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Training

**LOGISTICS AND OPERATIONS TRAINING
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes responsibilities and procedures for initial, recurring, certification, and advanced technical and ancillary training of 354th Logistics Group (LG)/Operations Group (OG) maintenance personnel. It implements AFD 36-22, *Military Training*. This instruction is used in conjunction with AFI 36-2201, *Developing, Managing, and Conducting Training*, AFI 11-218, *Aircraft Operation and Movement on the Ground*, and PACAFI 36-2202, *Aircraft Maintenance Training Program*. This publication does not apply to the Air National Guard or US Air Force Reserve units and members.

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1. General:

1.1. **Training Priority.** The training of enlisted personnel is equally as important as the maintenance of aircraft, meeting flying hour program goals, and the training of pilots.

1.2. **Coordination.** The Logistics Training Flight (LTF) is responsible for coordinating training with all base agencies for the LG/OG community. Maintenance personnel and Unit Education and Training Managers (UETMs) who schedule their training through the LTF are not authorized to contact HQ PACAF/ LGMMR or AETC Training Detachments at other locations to schedule or request training. Supply, Transportation and Contracting Squadrons are not subject to this limitation.

1.2.1. **Waiver Authority.** The LTF Superintendent will serve as approval authority for all deviations to this instruction. Waiver requests pertaining to this instruction will be forwarded to 354 LSS/LGLT. Justification and commander concurrence is required, in memorandum format. Approved waivers must be filed with this instruction.

1.3. **Manpower and Manning.** The LG/OG commanders will ensure adequate personnel are assigned to meet training requirements. UETMs will be located in the units that they support, (units should provide office space with a door to facilitate a proper counseling, a desk, filing cabinet, and three chairs). A computer should also be provided where possible. Prospective instructors will be interviewed and selected by the LTF.

1.3.1. Assigned personnel should attend available formal schools applicable to their jobs. The LTF will ensure adequate funding is programmed and budgeted to meet personnel training needs.

1.3.2. Workcenters will provide Subject Matter Experts to support course development and review, and instructors or guest speakers to support LTF classes such as Egress Training, Initial Block Training, and Dedicated Crew Chief as needed.

2. Staff Assistance Visits (SAV). The Logistics Training Flight Superintendent will conduct self-assessments in accordance with the schedule in **Table 1**. Written reports will be produced and distributed. Unless directed in other Air Force Instructions and supporting manuals, The Logistics Training Flight Superintendent will provide the UETMs with SAV criteria.

Table 1. SAV Schedule.

SAV Done By:	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
LTF SUPERINTENDENT	LSS	355 FS	MXS	18 FS
	CONS SUPS	TRANS	OSS	353 CTS

NOTE:

1. This schedule will take effect during the quarter in which this Instruction is published.

3. Status of Training (SOT) Reports. The monthly SOT report generated by the LTF covers a broad range of topics. The topics covered here aren't all inclusive, but are listed to help clarify the statistical compilation process.

3.1. Statistical Compilation. Statistical information will be provided by the UETMs and LTF scheduling section for use in the monthly Status of Training meeting/report. The following types of data will be gathered and used in the report.

3.1.1. Training Utilization Rate. Compute training utilization by dividing the number of originally scheduled personnel plus walk-ins, minus deviations, by the total number quotas finally allocated. (Example: 100 originally scheduled + 5 walk-ins - 10 deviations, divided by 105 total quota allocations = 90 percent training utilization rate).

3.1.2. Number Scheduled. Includes all training scheduled by the LTF scheduling section, plus individuals scheduled by the UETMs for any formal in-house and ancillary training (i.e. Maintenance Annual Refresher Training, Self-Aid and Buddy Care, etc.).

3.1.3. Deviations. Changes to classes requested through the LTF may be made up to the 20th of the month prior to the training . A deviation letter will be generated by the LTF scheduling section for changes made after this time. Unit commanders will determine what, if any corrective action should be taken.

3.2. Overdue Training. Training not completed in the month it is due is overdue. Training that is overdue but scheduled will be counted as overdue for monthly statistics. The scheduling NCOIC will periodically compare overdues reported by units to data in CAMS.

3.3. CDC Status. The CDC pass/fail rate is determined by taking the total number of tests taken, minus number failed, divided by number of test taken.

3.4. Aircraft Maintenance Qualification Program (AMQP) Course Backlogs. Backlogs will be reported by units which use these courses during the monthly course request, and included in the SOT report.

4. Duties and Responsibilities of UETMs. In addition to the items outlined in other Air Force publications, UETMs will:

4.1. Provide copies of unit training meeting minutes and agendas to the LTF Flight Chief.

4.2. Ensure that their unit is represented at all training related meetings scheduled by the LTF or Base Education and Training Office.

4.3. Assist with the development and instruction of “in-house” qualification training for assigned 3S2X1 personnel and appointed additional duty training managers.

4.4. Interview all new arrivals to determine if Enroute training requirements were fulfilled and notify the LTF of all shortfalls.

