

**BY ORDER OF THE COMMANDER  
655TH INTELLIGENCE  
SURVEILLANCE AND  
RECONNAISSANCE WING (AFRC)**

**655TH INTELLIGENCE  
SURVEILLANCE AND  
RECONNAISSANCE WING  
INSTRUCTION 36-2670**



**2 SEPTEMBER 2021**

**Personnel**

**FORMAL SCHOOL REQUESTS AND  
TRAINING MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Air Force Instruction (AFI) 36-2670, *Total Force Development*. It provides guidance and procedures on submitting and processing formal school requests and managing training within the 655 Intelligence, Surveillance and Reconnaissance Wing (ISRW). It applies to individuals at all levels of the wing. This wing instruction may be supplemented at any level, but all supplements that directly implement this publication must be routed to 655 ISRW Unit Training Manager (UTM) prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. The authority to waive requirements in this publication resides with the 655 ISRW Commander (CC). Submit requests for waivers through the chain of command to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, Records Management and Information Governance Program, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) as found on the AF Portal at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

## 1. Overview.

1.1. Formal schools and training are utilized to develop highly-skilled Reserve Citizen-Airmen which is a crucial element in the objective to “fly, fight and win” in the modern Air Force.

1.2. This publication provides guidance on procedures, timelines, and responsibilities surrounding the management of training and formal school requests.

## 2. Roles and Responsibilities.

### 2.1. Commanders.

2.1.1. Wing Commander. Wing Commander, in coordination with the 655 ISRW Financial Manager (FM) and Wing Training Manager (WTM), will determine member eligibility for wing Reserve Personnel Appropriation for Training (RPAT) funds – formerly known as “STP-2” – for the seasoning training program (STP) on a case-by-case basis. Duration of eligibility for RPAT orders shall not exceed 139 duty days.

2.1.2. Commanders at all levels. In accordance with (IAW) Air Force Instruction (AFI) 36-2670, *Total Force Development*, commanders will ensure effective training programs are established and executed, and designate an Additional Duty Unit Training Manager (ADUTM) as required.

### 2.2. Offices of Primary Responsibility (OPRs).

2.2.1. The 445 Force Support Squadron (FSS) Force Support Development and Education (FSDE) is the Base Training Manager (BTM) for the 655 ISRW. They follow all procedures outlined in applicable AFIs and a Memorandum of Agreement (MOA) with the 655 ISRW. This includes providing BTM services to the 655 ISRW, retrieving and maintaining record of all STP/RPAT draft orders, and tracking STP/RPAT on the 445 FSS Wing Education & Training SharePoint page.

2.2.2. Wing Financial Management (FM). All approved RPAT funding must be coordinated with, and approved by, 655 ISRW/FM prior to being sent to 445 FSS/FSDE.

2.2.3. Commander’s Support Staff (CSS). Unit CSS will draft orders, ensuring to select the appropriate fund site, once funding has been approved by the appropriate authority. Ensure proper fund cites when utilizing STP and RPAT.

#### 2.2.3.1. Pay and allowance fund cites:

2.2.3.1.1. STP. “SEASONING TRAINING-ENLISTED PRIORITY 1 655 ISRW” or “SEASONING TRAINING-OFFICER PRIORITY 1 655 ISRW”.

2.2.3.1.2. RPAT. “SEASONING TRAINING-ENLISTED PRIORITY 2 655 ISRW” or “SEASONING TRAINING-OFFICER PRIORITY 2 655 ISRW”.

#### 2.2.3.2. Travel and per diem fund cites:

2.2.3.2.1. STP. “DEAMS 655 ISRW SEASONING TRAINING-ENLISTED PRI 1” or “DEAMS 655 ISRW SEASONING TRAINING OFFICER PRI 1”.

2.2.3.2.2. RPAT. “DEAMS 655 ISRW SEASONING TRAINING ENLISTED PRI 2” or “DEAMS 655 ISRW SEASONING TRAINING OFFICER PRI 2”.

