**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

This instruction implements DAFPD 36-26, *Total Force Development and Management*, and is consistent with DAFPD 36-28, *Awards Program,* AFPD 36-21*, Utilization and Classification of Military Personnel,* and AFPD 36-29*, Military Standards.* It establishes AETC instructor and master instructor badging program guidelines; and eligibility criteria for the award and retention of the AETC instructor and master instructor badges. This publication applies to all AETC civilian employees and uniformed members of the Regular Air Force, the Air Force Reserve, the Air National Guard, and the United States Space Force assigned as AETC instructors. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the OPR using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a Tier (T-3) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. See DAFMAN 90-161, *Publishing Processes and Procedures*, Table A10.1 for a description of the authorities associated with the Tier numbers.

*SUMMARY OF CHANGES*

This interim change revises AETCI 36-2601 by (1) identifying the newly established AETC master instructor Special Experience Identifiers (SEI) and civilian electronic official personnel folder (eOPF) documentation capability along with related roles and responsibilities, (2) updating and realigning information in the overview, and (3) clarifying master instructor requirements that must be accomplished after completion of the teaching internship.  A margin bar (|) indicates newly revised material.

**1. Overview.**

1.1.  The AETC instructor and master instructor badges reflect current and previous positions of assignment (i.e., Prefix T, *Formal Training Instructor* positions identified on AETC manpower documents for individuals serving in, qualified to serve in, or receiving formal instructor training to qualify to serve in formal training instructor positions) for an AETC-managed formal training or education course.  These courses are conducted by an AETC or interservice organization whose primary mission is education or training. **Note:** An AETC unit commander may supplement this instruction to add other commensurate authorized prefixed instructor-type positions or special duty identifiers for award and retention of the AETC instructor and master instructor badges.

1.2.  This program is intended to foster morale, incentive, and esprit de corps by recognizing the outstanding achievement of AETC personnel, whose primary duty assignment is instructor in an AETC formal training and/or education environment.

1.3.  Classify and assign AETC personnel, as equitably as possible, to ensure a high state of readiness. Ensure qualified individuals with the needed instructor competencies, are in the right job at the right time to meet the AETC mission.

1.4. DAFI 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel,* authorizes that the AETC instructor and master instructor badge may be worn during and after an assignment (i.e. primary duty) as an AETC instructor in a formal training and/or education environment.  The AETC instructor and master instructor badge are duty badges, as defined in DAFI 36-2903 and are not to be regarded as occupational badges.

1.5.  The Air Force Personnel Center (AFPC) has established SEIs to identify training, skills, and experience gained from AETC instructor and/or master instructor duty.  After award of the AETC instructor and master instructor badge, military members may be submitted for the applicable SEI.  The SEI submission process is separate and distinct from the AETC instructor and master instructor badge award process.  Refer to the Personnel Services Delivery (PSD) Guide, *SEI Process* contained on the myFSS website for further guidance.  **Note:**  SEIs are utilized for military members only.

1.5.1.  SEI 316 and SEI 1L6 may be granted to enlisted AETC instructors and master instructors, respectively.  Refer to the Department of the Air Force Enlisted Classification Directory contained on the myFSS website for additional details and/or requirements.

1.5.2.  Experience Set UA and Experience Set 16 may be granted to officer AETC instructors and master instructors, respectively.  Refer to the Air Force Officer Classification Directory contained on the myFSS website for additional details and/or requirements.

1.6.  Civilian employees may record the AETC master instructor badge in their eOPF by following the process outlined in Knowledge Article 1306, *Training / Certification / License Update* contained on the myFSS website.  **Note:**  AFPC verification of the AETC master instructor badge award will require employee submission of AETC Form 630, *AETC Master Instructor Certificate*, AETC Form 329, *SERE and Aircrew Master Instructor Qualification Record*, or other locally developed award documentation.

**2.  Roles and Responsibilities.**

2.1.  Commander, Air Education and Training Command:  Authorizes the AETC instructor and master instructor badging program.

2.2.  Commanders:

2.2.1.  Ensure individuals meet all established requirements for award and retention of the designated badge.

2.2.2.  May disallow wear of a badge within a specific organization for reasons unique to that organization (e.g., metal badges may not be worn while working on energized equipment).

2.2.3.  May void an individual's award of a badge (e.g., individual is relieved from instructor duty, fails to complete position requirements, or demonstrates behavior that reflects discredit on the high standards associated with the badge).

