

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**

**AIR EDUCATION AND TRAINING  
COMMAND INSTRUCTION 36-2901**

**16 AUGUST 2018**

**Personnel**



**WEAR OF THE AETC INSTRUCTOR  
AND MASTER INSTRUCTOR BADGES**

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This instruction implements AFPD 36-29, *Military Standards*. It establishes guidelines and eligibility criteria for the award and wear of the Air Education and Training Command (AETC) instructor and master instructor badges. It applies to all active duty, Air Force Reserve Command, Air National Guard, and civilian instructors assigned to AETC. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance (IAW) with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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 its chain of command to HQ AETC/A3. This AETCI may be supplemented by commanders responsible for implementing this instruction. Supplements will be used to establish organization-specific guidance. Commanders will send proposed supplements through their chain of command to HQ AETC/A3 for review and coordination prior to publishing. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (T-2, T-3) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Unless otherwise specified, requests for waiver must be submitted by the group or wing commander through numbered or named Air Force to AETC/A3/6.

## ***SUMMARY OF CHANGES***

This document has been revised and must be completely reviewed. This revision removes outdated references, elaborates on commander responsibilities associated with the Master Instructor, and directly references a Master Instructor Guide listing master instructor requirements for military and technical training and education instructors. It also adds language permitting the wear of the Instructor/Master Instructor badge to reflect current and previous AETC positions of assignment.

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### **1. Purpose of the AETC Instructor and Master Instructor Badges.**

1.1. These badges serve as duty identifiers for instructors assigned to AETC-managed formal training and education courses. These are courses conducted by organizations whose primary mission is education or training.

1.2. The Air Force Permanent Uniform Board approved the AETC instructor badge for wear by AETC personnel whose primary duty assignment is instructor in a formal training and/or education environment. Duty assignment may be in an AETC or interservice training or education program. The instructor badge is a duty badge as defined in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and is not to be regarded as an occupational badge.

1.3. Wear of the AETC instructor/master instructor badge reflects current and previous positions of assignment.

### **2. Responsibilities:**

2.1. **Commander, Air Education and Training Command:** Authorizes wear of the AETC instructor and master instructor badges.

#### **2.2. Commanders:**

2.2.1. Ensure individuals meet all established requirements for wear of a designated badge.

2.2.2. May disallow wear of the badge within a specific organization for reasons unique to that organization. Commanders may void individual authorization to wear the badge, (e.g. Individuals relieved from instructor duty, or who fail to complete position requirements or who demonstrate conduct that reflects discredit on the high standards associated with the badge).

2.2.3. May establish additional instructor training requirements.

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

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

### **3. Basic Eligibility Requirements for Wear of AETC Instructor and Master Instructor Badges:**

3.1. Airmen assigned to an AETC instructor position may wear the AETC instructor badge upon completion of an instructor training course (ITC). Prior AETC instructors, assigned to other AETC training or education functions, may continue to wear a previously earned AETC Instructor/Master Instructor badge.

3.1.1. Instructors assigned to interservice education or training courses unless prohibited by the policy of the interservice school to which they are assigned.

3.1.2. Members of other services assigned to teach AETC courses unless prohibited by the policy of their parent service.

3.1.3. **Exception:** Contract instructors may not be awarded the AETC Instructor/Master Instructor Badge.

### **4. Master Instructor Program 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. Use the Master Instructor Requirements Guide on the AETC/A3K Force Development Policy Integration SharePoint for master instructor program requirements (POC: AETC/A3KP Workflow) (T-3).

4.2.2. The teaching internship must be completed before accumulating required contact hours and other program requirements listed (T-3).

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

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

**7. Positioning of the Badge.** Wear the Instructor and Master Instructor Badges according to AFI 36-2903 and AFI36-2903\_AETCSUP.

WILLIAM A. SPANGENTHAL, Brigadier General, USAF  
Director of Operations and Communications

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFPD 36-29, *Military Standards*, 24 September 2014

AFI 33-360, *Publications and Forms Management*, 01 December 2015

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

AFI 36-2903\_AETCSUP, *Dress and Personal Appearance of Air Force Personnel*, 14 November 2014

AFMAN 33-363, *Management of Records*, 01 March 2008

AETCI 36-2604, *Flying Training Instructor Program*, 03 August 2016

***Prescribed Forms***

No Forms Prescribed

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AETC**—Air Education and Training Command

**ITC**—Instructor training course

**MTI**—Military Training Instructor