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**READY AIRMAN TRAINING**

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***SUMMARY OF CHANGES***

This document has been substantially revised and should be completely reviewed. Major revisions include: In **Chapter 1** the Program name has changed from Expeditionary Readiness Training Program to Ready Airman Training Program and has changed from a Just in Time to an always Ready philosophy; in **Chapter 2** the makeup of the Ready Airman Training Council has been revised; **Chapter 3** reworded the Readiness Categories, modified the Ready Training Area definitions and waiver/exemption requirements and modified training certification requirements.

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## Chapter 1

### OVERVIEW

**1.1. Ready Airman Training.** Ready Airman Training (RAT) structure encompasses all cross functional (Non-Air Force Specialty Code specific) training, from basic to advanced, required for worldwide contingencies. It focuses on the knowledge, skills and abilities required of an Airman to survive, operate, and succeed across the full range of military operations, either at home station or deployed, while reinforcing a strong warrior ethos. Airmen must possess the skills that make them a lethal and survivable individual, ready to execute the mission at all times. These skills are part of our warrior mindset.

1.1.1. The deliberate shift towards the Air Force Force Generation (AFFORGEN) presentation model identified requirements to prescribe universal baseline readiness training. RAT serves as this baseline and institutes a continuum of learning for all Airmen, while being adaptable to each individual Airman's experience level. It also gives unit commanders the flexibility to tailor the training for specific operating environments and unit missions. This training also ensures basic skills for lethality and survivability are maintained regularly and deliberately throughout the AFFORGEN cycle.

1.1.2. RAT consists of two sections: Ready Training Areas (RTAs) and Advanced Ready Training (ART). RTAs include 12 areas applicable to all Airmen, while ART applies to specific Airmen tasked to support missions requiring more complex training, such as fieldcraft or similar training. Collectively, these training events allow Airmen to develop and maintain warfighting skillsets.

**1.2. Purpose.** This instruction provides guidance to develop, maintain and manage readiness training. It codifies a Ready Airman Training Council (RATC) to ensure cross-functional advocacy and oversight of training requirements and resources by key stakeholders. It outlines roles and responsibilities for comprehensive skill training and provides a process to ensure ART in-residence course requirements are formally linked to the planning, programming, budgeting, and execution cycle.

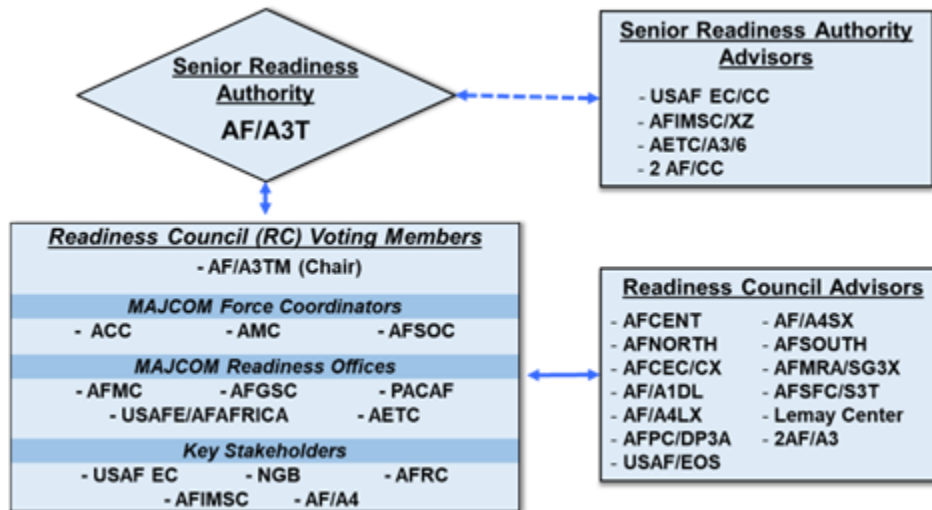
## Chapter 2

### ROLES AND RESPONSIBILITIES

#### 2.1. Governance Structure.

2.1.1. The RAT program involves key stakeholders across the United States Air Force (USAF). **Figure 2.1** highlights the relationships between governance, requirements, integration, and execution. **Chapter 4** describes the role of the RATC.

**Figure 2.1. Ready Airman Training Council Relationships.**



**2.2. Ready Airman Training Council Members.** RATC membership include representatives from the Air Force's Mobility Air Forces Division (AF/A3TM) (Chair), Air Education and Training Command Future Operations Division (AETC/A3X) (Secretariat), MAJCOM Force Coordinators, MAJCOM Readiness Offices, and other key stakeholders to include the National Guard Bureau, Air Force Reserve Command, Air Force Logistics, Engineering & Force Protection (AF/A4), and Air Force Installation and Mission Support Center (AFIMSC). The RATC must vet and approve changes to command designated representatives.

2.2.1. Director of Training and Readiness (AF/A3T). The AF/A3T is designated as the Senior Readiness Authority and will approve implementation of all readiness training requirements. This office will also provide broad, strategic guidance for institutional readiness competency development to improve the focus, currency, and relevancy of USAF readiness training.

2.2.2. The AF/A3TM Division Chief, or designated representative, is the RATC chair. AF/A3TM responsibilities include:

2.2.2.1. Issue and oversee readiness training policy and guidance to meet Airman readiness requirements.

2.2.2.2. Establish policy for developing and publishing readiness training guidance letters.

2.2.2.3. Conduct, with AETC/A3X assistance, a biennial review of USAF and Combatant Command (CCMD) training requirements.

2.2.2.4. Validate and recommend establishment, sustainment, and resourcing of readiness training requirements.

2.2.3. AETC Directorate of Operations and Communications (AETC/A3/6).

2.2.3.1. The AETC/A3/6 Director is a Senior Readiness Authority advisor.

2.2.3.2. The AETC/A3X Division Chief, or designated representative, is the RATC secretariat. AETC/A3X responsibilities include:

2.2.3.2.1. Develop policy and guidance recommendations for presentation to the RATC.

2.2.3.2.2. Standardize, synchronize, and integrate cross-functional readiness training for all Airmen.

2.2.3.2.3. Work with Air Staff, MAJCOMs and CCMDs, through their AF component staffs, to identify and establish readiness training requirements.

2.2.3.2.4. Determine appropriate placement of training requirements within the RAT continuum of learning.

2.2.3.2.5. Coordinate with MAJCOMs and executing agencies to develop and implement training, when required.

2.2.3.2.6. Develop, in coordination with subject matter experts, interactive multimedia instruction to meet readiness training requirements.

2.2.3.2.7. Develop and report production metrics in support of the RATC.

2.2.3.2.8. Develop and implement tools to collect feedback from graduates of all RAT courses.

2.2.3.2.9. Coordinate issues with affected agencies prior to presentation to the RATC.

2.2.3.2.10. Maintain and publish additional guidance on the AFFORGEN Connect, Ready Airman Training page. Additional guidance may include clarification on independent processes; frequently updated rules, such as frequency requirements and changing requirements; and other topics.

2.2.4. MAJCOM Force Coordinators

2.2.4.1. As the designated focal point for developing and recommending global solutions (DAFI 10-401, *Air Force Operations Planning and Execution*), will provide council members advice on how recommendations brought before the council impact the force generation model.

2.2.4.2. Bring recommendations to the council to ensure operational forces are properly trained to respond to emerging crises and sustained operations.

