



Personnel

MAINTENANCE TRAINING MANAGEMENT

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This instruction implements AFD 36-22, *Military Training*. It establishes local standards and procedures for the Logistics Group (LG) and Operations Group (OG) on career development course (CDC) administration, personnel processing, scheduling training, management of Core Automated Maintenance System (CAMS) products, and general training requirements. It applies to 18th Wing and associate units at Kadena AB. This publication does not apply to the Air National Guard or US Air Force Reserve.

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1. General.

1.1. PACAF Maintenance Training Assessment Program (MTAP). Base Training office is the POC for Mission Ready Airman (MRA) program surveys, Field Evaluation Questionnaire Summary (FEQS), and USAF occupational surveys. Base Training distributes all surveys, through the Unit Education and Training Manager (UETM), to the Workcenter for completion.

1.2. Training Feedback. Graduate and Supervisor Logistics Training Flight (LTF) course questionnaire procedures.

1.2.1. Generate questionnaires within 90 days of course graduation.

1.2.2. Route questionnaires to assigned UETM for distribution and return within ten duty days.

1.2.3. Analyze questionnaires for potential training improvement areas and maintain for one year in an approved file plan.

1.2.4. Training Detachment (TD) is responsible for tracking and managing the AETC TD Graduate and Supervisor questionnaire program.

1.3. Status of Training Briefing (SOT).

1.3.1. The SOT Report will be reported at the monthly/quarterly Status of Training (SOT) meeting held on the 4th Monday of each month.

1.3.2. In addition to the items required by PACAFI 36-2202, *Aircraft Maintenance Training Program*, the following information will be reported during the monthly SOT forum:

1.3.2.1. Include number of training opportunity days to include no-fly days and holidays and Wing training days.

1.3.2.2. Members scoring 90% or above on their end-of-course examination will be identified monthly by unit, name, CDC number, job title, and score.

1.3.2.3. TD instructor utilization rate by AFSC including total hours available and hours taught.

1.3.2.4. TD and LTF courses and quotas (by unit) for the reporting month.

1.3.2.5. Special Interest Items the Wing needs to focus on.

1.3.3. An informal SOT briefing will be conducted with UETMs to afford each an opportunity to review and discuss information prior to the commander's formal SOT briefing. Utilize this informal forum to point out concerns noted during validation of unit inputs, tentatively scheduled for the 3rd Monday of each month.

2. Organizational Responsibilities.

2.1. Squadron Commanders.

2.1.1. Provide UETM accommodations within the squadron to manage and conduct training activities to include; a quiet office environment with desk, chair, file cabinet, computer, and office supplies.

2.1.2. Provide Subject Matter Experts to support course development and review, and attached instructors or guest speakers to support LTF classes such as Egress Training, Initial Block Training, and Dedicated Crew Chief course as needed.

2.1.3. Training Aircraft Scheduling Procedures.

2.1.3.1. Configure the training aircraft as specified by the 18 OG Plans and Scheduling Section.

2.1.3.2. Assume responsibility for providing scheduled training aircraft to support TD and LTF classes.

2.1.3.3. Position the training aircraft as scheduled.

2.1.3.4. Ensure scheduled training aircraft are fully mission capable or meet required configuration prior to TD or LTF class start date and time.

2.1.3.5. Coordinate all deviations for training aircraft or equipment with the 18 OG Plans and Scheduling Section.

2.1.3.6. No pilot related training will be tracked or scheduled through the UETM.

2.2. Work Center Supervisor Responsibilities: Work Center Supervisor Training Management Responsibilities are specified in AFI 36-2201, *Developing, Managing, and Conducting Training* and PACAFI 36-2202, *Aircraft Maintenance Training Program*. In addition the Work Center Supervisor will:

2.2.1. Administer the CDC program.

2.2.1.1. Prior to initial issuance of the CDC package conduct a joint inventory of the CDC package in the presence of the UETM. The UETM will immediately order any missing course materials.

2.2.1.2. Seek out reading improvement opportunities for trainees whose reading skills prove deficient as evidenced by AFRAT results.

2.2.1.3. Ensure an annotation is completed in the trainee's training record to identify a designated individual to perform training supervisory responsibilities during instances where the supervisor will be absent (on leave or TDY). This designated individual will, in turn, be responsible for CDC administration during the supervisor's absence.

2.2.1.4. Ensure trainer meets with the trainee at least monthly to discuss progress and course material. This monthly meeting will be annotated in the trainee's training record to include date and CDC subjects reviewed.

