

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 36-2650**

**2 MAY 2019**

**Personnel**

**MAINTENANCE TRAINING**



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This instruction implements Air Force Policy Directive 36-26, *Total Force Development and Management*. It establishes procedures for Air Force (AF) maintenance training and provides a framework for developing training for aircraft, munitions, and missile maintenance. It is applicable to Regular Air Force, Air Force Reserve (AFR), Air National Guard (ANG), and Air Force Civilian maintenance personnel. Use this instruction with Air Force Instruction (AFI) 36-2651, *Air Force Training Program*. Major Commands (MAJCOM) may supplement this instruction. Supplements must identify required deviations (DEV) (applicability, variance, and/or differences in organizational placement of responsibilities/processes) on the supplement with the abbreviation “(DEV).” Place the “DEV” entry after the paragraph number and directly preceding the affected text, for example (AMC). All supplements and addendums shall be submitted to AF/A4L for approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 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, and T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management* for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternatively, 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 with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

***SUMMARY OF CHANGES***

This AFI has been significantly changed and must be completely reviewed. The following is a synopsis of the revisions: Updates cross utilization training, Maintenance Training Section duty titles and structure, training scheduling effectiveness computation requirements, overdue training, maintenance information systems and Training Business Area, maintenance refresher, and adds AFR and ANG training specific guidance.

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## Chapter 1

### GENERAL

**1.1. Purpose.** AFI 36-2650 establishes guidance and training procedures for personnel assigned to aircraft, munitions, and missile maintenance organizations throughout the AF.

**1.2. Objective.** Provide initial, upgrade, proficiency, qualification, recurring, and certification training needed by a technician to perform duties in their primary Air Force Specialty Code (AFSC). The overall capability of a maintenance unit depends on the state of training for personnel assigned. Training is essential to improving and sustaining unit capability and is one of the most important responsibilities of commanders and supervisors. When balancing resources, for example, aircraft, support equipment, facilities, tools, funding, personnel, etc. Maintenance training carries an equal priority with the operational training mission. (AFR/ANG requirements are identified in [Chapter 10](#)).

**1.3. Applicability.** This instruction is directive in nature and applicable to commanders, supervisors, unit training managers and personnel assigned to the Maintenance Group, Maintenance Squadrons, Maintenance Training Sections, and other maintenance organizations throughout the Air Force.

Performance-based activities (contractors) will organize in accordance with the contract or management plan). **(T-2)**.

**Note:** Certain sections of this AFI are not applicable (N/A) to AFR/ANG, Intercontinental Ballistic Missile, and nuclear units. **(T-2)**. Refer to Major Command (MAJCOM) supplements and/or instructions for further guidance, where applicable. Specific training requirements for munitions and missile maintenance activities are included in the appropriate 21-202 and -204 series AFIs.

**1.4. Equivalent Commanders.** Throughout this instruction, responsibilities for the Maintenance Group Commander are identified. Units not aligned under a maintenance group will assign these responsibilities to the appropriate level commander. **(T-2)**.

**1.5. Terminology.** When using this instruction, the following applies:

**Must** - Indicates a mandatory requirement.

**Will** - Indicates a mandatory requirement.

**Should** - Indicates a preferred or recommended method or option.

**May** - Indicates an acceptable or satisfactory method or option.

**1.6. Office of Primary Responsibility.** The Maintenance Training Section (Unit Training Manager for AFR/ANG) is the POC for maintenance training within the maintenance group in accordance with AFI 36-2651 and this instruction.

**Note:** The Unit Training Manager or civilian equivalent will serve as OPR for those units without a Maintenance Training Section. **(T-2)**. The AFR/ANG Unit Training Manager or civilian equivalent will serve as OPR for those units without a Maintenance Training Section. **(T-2)**. See [Chapter 10](#) for AFR/ANG Unit Training Manager duties and responsibilities. **(T-2)**.

**1.7. Air Education and Training Command (AETC) Training Detachment.** (N/A to AFR/ANG aircraft maintenance units). The training detachment is the primary aircraft and/or Intercontinental Ballistic Missile maintenance training agency on base. The detachment will develop a support agreement between host suppliers and receivers of resources in accordance with applicable AFIs to document recurring day to day peacetime support. **(T-2).**

1.7.1. The support agreement should address:

1.7.1.1. Use of facilities

1.7.1.2. Operations and maintenance funding

1.7.1.3. Administrative support

1.7.1.4. Government vehicle allocations

1.7.1.5. Support equipment allocations to include sustainment of aircraft, Intercontinental Ballistic Missile, organizational and/or intermediate maintenance support of equipment beyond the training detachment capability.

1.7.2. Installations with an AETC Training Detachment will be utilized as the primary maintenance training resource at all bases with an assigned Training Detachment. **(T-2).**

1.7.2.1. The Training detachment will not conduct ancillary training. **(T-2).**

1.7.2.2. Maintenance Training Sections and Training Detachments should not duplicate training.

1.7.2.3. Maintenance Training Sections will develop courses and supplement training when the training requirements are beyond the capability and timely response of the training detachment. **(T-2).**

1.7.3. Student travel program for 982d Training Group training detachment course. Submit travel and per diem cost for student travel to training detachment courses to 502 CPTS Sheppard Air Force Base (AFB), Texas (TX) for funding approval in accordance with AFI 36-2651. **Note:** If an individual cannot attend the training detachment course after the name is submitted and a fund cite has been provided, notify the 982d TRG/TXTGA and MAJCOM maintenance training branch as soon as possible.

**1.8. MAJCOM Mandatory Course List.** (N/A to AFR/ANG). MAJCOMs will create a master list of all mandatory training detachment, maintenance training section, and Advanced Distributed Learning courses for each mission design series aircraft. MAJCOMs will conduct annual audits by reviewing monthly Status of Training Reports to ensure all personnel identified complete applicable MAJCOM Mandatory Course List courses (see [paragraphs 8.3.3](#) and [8.3.4](#)).

**1.9. Utilization of Training Courses.** Units will utilize AETC Training Detachment, Maintenance Training Section and ancillary training courses for upgrade, proficiency, qualification, recurring, and cross utilization training to the fullest extent possible. **(T-2).**

**1.10. Class Cancellation Policy.** Training detachment classes with en-route, temporary duty, AFR/ANG and/or multi-phased students will not be canceled and will be supported by the host unit, unless approved by the wing commander. **(T-2).**

Host unit personnel will not be removed from training detachment courses due to appointments, local exercises, or higher headquarters inspections, unless approved by the wing commander. **(T-2).**

Maintenance Group Commander may cancel Maintenance Training Section classes during local exercises. The maintenance training operating instruction, developed by the Maintenance Training Section, will outline the cancellation policies for maintenance training classes. **(T-2).** Local students released from Maintenance Training Section and/or training detachment courses will report to their respective work centers. **(T-2).**

**1.11. Curriculum Advisory Committee.** (N/A for AFR/ANG and Air Force Special Operations Command (AFSOC) units). Use the Curriculum Advisory Committee to investigate, analyze, and recommend the most cost effective and efficient method to satisfy training requests. The Curriculum Advisory Committee will be composed of the Maintenance Training Section Development and Instructor Element Chief (Chairperson), Unit Training Manager (as required), Training Detachment (as required), Subject Matter Experts, applicable work center supervisors and/or section chiefs, and Maintenance Training Section Superintendent. **(T-2).**

1.11.1. The Maintenance Training Section will conduct a Curriculum Advisory Committee when:

1.11.1.1. Developing a new course. **(T-2).**

1.11.1.2. Deciding which training agency should conduct requested training. **(T-2).**

1.11.1.3. Revising 25% or more of an existing course. **(T-2).**

1.11.2. The Maintenance Training Section can use a Curriculum Advisory Committee to conduct reviews of maintenance training section courses and training detachment courses when necessary. **(T-2).**

**1.12. Cross-Utilization Training.** Cross-utilization training provides the unit internal flexibility by training individuals to perform tasks on their assigned weapons systems that are not in his/her primary AFSC. This training can offset periods of austere or low skill level manning. It also enhances combat capability by developing a pool of qualified personnel to draw upon during surges. Use care not to create a dependency upon cross-utilization trained personnel for every task. Cross-utilization training should never be a long-term fix or management solution for an (AFSC) shortfall. Ensure the training records of individuals receiving cross-utilization training are appropriately documented. Cross-utilization trainees should be a qualified 5-level or 3-level that have completed all upgrade requirements except minimum time in training.

**Note:** This guidance does not apply to remotely piloted aircraft weapon systems or other weapon systems where AF approved maintenance philosophy dictates the merger of AF AFSCs.

**Note:** Personnel possessing an AFSC with a shred, for example, 2A354C, 2A5X1B, etc. will not be utilized on aircraft not applicable to that shred without AF Career Field Manager approval. **(T-1).**



**1.13. Block Training.** Block training is a term used in the maintenance community to describe the type of format used for training. Maintenance should use this format to group training requirements into a single training session. Initial mission orientation and refresher training are the most commonly conducted courses in the block-training format.

**1.14. Ancillary Training.** Accomplish according to governing directives. Make every effort to consolidate training requirements to reduce the impact on the mission.

**1.15. Training Overdues.** Individual recurring qualifications become overdue on the last day of the month in which recertification is due. When an individual is on temporary duty, on leave, or incapacitated, that person need not be decertified provided the required training and/or evaluations are completed within 30 days of the member's return to duty, not to exceed 2 calendar months from original due date, unless specified by another authoritative reference.

**1.16. Air Force Engineering and Technical Services and Contractor Engineering and Technical Services (If applicable).**

1.16.1. When necessary, use AFETS personnel for specialized systems/equipment training and integrate these personnel within Maintenance Training Section (Unit Training Manager for AFR/ANG) instructional effort. **(T-3).**

1.16.2. Courses developed or taught by AFETS will be coordinated through the Maintenance Training Section (Unit Training Manager for AFR/ANG) to ensure courses meet curriculum standards. **(T-3).**

1.16.3. Coordinate training requests conducted by AFETS/CETS as listed in AFI 21-110, *Engineering and Technical Services*.

**1.17. Maintenance Training Section Instructions.**

1.17.1. Maintenance training sections (Unit Training Manager for AFR/ANG) will develop and publish a local training instruction or supplement to this AFI and MAJCOM training instructions to specify local policies/procedures to include, as a minimum:

1.17.1.1. A waiver process to approve any deviation to the local instruction. **(T-2).**

1.17.1.2. Testing and certification procedures. **(T-2).**

1.17.1.3. Frequency and distribution of automated training products. **(T-2).**

1.17.1.4. Personnel in and out processing, to include registration in training databases, for example, Training Business Area, Advanced Distributed Learning System, AF Training Record, etc. **(T-2).**

1.17.1.5. Procedures for requesting training. **(T-2).**

1.17.1.6. Additional local procedures. **(T-2).**

1.17.1.7. Class cancellation policy. **(T-2).**

1.17.1.8. Feedback loop to local Quality Assurance. **(T-2).**

1.17.1.9. Work center and/or section training monitor duties and responsibilities, if utilized. **(T-2).**

- 1.17.2. Ensure the Maintenance Group Commander signs and approves the instruction.
- 1.17.3. Review instruction in accordance with AFI 33-360.

**1.18. Maintenance Group Status of Training Briefing (see Chapter 10 for AFR/ANG requirements).**

- 1.18.1. Frequency. Maintenance Training Sections will provide a quarterly formal Status of Training briefing to Maintenance Group Commander. **(T-2).**
- 1.18.2. The Maintenance Group Commander or Maintenance Group Deputy Commander will chair the quarterly briefing. **(T-2).**
- 1.18.3. Attendance. As a minimum, the following personnel will attend the quarterly formal Status of Training briefing:
  - 1.18.3.1. Squadron Commanders. **(T-2).**
  - 1.18.3.2. Maintenance Group Superintendent. **(T-2).**
  - 1.18.3.3. Maintenance Training Section Superintendent, Development and Instructor Element Chief, Training Management Element Chief, Maintenance Training Section Schedulers, Unit Training Managers, and Training Detachment. **(T-2).**
  - 1.18.3.4. Maintenance Squadron and Munitions Squadron, Aircraft/Helicopter Maintenance Squadron, Missile Maintenance and Missile Operations Squadron Superintendents, as applicable to Maintenance Group organization structure. **(T-2).**
  - 1.18.3.5. Quality Assurance Officer in Charge and/or superintendent or designated representative. **(T-2).**
- 1.18.4. Provide an electronic copy of the briefing to each required participant prior to the formal briefing.
- 1.18.5. Use approved maintenance information system to help develop the Status of Training briefing. **Note:** Only an AF level approved maintenance information system will be used to automate training as designated in accordance with AFI 21-101, *Aircraft and Equipment Maintenance Management*. MAJCOM approved systems may be used to assist with the training process but not be considered the primary maintenance information system. Integrated Maintenance Data System, G081/Mobility AF Logistics Command and Control (G081/Mobility AF Log C2), and maintenance information system are synonymous as they apply to this AFI. The generic term maintenance information system allows flexibility to associate with any automated information system currently used in the maintenance community and provides for other emerging systems that fall under the same maintenance information system business rules.
- 1.18.6. Status of Training briefing contents must include items identified in AFI 36-2651 (Required if applicable) and ensure Intercontinental Ballistic Missile maintenance groups can meet the requirements within this guidance. **(T-2):**
  - 1.18.6.1. Blade Blending (Required if applicable).
  - 1.18.6.2. Engine Run (Required if applicable).
  - 1.18.6.3. Borescope (Required if applicable).

