

**22 APRIL 02**



**Personnel**

**LOGISTICS AIRCRAFT MAINTENANCE  
TRAINING MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 36-22, Military Training. It establishes local standards and procedures for the Logistics Training Flight (LTF), career development course (CDC) administration, personnel processing, scheduling training and management of Core Automated Maintenance System (CAMS) products. It applies to all units and staff agencies under the authority of the 35th Logistics and Operations Group (LG/OG) Commanders.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

It establishes local policy and procedures for topics identified in PACAFI 36-2202, Aircraft Maintenance Training Program.

**1. Logistics Training Flight (LTF) Superintendent and Unit Education and Training Manager (UETM)**

1.1. LTF Superintendent will:

- 1.1.1. Serve as the approval authority for any deviation to procedures outlined in 35 FWI 36-2201, Logistics Aircraft Maintenance Training Management.
- 1.1.2. Serve as the approval authority to waiver LTF minimum or maximum class size requirements.
- 1.1.3. Approve CAMS access in accordance with the requirements outlined in PACAFI 36-2202 and this fighter wing instruction.
- 1.1.4. Attend local weekly LG/OG Issues meeting and discuss relevant training-related concerns.

1.1.5. Attend monthly LG and OG Quality Assurance (QA) briefings and ensure briefing slides are forwarded to LTF UETMs and the Development and Instruction (D&I) section instructors to provide potential training-related cause analysis.

1.1.6. Submit unresolved scheduling problems associated with aircraft or equipment designated to support Training Detachment (TD) and LTF formal aircraft maintenance courses to the OG deputy commander for maintenance for resolution.

1.1.7. Ensure an annual LTF self-assessment is conducted and the findings are documented.

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

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

1.1.7.3. File completed self-assessments in an approved file plan when completed.

1.1.8. Initiate LG and OG annual screening process for formal aircraft maintenance training-related courses in May with an estimated completion date of August.

1.1.8.1. Ensure screening coordination includes all aircraft maintenance units, the LG and OG QA functions and the Air Force Repair Enhancement Program Office.

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

1.1.9. Conduct flight meetings when feasible to afford UETMs and LTF instructors an opportunity to interact and discuss pertinent training issues and concerns.

1.1.10. Solicit, validate and consolidate inputs for the LG and OG monthly Status of Training (SOT) and the wing quarterly SOT.

1.1.10.1. Require UETMs to provide the following documents to validate SOT statistics:

1.1.10.1.1. Printed Unit On-the-Job Training (OJT) Report dated within 3 days of the suspense established for SOT statistics input and annotated in accordance with the guidance provided in paragraph **1.2.11.** of this instruction.

1.1.10.1.2. CAMS Overdue Report (QLP) that is dated no later than 3 days prior to end of the statistical month

1.1.10.1.3. Provide on a quarterly basis a copy of the unit commander's Dedicated Crew Chief (DCC) appointment letter along with a printed copy of CAMS screen 994, identifying the completion status of the LTF local DCC course.

1.1.10.2. In addition to the items required by PACAFI 36-2202 the following information will be reported during the monthly SOT forum:

1.1.10.2.1. Identify total calendar year CDC failures by Air Force Specialty Code (AFSC), CDC number and score.

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

1.1.10.2.3. Training Detachment (TD) instructor utilization rate with individualized slides by AFSC for instructors who do not meet the utilization goals established by Air Education and Training Command (AETC).