2.2.1.5. Report to the UETM with the trainee, the trainee's CDC package, and training record to request ordering the CDC end-of-course examination.

2.2.1.5.1. Verify, along with the UETM, completion of all CDC volume self-test questions and unit review exercises prior to requesting the CDC end-of-course examination.

2.2.1.5.2. Annotate in the trainee's training record to reflect the supervisor and trainee have started a joint review of the entire CDC and the fact that both request ordering the CDC end-of-course examination.

2.2.2. Special Certification Roster (SCR).

- 2.2.2.1. Review for accuracy and ensure all prerequisites, including applicable training/skill level, testing, evaluating, or other requirements for task certification have been completed.
- 2.2.2.2. Annotate changes using the JULIAN DATE to the far right side of the page next to the incorrect dates and line through anything that needs to be deleted.
- 2.2.2.3. Accomplish AF Form 2426 when making any changes to this product.
- 2.2.2.4. Maintain a hard copy of the SCR product until superseded as a back up in the event CAMS goes down.
- 2.2.2.5. Return the signed and coordinated roster to the UETM.
- 2.2.3. Work Center Training Requirements Report (WCT).
 - 2.2.3.1. Review product for accuracy and line through anything that needs to be deleted and write additions at the bottom of the product (additions must include the *Prefix, Course Code Number, and Nomenclature*).
 - 2.2.3.2. Return corrected copy to the UETM.
 - 2.2.3.3. Maintain a copy of the product until superseded.
- 2.2.4. Procedures for requesting TD and LTF courses.
 - 2.2.4.1. Provide a 90 day scheduling forecast (firm first month and soft next two month projection).
 - 2.2.4.2. Ensure annotated backlogs are accurate as identified in CAMS.
 - 2.2.4.3. Return completed **Field Training Requirements Scheduling Document**, AF Form 898s to UETM NLT specified suspense.
 - 2.2.4.4. Continuously monitor trainees in AWACTION status in CAMS to ensure training is either completed or deleted if unnecessary.
- 2.2.5. Managing training deviations.
 - 2.2.5.1. Canceling Slots. Accomplish the standardized paperwork (see **Attachment 5**) established by the UETM to request a student or quota allocation cancellations, signed by SQ CC/MA. All cancellations should happen 72 hours prior to class start date.
 - 2.2.5.2. Changing training date or requesting student replacements. Accomplish the standardized paperwork (e-mail) established by the UETM. Student replacement (name swap) can be done up until the day the class starts. If this is the case the member will need to bring a deviation letter with them stating they are replacing said individual.
 - 2.2.5.3. Additional Class for TD, LTF. If a class needs to be added after the AF Form 898 has been submitted accomplish the standardized paper work (see **Attachment 4**), signed by SQ CC/MA
- 2.2.6. Managing training course no-shows. Verify no-show, annotate no-show letter with reason of no-show and action taken, and forward to the UETM.
- 2.2.7. Personnel Processing.
 - 2.2.7.1. Inbound Personnel. Ensure inbound personnel report to their UETM to complete in

processing within ten duty days of signing into the unit or arriving from a TDY/Deployment. All personnel should have the following items with them.

2.2.7.1.1. Unit in-processing/TDY checklist.

2.2.7.1.2. AF Form 623, **On-the-Job Training Record** (when applicable).

2.2.7.1.3. Mandatory CDC materials from last duty station (when applicable).

2.2.7.1.4. CAMS printout from individual's previous duty assignment (when applicable).

2.2.7.1.5. AF Form 522, **Weapons Training Card** (when applicable).

2.2.7.2. Outbound personnel. Ensure no member be allowed to out-process from the squadron orderly room without having their out processing checklist signed by the UETM for a PCS. Also members shall not be allowed to out-process for a TDY without processing through the UETM. Ensure each member has the following items when they out-process through the UETM:

2.2.7.2.1. Applicable CDCs.

2.2.7.2.2. AF Form 623, if applicable.

2.2.7.2.3. Unit and base out-processing checklist. **NOTE:** Supervisors will ensure personnel scheduled for TDYs are trained and qualified on all required tasks and applicable training before departing. A statement in the trainee's AF Form 623a addressing any delay in training due to individual's TDY is mandatory. UETM out-processing procedures apply.

2.3. TD, LTF, and wing ancillary training providers will: provide the LTF scheduling function the pending month schedule no later than the 6th duty day preceding the training month.

2.4. 18th Operations Group.