1.18.6.4. Intake/Inlet/Engine Exhaust (Required if applicable).

1.18.6.5. Hot Refuel (Required if applicable).

1.18.6.6. Training Detachment Demand Response Rate. Divide the number of quotas requested by the number allocated (total number of seats supported by the Training Detachment) and reflect the rate as a percentage. The percentage will not be above 100%.

1.18.6.7. Training Detachment Utilization Rate. This rate reflects how well the unit utilized the seats that were allocated from the Training Detachment. Compute it by dividing the number of seats utilized by the number of seats allocated (for the reported month) and express the rate as a percentage. Walk-ins will not be factored into this rate. The percentage will not be above 100%.

1.18.6.8. Maintenance Training Demand Response Rate. Divide the number of quotas requested for Maintenance Training Section conducted courses by the number allocated and reflect the rate as a percentage. The percentage will not be above 100%.

1.18.6.9. Maintenance Training Utilization Rate. This rate reflects how well the unit utilized the seats that were allocated from the Maintenance Training Section. Compute it by dividing the number of seats utilized, by the number of seats allocated (for the reported month) and express the rate as a percentage. The percentage will not be above 100%.

**Note:** Maintenance Training Sections should report lost training time in accordance with their MAJCOM instruction. Walk-ins are not factored into this rate.

1.18.6.10. Training Scheduling Effectiveness. Compute training scheduling effectiveness by dividing the number of originally scheduled personnel, minus deviations, by the total number of scheduled personnel, for example, 100 originally scheduled – 15 deviations, divided by 100 scheduled = 85% training effectiveness rate. Unscheduled actions are considered a deviation.

**Figure 1.1. Sample Training Scheduling Effectiveness Computation.**

$$\frac{100(\text{scheduled}) - 15(\text{deviations})}{100(\text{scheduled})} = \frac{85}{100} = .85 * 100 = 85\%$$

1.18.6.11. Off-station Training Detachment demand and response/utilization rate, if applicable (off station computed separately from [paragraph 1.18.6.10](#)).

1.18.6.12. Upgrade Training Status. Reflect the status of upgrade training in accordance with AFI 36-2651.

1.18.6.13. Overdue Training. Report total overdues by squadron. Report all sortie-producing training (Training Detachment, Maintenance Training Section, etc.) overdues identified in Maintenance Information System. Just in time deployment training will not count as overdue training, for example, Combat Arms Training, Chemical/Biological Training, etc. Count personnel who go overdue for training (including those on temporary duty, on leave and scheduled) as overdue on the Status of Training until trained.

1.18.6.14. MAJCOM Mandatory Course List Backlog. Provide the total backlogs for each MAJCOM Mandatory Course List course (Training Detachment, Interactive Multimedia Instructor, Advanced Distributed Learning, Maintenance Qualification Training Program, etc.), scheduled/enrolled, number of courses completed and overdues.

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

1.18.6.16. Instructor utilization and lost training time in three categories

1.18.6.16.1. Classroom time lost, for example, inability to meet objectives.

1.18.6.16.2. Duty related non-classroom time lost, for example, developing lesson plans.

1.18.6.16.3. Additional duties attributed to time lost (i.e. safety representative duties).

1.18.6.17. Qualification training: Identify the number of personnel in qualification training by unit.

**1.19. Training Assessment Feedback.** Maintenance Training Section Superintendent (Unit Training Manager for AFR/ANG) serves as OPR for local administration for internal and Office of Collateral Responsibility for external feedback:

1.19.1. Establish a feedback loop in the maintenance training operating instruction between the quality assurance program and Maintenance Training Sections (Unit Training Manager for AFR/ANG) that focuses on training deficiencies.

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

## Chapter 2

### ROLES AND RESPONSIBILITIES

**2.1. General.** The Maintenance Group Commander is ultimately responsible for all maintenance training within the group. Unit commanders and supervisors must ensure training programs are effective, efficient, and completed on time to meet mission requirements. (T-2).

**2.2. Air Force Career Field Manager.** Maintenance Division (AF/A4LM) and Nuclear Weapons, Missiles & Munitions Division (AF/A4LW) are the Points of Contact (POC) on maintenance training matters. The AF Career Field Manager responsibilities are outlined in AFI 36-2651.

2.2.1. The POC for AFR and ANG waivers will be their respective AFRC/ANG Functional managers in accordance with AFI 36-2651.

2.2.2. The Crew Chief Career Field Manager and Aircraft Systems Career Field Manager co-chair the Joint Service Aviation Maintenance Technician Certification council and acts as the OPR for the Airframe and Powerplant Certification program in coordination with the Federal Aviation Administration and the Community College of the AF.

**2.3. Career Field Administrator.** The career field administrator is the functional system administrator for the AF approved maintenance information system. The career field administrator is the AF Career Field Manager and/or the contractor/delegated representative for each career field education training plan and AF Job Qualification Standard managed in maintenance information system.

2.3.1. The career field administrator will:

2.3.1.1. Ensure all career field education training plans loaded in the system are the most current and accurate versions.

2.3.1.2. Act as single POC for problems related to functional data records for all career progression documents. The career field administrator will refer all software-related and technical problems to the Air Force Life Cycle Management Center Subject Matter Expert Support (AFLCMC/HIAM) and Air Force Life Cycle Management Legacy Sustainment Division (AFLCMC/HIZG) Field Assistance Service.

2.3.2. Load and transcribe new Career Field Education Training Plan, AF Job Qualification Standard, qualification training packages, and changes as directed by the AF Career Field Manager.

2.3.3. Ensure all applicable Career Field Education Training Plans, AF Job Qualification Standard, and or Command Job Qualification Standard are reviewed during Specialty Training Requirements Team/Utilization and Training Workshop and/or Maintenance Training Advisory Group meetings.

**2.4. Training Pipeline Manager.** The training pipeline manager's responsibilities are outlined in AFI 36-2651.

**2.5. MAJCOM Maintenance Training Branch/Section.** The MAJCOM Maintenance Training Branch/Section (or equivalent) is the single POC for maintenance training matters within

the command. The MAJCOM Maintenance Training Branch/Section (or equivalent) have the responsibility to:

- 2.5.1. Provide maintenance training policy and guidance to Maintenance Training Sections and unit training managers.
- 2.5.2. Evaluate and monitor all formal and Maintenance Training Section courses and programs (N/A to AFR/ANG).
- 2.5.3. Perform staff assistance visits at the group commander request or when training indicators warrant.
- 2.5.4. Validate and coordinate command, *Functional Inspection Guides or Unit Compliance Guides* (N/A to AFR/ANG).
- 2.5.5. Publish, manage, and interpret command maintenance training instruction.
- 2.5.6. Publish and maintain the MAJCOM Mandatory Course List (N/A to AFR/ANG).
- 2.5.7. Schedule and conduct the command maintenance training conference, if applicable.
- 2.5.8. Augment the MAJCOM inspection team, if applicable.
- 2.5.9. Chair Site Activation Task Force training working groups. This is a function of the lead MAJCOM for a given weapon system.
- 2.5.10. Manage command future training requirements.
- 2.5.11. Manage command interactive multimedia instruction, exportable, and distance learning training.
- 2.5.12. Manage mission readiness training requirements for maintenance personnel.
- 2.5.13. Review and evaluate monthly (quarterly for AFR/ANG) status of training data from field units.
- 2.5.14. Coordinate with MAJCOM/A1 on training and manning issues.
- 2.5.15. Coordinate and monitor enroute training, if applicable.
- 2.5.16. Coordinate annual training requirements.
- 2.5.17. Attend AF and MAJCOM level conferences and workshops affecting maintenance training.
- 2.5.18. Coordinate on enlisted specialty training waivers with Air Force and command functional managers.
- 2.5.19. Approval/concurring authority for master course code inputs from within their command.
- 2.5.20. Coordinate on training requirements submitted for Training Business Area via Training Business Area help desk.

**2.6. MAJCOM Command Functional Manager.** The MAJCOM Functional Manager establishes upgrade, continuation, and qualification training requirements for their field units and weapons systems for which the MAJCOM is designated as lead. The MAJCOM Functional Manager will:

2.6.1. Support specialty training requirements team/utilization and training workshops with functional and Subject Matter Experts.

**Note:** As the functional representative for the command, MAJCOM Functional Managers who attend specialty training requirements team/utilization and training workshops will have voting authority and authority to commit MAJCOM resources to support new training requirements.

2.6.2. Coordinates on resources (manpower, equipment, and funding) to support new training requirements.

2.6.3. Coordinate on enlisted specialty training waivers and provide recommendation to AF Career Field Manager (MAJCOM Functional Manager for AFRC and ANG).

**2.7. Maintenance Group Commander (or equivalent).** The Maintenance Group Commander will, as applicable:

2.7.1. Ensure an orientation program is developed and conducted for all personnel newly assigned. As a minimum, topics must include unit mission, Aerospace Expeditionary Forces vulnerability, tasking plans, supply procedures, foreign object damage program, general flight line and work center safety rules, environmental issues, block training (if applicable), corrosion control, maintenance standardization and evaluation program and product improvement procedures. **(T-2).**

2.7.2. Organize Maintenance Training Sections (if applicable) in accordance with AFI 21-101 and this instruction. Organize Intercontinental Ballistic Missile Maintenance Training Sections in accordance with AFI 21-202V1, *Missile Maintenance Management* (N/A to AFR/ANG). **(T-2).**

2.7.3. Ensure Maintenance Training Sections (Unit Training Manager for AFR/ANG) are the single POC for maintenance training matters affecting the Maintenance Group. **(T-2).**

2.7.4. Provide facilities to Maintenance Training Sections (Unit Training Manager for AFR/ANG) in support of maintenance training programs to include sufficient offices, classrooms, equipment, computer support and dedicated hangar space. **(T-2).**

2.7.5. Ensure each newly assigned AFETS/CETS (as authorized) representative meets and confers with the Maintenance Training Section (Unit Training Manager AFR/ANG) to discuss their role in maintenance training. **(T-2).**

2.7.6. Provide highly qualified maintenance technicians to Maintenance Training Sections (N/A for AFR/ANG) as assigned or attached instructors based on the training needs of the maintenance community. Ensure each assigned mission design series and Aircraft Maintenance Squadron maintenance AFSC has instructor capability.

2.7.7. Ensure aircraft/facilities (e.g. launch facilities/missile alert facilities) are available for training.

2.7.8. Sign and approve AF Form 898, *Field Training Requirements Scheduling Document* (may be delegated in writing to Maintenance Training Section Superintendent) (N/A for AFR/ANG).

2.7.9. Chair the quarterly Status of Training briefing.

2.7.10. Provide Maintenance Training Sections sufficient monetary resources to sustain maintenance training operations and develop staff personnel to satisfy mission requirements.

**2.8. Squadron Commander.** Squadron Commanders will:

2.8.1. Establish and administer unit training programs in accordance with AFI 36-2651 and this instruction. **(T-2).**

**2.9. Workcenter Supervisors.** As a minimum, supervisors will, ensure training programs for their organization are established and administered in accordance with AFI 36-2651, AFI 21-101, AFI 21-202 volumes 1-2, MAJCOM supplements to this instruction, and local training directives, as applicable to maintenance group organizations. **(T-2).**

2.9.2. Identify all training detachment and Maintenance Training Section courses required for duty position qualification and review these requirements when training is updated as a result of mission design series change or conversion. **(T-2).**

2.9.3. Ensure duty related courses that apply to selected personnel within a workcenter are individually loaded into an automated system, for example, Training Business Area, Integrated Maintenance Data System, G081). **(T-2).**

2.9.4. Review and validate training requirements in AF approved maintenance information system at least semi-annually, AFR/ANG will validate training requirements annually. **(T-2).**

2.9.5. Ensure training is identified and scheduled. **(T-2).**

2.9.6. Coordinate all formal training, including scheduling changes, through the unit training manager. **(T-2).**

2.9.7. Review and ensure all AETC graduate questionnaires and/or Maintenance Training Section graduate questionnaires are completed and returned to the Maintenance Training Section (Unit Training Manager for AFR/ANG) as specified in the applicable training directive.

**2.10. AF Master Course Table Manager:** The Master Course Code Manager is the functional system administrator for the AF Master Course Code Table. The Master Course Table Manager is the representative responsible for adding, changing, and deleting course code data from the Master Course Table. The Master Course Table Manager will:

2.10.1. Ensure that course codes loaded to the Master Course Table are current and accurate on an annual basis for all course codes loaded to the table.

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

2.10.3. Act as single POC for problems related to functional data/records stored within the Maintenance Information System. The Master Course Table Manager will refer all other software-related and technical problems to the Combat Support Systems Help Desk.

2.10.4. Ensure all applicable master course table requests are reviewed during Specialty Training Requirements Team/Utilization and Training Workshops and the Maintenance Training Advisory Group meeting.

2.10.5. Ensure no duplication of course codes exist.



## Chapter 3

### MAINTENANCE TRAINING DOCUMENTATION

**3.1. Introduction.** The purpose of this chapter is to provide training documentation and evaluation instructions that are unique to maintenance career fields.

**3.2. Training Documents.**

3.2.1. Use automated training documentation forms in Air Force and MAJCOM approved Maintenance Information System.

3.2.2. Use AF Form 2426, *Training Request and Completion*, or equivalent approved electronic form, to request training, record training and certificate of completion (N/A for AFR). The electronic form must be mutually agreed upon by host wing Maintenance Training Section and Training Detachment. The Group Commander is the final approval authority for all versions of the AF Form 2426. **(T-2)**.