2.3. Unit Training Managers (UTMs) at all levels. IAW AFI 36-2670, UTMs will serve as training consultants to all unit members and determine if quality training programs are effective within all sections.

2.3.1. General Responsibilities.

2.3.1.1. Processes. Utilize the processes in place on the 655 ISRW Training SharePoint site and attachment for STP Memorandum of Understanding (MOU) submissions, upgrade training requests, and formal school requests.

2.3.1.2. Deliverables.

2.3.1.2.1. Quarterly Deliverables. Unit quarterly training meeting minutes must be maintained in the UTM Deliverables folder on the 655 ISRW Training SharePoint site IAW timelines established by AFI 36-2670. Refer to Air Force Reserve Command's (AFRC) UTM Procedures, Total Force (TF) Personnel Services Delivery (PSD) Guide, for further guidance on proper completion of the quarterly training meeting minutes.

2.3.1.2.2. Monthly Deliverables.

2.3.1.2.2.1. Track and report trainee core task sign off on the Unit Status of Training (SOT). Submit report every month via the UTM Deliverables link on the 655 ISRW Training SharePoint site. Refer to Air Force Reserve Command's (AFRC) UTM Procedures, Total Force (TF) Personnel Services Delivery (PSD) Guide, for further guidance on proper completion of the SOT report.

2.3.1.2.2.2. On-the-job Training (OJT) roster will be submitted via the UTM Deliverables link on the 655 ISRW Training SharePoint site and maintained for one year. OJT rosters must be signed by unit CC and contain appropriate remarks for all updates.

2.3.1.2.3. Ad-hoc Deliverables.

2.3.1.2.3.1. When ADUTM is required, maintain current ADUTM appointment letter, training certificate, and local ADUTM 797 job qualification standard (JQS) in the UTM Deliverables link on the 655 ISRW Training SharePoint site.

2.3.1.2.3.2. Maintain a training recognition policy in official memorandum format, signed by the current unit CC, in the UTM Deliverables link on the 655 ISRW Training SharePoint site.

2.3.1.2.3.3. When staff assistance visits (SAVs) occur, maintain associated unit commander-signed reports in the UTM Deliverables link on the 655 ISRW Training SharePoint site.

2.3.1.2.3.4. UTM/ADUTM will provide the wing-level unit training manager (WTM) with master training plans (MTPs), master training lists (MTLs), and milestones, as requested. NOTE: Classified MTPs will not contain classified information, but shall be sent with only task numbers listed.

2.3.2. Seasoning Training Program Responsibilities.

- 2.3.2.1. Submit all STP and RPAT SOUs a minimum of 30 days prior to the requested start date.
  - 2.3.2.2. All RPAT SOUs must be accompanied by a justification for request, individual training plan, and MTP.
  - 2.3.2.3. Complete an STP SOU for all eligible 3-level members during in-processing from technical school upon first UTA, or within 60 days of in-processing if the supervisor is not available at the first UTA, whether they request or decline training. Retain a copy of all SOUs as official records, whether approved or declined, for 12 months from the submission date.
- 2.4. Wing-level Unit Training Manager. The 655 ISRW/UTM is the WTM and point of contact (POC) for all formal school requests and training management-related activity. The WTM will:
- 2.4.1. Track all core task sign off via 445 FSS Wing Education & Training SharePoint page.
  - 2.4.2. Coordinate with Wing CC and 655 ISRW/FM regarding RPAT eligibility.
  - 2.4.3. Coordinate with, and provide training for, all 3F2X1s and ADUTMs at the Wing Quarterly Training Meeting.
- 2.5. Group-level Unit Training Manager (GTM).
- 2.5.1. Provide Squadron UTM's with process-related assistance, as requested, and provide feedback to the Wing UTM regarding current procedures and recommended courses of action, as applicable.
  - 2.5.2. Coordinate RPAT requests with 655 ISRW/FM and the 655 WTM for funding approval within 3 business days of reception of request from subordinate UTM or respective unit members.
  - 2.5.3. Coordinate with, and provide training for, all 3F2X1s and ADUTMs as requested.
  - 2.5.4. Provide accuracy checks, correct errors, and update applicable training systems for all received AF2096 and AF2519 forms as requested.
  - 2.5.5. Coordinate all routine formal school requests from unit members, as well as subordinate units, within 3 days of reception.
- 2.6. Squadron-level UTM/ADUTM.
- 2.6.1. Utilize chain of command for requesting assistance; GTMs should be contacted first, when possible.
  - 2.6.2. Evaluate programs and processes during normal operations and provide constructive feedback during quarterly training meetings or through their chain of command.
  - 2.6.3. Submit appropriate AF2096 and AF2519 forms to respective GTM, upon becoming qualified. **Exception:** Untrained UTM's must coordinate with their respective GTM for completion of their AF2096.
- 2.7. Supervisors.

