

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

**AIR FORCE MANUAL 21-111**

**06 MARCH 2019**



**Maintenance**

**ADVANCED MAINTENANCE AND  
MUNITIONS OPERATIONS SCHOOL**

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This manual implements Air Force Policy Directive (AFPD) 21-1, *Maintenance of Military Materiel*. It is the basic Air Force directive for the Advanced Maintenance and Munitions Operations School (AMMOS) and forms the basis for the United States Air Force Advanced Maintenance and Munitions Operations School (USAF AMMOS). The organization, responsibilities, and procedures for USAF AMMOS are detailed in this manual. Additionally, the Advanced Sortie Production Course (ASPC) student selection, USAF AMMOS graduate management program, and Air Force Tactic, Techniques, & Procedures 3-4 volume development are described in this manual. This manual applies to all units involved with the employment of Air Force forces, including Air Force Reserve (AFR) and Air National Guard (ANG) units, except where noted otherwise. All subordinate organizations, including individual units, may supplement this manual to cover unique requirements. Forward supplements to HQ ACC/A4P. Send comments and suggested improvements to this publication on AF Form 847, *Recommendation for Change of Publication*, through channels, to HQ ACC/A4PT, 130 Douglas Street, Suite 210, Langley Air Force Base (AFB), VA, 23665-2789. E-mail address is: [ACCLGOT@us.af.mil](mailto:ACCLGOT@us.af.mil). The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See 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 alternately, to the requestors commander for non-tiered compliance items. This manual requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013 and Executive Order 9397, as amended, authorize

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### **SUMMARY OF CHANGES**

This publication has been revised to reflect the following changes: updated AF manual title change from Advanced Maintenance and Munitions Officer Education Program to Advanced Maintenance and Munitions Operations School; updated course change from offering (1) 7-week Combat Support Course for officers and (1) 6-week Advanced Maintenance Superintendent Course for senior non-commissioned officers (SNCOs) to (1) 10.5-week Advanced Sortie Production Course (ASPC) for both officer and SNCOs; updated HQ/ACC/A4 and USAF AMMOS roles and responsibilities regarding (ASPC) student selection board process; updates to USAF AMMOS graduate utilization and responsibilities to better capitalize on their graduate roles as Producers, Mentors, and Advisors; implementation of a two-tier USAF AMMOS officer graduate management system identified by three special experience identifiers to reflect greater emphasis on graduate return on investment in their sortie production roles and duties following graduation from ASPC; deliberate graduate assessment program meant to gather feedback from the graduates' group commander (or equivalent) in order to assess the graduates' performance in the field and fulfillment of graduate roles since graduating from ASPC; updated responsibilities of USAF AMMOS Commandant (AMMOS/CO) and AFPC/DP2LL regarding USAF AMMOS instructor selection process, assignment duration, and follow-on assignments; updated roles and responsibilities of HQ/ACC/A4, USAF AMMOS, and 423d Mobility Training Squadron regarding the publication of *Air Force Tactics, Techniques and Procedures (AFTTP) 3-4. Aircraft Maintenance Fundamentals, Munitions/Missile Maintenance Fundamentals and Logistics Readiness Fundamentals* volumes and the planning and execution of USAF AMMOS sponsored in-person/virtual Aircraft and Munitions Maintenance Tactics Conference (AMMTAC), Logistics Tactics Conference (LOGTAC), and AFTTP review Conferences; updated USAF AMMOS student nomination personnel data sheet and wing commander (Wg/CC) (or equivalent) nomination letter.

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## Chapter 1

### GENERAL GUIDANCE

**1.1. Objective and Scope:** This manual specifies the responsibilities associated with the selection and management of all USAF AMMOS candidates and graduates. Due to the diversity of missions throughout the Air Force, this manual provides only common, required actions. Specific programs may require Major Command (MAJCOM), Numbered Air Force (NAF), wing, maintenance group, or squadron supplements to this manual. A graduate from the USAF AMMOS possesses the knowledge and skills necessary to provide expert advice on logistics related requirements, plans, applications, and issues at air & space expeditionary force lead wings, NAFs, and unified commands. The graduate is trained in and is familiar with operational and expeditionary maintenance and munitions tactics, techniques and procedures, air operations center (AOC) operations, Air Force Forces Staffs, logistics combat employment, and Combat Air Force (CAF)/Mobility Air Force (MAF)/Special Operations Force (SOF) combat support AFTTP.

**1.2. Mission:** USAF AMMOS will prepare USAF aircraft maintenance, munitions, and logistics readiness leaders for tomorrow's victories through responsive, realistic, and relevant advanced training. USAF AMMOS will expand combat capability by delivering highly skilled graduates capable of executing, sustaining, and advancing tactical level mission execution. This institution will provide airmen graduate-level tactical expertise in aircraft maintenance, munitions, and logistics skillsets. Finally, USAF AMMOS will develop Airmen with the ability to expand USAF combat capability, through the production of combat airpower, to their fellow airmen, by advising and mentoring those they serve with, and the capability to operate in the joint environment.

## Chapter 2

### USAF AMMOS ROLES AND RESPONSIBILITIES

**2.1. Purpose:** USAF AMMOS conducts the most advanced and comprehensive training focused on sortie production and logistics processes in the USAF in order to develop highly skilled officers and SNCOs capable of integrating all facets of combat support anywhere in the world. The school's teaching focus includes all aspects of workforce management, fleet management, supply chain management, consumption chain management, munitions, and mission execution to provide the most capable combat support both at home station and deployed in support of an air campaign. USAF AMMOS accomplishes its mission by providing the Advanced Sortie Production Course (ASPC). The ASPC educates officers and SNCOs in all aspects of aircraft maintenance, munitions maintenance, and logistics readiness AFTTPs. ASPC is a single 10.5-week class executed by USAF AMMOS three times per year, fully integrating officer and SNCO students throughout the entire course. The goal of ASPC is to deliver advanced level tactical training to develop wing's logistics problem solvers, grow critical thinking officer and SNCO AMMOS graduates focused on sortie production, and enhance mission generation capabilities. In addition, each ASPC class offered provides 24 competitively selected officer and SNCO students an advanced level education focused on the leadership levers of People, Processes, and Resources throughout the logistics enterprise. The 24 students assigned to each ASPC class are divided into six student wings integrating both officer and SNCOs throughout the entire duration of the course.

#### **2.2. Responsibilities:**

2.2.1. ACC/A4 will provide USAF AMMOS its vector and objectives.

2.2.2. MAJCOM A4s will:

2.2.2.1. Ensure call for nominations for all USAF AMMOS courses is disseminated throughout their command.

2.2.2.2. Submit nominees for each AMMOS course to USAF AMMOS leadership IAW [chapter 4](#) of this document.

2.2.2.3. Provide officer and CMSgt members to sit on USAF AMMOS course selection boards IAW [chapter 4](#) of this document.

2.2.3. Maintenance/Mission Support Group Commanders (or equivalent) will:

2.2.3.1. Nominate officer and SNCO candidates IAW [chapter 4](#) of this document. (T-3)

2.2.3.2. Ensure a training and tactics program is established IAW [chapter 5](#) of this document.

(T-3)

2.2.4. AFPC/DP2LL will:

2.2.4.1. Provide USAF AMMOS/CO a list of qualified aircraft, munitions and logistics readiness officer graduates to assume USAF AMMOS Director of Operations (AMMOS/DO) and instructor positions upon request from USAF AMMOS/CO.

2.2.4.2. Limit officer DOs and instructors to a two-year assignment at USAF AMMOS with a PCA to a Tier-I or Tier-II position (see [Chapter 6, Table 6.1](#)) at either the 57th

Wing(WG) (Nellis AFB, NV) or 432 WG (Creech AFB, NV). If there are no Tier-I or Tier-II positions available at either base, AFPC/DP2LL will work directly with the USAF AMMOS/CO to pursue an exception to policy waiver for potential PCS action.

