MEMORANDUM FOR DISTRIBUTION C
MAJCOMs/FLDCOMs/FOAs/DRUs

FROM: SAF/MR
1040 Air Force Pentagon
Washington, DC 20330-1040

SUBJECT: Department of the Air Force Guidance Memorandum (DAFGM) to DAFI 36-2670, Total Force Development

By Order of the Secretary of the Air Force, this Guidance Memorandum immediately changes AFI 36-2670, Total Force Development. The changes contained in this memo are for the Air Force Credentialing Opportunities Online Program and the Air Force Military Tuition Assistance Program only. The Military Tuition Assistance annual cap of $3750 outlined in AFGM 2020-02 is deleted and the original $4500 annual cap is restored. Additionally, preparatory coursework is now authorized for Air Force Credentialing Opportunities Online.

Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails in accordance with DAFI 33-360, Publications and Forms Management.

This Memorandum becomes void after one-year has elapsed from the date of this Memorandum, or upon publication of an Interim Change or rewrite of AFI 36-2670, whichever is earlier.

JOHN A. FEDRIGO
Principal Deputy Assistant Secretary
(Manpower and Reserve Affairs)

Attachment:
Guidance Changes
Guidance Changes

6.9. – 6.9.2.2. (CHANGED).

6.9. Air Force Voluntary Credentialing Program.

6.9.1. Program Description and Purpose. The Air Force Voluntary Credentialing Program enables eligible and authorized Airmen to obtain and maintain professional credentials that will enhance their career opportunities while serving in the military and their competitiveness in advancing their post-military civilian careers. Participation in a Voluntary Credentialing Program improves force readiness and provides Airmen with expanded professional skills and competencies.

6.9.1.1. The Air Force Voluntary Credentialing Program provides a vehicle for the award of civilian-recognized credentials. The intent is to expand the professionalism of Airmen while serving and to prepare them for entry into civilian jobs upon separation/retirement from the Service.

6.9.1.2. Participation in the Voluntary Credentialing Program is voluntary and self-initiated by an Airman. Participation is reviewed and authorized by an approval authority designated by the Airman’s chain of command (i.e., Service-level reviewing official).

6.9.1.3. The Air Force Credentialing Opportunities On-Line Program Office provides information and management of the Air Force Voluntary Credentialing Program. The term “credential” refers to any civilian industry professional certification, licensure or registry.

6.9.2. Responsibilities.

6.9.2.1. AF/A1DLV provides program policy and oversight of the Air Force Credentialing Opportunities On-Line Program to ensure compliance with policy and guidance as well as continued development and sustainment of the program. (T-1).

6.9.2.1.1. Provides guidance to the Air Force Credentialing Opportunities On-Line Program Office on policy questions and decisions. (T-1).

6.9.2.1.2. Reviews and approves budget projections and ensures Program Element Code 89732F funds are distributed to the appropriate office responsible for payment of credentials. (T-0).

6.9.2.2. CCAF provides direct program execution oversight of Air Force Credentialing Opportunities On-Line Program to ensure compliance with policy and guidance as well as continued development and sustainment of the program. (T-1).

6.9.2.2.1. The Air Force Credentialing Opportunities On-Line Program Office provides the daily execution of the Air Force Credentialing Opportunities On-Line Program within the policy and guidelines established by AF/A1DLV. (T-1). Duties include, but are not limited to:

6.9.2.2.2. Ensure compliance with this instruction and references herein. (T-1).
6.9.2.2.3. Provide input towards reporting requirements established by higher authority. (T-1).

6.9.2.2.4. Liaise between business partner(s) and career field managers to resolve concerns and provide guidance that aligns with Air Force policy. (T-1). This includes providing oversight of skill gap analyses and working directly with subject matter experts and career field managers to determine best-fit credentials for each Air Force Specialty Code.

6.9.2.2.5. Provide recommendations via AF/A1DLV for updates to Air Force Credentialing Opportunities On-Line Program website. (T-1).

6.9.2.2.6. Assist Education and Training Section personnel and career assistance advisors in promoting the Air Force Credentialing Opportunities On-Line Program and website. (T-1).

6.9.2.2.7. Maintain working relationships with other military service credentialing programs and external credentialing agencies. (T-1).

6.9.2.2.8. Assess program effectiveness that includes costs, level of effort, success rates, and production data metrics. (T-1).

6.9.2.2.9. Coordinate resource requirements and data through CCAF for final approval at AF/A1DLV and make recommendations for program restructuring in order to operate within fiscal resource constraints or advocate for additional resources. (T-1).

6.9.2.2.10. Provide oversight to the credentialing payment processes and audit payment processes in accordance with the Quality Assurance Plan at least monthly to ensure payments are made consistent with Air Force policy. (T-1).

6.9.2.2.11. Assist with the development of the Air Force Credentialing Opportunities On-Line Program website and conduct periodic reviews of the website to assess modifications for implementation. (T-1). Provide recommended modifications to AF/A1DLV for review and final approval.

6.9.2.2.12. Provide reports to AF/A1DLV. (T-1).

6.9.2.2.13. Develop and execute a marketing plan for the Air Force Credentialing Opportunities On-Line Program and website and submit to AF/A1DLV for final approval. (T-1). Review the marketing plan and website as needed or at least yearly to ensure relevancy, currency and accuracy, and to ensure that the website remains similar in capabilities to other service program websites. (T-1). The website may not look the same, but it should be capable of performing the same functions.

6.9.2.3. Career Field and Unit Leadership. Career Field Managers, Major Command Functional Managers, and unit leadership are key to the professional development and credentialing of Airmen. These leaders will:

6.9.2.3.1. Encourage Airmen to pursue professional credentials. (T-1).
6.9.2.3.2. Advise and counsel Airmen on the significance of professional credentials to job performance, career enhancement, and post-service employment opportunities via individual feedback and mentoring, roll calls, unit training, or other venues the unit leadership deems appropriate. (T-1).

6.9.2.3.3. Ensure Airmen requesting funding for credentialing exams and other credentialing expenses under this authority do not register, take, participate in, schedule, or otherwise obligate the government to pay for a credentialing expense without first obtaining approval for funding. (T-1).

6.9.2.3.4. Ensure Airmen meet all eligibility requirements of the program prior to approval of a credentialing goal and the associated funding request(s) (See paragraph 6.9.5. Eligibility Requirements). (T-1).

6.9.2.4. Airman Responsibilities. Each Airman is responsible for:

6.9.2.4.1. Following the program procedures outlined in the Air Force Credentialing Opportunities On-Line Program Personnel Services Delivery Guide (PSDG). (T-1).

6.9.2.4.2. Ensuring approval for funding before taking any actions that would obligate the expenditure of funds, to include registering for, scheduling or partaking in an exam or other credentialing expense. (T-1). Failure to obtain advanced approval will result in the Airman being personally liable for the expenses. (T-1).

6.9.2.4.3. Submitting the completed Air Force Credentialing Opportunities On-Line Program request ensuring all required information and endorsements are submitted not earlier than 60 days and not later than 30 days prior to the anticipated exam date. (T-1). Failure to provide completion documentation for the requested credential before separation/retirement will result in recoupment action. (T-1).

6.9.2.4.3.1. Submission of requests greater than 60 days prior to the exam date will be denied and the Airman will be instructed to resubmit the request within the timeframe described in paragraph 6.9.2.4.3. (T-1).

6.9.2.4.3.2. Requests submitted after starting, taking, participating in, or otherwise incurring the credentialing expense will be rejected, and the Airman will be personally liable for all expenses. (T-1).

6.9.2.4.4. Notifying the Credentialing Program Office of any changes in credentialing exam(s) testing dates and/or locations approved and accepted by the Airman prior to the change occurring. (T-1). Failure to do so will incur a financial obligation on behalf of the Airman. (T-1).

6.9.2.4.5. Providing credentialing completion results or other documents and credentialing exam score reports to the Credentialing Program Office within 30 days of notification from the credentialing agency. (T-1). Airmen will be ineligible to further participate in the Air Force Credentialing Opportunities On-Line Program until results are received. (T-1). In addition,
Airmen who fail to report their completion results within 120 days of completion will reimburse Air Force Credentialing Opportunities On-Line Program funds issued for the exam(s). (T-1).

6.9.2.4.6. Notifying the Credentialing Program Office if unable to enroll in or complete the credentialing exam and/or when there is a change in the member’s service obligation. (T-1). Failure to do so will result in forfeiture of future funding and reimbursement of Air Force Credentialing Opportunities On-Line Program funds. (T-1).

6.9.2.4.7. Reviewing vendor’s refund policy prior to submitting funding request and requesting refund(s) from vendor for resources not pursued. (T-1).

6.9.2.4.8. Updating personal email, contact number and address as well as the supervisor’s email and phone number prior to submitting an educational goal or funding request. (T-1).

6.9.3. Authorized Uses.

6.9.3.1. Airmen may choose to pursue multiple credentials from the approved list for their Primary Air Force Specialty Code.

6.9.3.1.1. Funding includes the initial credentialing exam (or series of exams if the selected credential has more than one exam), coursework, other credentialing expenses, and related exam fees.

6.9.3.1.2. Funding for books will be limited to a maximum of $500 per goal, provided the Airman maintains eligibility and does not exceeded the $4,500 lifetime cap. (T-1).

6.9.3.2. Funding will also be provided if the credential requires periodic recertification. This only applies to an Airman’s credential that was funded by the Air Force Credentialing Opportunities On-Line Program. (T-1). Funding will be provided to Airmen who maintain eligibility and who have not reached the $4,500 lifetime cap. (T-1).

6.9.3.3. Senior non-commissioned officers in the ranks of E-7 through E-9 may be eligible for an additional funded leadership credential. Air Force Specialty Codes with no civilian credential match in the Air Force Credentialing Opportunities On-Line Program website may be eligible for a funded leadership credential, regardless of rank. (T-1).

6.9.3.4. Airmen with special duty identifiers (i.e., 8F000, 8A100, 8B000) with no matching civilian credentials in the Air Force Credentialing Opportunities On-Line Program, may be eligible for an Air Force-funded leadership and/or a previously held Air Force Specialty Code credential listed on the Air Force Credentialing Opportunities On-Line Program website.

6.9.3.5. Airmen may pursue one credential related to their awarded academic degree, bachelors or higher.

6.9.3.6. Airmen may pursue one credential unrelated to their Primary Air Force Specialty Code with supervisor’s approval.
6.9.3.6.1. Airmen will be required to reimburse all funding associated with the credential in case of non-completion and/or failure. (T-1).

6.9.3.6.2. Airmen who fail or fail to complete a voluntary credential exam will not receive payments for subsequent attempts for the same credential exam, unless funds were reimbursed for the failed credential exam. (T-1).

6.9.3.6.3. Failure of voluntary credential exams will not exclude Airmen from receiving funding for other approved voluntary credentials. (T-1).

6.9.3.7. Credentialing agencies require payment upon application. The Air Force will pay on behalf of Airmen. However, Airmen whose request for funding exceeds the amount on their cap will be held responsible for paying the difference prior to Air Force Credentialing Opportunities On-Line Program paying the remainder of the credentialing cost. (T-1).

6.9.3.7.1. Airmen requesting funding within 180 days of separation or retirement will be reimbursed after submitting proof of credential completion. (T-1). This provision is effective 25 December 2020, which is 180 days after AFI 36-2670 was originally published on 25 Jun 2020. (T-1).

6.9.3.7.2. Any items requested for funding that fall within the 180-day window will result in the entire funding request being considered within the 180-day window. (T-1).

6.9.3.7.3. Proof of completion includes the credential completion results, and invoice for approved Air Force Credentialing Opportunities On-Line Program items (i.e., books, administrative fees, and application fees).

6.9.3.7.4. Airmen must submit reimbursement requests no later than 60 days after date of separation or retirement. (T-1).

6.9.3.8. Funding requests will be processed and approved in the order of receipt and/or bulk processing, whichever comes first. (T-1). Funding requests will not be processed with higher priority to satisfy requirements for Senior Rater Endorsement, Enlisted Performance Reports, award packages, etc. (T-1).

6.9.3.9. Combat-wounded, ill, or injured Airmen awarded a 9W series reporting identifier for combat-related injuries or illness as reflected in the Military Personnel Data System, are eligible for credentials not related to their Air Force Specialty Code, as well as leadership credentials, regardless of rank. (T-1).

6.9.3.9.1. Airmen must meet all credentialing agency qualifications in order to pursue the requested credential. (T-1).

6.9.3.9.2. If Wounded Warriors are discharged due to conditions related to their Wounded Warrior designation prior to completing the credentials, repayment will not be required. (T-1).
6.9.3.9.3. If a Wounded Warrior’s designation is changed from the Wounded Warrior Air Force Specialty Code to a previous or new Primary Air Force Specialty Code, the Airman may complete the leadership credential enrolled in at the time the designation is changed. No further leadership credentials will be allowed unless the Airman meets the current Air Force eligibility criteria. (T-1).

6.9.4. The credentialing program office will not approve funding for the following:

6.9.4.1. Obtaining or renewing credentials that are a prerequisite for appointment in the Air Force or required/mandatory to hold a military occupation, duty position, or a specialty-coded billet. (T-1). Note: The funding and guiding policy of required/mandatory credentials must be provided by the entity that directed the required/mandatory credentialing. (T-1).

6.9.4.2. Hardware items such as laptops, tool kits, network server kits, etc. (T-1). Airmen will be responsible for funding those items if desired for credential completion. (T-1).

6.9.4.3. Academic degrees or fees for non-mandatory membership in professional societies or associations. (T-1).

6.9.4.4. Failed exams. (T-1). Airmen who fail an examination must seek other funding methods for re-examination fees. (T-1).

6.9.4.5. The accumulation of continuing education units, professional education units, and professional development units. (T-1).

6.9.4.6. Attendance at conferences, workshops, etc., required to maintain a credential or for the recertification/renewal of credentials. (T-1).

6.9.4.7. Travel, hotel expenses, per diem, airfare, etc. (T-1).

6.9.5. Eligibility Requirements. Enlisted Airmen serving in RegAF, Air Force Reserve, and Air National Guard desiring to participate in the Air Force Credentialing Opportunities On-Line Program must meet the following eligibility requirements:

6.9.5.1. Possess at least the 5-skill level in their Primary Air Force Specialty Code to which the credential is mapped. (T-1).

6.9.5.2. Must not have an Unfavorable Information File, a failed or overdue physical fitness test, a referral Enlisted Performance Report and/or be on a control roster at the time of application for Air Force Credentialing Opportunities On-Line Program. (T-1).

6.9.5.3. Have a record in the Air Force Automated Education Management System with an approved credentialing goal. (T-1).

6.9.5.4. Must be in the RegAF for the completion of the entire credential. (T-1).
6.9.5.4.1. The Air Force Credentialing Opportunities On-Line Program will not fund enlisted Airmen who have separated, retired, or commissioned. (T-1). For Airmen enrolled in credentialing programs at the time any of these events occur, their funding will immediately cease, their remaining cap will be deleted, and they will be liable for the reimbursement of any funds paid on their behalf. (T-1).

6.9.5.4.2. Only activated Guard and Reserve Airmen (unit guard or reserve, individual reserve) on Title 10 orders §§ 12301(a), 12301(d), 12301(g), 12302, or 12304 or Title 32 § 502(f) orders are eligible to receive Air Force Credentialing Opportunities On-Line Program funding. (T-1). A copy of the orders must be loaded to the Airman’s Student Documents folder in the Air Force Automated Education Management System and cover the duration of the credential. (T-1). Airmen must be on Active Duty orders status when their funding requests are approved and funded by Air Force Credentialing Opportunities On-Line Program Credentialing Program Office and Purchasing Agents. (T-1). Grades must be submitted within 60 days of termination of orders to active duty. (T-1). Failure to provide grades will require the Airman to reimburse the government for all funding associated with the credential. (T-1).

6.9.5.5. Supervisors must approve or disapprove all credentialing requests and can deny requests based on any of the following criteria if they believe any of the below circumstances will impede an Airman’s successful completion of the requested credential. (T-1).

6.9.5.5.1. Airman is in Upgrade Training. (T-1).

6.9.5.5.2. Airman will be on temporary duty during any portion of exam preparation. (T-1).

6.9.5.5.3. Airman will have a permanent change of station during any portion of exam preparation. (T-1).

6.9.5.5.4. Airman is scheduled to attend or is enrolled in Professional Military Education. (T-1).

6.9.5.5.5. Other factors that could affect the Airman’s ability to successfully complete the exam(s) can also be considered. This includes participation in courses funded by the Military Tuition Assistance program. (T-1).

6.9.5.6. Supervisors will utilize the resource page on the Air Force Credentialing Opportunities On-Line Program website to mentor and counsel Airmen prior to taking initial credential exams(s). (T-1).

6.9.6. Credentialing Agency Requirements. Airmen applying for funding for professional credentialing expenses must agree to comply with the credentialing agency’s eligibility and examination requirements. (T-1). In most cases, the Airman must pass written or computer-based exam(s) and/or oral and practical exam(s) (i.e. projects in laboratory setting), as well as meet other requirements (i.e., documented practical experience, formal application, documented training, continuing education units, payment of exams and maintenance fees, etc.). (T-1).

6.9.7. Air Force Automated Education Management System. The Air Force Automated Education Management System is the official system of record for the Air Force Voluntary
Education Program and will be used to process all credentialing requests and maintain Airmen records. (T-1).

6.9.8. CCAF Credit. The CCAF awards collegiate credit for specific credentials that are applicable to the technical requirements and academic discipline of specific CCAF Associate of Applied Science degree programs. The CCAF establishes policies for awarding credit.

6.9.8.1. Awarding CCAF credit is based on degree relevancy, college-level academic standards, career field needs, and Career Field Manager recommendations. Credentials that have been evaluated by the American Council on Education for credit recommendation will not be evaluated by CCAF for award of CCAF academic credit. (T-1).

6.9.8.2. Upon issuance of a CCAF degree-applicable credential, Education and Training Section counselors will submit a CCAF Student Action Request to have the credentialing credit applied to the Airman’s CCAF student record. (T-1). Refer to the CCAF Advisor Handbook for specific guidance.

6.9.9. Other Related Credentials.

6.9.9.1. Airmen may pursue credentials that are not identified as funded by the Air Force Credentialing Opportunities On-Line Program at their own expense through the use of the Montgomery GI Bill, Post 9/11 GI Bill, or other programs.

6.9.9.2. Airmen who fail to meet the requirements outlined in paragraph 6.9.2.4.3. for the approved and funded credential that they have applied for will be automatically disapproved from participating in additional Voluntary Education programs, such as the Military Tuition Assistance or SkillBridge programs prior to separation or retirement. (T-1).
This instruction implements Title 10 United States Code (USC), Sections (§) 2005, Advanced Education Assistance: Active Duty Agreement; Reimbursement Requirements; 10 USC § 2007, Payment of Tuition for Off-Duty Training or Education; Department of Defense Instruction (DoDI) 1322.29, Job Training, Employment, Employment Skills Training, Apprenticeships and Internships (JTEST-AI) for Eligible Service Members; and Presidential Executive Order 13607, Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members. It also implements 10 USC § 9415, Community College of the Air Force: associate degrees; and 10 USC § 9417, Degree Granting Authority for Air University. Finally, this instruction implements Air Force Policy Directive (AFPD) 36-26, Total Force Development. Compliance with attachments in this publication is mandatory.

It has been developed in collaboration between the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1), the Chief of the Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), and applies to all Regular Air Force (RegAF) members, Air Force civilians, members of Air Force Reserve, and members of the Air National Guard.
This publication provides directive guidance on personnel policy for executing total force development. It includes personnel policy on career enhancement programs, developmental education, and training programs; directive guidance on voluntary education programs and develops policy for the Community College of the Air Force (CCAF); the objectives, requirements, and assigned responsibilities for the conduct and administration of training, education, and professional development for appropriated fund and non-appropriated fund civilians; and directive guidance on how to classify and code educational levels, education specialties, education sub-specialties, and the method used to obtain education levels for the Military Personnel Data System. It is used according to 5 USC § 4118, Regulations by management of civilian training functions for appropriated fund and non-appropriated fund civilians. Finally, it establishes Air Force (AF) guidance for determining needs; validating requirements; financial planning; obtaining resources; and evaluating, documenting, and reporting training.

This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 5 USC § 552a; 10 USC Section 9013; and Executive Order 13478, Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers. The applicable system of records notices (SORNs) F036 AF PC C, Military Personnel Records System; F033 AF B, Privacy Act Request File; F036 AF PC Q, Personnel Data System; F036 AFMC D, Education and Training Management System; F036 AF A1 A, Air Force Automated Education Management System, and F036 AETC L, Community College of the Air Force Student Transcript, Administration, and Records System are available at: http://dpelo.defense.gov/Privacy/SORNs.aspx

Refer recommended changes and questions about this publication to the Office of Primary Responsibility listed above 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 authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AF Instruction (AFI) 33-360, Publications and Forms Management, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance AFI 33-322, Records Management and Information Governance Program, and disposed of in accordance with Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

Compliance with the attachments in this publication are mandatory.
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CHAPTER 1—EXECUTING TOTAL FORCE DEVELOPMENT

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EXECUTING TOTAL FORCE DEVELOPMENT

The provisions in Chapter 1 of this instruction are intended for application to officers O-5 and below, enlisted, and civilians General Schedule (GS)-15 (or equivalent) and below.

1.1. Overview. This publication establishes guidance and procedures for the administration and management of force development initiatives and applies to the Total Force. Force development develops foundational and occupational competencies in all Airmen through education, training, and experience opportunities to satisfy current and future Air Force mission requirements. Force development is dynamic and deliberate by design. It depends on underlying processes which integrate and synchronize senior leader perspectives, institutional requirements, and modeling tools used to forecast qualitative and quantitative requirements with precision and rigor.

1.1.1. Force development leverages the Continuum of Learning, a career-long process of individual development. The Continuum of Learning is designed to deliberately integrate developmental opportunities using the Foundational Competencies. The Continuum of Learning is a common taxonomy used to produce adaptable and knowledgeable Airmen and is generally obtained through a combination of education programs, training programs, and experience. Education programs include: developmental education, undergraduate, advanced academic degrees, and professional continuing education. Training programs include: technical, on-the-job, flying, ancillary, expeditionary Airman training, Civilian Acculturation and Leadership Training, and advanced training such as the Air Force Weapons School and other advanced courses. Experience is gained through an appropriate series of assignments or special programs, such as intern programs, education with industry, Developmental Special Duties or fellowships with research organizations, and leveraged through appropriate mentoring.

1.1.2. Force development is executed by the Force Development Command (AETC); the Air Force Personnel Center (AFPC), Directorate of Assignments (AFPC/DP2) for Regular Air Force officers and enlisted; and the Directorate of Civilian Force Integration (AFPC/DP3DA) for civilians. Functional Authorities have overarching responsibility for force development for their functional communities. Career field managers communicate the education, training, and experience requirements for their functional communities. Air Force Reserve force development is executed by Air Reserve Personnel Center (ARPC). Each state, territory, or district is responsible for the execution of Air National Guard force development.

1.2. Overarching Roles and Responsibilities. Additional or expanded roles and responsibilities for the Air Force Reserve and the Air National Guard are addressed in paragraphs 1.6, 1.7 and 1.8 respectively.

1.2.1. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR). SAF/MR serves as an agent of the Secretary of the Air Force and provides guidance,
direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets addressing force development.

1.2.2. Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1). Develops and ensures implementation of force development policy. Specifically AF/A1 develops and ensures implementation of force development policy to:

1.2.2.1. Lead career field sustainability, design, task definition, and functionality efforts for all Airmen.

1.2.2.2. Define force development requirements and competency development, regardless of funding source.

1.2.2.3. Provide annual force development guidance to the functional authorities, functional managers, and development team chairs.

1.2.2.4. Provide oversight of development teams.

1.2.2.5. Provide oversight, guidance, and develop standards for functional area managers and career field managers.

1.2.2.6. Chair the annual Developmental Education Designation Board and establish developmental education requirements.

1.2.2.7. Maintain oversight and control of Air Force-approved organizational structures, manpower requirements, and programmed and budgeted manpower levels, to include joint bases.

1.2.2.8. Maintain control, develop policy, and oversee determination and validation of manpower requirements as depicted on Unit Manpower Documents.

1.2.2.9. Establish Developmental Special Experiences (DSE) governing policy.

1.2.2.10. Partner with the Force Development Command (AETC) in determining applicability and categorization of special experience identifiers (SEI), special duty identifiers (SDI), career broadening opportunities, fellowships, and other prospects as DSE opportunities.

1.2.3. Force Development Command (AETC). Develops and implements force development processes and procedures to execute force development policy.

1.2.4. Functional Authorities. Functional authorities are designated General Officers and members of the Senior Executive Service serving as Deputy Chiefs of Staff or Assistant Secretaries appointed by the Secretary of the Air Force to provide oversight and functional advisory services related to functional communities. **Exception:** Changes to functional authority rank/grade/position must be requested in writing to AF/A1, with a copy provided to AF/A1D, AF/A1C and AF/A1P. *(T-1).* Multiple Air Force specialties may fall under a functional authority’s purview. Functional Authority Alignment Tables (see Attachment 3) provide detailed identification of the functional authority responsibilities for specific specialties and career fields. Specifically the functional authorities will:

1.2.4.1. Direct and approve functional assignment prioritization plans. *(T-1).*

1.2.4.2. Ensure Secretary of the Air Force-approved force development policies are implemented within their assigned functional communities. *(T-1).*
1.2.4.3. Provide strategic oversight of force development to include determination and prioritization of functional community requirements to meet mission needs. (T-1).

1.2.4.4. Ensure Airmen are both encouraged and provided the opportunity, when appropriate, to perform instructor and special duties to meet institutional requirements. (T-1).

1.2.4.5. Review career field health on specialties under their management and report results to the Air Force Council when appropriate. (T-1).

1.2.4.6. Inform AF/A1 of anticipated reorganizations, realignments, and mission changes that may affect force development programs. (T-1).

1.2.4.7. Provide functional representation to the annual Air Force Education Requirements Board. (T-1).

1.2.4.8. Establish a Functional Advisory Council and appoint the Functional Advisory Council chair(s). (T-1).

1.2.4.9. Develop Functional Advisory Council charter (see Attachment 5). (T-1).

1.2.4.10. Appoint a functional manager. (T-1).

1.2.4.11. Notify AF/A1DI in writing (with a copy to Human Resources Data, Analytics, and Decision Support Division (A1XD) or Headquarters Air Force, Compensation and Workforce Management (AF/A1CM) for civilians) within 10 business days of any new appointments to the career field functional authorities, functional managers, and development team chair positions (see Attachment 6). (T-1).

1.2.4.12. Designate assignment team and career field team personnel to serve as representatives to Functional Advisory Councils and developmental teams. (T-1). Can be delegated to the functional authority’s representatives.

1.2.5. Functional Advisory Councils. Functional Advisory Councils prepare senior leaders with a comprehensive understanding of functional, cross-functional, and institutional personnel requirements as they pertain to particular career fields. Functional Advisory Councils provide the development team panels with developmental requirements for their career field population in the areas of education, training, and experience. Functional Advisory Councils may be convened by each functional area to provide strategic-level oversight to functional communities under their guidance and support the force development and force structure management processes within defined Air Force functional communities.

1.2.5.1. Functional Advisory Council Establishment. Functional Advisory Councils should convene at least annually. Every effort should be made to convene in conjunction with other career field meetings where a majority of the Functional Advisory Council members are already in attendance, or they may be held virtually.

1.2.5.2. Functional Advisory Council Chair. Ideally, the functional authority will appoint the functional manager as the Functional Advisory Council chair. When the functional manager is unavailable to fulfill this role, the functional authority will appoint a general officer or member of the senior executive service as the representative.
1.2.5.3. Functional Advisory Council Membership. The Functional Advisory Council chair determines the Functional Advisory Council membership. Ideally, the Functional Advisory Council will include the career field manager, Major Command-level functional leadership and other key force development stakeholders (i.e., Assignment Team/Career Field Team representatives). Cross-functional authorities may have valid force development requirements involving Airmen assigned to functional Air Force specialty codes or approved civilian billets in shared occupational series, such as those in the Nuclear Enterprise. Representatives from these communities may attend applicable Functional Advisory Councils with prior approval from the functional manager.

1.2.5.4. Identify functional, cross-functional, and institutional requirements for the career field and validate career field mission needs.

1.2.5.5. Identify developmental goals of the career field. Discussions should include topics such as cross-functional requirements review, releasing Airmen for opportunities out of their core Air Force specialty code, preparing Airmen for institutional Air Force leadership positions, the role of diversity within the career field, and sustaining perishable skill sets.

1.2.5.6. Determine career field capability to satisfy identified requirements, meet developmental goals, and perform the mission. Any capability gaps are resolved through changes in the progression plan and force management initiatives.

1.2.5.7. If a development team is executed, the Functional Advisory Council should utilize development team feedback to identify existing and potential career field capability gaps.

1.2.5.8. Communicate developmental goals to the career field through updated career progression guidance and direction to career field leadership.

1.2.6. Cross-Functional Authority. Cross-functional authorities are responsible for strategic oversight and force development advocacy related to the requirements of their occupational capability. They identify cross-functional billets, associate proficiency levels, and identify development (developmental education, training and/or experience) required to successfully conduct their mission. Currently, six cross-functional authorities have been identified: cyberspace, nuclear, space, test and evaluation, combat air advisors, and acquisitions. Future cross-functional authorities will be designated by a memorandum signed by the Air Force Chief of Staff or designated representative. While not authorized to establish development teams, cross-functional authorities have valid force development requirements involving Airmen assigned to various Air Force specialties, which can include Air Force Specialty Codes (military)/occupational series (civilian) outside their core functional area. These communities generate and implement force development and management strategies to sustain and improve such capabilities. Cross-functional authorities will:

1.2.6.1. Provide strategic-level guidance to the functional communities that contribute to cross-functional capabilities. (T-1).

1.2.6.2. Provide career field managers with requirement validation guidance and procedures, including utilization and prioritization guidance. (T-1).
1.2.6.3. Forecast force development requirements (both qualitative and quantitative) using Air Force strategic planning processes. (T-1). Articulate requirements to functional authorities in the form of long- and short-term manpower forecasts; personnel requirements; and education, training, and experience criteria necessary to develop a sufficient cross-functional community. (T-1).

1.2.6.4. Ensure career field managers and Development Teams are provided education, training, and experience criteria necessary to develop their cross-functional professional inventories. (T-1).

1.2.6.5. Advocate cross-functional issues to functional communities. (T-1).

1.2.6.6. As appropriate, attend functional authority, functional manager, development team, Functional Advisory Council, and career field manager meetings. (T-1).

1.2.6.7. Articulate cross-functional programs to functional authorities, development teams, and assignment teams in the form of Air Force specialty code or occupational series-specific capability requirements on an annual basis. (T-1).

1.2.6.8. Identify cross-functional requirements to individual career field managers from supporting career fields no later than 90 days prior to each development team session. (T-1). Development team chairs, career field managers, and assignment teams ensure these cross-functional requirements are appropriately addressed during development team sessions. (T-1).

1.2.6.9. Provide annual cross-functional area health updates to senior leadership as necessary. (T-1).

1.2.6.10. Provide support to accessions and training processes as outlined in AFI 36-2616, Technical Training Requirements Programs. (T-1).

1.2.6.11. In coordination with Career Field Managers, define and develop cross-functional capabilities education and training requirements to produce appropriate skills and capability inventory. (T-1).

1.2.6.12. Coordinate and integrate training requirements through Utilization & Training Workshop process as defined in Chapter 4. (T-1).

1.2.6.13. Review and validate advanced academic degree requirements, as well as other professional continuing education needed to meet Air Force requirements. (T-1).

1.2.6.14. Directly engage and advocate with Headquarters Air Force agencies, functional authorities, and career field managers to synchronize and integrate planning, programming, budgeting, legislative, and policy development activities within the corporate structure through use of force development plans. (T-1).

1.2.6.15. When necessary, establish, chair and convene Cross-Functional Advisory Panels or other governance forums to develop and coordinate strategic-level oversight to key stakeholders and functional communities. (T-1).

1.2.6.16. Monitor development of Total Force Assessment, career field pyramids (see Attachment 7), and manning products as appropriate. (T-1).
1.2.7. Nuclear Enterprise Functional Authority. The Secretary of the Air Force appointed the Assistant Chief of Staff, Strategic Deterrence and Nuclear Integration (AF/A10) as the Nuclear Enterprise Functional Authority to advocate and integrate cross-functional nuclear capabilities through human capital strategies that meet the needs of nuclear Airmen. Specifically, the Nuclear Enterprise Functional Authority will:

1.2.7.1. In partnership with career field managers, articulate the human capital nuclear requirements of dual-capable Airmen to ensure the expertise and numbers necessary for nuclear deterrence operations.

1.2.7.2. Develop nuclear competencies required for nuclear deterrence operations.

1.2.7.3. Articulate nuclear deterrence operations competencies to functional authorities in the construct of the Continuum of Learning.

1.2.7.4. Identify billets, units, and career fields that contribute to nuclear deterrence operations for gap analysis and added deliberate, force development.

1.2.7.5. Review Nuclear Education (e.g., Nuclear Courses 200/300/400) and training learning objectives in partnership with Air Education and Training Command.

1.2.7.6. Validate nuclear developmental education requirements, eligibility, and selection; recommend developmental education outplacement to the functional community.

1.2.7.7. Provide guidance and establish requirements for nuclear competencies and any nuclear certification program and coding.

1.2.7.8. Provide guidance and nuclear perspective to development teams.

1.2.7.9. Provide strategic guidance to prioritization plans.

1.2.7.10. Review and assess career health/status of nuclear enterprise career fields.

1.2.7.11. Assist in the development of cross-functional career pyramids to be used in conjunction with supporting career fields’ pyramids.

1.2.7.12. Appoint a nuclear enterprise representative to senior Air Force-level councils/boards.

1.2.7.13. Partner with AF/A1 in building and executing human capital strategies in support of nuclear deterrence operations.

1.2.7.14. Develop, review and report quarterly performance measurements to ensure progress in career field health.

1.2.8. Functional Manager. RegAF general officer or senior executive service members, designated by the appropriate functional authorities, who provide day-to-day management over specific functional communities. While functional managers should maintain an institutional focus with regard to resource development and distribution, they are responsible for ensuring their specialties are equipped, developed, and sustained to provide Air Force capabilities. Specifically, functional managers will:

1.2.8.1. Chair the Functional Advisory Council (see paragraph 1.5.2.3). (T-1).
1.2.8.2. Determine Functional Advisory Council membership (see paragraph 1.5.2.3). (T-1).

1.2.8.3. Develop a development team charter, as outlined in Attachment 8 (T-1). The charter is reviewed annually and revised as appropriate, and a copy provided to the owning functional authority and Directorate of Force Development, AF/A1D. (T-1).

1.2.8.4. Chair the development team meeting or identify an alternate development team chair (see paragraph 1.4.2). (T-1).

1.2.8.5. Determine development team membership (see paragraph 1.4.3). (T-1).

1.2.8.6. Convene the development team to meet the milestones outlined in Attachment 9, and hold additional meetings as necessary to meet Air Force and functional needs. (T-1).

1.2.8.7. Appoint career field managers, as needed, to manage the career fields aligned under the functional manager (T-1). Provide appointments in writing to AF/A1P (RegAF), Air Force Reserve Command (AFRC)/A1K or AF/A1CM (civilians) with a copy to AF/A1DI (see Attachment 10). (T-1).

1.2.8.8. Define functional community training requirements through Utilization & Training Workshop process as defined in Chapter 4. (T-1).

1.2.8.9. Define functional community education requirements through the Air Force Education Requirements Board process as defined in Chapter 3 and the Air Force Education Requirements Board concept of operations (Surgeon General Requirements are worked through the Health Professions Education Requirements Board vice the Air Force Education Requirements Board). (T-1).

1.2.8.10. Provide career field health updates to the functional authority on the status of the career field(s). (T-1).

1.2.8.11. Where appropriate, blend the requirements for RegAF officers, enlisted, and civilian members within the functional family in order to achieve force development objectives. (T-1).

1.2.8.12. Coordinate with cross-functional authorities to identify requirements and provide to career field managers from supporting career fields. (T-1).

1.2.9. Development Team. Development teams provide oversight of officer, enlisted, and civilian personnel development to meet both functional and Air Force corporate leadership requirements. Development team guidance is addressed in paragraph 1.4 for RegAF officers and civilians. Development team guidance is addressed in paragraph 1.5 for RegAF enlisted.

1.2.10. Career Field Manager. The career field manager is appointed by the functional manager and represents a functional community. A career field manager may be responsible for more than one specialty or multiple career field managers may be appointed within a single career field. Officer and civilian career field managers are O-6/GS-15 (or equivalent), and enlisted career field managers are E-9s. Exceptions require a waiver approved by AF/A1D (see Attachment 11). Specifically, career field managers will:
1.2.10.1. Serve as a day-to-day advocate for assigned functional community, addressing issues, and coordinating specialty concerns across various staffs. (T-1).

1.2.10.2. Implement career field policies. (T-1).

1.2.10.3. Be a permanent voting member of the development team. (T-1).

1.2.10.4. Provide central oversight for career field education and training in coordination with Air Education and Training Command Training Pipeline Manager, Air University, Air Force Institute of Technology, and the Air Force Personnel Center to manage education and training through processes described in governing directives and applicable AFIs (T-1). Additionally, manages use of available education and development funds in compliance with appropriate AFIs. (T-1).

1.2.10.5. Provide support to accessions and training processes as outlined in AFI 36-2616. (T-1).

1.2.10.6. Coordinate all force structure changes with Air Force Training/Education Requirements Division (AF/A1PT) or the Air Force Military Force Policy Division (AF/A1PP) and participates in accession and training conferences. (T-1).

1.2.10.7. Monitor Total Force assessment, career pyramids, and manning products as appropriate (T-1), Consult Air Force Directorate of Force Management Policy (AF/A1P) and Air Force Directorate of Manpower, Organization and Resources (AF/A1M) on force management and force sustainment data analysis and execution. (T-1).

1.2.10.8. Develop and maintain up-to-date career planning guidance (i.e., career field pyramids and Civilian Leadership Development Continuum, see Attachment 12) (T-1). Career field managers are responsible for reviewing this information on an annual basis, making appropriate updates as needed(T-1). Career field managers will make this information available to their functional community(T-1). AF/A1D will review career planning guidance to ensure it is consistent with Air Force force development objectives prior to release (T-1).

1.2.10.9. Participate in the career field manager forum. (T-1).

1.2.10.10. Review and validate advanced academic degree requirements, as well as other professional continuing education needed to meet Air Force requirements, through the Air Force Education Requirements Board process as defined in Chapter 3 and the Air Force Education Requirements Board concept of operations (T-1). Surgeon General requirements are worked through the Health Professions Education Requirements Board vice the Air Force Education Requirements Board (T-1).

1.2.10.11. Ensure cross-functional requirements are appropriately addressed during development team sessions. (T-1).

1.2.11. Air Force Personnel Center. Accomplishes force development responsibilities for RegAF Airmen and civilians through several offices: assignment teams in Director of Assignments and Air Expeditionary Forces (AEF) Operations (AFPC/DP3) and career field teams (CFTs) in Civilian Force Integration (AFPC/DP2), Officer Force Development (AFPC/DP2ND), and Developmental Education (AFPC/DPAPFE) and Enlisted Functional Assignment Managers (AFPC/DP2). Assignment teams and career field teams serve as the “front line” in experiential development. These teams are responsible for assigning RegAF
officers, civilians and enlisted in accordance with development team vectors. In making assignments, assignment teams and career field teams ensure a balance of Air Force mission requirements with individual development of officers, civilians, enlisted, and leverage local utilization where possible in order to preserve permanent change of station funds and assist with family stability. Each office within the Air Force Personnel Center has specific force development responsibilities that include but are not limited to the following:

1.2.11.1. Assignment teams will identify projected/anticipated aggregated requirements by level and position type, to include 365-day deployment requirements, prior to individual development team meetings (T-1). This ensures development team members have information to provide vector recommendations proportionate to the number and type of positions that are likely to be filled in the near future, and the ability to consider permanent-change-of-station cost savings and family stability.

1.2.11.2. Career field teams will provide development teams with a general overview of the Key Career Position process and utilization and/or development opportunities available for civilians at the appropriate levels to allow development teams to provide realistic and actionable vector recommendations. (T-1).

1.2.11.3. Assignment teams and career field teams will identify individuals who are eligible to meet a given development and prepare materials to present to the development team, as needed. (T-1).

1.2.11.4. Assignment teams and career field teams will execute assignments within established guidance and prioritization plans. (T-1). The Air Force Personnel Center retains final assignment authority for all assignments for RegAF officers, enlisted, and civilians covered by this instruction (T-0). Additional RegAF assignment policy may be found in the Air Force Assignment System guide, managed by AFPC/DP3, and AFI 36-2110, Total Force Assignments. Note: In accordance with 10 USC § 806, Judge Advocates and Legal Officers, the assignment of Judge Advocates and legal officers shall be made upon the recommendation of The Judge Advocate General.

1.2.11.5. Assignment teams and career field teams will provide appropriate inventory data and appropriate force management policies (e.g., force shaping, promotion policies), at the start of each development team meeting. (T-1).

1.2.11.6. Assignment teams, career field teams, AFPC Workforce Development Section (AFPD/DP2LWD) and AFPC Officer Force Development (AFPC/DP2ND) will provide input to AFPC/DP3, AFPC/DP2, and AF/A1D regarding automated tools and other resources needed to execute force development. (T-1).

1.2.11.7. Assignment teams and career field teams will work with the career field managers to ensure coverage of career field issues at accession and training conferences, as appropriate. (T-1).

1.2.11.8. Assignment teams and career field teams will develop and maintain metrics to measure the correlation of officer, civilian and enlisted development team vectors with actual assignments, and provide an annual summary to AF/A1, functional authorities, cross-functional authorities and development teams. (T-1).
1.2.11.9. Career field teams will identify an outplacement functional assignment, in coordination with the functional authority, for those individuals currently in a Civilian Strategic Leadership Program assignment. (T-1). To the maximum extent possible, this should be done in coordination with the Civilian Strategic Leadership Program member.

1.2.11.10. AFPC/DP2ND will post development team meeting dates on the respective Officer and Civilian Development Pages on myPers, located on the Air Force Portal. (T-1).

1.2.11.11. AFPC/DP3 will train development team members at the start of each officer and civilian development team on development team processes, information technology tools, and special selection procedures. (T-1).

1.2.12. Senior Rater, Commander/Director, and Supervisor. Senior rater, commander, director, and supervisor involvement is essential to force development. Their input is critical for making deliberate force development decisions about individual members and identifying and maximizing the capabilities of Airmen. These leaders make informed recommendations in accordance with eligibility, selection criteria, and force development requirements. (T-3).

1.2.12.1. Senior Rater. Will provide recommendation on eligible Airmen for developmental opportunities as applicable. (T-3). Provide brief written comments to the development team to enhance and enable selection processes via web-based tools (e.g., developmental education preferences/ Statements of Intent, nomination packages, etc.). (T-3).

1.2.12.2. Squadron Commander or Director. Responsible for reviewing individuals’ preferences, assessing each Airman’s developmental potential, and providing appropriate recommendations to the senior rater. (T-3). Note: For Air Force organizations above wing level, the division chief or system program office director will normally perform these duties. (T-3). For joint organizations, the Air Force representative on the Personnel and Manpower (J1) staff identifies the responsible officer. (T-3).

1.2.12.3. Supervisor. Plays an integral role in supporting all aspects of force development through mentoring feedback, and Airman Development Plans (officer) or Individual Development Plans (civilian) for all Airmen they supervise, and assist individuals in making informed career decisions. Supervisors review and forward preference information and ensure officers and civilians complete preference information, as needed, to meet development team established timelines. (T-3).

1.2.13. Mentor. Airmen may seek informal, private communication with a mentor either in or out of their rating chain. For additional information on mentoring, refer to AFMAN 36-2643, Air Force Mentoring Program.

1.2.14. Individual. All Airmen should be familiar with the appropriate career paths for their career field, complete appropriate education and training commensurate with their grade, and develop the proficiency of occupational and Foundational Competencies commensurate with their grade. Airmen are responsible for maintaining awareness of resources for development opportunities and actively participating in their career development and advancement. (T-3).
1.2.15. Officers. Responsible for utilizing resources such as myPers and expressing career preferences, to include squadron command intent, developmental education designation, or normal permanent change of station vulnerability milestones. (T-1).

1.2.16. Civilians. Responsible for using resources such as myPers, initiating and updating an Individual Development Plan via AF Form 4059, Air Force Civilian Competitive Development Nomination, or other appropriate document to express assignment and developmental preferences, to include squadron director intent, developmental education designation, or mobility agreement. (T-1).

1.2.17. Enlisted. Responsible for utilizing resources such as myPers and Enlisted Quarterly Assignment Listing Plus to express career preferences. (T-1). Communicate those preferences with supervisor and chain of command, and ensure worldwide assignment availability to the maximum extent possible.

1.2.18. AF/RE. The Chief, Air Force Reserve is the approval authority for force development policy that impacts Air Force Reservists to include, but not limited to, Air Reserve Technicians, Traditional Reservists, Individual Reservists and Reserve-Component Air Guard Reservists. This AFI includes force development guidance specific to members of the Reserve Component.

1.2.19. AF/JA. The Judge Advocate General is solely responsible for force development of the entire Judge Advocate career field across all components, to include the Air Reserve Component, in accordance with 10 USC § 806; 10 USC § 9037, Judge Advocate General, Deputy Judge Advocate General: appointment; duties; and AF151-101, The Air Force Judge Advocate General’s Corps (AFJAGC) Operations, Accessions, and Professional Development. This instruction provides general guidance, but judge advocate force development will be conducted at the direction of The Judge Advocate General.

1.2.20. AF/HC. The Air Force Chief of Chaplains is responsible for force development of the entire Chaplain career field across all components, to include the Air Reserve Component, in accordance with 10 USC § 9063, Designation: Officers to Perform Certain Professional Functions; DoDI 1304.28, Guidance for the Appointment of Chaplains for the Military Departments; Air Force Policy Directive 52-1, Chaplain Corps; and AFI 52-101, Planning and Organizing. This instruction provides general guidance, but chaplain force development will be conducted at the direction of the Air Force Chief of Chaplains.

1.3. Population and Synchronization Panels. AF/A1 and Operations, Plans, and Requirements (AF/A3) established several bodies focused on both population and function. These include:

1.3.1. Force Development Council (FDC). This corporate body will provide an enterprise perspective on Air Force-wide force development objectives, current and future issues, and make strategic-level recommendations to the Secretary of the Air Force, Air Force Chief of Staff, the Air Force Council, and at a Four Star Summit (CORONA) with the overarching goal of developing future Total Force Airmen to be joint, multi-domain warfighters. The FDC is charged with making decisions on crosscutting force development issues, initiatives, gaps, and solutions that require policy changes and/or resourcing solutions on behalf of the Secretary of the Air Force or Air Force Chief of Staff to meet their established force-development intent. Any policy changes deemed to require higher-level review/approval will
be coordinated with the appropriate Air Force policy owner/functional (A1, A2, A3, A4, etc.), elevated to Secretary of the Air Force or Air Force Chief of Staff for decision (i.e., CORONA) and, if approved, prioritized and tasked to bring into the Air Force corporate structure to allocate resources. The FDC synchronizes actions to help the Co-Chairs fulfill their respective assigned mission directives related to force development. The FDC decisions/objectives impacting force-development execution and policy requiring Secretary of the Air Force or Air Force Chief of Staff/ approval will be part of a Force Development Command (AETC)-prepared briefing available to each CORONA on state of force development or can be brought separately by the other Co-chairs as appropriate.

1.3.2. Force Development Panels: Officer, Enlisted, and Civilian. These panels make recommendations relating to effective development and utilization of Airmen. Additionally, they guide future force development efforts and synchronize functional community and institutional initiatives. Specific panel membership is determined by AF/A1D, AF/A1P, and AETC/3/6 for the Officer Force Development Panel, the deputy AF/A1 for the Civilian Force Development Panel, and the Chief Master Sergeant of the Air Force (CMSAF) and AF/A1D for the Enlisted Force Development Panel. Administrative support is provided by AF/A1D. Unconscious Bias Training will be conducted, as necessary to meet Secretary of the Air Force Diversity and Inclusion initiatives. Functional authorities/cross functional authorities and issue panels may nominate topics and provide inputs to force development panels.

1.3.3. Air Force Learning Committee. The Air Force Learning Committee (AFLC) is a decision making body providing Senior Leader oversight and guidance regarding enterprise-wide learning issues. The AFLC is responsible for validating new learning requirements, establishing learning priorities and considering effective and efficient learning delivery options for the Total Force. The AFLC focuses on four specific areas impacting the Air Force's Learning environment: ensuring developmental education supports Airmen's Foundational Competencies; ensuring ancillary training is current, relevant and values Airmen’s time; providing a forum to review and discuss topics affecting the AF learning enterprise; and addressing areas and issues relevant to the Force Development Council (FDC). HAF/A1DL serves as the executive advisor for the AFLC process, maintains responsibility for policy and has delegated administration and execution duties to HQ AETC/A3K.

1.3.4. Expeditionary Readiness Council (ERC). This council makes Expeditionary Readiness Training policy and guidance recommendations to the Expeditionary Readiness Senior Authority to meet AF Expeditionary Readiness requirements. The Expeditionary Readiness Senior Authority (AF/A3T) approves or disapproves Expeditionary Readiness Council recommendations and serves as the “gatekeeper” for all Expeditionary Readiness Training requirements. The Expeditionary Readiness Council performs the Expeditionary Readiness Senior Authority’s gatekeeper function by vetting new Expeditionary Readiness Training requirements or Expeditionary Readiness Training course upgrades, reducing/eliminating redundant Expeditionary Readiness Training requirements, establishing priorities and determining efficient delivery options. The Expeditionary Readiness Senior Authority provides broad, strategic guidance for institutional readiness competency development to improve the focus, currency and relevancy of Air Force Expeditionary
Readiness curricula and training and makes recommendations to the AF/A3 on Expeditionary Readiness-related issues requiring senior level Air Force oversight.

1.3.5. Issue Panels. Established to meet a short-term requirement or address new issues. Force development acknowledges the need to develop and manage populations of Airmen assigned to disparate Air Force specialties, but aggregate to produce vital Air Force capabilities. Issue panels provide their development team inputs to the specific functional community career field manager(s) no later than 90 calendar days prior to the start of the scheduled development team session. Issue panel inputs are to include a summary of the requests, to include the grade/rank, Air Force specialty code/occupational series, experience level, and number of valid personnel authorizations that must be filled.

Figure 1.1. Force Development Institutional Governance Structure.

![Force Development Institutional Governance Structure Diagram]

1.4. RegAF Officer and Department Of The Air Force Civilian Development Teams.

1.4.1. Development Team Establishment. Force development for RegAF officers and Department of the Air Force civilians is managed by development teams. Development teams should develop an understanding of both officer and civilian resources and requirements, and ensure all career field members are provided with appropriate development
opportunities. Functional managers should integrate officer and civilian development teams to the maximum extent possible.

1.4.2. Development Team Chair. The development team chair must be an O-6/GS-15 (or equivalent) or higher; however, for developmental education development teams, the development team chair must be a general officer or member of the senior executive service. (T-1). Grade/rank requirements waivers should be requested in writing to AF/A1D prior to the start of each development team meeting (see Attachment 13). Typically, the functional authority will appoint the functional manager as the development team chair. If the functional manager is unable to fulfill this role, the functional authority will appoint a representative, ideally the career field manager, unless it is a developmental education development team session.

1.4.3. Development Team Membership. Determined by the functional manager and includes the following: Development team chair; career field manager; key force development stakeholders: must be O-6/GS-15 or higher (e.g., Air Staff Directors/Deputy Directors, Air Staff-level subject matter experts, Major Command-level functional leadership); joint service representation stakeholders for applicable development team sessions (e.g., when vectoring individuals to joint opportunities): this representation may be a development team member with joint experience; Air Reserve Component stakeholders for applicable development team sessions (e.g., when reviewing Air Reserve Component candidates); panel guests: may include individuals from a different functional community to provide an outside perspective/insight; assignment team/career field team representation designated by the career field manager; representatives from cross-functional authorities when applicable.

1.4.4. Voting members. Voting members will be O-6/GS-15 (or equivalent) or higher. exceptions to the rank/grade of voting members require a waiver from AF/A1D. Requests must be submitted and approved prior to the start of each development team (see Attachment 14). Ideally, development teams should have no more than 50 percent turnover of members from meeting to meeting. In addition to the career field managers, voting members may include the following: key force development stakeholders such as Air Staff Directors/Deputy Directors or Air Staff-level subject matter experts, Major command-level functional leadership; joint service representatives; Air Reserve Component representatives; wing commanders/directors/equivalents (i.e. Senior Materiel Leaders).

1.4.5. Development Team Responsibilities.

1.4.5.1. Will identify education, training, and experiences appropriate for officers and civilians within each functional community based on current and future requirements.

1.4.5.2. Will understand career field policies, plans, programs, training, and actions affecting career field management and development, and take these issues into consideration when making personnel decisions and vectors.

1.4.5.3. Will use total force assessments, career pyramids, and manning products to make informed vector recommendations and assist functional managers and career field managers with updating this guidance based on career field dynamics as well as current and projected personnel requirements.

1.4.5.4. Will prepare senior leaders with a comprehensive understanding of both functional and institutional personnel requirements.
1.4.5.5. Will balance institutional and functional requirements for utilization of individual officers and civilians.

1.4.5.6. Will assist in the development of career fields to meet institutional, functional, and cross-functional requirements.

1.4.5.7. Will review the demographic makeup of the functional community and identify potential barriers to all Airmen reaching their highest potential. Diversity information may be obtained using the Interactive Demographic Analysis System within the Air Force Portal and/or the retrieval applications websites (RAW) application in located at the Air Force Personnel Center Secure link (https://w20.afpc.randolph.af.mil/AFPCSecureNet20/PKI/MainMenu1.aspx).

1.4.5.8. Will conduct gap and barrier analyses to address any negative trends. Present this information post-development team to AF/A1 via the template provided in the annual force development guidance memorandum. (T-1).

1.4.5.8.1. In support of the post-development team brief to A1, the Air Force Personnel Center will provide diversity statistics by career field to conduct required analysis, as provided in the annual force development guidance memorandum, for the current development team cycle.

1.4.5.8.2. Development teams (career field manager as office of primary responsibility) will: Analyze the data to determine if the career field lacks diversity. If lack of diversity is found as a result of triggers identified, then conduct barrier analysis, provide action plan and/or recommended diversity discussion topics.

1.4.5.9. Will determine where to invest the right developmental opportunities and develop those who have been cross-flowed into the career field.

1.4.5.10. Will remain cognizant of key force management efforts and provide vectors based on projected/anticipated, aggregated requirements by level and position type.

1.4.5.11. Will ensure those with necessary qualifications are vectored for appropriate opportunities.

1.4.5.12. Will ensure career field senior leadership becomes familiar with individuals assigned to their functional area, making assessments of members’ potential for future opportunities.

1.4.5.13. Will identify and provide special attention to high-potential officers.

1.4.5.13.1. Senior rater inputs are given primary consideration in making high-potential officer determinations. High-potential officers demonstrate depth and expertise through exceptional performance in functional skills, and excel in the areas of managing resources, leading people, improving the unit and executing the mission.

1.4.5.13.2. The number of high-potential officers may vary by career field and talent level in a given year group and will decrease as officers have opportunities to demonstrate leadership capabilities. To prevent unintended effects to both those identified, and not identified, the specific outcomes of high-potential officer decision processes/tracking (e.g., names and targeted high-potential officer positions) will not be publicly shared or released.
1.4.5.14. To provide consistent expectations for officers, as well as standardization to process and outcomes, all development teams will provide developmental vectors. When possible, these will be conducted in conjunction with other face-to-face meetings (i.e., developmental education and squadron command selection) or virtually when dictated by time or budget constraints. Developmental vectors will be provided at five mandatory trigger points: O-4 selection, intermediate developmental education outplacement, squadron command outplacement (except Judge Advocate Generals/Chaplains), O-5 selection, and senior developmental education outplacement. Additional trigger points may be added at development team discretion for specific career field development (i.e., at the 5-year point, to provide an assignment vector prior to the O-4 board). Vectors will be based on a 3- to 5-year projection. In order to ensure vectors are aligned with appropriate development and progression, career fields must maintain current and comprehensive career field pyramids and ensure dissemination to the career field. Vectors will be loaded in the Assignment Management System for individual viewing.

1.4.5.15. Will ensure deliberate outplacement strategies are in place for individuals vectored to long-term training opportunities (e.g., fellowships/internships), preferably to a position in career field pyramids or as described in Airman development plans/individual development plans or the framework for the Civilian Leadership Development Continuum (see Attachment 12).

1.4.5.16. Will provide vectors/inputs for individuals to applicable follow-on assignments that will best capitalize on their newly obtained knowledge and skills.

1.4.5.17. Will plan for all officers vectored to National Defense University joint schools for senior developmental education to be assigned to joint duty upon graduation. The only exception will be O-6 selects matched by the annual Command Screening Board, Judge Advocate, medical, and chaplain officers.

1.4.5.17.1. Where standard joint duty assignment billets are unavailable or limited, AFPC/DP3 will coordinate other joint options to ensure compliance (e.g., JS/J1-approved 365-day temporary duty assignment or cross-career field utilization).

1.4.5.17.2. Joint Advanced Warfighting School graduates will be outplaced to designated combatant command joint planner billets. To meet this intent, development teams should only consider first and second look senior developmental education nominees when vectoring individuals to Joint Advanced Warfighting School.

1.4.5.17.3. Will ensure personnel vectored for joint-duty assignment consideration are of sufficient quality to achieve promotion rates in accordance with joint promotion objectives outlined in 10 USC § 662, Promotion Policy Objectives for Joint Officers.

1.4.5.17.4. Will outline procedures to ensure the qualifications of Joint Qualified Officers are such that joint promotion objectives can be achieved as outlined in AFI 36-2135, Joint Officer Management.

1.4.5.18. Before vectoring to National Defense University, will consider the mandatory follow-on assignment along with the overall career timing of the individual.
1.4.5.19. Will provide major command functionals the entire squadron commander candidate list and offer a slate of at least three candidates for the hiring officials (unless there is a limiting factor). Hiring officials can request alternate names from the hiring officials through the major command functional. When requests are unable to be fulfilled or resolved within, or across major commands, the functional managers/development teams will work with the major command functionals and/or numbered Air Force commanders to resolve/determine the candidate’s final placement. **Note:** Squadron command selection message will take place after the Developmental Education Designation Board results are released.

1.4.5.19.1. When the hiring official determines the candidates are not an acceptable match, the hiring official has the right of refusal. Alternate names may be requested from the entire list through the major command functional. The hiring authority must select an individual from the identified candidate list.

1.4.5.19.2. Will provide feedback to senior raters if their top two stratified squadron command nominees fall below the development team primary candidate cutline for the squadron command candidate list. This feedback will be provided within 21 business days after the completion of the development team meeting for the senior rater to provide mentoring upon public release. Feedback must include rationale and functional perspective. When the senior rater is not Air Force (i.e., joint) feedback will be provided to the individual’s senior Air Force advisor. Feedback must be provided through direct, email or telephone contact.

1.4.5.20. Will validate and endorse self-nominated GS-14/15 candidates for Civilian Strategic Leadership Program.

1.4.5.20.1. Will identify and vector other highly-qualified GS-14/15 candidates in their functional community for Civilian Strategic Leadership Program participation. If vectored directly by the development team, candidates will have the ability to accept or decline Civilian Strategic Leadership Program consideration.

1.4.5.20.2. Will provide each Civilian Strategic Leadership Program select a suggested priority order for three categories of Civilian Strategic Leadership Program positions: joint, Headquarters Air Force, and installation-level positions.

1.4.5.20.3. Will identify a follow-on functional assignment for individuals currently in a Civilian Strategic Leadership Program assignment.

1.4.5.21. Will provide vector recommendations for civilians selected for resident developmental education programs during the first development team session following the annual public Developmental Education Designation Board release.

1.4.5.22. Will provide vector recommendations for civilians selected for career broadening developmental assignments at least 1 year prior to completion of the program.

1.4.5.23. Will provide individual career feedback to officers, civilians, senior raters, and commanders/directors.

1.4.5.24. In conjunction with assignment teams/career field teams, will review the results of their developmental vectoring to ensure Airmen are receiving meaningful and actionable feedback.
1.4.5.25. Will determine Developmental Education Designation Board nominations (civilian) and vectors (military), squadron command and squadron director candidate lists, Advanced Studies Group nominations, and AF/A1-approved functionally sponsored development programs. Major command vice commanders may request AF/A1 approval to conduct squadron command and squadron director panels separately from the development team sessions.

1.4.5.26. Will approve the civilian pool of highly qualified employees for assignment to Key Career Positions.

1.4.5.27. Will provide career field feedback to ensure opportunities and expectations are transparent to functional communities. At a minimum, development teams will provide a post-development team webinar/video teleconference to functional community personnel and leadership. The webinar/video teleconference and briefing notes will be posted to a website that is accessible to members of the functional community. At a minimum, webinar topics will include: Panel membership, number of individuals nominated/vector for developmental education, number of developmental education slots available, number of individuals nominated for squadron command (officers), projected number of squadron command positions available, number of individuals selected as squadron command candidates, elements of a successful individual’s record (e.g., stratification, awards/recognition, special selections and assignments).

1.4.5.28. Will review career field Air Expeditionary Force posturing and coding to ensure capabilities are visible and properly aligned in the Air Expeditionary Force.

1.4.5.29. Will consider cross-functional developmental and utilization requirements (see paragraph 1.3.5) when recommending vectors for their officers and civilians. Development Team chairs (in coordination with career field managers, and assignment teams/career field teams) must use cross-functional authority-provided input to ensure these cross-functional requirements are appropriately addressed during development team sessions. Finally, development teams should provide feedback to cross-functional authorities on the requirements cross-functional authorities provided prior to the development team session.

1.4.5.30. Will determine development team meeting dates and agenda items.

1.4.5.30.1. Development teams will meet at least once per year. Specific times will be determined by the functional manager but will align with the development team battle rhythm (see Attachment 9). RegAF Development Team meetings will be held at the Air Force Personnel Center and must be coordinated with AFPC/DP3. Waivers to this requirement must be submitted to AF/A1D for approval.

1.4.5.30.2. Will provide development team meeting dates to AFPC/DP2ND no later than 60 days prior to the start of each development team meeting. AFPC/DP3 will post development team meeting dates on the respective Development Pages in myPers.

1.4.5.30.3. At least once per year, will begin development team meetings with an overview of existing and projected requirements, to include existing 365-day deployment opportunities and existing and projected authorized strength.
1.4.5.31. Career field-specific force development efforts, to include automated systems designed to support functional force development initiatives, must be approved by AF/A1D. Appropriate major command and Air Staff functionals will report progress of such efforts to AF/A1D quarterly or as directed.

1.5. RegAF Enlisted Force Development.

1.5.1. Enlisted Functional Advisory Councils and Enlisted Development Teams Overview. Enlisted deliberate development is realized through the guidance, direction, and execution of Functional Advisory Councils and enlisted development teams. Through Functional Advisory Councils and enlisted development teams, enlisted career field leadership executes progression and succession planning to ensure there are sufficient personnel and skill sets available to accomplish the mission. The Functional Advisory Council also validates the career progression roadmap by reviewing career field requirements against career field inventory.

1.5.1.1. Progression planning is the responsibility of the career field managers and applies to all personnel in the career field. For most Air Force specialty codes, the progression plan developed through the Specialty Training Requirements Team and the Utilization & Training Workshop is sufficient to technically develop Airmen in the grades of E-1 through E-7. The career field manager utilizes input from the Functional Advisory Council and enlisted development team to develop and adjust the career field progression plan as needed.

1.5.1.2. Succession planning is the responsibility of enlisted development teams and entails identifying key developmental positions and key leadership positions. Succession planning typically happens at the E-7 through E-9 grades. Enlisted development team requirements beyond this must be validated by the Functional Advisory Council and approved by AF/A1D.

1.5.1.2.1. A key developmental position is used to complement leadership qualifications. These positions are utilized to provide experience necessary for key leadership positions that may not be gained through the normal assignment system. The number of key development positions identified should be sufficient enough to support the succession planning for career field key leadership positions. The goal is to maintain a bench of qualified personnel with the requisite experience for Air Force Personnel Center to fill key leadership position vacancies.

1.5.1.2.2. A key leadership position is defined as a unique, “no-fail” position with distinguishing responsibilities and education, training, experience, or performance requirements that cannot be realized through normal progression planning, and may not be prevalent in the majority of the career field. These positions are not to be confused with specially-designated functional positions such as key nuclear billets, although those billets may also be defined as key leadership positions. Positions designated as key leadership positions should represent only a small percentage of authorizations within any Air Force specialty code and grade to support the unique requirements of the career field.

1.5.2. Roles and Responsibilities.

1.5.2.1. The AF/A1 will:
1.5.2.1.1. Provide updated guidance on Functional Advisory Councils and enlisted development teams to functional authorities, functional managers and career field managers annually.

1.5.2.1.2. Provide force management and sustainment data as required by Functional Advisory Councils and enlisted development teams.

1.5.2.2. Air Force Chief Master Sergeants (CMSgt) Management Group (AF/A1LE) will:

1.5.2.2.1. Utilize enlisted development team vectors to fill identified CMSgt positions upon vacancy consistent with needs of the Air Force.

1.5.2.2.2. Publish Enlisted Quarterly Assignment Listing (EQUAL)-Plus advertisements for positions identified by career field managers through the enlisted development team process and approved by functional managers.

1.5.2.2.3. Vet volunteers against the enlisted development team vector list and select the most eligible volunteer. If there are no volunteers, the most eligible Airman on the enlisted development team vector list will be selected for the position. All discrepancies will be reconciled between the Chiefs’ Group and career field manager. Position vectors remain valid until updated by career field managers through the enlisted development team process.

1.5.2.3. Functional Managers will:

1.5.2.3.1. Chair the Functional Advisory Council (unless delegated to a designated representative) and determine Functional Advisory Council membership. (T-1).

1.5.2.3.2. Provide guidance to Functional Advisory Council membership to ensure force development processes are in support of career field management and planning. (T-1).

1.5.2.3.3. Review the Functional Advisory Council findings and approve/disapprove recommendations as appropriate. The Functional Advisory Council recommendations should include whether an enlisted development team is warranted and needed to facilitate vector requirements. Recommendations to hold enlisted development teams and/or create additional Enlisted Quarterly Assignment Listings (EQUAL) Plus advertisements will be forwarded to the major command functional manager and functional assignment manager at Air Force Personnel Center if approved. (T-1).

1.5.2.3.4. Develop a charter for their respective enlisted development team and review annually, revising as appropriate. Charters will be submitted to A1DI for approval. If the Functional Advisory Council has recommended that an enlisted development team is not warranted, the functional manager will submit a Memorandum For Record stating justification to A1DI for approval. (T-1).

1.5.2.3.5. Chair the enlisted development team (unless delegated to a designated representative) and determine enlisted development team membership. The enlisted career field manager may execute the enlisted development team on behalf of the functional manager. (T-1).
1.5.2.3.6. Approve the removal or cancellation of assignment for Airmen ineligible for key leadership positions upon recommendation by the career field manager and Air Force Personnel Center. (T-1).

1.5.2.4. Enlisted career field managers will:

1.5.2.4.1. Consult Air Force Directorate of Force Management Policy (AF/A1P) and Air Force Directorate of Manpower, Organization and Resources (AF/A1M) on force management, force sustainment, and force requirement data analysis and execution. (T-1).

1.5.2.4.2. Identify the career field’s key developmental positions and key leadership positions. (T-1).

1.5.2.4.3. Ensure duty titles within their career field are standardized in accordance with AF Handbook (AFH) 36-2618, The Enlisted Force Structure and the needs of their functional area. (T-1).

1.5.2.4.4. Facilitate the enlisted Functional Advisory Council. Summarize the Functional Advisory Council’s recommendations, submit to the functional manager for consideration and, if applicable, forward enlisted development team approval to the functional assignment manager at Air Force Personnel Center. (T-1).

1.5.2.4.5. Ensure the Functional Advisory Council validates key developmental positions and key leadership positions and coordinates with the owning manpower office to code the positions with a D-prefix on the respective unit manpower documents. (T-1).

1.5.2.4.6. Assign developmental special experience identifiers to specific types of positions to vector enlisted Airmen, as appropriate. For example: major command functional manager – special experience identifier 1CA; Air Education and Training Command Training Manager – special experience identifier 1CB; Superintendent (Large Squadron) – special experience identifier 1CC; Superintendent (Small Squadron) – special experience identifier 1CD. These special experience identifiers will be utilized to identify Airmen vectored to key positions only, and are not associated with any special experience or training. Note: Special experience identifiers 1CA-1CO have been reserved specifically as developmental special experience identifiers, and will be updated and removed by AFPC/DPO. (T-1).

1.5.2.4.7. Schedule enlisted development teams, as necessary, to perform succession planning for key developmental positions and key leadership positions. (T-1).

1.5.2.4.8. Develop a vector worksheet and solicit information from enlisted Airmen being considered for enlisted development team vectoring, as needed. If used, career field managers should give Airmen reasonable time to complete and return the worksheet prior to the enlisted development team. Information may include the Airmen’s developmental preferences and volunteer statement regarding assignments for which they may be qualified. (T-1).

1.5.2.5. Air Force Personnel Center (AFPC/DP2) will:
1.5.2.5.1. Coordinate with career field managers (and designated representatives) to provide access to personnel information necessary to conduct the enlisted development teams. (T-1).

1.5.2.5.2. Provide guidance, as needed, to career field personnel responsible for loading personnel data into the existing enlisted development team tool for use by enlisted development teams. **Note:** For enlisted development teams held in venues other than Air Force Personnel Center, on-hand technical support for the enlisted development team tool may not be available. Limited reach-back phone support will be available. (T-1).

1.5.2.5.3. Utilize enlisted development team vectors to fill identified D-prefix positions upon vacancy and/or career field manager/major command functional manager request, and in line with Air Force needs. Current enlisted development team vector lists will be consulted and the most eligible member will be selected. (T-1).

1.5.2.5.3.1. If there are no volunteers, the most eligible non-volunteer on the enlisted development team vector list will be selected for the position. Any discrepancies will be reconciled between the Air Force Personnel Center and the career field manager. Position vectors will remain valid until updated by career field managers through the enlisted development team process. (T-1).

1.5.2.5.3.2. If the enlisted development team vector list is exhausted and a vacancy occurs in a key leadership position, the Air Force Personnel Center will notify and work closely with the career field manager to determine the most effective means to fill the position. (T-1).

1.5.2.5.4. Coordinate with enlisted career field managers in situations where Airmen assigned or projected to key leadership positions are ineligible based on the position requirements. Final approval authority will rest with functional managers. (T-1).

1.5.2.6. Enlisted career field leadership at lower levels (i.e., flight chiefs or squadron superintendents) will:

1.5.2.6.1. Review and understand career field health and development goals. (T-1).

1.5.2.6.2. Review capabilities of local personnel inventory in comparison with career field goals. (T-1).

1.5.2.6.3. Utilize existing resources and the career field progression plan to develop Airmen. (T-1).

1.5.2.6.4. Maintain Unit Personnel Manpower Roster to ensure vectored members are assigned against the appropriate key developmental position/key leadership position. (T-1).

1.5.3. Enlisted Functional Advisory Councils. Functional Advisory Councils will prepare senior leaders with a comprehensive understanding of functional, cross-functional and institutional personnel requirements pertaining to a particular career field and advise on management strategies to sustain and improve capabilities. (T-1).
1.5.3.1. Functional Advisory Council Establishment. Functional Advisory Councils are established to determine the necessity for enlisted development teams. Functional Advisory Councils should convene at least annually and should make every effort to be held in conjunction with other career field meetings where a majority of the Functional Advisory Council and enlisted development team members will be in attendance. Alternatively, Functional Advisory Councils may be held virtually (Defense Connect Online, Video Teleconference, etc.). (T-1).

1.5.3.2. Functional Advisory Council Membership. The functional manager chairs the Functional Advisory Council (unless delegated) and determines membership. (T-1).

1.5.3.2.1. The Functional Advisory Council should include the career field manager and major command-level functional leadership as well as other key force development stakeholders. (T-1).

1.5.3.2.2. Certain cross-functional communities (e.g., Nuclear, Cyberspace, Test and Evaluation, and Acquisitions) have valid force development requirements involving Airmen assigned to functional Air Force specialty codes. Representatives from these communities may attend applicable Functional Advisory Councils with prior approval from the functional manager. (T-1).

1.5.3.3. Functional Advisory Council Responsibilities.

1.5.3.3.1. Will validate the career progression roadmap by comparing career field needs (requirements) against career field capabilities (inventory), providing a summary of projected requirements (to include grade, Air Force specialty code, experience level, and number of valid personnel authorizations that must be filled). (T-1).

1.5.3.3.2. Will identify developmental goals of the career field. Discussions should include topics such as cross-functional requirements review, releasing Airmen for opportunities outside the Air Force specialty code, preparing Airmen for institutional Air Force leadership positions, sustaining perishable skill sets, and the role of diversity within the career field. (T-1).

1.5.3.3.3. Will determine career field capability to satisfy identified requirements, meet developmental goals and perform the mission. Any capability gaps must be resolved through changes in progression plan, force management initiatives or enlisted development teams (for example, requiring 18 to 24 months practical experience in two separate core functional areas prior to an Airman receiving their 7-skill level). (T-1).

1.5.3.3.4. If Functional Advisory Council chair responsibility is delegated, the Functional Advisory Council provides the functional manager a recommendation for executing an enlisted development team. A recommendation to conduct an enlisted development team should only be provided if the Functional Advisory Council identifies either of the following conditions exist: (T-1).

1.5.3.3.4.1. Key developmental positions are necessary to provide Airmen specific education, training or experience which cannot be obtained through normal training/education, progression planning, or assignment processes. (T-1).
1.5.3.3.4.2. Key leadership positions (as defined in paragraph 1.5.1.2.2) require Airmen to have specific education, training, experience, or performance qualifications. (T-1).

1.5.3.3.5. If an enlisted development team is executed, the Functional Advisory Council should utilize enlisted development team feedback to identify existing and potential career field capability gaps. (T-1).

1.5.3.3.6. Will review Career Field Education and Training Plan for progression currency. (T-1).

1.5.3.3.7. Will communicate developmental goals to the career field through an updated career progression roadmap, and provide direction to career field leadership. Career field feedback can be accomplished through emails to major command functional managers for dissemination, hosting Webinars, or other similar process. (T-1).

1.5.4. Enlisted Development Teams. Enlisted development teams provide vectors based on projected (or anticipated) requirements by grade, level, and position type. A vector is an enlisted development team’s collective recommendation for an experience level, training or education opportunity, or position type for an Airman’s next or subsequent assignment. Enlisted development assess Airmen’s qualifications and potential for future opportunities. Enlisted development teams must be executed in the most cost-efficient manner possible. This includes taking full advantage of remote capabilities, conducting enlisted development teams in conjunction with other scheduled meetings, and minimizing the need for Air Force Personnel Center support and resources to execute enlisted development teams.

1.5.4.1. Enlisted Development Team Establishment. An enlisted development team will only be established and executed upon recommendation by the Functional Advisory Council and approval by the functional manager. When scheduling enlisted development teams, consider the timing of promotion releases for the designated ranks. Prior to execution of the enlisted development team, the career field manager will determine the eligibility criteria (for all personnel within a given rank) and coordinate with the Functional Assignment Manager at the Air Force Personnel Center to identify eligible personnel that will be considered for vectoring. This allows the enlisted development team to review current force capabilities in comparison to the career field requirements.

1.5.4.2. Enlisted Development Team Membership. The functional manager chairs the enlisted development team (unless delegated) and determines the membership. Ideally, the enlisted development team would include the career field manager, major command-level functional leadership, and other career field strategic-level subject matter experts at the Senior Master Sergeant (SMSgt) and/or CMSgt levels. Exceptions to the rank/grade of voting members require a waiver from AF/A1D. The career field manager may chair the enlisted development team on behalf of the functional manager.

1.5.4.3. Enlisted development teams will understand career field policies, plans, programs, training, and actions affecting career field management and development, and will take these matters into consideration when vectoring. There are four distinct phases of enlisted development team operations: planning, preparation, execution, and post execution. The planning phase is where the enlisted development team pre-work begins.
The career field manager initiates the process by delivering an official message to the eligible personnel in the respective career fields.

1.5.4.3.1. In the preparation phase of the enlisted development team, enlisted career field managers will:

1.5.4.3.1.1. Coordinate with the Air Force Personnel Center on the date and location of the enlisted development team. (T-1).

1.5.4.3.1.2. Coordinate with the Air Force Personnel Center to identify Airmen eligible for vectoring. (T-1).

1.5.4.3.1.3. Designate a career field representative to coordinate with the Air Force Personnel Center on all transactional matters (i.e., load personnel data into the development team tool). (T-1).

1.5.4.3.1.4. Solicit input from individuals and their leadership through vector worksheets, and/or review recommended “Future Roles” on the Enlisted Performance Report. (T-1).

1.5.4.3.2. During the execution phase, the enlisted development teams will:

1.5.4.3.2.1. Review the career field health and developmental goals. (T-1).

1.5.4.3.2.2. Review identified key developmental position and key leadership position requirements and qualifications. (T-1).

1.5.4.3.2.3. Review personnel records of identified eligible personnel. (T-1).

1.5.4.3.2.4. Vector qualified personnel for key developmental positions and key leadership positions based on requirements. (T-1).

1.5.4.3.2.5. If required, vector non-qualified Airmen to key developmental positions in order to obtain the experience necessary to qualify them for key leadership positions. (T-1).

1.5.4.3.2.6. Determine if there are enough qualified Airmen in the current inventory to meet projected vacancies in key leadership positions. (T-1).

1.5.4.3.3. During the post-execution phase, enlisted career field managers will:

1.5.4.3.3.1. Provide vectors to ARPC Directorate of Assignments (ARPC/DPA) and AF/A1LE. (T-1).

1.5.4.3.3.2. Provide feedback to eligible Airmen and their leadership. (T-1).

1.5.4.3.3.3. Establish a method to provide aggregate feedback to the entire career field regarding the enlisted development team process, career field goals and other appropriate information. Webinars have been very successful in delivering this feedback. Career field personnel should receive feedback and guidance in a deliberate and organized manner. (T-1).

1.5.4.3.3.4. Review the demographic makeup of the functional community and identify potential barriers to all Airmen reaching their highest potential. Diversity information may be obtained using the Interactive Demographic Analysis System within the Air Force Portal and/or the Retrieval Application Websites (RAW).

1.5.4.3.5. Conduct gap and barrier analyses to address any negative trends. Present this information post-development team to AF/A1 via the template provided in the annual force development guidance memorandum. (T-1).

1.5.4.3.6. In support of the post-development team brief to AF/A1, the Air Force Personnel Center will provide diversity statistics by career field to conduct required analysis, as provided in the annual force development guidance memorandum, for the current development team cycle. (T-1).

1.5.4.3.7. Develop/maintain enlisted development team minutes (required) to capture the overarching guidance, processes utilized, number of personnel vectored, and lessons learned from the enlisted development team. (T-1).

1.5.4.3.8. Provide the Functional Advisory Council feedback to drive any needed changes to the career field progression plan or sustainment strategy. (T-1).


1.6.1. Roles and Responsibilities. All supervisors, commanders, and leaders must encourage Reserve Citizen Airmen to fully participate in voluntary aspects of force development. Specific responsibilities include the following (T-1):

1.6.1.1. The Air Force Reserve Senior Leader Management Office (AF/REG) is responsible for the management and oversight of all Air Force Reserve general officer, O-6 and senior enlisted key and strategic positions to effectively and efficiently develop, sustain and utilize Air Force Reserve senior leaders. Centralized management of Air Force Reserve senior leader positions will further enable the Total Force by optimizing inherent strengths of each talent pool for building a dynamic senior leader cadre to meet current and future institutional requirements. AF/REG serves as the administrative lead for the Reserve Command Screening Board and the Reserve Brigadier General Qualification Board for eligible reserve officers.

1.6.1.2. Directorate of Personnel, Office of the Chief of the Air Force Reserve (AF/REP) provides strategic direction, policy development/oversight and legislative interpretation for force development programs.

1.6.1.3. Directorate of Programs and Requirements (AF/REX) is the authority on Air Force Reserve manpower, resource programming, and management.

1.6.1.4. Directorate of Manpower, Personnel and Services (AFRC/A1) implements policy for the overall career management and force development programs, in conjunction with AF/REP, Air Reserve Personnel Center and the Individual Reserve Readiness Integration Organization. The Chief, Personnel Division, Manpower, Personnel and Services, Headquarters Air Force Reserve Command, (HQ AFRC/A1K), directs programs that provide information, guidance and opportunities for Reserve Citizen Airmen to serve a rewarding career. Within AFRC/A1, the following organizations have unique responsibilities:
1.6.1.4.1. AFRC/A1C. Provides oversight of the Air Reserve technician program and functional authority on all matters affecting Air Reserve technicians and civilian personnel.

1.6.1.4.2. AFRC/A1K. Executes Air Force Reserve force development policy and provides operational guidance for the force development process, professional military/developmental education and training, and recommends policy direction to AF/REP. HQ AFRC/A1K is the chair for the Force Management and Development Working Group and functions as the administrative arm for the Air Force Reserve Force Management and Development Board and Force Management Council.

1.6.1.4.3. AFRC/A1M. Provides oversight and is the functional authority for Air Force Reserve Command manpower authorizations and resourcing issues.

1.6.1.5. Air Reserve Personnel Center. The Air Reserve Personnel Center executes policy and procedure at the tactical level of the force development program managing all transactional aspects of the process(es). Within the Air Reserve Personnel Center, the following organizations have unique responsibilities:

1.6.1.5.1. ARPC/DPA. ARPC/DPA is the Center’s focal point for a multitude of force development functions. They are responsible for management and execution of the in-residence developmental education Student Assignment Facilitation program for all Air Force Reserve Command members, regardless of status, to appropriate follow-on opportunities. AF/REG manages O-6 and O-6(s) follow-on assignments and informs DPA who will provide follow-on assignment updates to AF/RE throughout the academic year. DPA is the managing organization for assignment actions for O-5s and below into key and joint duty assignment list positions.

1.6.1.5.1.1. ARPC/DPA provides management and oversight of the Active Guard and Reserve program on all matters affecting Active Guard and Reserve personnel (O-5 and below) including assignments and the Active Guard Reserve Review Board.

1.6.1.5.1.2. ARPC/DPA is responsible for executing annual boards including 48 specific career field developmental teams, biannual Reserve School Selection Board, Reserve Developmental Education Designation Board, Enlisted Developmental Education Board, Reserve Command Screening Board, Command Chief Screening Board, and Reserve Stripes for Exceptional Performers II promotion board.

1.6.1.5.2. Joint Officer Management. Manages the Air Force Reserve’s joint officer management program in conjunction with Joint Staff at the Pentagon. The joint officer management service manager will provide coordination on all assignments for O-5 and below into/out of joint duty assignment list billets prior to consummation. AF/REG will notify the Air Force Reserve joint officer management service manager on all O-6 and above joint duty assignment list assignments prior to consummation. The joint officer management team executes all Air Force Reserve Command joint duty assignment list actions, per the guidance provided in AFI 36-2135, Joint Officer Management.
1.6.1.6. Headquarters Individual Reservist Readiness and Integration Organization. The Headquarters Individual Reservist Readiness and Integration Organization provides oversight of the Individual Mobilization Augmentee and Participating Individual Ready Reservist programs and is the authority on all matters affecting individual mobilization augmentee and participating individual ready reservist personnel. The Headquarters Individual Reservist Readiness and Integration Organization implements policies concerning individual mobilization augmentees and participating individual ready reservists in conjunction with AFRC/A1, AF/REP and the Air Reserve Personnel Center. The career field manager/major command functional manager, Headquarters Individual Reservist Readiness and Integration Organization and appropriate detachment commanders must coordinate on all individual mobilization augmentee and participating individual ready reservist key/command/joint deliberate assignment actions. No internal moves affecting joint positions will be consummated without joint officer management service manager coordination. Headquarters Individual Reservist Readiness and Integration Organization and detachment commanders must include the career field manager/major command functional managers and ARPC/DPA on all force development manpower changes and actions.

1.6.1.7. Numbered Air Force Commanders. Numbered Air Force commanders provide oversight to respective reporting organizations and are the authority on all matters affecting Air Reserve technicians, traditional reservists and unit Active Guard and Reserve personnel. The career field managers/major command functional managers and assignment facilitators must coordinate on all key/command/joint deliberate assignment actions though Numbered Air Force commanders. Numbered Air Force commanders will include the career field managers/major command functional managers on all force development manpower changes and actions.

1.6.1.8. Reserve Functional Manager. Reserve functional managers are senior leaders within a career field appointed by the AFRC/CC. The Reserve functional manager provides day-to-day strategic-level direction and authority over specific functional community requirements and overall management of a functional career field. While they should maintain an institutional focus with regard to resource development and distribution, Reserve functional managers are responsible for ensuring their specialties are equipped, developed, and sustained to provide Air Force capabilities. Headquarters Air Force Reserve Command full-time directors fulfill the Reserve functional manager role to ensure consistency and continuity. They must appoint a career field manager and major command functional manager (the Reserve functional manager and career field manager may be the same) in writing to HQ AFRC/A1, with notification to ARPC/DPA.

1.6.1.9. Career Field Manager (officer)/Major Command Functional Manager (enlisted). The career field manager is appointed by the Reserve functional manager on behalf of the AFRC/CC and represents a single functional family. A career field manager/major command functional manager may be responsible for more than one specialty or multiple career field managers may be appointed within a single career field. Major command functional managers are appointed by the Reserve functional manager and are responsible for the management of designated enlisted career fields. The career field managers/major command functional managers provide strategic-level direction and are the overall authority on behalf of the Reserve functional manager for Reserve Air Force specialty
code-specific requirements and serves as subject matter experts for career field specific guidance. They monitor the health and manning of their career fields and elevate concerns to Reserve functional managers. They manage command training for their career field and disseminate career field policies and program requirements throughout the command. AFRC/A1K will maintain a current list of career field managers-major command functional managers. Career field managers must be an O-6/GS-15 (or equivalent) and major command functional managers must be a CMSgt for enlisted personnel (any other grade requires a waiver by the owning Reserve functional manager). Specific responsibilities include, but are not limited to:

1.6.1.9.1. Maintaining career field pyramids outlining experience, education and training needed for positions.
1.6.1.9.2. Identifying position distribution by grade and status.
1.6.1.9.3. In coordination with the appropriate assignment organization (AF/REG or ARPC/DPA) providing hiring official with a prioritized list of qualified candidates from the key personnel listing, Reserve Command Screening Board, Reserve Brigadier General Qualification Board and sitting O-6 commanders to fill key/command/joint vacancies.
1.6.1.9.4. The career field managers will serve as chair for their officer development team, unless the Reserve functional manager appoints another career field senior leader.
1.6.1.9.5. Major command functional managers are responsible for career field messaging and notifying eligible members of upcoming development team schedules and requirements. Major command functional managers will serve as chair for enlisted development teams, determine panel membership, maintaining career field key personnel listing, and are also responsible for the release of post-board vectors.

1.6.1.10. Functional Area Manager. The functional area manager is appointed by the career field manager on behalf of the Reserve functional manager and should be the most highly knowledgeable and experienced person within the functional area and have the widest range of visibility over functional area readiness and capability issues. Functional area managers are accountable for the management and oversight of all personnel and equipment within a specific functional area to support operational planning and execution. Responsibilities may include, but not limited to:

1.6.1.10.1. Developing and reviewing policy and training.
1.6.1.10.2. Developing, managing, and maintaining unit type codes.
1.6.1.10.3. Developing criteria for and monitoring readiness reporting, force posturing and analysis.

1.6.1.11. Commanders and other leaders. Commanders, command chiefs, superintendents, supervisors/raters, program managers, career field managers/major command functional managers, and senior Reserve Citizen Airmen play a vital role in force development. Each individual (Reserve Component, RegAF or civilian) should understand and be committed to Total Force development. Individual assessment,
mentorship, and feedback are essential elements in achieving a well-rounded workforce. Leaders will:

1.6.1.11.1. Ensure each Reserve Citizen Airman receives tactical-level mentoring to reach their full potential.

1.6.1.11.2. Educate, coach, and encourage individuals to participate fully in the force development process.

1.6.1.11.3. Understand the Air Force Reserve force development process, as well as the respective force development requirements and career path for the various functional communities.

1.6.1.11.4. Assist Reserve Citizen Airmen in assessing and fulfilling their developmental objectives and career goals utilizing tools such as career field pyramids and individual ribbon charts.

1.6.1.11.5. If a Reserve Citizen Airman submits Reserve-development plan, carefully consider his/her potential and provide honest assessment on the Reserve-development plan. This feedback should occur both before the development plan is submitted and after it has been reviewed by the development team (development teams balance the desires of the individual with the mission needs of the Air Force Reserve; therefore, career vectors may not match individual desires).

1.6.1.12. Force Management Council. The Force Management Council approves and provides overall policy guidance on education, training, and experience equating to career, force management, and development of Air Force Reserve personnel. As necessary, the council reviews the progress and metrics of fielded programs to ensure established objectives are satisfied. The Force Management Council consists of the following members: AFRC/CC (Chair), AFRC/CV, AFRC/CCC, 4 AF/CC, 10 AF/CC, 22 AF/CC, HQ AFRC/DS, AF/REP (Advisory), ARPC/CC (Advisory), HQ AFRC/A1 (Advisory), and HQ AFRC/FM (Advisory). Only primaries may attend unless otherwise approved by AFRC/CC.

1.6.1.13. Air Force Reserve Force Management and Development Board. The Air Force Reserve Force Management and Development Board reviews and/or develops proposed policy guidance on education, training, and experience equating to career force management and development of Air Force Reserve personnel. As necessary, the council reviews the progress and metrics of fielded programs to ensure established objectives are satisfied. Provides oversight and manages taskings and efforts of the Air Force Reserve Force Management and Development Working Group. The Air Force Reserve Force Management Development Board consists of the following members: AFRC/CV (Co-Chair), AF/RE-D (Co-Chair), HQ AFRC/DSD, AF/REG, AF/REP, AF/REX, FGC/CC, ARPC/CC, HQ AFRC/A1, HQ AFRC/FM, HQ AFRC A-Staff Directors, a wing commander from each numbered Air Force, and one wing command chief from each numbered Air Force serving as the numbered Air Force representatives for a 2-year tour. Attendance is for primaries only.

1.6.1.14. Air Force Reserve Force Management and Development Working Group. The Force Management and Development Working Group is the entry point for all initiatives on education, training, and experience equating to career force management and
development of reserve personnel. As necessary, the Force Management and Development Working Group reviews their progress and metrics of fielded programs to ensure established objectives are satisfied. The Air Force Reserve Force Management and Development Working Group consists of the following members: HQ AFRC/A1K (Chair), HQ AFRC/A1C, HQ AFRC/A1L, HQ AFRC/A1M, HQ AFRC/FMD, AF/REG Deputy, AF/REP Deputy, Chief of Air Force Reserve Manpower Division, HQ Readiness and Integration Organization (RIO)/CC, ARPC/DPA, three career field manager representatives and three major command functional manager representatives.

1.6.1.15. Individual. Each Reserve Citizen Airman is responsible for determining his/her availability for development opportunities. It is incumbent upon each individual to learn about force development processes, seek guidance from leaders and other mentors and determine goals/desires for their own development. The Reserve-development plan is the tool to communicate their desires regarding their level of force development participation. Officers complete the Reserve Officer Development Plan and enlisted complete the Reserve Enlisted Development Plan located on the virtual Personnel Center. Air Reserve technicians interested in civilian development may complete an Individual Development Plan located on the myPers webpage and follow the guidance for civilian force development in this instruction. Reserve Citizen Airmen may choose not to participate in the formal force development process for any cycle with the understanding they may miss out on education, training and career guidance from career field senior leaders.

1.6.1.15.1. When possible, final submission of a Reserve-development plan is through the first O-6 or higher in the rating chain. For individual mobilization augmentees, detachment commander is acceptable if O-6 equivalent in the member’s chain of command does not have access to the virtual Personnel Center. Enlisted members follow the recommended routing of two-level coordination (rater/rater’s rater).

1.6.1.15.2. Failure to submit a Reserve-development plan within the last 12 months prior to a member’s respective development team session, and according to deadlines established by ARPC/DPA, will remove Reserve Citizen Airmen from consideration for that development team cycle. Failing to meet a development team can result in reduced opportunities.

1.6.2. Force Development. The purpose of Air Reserve Force Development, as an element of Total Force Development, is to create a reserve force that is responsive to Air Force requirements and managed as an integral part of the Total Force. The goal is to produce Reserve Citizen Airmen who possess the tactical expertise, operational competence and strategic vision to lead and execute the full spectrum of Air Force missions. The purpose of force development is to:

1.6.2.1. Maximize capabilities of all Reserve Citizen Airmen to ensure the Air Force Reserve Command can provide the right leader at the right time for air, space and cyberspace power in support of Air Force requirements. The methods applied to the force may differ slightly by career field as developmental methods are tailored to suit unique career field requirements and the availability of Reserve Citizen Airmen.
1.6.2.2. Ensure opportunities and expectations are transparent to all Reserve Citizen Airmen.

1.6.2.3. Develop a pool of qualified candidates for strategic senior leadership positions.

1.6.2.4. Deliberately connect all education, training, and experience opportunities (to include developmental education, assignments, deployments) to best leverage the continuum of learning that builds and enhances cross-functional, foundational and occupational competencies that meet Air Force Reserve needs in and across career fields.

1.6.2.5. Create standardization to the fullest extent possible among all career fields to ensure a consistent force development program.

1.6.2.6. Enhance Reserve Citizen Airmen’s understanding of their role in force development, using their inputs regarding desires for developmental education, future assignment opportunities, and provide feedback to inform and shape expectations.

1.6.2.7. Leverage information technology to provide useful tools to facilitate/enhance personnel decision processes and to maximize the capabilities of all Reserve Citizen Airmen.

1.6.3. Air Force Reserve Officer.

1.6.3.1. Identified key, command and joint duty assignment list positions will be managed by the command and the appropriate career field manager. Each career field manager in coordination with career field senior leaders, must review their career field key, command and joint duty list annually to determine if changes are needed. Along with the career field managers, senior leaders in each career field determine “key” positions within their career field, which would provide the experiences necessary to develop Reserve Citizen Airmen and equip them with the right capabilities to potentially become Total Force senior leaders. Command positions referenced on the key/command/joint list are all O-6 commander positions determined by organization manpower requirements. Numbered Air Force commanders may identify O-5 squadron commander billets as key and staff recommendations via the established process for approval by AFRC/CV and/or AF/RE-D. Joint duty assignment list positions are determined by the joint staff and are considered key experiences for development. Eligible candidates for key/command/joint positions include individuals listed on Reserve development team Key Personnel Lists, in-resident developmental education students, sitting O-6 commanders, Reserve Command Screening Board, and Reserve Brigadier General Qualification Board selects.

1.6.3.2. Assignments into key/command/joint positions will have a three-year tour length and a focused rotational movement. This turnover ensures breadth of experience in conjunction with the depth reservists obtain within their core Air Force specialty. The combination of depth and breadth in education, training and experience will ensure the Air Force Reserve has Reserve Citizen Airmen ready to take leadership roles at the strategic/enterprise levels in the Air Force Reserve, Air Force or Department of Defense. Attaining overall force development goals requires career management to achieve the following objectives:
1.6.3.3. Will deliberately connect individual education, training and experience opportunities to build competencies that meet Air Force Reserve needs within career fields.

1.6.3.4. Will ensure the Air Force Reserve invests the right education, training, and experience in the right individual at the right time within the Reserve Citizen Airmen construct by developing personnel processes and utilizing competitive selection, to support this objective.

1.6.3.5. Will enhance Reserve Citizen Airmen, supervisors, and commanders understanding of their roles in managing reserve careers through the development team process and provide feedback to inform and shape individual expectations.

1.6.3.6. Officer Force Development. Tactical, operational and strategic level opportunities are common to all career fields. Officers must establish solid experience at the tactical and operational levels in a primary career field. At the field grade level, reserve officers should explore gaining a breadth of experience via assignments, unique opportunities, education and training. While a majority of officers will choose to remain at the tactical/operational level providing depth of expertise and leadership in a particular field, it is imperative that some continue to increase their development at the more strategic levels. A small percentage of officers across career fields will have the opportunity to apply for deliberately managed key/command/joint positions with levels of responsibility and leadership at the higher end of the operational arena and strategic level. These individuals will have increased opportunities for breadth of experience within Department of Defense, Air Force, Air Reserve Component, and joint levels.

1.6.3.6.1. Officer career paths have historically been depicted in career field pyramids, indicating upward progression and implying fewer types of jobs exist at senior levels. Career pyramids provide an overview of professional development throughout an officer’s career and a general career model with specific details for each Air Force specialty.

1.6.3.6.2. Career field pyramids reinforce that there is no “set path” to senior leadership, but there are fundamental building blocks or pillars. Civilians should reference AFMAN 36-606, Civilian Career Field Management and Development for career field specific pyramids.

1.6.3.6.3. Career field pyramids reflect developmental education opportunities. Developmental education opportunities include both appropriate-level military education and specialized education that develop officers either within their career field or prepare them for an assignment outside of their core career field.

1.6.3.7. Assignment Facilitators. Assignment facilitators reside at the Air Reserve Personnel Center and are the primary conduit between the career field managers, development team panels and the Reserve Citizen Airmen.

1.6.3.7.1. The primary purpose of assignment facilitators is to coordinate with the career field managers in developing and facilitating the Air Force Reserve officer career field-specific force development execution actions. These actions include: planning and execution of development teams, conducting post-development team actions, field communications regarding assignment opportunities, general career
counseling, and Reserve-development plan assistance and management. Assignment facilitators will:

1.6.3.7.1.1. Provide individual Reserve Citizen Airmen with general career counseling to include Reserve-development plan assistance, assisting career field managers with executing development team goals, general information on assignment opportunities in line with development team vectors.

1.6.3.7.1.2. Review and track key/command/joint assignment opportunities, prepare vacancy announcements, send to pre-determined population, and collect packages. Upon close out, assignment facilitators will consolidate applicant packages, compare to development team Key Personnel Listing results, and prepare listings of qualified officers for career field managers to provide to the hiring authority and other senior leaders as required.

1.6.3.7.1.3. Provide information and coordinate support to the career field manager for development team events. Required information includes a general overview of the type of utilization and/or development opportunities so development teams can provide realistic and actionable vector recommendations. Assignment facilitators will ensure all vectors are presented to career field managers/major command functional managers within the prescribed timeline (see Table 1.1).

1.6.3.7.1.4. Identify officers who are eligible to meet a given development team and prepare materials to present to the development team, as needed.

1.6.3.7.1.5. Identify measurable data to be analyzed and tracked to ARPC/DPA.

1.6.3.7.1.6. Assist development team chair/career field managers with maintaining development team charters. Maintain Key Personnel Listings, awareness of projected key/command/joint position changes, and key/command/joint position descriptions.

1.6.3.7.1.7. Disseminate career field information on behalf of the career field manager.

1.6.3.7.1.8. Assist career field managers with maintaining a Potential Reassignment List (officers only) and notifying O-5s and below no later than 6 months prior to term limit expiration. Assignment facilitators will assist members with reassignment opportunities.

1.6.3.7.1.9. Develop and provide career field managers with email messages and other communication requirements to forward to career field members.

1.6.3.7.1.10. Conduct telecon with key players (career field managers, major command functional managers, ARPC/DPA, Board Operations) to review potential eligible pool to discuss the impact of standard filter waivers 151 days prior to the development team.

1.6.3.7.2. Assignment facilitators may be required to execute enlisted development teams as determined by ARPC/DPA Superintendent.
1.6.4. Air Force Reserve Enlisted.

1.6.4.1. Nominative and key/strategic E-9 positions. The Senior Enlisted Management Division (AF/REG) in coordination with AFRC/CCC, provides oversight of Air Force Reserve senior enlisted personnel assigned to key/strategic E-9 positions at the major command level and above. These key/strategic positions provide exposure, experience and continued growth for our senior enlisted leaders within the Total Force environment. The positions are typically classified as Active Guard and Reserve or Individual Reserve billets and carry a 3-year term limit. Key/strategic positions include all major command, Office of the Secretary of Defense, joint, agency, Field Operating Agency, Direct Reporting Unit, and select E-8/E-9 positions. Eligible candidates for key/strategic positions include individuals listed on the Reserve development team Key Personnel List.

1.6.4.1.1. The intent is to fill key/strategic E-9 vacancies utilizing the Command E-8/E-9 Key Personnel List. The Key Personnel List is established annually by the Command E-8/E-9 Development Team and maintained by AF/REG. If selected, members are placed on the E-8/E-9 Key Personnel List for a period of 1 year. In addition to the E-8/E-9 Key Personnel List, the major command functional managers will establish and manage separate functional area Key Personnel Lists. The major command functional manager Key Personnel List will be used for positions requiring functional expertise.

1.6.4.1.2. Nominative opportunities are received from AF/A1LE in the form of a Request for Nomination. When determining qualified applicants for nominative positions, AF/REG, in coordination with AFRC/CCC, will review eligible candidates from the E-8/E-9 Key Personnel List and contact the member(s) to confirm availability for a career broadening opportunity. If the member is interested in the opportunity, AF/REG will coordinate nomination package(s) through AFRC/CCC and AF/RE for approval. Upon approval, the nomination package(s) will be forwarded to AF/A1LE for distribution to the hiring authority. The nominee may or may not be contacted for an interview. If selected, the member will be placed in an Active Guard and Reserve or extended active duty status for the duration of the assignment annotated in the request for nomination. AF/REG will assist member with the assignment process through ARPC/DPA.

1.6.4.1.3. For key/strategic positions funded by Air Force Reserve Command, the hiring authority will complete necessary candidate reviews, determine a selectee, notify ARPC/DPA of their selection. ARPC/DPA will contact the member, make the official job offer and execute the transactional portion of the assignment. Note: Candidates on any E-8 or E-9 Key Personnel List should be given strong consideration for key/strategic opportunities. Functional area Key Personnel List members should also be given strong consideration for those jobs that require functional area expertise.

1.6.4.1.4. If a member of the E-9 Key Personnel List applies for a key/strategic vacancy and a non-Key Personnel List member is selected, the hiring authority must apply for waiver approval through AF/REG to the approval authority. If there are no E-9 Key Personnel List applicants for an E-9 key/strategic vacancy, and a non-Key Personnel List E-8/E-9 is selected over E-8 Key Personnel List applicants, the hiring
authority must apply for a waiver approval through AFRC/CV (T-1). Waivers with written justification must be provided to AF/REG who will coordinate the request with the major command functional manager, AFRC/CCC, the approval authority, and AF/RE as needed. If approved, the non-Key Personnel List member may be hired. If the request is disapproved, the hiring authority must reconsider the pool of applicants, or re-announce the vacancy.

1.6.4.1.5. Enlisted key/strategic positions are reviewed and validated biennially by major command functional managers, AFRC/CCC and AF/REG.

