COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements Department of the Air Force Policy Directive (DAFPD) 36-26, *Total Force Development and Management.* It establishes procedures for Air Force (AF) maintenance training and provides a framework for developing training for aircraft, munitions, and missile maintenance. It is applicable to uniformed and civilian personnel in the Regular Air Force, Air

Force Reserve (AFR), Air National Guard (ANG), and to contractor personnel when required in accordance with their contract. This instruction does not apply to the United States Space Force. Use this instruction with Department of the Air Force Instruction (DAFI) 36-2670, *Total Force Development*. Major Commands (MAJCOM) may supplement this instruction. Supplements must identify required deviations (DEV) (applicability, variance, and/or differences in organizational placement of responsibilities/processes) on the supplement with the abbreviation "(DEV)". Place the "DEV" entry after the paragraph number and directly preceding the affected text (e.g., 2.8.1. (AMC) (DEV) Commanders will...). All supplements and addendums shall be submitted to AF/A4L for approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Form 847 from the field through the appropriate functional chain of command. The authorities to waive wing, unit or garrison 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 DAFMAN 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternatively, to the requestor's commander for non-tiered compliance items. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, Records Management and Information Governance Program, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Instruction (DoDI) 5400.11, DoD Privacy and Civil Liberties Programs. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Compliance with the attachments in this publication is mandatory.

(AFMC) This publication supplements AFI 36-2650, *Maintenance Training*, and DAFPD 36-26, *Total Force Development and Management*. It provides further guidance of procedures for Air Force maintenance training and provides a framework for developing training for aircraft, munitions, and missile maintenance. This supplement applies to all organizations within AFMC that perform aircraft maintenance, including organizations that provide Depot Maintenance products or services, and the industrial operations at Aerospace Maintenance and Regeneration Group. It also applies to Contract Field Teams working on AFMC installations unless an equivalent system has been verified and approved by the contracting officer. This supplement does not apply to Air National Guard (ANG) and Air Force Reserve Command (AFRC), and their units. This instruction does not apply to the United States Space Force. This supplement may be further supplemented no lower than Complex or Wing level. All supplements and addendums shall be submitted to HQ AFMC/A4PT for coordination and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*, and route DAF Forms 847 from the field through the appropriate functional chain of command to HQ AFMC/A4PT. Submit written requests for clarification to this supplement to HQ AFMC/A4PT. 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 Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, 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. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, Records Management and Information Governance Program, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 U.S.C., Sec 9013, Secretary of the Air Force. The applicable System of Records Notice (SORN) is F036 AFMC G, Training Scheduling System (TSS) Records (December 30, 2008, 73 FR 79846).

(Added-OC-ALC) This publication supplements AFI 36-2650 AFMCSUP, *Maintenance Training*, and DAFPD 36-26, *Total Force Development and Management*. It provides further guidance of procedures for Air Force maintenance training and provides a framework for developing training for aircraft, munitions, and missile maintenance. Use this instruction with DAFI 36-2670, *Total Force Development*. This supplement applies to all organizations within the Oklahoma City Air Logistics Complex (OC-ALC). This supplement does not apply to Air National Guard (ANG) and the Air Force Reserve Command (AFRC) and their units. This publication may be supplemented at any level, but all supplements must be routed to Office of Primary Responsibility (OPR) for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR using DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command to OC-ALC/Workforce Development (OBH). Submit written requests for clarification to this supplement to OC-ALC/OBH. 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. Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This AFI has been significantly changed and must be completely reviewed. Major changes include: Requirements for the Training Analysis Briefing (TAB), requirements for the Status of Training briefing, updates to Cross-Utilization Training (CUT), maintenance training section scheduling process, duty titles and structure, Maintenance Information Systems (MIS) and AF approved electronic training records (formerly referred to as Training Business Area).

(AFMC) This supplement has been significantly changed and must be reviewed in its entirety. Requirements have been updated or changed to provide clarity based on changes within AFI 36-2650 and process improvement initiatives.

(OC-ALC) This supplement has been significantly changed and must be reviewed in its entirety. Requirements have been updated or changed to provide clarity based on changes within AFI 36-2650, AFI 36-2650 AFMCSUP and OC-ALC training process improvement initiatives. Replaced the stand alone supplement with supplement integrated into the parent publication.

Chapter 1

GENERAL

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

1.1. (AFMC) Purpose. This instruction provides guidance, procedures, and responsibilities for aircraft and Depot Maintenance training programs as well as the civilian training program to ensure maintenance personnel are qualified to perform assigned tasks.

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

1.2. (AFMC) Objective. Provide initial, qualification, and recurring training needed by AFMC maintenance personnel in their job series.

1.2.1. **(Added-AFMC)** Training, qualification, certification, and recurring certification requirements will be conducted IAW this instruction and its supplement, DAFI 21-101, *Aircraft and Equipment Maintenance Management*, AFI 21-101 AFMCSUP, *Aircraft and Equipment Maintenance Management*, AFI 21-101 AFMCSUP ADDENDUM A, *Non-Standard Organization (NSO) Logistics Maintenance Management*, Air Force Materiel Command Instruction (AFMCI) 21-100, *Depot Maintenance Management*, and Air Force Sustainment Center Manual (AFSCMAN) 21-102, *Depot Maintenance Management*, and supplements as applicable. Training that is required to maintain certification will be linked to the appropriate task. All Depot Maintenance training requirements will be retained in the TSS-Production Acceptance Certification (PAC) system, also referred to as Form 75, *PAC Training Record,* Section II, and applied as directed by all regulatory guidance. Test Wing (TW) maintenance training requirements will be retained in Air Force Mission Information System (MIS) or other HQ AFMC/A4/10 approved process.

1.3. Applicability. This instruction is directive in nature and applicable to commanders, supervisors, Unit Training Managers (UTM) and personnel assigned to maintenance groups, maintenance squadrons, maintenance training sections, and other maintenance organizations throughout the Air Force.

Performance-based activities (contractors) will organize in accordance with the contract or management plan. **(T-2) Note:** Certain sections of this AFI are not applicable (N/A) to AFR/ANG, Intercontinental Ballistic Missile, and nuclear units. Refer to MAJCOM supplements and/or instructions for further guidance, where applicable. Specific training requirements for munitions and missile maintenance activities are included in the appropriate Air Force Manuals (AFMANs) 21-202, *Missile Maintenance Management* and 21-204, *Nuclear Weapons Maintenance.*

1.3. (AFMC) Applicability. The maintenance training program also applies to all civilian and military employees assigned to an AFMC Depot Maintenance organization, Air Logistics Complex (ALC), and maintenance personnel assigned to TW maintenance, Combat Wing Organizations (CWOs), and Non-Standard Organizations (NSOs), if applicable. The only AFMC CWOs and NSOs applicable to this instruction are specified in **Attachment 7** of this instruction. Contractor training is the responsibility of the contractor. Exceptions can be made for mission specific training not otherwise commercially available and will be addressed in the contract.

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

1.4. (AFMC) Equivalent Commanders. AFMC Depot Maintenance is organized under an ALC concept with an ALC Commander (ALC/CC) or equivalent (i.e., Vice Director [DV]). Responsibilities of the ALC/CC/DV/CV are identified throughout this instruction.

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

1.5.1. **Shall, Must, Will** - Indicate a mandatory requirement. **Note:** "Will" is also used to express a declaration of purpose for a future event.

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

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

1.6. Office of Primary Responsibility. The maintenance training section (UTM for AFR/ANG) is the Point of Contact (POC) for maintenance training within the maintenance group in accordance with DAFI 36-2670 and this instruction. The UTM or civilian equivalent will serve as OPR for those units without a maintenance training section. **(T-2)** The AFR/ANG UTM or civilian equivalent will serve as OPR for those units without a maintenance training section. **(T-2)** See **Chapter 10** for AFR/ANG UTM duties and responsibilities.

1.6. (AFMC) Office of Primary Responsibility. The Maintenance Training Section (MTS) is the single point of contact for maintenance training within the ALC/TW-Maintenance Group (MXG)/NSO. **Note: [Depot Only]** AFMC Depot Maintenance does not have Unit Training Managers (UTMs). Group Training Manager (GTM) responsibilities are outlined in **section 2.19**.

1.7. Air Education and Training Command (AETC) Training Detachment (TD). (N/A to AFR/ANG aircraft maintenance units). The TD is the primary aircraft and/or Intercontinental Ballistic Missile maintenance training agency on base. Suppliers will provide TDs with the same quality and quantity of support as all other Air Force Receivers in accordance with AFPD 25-2, *Support Agreements,* therefore, a support agreement is not necessary unless both the Supplier and Receiver agree to different levels of support **(T-2)**

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

1.7.1.1. The TD will not conduct ancillary training. **(T-2)**

1.7.1.2. Maintenance training sections and TDs should not duplicate training.

1.7.1.3. Maintenance training sections will develop courses and supplement training when the training requirements are beyond the capability and timely response of the TD. **(T-2)**

1.7.2. Student travel program for 982d Training Group (TRG) TD course. Submit travel and per diem cost for student travel to TD courses to 502 Comptroller Squadron (CPTS), Sheppard Air Force Base (AFB), Texas (TX) for funding approval in accordance with DAFI 36-2670. **Note**: If an individual cannot attend the TD course after the name is submitted and a fund cite has been provided, notify the 982d TRG and MAJCOM maintenance training branch as soon as possible.

1.7.3. **(Added-AFMC)** The ALC is the host of the Depot Maintenance Field Training Detachment (FTD) instructors. There is an HQ AETC/HQ AFMC Memorandum of Agreement (MOA) for the Depot Maintenance FTD program.

1.7.3.1. **(Added-AFMC)** ALCs are highly encouraged to collaborate with FTD for courses that include future and present advanced technologies (hybrid FTDs).

1.7.4. **(Added-AFMC)** HQ AFMC A4/10 will establish formal MOAs with FTDs to support TWs as required when no FTD support exists on the installation.

1.7.4.1. **(Added-AFMC)** Units are highly encouraged to collaborate with FTD for courses that include future and present advanced technologies (hybrid FTDs).

1.7.5. **(Added-AFMC)** HQ AFMC A4/10 will establish formal MOAs with AETC to establish FTDs as required when no FTD support exists on the installation.

1.8. MAJCOM Mandatory Course List. (N/A to AFR/ANG)**.** MAJCOMs will create a master list of all mandatory TD, maintenance training section, and myLearning courses for each mission design series aircraft. **(T-1)** MAJCOMs will conduct annual audits to ensure courses have been identified for completion for all applicable AFSCs (see paragraphs **8.3.3 and 8.3.4**). **(T-1)**

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

1.8.1. **(Added-AFMC) [AFTC Only]** The AFMC Mandatory Course List (MCL) is used by the AFMC Functional Managers to standardize Mission Design Series MAJCOM training requirements. All AFMC MCL change submissions will be routed through the MTS Superintendent. AFMC/A4M coordinates each request through the respective Weapons System Team and AFMC Functional Manager for approval. All AFMC MCL courses will be identified as priority courses on the AF Form 898, or approved equivalent. The course requirements will be identified, and loaded to MIS, during in-processing into the squadron with appropriate statuses. Supervisors, through the UTM, must ensure required personnel are loaded, scheduled, and attend training IAW the AFMC MCL instructions, unless waived by AFMC/A4M through the MXG/CCC or MXG/CC. **(T-2)**

1.8.1.1. **(Added-AFMC) [AFTC Only]** Waiver requests are initiated by the unit, coordinated through the MTS, MXG/CCC or MXG/CC, and submitted to the HQ AFMC/A4M who will coordinate with the Air Force Specialty Code (AFSC) MAJCOM Functional Manager (MFM) for approval/disapproval. Waiver requests will contain individual's name, rank, primary AFSC, duty title, course to be waived, and a full justification for the request. **(T-2)**

1.8.1.2. **(Added-AFMC) [AFTC Only]** When a waiver is approved, the Maintenance Training scheduler will update the individual's record in MIS with "Waiver" status code and file a copy of the waiver until no longer applicable **(T-2)**

1.8.2. **(Added-AFMC) [Depot Only]** The Civilian Training Plan (CTP) identifies the MMCL for each occupational series.

1.9. Utilization of Training Courses. Units will utilize AETC TD, maintenance training section and ancillary training courses for upgrade, proficiency, qualification, recurring, and CUT to the fullest extent possible. **(T-2)**

1.9.1. **(Added-AFMC)** Command maintenance training courses shall be identified by HQ AFMC/A4PT. Command maintenance training courses shall be used when available.

1.9.2. **(Added-AFMC)** DAFI 36-2670, *Total Force Development*, provides guidance on selecting a source and expending funds for training. Use these directives and guidance from the ALC Education and Training function to select the most suitable and available source for training.

1.9.3. **(Added-AFMC)** HQ AFMC/A4PT has Depot Maintenance training oversight responsibility and approval authority over Depot Maintenance Command courseware. All Depot Maintenance courseware information will be maintained in the TSS-Courseware Management Database (CMD).

1.10. Class Cancellation Policy. TD classes with enroute, temporary duty, AFR/ANG and/or multi-phased students will not be canceled and will be supported by the host unit, unless approved by the wing commander. **(T-3)**

Host unit personnel will not be removed from TD courses due to appointments, local exercises, or higher headquarters inspections, unless approved by the wing commander. **(T-3)** The Maintenance Group Commander (or equivalent) may cancel maintenance training section classes during local exercises. The maintenance training operating instruction, developed by the maintenance training section, will outline the cancellation policies for maintenance training classes. **(T-2)** Local students released from maintenance training section and/or TD courses will report to their respective work centers. **(T-2)**

1.10. (AFMC) Class Cancellation Policy. [Depot Only] The ALC/CC/DV/CV or equivalent may cancel classes scheduled or conducted by the MTS during local exercises.

1.11. Curriculum Advisory Committee. (N/A for AFR/ANG and Air Force Special Operations Command (AFSOC) units)**.** Use the Curriculum Advisory Committee to investigate, analyze, and recommend the most cost effective and efficient method to satisfy training requests. The Curriculum Advisory Committee will be composed of the Maintenance Training Section Development and Instructor Element Chief (chairperson), UTM (as required), TD (as required),

subject matter experts, applicable work center supervisors and/or section chiefs, and Maintenance Training Section Superintendent. **(T-2)**

1.11.1. The maintenance training section will conduct a Curriculum Advisory Committee when:

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

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

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

1.11.1.4. **(Added-AFMC)** When a course is reviewed, as required. **(T-2)**

1.11.2. The maintenance training section can use a Curriculum Advisory Committee to conduct reviews of maintenance training section courses and TD courses when necessary.

1.11.3. **(Added-AFMC)** HQ AFMC/A4PT defines the need for future Command depot level development efforts by assessing and maintaining visibility of current and future training requirements. The Depot MTS at the ALCs defines the need for future Complex level development efforts by assessing and maintaining visibility of current and future training requirements.

1.12. Cross-Utilization Training. CUT provides the unit internal flexibility by training individuals to perform tasks on their assigned weapons systems that are not in his/her primary AFSC. This training can offset periods of austere or low skill level manning. It also enhances combat capability by developing a pool of qualified personnel to draw upon during surges. Use care not to create a dependency upon CUT trained personnel for every task. CUT should never be a long-term fix or management solution for an AFSC shortfall. Ensure the training records of individuals receiving CUT are appropriately documented. CUT trainees must be a qualified 5-level or 3-level that have completed all upgrade requirements except minimum time in training. **(T-1)** Personnel possessing an AFSC with a shred, for example, 2A3X4C and 2A5X1B will not be utilized on aircraft not applicable to that shred without AF Career Field Manager approval except in MAJCOM designated enroute units. MAJCOMS will provide a list of designated enroute units. **(T-1) Note:** This guidance does not apply to remotely piloted aircraft weapon systems or other weapon systems where AF approved maintenance philosophy dictates the merger of AFSCs.

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

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

1.14. (AFMC) Ancillary Training. Required ancillary training will be identified in the CTP for ALC civilian employees or other HQ AFMC/A4/10 approved MIS (e.g., Integrated Maintenance Data System (IMDS)/G081, etc.) for other AFMC organizations.

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

1.15. (AFMC) Overdue Training. For AFMC ALC employees, training is considered overdue one day following the original due date.

1.15.1. **(Added-AFMC)** Recurring Training Requirement (RTR) Temporary Extensions. Temporary extensions for RTRs shall be approved locally by the ALC/CC/DV/CV as long as they do not violate specific requirements of higher-level regulatory documents. The extension request shall be in writing by the GTM with a copy maintained by the ALC Maintenance Training Manager (MTM) or equivalent. The extension request is routed through MTS for approval by the ALC/CC/DV/CV. An extension shall not exceed 90 days unless a waiver is obtained from HQ AFMC/A4P. This period is extended to 180 days for employees who are on TDY status. TDY personnel who have been extended past 90 days shall be immediately retrained upon return, obtain a waiver from HQ AFMC/A4P, or be disqualified, as applicable.

1.15.2. **(Added-AFMC) [AFTC Only]** Training Requirements during Deployments. Units must train personnel prior to deployment and ensure qualification throughout the deployment. Deployed personnel who go overdue for training are overdue and count against the squadron's monthly training statistics. If capability and mission requirements allow at deployed location; deployed personnel must complete training. Personnel who go overdue for training while deployed will receive priority scheduling within 30 days after return to duty. **(T-2) Note:** Specific programs may identify additional requirements for overdue training (e.g., engine run).

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

1.16.1. When necessary, use AFETS personnel for specialized systems and equipment training and integrate these personnel within the maintenance training section (UTM for AFR/ANG) instructional effort. **(T-3)**

1.16.2. Courses developed or taught by AFETS will be coordinated through the maintenance training section (UTM for AFR/ANG) to ensure courses meet curriculum standards. **(T-3)**

1.16.3. Coordinate training requests conducted by AFETS/CETS as listed in DAFI 21-101, *Aircraft and Equipment Maintenance Management*.

1.17. Maintenance Training Section Instructions.

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

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

1.17.1.1.1. **(Added-OC-ALC)** For the waiver process of this supplement see OC-ALC added **Paragraph 1.24.1**.

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

1.17.1.2.1. **(Added-OC-ALC)** For testing and certification procedures see AFSCMAN 21-102, Depot Maintenance Management and local supplement/directives.

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

1.17.1.3.1. **(Added-OC-ALC)** The OC-ALC does not distribute any automated training products.

1.17.1.4. Personnel in and out processing, to include registration in training databases, for example, AF approved electronic training records, myLearning, AF Training Record, etc. **(T-2)**

1.17.1.4.1. **(Added-OC-ALC)** For local in/out processing procedures see Paragraphs **6.11 and 6.12** of this supplement.

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

1.17.1.5.1. **(Added-OC-ALC)** Local procedures for requesting training see the MTS scheduling process identified in **Paragraph 6.9** of this supplement.

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

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

1.17.1.7.1. **(Added-OC-ALC)** Local procedures for class cancelation policy see **Paragraph 6.9.1.7** of this supplement.

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

1.17.1.8.1. **(Added-OC-ALC)** Local procedures for Quality Assurance (QA) feedback loop see **Paragraph 6.13** of this supplement.

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

1.17.1.9.1. **(Added-AFMC) [AFTC Only]** Outline procedures for loading instructor employee numbers for individuals attending TD courses. **(T-2)**

1.17.1.9.1. **(OC-ALC)** Each Group/Staff Office shall develop and publish a local training instruction to identify the work center and/or section training monitor duties and responsibilities, if utilized.

1.17.2. Ensure the Maintenance Group Commander (or equivalent) signs and approves the instruction.

1.17.2. **(AFMC)** Ensure the ALC/CC/DV/CV or equivalent signs and approves the instruction.

1.17.3. Review instruction in accordance with DAFMAN 90-161.

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

1.18.1. Frequency. Maintenance training sections will provide a quarterly formal TAB to the Maintenance Group Commander (or equivalent). **(T-2)**

1.18.1. **(AFMC) [Depot Only]** Maintenance training sections will provide a formal TAB at an interval determined at the call of the chair. An electronic briefing will be provided at least quarterly.

1.18.1.1. **(Added-AFMC) [AFTC Only]** Quarterly briefings will be conducted the first month of each quarter (Jan, Apr, Jul, and Oct). **(T-2)**

1.18.2. The Maintenance Group Commander, Maintenance Group Deputy Commander, or equivalent will chair the quarterly briefing. **(T-2)**

1.18.2. **(AFMC) [Depot Only]** The ALC/CC/DV/CV will chair the formal briefing.

1.18.3. Attendance. As a minimum, the following personnel will attend the quarterly formal TAB:

1.18.3.1. Squadron commanders. **(T-2)**

1.18.3.1. **(AFMC) [Depot Only]** ALC Group Commanders (or equivalent).

1.18.3.2. The Maintenance Group Superintendent. **(T-2)**

1.18.3.2. **(AFMC) [Depot Only]** Not applicable.

1.18.3.3. The Maintenance Training Section Superintendent, Development and Instructor Element Chief, Training Management Element Chief, Maintenance Training Section Schedulers, UTMs, and TD. **(T-2)**

1.18.3.3. **(AFMC) [Depot Only]** The Maintenance Training Section Chief and MTS Program Managers (PMs) (as required).

1.18.3.4. Maintenance Squadron and Munitions Squadron, Aircraft/Helicopter Maintenance Squadron, Missile Maintenance and Missile Operations Squadron Superintendents, as applicable to maintenance group organization structure. **(T-2)**

1.18.3.4. **(AFMC) [Depot Only]** ALC Depots do not have a similar business process.

1.18.3.5. The Quality Assurance Officer in Charge and/or superintendent or designated representative. **(T-2)**

1.18.3.5. **(AFMC) [Depot Only]** The Quality Assurance Director or designated representative.

1.18.4. Provide an electronic copy of the briefing to each required participant prior to the formal briefing.

1.18.5. Use approved Maintenance Information System (MIS) to help develop the TAB. Only an AF level approved MIS is authorized to be used to automate training as designated in accordance with DAFI 21-101. MAJCOM approved systems may be used to assist with the training process but not be considered the primary MIS. Integrated Maintenance Data System (IMDS), G081/Mobility AF Logistics Command and Control (G081/Mobility AF Log C2), and MIS are synonymous as they apply to this AFI. The generic term MIS allows flexibility to associate with any automated information system currently used in the maintenance community and provides for other emerging systems that fall under the same MIS business rules.

1.18.5. **(AFMC) [Depot Only]** TSS-PAC is an approved system of record to use for developing the Training Analysis Briefing (TAB).

1.18.5.1. **(Added-AFMC)** The MTS will provide an electronic copy of the TAB to HQ AFMC/A4PT and AFMC/A4M (as required).

1.18.6. TAB contents must include items identified in DAFI 36-2670 (required if applicable) and ensure Intercontinental Ballistic Missile maintenance groups can meet the requirements within this guidance. **(T-2)** Intercontinental Ballistic Missile maintenance group TAB formats will be standardized by their owning MAJCOM. **(T-2)**

1.18.6. **(AFMC) [Depot Only]** DAFI 36-2670 items not applicable at this level.

1.18.6.1. Identify trends noted from previous TAB (e.g., high Quality Assurance (QA) fail rate for Auxiliary Power Unit operations).

1.18.6.2. Primary Air Force Specialty Code (PAFSC) breakout for all 2AXXX (or sortie producing AFSCs to include 3DXXX as applicable) in the grades of E-6 or below by 3, 5, and 7 level. **Note:** MAJCOM and/or Maintenance Group Commander (MXG/CC) may direct additional AFSCs.

1.18.6.2. **(AFMC) [DEV] [Depot Only]** PAFSC breakout not applicable to AFMC Depot.

1.18.6.3. 21A/M officer upgrade by Basic, Senior, and Master. **Note:** MAJCOM and/or MXG/CC may direct additional AFSCs.

1.18.6.3. **(AFMC) [DEV] [Depot Only]** 21A/M upgrade briefing not applicable to AFMC Depot.

1.18.6.4. Production and QA trends related to training. **Note:** Broken out by trend, number of sorties effected, squadron effected, how many were production related, and how many were QA fails. **Note:** Only trend items related to training should be tracked.

1.18.6.5. Maintenance Group (MXG) critical skills will be reported by number required and number qualified. **(T-2)** MAJCOM will set critical task list. **(T-1)** MXG/CC may add local requirements.

1.18.6.5. **(AFMC) [DEV] [Depot Only]** Maintenance Group critical skills not applicable to AFMC Depot.

1.18.6.5.1. **(Added-AFMC) [AFTC Only]** Critical Skills Task list will include:

1.18.6.5.1.1. **(Added-AFMC) [AFTC Only]** Updates on status and effectiveness of future and present Hybrid FTD training.

1.18.6.5.1.2. **(Added-AFMC) [AFTC Only]** A get well plan for MMCL items that have a backlog higher than 10 personnel.

1.18.6.6. Key Performance Indicators (KPI) - TD Demand Response Rate. Divide the number of quotas allocated (total number of seats supported by the TD) by the number of quotas requested and reflect the rate as a percentage.

1.18.6.6. **(AFMC)** Units without an FTD will develop an internal method to track requests and fills.

1.18.6.7. KPI - TD Utilization Rate. This rate reflects how well the unit utilized the seats that were allocated from the TD. Compute it by dividing the number of seats utilized by the number of seats allocated (for the reported month) and express the rate as a percentage.

1.18.6.7. **(AFMC)** Units without an FTD will develop an internal method to track requests and fills.

1.18.6.8. KPI -Maintenance Training Demand Response Rate. Divide the number of quotas allocated, for Maintenance training section conducted courses, by the number requested and reflect the rate as a percentage.

1.18.6.8. **(AFMC)** Training Detachment Demand Response Rate. AFMC Depot Maintenance tracks ALC/TW MXG FTD Demand Response Rate for TAB briefing. Divide the number of quotas requested into the number allocated (total number of seats supported by the FTD). Units without an FTD will develop an internal method to track requests and fills.

1.18.6.9. KPI - Maintenance Training Utilization Rate. This rate reflects how well the unit utilized the seats that were allocated from the maintenance training section. Compute it by dividing the number of seats utilized, by the number of seats allocated (for the reported month) and express the rate as a percentage. **Note:** Maintenance training sections should report lost training time in accordance with their MAJCOM instruction. Walk-ins are not factored into this rate.

1.18.6.10. Field TD and MTS backlogs will be broken out by: course name, # in training next 90 days, # completed in reported month, overdues, waivers, and the get well estimated completion date. **(T-2)**

1.18.6.10. **(AFMC) [DEV]** Not applicable to AFMC Depot.

1.18.6.11. Special certification status will be broken out by: Special Certification Roster (SCR) item, required/qualified per unit, total required/qualified for the MXG, and the total number of waivers for each SCR item. **(T-2) Note:** The MAJCOMs determine what SCR items will be tracked. MXG/CCs may add additional requirements.

1.18.6.11. **(AFMC) [DEV]** Not applicable to AFMC Depot.

1.18.6.11.1. **(Added-AFMC) [AFTC Only]** MTS will be required to submit mandatory SCR items that have insufficient qualified personnel to perform these SCRs requirements to HQ AFMC/A4M. Mandatory SCR are listed in DAFI 21-101, Aircraft and Equipment Maintenance Management; Table 11.1. Mandatory SCR and prerequisites.

1.18.6.12. Aircraft utilized for training will detail how many aircraft were used for training and by which agencies (e.g., MXG, MTS, Field TD, or AFETS), how many hours utilized, and number of personnel trained. **(T-2)** In addition, each task trained will be shown with how many individuals were trained. **(T-2)**

1.18.6.12. **(AFMC) [DEV]** Not applicable to AFMC Depot.

1.18.6.13. Report lost training time and instructor utilization in three categories: lost classroom time, duty related non-classroom time, and additional duties. Report both in the TAB.

1.18.6.13. **(AFMC)** Applies to AFMC military instructors only.

1.18.6.13.1. **(Added-AFMC) [ATFC Only]** Classroom lost time includes weather, ground trainer, Maintenance Training Device/Aircraft cancellation or non-availability, equipment, personnel issues, flight line operations, etc. **(T-2)**

1.18.6.14. Trends noted from previous Status of Training briefings with actions to be taken.

1.18.6.14. **(AFMC)** Trends noted from previous TABs with actions to be taken.

1.18.6.15. **(Added-AFMC)** Matrix of scheduled persons, actual attendance numbers, and number of no shows.

1.18.6.16. **(Added-AFMC)** Training-Related Administrative Task Decertifications. Number of employees that were decertified for one or more tasks in time period due to training-related administrative reasons. Due to the fact that some people may have been decertified for multiple tasks within the time period, also indicate the total number of tasks that were decertified for training-related administrative reasons.

1.18.6.17. **(Added-AFMC)** Programs. Provide summary information related to training status and any issues for AFMC special program interest items. Examples: CTPs and TSS-PAC.

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

1.19.1. Establish a feedback loop in the maintenance training operating instruction between the quality assurance program and maintenance training sections (UTM for AFR/ANG) that focuses on training deficiencies.

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

1.20. (Added-AFMC) Formal Training. Formal training is instruction based on established learning objectives that enable the instructor or trainer to provide accurate, complete, and consistent information time after time. Formal training is assigned a course number to document student completions in employee records. The most common methods of formal training used in the Depot Maintenance Training Program are:

1.20.1. **(Added-AFMC)** Instructor-Led Training. A qualified instructor presents the material to a group of students in a classroom, laboratory, etc., setting. This is often called classroom training and includes instructional briefings that provide accurate and consistent instruction on a topic.

1.20.1.1. **(Added-AFMC)** Instructor and Trainer Qualifications. Those who provide formal training to Depot Maintenance employees require the courses specified below, depending on their roles.

1.20.1.1.1. **(Added-AFMC)** Structured On-the-Job Training (SOJT) Trainer Qualifications. Personnel who provide SOJT using an SOJT worksheet and guide shall complete the AFMC SOJT Trainer Course.

1.20.1.1.1. **(OC-ALC)** NOTE: To attend SOJT training, students should have one year of experience or be a journeyman in their field of expertise.

1.20.1.1.2. **(Added-AFMC)** Instructor Qualifications. Personnel who provide formal training using a Plan of Instruction (POI) shall complete a Principles of Instruction course or equivalent.

1.20.2. **(Added-AFMC)** SOJT. A trainer uses prepared guides, evaluation worksheets, technical data, and other materials to provide practical instruction on tasks in the job environment.

1.20.2.1. **(Added-AFMC)** SOJT Worksheet. Employee completion of formal structured on-the-job-training is documented by the SOJT trainer on an SOJT worksheet. The SOJT worksheet will be a standalone document. Blank or N/A entries are not permitted on the worksheet. For mistakes made by the trainee and/or trainer, corrections will be annotated by a single line strike-through entry and initialed. The SOJT trainer forwards the completed worksheet to the appropriate Training Manager for retention and database entry. Refer to **Attachment 3** of this instruction for SOJT worksheet format and additional processing information. Changes to the SOJT worksheet will not be made without approval by the MTS.

1.20.3. **(Added-AFMC)** Self-Paced, Computer-Hosted Training. A student takes a self-paced course hosted on a computer or the internet. This may be accomplished in a classroom or learning center environment with a facilitator present.

1.20.4. **(Added-AFMC)** Self-Paced, Interactive, Computer-Based Training. A student takes multi-media instruction controlled by a computer or mobile device. The training is designed to allow the student to interact with the learning environment through input devices such as a keyboard, mouse, or light pen. The student's decisions and inputs determine the level, order, and pace of instructional delivery.

1.21. (Added-AFMC) Informal Training. Informal training does not have defined learning objectives. It provides the same basic information but not always in the same way or at the same level of detail. It is tailored specifically to the situation and the audience. Informal training is sometimes assigned a course number to document student completions in employee records. There are basically three types of informal training in the Depot Maintenance Training Program. They are:

1.21.1. **(Added-AFMC)** Traditional On-the-Job Training (OJT). An employee works with the trainer on a day-to-day basis to obtain task knowledge and experience. The task trainer supervises the work of the employee until the individual is proficient enough to work alone.

1.21.1. **(OC-ALC)** Employees who conduct Traditional OJT for certification tasks must complete the "On-the-Job Training (OJT) Task Trainer Responsibilities and Procedures" Course.

1.21.1.1. **(Added-OC-ALC)** Employees who complete the SOJT Trainer Course may be granted an equivalency for the "OJT Task Trainer Responsibilities and Procedures" Course.

1.21.2. **(Added-AFMC)** Informational Briefing. A presentation that provides facts on a topic but does not have established learning objectives. Its purpose is to inform the audience without determining if they have attained a particular level of knowledge.

1.21.3. **(Added-AFMC)** Reference Guide or Training Aid.   Materials that reinforce knowledge and skills such as training manuals, student workbooks, on-line reference tools, flowcharts, desktop reference guides, etc., are examples of this informal training method. They provide just-in-time, self-paced instruction on a specific topic.

1.22. (Added-AFMC) Depot Maintenance Courseware. All Depot Maintenance formal training shall be developed, approved, and maintained IAW applicable AFIs. Personnel who develop and/or maintain Depot Maintenance courseware shall complete an Air Force or equivalent Instructional System Development (ISD) course.

1.22.1. **(Added-AFMC)** Implementation of Revised Command Recurring Training.   All personnel shall receive revised recurring training at the next regularly scheduled due date unless directed by ALC/CC/DV/CV or higher authority.