2.7.1. Will familiarize themselves with their requirements to plan, conduct, and evaluate training IAW AFI 36-2670.

2.7.2. Must conduct and document a supervisor evaluation (on AF623A) within 120 days of new member's assignment to the unit. Supervisors will ensure that the supervisor evaluation is part of unit's in-processing checklist.

2.8. Members/Trainees. Trainees are the focal point of the AF training program and are responsible for making every effort to become qualified to perform in their AF Specialty.

2.8.1. Complete STP/RPAT training within allotted period of time. If training cannot be completed within the original time frame, a request for additional days (not to exceed 139 days in total) may be submitted to respective UTM/ADUTM. Requests are not guaranteed and must be accompanied by a justification and training plan.

2.8.2. Request formal schools through respective UTM/ADUTM and their established processes.

2.8.3. Actively participate in all opportunities for upgrade and qualification training IAW AFI36-2670.

### **3. Seasoning Training Program and Reserve Personnel Appropriation for Training.**

3.1. STP (formerly "STP-1"). IAW AFRCI 36-2603, STP will be utilized, prioritizing the completion of core task requirements in conjunction with Mission Qualification Training. Eligibility begins upon member's completion of technical training or upon approval of a 3-level training waiver. Member's eligibility is determined by AFRC and published every fiscal year to the AFRC/A1KE SharePoint site. UTMs will follow all STP processes outlined on the 655 ISRW Training SharePoint site and Attachment 1.

3.2. RPAT (formerly "STP-2"). IAW this publication, RPAT funding will be determined by 10 AF and distributed at the beginning of each fiscal year. When available, RPAT will be utilized to prioritize the completion of core task requirements in conjunction with Mission Qualification Training. Eligibility begins upon member's completion of technical training or upon approval of a 3-level training waiver. Air Force Specialty Codes (AFSCs), Special Duty Identifiers (SDIs), and Reporting Identifiers (RIs) not authorized for STP, as well as special circumstances approved by the Wing CC, Wing FM, and the WTM are eligible for RPAT. UTMs will follow RPAT processes outlined on the 655 ISRW Training SharePoint site and Attachment 2.

3.3. The 655 ISRW Training SharePoint site can be located at: [https://afrc.eim.us.af.mil/sites/10th\\_AF/655ISR/UTM/SitePages/Home.aspx](https://afrc.eim.us.af.mil/sites/10th_AF/655ISR/UTM/SitePages/Home.aspx).

### **4. Formal Schools.**

4.1. Formal training requirements are supported by Regular Air Force and other service schools. Chain of command, as well as established procedures outlined on the 655 ISRW Training SharePoint site, and Attachment 3, should be utilized for all formal school requests. The formal school request is found at: [https://afrc.eim.us.af.mil/sites/10th\\_AF/655ISR/UTM/Formal%20School%20Submission/Forms/AllItems.aspx](https://afrc.eim.us.af.mil/sites/10th_AF/655ISR/UTM/Formal%20School%20Submission/Forms/AllItems.aspx).