5. Personnel Processing. Squadron personnel in PCS, PCA, or TDY status must process through their squadron training manager within 30 days of arrival and no later than 1 week prior to departure to ensure training is not scheduled for personnel who will be unavailable to attend.

5.1. In-processing: All newly assigned personnel are required to in-process through the Unit Training Manager (UETM) with a copy of their PCS orders, Ancillary Training Record, OJT Record (if required), Career Development Course (if enrolled), and the squadron in-processing sheet on a walk in basis.

5.1.1. UETM responsibilities:

5.1.1.1. Review the Ancillary Training Record for use in updating the unit's local Ancillary Training database or CAMS.

5.1.1.2. Load individual to CAMS or other approved database (Identify initial mandatory ancillary training requirements and establish completion date for those units without CAMS).

5.1.1.3. Review OJT Record and other training data sources (i.e. UPRG, CDSAR, etc.) to identify status of training (CDC status, upgrade or duty position qualification training) and update PC III (as necessary).

5.1.1.4. Initial the in-processing sheet.

5.2. Out-processing (PCS/PCA/SEPARATIONS): All departing personnel are required to out-process through the Unit Training Manager (UETM) with a copy of their PCS orders, OJT Record (if required), Career Development Course (if enrolled), and the squadron out-processing sheet. Remove TDY personnel from TDY status via CAMS screen 369.

5.2.1. UETM responsibilities:

5.2.1.1. Print/issue Ancillary Training/CAMS Record and delete from our local Ancillary Training database/CAMS.

5.2.1.2. Review OJT Record to identify status of training (CDC status, upgrade or duty position qualification training).

5.2.1.3. Process a 4-month CDC extension (as necessary) in PC III and annotate OJT Record of action taken.

5.2.1.4. Load TDY personnel into TDY status via CAMS screen 369.

5.2.1.5. Initial the out-processing sheet.

NOTE: No person shall be allowed to out-process from the squadron orderly room without these UETM actions being taken.

5.3. Leave: Supervisors will make every effort to ensure their assigned personnel scheduled for leave are trained and qualified on all training coming due before departing for the projected leave period or remove the trainee from training status. A statement on the trainee's AF Form 623a addressing any delay in training due to individual's leave is mandatory.

5.3.1. TDY: Supervisors will ensure personnel scheduled for TDYs are trained and qualified on all required tasks and applicable training before departing or remove the trainee from training status. A statement on the trainee's AF Form 623a addressing any delay in training due to individual's TDY is mandatory. The UETM out-processing procedures apply. (See paragraph 5.2.) Short notice course availability is limited. Supervisors should plan ahead when considering TDYs (for both those that will leave and those that will support the home station). This is especially critical for large-scale deployments and when applied to key courses such as engine run, bore scope, blade blending, maintenance orientation and maintenance annual refresher training.

5.4. Initial Training Orientation:

5.4.1. Newly assigned personnel will be orientated to their applicable work center within 30 days of assignment. Use this briefing to acclimate them to the local base, work area, people assigned, discuss missions and where they fit into it, and all policies (Wing, SPTG, Squadron, Flight, and work center). See sample at [Attachment 2](#).

5.4.2. Individual OJT Records will be documented with items discussed during this orientation.

5.5. Initial Training Evaluation:

5.5.1. Newly assigned personnel will be evaluated within 30 days of assignment to the work center to determine their level of training. Use the master MTL, MTP, and this instruction when conducting the interview. The supervisor will evaluate CAMS rips or other ancillary training records at this time and necessary training (such as marshalling/tow tests, initial egress, engine run, APU run, CPR, etc.) will be scheduled and/or updated as appropriate.

5.5.2. Individual OJT Records will be documented as prescribed by the applicable CFETP and/or AFJQS (if applicable). If guidance from these source documents is unavailable, follow documentation requirements IAW AFI 36-2201, AFMAN 36-2247 and applicable AIG Training Messages. This includes day-to-day taskings, roles, responsibilities, transcriptions, and maintenance of OJT Records.

5.5.3. The initial orientation and initial interview are not a substitution for the required EPR feedback sessions.

6. Scheduling:

6.1. Procedures for Requesting Training:

6.1.1. Squadron Forecasts and Scheduling Section. Personnel requiring training must be loaded to the appropriate CAMS course code before requesting training. Flight chiefs will provide the UETM with training forecasts per squadron guidance. UETMs will consolidate and forward requests to LTF, by completing the AETC/Aerospace Maintenance Qualification Program (AMQP)/ANCILLARY training forecast monthly. Courses not available on training forecasts can be scheduled through LTF on an AF Form 2426 or other automated product. Training not scheduled by LTF will be coordinated by the UETM, with the provider. UETMs will use CAMS to schedule formal classes conducted within the unit including Maintenance Annual Refresher Training and Self-Aid and Buddy Care, for units that have access to CAMS. CAMS screen 272 use by workcenter training monitors (WTMs) is authorized, as approved by the unit commander and LGLT, limited to one primary and alternate per flight, on a case by case basis.