2.4.1. Maintenance Analysis Section will support CAMS Analysis.

2.4.1.1. Provide CAMS Training Subsystem automated products as specified in [Attachment 2](#).

2.4.1.2. Ensure approval has been granted by the LTF superintendent prior to authorizing access to the CAMS Training Subsystem.

2.4.2. Plans and Scheduling Section will support Training Aircraft Scheduling Procedures:

2.4.2.1. Coordinate training resource requirements with the applicable maintenance squadron and then publish the requirements in the monthly and weekly aircraft utilization and maintenance schedule.

2.4.2.2. Ensure scheduled training aircraft and equipment is capable of supporting required training as specified by the LTF Development and Instruction (D&I) Section Chief.

2.4.2.3. Schedule specific aircraft for training durations of 1 to 5 days per week to suffice completion of training objectives, operational checks, and safety of flight issues.

2.4.2.4. Coordinate all deviations involving the scheduling of training aircraft or equipment with the LTF D&I Section Chief.

2.5. Training Detachment.

2.5.1. Coordinating TD Biennial Analysis of Technical Training (BATT).

2.5.1.1. Send BATT notification letter to the LTF requesting them to attend BATT.

2.5.2. Provide LTF training aircraft, engine, and equipment needs by the 10th day of the month for the following month schedule.

2.5.3. Provide LTF SOT statistics by the 5th day of the month.

3. LTF Superintendent Responsibilities. The duties and responsibilities of the LTF Superintendent are specified in PACAFI 36-2202, *Aircraft Maintenance Training Program*. In addition the LTF Superintendent will:

3.1. Serve as the approval authority for any deviation to procedures outlined in this instruction.

3.2. Serve as the approval authority to waiver LTF minimum or maximum class size requirements.

3.3. Approve CAMS access in accordance with the requirements outlined in PACAFI 36-2202, *Logistics and Maintenance Training Program* and this instruction.

3.4. Attend monthly LG and OG Quality Assurance briefings and ensure briefing slides are forwarded to LTF UETMs and the D&I section instructors to suffice potential training related cause analysis.

3.5. Submit unresolved scheduling problems associated with aircraft or equipment designated to support TD and LTF formal aircraft maintenance courses to the OG Deputy for Maintenance for resolution.

3.6. Ensure an annual LTF self-assessment is conducted and findings documented.

3.6.1. Establish and document estimated completion dates for all discrepancy findings.

3.6.2. Follow-up to ensure discrepancy findings are corrected and documented.

3.6.3. File findings in an approved file plan when completed.

3.7. Initiate LG and OG annual screening process for formal aircraft maintenance training related courses in June with an estimated completion date of 1 July.

3.7.1. Ensure screening coordination includes all aircraft maintenance units, the LG and OG QA functions, and Gold Flag section.

3.7.2. File completed screening paperwork and/or computer disk in an approved file plan for future reference.

3.8. Conduct flight meetings at least once month to afford UETMs and LTF instructors an opportunity to interact and discuss pertinent training issues and concerns.

3.9. Contact the OG Chief Enlisted Manager to solicit candidates for hiring as LTF instructors. Require all instructor candidates to interview with the Chief of D&I section prior to interviewing candidates for possible utilization as an LTF instructor.

3.10. Solicit, validate and consolidate inputs for the LG and OG monthly Status of Training (SOT) and the quarterly wing SOT. Maintain current and previous two years SOT data in an approved file plan.

4. Training Management.

4.1. Establishing CAMS Course Codes. Requests for access will be routed through the UETM for verification prior to being submitted to the CAMS Training Subsystems Manager (LTF Superintendent or LTF Scheduler in the superintendent's absence). Access beyond that specified in [Attachment 1](#) must be accompanied with appropriate written justification and be approved by the LTF superintendent.

4.1.1. Requests to establish a CAMS course code will be limited to training items that have governing directives.

4.1.2. Do not duplicate course code items or training monitored in any other automated system or when manual tracking would be more cost effective.

4.1.3. Do not duplicate one-time qualifications that are manually documented in the Management Information System (MIS) unless there uncommon circumstances.

4.1.4. Requests will be completed on standardized paperwork (see [Attachment 3](#)) provided by the LTF scheduling function.

4.1.5. Requests will be submitted to the CAMS Training Subsystems Manager.

4.2. UETM Duties and Responsibilities. The duties and responsibilities of the UETM are specified in AFI 36-2201, *Developing, Managing, and Conducting Training* and PACAFI 36-2202, *Aircraft Maintenance Training Program*. In addition the UETM will:

4.2.1. Maintain a viable file plan IAW AFI 37-139, *Records Disposition Schedule* and AFMAN 37-123, *Management of Records*.