1.22.2. **(Added-AFMC)** Awarding Credit for Command Training.   A student shall be awarded completion credit for a Command course only if all learning objectives in that course have been accomplished. Material may be added to or deleted from a Command course as long as the learning objectives are instructed to the proficiency levels required. Reference **Attachment 8** for the Proficiency Code Key.

1.22.3. **(Added-AFMC)** All ALCs/Wings will register and maintain Depot Maintenance courseware in the CMD.

1.22.4. **(Added-OC-ALC)** Subject Matter Experts (SMEs) for courseware, SOJTs, Special Skills Qualification (SSQ)s, CTPs, etc., will be identified by their supervisors at the request of the Group Training Office.

1.23. (Added-AFMC) Recurring Training Requirements. Refresher training is mandated to maintain knowledge and skills. General RTRs are not directly related to a specific task but apply to an occupation or a group of similar tasks and are listed in **Attachment 4** and local supplements. Task-related RTRs are listed in AFSCMAN 21-102, *Depot Maintenance Management*.

1.24. (Added-AFMC) Waivers. Waiver requests and proposed changes will include appropriate justification and be staffed through the MTS for signature by the ALC/CC/DV/CV, TW MXG/CC, or equivalent. Waiver requests and proposed changes shall be sent to HQ AFMC/A4P Maintenance Training Program Manager for coordination.

1.24.1. **(Added-OC-ALC)** Waivers. Waivers to policy requirements of this instruction's local supplement shall be processed using the procedures contained in DAFI 90-160 *Publications and Forms Management*. Waiver requests and proposed changes shall be sent through the Complex Training Manager for signature by the OC-ALC/CC/DD or equivalent. Requests for waivers shall contain justification as to why the unit cannot comply with existing guidance.

Chapter 2

ROLES AND RESPONSIBILITIES

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

2.1. (AFMC) General. Equivalent Commanders. AFMC Depot Maintenance is organized under an ALC concept with an ALC/CC or equivalent (i.e., DV/CV). The Commander is ultimately responsible for all maintenance training within the ALC.

2.2. Air Force Career Field Manager. The Maintenance Division (AF/A4LM) and Nuclear Weapons, Missiles & Munitions Division (AF/A4LW) are the POCs on maintenance training matters. The AF Career Field Manager responsibilities are outlined in DAFI 36-2670.

2.2. (AFMC) Air Force Career Field Manager. This section is applicable to military personnel only. HQ AFMC/A4PT is the POC for civilian personnel.

2.2.1. The POC for AFR and ANG waivers is their respective Air Force Reserve Command (AFRC)/ANG Functional managers in accordance with DAFI 36-2670.

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

2.3. Career Field Administrator. The Career Field Administrator is the functional system administrator for the AF approved MIS. The Career Field Administrator is the AF Career Field Manager or delegated representative for each Career Field Education and Training Plan (CFETP) and AF Job Qualification Standard (JQS) managed in MIS.

2.3. (AFMC) Career Field Administrator. This section is applicable to military personnel only.

2.3.1. The Career Field Administrator will:

2.3.1.1. Ensure all CFETPs loaded in the system are the most current and accurate versions. **(T-1)**

2.3.1.2. Act as single POC for problems related to functional data records for all career progression documents. The Career Field Administrator will refer all software-related and technical problems to the Air Force Life Cycle Management Center Subject Matter Expert Support (AFLCMC/HIAM) and Air Force Life Cycle Management Legacy Sustainment Division (AFLCMC/HIZG) Field Assistance Service. **(T-1)**

2.3.2. Load and transcribe new CFETP, AF JQS, qualification training packages, and changes as directed by the AF Career Field Manager.

2.3.3. Ensure all applicable CFETPs, AF JQS, and or Command JQS are reviewed during Specialty Training Requirements Team/Utilization and Training Workshop and/or Maintenance Training Advisory Group meetings.

2.4. Training Pipeline Manager. The training pipeline manager's responsibilities are outlined in DAFI 36-2670.

2.4. (AFMC) Training Pipeline Manager. This section is applicable to military personnel only.

2.5. MAJCOM Maintenance Training Branch/Section. The MAJCOM Maintenance Training Branch/Section (or equivalent) is the single POC for maintenance training matters within the command. The MAJCOM Maintenance Training Branch/Section (or equivalent) have the responsibility to:

2.5. (AFMC) [DEV] MAJCOM Maintenance Training Branch/Section. HQ AFMC/A4PT is the functional office for AFMC Depot Maintenance Training. HQ AFMC/A4M is the functional office for all other AFMC aircraft maintenance training. AFMC Depot Maintenance does not perform the tasks outlined in paragraphs **2.5.9**, **2.5.11**, **2.5.12**, **2.5.15**, and **2.5.19**.

2.5.1. Provide maintenance training policy and guidance to maintenance training sections and UTMs.

2.5.1.1. **(Added-AFMC) [AFTC Only]** AFTCs will follow guidance that HQ AFMC/A4M provides. This is to ensure quality of updated AFTC training documentation, policies, and procedures.

2.5.2. Evaluate and monitor all formal and maintenance training section courses and programs (N/A to AFR/ANG).

2.5.2. **(AFMC)** Evaluate and monitor all formal and maintenance training section courses and programs (N/A to AFR/ANG).

2.5.2.1. **(Added-AFMC) [AFTC Only]** HQ AFMC/A4M will hold monthly meetings with AFTCs where they will provide any issues with formal maintenance training section courses, programs, and manning issues.

2.5.3. Perform staff assistance visits at the group commanders' request or when training indicators warrant.

2.5.3.1. **(Added-AFMC) [AFTC Only]** Training indicators that would warrant a staff assistance visit from HQ AFMC/A4M are indicators that minimum requirements provided in AFI 36-2650 are not being met, or large deficiencies in training by AFTCs.

2.5.4. Validate and coordinate command, *Functional Inspection Guides or Unit Compliance Guides* (N/A to AFR/ANG).

2.5.5. Publish, manage, and interpret command maintenance training instruction.

2.5.6. Publish and maintain the MAJCOM Mandatory Course List (N/A to AFR/ANG).

2.5.6. **(AFMC) [AFTC Only]** MXG/CC will determine which Lead Command courses are mandatory for members assigned to multiple airframes.

2.5.6.1. **(Added-AFMC) [AFTC Only]** AFTCs will provide requests to HQ AFMC/A4M to add or remove courses along with justifications prior to the end of January every year.

2.5.6.2. **(Added-AFMC) [AFTC Only]** HQ AFMC/A4M will contact AFTCs which courses were removed prior to releasing updated AFMC MCL.

2.5.7. Schedule and conduct the command maintenance training conference, if applicable.

2.5.8. Augment the MAJCOM inspection team, if applicable.

2.5.9. Chair Site Activation Task Force training working groups. This is a function of the lead MAJCOM for a given weapon system.

2.5.10. Manage command future training requirements.

2.5.11. Manage command interactive multimedia instruction, exportable, and distance learning training.

2.5.12. Manage mission readiness training requirements for maintenance personnel.

2.5.13. Review and evaluate quarterly TAB data from the MXGs or equivalents.

2.5.14. Coordinate with MAJCOM/A1 on training and manning issues.

2.5.15. Coordinate and monitor enroute training, if applicable.

2.5.16. Coordinate annual training requirements.

2.5.17. Attend AF and MAJCOM level conferences and workshops affecting maintenance training.

2.5.18. Coordinate on enlisted specialty training waivers with Air Force and command functional managers.

2.5.18. **(AFMC)** HQ AFMC/A4PT will coordinate on civilian training waivers with Air Force and Command functional managers.

2.5.19. Be the approval/concurring authority for master course code inputs from within their command.

2.5.20. Coordinate on training requirements submitted for the AF approved electronic training records system via the AF approved electronic training records help desk.

2.5.20. **(AFMC)** HQ AFMC/A4PT will provide guidance and set policy for AFMC Depot Maintenance Training and PAC Programs.

2.5.21. **(Added-AFMC)** HQ AFMC/A4PT will direct and approve Command-wide Depot Maintenance training and PAC initiatives.

2.5.22. **(Added-AFMC)** HQ AFMC/A4PT will promote standardization of Special Skills Qualifications (SSQs) for common mission design series (Mission Design Series).

2.5.23. **(Added-AFMC)** HQ AFMC/A4PT will promote standardization of maintenance training and PAC across the ALCs.

2.5.24. **(Added-AFMC)** HQ AFMC/A4PT will provide resources for Command courseware, CTP development, and TSS.

2.5.25. **(Added-AFMC)** HQ AFMC/A4PT will assign course numbers to Depot Maintenance developed courseware IAW this instruction. See **Attachment 6.**

2.5.26. **(Added-AFMC)** HQ AFMC/A4PT will ensure compliance with Depot Maintenance Training and PAC directives and policies.

2.5.27. **(Added-AFMC)** HQ AFMC/A4PT will determine Lead ALC assignments for Command courseware, CTPs, training, and SSQs.

2.5.28. **(Added-AFMC)** HQ AFMC/A4PT will process waivers and deviations to this instruction.

2.5.29. **(Added-AFMC)** HQ AFMC/A4PT will maintain oversight and general management of all Command level courseware for Depot Maintenance training.

2.5.30. **(Added-AFMC)** HQ AFMC/A4PT will maintain functional oversight of Depot Maintenance training systems.

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

2.6. (AFMC) MAJCOM Command Functional Manager. This section is applicable to military personnel only.

2.6.1. Support specialty training requirements team/utilization and training workshops with functional and subject matter experts. **(T-1) Note:** As the functional representative for the command, MAJCOM Functional Managers who attend specialty training requirements team/utilization and training workshops have voting authority and authority to commit MAJCOM resources to support new training requirements.

2.6.2. Coordinate on resources (manpower, equipment, and funding) to support new training requirements. **(T-1)**

2.6.3. Coordinate on enlisted specialty training waivers and provide recommendation to AF Career Field Manager (MAJCOM Functional Manager for AFRC and ANG). **(T-1)**

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

2.7. (AFMC) Maintenance Group Commander (or equivalent). AFMC Depot Maintenance is organized under an ALC concept with an ALC/CC or equivalent (i.e., DV/CV). The ALC/CC/DV/CV will:

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

2.7.2. Organize maintenance training sections (if applicable) in accordance with DAFI 21-101 and this instruction. Organize Intercontinental Ballistic Missile Maintenance training sections in accordance with AFMAN 21-202 (N/A to AFR/ANG). **(T-2)**

2.7.2. **(AFMC) [Depot Only]** Organize the MTS IAW AFMCI 21-100, *Depot Maintenance Management*, AFSCMAN 21-102, and local supplements/operating instructions.

2.7.3. Ensure maintenance training sections (UTM for AFR/ANG) are the single POC for maintenance training matters affecting the maintenance group. **(T-2)**

2.7.3. **(AFMC)** Ensure that MTS is the single POC for maintenance training matters affecting the ALC/TW-MXG.

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

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

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

2.7.6. **(AFMC)** Provide highly qualified personnel to the MTS based on the training needs of the Maintenance community.

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

2.7.7. **(AFMC) [Depot Only]** The MXG/CC will assume this responsibility. See **paragraph 2.8.8**.

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

2.7.8. **(AFMC)** AFMC units may use an equivalent form as determined locally.

2.7.8. **(OC-ALC)** The MTS will utilize the training surveys established in TSS to determine training needs for FTD and 373d Training Squadron/Detachment 9 (DET-9) Courses.

2.7.9. Chair the quarterly TAB.

2.7.10. Ensure the Maintenance Training Superintendent develops a process to determine correlation between maintenance metrics and the training and development of assigned maintenance group personnel.

2.7.11. Provide maintenance training sections sufficient monetary resources to sustain maintenance training operations and develop staff personnel to satisfy mission requirements.

2.7.11. **(AFMC) [Depot Only]** Appoint in writing the following ALC positions. Appointed personnel will be assigned and aligned within the ALC chain of command. A copy of appointment letters shall be provided to the Depot Maintenance Training Manager and HQ AFMC/A4PT.

   2.7.11.1. **(Added-AFMC) [Depot Only]** ALC MTM.

   2.7.11.2. **(Added-AFMC) [Depot Only]** ALC CTP Program Manager.

2.7.11.3. **(Added-AFMC) [Depot Only]** ALC Production Acceptance Certification (PAC) Program Manager.

2.7.11.4. **(Added-AFMC) [Depot Only]** ALC Maintenance Courseware Program Manager (CPM).

2.7.11.5. **(Added-AFMC) [Depot Only]** ALC Training Systems Program Manager.

2.7.11.6. **(Added-AFMC) [Depot Only]** Other officials deemed necessary to effectively develop, implement, and manage the Depot Maintenance Training and PAC Programs at the ALC.

2.7.11.7. **(Added-AFMC) [AFTC Only]** MTS Budget. The MXG/CC will provide the MTS funds to conduct the training mission including, but not limited to:

2.7.11.7.1. **(Added-AFMC) [AFTC Only]** Materials/equipment to support and conduct training.

2.7.11.7.2. **(Added-AFMC) [AFTC Only]** Personnel training and development for all assigned to the MTS.

2.7.11.7.3. **(Added-AFMC) [AFTC Only]** Utilization and Training Workshops (U&TW) and AFMC level training working groups.

2.7.11.7.4. **(Added-AFMC) [AFTC Only]** Facility and vehicle maintenance.

2.7.11.7.5. **(Added-AFMC) [AFTC Only]** Maintenance Training Learning Center equipment, maintenance and repairs.

2.7.11.7.6. **(Added-AFMC) [AFTC Only]** Ensure the MTS is manned IAW the UMD.

2.7.11.7.7. **(Added-AFMC) [AFTC Only]** Ensure MTS complies with the duties and responsibilities in **Chapter 5.**

2.7.11.7.8. **(Added-AFMC) [AFTC Only]** Ensure the MTS is the final approval authority for any courseware development within the MXG.

2.7.11.7.9. **(Added-AFMC) [AFTC Only]** Ensure annual guidance will be published/distributed by HQ AFMC/A4M no later than 31 Oct.

2.7.12. **(Added-AFMC)** Provide direct support for all appointed positions. Support is defined as the following: providing manpower, equipment, and materials to promote Command-wide standardization of maintenance training for courseware development and delivery, systems, occupational series, civilian training plans, and PAC related issues.

2.7.13. **(Added-AFMC)** Approve local supplements.

2.7.14. **(Added-AFMC)** Sign and forward waiver and deviation requests for this instruction supplement on behalf of the ALC to HQ AFMC/A4PT.

2.7.15. **(Added-AFMC)** Approve ALC MTM's request for temporary extensions of recurring training requirements beyond 90 days (for employees not in TDY status).

2.7.16. **(Added-AFMC)** Approve ALC Training Manager requests for variations to time limits for implementing new and revised Command training.

2.7.17. **(Added-AFMC)** Ensure, at a minimum, an annual assessment of Depot Maintenance training is performed, and all problems identified are addressed and appropriate action taken.

2.8. Squadron Commander. Squadron commanders will:

2.8. (AFMC) Squadron Commander. The AFMC Depot Maintenance equivalent is the Maintenance Group Commander (MXG/CC) or equivalent.

2.8.1. Establish and administer unit training programs in accordance with DAFI 36-2670 and this instruction. **(T-2)**

2.8.1.1. **(Added-AFMC) [Depot Only]** Appoint in writing a GTM and other officials deemed necessary to effectively implement Depot Maintenance Training within the Group. Notification shall be provided to the ALC Maintenance Training Manager.

2.8.1.2. **(Added-AFMC) [Depot Only]** Provide Subject Matter Experts (SMEs) in support of courseware and CTP development, review, and revision.

2.8.2. Chair a squadron monthly Status of Training meeting. **(T-2)**

2.8.2.1. Attendance. As a minimum, the following personnel will attend the monthly Squadron Status of Training meeting:

2.8.2.2. Squadron commander, deputy commander, or equivalent. **(T-2)**

2.8.2.3. Senior Enlisted Leader. **(T-2)**

2.8.2.4. Aircraft Maintenance Unit (AMU)/Flight Superintendents (as applicable to organization structure). **(T-2)**

2.8.2.5. Squadron Training Manager. **(T-2)**

2.8.2.6. Additional Duty Unit Training Managers (ADUTM)/Training Monitors. **(T-2)**

2.8.2.7. Section chiefs and work center supervisors. **(T-2)**

2.8.3. Squadron Status of Training briefing contents must include items identified in DAFI 36-2670 (required if applicable) and ensure Intercontinental Ballistic Missile maintenance groups can meet the requirements of this guidance. **(T-2)** Status of Training briefing will include the following (if applicable):

2.8.3.1. Blade Blending (Required if applicable). **(T-2)**

2.8.3.1. **(AFMC)** AFMC Depot Maintenance does not track Blade Blending for SOT briefing.

2.8.3.2. Engine Run (Required if applicable). **(T-2)**

2.8.3.2. **(AFMC)** AFMC Depot Maintenance does not track Engine Run for SOT briefing.

2.8.3.3. Borescope (Required if applicable). **(T-2)**

2.8.3.3. **(AFMC)** AFMC Depot Maintenance does not track Borescope for SOT briefing.

2.8.3.4. Intake/Inlet/Engine Exhaust (Required if applicable). **(T-2)**

2.8.3.4. **(AFMC)** AFMC Depot Maintenance does not track Intake/Inlet/Engine Exhaust for SOT briefing.

2.8.3.5. Hot Refuel (Required if applicable). **(T-2)**

2.8.3.5. **(AFMC)** AFMC Depot Maintenance does not track Hot Refuel for SOT briefing.

2.8.3.6. TD Demand Response Rate. Divide the number of quotas allocated (total number of seats supported by the TD) by the number requested and reflect the rate as a percentage (N/A to ANG/AFR). **(T-2)**

2.8.3.7. TD Utilization Rate. This rate reflects how well the unit utilized the seats that were allocated from the TD. Compute it by dividing the number of seats utilized by the number of seats allocated (for the reported month) and express the rate as a percentage (N/A to ANG/AFR). **(T-2)**

2.8.3.8. Maintenance Training Demand Response Rate. Divide the number of quotas requested for maintenance training section conducted courses by the number allocated and reflect the rate as a percentage (N/A to ANG/AFR). **(T-2)**

2.8.3.9. Maintenance Training Utilization Rate. This rate reflects how well the unit utilized the seats that were allocated from the maintenance training section. Compute it by dividing the number of seats utilized, by the number of seats allocated (for the reported month) and express the rate as a percentage (N/A to ANG/AFR). **(T-2) Note:** maintenance training sections should report lost training time in accordance with their MAJCOM instruction. Walk-ins are not factored into this rate.

2.8.3.10. Training Scheduling Effectiveness. Compute training scheduling effectiveness by dividing the number of originally scheduled personnel, minus deviations, by the total number of scheduled personnel, for example, 100 originally scheduled – 15 deviations, divided by 100 scheduled = 85% training effectiveness rate. Unscheduled actions are considered a deviation (N/A to ANG/AFR).

2.8.3.10. **(AFMC) [DEV]** Training Scheduling Effectiveness. AFMC Depot Maintenance does not track this specific data for TAB. Units without an FTD will develop an internal method to track Training Scheduling Effectiveness.

2.8.3.11. Upgrade Training Status. Reflect the status of upgrade training in accordance with DAFI 36-2670.

2.8.3.11. **(AFMC)** Upgrade Training Status. This applies to military personnel only.

2.8.3.12. Overdue Training. Report all training (TD, maintenance training section, ancillary, etc.) overdues. Just in time deployment training will not count as overdue training, for example, Combat Arms Training, Chemical/Biological Training, etc. Count personnel who go overdue for training (including those on temporary duty, on leave and scheduled) as overdue on the Status of Training until trained. **(T-2)**

2.8.3.12. **(AFMC)** Overdue Training. Report total overdue RTRs for SOT.

2.8.3.12.1. **(Added-AFMC) [AFTC Only]** Overdue Training will be reported by squadron and by number of personnel overdue, not number of events in MIS.

2.8.3.12.2. **(Added-AFMC) [AFTC Only]** AFMC Personnel Overdue Training Rate standard is less than 5%.

2.8.3.13. MAJCOM Mandatory Course List Backlog. Provide the total backlogs for each MAJCOM Mandatory Course List course (TD, Interactive Multimedia Instructor, myLearning, Maintenance Qualification Training Program, etc.), scheduled, enrolled, number of courses completed and overdues (N/A to ANG/AFR).

2.8.3.13. **(AFMC) [DEV]** AFMC Depot Maintenance, TWs, and NSOs do not track MMCL backlog for SOT briefing.

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

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

2.8.3.15. **(AFMC) [DEV]** AFMC Depot Maintenance does not track this item for status of training. AFTC MTS will only provide number of people in Training Status Code Q.

2.8.3.15.1. **(Added-AFMC) [AFTC Only]** Workcenter Supervisors will identify all position qualification, proficiency, qualification, and continuation training requirements of their personnel.

2.8.4. Squadron commanders must ensure adequate funding is programmed and budgeted to meet MAJCOM mandatory course training requirements. **(T-2)**

2.8.5. **(Added-AFMC) [Depot Only]** Ensure Group compliance with Depot Maintenance Training directives and policies.

2.8.6. **(Added-AFMC) [Depot Only]** Review and analyze monthly training status reports for RTR overdues, no-shows, and training backlog to determine corrective actions.

2.8.7. **(Added-AFMC) [Depot Only]** Support scheduled training with personnel, airframes, and equipment.

2.8.8. **(Added-AFMC) [Depot Only]** Participate on the Maintenance Training and PAC Council.

2.8.9. **(Added-AFMC) [Depot Only]** Ensure aircraft/facilities (e.g., launch facilities/missile alert facilities, etc.) are available for training.

2.9. Work Center Supervisors. As a minimum, supervisors will, ensure training programs for their organization are established and administered in accordance with DAFI 36-2670, DAFI 21-101, AFMAN 21-202, MAJCOM supplements to this instruction, and local training directives, as applicable to maintenance group organizations.

2.9. (AFMC) Workcenter Supervisors. AFMC Depot Maintenance equivalent is Maintenance Supervisor.

2.9.1. Identify all TD and maintenance training section courses required for duty position qualification and review these requirements when training is updated as a result of mission design series change or conversion. **(T-2)**

2.9.1. **(AFMC)** Additional supervisor responsibilities are outlined in DAFI 36-2670 and AFSCMAN 21-102.

2.9.2. Ensure duty related courses that apply to selected personnel within a work center are individually loaded into an automated system, for example, the AF approved electronic training records, IMDS, G081, etc. **(T-2)**

2.9.2. **(AFMC) [Depot Only]** Work with the GTM to identify workcenter training requirements based on regulatory guidance and workcenter tasks.

2.9.2.1. **(Added-AFMC) [Depot Only]** TSS is the system of record for Depot Maintenance.

2.9.3. Review and validate training requirements in AF approved MIS at least semi-annually. AFR/ANG will validate training requirements annually. **(T-2)**

2.9.3. **(AFMC) [DEV] [Depot Only]** The supervisor shall perform an annual Electronic Training Record (ETR)/PAC review with each assigned employee to review and validate assigned training requirements. The supervisor will conduct this review when an employee is moved from one supervisor to another, within 30 days of assignment, and annually thereafter. Both the supervisor and the employee shall indicate they are satisfied that the data contained in the employee's ETR/PAC record is correct and valid by using an electronic signature Personal Identification Number (PIN). Recommend supervisor perform ETR/PAC review in conjunction with annual performance appraisal. **Note:** If an employee does not have access to TSS, a hard copy will be kept on file by the supervisor with the employee and supervisor signature stating the review was accomplished.

2.9.3.1. **(Added-AFMC)** When a supervisor and an employee PIN the annual ETR/PAC review of the employee's record, their PIN action signifies that Section II (Training Requirements) has been reviewed/verified; Section III (Task Requirements, if applicable) has been reviewed/verified; and that the Section VII (Assigned CTP, if applicable) has been reviewed by the employee.

2.9.3.2. **(Added-AFMC) [Depot Only]** Personnel GS-14/NH-04/WS-18 and above, their military equivalent, and contractors are exempted from the requirement to perform an annual review of their own records if they are not covered by the PAC program, or do not stamp-off Work Control Documents (WCDs). **Note: [Depot Only]** The TSS-PAC/ETR Section II – Apply box indicates active Work Center/Mission training requirements that need to be met by employees.

2.9.3.2.1. **(Added-OC-ALC)** [DEV] Employees assigned to the Complex and/or Group Training Office will be exempt from the annual ETR/PAC review PIN. This is due to the job duties the Training Office performs while testing within TSS. This along with other duties requires movement from work centers within TSS several times a month/year.

2.9.3.2.2. **(Added-OC-ALC)** [DEV] All OC-ALC Military Officers are exempt from performing the annual ETR/PAC review PIN unless their specific position requires the Stamping-off of WCDs.

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

2.9.5. Coordinate all formal training, including scheduling changes, through the UTM. **(T-2)**

2.9.6. Review and ensure all AETC graduate questionnaires and/or maintenance training section graduate questionnaires are completed and returned to the maintenance training section (UTM for AFR/ANG) as specified in the applicable training directive. **(T-2)**

2.9.6. **(AFMC) [Depot Only]** Coordinate all formal training, including scheduling changes, through the Organizational/Group Training Office.

2.9.7. **(Added-AFMC)** Verify that personnel meet prerequisites prior to attending training.

2.9.8. **(Added-AFMC)** Support the implementation and sustainment of CTPs IAW duties and responsibilities as outlined in this instruction.

2.9.9. **(Added-AFMC)** Request training for assigned personnel.

2.9.10. **(Added-AFMC) [AFTC Only]** Conduct Work Center Training (WCT) Requirements. A work center training requirement must be loaded against each work center in the MIS when the majority (51 percent or more) of personnel in the work center require the course, including AFMC directed and mandatory courses.

2.9.11. **(Added-AFMC) [AFTC Only]** Provide annual validated work center training requirements to the UTM for MIS update and maintain a signed copy.

2.9.12. **(Added-AFMC) [AFTC Only]** Use AF Form 2426, *Training Request and Completion*, or e-mail to request training or record training completions. Individuals will use AF Form 2426, email or established automated process when requesting testing from the MTS. The supervisor or a designated representative must sign the form to be valid and it must contain the same information as the form to include an electronic or digital signature.

2.9.13. **(Added-OC-ALC)** Shall ensure the Group Training/PAC Program Manager is notified of employees that are out-processing due to termination, retirement, re-assignment outside the OC-ALC, or assigned Group within five business days prior to separation/reassignment.

2.9.14. **(Added-OC-ALC)** Will initiate new employee's DD Form 2875, *System Authorization Access Request (SAAR)*, and route to the appropriate Security Manager who will then send to the Group Training Manager IAW the Air Force Sustainment Center Instruction (AFSCI) 33-101, *Provisioning/Deprovisioning of AFSC Managed Information Systems*.

2.9.15. **(Added-OC-ALC)** Shall identify and notify the Group Training/PAC Managers in writing of the individuals appointed as SMEs for courseware, SOJTs, SSQs, CTPs, etc., upon request.

> 2.9.15.1. **(Added-OC-ALC)** Will notify individuals identified as SMEs of their appointment and make the SME available to support when requested.

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

2.10. (AFMC) [DEV] AF Master Course Table Manager. This section does not apply to AFMC Depot Maintenance.

2.10.1. Ensure that course codes loaded to the Master Course Table are current and accurate on an annual basis for all course codes loaded to the table. **(T-1)**

2.10.2. Maintain all change request documents for historical purposes to maintain table integrity. **(T-1)**

2.10.3. Act as single POC for problems related to functional data/records stored within the MIS. The Master Course Table Manager will refer all other software-related and technical problems to the Combat Support Systems Help Desk. **(T-1)**

2.10.4. Ensure all applicable master course table change requests are reviewed during Specialty Training Requirements Team/Utilization and Training Workshops and the Maintenance Training Advisory Group meeting. **(T-1)**

2.10.5. Ensure no duplication of course codes exist. **(T-1)**

2.11. (Added-AFMC) AFMC Depot Maintenance Training and PAC Working Group. [Depot Only] The AFMC Maintenance Training and PAC Working Group is chaired by HQ AFMC/A4P Depot Maintenance Training Manager with representation from ALC Training Managers, ALC PAC Program Managers, ALC CTP Program Managers, ALC Courseware Program Managers, ALC Training Systems Program Managers, and other representatives as required. As a minimum, the Working Group shall:

2.11.1. **(Added-AFMC)** Advise HQ AFMC/A4P on Depot Maintenance training and PAC issues.

2.11.2. **(Added-AFMC)** Resolve Depot Maintenance training, PAC and related problems.

2.11.3. **(Added-AFMC)** Propose standardization of Depot Maintenance training and PAC activities.

2.11.4. **(Added-AFMC)** Establish procedural guidance for implementation of this instruction and Depot Maintenance training and PAC initiatives.

2.11.5. **(Added-AFMC)** Process revisions to this instruction and input on all other directives that impact Depot Maintenance training and PAC Programs.

2.11.6. **(Added-AFMC)** Recommend Lead ALC assignments for AFMC Command courseware, CTPs, training, and SSQs.

2.12. (Added-AFMC) Lead ALC for AFMC CTPs. [Depot Only] Lead ALC for Command CTPs are assigned by HQ AFMC/A4PT. The CTP Lead ALC shall:

2.12.1. **(Added-AFMC)** Identify SMEs to provide technical guidance on issues related to the subject area of assigned CTP.

2.12.2. **(Added-AFMC)** Serve as liaison between ALCs, AFMC, and other organizations on issues related to assigned CTP.

2.12.3. **(Added-AFMC)** Ensure that ALCs are involved in decisions related to the assigned CTP.

2.12.4. **(Added-AFMC)** Develop, implement, and maintain the CTP IAW this instruction.

2.12.5. **(Added-AFMC)** Coordinate on the development, revision, and revalidation of all courseware specified in the CTP, ensuring that all Command and ALC-unique courseware items meet the requirements identified by the Training Planning Team (TPT).

2.13. (Added-AFMC) Lead ALC for AFMC Maintenance Training. [Depot Only] Lead ALC for AFMC ALC training specific to an occupational series, for multiple-series training, and for recurring training are appointed by HQ AFMC/A4PT. The Training Lead ALC shall:

2.13.1. **(Added-AFMC)** Request SMEs from ALCs related to the subject area of assigned Command maintenance training.

2.13.1.1. **(Added-AFMC)** Any ALC that does not provide SMEs to support the development/revalidation of Command maintenance courseware will forfeit their right to participate in the approval process.

2.13.2. **(Added-AFMC)** Serve as liaison between ALCs, AFMC, and other organizations on issues related to assigned Command training.

2.13.3. **(Added-AFMC)** Ensure that the ALCs (including SMEs, ALC Maintenance Training Managers, ALC CTP Program Managers, and other representatives as appropriate) are involved in decisions related to the assigned training to include development, review, and revalidation of Command courseware.

2.13.3.1. **(Added-AFMC)** Record SME feedback for Command course reviews on a course change log or equivalent.

2.13.4. **(Added-AFMC)** Review assigned Command training and associated courseware at least triennially.

2.13.5. **(Added-AFMC)** Develop, distribute, and maintain Command courseware to support assigned training, and provide train-the-trainer assistance when applicable.

2.13.6. **(Added-AFMC)** Resolve Disputes. Lead ALCs shall manage the overall courseware development and approval process and should resolve any technical or instructional design problems or disputes that may arise. In the event a dispute cannot be resolved between ALCs, the Lead ALC shall provide a written request for resolution to HQ AFMC/A4P. Each ALC shall then provide written justification for its position in the dispute as requested by HQ AFMC/A4P. HQ AFMC/A4P shall make the final decision and provide documentation to all ALCs.

2.13.7. **(Added-AFMC)** Ensure other ALCs are involved in decisions related to the assigned training to include development, review, and revalidation of Command level courseware for Depot Maintenance training through formal documentation (i.e., signature sheet, coordination email, or course change log).

2.14. (Added-AFMC) ALC Maintenance Training and PAC Working Group. [Depot Only] This Working Group is co-chaired by the ALC Maintenance Training Manager and ALC PAC Program Manager and includes the ALC CTP Program Manager, Group Training Managers, Group PAC Program Managers, an Association of Federal Government Employees Local representative, and other representatives (e.g., ALC Courseware Program Manager, ALC Training Systems Program Manager, etc.) as applicable. At a minimum, the ALC Maintenance Training and PAC Working Group shall:

2.14.1. **(Added-AFMC)** Advise organizations on Depot Maintenance training, PAC, and SSQ issues.

2.14.2. **(Added-AFMC)** Resolve ALC Depot Maintenance training, PAC, and SSQ related problems.

2.14.3. **(Added-AFMC)** Standardize ALC Depot Maintenance training, PAC, and SSQ activities as appropriate.

2.14.4. **(Added-AFMC)** Participate in the development of local supplements to this instruction.

2.15. (Added-AFMC) ALC Maintenance Training Manager. [Depot Only] Each ALC/CC/DV/CV or equivalent will designate in writing an ALC Maintenance Training Manager. The ALC Maintenance Training Manager shall:

2.15.1. **(Added-AFMC)** Serve as OPR on Depot Maintenance training issues during the development and revision of directives.

2.15.2. **(Added-AFMC)** Co-chair the ALC Training and PAC Working Group along with the ALC PAC Program Manager.

2.15.3. **(Added-AFMC)** Serve as liaison between ALC and AFMC on issues related to Depot Maintenance training.