2.2.4.3. Advertise enlisted authorizations on the Enlisted Quarterly Assignment Listing (EQUAL)-Plus when request has been made from USAF AMMOS/CO. AFPC/DP2LL will provide the AMMOS/CO with a list of the most eligible volunteer(s) for the position after closeout. The AMMOS/CO utilizing the criteria outlined in the EQUAL Plus Ad (EPA) determine if the volunteer(s) meet the requirement to be an AMMOS cadre member. If not met, USAF AMMOS/CO will provide AFPC/DP2LL a reason why an individual did not meet the criteria and request the next eligible volunteer(s).

2.2.5. The USAF AMMOS/CO will:

2.2.5.1. Determine long term vision of USAF AMMOS and ensure the ASPC curriculum represents the appropriate strategic aims set forth by the ACC/A4. **(T-2)**.

2.2.5.2. Supervise overall development, refinement, and execution of the ASPC curriculum, approve lesson plan objective changes, and approve all new or revised lesson plans resulting in a change of a lesson objective. **(T-2)**.

2.2.5.3. Ensure minimum passing score of 80% is maintained for all ASPC graded measurements. **(T-3)**.

2.2.5.4. Approve all student academic probations and notify applicable student's squadron commander (Sq/CC). **(T-3)**.

2.2.5.5. In the event of a student disenrollment, notify student's Sq/CC, maintenance group commander (MXG/CC), mission support group commander (MSG/CC), or O-6 equivalent, and ACC/A4P to explain the rationale of disenrollment action once the decision is made. **(T-3)**.

2.2.5.6. Scrutinize student Self-Initiated Eliminations (SIE) and coordinate with the applicable Sq/CC and MXG/CC or MSG/CC (or O-6 equivalent) on all potential SIEs. **(T-3)**.

2.2.5.7. Approve the Master Course Listing (MCL), primary instructor lesson assignments, and workload balance. **(T-2)**.

2.2.5.8. Approve instructor initial certifications and re-certifications. **(T-2)**.

2.2.5.9. Appoint the Instructor Supervisor (IS) in writing. **(T-3)**.

2.2.5.10. Select all USAF AMMOS cadre members. **(T-2)**. Coordinate with USAF AMMOS/DO and AFPC/DP2LL when selecting cadre members.

2.2.5.10.1. Select USAF AMMOS cadre members from ideal USAF AMMOS graduate representatives when available. **(T-3)** Ideal cadre representatives will meet or exceed USAF fitness standards, possess exceptional verbal/written communication skills, and maintain impeccable military standards.

2.2.5.10.2. Provide AFPC/DP2LL with draft EPA for review and advertisement in support of enlisted authorizations. **(T-3)**.

- 2.2.5.10.3. Balance cadre member experience among CAF/MAF/SOF aircraft maintenance backgrounds, conventional/nuclear munitions maintenance backgrounds, and logistics/supply backgrounds. **(T-3)**.
- 2.2.5.10.4. Take into consideration an appropriate balance of time-in-grade for all cadre members. **(T-3)**.
- 2.2.5.11. When possible, ensure an officer with conventional/nuclear munitions maintenance experience is assigned to the Tactics Flight during the years when a Munitions-oriented AMMTAC and Munitions AFTTP rewrite conference will take place.
- 2.2.5.12. Limit instructor assignments to 2 years for officers and 3 years for enlisted. **(T-3)**. There may be extenuating circumstances where a 2-year assignment needs to be extended up to an additional 12 months. Examples include, but are not limited to: an instructor moving up to take the DO position or instructor cadre arriving to USAF AMMOS outside of the summer PCS cycle who will be placed back on a summer PCS cycle. In cases like these, the USAF AMMOS/CO will work directly with AFPC/DP2LL to ensure these graduates are managed IAW this AFMAN and placed in a funded position commensurate with their career progression. **(T-3)**. If necessary, USAF AMMOS/CO will work directly with AFPC/DP2LL to pursue an exception to policy waiver for potential PCS action IAW **Para 2.2.3.2. (T-3)**.
- 2.2.5.13. Provide an updated USAF AMMOS status brief to the fall aircraft maintenance, munitions maintenance, and logistics readiness officer career field development teams to include: after action reports from previous classes, major changes to the curriculum, graduate assessment survey feedback results (both individual and supervisor) and analysis of metrics and trend data related to student performance at USAF AMMOS. **(T-3)**.
- 2.2.6. The USAF AMMOS DO/Superintendent will:
- 2.2.6.1. Determine the start and stop dates of each AMMOS class for the upcoming calendar year and ensure start dates are coordinated with all cadre members and approved by the CO in a timely manner. **(T-2)**. The intent of the early coordination is to enable the CO to route approved dates for inclusion in the Formal Training database and to MAJCOM functional managers for planning purposes.
- 2.2.6.2. Review and recommend approval of the MCL, primary instructor lesson assignments, and workload balance. **(T-3)**.
- 2.2.6.3. Serve as the instructor certifier to ensure instructors are certified prior to instructing students. **(T-3)**.
- 2.2.6.4. Recommend USAF AMMOS graduates for cadre selection to the USAF AMMOS/CO. **(T-3)**.
- 2.2.7. Mission Support Flight will:
- 2.2.7.1. Maintain Student Record Files IAW the file plan. Provide graduation rosters to DO/Supt and instructors, and ensure performance of all registrar duties. **(T-3)**.
- 2.2.7.2. Ensure all student out-processing actions are complied with before students depart USAF AMMOS upon graduation or disenrollment. **(T-3)**.



2.2.7.3. Ensure all required lesson support material is available to both cadre and students. **(T-2)**. Lesson support material includes, but is not limited to: computers and associated peripherals, LAN connectivity, administrative supplies, contact lists, and government transportation.

2.2.8. Academics Flight will:

2.2.8.1. Ensure all USAF AMMOS lessons and exercises are developed, tested, updated, and validated using the Instructional System Development (ISD) process. **(T-2)**.

2.2.8.2. Serve as the functional manager for the curriculum. **(T-3)**.

2.2.8.3. Ensure remedial training is conducted for students who fail to meet minimum requirements. **(T-3)**.

2.2.8.4. Build and execute an approved schedule for all USAF AMMOS student academic objectives. **(T-3)**.

2.2.9. Tactics Flight will:

2.2.9.1. Plan and execute the capstone exercise. **(T-3)**.

2.2.9.2. Serve as the focal point for the AFTTP rewrite conferences. **(T-3)**.

2.2.9.3. Coordinate with the 423d Mobility Training Squadron (MTS) and 561st Joint Tactics Squadron (JTS) for publication of Aircraft Maintenance, Munitions and Missile Maintenance, and Logistics Readiness TTPs. **(T-1)**.

## Chapter 3

### USAF AMMOS ACADEMIC PROCEDURES

**3.1. Academic Probation:** Academic Probation is established to maintain a higher visibility on students who have difficulty meeting course criteria. Once placed on probation, a student will remain on academic probation for the remainder of the course. Academic Probation is not to be considered punitive in nature, but rather ensures the student realizes he/she is not meeting USAF AMMOS academic standards and identifies the student to the cadre as someone who may need additional instructional assistance.

**3.2. Disenrollment:** Students may be disenrolled from AMMOS at the discretion of the 57 WG/CC. In all cases, the USAF AMMOS/CO will make a disenrollment recommendation to the 57 WG/CC. **(T-3)**. The 57 WG/CC will make the final disenrollment decision. **(T-2)**. Possible reasons for disenrollment include poor academic performance, poor attitude, UCMJ violations, or a breach of academic integrity. Additionally, students may request a self-initiated elimination.

#### **3.3. Self-Initiated Elimination:**

3.3.1. Occurs when a student requests disenrollment from AMMOS.

3.3.2. Procedure: The student will submit a memorandum for record to the USAF AMMOS/CO requesting disenrollment and provide a reason(s) for his/her request. **(T-3)**. The USAF AMMOS/CO will coordinate with the student's Sq/CC, MXG/CC or MSG/CC, (or O-6 equivalent) and ACC/A4P to notify them of the student's decision. **(T-3)**. The USAF AMMOS/CO will make a disenrollment recommendation to the 57 WG/CC. The 57 WG/CC will make the final disenrollment decision. **(T-3)**.

