COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements DODD 1322.18, *Military Training*, 9 January 1987, with change 1, DODI 1322.20, *Development and Management of Interactive Courseware (ICW) for Military Training*, 14 March 1991, with change 1, for developing, managing, and conducting Air Force technical, ancillary, and recruit training. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4). This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 USC 8013. Privacy Act system notice number F036 AF PC C, Military Personnel Records System, applies. This Air Force Instruction applies to Air Force Reserve Command (AFRC) and Air National Guard units.

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2004-1. This change addresses training policy and clarifies waiver letter instructions for ANG and Reserve personnel, Status of Training reporting, SSgt promotion, CFETPs and transcribing procedures. See the last attachment of the publication, IC 200X-1, for the complete IC. A bar(|) indicates revision from the previous edition

Chapter 1

STRUCTURE OF THE AIR FORCE ON-THE-JOB TRAINING PROGRAM

1.1. Overview. Skilled and trained personnel are critical to the Air Force (AF) in providing a strong national defense capability. The AF On-the-Job Training (OJT) Program provides training for personnel to attain knowledge and skill qualifications required to perform duty in their specialty.

1.2. Strategy. Develop, manage, and execute training programs providing realistic and flexible training producing a highly skilled, motivated force capable of carrying out all tasks and functions in support of the AF mission. These programs should provide the foundation for AF readiness.

1.3. Training and Mission Accomplishment. Training is an integral part of the unit's mission. An effective training program requires commander and supervisory involvement at all levels.

1.4. Training and Airman Career Program. Supervisors must explain to trainees the relationship of training to career progression. While the supervisor's primary responsibility is to plan a program outlining specific short term mission related goals for the trainee, overall success depends on the supervisor's ability to advise and assist airmen to reach long range career objectives. Supervisors must take an active role in the trainee's career progression.

1.5. Training Components. The AF OJT program consists of a knowledge and position qualification component. Career knowledge and general task knowledge, applying to the Air Force Specialty Code (AFSC), is gained through a planned program of study involving Career Development Course (CDC) or technical references listed in the applicable Career Field Education and Training Plan (CFETP). Position qualification training continues throughout an individual's career and involves hands-on task training required to qualify an individual in the applicable duty position.

1.6. Total Force Training. Upgrade, Qualification and Retraining. Upgrade Training (UGT) is the key to the total training program. It leads to award of the higher skill level and is designed to increase skills and abilities. AFSC UGT requirements are outlined in this AFI, AFI 36-2101, Classifying Military Personnel, AFMAN 36-2108, *Enlisted Classification*, and the applicable CFETP for award of the 3/5/7, and 9-skill levels. The following are the minimum requirements for award of these skill levels:

   1.6.1. Apprentice**.** Complete a resident initial skills training course for award of the 3-skill level. Retraining into an AFSC or shred may be accomplished via OJT alone only when specified in the retraining instructions and as approved by the Air Force Career Field Manager (AFCFM). Personnel retraining via OJT may be awarded 3-skill level when the following are met: complete knowledge training on all tasks taught in the initial skills course, complete duty position requirements identified by the supervisor and all other mandatory requirements.

   1.6.2. Journeyman. Complete mandatory CDC, if available, all core tasks identified in the CFETP, and other duty position tasks identified by the supervisor. Trainees must also complete a minimum of 15 months in UGT; meet mandatory requirements listed in specialty description in AFMAN 36-2108 and CFETP, and are recommended by their supervisor for award of the 5-skill level. Individuals in retraining status are subject to the same training requirements and a minimum 9 months in UGT.

1.6.3. Craftsman. Be at least a staff sergeant (SSgt), complete mandatory CDCs, if available, core tasks identified in the CFETP and other duty position tasks identified by the supervisor, complete 7-skill level craftsman course (if required), meet mandatory requirements listed in the specialty description in AFMAN 36-2108, complete a minimum 12 months in training, and recommended by the supervisor for award of the 7- skill level. Individuals in retraining status are subject to the same training requirements and a minimum 6 months in UGT.

1.6.4. Superintendent. Promotion to senior master sergeant (SMSgt) for the award of the 9-skill level.

1.7. Qualification Training (QT). QT is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training occurs during and after UGT and is conducted any time an individual is not fully qualified.

1.8. Retraining Program. The retraining program is a personnel program designed to balance the numbers of personnel in specific grades and year groups of the Air Force Specialty (AFS). Once retraining is approved and the airman has been assigned duty in the new specialty, UGT begins. With minor exceptions, training requirements for retrainees and normal upgrade trainees are identical.

Chapter 2

HIGHER HEADQUARTERS USAF TRAINING RESPONSIBILITIES

2.1. HQ USAF/DPLT.

2.1.1. Establish training policy in support of the Total Force mission.

2.1.2. Provide AFCFMs, MAJCOM, FOA, DRU, and ANG training managers with training program guidance and assistance as necessary.

2.1.3. Submit requirements for training technology requirements and provide implementation guidance as necessary.

2.1.4. Advise inspection agencies of current training policy.

2.2. Air Force Career Field Manager (AFCFM).

2.2.1. Determine training requirements and ensure implementation of training programs for assigned AF specialties.

2.2.2. Identify core task, third-party certification, and other unique AF specialized certification requirements.

2.2.3. Establish requirements, through AETC/DO, to provide mandatory 3/5/7-skill level in resident and distance learning courses and materials.

2.2.4. Monitor AF specialty evaluation activities to ensure airmen meet qualification requirements.

2.2.5. Coordinate training documentation deviations (such as AF Form 623, *On-the-Job Training Record* exceptions and documentation alternatives) with MAJCOMs, FOAs, Drugs, and HQ AFPC/ DPPAT.

2.2.6. Notify Air Force Institute for Advanced Distributed Learning (AFIADL) and HQ AFPC/ DPPAT, when activating and deactivating CDCs. Coordinate announcement via HQ AFPC/DPPAT.

2.2.7. Coordinate CFETPs with HQ AFPC/DPPAT prior to publication.

2.2.8. Waive mandatory training requirements on a case-by-case basis.

2.2.9. Conduct U&TW IAW AFI 36-2201 Vol 5.

2.3. HQ AFPC/DPPAT (Education & Training).

2.3.1. Maintain historical training data to include AFSC U&TW results, training messages, AFIs, and Training Advisory Group minutes.

2.3.2. Implement AF training program policy.

2.3.3. Develop, coordinate, and distribute instructions, procedures, training guides, and materials.

2.3.4. Coordinate with the MAJCOMs on matters relating to AF training policy and guidance.

2.3.5. Coordinates with MAJCOMs and AFIADL on CDC issues.

2.3.6. Monitor and evaluate training technology developments and advise HQ USAF/DPLT on training applications.

2.3.7. Assist AFCFMs, MAJCOM, and FOA training managers in conducting training programs.

2.3.7.1. Review and coordinate draft CFETPs prior to publication.

2.3.7.2. Upon approval, forward electronic copy of CFETP to Air Force Publishing Distribution Office (AFPDO) for web posting.

2.3.8. Advise inspection and evaluation agencies on training policies and procedures.

2.3.9. Forward draft AF training publications to appropriate agencies for review.

2.3.10. Review and recommend training policy, procedures, or instructions to the Office of Primary Responsibility (OPR) of draft AF, MAJCOM, FOA, and DRU publications.

2.3.11. Review inspection reports to assess training program trends, deficiencies, and best practices.

2.3.12. Conduct meetings and visits to address program issues, requirements and corrective measures.

2.3.13. Serve as OPR for AF personnel systems associated with training.

2.3.13.1. Develop, evaluate, and implement operational procedures.

2.3.14. Schedule and convene semi-annual Air Force Training Advisory Group. Minimum attendance will consist of MAJCOM Functional Mangers (FM) to determine policies and procedures for AF training and the 3S2X1 career field. HQ AFPC/DPPAT will determine additional attendance.

2.4. HQ AETC. HQ AETC manage and provide formal training in support of training, including initial, advanced, supplemental, and qualification training, delivered in-residence and through distance learning.

2.5. MAJCOM, FOA, DRU, and ANG Training Manager.

2.5.1. The MAJCOM training manager is the focal point for skills development and is responsible for the overall management and effectiveness of the command's training program. The MAJCOM training manager in conjunction with the MAJCOM FM, is responsible for the development, implementation, and assessment of training programs for personnel assigned within their functional areas.

2.5.2. Conduct conferences, workshops, and periodic staff assistance visits.

2.5.3. Perform as MAJCOM FM for all programs affecting education and training personnel.

2.5.4. Provide guidance to Base Training on managing and controlling CDC program administration in accordance with (IAW) AFIADL catalog.

2.5.5. Review Base Training Office staff assistance visit reports and take corrective action as necessary.

2.5.6. Provide guidance to Base Training in developing a structured training program for all assigned training managers to include additional duty training managers.

2.5.6.1. Develop, implement and execute AF and MAJCOM training policy and procedures. Coordinate with appropriate agencies as required.

2.5.6.2. Recommend cost-effective training methods and procedures to meet AF specialty requirements.

2.5.6.3. Analyze and monitor training data and recommend corrective actions for training deficiencies.

2.5.7. Provide guidance to MAJCOM FMs to resolve problems with training capability.

2.5.7.1. Conduct training meeting as needed.

2.5.8. OPR for AETC external evaluation programs.

2.5.9. Review inspection results and coordinate corrective actions.

2.5.10. Review requests for withdrawal from training, AFSC downgrade or withdrawal, and waivers with the MAJCOM FM. Refer to AFI 36-2101, *Classifying Military Personnel (Officer And Enlisted)*.

2.5.11. Review 3S2X1 retraining applications and make appropriate recommendations to the MAJ-COM retraining office (not applicable to Air Reserve Component (ARC) personnel).

2.6. MAJCOM, FOA, DRU, and ANG Functional Manager.

2.6.1. Develop, implement, and manage career field training programs for assigned AF specialties.

2.6.2. Provide or coordinate training as necessary to support ARC personnel.

2.6.3. Provide recommendations to the AFCFM and MAJCOM Education and Training managers on training policy and documentation requirements.

2.6.4. Coordinate training feedback from supported units with the MAJCOM Education and Training Manager, appropriate training agency, and AFCFM.

2.6.5. Monitor supported unit training programs to ensure qualification levels and skill level upgrade requirements meet MAJCOM priorities.

2.6.6. Establish additional quality controls, as necessary, and coordinate with the MAJCOM Education and Training Manager prior to implementation.

2.6.7. Respond to supported unit requests for training.

2.6.8. Assist MAJCOM inspection and evaluation activities and identify priority qualification requirements and standards.

2.6.9. Ensure wartime/contingency tasks are included in MAJCOM exercises.

2.6.10. Ensure Mission Readiness Training Program (MRTP) and Mobile Training Team (MTT) resources for their respective specialty reflects MAJCOM mission priorities.

2.6.11. Review AFS retraining applications (as required) and make recommendations to the MAJ-COM Classification and Retraining Office.

2.6.12. Coordinate on requests for withdrawal from training, AFSC downgrade or withdrawal, and waivers for any training requirements to the MAJCOM Training Manager, as required for approval. Refer to AFI 36-2101, classification tables.

2.6.13. ARC enlisted FMs have waiver authority for mandatory training requirements equivalent to that of AFCFMs. Training/waiver guidance from the FM must be coordinated through ANG/DPDT or HQ AFRC/DPTS prior to release to ensure compliance with AF and ARC training policy.

2.6.14. Training waivers will be evaluated for approval/disapproval on a case-by-case basis IAW AFI 36-2201, Vol. 5, to ensure all training requirements are met.

2.6.15. HQ AFRC has waiver authority for Individual Mobilization Augmentee (IMA) personnel.

Chapter 3

BASE TRAINING MANAGER RESPONSIBILITIES

3.1. Base Training Manager. Base training is the OPR for supervision of all training programs for units serviced by the host Military Personnel Flight (MPF) regardless of the functional area. The Base training manager duties will not include Unit Training Manager (UTM) duties and additional duties detracting from their primary responsibilities. The Base Training Manager responsibilities include:

3.1.1. Implement and manage training programs, policies, and procedures as directed by higher headquarters.

3.1.2. Base OPR for developing, implementing, and managing training policies and procedures.

3.1.3. Familiarize personnel at all levels with AF training concepts, scope, methods and procedures. Coordinate and disseminate training policy and program changes with installation commanders, supported units, and MAJCOM training managers.

3.1.4. Assist commanders, unit personnel, and training activities with developing training programs, and recommend cost-effective methods to meet AF specialty qualification and skill level upgrade requirements.

3.1.5. Review and coordinate wing and unit-level training publications, supplements, and operating instructions, and provide recommendations to the appropriate OPR.

3.1.6. Respond to requests for training support by identifying available training resources, and coordinating with other sources (e.g., local units, training providers, MAJCOM training managers, contingency program OPRs, etc.).

3.1.7. Assist with developing training plans, schedules, documentation, and evaluation procedures supporting unit operations, mission priorities, and CFETP requirements.

3.1.8. OPR for 7-Level School program management, to include establishing local procedures in conjunction with formal training and unit training to ensure all eligible personnel attend 7-level school prior to upgrade to the 7 skill level.

3.1.9. Collect and analyze trend data, by unit and assigned AFSC, and provide recommendations to commanders. Brief the installation/wing commander at least quarterly on the Status of Training (SOT) and maintain data for a minimum of 1 year, to include the following:

3.1.9.1. Number of personnel in UGT by skill level.

3.1.9.2. DELETED.

3.1.9.3. CDC pass rates (including one and/or two time failures).

3.1.9.4. CDC reactivations and re-enrollments.

3.1.9.5. Base Staff Assistance Visit (SAV) results and overdue unit SAVs.

3.1.9.6. 7-Level School cancellations, reschedules, and no-shows.

3.1.9.7. Personnel withdrawn from training (Training Status Code (TSC) P and T).

3.1.9.8. Trainees in excessive training over 30 months (36 months for ARC).

3.1.9.9. Survey return rates, as required.

3.1.9.10. Officers in training status, as applicable.

3.1.10. Conduct staff assistance visits every 18 months on assigned unit training programs. Areas to be assessed (* Note – Waivers will be approved by MAJCOM Training Manager):

3.1.10.1. Commander's Training Program Effectiveness.

3.1.10.2. UTM Responsibilities.

3.1.10.3. CDC Program Management.

3.1.10.4. Training Plans.

3.1.10.5. Training Record Documentation.

3.1.10.6. Supervisor/Trainee Surveys and Interviews.

3.1.10.7. Air Force Training Course (AFTC) Administration.

3.1.11. When conducting a SAV, Base Training must visit as a minimum, 10% of assigned work centers with personnel in UGT, and review 10% of training records for personnel in UGT.

3.1.11.1. Submit a written report to the unit commander, group commander, and forward a copy to the parent MAJCOM not later than (NLT) 30 days after SAV completion (NLT 60 days for ARC). Units with IMAs assigned must also provide a courtesy copy to HQ ARPC.

3.1.11.2. Analyze the unit SAV reports and OJT rosters (quarterly) for trends. Provide recommendations to the UTM and commander.

3.1.12. Conduct training meetings at least quarterly.

3.1.12.1. Prepare and distribute an agenda.

3.1.12.2. Write and distribute meeting minutes within 14 days after holding the meeting (within 60 days for ARC).

3.1.12.3. Minutes will include personnel attended, those absent, and an in-depth description of items discussed to include any items requiring further actions.

3.1.12.4. Conduct training sessions for 3S2X1 and additional duty training managers in conjunction with quarterly meeting.

3.1.12.5. Forward a copy of meeting minutes to all supported units and MAJCOM Training Office.

3.1.13. Review and maintain a minimum of 3 quarterly unit OJT rosters (printed from PC-III by the unit training manager) and make applicable recommendations to the UTM.