2.15.4. **(Added-AFMC)** Ensure compliance with maintenance training directives and policies by providing guidance and setting policy for the ALC Training Program.

2.15.5. **(Added-AFMC)** Assist Groups with Depot Maintenance Training Program implementation and elevate maintenance training problems to higher authority at the ALC and HQ AFMC/A4P as needed.

2.15.6. **(Added-AFMC)** Promote Command-wide standardization of maintenance training for occupational series, common Mission Design Series, and similar workload by advising HQ AFMC/A4P when a new requirement has potential applicability at other ALCs.

2.15.7. **(Added-AFMC)** Process waiver and deviation requests to this and other AFMC or higher directives on behalf of the ALC when such requests relate to the Depot Maintenance training program; advise organizations involved of higher headquarter decisions and maintain copies on file for reference and audit purposes.

2.15.8. **(Added-AFMC)** Approve the development, revision, and revalidation of SOJT guides and worksheets.

2.15.9. **(Added-AFMC)** Ensure the requirements identified in this instruction are adequate and current to support the Depot Maintenance Training Program and report changes that require immediate action to HQ AFMC/A4PT.

2.15.10. **(Added-AFMC)** Develop, implement, and maintain a local supplement to this instruction.

2.16. (Added-AFMC) ALC CTP Program Manager. [Depot Only] Each ALC/CC/DV or equivalent will appoint in writing an ALC CTP Program Manager. The ALC CTP Program Manager shall:

2.16.1. **(Added-AFMC)** Serve as OPR on CTP issues.

2.16.2. **(Added-AFMC)** Serve as a member of the Maintenance Training and PAC Working Group.

2.16.3. **(Added-AFMC)** Serve as liaison between ALC and HQ AFMC/A4PT on issues related to CTPs.

2.16.4. **(Added-AFMC)** Provide guidance and set policy for CTP issues in the ALC.

2.16.5. **(Added-AFMC)** Assist GTMs with CTP implementation and elevate CTP issues to higher authority at the ALC and HQ AFMC/A4PT as needed.

2.16.6. **(Added-AFMC)** Manage ALC participation in the development, maintenance, and implementation of CTPs.

2.16.7. **(Added-AFMC)** Lead ALC CTP Program Manager will provide oversight of Command TPTs.

2.16.8. **(Added-AFMC)** Provide oversight of ALC TPTs.

2.16.9. **(Added-AFMC)** Conduct formal CTP reviews with Command TPT.

2.16.10. **(Added-AFMC)** Identify CTP courseware development, training gaps, and deficiency requirements to the ALC Maintenance Training Manager.

2.16.11. **(Added-AFMC)** Validate course applicability to CTPs.

2.16.12. **(Added-AFMC)** Support lead ALC CTP Program Manager in development and review activities.

2.17. (Added-AFMC) ALC CPM. [Depot Only] (Courseware program guidance can be found in AFMCMAN 36-2601, *AFMC Functional Depot Maintenance Courseware Development and Management Guide*).

2.17.1. **(Added-AFMC)** Serve as OPR for the management and sustainment of all applicable ALC and Command assigned courses.

2.17.2. **(Added-AFMC)** Request SMEs to support ALC and Command courseware development and reviews.

2.17.3. **(Added-AFMC)** Serve as a liaison between their area of responsibility and Education and Training (E&T) offices on matters related to courseware.

2.17.4. **(Added-AFMC)** Complete an Air Force or equivalent ISD Theory course within one year of assignment.

2.17.5. **(Added-AFMC)** Monitor the progress of assigned courseware projects and assist the courseware development team in removing obstacles that threaten the timeline or budget of the project.

2.17.6. **(Added-AFMC)** Serve as liaison between the ALCs, AFMC, and other organizations on issues related to development, sustainment, and management of assigned courseware.

2.17.7. **(Added-AFMC)** Submit the final courseware approval to the ALC Maintenance Training Branch Chief for signature.

2.17.8. **(Added-AFMC)** Serve as OPR for Depot Maintenance courseware, during the Planning, Analysis, Design, Development, and Re-evaluation of assigned courses IAW ISD principles.

2.17.9. **(Added-AFMC)** Manage Subject Matter Experts participation in the development and sustainment of assigned courseware.

2.17.10. **(Added-AFMC)** Manage assigned courseware reviews to occur, at minimum, triennially.

2.17.11. **(Added-AFMC)** Support other Lead ALC Courseware Program Managers through identification and active participation of SMEs.

2.17.12. **(Added-AFMC)** Ensure that courseware data is loaded into the CMD and other applicable media as directed by HQ AFMC/A4PT.

2.17.13. **(Added-AFMC)** Facilitate interim changes and out-of-cycle reviews of courseware as needed.

2.17.14. **(Added-AFMC)** Serve as a member of the AFMC Depot Maintenance Training and PAC Working Group.

2.17.15. **(Added-AFMC)** Provide HQ AFMC/A4PT status updates monthly of command courses in development, revision, or review.

2.17.16. **(Added-AFMC)** Make requests for Depot Maintenance course numbers and courseware development to HQ AFMC/A4PT Depot Maintenance Courseware Management.

2.17.16.1. **(Added-AFMC)** For a new course, provide Depot Maintenance Courseware Management with a completed AFMC Form 853, *AFMC Course Chart*.

2.17.16.2. **(Added-AFMC)** For new courseware requests, complete AFMC Form 96, *Existing Courseware Evaluation Checklist*, through all required research actions and return to HQ AFMC/A4PT Depot Maintenance Courseware Management for assignment of a course number.

2.17.16.3. **(Added-AFMC)** When a Command course is complete, process approved courseware signature page through all required signature elements then forward to HQ AFMC/A4PT Depot Maintenance Courseware Management. Approved signature pages will be maintained by HQ AFMC/A4PT. See **Attachment 5.**

2.17.16.3.1. **(Added-AFMC)** Ensure assigned Depot Maintenance courseware is developed IAW ISD principles.

2.17.16.3.2. **(Added-AFMC)** Ensure completed Command courseware (i.e., signature page and course control documents) is posted to the HQ AFMC Depot Maintenance Training Library (DMTL).

2.18. (Added-AFMC) Training Systems Program Manager. [Depot Only]

2.18.1. **(Added-AFMC)** Serve as OPR for TSS site administration for software issues and functionality of the TSS system, TSS scheduling, TSS-PAC, TSS-CMD, and any future Depot Maintenance training systems.

2.18.2. **(Added-AFMC)** Assist organizations with system implementation and elevate TSS-PAC problems to HQ AFMC/A4PT and/or TSS Program Manager.

2.18.3. **(Added-AFMC)** Serve as liaison with AFMC on TSS related system issues.

2.18.4. **(Added-AFMC)** Serve as a member of the AFMC Depot Maintenance Training and PAC Working Group.

2.19. (Added-AFMC) GTM. [Depot Only] The GTM shall:

2.19.1. **(Added-AFMC)** Serve as a member of the ALC Depot Maintenance Training and PAC Working Group.

2.19.2. **(Added-AFMC)** Work with the ALC MTS to resolve any Group-related training issues.

2.19.3. **(Added-AFMC)** Ensure Group compliance with maintenance training directives and policies by providing guidance and setting policy for the Group Depot Maintenance training program.

2.19.3.1. **(Added-AFMC)** Group maintenance training directives (if established) will be coordinated on by the MTS.

2.19.4. **(Added-AFMC)** Assist supervisors in identifying and evaluating training needs.

2.19.5. **(Added-AFMC)** Administer the Group SOJT program to include approving the development, revision, and revalidation of SOJT guides and worksheets.

2.19.5.1. **(Added-OC-ALC)** The OC-ALC Forklift Training Manager shall approve the development, revision, and validation of forklift Qualification Training Packages (QTP), SOJTs and three year skills evaluations.

2.19.6. **(Added-AFMC)** Submit/validate training requirements in Education and Training Management System (ETMS) Web or other AFMC-authorized automated system for cost-associated training.

2.19.7. **(Added-AFMC)** Provide monthly training status of no-shows, RTR over dues, and backlogs to Group Commander and the ALC Maintenance Training Manager.

2.19.8. **(Added-AFMC)** Maintain SOJT worksheets in accordance with the Air Force Disposition Schedule.

2.19.8.1. **(Added-OC-ALC)** QTPs, SOJT worksheets and three year skills evaluations for forklifts, tugs and boom/scissor lifts will be kept for a period of three years after separation of employee.

2.19.9. **(Added-AFMC)** Maintain Group training records in accordance with the Air Force Disposition Schedule.

2.19.9.1. **(Added-OC-ALC)** Training Managers gaining employees who are already qualified on QTPs, SOJTs, three year skills evaluations, and SSQs, as required, will request these documents electronically from the losing Training Manager.

2.19.10. **(Added-AFMC)** Grant equivalency of formal training course requirements for individuals within the Group based on training documentation from official academic, private industry, civilian, or military records.

2.19.10.1. **(Added-AFMC)** Ensure training equivalencies are documented in Section IV of the employee's TSS-PAC/ETR.

2.19.10.1.1. **(Added-AFMC)** Training equivalencies shall not be granted for safety courses.

2.19.10.2. **(Added-AFMC)** Maintain training equivalency documentation in accordance with the Air Force Disposition Schedule.

2.19.11. **(Added-AFMC)** Identify in writing individuals authorized to update training completions in TSS, AF myLearning, and ETMS (not to include OJT) annually to the MTS.

2.19.12. **(Added-AFMC)** Notify affected supervisors of CTP deployment and changes.

2.19.13. **(Added-AFMC)** Work with supervisors to ensure CTP implementation.

2.19.14. **(Added-AFMC)** Ensure supervisors conduct annual reviews with employees IAW this instruction.

2.19.15. **(Added-AFMC)** Perform a Group training program assessment annually and report findings to the ALC Maintenance Training Manager.

2.19.16. **(Added-OC-ALC)** Attend the TAB briefings.

2.19.17. **(Added-OC-ALC)** Provide requested training matrices monthly for the TAB briefings to the MTS.

2.19.18. **(Added-OC-ALC)** Enter/update course, SSQ and SOJT completions in TSS or other approved MIS.

2.19.19. **(Added-OC-ALC)** In-processing/out-processing.

2.19.19.1. **(Added-OC-ALC)** Process new employee's DD Form 2875, *System Authorization Access Request (SAAR)* and send to the TSS OPR 72d Air Base Wing Software Sustainment Branch (72 ABW/SCPL) IAW the AFSCI 33-101, *Provisioning/Deprovisioning of AFSC Managed Information Systems*.

2.19.19.2. **(Added-OC-ALC)** When notified by the work center supervisor of an employee out processing, will transfer/de-activate employee in TSS and AF myLearning, as applicable, IAW **Paragraph 6.12**.

2.19.20. **(Added-OC-ALC)** Shall provide in writing, the name, email address and if applicable, telephone number of all appointed SMEs to the appropriate MTS Program Managers identified by the work center supervisor as requested or required.

2.20. (Added-AFMC) SOJT Trainer. [Depot Only] The SOJT trainer shall:

2.20.1. **(Added-AFMC)** Complete the AFMC SOJT Trainer Course.

2.20.2. **(Added-AFMC)** Maintain qualification/certification for the tasks they provide SOJT instruction.

2.20.3. **(Added-AFMC)** Conduct SOJT IAW current SOJT guides and worksheets, utilizing appropriate standards and technical data.

2.20.3.1. **(Added-OC-ALC)** Ensure that all prerequisite training requirements are met, and completion dates entered on the SOJT worksheet prior to starting the training. The SOJT worksheet will be completed IAW **Paragraph 1.20.2.1** of this instruction.

2.20.4. **(Added-AFMC)** Provide supervisor with feedback and documentation of employee's progress and qualifications.

2.21. (Added-AFMC) Task Trainer. Task trainers are experienced journeymen who have been assigned to the employee by the supervisor to conduct traditional OJT. Task trainers shall:

2.21.1. **(Added-AFMC)** Perform OJT utilizing the appropriate standards and technical data for the task(s) being trained.

2.21.2. **(Added-AFMC)** Inform employee of all applicable safety, technical, and other regulatory requirements for each task.

2.21.3. **(Added-AFMC)** Witness employee's task performance until task proficiency is attained.

2.21.4. **(Added-AFMC)** Provide supervisor with feedback on employee's progress and qualifications.

2.21.5. **(Added-AFMC)** Maintain qualification/certification for the tasks they provide OJT instruction.

2.21.5.1. **(Added-OC-ALC)** Task Trainers who conduct traditional OJT for certification tasks must complete the "OJT Task Trainer Responsibilities and Procedures" Course.

2.21.5.2. **(Added-OC-ALC)** Employees who have completed the SOJT Trainer Course may be granted an equivalency for the "OJT Task Trainer Responsibilities and Procedures" Course.

2.21.6. **(Added-AFMC) [DEV]** Attend the Air Force Trainer Course or Command/local equivalent course.

2.22. (Added-AFMC) Maintenance Wing/ALC Employee. [Depot Only] The Maintenance Wing/ALC employee shall:

2.22.1. **(Added-AFMC)** Inform management/supervision of problems with technical data, training, or other duties that impact technical or regulatory compliance.

2.22.2. **(Added-AFMC)** Additional employee responsibilities are outlined in DAFI 36-2670, AFMCI 21-100, and AFSCMAN 21-102.

2.22.3. **(Added-AFMC)** Perform an annual review of their ETR/PAC as required.

2.23. (Added-AFMC) HQ AFMC/A4P Depot Maintenance Courseware Management. HQ AFMC/A4P Depot Maintenance Courseware Management is responsible for issuing and tracking Depot Maintenance course numbers and tracking Depot Maintenance Command level courseware development and reviews. Courseware development and course number requests must be approved by the HQ AFMC/A4PT Depot Maintenance Training Manager or designee. For all Command level courses, the Depot Maintenance Courseware Management Manager will:

2.23.1. **(Added-AFMC)** Ensure Lead ALC follows the development processes outlined in this supplement.

2.23.1.1. **(Added-AFMC)** ALC will not create or modify Command level Depot Maintenance courseware without prior approval from HQ AFMC/A4PT Depot Maintenance Training Manager.

2.23.2. **(Added-AFMC)** Process AFMC Form 853 and AFMC Form 96 for each request as required.

2.23.2.1. **(Added-AFMC)** Ensure AFMC Form 853 and AFMC Form 96 are complete and signed by appropriate authority (or designee) prior to processing through HQ AFMC/A1.

2.23.2.2. **(Added-AFMC)** Record and return AFMC Form 853 to requestor when course number has been assigned.

2.23.3. **(Added-AFMC)** When a Command training course is complete, process coordinated signature page through HQ AFMC/A4PT Depot Maintenance Training Manager for final approval.

2.23.3.1. **(Added-AFMC)** Ensure copies of completed Command level courseware documentation (e.g., signature page, course control documents, etc.) are posted to the DMTL SharePoint site.

2.23.3.2. **(Added-AFMC)** Provide announcement of completed Command courseware to each ALC MTS.

2.23.4. **(Added-AFMC)** Approve and maintain oversight for Depot Maintenance Command level courseware revision and development.

2.23.5. **(Added-AFMC)** Process and file all requests for Command level Depot Maintenance course archiving or transfer of responsibility.

2.23.6. **(Added-AFMC)** Ensure representation and participation in revisions of AFI 21-101 AFMCSUP, AFMCI 21-100, AFMCMAN 36-2601, AFSCMAN 21-102, and this instruction as applicable.

2.24. (Added-AFMC) [AFTC Only] Squadron Training Monitors [N/A for ANG/ANR]. Commanders will appoint one primary and one alternate squadron-level training monitor (non-3F2X1) in writing to assist the UTM. Specific duties of the training monitor are established by the MTS Superintendent and coordinated with the unit commander. Squadron monitors will not manage the Enlisted Specialty Training Program as outlined in AFI 36-2670, Total Force Development. The UTM is the OPR and has the overall responsibility for managing the unit training program. As a minimum, the squadron training monitor will:

2.24.1. **(Added-AFMC) [AFTC Only]** Assist supervisors in identifying and projecting ancillary training requirements.

2.24.2. **(Added-AFMC) [AFTC Only]** Attend unit training meetings and the MTS scheduling meetings.

2.24.3. **(Added-AFMC) [AFTC Only]** The MTS Superintendent may use local operating instructions to authorize training monitors to update MIS; however, capability will be limited to work center training tasks and loading personnel to attend scheduled classes. **Note:** Commanders may appoint one primary and one alternate flight-level training monitor to assist with MIS training.

2.24.4. **(Added-AFMC) [AFTC Only]** When authorized, ensure training completions for work center conducted training are updated in MIS based upon an electronic or paper source document. The squadron/flight monitors are not authorized to update special certification course codes or training conducted outside the squadron work centers.

Chapter 3

MAINTENANCE TRAINING DOCUMENTATION

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

3.2. Training Documents.

3.2.1. Use automated training documentation forms in Air Force and MAJCOM approved MIS.

3.2.1. **(AFMC)** ALC employees will use AF approved MIS (e.g., TSS, ETMS, AF myLearning, IMDS, etc.) as applicable.

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

3.2.3. AF Form 898 is a contract between the host wing and AETC TD. The Group Commander (or equivalent) will sign the AF Form 898 and may delegate action to the Maintenance Training Section Superintendent. **(T-2)**

3.2.4. Maintenance training sections and TDs will use AF Form 898 (N/A for AFR), or equivalent approved electronic form (Intercontinental Ballistic Missile units see AFMAN 21-202 for scheduling TD journeyman courses) to:

3.2.4.1. Manage, forecast, and request unit TD training requirements. **(T-2)**

3.2.4.2. Identify, prioritize, and request wing TD course requirements. **(T-2)**

3.2.4.3. Schedule TD systems and associate courses. The electronic form must be mutually agreed upon by host wing maintenance training section and TD. **(T-2)**

3.2.5. Upgrade training waivers (AFR/ANG requirements are identified in **Chapter 10**). See comprehensive guidance for training waivers in AF Enlisted Classification Directory and AFMAN 36-2100, *Military Utilization and Classification*.

3.2.6. Maintenance training section coordinates training course control documents dealing with explosive safety annually through the wing weapons safety office.

3.2.6. **(AFMC)** Training Documentation. Documentation is the evidence that training has been completed. It is required for all formal training and is in the form of:

3.2.6.1. **(Added-AFMC)** Course Attendance Rosters.

3.2.6.2. **(Added-AFMC)** Course Completion Certificates.

3.2.6.3. **(Added-AFMC) [Depot Only]** SOJT Worksheets. Employee completion of formal structured on-the-job-training is documented by the SOJT Trainer on an SOJT worksheet. The SOJT Trainer submits the completed worksheets to the trainee's supervisor, who verifies the completion information and forwards completed form to the GTM for input into TSS/PAC/ETR. The GTM will retain completed SOJT worksheets in accordance with the Air Force Disposition Schedule. Refer to **Attachment 3** of this instruction for SOJT worksheet format and additional processing information.

3.2.6.4. **(Added-AFMC)** AF Form 1151, *Training Attendance and Rating*. AF Form 1151 or equivalent shall be used to document student attendance at Air Force sponsored training courses.

3.2.6.5. **(Added-AFMC)** Standard Form (SF) 182, *Authorization, Agreement and Certification of Training.*

3.2.6.6. **(Added-AFMC)** Other AFMC Authorized Automated System.

3.2.6.7. **(Added-AFMC)** Granting Training Equivalency. Only the GTM or TW-MTS Superintendent may grant equivalency for formal training requirements. The GTM or TW-MTS Superintendent can only grant equivalencies for individuals based on training documentation from official academic, civilian, private industry, or military records. Training equivalency documentation shall be maintained by the GTM or TW-Squadron UTM in accordance with the Air Force Disposition Schedule.

3.2.6.7.1. **(Added-AFMC)** Training equivalency shall not be granted for safety courses.

3.2.6.7.2. **(Added-AFMC)** The GTM or TW-Squadron UTM will document training equivalencies in Section IV of the employee's TSS-PAC/ETR.

3.2.7. **(Added-OC-ALC)** Task Training Documentation: Training for both certification and qualification tasks will be documented in the employee's Form 75 Section III in TSS. Certification tasks will be documented IAW AFSCMAN 21-102, Chapter 21, Production Acceptance Certification (PAC) Program in the employee's Form 75 Section III-C. Qualification Task will be documented IAW with this instruction in the employee's Form 75 Section III-Q.

3.2.7.1. **(Added-OC-ALC)** Use of DAF Form 1320A, *Training Chart*: OJT Task Trainers wishing to utilize the DAF Form 1320A to better document a trainee's OJT may do so, if they utilize the DAF Form 1320A functionality in TSS. TSS allows users to develop an DAF Form 1320A for tasks that reside either in the TSS Form 75 Section III-C (Certification) or in the Form 75 Section III-Q (Qualification) and document the employee's progression as they complete individual sub-tasks.

3.2.7.1.1. **(Added-OC-ALC)** OJT Task Trainers may utilize TSS developed DAF Form 1320As to document the progress of the employee either offline (outside of TSS) or inside TSS. If utilized offline, the OJT Task Trainer must transcribe the DAF Form 1320A into TSS prior to task certification or qualification. In either case, TSS requires that the OJT Task Trainer and Trainee PIN the task demonstration of proficiency in TSS when the DAF Form 1320A is complete.

3.2.7.1.2. **(Added-OC-ALC)** DAF Form 1320A utilized to document OJT task training prior to the FY21 release of this supplement is still valid and do not have to be tracked within TSS. However, these documents shall be available to internal or external inspection team members upon request.

3.3. Training Records. As a minimum, training records will be kept on all personnel in military grade of E-6 and below for enlisted and O-4 and below for officers, as well as any other personnel in upgrade training or retraining. **(T-1)**

3.3. (AFMC) Training Records. [Depot Only] Training records for all ALC employees, to include military personnel, will be maintained in TSS regardless of rank. Military personnel who perform depot level work and maintain training records in TSS are additionally required to input that depot-specific training into the myTraining IAW standard business rules of AFI 36-2650. Air Force specific training or non-depot training plans/records are only required to be maintained within myTraining, IMDS, AF myLearning, or similar systems, and not duplicated in TSS if it does not apply to the depot.

3.3.1. Documentation will be kept on all personnel (including civilians) who perform maintenance on aircraft, missiles and associated equipment regardless of grade. Tasks to be performed while deployed shall be prioritized accordingly. **(T-1)**

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

3.3.3. MIS (AF approved electronic training records) will be used to provide a record of qualification. **(T-1)** In the event MIS (AF approved electronic training records) is not available or is temporarily unavailable, a hardcopy AF Form 623, *Individual Training Record Folder,* AF Form 623A, *On-the-Job Training Record-Continuation Sheet* and the CFETP may be used to record training. Records will be transcribed to AF approved electronic training records within 15 days of restoration of AF approved electronic training records availability. **(T-1)**

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

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

3.4. (AFMC) Core tasks. [Depot Only] Depot employee core requirements will be identified in the CTP as applicable.

3.4.1. **Exemptions:**

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

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

3.5. Duty Position Qualification Tasks. These are tasks required for an individual to be qualified in their current duty position beyond upgrade training.

3.5. (AFMC) Qualification Tasks. [Depot Only] Qualification tasks are used to document training qualifications that do not relate to a WCD. Qualification tasks do not have to meet the PAC Certification Task requirements as defined in the AFSCMAN 21-102 such as being trainable, auditable, or identifiable. Qualification tasks will require some type of OJT and a demonstration of proficiency that the employee can perform the task.

3.5.1. **(Added-AFMC)** Qualification Tasks and Headers may be established as needed. The GTMs/Group PAC Program Managers or designated representatives have the authority to create qualification tasks. These qualification tasks may follow the qualification task numbering format example below or a numbering format approved by the GTM/Group PAC Program Manager. The Qualification Task Headers may meet the Qualification Task Header numbering format example below or a numbering format approved by the GTMs/Group PAC Program Managers. Qualification tasks and headers established locally will be identified by a "(Q)" (with parenthesis) in the task code, task name, and header code.

3.5.2. **(Added-AFMC)** Qualification Task Structure.

3.5.2.1. **(Added-AFMC)** Qualification Task Title. The qualification task title shall have a "(Q)" identifier before the task title.

3.5.2.2. **(Added-AFMC)** Qualification Task Number. Example:

3.5.2.2.1. **(Added-Q)** -Qualification Task Identifier

3.5.2.2.2. **(Added-AFMC)** 4-Digit Series Number

3.5.2.2.3. **(Added-AFMC)** 2-Digit Group Identifier. Examples include:

3.5.2.2.4. **(Added-AFMC)** AMXG = AM

3.5.2.2.5. **(Added-AFMC)** CMXG = CM

3.5.2.2.6. **(Added-AFMC)** EMXG = EM

3.5.2.2.7. **(Added-AFMC)** MMXG = MM

3.5.2.2.8. **(Added-AFMC)** MXSG = MX

3.5.2.2.9. **(Added-AFMC)** PMXG = PM

3.5.2.2.10. **(Added-AFMC)** SMXG = SM

3.5.2.2.11. **(Added-AFMC)** AMARG = AG

3.5.2.2.12. **(Added-AFMC)** 2-Digit Header Code

3.5.2.2.13. **(Added-AFMC)** Hyphen Separator between Header Code and Task Code Identifier

3.5.2.2.14. **(Added-AFMC)** 4-Digit Task Code Identifier

3.5.2.2.15. **(Added-AFMC)** For Example: (Q)1910AM06-0001 "(Q)Access, Review, and /or update Automated Maintenance Management Systems, Local System (LEAP, JDRS, DSS, etc.)"

3.5.3. **(Added-AFMC)** Qualification Task Header Structure. The use of headers is recommended for the use of all qualification tasks.

3.5.3.1. **(Added-AFMC)** Qualification Task Header Title. The qualification task header title shall have a "(Q)" identifier before the header title.

3.5.3.2. **(Added-AFMC)** Qualification Task Header Number. Example:

3.5.3.2.1. **(Added-AFMC)** Q-Qualification Task Identifier

3.5.3.2.2. **(Added-AFMC)** 4-Digit Series Number

3.5.3.2.3. **(Added-AFMC)** 2-Digit Group Identifier

3.5.3.2.4. **(Added-AFMC)** 2-Digit Header Code

3.5.3.2.5. **(Added-AFMC)** For Example: (Q)1910AM06 "(Q)MAINTENANCE MANAGEMENT SYSTEMS (REF: 00-5-16-1, 00-5-16-WA-1, 00-25-260-1, 00-25-260-WA-1, 00-20F-2-1, 00-20F-2-WA-1, 00-35D-54-1, 00-35D-54-WA-1)."

3.5.4. **(Added-AFMC)** Qualification Task OJT Start Date. The date that is entered in the Form 75, Section III-Q OJT Start column, shall be the actual date the supervisor assigns the employee to begin training on the task.

3.5.5. **(Added-AFMC)** Qualification Task OJT Completion Date. The date that is entered in the Form 75, Section III-Q OJT Complete column, shall be the actual date the employee completes OJT and is proficient in the qualification task.

3.5.5.1. **(Added-OC-ALC)** When entering a Qualification Task OJT Completion Date into TSS, an OJT Task Trainer, who is qualified on the task or appointed as a qualified task trainer, must PIN the employee's task record, unless an authorized authority overrides the need for task OJT in TSS. When a task OJT override is used, the authorizing individuals will enter in the reasoning for the action into TSS. NOTE: For qualification tasks, the employee's supervisor is the lowest level authorized to perform OJT task override functions.

3.5.5.1.1. **(Added-OC-ALC)** OJT Task documented prior to July 2018 will have the OJT Task Trainer listed as "N/A" since the requirement to track the employee's OJT Task Trainer was not required. Additionally, tasks, after the release of this supplement, which need their OJT task requirement overridden, will have the name of the training institution or employee's supervisor annotated as the OJT task trainer. When performing an OJT Task Override, "N/A" shall not be used documenting the OJT Task Trainer.

3.5.6. **(Added-AFMC)** Qualification Task Qualification Date. The date that is entered in the Form 75, Section III-Q Orig Qual column, shall be the actual date the employee and supervisor PIN the record stating that it is true and correct, and that the employee is qualified to perform the task.

3.5.7. **(Added-AFMC)** Qualification Task Requalification Date. If for some reason the employee becomes disqualified on a qualification task(s) and the reason for this disqualification has been resolved or removed, the date entered in the Form 75, Section III-Q Re-Qual column for the qualification task, shall be the date the employee successfully demonstrates task proficiency to the supervisor or the date the supervisor grants qualification based on the verification of proficiency by the qualification task trainer, and the actual date the employee and supervisor PIN the record.

3.5.8. **(Added-AFMC)** Qualification Task Disqualification Date. The date that is entered in the Form 75, Section III-Q Dis-Qual column for the qualification task, shall be the actual date the supervisor disqualifies the employee or the date when TSS/PAC disqualifies the employee for becoming overdue on training or qualification requirements.

3.5.9. **(Added-AFMC)** Qualification Task SSQ Setting. Qualification tasks may be linked to SSQs, if necessary. In such cases, the use of the SSQ-Qualification Task linkage shall be approved by the ALC Maintenance Training Manager/PAC Program Manager.

3.5.10. **(Added-AFMC)** Qualification Task Training Linkage. Training courses listed as a requirement for task qualification shall be linked when applicable. Training Courses linked to a qualification task must be approved by the GTM/Group PAC Program Manager.

3.5.11. **(Added-AFMC)** Qualification Official for Qualification Tasks. The first level supervisor is the lowest level authorized to qualify employees on qualification tasks. Supervisors not qualified in a specific skill or qualification task shall utilize personnel previously qualified in the qualification task as task trainers/qualifiers. These personnel shall assist in training and verifying the proficiency of the individual employees. If the supervisor does not have an employee qualified on the qualification task, the supervisor will select the most competent employee in the subject area to conduct the training and qualify this employee on the specific qualification task. This individual will notify the supervisor when the employee has successfully demonstrated proficiency and is ready for the supervisor to qualify the employee on the qualification task.

3.5.12. **(Added-AFMC)** Qualification Task Qualification Criteria. All training and qualification requirements for qualification task qualification shall be completed before an employee is qualified. Proficiency at performing the qualification task shall be demonstrated to a qualification task trainer or qualification official/supervisor. The supervisor's minimum qualification criteria for employees are as follows:

3.5.12.1. **(Added-AFMC)** Completion of all required training and qualification requirements.

3.5.12.2. **(Added-AFMC)** Performance of all parts of the qualification task.

3.5.12.3. **(Added-AFMC)** Knowledge of why and when the task is needed or accomplished.

3.5.12.4. **(Added-AFMC)** Demonstration of proficiency.

3.5.12.5. **(Added-AFMC)** Qualification task equivalencies may be granted by the supervisor if all applicable criteria are met. Qualification task equivalencies shall never be granted for safety related items.

3.5.13. **(Added-AFMC)** Qualification Task Disqualification Criteria. Any level of management can direct a disqualification, but the qualifying supervisor actually disqualifies the individual. Disqualification can be either administrative or workmanship related.

3.5.13.1. **(Added-AFMC)** Qualification Task Administrative Disqualification. Disqualification for administrative reasons is based on non-performance of the task for a prolonged period (as determined by the supervisor and the employee). Personnel reassignment, medical conditions, workload changes, failure to pass re-qualification requirements, and becoming overdue qualification task linked training requirements.

3.5.13.2. **(Added-AFMC)** Workmanship Qualification Task Disqualification. Disqualification for workmanship reasons is based on such things as failure to comply with regulatory requirements, valid customer complaints or feedback (both external and internal), work related mishaps, and/or lack of proficiency.

3.5.14. **(Added-AFMC)** Qualification Task Requalification Criteria. Requalification is accomplished once the conditions of the disqualification have been removed. The qualifying supervisor determines the criteria to be used for re-qualification. As a minimum, a demonstration of proficiency of the qualification task or portion of the task that resulted in the disqualification shall be accomplished. The supervisor shall review all disqualifications to determine if the employee is required to re-attend formal training in order to meet the re-qualification criteria.

3.5.14.1. **(Added-OC-ALC)** When performing a Qualification Task Requalification, the employee's supervisor must determine if OJT is required for requalification. If OJT is required an OJT Task Trainer, who is qualified on the task or appointed as a qualified task trainer, must PIN the employee's task record, unless an authorized authority overrides the need for task OJT in TSS. When a task OJT override is used, the authorizing individuals will enter in the reasoning for the action into TSS.

3.5.15. **(Added-AFMC)** Disqualified Tasks. Disqualification tasks can be viewed in the employee's Form 75, Section V. This section lists the task, reason, and dates when an employee is disqualified for tasks. It can also list what training is needed to re-qualify the employee. Entries in this section shall be removed after the re-qualification action and retained in history. After a period of one year from the date of disqualification, the information in this section and its history will be deleted even if the person has not been re-qualified. History on these actions shall only be accessible and viewable by the TSS-PAC system administrators. These history records shall only be used to provide an audit trail for mishaps.

3.6. (Added-AFMC) CTP. [Depot Only].

3.6.1. **(Added-AFMC)** Purpose. CTPs are the required Command training source documents for all non-supervisory technicians and non-supervisory support personnel occupational series within the ALCs. The CTP provides an overview of qualification tasks and associated training for each ALC occupational series.

3.6.1.1. **(Added-AFMC)** Groups can establish additional CTP policy/guidance but it must be coordinated/approved through the ALC CTP PM.

