool Kit

CRT—Consolidated Training Report

CSRL—Compliance and Standardization Requirements List

CSR—Course Status Report

(Added-AFMC) CU&TW—Civilian Utilization and Training Workshop

CUT—Cross Utilization Training

DANTES—Defense Activity for Non-Traditional Education Support

DFSG—Development & Fielding System Group

DL—Distance Learning

(Added-AFMC) DMAG—Depot Maintenance Activity Group

DME—Designated Mechanic Examiner

D&I—Development and Instruction

DRU—Direct Reporting Unit

EMS—Equipment Maintenance Squadron

ESO—Education Services Officer

(Added-AFMC) ETMS—Education and Training Management System

FAA—Federal Aviation Administration

FAB—Field Assistance Branch

FAR—Federal Aviation Regulation

FCB—MIS Functional Capabilities Board

FIG—Functional Inspection Guides

FOA—Forward Operational Area

(Added-AFMC) FOD—Foreign Object Damage

(Added-AFMC) FTD—Field Training Detachment

GAS—Graduate Assessment Surveys

GOV—Government Vehicle

GITA—Ground Instructional Training Aircraft

(Added-AFMC) GTM—Group Training Manager

HAZCOM—Hazardous Communication

IAW—In Accordance With

ICW—Interactive Courseware

ICBM— Intercontinental Ballistic Missile

ILM—Installation and Logistics Maintenance

IMDS—Integrated Maintenance Data System

IMI—Interactive Multimedia Instruction

ISR—Instructional System Reviews

ISD—Instructional Systems Development

JEIM—Jet Engine Intermediate Maintenance

JSAMTCC—Joint Service Aviation Maintenance Technician Certification Council

JQS—Job Qualification Standard

LG—Logistics Group

LRU—Line Replaceable Unit

MCL—Maintenance Capability Letter

MAJCOM—Major Command

MCC—Master Course Codes

MMCL—Major Command Mandatory Course Listing

MFM—Major Command Functional Managers

MOC—Maintenance Operation Center

MRT—Mission Readiness Training

MATAG—Maintenance Training Advisory Group

MCTP—Maintenance Continuation Training Program

MDS—Mission, Design and Series

MI—Military Personnel Flight Maintenance Instructor

MPF—Military Personnel Flight

MIS—Maintenance Information System

MOA—Memorandum of Agreement

MOF—Maintenance Operation Flight

MOS—Maintenance Operations Squadron

MEO—Most Efficient Organization

MOO—Maintenance Operations Officer

MAF—Mobility Air Force UTC

MQP—Maintenance Qualification Program

MQT—Maintenance Qualification Training

MRA—Mission Ready Airman

(Added-AFMC) MSC—Maintenance Support Certification

(Added-AFMC) MSQ—Maintenance Support Qualification

(Added-AFMC) MTD—Maintenance Training Detachment

MTF—Maintenance Training Flight

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-AFMC) MXW—Maintenance Wing

NCOIC—Non Commissioned Officer

NLT—Not Later Than

OCR—Office of Collateral Responsibility

OI—Operating instruction

OJT—On-The-Job Training

O&M—Organization and Maintenance

OPR—Office of Primary Responsibility

OSSG—Operational Sustainment System Group

(Added-AFMC) PAC—Production Acceptance Certification

PDS—Personnel System

PEC—Program Element Code

PCA—Permanent Change of Assignment

PCS—Permanent Change of Station

POC—Point of Contact

POI—Plan of Instruction

POV—Private Owned Vehicle

QA—Quality Assurance

QAP—Quality Assurance Program

QTP—Qualification Training Packages

RNLTD—Personnel Flight

(Added-AFMC) RTR—Recurring Training Requirement

SAV—Staff Assistance Visit

SATAF—Site Activation Task Force

SCR—Special Certification Roster

SEI—Special Experience Identifier

SME—Subject Matter Expert

(Added-AFMC) SOJT—Structured On-the-Job Training

SOT—Status of Training

SSAN—Social Security Account Number

(Added-AFMC) SSQ—Special Skills Qualification

STP—Systems Training Plans

STS—Specialty Training Standard

SQT—Special Qualification Training

SUPT—Superintendent

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

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

(Added-AFMC) TPT—Training Planning Team

(Added-AFMC) TSS—Training Scheduling System

(Added-AFMC) TW—Test Wing

UAV—Unmanned Aerial Vehicle

UMD—Unit Manning Document

UTA—Unit Training Assessment

UTM—Unit Training Manager

UGT—Upgrade Training

UTC—Unit Type Code

Utes—Utilization

U&TW—Utilization and Training Workshop

VI—Visual Information

(Added-AFMC) WCD—Work Control Document

WCT—Work Center Training Requirement

(Added-AFMC) WTO—Wing Training Office

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 be**en 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 persons awaiting training in a particular 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 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—The process that authorizes individuals to perform special tasks after they have demonstrated proficiency.