2.2.4.3. **(Added-AFSOC)** Directorate of Operations (A3/9)

2.2.4.3.1. **(Added-AFSOC)** Appoint a primary and alternate MAJCOM Force Coordinator(s) as the Senior Readiness Airman Training Advisor(s) and Functional Area Managers (FAMs) in writing for each functional community to the applicable office for global force management matters. Ensure these representatives are coordinated with RATC as per **paragraph 2.2**. The AFSOC Senior RAT Advisor

ensure the FAMs are partnered with the Air Force installation and mission support center to provide management oversight of the assigned installation and mission support functional communities. **(T-2)**

2.2.4.3.2. **(Added-AFSOC)** Assist FAMs in determining available forces and in-place requirements for all units and ensure they are documented in Department of the Air Force contingency and manpower resource management systems. **(T-2)**

2.2.4.3.3. **(Added-AFSOC)** Ensure forces are trained and equipped to support the special operations force generation construct. **(T-2)**

2.2.4.3.4. **(Added-AFSOC)** Ensure forces tasked to deploy have accomplished the unit training plans tied with the unit Road To War ensuring the tasked units are ready for deployment and communicate availability via the certification, verification, and validation (CV-2) process or within the AFFORGEN RAT construct. **(T-2)**

2.2.4.3.5. **(Added-AFSOC)** Report readiness status of forces utilizing mandated systems of record. **(T-2)**

2.2.4.3.5.1. **(Added-AFSOC)** AFSOC/A3OR will monitor AFSOC's training readiness by reviewing subordinate units' monthly readiness reports and pass any reported Ready Airman Training readiness deficiencies / shortfalls to the Senior Readiness Airman Training Advisor or designated representative.

2.2.5. MAJCOM Readiness Offices. Represent their respective MAJCOM readiness requirements advising on MAJCOM's need to ensure forces are properly trained to respond to emerging crises and sustained operations. **NOTE:** The PACAF and USAFE representatives fulfill two functions on the RATC: MAJCOM Readiness Office representative and Air Force Component Staff Advisor (but the RATC architecture will only show them in their voting role, as it encompasses both roles). As a representative for their respective MAJCOM, they will vote on issues based on their function of a MAJCOM Readiness Office. Additionally, as a member of their respective Air Force Component Staff, they fulfill advisor functions, as described in [paragraph 2.3.5](#) below.

2.2.6. Key stakeholders:

2.2.6.1. USAF Expeditionary Center (USAF EC).

2.2.6.1.1. The USAF EC Commander is an advisor to the Senior Readiness Authority.

2.2.6.1.2. USAF EC representatives advise the council on the capabilities and limitations of the USAF Expeditionary Operations School (USAF EOS) in meeting assigned readiness training requirements.

2.2.6.1.3. Provide Advanced Ready Training for all MAJCOMs.

2.2.6.1.4. Analyze lessons learned and present recommendations to the RATC for action.

2.2.6.2. National Guard Bureau/Air Force Reserve Command. Advise council members on unique readiness requirements of the Air Reserve Component.

2.2.6.3. AF A4/Air Force Installation and Mission Support Center (AFIMSC).

2.2.6.3.1. The AFIMSC Expeditionary Support (AFIMSC/XZ) Director is an advisor to the Senior Readiness Authority.

2.2.6.4. AF/A4 and AFIMSC Representatives.

2.2.6.4.1. Provide subject matter expertise on a variety of readiness training topics.

2.2.6.4.2. Assist in resolving logistics issues impacting execution of readiness training requirements.

**2.3. Ready Airman Training Council Advisors.** Representatives from identified Air Staff, Component-MAJCOMs (C-MAJCOMs), and Air Force component staffs serve as advisors and the RATC Chair may invite them to attend the RATC, as required. Representatives from the United States Space Force may be invited to attend.

2.3.1. Attend RATC meetings as non-voting members when requested.

2.3.2. Provide AF-level guidance and subject matter expert support for the development of readiness training guidance and course material, as applicable.

2.3.3. Participate in periodic reviews of readiness training requirements when requested.

2.3.4. Serve as respective office of primary responsibility for development of courses to meet Air Force and supported CCMD requirements, when applicable.

2.3.5. Component-MAJCOMs/Component-Numbered Air Forces.

2.3.5.1. Recommend readiness training requirements for individuals or teams expected to deploy to their theater.

2.3.5.2. Determine if specific individuals, teams, or categories of personnel (for example, assigned, temporary duty, and request for forces) require ART beyond the minimum RAT identified in AFFORGEN Connect, Ready Airman Training Page (<https://tmis.us.af.mil/afforgenconnect>). Consider mission and operating environments when determining requirements.

2.3.5.3. Identify unique readiness training requirements for all categories of personnel in area of responsibility and country specific Force Generation Reporting Instructions (<https://tmis.us.af.mil/fgri>). For assigned and temporary duty personnel not using reporting instructions, determine best means appropriate to identify these requirements.

2.3.5.4. Participate in readiness training working groups, as required.

**2.4. Unit Commanders.** Ensure Airmen meet AF and theater readiness training requirements for their applicable category (e.g., assigned, temporary duty, request for forces). Unit commanders will assign Airmen to the appropriate readiness category as discussed in [paragraph 3.2](#), below. The Readiness Category 1 and theater readiness training requirements identified in the Theater Specific reporting instructions are the minimum. Unit commanders are not limited to only meeting these requirements and may determine additional training.

**2.4. (AFSOC) Unit Commanders.** Ensure Airman comply with Readiness Category 1 and ensure Airman who are assigned as Category I meet the mission requirements for special operations task units / groups IAW published planning and operational orders.

2.4.1. **(Added-AFSOC)** Commanders validate the category 2 & 3 training requirements IAW unit training plans and the AFSOC certification, validation, and verification (CV2) process.

## Chapter 3

### READY AIRMAN TRAINING

**3.1. Overview.** Recognizing growing kinetic and non-kinetic threats to the United States' homeland from strategic competitors, the DOD will take necessary actions to increase resilience – the ability to withstand, fight through, and recover quickly from disruption (National Defense Strategy, 2022). Airman readiness training must adapt to challenges from our competitors in the most efficient manner, throughout the Airman's continuum of learning and, in a resource-constrained environment.

3.1.1. RAT must be agile, mission-focused, Airmen-centric, and competency based. To remain relevant, the training must be timely, synchronized, and integrated to ensure a standard presentation of forces to support mission requirements, while maximizing efficiency.

3.1.2. RATC developed Ready Training Areas (RTA) identified on AFFORGEN Connect, Ready Airman Training Page. Training is designed for completion within the course of an AFFORGEN cycle. RTAs are based on an Airman's readiness category ([paragraph 3.2.](#)). RTAs take into consideration how often an Airman accomplishes training during each AFFORGEN cycle while preparing to deploy. The desired end state is training adaptable to an Airman's experience level that allows commanders' flexibility to provide mission focused training via different modalities to complete the required training.

3.1.3. Completion of RTAs prepares Airmen to deploy to fully developed USAF supported airfields (e.g., Main Operating Base) as well as respond to contingencies at home station.

3.1.4. The RAT program also includes Advanced Ready Training.

**3.2. Readiness Categories.** The RAT program includes three different readiness categories that are based on Force & Infrastructure Category (FIC) and an Airman's experience level (see AFMAN 10-409-O, *Support to Adaptive Planning*, for more information on FIC codes).

3.2.1. Category 1. Reduced Risk Airmen. Training for all Airmen assigned to a unit type code Force & Infrastructure Category (FIC) 2 designated position or those assigned to a CONUS Employed in Place (EIP) position. While all Airmen are inherently deployable, these Airmen are assigned to a non-deployable or an EIP position and the level of training is not as intensive; however, it establishes/ maintains a strong warrior ethos while also providing a solid foundation for the knowledge, skills, and abilities they will need to survive, operate, and succeed across the range of military operations. **NOTE:** If an Airman has been operating in a FIC-1 position (inexperienced/experienced) and is assigned to a FIC-2 position that Airman will be re-categorized to Category 1 - Reduced Risk Airmen.

3.2.1.1. (**Added-AFSOC**) AFSOC Formal Training Units permanent party personnel are required to ensure the completion as a minimum of Category 1, IAW paragraphs, [3.3.1](#) and [3.3.5](#).

