

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



AIR FORCE INSTRUCTION 41-105

5 DECEMBER 2014
Certified Current, on 4 April 2016
Health Services

MEDICAL TRAINING PROGRAMS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/SG1N

Certified by: AF/SG1/8
(Brig Gen Charles E. Potter)

Supersedes: AFI 41-105, 9 November
2010

Pages: 10

This instruction implements Air Force Policy Directive (AFPD) 41-1, *Health Care Programs and Resources*. It gives directive requirements for the operation, management (to include resourcing guidance and processes), surveillance, and evaluation of medical service formal training and medical training programs conducted in the U.S. Air Force (USAF) medical treatment facilities (MTF) and affiliated training sites. This instruction complements the training structure under Air Education and Training Command (AETC) for programs conducted at other major commands and MTFs. This publication applies to Air Force Reserve Command (AFRC) and Air National Guard (ANG) medical personnel during initial skills training while attending the Medical Education and Training Campus (METC), the 937th Training Group (937 TRG) and U.S. Air Force School of Aerospace Medicine (USAFSAM). It does not provide guidance for Graduate Medical Education programs. 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 alternately, to the Publication Office of Primary Responsibility (OPR) for non-tiered compliance items. In addition, copies of all submitted waiver documents for this instruction will be provided to the respective training command (i.e., AETC, USAFSAM). Supplementing publications must be sent to the OPR of this instruction for review and coordination before publication. Refer recommended changes and questions about this publication to the OPR using the AF 847, *Recommendation for Change of Publication*; route AF 847s from the field through the

appropriate functional' s chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed are Title 10, United States Code (U.S.C.), Sections 133, 2112, 8013, and 8032; 50 U.S.C. § 454; and Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*, as amended. Forms governed by this instruction include the Privacy Act statement required by AFI 33-332, *The Air Force Privacy and Civil Liberties Program*. System of Record Notice F044 AF SG K, *Medical Professional Staffing Records*, applies.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. This revision incorporates changes to Air Force enlisted medical training programs as a result of the 882d Training Group relocation, which were driven by the 2005 Base Closure and Realignment Commission Report (BRAC) recommendations, from Sheppard AFB, TX to Joint Base San Antonio-Fort Sam Houston, TX and subsequent stand up of the 937 Training Group (937 TRG) at 37 TRW, Lackland AFB, TX, supporting METC. HQ AF/SG1 has been updated to HQ AF/SG1/8.

Chapter 1

PROGRAM OVERVIEW

1.1. Training Philosophy.

1.1. The Air Force Medical Service (AFMS) has a continuing need for highly skilled officers and enlisted members to be part of the Air Force health care team. The Readiness of the AFMS relies on the right training, at the right time, and is paramount to carrying out the Air Force mission. The AFMS has several approved avenues to obtain enlisted and officer initial skills training, to include those that are conducted in MTFs and affiliated training sites under the guidance of AETC or Air Force Material Command (AFMC). All training must consistently be assessed to reflect the needs of AFMS personnel in the evolving health care environment.

1.2. Training Programs.

1.2.1. Phase I Medical Training Programs: This category includes officer and enlisted resident medical training taught and instructed at the United States Air Force School of Aerospace Medicine (USAFSAM), METC at the 937 TRG, and geographically separated locations.

1.2.2. Phase II Medical Training Programs: These programs are managed by the 937 TRG and are an extension of Phase I training. Phase II programs encompass initial skill courses for officer and enlisted medical personnel conducted at AF MTFs, Sister Service MTFs and civilian partner platforms by personnel assigned to that facility. The USAF Consolidated Training Plan (CTP) for Non-Resident Medical Training Programs covers phase II and non-resident training.

1.2.3. Advanced and Supplemental Training: This category contains all other formal officer and enlisted courses managed by the 937 TRG and USAFSAM not classified as Phase I or II training. Advanced and Supplemental Training, IAW AFI 36-2201 Air Force Training Program, defines Advanced Training as formal courses that provide individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills and knowledge to enhance their expertise in the career field. Supplemental Training is training toward a portion of an AF specialty without change to the AFSC.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. HQ AF/SG1/8: Approval authority for the establishment, discontinuation, and resourcing of medical training courses as submitted by HQ AF/SG1/8, Force Development Panel.