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.

(Added-AFMC) Civilian Training Plan (CTP)—A comprehensive document that identifies life-cycle education and training requirements, training support resources, career progression paths, and job task requirements for an occupational series.

(Added-AFMC) Civilian Utilization and Training Workshop (CU&TW)—A forum to determine education and training requirements for a Civilian Training Plan.

Class Packages—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 personnel scheduled for training.

Course Critiques—Assessments (see attachment) 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.

Criterion Referenced Test (CRT)—This is a test to determine if the behavior, as specified in objectives has been acquired. CRT may include multiple-choice items, fill-in items, match items, or actual performance of task.

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 MTF course annual reviews or to coordinate and review TD Instructional System Reviews (ISRs).

(Added-AFMC) Depot Maintenance Support Personnel—All Directorate of Maintenance personnel who provide support to maintenance processes (i.e., planners, schedulers, quality specialists, work-loaders, administrative personnel).

(Added-AFMC) Depot Maintenance Technicians—Personnel who work in a depot maintenance organization and certify (i.e., date and stamp) Work Control Documents (WCDs).

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

Distance Learning— (DL) Exportable training that can be centrally produced and delivered from a distance. 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. The courseware is specifically tailored and may consist of many types of course content. Program development is conducted by AETC. 2AF/DOIT provides DL (CBT), and VTT programs for maintenance.

(Added-AFMC) Education and Training Management System (ETMS)—ETMS is a web-based, interactive database system that allows supervisors and training personnel to identify and maintain employee training requirements. This system also serves as a mechanism through which training requests are submitted to training providers and training schedules are established. Further information on ETMS Web is contained in AFMCI 36-201.

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

(Added-AFMC) Equivalency—Granting of credit based on documented evidence of previous training with similar learning objectives and proficiency levels.

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 Air Force Catalog (AFCAT) 36-2223.

(AFMC) Formal Training—Documented instruction based on established learning objectives and evaluation methods that enable the instructor or trainer to provide accurate, complete and consistent information and to train to the same level of proficiency time after time.

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**.**

Graduate Assessment Surveys (GAS)—Supervisors will report training deficiencies of graduates from AETC Training Centers or TDs. For example, 3-level, 7-level, and MRA awarding course deficiencies will be reported. Positive feedback should be reported when appropriate.

Group—Lockstep—Lockstep is a form of group pacing in which the instructions are in times specified in the course chart.

Group—Pacing—An instructional procedure in which students progress together toward the same objective.

(Added-AFMC) High Performing Organization (HPO)— A structured activity or group of activities whose performance exceeds that of comparable providers at a reasonable cost, whether public or private. Within the Air Force, the 412 MXG is the only designated HPO.

(Added-AFMC) Informal Training—Instruction that does not have defined learning objectives or evaluation methods. It provides the same basic information, but not always in the same way or at the same level of detail time after time. Informal training is tailored specifically to the situation and the audience.

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—Apprentice-level training leading to the award of a 3-level AFSC and basic job qualificati**on.**

Instruction System Design (ISD)—A flexible process is used to plan, develop, and manage instructional programs. See AFMAN 36-2234 and Air Force Handbook (AFH) 36-2235, Volumes 1 through 12.

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, F-16, B-1, etc.