**3.4. ASPC Officers:** All ASPC officer students will receive an AF Form 475, *Education/Training Report*, and all enlisted students will receive an AF Form 77, *Letter of Evaluation IAW (IAW) AFI 36-2406, Officer and Enlisted Evaluation Systems*. **(T-1)**.

## Chapter 4

### USAF AMMOS SELECTION PROCESS

**4.1. Purpose:** This chapter describes the procedures for nominating and selecting USAF Regular Air Force (RegAF), ANG, and AFR personnel as ASPC students and the responsibilities of the agencies involved. The primary goal for the ASPC selection board is to select the most qualified officers and enlisted personnel to attend ASPC.

**4.2. Responsibilities:**

4.2.1. HQ ACC/A4 will:

4.2.1.1. Send ASPC Call for Student Nominations and ASPC Call for Selection Board Members in separate messages to MAJCOM A4 recipients no later than (NLT) 135 days prior to class start.

4.2.1.2. Review, approve, and announce ASPC Student Selects (primary and alternates) NLT 80 days prior to class start.

4.2.2. MAJCOM A4s will:

4.2.2.1. Forward ACC/A4 Call for ASPC Student Nominations message to respective Wg/CCs.

4.2.2.2. Set internal suspense to meet ASPC student selection board suspense date.

4.2.2.3. Appoint a Colonel and Chief Master Sergeant as ASPC student selection board members for each ASPC class and provide board member names to USAF AMMOS/DO and Superintendent NLT 100 days prior to class start. Colonel board members will evaluate and score officer nomination packages. CMSgt board members will evaluate and score SNCO nomination packages.

4.2.2.4. Send nomination packages to USAF AMMOS Registrar NLT 100 days prior to class start.

4.2.2.5. Establish process for selecting top five SNCO nominees to send to ASPC student selection board as MAJCOM nominees. Criteria outlined in the student selection board memo.

4.2.2.6. Prior to the selection board, review all nomination packages for members assigned to their MAJCOM to ensure they are consistent with established USAF AMMOS nomination criteria.

4.2.2.7. Ensure ASPC selectees assigned to their MAJCOM are loaded into the formal training system, Oracle Training Administration after release of selection board results.

4.2.3. Units should:

4.2.3.1. Seek advisement from the senior USAF AMMOS graduate on student selection process and criteria.

4.2.3.2. Nominate student candidates based on the following criteria:

4.2.3.2.1. Performance as a producer at all levels and leadership roles.

- 4.2.3.2.2. Deployment/TDY experience.
  - 4.2.3.2.3. Humble, Credible, and Approachable professional.
  - 4.2.3.2.4. Willingness and ability to educate and advise senior leaders, peers, and subordinates.
  - 4.2.3.2.5. Ability to represent USAF AMMOS well.
  - 4.2.3.2.6. The officer candidate will have between 4 and 7 years time in service. **(T-3)**.
  - 4.2.3.2.7. The SNCO candidate will have less than 20 years time in service for Master Sergeant applicants and less than 23 years time in service for Senior Master Sergeant applicants. **(T-3)**.
- 4.2.4. USAF AMMOS will:
- 4.2.4.1. Draft ASPC Call for Student Nominations and ASPC Call for Selection Board Members and send to ACC/A4 CCE NLT 150 days prior to class start. **(T-3)**.
  - 4.2.4.2. Convene virtual ASPC student selection board NLT 90 days prior to class start date. USAF AMMOS/CO will send selection board members instructions and spin-up brief material prior to board convening. **(T-3)**.
  - 4.2.4.3. Tabulate ASPC officer and SNCO student nomination board scores. In the case of a student board score tie, USAF AMMOS/CO will be designated as the tie-breaker. **(T-3)**. USAF AMMOS/CO and USAF AMMOS Superintendent are designated as student selection board members.
  - 4.2.4.4. Forward results along with draft student announcement to ACC/A4 for review and approval NLT 82 days prior to class start. **(T-3)**.
- 4.2.5. USAF AMMOS Registrar will:
- 4.2.5.1. Ensure all required ASPC student nomination package documents are included, and are in the correct format. **(T-3)**.
  - 4.2.5.2. Review each student nomination package for formatting, personally identifiable information compliance, and student time in service and time in grade eligibility. **(T-3)**. If errors are identified nomination packages will be forwarded to respective MAJCOMs for corrective action to be accomplished NLT 2 days following receipt. **(T-3)**.
  - 4.2.5.3. Load all officer and SNCO ASPC nomination packages onto student selection board SharePoint Site prior to ASPC student selection board convening NLT 90 days prior to class start date. **(T-3)**.
- 4.2.6. Individual units will:
- 4.2.6.1. Provide a complete selection package to their respective MAJCOM A4s. **(T-3)**. These packages must be in the requested format and contain all the information specified in the selection board announcement message. **(T-3)**. Failure to provide the required information could result in the disqualification of the nominee.
  - 4.2.6.2. Not submit additional paperwork (e.g., additional recommendation letters or letters of endorsement). **(T-3)**.

4.2.6.3. Ensure nominees meet the highest quality force standards, convey the most professional military image, and meet fitness standards outlined in AFI 36-2905, *Fitness Program*. (T-3).

4.2.6.4. Prioritize multiple nominees in the Wg/CC (or equivalent) letter of endorsement to the board president IAW the selection board announcement message. (T-3).

**4.3. RegAF/ARC Nomination Procedures:** This section describes the procedures for nominating and selecting RegAF and Air Reserve Component (ARC: AFR and ANG) ASPC students. The main objective of the nomination and selection process is to identify the most qualified officers who, as graduates, will provide the expertise and leadership necessary to accomplish the Air Force mission.

4.3.1. Nomination Criteria. The Air Force Education and Training Course Announcements (ETCA) and the selection board announcement/student nomination message advertise USAF AMMOS nomination criteria. In all cases, the nomination message supersedes the ETCA. The ETCA is located at <https://app10-eis.aetc.af.mil/etca/SitePages/Home.aspx>. These criteria are designed to ensure selection of the most highly qualified individuals who will enhance combat capability throughout the Air Force. USAF AMMOS graduates will not be eligible to compete for other career broadening programs for two years after graduation. (T-3). The USAF AMMOS seeks only the finest officers and tactical instructors. These officers must exhibit an extraordinary amount of intelligence, dedication, technical skill, military bearing, and professionalism. Finally, these officers must be outstanding role models for their peers and subordinates. Do not consider retainability and/or time on station when nominating individuals for USAF AMMOS. (T-3).

4.3.2. Nomination packages will include the following:

4.3.2.1. Personnel Data Sheet. Applicants must provide a maximum two page data sheet using the example provided at [Attachment 2](#). (T-2).

4.3.2.2. SURF (Single Unit Retrieval Format) (T-2).

4.3.2.3. Officer performance reports or enlisted performance reports (newest to oldest) (T-2).

4.3.2.4. Wg/CC (or equivalent) letter of endorsement emphasizing professional abilities. (T-2). Wg/CC (or equivalent) is the maximum endorsement level. Prepare the endorsement on separate, single page, letterhead addressed to ASPC Selection Committee. Example endorsement letter is located at [Attachment 3](#).

4.3.3. Waivers. Nominees not meeting established criteria (refer to nomination message) must submit a waiver request through their Maintenance/Mission Support Group Commander (or equivalent) to USAF AMMOS/CO. USAF AMMOS/CO is the final waiver approval authority. (T-2). The granting of a waiver does not automatically ensure the applicant's selection. It permits the applicant to compete at the board. Waiver requests for individuals are evaluated on a case-by-case basis. Forward nomination packages with waiver requests to USAF AMMOS Registrar NLT the application submission date specified in the student nomination message. (T-2).