6.1.1.1. Scheduling Priorities. UETMs and supervisors should consider the following priorities when scheduling their personnel for training:

First consideration -- Mission critical and overdue

Second consideration -- Training due within 30, 60 and 90 days

Third consideration -- Training awaiting action (AWACT) in CAMS without a due date

6.1.1.2. UETMs and workcenter supervisors should continuously monitor training in AWACT status in CAMS to ensure training is either completed or deleted if unnecessary.

6.1.2. LTF Scheduling Procedures. The LTF scheduler will distribute the AETC/AMQP/ANCILLARY via the LGLT shared drive on the LAN. This forecast will be for the second through fourth month after the current month (i.e. forecast sent in during January would be for Mar-May). Training managers will forecast squadron needs as completely and accurately as possible, and return the forecast to the LTF scheduler within the established suspense. Negative replies are required. The LTF scheduler will consolidate training requests and coordinate all possible training for that time

frame. All classes will be quota controlled to ensure forecasted needs are met, however, mission critical and overdue training will be given priority over routine needs.

6.1.2.1. Scheduling of Combat Arms Training. Requests for scheduling of Combat Arms training will be made by the LTF scheduler, or UETM for non-maintenance units.

6.1.2.2. Scheduling of Resident Local AETC Courses. Requests for resident AETC courses will be made by AF Form 898 or automated equivalent, returned by Det 14 OL-A NLT the 10th of the month, and forwarded to the LTF scheduling section NLT the 15th of the month. The training manager/scheduling meeting, normally held on the second Tuesday of the month, will finalize the next month's training, and tentatively schedule the following 2 months. Short notice priority scheduling will be addressed on a case by case basis, but is not a substitute for proper planning.

6.1.2.3. Scheduling of TDY Courses. Requests for courses not available at Eielson AFB, including formal TDY to school, but excluding seven level courses, should be essential for mission accomplishment. TDY instructors will be utilized whenever possible and classes must be fully supported by the requesting units.

6.1.2.4. Cold Weather Scheduling Policy. Scheduled classes will not normally be changed or delayed due to adverse weather unless officially authorized in accordance with 354 FWI 10-203, *Adverse Weather Procedures*. Unless otherwise notified, personnel should report to their scheduled class. The majority of training is conducted in a controlled environment unaffected by temperature and weather extremes. Most classes start at 0800 or later, and finish by 1600, allowing for late reporting/early departure as directed by the Wing Commander. Other unusual weather circumstances will be handled on a case by case basis. Every effort will be made by the LTF scheduling section to notify personnel through the UETMs if changes or cancellations occur.

6.1.2.5. Computer Based Training (CBT). CBT will be scheduled through the UETM. UETMs are not authorized to schedule CBT in CAMS.

7. Training:

7.1. Conflicts. The LTF will officially notify the LG/OG commanders, outside training agencies, and other units supporting training at least 30 days prior to class when a scheduled exercise will conflict with AETC classes that have TDY students or instructors scheduled into it.

7.2. Class Rosters. Class rosters will be distributed to all affected agencies on the Wednesday prior to the scheduled training start date. Any class with less than the minimum class load will be canceled at this time. Any changes to class rosters after they have been distributed to the training agencies must be coordinated through UETM and the LTF scheduling section prior to class start time to preclude a no show.

7.3. Facilities. Agencies within the Operations and Logistics Groups are encouraged to utilize LTF classrooms in Bldg 1347 to conduct meetings, in-house training, quality workshops, etc. Use of LTF facilities and training equipment must be coordinated in advance with the LTF Development and Instructor section. In the event scheduling conflicts arise the following priorities will be in place:

7.3.1. Scheduled Training has priority over all other uses.

7.3.2. LTF classes have priority in Rooms 113, 119, and 120.

7.3.3. Care of Classrooms. Instructors and outside agencies that utilize LTF facilities are responsible to ensure rooms are left clean and orderly and that trash cans are empty at the end of each day. In the event classroom furniture was rearranged or removed to facilitate use, it must be returned to the original configuration when the event is completed.

8. CDC Administration:

8.1. UETM Responsibilities:

8.1.1. Brief the supervisor and trainee on the proper use of the CDC and materials. In the event the trainee's supervisor is unable to attend the initial CDC briefing (due to leave status or TDY), the UETM will ensure an annotation on the trainee's training record (AF Form 623a, On-The-Job Training Record Continuation Sheet or non-form substitute) has been completed. This annotation will reflect the name of the designated individual responsible for CDC administration during the supervisor's absence and this individual will attend the initial CDC briefing along with the trainee.

8.1.2. Track trainee's volume completion schedule.

8.1.2.1. Initiate follow-up actions in instances where trainees exceed volume completion time limits established by the supervisor.

8.1.2.2. Ensure the supervisor counsels the trainee, documents counseling using AF Form 623a or non-form substitute and that the supervisor places the trainee in supervised review training.

8.1.3. Prior to ordering the CDC end-of-course examination, the UETM, along with the supervisor, will verify completion of all CDC volume self-test questions and unit review exercises.

8.1.3.1. Review the trainee's training record to ensure monthly review training has been annotated and the CDC volume review score sheets (ECI Form 34) have been properly endorsed to reflect supervisory and trainee review.