3.2.3. AF Form 898 or equivalent approved electronic form, once approved, is a contract between the host wing and AETC Training Detachment. The Group Commander is the final approval authority for all versions of the AF Form 898 and is authorized to delegate to Maintenance Training Section Superintendent.

3.2.3.1. Maintenance Training Sections and Training Detachments will use AF Form 898 (N/A for AFR), or equivalent approved electronic form, to:

3.2.3.1.1. Manage, forecast, and request unit training detachment training requirements. **(T-2)**.

3.2.3.1.2. Identify, prioritize, and request wing training detachment course requirements. **(T-2)**.

3.2.3.1.3. Schedule training detachment systems and associate courses. The electronic form must be mutually agreed upon by host wing Maintenance Training Section and Training Detachment. **(T-2)**.

3.2.4. Upgrade training waivers (AFR/ANG requirements are identified in **Chapter 10**). See comprehensive guidance for training waivers in AF Enlisted Classification Directory and AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*.

3.2.5. Maintenance Training Section coordinates training course control documents dealing with explosive safety annually through the wing weapons safety office.

**3.3. Training Records.** As a minimum, training records will be kept on all personnel in military rank of TSgt and below for enlisted and Major and below for officers as well as any other personnel in upgrade training or retraining. **(T-1)**.

3.3.1. Documentation will be kept on all MSgts and above who perform maintenance on aircraft, missiles and associated equipment regardless of rank. Tasks to be performed while deployed should be prioritized accordingly. **(T-1)**.

3.3.2. MSgts and above need only be certified on the "hands on" tasks they may normally be expected to perform. This does not have to include career field core tasks or local upgrade requirements unless they will be doing these tasks.

3.3.3. Maintenance Information System (Training Business Area) will be used to provide a record of qualification. In the event Maintenance Information System (Training Business Area) is not available or is temporarily unavailable, a hardcopy AF 623, *Individual Training Record Folder*, AF Form 623A, *On-the-Job Training Record-Continuation Sheet* and the Career Field Education Training Plan may be used to record training. Records will be transcribed to Training Business Area within 15 days of restoration of Training Business Area availability.

3.3.4. There is no special requirement for development of a training record for individuals performing task certification only. Intercontinental Ballistic Missile maintenance organizations will follow training management requirements in AFI 21-204, *Nuclear Weapons Maintenance*. (T-1).

**3.4. Core tasks.** Core tasks, as identified in the specialty training standard portion of the Career Field Education Training Plan, designate minimum on-the-job training requirements for skill-level upgrade in an AFSC. MAJCOM Functional Managers, commanders, and supervisors may designate additional critical tasks as required for upgrade training. When designated, certify these critical tasks using normal core task certification procedures. As a minimum, certification on all AF Career Field Manager-directed core tasks applicable to the specialty must be completed for skill level upgrade. (T-2).

3.4.1. Exemptions:

3.4.1.1. Core tasks, which are not applicable to base assigned aircraft, missiles or equipment, are not required for upgrade (units are not required to send personnel temporary duty (TDY) for core task training).

3.4.1.2. Units with more than one Mission Design Series, for example, A-10, C-130 aircraft or missile system, upgrade trainees need only complete core tasks on a single Mission Design Series. MAJCOM, unit commanders, and or supervisors may require trainees to complete core task training on additional mission design aircraft or missile system, if desired. If some of these core tasks involve training in another unit on base, trainees must still complete all core tasks relevant to at least one mission design aircraft or missile system. These additional tasks will not be upgrade training requirements for the individual. All units are bound by the requirements in this instruction and will accommodate core task trainees from other units. (T-1).

**3.5. Qualification Tasks.** These are tasks additive to core tasks that are required to perform assigned duties for a respective workcenter.

**3.6. Local Tasks.** These are tasks in addition to core and qualification tasks deemed appropriate by local leadership.

## Chapter 4

### MAINTENANCE INFORMATION SYSTEMS/TRAINING BUSINESS AREA

**4.1. Introduction.** Systems currently approved for use in training management are Training Business Area, Integrated Maintenance Data System, and G081. MAJCOMs may approve systems to assist with training given they meet the same requirements and are not the sole system of record. Maintenance information system use is mandatory when available. Maintenance Training Sections and/or Unit Training Manager are the POCs for functional administration of the maintenance information system training component.

**4.2. Purpose.** The Maintenance Information System Training Business Area provides authorized users with ready access to training related information currently maintained in many different places and not readily accessible to those who need the information. Training Business Area allows users to:

- 4.1.1. Maintain configuration management of AF Job Qualification Standard, Career Field Education Training Plan, and Specialty Training Standard tasks.
- 4.1.2. Maintain configuration management of ancillary and special training courses.
- 4.1.3. Maintain workcenter Master Task List and maintenance training plans.
- 4.1.4. Maintain individual training records (AF Form 623).

**4.3. Administration (AFR/ANG requirements are identified in Chapter 10).** At wing level, Maintenance Training Sections and/or Unit Training Manager are the POCs for functional administration of the Maintenance Information System Training Business Area.

4.3.1. Users will submit trouble reports to Unit Training Manager or Maintenance Training Sections. **(T-3)**. The Unit Training Manager will evaluate each trouble report to determine if the problem is software-related or related to lack of user knowledge/training. **(T-3)**. If the Unit Training Manager cannot resolve the trouble report locally, he/she will forward it to the Maintenance Training Section for resolution. **(T-3)**. If the Maintenance Training Section cannot resolve the trouble report, it will be forwarded to the MAJCOM for resolution. **(T-2)**. All trouble reports that the MAJCOM Training Business Area Representative cannot resolve should be forwarded to the Training Business Area Field Assistance Service.

4.3.2. Maintenance unit training managers will conduct the AF Training Course using the Maintenance Information System Training Business Area (when available). **(T-2)**.

**4.4. User Roles (AFR/ANG requirements are identified in Chapter 10).** User roles will be assigned based on their position in the maintenance training continuum. **(T-3)**. At wing level, the Training Business Area POC will appoint a set number of individuals who will have authority to assign user level access/permissions in Maintenance Information System Training Business Area. **(T-3)**. The Training Business Area POC may delegate this authority to the Maintenance Training Section Superintendent (Unit Training Manager for AFR/ANG). At the MAJCOM and numbered AF level, the MAJCOM Maintenance Training Manager, and/or designated appointee, is the approval authority for setting roles and permissions. The AF Career Field Manager is the approval authority for setting roles and permissions at any other level. **(T-1)**.

**4.5. Training Business Area SharePoint-Training Business Area New Requirement Submission:** The Training Business Area SharePoint provides a process where system users input new requirements for validation and prioritization. All new requirements must be reviewed, disapproved/approved by the owing MAJCOM before the functional review board. The Aircraft Systems Career Field Manager may recommend out-of-cycle requests, on a case-by-case basis, when subject requests are of a mission critical nature.

**4.6. Training Business Area Functional Review Board.** The Training Business Area Functional Review Board provides a portfolio management vetting process for validation, prioritization and ranking of new requirements (the Training Business Area Functional Review Board Charter outlines the full process). The Training Business Area Functional Review Board is chaired by the Aircraft Systems Career Field Manager and is composed of voting representatives from each MAJCOM and several advisory members including the Training Business Area Program Management Office.

When requirements have been validated, prioritized and ranked by the Training Business Area-Functional Review Board, they are sent to the Training Business Area Program Office, which in turn performs analysis and scope for each and processes them for Training Business Area Configuration Control Board projection for inclusion into the Training Business Area application.

**4.7. Training Business Area Configuration Control Board.** All requested changes to Training Business Area must be approved by the Training Business Area Functional Review Board prior to submission to the Training Business Area Configuration Control Board. Configuration Control Board membership includes the Training Business Area Program Manager (ESC/HGGI), AF/A4LM (Configuration Control Board member), Training Business Area Project Manager, and Project Configuration Manager. The Configuration Control Board will identify approved requirements to be worked in the next release.

**4.8. Training Business Area Organizational Structure.** The organizational structure in Training Business Area will be structured per manning documents and manpower standards. Major changes to organizational structures will be accompanied by G-series orders, Program Action Directive, or an official directive stating the change needs to be made in Training Business Area. Flight level or workcenter level changes do not require a source document. **(T-2)**.

**4.9. Integrated Maintenance Data System and G081 Master Course Codes.** The most current master course code listings are available within the respective maintenance information system sub-systems. Specific lists and usage instructions can be found in the applicable maintenance information system and maintenance information system user manuals.

4.9.1. Integrated Maintenance Data System Master Course Code Configuration Control Board. All requested changes to the Integrated Maintenance Data System Centralized Database Master Course Table must be approved by the configuration control board prior to submission to the Master Course Code Manager. Configuration Control Board membership includes AF/A4LM chair, MAJCOM maintenance training managers, and Air Force Life Cycle Management Center Database Management Support (AFLCMC/HIA) (advisory/current Master Course Code Manager). The Master Course Table Manager will consolidate all MAJCOM non-critical change requests for presentation to the Configuration Control Board. The Configuration Control Board will evaluate/approve/disapprove non-critical change

requests annually in conjunction with applicable Specialty Training Requirements Team/Utilization and Training Workshop and Maintenance Training Advisory Group. **(T-2)**.

4.9.1.1. Master Course Code Approval Process. Course additions, changes, and deletions identified as non-critical but time sensitive/critical: All aircraft related course code changes will go thru the aircraft lead MAJCOM for concurrence on how that requirement is to be tracked AF-wide. Preformatted request letters must be completed for each new request and forwarded by Maintenance Training Sections (Unit Training Manager for AFR/ANG) to the MAJCOM representative for approval and submission to the Master Course Code Manager. Immediate change requests of a critical nature may be routed for email approval from the requesting MAJCOM POC, through all other MAJCOM POC to AF/A4LM for immediate approval and processing. If approved, these requests will be sent to the AF Master Course Code Manager for processing/implementation. **(T-2)**.

4.9.1.2. Master Course Code Waiver Process. AF/A4LM is the waiver authority for all local course codes to be used for local requirements tracking only. Local requirements tracking: Will be those requirements that only the submitting unit/base ID has as a valid training requirement that must, by directive, be tracked in a maintenance information system. This valid training requirement must not be applicable to any other unit/base/MAJCOM in order to be exclusively tracked locally. If a valid requirement does apply to any other unit/base/MAJCOM then the requirement, must be submitted as an Master Course Code request for all users to have access to. Requests for waivers must be submitted through the MAJCOM Training Manager to AF/A4LM with full justification as to why the unit/base ID requires more local course codes than the preset limit of 20 per base established by AF/A4LM. **(T-1)**. If disapproved, AF/A4LM will return submission with justification for disapproval.

## Chapter 5

### MAINTENANCE TRAINING (SEE CHAPTER 10 FOR AFR/ANG REQUIREMENTS).

**5.1. General** The Maintenance Training Section is a maintenance group staff agency organized as a centralized aircraft maintenance training function directly subordinate to the Maintenance Group Commander (For missile maintenance training section organization/responsibilities, see AFI 21-202. ). Unit training managers should be physically located and conduct their daily duties in the unit(s) they support. All maintenance instructors and unit training managers (AFSC 3F2X1) will be assigned to maintenance Training Sections under the maintenance group for administrative and operational purposes. The centralization concept provides economy of scale and standardizes maintenance training throughout the maintenance group. Unit training managers will manage one or more squadrons (if necessary). **(T-3)**. Maintenance Training Sections consist of the training management section and development & instructor section. **(T-2)**.

5.1.1. Maintenance Training Sections are responsible for the functional management, utilization, control, and training of assigned 3F2X1 personnel. This structure provides the best possible environment to ensure Maintenance Training Sections can fulfill their responsibilities, support all maintenance group customer needs, and effectively manage, utilize, train and mentor assigned 3F2X1 personnel to be productive and progress within their career field. The overall responsibility for management of Maintenance Training Sections rests with the Maintenance Group Commander and Maintenance Group Chief. **(T-2)**.

5.1.2. Performance-based activities (contractors) will implement the organization required in accordance with the contract or management plan. **(T-3)**. Intercontinental Ballistic Missile units will organize maintenance training sections in accordance with appropriate 21-202 and -204 series AFIs. **(T-1)**.

5.1.3. Coordinate with Plans, Scheduling & Documentation (PS&D) function and the production superintendent or Maintenance Operations Superintendent for selecting training aircraft. Maintenance Training Sections will forward training requirements in a monthly format (including configuration and time periods) to Maintenance Operations PS&D by the end of the second week of each month for inclusion in the monthly maintenance schedule. **(T-2)**. Training requirements must be updated weekly and forwarded to Maintenance Operations and Aircraft Maintenance Unit PS&D for inclusion in the weekly maintenance plan. Maintenance Training Sections are responsible for scheduled maintenance training aircraft (in conjunction with the aircraft maintenance unit) to include maintaining aircraft forms and coordinating on and off-equipment maintenance. **(T-2)**.

### **5.2. Manning.**

5.2.1. Supervision. Maintenance Training Section Superintendent will be a 3F271 (or civilian equivalent).

5.2.2. Training Management Section. The Training Management Element Chief will be an authorized AFSC 3F2X1. **(T-2)**. The schedulers and training managers should be filled with an authorized AFSC 3F2X1, depending on organizational structure.