4.3.4. Selectees. ASPC selectees will attend classes as specified in the ACC/A4 Selection Board Results Message. (T-2). Immediately upon selection notification, all primary and

alternate selectees must contact their unit security managers to ensure their security clearance will remain current for the duration of their ASPC class. **(T-3)**. The USAF AMMOS/CO will disenroll individuals without the proper clearance (Reference ETCA for specific security requirements). **(T-3)**.

4.3.4.1. Selectees must ensure they meet all course entry criteria listed in the student selection board message prior to each class start date. **(T-3)**. If, subsequent to selection, an individual is unable to meet course entry criteria due to extenuating circumstances, contact USAF AMMOS Registrar. USAF AMMOS/CO will evaluate extenuating circumstances and determine if selectee will remain enrolled or be disenrolled from the ASPC. **(T-2)**. The USAF AMMOS/CO will disenroll individuals reporting to USAF AMMOS who do not meet established criteria. **(T-2)**.

4.3.4.2. Situations can occur which may impact selectees' availability to attend ASPC. These situations (due to sickness, injury, contingency operations, etc.) will be handled on a case-by-case basis. The selectee's MXG/CC or MSG/CC (or O-6 equivalent) must contact USAF AMMOS/CO and state the reason(s) for the selectee's inability to attend. **(T-2)**. Units must also inform MAJCOMs if a primary selectee cannot attend ASPC. **(T-2)**. It is imperative to make the non-attendance determination as soon as possible so that USAF AMMOS/CO can notify an alternate to attend ASPC. Once an alternate has been identified to fill a primary seat, USAF AMMOS will notify ACC/A4P. **(T-2)**.

4.3.4.3. Students who do not complete a course may be allowed to re-compete for future courses at the USAF AMMOS/CO's discretion.

4.3.4.4. Alternates not selected to attend as a primary student must re-compete at subsequent ASPC student selection boards to be considered for future enrollment.

## Chapter 5

### USAF AMMOS GRADUATE UTILIZATION AND RESPONSIBILITIES

**5.1. Purpose:** Establishes guidance and procedures for graduate assignment, tier management, and utilization guidance in the management of and expectations for a USAF AMMOS graduate.

**5.2. Responsibilities:**

5.2.1. AF/A4L will: Ensure a 24-month review of graduate management is completed.

5.2.1.1. AFPC/DP2LL will request AFPC/DSY to query all Tier I and II officer graduate fill rates (inventory versus requirement) for each wing and USAF AMMOS officer graduate inventory by Tier.

5.2.1.2. AFPC/DP2LL will forward the query results from AFPC/DSY to USAF AMMOS.

5.2.1.3. USAF AMMOS/DO will perform an analysis of:

5.2.1.3.1. Percentage of USAF AMMOS officer graduates fulfilling Tier I/II positions. **(T-3).**

5.2.1.3.2. Percentage of USAF AMMOS officer graduates not fulfilling Tier I/II positions and reasons for non-utilization. **(T-3).**

5.2.1.3.3. Percentage of USAF AMMOS officer graduates not completing Tier I/II within the five years following graduation from USAF AMMOS and reasons for non-completion. **(T-3).**

5.2.1.3.4. Other topics such as student nominations, production and performance, etc. may be included as a part of this review at the discretion of the AF/A4L. Reference USAF AMMOS Graduate Utilization Chart Example at [Attachment 4](#).

5.2.2. HQ ACC/A4 will serve as USAF AMMOS OPR.

5.2.3. HQ ACC/A4P will serve as USAF AMMOS office of collateral responsibility

5.2.4. USAF AMMOS/DO will:

5.2.4.1. Deliver Graduate Assessment Questionnaire (GAQ) surveys to group commanders of USAF AMMOS graduates 180-days after their graduation from ASPC. **(T-3).**

5.2.4.2. Consolidate GAQ survey responses from group commanders and provide recommendations to ACC/A4 to address capability and/or resource shortfalls for USAF AMMOS to meet current and emerging field requirements. **(T-3).**

5.2.4.3. Establish effective graduate utilization and responsibilities that align with a USAF AMMOS graduate's roles of Producer, Mentor, and Advisor. **(T-2).**

5.2.5. Maintenance/Mission Support Group Commanders (or equivalent) will:

5.2.5.1. Serve as the unit OPR for their assigned USAF AMMOS graduates. **(T-3).**

5.2.5.2. Establish a tactics and training program, with assistance from the senior USAF AMMOS graduate. **(T-3).**

- 5.2.5.2.1. Identify potential ASPC student nominations and conduct post-selection process review. **(T-3)**.
  - 5.2.5.2.2. Utilize USAF AMMOS graduates to develop locally approved pre/post-selection process review procedures. **(T-3)**.
  - 5.2.5.3. Support their USAF AMMOS graduates' participation in at least one in-person/virtual AMMTAC, LOGTAC, or AFTTP rewrite conference to the maximum extent possible. **(T-3)**.
  - 5.2.5.4. Ensure graduates are utilized as producers, mentors, and advisors throughout the wing. It is important to remember these roles are not to take the place of the graduates' roles/responsibilities in their primary duty position, but instead are additional responsibilities they take on as USAF AMMOS graduates. **(T-3)**.
  - 5.2.5.5. Challenge the graduates with specific home station and deployment issues in enhancing mission generation capabilities. **(T-3)**.
  - 5.2.5.6. Expect graduates to work closely with their peers across the wing as logistics problem solvers and mission integrators. **(T-3)**.
  - 5.2.5.7. Ensure that graduates are conducting monthly academics (at a minimum) to educate and mentor both officer and enlisted personnel on AFTTPs. **(T-3)**.
  - 5.2.5.8. Appoint a USAF AMMOS graduate as Director, Tactics and Training (DTT). **(T-3)**.
- 5.2.6. Director, Tactics and Training (DTT) will:
- 5.2.6.1. Provide oversight of the Maintenance/Mission Support Group Commander's tactics and training program. The tactics and training program includes, but is not limited to, the professional development of USAF AMMOS graduates and ensuring the USAF AMMOS graduates develop and execute the preponderance of monthly academic lessons. **(T-3)**.
  - 5.2.6.2. Ensure all USAF AMMOS graduates assigned to their base are integrated into the monthly academics training plan NLT 90 days after arrival. **(T-3)**.

### **5.3. USAF AMMOS Graduate Roles:**

- 5.3.1. Producer. The USAF AMMOS graduate should be the logistics problem solver and mission integration leader within his/her organization, continually challenging the status quo to enhance mission generation capabilities to meet current and emerging mission requirements. The USAF AMMOS graduate should perform in sortie production-oriented jobs to fulfill the role of a producer. These duties include, but are not limited to: execution of aircraft maintenance, munitions, and logistics operations in support of the wing's flying-hour program; Maintenance Performance Indicators (MPI) analysis and development of corrective actions; special projects, and execution of home station and deployed maintenance, munitions, and logistics activities in support of combat and humanitarian operations.
- 5.3.2. Mentor. The USAF AMMOS senior graduate should ensure a minimum of one academics lesson is taught each month. Topics should include, but are not limited to, TTPs and lessons listed in [Table 5.1](#).



5.3.2.1. The senior USAF AMMOS graduate should confer with the MXG/CC, MSG/CC or equivalent to develop topics based on major upcoming events such as operational readiness inspections, operational readiness exercises, building the flying hour program, deployments, or other unit specific matters.

**Table 5.1. Suggested USAF AMMOS Monthly Academics Lessons.**

| EVEN YEARS |                       | ODD YEARS |                               |
|------------|-----------------------|-----------|-------------------------------|
| JAN        | Mission Verification  | JAN       | Troubleshooting               |
| FEB        | FHP                   | FEB       | FHP                           |
| MAR        | Mx Capabilities       | MAR       | Mx Capabilities               |
| APR        | CAF/MAF scheduling    | APR       | CAF/MAF scheduling            |
| MAY        | Acft Status           | MAY       | DOC Statements/ATO execution  |
| JUN        | Training              | JUN       | Munitions & Sortie Production |
| JUL        | Benchstock, MICAP     | JUL       | Repair Cycle Management       |
| AUG        | Budget                | AUG       | Acft Generation               |
| SEP        | Metrics               | SEP       | Metrics                       |
| OCT        | Manpower Management   | OCT       | Logistics Support Network     |
| NOV        | AMMO 101              | NOV       | CDO                           |
| DEC        | Redeploy/Reconstitute | DEC       | Site Survey Basics            |

5.3.2.2. The goal is to optimize training opportunities in an attempt to encourage maximum participation. This AFMAN does not restrict the location of the academics, the number of attendees required, nor the rank, position, nor makeup of the audience.