4.2.2. Review all applicable training related appointment letters (i.e. Unit Ancillary Training Manager, Self-Aid and Buddy Care Monitor, Unit Trainers and Certifiers, and Work Center Training Monitors) on a quarterly basis, update the letters accordingly, and document review actions in the quarterly unit training meeting minutes.

4.2.3. Utilize CAMS screen 994 to verify course backlogs on AF Form 898 and provide a copy along with the SOT Stats.

4.2.3.1. Ensure all course code prerequisites are met when loading personnel to CAMS training events.

4.2.3.2. Make every effort to schedule unit members for accomplishment of recurring training requirements at least one month prior to the training due date.

4.2.3.3. Make every effort to schedule unit members to complete all training requirements prior to member's departure on TDY to suffice qualification throughout the duration of the TDY.

4.2.3.4. Solicit proposed training dates when requesting unit quotas for TD, LTF, and wing provided ancillary training.

4.2.3.5. Develop and manage a unit refresher block training program to include ancillary training such as fire extinguisher, RF radiation, SABC, CPR, and egress training, etc. (see Unit Commander's responsibilities, para [2.1.2](#)).

- 4.2.4. Review and document areas in AFMAN 36-2247, *Planning, Conducting, Administering, and Evaluating Training*, Attachment 2 during the annual unit training staff assistance visits.
- 4.2.5. Review training records to ensure all training requirements are complied with prior to initiating skill level upgrade actions.
- 4.2.6. Coordinate on all unit requests for CAMS access screens prior to submission to the LTF superintendent for approval.
- 4.2.7. Distribute automated CAMS products to unit work centers and squadron supervision.
- 4.2.8. Management of the On-The-Job Training (OJT) Report:
 - 4.2.8.1. Print the OJT Report no later than the third duty day of the month.
 - 4.2.8.2. Verify all information for accuracy.
 - 4.2.8.3. Annotate the report to reflect inbound personnel not appearing on the current month's printed report to include name, PAFSC, TSC, date arrived station, and CDC status.
 - 4.2.8.4. Ensure the work center annotates the report to reflect the current training status of each trainee and include the percentage of qualification and/or upgrade training tasks completed, CDC progress (volume in progress and total volumes required), and short statements to reflect concerns or follow-up actions.
 - 4.2.8.5. Ensure a continually updated report by annotating changes to the report as they occur along with checking the Transaction Register (TR).
 - 4.2.8.6. Brief the unit commander monthly on the status of training utilizing the OJT Report and annotate the report accordingly.
 - 4.2.8.7. Maintain at least the current and previous six months reports in an approved file plan.
 - 4.2.8.8. Provide LTF and Base Training an updated and annotated copy no later than the third duty day of each month.
- 4.2.9. Check distribution from the base training office and LTF office daily.
- 4.2.10. Provide the following documents to validate SOT statistics:
 - 4.2.10.1. Overdue report (307) dated on the first of the month.
 - 4.2.10.2. Strength report by unit dated on the first of the month.
- 4.2.11. Administer the CDC program IAW guidelines outlined in AFI 36-2201, *Developing, Managing, and Conducting Training* and 36-2247, *Planning, Conducting, Administering, and Evaluating Training*.
 - 4.2.11.1. In addition to the AFI ensure the following is completed:
 - 4.2.11.1.1. Ensure a copy of the unit commander's CDC failure interview is forwarded to the Logistics Training Flight (LTF) and Base Training Manager to suffice cause analysis.
 - 4.2.11.1.2. Ensure all requests for CDC reactivations are routed through the LTF Training Management Section prior to submission to base training, the wing commander or major command headquarters.
 - 4.2.11.1.3. Ensure all request for CDC waivers are routed through the LTF Training Man-

agement Section prior to submission to base training, the wing commander or major command headquarters.