5.2.3. Development and instructor section. The Development and Instructor Element Chief should be the ranking individual assigned to the section. The Development workcenter

supervisor should be a 2XXXX or 3F2X1, while the instructor workcenter supervisor should be the highest ranking assigned instructor.

**5.3. Training.** Maintenance Training Section Superintendent will ensure flight personnel are adequately trained to perform their duties. Periodically (recommended at 2 year point) rotate unit training managers (3F2X1) to different duty positions or sections to gain experience. All individuals should attend applicable formal schools, and receive training in current and new technologies by other commands, services, and civilian institutions. Maintenance Training Sections must ensure adequate funding is programmed and budgeted to meet TDY and training needs, and conduct in-house training for assigned personnel on a regular basis. **(T-2).**

**5.4. Maintenance Training Section Superintendent Responsibilities.**

5.4.1. Serve as liaison between maintenance units and base training, and ensure skill-level upgrade and qualification training programs are conducted in accordance with AFI 36-2651.

5.4.2. For units without a 3F2X1 assigned, commanders will appoint a Unit Training Manager. **(T-2).** Forward a copy of the appointment letter to the Base Training Office (if applicable).

5.4.3. Ensure approved maintenance information systems, Integrated Maintenance Data System/G081, Advanced Distributed Learning System, Security Forces Management Information System, Automated Civil 771 Engineer System, etc. are used for scheduling training. MAJCOM approved systems may be used to assist with scheduling process given the training is updated in the approved maintenance information system.

5.4.4. Act as the single POC for all training matters affecting the maintenance community, to include outside agencies, for example, Disaster Preparedness.

5.4.5. Ensure timely submission of aircraft and support equipment requirements to PS&D.

5.4.6. Ensure the Status of Training is produced and briefed monthly as outlined in [paragraph 1.18](#).

5.4.7. Review and coordinate training requests identified on AF Form 898.

5.4.8. Review MAJCOM formal courses, Maintenance Training Section class packages, and maintenance instructor folders.

5.4.9. Monitor Maintenance Training Section courses by AFETS/CETS personnel.

5.4.10. Manage Maintenance Training Section administrative functions.

5.4.11. Identify in writing or electronically a listing of personnel authorized to update applicable maintenance information system.

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

5.4.13. Appoint in writing a Composite Tool Kit Custodian (primary and alternate), if applicable.

5.4.14. Establish procedures for the control and maintenance of aircraft ground trainers when assigned to the Maintenance Training Section.

5.4.15. Ensure local maintenance training operating instructions are developed, as required.

5.4.16. Review Quality Assurance summaries for training deficiencies or trends.

- 5.4.17. Coordinate on Maintenance Training Plan of Instruction prior to course validation.
- 5.4.18. Inform MAJCOM of training production requests such as video, computer-based training, and interactive multimedia instruction that cannot be supported locally.
- 5.4.19. Review and coordinate when appropriate on Host Tenant Agreements and Memorandum of Agreements.
- 5.4.20. Serve as the maintenance training POC for all Site Activation Task Force and weapon modification issues.
- 5.4.21. Establish a maintenance training customer feedback program to provide continuous, measurable improvements and ensure training needs are being met.
- 5.4.22. Establish an effective in-house training program.
- 5.4.23. Ensure a newcomer's orientation program is conducted in accordance with [paragraph 2.7.1](#), familiarizing newly assigned personnel with wing maintenance activities MAJCOMs may determine which organization will conduct this training.

### **5.5. Training Management Element Chief Responsibilities.**

- 5.5.1. Ensure a training plan is developed for unit training managers and scheduling personnel.
- 5.5.2. Conduct and document informal workcenter visits to ensure unit training managers are actively involved in the unit training program and performing duties outlined in AFI 36-2651 and this instruction.
- 5.5.3. Determine which maintenance information system products the unit training managers are required to retain.
- 5.5.4. Ensure unit training managers conduct Staff Assistance Visit in accordance with AFI 36-2651. Provide information copy of the results to the Maintenance Training Section Superintendent and base training office. **(T-3)**.
- 5.5.5. Ensure the monthly scheduling meeting is conducted in accordance with [paragraph 6.4](#).
- 5.5.6. Develop backup procedures in case of extensive (48 hours or more) maintenance information system down time.
- 5.5.7. Ensure training completions and task qualifications are properly documented before being entered into the Maintenance Information System Training Business Area. The AF Form 2426, MAJCOM forms, class rosters, test results sheets generated from approved electronic testing programs and emails are acceptable source documents for this purpose.
- 5.5.8. Emails cannot be used for special certification items unless information is captured on a digitally signed AF Form 2426 or MAJCOM equivalent and sent as an attachment. **(T-3)**.
- 5.5.9. Ensure unit training managers receive required training.
- 5.5.10. Ensure unit training managers coordinate training requirements for their designated unit to include AETC or MAJCOM formal courses, Training Detachment, Maintenance Training Section, and ancillary training.
- 5.5.11. Coordinate with the scheduling element on matters affecting students attending courses.



- 5.5.12. Ensure unit training managers manage and retain a copy of training products for his/her unit(s).
- 5.5.13. Ensure unit training managers provide AF Form 898 inputs for his/her unit(s).
- 5.5.14. Attend the monthly training scheduling meeting.
- 5.5.15. Assist unit training managers and supervisors in managing the Career Development Course program.
- 5.5.16. Coordinate requests for training conducted by AFETS and/or CETS with the Non-Commissioned Officer in Charge (NCOIC), Scheduling Element.

**5.6. Unit Training Managers.** Unit training managers manage the training program for the commander according to this instruction and AFI 36-2651. The Unit Training Manager is responsible to update all training requirements into the maintenance information system at least twice weekly. Updates do not include events created by the Maintenance Training Section scheduler. The Maintenance Training Section Superintendent may authorize additional-duty training monitors to update work center requirements only, when directed in local training directive.

5.6.1. The Unit Training Manager is responsible for assisting supervisors with skill-level upgrade, qualification, and formal training programs within the maintenance community. The Unit Training Manager is the POC within the squadron for all training matters. Unit training managers will:

- 5.6.1.1. Coordinate with Maintenance Training Sections to obtain training beyond the squadron's capability. **(T-2)**.
- 5.6.1.2. Manage visual information products at the unit level, if applicable. **(T-2)**.
- 5.6.1.3. Assist work center supervisors in preparing training session course outlines for training conducted within the work center. **(T-2)**.
- 5.6.1.4. Forward statistical data to maintenance training in a timely manner for input into the monthly Status of Training briefing. **(T-2)**.
- 5.6.1.5. Manage maintenance information system training products, make timely distribution of these products, and ensure all products are accurate. **(T-2)**.
- 5.6.1.6. Ensure all work center training requirements have been loaded to maintenance information system. **(T-2)**.
- 5.6.1.7. Provide unit inputs to the AF Form 898. **(T-2)**.
- 5.6.1.8. Conduct Staff Assistance Visits. Provide a copy of the written report to the squadron commander, Maintenance Training Section Superintendent and base training. **(T-2)**.
- 5.6.1.9. Ensure personnel changes are coordinated, in accordance with local instructions, with the scheduling section to prevent deviations. **(T-2)**.
- 5.6.1.10. Coordinate training no-show notifications through the appropriate work center to the unit commander (as required). **(T-2)**.
- 5.6.1.11. Attend the unit and Maintenance Training Section staff meetings. **(T-2)**.

5.6.1.12. Provide the unit commander a monthly Status of Training brief and a quarterly Status of Training pre-brief. **(T-2)**.

5.6.1.13. Process personnel in/out during Permanent Change of Assignment, Permanent Change of Station, and TDY. Ensure all applicable maintenance information systems (Integrated Maintenance Data System, Training Business Area, Advanced Distributed Learning System, etc.) are updated. **(T-2)**.

5.6.1.14. Forward all training policy correspondence and inquiries from the unit through the Maintenance Training Section Superintendent for review and approval before sending to higher headquarters. **(T-2)**.

5.6.1.15. Conduct quarterly training meetings and forward training meeting minutes to the Maintenance Training Section Superintendent, workcenters, and the base training office, as applicable. **(T-2)**.

5.6.1.16. Update Special Certification Roster (SCR) after receiving proper coordination forms from Maintenance Operations Officer or Maintenance Superintendent. **(T-2)**.

## **5.7. Scheduler Responsibilities.**

5.7.1. The Scheduler is responsible for scheduling all MAJCOM formal courses, maintenance, ancillary, Maintenance Training Section, and Training Detachment training for maintenance personnel. The scheduler will:

5.7.1.1. Manage the maintenance information system training subsystem in accordance with AF Computer Systems Manual and this instruction. **(T-2)**.

5.7.1.2. Load, change, or delete Integrated Maintenance Data System local course codes as needed. **(T-2)**.

5.7.1.3. Conduct and document annual review of local course codes for accuracy and validity. **(T-2)**.

5.7.1.4. Coordinate requirements for the operation and maintenance of the training subsystem with analysis section. **(T-2)**.

5.7.1.5. Establish recurring product requests with data base management as applicable. The maintenance information system will automate this function. **(T-2)**.

5.7.1.6. As applicable, coordinate requests for training beyond the capability of the Maintenance Training Section with:

5.7.1.6.1. MAJCOM

5.7.1.6.2. Training Detachment

5.7.1.6.3. Local training providers

5.7.1.7. Publish monthly Maintenance Training Section and/or Training Detachment class schedules. Include type of training, date, time (start and end), and location. Provide schedule to Instructor Element NCOIC to coordinate required equipment.

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

5.7.1.9. Ensure the monthly scheduling meeting is conducted in accordance with [paragraph 6.4](#)

5.7.1.10. Establish, change, update, close or delete all required classes in maintenance information system (as required).

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

5.7.1.12. Consolidate unit inputs for the AF Form 898 and submit the completed scheduling document to the Training Management Element Chief for review.

5.7.1.13. Submit request for Training Detachment TDY instructor assistance in accordance with AFI 36-2651 and this instruction.

**5.8. Development and Instructor Element Chief Responsibilities (N/A to AFSOC units).** The Development and Instructor Element Chief will develop, manage, and conduct standardized training for maintenance personnel. (T-3). During Curriculum Advisory Committee meeting, ensure course review eliminates duplication between the Maintenance Training Section and Training Detachment/AETC training and education courses of instruction.

5.8.1. The Development and Instructor Element Chief will:

5.8.1.1. Maintain an active interface with workcenter supervisors, Training Detachment, and the Scheduling workcenter. **(T-3).**

5.8.1.2. Participate as a member of the Curriculum Advisory Committee. **(T-3).**

5.8.1.3. Ensure new training courses are prioritized when applicable. **(T-3).**

5.8.1.4. Serve as OPR for development and control of written aircraft maintenance AFSC tests. **(T-3).**

5.8.1.5. Assign each test a control number and secure all tests. **(T-1).** Tests may be automated.

5.8.1.6. Control access to test materials and monitor test accountability. **(T-3).** **Note:** Tests associated with weapons load training are developed and maintained by the respective Weapons Standardization function. **(T-3).**

5.8.1.7. Ensure tests, maintained in the development section, are properly managed and controlled. **(T-3).**

5.8.1.8. Coordinate with functional areas to ensure a comprehensive annual review is conducted and updates the test when required. **(T-3).**

5.8.1.9. Ensure Visual Information production requests for training materials are prioritized and processed. **(T-3).**

5.8.1.10. Ensure necessary supplies, tools, equipment, classrooms, and personnel are available for scheduled Maintenance Training Section classes. **(T-3).**

5.8.1.11. Ensure aircraft and support equipment requirements are identified to PS&D and ready for training. **(T-3).**

5.8.1.12. Attend the maintenance scheduling/production/shared resources meeting at least weekly. **(T-3).**

- 5.8.1.13. Review Maintenance Training Section class packages. **(T-3)**.
- 5.8.1.14. Periodically observe Maintenance Training Section classes for both student and instructor performance. **(T-3)**.
- 5.8.1.15. Participate in the selection of maintenance instructors. **(T-3)**.
- 5.8.1.16. Develop and maintain folders for each assigned and attached instructor. Conduct a review of those folders at least every six months. **(T-3)**.
- 5.8.1.17. Review the instructor's task/academic evaluations. **(T-3)**.
- 5.8.1.18. Ensure maintenance instructors rotate back to parent organization after 36 months. **(T-3)**.
- 5.8.1.19. Attend Maintenance Training Section monthly scheduling meeting and Status of Training briefing. **(T-3)**.
- 5.8.1.20. Ensure a Technical Order (TO) file is established and maintained in accordance with TO 00-5-1, *Air Force Technical Order System*. **(T-3)**.
- 5.8.1.21. Develop procedures with Quality Assurance to ensure mandatory student task evaluations are performed. **(T-3)**.
- 5.8.1.22. Request Quality Assurance perform initial and recurring instructor personal (task) evaluations. **(T-3)**.
- 5.8.1.23. Ensure plan of instructions are reviewed and forwarded to the Maintenance Training Section Superintendent for tentative approval prior to course validation. **(T-3)**.
- 5.8.1.24. Review and approve instructor lesson plans every 24 months. **(T-3)**.
- 5.8.1.25. Establish a log to track lost training time and instructor utilization in three categories: lost classroom time, duty related non-classroom time, and additional duties. Report both in the Status of Training. **(T-3)**.
- 5.8.1.26. Ensure all instructors attend the Basic Instructor Course prior to performing class instruction. **(T-3)**. **Note:** Maintenance Group Commanders (or equivalents) possess waiver authority.
- 5.8.1.27. Ensure all course developers attend the Instructional Systems Development Course prior to performing any course design or development initiatives. **(T-3)**. **Note:** Maintenance Group Commanders (or equivalents) possess waiver authority.