3.1.14. Instruct the Air Force Training Course and train personnel to teach the course.

NOTE: AFSC 3S2X1 and civilian job series Education and Training personnel assigned to Base Training or UTM positions are authorized to teach the course.

3.1.15. Update TSC and skill level for personnel upon arrival at the gaining base and ensure correct TSC actions affecting airman qualification and skill level upgrade are correct.

NOTE: For units without Personnel Concept III (PC-III), provide OJT Rosters, coordinate AF Form 2096, Classification/On-The-Job Training Action, and update TSC changes in the Military Personnel Data System (MILPDS). Order CDCs, Course Examinations, process CDC extensions (accomplished by the losing base prior to Permanent Change of Station (PCS) and change of address actions for incoming personnel.

3.1.16. Coordinate with MPF personnel on matters relating to classifying, assigning, and using personnel being trained via OJT.

3.1.17. Base-level OPR for the Occupational Survey Program, training feedback, and external training evaluations:

3.1.17.1. Develop methods to track surveys.

3.1.17.2. Distribute surveys to appropriate UTMs.

3.1.17.3. Return surveys to OPR.

3.1.18. Test Control Office for mandatory CDC course examinations.

3.1.19. Provide guidance to commanders and UTMs on all CDC related matters.

3.1.20. Assist Distance Learning Site Coordinators in identifying annual training requirements for AETC Type-6 courses.

3.1.21. Ensure AETC Form 156, Student Training Report, is distributed to supervisors.

3.2. Base 3S2X1 FM Responsibilities.

3.2.1. The Base 3S2X1 FM will be the senior ranking enlisted member, possessing a 7-skill level, assigned to the Base Training office. If no military are assigned to Base Training, FM responsibility defaults to the highest-ranking 3S2X1 possessing a 7-skill level on the base (host command). Base Training will identify the FM to the MAJCOM.

3.2.2. The FM will develop a 3S2X1 training plan for all assigned training personnel and a rotation plan for their respective 3S2X1 wing resources based on mission requirements. (Not applicable to ARC.)

3.2.3. Ensure unit training managers (UTMs)/additional duty training managers are trained and qualified by establishing a structured training program.

3.2.4. Determine utilization and assignment of installation AFSC 3S2X1 personnel.

3.2.5. Interview prospective 3S2X1 retrainees and forward recommendations to the MAJCOM Training Manager.

3.2.6. Prepare 3S2X1 retraining recommendation letters, consolidate all inputs, and forward to Personnel Employment (Not Applicable (N/A) for ARC).

3.2.7. Manage 3S2X1 annual screening requirements.

Chapter 4

COMMANDER RESPONSIBILITIES

4.1. General Scope. Commanders are responsible for ensuring effective training programs are established and executed. Commanders who are actively involved in training program management take an important step toward making sure personnel are qualified in their assigned jobs and capable of meeting mission requirements. Training is an investment yielding rich rewards in increased mission capability and job satisfaction.

4.2. Training Program Requirements.

4.2.1. Direct the UTM to provide a monthly status of training briefing to include, as a minimum:

4.2.2. Number of personnel in UGT, by skill level.

4.2.3. DELETED.

4.2.4. CDC Pass Rates (including one-/two-time failures).

4.2.5. CDC reactivations and re-enrollments.

4.2.6. 7-Level School cancellations, reschedules and no-shows.

4.2.7. Personnel withdrawn from training (Training Status Code (TSC) P and T).

4.2.8. Training Progress Review (24 months) results.

4.2.9. Trainees in excessive training beyond 30 months (36 months for ARC).

4.2.10. Informal work center visit results.

4.2.11. Ensure unit training manager is on the unit in/out processing checklist

4.2.12. Survey return rates as required.

4.3. Unit Training Program Responsibilities.

4.3.1. For units without a 3S2X1 assigned, appoint an additional duty UTM. Forward a copy of the appointment letter to the Base Training Office.

4.3.2. Ensure UTM additional duties do not detract from primary duties.

4.3.3. Ensure training is planned and scheduled according to operational requirements, personnel assigned, and equipment availability.

4.3.4. Ensure the UTM identifies and schedules formal training requirements in support of mission accomplishment.

4.3.5. Budget and allocate resources to support training requirements.

4.3.6. Withdraw airmen from training that fail to progress and take timely administrative action.

4.3.7. Ensure supervisors conduct and document initial evaluations within 60 days of assignment (120 days for ARC). Use the initial training evaluation to review all applicable task qualifications. Supervisors must conduct an initial training evaluation to determine if the individual requires additional training to meet duty position requirements. Evaluations will include a review of:

4.3.7.1. Current qualifications.

4.3.7.2. AFSC, duty position, contingency, and wartime training requirements.

4.3.7.3. Formal training requirements.

4.3.7.4. Training program responsibilities.

4.3.7.5. CDC requirements.

4.3.7.6. Part I and II of the CFETP (or electronic equivalent).

4.3.8. Ensure trainers (and certifiers if AFCFM required) meet the following requirements:

4.3.8.1. Trainers must be recommended by their supervisor, qualified to perform the task being trained, and have completed the AFTC.

4.3.8.2. Certifiers must be at least a SSgt (E-5) with a 5-skill level or civilian equivalent, capable of evaluating the task being certified, and have completed the AFTC.

NOTE: AFRC Air Reserve Technicians must meet the above requirements in their military capacity in order to be appointed as a trainer or certifier.

4.3.9. Ensure supervisors, assisted by the UTM, develop a Master Training Plan (MTP) for each work center to ensure 100 percent task coverage. Additionally, identify duty position (include contingency and wartime) and skill level upgrade requirements for the work center.

EXCEPTION: Work center with only one person assigned, or with only fully qualified Senior Non-commissioned Officers (SNCO) (skill level commensurate with grade), only require a Master Task List (MTL).

4.3.10. Ensure the CDC program is administered IAW AFIADL and establish local policies to maximize effectiveness.

4.3.11. Review the unit training SAV report and periodically review UTM informal work center visit Memo for Records.

4.3.12. Establish a training recognition program to highlight outstanding trainee performance and supervisory involvement, as appropriate.

Chapter 5

UNIT TRAINING MANAGER RESPONSIBILITIES

5.1. General Scope. The Unit Training Manager (UTM) is the commander's key staff member responsible for overall management of the training program. This person serves as a training consultant to all unit members and determines if quality training programs are in effect within all sections.

5.2. Evaluating Education and Training . UTMs implement and manage training programs, policies, and procedures, as directed by higher headquarters, commanders and Base Training.

5.2.1. Learn the mission of the unit and how each work center contributes to mission accomplishment.

5.2.1.1. Develop, manage and conduct training in support of mission requirements.

5.2.1.2. Advise and assist commanders and unit personnel in executing their training responsibilities.

5.2.1.3. Prepare a budget to support training requirements and submit to unit commander for approval.

5.2.1.4. Interview newly assigned personnel within 30 days (60 days for ARC) to determine training status and CDC progression.

5.2.1.5. Initiate AF Form 623, On-the-Job Training Record, (or approved electronic equivalent) for all trainees entering UGT for the first time and provide to the supervisor.

5.2.1.6. Conduct a comprehensive trainee orientation (IAW **Attachment 5**) for trainees initially entering UGT within 60 days of assignment (90 days for ARC) and document completion on AF Form 623a, OJT Record Continuation Sheet, or approved automated system.

5.2.1.7. Ensure IMAs hand-carry training records to unit of assignment.

5.2.1.8. Develop and coordinate training policy and program changes (including publications, supplements, and operating instructions) with work centers, unit commander, and other training managers, as appropriate.

5.2.1.9. Ensure all work centers have a MTP IAW **Chapter 7**. Assist work centers in developing a MTP to plan, manage, and execute training activities.

5.2.2. Conduct an assessment of unit training programs NLT 180 days after the Base SAV, not to exceed 24 months between unit SAVs. Include deficient areas addressed in the Base SAV report to ensure corrective actions have been implemented. Submit a written report within 30 days of completion to the unit commander and the Base Training Office, IAW **Attachment 5**. Ensure task evaluations are conducted on a minimum of 10 percent of upgrade trainees for those AFSCs not under a QA concept (using AF Form 803, Report of Task Evaluation on electronic equipment) when conducting unit SAVs.

5.2.3. Identify training resources and coordinate training for supported work centers with other units, and training providers.

5.2.4. Screen annual and out-of-cycle training requests (both formal and distributed learning) and pri-oritize requirements. Process formal training allocations.

5.2.5. As appropriate, coordinate requests for formal training with:

5.2.5.1. The Unit Commander.

5.2.5.2. The MPF Employment section.

5.2.5.3. The Base Training Office.

5.2.5.4. The MAJCOM FM.

5.2.5.5. The MAJCOM Training Manager.

5.2.5.6. Training agencies.

5.2.6. Provide current CFETPs, STSs, and Air Force Job Qualification Standard (AFJQS) for assigned AFSCs, as required.

5.2.7. Instruct and administer the AFTC. The Base Training Office will support units without assigned AFSC 3S2X1 or civilian equivalent personnel.

5.2.8. Assist the Unit Deployment Manager (as required) with scheduling contingency training to meet mission accomplishment.

5.2.9. Coordinate field evaluation surveys of formal training course and occupational measurement surveys.

5.2.9.1. Develop a method to track evaluations/surveys.

5.2.9.2. Explain the purpose and importance of surveys to unit personnel.

5.2.10. Conduct unit training meetings at least quarterly.

5.2.10.1. Prepare and distribute an agenda.

5.2.10.2. Write and distribute meeting minutes within 14 days after holding the meeting (within 60 days for ARC).

5.2.10.3. Minutes will include personnel attended, absent, and an in-depth description of items discussed to include any items requiring further action.

5.2.10.4. Forward a copy of meeting minutes to all supported work centers, the unit commander, and Base Training.

NOTE: Each work center must be represented at the unit-training meeting.

5.2.11. All 3S2X1 and additional duty managers will attend base training meetings.

5.2.12. Use TSCs to identify and manage airman qualification and skill level UGT, and coordinate changes and/or AF Form 2096 classification actions with supervisors, the unit commander, and Base Training Office. Review the training record to ensure all requirements are met prior to submitting an upgrade action.

5.2.13. OJT roster management.

5.2.13.1. Generate a PC-III roster by the 5th of each month.

5.2.13.2. Annotate status of each trainee to include task and CDC completion.

5.2.13.3. Brief the commander on the status of each trainee.

5.2.13.4. Ensure the unit commander signs the OJT roster.

5.2.13.5. Forward copy to the Base Training Office (quarterly, by the 10th of Jan, Apr, Jul, and Oct).

5.2.14. Maintain copies of the roster for three previous months.

5.2.15. Manage the unit CDC program IAW **Chapter 9**.

5.2.15.1. Establish a Career Development/Student Assistance/Registrar (CDSAR) account through AFIADL.

5.2.15.2. Schedule course exam testing upon supervisor's request and verification of review training.

5.2.16. Review AF publication website at least monthly and inform supervisors of CFETP, Specialty Training Standard (STS), and AFJQS changes.

5.2.17. Conduct informal work center visits and maintain memos for record until the unit SAV is completed.

5.2.18. Conduct unit in- and out-processing of Temporary Duty (TDY) and PCS and/or Permanent Change of Assignment (PCA) personnel. Ensure personnel hand-carry their training records when going TDY IAW applicable deployment reporting instructions.

5.2.19. Manage applicable training systems, and ensure information is accurate.

5.2.20. Consolidate and forward to Base Training unit statistical data by the 10th duty day of the month for input into status of training briefings. As a minimum, brief the unit commander monthly on the following:

5.2.20.1. Number of personnel in UGT by skill level.

5.2.20.2. DELETED.

5.2.20.3. CDC Pass Rates (including one-/two-time failures).

5.2.20.4. CDC reactivations and re-enrollments.

5.2.20.5. 7-Level School cancellations, reschedules and no-shows.

5.2.20.6. Personnel withdrawn from training (TSC P and T).

5.2.20.7. Training Progress Review (24 months).

5.2.20.8. Trainees in excessive training beyond 30 months (36 months for ARC).

5.2.20.9. Informal work center visit results.

5.2.20.10. Ensure unit training manager is on the unit in/out processing checklist

5.2.20.11. Survey return rates as required.

5.2.21. Conduct a training progress review at the 24th month of UGT. The review will consist of a one-on-one interview with the supervisor and trainee to evaluate the status of UGT for the trainee. Record and file the progress review until the member is upgraded.

Chapter 6

SUPERVISOR, TRAINER, TASK CERTIFIER, AND TRAINEE RESPONSIBILITIES

6.1. Supervisor Responsibilities. The supervisor has the greatest single impact on mission accomplishment. They must share their experiences and expertise to meet mission requirements and provide a quality training program to the trainee. Supervisors must plan, conduct, and evaluate training.

6.1.1. Use CFETPs (or approved electronic equivalent) to manage work center and individual training.

6.1.2. Develop Master Training Plan (MTP) to ensure 100 percent task coverage. As a minimum, the plan must include:

6.1.2.1. Master Task List (MTL).

6.1.2.2. Current CFETP or AFJQS.

6.1.2.3. Locally developed AF Form 797, Job Qualification Standard (JQS) Continuation Sheet (if applicable).

6.1.2.4. Milestones for tasks and CDC completion (identify the projected timeframe the trainee will complete their core tasks and each set of CDCs as required).

NOTE: Any one-deep work centers, or those with fully qualified Senior NCOs (skill level commensurate with their grade), require only a MTL.

6.1.3. Use the AFJQS (when directed by the AFCFM) in place of the CFETP only when the AFJQS reflects all mandatory core tasks as identified in the current CFETP, Part II.

NOTE: If using an AFJQS, maintain current (printed or electronic) copy of CFETP in a central location within the work center, for reference.

6.1.4. Integrate training with day-to-day work center operations and consider trainer and equipment availability, training opportunities, schedules, etc.

6.1.5. Maintain AF Form 623, or other approved training record for:

6.1.5.1. Airmen in the grades of Airman Basic through Technical Sergeant.

6.1.5.2. SNCOs in retraining status, or as directed by the AFCFM. SNCOs who hold skill level commensurate with their grade and Duty Air Force Specialty Code (DAFSC) are considered qualified and do not require training records unless directed by the AFCFM.

6.1.6. Prior to submission for upgrade, ensure the trainee, as a minimum, meets all mandatory requirements as defined in AFMAN 36-2108, CFETP, AFJQS and duty position requirements.

6.1.7. Recommend the UTM initiate personnel action on trainees entering, completing, or withdrawn from training.

6.1.7.1. Enter Stripes for Exceptional Personnel (STEP) promotees and ARC personnel into 7-skill level UGT upon the date of promotion to SSgt.

6.1.7.2. Retrainees, SSgt and above, are entered into 7-skill level UGT upon award of the 5-skill level. For AFSCs without a 5-skill level, enter trainees into 7-skill level UGT upon award of the 3-skill level.

6.1.7.3. Personnel selected for promotion to SSgt will enter 7-Level upgrade training the first day of the promotion cycle (1 September each year), except for step promotees and retrainees.

6.1.7.4. ARC personnel are entered into 7-Level upgrade training upon promotion to SSgt.

6.1.8. Attend quarterly training meetings conducted by the UTM.

6.1.9. Supervisor will conduct and document work center training orientations within 60 days of assignment (120 days for ARC). As a minimum, it will include:

6.1.9.1. Review of Part I of the CFETP.

6.1.9.2. Work center MTP.

6.1.9.3. Contingency and Wartime Training.

6.1.9.4. Supervisor and trainee responsibilities as outlined in governing directives.

6.1.10. Document training progression on the AF Form 623a to include:

6.1.10.1. CDC and task progression.

6.1.10.2. Task decertification/recertification.

6.1.10.3. raining strengths/weaknesses/attitude and corrective action implemented.