8.1.3.2. Ensure a statement has been annotated in the trainee's training record reflecting the fact that the supervisor and trainee request ordering the CDC examination and both have started a joint review of the entire CDC.

8.2. Supervisor will be responsible for administration and support of the CDC program by:

8.2.1. Prior to initial issuance of the CDC package, conduct a joint inventory of the CDC package in the presence of the UETM and immediately notify the UETM should any CDC materials be missing.

8.2.2. Seek out reading improvement opportunities for trainee's whose reading skills prove deficient as evidenced by the AFRAT results.

8.2.3. 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.

8.2.4. Develop and provide the UETM and trainee a copy of the CDC course completion schedule. The schedule will consist of a maximum of 30 days per volume unless extenuating circumstances exist and are documented in the trainee's training record.

8.2.5. Meet 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.

8.2.6. Report to the UETM (or have UETM visit workcenter) with the trainee, the trainee's CDC package, and training record when ordering the CDC end-of-course examination for validation of completion.

8.2.6.1. 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.

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

9. Master Task Listing (MTL) and Master Training Plan (MTP):

9.1. All work centers are required to have a MTL and MTP for each assigned career field. These documents will be filed in a location where all assigned supervisors have access.

9.1.1. A MTL is defined as identifying all tasks to be performed by the work center for achievement of the overall mission (wartime and peacetime). This involves using all source documents as they apply to your particular duties (CFETP, AFJQS, AFQTP, Local AF Form 797, etc). As a Subject Matter Expert (SME), all supervisors are in the best position to identify these training requirements. These training requirements must include all skill level upgrade, duty position qualification, ancillary, and additional duty tasks.

9.1.2. A MTP is defined as written guidance (a roadmap) of how to qualify personnel in a planned and deliberate manner. It should be thorough, easy to understand, and afford flexible time frames for task completion. The MTP must be designed to ensure 100% task coverage at all times (See [Attachment 3](#) for standardized format- This format is available from 354 LSS/LGLT in Excel format which is easily convertible using .pdf-based CFETPs). An initial orientation and initial interview must also be included (See [Attachment 1](#) for some suggested items to be covered). When completed, the initial training orientation and initial evaluation will be documented (endorsed and dated) and placed in the applicable trainee's OJT Record. A plan for training is required IAW AFI 36-2201, para 4.11.1.1

NOTE: The work center must establish and adhere to an annual documented review of the MTL and MTP to maintain accuracy and currency.

10. Core Automated Maintenance System (CAMS)

10.1. Frequency and Distribution of CAMS Products. CAMS automated products are produced on a set weekly, monthly, and quarterly basis. Automated products are distributed by e-mail.

10.1.1. Training Notification. Units/UETMs that opt to use CAMS Screen 727 to notify trainees of scheduled training in lieu of the Consolidated Training Report (CRT) must establish notification procedures in writing and have them approved by the unit commander.

10.1.2. Requests for special or out-of-cycle products will be submitted to the LTF Scheduling Section and will be processed within two duty days.

10.1.3. Conservation. Whenever possible, CAMS products will be distributed to the units on disc or via electronic mail to conserve resources. CAMS products will be distributed electronically if it is advantageous to the unit, the technology is available to receive and utilize the product, and hard copies are not required by other guidance. When paper products are required, squadrons must make sure only essential products are requested, and request the fewest amount of copies necessary to meet mission requirements, (i.e., two-part paper versus four-part paper).

10.2. Procedures for Updating the CAMS Training Subsystem. LTF personnel, unit training managers and their alternates, selected Maintenance Operations Center (MOC) personnel, and selected Weapons Standardization Section (WSS) personnel are authorized to update training in the CAMS training subsystem. The LTF Superintendent will serve as the functional manager for CAMS subsystem areas related to training.

10.2.1. Training Update Limitations. MOC personnel are only authorized to update completed engine runs. WSS personnel are only authorized to update weapons and ICT related training which they provide.

10.2.2. The Chief, Training Management section will maintain a listing of all authorized personnel and the screens they have access to.

10.2.3. Source documents (AF Form 2426, signed class rosters, etc.) will be used as a basis for updating CAMS. When updating an initial course, the LTF scheduler or UETM must also update associated recurring course codes (i.e. refresher training, 90-day engine run, etc.) as applicable

10.2.4. Training will be updated by the LTF scheduling section, UETM or WTM within 24 hours of completion whenever possible. Training conducted by outside agencies will be updated upon receipt of completed rosters when possible, but NLT 48 hours after receipt. All training must be closed out and updated in CAMS NLT 48 hours after the month in which it was completed closes out.

11. LTF Development and Instructor (D&I) element responsibilities. (D&I element will comply with all duties and responsibilities specified in PACAFIs 21-101 and 36-2202.)

11.1. Visual Information (VI) Equipment.

11.1.1. Maintain a comprehensive inventory of all VI equipment to include course control documents, TD course control/training standards, and written tests.