4.2. Formal school requests, to include Enlisted Professional Military Education (EPME), must be submitted no later than 45 days prior to the requested course's start date. Make submissions via the appropriate link on the 655 ISRW Training SharePoint site.

4.3. Late submission must be accompanied by a justification and will be considered on a case-by-case basis for eligibility (as a general rule, only deployment-related late submissions will be accepted).

4.4. IAW AFMAN 36-2136, *Reserve Personnel Participation*, individuals and units will not contact schools directly regarding availability of quotas, class dates, or other school information. In general, members will not directly contact school houses without prior approval of the WTM. Members should utilize chain of command by working through their respective UTM/ADUTM for assistance.

## **5. Upgrade Training.**

5.1. Enlisted personnel will complete all training requirements outlined in AFI 36-2670, the Air Force Enlisted Classification Directory (AFECD), Career Development Course (CDC) Catalog, and/or the Intelligence, Surveillance, and Reconnaissance Career Development Program (ISR CDP), the Career Field Education and Training Plan (CFETP), and additional unit/mission specific training requirements.

5.2. IAW AFI 36-2670, paragraph 4.6.4.3, squadron-level UTMs/ADUTMs will only be allowed to create AF2096s for upgrade after being trained by the GTM or WTM.

5.3. UTMs/ADUTMs will submit all AF2519 and AF2096 forms following the processes outlined on the 655 ISRW Training SharePoint site and Attachment 4.

JOSEPH T. MARCINEK

Commander

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

AFRCI 36-2603, *Air Force Reserve Seasoning Training Program (STP)*, 28 January 2021

#### *Adopted Forms*

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

AF Form 2519, *All Purpose Checklist*

#### *Abbreviations and Acronyms*

AC—Administrative Change

GTM—Group-level Unit Training Manager

STP—Seasoning Training Program

UTM—Unit Training Manager

WTM—Wing-level Unit Training Manager

#### *Terms*

**Adopted Form**—A form used (required) in a publication other than the prescribing publication.

**Form**—A fixed arrangement of captioned spaces designed for entering and extracting prescribed information. A tool used for the collection, recording, and/or extraction of information whereby a predetermined set of data fields have been established and defined to meet a definitive Air Force purpose or objective.

**Office of Primary Responsibility (OPR)**—The originating office for a publication; the author of the publication is an individual within the OPR. OPRs are solely responsible for the accuracy, currency, and integrity of their publications and forms.

**Point of Contact (POC)**—The individual designated by the OPR to meet all OPR responsibilities. POC and OPR are often used interchangeably, but the organization of primary responsibility retains ultimate responsibility.

**Policy**—A statement of important, high-level direction that guides decisions and actions throughout the Air Force. Policy translates the ideas, goals, or principles contained in the mission, vision, and strategic plan into actionable directives.

**Prescribed Form**—A form designed to support the implementation of requirements in a directive Air Force publication. Use and purpose of a prescribed form must be contained in the publication it supports (also known as the prescribing publication).

**Publication**—An officially produced, published, and distributed document issued for compliance, implementation, and or information. Includes Policy and Guidance Memorandums.

**Records Disposition Schedule (RDS)**—A document providing mandatory instructions for what to do with records (and non-record materials) no longer needed for current Government business,

with provision of authority for the final disposition of recurring or nonrecurring records; also called records disposition schedule, records control schedule, records retention schedule, and disposition schedule, or schedule. Includes the SF 115, GRS, and agency records schedule, that, when completed, becomes a comprehensive records schedule that also contains agency disposition instructions for non-record materials.

**Records Management**—Managerial activities involved with respect to records creation, records maintenance and use, and records disposition in order to achieve adequate and proper documentation of the policies and transactions of the Federal Government and effective and economical management of agency operations. (Federal Records Act), also called records administration.