6.1.10.4. Supervisor and trainee signature and date on all entries.

NOTE: Entries should include both positive and negative comments, as appropriate.

6.1.11. Conduct and document (on AF Form 623a) an initial evaluation of newly assigned (PCS/ PCA) personnel on duty position (including core tasks) knowledge, and skills within 60 days of assignment and annotate CFETP or AFJQS to reflect qualifications and training requirements. For ARC, complete an initial evaluation within 120 days. Evaluations will include as a minimum:

6.1.11.1. Review of Part I of the CFETP

6.1.11.2. Work center Master Training Plan

6.1.11.3. Contingency and Wartime Training

6.1.11.4. Supervisor and trainee responsibilities as outlined in governing directives.

6.1.12. Schedule and conduct supervised training sessions when a trainee has difficulty with CDC progression or task certification, as evidenced by unsatisfactory scores, task decertification, etc., and document on the AF Form 623a.

6.1.13. Document (on AF Form 623a) all interruptions to training affecting a trainee's progress (e.g., leave, hospitalization, TDYs, etc.).

6.1.14. Identify and conduct training on additional tasks required in the duty position.

6.1.15. Select trainers (and certifiers as required by AFCFM) based on skill qualifications with the assistance of the UTM.

6.1.16. Ensure trainers (and certifiers as required) are scheduled through the UTM to attend the Air Force Training Course.

6.1.17. Participate in field evaluation surveys, questionnaires, and visits requested by training providers.

6.1.18. Administer the CDC program for assigned trainees IAW **Chapter 9**.

6.1.19. Use Part II of the current CFETP or AFJQS (if applicable), or electronic equivalent to identify and certify position qualification and skill level UGT requirements.

6.1.20. Conduct annual screening of formal training and distance learning requirements based on:

6.1.20.1. Work center mission requirements.

6.1.20.2. Trainee qualifications.

6.1.20.3. Lack of training capability.

6.1.20.4. New equipment.

6.1.21. Provide training updates and recommend training improvements to the UTM and commander.

6.2. Trainer Responsibilities.

6.2.1. Usually the trainer and supervisor are the same. If necessary, the supervisor may assign someone else to provide the training. Trainers are selected based on their experience and ability to provide instruction to trainees.

6.2.2. Attend the Air Force Trainers Course.

6.2.3. Maintain required task qualifications.

6.2.4. Record task qualification according to prescribed instructions when a trainee performs a task to required standards.

6.2.5. Plan, conduct, and document training.

6.2.6. Develop evaluation tools.

6.2.7. Prepare and use teaching outlines or task breakdowns, as necessary.

6.2.8. Brief the trainee and supervisor on the training evaluation results.

NOTE: To ensure effective and efficient execution of training programs, the trainer and trainee should be placed on the same shift unless the mission dictates otherwise.

6.3. Task Certifier Responsibilities.

6.3.1. Certifiers will provide third-party certification and evaluation on tasks identified by the AFCFM (if applicable). The responsibility of the certifier is to conduct additional evaluations and certify qualification on those designated tasks. Certifiers must:

6.3.1.1. Must be at least a SSgt (E-5) with a 5-skill level or civilian equivalent.

6.3.1.2. Attend the Air Force Training Course.

6.3.1.3. Be capable of evaluating the task being certified.

6.3.1.4. Evaluate training and certify qualifications.

6.3.1.5. Use established training evaluation tools and methods to determine the trainee's ability and training program effectiveness.

6.3.1.6. Develop evaluation tools.

6.3.1.7. Brief the trainee, supervisor, and trainer on the training evaluation results. Identify the trainee's strengths and areas needing improvement.

6.3.1.8. When necessary, request assistance from the supervisor and UTM.

6.3.2. Exceptions.

6.3.2.1. For AFSCs, duty positions, units, and/or work centers with specialized training standardization and certification requirements (e.g., space ops/missile maintenance shops, Logistics Training Flight and/or HQ AETC instructors, air traffic controllers, aircrew standardization flight examiners, load masters, fire fighters, radiology, etc.) the trainer/instructor is authorized to train and certify task qualification. Third-party certification is not required unless otherwise directed.

6.3.2.2. If trainee task qualification occurs through Type-1 training without supporting documentation, supervisors/trainers who have attended the AFTC may document task qualifications as applicable. MAJCOM FMs in coordination with MAJCOM Training Managers may authorize exceptions when no one assigned locally meets the requirements.

6.4. Trainee Responsibilities. The trainee is the focal point of the AF training program. Trainees must make every effort to become qualified to perform in their AFS. The success and quality of trainee training greatly depends on the relationship between the supervisor, trainer, and trainee. Trainees must:

6.4.1. Actively participate in all opportunities for upgrade and qualification training.

6.4.2. Comprehend the applicable CFETP requirements and career path.

6.4.3. Obtain and maintain knowledge, qualifications, and appropriate skill level within the assigned specialty.

6.4.4. Budget on- and off-duty time to complete assigned training tasks, particularly CDC and self-study training requirements, within established time limits.

6.4.5. When necessary, request assistance from the supervisor, trainer, and UTM when having difficulty with any part of training.

6.4.6. Acknowledge and document task qualification upon completion of training. Documenting task qualification serves as an official certification of proficiency, and from the date of certification the individual is accountable for task performance IAW the governing instructions.

Chapter 7

INSTRUCTIONAL SYSTEM DEVELOPMENT (ISD) APPLIED TO OJT

7.1. ISD Description. ISD applied to OJT is a systematic process to plan, design, and implement unit training programs in an effective and cost-efficient manner. The ISD process requires training managers, supervisors and trainers to analyze and determine what training is needed and design training programs to meet the need and develop training materials to support requirements. Evaluation and feedback is a central function that occurs continuously throughout each phase. Additional guidance is provided in AFMAN 36-2234, *Instructional System Development.*

7.2. Developing a MTP Using ISD. The MTP identifies the process for accomplishing mission requirements for the entire work center, all special work requirements, and any additional duties. It defines qualification requirements for assigned personnel, contingency plans, wartime requirements, special operating instructions, or the publications governing the duties. Divide and assign work center tasks to individual positions to ensure 100 percent task coverage.

7.3. Objectives. Use objectives to specify what the trainee is able to do after receiving training. Objectives contain three parts:

7.3.1. Conditions. The condition refers to the item used during training; for example, technical orders, checklists, tools, equipment. The condition may also indicate how much help a person will receive during the task performance or indicate if the task requires more than one person.

7.3.2. Performance (Behavior). The performance criteria states what activities a trainee will perform or what a trainee will learn. The verb will reflect actions that are observable, measurable, verifiable, and reliable. The training performance will mirror the performance On-the-Job.

7.3.3. Standard. The standard refers to a clearly stated and measurable level of performance. It specifies accuracy and completeness required for the successful accomplishment of the training objective.

7.4. Evaluations and Tests. Use evaluations and tests to determine if training was successful, and to let trainees know how well they are progressing. Use oral and written tests to measure knowledge and attainment of knowledge objectives, and task evaluations to measure performance objectives.

Chapter 8

TRAINING FORMS AND DOCUMENTATION

8.1. Introduction. The purpose of this chapter is to provide guidance and examples for proper training documentation. Training documentation is important to personnel at all levels because it validates the status of training and task qualification. Documentation also helps management assess mission capability and readiness, and it defines requirements for individual career progression. The AF Form 623, On-the-Job Training Record (or electronic equivalent) is the standard folder used as a training record. The Air Force Career Field Manager (AFCFM), with AFPC/DPPAT coordination, may approve the use of AF Form 623b, Individual Training Record, throughout the career field. AFCFMs in conjunction with AFPC/DPPAT will provide specific implementation guidance for the AF Form 623b.

8.2. Using AF Form 623, On-the-Job Training Record. The AF Form 623 reflects past and current qualifications, and is used to determine training requirements. Supervisors will ensure Blocks I, II, and III are accurate. The AF Form 623 may contain the following documents, in addition to any locally determined requirements:

8.2.1. CFETP.

8.2.2. AFJQS.

8.2.3. AF Form 797.

8.2.4. AF Form 623a.

8.2.5. CDC enrollment card, answer score sheets and scorecards (if enrolled in CDCs).

8.2.6. AETC Form 156 (maintain until completion of 5 skill level UGT).

8.3. Maintaining AF Form 623. Supervisors maintain the AF Form 623 for all assigned personnel IAW paragraph 6.1.5. AF Form 623 will be available to all personnel in the chain of command to include the UTM upon request. Replace unusable AF Forms 623, as required, ensuring all pertinent information is transferred to the new record.

8.4. Disposition of AF Form 623. On separation, retirement, commissioning, or promotion to master sergeant, unless otherwise directed by the AFCFM, return to the individual. *Do not give AF Forms 623 containing classified information to the individual*.

8.5. Career Field Education and Training Plan (CFETP) (or Electronic Equivalent). A comprehensive core training document identifying life cycle education and training requirements, training support resources, and core task requirements for a specialty. Supervisors use the CFETP to plan, manage, and execute training within the career field. CFETPs are used to identify and certify all past and current qualifications.

NOTE: In an effort reduce local CFETP printing costs, the following options are authorized: Keep at least one copy of the entire CFETP (part 1 and 2) in the work center for general access and master training plan development. Unless otherwise directed by the AFCFM, file only part 2 of the CFETP in the AF Form 623, OJT Record. Additionally, if the CFETP is divided into distinct sections (by aircraft, duty position, mission, etc.) then file only the sections applicable to the individual, such as current/past qualifica-

tions, and current upgrade/duty position training requirements. Keep used sections intact, regardless of the degree of use. As duty/training requirements change, insert applicable CFETP sections in the prescribed numerical order.

8.5.1. Part I. Provides information necessary for overall management of the specialty and will be maintained as part of the work center MTP.

8.5.1.1. Section A--explains how everyone will use the plan.

8.5.1.2. Section B--identifies career field progression information, duties and responsibilities, training strategies, and career field path.

8.5.1.3. Section C--associates each level with specialty qualifications (knowledge, education, training, and other).

8.5.1.4. Section D--indicates resource constraints (some examples are funds, manpower, equipment, facilities).

8.5.1.5. Section E--identifies transition training guide requirements for SSgt through Master Sergeant (MSgt) (if applicable).

8.5.2. Part II. Includes the following:

8.5.2.1. Section A--contains the STS identifying the duties, tasks, and technical references to support training, AETC conducted training, wartime/contingency course, core task and correspondence course requirements.

8.5.2.2. Section B--contains the course objective list and training standards to determine airmen training requirements.

8.5.2.3. Section C--identifies available support materials. When developed, use a Qualification Training Plan to support proficiency training.

8.5.2.4. Section D--identifies a training course index.

8.5.2.5. Section E--identifies MAJCOM unique training requirements.

8.6. Air Force Job Qualification Standard (AFJQS). AFJQSs are training documents approved by the AFCFM for a particular job type or duty position within an AFS.

8.7. Performance Standard. Tasks are trained and qualified to the "Go" level. "Go" means the individual can perform the task without assistance and meets local demands for accuracy, timeliness, and correct use of procedures ("Go" level equates to 3c in the STS proficiency code key).

8.8. CFETP/AFJQS Documentation. All personnel authorized to sign off tasks in Part II of the CFETP must be listed on the Identification Block of the CFETP, Part II. All documentation instructions listed in each CFETP are rescinded. Documentation of training is standardized per this instruction and will follow the guidance in this section.

8.8.1. Documentation. Identify duty position requirements to include core tasks by circling the subparagraph number next to the task statement.

8.8.1.1. As a minimum for initial certification, complete the following columns in Part II of the CFETP:

8.8.1.1.1. Training start date (day, month, year).

8.8.1.1.2. Training complete date (day, month, year).

8.8.1.1.3. Trainee Initials.

8.8.1.1.4. Trainer Initials.

8.8.1.1.5. Certifier initials when required by AFCFM (for tasks requiring third-party certification).

NOTE: All entries on documents contained in the AF Form 623, to include the CFETP, AFJQS, AF Form 623a, AF Form 797, AF Form 1098, Special Task Certification and Recurring Training, AF Form 803, and any additional training documents as determined by local requirements, will be documented in pencil. However, if these publications/forms make up an automated training documentation package, pencil entries are not required. Signatures and AF Form 623A entries may be accomplished in black or blue ink.

8.8.1.2. Knowledge training. Knowledge training is required if no CDC is available for the AFS or training must be documented for a CDC waiver. Document knowledge training by circling the corresponding letter in the applicable skill level CDC column. Use the following procedures to document the CFETP:

8.8.1.2.1. Training start date (day, month, year).

8.8.1.2.2. Training complete date (day, month, year).

8.8.1.2.3. Trainee Initials.

8.8.1.2.4. Trainer Initials.

8.8.2. Transcribing documentation to a new CFETP is an administrative function, not a re-evaluation of training. Upon publication of a new CFETP, use the following procedures to transcribe:

8.8.2.1. Use the new CFETP to identify current training requirements and transcribe qualifications from the previous CFETP.

8.8.2.2. For tasks previously certified and required in the current duty position, circle the subparagraph number next to the task statement and enter the current date in the completion column. Trainee initials in the trainee column and the current task certifier or supervisor/trainer initials in the trainer column." Rationale: Clarifies transcribing documentation procedures.

8.8.2.3. For tasks previously certified but not required in the current duty position (do not circle), transcribe only the previous certification date (no initials).

8.8.2.4. Annotate the AF Form 623a, (for example, "I certify the information contained in the CFETP dated XX was transcribed to the CFETP dated XX, and the trainee was given the superceded CFETP." Signed, dated, supervisor and trainee).

8.8.3. Maintenance of CFETPs for personnel in retraining status. Maintain CFETP from previous AFSC until commensurate skill level is achieved, then give the obsolete field CFETP to the individual.

8.8.4. Decertification and Recertification. When a supervisor determines an airman is unqualified on a task previously certified for their duty position, the supervisor erases the previous certification, or

deletes certification when using automated system. Appropriate remarks pertaining to the reason for decertification are entered on the AF Form 623a.

Begin recertification (if required) following procedures in paragraph **8.8.1.1.**

8.9. AF Form 623a, On-the-Job Training Record Continuation Sheet. The AF Form 623a will be used to document an individual's training progression. This form will be used to reflect status, counseling, and breaks in training. Both the supervisor and trainee must sign and date all entries.

8.9.1. Examples include initial CDC issue, CDC completion schedule, explanation of delays in CDC completion or training requirements, problems encountered with task certification (if any), and any training related counseling statements.

8.9.2. When used for training-related counseling, include strengths, weaknesses, areas to improve, and means to improve.

8.9.3. Maintain the AF Form 623a as long as it pertains to the current training objective (i.e., award of the skill level or completion of qualification training). The supervisor will determine if any additional AF Form 623a will remain in the training record.

8.10. AF Form 797, Job Qualification Standard Continuation/Command JQS. The AF Form 797 is a continuation of the CFETP, Part II, or AFJQS. It defines locally assigned duty position requirements not included in the CFETP, Part II. The AF Form 797 disposition is the same as the CFETP and AFJQS.

NOTE: Define (and develop if necessary) evaluation criteria for career knowledge items to ensure subject comprehension.

8.11. AF Form 803, Report of Task Evaluation. Evaluators use the AF Form 803 to conduct and document completion of task evaluations during training SAVs, when directed by the commander, or when a task certification requires validation. File completed evaluations in the AF Form 623 until upgraded or no longer applicable to current duty position.