2.2. HQ AF/SG1/8 Force Development Panel: Serves as the first level of corporate vetting for planning, programming, and budgeting issues in the following areas: recruiting, retention, education, training and other force development programs. The panel serves as the initial point of entry for issues from Program Element Monitors (PEMs), Integrated Process Teams (IPTs), Major Commands (MAJCOMs), Direct Reporting Units (DRUs), and Field Operating Agencies (FOAs) that require corporate review. Special Program Authorizations (SPA) included in the panel relate to the Defense Medical Readiness Training Institute (DMRTI), Uniformed Services University (USU), METC and other AFMS programs that support education and training.

2.3. HQ AETC/SGU:

2.3.1. Advises HQ AF/SG1/8 Force Development Panel of training program implementations and status changes greater than 20%.

2.3.2. Ensures training and/or course request packages are thoroughly vetted and appropriately routed prior to submission to the AF/SG1/8 Force Development Panel.

2.3.3. Executes all data call requirements validation and sub-allocation functions via Career Field Managers (CFM)/Consultants for assigned courses.

2.3.3.1. Manages assigned training quotas centrally.

2.3.3.2. Standardizes validation of requirements.

2.3.3.3. Provides accountability for quota management.

2.4. USAFSAM/ED

2.4.1. Advises HQ AF/SG1/8 Force Development Panel of training program implementations and status changes greater than 20%.

2.4.2. Ensures training and/or course request packages are thoroughly vetted and appropriately routed prior to submission to the AF/SG1/8 Force Development Panel.

2.4.3. Executes all data call requirements validation and sub-allocation functions via CFM/Consultants for assigned courses.

2.4.3.1. Manages assigned training quotas centrally.

2.4.3.2. Standardizes validation of requirements

2.4.3.3. Provides accountability for quota management.

2.5. All MAJCOM Surgeon General:

2.5.1. Ensure that facilities, manpower, and other resources are available to accomplish the assigned medical training programs within their command.

2.5.2. Advise HQ AETC/SGU or AFMC USAFSAM/ED on course status changes for further action, as needed.

2.5.3. Provide concurrence/non-concurrence with training and/or course requests submitted by Clinical Consultants and CFM. Coordinate training requests through HQ AETC/SGU or USAFSAM/ED.

2.6. All Clinical Consultants and CFMs:

2.6.1. Champion training requests for new or revised training programs, following the process as prescribed in this instruction.

2.7. Medical Treatment Facility (MTF) or Training Affiliation Agreement (TAA) Sites

2.7.1. Conduct medical training IAW guidance from either the 937 TRG USAF Consolidated Training Plan for Non-Resident Medical Training Programs (CTP) or USAFSAM/ED program guidance/CTP. **(T-1)**.

2.7.2. The Medical Resource Management Office of each MTF is responsible for requesting, through their MAJCOM, "T" prefix designations for each enlisted course supervisor (CS) position. **(T-1)**. These requests must identify the specific Unit Manpower Document (UMD) position numbers to be designated for CSs and do not constitute justification for additional UMD authorizations. **(T-1)**. Enlisted CSs filling these "T" prefix authorizations will have a 3-year controlled tour (code "44") starting the day appointed by the MTF commander. **(T-1)**. NOTE: If the Stabilized Tour Guide (STG) specifies a different controlled tour code for a particular unit, that code will be used in lieu of code "44". AF/SG must apply to AFPC/DPAPP for any desired change in assignment codes.

2.7.3. MTFs will exercise command, supervision, and administrative control over students as established in the CTP or USAFSAM/ED program guidance/CTP. **(T-1)**. MTFs with oversight at Training Affiliation Sites will exercise command, supervision and administrative control over students as established in the CTP or USAFSAM/ED program guidance/CTP. **(T-1)**. Note: Students are not part of the permanent staffing at the Phase II medical facility and are not included in related staffing computations. Students will not be used in direct support of patient workload for other than training purposes and do not participate in permanent party ancillary training. **(T-1)**.

2.8. 937 TRG

2.8.1. Provides guidance (CTP) to the MTFs conducting medical training courses. **(T-1)**. USAF Consolidated Training Plan (CTP) is the primary document directing control of instruction and program/course administration of medical training programs. **(T-1)**. In addition, annexes are provided by the 937 TRG for each course and contain, as a minimum, a training standard, course chart, instructional guide, student performance checklists, and a study reference list.

2.8.2. Performs on site evaluation of course administration IAW CTP.

2.8.3. Coordinates and approves the CTP and applicable annexes. **(T-1)**.

2.8.4. Coordinates duty-specific training within 60 days of appointment notification for course supervisors, course medical directors, and medical training program administrators. **(T-1)**.