**5.9. Development Responsibilities (N/A for AFSOC units).** The development workcenter develops and manages course control documents along with associated training materials to support Maintenance Training Section courses.

5.9.1. The Development Workcenter will:

- 5.9.1.1. Ensure the Instructional Systems Development process is applied to all training programs. **(T-3)**.
- 5.9.1.2. Perform a review of course control documents to include attached instructor courses every 24 months. **(T-3)**.

- 5.9.1.3. Ensure an Instructional Systems Development project plan is used for Maintenance Training Section courses in development or revision. **(T-3)**.
- 5.9.1.4. Incorporate changes (as they occur) to course control documents that result from TO or publication updates as identified by the Subject Matter Expert, course administrator, or Curriculum Advisory Committee. **(T-3)**.
- 5.9.1.5. Submit recommended changes for training detachment courses to the Training Detachment Commander and/or Superintendent. **(T-3)**.
- 5.9.1.6. Requests will be coordinated through the Maintenance Training Section Superintendent and the Maintenance Group Commander. **(T-3)**.
- 5.9.1.7. New or revised training detachment course charts and/or training standards will be coordinated on an AF Form 1768, *Staff Summary Sheet* or electronic staff summary sheet equivalent. **(T-3)**.
- 5.9.1.8. Coordinate course development with the using work centers, Subject Matter Expert, and other coordinating agencies. **(T-3)**.
- 5.9.1.9. Establish an Instructional Systems Development project status board or automated product to monitor course development, coordination, and status. **(T-3)**.
- 5.9.1.10. Inform the Maintenance Training Section Superintendent of training requests for interactive multimedia instruction products such as, video and computer-based training. **(T-3)**.
- 5.9.1.11. Ensure new training courses and video instruction program requirements are prioritized. **(T-3)**.
- 5.9.1.12. Manage Maintenance Training Section video instruction equipment. **(T-3)**.
- 5.9.1.13. Maintain a master course control document file for courses taught by the maintenance community. **(T-3)**.
- 5.9.1.14. Develop and maintain a course catalog. **(T-3)**.
- 5.9.1.15. Manage Maintenance Training Section testing program. **(T-3)**.
- 5.9.1.16. Chair each Curriculum Advisory Committee. **(T-3)**.
- 5.9.1.17. Ensure course validation is completed prior to course implementation. **(T-3)**.

## **5.10. Instructor Responsibilities**

- 5.10.1. Ensure instructors will use approved and current Course Control Documents. **(T-3)**.
- 5.10.2. Provide inputs to training schedules and reports, as required. **(T-3)**.
- 5.10.3. Obtain necessary supplies, tools, equipment, and aircraft for Maintenance Training Section courses. **Note:** This is a joint Training Detachment and Maintenance Training Section effort when supporting AETC.
- 5.10.4. Ensure availability of instructors to meet Maintenance Training Section class schedule.

- 5.10.5. Annotate task qualification items identified in the Plan of Instruction on each student's Career Field Education Training Plan (Training Business Area if applicable), to include AF Forms 797 *Job Qualification Standard Continuation/Command Job Qualification Standard*, in accordance with AFI 36-2651. **(T-3)**.
- 5.10.6. Ensure maintenance instructors develop personalized lesson plans for each course. **(T-3)**.
- 5.10.7. Record and report lost training time daily to the Development and Instructor Element Chief. **(T-3)**.
- 5.10.8. Monitor student performance and take corrective action as necessary. **(T-3)**.
- 5.10.9. Brief the Development and Instructor Element Chief, the applicable Unit Training Manager, and the immediate supervisor, as required, whenever student's progression is substandard. **(T-3)**.
- 5.10.10. Ensure instructors administer and control tests. **(T-3)**.
- 5.10.11. Ensure instructors follow the approved Plan of Instruction when teaching. **(T-3)**.
- 5.10.12. Ensure instructors issue training deficiency reports, when required. **(T-3)**.
- 5.10.13. Conduct instructor evaluations. **(T-3)**.
- 5.10.14. Coordinate training no-show notifications through the appropriate work center to the unit commander (as required or if Unit Training Manager is not available). **(T-3)**.
- 5.10.15. Establish, change, update, close, or delete all required classes in maintenance information system (as required or if scheduler is not available). **(T-3)**.

## Chapter 6

### MAINTENANCE TRAINING SCHEDULING FUNCTION

**6.1. General (AFR/ANG requirements are identified in Chapter 10).** This chapter identifies guidelines used to schedule maintenance personnel for training in the Maintenance Group. Individuals assigned to this duty position in the Maintenance Training Section will use these key processes and procedures to ensure scheduling across the maintenance group remains efficient, consistent, and effective. Intercontinental Ballistic Missile units will manage and schedule training in accordance with appropriate 21-202 and -204 series AFIs. **(T-1).**

#### **6.2. Maintenance Training Scheduling Process.**

- 6.2.1. Distribute quota request forms to unit training managers for Training Detachment, ancillary, Maintenance Training Section, and AFETS training.
- 6.2.2. Conduct the monthly scheduling meeting in accordance with [paragraph 6.4](#)
- 6.2.3. Collect, consolidate, and verify unit inputs for the AF Form 898, ancillary, Maintenance Training Section, and AFETS requests.
- 6.2.4. Submit consolidated quota requests to appropriate training providers.
- 6.2.5. Collect class dates from training providers and build classes in the maintenance information system.
- 6.2.6. Publish weekly Maintenance Training Section/Training Detachment class schedules as locally prescribed and monthly Maintenance Training Section/Training Detachment class schedules no later than the 20th calendar day of the month.
- 6.2.7. Provide class rosters to training providers prior to class start date. Collect and update class rosters from local training agencies upon completion of training.
- 6.2.8. Notify unit training managers of class deviations and maintain data for the Status of Training briefings.
- 6.2.9. Open seats will be identified within Field Training Scheduling System the 20<sup>th</sup> calendar day of each month. Utilize Field Training Scheduling System to advertise training detachment open seats.
- 6.2.10. Update all training classes in the maintenance information system scheduled by the Maintenance Training Section.

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

- 6.3.1. Class rosters. **(T-2).**
- 6.3.2. Messages and email traffic pertaining to training assistance and policy changes. **(T-2).**
- 6.3.3. Monthly training documentation, for example, forecasts, AF Form 898, training schedules. **(T-2).**
- 6.3.4. Deviation letters, for example, no-show letters, course cancellations. **(T-2).**

6.3.5. Course code documentation (additions, deletions, and changes) until no longer applicable. **(T-2)**.

6.3.6. Maintenance information system products as dictated by MAJCOM, local requirements and/or until no longer applicable. **(T-2)**.

6.3.7. Email/electronic Memorandums for Record are encouraged and acceptable means of communications for deviation letters. **(T-2)**.

#### **6.4. Monthly Training Scheduling Meeting.**

6.4.1. Conduct meeting by the 10th duty day of each month **(T-3)**.

6.4.1.1. Use the meeting to review and project training requirements, schedules, capabilities, and mission impacts, to include Training Detachment, Maintenance Training Section, AFETS, and ancillary training issues. Meeting topics will include, but are not limited to the following:

6.4.1.1.1. Reviewing the AF Form 898 with emphasis on satisfying priority backlogs. **(T-3)**.

6.4.1.1.2. Initiatives to reduce course backlogs/overdues identified in maintenance information system. **(T-3)**.

6.4.1.1.3. Impacts on training due to mobility exercises, local deployments, surges, higher headquarters visits, etc. **(T-3)**.

6.4.1.1.4. Maintenance Training Section and Training Detachment's ability to satisfy training demands (TDY commitments, conversion support requirements, manning shortfalls, instructor qualifications, etc.). **(T-3)**.

6.4.1.1.5. Identification of aircraft and support equipment availability for training. **(T-3)**.

6.4.1.1.6. Instructor availability. **(T-3)**.

6.4.1.1.7. En-route student training demands. **(T-3)**.

6.4.1.1.8. Reviewing ancillary training, for example, M-16, to include AFSC specific Counter Chemical Warfare Training allocations and changes (if applicable). **(T-3)**.

6.4.1.1.9. Publishing and filing meeting minutes and providing copies to the Maintenance Training Section and Training Detachment Superintendents and all attendees.

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

6.4.2.1. Training Management Element Chief. **(T-3)**.

6.4.2.2. Unit Training Managers. **(T-3)**.

6.4.2.3. Instructor or a representative. **(T-3)**.

6.4.2.4. Training detachment scheduler. **(T-3)**.

6.4.2.5. Development and Instructor Element Chief. **(T-3)**.



6.4.3. AF Form 898 or equivalent approved electronic form. This form provides for the prioritization of MAJCOMS demands to ensure critical training detachment training requirements are identified and met. All Maintenance Training Sections and Training Detachments supporting field units will use the AF Form 898 for scheduling training detachment systems and associate courses. **(T-3)**.

## **6.5. Priority Backlog Management.**

6.5.1. Screen all Maintenance Training Section/Training Detachment training backlogs for each course to ensure they are realistic and valid.

6.5.2. Verify the training demand for each course is valid and supportable by the work center.

6.5.3. Send the completed AF Form 898 to the Training Detachment by the 10th calendar day of each month. **Note:** Training Detachment schedules requested courses (priority courses first) and returns the AF Form 898 to the Maintenance Training Section by the 15th calendar day of the month.

6.5.4. Solve priority backlogs with the Maintenance Training Section/Training Detachment to the maximum extent possible. Consider the following local alternatives, as a minimum, to aid backlog reductions:

6.5.4.1. Temporarily increasing instructor-student ratios.

6.5.4.2. Adjusting class start dates.

6.5.4.3. Temporarily adjust hours taught each day.

6.5.4.4. Adding shifts based upon instructor and student availability.

6.5.4.5. Obtaining training from another command supported Training Detachment (Maintenance Training Section-to-Maintenance Training Section). The following procedures and responsibilities apply when requesting this training:

6.5.4.5.1. The Maintenance Training Section requesting open seats will utilize Field Training Scheduling System. Once training confirmation is received from the Field Training Scheduling System POC, the unit will follow 982 Training Group (982 TRG) Student Travel Program procedures in AFI 36-2651 for travel orders and funding authorization. **(T-2)**.

## **6.6. Requesting AETC Mobile Training Team (Maintenance Training) and TDY Instructor Assistance.**

6.6.1. Submit by message/fax/email from Maintenance Training Section scheduler to the applicable MAJCOM maintenance training POC no later than 120 days in advance of requested class start date and include the following information **(T-2)**:

6.6.1.1. Complete course title(s) and course number(s) the TDY instructor will teach.

6.6.1.2. Statement the capability to instruct this course (course for which instructor is being requested to teach) does/does not exist at the host Training Detachment or why host Training Detachment instructor is not available if applicable.

6.6.1.3. Number of students confirmed for requested training.

6.6.1.4. Statement that adequate training facilities and necessary equipment and technical data to support training are/are not available.

6.6.1.5. A primary and secondary time frame when the training should start.

6.6.2. MAJCOM POC will contact the 982 Training Group Weapon System Training Manager, Sheppard AFB, TX.

6.6.3. The 982d Training Group will notify requesting MAJCOM POC of confirmation or denial of request. The Training Detachment instructor projected for the TDY will contact Maintenance Training Section/Training Detachment scheduler to confirm training dates and special equipment requirements **(T-2)**.

6.6.4. If the request is within 120 days, Maintenance Training must submit a justification letter signed by the Maintenance Group Commander. **(T-2)**.

**6.7. Obtaining TDY Funding for AETC Field and Mobile Training.** Refer to AFI 36-2651 and AFI 65-601 V1, *Budget Guidance and procedures* Section 10.5 for rules that apply to funding TDY travel of students and instructors to AETC Training Detachments or to attend training conducted by AETC mobile training teams (Maintenance Training).

## Chapter 7

### ENROUTE TRAINING

**7.1. General (AFR/ANG requirements are identified in Chapter 10).** Chapter 7 is N/A to Intercontinental Ballistic Missile units. The enroute training program provides individuals with mission essential training needed to meet the requirements of an assignment to short or long tour locations. Enroute training provides weapon system training to aircraft maintenance personnel assigned to units with equipment or systems unfamiliar to the personnel in transition. Training may be provided enroute during permanent change of station via Training Detachment, Maintenance Qualification Program, or flight line training. Enroute training for long tour location is only authorized for tour lengths less than 3 years or if specific courses are not available at that location (short tour locations will receive priority status over long tour assignments).

**NOTE:** In accordance with AFI 36-2110, *Assignments*, Table 3.1, Rule 10, enroute training is not authorized during intra-theater assignments.

**7.2. Scheduling Enroute Training.** Enroute training will be scheduled based on the gaining organization's need. All free-flow personnel should receive training on the new system and/or weapons system prior to assuming their duties at the gaining location. This training can be in the form of On-the-Job Training, but if a training detachment course is available, the member must be scheduled to attend this course as soon after arrival as possible. **(T-2).** Personnel reporting to an Outside the Continental United States (OCONUS) tour with a tour length of less than 3 years will receive this training enroute. Personnel reporting to an OCONUS long tour (tour lengths 3 years or more) or Continental United States (CONUS) tour will receive this training at the gaining duty location. In cases where the training is not available at the gaining long tour or CONUS location, personnel should receive training enroute prior to arrival.