(AFMC) Mission Design Series (MDS)—Identifies the mission, design, and series of an aerospace vehicle.

Mission Ready Airmen (MRA)—MRA is an AETC initiative to certify 3-level apprentice/technical training graduates on selected tasks most frequently performed during their first 12 months on station. MAJCOM functional managers during the U&TW identify MRA tasks. If MRA graduates cannot perform required certified tasks, supervisors must provide feedback immediately to HQ AETC via the Graduate Assessment Surveys.

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.

(AFMC) Overdue Training—Any recurring training that is not completed one day following the due date.

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.

(Added-AFMC) Qualification—An indication of an individual's ability to perform a task to required standards.

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.

(Added-AFMC) Structured On-the-Job Training (SOJT)—Formal hands-on training that uses prepared guides, evaluation worksheets, technical data, and other materials to provide practical instruction on tasks in the job environment.

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, Chapter 8 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.

(Added-AFMC) Training Planning Team (TPT)—An action group composed of representatives from all pertinent functional areas, disciplines, and interests that are involved in the life-cycle design, development, acquisition, support, modification, funding, and management of a Civilian Training Plan.

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.

(Added-AFMC) Waiver—An official document removing or postponing a regulatory requirement by the appropriate waiver authority.

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.

(Added-AFMC) Work Control Document (WCD)—An instruction and guidance document summarizing sequenced steps and technical data references for processing the items.

Attachment 2

MASTER COURSE CODE SUBMISSION FORMATS MASTER COURSE CODE

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/ILMM: Recommend Approval/Disapproval
Master Course Code Table Manager:
Approval/Disapproval Date:
Change Date:
Filed Date:
Name, Rank, Duty Title

Attachment 3 (Added-AFMC)

STRUCTURED ON-THE-JOB TRAINING (SOJT)

A3.1. (Added-AFMC) SOJT Course Documents. SOJT is formal training and therefore requires a Course Chart (AFMC Form 853), Course Training Standard, Course Outline, instructional guidance and signature page. The SOJT guide serves as both the course outline and instructional guidance and the SOJT worksheet serves as the CTS. See AFMCMAN 36-3 for details on how to create course control documents for SOJT.

A3.2. (AFMC) SOJT Worksheet. All SOJT shall utilize an SOJT worksheet for evaluation and documentation purposes. The SOJT worksheet identifies the conditions, behaviors and standards that must be met for each learning objective and provides verification of training completion through initials and signatures. The SOJT worksheet shall be used each time SOJT is accomplished. The SOJT guide and worksheet will be established as a standalone document and must be completed in its entirety. The worksheet format shown in Table A3.1. is for example purposes. Similar forms can be used with the assistance of the MXW MTM to meet specific training needs as long as the intent of all requirements is met as applicable.

A3.3. (AFMC) Employee completion of formal structured on-the-job-training is documented by the SOJT Trainer on an SOJT worksheet. The SOJT Trainer submits the completed worksheets to the trainee's supervisor, who verifies the completion information and forwards completed form to the GTM for input into TSS /PAC/ETR. The GTM will retain completed SOJT worksheets for a minimum of 12 months.

Figure A3.1. (Added-AFMC) Example of Structured On-The-Job Training (SOJT) Worksheet.

STRUCTURED ON-THE-JOB TRAINING (SOJT) WORKSHEET

(Title) (SOJT Course Number)

Date/Control number of Worksheet _____

Name: _Last, First, M.I._____ Employee ID number:_____ Work Center: MAXX___

Prerequisite Training Status: (List all training requirements for this SOJT, Tracking number, Title & Date completed.)

000078 KC-135 Safe For Maintenance Date: _____

000124 KC-135 Emergency Ground Escape Date: _____

000185 KC-135 Flight Control Maintenance Date: _____

Training performed on: (Component Noun, Component/Aircraft Serial Number) (Identify the aircraft or component that the SOJT is being accomplished on. This is for audit and compliance purposes.)