1.6.4.2. Enlisted Force Development. The focus of enlisted force development is to develop Airmen by integrating skills, abilities, goals and desires with the needs of Air Force Reserve Command in correlation with AFH 36-2618, The Enlisted Force Structure. Enlisted force development provides deliberate and organized career development initiatives while maintaining the Reserve Citizen Airmen culture and the integrity of all reserve categories. These initiatives coincide with education, training and experience to meet the operational and strategic challenges of the Air Force Reserve. AFRC/CCC will oversee the enlisted force development program through AFRC/A1. AFRC/A1K will manage the enlisted force development program and advise the AFRC/CCC. AF/REG will manage the senior enlisted nominative positions process. AF/REP will coordinate with AF/A1D ensuring Air Force Reserve requirements are considered when Air Force policy is written or changed and in coordination with AFRC/A1, will author the necessary policy guidance for the Air Force Reserve. Senior leaders must be committed to developing the enlisted force utilizing a qualified candidate pool to meet current and future leadership requirements through robust assessment, mentorship, and feedback. Senior leaders are also entrusted to educate, mentor, and encourage Reserve Citizen Airmen to fully participate in the force development process.

1.6.4.2.1. Enlisted Reserve Citizen Airmen are encouraged to make a strong personal commitment toward professional and personal development beyond formal schools offered. They are also encouraged to embrace responsibility for ensuring continued growth for themselves and others so they are ready for the next level.

1.6.4.2.2. Major command functional managers will appoint Air Force specialty subject matter experts for their respective career fields. Each subject matter expert will research and identify their professional developmental opportunities beyond the formal Air Force schools and will maintain a complete list of educational opportunities and provide it to Reserve Citizen Airmen at all levels.

1.6.4.2.3. Major command functional managers maintain the list of key/strategic positions and review projected vacancies to ensure appropriate placement of individuals. Major command functional managers and/or AF/REG work with hiring authorities and senior leadership to evaluate candidates and make assignment recommendations.

1.6.4.2.4. AF/REG will manage enlisted Active Guard and Reserve and Individual Reserve key/strategic positions at the major command level and above. In coordination with major command functional managers, AFRC/CCC, AF/RE and AFRC/CC, AF/REG will deliberately manage personnel included in the annual E-8/E-9 Key Personnel List as well as those currently residing in a key/strategic
position. Incumbents in key/strategic positions not selected to the Key Personnel List should strive to complete the necessary requirements, increasing the likelihood for selection to positions of greater responsibility.

1.6.4.2.5. The Command E-8/E-9 development team will be held at ARPC/DPA to review records and the Reserve-enlisted development plans for E-8s and E-9s across the command. It is the member’s responsibility to ensure his/her desires and goals are identified on his/her Reserve-enlisted development plan and submitted to ARPC/DPA by the established deadline.

1.6.4.2.6. Enlisted Development Teams. Enlisted development teams will be held biannually for each enlisted career field to review E-7 through E-9 records; however, smaller career fields may review E-6 and below records during the enlisted development team with HQ AFRC/A1KO approval. Typically, major command functional managers will hold enlisted development teams at ARPC; smaller career fields (<250 records) may request to hold their enlisted development team at Air Force Reserve Command through AFRC/A1KO.

1.6.4.2.7. Enlisted Facilitators. Air Reserve Personnel Center-based enlisted facilitators are the primary conduit between AFRC/A1K, major command functional managers and development team panel members. The primary purpose of enlisted facilitators is to prepare and execute enlisted development teams and the Command E8/E9 development team.

1.6.4.2.8. Reserve Enlisted Force Development Panel. The Reserve Enlisted Force Development Panel provides oversight, takes action and makes recommendations on the deliberate development and utilization of enlisted Citizen Airman. Reserve Enlisted Force Development Panel membership and guidelines are outlined in the Reserve Enlisted Force Development Panel Charter. The panel is chaired by AFRC/CCC and co-chaired by the Chief of Enlisted Force Development (HQ AFRC/A1KO). The Reserve Enlisted Force Development Panel will meet three times per year at various venues with additional meetings as requested by the chair.

1.6.5. Deliberately Managed Positions. While RegAF assignments are deliberate and normally term-limited, most reserve assignments are not. It is imperative for Reserve Citizen Airmen to gain depth in their career field to provide a solid developmental foundation. To meet the needs of Total Force development, the Air Force Reserve must ensure certain assignment opportunities are deliberately managed and have standardized turnover within the Citizen Airman construct. In addition to depth, broadening through assignments is essential to developing our future force. The four pillars of Air Force Reserve senior leader development are assignments in: command, joint positions (to include joint experience and/or joint duty assignment list), National Capital Region, and above wing level.

1.6.5.1. Key/command/joint positions provide qualified Reserve Citizen Airmen access to senior leader roles. Further, to foster strong succession planning, it is essential the Air Force Reserve standardize turnover for all key/command/joint and key/strategic positions. This will ensure the success of Air Force Reserve mission sets and the continued development through the right experiences, within all reserve categories. (Reference AFI 36-2110 for key/command/joint assignment execution details).
1.6.5.2. Key/command/joint position assignments. All key/command/joint positions are limited to 3-year terms and will be advertised by the appropriate assignment organization (AF/REG for O-6s and ARPC/DPA for O-5 and below). Reserve Citizen Airmen who are assigned to a key/command/joint position will be put on a potential reassignment list. These Airmen will be notified by AF/REG if occupying an O-6 key/command/joint position, or they will be notified by ARPC/DPA if occupying an O-5 or O-4 key/command/joint position of their term expiration in accordance with the signed key/command/joint Statement of Understanding at least 6 months prior to the end of their term. HQ AFRC/A1C manages assignment actions for Air Reserve technician positions and coordinates with the appropriate assignments organization.

1.6.5.3. Overages are not authorized for key/command/joint positions; however, during reassignments there may be overlap of the incoming and outgoing personnel not to exceed 90 days.

1.6.5.4. O-6 eligibility. Officers on their career field Key Personnel List, Reserve Command Screening Board list, Reserve Brigadier General Qualification Board list, or sitting commanders assigned to O-6 commander positions are considered high-potential officers and are qualified to apply for key/command/joint positions. For O-6 command positions an officer must be on the Reserve Command Screening Board or a sitting commander in an O-6 command position to apply or be considered.

1.6.5.5. O-5 and below eligibility. Officers on their career field Key Personnel List or in-resident developmental education students are considered high-potential officers and are highly encouraged to apply for key/joint positions. Final approval authority for assignment into an O-5 or below key/joint position is the hiring authority.

1.6.5.6. In order to assign a non-high-potential officer to a key/command/joint position, a waiver must be submitted in writing through AF/REG for O-6s and ARPC/DPA for O-5 and below. Final approval authority for assignments into O-6 key/command/joint positions is AF/RE-D and/or AFRC/CV, and final approval authority for assignments into O-5 and below key/command/joint positions is the appropriate wing commander or director.

1.6.6. Identification of Key, Command, Joint Positions (Officers).

1.6.6.1. Career field managers and career field senior leaders identify key positions and provide updates annually to HQ AFRC/A1K. Career field managers will provide detailed position descriptions, to include RegAF inputs as appropriate. The command and joint-accrediting positions are designated/coded on the key/command/joint career management product. AF/RE-D and AFRC/CV, with the assistance of career field managers, identify key O-6 billets. Command positions referenced in this document are all O-6 command positions (line and non-line O-6 commander positions) as identified on the unit manning document. Some squadron commander and operations officer positions will be used for force development, but those will be determined by career field managers, appropriate senior leaders and identified as “key” then route via the key position approval process to AFRC/CV and/or AF/RE-D. Joint-accrediting positions are all positions listed on the annual joint duty assignment list publication.
1.6.6.2. AF/REX validates that projected joint duty assignment list billets are valid manpower authorizations.

1.6.6.3. AF/REG maintains the O-6 key/command/joint career management product. AFRC/A1K, career field managers, and assignment facilitators maintain the O-5 and below key/command/joint career management product.

1.6.6.4. Career field managers must review and revalidate their key/command/joint career management product annually. AFRC/A1K will help facilitate this process. Any changes to key/command/joint positions must be identified on an AFRC Form 106, *Manpower Change Request*, and identified to AFRC/A1KO for coordination/approval. Career field managers are responsible for managing assignments for key/command/joint career positions in coordination with AF/REG, ARPC/DPA, Headquarters Individual Reservist Readiness and Integration Organization, and selecting officials.

1.6.6.5. Career field managers in coordination with AF/REG and assignment facilitators review projected vacancies for key/command/joint billets to ensure appropriate advertisement, selection, and placement of individuals. Career field managers will work with assignment facilitators (O-5 and below) and/or AF/REG (O-6s) and senior leadership to evaluate candidates and make assignment recommendations; input from the development team will be considered.

1.6.6.6. Once leadership makes a decision and it is approved, career field managers, assignment facilitators (O-5 and below), and AF/REG (O-6) will work with the appropriate assignment authority to complete the action. Assignments will be reviewed for Uniformed Services Employment and Reemployment Rights Act exception and Air Reserve technician career impact.

1.6.7. Identification of Key/Strategic Positions (Enlisted).

1.6.7.1. Major command functional managers review and identify key/strategic positions annually to AFRC/A1K. They provide detailed position descriptions, to include position requirements (i.e., Community College of the Air Force, skill level and experience).

1.6.7.2. AF/REG and HQ AFRC/A1K maintain the list of key positions and position descriptions.

1.6.7.3. Major command functional managers review projected vacancies for key/strategic positions to ensure appropriate placement of individuals. Major command functional managers and/or AF/REG work with hiring authorities and senior leadership to evaluate candidates and make assignment recommendations.

1.6.7.4. Once leadership makes a decision and it is approved, major command functional managers or AF/REG work with the appropriate assignment authority who will complete the action.

1.6.8. In-Residence Developmental Education Student Assignment Facilitation (officers). The Air Force Reserve selects students to attend in-residence developmental education based on a number of factors, including potential to serve as senior leaders. Many students recommended for in-residence developmental education and selected by the Reserve Developmental Education Designation Board to attend will receive a follow-on assignment that uses the applicable skills garnered during the developmental education experience and
compliments their rank/grade and Air Force specialty code. Some students may return to their previous assignment. Air Force Reserve selects who accept the quota will be required to sign a statement of understanding acknowledging the student outplacement program guidelines.

1.6.8.1. The Student Assignment Facilitation Panel considers inputs provided by commanders and students, the appropriate assignment vacancies, hiring authorities, as well as the advice of the applicable career field managers and group representatives.

1.6.8.2. The Student Assignment Facilitation Panel will be co-chaired by AF/RE-D and AFRC/CV and will determine when and how often the panel will meet. Student Assignment Facilitation panel membership includes: career field managers who have career field members attending in-residence developmental education, AF/REG/REP, AFRC/A1/A1C/A1K/A1M, ARPC/CC/DPA, numbered Air Force commanders and Headquarters Individual Reservist Readiness and Integration Organization, at a minimum (T-1). The Air Reserve Personnel Center will host the panel.

1.6.8.3. The Student Assignment Facilitation Panel develops a list of recommended matches between the developmental education student and a projected vacancy. Assignments must adhere to HAF directives and Air Force Reserve Command guidance on requirements for placement after completion of specialized developmental education programs (fellowships, School of Advanced Air and Space Studies, other advanced studies schools, and National Defense University schools such as Joint Advanced Warfighting School, Eisenhower School, and National War College which will require a joint duty assignment list tour upon graduation to the greatest extent possible).

1.6.8.4. The Student Assignment Facilitation Panel will primarily pursue/recommend assignments which match the participation status (part-time/full-time) the student held when applying/selected for developmental education unless change in status is required by the outplacement requirements of the school the select is attending or the needs of Air Force Reserve Command.

1.6.8.5. The program intent is to assign developmental education students to positions which maximize the return on investment from in-residence education. In some cases, returning developmental education students to original unit upon completion of developmental education may be appropriate.

1.6.8.6. Hiring authorities must consider student outplacement into their organization or provide justification for disapproval to the AFRC/CV. (T-1).

1.6.8.7. Students are offered/notified of assignments through the normal hiring procedures. The Student Assignment Facilitation Panel will inform AFRC/CC of panel results and student outplacement.

1.7. Air Force Reserve Development Teams.

1.7.1. Overview. The career field manager (officer) and major command functional manager (enlisted) administer force development objectives through the development teams. Development teams play a critical role in developing officers and enlisted to support current and projected mission capabilities. An important purpose of the development teams is to allow career field leaders the opportunity to assess their human capital inventory.
Development teams also provide data which must be used for developmental processes (i.e., deliberate developmental education recommendations, assignments, etc.). Developmental teams provide guidance on continuing education, training, and experience opportunities to individual Reserve Citizen Airmen. Development teams at the numbered Air Force-level and below are prohibited. (T-1).

1.7.2. Roles and Responsibilities.

1.7.2.1. Reserve Development Teams. Development teams serve as the Air Force Reserve “front line” in force development. The development team goal is to assemble senior leaders within respective career fields for the purpose of providing actionable feedback and guiding each Citizen Airman to reach their potential. Development teams will:

1.7.2.1.1. Vector personnel toward appropriate education, training, experience, and other opportunities that ensure appropriate timing and development to meet the needs of the Air Force Reserve and the Citizen Airman.

1.7.2.1.2. Assess the career field pool by scoring records based on established criteria and scales, and produce Key Personnel Lists and in-residence developmental education and professional development recommendations.

1.7.2.1.3. Identify the education, training, and experiences appropriate for Reserve Citizen Airmen within each functional community based on current and future requirements. This includes education, and training opportunities funded by the Air Force or pursued as self-development by all Reserve Citizen Airmen. Development teams provide feedback to career field managers/major command functional managers and individuals, and update career field pyramids as necessary.

1.7.2.1.4. Understand career field policies, plans, programs, training and actions affecting career field management and development when making decisions and provide actionable vectors. Development teams must also take into consideration valued skills acquired through years of experience in his/her core Air Force specialty code, civilian experiences, and career broadening in a non-core special duty. These experiences provide future leaders with the critical thinking and problem solving skills to make informed decisions.

1.7.2.1.5. Review the career field pyramid for their respective career field and modify as appropriate. The career field pyramid illustrates development levels and corresponding windows of opportunity for education and training to help focus Reserve Citizen Airmen’s expectations and give them a roadmap. Development teams use career field pyramids to make informed vector recommendations and assist career field managers/major command functional managers with updating this guidance based on career field dynamics as well as current and projected personnel requirements (see Attachment 7).

1.7.2.1.6. Development teams will consider cross-functional development and utilization requirements when vectoring Reserve Citizen Airmen. Cross-functional offices of primary responsibility will identify their requirements to career field managers/major command functional managers no later than 90 days prior to each scheduled development team session if opportunities exist.
1.7.2.1.7. Development teams will establish a Key Personnel List by reviewing and scoring Airmen records. Once scores are consolidated via the database, a cut line is determined. Through intentional discussion and review, panel members validate the cut. The Key Personnel List is comprised of individuals with high potential and is used by key/command/joint and key/strategic hiring authorities and may be referenced for other developmental/force development decisions and hiring decisions. High potential individuals are maintained on key personnel lists broken out by grade. ARPC/DPA is responsible for posting and maintaining the officer Key Personnel Lists. All Key Personnel Lists will be posted on a secure site. Career field managers/major command functional managers are responsible for maintaining Air Force specialty code-specific Key Personnel Lists.

1.7.2.2. Prior to career field development teams, an overview of existing and projected requirements should be accomplished by the career field manager and assignment facilitator. Requirements include, but are not limited to, identifying vacancies/projected vacancies and deployment opportunities.

1.7.2.3. A member can be vectored for recommendations for next or subsequent assignments and/or career broadening developmental assignments. Standardized vectors are utilized for all career fields. Additional career field specific vectors may be added. To ensure vectors are aligned with appropriate development and progression, career fields must maintain current and comprehensive career field pyramids and ensure dissemination to the career field.

1.7.2.4. ARPC/DPA will work with career field managers/major command functional managers and AFRC/A1KO to develop the development team calendar year schedule and finalized no later than July of the previous year. Dates are posted on myPers.

1.7.2.5. ARPC/DPA is responsible for execution and facilitation of pre-development team, development team, and post-development team events. Development teams requiring only one panel may be executed at Air Force Reserve Command or virtually. Requests to execute at Air Force Reserve Command or virtually must be staffed through AFRC/A1K by 30 June of the calendar year prior to the next development team cycle and reflected appropriately on the annual development team calendar. Additional meetings outside of the development team (e.g., board of directors, executive working groups, conferences, briefings, etc.) are the sole responsibility of the visiting team. A minimum of one action officer per panel is recommended (suggested grades: O-3 through O-5 for officer development teams; E-1 through E-6 for enlisted development teams).

1.7.2.6. To ensure consistency across career fields and grow a pool of competitive Reserve Citizen Airmen with capabilities to perform in tactical, operational, and strategic environments standardized filters will be imposed. Individuals who do not meet eligibility filter requirements (filters) may not be scored or vectored. Some development teams may include additional filters unique to their career field. Reserve Citizen Airmen are encouraged to complete their Reserve-development plan by the respective development team suspense date. Air Force Reserve members may only meet one development team per calendar year, unless approved by both career field managers.

1.7.2.7. All Air Force Reserve officers will be vectored by their core ID. Primarily, officers will meet their annual development team based on their core ID. If an officer
does not have a core ID, or if they belong to the pseudo-core 16F/P, then they will meet the Special Duty/Non-Core development team. Enlisted members will meet their biannual functional development team, and may meet the Command E8/E9 development team.

1.7.2.8. Board Operations. Responsible for building each career field database prior to the development team to include standardized filters and vectors along with career field-specific filters and vectors. Board operations personnel provide technical expertise. Additionally responsible for collecting data identified by AFRC/A1K to be analyzed and tracked. Board operations personnel will assist with the development of development team metrics and summary. Provides career field managers unit manning documents and unit manpower personnel records for their respective functional career field upon request.

1.7.2.9. Development Team Chair. Development team chair responsibilities include, but are not limited to:

1.7.2.9.1. Determining development team board composition (see paragraph 1.7.3).

1.7.2.9.2. Ensuring at least one action officer per panel is selected and scheduled for the development team.

1.7.2.9.3. Ensuring the career field pyramid is reviewed and modified, as appropriate, during the development team.

1.7.2.9.4. Providing ARPC/DPA, or designated representative, any career field-specific guidance for development team panel members, including but not limited to, Air Force Specialty Code (AFSC)-specific filters.

1.7.2.9.5. Ensuring vectors are returned to the ARPC/DPA for distribution to the career field in a timely manner (see Table 1.1).

1.7.2.9.6. Ensuring development team Charter Guidelines (see Attachment 16) are developed and/or reviewed annually in conjunction with career field development team.

1.7.2.9.7. Participating in Air Force Reserve career field manager forum.

1.7.2.9.8. Reviewing their career field key/command/joint list annually to determine if changes are needed. Along with the career field managers, senior leaders in each career field determine the “key” positions within their functional community. These positions will provide the experiences necessary to develop Reserve Citizen Airmen and equip them with the right capabilities to potentially become strategic senior leaders within the Air Force Reserve. Key positions identified must be vetted through the appropriate organizations to the AFRC/CV for final approval via the appropriate tasking tool.

1.7.2.9.9. Reviewing career field manning on a regular basis to ensure all funded positions are visible via the appropriate management tool (such as the Reserve Management Vacancy System) allowing Reserve Citizen Airmen to understand opportunities within every career field.

1.7.2.9.10. Reviewing and validating advanced academic requirements for professional specialties:, as well as other professional continuing education needed to
meet Air Force requirements. If desired, career field managers/major command functional managers may request a waiver to the standardized filters. The waiver request for officer development teams must be coordinated through AFRC/A1KO to AFRC/CV for approval. The waiver requests for enlisted development teams must be coordinated through AFRC/A1KO to AFRC/CCC for approval. Requests must be forwarded to ARPC/DPA no later than 90 days prior to the development team start date.

1.7.3. Reserve Development Team Membership.

1.7.3.1. Development Team Chair (officer). The career field manager normally chairs the development team; however, the Reserve functional manager may appoint a career field senior leader in lieu of the career field manager. The development team charter reflects the development team chair and membership (see Attachment 17). If the Reserve functional manager appoints someone other than the career field manager as the development team chair, they must provide the name and justification to AFRC/A1K and notify ARPC/DPA. T-1.

1.7.3.2. Development Team Chair (enlisted). The major command functional manager normally chairs the development team; however, AFRC/A1KO may appoint a senior leader in lieu of the major command functional manager. AFRC/CV or designated representative will act as the senior advisor and AFRC/CCC or designated representative will chair the Command E8/E9 development team. (T-1). A grade waiver template letter is provided at Attachment 15.

1.7.3.3. Development Team Membership. Development team composition will be determined by the career field manager/major command functional manager. When possible, all Air Reserve Forces participation categories should be included. The development teams may include subject matter experts, observers, or action officers. Non-Air Force Personnel are not authorized to be team members. All development team members should serve in a grade/position consistent with the developmental decisions. In addition to the development team chair, voting members of the development team may include key force development stakeholders such as senior leadership from the functional community that best represents the population. T-1.

1.7.3.3.1. The career field manager/major command functional manager are highly encouraged to include RegAF members and Air National Guard members. They may include sitting numbered Air Force commanders, wing commanders/directors, group commanders, command chiefs, and other designated key personnel as voting members.

1.7.3.3.2. Ideally, development teams should have no more than 50 percent member turnover from one development team to the next. Development teams should have a variety of representatives from career field managers, assignment facilitators, subject matter experts, or career teams (designated by the career field manager/major command functional manager) and/or civilian career field teams (designated by AFRC/A1C) as appropriate, to ensure standardization and provide administrative and logistical support.
1.7.3.4. Enlisted Command (E-8/E-9) Enlisted development team board membership. The enlisted development team chair determines board composition. In addition to the enlisted development team chair, voting members of the enlisted development team may include key E-9 force development stakeholders from across the command (should be on the Key Personnel List). When possible all Air Reserve Forces participation categories should be included in the enlisted development team board member composition. The enlisted development team chair is highly encouraged to include members of the RegAF and the Air National Guard. This construct is replicated depending on the overall workload and enlisted development team member availability.

1.7.4. Reserve-Development Plan Guidance. The Reserve-development plan is the ultimate tool for Reserve Citizen Airmen to influence the development of their own careers based on their life events and civilian experiences; officers complete the Reserve-officer development plan and enlisted complete the Reserve-enlisted development plan. Title 5 civilians assigned to Air Force Reserve Command organizations and Air Reserve Technicians may complete an individual development plan and be seen by their civilian development team which is hosted at the Air Force Personnel Center. (For additional guidance see Chapter 2 of this instruction.) Development teams begin a new cycle annually. The cycle provides Reserve Citizen Airmen with a fresh venue to update their goals and/or restrictions. Each individual should communicate their personal desires for that year to help development teams determine the most appropriate career opportunities when matched with coordinator recommendations. The force development process hinges on this document to match individual preferences to the needs of the Air Force Reserve.

1.7.4.1. The Reserve-development plan is located within virtual Personnel Center via myPers. At a minimum, the Reserve-development plan should be completed by the member 45 days prior to the scheduled development team. Failure to complete the Reserve-development plan during the prescribed timeline could exclude the individual from the development team process that cycle.

1.7.4.2. Reserve Citizen Airmen should clearly communicate their career goals in the Reserve-development plan. Goals are divided as near-, mid- and long-term. A well-communicated goal should indicate desire for in-residence education, change of assignment (location/status), command, joint duty, or other key developmental opportunities.

1.7.4.3. Impact of Reserve-development plan. Reserve-development plan is the main force development communication tool that allows functional managers and other senior leaders to assess an individual’s career path and plan for future opportunities. Development teams can provide a range of senior leadership recommendations based on the Reserve Citizen Airmen’s and the coordinator’s Reserve-development plan input.

1.7.4.4. Reserve-development plan utilization. Any/all portions of the Reserve-development plan (individual input, senior leader comments, and development team feedback) may be made available to other boards that require information contained in the Reserve-development plan.

1.7.5. Reserve Development Team Operations (face-to-face or virtual). There are four distinct phases of development team operations: planning, preparation, execution, and post execution. Operating procedures for executing development teams are maintained and
updated by ARPC/DPA. Open communication between the career field manager/major command functional commander, AFRC/A1K, AF/REP, and ARPC/DPA is essential to aid in planning development team events and in identifying issues/potential conflicts discovered in relation to a development team event. AFRC/A1K should identify measurable data to be analyzed and tracked by ARPC/DPA.

Table 1.1. DT Phases of Operation.

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<tr>
<th>PHASE OF OPERATION</th>
<th>TASK</th>
<th>OPR</th>
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<tr>
<td>Planning (151 days prior to Development Team)</td>
<td>Message to field with filters and noticed to complete Reserve-Development Plan</td>
<td>Assignment Facilitators, Career Field Managers, Major Command Functional Managers, AFRC/CCC, AFRC/A1KO</td>
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<tr>
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<td>Monthly follow-up messages</td>
<td>Assignment Facilitators, Career Field Managers, Major Command Functional Managers, AFRC/CCC, AFRC/A1KO</td>
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<td>Demographics review</td>
<td>Assignment Facilitators, Career Field Managers, Major Command Functional Managers, AFRC/A1KO</td>
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<td>Charter review/membership; career field pyramid review</td>
<td>Assignment Facilitators, Career Field Managers, Major Command Functional Managers, AFRC/A1KO</td>
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<td></td>
<td>Requirements determination</td>
<td>Assignment Facilitators, Career Field Managers, Major Command Functional Managers, AFRC/A1KO</td>
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<td>Preparation (90 days prior to Development Team)</td>
<td>Logistical information</td>
<td>ARPC/DPA, HQ AFRC/A1KO</td>
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<td>Database build</td>
<td>ARPC/DPA, Assignment Facilitators</td>
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<td>Execution (Development Team event)</td>
<td>Score/vector</td>
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<td>Outputs (KPL)</td>
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<td>Post-Execution</td>
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<td>Metrics</td>
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1.8. Executing Air National Guard Force Development (Applies To Air National Guard).

1.8.1. Overview. The vision for Air National Guard Force Development is to create an Air National Guard, which is responsive to local, state/territory/district, and Air Force requirements while simultaneously expanding our pool of future leaders. It is paramount to remember the Air National Guard is predominantly a traditional drill-status force and Air National Guard men and women share their military career with their civilian employers and families.

1.8.1.1. The overall goal of Air National Guard force development is to provide deliberate and organized professional development, tailored to meet Air National Guard
and Air Force needs, within the context and culture of the Air National Guard. This is accomplished by developing Airmen with the necessary skills, knowledge and experience to lead and execute current and future mission capabilities.

1.8.1.1. The need to provide individuals with joint experiences, higher headquarters level opportunities, Air Expeditionary Force deployments, special duty assignments, and additional supervisory experiences has been identified by the Air National Guard.

1.8.1.1.2. The Air National Guard force development Concept of Operations and State Force Development Toolkit are available on the Air National Guard force development web site at: [http://www.ang.af.mil/careers/forcedevelopment](http://www.ang.af.mil/careers/forcedevelopment) to provide basic elements and options to enable each State, Territory, and District to tailor and execute a force development plan to offer Airmen educational and developmental opportunities that meet the needs. Each State, Territory, District, and the Statutory Tour Program must have a force development process and a career management process to evaluate and mentor Airmen assigned to their state (T-1). Since the Air National Guard does not employ a centralized assignment system, force development is conducted by each State, Territory and the District. The Air National Guard Readiness Center centrally manages Guardsmen’s force development in the Statutory Tour program.

1.8.1.2. Force Management requires deliberate planning and must be designed to meet Air Force and Air National Guard needs, and also accommodate individual goals and objectives.

1.8.1.2.1. Each State, Territory, and District will have a process to identify positions and opportunities that provide the competencies necessary to become strategic leaders. The work of identifying these positions across the various programs in the Air National Guard and establishing detailed management processes belongs to each State, Territory, and District Joint Force Headquarters, wing, and Statutory Tour Program. At the direction of the Director, Air National Guard, National Guard Bureau Human Resources (NGB/HR) will maintain a national-level program to provide opportunities for Air National Guard members to complete an Air National Guard Headquarters and/or a major command assignment. The State, Territory, and District selection processes are necessary to validate candidates for this national-level program and indicate recommended follow-on assignments. (T-1).

1.8.1.2.2. To facilitate planning for our members, a structured timeline within the Air National Guard Force Development program is essential. Solicitation for nominations must be timed to coincide with availability of opportunities, whether they are educational or experiential. This timeline must also coordinate with programs outside the influence of the Air National Guard (i.e., intermediate developmental education/senior developmental education class start/completion dates, fiscal year, Air Expeditionary Force cycles, etc.). A calendar of events is published on the Air National Guard force development website.

1.8.2. The Force Development construct. The force development program consists of: a) centralized management within each State, Territory, District, and the statutory tour program; b) development teams focused on competency development within an organizational unit or
functional group; and c) direct communication with individual Air National Guard members. Each of these components is described below along with examples of available support tools.

1.8.2.1. Centralized Management. To implement force development each State, Territory, and District, and Statutory Tour program will have a central body—Force Development Council—that accounts for opportunities and resources under its control.

1.8.2.1.1. The Force Development Council has the authority to centrally manage the development of Air National Guard Airmen under its control. It will identify education or assignment vectors for Airmen utilizing structured criteria such as career gates, prior education/assignments, and developmental potential.

1.8.2.2. Competency Development. Each State, Territory, and District Force Development Council may also be supported by force development teams which focus on the development of a subset of Air National Guard members. The subset may be defined by organization or command structure (i.e., a wing or a group) or by function or classification (i.e., rated officers, enlisted maintainers, medical specialty, company grade officers, Junior Non-commissioned officers). Development teams can be established at each wing, geographically separated units, or where needed to provide individuals with developmental vectors. Establishing development teams is one of the first and most powerful steps an organization can take to create the culture change necessary to enact force development.

1.8.2.2.1. Development teams are composed of supervisors and/or commanders who collectively review Individual Development Plans and provide developmental vectors to the Airmen under review. The developmental opportunities available to members within a specific functional area or command structure will vary from team to team. These opportunities include, but are not limited to, attending professional education courses, broadening or special duty assignments, and future deployments.

1.8.2.2.1.1. The focus of the development team is to assess each member’s potential and deliberately plan a vector to promote and develop competencies to make the member an effective future Air National Guard leader.

1.8.2.2.1.2. Development teams are also a forum to identify the strengths, competencies, and transferrable skillsets a member brings from non-military, civilian experiences. As an organization, it is important to acknowledge the strength of the skillset traditional members bring to the organization through their civilian experience.

1.8.2.2.1.3. The establishment of development teams allows visibility into military and civilian talents at a local level where the knowledge can be used to enhance the organization and further develop the member.

1.8.2.2.2. Force development teams differ from Force Development Council, which focus on small groups, by ensuring that every member in the organization is aware of, and able to participate in, force development from the beginning to the end of their career.
1.8.2.3. Force development teams can use tools, like the career field pyramids to facilitate necessary one-on-one communication by laying out a potential career development path to provide development vectors.

1.8.2.3. Individual Communication. The foundation of force development is direct communication between the supervisor/commander and the Airman regarding the member’s goals and aspirations. Each individual’s goals and potential are unique. Therefore, the force development process needs to allow for varying paths and “on/off ramps” to account for changes in the Airman’s availability to pursue a developmental opportunity.

1.8.2.4. Tools. Tools are available to assist States/Territories/Districts establish or renew force development programs in the Air National Guard Force Development Concept of Operations and on the Air National Guard force development web site: http://www.ang.af.mil/careers/forcedevelopment. This site also facilitates unit-to-unit sharing of best practices and lessons learned.

1.8.2.5. Functions. Force Development Councils and development teams should meet at least once per year, or more often as necessary. Force Development Council and development team members should work together to ensure proper execution of the force development construct and will:

1.8.2.5.1. Be aware of the Air Force and Air National Guard overall mission requirements at the local, State, Territory, District, and national level.
1.8.2.5.2. Oversee personnel development to meet functional community and broader Air Force and Air National Guard institutional requirements, while balancing the desires of the individual.
1.8.2.5.3. Highlight civilian competencies which are transferable to Air National Guard competencies.
1.8.2.5.4. Understand an individual’s developmental preferences.
1.8.2.5.5. Balance individual desires and availability with institutional requirements.
1.8.2.5.6. Take into account commander/senior rater recommendations and assessments of developmental potential.
1.8.2.5.7. Evaluate and recommend individual Airmen for special developmental opportunities to include developmental education.
1.8.2.5.8. Make recommended “development vectors” for individual Airmen designed to optimize their potential skills development over time.
1.8.2.5.9. Provide developmental feedback to Airmen and commanders/supervisors using a Development Plan.

1.8.3. Developmental Education. Education is a vital investment in our people and force development recognizes the necessity of providing the right education to the broadest possible group of Airmen, both to develop them individually and to meet Air National Guard requirements.
1.8.3.1. As States, Territories, and Districts implement force development, the selection process will be structured to encourage senior raters, commanders, and command chiefs to identify and nominate their best candidates who have indicated the desire to attend in-residence schools.

1.8.3.2. State, Territory, and District Joint Force Headquarters and the National Guard Bureau Force Development Councils will validate candidates and indicate recommended follow-on developmental assignments. As developmental education opportunities are limited, all future leaders may not be able to attend traditional in-residence developmental education programs.

1.8.4. Joint-Duty Assignments. Force Development Councils and development teams must ensure Air National Guard members vectored for joint-duty assignment consideration are of sufficient quality to achieve promotion rates in accordance with joint promotion objectives outlined in 10 USC § 662.

1.8.5. Program Measurements and Metrics. Force development requires a quantitative form of measurement to capture gains (or losses) on resources invested in program execution. The Air National Guard Force Development Program Manager has established baseline measures of Air National Guard participation levels and achievement of specific force development indices. Periodic measurement and trend analysis will be used to evaluate program implementation and goal attainment.

1.8.5.1. The identification of individual member achievement of the force development indices provides an initial list of high potential or competitive Airmen within the Air National Guard organization. The creation of State, Territory, and District Force Development Councils capable of vetting or endorsing high potential Airmen will enhance the value of this force development product and assist in directing resource use.

1.8.5.2. The development of State, Territory, and District measures of success or criteria is encouraged. Criteria may be objective or subjective as determined by the needs of the individual State, Territory, and District or unit.

1.8.6. Communication and change management plan. The Air National Guard Force Development Program Manager has implemented a robust force development communication plan to inform Airmen, commanders, and supervisors of changes that will occur with the Air National Guard force development program. The communication plan is designed to ensure a coordinated, well-timed strategy for internal and external use by states and territories.

1.8.6.1. All levels of leadership must be committed to force development. (T-1).

1.8.6.2. Citizen Airman’s time is respected by Air National Guard leadership.

1.8.6.3. There is a clear vision for developing Airmen to become the tactical, operational, and strategic leaders of tomorrow.

1.8.6.4. It is understood that Force Development Concept of Operations drives a process and attitude change throughout the Air National Guard.

1.8.6.5. Air National Guard leadership should be prepared to implement and facilitate these changes.
1.8.6.6. A platform is provided that allows different avenues for Air National Guard members to balance the needs of the unit, their family and their employer.

1.9. **DSE.** DSE will be identified and tracked to aid Airmen in attaining competencies.

1.9.1. DSE criteria. Use the following criteria as a guide to validate an experience as a DSE:

1.9.1.1. An immersive hands-on experience requiring active participation/involvement in positions, events, or activities leading to the accumulation of knowledge or skill that can be utilized to meet mission requirements.

1.9.1.2. An experience outside the scope of Air Force formal training that has been validated as a potential means for Airmen to obtain specific foundational, occupational, or joint competencies that not everyone is required to receive or encounter.

1.9.1.3. Leads to gaining or increasing the proficiency level of an Air Force foundational or occupational competency.

1.9.1.4. Produces stable, consistent, and reliable results each and every time.

1.9.1.5. Involves one or more types: Joint, Interagency, Multinational, Intergovernmental, Nongovernmental, Experience with Industry, Occupational, and Institutional.

1.9.1.6. The Force Development Command (AETC) will:

1.9.1.6.1. Develop and implement DSE processes and procedures.

1.9.1.6.2. Provide a system to capture and catalog DSE opportunities; and document and track the competencies gained at the appropriate proficiency level.

1.9.1.7. AETC/A3 will:

1.9.1.7.1. Review and validate DSE opportunities submitted by organizations or individuals using a formal process.

1.9.1.7.2. Record validated DSEs in the current AF learning catalog.

1.9.1.7.3. Provide DSE competency assessment tools.

1.9.1.7.4. Update AF members on the current process to obtain credit for DSEs accomplished in the AF system of record.

1.9.1.8. Functional Authorities/Total Force Career Field Managers will submit DSE opportunities to AETC/A3 for validation and inclusion in the current AF learning catalog.

1.9.1.9. Air Force Personnel Center (AFPC) or appropriate personnel servicing agency will coordinate with Development Teams and/or an Airman’s leadership/supervisor to assign personnel to applicable DSEs.

1.9.1.10. Commanders/Supervisors will:

1.9.1.10.1. Submit DSEs through the designated medium for validation and inclusion in the current AF learning catalog. (T-1).

1.9.1.10.2. Provide feedback to the DSE providers, organizers, points of contact, and AETC/A3 to ensure that DSEs are up-to-date and are meeting required developmental results. (T-1).
1.9.1.10.3. Use assessment tool provided to determine the competency and proficiency level attainment on a member they supervise under a sponsored DSE. (T-1).

CHAPTER 2

THE CAREER ASSISTANCE ADVISOR, FIRST TERM AIRMEN CENTER AND ENLISTED PROFESSIONAL ENHANCEMENT PROGRAMS

2.1. Overview. The Career Assistance Advisor Program was established in 1999 to focus on declining retention. In 2003, the program expanded to encompass the First Term Airmen Course, Noncommissioned Officer Professional Enhancement, Senior Noncommissioned Officer Professional Enhancement, and Informed Decision Seminars.

2.1.1. Headquarters Air Force, Deputy Chief of Staff, Manpower, Personnel, and Services (AF/A1) is the functional authority and will provide policy oversight.

2.1.2. The Directorate of Military Force Management Policy (AF/A1P) will provide functional management.

2.1.3. The Chief, Force Management Policy Division (AF/A1PP) will assist in developing and coordinating policy for career assistance advisor operations.

2.1.4. Career Assistance Advisor Career Field Manager (8A100) will:

2.1.4.1. Serve as the assignment functional area manager.

2.1.4.2. Oversee the development and execution of career field policy, plans, and programs.

2.1.4.3. Develop and manage training requirements for installation career assistance advisors and maintain central repository of standardized presentations.

2.1.4.4. Assist major commands (MAJCOMs), field operating agencies (FOAs), and direct reporting units (DRUs) with career assistance advisor requirements.

2.1.4.5. Maintain the applicable centralized career field management and information site, and the career assistance advisor portions of the Air Force retrieval applications website.

2.1.5. MAJCOM Directorate of Manpower, Personnel and Services will:

2.1.5.1. Designate a point of contact to liaise directly with AF/A1PP and the career field manager.

2.1.5.2. Provide advisory services to wing commanders, command chiefs, unit commanders and career assistance advisors within the command.

2.1.5.3. Process exceptions to policy for career assistance advisors assignments and programs.

2.1.6. Host Wing Commander will:

2.1.6.1. Ensure installation career assistance advisor programs operate in accordance with this instruction and applicable policies. (T-2).

2.1.6.2. Establish memorandums of agreement with all geographically separated units, total force integrated units, and tenant units to ensure minimum standards of enlisted professional enhancement programs. At a minimum, such agreements will address
oversight responsibilities, processes for delivery and attendance, facilities, funding and other resources. (T-2).

2.1.6.3. Ensure resources and tools are available for establishment and continued operation of a structured program designed to accentuate and build on basic supervisory and leadership skills at critical points in an Airman’s career progression. (T-2).

2.1.7. Host Wing Command Chief will:

2.1.7.1. Serve as a key advisor in the nomination and selection process for the wing’s career assistance advisor. (T-2).

2.1.7.2. Coordinate with MAJCOM and Air Force Personnel Center for the removal of Airmen who no longer meet eligibility requirements. (T-2).

2.1.8. Force Support Squadron Commander/Director or appropriate commander where a Force Support Squadron does not exist will:

2.1.8.1. Serve as local hiring authority for career assistance advisor positions. Establish interview and review process to fill the career assistance advisor position with the best candidate. (T-2).

2.1.8.2. Ensure adequate funding, facilities, supplies, and other resources are available or in place to provide a conducive learning environment. (T-2).

2.1.8.3. Leverage memorandums of agreement between the wing and other units to ensure resources and processes are in place to meet required timeframes. (T-2).

2.1.8.4. Avoid assigning additional duties to career assistance advisor that would interfere with their primary responsibilities or diminish enlisted professional enhancement programs. (T-2).

2.1.9. Installation Career Assistance Advisor will:

2.1.9.1. Be assigned to the Force Support Squadron under the Force Development Flight, Professional Development Section. (T-3).

2.1.9.2. Advise commanders and supervisors on enlisted force management, to include force shaping matters, and career opportunities. Career assistance advisors must familiarize themselves with current information on force management/shaping, entitlements, benefits, and other issues of importance at critical decision points. (T-3).

2.1.9.3. Assist unit-level commanders and superintendents in the development of frontline supervisors by creating learning opportunities to support desired audience. (T-3).

2.1.9.4. Develop and manage local professional enhancement initiatives by working closely with professional organizations and appropriate subject matter experts to ensure quality of program facilitation is kept at the highest levels. (T-3).

2.1.9.5. Visit each squadron within the first year of assuming the position to build rapport, disseminate information, and determine factors affecting the morale of the enlisted force. (T-3).
2.1.9.6. Leverage technology such as video teleconferencing, webinars, Defense Collaboration Services to visit and provide services for geographically separated members and leaders. (T-3).

2.1.9.7. Assist supervisors in counseling enlisted personnel on reenlistment, retraining opportunities, benefits and entitlements. (T-3).

2.1.9.8. Manage, coordinate, and conduct first term airmen course. (T-3).

2.1.9.9. Manage, coordinate, and conduct professional enhancement seminars for noncommissioned and senior noncommissioned officers as outlined in Chapter 6. (T-3).

2.1.9.10. Oversee monthly informed decision seminars as outlined in Chapter 6. (T-3).

2.1.10. Unit Level Commanders, First Sergeants, Superintendents, and Supervisors will:

2.1.10.1. Ensure all first term airmen attend first term airmen course at the earliest possible date but no later than 45 calendar days after arriving on station. (T-3).

2.1.10.2. Provide memorandum for record to career assistance advisor for members that do not complete first term airmen course within 45 calendar days. Justification for the delay will be included. (T-3).

2.1.10.3. Ensure Airmen are not scheduled for other appointments while attending first term Airmen course. (T-3).

2.1.10.4. Ensure all first term Airmen and second term Airmen attend the informed decision seminar 12-15 months prior to an individual’s date of separation regardless of reenlistment intent (see paragraph 2.5.5). (T-3).

2.2. Air National Guard Overview:

2.2.1. Director, Air National Guard (NGB/CF). Is responsible for oversight of policy and development of Air National Guard Retention Programs.

2.2.1.1. Delegates authority of compliance items in accordance with ANGI 36-2602 Air National Guard Retention Programs to Air National Guard Director of Manpower, Personnel, and Services (NGB/A1).

2.2.1.2. Delegation is further granted to NGB/A1Y, Chief, Recruiting and Retention, where all waivers should be submitted through command channels.

2.2.2. NGB/A1 establishes eligibility criteria, and processing requirements for state and territory recruiting and retention programs.

2.2.3. Chief of Air National Guard Recruiting and Retention Division will:

2.2.3.1. Provide resources, training, policy and guidance to support state and territory recruiting and retention programs.

2.2.3.2. Gather, analyze, report on metrics, and monitor Air National Guard state and unit recruiting and retention plans and programs.

2.2.3.3. Conducts staff assistance visits when requested or required.

2.2.4. The Adjutant General. Authorizes and evaluates the State Recruiting and Retention Programs. (T-2).
2.2.5. State Directors of Staff.
   2.2.5.1. Directs and administers the state recruiting and retention program through the recruiting and retention superintendent. (T-2).
   2.2.5.2. Ensures state Air National Guard manpower procurement objectives are met. (T-2).
   2.2.5.3. Collaborates with commanders and state leadership to ensure successful execution of recruiting and retention programs. (T-2).

2.2.6. State Recruiting and Retention Superintendent will:
   2.2.6.1. Be assigned by the Adjutant General through a state selection process in coordination with the Director of Staff, Human Resources Officer and the Assistant Adjutant General for Air. (T-1).
   2.2.6.2. Manage the State Air National Guard recruiting and retention program to include development and supervision of both the recruiting office supervisors and retention office managers. (T-2).
   2.2.6.3. Administer and evaluate the state recruiting and retention program and performs duties as identified throughout this instruction, personnel services delivery guide and in accordance with the recruiting and retention superintendent position description. The recruiting and retention superintendent will work within the state-assigned chain of command to ensure strength objectives are met. (T-2).
   2.2.6.4. Serve as a key advisor in the selection process of all recruiting and retention personnel within the state of assignment. (T-2).
   2.2.6.5. Determine training needs and establish performance and production standards for the state recruiting and retention team, ensuring required training and mission needs are met. (T-2).
   2.2.6.6. Conduct internal review and inspection of wing and geographically separated unit recruiting and retention programs, utilizing the self-inspection checklist, applicable position descriptions, procedural and financial guidance, and this instruction. (T-2).
   2.2.6.7. Be the state primary point of contact for all NGB/A1Y-directed data calls, strategic communication, and planning.

2.2.7. Wing/Geographically Separated Unit Commander will:
   2.2.7.1. Ensure a retention program is established. (T-2).
   2.2.7.2. Ensure the retention office is collocated with the recruiting office to include an area to facilitate privacy and confidentiality when counseling members about career concerns. (T-2).

2.2.8. Unit Commander will appoint, in writing, a SSgt – MSgt to the additional duty position of unit career advisor. (T-2). One unit career advisor for every 50 members is suggested.
2.3. Air Force Reserve Overview:

2.3.1. Headquarters Air Force Reserve.

2.3.1.1. Director of Personnel, Office of Air Force Reserve (HQ AF/REP) is responsible for oversight of policy and development of Air Force Reserve Career Enhancement Programs.

2.3.1.2. AF/REP works with Headquarters Air Force Reserve Command, Directorate of Manpower, Personnel and Services (HQ AFRC/A1) by providing policy guidance to ensure they are carrying out the responsibilities to make Air Force Reserve service more attractive and motivate individuals to participate.

2.3.1.2.1. Advises on current laws governing Air Force Reserve membership and participation.

2.3.1.2.2. Coordinates proposals that require Air Staff or secretariat level approval.

2.3.2. Headquarters Air Force Reserve Command/A1.

2.3.2.1. Headquarters Air Force Reserve Command, Directorate of Manpower, Personnel and Services is the MAJCOM functional authority, responsible for advisory services related to the career assistance advisor (8A100) and enlisted professional enhancement programs to include Air Force Reserve noncommissioned officer course and senior noncommissioned officer course.

2.3.2.2. Headquarters Air Force Reserve Command, Chief, Military Personnel Division (AFRC/A1K) is the office of primary responsibility for retention and career motivation of all Air Force Reserve personnel.

2.3.2.2.1. Implements policies approved by AF/REP.

2.3.2.2.2. Develops procedures and materials to support the career retention program.

2.3.2.2.3. Evaluates the overall effectiveness of the program and give guidance as necessary.

2.3.2.2.4. Coordinates personnel actions affecting the career retention of Air Force Reserve personnel.

2.3.3. Wing Commander/Individual Reservist Commander.

2.3.3.1. Develops and conducts an effective and continuous career retention program, to ensure that the unit is fully staffed at all times.

2.3.3.2. Appoints senior noncommissioned officers in accordance with the enlisted classification directory and official position description for wing career assistance advisor. Ensures the highest quality of personnel are selected.

2.3.3.3. Hires members as wing career assistance advisors and with an approved extension, ARPC/DPA will extend the assignment availability code. Note: Commanders should not assign the wing or group career assistance advisors any duties as unit career advisor.

2.3.3.4. Provides a well-equipped and suitably arranged facility, with private areas or rooms for counseling.
2.3.4. Force Support Squadron Commander and Readiness and Integration Organization.

2.3.4.1. Serves as local hiring authority for career assistance advisor positions and establishes extensive interview/review process to fill key position with the best candidate.

2.3.4.2. Ensures facilities are in place to support local initiatives and provides a conducive learning environment. This includes technological, logistical and administrative supplies, and equipment required to conduct Enlisted Professional Enhancement programs.

2.3.4.3. Utilizes installation wing, geographically separated unit, and total force integrated memorandum of agreements to ensure resources, funds and processes are in place to deliver enlisted professional enhancement within AFI timeframes.

2.3.4.4. Ensures personnel assigned to or attending Enlisted Professional Enhancement programs are considered unavailable for details and exercise scenarios (tasked by outside agencies) from the program start date through program completion. When possible, deconflict program schedules with routine wing-wide exercises in advance. Note: Actual contingency operations may require suspension of program offerings and release of personnel as required on an individual or group basis.

2.3.5. Unit Level Commander and First Sergeant.

2.3.5.1. Organizes and conducts an effective career retention program.

2.3.5.2. Appoints a career noncommissioned officer (staff sergeant or above) at the seven or nine skill level to serve as unit career advisor to administer the Airmen career retention program. In large units, consider also appointing career noncommissioned officers to assistant advisor positions.

2.3.5.3. First sergeants and noncommissioned officers-in-charge of units without a first sergeant authorization should not be appointed as unit career advisors. Additionally, air reserve technicians should not be appointed as additional duty or assistant unit career advisors.

2.3.5.4. Appointments of unit career advisor and assistant must be in writing. Appointment letters should be maintained in unit files, with a copy sent to the wing or group career assistance advisor. Commanders should ensure that appointees are not assigned additional duties, to allow for appropriate and effective conduct of the career advisor duties.

2.3.5.5. Checks and evaluates the unit career retention program.

2.3.5.6. Provides a suitably arranged facility with private areas or rooms for interviews and counseling.

2.3.6. Wing Career Assistance Advisor/Retention Program Managers.

2.3.6.1. Administers the career retention program for the wing.

2.3.6.2. Gives prospective Group and unit career advisors copies of the job description and assists in selecting group and unit candidates on request.

2.3.6.3. Distributes current reenlistment and loss statistics to all serviced groups with analysis of loss trends.
2.3.6.4. Informs commanders of problems they can solve locally and of undesirable unit conditions. Maintains list of undesirable unit conditions on file for a period of two years.

2.3.6.5. Explains to commanders why members are not participating and suggests ways to correct problems that the career assistance advisor cannot resolve.

2.3.6.6. Processes members requiring reenlistment and projection for separation.

2.3.6.7. Provides group unit career advisor training.

2.3.6.8. Conducts unit staff assistance visits.

2.3.6.9. Conducts career assistance advisors’ meetings quarterly.

2.3.6.10. Publishes a group retention plan to establish local requirements for processing and conducting the career retention program.

2.3.7. Group Career Assistance Advisor/Retention Program Managers.

2.3.7.1. Administers the career retention program for the group.

2.3.7.2. Records contact and counseling results on AF Form 158, USAFR Contact and Counseling Record.

2.3.7.3. Works with unit commanders in identifying why members are not participating and assists in identifying ways to correct problems.

2.3.7.4. Publishes a group retention plan to establish requirements for processing and conducting the career retention program.

2.3.8. Unit Career Assistance Advisor.

2.3.8.1. Oversees the selective reenlistment program, enlistment and extension processes for all unit members.

2.3.8.2. Counsels members who are undecided or who have declined reenlistment within three months prior to their expiration term of service.

2.3.8.3. Coordinates with the unit commander on required documentation for members denied reenlistment.

2.3.8.4. Ensures applicable reenlistment or extension documents are completed and processed to the military personnel section for further action as required.

2.4. Career Assistance Advisor Program.

2.4.1. The career assistance advisor program selects MSgts (E-7) and SMSgts (E-8) for special duty assignments to advise commanders and supervisors on force management, conduct professional enhancement programs, and assist in enlisted career counseling.

2.4.2. Selection and Assignment Guidance. Officials from MAJCOMs, HQ AFPC, and installations work together to select individuals for career assistance advisor duty. The following guidance is provided to standardize the process and ensure selection of high quality personnel.

2.4.2.1. Selection process for E-7 career assistance advisor positions.
2.4.2.1.1. Before each bi-annual developmental special duty cycle, MAJCOMs will request a list of all eligible E-7s from AFPC/DP2OSS.

2.4.2.1.2. AFPC/DP2OSS provides all local eligible E-7s to the MAJCOM. All eligible members assigned to the installation, regardless of MAJCOM, are included.

2.4.2.1.3. The local hiring authority will conduct interviews and records reviews to select most qualified members.

2.4.2.1.4. The MAJCOM will coordinate with local hiring authority to rank order nominees and return the listing to AFPC/DP2OSS. The commander recommendation letters for nominees must be sent along with the listing. (T-1).

2.4.2.2. Selection process for E-8 career assistance advisor positions.

2.4.2.2.1. When E-8 positions are within four months of vacancy, installation group and wing leadership collaborate with the incumbent career assistance advisor to identify potential candidates.

2.4.2.2.2. Installation or wing commander will screen applicants to ensure they meet development special duty requirements for career assistance advisor duty. A prioritized list of applicants will be sent to MAJCOM A1, along with commander recommendation letters, and coordination with installation command CMSgt. (T-1).

2.4.2.2.3. This listing will be sent to AFPC/DP2OSS, and the number one nomination on the installation must be submitted via case management system to AFPC/DP2OSS.

2.4.2.3. Continental United States career assistance advisors will be assigned for three years with a special duty identifier of 8A100 and duty title of career assistance advisor. (T-1).

2.4.2.3.1. Airmen hired for Continental United States duty location will have an Assignment Availability Code 50 (Maximum Stabilized Tour) updated in the military personnel data system with a tour expiration date that will equal the career assistance advisor duty effective date plus three years. (T-1).

2.4.2.3.2. Upon release from career assistance advisor duty, members will return to their previous Air Force Specialty Code and utilized locally or compete for a subsequent assignment. (T-1).

2.4.2.4. Outside Continental United States Career Assistance Advisors. Tour lengths will be determined using the date eligible to return from overseas (DEROS). Assignment availability code 50 will not be updated. (T-1). Upon identification of a vacancy, HQ AFPC will place an Airman nominated for the career assistance advisor duty on assignment. (T-1).

2.4.2.4.1. Overseas Long Tour. Airmen must extend the DEROS to attain retainability in order to fulfill the 36-month tour. (T-1).

2.4.2.4.2. Overseas Short Tour. Due to the short duration of these tours, HQ AFPC will fill these positions via EQUAL Plus with current 8A100. (T-1). If qualified volunteers do not apply via EQUAL Plus, an eligible 8A100 non-volunteer will be selected. (T-1). Note: Airmen must have served a minimum of two years in the
current career assistance advisor position as of the report not later than date to be eligible to apply for the overseas short tour. (T-1).

2.4.2.5. Airmen must have the required retainability or obtain it after selection for career assistance advisor duty. (T-1).

2.4.2.6. Selectee will receive their assignment through normal notification channels and must submit a special duty application package in accordance with the appropriate special duty catalog requirements no later than 30 calendar days from assignment notification. (T-1). The hiring authority must certify all selectees for the development special duty. (T-1). When the member is gained into the career assistance advisor position, the military personnel section will update the duty Air Force Specialty Code and control air force specialty code to reflect 8A100. (T-1).

2.4.2.7. Local hiring authority may recommend approval of a one-year extension of tour length through coordination with MAJCOM A1, career assistance advisor career field manager, and AFPC/DP2OSS after coordination with member’s primary Air Force Specialty Code assignment functional. If approved, AFPC/DP2OSS will extend the assignment availability code 50 expiration date (12 months).

2.4.2.8. Career assistance advisors may submit a base of preference request as early as 12 months prior to their maximum tour expiration, but no later than nine months prior to tour expiration. They may also compete for reassignment to the overseas area during one of four quarterly overseas assignment cycles. If not selected for either a base of preference or overseas assignment, they will be allocated for a Continental United States assignment during one of four overseas returnee or Continental United States mandatory mover assignment cycles. (T-1).

2.4.3. Training. Assigned career assistance advisors must attend and complete initial training within six months of assignment. (T-1). The purpose of these programs is to inform, deliberately develop, and prepare Airmen for greater responsibilities. Mandatory programs are: first term airmen course, noncommissioned officer professional enhancement seminar, senior noncommissioned officer enhancement seminar, and informed decision seminar. (T-1).

2.4.3.1. The course length for the first term airmen course and both professional enhancement seminars will not extend beyond 5 calendar days. Extending the courses to include activities that are not related to training (i.e. details, self-help projects, leisure activities, community involvement, etc.) is not authorized. (T-1).

2.4.3.2. Mandatory focus areas for the first term airmen course and both professional enhancement seminars will include resiliency and deliberate development. A comprehensive listing of mandatory focus areas will be directed by the most current Air Force policy memorandum and is subject to change based on emerging requirements.
Therefore, the curriculum will be maintained by the career assistance advisor career field manager, utilizing a central repository to ensure availability to all base-level career assistance advisors. \( \text{T-2} \).

2.5.1.3. Career assistance advisors will use a website or a locally devised process to register airmen for each course. \( \text{T-3} \).

2.5.1.4. The briefing system database within retrieval applications website will be used to report attendance. \( \text{T-3} \).

2.5.1.5. Facilitators will conduct their briefings in accordance with Air Force standardized presentations provided to them by the career assistance advisor. As seminar managers, career assistance advisors must ensure approved presentations are used. \( \text{T-1} \).

2.5.2. First Term Airmen Course. Provides a structured first duty station orientation that is designed to transition Airmen from a training mindset to the mission-oriented environment. The first term airmen course reinforces lessons learned in basic military training and technical training to prepare Airmen for their role in supporting their organization’s mission. The course also provides Airmen a unique opportunity to develop their warrior ethos and continued expeditionary mindset. All first term Airmen must attend the first term airmen course within 45 calendar days of arrival to first duty station. \( \text{T-3} \). In addition, these airmen are also required to attend the base-level newcomer’s orientation. Supervisor support and involvement is critical for Airmen attending first term Airmen course to ensure their future success.

2.5.2.1. When more than one wing-level command structure exists, the host wing commander is responsible for the implementation and operation of the first term airmen course. \( \text{T-1} \).

2.5.2.2. At least one first term airmen course must be provided per month unless approved with exception to policy. Exceptions to policy will be approved by the installation commander, through the MAJCOM, and AFPC/DP3DW. \( \text{T-2} \).

2.5.2.3. First term airmen course is not a formal education seminar or enlisted professional military education. Therefore, completion does not necessarily warrant a certificate/diploma, a formal graduation ceremony, and/or banquet.

2.5.2.4. First term airmen course attendees will be required to participate in physical training unless restricted by medical waiver when a physical training program is incorporated into the agenda. The program must comply with minimum standards for unit physical training as established by AFI 36-2905, *Fitness Program*. \( \text{T-1} \).

2.5.2.5. Document delays in first term airmen course attendance on a memorandum for record with justification (approved and maintained at local level). \( \text{T-3} \).

2.5.3. Noncommissioned Officer Professional Enhancement Seminar. This seminar is designed to augment, not replace, information taught in basic military training, technical training, ancillary training, airman leadership school, job experience, and AFH 1, *The Airman Handbook*.

2.5.3.1. Career assistance advisors will offer at least four seminars per year. However, the size of the eligible populace may warrant conducting more or less. \( \text{T-1} \).
2.5.3.2. This seminar is open to sister service personnel on a space available basis. Noncommissioned officers are the priority and will not be denied attendance to accommodate sister service attendees. (T-1).

2.5.4. Senior Noncommissioned Officer Professional Enhancement Seminar. This seminar is designed to augment, not replace, information taught in basic military training, technical training, ancillary training, enlisted professional military education, job experience and AFH 1.

2.5.4.1. The course provides newly selected MSgts with an in-depth view of their increased supervisory, leadership, and managerial responsibilities, to assist them in making a successful transition to senior noncommissioned officer status.

2.5.4.2. This course is intended for MSgt-selects prior to actual promotion date, but no later than one year after assuming the rank.

2.5.4.3. To ensure all eligible personnel have the opportunity to attend, each installation will conduct at least one senior noncommissioned officer professional enhancement seminar annually.

2.5.5. Informed Decision Seminar. This seminar is an educational experience specifically designed to enhance one’s knowledge of Air Force benefits, highlighted program requirements, and processes. The goal is to ensure personnel obtain the needed information in order to make the best decision for them, their family, and their subordinates as they come close to the end of their enlistment. All first term Airmen and second term airmen are required to attend 12-15 months prior to their date of separation unless pending involuntary separation. (T-3).

2.5.5.1. Career assistance advisors at every installation will publicize and conduct informed decision seminars as often as necessary to meet the needs of the installation’s populace regardless of unit of assignment (including all tenant units). Career assistance advisors will use a website or a locally devised process for members to register for the seminar (T-3).

2.5.5.2. Advisors will coordinate with Air Force Reserve and Air National Guard counterparts and recruiters to keep Airmen informed of force management, force shaping options and benefits of continued service.

2.5.5.3. Commanders are responsible to ensure members attend within the prescribed window and (where applicable) provide spouses the opportunity to attend.

2.5.5.4. Career assistance advisors will track attendance in the briefing system database within retrieval applications website.

2.5.6. When funds do not exist to send Airmen from geographically separated or total force integrated units to seminars, alternative techniques, such as video-teleconferencing, webinars, defense connect online, and/or approved prerecorded seminars will be utilized to ensure attendance of professional enhancement programs.

2.6. Air National Guard Unit Career Advisor.

2.6.1. Overview. The Air National Guard unit career advisor program is similar to the career assistance advisor program used by the active and reserve components. Enlisted personnel
are selected for a special duty assignment to advise commanders and supervisors on force management and professional enhancement, and assist in career counseling. This chapter outlines the selection, qualifications and training required to become a unit career advisor. Guidance in this chapter applies to Air National Guard personnel.

2.6.2. Qualifications and Selection.

2.6.2.1. Unit Commanders should base the number of appointed unit career advisors on the size of the squadron or flight the individuals will service. A good starting point is one unit career advisor for every 50 enlisted members. Unit commanders will review the nominee’s qualifications and ensure all requirements are met prior to selection of a unit career advisor. Selection will be made with a letter of appointment from the unit commander. Appointment letters will be maintained with the local retention office manager.

2.6.2.2. The unit career advisor must be a noncommissioned officer, and should have a minimum of four years’ time-in-service. First sergeants and recruiters will not be assigned the duties of a unit career advisor.

2.6.2.3. This is an appointed additional duty that requires a substantive time commitment. Therefore, it is recommended the appointed member be assigned no other additional duties. In addition, member should not be a current or selected section chief.

2.6.3. Training and Assessment.

2.6.3.1. The retention office manager is responsible for administering the initial and follow-on training for appointed unit career advisors.

2.6.3.2. Initial training will be completed within 90 days of the member’s appointment to the position. The training is conducted using the computer based training course that can be found on the Advanced Distributed Learning Service. The retention office manager will maintain the training certificates of completion. It is also recommended that the member maintain a copy of all completion certificates.

2.6.3.3. The retention office manager will conduct annual training and host quarterly training meetings. Meetings should be open to representatives of airmen support programs and include program updates and best practices.

2.6.3.4. The retention office manager will conduct an internal review of each unit’s career advisor and career motivation program a minimum of every 2 years. Internal reviews can be held more frequently if needed or requested.

2.6.3.5. Areas of concern should be reviewed and a formal report produced to include recommendations and timelines for improvement. Provide a copy of the report to the unit, group and wing commanders, the recruiting and retention superintendent and the unit career advisor. Provide a formal out-brief during the next regular scheduled drill, sooner if possible, to the unit commander and the career advisor. The out-brief should include an overview of the internal review, highlighted achievements and recommendations for improvement.
2.6.4. Duties and Responsibilities.

2.6.4.1. Provides career motivation information and conducts retention interviews. Assists members in completing the National Guard Bureau (NGB) Form 173-1, *Air National Guard Retention Interview Form* and assists unit commander and supervisors with career motivation program instructions and process.

2.6.4.2. Notifies unit members of changes in incentive programs and provides career status information.

2.6.4.3. Executes the wing/geographically separated unit sponsorship program.

2.6.4.4. Executes the unit career motivation program.

2.6.4.5. Attends all required unit career advisor training/meetings and advises unit commander and supervisors on career motivation program procedures.

2.6.4.6. Identifies members who are undecided on reenlisting and those interested in retraining into another Air Force Specialty Code. Additionally, ensure career motivation issues or irritants are addressed at the lowest level (supervisor, first sergeant, unit commander, etc.) prior to referral to the retention office manager.

2.6.4.7. The unit career advisor establishes contact and rapport with members through squadron visits, briefings and advertisement. Also provides current information on opportunities and benefits available to Air National Guard members. Additionally, it is important for the unit career advisor to be familiar with and provide contact information for resources and benefit programs to assist airmen.

2.6.4.8. Coordinates on all Selective Retention Program actions (AFI 36-2606, *Reenlistment and Extension of Enlistment in the United States Air Force*) when reenlistment eligibility changes from “selected” to “not selected” or from “not selected” to “selected.”

2.6.5. Unit Career Advisor Recognition. Please see AFI 36-2805, *Special Trophies and Awards Program* for procedures regarding unit career advisor recognition.

2.7. *Air National Guard Career Motivation Program.*

2.7.1. Program Description. The Career Motivation Program is an ongoing, proactive process that enhances member engagement and assists commanders and supervisors with identifying areas of concern that may affect retention. The process involves periodic interviews between members and commanders to discuss future career plans and goals. The program includes the utilization of retention and exit surveys to gain insights into members’ reasons for leaving service. Guidance in this chapter applies to Air National Guard personnel.

2.7.2. Retention Managers Duties and Responsibilities.

2.7.2.1. Assists with retraining and relocation requests when initiated by a member or referred by leadership. (T-2).

2.7.2.1.1. Managers will use the unit manning document and career change worksheet when assisting with a retraining or relocation request. (T-3).

2.7.2.1.2. Managers shall review and inform [or advise] members regarding the impact of retraining or relocation on their participation in the bonus program. (T-3).
2.7.2.2. Conducts follow-up and exit interviews on all members separating, transferring or retiring, to include members who have indicated their intention to not reenlist or are still undecided. (T-2).

2.7.2.3. Produces a quarterly exit survey report using the total force recruiting and retention information support system. Forward the report to the wing command CMSgt and wing human resource advisor. Note: Address any immediate concerns and negative trends as discovered through appropriate channels. (T-2).

2.7.2.4. Maintains member’s NGB Form 173-1 as required and disposes of forms in accordance with AFI 33-322 and the records disposition schedule located in the Air Force Records Information Management System. (T-2).

2.7.2.5. Managers will review each interview form to track concerns and ensure follow-up actions are occurring and ensure all completed forms are stored properly in the total force recruiting and retention information support system. (T-2).

2.7.2.6. Provides unit career advisors with career motivation program interview forms in accordance with the applicable personnel services delivery guide. (T-2).

2.7.2.7. Monitors suspense reports and provides program status to Wing and Unit Commanders monthly. (T-2).

2.7.3. Unit Career Advisor Duties and Responsibilities.

2.7.3.1. Provides career motivation information, conducts retention interviews and assists unit commander, supervisors, and members with career motivation program instructions and processes. (T-2).

2.7.3.2. Tracks, coordinates, and manages career motivation program interviews. (T-2).

2.7.3.3. Maintains NGB Form 173-1, for current unit members. Maintenance of forms for members exceeding 20 years must be in accordance with the Air Force Records Information Management System Records Disposition Schedule. Provide the retention interview form to the unit commander, with supervisor coordination. The unit career advisor may be responsible for coordinating the interview schedule for the unit commander. (T-2).

2.7.3.3.1. Utilizes and maintains a suspense control log for tracking interview actions when the NGB Form 173-1 is provided and returned from the unit commander or supervisor. A copy of the completed NGB Form 173-1 should be forwarded to the retention office manager, no later than the regular scheduled drill following the interview date. (T-2).

2.7.3.3.2. The NGB Form 173-1 will not be used as a record for unfavorable information or disciplinary counseling. Exception: Include documentation relating to non-selection for reenlistment (AF Form 418, Selective Reenlistment Program Consideration for Airmen in the Regular Air Force/Air Force Reserve/Air National Guard). (T-2).

2.7.3.4. Provides NGB Form 173-1 to the unit commander, with supervisor coordination. The unit career advisor may be responsible for coordinating the interview schedule for the unit commander. (T-2).
2.7.4. Retention Interviews. Retention interviews are conducted to ensure personnel receive valuable guidance and counsel regarding participation as a member of the Air National Guard, and to aid unit leaders in understanding issues that contribute to individual decisions to discontinue service. The career motivation program includes three types of interviews: the initial interview for new members, the reenlistment interview for personnel whose term is expiring and the follow-up interview for personnel who may be discontinuing service. All retention interviews shall be conducted in accordance with the method described in the career motivation program personnel services delivery guide and documented on the NGB Form 173-1. (T-2).

2.7.4.1. Initial interviews are conducted to introduce new members to unit leadership, discuss local and Air National Guard policies and explain unit expectations. This is also an opportunity to gain insight in the individual’s career goals and interests, answer questions and address concerns. The interview should be conducted by the unit career advisor. However, the unit commander may exercise the option to conduct the interview.

2.7.4.2. The unit career advisor, the supervisor and the member discuss the retention interview questions, document responses on the form, and sign the form. All parties must sign and date on the form where applicable. The member has the option to request a meeting with the commander to further discuss retention questions and decisions. The commander reviews the form, and also signs to acknowledge awareness of the interview responses. (T-2).

2.7.4.3. Reenlistment interviews are conducted with all enlisted members who are within twelve months of the expiration of their enlistment term. The purpose of the interview is to determine the member’s intent for reenlistment, and document the unit commander’s recommendation. All personnel who participate in the interview process will sign and date the Form 173-1. Declarations of intention and commander recommendations are not binding.

2.7.4.4. Interviews will be conducted by the unit career advisor and the supervisor.

2.7.4.4.1. The unit commander may exercise the option to conduct an interview or delegate this duty to another commissioned officer in the same unit. If the unit commander does not conduct an interview, they will review the NGB Form 173-1 and indicate comments or recommendations. (T-2).

2.7.4.4.2. The retention office manager will review comments from both the member and the commander to determine the need for a follow-up interview.

2.7.4.4.3. Follow-up interviews will be conducted by the retention office manager when an individual is recommended for reenlistment but is undecided or expresses a desire to separate. (T-2).

2.7.4.4.4. The retention office manager may use the follow-up interview to attempt to overcome any member reenlistment objections and intervene with leadership and other resources as necessary.
2.7.4.5. The retention office manager will offer available options such as retraining or transfer. (T-3).

2.7.4.5.1. The retention office manager will ensure the member understands the loss of benefits that could occur with separation action, as well as possible recoupment of incentives and/or entitlements as applicable. (T-2).

2.7.4.5.2. If the unit commander has not recommended the member for reenlistment, the retention office manager will make an appointment with the member to complete the exit interview. (T-3).

2.7.4.6. The retention office manager will generate an exit interview when a member initiates a transfer request, separation or retirement. After completion of the exit interview, the loss data and reasons should be briefed to the unit and wing commanders.

2.8. **Air Force Reserve Retention Program.**

2.8.1. **Wing Retention Program.** The wing career assistance advisor serves as principal advisor to commanders, supervisors, and Airmen regarding retention, benefits, incentives and reenlistment programs. Responsibilities of the Wing Retention Program include:

2.8.1.1. Establishing procedures for the Selective Reenlistment Program process for unit career advisor (not earlier than 14 months) before current expiration term of service.

2.8.1.2. Ensuring completion of all Selective Reenlistment Programs and counsels members via AF Form 158 (6 months before expiration term of service) when members decide not to reenlist.

2.8.1.3. Providing a retention briefing to wing leadership at the monthly manning meeting, and as requested by leadership. The retention briefing will include unit retention measurements and loss analysis.

2.8.2. **Quarterly Retention Statistics.** The wing career assistance advisor compiles reenlistment and loss statistics and analyzes trends utilizing the product from AFRC/A1RI and keeps a copy. The career assistance advisor gives copies of the report quarterly to military personnel section, group, and unit commanders, as well as their career advisor.

2.8.2.1. Produces quarterly retention information exit survey reports and forward to the wing commander, unit commanders, recruiting service, wing command CMSgt and military personnel section and coordinates with leadership to determine specific retention needs. **Note:** Any immediate concerns, as well as negative trends found in exit surveys, should be addressed through appropriate channels.

2.8.3. **Contact and Counseling.** Career assistance advisors will make contact by telephone, email, letter or face-to-face. Record counseling results on AF Form 158. (T-3). **Attachment 18** gives instructions for completing the form.

2.8.3.1. **Wing Career Assistant Advisor.** Manages the career retention/benefits/entitlements program by working closely with the wing, group and unit commanders as well as recruiters, command CMSgts, group superintendents, first sergeants and group and unit career advisors in helping to correctly assess the work environment identifying possible problems and irritants. Once problems or irritants are identified, works with leadership to obtain resolution.
2.8.3.1.1. The career assistance advisor counsels members selected for reenlistment upon request.

2.8.3.1.2. The career assistance advisor counsels members not electing reenlistment at least six months before expiration term of service.

2.8.3.1.3. Follow-up interviews will be conducted by the career assistant advisor when an individual is recommended for reenlistment but is undecided or expresses a desire to separate. The career assistant advisor may use the follow-up interview to attempt to overcome any member reenlistment objections and intervene with leadership and other resources as necessary. The career assistant advisor will offer available options such as retraining or transfer.

2.8.3.1.4. If the unit commander has not recommended the member for reenlistment, the career assistant advisor will make an appointment with the member to complete the Retention/Exit Survey.

2.8.3.2. Career assistance advisor will contact and counsel members projected for reassignment to a nonparticipating status. They will also conduct individual retention interviews for all members separating, transferring or retiring prior to or during out-processing to identify reasons for separation/discharge or transfer.

2.8.3.2.1. Career assistance advisor will contact members by telephone, letter, or face-to-face.

2.8.3.2.2. Career assistance advisor will record contact results on Air Force Form 158 and file in Retention Effort Folder with a copy of the reassignment order.

2.8.3.2.3. Career assistance advisor establishes a date for contact no earlier than three months after separation date. Obtain losing commanders' consent before contacting members.

2.8.3.3. Career assistance advisors will provide counseling to members with four unexcused absences. Counseling will be provided in-person, by letter, or telephone, and will be documented on Air Force Form 158 and in the retention folder.

2.8.3.4. The career assistance advisor will ensure the member is aware of, and understands the loss of benefits that could occur with separation action, as well as possible recoupment of incentives and/or entitlements as applicable.

2.8.4. The Wing Career Assistance Advisor will contact members transferred to a nonparticipating status or expiration term of service discharge by:

2.8.4.1. Sending a letter to the unit commander requesting contact with the member no earlier than three but no later than six months before loss. (T-3).

2.8.4.2. Contacting (by letter) only those members the unit commander has approved for contact. (T-3).

2.8.4.3. Recording contact results on Air Force Form 158 and retain for one year after date of loss or in accordance with the Air Force Records Information Management System Records Disposition Schedule, whichever is longer. (T-3).
2.8.4.4. Not updating a member’s record with a past expiration term of service except to process for expiration term of service discharge action. (T-3).

2.8.5. For Members ineligible to reenlist (other than nonselection), the Career Assistance Advisor will:

2.8.5.1. Contact by letter no later than 12 months before current expiration term of service.

2.8.5.2. Record contact results on Air Force Form 158 and file in the Retention Effort Folder with a copy of the letter in accordance with the Records Disposition Schedule in the Air Force Records Information Management System.

2.8.5.3. Suspense for follow-up contact at least 6 months before expiration term of service.

2.8.6. Members that requested counseling. Contact members as soon as possible (preferably at the next scheduled unit training assembly). (T-3).

Table 2.1. Completing Air Force Form 158. (T-3).

<table>
<thead>
<tr>
<th>Item</th>
<th>Explanation or Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank box preceding date</td>
<td>Enter 1 for the first counseling, 2 for the second counseling, and so on.</td>
</tr>
<tr>
<td>Date</td>
<td>Date of contact or counseling</td>
</tr>
<tr>
<td>Type of contact or counseling</td>
<td>For example, Selective Reenlistment Program undecided or declined, by phone, face-to-face, letter.</td>
</tr>
<tr>
<td>Reasons</td>
<td>EXAMPLE: Requested, mandatory, 6 months before expiration term of service, will not reenlist, ARPC reassignment request, and so on.</td>
</tr>
<tr>
<td>Comments</td>
<td>Document each contact or counseling session clearly and concisely. Record information that will aid future contact or counseling. If follow-up is needed, note this in the next section. The career assistance advisor must sign comments.</td>
</tr>
</tbody>
</table>

Note: The reverse side of the form, which is for initial orientation, is self-explanatory.

2.9. Resources and Reports.

2.9.1. Electronic Repository. Career assistance advisor career field manager maintains an electronic repository or applicable centralized career field management and information site. This site will be used to disseminate information to career assistance advisors and others as deemed necessary by the site administrator. Applicable to RegAF only. (T-1).

2.9.2. Registration. Base-Level web or locally devised processes to register for seminars are mandatory. Command and/or base-specific information must be posted and maintained. Applicable to RegAF only. (T-1).
2.9.3. Retrieval Applications Website. Career assistance advisor briefing system database within retrieval applications website will be used to document completion of all first term airmen courses, informed decision seminars, and enlisted professional enhancement seminars. (T-1). Career assistance advisors should update attendance at the completion of each seminar; however, career assistance advisors must update the attendance database every month to ensure historical attendance data is available. Applicable to RegAF only. (T-1).

2.9.4. Annual Report. Career assistance advisors will provide annual reports to assist HAF in effectively gauging the success of programs implemented to achieve balance in force health, retention, and professional enhancement. Applicable to RegAF only. The reports will be processed as follows:

2.9.4.1. The career assistance advisor career field manager will request information pertinent to the programs from all career assistance advisors no later than 30 September each year. The request will identify required topics and data for report.

2.9.4.2. Reports are based on fiscal year results and are due to career assistance advisor career field manager no later than 15 November each year. They will be routed through wing commander and command chief prior to sending to career assistance advisor career field manager (MAJCOM must be courtesy copied).

2.9.4.3. AFRC/A1 career assistance advisor career field manager will collect/consolidate reports and forward HAF/REP for analysis. Applicable to Air Force Reserve only.

2.9.4.4. At a minimum, the report must address the following categories:

2.9.4.4.1. A summary of local plans to positively influence force shaping objectives, including seminars, job fairs, etc.

2.9.4.4.2. Additional efforts to publicize local retention and force shaping initiatives and activities.

2.9.4.4.3. A summary of the local professional enhancement efforts including unique courses and programs. Efforts and creative utilization of local resources to enhance developmental environment should also be highlighted.

2.9.4.4.4. Information, feedback and comments on progress of all career assistance advisor programs.

2.9.4.4.5. Summary of production for first term airmen course, informed decision, and professional enhancement courses (eligible & completed numbers).

2.9.5. Standardized Air Force Sources. Career assistance advisors are required to publish a visual aid identifying who they are, with contact information. All Air Force level standardized publications, pamphlets and visual aids must be processed and approved in accordance with AFI 33-360. (T-1). Approved Air Force publications are available on the Air Force e-Publishing web site. Applicable to RegAF only.

2.9.6. Standardized Enlisted Professional Enhancement Seminar Materials. All approved first term airmen course, enlisted professional enhancement presentations, and mandatory focus areas will be maintained by career assistance advisor career field manager. Applicable to RegAF only.
2.9.7. Locally Developed Materials. Career assistance advisors are encouraged to further develop and utilize local resources in the creation of enlisted professional enhancement briefing material. (T-1). If desired, an electronic copy may be coordinated through MAJCOM points of contact and the career assistance advisor career field manager for benchmark review and possible incorporation at broader levels. Applicable to RegAF and Air Force Reserve only.

2.9.8. Air Force Benefits fact sheet. Career assistance advisors will remind supervisors AFH 36-2618 requires the use of the Air Force benefits Fact Sheet during career counseling, performance feedback or when an individual comes up for quality review under the selective reenlistment program. (T-1). The approved Air Force benefits fact sheet is available on the Air Force Portal and myPers. Applicable to RegAF and Air Force Reserve only.

2.9.9. Career Assistance Advisor Continuity Book. Each career assistance advisor will maintain a continuity book (preferably electronically) containing current information/links which will remain in place for use by their successor. Applicable to RegAF only. At a minimum, the continuity book will contain:

2.9.9.1. Administrative requirements, letters of appointment and commander/first sergeant contact numbers as well as their Certificate of Completion of the initial career assistance advisor training seminar. (T-3).

2.9.9.2. A reference list of applicable AFI3s, MAJCOM/base supplements and other applicable publications. (T-3).

2.9.9.3. A reference list of local functional points of contact and subject matter experts for first term airmen course, enlisted professional enhancement, informed decision seminars subject matter. (T-3).

2.9.9.4. A link to inspection checklists and reports (including financial plans) if applicable. (T-1).
3.1. Overview - Developmental Education. Developmental education refers to an array of resident, non-resident, and blended educational opportunities composed of formal and experiential programs including but not limited to graduate education, service and joint professional military education, fellowships, and education with industry. This chapter details roles and responsibilities and provides compliance standards with regard to developmental education program administration and eligibility for the Total Force. While this chapter governs formal aspects of developmental education, commanders and civilian equivalents should provide a work environment that supports development for the Total Force. Taking mission requirements into consideration, leaders should authorize Airmen time to participate in developmental education during the duty day.

3.2. Program Roles and Responsibilities.

3.2.1. Commanders and Leaders. All commanders and leaders should encourage personnel to take advantage of resident and distance learning educational opportunities in accordance with the Secretary of the Air Force and Air Force Chief of Staff education expectations. Specific responsibilities include the following:

3.2.1.1. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) will:

3.2.1.1.1. Serve as an agent of the Secretary to provide direction and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets addressing developmental education.

3.2.1.2. The Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1) will:

3.2.1.2.1. Provide strategic objectives and advocacy for Air Force developmental education programs.

3.2.1.2.2. Present developmental education programs and concepts to the Air Force Board for consideration. Note: The Air Force Board reviews budgetary issues concerning pricing, execution, and executability of Air Force programs.

3.2.1.2.3. Chair the annual Developmental Education Designation Board organized and executed by the Air Force Personnel Center (AFPC).

3.2.1.2.4. Ensure the Air Force’s diversity policies are integrated into the execution of developmental education processes, procedures, and programs.

3.2.1.2.5. Act as the removal authority for officers identified on intermediate or senior developmental education designation lists.

3.2.1.2.6. Act as approval authority for removals for cause as well as mission-essential and humanitarian deferments for lieutenant colonels and below after the
cutoff date established by AFPC. **Note:** AFPC/CC is the approval authority for removals of this nature submitted prior to the cutoff date defined in the Personnel Service Delivery Message (PSDM).

3.2.1.3. The Directorate of Force Development (AF/A1D) will:

3.2.1.3.1. Provide policy oversight, issue standing and intervening developmental education guidance, and allocate quotas and resources for developmental education programs to include distribution of space-available seats to sister service and interagency partners.

3.2.1.3.2. Determine rules for developmental education eligibility, selection, and removal criteria with regard to resident and distance learning programs for lieutenant colonels and below, civilian employees, and enlisted personnel.

3.2.1.3.3. Determine allocation method and distribution rate of resident developmental education quotas for AFPC and Air Force Colonels Management (AF/A1LO) as well as Air Force Reserve and Air National Guard.

3.2.1.3.4. Publish annual developmental education programming requirements, establish eligibility policy and quotas at Air Force and non-Air Force schools, and determine participation quotas and rates in Air Force professional military education programs for non-Air Force personnel. **Exception:** Major commands may authorize increases or decreases in Airman Leadership School production to accommodate major command (MAJCOM) enlisted professional military education production requirements and constraints.

3.2.1.3.5. Act as the waiver authority for all crossflow officers seeking relief from having to complete the appropriate Air Force professional military education if they have less than 3 years time in grade.

3.2.1.3.6. Act as waiver authority for all exceptions to post-program assignments (all requests will first be coordinated through AFPC).

3.2.1.3.7. Oversee the Air Force Learning Committee and Air Force Education Requirements Board described in **Attachments 21 and 22**.

3.2.1.4. Air Force Colonels Management (AF/A1LO) will:

3.2.1.4.1. Implement Air Force guidance on developmental education eligibility, selection, and removal for regular Air Force (line and non-line of the Air Force) colonels and colonel selects.

3.2.1.4.2. Ensure line of the Air Force colonels (and colonel selects) who have potential to be in key leadership positions are selected to attend resident senior developmental education programs.

3.2.1.4.3. Manage and conduct the line and non-line of the Air Force colonel (and colonel selects) portion of the annual senior developmental education selection/designation board to include working with the AFPC to staff the results through AF/A1 for approval and release to the field. This annual selection process is approved by the AF/A1 and designates a particular developmental education program for eligible officers.
3.2.1.4.4. Approve or disapprove colonels (and colonel selects) for the following actions: individual declinations, requests for operational or humanitarian deferment, and removal from the Select list.

3.2.1.4.5. Manage follow-on assignments for colonels (and colonel selects) currently attending resident developmental education programs.

3.2.1.5. Air Force CMSgt Management Office (AF/A1LE) will:

3.2.1.5.1. Select and schedule eligible CMSgts for senior leader development courses with CMSAF approval. **Note:** The Air National Guard will select Chief Leadership Course and Keystone Course attendees through the process approved by the Director, Air National Guard.

3.2.1.6. Air Force Personnel Center Commander (AFPC/CC) will:

3.2.1.6.1. Execute Air Force guidance for developmental education eligibility, selection and, removal of regular Air Force officers below the rank of colonel. **Note:** Selection for Squadron Officer School and Airman Leadership School has been designated to the wing-level or below. *(T-2)*

3.2.1.6.2. Announce programs, eligibility criteria, and nomination procedures for intermediate and senior developmental education opportunities annually or as required. *(T-2)*

3.2.1.6.3. Manage and convene the Central Professional Military Education Board for regular line of the Air Force officers competing for resident intermediate and senior developmental education. Chaired by a general officer designated by the Air Force General Officer Management Office (AF/A1LG), the Central Professional Military Education Board will be comprised of regular Air Force officers proportionally representing the career fields competing for developmental education selection. *(T-2)*

3.2.1.6.4. Manage and convene the annual Developmental Education Designation Board for regular Air Force officers competing for resident developmental education opportunities. Chaired by the AF/A1, the Developmental Education Designation Board approves school assignments for regular Air Force officers below the grade of colonel or colonel-select. *(T-2)*

3.2.1.6.5. Publish AF/A1-approved Developmental Education Designation Board school assignment lists. *(T-2)*

3.2.1.6.6. Act as approval authority for individual declinations and requests for mission-essential and humanitarian removal from school lists for lieutenant colonels and below. *(T-2)*

3.2.1.6.6.1. Prepare a permanent deferment letter, for officers in their last year of eligibility who cannot attend developmental education because of mission or humanitarian reasons, stating the officer was selected for developmental education but was unable to attend in his or her final year of eligibility. **Note:** AF/A1 is the approval authority for all declinations and removals of this nature after 1 February following the Developmental Education Designation Board. *(T-2)*
3.2.1.6.6.2. File permanent operational deferment letters and removal for cause letters in the officer’s headquarters Air Force selection folder and send copies to the member and senior rater. (T-2).

3.2.1.6.7. Distribute Squadron Officer School line and non-line of the Air Force officer quotas to MAJCOMs and other agencies based on captain (O-3) manning. The Judge Advocate General (AF/JA) and Chief of Chaplains (AF/HC) will receive quotas for judges and chaplains, respectively. AFPC will receive quotas for all Biomedical Science Corps, Dental Corps, Medical Corps, Medical Service Corps and Nurse Corps officers; unfilled quotas will be filled through a coordinated effort between the medical treatment facilities and the appropriate MAJCOM leadership in consultation with AFPC. (T-2).

3.2.1.6.7.1. Determine if officers attending Squadron Officer School in conjunction with a permanent-change-of-station move will attend temporary duty enroute or temporary duty-and-return following permanent-change-of-station sign-in, based on cost analysis and concurrence of the gaining commander. (T-2).

3.2.1.6.8. Designate and schedule regular Air Force personnel to attend the Noncommissioned Officer Academies, Senior Noncommissioned Officer Academy, Chief Leadership Course and equivalent non-Air Force schools. (T-2).

3.2.1.6.8.1. Determine quota allocations and distribute training line numbers for regular Air Force attendees for the Noncommissioned Officer Academies, Senior Noncommissioned Officer Academy, and Chief Leadership Course. (T-2).

3.2.1.6.8.2. Monitor AFPC selection lists of Noncommissioned Officer Academy, Senior Noncommissioned Officer Academy, Chief Leadership Course, and equivalent sister service and international courses’ students and maintain lists of eligibles to fill short-notice vacancies. (T-2).

3.2.1.6.8.3. Execute approved programming and schedule annual enlisted professional military education for stateside and outside the continental United States Noncommissioned Officer Academies production. (T-2).

3.2.1.6.8.4. Notify MAJCOM A1s quarterly of approved enlisted professional military education promotion waivers. (T-2).

3.2.1.7. Office of the Chief of the Air Force Reserve (AF/RE) will:

3.2.1.7.1. Establish selection criteria for Air Force Reserve personnel to participate in developmental education programs.

3.2.1.7.2. Convene the Reserve Developmental Education Designation Board and Reserve School Selection Board to select Air Force Reserve officers for developmental education.

3.2.1.7.3. Publish the resident school selection lists for Air Force Reserve personnel.

3.2.1.7.4. Ensure unused quotas for developmental education opportunities are returned to the Learning Division, Directorate of Force Development (AF/A1DL).
3.2.1.8. Air Force Reserve Command Chief will:

3.2.1.8.1. Be responsible for the implementation of enlisted professional military education for enlisted reservists.

3.2.1.8.2. Approve Air Force Reserve-specific exceptions to policy of enlisted professional military education eligibility criteria, individual declinations, requests for operational or humanitarian deferments, and removal from selection for enlisted professional military education programs. Approval authority may be delegated to the enlisted professional military education functional manager.

3.2.1.8.3. Encourage participation in resident and distance learning developmental education opportunities for enlisted personnel.

3.2.1.8.4. Communicate with wing command chiefs for enlisted professional military education guidance and disciplinary issues for members attending in-residence enlisted professional military education.

3.2.1.9. Air Force Reserve Command, Personnel Division (AFRC/A1K) will:

3.2.1.9.1. Manage enlisted professional military education programs for Air Force Reserve as functional manager.

3.2.1.9.2. Determine annual Air Force Reserve enlisted professional military education quota requirements, provide statistics regarding participation in Air Force professional military education resident and distance learning programs, and coordinate Air Force Reserve participation in sister service professional military education programs.

3.2.1.9.3. Serve as the Air Force Reserve point of contact for enlisted joint professional military education issues.

3.2.1.9.4. Establish Air Force Reserve selection criteria for all enlisted professional military education programs.

3.2.1.9.5. Issue and monitor training line numbers, school days for enlisted students, and coordinate all courses, ensuring compliance with applicable directives.

3.2.1.9.6. Serve as point of contact for communications between Air Force professional military education program managers, other services’ program managers, and Air Force Reserve base education and training managers in Force Support Squadrons. All professional military education resident school quotas will be coordinated between AFRC/A1K and the appropriate MAJCOM or schoolhouse as appropriate. Units are not authorized to solicit quotas directly with a schoolhouse.

3.2.1.10. Director of the Air National Guard (NGB/CF) will:

3.2.1.10.1. Establish selection criteria for ANG personnel to participate in developmental education programs.

3.2.1.10.2. Publish the school selection lists for ANG personnel.

3.2.1.10.3. Ensure unused quotas for intermediate and senior developmental education opportunities are returned to AF/A1DL.
3.2.1.11. National Guard Bureau Human Resources Directorate (NGB/HR) will:

3.2.1.11.1. Determine Air National Guard-specific eligibility requirements and quotas for in residence attendance in coordination with AF/A1D and AFPC and provide enlisted professional military education guidance to states and wings to include allocation distribution and scheduling procedures.

3.2.1.11.2. Serve as point of contact for Air National Guard joint professional military education issues.

3.2.1.11.3. Convene central selection panels as needed to make recommendations to the Director, Air National Guard (NGB/CF) for approval of attendance at resident professional military education programs.

3.2.1.11.4. Issue and monitor training line numbers and proficiency training days for students and coordinate all courses, ensuring compliance with applicable directives.

3.2.1.11.5. Serve as the point of contact for communications between professional military education program managers, other services’ program managers, state and wing command CMShpts, and the ANG Force Development Flight (FSS/FSD). All professional military education resident school quotas will be coordinated between the National Guard Bureau’s Training and Development Division (NGB/HRT) and the appropriate MAJCOM or schoolhouse as appropriate.

3.2.1.11.6. Act as waiver authority for ANG-specific exceptions to policy regarding professional military education eligibility, individual declinations, requests for operational or humanitarian deferments, and removal from selection for professional military education programs.

3.2.1.11.7. Employ a CMSgt to serve as the point of contact for enlisted professional military education and the functional manager for enlisted professional military education instructors (Air Force Specialty Code 8T000).

3.2.1.12. Air National Guard Training and Education Center (ANG TEC) will:

3.2.1.12.1. Forecast and submit annual resource requirements to NGB/HR in accordance with their published schedule. (T-2).

3.2.1.12.2. Submit End-of-Class and End-of-Year reports for professional military education programs to NGB/HRT no later than 30 days after completion of each class and each fiscal year. End-of-Class and End-of-Year reports include, at a minimum, all student demographics by individual, class leadership, activities and events, award winners and remarks. (T-2).

3.2.1.12.3. Report immediately to NGB/HRT all student releases (academic, disciplinary, or medical), program management review, test compromises and inquiries by outside agencies including but not limited to Community College of the Air Force, the Barnes Center for Enlisted Education and AF/ANG Inspector General. (T-2).

3.2.1.13. The Adjutant General or equivalent will:

3.2.1.13.1. Endorse and, if necessary, stratify developmental education applicants.
3.2.1.13.2. Approve deferment requests for intermediate and senior developmental education attendance.

3.2.1.13.3. Approve ANG members nominated to serve on the Officer Developmental Education Panel.

3.2.1.14. The Air National Guard state Command CMSgt will:

3.2.1.14.1. Encourage participation in resident and distance learning opportunities for enlisted personnel.

3.2.1.14.2. Provide guidance within the state for attendance at enlisted professional military education courses that have limited allocations.

3.2.1.15. Air National Guard Wing Commanders or Senior Raters will:

3.2.1.15.1. Ensure all personnel are counseled throughout their careers on the relationship between professional military education and mission readiness. (T-2).

3.2.1.15.2. Oversee noncommissioned officer and senior noncommissioned officer Professional Enhancement Seminar programs at the local level. (T-2).

3.2.1.15.3. Authorize, prescribe, and provide facilities, personnel, equipment, and funding as needed to support local professional enhancement and development objectives. (T-2).

3.2.1.16. Air National Guard Wing Command CMSgts will:

3.2.1.16.1. Ensure enlisted professional military education applicants meet eligibility criteria prior to requesting in residence allocations. (T-1).

3.2.1.16.2. Establish a selection process to coincide with current enlisted professional military education policies. (T-2).

3.2.1.17. Air National Guard Force Development Flight (FSS/FSD) will:

3.2.1.17.1. Serve as the base-level point of contact and advisor for enlisted professional military education programs.

3.2.1.17.2. Immediately notify NGB/HRT when a selectee cannot attend, coordinate review and/or endorsement with the state headquarters or wing commander, and forward the official package to NGB/HRT. (T-2).

3.2.1.17.3. Conduct out-processing briefings for members departing to attend resident professional military education regarding financial expenditures, academics, and reporting instructions. (T-3).

3.2.1.18. Air University will:

3.2.1.18.1. Design, develop, conduct and evaluate resident and distance learning development programs in accordance with Air Force doctrine, policy, and the instructional system development process (instructional system development guidance is provided in AFH 36-2235v10, Information for Designers of Instruction Systems).
3.2.1.18.2. Advertise eligibility, enrollment, academic and graduation criteria for Air Force resident and distance learning programs for each developmental education level in Air University catalogs and Education and Training Course Announcement (The ETCA SharePoint® is available on AF Portal Home under Education/Training/Force Development and Applications tab (A-Z).

3.2.1.18.3. Maintains faculties, staff and facilities, and programs funds for resident and non-resident officer and enlisted developmental education programs.

3.2.1.18.4. Complete training reports for officers upon graduation from developmental education programs as required. (T-2).

3.2.1.18.5. Manage the Air Force Fellows program to include but not limited to administrative control of fellows (e.g., leave and temporary duty management; Note: Temporary duty management may be delegated to local program workplace supervisors). Air University will also ensure rotational Letters of Evaluation are completed and act as liaison with host organizations to ensure understanding of roles and responsibilities. (T-2).

3.2.1.18.6. Coordinate with AF/A1D and produce a biennial review of Air Force fellowships by providing objectives and evaluations of current fellowships, participant feedback, recommendations for continuance or non-continuance of fellowships and other supporting documentation as needed. (T-1).

3.2.1.18.7. Recommend to AF/A1D the level (primary, intermediate, or senior developmental education) of officer professional military education credit awarded for resident course work completed at other institutions to include joint, sister service and international professional military education schools.

3.2.1.18.8. Report developmental education (graduate education, professional continuing education, experiential programs, professional military education, etc.) production to AF/A1D, to include non-Air University schools, sister service, joint, international, etc. This will include enrollment and graduation, completion, and failure data and analysis in all programs to include Air University’s Doctorate of Philosophy (PhD) program. (T-1).

3.2.1.18.9. Ensure distance learning programs are equivalent to the corresponding resident school program in terms of content, program outcomes and relevant Foundational Competencies.

3.2.1.18.10. Act as the waiver authority for all distance learning Air Force professional military education completion requirements.

3.2.1.18.11. Maintain faculties, staff and facilities, and program funds for resident and non-resident officer and enlisted developmental education programs.

3.2.1.19. Major Command, Direct Reporting Unit and Field Operating Agency Commanders will:

3.2.1.19.1. Allocate quotas to the bases for Squadron Officer School regular line of the Air Force officers and to overseas Noncommissioned Officer Academies.
3.2.1.19.2. Program, manage and schedule annual enlisted professional military education school production for their respective Airman Leadership School and outside the continental United States Noncommissioned Officer Academy. Airman Leadership School must report production to the Air University registrar. All Airman Leadership Schools not part of a PME Center are required to operate seven classes per fiscal year. Base school production goals on providing sufficient resident enlisted professional military education opportunities as defined herein.

3.2.1.19.3. Ensure Airman Leadership Schools and outside the continental United States Noncommissioned Officer Academies have the required personnel, facilities, equipment, and resources necessary to operate and meet annual production requirements. Ensure the support for Noncommissioned Officer Academies is documented in support agreements.

3.2.1.19.4. Ensure enlisted professional military education schools follow operating procedures set forth in Barnes Center Instruction 36-2301, USAF EPME Procedural Guidance and Community College of the Air Force Policies, Procedures and Guidelines where applicable.

3.2.1.20. Regular Air Force Wing Commander or Senior Rater will:

3.2.1.20.1. Nominate line of the Air Force officer developmental education Candidates and Selects applying for intermediate and senior developmental education programs in accordance with AFPC’s annual nomination guidance (organizations that don’t have a commander or senior rater will designate a senior executive service or general officer in the chain of command). Judge advocate officer Candidates will be nominated in accordance with annual guidance provided by AF/JA. Air Force Medical Services officer Candidates and chaplain Candidates will be nominated in accordance with annual guidance provided by AFPC on behalf of the Surgeon General (AF/SG) and AF/HC. (T-2).

3.2.1.20.2. Request removal of officers identified on intermediate or senior developmental education designation lists through AFPC. (T-2).

3.2.1.20.3. Provide reason(s) in memorandum regarding the removal of enlisted Airmen selected to attend any professional military education course. The Wing Commander or Senior Rater will then forward the memorandum to the AF CMSgt Management Office (AF/A1LE) for CMSgts and selects to AFPC’s Enlisted Developmental Education Flight (AFPC/DP3DW) for SMSgts and below. (T-2).

3.2.1.20.4. Approve or disapprove deferment or removal requests for resident enlisted professional military education courses. (T-2).

3.2.1.20.5. Ensure promotion waivers for Airmen who cannot attend professional military education are processed in a timely manner to ensure on-time promotions. (T-2).

3.2.1.20.6. Ensure enlisted Airmen promoted via promotion waivers attend applicable enlisted professional military education within timeframes as established here and in accordance with promotions policy. (T-2).
3.2.1.20.7. Ensure the assignment of additional duties and details for enlisted professional military education faculty will not impede the program requirement for uninterrupted academic instruction, student and instructor preparation activities, faculty evaluation of student performance, and class preparation and closeout procedures. (T-2). Faculty and students will be considered unavailable for additional duties and/or exercise participation throughout the course duration. When class is not in session, the assignment of additional duties and details for enlisted professional military education faculty will be moderated to accommodate Air University program requirements that serve to evaluate the effectiveness of instruction and curriculum, facilitate in-service training, as well as complete and implement professional development. Otherwise, enlisted professional military education faculty will support unit, wing, and MAJCOM activities and perform additional duties. Enlisted professional military education faculty will be assigned to an Air Expeditionary Force cycle in Air Force Specialty Code 8T000 and may be deployed with an Air Force Specialty Code 8T000 unit type code (UTC) tasking with prior approval of their MAJCOM enlisted professional military education manager. EPME faculty will not be deployed in their Primary AFSC without prior approval of their MAJCOM enlisted professional military education manager.

3.2.1.20.8. Ensure time in grade is the primary factor when designating Squadron Officer School seats to ensure attendance for all eligible captains prior to meeting their promotion board for major. **Exception:** Optimal attendance for Medical Corps officers may be after selection to major but prior to pin-on. (T-2).

3.2.1.21. Regular Air Force Force Support Squadron Commanders and Directors will:

3.2.1.21.1. Ensure enlisted professional military education students are selected to attend resident schools based on seniority (rank, time in grade, then time in service), priority and other considerations (deployments, retraining, mission, humanitarian, medical, etc.) in accordance with this instruction and the Education and Training Course Announcement (ETCA) website. **Note:** SSgt selects or SrA with 36 months or more time-in-service as of an assignment selection date must attend Airman Leadership School prior to a permanent change of station (PCS) to the following bases: Osan, Kunsan, Thule, Sota Cana, Ghedi, Buchel, Kleine Brogel, Volkel, Livorno and Lajes. These Airmen must be considered Priority 1 to minimize Airmen’s time away from their primary duties and remain mission focused while serving at these locations. (T-2).

3.2.1.21.2. Ensure individual names are entered and confirmed against established training line numbers in the Oracle Training Administration System (OTAS) Military Personnel Data System (MilPDS) for resident professional military education schools no later than 45 days before the class start date unless managed by AFPC’s Directorate of Personnel Services (AFPC/DPS). Provide school websites, orders, and reporting instructions to selectees. (T-3).

3.2.1.21.3. Notify individuals of selection and class start date; immediately notify AFPC for officers and enlisted members who are ineligible or unable to attend. (T-2).
3.2.1.21.4. Ensure developmental education students have their commander’s recommendation for Squadron Officer School and meet eligibility criteria outlined in the Education and Training Course Announcement (The ETCA SharePoint® is available on AF Portal Home under Education/Training/Force Development and Applications tab (A-Z)). (T-2).

3.2.1.21.5. Provide the Airman Leadership School commandant a monthly or bi-monthly listing of eligible Airman Leadership School members by unit of assignment. (T-3).

3.2.1.21.6. Provide enrollment information and testing support for distance learning developmental education programs. (T-2).

3.2.1.21.7. Disseminate annual developmental education nomination announcement published by AFPC. (T-3).

3.2.1.21.8. Update the Military Personnel Data System when a member declines enlisted professional military education attendance to identify them as ineligible for promotion to the next rank and participation in the High Year Tenure Extension Program. (T-2).