5.3.3. Advisor. The USAF AMMOS graduate should be an advisor to the MXG/CC and MSG/CC for several matters including, but not limited to: flying hour program development; analysis of logistical support issues and recommended courses of action; Mission Verification Program (MVP); analysis of MPIs and development of possible corrective actions. The USAF AMMOS graduate should also advise the MXG/CC and MSG/CC (or O-6 equivalent) on nominating candidates for USAF AMMOS. Graduates will identify officers and SNCOs with the potential to serve the USAF in a Humble, Credible, and Approachable manner. When making recommendations, graduates should assess the potential candidate within the criteria established in [para 4.2.3.2](#)

5.3.4. Graduates should participate in the development and sustainment of AFTTPs for aircraft, munitions/missile maintenance, and logistics operations. **(T-3)**. Provide inputs during reviews, and/or participate in AMMTAC, LOGTAC, and AFTTP rewrite conference (physical/virtual). USAF AMMOS graduates are expected to participate in the development and formalization of AFTTPs for aircraft maintenance, munitions and missile maintenance, and logistics operations. In addition, they are responsible to wing leadership to ensure a methodical AFTTP education and training program is established. **(T-3)**.

5.3.5. Officer graduates are required to serve 5 years in designated payback positions, spread between two tiers (see [Table 6.1](#)). At the completion of each tier assignment, they will be awarded an appropriate Special Experience Identifier (SEI) as indicated in [paragraph 5.2 \(T-3\)](#).

5.3.6. Though there are no formal graduate payback requirements for enlisted graduates, commanders at all levels should look to employ enlisted graduates in positions where their unique experience is being used to maximum extent possible.

## Chapter 6

### USAF AMMOS OFFICER GRADUATE MANAGEMENT

**6.1. USAF AMMOS graduate positions.** USAF AMMOS graduate positions will be categorized within a two-tier system, to denote and manage desired experience levels for each billet while maximizing appropriate graduate return on investment to the USAF.

**6.2. Tier System:** Tier level denotes desired experience for a USAF AMMOS graduate. Graduates PCSing prior to completing their 5-year payback window, should expect assignment to a tier position commensurate with rank and USAF AMMOS graduate manning requirements until the 5-year payback is complete. Following successful completion of Tier I positions, graduates can expect to fill a Tier II position. As a rule of thumb, graduates should not fill a Tier II position until completing tours in Tier I positions, unless required by the needs of the USAF and professional development of the officer. To accomplish the 5-year payback the graduate needs to fill a billet within the appropriate Tier.

6.2.1. Tier I positions: Tier I positions should be filled by first assignment USAF AMMOS officer graduates. This is the beginning of the 5-year operational payback. Tier I indicates responsibilities commensurate with a captain or junior major and will normally reside in an operational wing (see [Table 6.1](#)). A USAF AMMOS officer graduate will normally serve in Tier I positions for 3 years to successfully complete Tier I requirements.

6.2.2. Tier II positions: Tier II positions indicate responsibilities commensurate with a junior field grade officer and are normally filled by second assignment USAF AMMOS officer graduates, although they can be filled by a recent graduate if necessary. Tier II positions provide the graduate enhanced leadership opportunities and refinement of the mentor and advisor roles within an operational wing, the opportunity to mentor and advise at the staff level and aid in policy development as well as provide experience with operational-level logistics for career development (see [Table 6.1](#)). A USAF AMMOS officer graduate will normally serve in Tier II positions for 2 years to successfully complete Tier II requirements.

**6.3. Award of Special Experience Identifier (SEI):** SEIs are utilized to track USAF AMMOS officer graduate payback completion. A full description of the officer SEIs identified below is listed in the Air Force Officer Classification Directory. USAF AMMOS officer graduates can be awarded separate SEIs as indicated below:

6.3.1. MQ7 SEI. Upon graduation from AMMOS. USAF AMMOS will process SEI actions. (T-3).

6.3.2. MQ8 SEI. Upon completion of Tier I assignments. Recommended by SQ/CC or equivalent, approved by MXG/CC, MSG/CC or O-6 equivalent.

6.3.3. MQ9 SEI. Upon completion of Tier II assignments. Recommended by SQ/CC or equivalent, approved by MXG/CC, MSG/CC or O-6 equivalent.

**6.4. USAF AMMOS graduate management:** AFPC/DP2LL will assign USAF AMMOS officer graduates to wings by using criteria depicted in [Table 6.1](#) AFPC/DP2LL shall use desired experience level (Tier), to place USAF AMMOS graduates on assignment.

6.4.1. In addition to AFPC/DP2LL's assignment considerations of Officer Professional Development, Air Force needs, officer availability, and Airman Development Plan

preferences, they will also strive to assign at least one Tier I USAF AMMOS officer graduate at each wing within the USAF regardless of the number of Tier II USAF AMMOS officer graduates and SNCO graduates already assigned.

6.4.2. Tier I officer graduates above the minimum assigned to a wing must be coordinated with AFPC/DP2LL based on wing/unit mission requirements. AFPC/DP2LL must consider the impact of assigning less than the minimum number of required graduates at a given wing and fairly weigh those impacts against an individual's professional development, wing needs, and Air Force requirements.

6.4.3. Expectation. Unit commanders may assign Tier I USAF AMMOS officer graduates to any duties, as required by unit needs, which may not be Tier I billets identified in **Table 6.1**. However, unit commanders should not expect AFPC/DP2LL to backfill vacant billets with USAF AMMOS graduates, as long as the unit has the required minimum number of Tier I USAF AMMOS officer graduates, per current entitlement rates, to fulfill wing mission requirements.

## 6.5. MAJCOM/A4s will:

6.5.1. Establish annual review of USAF AMMOS officer graduate utilization. Review should track at a minimum the following:

6.5.1.1. Percentage of USAF AMMOS officer graduates not fulfilling Tier I/II positions and reasons for non-utilization.

6.5.1.2. Percentage of USAF AMMOS officer graduates not completing Tier I/II within the five years following graduation from USAF AMMOS and reasons for non-completion.

6.5.2. Compile and forward results of appropriate officer graduate utilization within the two tier system to USAF AMMOS/CO.

6.5.3. Coordinate with USAF AMMOS/CO on analysis results and courses of action.

**6.6. USAF AMMOS Continuing Professional Development:** Beyond graduating from USAF AMMOS and completion of courses as outlined in aircraft maintenance officer, munitions maintenance officer, and logistics readiness officer career field education and training plans, graduates are encouraged to attend two additional Joint logistics courses. To the maximum extent possible, AMMOS graduates should attend; Air University's MCADRE 002 Contingency Wartime Planning Course and/or MCADRE 003 Joint Air Operations Planning Course.

**Table 6.1. USAF AMMOS Graduate Tiers.**

|               |
|---------------|
| <b>Tier I</b> |
|---------------|

USAF AMMOS Instructor  
Aircraft Maintenance Unit Officer in Charge  
Munitions Flight Commander  
Missile Maintenance Squadron Generation Flight Commander  
(Missile) Maintenance Squadron Maintenance Operations Flight Commander  
Maintenance Operations Flight Commander  
Squadron Operations Officer  
Materiel Management Flight Commander  
Deployment & Distribution Flight Commander  
Aerial Port Flight Commander  
Installation Deployment Officer

**Tier II**

USAF AMMOS Director of Operations  
21A/M/R Squadron Commander  
MAJCOM Staff, NAF Staff, HAF Staff, Joint Staff  
MOIC/AMMOC/ILROC Instructor  
AFPC 21A/M/R Assignment Team  
Air Logistics Complex AMXS or MMXS Operations Officer

## Chapter 7

### USAF AMMOS GRADUATE ASSESSMENT PROGRAM

**7.1. Purpose:** This chapter provides specific guidance and procedures for execution of the USAF AMMOS Graduate Assessment Questionnaire (GAQ). The GAQ is a tool to gather feedback from the graduates' group commander (or equivalent) in order to assess the graduates' performance in the field since graduating from ASPC. Additionally, it will aid in determining if the graduates are fulfilling their roles, as described in **Chapter 5** of this manual.