8.12. AF Form 1098, Special Task Certification and Recurring Training. Supervisors use the AF Form 1098 to document selected tasks requiring recurring training or evaluation. AF and MAJCOM directives may identify tasks contained in the CFETP requiring special certification, recurring training, or evaluation.

8.13. AF Form 1320a, Training Chart. The chart provides a method for organizing, scheduling, and recording training goals and qualifications. The instructions for using this form are located on the back of the form.

8.14. Qualification Training Packages (QTP). AFCFMs develop, manage, and implement QTPs. They are used to assist task certification.

Chapter 9

CAREER DEVELOPMENT COURSE (CDC) PROGRAM MANAGEMENT

9.1. Purpose and Scope. CDCs are published to provide the information necessary to satisfy the career knowledge component of OJT. These courses are developed from references identified in the CFETP correlating with mandatory knowledge items listed in AFMAN 36-2108. CDCs must contain information on basic principles, techniques, and procedures common to an AFSC. They do not contain information on specific equipment or tasks unless best illustrating a procedure or technique having utility to the entire AFSC.

9.2. CDCs for UGT. Air Force Institute for Advanced Distributed Learning (AFIADL) electronically publishes an "AFSC listing of CDC Requirements, identifying all mandatory CDCs for skill level upgrade. The list is available on the AFIADL web site at **http://www.maxwell.af.mil/au/afiadl/**.

9.2.1. If available, supervisors will use CDCs to satisfy career knowledge requirements for UGT.

9.2.2. If a CDC becomes available after entering UGT, the individual does not have to take the CDC, unless specified by the AFCFM.

9.2.3. An individual cannot be disenrolled from a current CDC enrollment unless specified by the AFCFM.

9.2.4. Supervisors will conduct training to support specific required task knowledge using CFETP references.

9.2.5. If a trainee is at the 10th month of CDC enrollment and is within 60 days of PCS, the losing UTM will request an extension of the enrollment through PC-III.

9.2.6. Upon a trainee's arrival at a new organization, the gaining UTM will process a change of address through PC-III within 30 days of trainee's assignment.

9.2.7. The UTM will use the PC III OJT roster to track the CDC program. The CDC program is managed to effectively minimize failures, extensions, non-completions, and reactivations.

9.2.8. The UTM will ensure trainees are enrolled and receive required CDC materials within 45 days of in processing (for overseas units 60 days).

9.2.9. The UTM will process extensions at the 10th month from the date of enrollment.

Table 9.1. Career Development Course Administration.

	A	B
	Processing Stage	**Action(s)**
L I N E		
1	Airman Placed in Upgrade/ Transition Training	The UTM determines CDC requirements by reviewing the AFIADL "list of AFSCs with CDC." Trainee must complete the CDC available when entered into UGT. The AFCFM provides guidance for newly activated CDCs.
2	CDC is Unavailable	The supervisor identifies knowledge items in the CFETP, Part II, CDC column. Using technical references required for career knowledge training, the supervisor briefs airman on their use. Airman completes study of references, is evaluated by the supervisor, and is certified in the CFETP.
3	CDC is available	The Base Training Manager (for non-PC-III units), or UTM for units with PC-III capability, request enrollment in the applicable CDC. The training manager will check the transaction register or the AFIADL CDSAR system within 5 days to verify enrollment request. [ARC will check the system during the following Unit Training Assembly (UTA)]. Do not enroll trainees in more than one CDC at a time unless specified by the AFCFM. For IMAs, contact HQ ARPC Education and Training Office. The supervisor notifies the IMA of the CDC enrollment and arranges for issue of CDC materials.
4	A CDC is received	The UTM issues CDC materials to the supervisor and trainee and briefs them on the proper use of the CDC. The supervisor and trainee conduct an inventory of course material. Supervisor and trainee make course corrections.
5	Supervisor Issues CDC Volume	Supervisor determines volume sequence of study, and sets overall course completion schedule. Issues initial volume. Each volume must be completed within 30 days. (Exception: The UTM may grant an extension due to mission requirements; ARC and IMAs 60 days). The supervisor will not issue more than one volume at a time to the trainee. The supervisor determines the reason for slow progress, counsels the trainee, documents the counseling on AF Form 623a, and places the trainee in supervised study.
6	Trainee Completes Unit Review Exercise	The trainee answers the unit review exercise (URE) questions. The URE is an "open book" teaching device. The trainee transfers answers to the Field Scoring Sheet. The supervisor scores the URE , conducts review training on the areas missed, fills in the bottom of the scoring sheet and places the Field Scoring Sheet in the AF Form 623 Counsels trainee and documents AF Form 623a. Issues the next volume and notifies UTM.

L I N E	A **Processing Stage**	B **Action(s)**
7	Trainee Completes Last Unit Review Exercise	Supervisor will conduct a comprehensive review of the entire CDC with the trainee in preparation for the Course Examination (CE) and document the review on the 623a. Once the review is complete, the supervisor will notify the UTM to order the course examination. Contact the IMA and arrange for a comprehensive review.
8	Course Examination Arrival and Test Administration	The Base Training Manager notifies the supervisor through the UTM. The supervisor ensures the trainee is ready to test, and then notifies the UTM to schedule the trainee. The UTM schedules the trainee for the examination within 30 days of notification of test arrival. For IMAs, the supervisor contacts the IMA and arranges a CE date, with consideration for the IMA's duty schedule. The supervisor and trainee fill out CDC questionnaires and return to AFIADL.
9	Receive Satisfactory Course Exam Results	The Base Training Manager fills the score into the control log for mandatory CDC exams. Sends the CE scorecard to the unit and destroys the examination. The supervisor conducts and documents review training, signs and places the CE scorecard in the AF Form 623 until trainee completes UGT or qualification training.

	A	B
L I N E	**Processing Stage**	**Action(s)**

10	Initial Unsatisfactory Course Exam Results are Received	The Base Training Manager:
		
		 -- Fills score in the control log.
		
		 -- Forwards CE scorecard to the unit for review and filing in the AF Form 623.
		
		 -- Destroys the examination.
		
		 The unit commander:
		
		 -- With help from the UTM or Base Training Manager, interviews the supervisor and trainee to determine the reason for the failure and corrective action required within 30 days from initial notification (90 days for ARC and IMAs). In addition, the unit commander will evaluate:
		
		  --- Trainee's course progression.
		
		    --- Trainee's understanding of the course content
		
		    --- Trainee's motivation, study habits, and preparation.
		
		    --- Supervisor's involvement.
		
		 -- Identifies need to assess trainee's reading abilities as required (contact the Education Services Office for assistance).
		
		 -- Counsels the trainee, documents the counseling on AF Form 623a, and places the trainee in supervised review training and forwards a copy of the evaluation to the Base Training Office.
		
		 The supervisor will:
		
		 -- Conduct and document supervised study sessions on the AF Form 623a.
		
		 -- Conduct review training, sign and place the CE scorecard in the AF Form 623, until the trainee is upgraded to the next skill level.
		 -- Notify the UTM to schedule retake examination within 90 days.

	A	**B**
L I N E	**Processing Stage**	**Action(s)**

11	Second Unsatisfactory Course Exam Results are Received	The Base Training Manager:
		
		-- Fills in the control log for mandatory CDC exams.
		
		-- Sends scorecard to the unit for inclusion in the training record.
		
		-- Destroys the exam.
		
		The unit commander:
		
		-- With assistance from the UTM or Base Training Manager, interviews the supervisor and trainee to determine the reason for the failure within 30 days from initial notification (90 days for ANG and IMAs).
		
		-- After reviewing the facts, decides on one of these options:
		
		  1) Evaluate for possible CDC waiver.
		
		  2) Withdraw the airman for failing to progress and pursue separation.
		
		  3) Withdraw the airman for failing to progress, request AFSC withdrawal and recommend retraining or return to previously awarded AFSC.
		
		  4) Withdraw the airman for failing to progress, place into TSC T, and re-evaluate at 90 days for possible re-entry training and pursue either option 1, 2, or 3 as appropriate.
		
		-- Informs the trainee and supervisor of the option to be taken and initiates the appropriate actions (see Notes 1, and 2, at the end of this attachment). See **Attachment 3** for instructions on placing trainee in TSC T.

12	Reactivation Procedures for Expired Enrollments	Squadron commanders or equivalent may approve reactivations if the period of disenrollment is 90 days or less. Reactivations beyond 90 days must be processed for group commander approval. There can only be one reactivation granted. Courses deactivated by the AFCFM are not included. Trainee must complete the new course. If no course is available, follow waiver instructions. (see Note 3)

	A	B
L I N E	**Processing Stage**	**Action(s)**
13	Reenrollment procedures	Approval authority is MAJCOM Training Manager (TM) for active duty, HQ AFRC/DPTS for reserve personnel, and HQ ANG/DPDT for ANG personnel. Reenrollments are not authorized for members failing their CDC CE twice. (see Note 4)

NOTE 1: The UTM will assist the supervisor in preparing two-time CDC failure waivers. Single course waivers for CDC series (A-B-C-etc.) can only be processed if there are no prerequisite requirements. When completion of prerequisites are required for follow-on enrollments, waivers must be processed for the entire CDC requirement (A-B-C, etc.). The package will process through the unit commander, Base Training Office, to the Wing CC or equivalent for approval/disapproval. (Exception: AFSC 3E7X1 Fire-fighters must be approved by the AFCFM). As a minimum the package will include:

    -- Copy of CFETP Part II with completion of CDC knowledge training documented.

    -- Copy of both failure evaluations.

    -- Copy of both CE scorecards.

    -- Copy of URE Score Sheets.

    --Copy of AF Form 623a entries.

    --Copy of all applicable EPRs.

    --Memorandum from trainee, supervisor, and commander.

    --Memorandum from the Base Training Manager.

NOTE 2: Two-Time CDC Separation or Retraining Packages. (Refer to AFI 36-2626.) If separating a trainee solely on a two time CDC failure, the Base Training Manager must review the package and submit a letter of recommendation. As a minimum, the package will include:

    -- Copy of CFETP Part II with completion of CDC knowledge training documented.

    -- Copy of both failure evaluations.

    -- Copy of both CE scorecards.

    -- Copy of URE Score Sheets.

    -- Copy of AF Form 623a.

    -- Memorandum from trainee, supervisor, and commander.

    -- Memorandum from Base Training Office.

    -- Copy of all Enlisted Performance Reports (EPRs).

NOTE 3: Separation and retraining packages will require additional information as outlined in governing directives.

NOTE 4: Reactivations will be processed IAW line 12 through the Base Training Office. The Base Training Office will forward request to AFIADL/DOI. The request must include:

-- Trainee name and social security number (SSN).

-- Current unit address.

-- MAJCOM.

-- Current Test Control Facility (TCF) and Identification Zip/Shred.

-- Course to be reactivated.

-- Identify course examination requirement (yes/no).

-- Original date of enrollment.

NOTE 5: Reenrollments. (This process is for those individuals whose initial enrollment has expired prior to completion and a new CDC version has replaced their original version. This does not apply to 2X failures) The UTM will process reenrollment requests, signed by the Unit Commander, through the Base Training Office. The Base Training Office reviews and forwards the following information to the parent MAJCOM for approval:

-- Name/SSN.

-- Course.

-- Current Unit Address.

-- Current test control facility and Identification Zip/Shred.

-- Original Enrollment Date.

-- Justification.

If approved at the MAJCOM, the MAJCOM will forward to AFIADL/DOI for processing.

Chapter 10

MANDATORY CRAFTSMAN COURSE POLICIES AND PROCEDURES

10.1. Introduction. This chapter addresses eligibility, selection and cancellation procedures for 7-skill level in-residence/distance learning craftsman courses.

10.2. Eligibility. Trainees must be a SSgt or above. SSgt selectees may attend based on quota availability and AFCFM approval.

10.2.1. Trainees must meet the following criteria prior to attending a 7-skill level craftsman course:

10.2.1.1. In UGT to the 7-skill level.

10.2.1.2. Satisfy all prerequisites for attendance as outlined in the applicable CFETP or Military Personnel Data System (MILPDS) course reporting instructions. Waivers for course prerequisites will be processed through squadron commander and submitted to Base Training. Base Training will submit waiver request to MAJCOM DP training office. MAJCOM DP training will coordinate with appropriate MAJCOM functional manager for approval.

10.2.1.3. Trainees serving short tours (12-15 months) are not eligible to attend until arriving at new duty location (or scheduled enroute).

10.2.1.3.1. Wing commanders may submit waivers for exceptional circumstances, with full justification.

10.2.1.3.2. Submit waiver request to MAJCOM DP training office for coordination through the appropriate MAJCOM functional manager and the MAJCOM DP. The MAJCOM training office will then forward the waiver request to HQ AFPC/DPP for approval/disapproval.

10.2.1.4. Trainees serving long tours, who are within 4 months of their Date Eligible for Return from Overseas (DEROS), will not be eligible to attend until arriving at new duty location (or scheduled enroute).

10.2.1.5. Trainees returning from overseas may attend the course en route during their DEROS month. Attendance must be coordinated by the MAJCOM Training Office and documented on the PCS orders.

10.2.2. The Assignment Availability Code (AAC) table below identifies AACs that render members ineligible for attendance:

Table 10.1. Assignment Availability Codes.

Line	Assignment Availability Code	Definition
1	09	Member declined to extend/reenlist for retainability for PCS/TDY
2	11	Member in phase 1-5 of the USAF Drug Abuse Rehab Program
3	12	Action under Article 15, Uniform Code of Military Justice (UCMJ)
4	13	International Hold
5	14	Member identified by base Staff Judge Advocate as material witness
6	15	Military/civilian court action
7	16	On Control Roster
8	17	Pending SF/AFOSI investigation
9	19	Referral EPR
10	20	Alcohol Abuse Rehabilitation
11	21	Commander hold option
12	31	Medical deferment
13	39	Medical Evaluation Board and/or Physical Evaluation Board (MEB/PEB)
14	52	Member enrolled in Operation Bootstrap or Voluntary Education programs

10.2.3. Personnel considering Special Duty Assignment (SDA) or Reporting Identifier (RI) assignments should attend 7-skill level craftsman course prior to entering the SDA or RI. Three months after award of the SDA/RI CAFSC, members will not be considered for attendance until completion of SDI/RI assignment.

10.2.4. Personnel will not be scheduled for 7-skill level craftsman course if they are in Weight Status Code (WSC) 2 (Unsatisfactory Progress) or 5 (Temporary Medical Deferral). Commanders may request cancellation of training if member is in WSC 0 (3 Month Exercise and Dietary Period) if the member's proper military image becomes a factor.

10.3. No shows. The following actions will result in a no-show being charged to the MAJCOM:

10.3.1. Requesting cancellation within 30 days of class start date (CSD) without the requesting MAJCOM providing a replacement.

10.3.2. Trainee is not present on CSD.

10.4. Selection Process. HQ AFPC/DPPAT produces a quarterly list of eligible personnel.

10.4.1. Eligibles are prioritized by:

10.4.1.1. Date Entered Training (DET).

10.4.1.2. Date of Rank (DOR).

10.4.1.3. Total Active Federal Military Service Date (TAFMSD).

10.4.2. HQ AFPC/DPPAT sub-allocates names in Oracle Training Administration (OTA), which produces a document at base level. The MPF Formal Training section is responsible for notifying the trainee with the projected training. The UTM verifies completion of all prerequisites prior to attendance. Trainees are ultimately responsible for ensuring the accuracy of their personal data. Report applicable information changes to the UTM.