3.2.2. Category 2. Inexperienced/Non-Current Airmen. These Airmen are assigned to a unit type code FIC-1 position and have not completed at least two AFFORGEN cycles in a row. Airmen in this category do not have enough recent deployment experience and will need to accomplish more frequent training throughout their AFFORGEN cycle to ensure they meet AF and supported combatant command deployment requirements. **NOTE:** If an Airman has been

operating in a FIC-2 position and is reassigned to a FIC-1 position, they will be required to accomplish the Category 2 - Inexperienced/Non-Current Airmen training for two AFFORGEN cycles before being considered “Experienced” again. This reassignment should only be accomplished early in the AFFORGEN Cycle if possible; however, if there is not enough time to complete all required training the unit commander will document they cannot complete all required training and prioritize training to get at least the key training events accomplished. This reassignment should only be accomplished early in the AFFORGEN Cycle if possible; however, if there is not enough time to complete all required training the unit commander will document they cannot complete all required training and prioritize training to get at least the minimum Category 1 training events and Theater Specific reporting instructions requirements accomplished. **(T-2)**

3.2.3. Category 3. Experienced Airmen. These Airmen are assigned to a unit type code FIC-1 position who have been through at least two AFFORGEN cycles in a row. This category considers an Airman’s level of experience and the more frequent deployment opportunities. It requires fewer training events, while ensuring Airmen still meet Air Force and supported CCMD requirements.

**3.3. RTA Requirements.** The RAT program takes multiple training events within the identified RTAs and spreads them over the Reset, Prepare, and Certify Phases of the AFFORGEN cycle to lessen the amount of training in any one month, while at the same time increasing an Airman’s ability to retain the information through repeated practice. The intent for spreading this training out is to provide baseline training upfront and then throughout the remainder of the AFFORGEN Cycle, re-enforce that training using training events to emphasize command mission requirements. The desired end state is training adaptable to an Airman’s experience level that allows commanders’ flexibility to provide mission focused training via different modalities to complete the required training.

3.3.1. Refer to current Fiscal Year (FY) Ready Airman Training Requirements memorandum located on the AFFORGEN Connect, Ready Airman Training Page for current RTA checklist. **(T-1)**

3.3.2. The current FY RAT Requirements memorandum identifies each category of RTA and includes the specific number of required training events needed to get an Airman to the appropriate level of preparedness.

3.3.3. Airmen must complete the mandatory training events identified in the current FY RAT Requirements memorandum. **(T-1)** Unit Commanders should ensure Airmen accomplish these mandatory requirements in the Reset through Certify phases of AFFORGEN.

3.3.4. For non-mandatory training events in each category, the checklist in the AFFORGEN Connect, Ready Airman Training Page provides a menu of courses/activities from which a Commander may choose to meet the minimum number of required training events.

3.3.5. Unit Commanders have the authority to waive RTA requirements no lower than the Category I minimums. As RTAs are designed to ensure a basic skill level for lethality and survivability are maintained, the use of a waiver is to be reserved for extreme situations. These waivers will be documented in MyLearning. Commanders need to recognize component-MAJCOM or component-numbered AF mission requirements identified in Reporting

Instructions may necessitate completion of specific RTA training events, which cannot be waived.

3.3.6. Commanders are not tied to the identified RTA training events and may develop training that meets the objective of an RTA and supports the unit's Mission Essential Tasks and assists the unit in meeting the needs of the specific mission for which they are deploying (objectives are listed in the course information for each RTA on AFFORGEN Connect, Ready Airman Training Page and on myLearning).

3.3.7. **Mass Briefings.** RTAs may be accomplished in a mass briefing format.

3.3.7.1. AETC/A3X will embed AF/A3T approved training standards and levels of learning in the course information for each RTA in the Current FY Ready Airman Training memo located on AFFORGEN Connect, Ready Airman Training Page.

3.3.7.2. Mass training must be led by a unit functional expert or commander (to include civilian equivalent) approved instructor to ensure all questions are answered correctly during the brief. **(T-2)**

3.3.7.3. UDM or Commander designated representative must document training completion in an approved automated system or tool (e.g., myLearning, Automated Readiness Information System). **(T-3)**

3.3.8. **Currency .**

3.3.8.1. All currencies reset/restart at the end of the "Available to Commit" phase of the AFFORGEN Cycle. If RAT training is current on the first day of the "Available to Commit" phase, it is considered current through the end of that phase.

3.3.8.2. If an Airman transfers (e.g., PCA, PCS, moved to another AFFORGEN phase) out of cycle or has a pending assignment identified as Assigned Forces or EIP, the new unit commander will determine what training that Airman needs to ensure they are at the appropriate level of readiness and may adjust the number of training events required. When adjusting training requirements, the commander needs to consider both the minimum Category 1 RTA and Theater Specific reporting instruction requirements required by the gaining COCOM during deployment. Waivers for the pre-deployment training is requested to the gaining COCOM. **(T-2)**

**3.4. Training Documentation.** Use ARIS and myLearning to document RTA completion that is not tracked via another Air Staff and/or MAJCOM-approved automated system or tool as defined in AFI 10-403, *Deployment Planning and Execution*.

3.4.1. The responsible USAF Directorate/Functional Community for RAT practical courses will ensure the capability exists to document training completion in an approved automated system or tool that interfaces with the AFFORGEN Connect information technology systems.

3.4.2. Airmen completing RTA hands-on courses will ensure the UDM or Commander designated representative documents training in the appropriate automated system or tool. **(T-3)**

3.4.3. The Installation Deployment Readiness Center and/or Installation Personnel Readiness office should establish a process to verify required readiness training is accomplished per

guidance on AFFORGEN Connect, Ready Airman Training Page and in reporting instructions in accordance with AFI 10-403.

**3.5. Training Certification (Exemption).** Some Airmen maintain a high state of proficiency in some RAT skills due to job responsibilities or functional training. To save time and eliminate redundant training, this experience and training may be considered as equivalent to some RAT requirements (RTA and/or ART).

**3.5. (AFSOC) Training Certification (Exemption).** Forces assigned to theater and in a “Employed-in-Place” (‘EP’) AEF Indicator and with an Assigned Forces Demand (AFD) shall be considered for exemption from certain RAT requirements based on annual training plans (e.g. units assigned to (and including) 352 SOW (EUCOM) and 353 SOW (INDOPACOM)). Units will ensure compliance with the process IAW paragraphs **3.5.1** and **3.5.8**. Unit-wide RAT exemptions shall be reviewed annually by AFSOC/A3T before 30 September of the preceding Fiscal Year. **Example:** *In 2024, the 353 Special Operations Wing will participate in a large, wing-wide CBRN Field Training Exercise (FTX) and Command Post Exercise (CPX), thus the recurring CBRN RAT requirements are waived for participating [units] or [airmen] assigned (i.e. Permanent Change of Station orders) to this wing.*

3.5.1. Requests for training certification based on requirements in the Career Field Education and Training Plan must be initiated by the Air Force Career Field Manager (AFCFM) and routed to AETC/A3X.

3.5.2. Requests for training certification based on supplemental course completion may be submitted by the AFCFM, Major Command Functional Manager or the organization that conducts the training. Requests not initiated by an AFCFM are routed through the respective AFCFM(s). All requests will be routed to AETC/A3X for final review.

3.5.3. Air Force Wings may formally request MCA-related ART certification exemptions through their MAJCOM/A3, routing through HAF/A4R, to AETC/A3/6 Director, as a Senior Readiness Authority (SRA) advisor. Wings can request ART syllabuses through the AETC/A3XT Ready Airmen Training email at [AETC.A3XT.ReadyAirmenTraining@us.af.mil](mailto:AETC.A3XT.ReadyAirmenTraining@us.af.mil).

3.5.4. Once AETC/A3X receives the certification request, they will work with the appropriate functional community to validate whether the proposed equivalent training meets specific readiness training requirement(s). AETC/A3X requires the following documents to consider a certification request:

3.5.4.1. Formal training documentation (lesson plans, briefings, computer-based training, curriculum, training plans, etc.) showing how this training meets or exceeds the required training standards (for example, theater entry requirements).