7.2.1. Gaining Major Command responsibilities. (Note: MAJCOMs can choose to exercise reach-back for training requests to Lead MAJCOM).

7.2.1.1. Coordinates with subordinate units to determine/identify training requirements for inbound personnel.

7.2.1.2. Works with AF Personnel Center to establish Personnel Processing Codes requiring enroute training for all maintenance positions at OCONUS locations for tour lengths less than 3 years.

7.2.1.3. Identifies training requirements for inbound personnel and submits request to 982d Training Group no later than 120 days prior to the report no later than date.

7.2.2. Gaining unit responsibilities: Identifies to its MAJCOM maintenance training office, training required for each individual gain. Gaining units will make this notification as soon as possible, but not later than 10 days after notification of the gain. The gaining unit will not request training outside an individual's primary AFSC. **(T-2).**

7.2.3. Factors to consider when scheduling enroute training:

7.2.3.1. The Assignment Gains Roster (or an automated product used to identify inbound personnel) is available from your local Military Personnel Flight or your unit.

7.2.3.2. Initiate training requests at the beginning of the assignment cycle. Training requests initiated within 120 days of Military Personnel Flight return no later than date are considered late.

7.2.3.3. Supervisors will use the following factors as a minimum in determining a person's qualifications:

7.2.3.3.1. Training history, listed by three-digit Personnel Data System code. (Translations for Personnel Data System codes are listed on Education and Training Course Announcements web page). **(T-2)**.

7.2.3.3.2. Member's duty history. **(T-2)**.

7.2.3.3.3. Special Experience Identifier. **(T-2)**.

**7.3. Canceling Enroute Training Request.** When it is determined that an Enroute training requirement no longer exists, the gaining Maintenance Training Section will notify the MAJCOM functional training manager and cancel the requirement. **(T-2)**.

## Chapter 8

### MAINTENANCE QUALIFICATION PROGRAM

**8.1. General (This chapter is N/A to ANG and Intercontinental Ballistic Missile units).** Qualification training is ongoing, providing adequate skills to accomplish all maintenance tasks required. Each MAJCOM will develop and implement a Maintenance Qualification Program to achieve maintenance qualification training in accordance with AFI 36-2651. Maintenance Qualification Program training should be conducted in a controlled environment that is not in competition with sortie production. The Maintenance Training Section, Training Detachment, and Advanced Distributed Learning courses can all be used to satisfy local training requirements. All MAJCOM Maintenance Qualification Programs will incorporate a similar phased training process that meets the intent of processes identified in this chapter. **(T-2).**

**Note:** Specific qualification requirements for munitions, nuclear and missile activities are included in the appropriate 21-202 and -204 series AFIs and MAJCOM supplements.

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

8.2.1. Inprocess to base, wing, squadron, and unit training/Maintenance Training Section.

8.2.2. Mission Orientation: Personnel will attend orientation within 60 days after arrival (120 days for AFR/ANG personnel). **(T-3).**

8.2.3. Maintenance Refresher: This is recurring training conducted as a follow-up to the maintenance orientation (if applicable). Maintenance Refresher can be conducted in the workcenters. Supervisors are required to send an AF Form 2426 or the equivalent to the Unit Training Manager for updates. The Maintenance Training Section will be available to provide annual refresher training, if needed.

#### **8.3. Phase II, Continuation Training (For AFR/ANG units C-40 maintenance organizations only and only as applicable per their agreement with AETC).**

8.3.1. Continuation training is a structured training phase that standardizes specific AFSC training requirements. It consists of four sub-phases (Multiphase, MAJCOM mandatory, freeflow, and Maintenance Qualification Training). It is designed to provide task oriented hands-on training. Phase II enhances and complements initial skills training by providing hands-on weapon system training and experience. It is designed to train personnel to perform maintenance tasks unsupervised and unassisted. Continuation training courses should provide a smooth learning transition while providing a logical building block approach for job qualification.

8.3.2. Phase II training can be used to supplement On-the-Job Training and to provide skill-level upgrade, qualification, Cross-Utilization Training, or familiarization training. Phase II students are attached to the Maintenance Training Section and/or Training Detachment during training, but are officially assigned to their respective gaining organizations. Phase I requirements will not interfere with students attending Phase II training courses. **(T-3).**

### 8.3.3. Multiphase Students.

8.3.3.1. The term “Multiphase” identifies students who must complete multiple AETC skill level awarding courses. Students are automatically scheduled for the additional courses by 982d Training Group at Sheppard Air Force Base.

8.3.3.2. Students arriving at their end assignment should in-process as much as possible before the class starts. Obtaining a line badge should be the first priority.

8.3.3.3. The squadron commander may allow multiphased students to return to the organization following the normal training detachment training day. Students may be trained on tasks such as posting technical orders, support section functions, and other related items.

8.3.3.4. Senior maintenance personnel will establish procedures to closely monitor these individuals. Constant supervision will be required since these personnel may not be sufficiently trained or aware of hazards associated with maintenance tasks. **(T-2)**.

### 8.3.4. MAJCOM Mandatory Courses:

8.3.4.1. The MAJCOM Mandatory Course List will be used to determine mandatory aircraft maintenance courses (Training Detachment, Interactive Multimedia Instruction, Advanced Distributed Learning, Maintenance Qualification Training Program etc.). All Airmen Basic through the grade of Master Sergeant (7-level), who perform maintenance in a sortie producing and backshop AFSCs, are required to attend mandatory courses as identified in the course listing. **(T-2)**.

8.3.4.2. The Maintenance Training Section and unit training manager will ensure personnel are scheduled to attend MAJCOM Mandatory Course List courses within 180 days of assignment to squadron or within 180 days of meeting course directed prerequisites. If more than one course is required, the individual must begin each subsequent course within 180 days of completion of the previous course. **(T-2)**.

### 8.3.5. Freeflow students:

8.3.5.1. Freeflow training is for personnel who are changing Mission Design Series or who have not performed maintenance duty on the assigned Mission Design Series within the past 3 years.

8.3.5.2. Personnel who are changing from one weapon system to another will attend the appropriate MAJCOM Mandatory Course List and Maintenance Qualification Training courses. **(T-2)**.

8.3.5.3. The Maintenance Group Commander may waive training detachment freeflow course requirements.

8.3.5.3.1. Requests for waiver will be initiated by the squadron commander and forwarded to the Maintenance Training Section. Maintenance Training Section Superintendent will forward recommendations to the Maintenance Group Commander for approval/disapproval. Waiver requests will contain individual's name, rank, primary AFSC, duty position, course to be waived, and a full justification of the request.

8.3.5.3.2. When a waiver is approved, the Maintenance Training Section Scheduler will file a copy of the letter and forward the original to the squadron through the Unit Training Manager. The Unit Training Manager will update the individual's automated training record in Integrated Maintenance Data System/G081, using course status code "W".

8.3.6. Maintenance Qualification Training. Maintenance Qualification Training consists of academic and practical hands-on training courses that compliment AETC Training Detachment courses. Maintenance Qualification Training courses should not duplicate any 3c tasks that are taught by AETC or which requires the student to perform to a certified level, for example, without error, without assistance, 80-100 percent accuracy.

8.3.6.1. Maintenance Qualification Training students are attached to the Maintenance Training Section for training, but are assigned to their gaining organization. Students will complete all 3c task items from the course control documents at least once. Maintenance Qualification Training students will not be sent to the flightline until they are qualified on required tasks. Students who fail to achieve course objectives may be required to repeat all or part of the course. (T-2).

#### **8.4. Phase III, Special Qualification Training.**

8.4.1. Special Qualification Training is any training program that does not fall under any other phase of Maintenance Qualification Program. Special Qualification Training should not duplicate AETC training available locally.

8.4.2. Special Qualification Training programs may apply to all personnel in a workcenter or only to those personnel assigned to a special duty. Examples of Special Qualification Training courses are listed below:

- 8.4.2.1. Engine Run Training Program.
- 8.4.2.2. Test Cell Operation.
- 8.4.2.3. Forms Documentation.
- 8.4.2.4. Dedicated Crew Chief Program.
- 8.4.2.5. Crash Recovery Training.
- 8.4.2.6. Hot Refueling Training.
- 8.4.2.7. Borescope Training.
- 8.4.2.8. Chafing Awareness Training Program.
- 8.4.2.9. Maintenance Information System Training.
- 8.4.2.10. Aerospace Ground Equipment Operator Training Program.
- 8.4.2.11. Engine Blade Blending Training and Certification.
- 8.4.2.12. MAJCOM Mandatory Courses. (N/A for AFR/ANG)

8.4.2.13. Maintenance Officer Training Program, if taught by the Maintenance Training Section.

8.4.2.14. Cardiopulmonary Resuscitation and Self-Aid Buddy Care, if taught in the Maintenance Training Section.



## Chapter 9

### SPECIAL PROGRAMS

#### 9.1. Foreign Object Damage (FOD) Prevention Training.

9.1.1. Wing FOD monitor will assist the Maintenance Training Section with development of local FOD prevention training program. For AFR/ANG, Unit Training Manager may assist wing FOD monitor with training program development as needed. **(T-3)**. At a minimum, the following items will be covered:

9.1.1.1. Wing procedures unique to the assigned aircraft. Units which have several types of aircraft assigned will have all aircraft incorporated into one wing training program. **(T-2)**.

9.1.1.2. Availability and location of FOD bags, receptacles, and other housekeeping equipment. **(T-2)**.

9.1.1.3. Lessons learned to include examples of recent mishaps and how they could have been avoided.

Signs and symptoms of FOD mishaps with brief engine abnormalities and no accompanying external or cockpit indications. **(T-2)**.

9.1.1.4. All personnel (military, civilian, and contractors) working in, on, around, or traveling through areas near aircraft, munitions, Aerospace Ground Equipment, engines, or components will attend initial FOD prevention training. **(T-2)**.

#### 9.2. Other Related Special Programs.

9.2.1. Guidance on the following programs are maintained in AFI 21-101:

9.2.1.1. Aircraft Inlet/Exhaust Certification.

9.2.1.2. Engine Blade Blending Training and Certification Program.

9.2.1.3. Engine Run Training and Certification Program.

9.2.1.4. Flexible Borescope Inspection Training and Certification Program.

9.2.1.5. Quality Assurance Program.

9.2.1.6. Special Certification Roster.

## Chapter 10

### AFR AND ANG SPECIFIC TRAINING REQUIREMENTS

**10.1. General.** The AFR consists of the Air Force Reserve and the Air Force Reserve Command. The ANG consist of the Air National Guard and the National Guard Bureau. AFR/ANG does not utilize the Maintenance Training Section structure due to manning.

10.1.1. The AFR/ANG Unit Training Manager is the maintenance group point of contact for all training matters. AFR/ANG Unit Training Managers (AFSC 3F2X1) will be assigned under Maintenance Operations for administrative purposes and may designate section/work center training monitors to assist with day to day duties and assistance during unit training activities /monthly drill. **(T-3).**

10.1.2. AFR/ANG Unit Training Managers manage the training program for the commander according to this instruction and AFI 36-2651. The Unit Training Manager is responsible to ensure timely updates of completed training requirements into the maintenance information system or applicable automated system within 5 duty days of training completion. This guidance is applicable to all personnel working within the maintenance group that perform maintenance on AFR/ANG aircraft regardless of status when assigned to AFR/ANG units, for example, Air Reserve Technician, Active Guard Reserve, ANG Technicians, Civilians and those that meet intent of **paragraph 1.3** in this instruction).

#### **10.2. AFR/ANG Unit Training Manager Duties and Responsibilities.**

10.2.1. Serve as liaison between maintenance units and wing training/wing force development office, and ensure skill-level upgrade and qualification training programs are conducted in accordance with AFI 36-2651. ANG Unit Training Managers will also function as the Wing Administrator for Training Business Area. **(T-3).**

10.2.2. Ensures only approved maintenance information systems or approved automated training system (Integrated Maintenance Data System, G081, Advanced Distributed Learning System, Security Forces Management Information System, and Automated Civil Engineer System) are used for scheduling training.

10.2.3. Act as the POC for all training matters affecting the maintenance community, to include outside agencies.

10.2.4. Identify in writing a listing of personnel authorized to update Integrated Maintenance Data System/maintenance information system.

10.2.5. Review and coordinate when appropriate on Host Tenant Agreements and Memorandum of Agreements.

10.2.6. Serve as the maintenance training POC for all Site Activation Task Force and weapon modification issues.

10.2.7. Serve as primary POC and OPR for Training Business Area functional administration. **(T-3).**

10.2.7.1. Training Business Area users will submit trouble reports or requests for assistance to the Unit Training Manager/Maintenance Training Office. The Unit Training Manager/Maintenance Training Office will evaluate each trouble report, and if unable to resolve, will forward to the applicable AFR/ANG POC. Trouble reports that are unable to be resolved by the ANG/AFR POCs will be forwarded to the Training Business Area Field Assistance Service. **(T-3)**.

10.2.7.2. Training Business Area administrators will exercise care in assigning user roles. Roles will not be delegated below a member's normal duty position and responsibility (exception: unit/section training monitors) without a waiver from the Maintenance Group Commander. **(T-3)**.

10.2.7.3. Individuals with authority to assign Training Business Area user roles will be appointed by the Maintenance Group Commander in writing. **(T-3)**.

10.2.7.4. Unit Training Managers will incorporate Training Business Area training (as applicable) for local AF Training Courses when instructing maintenance group personnel. **(T-3)**.

