

**BY ORDER OF THE COMMANDER  
AIR MOBILITY COMMAND**

**AIR MOBILITY COMMAND  
INSTRUCTION 36-2607**

**22 APRIL 2019**



**Personnel**

**U.S. AIR FORCE EXPEDITIONARY  
OPERATIONS SCHOOL COURSE  
DEVELOPMENT AND OWNERSHIP  
PROCESS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: USAF EOS/EOA

Certified by: HQ AMC/A1  
(Colonel Bridget Gigliotti)

Supersedes: AMCI 36-2207,  
03 February 2017

Pages: 8

---

This instruction implements Air Force Policy Directive 36-26, *Total Force Development*, and establishes a systematic means for AFFOR Staff Director functional managers to initiate, develop, validate and update USAF Expeditionary Operations School (USAF EOS) courses to meet new or ongoing training requirements. It assigns responsibilities to functional managers, USAF EOS Dean of Academic Affairs (EOA) division and course directors to ensure current, valid and properly funded courseware. This publication does not apply to Air National Guard (ANG) and United States Air Force Reserve Command (AFRC) units. Ensure that all records created as a result of processes prescribed in the 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). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See 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 OPR for non-tiered compliance items. **NOTICE:** USAF EOS prepares and trains Department of Defense (DOD) and allied personnel to effectively lead, integrate, sustain and employ the Global Mobility and

Expeditionary enterprise. This instruction outlines procedures for the initiation, development and review of USAF EOS courseware. More detailed information can be found at USAF EOSI 36-100, see [Attachment 2](#) for course request template and [Attachment 1](#) for a glossary of references and supporting information.

### ***SUMMARY OF CHANGES***

This document has been revised due to implemented AFPD 36-22 being superseded by AFPD 36-26 on 22 December 2015.

1.	Principal Participants.....	2
2.	Roles and Responsibilities.....	2
	<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>5</b>
	<b>Attachment 2—EXAMPLE REQUEST FOR DC2IPS COMMUNICATIONS COURSE</b>	<b>7</b>

**1. Principal Participants.** In addition to USAF EOS command elements, every USAF EOS course has three principal participants:

- 1.1. Functional Managers establish course requirements on behalf of their respective AFFOR Staff Director.
- 1.2. USAF EOS/EOA Dean of Academic Affairs Division is the focal point for standardization and quality control of all USAF EOS course material.
- 1.3. USAF EOS course directors manage assigned course(s) and instructors. Course directors are the primary POC for AFFOR functional managers.

### **2. Roles and Responsibilities.**

**2.1. Functional Managers.** When establishing or significantly amending a training or education requirement, it is the responsibility of the customer to define the requirement and solicit funding/manpower resources to support its development as described below.

**2.1.1. Establishing a Requirement.** Requests for new courses will be submitted to the USAF EOS/CC. The course request will form the basis for scheduling an Instructional Systems Development (ISD) workshop whose purpose is to build an effective training solution. ISD team composition includes functional representative, USAF EOS Course Director, field subject matter experts and a USAF EOA assigned facilitator. All course requests ([Attachment 2](#)) to conduct ISD workshops will include the following:

**2.1.1.1. Training Need Overview.** Identify specific deficit in capability which generated the request for training. Include a description of related training currently available through other sources and the rationale for establishing a separate course of instruction versus amending current training.