**7.2. Development and Responsibilities:** To help validate USAF AMMOS graduate performance in the field, the USAF AMMOS/CO will use GAQ to collect information/data from the group commanders (or equivalent) with USAF AMMOS graduates assigned. The data gathered will be analyzed and coordinated through all relevant staff and supporting agencies to ensure a full 360-degree feedback mechanism is in place to enhance curriculum development and graduate production/performance.

#### **7.3. Responsibilities:**

7.3.1. Maintenance/Mission Support Group Commanders (or equivalent) will: Complete GAQ survey within the suspense of the USAF AMMOS GAQ Survey message. **(T-3).**

7.3.2. USAF AMMOS/CO will:

7.3.2.1. Forward all completed GAQ surveys to ACC/A4 for review when requested by ACC/A4. **(T-3).**

7.3.2.2. Send the GAQ survey announcement letter to all applicable group commanders or equivalent NLT 180 days after each USAF AMMOS graduation. **(T-3).**

7.3.2.3. Ensure GAQ survey announcement contains a link for the group commanders or equivalents to complete the survey electronically. **(T-3).**

7.3.2.4. Compile/review/analyze the GAQ survey data results and take appropriate action as required or directed. **(T-3).**

7.3.3. USAF AMMOS Academics Flight (MXAO) will:

7.3.3.1. Develop all GAQ surveys and submit to USAF AMMOS/CO for review. **(T-3).** All surveys will, at a minimum, assess three general areas: **(T-3).**

7.3.3.1.1. Graduate fulfillment of roles as described in **Chapter 5**.

7.3.3.1.2. Level of support graduates receive from their field unit.

7.3.3.1.3. How well USAF AMMOS produces graduates with the correct skill set to enable enhanced production of combat power at a graduate's wing.

7.3.3.2. Collect and process the GAQ survey feedback results. **(T-3).**

7.3.3.3. Convert collected GAQ survey feedback results for presentation, analysis and distribution. **(T-3).**

7.3.3.4. Assemble and forward the GAQ survey results to the USAF AMMOS/CO for analysis and approval. **(T-3).**

## Chapter 8

### AIR FORCE TACTICS, TECHNIQUES, AND PROCEDURES (AFTTP) DEVELOPMENT PROGRAM

**8.1. Purpose:** The AFTTP 3-4 Aircraft Maintenance Fundamentals, Munitions/Missile Maintenance Fundamentals, and Logistics Readiness Fundamentals volumes are a codification of intelligent and proven practices for aircraft maintenance, munitions/missile maintenance, and logistics management. These volumes are designed to capture the collective wisdom not spelled out in AF instructions or higher level doctrine. This chapter covers planning and execution of USAF AMMOS sponsored AMMTAC, LOGTAC, and AFTTP review conferences (physical/virtual). These three types of conferences are held for each volume in the AFTTP series to ensure proper vetting of subject matter. Re-write conferences for published volumes occur on a 24-month cycle IAW AFI 11-260, *Tactics Development Program*. Aircraft Maintenance and Munitions/Missile Maintenance volume revisions will normally occur on alternating years (Aircraft Maintenance on even-numbered years and Munitions/Missile Maintenance on odd-numbered years). Logistics Management revisions will normally occur on odd-numbered years in conjunction with the AFTTP schedule.

#### **8.2. Responsibilities:**

8.2.1. HQ/ACC/A4 will:

8.2.1.1. Approve and sign all AFTTP 3-4, Aircraft Maintenance Fundamentals, Munitions/Missile Maintenance Fundamentals, and Logistics Readiness Fundamentals volumes.

8.2.1.2. Ensure approval and signature process aligns with 24-month AFTTP review cycle.

8.2.2. HQ/ACC/A4P will: Prepare and forward all AFTTP 3-4 volumes to ACC/A4/CCE for ACC/A4 review and signature.

8.2.3. USAF AMMOS will:

8.2.3.1. Serve as the USAF Office of Primary Responsibility for the AFTTP 3-4, Aircraft Maintenance Fundamentals, Munitions/Missile Maintenance Fundamentals, and Logistics Readiness Fundamentals volumes. **(T-2)**.

8.2.3.2. Coordinate in-person/virtual AMMTAC, LOGTAC and AFTTP review conferences to meet 24-month review cycle IAW AFI 11-260, *Tactics Development Program*. **(T-2)**.

8.2.4. 423d Mobility Training Squadron (MTS) will:

8.2.4.1. Serve as volume manager administrators. **(T-2)**.

8.2.4.2. Facilitate publication of all AFTTP 3-4, Aircraft Maintenance Fundamentals, Munitions/Missile Maintenance Fundamentals, and Logistics Readiness Fundamentals volumes through MAJCOM top-level coordination, review, and publication. **(T-2)**.

8.2.4.3. Ensure coordination and routing process for approval and signature aligns with 24-month AFTTP review cycle. **(T-2)**.

8.2.5. USAF AMMOS Tactics Flight (MXAT) will:

8.2.5.1. Serve as model managers for the AFTTP 3-4, Aircraft Maintenance Fundamentals, Munitions/Missile Maintenance Fundamentals, and Logistics Readiness Fundamentals volumes. **(T-3)**.

8.2.5.2. Facilitate development of AFTTP through field, MAJCOM, and Air Staff functional subject matter experts (SME) by utilizing the chain of command from USAF AMMOS/CO through ACC/A4 to solicit support, information, and process participation from SMEs across the USAF. **(T-3)**.

8.2.5.3. In preparation for AMMTAC, LOGTAC, and AFTTP review conferences (virtual/physical) request appointment of MAJCOM Chapter/Attachment Leads through USAF AMMOS/CO to ACC/A4 to assist in solicitation of support, information, and process participation from SMEs across the USAF. **(T-3)**.

8.2.5.4. Identify experience required for delegates to AMMTAC, LOGTAC, AFTTP review conferences (virtual/physical) by assigning specific chapters and attachments to command staffs. **(T-3)**.

8.2.5.5. Plan and execute in-person/virtual AMMTAC, LOGTAC, and AFTTP rewrite conferences. **(T-3)**.

8.2.5.6. Coordinate with assigned Chapter/Attachment Leads to ensure timely completion of virtual rewrite process. **(T-3)**.

8.2.5.7. Ensure scheduling de-confliction within USAF AMMOS course calendar and alignment with AFTTP 3-4 conferences. **(T-3)**.

8.2.5.8. Establish and release an AMMOS graduates AMMTAC and/or LOGTAC or Virtual AMMTAC and/or LOGTAC notification message 90 days prior to conference start date, including data call for presentations and schedule of events. **(T-3)**.

8.2.5.9. Coordinate with the 423 MTS AFTTP 3-4 volume manager on all working group conference dates. **(T-3)**.

8.2.6. MAJCOM Chapter/Attachment Leads will:

8.2.6.1. Ensure appropriate SME selection to aid in chapter/attachment rewrite. **(T-3)**.

8.2.6.2. Participate with in-person/virtual AMMTAC, LOGTAC, and AFTTP review conference. **(T-3)**.

8.2.6.3. For physical AMMTAC or LOGTAC, prepare to lead chapter/attachment small group workshops and recommend areas for inclusion for their respective chapter/attachment. **(T-3)**.