Task Accomplished

Demonstrate Tasks @ Proficiency Level 3b: Employee: Can do all parts of the task. Needs only spot check of completed work. Can name the steps in doing the task and tell how each is done. (List all training requirements below - from general to specific. Identify knowledge/task references, TOs Directives.)	Initials of SOJT Employee	Initials of SOJT Trainer
1a. Read & understand Flight Control System Maintenance requirements. 1-1A-8, 1C-135(K)A-2-8, Section I & Section 5.	_____	_____
1b. Perform aircraft status check for flight control maintenance, electrical & hydraulic power. (Reference all procedures & directives required)	_____	_____
1c. Prepare aircraft for Wing Flap Operation: Brief Team, rope area, setup equipment. (Reference all procedures & directives	_____	_____

SAMPLE

required).

2a. Perform Wing Flap System installation/integrity & FOD Inspection. 1-1A-8 & 1C-135(K)A-2-8 series.	_____	_____
2b. Apply electrical power. 1C-135(K)A-2-2-1, para 1-18 & 1C-135(K)R-2-2JG-2, para 2-8.	_____	_____
2c. Connect interphone communications. 1C-135(K)A-2-2JG-1, para 2-14 & 1C-135(K)R-2-2JG-2, para 2-16.	_____	_____
2d. Pressurize right hydraulic system. 1C-135(K)A-2-2JG-1, para 2-9 & 1C-135(K)R-2-2JG-2, para 2-10.	_____	_____
2e. Perform Normal Wing Flap Operational Checkout. 1C-135(K)A-2-8, para 5-31 & 1C135(K)R-2-8JG-7.	_____	_____
3a. Perform post operational checkout procedures: such as shut down, disconnect, documentation, clean-up. (Reference all procedures & directives).	_____	_____

Does the trainee feel the instruction/training is adequate?

YES _____ NO _____ Trainee Signature: _____

Trainee Name (Print) _____

Trainer Name: (Print) _____

Trainer Signature: _____

Supervisor Name: (Print) _____

Supervisor Signature: _____

SAMPLE

Attachment 4 (Added-AFMC)

GENERAL RECURRING TRAINING REQUIREMENTS (RTR)

A4.1. (Added-AFMC) General RTRs. These RTRs apply to an occupation or group of related tasks and are not directly linked to specific tasks. They are mandatory for the personnel identified in the "Application" paragraph of each listed requirement. The following list is not all inclusive; Centers shall establish additional general RTRs specific to their work requirements as needed and document these requirements in local directives. Previous versions of required training (locally developed or command) do not become obsolete when course documents are revised, unless directed by MXW/CC or higher authority. Personnel shall receive the new material at the next regularly scheduled due date.

A4.2. (Added-AFMC) Corrosion Control.

A4.2.1. **(Added-AFMC)** Regulatory Documents. AFI 21-105, *Air and Space Equipment Structural Maintenance;* AFMCI 21-117, *Corrosion Control and Prevention Program and Marking of Aerospace Equipment (reference only);* T.O. 1-1-691, *Aircraft Weapons Systems Cleaning and Corrosion Control;* AFI 21-101, AFMC Supp 1.

A4.2.2. **(Added-AFMC)** Lead Wing. 402nd MXW, Robins AFB, Georgia.

A4.2.3. **(Added-AFMC)** Application. Maintenance technicians who perform depot maintenance on aerospace vehicles, their components, or their support equipment.

A4.2.4. **(Added-AFMC)** Initial Training.

A4.2.4.1. **(Added-AFMC)** Personnel assigned to perform corrosion removal corrective maintenance tasks (Aircraft Structural Maintenance [ASM] or depot maintenance equivalents) shall complete the AFMC Corrosion Control Technician Course.

NOTE: Refresher training is not required for ASM or depot maintenance equivalents who perform corrosion removal corrective maintenance tasks.

A4.2.4.2. **(Added-AFMC)** All maintenance personnel excluding ASM or depot maintenance equivalent that come in contact with aircraft and/or aerospace ground equipment must complete initial and recurring corrosion awareness training.

A4.2.4.2.1. **(Added-AFMC)** Maintenance personnel who require awareness of corrosion control, but do not actually perform corrosion repair and prevention tasks shall complete the Aerospace Corrosion Prevention and Control CBT.