10.2.8. If section/work center training monitors are utilized, the Unit Training Manager will:

10.2.8.1. Ensure training monitors are appointed in writing by unit commander or designated representative. **(T-2)**.

10.2.8.2. Provide and document initial and refresher training. **(T-2)**.

10.2.9. **[AFR Only]** Ensure a newcomer's orientation program is conducted, familiarizing newly assigned personnel with wing maintenance activities. Topics should include (but not limited to) unit mission, tasking plans, supply procedures, FOD program, general flight line and work center safety rules, Quality Assurance Programs, and product improvement procedures. Local leadership will determine which organization will conduct this training.

10.2.9.1. The Unit Training Manager is responsible for assisting supervisors with skill-level upgrade, qualification, and formal training programs within the maintenance community. The Unit Training Manager is the POC within the maintenance group for all training matters.

10.2.9.2. Unit Training Managers will:

10.2.9.2.1. Coordinate with Wing Training/Wing Force Development to obtain training beyond the squadron's capability. **(T-2)**.

10.2.9.2.2. Manage visual information products at the unit level, if applicable. **(T-2)**.

10.2.9.2.3. Assist work center supervisors in preparing training session course outlines for training conducted within the work center. **(T-2)**.

10.2.9.2.4. Manage maintenance information system training products, make timely distribution of these products, and ensure all products are accurate and current. **(T-2)**.

10.2.9.2.5. Ensure all work center training requirements have been loaded to the maintenance information system. **(T-2)**.

10.2.9.2.6. Coordinate training no-show notifications through the appropriate work center to the unit commander. **(T-2)**.

10.2.9.2.7. Process personnel in/out during Permanent Change of Assignment, Permanent Change of Station, and TDY. Ensure all applicable maintenance information systems or automated training systems, for example, Integrated Maintenance Data System, Training Business Area, Advanced Distributed Learning System are updated.

10.2.9.2.8. Update the SCR after receiving proper coordination forms from Maintenance Operations Officer or Maintenance Superintendent.

10.2.9.2.9. Conduct monthly Status of Training briefing with squadron commander. **(T-3).**

10.2.9.2.10. Be responsible for scheduling all AFR formal courses, maintenance, ancillary, and training detachment training for maintenance personnel. **(T-3).**

10.2.9.2.11. Request add, change, or delete Integrated Maintenance Data System/G081 local course codes as needed. **(T-3).**

10.2.9.2.12. Conduct and document annual review of local course codes for accuracy and validity. **(T-3).**

10.2.9.2.13. Coordinate requirements for the operation and maintenance of the training subsystem with Analysis Section. **(T-3).**

10.2.9.2.14. Establish recurring product requests with Database Management as applicable. The maintenance information system will automate this function. **(T-3).**

10.2.9.2.15. Establish, change, update, close or delete all required classes in maintenance information system. **(T-3).**

10.2.9.2.16. Ensure instructors receive a class roster before class start date. **(T-3).**

**10.3. Work Center or Section Training Monitors.** At the discretion of the unit commander, Unit Training Managers, in coordination with work center supervisors, are authorized to appoint a work center or section training monitor to advise and assist supervisors/Unit Training Managers in accomplishing training responsibilities.

10.3.1. The appointment of a training monitor shall not be construed as relieving the Unit Training Manager or supervisor of any of their responsibilities outlined in AFI 36-2651 or any other applicable guidance. The Unit Training Manager remains the OPR and single POC for all training matters within the maintenance group. Similarly, while certain tasks may be delegated to a training monitor, the work center supervisor retains the ultimate responsibility to plan, establish, implement and oversee an effective training program, and to remain engaged and aware of all training issues within the work center or section.

**10.4. [AFR Only] Requesting AETC Mobile Training Team (Maintenance Training) and TDY Instructor Assistance.**

10.4.1. Submit by message/fax/e-mail from the Unit Training Manager to the AFRC maintenance training POC no later than 90 days in advance of requested class start date and include the following information:

10.4.1.1. Complete course title(s) and course number(s) the TDY instructor will teach. **(T-2).**

10.4.1.2. Statement that capability to instruct this course (course for which instructor is being requested to teach) does/does not exist at the host Training Detachment or why host Training Detachment instructor is not available if applicable. **(T-2)**.

10.4.1.3. Number of students confirmed for requested training. **(T-2)**.

10.4.1.4. Statement that adequate training facilities and necessary equipment and technical data to support training are/are not available. **(T-2)**.

10.4.1.5. A primary and secondary time frame when the training should start. **(T-2)**.

10.4.2. AFRC POC will contact 982d Training Group Weapon System Training Manager, Sheppard AFB, TX.

10.4.3. 982d Training Group will notify requesting AFRC POC of confirmation or denial of request. The Training Detachment instructor projected for the TDY will contact the Unit Training Manager to confirm training dates and special equipment requirements.

10.4.4. If the request is within 90 days, Unit Training Managers must submit a justification letter signed by Maintenance Group Commander. **(T-2)**.

**10.5. Enroute Training.** If enroute training is required, contact the applicable AFRC/ANG Training Manager.

**10.6. AFR Maintenance Group Status of Training Briefing.**

10.6.1. Frequency. The Unit Training Manager will provide a quarterly formal Status of Training briefing to Maintenance Group Commander (or equivalent) **(T-3)**.

10.6.2. The Maintenance Group Commander (or equivalent) will chair the quarterly briefing. **(T-3)**.

10.6.3. Attendance. As a minimum, the following personnel will attend the quarterly formal Status of Training briefing:

10.6.3.1. Squadron Commanders (to include the Maintenance Operations Officer in Charge or equivalent).

10.6.3.2. Maintenance Group Superintendent.

10.6.3.3. Quality Assurance Superintendent or designated representative.

10.6.3.4. Squadron Superintendents.

10.6.3.5. Flight Chiefs.

10.6.4. The Unit Training Manager will provide an e-copy of the Status of Training to invitees prior to formal briefing. **(T-3)**.

10.6.4.1. Use approved maintenance information system to help develop the Status of Training briefing.

10.6.5. Status of Training briefing contents must include items identified in AFI 36-2651 and report number required and/or number qualified. The Maintenance Group Commander or equivalent will establish the number of required personnel based on the minimum qualified needed to meet mission accomplishment **(T-3)**:

10.6.5.1. Blade Blending (if applicable).

10.6.5.2. Engine Run (if applicable).

10.6.5.3. Borescope (if applicable).

10.6.5.4. Intake/Inlet/Engine Exhaust (if applicable).

10.6.5.5. Hot Refuel (if applicable).

10.6.5.6. **[AFR Only]** Chemical, Biological, Radiological, Nuclear, and High Yield Explosives Operational Exercise within the past 36 months.

10.6.6. Upgrade training status. Reflect the status of upgrade training in accordance with AFI 36-2651 Status of Training Requirements.

10.6.6.1. **[AFR Only]** Number awaiting 3-level technical school.

10.6.6.2. **[AFR Only]** Identify by AFSC, course number, date member became 1- level (Date entered training), date training line number or waiver submitted, projected school date (if known), reason member turned down earlier technical school date (if applicable).

10.6.7. Overdue training. Report total overdues by squadron. Report all sortie-production training (Training Detachment and Maintenance Training Squadron) overdues identified in maintenance information system. Just in time deployment training will not count as overdue (i.e. Chemical, Biological, Radiological, Nuclear). Personnel who are overdue for training, to include those assigned to TDY or on leave, shall be counted as overdue on Status of Training until scheduled training is completed.

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

10.6.9. Qualification training: Identify the number of personnel in qualification training by unit.

10.6.10. **[AFR Only]** Number of personnel utilizing Seasonal Training Program and provide the following:

10.6.10.1. Current and Fiscal Year total participation.

10.6.10.2. Current sections utilizing Seasonal Training Program and AFSC.

10.6.10.3. Track days as Current # of days used "of" total # of days of authorized Seasonal Training Program.

10.6.10.4. Track core tasks as Current # of core tasks complete "of" total # of core tasks required.

10.6.11. **[AFR Only]** Post a copy of the quarterly Status of Training to the applicable AFRC Maintenance Training folder on the AFRC SharePoint site.

## **10.7. [AFR Only] 1-Level Policy (T-2).**

10.7.1. Employing 1-levels in any 2A, 2R, or 2W AFSC is optional at the discretion of the Commander. The intent of the 1-level policy is to retain aircraft maintainers by allowing them to limitedly and safely participate on tasks within their assigned AFSC at home station. This means that the section supervisor must evaluate the member and have the resources to absorb the added workload of training the member. Safety is paramount in utilizing 1-levels. They are never to be left alone on a job site, work independently, be responsible for work, or be counted towards the employable workforce. This is not meant to be a method to circumvent technical

school or allow technicians to work without attending technical school or stay in training indefinitely. This effort requires members, supervisors, and commanders to evaluate and understand the abilities of the individual and the unit to perform maintenance safely.

10.7.2. 1-levels must work under a qualified trainer on a limited basis with the following stipulations:

10.7.2.1. 1-level member, supervisor, and squadron commander must agree to all terms below in writing.

10.7.2.2. Never works independently or signs off work, and is always accompanied by a qualified trainer.

10.7.2.3. All aircraft and personal safety training must be accomplished prior to work start.

10.7.2.4. No live munitions or running aircraft operations will be permitted.

10.7.2.5. All task training will be tracked locally in Training Business Area.

10.7.2.6. Will not be Cross Utilization Trained except as identified in [paragraph 10.7.2.12](#) below.

10.7.2.7. Will not be qualified on the Special Certification Roster.

10.7.2.8. This does not grant any special privileges towards technical school waivers.

10.7.2.9. Cannot be in 1-level status and working for greater than a 12 month period without MAJCOM approval.

10.7.2.10. Will be evaluated by Quality Assurance as part of a training based personnel evaluation with trainer. Frequency will be determined locally.

10.7.2.11. Non-prior service members are only eligible for this program once they have completed Basic Military Training, are able to receive a line-badge, and meet all of the previous stipulations.

10.7.2.12. Prior Service AFR, ANG, Regular AF members retraining from one 2A/2W AFSC to another 2A/2W AFSC that hold a valid 3, 5, or 7 skill level must complete all safety requirements of the duty section and then may Cross-Utilization Train in tasks of another AFSC until either an AFSC waiver is approved or technical school has been completed.

10.7.2.13. Prior Service Army, Navy, Marine Corp, and Coast Guard may also participate in the 1-level policy as prescribed for Non-Prior Service members.

## **10.8. Utilization of 1-Skill Level ANG Personnel (ANG Only) (T-2).**

10.8.1. At the discretion of local unit leadership, personnel holding a 1-skill level AFSC in maintenance career fields may be authorized to receive task qualification training/on the job training under strictly controlled and monitored conditions detailed in this chapter. **Note:** It is ultimately the decision of the local commander whether 1-skill level personnel receive task qualification training/on the job training or perform maintenance; this practice is not mandated by this chapter. This guidance is not intended to permit units to circumvent technical school requirements, allow personnel to work without attending technical training indefinitely, or remain in Training Status Code “M” in excess of one year. Local trainers, supervisors, and

commanders must carefully evaluate both the abilities and aptitude of the individual to perform maintenance safely and effectively, as well as the needs and capabilities of the unit mission to support task qualification training and/or on the job training.

10.8.2. Member status (prior service/non prior service).

10.8.2.1. Non-Prior Service members who hold a 1-skill level Control AFSC may receive and participate in task training/ on the job training but are not authorized to have tasks completed (“signed off”) in Training Business Area.

10.8.2.2. Prior Service members from any USAF component or sister services who hold a 1-skill level Control AFSC are authorized to receive and participate in task training/ on the job training, and to have completion dates entered on tasks (to be “signed off”) in Training Business Area, provided the following criteria are met:

10.8.2.2.1. Have been previously awarded a 2AXXX or 2WXXX AFSC, OR

10.8.2.2.2. Have been previously awarded an aircraft maintenance Military Occupational Specialty (Army, Marine Corps, Naval, Coast Guard) AND

10.8.2.2.3. Have either a pending technical school request or a pending AFSC classification waiver request.

10.8.3. Regardless of service history, the following criteria apply to all 1-level personnel receiving task training:

10.8.3.1. Member, supervisor and unit commander will evaluate trainee’s aptitude and ability and will concur in writing that member is capable of safely participating in task training/ on the job training.

10.8.3.2. Member will accomplish all applicable safety training and be issued any applicable Personal Protective Equipment prior to beginning any task training or performing work.

10.8.3.3. Member will not work independently and will always be accompanied by trainer or supervisor.

10.8.3.4. Member will not sign off jobs in aircraft forms or maintenance information system.

10.8.3.5. Member will not work on or around aircraft with engines running or live munitions.

10.8.3.6. Member will not participate in or receive cross utilization training.

10.8.3.7. Member will not be listed on SCR or certified to perform actions listed/tracked on SCR.

10.8.3.8. Member will not receive training or perform maintenance while TDY or deployed

10.8.4. Receiving task qualification training/on the job training or being utilized to perform aircraft maintenance does not grant an individual any special consideration or advantage with regard to approval of a tech school or classification waiver.



10.8.5. Prior service members trained under the conditions in this chapter are authorized to receive personnel evaluations from Quality Assurance inspectors on tasks for which completion dates have been entered (“signed off”) in Training Business Area.

### **10.9. [ANG Only] Formal School Requirements Forecasting and Reporting.**

10.9.1. Air National Guard Bureau Maintenance Division NGB/A4MM formal schools manager conducts an annual “data call” for forecasting formal schools requirements for future fiscal years.