3.5.4.2. For supplemental training, documentation showing the unit’s instructor training and certification processes.

3.5.4.3. AETC/A3X may need to conduct a site visit to validate any areas of concern.

3.5.5. If AETC/A3X validates the equivalent training meets all requirements, it will send a memo to AF/A3T, with a courtesy copy to the requestor, requesting approval. Certification exempts applicable Airmen from attending the equivalent course.

3.5.6. AETC/A3X will review certified courses/training annually or upon a significant change in training requirements or course curriculum using the process identified above. The AF Career Field Manager or MAJCOM Functional Manager must notify AETC/A3X of significant curriculum changes affecting readiness knowledge, skills, and abilities.

3.5.7. AETC/A3X will publish the list of approved training certifications or exemptions on the AFFORGEN Connect, Ready Airman Training page.

3.5.8. Airmen exempt from completing RAT course(s) will coordinate with their UDM or Commander designated representative to document completion of the appropriate course(s) in myLearning, or other approved system, based on completion of equivalent training. **(T-3)**

**3.6. Advanced Ready Training (ART).** Enhanced training designed to provide Airmen with individual skills required to increase mission resilience of force elements up to Level III as defined in Joint Publication 3-10, *Joint Security Operations in Theater*.

3.6.1. ART is specifically designed to meet the needs of those deploying to perform missions that may put them at higher risk. Multiple factors determine the requirements for an Airman to attend ART to include Unit Type Code utilization, Air Force specialty training, deployment location (e.g., Forward Operating Site [FOS], Contingency Location [CL]), threat assessment, specific mission, duty assignment, role, operation, or special requirements.

3.6.1. **(AFSOC)** AFSOC AFFORGEN force presentation requires ART courses for both SOF and AF missions. ART meets the needs of those deploying to perform missions that may put them at higher risk. Multiple factors determine the requirements for SOF Airman to attend ART to include mission/regionally aligned Unit Type Code utilization, Air Force specialty training, deployment location, threat assessment, specific mission, duty assignment, role, operation, or special requirements.

3.6.1.1. **(Added-AFSOC)** Air Commando Development Center (ACDC) provides limited ART courses to SOF funded billets/positions.

3.6.2. ART requires some RTAs to be completed prior to attending an ART course. Refer to AFFORGEN Connect, Force Generation Reporting Instruction Tool (FGRI), website (<https://tmis.us.af.mil/fgri>) for course reporting instructions which contain course details and prerequisites.

3.6.3. Deployers. The force generation process directs ART attendance, which typically occurs within the Prepare or Certify phase of the AFFORGEN cycle.

3.6.4. Units may request EC Mobile Training Team (MTT) assistance for local training programs by contacting the applicable USAF EOS course director.

3.6.5. Currency requirements are identified within course reporting instructions.

**3.7. Advanced Ready Training Waivers.** The appropriate component-MAJCOM or component-numbered AF will determine criteria for granting individual waivers for required Advanced Ready Training.

3.7.1. The tasked individual's wing commander, or equivalent, will route waiver request to the appropriate supported Air Force Forces (AFFOR) staff IAW AFFOR staff guidance and courtesy copy the appropriate MAJCOM Functional Area Manager (FAM) and their MAJCOM Operations Division (A3O). **(T-1)**

3.7.1.1. **(Added-AFSOC)** AFSOC/A3O will forward any waiver requests received from AFSOC wings to the AFSOC Senior Readiness Airman Training Advisor(s) and the applicable Global Force Management office.

3.7.2. A waiver request based on the individual's previous training or experience must include supporting documentation (training certifications, job qualifications standards, etc.). **(T-1)**

3.7.3. The AFFOR staff will review and provide recommendations to the Commander, Air Force Forces, or their designated representative. Commander, Air Force Forces' designated representative will be no lower than an AFFOR Director.

3.7.4. The AFFOR staff will forward final decision to the requestor, the deployed wing commander, MAJCOM FAM, and MAJCOM Operations Division (A3O) for the requesting unit, and AETC/A3X.

3.7.4.1. **(Added-AFSOC)** AFSOC/A3O will forward any approved waiver approvals received from AFFOR staff(s) to the AFSOC Senior Readiness Airman Training Advisor(s) and the applicable Global Force Management office.

## Chapter 4

### READY AIRMAN TRAINING COUNCIL

**4.1. Overview.** The RATC provides policy and guidance recommendations to the Readiness Senior Authority. This construct establishes AF advocacy of readiness training initiatives by ensuring ownership at appropriate levels, with the goal of meeting validated requirements. The RATC may request assistance from the Air Staffs, AFFOR staffs, functional communities, and MAJCOMs, as necessary.

**4.2. Requirements.** The RATC validates new requirements or course upgrades, works to reduce or eliminate redundant courses within the readiness training enterprise, establishes priorities, and determines efficient delivery options. The RATC ensures:

4.2.1. New training requirements are targeted to the correct audience via the appropriate delivery method.

4.2.2. New training requirements are properly defined and training objectives clearly identified.

4.2.3. There is an implementation/replacement strategy for existing requirements.

4.2.4. The costs, to include time to accommodate the new requirement, have been identified and funding strategy has been determined.

4.2.5. Issues are vetted through the appropriate functional community and views of others are properly adjudicated.

4.2.6. Recommendations are provided to the Readiness Senior Authority for final decision.

4.2.7. Any increase in the amount of time an Airman will spend in readiness training, whether by adding a new course or increasing the length of an existing course is approved by the Senior Readiness Authority before executing.

**4.3. Business Rules.** RATC business rules contained in the RATC charter (located on the Ready Airman Training Council SharePoint site (<https://usaf.dps.mil/sites/12484/default.aspx>)) provide guidance for preparing, conducting, and documenting meetings.

## Chapter 5

### REQUIREMENTS AND RESOURCING

**5.1. Overview.** This chapter describes the processes and procedures by which Advanced Ready Training in-residence course requirements are formally linked to the planning, programming, budgeting and execution cycle and the roles and responsibilities of those organizations which play a part in the process. Each MAJCOM with readiness training courses will plan, program and budget for their courses in accordance with this chapter.

#### **5.2. Advanced Ready Training Requirements Process.**

5.2.1. The readiness training requirements process is a multi-year process. Each year a new requirements process begins and runs concurrently with the previous year's processes. Forecasting production requirements begins a minimum of 30 months prior to the execution year to ensure inputs are incorporated into AF programming and budgeting schedules.

5.2.2. The objective is to provide an orderly progression from the initial, unconstrained, but realistic requirements to validated and resourced training requirements.

5.2.2.1. Requirements Data Call. The annual requirements data call starts the requirements process. AF/A3T initiates the process on approximately 1 December with a 45-day suspense. This data call includes the next execution year plus four years to support the upcoming program objective memorandum. For example, the December 2023 data call would validate the Fiscal Year 2024 execution year requirements, support development of the Fiscal Year 2025 schedule and provide forecasted requirements to support the Fiscal Year 2026 program objective memorandum. It is the official method to collect requirements (training quotas) for each course. It is sent to all appropriate MAJCOMs, National Guard Bureau, Component-MAJCOM, and Component-Numbered AFs.

5.2.2.1.1. **(Added-AFSOC)** AFSOC/A3T will initiate the AFSOC requirements data call process on approximately 15 October of each Fiscal Year. AFSOC/A3TF initiates the process during the same period designated by AF/A3T.

5.2.2.2. Advanced Ready Training Requirements Document. AF/A3T, in coordination with AETC/A3X, validates data call inputs and publishes the advanced ready training requirements document by 1 March. This document contains the unconstrained requirements for the execution year and future-year forecasted requirements. The document will identify the expected baseline capability for each course as well as the portion that can be supported using supplemental or contingency funding.

5.2.2.2.1. AF/A3T forwards these requirements to the respective command that executes the training, with a courtesy copy to AETC/A3X, for review.