- 4.2.12. Special Certification Roster (SCR). Complete changes, stamp/annotate copy "CAMS Processed" and return product and any AF Form 2426s back to the work center.
- 4.2.13. Work Center Training Requirements Report (WCT). Correct any changes, stamp/annotate the copy "CAMS Processed" and return it back to the work center.
- 4.2.14. Procedures for requesting TD and LTF courses.
 - 4.2.14.1. Distribute copies of AF Form 898 within the unit.
 - 4.2.14.2. Consolidate all work center inputs on the appropriate automated AF Form 898 utilizing the LSS/LTF shared drive, print a copy and route for unit commander signature.
 - 4.2.14.3. Submit the signed AF Form 898 to the LTF scheduling function NLT 20th of each month.
- 4.2.15. Scheduling personnel. Schedule personnel for only those training quota/slot allocated for your squadron.
- 4.2.16. Ensure all trainees are loaded into CAMS NLT 20th of each month.
- 4.2.17. Coordinate all requests for additional training quota/slot allocations through the LTF scheduling function.
- 4.2.18. Managing training deviations.
 - 4.2.18.1. Ensure completed deviation paperwork is completed correctly and forwarded to the LTF scheduling function.
 - 4.2.18.2. Ensure the requested deviation changes are accomplished in CAMS prior to forwarding the standardized paperwork to the LTF scheduling function.
- 4.2.19. Managing training no-shows and non-utilized slots.
 - 4.2.19.1. Route no-show letters to the applicable work center supervisors for action and/or comments.
 - 4.2.19.2. Provide a completed copy of the no-show letter to the unit commander for action.
 - 4.2.19.3. Provide a copy of the completed no-show letter to the LTF for trend analysis.
- 4.2.20. Distribute information on new courses to unit work centers.
- 4.2.21. Personnel Processing:
 - 4.2.21.1. Inbound Personnel.
 - 4.2.21.1.1. Ensure supervisors initiate an AF Form 623 for members arriving to their first duty station.
 - 4.2.21.1.2. Screen documented training of all newly assigned individuals.
 - 4.2.21.1.3. Initiate an employee number for member. (if applicable)
 - 4.2.21.1.4. Schedule or request required training.
 - 4.2.21.1.5. Ensure appropriate CDCs have been ordered for personnel in upgrade training

(UGT).

4.2.21.1.6. Schedule individual for LG/OG Maintenance orientation training within 30 days (not applicable for PCAs).

4.2.21.1.7. Transfer applicable training into CAMS using the CAMS printout from previous duty assignment.

4.2.21.2. Outbound personnel: The UETM will produce a Training Rip (593) and provide it to the individual.

4.2.22. Distribute Graduate and Supervisor LTF course questionnaires and return to the D&I Section within 10 duty days.

4.2.23. Promptly suspense and route all training related surveys (i.e. Mission Ready Airman, Field Evaluation Questionnaire Summary, AF Occupational Surveys, and local training agency graduate questionnaires) to the applicable unit personnel and return surveys to the base training office no later than the specified suspense or coordinate a suspense deviation with the base training staff.

4.3. LTF Scheduling Element Duties and Responsibilities. The duties and responsibilities of the Scheduling Element are specified in AFI 36-2201, *Developing, Managing, and Conducting Training* and PACAFI 36-2202, *Aircraft Maintenance Training Program*. In addition the Scheduling Element will:

4.3.1. Distribute automated training products as specified in [Attachment 2](#).

4.3.2. Complete specified actions for the following distributed CAMS automated training products; Training Forecast Format 1 (TMAA11 - 3 Month AWACT/OVERDUE/SCHEDULED) and Training Forecast Format (TMAA1 - All Status Report).

4.3.3. Procedures for requesting TD and LTF courses.

4.3.3.1. Ensure automated AF Form 898s are prepared for the pending three months (NLT the tenth calendar day of each month) on the LSS/LTF shared drive.