- 2.1.1.2. **Course Objectives.** Identify training objectives to be met as a result of USAF EOS training. These should be directly related to meeting the current readiness deficit.
- 2.1.1.3. **Target Audience and Course Frequency.** Identify the target audience as well as annual throughput and organizations of personnel intended to receive training. Include the desired mix for each class and class frequency and timing if applicable. This information will form the basis for future quota management by the USAF EOS Registrar.
- 2.1.1.4. **Target Implementation Date.** Identify desired start-up date for course activation based upon training resource availability.
- 2.1.2. **Funding.** Functional managers are responsible for funding the first two or three fiscal years of course operation, depending on the POM cycle. USAF EOS courses are funded through program element code (PEC) 41891F. Submit short-notice requirements first through the appropriate functional Program Element Monitor. If funds are not available, contact AMC/FMAO and follow current AMC guidance on unfunded requirements. Funding will be transferred in the POM.
- 2.1.3. **Manpower.** Following a determination of manpower requirements by the ISD team, functional managers are responsible for providing any additional funded manpower authorizations or contract billets necessary to conduct training by the desired course delivery date.
- 2.1.4. **Subject Matter Experts.** Provide subject matter experts to advise USAF EOS ISD personnel during initial course development and follow-on course reviews.
- 2.1.5. **Quota Management.** Functional managers will serve as overall course quota manager. Sub-quota management may be delegated to lateral or subordinate units, e.g. Numbered Air Force, ANG and AFRC components.
- 2.1.6. **Course Sustainment.** To ensure currency, functional managers will attend follow-on ISD workshops and ensure timely course, technology and command policy updates are provided to the respective USAF EOS course director. Course reviews will be conducted when requested by the course functional manager or based on significant revision of curriculum (see USAF EOSI 36-100). Between reviews, functional managers should attend their respective course and review course material for validity. Significant additional requirements for or changes to existing courses will also be requested through USAF EOS/EOA. This includes conversion to on-line delivery, mobile training team delivery, increased course frequency, additional training days, course cancellation, etc.
- 2.2. **USAF EOS/EOA, Dean of Academic Affairs.**
- 2.2.1. Evaluate all requests for new courses and make recommendations to USAF EOS/CC regarding feasibility.
- 2.2.2. Coordinate with USAF EOS course director/unit POC to schedule the initial ISD workshop.
- 2.2.3. Provide ISD expertise to facilitate course development and review for quality control and standardization.

2.2.4. Manage the course evaluation process to ensure ongoing course effectiveness.

**2.3. USAF EOS Course Directors.**

2.3.1. Serve as office of primary responsibility (OPR) for course development, management and instruction using the ISD process

2.3.2. Ensure course validity through the administration of course effectiveness surveys, student testing and ISD reviews. The Kirkpatrick Model will be the basis for measuring course effectiveness.

2.3.3. Propose changes to functional managers to improve course effectiveness.

2.3.4. Organize course reviews and provide the functional manager with semi-annual metrics on course effectiveness and student performance.

2.3.5. Develop follow-on course funding requests and submit to the functional manger through the USAF EOS/CC.

BRIDGET V. GIGLIOTTI, Colonel, USAF  
Director, Manpower, Personnel, and Services

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

DODD 5100.3, *Support of the Headquarters of Combatant and Subordinate Joint Commands*, November 19, 1999

DODI 5025.01, *DOD Directives Program*, October 28, 2007

DOD 5200.1-R, *Information Security Program*, January 14, 1997

DODM 5400.7\_AFMAN 33-302, *Freedom of Information Act Program*, 22 April 2016

AFPD 33-3, *Information Management*, 08 September 2011

AFPD 36-26, *Total Force Development*, 18 March 2019

AFMAN 33-326, *Preparing Official Communications*, 25 May 2017

T.O. 00-5-1, *Air Force Technical Order System*, 15 October 2006

USAF EOSI 36-100, (<https://eim2.amc.af.mil/org/afec/ds/cck/oi/default.aspx>), *Academic Standards, Policies and Procedures*, 24 July 2018

***Prescribed Forms***

None

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AC**—Administrative Change

**AFDPO**—Air Force Departmental Publishing Office

**AFH**—Air Force Handbook

**AMC**—Air Mobility Command

**AMCI**—Air Mobility Command Instructions

**AMC/FMAO**—Air Mobility Command Financial Management Budget Operations

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management of System

**ANG**—Air National Guard

**ISD**—Instructional System Development

**OPR**—Office of Primary Responsibility

**POM**—Program Objective Memorandum

**RDS**—Records Disposition Schedule

**USAF EOS**—United States Air Force Expeditionary Operations School

**USAF EOS/CC**—United States Air Force Expeditionary School Commander

**USAF EOS/EOA**—United States Air Force Expeditionary Operations School Dean of Academic Affairs

### *Terms*

**Accountable Forms**—Forms that the Air Force stringently controls and which cannot be released to unauthorized personnel, since their misuse could jeopardize DOD security or result in fraudulent financial gain or claims against the government.