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

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

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

11.1.5. Report discrepancies to the Chief, Development and Instruction Element.

11.2. Graduate and Supervisor LTF Course Questionnaire Procedures.

11.2.1. LTF and TD Graduate Questionnaires. Instructors will forward the graduate questionnaire to the supervisor upon completion of the class by giving it to the student to hand-carry to their supervisor (or send electronically). These surveys will be returned by the supervisor to 354 LSS/

LGLT not later than 10 days after the course graduation. Completed Questionnaires will be filed with the course Package.

11.3. Class Package Management

11.3.1. Develop a class package IAW PACAFI 36-2202 NLT one duty day prior to class start.

11.3.2. Coordinate class package NLT three duty days after class graduation.

11.4. Maintenance Training Resource Center (MTRC)

11.4.1. MTRC monitor will:

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

11.4.3. Ensure current Computer Based Training (CBT) catalog information is maintained on the LTF internet web site.

11.4.4. Ensure the LTF internet web-site is posted with a monthly calendar to identify periods during which the MTRC will be available for student usage

11.4.5. Maintain local documentation to suffice scheduling computer utilization.

11.4.6. Coordinate local area network administration issues.

11.4.7. Complete hardware and software computer upgrades and maintenance.

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

11.4.9. Provide student operator assistance necessary to facilitate completion of CBTs.

11.4.10. Administer CBT tests and compile necessary paperwork to attain a course completion certificate from

AETC.

11.4.11. Distribute course completion certificates to unit members via the UETMs.

11.5. Test Control Procedures

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

11.5.2. Secure all test materials within a locked cabinet.

11.5.3. Ensure access letter is up to date and clearly posted next to the cabinet.

11.5.4. Maintain Standard Form 702, Security Container Check Sheet IAW AFI 36-2605.

11.5.5. Maintain CBT and test materials inventory log.

11.5.6. Receipt of controlled test materials

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

11.5.6.2. Verify student is a member of LG or OG. If the member is not assigned, contact base training to determine if the student is assigned to a unit under their responsibility. If the student is not assigned to an Eielson unit, annotate the test inventory log accordingly, secure the test, and contact the originating agency for disposition instructions.

11.5.6.3. If the test package is intended for a member assigned to either an LG or OG unit, annotate the test control log and secure the test. Immediately notify the member of test arrival via the assigned UETM.

11.5.7. Inventory CBTs and test materials once every 90 days to ensure each test is physically accounted for IAW the inventory control log.

11.5.8. Sign the inventory control log verifying completion of the physical inventory.

11.5.9. Test administration

11.5.9.1. Administer test under the direct supervision of a test administrator appointed in writing by the LTF superintendent.

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

11.5.9.3. Test administrators must know the purpose of the test, materials needed to complete the test, the directions, and how to solve problems that may arise during administration of the test.

11.5.10. For test control purposes, all tests will be administered at the LTF (Bldg 1347). CAMS qualifications will be periodically compared to the test control log by the Development and Instruction section Chief.

11.5.10.1. Personnel must be prepared to test and bring an AF Form 2426 signed by their UETM, WTM or flight chief with the appropriate course code annotated, for documentation of completion.

11.6. Testing Conditions.

11.6.1. Avoid testing during times that conflict with local or command exercises.

11.6.2. Provide adequate, comfortable lighting for the room and working surfaces.

11.6.3. Ensure temperature and ventilation is suitable for the examinee.

11.6.4. Arrange desks or tables so the test administrator can circulate about the room during testing.

11.6.5. Make sure testing sessions are not interrupted.

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

11.6.7. 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.

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

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

11.6.10. Positively identify all examinees.

11.6.11. Ensure the examinee reads and verifies understanding of test compromise guidance before administration of examinations. LTF Superintendent will assess/investigate suspected compromise.

11.6.12. Explain test instructions completely.

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

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

11.7. Curriculum Advisory Councils

11.7.1. The LTF Development and Instructor Section will work with the individual unit maintenance supervisors to schedule appropriate individuals to Curriculum Advisory Committee meetings.

12. Enroute Training. Each workcenter supervisor will review Enroute training requirements annually. Upon completion, CAMS will be updated to reflect this review.

12.1. Tracking and Scheduling Responsibilities:

12.1.1. The Logistics and Operations Group CEMs will act as focal points for group manning/training issues.

12.1.2. Unit Training Managers will act as unit points of contact for Enroute training.

12.1.3. LTF will:

12.1.3.1. Act as the LG/OG focal point for maintenance Enroute training.

12.1.3.2. Consolidate squadron Enroute training requirements for inbounds on a monthly basis and forward a report to HQ PACAF for scheduling.

12.1.3.3. Develop a suspense system to track HQ PACAF's responses/support for training requests. Resubmit requests as needed.

12.1.3.4. Provide enroute status updates during the monthly SOT meeting.

12.1.4. Units will:

12.1.4.1. Unit orderly room will forward inbound notifications to the flight chiefs for determination of training requirements.