3.6.2. **(Added-AFMC)** Uses. The CTP will:

3.6.2.1. **(Added-AFMC)** Identify qualification tasks and training requirements for non-supervisory ALC employees that are applicable, as determined by the employee's supervisor, to load into the Form 75 Section II and Section III-Q.

3.6.2.2. **(Added-AFMC)** Not be used for employee promotion purposes.

3.6.3. **(Added-AFMC)** CTP Management. The Lead ALC CTP PM is responsible for managing the respective CTPs that have been assigned to them to include processing any changes that are initiated via the TSS CTP Change Request Process along with the completion of the triennial Formal Review which will follow a gated process. Minor changes (e.g., changes to a course's number or description, changes to a course's hours, archival of courses, etc.) are updated on a nightly basis via TSS.

3.6.3.1. **(Added-AFMC)** TSS CTP Change Request Process.

3.6.3.1.1. **(Added-AFMC)** All ALC CTP PMs will utilize the CTP Change Request Process established in TSS to initiate, document, and process any major changes that need to be made short term to an existing CTP.

3.6.3.1.1.1. **(Added-AFMC)** Major changes are those that affect all employees in a series (e.g., change in the Office of Personnel Management standard, change in duties or training requirements for the series, etc.). Major changes may also be those that impact safety, security, productivity, or efficiency.

3.6.3.1.2. **(Added-AFMC)** The Lead ALC CTP PM will coordinate any major change to the CTP through local SMEs and the other ALC(s) by following the CTP Change Request Process in TSS.

3.6.3.1.3. **(Added-AFMC)** Major changes will be coordinated and concurred upon by all ALC(s) that utilize the CTP being changed. HQ AFMC/A4PT will review and approve those CTPs that are submitted via the TSS CTP Change Request Process and will upload the revised CTP document in TSS.

3.6.3.2. **(Added-AFMC)** CTP Formal Reviews.

3.6.3.2.1. **(Added-AFMC)** CTP Formal Reviews will be conducted triennially for each occupational series.

3.6.3.2.2. **(Added-AFMC)** The triennial review schedule will be based off the original CTP final approval date. CTP Formal Reviews will be completed within three years of the original AFMC approval date.

3.6.3.2.3. **(Added-AFMC)** The CTP Formal Review process will follow a gated process with timelines determined by HQ AFMC/A4PT. The CTP gated process steps include the following:

3.6.3.2.3.1. **(Added-AFMC)** The Lead ALC CTP PM will initiate the Formal Review in TSS by sending an updated baseline to each affected ALC that utilizes that series CTP.

3.6.3.2.3.2. **(Added-AFMC)** Each affected ALC CTP PM will request local SMEs from the appropriate Group Training Manager(s) and convene a local TPT meeting to conduct a review of the subject CTP.

3.6.3.2.3.2.1. **(Added-AFMC)** The TPT is an action group composed of representatives from all pertinent functional areas, disciplines, and interests involved in the development, support, modification, sustainment, and management of the CTP.

3.6.3.2.3.3. **(Added-AFMC)** Using TSS, each affected ALC CTP PM will forward TPT inputs to the Lead ALC PM per the gated process.

3.6.3.2.3.4. **(Added-AFMC)** The Lead ALC CTP PM will combine inputs received from the ALCs and initiate the Initial Draft to the other affected ALCs in TSS.

3.6.3.2.3.5. **(Added-AFMC)** Each affected ALC will upload input into TSS for the Lead ALC CTP PM to utilize in finalizing the CTP.

3.6.3.2.3.6. **(Added-AFMC)** The Lead ALC CTP PM will finalize the CTP and initiate the Final Draft to the other affected ALCs for coordination.

3.6.3.2.3.7. **(Added-AFMC)** Once final coordination is received from the respective ALCs, the Lead ALC CTP PM will upload the Final Draft into TSS for HQ AFMC/A4PT's review and approval. Upon final review and approval by HQ, the approved CTP will be uploaded into TSS by HQ AFMC/A4PT. TSS will electronically publish the CTP to the TSS 'CTP Libraries' folder and send out an email notification that the CTP has been approved.

3.6.3.3. **(Added-AFMC)** Each ALC CTP PM and HQ AFMC/A4PT are responsible for updating the CTP Gated Process spreadsheet located on the HQ AFMC/A4PT SharePoint site with the status and applicable gate completion dates for each listed CTP undergoing Formal Review.

3.6.3.4. **(Added-AFMC)** HQ AFMC/A4PT will assign Lead ALC responsibilities for any new CTP development that is a resultant of a new occupational series by reviewing the assignment, ALC capability/workload, series actual filled positions, etc. Development of the new CTP will follow the same process as outlined above for the CTP Formal Review.

Chapter 4

MAINTENANCE INFORMATION SYSTEMS AND AF APPROVED ELECTRONIC TRAINING RECORDS

4.1. Introduction. Systems currently approved for use in training management are Training Business Area (set to be replaced with an AF approved electronic training record system), IMDS, and G081. MAJCOMs may approve systems to assist with training given they meet the same requirements and are not the sole system of record. MIS use is mandatory when available. Maintenance training sections and/or UTMs are the POCs for functional administration of the MIS training component.

4.1. (AFMC) Introduction. [Depot Only] TSS is the authorized automated MIS for the AFMC ALCs. TSS shall be used to manage training requirements for all military and civilian employees assigned to the ALCs in support of this instruction and other applicable directives. HQ AFMC/A4P will be responsible for overall management and control of TSS, and the AFMC Portfolio Management process will be used to identify new requirements and system deficiencies.

4.1. (OC-ALC) Introduction. The OC-ALC/OBH will be responsible for management and control of TSS-PAC for OC-ALC.

4.2. Purpose. The MIS and AF approved electronic training records provides authorized users with ready access to training related information currently maintained in many different places and not readily accessible to those who need the information.

4.3. Integrated Maintenance Data System (IMDS) and G081 Master Course Codes. The most current master course code listings are available within the respective MIS sub-systems. Specific lists and usage instructions can be found in the applicable MIS and MIS user manuals.

4.3. (AFMC) [DEV] Integrated Maintenance Data System (IMDS) and G081 Master Course Codes. This section does not apply to AFMC Depot Maintenance.

4.3.1. IMDS Master Course Code Configuration Control Board. All requested changes to the IMDS Centralized Database Master Course Table must be approved by the configuration control board prior to submission to the Master Course Code Manager. Configuration Control Board membership includes AF/A4LM chair, MAJCOM maintenance training managers, and Air Force Life Cycle Management Center Database Management Support (AFLCMC/HIA) (advisory/current Master Course Code Manager). The Master Course Table Manager will consolidate all MAJCOM non-critical change requests for presentation to the Configuration Control Board. **(T-2)** The Configuration Control Board will evaluate and approve or disapprove non-critical change requests annually in conjunction with applicable Specialty Training Requirements Team/Utilization and Training Workshop and Maintenance Training Advisory Group. **(T-2)**

4.3.1.1. Master Course Code Approval Process. Course additions, changes, and deletions identified as non-critical but time sensitive or critical: All aircraft related course code changes will go through the aircraft lead MAJCOM for concurrence on how that requirement is to be tracked AF-wide. **(T-2)** Preformatted request letters must be completed for each new request and forwarded by maintenance training sections (UTM for AFR/ANG) to the MAJCOM representative for approval and submission to the Master Course Code Manager. **(T-2)** Immediate change requests of a critical nature may be routed

for email approval from the requesting MAJCOM POC, through all other MAJCOM POC to AF/A4LM for immediate approval and processing. If approved, these requests will be sent to the AF Master Course Code Manager for processing and implementation. **(T-2)**

4.3.1.2. Master Course Code Waiver Process. AF/A4LM is the waiver authority for all local course codes to be used for local requirements tracking only. Local requirements tracking: Will be those requirements that only the submitting unit/base ID has as a valid training requirement that must, by directive, be tracked in MIS. **(T-2)** This valid training requirement must not be applicable to any other unit/base/MAJCOM in order to be exclusively tracked locally. If a valid requirement does apply to any other unit/base/MAJCOM then the requirement, must be submitted as an Master Course Code request for all users to have access to. Requests for waivers must be submitted through the MAJCOM Training Manager to AF/A4LM with full justification as to why the unit/base ID requires more local course codes than the preset limit of 20 per base established by AF/A4LM. **(T-1)** If disapproved, AF/A4LM will return submission with justification for disapproval.

Chapter 5

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

5.1. General. The maintenance training section is a maintenance group staff agency organized as a centralized aircraft or missile maintenance training function and should be directly subordinate to the Maintenance Group Commander (or equivalent). UTMs should be physically located and conduct their daily duties in the unit(s) they support. All maintenance instructors and UTMs (AFSC 3F2X1) will be assigned to maintenance training sections under the maintenance group for administrative and operational purposes. **(T-3)** The centralization concept provides economy of scale and standardizes maintenance training throughout the maintenance group. UTMs will manage one or more squadrons (if necessary). **(T-3)** Maintenance training sections consist of the Training Management Section and Development & Instructor Section. **(T-2)**

5.1. (AFMC) General. [Depot Only] The MTS is a centralized maintenance training function organized under the ALC that serves as the functional OPR for Depot Maintenance training specific regulations and supplements governing policy and compliance. Within the ALC, training responsibilities are shared between the MTS and Group training offices. The GTMs will be physically located and conduct their daily duties in the MXG they support. The MTS is the ALC liaison for government, contractor, and all other training organizations and providers.

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

5.1.1. **(AFMC) [Depot Only]** The MTS is responsible for the functional management, utilization, control, and training of assigned 3F2X1 personnel or civilian equivalent. This structure provides the best possible environment to ensure the MTS can fulfill their responsibilities, support all ALC customer needs, and effectively manage, utilize, train, and mentor assigned personnel to be productive and progress within their career field. Management of the MTS is the responsibility of the ALC MTS Chief.

5.1.2. Performance-based activities (contractors) will implement the organization required in accordance with the contract or management plan. **(T-3)**

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

5.1.3. **(AFMC) [DEV]** AFMC Depot Maintenance does not have a training business process that matches. Training is coordinated and scheduled at the MXG level as applicable. **Note: [Depot Only]** GTMs assigned to support a MXG should be located in the Group instead of the Maintenance Squadron (MXS) to ensure consistency across all MXSs.

5.2. Manning.

5.2.1. Supervision. Maintenance Training Section Superintendent will be a 3F271 (or civilian equivalent). **(T-2)**

5.2.1. **(AFMC) [Depot Only]** Supervision. Maintenance Training Section Chief will be a 3F271 (or civilian equivalent).

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

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

5.2.3. Development and instructor section. The Development and Instructor Element Chief should be the ranking individual assigned to the section. The Development Work Center Supervisor should be a 2XXXX or 3F2X1, while the instructor work center supervisor should be the highest-ranking assigned instructor.

5.2.3. **(AFMC)** Development and instructor section. The Development and Instructor Element Chief should be the ranking individual assigned to the section. The Development Work Center Supervisor should be a 2XXXX or 3F2X1, while the instructor work center supervisor should be the highest-ranking assigned instructor.

5.2.4. **(Added-AFMC) [DEV] [Depot Only]** AFMC Depot Maintenance does not have a dedicated development or instructor section.

5.2.5. **(Added-AFMC)** Structural deviations to manning and roles and responsibilities of the MTS are authorized and may be identified in local supplements.

5.2.6. **(Added-AFMC) [Depot Only]** The MTS Chief will have the following personnel assigned as a minimum:

5.2.6.1. **(Added-AFMC)** ALC Maintenance Training Manager.

5.2.6.2. **(Added-AFMC)** ALC PAC Program Manager.

5.2.6.3. **(Added-AFMC)** ALC Training Systems Program Manager.

5.2.6.4. **(Added-AFMC)** ALC Courseware Program Manager.

5.2.6.5. **(Added-AFMC)** ALC CTP Program Manager.

5.2.6.6. **(Added-OC-ALC)** OC-ALC Forklift/Tug Training Manager.

5.2.7. **(Added-AFMC)** Minimum responsibilities of the MTS include the following:

5.2.7.1. **(Added-AFMC)** Effectively manage and maintain the Maintenance Training Program.

5.2.7.2. **(Added-AFMC) [Depot Only]** Effectively manage and maintain the ALC's PAC Program.

5.2.7.3. **(Added-AFMC)** Serve as the POC for all applicable MISs.

5.2.7.4. **(Added-AFMC) [Depot Only]** Ensure ALC courseware is properly developed and maintained IAW AFMCMAN 36-2601 and this instruction.

5.2.7.5. **(Added-AFMC) [Depot Only]** Ensure CTPs are developed and maintained to support maintenance occupational series assigned to the organization.

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

5.3. (AFMC) Training. [Depot Only] The MTS Chiefs will ensure all personnel assigned to MTS as instructors and Training Managers are adequately trained to perform their duties. All MTS personnel should attend applicable formal schools and receive training in current and new technologies by other Commands, services, and civilian institutions. The MTS must ensure adequate funding is programmed and budgeted to meet TDY and training needs, and to conduct in-house training for assigned personnel.

5.4. Maintenance Training Section Superintendent Responsibilities.

5.4. (AFMC) [DEV] Maintenance Training Section Chief Responsibilities. [Depot Only]

5.4.1. Serve as liaison between maintenance units and base training, and ensure skill-level upgrade and qualification training programs are conducted in accordance with DAFI 36-2670.

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

5.4.2. **(AFMC) [Depot Only]** Ensure that an ALC Maintenance Training Manager, ALC PAC Program Manager, ALC CTP Program Manager, ALC Courseware Program Manager, and ALC Training Systems Program Manager are designated in writing by the ALC/CC/DV/CV or equivalent.

5.4.3. Ensure approved MIS, IMDS/G081, myLearning, Automated Civil Engineer System, etc. are used for scheduling training. MAJCOM approved systems may be used to assist with scheduling process given the training is updated in the approved MIS.

5.4.3. **(AFMC) [Depot Only]** Ensure that TSS is the primary system used to schedule training for the ALC.

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

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

5.4.5. **(AFMC)** AFMC Depot Maintenance coordinates aircraft and support requirements at the Group level.

5.4.6. Prepare the quarterly Maintenance Group Commander (or equivalent) TAB.

5.4.7. Review and coordinate training requests on the AF Form 898 and route to the Maintenance Group Commander, or equivalent for signature.

5.4.7. **(OC-ALC)** Ensure the TAB is produced and briefed as outlined in **Paragraph 1.18**.

5.4.8. Review MAJCOM formal courses, maintenance training section class packages, and maintenance instructor folders.

5.4.8. **(AFMC) [DEV]** AFMC Depot Maintenance does not have a training business process that matches.

5.4.9. Monitor maintenance training section courses taught by AFETS/CETS personnel.

5.4.9. **(OC-ALC)** OC-ALC will utilize the training surveys in TSS in lieu of the DAF Form 898, *Field Training Requirements Scheduling Document*, to review and coordinate training request for Civilian FTD training.

5.4.10. Manage maintenance training section administrative functions.

5.4.11. Identify in writing or electronically a listing of personnel authorized to update applicable MIS.

5.4.11. **(AFMC) [Depot Only]** Group Training Managers will identify in writing individuals authorized to update training completions in TSS, myLearning, and ETMS (not to include OJT) annually to the MTS.

> 5.4.11.1. **(Added-AFMC) [AFTC Only]** The MTS Superintendent will authorize training management subsystems access requests and provide Database Manager (DBM) a list of personnel authorized to update training data in MIS when applicable. **(T-2)**

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

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

5.4.14. Establish procedures for the control and maintenance of aircraft ground trainers when assigned to the maintenance training section.

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

> 5.4.15.1. **(Added-AFMC)** Coordinate on and/or approve Group local maintenance training instructions.

> > 5.4.15.1.1. **(Added-OC-ALC)** Local group maintenance training instructions will be developed and maintained at the group level.

> > 5.4.15.1.2. **(Added-OC-ALC)** Local group maintenance training instructions will be coordinated on by the MTS and approved by the applicable group commander/director.

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

5.4.17. Coordinate on Maintenance Training Plan of Instruction prior to course validation.

5.4.17. **(AFMC) [Depot Only]** The applicable ALC Courseware Manager (CM) will coordinate on MTS POI prior to course validation.

5.4.18. Inform MAJCOM of training media production requirements.

5.4.18. **(AFMC) [Depot Only]** The ALC Courseware Program Manager will notify HQ AFMC/A4PT of all Command level training production requests such as video, Computer-Based Training, and interactive multimedia instruction.

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

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

5.4.21. Establish a maintenance training customer feedback program to provide continuous, measurable improvements and ensure training needs are being met.

5.4.22. Establish an effective in-house training program.

5.4.23. Ensure a newcomer's orientation program is conducted in accordance with **paragraph 2.7.1**, familiarizing newly assigned personnel with wing maintenance activities. MAJCOMs may determine which organization will conduct this training.

5.4.24. Ensure the Squadron Status of Training briefing is produced and briefed monthly by the Squadron Training Manager in accordance with DAFI 36-2670 and this instruction.

5.5. Training Management Element Chief Responsibilities.

5.5. (AFMC) [DEV] Training Management Element Chief Responsibilities. AFMC Depot Maintenance does not have a training business process that matches.

5.5.1. Ensure a training plan is developed for UTMs and scheduling personnel.

5.5.2. Conduct and document informal work center visits to ensure UTMs are actively involved in the unit training program and performing duties outlined in DAFI 36-2670 and this instruction.

5.5.3. Determine which MIS products the UTMs are required to retain.

5.5.4. Ensure UTMs conduct Staff Assistance Visit in accordance with DAFI 36-2670. Provide information copy of the results to the Maintenance Training Section Superintendent and base training office. **(T-3)**

5.5.5. Ensure the monthly scheduling meeting is conducted in accordance with **paragraph 6.4**.

5.5.6. Develop backup procedures in case of extensive (48 hours or more) MIS down time.

5.5.7. Ensure training completions and task qualifications are properly documented before being entered into the MIS and AF approved electronic training records. The AF Form 2426, MAJCOM forms, class rosters, test results sheets generated from approved electronic testing programs and emails are acceptable source documents for this purpose.

5.5.8. Emails cannot be used for special certification items unless information is captured on a digitally signed AF Form 2426 or MAJCOM equivalent and sent as an attachment. **(T-3)**

5.5.9. Ensure UTMs receive required training.

5.5.10. Ensure UTMs coordinate training requirements for their designated unit to include AETC or MAJCOM formal courses, TD, maintenance training section, and ancillary training.

5.5.11. Coordinate with the scheduling element on matters affecting students attending courses.

5.5.12. Ensure UTMs manage and retain a copy of training products for his/her unit(s).

5.5.12.1. **(Added-AFMC) [AFTC Only]** The maintenance training operating instruction, developed by the MTS, will outline the MIS products the UTMs are required to maintain.

5.5.13. Ensure UTMs provide AF Form 898 inputs for his/her unit(s).

5.5.14. Attend the monthly training scheduling meeting.

5.5.15. Assist UTMs and supervisors in managing the Career Development Course program.

5.5.16. Coordinate requests for training conducted by AFETS and/or CETS with the Non-Commissioned Officer in Charge, Scheduling Element.

5.6. Unit Training Managers. UTMs manage the training program for the commander according to this instruction and DAFI 36-2670. The UTM is responsible to update all training requirements into the MIS as required. Updates do not include events created by the maintenance training section scheduler. The Maintenance Training Section Superintendent may authorize additional-duty training monitors to update work center requirements only when directed in local training directive.

5.6. (AFMC) [DEV] Unit Training Managers. AFMC Depot Maintenance does not have a training business process that matches.

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

5.6.1.1. Coordinate with maintenance training sections to obtain training beyond the squadron's capability. **(T-2)**

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

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

5.6.1.4. Forward statistical data to maintenance training section for input into the TAB. **(T-2)**

5.6.1.5. Manage MIS training products, distribute these products in accordance with local guidance, and ensure all products are accurate. **(T-2)**

5.6.1.6. Ensure all work center training requirements have been loaded to MIS. **(T-2)**

5.6.1.6.1. **(Added-AFMC) [AFTC Only]** Review and validate work center training requirements semi-annually. Maintain previous signed copy in accordance with the Air Force Disposition Schedule. **(T-2)**

5.6.1.7. Provide unit(s) inputs on the AF Form 898 and attend monthly scheduling meeting **(T-2)**

5.6.1.8. Ensure personnel changes are coordinated, in accordance with local instructions, with the scheduling section to prevent deviations. **(T-2)**

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

5.6.1.10. Attend the unit and maintenance training section staff meetings. **(T-2)**

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

5.6.1.12. Process personnel in/out during Permanent Change of Assignment, Permanent Change of Station, and TDY. Ensure all applicable MIS (IMDS, AF approved electronic training records, myLearning, etc.) are updated. **(T-2)**

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

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

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

5.6.1.16. Review published maintenance training section/TD schedule/allocations and ensure applicable students are scheduled in the MIS by the timeline set by the Training Management Element Chief or maintenance training scheduler.

5.6.1.17. **(Added-AFMC) [AFTC Only]** AFTCs' UTM will provide an electronic copy of the SOT briefing and quarterly TAB to HQ AFMC/A4M.

5.7. Scheduler Responsibilities.

5.7. (AFMC) [DEV] Scheduler Responsibilities. AFMC Depot Maintenance does not have a training business process that matches.

5.7.1. The Scheduler is responsible for scheduling all MAJCOM formal courses, maintenance, ancillary, maintenance training section, and TD training for maintenance personnel. The scheduler will:

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

5.7.1.2. Load, change, or delete IMDS local course codes as needed. **(T-2)**

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

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

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

5.7.1.6. As applicable, coordinate requests for training beyond the capability of the maintenance training section with:

5.7.1.6.1. MAJCOM

5.7.1.6.2. TD

5.7.1.6.3. Local training providers

5.7.1.7. Publish monthly maintenance training section and/or TD class schedules. Include type of training, date, time (start and end), and location. Provide schedule to Instructor Element Chief to coordinate required equipment.

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

5.7.1.9. Ensure the monthly scheduling meeting is conducted in accordance with **paragraph 6.4**.

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

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

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

5.7.1.13. Submit request for TD TDY instructor assistance in accordance with DAFI 36-2670 and this instruction.

5.8. Development and Instructor Element Chief Responsibilities (N/A to AFSOC units). The Development and Instructor Element Chief will develop, manage, and conduct standardized training for maintenance personnel. **(T-3)** During Curriculum Advisory Committee meeting, ensure course review eliminates duplication between the maintenance training section and the TD's AETC training and education courses of instruction.

5.8. (AFMC) [DEV] Development and Instructor Element Chief Responsibilities (N/A to AFSOC units). AFMC Depot Maintenance does not have a training business process that matches.

5.8.1. The Development and Instructor Element Chief will:

5.8.1.1. Maintain an active interface with work center supervisors, TD, and the scheduling work center. **(T-3)**

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

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

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

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

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

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

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

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

5.8.1.10. Ensure necessary supplies, tools, equipment, classrooms, and personnel are available for scheduled maintenance training section classes. **(T-3)**

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

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

5.8.1.13. Review maintenance training section class packages. **(T-3)**

5.8.1.14. Periodically observe maintenance training section classes for both student and instructor performance. **(T-3)**

5.8.1.15. Participate in the selection of maintenance instructors. **(T-3)**

5.8.1.16. Develop and maintain folders for each assigned and attached instructor. Conduct a review of those folders at least every six months. **(T-3)**

5.8.1.17. Review the instructor's task and academic evaluations. **(T-3)**

5.8.1.18. Ensure maintenance instructors rotate back to parent organization after 36 months. **(T-3)**

5.8.1.19. Attend maintenance training section monthly scheduling meeting and quarterly TAB. **(T-3)**

5.8.1.20. Ensure a Technical Order (TO) file is established and maintained in accordance with TO 00-5-1, *Air Force Technical Order System.* **(T-3)**

5.8.1.21. Develop procedures with Quality Assurance to ensure mandatory student task evaluations are performed. **(T-3)**

5.8.1.22. Request Quality Assurance perform initial and recurring instructor personal (task) evaluations. **(T-3)**

5.8.1.23. Ensure plan of instructions are reviewed and forwarded to the maintenance training section superintendent for tentative approval prior to course validation. **(T-3)**

5.8.1.24. Review and approve instructor lesson plans every 24 months. **(T-3)**

5.8.1.25. Establish a log to track lost training time and instructor utilization in three categories: lost classroom time, duty related non-classroom time, and additional duties. Report both in the TAB. **(T-3)**

5.8.1.26. Ensure all instructors attend the Principle of Instruction Course or MAJCOM approved equivalent prior to performing class instruction. **(T-3) Note:** Maintenance Group Commanders (or equivalents) possess waiver authority.

5.8.1.27. Ensure all course developers attend the Instructional Systems Development Course prior to performing any course design or development initiatives. **(T-3) Note:** Maintenance Group Commanders (or equivalents) possess waiver authority.

5.9. Development Responsibilities (N/A for AFSOC units). The Development Work Center develops and manages course control documents along with associated training materials to support maintenance training section courses. The Development Work Center will:

5.9. (AFMC) [DEV] Development Responsibilities (N/A for AFSOC units). AFMC Depot Maintenance does not have a training business process that matches.

5.9.1. Ensure the Instructional Systems Development process is applied to all training programs. **(T-3)**

5.9.2. Perform a review of course control documents to include attached instructor courses every 24 months. **(T-3)**

5.9.3. Ensure an Instructional Systems Development project plan is used for maintenance training section courses in development or revision. **(T-3)**

5.9.4. Incorporate changes (as they occur) to course control documents that result from TO or publication updates as identified by the subject matter expert, course administrator, or Curriculum Advisory Committee. **(T-3)**

5.9.5. Submit recommended changes for TD courses to the TD Commander and/or Superintendent. **(T-3)**

5.9.6. Requests will be coordinated through the Maintenance Training Section Superintendent and the Maintenance Group Commander (or equivalent). **(T-3)**

5.9.7. New or revised TD course charts and/or training standards will be coordinated on an AF Form 1768, *Staff Summary Sheet* or electronic staff summary sheet equivalent. **(T-3)**

5.9.8. Coordinate course development with the using work centers, subject matter expert, and other coordinating agencies. **(T-3)**

5.9.9. Establish an Instructional Systems Development project status board or automated product to monitor course development, coordination, and status. **(T-3)**

5.9.10. Inform the Maintenance Training Section Superintendent of training requests for interactive multimedia instruction products such as, video and computer-based training. **(T-3)**

5.9.11. Ensure new training courses and video instruction program requirements are prioritized. **(T-3)**

5.9.12. Manage maintenance training section video instruction equipment. **(T-3)**

5.9.13. Maintain a master course control document file for courses taught by the maintenance community. **(T-3)**

5.9.14. Develop and maintain a course catalog. **(T-3)**

5.9.15. Manage maintenance training section testing program. **(T-3)**

5.9.16. Chair each Curriculum Advisory Committee. **(T-3)**

5.9.17. Ensure course validation is completed prior to course implementation. **(T-3)**

5.10. Instructor Responsibilities.

5.10.1. Ensure instructors will use approved and current Course Control Documents. **(T-3)**

5.10.2. Provide inputs to training schedules and reports, as required. **(T-3)**

5.10.3. Obtain necessary supplies, tools, equipment, and aircraft for maintenance training section courses. **Note:** This is a joint TD and maintenance training section effort when supporting AETC.

5.10.4. Ensure availability of instructors to the meet maintenance training section class schedule.

5.10.4. **(AFMC)** MTS will ensure availability of instructors to meet the class schedule.

5.10.5. Annotate task qualification items identified in the Plan of Instruction on each student's CFETP (AF approved electronic training records if applicable), to include AF Forms 797 *Job Qualification Standard Continuation/Command Job Qualification Standard*, in accordance with DAFI 36-2670. **(T-3)**

5.10.5. **(AFMC) [Depot Only]** Report training completions to applicable training manager to update TSS-PAC as required by the ALC Training Manager.

5.10.6. Ensure maintenance instructors develop personalized lesson plans for each course. **(T-3)**

5.10.6. **(AFMC) [Depot Only]** Will use standardized lesson plans and recommend any improvements to the MTS as required. Instructors may add personalized information as necessary without modifying course objectives.

5.10.7. Record and report lost training time daily to the Development and Instructor Element Chief. **(T-3)**

5.10.7. **(AFMC)** Applies to AFMC military instructors only.

5.10.8. Monitor student performance and take corrective action as necessary. **(T-3)**

5.10.9. Brief the Development and Instructor Element Chief, the applicable UTM, and the immediate supervisor, as required, whenever student's progression is substandard. **(T-3)**

5.10.10. Ensure instructors administer and control tests. **(T-3)**

5.10.10. **(AFMC)** MTS will ensure instructors administer and control tests.

5.10.11. Ensure instructors follow the approved Plan of Instruction when teaching. **(T-3)**

5.10.11. **(AFMC)** MTS will ensure instructors follow the approved POI when teaching.

5.10.12. Ensure instructors issue training deficiency reports, when required. **(T-3)**

5.10.12. **(AFMC)** MTS will ensure instructors issue training deficiency reports, when required.

5.10.13. Conduct instructor evaluations. **(T-3)**

5.10.14. Coordinate training no-show notifications through the appropriate work center to the unit commander (as required or if UTM is not available). **(T-3)**

5.10.14. **(AFMC)** MTS will conduct instructor evaluations.

5.10.15. Establish, change, update, close, or delete all required classes in MIS (as required or if scheduler is not available). **(T-3)**

Chapter 6

MAINTENANCE TRAINING SCHEDULING FUNCTION

6.1. General (AFR/ANG requirements are identified in Chapter 10). This chapter identifies guidelines used to schedule maintenance personnel for training in the maintenance group. Individuals assigned to this duty position in the maintenance training section will use these key processes and procedures to ensure scheduling across the maintenance group remains efficient, consistent, and effective. **(T-3)** Intercontinental Ballistic Missile units will manage and schedule training in accordance with appropriate 21-202 and -204 series AFMANs.

6.1. (AFMC) [DEV] General (AFR/ANG requirements are identified in Chapter 10). This chapter identifies guidelines used to schedule maintenance personnel for training in the ALC. **[AFTC Only]** The MTS scheduling functionality shall be identified in local supplements. **Note:** Paragraphs **6.2**, **6.3**, **6.4**, **6.5**, **6.6**, and **6.7** do not apply to Depot Maintenance. The Depot Maintenance scheduling process is outlined in **section 6.8** with specific functionality identified in local supplements.

6.2. Maintenance Training Scheduling Process.

6.2.1. Distribute quota request forms to UTMs for TD, ancillary, maintenance training section, and AFETS training.

6.2.2. Conduct the monthly scheduling meeting in accordance with **paragraph 6.4**.

6.2.3. Collect, consolidate, and verify unit inputs for the AF Form 898, ancillary, maintenance training section, and AFETS requests.

6.2.4. Submit consolidated quota requests to appropriate training providers.

6.2.5. Collect class dates from training providers and build classes in the MIS.

6.2.6. Publish weekly maintenance training section and TD class schedules as locally prescribed and monthly maintenance training section and TD class schedules no later than the 25th calendar day of the month (or prior to the date if the date falls on a holiday or weekend).

6.2.7. Provide class rosters to training providers prior to class start date. Collect and update class rosters from local training agencies upon completion of training.

6.2.8. Notify UTMs of class deviations and maintain data for the TAB and Status of Training briefings.

6.2.9. Open seats will be identified within Field Training Scheduling System (or equivalent) by the 25th calendar day of each month (or prior to the date if the date falls on a holiday or weekend). **(T-2)** Update all training classes in the MIS scheduled by the maintenance training section.

6.2.10. Open seats utilized by host unit(s) will be coordinated through the maintenance training scheduler to the TD or maintenance training section. **(T-2)**

6.2.11. Field TD will notify the host scheduler when open seats are approved locally for non-host students. **(T-2)**

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

6.3.1. Class rosters. **(T-2)**

6.3.2. Messages and email traffic pertaining to training assistance and policy changes. **(T-2)**

6.3.3. Monthly training documentation, for example, forecasts, AF Form 898, training schedules. **(T-2)**

6.3.4. Deviation letters, for example, no-show letters, course cancellations. **(T-2)**

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

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

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

6.4. Monthly Training Scheduling Meeting.

6.4.1. Conduct the meeting by the 20th calendar day (or prior to the date if the date falls on a holiday or weekend). **(T-3)**

6.4.1.1. Use the meeting to review and project training requirements, schedules, capabilities, and mission impacts, to include TD, maintenance training section, AFETS, and ancillary training issues.

6.4.1.2. Meeting topics will include, but are not limited to the following:

6.4.1.2.1. Reviewing the completed AF Form 898 scheduling data (class dates and seats available) with emphasis on satisfying priority backlogs. **(T-3)**

6.4.1.2.2. Initiatives to reduce course backlogs and overdues identified in MIS. **(T-3)**

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

6.4.1.2.4. Maintenance training section and TD's ability to satisfy training demands (TDY commitments, conversion support requirements, manning shortfalls, instructor qualifications, etc.). **(T-3)**

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

6.4.1.2.5. **(AFMC) [AFTC Only] Note:** TW will follow local procedures/local operating instructions.

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

6.4.1.2.7. Enroute student training demands. **(T-3)**

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

6.4.1.2.9. Publishing and filing meeting minutes and providing copies to the maintenance training section and TD Superintendents and all attendees.