10.9.2. Maintenance Group Unit Training Managers will take the following actions (as applicable) upon receiving notification of data call:

10.9.2.1. Coordinate with work center supervisors, element NCOICs, flight chiefs, commanders, and other members in the chain of command with regard to possible separations, expiration term of service, retirements, etc. that are projected to occur within the fiscal years being forecasted.

10.9.2.2. Ensure wing force development office is included in coordination.

10.9.2.3. Utilize data collected during above coordination to project formal school allocations required during the fiscal years being forecasted in the data call.

10.9.2.4. Reply to NGB/A4MM with forecasted numbers of formal school allocations required or other information as requested.

10.9.2.5. Meet all suspense dates established by NGB/A4MM.

10.9.3. Units failing to reply to data calls on or before established suspense dates may receive a lower priority for formal school Training Line Number issue than responding units.

### **10.10. [ANG Only] Use of Automated Training Systems.**

10.10.1. Use of ARCNET is mandatory to schedule, track, and deliver ancillary or expeditionary training requirements identified on the ANG Ancillary Training SharePoint site: <https://cs3.eis.af.mil/sites/OO-ED-AN-33/ANC/SitePages/Guidance.aspx>

10.10.2. Integrated Maintenance Data System or Core Automated Maintenance System for Mobility/G081 (as applicable) is used for items specifically required to be tracked within an AF approved maintenance information system. Examples may include maintenance actions, SCR course codes, or any other item as directed.

10.10.3. For tracking and scheduling of recurring training items which are not specifically required to be loaded in either ARCNET or the maintenance information system, use of locally created ARCNET courses are highly encouraged. Training in this category may be tracked in either the maintenance information system or ARCNET, at the discretion of local unit leadership. However, due to finite capacity within the maintenance information system and the need to reduce the number of local course listings, avoid the creation of local maintenance information system course codes for recurring training whenever feasible.

### **10.11. Use of Electronic Exams for Maintenance Certification Testing (ANG only).**

10.11.1. Use of Aircraft Maintenance Training Enterprise System electronic testing (e-testing) is mandatory.

10.11.2. Test review process:

10.11.2.1. Test questions will be reviewed annually for accuracy and currency with newly revised technical data.

10.11.2.2. NGB/A4MM maintenance training manager or designated representative will coordinate review of test questions through Combat and/or Mobility AF or Mission Design Series Maintenance Training Single POCs and/or ANG field SMEs as determined by NGB/A4MM.

10.11.3. Authorized test proctors

10.11.3.1. Personnel authorized to serve as test proctors include Unit Training Managers or additional duty Unit Training Managers, or Quality Assurance personnel. **(T-2)**.

10.11.3.2. Units will appoint proctors in writing. **(T-2)**.

**10.12. [AFR Only] Mission Design Series Conversion Training.**

10.12.1. The Mission Design Series conversion training plan is established during the unit Site Action Task Force.

10.12.2. The Maintenance Group leadership will develop the conversion training plan. **(T-2)**.

10.12.3. The training plan will address the phase-in and phase-out of the two MDSs. **(T-2)**.

10.12.4. A cadre of maintenance personnel will be identified and trained to receive the initial arrival of aircraft. **(T-2)**.

10.12.4.1. The cadre will be trained via Training Detachment transition courses. **(T-2)**.

10.12.4.1.1. The Training Detachment transition course may be located at home station or at Mission Design Series lead command bases.

10.12.4.1.2. Follow-on proficiency training will be accomplished by sending the cadre to a lead command base for further training. This cadre will also be used as trainers on the new Mission Design Series. **(T-2)**.

10.12.5. AETC instructors will arrive at the home station after arrival of the new aircraft. The instructors will remain on station for 90 days to train as many personnel as possible. Any personnel that did not receive training from the AETC instructors will be sent to Training Detachment transition courses at a lead MAJCOM base or trained locally by certified trainers.

10.12.6. If qualification is necessary on both MDSs, dual qualification will be documented in Training Business Area until the conversion is complete.

10.12.6.1. The task qualification phase-in/phase-out process will be used as one new Mission Design Series replaces the out-going Mission Design Series. Maintenance Group leadership will work to maintain a balanced ratio of technicians to maintain both MDSs throughout the conversion.

WARREN D. BERRY, Lieutenant General, USAF  
DCS/Logistics, Engineering & Force Protection

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Air Force Policy Directive 36-26, *Total Force Development*, 18 March 2019  
AFI 21-101, *Aircraft and Equipment Maintenance Management*, 16 Jan 2020  
AFI 21-110, *Engineering and Technical Services*, 16 June 2016  
AFI 21-202V1, *Missile Maintenance Management*, 18 Jan 2017  
AFI 21-204, *Nuclear Weapons Maintenance*, 17 Dec 2015  
AFI 36-2651, *Air Force Training Program*, 3 Jan 2019  
AFI 33-360, *Publications and Forms Management*, 1 Dec 2015  
AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 25 Jun 2013  
AFI 36-2110, *Assignments*, 5 Oct 2018  
AFI 65-601 VI, *Budget Guidance and Procedures*, 24 Oct 2018  
AFMAN 33-363, *Management of Records*, 1 March 2008  
Technical Manual, 00-5-1, *Air Force Technical Order System*, 14 Jun 2016

***Prescribed Forms***

None

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*  
AF Form 898, *Field Training Requirements Scheduling Document*  
AF Form 2426, *Training Request and Completion*  
AF Form 623, *Air Force Training Record*  
AF Form 623A, *On-the-Job Training Record-Continuation Sheet*  
AF Form 797, *Job Qualification Standard Continuation/Command Job Qualification Standards*  
AF Form 1768, *Staff Summary Sheet*

***Abbreviations and Acronyms***

**AETC**—Air Force Education and Training Command

**AF**—Air Force

**AFSC**—Air Force Specialty Code

**AFI**—Air Force Instruction

**AFR**—Air Force Reserve

**AFRC**—Air Force Reserve Command

**ANG**—Air National Guard

**DEV**—Deviation

**FOD**—Foreign Object Damage

**MAJCOM**—Major Command

**OPR**—Office of Primary Responsibility

**POC**—Points of Contact

**PS&D**—Plans, Scheduling & Documentation

**TDY**—Temporary Duty

**TO**—Technical Order

### *Terms*

**Backlog**—The total number of personnel awaiting MAJCOM or local Training Detachment training requirements for a particular course which includes the following statuses: overdue, awaiting action, awaiting training detachment, scheduled, and incomplete.

**Note**—In order to be considered a backlog for a course, the person must be present for duty and must meet all the prerequisites to attend the course.

**Block Training**—The purpose of block training is to group as many training requirements as possible into a single training session. Initially, the training session should provide information that everyone requires and then taper to the point where only certain categories of personnel remain. Courses taught in block training may include fire extinguisher, forms documentation, Hazardous Communication, corrosion control, FOD, security awareness, egress, and resource protection etc.

**Career Field Education and Training Plan**—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 Career Field Education Training Plan gives personnel a career progression path and instills a sense of industry in career field training.

**Certification**—A formal indication of an individual's ability to perform a task to required standards. **Certifier** - A person designated, authorized and empowered by the commander to make a declaration of competency and proficiency on tasks being performed. This declaration of competency is usually annotated in training documents, through the certifier's signature or initials.

**Class Packages**—Class packages can include items such as a class roster, Quality Assurance evaluations, student critiques, supervisor questionnaires, staff summary sheets, and additional information as provided by an instructor. Class packages are used to look at the training system from within to determine personnel and system effectiveness and quality and provide feedback to the appropriate personnel on course instruction.

**Continuation Training**—Advanced and qualification training that develops in-depth expertise within a specialty, broadens knowledge to new specialties, introduces new technologies and systems, develops analytical skills, or increases understanding of the relationship between maintenance specialties.

**Course Control Documents (Course Control Document)**—Specialized publications used to control the quality of training instruction. Course Training Standard, Plan of Instruction, and Course Chart are parts of the course control documents.

**Course Validation**—A process by which curriculum materials, instructional procedures, training media, and training materials are reviewed for instructional accuracy, adequacy, and suitability for presentation, and training effectiveness. It also assesses the effectiveness of a course as it is being developed and is a quality improvement tool that helps identify problems during development so revisions can be made.

Validation should be done as segments, units, or blocks are being developed.

**Cross Utilization Training**—Cross-Utilization Training program provides units flexibility to train individuals to perform tasks not in their Primary AFSC to offset low skill level manning and enhance combat capability.

**Curriculum Advisory Committee**—The purpose of the Curriculum Advisory Committee is to identify training requirements through coordination with Subject Matter Experts, and investigate, analyze, and recommend the most cost effective and efficient method to satisfy training requests. It's also designed to improve the overall maintenance training programs. The Curriculum Advisory Committee will meet when a requirement to develop a new course is identified or when deciding which training agency is in the best position to conduct requested training. The Curriculum Advisory Committee can also be used to conduct Maintenance Training Section course reviews or to coordinate and review Periodic Course Review.

**Deviation**—Any changes to a published class roster (no-show, non-utilization, cancellation, or walk-in). **Distance Learning** – (DL) Structured learning that does not require the physical presence of the instructor. Includes paper, computer based, interactive, and satellite-delivered material, etc. The DL program administered in aircraft maintenance provides instruction using computer-based training, interactive courseware, video tele-training, videodisk, and other distance learning training media.

**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.

**Enroute (PCS associated) Training**—The training of students undergoing a permanent change of station (PCS) while in TDY status.

**Formal Training**—Formal Training is defined as any training conducted by AETC, Air Combat Command, Logistics Readiness Training Center, or Maintenance Qualification Training programs. Formal courses are listed in Education and Training Course Announcement.

**Interactive Multimedia Instruction**—(Interactive Multimedia Instruction) is a group of computer-based training and training support products. Interactive Multimedia Instruction includes source materials that are commonly used in Interactive Multimedia Instruction products, electronic products used in the delivery of or supporting the delivery of instruction, and software management tools used to support instructional programs.

**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.

**Mission Design Series**—Aircraft/weapons system designator, e.g., F-15, C-130, B-1, etc.

**Multiphase Student**—A student who must complete an AETC resident training and a follow-on formal AFSC awarding course.

**No-Show**—Any individual scheduled for training and does not attend the training regardless of the reason.

**Overdue Training**—Any training not completed by the last day of the training month unless designated by other directives.

**Qualification Training**—Training which qualifies a person in a specific duty position. This training occurs both during and after the upgrade training process.

**Recurring Training**—Refresher training completed periodically to ensure personnel are qualified.

**Special Certification Roster (SCR)**—A management tool used to identify and control authorized production inspectors who perform, evaluate, verify and inspect critical work or task, and technicians authorized to perform specific task.

**Subject Matter Expert**—A technically competent individual with broad experience in a specific AFSC.

**Target Population**—The person or group of persons for whom the instruction or training focuses on. **Trainer** - A trained and qualified person who teaches airmen to perform specific tasks through OJT methods. In addition, equipment that the trainer used to teach airman specified tasks.

**Training Detachment**—Training Detachments are located at selected MAJCOM bases and give on-site training services by means of permanent or temporarily assigned instructors or mobile training teams. Training Detachment conducts field training for aircraft weapon systems assigned to the base on which they are located. Training Detachments use locations such as flightline, maintenance shops, hangars, and classrooms to give instruction. See AFI 36-2651 for additional training detachment information.

**Unscheduled Action**—Any individual attending training that was not scheduled or is not on the class roster.

**Work Center Training Requirement**—Training that is required for 51 percent or more of personnel assigned to a work center.

**Attachment 2****MASTER COURSE CODE SUBMISSION FORMATS****Master Course Code Add/Change/Delete Submission Format:**

**Recommendation:** Add, or Delete (for proposed requirements), or Modify (state nature of recommended modification such as reduction in duration, change in frequency or target group)

**Course Number:** (Identifies Formal, and Correspondence courses)

**Course Code:** (Identifies Ancillary, and Functional/Specialized courses, required for existing course only, leave blank for a requested addition)

**Category:** (Formal, Correspondence, Ancillary, Functional/Specialized)

**Title:** (e.g., Suicide and Violence Prevention)

**Objective/Narrative:** (e.g., provides education and training to prevent acts of harm to self and others)

**Target Group:** (e.g., All Air Force military and civilian personnel. Non-Appropriated Funds and contract employees are encouraged, but not required.)

**Duration:** (e.g., Not to exceed 0.5 hours)

**Frequency:** (e.g., annually)

**Tasking Authority:** (e.g., AFI 44-154)

**OPR:** (e.g., AFMOA/SGOC)

**Course Manager:** (e.g., Lt Col George Nicholas)

**Duty Phone:** (e.g., DSN 297-4061)

**Justification:** (Justify the requirement, duration and frequency). Master Course Code Table Lead POC: (e.g. ACC, AFMC etc.)

**Approval Signatures: Provide the following information for all personnel/positions identified below:**

Name  
 Rank  
 Duty Title  
 Base  
 Unit  
 Phone Number  
 Date

Submitter:

Unit Training Manager:	Recommend Approval/Disapproval
MAJCOM Representative	Recommend Approval/Disapproval
AF Functional Manager (If applicable):	Recommend Approval/Disapproval
AF Career Field Manager (If applicable):	Recommend Approval/Disapproval
AF/A4LM:	Recommend Approval/Disapproval
Master Course Code Table Manager:	
Approval/Disapproval Date:	
Change Date:	
Filed Date:	
Name, Rank, Duty Title	