

**BY ORDER OF THE COMMANDER
OGDEN AIR LOGISTICS COMPLEX**

**OGDEN AIR LOGISTICS COMPLEX
INSTRUCTION 36-2601**



20 NOVEMBER 2025

Personnel

GATED TRAINING PROCESS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes the process for Ogden Air Logistics Complex (OO-ALC) to track and document employee training records within Training Scheduling System (TSS)/Production Acceptance Certification (PAC), to include formal training and qualification tasks. It follows guidance in Department of the Air Force Instruction (DAFI) 36-2670, *Total Force Development*; Department of the Air Force Manual (DAFMAN) 36-2689, *Training Program*, Air Force Instruction (AFI) 36-2650, *Maintenance Training*, AFI 36-2650_Air Force Materiel Command (AFMC) Supplement (SUP), *Maintenance Training*, and AFI 36-2650_AFMCSUP_OO-ALCSUP *Maintenance Training*. 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 of In Accordance With (IAW) the Air Force (AF) Records Disposition Schedule which is located in the AF Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*. Waiver authority for this publication is the OO-ALC Commander or designee.

1. The Air Logistics Complex has transformed how it tracks and documents employee training records. Within the Training Scheduling System (TSS)/Production Acceptance Certification (PAC), to include formal training, certification and qualification tasks. The Gated Training Process (GTP) implements Air Force Sustainment Instruction (AFSCI) 60-101, *Art of the Possible*, principles by leveraging the approach outlined in the Civilian Training Plan for each series, to define skill gates for apprentice/3-level, journeyman/5-level, and craftsman/7-level for all employees requiring PAC records IAW AFI 36-2650_AFMCSUP, Air Force Materiel Command Instruction (AFMCI) 21-100V1, *Depot Maintenance Principles*, and Air Force Sustainment Center Manual (AFSCMAN) 21-102, *Depot Maintenance Management*.

2. The GTP. It is designed to identify core work center competencies and provide an accurate and reportable view into the health of the workforce for the OO-ALC at all management levels. In addition, it establishes standardized training plans, providing employees and supervisors a clear path on how to become fully skilled. GTP provides network, gates, release points, and visual displays for every supervisor, establishing standard work within each work center.

3. All work centers, to include production, non-production and administrative areas. Will establish and implement the GTP for all employees requiring a training record. Personnel GS-14/NH-04/WS-18 and above, their military equivalent, and contractors are exempted from this requirement.

3.1. Work Center Supervisor(s), WLs, or Squadron SMEs by series, with the assistance of group PAC and Training Managers, will develop and implement Gates 3, 4 and 5 to align with Apprentice/3-level, Journeyman/5-level and Craftsman/7-level.

3.1.1. Non-production work centers will develop and implement Gates 3, 4 and 5 to align with Basic/3-level, Intermediate/5-level and Advanced/7-level.

3.1.2. Work Centers that determine that Gate 5 is not required, will only have Journeyman/Intermediate Level employees.

3.2. DAF Form 1320A, *Training Chart* will be created for Gates 3, 4, 5 and will be associated with a correlation IIIQ task.

3.2.1. Work Center Supervisor(s), WLs, or Squadron SMEs, will utilize the DAF Form 1320A *Training Chart*, to identify the core skills technicians will need to complete Apprentice, Journeyman, and Craftsman level training. Technicians will also need to be able to demonstrate those required core skills to progress through the various skill levels.

3.2.2. Non-core skills identified by the Work Center Supervisor(s), WLs, or Squadron SMEs, may be applied to a supplemental 1320A or IIIQ tasks within the gate header as needed.

3.2.3. Group Training Managers, Work Center Supervisor(s), WLs, or Squadron SMEs by series will identify formal training in Section II that supports the skills identified in Gates, 3, 4, and 5.

3.3. Gate completions will be tracked by OO-ALC course numbers set up in Section II for all groups and will enable training managers and leadership at all levels to produce standardized training reports.

3.3.1. Gate 1 is Hill Air Force Base and Maintenance New Employee Orientation (NEO).

3.3.2. Gate 2 (TSS Course Number OOALCGate2 *OO-ALC Training Gate 2 Completion*) includes maintenance core/production NEO (as applicable). Gates 1 and 2 will be combined and managed by the Complex Maintenance Training Office.