**Unit**—A military organization constituted by directives issued by HQ USAF. A unit is either named or numbered.

### Attachment 2 STP PROCESS

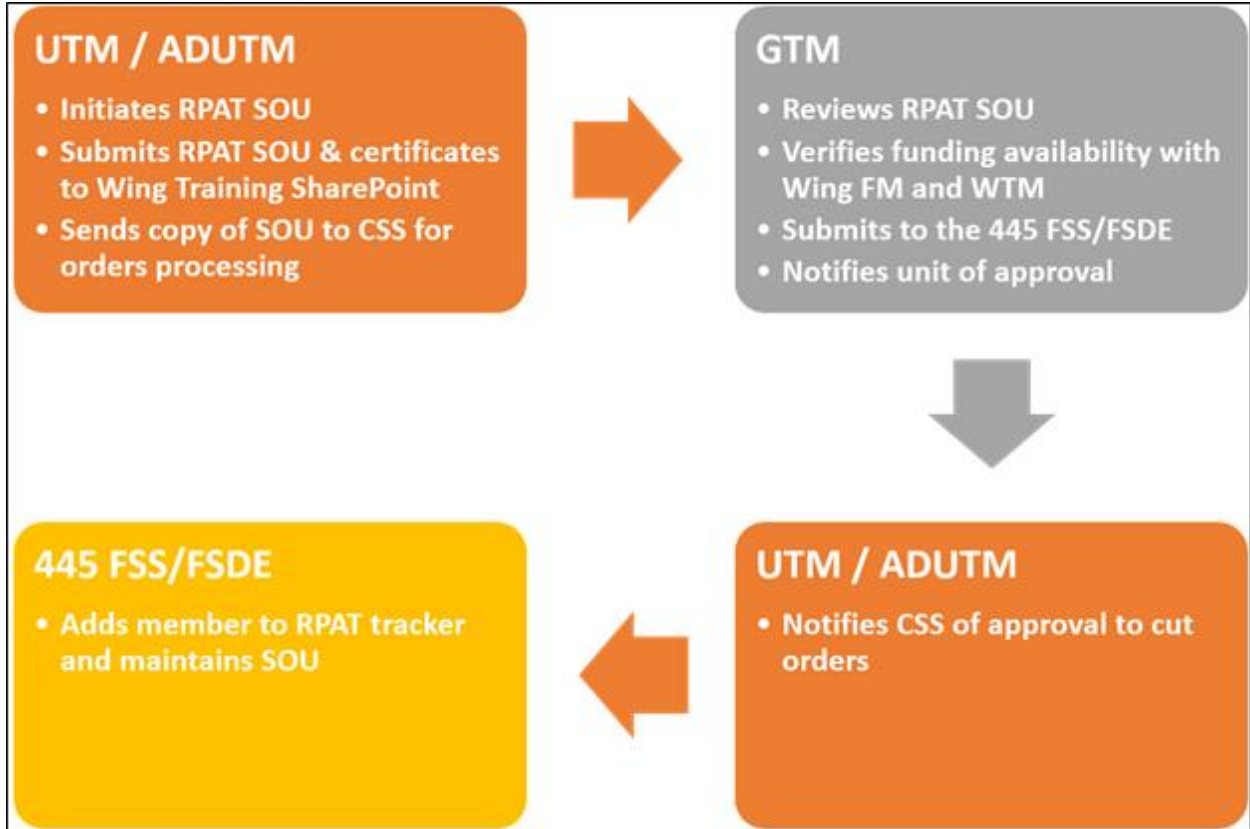
Figure A2.1. STP Process.



Attachment 3

RPAT

Figure A3.1. RPAT.



### Attachment 4 FORMAL SCHOOL PROCESS

Figure A4.1. Formal School Process.



### Attachment 5 UPGRADE PROCESS

Figure A5.1. Upgrade Process.