12.1.4.2. Flight chiefs will forward inbound notifications to the UETM with training requirements identified.

12.1.4.3. UETM tracks enroute status, and corrects shortfalls as necessary.

12.1.4.4. UETM provides the LTF with the updated database on a weekly basis.

12.2. Follow-up/in-processing:

12.2.1. Newcomers will in-process through the UETM.

12.2.2. UETM will determine if identical training was completed and update the database.

12.2.3. UETM will provide the LTF with information on training shortfalls.

12.2.4. LTF will generate a report to HQ PACAF/LGMMR on training shortfalls.

13. Training Feedback. If a graduate/trainee cannot perform assessed tasks the supervisor must provide feedback to the appropriate training agency. Supervisors are encouraged to provide feedback on other

aspects of training as well, by whatever means they determine appropriate. Trainees are encouraged to provide feedback on all training courses.

13.1. Customer Service Information Process (CSIP): CSIP provides supervisors a means to ask questions or express concerns with training received from members who complete Basic Military Training, Technical Training Schools, Maintenance and Enlisted Specialty Training Courses and all other Air Force formal schools. It consists of a Customer Service Information Line (CSIL) which is a direct dial telephone system to a training group ready to deal with formal training issues or concerns. This phone number is usually found at the end of the instruction portion of each CFETP.

13.1.1. The Air Force invests a great deal of time, money and effort in training. To protect that investment, supervisors must evaluate the training their personnel receive. As a supervisor, you must observe the member on the job, and compare knowledge and performance with the levels taught in the course.

13.1.2. Training levels are outlined in part II of the CFETP, Specialty Training Standard (STS), AFJQS, and/or other Course Training Documents.

13.1.3. If the member was improperly trained in a formal school, contact the applicable training group via CSIL as identified in the applicable CFETP. If the member was properly trained, no further action is required.

13.2. AETC Instructional System Review (ISR) Surveys. Det 14-OL A will suspense ISR surveys received from the course OPR and forward them for distribution to the LTF.

13.2.1. LTF will distribute the surveys to workcenters for completion by a cross section of course users and compile their responses.

13.2.2. Workcenter supervisors will ensure surveys are completed by appropriate individuals and returned to LTF within the established suspense.

13.3. LTF and TD Graduate Questionnaires. Instructors will forward the graduate questionnaire to the supervisor upon completion of the class by giving it to the student to hand-carry to their supervisor. These surveys will be returned (or routed) by the supervisor to 354 LSS/LGLT to arrive not later than 10 days after the course graduation. Completed Questionnaires will be filed with the course Package.

14. Training Detachment (TD) Biennial analysis of Technical Training (BATT)

14.1. TD Responsibilities:

14.1.1. Send a BATT notification letter to the LTF requesting the LTF schedule a Curriculum Advisory Counsel (CAC) meeting with the appropriate unit representatives.

14.2. LTF Responsibilities:

14.2.1. Notify the unit representatives and coordinate date, time and location for the CAC meeting.

14.2.2. Endorse the BATT notification letter with CAC meeting date, time and location and return to the TD.

14.2.3. Provide unit representatives with any course information deemed necessary by the TD.

14.3. Unit representatives will attend scheduled CAC meetings.

15. Quality Assurance (QA)/LTF interaction.

15.1. Trend Analysis. LTF Superintendent will attend the monthly QA review and assess topics discussed from training trends. Conversely a QA representative will attend the monthly status of training briefing for related input and assessment. Any trends discovered will be staffed by QA/LTF as needed.

15.2. Instructor Evaluations. Initial and Annual evaluations will be documented on the AF Form 803. Scheduling of these evaluations will be accomplished by the Chief of the Development and Application section.

15.2.1. QA will review instructor folders semi-annually and document this review on the instructor qualification checklist.

15.3. LTF and QA will assess new instructions as soon as possible for changes related to training management and assessment.

16. Delegations:

16.1. The authority to review/sign TD training requests is delegated to the LTF Superintendent

BOB D. DULANEY, Brig Gen, USAF
Commander

Attachment 1**INITIAL ORIENTATION AND INITIAL INTERVIEW FOR WORK CENTER SUPERVISORS**

Suggested Items Covered In An Initial Orientation And Initial Interview For Work Center Supervisors

BRIEFING GUIDE FOR NEWLY ASSIGNED PERSONNEL**Initial Orientation****GENERAL**

354th Fighter Wing Mission

354th Logistics and Operation Group Missions

Squadron Mission

Work Center Mission

Chain of Command

Customs & Courtesies/AFI 36-2903

Aerospace Expeditionary Forces (AEF) vulnerability

Tasking plans

Supply procedures

Foreign object damage (FOD) program

Shift Schedule & Times

EPR's/DEC's/Performance Feedback/Awards

Off Duty education

Squadron functions

Shop Policies

General flight line and/or work center safety rules

Environmental issues

Security

Corrosion control

Emergency actions

Enlisted evaluation system performance feedback

Leave

Read File

TRAINING ORIENTATION

Trainee's job and what they will be doing

What you expect from them as a trainee

Your responsibilities to the trainee

Trainee's responsibilities to you and the training program

Time spans and requirements that must be met for qualification

CDC requirements (if entering upgrade training)

INITIAL EVALUATION

Review trainee's JQS tasks to ensure they meet work center requirements

Review the individuals past training experience

Ensure airman is qualified on previously certified JQS tasks

Match duty position requirements to individual qualifications

Determine what areas individuals need training on

Plan and schedule training identified

Attachment 2**ANCILLARY TRAINING COURSE INFORMATION AND OPR LISTING****Ancillary Training Information**

If this document does not answer all your questions about how to get ancillary training, direct any further inquiries to the applicable Unit POC or Unit Training Manager.