5.2.2.2.1.1. Execution Year. The executing command for each training course reviews the document to identify any shortfalls or constraints for meeting the execution year requirements. Notice of such issues are submitted, along with a description of what is required to overcome this shortfall, to AETC/A3X and AF/A3T by 1 April.

5.2.2.2.1.2. AF/A3T consolidates and presents that information to the Air Force corporate structure for decision on how to address shortfalls and establish priorities.

5.2.2.3. Advanced Ready Training Guidance Letter. The training guidance letter captures the Air Force corporate decisions and provides formal direction to the field regarding execution year advanced ready training requirements. AF/A3T should publish the letter no later than 1 June.

5.2.2.3.1. Commands or functional communities conducting RAT use this guidance for their execution year production planning.

5.2.2.3.2. Future Requirements. The executing command will use the forecasted requirements to support development of class schedules for the following fiscal year and future year program objective memorandum submissions.

### **5.3. Execution Year Surges.**

5.3.1. A surge equates to requirements in the execution year exceeding the course requirements identified in the training guidance letter within a specific period or the total number forecasted for the year.

5.3.2. Advanced ready course managers will identify their surge capability when responding to the training requirements document. Include upper limit of surge capability, how the surge will be managed, time required to implement, and duration of surge capability.

## Chapter 6

### TRAINING REQUIREMENTS MANAGEMENT PROCESS

**6.1. Overview.** This chapter describes the processes and procedures to establish or revise RAT requirements.

**6.2. Submission.** All requests for new or revised training requirements should be submitted to AETC/A3X using the training requirements approval request template (**Attachment 2**). Request must be endorsed by the first colonel or civilian equivalent in the requestor's chain before submitting to AETC/A3X. **(T-3)**

**6.3. Training Requirements Management Process.** (See **Figure 6.1**.)

6.3.1. AETC/A3X conducts an initial review of all requests to determine whether it falls within the scope of RAT using the following criteria:

6.3.1.1. Develops the knowledge, skills and abilities required of an Airman to survive, operate, and succeed across the full range of military operations, either at home station or deployed, while reinforcing a strong warrior ethos.

6.3.1.2. Targets knowledge, skills and abilities not routinely acquired during occupational and/or other ancillary training venues.

6.3.1.3. Fulfills legal requirements, CCMD requirements, Department of Defense requirements (Department of Defense Directive 1322.18, *Military Training* and Department of Defense Instruction 1322.32, *Pre-Deployment Training and Theater-Entry Requirements*), or AF requirements.

6.3.2. If the request does not meet these basic criteria or impacts existing training other than RAT, AETC/A3X redirects the request to a more appropriate organization.

6.3.2. **(AFSOC)** AFSOC/A3T conducts the initial AFSOC FORGEN requirements review and processes the scoped requirement requests IAW **Chapter 5**.

6.3.3. If the requested training broadly meets the criteria in **6.3.1** or impacts existing RAT courses, then AETC/A3X will work with appropriate subject matter experts to develop courses of action.

6.3.4. Courses of action involving development of a new course or additions to existing courses will include a course resource estimate. The course resource estimate will include both the start-up and sustainment costs through the Future Years Defense Program (FYDP) and, at a minimum, will include the following:

6.3.4.1. Time required to execute training.

6.3.4.2. Manpower requirements.

6.3.4.3. Equipment requirements.

6.3.4.4. Facility requirements.

6.3.4.5. Start-up and sustainment funding.

6.3.4.6. Any outside support required.

6.3.5. Course Funding Flow. The executing agency is responsible for submitting a program objective memorandum input to cover sustainment through the future years defense program.

6.3.6. While resourcing new training requirements are the responsibility of the requestor, use the following process to determine funding solutions for the start-up cost and at a minimum, the first two years of sustainment as identified in the course resource estimate. Course changes are not considered for implementation until a resourcing solution is determined.

6.3.6.1. If the course can be funded within the executing agency/command, the executing agency/command will develop the course and submit course control documents as appropriate. If not, they will forward the resource estimates to AETC/A3X.

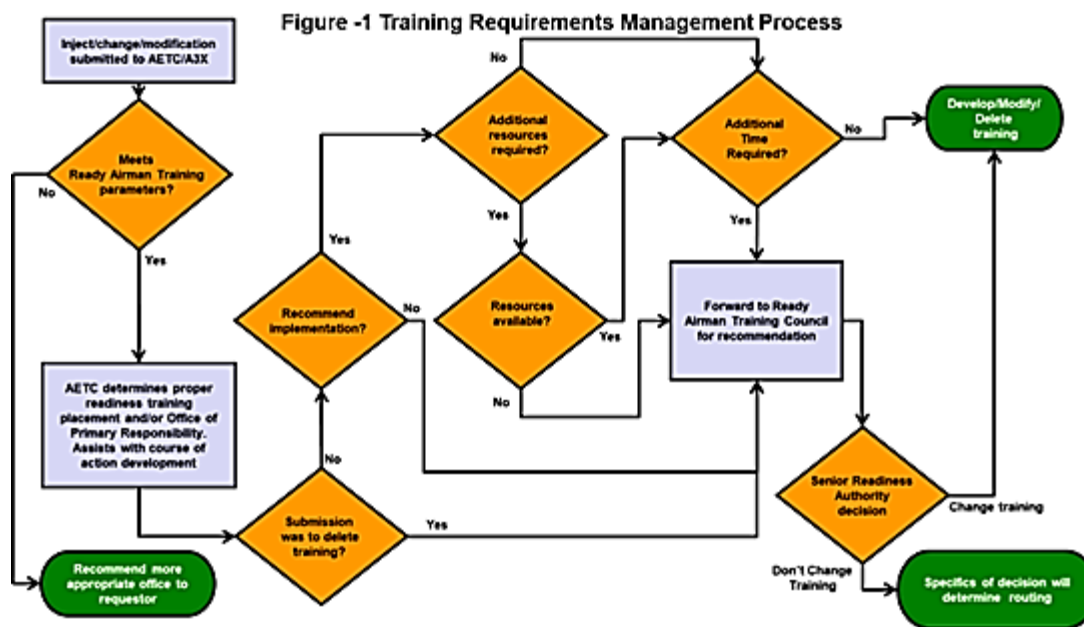
6.3.6.2. AETC/A3X will validate the resource estimates and determine if resources are available within AETC. If resources are available, AETC/A3X will notify the executing agency to begin development. If resources are not available within the command, AETC/A3X will forward the resource estimate to AF/A3T for consideration.

6.3.6.3. If AF/A3T approves funding, AETC/A3X notifies the executing organization, through the applicable MAJCOM, to begin course development.

6.3.6.4. If funding is not available, AETC/A3X will work with AF/A3T, the RATC, the executing agency and the requesting agency to determine a resourcing solution or adjust training based on the resource constraint.

6.3.7. AETC/A3X will coordinate with organizations as needed when external deployment training requirements are changed. The executing agency is responsible for updating courses to maintain certification for meeting Advanced Ready Training requirements.

**Figure 6.1. Training Requirements Management Process.**



**6.4. Training Development.** AF directorates/functional communities developing computer-based training to meet readiness requirements will include a test out option for their courseware to

reduce training time for Airmen. If a pre-test is not included, submit a waiver request with justification to AETC/A3X and AF/A3TM. Waiver approval authority is the RATC Chair.

#### **6.5. Review.**

6.5.1. AETC/A3X will lead a biennial review of all readiness training requirements to ensure accuracy and currency.

6.5.2. The following organizations will participate in the requirements review:

6.5.2.1. AF/A3TM.

6.5.2.2. AETC/A3X.

6.5.2.3. Component-MAJCOM or Component-Numbered AF representatives.

6.5.2.4. Executing Agency

6.5.3. Results of the training requirements review will be presented to the RATC.

6.5.4. New training requirements will not be considered for implementation until approved by the RATC and resourced.

6.5.5. Changes to training requirements will be processed as described in [paragraph 6.3](#).

## Chapter 7

### ADVANCED READY TRAINING COURSE MANAGEMENT

**7.1. Purpose.** This chapter describes the training management responsibilities and processes for cross-functional ART courses. This includes additional roles and responsibilities for curriculum development, scheduling, and quota management, as well as guidance for student administration, reporting instructions, and instructor training.