3.2.1.21.9. Process waiver and deferment requests. (T-3).

3.2.1.22. Unit Commander or Civilian Equivalent will:

3.2.1.22.1. Ensure each officer, civilian, or enlisted developmental education attendee meets eligibility criteria outlined in the Air Force Education and Training Course Announcement (The ETCA SharePoint® is available on AF Portal Home under Education/Training/Force Development and Applications tab (A-Z)). (T-2).

3.2.1.22.2. Advise officer and enlisted members of fitness standards requirement to attend resident professional military education. Officer and enlisted members must have a current passing Air Force Fitness Assessment (FA) prior to attending any resident professional military education, with the exception of members who are pregnant or post-partum (within their 12-month post-partum FA deferment period) and receive approval from their PCM or OB/GYN to attend. This must be annotated within an AF Form 469, Duty Limiting Condition Report and AF Form 422, Notification Of Air Force Member’s Qualification Status that member is cleared to attend without the need for routine OB/GYN care and can perform physical activities they are comfortable performing. Prior to members attending they will send their AF Form 469 and AF Form 422 to their PCM or OB/GYN for approval followed by sending to the school 14 days prior to class start date. The school will provide a list of physical activities and events included in the curriculum so PCMs and OB/GYNs are aware. There should be no pressure or expectation that a pregnant or post-partum Airmen perform an event and/or activity they are not able to perform. If a member does not want to attend, there is no expectation to attend the resident professional military education during pregnancy or post-partum FA deferment period. This is not applicable if member is pregnant/post-partum but has another duty limiting condition that would require an Exception to Policy (ETP). This policy will be applicable to Total Force Airmen. For members attending any resident professional military education course that is less than 6 months in duration, a passing Air Force fitness
assessment must be current through course completion. (Exception: Members medically exempt, deployed and unable to complete a fitness test prior to attendance as approved by the commandant of the school the officer will attend. Pregnancy/post-partum does not require any exemption, only an AF Form 469 and AF Form 422 with concurrence from PCM or OB/GYN to attend and notification to the school). (T-2).

3.2.1.22.3. Counsel all individuals who are considering declination of resident developmental education attendance. Commanders will emphasize the positive benefit of completing resident developmental education and implications of declining. (T-3).

3.2.1.22.4. Process deferment requests in accordance with this instruction and Education and Training Course Announcement procedures. (T-2).

3.2.1.23. Selected Individuals will:

3.2.1.23.1. Immediately identify mission-related, medical, or personal hardship circumstances that may impact school attendance to their chain of command. (T-2).

3.2.1.23.2. Initiate process to obtain (or renew) appropriate security clearance upon notification of selection to attend a resident developmental education course. See Education and Training Course Announcement for the applicable security clearance required. (T-2).

3.2.1.23.3. Comply with developmental education school prerequisites and guidelines for school attendance.

3.2.1.23.4. Coordinate appropriate medical profile documentation to their respective wing training manager and obtain approval to attend developmental education school no later than 35 days prior to class start date. Provide the appropriate fitness or medical profile documentation to the respective school upon arrival. (T-2).

3.3. Regular Air Force Officer Developmental Education.

3.3.1. Overview. Regular Air Force officer developmental education is central to the continuum of learning that spans an officer’s professional career. Professional continuing education, graduate education, experiential programs, and professional military education compose developmental education. This paragraph is primarily concerned with professional military education. There are three levels of officer professional military education: primary, intermediate and senior. Under the force development construct, officers are functionally developed to be experts in their respective career fields. According to the Office of the Secretary of Defense, professional military education is defined as a broadening opportunity and, as such, is designed to help prepare officers for an array of potential assignments within and outside their occupational expertise. Limited resources may restrict resident professional military education attendance and is therefore limited to the “best qualified”.

3.3.1.1. Officers attending professional military education in residence are not authorized, for their time as a student, to be nominated for, or receive, individual tour completion or meritorious service decorations or badges.

3.3.1.2. Officers must have a current passing FA prior to attending any resident professional military education. (T-1). Exception: Officers who are pregnant or post-partum (within their 12-month post-partum FA deferment period) may attend Squadron
Officer School with approval from their PCM or OB/GYN in accordance with the procedures outlined in paragraph 3.2.1.22.2

3.3.1.3. The term “Select” refers to officers formerly chosen during their respective promotion boards to attend school in residence; the term “Candidate” applies to all other officers while they remain within their respective windows of eligibility; the term “Designee” refers to Selects or Candidates designated for school through the Developmental Education Designation Board process. Selects and Candidates can turn down actual school assignments at any time and continue to compete in subsequent Developmental Education Designation Board cycles (as Candidates) while they are eligible. Selects can also turn down their status as Selects at any time; those who do so will be considered Candidates and be allowed to compete as such while they are eligible.

3.3.1.3.1. Health professions officers are not designated as senior developmental education Selects by the promotion selection board. Health professions officers must meet all eligibility criteria listed in Table 3.1 to be eligible to attend senior developmental education in residence. For Air Force Medical Service colonels, resident attendance requires at least one below the zone selection to lieutenant colonel or colonel. AF/A1LO conducts the health professions senior developmental education selection process in conjunction with the line of the Air Force officer senior developmental education selection process, which is approved by the AF/A1.

3.3.1.3.2. Line of the Air Force Judge Advocate (LAF-J) officers are not designated as senior developmental education Selects by the promotion selection board. AF/JA conducts the LAF-J senior developmental education selection process and presents the LAF-J officers identified for attendance to AF/A1 for approval during the Developmental Education Designation Board.

3.3.1.3.3. Chaplain officers are not designated as senior developmental education Selects by the promotion selection board. AF/HC conducts the chaplain selection process and presents the chaplain officers identified for attendance to AF/A1 for approval during the Developmental Education Designation Board.

3.3.1.3.4. Provided their performance continues to meet standards and they do not decline their status or the actual developmental education assignment, line of the Air Force Selects are guaranteed a school assignment in residence within their window of eligibility. Although eligible, Candidates are not required to compete in the Developmental Education Designation Board and are encouraged to complete their requisite level of professional military education via distance learning. RegAF officer distance learning professional military education eligibility criteria are listed in Table 3.2

3.3.1.4. Officers who are vectored via the Developmental Education Designation Board process to developmental education programs that do not include an approved professional military education curriculum (e.g., civil graduate schools and fellowships) will be required to complete Air Command and Staff College (ACSC) via distance learning to ensure they receive requisite Air Force Foundational Competencies and Joint Professional Military Education Level I (JPME I) credit for their level of development. Air University also offers the Air Command and Staff College Online Master’s Program, a 2-year course that awards a Master's in Military Operational Art and Science and Joint
Professional Military Education Phase I credit. Officers who are vectored via the DEDB process to Senior Developmental Education (SDE) programs that do not include an approved professional military education curriculum (e.g., civil graduate schools and fellowships) will not be required to complete Air War College via distance learning (AWC-DL), as AWC-DL does not award Joint Professional Military Education Level II (JPME II) credit. JPME II credit is awarded upon completion of Air War College or equivalent sister service schools “in-residence.” Therefore, officers who complete programs that do not include an approved professional military education curriculum (e.g., civilian graduate schools and fellowships) may attain JPME II credit either by attending the 9-week Joint and Combined Warfighting School (JCWS) through National Defense University or by completing Army War College via distance learning (only distance learning program that awards JPME II credit). Officers must be screened and approved by HQ AFPC/DP3AM (Joint Officer Management Office) to enroll in either of these programs. **Note:** For those officers interested in obtaining full joint qualification, the only programs suited to that purpose are accredited by the Joint Chiefs of Staff, Joint Education and Doctrine Division (J-7) through the Process for Accreditation of Joint Education (PAJE). Each service maintains a list of PAJE-accredited courses for each level of development.

3.3.1.4.1. In this instruction, to the term “designations for school” infer the Developmental Education Designation Board process only. However, there are a number of other avenues and processes for officers to obtain developmental education outside of the Developmental Education Designation Board; primary among them is the Air Force Education Requirements Board. As general guidance for those officers opting to compete in the Developmental Education Designation Board for developmental education in-residence slots, the process flow is as follows: the Central Professional Military Education Board scores and forwards all records to the respective developmental teams for vectoring. Once all developmental teams have vectored their officers, the school’s match board convenes to assign officers to specific developmental education programs based on developmental team vectors. Final approval of school designations occurs at the annual Developmental Education Designation Board under the authority of AF/A1.

3.3.1.4.1.1. Deliberate Development is an option for all officers who meet the criteria published in the annual call for nominations PSDM. In general, if an officer is accepted, enrolled, or has graduated from a program on the approved Deliberate Development program list within their IDE/SDE window of eligibility, they can “request” Deliberate Development credit.

3.3.1.4.1.2. The approved Deliberate Development program list will be published annually in the Officer Developmental Education Guide. The list is subject to annual review by the Officer Force Development Panel and may change. Specifically, major-selects, majors, lieutenant colonel-selects or lieutenant colonels can request Deliberate Development. This request allows for officers to 1) compete in the Developmental Education Designation Board and if approved, 2) forgo having to attend a professional military education school in residence. Officers who request to be considered for Deliberate Development must follow the Developmental Education Designation Board procedures issued by AFPC.
3.3.1.4.2. All non-Air Force attendees must meet the eligibility criteria of their Air Force military counterparts unless exempted elsewhere in this instruction.

3.3.1.4.3. Officers considered through the Developmental Education Designation Board process may attend only one non-professional military education program (e.g., graduate education, fellowships) in residence for intermediate or senior developmental education. In addition, the Developmental Education Designation Board will highly discourage back-to-back developmental education assignments at Air University and prohibits back-to-back fellowships.

3.3.1.4.4. Developmental Education Designation Board designees will immediately notify their rating chain if there is any change or any anticipated change to their medical condition.

3.3.1.5. Sister service officers who have transferred into the Air Force may be granted resident primary developmental education credit in accordance with guidance in Attachment 19.

3.3.1.6. International officers must attend the International Officer School preparatory course at Spaatz Center for Officer Education, Maxwell Air Force Base, AL, before attending a resident professional military education school. (Reference Attachment 20)

3.3.2. Primary Developmental Education Eligibility, Selection, and Attendance.

3.3.2.1. Primary developmental education, like intermediate and senior developmental education, designates a time period in which certain developmental education opportunities are available to officers. Primary developmental education distance learning and resident programs are listed by Air University (e.g., annual catalog) and include venues like Squadron Officer School, Inter-European Air Forces Academy (IEAFA) and the Inter-American Air Forces Academy (IAAFA). At the primary developmental education “phase” of development, officers also have the opportunity to attend graduate education and a number of experiential programs like training with industry or education with industry. Many of these opportunities are offered through career field managers and the Air Force’s academic institutions who receive developmental education funding via the Air Force Education Requirements Board.

3.3.2.2. All eligible officers in the grade of captain within the following competitive categories are required to attend resident Squadron Officer School: line of the Air Force, LAF-J, and the non-line of the Air Force Chaplain Corps, Medical Services Corps, Biomedical Science Corps, Nurse Corps, Medical Corps, and Dental Corps. Medical Corps and Dental Corps Officers are not eligible to attend SOS in residence during Graduate Medical/Dental Education (GME/GDE) nor in the 9 months following GME/GDE completion. Exceptions to policy may be approved by AFPC/DP2N. Officer primary developmental education eligibility criteria are listed in Table 3.1

3.3.2.3. Line of the Air Force captains must have at least 4 but no more than 7 years total active federal commissioned service at class start. Note: LAF-J, Chaplain Corps, Medical Services Corps, Biomedical Science Corps, Nurse Corps as well as Medical Corps and Dental Corps captains are excluded from the 4-year minimum.
3.3.2.4. Senior raters may withhold a Squadron Officer School resident opportunity from any sub-performing officer.

3.3.2.5. Line of the Air Force Squadron Officer School attendance is determined at base level. LAF-J captains are selected to attend Squadron Officer School by AF/JA, captains from the Chaplain Corps are selected by AF/HC, and Air Force Medical Services captains are selected by their respective corps: Medical Services Corps, Biomedical Science Corps, Nurse Corps, Medical Corps and Dental Corps. The officer’s time in grade should be the primary factor to consider when determining which captains should attend Squadron Officer School in residence first.

3.3.2.5.1. The waiver authority for officers attending Squadron Officer School in residence beyond 7 years total active federal commissioned service is the MAJCOM/A1, who may delegate to the wing commander or equivalent.

3.3.2.5.2. Squadron Officer School distance learning is also an available option beyond the 7 years total active federal commissioned service requirement.

3.3.2.6. Captains with an approved date of separation are ineligible to attend.

3.3.3. Intermediate Developmental Education Eligibility, Selection, and Attendance.

3.3.3.1. Intermediate developmental education programs include graduate education, fellowships, and professional military education at military command and staff colleges, etc. Intermediate developmental education denotes a period of development during which, for example, officers typically earn Joint Professional Military Education Phase I credit.

3.3.3.1.1. Senior raters may nominate major (and major selects) Selects and Candidates in accordance with annual guidance. Majors are eligible for intermediate developmental education in residence for a three-year window and through distance learning until considered in-the-promotion-zone for lieutenant colonel.

3.3.3.1.2. Officers selected for intermediate developmental education resident schools that are not accredited to award Joint Professional Military Education Phase I may complete one of Air University’s accredited intermediate developmental education distance learning programs to receive joint professional military education credit.

3.3.3.2. Intermediate developmental education Selects are prohibited from completing Air Command and Staff College-Distance Learning unless 1) they decline their status or actual developmental education assignment, 2) are designated to attend a non-professional military education program, or 3) desire Joint Professional Military Education Phase I credit after declination, developmental education designation, permanent ops-deferment, or removal for cause.

3.3.3.3. When an officer fails to meet performance standards, the senior rater, management level, or developmental team will submit a request to AFPC to remove the officer from the developmental education designation list. AFPC will staff the request for approval by AF/A1. This request should include, at a minimum, documented evidence of decreased level of performance. (T-1).
3.3.3.4. Air Force Medical Services, LAF-J, and Chaplain Corps officers are not designated as intermediate developmental education Selects by the promotion selection board. Functional managers for these areas conduct their own selection processes and present their Candidate lists to AF/A1 for approval during the Developmental Education Designation Board.

3.3.3.5. Officers attending resident intermediate developmental education must have retainability to serve at least 3 years following school attendance to satisfy the resulting active duty service commitment.

3.3.4. Senior Developmental Education Eligibility, Selection, and Attendance.

3.3.4.1. Senior developmental education programs include graduate education, fellowships, and professional military education at military war colleges, etc. Senior developmental education denotes a period of development during which, for example, officers typically earn Joint Professional Military Education Phase II credit.

3.3.4.2. To be eligible to attend senior developmental education, officers should have at least 3 years of service since their last permanent-change-of-station resident education assignment as of the Central Professional Military Education Board. Developmental teams may elect to send an officer earlier, but only in the best interest of the Air Force. **Note:** Time on station requirements are not applicable for colonels or colonel selects to be eligible to attend school in residence.

3.3.4.3. Senior raters may nominate line of the Air Force lieutenant colonel (and lieutenant colonel selects) Selects and Candidates in accordance with annual guidance.

3.3.4.4. Line of the Air Force officers selected for promotion to O-6 below-the-zone and who have not attended resident senior developmental education will be managed by AF/A1LO for their senior developmental education opportunity. A line of the Air Force officer promoted to colonel in the zone, who was promoted below the zone to lieutenant colonel and has not attended resident senior developmental education, will also be managed by AF/A1LO for their senior developmental education opportunity. For line of the Air Force colonels, resident attendance requires at least one below the zone selection to lieutenant colonel or colonel or to be designated by the colonel promotion board.

3.3.4.5. Officers attending senior developmental education must have retainability to serve at least 3 years following school attendance to satisfy the resulting active duty service commitment.

3.3.4.6. When an officer fails to meet performance standards, the senior rater, management level, or developmental team shall submit a request to AFPC to remove the officer from the Select list or the developmental education designation list. AFPC will staff the request for approval by AF/A1. This request should include, at a minimum, documented evidence of decreased level of performance. (T-1).
3.3.4.7. School of Advanced Air and Space Studies (SAASS) grade-eligible graduates who are Air Force Education Requirements Board-sponsored faculty development PhD candidates (often referred to as “all but dissertation” or ABD) will automatically be considered senior developmental education complete once School of Advanced Air and Space Studies receives and coordinates the appropriate notification from the school in which the officer is enrolled.

3.3.4.8. Senior developmental education Selects are prohibited from completing Air War College-distance learning unless 1) they decline their status or actual developmental education assignment or 2) are designated to attend a non-professional military education program (e.g., fellowship).

Table 3.1. Regular Air Force Officer Resident Developmental Education Eligibility Criteria.

<table>
<thead>
<tr>
<th>Developmental Opportunity</th>
<th>Rank</th>
<th>Total Active Federal Commissioned Service</th>
<th>Active Duty Service Commitment</th>
<th>Time On Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Developmental Education</td>
<td>Captain (must be pinned on Captain to attend)</td>
<td>More than 4 to no more than 7 years total active federal commissioned service at class start</td>
<td>None</td>
<td>N/A</td>
</tr>
<tr>
<td>Intermediate Developmental Education</td>
<td>Major or Major Select</td>
<td>N/A</td>
<td>3 Yrs</td>
<td>2 years as of projected departure date (except in last year of eligibility)</td>
</tr>
<tr>
<td>Senior Developmental Education</td>
<td>Lieutenant Colonel Select thru Colonel</td>
<td>No more than 23 years at graduation</td>
<td>3 Yrs</td>
<td>2 years as of projected departure date (except in last year of eligibility or in a “must-move” status); N/A for Colonel and Colonel selects</td>
</tr>
</tbody>
</table>
Table 3.2. Regular Air Force Officer Distance Learning Professional Military Education Eligibility Criteria.

<table>
<thead>
<tr>
<th>Program</th>
<th>Rank</th>
<th>Time in Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Squadron Officer School</td>
<td>Captain or Captain select</td>
<td>When selected to Captain</td>
</tr>
<tr>
<td>Air University Online Master’s Degree (Leadership Concentration)</td>
<td>Captain only</td>
<td>Must have 6 years total active federal commissioned service to enroll</td>
</tr>
<tr>
<td>Air Command and Staff College Online Master’s Degree (Joint Warfare Concentration)</td>
<td>Major or Major select</td>
<td>When selected to Major</td>
</tr>
<tr>
<td>Air Command and Staff College</td>
<td>Major or Major select</td>
<td>When selected to Major</td>
</tr>
<tr>
<td>Air War College</td>
<td>Lieutenant Colonel select through Colonel</td>
<td>When selected to Lieutenant Colonel</td>
</tr>
</tbody>
</table>

3.3.5. Declinations, Deferments, and Removals for Cause.

3.3.5.1. Officers designated as intermediate or senior developmental education promotion board Selects may decline 1) Select status or 2) actual developmental education assignments at any time. Officers who decline Select status are still permitted but not obligated to compete in the Developmental Education Designation Board as Candidates while they remain eligible. This rule applies to alternates regardless of when they are notified.

3.3.5.2. If an officer in their last year of eligibility cannot attend intermediate or senior developmental education, AFPC/CC can approve a permanent deferment for reasons other than cause to include mission requirements and circumstances described in AFI 36-2110, Total Force Assignments, i.e., Humanitarian Reassignment and Deferment, and Exceptional Family Member Program (EFMP). As part of the approval process, AFPC prepares a letter stating the officer was designated to attend school but not available to go in residence. A copy of this letter is sent to the member as well as the senior rater and becomes a permanent part of the officer’s selection record. (T-1).

3.3.5.3. Selects (lieutenant colonels and below) who are not in their last look but have been removed from the developmental education designation list for reasons other than cause may be scheduled to attend in the subsequent year(s) following the delay, deferment, or removal period. Selects and candidates do not re-compete for school eligibility status, but do re-compete for attendance at specific developmental education programs. Lieutenant colonel senior developmental education Selects who are subsequently promoted to colonel or become a colonel-select, might not attend the program for which they were designated as a lieutenant colonel. AF/A1LO designates
officers in this situation to meet Air Force strategic requirements and developmental requirements for the officer as a colonel.

3.3.5.4. When a request from the senior rater, management level, or developmental team to remove an officer from a developmental education designation list for cause is approved by AF/A1, that officer will be permanently removed from the nomination list. This results in the permanent loss of any status as well as eligibility to compete in the Developmental Education Designation Board for in resident school. These details will be disclosed in the officer’s Single Unit Retrievable Format (SURF), Duty Qualification History Brief, and Officer Selection Brief. AFPC will also produce a letter which will be filed as a permanent part of the member’s Officer Selection Record. It is the commander’s and senior rater’s responsibility to monitor the performance and standards of developmental education Selects and alternates. Should the performance, conduct, or character of any designee become questionable, the senior rater should notify appropriate management level A1 (e.g., Major Command, Direct Reporting Unit, Field Operating Agency) and AFPC/CC immediately. (T-1).

3.3.5.5. Regular Air Force lieutenant colonels deferred or not selected for promotion to colonel are ineligible for in-residence senior developmental education and will be removed from the Select list and the school designation list. Senior rater, management level or developmental team, and the member will receive a letter from AF/A1 notifying them the member has been removed from the Select list and/or the school designation list due to their promotion deferment.

3.3.6. Advanced Studies Group. Advanced Studies Group programs offer advanced developmental education. These programs include: School of Advanced Air and Space Studies (SAASS), Maritime Advanced Warfighting School (MAWS), School of Advanced Warfighting Studies (SAWS), School of Advanced Military Studies (SAMS), and School of Advanced Nuclear Deterrence Studies (SANDS). Each school competitively selects a small number of officers each year. While the Developmental Education Designation Board does not select officers for these programs, eligible officers, senior raters and developmental teams must be actively engaged in the nomination and selection process. As sister service programs vary, interested officers may contact AFPC for additional information.

3.3.7. Air Force Fellows Program. Air Force Fellows Program is a diverse collection of fellowships designed to develop leadership and broaden perspectives through observation and interaction with senior Department of Defense, legislative, political and academic leaders making strategy and policy decisions. These programs are not professional military education accredited; therefore, completion of the distance learning is required for all participants (intermediate and senior developmental education) who have not previously completed the appropriate level of Air Force professional military education.

3.3.8. International Professional Military Education. International military service schools will be accepted for professional military education equivalency provided that program is listed on the Chairman, Joint Chiefs of Staff, annual memo entitled, “Program for Joint Professional Military Education Phase I Equivalent Credit.” As the document title implies, Air Force officers who attend one of these programs will be awarded Joint Professional Military Education Phase I credit for attending in residence. For intermediate and senior developmental education equivalent international programs, the Air Force officer is
considered “Professional Military Education complete” once that program’s requirements have been fulfilled.

3.4. Total Force Enlisted Professional Military Education.

3.4.1. Architecture. The Air Force enlisted professional military education program is central to the continuum of learning that spans an enlisted Airman’s career. The continuum of learning is a deliberate process of combining education, training and experiences to prepare Airmen to perform in progressively demanding supervisor, leader and manager positions in dynamic operational environments. The continuum of education is a subset of the continuum of learning and is the foundation for the development of all enlisted education programs along common guiding principles.

3.4.1.1. Enlisted professional military education contributes to developing Air Force Foundational Competencies and occupational competencies vital to the knowledge and skills required for performing assigned tasks and responsibilities at the appropriate level.

3.4.1.2. Enlisted professional military education develops critical and analytical thinking skills which enable innovative and creative leadership solutions and skilled employment of air, space, cyberspace and multi-domain power in the conduct of war and contingency operations.

3.4.2. Enlisted Professional Military Education Continuum of Learning. The enlisted professional military education continuum of learning deliberately integrates developmental opportunities through education, training and experiences to build and enhance Foundational Competencies in individual enlisted Airmen.

3.4.3. Enlisted Professional Military Education Continuum of Learning Model. The enlisted professional military education continuum of learning model identifies the education, training and experiences to organize, train and equip enlisted Airmen through Foundational Competencies and occupational competencies across the continuum of learning. The intent is for Airmen to have a continuum of education, training and experiences throughout the span of their career to ensure deliberate development and continued growth.

3.4.3.1. Airmanship training and leader development courses identify competency- and outcome-based education and training for enlisted Airmen. These opportunities deliberately develop Airmen with specific competencies to meet present and future roles and responsibilities through deliberate education, training and experiences across leadership competencies at the tactical, operational and strategic levels.

3.4.3.2. Distance learning courses identify competency- and outcome-based education and training for enlisted Airmen. They better prepare Airmen for leadership responsibilities by expanding their leadership and managerial capabilities, as well as their perspective of the military profession.

3.4.3.3. Resident Enlisted Professional Military Education. Airman Leadership School, Noncommissioned Officer Academy, Senior Noncommissioned Officer Academy and Chief Leadership Course include curriculum with declarative, procedural and comprehensive knowledge required to establish a foundation for continued leadership and supervisory experience and development. These courses provide educational
opportunities to achieve higher proficiency levels leading Airmen to meet present and future mission demands.

3.4.4. Regular Air Force Resident Enlisted Professional Military Education.

3.4.4.1. Airman Leadership School. Airman Leadership School is a primary level in-resident force development opportunity that meets all enlisted professional military education requirements beginning at the three-year time in service mark. Completion of Airman Leadership School is required for senior airmen selected for staff sergeant before their promotion increment month and all eligible senior airmen prior to departure to remote tours to Osan, Kunsan, Thule, Sota Cana, Ghedi, Buchel, Kleine Brogel, Volkel, Livorno and Lajes, deployments and extended temporary duties (45 days or more). All senior airmen and staff sergeants must complete Airman Leadership School before they are assigned as a reporting official (supervisor). (T-1).

3.4.4.2. Noncommissioned Officer Academy. Noncommissioned Officer Academy is a primary level in-resident force development opportunity and completion is required prior to promotion to MSgt (see AFI 36-2502) based on grade, priority and eligibility. Technical Sergeants (TSgt) must attend Noncommissioned Officer Academy before 2 years time-in-grade. (T-1).

3.4.4.3. Senior Noncommissioned Officer Academy. Senior Noncommissioned Officer Academy is an intermediate and senior level in-resident force development opportunity and is required for promotion to SMSgt (see AFI 36-2502). SMSgts must attend Senior Noncommissioned Officer Academy before 1 year time-in-grade. Note: Senior noncommissioned officers who complete a resident sister service equivalent course or Joint Special Operations Forces Senior Enlisted Academy will receive enlisted professional military education credit for completing resident Senior Noncommissioned Officer Academy. Graduates of sister service and joint equivalent courses may opt, based on their priority level and on a space-available basis, to attend Air Force Senior Noncommissioned Officer Academy. (T-1).

3.4.4.4. Chief Leadership Course. Chief Leadership Course is a senior level in-resident force development opportunity and is required for all newly selected CMSgts. CMSgts must attend Chief Leadership Course before 1 year time-in-grade. CMSgts who do not complete this course will not be offered Senior Leader Development opportunities, which are managed by AF/A1LE. CMSgts must complete this course before becoming a Command Chief. (T-1).

3.4.5. Resident Enlisted Professional Military Education Selection.

3.4.5.1. The Thomas N. Barnes Center for Enlisted Education, Dean of Academic Affairs provides AFPC/DP3DW with an enlisted professional military education class schedule no later than May of each year. The schedule accommodates the established Total Force production targets that ensure a deliberate and methodical process to schedule Airmen to meet present and future mission demands.
3.4.5.2. Selection for regular Air Force Airmen for resident enlisted professional military education attendance is based on grade, date of rank, priority and eligibility. **Note:** Airmen selected for resident enlisted professional military education will formally accept, decline or request deferment within 5 duty days of notification. (T-3).

3.4.5.3. Once notified of selection, Airmen are required to attend resident enlisted professional military education. Airmen may not defer attendance except for valid mission, medical or humanitarian reasons. Deferment requests require justification, wing command chief coordination and concurrence and wing commander (or equivalent) approval with a courtesy copy to the MAJCOM enlisted professional military education manager. (T-3).

3.4.5.4. If selected, Airmen serving in overseas assignments of 15 months or less will be deferred from resident enlisted professional military education attendance until tour completion. Airmen serving in overseas assignments of 16 months or longer may attend resident enlisted professional military education if they have at least 120 days remaining in the overseas area upon graduation. AFPC/DP3DW may waive these requirements, if the unit commander and MAJCOM enlisted professional military education manager approve. (T-2).

3.4.5.5. Retainability. Retainability for regular Air Force Airmen attending resident enlisted professional military education is 6 months for Airman Leadership School and 1 year for Noncommissioned Officer Academy, Senior Noncommissioned Officer Academy and Chief Leadership Course.

3.4.6. Resident Enlisted Professional Military Education Scheduling. Scheduling enlisted professional military education for regular Air Force personnel is a responsibility of AFPC/DP3DW unless otherwise noted.

3.4.6.1. Airman Leadership School. The local Airman Leadership School commandant schedules Airman Leadership School resident attendance. Commandants build an annual schedule shortly after the staff sergeant promotion release and ensure the scheduling process adheres to the following priorities for Airman Leadership School:

3.4.6.1.1. Priority 1: All staff sergeants and staff sergeant selects. If seats are limited, use rank, time in grade, time in service and promotion sequence number to determine scheduling priorities. Additionally, give priority to SSgt selects or SrA with 36 months or more time-in-service selected for deployments and short-tour/remote assignments to Osan, Kunsan, Thule, Sota Cana, Ghedi, Buchel, Kleine Brogel, Volkel, Livorno and Lajes. The losing base must schedule members selected for short-tour/remote assignments prior to permanent change of station to minimize Airmen’s time away from their primary duties and remain mission focused while serving at these locations. **Note:** Applicable Air Reserve Component Airmen are scheduled in coordination with MAJCOM enlisted professional military education managers, and are considered Priority 1 within their allocations provided by AF/A1DL. (T-3).
3.4.6.1.2. Priority 2: Prioritize senior airmen with the most time in grade and a pending assignment or deployment ahead of other Airmen.

3.4.6.1.3. Priority 3: Eligible Air Force and Department of Defense and other civilians, sister service E-4s, approved international students and local civilians. Department of Defense civilians may take enlisted professional military education as consistent with the Air Force civilian development policy.

3.4.6.1.4. To the extent possible, distribute Priority 2 and 3 students throughout the year to maximize diversity in the classroom.

3.4.6.2. Noncommissioned Officer Academy. Selection and scheduling is accomplished by AFPC/DP3DW for Noncommissioned Officer Academies based on grade, priority and eligibility. Below is the order of priority for Airmen attending resident Noncommissioned Officer Academy:

3.4.6.2.1. Priority 1: MSgts and MSgt selects (based on date of rank, total active federal military service date, pay date and date of birth).

3.4.6.2.2. Priority 2: TSgts with two or more years time in grade by seniority (based on date of rank, total active federal military service date, pay date and date of birth).

3.4.6.2.3. Priority 3: TSgts up to two years time in grade by seniority (based on date of rank, total active federal military service date, pay date and date of birth).

3.4.6.2.4. Priority 4: Staff sergeants selected for promotion to TSgt by seniority (based on date of rank, total active federal military service date, pay date and date of birth).

3.4.6.2.5. Priority 5: Eligible Air Force and Department of Defense and other civilians, sister service and international students on a space available basis.

3.4.6.3. Senior Noncommissioned Officer Academy. Selection and scheduling is accomplished by AFPC/DP3DW based on grade, priority and eligibility and is driven by the SMSgt promotion release. Below is the order of priority for Airmen attending resident Senior Noncommissioned Officer Academy:

3.4.6.3.1. Priority 1: SMSgts by seniority (based on date of rank, total active federal military service date, pay date and date of birth).

3.4.6.3.2. Priority 2: MSgts selected for promotion to SMSgt (based on date of rank, total active federal military service date, pay date and date of birth).

3.4.6.3.3. Priority 3: MSgts (non-selects to SMSgt) based on promotion board score (highest to lowest).

3.4.6.3.4. Priority 4: Eligible Air Force and Department of Defense and other civilians, sister service and international students on a space available basis.

3.4.6.4. Chief Leadership Course. Selection and scheduling is accomplished by AFPC/DP3DW based on grade, priority and eligibility and is driven by the CMSgt promotion release.
3.4.6.4.1. Priority 1: CMSgts by seniority (based on date of rank, total active federal military service date, pay date and date of birth).

3.4.6.4.2. Priority 2: SMSgts selected for promotion to CMSgt (based on date of rank, total active federal military service date, pay date and date of birth).

3.4.7. Declinations, Deferments and Waivers.

3.4.7.1. Declinations. When selected for resident enlisted professional military education, regular Air Force Airmen can decline attendance. Declinations are done with prejudice and signed declination statements must be submitted within 5 duty days of notification. Eligible Airmen declining resident enlisted professional military education will be ineligible for promotion and participation in the High Year Tenure Extension Program (see AFI 36-2110). Note: Eligible Airmen should contact their local Military Personnel Section and career assistance advisor before submitting a declination. (T-3).

3.4.7.1.1. Eligible Airmen who intend to decline resident enlisted professional military education attendance may request an extension of the 5 duty day time period if needed. Provide justification and the calendar date of the additional time required. Forward extension requests to your local Military Personnel Section. Unnecessary delay or failure in submitting this request and/or the statement below will result in a loss of declination opportunity.

3.4.7.1.2. Eligible Airmen who decline enlisted professional military education will sign and submit the following statement to the Military Personnel Section: “I decline to attend the (Airman Leadership School, Noncommissioned Officer Academy, Senior Noncommissioned Officer Academy or Chief Leadership Course) class starting on (class start date), for which I have been selected/scheduled. I understand that this declination renders me ineligible for promotion, and participation in the High Year Tenure Extension Program.” Upon receipt of this statement and AF Form 964, PCS, TDY, or Training Declination Statement, the Military Personnel Section will update the with the appropriate promotion eligibility code and notify AFPC/DP3DW to remove Airmen from class. The statement and AF Form 964 will be filed in the Airman’s Automated Records Management System (see AFI 36-2110). (T-1).

3.4.7.2. Deferments. Airmen selected for resident enlisted professional military education may defer attendance (or be non-recommended) for compelling non-routine mission, humanitarian, medical or other reasons without prejudice upon approval of the Airman’s wing commander (or equivalent). Deferments must be kept to an absolute minimum and require wing command chief coordination and concurrence, and wing commander (or equivalent) approval. (T-3).

3.4.7.2.1. Mission Deferment. An Airman is indispensable to the mission and the mission will be severely degraded without their presence. No other individual could stand in or temporarily replace the selected Airman.

3.4.7.2.2. Medical Deferment. Medical conditions that render an Airman ineligible for course attendance or requires on-going treatment, including mental health counseling and Alcohol and Drug Abuse Prevention and Treatment (ADAPT) program completion that would be detrimental if interrupted. Enlisted professional military education commandants determine the Airman’s eligibility based on the
course’s ability to accommodate the Airman’s medical condition and an overall assessment of their ability to meet course objectives.

3.4.7.2.2.1. Permanent Physical Profile. Airmen who are on a permanent physical restrictive profile that have been returned to duty following a Medical Evaluation Board are cleared to attend resident enlisted professional military education.

3.4.7.2.2.2. First sergeants and commanders will ensure Airmen coordinate with their local medical providers and/or health promotion staff to engage in the fullest physical training possible within their AF Form 422, Notification of Air Force Member’s Qualification Status/AF Form 469, Duty Limiting Condition Report restrictions during the time allotted for human performance objectives.

3.4.7.2.3. Humanitarian Deferment. Unusually stressful family or personal situation or an emergency with an immediate family member as similarly defined under humanitarian reassignment guidance (see AFI 36-2110).

3.4.7.2.4. Other Deferments or Non-recommendations. Unit commanders may request deferment or non-recommendation of an Airman’s resident enlisted professional military education attendance based on extenuating circumstances. Examples may include poor duty performance (not covered under control roster actions but detrimental to the academic environment), poor fitness standards or military image, pending disciplinary action, under investigation, etc.

3.4.7.2.5. Deferment Coordination.

3.4.7.2.5.1. Airman Leadership School Deferments. Coordinate unit commander-approved deferment requests through the respective chain of command, wing command chief for coordination and wing commander (or equivalent) for approval. Send wing commander-approved deferments to Airman Leadership School no later than 30 days prior to class start date for action. The Airman Leadership School files approved deferments and notifies the Airman’s unit of the approved deferment. (T-3).

3.4.7.2.5.2. Noncommissioned Officer Academy/Senior Noncommissioned Officer Academy/Chief Leadership Course Deferments. Coordinate unit commander-approved deferment requests through the respective chain of command, wing command chief for coordination and wing commander (or equivalent) for approval. Send wing commander-approved deferments for resident courses to AFPC/DP3DW (with a copy to the Airman’s MAJCOM enlisted professional military education manager) as soon as possible, but not later than 10 days prior to the class start date unless extenuating circumstances exist. (T-2).

3.4.7.3. Waivers.

3.4.7.3.1. Human Performance Waivers. Enlisted members possessing an AF Form 422 identifying temporary physical restrictions are ineligible to attend resident professional military education without professional military education commandant approval or an approved waiver from AF/A1DL. Enlisted Airmen must have a current passing FA in order to attend resident professional military education. (T-1). Exceptions are granted in accordance with AFI 36-2905, Chapter 4 and allowed if
approved by the commandant. **Exception:** Members medically exempt, deployed, and unable to complete a FA prior to attendance may attend with commandant approval. Enlisted Airmen who are pregnant or post-partum (within their 12-month post-partum FA deferment period) may attend resident professional military education with approval from their PCM or OB/GYN in accordance with the procedures outlined in paragraph 3.2.1.22.2

3.4.7.3.1.1. If an Airman on a permanent profile cannot execute any of the physical requirements of the Human Performance lesson plan (including those identified for the modified fitness group), they are to be exempted from those physical requirements.

3.4.7.3.1.2. This waiver will ensure equal opportunity for all Airmen to participate in professional development programs commensurate with scheduling procedures outlined in this instruction.

3.4.7.3.2. Promotion Eligibility Waivers. Promotion eligibility waivers will be in accordance with current promotions policy. Promotion eligibility waivers are for members who cannot complete the required resident enlisted professional military education due to circumstances beyond their control (e.g., remote tours, deployments, medical issues, personal hardship, Exceptional Family Member Program, etc.).

3.4.7.3.2.1. Airmen with approved promotion eligibility waivers must attend enlisted professional military education (in the next higher grade) as soon as possible without negatively impacting the mission or member.

3.4.7.3.2.2. Airmen with approved waivers serving on remote tours or extended deployments, or attending lengthy formal training or retraining, will attend enlisted professional military education within 60 days and no later than 180 days of completing the remote tour, deployment, or training (also see AFI 36-2502).

3.4.8. Sister Service Enlisted Professional Military Education.

3.4.8.1. Sister Service enlisted professional military education opportunities include senior noncommissioned officer equivalent courses within the Army, Navy, Marines and Coast Guard. Each are approved courses that fulfill equivalent resident credit for Air Force senior noncommissioned officer and CMSgt enlisted professional military education. Sister service graduates may attend Air Force Senior Noncommissioned Officer Academy and Chief Leadership Course on a space-available basis and if coordinated with AFPC/DP3DW. Eligibility is based on the individual academy’s requirements and does not follow Senior Noncommissioned Officer Academy or Chief Leadership Course eligibility criteria as defined herein.

3.4.8.2. TSgt and below sister service resident enlisted professional military education courses are not comparable to Air Force enlisted professional military education courses and do not meet Air Force enlisted professional military education requirements. Therefore, prior sister service noncommissioned officers will complete the grade appropriate Air Force enlisted professional military education. (T-1).
3.4.8.3. Sister service distance learning enlisted professional military education courses are not comparable to Air Force distance learning enlisted professional military education courses and do not meet the Air Force enlisted professional military education requirements. Therefore, these courses will not be updated in the Airmen’s personnel records unless an exception to policy is granted by the chief of Air Force enlisted developmental education (AF/A1DLE).

3.4.8.4. Qualification Criteria. Airmen must meet the individual school’s requirements and prerequisites. They must also have a current Air Force fitness assessment on record with at least 80 percent, and the last three fitness assessments must all have passing scores. Selected Airmen must have 24 months retainability after the respective class graduation date. (T-1).

3.4.8.5. Enlisted Sister Service Enlisted Professional Military Education Academies.

3.4.8.5.1. U.S. Army Sergeants Major Academy (Course L5AZA8F0900F1A). Equivalent to Chief Leadership Course. Located at Fort Bliss, Texas. Attendance is considered a permanent-change-of-station assignment. Airmen must meet permanent-change-of-station eligibility requirements. Airmen must be a SMSg or SMSgt-select, who will pin-on prior to the class start date. (T-1).

3.4.8.5.2. U.S. Navy Senior Enlisted Academy (Course USNSEA 100). Equivalent to Senior Noncommissioned Officer Academy. Located at Newport, Rhode Island. Airmen must be a MSgt or SMSgt. Airmen must meet Navy physical training requirements. (T-1).

3.4.8.5.3. U.S. Marine Corps Staff Noncommissioned Officer Academy Advance Course. Equivalent to Senior Noncommissioned Officer Academy. Multiple locations: Quantico, Virginia; Camp Pendleton, California; Camp Lejeune, North Carolina; and Camp Butler, Japan. Airmen must be a MSgt or SMSgt-select, who will NOT pin-on prior to the class graduation date. Airmen must also meet U.S. Marine Corps physical fitness standards. (T-1).

3.4.8.5.4. U.S. Coast Guard Chief Petty Officers Academy (Course USNSEA CG 100). Equivalent to Senior Noncommissioned Officer Academy. Located at Petaluma, California. Airmen must be a MSgt or SMSgt-select, who will NOT pin-on prior to the class graduation date. (T-1).

3.4.8.5.5. Joint Special Operations Forces Senior Enlisted Academy (Course JSOFSEA SOE 3600 1M3). Equivalent to Senior Noncommissioned Officer Academy. Located at MacDill Air Force Base, Florida. Joint Special Operations Forces Senior Enlisted Academy uses a blended learning approach divided into two phases. Phase I (distance learning) is a Blackboard-facilitated learning environment. Phase II (resident) is a seminar-based instruction conducted at MacDill Air Force Base. Airmen must be a SMSg or SMSgt-select, who must pin-on prior to the resident phase start date. (T-1).

3.4.8.6. Nomination Procedures. Each year unit commanders may nominate qualified Airmen to their respective MAJCOMs. Specific routing will be determined by each MAJCOM. MAJCOMs are responsible for validating their Airmen’s eligibility
requirements. Follow instructions outlined in the call for nominations memorandum released by AF/A1DLE.

3.4.8.7. Selection Board. AF/A1DLE coordinates and facilitates the selection board. The board selects Airmen to fill all available sister service enlisted professional military education opportunities as well as a list of alternates. AFPC/DP3DW schedules all members selected within 30 days of approval by AF/A1. Note: Deferment requests to sister service schools may result in loss of opportunity due to limited seat availability and scheduling constraints.

3.4.9. Enlisted Program for Advanced Academic Degrees.

3.4.9.1. Enlisted Program for Advanced Academic Degrees is one of many leader development programs available to enlisted Airmen. Enlisted-to-Air Force Institute of Technology provides resident Air Force Institute of Technology-sponsored science, engineering and management graduate degree opportunities to further develop an Airman’s technical education and skill. This program is intended to enhance combat capability through occupational competencies and to provide highly proficient Airmen, technically experienced in their career field.

3.4.9.2. Air Force career field managers maintain management of graduate education programs and will provide AF/A1DL updates at least annually. Reports will include, at a minimum, the selection process, mission requirements, utilization rates and a history of attendees.

3.4.10. Senior Leader Development Courses. Senior leader development education targets CMSgts for increased developmental education opportunities after completion of Chief Leadership Course. These opportunities further maximize their effectiveness to lead and execute Air Force requirements.

3.4.11. Joint Professional Military Education. Senior Enlisted Joint Professional Military Education I and II. Senior Enlisted Joint Professional Military Education I and II are stand-alone, web-based courses. They include chairman of the Joint Chiefs of Staff-sponsored, assignment-oriented educational opportunities for Airmen in grades E-5 through E-9 serving in, or with potential to serve in, joint and combined organizations.

3.4.11.1. Senior Enlisted Joint Professional Military Education I prepares enlisted Airmen to successfully integrate, influence and lead at the tactical and operational levels of warfare within a joint environment.

3.4.11.2. Senior Enlisted Joint Professional Military Education II builds upon Senior Enlisted Joint Professional Military Education I by reinforcing previous material, introducing new material and delivering a learning experience targeted for higher levels of understanding and synthesis of joint operations. This course is targeted for Airmen in the grades of E-8 and E-9 that will lead in joint environments. Airmen must complete Senior Enlisted Joint Professional Military Education I before enrolling in Senior Enlisted Joint Professional Military Education II.
3.4.12. Enlisted Professional Military Education Graduate Ribbon. Graduates from each resident enlisted professional military education earn the U.S. Air Force Noncommissioned Officer Professional Military Education Graduate Ribbon. This extends to all resident courses (Airman Leadership School, Noncommissioned Officer Academy, Senior Noncommissioned Officer Academy and Chief Leadership Course) to include approved sister service equivalent enlisted professional military education courses. An oak leaf cluster is added to the basic ribbon for additional resident enlisted professional military education completion. **Note:** All Air Reserve Component Airmen are authorized the U.S. Air Force Noncommissioned Officer Professional Military Education Graduate Ribbon for completion of equivalent distance learning or resident enlisted professional military education courses, but not more than one ribbon for each enlisted professional military education opportunity (e.g., for Airman Leadership School, only one ribbon will be awarded for completion of distance learning or resident enlisted professional military education, not one for distance learning and resident enlisted professional military education).


3.4.13.1. Air University, through the Barnes Center for Enlisted Education, publishes specific award criteria in the USAF EPME Procedural Guidance.

3.4.13.2. Airman Leadership School, Noncommissioned Officer Academy and Senior Noncommissioned Officer Academy resident enlisted professional military education courses are authorized four achievement awards. Senior Noncommissioned Officer Academy is also authorized the CMSgt Richard L. Etchberger Team Award.

3.4.13.3. AF/A1DLE is the approval authority for the establishment of additional enlisted professional military education awards or changing the name/criteria for existing enlisted professional military education awards. Coordinate requests for additional enlisted professional military education awards or changes to existing awards through the chain of command to AF/A1DLE for approval.

3.4.13.4. Awards.

3.4.13.4.1. John L. Levitow Award is the highest honor and is presented to the top graduate of each class. Only one John L. Levitow Award is presented per class. Recipients of this award are excluded from receiving both the Academic Achievement and Commandant/Leadership Award.

3.4.13.4.2. Distinguished Graduate Award is presented to the top 10 percent of each class. The John L. Levitow Award recipient as the class “top” Distinguished Graduate is included in this group. Ties are permitted for the Distinguished Graduate Award.

3.4.13.4.3. Academic Achievement Award is presented for scholastic excellence. Ties are permitted for the Academic Achievement Award.

3.4.13.4.4. Commandant/Leadership Award is presented to the student who, in the commandant’s judgment, made significant leadership contributions to the overall success of their class.

3.4.13.4.5. The CMSgt Richard L. Etchberger Team Award is presented to the flight during each Senior Noncommissioned Officer Academy class that demonstrates superior leadership and performance in academics, physical fitness and community
service as a team. Selections are made by the Senior Noncommissioned Officer Academy commandant.


3.4.14.1. Objective. Ensure enlisted professional military education is aligned with Air Force priorities and force development strategies and enlisted professional military education courses have relevant curricula, appropriate educational technologies, and required resources to instruct Foundational Competencies in warfighting Airmen to meet future mission challenges in joint and coalition environments.

3.4.14.2. Triennial Review Committee. Consists of AF/CCC, AF/A1D, AF/A1DLE, AETC/CCC, AU/CCC, representative MAJCOM CCCs, ARC/CCC, Barnes Center/CC, and Barnes Center Academic Affairs. Subject matter experts are invited as required.

3.4.14.2.1. Convenes not less than once every three years to review the enlisted professional military education strategic plan (mission, vision, strategic themes and objectives and key initiatives), enlisted professional military education policies, curricula, resources and processes.

3.4.14.2.2. Additionally, meets at the discretion of any primary member and, if agreed to by AF/CCC and AF/A1D, prior to the Triennial Review.

3.4.14.2.3. Upon completion of the Triennial Review, the AF/A1DLE coordinates and determines which items will be presented to the AF/A1 and Enlisted Force Development Panel for action.

3.4.14.3. Roles and responsibilities for the Triennial Review members:

3.4.14.3.1. AF/A1D and AF/CCC will co-chair the Triennial Review. The co-chairs will approve the proposed agenda and sign the report.

3.4.14.3.2. AF/A1DLE will:

3.4.14.3.2.1. Provide agenda for the Triennial Review, prepare the review report and coordinate the report through attendees. The report should address enlisted professional military education initiatives and proposals, sister service best practices and near-term and long-term improvement plans. AF/A1DLE forwards the final report to AF/A1D and AF/CCC for approval.

3.4.14.3.2.2. Route approved items from the review report through appropriate agencies. Distribute approved report to the review participants and provide semiannual updates to each member of the committee on action item status and close headquarters Air Force action items.

3.4.14.3.2.3. Address any potential manpower and resource increases or decreases due to future developmental education courses and production levels. Notify appropriate MAJCOM enlisted professional military education managers to request required resources for planned developmental education courses and production levels.
3.5. Air Force Reserve Officer and Enlisted Developmental Education Program.

3.5.1. Developmental Education for Air Force Reserve Officers.

3.5.1.1. The developmental education program spans a member’s professional career and includes three levels of developmental education: primary, intermediate and senior. There are separate courses at each level for officers and they each provide the right level of development at the right time in a member’s career. Limited resources may restrict developmental education resident attendance, therefore, distance learning opportunities are strongly encouraged. Selected Air Force Reserve members eligible for resident developmental education include Traditional Reservists, Air Reserve Technicians, Individual Mobilization Augmentees and Active Guard Reserve members. Applicants on tours of Limited Extended Active Duty, Limited Period Recall or Voluntary Limited Period of Active Duty (see AFMAN 36-2032, Military Recruiting and Accessions) may not apply to compete in the Air Force Reserve Developmental Education Designation Board or the Reserve School Selection Board process unless they are projected to return to a Selected Reserve position before the class start date. Applicants on tours of Limited Period Recall, Limited Extended Active Duty, and Voluntary Leave Period Active Duty may apply for primary developmental education through regular Air Force processes. Those selected must utilize a regular Air Force training line number, and be funded through the regular Air Force. *(T-2).*

3.5.1.2. Headquarters Air Force, Reserve Personnel (AF/REP) obtains annual developmental education quotas from AF/A1D. Quotas will be reviewed and forwarded to Air Reserve Personnel Center Assignments (ARPC/DPA) and AFRC/A1K. Air Force Reserve members who attend developmental education in residence must be in a military duty status to receive point credit for attendance. However, Air Force Reserve members who completed resident developmental education while in civilian status will receive credit once their military grade has met the criteria for that respective level of developmental education.

3.5.1.3. When eliminating or disenrolling an Air Force reservist from a developmental education school for any reason, the procedures are outlined in the Education and Training Course Announcement (The ETCA SharePoint® is available on AF Portal Home under Education/Training/Force Development and Applications tab (A-Z). The school sends a copy of the faculty board proceedings to Headquarters Readiness and Integration Organization for Individual Mobilization Augmentees, to AFRC/A1 for unit assigned members, and ARPC/DPA for Active Guard Reserve with a copy to USAF/RE.

3.5.1.4. Professional Military Development Short Courses. Air Force Reserve does not consider professional military development short courses as a viable substitute for primary, intermediate and senior developmental education.
3.5.2. Developmental Education Credit for Schools Attended and Completed in Other Services.

3.5.2.1. Air Force Reserve members are authorized to enroll in other service developmental education after first completing the comparable level of Air Force developmental education via distance learning. *(Exception: Members selected by the Reserve Developmental Education Designation Board to attend other service schools and Army War College distance education program graduates are not required to complete Air War College-distance learning to receive senior developmental education credit). Air Force Reserve members who completed Air Force intermediate developmental education by residence or correspondence may complete other service’s senior developmental education by correspondence without first completing the comparable level of Air Force developmental education via distance learning. Members accessed into the Air Force Reserve from other services may receive recognition for developmental education completion in their former service.

3.5.2.2. Members are not authorized to negotiate developmental education quotas directly with service schools offering developmental education, and any developmental education completed by using such means will not be creditable. *(T-2)*.

3.5.3. Air Force Reserve Officer Developmental Education Eligibility Criteria and Application Process.

3.5.3.1. Due to the unique construct of the Air Force Reserve, few Reserve officers are sent to resident developmental education programs. All officers are highly encouraged to complete developmental education by distance learning in the event members are not selected for a resident program to maintain the commensurate developmental education with their rank.

3.5.3.2. Members of the Selected Reserve in pay category A or B. Category E members may apply for intermediate developmental education, senior developmental education and Advanced Studies Group in-residence, and if selected, will attend in a points only status and will not be reimbursed for travel and per-diem associated with training. Distance learning is highly encouraged. *(T-2)*.

3.5.3.3. Primary Developmental Education Application:

3.5.3.3.1. The Air Reserve Personnel Center will release an invitation to apply to the Reserve School Selection Board, with convening dates and applicable suspense dates. Applicants may apply for in residence primary developmental education via the virtual Personnel Center by the suspense date identified in the invitation to apply. Late applications will not be accepted. *(T-2)*.

3.5.3.3.2. In-residence Primary Developmental Education Eligibility Criteria. An officer is eligible to attend resident developmental education under criteria stated in the invitation to apply as released by the Reserve School Selection Board.

3.5.3.4. Intermediate/Senior Developmental Education, and Advanced Studies Group Application process. Air Reserve Personnel Center will release an invitation to apply to the Reserve Developmental Education Designation Board or Reserve School Selection Board, with convening and applicable suspense dates. Applicants may apply for in-
residence intermediate and senior developmental education, or Advanced Studies Group via the virtual Personnel Center by the suspense date identified in the invitation to apply. Late applications will not be accepted. The invitation to apply will identify appropriate routing of the application. (T-2).

3.5.3.4.1. In-residence Intermediate/Senior Developmental Education, and Advanced Studies Group Eligibility Criteria. An officer is eligible to attend resident developmental education under the criteria stated in the Reserve Developmental Education Designation Board and Reserve School Selection Board invitation to apply.

3.5.3.4.2. Must meet the total federal commissioned service and grade requirements in Table 3.1 Note: Projected promotions must be visible in the Military Personnel Data System at the time of the Reserve School Selection Board or Reserve Developmental Education Designation Board application closeout date and the member must pin on the new rank prior to the course start date. (T-2).

3.5.3.4.3. Not have failed selection for promotion as defined by 10 USC § 14501.

3.5.3.4.4. Must be current and passing according to military fitness standards as stated in AFI 36-2905. (T-1).

3.5.3.4.5. Must not have been removed from a recommended list for permanent promotion to the grade that makes them developmental education eligible. (T-2).

3.5.3.4.6. Must have satisfactorily participated and received 50 points or more per retention/retirement year for the last 5 years. First lieutenants-capitains with less than 5 years time in grade are exempt from this requirement and must have a good retention/retirement year for every year they have in service as an officer up to the board application deadline. (T-2).

3.5.3.4.7. Active Guard Reserve must have 2 years’ time on station (as of class start date). (T-2).

3.5.3.4.8. Must have a security clearance. Qualified officers lacking the required security clearance may apply for developmental education schools. If selected, they must obtain the proper security clearance before the class entry date.

3.5.3.4.9. Selects must agree to and sign a 3-year Reserve service commitment after completion of intermediate/senior developmental education or Advanced Studies Group. (T-2).

3.5.3.5. Senior Rater. It is paramount that Senior Rater comments reflect how the Air Force can benefit from the member’s attendance at primary/intermediate/senior developmental education or Advanced Studies Group. Applications not meeting these requirements will be returned through appropriate channels.

3.5.3.6. Eligible officers who desire to attend in-residence intermediate/senior developmental education, and Advanced Studies Group courses can apply and attend both courses only if at least 24 months has elapsed between the attendance and application process for the next level of professional military education.
3.5.3.7. Waivers may be requested for eligibility requirements. Applicants requesting a waiver of eligibility criteria must submit a letter of justification within the virtual Personnel Center. The board president will evaluate all waivers and approve or disapprove. Any time on station waivers submitted should first be approved by AFRC/CV. Disapproved packages will not meet the board. (T-2).

3.5.4. Developmental Education Boards.

3.5.4.1. The Reserve Developmental Education Designation Board and Reserve School Selection Boards are comprised of colonels or above who represent all statuses and as many career fields as possible. The board president for the Reserve Developmental Education Designation Board is the deputy to the chief of Air Force Reserve or a general officer designee approved by the AF/RE. AF/REG will select the Reserve School Selection Board president and must be a general officer. AF/REG solicits and recommends board members through ARPC/DPA. Board members must have completed senior developmental education.

3.5.4.2. Air Reserve Personnel Center invites AF/REP, AFRC/A1K and non-voting technical advisors. Other advisors who may attend the Reserve Developmental Education Designation Board include Headquarters Air Force Reserve Inquiries (AF/REI), Reserve Advisor Air University Commander (AU/RF), and Reserve Advisor United States Air Force Academy Commander (USAFA/RF).

3.5.4.3. ARPC/DPA reviews all nomination packages for eligibility and completeness and serves as the board secretariat.

3.5.4.4. The board screens and scores all officer records identified as eligible and determines those most qualified to attend developmental education in residence based upon the “whole-person” concept. Board members must consider the future needs of the Air Force and follow-on assignments. The board identifies Selects and alternates and aligns with school quotas.

3.5.4.5. Post Board responsibilities. ARPC/DPA will:

3.5.4.5.1. Prepare and staff the board results package through AF/REP to AF/RE for approval, with a courtesy copy to AFRC/A1K. Package must include an AF/RE message for public release and attachments that identify the board recommendations, names of Selects aligned with recommended schools, alternates list, and the non-Selects list.

3.5.4.5.2. Produce statistical summary of the board proceedings, to include: quotas, application trends, Reserve category details, gender and race.

3.5.4.5.3. Send a CLOSE HOLD—For Official Use Only message to all Reserve Military Personnel Sections and Military Personnel Section-like functions for above wing-level organizations (copy to AF/REP and AFRC/A1K) prior to the public release of the message. This message is also sent to the Headquarters Readiness and Integration Organization (HQ RIO) instructing them to alert detachment commanders and Individual Mobilization Augmentee program managers to prompt the appropriate Military Personnel Section to contact nominee’s senior raters and/or commanders. This message is only available to the Military Personnel Section organizations and
directs those organizations to notify each senior rater and commander of their nominees’ status (Select/alternate). Commanders should notify their nominees of their status the day prior to the public release date. No organization or individual will publicly display or release any Select, alternate or non-Select list at any time.

3.5.4.5.4. Public Release. Publish the AF/RE public message, Selects (with their schools) and alternates on the Air Reserve Personnel Center myPers on the public release date. Non-select lists will not be made public at any time.

3.5.4.5.5. Send individual notification letters signed by AF/RE to Selects and alternates.

3.5.4.5.6. Send individual notification letters signed by ARPC/CC to nonselectees.

3.5.4.6. Change in medical profile. Primary developmental education Selects are required to immediately notify their senior raters and AFRC/A1K if there is any change in their medical profile (regardless of whether this changes the member’s eligibility to attend school). Intermediate/senior developmental education and Advanced Studies Group Selects are required to immediately notify their senior raters and ARPC/DPA with any medical condition preventing them from attending school.

3.5.5. Removal from a Developmental Education Selection List.

3.5.5.1. In accordance with this publication, the senior rater may remove an officer from the developmental education selection list for cause. If removed, the member is no longer eligible for developmental education in-residence during their window of eligibility. Any removal from in-residence Squadron Officer School, Air Command and Staff College, or Air War College must be coordinated with AFRC/A1K. All other in-residence intermediate/senior developmental education or Advanced Studies Group removals must be coordinated with ARPC/DPA. (T-2).

3.5.5.2. Officers selected for in-residence Squadron Officer School, Air Command and Staff College, or Air War College may decline, but do so with prejudice, unless they can cite humanitarian, operational, or other non-prejudicial reasons. Deferral requests for other than humanitarian and operational reasons will be considered on a case-by-case basis. Officers withdrawn with prejudice will be precluded from competing for future current level of developmental education in-residence; decision is at the discretion of the AFRC/A1K. (T-2).

3.5.5.3. Squadron Officer School, Air Command and Staff College, or Air War College Selects’ requests for withdrawals are submitted from the individual officer through his/her senior rater directly to AFRC/A1K (certified e-mail, with signed memorandum by member, rater, and senior rater requesting withdrawal, is permitted). Timeliness impacts approval status and ability to use an alternate. AFRC/A1K will place appropriate alternate(s) with the member withdrawing. AFRC/A1K will inform new Select’s senior rater and/or commander and send written notification to new Select. (T-2).

3.5.5.4. Commanders may request an operational deferral for an officer on the in-residence intermediate/senior developmental education or Advanced Studies Group Selection list. Deferral will be to the next academic year to the school in which member
was selected to attend. AF/RE Deputy is the approval authority for operational deferment requests.

3.5.5.5. Officers selected for in-residence intermediate/senior developmental education or Advanced Studies Group may decline, but do so with prejudice, unless they can cite humanitarian, operational, or other non-prejudicial reasons. Deferral requests for other than humanitarian and operational reasons will be considered on a case-by-case basis. Officers withdrawn with prejudice will be precluded from competing for future current level of developmental education in-residence; decision is at the discretion of the AF/RE Deputy.

3.5.5.6. In-residence intermediate/senior developmental education or Advanced Studies Group requests for withdrawals are submitted from the individual officer through his/her senior rater directly to ARPC/DPA (certified e-mail, with signed memorandum by member, rater, and senior rater requesting withdrawal, is permitted). Timeliness impacts approval status and ability to use an Alternate. ARPC/DPA will recommend appropriate alternate(s) to replace the member withdrawing and forward the request to AF/REP, who evaluates the request and recommends approval (with or without prejudice) to USAF/RE Deputy (Reserve Developmental Education Designation Board President). AF/REP will make written notification of RE Deputy’s decision to ARPC/DPA. ARPC/DPA will update master developmental education Select list, inform AF/REP and AFRC/A1K, inform new Select’s senior rater and/or commander, inform new Select by phone, and send written notification to new Select.

3.5.5.7. Appropriations. Reserve Personnel Appropriations (RPA) are centrally funded for Air Force Reserve officers attending in military status. Air Reserve Technicians who attend in civilian status and Active Guard Reserve will be funded by unit operations and maintenance (O&M) funds.

3.5.6. Air Force Reserve Enlisted Developmental Education. The guidance from paragraph 3.5.6 through 3.5.13 is specific to Air Force Reserve members, and is in addition to established policy guidance in paragraph 3.4

3.5.7. Distance Learning.

3.5.7.1. Air Force Reserve members receive points for completing distance learning as determined by their respective component. Air Force Reserve unit/squadron commanders may allow time during unit training assembly weekends to work on required enlisted professional military education course material.

3.5.7.2. Noncommissioned Officer Distance Learning Course. Air Force Reserve Airmen who do not complete the Noncommissioned Officer Distance Learning Course within 12 months, may re-enroll as necessary, however, are ineligible to compete for promotion until this requirement is met.

3.5.8. Resident Enlisted Professional Military Education. Excluding the Chief Leadership Course, Air Force Reserve Airmen may complete all levels of enlisted professional military education through either resident attendance or distance learning.
3.5.8.1. Airman Leadership School. The Air Force Reserve determines the scheduling process for their Airmen. Staff sergeants who enter the Air Force Reserve with more than 9 years in a sister service do not have to complete Airman Leadership School.

3.5.8.2. Senior Noncommissioned Officer Academy. Airmen assessed in the Air Force Reserve in the grades of E-7 and E-8, who have completed a sister service Senior Noncommissioned Officer Academy, will not be required to complete Air Force Senior Noncommissioned Officer Academy. Upon accession to the Air Force Reserve, appropriate documentation will be required to ensure enlisted professional military education completion is reflected in the human resource system. Those who have not completed a sister service Senior Noncommissioned Officer Academy will be required to complete Air Force Senior Noncommissioned Officer Academy as soon as possible after enlistment in the Air Force Reserve. **Note:** Distance learning is the only requirement for completion.

3.5.9. Resident Enlisted Professional Military Education Selection. Air Force Reserve Command Enlisted Professional Military Education (AFRC EPME) determines allocation distribution based on eligibility criteria and command population. AFRC EPME also provides each MAJCOM enlisted professional military education manager the class dates for eligible candidates and coordinates Air Force Reserve allocation distribution with Air Force Reserve enlisted professional military education managers. The Air Force Reserve determines allocation, selection and deferment procedures for their respective component. (T-2).

3.5.10. Resident Enlisted Professional Military Education Scheduling. The Air Force Reserve schedules their respective components in coordination with AFRC EPME.

3.5.10.1. Airman Leadership School. Applicable Air Force Reserve Airmen are scheduled in coordination with MAJCOM enlisted professional military education managers, and are considered Priority 1 within the allocations provided by AF/A1DLE. Every effort should be made to ensure members attend a geographically located school closest to their home of record or unit of assignment.

3.5.10.2. Noncommissioned Officer Academy/Senior Noncommissioned Officer Academy. Noncommissioned Officer Academy/Senior Noncommissioned Officer Academy quotas are centrally managed through the AFRC EPME manager and will be advertised based on the current automated system. All quotas for Noncommissioned Officer Academy will be on a first-come, first-served basis. Every effort should be made to ensure members attend a geographically located school closest to home of record or unit of assignment.

3.5.10.3. Chief Leadership Course. The Air Force Reserve will determine their own Chief Leadership Course selection and attendance processes.

3.5.11. Declinations, Deferments and Waivers.

3.5.11.1. Medical Deferment. Air Force Reserve members with temporary physical profile restrictions must send a copy of the AF Form 422/469 to their enlisted professional military education manager 45 days prior to class start date. The AFRC EPME manager will coordinate with the applicable school to determine approval or
disapproval for attendance and notify the unit of decision. Members may not report to resident enlisted professional military education without approval notification. (T-1).

3.5.11.2. Resident Enlisted Professional Military Education Deferments. As resident enlisted professional military education is not required, there is no resident deferment process for Air Force Reserve Airmen.

3.5.12. Resident Enlisted Professional Military Education Attendance.

3.5.12.1. Due to the unique construct, all Air Force Reserve enlisted Airmen may complete developmental education by distance learning, and are highly encouraged to apply for resident enlisted professional military education. Air Reserve Technicians may attend in either military (centrally funded) or civilian status (unit funded), but must apply through military channels and the status must be annotated on the application prior to submission. Members will not have the option to change their status after selections have been made. Active Guard Reserve will use unit operations and maintenance funds. Air Force Reserve Airmen must have 2 years retainability from graduation date to attend all in-resident enlisted professional military education courses. (T-2).

3.5.12.2. Headquarters AFRC personnel will be submitted by the first sergeant. Individual Mobilization Augmentees will apply through their Readiness and Integration Organization (RIO) detachment commander, who will in turn submit their application through MyPers. Recruiters will be selected at the squadron level and final approval will be Air Force Reserve Command Recruiting Service career program manager. Members assigned at the headquarters Air Force will apply through AF/REP. All Reserve attendees must sign the student attendance agreement. (T-2).

3.5.12.3. Air Force Reserve members must have a passing Air Force fitness assessment and it must be current throughout the school tour. Members on a profile must coordinate the AF Form 469/422 through AFRC/AIK at least 45 days prior to class start date for coordination and approval from the applicable schoolhouse. Members must be able to march and stand at attention for extended periods to be able to attend. (T-1).

3.5.12.4. Air Force Reserve members should be allowed one cancellation for an emergency; after that they will have to complete enlisted professional military education by correspondence. All cancellations need to be completed 45 days prior to class start date. Any cancellations closer than 45 days will be considered a no-show. No-show letters must be signed by the unit commander or designated representative, routed through the wing command chief, and sent to AFRC/AIK within 20 days of notification of no-show. (T-2).

3.5.12.5. All members, whether attending in civilian or military status, must out-process through the Force Support Squadron to ensure completion of the Air Force fitness assessment. (T-3).

3.5.13. Sister Service Enlisted Professional Military Education. Air Force Reserve enlisted members who wish to attend sister service enlisted professional military education must be boarded and selected through their respective component process.
3.6. Air National Guard Officer and Enlisted Developmental Education Program.

3.6.1. Attendance and Eligibility.

3.6.1.1. Nonresident programs are available to all eligible ANG officers. Officers who complete senior developmental education should be considered for follow-on assignments commensurate with the advanced education received.

3.6.1.2. Completing nonresident professional military education programs will not affect eligibility for resident officer professional military education programs at the same level.

3.6.1.3. Technicians and drill status guardsmen will attend in-residence officer professional military education programs in Title 10 active duty status.

3.6.1.4. Air National Guard may participate in other resident service, joint, Department of Defense, and non-Department of Defense (international and civilian) developmental education programs such as Air Force fellowships. All requirements described in this instruction must be met.

3.6.1.5. Officers who have transferred to the ANG from other services may be able to receive credit for resident Squadron Officer School as described in this instruction.

3.6.1.6. All officers must meet eligibility and prerequisites described in this instruction and any additional eligibility requirements described in the ANG course announcement. Officers must not be twice failed of selection for promotion as defined in Title 10 USC § 14501. Officers must meet all military fitness standards. Selects must agree to a three-year service commitment. Any changes in a member’s medical profile must be reported immediately to the Force Support Squadron and NGB/HRT (regardless of whether this changes the member’s eligibility to attend school). (T-2).

3.6.1.7. Officers released from a resident developmental education program for non-prejudicial reasons (mission needs, medical or family emergency) must wait six months to re-apply. Those removed with prejudice (academic or disciplinary release) will no longer be eligible to attend the equivalent level of resident officer professional military education. (T-2).

3.6.1.8. Lieutenant colonels must wait three years from graduation of intermediate developmental education to attend resident senior developmental education. This date is calculated from the senior developmental education class start date.

3.6.2. Application Procedures.

3.6.2.1. Squadron Officer School. Personnel submit requests for Squadron Officer School to the FSS/FSD. The Force Support Squadron requests a seat through the applicable human resource system.

3.6.2.2. Intermediate/Senior Developmental Education.

3.6.2.2.1. Selection to attend resident intermediate/senior developmental education is reserved for those officers who will hold future leadership positions at the highest levels of the unit, state, Air National Guard including National Guard Bureau and Joint Staff assignments. Applicants must meet all military standards prior to submitting package.
3.6.2.2. Application procedures and contents of application packages are announced annually by NGB/CF or delegated representative each year and can be viewed at the ANG website under Careers/Force Development.

3.6.2.3. The state headquarters must review packages prior to submission to ensure they meet the requirements specified in the announcement.


3.6.3.1. NGB/HR convenes a diverse Officer Developmental Education Panel to recommend officers whose performance indicates a high level of potential and success.

3.6.3.2. The panel president is a general officer and the panel consists of a recorder (non-voting) and a minimum of five voting members in the rank of colonel and above. Lieutenant colonels who have completed the equivalent level of officer professional military education are also eligible for board membership. NGB/CF will determine the panel members. NGB/HR will serve as nonvoting technical advisors.

3.6.3.3. Applications are evaluated on the criteria published in the application announcement. Board recommendations to NGB/CF include school assignments. NGB/CF is the final approval for all intermediate/senior developmental education schools.

3.6.3.4. School Assignments. Intermediate/senior developmental education applicants are selected based on performance and mission needs. The panel will determine school distribution based on the best interest of the ANG. (T-2).

3.6.3.5. Notification. Primary and alternate intermediate/senior developmental education selectees are notified through an announcement sent to the Adjutant General. The notice includes school assignments. Several schools provide information packages and conduct orientation sessions prior to the class start date. Selectees are required to attend an ANG orientation prior to attending school. Exceptions will be worked on an individual basis. (T-2).

3.6.3.6. Acceptance. Acceptance of attendance to a resident officer professional military education program will adhere to selection notification letter instructions provided by NGB/HRT.

3.6.4. Declinations and Deferments.

3.6.4.1. An officer may request declination or defer attending resident officer professional military education within 30 days of notification. All requests must be submitted to NGB/HRT and must be endorsed through the chain of command to the Adjutant General. Only members that present significant humanitarian or mission-impacting concerns outside their control will be considered for a non-prejudicial deferral or declination. The condition must not have existed at the time of application. (T-2).

3.6.4.2. Officers who decline may reapply for future consideration to attend resident officer professional military education programs.

3.6.4.3. Officers with an approved deferment automatically receive reservations for the following academic year at the school assigned in the selection notice. Deferment requests for subsequent academic years will not be accepted. (T-2).
3.6.4.4. Officers who transfer to other branches of service must submit a withdrawal letter.

3.6.5. Waivers.

3.6.5.1. Squadron Officer School. Selectees must be in the grade of captain. Grade exceptions are not considered. Exceptions for total years of commissioned service are considered on an individual basis. All exceptions to policy must be submitted to NGB/HRT for approval. (T-2).

3.6.5.2. Intermediate/Senior Developmental Education. Grade waivers, declinations and deferments must be processed through NGB/HRT. Exceptions to policy to exceed the total years of commissioned service limitations and deferments will be considered on an individual basis. (T-2).

3.6.5.3. Security Clearances. Members attending intermediate/senior developmental education schools must have a valid security clearance. Qualified officers who do not have the required security clearance may apply for developmental education schools. If selected, they must obtain the proper security clearance prior to class start date.

3.6.6. Orders.

3.6.6.1. Squadron Officer School orders are published as routine school orders in accordance with NGB/A1 formal training guidance.

3.6.6.2. Attendance at intermediate/senior developmental education schools require permanent-change-of-station orders. Orders will be published, by the member’s unit, in accordance with applicable directives governing permanent-change-of-station moves. Members may not attend resident intermediate/senior developmental education schools in temporary duty status or technician status.

3.6.6.3. Some intermediate/senior developmental education programs conduct formal orientation sessions. NGB/HRT notifies selectees concerning orientation dates and funding arrangements.

3.6.6.4. NGB/HRT provides training line numbers for all in-resident officer professional military education courses. Training line number resources are issued to a member and are not transferable. They are to be used for resident officer professional military education only and must be returned to the National Guard Bureau’s Training Resources Flight (NGB/A1DU) when members cancel attendance or are released from resident officer professional military education programs.

3.6.7. Disenrollment.

3.6.7.1. Resident officer professional military education programs must immediately notify NGB/HRT of all officers disenrolled for any reason.

3.6.7.2. Officers removed for cause from resident officer professional military education programs are permanently excluded from reentering the equivalent level of resident officer professional military education and are restricted from enrolling in nonresident officer professional military education for one year.
3.6.8. Air National Guard Officer Distance Learning Programs.

3.6.8.1. With the exception of those officers selected by the Officer Developmental Education Panel to attend resident officer professional military education or equivalent, ANG officers must complete the appropriate Air Force officer professional military education course before enrolling in another service’s distance learning program with the exception of the US Army War College Distance Learning program. (T-2).

3.6.8.2. Captains may enroll in the nonresident Squadron Officer School.

3.6.8.3. Majors may enroll in the nonresident Air Command and Staff College.

3.6.8.4. Lieutenant colonels and colonels may enroll in the nonresident Air War College.

3.6.8.5. Application. Application for distance learning officer professional military education programs is initiated through the Air University Student Information System (AUSIS). In all cases, officers must meet the ANG eligibility criteria for each level of officer professional military education. (T-2).

3.6.9. Air National Guard Enlisted Developmental Education. The following guidance is specific to ANG members, and in addition to established policy guidance in paragraph 3.4.3

3.6.9.1. All Airmen may complete Airman Leadership School, Noncommissioned Officer Academy and Senior Noncommissioned Officer Academy professional military education requirements through distance learning and are highly encouraged to attend in resident enlisted professional military education.

3.6.9.2. ANG members receive points for completing distance learning; unit/squadron commanders may allow time during unit training assembly weekends to work on required enlisted professional military education course material.

3.6.9.3. Enlisted members in the grade of E-4 and E-5 accessed in the ANG from a sister service, or with prior Air Force service, must complete Airman Leadership School prior to promotion to the next grade. (T-2).

3.6.9.4. Enlisted members in the grade of E-6 assessed in the ANG from a sister service must complete the noncommissioned officer academy in-resident course or distance learning course. (T-2).

3.6.10. Resident Enlisted Professional Military Education.

3.6.10.1. Timing in resident attendance in a member’s career is an integral part of deliberate development and force management decisions. Resident enlisted professional military education courses are limited; therefore, it is beneficial to develop a selection process to ensure the right Airmen are attending resident enlisted professional military education.

3.6.10.2. Air Technicians are eligible to apply for the appropriate resident enlisted professional military education program based on military rank and must meet all other eligibility requirements for the requested level of enlisted professional military education.

3.6.10.3. Airman Leadership School. Senior airmen and prior service staff sergeants may attend Airman Leadership School.
3.6.10.4. Noncommissioned Officer Academy. TSgt's may attend in-residence Noncommissioned Officer Academy.

3.6.10.5. Senior Noncommissioned Officer Academy. SMSgt's and MSgt's may attend in-residence Senior Noncommissioned Officer Academy.

3.6.10.6. Chief Leadership Course.

3.6.10.6.1. CMSgt's and SMSgt's in a CMSgt unit manning document position may attend Chief Leadership Course.

3.6.10.6.2. ANG CMSgt's are not required to attend the Chief Leadership Course.

3.6.11. Resident Enlisted Professional Military Education Attendance and Scheduling.

3.6.11.1. Enlisted professional military education resident quotas are programmed annually through NGB/HRT. Members must meet eligibility criteria in guidance memorandums distributed by NGB/HR. (T-2).

3.6.11.2. Force development offices will schedule their members in accordance with annual guidance memorandums distributed by NGB/HR.

3.6.11.3. Medical Deferment. Air members with temporary physical profile restrictions must send a copy of the AF Form 422/469 to their enlisted professional military education manager 45 days prior to class start date. NGB/HRT will coordinate with the applicable school to determine approval or disapproval for attendance and notify the unit of decision. Members may not report to resident enlisted professional military education without approval notification. (T-1).

3.6.12. Exceptions to Policy. NGB/HRT is the sole approving authority for exceptions to the policy for ANG members pertaining to enlisted professional military education unless otherwise specified.

3.6.13. Sister Service Enlisted Professional Military Education. ANG enlisted members who wish to attend enlisted sister service professional military education are selected through a National Guard Bureau panel process.
CHAPTER 4
AIR FORCE TRAINING PROGRAM

4.1. Training Management.

4.1.1. Overview. The full-spectrum of air, space and cyberspace capabilities stems from the collective abilities and expeditionary mindset of the total force. At the core of the Air Expeditionary Force is a superior training regimen that prepares AF men and women with the right skill sets and capabilities to be flexible and responsive to changing mission requirements and world events. In a resource constrained environment, the AF military training system ensures accurate, timely, relevant, affordable, and appropriate training is available to the total force—Regular Air Force, Air Reserve Component (ARC), Air National Guard (ANG) and AF civilian--anytime, anywhere around the world.

4.1.2. AF Training Vision. Education and training are the foundation of our air advantage. Education is the formal academic instruction offered by institutions of higher learning of a given discipline. Training is a set of events or activities presented in a structured manner, for the attainment of skills, knowledge, and aptitude required to meet job performance requirements. All Airmen, whether instructor or student, have a role in ensuring the United States Air Force remains the most technically proficient, best-educated, and best-trained AF in the world.

4.1.3. Force Development. Developing Airmen is a top AF priority and developmental efforts are key to the AF’s ability to provide warfighting assets to combatant commanders. Airmen must possess both occupational and Foundational Competencies. Total force development is dynamic and deliberate. To ensure Airmen possess the right expertise and competence to meet operational needs, the AF codified the continuum of learning, a career-long process of individual development. The continuum of learning is designed to deliberately integrate developmental opportunities through the Foundational Competencies list (see AFPD 36-26), a common taxonomy used to produce adaptable, knowledge-enabled Airmen for today and tomorrow.

4.1.4. Roles and Responsibilities.

4.1.4.1. AF Learning Division (HQ USAF/A1DL) will:

4.1.4.1.1. Develop and oversee training policy, automated training records, advocate and monitor resources for the development and management of formal technical training (non-flying), Advanced Distributed Learning (ADL), on-the-job training, ancillary training, learning management systems, and Basic Military Training. (T-1).

4.1.4.1.2. Advise AF career field managers on training processes and procedures for their assigned AF Specialty. (T-1).

4.1.4.1.3. Direct, assist, and monitor AF formal schools. (T-1).

4.1.4.1.4. Authorize the establishment of schools and prescribe and approve school missions. (T-1).
4.1.4.2. Directorate of Force Management Policy (AF/A1P) will:

4.1.4.2.1. Establishes policy for the development and publishing of the Program Requirements Document and Program Guidance Letter specific to recruiting and technical training requirements. (Reference AFI 36-2616). (T-1).

4.1.4.2.2. Establishes policy, advocates for, and monitors resources utilized for recruiting activities and advertising, technical training requirements. (T-1).

4.1.4.3. Air Force Personnel Center (AFPC) /Workforce Development (Retraining & Classifications) will coordinate with the AF Career Field Manager on approvals for 3-skill level school waivers; for individuals disqualified from the primary AFSC and required to retrain under special circumstances when attendance would incur undue hardship on the retrainee; and when retraining the Airman is in the best interest of the AF. (T-1).

4.1.4.4. Associate Director for Intelligence, Surveillance and Reconnaissance, Force Management Division (AF/A2DF) will establish policies and programs resources for intelligence training programs, ensures programs comply with AF training policy and DoD intelligence directives and serves as intelligence AF Career Field Manager between service training establishments, national and DoD intelligence organizations. (T-1). This function represents AF interests on intelligence training councils and associated committees. (T-1).

4.1.4.5. AF Career Field Manager will:

4.1.4.5.1. Determine AF Specialty training tasks, requirements and resources. The AF Career Field Manager must determine the need for course development, to include advanced skills/seven-level courses. (T-1).

4.1.4.5.2. Approve/disapprove individual requests for waiver of mandatory training requirements for their respective specialty. (T-1). For Air National Guard (ANG) and AF Reserve Command (AFRC) components, waiver authority is HQ ANG and HQ AFRC Functional Managers, respectively. Waiver package requirements include: prerequisite AFSC, initial skills courses, equivalent civilian skills, experience or education, upgrade time requirements for the 5- and 7-skill level, and 7-skill level course attendance. ARC provides metrics showing number of waivers processed, reason for waiver, and AFSC and skill level waived to HQ USAF/A1DLT in January and July of each calendar year. Note: Waiver authority for ANG and AFRC attendance at the entry level (3-skill level) Basic Firefighting Course taught at Goodfellow AFB, TX, remains with AF/A4CX. Waiver authority for ANG and AFRC attendance at the entry level (3-skill level) Security Forces Apprentice Course, Security Force Officer Course, and AF Basic Police Officer Course remains with the respective AF career field managers.

4.1.4.5.3. Conduct Utilization and Training Workshops (UTW) /Specialty Training Requirements Team (STRT) meetings, in partnership with the Air Education Training Command Training Pipeline Manager, to develop and review life cycle AF Specialty performance and training requirements. Air Education Training Command Training Pipeline Managers attend the Specialty Training Requirements Team in an advisory
capacity. (T-1). Additional AF Career Field Manager Utilization and Training Workshop/Specialty Training Requirements Team responsibilities include:

4.1.4.5.3.1. In partnership with the Air Education Training Command Training Pipeline Manager, identify issues and establish the agenda, determine participants, time frame and location, determine additional staffing requirements, ensure minutes are prepared and distributed, and monitor status of action items. (T-1). The AF Career Field Manager and Air Education Training Command Training Pipeline Manager signs and publishes the minutes before adjourning the Utilization and Training Workshop/Specialty Training Requirements Team. Note: If the Specialty Training Requirements Team was held without a Utilization and Training Workshop, only the Career Field Manager signs the meeting minutes. (T-1).

4.1.4.5.3.2. Develop a career field education and training plan (CFETP) for life-cycle training at appropriate points throughout a career path. Ensures conformity with formatting, standardization and publication guidance. Ensure currency and accuracy of technical references cited in the CFETP. Ensure final version of the CFETP is coordinated with AIDLT, AFPC/Workforce Development and Headquarters Air Education and Training Command (HQ AETC) Training Pipeline Managers using AF Form 673 prior to publication through AF Departmental Publishing Office. Conduct annual review of the CFETP and corresponding documents such as AF Job Qualification Standard. (T-1).

4.1.4.5.3.3. Determine distribution of training documents such as CFETPs, AF Job Qualification Standards, etc. (T-1).

4.1.4.5.3.4. May develop competency models for career field education and training requirements in accordance with AFH 36-2647, Competency Modeling.

4.1.4.5.4. Ensure formal training requests are processed according to the Education and Training Course Announcements web site https://app10-eis.aetc.af.mil/etca/SitePages/home.aspx#Home or via the AF Portal. (T-1).

4.1.4.5.5. Establish and maintain regular coordination with appropriate MAJCOMs, ANG Career Field Managers and AFRC Functional Managers to ensure training consistency and quality. (T-1).

4.1.4.5.6. Approve specialized procedures for training to include identification of core tasks, coordinating with the Functional Area Manager to identify deployment/unit type code task requirements, special certification, and frequency of recurring certification requirements, special experience identifier review, and training record maintenance. (T-1).

4.1.4.5.7. Ensure risk management processes are incorporated in all applicable areas of training in concert with the Utilization and Training Workshop process. (T-1). It is the AF Career Field Manager’s responsibility to specify the exact risk management-related tasks, and identify offsets or additional resources for this training. (T-1).
4.1.4.6. Air Education and Training Command (AETC) will:

4.1.4.6.1. In support of the continuum of learning, the Force Development Command (AETC) will implement new approaches to learning that are learner-focused, modular, accessible, competency-based, and captured in the Airman’s Learning Record. (T-1). The Force Development Command (AETC) will also capture, analyze, validate, and catalog the foundational and occupational competencies and credentials required to meet the strategic, operational, and tactical mission requirements of the Air Force and its functional communities. (T-1).

4.1.4.6.2. The AETC Training Pipeline Manager, in partnership with the AF Career Field Manager establishes Specialty Training Requirements Team/Utilization and Training Workshop (STRT/UT&W) time, location and agenda; co-chairs those meetings; provides meeting participants information concerning training policy guidance and resource impact recommendations. They maintain and manage future STRT/UT&W schedules to include a corresponding Occupational Analysis Report schedule. (T-1).

4.1.4.6.3. Ensure Occupational Analysis Data, Field Evaluation Questionnaire Summaries, trend analyses, etc., are prepared, distributed and briefed. Use feedback data to identify efficient and effective training delivery methods. In coordination with the AF Career Field Manager, determine if proficiency levels for AETC courses require adjustment based on feedback data and available resources. (T-1).

4.1.4.6.4. Support AF Career Field Manager to ensure training meets AF Specialty requirements. (T-1).

4.1.4.6.5. Ensure all initial skills training requirements are documented through development of the CFETP. (T-1). List all advanced/supplemental courses in the CFETP and explain what drives the requirement for the course (certification, upgrade training, equipment, assignment, etc.). New or revised CFETP changes are based on internal or external training evaluation and feedback. Review and coordinate (include ANG Career Field Managers on coordination) on CFETPs prior to publication. (T-1).

4.1.4.6.6. Provide AF Career Field Managers with information to identify and justify unfunded training resource requirements such as: resource impact statements, Specialty Training Requirements Team/Utilization and Training Workshop minutes and other applicable meeting minutes. (T-1). Produce standardized meeting minutes in partnership with the AF Career Field Manager to accurately reflect training decisions and maintain Utilization and Training Workshop results. (T-1).

4.1.4.7. AFPC Workforce Development will develop guidance to implement AF training policy, manage operations necessary to support training programs, coordinate policy changes through appropriate MAJCOMs, and review and coordinate CFETPs prior to publication. (T-1). Centralized Personnel Servicing, AFPC/DP2Z is the POC for civilian CFETPs.

4.1.4.8. HQ AETC, HQ AF Material Command (AFMC), HQ Air Combat Command (ACC), the Air Force Judge Advocate General’s School, HQ AF Special Operation Command (AFSOC) and the AF Office of Special Investigations (AFOSI) programs will manage, develop, conduct, and evaluate training to support applicable AF Specialty
qualification requirements for initial skills, advanced and supplemental technical training. (T-1). AF Career Development Academy provides the same for Career Development Courses and Specialized Courses. (T-1).

4.1.4.9. Major Commands (MAJCOM) will:

4.1.4.9.1. Manage training programs for applicable AF specialties, provide guidance and policy interpretation to subordinate units, serve as the command representative at the Specialty Training Requirements Team/Utilization and Training Workshop, and provide the command position on training issues. (T-1).

4.1.4.9.2. Review draft CFETPs to ensure coverage of mission, peacetime, readiness and contingency requirements and add command-unique requirements to an AF Job Qualification Standard, if required. (T-1).

4.1.4.9.3. Conduct annual review of CFETP. Report CFETP deficiencies to the AF Career Field Manager at least 45 days before the anniversary of the CFETP publication date. Identify deficiencies that may adversely affect the AF Specialty or mission. (T-1).

4.1.4.9.4. Develop training and education programs and provide guidance to schools under their jurisdiction. Use the Course Development Decision Logic Process to categorize formal courses at Attachment 26. (T-1).

4.1.4.9.5. Appoint a commander or commandant and a faculty board for each school in the command and determine board procedures within the scope of applicable AF instructions. (T-1). Authority to appoint a commandant may be delegated to a subordinate commander having jurisdiction over the school. Authority to appoint a board and to determine its procedures may be delegated to a commissioned officer at any level of command. (T-1).

4.1.4.10. AF Career Development Academy Responsibilities.

4.1.4.10.1. AF Career Development Academy must manage the USAF Career Development Course (CDC) program for all members of the AF, Air National Guard and AF Reserve Command. (T-1). The AF Career Development Academy provides career development distance learning courses such as Career Development Courses and specialized courses throughout the Department of Defense and to civil service employees in federal agencies. (T-1).

4.1.4.10.2. Program Responsibilities.

4.1.4.10.2.1. HQ USAF/A1DL provides policy and guidance, reviews, program requirements, and approves extension course enrollment criteria. Proposals for new Professional Military Education Distance Learning courses are submitted via the AF Learning Committee (AETC/A3K Secretariat) for approval by the Force Development Council. (T-1).

4.1.4.10.2.2. AETC provides guidance, staff oversight and support for the AF Career Development Academy mission needs to include: (T-1).

4.1.4.10.2.2.1. Develops support program, facility, service, budget, and financial plans, as required. (T-1).
4.1.4.10.2.2. Develops, revises or deletes Career Development Courses as required by the AF Career Field Manager. *(T-1)*.

4.1.4.10.2.2.3. Works with AF Career Field Managers MAJCOMs and ANG Career Field Managers to develop contents of Career Development Courses. *(T-1)*.

4.1.4.10.2.2.4. Ensures Career Development Courses meet Specialty Training Standard criteria. *(T-1)*.

4.1.4.10.2.2.5. Advises AF Career Field Managers of Career Development Course development deviations. Informs by message/letter coordinated by AF Career Field Manager to Career Development Course writer when Career Development Courses are deactivated/activated. *(T-1)*.

4.1.4.10.2.2.6. Conduct annual/special reviews of Career Development Courses and specialized courses to validate the requirement for the course and currency of its content. *(T-1)*.

4.1.4.10.2.2.7. Prepare, publish and distribute classified Career Development Courses. *(T-1)*.

4.1.4.10.2.2.8. Work with the Airman Advancement Division and active duty MAJCOMs to ensure that AF Career Development Academy receives timely and complete requirements for on-the-job training and Weighted Airman Promotion System program materials. *(T-1)*.

4.1.4.10.3. Preparing Agencies will:

4.1.4.10.3.1. Keep all course examinations, course examination item analyses and course examination answer keys under direct observation of authorized personnel or in locked storage container. *(T-1)*. Permit only authorized personnel to inspect or review course examination material. *(T-1)*. Conduct an inventory of all course examinations, course examination test status reports (item analyses) and course examination answer keys. *(T-1)*. Re-key the combination lock (if applicable). *(T-1)*.

4.1.4.10.3.2. Ensure that manuscripts do not contain classified material. *(T-1)*.

4.1.4.10.3.3. Ensure copyright permissions are obtained from the author or copyright holder, as required. *(T-1)*.

4.1.4.10.4. AF Career Development Academy is responsible for Career Development Courses and specialized courses. AF Career Development Academy will:

4.1.4.10.4.1. Prescribe educational and publishing standards for all media and ensure instructional soundness of Career Development Courses and Specialized Courses. *(T-1)*. Establish standards and review courses for style, format, and educational standards. Train, as required, and guide Preparing Agencies course developers and help with course material preparation and production scheduling. Provide course examination results data and other pertinent course maintenance data to the Preparing Agencies. *(T-1)*.
4.1.4.10.4.2. Coordinate major changes affecting management, educational or publishing standards, education services procedures or personnel activities with HQ USAF/A1DL through the appropriate training pipeline manager. (T-1). Process changes by 15 Apr and 15 Oct to coincide with HQ USAF/A1DL and AF Career Field Manager semi-annual policy review. (T-1).

4.1.4.10.4.3. Assist functional customers in determining their distance learning training needs. (T-2).

4.1.4.10.4.4. Administer and maintain Career Development Courses and Specialized Courses, whether paper-based, electronic, or multimedia. (T-2). Revise material, as necessary, and coordinate changes with the Preparing Agencies.

4.1.4.10.4.5. Produce and store the finished courseware and course examinations. (T-2).

4.1.4.10.4.6. Develop AFSC listings and the AF Career Development Academy Catalog, ensure updates are made on a monthly basis, and support the Weighted Airman Promotion System. (T-1).

4.1.4.10.4.7. Support customer-unique requirements through a Memorandum of Understanding or Agreement, as required. (T-2).

4.1.4.10.4.8. Develop the Career Development Survey for students/supervisors. Compile responses and provide course analysis to AF Career Field Managers and the Preparing Agencies. (T-1).

4.1.4.10.5. Managing Career Development Courses. AF Career Development Academy publishes a listing of all AF Specialty with Career Development Courses. Unit and base training managers use the listing to determine course enrollment. The AF Career Field Manager must notify, as a minimum, AF Career Development Academy and AFPC Workforce Development whenever activating, revising, or deactivating Career Development Courses to ensure the action is publicized to affected AF Specialty. The AF Career Field Manager will approve Career Development Courses for activation, initiate actions to develop new or revised Career Development Courses, and review Career Development Courses for accuracy. (T-1). The AF Career Field Manager has the authority to waive Career Development Course requirements when it is in the best interest of the AF. (T-1).

4.1.4.10.6. Activating Career Development Course (CDC). Course requirements are normally established at the Specialty Training Requirements Team/Utilization and Training Workshop. The AF Career Field Manager is involved in determining the course characteristics; development, target group, and activation date to ensure AF Specialty needs are met.

4.1.4.10.6.1. Course Characteristics. The AF Career Field Manager will ensure Career Development Courses meet the established requirements, identified by references (uppercase and lowercase letters) in the CFETP that correlate to mandatory knowledge items listed in the specialty description. (T-1). Use the
Specialty Training Requirements Team/Utilization and Training Workshop to list Career Development Course references.

4.1.4.10.6.2. Course Development. The AF Specialty Career Development Course Writer will develop the Career Development Course according to the defined requirements, and use the AF Career Development Academy Course Development Management Guide as course development guidance. (T-1).

4.1.4.10.6.3. Course Target Group. The AF Career Field Manager defines who will enroll and complete the new course after the Career Development Course activation and also whether the course is applicable to individuals in other training situations. As a minimum consider the following factors:

4.1.4.10.6.3.1. If the new Career Development Course replaces another course being used to meet the career knowledge requirement, determine if trainees finish or disenroll immediately, and under what conditions.

4.1.4.10.6.3.2. If the new course does not replace another Career Development Course; establish trainees’ enrollment target population and conditions. If a target population of trainees does not enroll in the new course, identify interim career knowledge training requirements.

4.1.4.10.6.3.3. Determine Career Development Course requirements resulting from AF Specialty mergers, weapons system conversions, or force structure changes. Consider trainees already in transition training and future trainees.

4.1.4.10.6.4. The AF Career Field Manager will approve the course content, in coordination with the ANG Career Field Manager AFSC Career Development Course Writer. The AF Career Field Manager, in coordination with the Career Development Course writer and the AF Career Development Academy will set the activation date. (T-1). Notify AFPC Workforce Development and AU/A6O of the target group, activation date, and any enrollment or disenrollment instructions. When notified, the AF Career Development Academy adds the course listing of mandatory Career Development Courses. AF Career Field Manager will coordinate with AFPC Workforce Development to announce the course target group, activation date, and enrollment or disenrollment instructions. (T-1). (See Figure 4.1 Sample Career Development Course Activation Message).
Figure 4.1. Sample Career Development Course Activation Message.

SUBJECT: ACTIVATION OF CAREER DEVELOPMENT COURSE XXXXX EDIT CODE 01

1. This message provides guidance to all Base/Unit Training Managers and supervisors for personnel in 5-skill level upgrade training in AFSC XXXXX. The following instructions are provided by the XXXXXX AF Career Field Manager (AF Career Field Manager).

2. CDC XXXXX EC 01 was activated effective 14 February 2017. All personnel entering upgrade training on or after 14 February 2017 must complete CDC XXXXX EC 01 as part of the 5-skill level upgrade training requirements. All personnel must complete the requirements outlined in AFI 36-XX7, Total Force Development, and paragraph 4.6.1.5 unless specified by the AF Career Field Manager.

3. This is a HQ USAF/A1DL and HQ AFPC/DP3DW coordinated message, please ensure widest dissemination and compliance. The POC for this message: HQ USAF/A1DL. Subordinate units and supervisors please coordinate your questions through your unit or base training manager.

4.1.4.10.7. Revising a Career Development Course (CDC). Course revisions are normally identified during the Specialty Training Requirements Team/Utilization and Training Workshop. When recommendations are approved, AF Career Development Academy will implement the following changes:

4.1.4.10.7.1. Use “write-in” changes for a few minor typographical errors, word or phrase substitutions. Instruct trainees to make all changes. (T-1).

4.1.4.10.7.2. Use page changes or separate supplements when less than 40 percent of the course material requires change. Instruct trainees to delete the obsolete material and insert the supplements page changes before starting the course. (T-1).

4.1.4.10.7.3. In coordination with the AF Specialty Career Development Course Writer, rewrite the course when more than 40 percent of the material changes as a result of procedures or CFETP requirements. Continue using the existing Career Development Course or deactivate the course and develop an interim career knowledge reference to use until the new Career Development Course is published. (T-1).

4.1.4.10.8. Deactivating a Career Development Course (CDC). Deactivate Career Development Courses and existing enrollments if it does not meet the knowledge requirements of AF Specialty identified in the CFETP/Specialty Training Standard. Use one of the following options to provide interim career knowledge during the deactivation:

4.1.4.10.8.1. Identify the CFETP career knowledge requirements and provide instructions for evaluating trainees’ comprehension.

4.1.4.10.8.2. If the deactivated Career Development Course is not replaced, identify the career knowledge requirements, reflect these requirements in the CFETP/Specialty Training Standard.
4.1.4.10.8.3. Coordinate the course deactivation and training instructions message with the AF Career Development Academy and AFPC Workforce Development (see Figure 4.2, Sample Career Development Course Deactivation Message)
1. This message provides guidance to all Base/Unit Training Managers and supervisors for personnel in 5-skill level upgrade training in AFSC XXXXX. The following instructions are provided by the XXXXX AF Career Field Manager.

2. CDC XXXXX Edit Code (EC) 01 was deactivated effective 14 February 2017 and CDC XXXXX EC 02 was activated effective 14 February 2017. All personnel entering upgrade training on or after 14 February 2017 must complete CDC XXXXX EC 02 as part of the 5-skill level upgrade training requirements. Personnel enrolled in CDC XXXXX EC 01 prior to 14 February 2017 must complete the course as part of the 5-skill level upgrade training requirements and are not required to complete the new version. All personnel must complete the requirements outlined in AFI 36-XX7, Total Force Development, and paragraph 4.6.1.5 unless specified by the AF Career Field Manager.

3. This is a HQ USAF/A1DL and HQ AFPC/DP3DW coordinated message, please ensure widest dissemination and compliance. The POC for this message: HQ USAF/A1DL. Subordinate units and supervisors please coordinate your questions through your unit or base training manager.

4.2. Training Program Development, Delivery, and Management.

4.2.1. AF Instructional Systems Development (ISD).

4.2.1.1. The ISD process provides a systematic approach to planning, developing, and implementing training and education. The goal of ISD is to increase the effectiveness and cost efficiency of training by: developing instruction based on job performance requirements; eliminating irrelevant skills and knowledge instruction from courses; and ensuring graduates acquire the necessary knowledge, skills, and abilities to do the job.


4.2.2. MAJCOM Responsibilities. HQ AETC/A10 is appointed the office responsible for oversight and management of all nuclear education and training. This “Gatekeeper” function validates any requirement for new nuclear courses or nuclear course upgrades as well as reduces/eliminates redundant courses within the nuclear enterprise. Include AETC/A10 in the coordination process when issues deal with the development or update of nuclear courses.

4.2.2.1. Ensure subordinate organizations apply the ISD process to all types and phases of training, development and management.

4.2.2.2. Formal Technical Training Course Types. The 15 types of formal training described in Table 4.1 are used singly or in varying combinations to meet AF training needs.
Table 4.1. Formal Technical Training Course Types.

<table>
<thead>
<tr>
<th>Formal Technical Training Course Types:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type 1</strong></td>
<td>Special Contract Training</td>
</tr>
<tr>
<td><strong>Type 2</strong></td>
<td>AETC Special Training</td>
</tr>
</tbody>
</table>
Type 3  Resident Regular Training

AF Specialty-centered training of a continuing nature; conducted at an AETC base, location, or station. It includes courses designed for initial training, retraining from one AF Specialty to another, training on special or new equipment and procedures, advancement within an AF Specialty, and initial skill multi-phased AFSC awarding courses. Technical training conducted at operational locations may be delivered by a field training detachment or a field training team. The field training detachment mission is to qualify personnel on new equipment and in new techniques and procedures, increase personnel skill and knowledge, acquaint personnel with specific systems, keep personnel up to date on training concepts and requirements, and maintain individuals at given proficiency levels. A field training detachment may conduct portions of initial skills multiphase AFSC awarding courses for the ARC in accordance with paragraph 4.2.14.5 and therefore award the skill level certificate upon completion. A field training detachment may use the area concept to provide direct training support. This concept provides field training to more than one base, location or station using the capability of a single field training detachment. Field Training Teams are teams of field training detachment instructors who conduct training at an operational base using that base’s facilities. Mobile training sets may be used. Teams normally include trainers, training aids, and operational equipment designed for field use but used to support maintenance training.