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



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

AFI 11-260, *Tactics Development Program*

AFI 33-360, *Publications and Forms Management*, 1 Dec 2015

AFI 36-2406, *Officer and Enlisted Evaluation Systems*, 8 Nov 2016

AFI 36-2905, *Fitness Program*, 21 Oct 2013

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AFPD 21-1, *Maintenance of Military Materiel*, 1 Aug 2018

***Adopted Forms***

AF Form 475, *Air Force Education/Training Report*

AF Form 77, *Letter of Evaluation*

AF Form IMT 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFB**—Air Force Base

**AFTTP**—Tactics, Techniques, and Procedures

**AD**—Active Duty

**AFR**—Air Force Reserve

**AMMOS**—Advanced Maintenance and Munitions Operations School

**AMMTAC**—Aircraft Maintenance/Munitions Tactics Conference

**ANG**—Air National Guard

**AOC**—Air Operations Center

**ARC**—Air Reserve Component

**ASPC**—Advanced Sortie Production Course

**ATO**—Air Tasking Order

**CAF**—Combat Air Force

**CDO**—Contested Degraded Operation

**CMSgt**—Chief Master Sergeant

**CO**—Commandant

**DO**—Director of Operations

**DOC**—Designed Operational Capability

**DT**—Developmental Team

**EPA**—Equal Plus Ad

**DTT**—Director of Tactics and Training

**EQUAL Plus**—Enlisted Quarterly Assignments Listing Plus

**ETCA**—Education and Training Course Announcement

**GAQ**—Graduate Assessment Questionnaire

**HAF**—Headquarters Air Force

**IAW**—In Accordance With

**ILROC**—Intermediate Logistics Readiness Officer Course

**IS**—Instructor Supervisor

**ISD**—Instructional System Development

**JTS**—Joint Tactics Squadron

**LOGTAC**—Logistics Tactical Conference

**MAJCOM**—Major Command

**MAF**—Mobility Air Force

**MCL**—Master Course Listing

**MICAP**—Mission Impaired Capability Awaiting Parts

**MOIC**—Maintenance Officer Intermediate Course

**MPI**—Maintenance Performance Indicators

**MSG/CC**—Mission Support Group Commander

**MTS**—Mobility Training Squadron

**MVP**—Mission Verification Program

**Mx**—Maintenance

**MXG/CC**—Maintenance Group Commander

**NAF**—Numbered Air Force

**NLT**—No Later Than

**OPR**—Office of Primary Responsibility

**SEI**—Special Experience Identifier

**SIE**—Self-Initiated Eliminations

**SME**—Subject Matter Expert

**SNCO**—Senior Non-Commissioned Officer

**SOF**—Special Operations Forces

**SURF**—Single Unit Retrieval Format

**USAF**—United States Air Force

**WG**—Wing

**Wg/CC**—Wing Commander

Attachment 2

USAF AMMOS NOMINATION PERSONNEL DATA SHEET

Figure A2.1. USAF AMMOS Nomination Personnel Data Sheet.

|   |  |  |
|---|--|--|
| USAF ADVANCED MX &<br>MUNITIONS OPERATIONS SCHOOL<br>4275 Plattsburgh Avenue<br>Nellis AFB NV 89191-7066<br>DSN 682-5883 FAX 682-5973<br>Last Name: _____ | Personnel Record Sheet<br>(Please type/fill in blanks) | Rank: _____  |
| Work Telephone _____ Cell Telephone: _____  |  | <div style="border: 1px solid black; width: 150px; height: 100px; margin: auto;">                     Official Photo only                 </div> |
| E-mail: (.mil account/ personal email optional) _____   |  |  |
| ASPC Class: _____ Go-By Name: _____   |  |  |
| Pin-on Date of Next Rank as it applies: _____   |  |  |
| Examples in Blue:   |  |  |
| <b>CURRENT UNIT INFO</b>  | <b>GAINING UNIT INFO</b>                               |  |
| <b>WING/CC: (ex: 86 FW/CC - must match your OPR/EPR record)</b>   | <b>WING/CC:</b>  |  |
| Rank, Name: _____   | Rank, Name: _____                                      |  |
| Unit: _____   | Unit: _____  |  |
| Street Address: _____   | Street Address: _____                                  |  |
| Base/State/Zip: _____   | Base/State/Zip: _____                                  |  |
| DSN Phone #: _____  | DSN Phone #: _____                                     |  |
| Email: _____  |  |  |
| <b>WING/MXG: (ex: 86 MXG/CC - must match your OPR/EPR record)</b>   | <b>WING/MXG</b>  |  |
| Rank, Name: _____   | Rank, Name: _____                                      |  |
| Unit: _____   | Unit: _____  |  |
| Street Address: _____   | Street Address: _____                                  |  |
| Base/State/Zip: _____   | Base/State/Zip: _____                                  |  |
| DSN Phone #: _____  | DSN Phone #: _____                                     |  |
| Email: _____  |  |  |
| AMMOS graduate? Yes/NO  |  |  |
| <b>SQ/CC: (ex: 86 AMXS/CC - must match your OPR/EPR record)</b>   | <b>SQ/CC:</b>  |  |
| Rank, Name: _____   | Rank, Name: _____                                      |  |
| Unit: _____   | Unit: _____  |  |
| Street Address: _____   | Street Address: _____                                  |  |
| Base/State/Zip: _____   | Base/State/Zip: _____                                  |  |
| DSN Phone #: _____  | DSN Phone #: _____                                     |  |
| Email: _____  |  |  |
| AMMOS graduate? Yes/NO  |  |  |
| <b>MPF/RECORDS: (ex: 86 FSS/MPF)</b>  | <b>MPF/RECORDS</b>                                     |  |
| Street Address: _____   | Street Address: _____                                  |  |
| Base/State/Zip: _____   | Base/State/Zip: _____                                  |  |
| DSN Phone #: _____  | DSN Phone #: _____                                     |  |

PRIVACY ACT OF 1974. AUTHORITY 10 U.S.C. 8013. PURPOSE: Used for Registrar and Graduation Paperwork.  
 ROUTINE USES: This information will be used by USAF AMMOS/CCA & USAF AMMOS/CCS to process registration/ graduation items,  
 and by the Commandant for emergency contacts. DISCLOSURE: Mandatory.

USAF ADVANCED MAINTENANCE AND MUNITIONS OPERATIONS SCHOOL

Figure A2.1. (Con't).

**QUALIFICATION CRITERIA**

- Current AFSC – 21A/M/R

- Total Operational Unit Experience: 10 yrs

- Mission Design Series (MDS) Maintenance Management Experience:

| MDS (chronological current-past) | # Yrs |
|----------------------------------|-------|
| F-16                             | 7     |
| F-16                             | 3     |
| C-130                            | 1     |
|                                  |       |

**DEPLOYMENT HISTORY**

| Operation/Exercise | Location                 | MDS   | Position Held | Dates               |
|--------------------|--------------------------|-------|---------------|---------------------|
| OEF                | Bagram Afghanistan       | F-16  | AMU OIC       | 1 Jun 11 – 1 Jun 12 |
| COMMANDO SLING     | Paya Lebar AB, Singapore | F-16  | Asst AMU      | 3 Feb – 4 Apr 09    |
| Daylight Surprise  | Kadena Japan             | C-130 | Back shop     | 1 Jan – 4 Jun 08    |
| Green Flag         | Nellis AFB, NV           | F-22  | AMU OIC       | 1-15 Aug 07         |

- Training/CONUS

| Course | Location        | Dates                |
|--------|-----------------|----------------------|
| AMIC   | Dover AFB, DE   | 1 Jun 11 – 1 Jun 12  |
| SOS    | Maxwell AFB, AL | 1 Jan 10 – 1 Mar 10  |
| SNCOA  | Maxwell AFB, AL | 1 Jan 10 – 15 Feb 10 |
| JEMIC  | Langley AFB, VA | 3 Feb – 4 Apr 09     |
| LOG262 | Nellis AFB, NV  | 1 Jan – 4 Jun 08     |
|        |                 |                      |

**CURRENT DUTY TITLE AND DATE ARRIVED STATION**

OIC, Quality Assurance, 57<sup>th</sup> MXG, 17 Sep 10

**DUTY HISTORY (last 3 bases/assignments)**

| Base                    | Location     | # Dates             | Duty Title                   |
|-------------------------|--------------|---------------------|------------------------------|
| JB Lewis-McChord        | McChord, WA  | 4 Mar 10 – Present  | MXS Operations Officer       |
| JB Elmendorf-Richardson | Elmendorf AK | 5 Apr 08 – 4 Mar 10 | Fabrication Flight Commander |
| Mountain Home AFB       | MH, ID       | 1 Apr 06 – 5 Apr 08 | AMU OIC                      |
|                         |              |                     |                              |
|                         |              |                     |                              |

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**Attachment 3****USAF AMMOS NOMINATION LETTER OF ENDORSEMENT**

MEMORANDUM FOR ASPC SELECTION COMMITTEE

FROM: Wg/CC (or equivalent)

SUBJECT: Nomination for USAF Advanced Maintenance and Munitions Operations School (AMMOS), Captain/MSgt John/Jane X. Doe.