A4.2.4.2.2. **(Added-AFMC)** Refresher Training. Refresher training is required every 36 months. (TW) Refresher training required annually.

A4.3. (Added-AFMC) Foreign Object Damage (FOD) Prevention and Dropped Object Awareness.

A4.3.1. **(Added-AFMC)** Regulatory Documents. AFI 21-101, AFMC Supp 1, *Aircraft and Equipment Maintenance Management* and other applicable directives.

A4.3.2. **(Added-AFMC)** Lead Wing. 309th MXW, Hill AFB, Utah.

A4.3.3. **(Added-AFMC)** Application. All personnel of AFMC units, organizations, tenants, and contracted services that work in, on, around, or travel through areas near aircraft, missiles, drones, space systems, support equipment, engines, or components, including personnel operating vehicles and equipment on AFMC flight-lines, runways, taxiways, ramps, and in aircraft hangars or maintenance areas. It also applies to all activities and contractors that test, design, or operate aircraft, aerospace components, or aerospace support equipment, and organizations or shops supplying parts or equipment that will be installed or attached to an aircraft or related equipment.

A4.3.4. **(Added-AFMC)** Initial Training. At a minimum, personnel shall complete the AFMC Foreign Object Damage (FOD) Prevention and Dropped Object (DO) Awareness course. Personnel will receive initial FOD awareness and prevention training within 30 days of assignment to the work center IAW AFI 21-101, AFMC Sup 1.

A4.3.5. **(Added-AFMC)** Refresher Training. Refresher training is required every 12 months IAW AFI 21-101, AFMC Sup 1. Use the AFMC Foreign Object Damage (FOD) Prevention and Dropped Object (DO) Refresher course or successful completion of bypass test for recurring FOD training.

A4.4. (Added-AFMC) (Depot only)Tool Control and Accountability.

A4.4.1. **(Added-AFMC)** Regulatory Documents. AFI 21-101, AFMC Sup 1, Chapter 10, *Tool and Equipment Management,* and other applicable directives.

A4.4.2. **(Added-AFMC)** Lead Wing: 309th MXW, Hill AFB, Utah

A4.4.3. **(Added-AFMC)** Application. All personnel who work with tools and equipment (including Quality Assurance), and all levels of their management (squadron-level or equivalent and below) shall receive initial and refresher tool control training. Group-level Commanders and deputies will receive initial training only.

A4.4.4. **(Added-AFMC)** Initial Training. At a minimum, personnel shall complete the AFMC Tool Control and Accountability Initial Course. Personnel will be scheduled for initial training within 30 days of assignment to maintenance positions.

A4.4.5. **(Added-AFMC)** Refresher Training. Formal refresher training is required every 36 months for first-line supervisors and below. At a minimum, personnel shall complete the AFMC Tool Control and Accountability Refresher Course.

A4.5. (Added-AFMC) Cardiopulmonary Resuscitation (CPR)/First Aid.

A4.5.1. **(Added-AFMC)** First Aid Training. Those employees who require CPR training also require first aid training to include bleeding control (to include Bloodborne Pathogens training and disposal instructions), shock management, and emergency care of persons having open wounds and burns.

A4.5.2. **(Added-AFMC)** Regulatory Documents. AFOSHSTD, 91-25, *Confined Spaces,* AFOSHSTD 91-66, *General Industry*, AFOSHSTD 91-50, *Communications, Cable, and Communication-Electronic (CE) Equipment.,* AFOSHSTD 91-100, *Aircraft Flight Line – Ground Operations and Activities*, TO 1-1-3, *Inspection and Repair of Aircraft Integral Tanks and Fuel Cells*, AFOSHSTD 91-501, *Air Force Consolidated Occupational Safety Standard,* and other applicable directives.

A4.5.3. **(Added-AFMC)** Lead Wing: 402nd MXW Robins AFB, Georgia.

A4.5.4. **(Added-AFMC)** Application. All personnel (assigned in maintenance areas) who install, maintain, relocate, inspect or repair electrical/communication systems and (or) equipment or perform duties as safety observers.