10.4.3. Members requesting cancellation will not be considered for a new class date until the following quarter.

10.4.4. If a trainee is not scheduled during the following quarter, a Short Notice Volunteer Letter may be submitted.

10.4.5. Trainees may request cancellation if an approved separation, Record Status Code 20, is reflected in OTA.

10.4.6. Process 7-skill level course waivers IAW AFI 36-2201, Volume 5.

10.5. MAJCOM Responsibilities. The MAJCOM Training Office is the OPR for requesting cancellations, replacements, and short-notice volunteers. Only duty-related requests will be considered (Obtain sample letters from the HQ AFPC/DPPAT web site at **http://www.afpc.randolph.af.mil** on the Training Page). The MAJCOM Training Office will advise HQ AFPC/DPPAT to cancel the allocation.

10.5.1. The following are not acceptable reasons for canceling personnel from 7-skill level training:

10.5.1.1. Enrollment in voluntary education during the course period.

10.5.1.2. Considering separation without an approved date.

10.5.1.3. Separating on current Date of Separation (DOS) but has more than 1 day after Course Graduation Date (CGD).

10.5.1.4. Contemplating applying for Officer Training School (OTS)/Bootstrap (AAC 05 not posted against record).

10.5.1.5. Considering joining the Guard/Reserves (Approved/applied separation not posted against record).

10.5.1.6. Non-duty related absence.

10.5.2. MAJCOM Training Offices will determine the availability of a replacement, verify applicable data and notify HQ AFPC/DPPAT.

10.6. Distance Learning. For AFSs using Distributed Learning craftsman courses, the trainee will receive notification of training, course materials, and specific guidance from the base JST POC.

Chapter 11

FORMS PRESCRIBED

11.1. Forms Prescribed. AF Form 623, On-the-Job Training Record; AF Form 623a, On-the-Job Training Record Continuation Sheet, AF Form 623b, Individual Training Record; AF Form 797 Job Qualification Standard Continuation/Command JQS; AF Form 803, Report of Task Evaluations; AF Form 1098, Special Task Certification and Recurring Training, AF Form 1320a, Training Chart; and AF Form 2096, Classification/On-The-Job Training Action**.**

ROGER M. BLANCHARD
Assistant DCS/Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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AFI 36-2101, *Classifying Military Personnel (OfficerAnd Enlisted)*

AFI 36-2102, *Base-Level Relocation Procedures*

AFI 36-2110, *Assignments*

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AFI 36-2211, *Guide for Management of Air Force Training Systems*

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MIL-STD-1379D, *Military Training Programs*

MIL-STD-2167A, *Defense System Software Development*

MIL-STD-498, *Defense System Software Development*

Handbook of Military Manpower Training Report Procedures (89-014)

Abbreviations and Acronyms

AAC—Assignment Availability Code

ACOT—Advanced Communications-Computer Officer Training

ADL—Advanced Distributed Learning

ADSC—Active Duty Service Commitment

ADSS—AETC Decision Support System

AECP—Airman Education Commissioning Program

AEF—Aerospace Expeditionary Force

AETC TM—Air Education and Training Command Training Manager

AETC TPM—Air Education and Training Command Training Pipeline Manager

AETC—Air Education and Training Command

AF—Air Force

AFCFM—Air Force Career Field Manager also CFM

AFD—Air Force Directed

AFH—Air Force Handout

AFI—Air Force Instruction

AFIADL—Air Force Institute of Advanced Distributed Learning

AFIND—Air Force Index

AFIT—Air Force Institute of Technology

AFJQS—Air Force Job Qualification Standard

AFMAN—Air Force Manual

AFMC—Air Force Material Command

AFMDS—Air Force Manpower Data System

AFOMS—Air Force Occupational Measurement Squadron

AFPAM—Air Force Pamphlet

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFPDC—Air Force Publishing Distribution Center

AFPDO—Air Force Publishing Distribution Office

AFRC—Air Force Reserve Command

AFRES—Air Force Reserve

AFROTC—Air Force Reserve Officer Training Corps

AFS—Air Force Specialty

AFSC—Air Force Specialty Code

AFTC—Air Force Training Course

ALOC—Advanced Logistics Officer Course.

ANG—Air National Guard

APDS—Automated Personnel Data System

ARC—Air Reserve Component

ARF—Air Reserve Forces

ARPC—Air Reserve Personnel Center

ART—Air Reserve Technicians

ATN—Air Technology Network

AU—Air University

BER—Budget Execution Review

BES—Budget Estimate Submission

BLPS—Base Level Personnel System

BMT—Basic Military Training

BOS—Base Operating Support

CAFSC—Control Air Force Specialty Code

CAI—Computer Assisted Instruction

CBI—Computer Based Instruction

CBT—Computer Based Training

CC—Course Chart

CC/STS—Course Chart on Specialty Training Standard

CCAF—Community College of the Air Force

CCM—Command Chief Master Sergeant

CCTS—Combat Crew Training Squadron

CDC—Career Development Course

CDSAR—Career Development/Student Assistance/Registrar

CE—Course Examination

CFETP—Career Field and Education and Training Plan

CFM—Career Field Manager

CGD—Course Graduation Date

CJQS—Command Job Qualification Training

CMSAF—Chief Master Sergeant of the Air Force

CMSgt—Chief Master Sergeant

CSAF—Chief of Staff of the Air Force

CSIL—Customer Service Information Line

CTP—Course Training Planning

CTS—Course Training Standard

DAF—Department of the Air Force

DAFSC—Duty Air Force Specialty Code

DEROS—Date Eligible for Return from Overseas

DET—Date Entered Training

DITIS—Defense Instructional Technology Information System

DITY—Do IT Yourself

DL—Distance Learning

DLA—Defense Logistics Agency

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DOR—Date of Rank

DOS—Date of Separation

DP—Director of Personnel

DRU—Direct Reporting Unit

DSN—Defense Switched Network

ECI—Extension Course Institute

EFMP—Exceptional Family Member Program

EIS—Enlisted Initial Skills

ENJJPT—EURO NATO Joint Jet Pilot Training (ENJJPT

EPR—Enlisted Performance Report

EST—Enlisted Specialty Training

E&T—Education and Training

ETCA—Education and Training Course Announcements

FEQ—Field Evaluation Questionnaire

FEQS—Field Evaluation Questionnaire Summary

FIN—Financial

FM—Functional Manger

FOA—Field Operating Agency

FOT&E—Follow-on Operational Test and Evaluation

FTAC—First Term Airman Center

FTD—Field Training Detachment

FY—Fiscal Year

GAS—Graduate Assessment Survey

HAF—Headquarters Air Force

HQ—Headquarters

HRD—Human Resource Development

HSC—Human Systems Center

IAW—In Accordance With

IBI—Internet Based Instruction

ICW—Interactive Courseware

IMA—Individual Mobilization Augmentee

IMET—International Military Education And Training

IMI—Interactive Multimedia Instruction

IOT&E—Initial Operational Test and Evaluation

IPT—Integrated Process Team

ISD—Instructional System Development

ITRO—Interservice Training Review Organization

ITV—Interactive Television

JAG—Judge Advocate General

JPR—Job Performance Requirements

JQS—Job Qualification Standard

JST POC—Job Site Training Point of Contact

JST—Job Site Training

JTR—Joint Travel Regulations

LG—Logistics

LOA—Letter of Offer and Acceptance

MAJCOM—Major Command

MAP—Mission Area Plan

MEB/PEB—Medical Evaluation Board and/or Physical Evaluation Board

MFM—Major Command Functional Manager

MFP—Major Force Program

MI—Maintenance Instructor

MILPDS—Military Personnel Data System

MIL-STD—Military Standard

MKL—Military Knowledge List

MKTS—Military Knowledge and Testing System

MMTR—Military Manpower Training Report

MPF—Military Personnel Flight

MQ—Management and Quality

MRA—Mission-Ready Airmen

MRT—Mission Readiness Training

MRTP—Mission Readiness Training Program

MSgt—Master Sergeant

MSS—Mission Support Squadron

MTL—Master Task List

MTP—Master Training Plan

MTS—Mobile Training Set

MTT—Mobile Training Team

MWR—Morale, Welfare and Recreation

N/A—Not Applicable

NAF—Non-appropriated fund

NCO—Noncommissioned Officer

NLT—No Later Than

NPS—Non-prior Service

O&M—Operations and Maintenance

OAS—Office of Academic Support

OCR—Office of Collateral Responsibility

OJT—On-the-Job Training

OL—Operating Location

OPR—Office of Primary Responsibility

OSD—Office of the Secretary of Defense

OSR—Occupational Survey Report

OTA—Oracle Training Administration

OTS—Officer Training School

PB—President's Budget

PCA—Permanent Change of Assignment

PCE—Professional Continuing Education

PC III—Personnel Concept III

PCS—Permanent Change of Station

PDO—Publishing Distribution Office

PDP—Program Decision Package

PDS—Personnel Data System

PEM—Program Element Manager

PFE—Promotion Fitness Exam

PGL—Program Guidance Letter

PME—Professional Military Education

POC—Point of Contact

POI—Plan of Instruction

POM—Program Objective Memorandum

POV—Privately Owned Vehicle

PPBS—Planning, Programming, and Budgeting System

P&T—Personnel and Training

QOT&E—Qualification Operational Test and Evaluation

QT—Qualification Training

QTP—Qualification Training Package

R&D—Research and Development

RCS—Report Control Symbol

RDT&E—Research, Development, Test, and Evaluation

RI—Reporting Identifier

RTO—Responsible Test Organization

SAR—Special Access Required

SAT—Student Awaiting Transfer

SATP—Security Assistance Training Program

SAV—Staff Assistance Visit

SC—Specialized Courses

SDA—Special Duty Assignment

SDI—Special Duty Identifier

SEI—Special Experience Identifier

SES—Senior Executive Service

SKT—Specialty Knowledge Test

SME—Subject Matter Expert

SMSgt—Senior Master Sergeant

SNCO—Senior Noncommissioned Officer

SOT—Status of Training

SOW—Statements of Work

SPM—Service Program Manager

SSgt—Staff Sergeant

SSN—Social Security Number

STEP—Stripes for Exceptional Personnel

STP—System Training Plan

STR—Student Training Requirement

STS—Specialty Training Standard

SUNT—Specialized Undergraduate Navigator Training

SUPT—Specialized Undergraduate Pilot Training

TAFMSD—Total Active Federal Military Service Date

TCF—Test Control Facility

TCO—Test Control Officer

TD—Training Detachment

TDY—Temporary Duty

TFTERP—Total Force Training and Education Review Panel

TLN—Training Line Number

TM—Training Manager

TOT—Task-Oriented Training

TPM—Training Pipeline Manager

TPR—Trained Personnel Requirements

TPT—Training Planning Team

TR—Technical Reference

TRQI—Training Requester Quota Identifiers

TRS—Training Squadron

TSC—Training Status Code

TSgt—Technical Sergeant

TSWG—Training Standard Working Group

TTP—Technical Training Plan

U&TW—Utilization and Training Workshop

UCMJ—Uniform Code of Military Justice

UGT—Upgrade Training

URE—Unit Review Exercise

USAFA—United States Air Force Academy

USAFE—United States Air Forces in Europe

USAFSE—United States Air Force Supervisory Examination

UTA—Unit Training Assembly

UTM—Unit Training Manager

VTC—Video Teleconference

VTT—Video Teletraining

WAPS—Weighted Airman Promotion System

WSC—Weight Status Code

YOT—Year of Training

Terms

Advanced Training (AT) —Formal course that provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS with additional skills and knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

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

Allocation—A class seat reserved for a specific program user at their request.

Amended PGL—An amendment to the Funded PGL and reflects changes in the AF tasking to AETC resulting in a change to the AETC resource baseline. To arrive at the Amended Funded PGL, the same basic process is followed as with Draft and Approved PGLs.

Approved PGL—Reflects the corporate AF approved training requirements and resources to support execution of the training as reflected in the POM submission to DoD. HQ AETC/DO directs and coordinates actions with HQ staff, 2AF, AU, and HQ AETC/DOR to assess if the Draft PGL is executable within current command baseline. Based on POM inputs, HQ USAF/DPLT submits the Draft PGL with the resource requirements that will make it executable through the E&T IPT, P&T Panel, and corporate board structure. If approved for the POM submission, it is identified as the "Approved PGL".

Area Support—Field training that a designated training detachment (TD provides to a unit not receiving support from an on-site field training detachment. The designated TD supports more than one US Air Force installation under this arrangement.

Bogey—An AETC funded student training quota allocated to program users by HQ AETC/DOO.

Bridge Course—A formal or informal course of training which allows the officer to expand his/her knowledge in another area of expertise.

Career Field Education and Training Plan (CFETP)—CFETP is 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 aims to give personnel a clear path and instill a sense of industry in career field training.

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

Certification Official—A person whom the commander assigns to determine an individual's ability to perform a task to required standards.

Continuation Training—Additional advanced training exceeding the minimum upgrade training requirements with emphasis on present or future duty assignments.

Contract Training—Type 1 training that receives the same priority funding as Air Force-directed training. It supports initial groups of instructors and operators the Air Force requires for new or modified weapon systems.

Core Task—Tasks the AFCFM identify as minimum qualification requirements for everyone within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

Course Objective List (COL)—A publication derived from initial and advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3- or 7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, *Developing, Managing, and Conducting Military Training Programs.*

Course Training Standard (CTS)—Training standard that identifies the training members will receive in a specific course.

Cross Utilization Training (CUT)—Training designed to qualify personnel to perform tasks that are not established requirements in their awarded AFSC.

Distributed Training—Formal courses that a training wing or a contractor develops for export to a field location (in place of resident training for trainees to complete without the on-site support of the formal school instructor.

Draft PGL—Reflects the initial AF training requirements as validated by the E&T IPT. HQ USAF/DPLT develops this document and submits it to HQ AETC/DO.

Education and Training Course Announcement (ETCA) —Located at **https://hq2af.keesler.af.mil/etca.htm**, contains specific MAJCOM procedures, fund cite instructions, reporting instructions, and listings for those formal courses conducted or managed by the MAJCOMs or field operating agencies (FOAs). The ETCA contains courses conducted or administered by the AF and reserve forces and serves as a reference for the AF, DoD, other military services, government agencies, and security assistance programs. The ETCA has replaced the course announcements found in AFCAT 36-2233, USAF Formal Schools Catalog.

Enroute PCS-Associated Training—The training of students undergoing a permanent change of station (PCS) while in temporary duty (TDY) status.

Exportable Course —Instructional packages that personnel design for use in the field. The course may include printed, computer-based, or other audiovisual materials.

Exportable Training—Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

External Evaluation—Acquisition and analysis of data from outside the training environment to evaluate the training product in the operating environment.

Field Training—Technical, operator, and other training either a TD or field training team conducts at operational locations on specific systems and associated direct-support equipment for maintenance and aircrew personnel.

Fiscal Years Defense Program (FYDP) —Official DoD database and document to capture PPBS updates that compiles forces, manpower, and dollars. FYDP cycle covers a six-year projection initially and ages to five years.

Funded PGL—Reflects DoD support for the AF approved training requirements and resources to support execution of the training. The AF POM, reflecting the resources needed to execute the Approved PGL, is submitted to DoD/OSD. Upon review and reconciliation with national defense objectives and preliminary budget, the resource baseline to support execution of the PGL is approved or adjusted accordingly. Air Staff, if necessary, adjusts or directs schools to adjust training requirements in the PGL to a level that is executable and matches the resource level. This final PGL is the "Funded PGL" as tasking and resources are reconciled thus allowing for the training to be fiscally executable. Note: Funded PGL baseline numbers may be amended based on AETC initial distribution.

Go—The stage at which a trainee has gained enough skill, knowledge, and experience to perform the tasks without supervision. Meeting the task standard.

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 for officers.

Initial Training Evaluation—An evaluation to review an individuals training qualifications. Supervisors must conduct an initial training evaluation to determine if the individual requires additional training to meet duty position requirements.