1. Captain/MSgt John/Jane X. Doe is my number one choice for the USAF Advanced Maintenance and Munitions Operations School, AMMOS, Class XXX. He/She has earned my highest recommendation and is a star performer and combat leader.

2. Captain/MSgt Doe has proven himself/herself to be an outstanding officer/SNCO. His/Her amazing record of accomplishment speaks volumes about his/her dedication to excellence and his/her potential as an AMMOS graduate. His/Her impact on mission accomplishment as a maintenance, munitions, or logistics readiness officer/SNCO has directly improved the wing's combat capability and mission generation efforts.

*3. A short summary of Capt/MSgt Doe's aircraft maintenance and munitions operational experience and achievements*

4. I have only seen a few officers/SNCOs of Captain/MSgt Doe's caliber during my career. The Air Force will reap big dividends from his attending the AMMOS. Select him/her for USAF AMMOS on this board!

//SIGNED//

Insert Name, Colonel, USAF

Attachment 4

USAF AMMOS GRADUATE UTILIZATION CHART EXAMPLE

Figure A4.1. Tier 1 Graduate Requirements.

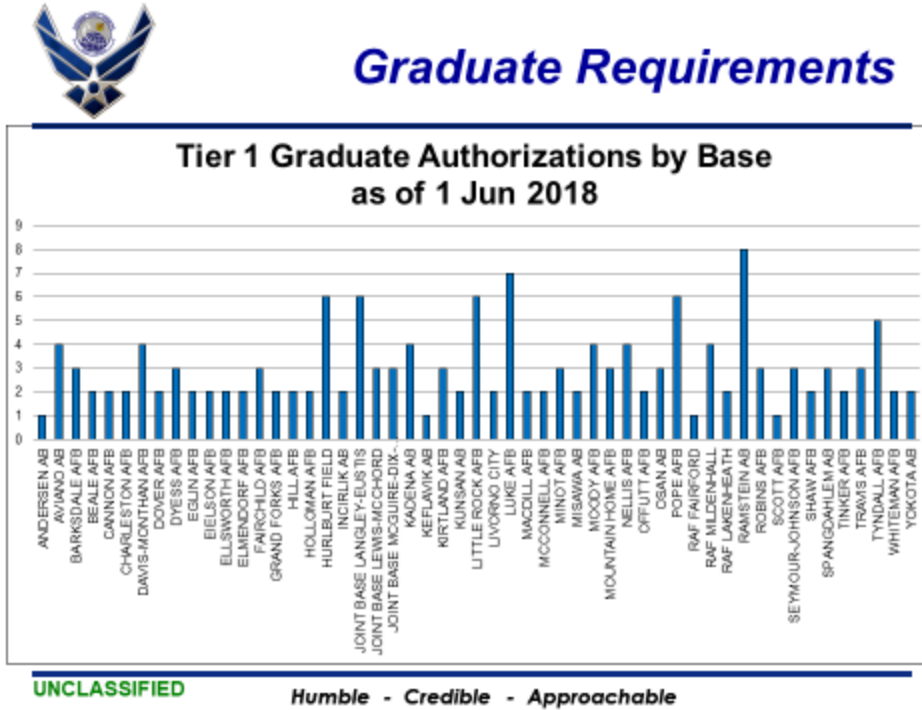


Figure A4.2. Graduate Assignments.

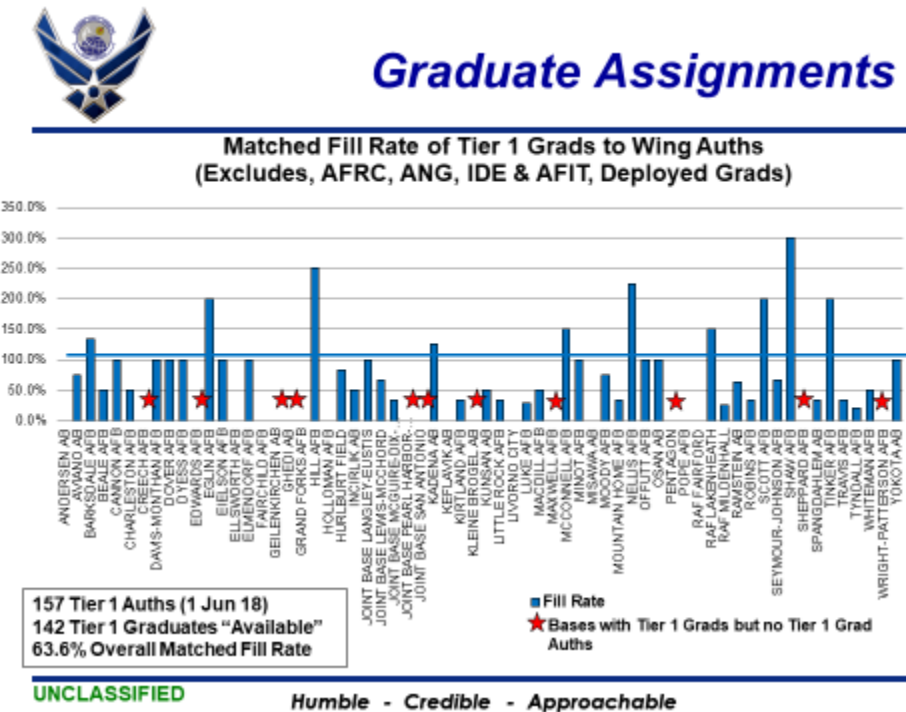


Figure A4.3. Tier 1 Graduate Inventory vs. Requirements.



## Graduate Inventory vs. Requirements

- 178 Graduates Remain in Service
  - 161 Active Duty
  - 17 Guard/Reserve
  - 22 separated/retired since 2003
- 161 Active Duty Graduates for 157 D-Coded positions
  - Does not account for Grads in IDE, Deployed CC, and other requirements that trump Grad status
  - Career progression to Tier II positions after 3 years reduces graduate population to fill Tier I positions
- AFI 21-111 (21 Jun 10)
  - Categorizes D-Coded positions into Tier I, Tier II, and Tier III
  - **Directs Grads to fill Tier I positions for 3 years after AMMOS**

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Figure A4.4. Current Graduate Utilization.



## Current Graduate Utilization

|  | Current D-Code Requirements | AD Assigned | AD Fill Rate | AFRC Assigned | ANG Assigned |
|--|-----------------------------|-------------|--------------|---------------|--------------|
| Tier I Equivalent  | 134                         | 54          | 40.3%        | 1             | 2            |
| Tier II Equivalent   | 22                          | 69          | 313.6%       | 8             | 5            |
| Not in Tier Equivalent Position (DE, career broadening, etc) |                             | 28          | N/A          | 0             | 0            |

- Primary focus of AMMOS is producing Tier I grads
- Career progression demands transition to Tier II at 11-13 year TAFCS
- Possible window to fill Tier I position is 2-8 years
- **Average window to fill Tier I position is 3 years or 1/3 turn over rate**

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