Type 4  Field Training

Training by other Gov't Agencies (Excludes Interservice Training Review Organizations)

Not consolidated, collocated or an executive agent; is conducted by an Army, Navy, AF agency or unit other than AETC, or other government agencies inside or outside of the Department of Defense.
<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type 6</td>
<td>Distance Learning</td>
</tr>
<tr>
<td></td>
<td>Formal training developed by a Training Wing, Training Group, or a contractor; for export to students at bases of assignment; designed for students to learn without AETC course-qualified instructor on-site expertise.</td>
</tr>
<tr>
<td>Type 7</td>
<td>Mobile Training Team</td>
</tr>
<tr>
<td></td>
<td>Consolidated course with the AF as lead service. Course faculty includes fair share instructor representation from participating services and the host service, and usually a mixture of service personnel who teach the course.</td>
</tr>
<tr>
<td>Type 8</td>
<td>Intraservice Training Review Organizations</td>
</tr>
<tr>
<td></td>
<td>Consolidated course with another service as lead. Course faculty includes fair share instructor representation from participating services and the host service, and usually a mixture of service personnel who teach the course.</td>
</tr>
<tr>
<td>Type 9</td>
<td>Interservice Training Review Organizations</td>
</tr>
<tr>
<td>Type A</td>
<td>DoD Executive Agent Course</td>
</tr>
<tr>
<td></td>
<td>AF Lead. Other than the AF as lead. AF students attend these courses on a quota basis.</td>
</tr>
<tr>
<td>Type B</td>
<td>DoD Executive Agent Course</td>
</tr>
<tr>
<td></td>
<td>An AF course on another service installation.</td>
</tr>
<tr>
<td>Type C</td>
<td>Intraservice Training Review Organizations</td>
</tr>
<tr>
<td></td>
<td>Another service course on an AF installation.</td>
</tr>
<tr>
<td>Type D</td>
<td>Organizations</td>
</tr>
<tr>
<td></td>
<td>Course focus is on different tasks and/or equipment trained for a wartime scenario; the wartime version of a course will have a different course number and require a separate build in the course design and development database. The wartime course must flow to the student management database no later than 30 days prior to the initial class start date.</td>
</tr>
<tr>
<td>Type W</td>
<td>Wartime Training Course</td>
</tr>
</tbody>
</table>

Initial AF entry training The Basic Military Training mission is to transform civilian recruits into disciplined, dedicated, physically fit Airmen who have an expeditionary mind-set, foundational knowledge and skill in fundamental combat and mission related tasks required of all Airmen, and are committed to values required for success as Airmen warriors in the United States AF.

Type M Basic Military Training

4.2.2.3. Review proposed system acquisition or modification programs to ensure subordinate organizations use the ISD process (to include media and cost benefit analysis) to decide upon the mix, quantity, sophistication of training equipment, and use of technology to deliver efficient and cost effective courseware. **Note:** Refer to AFI 65-501, *Economic Analysis*, for specific information on cost analysis.

4.2.2.4. Use the Planning, Programming, Budgeting, and Execution system to ensure subordinate organizations are funded to meet training requirements.

4.2.2.5. Define the proficiency level (education and training) qualifications for personnel selected to plan, develop, or manage instruction. Consider what continuous learning would be appropriate to maintain personnel qualifications.

4.2.2.6. Designate an OPR for ISD and notify, by letter, Headquarters AETC, Directorate of Plans, Programs, Requirements and Assessments, (HQ AETC/A3KP).

4.2.2.7. Appoint appropriate representatives to serve on: Training Planning Teams, Specialty Training Requirements Team, Utilization and Training Workshop, Specialty Training Standard reviews, and Course Training Standard reviews.

4.2.2.8. Ensure AETC is included early in proposed system acquisition or modification programs to ensure timely development of training.

4.2.3. HQ AETC.

4.2.3.1. AETC/A3KP is the OPR and focal point for USAF ISD procedural guidance and prepares AF ISD publications directed by Headquarters United States AF, Deputy Chief of Staff, Manpower, Personnel and Services, Directorate of Force Development, Learning Division (HQ USAF/A1DL).

4.2.3.2. Distributes ISD-related information as requested and assists other MAJCOMs and AETC with ISD-related information.

4.2.3.3. Trains personnel in the ISD process as requested.

4.2.3.4. Coordinates with MAJCOMs to ensure the most cost-effective mix of resident, distributed learning, correspondence, field, unit, contract, and other agency training across the entire career pyramid.

4.2.3.5. Plan, program, and budget resources for training requirements in the system training plans for HQ AETC acquisitions.
4.2.3.6. Collect, analyze, and update job data concerning: AF specialties; civilian occupational series; and weapon systems. AETC will continue to provide Field Training support to ARC when a weapon system is no longer maintained by the AF and only operated by ARC.

4.2.3.7. Use the ISD process to determine if training is the best solution to resolve skills, knowledge and attitude gaps.

4.2.4. Advanced Distributed Learning (ADL).

4.2.4.1. Distributed learning models can be used in combination with other forms of instruction or can be used to create wholly virtual classrooms. ADL is an evolving, outcomes-focused approach to distributed learning that blends standards-based models emphasizing reusable content objects, content and learning management systems, performance support systems and devices, web applications services, and connectivity. Advanced Distributed Learning System (ADLS) is a system that delivers ADL content and tracks student progress.

4.2.4.2. The AF emphasis is on converting courses to ADL instruction where appropriate, to deliver training anywhere, anytime. ADL is the evolution of Distance Learning and, although agencies may use different terms (e.g., exportable training, Type 6, etc.); all fall within the AF definition of advanced distributed learning.

4.2.4.3. Director of Operations (AF/A3) establishes policies for Expeditionary Readiness Training programs and ensures programs comply with AF training policy. Specific guidance on Expeditionary Readiness Training can be found in AFI 10-403, Deployment Planning and Execution.

4.2.5. AF/A1 Responsibilities.

4.2.5.1. Establish policy, provides guidance and budget oversight, and advocates for program requirements during the various Planning, Programming, Budgeting, and Execution cycles.

4.2.5.2. Coordinates program requirements with DoD and other agencies.

4.2.6. MAJCOM Responsibilities.

4.2.6.1. Designate a command ADL OPR for coordination and integration of ADL, and notify, by letter, Headquarters AETC, Directorate of Plans, Programs, Requirements and Assessments, Technology Integration Division (HQ AETC/A5T), Programs Compliance and Support Branch (HQ AETC/A3GR).

4.2.6.2. Identify funding used in support of ADL objectives using the appropriate ADL Program Element Code.

4.2.6.3. Submit ADL plans to Advanced Distributed Learning Program Management Office for coordination prior to budget submissions to the AF. Ensure media and economic analyses are performed prior to course development or redesign.

4.2.6.4. Plan, program, and account for all ADL students and report as required by AETC. Use standardized course characters for ADL and post course descriptions as specified on the Education and Training Course Announcement website https://app10-eis.aetc.af.mil/etca/SitePages/home.aspx#Home or via the AF Portal.
4.2.6.5. Provide funding for adequate infrastructure, facilities, equipment and manpower, for agency-specific ADL course creation, conversion and sustainment. Submit all plans in support of ADL implementation to AETC/A3GR to ensure compliance with policy, plans and standards. Each agency is responsible for their individual Program Objective Memorandum submissions.

4.2.6.6. Ensure courseware acquired or developed complies with Section 508 of the Rehabilitation Act of 1973: (29 USC § 794 (d)) to require Federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. Where undue burden can be shown, the MAJCOM OPR works with the originating agency and coordinates with the MAJCOM Chief Information Officer to provide appropriate documentation.

4.2.6.7. Appoint by letter, a primary and alternate Distributed Learning POC for each base in the command to perform duties described in Attachment 26. Include the name, complete mailing address, Defense Switch Network (DSN) and commercial phone number, and E-mail address for both primary and alternate Base Distance Learning POCs to 2nd AF. MAJCOM ADL OPR notify 2nd AF, in writing, of any changes to Base Distributed Learning POC appointments using the Distance Learning POC worksheet accessible on the 2 AF Distributed Learning site https://cs3.eis.af.mil/sites/AE-ED-01-53/default.aspx.

4.2.6.7.1. Only MAJCOM appointed base Distributed Learning OPRs are authorized to request AF Education Training Command Distance Learning training products (e.g., course materials, tests, and broadcasts). Base Distance Learning POC is to inform Unit Training Managers of upcoming AETC Distance Learning presentations.

4.2.6.7.2. MAJCOM Distance Learning POCs ensure all base Distance Learning POCs receive training to perform specific duties and responsibilities to administer AETC Distance Learning. Provide newly assigned base Distance Learning POCs training within 90 days of POC assignment to include AF Education Training Command Distance Learning POC training conducted by 2 AF.

4.2.7. HQ AETC.

4.2.7.1. Act as lead command for AF ADL. HQ AETC/A5T is the OPR.

4.2.7.2. Provide input to HQ USAF/A1DL to support development of AF ADL policy and guidelines to implement AF ADL policy. In coordination with HQ USAF/A1DL, recommends training solutions to the Deputy Assistant Secretary of Defense (Readiness) Training Readiness and Strategy Directorate (ODASD(R) (training squadron) and J6 staff.

4.2.7.3. Provide execution oversight, integration and management direction in support of ADL. Coordinates ADL functions and implementation actions for the total force in concert with the offices of corollary responsibility from the ANG and AFRC.

4.2.7.4. Execute ADL Program Management Office function. HQ AETC/A5T is the designated USAF representative to serve on the Defense Advanced Distributed Learning Action Team and Joint Knowledge Development and Distribution Capability Team.
4.2.7.4.1. Collect, prioritize, and forward programming and budget actions for ADL through command channels for AF ADL systems that cut across MAJCOMs. Participating in forums to develop, review, and approve policy and practical issues related to DOD ADL research and development and Combatant Command (COCOM) training requirements.

4.2.7.4.2. Plan, program, and budget resources for ADL implementation and sustainment requirements for education, flying and technical training courses and ADL training that has applicability across functional areas of responsibility.

4.2.7.4.3. Provide oversight for ADL to increase readiness, reduce costs, and increase flexibility and application, when possible.

4.2.7.4.4. Evaluate new training technologies and determine their application to AF training programs.

4.2.7.4.5. Define standards for AF ADL software, hardware, and courseware system specifications to ensure full compliance with Office of the Secretary of Defense vision and direction in becoming Shareable Content Object Reference Model conformant.

4.2.7.4.6. Coordinate with Office of the Secretary of Defense, Services, MAJCOMs, interservice and intraservice agencies/commands, as required to implement ADL standards and ensure interoperability.

4.2.7.4.7. Ensure the identification of ADL course conversion candidates and assists with conversion efforts for AF courses, as requested.

4.2.7.4.8. Assist with contract support to develop or redesign courseware for ADL.

4.2.7.4.9. Coordinate issues with MAJCOMs, disseminates ADL information and implements technological advances.

4.2.7.4.10. Appoint an AF representative to the DoD ADL.

4.2.7.4.11. Maintain a list of MAJCOM ADL OPR. Submit updates to LMSHelp@us.af.mil. 2nd AF maintains a current listing of authorized Base Distance Learning POCs on the 2nd AF Distance Learning site on the AF Portal.

4.2.7.5. Air University’s AF Institute of Technology (AFIT) provides oversight of the Air Technology Network Program Management Office.

4.2.7.6. Assist using MAJCOMs, other services, joint or combined commands, and foreign governments when AF authorizes such actions under the Security Assistance Program, with identifying special training needs. (T-1).

4.2.7.7. Validate requests for special training (except for recurring enroute training or operational flying training); determine the most economical and efficient methods to meet needs and requirements; provide or contract for special training, review the necessity of training; and determine whether sufficient funds are available to support the training if contracting is necessary. (T-1).
4.2.7.8. Assist survey users to obtain future requirements forecasts; validate and process out-of-cycle and emergency requests; and assist using MAJCOMs develop and validate non system-specific special training requirements. (T-1).

4.2.7.9. Assist the training planning teams to develop the system training plan and set allocations to support system-specific training requirements. (T-1).

4.2.7.10. Negotiate, write and implement contracts for special training or prepare and approve training Statements of Work/Performance Work Statements and contract line items for inclusion in defense system acquisition requests for proposal. Approve contractors' proposals for preparing and conducting special training and provide technical surveillance of contractor performance. (T-1).

4.2.7.11. Determine the entry requirements for special training and, if necessary, coordinate the preparation of an entrance examination. (T-1).

4.2.7.12. Issue reporting instructions and allocations through the Military Personnel Data System/Oracle Training Administration. (T-1).

4.2.7.13. Manage information to include: cost, student production, and training quality. (T-1).

4.2.7.14. Maintain an audit trail of contracted security assistance training and all USAF-funded training in support of DoDD 5000.1, The Defense Acquisition System (includes DoDr 5000.2) operations and maintenance training; International Military Education and Training; and grants-in-aid. (T-1).

4.2.7.15. Plan, program, fund, and control special training requirements and assist the acquisition agencies develop training requirements for new systems and programs in which MAJCOMs participate. (T-1).

4.2.7.16. The using unit receives special training allocations and reporting instructions, fills allocations, prepares orders, and administers training according to Education and Training Course Announcement.

4.2.8. Commanders/Commandants of AF Schools will:

4.2.8.1. Develop, maintain, and update internal ADL plans to execute ADL implementation responsibilities. Ensure classroom modernization is compatible with AETC-approved ADL standards. Train instructors and training developers to use ADL media. Produce ADL products in accordance with AETC approved standards.

4.2.8.2. Provide life cycle management and serve as OPR for both in-house and contractor-developed ADL.

4.2.8.3. Maintain record of labor hours and costs associated with ADL development and maintenance projects for in-house and contractor developed ADL.

4.2.8.4. Support assigned ADL facilities and functions with equipment maintenance, courseware management, and facility and test administration/management.

4.2.8.5. Advertise information concerning ADL opportunities available at the base.
4.2.8.6. Develop courseware that meets applicable DoD and AF ADL standards and policies. Provide inputs for clearinghouse and repository courseware inventory of completed ADL products. Maintains course versions to reference.

4.2.9. Interactive Multimedia Instruction/Advanced Distributed Learning Developer Responsibilities.

4.2.9.1. Develop or manage Interactive Multimedia Instruction or ADL, in accordance with DODI 1322.26, *Distributed Learning* and AFH 36-2235, *Information for Designers of Instructional Systems: Application to Acquisition* (volume 3); *Manager’s Guide to New Education and Training Technologies* (volume 4); *ADL: Instructional Technology and Distance Learning* (volume 5); and *Guide to Needs Assessment* (volume 6).

4.2.9.2. A training group or contractor may develop resident or non-resident interactive multimedia instruction training to include interactive multimedia instruction for Career Development Courses. Use the ISD process to decide upon the mix, quantity, sophistication of training equipment, and use of technology to deliver efficient and cost effective interactive multimedia instruction. Design this courseware so the learning experience is based on the interaction between the student and the computer system.

4.2.9.3. Conduct a front-end analysis and document the work in accordance with DoDI 1322.26, and International Organization for Standardization/International Electro technical Commission/Institute of Electrical and Electronics Engineers/Electronics Industries Associates 12207, Standard for Systems and Software Engineering Software Life Cycle Processes, and MIL-HDBK-29162-3A, *Development of Interactive Multimedia Instruction (IMI)*. Ensure all acquired or developed DoD systems conform to the Sharable Content Object Reference Model (current version) to ensure accessibility, durability, reusability, maintainability, and interoperability. This includes DoD systems designed to: deliver, track, report on, and manage distributed learning content, learner progress, and learner interactions; and deliver, track, report on, and manage content and systems.

4.2.9.4. Provide media selection and guidance at Utilization and Training Workshops when requested.

4.2.9.5. Coordinate with the AF Career Development Academy prior to the start of a Career Development Course development or redesign project and furnish master-quality copies of final product to the AF Career Development Academy for duplication and distribution.

4.2.9.6. Develop courseware that meets applicable DoD and AF ADL Program standards and policies. Provide inputs from clearinghouse and repository courseware inventory of completed ADL products.

4.2.9.7. Before developing an Interactive Multimedia Instruction program, query Defense Media Activity/Defense Imagery Management Operations Center at [http://www.dma.mil/Home.aspx](http://www.dma.mil/Home.aspx) and the ADL-Registry to determine if existing products meet or can be modified to meet training requirements. Defense Imagery.Mil off the DMA link contains a link for Imagery Products that includes Visual Imagery and Interactive Multimedia Products from all the services.
4.2.9.8. An instructional technology unit may develop Interactive Multimedia or monitor the contractor development of Interactive Multimedia Instruction. Use AFH 36-2235 to determine whether in-house development or contractor developed Interactive Multimedia Instruction is the most appropriate. Maintain all costs for courseware development, implementation and maintenance in the ISD course documentation file.


4.2.9.10. Consider the procedures and requirements of International Organization for Standardization/International Electro technical Commission/Institute of Electrical and Electronics Engineers 12207, when preparing lessons in a programming language.

4.2.9.11. In conjunction with contracting specialists, ensure unlimited or government purpose rights are included when procuring contractor-developed courseware and associated presentation programs.

4.2.9.12. Follow the procedures of DoDI 5040.02, *Visual Information (VI)*, when acquiring audiovisual or visual products for interactive multimedia instruction development.

4.2.9.13. Develop or acquire logistics support packages, documentation, and source code to help operate and maintain all interactive multimedia instruction programs in accordance with DoDD 5000.1.

4.2.9.14. Conduct a training system requirement and media selection analysis and document the work in accordance with DoDI 1322.26, and International Organization for Standardization/International Electro technical Commission/Institute of Electrical and Electronics Engineers 12207.

4.2.9.15. Validate Interactive Multimedia Instruction in an actual training environment.

4.2.9.16. Conduct training effectiveness evaluations and document them in accordance with International Organization for Standardization/International Electro technical Commission/Institute of Electrical and Electronics Engineers 12207 and MIL-PRF-29612.

4.2.9.17. Establish procedures for periodic reviews based on user inputs.

4.2.10. AETC Technical Training Distance Learning. Formal training developed by a Training Wing, Training Group, or a contractor; for export to students at bases of assignment; designed for students to learn without AETC course-qualified instructor on-site expertise.

4.2.10.1. AETC Technical Training Distance Learning is also known as Type 6 formal technical training, exportable training, and ADL. AETC Distance Learning extends the training capabilities of AETC Schools to meet specific job and equipment training needs in place of resident training. AETC Distance Learning media can take the form of interactive multimedia instruction, interactive television, DVD, CD-ROM, Internet Based Instruction, DCO, Blackboard, paper, or some combination of these. AETC Distance Learning does not include Career Development Courses.
4.2.10.2. HQ AETC instructors are not required at receiving sites (base level), although students may interact with instructors by phone, fax, e-mail, etc. Receive sites require a POC available for AETC Distance Learning administration and to perform duties described in this chapter.

4.2.10.3. Final approval authority for cancellation and discontinuation of AETC Distance Learning courses is the AETC training pipeline manager.

4.2.10.4. When interactive television is used, follow Air Technology Network Program Management Office procedures and guidance for scheduling, delivery and administration of interactive television programs, satellite distribution of prerecorded video, or large-file transfer.

4.2.11. Special Training. The AF uses special training when regular training programs cannot satisfy the unique training requirements of a new system. It is normally used to train selected personnel to operate and maintain new systems and may include a contract with civilian industrial or educational institutions or commercial off-the-shelf courses. Often personnel in training are initial cadre and AETC instructors who, upon completion of the special training, return to their technical training wing or training group to develop AETC courses. See AETC 36-2601, Special Contract Training, for specific information.

4.2.11.1. Identifying, Managing, and Funding Special Training. As the AF single manager for all special training programs, AETC determines whether government agency or contractor conducted training best serves the needs of the AF (refer to Table 4.1).

4.2.11.2. Funds to procure special training may be Procurement (3010, 3020, and 3080), Operations and Maintenance (3400), or Research, Development, Test and Evaluation for contract only (3600). The using command and the acquisition agency fund special training and travel, along with daily costs required in support of a system-specific program.

4.2.11.3. The using command funds special training to support non-system specific programs.

4.2.11.4. The respective foreign government funds security assistance training via a separate training line in the Letter of Offer and Acceptance.

4.2.12. Chief of Learning Division (HQ USAF/A1DL). Oversees policy and planning for special technical training and assist in development and validation of training requirements.

4.2.13. Waivers.

4.2.13.1. A waiver is not required to embed training in an initial acquisition contract.

4.2.13.2. When/if waivers are needed to embed training in follow-on acquisition contracts. The waiver will include: name and total cost of acquisition contract; estimated cost of the training portion of the contract by fiscal year, course cost, TDY costs; and number of personnel to be trained by fiscal year, by category (i.e. DoD Military, DoD Civilian, and other). Include a MAJCOM statement of availability of O&M funds to pay for requested contract training and associated travel/Per Diem costs. If waiver is approved, MAJCOMs will finance related contract training, travel and per diem.

4.2.13.3. The requester will forward the waiver request to their respective MAJCOM.
4.2.13.4. The MAJCOM will forward the waiver request to AETC/A5T for approval.

Table 4.2. Organizations Responsible for Funding, Managing, and Administering Special Training.

<table>
<thead>
<tr>
<th>LINE</th>
<th>If Training Supports:</th>
<th>Acquisition Agency</th>
<th>Responsible Training Organization (RTO)</th>
<th>User</th>
<th>US Govt</th>
<th>Foreign Country</th>
<th>AETC</th>
<th>See Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Research, Development, Test &amp; Evaluation</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Initial Operational Test &amp; Evaluation</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Follow-on Test &amp; Evaluation and Qualification Operational Test &amp; Evaluation</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Operations &amp; Maintenance</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Follow-on Aircrew</td>
<td>X</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>6</td>
<td>International Military Education Training and Grants-in-Aid</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Security Assistance Training Program Sales</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Follow-on Tech Training</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>9</td>
<td>System Specific Training</td>
<td>See Note 1</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>System Specific Training-Unique to MAJCOM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>11</td>
<td>Non-System Specific Training Command Unique</td>
<td>See Note 2</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note:
1. The acquisition agency funds procurement of training supporting system-specific special training.
2. The requesting MAJCOM funds travel and per diem supporting non system-specific special training using Operations and Maintenance funds.
3. AETC does not fund or manage contractor personnel attending special training. Contractors process requests for special training through the Defense Logistics Agency to the Acquisition Agency.

4.2.14. Field Training. Technical training conducted at operational locations may be delivered by a field training detachment or a field training team. The field training detachment mission is to qualify personnel on new equipment and in new techniques and
procedures, increase personnel skill and knowledge, acquaint personnel with specific systems, keep personnel up to date on training concepts and requirements, and maintain individuals at given proficiency levels. A field training detachment may conduct portions of initial skills multiphase AFSC awarding courses for the ARC in accordance with paragraph 4.2.14.5 and therefore award the skill level certificate upon completion. A field training detachment may use the area concept to provide direct training support. This concept provides field training to more than one base, location or station using the capability of a single field training detachment. Field Training Teams are teams of field training detachment instructors who conduct training at an operational base using that base’s facilities. Mobile training teams may be used. Teams normally include trainers, training aids, and operational equipment designed for field use but used to support maintenance training. Training can include: specific systems and associated support equipment and systems; aircraft/systems; engines; Aerospace Ground Equipment; Communications-Electronics equipment; certification training; partial courses.


4.2.14.1.1. HQ AF/Deputy Chief of Staff (or director) appoints the AF Career Field Managers to ensure development, implementation, maintenance and final approval authority of the CFETP for their assigned AF Specialties.

4.2.14.1.2. HQ USAF/A1D develops field-training program policy.

4.2.14.1.3. HQ USAF/A4L develops training requirements and training equipment maintenance policy.

4.2.14.1.4. AF Career Field Managers validate training requirements in coordination with the MAJCOM Functional Managers and ANG Career Field Manager and identify training detachment-provided training in the CFETP.

4.2.14.1.5. AETC 982 Training Group:

4.2.14.1.5.1. Coordinates with AETC/A3KP to establish command policy and guidance.

4.2.14.1.5.2. Provides oversight for the Training Detachment program and ensures training requirements are met.

4.2.14.1.5.3. Submits resource requirements to support the Field Training Program through the Program Objective Memorandum. Ensures HQ AF/A1PT is informed of all unfunded requirements.

4.2.14.1.5.4. Exercises approval authority for activation, deactivation, relocation, and discontinuance of training support in response to programmed requirements.

4.2.14.1.5.5. Announces Training Detachment locations, reporting instructions, courses, and course completion criteria in Education and Training Course Announcement at https://app10-eis.aetc.af.mil/etca/SitePages/home.aspx#Home or via the AF Portal.

4.2.14.1.5.6. Ensures instructor selection and qualification criteria outlined in Special Duty Catalog (SPECAT), AFI 36-2110, Total Force Assignments, reflects the most current command requirements.
4.2.14.1.5.7. Coordinates with HQ AETC/A4 to ensure new facilities, modifications to existing facilities or changes in facility support are identified and validated by the site surveys. For further guidance on 982 TRG policies and procedures refer to Attachment 7 of this instruction and Education and Training Course Announcement.

4.2.14.2. Training Standards. Training Detachment provide the training necessary of a student to achieve the task performance, task knowledge, and subject knowledge levels specified the Course Chart Training Standard. When approved by the using MAJCOM and HQ AETC, the Course Chart and Training Standard constitute a contract to provide required equipment, facilities and maintenance instructor augmentees as necessary.

4.2.14.3. Use of Instructions for Non-Training Purposes. Training instructors may be used in their primary AFSC for direct maintenance production in host unit work centers upon approval of the Training Detachment commander or Training Detachment chief.

4.2.14.4. Funding for 982 Training Group (982 TRG) Instructor Temporary Duty to support Field Training Teams (all Training Detachment courses at active duty locations except enroute training). For courses where Training Detachment instructors cannot obtain on-base billeting, the requesting unit’s Training Manager is responsible for coordination with host unit to resolve on-base billeting non-availability. If on-base billeting cannot be arranged, reschedule the course for a time when on-base billeting is available or the requesting unit is responsible for funding the differential cost of on-base billeting and meal rate versus off-base billeting and meal rate.

4.2.14.5. Initial Skill AFSC Awarding Training Conducted by AETC (982 TRG) Training Detachments. Initial skill level AFSC awarding training may consist of two or more courses. Prerequisite training (Phase I) is normally conducted at an AETC resident training wing and the initial skill AFSC awarding course (Phase II) is conducted by an AETC (982 TRG) Training Detachment. [ARC only] 982 TRG Phase II training is completed prior to in-processing first duty station, First Term Airman Center (FTAC), etc. For further guidance on 982 TRG policies and procedures refer to Attachment 7 of this AFI and Education and Training Course Announcement.

4.2.15. Education and Training Course Announcement. Education and Training Course Announcement is an Internet information resource located at https://app10-eis.aetc.af.mil/etca/SitePages/home.aspx#Home or via the AF Portal and contains procedures, course information, funding information, reporting instructions, and listings for formal and AF ancillary courses conducted or managed by the MAJCOMs or other agencies. Note: AETC Temporary Duty to School funds are obtained by processing orders thru https://tdytoschool.us.af.mil.

4.2.15.1. Education and Training Course Announcement serves as a reference for the AF, other military services, DoD government agencies, and security assistance programs.

4.2.15.2. All users originating from a .mil or .gov domain can access Education and Training Course Announcement and users outside the .mil and .gov domain are allowed access on a case-by-case basis. Contractor requests are verified to determine contractor relationship with the government.
4.2.15.3. Use the Course Development Decision Logic Process to categorize formal courses (Attachment 26).

4.2.16. Organizational Responsibilities.

4.2.16.1. HQ USAF/A1DLT and AETC/A3KP. Provides formal training oversight of Education and Training Course Announcement policy and procedures, and coordinate changes through MAJCOM OPR. AETC/A3/6 is designated USAF lead in approving exceptions to Education and Training Course Announcement policy.

4.2.16.2. HQ AETC/A3B.

4.2.16.2.1. Oversees program management of the Education and Training Course Announcement database administration, maintenance, common system upgrades, releases, or enhancements. Requestors are responsible for funding all unique system changes.

4.2.16.2.2. Performs quarterly course reviews within the Education and Training Course Announcement and forward to the functional course POCs for updates or changes.

4.2.16.3. Each MAJCOM and other agencies. Designate a POC responsible for the courses being conducted or administered by the command/agency. (T-1). Any MAJCOM or other agency courses in the Education and Training Course Announcement will coordinate with functional POCs for applicable Education and Training Course Announcement content and establish procedures for monitoring and updating information.

4.2.16.4. Functional POCs.

4.2.16.4.1. Ensure course POC and information is current, correct, and complete on the Education and Training Course Announcement web site. (T-1). Contact AETC/A3B for changes or problem resolution.

4.2.16.4.2. Ensure AETC/FMAM has coordinated on all AETC formal training course changes impacting courses added/deleted, course length/location changes, excess baggage, or travel directions. (T-1). (Any change having a potential financial impact)

4.2.16.4.3. Complete all required coordination prior to updating course or general information. (T-1).

4.2.16.4.4. Request Education and Training Course Announcement access for course maintainers through HQ AETC/A3B. Note: All Education and Training Course Announcement administrators require an AF Portal account prior to submitting a request. (T-1). Conduct an annual review of all courses to ensure currency and accuracy of information on Education and Training Course Announcement.

4.2.16.4.4.1. Task course owners no later than 1 Sep to conduct an annual review of all courses. Course owners will review all courses to ensure data is current, correct and complete at least annually. (T-1). Accomplish any necessary updates. Once the information has been validated and/or updated, click the UPDATE button in Education and Training Course Announcement.
Note: Click the UPDATE button for each course to indicate the review is complete.

4.2.16.4.4.2. Run Education and Training Course Announcement Revision Report to verify all courses have been reviewed.

4.3. Air Force Requirements For Basic Military Training.

4.3.1. Scope. All enlisted recruits of the RegAF, AF Reserve, and ANG with no previous military service attend Basic Military Training. Recruits with prior, non-AF, military service, attend the Enlisted Airman Orientation Course (optional for AF Reserve and ANG). All courses are conducted by AETC. AF activities desiring changes to Basic Military Training, or Enlisted Airman Orientation Course curriculum should submit requests, in writing, to AF/A1DLT. A1D will ensure all new requirements are reviewed/approved by the Basic Military Training Triennial Review Committee members and AETC/CC.

4.3.2. Objectives.

4.3.2.1. Basic Military Training:

4.3.2.1.1. Provides an orderly transition from civilian to military life.

4.3.2.1.2. Constructs all initial military official records.

4.3.2.1.3. Classifies and assigns personnel in accordance with AF/A1P policy, oversight and advocates for program requirements during the various Planning, Programming, Budgeting, and Execution cycles.

4.3.2.1.4. Discharges trainees who fail to meet AF minimum standards.

4.3.2.1.5. Produces professional, resilient Airmen inspired by our heritage, committed to AF Core Values, motivated to deliver airpower for America.

4.3.2.1.6. Strengthens the respect and dignity all Airmen have for themselves and others, strengthens the respect for diversity within the AF and demonstrates how all Airmen are tied to the core values.

4.3.2.2. Enlisted Airman Orientation Course:

4.3.2.2.1. Provides a general orientation for new enlistees to the AF from sister services who have already completed basic training with their prior service.

4.3.2.2.2. Provides initial medical, financial, clothing, and records processing support while enroute to first duty station or technical training unit.
4.4. Personnel Skills Development.

4.4.1. Overview. The purpose of AF training is to ensure each individual is prepared to meet AF mission requirements. Training programs for the total force are developed using the continuum principle.

4.4.2. Enlisted Personnel Skill-Level Training Requirements. Enlisted personnel must complete all mandatory training requirements as outlined in this AFI, the specialty description in the AF Enlisted Classification Directory on the myPers web site, and the applicable CFETP for award of the 3-, 5-, 7-, and 9-skill levels. Unit Commander or designated representative (appointed in writing by Unit Commander) is the approval authority for all upgrade training actions. The following outlines the minimum requirements for award of these skill levels:

4.4.2.1. Apprentice. Complete an initial skills training course for award of the 3-skill level. Retraining into an AFSC may be accomplished via on-the-job training alone only when specified in the retraining instructions and as approved by the AF Career Field Manager or AFRC Career Field Functional Manager of ANG Career Field Manager. Personnel retraining via on-the-job training may be awarded a 3-skill level when they complete knowledge training on all tasks taught in the initial skills course, other tasks and mandatory requirements identified by the AF Career Field Manager.

4.4.2.2. Journeyman. Complete mandatory Career Development Course and time in training (if applicable), and mandatory core tasks as needed for upgrade in the CFETP/Master Training Plan (see part 1 and part 2 of the CFETP). Supervisors may identify and standardize local tasks for upgrade. Core tasks not applicable/available at home station are not required for upgrade (units are not required to send personnel temporary duty (TDY) for core task training). Award of the 5-skill level requires completion of mandatory requirements listed in the AF Enlisted Classification Directory and a supervisor recommendation and commander approval. Minimum upgrade time in training required for the award of 5 skill level is determined by the Career Field Manager. Individuals in retraining status, Training Status Code (“F”) are subject to the same training requirements. Procedures to request waivers pertaining to on-the-job training time in training for AFSC upgrade are contained in Table 3.4 of AFI 36-2101, Classifying Military Personnel (Officer and Enlisted). Note: AFSCs 1A0, 1A1, 1A2, 1A3, 1A6, 1A8, 1A9, 1U0, 1U1 are exempt from time in training requirements to the 5 and 7 level.

4.4.2.3. Craftsman. Be at least a staff sergeant (SSgt) select, complete mandatory Career Development Courses, time in training (if applicable), mandatory core tasks needed for upgrade in the CFETP/Master Training Plan (see part 1 and part 2 of the CFETP). Supervisors may identify and standardize local tasks for upgrade. Core tasks not applicable/available at home station are not required for upgrade (units are not required to send personnel temporary duty (TDY) for core task training). Award of the 7-skill level also requires completion of a 7-skill level craftsman course (if applicable); mandatory requirements listed in the AF Enlisted Classification Directory, recommendation of supervisor and commander approval and required minimum time in training (if any) determined by the Career Field Manager. Individuals in retraining status (Training Status Code “G”) are subject to the same training requirements. Procedures to request waivers
pertaining to on-the-job training time in training for AFSC upgrade are contained in Table 3.4 of AFI 36-2101.

4.4.2.4. Superintendent. Must be at least a SMSgt, meet mandatory requirements listed in the AF Enlisted Classification Directory and CFETP, and be recommended by their supervisor and approved by their commander for award of the 9-skill level.

Table 4.3. Enlisted Career Path.

<table>
<thead>
<tr>
<th>Education and Training Requirements</th>
<th>GRADE REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Military Training School</td>
<td></td>
</tr>
<tr>
<td>Apprentice Technical School (3-Skill Level)</td>
<td>Amn 6 months</td>
</tr>
<tr>
<td>Upgrade To Journeyman (5-Skill Level)</td>
<td>AIC 10 months</td>
</tr>
<tr>
<td>- Time in training is determined by the Career Field Manager for initial AFSCs and retrainees. - Complete Career Development Course if applicable.</td>
<td></td>
</tr>
<tr>
<td>Upgrade To Craftsman (7-Skill Level)</td>
<td></td>
</tr>
<tr>
<td>- Minimum rank of SSgt (Sel). - Time in training is determined by the Career Field Manager. -Complete Career Development Course if applicable. - Attend Craftsman course, if applicable.</td>
<td></td>
</tr>
</tbody>
</table>

Table 4.3. Enlisted Career Path.

<table>
<thead>
<tr>
<th>Education and Training Requirements</th>
<th>Grade Requirements</th>
<th>Rank</th>
<th>Average Sew-On</th>
<th>Earliest Sew-On</th>
<th>High Year Of Tenure</th>
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</thead>
<tbody>
<tr>
<td>Basic Military Training School</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Apprentice Technical School (3-Skill Level)</td>
<td></td>
<td>Amn 6 months</td>
<td>6 months</td>
<td>10 months</td>
<td></td>
</tr>
<tr>
<td>Upgrade To Journeyman (5-Skill Level)</td>
<td></td>
<td>AIC 10 months</td>
<td>10 months</td>
<td>3 years</td>
<td>28 months</td>
</tr>
<tr>
<td>- Time in training is determined by the Career Field Manager for initial AFSCs and retrainees. - Complete Career Development Course if applicable.</td>
<td></td>
<td>SrA 3 years</td>
<td>28 months</td>
<td>8 Years</td>
<td></td>
</tr>
<tr>
<td>Airman Leadership School</td>
<td></td>
<td>Trainer</td>
<td>Qualified and certified to perform the task to be trained.</td>
<td>Recommended by the supervisor.</td>
<td></td>
</tr>
<tr>
<td>- Must be a SrA with 48 months time in service or be an SSgt Selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Certifier</td>
<td></td>
<td>SSgt (Sel)</td>
<td>Be a SSgt select with a 5-skill level or civilian equivalent.</td>
<td>Must attend AF Training Course.</td>
<td>Be a person other than the trainer except for AFSCs, duty positions, units, and/or work centers with specialized training standardization and certification requirements.</td>
</tr>
<tr>
<td>Upgrade To Craftsman (7-Skill Level)</td>
<td></td>
<td>SSgt (Sel)</td>
<td>7.5 years</td>
<td>3 years</td>
<td>15 Years</td>
</tr>
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</table>
Table 4.4. Promotion Grade Requirements.

<table>
<thead>
<tr>
<th>Education and Training Requirements</th>
<th>GRADE REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Military Training School</td>
<td>Rank</td>
</tr>
<tr>
<td>Noncommissioned Officer Academy</td>
<td>TSgt</td>
</tr>
<tr>
<td>- Must be a TSgt or TSgt Selectee.</td>
<td></td>
</tr>
<tr>
<td>- Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).</td>
<td></td>
</tr>
<tr>
<td>USAF Senior NCO Academy</td>
<td>SMSgt</td>
</tr>
<tr>
<td>- Must be a SMSgt or SMSgt Selectee.</td>
<td></td>
</tr>
<tr>
<td>- Resident graduation is a prerequisite for SMSgt sew-on (Active Duty Only).</td>
<td></td>
</tr>
<tr>
<td>Upgrade To Superintendent</td>
<td>CMSgt</td>
</tr>
<tr>
<td>(9-Skill Level)</td>
<td></td>
</tr>
<tr>
<td>- Minimum rank of SMSgt.</td>
<td></td>
</tr>
</tbody>
</table>

4.4.3. Officer Skills Training Requirements. All officers will:

4.4.3.1. Enter initial skills training as applicable. **Note:** Not Applicable for ANG and AFRC.

4.4.3.2. Complete all requirements (knowledge, education, experience, and training) listed in the specialty description in the AF Officer Classification Directory on the myPers web site and CFETP if applicable.

4.4.3.3. Complete advanced or supplemental education/training courses, as required by the AF Career Field Manager.

4.4.3.4. Submit waiver requests to the AF Career Field Manager for review and approval/disapproval. Waivers are considered on a case-by-case basis. Examples of waiver requests may include: prerequisite AFSCs, mandatory course attendance (if the individual has equivalent skills through civilian experience or education) and skills gained through duty assignments.

4.4.4. Waiver Requests.

4.4.4.1. Waiving Specialty Qualification Requirements. Specialty qualification requirements are published in the Officer and Enlisted Classification Directories, and the CFETP. These requirements may be for entry, award, or retention of the AF Specialty and respective skill level. However, special circumstances may warrant waiving these requisites. A waiver saves training resources without impacting career field progression.
or mission accomplishment when an individual possesses qualifications equivalent to the established requirements.

4.4.4.2. Evaluating Waiver Requests. Compare each waiver request against predetermined standards to maintain AF Specialty integrity. Consider task knowledge and performance, ability to learn and transfer knowledge to performance, and future within the AF Specialty in equal relation to peers. Requests consider each of the following factors:

4.4.4.2.1. Education. Has the individual completed an equivalent education course, certificate program, equivalency test, or performed duty in an exceptional manner over an extended period of time in the actual or equivalent AF Specialty or civilian occupation?

4.4.4.2.2. Training. Has the individual completed an equivalent technical training course or civilian vocational technical training course, certificate program, equivalency test, or performed duty in an exceptional manner over an extended period of time in the actual or equivalent AF Specialty or civilian occupation?

4.4.4.2.3. Knowledge. Does the individual possess the career knowledge equivalent to current requirements? Ensure individuals have an understanding of the mandatory career knowledge topics identified in the specialty description.

4.4.4.2.4. Experience. Has the individual performed duty over an extended period of time in the actual or equivalent AF Specialty or civilian occupation? Ensure supporting documentation includes proof of experience; such as performance reports, training records, state or federal operating licenses, certificates of affiliation, etc.

4.4.4.2.5. Other. Does the individual possess the physical ability, aptitude, or qualifications that are equivalent to, or commensurate with, the established requirement?

4.4.4.2.6. Individual Involvement. Does the individual acknowledge possessing the prescribed training requirements? Ensure trainees understand what their education and training requirements are; accept responsibility for training, and document task qualification.

4.4.4.2.7. Supervisory Involvement. Did the commander and supervisor fulfill their obligations to the trainee and the training program? Level of support or involvement is not, by itself, justification for approving waivers; it may indicate problems in training equity or other areas.

4.4.4.2.8. Training System Equity. This area relates to circumstances beyond a trainee's control such as the following: Were the training or testing conditions abnormal? Did the training or testing system provide the best opportunity for successful completion of training requirements? Was the training or testing system flexible enough to allow for unexpected situations or conditions? Did those responsible for the training or testing program fulfill their obligations effectively? Depending on the facts, this area may warrant options other than approving a waiver.
4.4.4.3. Processing Waiver Requests. Process waiver requests according to AFI 36-2101. Use the following criteria to evaluate waiver requests:

4.4.4.3.1. Military Personnel Section. Review the AF Specialty description and determine whether experience factors, mandatory training requirements, and additional mandatory requirements not in the AF Specialty description (i.e., aptitude scores) are satisfied. As appropriate, review other sources such as evaluation reports and duty history to validate experience. Return waiver requests to the originator for more documentation, when necessary.

4.4.4.3.2. Base Training Manager. Determine whether the trainee meets the experience and training requirements in the CFETP and AF Specialty description. Also, assess whether all practical training options were exhausted before recommending approval or disapproval of the waiver request. If there is no Base Training manager, 3F2 Functional will perform this duty.

4.4.4.3.3. MAJCOM Training Manager. Determine whether the trainee meets or exceeds the experience and training requirements in the CFETP and specialty description. Also, assess whether all practical training options were exhausted before recommending approval of the waiver request.

4.4.4.3.4. MAJCOM Functional Manager. Ensure AF Specialty concerns (i.e., training deficiencies/recommendations) are assessed. Consider all recommendations before making a decision to recommend approval or disapproval.

4.4.4.3.5. AF Career Field Manager. Ensure AF Specialty concerns are assessed and satisfied. Consider all recommendations before making a final decision or recommendation as applicable. AFRC Functional Managers and ANG Career Field Managers have waiver authority equivalent to AF Career Field Managers. Note: Ensure each recommendation is supported by the evaluation criteria outlined in paragraph 4.4.4.2

4.4.4.4. Processing time in training waivers: The supervisor prepares the time in training waiver package(s) with the Unit Training Manager’s assistance. Procedures to request upgrade time-in-training for AFSC upgrade are outlined in AFI 36-2101, Table 3.4.

4.4.4.4.1. Unit Commander. Refer to the AF Enlisted Classification Directory, and CFETP, Part 1, to evaluate trainee qualifications. Review the AF Specialty description and determine whether experience factors, mandatory training requirements, and additional local mandatory requirements not in the AF Specialty description are satisfied. As appropriate, review other sources such as evaluation reports and duty history to validate experience. Determine whether the trainee meets the experience and training requirements in the CFETP and AF Specialty description.

4.4.4.4.2. Unit Commander or Civilian equivalent. Refer to the AF Enlisted Classification Directory, and the CFETP, Part 1, to evaluate trainee qualifications to approve/disapprove recommendation. Determine whether the trainee meets or exceeds the experience and training requirements in the CFETP and specialty description.
4.4.4.5. Approved waivers are processed in accordance with AFI 36-2101.

4.4.4.6. Disapproved waivers are returned to the action office for disposition.

4.4.4.7. Waiver Packages. As a minimum, ensure all waiver packages, regardless of reason, include the following documentation:

4.4.4.7.1. Copy of the CFETP, Part 2, documenting completion of all mandatory tasks as directed by the AF Career Field Manager.

4.4.4.7.2. Copy of all AU Forms 9 (Consolidate Student Report) and Field Scoring Answer Sheets.

4.4.4.7.3. Copy of all Enlisted Performance Reports or Letter of Evaluations, if applicable.

4.4.4.7.4. Copy of all AF Forms 623A, On-the-Job Training Record Continuation Sheet or electronic equivalent or automated versions.

4.4.4.7.5. Memorandum from the supervisor, endorsed by the unit commander, recommending waiver for Airmen whose behavior, attitude, and record of performance show a high probability of success in the higher skill level.

4.5. AF Career Field Management.

4.5.1. Scope. AF Career Field Managers are appointed by their HQ USAF Deputy Chief of Staff or director to ensure development, implementation, and maintenance of CFETP for their assigned AF specialties. AF Career Field Managers communicate directly with MAJCOM Functional Manager, ANG Career Field Manager, and Air Education Training Command Training Pipeline Manager to disseminate AF and career field policies and program requirements.

4.5.2. AF Career Field Manager Responsibilities.

4.5.2.1. Use the Utilization and Training Workshop/Specialty Training Requirements Team meeting as forums and quality control tools to determine and manage career field education and training requirements.

4.5.2.2. Chair the portion of the Specialty Training Requirements Team/Utilization and Training Workshop for utilization, authorization, and general career field mission issues, and partner with the Air Education Training Command Training Pipeline Manager throughout the Specialty Training Requirements Team/Utilization and Training Workshop.

4.5.2.3. Ensure the direct involvement and participation of subject matter experts from the field.

4.5.2.4. Develop the CFETP as the core document for education and training requirements (CFETPs are optional for officer specialties).

4.5.2.5. Establish the career field progress for managing career field education and training.

4.5.2.6. Develop criteria to accelerate individual training when it is in the best interest of the AF.
4.5.2.7. Oversee the Career Development Course program for assigned AF Specialties. AF Career Field Managers also review Career Development Courses for accuracy and initiate actions to develop new or revised Career Development Courses to meet new requirements.

4.5.2.8. Ensure, when feasible, the direct involvement and participation of the AF Career Development Academy Extension Course Program personnel in Specialty Training Requirements Team/Utilization and Training Workshop proceedings impacting development, revision, or deletion of Career Development Courses or Specialized Courses used for career field upgrade training.

4.5.3. MAJCOM Functional Managers. The MAJCOM Functional Manager and ANG Career Field Manager are responsible for the education and training activities of their respective specialties.

4.5.4. AETC Training Pipeline Managers.

4.5.4.1. Personnel assigned to HQ AETC/A3/6 are responsible for life-cycle management (planning, directing, implementing, and overseeing) of AETC formal training pipelines. This process begins with basic military training and extends through advanced skills courses. Personnel administer and execute MAJCOM level training management to include prioritizing and advocating training resource requirements to the Air Staff.

4.5.4.2. Ensure training programs support AF Specialty requirements.

4.5.4.3. Ensure course-training plans and new course developments are in compliance with AF policy.

4.5.4.4. Work in partnership with the AF Career Field Manager throughout the Specialty Training Requirements Team/Utilization and Training Workshop. Ensure feedback data (occupational analysis data, Field Evaluation Questionnaires, trend analyses, etc.) are used to identify efficient and effective training delivery methods. Determine the:

4.5.4.4.1. Most cost-effective mix of training methods (resident, non-resident, Interactive Multimedia Instruction/Distance Learning, contract, and other agency training) to meet training requirements.

4.5.4.4.2. Need to discontinue and/or adjust proficiency levels for AETC courses based on feedback data and available resources.

4.5.4.5. Chair the portion of the Specialty Training Requirements Team/Utilization and Training Workshop addressing training and training resourcing issues.

4.5.4.6. Coordinate on AF Form 673 impacting publication of CFETP and changes.

4.5.5. AETC Training Managers. AETC Training Managers are responsible for training development, implementation, and management.

4.5.6. Subject Matter Expert. Subject matter experts are individuals qualified to perform in a specialty. In most instances, subject matter experts are Noncommissioned Officers (NCO) with extensive training and background in their AF Specialty.

4.5.7. Career Field Education and Training Plan (CFETP).
4.5.7.1. The CFETP is the primary document used to identify life-cycle education and training requirements. It serves as a road map for career progression and outlines requirements that should be satisfied at appropriate points throughout the career path. The CFETP also specifies the mandatory task qualification requirements for award and maintenance of an AFSC. Deployment/unit type code task requirements can be identified with a symbol to assist commanders in prioritizing training. Use the CFETP to plan, conduct, evaluate, and document training.

4.5.7.2. Officer CFETPs are used only when the AF Career Field Manager determines the need.

4.5.7.3. Civilian CFETPs meet all the same development requirements as enlisted or officer. AFPC/DP2LWC coordinates and publishes.

4.5.7.4. Special Duty Identifier and Reporting Identifier CFETPs are developed, if required, by the AF Career Field Manager.

4.5.7.5. Forward recommended changes, additions, or deletions to a published CFETP to the MAJCOM Functional Manager of the AF Specialty. Civilian CFETPs are forwarded to AFPC/DP2LWC.

4.5.7.6. AF Job Qualification Standard. AF Career Field Managers issue AF Job Qualification Standards for unique duty positions, weapons systems or equipment. The AF Job Qualification Standard supplements the CFETP, Part 2, by outlining specific skill and task requirements. AF Career Field Manager must review and approve any MAJCOM Job Qualification Standard.

Note: Limit use of AF Job Qualification Standards to the absolute minimum to reduce duplicate documentation.

4.5.8. Career Field Education and Training Plan Format. The CFETP are designed to meet AF Specialty needs. For guidance on preparing and publishing a CFETP, please refer to Attachment 29 and Attachment 30.

4.5.9. Specialty Training Requirements Team/Utilization & Training Workshop Procedures. Use the Specialty Training Requirements Team/Utilization and Training Workshop as forums to determine education and training requirements, by bringing together the expertise to establish the most effective mix of formal and on-the-job training for each AF Specialty skill level. Also use the forums to create or revise training standards, and set responsibilities for providing training. Please refer to the PSD Guide for sample/template and further guidance.

4.6. AF On-The-Job Training Administration.

4.6.1. Structure of the AF On-The-Job Training Program.

4.6.1.1. Overview. The AF On-the-job Training Program provides training for personnel to attain knowledge and skill qualifications required to perform duties within their specialty.

4.6.1.2. Strategy. Develop, manage, and execute training programs providing realistic and flexible training producing a highly skilled, motivated force capable of carrying out
all tasks and functions in support of the AF mission. These programs will provide the foundation for AF readiness.

4.6.1.3. Training and Airman Career Program. Supervisors are responsible for explaining to trainees the relationship of training to career progression. While the supervisor’s primary responsibility is to plan a program outlining specific short term mission related goals for the trainee, overall success depends on the supervisor’s ability to advise and assist Airmen to reach long range career objectives. Supervisors will take an active role in the trainee’s career progression.

4.6.1.4. Training Components. The first component, job knowledge, is satisfied through Career Development Courses designed to provide basic knowledge across a wide spectrum of subjects pertaining to a career field. When Career Development Courses are not available, trainees study the applicable technical references identified by the supervisor and/or CFETP. The second component is job proficiency. This is the hands-on training provided on the job, allowing the trainee to gain proficiency in tasks performed in the work center. The third component is job experience, gained during and after upgrade training, to build confidence and competence. Career knowledge, general task, and deployment/unit type code task knowledge, applicable to the AFSC, is gained through a planned program of study involving Career Development Courses or training requirements listed in the applicable CFETP.

4.6.1.5. Total force training. Upgrade, Job Proficiency, and Retraining:

4.6.1.5.1. Upgrade training is the key to the total training program. It leads to award of the higher skill level and is designed to increase skills and abilities. AFSC upgrade training requirements for award of the 3/5/7 and 9-skill levels are outlined in paragraph 4.4 of this instruction, AFI 36-2101, the AF Enlisted Classification Directory, and the applicable CFETP.

4.6.1.5.2. Job Proficiency. Qualification in and possession of skill level commensurate with grade or retraining status timeline. Experience hands-on task training via on-the-job training.

4.6.1.5.3. Retraining Program. The retraining program is designed to balance the numbers of personnel in specific grades and year groups of the AF Specialty. Once retraining is approved and the Airman has been assigned duty in the new specialty, upgrade training begins. With minor exceptions, training requirements for retrainees and standard upgrade trainees are identical. The CMSgt Management Office (AF/A1LE) must coordinate and approve CMSgt who cross flow, including those returning to active duty from ANG and AFRC assets.

4.6.2. Headquarters USAF Training Responsibilities.

4.6.2.1. AF/A1DL will:

4.6.2.1.1. Establish training policy in support of the total force mission.

4.6.2.1.2. Provide AF Career Field Managers, and Functional Manager and Training Manager with training program guidance and assistance as necessary.

4.6.2.1.3. Submit requirements for training technology and provide implementation guidance as necessary.
4.6.2.1.4. Advise inspection agencies of current training policy.

4.6.2.2. AF Career Field Manager will:

4.6.2.2.1. Determine training requirements, in coordination with MAJCOM Functional Managers and ANG Career Field Managers to ensure implementation of training programs for assigned AF specialties.

4.6.2.2.2. Identify core tasks, task qualification training, deployment/unit type code task requirements (coordinating with Functional Area Manager), third-party certification, and other unique AF specialized certification requirements. This includes war skills tasks identified by the AF Career Field Manager, MAJCOM or local units to be performed in Mission-Oriented Protective Posture gear.

4.6.2.2.3. Monitor AF Specialty evaluation activities to ensure Airmen meet qualification requirements.

4.6.2.2.4. Coordinate training documentation deviations (such as AF Form 623, Individual Training Record exceptions and documentation alternatives) with MAJCOMs and AFPC/DP3DW.

4.6.2.2.5. Notify AFPC Workforce Development, when activating and deactivating Career Development Courses. Coordinate announcement via AFPC Workforce Development. Coordinate CFETPs with Functional Area Manager to ensure deployment/unit type code. Task requirements are identified and coordinated with AFPC Workforce Development prior to publication.

4.6.2.2.6. Waive mandatory training requirements on a case-by-case basis (see paragraph 4.4.4).

4.6.2.2.7. Conduct a Utilization and Training Workshop and Specialty Training Requirements Team.

4.6.2.2.8. Coordinate training changes, course resource estimates, and training change implementation plans with AETC Training Pipeline Managers and MAJCOM Functional Managers.

4.6.2.2.9. Coordinate changes to the AFSC specialty description, to include entry or retention requirements (Officer and Enlisted Classification Directories) or deviations from classification procedures established in AFI 36-2101 with AFPC Workforce Development.

4.6.2.3. AFPC Workforce Development will:

4.6.2.3.1. Maintain historical training data to include training messages, AFIs, and Training Advisory Group minutes in accordance with AFI 33-322, Records Management and Information Governance Program, and RDS at https://www.my.af.mil/afrims/afrims/afrims/rims.cfm (T-1).

4.6.2.3.2. Implement AF training program policy. (T-2).

4.6.2.3.3. Develop, coordinate, and distribute instructions, procedures, training guides, and materials. (T-2).
4.6.2.3.4. Coordinate with the MAJCOMs on matters relating to AF training policy and guidance. (T-2).

4.6.2.3.5. Coordinate with MAJCOMs and the AF Career Development Academy on Career Development Course issues. (T-2).

4.6.2.3.6. Monitor and evaluate training technology developments and advise HQ USAF/A1DLT on training applications. (T-2).

4.6.2.3.7. Assist AF Career Field Managers and MAJCOM training managers in conducting training programs. (T-2).
   - 4.6.2.3.7.1. Review and coordinate draft CFETP s prior to publication. (T-2).
   - 4.6.2.3.7.2. Upon approval, forward electronic copy of CFETP back to AF Career Field Manager or designated POC for web posting. (T-2).

4.6.2.3.8. Advise inspection and evaluation agencies on training policies and procedures. (T-2).

4.6.2.3.9. Forward draft AF training publications to appropriate agencies for review. (T-2).

4.6.2.3.10. Review and recommend training policy, procedures, or instructions to the OPR of draft AF and MAJCOM publications. (T-2).

4.6.2.3.11. Review inspection reports to assess training program trends, deficiencies, and best practices. (T-2).

4.6.2.3.12. Conduct meetings and visits to address program issues, requirements and corrective measures. (T-2).

4.6.2.3.13. Serve as OPR for AF personnel systems associated with training. Develop, evaluate, and implement operational procedures. (T-1).

4.6.2.3.14. Schedule and convene the AF Training Advisory Group at least biennially. Minimum attendance will consist of 3F2 AF Career Field Manager, A1/4 MAJCOM Functional Managers/representatives to determine implementation procedures for AF training policies and the 3F2X1 career field. AFPC Workforce Development determines additional attendance. (T-1).

4.6.2.4. HQ AETC. Manages and provides formal training, including initial, advanced, and supplemental training, delivered in-residence and through distance learning.

4.6.2.5. MAJCOM Training Manager will:
   - 4.6.2.5.1. The MAJCOM training managers are the focal point for skills development and are responsible for overall management and effectiveness of the command’s training program. The MAJCOM training manager, in conjunction with the MAJCOM Functional Manager, is responsible for the development, implementation, and assessment of training programs for personnel assigned within their functional areas.
4.6.2.5.2. Conduct conferences, workshops, and periodic staff assistance visits and specific MAJCOM Compliance and Standardization Requirements List, if requested and funded by requesting organization.

4.6.2.5.3. Perform as Functional Manager for all programs affecting education and training personnel.

4.6.2.5.4. Provide guidance to the Base Education and Training Office on managing and controlling Career Development Course program administration in accordance with AF Policy, AF Career Development Academy Catalog, and paragraph 4.6.10.

4.6.2.5.5. Review Base Training Office Staff Assistance Visit reports and takes corrective action as necessary.

4.6.2.5.6. Assist Base 3F2X1 Functional Manager, if needed, in developing a structured training program for all assigned training managers to include additional duty training managers.

4.6.2.5.7. Develop, implement and execute MAJCOM training policy and procedures. Coordinate with appropriate agencies as required.

4.6.2.5.8. Recommend cost-effective training methods and procedures to meet AF Specialty requirements.

4.6.2.5.9. Analyze and monitor training data and recommend corrective actions for training deficiencies.

4.6.2.5.10. Provide guidance to MAJCOM Functional Managers to resolve problems with training capability. Conduct training meetings as needed.

4.6.2.5.11. Act as OPR for AETC external evaluation programs.

4.6.2.5.12. Review inspection results and coordinate corrective actions.

4.6.2.5.13. Conduct periodic reviews of wing upgrade training programs to verify timely and accurate record updates and proper upgrade certification.

4.6.2.6. MAJCOM Functional Manager/ANG Career Field Manager will:

4.6.2.6.1. Develop, implement, and manage career field training programs for assigned AF specialties.

4.6.2.6.2. Provide or coordinate training as necessary to support ARC personnel.

4.6.2.6.3. Provide recommendations to the AF Career Field Manager and appropriate MAJCOM education and training Managers on training policy and documentation requirements.

4.6.2.6.4. Coordinate training feedback from supported units with the appropriate MAJCOM education and training Manager, appropriate training agency, and AF Career Field Manager.

4.6.2.6.5. Monitor supported unit training programs to ensure qualification and skill level upgrade requirements meet appropriate MAJCOM priorities.
4.6.2.6.6. Ensure Base 3F2 Functional Managers implement a consistent training program for Unit Training Managers to include system use and program monitoring. Ensure Base 3F2 Functional Managers are consistently executing guidance in **paragraph 4.6.4**

4.6.2.6.7. Respond to requests for training to the appropriate AFPC Workforce Development team.

4.6.2.6.8. Assist appropriate MAJCOM inspection and evaluation activities and identify priority qualification requirements and standards.

4.6.2.6.9. Ensure deployment/unit type code tasks are included in appropriate MAJCOM exercises.

4.6.2.6.10. Ensure Trained Personnel Requirements, Mission Readiness Training Program, Program Guidance Letter, and Mobile Training Teams resources for their respective specialty reflects appropriate MAJCOM mission priorities. Training requester quota identifiers are assigned to MAJCOMs, FOA, and DRUs responsible for training accountability of personnel. Only one training requester quota identifier is assigned to a functional entity for Mission Readiness Training Program.

4.6.2.6.11. Coordinate on requests for withdrawal from training, AFSC downgrade or withdrawal, and training requirement waivers as required for approval by Career Field Managers.

4.6.2.6.12. ARC enlisted Career Functional Managers have waiver authority for mandatory training requirements equivalent to that of AF Career Field Managers. Training/waiver guidance from the Functional Manager must be coordinated through National Guard Bureau (NGB)/A1D or HQ AFRC/A1K prior to release to ensure compliance with AF and ARC training policy. **Note:** HQ AFRC has waiver authority for Individual Mobilization Augmentee personnel. ARC enlisted Career Field Managers should collaborate with AF Career Field Manager on proposed waiver recommendations.

4.6.2.6.13. Approve/Disapprove training waivers on a case-by-case basis to ensure all training requirements are met.

4.6.3. Base Training Manager will:

4.6.3.1. Ensure programs are in place to manage upgrade, qualification, and ancillary training. **(T-2)**. The Base Training Manager duties will not include Unit Training Manager Duties or additional duties detracting from their primary responsibilities. **(T-2)**. The Base Training Office is the OPR for training programs for units serviced by the host Personnel Flight regardless of the functional area to include tenant units. **Note:** Locations without a Base Training Manager, the 3F2 Functional Manager will assume responsibilities. The Base Training Manager responsibilities include:

4.6.3.2. Implement and manage training programs, policies, and procedures as directed by higher headquarters. **(T-1)**.

4.6.3.3. Develop, implement, and manage base-level training policies and procedures. **(T-3)**.
4.6.3.4. Coordinate and disseminate training policy and program changes with installation commanders, supported units, and MAJCOM training managers. (T-3).

4.6.3.5. Review and coordinate wing and unit-level training publications, supplements, and operating instructions, and provide recommendations to the appropriate OPR. (T-3).

4.6.3.6. Respond to requests for training support by identifying available training resources, and coordinating with other sources (e.g., local units, training providers, MAJCOM training managers, contingency program OPR, etc.). (T-3).

4.6.3.7. Assist with developing training plans, schedules, documentation, and evaluation procedures supporting unit operations, mission priorities, and CFETP requirements. (T-3).

4.6.3.8. Collect and analyze trend data, by unit and assigned AFSC, and provide recommendations to commanders. (T-3). Brief the installation/wing commander and command CMSgt at least quarterly on the status of training and maintain data for a minimum of 1 year. (T-3).

4.6.3.8.1. Number of personnel in training. (T-3).

4.6.3.8.2. Number of personnel in upgrade training by skill level (3 level = Training Status Codes A and E; 5 level = Training Status Codes B and F; 7 level = Training Status Codes C and G). (T-3).

4.6.3.8.3. Number of personnel in requalification training by skill level (Training Status Code I). (T-3).

4.6.3.8.4. Number of personnel in qualification training by skill level (Training Status Code Q) if applicable. (T-3).

4.6.3.8.5. [ARC only] Number of personnel awaiting technical training (Training Status Code M). (T-3).

4.6.3.8.6. [ARC only] Number of personnel awaiting technical training (Training Status Code M) over 6 months. (T-3).

4.6.3.8.7. Career Development Course Pass Rates (including one and/or two-time failures). (T-3).

4.6.3.8.8. Career Development Course reactivations and re-enrollments. (T-3).

4.6.3.8.9. Base Staff Assistance Visits scheduled and completed. (T-3).

4.6.3.8.10. 7-Level School cancellations, reschedules, and no-shows. (T-3).

4.6.3.8.11. Personnel withdrawn from training (Training Status Codes P and T). (T-3).

4.6.3.8.12. Trainees in excessive training over 24 months (36 months for ANG only). (T-3).

4.6.3.8.13. Forward a copy of training statistics to Major Command, Direct Reporting Unit, and Field Operating Agencies by the last duty day of January, April, July, and October. For ARC functional manager, before the next Unit Training Assembly (UTA) for January, April, July and October. (T-3).
4.6.3.9. Conduct Staff Assistance Visits as requested by commanders or “for cause.” Please refer to Personnel Services Delivery (PSD) Guide for sample/template. For Personnel Flight serviced units located off station, Staff Assistance Visits are accomplished as requested by parent MAJCOM. (T-3).

4.6.3.9.1. Units receiving Staff Assistance Visits will support and facilitate as much as needed (i.e., making related documentation and personnel readily available). (T-3).

4.6.3.9.2. When conducting a Staff Assistance Visit, Base Training must ensure task evaluations have been conducted during unit Staff Assistance Visits on a minimum of 10 percent of upgrade trainees for those Air Force Specialty Codes not under a Quality Assurance concept, using AF Form 803, Report of Task Evaluations. (T-2).

Base training managers may also perform task evaluations during their Staff Assistance Visit if desired.

4.6.3.9.3. Submit a written report to the unit commander and group commander, with a copy to the parent Major Command no later than 30 days after Staff Assistance Visit completion (no later than 60 days for ARC). Units with Individual Mobilization Augmentees assigned also provide a courtesy copy to HQ Air Reserve Personnel Center (ARPC). (T-2).

4.6.3.10. Analyze the unit Staff Assistance Visit reports, status of training and on-the-job training rosters (quarterly/monthly for ARC) for trends. (T-2). Provide recommendations to the Unit Training Manager and commander. (T-2).

4.6.3.11. Conduct training meetings at least quarterly. (T-3).

4.6.3.12. [ARC only] Review and make applicable recommendations to Unit Training Managers on monthly on-the-job training rosters. Provide support to Unit Training Managers and Additional Duty Unit Training Managers in managing the Military Personnel Data System, to include; ensuring assigned Unit Training Managers and Additional Duty Unit Training Managers are maintaining Training Status Codes as required. (T-3).

4.6.3.13. Instruct the AF Training Course and train authorized personnel to teach the course. Update course completion in the Military Personnel Data System for all assigned units (if applicable) and maintain class rosters on file. Maintain class rosters until information is verified in the Military Personnel Data System. Provide AF Form 1256, Certificate of Training, to students. Note: Only AFSC 3F2X1, Additional Duty Unit Training Managers that have previously completed the course, and Civilian Education and Training personnel who are assigned to 3F2X1 personnel positions and have completed the AF Training Course are authorized to teach the course. (T-2). Base Training Manager will teach for any unit without an assigned 3F2X1 or additional duty Training Manager or civilian equivalent. Base 3F2 Functional Manager or designated representatives instructs the course for bases without an assigned Bases Training Office.

4.6.3.14. [ARC only] Verify all newly assigned enlisted personnel training status codes are correct. (T-3). If the training status code is incorrect, coordinate with Unit Training Manager to update the training status code information in Military Personnel Section automated personnel system. (T-3).
4.6.3.15. Coordinate with Personnel Flight personnel on matters relating to classifying, assigning, and utilizing personnel being trained via on-the-job training. (T-3). Note: For units without Military Personnel Data System, provide on-the-job training Rosters, coordinate AF Form 2096, Classification/On-The-Job Training Action, and update training status code changes. Order Career Development Courses, Course Examinations, process Career Development Course extensions (accomplished by the losing base prior to permanent change of station) and change of address actions for incoming personnel. Cancel Career Development Course enrollments for members being discharged during out processing.

4.6.3.16. Establish Test Control Office and Test Control Facility duties in accordance with AFMAN 36-2664 and the AF Career Development Academy catalog, and Test Control Facility guide. For installations without a Base Training Manager the FSS/FSDE will be the OPR for Test Control Office/Test Control Facility duties. (T-3).

4.6.3.17. Assist Distance Learning Site Coordinators in identifying annual training requirements for AETC Type-6 courses (ANG only). (T-2).

4.6.3.18. The Base Training Manager responsibilities and guidance for E-Testing is provided in the AF Career Development Academy Catalog and the E-Exam Test Control Officer’s Guide. To prevent testing errors, Base Training Manager follow all Test Control Office guidance provided by HQ AU/CFRR and the AF Career Development Academy. For installations without a Base Training Manager the FSS/FSDE will be the OPR for e-testing. (T-2).

4.6.4. Base 3F2X1 Functional Manager will:

4.6.4.1. Be the senior ranking enlisted member, possessing a 7-skill level or higher, assigned to the host MAJCOM of the installation. (T-2). Note: The Wing Education and Training Office serves as the Base 3F2X1 Functional Manager for the ARC. HQ MAJCOM personnel may not fill this position.

4.6.4.2. [Not applicable to ARC] Develop a 3F2X1 training plan for all assigned training personnel, to include tenant units. Determine utilization and assignment of installation AFSC 3F2X1 personnel and a rotation plan for their respective 3F2X1 wing resources based on mission requirements. (T-3).

4.6.4.3. Ensure Unit Training Managers/additional duty training managers are trained and qualified by establishing a structured training program. (T-3). Ensure training sessions for 3F2X1 and additional duty training managers are conducted and documented during each quarterly meeting. Maintain training session documentation to include attendance logs for at least one year.

4.6.4.4. [Not applicable to ARC] Determine utilization and assignment of installation AFSC 3F2X1 personnel. (T-2).

4.6.4.5. [Not applicable to the ARC] Interview prospective 3F2X1 retrainees and prepare 3F2X1 retraining recommendation letters. Please refer to PSD Guide for sample/template. (T-3).

4.6.4.6. Manage 3F2X1 mission ready training requirements. (T-3).
4.6.5. Commander Responsibilities.

4.6.5.1. General Scope. Commanders are responsible for ensuring effective training programs are established and executed. Commanders who are actively involved in training program management take an important step toward making sure personnel are qualified in their assigned jobs and capable of meeting mission requirements. Investing in training significantly increases mission capability and job satisfaction.

4.6.5.2. Ensure self-inspection programs and unit Staff Assistance Visits are in-depth enough to identify outstanding work center training programs as well as any training shortfalls, to include duty position, task qualification training (TQT) and expeditionary requirements.

4.6.5.2.1. Commanders will direct the Unit Training Manager to provide a monthly status of training briefing. Please refer to PSD Guide for sample/template.

4.6.5.2.2. Commanders direct Unit Training Managers to submit AFSC withdrawal & downgrade actions to AFPC Workforce Development (Classifications) via Military Personnel Section. Please refer to PSD Guide for sample/template. Local Military Personnel Section will initiate the Case Management System case. Please refer to PSD Guide for sample/template. Ensure completed AF Forms 2096 are processed and forwarded to AFPC for archiving.

4.6.5.3. Unit Training Program Requirements.

4.6.5.3.1. [Not applicable to ARC] Commanders will support the rotation plan established by the base 3F2 Functional Manager for units with a 3F2X1 assigned. (T-2).

4.6.5.3.1.1. Commanders will appoint an additional duty Unit Training Manager from Commander Support Staff (if one exists, if not, from within the unit) for units without a 3F2X1 (Unit Training Manager) assigned, and ensure the member completes the Additional Duty Unit Training Manager Computer-Based Training located https://cs2.eis.af.mil/sites/11842/ADUTM%20Course/Forms/AllItems.aspx within 60 days of appointment (90 days for ARC). Additional Duty unit training managers will remain in the position for no less than 12 months to ensure continuity and success of the program. Forward a copy of the appointment letter to the Base Training Office and Base 3F2 Functional Manager. (T-2).

4.6.5.3.1.2. Ensure additional duties do not detract from primary duties. Note: This does not preclude Unit Training Managers from additional duties; additional duties are at the discretion of the unit commander.

4.6.5.3.2. Ensure training is planned and scheduled according to operational/deployment requirements, personnel assigned, and equipment availability.

4.6.5.3.3. Ensure the Unit Training Manager identifies and schedules formal training requirements in support of mission accomplishment.

4.6.5.3.4. Budget and allocate resources to support training requirements, to include training and developing the Unit Training Manager.
4.6.5.3.5. Withdraw Airmen from training that fail to progress and take timely administrative action.

4.6.5.3.6. Ensure supervisors conduct and document initial evaluations within 60 days of assignment, to also include Permanent Change of Assignment and duty position change (120 days for ARC). Please refer to PSD Guide for sample/template. (T-2). Ensure the initial evaluation includes a review of previously certified tasks to ensure the member can meet duty position requirements.

4.6.5.3.7. Ensure trainers and certifiers (if required by AF Career Field Manager) meet the following requirements: (T-2).

4.6.5.3.7.1. Trainers are recommended by their supervisor, qualified to perform the task being trained, and have completed the AF Training Course. Note: Members of Sister Services that are trainers of AF personnel are not required to complete the AF Training Course. Also, AF Training Course exemptions are granted for qualified instructors. For example, personnel with formal instructor training will be exempt from attending the AF Training Course.

4.6.5.3.7.2. Certifiers are at least a SSgt (E-5) with a 5-skill level or civilian equivalent, capable of evaluating the task being certified, and have completed the AF Training Course. Note: Members of Sister Services that are certifiers of AF personnel are not required to complete the AF Training Course. Also, AF Training Course exemptions are granted for qualified instructors. For example, personnel with formal instructor training will be exempt from attending the AF Training Course.

4.6.5.3.8. Ensure supervisors, assisted by the Unit Training Manager, develop a Master Training Plan for each work center to ensure 100 percent task coverage and conduct a review of the master training plan annually. (T-2). Additionally, identify duty position and qualification training tasks, deployment/unit type code, and skill level upgrade requirements for the work center. Exceptions: Work centers with only fully qualified Senior Noncommissioned Officers (skill level commensurate with grade) do not require a master training plan/master training list unless otherwise directed by the AF Career Field Manager.

4.6.5.4. Ensure the Career Development Course program is administered in accordance with the AF Career Development Academy policies and establish local policies to maximize effectiveness.

4.6.5.5. Review and sign the unit training Staff Assistance Visit report.

4.6.5.6. Establish a training recognition program to highlight outstanding trainee performance and supervisory involvement, as appropriate.

4.6.5.7. Ensure the Unit Training Manager is on all unit in-/out-processing checklists to include Temporary Duty and deployment checklists.
4.6.6. Unit Training Manager/Additional Duty Unit Training Manager: The Unit Training Manager is the commander’s key staff member responsible for overall management of the training program. Unit Training Managers serve as training consultants to all unit members and determine if quality training programs are effective within all sections. Unit Training Managers implement and manage training programs, policies, and procedures, as directed by higher headquarters, commanders, and Base Training. Unit Training Manager/Additional Duty Unit Training Manager will:

4.6.6.1. Learn the mission of the unit and how each work center contributes to mission accomplishment. (T-3).

4.6.6.2. Develop, manage, and conduct training in support of home station and expeditionary mission requirements. (T-3).

4.6.6.3. Advise and assist commanders and unit personnel in executing their training responsibilities. (T-3).

4.6.6.4. Prepare a budget to support training requirements and submit to unit commander for approval, if applicable. (T-3).

4.6.6.5. Interview newly assigned personnel within 30 days (60 days for ARC) to determine training status and Career Development Course enrollment/progression requirements. (T-3). Document interview on AF Form 623A or electronic equivalent.

4.6.6.6. Initiate AF Form 623, six-part folders (when required by the AF Career Field Manager), or approved electronic equivalent, for all trainees entering upgrade training for the first time and provide to the supervisor. (T-3).

4.6.6.7. Conduct a comprehensive trainee orientation. Please refer to PSD Guide for sample/template for trainees initially entering upgrade training within 60 days of assignment (90 days for ARC) and document completion on AF Form 623A, or approved electronic equivalent. (T-3).

4.6.6.8. Ensure Individual Mobilization Augmentees training records are properly transported to their unit of assignment. (T-3).

4.6.6.9. Develop and coordinate training policy and program changes (including publications, supplements, and operating instructions) with work centers, unit commander, base training manager, and other training managers, as appropriate. (T-3).

4.6.6.10. Ensure all work centers have a master training plan. (T-3). Assist work centers in developing a master training plan to plan, manage, and execute training activities.

4.6.6.11. Review the on-the-job training records of trainees submitted for upgrade. Compare the on-the-job training record against the master task list, CFETP and AF Enlisted Classification Directory for additional requirements, such as Career Development Course completion, or special certification. Ensure all applicable core task requirements have been trained and certified, if required. (T-3).

4.6.6.12. Conduct a Staff Assistance Visit of unit training programs as requested by unit commander. (T-3). Please refer to PSD Guide for sample/template.

4.6.6.13. Identify training resources and coordinate training for supported work centers with other units, and training providers. (T-3).
4.6.6.14. Assist supervisors with screening annual and out-of-cycle training requests (both formal and ADL) and prioritize requirements for all organizational training, to include those training items that are supplemental in nature. **(T-3)**.

4.6.6.15. As appropriate, coordinate requests for formal training with the unit commander, the military personnel section, the base training office (**ARC only**), the MAJCOM functional manager, Training Request Quota Identifier, the MAJCOM training manager, and training agencies. **(T-3)**.

4.6.6.16. Provide current CFETP, Specialty Training Standard, and AF Job Qualification Standard for assigned AFSCs, as required. **(T-3)**.

4.6.6.17. Instruct the AF Training Course. **(T-3)**.

4.6.6.17.1. Provide AF Form 1256 to students. Update course completion in the Military Personnel Data System for all assigned units and maintain class rosters on file. **(T-3)**. Maintain class rosters until information is verified in the Military Personnel Data System.

4.6.6.17.2. Forward class roster to the Base Training Manager only if not trained or granted access to Military Personnel Data System. The Base Training Manager will then update the class roster in the Military Personnel Data System. If no Base Training Office assigned, the Base 3F2 Functional Manager or designated representative will update the class roster in the Military Personnel Data System. **(T-2)**.

4.6.6.18. As needed, assist the unit deployment manager with scheduling deployment/unit type code and home station training requirements for mission accomplishment. **(T-3)**.

4.6.6.19. Coordinate field evaluation surveys of formal training courses. Explain the purpose and importance of surveys to unit personnel. **(T-3)**.

4.6.6.20. Conduct unit training meetings at least quarterly. **(T-3)**. Maintain copies of unit training meeting minutes for one year.

4.6.6.21. Attend base training meetings. **(T-3)**.

4.6.6.22. Use training status codes, in accordance with **Attachment 23**, to identify and manage Airman qualifications and skill level upgrade training. **(T-2)**. Coordinate changes and/or AF Form 2096 classification actions with supervisors, unit commanders (or commander’s designated representative) for signature, and Base Training (only Training Status Codes P and T). If no Base Training Manager is assigned, Base 3F2 Functional Manager will perform this task. Send hard copy 2096 or electronic version if acceptable to AFPC for archiving. Review the training record to ensure all requirements are met prior to submitting an upgrade action. **(T-2)**. Prior to deploying personnel, review training records to ensure training continuum is not broken. Document any remaining upgrade training requirements and training remarks as appropriate on the 623A or electronic version. Establish Military Personnel Data System account through Personnel Systems Manager. Utilize Military Personnel Data System to manage Career Development Course enrollments and extension, Training Status Codes, and update AF Training Course completion.
4.6.6.23. Manage on-the-job training roster and maintain for 12 months. Please refer to PSD Guide for sample/template. (T-3).

4.6.6.24. Manage the upgrade training program: (T-3).

4.6.6.24.1. Ensure 3-skill level is awarded as of Technical School graduation date unless career field education and training plan mandates otherwise. (T-3).

4.6.6.24.2. Enter personnel into 5-skill level upgrade training as of the date arrived station (DAS) unless career field education and training plan mandates otherwise. (T-3).

4.6.6.24.3. Enter Stripes for Exceptional Personnel (STEP) promotes and ARC personnel into 7-skill level upgrade training upon the date of promotion to SSgt. (T-3).

4.6.6.24.4. Retrainees, SSgt and above, are entered into 7-skill level upgrade training upon award of the 5-skill level. For Air Force Specialty Codes without a 5-skill level, enter trainees into 7-skill level upgrade training upon award of the 3-skill level. (T-3).

4.6.6.24.5. Personnel selected for promotion to SSgt enter 7-level upgrade training the first day of the promotion cycle (1 September each year) except for STEP promotes and retrainees. (T-3).

4.6.6.24.6. ARC personnel are entered into 7-level upgrade training upon promotion to SSgt. (T-3).

4.6.6.24.7. Personnel selected for “out-of-cycle” promotion to SSgt will enter 7-level upgrade training the first day of the following month that AFPC announces the promotions. (T-3).

4.6.6.24.8. Establish and utilize a Course Development Student Administration/Registrar account through the Air Force Career Development Academy. (T-3).

4.6.6.24.9. Schedule course exam testing upon supervisor’s request and verification of comprehensive review training. (T-3).

4.6.6.24.10. At least monthly, review Air Force publication website and inform supervisors of career field education and training plan, Specialty Training Standard, and Air Force Job Qualification Standard changes. (T-3).

4.6.6.24.11. Conduct informal work center visits and maintain documentation with the completed unit Staff Assistance Visit report. (T-3). Documentation must include: Work center visited, personnel contacted, purpose of visit, training areas reviewed (to include records reviewed), assistance provided, if applicable, follow-on action required. (T-3).

4.6.6.24.12. Conduct in and out-processing of Temporary Duty, Permanent Change of Station, and/or Permanent Change of Assignment personnel. (T-3). Ensure personnel hand-carry their training records when going Temporary Duty in accordance with applicable deployment reporting instructions. If the Air Force Specialty has electronic records, ensure proper system transfer procedures have
4.6.6.24.13. Manage applicable training systems to ensure information is accurate. (T-3).

4.6.6.24.14. Compile/analyze training statistical data by the 10th duty day and forward to the Base Training Manager for the months of January, April, July and Oct. Provide status of training briefing to the commander monthly. (T-3). Note: ARC use Unit Training Assembly for input into wing status of training briefings as outlined in paragraph 4.6.5.2.1

4.6.6.24.15. Conduct a training progress review at the 24th month of upgrade training (36th month for ANG) and at least every 90 days thereafter until the trainee is upgraded or withdrawn from training. (T-2). The review consists of a one-on-one interview with the supervisor and trainee to evaluate the status of upgrade training for the trainee. Record and file the progress review in the AF Form 623 (or automated training records) until the member is upgraded. Commander will review documentation. (T-3).

4.6.6.25. Provide administrative support and guidance to unit for 7-level school program and attendance. (T-2). Provide guidance and assistance on correct procedures for replacements, swaps, cancellations and short notice volunteers as provided by AFPC Craftsman Course Manager. Submit requests via email to the AFPC Craftsman Course Manager. Follow guidance and procedures listed in paragraph 4.6.11 Note: Not applicable to ANG.

4.6.6.26. Conduct Status of Training Briefing with the Unit Commander. (T-2).

4.6.6.26.1. The briefing will include as a minimum:

4.6.6.26.2. Number of personnel in training. (T-3).

4.6.6.26.3. Number of personnel in upgrade training by skill level (3 level = Training Status Codes A and E; 5-level = Training Status Codes B and F; 7-level = Training Status Codes C and G). (T-3).

4.6.6.26.4. Number of personnel in requalification training by skill level (Training Status Code I). (T-3).

4.6.6.26.5. Number of personnel in qualification training by skill level (Training Status Code Q) if applicable. (T-3).

4.6.6.26.6. Number of personnel awaiting technical training by skill level (Training Status Code M) if applicable. (T-3).

4.6.6.26.7. [ARC only] Number of personnel awaiting technical training (Training Status Code M) beyond 6 months. (T-3).


4.6.6.26.9. Career Development Course reactivations and re-enrollments. (T-3).

4.6.6.26.10. 7-Level school cancellations, reschedules and no-shows. (T-3).

4.6.6.26.12. Training Progress Review results (conducted within 24 months of training start date). (T-3).

4.6.6.26.13. Trainees in excessive training beyond 24 months (36 months for ANG only). (T-3).


4.6.7. Supervisor, Trainer, Task Certifier, and Trainee Responsibilities.

4.6.7.1. Supervisor Responsibilities. Supervisors must meet mission requirements and provide a quality training program to the trainee. (T-2). Supervisors must plan, conduct, and evaluate training using the following guidelines:

4.6.7.1.1. Use CFETP to manage work center and individual training. (T-2).

4.6.7.1.2. Develop master training plan or electronic equivalent to ensure completion of all work center duty position requirements (e.g., 100 percent task coverage) and conduct a review of the master training plan annually. (T-2). For further guidance to developing a master training plan refer to Attachment 24 of this AFI. (T-2). As a minimum ensure the training plan includes:

4.6.7.1.2.1. Master Task List. The master task list identifies all day-to-day mission (duty position) requirements, core tasks and contingency tasks, and additional duties performed by the work center personnel. Core tasks not applicable/available at home station to base are not required for upgrade (units are not required to send personnel temporary duty (TDY) for core task training). (T-2).

4.6.7.1.2.2. Current CFETP or AF Job Qualification Standard. (T-2).

4.6.7.1.2.3. Locally developed or electronic equivalent AF Form 797, Job Qualification Standard Continuation Sheet (if applicable). (T-2).

4.6.7.1.2.4. Milestones for tasks and Career Development Course completion identify the projected/ timeframe the trainee should complete all required tasks, deployment/unit type code tasks, and each set of Career Development Courses as required. Note: Milestones are flexible and contingent upon learning abilities of trainees; times are not inspection deficiencies if not 100% met. Accelerated milestones are required for ARC members utilizing the Seasoning Training Program. (T-2).

4.6.7.1.3. Work centers with one person assigned only require a master training list, unless otherwise directed by the AF Career Field Manager. (T-2). Positions such as First Sergeant and Group/Unit Superintendents, Career Assistance Advisors, etc., do not require a master training list and are exempt from this requirement. Additionally, master training lists are not required for Senior Noncommissioned Officers working in staff functions above wing level i.e., Numbered AF (NAF), MAJCOM (MAJCOM), and Headquarters AF. This does not apply to Senior Noncommissioned Officers in retraining status. (T-2).
4.6.7.1.4. For further guidance in developing a master training plan, refer to Attachment 24 of this AFI, and AFH 36-2235 Vol 11, Application to Unit Training and the Unit Training Manager.

4.6.7.1.5. Use the AF Job Qualification Standard (when directed by the AF Career Field Manager) in place of the CFETP only when the AF Job Qualification Standard reflects all mandatory core tasks as identified in the current CFETP, Part 2. (T-2).

Note: If using an AF Job Qualification Standard, maintain current (printed or electronic) copy of CFETP in a central location within the work center for reference, preferably in the master training plan.

4.6.7.1.6. Integrate training with day-to-day work center operations and consider trainer and equipment availability, training opportunities, schedules, etc.

4.6.7.1.7. Maintain AF Form 623, six-part folder, or other approved training record for: Airmen (Airman Basic through TSgt), or personnel in combat ready duty positions, if required by the AF Career Field Manager, and Senior Noncommissioned Officers in retraining status, or as directed by the AF Career Field Manager. Senior Noncommissioned Officers who hold a skill level commensurate with their grade and Duty AFSC are considered qualified and do not require training records unless directed by the AF Career Field Manager. (T-2).

4.6.7.1.8. Prior to submission for upgrade, ensure the trainee, as a minimum, meets all mandatory requirements as defined in the AF Enlisted Classification Directory, applicable CFETP, AF Job Qualification Standard and Career Development Courses. (T-2).

4.6.7.1.9. Recommend the Unit Training Manager initiate personnel action on trainees entering, completing, or withdrawn from training. (T-2).

4.6.7.1.10. Coordinates with the Unit Training Manager on entering personnel into 5-skill level upgrade training as of the date arrived station. (T-2).

4.6.7.1.11. At a minimum, at least one representative from each work center will attend quarterly training meetings conducted by the Unit Training Manager. Representative will be a work center supervisor and/or any assigned work center training monitor. (T-2).

4.6.7.1.12. Conduct and document initial evaluation of trainee qualifications to determine previously certified tasks to ensure member can meet duty position requirements within 60 days of assignment (120 days for ARC). (T-3).

4.6.7.1.13. Schedule and conduct supervised training sessions when a trainee has difficulty with upgrade training, Career Development Course progression, or task certification, as evident by unsatisfactory scores, task decertification, etc., and document on the AF Form 623A, or other AF Career Field Manager approved record. (T-2).

4.6.7.1.14. Document on AF Form 623A or automated version all interruptions to training affecting a trainee’s progress (e.g., leave, hospitalization, Temporary Duty, etc.). (T-2).
4.6.7.1.15. Identify and conduct training on additional tasks required in the duty position. (T-2).

4.6.7.1.16. Appoint trainers (and certifiers as required by AF Career Field Manager) based on skill qualifications with the assistance of the Unit Training Manager and ensure trainers and certifiers meet all requirements listed in paragraph 4.6.7.2 (T-2).

4.6.7.1.17. Ensure trainers (and certifiers as required) are scheduled through the Unit Training Manager to attend the AF Training Course. (T-2).

4.6.7.1.18. Participate in field evaluation surveys, questionnaires, and visits requested by training providers. (T-2).

4.6.7.1.19. Administer the Career Development Course program for assigned trainees in accordance with paragraph 4.6.10 (T-2).

4.6.7.1.20. Use Part 2 of the current CFETP or AF Job Qualification Standard (if directed by the AF Career Field Manager), or electronic equivalent to identify and certify position qualification and skill level upgrade training requirements. (T-2).

4.6.7.1.21. Conduct annual screening of formal training and Distance Learning requirements based on:

   4.6.7.1.21.2. Trainee qualifications. (T-2).
   4.6.7.1.21.3. Lack of training capability. (T-2).
   4.6.7.1.21.4. New equipment. (T-2).
   4.6.7.1.21.5. Trainee/personnel turnover. (T-2).

4.6.7.1.22. Provide training updates and recommend training improvements to the unit training manager and commander. (T-2).

4.6.7.1.23. Document upgrade training progression on AF Form 623A, automated version or AF Career Field Manager approved form. Supervisors must document at least monthly for Airmen in upgrade training (every Unit Training Assembly for ARC). As a minimum, ensure training progress includes:

   4.6.7.1.23.1. Career Development Course and task progression. (T-2). Career Development Course Progression will include volume issuance/completion, comprehensive review and end-of-course score.
   4.6.7.1.23.2. Task certification, decertification, and recertification. (T-2).
   4.6.7.1.23.3. Training-related counseling, strengths, weaknesses, attitude, areas to improve, means to improve, and corrective action (if required). Do not document disciplinary actions or behavioral counseling in the training record. (T-2).

4.6.7.1.24. Coordinate with Unit Training Manager to initiate AF Form 2096 when trainees have completed all upgrade training requirements. (T-2).
4.6.7.2. Trainer Qualifications and Responsibilities. The trainer and supervisor may be the same individual. If necessary, the supervisor may assign someone else to provide the training. Trainers are selected based on their experience and ability to provide instruction to trainees. Trainer will:

4.6.7.2.1. Meet trainer qualifications within Table 4.4 (T-2).

4.6.7.2.2. Record task qualification according to prescribed instructions when a trainee performs a task to required standards. (T-3).

4.6.7.2.3. Plan, conduct, and document training. (T-3).

4.6.7.2.4. Develop evaluation tools. Evaluation responsibilities may be assigned to an equally qualified third party. (T-3).

4.6.7.2.5. Prepare and use teaching outlines or task breakdowns, as necessary. (T-3).

4.6.7.2.6. Brief the trainee and supervisor on the training evaluation results. Document in 623A or electronic equivalent when trainee performance is substandard. (T-3). **Note:** To ensure effective and efficient execution of training programs, the trainer and trainee should be placed on the same work crew or shift unless the mission dictates otherwise.

4.6.7.3. Task Certifier Qualifications and Responsibilities. Certifiers provide third-party certification and evaluation on tasks identified by the AF Career Field Manager (if applicable). The responsibility of the certifier is to conduct additional evaluations and certify qualification on those designated tasks. Certifiers will:

4.6.7.3.1. Meet requirements within Table 4.4 (T-3).

4.6.7.3.2. Be capable of evaluating the task being certified. (T-3).

4.6.7.3.3. Evaluate training and certify qualifications. (T-3).

4.6.7.3.4. Use established training evaluation tools and methods to determine the trainee’s ability and training program effectiveness. (T-3).

4.6.7.3.5. Develop evaluation tools. (T-3).

4.6.7.3.6. Brief the trainee, supervisor, and trainer on the training evaluation results. Identify the trainee’s strengths and areas needing improvement. Results need to be documented on AF Form 623A, automated version or AF Career Field Manager approved form. (T-3).

4.6.7.3.7. When necessary, request assistance from the supervisor and Unit Training Manager. (T-3).

4.6.7.3.8. Ensure the certifier is someone other than the trainer with the following exceptions: (T-3).

4.6.7.3.8.1. For AFSCs, duty positions, units, and/or work centers with specialized training standardization and certification requirements (e.g., space ops/missile maintenance shops, Maintenance Training Section and/or HQ AETC instructors, K-Prefix instructors, air traffic controllers, aircrew standardization flight examiners, load masters, fire fighters, radiology, etc.) the trainer/instructor
is authorized to train and certify task qualification. Third-party certification is not required unless otherwise directed. Reference CFETP for further guidance.

4.6.7.3.8.2. If trainee task qualification occurs through Type-1, contractor-provided training without supporting documentation, supervisors/trainers who have attended the AF Training Course and meet all other requirements may document task qualifications as applicable. MAJCOM Functional Managers in coordination with MAJCOM Training Managers may authorize exceptions when no one assigned locally meets the requirements.

4.6.7.3.8.3. For those AFSCs with special requirements or needs, such as 3P0XX, senior Airmen may perform this function, with approval from AF Career Field Manager.

4.6.7.4. Trainee Responsibilities. The trainee is the focal point of the AF training program and are responsible for making every effort to become qualified to perform in their AF Specialty. Trainees will:

4.6.7.4.1. Actively participate in all opportunities for upgrade and qualification training.

4.6.7.4.2. Comprehend the applicable CFETP requirements and career path.

4.6.7.4.3. Obtain and maintain knowledge, qualifications, certifications, and appropriate skill level within the assigned specialty.

4.6.7.4.4. Budget on- and off-duty time to complete assigned training tasks, particularly Career Development Course and self-study training requirements, within established time limits.

4.6.7.4.5. Request assistance from the supervisor, trainer, and Unit Training Manager when having difficulty with any part of training.

4.6.7.4.6. Acknowledge and document task qualification upon completion of training. Documenting task qualification serves as an official certification of proficiency, certifying the individual is accountable for task performance in accordance with the governing instructions.

4.6.7.4.7. Understand their deployment/unit type code, and home station requirements.

4.6.8. Training Forms and Documentation.

4.6.8.1. Training documentation is important to personnel at all levels because it validates the status of training and task qualification. Documentation also helps management assess mission capability and readiness, and it defines requirements for individual career progression. The AF Form 623 (or electronic equivalent) is the standard folder used as a training record. The AF Career Field Manager, with AF/A1DLT approval and AFPC Workforce Development coordination, may choose the use of AF Form 623b, Individual Training Record Label, throughout the career field. AF Career Field Managers in conjunction with AFPC Workforce Development will provide specific implementation guidance for the AF Form 623b.
4.6.8.1.1. Using AF Form 623, AF Form 623b, or other approved records. The AF Form 623 reflects past and current qualifications, and is used to determine training requirements. Supervisors will ensure all documentation is accurate and comprehensive. (T-3). All forms contained in the AF Form 623 may be automated using AF approved systems. However, if forms and the CFETP are automated, ensure they meet the same documentation requirements (dates and initials of trainee, trainer, and/or task certifier) as hard copy forms. Automated training records may be placed on a disk for mobility purposes.

4.6.8.1.2. Career Field Managers are encouraged to use automated CFETPs. Minimize the use of the paper-based record if training records and CFETP are automated. Advise A1DLT as records are automated.

4.6.8.1.3. The AF Form 623 contains the following documents, in addition to any locally determined requirements. All other forms contained in the AF Form 623 may also be automated with the approval of the AF Career Field Manager. If automated system does not allow upload capability, then supervisors will maintain externally.

4.6.8.1.3.2. AF Job Qualification Standard (if applicable). (T-3).
4.6.8.1.3.3. AF Form 797 or Work center Job Qualification Standard (if applicable). (T-3).
4.6.8.1.3.4. AF Form 623A or electronic equivalent. (T-3).
4.6.8.1.3.5. Career Development Course answer score sheets (if enrolled in Career Development Courses). (Maintain until completion of upgrade training). (T-3).

4.6.8.2. Maintaining AF Form 623. Supervisors shall ensure the AF Form 623 is available to all personnel in the chain of command to include the Unit Training Manager upon request. Replace unusable AF Forms 623, as required; ensuring all pertinent information is transferred to the new record.

4.6.8.3. Disposition of AF Form 623. Upon separation, retirement, commissioning, or promotion to MSgt, unless otherwise directed by the AF Career Field Manager, returns the training record to the individual. Do not give AF Forms 623 containing classified information to the individual. Note: AF Career Field Managers may request exception to policy of documentation rules from HQ USAF/A1DLT. An example of this would be the use of six-part folders or electronic records by some AF Career Field Managers.

4.6.8.4. Disposition of Automated Training Records. Upon separation, retirement, or commissioning, a copy of the automated training record is provided to the individual prior to archiving. The automated training record remains in the system of record for three years. Records are purged based on the date the record was placed in an archive/inactive status, unless otherwise directed by the AF Career Field Manager. Do not give automated AF Forms 623 containing classified information to the individual.

4.6.8.5. Automated training records (i.e. TBA, AFTR, TFTR, etc.) must comply with AFMAN 17-1301, Computer Security (COMPUSERC). System managers must implement
account management procedures for monitoring roles assigned to individual system users. For further clarification please refer to specific system’s handbook.

4.6.9. Career Field Education Training Plan (or Electronic Equivalent). Supervisors use the CFETP to plan, prioritize, manage, and execute training within the career field. CFETPs are used to identify and certify all past and current qualifications.

4.6.9.1. In an effort to reduce local CFETP printing costs, the following options are authorized:

4.6.9.1.1. Keep at least one copy of the entire CFETP (part 1 and 2) in the work center for general access and master training plan development. Electronic copy is authorized if CFETP is in automated system.

4.6.9.1.2. Unless otherwise directed by the AF Career Field Manager, work center supervisors may file only part 2 of the CFETP, with the cover page and ID page, in the AF Form 623, or equivalent training record.

4.6.9.1.3. Additionally, if the CFETP is divided into distinct sections (by aircraft, duty position, mission, etc.) then file only the sections applicable to the individual, such as current/past qualifications, and current upgrade/ duty position training requirements.

4.6.9.1.4. Keep used sections intact, regardless of the degree of use.

4.6.9.1.5. As duty/training requirements change, insert applicable CFETP sections in the prescribed numerical order.

4.6.9.2. In Part 1. Provides information necessary for overall management of the specialty and will be maintained as part of the work center master training plan.

4.6.9.2.1. Section A—explains how everyone uses the plan.

4.6.9.2.2. Section B—identifies career field progression information, duties and responsibilities, training strategies, and career field path.

4.6.9.2.3. Section C—associates each level with specialty qualifications (knowledge, education, training, and other).

4.6.9.2.4. Section D—indicates resource constraints (some examples are funds, manpower, equipment, facilities).

4.6.9.2.5. Section E—identifies transition training guide requirements for SSgt through MSgt and other Senior Noncommissioned Officers as required by the AF Career Field Manager.

4.6.9.3. In Part 2. Includes the following:

4.6.9.3.1. Section A—contains the Specialty Training Standard identifying the duties, tasks, and Technical References to support training, AETC conducted training, core and home station training tasks, deployment/unit type code tasks, and correspondence course requirements.

4.6.9.3.2. Section B—contains the Course Objective List and training standards to determine Airmen training requirements.
4.6.9.3.3. Section C—identifies available support materials. When developed, use a Qualification Training Plan to support proficiency training.

4.6.9.3.4. Section D—identifies a training course index.

4.6.9.3.5. Section E—identifies MAJCOM unique training requirements.

4.6.9.4. AF Job Qualification Standard. Training documents approved by the AF Career Field Manager for a particular job type or duty position within an AF Specialty

4.6.9.5. Performance Standard. Tasks are trained and qualified to the “Go” level. “Go” means the individual can perform the task without assistance and meets local demands for accuracy, timeliness, and correct use of procedures (“Go” level equates to 3c in the Specialty Training Standard proficiency code key).

Table 4.5. PROFICIENCY CODE KEY.

<table>
<thead>
<tr>
<th>SCALE VALUE</th>
<th>PROFICIENCY CODE KEY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Can do simple parts of the task. Needs to be told or shown how to do most of the task. (EXTREMELY LIMITED)</td>
</tr>
<tr>
<td>2</td>
<td>Can do most parts of the task. Needs only help on hardest parts. (PARTIALLY PROFICIENT)</td>
</tr>
<tr>
<td>3</td>
<td>Can do all parts of the task. Needs only a spot check of completed work. (COMPETENT)</td>
</tr>
<tr>
<td>4</td>
<td>Can do the complete task quickly and accurately. Can tell or show others how to do the task. (HIGHLY PROFICIENT)</td>
</tr>
<tr>
<td>a</td>
<td>Can name parts, tools, and simple facts about the task. (NOMENCLATURE)</td>
</tr>
<tr>
<td>b</td>
<td>Can determine step-by-step procedures for doing the task. (PROCEDURES)</td>
</tr>
<tr>
<td>c</td>
<td>Can identify why and when the task must be done and why each step is needed. (OPERATING PRINCIPLES)</td>
</tr>
<tr>
<td>d</td>
<td>Can predict, isolate, and resolve problems about the task. (ADVANCED THEORY)</td>
</tr>
<tr>
<td>A</td>
<td>Can identify basic facts and terms about the subject. (FACTS)</td>
</tr>
<tr>
<td>B</td>
<td>Can identify relationship of basic facts and state general principles about the subject. (PRINCIPLES)</td>
</tr>
<tr>
<td>C</td>
<td>Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)</td>
</tr>
<tr>
<td>D</td>
<td>Can evaluate conditions and make proper decisions about the subject. (EVALUATION)</td>
</tr>
</tbody>
</table>
EXPLANATIONS

* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Examples: b and 1b)

** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.

- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC. X This mark is used alone in course columns to show that training is required but not given due to limitations in resources.

4.6.9.6. Career Field Education Training Plan/AF Job Qualification Standard Documentation. Ensure all personnel authorized to sign off tasks in Part 2 of the CFETP are listed on the Identification Block of the CFETP, Part 2, including automated CFETPs. Supervisors may not change or re-accomplish any documentation completed before the release of the current AFI. The AF training record documentation is intended to be a complete history of qualifications and training completed.

4.6.9.6.1. Knowledge training. Knowledge training is mandatory if no Career Development Course is available for the AF Specialty or for a Career Development Course waiver. Define and develop evaluation criteria for career knowledge items to ensure comprehension and document training in the 623a journal entry.

4.6.9.6.2. Each time an Airman changes duty positions (transfers from another base or work center), the supervisor performs an initial evaluation that includes a review of all previously certified tasks.

4.6.9.6.2.1. This determines if the member requires qualification training. These tasks are compared against the master task list and determine the extent of training required for the new duty position. The supervisor identifies all tasks applicable to the new duty position and removes those that do not apply to the current duty position. Do not remove the initials and certification dates of previously certified tasks.

4.6.9.6.2.2. The supervisor determines if he/she is still qualified for tasks previously certified. If the Airman is found to be qualified, no further action is necessary. If the Airman is found to be unqualified on a previously certified task, the supervisor ensures the task is trained on and recertified. Record the initial evaluation on AF Form 623A or automated version and retain in the training record until Permanent Change of Station /Permanent Change of Assignment.

Note: Supervisors in units using approved automated systems should remember to code and/or transcribe all tasks previously certified but not required in the current duty section.

4.6.9.6.3. Transcribing. Transcribing documentation to a new CFETP is an administrative function, not a re-evaluation of training. Therefore, supervisor and trainer are considered synonymous for the purpose of documentation. Transcribe
within 120 days (240 days for ARC) of CFETP revision date or from date revision is posted to automated training records system.

4.6.9.6.4. Maintenance of CFETPs for personnel in retraining status. Maintain CFETP from previous AFSC until commensurate skill level is achieved, then give the obsolete field CFETP to the individual.

4.6.9.6.5. Decertification and Recertification. When a supervisor determines an Airman is unqualified on a task previously certified for their duty position, the supervisor erases the previous certification, or deletes certification when using automated system. Appropriate remarks pertaining to the reason for decertification are entered on the AF Form 623A or automated version.