**7.2. Course Management.** Organizations responsible for conducting ART courses, hereby referred to as executing agencies, will:

7.2.1. Ensure all training meets AF standards and is administered in an effective, efficient, and standardized manner. **(T-3)**

7.2.2. Maintain an approved training standard and a set of master lesson plans for each course. **(T-3)**

7.2.3. Ensure each course taught is entered and updated on the Education and Training Course Announcement website. **(T-3)**

7.2.4. Manage the creation, documentation, management, and disposal of student records in accordance with AFI 33-322, *Records Management and Information Governance Program*. **(T-3)**

**7.3. Executing Agency.** The USAF EOS is the primary executing agency for cross-functional ART courses and lead for ART development. AF/A3TM, in coordination with AETC/A3X, may authorize others to execute cross-functional ART courses if it is in the best interest of the AF (for example, to save temporary duty dollars).

7.3.1. **(Added-AFSOC)** AFSOC ACDC is the primary executing agency for cross-functional ART and AFSOC FORGEN deployment courses in AFSOC. AFSOC/A3T will coordinate FORGEN requirements with AFSOC/A7, ACDC and AETC/A3X.

#### **7.4. Curriculum Development.**

7.4.1. AETC/A3X will provide executing agencies with a course training standard for each course to be developed.

7.4.2. The executing agency will develop course control documents for each course that, at a minimum, contain the course training standard, a course outline and the resources required (course duration, manpower, funding, equipment, etc.) to execute the training. **(T-3)**

7.4.2.1. Course control document format is determined by the executing agency.

7.4.2.2. Course control documents are approved by the executing agency and certified by AETC/A3X.

7.4.3. The executing agency will develop and approve courseware (e.g., lesson plans, visual aids, study guides) for in-residence and exportable courses. **(T-3)**

7.4.3.1. Instructors will have a lesson plan available in the classroom or lab while teaching. **(T-3)**

7.4.3.2. Instructors are encouraged to personalize lesson plans. Course supervisors (or equivalent) approve personalization prior to use.

7.4.3.3. Courseware intended for wing-level instruction will be made available on myLearning, after it is approved using the processes identified in the AFI.

**7.5. Quota Management.** Quota management is the process of scheduling, swapping, or moving quotas between users, or requesting use of another user's scheduled unfilled seats. Managing quotas during the execution year ensures the most efficient use of training resources. AETC/A3X is the quota manager for cross-functional Advanced Ready courses.

7.5.1. **(Added-AFSOC)** AFSOC quota management is processed IAW **Chapter 5**.

7.5.2. **(Added-AFSOC)** HQ AFSOC/A3TF Training Requestor Quota Indicator (TRQI) managers are responsible for loading student information, monitoring the utilization of course and student quotas NLT 30 days prior to class start date.

7.5.2.1. **(Added-AFSOC)** Unit Training Managers (UTM) will notify AFSOC TRQI managers of student roster changes NLT 7 days prior to class start date for students traveling to attend training.

**7.6. Scheduling.** Scheduling courses begins with the identification of requirements and ends with the sub-allocation of a name to a class.

7.6.1. AETC/A3X will provide executing agencies with a training requirements document **(See Chapter 5)** not later than 1 March of each year. The training requirements document will provide projected numbers for the following year to develop the annual class schedule (for example, the 1 March 2024 training requirements document will project numbers to develop the Fiscal Year 2026 class schedule).

7.6.2. Executing agencies will provide AETC/A3X and Second Air Force Expeditionary Training Operations Center (2 AF/A3X) with a class schedule for the next fiscal year identifying class start and graduation dates and number of allocations available in each class no later than 1 May. **(T-3)**

7.6.3. AETC/A3X will allocate slots to appropriate Training Requester Quota Identifier based on the applicable readiness data call and training guidance letter.

7.6.4. The 2 AF/A3X schedulers will sub-allocate slots (names against seats) during the execution year to ensure Airmen meet deployment requirement timelines.

7.6.5. **(Added-AFSOC)** AFSOC/A3TF will coordinate course scheduling with AETC/A3X and the AFSOC Air Commando Development Center.

7.6.6. **(Added-AFSOC)** AFSOC/A3TF will notify 2 AF/A3X when AFSOC Airmen with a known ART requirement are scheduled for an ART certified AFSOC course (i.e., SOTU192).

**7.7. Training Deficiencies.**

7.7.1. Description. A training deficiency occurs when a student or group of students does not receive training on all items in the course training standard prior to course graduation.

7.7.2. The executing agency will notify AETC/A3X of a pending deficiency and any assistance required to avoid the deficiency.

7.7.2.1. AETC/A3X will coordinate with the applicable agencies to determine if they will accept member(s) with the pending deficiency.

7.7.2.2. If unacceptable, AETC/A3X will work with the executing agency to determine a way forward to avoid the deficiency or release students to return at a later time.

7.7.2.3. If acceptable, executing agency will provide a Training Deficiency Memo to AETC/A3X.

7.7.2.4. **(Added-AFSOC)** AFSOC/A3TF will coordinate with AETC/A3X and the AFSOC Air Commando Development Center on any training deficiencies.

### 7.7.3. Training Deficiency Memo.

7.7.3.1. Submit a training deficiency memorandum to AETC/A3X when an actual training deficiency occurs.

7.7.3.2. Include the number of students affected, the training standard item, training level required, training provided (if any), corrective action taken or planned (if any is needed) and expected completion date.

7.7.3.3. AETC/A3X will in-turn forward the training deficiency memo to the appropriate CCMD.

## 7.8. Student Administration.

### 7.8.1. AETC/A3X will:

7.8.1.1. Track student status while students are enrolled in training to ensure students meet, or are exempt from, training requirements prior to graduation.

7.8.1.2. Notify appropriate AFFOR staff office when students are withdrawn from training.

### 7.8.2. 2 AF/A3X will: **(T-3)**

7.8.2.1. Provide executing agencies with a class roster no later than two weeks prior to class start date. Updates will be provided as necessary.

7.8.2.2. Notify the appropriate Installation Personnel Readiness office when students fail to show for training. Determine cause and reschedule as necessary.

### 7.8.3. Executing agencies will:

7.8.3.1. Provide AETC/A3X and 2 AF/A3X with an entry roster within one working day of class start date. **(T-3)**

7.8.3.1. **(AFSOC)** ACDC provides AFSOC/A3T with an entry roster within one working day of class start date. **(T-3)**

7.8.3.2. Track and update student status (entry, elimination, graduation, etc.) in Oracle Training Administrator within two days of action. **(T-3)**

7.8.3.2.1. **(Added-AFSOC)** Registrars will record “**no shows**” in Oracle Training Administrator (OTA).

7.8.3.3. Eliminate or withdraw students from training when necessary and notify AETC/A3X. **(T-3)**

7.8.3.3.1. Students can be eliminated for failure to meet prerequisites or failure to meet course objectives.

7.8.3.3.2. If the failure to meet course objectives was due to unforeseen circumstances (weather, illness, etc.), and not student's failure to perform, follow guidance in [paragraph 7.7](#).

7.8.3.3.3. Students can be withdrawn from training for medical reasons (for example, illness/injury) or personal reasons (for example, emergency leave).

7.8.3.3.4. Students who fail to meet course objectives for any other reason may be processed in accordance with DAFI 36-2907, *Adverse Administrative Actions*.

7.8.4. (~~Added-AFSOC~~) AFSOC/A3T will coordinate with AETC/A3X and AFSOC ACDC for student status, rosters, registration, and training execution status.