A4.5.5. **(Added-AFMC)** Initial Training. Training will be accomplished in 30 days of assignment. If CPR is not provided by the host medical facility instructor training will be obtained from an approved source (i.e., American Red Cross, American Heart Association, military networks, etc.).

A4.5.6. **(Added-AFMC)** Refresher Training. Formal refresher training is required every 24 months for all other applicable personnel.

A4.6. (Added-AFMC) (Depot only) Electrostatic Discharge (ESD).

A4.6.1. **(Added-AFMC)** Regulatory Documents. TO 00-25-234, *General Shop Practice Requirements for the Repair, Maintenance, and Test of Electrical Equipmen*t, ANSI/ESD S20.20, *Electrostatic Discharge Standard for the Development of an Electrostatic Discharge Control Program for Protection of Electrical and Electronic Parts, Assemblies and Equipment (Excluding Electrically Initiated Explosive Devices)*, applicable AFOSHSTD standards, weapons system technical orders, job guides, and other directives.

A4.6.2. **(Added-AFMC)** Lead Wing. 402nd MXW Robins AFB, Georgia.

A4.6.3. **(Added-AFMC)** Application. All depot maintenance personnel who handle, inspect, repair, test, operate and maintain items susceptible to damage from ESD.

A4.6.4. **(Added-AFMC)** Initial Training. If command training is not available, local formal training shall be used.

A4.6.5. **(Added-AFMC)** Refresher Training. Refresher training is required at least every 12 months.

A4.7. (Added-AFMC) (Depot only)Lockout and Tagout Procedures.

A4.7.1. **(Added-AFMC)** Regulatory Documents. Title 29 Code of Federal Regulations, Part 1910.147, (OSHA). *The Control of Hazardous Energy (Lockout/Tagout)*; AFOSHSTD 91-501, *Air Force Consolidated Occupational Safety and Health Standard;* AFI 21-101, *Aerospace Equipment Maintenance Management;* weapon system technical orders, job guides, and other directives.

A4.7.2. **(Added-AFMC)** Lead Wing: 76 MXW, Tinker AFB, Oklahoma.

A4.7.3. **(Added-AFMC)** Application. All depot maintenance personnel shall complete training appropriate to their role in lockout tagout procedures.

A4.7.3.1. **(Added-AFMC)** "Authorized" employees are individuals who lock or implement a tagout system procedure on a machine or who perform the servicing or maintenance on that machine. Authorized employees include individuals assigned to perform lockout/tagout, supervisors of individuals assigned to perform lockout/tagout, equipment maintenance personnel, machine operators, and supervisors of machine operators.

A4.7.3.2. **(Added-AFMC)** "Affected" employees are individuals who operate or use machines on which servicing or maintenance is being performed under lockout/tagout, or who work in an area in which service or maintenance is being performed. Affected employees include machine operators, material handlers, technicians, and other job series that work around machines/equipment that require lockout/tagout.

A4.7.3.3. **(Added-AFMC)** "Other" employees are individuals whose operations are or may be in an area where energy control procedures may be utilized. Anyone who works in depot maintenance who is not an authorized or affected employee is considered an "other" employee.

A4.7.4. **(Added-AFMC)** Initial Training. If command training is not available, local formal training shall be used. At a minimum, initial training shall include the following:

A4.7.4.1. **(Added-AFMC)** "Authorized" employees require initial training that includes the importance of lockout/tagout; how to recognize applicable energy sources; the type and magnitude of the energy available in the workplace; general procedures for energy isolation and control; essential use of tags; the responsibilities of the authorized lockout/tagout employee.

A4.7.4.2. **(Added-AFMC)** "Affected" employees require awareness training that includes the purpose and use of energy control procedures.

A4.7.4.3. **(Added-AFMC)** "Other" employees require awareness training that includes the prohibition relating to attempts to restart equipment that is locked or tagged out.

A4.7.4.4. **(Added-AFMC)** Refresher Training. Refresher training for authorized and affected personnel and their supervisors is required every 12 months or when job assignments or energy sources are significantly changed.