4.6.9.7. AF Form 623A or automated version. The AF Form 623A or automated version is used to document an individual’s training progression as journal entries. This form is used to reflect training status, counseling, and breaks in training. Ensure the supervisor and/or trainer and the trainee sign and date all journal entries. Make all entries in black or blue ink if using paper records and include the date the counseling/entry is made, the statement or entry, and the trainee and supervisor signature. These requirements apply to all AF Career Field Manager approved training forms, regardless of format. Maintain the AF Form 623A or automated version as long as it pertains to the current training objective (i.e., award of the skill level or completion of qualification training). The supervisor determines if any additional AF Forms 623A or automated version remains in the training record.

4.6.9.8. AF Form 797, Job Qualification Standard Continuation Sheet. The AF Form 797 is a continuation of the CFETP, Part 2, or AF Job Qualification Standard. It defines locally assigned duty position, and deployment/unit type code requirements not included in the CFETP, Part 2. It is also used to develop the AF Job Qualification Standard and the command job qualification standard if deemed necessary by the AF Career Field Manager. The AF Form 797 disposition is the same as the CFETP and AF Job Qualification Standard. When used to expand a section of the CFETP or to add duties not listed in other documents, place a master copy in the section master training plan. The AF Form(s) 797 would then be placed in the training records of the person(s) performing that duty. If the work center supervisor develops an all-inclusive AF Form 797 for the work center, circle only those tasks that pertain to the individual performing the task or duty.

4.6.9.9. AF Form 803, Report of Task Evaluation. Evaluators use the AF Form 803 to conduct and document completion of task evaluations during training Staff Assistance Visits, when directed by the commander, or when a task certification requires validation. Supervisors, trainers, task certifiers, and training managers can use this form to record up to six task evaluations per form. If evaluations are conducted on a single trainee by the supervisor/trainer, or task certifier, file completed evaluations in the AF Form 623 until upgraded or no longer applicable to current duty position. Training managers maintain task evaluations performed during Staff Assistance Visits with the completed report.

4.6.9.10. AF Form 1098, Special Task Certification and Recurring Training. Supervisors use the AF Form 1098 to document selected tasks requiring recurring training or evaluation. AF and MAJCOM directives may identify tasks contained in the CFETP requiring special certification, recurring training, or evaluation. This form may be
overprinted and filed in the AF Form 623. For tasks requiring certification this form will remain in the training record until superseded or no longer required.

4.6.9.11. AF Form 1320a, *Training Chart.* The chart provides a method for organizing, scheduling, and recording training goals and qualifications. The instructions for using this form are located on the back of the form.

4.6.9.12. Qualification Training Packages. AF Career Field Managers develop, manage, and implement Qualification Training Packages. They are used to assist task certification.

4.6.9.13. Archiving tasks in electronic records. Archived tasks in electronic records are considered inactive. Archived tasks are those tasks an individual was formerly qualified to perform but are no longer required in the current duty position. If the task is necessary, or could be required in the current duty position, ensure it is on the electronic record’s Master Training List & Individual Training Plan as active. Otherwise, archive the task for historical/future reference. Tasks do not have to be unarchived in order for the qualified member to conduct training on that tasks.

4.6.9.14. Active tasks in electronic records are those tasks that are necessary as part of the Airmen’s duty position. Active tasks are responsibilities that have been trained, and signed off in the electronic record and are expected to be performed by the Airman.

4.6.10. Career Development Course (CDC) Program Management.

4.6.10.1. Purpose and Scope. Career Development Courses are published to provide the information necessary to satisfy the career knowledge component of on-the-job training. These courses are developed from references identified in the CFETP correlating with mandatory knowledge items listed in Enlisted/Officer Classification Directory. Career Development Courses contain information on basic principles, techniques, and procedures common to an AFSC. They do not contain information on specific equipment or tasks unless best illustrating a procedure or technique having utility to the entire AFSC. Career Development Course management is outlined in *Table 4.5*
### Table 4.5. Career Development Course Administration.

<table>
<thead>
<tr>
<th>Line</th>
<th>Processing Stage</th>
<th>Action(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Airman Placed in Upgrade Training</td>
<td>The Unit Training Manager determines Career Development Course requirements by reviewing the AF Career Development Academy Course Catalog. Trainee completes the Career Development Course available when entered into upgrade training. The AF Career Field Manager provides guidance for newly activated Career Development Courses.</td>
</tr>
<tr>
<td>2</td>
<td>Career Development Course is Unavailable</td>
<td>The supervisor identifies knowledge items in the CFETP, Part 2, Career Development Course column. Using Technical References required for career knowledge training, the supervisor briefs Airman on their use. Airman completes study of references, is evaluated by the supervisor, and is certified in the CFETP.</td>
</tr>
<tr>
<td>3</td>
<td>Career Development Course is Available</td>
<td>The Base Training Manager (for non-Military Personnel Data System units), or Unit Training Manager for units with Military Personnel Data System capability, requests enrollment in the applicable Career Development Course. The training manager checks the transaction register or the Air University Course Development, Student Administration, and Registrar System within five days to verify enrollment request. ARC checks the system during the following Unit Training Assembly. Do not enroll trainees in more than one Career Development Course at a time unless specified by the AF Career Field Manager. For Individual Mobilization Augmentees, contact HQ ARPC Education and Training Office. The supervisor notifies the Individual Mobilization Augmentee of the Career Development Course enrollment and arranges for issue of Career Development Course materials.</td>
</tr>
<tr>
<td>4</td>
<td>Career Development Course enrollment is confirmed in Course Development Student Administration Record System</td>
<td>The Unit Training Manager issues Career Development Course materials to the supervisor and trainee and briefs them on the proper use of the Career Development Course and makes entry into the trainee’s AF Functional Manager 623A or equivalent automated training record. (Within the first Unit Training Assembly after enrollment for ARC.) The supervisor and trainee conduct an inventory of course material. Trainee makes pen and ink changes and post changes/inserts, if necessary. Note: Record deviations on the 623A.</td>
</tr>
<tr>
<td>5</td>
<td>Supervisor Issues Career Development</td>
<td>Supervisor determines volume sequence of study, sets overall course completion schedule and develops a tracking system to monitor progress. Issues initial volume within 10 duty days of the Unit Training Manager’s Career Development Course brief. Each</td>
</tr>
<tr>
<td>Course Volume</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>------------------</td>
<td></td>
</tr>
<tr>
<td>volume must be completed within 30 days. (Exception: The Unit Training Manager may grant an extension due to mission requirements; ARC and Individual Mobilization Augmentees 60 days). The supervisor may not issue more than one volume at a time to the trainee. The supervisor determines the reason for slow progress, counsels the trainee, documents the counseling on AF Form 623A or electronic equivalent, and places the trainee in supervised study.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Trainee Completes Unit Review Exercise/Self-Test Questions</td>
<td>The trainee answers the unit review exercise questions and self-test questions. The unit review exercise is an open book teaching device. The trainee transfers answers to the Field Scoring Sheet. The supervisor scores the unit review exercise, conducts review training on the areas missed, fills in the bottom of the scoring sheet and places the Field Scoring Sheet in the AF Form 623 or automated training records, counsels trainee and documents AF Form 623A or electronic equivalent.</td>
</tr>
<tr>
<td>7</td>
<td>Trainee Completes Last Unit Review Exercise</td>
<td>The supervisor conducts a comprehensive review of the entire Career Development Course with the trainee in preparation for the course examination within 45 days of completion of Career Development Courses and document the review and the readiness of member on the 623A or automated version. Once the review is complete and member is deemed ready, the supervisor notifies the Unit Training Manager to schedule/order the course examination. The Unit Training Manager reviews Airman’s Career Development Course for completion and contacts the Base Training Manager or Test Control Office to schedule test.</td>
</tr>
<tr>
<td>8</td>
<td>Course examination Arrival and Test Administration</td>
<td>For paper–based tests, Base Training Manager or Test Control Office notifies the supervisor through the Unit Training Manager of the course examination arrival and schedules course examination within 30 days. The supervisor and trainee fill out electronic questionnaires. For E-Exams, the Unit Training Manager will verify with Base Training Manager or Test Control Office checks student enrollment and test eligibility in Course Development, Student Administration, and Registrar System and schedules the course examination within 30 days of the Supervisor/Trainee completing the course review. For Individual Mobilization Augmentees, the supervisor contacts the Individual Mobilization Augmentee and arranges a course examination date, with consideration for the Individual Mobilization Augmentee’s duty schedule.</td>
</tr>
<tr>
<td>9</td>
<td>Receive Satisfactory Course Exam Results</td>
<td>The Base Training Manager or test control officer sends the E-Exam test summary to the unit and destroys the paper-based exams after verification of Course Development, Student Administration, and Registrar System score posting. The supervisor conducts and</td>
</tr>
</tbody>
</table>
documents review training, signs and places E-Exam test summary in the AF Form 623 or automated training records, until trainee completes upgrade training. The Unit Training Manager will verify score posting within 5 duty days (following Unit Training Assembly for ARC) of test completion. (T-3). Unit Training Manager/Base Training Manager will contact Air University/Helpdesk if the completed test is not updated. (T-3).

<table>
<thead>
<tr>
<th>10</th>
<th>Initial Unsatisfactory Course Exam Results are Received</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The Base Training Manager/Test Control Officer:</strong></td>
<td></td>
</tr>
<tr>
<td>Verify scores in E-Exam database. Issues E-Exam test summary sheets to Trainee. Trainee will deliver test summary sheet to Unit Training Manager for review and posting in AF Form 623 or automated training records. (T-3). Ensure paper exams are destroyed after Course Development, Student Administration, and Registrar System verification.</td>
<td></td>
</tr>
</tbody>
</table>

**The Unit Commander:**
- With help from Unit Training Manager or Base Training Manager, interviews supervisor and trainee to determine reason for failure and corrective action required w/in 30 days from initial notification (90 days for ARC and Individual Mobilization Augmentees). In addition, unit commander evaluates:
  - Trainee’s course progression.
  - Trainee’s understanding of the course content.
  - Trainee’s motivation, study habits, and preparation.
  - Supervisor’s involvement.
  - Identifies need to assess trainee’s reading abilities as required (contact the Education Services Office for assistance).
  - Counsels the trainee, documents the counseling on AF Form 623A or electronic equivalent, and places the trainee in supervised review training and forwards a copy of the evaluation to the Base Training Office.

**The supervisor:**
Conducts review training, signs and places E-Exam test summary in AF Form 623A, or automated training records, until trainee is upgraded to next skill level.

**Trainee must take the retest within 90 days of commander interview. Contact the Unit Training Manager within this timeframe to schedule the test. (T-3).**

<table>
<thead>
<tr>
<th>11</th>
<th>Second Unsatisfactory Course Exam Results are</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The Base Training Manager/Test Control Officer:</strong></td>
<td></td>
</tr>
<tr>
<td>- Ensures E-Exam score sheet issued to the Trainee to be delivered to Unit Training Manager for inclusion in training record.</td>
<td></td>
</tr>
</tbody>
</table>
- Ensures paper exams are destroyed after Course Development, Student Administration, and Registrar System verification.

**The Unit Commander:**

- With assistance from Unit Training Manager or Base Training Manager, interviews supervisor and trainee to determine reason for failure within 30 days from initial notification (90 days for ARC and Individual Mobilization Augmentees).

- After reviewing facts, decides on one of these options:
  1) Evaluate for possible Career Development Course waiver (do not place trainee into Training Status Code T). See Note 1.
  2) Withdraw Airman for failing to progress, place into Training Status Code T and pursue separation. See Note 3.
  3) Withdraw Airman for failing to progress, place into Training Status Code T, request AFSC withdrawal and recommend retraining or return to previously awarded AFSC (see Notes 2 and 3 at the end of this table).

**The Supervisor:**

Will ensure trainee’s record is documented to reflect the commander’s recommended course of action.

See Attachment 23 for instructions on placing trainee in Training Status Code T.

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<table>
<thead>
<tr>
<th>12</th>
<th>Reactivation Procedures for Expired Enrollments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Squadron commanders or equivalent may approve reactivations if the period of disenrollment is 90 days or less. Reactivations beyond 90 days are processed for group commander approval (approval authority for ANG is NGB/A1DC). There can only be one reactivation granted. Courses deactivated by the AF Career Field Manager are not included. Trainee needs to complete the new course. (See Note 4). If no course is available, follow waiver instructions. If reactivation is approved, Base Training forwards package to HQ AU/CFRR Student Services Org Box (approval authority for ANG is NGB/A1DC). Note: Locations without Base Training Manager, Unit Training Manager sends package to Base 3F2 Functional, then to MAJCOM Training Manager, then forward to Air University. <strong>Note:</strong> Career Development Courses are only reactivated for 90 days.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>13</th>
<th>Reenrollment procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Approval authority is MAJCOM Training Manager for active duty, HQ AFRC/A1KE for reserve personnel, and NGB/A1DC for ANG personnel. Reenrollments are not authorized for members failing their Career Development Course examination twice. (see Note 5)</td>
</tr>
</tbody>
</table>

**Note 1:** The Unit Training Manager assists the supervisor in preparing two-time Career Development Course failure waivers. Single course waivers for Career Development Course
series (A-B-C-etc.) can only be processed if there are no prerequisite requirements. When completion of prerequisites is mandatory for follow-on enrollments, process waivers for the entire Career Development Course requirement (A-B-C, etc.). The package processes through the unit commander, Base Training Office, to the wing commander or equivalent for approval/disapproval. Locations without Base Training Managers process package through the unit commander, Base 3F2 Functional to the wing commander (Parent Wing Commander for tenant units) or equivalent for approval/disapproval. (Exception: AFSC 3E7X1 Firefighters and 4N0X1X, Aerospace Medical Service require AF Career Field Manager approval). As a minimum the package includes the following:

a. Copy of CFETP, Part 2 with completion of Career Development Course knowledge training.
b. Copy of both failure evaluations.
c. Copy of AU Forms 9 or E-Exam Summary Sheet.
d. Copy of Field Scoring Answer Sheet.
e. Copy of AF Form 623A or electronic equivalent.
f. Copy of all applicable Enlisted Performance Reports.
g. Memorandum from trainee, supervisor, and commander.
h. Memorandum from the Base Training Manager or locations without Base Training Managers (Base 3F2 Functional).

Note 2: Two-Time Career Development Course Failure (AFSC Withdrawal): The Military Personnel Section submits disqualification packages to AFPC Workforce Development (Classifications) Case Management System. AFSC Withdrawal packages for ANG members requiring higher headquarters level coordination are forwarded to NGB/CFM for review and processing. As a minimum, the package includes:

b. Copy of both failure evaluations.
c. Copy of AU Forms 9s or E-Exam Summary Sheet.
d. Copy of Field Scoring Answer Sheet.
e. Copy of AF Form 623A or automated version.
f. Memorandum from trainee, supervisor, and commander.
g. Memorandum from the Base Training Manager or locations without Base Training Managers (Base 3F2 Functional).
h. Copy of all Enlisted Performance Reports.

Note 3: Separation and retraining packages (AFSC withdrawal) require additional information as outlined in AFI 36-2101 Classifying Military Personnel (Officer and Enlisted), AFI 36-2651, Air Force Training Program, AFI 36-2626 Airman Retraining Program, and AFI 36-3208 Administration Separation of Airmen, and Personnel Service Delivery Guides.

Note 4: Reactivations are processed in accordance with line 12 through the Base Training Office or locations without Base Training Managers (Base 3F2 Functional). The Base Training Office forwards request to AU/A6, AU Registrar Student Services. All requests for reactivations should be submitted to https://auservicedesk.af.edu. Ensure the request includes:

a. Trainee name, rank, and social security number.
b. Complete unit address.
c. MAJCOM.
d. Complete Test Control Facility and Identification Zip Code.
e. Course to be reactivated.
f. Identify course examination requirement (yes/no).
g. Original date of enrollment.
h. Justification.

Note 5: Reenrollments. (This process is for those individuals whose initial enrollment has expired prior to completion and a new Career Development Course version has replaced their original version. This does not apply to two-time failures). The Unit Training Manager processes reenrollment requests, signed by the Unit Commander, through the Base Training Office or locations without Base Training Office (Base 3F2 Functional). The Base Training Office/locations without Base Training Managers (3F2 Functional) reviews and forwards the following information to the unit’s parent MAJCOM Training Manager for approval. Ensure the request includes:

a. Name, rank, and social security number.
b. Course.
c. Complete Unit Address.
d. Complete Test Control Facility and Identification Zip Code.
e. Original Enrollment Date from Course Development & Student Administration/Registrar System.
f. Justification. If approved at the MAJCOM, the MAJCOM forwards to HQ AU/CFRR for processing.

4.6.10.2. AF Career Development Academy electronically publishes an AFSC listing of Career Development Course Requirements, identifying all mandatory Career Development Courses for skill level upgrade. The list is available on the AF Career Development Academy web site at [https://cs2.eis.af.mil/sites/12963/default.aspx](https://cs2.eis.af.mil/sites/12963/default.aspx). To the greatest extent possible, upgrade Career Development Courses and Weighted Airman Promotion System Career Development Courses volumes are made available electronically.

4.6.10.2.1. If available, supervisors use Career Development Courses to satisfy career knowledge requirements for upgrade training.

4.6.10.2.2. If a Career Development Course becomes available after entering upgrade training, the individual does not have to enroll in the Career Development Course, unless specified by the AF Career Field Manager.

4.6.10.2.3. An individual cannot be disenrolled from a current Career Development Course enrollment unless specified by the AF Career Field Manager or member is being discharged. Airmen enrolled in 7-level courses upon receipt of a line number who subsequently lose their line number are reverted back to Training Status Code R as a 5-level and are disenrolled from the 7-level Career Development Course.

4.6.10.2.4. Supervisors conduct training to support specific required task knowledge using CFETP references.

4.6.10.2.5. If a trainee is at the 8th month of Career Development Course enrollment and is within 60 days of Permanent Change of Station, the losing Unit Training Manager requests an extension of the enrollment.
4.6.10.2.6. Upon a trainee’s arrival at a new organization, the gaining Unit Training Manager will process a change of address within 30 days of trainee’s assignment.

4.6.10.2.7. The Unit Training Manager uses the on-the-job training roster to monitor the Career Development Course program. The Career Development Course program is effectively managed to minimize failures, extensions, non-completions, reactivations, and re-enrollments. Please refer to PSD Guide for sample/template.

4.6.10.2.8. The Unit Training Manager ensures trainees are enrolled in required Career Development Courses within 45 days of in processing (within 60 days for overseas units). Career Development Courses may not be ordered until the trainee has completed technical training and arrives at the first duty station. Issue Career Development Courses upon enrollment confirmation within Course Development Student Administration Record System.

4.6.10.2.9. For AFSCs that require additional training prior to entry into 5-level upgrade training Career Development Courses are ordered after completion of the required training and issued immediately upon enrollment confirmation within Course Development Student Administration Record System (60 for ARC) in accordance with AF Career Field Manager directives. Note: Some AFSCs may require completion of Distance Learning Course prior to entering Training Status Code B.

4.6.10.2.10. Commercially purchased/produced software and locally developed test-question generating software by using testable material for test preparation is not authorized for use on government computers. Refer to AFMAN 36-2664 for further guidance.

4.6.10.2.11. If the trainee has reached the 10th month of enrollment and has not taken the course examination, the Unit Training Manager processes a request for an extension.

4.6.10.2.12. If recommending an exemption/exception to policy for trainees to complete mandatory Career Development Course for upgrade or qualification training, the Unit Training Manager processes the request in accordance with paragraph 4.4.7. AF Career Field Manager is the final authority for this request.

4.6.11. Mandatory Craftsman Course Policies and Procedures.

4.6.11.1. Introduction. This section addresses eligibility, selection and cancellation procedures for 7-skill level in-residence/Distance Learning craftsman courses.

4.6.11.2. Eligibility. Trainees must be an SSgt, SSgt selectee or above.

4.6.11.2.1. Trainees serving short tours (12-15 months) are not eligible to attend until arriving at new duty location (or scheduled en route). Unit commanders may submit waivers for exceptional circumstances, with full justification. Submit waiver request to the unit’s parent MAJCOM A1 training office for coordination through the appropriate MAJCOM functional manager and the MAJCOM A1. The MAJCOM training office will then forward the waiver request to AFPC/DPS for approval/disapproval.
4.6.11.2.2. Trainees serving long tours, who are within 4 months of their Date Eligible for Return from Overseas (DEROS), will not be eligible to attend until arriving at new duty location (or scheduled enroute).

4.6.11.2.3. Trainees must meet the following criteria prior to attending a 7-skill level craftsman course:

4.6.11.2.3.1. In upgrade training to the 7-skill level.

4.6.11.2.3.2. Satisfy all prerequisites for attendance as outlined in the applicable CFETP, Military Personnel Data System course reporting instructions, or Education and Training Course Announcement website https://app10-eis.aetc.af.mil/etca/SitePages/home.aspx#Home or via the AF Portal. Waivers for course prerequisites are processed through the unit commander and submitted to Base Training, or Base 3F2 Functional Manager at locations without a Base Training Office. Base Training, or Base 3F2 Functional Manager at locations without a Base Training Office submit waiver request to the unit’s parent MAJCOM A1 training office. MAJCOM A1 training coordinates with appropriate MAJCOM Functional Manager for approval.

4.6.11.2.4. The Assignment Availability Code table below identifies assignment availability codes that render Airmen ineligible for attendance:

Table 4.6. Assignment Availability Codes.

<table>
<thead>
<tr>
<th>Line</th>
<th>Assignment Availability Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>09</td>
<td>Member declined to extend/reenlist for retainability for Permanent Change of Station /Temporary Duty</td>
</tr>
<tr>
<td>2</td>
<td>12</td>
<td>Action under Article 15, Uniform Code of Military Justice (UCMJ)</td>
</tr>
<tr>
<td>3</td>
<td>13</td>
<td>International Hold</td>
</tr>
<tr>
<td>4</td>
<td>14</td>
<td>Member identified by base Staff Judge Advocate as material witness</td>
</tr>
<tr>
<td>5</td>
<td>15</td>
<td>Military/civilian court action</td>
</tr>
<tr>
<td>6</td>
<td>16</td>
<td>On Control Roster</td>
</tr>
<tr>
<td>7</td>
<td>17</td>
<td>Pending Security Forces/AF Office Special Investigation</td>
</tr>
<tr>
<td>8</td>
<td>19</td>
<td>Referral Enlisted Performance Report</td>
</tr>
<tr>
<td>9</td>
<td>21</td>
<td>Commander hold option</td>
</tr>
<tr>
<td>10</td>
<td>31</td>
<td>Medical deferment (See Note 1)</td>
</tr>
<tr>
<td>11</td>
<td>37</td>
<td>Medical Evaluation Board and/or Physical Evaluation Board</td>
</tr>
<tr>
<td>12</td>
<td>52</td>
<td>Member enrolled in Operation Bootstrap or Voluntary Education programs</td>
</tr>
<tr>
<td>13</td>
<td>81</td>
<td>Deferment of female Airman diagnosed as pregnant by medical authority (See Notes 2 and 3)</td>
</tr>
</tbody>
</table>

Note 1: Airman with an Assignment Availability Code 31 may be enrolled in distance learning or resident craftsman courses with clearance from a physician.

Note 2: Airman with an Assignment Availability Code 81 will be enrolled in distance learning.
4.6.11.2.5. Personnel considering Special Duty Assignment or Reporting Identifier assignments should attend 7-skill level craftsman course prior to entering the Special Duty Assignment or Reporting Identifier. Three months after award of the Special Duty Assignment/Reporting Identifier Control AFSC, members may not be considered for attendance until completion of Special Duty Assignment/Reporting Identifier assignment.

4.6.11.3. The following actions result in a no-show being charged to the Base:

4.6.11.3.1. Requesting cancellation within 30 days of class start date without the requesting Base providing a replacement.

4.6.11.3.2. Trainee is not present on class start date.

4.6.11.4. Selection Process. The AFPC Craftsman Course Manager produces a monthly list of eligible personnel.

4.6.11.4.1. Eligible personnel are prioritized by:

4.6.11.4.1.1. Date Entered Training.

4.6.11.4.1.2. Date of Rank.

4.6.11.4.1.3. Total Active Federal Military Service Date.

4.6.11.4.2. For distance learning and residence courses, the AFPC Craftsman Course Manager sub-allocates names in Oracle Training Administration, which produces a document at base level. The host wing FSS/FSDE Formal Training Office is responsible for notifying the Unit Training Manager with the projected training. The Unit Training Manager verifies completion of all prerequisites prior to attendance/enrollment. Trainees are ultimately responsible for ensuring the accuracy of their personal data. Report applicable information changes to the Unit Training Manager.

4.6.11.4.3. Members requesting cancellation may not be considered for a new class date until the new list of eligible personnel is produced by the AFPC Craftsman Course Manager. If the trainee is not scheduled during this time, a Short Notice Volunteer Request may be submitted.

4.6.11.4.4. Trainees may request cancellation if an approved separation, Record Status Code 20, is reflected in Oracle Training Administration.

4.6.11.4.5. Process 7-skill level course waivers in accordance with paragraph 4.4.4

4.6.11.5. Unit Training Responsibilities. The Unit Training Manager is the OPR for requesting cancellations, replacements, and short-notice volunteers. The Unit Training Manager will forward requests to the AFPC Craftsman Course Manager via email. Only duty-related requests are considered. Note: For ARC, these are Base Training Manager’s responsibilities.
4.6.11.5.1. The following are not acceptable reasons for canceling personnel from 7-skill level training:

4.6.11.5.1.1. Enrollment in voluntary education during the course period.
4.6.11.5.1.2. Considering separation without an approved date.
4.6.11.5.1.3. Considering applying for Officer Training School (Assignment Availability Code 05 not posted against record).
4.6.11.5.1.4. Considering joining the Guard/Reserves (Approved/applied separation not posted against record).
4.6.11.5.1.5. Non-duty related absence.

4.6.11.5.2. The Unit Training Manager determines the availability of a replacement, verifies training status codes, Control AFSC, Assignment Availability Codes, projected assignments, conflicting scheduled training and notifies the AFPC Craftsman Course Manager. Note: For ARC, these are Base Training Manager responsibilities.

4.6.11.5.3. Removal from training due to extenuating circumstances (i.e., disciplinary reasons, humanitarian, etc.) not identified, must be submitted to the AFPC Craftsman Course Manager by memo with full justification for removal. Memo must contain squadron commander signature (or equivalent).

4.6.11.6. Distance Learning. For AFSCs using distance learning craftsman courses, the trainee receives notification of training, course materials, and specific guidance from the schoolhouse via electronic message.

4.6.11.7. Failure Policy.

4.6.11.7.1. In-Residence Craftsman Courses. Personnel who fail to successfully complete in-residence 7-level courses are returned to their parent unit. The supervisor will evaluate the trainee to determine the reason for failure and counsel the trainee. Counseling will cover strengths, weaknesses, areas requiring improvement, and the means to improve. Counseling will be documented on AF Form 623A or automated version and placed in the on-the-job training record. The commander, with the assistance of the unit training manager and the individual’s supervisor, conducts an assessment of the trainee within 30 days of notification of course failure (90 days for ARC). After reviewing the facts the commander decides on one of the following options:

4.6.11.7.1.1. Evaluate for possible course waiver (for waiver packages see paragraph 4.4.4).
4.6.11.7.1.2. Withdraw the Airman for failing to progress, place in Training Status Code T, and pursue separation.
4.6.11.7.1.3. Withdraw the Airman for failing to progress, request AFSC withdrawal and recommend retraining or return to previously awarded AFSC. Note: The commander decides what option to take and processes one of the options listed above no later than 30 days after the date of the commander’s evaluation. Re-enrollment in an in-residence 7-level course is prohibited.
4.6.11.7.2. Distance Learning Craftsman Courses. The supervisor will evaluate the trainee to determine the reason for failure and counsel the trainee. Counseling will cover strengths, weaknesses, area needing improvement, and the means to improve. Document the counseling on AF Form 623A or automated version and filed in the on-the-job training record. The commander, with assistance from the Unit Training Manager and the individual’s supervisor, conducts a commander’s assessment of the trainee within 30 days of notification of course failure (90 days for ARC).

4.6.11.7.2.1. After review, the commander submits a memorandum to the AFPC Craftsman Course Manger requesting to re-enroll the trainee (one-time) after 6 months from course failure date. If the member fails the distributed learning craftsman course a second time, the commander pursues and request one of the following three options:

4.6.11.7.2.1.1. Evaluate for possible course waiver (for waiver packages see paragraph 4.4.4).

4.6.11.7.2.1.2. Withdraw Airman for failing to progress (Training Status Code “T”) and pursue separation.

4.6.11.7.2.1.3. Withdraw the Airman for failing to progress, request AFSC withdrawal and recommend retraining or return to previously awarded AFSC (if applicable).

4.7. Ancillary Training.

4.7.1. Program Description. Ancillary Training is universal training, guidance or instruction, regardless of AFSC, that contributes to mission accomplishment. It does not include functional, occupational or additional duty training. Ancillary Training is provided, upon entry into military service, or after initial entry training, and in response to events throughout an Airmen’s career to introduce and strengthen core values, institutional knowledge, and behavior standards needed to perform assigned duties and responsibilities.

4.7.2. Requirements. Ancillary training courses/baselines are established/informed in accordance with existing legislation, Executive orders, DoD guidance, and DoD policies and guidance that establishes these requirements for all Military Services and their components. The AF approved list of ancillary training is posted on the Education and Training Course Announcement website at https://app10-eis.aetc.af.mil/etca/SitePages/home.aspx#Home or via the AF Portal. Note: Education and Training Course Announcement is the authoritative guidance for all AF approved ancillary training. As such, this training will be annotated as follows: Total Force Awareness Training; Selected Force Awareness Training; Event Driven Training; and Expeditionary Skills Training. Training that does not follow this nomenclature is not an AF requirement; however, it could be a MAJCOM, ARC, local or functional requirement.

4.7.2.1. Ancillary training is targeted carefully to the audience who needs the training, at the minimum frequency required to ensure retention, and that course lengths are no longer than necessary to adequately convey the information.

4.7.2.2. While the effort to reduce requirements is intended to maximize unit effectiveness, commanders are reminded intelligent, sensible training remains an
indispensable responsibility of the USAF. When local conditions or mission requirements demand additional or enhanced training, commanders have the discretion to train their Airmen as they deem necessary.

4.7.2.3. In accordance with DoDI 1322.31, *Common Military Training*, a Service member’s current Common Military Training record of completion will be recognized as satisfying Common Military Training, i.e., ancillary training, requirements across all Military Services, Joint Staff, Defense Agencies, and DoD Field Activities.

4.7.2.3.1. While Airmen are deployed, their ancillary training remains current for the duration of that deployment; however, their commander or supervisor will conduct training at the required frequency as the mission permits.

4.7.3. Ancillary Training Categories. Ancillary training may be accomplished through a variety of methods including formal courses, mass briefings, ADL, credit for civilian equivalent experience, and one-on-one instruction. Ancillary training can be a one-time event or recurring requirement and is divided into the following four categories:

4.7.3.1. Annual Total Force Awareness Training. General awareness-level training for the “total force” mandated by Congress, DoD or USAF combined/consolidated/bundled into concise computer-based training and/or delivered in a face-to-face format. Training in these courses is an annual requirement for all Airmen (RegAF, Civilian, Guard and Reserve).

4.7.3.1.1. In some cases, contracted employees and foreign national employees are not required to accomplish certain TFAT courses. Exceptions are listed in the ETCA descriptions for each TFAT course ([https://app10-eis.aetc.af.mil/etca/SitePages/home.aspx#Home](https://app10-eis.aetc.af.mil/etca/SitePages/home.aspx#Home) or via the AF Portal).

4.7.3.1.2. Except where noted, Total Force Awareness Training is accessed through the Advanced Distributed Learning Service. ADLS provides guidance to establish accounts via their website or the AF Portal home page under “Top Portal Links: Education/Training/Force Development.”

4.7.3.1.3. The preferred method for completing training is face-to-face. ADLS is a method for completing Total Force Awareness Training. Airmen who complete their training on ADLS have their records updated automatically. Commanders and supervisors will ensure their Airmen complete mandatory training through the method and at the time required by law and will upload completions in ADLS. The use of “off-line” en-masse briefing option is also permitted for foreign nationals. Units must ensure adequate translation is available. Local units may use the “off-line” en-masse briefing option to deliver Total Force Awareness Training computer-based trainings to foreign nationals in addition to ensuring adequate translation is available. ARC members primarily accomplish training through en-masse sessions conducted locally during regularly scheduled drill periods.

4.7.3.1.3.1. Total Force Awareness Training should be accomplished in a mass briefing format by using the ADLS presentation. Ensure mass training is led by a unit “functional expert” or commander (to include civilian equivalent) approved instructor.
4.7.3.1.3.2. Downloaded training or mass briefing options should be used by units with limited computer access or availability. ARC will use MAJCOM approved en-masse Facilitated Learning Modules. En-masse training is led by Senior Leadership.

4.7.3.1.3.3. For either downloaded computer-based trainings or instructor-led briefings, ancillary training monitors or Unit Training Manager certify completion and update the ADLS or other MAJCOM approved systems for members to ensure full credit. Instructions for downloading and tracking “off-line” accomplishment of Total Force Awareness Training courses are provided in the “Unit Training Manager/Unit Deployment Manager (UTM/UDM) portal” from the Administration link on the ADLS. ARC members will have their training documented in a MAJCOM approved tracking system and have records updated by the Unit Training Manager. ARC are authorized to report member completion through ARCNet.

4.7.3.1.3.4. Commanders should use care in determining whether to use any “off-line” training options giving full consideration to the resulting increased workload.

4.7.3.2. Selected Force Training. Ancillary training targeted to specific groups or populations (e.g., commanders, supervisors, and civilians) versus the total force. For example, commanders and other select AF members are required to accomplish Substance Abuse training.

4.7.3.2.1. This training is usually accomplished locally, and taught by unit experts who receive curriculum and other training related guidance from AF-level Course Owner/Sponsors.

4.7.3.2.2. In most cases, this is recurring training, but some courses are one-time only requirement. For course recurrence, check Education and Training Course Announcement or applicable guidance.

4.7.3.2.3. Designated unit training personnel and Wing/Unit Level Training Agencies share responsibility for tracking accomplishment of this training and for ensuring established measures are used for managing accountability.

4.7.3.3. Event Driven Training. Ancillary training triggered by an event (e.g. in-processing, promotion, re-enlistment, assignment to service school, or Permanent Change of Station) and can be a one-time occurrence.

4.7.3.3.1. These courses are accomplished at the local level either by unit or base level training agencies.

4.7.3.3.2. As with Selected Force Training, designated unit training personnel and the unit/base training agencies share responsibility for tracking this training.

4.7.3.4. Expeditionary Readiness Training. Training that focuses on the knowledge, skills and abilities required of an Airman to survive, operate and succeed in an environment across the full Range of Military Operations, while reinforcing a strong warrior ethos. Due to the critical nature of expeditionary readiness training, this category
is managed separately from other ancillary training categories, and should be perceived at all levels as the most important training priority.

4.7.4. Program Responsibilities.

4.7.4.1. HQ USAF/A1DLT serves as OPR for ancillary training policy and monitors overall footprint to minimize training burden on the total force. HQ USAF/A1DLT will:

4.7.4.1.1. Manage the AF Ancillary Training SharePoint® Site that provides periodic updates to MAJCOM and wings as necessary. This SharePoint® can be accessed at https://cs2.eis.af.mil/sites/12963/default.aspx.

4.7.4.1.2. Approve Course Owner/Sponsor updates to ancillary training entries in Education and Training Course Announcement and conducts an annual review in coordination with AETC for the following: accuracy, currency, relevance, usefulness, prior year trends, and policy updates in addition to duration, frequency, target audience, and method of delivery to commence no later than the second quarter of the calendar year. Note: Selected Force Awareness Training and Event Driven Training categories are periodically reviewed.

4.7.4.1.3. Conduct an annual review, no later than the second quarter of the calendar year, of Total Force Awareness Training courses in coordination with AETC and the course owner/sponsor as outlined in paragraph 4.7.4.2 (T-1). Note: Annual review should commence no later than the second quarter of the calendar year.

4.7.4.1.4. Coordinate ancillary training implementation message with AETC, ARC and applicable course owners/sponsors announcing all new/updated training no later than the first quarter of the calendar year. Once all coordination is completed, forward the implementation message to the field no later than the first quarter of the calendar year.

4.7.4.2. Course Owner/Sponsors are OPR for applicable ancillary training requirements. Course Owners/Sponsors will:

4.7.4.2.1. Develop and manage ancillary training courses and determine how proposed requirements impact manpower, mission completion, and available resources. (T-1). Establish training frequencies to coincide with applicable higher governing directives.

4.7.4.2.2. Provide HQ USAF/A1DLT the following information to update approved ancillary training course entries on the Education and Training Course Announcement website: Course Owner/Sponsor’s name, rank, office symbol, duty phone and justification, course title, objective, target group, method of instruction, proposed training agency, duration, frequency, documentation/reporting requirements, exemption policy and procedures. (T-1).

4.7.4.2.3. Develop and manage supporting lesson materials and presentation media. Use the ADLS to the fullest extent possible. ARC will use ARCNET in lieu of ADLS. If training is to be delivered via ADLS, AETC advises Course Owner/Sponsors as needed in developing or redesigning courseware as well as provide technical assistance to ensure system configuration standards are factored
into the development process. (T-1). Disseminate current lesson materials to field Training Agencies for use.

4.7.4.2.4. Review training curriculum at least once per training cycle to include the following: (T-1).

4.7.4.2.4.1. Each course is delivered within the established, i.e., AF Learning Committee approved, timeframe.

4.7.4.2.4.2. The material addresses prior year trends/areas of concern/incident reports to help alleviate repeat incidents.

4.7.4.2.4.3. Outdated reference material is updated to include current images, examples, and scenarios.

4.7.4.2.4.4. Updated media, images, audio, data points; narrator scripts; references from AFI or other governing directives; actual slide content; and test questions as appropriate.

4.7.4.2.5. Ensure availability of all required tools and guidance for Wing/Unit Level Training Agencies to accomplish training at local level. (T-1).

4.7.4.2.6. Submit proposals for new requirements or changes to curriculum, frequency, duration, or target group to AETC/A3KR for review by the AF Learning Committee. (T-1).

4.7.4.2.7. Coordinate all policy and guidance that affects training and education programs in accordance with AFI 33-360 through HQ USAF/A1DL and the AF Learning Committee prior to publication and/or implementation. (T-1). **Note:** Ancillary training levied without proper coordination is not AF approved and therefore cannot be levied on the total force.

4.7.4.2.8. Coordinate on the ancillary training implementation message prior to the Total Force Awareness Training launch.

4.7.4.2.9. Request HQ USAF/A1DL approval to host functionally-specific ancillary training courses on the ADLS. **Note:** Course owners/sponsors are responsible for all courseware development in addition to ensuring the courseware meets the ADLS system requirements.

4.7.4.3. AFPC Workforce Development will manage Education and Training Course Announcement ancillary training information. (T-1). Upon approval from HQ USAF/A1DLT, adds or edits information in Education and Training Course Announcement as requested by Course Managers.

4.7.4.4. MAJCOM Training Managers will:

4.7.4.4.1. Consider becoming members of the AF Ancillary Training SharePoint® to remain up-to-date on ancillary training programs and guidance.

4.7.4.4.2. Ensure MAJCOM ancillary training programs are executed in accordance with this instruction and all applicable directives from AF/A1. **Note:** Report all taskings that do not comply with paragraph 4.7.2 to HQ USAF/A1DL.
4.7.4.4.3. Provide training to Base Education and Training Office personnel as needed and ensure compliance with all directives.

4.7.4.4.4. Provide statistical data to MAJCOM leadership as needed.

4.7.4.5. Commanders have overall responsibility for ancillary training programs and ensure compliance with all ancillary training directives from AF/A1. **Note:** Report all taskings that do not comply with **paragraph 4.7.2** to HQ USAF/A1DL.

4.7.4.6. Base Education and Training Office will:

   4.7.4.6.1. Become members of the AF Ancillary Training SharePoint® to remain up-to-date on ancillary training policy and guidance.

   4.7.4.6.2. Manage and advise the OPR regarding the ADLS portion of the base/wing ancillary training programs. **(T-1). Note:** Report all taskings that do not comply with **paragraph 4.7.2** to the MAJCOM Training Managers.

   4.7.4.6.3. Provide training to Unit Training Manager and/or Unit Ancillary Training Monitors as required to ensure compliance with all directives. **(T-1).**

   4.7.4.6.4. Communicate with wing agencies responsible for providing ancillary training to ensure program quality and compliance with all applicable directives. **(T-2).**

4.7.4.7. Unit Commanders will:

   4.7.4.7.1. Have overall responsibility for ensuring unit members are adequately trained in accordance with all AFIs and other governing directives. **(T-1).**

   4.7.4.7.2. When local conditions or mission requirements demand additional or different training, retain discretion to enhance or add to training as necessary. **(T-2).**

   4.7.4.7.3. In all cases where commanders determine a need to alter civilian training requirements, ensure local contracts and bargaining unit agreements reflect appropriate local requirements before training begins. **(T-2).**

   4.7.4.7.4. Appoint a unit member to manage the ancillary training program. **(T-2).**

   4.7.4.7.5. Ensure any unit-conducted ancillary training is performed by appropriately trained individuals with required level of expertise to provide effective instruction. **(T-2).**

4.7.4.8. Unit Training Managers and/or Unit Ancillary Training Monitors will:

   4.7.4.8.1. Consider becoming members of the AF Ancillary Training SharePoint® to remain up-to-date on ancillary training programs and guidance. ARC members should consider becoming members of their respective Ancillary Training SharePoint® to remain up-to-date on their ancillary training programs and guidance.

   4.7.4.8.2. Manage and advise Unit POCs regarding ADLS portion of the base/wing ancillary training programs. **(T-1). Note:** Report all taskings that do not comply with **paragraph 4.7.2** to the Base Education and Training Office.
4.7.4.8.3. Track all AF approved ancillary training using established procedures and ensure unit members are accomplishing recurring training in accordance with established timelines. (T-1).

Note: For either downloaded computer-based trainings or instructor-led briefings, document training completions in ADLS (offline) using sign-in rosters provided by the “functional expert” and/or commander. Instructions for downloading and tracking “off-line” accomplishment of Total Force Awareness Training courses are provided in the “UTM/UDM portal” from the Administration link on ADLS.

4.7.4.9. Wing/Installation/Unit OPR will:

4.7.4.9.1. Manage respective ancillary training program, conduct ancillary training, maintain lesson materials, and review lesson materials for currency once per training cycle. (T-2).

4.7.4.9.2. Establish training schedules, as needed. (T-2).

4.7.4.9.3. Document and report completion of ancillary training as appropriate and in accordance with established tracking procedures. (T-1).

4.7.4.10. Total Force responsibilities:

4.7.4.10.1. All AF members, RegAF military, reserve component, and civil service, are responsible for accomplishing ancillary training in accordance with established timelines and event triggers. (T-1). Note: Total Force Awareness Training-Lite, a “test out” option, simply a more customized learning experience based on a pre-test will be offered to all currently accessed military, civilian, and contractor employees as applicable with the full-length computer-based training being required only for new accessions, i.e., Basic Military Training, Officer Training School, United States AF Academy, and new civilian and contractor employees as applicable.

4.7.4.10.2. Contractors and employees of organizations which have contracted with the AF are responsible for completing any training required by their specific service contract.

4.7.4.11. AETC will:

4.7.4.11.1. Conduct an annual review of Total Force Awareness Training courses in coordination with HQ USAF/A1DLT and the Course Owner/Sponsor as outlined in paragraph 4.7.4.2.4 (T-1).

4.7.4.11.2. Use existing AETC processes and mechanisms, i.e., ISD, to eliminate arbitrary timelines while also standardizing, consolidating, bundling, reducing, and/or automating ancillary training in the same manner as technical training and professional military education. (T-1).

4.7.4.11.3. Forward Total Force Awareness Training computer-based training content files to AFRC/SCX, ARCNnet Program Manager, for subsequent conversion to “off-line” downloadable content. (T-1).

4.7.4.11.4. Coordinate on the ancillary training implementation message prior to the Total Force Awareness Training launch. (T-1).
4.7.4.11.5. Develop an ADLS tracking capability for documenting AF approved face to face training completions. (T-1).

4.7.4.11.6. Host functionally-specific ancillary training courses on the ADLS in accordance with HQ USAF/A1DL approval. (T-1). **Note:** Course owners/sponsors are responsible for all courseware development in addition to ensuring courseware meets the ADLS system requirements.

4.7.4.12. AFRC/SCX will:

4.7.4.12.1. Serve as lead for Total Force Awareness Training computer-based training “off-line” course development in addition to coordinating with AETC regarding the receipt of all applicable content files prior to the annual Force Awareness Training launch.

4.7.4.12.2. Coordinate on the ancillary training implementation message prior to the Total Force Awareness Training launch.

4.7.5. AF Learning Committee (AFLC). The AF Learning Committee provides senior leader guidance regarding the focus and subject matter of AF programs designed to develop Foundational Competencies through AF education and ancillary training. The AF Learning Committee is the “gatekeeper” process to vet new ancillary training requirements, establish priorities, and determine efficient delivery options for the total force. The strategic goal of the AF Learning Committee is to provide broad guidance for competency development to improve the focus, currency and relevancy of AF curricula and training through a corporate view of AF priorities. **Note:** Functional authorities are permitted to levy training requirements for their specialty outside the AF Learning Committee process.

4.7.5.1. The AF Learning Committee is Co-Chaired by HAF/A1D Deputy Director, Force Development and AETC/A3/6 Deputy Director, Force Development. AFLC members consist of an O-6 representative or civilian equivalent from SAF/MR, AF/A1D, MAJCOM/CDs appointed representatives and Air Reserve Component (ARC). AFLC advisors and guests are stakeholders within their respected area of expertise that represent their organization, agency or functional area. Advisors can consist of SAF/FM, AF/JA and AF/A8, Functional Authorities, Air University (AETC/AU), Air force Institute of Technology (AFIT), Basic Military Training (BMT), United States Air Force Academy (USAFA), Academy of Military Science (AMS) and other guest, subject matter experts as needed.

4.7.5.2. The AF Learning Committee will be the AF governing body for adding, deleting or modifying existing ancillary training requirements to include “Total Force Awareness,” “Selected Force,” and “Event Driven” categories and establishes the process to:

4.7.5.2.1. Review and validate new ancillary training requirements. For guidance on adding a new Ancillary Training requirement refer to Attachment 25 of this AFI.

4.7.5.2.2. Modify or increase existing ancillary training requirements.

4.7.5.2.2.1. Ensure annual training requirements are balanced with respect to Airman’s time and the mandate for training. **Note:** Eliminate arbitrary timelines; ensures the training is “right-sized” and “tailored.”
4.7.5.2.2.2. Assess risk of possible deviation in coordination with AF/JA and SAF/GC.

4.7.5.3. New requirements or changes to frequency, duration, or target groups for AF-level ancillary training may come from Air Staff functional 2-digits and must flow through HQ USAF/A1DL to initiate review and action by the AF Learning Committee. External agencies or sources such as Congress, the Office of Personnel Management, or the Office of the Secretary of Defense can also direct the AF to provide ancillary training. **Note:** MAJCOM or Reserve Component recommendations require coordination through the applicable Air Staff functional/course owner/sponsor.

4.7.5.3.1. Course Owner/Sponsor for upward-suggestive or downward-directed ancillary training requirements must flow proposals through HQ USAF/A1DL for review by the AF Learning Committee to minimize impact on the total force and ensure efficient delivery methods are considered in complying with the mandate. **(T-1).**

4.7.5.3.2. No ancillary training requirement may be funded, developed or fielded without approval from the AF Learning Committee. **Note:** Functional, additional duty and expeditionary readiness training requirements are managed by other processes.

4.7.5.4. AF Learning Committee Operational Process. The AF Learning Committee review provides a formalized process for evaluating new requirements for Ancillary Training.

4.7.5.5. AF Learning Committee Roles and Responsibilities:

4.7.5.5.1. AF Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1). The SECAF-designated "Gatekeeper" for all ancillary training. The AF/A1 owns the AF Learning Committee process.

4.7.5.5.2. AF Director for Force Development (AF/A1D). As the authority responsible for Force Development, A1D oversees management and synchronization of the AF Learning Committee process.

4.7.5.5.3. AF Learning Division (HQ USAF/A1DL). Maintains the master listing of ancillary training and monitors overall ancillary training footprint to minimize the burden on the total force.

4.7.5.5.3.1. HQ USAF/A1DL serves as the executive advisor for the AFLC process, maintains responsibility for policy and has delegated administration and execution duties to HQ AETC/A3K. Responsible for all issues related to learning in the development of Foundational Competencies for Airmen, including developmental education, ancillary training and Basic Military Training policy.

4.7.5.5.3.2. HQ AETC/A3K is the Secretariat and serves as the execution arm and will be the central focal point for AFLC administration. Establishes and oversees implementation of a formalized process for new requirement proposals, changes and reviews. Creates and updates the AFLC Charter, AFLC Process Guide, schedules AFLC meetings. They receive all proposals to change ancillary training, Foundational Competency development curricula, AF Special Areas of
Emphasis that impact developmental education and Basic Military Training. A1DL reviews submissions for completion ensures established criteria is met. They facilitate collaboration between the submission requestor and institutional programs.

4.7.5.3.2.1. HQ USAF/A1DL and AETC/A3K provide guidance regarding format and content to assist process owners in developing submissions for consideration by the AF Learning Committee. Finally, coordinates the agenda for the AF Learning Committee and prepares and disseminates the meeting minutes.

4.7.5.3.2.2. AF/A1DL and AETC/A3K Primary responsibility study new requests for completeness and viability and aid in the development process. Neither acts as an approval body, but does make recommendations to the AF Learning Committee regarding implementation and/or replacement of ancillary training and Foundational Competency development curriculum.

4.7.5.4. MAJCOM/A1s. As the focal point for Airmen development in the field, MAJCOM/A1s submit requests to change ancillary training, the Foundational Competency development program baseline/ or AF Special Areas of Emphasis. They serve as the OPR for identifying requirements in their respective areas. MAJCOM/A1s forward recommendations for change at least 30 to 90 days prior to the AF Learning Committee meeting and serve as voting members of the AF Learning Committee.

4.7.5.5. Functional Authority Force Development Lead. As the focal point for Airmen development within their functional areas, Functional Authority Force Development leads are O-6 level POCs who submit requests to change ancillary training, the Foundational Competencies or AF Special Areas of Emphasis. They serve as the OPR for identifying requirements in their respective areas. Functional Authority Force Development Leads forward recommendations for changes at least 30 to 90 days prior to the AF Learning Committee meeting.

4.7.5.6. Requesting Course Owner/Sponsor. As the OPR for applicable ancillary training requirements, or expert from the MAJCOM or Functional Authority Force Development, these are individuals who submit requests to change ancillary training, Foundational Competencies or AF Special Areas of Emphasis. They coordinate with HQ USAF/A1DL to validate need and relevancy on proposals prior to AF Learning Committee. Once the requirement has been validated, the Course Owner/Sponsor presents a briefing (or proposal) at the AF Learning Committee for a determination and consensus on the proposed way ahead.

4.7.5.6.1. Ensure total force perspective is considered during development or revision of all ancillary training requirements to include delivery and tracking options.

4.7.5.6.2. When requesting new ancillary training courses or revisions to existing courses, Course Owner/Sponsors obtain approval through their chain of command and submit proposals to HQ USAF/A1DL.
4.7.5.5.6.3. Review their existing training courses and Education and Training Course Announcement at least once per training cycle to ensure material complies with governing directives, and remains current and targeted to the right audience as outlined in paragraph 4.7.4.2.4

4.7.5.5.7. AETC, Programs Compliance and Support Branch (AETC/A3G). Provides technical guidance to the AF Learning Committee Working Group, A1DL and Requestor/Course Owners for developing, hosting and tracking computer-based training on the ADLS.

4.7.5.5.8. Force Development Council (FDC). When the Co-Chairs call for a vote on a learning issue, the members vote with the Co-Chairs adjudicating the results. The AFLC will only send "appropriate" issues to the FDC as determined by the AFLC Co Chairs.

4.8. Training Evaluation.

4.8.1. Scope. Training providers evaluate formal courses, Career Development Courses and other training, as applicable, to ensure currency and effectiveness.

4.8.2. Evaluation Responsibilities.

4.8.2.1. HQ USAF/A1DLT monitors the evaluation of recruit, formal, and ancillary training.

4.8.2.2. AF Career Development Academy will develop and implement an evaluation program for Career Development Courses. (T-1). AF Career Development Academy will summarize evaluation data and ensure the information is available to the training activity responsible for preparing the course. (T-1).

4.8.2.3. MAJCOM organizations that operate formal courses and prepare Career Development Courses will develop procedures to evaluate their education and training programs.

4.8.2.4. Supervisors and Trainers will:

4.8.2.4.1. Evaluate formal course graduates to ensure training effectiveness. (T-2). During the first 60 days following assignment, evaluate as a minimum: (T-2).

4.8.2.4.1.1. Military bearing.

4.8.2.4.1.2. Technical ability. Using the Specialty Training Standard contained in the CFETP, evaluate the graduate’s ability to perform tasks taught in the formal course at the specified training level.

4.8.2.4.2. Use the Customer Service Information Line listed in the CFETP to report training deficiencies identified during the initial evaluation. Document the deficiencies in the graduates’ AF Form 623A or automated version. (T-1).

4.8.2.4.3. When requested, use evaluation results to complete the AETC Field Evaluation Questionnaires to provide feedback on the quality of formal course graduates. (T-2). Field Evaluation Questionnaires are conducted every 2 years (initial skill, AFSC awarding and mandatory 7-level courses) and are sent to supervisors of graduates 4 to 6 months following graduation.
4.8.2.4.4. Participate in field interviews conducted by formal course OPR. Interviews are conducted 4 to 6 months after graduation.

4.8.2.5. Trainees will:

4.8.2.5.1. When requested, complete the AETC Field Evaluation Questionnaires to provide feedback on the quality of formal course graduates. (T-1).

4.8.2.5.2. Participate in field interviews conducted by formal course OPR. (T-1).

4.8.2.6. MAJCOM customers of training systems initiate requests for special evaluation projects by justifying and routing the request through the using command headquarters to the headquarters of the MAJCOM conducting the education or training.
CHAPTER 5

CIVILIAN TRAINING, EDUCATION AND PROFESSIONAL DEVELOPMENT

5.1. Roles and Responsibilities. Chapter 5 specifically applies to all Air Force civilian activities, including appropriated fund (Title 5), Air National Guard (Title 5), Air Force Reserve (Title 5), Defense Civilian Intelligence Personnel System (Title 10), non-appropriated fund civilians, and all supervisors and managers of appropriated fund and/or non-appropriated fund civilians; excluding Air National Guard (Title 32) civilians.

5.1.1. Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1). Develops, coordinates and executes personnel policy and approves essential guidance for the management of civilian training, education, and professional development programs.

5.1.2. Directorate of Force Development (AF/A1D).

5.1.2.1. Establishes civilian training, education, and professional development policy. Policy is developed based on valid requirements specified by the Office of Personnel Management, Department of Defense (DoD) and related AF directives.

5.1.2.2. Administers the Civilian Force Development Panel.

5.1.3. Force Development Integration Division (AF/A1DI).

5.1.3.1. Formulates plans of action, administrative controls, and program requirements applicable AF-wide for civilian training, education, and professional development programs.

5.1.3.2. Ensures the AF short and long-range civilian training, education, and professional development needs are determined in accordance with AFPD 36-26, Total Force Development and Management, Chapter 1 of this instruction, AFMAN 36-2647, Competency Modeling, and AFMAN 36-606, Civilian Career Field Management and Development.

5.1.3.3. Reviews and approves AF-wide civilian training, education, professional and leadership development courses or programs for supervisors, managers, and the Senior Executive Service.

5.1.3.4. Assists in the evaluation of the AF civilian development function for mission accomplishment, quality and quantity standards, procedural, policy and regulatory compliance and technical competence.

5.1.3.5. Recommends civilian training, education, and professional development policies for appropriated fund and non-appropriated fund personnel.

5.1.3.6. Recommends modifications and initiates revisions to civilian personnel data system and initiates revisions to the AF civilian training input system.

5.1.3.7. Collaborates with Air Force Personnel Center, Air Force Personnel Operations Agency, Civilian Force Management Directorate (AF/A1C), Plans and Integration (AF/A1X), and Force Support Professional Development School personnel on resources and the design, implementation, and maintenance of learning management systems (e.g. Defense Civilian Personnel Data System, Civilian Automated Training Input Program).
5.1.4. Resource Integration Division (AF/A1XY).

5.1.4.1. Serves as the program element manager for all program element codes assigned to Personnel & Training programs which includes program element code 88751F, *Civilian Education and Training*.

5.1.4.2. Ensures program funding, advocates for unfunded requirements, executes funding distribution, and reallocations. Responsible for outlining projected execution/budget line (annual & Five Year Defense Plan) to include end strength, work years (Central Salary Account) and program element code 88751F (non-Central Salary Account). Advises and provides feedback on all program element code 88751F related funding issues to leadership.

5.1.5. Force Development Command (AETC). Execute force development programs in accordance with Air Force policy as established by SAF/MR and AF/A1.


5.1.6.1. Provides initial and continuing civilian training, education, and professional development courses for the civilian workforce that will increase an individual’s proficiency level of AF Foundational Competencies and accomplish the AF mission.

5.1.6.2. Develops and manages an accredited undergraduate degree focused on Air Force Leadership and Management studies as it relates to the civilian workforce.

5.1.6.3. Faculty will provide academic research based on criteria established by Civilian Force Development Panel to provide insight into future development needs of civilians. *(T-1)*.

5.1.6.4. Executes and maintains the virtual Force Development Center according to civilian training, education, and professional development policies and criteria provided by AF/A1DI.

5.1.7. Civilian Leadership Development & MAJCOM Training Branch (AFPC/DP2LC). Provides operational support for civilian training, education, and professional development activities as follows:

5.1.7.1. Civilian Leadership Development & Education Section (AFPC/DP2LCE).

5.1.7.2. Ensures all request for training, education and professional development submitted for non-Defense Acquisition Workforce Improvement Act civilian employees GS-15 and below (or equivalent) complies with all statutory and regulatory guidance. This is accomplished by reviewing and adjudicating the SF 182 received from career field teams.

5.1.7.3. Provides operational support to various AF civilian training, education, and professional development programs for individuals assigned to career program positions covered by Air Force Personnel Center career field teams. Refer to AFI 36-130, *Civilian Career and Development Program*, and AFMAN 36-606, for further information on career programs.

5.1.7.4. Provides operational support for AF civilian tuition assistance.

5.1.7.5. Administers and manages the Civilian Developmental Education programs.
5.1.7.6. Screens program requirements prescribed by higher headquarters (e.g. DoD, AF/A1DI, OPM, etc.) and convenes a committee to select nominees for Professional Military Education programs, experiential programs and applicable professional development, fellowship, and academic degree programs.

5.1.7.7. Recommends decisions regarding waivers for Continued Service Agreement obligations for individuals that attended civilian training, education, and professional development activities funded by program element code 88751F to the Director of Personnel Operations (AFPC/DP2).

5.1.7.8. Ensures major commands and force development flights are kept advised of processes to receive, review, and adjudicate requests for training from outside of AF-wide civilian leadership and/or institutional training catalogs to include processes to forward out-of-catalog leadership and/or institutional training requirements to AF/A1DI.

5.1.8. MAJCOM Functional Training Section (AFPC/DP2LCF).

5.1.8.1. Provides program oversight and guidance of functional/occupational training funded by program element code 88751F to major commands, field operating agencies, direct reporting units, and force development flights.

5.1.8.2. Establishes centrally-developed processes for quality control, standardization, and metrics to determine effective execution of program element code 88751F resources and reports to leadership, as required.

5.1.8.3. Implements annual training needs assessment data call, and then reviews and validates the training submissions.

5.1.8.4. Ensures employee development specialists are notified to submit management training committee approved annual installation training plan rankings via the AF training input system and have the annual installation training plan on file, by suspense date of each year.

5.1.8.5. Approves or disapproves training submissions. If training is disapproved, provides rationale and comments in the approved AF training input system.

5.1.8.6. Recommends major commands/installation, field operating agencies, and direct reporting units initial distribution allocations based on approved requirements.

5.1.8.7. Consolidates training requirements and provides results to AF/A1DI and AF/A1XY.

5.1.8.8. Tracks and monitors program element code 88751F funds.

5.1.8.9. Utilizes financial reports and approved AF training input system to ensure training program is executing as planned to meet training needs.

5.1.8.10. May reallocate funds within major commands, as needed.

5.1.9. Career Field Teams.

5.1.9.1. Assists their career field in the identification and validation of functional/occupational training requirements using Joint Publication 1-0, Joint Personnel Support and AF competency-based workforce doctrine Annex 1-1 - Force Development.
5.1.9.2. Reviews their career fields’ competency submission according to requirements included in their respective career field roadmaps and makes updates as appropriate using AF competency-based workforce doctrine, annually.

5.1.9.3. Advocates and informs major commands of functional/occupational training, development, and educational opportunities AF-wide.

5.1.9.4. Submits centrally-managed training, education, and professional development requirements into AF training input system.

5.1.9.5. Executes leadership and development training.

5.1.10. Major Commands/A1, Field Operating Agencies, and Direct Reporting Units.

5.1.10.1. Appoints a liaison to integrate command-wide and directorate functional/occupational specific civilian training, education, and professional development programs. The liaison duties are as followed:

5.1.10.2. Identifies and assesses functional/occupational-specific training programs and/or organizational requirements using career field roadmaps as a baseline.

5.1.10.3. Ensures functional/occupational and/or directorate programs, projects, and system managers identify training and development needs for submission of major commands/field operating agencies/direct reporting units-wide training requirements in AF training input system.

5.1.10.4. Coordinates with directorate programming and/or budgeting managers, installation functional counterparts, and AFPC/DP2LCF for the resources required (e.g. funding, quotas, equipment, facilities, manpower, course development, course materials) for initial and/or new major command-wide training requirements for their functional workforce.

5.1.10.5. Ensures subordinate organizations owned (e.g. organic) training courses are designed, delivered, and maintained in accordance with Instructional System Design principles.

5.1.10.6. Reviews subordinate organizations’ ancillary training completion statistics and data at least quarterly.

5.1.10.7. Disseminates information command-wide of civilian training, education, and professional development programs.

5.1.10.8. Reviews and provides recommendations on requests for waiver of Continued Service Agreement obligations for individuals receiving major command-funded training.

5.1.10.9. Receives, reviews and provides recommendations on training requests costing more than $100,000 and sends approvals with supporting documentation to AF/A1DI.

5.1.10.10. Provides advisory services to leadership and functional managers regarding the identification of functional/occupational training, education, and professional development requirements using AF competency-based workforce doctrine and career field team roadmaps.

5.1.10.11. Provides policy guidance and strategic advice to major command directorates and force development flights for all civilian training, to include Civilian Developmental
Education, civilian participation in Professional Military Education, on-the-job-training, supervisory and manager training, leadership training, Advanced Distributed Learning and off-duty self-development programs.

5.1.10.12. Coordinates AF formal schools quota management (including “no-shows”) for requirements identified in AF training input system and quota sub-allocation to force development flights for student identification/confirmation.

5.1.10.13. Ensures a justification memo is received from force development flight and/or organizations in cases of formal school quota cancellation less than 45 calendar days from course start date and no-shows. Memo must be from student’s commander and describe reasons for cancellation and failure to identify suitable alternate student. (T-3).

5.1.10.14. Ensures MAJCOM/A1 leadership and/or field operating agencies/direct reporting unit command section is notified via email of all formal school cancellations received less than 45 calendar days from course start date and all formal school no-shows.

5.1.10.15. Provides advisory and planning services relating to functionally-owned training programs to force development flights and functional organizations/units.

5.1.10.16. Publicizes and distributes information received from:

- 5.1.10.16.1. SAF/AQH and Acquisition Training Office regarding Acquisition Professional Development Program.
- 5.1.10.16.2. Force Management and Readiness Division (AF/A2DF) policy regarding the Defense Civilian Intelligence Personnel System Intern Program, to include tuition assistance funded through the National Intelligence Program.

5.1.11. Installation Commander (Installation/CC) or Designated Official.

5.1.11.1. Stays aware of civilian training, education, and professional development programs.

5.1.11.2. Charters the management training committee and appoints management training committee chairperson.

5.1.11.3. Approves annual installation training plan as described in para.5.2.2.3 developed by the management training committee for execution of program element code 88751F funds. (T-1)


5.1.12.1. Appoints the Force Development Flight Chief or designated official to work directly with the management training committee for the administration and execution of training funds.

5.1.12.2. Appoints the Government Purchase Card cardholder for program element code 88751F.

5.1.12.3. Receives a monthly status report of training requirements and funding.

5.1.13. Force Development Flight Chief or Designated Official (FSS/FSD).
5.1.13.1. Designates an employee development specialist to administer local training, education, and professional development program.

5.1.13.2. Ensures that procedures are in place to screen incoming or outgoing personnel for any Continued Service Agreement obligations.


5.1.14.1. Monitors compliance and data system accuracy of civilian employees’ training, education, and professional development programs.

5.1.14.2. Reviews and approves or disapproves all requests for functional/occupational training according to statutory, legal, and administrative requirements, regardless of funding source, and documents Standard Form 182 for civilian employees only.

5.1.14.3. Ensures units are aware that competitive procedures are required to be used in selecting civilians for training, education, and professional development at the local level that are not a part of mandatory training requirements for the position held by the individual.

5.1.14.4. Assists supervisors in developing, approving, and monitoring formal training plans.

5.1.14.5. Provides appropriate Continued Service Agreement or training agreement to civilian employees to complete prior to attending training, education, and professional development activity which requires subject form, if applicable.

5.1.14.6. Reviews, collects, and consolidates functional/occupational training requirements when requested by AFPC/DP2LCF during annual training needs assessment data call.

5.1.14.7. Reconciles training requirements via the AF training input system to track execution of program element code 88751F at the installation.

5.1.14.8. Prepares and briefs prior year execution and preliminary budget to management training committee.

5.1.14.9. Ensures annual installation training plan as described in para.5.2.2.3 and installation training guide have been approved by installation commander or designated official and on file by approved suspense date each year. (T1)

5.1.15. Education and Training Office Section (FSS/FSDE). Provides advice and counseling to civilians regarding civilian training, education, and professional development programs.

5.1.16. Civilian Personnel Section.

5.1.16.1. Provides all new civilian employees an in-processing checklist, which should include mandatory and applicable ancillary training.

5.1.16.2. Provides employee development specialist a roster of newly appointed civilians and supervisors or managers of civilians to ensure New Employee Orientation and mandatory supervisor and manager training is completed by required time-frame.

5.1.17. Commander/Director.
5.1.17.1. Identifies a civilian training focal point, if there are civilians under their purview. It is recommended to utilize the employee development specialist for consistent oversight of the unit’s training, education, and professional development programs.

5.1.17.2. Receives a status of training briefing, quarterly. (T-3).

5.1.18. Manager and/or Supervisor.

5.1.18.1. Ensures civilians employees are made aware of training, education, and professional development programs and requirements.

5.1.18.2. Collaborates with installation employee development specialist to ensure all organizational and functional/occupational training requirements have been identified during the annual training needs assessment data call for respective civilians.

5.1.18.3. Fosters a learning culture that provides opportunities for continuous training, education, and professional development.

5.1.18.4. Utilizes career field roadmaps and competency-based guidance to evaluate and identify subordinates mission-related functional/occupational training needs. For Defense Acquisition Workforce Improvement Act acquisition workforce, the most up to date information can be accessed at https://www.my.af.mil/gcss-af/USAF/site/ACQUISITION/Career, to determine required acquisition training.

5.1.18.5. Ensures affirmative employment programs are considered when identifying training, education, and professional development needs.

5.1.18.6. Prepares required Standard Form 182 documentation when submitting subordinate training requests. For Acquisition Professional Development Program, supervisors should follow processes in detail on the Acquisition Functional area on the Air Force Portal.

5.1.18.7. In partnership with civilian employees under their purview, reviews, discusses, and maintains the individual development plans. The plan documents the employee’s short and long-range career goals, specific competencies, knowledge, skills and abilities necessary to meet current objectives and training, education, and professional development activities used to develop the desired competencies. (T-0).

5.1.18.8. Assists respective chain of command in determining if government or vendor-supplied symposiums, conferences, and meetings require AF-tiered approval process.

5.1.18.9. Informs civilians of their responsibilities to accomplish training.

5.1.18.10. Ensures civilians are scheduled and released to complete mandatory training:

5.1.18.11. New Employee Orientation accomplished within 90 days of employment.

5.1.18.12. Ancillary training, as required, within required time-frame.

5.1.18.13. New supervisor and/or manager training within 1 year of an appointment to a supervisory or managerial position and completes experienced training every 3 years, thereafter.
5.1.18.14. Initiates, develops, and submits formal training plans within the first 30 days of the assignment for worker-trainee and intern programs to force development flights and uses plan for periodic feedback sessions in conjunction with annual performance appraisal.

5.1.18.15. Follows merit procedures to select and/or nominate civilians for training, education, and professional development assignments that may serve to enhance promotional opportunities.

5.1.18.16. Enrolls and completes required mandatory supervisor or manager training courses within 1 year of an appointment to a supervisory or managerial position and complete experienced training every 3 years, thereafter.

5.1.18.17. Based upon program funding source, ensures installation employee development specialist or Air Force Personnel Center receives completed Continued Service Agreement from civilian employees prior to the start of Continued Service Agreement-required training for personnel record to be updated.

5.1.18.18. Notifies installation employee development specialist when a civilian employee cannot attend scheduled and approved training.

5.1.18.19. Ensures long-term full-time training participants notify the employee development specialist of their return to duty between terms, if applicable.

5.1.18.20. When requested by employee development specialist, assist in notifying a civilian of his/her reimbursement responsibility as a result of his/her failing to attend and/or completing an approved training, education, and professional development activity or tuition assistance approved course.

5.1.18.21. Mentors and encourages civilians to apply for training, education, and professional development programs and participate in self-development/mentorship opportunities.

5.1.19. Civilian Employee.

5.1.19.1. Maintains the necessary competencies to accomplish duties within the assigned position and help the AF meet its mission.

5.1.19.2. Assumes active responsibility for self-development and training through drafting an individual development plan in collaboration with their respective supervisor and maintains it on an annual basis to ensure the plan remains current. (T-0).

5.1.19.3. Identifies training needed to improve individual and organizational performance and identifies methods to meet those needs, effectively and efficiently.

5.1.19.4. Requests training, when necessary, from supervisor and/or manager to initiate Standard Form 182 submission, if applicable.

5.1.19.5. Completes all training, education, and professional development activities and applies training. (T-0).

5.1.19.6. Completes New Employee Orientation within 90 days of initial appointment. (T-0).

5.1.19.7. Accomplishes required ancillary training and maintains currency. (T-0).
5.1.19.8. If applicable, completes New Supervisor and/or Manager training within 1 year of an appointment to a supervisory or managerial position and completes experienced training every 3 years, thereafter. (T-0).

5.1.19.9. Attends and participates at approved, scheduled and/or mandatory training, education, and professional development activities.

5.1.19.10. Ensures personnel record reflects current training, education, and professional development accomplishments and completions.

5.1.19.11. Applies training by sharing knowledge gained from such training, education, and professional development activities with co-workers and assists in training, education, and professional development of other civilians when requested.

5.1.19.12. When required, signs a Continued Service Agreement or training agreement, prior to attending training, education, and professional development activity; which requires subject form.

5.1.19.13. Fulfills Continued Service Agreement or training agreement. (T-0).

5.1.19.14. Notifies supervisor, as soon as possible, when unable to attend an approved, scheduled and/or mandatory training, education, and professional development event.

5.1.19.15. If unsuccessful completion of training, education, and professional development activity, with a signed agreement on file, individual may be required to pay the Air Force for expenses incurred associated with the training, education, and professional development activity (except pay or other compensation). Proceeds to request a waiver or reconsideration of the requested recovery amount to the office processing the repayment of the individual to the Air Force. (T-0).

5.2. Civilian Training, Education, And Professional Development Programs.

5.2.1. Overview. AF civilian training, education, and professional development programs use a variety of guides, assessments and forms in processing, validating, planning, financing, and accomplishing civilian training. Employee development specialists, supervisors, managers, and civilian employees evaluate job specifications, future changes to work methods, or individual employee job-related development either in the current or future tense.

5.2.2. Occupational/ Functional Training.

5.2.2.1. Installation Training Guide. Provides clear guidance for installations, so that training is administered consistently and efficiently. Due to unique local requirements, functional/occupational training and/or local training/development, the employee development specialist develops the installation training guide to provide specific guidance relating to local training program administration.

5.2.2.2. Annual Training Needs Assessment. Captures critical training, education, and professional development needs of civilians across the AF for program element code 88751F for a given fiscal year. Supervisor(s) project fiscal year training requirements and obtain respective unit commander’s approval prior to submitting to the local employee development specialist to submit via the AF training input system.
5.2.2.3. Annual Installation Training Plan. Documents approved civilian functional training requirements for program element code 88751F for a given fiscal year. The annual installation training plan documents priority and base ranking of each requirement, as well as governing directive and associated resource requirements. It provides employee development specialist(s), supervisor(s), manager(s), and civilian employee(s) with the information to determine how well a specific training course or program has met its objectives. (T-0).

5.2.2.4. Prioritizing Training Needs. Once training needs have been properly determined, they need to be assigned a priority or rank. Determination of training priorities is a critical judgment process accomplished by managers and supervisors. Civilian training is categorized according to the appropriate priority as defined in Table 5.1

**Table 5.1. Training Categories.**

<table>
<thead>
<tr>
<th>Categories</th>
<th>Definition of Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority 1</td>
<td>Required by Public Law, Executive Order, DoD Directive (to include Occupational Certification(^1) &amp; Licensing(^2), as defined in position description as a condition for continued employment). Priority Indicator classified as “Critical/Mandated”</td>
</tr>
<tr>
<td>Priority 2</td>
<td>Maintains/develops critical occupational/functional competencies(^3) identified by Air Force publications or other guidance. Priority Indicator classified as “Essential” (T-3).</td>
</tr>
<tr>
<td>Priority 3</td>
<td>Maintains/develops critical occupational/functional competencies as directed or identified by AF MAJCOM (e.g. publications, memorandum, etc.). Priority Indicator classified as “Recommended.”</td>
</tr>
<tr>
<td>Priority 4</td>
<td>Maintains/develops critical occupational/functional competencies as directed or identified by AF Installation (i.e. publications, memorandum, etc.). Priority Indicator classified as “Recommended.”</td>
</tr>
</tbody>
</table>
Notes:
1. Certification: The recognition to individuals who have met predetermined qualifications set by a government agency, an industry, or a profession. There are some positions where specific qualifications are required because a person cannot perform successfully in the position without such qualifications. These can include requirements for Federal or State license or certification. When individuals are required to renew such licensure/certification, and are performing at a satisfactory level, it is appropriate to submit the requirement during the annual Data Call. To be considered and/or valid, it must be identified on the position description and/or enforced as a condition of employment (T-0).
2. Licensing: The process by which an agency of the government (Federal, State, or local) grants permission to an individual to engage in a given occupation upon finding that the applicant has attained the minimal degree of competency (T-0).
3. Competency: Behavior or set of behaviors that describes required performance in a particular work context (e.g. job role or group of jobs, function, or whole organization). Functional/occupational competencies are related to specific areas of expertise that enable individuals to successfully perform their unique duties. These competencies tend to be more dependent on technology: tools, processes, and equipment to accomplish the organizational mission.

5.2.3. Civilian Education.

5.2.3.1. Civilian Tuition Assistance Program. The program is designed to benefit AF mission and applies to self-development education courses that civilians desire to attend on a voluntary off-duty basis, regardless of funding source. To be acceptable the coursework must be from an institution that is accredited by a regional, national, or specialized accrediting body recognized by the U.S. Department of Education (T-0). The program will pay tuition, laboratory and other instructional fees (T-1). This program includes coursework in post-secondary education including an associate, a bachelor, a master, or a doctoral degree. Civilian Tuition Assistance Program is subject to the availability of funds for permanent full time appropriated fund civilians.

5.2.3.2. The Civilian Tuition Assistance Program does not apply to the following:

5.2.3.2.1. Civilian employees covered by AFI 36-602, Civilian Intern Programs.

5.2.3.2.2. Non-appropriated fund civilians covered by AFMAN 34-310, Nonappropriated Fund Personnel Program Management and Administration Procedures.

5.2.3.2.3. Tuition assistance for the Acquisition Workforce. Tuition assistance for Acquisition coded civilian employees is governed by the SAF/AQH policy within the Acquisition Functional area on the Air Force Portal https://www.my.af.mil/gess-af/USAf/site/ACQUISITION/Career.
5.2.3.2.4. Tuition assistance for Defense Civilian Intelligence Personnel System Intern program participants. Assistance for training and education within the Defense Civilian Intelligence Personnel System Intern program is based on funds availability within the National Intelligence Program.

5.2.3.2.5. Local National civilians.

5.2.3.2.6. Civilian employees receiving other federal or state tuition subsidies such as Veterans Administration educational benefits, scholarships or grants, etc.

5.2.3.2.7. Training and education mandated by law, regulation, or agency requirements.

5.2.3.2.8. Courses at a level lower or equal to a degree already attained by respective civilian.

5.2.4. Civilian Developmental Education Program. The Air Force Civilian Developmental Education Program is central to the Civilian Continuum of Learning that spans throughout a civilian’s professional career. Civilian Developmental Education offers a wide variety of professional development opportunities for civilians to develop leadership and management competencies and leadership development programs. Basic Development Education, Intermediate Development Education, and Senior Development Education are the three levels of Civilian Developmental Education. For all levels, career field teams and Developmental Teams provide oversight of personnel development to meet both functional and institutional strategic leadership requirements. Specific program descriptions are posted on the myPers website under Civilian > Employee > Force Development section.

5.2.5. Civilian Academic Degree Program. A corporate human capital tool providing measurable individual and organizational results to address current and future unique force-shaping and development issues and priorities. Authority is established in accordance with DoDI 1400.25, Department of Defense Civilian Personnel Management System, Volume 410, Training, Education, and Professional Development, Enclosure 3, Chapter 6, Academic Degrees. The program competitively selects and assigns civilians to academic degree training, if all of the following conditions are met:

5.2.5.1. AF/A1DI determines the training contributes significantly to addressing AF mission, unique force-shaping and development issue(s) to resolve identified competency gaps.

5.2.5.2. Training is part of a planned, systematic, and coordinated Civilian Developmental Education program linked to accomplishing the AF strategic goals with measurable results in terms of organizational performance (meeting AF goals and objectives).

5.2.5.3. Training must be accredited by a regional, national, or specialized accrediting body recognized by the U.S. Department of Education. (T-0).

5.2.6. Standard Form 182, Authorization, Agreement and Certification of Training. Used to authorize training of appropriated fund and non-appropriated fund civilians, including direct and indirect costs, for both government and non-government providers. Federally mandated training, as defined on the Standard Form 182, is “mandatory training for all civilians Government-wide”, or in some cases, groups of civilians across Federal agencies and
departments. This includes training mandated by Equal Opportunity, Federal statute, or regulation such as information systems security (Title 5 Code of Federal Regulations Part 930.301), ethics (Title 5 CFR § 2638), and training for managers and supervisors (Title 5 CFR § 412.202). It must also be used for all formal training of 8 hours or more and all other training, regardless of length, if costs are involved. Approval of such training is required before enrolling in or making any commitments for training. (T-0).

5.2.7. Continued Service Agreement. Participating in AF-sponsored training may require a civilian employee to agree in writing to continue in service upon training completion. The Continued Service Agreement is a signed agreement between the civilian employee and the Air Force.

5.2.7.1. The supervisor, employee development specialist, or AFPC, based upon program funding source, will initiate Continued Service Agreement, secure the student signature before course start date, update civilian personnel data system, and include it in the individual’s electronic Official Personnel Folder upon completion of the training (T-0). A Continued Service Agreement establishes a commitment to continue Air Force service for a period of at least three times the length of the training, to begin the first workday after the training program is complete. A breakout of centrally managed programs and their Continued Service Agreement requirements can be found on myPers under Civilian > Employee > Force Development.

5.2.7.2. Determining Continued Service Agreement obligation. Obligation periods must be at least three times the length of the training and are based upon two factors:

5.2.7.2.1. Training length that exceeds 80 hours.
5.2.7.2.2. Cost of training including direct (tuition and materials) and indirect costs (travel and per diem).

5.3. Training Sources.

5.3.1. Authorities. The Government Employees Training Act of 1958 created the framework for agencies to plan, develop, establish, implement, evaluate, and fund training and development programs designed to improve the quality and performance of the workforce. The Government Employees Training Act was codified into 5 USC, Chapter 41, Training. Executive Order 12107 (1978) emphasizes the importance of using effective interagency training programs to meet common needs across the government. Title 5, CFR, Part 410, Training, addresses policies and requirements for training in government agencies. Title 5, CFR, Part 412, Supervisory, Management, and Executive Development, addresses executive, management, and supervisory development. The following is the AF implementation guidance regarding training sources:

5.3.1.1. Training Source Determination.

5.3.1.2. Federal government entities must be the first consideration when determining the source of training. If government entities are unavailable for use as a training source, the effectiveness and efficiency of the provider should be the primary consideration. There are many sources of training that can be considered. The following provides information regarding the most widely used sources but may not be all-inclusive (T-1):
5.3.1.2.1. Training sources which discriminate on the basis of race, color, religion, age, sex, national origin or disability may not be used.

5.3.1.2.2. Institutions which have a policy or practice that prevent Reserve Officers’ Training Corps units or student Reserve Officers’ Training Corps participation, or prevent military recruiting on campus, or access to student directory information, consistent with 10 USC § 983; Title 32, CFR, Part 216, Military Recruiting and Reserve Officer Training Corps Program Access to Institution of Higher Education; and Section 549 of fiscal year 2000 National Defense Authorization Act (Public Law 106-65) shall not be used (T-0).

5.3.2. Organic Training.

5.3.2.1. Organic training programs should be used to complete identified training needs whenever this approach has been validated as the most efficient and effective method of training.

5.3.2.2. The Air Force Instructional System Design process must be utilized for training development and delivery in accordance with Chapter 4. (T-1).

5.3.3. Vendor Training.

5.3.3.1. When federal government entities cannot meet a training need, the employee development specialist may arrange training through the local contracting office for a non-government entity (e.g., contractor/vendor) to provide needed training.

5.3.3.2. Prohibited sources to use as non-government training entities include:

5.3.3.3. Training which teaches or advocates the overthrow of the United States government by force or violence. This prohibition also applies to training provided by a person about whom a proper determination has been made that there is reasonable doubt concerning his or her loyalty to the United States.

5.3.3.4. Training which carries on subversive propaganda, attempting to influence legislation, or participating or interfering in political campaigns on behalf of any candidate for public office.

5.3.3.5. Training which illegally discriminates in the admission or in subsequent treatment of students.

5.3.3.6. If an academic institution is used as a vendor, the employee development specialist must determine:

5.3.3.6.1. That the institution is fully accredited by a regional, national, or specialized accrediting body recognized by the U.S. Department of Education. (T-3).

5.3.3.6.2. If the trainee requires a Continued Service Agreement to attend the training. (T-3).

5.3.3.6.3. If a series of training is intended, this must be coordinated with the employee development specialist prior to approval of the first course (T-3).
5.3.4. Long-Term Full-Time Training.

5.3.4.1. Management-identified, AF mission-related training of more than 120 consecutive duty days through an accredited institution and/or contractor, to meet a unique training, education, and professional development requirement.

5.3.4.2. Units with management training committee approval may select and assign civilians to long-term full-time training.

5.3.4.3. Employee development specialist reviews long-term full-time training requests and consider only those that are management-identified, mission-related training requests. Long-term full-time training requests for coursework not directly related to stated program purpose will not be approved (T-1).

5.3.4.4. Upon completion of long-term full-time training, the civilian personnel data system should be properly updated to identify long-term full-time training.

5.3.5. Conferences.

5.3.5.1. Conferences may be considered training when each of the following are met in accordance with AF Supplement to *Department of Defense Conference Guidance*, Version 4.0, dated June 26, 2016:

5.3.5.1.1. The purpose of the conference is educational or instructional.

5.3.5.1.2. Most of the conference consists of planned, organized exchanges of information between presenters and audience. Hence, the civilian derives developmental benefits through attending.

5.3.5.1.3. The content is relevant to improving the civilian's and/or organizational performance.

5.3.5.2. It is the responsibility of the requestor to know, understand, and follow the current Air Force Conference Guidance policy on conference approval before submitting approval documentation with Standard Form 182 to the employee development specialist for consideration. Air Force Conference Guidance is located at [https://www.my.af.mil/gcss-af/USAF/ep/contentView.do?contentType=EDITORIAL&contentId=cE3494DD05D75860150806F12A301FB&channelPageId=s6925EC1352A10FB5E044080020E329A9&programId=t330D98A155C5631C0155DABF52170727](https://www.my.af.mil/gcss-af/USAF/ep/contentView.do?contentType=EDITORIAL&contentId=cE3494DD05D75860150806F12A301FB&channelPageId=s6925EC1352A10FB5E044080020E329A9&programId=t330D98A155C5631C0155DABF52170727).

5.3.6. Mandatory Training.

5.3.6.1. New Employee Orientation Program. New Employee Orientation program is designed to assist new civilians in adjusting readily to their jobs and work environments via approved AF learning management system within 90 days of hire. Supervisors must release civilians for attendance of appropriate orientations. (T-0)

5.3.6.2. Mandatory Supervisor & Manager Training. Supervisor and manager training are required to develop supervisor(s) and manager(s) as part of a comprehensive management succession program. All applicable mandatory supervisor and manager training courses must be completed within one (1) year of appointment to a supervisory or managerial position and experienced training every three (3) years, thereafter in accordance with Title 5, CFR § 412.202.
5.3.7. Other Mandatory Training.

5.3.7.1. Federally mandated training, as defined on the Standard Form 182 is “mandatory training for all civilians Government-wide”, or in some cases, groups of civilians across Federal agencies and departments.

5.3.7.2. Due to routine changes of mandated training, it is recommended that civilian(s), supervisor(s), manager(s), employee development specialist and civilian personnel section(s) periodically review Office of Personnel Management, DoD, and AF websites to verify the most current requirements.

5.4. Financial Resource Management Of Training Funds.

5.4.1. Resource Management. The linkage between training forms, training records, and the accounting system is designed to accomplish sound fiscal management and accountability. Training documentation needs to be timely and accurate for reconciliation with the accounting system. Regular review of financial status during the current fiscal year ensures a sound budget execution.

5.4.1.1. Forecasting. Supervisor(s), manager(s), employee development specialist(s), and appropriate committees should ensure forecasting takes into account all known requirements and that program and operations officials provide the best estimates.

5.4.1.2. Budget Execution.

5.4.1.2.1. Executing. In executing current fiscal year budget, employee development specialist should closely monitor funding levels through the appropriate financial system to ensure each quarter’s commitments and obligations are in line with their authorized funding authority. Should difficulties in meeting funding limitations arise, the appropriate committees, resource advisors, and key managers should be advised.

5.4.1.2.2. Initial distribution of funds for program element code 88751F is to allocate funds for approved civilian functional/occupational requirements that have been submitted via the AF training input system during annual training needs assessment data call.

5.4.2. Use of Government Purchase Card for Education and Training.

5.4.2.1. The Government Purchase Card may be used to pay for education and training, regardless of funding source, in accordance with AFI 64-117, Air Force Government-Wide Purchase Card (GPC) Program.

5.4.2.2. The Government Purchase Card will be used as the payment method for government, non-government, and/or commercial off-the-shelf training and education for an individual event or planned series of the same training event, activity, service, or course material. (T-0).

5.4.2.3. Commercial off-the-shelf training does not include training specifically developed, designed, or produced to meet a requirement unique to an organization and/or program. An AF 9, Request for Purchase, submitted to the local servicing contracting office, is required to purchase training designed specifically to meet the requirement unique to an organization.
5.4.2.4. In the event the Government Purchase Card is utilized for the purchase of government and/or non-government training that pertains to leadership development courses (defined as “a course with 50% or more of leadership content in the curriculum), the cardholder requests approval to purchase from AF/A1DI. (T-1).

5.4.2.5. Each Government Purchase Card is associated with only one line of accounting. Card holders using Defense Acquisition Workforce Development Fund, Defense Civilian Intelligence Personnel System, and any other funding sources must have a separate card for each program element code. (T-0).

5.4.2.6. To accurately account for funds at locations with multiple commands, work with the local financial service office to establish the most appropriate procedures.

5.4.2.7. The Government Purchase Card does not replace the Standard Form 182 or other appropriate training forms as either an authorization and/or procurement document. The cardholder must have an approved Standard Form 182 on file prior to contacting a vendor regarding training or education procurement. (T-0).
6.1. Program Description and Purpose. The Air Force Voluntary Education Program supports Force Development by maintaining a highly educated force. The program supports off-duty Voluntary Education goals for RegAF, Air National Guard, and Air Force Reserve Airmen. Voluntary Education supports recruiting efforts as an enticing benefit program and supports retention as an in-service benefit. It significantly contributes to occupational competencies, Foundational Competencies, special interest needs, and readiness by supporting the current and anticipated professional development and educational needs of the Air Force. Through professional and Voluntary Education, Airmen develop the breadth and depth of knowledge, skills, and abilities such as critical thinking and problem-solving that enable them to skillfully navigate a wide range of problems and weigh alternative solutions so they can operate effectively in complex and dynamic environments.


6.1.2. Mission. Develop strategic thinking, resilient Airmen and prepare them for leadership roles through off-duty educational opportunities that cultivate their professional and personal knowledge throughout the Military Life Cycle.

6.1.3. Goals. Voluntary Education opportunities enable self-development, improve critical thinking skills, and serve as a recruiting and retention incentive for military members while strengthening Air Force readiness. Education programs expand knowledge and increase understanding of the role of aerospace power in fulfilling the Air Force national security strategy. Education is a critical prerequisite to anticipating and meeting the challenges of the broad range of military operations in which air and space forces are employed. Only quality education achieved through professional development can ensure the critical thought processes necessary for sound decision-making. The overarching goals of the Air Force Voluntary Education Program are as follows:

6.1.3.1. Ensure Airmen have off-duty education opportunities that allow them to develop professional and personal knowledge desired as an incentive for recruitment, retention, and readiness.

6.1.3.2. Prepare Airmen for leadership and advancement opportunities within the Air Force, as well as civilian employment after service.

6.1.3.3. Develop Airmen’s occupational and Foundational Competencies through off-duty voluntary, postsecondary goals.
6.1.4. Program Implementation. The Air Force, Voluntary Education Branch (AF/A1DLV) will establish the Air Force’s Voluntary Education vision, mission, and goals based on the needs of the Air Force and its Airmen. AF/A1DLV will provide overarching leadership, policy, and administrative and managerial oversight to execute the Voluntary Education Program. In addition, AF/A1DLV will work with appropriate partners to include the Community College of the Air Force, the Air Force Personnel Center Voluntary Education MAJCOM functional managers, the Military Tuition Assistance Central Office, and the Air Force Credentialing Opportunities On-line Program Office to appropriately implement and execute the Air Force’s Voluntary Education Program. Finally, AF/A1DLV will provide base-level Education and Training Sections adequate support for program implementation. (Program management specifics are outlined in paragraph 6.3). The Air Force Voluntary Education Program is comprised of the following four core functions that are essential in accomplishing the mission and reaching the vision:

6.1.4.1. Counseling. Counseling refers to the professional counseling and advice Voluntary Education professionals provide Airmen, their families, and Air Force leaders. Qualified academic counselors/advisors/specialists who are knowledgeable in higher education work directly with Airmen to assist them in developing their academic programs and to advise them on financial aid, academic programs, and Air Force-specific education programs.

6.1.4.2. Testing. The Voluntary Education Program oversees for-credit, admission, language, Air University, and Professional Military Education testing.

6.1.4.3. Military Tuition Assistance. Military Tuition Assistance refers to the Tuition Assistance Program. Since it is such a vital and integral aspect of Voluntary Education, AF/A1DLV is the Program Element Monitor for Program Element Codes 89732F and 84702F. In this role, AF/A1DLV advocates for tuition assistance funds as well as operational and maintenance funding for the base-level Education and Training Section and oversees the appropriation and execution of those funds.

6.1.4.4. Staffing. Voluntary Education Program staff members, to include Education Services Specialists, Guidance Counselors, Education and Training Section Chiefs, MAJCOM Functional Managers, and Chief, Air Force Voluntary Education Program, must be qualified under the Office of Personnel Management standards for the Education Services Series, 1740 career field.

6.2. Responsibilities.

6.2.1. Headquarters Air Force. Headquarters Air Force oversees policy and advocates for the Air Force Voluntary Education program. Headquarters Air Force will interface with the Office of the Secretary of Defense concerning policy development and implementation of legislative initiatives. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs discharges this responsibility for the Secretary of the Air Force and provides Secretarial oversight of the Voluntary Education Program. Deputy Chief of Staff, Manpower and Personnel (AF/A1) will implement policy and budget for requirements, as necessary. (T-1).
6.2.2. Headquarters Air Force Voluntary Education Branch. The Chief, Air Force Voluntary Education (AF/A1DLV) is responsible for implementing Department of Defense and Air Force Policies for the Voluntary Education Program. AF/A1DLV responsibilities include, but are not limited to the following: (T-1).

6.2.2.1. Serve as the functional advisor to Air Force senior leadership on Voluntary Education issues. Provide guidance to ensure the viability and visibility of the program Air Force wide. Provide senior leadership, to include the Air National Guard and Air Force Reserves, with an annual report on the status of the program. (T-1).

6.2.2.2. Sustain the Voluntary Education Program in order to meet the needs of the Air Force and its Airmen. (T-1).

6.2.2.3. Develop the Voluntary Education Program Strategic Plan in alignment with the Air Force Strategic Plan and its focus areas. (T-1).


6.2.2.5. Develop Program Objective Memorandum for Program Element Codes 89732F and 84702F in coordination with Secretary of the Air Force (SAF) Financial Management Office. (T-1).

6.2.2.6. Serve as the Program Element Monitor for Program Element Code 89732F and 84702F. Ensure funding is available for the Military Tuition Assistance Program, Voluntary Education staff training, Air Force Credentialing Opportunities On-Line Program, and Voluntary Education daily support activities. (T-1).

6.2.2.7. Secure appropriate training opportunities and develop curricula with appropriate partners to provide professional development for all levels of the Voluntary Education staff to include Air Force Personnel Center (AFPC) MAJCOM Functional Managers. (T-1).

6.2.2.8. Establish policies for Voluntary Education core functional areas. These core functional areas include counseling, testing, Military Tuition Assistance, program management, Transition-Goals, Plans, Success, SkillBridge Program, and Air Force Credentialing Opportunities On-Line Program. (T-1).

6.2.2.9. Provide policy, direction, guidance, and resources to the Voluntary Education Central Office. (T-1).

6.2.2.10. Oversee the Air Force component of the Department of Defense Third Party Education Assessment program for third party review of the quality and effectiveness of educational opportunities, regardless of delivery format, on military installations. Collect resolution data from AFPC MAJCOM Functional Managers regarding final reports and include that information in guidance decisions. Work closely with Defense Activity for Non-Traditional Education Support and Services’ counterparts to review program effectiveness. (T-0).

6.2.2.11. Provide policy, advisory, and technical assistance to AFPC MAJCOM Functional Managers. (T-1).
6.2.2.12. Coordinate with other Services’ Voluntary Education Chiefs on joint and uniform issues and policies. Represent the Air Force on the Department of Defense Inter-Service Voluntary Education Board and other appropriate Service-level advisory committees and working groups. Serve as the liaison with academic institutions and other professional organizations affiliated with voluntary, post-secondary/adult education. (T-0).

6.2.2.13. Provide appropriate response to Voluntary Education Congressional inquiries and complaints received through the Postsecondary Education Complaint System. (T-1).

6.2.2.14. Serve as the Chair of the Voluntary Education Steering Committee. The Steering Committee is composed of AFPC MAJCOM Functional Managers and meets bi-annually to address Voluntary Education issues. The meetings may be face-to-face or through electronic means. (T-1).

6.2.2.15. Coordinate with AFPC on Voluntary Education Program-related data requirements for Military Personnel Data System and Air Force Automated Education Management System. (T-1).

6.2.2.16. Coordinate requests for American Council of Education evaluations for Air Force technical schools not affiliated with Air University. (T-1).

6.2.2.17. Coordinate incorporation of the Military Life Cycle within the Voluntary Education Program. (T-1).

6.2.2.18. Serve as Functional Manager for all 1740 career field positions within the Voluntary Education Program. (T-1).

6.2.2.19. Coordinate on classification changes to 1740 career field positions. (T-1).

6.2.3. Air Force Personnel Center MAJCOM Functional Managers (AFPC/DP2SST). AFPC/DP2SST implement Air Force policies and goals pertaining to the Voluntary Education Program. Work in conjunction with the AFPC Airman Support Branch (AFPC/DP3SA) to address implementation and execution of processes for the program. AFPC/DP2SST work closely with AF/A1DLV for policy review/decisions and to assist in the continued development of the Voluntary Education Program in accordance with current Air Force policies and procedures. AFPC MAJCOM Functional Managers will also serve on committees established by Air Staff to meet the needs of Airmen and the Voluntary Education Program. They will provide strategic and functional advisement to Major Command and base leadership concerning the Voluntary Education Program, which includes, but is not limited to the following: (T-1).

6.2.3.1. Develop an AFPC/DP2SST mission statement that supports the Air Force Voluntary Education mission. (T-1).

6.2.3.2. Manage MAJCOM specific education programs. (T-1).

6.2.3.3. Provide program oversight for bases, geographically separated units, and tenant organizations. Oversight includes, but is not limited to, policy interpretation, staff training, data collection and analysis, and execution of funding for daily program operations. (T-1).
6.2.3.4. Oversee data in the Air Force Automated Education Management System and Air Force Virtual Education Center. Compile annual statistics for reporting to Major Command leadership and AF/A1DLV. (T-1).

6.2.3.5. Conduct quarterly Air Force Automated Education Management System assessments to ensure compliance with established policies and procedures for use of the system by Education and Training Section personnel and notify the Education and Training Section Chief and Air Force Voluntary Education Chief of identified deficiencies. AFPC/DP2SST will conduct staff assistance visits, as needed, or when requested by the installation commander. AFPC/DP2SST will complete formal written reports within 15 working days of the staff assistance visit and will send the report to the unit commander, Force Support Development Chief, and Education and Training Section Chief within 30 days of the staff assistance visit. (T-1).

6.2.3.6. Ensure Program Element Code 89732F and 84702F funds are received from SAF Financial Management Office and distributed to installations in accordance with AF/A1DLV guidance. Serve as AFPC-level Program Element Monitors for Program Element Codes 89732F and 84702F. (T-1).

6.2.3.7. Provide advisory guidance and technical assistance on overseas contracts covering Voluntary Education in Pacific Air Forces and United States Air Forces Europe/Air Force Africa. This advisory guidance and technical assistance includes, but is not limited to, evaluating contracts, identification cards for school personnel, and all international agreements and host nation requirements that may impact the school contracts. (T-1).

6.2.3.8. Elevate issues to AF/A1DLV and work with AF/A1DLV to resolve. (T-1).

6.2.3.9. Provide input to AF/A1DLV on complaints generated through the Postsecondary Education Complaint System. (T-1).

6.2.3.10. Review and approve all Non-Personal Services Contract requests. (T-1).

6.2.3.11. Nominate/oversee Defense Activities for Non-Traditional Education Support Test Control Officers and Alternate Test Control Officers. (T-1).

6.2.3.12. Solicit nominations annually for the Scholarships for Outstanding Airmen to Reserve Officer Training Corps, reviewing packages and submitting nominations to the selection board. (T-1).

6.2.3.13. Review waiver requests outside the scope of the Military Tuition Assistance Central Office. (T-1).

6.2.3.14. Report SkillBridge Program metrics to AF/A1DLV. (T-1).

6.2.3.15. Track manpower requirements and personnel actions. (T-1).

6.2.3.16. Coordinate all aspect of the Palace Acquire Program related to the Voluntary Education Program. (T-1).

6.2.3.17. Coordinate and execute supplemental training funds for the 1740 career field positions. (T-1).
6.2.3.18. Participate in Unit Effectiveness Inspections as required using the Management Internal Control Toolset as outlined in AFI 90-201, The Air Force Inspection System. (T-1).

6.2.4. Voluntary Education Central Office. The Chief, Military Tuition Assistance Central Office will perform the following tasks associated with Military Tuition Assistance:

6.2.4.1. Pay invoices. (T-1).

6.2.4.2. Process student reimbursements. (T-1).

6.2.4.3. Approve/disapprove waiver requests on certified Military Tuition Assistance requests. (T-1).

6.2.4.4. Execute the Military Tuition Assistance budget. (T-1).

6.2.4.5. Provide customer service to students, Education and Training Sections, AFPC MAJCOM Functional Managers, AF/A1DLV, and academic institutions. (T-1).

6.2.5. Education and Training Section Chief. The Education and Training Section Chief oversees and directs the base-level Voluntary Education Program. For the purposes of this instruction, only those functions associated with the Voluntary Education Program are included. The duties associated with other elements of the Education and Training Section are not addressed here. The Education and Training Section Chief will implement Air Force, AFPC MAJCOM Functional Managers, and installation policies by performing the following tasks.

6.2.5.1. Provide program oversight and advisement to base leadership on Voluntary Education issues. (T-1).

6.2.5.2. Coordinate with base leadership to ensure the procurement of facilities and other special program requirements. (T-1).

6.2.5.3. Act as the installation’s voluntary education gatekeeper to ensure compliance with DoDI 1344.07, Personal Commercial Solicitation on Department of Defense Installations. (T-0).

6.2.5.3.1. Approve all requests for base access by academic institutions on behalf of the installation/host commander. The academic institution will upload a listing of student appointments in the Academic Institution Portal after the visit is completed. (T-1).

6.2.5.3.2. Monitor academic institutions’ activities on the installation in accordance DoDI 1322.25, Enclosure 3(e). (T-0).

6.2.5.3.3. Ensure base access issues for education institutions that are not conducting on-base programs are resolved per DoDI 1322.25, Voluntary Education Programs and Presidential Executive Order 13607, Principles of Excellence Demonstration of Compliance. (T-0).

6.2.5.4. Manage installation core education and AFPC MAJCOM Functional Managers-specific programs for the eligible base population, geographically separated units, and tenant organizations, or as stated in an Inter-Service Support Agreement. (T-1).
6.2.5.5. Procure education programs based on the results of a needs assessment conducted by the Voluntary Education staff in accordance DoDI 1322.25, Enclosure 3. (T-0).

6.2.5.6. Elevate Voluntary Education issues to base leadership or AFPC MAJCOM Functional Managers. (T-1).

6.2.5.7. Manage and execute the Higher Education Track of the Transition Assistance Program. At joint bases, the lead Service provides the Higher Education Track. (T-0).

6.2.5.8. Work with local and MAJCOM representatives to acquire financial resources for voluntary education staff training opportunities. Maintain liaison with appropriate state planning and approving agencies and coordinating councils to ensure that planning agencies for continuing, adult, or post-secondary education are aware of the educational needs of military personnel located within their jurisdiction. (T-1).

6.2.5.9. Prepare for and participate in Unit Effectiveness Inspections as required using the Management Internal Control Toolset checklists as outlined in AFI 90-201, The Air Force Inspection System. (T-1).

6.2.5.10. Ensure Education Center staff members are trained in their job responsibilities. (T-1).

6.2.5.11. Participate in the Third Party Education Assessment program. (T-0).

6.2.5.12. Research and respond to complaints via the Post-secondary Education Complaint System or other systems. (T-0).

6.2.5.13. Act as the liaison between the student and the Military Tuition Assistance Central Office. (T-1).

6.2.5.14. Ensure Voluntary Education Programs are integrated within the Military Life Cycle. (T-0).

6.2.5.15. Ensure Airmen are out-processed through the Virtual Military Out-processing System according to established guidance. (T-1).