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

6.4.2.1. Maintenance Training Section Superintendent and Training Management Element Chief. **(T-3)**

6.4.2.2. UTMs. **(T-3)**

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

6.4.2.4. TD scheduler. **(T-3)**

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

6.4.3. AF Form 898 or equivalent approved electronic form. This form provides for the prioritization of MAJCOMS demands to ensure critical TD training requirements are identified and met. All maintenance training sections and TDs supporting field units will use the AF Form 898 for scheduling TD systems and associate courses. **(T-3)** (Intercontinental Ballistic Missile units refer to AFMAN 21-202).

6.5. Priority Backlog Management.

6.5.1. Screen all maintenance training section and TD training backlogs for each course to ensure they are realistic and valid.

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

6.5.3. Send the completed AF Form 898 to the TD by the 5th calendar day of each month (or prior to the date if the date falls on a holiday or weekend). TD schedules requested courses (priority courses first) and returns the AF Form 898 to the maintenance training section by the 10th calendar day of the month (or prior to the date if the date falls on a holiday or weekend). The completed AF Form 898 will be reviewed in the monthly Scheduling meeting. **(T-2)** Solve priority backlogs with the maintenance training section and TD to the maximum extent possible. Consider the following local alternatives, as a minimum, to aid backlog reductions:

6.5.3.1. Temporarily increasing instructor-student ratios.

6.5.3.2. Adjusting class start dates.

6.5.3.3. Temporarily adjust hours taught each day.

6.5.3.4. Adding shifts based upon instructor and student availability.

6.5.3.5. Obtaining training from another command supported TD (maintenance training section-to-maintenance training section). The following procedures and responsibilities apply when requesting this training:

6.5.3.5.1. The maintenance training section requesting open seats will utilize Field Training Scheduling System. **(T-2)**

6.5.3.5.2. Once training confirmation is received from the Field Training Scheduling System POC, the unit will follow 982d TRG Student Travel Program procedures in DAFI 36-2670 for travel orders and funding authorization. **(T-2)**

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

6.6.1. Maintenance training section scheduler will submit requests to the applicable MAJCOM maintenance training POC no later than 120 days in advance of requested class start date. **(T-2)** Requests should include the following information:

6.6.1.1. Complete course information (Personnel Data System (PDS) code, course title, and course number) the TDY instructor will teach. **Note:** Verify course information in Education and Training Course Announcement.

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

6.6.1.3. Name(s) and number of students confirmed for requested training.

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

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

6.6.2. MAJCOM POC will contact the 982d TRG Weapon System Training Manager, Sheppard AFB, TX. **(T-2)**

6.6.3. The 982d TRG will notify requesting MAJCOM POC of confirmation or alternate dates available. **(T-2)** The TD instructor projected for the TDY will contact maintenance training section and/or TD scheduler to confirm training dates and special equipment requirements. **(T-2)**

6.6.4. The 982d TRG Training Manager should respond to the MAJCOM POC within 10 duty days of request by the MAJCOM POC.

6.6.5. If the request is within 120 days, maintenance training must submit a justification letter signed by the Maintenance Group Commander (or equivalent). **(T-2)**

6.7. Obtaining TDY Funding for AETC Field and Mobile Training. Refer to DAFI 36-2670 and DAFMAN 65-605V1, *Budget Guidance and Technical Procedures,* Section 11 for rules that apply to funding TDY travel of students and instructors to AETC TDs or to attend training conducted by AETC mobile training teams (maintenance training).

6.7.1. If AETC funding is not available. The requesting unit should determine if unit funding is available and provide a Line of Accounting, as requested.

6.8. (Added-AFMC) AETC Training Course Requests and Scheduling Process. [Depot Only]

6.8.1. **(Added-AFMC)** Requests for AETC Training Courses (other than those that can be obtained from an FTD) will be submitted to the ALC Maintenance Training Manager who will forward such requests to HQ AFMC/A4PT. All ALC requests must include the required information listed below. HQ AFMC/A4PT will finalize the request by sending it to HQ AFMC/A4MY. HQ AFMC/A4MY will then process those requests and work with HQ AFMC/A1D to obtain course enrollment confirmation, which is the receipt of a training line number (TLN) or provide other course enrollment options that need to be pursued. All requests

should be made in a timely manner since seat allocations are identified well in advance and all short-term requests will be worked as 'out of cycle' requests which may or may not result in obtaining a seat confirmation (i.e., TLN).

6.8.1.1. **(Added-AFMC)** All AETC Training Course requests must include the following information:

6.8.1.1.1. **(Added-AFMC)** Course Number.

6.8.1.1.2. **(Added-AFMC)** Class Number.

6.8.1.1.3. **(Added-AFMC)** Class Start Date.

6.8.1.1.4. **(Added-AFMC)** Class Graduation Date.

6.8.1.1.5. **(Added-AFMC)** Rank.

6.8.1.1.6. **(Added-AFMC)** Pay Grade.

6.8.1.1.7. **(Added-AFMC)** Name.

6.8.1.1.8. **(Added-AFMC)** Job Series.

6.8.1.1.9. **(Added-AFMC)** Social Security Number.

6.8.1.1.10. **(Added-AFMC)** Date of Birth.

6.8.1.1.11. **(Added-AFMC)** Base Personnel Accounting Symbol Code.

6.8.1.2. **(Added-AFMC)** Requests for AETC Training Courses need to be identified/forecasted well in advance in order for the demands to be established in both the near and out year forecasts in order to successfully obtain the proper number of seat allocations and to provide insight to AETC of upcoming demands.

6.9. (Added-AFMC) MTS Scheduling Process. [Depot Only]

6.9.1. **(Added-AFMC)** Functional Training.

6.9.1.1. **(Added-AFMC)** All functional training will be processed through TSS.

6.9.1.2. **(Added-AFMC)** Training Surveys.

6.9.1.2.1. **(Added-AFMC)** GTMs or designated representative will use training surveys to input organizational training requirements.

6.9.1.2.1. **(OC-ALC)** The organizational Training Monitors or designated representative will use training surveys to input training requirements.

6.9.1.2.2. **(Added-AFMC)** Training surveys list open training requirements for each organization. The open requirements are listed by Course Provider and month. It is the GTMs' responsibility to request allocations for their respective organizations.

6.9.1.2.2. **(OC-ALC)** Training Surveys list open training requirements for each organization. The open requirements are listed by Course Provider and month. It is the organizational Training Monitor's responsibility to request allocations for their respective organizations.

6.9.1.2.3. **(Added-AFMC)** GTMs are responsible for reviewing their organization's training surveys to ensure that they are accurate prior to the survey close out.

6.9.1.2.3.1. **(Added-OC-ALC)** Monthly training surveys will close out two business days prior to the end of the month, two months prior to the actual training schedule month. For example: The monthly survey for March 2023 will need to be completed by 30 January 2023.

6.9.1.2.4. **(Added-OC-ALC)** The OC-ALC/OBH will gather the training requirements from the Training Surveys and will give the Course Providers a list of training requirements, by month, course, and shift.

6.9.1.3. **(Added-AFMC)** Training Schedules.

6.9.1.3.1. **(Added-AFMC)** Course Providers will schedule classes based on the ALC's training requirements.

6.9.1.3.1.1. **(Added-AFMC)** Course Providers will utilize TSS to build training schedules.

6.9.1.3.1.2. **(Added-AFMC)** The MTS and/or Course Providers will allocate slots to the Groups for class schedules.

6.9.1.3.1.2.1. **(Added-OC-ALC)** Allocation to the Groups should be completed prior to 0001 on the 15th of the month immediately preceding the survey schedule month.

6.9.1.3.2. **(Added-AFMC)** Supervisors, their alternates, or designated GTMs will either confirm or deny scheduled employees to attend designated training prior to the class roster being locked. This will ensure scheduled employees receive TSS training notifications.

6.9.1.3.2.1. **(Added-AFMC)** It is ultimately the supervisor's responsibility to ensure that employees attend all scheduled training.

6.9.1.3.3. **(Added-AFMC)** If an employee cannot attend a scheduled class and the class roster is locked, it is acceptable for a replacement employee to attend if that employee meets the class prerequisites.

6.9.1.3.3.1. **(Added-AFMC)** If a replacement employee is sent to class, the employee should inform the instructor of whom they are replacing and what organization they are from.

6.9.1.4. **(Added-AFMC)** Requesting Additional Allocations.

6.9.1.4.1. **(Added-AFMC)** Only the GTMs or their designated representatives may request additional allocations.

6.9.1.4.2. **(Added-AFMC)** Training Managers must be aware that requests for additional allocations may not be granted due to scheduling or fiscal constraints. The training survey is the primary way to request allocations.

6.9.1.5. **(Added-AFMC)** Returning Allocations.

6.9.1.5.1. **(Added-AFMC)** Only the GTMs or their designated representatives may return unneeded allocations.

6.9.1.5.2. **(Added-AFMC)** GTMs or designated representatives have until the suspense date of the class to return unneeded allocations. GTMs or designated representatives shall return unneeded allocations as soon as possible in order to re-allocate slots prior to the class start date.

6.9.1.5.2.1. **(Added-OC-ALC)** Group/Staff Offices Training Managers or designated representatives will return unneeded allocations through TSS. If the Group/Staff Offices Training Managers are returning whole classes, they must contact OC-ALC/OBH immediately.

6.9.1.6. **(Added-AFMC)** Class Attendance.

6.9.1.6.1. **(Added-AFMC)** Course Providers will require the students sign a TSS class roster, an AF Form 1151, or equivalent. Electronic signatures are acceptable.

6.9.1.6.2. **(Added-AFMC)** Students nominated or substituted will be accepted in the class before eligible stand-by students are allowed to fill excess seats.

6.9.1.6.3. **(Added-AFMC)** Students who fail a course evaluation will be given a failure for the class.

6.9.1.6.4. **(Added-AFMC)** Class critiques will be provided. Completion of class critiques is optional. All course critiques must be made available to the MTS upon request.

6.9.1.6.5. **(Added-AFMC)** Course Providers have five business days to closeout class rosters in TSS.

6.9.1.6.6. **(Added-OC-ALC)** Students that are more than 30 minutes late for the first day of class will not be allowed to attend class and their organization will be given a No-Show. They will be told to return to their normal duty station.

6.9.1.6.7. **(Added-OC-ALC)** If a student misses more class time than required to complete specific course objectives, they will receive an incomplete and be instructed to return to their normal duty station. This will be determined by the Course Provider and/or the Complex Training Manager. When a student is approaching this threshold, the Complex Training Manager will be notified. This will allow for notification of the student's Group/Staff Offices Training Manager and Supervisor.

6.9.1.6.8. **(Added-OC-ALC)** Course Provider has the discretion in the removal of a student due to disciplinary reasons. The Course Provider will notify the Complex Training Manager when a student, for any reason, is going to be removed from a class. Students removed will receive an incomplete and be instructed to return to their normal duty station.

6.9.1.6.9. **(Added-OC-ALC)** Students will be allowed to use electronic devices (tablets, computers, and phones) to aid in note taking, interpretating and comprehension of course materials. These devices will not be used for unauthorized pictures, video, or audio. These devices will not be allowed in any course containing classified materials.

6.9.1.7. **(Added-AFMC)** Class Cancellations.

6.9.1.7.1. **(Added-AFMC)** When classes are canceled for any reason, the Course Provider will immediately cancel the class/event in TSS. When canceling classes/events in TSS, the Course Provider must provide a reason for the cancellation. TSS will send out class/event cancellation notifications to all students, their supervisors, and training monitors.

6.9.1.7.2. **(Added-AFMC)** Course Providers will contact the affected ALC and GTM or designated representative notifying them of any class cancellations that affect their organization.

6.9.1.7.3. **(Added-AFMC)** Course Providers will make every attempt to reschedule canceled classes/events in the same month.

6.9.1.7.4. **(Added-AFMC)** Students that show up for canceled classes/events will be sent back to their organizations and will not be counted as a "No-Show".

6.9.1.8. **(Added-OC-ALC)** Rescheduling of Classes.

6.9.1.8.1. **(Added-OC-ALC)** MTS Managed Course Providers will contact the MTS and the affected Group/Staff Offices Training Managers or designated representative notifying them of any class/event that is rescheduled.

6.9.2. **(Added-AFMC)** External Training.

6.9.2.1. **(Added-AFMC)** External training is the solicitation of training outside of the ALC.

6.9.2.1.1. **(Added-AFMC)** External training requirements will be entered into the employee's ETMS Individual Development Plan by the employee's supervisor or designated representative.

6.9.2.1.2. **(Added-AFMC)** These training requirements will be validated by the GTM or designated representative.

6.9.2.1.3. **(Added-AFMC)** ETMS will be utilized to draft, certify, approve, and route all SF 182s with the exception of short suspense courses that are not established in ETMS or as determined by local supplement.

6.9.3. **(Added-AFMC)** Documentation of Training Completions in TSS/ETMS.

6.9.3.1. **(Added-AFMC)** Only the Air Base Wing, Course Providers, ALC and Group Training Managers or their representatives will be allowed to enter course completions into employee's training records.

6.10. (Added-AFMC) [AFTC Only] For AETC/TD TDY to School Request. The Maintenance Training Section will coordinate with applicable TD to verify seat availability. Once seat availability is determined; the MTS will send a request spreadsheet to the respective MAJCOM/A4 for approval (based on eligibility, requirements, priority and PGL capacity), and carbon copy TD. If approved, the MAJCOM/A4 will forward the request spreadsheet to the 2AF/MRTP org box, and courtesy copy MTS and TD, at which time TD will allocate the seat request. **(T-2)**

6.10.1. **(Added-AFMC) [AFTC Only]** The 2AF/MRTP will assess quotas against the respective MAJCOM's PGL. If the request is found to be within the MAJCOM's baseline, 2AF/MRTP will forward the request to 982 TRG Scheduling Office. The 982 TRG Enroute Scheduling Office is the sub- allocating office for creating TLNs for all TDY-To-School (TTS) individuals. The 982 TRG Enroute Scheduling Office will forward the request, with TLNs to the MAJCOM/A4. The MAJCOM/A4 will forward the requesting spreadsheet with the TLNs to the requesting MTS. The UTM is responsible for notifying the member of the scheduled training. **(T-2)**

6.11. (Added-OC-ALC) New Hire Employee Training Process.

6.11.1. **(Added-OC-ALC)** Creation of employee training record and load of initial training requirements. OC-ALC/OBH usually receives the new hire employee processing list from OC-ALC/Human Resources Management (OC-ALC/OBM) two to three business days prior to the employees starting the Tinker Air Force Base (TAFB) New Employee Orientation (NEO) Course.

6.11.1.1. **(Added-OC-ALC)** The Complex Training Office will use this list provided by OC-ALC/OBM to build employee's profiles in TSS and assign them to the appropriate Group/Staff Office (New Hire Work Center). The Complex Training Office will also load the appropriate Group/Staff Office New Hire Training Matrix for the employee.

6.11.1.1.1. **(Added-OC-ALC)** New Hire Training Matrices are a group of preapproved training requirement that are specific to the Group/Staff Office.

6.11.1.1.2. **(Added-OC-ALC)** New Hire Training Matrices are created and maintained by the Complex Training Office, however, they are approved by the appropriate Group/Staff Office Training Manager.

6.11.1.1.2.1. **(Added-OC-ALC)** The Group/Staff Office Training Manager can request an update to their New Hire Training Matrix at any time.

6.11.1.2. **(Added-OC-ALC)** The Group/Staff Offices Training Manager or designated representative will submit new employee's DD Form 2875, to the 72 ABW/SC Office System OPR for TSS IAW AFSCI 33-101.

6.11.2. **(Added-OC-ALC)** Tinker Air Force Base New Employee Orientation. Most newly hired Civilian Federal Employees assigned to Tinker Air Force Base will attend this course. Class allocations for the TAFB New Employee Orientation (NEO) Course are handled by the Base Training, Education and Development Office (72 FSS/FSDEB) and Personnel (72 FSS/FSCAP). New hire employees who are required to attend NEO usually report to this class on their first day of employment.

6.11.3. **(Added-OC-ALC)** OC-ALC New Hire Administrative Day. On this day, new employees obtain a Common Access Card (CAC) from Pass and ID. If for some reason they are not able to obtain a CAC the supervisor will ensure they receive one as soon as possible. Once finished, employees are required to report back to their supervisor. Supervisors should work with the employee and the organization's Information Assurance Officer to process the employee's required DD Form 2875s for computer network and systems access.

6.11.4. **(Added-OC-ALC)** OC-ALC New Hire Orientation Block Training. All newly hired Civilian Federal Employees assigned to the OC-ALC must attend this course. This course covers maintenance discipline, importance of following Chain-of-Command, OC-ALC Overview and other areas as described in the course description in TSS.

6.11.5. **(Added-OC-ALC)** Initial Maintenance Technicians Block Training Course (IMTBT). All newly hired Wage Grade Civilian Federal Employees must attend this course. It was developed to provide initial training required by AFMCI 21-100; AFSCMAN 21-102, this instruction and local directives. The purpose of this course is to expose students to the training as stated in the course description housed in TSS.

6.11.6. **(Added-OC-ALC)** Group/Squadron and Work Center Training Requirements. The employee's supervisor is responsible for identifying these training requirements and ensuring the employee completes them.

6.12. (Added-OC-ALC) Employee Training Out Processing.

6.12.1. **(Added-OC-ALC)** Supervisors shall ensure the Group Training/PAC Program Managers are notified within five business days prior to separation or reassignment.

6.12.1.1. **(Added-OC-ALC)** If an employee is leaving OC-ALC, they will be deactivated in TSS. If employee remains in OC-ALC, they will transfer in TSS to the appropriate Group/Staff Office New Hire Work Center.

6.12.1.1.1. **(Added-OC-ALC)** Employee Separation from OC-ALC. The Group/Staff Offices Training/PAC Program Manager will deactivate the employee in TSS, AF myLearning, and in ETMS, if applicable upon employee separation. After an employee is deactivated in TSS, TSS will generate an automatic email to send out to the TSS OPR (or designated receiver(s)) to notify the OPR that an employee has been deactivated. The OPR will log into TSS to check the "Resolved" box once the DD Form 2875 hardcopy is deleted/removed. NOTE: De-activating an employee in TSS will archive all task/training requirements and remove TSS access/role assignments. Additionally, employee Work Center Assignment will be set to the Inactive Work Center, and supervisor and alternates will be set to "Not Assigned". To remove an employee from their work center/division in myLearning; for immediate need, the Training Manager can log into myLearning and update the employee's PASCODE manually. If not updated manually, the personnel action will be completed automatically by DCPDS. ETMS deactivations for Military and Civilian Federal Employees are accomplished by personnel action. For contract personnel in ETMS, the Group/Staff Offices Training Office will need to de-activate the employee's profile under the ETMSWeb Menu>Personnel maintenance>Deactivate Personnel menu.

6.12.1.1.2. **(Added-OC-ALC)** Employee Transfers within OC-ALC. For employees transferring between Group/Staff offices, the losing Group/Staff Offices Training/PAC Program Manager will change the employees work center in TSS to the gaining Group's New Hire work center. Additionally, the losing Group/Staff Offices Training/PAC Program Manager will notify the gaining Group/Staff Offices Training/PAC Program Manager of the transfer and provide any additional information as needed.

6.13. (Added-OC-ALC) Training Feedback Loop to OC-ALC/QA.

6.13.1. **(Added-OC-ALC)** The OC-ALC/QA Director, or designated representative will be a standing member of the Maintenance Training and PAC Council required by the AFSCMAN 21-102.

6.13.2. **(Added-OC-ALC)** The OC-ALC/QA organization will be included in all requests for SMEs in support of development, revision, and revalidation of command and local courseware that impacts depot maintenance.

6.13.3. **(Added-OC-ALC)** The OC-ALC/QA organization will request the Complex Maintenance Training Manager to audit assigned instructor led courses as needed to determine if established quality standards are being presented IAW course control documents.

6.13.4. **(Added-OC-ALC)** The MTS when conducting Maintenance Training and PAC Compliance inspections will utilize the command approved database to document findings as required by the AFSCMAN 21-102.

Chapter 7

ENROUTE TRAINING

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

Note: In accordance with DAFI 36-2110, *Total Force Assignments*, Table 4.1, enroute training is not authorized during intra-theater assignments.

7.1. (AFMC) [DEV] General (AFR/ANG requirements are identified in Chapter 10). Does not apply to civil service positions.

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

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

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

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

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

7.2.1.4. The 982d TRG should schedule short-tour enroute training requests within 30 days after receiving the requests from the MAJCOM POC. Enroute students should be scheduled for classes starting the month prior to students' report no later than date or as close as possible.

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

7.2.3. Factors to consider when scheduling enroute training:

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

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

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

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

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

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

7.2.3.4. The Base-level Functional Manager for each career field is responsible to ensure enroute training requirements are sent to the maintenance training section within 10 duty days after notification of gain. Units with Personnel Processing Codes used to identify enroute training needs, must also forward personnel details of gains that do not require enroute training. **(T-2)**

7.2.3.5. The maintenance training section will validate and submit enroute training requirements to the MAJCOM within 5 duty days of Base-Level Functional Manager notification. **(T-2)**

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

Chapter 8

MAINTENANCE QUALIFICATION PROGRAM

8.1. General (This chapter is N/A to ANG and Intercontinental Ballistic Missile units). Qualification training is ongoing, providing adequate skills to accomplish all maintenance tasks required. Each MAJCOM will develop and implement a Maintenance Qualification Program to achieve maintenance qualification training in accordance with DAFI 36-2670. **(T-1)** Maintenance Qualification Program training should be conducted in a controlled environment that is not in competition with sortie production. The maintenance training section, TD, and myLearning courses can all be used to satisfy local training requirements. All MAJCOM Maintenance Qualification Programs will incorporate a similar phased training process that meets the intent of processes identified in this chapter. **(T-2) Note:** Specific qualification requirements for munitions, nuclear and missile activities are included in the appropriate 21-202 and -204 series AFMANs and MAJCOM supplements.

8.1. (AFMC) General (This chapter is N/A to ANG and Intercontinental Ballistic Missile units). AFMC Depot Maintenance's maintenance qualification process is identified in AFMCI 21-100, AFSCMAN 21-102, and local ALC supplements. Applicable items in **section 8.4** are accomplished IAW ALC Depot Maintenance training requirements.

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

8.2.1. Inprocess to base, wing, squadron, and unit training/maintenance training section.

8.2.2. Maintenance Orientation: All personnel performing maintenance on aircraft, missiles, and associated equipment, regardless of grade, will attend orientation within 60 days after arrival (120 days for AFR/ANG personnel). **(T-3)**

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

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

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

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

8.3.3. Multiphase Students.

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

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

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

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

8.3.4. MAJCOM Mandatory Courses:

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

8.3.4.2. The maintenance training section and UTM will ensure personnel are scheduled to attend MAJCOM Mandatory Course List courses within 180 days of assignment to squadron or within 180 days of meeting course directed prerequisites. **(T-2)** If more than one course is required, the individual must begin each subsequent course within 180 days of completion of the previous course. **(T-2) Note:** A member should only be awaiting Field TD for one course at a time unless determined otherwise by the MAJCOM or Maintenance Training Section Superintendent.

8.3.4.3. The MAJCOM Mandatory Course List requirements (TD, Interactive Multimedia Instruction, Maintenance Qualification Training Program etc.) will be identified as a priority course on the AF Form 898 and loaded in the MIS as a work center requirement. **(T-2)**

8.3.5. Freeflow students:

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

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

8.3.5.3. The Maintenance Group Commander (or equivalent) may waive TD freeflow course requirements.

8.3.5.3.1. Requests for waiver will be initiated by the squadron commander and forwarded to the maintenance training section. Maintenance Training Section Superintendent will forward recommendations to the Maintenance Group Commander (or equivalent) for approval or disapproval. **(T-2)** Waiver requests will contain individual's name, grade, primary AFSC, duty position, course to be waived, and a full justification of the request. **(T-2)**

8.3.5.3.2. When a waiver is approved, the maintenance training section scheduler will file a copy of the letter and forward the original to the squadron through the UTM. **(T-2)** The UTM will update the individual's automated training record in IMDS/G081, using course status code "W". **(T-2)**

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

8.3.6.1. Maintenance Qualification Training students are attached to the maintenance training section for training, but are assigned to their gaining organization. Students will complete all 3c task items from the course control documents at least once. **(T-2)** Maintenance Qualification Training students will not be sent to the flightline until they are qualified on required tasks. **(T-2)**

8.3.6.2. Students who fail to achieve course objectives may be required to repeat all or part of the course. **(T-2)**

8.4. Phase III, Special Qualification Training.

8.4. (AFMC) Phase III, Special Qualification Training. Applicable Special Qualification Training identified in this section is accomplished IAW safety standards, AFMCI 21-100, AFSCMAN 21-102, and local supplements/instructions as applicable.

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

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

8.4.2.1. Engine Run Training Program.

8.4.2.2. Test Cell Operation.

8.4.2.3. Forms Documentation.

8.4.2.4. Dedicated Crew Chief Program.

8.4.2.5. Crash Recovery Training.

8.4.2.6. Hot Refueling Training.

8.4.2.7. Borescope Training.

8.4.2.8. Chafing Awareness Training Program.

8.4.2.9. MIS Training.

8.4.2.10. Aerospace Ground Equipment Operator Training Program.

8.4.2.11. Engine Blade Blending Training and Certification.

8.4.2.12. MAJCOM Mandatory Courses. (N/A for AFR/ANG)

8.4.2.13. Maintenance Officer Training Program, if taught by the maintenance training section.

8.4.2.14. Cardiopulmonary Resuscitation and Self-Aid Buddy Care, if taught in the maintenance training section.

Chapter 9

SPECIAL PROGRAMS

9.1. Foreign Object Damage (FOD) Prevention Training.

9.1.1. Wing FOD monitors will assist the maintenance training section with development of local FOD prevention training program. For AFR/ANG, UTM may assist wing FOD monitor with training program development as needed. **(T-3)**

9.1.1. **(AFMC)** AFMC will use the AFMC Command course, with integration of local FOD training requirements. See **Attachment 4.** For Air Force Sustainment Center FOD policy information, refer to AFSCMAN 21-102.

9.1.2. At a minimum, the following items will be covered:

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

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

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

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

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

9.2. Wing Corrosion Manager. Wing Corrosion Managers will:

9.2.1. Complete Wing Corrosion Manager training course (Course code J04M210011A on the Griffin training website) within 30 days of being appointed, and within 60 days for Guard and Reserve components. **(T-3)**

9.2.1. **(AFMC) [Depot Only]** Guidance on the following programs for AFMC Depot Maintenance is maintained in AFMCI 21-100 and AFMCI 21-105, *Corrosion Program and Marking of Aerospace Equipment*.

9.2.2. Develop location/MDS-specific corrosion control training courses IAW MAJCOM-specific Instruction(s). (T-3)

9.3. Other Related Special Programs.

9.3.1. Guidance on the following programs are maintained in DAFI 21-101:

9.3.2. Aircraft Inlet/Exhaust Certification.

9.3.3. Engine Blade Blending Training and Certification Program.

9.3.4. Engine Run Training and Certification Program.

9.3.5. Flexible Borescope Inspection Training and Certification Program.

9.3.6. Quality Assurance Program.

9.3.7. SCR.

9.4. (Added-AFMC) Aircraft Emergency Ground Escape Training. [Depot Only].

9.4.1. **(Added-AFMC)** Training applies to all Depot Maintenance personnel who gain access inside any interior compartment of an aircraft.

9.4.2. **(Added-AFMC)** Training will consist of a one-time formal classroom and/or SOJT as applicable. Training must be practical in nature to the extent possible to include the ability and knowledge to safely exit the aircraft in case of an emergency. This training must be completed prior to gaining access to any interior compartment of the aircraft. Weapons systems specific training will be developed locally.

9.4.3. **(Added-AFMC)** Supervisors must take immediate action when physical impairment of any kind hinders the employee's ability to safely egress the aircraft.

9.5. (Added-OC-ALC) OC-ALC Mandated Training Requirements. The following training requirements are mandatory for the personnel identified in the "Application" paragraph of each listed requirement unless defined as optional.

9.5.1. **(Added-OC-ALC)** TSS/PAC Familiarization for Supervisors.

9.5.1.1. **(Added-OC-ALC)** Regulatory Documents. OC-ALCSUP to AFI 36-2650 AFMCSUP.

9.5.1.2. **(Added-OC-ALC)** Lead Organization. OC-ALC/OBH.

9.5.1.3. **(Added-OC-ALC)** Application. All first line supervisors, within 120 days of assignment, who have oversight of an employee's PAC/ETR Form 75, this includes both General Schedule (GS) and Wage Supervisor (WS) first line supervisors. Optional for production work leads who perform these duties.

9.5.1.4. **(Added-OC-ALC)** Training. Training will consist of a one-time formal instructor led classroom event with the purpose of providing instruction on the supervisor's roles and responsibilities for training, SSQ and certification. It will also include instruction on how to navigate and perform tasks in TSS-PAC.

9.5.2. **(Added-OC-ALC)** PAC Familiarization for Employee Training.

9.5.2.1. **(Added-OC-ALC)** Regulatory Documents. OC-ALCSUP to AFI 36-2650 AFMCSUP.

9.5.2.2. **(Added-OC-ALC)** Application. All maintenance technicians who perform depot maintenance industrial operations (Stamp off WCDs).

9.5.2.3. **(Added-OC-ALC)** Training. Training will consist of a one-time formal instructor led classroom event with the purpose of providing instruction on the employee's roles and responsibilities for training, SSQ and certification as detailed in the AFSCMAN 21-102.

9.5.3. **(Added-OC-ALC)** On-the-Job (OJT) Task Trainer Responsibility Training.

9.5.3.1. **(Added-OC-ALC)** Regulatory Documents. OC-ALCSUP to AFI 36-2650 AFMCSUP.

9.5.3.2. **(Added-OC-ALC)** Lead Organization. OC-ALC/OBH.

9.5.3.3. **(Added-OC-ALC)** Application. All maintenance technicians who conduct PAC task OJT training. **Note:** To attend this training, students should have one year of experience or be a journeyman in their field of expertise.

9.5.3.4. **(Added-OC-ALC)** Training: Training will consist of a one-time formal instructor led classroom event with the purpose of providing the OJT trainer the fundamental skills necessary to accomplish OJT with depot maintenance technicians.

9.5.4. **(Added-OC-ALC)** PAC for Program Managers and Work Leaders Training.

9.5.4.1. **(Added-OC-ALC)** Regulatory Documents. OC-ALCSUP to AFI 36-2650 AFMCSUP.

9.5.4.2. **(Added-OC-ALC)** Lead Organization. OC-ALC/OBH.

9.5.4.3. **(Added-OC-ALC)** Application. PAC Program Managers who manage employees' PAC records to include creating and editing PAC tasks, creating, and editing matrices, pulling reports, and assigning PAC roles. Optional for Training Leaders/Monitors who perform these duties.

9.5.4.4. **(Added-OC-ALC)** Training. Training will consist of a one-time formal instructor led classroom event with the purpose to provide students with the ability to understand and navigate throughout PAC. At a minimum this course will include instruction on how to create/edit tasks and headers, how to link courses to tasks, how to create/edit matrixes, how to add/archive courses and tasks to employees, how to Pull/Read/Interpret PAC/Training Reports, how to find employees/supervisors, and how to assign PAC roles within the system.

9.5.5. **(Added-OC-ALC)** TSS for Training Managers/Monitors and Course Providers Training.

9.5.5.1. **(Added-OC-ALC)** Regulatory Documents. OC-ALCSUP to AFI 36-2650 AFMCSUP.

9.5.5.2. **(Added-OC-ALC)** Lead Organization. OC-ALC/OBH.

9.5.5.3. **(Added-OC-ALC)** Application. Training Managers, Monitors and Course Providers who utilize TSS to schedule employees for training, build classes, pull reports, and assign TSS roles.

9.5.5.4. **(Added-OC-ALC)** Training. Training will consist of a one-time formal instructor led classroom event with the purpose to provide students with the ability to understand and navigate throughout TSS. At a minimum this course will include instruction on how to schedule employees for training, how to build classes, how to pull/read/interpret training reports, how to assign TSS roles, and how roles affect other roles within the system.

Chapter 10

AFR AND ANG SPECIFIC TRAINING REQUIREMENTS

10.1. General. The AFR consists of the Air Force Reserve and the Air Force Reserve Command. The ANG consist of the Air National Guard and the National Guard Bureau. AFR/ANG does not utilize the maintenance training section structure due to manning.

10.1. (AFMC) General. Note: Chapter 10 does not apply to this AFMC supplement**.**

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

10.1.2. AFR/ANG UTMs manage the training program for the commander according to this instruction and DAFI 36-2670. The UTM is responsible to ensure timely updates of completed training requirements into the MIS or applicable automated system within 5 duty days of training completion. This guidance is applicable to all personnel working within the maintenance group that perform maintenance on AFR/ANG aircraft regardless of status when assigned to AFR/ANG units, for example, Air Reserve Technician, Active Guard Reserve, ANG Technicians, civilians and those that meet intent of **paragraph 1.3** in this instruction).

10.2. AFR/ANG UTM Duties and Responsibilities.

10.2.1. Serve as liaison between maintenance units and wing training/wing force development office, and ensure skill-level upgrade and qualification training programs are conducted in accordance with DAFI 36-2670. ANG UTMs will also function as the Wing Administrator for AF approved electronic training records. **(T-3)**

10.2.2. Ensures only approved MIS or approved automated training system (IMDS, G081, myLearning, and Automated Civil Engineer System) are used for scheduling training.