2.8.5. Coordinates status changes related to medical training courses or programs through the responsible MAJCOMs to the medical training facility. **(T-1)**. Coordination shall be vetted for final approval through AETC/SGU.

2.8.6. Advises AETC/SGU of problems beyond the scope of the 937 TRG. **(T-2)**.

2.8.7. Provides data to the local Military Personnel Flight for assignment action on enlisted medical students. **(T-1)**.

2.8.7.1. Memorandums of Understanding (MOU) and/or TAAs are not required for Phase II medical training executed at an AF MTF, because the CTP contains the required information. Phase II training conducted at Sister Service MTFs and/or civilian medical facilities will require a MOU and /or TAA. **(T-1)**.

2.9. USAFSAM

2.9.1. Provides guidance to the MTFs/training platforms conducting medical training courses **(T-1)**.

2.9.2. Performs on-site evaluations of course administration. **(T-1)**.

2.9.3. Advises AFMC/SG of problems beyond the scope of USAFSAM. (IAW CTP). **(T-2)**.

Chapter 3

TRAINING AND/OR COURSE REQUEST PROCESS

- 3.1. All AFMS training must support the current AFMS Strategy.**
- 3.2. The OPR for training requests (new or revisions) will be the respective CFM (for enlisted training) or SG Consultant (for officer training).**
- 3.3. AETC/SGU or USAFAM will submit training requests in accordance with Force Development Panel Guidance for training validity, joint service opportunities, and resource decisions.**
- 3.4. CFMs and/or Consultants submit valid training requiring resources to the Force Development Panel via AETC/SGU or USAFSAM/ED for resourcing decisions. (T-1).**
 - 3.4.1. Training requests will be IAW with AF/SG1/8 Force Development Panel. (T-1). Additional information can be found on the KX, AFMS Force Development Panel web page.
 - 3.4.2. Additional required documentation is at the discretion of each MAJCOM/SG and related MAJCOM instructions (ex. AETCIs).

Chapter 4

TRAINING REQUEST APPROVAL PROCESS

- 4.1. Upon completion of the AF/SG1/8 Force Development Panels' review of each training request, a recommendation for approval/disapproval will be forwarded to Assistant Surgeon General, Medical Force Development.
- 4.2. Approved training endorsed by the Assistant Surgeon General, Medical Force Development without a request for an increase in the baseline funding may be implemented upon receipt of written endorsement.
- 4.3. Approved training endorsed by the Assistant Surgeon General, Medical Force Development with a request for an increase in the baseline funding requires AFMS Corporate Structure approval through the Program Objective Memorandum (POM) process.

THOMAS W. TRAVIS
Lieutenant General, USAF, MC, CFS
Surgeon General

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 10, *United States Code Armed Forces*, 07 January 2011
AFPD 41-1, *Health Care Programs and Resources*, 15 April 1994
AFI 33-332, *the Air Force Privacy and Civil Liberties Program*, 05 June 2013
AFMAN 33-363, *Management of Records*, 1 March 2008
AFI 33-360, *Publications and Forms Management*, 25 September 2013
AFI 36-2201, *Air Force Training Program*, 15 September 2010

Adopted Forms

AF 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

937 TRG—937 Training Group
AETC—Air Education and Training Command
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFMOA—Air Force Medical Operations Agency
AFMC—Air Force Material Command
AFMS—Air Force Medical Service
AFPD—Air Force Policy Directive
AFRIMS—Air Force Records Information Management System
ANG—Air National Guard
BRAC—Base Closure and Realignment Commission Report
CFS—Chief Flight Surgeon
CFM—Career Field Manager
CS—Course Supervisor
CTP—Consolidated Training Plan
DMRTI—Defense Medical Readiness Training Institute
DRU—Direct Reporting Unit
e-Publishing—Electronic Publishing

FOA—Forward Operating Agency
FY—Fiscal Year
HQ AETC—Headquarters Air Education and Training Command
HQ AF or HQ USAF—Headquarters United States Air Force
IPT—Integrated Process Team
MAJCOM—Major Command
METC—Medical Education Training Campus
MOU—Memorandums of Understanding
MTF—Medical Treatment Facility
OPR—Office of Primary Responsibility
PEM—Program Element Monitors
POM—Program Objective Memorandum
RDS—Records Disposition Schedule
SG—Surgeon General
SPA—Special Program Authorizations
STG—Stabilized Tour Guide
TAA—Training Affiliation Agreements
UMD—Unit Manning Document
USAF—United States Air Force
USAFSAM—United States Air Force School of Aerospace Medicine
U.S.C.—United States Code
USU—Uniformed Services University