6.2.5.16. Manage the base-level SkillBridge Program and provide daily execution of the program within the guidelines set forth by DoDI 1322.29, this instruction, and Air Force Personnel Center’s SkillBridge Personnel Delivery Guide (PSDG). (T-0).

6.2.6. Airmen (RegAF and Eligible Active Reserve and Guard Airmen). Military Tuition Assistance approval is conditional based upon the availability of funds and Airmen meeting the eligibility criteria in this publication. Airmen are financially responsible to their academic institution and/or the Air Force and must meet all required deadlines for payment. As such, all Airmen participating in Voluntary Education Programs incur certain responsibilities. These responsibilities include, but are not limited to: (T-1).

6.2.6.1. Request Military Tuition Assistance no earlier than 45 days prior to and no later than seven (7) days before the course start date. Military Tuition Assistance will not be approved after the course start date. Any courses taken during this period using another funding source will not be eligible for retroactive Military Tuition Assistance. Any course or schedule change must be reported immediately to the Education and Training Section, Military Tuition Assistance Central Office and supervisor. Failure to notify
these entities of changes will result in the Airman being financially responsible for the full cost of the course. Airmen request Military Tuition Assistance through the Air Force Virtual Education Center, which is available 24 hours a day, seven (7) days a week. (T-1).

6.2.6.1.1.  Read the “Conditions” statement on the Military Tuition Assistance Request and ensure compliance. (T-1).

6.2.6.1.2.  Discuss and coordinate Military Tuition Assistance requests with supervisor prior to submission. Supervisor is defined as the person who signs the Airman’s Enlisted Performance Report/Officer Performance Report or is higher than the member within a member’s chain of command. Deployed Airmen should coordinate with their leadership at their deployed location prior to requesting Military Tuition Assistance. (T-1).

6.2.6.1.3.  Complete Military Tuition Assistance funded course(s) successfully and within prescribed timelines; otherwise the Military Tuition Assistance Central Office will initiate a reimbursement action for Airmen to repay Military Tuition Assistance used to fund the course(s). A successful course completion is defined as a grade of “C” or higher for undergraduate courses, a grade of “B” or higher for graduate courses, and a “P” (or equivalent) for “Pass/Fail” grades. (T-1).

6.2.6.1.4.  Maintain a minimum grade point average as outlined in paragraph 6.5.1.7 (T-0).

6.2.6.1.5.  Ensure contact information, including official Air Force email address and alternate email address, is updated in the Air Force Virtual Education Center. Failure to do so will not be grounds for requesting waivers due to missed suspenses, notifications, etc. Airmen must continually check their Air Force Virtual Education Center record for updates and notifications and ensuring that their contact information is correct. (T-1).

6.2.6.1.5.1.  Ensure the supervisor’s contact information in the Air Force Virtual Education Center is correct at all times. (T-1).

6.2.6.1.5.2.  Obtain approval from a member of the Airman’s chain of command (i.e., flight/section chief, superintendent, first sergeant or squadron commander or higher officer) if the immediate supervisor will not be available to approve an Airman’s Military Tuition Assistance request. (T-1).

6.2.6.1.6.  Understand that using Military Tuition Assistance has risks. Using Military Tuition Assistance when in an Air Expeditionary Forces cycle, in the zone for Professional Military Education attendance, during scheduled medical procedures, planned leave, or while awaiting a commissioning program, etc. will not be sufficient reason for requesting a waiver should Airmen fail to successfully complete the course(s) due to selection or complications arising from these occurrences. (T-1).

6.2.6.1.7.  Complete and comply with the online Annual Military Tuition Assistance and/or Reserve Tuition Assistance training, as required. (T-1).
6.2.6.2. Ensure final grades are updated in the official education record by the member’s date of separation. If Airmen fail to do so, the Central Office will initiate a reimbursement action for Airmen to repay Military Tuition Assistance used to fund the course(s). (T-1).

6.2.6.3. Provide required documentation, including an educational goal or plan, prior to requesting Military Tuition Assistance for the first time. Paragraph 6.5.1.3.1 outlines the specific requirements for degree plans. (T-1).

6.2.6.4. Know the academic institution’s refund and withdrawal policies as outlined in the institution’s Student Handbook (or equivalent). If Airmen believe they must withdraw from courses, they shall consult with the Education and Training Section staff for the best option, understand the financial obligations for withdrawal, and comprehend the impact on their grade point average, etc. (T-1).

6.2.6.5. Understand that Military Tuition Assistance is intended to support off-duty, part-time attendance. Airmen taking a course load that exceeds part-time study are at an increased risk of failing to complete one or more courses or maintain appropriate grades, which would result in the Airman’s obligation to repay tuition. (T-1).

6.2.6.6. When considering an academic institution, Airmen must consider the institution’s accreditation (regional or national), policy on transfer credits (into and out of the institution), total program cost, etc. Airmen should consult their Education and Training Section for guidance on how to choose the best institution to meet their professional and individual needs. (T-1).

6.2.7. Supervisor. Supervisors shall review all Military Tuition Assistance requests for their subordinates and approve or disapprove each request based on criteria outlined in paragraph 6.5.2.9 Supervisors may approve Military Tuition Assistance requests for Airmen who, in their best judgment, have shown successful progress in their upgrade training or that the temporary duty, permanent change of station, or professional military education attendance will not adversely affect successful course(s) completion. Note: Current professional military education guidance advises in-resident students to not enroll in off-duty education because of the heavy academic schedule. Other supervisor duties are to: (T-1).

6.2.7.1. Ensure that Airmen have no military responsibilities that will adversely affect their successful course completion (paragraph 6.5.2.9). (T-1).

6.2.7.2. Explain to Airmen their financial liability should they fail to successfully complete their course(s) or fail to comply with other components of this instruction. (T-1).

6.3. Program Management.

6.3.1. Base-level Voluntary Education Program. The Education and Training Section Chief is responsible for the overall management of the base Voluntary Education Program and will ensure core functions are met by performing the following:

6.3.1.1. Conduct a formal needs assessment every five years or earlier if a major population or mission change occurs on the base. The needs assessment will be conducted in accordance with DoDI 1322.25 to determine the appropriate on-base degree/course offerings. The process outlined in DoDI 1322.25 is the only approved
means that Education and Training Section Chiefs will follow when considering additions to on-base education programs or services. Forward the needs assessment results for overseas locations to the AFPC MAJCOM Functional Managers for use in the Department of Defense Tri-Service Education Contract adjustment efforts; overseas installations will not self-procure on-base degrees/course offerings. (T-0).

6.3.1.2. Prepare an annual execution plan for Program Element Codes 89732F and 84702F and submit it to Major Command/Financial Management Office and AFPC MAJCOM Functional Managers. Education and Training Section Chiefs are authorized to use Non-Personal Services Contracts to support the Voluntary Education Program mission requirements. The plan will include funds for staff training and professional development, Non-Personal Services Contracts, office supplies and equipment but it will not include Military Tuition Assistance. (T-1).

6.3.1.2.1. Develop statements of work and partner with local contracting office to select qualified personnel to fill the Non-Personal Services Contracts. (T-1).

6.3.1.2.2. Utilize the Air Force Automated Education Management System Accounting tool to track all Program Element Code 89732F and 84702F expenditures. (T-1).

6.3.1.3. Ensure staff members are trained in Voluntary Education functions. (T-1).

6.3.1.4. Ensure Airmen are counseled on policy and application procedures prior to receiving Military Tuition Assistance for the first time. Fully document all counseling actions in the Air Force Automated Education Management System (paragraph 6.3.3.6). (T-1).

6.3.1.5. Update and maintain current, relevant information on the Air Force Virtual Education Center. Review and update information at least quarterly, or sooner, if needed. Publish information about educational opportunities and services on the Air Force Virtual Education Center and other media. (T-1).

6.3.1.6. Update enlisted education levels and certifications in the Air Force Automated Education Management System in accordance with Chapter 8, or other personnel systems, as appropriate. The Air Force Institute of Technology will update officer education levels. (T-1).

6.3.1.7. Provide oversight of on-base academic programs in accordance with the Department of Defense Partnership Memorandum of Understanding, Air Force Addendum, Installation Memoranda of Understanding (stateside – annually), and Department of Defense Tri-Service Education Contracts. (T-1).

6.3.1.8. Conduct monthly quality assurance evaluations for contracted on-base institutions (overseas installations only). (T-1).

6.3.1.9. Manage testing programs to ensure Force Development opportunities are available. (T-1).

6.3.1.10. Ensure sound, timely, and complete Voluntary Education customer service is provided to the base population via media such as websites, email, and the Air Force Virtual Education Center. (T-1).
6.3.1.11. Ensure qualified education counselors are on staff to support the population served (paragraph 6.1.4.4). (T-1).

6.3.1.12. Ensure all Airmen have a goal/degree plan entered into the Air Force Virtual Education Center (paragraph 6.3.1.5). (T-1).

6.3.1.13. Oversee the execution of base-level contracts and memoranda of understanding in accordance with contracting and AF/A1DLV guidance. (T-1).


   6.3.1.14.1. First-time Students. In accordance with DoDI 1322.19, Voluntary Education Programs in Overseas Areas, overseas service members who have never successfully completed a postsecondary course must attend their first course with an approved overseas program institution in order to use Military Tuition Assistance for the requested course(s). (T-0).

   6.3.1.14.2. On-Base Marketing. Marketing of coursework or programs authorized by non-contracted education providers is prohibited. Conducting any kind of education activity on an installation will be limited to contracted academic institutions. (T-0).

   6.3.1.14.3. Program Participation. The installation commander, host country government, Status of Forces Agreement or other international agreements may deny participation in education programs provided under the Voluntary Education Program.

   6.3.1.14.4. Quality Assurance. Education and Training Sections at overseas installations will conduct monthly quality assurance evaluations to ensure contracted institutions’ services comply with quality assurance standards. Surveillance reports will be maintained for the life of the contract with copies sent to the AFPC/DP2SST and Contracting Officer Representative. (T-0).

6.3.2. Memoranda of Understanding and Education Contracts. AFPC/DP2SST will ensure all installation Memoranda of Understanding for bases in the Continental United States (including Alaska and Hawaii) and contracts governing overseas bases comply with DoDD 1322.08E, Voluntary Education Programs for Military Personnel, DoDI 1322.25, and DoDI 1322.19 prior to implementation. (T-0).

   6.3.2.1. Installations will support approved on-base academic institutions/programs by providing clean, safe, and climate-controlled classroom space in accordance with DoDI 1322.25. (T-0).

   6.3.2.2. Approved on-base academic institutions will receive building utilities and office space without reimbursement. (T-0).

   6.3.2.3. Avoid duplication of on-base programs and general education courses. Different delivery formats are not considered duplication. Courses that support CCAF degrees must be offered.

   6.3.2.4. On-base Memoranda of Understanding and overseas contracts allow enrollment in programs in the following priority: RegAF military personnel; Air National Guard/Air Force Reserve personnel; Department of Defense civilian personnel; adult family members of military personnel, military retirees, Department of Defense Personnel; and
local community civilians in accordance with base access policies, both Continental United States and Overseas Continental United States. (T-0).

6.3.3. Voluntary Education Central Office. The Voluntary Education Central Office is the central cost center for all Air Force-wide Military Tuition Assistance processes. This office manages execution of all financial actions relating to the Air Force Military Tuition Assistance program. The Central Office will implement the Department of Defense and Air Force Military Tuition Assistance policy and processes by performing the following tasks: (T-1).

6.3.3.1. Prepare and submit annual Military Tuition Assistance budget requirements for Program Element Codes 89732F and 84702F to AF/A1DLV. (T-1).

6.3.3.2. Use the Air Force Automated Education Management System to track all Military Tuition Assistance expenditures. (T-1).

6.3.3.3. Process and pay all Military Tuition Assistance invoices within established timeframes. (T-1).

6.3.3.4. Work with students and academic institutions to ensure course final grades are received and recorded within timeframes in this instruction. (T-1).

6.3.3.5. Provide Airmen guidance for submitting waiver and reimbursement requests. (T-1).


6.3.3.7. Work with academic institution representatives and leaders to resolve disputes or discrepancies in payments, grades, etc., as they relate to the Central Office’s main functional areas. (T-1).

6.3.3.8. Process reimbursement actions in accordance with Financial Management Office and AF/A1DLV guidance. (T-1).

6.4. Resources and Infrastructure Management.

6.4.1. Funding. The Voluntary Education Program uses appropriated funds in Program Element Codes 89732F and 84702F in direct support of its mission in accordance with 10 USC § 2007. Funding supports Military Tuition Assistance, office materials and supplies, contracted Voluntary Education support, personnel salaries, travel, per diem, and registration costs for training and professional development of staff members. This funding is not part of base operating support at any base (including joint bases) and will not be used to fund any budget activities outside Program Element Codes 89732F and 84702F. (T-0).

6.4.2. Non-Personal Services Contracts.

6.4.2.1. Education and Training Section Chiefs may use a Non-Personal Services Contract for specific and limited functional services as needed at a specific location to support mission requirements of the Voluntary Education Program. If Non-Personal Services Contracts are used, Education and Training Section Chiefs must ensure these contracts: (T-1).
6.4.2.1.1. Are used only for test administrators, academic advisors, computer support personnel, and facility monitors. (T-1).

6.4.2.1.2. Are justified, to include stating that federal positions are not available to perform the services. (T-1).

6.4.2.1.3. Are established on a fixed or per unit basis. Financial obligation may not extend beyond the end of the fiscal year unless provisions were made for extensions. (T-1).

6.4.2.1.4. Contain five (5) appointments per test session as a minimum requirement for a test administrator. AFPC/DP2SST may waive this requirement for Geographically Separated Units. (T-3).

6.4.2.1.5. Are used to provide academic skills instruction only under the following conditions:

   6.4.2.1.5.1. Defense Activities for Non-Traditional Education Support, or units funding the course, will provide academic skills instruction for the On-Line Academic Skills Course. (T-1).

   6.4.2.1.5.2. They include instructional costs and course material for off-duty classes on a per course basis, but will not include the purchase of hardware or technology equipment. (T-1).

   6.4.2.1.5.3. Tutorial services are authorized under academic skills instruction when separate courses are not feasible. However, a minimum of five students must be signed up to conduct an academic skills course. Students who register for the course must attend all sessions. (T-1).

6.4.2.2. AFPC MAJCOM Functional Managers will review all Non-Personal Services Contracts to ensure they are valid and justified, to include a statement that federal positions are not available to perform the services. If these criteria are met, approve prior to submission to the contracting office. (T-1).

6.4.3. Records. The Air Force Automated Education Management System is the official automated System of Record for the Voluntary Education Program. Automated records relating to the Voluntary Education Program will be maintained indefinitely. (T-1).

6.4.4. Reports.

   6.4.4.1. AF/A1DLV will prepare and submit an annual Voluntary Education Program Report to the Office of the Undersecretary of Defense, Personnel and Readiness, Military Community and Family Policy. AF/A1DLV will make reports available to AFPC/DP2SST, Air National Guard and Air Force Reserves to assist in program development and administration. (T-0).

   6.4.4.2. Education and Training Section Chiefs will ensure that data entered in the Air Force Automated Education Management System Accounting Tool is reviewed and corrected quarterly (31 December, 31 March, 30 June, and 30 September) to prepare for the Voluntary Education Program Annual Report. (T-1).

   6.4.4.3. Test Control Officers will prepare and submit annual and/or quarterly reports for all Defense Activities for Non-Traditional Education Services sponsored exams. (T-0).
6.4.4.4. Test Control Officers must prepare and submit all annual reports and/or recertification for Air University/A3/6 testing programs by, as required. (T-1).

6.4.4.5. Education and Training Section Chiefs must prepare and submit all program reports required by AFPC MAJCOM Functional Managers in accordance with established timelines. (T-1).

6.4.4.6. Education and Training Section Chiefs, Air Force Military Tuition Assistance Central Office, and AFPC MAJCOM Functional Manager will research and develop ad hoc reports/data as required by AF/A1DLV. (T-1).

6.4.4.7. Central Office coordinates officer Active Duty Service Commitments and associated actions. (T-1).

6.5. Military Tuition Assistance Program Management.

6.5.1. Authority. Title 10 USC § 2005 and § 2007, the Annual Appropriations Act, DoDD 1322.08E, DoDI 1322.25, this instruction, and Air Force Personnel Center’s Military Tuition Assistance Guide authorize Military Tuition Assistance, and outline policy for waivers and reimbursements for Military Tuition Assistance.

6.5.1.1. The Air Force provides Military Tuition Assistance for the cost of tuition not to exceed $250.00 per semester hour credit and $166.66 per quarter hour credit, and a fiscal year annual Military Tuition Assistance cap of $4,500.00, applicable to all eligible Airmen. Any combined use for Reservists of Regular Air Force Military Tuition Assistance and Reserve Military Tuition Assistance has an annual cap of $4,500.00; the two funding sources cannot be used to pay for the same course. Military Tuition Assistance for activated Guard and tuition assistance benefit offered by the State Air National Guard cannot be used to pay for the same course. (T-0).

6.5.1.2. Course(s) are funded using one-year funds in Program Element Code 89732F based on the course start date. Military Tuition Assistance will not be issued earlier than 45 days prior to course start date. (T-1).

6.5.1.2.1. Education and Training Section Chiefs (or their designees) must approve all waiver requests for this 45-day rule. (T-1).

6.5.1.2.2. AFPC/DP2SSST must approve/recreate an auto-deleted Military Tuition Assistance form. (T-1).

6.5.1.3. Airmen must create an educational goal in the Air Force Virtual Education Center that meet the following criteria: (T-1).

6.5.1.3.1. Degree plans must be officially evaluated plans completed by the degree granting institution and include ALL transfer credit accepted toward degree completion. Transfer work includes, but is not limited to, academic tests, CCAF credit, other Air Force training, as well as courses taken at other academic institutions. (T-1).

6.5.1.3.2. The evaluated degree plan must include ALL courses required for completion of the degree and include the original plan the institution supplied to the Airman for a single degree. (T-1).
6.5.1.3.3. Airmen must provide an evaluated degree plan from the academic institution no later than after they have completed two courses with the institution. Military Tuition Assistance will be denied until the Education and Training Section receives and approves an evaluated degree plan. Education and Training Section Chiefs can override business rules to approve Military Tuition Assistance up to 12 semester hours or equivalent (undergraduate degrees only). Airmen who take courses after the completing the first two courses, but before the approval of the degree plan, using any other funding source, will not be eligible for retroactive Military Tuition Assistance. (T-1).

6.5.1.3.4. Education and Training Section personnel must upload the evaluated plan into the Airman’s Air Force Automated Education Management System record before additional Military Tuition Assistance will be approved for that Airman. Any changes to the degree plan after it is approved may result in denial of Military Tuition Assistance for that Airman until a new degree plan is submitted and approved. Any courses taken during the denial period using any other funding source will not be eligible for retroactive Military Tuition Assistance. (T-1).

6.5.1.4. Airmen will reimburse Military Tuition Assistance for unsatisfactory or missing grades. Unsatisfactory grades are a “D” and below for undergraduate course(s) and a grade of “C” or below for graduate course(s). Missing grades are grades that are not received and updated in the official student education records by the 60th day after the end of the course date on the approved Military Tuition Assistance request. (T-1).

6.5.1.4.1. Airmen will have no more than 30 days to respond to the notification of reimbursement. Airmen are ultimately responsible for ensuring grades are in their Air Force Automated Education Management System education record by required deadlines. After 30 days, Central Office will initiate a reimbursement action for Airmen to repay Military Tuition Assistance used to fund the course(s). Refunds will not be given to students for grades changed from unsatisfactory/missing to satisfactory/updated after the 30 days have passed. (T-1).

6.5.1.4.2. Airmen receiving incomplete grades must attain a satisfactory grade within the time limit stipulated by the institution or 120 days after the end of the course as listed on the electronic Military Tuition Assistance Request, whichever comes first. If a satisfactory grade has not been received at the end of this period, the Central Office will initiate a reimbursement action for Airmen to repay the Air Force for the Military Tuition Assistance used to fund the course(s). If an Airman presents a grade after the deadline, he/she failed to meet the completion requirements; thus, the Central Office will not return the Military Tuition Assistance to the Airman and will not stop or suspense the reimbursement action. (T-1).

6.5.1.4.3. Education and Training Section Chiefs (or their designees) may deny Military Tuition Assistance if, in their professional judgment, the course load is detrimental to the Airman or the Air Force. Education and Training Section Chiefs may use any information available, including, but not limited to, grade point average, course withdrawal history, and types of courses requested to determine whether or not to deny a Military Tuition Assistance request. (T-1).
6.5.1.5. Execution of all financial actions associated with the Military Tuition Assistance program are centralized at the Central Office. In conjunction with the base Education and Training Section, the Central Office will mediate Military Tuition Assistance conflict resolution between Airmen and the Air Force instruction. (T-1).

6.5.1.6. The Central Office and the Education and Training Section will annotate all actions relating to Military Tuition Assistance approvals, denials, waivers, and reimbursements in the student’s Air Force Automated Education Management System record. (T-1).

6.5.1.7. Airmen who do not maintain a cumulative undergraduate grade point average of 2.0 or higher after having completed 15 semester hours or equivalent will not be authorized Military Tuition Assistance until they have raised their grade point average to the required level. For graduate-level courses, Airmen must maintain a grade point average of 3.0 or higher after having completed six (6) semester hours or equivalent (Exception: Airmen must maintain grade point average that is specified by the commissioning program). To compute grade point average, the Education and Training Section will use all grades funded with Military Tuition Assistance, regardless of reimbursement actions. (Exception: If an Airman falls below the minimum grade point average, then course(s) paid using other funding sources since starting to use Military Tuition Assistance to meet the minimum grade point average requirement will be used to compute the new grade point average). (T-0).

6.5.2. Airmen Eligibility. The Air Force provides Military Tuition Assistance when the course dates fall within an Airman’s dates of activation, for the following Regular Air Force and activated/mobilized Air Reserve Component personnel: (T-1).

6.5.2.1. Enlisted members must be in the Regular Air Force for the length of the course. If duty dates do not correspond with term dates, Airmen must be able to show that they reenlisted (DoD Form 4, Enlistment/Reenlistment Document Armed Forces of the United States) or extended his/her enlistment to include course end date (AF Form 1411, Extension of Enlistment in the Air Force). (T-1).

6.5.2.2. RegAF officers on active duty must have a Date of Separation or deactivation date that is two-years or more after the end of the course date. Officers unable to meet this requirement will not be authorized Military Tuition Assistance. Officers eligible to receive Military Tuition Assistance will incur a two-year Active Duty Service Commitment. Active Duty Service Commitments are computed based on the course end date. Officers are subject to reimbursement action on the remaining Active Duty Service Commitment if they separate/retire before they complete their Active Duty Service Commitment. (T-0).

6.5.2.3. RegAF officer Active Duty Service Commitment waiver requests will be considered by AFPC when an officer applies for early separation. Any incurred Military Tuition Assistance debt will be processed by the Central Office and funds will be returned to the Central Office via Defense Finance and Accounting Service. (T-1).

6.5.2.4. Activated Guard and Reserve Airmen on Title 10 or Title 32, Section 502 (f) orders are eligible for Federal Air Force Military Tuition Assistance. They must provide a copy of orders to verify the activated time and that they meet all eligibility requirements
for receiving Military Tuition Assistance. All documents will be uploaded to the Airman’s Air Force Automated Education Management System file to include home unit address. (T-1).

6.5.2.5. Activated Guard and Reserve officers must agree to remain on active duty for a period of at least two years after they complete the training or education for which the charges are paid by Military Tuition Assistance. Officers unable to meet this commitment will be required to convert to a four-year Reserve Service Commitment or two times the length of the remaining regular Active Duty Service Commitment. RegAF Education and Training Section will contact Headquarters Air Reserve Personnel Center (ARPC/DPTTB) to adjust the service commitment when the members out-processes. (T-1).

6.5.2.6. Selected Reserve (unit guard, reserve, or individual reserve) on Title 10 orders §§ 12301(a), 12301(d), 12301(g), 12302, or 12304 may receive Military Tuition Assistance. Orders must be on file in the member’s Air Force Automated Education Management System Digital File Folder and cover the duration of the course. Officers incur a four-year Reserve Service Commitment. A signed Reserve Service Commitment contract reflecting the four-year Reserve Service Commitment will be uploaded into the Air Force Automated Education Management System prior to issuing Military Tuition Assistance. Military Tuition Assistance request for Selected Reserve officers will be routed first to ARPC/DPTTB for validation of the Reserve Service Commitment before going to the RegAF supervisor for final approval. Reserve personnel may continue to use Reserve Tuition Assistance instead of Military Tuition Assistance. Use of either type of funds will result in a four-year Reserve Service Commitment by officers. (T-1).

6.5.2.7. Airmen must take an interest inventory and receive counseling by an education counselor about the results before an initial Military Tuition Assistance request will be approved. (T-1).

6.5.2.8. Airmen who have an Unfavorable Information File, are on a control roster, have failed or are overdue their most recent Physical Fitness test, and/or have a current referral Enlisted Performance Report/Officer Performance Report at the time of application for Military Tuition Assistance, are ineligible for Military Tuition Assistance. There are no waivers. Airmen who are denied Military Tuition Assistance and use other means to fund course(s) are not eligible for retroactive Military Tuition Assistance for those course(s) after the removal of the above barriers. All other eligibility requirements apply in order for the Airman to resume receiving Military Tuition Assistance. (T-1).

6.5.2.9. Supervisors must approve or disapprove all Military Tuition Assistance requests and can deny the request if they believe Airmen are in any of the below circumstances, which most likely would impede successful completion of the requested course(s): (T-1).

6.5.2.9.1. Airman is in upgrade training. (T-1).

6.5.2.9.2. Airman will have a Permanent Change of Station during any portion of the course. (T-1).

6.5.2.9.3. Airman is scheduled to attend or enrolled in Professional Military Education. (T-1).
6.5.2.9.4. Other factors the supervisor deems to be impediments to successful course completion including excessive course load (e.g., two or more courses in an accelerated term). (T-3).

6.5.2.9.5. Airmen assigned overseas must meet eligibility criteria outlined in DoDI 1322.19, Voluntary Education Programs in Overseas Areas. (T-0).

6.5.3. Institution Eligibility. The Air Force will provide Military Tuition Assistance for courses provided by institutions meeting the requirements outlined in DoDI 1322.25, which includes the following: (T-0).

6.5.3.1. Signed the Department of Defense Partnership Memorandum of Understanding, Air Force Addendum, and Installation Memorandum of Understanding (if the institution(s) conducts business on the installation). (T-0).

6.5.3.2. Airmen who attend institutions without an approved Department of Defense Partnership Memorandum of Understanding will not be reimbursed for Military Tuition Assistance. (T-0).

6.5.3.3. Institutions must be accredited by a regionally, nationally, or specialized accrediting body recognized by the United States Department of Education. (T-0).

6.5.3.4. Must be Title IX and Veterans Affairs approved. (T-0).

6.5.4. Military Tuition Assistance Authorized Uses. Air Force Military Tuition Assistance funds may be authorized for the following: (T-1).

6.5.4.1. Off-duty courses leading to the completion of a high school diploma. (T-0).

6.5.4.2. Military Tuition Assistance will fund no more than 124 semester hours/186 quarter hours for an undergraduate degree and 42 semester hours/63 quarter hours for a graduate degree. Total graduate program cannot exceed 42 semester hours/63 quarter hours to include undergraduate pre-requisites on an evaluated degree plan. (T-1).

6.5.4.2.1. Airmen may pursue more than one major within the same degree as long as the total number of semester hours or equivalent for the degree outlined in paragraph 6.5.4.2 is not exceeded. (T-1).

6.5.4.2.2. Airmen will be allowed two degree program/school changes. Before a degree change, the Airman must complete an interest inventory (i.e., Kuder Journey), discuss the inventory results with a guidance counselor, and have his/her record annotated in the Air Force Automated Education Management System. The maximum hours for undergraduate and graduate degrees is outlined in paragraph 6.5.4.2 will not be exceeded under any circumstance. (T-1).

6.5.4.2.3. Airmen will not be allowed to change degree programs/schools if they have completed 90 semester hours or 135 quarter hours for an undergraduate degree or nine (9) semester hours or 14 quarter hours for a graduate degree. (T-1).

6.5.4.2.4. Airmen must provide the Education and Training Section official documentation of degree completion before they will be authorized Military Tuition Assistance to complete another degree. (T-1).
6.5.4.3. Off-duty foreign language courses not part of a degree plan and integral to the Air Force Strategic Language List. (T-1).

6.5.4.3.1. All language courses must be in the same language and will not exceed a total of 12 semester hours or equivalent. Courses must result in the award of academic credit. After completing no more than six (6) semester hours (or equivalent), Airmen must take the Defense Language Proficiency Test in their chosen language, if available. If there is no Defense Language Proficiency Test, then Airmen must take the appropriate Oral Proficiency Interview. Based on the scores achieved, Airmen may be eligible for Foreign Language Proficiency Bonus. Airmen are encouraged to review AFMAN 36-2664, Personnel Assessment Program, for more information on the Air Force Foreign Language Program. (T-1).

6.5.4.3.1.1. Upon completing the Defense Language Proficiency Test, Airmen will be eligible for no more than an additional six (6) semester hours (or equivalent) in the same language. Airmen who fail to take a Defense Language Proficiency Test or to take the Oral Proficiency Interview within prescribed timelines (60 days for the Defense Language Proficiency Test and 90 days for the Oral Proficiency Interview) will reimburse Military Tuition Assistance. If a language changes status on the Strategic Language List after a member has begun courses in that language, the member may continue to receive Military Tuition Assistance for the language in which they began their studies. Airmen may not use Military Tuition Assistance for a different language. (T-1).

6.5.4.3.1.2. All courses taken under this provision will be used to compute the student’s grade point average. (T-1).

6.5.4.3.2. Prevalent-in-the-Force languages will not be funded, except for assignments outside Continental United States or for select Air Force Strategic Language List Prevalent-in-the-Force languages which include the following: French, Russian, Arabic (Modern Standard), Chinese-Mandarin, Korean, Persian-Iranian (Farsi) and Japanese. Military Tuition Assistance will be authorized for host country languages for members assigned overseas and for no more than 12 semester hours (or equivalent). Upon completion of six (6) and 12 semester hours (or equivalent), Airmen must take the appropriate Defense Language Proficiency Test and/or Oral Proficiency Interview and provide the Education and Training Section a score report within the time frames established in paragraph 6.5.4.3.1. Failure to take the Defense Language Proficiency Test within 60 days of completing the last course will result in a mandatory reimbursement of Military Tuition Assistance. Airmen are authorized 12 semester hours or equivalent per country and must be in country on approved orders before Military Tuition Assistance will be approved. Orders will be uploaded in the member’s Air Force Automated Education Management System Digital File Folder. (T-1).

6.5.4.4. Fees for institution-owned examinations resulting in the award and application of credit to the degree plan. Prior to Military Tuition Assistance approval and testing, Airmen must work with the Educating and Training Section to ensure the exams will fulfill the requirements on the approved degree plan. If so, the Education and Training Section will work with the Central Office prior to the student taking the exam(s) for
approval in order for the student to be reimbursed. Students who take the exam(s) before receiving final approval will not be eligible for reimbursement. Airmen must provide results to the Central Office no later than 60 days after the test date. Airmen failing to meet this timeframe will not be reimbursed. Institution-owned exam(s) must be used only to fulfill courses on the student’s approved degree plan. (T-1).

6.5.4.5. Registration fees for computer-based College Level Exam Program tests at off-base National Test Centers for members not located on an installation, such as Air Force Recruiters and members performing embassy duty. Airmen will work with their servicing Education and Training Section and follow the steps outlined in paragraph 6.5.4.4

6.5.4.5.1. Pre-requisite courses for Air Force commissioning programs. Commanders must recommend Airmen for commissioning programs in a memorandum to the Education and Training Section (loaded to member’s Digital File Folder) prior to the Airman requesting the degree plan to be loaded to his/her Air Force Automated Education Management System education goal. The degree plan must outline all pre-requisites courses, which will count towards the 124 semester hours or equivalent cap. Member must maintain grade point average that is specified by the commissioning program. Retaking of courses where a grade is earned and is considered passing (un-reimbursable) under Military Tuition Assistance rules is not authorized. Funding is limited for pre-requisite courses for one commissioning program at a time. If a member is not selected, he/she can pursue another commissioning program. Airmen will not exceed the 124 semester hour/186 quarter hour cap. (T-1).

6.5.4.5.2. Remedial courses required for mathematics and English. The courses must be on the degree plan and will count toward the Military Tuition Assistance funding and semester hour cap as well as minimum grade point average requirements. Remedial courses, such as mathematics and English, will be funded for students pursuing a CCAF degree. The academic institution must certify, in writing, the need for these courses. (T-0).

6.5.4.6. Military Tuition Assistance will not fund more than 42 semester hours or equivalent for a professional degree that does not require an awarded master’s degree as a prerequisite (i.e., Master of Divinity and Juris Doctor). (T-1).

6.5.5. Military Tuition Assistance Prohibitions. Military Tuition Assistance will not be issued for the following:

6.5.5.1. Requests received after the course start date. (T-1).

6.5.5.2. Tuition paid in whole or in part by other Federal benefits or other appropriated funds. This includes Veterans Affairs education benefits. Exception: Veterans Affairs “Top Up” may be used to cover the portion not paid by Military Tuition Assistance. (T-0).

6.5.5.3. Officers attending educational institutions under the Excess Leave Program. (T-1).
6.5.5.4. Course(s) that apply toward an educational goal at a lower or equal level of education to one already attained either before or after entering the Service. (Exceptions: paragraphs 6.5.6.1, 6.5.6.2 and 6.5.6.3). Any unauthorized or fraudulently obtained tuition assistance will be reimbursed by the member. (T-1).

6.5.5.5. Officers who have completed an Air Force-sponsored master’s degree (e.g., Air Force Institute of Technology, Air War College, Air Command and Staff College, etc.,) are ineligible to pursue a master’s degree using Military Tuition Assistance. (T-1).

6.5.5.6. Additional course credits when an Airman changes programs at the same degree level. Airmen are authorized only two degree program changes (paragraph 6.5.4.2.2). (T-1).

6.5.5.7. Tuition for audited courses, zero credit courses, evaluated experiential learning, evaluated transfer credit, evaluation of portfolio, and transcription for credit. Tuition or fees for non-credit awarding tests, or any test or course designated as test preparation, test taking study skill, or review. (T-1).

6.5.5.8. Tuition for repeated course(s) or course(s) equivalent in content to a course already completed using any funded source, this includes College Level Examination Program/DANTES Standard Subject Tests (Exception: Pre-requisites for commissioning programs, paragraph 6.5.4.5.1). Course(s) for which the Airman used Military Tuition Assistance and has reimbursed the Air Force will be eligible for one retake using Military Tuition Assistance. Course(s) for which reimbursement was waived (partial or whole) will be eligible for one retake using Military Tuition Assistance. (T-1).

6.5.5.9. Tuition for post-master’s courses and doctorate degrees and their equivalents. (T-0).

6.5.5.10. Tuition in excess of the Department of Defense and Air Force annual and credit/quarter hour caps. (T-0).

6.5.5.11. Tuition for course work used to qualify CCAF faculty, including other Service members, to perform a specific military function, or taken as a substitute for required military training. CCAF faculty who do not have the required academic credentials at time of assignment selection will have tuition, fees, and books paid using a separate program code within Program Element Code 89732F. (T-1).

6.5.5.11.1. Under the CCAF Instructor Tuition Program, CCAF faculty members will provide the Education and Training Section a copy of their contracts to be uploaded to their Digital File Folders. (T-1).

6.5.5.11.2. All courses will be included in the overall grade point average. CCAF faculty utilizing this program and receiving “incomplete” grades must attain a satisfactory grade within the time stipulated by the institution or 120-days after the end of the course, whichever comes first. (T-1).

6.5.5.11.3. CCAF faculty utilizing this program who do not maintain the minimum grade point average requirements as outlined in paragraph 6.5.1.7, and do not meet eligibility requirements outlined in paragraph 6.5.2.8, will be denied further CCAF Instructor Training Program funding. (T-1).
6.5.5.11.4. CCAF faculty utilizing this program must submit grade completion within 60 days of course end date. Failure to do so will result in denial of further participation in the CCAF Instructor Tuition Program. (T-1).

6.5.5.11.5. Academic institutions must meet the eligibility requirements outlined in paragraph 6.5.3 (T-1).

6.5.5.11.6. The Military Tuition Assistance Central Office, using the Air Force Automated Education Management System, Air Force Virtual Education Center, and Academic Institution Portal, will administer the CCAF Instructor Tuition Program for invoicing and grades management. (T-1).

6.5.5.11.7. Upon notification that an individual is a non-degreed CCAF faculty member, Education and Training Section staffs will lock the individual’s record and manually process the Military Tuition Assistance Request by selecting the CCAF Instructor Tuition Program as the funding source in the Air Force Automated Education Management System. CCAF faculty utilizing this program will ensure all costs, including tuition, fees and books, are correct. Any changes after approval may result in a financial obligation to the CCAF faculty member. The current reimbursement process at the Military Tuition Assistance Central Office will continue for CCAF faculty members who must purchase books out-of-pocket. Upon notification of graduation, CCAF faculty members’ records will be unlocked and they will be allowed to pursue Military Tuition Assistance under the provisions outlined in this instruction. (T-1).

6.5.5.11.8. CCAF faculty members who do not meet the qualifications for continued use of the CCAF Instructor Tuition Program will still have their education records locked until the Education and Training Section is notified by the unit that the individual has either been removed as a CCAF faculty member from teaching a CCAF credit-awarding class or has completed all degree requirements. In the case of CCAF Associate of Applied Science degree completion, the Education and Training Section will process a CCAF Student Action Request to nominate the individual as a graduate. Upon notification of official graduation from the degree-granting institution, the CCAF faculty member’s record will be unlocked in order to receive military tuition assistance funds. (T-1).

6.5.5.11.9. Non-degreed CCAF faculty members will be capped at no more than $250.00 per semester hour or $166.66 per quarter hour and not to exceed a lifetime cap of $4,500. CCAF faculty utilizing this program must provide receipts for items for which they are requesting reimbursement. (T-1).

6.5.5.11.10. Non-degreed, non CCAF faculty members who are not required to have a CCAF or civilian degree for their duty position remain eligible for regular Military Tuition Assistance courses. (T-1).

6.5.5.12. Incarcerated Airmen or those awaiting appellate review. (T-1).

6.5.5.13. Members of other Services. (Exception: Non-degreed CCAF faculty members). (T-1).
6.5.5.14. The purchase of textbooks, e-books, CDCs/DVDs, references/instructional materials, electronic equipment/supplies, and certificate/license examinations. (T-0).

6.5.5.15. Airmen with outstanding and/or unresolved “incomplete”, “failed”, or “withdrawal” grades. Airmen must satisfactorily resolve these grades or complete the reimbursement process (i.e., satisfactorily complete all required paperwork to begin reimbursement) before Military Tuition Assistance will be approved. Any course(s) Airmen take using any other funding source while these issues are being resolved will not be eligible for retroactive Military Tuition Assistance for those courses. (T-1).

6.5.5.16. A non-accredited training organization which has formed a partnership or contractual arrangement with a fully accredited institution to provide instruction in support of the institution’s accredited programs. (T-0).

6.5.5.17. All Airmen (officer and enlisted) who have one or more ineligibility factors (paragraph 6.5.2.8). (T-1).

6.5.5.18. Tuition for clinical internships that were a condition of contract for entry into the RegAF. (T-1).

6.5.6. Military Tuition Assistance Exceptions. Military Tuition Assistance may be authorized under the following specific conditions:

6.5.6.1. Enlisted Airmen to pursue one civilian associate degree after completion of CCAF Associate of Applied Science degree. (T-1).

6.5.6.2. Enlisted Airmen with an associate degree or higher pursuing an initial and subsequent CCAF Associate of Applied Science degree. (T-1).

6.5.6.3. Airmen reenrolling in a course previously reimbursed/waived to/by the Air Force. Airmen are limited to one retake per course using Military Tuition Assistance. (T-1).

6.5.6.4. CCAF Instructor Tuition Program. CCAF faculty members utilizing this program who receive unsatisfactory grades (as defined in paragraph 6.5.1.4) will not be required to reimburse the Air Force for the cost of the course. (T-1).

6.5.6.5. A second master’s degree in International Relations for Line of the Air Force and Air Force Medical Service personnel. Line of the Air Force officers completing an advanced academic degree in international relations (with regional focus) will meet one requirement for gaining eligibility for the Foreign Area Officer direct utilization board. Under this exception, Military Tuition Assistance is only available to officers with 15 years or less Total Active Federal Commissioned Service. All other requirements in this Air Force instruction apply. The Office of the Deputy Under Secretary of the Air Force, International Affairs, International Airmen Division (SAF/IAPA) must approve (via letter) any exception to policy for Line of the Air Force personnel. (T-1).

6.5.6.5.1. The degree must be in International Relations or equivalent with a concentration or major in an area of specialization that requires a minimum of 12 semester hours or equivalent focused on a geographic region. Due to the continual shift of global defense priorities, the region will be subject to SAF/IAPA approval for Line of the Air Force officers and Air Force International Health Specialists for Air Force Medical Service officers to ensure alignment with current requirements. (T-1).
6.5.6.5.2. The officer sends an email directly to the International Affairs Specialist program office in SAF/IAPA (usaf.pentagon.saf-ia.mbx.saf-iapa-ias@mail.mil) for Line of the Air Force personnel or to the Air Force International Health Specialists program office (usaf.pentagon.af-sg.mbx.ihs-program-office@mail.mil) for Air Force Medical Service personnel requesting review of his/her degree choice. The officer must attach a copy of his/her degree plan including a course listing and the academic institution’s type of accreditation. (T-1).

6.5.6.5.3. SAF/IAPA or Air Force International Health Specialists will notify the officer of his/her request approval/disapproval. (T-1).

6.5.6.5.4. If approved, the officer takes the written approval and the degree plan to the Education and Training Section and requests Military Tuition Assistance for their second master’s degree. Only SAF/IAPA or Air Force International Health Specialists can approve these specific degrees as meeting Air Force needs. The Education and Training Section Chief cannot disapprove degree plans from SAF/IAPA or Air Force International Health Specialists. (T-1).

6.5.6.6. A Master of Law degree with specializations in Cyber Law, International Law, Environmental Law, Labor Law, Air and Space Law, Government Procurement Law, Constitutional Law or National Security Law for RegAF Judge Advocates with 15 years of Total Active Federal Commissioned Service or less. Non-judge advocate officers with a doctorate (or equivalent) are ineligible. Participants must be approved by Headquarters Air Force Office of the Judge Advocate General, Professional Development Directorate. All other requirements in this Air Force instruction apply. (T-1).

6.5.7. Military Tuition Assistance Process. The Education and Training Section Chief will ensure Airmen are informed of the Military Tuition Assistance process which includes: (T-1).

6.5.7.1. Verify/review the funding request to authorize future payment of Military Tuition Assistance for approved college courses. Education and Training Section Chiefs will ensure that identified funding requests are reviewed for the following quality controls:

6.5.7.1.1. Excessive course load (paragraph 6.5.2.9.5). (T-1).

6.5.7.1.2. Excessive tuition costs (generally 10% above average cost for that institution). (T-1).

6.5.7.1.3. Extended course lengths. (T-1).

6.5.7.1.4. Military Tuition Assistance is denied for Airmen who do not meet eligibility criteria in paragraph 6.5.2.8 at the time of application. (T-1).

6.5.7.2. Ensure the institution meets eligibility for Military Tuition Assistance outlined in paragraph 6.5.3 (T-0).

6.5.7.3. Ensure the courses and degree meet criteria in paragraphs 6.5.3 and 6.5.4 (T-0).

6.5.7.4. Confirm Military Tuition Assistance is used by Airmen in accordance with a documented educational goal and that Airmen progress in a logical, progressive manner. (T-1).
6.5.7.5. All tuition assistance must be requested and approved prior to the course start date. Military Tuition Assistance is approved on a course-by-course basis and only for the specific course(s) and course dates that the member requests. (T-0).

6.6. Testing Programs.

6.6.1. Overview. The Education and Training Section Chief or designee will manage the Testing Program to ensure Voluntary Education as well as Force Development opportunities are provided through the following testing programs: (T-0).

6.6.1.1. Defense Activities for Non-Traditional Education Support testing for academic credit is open to all eligible personnel. Test Control Officers, Alternate Test Control Officers, and Test Examiners must comply with all policies and procedures in the Defense Activities for Non-Traditional Education Support Examination Program Handbook. (T-0).

6.6.1.1.1. Each Defense Activities for Non-Traditional Education Support test site must maintain a local test site Standard Operation Procedure Handbook, which must be reviewed annually and updated as necessary. (T-0).

6.6.1.1.2. Defense Activities for Non-Traditional Education Support Test Control Officer, Alternate Test Control Officer and Test Examiners must possess a baccalaureate degree from an accredited institution recognized by the United States Department of Education. Waivers will not be granted. (T-0).

6.6.1.1.3. On-base National Test Centers may be established to provide Defense Activities Non-Traditional Education Support (DANTES) Standardized Subject Tests, College Level Examination Program, institutional exams, credentialing exams, etc.

6.6.1.2. Air University/A3/6 Military Testing Programs.

6.6.1.2.1. Test Control Officers and Test Examiners will ensure compliance with published policies and procedures for the administration of Air University/A3/6 examinations, and Chapter 4. (T-1).

6.6.1.2.2. Test Control Officers and Test Examiners must follow Air University guidance. (T-1).

6.6.1.2.3. Air Force military personnel tests will be administered in accordance with the policies and procedures contained in AFMAN 36-2664. (T-1).

6.6.1.3. Defense Language Programs. Test Control Officers will administer foreign language examinations in accordance with Defense Language Institute guidelines administration procedures for Defense Language Aptitude Battery and Defense Language Proficiency Test. (T-0).

6.6.1.4. Federal Aviation Administration. Test Control Officers may administer Federal Aviation Administration Airman Knowledge tests once becoming an approved Federal Aviation Administration testing center. Test administration must be conducted in accordance with Federal Aviation Administration Order 8080.6 (as amended), Conduct of Airman Knowledge Tests. (T-0).
6.6.2. Prohibitions. Test Control Officers will no longer administer civilian college distance learning or placement examinations. (T-1).

6.6.3. Test Facilities. Test facilities must adhere to the testing condition requirements set forth in AFMAN 32-1084, Facility Requirements. (T-1).

6.7. Counseling Services.

6.7.1. Program Description. Education and career counseling are core processes and are the foundation for identifying, acquiring, and delivering high-quality, deliberate, adult education programs and services. As financial and developmental stewards for the Air Force’s most critical asset - its Airmen - Education and Training Section Chiefs, Education Services Specialists, and counselors are responsible for assisting Airmen from the time they enter military service until the time they separate or retire. They accomplish this by establishing realistic and timely short- and long-term professional, educational, and vocational goals that align with Air Force and individual developmental goals, identifying challenges to goal attainment, and providing periodic follow-up.

6.7.2. Requirements. (T-1).

6.7.2.1. The Education and Training Section Chief will ensure academic and career counseling, to include Military Tuition Assistance and degree program guidance, are conducted by staff who are professionally qualified in accordance with Office of Personnel Management qualification standards for the 1740 Education Services Series. (T-0).

6.7.2.2. The Education and Training Section staff will maintain comprehensive student records in the Air Force Automated Education Management System to include, but not limited to: initial and subsequent counseling sessions; reviewing, approving and uploading degree/education plans; performing CCAF Student Action Requests; updating enlisted education levels; annotating routine inquiries and referrals. (T-0).

6.7.2.3. Installation/Host Commander will ensure adequate private office space is available to conduct confidential discussions/consultations with students. (T-1).

6.7.3. Counseling Functions. Counseling and advising include providing information and analysis of students’ academic goals, and offering them options to successfully meet those goals. Education Services Specialists and counselors must be knowledgeable about all levels of postsecondary education in order to guide undergraduate and graduate students. To accomplish this, Education Services Specialists and counselors will: (T-1).

6.7.3.1. Provide information, resources, and analysis to Airmen ranging from basic information such as credit hour, accreditation, and available programs to more advanced guidance, which includes assessment of interests and long-term goals, and preparing for post-service careers. (T-1).

6.7.3.2. Provide Airmen information, resources, analysis, and advice about the Air Force Credentialing Opportunities On-Line Program and assistance tailored to their career goals. (T-1).

6.7.3.3. Provide Airmen information, resources, analysis, and advice about the SkillBridge Program and assistance tailored to their career goals. (T-1).
6.7.3.4. Use the counseling checklist in the Voluntary Education Personnel Service Delivery guide for all Airmen receiving counseling for the first time or for Airmen who have been inactive in pursuing their education for a year or more. (T-1).

6.7.3.5. Counsel Airmen on CCAF education opportunities. This includes, but is not limited to, course completion requirements, transcript reviews, and follow-up actions. At least annually, review Advanced Academic Standing reports to encourage Airmen to complete remaining CCAF Associate of Applied Science degree requirements. Document all sessions in the Air Force Automated Education Management System. (T-1).

6.7.3.6. The Education and Training Section will not organize local graduation ceremonies, including CCAF graduations; however, it may function in an advisory capacity.

6.7.3.7. Provide advice, guidance, and counseling to Airmen on Military Tuition Assistance benefits, processes, and requirements. This includes, but is not limited to, information about student and school eligibility, completion requirements, RegAF service commitments, reimbursement procedures, waiver packages, and other financial options for Airmen. (T-1).

6.7.3.8. Serve as the liaison between Airmen and the Central Office. (T-1).

6.7.3.9. Provide basic Veterans Affairs education benefits information. (T-1).

6.7.4. Department of Defense Transition Assistance Program Education Track. One of the Transition Assistance Program components is a two-day Education Track, which may be elected by the service member. Eligible service members seeking higher education when they depart from military service shall show documented evidence that they completed a comparison of higher education options with institutions of higher learning. (T-0).

6.7.4.1. Education Services personnel teach the two-day Education Track, which is designed to prepare Airmen for college life. At joint bases, the lead Service will provide instruction for the Education Track. (T-1).

6.7.4.2. The Education Track instruction will follow the approved Department of Defense curriculum to include researching schools, financial assistance, risks associated with incurring debt to finance education, the realities of campus life, completing the college admission process and transferring credits. (T-0).

6.7.4.3. A Veterans Affairs representative will provide in depth information concerning Veterans Affairs education benefits. (T-0).

6.7.4.4. Update required databases and follow-up with attendees, as required. (T-0).

6.7.5. Education and Employment Initiative and Operation WARFIGHTER. DoDI 1300.25, Guidance for the Education and Employment Initiative (E21) and Operation WARFIGHTER (OWF) provides an avenue that ensures wounded service members (aka Recovering Service members) are provided with sound education and employment assistance as they transition to civilian life. (T-0).

6.7.5.1. Veterans Affairs is the primary lead on Education and Employment Initiative and Operation WARFIGHTER. (T-0).
6.7.5.2. Veterans Affairs has Vocational, Rehabilitation, and Employment counselors either at the installation or in a regional office who will work to establish the service member’s eligibility and begin the process of establishing a case.

6.7.5.3. AFPC (Wounded Warrior Branch) personnel will work with Veterans Affairs and base-level case managers. (T-1).

6.7.5.4. Airmen are assigned to a base or identified at their current location and the case manager will develop a program that meets the needs and interests of the Airmen.

6.7.5.5. Education and Training Sections may be contacted to work with the Airmen to meet their educational goals. This could be individually or as part of an ad hoc committee.

6.7.5.6. It is crucial that Airmen who participate in this high-level visibility program are identified with a special identifier in the Air Force Automated Education Management System (Education and Employment Initiative and Operation WARFIGHTER drop down) so that their counseling notes are listed under the correct program for tracking purposes. (T-1).

6.7.6. Air Force Commissioning. Education and Training Section Chief will provide general program information. Refer Airmen to applicable commissioning program websites.

6.7.7. Air Force Credentialing Opportunities On-Line Program. Education and Training Section Chief will provide general program information and advisement. (T-1).

6.7.8. SkillBridge Program. Education and Training Section Chief will provide counseling and program guidance. (T-1).

6.7.9. Air Force Educational Leave of Absence Program. As of 14 March 2014, the Air Force Educational Leave of Absence Program was suspended indefinitely. Answers to guidance and procedure questions beyond the information in this instruction are addressed in AFI 36-3003, Military Leave Program.

6.7.10. Educational Deferment Program. The Air Force intent is to support members in achievement of their personal education goals provided Airmen satisfy their primary duties without significant impact on assignments. Therefore, at key times in certain educational programs, members may be authorized assignment deferments for educational reasons, such as whenever the education program will be completed during the deferment period. Like other deferments, education deferments may be denied when they do not serve the overall best interest of the Air Force. The Education and Training Section Chief has the responsibility to review college degree documentation to ensure all degree requirements are clearly listed, to request deferment through Military Personnel Section, and to monitor the progress of members on educational deferments. The Airman is responsible for providing end-of-course grades to the Education and Training Section. An educational deferment may be cancelled when the Airman’s leadership determines cancellation is necessary in order to meet mission needs. When the Airman is not making satisfactory progress, as determined by a review of grade reports, the Education and Training Section Chief may cancel an educational deferment after coordination with the member’s commander and the Military Personnel Section. Airmen assigned to Overseas Continental United States locations are
ineligible for the Educational Deferment Program. AFI 36-2110, Total Force Assignments provides additional details about the Deferment Program.

6.8. Air Force Reserve Tuition Assistance Program and Air National Guard Program. (T-1)

6.8.1. Reserve Tuition Assistance Authority. Title 10 USC § 2005 and § 2007, the Annual Appropriation Act, DoDD 1322.08E, DoDI 1322.25, and this instruction authorize Reserve Tuition Assistance, reimbursements, and outline policy. Requests for changes, waivers, or decisions regarding Reserve Tuition Assistance policy outside this instruction, and above mentioned citations, must be submitted to Air Force Reserve Center (AF/REP).

6.8.1.1. Reserve Tuition Assistance is an education incentive program for participating Selected Reserve members. The Reserve Tuition Assistance program will be used as a tool to recruit and retain members in the Air Force Reserve. The Reserve Tuition Assistance program will mirror the RegAF Military Tuition Assistance program with exceptions identified in this chapter.

6.8.1.2. Active Guard/Reserve (AGR) personnel are not eligible for Reserve Tuition Assistance and will follow the RegAF Military Tuition Assistance program guidance.

6.8.2. Reserve Tuition Assistance Eligibility.

6.8.2.1. Members of the Selected Reserve who meet the following criteria are eligible for Reserve Tuition Assistance:

6.8.2.1.1. Member is actively participating for pay and points and is in good standing upon the day the member applies for and completes his/her last course(s).

6.8.2.1.2. Member must have a high school diploma or equivalent.

6.8.2.1.3. Members are ineligible for Reserve Tuition Assistance if they have a current Unfavorable Information File, are on a control roster, have failed or are overdue for their most recent Physical Fitness test, and/or have a current referral Enlisted Performance Report/Officer Performance Report. Members who have been denied Reserve Tuition Assistance and use other means to fund course(s) are not eligible for retroactive Reserve Tuition Assistance for those course(s) after the above management controls no longer exist.

6.8.2.1.4. Commissioned officers must have a Mandatory Separation Date of not less than 48 months of service commitment starting at the end of the last class completed. In addition, officers incur a four-year Reserve Service Commitment for each course completed using Reserve Tuition Assistance funds. The Reserve Service Commitment time begins on the course end date for each course. For example, an officer completes graduate course (A) on 15 October 2013. The officer now has a Reserve Service Commitment through 14 October 2017. The same officer takes another course (B) that ends 15 December 2013. The officer now has two Reserve Service Commitments. The Reserve Service Commitment for course (A) has 47 months remaining while the Reserve Service Commitment for course (B) starts the full 48 months. Note: Each time an officer applies for Reserve Tuition Assistance, he/she must sign a contract for Air Force selected Reserve Service Commitment with the Wing Education and Training Section or ARPC/DPTTB. (T-0).
6.8.2.2. Reserve Tuition Assistance Split Training Option. Enlisted members who have successfully completed Basic Military Training and are waiting to attend a 3-level formal school are authorized to participate in Reserve Tuition Assistance if they meet the above criteria and course requirements do not interfere with the attendance and/or completion of the formal school. Reserve Tuition Assistance is not authorized until Airmen successfully complete Basic Military Training.

6.8.2.3. Reserve Tuition Assistance Headquarters Air Force Reserve Command (AFRC/A1KE) Responsibilities. Coordinate policy and guidance in conjunction and through AFRC/REPP for implementing the Reserve Tuition Assistance program.

6.8.3. Reserve Tuition Assistance Education and Training Section and AFPC/DPTTB Responsibilities. **Note:** AFPC/DPTTB serves as the functioning Education and Training Section for Individual Mobilization Augmentee members. (T-1).

6.8.3.1. Counsel Reserve Airmen on their eligibility for Reserve Tuition Assistance. (T-0).

6.8.3.2. Validate all Reserve Tuition Assistance applications through the Air Force Automated Education Management System.

6.8.3.3. Ensure Reserve Tuition Assistance operating funds are available in accordance with current procedures to adequately maintain the ability to disburse payments to eligible recipients.


6.8.3.5. Monitor Reserve Tuition Assistance requests, coordinate actions in the Air Force Automated Education Management System, and analyze data for trends.

6.8.3.6. Provide a point of contact to the Military Tuition Assistance Central Office who will assist in ensuring Air Force Reserve Airmen will reimburse the money for course(s) not completed satisfactorily while on RegAF using Military Tuition Assistance. Provide a point of contact to Reserve Tuition Assistance Central Office who will assist with ensuring Reservists will reimburse the money for course(s) not completed satisfactorily while using Reserve Tuition Assistance. ARPC/DPTTB will coordinate the reimbursement of Military Tuition Assistance funds with the Central Office when required. (T-0).

6.8.3.7. Assist members in the process of requesting Reserve Tuition Assistance waivers. Reserve Tuition Assistance Central Office reviews and processes Tuition Assistance waiver requests for Reserve Tuition Assistance.

6.8.3.8. Advertise and disseminate information on Reserve Tuition Assistance benefits.

6.8.3.9. Ensure Reserve Tuition Assistance requests submitted will be reviewed, verified and approved in the Air Force Automated Education Management System.
6.8.3.10. Maintain hard copy documents associated with requests for Reserve Tuition Assistance if unable to maintain electronically. All information and supporting documentation will be updated, uploaded, and maintained in the student’s Digital File Folder located in the Air Force Automated Education Management System.

6.8.3.11. Use Air Force Automated Education Management System to manage and track each student requesting Reserve Tuition Assistance from initiation of paperwork to course completion.

6.8.3.12. Verify grades for students are entered into the Air Force Automated Education Management System upon course completion. Successful course completion is defined as the following in accordance with DoDI 1322.25 for undergraduate courses: grade of “C” or better, “Satisfactory,” “Credit”, “Pass” or equivalent. For graduate courses: grade of “B” or better, “Satisfactory,” “Credit”, “Pass” or equivalent. Members will reimburse for grade of “D”, “Unsatisfactory” or equivalent for undergraduate courses. Members will reimburse for grade “C”, “D” or “Unsatisfactory” or equivalent for graduate courses. (T-0).

6.8.3.13. Initiate reimbursement action from the member for course(s) not successfully completed. (T-0).

6.8.3.14. Monitor Air Force Automated Education Management System to ensure accurate information is maintained for each student requesting Reserve Tuition Assistance.

6.8.3.15. Deny Reserve Tuition Assistance when an Airman is not maintaining acceptable academic progress. Airmen who do not maintain a cumulative grade point average of 2.0 or higher at the undergraduate level after completing 15 semester hours or equivalent will not be authorized Reserve Tuition Assistance until they raise their grade point average to the required level. With regard to graduate level, the Airman must maintain a grade point average of 3.0 or higher after completing six (6) semester hours or equivalent. To compute grade point average, the Education and Training Section will use all grades funded with Reserve Tuition Assistance regardless of reimbursement actions. Reserve Tuition Assistance is not authorized to allow a member to raise his/her grade point average. It is incumbent upon the member to fund and provide official grades to the Education and Training Section verifying grade point average increase. The Air Force Reserve will not reimburse a student for course(s) taken at a student’s own expense to raise a grade point average. (If a student’s grade point average falls below the minimum standard then courses paid using other funding sources since starting Reserve Tuition Assistance to increase the grade point average to the minimum standard will be used to compute the new grade point average). (T-0).

6.8.4. Reserve Tuition Assistance Supervisor Responsibilities.

6.8.4.1. For the purposes of Reserve Tuition Assistance, a supervisor is defined as the person in the member’s chain of command having next in line tuition assistance approval authority and oversight. This person must be able to adequately access the student’s ability to participate in voluntary education while also satisfying the responsibilities of an Air Force Reservist. Supervisors will: (T-1).
6.8.4.1.1. Counsel Airmen on their responsibility to successfully complete course(s) when using Reserve Tuition Assistance. (T-0).

6.8.4.1.2. Ensure that members have no military or outside responsibilities that will adversely affect their successful course completion.

6.8.4.1.3. Explain to Airmen their financial liability should they fail to successfully complete the course(s) or fail to comply with other components of this guidance. (T-0).

6.8.4.1.4. Supervisors must approve all other Reserve Tuition Assistance requests and can deny based on any of the following criteria:

6.8.4.1.4.1. Airman is in upgrade training.
6.8.4.1.4.2. Airman who will be on temporary duty during the course.
6.8.4.1.4.3. Airman who will have a permanent change of station during the course.
6.8.4.1.4.4. Airman is enrolled/attending Professional Military Education (either distributed learning or in-resident).
6.8.4.1.4.5. Other factors that could affect the Airman’s ability to successfully complete the course can also be considered.

6.8.5. Reserve Tuition Assistance Member's Responsibilities.

6.8.5.1. Actively participate for pay and points and remain in good standing upon the day the member applies for and completes his/her last course(s). (T-1).

6.8.5.2. Discuss and coordinate Reserve Tuition Assistance request with supervisor prior to submission. (T-1).

6.8.5.3. Provide a degree plan to the Wing Education and Training Section or equivalent and ARPC/DPTTB for Individual Mobilization Augmentees upon application for Reserve Tuition Assistance, or upon completion of their first Reserve Tuition Assistance funded course. Members must submit an evaluated degree plan in the Air Force Virtual Education Center. Note: All course(s) submitted for Reserve Tuition Assistance approval must be on the degree plan. (T-1). (T-1).

6.8.5.4. Complete the initial counseling (one-time requirement) and the annual Reserve Tuition Assistance training before requesting Reserve Tuition Assistance at the Wing Education and Training Section or equivalent or ARPC/DPTTB for Individual Mobilization Augmentees. (T-1).

6.8.5.5. Complete and submit all required paperwork no earlier than 45 days prior to course start date and no later than seven (7) days before the course start date. (T-1).

6.8.5.6. Successfully complete courses or exams funded by Reserve Tuition Assistance within prescribed timelines. ARPC/DPTTB and supervisor must be notified prior to withdrawal from course(s) funded by Reserve Tuition Assistance. Successful course completion is required; otherwise, reimbursement action will be initiated for the member to repay Reserve Tuition Assistance. A successful course completion is defined as a
grade of “C” or higher for undergraduate courses, a grade of “B” or higher for graduate courses, and a “P” (or equivalent) for “Pass/Fail” grades.

6.8.5.7. Report all incompletes, failures (including grade “D”) and cancellations for all course(s) approved for Reserve Tuition Assistance immediately to the Wing Education and Training Section or ARPC/DPTTB for Individual Mobilization Augmentees. (T-1).

6.8.5.8. Maintain a cumulative undergraduate grade point average of 2.0 or higher at the undergraduate level after completing 15 semester hours or equivalent. For graduate course(s), members must maintain a grade point average of 3.0 or higher after completing six (6) semester hours or equivalent. Airmen will not be authorized Reserve Tuition Assistance until they raise their grade point average to the required level. (T-1).

6.8.5.9. Ensure final grades are received and updated in Air Force Automated Education Management System education record via Air Force Virtual Education Center within 60 days of course end date or two weeks prior to separation or terminal leave (whichever occurs first), retirement, deactivation, or assignment departure. This includes Airmen on an educational deferment. It is ultimately the Airman’s responsibility to ensure all grades are posted in Air Force Automated Education Management System prior to the deadline. A failure to do so will result in the initiation of a reimbursement action for the member to repay Reserve Tuition Assistance. Airmen who are separating or nearing deactivation must provide grade or progress report from their instructor stating satisfactory progress at least two weeks prior to separation/deactivation date. If an unsatisfactory grade is reported at the end of the course, an out-of-service debt will be processed. The debt will be processed through ARPC/DPTTB with AFRC Financial Management Office guidance. (T-1).

6.8.5.10. Airmen receiving incomplete (and equivalent) grades must attain a satisfactory grade within the time limit stipulated by the institution or 120 days after the end of the course, whichever comes first. Extensions will not be granted. If the central office does not receive a satisfactory grade by the end of this period, they will initiate a reimbursement action for the member to repay Reserve Tuition Assistance. If the Airman presents a grade after the deadline, the funds collected will not be returned and the reimbursement action will not be stopped or suspended. (T-1).

6.8.5.11. Pay all institution costs not covered by Reserve Tuition Assistance. (T-1).

6.8.6. Reserve Tuition Assistance Prohibitions. (T-1)

6.8.6.1. Reserve Tuition Assistance is not provided to individuals for courses that do not lead to an associate’s, baccalaureate, or master’s degree, or for a course previously paid for by Reserve Tuition Assistance or RegAF Military Tuition Assistance. (T-1).

6.8.6.2. Reserve Tuition Assistance is not provided to individuals who are seeking a lateral or lower degree. (T-1).

6.8.6.3. Reserve Tuition Assistance is not authorized for post-masters courses, certificates or degrees, including doctorates, or Juris Doctorate degrees. (T-1).

6.8.6.4. Reserve Tuition Assistance is not provided for off-duty foreign language courses not part of a degree plan integral to the Defense Strategic Language List. (T-1).
6.8.6.5. Reserve Tuition Assistance is not provided for Dominant-in-the-Force languages and languages deemed by the Department of Defense as already having sufficient strategic capacity authorized except for assignments outside Continental United States. (T-1).

6.8.7. Reserve Tuition Assistance Exceptions.

6.8.7.1. Reserve Tuition Assistance can be used when a member already possesses a degree and wants to take course(s) toward a CCAF Associate of Applied Science degree for which the individual is eligible. (T-1).

6.8.7.2. Reserve Tuition Assistance can be used when a member already possesses a degree and wants to take course(s) leading to a teacher certification/license. Members must provide a state approved plan of college courses that prepares a person for credentialing to their Wing Education and Training Section or equivalent and ARPC/DPTTB. The plan will be filed in the member’s Air Force Automated Education Management System Digital File Folder. (T-1).

6.8.7.3. Use of Reserve Tuition Assistance is authorized for Air Force Reserve attorneys wishing to pursue a second graduate program in Cyber Law (applies to officers with 15 years or less Total Active Federal Commissioned Service Date). Non-judge advocate officers with more than one master’s degree or holding a doctorate (or equivalent) are ineligible. Participants must be approved by AFRC/JA. (T-1).

6.8.7.4. The use of Reserve Tuition Assistance for non-degree language courses is limited to those published by the United States Air Force as part of the Undersecretary of Defense for Personnel and Readiness Department of Defense Strategic Language List and for only one language. Courses must bear academic credit. After completion of no more than six (6) semester hours (or equivalent), Airmen must take the Defense Language Proficiency Test-V with a minimum score of 1+. Upon successful completion of the Defense Language Proficiency Test-V, Airmen will be eligible for no more than an additional six (6) semester hours (or equivalent) in the same language. Failure to take the Defense Language Proficiency Test-V within 60 days of completion of the last course will result in a mandatory reimbursement of Reserve Tuition Assistance. (T-1).

6.8.7.5. Reserve Tuition Assistance can be used for a second graduate degree in a foreign language, International Politico-Military Affairs or area studies with Secretary of the Air Force/IAPA approval (officers only with 15 years or less Total Active Federal Commissioned Service Date). (T-1).


6.8.8.1. All requests for Reserve Tuition Assistance will be applied for in the Air Force Virtual Education Center no earlier than 45 days and no later than seven (7) days prior to course start date. (T-1).

6.8.8.2. Reserve Tuition Assistance requests will be processed by the member via the Air Force Virtual Education Center. Only in cases in which the member does not have access to the Air Force Virtual Education Center, will the Wing Education and Training Section or ARPC/DPTTB for the Individual Mobilization Augmentee, enter the information into the Air Force Automated Education Management System. (T-1).
6.8.8.3. ARPC/DPTTB does not authorize late tuition assistance, which is defined as tuition assistance requests submitted after a course has started. (T-1).

6.8.8.4. ARPC/DPTTB does not authorize after-the-fact tuition assistance (defined as tuition assistance after a course has been completed). (T-1).

6.8.9. Reserve Tuition Assistance Payment Rates. (T-1).

6.8.9.1. Undergraduate degree course(s). The basic benefit offers 100 percent tuition not to exceed $250.00 per semester hour or $166.66 per quarter hour, with a maximum cumulative benefit not to exceed $4,500 per fiscal year. (T-0).

6.8.9.2. Graduate degree course(s). The basic benefit offers 100 percent tuition not to exceed $250.00 per semester hours or $166.66 per quarter hour with a maximum cumulative benefit not to exceed $4,500 per fiscal year. (T-0).

6.8.9.3. A member pursuing an undergraduate and graduate program in the same fiscal year will not exceed the cap of $4,500. (T-0).

6.8.9.4. Prerequisite courses will be authorized if a letter is on file from the academic institution stating the course(s) is a requirement/prerequisite for the pursuing degree. (T-1).

6.8.9.5. Reserve Tuition Assistance is paid only for tuition costs. Lab, shop, instructional, and/or technology fees are not paid. (T-1).

6.8.9.6. Most institutions award credit either by semester hour or quarter hour. If an institution is on a clock/contact hour schedule, use the following to calculate tuition assistance: one semester credit hour is equal to 45 clock/contact hours. (T-0).

6.8.9.7. Once the member has completed the course(s), it is his/her responsibility to ensure grade(s) is/are submitted to the Wing Education and Training Section or ARPC/DPTTB within 60 days of course completion. (T-1).

6.8.9.8. If the 60-day requirement is not met, reimbursement action will be initiated for the member to repay Reserve Tuition Assistance. (T-1).

6.8.9.9. In most cases, the academic institution will enter the final grade indicating course completion via the Academic Institution Portal. If required, the member may need to provide the necessary documentation to the Wing Education and Training Section or ARPC/DPTTB. Proof of course completion can be an official transcript or grade report taken directly from the attending institution’s website. (T-1).

6.8.9.10. Proof of tuition paid will be verified with a receipt from the school of actual tuition paid or obtained from a school’s website stipulating how much the institution charges per semester/quarter hour. (T-1).

6.8.9.11. The Wing Education and Training Section or ARPC/DPTTB will verify the information from the grade report with member’s information in the Air Force Automated Education Management System and input the grade received in the Air Force Automated Education Management System, as required. (T-1).

6.8.9.12. Members who receive an “incomplete” grade must immediately notify the Wing Education and Training Section or ARPC/DPTTB, who in turn, will update the Air
Force Automated Education Management System with a course end date of 120 days after the end of the original term specified by the institution. (T-1).

6.8.9.13. A “satisfactory” grade must be attained by the new course end date or Reserve Tuition Assistance will be reimbursed. The 120-day period may be extended by the Wing Education and Training Section or ARPC/DPTTB for health reasons, temporary duty, emergency leave, or hospitalization on a day-to-day basis. (T-1).

6.8.10. Reserve Tuition Assistance Benefits.

6.8.10.1. Reserve Tuition Assistance is available to Reserve members for both distributed learning and on-campus courses. However, the college or school offering the course(s) must be a nationally or regionally accredited institution, recognized by the Department of Education and have a signed Department of Defense Memorandum of Understanding on file. (T-1).

6.8.10.2. If the educational institution does not appear in the directory, the member must ask for proof of accreditation in writing or contact the accrediting body in their region to verify accreditation. (T-1).

6.8.10.3. Accrediting bodies can be found at http://www.ed.gov/about/offices/list/OPE/index.html. Note: There are colleges and universities that are nationally and regionally accredited; however, some of the courses they teach may not be accredited or recognized by the Department of Education.

6.8.10.4. Reserve Tuition Assistance is an education incentive, not an entitlement. It is offered each fiscal year (fiscal year is defined as 1 October - 30 September) as long as funding is available.

6.8.10.5. Reserve Tuition Assistance is paid directly to the academic institution for approved courses.

6.8.11. Reserve Tuition Assistance Concurrent Education Assistance.

6.8.11.1. Reserve Tuition Assistance and Montgomery GI Bill (38 USC Chapter 30, All Volunteer Force Educational Assistance Program; 38 USC Chapter 31, Training and Rehabilitation for Veterans with Service-Connected Disabilities; 38 USC Chapter 33, Post-9/11 Educational Assistance; and 10 USC Chapter 1606, Educational Assistance Reserve) may not be used in conjunction with the same course (38 USC § 3681, Limitations on educational assistance). (T-0).

6.8.11.2. Reserve Tuition Assistance and RegAF Montgomery GI Bill, (Chapter 30, and Post 9/11 GI Bill, Chapter 33), may be used for the same course under the Top-Up Program. For additional information on the Top-Up Program, visit the Veterans Affairs website at www.va.gov. (T-0).

6.8.11.3. Reserve Tuition Assistance with Montgomery GI Bill and/or other “federal” benefits to include federally funded student guaranteed loans for the same course(s) would constitute duplication of benefits (DoDI 1322.25) and is not authorized.

6.8.11.4. Reserve Tuition Assistance is authorized to be used in conjunction with “civilian” tuition assistance from a private employer.

6.8.12.1. Reserve Tuition Assistance reimbursement procedures will follow RegAF Military Tuition Assistance procedures in accordance with this regulation. (T-1).

6.8.12.2. The Reserve Tuition Assistance Central office will handle and process reimbursement waivers in accordance with Military Tuition Assistance policy, in accordance with this instruction. Final waiver authority is the ARPC/CC who can delegate authority to ARPC/CV. (T-1).


6.8.13.1. Every Air National Guard Unit can establish a State Tuition Assistance program if desired. The state must create written guidance that establishes Airman eligibility, application process, funding values, reimbursement procedures and service commitments. (T-1).

6.8.13.2. Use of the RegAF Military Tuition Assistance for activated Guard and the tuition assistance benefit offered by the State Air National Guard cannot be used to pay for the same course. (T-1).

6.9. Air Force Credentialing Program. (T-1).

6.9.1. Responsibilities. The Air Force Credentialing Program provides a vehicle for the award of civilian-recognized credentials related to an Airman’s Air Force Specialty Code. The intent is to comply with 10 USC § 2015, Program to assist members in obtaining professional credentials to expand the professionalism of Air Force members while serving and to prepare Airmen for entry into civilian jobs upon separation/retirement from the Air Force. The Air Force Credentialing Program is specific to enlisted Air Force Specialty Codes only. Air Force Credentialing Opportunities On-Line Program is the primary program for providing information and management of the Air Force Credentialing Program. The term “credential” refers to any professional certification, licensure or registry.

6.9.1.1. AF/A1DLV will provide program execution oversight of Air Force Credentialing Opportunities On-Line Program to ensure compliance with policy and guidance as well as continued development and sustainment of the program. (T-1).

6.9.1.1.1. Provides guidance to the Credentialing Program Office on policy questions and decisions.

6.9.1.1.2. Reviews and approves budget projections and ensures Program Element Code 89732F and 84702F funds are distributed to the appropriate office responsible for payment of credentials.

6.9.1.2. The Air Force Credentialing Program Office will provide the daily execution of the Air Force Credentialing Opportunities On-Line Program within the policy and guidelines established by AF/A1DLV. Duties include, but are not limited to: (T-1).

6.9.1.2.1. Ensure compliance with this instruction and references herein. (T-1).

6.9.1.2.2. Provide input towards reporting requirements established by higher authority. (T-1).
6.9.1.2.3. Liaise between business partner(s) and Career Field Managers to resolve concerns and provide guidance that aligns with Air Force policy. This includes providing oversight of skill gap analyses and working directly with subject matter experts and Career Field Managers to determine best-fit credentials for each Air Force Specialty Code. (T-1).

6.9.1.2.4. Provide recommendations via AF/A1DLV for updates to Air Force Credentialing Opportunities On-Line Program website. (T-1).

6.9.1.2.5. Assist Education and Training Section personnel and Career Assistance Advisors in promoting the Air Force Credentialing Opportunities On-Line Program and website. (T-1).

6.9.1.2.6. Maintain working relationships with other military service credentialing programs and external credentialing agencies. (T-1).

6.9.1.2.7. Assess program effectiveness that includes costs, level of effort, success rates, and production data metrics. (T-1).

6.9.1.2.8. Coordinate resource requirements and data through AF/A1DLV and make recommendations for program restructuring in order to operate within fiscal resource constraints or advocate for additional resources. (T-1).

6.9.1.2.9. Provide oversight to the credentialing payment processes and audit payment processes at least quarterly to ensure payments are made consistent with Air Force policy. (T-1).

6.9.1.2.10. Assist with the development of the Air Force Credentialing Opportunities On-Line Program website and conduct periodic reviews of the website to assess modifications for implementation. Provide recommended modifications to AF/A1DLV for review and final approval. (T-1).

6.9.1.2.11. Provide reports to AF/A1DLV. (T-1).

6.9.1.2.12. Develop and execute marketing plan for the Air Force Credentialing Opportunities On-Line Program and website and submit to AF/A1DLV for final approval. (T-1).

6.9.1.3. Career Field and Unit Leadership. Career Field Managers, Major Command Functional Managers, and unit leadership are key to the professional development and credentialing of Airmen. These leaders will: (T-1).

6.9.1.3.1. Encourage Airmen to pursue professional credentials. (T-1).

6.9.1.3.2. Advise and counsel Airmen on the significance of professional credentials to job performance and career enhancement via feedbacks, roll calls, unit training, or other venues the unit leadership deems appropriate. (T-1).

6.9.1.3.3. Ensure Airmen requesting funding for credentialing exams, course work or other credentialing expenses under this authority do not register, take, participate in, schedule, or otherwise obligate the members or government to pay for a credentialing expense without first obtaining approval for funding. (T-1).
6.9.1.3.4. Ensure Airmen meet all eligibility requirements of the program prior to approval of request (See 6.9.4 Eligibility Requirements). (T-1).

6.9.1.4. Airman Responsibilities. Each Airman is responsible for: (T-1).

6.9.1.4.1. Following the program procedures outlined in the Air Force Credentialing Opportunities On-Line Program Personnel Services Delivery Guide (PSDG), which is directive in nature and compliance is mandatory. (T-1).

6.9.1.4.2. Ensuring approval for funding before taking any actions that would obligate the expenditure of funds, to include registering for, scheduling or partaking in an exam, course work or other credentialing expense. Failure to obtain advanced approval will result in the member being personally liable for the expenses.

6.9.1.4.3. Submitting the completed Air Force Credentialing Opportunities On-Line Program request ensuring all required information and endorsements are submitted not earlier than 60 days and not later than 30 days prior to the anticipated exam or training start date. Failure to provide completion documentation for the requested certification before separation/retirement will result in recoupment action. (T-1).

6.9.1.4.3.1. Submission of requests greater than 60 days prior to the exam date will be denied and member will be instructed to resubmit the request within the timeframe described in paragraph 6.9.1.4.3 (T-1).

6.9.1.4.3.2. Requests submitted after starting, taking, participating in, or otherwise incurring the credentialing expense will be rejected, and the member will be personally liable for all expenses. (T-1).

6.9.1.4.4. Notifying the Credentialing Program Office of any changes in credentialing exam(s) testing dates, training material and/or locations approved and accepted by the member prior to the change occurring. Failure to do so will incur a financial obligation on behalf of the Airman. (T-1).

6.9.1.4.5. Providing credentialing training completion transcripts or other documents and credentialing exam score reports to the Credentialing Program Office within 30 days of notification from the credentialing agency. Members will be ineligible to further participate in the Air Force Credentialing Opportunities On-Line Program until results are received. In addition, members who fail to report their completion results within 120 days of completion will be held responsible for reimbursement of exam(s) and preparatory material funds. (T-1).

6.9.1.4.6. Notifying the Credentialing Program Office if unable to enroll in or complete the credentialing exam and or/change in service obligation. Failure to do so will result in forfeiture of future funding. (T-1).

6.9.1.4.7. Reviewing vendor’s refund policy prior to submitting funding request and requesting refund(s) from vendor for resources not pursued. (T-1).

6.9.1.4.8. Updating personal email, contact number and address as well as supervisor’s email and phone number prior to submitting an educational goal or funding request. (T-1).
6.9.2. Authorized Uses. (T-1).

6.9.2.1. Airmen may choose multiple credentials from the approved list for their Air Force Specialty Code. Funding includes the initial credentialing exam (or series of exams if the selected credential has more than one exam), course work or other credentialing expenses and related exam fees.

6.9.2.1.1. Funding for preparatory courses and study materials will be limited to a maximum of $2,750 per goal. Funding will be provided as long as the Airman maintains eligibility and has not reached his/her $4,500 lifetime cap. (T-1).

6.9.2.1.2. Air Force Credentialing Opportunities On-Line Program will not pay for hardware items such as laptops, tool kits, network server kits, etc. Members will be responsible for funding those items if deemed necessary for credential completion. (T-1).

6.9.2.2. Funding will also be provided if the credential requires periodic recertification and only if the recertification process requires retesting. This only applies to an Airman’s credential that was funded by the Air Force Credentialing Opportunities On-Line Program. Funding will be provided as long as the Airman maintains eligibility and has not reached his/her lifetime cap of $4,500. (T-1).

6.9.2.3. Senior non-commissioned officers in the ranks of E-7 through E-9 may be eligible for an additional funded leadership credential. Air Force Specialty Codes with no civilian credential match in the Air Force Credentialing Opportunities On-Line Program website may be eligible for a funded leadership credential regardless of rank. (T-1).

6.9.2.4. Airmen with special duty identifiers (i.e., 8F000, 8A100, 8B000) with no matching civilian credentials in Air Force Credentialing Opportunities On-Line Program, may be eligible for an Air Force-funded leadership and/or a previously held Air Force Specialty Code (2nd Air Force Specialty Code, 3rd Air Force Specialty Code, 4th Air Force Specialty Code) credential listed on the Air Force Credentialing Opportunities On-Line Program website. (T-1).

6.9.2.5. Airmen may pursue one credential related to their already obtained academic degree.

6.9.2.6. Airmen may pursue one credential unrelated to their AF Specialty Code with supervisor’s approval. Airmen will be required to reimburse all funding associated with the credential in case of non-completion and/or failure to ensure return on investment for the AF and the Airman. (T-1).

6.9.2.7. Credentialing agencies require payment upon application. The Air Force will pay on behalf of the Airmen. However, Airmen whose request for funding exceeds the amount on their cap, will be held responsible for paying the difference prior to Air Force Credentialing Opportunities On-Line Program paying the remainder of the credentialing cost (T-1).

6.9.2.7.1. Airmen requesting funding within 180 days of separation or retirement will be reimbursed after submitting proof of credential completion. This provision will come into effect 180 days of publication.
6.9.2.7.2. Any items requested for funding that fall within the 180-day window will result in the entire funding request being considered within the 180-day window. (T-1).

6.9.2.7.3. Proof of completion includes a certification, grade report, and invoice for approved Air Force Credentialing Opportunities On-Line Program items (i.e., preparatory course, study materials, books, administrative and application fees). (T-1).

6.9.2.7.4. Airmen must submit reimbursement requests no later than 60 days after separation or retirement (no exceptions). (T-1).

6.9.2.7.5. Reimbursements for study materials and preparatory courses are not to exceed the $2,750 limit. (T-1).

6.9.2.8. Funding requests will be processed and approved in the order of receipt and/or bulk processing, whichever comes first. Funding requests will not be processed with higher priority to satisfy requirements for Senior Rater Endorsement, Enlisted Performance Reports, award packages, etc. (T-1).

6.9.2.9. Combat-wounded, ill, or injured Airmen awarded a 9W series Reporting Identifier for combat-related injuries or illness as reflected in the Military Personnel Data System, are eligible for credentials not related to their Air Force Specialty Code as well as leadership credentials, regardless of rank. (T-1).

6.9.2.9.1. Airmen must meet all certification/licensing agency qualifications in order to pursue the requested certification. (T-1).

6.9.2.9.2. If a Wounded Warrior is discharged due to conditions related to his or her Wounded Warrior designation prior to completing the credentials, repayment will not be required. (T-1).

6.9.2.9.3. If a Wounded Warrior’s designation is changed from the Wounded Warrior Air Force Specialty Code to a previous or new Air Force Specialty Code, then the Airman may complete the leadership credential he/she is enrolled in at the time the designation is changed. No further leadership credentials will be allowed unless the Airman meets the current policy eligibility criteria. All other rules will apply. (T-1).

6.9.3. Unauthorized Uses. Funding is not authorized for credentials that are:

6.9.3.1. A mandatory requirement to gain or hold an Air Force Specialty Code, job position, or a specialty-coded billet mandating the credential or license. Certifications or licensures mandated by an Air Force requirement will be funded by other Air Force resources and policies. (T-1).

6.9.3.2. For academic degrees or fees for non-mandatory membership in professional societies or associations. (T-1).

6.9.3.3. Failed exams. Airmen who failed an examination must seek other funding methods for re-examination fees. (T-1).

6.9.3.4. For the accumulation of continuing education units and professional education units. Funding will not be authorized for attendance at conferences, workshops, etc., required to maintain credential or for recertification/renewal of credentials. (T-1).
6.9.3.5. For travel, hotel expenses, per diem, airfare, etc. (T-1).

6.9.4. Eligibility Requirements. Enlisted RegAF, Air Force Reserves, and Air National Guard members desiring to participate in the Air Force Credentialing Opportunities On-Line Program must meet the following eligibility requirements: (T-1).

6.9.4.1. Possess a 5-skill level in the Air Force Specialty Code that is associated with the Airman’s assigned Control Air Force Specialty Code to which the credential is mapped. (T-1).

6.9.4.2. Must not have an Unfavorable Information File, a failed or overdue physical fitness test, a Referral Enlisted Performance Report and/or be on a control roster at the time of application for Air Force Credentialing Opportunities On-Line Program. (T-1).

6.9.4.3. Have a record in the Air Force Automated Education Management System with an approved credentialing goal. (T-1).

6.9.4.4. Enlisted members must be in the RegAF for the completion of the entire credential. (T-1).

6.9.4.4.1. The Air Force Credentialing Opportunities On-Line Program will not fund enlisted members who have separated, retired, or commissioned. If an Airman is enrolled in a credentialing program at the time any of these events occur, funding will immediately cease, the member’s remaining cap will be deleted, and the member will be liable for the reimbursement of any funds paid on his/her behalf. (T-1).

6.9.4.4.2. Only activated Guard and Reserve Airmen on Title 10 or Title 32 § 502 (f) orders may receive Air Force Credentialing Opportunities On-Line Program funding. A copy of orders must be loaded to member’s Digital File Folder in the Air Force Automated Education Management System and cover the duration of the course. Members must be on Active orders status when they are approved and paid for by AF Credentialing Opportunities On-Line Program Credentialing Program Office and Purchasing Agents. Grades must be submitted within 60 days of termination of order to active duty. Failure to provide grades will require the member to reimburse the government for all cost and fees associated with the credential. (T-1).

6.9.4.4.3. Only Selected Reserve members (unit guard or reserve, individual reserve) on Title 10 orders §§ 12301(a), 12301(d), 12301(g), 12302, or 12304 may receive Air Force Credentialing Opportunities On-Line Program funding. A copy of the orders must be loaded to member’s Digital File Folder in the Air Force Automated Education Management System and cover the duration of the course. (T-1).

6.9.4.5. Supervisors must approve or disapprove all credentialing requests and can deny requests based on any of the following criteria if they believe any of the below circumstances will impede an Airman’s successful completion of the requested credential. (T-1).

6.9.4.5.1. Airman is in Upgrade Training. (T-1).

6.9.4.5.2. Airman will be on temporary duty during any portion of exam preparation. (T-1).
6.9.4.5.3. Airman will have a permanent change of station during any portion of exam preparation. (T-1).

6.9.4.5.4. Airman is scheduled to attend or is enrolled in Professional Military Education. (T-1).

6.9.4.5.5. Other factors that could affect the Airman’s ability to successfully complete the exam(s) can also be considered. This includes participation in courses funded by the Military Tuition Assistance program. (T-1).

6.9.4.6. Supervisors will utilize the resource page on the Air Force Credentialing Opportunities On-Line Program website to mentor and counsel Airmen prior to taking initial credential exams(s). (T-1).

6.9.5. Credentialing Agency’s Certification Requirements. Airmen applying for funding for professional credentialing expenses must agree to comply with the credentialing agency’s eligibility and examination certification requirements to include completion of funded courses and exams. In most cases, the Airman must pass written or computer-based exam(s) and/or oral and practical exam(s) (i.e. projects in laboratory setting), as well as meet other requirements (i.e., documented practical experience, formal application, documented training, continuing education units, payment of exams and maintenance fees, etc.). (T-1).

6.9.6. Air Force Automated Education Management System. The Air Force Automated Education Management System is the official system of record for the Air Force Voluntary Education Program and will be used to process all credentialing requests and maintain Airmen records. (T-1).

6.9.7. CCAF Credit. The CCAF awards collegiate credit for specific credentials that are applicable to the technical requirements and discipline of specific CCAF Associate of Applied Science degree programs. The CCAF establishes policies for awarding credit. (T-1)

6.9.7.1. Awarding CCAF credit is based on degree relevancy, college-level academic standards, career field needs, and Career Field Manager recommendations. Credentials that have been evaluated by the American Council on Education for credit recommendation will not be evaluated by CCAF for CCAF academic credit. (T-1).

6.9.7.2. Upon issuance of a CCAF degree-applicable credential, education and training section counselors will submit a CCAF Student Action Request to have the credentialing credit applied to the Airman’s CCAF student record. Refer to the CCAF Advisor Handbook for specific guidance. (T-1).

6.9.8. Other Related Credentials.

6.9.8.1. Airmen may pursue credentials that are not identified as Air Force-funded but appear on the Air Force Credentialing Opportunities On-Line Program website at their own expense through the use of the Montgomery GI Bill, Post 9/11 GI Bill, or other programs. (T-1).

6.9.8.2. Airmen who fail to meet the requirements outlined in paragraph 6.9.1.4.3 for the approved and funded Air Force Credentialing Opportunities On-Line Program credential or licensure that they have applied for will be automatically disapproved from
participating in additional programs such as the SkillBridge Program prior to separation or retirement.

6.10. **SkillBridge Program.**

6.10.1. Responsibilities. The DoD SkillBridge Program provides eligible Airmen (officer and enlisted) opportunities to develop their career skills through civilian on-the-job training, employment skills training, apprenticeships, and internships to help them prepare to transition from military to civilian employment.

6.10.1.1. AF/A1DLV. Provides oversight and guidance for the Air Force SkillBridge Program policy. (T-1).

6.10.1.2. AFPC/DP3SA. Oversee SkillBridge Program implementation, provides guidance, and develops processes and procedures to execute the SkillBridge program. Duties include but are not limited to: (T-1).

6.10.1.2.1. Work closely with AF/A1DLV for policy review/decisions and assist in the continued development and sustainment of the SkillBridge Program. (T-1).

6.10.1.2.2. Elevate/work issues for resolution with AF/A1DLV when necessary. (T-1).

6.10.1.2.3. Provide guidance and assist AFPC/DP2SST with executing and managing the program on the installations. (T-1).

6.10.1.3. AFPC/DP2SST. Provide program execution oversight for the SkillBridge Program to ensure compliance with AF/A1DLV policy and guidance. Duties include but are not limited to: (T-1).

6.10.1.3.1. Work issues for resolution with AFPC/DP3SA and AF/A1DLV, and elevate when necessary. (T-1).

6.10.1.3.2. Provide guidance and assist base-level Education and Training Section Chiefs with executing and managing the SkillBridge Program on the installations. (T-1).

6.10.1.4. Base-level Education and Training Section Chief. Responsible for the overall management of the base/installation-level SkillBridge Program and provides the daily execution of the program within DoD, AF/A1DLV, and AFPC policy and guidelines. Duties include but are not limited to: (T-1).

6.10.1.4.1. Ensure compliance with this instruction and references herein. (T-1).

6.10.1.4.2. Ensure Airmen are counseled on SkillBridge Program including policy and application procedures during the Transition Assistance Program’s Higher Education Track. Document all counseling actions fully in the Air Force Automated Education Management System. (T-1).

6.10.1.4.3. Update and maintain current, relevant information on the Air Force Virtual Education Center. At a minimum, review and update information at least quarterly or sooner, if needed. Publish information concerning SkillBridge Program opportunities on the Air Force Virtual Education Center and other media.
6.10.1.4.4. Report SkillBridge Program metrics to AFPC/DP2SST Military Training Section. (T-1).

6.10.1.4.5. Screen and approve SkillBridge Program providers in accordance with general criteria outlined in DoDI 1322.29, Enclosure 4, AF/A1DLV policies. (T-0).

6.10.1.4.6. Establish a Memorandum of Understanding between the installation and on-base SkillBridge Program providers. The Memorandum of Understanding establishes the parameters for cooperative support between the installation and the SkillBridge Program provider for the recruitment of transitioning Airmen for the purpose of providing training under the SkillBridge Program. (T-0).

6.10.1.5. Unit/Squadron Commanders.

6.10.1.5.1. Are designated as the approval authority to participate in the SkillBridge Program. The approval authority is the first field grade commander in the Service member’s chain of command who is authorized to impose non-judicial punishment under Article 15 of the Uniform Code of Military Justice (UCMJ). This authority may not be delegated. (T-0).

6.10.1.5.2. Should consider Airmen that have been identified for possible early transition for enrollment in SkillBridge Programs, provided the Airman’s anticipated character of service upon separation is honorable or under honorable conditions. Examples of these situations include a hardship discharge, involuntary transition resulting from failure to reenlist or extend or complete an upcoming deployment, and early demobilization due to curtailment of mission, separations, or transfers. (T-0).

6.10.1.5.3. May release Airmen from daily unit duties for the period of Skillbridge participation. (T-0).

6.10.1.5.4. Will maintain daily accountability of Airmen participating in SkillBridge Program and may require their participation in unit formations, physical training, and other unit requirements. (T-0).

6.10.1.5.5. May terminate an Airman’s participation in a program based on mission requirements. (T-0).

6.10.1.5.6. May withdraw a member from the program if the member failed to comply with Air Force standards while participating in a SkillBridge Program. (T-0).

6.10.1.5.7. Must ensure Airmen who reenlist or extend their enlistment while participating in a SkillBridge Program are immediately withdrawn from the SkillBridge Program. (T-0).

6.10.1.5.8. Supervisors. Supervisors of Airmen participating in SkillBridge programs are accountable and responsible for their subordinates. Thus, supervisors will:

6.10.1.5.9. Manage, track and report the status of subordinates to the appropriate agencies while participating in SkillBridge Programs. (T-1).

6.10.1.5.10. Maintain communication with subordinates who are SkillBridge program participants and their host employers on a routine basis. (T-0).
6.10.2. Airmen Eligibility and Authorized Uses. (T-0).

6.10.2.1. Airmen (officers and enlisted) must meet all of the following criteria to be eligible to participate in SkillBridge programs: (T-0).

6.10.2.1.1. Complete at least 180 days of service in the Armed Forces;
6.10.2.1.2. Complete the Transition Assistance Program (TAP);
6.10.2.1.3. Expect to be discharged and the anticipated character of service upon separation is honorable or under honorable conditions; and
6.10.2.1.4. Expect to be discharged or released from service within 180 days of starting participation in SkillBridge program. Exceptions to this rule will be reviewed on a case-by-case basis. An example of a situation warranting an exception to policy would include members who are meeting a Medical Evaluation Board who do not yet have an established date of separation. (T-1).

6.10.3. Airmen participation is dependent on unit and mission requirements. (T-0).

6.10.4. Airmen may apply to participate in a SkillBridge Program in the Air Force Virtual Education Center up to one year from their date of separation. However, the SkillBridge program will not begin earlier than 180 days prior to the Airman’s date of separation. (T-1).

6.10.5. Airmen must have signed a SkillBridge Program Vetting checklist loaded to member’s Digital File Folder. (T-1).

6.10.6. Airmen must sign a Memorandum of Participation outlining their participation in the SkillBridge Program while on RegAF. The memorandum also includes the requirement to report accountability, comply with military training requirements, and maintain military standards. The Education and Training Section Chief will maintain a copy in the member’s Digital File Folder and provide a file copy to the unit commander or Airman’s supervisor. (T-1).

6.10.7. Airmen are eligible for only one SkillBridge Program during their transition period. (T-1).

6.10.8. Airmen who reenlist or extend while participating in a SkillBridge Program will immediately withdraw from the program and return to their unit for duty. (T-0).

6.10.9. Unauthorized Uses. Appropriated funds are not authorized for any SkillBridge Program. SkillBridge programs will be provided at minimal or no cost to the Airman. (T-0).

6.10.9.1. An Airman may voluntarily elect to participate in a SkillBridge Program that charges application, registration, or other minimal fees using his/her personal funds.

6.10.9.2. Airmen may use United States Department of Veterans Affairs educational benefits for On-the-Job/apprenticeship programs and vocational/technical training programs, if applicable.

6.10.9.3. Airmen will not be authorized to participate in a SkillBridge Program in a paid, temporary duty status. Payment for per diem or travel expenses is not authorized even when an Airman chooses to participate in an off-installation SkillBridge Program. **Exception:** Expenses may be authorized if they meet the criteria in DoDI 1322.29.
6.10.9.4. The use of a government-owned vehicle to transport Airmen to a SkillBridge Program is not authorized.

6.10.9.5. Airmen will not receive compensation, wages, pay, training stipends or any other form of financial compensation from the SkillBridge Program provider for participation in any career skills or training program while on RegAF.

6.10.9.6. Off-installation SkillBridge Programs will normally be located within 50 miles of the Airman’s installation or duty station, or within 50 miles of the Airman’s residence. However, the unit/squadron commander may allow participation in a program beyond the 50-mile limit if the commander is satisfied that adequate measures exist to ensure accountability and safety given the Airman’s unique circumstances. Airmen who participate in off-installation SkillBridge programs must comply with DoDI 1322.29 and AFI 36-3003.

6.11. Post-9/11 GI Bill.

6.11.1. Authority. Reserve Tuition Assistance and Montgomery GI Bill (38 USC Chapter 30, All Volunteer Force Educational Assistance Program; 38 USC Chapter 31, Training and Rehabilitation for Veterans with Service-Connected Disabilities; 38 USC Chapter 33, Post-9/11 Educational Assistance; and 10 USC Chapter 1606, Educational Assistance Reserve), (38 USC § 3681, Limitations on Educational Assistance), and DoDI 1341.13, Change 1, Post-9/11 GI Bill outline GI Bill policies. (T-0).

6.11.2. Program Description and Purpose. The Air Force Post-9/11 GI Bill Program executes the Department of Defense policy that implements the Department of Veterans Affairs Post-9/11 GI Bill Program. The Post-9/11 GI Bill Program offers increased educational benefits to veterans who served on or after 11 September 2001 as well as a transfer program that supports Air Force recruiting and retention. The Department of Veterans Affairs offers information at http://www.gibill.va.gov/ (T-0).

6.11.3. Applicability. Applies to military personnel of the following components: RegAF, Air Force Reserve, and Air National Guard. The Post-9/11 GI Bill is effective 1 August 2009. (T-0).

6.11.4. Administrative Responsibilities.

6.11.4.1. The Deputy Chief of Staff, Manpower and Personnel (AF/A1), will implement Post-9/11 GI Bill policy and budget for requirements as necessary. (T-1).

6.11.4.2. The Director, Force Management Policy (AF/A1D), has policy and program oversight and will make decisions regarding exceptions to policy for the Total Force (RegAF, Air Force Reserve and Air National Guard). (T-1).

6.11.4.3. The Commander, AFPC.

6.11.4.3.1. Ensures that all eligible RegAF members are advised that they are eligible for educational assistance under the Post-9/11 GI Bill Program upon serving the required RegAF period of time as established in Chapter 33 of Title 38, USC (T-1).

6.11.4.3.2. Ensures that all RegAF members without earlier established eligibility, following commissioning through the Service Academies (with the exception of the Coast Guard Academy who enter into an agreement to service before January 4,
2011), or Reserve Officer Training Corps Scholarship Programs, are advised that
their eligibility period of RegAF for Post-9/11 GI Bill benefits does not begin until
they have completed their statutorily obligated RegAF service. Any RegAF service
after that obligated period of service may qualify as RegAF service for Post-9/11 GI
Bill eligibility. (T-1).

6.11.4.3.3. Ensures that all service members participating in the student loan
repayment program, under Chapter 109 of Title 10, USC are advised that their service
counted under Chapter 109 does not count as qualifying RegAF service for the Post-
9/11 GI Bill Program and that any service after that obligated period of service may
qualify as RegAF service for Post-9/11 GI Bill eligibility. (T-1).

6.11.4.3.4. Will use Department of Defense standard data elements and codes
established by DoDI 1336.05 Automated Extract of Active Duty Military Personnel
Records, as amended, and when specified for GI Bill kickers and DoD Manual
7730.54-M, Volume 1, Reserve Component Common Personnel Data System (RCCPDS): Reporting Procedures, as amended. Report all qualifying active duty
service time pursuant to DoDM 7730.54, Volume 1. Note: Failure to comply with
the coding instructions or with codes registered in the Department of Defense Data
Element Program will subject the Air Force to responsibility for conversion costs in
accomplishing data interchange. (T-0).

6.11.4.3.5. Will be the validating official for RegAF Airmen (only) who request to
transfer unused Post-9/11 GI Bill benefits to their dependents. (T-1).

6.11.4.3.6. Maintains RegAF service commitment data, service remaining
requirement data, and all other data requirements required to manage the Post-9/11 GI
Bill in the personnel system. (T-1).

6.11.4.3.7. Oversees development of accession briefings and curricula with Air
Education Training Command and other accession points to ensure accuracy and
program intent. (T-1).

6.11.4.3.8. Provides the day-to-day management of the Post-9/11 GI Bill execution.
(T-1).

6.11.4.3.9. Establishes a system to process and verify educational incentive and
entitlements data identified as incorrect by the Air Force, Defense Manpower Data
Center or Department of Veterans Affairs. (T-1).

6.11.4.3.10. Responds to inquiries from Air Force agencies, Defense Manpower Data
Center, Department of Veterans Affairs, Department of Defense, financial
institutions, individual RegAF Airmen, Veterans, and Congress. (T-1).

6.11.4.3.11. Provides training and reference materials to installation Air Force
Education and Training Section personnel and Air Force Recruiting Service.

6.11.4.3.12. Ensures that Air Education and Training Command provides a
standardized Post-9/11 GI Bill briefing at Basic Military Training and other accession
points in conjunction with the standard Montgomery GI Bill (Chapter 30) briefing.
(T-1).
6.11.4.3.13. Ensures that Airmen who have not processed through a Military Entrance Processing Station/Center are briefed on the Post-9/11 GI Bill. (T-1).

6.11.4.3.14. Ensures that Force Development Flight Chiefs at base-level Education and Training Sections perform the following duties:

6.11.4.3.14.1. Maintain current educational benefits regulations and other related reference materials. (T-1).

6.11.4.3.14.2. Provide general information on Post-9/11 GI Bill entitlements during in-processing at first permanent duty station. (T-1).