Internal Evaluation—Collection of data from within the training environment.

Level 1 (Mission Accomplishment) Requirement—[Priority Ranking System Level of Urgency] Training necessary to accomplish the day-to-day mission. In using this rating, commanders are validating training as mission essential. Funded by AETC. If Air Force cannot support the need, then unit funds will be used.

Level 2 (Mission Enhancement) Requirement—Priority Ranking System Level of Urgency] Training required to improve mission capability. Funded by agency (MAJCOM, FOA, DRU, and non-AF users) requesting training.

No Go—Trainee has not gained enough skill, knowledge, and experience to perform task without supervision. Does not meet task standard.

Mission-Ready Airman—A technical training graduate certified on tasks, as defined by the AFCFM, required for on-the-job performance upon course completion.

Non On-line Users—Organizations who do not have OTA capability.

Out-of-Cycle Training Request—A new requirement or a change to a Funded MRTP PGL.

On-the-Job Training (OJT)—Hands-on, "over-the-shoulder" conducted to certify personnel in both upgrade (skill level award and job qualification (position certification training.

Planning, Programming and Budgeting System (PPBS)—Secretary of Defense's resource management system that is the primary means to control allocation of resources. Identified mission needs (planning), match them with resource requirements (programming), and translate them into budget proposals (budgeting). Aims at achieving the best mix of forces, manpower, materiel equipment, and support.

Position Qualification Training—Training designed to qualify an airman in a specific position that occurs after upgrade training.

Proficiency Training—Additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

Program Guidance Letter (PGL) —The Mission Readiness Training Program (MRTP) Program Guidance Letter (PGL) identifies the post-pipeline technical training requirements submitted by the MAJCOMs, FOAs, DRUs, and non-AF Training Requester Quota Identifiers (TRQIs) and costs, for both manpower and funding, by AETC. It serves as the official tasking document enabling AETC planners and resource programmers to acquire the necessary resources for accomplishment of the tasking. The MRTP PGL is a process that aligns the Air Force requirements with the Planning, Programming, and Budgeting System (PPBS).

Program Objective Memorandum (POM) —Developed by individual services to set objectives for their forces, weapon systems and logistical support within the fiscal limits assigned to them by the Secretary of Defense. Covers a six year period.

Qualification Training (QT)—Hands-on performance training designed to qualify an airman in a specific position. This training occurs both during and after upgrade training to maintain up-to-date qualifications.

Qualification Training Package (QTP)—An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

Quota Type—A two-character code within AFTMS used to indicate the student's active duty status (i.e., airman, officer, or civilian) and the travel funding status (i.e., AETC-funded, unit-funded, or non-TDY). The particular codes are as follows:

1st Digit (Active Duty Status)	2nd Digit (Travel Funding Status)
A (airman)	T (AETC-funded)
O (officer)	P (unit-funded)
C (civilian)	N (non-TDY)

(*NOTE*: The "N" funding status is usually used for NPS pipeline students, PCS-length schools 20 weeks or longer, or non-active duty Air Force users).

Resource Constraints—Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

Specialty Training Standard (STS)—An Air Force publication (typically inserted as Part 2 of the CFETP) that describes an Air Force specialty in terms of tasks and knowledge that an airman in that specialty may be expected to perform or to know on the job. Also identifies the training provided to achieve a 3-, 5-, or 7-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an Air Force Specialty Code (AFSC are taught in formal schools and correspondence courses.

Standard—An exact value, a physical entity, or an abstract concept, the appropriate authority, custom, or common consent sets up and defines to serve as a reference, model, or rule in measuring quantities or qualities, developing practices or procedures, or evaluating results. A fixed quantity or quality.

Sub-allocation—Allocation that a program user has actually programmed a name against.

Task Certifier—See Certification Official.

Trainer—A trained and qualified person who teaches personnel to perform specific tasks through OJT methods. Also, equipment that the trainer uses to teach personnel specified tasks.

Training Capability—The ability of a unit or base to provide training. Authorities consider the availability of equipment, qualified trainers, study reference materials, and so on in determining a unit's training capability.

Training Detachment (TD)—An AETC detachment that provides maintenance-oriented technical training, at an operational location, on specific systems and their aerospace ground equipment. A TD aims to: Qualify personnel on new equipment or in new techniques and procedures, maintain proficiency and to increase skill and knowledge, acquaint personnel with specific systems and keep personnel aware of changing concepts and requirements.

Training Requester Quota Identifier (TRQI) —The TRQI is a four-character communication code within OTA used to convey annual or supplemental training requirements, quota allocations, quota confirmations, and student tracking information between a user of training and the provider (owner) of training. TRQIs are assigned to MAJCOMs, FOAs, and DRUs responsible for training accountability of personnel. Only one TRQI is assigned to a functional entity for MRTP.

Training Session—Training that trainers conduct based on technical data for a maintenance task that existing courses could not support.

Upgrade Training (UGT)—Mandatory training which leads to attainment of higher level of proficiency.

Wartime Tasks—Those tasks that must be taught when courses are accelerated in a wartime environment. In response to a wartime scenario, these tasks will be taught in the 3 level course in a streamlined training environment. These tasks are only for those career fields that still need them applied to their schoolhouse tasks.

Attachment 2

CONDUCTING TRAINING STAFF ASSISTANCE VISITS (SAV)

A2.1. Purpose. The purpose of the attachment is to provide guidance for preparing, conducting, and documenting SAVs. The objective of a SAV is to perform an assessment to determine the effectiveness of the unit training program. When conducting SAVs, use the applicable sections of this attachment and any MAJCOM directives.

A2.2. Overview. Conduct the visit in the following sequence:

A2.2.1. Make pre-visit preparations.

A2.2.2. Visit the unit/work centers.

A2.2.3. Post visit procedures.

A2.3. Pre-Visit Preparation. Thorough planning will ensure the success of the SAV.

A2.3.1. Scheduling. A flexible schedule is necessary to meet each work center's daily operations. Contingencies, exercises, or peak workloads may cause temporary interruptions to the SAV schedule. Conduct the visit by notifying the UTM of the tentative dates and times for visiting the work centers.

A2.3.2. Research. Use all available resources such as OJT rosters, quarterly meeting minutes, status of training information, previous SAV reports, wing safety reports, AFTC usage data, and task evaluations or QA reports.

A2.3.3. Know the unit's mission.

A2.3.4. Review policy letters to ensure compliance with governing training directives.

A2.3.5. Know the unit's contingency or wartime training requirements.

A2.4. Visiting the Unit.

A2.4.1. Protocol During Visits**.** Always begin and end the visit by briefing the commander and additional unit leaders, as required.

A2.4.2. Briefing Requirements. As a minimum, brief the following areas:

A2.4.2.1. State the purpose of the SAV (e.g., to assess the effectiveness and quality of training, and to provide assistance and recommendations).

A2.4.2.2. Outline assessment areas.

A2.4.2.3. State the approximate duration of the visit.

A2.4.2.4. Review any special interest items.

A2.4.2.5. Schedule and out-brief.

A2.5. Post Visit Procedures.

A2.5.1. Writing the SAV Report. Clearly and concisely document the health of the unit's training program, specific areas needing improvement, and an outline of required actions. Refer to AFH 37-137, *The Tongue and Quill,* for additional writing suggestions. The report will include the following:

A2.5.1.1. Base or Unit TM Unit Designation, Office Symbol, and Phone Extension.

A2.5.1.2. Routing Procedures. Forward the report to the squadron commander.

A2.5.1.3. Timeliness of Report. Send reports NLT 30 days after the SAV is conducted. (60 days for ARC.)

A2.5.1.4. Summary of SAV Report Key Areas (see Figure A2.5., SAV Assessment Areas). The assessment areas identified in the Figure A2.5 with a single * are for the UTM's visits and the double ** areas identify the Base TM's area. Items identified by single or double asterisks are minimum assessment areas and will be addressed in appropriate SAV Reports. Address all other areas if applicable to the unit.

A2.5.1.4.1. Assessment. Provide specific findings by summarizing what or who was seen, how many, etc., and emphasizing positive results. However, identify problems, because the commander needs to know.

A2.5.1.4.2. Specific Assistance Provided. Give specific base or unit TM assistance.

A2.5.1.4.3. Recommendations. State specific recommendations on corrective actions for deficiencies noted during the SAV.

A2.5.2. Follow-Up Visits. Indicate on the report whether a follow-up visit is needed to verify long-term corrective actions. Give a follow-up date NLT 60 days after the SAV. (90 Days for ARC)

Figure A2.1. Training SAV Report Sample.

Use the following guidelines in preparing a formal SAV report. Prepare a memorandum identifying the purpose, visit dates, and a reply to the report, if necessary. An example of a memorandum is as follows:

MEMORANDUM FOR UNIT COMMANDER

FROM: BASE OR UNIT TM

SUBJECT: Training Staff Assistance Visit, Dates of SAV

1. The purpose of the SAV was to assess the effectiveness of the unit's training program and to provide guidance, assistance, and specific recommendations for correcting training deficiencies.

2. The visit was conducted by: Rank, name and title, from (inclusive dates), IAW AFI 36-2201.

3. Summarize assessment, specific assistance provided, recommendations, and follow-up. Put task evaluation results in **Attachment 1**, and identify key personnel contacted in **Attachment 2**.

4. Identify any work centers or personnel who contributed outstanding training service to the unit.

5. A reply to specific deficiencies in this report is/is not required. Identify significant problems within **Attachment 1** and require a corrective action response NLT 60 days after the SAV completion.

                                                    SIGNED
                                                    Base/Unit TM

Attachments:

1. Tasks Evaluations

2. Key Personnel Contacted

Figure A2.2. SAV Assessment Areas.

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1. (**) Training Program Effectiveness.

2. (**) UTM Effectiveness in Performing Duties and Support.

3. (**) Quality and Timeliness of Training Meeting and Minutes.

4. (**) Quality and Timeliness of Unit Staff Assistance Visits.

5. (*) Supervisory Performance of Training Duties.

6. (*) Supervisor, Trainer, and Trainee Knowledge of Training.

7. (*) Currency and Usage of MTLs and MTPs.

8. (*)(**) Quality of Training.

9. (*)(**) CDC Program Administration.

10. (*) Training Record Documentation.

11. Individual Mobilization Augmentee (IMA) Program.

12. (*)(**) Air Force Training Course Scheduling and Backlog.

13. (*)(**) Trainees In Nonproductive Training Status.

14. Programs Required by Other Directives.

15. (**) Technical Training Graduate Surveys.

16. (**) Annual Formal Training Course Screening Procedures.

17. (*)(**) Training Statistics By Skill Level.

18. Resource Augmentation Duty (READY) Program.

19. Summary. Close with a brief overall status of the unit's training program.

Attachment 3

TRAINING STATUS CODES AND DEFINITIONS

Table A3.1. Training Status Codes and Definitions.

	A	B
L I N E	**Training Status Code**	**Definition**
1	A	The airman is in UGT for the initial award of a 3-skill level AFSC.
2	B	The airman is in UGT for the initial award of a 5-skill level AFSC.
3	C	The airman is in UGT for the initial award of a 7-skill level AFSC. The airman must be a SSgt-select or above.
4	D	AFRC member awaiting reassignment to the Inactive Ready Reserve.
5	E	The airman is retraining from an AFSC awarded at the 3 or higher skill level and is in UGT for subsequent award of a 3-skill level AFSC.
6	F	The airman is retraining from an AFSC awarded at the 5 or higher skill level and is in UGT for subsequent award of a 5-skill level AFSC. This includes 3-skill level AFSCs having no 5-skill level (see AFI 36-2101).
7	G	The airman is retraining from an AFSC awarded at the 7 or higher skill level and is in UGT for subsequent award of a 7-skill level AFSC. The airman must be a SSgt or above.
8	I	The airman is in re-qualification training and meets the following criteria: Is a SrA, SSgt, or TSgt; is returned to an AFSC at the highest skill level for their current grade from an AFSC, reporting identifier, or special duty identifier; and has not performed in the AFSC for at least the past 6 months. Do not use this code for prior service airmen or former officers.
9	K	The airman is attending basic military training or a skill level awarding technical school. This code also applies to those in follow-on training.
10	M	The airman has approved retraining via a formal school, the CAFSC has changed to the retraining AFSC, and the airman is awaiting to attend class. For ANG/AFRC personnel with a CAFSC of a 1-skill level awaiting entry into a formal school, not to exceed 12 months.

	A	B
L I N E	**Training Status Code**	**Definition**
11	P	The airman cannot enter or continue in UGT due to the lack of a training capability at the assigned or TDY installation or because of duty status (for example, AFSC withdrawn, in confinement, Absent Without Leave (AWOL), hospitalized, officer trainee or selectee, assigned out of the control AFSC, decertified from the Personnel Reliability Program (temporary and permanent), and pregnancy). Use this code when a training capability is not available for upgrade or qualification training. Submit an explanation of circumstances surrounding a lack of UGT capability through the unit, wing, MAJCOM, FOA, or ARC training managers to the MAJCOM FM for action. Use this code when an individual has been eliminated from a formal training course pending reclassification/separation. This TSC does not permit waiving the dislocation allowance or other PCS restrictions (see AFI 36-2110). This code also applies to airmen attending the Defense Language Institute, awaiting security clearance when no specialty training is available, or unable to enroll in a classified CDC. Return airmen out of their control AFSC for more than 130 days (270 days for temporary PRP decertification) to duty immediately and reenter them into training in the control AFSC or recommend for retraining according to AFI 36-2204, whichever is appropriate (see AFI 36-2101).
12	Q	ANG and AFRC Only. The airman has received the highest skill level possible at the current grade and is receiving performance-based training to qualify in a specific position. Airmen remain in this TSC until qualified in the new duty position. . Progress evaluation for airmen in this TSC will be conducted between 12 and 24 months time in training.
13	R	The airman is fully qualified. Use this code when personnel complete UGT.
14	S	The airman is directly or indirectly changing to another AFSC at the same skill level of their previous AFSC. Only AFPC will update this code.

	A	B
L I N E	**Training Status Code**	**Definition**
15	T	The commander is not recommending the airman for entry into training or withdraws the airman from training for failure to progress. This code includes personnel who fail to complete formal training mandatory for award of a 5-skill level. This code also applies to personnel who fail to complete qualification training/UGT requirements levied by AFCFMs (e.g., CDCs, transition and multi-skills training). The commander notifies the individual of the reason for entry in this TSC and advises them of the action required to qualify for training at a later date (see Notes for processing instructions at the end of this attachment.) Individuals in this code are ineligible for reassignment, promotion or reenlistment. The commander will evaluate members at 90 days and recommend action IAW **Chapter 9**. Document the evaluation in writing, place a copy in the AF Form 623, and forward a copy to base training. Keep airmen in this TSC until reinstated, reclassified, or separated. Placement in this code is limited to 90 days for two time CDC failures. *NOTE:* **Do not use this TSC instead of necessary administrative or disciplinary action. Process case files for an airman recommended for withdrawal fromg training for failing to progress (TSC T) according to option A, B, or C (see below)** When processing an AF Form 2096 placing a trainee in TSC T, a hard copy must be forwarded to the MPF with the member's signature.
16	Y	The applicable TSC has not been assigned or the gaining MPF has not processed the airman. Use this code for ARC personnel awaiting the start of BMTS.

OPTION A. If the commander and supervisor recommend withdrawal from UGT or mandatory qualification training identified by the AFCFM, and justify the recommendation on AF Form 2096, with agreement from the base training office and the trainee, and base training approves:

    (1) The commander enters the following statement in the remarks section of the AF Form 2096 and signs it along with the trainee: "I have been briefed on my ineligibility for promotion, reenlistment, and reassignment while withdrawn from training and understand that removal from UGT may result in separation under the provisions of AFI 36-3208, Administrative Separation of Airmen." File one copy of the AF Form 2096 in the AF Form 623.