4.3.3.2. Print a master AF Form 898 for TD, LTF, and the wing ancillary training providers.

4.3.3.3. Route AF Form 898 for signatures.

4.3.3.4. Forward the finalized AF Form 898 copy to the appropriate training providers.

4.3.3.5. Centralize confirmation of all ancillary, LTF, and TD quotas.

4.3.3.6. Provide a copy of the applicable master AF Form 898 to the training provider.

4.3.3.7. Establish CAMS classes and event IDs in CAMS.

4.3.3.8. Allocate provided quotas among the squadrons based upon requests, quotas received, and unit backlogs.

4.3.3.9. Provide training quota allocations to UETMs by the 15th calendar day of the month.

4.3.4. Managing training course no-shows and non-utilized slots.

4.3.4.1. An individual scheduled for a class but does not attend is classified as a no-show.

4.3.4.2. Non-utilized training slots are defined as quotas requested by units but not utilized.

4.3.4.3. All allocated quotas will be accounted for and tracked by the LTF scheduling function.

4.3.4.4. Identify all no-shows, non-utilized slots, and attendance deviations in a weekly report to UETMs.

4.3.4.5. Consolidate monthly attendance data and provide report to UETMs and LTF superintendent.

4.3.5. Establishing CAMS Course Codes.

4.3.5.1. Establish CAMS codes for all approved requests.

4.3.5.2. Provide UETMs with information on newly established course codes.

4.3.5.3. Maintain standardized CAMS course code requests paperwork on file until the next CAMS scrub is completed.

5. LTF Information Management (IM) Responsibilities:

5.1. The flight IM will be administratively assigned and report to the D&I Section Chief.

5.2. Manage the LTF web-site to ensure:

5.2.1. Most recent Status of Training (SOT) slides are posted.

5.2.2. LTF course catalog is posted and current.

5.3. Receive and distribute CAMS automated training products as directed by the D&I Section Chief.

5.4. Perform distribution runs daily and promptly distribute associated paperwork.

5.5. Maintain approved file plan and brief flight members on contents and utilization twice a year.

5.6. Gather and consolidate flight member's inputs into a weekly flight activity report and file the report in an approved file plan.

5.7. Develop and manage an EPR/Decoration tracking spreadsheet and track all flight EPR/Decorations.

6. LTF D&I Section Responsibilities. The duties and responsibilities of the D&I section are specified in AFI 36-2201, *Developing, Managing, and Conducting Training* and PACAFI 36-2202, *Aircraft Maintenance Training Program*. In addition the D&I Section will:

6.1. General.

6.1.1. Visual Information (VI) Equipment.

6.1.1.1. Maintain a comprehensive inventory of all VI equipment to include course control documents, and written tests.

6.1.1.2. Conduct an inventory of all assigned VI equipment on a quarterly basis.

6.1.1.3. Inspect VI equipment for safety, cleanliness, and serviceability.

6.1.1.4. Annotate local VI equipment inventory with inspection date and name of inspecting official.

6.1.1.5. Report discrepancies to the D&I Section Chief.

6.1.2. Maintenance Training Resource Center (MTRC). MTRC monitor will: (may be delegated to any instructor).

6.1.2.1. Ensure assigned computer equipment is inventoried annually and inspected quarterly.

6.1.2.2. Coordinate local area network administration issues.

6.1.2.3. Coordinate loading course material to computers with group computer administrator.

6.1.3. Test Control Procedures.

6.1.3.1. Maintain control of Distance Learning (DL) and recertification testing materials at all times and ensure that unauthorized personnel are not permitted access to them.

6.1.3.1.1. Secure all test materials within the safe located in the D&I office.

6.1.3.1.2. Ensure safe access letter is up to date.

6.1.3.1.3. Maintain Standard Form 702, **Security Container Check Sheet** IAW AFI 36-2605, *Air Force Military Personnel Testing System*.

6.1.3.1.4. Maintain CBT and test materials inventory log.

6.1.3.2. Receipt of controlled test materials.

6.1.3.2.1. Check the mailing envelope to determine if tampering has occurred (opened, resealed, etc) and notify LTF superintendent immediately if tampering is suspected.

6.1.3.3. Inventory CBTs and test materials once every 90 days to ensure each test is physically accounted for IAW the inventory control log. Sign the inventory control log verifying completion of the physical inventory.

6.1.4. Training Aircraft Scheduling Procedures: LTF D&I Section Chief will (may be delegated to instructor):

6.1.4.1. Attend the monthly LTF schedulers meeting.

6.1.4.2. Consolidate and coordinate TD and LTF requests for training aircraft and powered/non-powered aerospace ground equipment (AGE) through the 18 OG Scheduling Section.

6.1.4.3. Specify aircraft and equipment locations (i.e. hush house, flow through, HAS, hanger, or flight line).

6.1.4.4. Confirm training aircraft tail numbers and equipment via meetings, e-mail, internet access or any other form of media that is required.

6.1.4.5. Attend the weekly 18 OG Plans and Schedulers meeting to confirm aircraft/equipment availability and mediate any potential scheduling issues.

6.1.4.6. Notify the LTF superintendent of any instance involving problems associated with aircraft or equipment scheduled to support TD and LTF classes.

6.2. Instructor Element Responsibilities. The duties and responsibilities of the Instructor Element are specified in PACAFI 36-2202, *Aircraft Maintenance Training Program*. In addition the Instructor Element will:

6.2.1. Test administration.

6.2.1.1. Test administrators must be present during the entire testing period.

6.2.1.2. Ensure all students report in uniform to take tests.

6.2.1.3. Testing conditions.

6.2.1.3.1. Make sure testing sessions are not interrupted.

6.2.1.3.2. Under no circumstances will the test administrator orally read questions for the examinee.

6.2.1.3.3. Position the CPU (if used) and all power supply cords so they are not accessible to the student so as to avoid students accidentally kicking power supply cords and turning off CPU.