Air Force Training Course

Requirements: Prerequisite to become a trainer and/or certifier IAW AFI 36-2201

Frequency: One Time

Unit POC: Refer to Ancillary Training Database or CAMS

Scheduling Requirements: Check ancillary training schedule for course date and availability. Contact unit POC to reserve a slot. Class lasts one day.

CPR

Requirements: IAW AFOSH STD 91-50. Those working on energized circuits and all Fitness Assessment Monitors.

Frequency: 2 years

Unit POC: Refer to Ancillary Training Database or CAMS

Scheduling Requirements: Contact UETM/Ancillary Training Manager. Check ancillary training schedule for course date and instructor. Contact Unit POC via e-mail or phone to reserve a slot. Provide rank, name, duty phone, and office symbol. Cancellations are required prior to class date. No show letters will be sent to Commanders.

SABC

Requirements: All active duty military stationed overseas

Frequency: All Military Members every 2 years.

Unit POC: Refer to Ancillary Training Database or CAMS

Scheduling Requirements: Scheduling Requirements: Check ancillary training schedule for course date and availability. Contact unit POC to reserve a slot. Check ancillary training schedule for course date and instructor. Contact Unit POC via e-mail or phone. Provide rank, name, duty phone, and office symbol. No show letters will be sent to Commanders.

LOAC

Requirements: All active duty military and DOD civilians stationed overseas.

Frequency: Annually

Unit POC: Refer to Ancillary Training Database or CAMS

Scheduling Requirements: access web page for completion. Complete AF Form 2426 for completion or print completion screen, and forward to UETM for entry into the appropriate database.

Suicide Prevention

Requirements: All active duty military and DOD civilians. View the Training pamphlet and take quiz located in the Squadron Training folder on the LAN along with watching the video.

Frequency: Annual

Unit POC: Refer to Ancillary Training Database or CAMS

Scheduling Requirements: Complete in the work center. Supervisors will monitor and report dates trained to the unit POC.

Fire Extinguisher Training

Requirements: Required for active duty military, highly encouraged for all civilians.

Frequency: Annual

Unit POC: Refer to Ancillary Training Database or CAMS

Scheduling Requirements: Contact Unit POC

Supervisor Safety

Requirements: Required for all personnel in a supervisory capacity.

Frequency: One time

Unit POC: Refer to Ancillary Training Database or CAMS

Scheduling Requirements: Contact Unit Safety Rep. for scheduling. Check ancillary training schedule for course date. Contact unit POC if you have questions about the subject or upcoming classes.

M-16

Requirements: Required for all Security Forces Augmentees (SFA), personnel assigned to mobility positions.

Frequency: SFA once a year and personnel assigned to mobility every two years.

Unit POC: Refer to Ancillary Training Database or CAMS

Scheduling Requirements: Contact unit POC to reserve a slot..

M-9

Requirements: Required for all Security Forces Augmentees (SFA) and as required for personnel assigned to specific deployment taskings.

Frequency: SFA once a year/as needed for specific deployments.

Unit POC: Refer to Ancillary Training Database or CAMS

Scheduling Requirements: Contact unit POC to reserve a slot.

Chemical Warfare

Requirements: Conducted in conjunction with EOD Reconnaissance Training. Personnel assigned to mobility and all other military personnel prior to going TDY or PCS to a high threat area (Osan, Kunsan, Saudi Arabia, etc.).

Frequency: Once every two years, with proficiency annually for all mission essential personnel (military and designated civilians).

Unit POC: Refer to Ancillary Training Database or CAMS

Scheduling Requirements: Check ancillary training schedule for course dates. Contact Unit POC via e-mail or phone. Slots for training classes are scheduled one month in advance. Provide rank, name, duty phone, and office symbol. Cancellations are required 5 days prior to class date. No show letters will be sent to Unit Commander.

NOTE: If you have ever attended a Chemical Warfare Training class you can attend a refresher course, which takes half the time of an initial class.

Chemical Warfare Non-Mobility

Requirements: Personnel assigned to non mobility positions.

Frequency: Once a year for all mission essential personnel (military and designated civilians).

Unit POC: Refer to Ancillary Training Database or CAMS

Scheduling Requirements: Check ancillary training schedule for course dates. Contact Unit POC via e-mail or phone. Slots for training classes are scheduled one month in advance. Provide rank, name, duty phone, and office symbol. Cancellations are required 5 days prior to class date. No show letters will be sent to Unit Commander.

NOTE: If you have ever attended a Chemical Warfare Training class you can attend a refresher course, which takes half the time of an initial class.

COMPUSEC

Requirements: All assigned personnel must complete CBT and test located on before receiving network access.