    (2) The commander evaluates the individual to determine eligibility to reenter training at 90 days for further action.

OPTION B. If the commander and supervisor recommend withdrawal from UGT, the AFSC, or from mandatory qualification training identified by the AFCFM; and either the base training office or trainee do not agree with the withdrawal:

(1) The Military Personnel Flight (MPF) chief (or designee) submits documents (last three performance reports, training documentation, and medical evaluations, if appropriate) to the parent MAJCOM with a cover letter recommending the course of action.

(2) The MAJCOM training manager coordinates with the MAJCOM FM to initiate one of the following actions:

(a) Continue the airman in training.

(b) Withdraw from UGT and continue in the present AFSC. If the MAJCOM determines the trainee can progress in the AFSC, the commander (after evaluation) may allow the airman to reenter training at any time.

(c) Disqualify the airman from the AFSC (see AFIs 36-2101 and 36-2626F) and return to a previously awarded AFS, if applicable, or recommend the airman for retraining.

OPTION C. The commander evaluates the airman for separation from the Air Force IAW AFI 36-3208.

Attachment 4

STAFF ASSISTANCE VISIT CHECKLIST

Table A4.1. Staff Assistance Visit Checklist.

Commander Responsibilities				
No.	ITEM	YES	NO	N/A
1.	Does the UTM report directly to the commander?			
2.	Does the commander ensure that the UTM is not assigned additional duties detracting from their primary duties?			
3.	Does the commander discuss the training program with unit personnel? (e.g., staff meetings, commander calls, unit training meeting, etc.)			
4.	Does the commander evaluate personnel (at least every 90 days) in training status code "T" and determine their status?			
5.	Does the commander forward a copy of the evaluation to base training?			
6.	Does the commander evaluate personnel in TSC "P" periodically for reentry into training or to update their status?			
7.	Does the commander evaluate trainee's potential to progress after a CDC course examination failure?			
8.	Does the commander document the evaluation?			
9.	Has the commander appointed an additional duty UTM if a 3S2X1 is not assigned?			
10.	Does the commander budget funds to support training requirements?			
11.	Does the commander ensure all work centers develop and use a MTP?			
12.	Does the commander review SAV reports, informal visit memos, and training meeting minutes?			
13.	Does the commander require a briefing at least monthly from the UTM?			
14.	Has the commander established a recognition program?			

Unit Training Manager Responsibilities			
No.	**ITEM**	**YES**	**NO**	**N/A**
	UTM Support			
1.	Does the UTM know the unit's mission, including contingency and wartime requirements?			
2.	Does the UTM brief the commander on the training program at least monthly?			
3.	Does the UTM conduct trainee orientation NLT 60 days after entering UGT?			
4.	Does the UTM conduct and document informal work center visits?			
5.	Does the UTM effectively use the OJT Roster to manage the training program?			
6.	Does the UTM annotate changes and maintain the OJT Roster for the current and two previous months?			
7.	Does the UTM forward an annotated copy of the OJT roster to Base Training on a quarterly basis (Jan, Apr, Jul, and Oct), by the 10th day?			
8.	Does the UTM review the OJT Record to ensure all requirements are met prior to submitting an upgrade action?			
9.	Does the UTM ensure all work centers have developed and are using a MTP?			
10.	Does the UTM initiate and provide to the supervisor an AF Form 623 for all trainees entering UGT for the first time?			
	CDC Program Management			
11.	Does the UTM have a CDSAR account with AFIADL?			
12.	Does the UTM verify and forward requests for CDC enrollment/extension to AFIADL?			
13.	Does the UTM ensure all UGT trainees are enrolled in the correct CDC?			
14.	Does the UTM issue CDCs and brief the supervisor and trainee on CDC requirements?			

	Unit Training Manager Responsibilities			
No.	ITEM	YES	NO	N/A
15.	Does the UTM track volume completion to ensure timely progression on the OJT roster?			
16.	Does the UTM ensure the supervisor completes a review of the entire course prior to ordering the course examination?			
17.	Does the UTM order and schedule the course examination upon request from the supervisor?			
18.	Does the UTM process address changes as required?			
19.	Does the UTM ensure reassigned trainees depart with all required (unclassified) CDC materials?			
	Occupational Survey/Graduate Survey Management			
20.	Does the UTM have a method to track surveys?			
21.	Does the UTM explain the purpose and importance of Occupational/Graduate surveys to supervisors and trainees?			
	Training Meetings			
22.	Does the UTM attend the base training meetings?			
23.	Does the UTM conduct training meetings at least quarterly?			
24.	Does the UTM conduct training during the meetings?			
25.	Does the UTM publish and distribute comprehensive meeting minutes NLT 14 days after the meeting (60 days for ARC)?			
26.	Does the UTM identify no-shows to the commander?			
	Unit Staff Assistance Visits			
27.	Does the UTM conduct a SAV on the entire unit every 18 months?			
28.	Does the UTM assess, as a minimum, all areas in **Attachment 2**?			

Unit Training Manager Responsibilities			
No.	**ITEM**	**YES**	**NO**	**N/A**
29.	Does the UTM conduct task evaluations on a minimum of 10 percent of upgrade trainees (using AF Form 803, *Report of Task Evaluation*) to assess quality of training?			
30.	Does the UTM publish a comprehensive written report using the format in **Attachment 2**?			
31.	Does the UTM forward a copy of the report to base training NLT 30 days from completion (60 days for ARC)?			
32.	Does the UTM conduct and document follow-up visits to ensure long term corrective actions were implemented?			

Supervisor/Trainer Knowledge, Guidance, and Support			
No.	**ITEM**	**YES**	**NO**	**N/A**
1.	Does the supervisor/trainer understand their roles and responsibilities in the training program?			
2.	Does the supervisor/trainer understand and use the MTP?			
3.	Does the supervisor conduct an initial evaluation for all personnel within 60 days of assignment (120 days for ARC)?			
4.	Does the supervisor familiarize trainees with the objectives, policies and procedures of the training program?			
5.	Does the supervisor administer the CDC program IAW AFI 36-2201, Vol 2?			
6.	Does the supervisor/trainer document the trainee's OJT record IAW AFI 36-2201, Vol 2?			
7.	Does the supervisor ensure all mandatory requirements were met prior to recommending the trainee for upgrade?			
8.	Has the supervisor/trainer completed the Air Force Training Course?			

Master Training Plans (MTPs)			
No. **ITEM**	**YES**	**NO**	**N/A**
1. Have all work centers developed a MTP?			
2. Does the MTP include an explanation or instruction for its use?			
3. Does the MTP provide for 100 percent task coverage for the work center, including contingency and wartime requirements?			
4. Does the MTP include the most current CFETP?			
5. Does the MTP include an AF Form 797 identifying locally assigned tasks, if required?			
6. Does the MTP include other products needed to meet the needs of the specific work center (e.g., AF Form 1098, AF Form 1320a)?			

Quality of Training			
No. **ITEM**	**YES**	**NO**	**N/A**
1. Do supervisors and trainees comply with their responsibilities towards the training program?			
2. Does production and performance data indicate possible training deficiencies?			
3. Does the unit possess adequate resources (qualified personnel, equipment, funds) to meet training needs?			
4. Do trainees meet performance standards during task evaluations?			
5. Do trainees adhere to published performance and safety standards?			

Individual Mobilization Augmentee (IMA) Program			
No.	**ITEM**	**YES**	**NO**	**N/A**
1.	Does the unit of assignment provide the unit of attachment the wartime job description and sufficient information about the IMA's mobilization position to plan and provide adequate training?			
2.	Does the supervisor have access to directives required to manage the IMA program?			
3.	Does the supervisor conduct an initial evaluation of all enlisted IMAs within two Inactive Duty Training (IDT) periods?			
4.	Does the supervisor plan and provide training to the IMA, as required?			
5.	Does the supervisor assign IMAs meaningful tasks to maintain proficiency in wartime duty positions?			
6.	Does the supervisor maintain an AF Form 623 for each attached IMA in the grade of technical sergeant and below?			
7.	Does the supervisor document marginal training performance or failure to progress in training?			
8.	Does the supervisor ensure IMAs receive applicable CDCs?			
9.	Does the supervisor identify IMAs in a nonproductive training status?			
10.	Does the supervisor ensure the appropriate in-residence technical school is requested through the IMA's school quota allocation authority (MAJCOM IMA Program Manager)?			

Attachment 5

GUIDE FOR CONDUCTING THE UNIT TRAINING MANAGER'S (UTM) TRAINEE ORIENTATION

A5.1. The UTM will conduct a comprehensive trainee orientation for individuals entering UGT, covering the concept, scope, and objectives of the Air Force Training Program. Trainees must understand the training plan, how the plan affects them, and what their individual responsibilities are towards training. Training not only affects the unit mission, but impacts promotion, assignment selection, and re-enlistment.

A5.1.1. Initial UTM Trainee Orientation. Use AFI 36-2201, AFMAN 36-2108, and the applicable CFETP.

A5.1.1.1. Training is all training received while performing in a specialty.

A5.1.1.2. Upgrade Training (UGT). Training to qualify airmen for the award of a skill level. UGT increases skills and knowledge beyond the levels previously acquired.

A5.1.1.3. Qualification Training (QT). Hands-on performance training designed to qualify a trainee in a specific duty position. This can be training in conjunction with UGT, it can occur after UGT completion, or at any other time training is necessary.

A5.1.2. Duties of the Commander.

A5.1.2.1. Responsible for overall unit mission accomplishment through the training program.

A5.1.2.2. Establish controls to ensure training meets mission requirements.

A5.1.2.3. Evaluates a trainee's potential to progress in UGT.

A5.1.3. Duties of the Base Training Office:

A5.1.3.1. Establishes policy and procedures for training.

A5.1.3.2. Focal point for all training matters on base.

A5.1.3.3. Assists commanders, UTMs, and supervisors in developing training programs.

A5.1.3.4. Conducts formal staff assistance visits on UTMs.

A5.1.4. Duties of the Unit Training Manager,

A5.1.4.1. Appointed by the unit commander to oversee all unit training issues.

A5.1.4.2. Serves as the focal point for all training within the unit.

A5.1.4.3. Indoctrinates all unit personnel on the concepts, scope, and objectives of training.

A5.1.4.4. Assists in scheduling training.

A5.1.4.5. Initiates AF Form 623 and provides to supervisor.

A5.1.4.6. Conducts formal and informal assistance visits to sections and work centers.

A5.1.5. Duties of the Supervisor.

A5.1.5.1. Develops a master training plan.

A5.1.5.2. Performs an initial evaluation of the trainee's qualifications/needs within 60 days of assignment (120 days for ARC) to a duty position.

A5.1.5.3. Maintains the AF Form 623.

A5.1.5.4. Counsels the trainee when problems occur.

A5.1.5.5. Ensures the trainee meets, in addition to the duty position requirements, all mandatory qualification requirements outlined in AFI 36-2108, *Enlisted Classification.*

A5.1.5.6. Initiates upgrade action when trainee meets all requirements.

A5.1.6. Duties of the Trainer/Certifier:

A5.1.6.1. Plans and conducts training.

A5.1.6.2. Teaches on actual equipment or training aids.

A5.1.6.3. Evaluates training and certifies qualifications.

A5.1.6.4. Provides training feedback to the trainee and supervisor.

A5.1.6.5. Uses established training evaluation tools and methods.

A5.1.6.6. Determines trainee abilities and training program effectiveness.

A5.1.6.7. Develops evaluation tools.

A5.1.6.8. Identifies the trainee's strengths and areas needing improvement.

A5.1.7. Duties of the Trainee:

A5.1.7.1. Actively participates in the training process.

A5.1.7.2. Understands the applicable CFETP and career path.

A5.1.7.3. Maintains knowledge, qualifications, and the appropriate skill level.

A5.1.7.4. Becomes a productive member of the unit and work center through task certification.

A5.1.7.5. Budget on- and off-duty time to complete training tasks, particularly for CDC and other self-study requirements.

A5.1.7.6. Request help from your supervisor, trainer, or UTM when having training difficulties.

A5.1.7.7. Task knowledge is needed to perform specific tasks and is gained by studying technical references.

A5.1.7.8. Career knowledge is gained through a planned program of self-study involving CDCs or technical references listed in the CFETP.

A5.1.8. Criteria for award of a skill level:

A5.1.8.1. Minimum time requirements.

A5.1.8.2. Knowledge (CDC or study references from the CFETP Part II).

A5.1.8.3. Job qualification (satisfies training requirements for the duty position).

A5.1.8.4. Mandatory requirements (minimum requirements listed in paragraph 3 of the AFS description AFMAN 36-2108).

A5.1.8.5. Supervisor's recommendation.

A5.1.9. CDC Administration:

A5.1.9.1. Supervisor and trainee briefed on use of material.

A5.1.9.2. Supervisor and trainee inventory the material.

A5.1.9.3. Supervisor and trainee make corrections.

A5.1.9.4. Supervisor and UTM establishes volume sequence to achieve logical flow based on duty position requirements.

A5.1.9.5. Supervisor issues first volume and sets a schedule of 30 days per volume (60 days for ARC and IMAs).

A5.1.9.6. Supervisor documents any deviations from schedule on AF Form 623a, and notifies UTM of schedule deviations.

A5.1.9.7. Trainee studies volume chapter by chapter and answers all exercise questions.

A5.1.9.8. Supervisor counsels trainee and documents counseling on AF Form 623a.

A5.1.9.9. Supervisor reviews answers using the answer key.

A5.1.9.10. Supervisor and trainee correct all questions to 100 percent.

A5.1.9.11. The supervisor retains all URE answer keys.

A5.1.9.12. Ensure exercises are complete and check for accuracy.

A5.1.9.13. Provide review training for incorrect answers on the URE.

A5.1.9.14. File answer sheet in the training record and maintain until CDC is complete.

A5.1.9.15. Supervisor issues next volume and follows preceding steps to completion.

A5.1.10. When Course Examination (CE) arrives, Base Training Office notifies the supervisor through the UTM.

A5.1.10.1. Supervisor completes a comprehensive review of all course materials in preparation for CE.

A5.1.10.2. UTM schedules trainee for testing within 30 days after receipt of CE.

A5.1.10.3. Trainee takes CE.

A5.1.10.4. Unit TM receives scorecard and forwards to supervisor.

A5.1.10.5. Supervisor completes review training and annotates the AFIADL scorecard.

Attachment 6

GUIDE FOR INTERVIEWING PROSPECTIVE 3S2X1 RETRAINEES

A6.1. Purpose. The purpose of this guide is to provide additional information for interviewers of personnel interested in retraining into AFSC 3S2X1 (Education and Training). This information goes beyond the AF classification system of requirements and procedures for retraining. Use this guide to provide an overview of the various jobs within the AFSC and entry requirements.

A6.2. Introduction. Being a training manager in today's AF is a very demanding, yet rewarding job, if approached with a positive attitude and a willingness to serve. Anyone desiring to become a training manager must understand what the AFSC encompasses and requires.

A6.3. Information. As with any major decision in life, gain as much information as possible before making a final decision. Gather information from the following sources:

A6.3.1. Review AFMAN 36-2108, specialty description outlining 3S2X1 AFSC duties and responsibilities.

A6.3.2. Review the current 3S2X1 Part II of the CFETP for general task requirements of the AFSC. Technical references and functional publications relating to the duty position, i.e., AFI 36-2201, provides specific guidance.

A6.3.3. Consider the need to work with people and communicate effectively both orally and in writing.