6.11.4.3.14.3. Provide guidance, as needed, to all Airmen with inquiries regarding their GI Bill and other educational entitlements. (T-1).

6.11.4.3.14.4. In partnership with the Airman & Family Readiness Centers, ensure Airmen are counseled (pre-separation or release from RegAF) on benefits and that the counseling is documented on DD Form 2648, Service Member Pre-Separation/Transition Counseling and Career Readiness Standards Form for Service Members Separating, Retiring, Released from Active Duty (REFRAD). (T-0).

6.11.4.4. The Commander, Air Force Reserve Command.

6.11.4.4.1. Ensures that all Air Force Reserve members are advised that they are eligible for educational assistance under the Post-9/11 GI Bill Program upon serving the required duty time as established in 38 USC, Chapter 33. (T-0).

6.11.4.4.2. Ensures that all Air Force Reserve officers, as applicable, without earlier established eligibility, following commissioning through Service Academies (with the exception of the Coast Guard Academy for individuals who enter into an agreement to service before January 2, 2011), or Reserve Officer Training Corp Scholarship Programs, are advised that their eligibility period of RegAF for Post-9/11 GI Bill benefits does not begin until they have completed their statutorily obligated RegAF service. Any RegAF service after that obligated period of service may qualify as RegAF service for Post-9/11 GI Bill eligibility. (T-0).

6.11.4.4.3. Will maintain records for Air Force Reserve members who receive supplemental educational assistance under 38 USC § 3316 and provide those records to the Defense Manpower Data Center and the Department of Veterans Affairs as required. (T-0).

6.11.4.4.4. Will use Department of Defense standard data elements and codes listed in Table 2 of DoDI 1336.05 and DoDI 7730.54, when specified. Note: Failure to comply with the coding instructions or with codes registered in the Department of Defense Data Element Program will subject the Air Force to responsibility for conversion costs in accomplishing data interchange. (T-0).

6.11.4.4.5. Ensures that all Air Force Reserve personnel receive pre-separation or release from duty counseling on the benefits under the Post-9/11 GI Bill and document accordingly (i.e., annotate individual counseling session in member's digital folder in the Air Force Automated Education Management System – Air Force
Automated Education Management System and file sign-in sheets if members are briefed in mass briefings). (T-1).

6.11.4.4.6. Provides the day-to-day management of the Post-9/11 GI Bill execution for Air Force Reserve personnel. (T-1).

6.11.4.4.7. Establishes a system to correct and verify educational incentive and entitlements data identified as incorrect by the Air Force, Defense Manpower Data Center or Department of Veterans Affairs. (T-1).

6.11.4.4.8. Responds to inquiries pertaining to programs listed in this policy from Air Force agencies, Defense Manpower Data Center, Department of Veterans Affairs, Department of Defense, financial institutions and individual reserve personnel. (T-1).

6.11.4.4.9. Participates as an active member in the policy formulation process. (T-1).

6.11.4.4.10. Provides training and reference material to the Air Force Reserve Wing Education and Training offices and Air Reserve Personnel Center. (T-1).

6.11.4.4.11. Ensures that Air Force Reserve Wing Education and Training Section at the Military Personnel Flights and Air Reserve Personnel Center/DPSD2 perform the following duties:

   6.11.4.4.11.1. Maintain current educational benefits regulations and other related reference materials. (T-1).

   6.11.4.4.11.2. Provide counseling on Post-9/11 GI Bill entitlements during in-processing, commander’s call, newcomer’s briefings, mobilization and demobilization briefings. (T-1).

   6.11.4.4.11.3. Provide counseling as needed to all Reservists with inquiries regarding their educational entitlements. (T-1).

   6.11.4.4.11.4. In partnership with the Airman and Family Readiness Centers, ensure Reservists are counseled on benefits. (T-1).

6.11.4.4.12. Will forward requests for exception to policy to AF/REP, for decision. (T-1).

6.11.4.5. The Chief, Air National Guard.

6.11.4.5.1. Ensures that all Air National Guard members are advised that they are eligible for educational assistance under the Post-9/11 GI Bill Program upon serving the required duty time as established in 38 USC, Chapter 33. (T-0).

6.11.4.5.2. Ensures that all Air National Guard officers, as applicable, without earlier established eligibility, following commissioning through Service Academies, (with the exception of the Coast Guard Academy for individuals who enter into an agreement to service before January 4, 2011), or (Reserve Officer Training Corp Scholarship Programs, are advised that their eligibility period of RegAF for Post-9/11 GI Bill benefits does not begin until they have completed their statutorily obligated RegAF service. Any RegAF service after that obligated period of service may qualify as RegAF service for Post-9/11 GI Bill eligibility. (T-1).
6.11.4.5.3. Will maintain records for Air National Guard members who receive supplemental educational assistance under 38 USC § 3316 and provide those records to the Defense Manpower Data Center and the Department of Veterans Affairs as required. (T-0).

6.11.4.5.4. Will use Department of Defense standard data elements and codes listed in Table 2 of DoD Manual 1336.05 and DoDI 7730.54, when specified. Note: Failure to comply with the coding instructions or with codes registered in the Department of Defense Data Element Program will subject the Air Force to responsibility for conversion costs in accomplishing data interchange. (T-0).

6.11.4.5.5. Ensures that all Air National Guard personnel receive individual pre-separation or release from duty counseling on the benefits under the Post-9/11 GI Bill and document accordingly, i.e., processing checklists and mass-briefing sign-in sheets. All documented counseling will be filed in the Wing Retention Office. (T-1).

6.11.4.5.6. Provides day-to-day management of the Post-9/11 GI Bill implementation policy and procedures for Air National Guard personnel.

6.11.4.5.7. Establishes a system to correct and verify educational incentive and entitlements data identified as incorrect by the Air Force, the Defense Manpower Data Center or the Department of Veterans Affairs. (T-1).

6.11.4.5.8. Responds to inquiries pertaining to programs listed in this policy from Air Force agencies, Defense Manpower Data Center, Department of Veterans Affairs, Department of Defense, financial institutions and individual Guard personnel. (T-1).

6.11.4.5.9. Participates as an active member in the policy formulation process. (T-1).

6.11.4.5.10. Will forward requests for exception to policy to NGB/A1Y, for decision. (T-1).

6.11.5. Post-9/11 GI Bill Eligibility. The term Armed Services does not include the Individual Ready Reserve unless otherwise noted. The Department of Veterans Affairs is responsible for eligibility and administration of the Post-9/11 GI Bill. Enrollment in the Post-9/11 GI Bill is based upon qualifying service after 10 September 2001. There is no requirement for the Service member to sign DoD Form 2366 in order to enroll, nor is there a corresponding reduction in pay to participate in the program. Generally, to be eligible for the Post-9/11 GI Bill, Airmen must serve for at least 30 continuous days when there is a discharge due to a service-connected disability; or, an aggregate period ranging from 90 days to 36 months or more. When a Service member wants to use Post-9/11 GI benefits, they must contact the Department of Veterans Affairs via http://benefits.va.gov/gibill/ (T-0).

6.11.6. Eligibility Exclusions. The following periods of RegAF are not qualifying RegAF service for purposes of establishing eligibility for the Post-9/11 GI Bill: (T-0).

6.11.6.1. RegAF service completed on or before 10 September 2001.

6.11.6.2. The Active Duty Service Commitment for commissioning from a Service academy.

6.11.6.3. The Active Duty Service Commitment for a Reserve Officer Training Corps Scholarship.
6.11.6.4. Service under Chapter 109 (10 USC) counted for those participating in the Educational Loan Repayment Programs.

6.11.6.5. Full-time assignment by the Armed Forces to a civilian institution to pursue a program of education that was substantially the same as programs of education offered to civilians.

6.11.6.6. Service as a cadet or midshipmen in one of the Service academies (does not include Academy Preparatory School).

6.11.6.7. Active duty for Initial Entry Training pursuant to enlistment in the Army National Guard, Air National Guard, Army Reserve, Naval Reserve, Air Force Reserve, Marine Corps Reserve, or Coast Guard Reserve.

6.11.6.8. Service that was terminated because an Airman was a minor, was erroneously enlisted, or received a defective enlistment agreement.

6.11.6.9. A period of Selected Reserve service used to establish eligibility for a Defense Intelligence Senior Executive Service position under 10 USC § 1606 or an Intelligence Senior Level position under 10 USC § 1607.

6.11.6.10. A period of Selected Reserve service used to establish eligibility for entitlements under Chapter 30 of Title 38.

6.11.6.11. Annual training conducted under authority of 10 USC § 10147 or § 12301(b).

6.11.6.12. For purposes of Post-9/11 GI Bill, service in the Individual Ready Reserve is not qualifying service for either determination of eligibility or eligibility to transfer unused Post-9/11 GI Bill benefits.

6.11.7. Duration of Eligibility. An Airman's eligibility for Post-9/11 GI Bill entitlement expires at the end of a 15-year period beginning on the Airman’s last date of discharge or release from RegAF of at least 90 consecutive days (30 days if released or discharged for service-connected disability) if discharge or release is prior to 1 January 2013 (eligibility shall not expire for Airman whose last discharge or release is on or after 1 January 2013). The Director, Force Management Policy, AF/A1D, shall determine the last date of discharge or release, if such date cannot be clearly determined. (T-0).

6.11.8. Benefits for Airmen Pursuing Education on Active Duty. Educational assistance is payable under the Post-9/11 GI Bill Program for pursuit of an approved program of education while on active duty.

6.11.8.1. The amount of educational assistance payable shall be the lesser of the amount of assistance authorized under 38 USC Chapter 33, or the established institutional charges for tuition and fees required in similar circumstances of non-Veterans enrolled in the same program. (T-0).

6.11.8.2. Concurrent use of Post-9/11 GI Bill and Military Tuition Assistance. An Airman entitled to basic educational assistance under the Post-9/11 GI Bill who is pursuing education or training, may use, at their discretion, Post-9/11 GI Bill benefits to meet all or a portion of the charges of the educational institution for the education or training that are not paid by military tuition assistance. The Department of Veterans Affairs administers this portion of the Post-9/11 GI Bill Program. Note: Public Law
111-377, Section 111, *Bar to Duplication of Eligibility*, prohibits crediting a single period of service to more than one program (Montgomery GI Bill, Post-9/11, Montgomery GI Bill-Selected Reserve, Reserve Education Assistance Program, etc.). *(T-0).*

6.11.9. Issues related to Airmen with Entitlement to Existing Education Programs.

6.11.9.1. An Airman who is eligible for both the Post-9/11 GI Bill and any other Department of Veterans Affairs educational assistance program may elect to receive educational assistance under the Post-9/11 GI Bill if the Airman, as of 1 August 2009 *(T-0)*:

6.11.9.1.1. Is entitled to basic educational assistance under Montgomery GI Bill, and has used, but retains unused, entitlement under that Chapter.

6.11.9.1.2. Is entitled to educational assistance under the Educational Assistance Test Program, Montgomery GI Bill-Selected Reserve, or Reserve Education Assistance Program, and has used, but retains unused, entitlement under the applicable program.

6.11.9.1.3. Is entitled to basic educational assistance under Montgomery GI Bill, but has not used any entitlement under that Chapter.

6.11.9.1.4. Is entitled to educational assistance under Educational Assistance Test Program, Montgomery GI Bill-Selected Reserve, or Reserve Education Assistance Program, but has not used any entitlement under such Chapter.

6.11.9.1.5. Is a member of the Armed Forces who is eligible for receipt of basic educational assistance under Montgomery GI Bill, and is making contributions towards Montgomery GI Bill.

6.11.9.1.6. Is a member of the Armed Forces who is not entitled to basic educational assistance under Montgomery GI Bill, by reason of an election not to enroll in Montgomery GI Bill; and as of the date of the Airman’s election to use Post-9/11 GI Bill benefits, meets the requirements for entitlement to educational assistance under the Post-9/11 GI Bill.

6.11.9.1.7. Is entitled to basic educational assistance under the Post-Vietnam Era Veterans Educational Assistance Program. Airmen who did not open Post-Vietnam Era Veterans Educational Assistance Program accounts may be eligible for benefits based on qualifying RegAF service under the Post-9/11 GI Bill.

6.11.9.1.8. As of the date of the Airman's application to use Post-9/11 GI Bill benefits, meets the requirements for entitlement to educational assistance under the Post-9/11 GI Bill.

6.11.9.2. The method and process of making the election to use Post-9/11 GI Bill benefits will be determined by the Department of Veterans Affairs using Veterans Affairs Form 22-1990, *Application for VA Education Benefits*. *(T-0).*

6.11.9.3. An election to convert from Montgomery GI Bill (Chapter 30) to the Post-9/11 GI Bill (Chapter 33) is *irrevocable* and will be governed by the Department of Veterans Affairs. This includes Airmen who originally converted from Post-Vietnam Era Veterans Educational Assistance Program to Montgomery GI Bill. *(T-0).*
6.11.9.4. An Airman entitled to educational assistance under the Post-9/11 GI Bill who is also eligible for educational assistance under the Montgomery GI Bill, Chapters 31, 32, or 35 of title 38, USC, the Educational Assistance Test Program, Montgomery GI Bill–Selected Reserve, Reserve Education Assistance Program, or the provisions of Public Law 96-449, Hostage Relief Act of 1980 may not receive assistance under two or more such programs concurrently, but shall elect (in such form and manner as the Secretary of Veterans Affairs may prescribe) under which chapter or provisions to receive educational assistance. (T-0).


   6.11.9.5.1. An individual with qualifying service in the Armed Forces that establishes eligibility on the part of such individual for educational assistance under this chapter, Chapter 30 or 32 of Title 38, and Chapter 1606 or 1607 of Title 10, shall elect (in such form and manner as the Secretary may prescribe) under which authority such service is to be credited. (T-0).

   6.11.9.5.2. This amended Section 38 USC § 3322, by adding subsection (h) which bars duplication of eligibility based on a single event or period of service. Because of this addition, individuals (entering RegAF on or after 1 August 2011) cannot use the same period of service to establish eligibility for the Post-9/11 GI Bill and the Montgomery GI Bill. (T-0).

   6.11.9.5.3. A single event or period of service for individuals entering the Service after 31 July 2011 is from the date entered RegAF to the date of separation. Enlisted personnel who reenlist establish a second period of service. During a single event or period of service, enrollment in the Montgomery GI Bill renders you ineligible for the Post-9/11 GI Bill. Enrolling in the Montgomery GI Bill is distinctly different than signing up via Department of Defense Form 2366, Montgomery GI Bill Act of 1984 (MGIB) Basic Enrollment. Enrollment in the Montgomery GI Bill or Post-9/11 GI Bill is established when members complete and submit Veterans Affairs Form 22-1990, Application for VA Education Benefits. Members intending to transfer Post-9/11 GI Bill education benefits to eligible dependents who have “enrolled” in the Montgomery GI Bill are ineligible to transfer benefits (within a single event or period of service). (T-0).

6.11.10. Pay Reduction under MGIB. Effective as of the first day of the month beginning on or after the date of an election under paragraph 6.11.9.4 above, an Airman having pay reduced for Montgomery GI Bill enrollment, shall have their pay reduced $100 a month for 12 months; this reduction is non-refundable. (T-0).

   6.11.10.1. Treatment of Certain Contributions Under Montgomery GI Bill and Reserve Education Assistance Program. Airmen who participated in the Buy-Up provision of Montgomery GI Bill or Reserve Education Assistance Program will not receive the Buy-Up amount if they elect to use benefits under the Post-9/11 GI Bill. There is no provision to allow for a refund of any Buy-Up contribution. (T-0).
6.11.10.2. There is no provision to allow for increasing the amount allowed for Post-9/11 GI Bill through use of a Buy-Up. (T-0).

6.11.11. Montgomery GI Bill Benefits Exhaustion. Airmen who have exhausted their Montgomery GI Bill benefits can qualify for an additional 12 months of benefits under the Post-9/11 GI Bill based on Department of Veterans Affairs policy. (T-0).

6.11.12. Montgomery GI Bill Conversion. For Airmen eligible for Montgomery GI Bill who make an election to convert to the Post-9/11 GI Bill, the number of months of entitlement to educational assistance under the Post-9/11 GI Bill shall be the number of months equal to the number of months of unused entitlement under Montgomery GI Bill as of the date of the election. Airmen are encouraged to assess their educational goals to determine the time they select Post-9/11 GI Bill benefits. Example: An Airman who used 25 months of Montgomery GI Bill (Chapter 30), converts to Post-9/11 GI Bill; he/she has 11 months of remaining benefits of Post-9/11 GI Bill benefits. Alternatively, an Airman with 11 months of Montgomery GI Bill may choose to exhaust those benefits and then apply for an extra 12 months of benefits under the Post-9/11 GI Bill. (T-0).

6.11.13. Montgomery GI Bill Conversion - Additional. In addition to the educational benefits previously described, Airmen who were eligible for benefits under Montgomery GI Bill, Montgomery GI Bill –Selected Reserve, or Reserve Education Assistance Program, and elect to use benefits under the Post-9/11 GI Bill, will be eligible to receive benefits for on-the-job training, apprenticeship training, correspondence courses, flight training, preparatory courses, and national exams. Airmen in these circumstances will be paid just like they would have been paid under their GI Bill program (i.e., money paid to them for tuition, not to the school); they will not receive a living allowance but will receive a lump sum books & supplies stipend in an amount equal to $83 for each month (prorated for partial months and benefit level). The Department of Veterans Affairs is the sole approval authority in such cases. (T-0).


6.11.15. Transferability of Unused Education Benefits to Dependents. Transferability of education benefits is neither an entitlement nor a transition or readjustment benefit. The Air Force will not automatically approve a Service member’s request to elect to transfer benefits. Before approving a request to transfer benefits, member’s eligibility for retention must be determined.

6.11.15.1. Eligibility.

6.11.15.1.1. Any member of the Armed Forces (RegAF and/or Selected Reserve) on or after August 1, 2009 who meets Post-9/11 GI Bill eligibility requirements at the time of the member’s request to transfer the entitlement, may do so provided the member meets one of the following (T-0):

6.11.15.1.1.1. Has at least six (6) years of creditable service in the Military Services (RegAF and/or Selected Reserve), National Oceanic Atmospheric Administration Corps, or Public Health Service on the date of election and agrees to serve four (4) additional years in the Military Services, National Oceanic
Atmospheric Administration Corps, or Public Health Service from the date of election.

6.11.15.1.1.2. Members must be eligible to be retained for four (4) years from the date of election and NOT be precluded, prior to approval, by either standard policy (Service or Department of Defense) or statute.

6.11.15.1.1.2.1. Members who have not applied for transfer of education benefits, who are on limited duty or involved in a Medical Evaluation Board, Physical Evaluation Board, or Disability Evaluation System process must wait until the process is complete before applying;

6.11.15.1.1.2.2. If found fit for duty, the service member will comply with the standard application procedures.

6.11.15.1.1.2.3. Members who applied, but were denied due to insufficient retainability as a result of being on limited duty or being involved in a Medical Evaluation Board, Physical Evaluation Board, or Disability Evaluation System process and are later cleared to re-enlist, must request transferability again once they are found fit for duty and commit to an additional four (4) year service obligation.

6.11.15.1.1.2.4. Members who have been approved and have been subsequently found fit for duty may keep their transfer and fulfill their currently approved obligation date.

6.11.15.1.1.3. Wounded Warriors. The 4-year Active Duty Service Commitment may be waived for Airmen with at least six (6) years of service, is coded in the Military Personnel Data System as a Wounded Warrior and has an approved Transfer of Education Benefits application prior to being placed in the Wounded Warrior program. (T-1).

6.11.15.1.1.4. Purple Heart Recipients. Effective 31 August 2018, service members awarded the Purple Heart in accordance with DoD Manual 1348.33, Manual of Military Decorations and Awards: DoD-Wide Personal Performance and Valor Decorations, Volume 3, Paragraph 3.7.c., are eligible to transfer unused Post-9/11 GI Bill education benefits to qualifying family members regardless of whether service in the Armed Forces has reached 6 years or whether member can enter into an agreement to serve 4 more years in service. All other transfer of education benefits requirements in law, DoD policy and this instruction remain in effect.

6.11.15.2. Eligible Family Members.

6.11.15.2.1. A member approved to transfer unused Post-9/11 GI Bill benefits may transfer to eligible family members, which includes: (T-0).

6.11.15.2.1.1. The dependent spouse; one or more of the member’s dependent children, or
6.11.15.2.1.2. A combination of the dependent spouse and one or more of the member’s dependent children.

6.11.15.2.1.3. A family member must be enrolled in the Defense Eligibility Enrollment Reporting System at the time of transfer to receive transferred entitlement. (T-0).

6.11.15.2.1.4. Child. For eligibility under this section, the term child means a dependent registered in the Defense Eligibility Enrollment Reporting System, who is unmarried and (T-0).: (T-0).

6.11.15.2.1.4.1. Under twenty-three years of age.

6.11.15.2.1.4.2. A child's marriage after receiving transfer of benefits is approved may not affect his or her eligibility to receive the education benefits.

6.11.15.2.1.4.3. After a member has designated a child as a transferee under this section, the member retains the right to revoke or modify the transfer at any time.

6.11.15.2.1.5. Spouse. If an eligible member elects to transfer his or her entitlement to a spouse, in the event of a subsequent divorce, the following rules apply:

6.11.15.2.1.5.1. The member's transfer of education benefits entitlement is not marital property or the asset of a marital estate, or subject to division in a divorce or other civil proceeding.

6.11.15.2.1.5.2. The divorce will not affect the transferee's eligibility to receive educational benefits; but, the eligible member retains the right to revoke or modify the transfer at any time.

6.11.15.2.1.5.3. If a member transfers months and then revokes the transfer(s), the member making the transfer will be liable for the amount of overpayment (if applicable). The Department of Veterans Affairs is responsible for recouping overpayment of these benefits. (T-0).

6.11.15.3. Months of Transfer. The number of months of benefits transferred by a member under this section may not exceed 36 months. The amount of unused benefits remaining is determined by the Department of Veterans Affairs or the number of months specified by the Secretary of Defense. A member can make a transfer of whole months, no partial month. A member must transfer at least one month to have a fully executed transfer of benefits. While in the Armed Forces, members use the Transfer of Education Benefits website to designate, modify, and revoke a Transfer of Education Benefits request. After leaving the Armed Forces, members can provide a future effective date for use of transfer of education benefits, modify the number of months transferred, or revoke entitlement transferred via the Transfer of Education Benefits website. Note: After separating from the Armed Forces individuals cannot designate new dependents to receive transferred entitlement or amend the effective date of the initial transfer of entitlement to an earlier date (a limited exception is provided for in 38 USC Chapter 33, § 3319 upon the death of the originally designated dependent).
6.11.15.4. Active Duty Service Commitment. Revocation of transferred benefits does not cancel the member's Active Duty Service Commitment.

6.11.15.5. Other Administrative Issues.

6.11.15.5.1. Failure to Complete Service Agreement. Except as provided below, if a member approved to transfer entitlement under this section fails to complete the service agreed to by the member under paragraph 6.11.15 in accordance with the terms of the agreement of the member under that paragraph, the amount of any transferred entitlement that is used by a dependent of the member as of the date of such failure shall be treated as an overpayment of educational assistance and will be subject to collection by the Department of Veterans Affairs. Exceptions: (T-0).

6.11.15.5.1.1. The death of the member.

6.11.15.5.1.2. Discharge or release from RegAF or Selected Reserve, with an honorable discharge, for a medical condition that pre-existed the service of the member and was not service connected. (T-0).

6.11.15.5.1.3. Discharge or release from RegAF or Selected Reserve, with an honorable discharge, for hardship as determined by the Secretary of the Air Force. (T-0).

6.11.15.5.1.4. Discharge or release from RegAF or Selected Reserves, with an honorable discharge, for a physical or mental condition not a disability and that did not result from the member’s own willful misconduct, but did interfere with the performance of duty. (T-0).

6.11.15.5.1.5. Discharge from RegAF or Selected Reserve, with an honorable discharge, for a disability. (T-0).

6.11.15.5.1.6. Discharge from RegAF or Selected Reserve, with an honorable discharge, for a reduction in Force. (T-0).

6.11.15.5.1.7. Discharge from RegAF or Selected Reserve, with an honorable discharge, for a force shaping action. (T-0).

6.11.15.5.1.8. Discharge or release from RegAF or Selected Reserve, due to twice failing to be selected for promotion as a commissioned officer.

6.11.15.5.1.8.1. Officer not offered selective continuation will have the Transfer of Education Benefits obligation end date adjusted to his or her separation or retirement date (if officer has not already fulfilled obligation end date of four years).

6.11.15.5.1.8.2. Officer offered selective continuation who accepts selective continuation will have the Transfer of Education Benefits obligation end date adjusted to his or her new selective continuation separation or retirement date (if officer has not already fulfilled obligation end date of four years).

6.11.15.5.1.8.3. Officer offered selective continuation but who rejects selective continuation or does not directly affiliate into the Selected Reserve to complete obligation, and has no break in service between RegAF and Selected Reserve, will have the Transfer of Education Benefits rejected (if
officer has not already fulfilled obligation of four years). The amount of any transferred entitlement that is used as of the date of such failure must be treated as an overpayment of educational assistance and will be subject to collection by the Department of Veterans Affairs.

6.11.15.5.1.9. Enlisted Service members separated due to a change in high-year tenure policies outlined in AFI 36-3203, Service Retirements, Chapter 2, and AFI 36-3208, Administrative Separation of Airmen, Chapter 10, unless separated at high-year tenure subsequent to reduction in rank through non-judicial punishment or court martial, will have the obligation end date adjusted to the new mandatory date.

6.11.15.6. A member who separates or is released from the Armed Forces prior to completion of an agreed upon additional service commitment will have their transfer of education benefits revoked by the Department of Veterans Affairs. Benefits already used by a dependent will be recouped by the Department of Veterans Affairs. However:

6.11.15.6.1. If the Airman was a member of the RegAF, the Airman may join a Selected Reserve unit (i.e., Palace Chase), with a break in service not to exceed 30 calendar days, and regain the authority to transfer benefits if the Airman agrees to serve at least the remaining length of time which was not served under the original agreement. (T-1).

6.11.15.6.2. If the Airman was in a Selected Reserve unit, that Airman may join the active component, with a break in service not to exceed 30 calendar days, and regain the authority to transfer benefits if the Airman agrees to serve at least the remaining length of time which was not served under the original agreement. (T-1).

6.11.15.7. Members who separate, retire or are released from the Armed Forces prior to completion of the agreed upon additional service commitment, who do not fit exceptions outline in paragraphs 6.11.15.5.1 and 6.11.15.6 of this instruction, will have their transfer of education benefits application rejected in the Defense Manpower Data Center Transfer of Education Benefits web application. (T-0).

6.11.15.8. Transfer of Benefits Procedures. Enrollment in Transfer of Education Benefits incentive requires the Service member to transfer via the Department of Defense Transfer of Education Benefits website at https://www.dmdc.osd.mil/milconnect. Airmen are responsible for correcting inaccurate information. Airmen may request certification of Post-9/11 GI Bill eligibility from the Department of Veterans Affairs website prior to requesting a transfer of education benefits.

6.11.15.8.1. Site Security Management.

6.11.15.8.1.1. AF/A1DL is the RegAF Transfer of Education Benefits site security manager with execution responsibility maintained by AFPC. (T-1).

6.11.15.8.1.2. The National Guard Bureau, Air National Guard Recruiting and Retention Directorate, is the Transfer of Education Benefits site security manager for the Air National Guard. This responsibility may be delegated as determined by the Chief, Air National Guard. (T-1).
6.11.15.8.1.3. Headquarters Air Reserve Personnel Center is the Transfer of Education Benefits site security manager for the Air Force Reserve. This responsibility may be delegated as determined by the Chief, Air Force Reserve. (T-1).

6.11.15.8.2. Certification. Air Force certifying officials will verify that the Airman requesting an education benefits transfer is in compliance with the transferability policy provisions.

6.11.15.8.2.1. The certifying official for RegAF is the AFPC Total Force Service Center-San Antonio. (T-1).

6.11.15.8.2.2. The certifying official for Air National Guard members will be determined by the Chief, Air National Guard. The Chief, Air National Guard will identify certifying officials. (T-1).

6.11.15.8.2.3. The certifying official for the United States Air Force Reserve will be determined by the Commander (or designee) for Headquarters Air Reserve Personnel Center. (T-1).

6.11.15.8.2.4. All personnel identified as certifying officials will need to be identified to the AF/A1, Chief of the Air Force Reserve and Chief of the Air National Guard. (T-1).

6.11.15.8.3. The Department of Veterans Affairs will verify that members are entitled to the total number of months of education benefits that a member requests to transfer. In the event a member requested to transfer more months of Post-9/11 GI Bill benefits than entitled, the member may, within 30-days from date of notification from the Department of Veterans Affairs (Certificate of Eligibility required), revoke the transfer of unused education benefits and rescind the additional service obligation unless already serving on a term of reenlistment or dependents have utilized transferred education benefits. If the member elects to modify the number of months transferred to match the total number of months the Department of Veterans Affairs determined is available, the original additional service commitment will remain in effect. (T-1).

6.11.15.8.4. Members requesting retirement prior to meeting the Transfer of Education Benefits obligation may revoke the transfer and request, in writing, removal of the Active Duty Service Commitment. These requests will not be considered if the member has been selected for a deployment or Permanent Change of Station. If the request is approved, the application will be rejected in the Transfer of Education Benefits web application and the Active Duty Service Commitment will be removed from the Military Personnel Data System. The member must show proof that the transferred education benefits have not been used by dependents and sign a statement of understanding acknowledging that any used benefits are subject to recoupment by the Department of Veterans Affairs.

6.11.15.8.5. Airmen electing to transfer Post-9/11 GI Bill education entitlements are making an irrevocable election to convert from the Montgomery GI Bill (if eligible) to the Post-9/11 GI Bill. Airmen concurrently eligible for both Chapter 30 and Chapter 1606 of the Montgomery GI Bill must choose to relinquish one or the other.
when electing to convert to Post 9/11 GI Bill. Airmen must not continue to utilize the relinquished chapter, however, they may retain eligibility for the chapter they have not relinquished. Continued use of the relinquished education benefit after Transfer of Education Benefits approval will NOT result in Active Duty Service Commitment or application removal. (T-1).
CHAPTER 7
COMMUNITY COLLEGE OF THE AIR FORCE

7.1. Overview.

7.1.1. This chapter provides directive guidance on the mission and responsibilities of the Community College of the Air Force (CCAF). It identifies CCAF-related responsibilities of the Air Education and Training Command Commander, Air University Commander, Barnes Center Commander, and CCAF Commandant; responsibilities of program managers for degrees and credentials; responsibilities of the education services system; responsibilities incurred by affiliation with the college; and program eligibility.

7.1.2. CCAF Mission. Offer and award job-related Associate of Applied Science degrees and other academic credentials that enhance mission readiness, contribute to recruiting, assist in retention, and support the professional growth and career transition of the AF enlisted corps.

7.1.3. To this end, CCAF is the focal point for developing, managing, and administering professional credentialing programs.

7.2. Roles and Responsibilities.

7.2.1. Commander, Air Education and Training Command (AETC/CC). The Air Education and Training Command Commander provides oversight and guidance to the Air University Commander with respect to CCAF. Air Force/A1, Secretary of the Air Force/Reserve Affairs and Airman Readiness (MRR), and the CMSAF advises the Air Education and Training Command Commander concerning overarching CCAF goals and objectives to help align program outcomes with the AF’s Force Development objectives. (T-1).

7.2.2. Commander, Air University (AU/CC). The Air University Commander is the CCAF governing authority. In this capacity the Air University Commander will:

7.2.2.1. Confer degrees upon graduates of the college. (T-2).

7.2.2.2. Assign the Barnes Center Commander responsibility for governing the college. (T-2).

7.2.2.3. Establish policies to include academic programs, accreditation, operations, philosophy, institutional mission, vision, and effectiveness. (T-1).

7.2.3. Air University Board of Visitors. The board represents the public interests and will advise the Air University Commander, Barnes Center Commander, and CCAF Commandant, as specified in the Air University Board of Visitors charter, on matters pertaining to the management and operation of the college. (T-1).

7.2.4. CCAF Policy Council. The Policy Council is composed of representatives from all elements of the CCAF system and chaired by the Dean of Academic Affairs. The Policy Council will meet annually and submit its recommendations concerning academic policies, degree programs, award of credit, academic standards, affiliation of schools, and other policy matters to the CCAF Commandant and the Air University Board of Visitors for guidance and concurrence. (T-1).
7.2.5. Commander, Barnes Center for Enlisted Education (BCEE/CC) will:

7.2.5.1. Assign the CCAF Commandant responsibility for administering the college. (T-2).

7.2.5.2. Approve and provide adequate resources to the CCAF to effectively sustain mission operations. (T-2).

7.2.6. Commandant, CCAF (CCAF/CC) will:

7.2.6.1. Ensure the CCAF system is in full compliance of the Southern Association of Colleges and Schools Commission on Colleges accreditation requirements. (T-2).

7.2.6.2. Develop and publish policies, procedures, and guidelines for student academic advisors, students and education and training entities choosing to affiliate with CCAF as off-campus instructional sites. (T-1).

7.2.6.3. Ensure CCAF representation in the civilian higher education community and professional organizations. (T-2).

7.2.7. CCAF Degree Program Managers. Program managers are pivotal to the Southern Association of Colleges and Schools Commission on Colleges requirement that for each major in a degree program, the institution assigns responsibility for program coordination, curriculum development and review to persons academically qualified in the field. To comply with this requirement, CCAF Degree Program Managers will: (T-1).

7.2.7.1. Hold the Craftsman 7-skill level and a minimum of five (5) years of experience in their Controlled Air Force Specialty Code and have been awarded their specialty-related CCAF Associate of Applied Science degree. It is desirable that program managers also possess a higher degree and professional credential(s) (licensure or certification) commensurate with their specialty. (T-2).

7.2.7.2. Be functional experts and selected to their positions based on technical expertise in their Air Force specialty. (T-1).

7.2.7.3. Perform the following functions:

7.2.7.3.1. Develop and maintain CCAF Associate of Applied Science degree programs for assigned Air Force specialties. (T-1).

7.2.7.3.2. Monitor career field changes and the need for new degree programs or revision of existing degrees on a continuous basis. (T-1).

7.2.7.3.3. Maintain communication with career field functional managers, civilian colleges/ universities, as well as business and industry to ensure the most up-to-date degree programs are offered. (T-1).

7.2.7.3.4. Evaluate curriculum content of Air Force technical courses and determine the amount and level of collegiate credit to be awarded. (T-1).

7.2.7.3.5. Develop course descriptions commensurate with civilian academic institutions. (T-1).

7.2.7.3.6. Advise CCAF Advisors worldwide on matters concerning CCAF academic programs and policies. (T-1).
7.2.7.3.7. Participate in Utilization and Training Workshops and Specialty Training Requirements Teams. These are forums conducted by the Air Force Career Field Manager and AETC Training Pipeline Manager to develop and review life-cycle Air Force Specialty performance and training requirements. (T-1).

7.2.8. CCAF Credentialing Program Managers. Credentialing Program Managers will perform the following functions:

7.2.8.1. Develop, manage, and administer certificate and credentialing programs that directly broaden an Airman’s occupational professional development. (T-1).

7.2.8.2. Develop and maintain specialized courses that support certificate and credentialing programs. (T-1).

7.2.8.3. Advise students and Education and Training Section/Air National Guard Force Development Office staff worldwide on matters concerning credentialing opportunities, requirements, and policies. (T-1).

7.2.8.4. Evaluate national credentials and determine the amount and level of collegiate credit to be awarded. CCAF may award collegiate credit for national credentials applicable to specific degree program Technical Education requirements. (T-1).

7.2.9. CCAF Advisors. In coordination with Air Force/Voluntary Education (AF/A1DLV), Force Development Flight Chiefs should select personnel assigned to be the installation-level RegAF and Air Force Reserve Education and Training Section (FSS/FSDE) and Air National Guard Force Development Office (ANG/FDO) to provide CCAF student counseling and advisement. CCAF Advisors shall:

7.2.9.1. Attend CCAF Advisor Training conducted by CCAF staff. CCAF Advisor training includes either resident and regional training classes, distance learning, or training assistance visits. (T-2).

7.2.9.2. Counsel enlisted Airmen on CCAF Associate of Applied Science degree completion using guidance contained in the CCAF Advisor Handbook and CCAF General Catalog. (T-2).

7.2.9.3. Submit an electronic AF Form 968, Community College of the Air Force Action Request to process student record updates, civilian transcript evaluations, degree program enrollments, and degree candidacy nomination. (T-2).

7.2.9.4. Installations are highly encouraged to conduct at least one CCAF graduation ceremony (either independently, or as part of a consolidated event) to ensure that graduates are properly recognized and diplomas are presented at an appropriate ceremony. It is recommended to utilize local Air Force professional organizations such as the Chiefs’ Group, First Sergeants’ Council, Top-Three, or Company Grade Officers’ Association to facilitate the event. The Education and Training Section and Air National Guard Force Development Office staff will not organize or conduct graduation ceremonies, but may serve as the liaison between the CCAF and the designated Air Force professional organization orchestrating the event. The Education and Training Section and Air National Guard Force Development Office shall ensure a graduate listing and diplomas are requested and provided to the graduation event organizer. (T-3).
7.2.9.5. Utilize CCAF Advisor resources and tools located on CCAF Online Services at: [https://ccaf.maxwell.af.mil](https://ccaf.maxwell.af.mil) or accessed through the Air Force Automated Education Management System. (T-2).

7.2.10. CCAF Off-Campus Instructional Sites. CCAF off-campus instructional sites shall meet standards established by Air University’s regional accrediting body, the Southern Association of Colleges and Schools Commission on Colleges, and the CCAF. To meet these standards, off-campus instructional sites will:

7.2.10.1. Comply with the affiliation of prospective schools and the documentation described in the *CCAF Campus Affiliations Policies, Procedures and Guidelines*, which is directive in nature and compliance is mandatory. To become an off-campus instructional site and maintain affiliation, a school shall agree to accept certain responsibilities and comply with the requirements in the *CCAF Campus Affiliations Policies, Procedures and Guidelines*. (T-1).

7.2.10.2. Be in operation of training Air Force enlisted personnel where courses contribute to a CCAF Associate of Applied Science degree program. (T-1).

7.2.11. CCAF Students.

7.2.11.1. Official CCAF transcripts are provided at no cost and may be requested by current and former Airmen, civilians, and other service members (including international) who completed a CCAF credit-awarding course. The *CCAF Advisor Handbook, CCAF General Catalog, and CCAF Campus Affiliations Policies, Procedures and Guidelines* provide procedures to order an official CCAF transcript. (T-1).

7.2.12. Major Commands and other Services, in conjunction with Air Force Personnel Center, shall assign personnel for faculty duty at off-campus instructional sites in accordance with the Faculty Hiring Priorities, outlined in Table 7.1. Civilian and contract faculty may be hired; however, these members shall meet the same degree and qualification requirements as outlined in paragraph 7.2.12.1 (T-1).

7.2.12.1. Individuals assigned to faculty duty and teaching CCAF credit-awarding courses will be fully qualified, to include being awarded at least a 2-year degree (preferably in the discipline they will teach) from an accredited institution, within 12 months from their Date Assigned Instructor Duty (DAID). (T-1).

7.2.12.2. If faculty members require more than 12 semester hours to complete an associate degree, they must still be able to complete an associate degree within 12 months of their Date Assigned Instructor Duty (DAID). These assignment selections should occur in the most exceptional or unique circumstances. (T-1).

7.2.12.3. Air Force Personnel Center will use the categories in Table 7.1 to assign personnel to faculty duty at off-campus instructional sites. (T-1).
TABLE 7.1. Faculty Hiring Priorities.

<table>
<thead>
<tr>
<th>PRIORITY</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority 1</td>
<td>Volunteer with an associate’s degree (preferably in the discipline)</td>
</tr>
<tr>
<td>Priority 2</td>
<td>Non-volunteer with an associate’s degree (preferably in the discipline)</td>
</tr>
<tr>
<td>Priority 3</td>
<td>Volunteer within 12 semester hours of completing an associate degree (preferably in the discipline)</td>
</tr>
<tr>
<td>Priority 4</td>
<td>Non-volunteer within 12 semester hours of completing an associate degree (preferably in the discipline)</td>
</tr>
</tbody>
</table>

7.2.13. Air Force Credentialing Opportunities On-Line Program. CCAF executes the Air Force Credentialing Opportunities On-Line Program within the policies and guidelines established by Air Force/A1DLV outlined in paragraph 6.9. Airmen utilizing the Air Force Credentialing Opportunities On-Line Program will follow the procedures outlined in the Personnel Services Delivery Guide (PSDG), which is directive in nature and compliance is mandatory.

7.3. Specialized Accreditation of Degree Programs and Courses. Selected CCAF Associate of Applied Science degree programs and courses have specialized accreditation status with civilian accrediting and credentialing agencies. Specialized accreditation enhances the college and its programs and services by recognizing particular aspects of quality, which are measured against standards established by accrediting agencies, professions, and industries. (T-3).

7.4. Eligibility For Participation in CCAF Associate of Applied Science Degree Programs.

7.4.1. Eligibility. Eligibility to participate in CCAF Associate of Applied Science degree programs is restricted to (1) enlisted members of the Air Force (RegAF, Air National Guard, and Air Force Reserve), (2) enlisted members of the armed forces other than the Air Force who are serving as instructors at Air Force training, and (3) enlisted members of the armed forces other than the Air Force who are participating in CCAF affiliated joint service training and education courses. (T-1).

7.4.1.1. Individuals shall be in pay status. Active duty Air National Guard enlisted Airmen shall be in an active status and receiving pay. Individuals classified with a Personnel Accounting Symbol Code S7 (Inactive Ready Reserve) are not authorized to participate.

7.4.1.2. Enlisted members of other Services (US and international) assigned to CCAF Instructional Sites and serving as CCAF instructors are eligible to participate.

7.4.1.3. Combat-wounded, ill, or injured Airmen who commenced but did not complete the CCAF Associate of Applied Science degree may continue participation after separation or retirement. To qualify, these enlisted Airmen must:

7.4.1.3.1. Have been awarded a 9W-series Reporting Identifier (RI) for combat-related injuries or illnesses as reflected in the Military Personnel Data System. (T-1).

7.4.1.3.2. Have been participating in the degree program of enrollment at the time of separation or retirement. (T-1).
7.4.1.3.3. Complete degree requirements no later than 10 years from the date of separation or retirement, or from 30 December 2011 if they separated or retired between 12 September 2001 and 30 December 2011, to complete degree requirements. (T-1).

7.5. **Air University Associate to Baccalaureate Cooperative (AU-ABC).**

7.5.1. The Air University Associate to Baccalaureate Cooperative program links CCAF students and graduates with accredited civilian academic institutions that offer baccalaureate level educational opportunities to Air Force enlisted Airmen.

7.5.2. CCAF manages the Air University Associate to Baccalaureate Cooperative program. Interested civilian institutions must register on the Academic Institution Portal. Civilian institutions must submit applications for each individual degree program for review and approval.

7.5.3. Program Categories:

   7.5.3.1. Category I programs are designed for CCAF graduates. Partner institutions must guarantee CCAF graduates will need no more than 60 semester hours additional credit to complete approved Air University Associate to Baccalaureate Cooperative degree program requirements. (T-1).

   7.5.3.2. Category II programs are designed primarily for Airmen who are currently enrolled in a CCAF degree program. Partnering institutions will identify prerequisite coursework (no more than nine semester hours) that CCAF students need to complete as part of their CCAF General Education and Program Elective requirements. These courses will simultaneously fulfill both the CCAF and Air University Associate to Baccalaureate Cooperative degree requirements. Upon completion of the CCAF degree, the student is guaranteed that no more than 60 semester hours of additional credit will be required to complete the Air University Associate to Baccalaureate Cooperative program requirements. (T-2).

   7.5.3.3. Category III degree programs are designed for CCAF graduates, but they must complete more than 60 semester hours of credit to meet all other Air University Associate to Baccalaureate Cooperative program requirements. (T-2).

7.5.4. Students must access the Air University Associate to Baccalaureate Cooperative program information through the Air Force Virtual Education Center. (T-2).

7.5.5. The CCAF Dean of Academic Affairs (CCAF/DE) must approve new Air University Associate to Baccalaureate Cooperative schools and degree programs for inclusion in AU-ABC.

7.6. **General Education Mobile (GEM).**

7.6.1. The General Education Mobile program links CCAF students to regionally accredited, partner civilian academic institutions offering online freshman and sophomore level courses to satisfy the CCAF general education requirements. These institutions must offer courses via distance learning. (T-2).
7.6.2. CCAF must approve all courses accepted in-transfer from General Education Mobile partners. CCAF provides overall administrative responsibility and is the approval authority for the General Education Mobile program. (T-2).
CHAPTER 8
EDUCATION CLASSIFICATION AND CODING PROCEDURES

8.1. Overview. Education Classification and Coding Procedures provide a standardized method and instructions for collecting and maintaining education level information on military Airmen. The Air Force uses education level and education specialty information for various purposes during an Airman’s career. Currency and standardization of data is required to ensure accuracy of military records.

8.2. Responsibilities.

8.2.1. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) serves as an agent of the Secretary and provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets addressing military education. (T-1).

8.2.2. The Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1) will:

8.2.2.1. Provide operational oversight and advocacy for Air Force Voluntary Education Programs. (T-1).

8.2.2.2. Establish, maintain, coordinate, and operate Voluntary Education Programs that encompass a broad range of educational experiences including, but not limited to, academic skills development, high school completion programs, vocational programs, technical programs, and programs leading to the award of undergraduate and graduate degrees. (T-1).

8.2.3. Directorate of Force Development (AF/A1D) will establish and oversee the policies and procedures for Education Classification and Coding Procedures. (T-1).

8.2.4. Air Force Institute of Technology (AFIT). The Academic Coding Branch (AFIT/ACB) is the only office authorized to update academic records for RegAF, Guard and Reserve officers. AFIT/ACB maintains officer education levels in the Military Personnel Data System. Accession agencies and Education & Training Sections (ETS) will not update officer education data in Military Personnel Data System. (T-1).

8.2.4.1. AFIT will use transcripts and official documentation from awarding education institutions as supporting documentation for all education level updates. (T-1).

8.2.4.2. AFIT/ACB will maintain all supporting documentation in the AF Automated Education Management System for audit purposes. (T-1).

8.2.4.3. AFIT/ACB will be responsible for education specialty codes in Military Personnel Data System through Air Force Personnel Operations Agency/Core System Requirements Branch (AFPOA/DFRA). As such, AFIT/ACB personnel will review, classify, and code transcripts for entry into the Military Personnel Data System. (T-1).

8.2.4.4. Transcripts received by the Graduate Education Division (AFIT/CIG) will become the property of the Air Force, used for Department of Defense (DoD) purposes only, and will not be returned for the member’s personal use or released outside of DoD channels. (T-1).
8.2.4.5. Requests inside DoD channels will be granted on a case-by-case basis. (T-1).

8.2.5. CCAF. CCAF degree-applicable specialty codes are located in the CCAF General Catalog. Address questions regarding these codes to the CCAF Academic Programs (CCAF/DEA) at CCAF.DEA1@us.af.mil.

8.2.6. Base Education and Training Section. The Base Education and Training Section will maintain enlisted Airmen education levels in the Military Personnel Data System via AF Automated Education Management System. The Education and Training Section staff will:

8.2.6.1. Use transcripts and official documentation from the awarding education institution as supporting documentation for education level updates.

8.2.6.2. Maintain supporting documentation in AF Automated Education Management System.

8.2.7. Ensure individuals responsible for obtaining official documentation validate that official transcripts reflect the award of the degree and accompanying rosters include social security numbers. (T-1).

8.2.7.1. Air Force Recruiting Service. The Air Force Recruiting Service will:

8.2.7.1.1. Obtain official transcripts for officer recruits, attach transcript to DD Form 1966, Record of Military Processing –Armed Forces of the United States, and send the package to the 737 TRSS. (T-1).

8.2.7.1.2. Obtain official transcripts for all recruits other than those noted in paragraph 2.7.12. These transcripts will be filed in the Airman’s original accession package and forwarded to gaining Personnel Section. (T-1).

8.2.7.2. 22nd Training Squadron (22 TRSS). The 22 TRSS will:

8.2.7.2.1. Obtain official transcripts for graduating Officer Training School students (except Airman Education and Commissioning Program and nurses) and forward them to AFIT/ACB within 90 calendar days of graduation. (T-1).

8.2.7.2.2. Forward distinguished graduate information to Air Force Personnel Center/Military Accessions and Assignments Sections (AFPC/DPITAM) AFPC.DPITAM.OffAccessIntake@us.af.mil for update. (T-1).

8.2.7.3. United States Air Force Academy (USAFA), Dean of Faculty, Examination and Records (USAFA/DFRR) will provide official transcripts for graduates of the USAFA to AFIT/ACB within 90 calendar days of graduation. (T-1).

8.2.7.4. Air Force Reserve Officer Training Corps (ROTC).

8.2.7.4.1. The Professor of Aerospace Studies at ROTC detachment will obtain official transcripts and forward them to AFIT/ACB within 90 calendar days of graduation. (T-1).

8.2.7.4.2. The Air Force Reserve Officer Training Corps (ROTC) will forward distinguished graduate information to Air Force Personnel Center/Military Accessions and Assignments Sections (AFPC/DPITAM) AFPC.DPITAM.OffAccessIntake@us.af.mil for updates. (T-1).
8.2.7.5. AFIT/CIG (code C) and AFIT, Graduate Health Care Division (AFIT/CIM) (code R). Provides official AFIT transcripts of graduates to AFIT/ACB within 90 calendar days of graduation or elimination. Enlisted graduates must request their transcripts be sent to their servicing base Education and Training Section. (T-1).

8.2.7.6. Offices servicing Direct Commission Medical Services Officer Program (AFSC 4XXX). The following offices will obtain official transcripts within 90 days of commissioning and forward them as soon as available to AFIT/ACB. Note: This does not apply for Air Reserve Components (ARC) officers not on Extended Active Duty. The appropriate AFPC office will forward verification of degrees to AFIT/ACB. AFPC: Dental, Medical Career Management, and Medical Deployment Development Branch (AFPC/DP2ND) (for AFSC 47XX); Nurse Career Management Branch (AFPC/DP2NN) (for AFSC 46XX); Physician Career Management Branch (AFPC/DP2NP) (for AFSCs 44XX, 45XX, and 48XX); AFPC/DP2ND (for AFSC 41AX); Enlisted Medical Assignment Branch AFPC/DP2NW (for AFSCs 42XX and 43XX). (T-1).

8.2.7.7. Chaplain Career Management Branch (AFPC/DP2NH). Obtains official transcripts for officers accessed through the Direct Commission Chaplain Program and forwards them to AFIT/ACB within 90 calendar days of accession. Note: This does not apply to ARC officers not on Extended Active Duty. (T-1).

8.2.7.8. Headquarters Air Force Office of the Judge Advocate General, Professional Development (HQ USAF/JAX). Obtains official transcripts for officers accessed through the Direct Commission Judge Advocate Program and forwards them to AFIT/ACB within 90 calendar days of accession. (T-1).

8.2.7.9. Military Doctors and Dentists. Primary source verification, as accomplished by the Air Force Centralized Credentials Verification Office, is recognized as a valid means of verifying the attainment of a professional (MD, DO, DMD, OR DDS) degree for military physicians and dentists. AFPC Medical and Chaplain Career Management Division (AFPC/DP2N) organizations will forward official transcripts to AFIT/ACB for update within 90 days of accession. (T-1).

8.2.7.10. AFPC/DP2N. This office obtains official transcripts for physicians who are contractually obligated through Health Professions Scholarship Program, Uniformed Services University of the Health Sciences, Financial Assistance Program, and ROTC Program, who are completing their training in deferred status. AFPC/DP2N sends these documents to AFIT/ACB within 90 calendar days of the certification process.

8.2.7.11. Foreign Medical Officers. AFPC/DP2NP ensures the Educational Commission for Foreign Medical Graduate certificate is attached to an International Medical Graduate transcript prior to forwarding to AFIT/ACB for update. (T-1).

8.2.7.12. Air Reserve Personnel Center/Accessions Branch (ARPC/DPAR). Obtains copies of transcripts from the Air Force Recruiting Service and Judge Advocate for people accessed through the Direct Commissioning Program or through an inter-service transfer into Reserve programs as medical services officers, chaplains, or judge advocates. (T-1).
8.2.7.13. For Air National Guard Members. Joint Forces Headquarters (JFHQ) obtains official transcripts for Airmen accessed for commission in the Air National Guard and forwards them to AFIT/ACB within 90 calendar days of commission. **Note:** Until the member is commissioned AFIT/ACB does not have access to the individual’s records and cannot perform any updates. (T-1).

8.2.7.14. Officers after Accession. Officer must purchase official transcript from awarding institution and have it forwarded through mail or electronic means to AFIT/ACB at afit.coding@afit.edu within 90 calendar days of graduation. (T-1).

8.2.7.15. Enlisted Airmen after Accession. Enlisted Airmen who are commissioned through any recognized AF program, must purchase an official transcript from the awarding institution and have it forwarded through mail or electronic means to AFIT/ACB at afit.coding@afit.edu within 90 calendar days of graduation or program completion. **Note:** Transcripts for CCAF-awarded degrees are not required and will not be updated. Education level updated via the CCAF Student Transcript Admission Record System data transfer. Degrees below the baccalaureate level are not updated for AF officers. (T-1).

8.3. **Education Level Update Criteria.**

8.3.1. Accreditation. The system of regional and national accreditation recognizes educational institutions and professional programs affiliated with those institutions for level of performance, integrity, and quality which entitles them to the confidence of the educational community and the public they serve. The Air Force recognizes schools with regional or national accreditation and candidacy for education level updates. Other schools require additional recognition as outlined in this instruction. (T-1).

8.3.1.1. The Department of Education provides a directory of accredited programs and institutions at the following website https://www2.ed.gov/admins/finaid/accred/index.html. The Council on Higher Education Accreditation published website with accreditation information is http://www.chea.org/. The office accomplishing education level update uses one of these publications to verify accredited institutions and candidates for accreditation. Contact the appropriate accrediting body to verify additions to the guide since its last publication. Address any further questions concerning the accreditation status of institutions to AFIT/ACB. (T-1).

8.3.1.2. Universities, colleges, or training schools not meeting any of the criteria mentioned in paragraph 8.3.1 must submit a request to the appropriate accrediting agency/association for inclusion in the Department of Education guides. It is the school’s responsibility to provide AFIT/ACB with necessary documentation to prove accreditation, candidacy, or federal degree granting authority. This information will be forwarded to AFPOA/DFRA for addition into Military Personnel Data System. (T-1).

8.3.1.3. Non-accredited Institutions. Accept documentation for education level update only if the Airman pays for and obtains it from an accredited institution stating it will accept education credits from that school on the same basis as it would from accredited schools. (T-1).
8.3.1.4. International Institutions. Accept documentation for education level updates of courses completed only when the Airman obtains an evaluation of the completed courses from foreign institutions. The evaluation must state the degree summary and U.S. equivalency on the first page, and contain a class-by-class evaluation. Enter educational achievement obtained at international institutions in the official records only after proper evaluation and foreign transcripts have been received. An accredited school (other than AFIT) or a private evaluation agency must accomplish the evaluation. Only evaluation agencies that are members of the National Association of Credential Education Services (NACES) are acceptable. (T-1).

8.3.2. Letter of Intention to Graduate. For individuals that have completed all the requirements for a degree, but the college has not yet awarded/conferred the degree, a 90-day temporary update may be requested. Members must request the institution send an official letter on institution letterhead stationary signed by the university registrar's office which includes: the student’s name, degree (or major area of study), degree or program level (i.e., certificate), number of hours completed or date of completion of degree requirements, and the date the degree will be awarded/conferred. Individuals must ensure an official degreeposted transcript is provided to AFIT/ACB (officers) or Education and Training Section (enlisted) once available but no later than 90 days after conferral or the update will be removed from the member’s record. If the degree has already been awarded, official transcripts must be sent for record updates. Note: Letters will not be accepted if they contain pending actions by the university to include financial, academic or other audits. (T-1).

8.3.2.1. High School. Accept high school diplomas from accredited institutions or high school equivalency certificate. Certification of the General Educational Development Test, academic education level B, may be entered when the individual achieves a standard score of 35 on each test and an average standard score of 45 on all five parts. For prior service members enlisting in the AF Reserve, a DD Form 214, Certificate of Release or Discharge From Active Duty is an acceptable source document for verifying high school completion. Note: Degree levels below the bachelor level are not updated for AF officers unless specifically required, i.e., Air National Guard Nurse Corps personnel. Technical/Occupational certificates are not updated for AF officers. (T-1).

8.3.2.2. Associate Degree. Accept official transcripts from accredited institutions. For the CCAF Associate of Applied Science degree, an automated process updates the member’s education level based on CCAF credit hours recorded and award status. A CCAF progress report from the CCAF Online Services may be used to verify education levels E through H. Note: Degree levels below the bachelor level are not updated for AF officers unless specifically required, i.e., Air National Guard Nurse Corps personnel. Technical/occupational certificates are not updated for AF officers. (T-1).

8.3.2.3. Less than Bachelor’s Degree. Accept education credits from accredited institutions as shown on an official transcript or other official documentation directly from the institution. Note: Degree levels below the bachelor level are not updated for AF officers unless specifically required, i.e., Air National Guard Nurse Corps personnel. Technical/Occupational certificates are not updated for AF officers. CCAF maintains awarded degree records for enlisted Airmen who were commissioned as AF officers. (T-1).
8.3.2.4. Bachelor’s Degree and above. Accept official transcripts from accredited institutions or when the institution has federal degree-granting authority and is identified as offering the appropriate degree level (masters, doctorate, etc.).

8.3.2.5. Certificate. Professional certificates are a designation earned by members to certify that they are qualified to perform a job. For example, a person with a degree in general education could qualify for an education specialty code in secondary teaching based on possession of a teaching certificate (Code 7 only). Military Personnel Data System also will accept certain certificates for inclusion in an enlisted Airman’s military record.

8.4. Education Level Update Process.

8.4.1. Officer Updates. Officers are responsible for ensuring the accuracy of their education records annually. It is the officer’s responsibility to contact the issuing institution and fund the cost of any requested transcript/documentation (see paragraph 8.3.2) for update and/or correction of military records. Transcript fees are not reimbursable by the Air Force. Transcripts/documentation must be mailed or sent electronically from the issuing institution directly to AFIT/ACB. Note: Transcripts issued to students will be accepted if they are in an originally sealed unopened envelope from the issuing institution or the Education and Training Section can verify the transcript as official, not maintained by student, and signs/dates copy of transcript with statement verifying its official nature in the Education and Training Section office.

8.4.1.1. Initial Accession. AFIT/ACB will accomplish education level update into Military Personnel Data System and input source documents into AF Automated Education Management System for audit purposes after receipt of official transcript as outlined in paragraph 8.2.4.

8.4.1.2. After Initial Entry and Initial Education Level Update. See paragraph 8.3.2. AFIT/ACB will accomplish education level update into Military Personnel Data System and input source documents into AF Automated Education Management System after receipt of appropriate documentation.

8.4.1.3. For AFIT-sponsored programs (Civilian Institution), AFIT/ACB updates the Airman’s record upon receipt of official transcripts and AFIT/CIG (Civilian Institution) source document reflecting the academic specialty code for which the Airman was sponsored to receive. Airmen requesting an academic specialty code change must first obtain approval from AFIT/CIG, who will forward appropriate source document change to AFIT/ACB. For AFIT graduate programs, AFIT/ACB updates the Airman’s record upon receipt of official transcript and AFIT/CIM source document reflecting the academic specialty code for which the Airman was sponsored to receive. Airmen requesting an academic specialty code change must first obtain approval from AFIT/CIM through HQ USAF.

8.4.1.4. For medical service officers attending AFIT-sponsored graduate programs, at civilian institutions, AFIT/ACB updates the Airman’s record upon receipt of official/source documentation from AFIT/CIM. AFPC/DP2ND (for AFSC 47XX), AFPC/DP2NN (for AFSC 46XX), AFPC/DP2NP (for AFSCs 44XX, 45XX, and 48XX),...
AFPC/DP2ND (for AFSC 41AX), AFPC/DP2NW (for AFSCs 42XX and 43XX) must approve exceptions to this procedure. (T-1).

8.4.2. Enlisted Updates. Enlisted Airmen are responsible for ensuring the accuracy of their education records annually. It is the Airman’s responsibility to contact the issuing institution and fund the cost of any requested transcript/documentation for update and/or correction of military records. Transcript fees are not reimbursable by the Air Force. Transcripts/documentation must be mailed or sent electronically from the issuing institution directly to the base Education and Training Section. The Education and Training Section will accomplish the education level update into the AF Automated Education Management System/Military Personnel Data System and input source documents into AF Automated Education Management System for audit purposes. (The source document must include the conferral date). Note: Transcripts issued to students will be accepted if they are in an originally sealed unopened envelope from the issuing institution or the Education and Training Section can verify the transcript as official, not maintained by student, and signs/dates copy of transcript with statement verifying its official nature in the Education and Training Section office. (T-1).

8.4.2.1. Initial Enlistment. DD Form 1966 with transcript attached, substantiates education data for those accessed into the Air Force. The 737 TRSS staff files these forms in the Automated Records Management System. Note: For ARC members, official transcripts must be sent to the servicing Reserve military personnel flight/education and training function. (T-1).

8.4.2.2. After Initial Enlistment. The base Education and Training Section evaluates education achievements for enlisted personnel and updates records as described in paragraph 8.4.2. The base Education and Training Section inputs data in Military Personnel Data System and the AF Automated Education Management System. (T-1).

8.4.2.3. Senior Noncommissioned Officers (SNCO) (MSGts and SMSgts) Eligible for Promotion. If a SNCO is meeting a promotion or other selection board, or is eligible for assignment, and official transcripts are not immediately available, the base Education and Training Section will accept an official letter, on school letterhead stationery, signed by the institution’s registrar verifying education accomplishment. The letter must include the following information: student’s name, name of the board, name of degree/program, major area of study, number of hours completed or date of completion of degree requirements, and the date of graduation/degree award if different from degree completion requirements. The base Education and Training Section may use the earlier date of degree completion for education level update. The respective boards establish final cutoff dates for records update; consequently, inclusion of last minute updates in the consideration process cannot be assured. Upon receipt of information on official letterhead, the Education and Training Section can notify the board indicated, if requested by Airman. These updates are valid for a 90-day temporary update. (T-1).
8.5. **Education Classification and Codes.**

8.5.1. Coding of Academic Specialty. The education specialties consist of a four-character alphanumeric code to identify (in order) general area of study, major education field, specialization, and sub-specialization. Together they form an individual’s education specialty code. Review of the school’s catalog, discussions with the school, and student consultation may be necessary to determine education specialty.

8.5.2. Coding of Education Level.

8.5.2.1. Each education level has a one alpha or numeric character code in Military Personnel Data System.

8.5.2.2. Education Levels within Military Personnel Data System. The standard measures for determining education levels are semester hours and degrees. Quarter hours are converted to semester hours. One quarter hour equals two-thirds of one semester hour. Military Personnel Data System (HAF Table 0228) and Attachment 32 of this new instruction show the various education levels and corresponding codes.

8.5.2.2.1. A maximum of five education levels may be assigned and coded for each officer and enlisted Airman. (T-1).

8.5.2.2.2. A person with two degrees at the same education level is coded first with the degree earned most recently. (T-1).

8.5.2.2.3. Individuals receiving dual majors will only be updated as having one degree level as they are considered one degree. In order to receive credit for both, the university will need to assign individual graduation dates for each major. (T-1).

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JOHN A. FEDRIGO  
Assistant Secretary of the Air Force  
Manpower and Reserve Affairs
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References
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Executive Order 13478
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5 CFR § 930, Programs for Specific Positions and Examinations (Miscellaneous)
5 CFR § 2638, Executive Branch Ethics Program, current edition
5 CFR § 412, Supervisory, Management, and Executive Development, current edition
5 USC § 4118, Regulations
5 USC § 552a, Records Maintained on Individuals
5 USC Chapter 41, Training
10 USC Chapter 109, Educational Loan Repayment Programs
10 USC § 662, Promotion Policy Objectives for Joint Officers
10 USC § 806, Judge Advocates and Legal Officers
10 USC § 983, Institutions of Higher Education that Prevent ROTC Access or Military Recruiting on Campus
10 USC § 1606, Defense Intelligence Senior Executive Service
10 USC Chapter 1606, Educational Assistance for Members of the Selected Reserve
10 USC Chapter 1607, Educational Assistance for Reserve Component Members Supporting Contingency Operations and Certain Other Operations
10 USC § 1607, Intelligence Senior Level positions
10 USC § 2005, Advanced Education Assistance; Active Duty Agreement; Reimbursement Requirement
10 USC § 2007, Payment of Tuition for Off-Duty Training or Education
10 USC § 2015, Program to Assist Members in Obtaining Professional Credentials
10 USC § 9013, Secretary of the Air Force
10 USC § 9037, Judge Advocate General, Deputy Judge Advocate General: appointment; duties
10 USC § 9063, Designation: Officers to Perform Certain Professional Functions
10 USC § 9415, Community College of the Air Force: Associate Degrees
10 USC § 9417, Degree Granting Authority for Air University
10 USC § 10147, Ready Reserve: Training Requirements
10 USC § 12301 Reserve Components
10 USC § 12302 Ready Reserve
10 USC § 12304 Selected Reserve and Certain Individual Ready Reserve members; Order to Active Duty Other than During War or National Emergency
10 USC § 14501, Failure of Selection for Promotion
29 USC § 794 Nondiscrimination under Federal grants and programs
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AFI 36-2305, *Educational Classification and Coding Procedures*, 5 October 17

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AFI 64-117, *Government Purchase Card (GPC) Program*, 22 June 2018
AFI 90-201, *The Air Force Inspection System*, 20 November 2018
AFMAN 17-1301, *Computer Security (COMPUSEC)*, 12 February 2020
AFMAN 32-1084, *Facility Requirements*, 15 January 2020
AFMAN 36-2664, *Personnel Assessment Program*, 16 May 2019
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AFH 36-2643, *Air Force Mentoring Program*, 17 May 2019
AFH 36-2618, *The Enlisted Force Structure*, 16 October 2018
AFH 36-2647, *Competency Modeling*, 25 April 2019
AETSI 36-2601, *Special Contract Training*, 3 March 2020
ANGI 36-2602, *Air National Guard Retention Programs*, 14 June 2019
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MIL-HDBK-29612-2, *Instructional Systems Development/Systems Approach to Training and Education*
MIL-HDBK-29162-3A, *Development of Interactive Multimedia Instruction (IMI)*
Air University /A3/6 Handbook
Defense Activities for Non-Traditional Education Support Examination Program Handbook
Air University Board of Visitors Charter, 16 January 2018

Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation, Foundation for Quality Enhancement, 1 December 2017

Community College of the Air Force Advisor Handbook, 1 January 2017

Community College of the Air Force General Catalog, 1 January 2017

Community College of the Air Force Campus Air Force Affiliations Policies, Procedures and Guidelines, 31 May 2017

Air Force Supplement to Department of Defense Conference Guidance, Version 4.0, 26 June 2016

**Adopted Forms**

AF Form 158, USAFR Contact and Counseling Record

AFForm 418, Selective Reenlistment Program (Selective Reenlistment Program) Consideration for Airmen in the Regular Air Force/Air Force Reserve/Air National Guard

AF Form 847, Recommendation for Change of Publication

AF Form 964, PCS, TDY, Deployment, or Training Declination Statement

AF Form 1411, Extension of Enlistment in the Air Force

AU Form 9, Consolidated Student Report

National Guard Bureau Form 173-1, Air National Guard Retention Interview Form

AF Form 422, Notification of Air Force Member’s Qualification Status

AF Form 469, Duty Limiting Condition Report

AFRC Form 106, Manpower Change Request

DD Form 4, Enlistment/Reenlistment Document Armed Forces of the United States

DD Form 214, Certificate of Release or Discharge from Active Duty

DD Form 1966, Record of Military Processing – Armed Forces of the United States

DD Form 2366, Montgomery GI Bill Act of 1984 (MGIB) Basic Enrollment

DD Form 2648, Service Member Pre-Separation/Transition Counseling and Career Readiness Standards Eform for Service Members Separating, Retiring, Released from Active Duty (REFRAD)

SF 182, Authorization, Agreement, Certification of Training and Reimbursement, Request for Purchase

VA Form 22-1990, Application for VA Education Benefits

**Prescribed Forms**

AF Form 4059, Air Force Civilian Competitive Development Nomination
AF Form 968, *Community College of the Air Force Action Request*, 1 Nov 1993

Air Force Automated Education Management System electronic *Community College of the Air Force Action Request*

AF Form 623, *Individual Training Record Folder*

AF Form 623A, *On-the-Job Training Record Continuation Sheet*

AF Form 623b, *Individual Training Record Label*

AF Form 797, *Job Qualification Standard Continuation/Command JQS*

AF Form 803, *Report of Task Evaluations*

AF Form 898, *Field Training Requirements Scheduling Document*

AF Form 1098, *Special Task Certification and Recurring Training*

AF Form 1256, *Certificate of Training*

AF Form 1320a, *Training Chart*

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

Field Scoring Answer Sheet

**Abbreviations and Acronyms**

**ACB**—Academic Coding Branch

**AF/A1D**—Air Force/Directorate of Force Development

**AFI**—Air Force Instruction

**AFIT**—Air Force Institute of Technology

**AFIT/ACB**—Air Force Institute of Technology/Academic Coding Branch

**AFIT/CIG**—Air Force Institute of Technology/Graduate Education Division

**AFIT/CIM**—Air Force Institute of Technology/Graduate Health Care Division

**AFLC**—Air Force Learning Committee

**AFM**—Air Force Manual

**AFPC**—Air Force Personnel Center

**AFPC/DP2N**—Air Force Personnel Center/Chief, Medical/Chaplain Career Management Division

**AFPC/DP2ND**—Air Force Personnel Center/Dental/Medical Career Management/Medical Deployment Development Branch

**AFPC/DP2NH**—Air Force Personnel Center/Chaplain Career Management Branch

**AFPC/DP2NN**—Air Force Personnel Center/Nurse Career Management Branch

**AFPC/DP2NP**—Air Force Personnel Center/ DP2NP Physician Career Management Branch
AFPC/DP2NW—Air Force Personnel Center/Biomedical Science/Enlisted Medical Assignment Branch

ANG—Air National Guard

ARC—Air Reserve Component (Air National Guard and Air Force Reserve)

ARPC—Air Reserve Personnel Center

AFRC—Air Force Reserve Command

AU—Air University

CCAF—Community College of the Air Force

CCAF/DEA—Community College of the Air Force/Academic Programs

CJCSI—Chairman Joint Chiefs of Staff Instruction

DANTES—Defense Activity for Activities Non-Traditional Education Services Support

DoD—Department of Defense

DoDI—Department of Defense Instruction

DSE—Developmental Special Experiences

FDC—Force Development Council

GS—General Schedule

HAF—Headquarters Air Force

HQ USAF/JAX—Headquarters Air Force Office of the Judge Advocate General, Professional Development

JFHQ—Joint Forces Headquarters

HQ RIO—Headquarters Individual Reservist Readiness & Integration Organization

NGB—National Guard Bureau

RDS—Records Disposition Schedule

ROTC—Reserve Officer Training Corps

SAF/MR—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

SDI—Special Duty Identifier

SEI—Special Experience Identifier

SNCO—Senior Noncommissioned Officer

SrA—Senior Airman

SURF—Single Unit Retrievable Format

USAF—US Air Force

USAF/A1—Deputy Chief of Staff, Manpower, Personnel & Services

USAFA—United States Air Force Academy
Terms

**Advanced Academic Degree**—Any graduate or post-graduate degree awarded by an accredited degree-granting institution.

**Advanced Distributed Learning (ADL)**—An evolving, outcomes-focused approach to education, training, and performance aiding that blends standards-based distributed learning models emphasizing reusable content objects, content and learning management systems, performance support systems/devices, web applications services, and connectivity. ADL is an evolution of distributed learning (distance learning) that emphasizes collaboration on standards-based versions of reusable objects, networks, and learning management systems, yet may include some legacy methods and media. ADL is structured learning that takes place without requiring the physical presence of an instructor. Although the AF uses the term ADL, some federal agencies and DoD components may use the term distance learning. These terms refer to the same basic concept.

**Advanced Distributed Learning Service (ADLS)**—Advanced Distributed Learning Service is the system that delivers ADL content and tracks and reports student progress.

**Advanced Training (AT)**—Formal course that provides individuals who are qualified in one or more positions of their AF Specialty with additional skills and knowledge to enhance their expertise in the career field. Training is for selected career Airmen at the advanced level of the AF Specialty.

**AETC (AETC) Distance Learning (DL)**—Formal courses developed for export to a field location (in place of resident training) for trainees to complete without the on-site support of the formal school instructor.

**AETC (AETC) Course Control Documents (CCDs)**—AETC Course Control Documents prescribe the training to be provided in AETC formal courses. These include but are not limited to Course Chart, Course Training Standard, plan of instruction, and specialty training standard.

**AF Career Field Manager (AFCFM)**—Representative appointed by the respective HQ USAF Deputy Chief of Staff or Under Secretariat, to ensure assigned AF specialties are trained and utilized to support AF mission requirements. AF Career Functional Manager is the OPR; however, works in concert with MAJCOM Functional Managers as required.

**AF Corporate Structure**—Embodies the corporate review process for HQ USAF. The primary groups of the Corporate Structure are the AF Council, the AF Board, the AF Group, the fourteen Mission and Mission Support Panels, and Integrated Process Teams. This structure increases management effectiveness and improves cross-functional decision-making by providing a forum in which senior AF leadership can apply their collective judgment and experience to major programs, objectives, and issues. This process balances programs among mission areas, between force structure and support, and between readiness and modernization. Only military or Department of Defense civilian personnel assigned to the Air Staff or Office of the Secretary of the AF may serve as members of the corporate structure.
AF Learning Content Management System (AF LCMS)—AF Learning Content Management System is a content development service, which provides AF content developers a set of tools and a repository of previously developed Shareable Content Object Reference Model -based content.

Air Reserve Component (ARC)—An overarching term used when referring to both the Air National Guard and AF Reserve.

Allocation—A class seat reserved for a specific program user at their request.

Air and Space Expeditionary Forces—The Air Force presents its force capabilities to satisfy commander requirements through the Air Expeditionary Force concept. The Air Expeditionary Force concept is how the Air Force organizes, trains, equips, and sustains itself by creating a mindset and cultural state that embraces the unique characteristics of aerospace power (range, speed, flexibility, and precision) to meet the national security challenges of the 21st century.

Air Force Council—The top Air Force corporate decision-making body. Provides an institutional perspective and makes strategic recommendations to the Secretary of the Air Force and the Air Force Chief of Staff of the United States on department-wide force management and development issues for the purpose of developing the necessary competencies within our officer, enlisted, and civilian force. The Air Force vice chief of staff chairs the Air Force Council. SAF/MR, functional authorities, vice major commanders, CMSAF, and appropriate Air Reserve Component and civilian representation make up the Air Force Council and provide a review of total force management.

Air Force Education Requirements Board—Forum for providing corporate guidance and oversight for Air Force advanced academic degree and professional continuing education programs. This body approves Air Force education quota requirements above available funding level and prioritizes education quota requirements below the funding level.

Air Force specialty—A group of manpower positions requiring common qualifications. Each Air Force specialty has a title and a code.

Air Force Specialty Code—A combination of numbers and alpha characters used to identify an Air Force specialty. Officer Air Force specialty codes consist of four characters; enlisted Air Force specialty codes consist of five characters. Alpha prefixes or suffixes are used with the numerical codes when specific identification of position requirements and individual qualifications is necessary. Refer to AFI 36-2101, Classifying Military Personnel (Officer and Enlisted), Table 1.1 and Table 1.2 for explanation of codes.

Airman—According to AFDD 1-1, Leadership and Force Development, an Airman is any U.S. Air Force member or Department of the Air Force civilian.

Airman Development Plan—Web-based tool that is the primary mechanism for officers to express education, training, and experience goals to their chain of command, development team, assignment team, and career field team. Enables communication between the development team and the individual.

Air Reserve Component—The combination of the Air National Guard and the Air Force Reserve; together they are called the Air Reserve Component. Air Force Policy Directive 10-3, Air Reserve Component Forces, establishes policy to fully integrate the Air National Guard, Air Force Reserve, and RegAF into a single Total Force.
Annual Installation Training Plan—Management planning document identifying an installation's annual civilian training requirements.

Approval Authority—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two-letter offices).

Assignment Facilitator—The assignment facilitators are the tactical means by which the Air Force Reserve facilitates education, training and experience (assignments) opportunities for reserve officers O-5 and below. They also provide career field specific counseling and guidance. In addition, assignment facilitators are the conduit between the field, hiring authorities and the career field managers.

Assignment Team—Executes assignment and some deployment policies for a functional community and makes assignments using the Air Force Assignment System.

Buy-Up Program—A provision of the Montgomery GI Bill that allows individuals to contribute an additional $600 to their Montgomery GI Bill in order to get more money each month through their GI Bill monthly payments.

Career Field Education and Training Plan (CFETP)—A CFETP is 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 aims to give personnel a clear path and instill a sense of industry in career field training.

Career Field Manager (CFM)—The AF focal point for the designated career field within a functional community. Serves as the primary advocate for the career field, addressing issues and coordinating functional concerns across various staffs. Responsible for the career field policy and guidance. Must be appointed by the FM and hold the grade of Colonel/GS-15/PB-03 (or equivalent) for officer and DAF civilian specialties, and the grade of CMSgt for enlisted Airmen. In-depth information on Career Field Managers duties and responsibilities may be found at Chapter 1.

Career Field Team—Functionally-oriented teams that execute force development policy and programs for civilians.

Career Management Product—A customized document tailored to identify AFR officer and enlisted key, command, and joint duty assignment list positions.

Certification—A formal indication of an individual’s ability to perform a task to required standards.

Certification Official—A person whom the commander assigns to determine an individual’s ability to perform a task to required standards.

Civilian Developmental Education—Targets the development needs of a member at certain points in their career and encompasses training, educational, and experiential opportunities at the tactical, operational, and strategic levels of development.

Combat Ready Duty Position—A combat ready duty position is a position such as Red Horse, Pararescue, Security Forces, Medical Readiness, etc., that deploys on a regular basis in support of combat operations, combat ready Airman perform combat duties on a daily basis.
**Continuum of Learning (CoL)**—Designed to deliberately integrate developmental opportunities through a common taxonomy to produce adaptable, knowledge-enabled Airmen for today and tomorrow.

**Contract Training**—Type 1 training that receives the same priority funding as AF-directed training. It supports initial groups of instructors and operators the AF requires for new or modified weapon systems.

**Core Task**—Tasks the AF Career Field Manager identify as minimum qualification requirements for everyone within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

**Course Objective List (COL)**—A publication derived from initial and advanced skills Course Training Standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3- or 7-skill level in this career field. Supervisors use the continuum of learning to assist in conducting graduate evaluations.

**Course Training Standard (CTS)**—Training standard that identifies the training members receive in a specific course.

**Critical Resource**—A host-unit provided item taken from its operational role to support field training. Generally refers to an airframe, engine or other equipment item.

**Critical Task**—A task in not accomplished to the specified standard results in a serious adverse effect upon mission accomplishment, survivability or safety.

**Certification**—The recognition or credential given to an individual who have met predetermined qualifications set by an agency of government, industry, or a profession.

**Chief Leadership Course**—The Chief Leadership Course (CLC) is a course designed to provide CMSgts the education to bridge operational-to-strategic perspectives of the Air Force. As a result of this Executive Level Experience (ELE), strategic-level leaders will be equipped to inspire, effectively lead, manage and mentor our present day and tomorrow’s Airmen. The CLC is the capstone and pinnacle level of Enlisted Professional Military Education.

**Civilian**—An individual employed in or under the Department of the AF.

**Civilian Automated Training Input Program**—An automated program used by installations, AFPC/DP2LCF, Career Field Managers, and AF/A1DI to input civilian training requirements for AF-wide consolidation.

**Civilian Developmental Education Program**—AF civilian competitive leadership development program for sustaining the capability of senior level civilians while preparing high-potential civilians for increasingly responsible management and leadership positions. The Civilian Developmental Education portfolio includes Professional Military Education, other long-term academic and experiential programs, and GS-15 executive development programs.

**Civilian Strategic Leader Program**—Ensures a highly-qualified leadership pipeline is available to meet future mission requirements. Through experiential opportunities, civilian strategic leadership program enhances the knowledge, skills and abilities possessed by its GS-14/15 participants by providing assignments with roles and responsibilities that have Air Force enterprise and/or Department of Defense-wide impact. A fundamental aspect of the civilian
strategic leadership program is ensuring there is a right mix of enterprise positions at varying strategic levels within the AF enterprise. While not a promotion program, civilian strategic leadership program participants are reassigned to experiential positions typically for 3 years. While the majority of civilian strategic leadership program positions are locally funded, some positions across the Air Staff, Office of the Secretary of Defense, and joint community are funded by the Central Salary Account.

**Commercial Off-The-Shelf**—A commercially available training, education, and professional development event or planned series of the same event, activity, service or material requiring no modification prior to use. Such training may occur on or off the installation and may include non-federal civilians.

**Competencies**—Observable, measurable pattern of knowledge, skills, abilities, behaviors, and other characteristics needed to perform institutional or occupational functions successfully.

**Concept of Operation**—Describes key Air Force mission areas and/or functional areas for enabling desired joint warfighting effects in accordance with national, joint, and service guidance. The Air Force concept of operation articulates the capabilities needed to achieve those effects and inform Headquarters Air Force and major command senior leadership on the Air Force vision for capabilities development.

**Continued Service Agreement**—Document signed by the civilian employee agreeing to remain with the AF for a specific length of time following completion of training.

**Continuum of Learning**—Career-long process of individual development where challenging experiences are combined with education and training through a common taxonomy to produce Airmen who possess the tactical expertise, operational competence, strategic vision, and joint proficiency to lead and execute the full spectrum of Air Force and joint missions.

**Cross-Functional Advisory Panels**—A forum (e.g., Nuclear Enterprise Senior Steering Group) convened to develop and coordinate strategic-level oversight to key stakeholders and functional communities.

**Cross—Functional Authority**—Manage the needs of their occupational capability by identifying cross-functional billets, associating proficiency levels, and development (training and/or experience) necessary to successfully conduct their mission and working with functional leads to ensure career long, deliberate development occurs. Currently, five cross functional authorities have been identified: cyberspace, nuclear, space, test and evaluation, and acquisitions.

**Cross-Functional Capabilities**—Collection of skills including knowledge and task proficiency needed to produce a distinctive operational capability, which is not entirely developed within the AF institutional and occupational development plan. This capability is source by more than one, but not all, Air Force specialty codes to augment institutional and occupational functions. This functional mission set relies on a deliberate human capital strategy of skill development built over time through education, training, and experience.

**Developmental Education**—An array of educational opportunities including: professional military education, advanced academic degrees, and professional continuing education.
Developmental Education Designation Board—An annual board chaired by the AF/A1 to determine in-resident intermediate developmental education and senior developmental education assignments for RegAF officers below the grade of O-6 and selected GS-15s (or equivalent).

Development Team—Provides oversight of officer and civilian development to meet both functional and AF corporate leadership requirements. Development teams are the conduit between force development systems, frameworks, and policy and translate these into career vectors for individuals.

Development Team Tool—A database tool used by development teams to score individual records, determine candidates for developmental education and command, and assign developmental vectors.

Developmental Vector—A recommendation from a development team to an individual and his or her assignment team of an experience to be gained for the development of the individual (e.g., joint, headquarters Air Force, command, etc.).

Discharge—The complete termination of any or all enlistments or appointments and any or all other military status resulting in complete severance from all military status.

Distance Learning—Structured learning that does not require the physical presence of the instructor.

Distributed Learning—Structured learning mediated with technology that does not require the physical presence of the instructor. Distributed learning models can be used in combination with other forms of instruction or it can be used to create wholly virtual classrooms.

Education—Process of imparting general bodies of knowledge and habits of mind applicable to a broad spectrum of endeavors to intellectually prepare individuals to deal with dynamic environments and solve ill-defined problems by using critical thought and reasoned judgment. Education programs prepare Airmen to anticipate and successfully meet challenges across the range of military operations and build a professional corps. Further, they positively impact both recruitment and retention efforts. Education can be further defined as developing a civilian’s general knowledge, capabilities and character through exposure to and learning of theories, concepts, and information. Education is traditionally delivered by an accredited institution and must relate to a current or future mission-related assignment.

Education and Training Course Announcement—Contains specific MAJCOM procedures, fund cite instructions, reporting instructions, and listings for those formal courses conducted or managed by the MAJCOMs or field operating agencies (FOAs). The Education and Training Course Announcement contains courses conducted or administered by the AF and reserve forces and serves as a reference for the AF, DoD, other military services, government agencies, and security assistance programs.

Electronic Career Development Course—Enhances the availability of Career Development Courses and promotes utilization of advanced distance learning concepts resulting in an educationally sound product for all Airmen within their AF specialties.

Employee Development Specialist—Primary civilian training, education, and professional development manager for the installation responsible for program element code 88751F funds.

Enlisted Development Team—Provides key input on functional progression and succession planning. They execute enlisted vectoring and identify key leadership and developmental
positions in their functional communities. The CFM and EDT chair collaborates with AF/A1 and the Air Force Personnel Center on enlisted force development and management programs.

**Enlisted Force Development Panel**—The Enlisted Force Development Panel is charged to review, evaluate, and make recommendations to senior Air Force leaders regarding concerns, programs and initiatives relating to the education, training and experiences impacting enlisted Airman Development.

**Enlisted Quarterly Assignment Listing**—Provides Airmen a listing of assignment requirements available for upcoming assignment cycles and allows Airmen the opportunity to align personal preferences to Air Force needs. The listing identifies available assignments by Air Force specialty code, grade and location. The list can be viewed on the Air Force Personnel Center Worldwide Web page at [http://www.afpc.randolph.af.mil](http://www.afpc.randolph.af.mil). **Note:** Must be RegAF to access this online.

**Enlisted Quarterly Assignment Listing**—Plus—Supplements the enlisted quarterly assignment listing and is used to advertise requirements for special duty assignments, joint/departmental assignments, short-notice overseas assignments, and all CMSgt assignments. Enlisted quarterly assignment listing-Plus shows upcoming requirements, any special qualifications an Airman needs to be eligible for selection, the available locations, reporting instructions, and points of contact for additional information. The list can be viewed on the Air Force Personnel Center Worldwide Web page at [http://www.afpc.randolph.af.mil](http://www.afpc.randolph.af.mil). **Note:** Must be RegAF to access this online.

**Exportable Course**—Instructional packages that personnel design for use in the field. The course may include printed, computer-based, or other audiovisual materials.

**Exportable Training**—Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

**External Evaluation**—Acquisition and analysis of data from outside the training environment to evaluate the training product in the operating environment.

**Extension Course Program**—Provides career-broadening courses throughout the Department of Defense to include civil service employees in all federal agencies.

**Expeditionary Readiness**—Knowledge, skills, and abilities (KSAs) needed for a deployment-ready Airman to survive, operate, and succeed in a deployed environment, while reinforcing a strong warrior ethos.

**Expeditionary Readiness Training**—Training that provides an Airman the KSAs to survive, operate and succeed across the range of military operations in support of Combatant Commanders’ requirements, while reinforcing a strong warrior ethos. These KSAs are not routinely acquired during initial occupational, mission oriented or Ancillary Training venues.

**Experience**—Active participation/involvement in positions, events, or activities leading to the accumulation of knowledge or skill that can be utilized to meet mission requirements.

**Extended Active Duty**—An active duty status other than active duty for training or temporary tours of active duty. Personnel on extended active duty are assigned to an active duty unit, and accountability is against active force strength.
**Field Training**—Technical, operator, and other training either a training detachment or field training team conducts at operational locations on specific systems and associated direct-support equipment for maintenance and aircrew personnel.

**First Term Airmen**—Individuals who are on their: (1) first enlistment (including Airmen who have extended their enlistments for 23 months or less), or; (2) first extended active duty tour, or; (3) first enlistment with prior active service of less than 24 months.

**Force Development**—A deliberate process of preparing Airmen through the continuum of learning with the required competencies to meet the challenges of current and future operating environments. Institutional and joint development generally results in leadership, management, and warrior ethos proficiency. Occupational development generally results in technical skill proficiency.

**Force Development Construct**—A framework that links Airmen development needs with defined Foundational Competencies. These competencies (Organizational, People/Team, and Personal) are delivered through the continuum of learning.

**Formal Training Plan**—Document that contains planned training and development activities, which may be individually tailored, if necessary, for each civilian participating in a formal training program. Formal training programs are outlined in an official document, regulation, or agreement and designed to cover more than one civilian (e.g., accelerated training agreements approved by the Office of Personnel Management or the Air Force, Air Force and major command intern programs, etc.)

**Foundational Competencies**—Common taxonomy used to implement the continuum of learning. These leadership competencies are expected of all Airmen, throughout their careers, and will be the competencies needed to operate successfully in the constantly changing environment in which they function. The three categories of these competencies are mapped to the Air Force leadership levels.

**Functional/Occupational Training**—Training required by the specific career field, functional community, or occupational series to perform actual tasks required by the position to accomplish the AF mission.

**Functional Advisory Council**—A forum of functional representatives that meets to discuss how to best prepare senior leaders with a comprehensive understanding of functional, cross-functional, and institutional personnel requirements as they pertain to a particular career field.

**Functional Area Manager**—The individual accountable for the management and oversight of all personnel and equipment within a specific functional area to support operational planning and execution. Responsibilities may include developing and reviewing policy; developing, managing, and maintaining unit type codes; developing criteria for and monitoring readiness reporting; force posturing; and analysis. At each level of responsibility (Headquarters Air Force, major commands, air component, forward operating agency, direct reporting unit, and installation), the functional area manager should be the most knowledgeable and experienced person within the functional area and have the widest range of visibility over functional area readiness and capability issues.
Functional Authority—Senior leaders, to include Assistant Secretaries (SES), Deputy Chiefs of Staff (three-star), and other selected HAF two-letter GO/SES-level leaders that provide corporate perspective of institutional requirements and force management and development. The functional authority serves as a final authority to ensure all policies, established in accordance with this document, are implemented within their functional community. Functional authorities are supported by functional managers who are supported by career field managers.

Functional Management Structure—The functional authority, functional manager, development team, enlisted development team, career field manager, functional assignment team/career field team and other career field stakeholders at the enterprise level who provide a corporate perspective of institutional requirements, career field-specific policy and guidance, and day-to-day management of their specific career field(s) in order to ensure Airmen within their functional community are equipped, developed, and sustained to provide AF capabilities.

Functional Manager—Senior leaders, designated by the appropriate functional authority who provide day-to-day management responsibility over specific functional communities at the MAJCOM, FOA, DRU, or ARC level. While they should maintain an institutional focus in regards to resource development and distribution, Functional Managers are responsible for ensuring their specialties are equipped, developed, and sustained to meet the functional community’s mission as well as encourage force development opportunities in order to meet future needs of the total AF mission.


Government Purchase Card—A method of payment for goods and services to include authorized training and education.

High Potential Officer (Regular Air Force)—Demonstrate depth and expertise through exceptional performance in functional skills, and excel in the areas of managing resources, leading people, improving the unit and executing the mission. High-potential officer indicators include: Officer performance report stratification, awards/recognition, special selection and assignments.

High Potential Officer (Air Force Reserve)—Officers on their career field Key Personnel Listing (determined by the development team), in resident developmental education students, Reserve Command Selection Board list, Reserve Brigadier General Qualification Board list, or sitting commanders in O-6 level commander positions are considered high-potential officers. Demonstrate depth and expertise through exceptional performance in the functional skills, breadth of experience through assignment and educational opportunities, and those who excel in the areas personal, people/teams, and organizational competencies. Reserve component indicators include: officer performance report stratification, awards/recognition, and assignments to key/command/joint positions, Reserve Command Screening Board selection, and the four pillars of the Air Force Reserve.

Home Station Training (HST)—Training required to perform in the current duty position to include duty position tasks, core tasks, Resource Augmentation Duty program tasks, contingency tasks, and additional duty tasks.
Individual Development Plan—Web-based tool that is the primary mechanism for civilians to express education, training, and experience goals. Enables communication between the development team and the individual.

Individual Reservist—A member of the Individual Reserve Program in one of four categories: the individual mobilization augmentee; the participating Individual Ready reserve; non-participating Individual Ready Reserve and the Standby Reserve.

Intermediate Developmental Education—Developmental education directed at the operational level of development, usually received as a field grade officer and GS 12-13 (or equivalent).

Joint Duty Assignment List—This is a list of secretary of Defense-approved positions where an officer gains significant experience in joint matters. As mandated in the Goldwater Nichols Act of 1986 and the National Defense authorization Act (2007), the Reserve Components must gain expertise in joint matters to participate in Joint, Interagency, Coalition and Multi-National environment.

Judge Advocate—Licensed attorneys who deliver professional, candid, independent counsel and provide full spectrum legal capabilities to assist the warfighter.

Individual Development Plan—A document used to record short- and long-range career goals, the specific competencies, knowledge, skills, and abilities necessary to meet current objectives, and training, education, and other professional development strategies used to develop the desired competencies. In conjunction with a performance assistance plan, the individual development plan assists in making civilian performance more effective in present and future positions and is used for civilians below the executive level.

Initial Evaluation—An evaluation to review an individual’s training qualifications. Supervisors conduct an initial training evaluation to determine if the individual requires additional training to meet duty position requirements.

Initial Skills Training—A formal school course that results in an AFSC 3-skill level award for enlisted or mandatory training for upgrade to qualified officers.

Installation Training Guide—Specific guidance on local training program operations that are not addressed in this publication and prepared by the employee development specialist for serviced organizations.

Interagency Training—Training provided by one agency for other agencies or shared by two or more agencies.

Issue Panels—Established to respond to specific institutional force management or development issues which have a significant AF impact. When created, the charter must include specific criteria defining when the panel will stand down.

Key Positions—Key positions within a career field are those leadership/pinnacle positions which are highlighted as major, important, essential, pivotal, and limited. They provide valuable experience in the Air Force Reserve and will present incumbents with vital Air Force Reserve development for future key position placement. These positions are at the strategic level, often requiring a component perspective.
Key Career Position—Target competencies at the strategic leadership level. Key career positions are centrally managed and in major occupational series. They have a tour length of 3-5 years, provide critical experience in developing career field leadership, and are to be vectored by the Career Field Development Team process.

Key Personnel List—Development Teams establish a key personnel list through the scoring process during career field development teams. The Key Personnel Listing is used to fill key/command/joint officer and key/strategic enlisted positions and referenced when making other developmental decisions.

Keystone Course—The Keystone Course is designed to educate Command Senior Enlisted Leaders (CSELs) currently serving in or slated to serve in a general or flag officer level joint headquarters or Service headquarters that could be assigned as a joint task force. CSELs will have an opportunity to visit and receive briefings at the National Defense University, the DJS J7 Joint Coalition Warfighting Joint Operation Module (JOM) in Suffolk, VA, and several Combatant Commands and Joint Task Forces.

Knowledge Training—Training used to provide a base of knowledge for task performance. It may also be used in lieu of task performance when the training capability does not exist. Learning gained through knowledge rather than hands-on experience.

Learning—Cognitive, affective, and/or physical process where a person assimilates information, and temporarily or permanently acquires or improves skills, knowledge, behaviors, and attitudes.

Licensing—The process by which a government agency (federal, state, or local) grants permission to an individual to engage in a given occupation upon finding the applicant has attained the minimum degree of competency required to engage in the occupation.

Long-Term Full-Time Training—Off-the-job training of more than 120 consecutive duty days.

Major Command—A major subdivision of the Air Force that is assigned a major part of the Air Force mission. Major commands report directly to Headquarters Air Force.

Major Command Functional Manager—The Air Force Reserve focal point for enlisted members in a designated career field. They serves as the primary advocate for the career field, they monitor health and manning, and address issues and coordinate functional concerns across various staffs.

Mandatory Training—Required for all civilians based on statute, regulations or prescribed policy.

Management Training Committee—Committee of top functional managers responsible for the management of training and development resources on an installation.

Mentor—Wise, trusted, and experienced individual who shares knowledge, experience, and advice with a less experienced person.

Master Task List (MTL)—A comprehensive list (100%) of all tasks performed within a work center and consisting of the current CFETP or AF Job Qualification Standard and locally developed AF Forms 797 (as a minimum). Should include tasks required for deployment and/or unit type code requirements.
Master Training Plan (MTP)—Employs a strategy for ensuring the completion of all work center job requirements by using a master task listing and provides milestones for task, Career Development Course completion, and prioritizes deployment/unit type code, home station training tasks, upgrade, and qualification tasks.

Military Life Cycle (MLC)—Key points in time or, “touch points,” throughout a service member’s career to align their military career with their civilian career goals. MLC enables transition to become a well-planned, organized progression of skill building and career readiness preparation spread over the length of a military career.

Nuclear Deterrence Operations—The service core function where the Air Force operates, maintains, and secures nuclear forces to achieve an assured capability to deter an adversary from taking action against vital United States interests. Specifically, the three capabilities resident in nuclear deterrence operations are (1) Assure, Dissuade, Deter, (2) Nuclear Surety, and (3) Nuclear Strike.

Nuclear Enterprise—The people, organizations, processes, procedures, and systems used to conduct, execute, and support Nuclear Deterrence Operations and forces. It includes the infrastructure and life-cycle activities for nuclear weapons, delivery platforms, and supporting systems; intellectual and technical competencies; and cultural mindset.

No-Fail Position—A position with responsibilities vital to the success of the mission. Failure to have a qualified individual in this position could have severe consequences.

Occupational Analysis (OA)—Collecting and analyzing factual data on the tasks and/or knowledge performed by AF career fields. This data is used to provide personnel and training decision-makers with factual and objective job information which enables them to justify and/or change personnel utilization policies and programs, refine and maintain occupational structures, and establish, validate, and adjust testing and training programs.

Occupational Competencies—A set of competencies required of all Airmen within a specific workforce category (a group of functions requiring similar work, i.e., Engineering). They describe technical/functional skills, knowledge, abilities, behaviors, and other characteristics needed to perform that function’s mission successfully.

Occupational Group—A major category of white collar occupations, embracing a group of associated or related occupations (e.g., the accounting and budget group is GS-0500).

Occupational Series—A subdivision of an occupational group consisting of positions with similar specialized line of work and qualification requirements. The series are designated by a title and number such as the accounting series, 0510.

Online Academic Skills Course (OASC)—Online, self-paced, academic skills training course offered by the Department of Defense (DoD) Voluntary Education (VolEd) Program, through the Defense Activity for Non-Traditional Education Support (DANTES) that provides fundamental math and verbal skills improvement.

On-the-Job Training (OJT)—Hands-on, “over-the-shoulder” training or evaluation conducted to certify personnel in both upgrade (skill level award) and job qualification (position certification training).

Out-of-Cycle Training Request—A new requirement or a change to a Funded Mission Readiness Training Program Guidance Letter.
Planning, Programming, Budgeting and Execution (PPBE)—Secretary of Defense’s resource management system that is the primary means to control allocation of resources, identify mission needs (planning), match them with resource requirements (programming), and translate them into budget proposals (budgeting).

Potential Reassignment List—List of Reserve members who are approaching six months prior to end of their current assignment and may potentially be reassigned to another position.

Professional Continuing Education—Any course that is less than 20 weeks in duration and satisfies mission accomplishment, sustainment, or enhancement as required by law, Air Force governance, specific memorandum of agreement, or position requirement. Professional continuing education should not be confused with initial skills and subsequent advanced training courses that are required to advance in the Air Force Specialty Code skill level.

Professional Development—Engagement in a set of learning experiences designed to achieve specific goals and long-term objectives. Learning experiences often occur in the workplace, and include coaching, mentoring, job rotation, developmental assignments, on-the-job training, and self-study courses.

Professional Military Education—Critical subset of developmental education that: 1) provides the nation with personnel skilled in the employment of air, space, and cyberspace power in the conduct of war, small scale contingencies, deterrence, peacetime operations, and national security; 2) provides Air Force personnel with the skills and knowledge to make sound decisions in progressively more demanding leadership positions within the national security environment; and 3) develops strategic thinkers, planners, and war fighters. In addition, professional military education programs strengthen the ability and skills of Air Force personnel to lead, manage, and supervise.

Program Element Code 88751F—Operations and Maintenance (O&M) Program which funds training, education, and professional development of O&M funded civilians.

Program Requirements Document (PRD)—Serves as a planning and programming document supporting Program Objective Memorandum/APOM submissions, while program guidance letters serve as the training execution tasking. Revised or planning program requirements documents may be used to reflect vectors or re-vectors by the AF Corporate Structure.

Proficiency Training—Additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

Program Guidance Letter—Establishes training requirements for AETC execution. Program Guidance Letters are the official tasking document enabling AETC planners and resource programmers to acquire the necessary resources for accomplishment of the tasking. The Program Guidance Letters align the AF requirements with the Planning, Programming, Budgeting and Execution process.

Program Objective Memorandum (POM)—Office of the Secretary of Defense directed, service developed document identifying money, people and equipment requirements and allocations over a specified period of time (example FY13-17). Program Objective Memorandum funding baselines are used to develop budget level detail for distribution of resources during budget execution years. The Program Objective Memorandum is developed by individual
services to set objectives for their forces, weapon systems and logistical support within the fiscal limits assigned to them by the Secretary of Defense.

**Program Requirements Document (PRD)**—Reflects the “unconstrained” production requirements (Formerly the Draft Program Guidance Letter). This name change creates a clearer distinction between documents containing “unconstrained”/total requirements verses documents containing requirements that have survived a corporate funding process. The program

**Progression Planning**—Career field planning designed to provide the proper education, training and experience necessary to develop the majority of the career field.

**Qualification Training (QT)**—Performance training designed to qualify an Airman who has transferred from one base or position to another specific position. The supervisor performs an initial evaluation that includes a review of all previously certified tasks checked against the newly assigned position’s required tasks. Any tasks not previously completed is now required and this identifies that the member requires qualification training for the newly assigned duty position.

**Qualification Training Package (QTP)**—An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

**Quality Assurance Concept (QA)**—The Quality Assurance staff evaluates the quality of maintenance accomplished in the maintenance organization and performs necessary functions to manage the organization’s Maintenance Standardization and Evaluation Program, which provides an objective sampling of both the quality of equipment and the proficiency of maintenance personnel.

**RECLAMA**—The process to “request to duly constituted authority to reconsider its decision or its proposed action” (JP 1-02).

**Reserve Developmental Education Designation Board**—The Reserve Developmental Education Designation Board is an annual board that convenes at Air Reserve Personnel Center to select Citizen Airmen to attend in-residence developmental education schools.

**Reserve-development plan**—This is the ultimate tool for Citizen Airmen (Officer/Enlisted) to influence the development of their own careers. They place desires, intent, goals and abilities for themselves and leadership to help determine the most appropriate career opportunities. The entire force development process hinges on this extremely important document to match against the needs of the Air Force.

**Reserve Enlisted Force Development Panel**—The Reserve Enlisted Force Development Panel provides general enlisted force development program oversight and guidance.

**Reserve Functional Manager**—The Reserve Functional Manager provides day-to-day strategic-level direction and authority over specific functional communities’ requirements and overall management of a functional career field. Reserve functional managers are responsible for resource development and distribution and ensuring their specialties are equipped, developed, and sustained to provide Air Force capabilities.

**Reserve School Selection Board (RSSB)**—This semi-annual board that convenes at the Air Reserve School Selection Board to competitively select Citizen Airmen to attend Tactical,
Operational and Strategic level courses. These are a compilation of blended offerings and short courses.