2.2.4.  May establish additional instructor education, training, and experience requirements.

2.2.5.  Assign master instructor badging program management roles (e.g., tracking time and progress, approving equivalent e-learning courses, validating applicable education credit, assigning professional projects).

2.2.6.  Establish submission, content, certification and approval processes and procedures for master instructor nomination packages.

2.2.7. Approve the DAF Form 2096, *Classification/On-the-Job Training Action*, to award/remove the applicable AETC instructor and/or master instructor SEI in accordance with the PSD Guide, *SEI Process* contained on the myFSS website.

2.2.8. Ensure instructors, when wearing the instructor or master instructor badge, will present for duty (unless their absence is authorized), maintain professional relationships, adhere to standards of neatness, cleanliness, safety, and military/professional image.

2.3. Supervisors:  Initiate DAF Form 2096 to award/remove the applicable AETC instructor and/or master instructor SEI in accordance with the PSD Guide, *SEI Process* contained on the myFSS website.

**3.  Basic Eligibility Requirements for Award and Retention of the AETC Instructor and Master Instructor Badges.**

3.1. Airmen and Guardians assigned to an AETC instructor position may be awarded the AETC instructor badge upon completion of an approved instructor training course.  Prior AETC instructors, assigned to other AETC training or education functions, may continue to wear a previously earned AETC instructor/master instructor badge.

3.2. AETC instructors assigned to interservice education or training courses may wear the designated badge unless prohibited by the policy (or interservice agreement) of the interservice school to which they are assigned.

3.3. Members of other services assigned to teach AETC courses who meet established requirements may wear the designated badge, unless prohibited by the policy of their parent service.

3.4. **Exception:** Contract instructors may not be awarded the AETC instructor or master instructor badge.

**4.  Master Instructor Badging Requirements beyond Basic Eligibility.**

4.1.  Flying Training Instructors.  See AETCI 36-2604, *Flying Training Instructor Programs*.

4.2.  Military Training, Technical Training, and Education Instructors:

4.2.1. Will use the Master Instructor Requirements Guide on the AETC Force Development Policy and Integration Division (AETC/A3K) SharePoint (**https://usaf.dps.mil/sites/aetc-hq-a36/A3K/SitePages/A3KP.aspx**) for master instructor program requirements.  Point of contact is the AETC Force Development Policy Branch (AETC/A3KP) Workflow.  **(T-3)**

4.2.2.  Must complete the teaching internship before accumulating required contact hours.  **(T-3)**

**5.  Master Instructor Badge.**  Only AETC instructors who have completed all the requirements for their applicable master instructor program may be awarded the master instructor badge.

**6.  Presentation of Badges.** Instructor and master instructor badges signify a prestigious achievement in an individual's career.  Presentation should be made on an occasion that provides the individual maximum recognition within the organization (e.g., an instructor training course graduation or commander's call is an appropriate occasion for presenting the badge).

**7.  Positioning of the Badge.**  Wear the instructor and master instructor badges in accordance with DAFI 36-2903.


RANDY P. OAKLAND, Brigadier General, USAF
Director, Operations and Communications

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

DAFPD 36-21, *Utilization and Classification of Military Personnel*, 25 Aug 2023

DAFPD 36-26, *Total Force Development and Management*, 18 Jan 2024

DAFPD 36-28, *Awards Program*, 24 May 2021

DAFPD 36-29, *Military Standards*, 24 Jan 2023

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFI 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel*, 29 February 2024

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 Oct 2023

AETCI 36-2604, *Flying Training Instructor Programs*, 22 September 2020

*Prescribed Forms*

None

*Adopted Forms*

DAF Form 847, *Recommendation for Change of Publication*

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

AETC Form 329, *SERE and Aircrew Master Instructor Qualification Record*

AETC Form 630, *AETC Master Instructor Certificate*

*Abbreviations and Acronyms*

**AETC**—Air Education and Training Command

**AETCI**—Air Education and Training Command Instruction

**AFI**—Air Force Instruction

**AFPC**—Air Force Personnel Center

**AFPD**—Air Force Policy Directive

**DAFI**—Department of the Air Force Instruction

**DAFMAN**—Department of the Air Force Manual

**DAFPD**—Department of the Air Force Policy Directive

**eOPF**—Electronic Official Personnel Folder

**OPR**—Office of Primary Responsibility

**PSD**—Personnel Services Delivery

**SEI**—Special Experience Identifier

*Office Symbols*

**AETC/A3K**—AETC Force Development Policy and Integration Division

**AETC/A3KP**—AETC Force Development Policy Branch