A4.8. (Added-AFMC) Fire Safety and Prevention.

A4.8.1. **(Added-AFMC)** Regulatory Documents. Regulatory documents consists of 29 CFR 1910.157(g), *Portable Fire Extinguishers/Training and Education*, AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*, AFOSH 91-501, *Air Force Consolidated Safety Standards*, and other applicable directives.

A4.8.2. **(Added-AFMC)** Lead Wing: 76 MXW, Tinker AFB, Oklahoma.

A4.8.3. **(Added-AFMC)** Application. Applies to all AFMC personnel.

A4.8.4. **(Added-AFMC)** Initial Training. As a minimum, personnel shall complete the AFMC Initial Fire, Safety and Prevention Training course.

A4.8.5. **(Added-AFMC)** Refresher Training. Refresher training is required every 12 months.

Attachment 5 (Added-AFMC)

DEPOT MAINTENANCE COURSEWARE MANAGEMENT

A5.1. (Added-AFMC) HQ AFMC/A4D Courseware Manager. The Courseware Manager (CM) is a responsibility of the MAJCOM Maintenance Training Branch and manages Depot Maintenance courseware administration. The CM will actively follow courseware development, delivery, and review IAW Air Force instructions. As part of this responsibility, the CM will:

A5.1.1. **(Added-AFMC)** Ensure all MXW MTMs and MXW CPMs are familiar with the numbering process.

A5.1.2. **(Added-AFMC)** Distribute AFMC Form 853, *Course Chart* and AFMC Form 96, *Existing Courseware Evaluation Checklist* to MXW CPM and/or MTF for the initial phase of the process.

A5.1.3. **(Added-AFMC)** Ensure an initial analysis is conducted prior to obtaining a new course number.

A5.1.4. **(Added-AFMC)** Review monthly status updates from the MXW MTF concerning developmental phases and estimated completion dates of command courses in development or review. Provided in monthly SOT IAW this instruction.

A5.1.5. **(Added-AFMC)** Ensure the course numbering process is followed prior to start and after a course number has been assigned.

A5.1.6. **(Added-AFMC)** Provide CPM and/or the MTF guidance for completion of the AFMC Form 96 and other courseware related concerns.

A5.1.7. **(Added-AFMC)** Confirm the Course Chart has been properly completed and blocks have the correct data. Upon successful completion CM will assign local and/or command course number.

A5.1.8. **(Added-AFMC)** Provide an electronic copy of the approved AFMC Form 853 and AFMC Form 96 to the CPM, the MXW MTF, and courtesy copy to the requester.

A5.1.9. **(Added-AFMC)** Provide command level coordination and approval of command courseware and distribute courseware materials to each MXW MTF for implementation.

A5.1.10. **(Added-AFMC)** Process all requests for archiving courses or transferring course ownership to another MXW.

A5.2. (Added-AFMC) MXW MTF Responsibilities:

A5.2.1. **(Added-AFMC)** Enforce the mandatory use of the CMD in developing, tracking, existing courseware and newly developed courses.

A5.2.2. **(Added-AFMC)** Coordinate on the AFMC Form 96 prior to requesting a course number.

A5.2.3. **(Added-AFMC)** Instill courseware standardization to reduce duplication of effort by monitoring requests for new course numbers.

A5.2.4. **(Added-AFMC)** Perform search of TSS CMD, ALC libraries, AETC Training Detachments, commercial off the shelf etc. to ensure requested courseware does not exist before requesting new course development.

A5.2.5. **(Added-AFMC)** The MXW MTF will return the AFMC Form 96 for approval back to the CM. After the CM receives the AFMC Form 96, the CM will issue a course number back to the requestor.

A5.2.6. **(Added-AFMC)** Ensure requests to archive or transfer courseware is routed through all effected organizations and forwarded to HQ AFMC/A4D for approval.

NOTE: The Course Chart is reviewed by the CM and routed to the MXW MTF along with a copy of the Existing Courseware Evaluation Checklist. Both Course Chart and Existing Courseware Evaluation Checklist must be submitted for a course number to be assigned.