**Resource Constraints**—Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

**Selective Reenlistment Program**—A program designed to permit the reenlistment of qualified and needed Airmen, who have shown they have the capability and dedication to adapt to future mission requirements.

**Senior Developmental Education**—Developmental education directed at the strategic level of development, usually for O-5/O-6/GS-15 (and equivalent).

**Senior Rater**—Senior raters must be at least an O-5/O-6/GS-15 (equivalent) or higher, serving as a wing commander or equivalent position and designated by the Management Level with a Senior Rater Identification.

**SkillBridge Program**—DoD program directed by law to provide eligible members of the armed forces with job training and employment skills training, including apprenticeships and internships to help prepare such members for employment in the civilian sector.

**Skill Level**—An enlisted Air Force specialty code denoting an individual’s highest level of qualification. Enlisted personnel must complete all mandatory training requirements as outlined in AFI 36-2201, the specialty description in the Air Force Enlisted Classification Directory on the Air Force Personnel Center web site, and the applicable Career Field Education and Training Plan for award of the 3-, 5-, 7-, and 9-skill levels.

**Space Professional Functional Authority**—The Secretary of the Air Force-appointed functional authority for the Space Professional community.

**Specialty Training**—The total training process used to qualify Airmen in their assigned specialty.

**Specialty Training Requirements Team**—Air Force career field managers use this forum and quality control tool to determine and manage career field education and training requirements.

**Specialty Training Standard (STS)**—An AF publication that describes an AF Specialty in terms of tasks and knowledge an Airman in that specialty may be expected to perform or to know on the job. Also identifies the training provided to achieve a 3-, 5-, or 7-skill level within an enlisted AF Specialty. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an AFSC are taught in formal schools and correspondence courses.

**Standard**—An exact value, a physical entity, or an abstract concept, the appropriate authority, custom, or common consent sets up and defines to serve as a reference, model, or rule in measuring quantities or qualities, developing practices or procedures, or evaluating results. A fixed quantity or quality.

**Student Assignment Facilitation Panel**—Assists students leaving in-residence developmental education with outplacement to help ensure the Air Force Reserve’s return on investment.

**Succession Planning**—Identifying long-range needs and cultivating a supply of talent to meet those needs. It involves a process for identifying and developing organizational personnel with the potential to fill key leadership positions. Succession planning increases the availability of
experienced and capable personnel that are prepared to assume these roles as they become available.

**Supplemental Training**—Training toward a portion of an AF Specialty without change by AFSC. Formal training on new equipment, methods and technology that are not suited for on-the-job training.

**Task Certifier**—See Certification Official.

**Task Qualification Training (TQT)**—Training conducted after Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive defense classroom training in which individuals perform wartime mission essential tasks in a simulated wartime environment while wearing full ground crew individual protective equipment or aircrew individual protective equipment. Headquarters AF, MAJCOM and local Functional Area Managers identify wartime mission essential tasks. See AFI 10-2501, *Emergency Management Program* additional information/requirements.

**Third Party Certification**—An evaluation of completed training conducted by the task certifier and is only required when directed by the AF Career Field Manager.

**Top-Up Program**—Formally known as the Tuition Assistance Top-Up Program, the Top-Up Program allows GI Bill participants to use the GI Bill to supplement the tuition and fees not covered by tuition assistance. The amount of the benefit can be equal to the difference between the total cost of a college course and the amount of Tuition assistance that is paid by the military for the course.

**Total Force**—Organizations, units, and individuals that comprise the Air Forces’ resources for meeting its mission. This includes RegAF, Air National Guard, and Air Force Reserve military personnel, and civilian personnel.

**Total Force Assessment**—Tests whether the force requirements derived from its manpower requirements determination process were sufficient to support the spectrum of military operations envisioned in the defense strategy. This includes simultaneously fighting two major theater wars to conducting multiple contingency operations in peacetime.

**Trainer**—A trained and qualified person who teaches personnel to perform specific tasks through on-the-job training methods. Also, equipment that the trainer uses to teach personnel specified tasks.

**Training**—A set of events or activities presented in a structured or planned manner through one or more media for the attainment and retention of skills, knowledge, and attitudes required to meet job performance requirements. This involves the coaching and mentoring of Airmen, resulting in proficiency development. **Note:** Functional authorities in conjunction with Air Education and Training Command and 2nd Air Force shall develop frameworks for technical skill development. These frameworks shall be consistent with overarching Air Force guidance. Additionally, training can be defined as the process of providing for and making available to an civilian, and placing or enrolling the civilian in, a planned, prepared and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which will improve individual and organizational performance and assist in achieving the AF mission and performance goals.
**Training Agreement**—A written contract between a civilian and the AF. The contract outlines intensive training to satisfy all or part of the experience required by qualification standards, without regard to time-in-grade requirements.

**Training Capability**—The ability of a unit or base to provide training. Authorities consider the availability of equipment, qualified trainers, and study reference materials, and so on in determining a unit’s training capability.

**Training Detachment**—An AETC detachment that provides technical training, at an operational location, on specific systems, and their aerospace ground equipment. A training detachment aims to: qualify personnel on new equipment or in new techniques and procedures, maintain proficiency and to increase skill and knowledge, acquaint personnel with specific systems, and keep personnel aware of changing concepts and requirements.

**Training Equipment**—The generic term for items trainers use to train aircrew, missile, maintenance, support, or operator personnel. Trainers teach with these items by picturing, simulating or otherwise demonstrating the characteristics of a system, facility or piece of equipment.

**Training Requester Quota Identifier**—The training requester quota identifier is a four-character communication code within Oracle Training Administration used to convey annual or supplemental training requirements, allocations, allocation confirmations, and student tracking information between a user of training and the provider (owner) of training. Training requester quota identifiers are assigned to MAJCOMs, FOA, and DRUs responsible for training accountability of personnel. Only one training requester quota identifier is assigned to a functional entity for Mission Readiness Training Program.

**Training Session**—Training conducted based on technical data for a task that existing courses cannot support.

**Training Office**—The base education and training office in which the employee development specialist function is located in under the base force development flight.

**Tuition**—The stated cost per academic unit of instruction as specified in the course catalog at an accredited institution.

**Tuition Assistance**—Financial assistance for tuition, laboratory and other instructional fees for academic mission-related courses at accredited post-secondary academic institutions.

**Unit Manpower Document**—The unit manpower document is the primary document that reflects the manpower required to accomplish the unit’s mission. It is a computer product that lists unit manpower requirements, both funded and unfunded, and is used to help manage manpower resources. The unit manpower document contains many data elements identifying the unique attributes of a position including position number, Air Force specialty code, functional account code, work center, grade, number of authorizations, and personnel accounting symbol data.

**Utilization and Training Workshop**—Career field managers use the utilization and training workshop process to develop and review training programs within an Air Force specialty or civilian occupational series. The goal of the utilization and training workshop process is to develop the architecture for effective life-cycle training to be provided at appropriate points
throughout a career path and to ensure that personnel within the specialty or series are properly employed.

**Utilization Field**—A group of Air Force officer specialties, related by required skills and knowledge. A utilization field can consist of only one specialty if the skills and knowledge required are unique and don't relate to other officer specialties.

**Unit Training Assembly**—A planned period of training, duty, instruction, or test alert completed by a Reserve unit.

**Upgrade Training**—Mandatory training that leads to attainment of higher level of proficiency.

**Vector**—The development team/enlisted development team collective recommendation for an assignment level (e.g., Joint Staff, Headquarters Air Force, major command, installation-level, etc.), training, or education opportunity (e.g., resident developmental education, advanced functional training), or position type (e.g., flight commander, division chief, instructor, special duty, etc.) a member should be considered for in his or her next or subsequent assignments.

**Wartime Course**—Comprised of those tasks that must be taught when courses are accelerated in a wartime environment. Wartime tasks are the tasks to be taught in the 3-level course when the wartime courses have been activated. In response to a wartime scenario, these tasks are taught in the 3-level course in a streamlined training environment. These tasks are only for those career fields that still need them applied to their schoolhouse tasks.

**Wartime Tasks**—Those tasks that must be taught when courses are accelerated in a wartime environment. In response to a wartime scenario, these tasks are taught in the 3-level course in a streamlined training environment. These tasks are only for those career fields that still need them applied to their schoolhouse tasks.
Attachment 2

FORCE DEVELOPMENT CHART

Figure A2.1. Force Development Chart.

<table>
<thead>
<tr>
<th>LT</th>
<th>CAPT</th>
<th>MAJ</th>
<th>LT COL</th>
<th>COL</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS 1-9</td>
<td>GS 10-13</td>
<td>GS 14-15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E1</td>
<td>E2</td>
<td>E3</td>
<td>E4</td>
<td>E5</td>
</tr>
</tbody>
</table>

**Foundational Development**
*Preparation to fill an AF role*

**Institutional Development**
*Building leaders with broad experiences*

**Occupational Development**
*Focused on building depth of functional expertise*
Attachment 3

FUNCTIONAL AUTHORITY RANK/GRADE/POSITION WAIVER MEMORANDUM
TEMPLATE

DD MMM YY
MEMORANDUM FOR AF/A1

FROM:

SUBJECT: Functional Authority Rank/Grade/Position Waiver Authority

In accordance with AFI 36-XX7, Total Force Development, (insert the requesting official’s name, title and rank) respectfully requests a waiver to the functional authority chair rank/grade/position requirements. Request (state the person’s name, title and rank/grade) be appointed as the functional authority due to (state the reason why). He/she will hold this position for the following timeframe (insert the applicable timeframe).

FUNCTIONAL MANAGER SIGNATURE BLOCK

cc: AF/A1D AF/A1P
## FUNCTIONAL AUTHORITY ALIGNMENT TABLES

Table A4.1. Functional Authorities for Officer Career Fields (note 1).

<table>
<thead>
<tr>
<th>AFSC</th>
<th>Career Field</th>
<th>Functional Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>11X</td>
<td>Pilot</td>
<td>AF/A3</td>
</tr>
<tr>
<td>12X</td>
<td>Combat Systems Officer</td>
<td>AF/A3</td>
</tr>
<tr>
<td>13A</td>
<td>Astronaut</td>
<td>AF/A3</td>
</tr>
<tr>
<td>13B</td>
<td>Air Battle Manager</td>
<td>AF/A3</td>
</tr>
<tr>
<td>13D</td>
<td>Control and Recovery</td>
<td>AF/A3</td>
</tr>
<tr>
<td>13L</td>
<td>Air Liaison Officer</td>
<td>AF/A3</td>
</tr>
<tr>
<td>13M</td>
<td>Airfield Operations</td>
<td>AF/A3</td>
</tr>
<tr>
<td>13S</td>
<td>Space Operations</td>
<td>AFSPC/CC</td>
</tr>
<tr>
<td>13N</td>
<td>Nuclear/Missile Operations Officers</td>
<td>AF/A10</td>
</tr>
<tr>
<td>14N</td>
<td>Intelligence</td>
<td>AF/A2</td>
</tr>
<tr>
<td>15W</td>
<td>Weather</td>
<td>AF/A3</td>
</tr>
<tr>
<td>16F</td>
<td>Regional Affairs Strategist</td>
<td>SAF/IA</td>
</tr>
<tr>
<td>16P</td>
<td>Political-Military Affairs Strategist</td>
<td>SAF/IA</td>
</tr>
<tr>
<td>16G, 16R</td>
<td>Operations Support</td>
<td>AF/A3</td>
</tr>
<tr>
<td>17D</td>
<td>Cyberspace Operations</td>
<td>SAF/CIO A6</td>
</tr>
<tr>
<td>18X</td>
<td>Remotely Piloted Aircraft Pilot</td>
<td>AF/A3</td>
</tr>
<tr>
<td>21A</td>
<td>Aircraft Maintenance</td>
<td>AF/A4</td>
</tr>
<tr>
<td>21M</td>
<td>Munitions/Missile Maintenance</td>
<td>AF/A4</td>
</tr>
<tr>
<td>21R</td>
<td>Logistics Readiness</td>
<td>AF/A4</td>
</tr>
<tr>
<td>31P</td>
<td>Security Forces</td>
<td>AF/A4</td>
</tr>
<tr>
<td>32E</td>
<td>Civil Engineer</td>
<td>AF/A4</td>
</tr>
<tr>
<td>35B</td>
<td>Band</td>
<td>SAF/PA</td>
</tr>
<tr>
<td>35X</td>
<td>Public Affairs</td>
<td>SAF/PA</td>
</tr>
<tr>
<td>38F</td>
<td>Force Support</td>
<td>AF/A1</td>
</tr>
<tr>
<td>41A</td>
<td>Medical Services Corps</td>
<td>AF/SG</td>
</tr>
<tr>
<td>42X, 43X</td>
<td>Biomedical Sciences Corps</td>
<td>AF/SG</td>
</tr>
<tr>
<td>44X, 45X, 48X</td>
<td>Medical Corps</td>
<td>AF/SG</td>
</tr>
<tr>
<td>46X</td>
<td>Nurse Corps</td>
<td>AF/SG</td>
</tr>
<tr>
<td>47X</td>
<td>Dental Corps</td>
<td>AF/SG</td>
</tr>
<tr>
<td>51J</td>
<td>Judge Advocate General’s Corps</td>
<td>AF/JA</td>
</tr>
<tr>
<td>52R</td>
<td>Chaplain</td>
<td>AF/HC</td>
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<td>61A/B/C/D (note 3)</td>
<td>Scientist</td>
<td>SAF/AQ</td>
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<tr>
<td>62E</td>
<td>Developmental Engineer</td>
<td>SAF/AQ</td>
</tr>
<tr>
<td>63A</td>
<td>Acquisition Management</td>
<td>SAF/AQ</td>
</tr>
<tr>
<td>64P</td>
<td>Contracting</td>
<td>SAF/AQ</td>
</tr>
<tr>
<td>65X</td>
<td>Financial Management</td>
<td>SAF/FM</td>
</tr>
<tr>
<td>71S</td>
<td>Office of Special Investigations</td>
<td>SAF/IG</td>
</tr>
<tr>
<td>10</td>
<td>Information Operations</td>
<td>AF/A3</td>
</tr>
</tbody>
</table>
Note 1: Officers serving in Special Duty Identifiers/Reporting Identifiers (i.e., 16X, 11U, 80C, 81C, 81T, 82A, 83R, 85G, 86M, 88A, 91C, 97E, 10C, 20C, 30C, and 40C) are assigned to these duty Air Force specialty codes but are corporately managed by their core career field/functional leadership. Non-core Air Force specialty code points of contact address issues related to the cross-functional mission area or special emphasis areas, however, the officers serving in positions supporting the cross-functional mission area or special emphasis areas are corporately managed by their core/functional leadership.

Note 2: 38F functional manager has oversight responsibility for 30C and 97E Special Duty Air Force specialty codes for the RegAF.

Note 3: For 61A, AF/A9 provides career management advisory services for SAF/AQR.

Table A4.2. Functional Authorities for Civilian Career Fields.

<table>
<thead>
<tr>
<th>Career Field</th>
<th>Functional Authority</th>
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<tbody>
<tr>
<td>Audit</td>
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<tr>
<td>Chaplain</td>
<td>AF/HC</td>
</tr>
<tr>
<td>Civil Engineer</td>
<td>AF/A4</td>
</tr>
<tr>
<td>Communications &amp; Information</td>
<td>AF/A6</td>
</tr>
<tr>
<td>Contracting</td>
<td>SAF/AQ</td>
</tr>
<tr>
<td>Financial Management</td>
<td>SAF/FM</td>
</tr>
<tr>
<td>Force Support (see Note 1)</td>
<td>AF/A1</td>
</tr>
<tr>
<td>Historian</td>
<td>AF/HO</td>
</tr>
<tr>
<td>Intelligence</td>
<td>AF/A2</td>
</tr>
<tr>
<td>International Affairs</td>
<td>SAF/IA</td>
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<td>Law Enforcement</td>
<td>AF/A4S</td>
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<td>Legal</td>
<td>AF/JA</td>
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<tr>
<td>Logistics</td>
<td>AF/A4</td>
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<tr>
<td>Medical</td>
<td>AF/SG</td>
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<td>Operations</td>
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<td>Program Management</td>
<td>SAF/AQ</td>
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<tr>
<td>Public Affairs</td>
<td>SAF/PA</td>
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<td>Safety</td>
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<td>Scientist and Engineer (Note 2)</td>
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<tr>
<td>Security</td>
<td>SAF/AA</td>
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<tr>
<td>Special Investigations</td>
<td>AFOSI/CC</td>
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<tr>
<td>Weather</td>
<td>AF/A3</td>
</tr>
</tbody>
</table>

Note 1: AF/A1S is the Functional Manager for non-appropriated funds Air Force employees.

Note 2: For the Operations Research career field (1515), AF/A9 provides career management advisory.
Table A4.3. Functional Authorities for Enlisted Career Fields.

<table>
<thead>
<tr>
<th>AFSC</th>
<th>Career Field</th>
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<tr>
<td>1A0X1</td>
<td>In-flight Refueling</td>
<td>AF/A3T</td>
</tr>
<tr>
<td>1A1X1</td>
<td>Flight Engineer</td>
<td>AF/A3T</td>
</tr>
<tr>
<td>1A2X1</td>
<td>Aircraft Loadmaster</td>
<td>AF/A3T</td>
</tr>
<tr>
<td>1A3X1</td>
<td>Airborne Mission Systems</td>
<td>AF/A3T</td>
</tr>
<tr>
<td>1A4X1</td>
<td>Airborne Operations</td>
<td>AF/A3T</td>
</tr>
<tr>
<td>1A6X1</td>
<td>Flight Attendant</td>
<td>AF/A3T</td>
</tr>
<tr>
<td>1A8X1</td>
<td>Airborne Cryptologic Language Analyst</td>
<td>AF/A2</td>
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FUNCTIONAL ADVISORY COUNCIL CHARTER GUIDELINES

BACKGROUND:
The (insert Air Force specialty code and/or functional community name) Functional Advisory Council is established in accordance with Chapter 1 of this publication.

MISSION
The (insert Air Force specialty code and/or functional community) Functional Advisory Council prepares senior leaders with a comprehensive understanding of functional, cross-functional and institutional personnel requirements as they pertain to the (list the career fields).

AUTHORITY
This charter remains in effect until (insert date or appropriate language i.e., terminated or superseded per direction of the convening authorities).

OBJECTIVE
The objective of this Functional Advisory Council is to [identify your functional community objectives for the Functional Advisory Council].

MEMBERSHIP
The functional manager determines the Functional Advisory Council membership as outlined in Chapter 1.

COUNCIL
The Council is defined as the Functional Advisory Council chair, vice-chair, voting members, and ex-officio members. The Functional Advisory Council is responsible for approving policy and overseeing implementation of Air Force programs and actions designed to benefit the [insert Air Force specialty code/community] workforce. The Functional Advisory Council chair may appoint executive panels to assist the Functional Advisory Council to design, implement, and maintain programs. The Functional Advisory Council chair may also delegate other advocacy responsibilities or authorities as required to ensure the health of career field specialties. Policy areas within the purview and influence of the Functional Advisory Council include, but are not limited to:

1. Workforce Management
2. Education & Training
3. Recognition Programs
4. Development
5. Workforce Analysis & Shaping Initiatives
7. Diversity Advocacy

ADMINISTRATION

Meetings
This Functional Advisory Council will meet (identify frequency of the Functional Advisory Council, at a minimum it should be held annually).
(Insert name of point of contact) shall serve as the Point of Contact for each meeting.
(Insert office/function) will perform recorder duties and will track action items, produce minutes documenting overarching decisions, policy and guidance.

CHARTER REVIEW (TERMS OF AGREEMENT)
The charter shall be reviewed by the Functional Advisory Council members annually, coordinated through the functional manager and will be maintained by (insert the point of contact i.e., the Career Field Manager). Charter revision shall take effect upon the signature of the functional authority.

Functional Authority Signature Block
FA/FM/DT CHAIR APPOINTMENT NOTIFICATION MEMORANDUM TEMPLATE

MEMORANDUM FOR AF/A1DI

FROM: (insert name and office of the career field manager)

SUBJECT: (insert appointment type i.e. functional authority, functional manager or development team chair appointment)

In accordance with Air Force Instruction 36-XX7 – Total Force Development, this serves as notification that on (insert appointment date) (insert the name, title and rank/grade of individual) was appointed as the (insert the appointment type and Air Force specialty code and/or functional community).

Career Field Manager Signature Block

cc:
AF/A1PF
AF/A1CM
Attachment 7

CAREER FIELD PYRAMIDS

Figure A7.1. Functional, Career Broadening, Special Duty and Command Paths (Officer).
Figure A7.2. Functional, Career Broadening, Developmental Special Duty and Leadership Paths (Enlisted).
BACKGROUND
The (insert Air Force specialty code and/or functional community name) development team is
established in accordance with AFI 36-XX7 - Total Force Development.

MISSION
The (insert Air Force specialty code and/or functional community name) development team
provides oversight of officer, enlisted and civilian personnel development to meet both
functional and Air Force corporate leadership requirements (insert additional language as needed
to meet functional community needs).

AUTHORITY
This charter remains in effect until (insert date or appropriate language i.e., terminated or
superseded per direction of the convening authorities).

OBJECTIVE
The objective of this development team is to (insert the objective of the development team e.g.
execute force development policy, provide feedback on career field policy issues, provide
developmental education nominations and develop command/Civilian Strategic Leader Program
candidate slates).

MEMBERSHIP
Insert development team membership (based on guidance as outlined in Chapter 1 of this
instruction)

ADMINISTRATION
Meeting frequency (insert frequency; Note: at a minimum development teams should be held
annually).

Secretariat (insert name/office/function) shall serve as the point of contact for each meeting and
will perform recorder duties, track action items, produce meeting minutes documenting
overarching decisions, policy and guidance.

CHARTER REVIEW (TERMS OF AGREEMENT)
The charter shall be reviewed by the development team members annually, coordinated through
the development team chair and will be maintained by (insert point of contact i.e., the Career
Field Manager). This charter will take effect upon the signature of the functional manager.

Functional Manager Chair Signature block
Attachment 9

DEVELOPMENT TEAM BATTLE RHYTHM (REGULAR AIR FORCE)

Figure A9.1. Development Team Battle Rhythm (Regular Air Force).

<table>
<thead>
<tr>
<th>Event</th>
<th>Frequency</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>FM/DT Chair Meeting (Civilian/Enlisted/Officer)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FD Guidance Memo (Civilian/Enlisted/Officer)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DT Meetings (Vector Only) (Civilian/Enlisted/Officer)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IDE/SDE Nomination Call (Civilian/Officer)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central PME Board (Officer)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DT Meetings (IDE/SDE) (Civilian/Officer)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SQ/CC Nomination Call (Officer)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DT Meetings (SQ/CC) (Officer)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDE/CSLP Boards (Civilian)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEDB (Civilian/Officer)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DE Selection Release (Civilian/Officer)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SQ/CC Selection Releases (Officer)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM FOR AF/A1PF (military) or AF/A1CM (civilian)

FROM: (insert name and office of the functional community functional manager)

SUBJECT: Career Field Manager Appointment

In accordance with AFI 36-XX7 - Total Force Development, requirements this serves as notification that on (insert appointment date) (insert the career field manager name, title and rank/grade) was appointed as the (insert the name the Air Force specialty code and/or functional community) career field manager.

Functional Manager Signature Block

cc:
AF/A1DI
Attachment 11

CAREER FIELD MANAGER GRADE WAIVER MEMORANDUM TEMPLATE

DD MMM YY

MEMORANDUM FOR AF/A1D and AF/A1C (civilian)

FROM: (insert name and office of the functional community functional manager)

SUBJECT: Career Field Manager Rank/Grade Waiver Authority

In accordance with AFI 36-XX7 – Total Force Development, (insert the functional manager name, title and rank) respectfully requests a waiver to the career field manager rank/grade requirements. Request (state the person’s name, title and rank/grade) be appointed as the career field manager for the (insert Air Force specialty code and/or functional community) due to (state the reason why). This is applicable for the following timeframe (insert the applicable timeframe i.e., summer 2015 development team cycle).

Functional Manager Signature Block
Figure A12.1. Civilian Leadership Development Continuum.
Attachment 13

DEVELOPMENT TEAM CHAIR RANK/GRADE WAIVER MEMORANDUM TEMPLATE

DD MMM YY

MEMORANDUM FOR AF/A1D

FROM: (insert name and office of the functional authority)

SUBJECT: Development Team Chair Rank/Grade Waiver Authority

In accordance with AFI 36-XX7, Total Force Development, (insert the functional manager name, title and rank) respectfully requests a waiver to the development team chair rank/grade requirements. Request (state the person’s name, title and rank/grade) be appointed as the development team chair due to (state the reason why). This is applicable for the following timeframe (insert the applicable timeframe i.e., summer 2015 development team cycle).

Functional Manager Signature Block

cc:
AF/A1PF
Attachment 14

DEVELOPMENT TEAM VOTING MEMBER GRADE WAIVER TEMPLATE

DD MMM YY

MEMORANDUM FOR AF/A1D

FROM: (insert name and office of the functional manager)

SUBJECT: Voting Member Rank/Grade Waiver Request Authority

In accordance with AFI 36-XX7, Total Force Development, (insert the functional manager name, title and rank) respectfully requests a waiver to the voting member rank requirements to allow (state the person’s name, title and rank/grade) to be a voting member on the (insert career field/Air Force specialty code). This is due to (state the reason why). The meetings he/she will attend will occur during the following timeframe (insert the applicable timeframe i.e., summer 2015 development team cycle).

Functional Manager Signature Block

1st Ind, (insert name of AF/A1D)

TO: (Insert the requesting official’s office symbol)

I concur/nonconcur with your request for the following individual(s) (list names) to serve as voting member(s) for the (identify type of meeting [i.e., intermediate developmental education/senior developmental education board]) on (list dates).

AF/A1D Signature Block
Attachment 15

ENLISTED DEVELOPMENT TEAM CHAIR GRADE WAIVER TEMPLATE

DD MMM YY

MEMORANDUM FOR AF/A1D

FROM: (insert name and office of the functional manager)

SUBJECT: Enlisted Development Team Chair Rank/Grade Delegation Waiver Authority

In accordance with AFI 36-XX7, Total Force Development, (insert the functional manager name, title and rank) respectfully requests a waiver to the enlisted development team chair rank/grade requirements. Request (state the person’s name, title and rank/grade) act as the enlisted development team chair due to (state the reason why). The meetings he/she will chair will occur during the following timeframe (insert the applicable timeframe i.e., summer 2015 enlisted development team chair cycle).

Functional Manager Signature Block

cc: AF/A1P
Attachment 16

AIR FORCE RESERVE DEVELOPMENT TEAM CHARTER GUIDELINES

Mission: Vectors based on projected requirements by level and position type. A vector is the development team’s collective recommendation for an assignment level (e.g., Joint Staff, Air Staff, major command, base-level, etc.), training or education opportunity (e.g., in-residence developmental education, Reserve School Selection Board, advanced functional training, etc.) or position type (e.g., flight commander, division chief, special duty, etc.) for which a member should be considered in subsequent assignments.

Authority: As directed by AFI 36-XX7. This charter remains in effect until terminated or superseded per direction of convening authorities.

Purpose: This charter gives authorization to the development team to provide necessary tools and formal guidance to Citizen Airmen to maximize capabilities that ensure the Air Force Reserve provides air, space, and cyberspace power in support of our nation’s security. Implementation is through a series of deliberate and rewarding challenges in education, training, and experiences.

Roles and Responsibilities: Areas within the purview and influence of the development team include but are not limited to:

- Identify the education, training, and experiences (both self-development and corporately resourced) appropriate for Citizen Airmen within each functional community based on current and future requirements.

- Development Teams make vectors based on projected requirements by level and position type, and use career path diagrams to inform their vector recommendations.

- Will consider and address cross-functional utilization requirements.

Terms of Agreement: This charter is subject to annual review, renewal or amendment at such time that is deemed necessary. If a requirement changes, any signatory to this agreement may initiate changes.

Career Field Manager or Development Team Chair Signature Block
Attachment 17

AIR FORCE RESERVE DEVELOPMENT TEAM CHARTER TEMPLATE

Air Force Reserve (Insert career field and Air Force specialty code) Development Team

Mission:  Provide direction in the development of Air Force Reserve (insert Air Force specialty code) officers/enlisted/civilians to meet current and future mission requirements.


Purpose:  The (insert Air Force specialty code) development team will recommend deliberate tactical, operational, strategic level experiences and education and training opportunities to Air Force Reserve officers so they may acquire the knowledge, skills, and experience to assume increasing leadership roles.

Roles and Responsibilities (for officer development teams):  The (insert Air Force specialty code) development team will meet to accomplish force development goals by:

- Acquiring and promoting awareness of the (insert Air Force specialty code) career field policies, plans, programs, and training
- Providing advice, guidance, and assistance from the Reserve Career Field Manager in coordination with the RegAF Career Field Manager
- Reviewing career planning guides (insert Air Force specialty code) as created by the RegAF Career Field Manager and modified by the Reserve Career Field Manager for Air Force Reserve requirements
- Identifying developmental knowledge, skills, experiences for key (insert Air Force specialty code) career field positions
- Maintaining a (insert Air Force specialty code) Key Position List with the assistance of the Air Reserve Personnel Center (insert Air Force specialty code) Assignment Facilitator
- Considering the needs of the Air Force Reserve and the needs of the individual when recommending developmental assignments/ experiences
  - Use the Reserve Officer Development Plan to issue developmental feedback in the form of vectors for individual officers to optimize their knowledge, skills, and experiences
  - Take into account commander/senior rater recommendations and assessments of developmental potential
  - Evaluate (score) and certify top ranked officers for special developmental opportunities to include developmental education and command/key positions
  - Recommend and facilitate assignment of high potential officers to key positions
Review (insert Air Force specialty code) Colonel records and projected vacancies at least annually to develop lists of potential candidates to fill vacancies. A subpanel of senior (insert Air Force specialty code) leaders will conduct the review.

**Roles and Responsibilities (for enlisted development teams):** The (insert Air Force specialty code) development team will meet at Air Reserve Personnel Code to accomplish force development goals by (Note: For career fields reviewing less than 200 records, the development team may be held at Air Force Reserve Center):

- Acquiring and promoting awareness of the (insert Air Force specialty code) career field policies, plans, programs, and training
- Providing advice, guidance, and assistance from the major command functional manager
- Reviewing the (insert career field) career field pyramid and development plans for Air Force Reserve requirements
- Identifying developmental knowledge, skills, experiences for key (insert Air Force specialty code) career field positions
- Maintaining a (insert Air Force specialty code) Key Position List with the assistance of HQ AFRC/A1KO
- Considering the needs of the Air Force Reserve and the needs of the individual when recommending developmental assignments/experiences
  - Use the Reserve enlisted development plan to issue developmental feedback in the form of vectors for individuals to optimize their knowledge, skills, and experiences
  - Take into account commander/senior rater recommendations and assessments of developmental potential
  - Evaluate (score) and certify top ranked individuals for special developmental opportunities to include developmental education and key Positions

**Key Positions:** (insert Air Force specialty code) Career Field

**Command Positions:** (insert Air Force specialty code) Career Field (O-6 command and possibly a limited number of SQ/CC/DO positions)

**Joint Duty Assignment List Positions:** (insert Air Force specialty code) Career Field

**Membership:** (insert Air Force specialty code) Development Team

<table>
<thead>
<tr>
<th>Voting Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert (Chair /CFM)</td>
</tr>
<tr>
<td>Insert voting member list</td>
</tr>
</tbody>
</table>

**Terms of Agreement:** This charter will be subject to renewal, review, and amendment by the career field manager and (insert Air Force specialty code) development team as necessary. Changes will be documented in writing with an updated charter.

Career Field Manager/Major Command
Functional Manager Signature Block

**Attachments**
Career Field Planning Guide
Key Position List
Attachment 18

COMPLETING AIR FORCE FORM 158, UNITED STATES AIR FORCE RESERVE CONTACT AND COUNSELING RECORD

A18.1. General Instructions.

A18.1.1. Type or print the form.

A18.1.2. Get the personal data required to complete the form from current alpha roster or personnel records.

A18.1.3. File the complete original forms in the career enhancement section.

A18.1.4. Use each form for three contacts for counseling. If you need more than three contacts, put only the name on the second or subsequent forms. Number pages accordingly in the upper right hand corner where specified.

Notes: 1. All entries on the form are self-explanatory, except for recording contact and counseling. 2. If other documentation is available, (such as a letter from the member requesting reassignment to Air Reserve Personnel Center), complete the top section of AF Form 158, United States Air Force Reserve Contact and Counseling Record (see Table 2.1), add relevant comments and attach to Air Force Form 158.
Attachment 19

SISTER SERVICE OFFICER PRIMARY DEVELOPMENTAL EDUCATION CREDIT

A19.1. Officers from sister services who have transferred into the Air Force will be granted resident primary developmental education credit for completion of the following courses under the following conditions: 1) if the officer transferring to the Air Force is at least a captain and outside the Squadron Officer School eligibility window but attended one of the resident courses below; 2) if the officer transferring to the Air Force has attended one of the resident courses below and is still Squadron Officer School eligible, Squadron Officer School must be completed by correspondence before resident primary developmental education credit will be awarded.

A19.2. In addition, all crossflow officers receive credit for professional military education completed before promotion to their current rank/grade. For instance, an Army major transferring into the Air Force would receive credit for having completed company grade officer professional military education in the Army.

A19.3. For professional military education in the currently held grade, the following applies: if the officer has more than three years time in grade at the time of transfer, the officer receives credit for the grade-specific professional military education completed in the sister service; if the officer has less than 3 years time in grade, they do not receive credit for their sister service professional military education specific to their current grade, but will be given the opportunity to complete Air Force professional military education commensurate with their current rank/grade.

A19.4. An Air Force officer must complete Air Force resident or distance learning Squadron Officer School prior to attending a sister service resident or distance learning primary developmental education equivalent course to receive primary developmental education credit. For more information on applicable Army, Navy and Marine primary developmental education courses, see the respective service’s website for current course listings and descriptions. (T-1).
INTERNATIONAL MILITARY OFFICER PROFESSIONAL MILITARY EDUCATION ATTENDANCE

A20.1. Before attending a resident professional military education school, all international officers must attend the International Officer School preparatory course at Spaatz Center for Officer Education, Maxwell Air Force Base, AL. International Officer School is designed to increase the officer’s ability to communicate and participate in the professional military education schools and to familiarize the international officer with U.S. culture and the U.S. Air Force. See Air University catalog and Education and Training Course Announcement for details (The Education and Training Course Announcement SharePoint® is available on AF Portal Home under Education/Training/Force Development and Applications tab (A-Z). The applicant's military or civilian grade must be equivalent to the U.S. Air Force grades eligibility criteria described herein. (T-1).

A20.2. International applicants for distance learning professional military education programs must be military members or civilian employees of the military department of a country or international organization eligible for foreign military sales training program sponsorship and hold the equivalent rank or grade required.

A20.3. A U.S. military officer or U.S. civilian employee in the country, or with the organization concerned, must accept responsibility to monitor student progress and to serve as a contact between Air University and the student. Applicants must be proficient in the English language (English competency level of 80 on the Test of English as a Foreign Language or TOEFL) to complete the program successfully. (T-3).

A20.4. International applicants should send application for enrollment to the in-country U.S. representative who will sponsor the applicant and verify, in writing, they have met the eligibility. A letter from the applicant's government must accompany the application, agreeing to the enrollment and identifying an existing foreign military sales publications case against which charges may be applied or international military education & training to fund the course. If no publications case exists, the letter will cite the date of request to Air Force Materiel Command, Air Force Security Assistance Center (AFSAC/CV), Wright-Patterson Air Force Base OH, to establish a case.

A20.5. The U.S. sponsor endorsing the application must send it to Air Force Security Assistance Training Squadron, Training Support, Joint Base San Antonio-Randolph, TX. The Air Force Security Assistance Training Squadron will program the training, after coordinating approval from the security cooperation officer, and program against a foreign military sales or international military education & training case. The security cooperation officer must verify the sponsor will monitor student progress and testing facilities are available. The Air Force Security Assistance Training Squadron country manager will advise the sponsor if application is disapproved or funding is not available. Air Force Security Assistance Training Squadron country manager will forward student application to the Air Command and Staff College or Air War College staff via e-mail ensuring application is attached. Air Force Security Assistance Training Squadron will advise the security cooperation officer if an application is approved. Air Force Security Assistance Training Squadron will program the distance learning course in the Training Control System (TRACS) and apply appropriate charges against the applicable training
case or charge to international military education & training and notify headquarters Air University to enroll the applicant in the proper program. If a training case does not exist that the course can be programmed against, Air Force Security Assistance Training Squadron will require a Letter of Request from the country requesting a Letter of Offer and Acceptance for a new case to program the training against. This process can take up to six months. Students may not be enrolled or training programmed against the new case until country has deposited funds on the case and it is implemented. (T-1).

A20.6. International officers/civilians applying for a distance learning program must send their application to the Force Support Squadron, force development flight chief at the member’s location. The force development flight chief will verify, in writing, the criteria herein are met. The applicant’s government must provide a letter agreeing to enrollment and identify an existing foreign military sales training case against which charges may be applied. If no blanket order training case exists, the letter will cite the date of a request to the Air Force Security Assistance Training Squadron to establish a case. The force development flight chief will endorse the application and send it to Air Force Security Assistance Training Squadron, who will advise if an application is approved or disapproved. If approved, Air Force Security Assistance Training Squadron will apply charges against the applicable foreign military sales training case and notify headquarters Air University to enroll the applicant in the proper program after case implementation. (T-1).
Attachment 21

AIR FORCE EDUCATION REQUIREMENTS BOARD

A21.1. As a mechanism of force development policy, the Air Force Education Requirements Board is conducted annually to prioritize and fund graduate education (formerly referred to as Advanced Academic Degrees) and experiential programs as well as professional continuing education courses in accordance with Department of Defense Instruction 1322.10 and requirements as defined by extant unit manpower documents and/or secretary of the Air Force and Air Force Chief of Staff initiatives. As such, the Air Force Education Requirements Board operates with a limited budget to adjudicate competing interests within the larger strategy of the force development enterprise to help achieve Air Force objectives. The board’s structure and processes are outlined in the Air Force Education Requirements Board Concept of Operations, currently maintained by AF/A1DL. The board is divided into two bodies: 1) a working group, composed of career field managers and professional continuing education course owners and 2) the executive session (ES), made up of functional managers and chaired by AF/A1D, who reviews and approves education priorities and resources for the requisite fiscal year.

A21.2. The Air Force Education Requirements Board supports any number of a wide array of graduate education requirements that provide for the particular and broad development strategy of the force outlined by AF/A1D and the career field managers. The Air Force Education Requirements Board is not, however, designed nor resourced to support the full contingent of any career field manager’s and organization’s developmental needs. As such, requests for graduate education quotas requires career field managers and institutions to present 1) a legible review of present and projected inventory possessing the minimum qualifications to meet valid requirements, 2) historical utilization rates, and 3) a brief of the requirements per se (Unit Manpower Document data, signed correspondence from senior leadership, etc). Note: Air Force Education Requirements Board-funded graduate education is reserved for RegAF (non-medical) officers and enlisted in the grade O-5 and below. Career field managers allowing officers or enlisted personnel to attend graduate education programs (in any grade) who will become retirement eligible during their tenure as students or while completing their requisite active duty service commitment need to submit a waiver through AFPC to AF/A1D for approval prior to assigning the quota. That waiver must be signed by the functional manager and indicate coordination with the requisite functional authority.

A21.3. Professional continuing education consists of courses that are 20 weeks in duration or less and available to all officer, enlisted, and civil service personnel in all components of the Air Force. Individual professional continuing education courses are not necessarily open to all career fields across the enterprise. However, professional continuing education directly supports the execution and/or sustainment of enterprise-wide missions and contributes to the enhancement and professional development of personnel.

A21.4. The Air Force Education Requirements Board is not funded on a scale commensurate with Air Force formal education and training and does not, therefore, admit graduate education or professional continuing education that is directly tied to the award of an Air Force specialty code and/or an increase in skill level. Training and/or education required by career field leadership for core Air Force specialty development falls within the purview and funding obligation of formal education and training.
## Attachment 22

**TRAINING STATUS CODES AND DEFINITION TABLE.**

<table>
<thead>
<tr>
<th>L. I N E</th>
<th>Training Status Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>The Airman is in upgrade training for the initial award of a 3-skill level AFSC.</td>
</tr>
<tr>
<td>2</td>
<td>B</td>
<td>The Airman is in upgrade training for the initial award of a 5-skill level AFSC.</td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>The Airman is in upgrade training for the initial award of a 7-skill level AFSC. The Airman must be an SSgt-select or above.</td>
</tr>
<tr>
<td>4</td>
<td>D</td>
<td>AFRC member awaiting reassignment to the Inactive Ready Reserve. Use only when member is within 6 months of the reassignment to the Inactive Ready Reserve. Not to be used for discharge.</td>
</tr>
<tr>
<td>5</td>
<td>E</td>
<td>The Airman is retraining from an AFSC awarded at the 3- or higher skill level and is in upgrade training for subsequent award of a 3-skill level AFSC.</td>
</tr>
<tr>
<td>6</td>
<td>F</td>
<td>The Airman is retraining from an AFSC awarded at the 5- or higher skill level and is in upgrade training for subsequent award of a 5-skill level AFSC. This includes 3-skill level AFSCs having no 5-skill level (see AFI 36-2101).</td>
</tr>
<tr>
<td>7</td>
<td>G</td>
<td>The Airman is retraining from an AFSC awarded at the 7- or higher skill level and is in upgrade training for subsequent award of a 7-skill level AFSC. The Airman must be an SSgt or above.</td>
</tr>
<tr>
<td>8</td>
<td>I</td>
<td>The Airman is in re-qualification training and meets the following criteria: Is a SrA, SSgt, or TSgt; is returned to an AFSC at the highest skill level for their current grade from an AFSC, reporting identifier, or special duty identifier; and has not performed in the AFSC for at least the past 6 months. Do not use this code for prior service Airmen or former officers.</td>
</tr>
<tr>
<td>9</td>
<td>K</td>
<td>The Airman is attending basic military training or a skill level awarding technical school. This code also applies to those in follow-on training.</td>
</tr>
<tr>
<td>10</td>
<td>M</td>
<td>The Airman has approved retraining via a formal school, the control AFSC has changed to the retraining AFSC, and the Airman is waiting to attend class. (ANG only) ANG personnel with a control AFSC of a 1-skill level awaiting entry into a formal school, not to exceed 12 months if there are dates of availability for scheduling. If there are no dates available for scheduling Out of Cycle request will be placed in the training system. Documentation will be completed every 90 days. Refer to ANG supplement for further guidance.</td>
</tr>
<tr>
<td>A</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td><strong>LINE</strong></td>
<td><strong>Training Status Code</strong></td>
<td><strong>Definition</strong></td>
</tr>
<tr>
<td>11</td>
<td>P</td>
<td>The Airman cannot enter or continue in upgrade training due to the lack of a training capability at the assigned or Temporary Duty installation or because of duty status (for example, AFSC withdrawn, in confinement, Absent Without Leave (AWOL), hospitalized, officer trainee or selectee, assigned out of the control AFSC, decertified from the Personnel Reliability Program (temporary and permanent), and pregnancy). Use this code when a training capability is not available for upgrade or qualification training. Submit an explanation of circumstances surrounding a lack of upgrade training capability through the unit, wing, MAJCOM, FOA, or ARC training managers to the MAJCOM Functional Manager for action. Use this code when an individual has been eliminated from a formal training course pending reclassification/separation. This training status code does not permit waiving the dislocation allowance or other Permanent Change of Station restrictions (see AFI 36-2110). This code also applies to Airmen attending the Defense Language Institute, awaiting security clearance when no specialty training is available, or unable to enroll in a classified Career Development Course. Return Airmen out of their control AFSC for more than 130 days (270 days for temporary PRP decertification) to duty immediately and reenter them into training in the control AFSC or recommend for retraining according to AFI 36-2626, <em>Airman Retraining Program</em>, whichever is appropriate (see AFI 36-2101).</td>
</tr>
<tr>
<td>12</td>
<td>Q</td>
<td>The Airman has received the highest skill level possible at the current grade and is in qualification training into a newly assigned duty position. Progress evaluation for Airmen in this training status code will be conducted monthly until fully qualified in the new duty position. This training status code is optional for active duty.</td>
</tr>
<tr>
<td>13</td>
<td>R</td>
<td>The Airman is fully qualified. Use this code when personnel complete upgrade training.</td>
</tr>
<tr>
<td>14</td>
<td>S</td>
<td>The Airman is directly or indirectly changing to another AFSC at the same skill level of their previous AFSC. Only AFPC will update this code.</td>
</tr>
<tr>
<td></td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>-----</td>
<td>------------------------------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>L I N E</td>
<td>Training Status Code</td>
<td>Definition</td>
</tr>
<tr>
<td>15</td>
<td>T</td>
<td>The commander is not recommending the Airman for entry into training or withdraws the Airman from training for failure to progress. This code includes personnel who fail to complete formal training mandatory for award of a skill level. This code also applies to personnel who fail to complete qualification training/upgrade training requirements levied by AF Career Field Managers (e.g., Career Development Courses, transition and multi-skills training). The commander notifies the individual of the reason for entry in this training status code and advises them of the action required to qualify for training at a later date (see Notes for processing instructions at the end of this attachment). Individuals in this code are ineligible for reassignment, promotion or reenlistment. The commander will evaluate members at 90 days and recommend action. For two-time Career Development Course failures refer to Table 4.5, Line 11. Document the evaluation in writing, place a copy in the AF Form 623, and forward a copy to Base Training/locations without Base Training Managers forward to the Base 3F2 Functional. Keep Airmen in this training status code until reinstated, reclassified, or separated. <strong>Note:</strong> Do not use this training status code instead of necessary administrative or disciplinary action. Process case files for an Airman recommended for withdrawal from training for failing to progress (Training Status Code T) according to option A, B, or C (see below). When processing an AF Form 2096 placing a trainee in Training Status Code T, a hard copy must be forwarded to the Personnel Flight with the member’s signature.</td>
</tr>
<tr>
<td>16</td>
<td>Y</td>
<td>The applicable training status code has not been assigned or the gaining Personnel Flight has not processed the Airman. Use this code for ANG and AFRC personnel awaiting the start of Basic Military Training School.</td>
</tr>
</tbody>
</table>

**A22.1. OPTION A.** If the commander and supervisor recommend withdrawal from upgrade training or mandatory qualification training identified by the AF Career Field Manager, and justify the recommendation on AF Form 2096 with agreement from the base training office (locations without Base Training Managers—Base 3F2 Functional) and the trainee, and base training approves:

1. The commander enters the following statement in the remarks section of the AF Form 2096 and signs it along with the trainee: "I have been briefed on my ineligibility for promotion, reenlistment, and reassignment while withdrawn from training and understand removal from upgrade training may result in separation under the provisions of AFI 36-3208. File one copy of the AF Form 2096 in the AF Form 623.

2. The commander evaluates the individual to determine eligibility to reenter training at 90 days for further action.
A22.2. OPTION B. If the commander and supervisor recommend withdrawal from upgrade training in the current AFSC, or from mandatory qualification training identified by the AF Career Field Manager; and either the base training office (locations without Base Training Managers-Base 3F2 Functional) or trainee do not agree with the withdrawal:

(1) The Personnel Flight chief (or designee) submits documents (last three performance reports, training documentation, and medical evaluations, if appropriate) to the parent MAJCOM Functional Manager with a cover letter recommending the course of action.

(2) The MAJCOM training manager coordinates with the MAJCOM Functional Manager to initiate one of the following actions:
(a) Continue the Airman in upgrade training in current AFSC.
(b) Withdraw the Airman from upgrade training and continue in the present AFSC. If the MAJCOM determines the trainee can progress in the AFSC, the commander (after evaluation) may allow the Airman to reenter training at any time.
(c) Disqualify the Airman from the AFSC (see AFIs 36-2101 and 36-2626) and return to a previously awarded AF Specialty, if applicable, or recommend the Airman for retraining into a new AFSC.

A22.3. OPTION C. The commander evaluates the Airman for separation from the AF in accordance with AFI 36-3208.
Attachment 23

MASTER TRAINING PLAN DEVELOPMENT GUIDE USING INSTRUCTIONAL SYSTEMS DESIGN PRINCIPLES

A23.1. Master Training Plan. This attachment provides guidance for developing a work center Master Training Plan. When developing the training plan make sure it includes requirements identified in paragraph 4.6.7.1.2. Develop a master training plan as a guide for supervisors, trainers, and certifiers to ensure that personnel are trained in an effective and efficient manner to meet training and mission requirements.

A23.2. Unit Training Program. As applied to the unit training program, ISD consists of five basic steps; analysis, design (master task list (MTL)), development (determining training needs and capability), implementation (select training strategies and schedule training), and evaluation.

A23.3. Develop the Master Task List. The master training list is an integral part of the training plan. It is a list of all required tasks in a work center and is a source from which one selects tasks for training and is a source from which one selects tasks for developing individual CFETPs. When developing the master training list identify all task requirements within one’s duty section or work center to ensure 100 percent task coverage. This means identifying all tasks to include contingency/wartime tasks, additional duties identified by the supervisor as a certifiable task, and any mandatory core tasks required by the AF Career Field Manager. Documents used to develop the master training list include, but are not limited to, the CFETP for all AFSCs within the work center; AF Forms 797 and 1098 (if applicable), automated forms, or forms required/approved by the respective MAJCOM.

A23.3.1. Identifying Tasks. The following information provides guidance to assist in identifying tasks for the master training list.

A23.3.2. Identify all normal day-to-day mission requirements. These are the tasks performed by personnel in the work center, to include required core tasks as defined by the AF Career Field Manager.

A23.3.3. Identify Special Work Requirements. Some career fields have tasks that are not performed on a regular basis. This could encompass tasks performed infrequently, additional duty tasks, contingency tasks, Reserve Augmentation Duty Program, etc. Training references for these tasks include special operating instructions, local contingency plans, or the AF instructions governing the additional duty.

A23.3.4. Determine Mandatory Qualifications. The CFETP and the Enlisted Classification Directory may list additional requirements that must be met before an Airman is qualified to be upgraded. Refer to these for other mandatory tasks.

A23.3.5. Recurring Training Requirements. Many AFSCs have tasks that require annual certification or recertification. Refer to the CFETP, governing directives, training manuals, etc., to determine recertification requirements for the AFSC.

A23.3.6. Documenting the master training list. One may document the master training list in one of the following ways:

A23.3.7. Coding. One may use color-coding, symbols, or other means to identify individual duty position requirements, core tasks, qualification tasks, additional duties, and so forth. It is
advisable to also develop a legend to aid understanding when outside agencies, newly assigned personnel, or other supervisors in the work center are using or are initially exposed to the master training list. Be very careful when developing a coding system so one does not develop a rigid or inflexible training plan. Training plans must be flexible in order to meet manning, equipment, or Temporary Duty fluctuations. Care should be taken to ensure all supervisors, trainers, and task certifiers can define and use the master training list. Note: It is advisable to identify tasks required for duty position rather than skill level task requirements.

A23.3.8. Locally Developed Products. Unless otherwise directed by the AF Career Field Manager, any number of computer programs, such as Word©, Excel©, etc., may be used to develop the master training list. However, the CFETP must be used as the core document; other forms used to expand or list tasks not found in the CFETP are considered supplemental. These forms might include the AF Forms 797 and 1098.

A23.4. Determine Training Needs. Once the master training list has been developed one must determine the training needs within the work center. To determine training needs, one must:

A23.4.1. Identify Requirements From Initial Evaluations. Once the master training list has been developed for the work center or section one will need to determine individual training requirements. Compare what the trainee knows or can perform against the tasks in the master training list. The difference between what the trainee can perform and the work center requirements is the individual’s training requirements. Determine individual requirements in one of the following methods.

A23.4.2. Initial evaluations. Using the master training list, identify what the trainee knows or can perform. If the trainee is a recent graduate from technical school compare the tasks in 3-level course column to his/her level of expertise. Match the qualification of the trainee to the requirements of the duty position. This will help identify what training is needed and how long it will take to upgrade the trainee. If the trainee can perform the task, without assistance, to 100 percent accuracy, nothing more needs to be done. If the trainee cannot perform the task to the current standards, circle the task as a training requirement and open training when training begins.

A23.4.3. Review training previously received. If the Airman is assigned from another base or work center one will need to review the CFETP and verify trainee’s ability to perform the tasks (if required in the new work center). Match the qualifications of the trainee against the predetermined standard in the master training plan. If the trainee can perform the task, no further action is required. If the trainee cannot perform the task (or the standard/method of performance changed) and the task is required in the new work center, decertify the tasks in accordance with paragraph 4.6.9.6.5 and look to evaluate trainee’s future training progress. If the trainee can perform the task, but the task is no longer required in the new duty position, erase the corresponding circles (but not the previous certification dates or initials).

A23.4.4. Set Training Priorities. When setting training priorities, keep in mind some tasks require training before others. Other tasks may have a prerequisite task or knowledge requirements. For example, if the task is to measure electrical output of a socket, the trainer might need to teach use of the multi-meter first. Deployment requirements, AEF tasks, and other factors driving the training need must also be considered when determining training requirements.
A23.4.5. Plan for concurrent knowledge training. Most tasks require some type of background knowledge or skill. One may use the Career Development Courses, AF Instructions, manufacturer’s manuals, training references, or other materials to ensure the trainee has the knowledge base to perform the task.

A23.5. Training Capabilities and Resources. Determine Training Capabilities and Resources. If someone in the work center can perform the task, are certified in the applicable CFETP, and have attended the AF Training Course, there is a training capability. However, if one feels there is no method to provide the training, contact the unit training manager for assistance. The Unit Training Manager will contact Base Training to determine if the training can be provided within the base (locations without Base Training, Unit Training Manager goes direct to MAJCOM for assistance). If this is not possible, Base Training will contact the MAJCOM for assistance.

A23.5.1. Identify the most qualified trainers. In most cases, the trainer and supervisor are the same person. If this is not possible trainers may be appointed in accordance with guidance in paragraph 4.6.7.2. Trainers may provide training to one trainee or small groups of trainees, depending on the task. The trainer must work the same shift as the trainee, must be given time to train, and must meet the requirements of paragraph 4.6.7.2.

A23.5.2. If there is a training requirement for which one has no trainer or certifier, contact the Base Training Office. If the base training office cannot find a trainer/certifier locally, the MAJCOM training manager will be contacted for assistance.

A23.6. Select Training Strategies. The next step in the process is to decide how and where to provide the training. What is the training objective? What is the best method for conducting training? Is there a distance learning tool that can be utilized to assist in the training process? The following questions may be used to assist in determining the best training method.

<table>
<thead>
<tr>
<th>Step</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Do you need classroom time?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Does the knowledge in the Career Development Course meet some of the training requirements?</td>
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<tr>
<td>(3) Can the trainer train more than one trainee at a time?</td>
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<tr>
<td>(4) Can training be conducted without equipment downtime?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>(5) Is related background training available from another source?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(6) Can regularly scheduled work be conducted at the same time as the training?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(7) Can the training be conducted in one session?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(8) Are special training aids required?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(9) Will special training sessions be required?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(10) Do all trainees need to be trained on the same task?</td>
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<td></td>
</tr>
<tr>
<td>(11) When must training be completed to assure work center continuity and mission effectiveness?</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>(12) Can the training be accomplished through distance learning or web-based training?</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
A23.7. Develop training objectives. What must the trainee do or know in order to be considered qualified? A training objective must define the resultant behavior (what the trainee must do or know), the standard (how well the task must be performed), and the condition (what will be given or denied during the final evaluation).

A23.8. Develop Lesson guides and task breakdowns. Some tasks are complicated, extremely large, or confusing. Some tasks are so simple that no further training need be conducted.

   A23.8.1. When planning training for a large task, supervisors need to break the task down into smaller, teachable units that will provide for a number of successes for the trainee and is short enough to complete in one session.

   A23.8.2. Some tasks take several days or weeks to complete; therefore supervisors will need to be able to teach it in several sessions. Not all tasks require a breakdown. If there is a regulation or manual that provides step-by-step procedures, evaluation steps, checklists, etc., no task breakdown is required.

   A23.8.3. Reference the training source(s) in the master training list. If the task is covered under several regulations or manuals, is not covered under any regulations or manuals, is lengthy or complicated, a task breakdown or lesson guide is advisable.

   A23.8.4. A well-designed task breakdown can also serve as an evaluation tool during the evaluation phase.

A23.9. Schedule Training. Scheduled training gets priority attention. To the greatest extent possible, training should coincide with work schedules. However, when this is not possible, schedule training far enough in advance that supervisors have enough time to schedule their trainees to attend. To the greatest extent possible, training should be scheduled in writing.

A23.10. Evaluate Training. After training has been conducted, allow trainees time to practice what has been learned. The trainer will determine when the trainee is ready to be certified on the task. If no third party certification is required, training is certified complete by the trainer. If the task requires third party certification, the training is certified complete after the task certifier conducts the task evaluation.
Attachment 24

PROPOSAL FOR ANCILLARY TRAINING REQUIREMENT

Requirement Validation by Requestor:
1. Identify authority, doctrine, or policy that mandates/recommends inclusion of this requirement into AF institutional ancillary training and why.

Justification for Change:
2. What category of training does this apply to (Total Force Awareness Training, Event Driven Training or Selected Force Training; see Chapter 4)?
3. Provide a detailed discussion regarding this training to include the desired delivery method of instruction, frequency of training, and duration.
4. Identify whether this is a new training requirement or revision to an existing training course.
5. Desired learning objectives or learning outcomes of revised/added training.
6. Identify targeted audience (i.e., all Airmen or officer, enlisted, civilian, contractor or a subset).
7. Identify whether this is a one-time or recurring training requirement.
8. Is this training taught/addressed anywhere else (i.e., Basic Military Training, Tech Training, Base-level, etc.)? If so, where?
9. Identify the resources available to assist in developing the proposed training to include the funding source (i.e., funding, personnel, or Subject Matter Experts).
10. How will training completion be documented, tracked, or reported (i.e., sign-in roster, personnel database, training record)? Is there a reporting requirement to a higher-level authority? If so, who and how often?
11. Are any career fields/specialties exempt from the training requirement due to advanced professional knowledge or skills?
12. Are there any civilian certifications or licenses that will satisfy the training requirement?
13. Explain mission impact if training is not accomplished and/or risks of noncompliance.
14. All submissions must include an Action Officer with contact information (phone, e-mail, office symbol).
Attachment 25

COURSE DEVELOPMENT DECISION LOGIC PROCESS

A25.1. Purpose. The Course Development Decision Logic Process is used to select and categorize formal courses. Courses are assigned as either training or education, depending on the desired outcome. Use Table A25.1, Course Categories and Table A25.2, Course Development Matrix, to select and categorize formal courses.

A25.2. Definitions:

A25.2.1. Training. A set of events or activities presented in a structured manner, for the attainment of skills, knowledge, and attitudes required to meet job performance requirements.

A25.2.2. Education. The formal academic instruction offered by institutions of higher learning that focuses on the study of the nature and principles of a given discipline.

Table A25.1. Course Categories.

<table>
<thead>
<tr>
<th>FLYING TRAINING</th>
<th>TECHNICAL TRAINING</th>
<th>EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Flying Training</td>
<td>Initial Skills (3-skill level)</td>
<td>Pre-commissioning Programs</td>
</tr>
<tr>
<td>Graduate Flying Training</td>
<td>Mission Readiness Training</td>
<td>Professional Military Education</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Craftsman (Mandatory 7-skill level)</td>
</tr>
<tr>
<td>Graduate Flying Training</td>
<td>AETC Distance Learning</td>
<td>Professional Continuing Education</td>
</tr>
</tbody>
</table>

Table A25.2. Course Development Matrix.

<table>
<thead>
<tr>
<th>Rule</th>
<th>If the Objective is:</th>
<th>Then Use</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Training Methodology</td>
<td>Education Methodology</td>
</tr>
<tr>
<td>A</td>
<td>Attainment of job qualifications (Prepare personnel to apply specific skills in a defined job)</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Professional Development (Prepare personnel to deal with future problems requiring originality and creativity)</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Determine instructor prerequisites to meet the training need</td>
<td>Specific Technical Qualifications in AF Specialty</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Determine appropriate curriculum method to meet training requirements.</td>
<td>Use structured Lesson Plans</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Determine appropriate Instructional Methodology to meet training needs</td>
<td>Demonstration and Performance Criterion Testing</td>
</tr>
</tbody>
</table>

A26.1.1. Base Distance Learning POCs. MAJCOM appointed individuals who serve as the central POC at the local level to manage Distance Learning. Recommend the POC be within the Force Support Squadron, education services function. Particular tasks may be delegated by the Distance Learning POC, as appropriate. However, the base Distance Learning POC is responsible for ensuring that all tasks are accomplished.

A26.1.2. Inventory shipments and verify the amount matches the annual screening request. Course materials for out-of-cycle requirements are received on a continuing basis and will be inventoried using the same procedures.

A26.1.3. Verify required contents (correct version of handout materials, written exercises, answer keys, and final examinations) were received and undamaged. Notify the appropriate distribution function of any damaged or missing material.

A26.1.4. Establish a base Distance Learning library for high-flow courses. Determine the need for a high-flow course library by analyzing historical enrollment trend data.


A26.2.1. The Force Support Squadron Commander will appoint, by letter, a primary and alternate Base Distance Learning Test Control Officer. Distance Learning POCs may also be designated as Test Control Offices.

A26.2.2. Base Distance Learning Test Control Offices will inventory all incoming examination material, sign and return confirmation of receipt.

A26.2.3. Note any discrepancies on the packing slip.

A26.2.4. Maintain and inventory monthly all controlled exam materials in secure containers (safe or locked filing cabinet).

A26.3. Distance Learning Scheduling and Administration Procedures. The majority of distance learning courses are designed to be self-paced, asynchronous and do not require scheduling. Other distributed learning courses such as those delivered via webinar are synchronous, designed to include interactivity with other students and may be group-paced. The AETC Training Manager validates and schedules synchronous courses as applicable. **Note:** Refer to the course announcement in Education and Training Course Announcement on the AF Portal for information on specific courses.

A26.3.1. Based on monthly projected training requirements forwarded by the Unit Training Manager, the Base Distance Learning POC verifies availability of course material to support student enrollment and coordinates a scheduled date of enrollment in approved training, as required. Unit Training Managers direct students to the base Distance Learning POC for issue of student course materials.

A26.3.2. Prior to student enrollment in a distance learning course, Unit Training Managers ensure students meet course prerequisites and are informed of unfurnished course materials.
they must bring (e.g., Technical data, etc.) as outlined in Education and Training Course Announcement.

A26.3.3. Self-paced Distributed Learning Courses. Self-paced distributed learning courses are delivered via Internet Based Instruction, CD-ROM, paper or a combination of media.

A26.3.3.1. Internet Based Courses. Internet distributed learning courses are available on the AETC ADLS. Students may self-enroll in Internet Based Instruction courses via ADLS in accordance with the Education and Training Course Announcement; notify the Distance Learning POC if they need additional materials and when ready to test, as applicable. **Exception:** For 7-Level Craftsman Internet Based Instruction courses, the student will be directly notified by the appropriate agency and self-enroll via ADLS, as directed.

A26.3.3.2. CD-ROM and Paper-based Courses. Unit Training Managers direct students to the Distance Learning POC for enrollment in these courses. If the Distance Learning POC maintains a Base Distance Learning Library, materials for these courses may be used as requested by students. Upon course completion, if students are required to complete a test, they must contact the Distance Learning POC. The Distance Learning POC will administer the test and the feedback questionnaire, maintain test security and complete final administrative details in accordance with course instructions (similar to procedures for computer-based training and interactive television described in the next paragraphs).

A26.3.3.3. Computer-based Training. The base Distance Learning POC ensures availability and operability of computer laboratory, issues course materials, and explains course completion requirements. Distance Learning POC will:

A26.3.3.3.1. Prepare a preliminary course enrollment by completing appropriate form and forward (via fax or other approved encrypted electronic transfer procedures) to the appropriate training group OPR.

A26.3.3.3.2. Monitor use of computer laboratory equipment and student progress during course. Use appropriate form to report changes of student status and class changes to the appropriate training group OPR. For example, if a student does not complete the course or does not complete it within the allotted time, complete appropriate form to report requests or recommendations for student withdrawals or extensions to the appropriate AETC training group OPR. The training group makes the final decision on student status. (Additional documentation may be required by the training group for eliminations, withdrawals of other student status changes.) Gather student elimination and withdrawal information by assisting students who do not complete a course or do not complete it within the allotted time in completing the Elimination Survey. Send the completed survey to the appropriate training group OPR.

A26.3.3.3.3. Issue the final examination, monitor student during testing, and record final results on appropriate form. If the student completes the final examination through the computer, and the computer program automatically calculates the test score, the Base Distance Learning POC must verify results.
A26.3.3.4. Administer course feedback questionnaires by directing students to the applicable online survey website. Conduct follow-up on any discrepancies identified falling within the receive site’s purview and provide status to appropriate AETC OPR.

A26.3.3.5. Maintain security of test materials in accordance with course instructions.

A26.3.3.6. Complete appropriate form, sign and forward along with appropriate course material, in accordance with course instructions.

A26.3.4. The appropriate OPR in the training group verifies student course completion and provides graduation certificates to the Distance Learning POC for distribution to Unit Training Managers. Unit Training Managers update course completion to IMDS and/or TEMs, if appropriate.
Attachment 27

TRAINING DETACHMENT POLICY AND PROCEDURES

A27.1. 982 Training Group (TRG). The 982 Training Group manages training detachment resource requirements.

A27.1.1. In coordination with the supported MAJCOMs, acts as approval authority for activation, deactivation, relocation and discontinuance of field training support unit requests.

A27.1.2. Ensures instructor staffing and facilities are available/identified and notifies supported MAJCOM and functional training managers when training cannot be completed.

A27.1.3. Sets up class schedules for training in accordance with the Table A27.1

Table A27.1. Training Detachment Scheduling Priorities.

<table>
<thead>
<tr>
<th>PRIORITY</th>
<th>TYPE OF TRAINING SUPPORTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Activations and conversions</td>
</tr>
<tr>
<td>2</td>
<td>En route-short tour</td>
</tr>
<tr>
<td>3</td>
<td>Initial skills</td>
</tr>
<tr>
<td>4</td>
<td>En route-long tour</td>
</tr>
<tr>
<td>5</td>
<td>MAJCOM priority</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: Host training to support AEF deployment schedules is Priority 5 training requirements.</td>
</tr>
<tr>
<td>6</td>
<td>Security Assistance Training Program</td>
</tr>
<tr>
<td>7</td>
<td>Unit priority</td>
</tr>
<tr>
<td>8</td>
<td>Other</td>
</tr>
</tbody>
</table>

A27.1.3.1. Schedules personnel for en route training before overseas assignments when requested by the gaining MAJCOM.

A27.1.3.2. Validates en route training requirements to overseas commands upon request.

A27.1.4. Provide maintenance for training detachment training equipment not covered by host unit.

A27.1.5. Provide a statement of Course Resource Estimates for the facility requirements (coordinated through the host civil engineer and OG/MXG commanders) to the host.

A27.1.5.1. Use the following criteria to determine training detachment facility requirements:

A27.1.5.1.1. Satisfy peculiar training requirements by providing varied trainer configurations, radiation transmission, electromagnetic hazard containments, and electrical, pneudraulic, and environmental control requirements.
A27.1.5.1.2. For agencies using mobile training sets, provide class and trainer rooms on the ground floor of the building. Consider unique door and access limitations.

A27.1.5.1.3. Collocate training detachments with the maintenance organization supported and next to the training management office. Avoid placing training detachment classrooms close to runways, taxiways, engine test and run facilities, or power generation plants, as they do not provide a proper learning environment.

A27.1.5.1.4. Provide each training detachment and operating location, depending on its size and equipment, sanitary facilities, environmental control, and space for offices, technical order library, instructor training room, storage room, and student break room.

A27.1.5.1.5. Determine space requirements for training detachments without mobile training sets by considering the requirement for trained personnel.

A27.1.5.1.6. See Education and Training Course Announcement for classroom and power requirements for Training Detachments with assigned Mobile Training Sets.

A27.1.5.1.7. Obtain power and facility requirements for Space Support Program from the training group administering the programs.

A27.1.5.1.8. Use secure classrooms where required for classified subjects.

A27.1.6. Course Development and Use.

A27.1.6.1. Develops course as described in this AF Instruction.

A27.1.6.2. Sends CC/TS to MAJCOM functional managers for coordination before final approval.

A27.1.7. Training Equipment.

A27.1.7.1. Manages and controls training equipment as specified in AFI 16-1007, Management of Air Force Operational Training Systems.

A27.1.7.2. Establishes responsibility and provides guidance for performing organizational and intermediate maintenance of possessed training equipment.

A27.2. MAJCOMs, FOAs, and DRUs:

A27.2.1. Ensure that career field managers coordinate with field units to determine training requirements for the training detachment to support and notify the AF Career Field Manager of training detachment requirements.

A27.2.2. Submit requirements for training detachment support and keep the servicing training detachment informed of changes in scheduled requirements.

A27.2.3. Ensure that personnel identify student names, course numbers, and gaining training detachments en route to the 982 TRG/TXTGAS. The 982 TRG/TXTGAS sends the data to the gaining training detachment 45 or more days before the class start date.

A27.2.4. Ensure that personnel selected for attendance at training detachment courses for which authorities have issued AF Forms 1256 have a minimum of 6 months retention from the date of graduation. (See AFI 36-2107, Active Duty Service Commitments (ADSC))

A27.2.5. Identify priority courses (see Table A27.1).
A27.2.6. Ensure the host unit conducts a monthly maintenance-scheduling meeting to verify backlogs and provide training requirements to training detachment for scheduling.

A27.2.6.1. The host unit initiates AF Form 898, *Field Training Requirements Scheduling Document*, or electronic equivalent, and coordinates through the Training Detachment.

A27.2.6.2. Provide administrative and logistics support for the training detachments.

A27.2.6.3. Assign students in Temporary Duty status to the host unit for administrative support.

A27.2.7. Provide data automation services to support the Maintenance Data Collection (MDC) System (see 00-20 series of tech orders) and training equipment reporting according to AFI 21-103, *Equipment Inventory, Status, and Utilization Reporting*.

A27.2.8. Maintain the accountability of training detachment-assigned equipment on the Equipment inventory Data Report in the host unit’s equipment management office.

A27.2.9. Maintain a local list of training detachment instructors certified to clear “red-X” conditions.

A27.2.10. Refer to AFMAN 65-605 Volume 1, *Budget Guidance and Technical Procedures*, for guidance on funding Temporary Duty for AETC field and mobile training.

A27.2.11. Notify the appropriate training squadron of Temporary Duty requests for instructors. Coordinate overseas instructor movements with the affected MAJCOM training office and the appropriate training squadron.

A27.2.12. Annually review and evaluate AETC course documents and MAJCOM AF Specialty-related courses. Evaluate the effectiveness of training detachment graduates through direct observation of performance and formal task evaluation.

A27.2.13. Provide training detachment-supported units with resources according to the course chart. Provide facilities for training detachments to support the training mission that are suitable to a proper learning environment. This instruction and AFMAN 32-1084 are guides for satisfying training facility requirements.

A27.2.14. Schedule technical school graduates for follow-on training and support officers for en route training. Schedule training detachment follow-on training for Airmen technical school graduates as directed by the gaining MAJCOM. Assignment Instruction Code (AIC) “9NT” is input into Oracle Training Administration for Airmen when additional training detachment training is mandatory immediately on completing the AFSC awarding course and before arrival at the first permanent duty station.

A27.3. Requesting Field Training Instructor Support. When requesting field training instructor support:

A27.3.1. Host units coordinate their requirements through the local training detachment before sending them to the owning MAJCOM for approval.

A27.3.2. MAJCOMs send the request to the applicable training squadron to determine instructor availability.

A27.3.3. The training squadron publishes Temporary Duty orders if it can support the request.
A27.4. Prioritizing Field Training Scheduling. When prioritizing field training scheduling:

A27.4.1. Training Detachment personnel use Table A27.1 as a guide for validated training requirements that exceed training detachment capabilities and treat requests for training on short notice as one-time needs.

A27.4.1.1. MAJCOM career field managers send requests to waive scheduling priorities to HQ AF/A4L for approval and priority waivers for System Training Plan requirements to HQ AF/A4L for approval.

A27.4.2. Personnel raise host-unit backlogs in courses identified as “MAJCOM Priority” to Priority 5 after 2 consecutive months and certify the new priority via AF Form 898, or locally developed facsimile.

A27.4.2.1. The training provider sets aside a minimum of one host seat in each “MAJCOM Priority” course until it extinguishes the host backlog.

A27.4.3. Personnel resolve conflicting schedules that affect multiple host units at monthly Training Detachment-host scheduling meetings.
Attachment 28

PREPARING AND PUBLISHING A CAREER FIELD EDUCATION AND TRAINING PLAN


A28.1.1. Career Field Information.

A28.1.1.1. Preface. Identifies the career field education and training plan purpose and explains parts 1 and 2 in detail. Lists and explains abbreviations and terms relating to the specialty.

A28.1.1.2. Section A. Introduces part 1 and explains how to use the plan.

A28.1.1.3. Section B. Includes:

A28.1.1.3.1. Career progression information.

A28.1.1.3.2. Duties and responsibilities.

A28.1.1.3.3. Training decisions.

A28.1.1.3.4. Career field education and training flowcharts or tables showing both mandatory and optional requirements.

A28.1.1.3.5. Community College of the Air Force degree requirements.

Note: Pursuing a degree is not mandatory for career progression.

A28.1.1.4. Section C. Provides a general sense of each skill level with specific specialty knowledge and skills and mandatory requirements for entry, award, and retention of each skill level.

A28.1.1.5. Section D. Indicates resource constraints such as funds, manpower, equipment, and facilities. Note: The career field education and training plan doesn't include this section if no resource constraints exist.

A28.1.2. Training Standards.


A28.1.2.2. Section B—Course Objective List (Optional). Contains a list of the training objectives to be trained in the formal school.


A28.1.2.4. Section D—Training Course Index. Lists courses that are mandatory to career progression. May include optional courses.

A28.1.2.5. Section E—Major Command Unique Requirements (Optional). Includes requirements unique to specific Major Commands. Each Major Command may attach its requirements.

A28.1.2.6. Respective HQ AF/Deputy Chief of Staff (or director) approves CFETP by signing AF Form 673.
A28.1.2.7. Once approved/certified CFETP is uploaded to Air Force Information and Publishing Tool (AFIMPT), Air Force Distribution and Publishing Office (AFDPO) will issue through e-publishing website.

A28.1.2.8. Follow each step for preparing, coordinating, approving, publishing, issuing, announcing, and indexing an Air Force Job Qualification Standard.

Table A28.1. How to Prepare a Career Field Education Training Plan.

<table>
<thead>
<tr>
<th>LINE</th>
<th>Required Action</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Recommend requirement for new or revised Career Field Education and Training Plan.</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>2</td>
<td>Coordinate and validate requirement.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>Assign draft Career Field Education and Training Plan and Specialty Training Standard preparation.</td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>4</td>
<td>Prepare and coordinate draft Career Field Education and Training Plan and Specialty Training Standard.</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Ensure Technical References are current and correct.</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
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<tr>
<td>6</td>
<td>Develop and include a cross reference listing/change sheet in revised Career Field Education and Training Plan</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>7</td>
<td>Review and coordinate draft Career Field Education and Training Plan and Specialty Training Standard.</td>
<td>X</td>
<td>X</td>
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<td>X</td>
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<tr>
<td>No.</td>
<td>Task Description</td>
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<tr>
<td>8</td>
<td>Provide rationale to Air Force Career Field Manager if you can't use Major Command input in formal training.</td>
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<tr>
<td>9</td>
<td>Inform AF/A1DLT of acceptance or disagreement with AETC rationale.</td>
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<tr>
<td>10</td>
<td>Resolve differences between Air Force Career Field Manager, AETC, and AFPC.</td>
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<tr>
<td>11</td>
<td>Provide Major Command Functional Managers with rationale for not including their input in Career Field Education and Training Plan and Specialty Training Standard.</td>
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<tr>
<td>12</td>
<td>Prepare final Career Field Education and Training Plan and Specialty Training Standard.</td>
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<tr>
<td>13</td>
<td>Coordinate final Career Field Education and Training plan with AFPC Workforce Development (Classifications)/AFPC Workforce Development.</td>
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<tr>
<td>14</td>
<td>Certify final Career Field Education and Training Plan and review annually.</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Attachment 29

ENLISTED CAREER FIELD EDUCATION AND TRAINING PLAN TEMPLATE.

A29.1. Part 1. The Training Impact Decision System template is a tool that provides a standardized career field education and training plan format, which should be followed.

Figure A29.1. Contents.

<table>
<thead>
<tr>
<th>(Name of AIR FORCE SPECIALTY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Numerical Code)</td>
</tr>
<tr>
<td>Table of Contents</td>
</tr>
</tbody>
</table>

Part 1

Preface _X

Abbreviations and Terms Explained _X

Section A—General Information _X

Purpose of the career field education and training plan

Use of the career field education and training plan

Coordination and Approval of the career field education and training plan

Section B—Career Field Progression and Information _X

Specialty Descriptions

Skill/Career Progression

Apprentice Level (3)

Journeyman Level (5)

Craftsman Level (7)

Superintendent Level (9)

Training Decisions

Community College of the Air Force Career Field Path

Section C—Skill Level Training Requirements _XX

Purpose Training Requirements

Apprentice Level (3) Journeyman Level (5) Craftsman Level (7) Superintendent Level (9)

Section D—Resource Constraints _XX

Section E—Transitional Training Guide _XX

Part 2

Section A—Specialty Training Standards _XX

Section B—Course Objective List _XX

Section C—Support Materials _XX

Section D—Training Course Index _XX

Section E—Major Command Unique Requirements _XX

Supersedes: Office of Primary Responsibility: Approved By:

A29.1.1. Preface.

A29.1.1.1. This Career Field Education and Training Plan is a comprehensive education and training document that identifies life cycle education and training requirements, training support resources, and minimum core task requirements for this specialty. The Career Field Education and Training Plan provides personnel a clear career path to
success and instills rigor in all aspects of career field training. Note: Civilians occupying associated positions use Part 2 to support duty position qualification training.

A29.1.1.2. The Career Field Education and Training Plan consists of two parts; supervisors plan, manage, and control training within the specialty using both parts of the plan.

A29.1.1.2.1. Part 1 provides information necessary for overall management of the specialty. Section A explains how will individuals use the plan; Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path; Section C associates each level with specialty qualifications (knowledge, education, experience, training, and other); and Section D indicates resource constraints. Some examples are funds, manpower, equipment, facilities; Section E identifies transition training guide requirements for SSgt through MSgt.

A29.1.1.2.2. Part 2 includes the following: Section A: identifies the Specialty Training Standard and includes duties, tasks, Technical References to support training, AETC conducted training, wartime course and core task and correspondence course requirements. Section B: contains the Course Objective List and training standards supervisors use to determine if Airmen satisfied training requirements. Section C: identifies available support materials. An example is a Qualification Training Package, which may be developed to support proficiency training; Section D identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses; Section E identifies Major Command unique training requirements supervisors can use to determine additional training required for the associated qualification needs. At unit level, supervisors and trainers use Part 2 to identify, plan, and conduct training commensurate with the overall goals of this plan.

A29.1.1.3. Using guidance provided in the career field education and training plan ensures individuals in this specialty receive effective and efficient training at the appropriate points in their career. This plan enables us to train today's work force for tomorrow's jobs.

A29.1.2. General Information.

A29.1.2.1. Purpose. This Career Field Education and Training Plan provides the information necessary for Air Force Career Field Managers, Major Command Functional Manager, commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective and efficient career field training program. The plan outlines the training individuals in this Air Force Specialty should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced and proficiency training. Initial skills training is the Air Force Specialty specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, 9-skill level. Qualification training is actual hands-on task performance training designed to qualify an Airman in a specific duty position. This training program occurs both during and after the upgrade training
process. It is designed to provide the performance skills and knowledge required to do the job. Advanced training is formal specialty training used for selected Airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The Career Field Education and Training Plan has several purposes—some are:

A29.1.2.1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field-training program. Also, it is used to help supervisors identify training at the appropriate point in an individual’s career.

A29.1.2.1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education and training throughout each phase of an individual’s career.

A29.1.2.1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

A29.1.2.1.4. Identifies major resource constraints that impact full implementation of the desired career field training process.

A29.1.2.2. Uses. The plan is used by Major Command Functional Managers and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

A29.1.2.2.1. AETC training personnel develop or revise formal resident, nonresident, field and exportable training based upon requirements established by the users and documented in Part 2 of the career field education and training plan. They also work with the Air Force Career Field Manager to develop acquisition strategies for obtaining resources needed to provide the identified training.

A29.1.2.2.2. Major Command Functional Managers ensure their training programs complement the career field education and training plan mandatory initial, upgrade, and proficiency requirements. On-the-job Training, resident training, and contract training or exportable courses can satisfy identified requirements. Ensure Major Command-developed training to support this Air Force Specialty Code is identified for inclusion into the plan.

A29.1.2.2.3. Each individual completes the mandatory training requirements specified in this plan. The list of courses in Part 2 is used as a reference to support training.

A29.1.2.3. Coordination and Approval. The Air Force Career Field Manager is the approval authority. Also, the Air Force Career Field Manager will initiate an annual review of this document to ensure currency and accuracy. Major Command representatives and AETC training personnel will identify and coordinate on the career field training requirements. Using the list of courses in Part 2, ensures elimination of duplicate training.
A29.1.3. Section B—Career Progression and Information.

A29.1.3.1. Specialty Description.


A29.1.3.1.2. Duties and Responsibilities. Refer to Air Force Enlisted Classification Directory, paragraph 2. List duties and responsibilities individually and describe.

A29.1.3.2. Skill and Career Progression. Adequate training and timely progression from the apprentice to the superintendent level play an important role in the Air Force’s ability to accomplish its mission. It is essential that everyone involved in training do his or her part to plan, manage, and conduct an effective training program. The guidance provided in this part of the career field education and training plan ensures each individual receives viable training at appropriate points in their career.

A29.1.3.2.1. Apprentice (3) Level. (Provide an outline of activities for award of this level and to progress to the next skill level. Activities may consist of academic, professional military education, or experience requirements).

A29.1.3.2.2. Journeyman (5) Level. (Provide an outline of activities for award of this level and to progress to the next skill level. Activities may consist of academic, professional military education, or experience requirements).

A29.1.3.2.3. Craftsman (7) Level. (Provide an outline of activities for award of this level and to progress to the next skill level. Activities may consist of academic, professional military education, or experience requirements).

A29.1.3.2.4. Superintendent (9) Level. (Provide an outline of activities for award of this level. Activities may consist of academic, professional military education, or experience requirements).

A29.1.3.3. Training Decisions. The career field education and training plan uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the (identify name of Air Force Specialty) career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy should be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. (Place a comment identifying where the training decisions were made).

A29.1.3.3.1. Initial Skills. (Initial and Entry level training is usually be developed and taught by AETC).

A29.1.3.3.2. Five-Level Upgrade Requirements. (Provide a sequence of events to meet requirements to obtain the skill level Air Force Specialty).

A29.1.3.3.3. Seven-Level Upgrade Training Requirements. (Provide a sequence of events to meet requirements to obtain the skill level Air Force Specialty).

A29.1.3.3.4. Proficiency Training. (Discuss follow-on training available to provide career broadening).
A29.1.3.4. Community College of the Air Force. Enrollment in the Community College of the Air Force occurs upon completion of Basic Military Training. Community College of the Air Force provides the opportunity to obtain an Associate of Applied Sciences Degree. In addition to its associate degree program, Community College of the Air Force offers the following:

A29.1.3.4.1. Occupational Instructor Certification. Upon completion of instructor qualification training, consisting of the instructor methods course and supervised practice teaching, Community College of the Air Force instructors who possess an associate degree or higher may be nominated by their school commander and commandant for certification as an occupational instructor.

A29.1.3.4.2. Trade Skill Certification. When a Community College of the Air Force student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The College uses a competency based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman (Supervisor), or Master Craftsman (Manager). All are transcribed on the Community College of the Air Force transcript.

A29.1.3.4.3. Degree Requirements. All Airmen are automatically entered into the Community College of the Air Force program. Prior to completing an associate degree, the 5 level must be awarded and the following requirements must be met:

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>Technical Education 24</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Leadership, Management, and Military Studies 6</td>
</tr>
<tr>
<td></td>
<td>Physical Education 4</td>
</tr>
<tr>
<td></td>
<td>General Education 15</td>
</tr>
<tr>
<td></td>
<td>Program Elective 15</td>
</tr>
<tr>
<td></td>
<td>Technical Education; Leadership, Management, and Military Studies; or General Education</td>
</tr>
<tr>
<td></td>
<td>Total 64</td>
</tr>
</tbody>
</table>

A29.1.3.4.3.1. Technical Education (24 semester hours). A minimum of 12 semester hours of Technical Core subjects and courses must be applied and the remaining semester hours applied from Technical Core or Technical Elective subjects and courses. (Identify any additional areas).

A29.1.3.4.3.2. Leadership, Management, and Military Studies (6 semester hours). Professional military education and/or civilian management courses.

A29.1.3.4.3.3. Physical Education (4 semester hours). This requirement is satisfied by completion of Basic Military Training.

A29.1.3.4.3.4. General Education (15 semester hours). Applicable courses must meet the criteria for application of courses to the General Education Requirements and be in agreement with the definitions of applicable General Education subject/courses as provided in the Community College of the Air Force General Catalog.

A29.1.3.4.3.5. Program Elective (15 Semester Hours). Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General
Education subjects and courses, including natural science courses meeting General Education Requirements application criteria. Six semester hours of Community College of the Air Force degree applicable technical credit otherwise not applicable to this program may be applied. See the Community College of the Air Force General Catalog for details regarding the Associates of Applied Sciences degree for this specialty.

A29.1.3.4.4. Additional off-duty education is a personal choice encouraged for all. Individuals desiring to become an AETC Instructor should be actively pursuing an associate degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

A29.1.3.5. Career Field Path and Manning Table. Ensure career field path is simple enough for everyone in the career field to understand. Refer to Table 4.1 for the Manning Table (method available to display resources).

A29.1.4. Section C—Skill Level Training Requirements.

A29.1.4.1. Purpose. Skill level training requirements in this specialty are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award, and retention of each skill level. The specific task and knowledge training requirements are identified in the Specialty Training Standard at Part 2, Section A and B of this CFETP.

A29.1.4.2. Specialty Qualification.

A29.1.4.2.1. Apprentice Level Training.

A29.1.4.2.1.1. Specialty Qualification. This information will be located in the official specialty description in AF Enlisted Classification Directory, paragraph 3.

A29.1.4.2.1.1.1. Knowledge. (Reflect the required understanding and practical skills for award of any skill level. In addition to the knowledge requirements listed in the official specialty description, adding more detail to emphasize significant knowledge needed is applicable in this area).

A29.1.4.2.1.1.2. Education. (Identify these as mandatory or desirable for award of the AFSC. Ensure text is identical to that contained in AF Enlisted Classification Directory).

A29.1.4.2.1.1.3. Training. (List the formal military training that is required for award of the AFSC. Ensure text is identical to that contained in AF Enlisted Classification Directory).

A29.1.4.2.1.1.4. Experience. (List mandatory experience requirements for award of the 3-skill level. The addition of other information, such as CFETP and (or) Specialty Training Standard core tasks, qualification training packages, specialized courses, and duty position requirements identified by the supervisor, is authorized in this area).
A29.1.4.2.1.5. Other. (List other measurable mandatory qualification standards, such as color vision, eligibility for security clearance, or certifications. Ensure text is identical to that contained in AF Enlisted Classification Directory).

A29.1.4.2.1.2. Training Sources and Resources. (Explain all the different sources where individuals can obtain training to meet mandatory knowledge and proficiency requirements).

A29.1.4.2.1.3. Implementation. (Explain how/when each skill level is awarded).

A29.1.4.2.2. Journeyman Level Training:

A29.1.4.2.2.1. Specialty Qualification. This information will be located in the official specialty description in AF Enlisted Classification Directory, paragraph 3.

A29.1.4.2.2.1.1. Knowledge. (Reflect the required understanding and practical skills for award of any skill level. In addition to the knowledge requirements listed in the official specialty description, adding more detail to emphasize significant knowledge needed is applicable in this area).

A29.1.4.2.2.1.2. Education. (Identify these as mandatory or desirable for award of the AFSC. Ensure text is identical to that contained in AF Enlisted Classification Directory).

A29.1.4.2.2.1.3. Training. (List the formal military training that is required for award of the AFSC. Ensure text is identical to that contained in AF Enlisted Classification Directory).

A29.1.4.2.2.1.4. Experience. (List mandatory experience requirements for award of the 5-skill level. The addition of other information, such as CFETP and (or) Specialty Training Standard core tasks, qualification training packages, specialized courses, and duty position requirements identified by the supervisor, is authorized in this area).

A29.1.4.2.2.1.5. Other. (List other measurable mandatory qualification standards, such as color vision, eligibility for security clearance, or certifications. Ensure text is identical to that contained in AF Enlisted Classification Directory).

A29.1.4.2.2.2. Training Sources and Resources. (Explain all the different sources where individuals can obtain training to meet mandatory knowledge and proficiency requirements).

A29.1.4.2.2.3. Implementation (Explain how/when each skill level is awarded).

A29.1.4.3. Craftsman Level Training.

A29.1.4.3.1. Specialty Qualification. This information will be located in the official specialty description in AF Enlisted Classification Directory, paragraph 3.
A29.1.4.3.1.1. Knowledge. (Reflect the required understanding and practical skills for award of any skill level. In addition to the knowledge requirements listed in the official specialty description, adding more detail to emphasize significant knowledge needed is applicable in this area).

A29.1.4.3.1.2. Education. (Identify these as mandatory or desirable for award of the AFSC. Ensure text is identical to that contained in AF Enlisted Classification Directory).

A29.1.4.3.1.3. Training. (List the formal military training required for award of the AFSC. Ensure text is identical to that contained in AF Enlisted Classification Directory).

A29.1.4.3.1.4. Experience. (List mandatory experience requirements for award of the 7-skill level. The addition of other information, such as CFETP/Specialty Training Standard core tasks, qualification training packages, specialized courses, and duty position requirements identified by the supervisor, is authorized in this area).

A29.1.4.3.1.5. Other. (List other measurable mandatory qualification standards, such as color vision, eligibility for security clearance, or certifications. Ensure text is identical to that contained in AF Enlisted Classification Directory).

A29.1.4.3.2. Training Sources and Resources. (Explain all the different sources where individuals can obtain training to meet mandatory knowledge and proficiency requirements).

A29.1.4.3.3. Implementation. (Explain how each skill level is awarded and when).

A29.1.4.4. Superintendent Level Training:

A29.1.4.4.1. Specialty Qualification. This information is located in the official specialty description in AF Enlisted Classification Directory, paragraph 3.

A29.1.4.4.1.1. Knowledge. (Reflect the required understanding and practical skills for award of any skill level. In addition to the knowledge requirements listed in the official specialty description, adding more detail to emphasize significant knowledge needed is applicable in this area).

A29.1.4.4.1.2. Education. (Identify these as mandatory or desirable for award of the AFSC. Ensure text is identical to that contained in AF Enlisted Classification Directory).

A29.1.4.4.1.3. Training. (List the formal military training is mandatory for award of the AFSC. Ensure text is identical to that contained in AF Enlisted Classification Directory).

A29.1.4.4.1.4. Experience. (List mandatory experience requirements for award of the 9-skill level. The addition of other information, such as CFETP and (or) Specialty Training Standard core tasks, qualification training packages, specialized courses, and duty position requirements identified by the supervisor, is authorized in this area).
A29.1.4.4.1.5. Other. (List other measurable mandatory qualification standards, such as color vision, eligibility for security clearance, or certifications. Ensure text is identical to that contained in AF Enlisted Classification Directory).

A29.1.4.4.2. Training Sources and Resources. (Explain all the different sources where individuals can obtain training to meet mandatory knowledge and proficiency requirements).

A29.1.4.4.3. Implementation. (Explain how each skill level is awarded and when).

A29.1.5. Section D—Resource Constraints.

A29.1.5.1. Purpose. This section identifies known resource constraints that preclude optimal and desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, OPR, and target completion dates. As a minimum, review and update resource constraints annually.

A29.1.5.2. Apprentice Level Training.

A29.1.5.2.1. Constraints.

A29.1.5.2.1.1. Impact. (Describe what effect each constraint has on training).

A29.1.5.2.1.2. Resources Required. Indicate manpower, funds, equipment, and other resources needed to meet requirements.

A29.1.5.2.1.3. Action Required. (Explicit methods to meet conditions).

A29.1.5.2.2. OPR and Target Completion Date. (Provide a focal point and a target date for planning purposes).

A29.1.5.3. Five Level Training.

A29.1.5.3.1. Constraints.

A29.1.5.3.1.1. Impact. (Describe what effect each constraint has on training).

A29.1.5.3.1.2. Resources Required. (Indicate manpower, funds, equipment, and other resources needed to meet requirements).

A29.1.5.3.1.3. Action Required. (Explicit methods to meet conditions).

A29.1.5.3.2. OPR and Target Completion Date. (Provide a focal point and a target date for planning purposes).

A29.1.5.4. Seven-Level Training.

A29.1.5.4.1. Constraints.

A29.1.5.4.1.1. Impact. (Describe what effect each constraint has on training).

A29.1.5.4.1.2. Resources Required. (Indicate manpower, funds, equipment, and other resources needed to meet requirements).

A29.1.5.4.1.3. Action Required. (Explicit methods to meet conditions).
A29.1.5.4.2. OPR and Target Completion Date. (Provide a focal point and a target date for planning purposes).


A29.1.6.1. Purpose. This transition guide will lay the direction and control to prepare our personnel for the 21st century. Our strength and direction are assured only through proper training, and how well we plan today will impact our success tomorrow.

A29.1.6.2. Conditions.

A29.1.6.2.1. Duration. (Identify length of the program and, if appropriate, inclusive dates).

A29.1.6.2.2. Target Group. (Identify range of grades affected. Discuss how the following phases of training are effected: 3-, 5-, and 7-skill level trainees, upgrade, and proficiency training requirements).

A29.1.6.3. Transition Training Plan Administration. (Explain how to implement, manage, and control the overall program).

A29.1.6.3.1. Requirements. (Use CFETP Part 2, Section A to identify requirements).

A29.1.6.3.2. Training Methods. (Explain the method used for training (i.e., coach-pupil and classroom) and any limitations on group composition).

A29.1.6.3.3. Certification Requirements. (Specify criteria for the trainer and certifier to properly administer the program).

A29.1.6.3.4. Program Management. (Consider how the training is accomplished, i.e., special experience identifiers).

A29.1.6.3.5. Status Reporting. Base functional managers will report Transition Training Plan status to their MAJCOM Functional Manager quarterly by the 5th duty day of February, May, August, and November, for the entire transition training period. MAJCOM Functional Managers will report Transition Training Plan status to AF Career Field Manager semiannually by the 15th of May and November for the entire transition training period. (T-1). When reporting, use the following format: (Design format for the report).

A29.2. Part 2.

A29.2.1. Section A—Specialty Training Standard.

A29.2.1.1. Implementation. This Specialty Training Standard is used for technical training provided by AETC for classes beginning (date) and graduating (date).

A29.2.1.2. Purpose. As prescribed, this Specialty Training Standard (refer to figure A10.2 to figure A10.5):

A29.2.1.2.1. Lists in the column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and Technical References necessary for Airmen to perform duties in the 3-, 5-, and 7-skill level. Number task statements sequentially i.e., 1.1, 1.2, and 2.1 Column 2 (Core Tasks) identifies, by asterisk (*), specialty-wide training requirements.
A29.2.1.2.2. Provides certification for on-the-job training. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification requires a certification or completed date. (As a minimum, use the following column designators: Training Complete, Certifier Initials)

A29.2.1.2.3. Shows formal training and correspondence course requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task and knowledge and the career knowledge provided by the correspondence course.

A29.2.1.2.4. Qualitative Requirements. Table 4.4 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and Career Development Courses. (For this template, refer to Table 4.4).

A29.2.1.2.5. Use to document task when placed in AF Form 623, Individual Training Record, and according to Chapter 6 of this instruction.

A29.2.1.2.6. Is a guide for development of promotion tests used in the Weighted Airman Promotion System. Specialty Knowledge Tests are developed at the AETC Airman Advancement Division, by senior Noncommissioned Officers with extensive practical experience in their career fields. Specialty Knowledge Tests are developed by subject matter experts who authenticate Weighted Airman Promotion System material and reference AF Specialty-specific occupational analysis data. Questions are based upon study references listed in the Enlisted Promotions References and Requirements Catalog. Individual responsibilities are in Chapter 4, paragraph 4.2.11 of AFMAN 36-2664, Personnel Assessment Program. Weighted Airman Promotion System is not applicable to the ANG.

Table A30.1. Process Flow for Education Level Update.

<table>
<thead>
<tr>
<th>Rule</th>
<th>Process</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>If an Airman is an officer accessed for the first time into AF</td>
<td>an official transcript is attached to the DD Form 1966 by the Air Force recruiter and sent to AFIT/ACB for education level update (Within AFRC also sent to respective Reserve Education and Training Office) (Note 2)</td>
</tr>
<tr>
<td>2</td>
<td>an OTS graduate (except Nurses)</td>
<td>obtained by 22 TRSS and sent to AFIT/ACB (Note 2)</td>
</tr>
<tr>
<td>3</td>
<td>graduated from Air Force Academy</td>
<td>obtained by USAFA/DFRR and sent to AFIT/ACB (Note 2)</td>
</tr>
<tr>
<td>4</td>
<td>an AFROTC graduate</td>
<td>obtained by the Professor of Aerospace Studies at AFROTC detachment and sent to AFIT/ACB (Note 2)</td>
</tr>
<tr>
<td>5</td>
<td>graduated or eliminated from AFIT</td>
<td>forwarded by AFIT/ENEL (for code C) or AFIT/ENER (for code R) and sent to AFIT/ACB (Note 2)</td>
</tr>
<tr>
<td>6</td>
<td>a Medical Services Officer through Direct Commission (AFSC 4XXX)</td>
<td>obtained by (Note 1) and sent to AFPC/DP2N for certification and verification and in turn sent to AFIT/ACB (Note 2)</td>
</tr>
<tr>
<td>7</td>
<td>a Chaplain through Direct Commission (N/A to ARC officers not on EAD)</td>
<td>obtained by AFPC/DP2NH and sent to AFIT/ACB (Note 2)</td>
</tr>
<tr>
<td>8</td>
<td>a Judge Advocate through Direct Commission</td>
<td>obtained by HQ USAF/JAX and sent to AFIT/ACB (Note 2)</td>
</tr>
<tr>
<td>9</td>
<td>a military doctor or dentist</td>
<td>obtained by AFCCVO for verification and sent to AFIT/ACB (Note 2)</td>
</tr>
<tr>
<td></td>
<td>a physician contractually obligated through Health Professions Scholarship Program, Financial Assistance Program and ROTC completing deferred status</td>
<td>obtained by AFPC/DP2NP</td>
</tr>
<tr>
<td></td>
<td>foreign medical officer</td>
<td>forwarded by AFPC/DP2NP along with the ECFMG certificate</td>
</tr>
<tr>
<td></td>
<td>approved by ARPC for commission in the ARC</td>
<td>obtained by AF/RS, AFRC/SG, AFRC/HC and AFRC/JA</td>
</tr>
<tr>
<td></td>
<td>approved by Air National Guard Readiness Center (ANGRC)/DPD</td>
<td>obtained by State JFHQ</td>
</tr>
<tr>
<td></td>
<td>an officer and has earned a degree/credits/certificate through a program other than those covered in rules above and after commissioning and accession</td>
<td>requested and paid for by the officer from the college or university awarding the degree or credits</td>
</tr>
<tr>
<td></td>
<td>an enlisted Airman and has earned a degree/credits/certificate after accession. Note: Not required for CCAF- awarded degree</td>
<td>requested and paid for by the enlisted Airman from college/university/school awarding the degree or credits</td>
</tr>
</tbody>
</table>

**Notes:**

1. AFPC/DP2ND (for AFSC 47XX), DP2NN (for AFSC 46XX), DP2NP (for AFSCs 44XX, 45XX, and 48XX), DP2N (for AFSC 41AX), DP2NW (for AFSCs 42XX and 43XX).
2. All transcripts for accessions must reflect awarded/conferral date of degree in order to be accepted by AFIT/ACB.
### Attachment 31

**ACADEMIC SPECIALTY CODES (ASC)**

**Table A31.1. Academic Specialty Codes (ASC) (Education Specialty Codes)**

<table>
<thead>
<tr>
<th>General Areas of Study and Major Academic Fields</th>
<th>0 INTER-AREA SPECIALIZATIONS</th>
<th>1 ADMINISTRATIVE MANAGEMENT</th>
<th>2 ARTS, HUMANITIES AND EDUCATION</th>
<th>3 BIOLOGICAL &amp; AGRICULTURAL</th>
<th>4 ENGINEERING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0C Computer Science</td>
<td>0A General/Liberal Studies</td>
<td>0I Information Systems Management</td>
<td>0S Aerospace Studies</td>
<td>0Y Inter Area Specializations</td>
</tr>
<tr>
<td></td>
<td>0G General/Liberal Studies</td>
<td>5A Civil Law</td>
<td>5L Military Justice</td>
<td>5E Environmental Law</td>
<td>6A Algebra</td>
</tr>
<tr>
<td></td>
<td>0I Information Systems Management</td>
<td>5L Military Justice</td>
<td>5E Environmental Law</td>
<td>6B Analysis and Function Analysis</td>
<td>6A Algebra</td>
</tr>
<tr>
<td></td>
<td>0S Aerospace Studies</td>
<td>5L Military Justice</td>
<td>5E Environmental Law</td>
<td>6B Analysis and Function Analysis</td>
<td>6A Algebra</td>
</tr>
<tr>
<td></td>
<td>0Y Inter Area Specializations</td>
<td>6A Algebra</td>
<td>6B Analysis and Function Analysis</td>
<td>6B Analysis and Function Analysis</td>
<td>6A Algebra</td>
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<td></td>
<td>1 ADMINISTRATIVE MANAGEMENT</td>
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<td>6B Analysis and Function Analysis</td>
<td>6B Analysis and Function Analysis</td>
<td>6A Algebra</td>
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<tr>
<td></td>
<td>1A Business Administration and Management</td>
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<td>6B Analysis and Function Analysis</td>
<td>6B Analysis and Function Analysis</td>
<td>6A Algebra</td>
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<tr>
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<td>1E Emergency Management</td>
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<td>6B Analysis and Function Analysis</td>
<td>6B Analysis and Function Analysis</td>
<td>6A Algebra</td>
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<tr>
<td></td>
<td>1F Fitness, Recreation and Services Management</td>
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<td>6A Algebra</td>
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<tr>
<td></td>
<td>2 ARTS, HUMANITIES AND EDUCATION</td>
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<td>6B Analysis and Function Analysis</td>
<td>6B Analysis and Function Analysis</td>
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</tr>
<tr>
<td></td>
<td>2A Chaplaincy and Pastoral Care</td>
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<td>6B Analysis and Function Analysis</td>
<td>6A Algebra</td>
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<tr>
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<td>2C Fine and Applied Arts</td>
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<tr>
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<td>2F Language and Communicative Arts</td>
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<td>2I Arts, Humanities and Edu Technology</td>
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<tr>
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<tr>
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<td>3A Biology</td>
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<tr>
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<td>4 ENGINEERING</td>
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<td>4A Aeronautical Engineering</td>
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<td>6A Algebra</td>
</tr>
</tbody>
</table>

**Note:** A complete list of the breakout codes for the academic fields may be found in the AFAEMS Resource Section.