3.3.3. Gate 3 (TSS Course Number: OOALCGate3 *OO-ALC Training Gate 3 Completion*) will identify formal training and skills required to complete apprentice level training.

3.3.4. Gate 4 (TSS Course Number: OOALCGate4 *OO-ALC Training Gate 4 Completion*) will identify formal training and skills required to complete journeyman level training.

3.3.5. Gate 5 (TSS Course Number: OOALCGate5 *OO-ALC Training Gate 5 Completion*) will identify formal training and skills required to complete craftsman level training.

4. Group Training Managers. Can 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. IAW AFI 36-2650_AFMCSUP and AFSCMAN 21-102, Training equivalencies cannot be granted for SSQs, experience, or safety related courses.

4.1. All identified training requirements in Section IIIQ and Section II must be completed before gate completions are documented by training offices.

4.1.1. Additional skills added to gates after completions will not require employee's gate completion date to be removed. Skills should be trained and signed off as needed to ensure technicians are fully skilled.

4.2. Training qualification items that do not fit within the GTP due to infrequency of occurrence, or performed by a limited number of designated individuals, may be placed in separate PAC Matrices.

4.3. IAW AFI 36-2650_AFMCSUP and AFSCMAN 21-102, the supervisor will conduct an initial ETR/PAC review within 30 days of assignment to review/validate task and training requirements. A task start date will be entered when the supervisor assigns employees to begin training. End dates will be added when training is completed, and tasks will be marked as qualified.

4.4. Time-in-training. Minimum time-in-training for individual series as stated below. Maximum time in training may be determined by Group leadership.

4.4.1. Gate 3 – 6 months (180 Days) min.

4.4.2. Gate 4 – Gate 3 plus 18 months (24 months total) (540 Days) min.

4.4.3. Gate 5 – Gate 4 plus 36 months (60 months total) (1095 Days) min.

4.4.4. Minimum time-in-training is based on relevant experience in the individual career field, not time in the current position.

5. Waivers for Gated Training courses. May be submitted to the Group Training Manager using the OO-ALC Gated Training Course Waiver. Justification will be given for the waiver request and will require the employee's direct supervisor, 2nd level supervisor, and employee's signature prior to submitting it to the Group Training Manager for final approval. Approved Waiver will be maintained in the employees 971 record under the Training tab.

5.1. Waivers to move employee to the next Gate prior to completing all requirements, may be submitted to the Group Training Manager using the OO-ALC Gated Training Gate Waiver. Waiver will include a list of what requirements have not been met and will require the employee's direct supervisor, 2nd level supervisor's, and employee's signature prior to submitting to the Group Training Manager for final approval. Approved Waiver will be maintained in the employees 971 record under the Training tab.

KENYON K. BELL,
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Commander, Ogden Air Logistics Complex

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
AFI 36-2650, *Maintenance Training*, 22 June 2022
AFI 36-2650_AFMCSUP, *Maintenance Training*, 3 March 2023
AFI 36-2650_AFMCSUP_OOALCSUP, *Maintenance Training*, 28 February 2024
AFMCI21-100V1, *Depot Maintenance Principles*, 21 January 2024
AFMCI21-100V2, *Depot Maintenance Production*, 21 January 2024
AFMCI21-100V3, *Depot Maintenance Production Support*, 21 January 2024
AFSCI 60-101, *Art of the Possible*, 13 April 2021
AFSCMAN 21-102, *Depot Maintenance Management*, 5 April 2021
AFSCMAN 21-102_OO-ALCSUP, *Depot Maintenance Management*, 26 July 2023
DAFI 36-2670, *Total Force Development*, 25 June 2020
DAFMAN 36-2689, *Training Program*, 31 March 2023

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*
DAF Form 1320A, *Training Chart*

Abbreviations and Acronyms

AF—Air Force
AFI—Air Force Instruction
AFMC—Air Force Materiel Command
AFMCI—Air Force Materiel Command Instruction
AFSCMAN—Air Force Sustainment Center Manual
DAFI—Department of the Air Force Instruction
DAFMAN—Department of the Air Force Manual
GTM—Group Training Manager
GTP—Gated Training Process
IAW—In Accordance With
MIS—Maintenance Information System
NEO—New Employee Orientation

OO-ALC—Ogden Air Logistics Complex

PAC—Production Acceptance Certification

SUP—Supplement

TSS—Training Scheduling System

UGT—Upgrade Training

WL—Work Lead