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

10.2.4. Identify in writing a listing of personnel authorized to update IMDS/MIS for training actions.

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

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

10.2.7. Serve as primary POC and OPR for AF approved electronic training records functional administration. **(T-3)**

10.2.7.1. AF approved electronic training records users will submit trouble reports or requests for assistance to the UTM/maintenance training office. **(T-3)** The UTM/maintenance training office will evaluate each trouble report, and if unable to resolve, will forward to the applicable AFR/ANG POC. **(T-3)** Trouble reports that are unable to be resolved by the ANG/AFR POCs will be forwarded to the AF approved electronic training records Field Assistance Service. **(T-3)**

10.2.7.2. AF approved electronic training records administrators will exercise care in assigning user roles. Roles will not be delegated below a member's normal duty position and responsibility (**Exception:** unit/section training monitors) without a waiver from the Maintenance Group Commander (or equivalent). **(T-3)**

10.2.7.3. Individuals with authority to assign AF approved electronic training records user roles will be appointed by the Maintenance Group Commander (or equivalent) in writing. **(T-3)**

10.2.7.4. UTMs will incorporate AF approved electronic training records training (as applicable) for local AF Training Courses when instructing maintenance group personnel. **(T-3)**

10.2.8. If section/work center training monitors are utilized, the UTM will:

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

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

10.2.9. **[AFR Only]** Ensure a newcomer's orientation program is conducted, familiarizing newly assigned personnel with wing maintenance activities. **(T-2)** Topics should include (but not limited to) unit mission, tasking plans, supply procedures, FOD program, general flight line and work center safety rules, Quality Assurance Programs, and product improvement procedures. Local leadership will determine which organization will conduct this training. **(T-2)**

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

10.2.9.2. UTMs will:

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

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

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

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

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

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

10.2.9.2.7. Process personnel in/out during Permanent Change of Assignment, Permanent Change of Station, and TDY. Ensure all applicable MIS or automated training systems, for example, IMDS, AF approved electronic training records, myLearning are updated.

10.2.9.2.8. Update the SCR after receiving proper coordination forms from the appropriate level of authority in accordance with AFI 21-101 Air National Guard Supplement (ANGSUP), *Aircraft and Equipment Maintenance Management*. **(T-2)**

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

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

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

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

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

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

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

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

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

10.3.1. The appointment of a training monitor shall not be construed as relieving the UTM or supervisor of any of their responsibilities outlined in DAFI 36-2670 or any other applicable guidance. The UTM remains the OPR and single POC for all training matters within the maintenance group. Similarly, while certain tasks may be delegated to a training monitor, the work center supervisor retains the ultimate responsibility to plan, establish, implement and oversee an effective training program, and to remain engaged and aware of all training issues within the work center or section.

10.3.2. **[ANG Only]** Work Center Training Monitor Responsibilities. As a minimum, monitors will ensure training programs for their work center are followed and administered in accordance with DAFI 36-2670, DAFI 21-101, MAJCOM supplements to this instruction, and local training directives, as applicable to maintenance group organizations. **(T-2)**

10.3.2.1. **[ANG Only]** Assist Work Center Supervisors in identifying all TD and maintenance training section courses required for duty position qualification and review these requirements when training is updated as a result of mission design series change or conversion.

10.3.2.2. **[ANG Only]** Assist Work Center Supervisors by ensuring duty related courses that apply to selected personnel within a work center are individually loaded into an automated system, for example, the AF approved electronic training records, Integrated Maintenance Data System, G081, Air Reserve Component Network (ARCNet)).

10.3.2.3. **[ANG Only]** Update training requirements in AF approved MIS as required for work center personnel.

10.3.2.4. **[ANG Only]** Ensure training statuses are identified and scheduled for members within work center on a monthly reoccurring basis. (**[ANG Only]** must be done prior to Unit Training Assembly).

10.3.2.5. **[ANG Only]** Coordinate all formal training, including scheduling changes, through the UTM.

10.3.2.6. **[ANG Only]** Coordinate with UTM if local courses are required to be scheduled to meet member requirements.

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

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

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

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

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

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

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

10.4.2. AFRC POC will contact 982d TRG Weapon System Training Manager, Sheppard AFB, TX. **(T-2)**

10.4.3. 982d TRG will notify requesting AFRC POC of confirmation or denial of request. The TD instructor projected for the TDY will contact the UTM to confirm training dates and special equipment requirements. **(T-2)**

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

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

10.6. Maintenance Group Status of Training Briefing.

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

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

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

10.6.3.1. Squadron Commanders (to include the Maintenance Operations Officer in Charge or equivalent). **(T-3)**

10.6.3.2. The Maintenance Group Superintendent. **(T-3)**

10.6.3.3. The Quality Assurance Superintendent or designated representative. **(T-3)**

10.6.3.4. Squadron Superintendents. **(T-3)**

10.6.3.5. Flight Chiefs. **(T-3)**

10.6.4. The UTM will use approved MIS to help develop the Status of Training briefing and provide an e-copy of the Status of Training to invitees prior to formal briefing. **(T-3)**

10.6.5. Status of Training briefing contents must include items identified in DAFI 36-2670 and report number required and/or number qualified. **(T-2)** The Maintenance Group Commander or equivalent will establish the number of required personnel based on the minimum qualified needed to meet mission accomplishment **(T-3):**

10.6.5.1. Blade Blending (if applicable).

10.6.5.2. Engine Run (if applicable).

10.6.5.3. Borescope (if applicable).

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

10.6.5.5. Hot Refuel (if applicable).

10.6.6. Upgrade training status. Reflect the status of upgrade training in accordance with DAFI 36-2670 Status of Training Requirements.

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

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

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

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

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

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

10.6.10.1. Current and Fiscal Year total participation.

10.6.10.2. Current sections utilizing Seasonal Training Program and AFSC.

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

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

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

10.7. [AFR Only] 1-Level Guidance.

10.7.1. Employing 1-levels in any 2A, 2R, or 2W AFSC is optional at the discretion of the Commander. The intent of the 1-level guidance is to retain aircraft maintainers by allowing them to limitedly and safely participate on tasks within their assigned AFSC at home station. This means that the section supervisor must evaluate the member and have the resources to absorb the added workload of training the member. Safety is paramount in utilizing 1-levels. They are never to be left alone on a job site, work independently, be responsible for work, or be counted towards the employable workforce. This is not meant to be a method to circumvent technical school or allow technicians to work without attending technical school or stay in training indefinitely. This effort requires members, supervisors, and commanders to evaluate and understand the abilities of the individual and the unit to perform maintenance safely.

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

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

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

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

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

10.7.2.5. All task training will be tracked locally in AF approved electronic training records. **(T-2)**

10.7.2.6. Will not be CUT trained except as identified in **paragraph 10.7.2.12** below. **(T-2)**

10.7.2.7. Will not be qualified on the SCR. **(T-2)**

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

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

10.7.2.10. Will be evaluated by Quality Assurance as part of a training based personnel evaluation with trainer. **(T-2)** Frequency will be determined locally.

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

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

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

10.8. Utilization of 1-Skill Level ANG Personnel (ANG Only).

10.8.1. At the discretion of local unit leadership, personnel holding a 1-skill level AFSC in maintenance career fields may be authorized to receive task qualification training/on the job training under strictly controlled and monitored conditions detailed in this chapter. **Note:** It is ultimately the decision of the local commander whether 1-skill level personnel receive task qualification training/on the job training or perform maintenance; this practice is not mandated by this chapter. This guidance is not intended to permit units to circumvent technical school requirements, allow personnel to work without attending technical training indefinitely, or remain in Training Status Code "M" in excess of one year. Local trainers, supervisors, and commanders must carefully evaluate both the abilities and aptitude of the individual to perform maintenance safely and effectively, as well as the needs and capabilities of the unit mission to support task qualification training and/or on the job training. **(T-2)**

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

10.8.2.1. Non-prior service members who hold a 1-skill level Control AFSC may receive and participate in task training/on the job training but are not authorized to have tasks completed ("signed off") in AF approved electronic training records.

10.8.2.2. Prior service members from any United States Air Force component or sister services who hold a 1-skill level Control AFSC are authorized to receive and participate in task training/on the job training, and to have completion dates entered on tasks (to be "signed off") in AF approved electronic training records, provided the following criteria are met:

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

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

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

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

10.8.3.1. Member, supervisor and unit commander will evaluate trainee's aptitude and ability and will concur in writing that member is capable of safely participating in task training/on the job training. **(T-2)**

10.8.3.2. Member will accomplish all applicable safety training and be issued any applicable Personal Protective Equipment prior to beginning any task training or performing work. **(T-2)**

10.8.3.3. Member will not work independently and will always be accompanied by trainer or supervisor. **(T-2)**

10.8.3.4. Member will not sign off jobs in aircraft forms or MIS.- **(T-2)**

10.8.3.5. Member will not work on or around aircraft with engines running or live munitions. **(T-2)**

10.8.3.6. Member will not participate in or receive CUT. **(T-2)**

10.8.3.7. Member will not be listed on SCR or certified to perform actions listed or tracked on SCR. **(T-2)**

10.8.3.8. Member will not receive training or perform maintenance while TDY or deployed. **(T-2)**

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

10.8.5. Prior service members trained under the conditions in this chapter are authorized to receive personnel evaluations from Quality Assurance inspectors on tasks for which completion dates have been entered ("signed off") in AF approved electronic training records.

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

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

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

10.9.2.1. Coordinate with work center supervisors, element Non-Commissioned Officers in Charge, flight chiefs, commanders, and other members in the chain of command with regard to possible separations, expiration term of service, retirements, etc. that are projected to occur within the fiscal years being forecasted. **(T-2)**

10.9.2.2. Ensure wing force development office is included in coordination. **(T-2)**

10.9.2.3. Utilize data collected during above coordination to project formal school allocations required during the fiscal years being forecasted in the data call. **(T-2)**

10.9.2.4. Reply to NGB/A4MM with forecasted numbers of formal school allocations required or other information as requested. **(T-2)**

10.9.2.5. Meet all suspense dates established by NGB/A4MM. **(T-2)**

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

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

10.10.1. Use of ARCNet is mandatory to schedule, track, and deliver ancillary or expeditionary training requirements identified on the ANG Ancillary Training SharePoint™ site.

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

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

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

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

10.11.2. Test review process:

10.11.2.1. Test questions will be reviewed annually for accuracy and currency with newly revised technical data. **(T-2)**

10.11.2.2. NGB/A4MM Maintenance Training Manager or designated representative will coordinate review of test questions through Combat and/or Mobility AF or Mission Design Series Maintenance Training Single POCs and/or ANG field SMEs as determined by NGB/A4MM. **(T-2)**

10.11.3. Authorized test proctors.

10.11.3.1. Personnel authorized to serve as test proctors include UTMs or ADUTMs, or Quality Assurance personnel. **(T-2)**

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

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

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

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

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

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

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

10.12.4.2. The TD transition course may be located at home station or at Mission Design Series lead command bases.

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

10.12.5. AETC instructors will arrive at the home station after arrival of the new aircraft. The instructors will remain on station for 90 days to train as many personnel as possible. **(T-2)** Any personnel that did not receive training from the AETC instructors will be sent to TD transition courses at a lead MAJCOM base or trained locally by certified trainers. **(T-2)**

10.12.6. If qualification is necessary on both Mission Design Series, dual qualification will be documented in AF approved electronic training records until the conversion is complete. **(T-2)**

10.12.6.1. The task qualification phase-in/phase-out process will be used as one new Mission Design Series replaces the out-going Mission Design Series. **(T-2)**

10.12.6.2. Maintenance group leadership will work to maintain a balanced ratio of technicians to maintain both Mission Design Series throughout the conversion. **(T-2)**

Chapter 11 (Added-AFMC)

[AFTC ONLY] MTS MAINTENANCE INSTRUCTORS (MIS) AND DEVELOPMENT FUNCTIONS

11.1. (Added-AFMC) [AFTC Only] Maintenance Instructors. These personnel support maintenance courses and are assigned to the MTS against authorized manpower positions (units not authorized a specific AFSC do not have to submit a waiver request).

11.1.1. **(Added-AFMC) [AFTC Only]** Authorize additional personnel, by AFSC, to teach those courses required by the maintenance community (i.e., avionics, AGE, etc.).

11.1.2. **(Added-AFMC) [AFTC Only]** Use attached MIs when support does not warrant a full-time instructor. Attached MIs are assigned to their respective work center and function as a part-time instructor. Attached MIs must meet instructor qualification requirements as those assigned.

11.1.3. **(Added-AFMC) [AFTC Only]** Criteria to consider when determining the need for instructors:

11.1.3.1. **(Added-AFMC) [AFTC Only]** Number of instructors required to support Trained Personnel Requirement (TPRs).

11.1.3.2. **(Added-AFMC) [AFTC Only]** Quantity, length, and type of MTS courses.

11.1.3.3. **(Added-AFMC) [AFTC Only]** Instructor utilization.

11.1.3.4. **(Added-AFMC) [AFTC Only]** Instructor retainability.

11.2. (Added-AFMC) [AFTC Only] Minimum Instructor Requirements. (T-2)

11.2.1. **(Added-AFMC) [AFTC Only]** Have a minimum of 1 year experience on the assigned aircraft/equipment. **(T-2)**

11.2.2. **(Added-AFMC) [AFTC Only]** Be Red-X certified on course objectives requiring production inspections. **(T-2)**

11.2.3. **(Added-AFMC) [AFTC Only]** Be in grade of E-5 or higher. Note: Specific programs may identify additional instructor qualification requirements (e.g., engine run). **(T-2)**

11.2.4. **(Added-AFMC) [AFTC Only]** Have a minimum 7-skill level and must be able to gain qualification on all maintenance tasks taught for specific Mission Design Series and have completed AF Training Course. **(T-2)**

11.2.5. **(Added-AFMC) [AFTC Only]** Complete course qualification process **(T-2)**

11.2.6. **(Added-AFMC) [AFTC Only]** MIs must attend the local TD POI course within 6 months of assignment. **(T-2)**

11.2.7. **(Added-AFMC) [AFTC Only]** MIs with previous formal instructional training (i.e., Principles of Instruction, Basic Instructor Course, EPME Instructor Course), with a "T" prefix on any AFSC, award of the AETC Master Instructor badge, or award of the Occupational Instructor Certificate are exempt from this requirement. Evidence thereof must be maintained within the instructor folder. **(T-2)**

11.2.8. **(Added-AFMC) [AFTC Only]** Complete interview with MTS Chief and Development & Instructor (D&I) Element NCOIC. **(T-2)**

11.3. (Added-AFMC) [AFTC Only] Instructor Records. The Instructor Element NCOIC will maintain a folder for each assigned and attached MI. As a minimum, the folders will contain the following **(T-2)**:

11.3.1. **(Added-AFMC) [AFTC Only]** Appointment letter (for attached instructors only) signed by designated representative.

11.3.2. **(Added-AFMC) [AFTC Only]** A current list of the instructor's course qualifications.

11.3.3. **(Added-AFMC) [AFTC Only]** All MI QA initial technical evaluations and Pes, and Instructor evaluations.

11.3.4. **(Added-AFMC) [AFTC Only]** Approved instructor course waiver, as required.

11.4. (Added-AFMC) [AFTC Only] Instructor Course Qualification and Evaluation Process. MTS instructors and attached instructors must be qualified to teach their respective courses. As a minimum:

11.4.1. **(Added-AFMC) [AFTC Only]** Sit in on the course they will be teaching at least once. **(T-2)** The instructor may sit in on the course as many times as necessary to feel familiar with course content and presentation methods.

11.4.2. **(Added-AFMC) [AFTC Only]** Teach units/blocks of instruction with a qualified instructor sitting in the course. **(T-2)**

11.4.3. **(Added-AFMC) [AFTC Only]** Teach the entire course while being observed by a qualified instructor. The qualified instructor will inform the instructor element NCOIC if or when the instructor is ready to be evaluated for qualification. **(T-2)**

11.4.4. **(Added-AFMC) [AFTC Only]** Teach the entire course with the instructor element NCOIC conducting an instructor evaluation. **(T-2)** If the evaluation is rated good or better, the instructor is qualified to teach.

11.4.4.1. **(Added-AFMC) [AFTC Only]** Instructors will receive an academic evaluation annually. Evaluations will be documented using an AETC Form 281, Instructor Evaluation Checklist. **(T-2)**

11.4.4.2. **(Added-AFMC) [AFTC Only]** During their second qualification class for each course they instruct. **(T-2)**

11.4.4.3. **(Added-AFMC) [AFTC Only]** Once annually thereafter to ensure sound instructor habits are maintained and lesson plans (LPs) are properly utilized. **(T-2)**

11.4.4.4. **(Added-AFMC) [AFTC Only]** Follow-up evaluations are required within 30-days when any block is rated "Weak" (W). **(T-2)**

11.4.4.5. **(Added-AFMC) [AFTC Only]** Instructors will receive a personnel evaluation (PE) by QA every 24 months on performance tasks taught during classroom instruction. PE's will not be conducted during classroom instruction. QA will document the evaluation in the QA database. **(T-2)**

11.5. (Added-AFMC) [AFTC Only] Instructor Self-Qualification. Due to the non-availability of another qualified instructor, an MI may need to self-qualify on a newly developed course. Upon qualification, that instructor will then qualify any remaining instructors as needed. **(T-2)** As a minimum, all instructors undergoing self-qualification must complete the following:

11.5.1. **(Added-AFMC) [AFTC Only]** Meet attached instructor requirements. **(T-2)**

11.5.2. **(Added-AFMC) [AFTC Only]** Successfully complete a QA technical evaluation on performance tasks included in the course. QA will document evaluations in the QA database. **(T-2)**

11.5.3. **(Added-AFMC) [AFTC Only]** Teach approved course a minimum of two times. **(T-2)**

11.5.4. **(Added-AFMC) [AFTC Only]** Successfully complete an instructor evaluation conducted by the D&I Element NCOIC or MTS Chief. Results are recorded on the appropriate AETC Form or electronic equivalent. **(T-2)**

11.6. (Added-AFMC) [AFTC Only] MI Utilization and Proficiency Training Outside the Classroom.

11.6.1. **(Added-AFMC) [AFTC Only]** The MTS must track instructor utilization to include lost training time due to equipment or personnel problems. Examples of lost training time include but are not limited to: minimums not met causing cancellation, equipment breakage, aircraft non-availability, and short notice instructor non-availability. **Note:** Lost training time only accounts for actual instructor hours. (Ex: 8-hour class equals 8 instructor hours lost, do not multiply by number of students).

11.6.1.1. **(Added-AFMC) [AFTC Only]** Instructor utilization is tracked as follows: Total Hours Available equals the maximum number of hours an instructor is available per month (Duty Days/Hours). Hours Logged equals classroom Instruction plus duty related non-classroom plus additional duties Classroom Instruction equals the total time an instructor is either teaching in or preparing the classroom. Duty Related Non-Classroom equals the time an instructor is updating and reviewing course control documents, training aids, lesson plans, administering tests, evaluating instructor, participating in physical training, back to the flightline training, TDY, Appointments, (not deployments or PME) Additional Duties equals the time an instructor is performing additional duties not related to MTS (Honor Guard, SF augmentee, etc.). **Note:** Instructors (except D&I Element NCOIC) should be spending at least 60% of their time in the classroom and duty related non-classroom instruction related tasks.

11.7. (Added-AFMC) [AFTC Only] MTS Internal Critique Review and Class Packages. MTS critique packages are used to provide feedback to the appropriate personnel on course instruction. MTS critique packages look at the training system from within to determine personnel and system effectiveness. A critique package for each MTS course will be established and maintained. **(T-2) Note:** This process should be electronic where feasible.

11.7.1. **(Added-AFMC) [AFTC Only]** The critique and class package will include:

11.7.1.1. **(Added-AFMC) [AFTC Only]** Class Roster. **(T-2)**

11.7.1.2. **(Added-AFMC) [AFTC Only]** Name of the Maintenance Instructor. **(T-2)**

11.7.1.3. **(Added-AFMC) [AFTC Only]** Student QA evaluations (if applicable). **(T-2)**

11.7.1.4. **(Added-AFMC) [AFTC Only]** Course critique/assessment. **(T-2)**

11.7.1.5. **(Added-AFMC) [AFTC Only]** Student and supervisor questionnaires (if applicable). **(T-2)**

11.7.2. **(Added-AFMC) [AFTC Only]** Route class packages through the appropriate MTS sections/personnel. **(T-2)**

11.7.3. **(Added-AFMC) [AFTC Only]** The instructor for the class will provide a summary of the information contained in the class package (i.e., number of students, attitude of students, comments noted from student critiques/assessments/questionnaires and QA evaluation results, if applicable). **(T-2)**

11.7.4. **(Added-AFMC) [AFTC Only]** To prevent duplication of the review process, coordination should not begin until all information is received.

11.7.5. **(Added-AFMC) [AFTC Only]** The instructor element is responsible for establishing and monitoring class package suspense dates.

11.7.6. **(Added-AFMC) [AFTC Only]** After class packages are returned, they are forwarded to the development section to be maintained on file.

11.7.7. **(Added-AFMC) [AFTC Only]** Critique/Class packages should be disposed of after 24-month review is accomplished.

11.7.8. **(Added-AFMC) [AFTC Only]** An AF Form 1768, Staff Summary Sheet, or a locally developed routing form will be used to route completed class packages for phase 2 courses through D&I Element NCOIC, MTS Chief, and/or Flight Commander. **(T-2) Note:** MTS Chief/Flight Commander is responsible for taking action on unresolved issues/course problems.

11.8. (Added-AFMC) [AFTC Only] MTS Development Function. Individuals assigned to this function are responsible for the development and management of courses for aircraft maintenance personnel.

11.9. (Added-AFMC) [AFTC Only] Instructional System Development Process. Application of the ISD process will be applied to all maintenance training programs. **(T-2)** Additional information on ISD can be found in Department of the Air Force Handbook (DAFH) 36-2675, *Information for Designers of Instructional Systems*. The ISD process is used to plan, develop, and manage instructional programs. Task statements are identified which lead to learning objectives with tests developed to measure their attainment.

11.10. (Added-AFMC) [AFTC Only] ISD Project Management. Manage the status of ISD projects through the various stages of production and coordination. Projects can be monitored through various means as long as it reflects the required data (i.e., wall chart, an automated product, or a general-purpose form, etc.).

11.10.1. **(Added-AFMC) [AFTC Only]** The program status must be kept current at all times and contain as a minimum the information identified below:

11.10.1.1. **(Added-AFMC) [AFTC Only]** Course number, once determined. **(T-2)**

11.10.1.2. **(Added-AFMC) [AFTC Only]** Course title, once determined. **(T-2)**

11.10.1.3. **(Added-AFMC)** **[AFTC Only]** Start date. **(T-2)**

11.10.1.4. **(Added-AFMC)** **[AFTC Only]** Required completion date. **(T-2)**

11.10.1.5. **(Added-AFMC)** **[AFTC Only]** Project SME or OPR. **(T-2)**

11.10.1.6. **(Added-AFMC)** **[AFTC Only]** ISD phase (development only). **(T-2)**

11.10.1.7. **(Added-AFMC)** **[AFTC Only]** OPR office symbol. **(T-2)**

11.10.1.8. **(Added-AFMC)** **[AFTC Only]** Status. **(T-2)**

11.10.1.9. **(Added-AFMC)** **[AFTC Only]** Suspense date for course review. **(T-2)**

11.11. (Added-AFMC) [AFTC Only] Standalone Multimedia Programs. Multimedia programs that need no specific instructor involvement are considered stand alone. Data for each locally developed standalone multimedia training aid will be maintained and include as a minimum:

11.11.1. **(Added-AFMC)** **[AFTC Only]** Script (for narrated products). **(T-2)**

11.11.2. **(Added-AFMC)** **[AFTC Only]** Course Critique. **(T-2)**

11.11.3. **(Added-AFMC)** **[AFTC Only]** Any background material pertaining to that particular course. **(T-2)**

11.11.4. **(Added-AFMC)** **[AFTC Only]** Certification sheet. **(T-2)**

11.11.5. **(Added-AFMC)** **[AFTC Only]** 24-Month reviews including AF Form 1768 or automated coordination. **(T-2)**

11.12. (Added-AFMC) [AFTC Only] MTS Course Catalog. Each MTS will develop and maintain a current catalog that shows available courses. **(T-2)**

11.12.1. **(Added-AFMC)** **[AFTC Only]** The Course Catalog should be of local design and will be formatted as follows:

11.12.1.1. **(Added-AFMC)** **[AFTC Only]** Course Title. **(T-2)**

11.12.1.2. **(Added-AFMC)** **[AFTC Only]** Course Number. **(T-2)**

11.12.1.3. **(Added-AFMC)** **[AFTC Only]** Duration. **(T-2)**

11.12.1.4. **(Added-AFMC)** **[AFTC Only]** A brief synopsis of each course. **(T-2)**

11.12.1.5. **(Added-AFMC)** **[AFTC Only]** Course prerequisites. **(T-2)**

11.12.2. **(Added-AFMC)** **[AFTC Only]** The Course Catalog will include, as a minimum, a listing of:

11.12.2.1. **(Added-AFMC)** **[AFTC Only]** MTS courses. **(T-2)**

11.12.2.2. **(Added-AFMC)** **[AFTC Only]** AFETS/CETS. **(T-2)**

11.12.2.3. **(Added-AFMC)** **[AFTC Only]** Multimedia Programs to include IMI courses. **(T-2)**

11.12.3. **(Added-AFMC)** **[AFTC Only]** Distribute the catalog or web site link to the following individuals and organizations:

11.12.3.1. **(Added-AFMC) [AFTC Only]** UTMs. **(T-2)**

11.12.3.2. **(Added-AFMC) [AFTC Only]** Wing, Group, and Squadron commanders. **(T-2)**

11.12.3.3. **(Added-AFMC) [AFTC Only]** Unit Training Monitors. **(T-2)**

11.13. (Added-AFMC) [AFTC Only] Curriculum Advisory Committee (CAC). Process After initial analysis of an apparent training need is identified.

11.13.1. **(Added-AFMC) [AFTC Only]** Prior to the CAC meeting, the course developer or ISD technician must conduct training needs and task analysis for any new request for training. **(T-2)**

11.13.2. **(Added-AFMC) [AFTC Only]** During the initial part of the CAC meeting, the ISD technician or course developer will outline the results of their analysis and give their recommendation on what course of action to take. **(T-2) Note:** Units will identify their requirements (in writing) to the MTS Chief prior to the CAC meeting. MTSs potentially affected will be solicited for input.

11.13.3. **(Added-AFMC) [AFTC Only]** The committee will be composed of:

11.13.3.1. **(Added-AFMC) [AFTC Only]** MTS Chief (initial request). **(T-2)**

11.13.3.2. **(Added-AFMC) [AFTC Only]** UTM(s) of affected unit(s). **(T-2)**

11.13.3.3. **(Added-AFMC) [AFTC Only]** D&I Element NCOIC, Instructor Element NCOIC and instructor. **(T-2)**

11.13.3.4. **(Added-AFMC) [AFTC Only]** SMEs for subject training. **(T-2)**

11.13.4. **(Added-AFMC) [AFTC Only]** CAC Responsibilities.

11.13.4.1. **(Added-AFMC) [AFTC Only]** Meet when a requirement is identified and during the course review process (when necessary). D&I can conduct initial reviews electronically; however, if significant changes are requested, a physical CAC meeting must be held. Maintain copies of electronic coordination's until completion of next CAC. **(T-2)**

11.13.4.2. **(Added-AFMC) [AFTC Only]** Ensure the ISD process is used to determine if a training need exists. **(T-2)**

11.13.4.3. **(Added-AFMC) [AFTC Only]** Discuss training constraints and possible workarounds. **(T-2)**

11.13.4.4. **(Added-AFMC) [AFTC Only]** Discuss all possible alternatives to satisfy the training request from OJT to formal TD course. The integration of IMI should be explored throughout all AFMC training programs (i.e., ancillary, TD, MQT and OJT).

11.14. (Added-AFMC) [AFTC Only] Course Control Documents (CCDs). All courses will be developed using the ISD process. The MTS will develop courses using a combined Course Chart/Training Standard and a POI. **(T-2)**

11.14.1. **(Added-AFMC) [AFTC Only]** Instructors use CCDs to identify and standardize training requirements for specific courses of instruction. Structured maintenance training that provides task qualification or certification will have CCDs, (i.e., egress, engine run/certification, borescope). CCDs and POIs will be formatted on bond paper. **(T-2)**

11.14.2. **(Added-AFMC) [AFTC Only]** Do not write on CCDs except for formal changes to the course. **(T-2)** Formal changes to CCDs should be made during the 24-month review. However, changes can be made by publishing write-in or page changes as identified in AFI 33-360, Publications and Forms Management. If formal changes are made, ensure the "MASTER" set of CCDs in the development section reflects the change. CCDs are not required for IMI and Computer-Based Training courses.

11.14.3. **(Added-AFMC) [AFTC Only]** Training courses require CCDs when:

11.14.3.1. **(Added-AFMC) [AFTC Only]** Directed by publications. **(T-2)**

11.14.3.2. **(Added-AFMC) [AFTC Only]** Directed by higher headquarters. **(T-2)**

11.14.3.3. **(Added-AFMC) [AFTC Only]** Recommended by the CAC and approved by the MXG/CC. **(T-2)**

11.14.4. **(Added-AFMC) [AFTC Only]** CCDs, as a minimum, will consist of:

11.14.4.1. **(Added-AFMC) [AFTC Only]** Course background material (results of CAC, Project Plan, etc.). **(T-2)**

11.14.4.2. **(Added-AFMC) [AFTC Only]** AF Form 1768 or automated coordination for current completed CCD coordination. **(T-2)**

11.14.5. **(Added-AFMC) [AFTC Only]** When organizing objectives, it is best to start with the known or more simple tasks and build from there. Use blocks and units to identify each portion of instruction in the POI.

11.14.5.1. **(Added-AFMC) [AFTC Only]** A block of instruction is defined as multiple units that make up a given set of related lessons.

11.14.5.2. **(Added-AFMC) [AFTC Only]** A unit of instruction is defined as an individual lesson.

11.15. (Added-AFMC) [AFTC Only] Dating of CCDs. Normally the CC/TS and POI will have the same date; however, if changes are made to the POI and do not affect the CC/TS, only the POI would have the most current date. **(T-2)** Dates on the CC/TS would not change. Use the date signed/approved by the MXG/CC or HQ AFMC/A4M as the POI, CC/TS date and for the ISR Year/Month.

11.16. (Added-AFMC) [AFTC Only] Numbering System for CCDs. Use the standardized numbering system for all local CCDs

11.17. (Added-AFMC) [AFTC Only] Review, Coordination and Approval Process of CCDs.

11.17.1. **(Added-AFMC) [AFTC Only]** Establish a suspense file to ensure CCDs are reviewed on time. **(T-2)** MTSs that are primary for AFMC courses should allow additional coordination time for user MTSs.

11.17.2. **(Added-AFMC) [AFTC Only]** The term Lead MTS, refers to those designated by AFMC/A4M as lead owners of an AFMC level CCD that is shared with other MTSs.

11.17.3. **(Added-AFMC) [AFTC Only]** The term User MTS, refers to those MTSs that utilize AFMC level CCDs and provide SME coordination during reviews.

11.17.4. **(Added-AFMC) [AFTC Only]** Use the AF Form 1768 or automated coordination to coordinate CCD reviews. **(T-2)** An automated package may be used for coordination. Printed copies of automated coordination must be maintained in the "MASTER" CCD file. User MTSs may coordinate via email or other electronic means. **Note:** Must have official electronic signature for coordination if using an automated system.

11.17.5. **(Added-AFMC) [AFTC Only]** Significant changes to objectives or proficiency levels require convening of a CAC.

11.17.6. **(Added-AFMC) [AFTC Only]** The MTS OIC/Chief will sign the AF Form 1768 or automated coordination. Each coordinating office will be suspended 5 duty-days for their input. **(T-2)** As a minimum, coordination will be required from the following individuals or offices:

11.17.6.1. **(Added-AFMC) [AFTC Only]** SME(s) to include user MTSs for AFMC CCDs. **(T-2)**

11.17.6.2. **(Added-AFMC) [AFTC Only]** Appropriate maintenance supervision. **(T-2)**

11.17.6.3. **(Added-AFMC) [AFTC Only]** Development Element. **(T-2)**

11.17.6.4. **(Added-AFMC) [AFTC Only]** QA. **(T-2)**

11.17.6.5. **(Added-AFMC) [AFTC Only]** Wing Safety, as determined by the MTS. **(T-2)**

11.17.6.6. **(Added-AFMC) [AFTC Only]** MXG/CC (approval authority). **(T-2)**

11.17.6.7. **(Added-AFMC) [AFTC Only]** HQ AFMC/A4M for AFMC CCDs only (approval authority). **(T-2)**

11.17.7. **(Added-AFMC) [AFTC Only]** Once coordination is completed and the CCDs have been approved, a copy of the Master CCD and AF Form 1768 or automated coordination will be forwarded to applicable instructors. AFMC CCDs will also be forwarded to HQ AFMC/A4M and user MTSs.