6.2.1.3.4. Examinees will not bring any books, briefcases, or unauthorized materials into the testing area.

6.2.1.3.5. Seat examinees far enough apart to prevent cheating. Do not allow examinees to talk during testing sessions.

6.2.1.3.6. Ensure the examinee reads and verifies understanding of test compromise guidance before administration of examinations.

6.2.1.3.7. Explain test instructions completely.

6.2.1.3.8. Collect test and materials immediately upon completion of the test.

6.2.1.3.9. Annotate test control log and follow test specific reporting guidance upon completion of examination.

6.2.2. Class Package Management.

6.2.2.1. Develop a class package IAW PACAFI 36-2202, *Aircraft Maintenance Training Program*.

6.2.2.2. Coordinate class package NLT two duty days after class graduation.

6.2.2.3. For CCAF affiliated class provide class roster to the CCAF POC.

6.2.2.4. Coordinate class packages through Instructional Systems Development technician, LTF Superintendent, and all other applicable agencies.

GARY L. NORTH, Brigadier General, USAF
Commander, 18th Wing

Attachment 1
CAMS ACCESS

<u>Tric</u>	<u>Screen(s)</u>	<u>Title</u>	<u>Access Limited To</u>
CUP	270, 271, 272, 273, 274	Class Update UETM	LTF Scheduler
ESR	599	Event Routine	LTF Scheduler
ITU	268, 269, 297, 662, 778 WTM	Individual Training Update/Delete	LTF Scheduler UETM
JCP	724	Job Start/Stop Format	LTF Scheduler
TRA	141, 265, 309, 311, 311, 313, 664, 945	Training Course Table Prerequisite Course Load/Delete 5	LTF Scheduler
TTT	279, 280, 283, 284, 296, 606,	Basic STS Data Load/Change/Inq	Any Work Center Using Automated STSs
UEL	322, 323 List Training	Uncompleted Event UETM	LTF Scheduler
WCT	592, 666 Requirements Record Load/Delete	Work Center	UETM
WCT	666 WTM	Work Center	Work Center Supervisors
MPR	340, 370	Load/Delete Personnel	UETM

Attachment 2

CAMS TRAINING SUBSYSTEM PRODUCTS

<u>CAMS Products</u>	<u>Input Image</u>	<u>Required NLT</u>
Training Forecast (TMAA) Format 1	TMAA	1st Duty Day of Month
Maintenance Personnel Listing (MPL)	MPLA1	1st Duty Day of Month
Training Overdue report (TNGQLP)	TNGQLP	1st Duty Day of Month
Special Cert Roster (SCR)	SCRA3 Jan, Apr, Jul	Quarterly 1st Duty Day of Oct,
Course Status Summary FTD Report (CSR)	CSR7	1st Duty Day of Month
Training Forecast (TMAA) Format	TMAA1 Jan, Apr, Jul	Quarterly 1st Duty Day of Oct,
Training Course Report (TQE) w/Narratives	TQEANU Jan, Apr, Jul	Quarterly 1st Duty Day of Oct,
Work Center Training Requirements (TQEAR)	WCT Jan, Apr, Jul	Quarterly 1st Duty Day of Oct,

Attachment 3

SAMPLE CAMS COURSE CODE REQUEST LETTER

(Date)

MEMORANDUM FOR 18 LSS/LGLT

FROM: (Sq/Workcenter)

SUBJECT: CAMS Course Code Add/Change Request

1. The following information is provided to Add/Change course code:

- a. PROPOSED CAMS TITLE:
- b. CAMS COURSE NUMBER:
- c. OFFICE OF PRIMARY RESPONSIBILITY:
- d. TARGET POPULATION:
- e. FREQUENCY:
- f. TRAINING DURATION:
- g. TRAINING OPR:
- h. TRAINING METHOD:
- i. JUSTIFICATION FOR CAMS TRACKING (quote directive):
- j. PREREQUISTIES:
- k. NARITIVE:

XXXXXXXXXXXXXXXXXX, XXXX, USAF
XXXXXXX

1st Ind, 18 LSS/LGLT

MEMORANDUM FOR (Sq/Workcenter)

Approved. The requested CAMS code add/change has been added/changed in CAMS.

Disapproved. Due to conflicting data within the CAMS system or conflicting directives we are unable to make the add/change.

XXXX X XXXXX, XXXX, USAF
XXXXXXX

Attachment 4

SAMPLE CANCELLATION OF TRAINING SLOT LETTER

A4.1. Canceling TD or LTF class slots require SQ/CC Signature.