Frequency: Annual

Unit POC: Refer to Ancillary Training Database

Scheduling Requirements: Training is accomplished during in processing on a walk-in basis. The annual requirement will be forced down by the LAN office.

OPSEC

Requirements: Read AFI 10-1101, OPSEC Training All items are located in Unit Security folder on the LAN.

Frequency: One Time (Required for all Military, Civilians within 30 days of assignment).

Unit POC: Refer to Ancillary Training Database or CAMS

Scheduling Requirements: Complete in the work center. Supervisors will monitor and report dates trained to the unit POC.

Bomb Threat

Requirements: Read CSI 125-2, Resource Protection Reaction to Bomb Threats

Frequency: Semi-Annually (Apr & Oct) for all personnel (Military and Civilians)

Unit POC: Refer to Ancillary Training Database or CAMS

Scheduling Requirements: Complete in the work center. Supervisors will monitor and report dates trained to the unit POC.

INFORMATION SECURITY

Requirements: Work center security monitors are trained by the Unit Security Manager.

Frequency: Complete initial within 30 days of assignment. Quarterly thereafter for all assigned personnel (Military and Civilians)

Unit POC: Refer to Ancillary Training Database or CAMS

Scheduling Requirements: Unit Security Manager

UCMJ Briefing

Requirements: All first and second term Air Force enlisted personnel

Frequency: Within 30 days of a member's sixth month on active duty, and within 30 days of member's first enlistment.

Unit POC: Refer to Ancillary Training Database or CAMS

Scheduling Requirements: Base legal usually sends the unit a scheduling notice. However, you can contact the unit POC for scheduling if you do not receive this notice.

Supervisors Hazard Communication (HAZCOM) Class

Requirements: Every duty section which uses hazardous chemicals should have a trainer. This class is designed as a "Train the Trainer" class. Trainee will receive instruction on the requirements of the HAZCOM program and be taught how to teach their personnel.

Frequency: One time

Unit POC: Refer to Ancillary Training Database or CAMS

Scheduling Requirements: To sign up for the class or any questions concerning the training, contact unit POC.

Equipment Custodian

Requirements: All equipment custodians (primary and alternates)

Frequency: Upon assignment to duty.

Unit POC: Refer to Ancillary Training Database or CAMS

Scheduling Requirements: Contact POC for requirements & next available class date/time/location.

Rank	Printed Name	Signature	Date Reviewed

MISCELLANEOUS

Duty Positions:

The following duty positions/functions are identified in the heading of this Master Task Listing and Training Plan.

- SUPT Logistics Training Flight Superintendent
- NCOIC TE NCOIC of the Training Management Element
- UETM Unit Education and Training Manager
- SCHD Scheduling
- MTRC Maintenance Training Resource Center
- ISD Instructional Systems Development

Core tasks requiring third-party task certifiers

STS Para #	Task Statement
4.6.	Instruct Air Force training courses

Wartime Tasks

Although the career field functional manager has identified certain wartime tasks in the 3S2X1 CFETP this organization does not have a mobility requirement and there are no identified wartime tasks for our flight members.

354TH LOGISTICS TRAINING FLIGHT MASTER TASK LIST AND TRAINING PLAN (3S2X1)											
CRITICALITY KEY (TRAIN NO LATER THAN)		DUTY POSITION						PROVIDER	METHOD	PRACTICE	EVALUATION
1	CRITICAL (1-3 Months after arrival)	5 = Train to perform at a 5 level skill proficiency						↓	↓	↓	↓
2	ROUTINE (4-6 Months after arrival)	7 = Train to perform at a 7 level skill proficiency									
3	INFREQUENT (7-9 Months after arrival)	ALL TASKS SHOULD BE COMPLETE WITHIN 12 MONTHS									
The above time frames are estimates, ensure reasons for training delays are documented in the AF Form 623a											
Tasks/Knowledge	CORE TASKS	SUPT	NCOIC TM	UETM	SCHD	MTRC	ISD				
1. EDUCATION AND TRAINING CAREER FIELD											
1.1. Career field structure											
1.2. Duties of AFSC 3S2XX											
1.3. Progression in Career ladder 3S2XX											
2. SUPERVISION AND TRAINING											
2.1. Supervision											
2.1.1	Orient newly assigned personnel		7	5				TRAINER	DEMO/PERF	ONCE	TASK
2.1.2	Analyze work requirements		7	5				TRAINER	LECTURE	ONCE	VERBAL
2.1.3	Prioritize work requirements		7	5				TRAINER	LECTURE	ONCE	VERBAL
2.1.4	Establish performance standards		7	5				TRAINER	LECTURE	ONCE	VERBAL
2.1.5	Establish work methods		7	5				TRAINER	LECTURE	TWICE	VERBAL
2.1.6	Plan/schedule work assignments		7	5				TRAINER	LECTURE	TWICE	VERBAL
2.1.7	Supervise work activities of personnel		7	5				TRAINER	DEMO/PERF	ONCE	TASK
2.1.8	Evaluate individual duty performance		7	5				TRAINER	DEMO/PERF	ONCE	TASK

SAMPLE