11.17.8. **(Added-AFMC) [AFTC Only]** If the MXG/CC changes after the CCDs have been approved, signature pages for the "CC/TS and Foreword" remain valid until the next course review/revision.

11.17.9. **(Added-AFMC) [AFTC Only]** Use of CCDs.

11.17.9.1. **(Added-AFMC) [AFTC Only]** Each instructor will be provided with the approved CCDs for the course(s) they will teach. **(T-2)**

11.17.9.2. **(Added-AFMC) [AFTC Only]** The CCDs in the instructor's possession will be current and match the master file set maintained in the Development Section. Instructors should personalize their copy of the POI. This will be accomplished by using a lesson plan. Except as prescribed, do not write on the CCDs. **(T-2)**

11.18. (Added-AFMC) [AFTC Only] Student Training Materials. Student training materials, such as handouts, programmed texts and study guides will have the following statement in bold letters placed on the bottom of the cover page of each publication: "FOR TRAINING PURPOSES ONLY. DO NOT USE ON THE JOB." **(T-2)**

11.18.1. **(Added-AFMC) [AFTC Only]** Student training materials will display the course identification number plus one of the following codes:

    11.18.1.1. **(Added-AFMC) [AFTC Only]** HO - Handout. **(T-2)**

    11.18.1.2. **(Added-AFMC) [AFTC Only]** PT - Programmed Text. **(T-2)**

    11.18.1.3. **(Added-AFMC) [AFTC Only]** SG - Study Guide. **(T-2)**

    11.18.1.4. **(Added-AFMC) [AFTC Only]** WB - Workbook. **(T-2)**

11.18.2. **(Added-AFMC) [AFTC Only]** Cover sheets for student training materials may be of local design.

11.18.3. **(Added-AFMC) [AFTC Only]** Student training materials will not contain or serve as a replacement for technical data. Classified Materials, if used, will be appropriately marked and controlled. **(T-2)**

11.18.4. **(Added-AFMC) [AFTC Only]** Reference student training materials in the applicable POI.

11.19. (Added-AFMC) [AFTC Only] Student Measurement. Student measurement in maintenance training is a systematic process used to determine if a student can perform the behavior(s) specified in an objective. Measurement devices such as performance evaluations, written tests and oral questions are used to evaluate student achievement of course objectives. Note: Student measurements are not required in behavioral statement for familiarization or orientation criterion objectives.

    11.19.1. **(Added-AFMC) [AFTC Only]** Student Measurement Process:

        11.19.1.1. **(Added-AFMC) [AFTC Only]** Evaluate or test students on course objective before graduation.

        11.19.1.2. **(Added-AFMC) [AFTC Only]** Identify students who need special individual assistance or additional training.

        11.19.1.3. **(Added-AFMC) [AFTC Only]** Inform students of their progress in the course, stimulate effective learning, and reinforce knowledge and skills

    11.19.2. **(Added-AFMC) [AFTC   Only]** Student   Measurement   Requirements.   The following courses will have written tests and, when required, a performance evaluation:

        11.19.2.1. **(Added-AFMC) [AFTC Only]** Certification courses. **(T-2)**

        11.19.2.2. **(Added-AFMC) [AFTC Only]** AFMC Formal Courses. **(T-2)**

    11.19.3. **(Added-AFMC) [AFTC Only]** Use a performance evaluation, written evaluation, or a combination of both when an objective requires the student to perform a task.

    11.19.4. **(Added-AFMC) [AFTC Only]** Subject knowledge evaluations may be written or oral evaluations. If oral evaluations are used, the instructor must develop a list of questions to ensure standardization for each class.

        11.19.4.1. **(Added-AFMC) [AFTC Only]** Determine the number of test questions required based on the complexity and criticality of the subject matter. The test must be comprehensive in nature and sample all course objectives. For additional test development information refer to DAFH 36-2675.

11.19.4.2. **(Added-AFMC) [AFTC Only]** Written tests are based on a pass/fail system with 70 percent as the minimum passing score. **(T-2)** This standard does not apply to training programs that have different requirements.

11.19.4.3. **(Added-AFMC) [AFTC Only]** Students who fail a written test must wait at least 24 hours before re-testing. Students are re-tested using an alternate test. Complete a thorough review of the failed objective before re-testing is accomplished. **(T-2)**

11.19.4.4. **(Added-AFMC) [AFTC Only]** Students who fail a behavioral objective must receive remedial instruction. **(T-2)** After remedial training is completed, students can then be reevaluated on the failed behavioral objective.

11.19.5. **(Added-AFMC) [AFTC Only]** Task/performance evaluations are used for criterion objectives that require students to perform tasks.

11.19.5.1. **(Added-AFMC) [AFTC Only]** For task/performance evaluations, a criterion objective checklist may be developed and used. However, do not use this checklist in lieu of technical data. Measure all evaluations using applicable technical data as reference. **(T-2)**

11.19.5.2. **(Added-AFMC) [AFTC Only]** Task/performance evaluations will be based on the 3c proficiency level and must be performed with 100 percent accuracy. **(T-2)**

11.19.5.3. **(Added-AFMC) [AFTC Only]** Students who fail the task/performance evaluation will receive remedial OJT training and will be reevaluated. If the student repeatedly fails, the performance evaluation, the instructor will document the students training record showing non-certification of that task. **(T-2)**

11.19.6. **(Added-AFMC) [AFTC Only]** Use one or more of the following letter codes to define student measurement requirements for each objective in the POI: Performance (P), Written Test (W), Oral Questions (O) or combination thereof.

11.19.7. **(Added-AFMC) [AFTC Only]** Refer to DAFH 36-2675 for further guidance on test development.

11.20. (Added-AFMC) [AFTC Only] Technical Data for Training. Technical data such as T.O.s, job guides, inspection work cards and checklists will serve as the primary instructional material when conducting training on maintenance or operational aircraft systems and equipment. **(T-2)**

11.20.1. **(Added-AFMC) [AFTC Only]** Students will use published technical data when operating or performing maintenance on aircraft systems, subsystems, or aerospace ground equipment (AGE). **(T-2)**

11.20.2. **(Added-AFMC) [AFTC Only]** Supplemental literature may be developed when technical data is unavailable or insufficient. The course SMEs will approve this material prior to use. **(T-2)**

11.21. (Added-AFMC) [AFTC Only] Course Critiques/Assessments. Course critiques/assessments look at the training system from within to determine system effectiveness and quality. They are required for all maintenance training programs and may be completed individually or as a group. However, individual critiques/assessments are highly recommended. Course critiques/assessments will be disposed of after course reviews. **(T-2)**

11.21.1. **(Added-AFMC) [AFTC Only]** Maintain blank critiques/assessments or electronic version.

11.21.2. **(Added-AFMC) [AFTC Only]** VI Programs. Standalone programs should be critiqued periodically with a copy of the critique sent to the OPR (i.e., 367 TRSS) for review. Programs that are part of a course of instruction, such as maintenance orientation, do not require a separate critique/assessment.

11.22. (Added-AFMC) [AFTC Only] Test Development. The primary purpose of testing is to assess the students' attainment of the behavior specified in the objectives. To ensure tests adequately measure the objective, the performance required in the test must match the performance required in the objective. Test development should happen immediately after objectives have been written. All testing material must be secured when not in use. For additional guidance on test development see DAFH 36-2675.

11.23. (Added-AFMC) [AFTC Only] Test Characteristics. When developing tests, course developers must consider several characteristics. These characteristics ensure tests measure what is intended each time they are administered. The characteristics of quality tests are validity, reliability, and usability.

11.23.1. **(Added-AFMC) [AFTC Only]** Types of Tests. When developing tests, selected items should be clear and concise. The following are types of tests used:

11.23.1.1. **(Added-AFMC) [AFTC Only]** Performance Tests.

11.23.1.2. **(Added-AFMC) [AFTC Only]** Written Tests. Written tests will be administered using the Perception automated testing program with the exception of Engine Run Emergency Procedures essay tests. **(T-2)** These tests may remain in written form. Written tests may be comprised of:

11.23.1.2.1. **(Added-AFMC) [AFTC Only]** Selection (multiple choice, true/false, matching).

11.23.1.2.2. **(Added-AFMC) [AFTC Only]** Supply (fill in the blanks, short essay).

11.23.2. **(Added-AFMC) [AFTC Only]** Develop a test for each course that requires written measurement. **(T-2)**

11.23.2.1. **(Added-AFMC) [AFTC Only]** Units must have a documented back-up plan for administering tests if automated testing becomes unavailable for an extended period of time. **(T-2)**

11.23.2.2. **(Added-AFMC) [AFTC Only]** Units cannot send any test to a deployed location. **(T-2)**

11.23.2.3. **(Added-AFMC) [AFTC Only]** Automated tests will have a test question bank with at least 75 percent more test questions than required for the test. **(T-2)** For example, a test consisting of 20 questions would need a test question bank with at least 35 questions.

11.23.2.4. **(Added-AFMC) [AFTC Only]** All tests must have a Test Compromise Statement.

11.23.3. **(Added-AFMC) [AFTC Only]** Test booklets may be of local design and, as a minimum, will include:

11.23.3.1. **(Added-AFMC) [AFTC Only]** Cover page. **(T-2)**

11.23.3.2. **(Added-AFMC) [AFTC Only]** Instruction page. **(T-2)**

11.23.3.3. **(Added-AFMC) [AFTC Only]** Control number **(T-2)**

11.23.3.4. **(Added-AFMC) [AFTC Only]** Date **(T-2)**

11.23.3.5. **(Added-AFMC) [AFTC Only]** Test Compromise Statement **(T-2)**

11.23.4. **(Added-AFMC) [AFTC Only]** Sequentially number test booklets. Label one copy as the "MASTER" and identify the references used to develop each test question. In addition, include a "MASTER" answer key with the master test. **(T-2) Note:** Phase I and II Engine Run tests will be structured so emergency procedure questions are readily identifiable. For example, Part I - Emergency Procedures; Part II - General Engine Run Procedures.

11.23.5. **(Added-AFMC) [AFTC Only]** Emergency procedures questions will be in essay format to ensure they are committed to memory IAW AFI 21-101. **(T-2)**

11.24. (Added-AFMC) [AFTC Only] Test Analysis. Analyze all test items for possible problems or negative trends.

11.24.1. **(Added-AFMC) [AFTC Only]** For initial test validation, conduct a test analysis after six test administrations or 30 samplings, whichever comes first. Once the test has been validated; analyze test at least quarterly unless covered by other guidance.

11.24.2. **(Added-AFMC) [AFTC Only]** Document analysis in an MFR and file (in the master CCD file, if course related) for 24-months or upon completion of next course or test SME review. MFRs will include the following:

11.24.2.1. **(Added-AFMC) [AFTC Only]** Identification of high missed test questions: **Note:** A question will be considered high miss if 33 percent or more students miss the question. **(T-2)**

11.24.2.2. **(Added-AFMC) [AFTC Only]** Assessed cause. **(T-2)**

11.24.2.3. **(Added-AFMC) [AFTC Only]** Corrective actions implemented. **(T-2)**

11.24.2.4. **(Added-AFMC) [AFTC Only]** Include all MFRs in the SME review. **(T-2)**

11.25. (Added-AFMC) [AFTC Only] Management of Unclassified Testing Materials. Control test materials at all times to prevent compromise. Tests may be administered open or closed book. However, closed book is required for all courses requiring certification. Examples of courses, which have test materials, are Engine Run Training Program (ERTP), IMI and MQT. Unit procedures are as follows:

11.25.1. **(Added-AFMC) [AFTC Only]** All testing materials, to include removable media, will be stored in a secure, locked file cabinet or safe and identified on the master test control log. Tests must be stored separate from non-testing material. **(T-2)**

11.25.2. **(Added-AFMC) [AFTC Only]** Use the master test control log to inventory tests quarterly.

11.25.3. **(Added-AFMC) [AFTC Only]** Tests will be controlled through a sign-out and sign-in log when removed from the testing room. **(T-2)**

11.25.4. **(Added-AFMC) [AFTC Only]** Tests for courses used to assess or measure the applicable course objective/material will be reviewed at the same time as their respective CCDs. **(T-2)** Tests identified in AFI 21-101, AFI 36-2650, and AFMC Supplement supporting certification are reviewed bi-annually.

11.25.4.1. **(Added-AFMC) [AFTC Only]** Accomplish review on same AF Form 1768 used for the CCD review.

11.25.4.2. **(Added-AFMC) [AFTC Only]** Identify test separately on the AF Form 1768; test will not be routed out of the MTS during the review.

11.26. (Added-AFMC) [AFTC Only] Field Questionnaires. Use field questionnaires for MQT graduates and their supervisors to gather and analyze data from outside the training environment in order to determine how well recent graduates are meeting job performance requirements.

11.26.1. **(Added-AFMC) [AFTC Only]** Administer field questionnaires 90 days after course completion. For additional information on external evaluations, see DAFH 36-2675.

11.26.2. **(Added-AFMC) [AFTC Only]** The D&I Element establishes a suspense of no more than 10 duty days on student and supervisor questionnaires.

11.26.3. **(Added-AFMC) [AFTC Only]** Questionnaires are not required for enroute students.

Chapter 12 (Added-OC-ALC)

OC-ALC FORKLIFT TRAINING PROGRAM

12.1. (Added-OC-ALC) Introduction. Forklifts have the potential to kill, maim, or injure personnel as well as damage or destroy property if not handled properly. The key to handling any forklift properly depends directly on the quality of training the operator receives prior to being authorized to operate the forklift. A three year skills evaluation must be accomplished to ensure operators maintain a high degree of proficiency and regard to safety policies.

12.2. (Added-OC-ALC) OC-ALC Forklift Training Manager.

12.2.1. **(Added-OC-ALC)** Manage the OC-ALC forklift training program and work with Base/OC-ALC Safety and Quality organizations along with the Vehicle Control Official (VCO) to ensure all safety and health regulations are incorporated into the forklift training program. The Forklift Training Manager will ensure changes to forklift regulations and safety issues are implemented across the OC-ALC.

12.2.2. **(Added-OC-ALC)** Manage the 15K, 25K, 40-60K, Walk-Behind, Fiddler, Telehandler, Stockpicker, and Skid-Steer forklift training programs. Actual training and evaluations will be conducted by the Group Forklift Instructors/Evaluators. Note: All 4-10K forklift training will be conducted by the OC-ALC Forklift Training Manager. The 4-10K forklift three year skills evaluation will be conducted by an approved group-level evaluator.

12.2.3. **(Added-OC-ALC)** Will approve the development, revision, and validation of the forklift QTP/SOJTs and three year skills evaluations except for the 40-60K forklift.

12.2.4. **(Added-OC-ALC)** May conduct inspections of the Group Forklift Training Instructors/Evaluators to ensure proper forklift instruction is provided and proficiency is maintained.

12.2.5. **(Added-OC-ALC)** The OC-ALC Forklift Training Manager will notify, in writing, the Group Forklift Instructor/Evaluator or Operator whose license/competency card has been revoked to their immediate supervisor, VCO, OC-ALC Safety and OC-ALC/Group Training Managers.

12.2.5.1. **(Added-OC-ALC)** The operator may be required to complete the Material Handling Equipment Safety, Forklifts/Tugs Course and initial forklift training before the operator's license/competency card will be reinstated as determined by the OC-ALC Forklift Training Manager.

12.2.5.1.1. **(Added-OC-ALC)** At a minimum the initial forklift training must be accomplished prior to reinstatement.

12.3. (Added-OC-ALC) Group Forklift Instructors/Evaluators.

12.3.1. **(Added-OC-ALC)** Authorized to perform training and evaluations on the 15K, 25K, 40-60K, Walk-Behind, Fiddler, Telehandler, Stockpicker, and Skid-Steer forklifts. Training for the 4-10K forklift must be conducted by the OC-ALC Forklift Training Manager.

12.3.2. **(Added-OC-ALC)** Will conduct all three year skills evaluation for assigned personnel. If an evaluator is not available, the OC-ALC Forklift Manager may conduct the evaluation.

12.3.3. **(Added-OC-ALC)** Must have completed the QTP/SOJT and be current on the three year skills evaluation for the forklift type for which they are conducting training or evaluations.

12.3.4. **(Added-OC-ALC)** Must maintain a current forklift operator's license/competency card for the type of forklift for which they are conducting training or evaluations.

12.3.5. **(Added-OC-ALC)** Will not train or evaluate more than three students per session.

12.3.6. **(Added-OC-ALC)** Will provide the original completed QTP/SOJT and three year skills evaluation to the appropriate Group Training Manager.

12.3.7. **(Added-OC-ALC)** The OC-ALC VCO will approve all forklift Instructors/Evaluators and maintain a list of these individuals.

12.3.8. **(Added-OC-ALC)** The OC-ALC VCO and the OC-ALC Forklift Training Manager has the authority to revoke Group Forklift Instructor's/Evaluator's or Operator's license/competency card due to any of the following reasons:

12.3.8.1. **(Added-OC-ALC)** If the operator has been involved in an accident, near miss incident, or operating the forklift in an unsafe manner.

12.3.8.2. **(Added-OC-ALC)** Complaints due to inadequate training techniques.

12.3.8.3. **(Added-OC-ALC)** Non-compliance to this policy or Occupational Safety & Health Administration (OSHA)/AF instructions.

12.3.8.4. **(Added-OC-ALC)** Instructor/Evaluator failure to properly administer training or evaluations.

12.4. (Added-OC-ALC) Forklift Training Prerequisites.

12.4.1. **(Added-OC-ALC)** Employees must complete the Material Handling Equipment Safety, Forklifts/Tugs Course prior to starting any forklift QTP/SOJT. Employees that attend the Material Handling Equipment Safety, Forklifts/Tugs Course must bring forms AF Form 171, *Request for Driver Training and Addition to U.S. Government Driver's License* and OF 345, *Physical Fitness Inquiry for Motor Vehicle Operators* to class.

12.4.2. **(Added-OC-ALC)** Employee must also possess a valid state driver's license.

12.5. (Added-OC-ALC) Forklift operators previously licensed from other organizations.

12.5.1. **(Added-OC-ALC)** Forklift operators previously licensed outside the OC-ALC must contact the OC-ALC VCO. The VCO will make the determination on the validity of the operator's license. If the operator's license is recognized by the VCO, the operator will be required to pass the appropriate forklift operator three year skills evaluation prior to operating a forklift within the OC-ALC.

12.6. (Added-OC-ALC) Forklift Operator License Turn-In.

12.6.1. **(Added-OC-ALC)** When a forklift operator retires, separates, or has health issues that impede the operator's safe use of assigned forklifts, the operator's supervisor must inform, in writing, the OC-ALC Forklift Training Manager and VCO; 72d Mission Support Group/72d Logistics Readiness Squadron/Operations Flight/Vehicle Operations – Maintenance (72 MSG/LGRV) Vehicle Operations.

12.6.2. **(Added-OC-ALC)** The operator's supervisor will ensure the operator turns in their AF Form 2293, *U.S. Air Force Motor Vehicle Operator Identification Card* and AF Form 483, *Certificate of Competency* to the OC-ALC VCO.

12.7. (Added-OC-ALC) Forklift Operator's Training and Three Year Skills Evaluation Process.

12.7.1. **(Added-OC-ALC)** Training Process.

12.7.1.1. **(Added-OC-ALC)** The supervisor and the employee must fill out AF Form 171 and OF 345. See **Attachment 9**.

12.7.1.2. **(Added-OC-ALC)** Supervisor or designated representative must create a training requirement for Material Handling Equipment Safety, Forklifts/Tugs Course in TSS/PAC.

12.7.1.3. **(Added-OC-ALC)** Employee must attend Material Handling Equipment Safety, Forklifts/Tugs Course before the employee can begin the specific forklift training. Employee must bring the AF Form 171 and OF 345 to class. Employee must bring a valid state driver's license to class.

12.7.1.4. **(Added-OC-ALC)** Supervisor or designated representative must create a training requirement for the specific forklift operator's QTP/SOJT in TSS/PAC.

12.7.1.5. **(Added-OC-ALC)** Forklift Instructors will conduct the QTP/SOJT in designated areas that meets all requirements contained on the forklift specific QTP/SOJT worksheet.

12.7.1.6. **(Added-OC-ALC)** Once the employee completes the QTP/SOJT, the original completed worksheet will be sent to the appropriate Group Training Manager. **NOTE:** Operators completing this training are not authorized to operate a forklift on the airfield until they have completed Airfield Drivers Training.

12.7.2. **(Added-OC-ALC)** Three Year Skills Evaluation Process.

12.7.2.1. **(Added-OC-ALC)** Forklift Operators must successfully complete a three year skills evaluation to renew their license/competency card IAW 29 Code of Federal Regulations (CFR) 1910.178, Powered Industrial Trucks.

12.7.2.2. **(Added-OC-ALC)** Forklift Evaluators must conduct the evaluation at a designated area that meets all requirements contained on the forklift specific evaluation worksheet.

12.7.2.3. **(Added-OC-ALC)** The Forklift Evaluators will print and use a current evaluation worksheet, from the OBH SharePoint, to conduct forklift specific three year skills evaluations.

12.7.2.4. **(Added-OC-ALC)** Upon completion, the evaluator will submit the original completed evaluation worksheet to the appropriate Group Training Manager.

12.8. (Added-OC-ALC) Forklift Identification.

12.8.1. **(Added-OC-ALC)** Group Training Managers will identify to the OC-ALC Forklift Training Manager, when notified by owning organization, of any powered forklift device currently in use or will be used that fall outside of the scope of training outlined in this instruction.

12.8.2. **(Added-OC-ALC)** Groups are not authorized to use powered forklifts not covered by this instruction or not approved by the OC-ALC Forklift Training Manager and the OC-ALC VCO.

LINDA S. HURRY,
Major General, USAF
Director of Logistics DCS/Logistics,
Engineering & Force Protection

(AFMC)

C. MCCAULEY VON HOFFMAN,
Major General, USAF
Director of Logistics, Civil Engineering,
Force Protection, and Nuclear Integration

(OC-ALC)

BRIAN R. MOORE,
Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(Added-AFMC) AFI 21-101 AFMCSUP, *Aircraft and Equipment Maintenance Management,* 10 Nov 2020

AFI 21-101, ANGSUP, *Aircraft and Equipment Maintenance Management, 25 September 2020*

(Added-OC-ALC) **AFI 33-322**, *Records Management and Information Governance Program, 23 March 2020*

AFI 33-322, Records Management and Information Governance Program*, 28 July 2021*

(Added-OC-ALC) **AFI 36-2650**, AFMCSUP, *Maintenance Training, 3 March 2023*

(Added-OC-ALC) **AFI 36-2650**, *Maintenance Training, 22 June 2022*

AFMAN 21-202, *Missile Maintenance Management,* 29 August 2019

AFMAN 21-204*, Nuclear Weapons Maintenance,* 13 August 2019

AFMAN 36-2100, *Military Utilization and Classification,* 7 April 2021

(Added-AFMC) AFMCI 21-100, *Depot Maintenance Management*, 7 Jun 2022

(Added-AFMC) AFMCI 21-105, *Corrosion Program and Marking of Aerospace Equipment*, 20 Feb 2019

(Added-AFMC) AFMCMAN 36-2601, *AFMC Functional Depot Maintenance Courseware Development and Management Guide*

AFPD 25-2, *Support Agreements,* 26 September 2019

(Added-OC-ALC) **AFSCI 33-101**, *Provisioning/Deprovisioning of AFSC Managed Information Systems, 12 December 2014*

(Added-AFMC) AFSCMAN 21-102, *Depot Maintenance Management,* 5 Apr 2021

(Added-AFMC) DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards,* 25 Mar 2022

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

DAFI 21-101, *Aircraft and Equipment Maintenance Management,* 16 January 2020

DAFI 36-2110*, Total Force Assignments,* 2 August 2021

DAFI 36-2670*, Total Force Development,* 25 June 2020

DAFMAN 65-605V1, *Budget Guidance and Technical Procedures,* 31 March 2021

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

(Added-AFMC) 29 CFR § 1910, *General Industry, Occupational Safety and Health Standards*, OSHA (**http://www.osha.gov/**)

(Added-OC-ALC) **29CFR 1910.178**, *Powered Industrial Trucks, 1 July 1997*

(**Added-AFMC**) ANSI/ESD S20.20, *For the Development of an Electrostatic Discharge Control Program for - Protection of Electrical and Electronic Parts, Assemblies and Equipment (Excluding Electrically Initiated Explosive Devices),* 6 Jan 2022

(**Added-AFMC**) TO 00-25-234, *General Shop Practice Requirements for the Repair, Maintenance, and Test of Electrical Equipment*, 27 Oct 2021

(**Added-AFMC**) TO 1-1-3, *Inspection and Repair of Aircraft Integral Tanks and Fuel Cells,* 28 Mar 2022

(**Added-AFMC**) TO 1-1-691, *Cleaning and Corrosion Prevention and Control, Aerospace and Non-Aerospace Equipment,* 22 Jul 2022

TO, 00-5-1, *Air Force Technical Order System,* 25 January 2021

Prescribed Forms

(**Added**-**AFMC**) **[Depot Only]** AFMC Form 96, *Existing Courseware Evaluation Checklist*

(**Added**-**AFMC**) **[Depot Only]** AFMC Form 853, *AFMC Course Chart*

None

Adopted Forms

(**Added**-**AFMC**) **[AFTC Only]** AETC Form 281, *Instructor Evaluation Checklist*

(**Added**-**AFMC**) AF Form 1151, Training Attendance and Rating

(**Added**-**OC-ALC**) **AF Form 171**, *Request for Driver Training and Addition to U.S. Government Driver's License*

(**Added**-**OC-ALC**) **AF Form 2293**, *U.S. Air Force Motor Vehicle Operator Identification Card*

(**Added**-**OC-ALC**) **AF Form 483**, *Certificate of Competency*

AF Form 623, Air Force Training Record Folder

AF Form 623A, *On-the-Job Training Record-Continuation Sheet*

AF Form 797, *Job Qualification Standard Continuation/Command Job Qualification Standards*

AF Form 898, *Field Training Requirements Scheduling Document*

AF Form 1768, *Staff Summary Sheet*

AF Form 2426, *Training Request and Completion*

(**Added**-**OC-ALC**) **DAF Form 1320A**, *Training Chart*

DAF Form 847, *Recommendation for Change of Publication*

(**Added**-**OC-ALC**) **DD Form 2875**, *System Authorization Access Request (SAAR)*

(**Added**-**OC-ALC**) **OF 345**, *Physical Fitness Inquiry for Motor Vehicle Operators*

(**Added**-**AFMC**) SF 182, *Authorization, Agreement and Certification of Training*

Abbreviations and Acronyms

(Added-OC-ALC) 373 TRS/DET—9 — 373rd Training Squadron/Detachment 9

(Added-OC-ALC) 72 ABW/SC—72d Air Base Wing Communications Directorate

(Added-OC-ALC) 72 MSG/LGRV—72d Mission Support Group/Logistics Readiness

(Added-OC-ALC) ABW—Air Base Wing

ADUTM—Additional Duty Unit Training Manager

AETC—Air Force Education and Training Command

AF—Air Force

AFB—Air Force Base

AFETS—Air Force Engineering and Technical Services

AFI—Air Force Instruction

AFLCMC—Air Force Life Cycle Management Center

AFMAN—Air Force Manual

(Added-AFMC) AFMC—Air Force Materiel Command

(Added-AFMC) AFMCI—Air Force Materiel Command Instruction

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

(Added-OC-ALC) AFSC—Air Force Sustainment Center

(Added-OC-ALC) AFSCI—Air Force Sustainment Center Instruction

(Added-AFMC) AFSCMAN—Air Force Sustainment Center Manual

AFSOC—Air Force Special Operations Command

(Added-AFMC) AFTC—Air Force Test Center

(Added-AFMC) ALC—Air Logistics Complex

AMU—Aircraft Maintenance Unit

ANG—Air National Guard

ANGSUP—Air National Guard Supplement

ARCNet—Air Reserve Component Network

C2—Command and Control

(Added-OC-ALC) CAC—Common Access Card

(Added-AFMC) CC—Commander

CETS—Contractor Engineering and Technical Services

CFETP—Career Field Education and Training Plan

(Added-OC-ALC) CFR—Code of Federal Regulations

(Added-AFMC) CM—Courseware Manager

(Added-AFMC) CMD—Courseware Management Database

CONUS—Continental United States

(Added-AFMC) CPM—Courseware Program Manager

(Added-AFMC) CPR—Cardiopulmonary Resuscitation

CPTS—Comptroller Squadron

(Added-AFMC) CTP—Civilian Training Plan

CUT—Cross-Utilization Training

(Added-AFMC) CWO—Combat Wing Organization

(Added-AFMC) D&I—Development & Instructor

(Added-AFMC) DAFH—Department of the Air Force Handbook

DAFI—Department of the Air Force Instruction

DEV—Deviation

(Added-AFMC) DMTL—Depot Maintenance Training Library

(Added-AFMC) DO—Dropped Object

(Added-AFMC) DV—Vice Director

(Added-AFMC) ESD—Electrostatic Discharge

(Added-AFMC) ETMS—Education and Training Management System

(Added-AFMC) ETR—Electronic Training Record

FOD—Foreign Object Damage

(Added-AFMC) FTD—Field Training Detachment

(Added-AFMC) GTM—Group Training Manager

(Added-AFMC) HQ—Head Quarters

(Added-AFMC) IAW—In Accordance With

IMDS—Integrated Maintenance Data System

(Added-OC-ALC) IMTBT—Initial Maintenance Technicians Block Training Course

(Added-AFMC) ISD—Instructional System Development

JQS—Job Qualification Standard

KPI—Key Performance Indicators

MAJCOM—Major Command

MIS—Maintenance Information System

(Added-AFMC) MIS—Mission Information System

(Added-AFMC) MMCL—MAJCOM Mandatory Course List

(Added-AFMC) MOA—Memorandum of Agreement

(Added-AFMC) MTM—Maintenance Training Manager

(Added-AFMC) MTS—Maintenance Training Section

MXG—Maintenance group

MXG/CC—Maintenance Group Commander

(Added-AFMC) MXS—Maintenance Squadron

N/A—Not Applicable

(Added-OC-ALC) NEO—New Employee Orientation

NGB—National Guard Bureau

(Added-AFMC) NSO—Non-Standard Organization

(Added-OC-ALC) OC—ALC/OBH —OC-ALC Workforce Development

(Added-OC-ALC) OC—ALC/OBM — OC-ALC Human Resources Management

(Added-OC-ALC) OC-ALC—Oklahoma City Air Logistics Complex

OCONUS—Outside Continental United States

(Added-AFMC) OJT—On-the-Job Training

OPR—Office of Primary Responsibility

(Added-OC-ALC) OSHA—Occupational Safety & Health Administration

(Added-AFMC) PAC—Production Acceptance Certification

PAFSC—Primary Air Force Specialty Code

PDS—Personnel Data System

(Added-AFMC) PFM—Portfolio Management

(Added-AFMC) PIN—Personal Identification Number

(Added-AFMC) PM—Program Manager

POC—Points of Contact

(Added-AFMC) POI—Plan of Instruction

PS&D—Plans, Scheduling & Documentation

QA—Quality Assurance

(Added-OC-ALC) QTP—Qualification Training Package

(Added-AFMC) RTR—Recurring Training Requirement

(Added-OC-ALC) SAAR—System Authorization Access Request

SCR—Special Certification Roster

(Added-AFMC) SME—Subject Matter Expert

(Added-AFMC) SOJT—Structured On-the-Job Training

(Added-AFMC) SOT—Status of Training

(Added-OC-ALC) Squadron/Operations Flight/Vehicle Operations—Maintenance

(Added-AFMC) SSQ—Special Skills Qualification

TAB—Training Analysis Briefing

(Added-OC-ALC) TAFB—Tinker Air Force Base

TD—Training Detachment

TDY—Temporary Duty

(Added-AFMC) TLN—Training Line Number

TO—Technical Order

(Added-AFMC) TPT—Training Planning Team

TRG—Training Group

(Added-AFMC) TSS—Training Scheduling System

(Added-AFMC) TW—Test Wing

UTM—Unit Training Manager

(Added-OC-ALC) VCO—Vehicle Control Official

(Added-AFMC) WCD—Work Control Document

(Added-OC-ALC) WS—Wage Supervisor

Office Symbols

(Added-AFMC) 2AF/MRTP—2nd Air Force/Mission Readiness Training Program Office

(Added-AFMC) AFMC/A1—Manpower, Personnel, and Services

(Added-AFMC) AFMC/A1D—Force Development Division

(Added-AFMC) AFMC/A4/10—Logistics, Civil Engineering, Force Protection and Nuclear Integration

(Added-AFMC) AFMC/A4M—Maintenance Division

(Added-AFMC) AFMC/A4MY—Center Scheduling Enterprise and Depot Policy Branch

(Added-AFMC) AFMC/A4P—Resource Integration Division

(Added-AFMC) AFMC/A4PT—Workforce Development Branch

Terms

Airman—A military or civilian individual who is a member of the United States Air Force.

Backlog—Number of personnel who have in-processed the unit, awaiting MAJCOM or local Field TD training requirements for a particular course in which the member has met all prerequisite requirements. This includes the following statuses: overdue, unscheduled (awaiting Field TD, awaiting Qualification Training Program), scheduled or incomplete.