A4.2. Canceling Wing ancillary or other training requires SQ/MA Signature.

(Date)

MEMORANDUM FOR 18 LSS/LGLT

FROM: (See **A4.1.** and **A4.2.**)

SUBJECT: Cancellation of Training Slot(s)

1. Please cancel the slots listed below from (your) Squadron, (justification).

Date

Class

Time

Slots

2. Any questions please call me at extension 634-xxxx.

XXXXXXXXXXXXXXXXXX, XXXX, USAF
XXXXXXX

Attachment 5

SAMPLE LTF/TD CLASS ADD AFTER 898 SUBMITTED REQUEST LETTER

(Date)

MEMORANDUM FOR 18 LSS/LGLT

FROM: (Your SQ/Office Symbol)

SUBJECT: Request additional LTF or TD class be added to current schedule

1. We request a short notice (name of class) class, course ID () be added for the month of (enter month). (Enter justification). The following individuals will be attending the course as listed below.

Rank	Name	Employee Number	Workcenter
------	------	-----------------	------------

2. Any questions can be directed to the (squadron) training manager, (name) at (phone number).

XXXXXXXXXXXXXXXXXX, XXXX, USAF
(SQ/MA or SQ/CC)

1st Ind, 18 LSS/LGLT

MEMORANDUM FOR (YOUR SQUADRON)

Approved. The class is scheduled for _____ at _____. Course updated in CAMS and added to our monthly schedule. Please ensure your Workcenter supervisor loads names against the Event ID _____ in CAMS.

Disapproved. Due to scheduling conflicts we are unable to add this class to the month requested. To ensure your personnel receive this needed training please ensure this request is asked for again during your next squadron scheduling meeting, with your unit training manager.

XXXXXXXXXXXXXXXXXX, XXXX, USAF
XXXXXXX

Attachment 6

SUSPENSE/MEETING LISTING

A6.1. Suspense's.

<u>Event</u>	<u>Due By</u>	<u>From</u>	<u>To/For</u>
Strength Report	1st duty day of each Mo.	Training Managers	LGLT Scheduling
Overdue Report (307)	1st duty day of each Mo.	Training Managers	LGLT Scheduling
Pending Mo. Schedule	1st duty day of Mo.	TD, LTF	LGLT Scheduling
OJT Report	3rd duty day of each Mo.	Training Managers	LGLT Scheduling
SOT Stats	5th of each Mo.	Training Managers	LGLT Scheduling
Training Schedule	10th duty day of each Mo.	LGLT Scheduling	Training Managers
Training Quota Allocations	15th cal day of each Mo.	Squadrons	Training Managers
898 Request	20th of each Mo.	Squadrons	LGLT Scheduling
	23rd of each Mo.	LGLT Scheduling	LGLT Supt.
CAMS Name Load	20th of each Mo.	Squadrons	LGLT Scheduling
Ancillary Training Inputs (Quarterly)	1st Quarter, 1 Sep 2nd Quarter, 1 Dec 3rd Quarter, 1 Mar 4th Quarter, 1 Jun	Squadrons	LGLT Scheduling
Annual Screening	June 30 Administration	Training Managers	LGLT Training
SAV	Sep 31	Training Managers	Squadron
LTF Class Package	2nd day after class	Instructors	LGLT Supt.

A6.2. Meetings.

<u>Event</u>	<u>Due By</u>	<u>From</u>	<u>To/For</u>
Scheduling Meeting	2nd Tues of each Mo.	LGLT Scheduling	Training Managers
SOT-Pre Brief Meeting	3rd Mon of each Mo.	LGLT Scheduling	Training Managers
SOT Briefing	4th Mon of each Mo.	LGLT	LG/OG

Attachment 7

SAMPLE WTM APPOINTMENT LETTER

(Date)

MEMORANDUM FOR 18 LSS/LGLT

FROM: (Your SQ/Office Symbol)

SUBJECT: Training Monitors Authorization/Appointment Letter Change

1. The Following individuals are appointed as primary/alternate Training Monitors for (sq / workcenter).

<u>NAME</u>	<u>RANK</u>	<u>W/C MNEM</u>	<u>EMP#</u>	<u>DEROS</u>	<u>PRI/ALT</u>	<u>CAM USER ID</u>
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2. This letter supersedes previous letter dated (xxxxx) same subject. Any question please call (xxxxxx) at (xxxx).

xxxxxxxxxxxxxxxx, xxxx, USAF
(SQ/MA or SQ/CC)