A6.3.4. Consider the need to deal effectively with personnel at all levels, especially commanders and supervisors.

A6.3.5. Techniques for skills such as guiding, persuading, counseling, advising, assisting, educating, and instructing are essential for success.

A6.3.6. The initial mandatory AFS training is Education and Training Apprentice Course (J3ALR3S231-001, PDS Code X0R). Additionally, technical or academic instructor courses are helpful.

A6.4. Different Jobs. Next, a review of the different positions is in order. There are basically three distinguishable areas in the AFSC; training and related training program development and management, formal instructing and related training activities, and support of voluntary education policy and programs. Within these three areas exist at least seven common variations of jobs:

A6.4.1. Unit Training Manager (UTM).

A6.4.2. Aircraft or Missile Maintenance Training Manager.

A6.4.3. Base Training Manager.

A6.4.4. MAJCOM TM.

A6.4.5. Instructor.

A6.4.6. Education Services Manager.

A6.4.7. ISD/Curriculum Development.

A6.5. Unit Training Manager (UTM). Being assigned as a UTM is one of the most challenging places to begin in the AFSC. This is the grass roots level of the training environment and a great place to learn the basics of the AFS. AFI 36-2201 outlines the many duties associated with this important position. In this job, you interact daily with personnel at all levels. Your position in the unit is extremely vital to the mission. The way you do business and conduct yourself greatly impacts the effectiveness of the training program. Being a leader and a professional is a necessity.

A6.6. Aircraft or Missile Maintenance Training Manager . There are at least two variations of unit training management, working solely in a unit situation or at group level in a centralized or consolidated aircraft maintenance or missile maintenance training activity. Most often they are responsible for both unit and group training programs. You must accomplish the basic unit training management requirements, as outlined by this AFI, and other related duties through the use of automated training management systems and appropriate maintenance training directives.

A6.7. Base Training Manager. Working in the MPF Base Training Office as a Base Training Manager is definitely in the mainstream of the AFSC. Interaction takes place with all serviced units, directly with the personnel community, and up the chain with higher headquarters. Previous unit level experience of at least one to two years is preferable before working in this capacity. Being thrust into this position as a first job is very challenging, but in some instances necessary. It's important to be knowledgeable concerning personnel policies and procedures relating to manning, promotion, classification, and retraining. Duties also include using the automated personnel data system.

A6.8. MAJCOM TM. Working at a MAJCOM requires extensive experience and a broad view; a person new to the AFSC should not work there. Duties include interaction with staff functions as well as the technical aspects of managing training programs on a command-wide basis.

A6.9. Instructor. A different and significant duty available is instructing in a formal technical or academic environment. Most positions are available in Air Education and Training Command (AETC) and require submission of a special duty application. Before beginning teaching duties, instructors must attend either a Basic Instructor Course or Academic Instructor School.

A6.10. Education Services Manger. Duties in an Education Services Center as an Education Services Manager are challenging and rewarding. Your exposure to a myriad of tasks will require flexibility to successfully accomplish them. Good communication and customer service skills are important characteristics to possess. You will assume responsibilities including working with tuition assistance, obligating and recouping funds, scheduling education and training activities, testing and counseling appointments, and equipment and classroom use.

A6.11. ISD/Curriculum Development. The duties associated with ISD/Curriculum Development are the most technically challenging within the AFSC. The majority of positions are in AETC or in organizations with training or education as its primary mission. Duties include conducting job skill assessments, developing lesson plans and tests, and evaluating existing courses through the instructional systems review process.

A6.12. Interview Checklist. This checklist highlights key areas to address when conducting an interview and preparing the recommendation for retraining and reclassification.

A6.12.1. The following areas are of interest to the interviewer:

A6.12.1.1. Appearance/military image.

A6.12.1.2. Prior educational background relating to communication skills.

A6.12.1.3. General attitude toward the AF.

A6.12.1.4. AF career goals.

A6.12.1.5. Prior experience in managing an Education and Training program or involvement as a trainer or supervisor.

A6.12.2. Assess by available means (records, supervisor and commander interviews, etc.) the ability to interact with people of varied grades and positions and to perform duties with little or no supervision.

A6.12.3. Review EPRs for remarks concerning:

A6.12.3.1. Duty Performance.

A6.12.3.2. Human relations.

A6.12.3.3. Learning ability.

A6.12.3.4. Self-improvement efforts.

A6.12.3.5. Adaptability to military life.

A6.12.3.6. Bearing and behavior.

A6.12.3.7. Training experience (if applicable).

A6.12.3.8. Supervisory experience (if applicable).

A6.12.3.9. Acceptance of NCO responsibility (if applicable).

A6.13. Additional Considerations . The potential retrainee must possess qualification in any AFSC at the 5-skill level or higher (or 3-skill level if no 5- skill level exists), and the ability to speak clearly and distinctly. As a final check, the interviewer must review the following areas:

A6.13.1. Potential retrainee's ability to communicate through writing.

A6.13.2. Status of UIF file or Weight and Body Fat Management Program participation, if applicable.

Figure A6.1. Sample Questions to Ask During the Retrainee Interview.

1. Why do you want to be an TM?

2. Have you ever given a speech in public or to a large number of people?

3. How would you describe your writing ability? Do you have any recent examples?

4. Do you consider yourself a decisive person? If so, why?

5. Have you become familiar with the duties and responsibilities of a TM?

6. Have you ever supervised/trained anyone and documented training records?

7. What are your career goals?

8. Do you feel capable of making decisions affecting other people?

9. Have you read AFI 36-2201?

10. Have you ever counseled anyone?

11. Do you feel capable of interacting with commanders and other senior personnel privately and publicly?

Attachment 7

GUIDE FOR CONDUCTING THE UTM TRAINING PROGRESS REVIEW

A7.1. The UTM will conduct a comprehensive training review for trainees reaching the 24th month of UGT. The separate one-on-one interview with the trainee and supervisor is designed to review the trainee's progress and to identify the remaining resources needed to complete UGT. The training progress review should be handled in a positive manner.

A7.2. Interview the following personnel separately.

   A7.2.1. Trainee.

      A7.2.1.1. Are you satisfied with the progress of your training?

      A7.2.1.2. Has your supervisor/trainer provided adequate training?

      A7.2.1.3. Are you familiar with the contents of your AF Form 623?

      A7.2.1.4. Do you have access to your AF Form 623?

      A7.2.1.5. Do you work on the same shift as your supervisor/trainer?

      A7.2.1.6. What can your unit do to get you upgraded?

      A7.2.1.7. Have you experienced any learning difficulty? If so, please describe.

      A7.2.1.8. Did you have any medical or personal problems that prevented you from completing UGT?

   A7.2.2. Supervisor/Trainer.

      A7.2.2.1. Did you establish a schedule with milestones for completing UGT requirements?

      A7.2.2.2. Has the trainee experienced any learning difficulty? If so, please describe.

      A7.2.2.3. Did the trainee have any medical or personal problems?

      A7.2.2.4. Did you provide adequate hands-on training for CFETP task requirements?

      A7.2.2.5. What percentage of CFETP task requirements are accomplished?

      A7.2.2.6. Were your training resources limited?

      A7.2.2.7. Have you documented the trainee's progression on the AF Form 623a?

A7.3. Document the results of the separate interviews on an AF Form 623a and have each individual sign and date the form.

A7.4. The UTM will include an assessment of the quality and quantity of training, and specific recommendations to complete UGT. Include an estimated completion date and a follow-up review date, if necessary, within 90 days.

A7.5. The UTM will brief the unit commander on the results of the review. If necessary, the commander will include comments on the AF Form 623a.

Attachment 8

IC 2004-1 TO AFI 36-2201, VOLUME 3, ON THE JOB TRAINING ADMINISTRATION

15 JANUARY 2004

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2004-1. This change addresses training policy and clarifies waiver letter instructions for ANG and Reserve personnel, Status of Training reporting, SSgt promotion, CFETPs and transcribing procedures. See the last attachment of the publication, IC 200X-1, for the complete IC. A bar(|) indicates revision from the previous edition

OPR: HQ AF/DPLTT(CMSgt Janet Groberski)

Supersedes: AFI 36-2201, Vol 3, 30 Sep 2002

Certified by: HQ AFPC/DPLT (Col Nancy Weaver)

2.6.15. Change "HQ ARPC" to "HQ AFRC."

3.1.9.2. DELETED.

3.1.13. Review and maintain a minimum of 3 quarterly unit OJT rosters (printed from PC-III by the unit training manager) and make applicable recommendations to the UTM.

.4.2.3. DELETED.

5.2.20.2. DELETED.

6.1.7.3. Personnel selected for promotion to SSgt will enter 7-Level upgrade training the first day of the promotion cycle (1 September each year), except for step promotees and retrainees.

6.1.7.4. ARC personnel are entered into 7-Level upgrade training upon promotion to SSgt.

6.1.11. Change "90 days" to "120 days"

8.8. Add to the end of the paragraph: All documentation instructions listed in each CFETP are rescinded. Documentation of training is standardized per this instruction and will follow the guidance in this section.

Note after paragraph 8.8.1.1.5. At the end of the note, add new sentence, However, if these publications/ forms make up an automated training documentation package, pencil entries are not required. Signatures and AF Form 623A entries may be accomplished in black or blue ink.

8.8.2.1 Use the new CFETP to identify current training requirements and transcribe qualifications from the previous CFETP.

8.8.2.2. For tasks previously certified and required in the current duty position, circle the subparagraph number next to the task statement and enter the current date in the completion column. Trainee initials in the trainee column and the current task certifier or supervisor/trainer initials in the trainer column." Rationale: Clarifies transcribing documentation procedures.

Table A3.1. Training Status Codes and Definitions.

	A	B
L I N E	**Training Status Code**	**Definition**
1	A	The airman is in UGT for the initial award of a 3-skill level AFSC.
2	B	The airman is in UGT for the initial award of a 5-skill level AFSC.
3	C	The airman is in UGT for the initial award of a 7-skill level AFSC. The airman must be a SSgt-select or above.
4	D	AFRC member awaiting reassignment to the Inactive Ready Reserve.
5	E	The airman is retraining from an AFSC awarded at the 3 or higher skill level and is in UGT for subsequent award of a 3-skill level AFSC.
6	F	The airman is retraining from an AFSC awarded at the 5 or higher skill level and is in UGT for subsequent award of a 5-skill level AFSC. This includes 3-skill level AFSCs having no 5-skill level (see AFI 36-2101).
7	G	The airman is retraining from an AFSC awarded at the 7 or higher skill level and is in UGT for subsequent award of a 7-skill level AFSC. The airman must be a SSgt or above.
8	I	The airman is in re-qualification training and meets the following criteria: Is a SrA, SSgt, or TSgt; is returned to an AFSC at the highest skill level for their current grade from an AFSC, reporting identifier, or special duty identifier; and has not performed in the AFSC for at least the past 6 months. Do not use this code for prior service airmen or former officers.
9	K	The airman is attending basic military training or a skill level awarding technical school. This code also applies to those in follow-on training.
10	M	The airman has approved retraining via a formal school, the CAFSC has changed to the retraining AFSC, and the airman is awaiting to attend class. For ANG/AFRC personnel with a CAFSC of a 1-skill level awaiting entry into a formal school, not to exceed 12 months.

	A	B
LINE	Training Status Code	Definition
11	P	The airman cannot enter or continue in UGT due to the lack of a training capability at the assigned or TDY installation or because of duty status (for example, AFSC withdrawn, in confinement, Absent Without Leave (AWOL), hospitalized, officer trainee or selectee, assigned out of the control AFSC, decertified from the Personnel Reliability Program (temporary and permanent), and pregnancy). Use this code when a training capability is not available for upgrade or qualification training. Submit an explanation of circumstances surrounding a lack of UGT capability through the unit, wing, MAJCOM, FOA, or ARC training managers to the MAJCOM FM for action. Use this code when an individual has been eliminated from a formal training course pending reclassification/separation. This TSC does not permit waiving the dislocation allowance or other PCS restrictions (see AFI 36-2110). This code also applies to airmen attending the Defense Language Institute, awaiting security clearance when no specialty training is available, or unable to enroll in a classified CDC. Return airmen out of their control AFSC for more than 130 days (270 days for temporary PRP decertification) to duty immediately and reenter them into training in the control AFSC or recommend for retraining according to AFI 36-2204, whichever is appropriate (see AFI 36-2101).
12	Q	ANG and AFRC Only. The airman has received the highest skill level possible at the current grade and is receiving performance-based training to qualify in a specific position. Airmen remain in this TSC until qualified in the new duty position. . Progress evaluation for airmen in this TSC will be conducted between 12 and 24 months time in training.
13	R	The airman is fully qualified. Use this code when personnel complete UGT.
14	S	The airman is directly or indirectly changing to another AFSC at the same skill level of their previous AFSC. Only AFPC will update this code.

	A	B
L I N E	Training Status Code	Definition
15	T	The commander is not recommending the airman for entry into training or withdraws the airman from training for failure to progress. This code includes personnel who fail to complete formal training mandatory for award of a 5-skill level. This code also applies to personnel who fail to complete qualification training/UGT requirements levied by AFCFMs (e.g., CDCs, transition and multi-skills training). The commander notifies the individual of the reason for entry in this TSC and advises them of the action required to qualify for training at a later date (see Notes for processing instructions at the end of this attachment.) Individuals in this code are ineligible for reassignment, promotion or reenlistment. The commander will evaluate members at 90 days and recommend action IAW **Chapter 9**. Document the evaluation in writing, place a copy in the AF Form 623, and forward a copy to base training. Keep airmen in this TSC until reinstated, reclassified, or separated. Placement in this code is limited to 90 days for two time CDC failures. **NOTE: Do not use this TSC instead of necessary administrative or disciplinary action. Process case files for an airman recommended for withdrawal fromg training for failing to progress (TSC T) according to option A, B, or C (see below)** When processing an AF Form 2096 placing a trainee in TSC T, a hard copy must be forwarded to the MPF with the member's signature.
16	Y	The applicable TSC has not been assigned or the gaining MPF has not processed the airman. Use this code for ARC personnel awaiting the start of BMTS.

OPTION A. If the commander and supervisor recommend withdrawal from UGT or mandatory qualification training identified by the AFCFM, and justify the recommendation on AF Form 2096, with agreement from the base training office and the trainee, and base training approves:

   (1) The commander enters the following statement in the remarks section of the AF Form 2096 and signs it along with the trainee: "I have been briefed on my ineligibility for promotion, reenlistment, and reassignment while withdrawn from training and understand that removal from UGT may result in separation under the provisions of AFI 36-3208, Administrative Separation of Airmen." File one copy of the AF Form 2096 in the AF Form 623.

   (2) The commander evaluates the individual to determine eligibility to reenter training at 90 days for further action.

OPTION B. If the commander and supervisor recommend withdrawal from UGT, the AFSC, or from mandatory qualification training identified by the AFCFM; and either the base training office or trainee do not agree with the withdrawal:

(1) The Military Personnel Flight (MPF) chief (or designee) submits documents (last three performance reports, training documentation, and medical evaluations, if appropriate) to the parent MAJCOM with a cover letter recommending the course of action.

(2) The MAJCOM training manager coordinates with the MAJCOM FM to initiate one of the following actions:

(a) Continue the airman in training.

(b) Withdraw from UGT and continue in the present AFSC. If the MAJCOM determines the trainee can progress in the AFSC, the commander (after evaluation) may allow the airman to reenter training at any time.

(c) Disqualify the airman from the AFSC (see AFIs 36-2101 and 36-2626F) and return to a previously awarded AFS, if applicable, or recommend the airman for retraining.

OPTION C. The commander evaluates the airman for separation from the Air Force IAW AFI 36-3208.