A5.3. (Added-AFMC) Steps for assigning the course number, development/review, and course completion notification:

A5.3.1. **(Added-AFMC)** MXW CPM will request course development from HQ AFMC/A4D CM.

A5.3.2. **(Added-AFMC)** CM will distribute AFMC Form 853, *Course Chart* and AFMC Form 96, *Existing Courseware Evaluation Checklist* to requestor.

A5.3.3. **(Added-AFMC)** Requesting office will complete and return AFMC Form 853 and AFMC Form 96 to AFMC/A4D CM

A5.3.4. **(Added-AFMC)** CM will validate and approve the AFMC Form 853 and AFMC Form 96.

A5.3.4.1. **(Added-AFMC)** If a course already exists, the requestor must use the existing courseware or justify, in writing on the AFMC Form 96, the reasons the existing course does not meet the requestor's training needs.

A5.3.5. **(Added-AFMC)** CM will obtain a course number, annotate the AFMC Form 853, and return to the requesting CPM. A copy of the form will be maintained by AFMC/A4DI.

A5.3.6. **(Added-AFMC)** CPM will populate the CMD using assigned course number. Information will include courseware manager, SME's and expected timeline.

A5.3.7. **(Added-AFMC)** When a course is completed, notification is forwarded to AFMC/A4D courseware manager.

A5.3.7.1. **(Added-AFMC)** For local courses, a completed signature page will be forwarded to A4D indicating completion. A digital copy of the completed courseware will be loaded into the logistics training library. This completes the local course development process.

A5.3.7.2. **(Added-AFMC)** For command courses, a completed signature page and a signature page indicating branch chief approval will be forwarded to A4D indicating completion. A digital copy of the completed courseware will be loaded into the logistics training library.

A5.3.8. **(Added-AFMC)** For command courses, the HQ AFMC/A4D CM will review the course material and forward the branch chief signature page to A4D for acceptance into the curriculum. Once accepted, the CM will announce to all MXW's the availability of the course and the location of the courseware within the library.

A5.3.9. **(Added-AFMC)** Copies of completed AFMC Form 853's, signature pages, and AFMC Form 96's will be maintained by HQ AFMC/A4D courseware manager.

A5.4. (Added-AFMC) Courseware archive process. Courseware archive requests will be processed through A4D Courseware Manager.

A5.4.1. **(Added-AFMC)** Requests for archiving a course will be on the same signature sheet like the signature sheet used for courseware approvals. Course information, justification, and all required signatures will be annotated prior to submittal to A4D.

A5.4.1.1. **(Added-AFMC)** For local courses, the CPM will sign archive request, obtain MTM signature, and forward to A4D for review. Coordinated requests will be returned to CPM for filing. A4D will keep a copy of the request for filing.

A5.4.1.2. **(Added-AFMC)** For command courses, the CPM will sign archive request, obtain MTM signature and route through the other MXW CPM's for concurrence and signature. Request will be forwarded to HQ AFMC/A4D for final approval. Approved request will be returned to originator with a copy kept on file. A4D will announce to all MXW's the archival action.

A5.5. (Added-AFMC) Tools used for collaboration.

A5.5.1. **(Added-AFMC)** The Courseware Management Database (TSS-CMD): Is a resource that allows courseware managers to track the development, revision, and status of courseware projects. The courseware developer will add updates to the database throughout all courseware projects to include supporting reports and documentation. The CMD also serves as an online course catalog and provides information about each course such as description, target audience, length of the course, delivery status, and highest proficiency level.

A5.5.2. **(Added-AFMC)** The Education and Training Management System (ETMS): Will be used as a tool to search for course numbers and titles.

A5.5.3. **(Added-AFMC)** The Depot Maintenance Training Library (DMTL): Houses all courseware for Depot Maintenance. Only the CM or appointed personnel for HQ AFMC/A4D are able to upload and modify documents within the library, to ensure that the version posted is current and complete. All others will be able to view and download course materials as needed for instruction.

A5.5.4. **(Added-AFMC)** Courses unique to individual MXWs can be maintained in their local libraries. Course information must be in the CMD for reference purposes.