**7.9. Reporting Instructions.** AETC/A3X in coordination with the executing agency, will develop course reporting instructions. As a minimum, the following topics will be addressed:

7.9.1. Course description.

7.9.2. Medical requirements.

7.9.3. Weapons information (for example, qualification and storage requirements), if required.

7.9.4. Training prerequisites.

7.9.5. Fitness requirements.

7.9.6. Billeting information.

7.9.7. Meal information.

7.9.8. Orders.

7.9.9. Security classification.

7.9.10. Course funding.

7.9.11. Scheduling and registration instructions.

7.9.12. Supplemental instructions.

7.9.13. Gear and uniform requirements.

7.9.14. Travel arrangements and requirements.

7.9.15. Leave policy.

7.9.16. Arrival instructions.

7.9.17. Special notes (for example, security clearance requirements).

7.9.18. Point of contact to include military and commercial numbers and email.

**7.10. Instructor Training.** Units executing Advanced Ready courses and courses certified as meeting Advanced Ready requirements must establish an instructor training program. **(T-3)** At a minimum, the instruction training program must include:

7.10.1. Training Needs Assessment. An instructor's supervisor will accomplish a training needs assessment for each newly assigned instructor. **(T-3)** This assessment will identify formal training needed to successfully perform instructor duties without supervision. When an individual's duties are realigned or their scope of responsibility changes, supervisors will re-accomplish a training needs assessment and training plan to meet the new requirements. **(T-3)** The training plan should include:

7.10.1.1. Courses needed to prepare an individual to complete all "teaching" responsibilities.

7.10.1.2. Training on unique equipment (for example, trainers, simulators, and training equipment).

7.10.1.3. Subject matter qualification in specific courses, blocks, units, or objectives of a course.

7.10.2. Instructor Training Course. Instructor assignees require an instructor training course unless previous instructor training meets the job requirements.

7.10.3. Subject Matter Qualification. This portion of the training provides the knowledge and skills needed to perform the duties of the instructor position unassisted. Subject matter qualification is demonstrated by successfully passing the written test for each block of instruction the instructor is qualified to teach. When there are no written tests in the block, the supervisor determines evaluation standards for subject matter qualification (must not be lower than students' requirements in the block).

7.10.4. Evaluations. Instructor evaluations provide constructive feedback to the instructor on the quality and effectiveness of their instructional delivery methods. The supervisor, or other authorized individual, evaluates mastery of the subject and proficiency in using training aids and trainers.

JAMES C. SLIFE, Lt Gen, USAF  
DCS, Operations

**(AFSOC)**

KENNETH J. DANIELS, Colonel, USAF  
Director of Operations

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

*Department of Defense Dictionary of Military and Associated Terms*, February 2023

Joint Publication 3-10, *Joint Security Operations in Theater*, 25 July 2019, Validated on 6 August 2021

DoDI 1322.32, *Pre-Deployment Training and Theater-Entry Requirements*, 10 June 2020

DoDD 1322.18, *Military Training*, 3 October 2019

DAFPD 36-26, *Total Force Development and Management*, 15 April 2022

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***Prescribed Forms***

(Added-AFSOC) None

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*, 16 April 2022

***Abbreviations and Acronyms***

**ACC**—Air Combat Command

(Added-AFSOC) **ACDC**—AFSOC Air Commando Development Center

**AETC**—Air Education and Training Command

**AF**—Air Force

**AFAFRICA**—US Air Forces Africa Command

**AFCENT**—US Air Forces Central Command

**AFCFM**—Air Force Career Field Manager

**AFFOR**—Air Force Forces

**AFFORGEN**—Air Force Force Generation  
**AFGSC**—Air Force Global Strike Command  
**AFI**—Air Force Instruction  
**AFIMSC**—Air Force Installation and Mission Support Center  
**AFMC**—Air Force Materiel Command  
**AFNORTH**—Air Force Northern Command  
**AFPD**—Air Force Policy Directive  
**AFRC**—Air Force Reserve Command  
**AFSOC**—Air Force Special Operations Command  
**AFSOUTH**—Air Force Southern Command  
**AMC**—Air Mobility Command  
**ART**—Advanced Ready Training  
**CCMD**—Combatant Command  
**(Added-AFSOC) CV2**—certification, verification, and validation  
**DAFI**—Department of the Air Force Instruction  
**DAFPD**—Department of the Air Force Policy Directive  
**EIP**—Employed in Place  
**FIC**—Force and Infrastructure Categories  
**MAJCOM**—Major Command  
**NGB**—National Guard Bureau  
**PACAF**—Pacific Air Forces  
**RAT**—Ready Airman Training  
**RATC**—Ready Airman Training Council  
**RTA**—Ready Training Area  
**USAF**—United States Air Force  
**USAF EC**—United States Air Force Expeditionary Center  
**USAF EOS**—United States Air Force Expeditionary Operations School  
**USAFE**—United States Air Force in Europe

***Office Symbols***

**AF/A4**—Logistics, Engineering & Force Protection  
**AF/A3T**—Director of Training and Readiness  
**AF/A1DL**—Airman Learning Division

**AF/A3TM**—Mobility Air Forces Division

**AF/A4LX**—Logistics Operations, Plans & Programs

**AF/A4SX**—Security Forces Programs and Resources Branch

**AF/A3TM**—Mobility Air Forces Division

**AETC A3/6**—Directorate of Operations and Communications

**AETC/A3X**—Future Operations Division

**AFPC/DP3A**—Assignments and Force Generation Programs Division

**2 AF/CC**—Commander, Second Air Force

**USAF EC/CC**—Commander, USAF EC

**AFIMSC/XZ**—Expeditionary Support & Innovation Directorate

**AFCEC/CX**—Air Force Civil Engineer Center, Readiness Directorate

**AFMSA/SG3**—Air Force Medical Support Agency

**AFSFC/S3T**—Air Force Security Forces Center Training Development Division

**(Added-AFSOC) AFSOC/A3**—Director of Operations

**(Added-AFSOC) AFSOC/A3T**—Director of Training and Readiness Division

**(Added-AFSOC) AFSOC/A3TF**—Readiness, Regional/Cultural Training/XR Training Modernization Branch

### *Terms*

**Advanced Ready Training (ART)**—Level of readiness training beyond RTA to be completed by identified Airmen. Consists of enhanced training designed to provide Airmen with individual skills required to increase mission resilience of force elements up to Level III.

**Advanced Ready Training Requirements Document**—Reflects validated, unconstrained production requirements. The RAT Requirement Document serves as a planning and programming document supporting Program Objective Memorandum submissions. Revised or Planning RAT Requirement Documents may be used to reflect vectors or re-vectors by the Air Force corporate structure.

**Air Force Career Field Manager**—Representative appointed by the respective Headquarters United States Air Force Deputy Chief of Staff or Under Secretariat, to ensure assigned Air Force specialties are trained and utilized to support Air Force mission requirements. Air Force Career Field Manager is the Office of Primary Responsibility; however, works in concert with Major Command Functional Managers, as required.

**Air Force Force Generation (AFFORGEN)**—AFFORGEN is the Air Force's sustainable, capacity-driven model for presenting forces to Joint Force Commanders (JFCs). AFFORGEN's intent is to enable operational preparedness and readiness recovery to compete with peer competitors, while clearly focusing USAF efforts on a predictable and sustainable force offering.

**Air Force Corporate Structure**—Embodies the corporate review process for Headquarters United States Air Force. The primary groups of the Corporate Structure are the Air Force Council,

the Air Force Board, the Air Force Group, the Mission and Mission Support Panels, and Integrated Process Teams. This structure increases management effectiveness and improves cross-functional decision-making by providing a forum in which senior Air Force leadership can apply their collective judgment and experience to major programs, objectives, and issues. This process balances programs among mission areas, between force structure and support, and between readiness and modernization. Only military or Department of Defense civilian personnel assigned to the Air Staff or Office of the Secretary of the Air Force may serve as members of the corporate structure.