**Administrative Change**—Change that does not affect the subject matter content, authority, purpose, application, and/or implementation of the publication (e.g., changing the POC name, office symbol(s), fixing misspellings, etc.)

**Approval Authority**—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two-letter offices).

**Authentication**—Required element to verify approval of the publication; the approval official applies his/her signature block to authenticate the publication. The signature block includes the official's name, rank, and title (not signature).

**Attachment 2**

**EXAMPLE REQUEST FOR DC2IPS COMMUNICATIONS COURSE**

**Table A2.1. Example Request for DC2IPS Communications Course**

DATE
<p>MEMORANDUM FOR USAF EOS/CC</p> <p>FROM: HQ AMC/XX                      402 Scott Drive Unit XXX                      Scott AFB IL 62225-5302</p> <p>SUBJECT: Request for DC2IPS Communications Course</p> <p>1. In accordance with the guidance published in AMCI 36-2607, Para. 2.1., the AMC Operations Directorate requests the creation of a new formal course to replace the existing DC2IPS Communications Course, which has been placed in an inactive status for nearly an entire course year.</p> <p>2. We understand the commitment needed for funding and manpower support to develop, implement and sustain the requested training. Specific information concerning the new course can be found in the attached document.</p> <p>3. We are eager to begin the Instructional Systems Development (ISD) process as soon as possible. For further details, please have your action officers contact my POC, Rank First Last, AMC/XXXX, DSN 779-XXXX or E-mail: .</p> <p style="text-align: right;">JOHN H. DOUGH, Colonel, USAF                      Director of XXXXXX</p> <p>Attachment:                      Proposed Course Details</p>

**Table A2.2. Example Proposed Course Details.**

<b>Proposed Course Details</b>
<p><b>Course Title:</b> Introduction to AMC Mobile C2 Communications</p>

<p><b>Training Need Overview:</b> Identify specific deficit in capability, which generated the request for training. Include a description of related training currently available through other sources and the rationale for establishing a separate course of instruction versus amending current training.</p>	
<p><b>Course Objectives:</b></p>	
<p><b>Items that require formal training.</b> <i>Includes specific items of equipment or knowledge needed for target audience.</i></p>	<p><b>Method/Level/Type of Learning</b> <i>Describe the type of training needed for students to accomplish mission requirements.</i></p>
<p>1. Satellite Communications Equipment</p>	<p>Students must set up, operate, tear down and relocate equipment. This task must be accomplished in no more than 6 hours start to finish. Equipment must be operating at secondary location to successfully complete this lesson.</p>
<p>2. Rules of engagement</p>	<p>Students must understand the rules of engagement in operating theater and determine the circumstances under which they apply.</p>
<p><i>Use as many lines as needed.</i></p>	
<p><b>Target Audience:</b> Open to individuals of any grade, any AFSC assigned to an AMC Deployable AMOG, ANG/AFRC ALCF, USAFE ECRG, or PACAF TALCE that could potentially be tasked to setup and/or operate Mobile C2 Communications equipment in a deployed work center.</p>	
<p><b>Prerequisites:</b> Member must possess a valid Secret Security clearance and be medically/physically capable of interacting with the equipment in a “deployment setup” scenario. Member must have a basic working knowledge of their deployed functional area to understand how this training will assist them in an operational environment.</p>	
<p><b>Anticipated Course Duration:</b> 5 Academic days</p>	
<p><b>Annual Trained Personnel Requirement:</b> 100</p>	
<p><b>Target Implementation Date:</b> 1 Jan 17.</p>	
<p><b>Funding Plan:</b> Functional managers are responsible for funding the first two or three fiscal years of course operation, depending on the POM cycle.</p>	
<p><b>Manpower Support:</b> As defined by the ISD Final Report</p>	
<p><b>Quota Manager:</b> HQ AMC/XXXX, DSN 779-XXXX.</p>	