(Added-AFMC) Civilian Training Plan (CTP)—A comprehensive document that identifies life-cycle education and training requirements, training support resources, career progression paths, and job task requirements for an occupational series.

(Added-AFMC) Depot Maintenance Support Personnel—All Directorate of Maintenance personnel who provide support to maintenance processes (i.e., planners, schedulers, quality specialists, work-loaders, and administrative personnel).

(Added-AFMC) Depot Maintenance Technicians—Personnel who work in a depot maintenance organization and certify (i.e., date and stamp) Work Control Documents (WCDs).

(Added-AFMC) Education and Training Management System (ETMS)—ETMS is a web-based, interactive database system that allows supervisors and training personnel to identify and maintain employee training requirements. This system also serves as a mechanism through which training requests are submitted to training providers and training schedules are established.

(Added-AFMC) Equivalency—Granting of credit based on documented evidence of previous training with similar learning objectives and proficiency levels.

(Added-AFMC) Informal Training—Instruction that does not have defined learning objectives or evaluation methods. It provides the same basic information, but not always in the same way or at the same level of detail time after time. Informal training is tailored specifically to the situation and the audience.

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

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

Career Field Education and Training Plan (CFETP)—A comprehensive core training document that identifies life-cycle education and training requirements, training support resources and minimum core task requirements for a specialty. The CFETP gives personnel a career progression path and instills a sense of industry in career field training.

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

Certifier—A person designated, authorized and empowered by the commander to make a declaration of competency and proficiency on tasks being performed. This declaration of competency is usually annotated in training documents, through the certifier's signature or initials.

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

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

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

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

Cross-Utilization Training—This program provides units flexibility to train individuals to perform tasks not in their Primary AFSC to enhance combat capability.

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

Deviation—Any changes to a published class roster (no-show, non-utilization, cancellation, or walk-in).

Distance Learning—(DL) Structured learning that does not require the physical presence of the instructor. Includes paper, computer based, interactive, and satellite-delivered material, etc. The DL program administered in aircraft maintenance provides instruction using computer-based training, interactive courseware, video tele-training, videodisk, and other distance learning training media.

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

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

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

Initial Skills Training—A formal school course that results in an AFSC 3-skill level award for enlisted or mandatory training for upgrade to qualified officers.

Key Performance Indicators (KPI)—Quantifiable measure used to evaluate the success of an organization, employee, etc. in meeting objectives for performance.

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

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

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

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

(Added-AFMC) Qualification—An indication of an individual's ability to perform a task to required standards.

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

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

(Added-OC-ALC) Special Skill Qualification (SSQ)—SSQs are skills so specialized that they require extensive technical knowledge and proficiency. Most of these skills are governed by military specifications or higher level regulatory guidance, are safety related, or have a significant impact on cost.

Status of Training Briefing—Squadron or equivalent briefing used to assess the health of unit training in the areas of upgrade, qualification, continuation, and ancillary training. The Status of Training briefing is not to be confused with the MXG Training Analysis Briefing.

(Added-AFMC) Structured On-the-Job Training (SOJT)—Formal hands-on training that uses prepared guides, evaluation worksheets, technical data, and other materials to provide practical instruction on tasks in the job environment.

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

Trainer—A trained and qualified person who teaches airmen to perform specific tasks through OJT methods. In addition, equipment that the trainer used to teach airman specified tasks.

Training Analysis Briefing—MXG or equivalent training brief used to relate training, Quality Assurance, and Production metrics in a consolidated format for the purpose of data driven decisions at the MXG/CC or equivalent level. The TAB is not to be confused with the Status of Training briefing provided at the squadron level.

Training Detachment—TDs are located at selected MAJCOM bases and give on-site training services by means of permanent or temporarily assigned instructors or mobile training teams. TD conducts field training for aircraft weapon systems assigned to the base on which they are located. TDs use locations such as flightline, maintenance shops, hangars, and classrooms to give instruction. See DAFI 36-2670 for additional TD information.

(Added-AFMC) Training Planning Team (TPT)—An action group composed of representatives from all pertinent functional areas, disciplines, and interests that are involved in the life-cycle design, development, acquisition, support, modification, funding, and management of a Civilian Training Plan.

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

(Added-AFMC) Waiver—An official document removing or postponing a regulatory requirement by the appropriate waiver authority.

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

(Added-AFMC) Work Control Document (WCD)—An instruction and guidance document summarizing sequenced steps and technical data references for processing the items.

Attachment 2

MASTER COURSE CODE SUBMISSION FORMAT

A2.1. (Added-AFMC) [DEV] Note: Attachment 2 does not apply to Depot Maintenance.

Figure A2.1. Master Course Code Submission Format.

Master Course Code Add/Change/Delete Submission Format:
Recommendation: Add, or Delete (for proposed requirements), or Modify (state nature of recommended modification such as reduction in duration, change in frequency or target group)
Course Number: (Identifies Formal, and Correspondence courses)
Course Code: (Identifies Ancillary, and Functional/Specialized courses, required for existing course only, leave blank for a requested addition)
Category: (Formal, Correspondence, Ancillary, Functional/Specialized)
Title: (e.g., Suicide and Violence Prevention)
Objective/Narrative: (e.g., provides education and training to prevent acts of harm to self and others)
Target Group: (e.g., All Air Force military and civilian personnel. Non-Appropriated Funds and contract employees are encouraged, but not required.)
Duration: (e.g., Not to exceed 0.5 hours)
Frequency: (e.g., annually)
Tasking Authority: (e.g., AFI 44-154)
OPR: (e.g., AFMOA/SGOC)
Course Manager: (e.g., Lt Col George Nicholas)
Duty Phone: (e.g., DSN 297-4061)
Justification: (Justify the requirement, duration and frequency). Master Course Code Table Lead POC: (e.g., ACC, AFMC)
Approval Signatures: Provide the following information for all personnel/positions identified below:

Name
Grade
Duty Title
Base
Unit
Phone Number
Date

Submitter:

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

Attachment 3 (Added-AFMC)

STRUCTURED ON-THE-JOB TRAINING (SOJT) [DEPOT ONLY]

A3.1. (Added-AFMC) SOJT Course Documents. SOJT is formal training and therefore requires a Course Chart (i.e., AFMC Form 853), Course Training Standard, Course Outline, instructional guidance, and signature page. The SOJT guide serves as both the course outline and instructional guidance and the SOJT worksheet serves as the CTS.

A3.2. (Added-AFMC) SOJT Worksheet. All SOJT shall utilize an SOJT worksheet for evaluation and documentation purposes. The SOJT worksheet identifies the conditions, behaviors, and standards that must be met for each learning objective and provides verification of training completion through initials and signatures. The SOJT worksheet shall be used each time SOJT is accomplished. The SOJT guide and worksheet will be established as a standalone document and must be completed in its entirety. The worksheet format shown in **Figure A3.1** is for example purposes. Similar forms can be used with the assistance of the ALC MTM to meet specific training needs as long as the intent of all requirements is met as applicable.

A3.3. (Added-AFMC) Employee Completion. Employee completion of formal structured on-the-job-training is documented by the SOJT Trainer on an SOJT worksheet. The SOJT Trainer submits the completed worksheet to the trainee's supervisor who verifies the completion information and forwards the completed form to the GTM for input into TSS-PAC/ETR. The GTM will retain completed SOJT worksheets in accordance with the Air Force Disposition Schedule.

Figure A3.1. (Added-AFMC) Example of Structured On-The-Job Training (SOJT) Worksheet – Page 1.

STRUCTURED ON-THE-JOB TRAINING (SOJT) WORKSHEET

Title: SOJT Course Number

Name:_____   Work Center:_____

Prerequisite Training: (Prerequisite(s) must be completed with completion date(s) entered prior to starting the SOJT)
Example:_____

1. MTEMAS0000286JT C-135 Emergency Ground Escape, (SOJT)   Date Completed:_____

2. MTESAF0000500SU Confined Space Entry Initial Course   Date Completed:_____

3. MTEMAS0002390SU KC-135 Flap System Training Session, (FTD) Date Completed:_____

4. MTEMAS9711401BR Annual Site Specific Confined Space   Date Completed:_____

Training performed on: (Component Noun, Component/Aircraft Serial Number) (Identify the aircraft or component that the SOJT is being accomplished on. This is for audit and compliance purposes)

Training Objective: (Example: Learns to safely perform C-135 aircraft flap rigging IAW applicable T.O.s and directives.)

Learning objectives are listed below. Document completion of learning objectives by inserting training start and stop dates followed by the trainer and trainees initials. Proficiency Levels are identified in parenthesis following each objective. The proficiency levels are defined at the bottom of the page.

Learning Objective	Start Date	Stop Date	Trainee Initials	Trainer Initials
1. SAFETY PRECAUTIONS AND PROCEDURES				
1a. Has been briefed and complies with all **Safety Warnings, Cautions, and Notes** contained in, and throughout the specified procedures IAW T.O. XX-XXX, T.O. XX-XXX,				
2. CONTROL CABLE RIGGING				
WARNING To avoid injury, all maintenance personnel must be clear of main and leading edge flaps when flaps are being operated.				
CAUTION Extreme care must be taken when moving the flaps under power with the flap system in an unrigged condition. Move flaps slowly and observe operation of all system components to prevent damage to system.				
NOTE: Allow aircraft ambient temperature to become stable for at least one hour prior to rigging.				
2a. Performs flap control cable rigging IAW T.O. XX-XXX, T.O. XX-XXX, as applicable (3c)				

Figure A3.2. (Added-AFMC) Example of Structured On-The-Job Training (SOJT) Worksheet – Page 2.

TITLE				
SOJT Course Number				
3. FLAP SYSTEM OPERATIONAL CHECKOUT	Start Date	Stop Date	Trainee Initials	Trainer Initials
3a. Performs normal flap control system checkout IAW T.O. XX-XXX, T.O. XX-XXX, as applicable (3c)				
3b. Performs wing flap operating time check IAW T.O. XX-XXX, T.O. XX-XXX, as applicable (3c)				
3c. Performs emergency flap drive bypass valve, drive circuit, operating time, and drive torque limiter checkout IAW T.O. XX-XXX, T.O. XX-XXX, as applicable (3c)				

Trainee Name (print): _____

Trainee Signature: _____ Date: _____

Trainer Name (print): _____

Trainer Signature: _____ Date: _____

NOTE TO TRAINEE: If training received was not adequate, please notify your supervisor or Group Training Manager.

Attachment 4 (Added-AFMC)

GENERAL RECURRING TRAINING REQUIREMENTS (RTRS) [DEPOT ONLY]

A4.1. (Added-AFMC) General RTRs. These RTRs apply to an occupation or group of related tasks and are not directly linked to specific tasks. They are mandatory for the personnel identified in the Application paragraph of each listed requirement. The following list is not all inclusive. ALCs/TWs shall establish additional general RTRs specific to their work requirements as needed and document these requirements in local directives. Previous versions of required training (locally developed or Command) do not become obsolete when course documents are revised unless directed by ALC/CC/DV/CV, TW/CC, or higher authority. Personnel shall receive the new material at the next regularly scheduled due date.

A4.2. (Added-AFMC) Corrosion Control.

A4.2.1. **(Added-AFMC)** Regulatory Documents. AFMCI 21-105, (reference only), TO 1-1-691, *Cleaning and Corrosion Prevention and Control, Aerospace and Non-Aerospace Equipment,* AFMCI 21-100, AFSCMAN 21-102, and other applicable directives.

A4.2.2. **(Added-AFMC)** Lead ALC: WR-ALC, Robins AFB, Georgia.

A4.2.3. **(Added-AFMC)** Application. Maintenance technicians who perform maintenance on aerospace vehicles, their components, or their support equipment.

A4.2.4. **(Added-AFMC)** Initial Training.

A4.2.4.1. **(Added-AFMC)** Personnel assigned to perform corrosion removal corrective maintenance tasks (Aircraft Structural Maintenance or Depot Maintenance equivalents), not previously certified, shall complete the AFMC Corrosion Control Technician Course or equivalent. **Note:** Refresher training is not required for Aircraft Structural Maintenance or Depot Maintenance equivalents who perform corrosion removal corrective maintenance tasks.

A4.2.4.2. **(Added-AFMC)** All maintenance personnel excluding Aircraft Structural Maintenance or Depot Maintenance equivalent that come in contact with aircraft and/or aerospace ground equipment must complete initial and recurring corrosion awareness training.

A4.2.4.2.1. **(Added-AFMC)** Maintenance personnel who require awareness of corrosion control but do not actually perform corrosion repair and prevention tasks shall complete the AFMC Aircraft and Equipment Corrosion Control Command course or equivalent.

A4.2.4.2.2. **(Added-AFMC)** Refresher Training. Refresher training is required every 24 months.

A4.3. (Added-AFMC) Foreign Object Damage (FOD) Prevention and Dropped Object Prevention Awareness.

A4.3.1. **(Added-AFMC)** Regulatory Documents. AFMCI 21-100, AFSCMAN 21-102, and other applicable directives.

A4.3.2. **(Added-AFMC)** Lead ALC: OO-ALC, Hill AFB, Utah.

A4.3.3. **(Added-AFMC)** Application. All personnel of AFMC units, organizations, tenants, and contracted services that work in, on, around, or travel through areas near aircraft, missiles, drones, space systems, support equipment, engines, or components, including personnel operating vehicles and equipment on AFMC flight-lines, runways, taxiways, ramps, and in aircraft hangars or maintenance areas. It also applies to all activities and contractors that test, design, or operate aircraft, aerospace components, or aerospace support equipment, and organizations or shops supplying parts or equipment that will be installed or attached to an aircraft or related equipment.

A4.3.4. **(Added-AFMC)** Initial Training. At a minimum, personnel shall complete the AFMC Initial FOD/Dropped Object Prevention Awareness Training. Personnel will receive initial FOD awareness and prevention training within 30 days of assignment to the work center.

A4.3.5. **(Added-AFMC)** Refresher Training. Refresher training is required every 36 months. Use the AFMC Foreign Object Damage (FOD) and Dropped Object Prevention Awareness Training Refresher course or successful completion of bypass test for recurring FOD training.

A4.4. (Added-AFMC) Tool Control and Accountability.

A4.4.1. **(Added-AFMC)** Regulatory Documents. AFMCI 21-100, AFSCMAN 21-102, and other applicable directives.

A4.4.2. **(Added-AFMC)** Lead ALC: OO-ALC, Hill AFB, Utah.

A4.4.3. **(Added-AFMC)** Application. All personnel who work with tools and equipment (including Quality Assurance), and all levels of their management (squadron-level or equivalent and below) shall receive initial and refresher tool control training. Group-level Commanders and deputies will receive initial training only.

A4.4.4. **(Added-AFMC)** Initial Training. At a minimum, personnel shall complete the AFMC Tool Control and Accountability Initial Course. Personnel will be scheduled for initial training within 30 days of assignment to maintenance positions.

A4.4.5. **(Added-AFMC)** Refresher Training. Formal refresher training is required every 36 months for employees or supervisors of employees who use tools and/or equipment in their workcenters. At a minimum, personnel shall complete the AFMC Tool Control and Accountability Refresher Course.

A4.5. (Added-AFMC) Cardiopulmonary Resuscitation (CPR).

A4.5.1. **(Added-AFMC)** Regulatory Documents. DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, TO 1-1-3, *Inspection and Repair of Aircraft Integral Tanks and Fuel Cells*, and other applicable directives.

A4.5.2. **(Added-AFMC)** Lead ALC: WR-ALC Robins AFB, Georgia.

A4.5.3. **(Added-AFMC)** Application. All personnel (assigned in maintenance areas) who install, maintain, relocate, inspect, or repair electrical/communication systems and (or) equipment or perform duties as safety observers, any fuel tank / cell Entrant, Attendant and Equipment Monitor/Runner as identified in TO 1-1-3, any aircraft maintenance and support shop workers exposed to electrical hazards from energized aircraft electrical systems, aircraft components or aircraft equipment, any electrical, power production, and Heating, Ventilation, and Air Conditioning personnel.

A4.5.4. **(Added-AFMC)** Initial Training. Training will be accomplished within 30 days of assignment. If CPR is not provided by the host medical facility instructor, training will be obtained from an approved source (i.e., American Red Cross, American Heart Association, or certified military/civilian training networks).

A4.5.5. **(Added-AFMC)** Refresher Training. Formal refresher training is required every 24 months.

A4.6. (Added-AFMC) Electrostatic Discharge (ESD).

A4.6.1. **(Added-AFMC)** Regulatory Documents. TO 00-25-234, *General Shop Practice Requirements for the Repair, Maintenance, and Test of Electrical Equipment*, ANSI/ESD S20.20, *Electrostatic Discharge Standard for the Development of an Electrostatic Discharge Control Program for Protection of Electrical and Electronic Parts, Assemblies and Equipment (Excluding Electrically Initiated Explosive Devices)*, applicable safety standards, weapons system technical orders, job guides, and other directives.

A4.6.2. **(Added-AFMC)** Lead ALC: WR-ALC Robins AFB, Georgia.

A4.6.3. **(Added-AFMC)** Application. All maintenance personnel who handle, inspect, repair, test, operate, and maintain items susceptible to damage from ESD.

A4.6.4. **(Added-AFMC)** Initial Training. If Command training is not available, local formal training shall be used.

A4.6.5. **(Added-AFMC)** Refresher Training. Refresher training is required; see TO 00-25-234 for frequency.

A4.7. (Added-AFMC) Lockout and Tagout Procedures Applicable to Depot Maintenance.

A4.7.1. **(Added-AFMC)** Regulatory Documents. 29 CFR § 1910, *General Industry, Occupational Safety and Health Standards*, OSHA (**http://www.osha.gov/**) The Control of Hazardous Energy (Lockout/Tagout) – Inspection Procedures and Interpretive Guidance*,* DAFMAN 91-203, AFSCMAN 21-102, weapon system technical orders, job guides, and other directives.

A4.7.2. **(Added-AFMC)** Lead ALC: OC-ALC, Tinker AFB, Oklahoma.

A4.7.3. **(Added-AFMC)** Application. All maintenance personnel shall complete training appropriate to their role in lockout/tagout procedures.

A4.7.3.1. **(Added-AFMC)** Authorized employee. An employee and the supervisor of an employee who locks or tags machines or equipment in order to perform servicing or maintenance.

A4.7.3.2. **(Added-AFMC)** Affected employee. An employee who is required to use machines or equipment on which servicing is performed under the Lockout/Tagout standard or who performs other job responsibilities in an area where such servicing is performed. This shall include Quality Assurance, Safety, and administrative personnel who in the performance of their duties are required to enter an area in which service or maintenance is being performed.

A4.7.3.3. **(Added-AFMC)** Other employees. All employees who are or may be in an area where energy control procedures may be utilized. Anyone who works in Depot Maintenance who is not an "Authorized" or "Affected" employee is considered an "Other" employee.

A4.7.4. **(Added-AFMC)** Initial Training. If Command training is not available, local formal training shall be used. At a minimum, initial training shall include the following:

A4.7.4.1. **(Added-AFMC)** "Authorized" employees require initial training that includes the importance of lockout/tagout; how to recognize applicable energy sources; the type and magnitude of the energy available in the workplace; general procedures for energy isolation and control; essential use of tags; and the responsibilities of the authorized lockout/tagout employee.

A4.7.4.2. **(Added-AFMC)** "Affected" employees require awareness training that includes the purpose and use of energy control procedures.

A4.7.4.3. **(Added-AFMC)** "Other" employees require awareness training that includes the prohibition relating to attempts to restart equipment that is locked or tagged out.

A4.7.4.4. **(Added-AFMC)** Refresher Training. Refresher training for "Authorized" and "Affected" personnel and their supervisors is required every 12 months or when job assignments or energy sources are significantly changed.

Attachment 5 (Added-AFMC)

DEPOT MAINTENANCE COURSEWARE MANAGEMENT [DEPOT ONLY]

A5.1. (Added-AFMC) HQ AFMC/A4PT CM. The CM is a responsibility of the MAJCOM Maintenance Training Branch and manages Depot Maintenance courseware administration. The CM will actively follow courseware development, delivery, and review IAW Air Force instructions. As part of this responsibility, the CM will:

A5.1.1. **(Added-AFMC)** Ensure all ALC MTMs and ALC CPMs are familiar with the numbering process. **Note:** Reference **Attachment 6.**

A5.1.2. **(Added-AFMC)** Provide oversight and guidance on using AFMC Form 853 and AFMC Form 96 to ALC CPM and/or MTS for the courseware development process.

A5.1.3. **(Added-AFMC)** Ensure an initial analysis is conducted prior to obtaining a new course number as required per AFMC Form 96.

A5.1.4. **(Added-AFMC)** Review monthly status updates from the ALC MTS concerning developmental phases and estimated completion dates of Command courses in development or review.

A5.1.5. **(Added-AFMC)** Ensure the course numbering process is followed prior to start and after a course number has been assigned.

A5.1.6. **(Added-AFMC)** Provide CPM and/or the MTS guidance for completion of the AFMC Form 96 and other courseware related concerns.

A5.1.7. **(Added-AFMC)** Confirm the Course Chart has been properly completed and blocks have the correct data. Upon successful completion, CM will approve Command course number.

A5.1.8. **(Added-AFMC)** Provide an electronic copy of the approved AFMC Form 853 to the CPM, the ALC MTS, and courtesy copy to the requester if different.

A5.1.9. **(Added-AFMC)** Provide Command level coordination and approval of Command courseware and distribute courseware materials to each ALC MTS for implementation.

A5.1.10. **(Added-AFMC)** Process all requests for archiving Command level courses or transferring Command level course ownership to another ALC.

A5.2. (Added-AFMC) ALC MTS Responsibilities:

A5.2.1. **(Added-AFMC)** Enforce the mandatory use of TSS-CMD in developing, tracking, and managing existing courseware and newly developed courses.

A5.2.2. **(Added-AFMC)** Ensure a needs assessment is completed and coordinated through HQ AFMC/A4PT prior to beginning development of new Command courses.

A5.2.3. **(Added-AFMC)** Coordinate on the AFMC Form 96 prior to requesting a course number.

A5.2.4. **(Added-AFMC)** Instill courseware standardization to reduce duplication of effort by monitoring requests for new course numbers.

A5.2.5. **(Added-AFMC)** Perform search of TSS-CMD, ALC libraries, AETC Training Detachments, commercial off-the-shelf, etc. to ensure requested courseware does not exist before requesting new course development.

A5.2.6. **(Added-AFMC)** For Command level courses, the ALC CPM will forward the AFMC Form 96 for review to the CM. After the CM receives the AFMC Form 853 and AFMC Form 96, the CM will issue a course number to the requestor.

A5.2.7. **(Added-AFMC)** Ensure requests to archive or transfer courseware is routed through all effected organizations and forwarded to HQ AFMC/A4PT for approval. **Note:** The Course Chart is reviewed by the CM and returned to the ALC MTS. Both Course Chart and Existing Courseware Evaluation Checklist must be submitted for a course number to be assigned.

A5.3. (Added-AFMC) Steps for Assigning the Command Course Numbers, Development/Review, and Course Completion Notifications:

A5.3.1. **(Added-AFMC)** ALC CPM will request course development from HQ AFMC/A4PT CM using AFMC Form 853 and AFMC Form 96.

A5.3.2. **(Added-AFMC)** CM will validate and approve the AFMC Form 853 and AFMC Form 96.

A5.3.2.1. **(Added-AFMC)** If a course already exists, the requestor must use the existing courseware or justify, in writing on the AFMC Form 96, the reasons the existing course does not meet the requestor's training needs.

A5.3.3. **(Added-AFMC)** CM will obtain a course number, annotate the AFMC Form 853, and return to the requesting CPM. A copy of the form will be maintained by HQ AFMC/A4PT. **Note:** Reference **Attachment 6.**

A5.3.4. **(Added-AFMC)** CPM will populate the CMD using assigned course number. Information will include CM, SMEs, and expected timeline.

A5.3.5. **(Added-AFMC)** When a course is completed, notification is forwarded to HQ AFMC/A4PT CM.

A5.3.5.1. **(Added-AFMC)** For local courses, a digital copy of the completed courseware may be uploaded to the DMTL.

A5.3.5.2. **(Added-AFMC)** For Command courses, a completed signature page, using the approved template, will be forwarded to HQ AFMC/A4PT indicating completion. A digital copy of the completed courseware will be uploaded to the DMTL.

A5.3.6. **(Added-AFMC)** For Command courses, the HQ AFMC/A4PT CM will review the course material and forward the approved signature page to HQ AFMC/A4PT for acceptance into the curriculum. Once accepted, HQ AFMC/A4PT will announce to all ALCs the availability of the course and the location of the courseware within the DMTL.

A5.3.7. **(Added-AFMC)** Copies of completed AFMC Form 853s, signature pages, and AFMC Form 96s will be maintained by HQ AFMC/A4PT CM.

A5.3.8. **(Added-AFMC)** HQ AFMC/A4PT CM shall be notified of all periodic reviews of Command courses to ensure course numbers are maintained IAW policy and HQ AFMC is aware of reviews in process.

A5.4. (Added-AFMC) Command Courseware Archiving Process. Command courseware archiving requests will be processed through HQ AFMC/A4PT CM.

A5.4.1. **(Added-AFMC)** Requests for archiving a course will be annotated on the approved archive signature sheet. Course information, justification, and all required signatures will be annotated prior to submittal to HQ AFMC/A4PT.

A5.4.1.1. **(Added-AFMC)** For local courses, the CPM will sign the archive request and obtain MTM signature. Coordinated requests will be returned to the CPM for filing.

A5.4.1.2. **(Added-AFMC)** For Command courses, the CPM will sign the archive request, obtain MTM signature, and coordinate with the other ALC CPMs for concurrence and signature. The request will then be forwarded to HQ AFMC/A4PT for final approval. The approved request will be returned to the originator with a copy kept on file. HQ AFMC/A4PT will announce to all ALCs the archival action.

A5.5. (Added-AFMC) Tools Used for Collaboration.

A5.5.1. **(Added-AFMC)** Training Scheduling System - Courseware Management Database (TSS-CMD). The CMD is a resource that allows CMs to track the development, revision, and status of courseware projects. The courseware developer will add updates to the database throughout all courseware projects to include supporting reports and documentation. The CMD also serves as an online course catalog and provides information about each course such as description, target audience, length of the course, delivery status, and highest proficiency level.

A5.5.2. **(Added-AFMC)** Education and Training Management System (ETMS). ETMS will be used as a tool to search for course numbers and titles.

A5.5.3. **(Added-AFMC)** Depot Maintenance Training Library (DMTL). The DMTL houses all Command courseware for Depot Maintenance. Only the ALC CPMs or HQ AFMC/A4PT assigned personnel are able to upload and modify documents within the library, so to ensure that the version posted is current and complete. All others will be able to view and download course materials as needed for instruction. Development libraries may be used for SMEs to collaborate on courseware across AFMC.

A5.5.4. **(Added-AFMC)** Courses unique to individual ALCs can be maintained in local libraries. Course information must be in the CMD for reference purposes.

Attachment 6 (Added-AFMC)

AFMC COURSE NUMBER FORMAT

A6.1. (Added-AFMC) Numbering Scheme. The following is AFMC's 15-digit numbering scheme (example = CHPMAS0000100SU).

A6.1.1. **(Added-AFMC)** Position 1 – M = AFMC Local Courses or C = AFMC Command Courses.

A6.1.2. **(Added-AFMC)** Positions 2-3 — Owner Location.

Table A6.1. (Added-AFMC) *Owner Location***.**

AFGLSC = GC	AMARG = AM	ARNOLD = 8B	EDWARDS = EB
EGLIN = ED	HANSCOM = LK	HQ AFMC = HQ	HILL = HP
KIRTLAND = KV	ROBINS = RX	TINKER = TE	WRIGHT PATT = WE

A6.2. (AFMC) Discipline Code.

A6.2.1. **(Added-AFMC)** Positions 4-6 — Discipline Code.

Table A6.2. (Added-AFMC) Discipline Code.

Administrative / Clerical = ADM	Air & Space Engineering = ASE
Communications = COM	Contracting = CON
Continuous Process Improvement = CPI	Computer Systems = CPS
Engineering = ENG	Environment Management = ENV
Equipment Management = EQU	Facilities Management = FAC
Financial Management = FIN	Human Resource Management = HRM
Inspections = INS	Intelligence = INT
Information Resource Management = IRM	Legal Services = LEG
Logistics = LOG	Maintenance (Other than Aircraft) = MAO
Maintenance (Aircraft) = MAS	Medical = MED
Management/Leadership/Supervision = MGT	Nuclear = NUC
Operations = OPS	Personal Development = PDV
Program Management = PGM	Safety = SAF
Science and Technology = SCI	Security Forces = SEC
Supply Management = SUP	Test and Evaluation = TST

A6.3. (Added-AFMC) Sequence Numbering, Module Numbering, and Method of Delivery Identification.

A6.3.1. **(Added-AFMC)** Positions 7-11 — Sequence Number: Used to identify the sequence number of the course within the supplied discipline. (00001-99999).

A6.3.2. **(Added-AFMC)** Positions 12-13 — Module Number: Applies to stand alone course portions. (00-99) 00 indicates the entire course.

A6.3.3. **(Added-AFMC)** Positions 14-15 — Method of Delivery:

Table A6.3. (Added-AFMC) Method of Delivery.

AT	Advanced Technology – Methods that include Virtual Reality (VR) and Augmented Reality (AR) training.
BL	Blended Learning - An instructional design approach that combines several different instructional delivery methods such as; live events, self-paced learning, collaboration, assessment, and performance support materials.
BR	Briefing – This method of delivery is used to distinguish informal training events from formal courses.
CO	Correspondence - non-resident instruction; normally self-pace courses comprised of workbooks and study-guides with testing.
DL	Distributed Learning - Includes both Computer-Based Instruction and Web-Based Training
JT	Structured On-the-job Training – Instructor lead OJT with structured guidance
SU	Standup - training provided by an instructor in a traditional classroom setting.
VS	Vendor Source - Private/commercially owned company delivers training.

Attachment 7 (Added-AFMC)

APPLICABLE NON-STANDARD ORGANIZATIONS (NSOS) AND WING ORGANIZATIONS

A7.1. (Added-AFMC) NSO and Wing Organizations Applicability. NSO and Wing Organizations applicability to AFI 36-2650 AFMCSUP that perform aircraft, munitions, and missile maintenance is listed in **Table A7.1**. NSOs and Wing Organizations listed will be required to meet all policy requirements of this instruction unless specifically excluded.

Table A7.1. (Added-AFMC) NSO and Wing Organizations Applicability Table.

NSOs
Air Force Life Cycle Management Center (AFLCMC) units
66th Air Base Group (ABG)
88th Air Base Wing (ABW)
Cryptologic and Cyber Systems Division (HNC) (specifically the Technical Application Products and Space COMSEC Maintenance mission areas)
645 Aeronautical Systems Group (AESG)
Armament Sustainment Division (ASD) EBWMT Missile
EBWWE Weapons Engineering Laboratories (Labs)
Munitions Sustainment Division (MSD) Laboratory (EBH)
Global Ammunitions Control Point (GACP) Afloat Preposition Fleet (APF) Flight/Cell (EBHMA)
AFTC units
Arnold Engineering and Development Complex (AEDC)
704th Test Group (TG) **Note:** former 96 TG
Specialized Management Office (SMO) or SMW
AFSC units
72nd ABW
72nd Logistics Readiness Squadron (LRS)/LGRMW
75 ABW
649 MUNS
78 ABW

78 LRS/LGRW
AFRL: Follows AFI 21-101 AFMCSUP, *Aircraft and Equipment Maintenance Management* Addendum C
Nuclear Weapons Center: Standard organization structure
(Standard) Wing Organization. Note: Former Combat Wing Organization (CWO)
96 TW
412 TW

Attachment 8 (Added-AFMC)

PROFICIENCY CODE KEY

Table A8.1. (Added-AFMC) Proficiency Code Key.

Proficiency Code Key		
	Scale Value	**Definition: The individual**
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)

Explanations
* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)
** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.

Attachment 9 (Added-OC-ALC)

OC-ALC FORKLIFT TRAINING PROGRAM

A9.1. (OC-ALC) NOTE: The OC-ALC AF Form 171 is managed by the OC-ALC VCO.

A9.1.1. **(Added-OC-ALC)** Employee must complete the AF Form 171 (Request for Driver Training and Addition to U.S. Government Driver's License).

A9.1.1.1. **(Added-OC-ALC)** Applicant must complete blocks 1, 2, 3, 4, 5, 7, 8, 8a, 8b, 8c, 9, 10, 18, 19, 20, and 21 (make sure on block 10 to put month, date, year).

A9.2. (Added-OC-ALC) Applicant must complete the OF 345 (Physical Fitness Inquiry for Motor Vehicle Operators).

A9.2.1. **(Added-OC-ALC)** Applicant completes blocks 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10. **NOTE:** On the OF 345, if anything is marked "yes" in Section 6, applicants must obtain approval from the Occupational Medicine Flight (72 OMRS/SGXO) before it can be submitted to the VCO.

A9.3. (Added-OC-ALC) Send completed AF Form 171 and OF 345 to the 76 MXSG/VCO Workflow, 76MXSG.VCOwork@us.af.mil. Within 10 days the applicant should receive an email from the VCO office with their new government licenses attached.

A9.4. (Added-OC-ALC) For questions contact the VCO or email the 76 MXSG/VCO Workflow, 76MXSG.VCOwork@us.af.mil.