**Air Force Specialty Code**—A group of positions (with the same title and code) that require common qualifications.

**Certification**—A formal indication of an individual's ability to perform a task to required standards.

**(Added-AFSOC) Certification, verification, and validation (CV2)**—Certification refers to the act of observing/assessing the tasked organizations ability to perform readiness tasks as identified in associated checklists. Confirming by memorandum that ensures mission analysis, develops initial mission strategy and identifies training requirements. Wings will identify and provide personnel who will assess on the certifying official's behalf during all certification events. Verification refers to the act of confirming, by endorsement, that mission readiness requirements are met IAW Ready Airman Training guidelines, mission guidance letters, identified risks have been adequately mitigated, and the tasked organizations have achieved interoperability with all deploying units. Validation is the final acknowledgement that the tasked organizations are fully mission capable/ready to conduct mission command/control for all assigned missions by senior wing/HQ endorsement.

**Education and Training Course Announcement**—Contains specific MAJCOM procedures, fund cite instructions, Reporting Instructions and listings for those formal courses conducted or managed by the MAJCOMs or Field Operating Agencies. The Education and Training Course Announcement contains courses conducted or administered by the Air Force and reserve forces and serves as a reference for the Air Force, Department of Defense, other military services, government agencies and security assistance programs. The Education and Training Course Announcement website is <https://cs2.eis.af.mil/sites/app10-ETCA> (see DAFI 36- 2670 for complete description).

**Executing Agency**—For the purposes of this instruction, an executing agency is an organization responsible for conducting Advanced Deployment Readiness courses.

**Exemption**—For the purposes of this instruction, when an Airman is not required to attend advanced ready training because they have already received equivalent training via previous attendance at the same course or attendance at another AETC-certified training venue.

**Forces and Infrastructure Categories**—FIC displays the department's forces and infrastructure framework in their administrative relationship with their supporting infrastructure. Each PEC has an affiliated FIC.

**Force Protection**—Preventative measures taken to mitigate actions against Department of Defense personnel (to include family members), resources, facilities, and critical information.

**Forces and Infrastructure Categories**—FIC displays the department’s forces and infrastructure framework in their administrative relationship with their supporting infrastructure.

**Functional Course**—For the purpose of this instruction, a course developed by a functional community to meet career field or mission requirements.

**Functional Manager**—Senior leaders, designated by the appropriate functional authority, who provide day-to-day management responsibility over specific functional communities at the MAJCOM, Field Operating Agency, Direct Reporting Unit, or Air Reserve Component level. While they should maintain an institutional focus in regards to resource development and distribution, Functional Managers are responsible for ensuring their specialties are equipped, developed, and sustained to meet the functional community’s mission as well as encourage force development opportunities to meet future needs of the total Air Force mission.

**Future Years Defense Program**—Official service plan, effective with the submission of the annual Biennial Planning, Programming, Budgeting and Execution cycle, that summarizes Secretary of Defense-approved programs for Department of Defense. The Future Years Defense Program projects detailed resource requirements. During the Planning, Programming, Budgeting and Execution process, the Future Years Defense Program goes through two refinements until the Department of Defense budget is submitted as the President’s Budget. Those refinements are the Service’s Program Objective Memorandum and the Service’s Budget Estimate Submission. The Future Years Defense Program consists of the budget years plus the next four programming years for the Department of Defense.

**myLearning**—myLearning is the Air Force Learning Management System that delivers training content and tracks and reports student progress.

**Program Objective Memorandum**—An annual memorandum submitted to the Secretary of Defense from each Military Department and Defense agency. It proposes total program requirements for the next five years. It includes rationale for planned changes from the approved Future Years Defense Program baseline within the fiscal guidance issued by the Secretary of Defense.

**Programming, Planning, Budgeting and Execution**—Secretary of Defense’s resource management system that is the primary means to control allocation of resources. Identified mission needs (planning), match them with resource requirements (programming) and translate them into budget proposals (budgeting).

**Range of Military Operations**—Use of military presence, aide and/or force to influence or coerce an adversary; can be used in a wide variety of ways that vary in purpose, scale, risk, and intensity; this construct provides insight into the various broad usages of military power from a strategic perspective.

**Ready Airman Training (RAT)**—Training that prepares an Airman to survive, operate and succeed in a deployed environment, while reinforcing Airman’s foundational competencies. Ready Airman Training provides Airmen the knowledge, skills, and abilities to survive, operate and succeed across the full range of military operations in support of CCMD. These knowledge, skills and abilities are not routinely acquired during initial occupational, mission oriented or ancillary training venues.

**Ready Airman Training, Training Guidance Letter**—Identifies the validated training requirements submitted by the MAJCOMs, Field Operating Agencies, Direct Reporting Units, and non-Air Force Training Requirements Quota Identifiers. It serves as the official tasking document enabling AETC planners and resource programmers to acquire the necessary resources for accomplishment of the tasking.

**Ready Training Areas (RTA)**—Readiness training to be completed over the course of an AFFORGEN cycle. RTAs are based on an Airman's readiness category. RTAs take into consideration how often an Airman accomplishes training during each AFFORGEN cycle while preparing to deploy.

**Standard Presentation of Forces**—All Airmen arrive in theater with the same minimum skills and levels of proficiency for a given set of requirements, no matter which course, or venue, is attended.

**Training Requester Quota Identifier**—A four-character communication code within Oracle Training Administrator used to convey training requirements, allocations, allocation confirmations, and student tracking information between a user of training and the provider (owner) of training. Training Requirements Quota Identifiers are assigned to MAJCOMs, Field Operating Agencies, and Direct Reporting Units responsible for training accountability of personnel.

**Waiver**—For the purpose of this instruction, when an Airman is relieved from having to accomplish a RAT requirement.

## Attachment 2

### TRAINING REQUIREMENTS APPROVAL REQUEST

**Figure A2.1. Training Requirements Approval Request Template.**

**Training Requirements Approval Request Template**  
(Send Completed templates to AETC/A3XT workflow)

**1. Training Requirement Analysis.**

- a. Source. (Organization submitting approval request.)
- b. Problem. (What is driving this requirement to be added to AF institutional RAT?)
  - 1) Define the problem the training requirement will solve, to include the cause of the problem and the effect(s) of the problem.
  - 2) Identify Combatant Command or AF authority, doctrine, or policy that mandates/recommends inclusion of this requirement into AF Ready Airman Training.
- c. Training Requirements. Desired learning objectives (knowledge, skills, or abilities) to be derived from revised/added training in task/condition/standard format (include level of expertise/proficiency required).
- d. Risk. If training is not conducted pre-deployment.
- e. Priority. In relation to existing requirements.
- f. Is this training provided/addressed anywhere else (e.g., BMT, Tech Training, Base-level, Regional Training Centers; ART venues, etc.)?
  - 1) If yes, where?
  - 2) If no, will this new requirement build upon other existing training (be specific)?

**2. Training Requirement Specification.**

- a. Identify targeted audience (e.g., all Airmen, officer, enlisted, civilian or a subset of each category).
  - b. Identify targeted AF Specialty Code(s) for this training (if applicable).
  - c. Number of individuals to be trained.
  - d. Frequency of training.
    - 1) Tied to AFFORGEN battle rhythm/one-time/monthly/quarterly/ semiannual/annual/other.
    - 2) Prior to deployment/during deployments.
    - 3) Will sustainment training be required during deployment?
    - 4) Will this be a long-term, enduring AF Ready Airman Training requirement or a short-term, Combatant Command-specific requirement?
  - e. Identify the resources available to assist in developing proposed training to include funding source (e.g., equipment, facilities, manpower, subject matter expert support):
    - 1) What are initial and long-term funding requirements?
    - 2) Where will funding come from?
3. Name and contact information (DSN and commercial phone number, e-mail, and office symbol) for an action officer that can be contacted for further information.