- 1.1.10.2.4. TD and LTF projected classes and quotas by unit for the pending month.
- 1.1.10.2.5. Total monthly initial and recertification test completions to include test title, length and total students. Include current calendar year totals.
- 1.1.10.2.6. Survey statistics to include total received and returned by type.
- 1.1.10.2.7. Include the status of unit staff assistance visits, training meetings, pending wing training days and preparation efforts to ensure training requirements are complied with prior to major Air Expeditionary Force (AEF) deployments.
- 1.1.10.2.8. Identify the total number of personnel by Control Air Force Specialty Code (CAFSC) 2AXXX who have been assigned to a Special Experience Identifier (SEI) coded or uncoded positions with Time On Station (TOS) of 18-24, 25-36 and more than 36 months who have not been awarded a wing-relevant SEI.
- 1.1.10.3. Conduct an informal SOT briefing 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.
- 1.1.10.4. Consolidate annual SOT statistics and report the data along with the January SOT briefing.
- 1.1.10.5. Maintain current and previous 2 years of SOT data in an approved file plan.
- 1.1.11. Contact the LG superintendent (LG/CCC) and the OG chief enlisted manager (OG/CE) to solicit candidates for hiring as LTF instructors.
  - 1.1.11.1. Require all instructor candidates to interview with the chief of the D&I element.
  - 1.1.11.2. Ensure newly assigned LTF instructors attend both the Air Combat Command (ACC) Aircraft Maintenance Instructors course and AETC Instructional Systems Development (ISD) course.

## 1.2. Duties and responsibilities of UETMs.

The duties and responsibilities of the UETM are specified in AFI 36-2201 and PACAFI 36-2202. UETMs may be physically located in the units they support and should be afforded at least a 12' by 12' office space with adequate spacing for a desk, file cabinet, three chairs and a door to facilitate closing during sensitive counseling situations. In addition, UETMs will:

- 1.2.1. Serve as the central point of contact within their squadron for all unit training-related issues.
- 1.2.2. Maintain a viable file plan IAW AFI 37-139, Records Disposition Schedule and AFMAN 37-123, Management of Records.
- 1.2.3. Ensure the LTF superintendent and base training manager coordinate on unit training operating instructions prior to implementation.
- 1.2.4. 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.

1.2.5. Utilize CAMS screen #994 to verify course backlogs on the AF Form 898, Field Training Requirements Scheduling Document.

1.2.5.1. Not override course code prerequisites when loading personnel to CAMS training course events.

1.2.5.2. Make every effort to schedule unit members for completion of recurring training requirements at least 1 month prior to the training due date.

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

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

1.2.7. Attend formal monthly LG/OG QA briefing.

1.2.7.1. Analyze QA briefing information for potential training-related issues and engage work center personnel accordingly.

1.2.8. Review and document the following areas during annual unit training staff assistance visits (in addition to items prescribed by higher headquarters training instructions):

1.2.8.1. Ancillary training program.

1.2.8.2. Automated product use (i.e., CAMS products and OJT Report).

1.2.8.3. Contingency training programs.

1.2.8.4. Trainees in nonproductive training status.

1.2.8.5. Programs required by other publications (i.e. safety).

1.2.8.6. Unit training statistics (i.e., enlisted assigned, personnel in upgrade training by skill level).

1.2.9. Review training records to ensure all training requirements are complied with prior to initiating skill level upgrade actions.

1.2.10. Coordinate on all unit request for CAMS Transaction Identifier Code (TRIC) access screens prior to submission to the LTF superintendent for approval.

1.2.10.1. Distribute automated CAMS products to unit work centers and squadron supervision.

1.2.11. Properly manage the OJT Report:

1.2.11.1. Print the OJT Report no later than 3 days prior to end of the statistical month.

1.2.11.2. Verify all information to ensure accuracy.

1.2.11.3. Annotate the report to reflect inbound personnel not appearing on the current month's printed report to include name, Primary Air Force Specialty Code (PAFSC), training status code (TSC), date arrived station and CDC status.

1.2.11.4. Annotate the report to reflect the current status of each CDC progress (volume in progress and total volumes required) and short statements to reflect concerns or follow-up actions.

- 1.2.11.5. Ensure a continually updated report by annotating changes to the report as they occur.
- 1.2.11.6. Brief the unit commander monthly on the SOT utilizing the OJT Report and annotate the report accordingly.
- 1.2.11.7. Maintain at least the current and previous 6 months' reports in an approved file plan.
- 1.2.11.8. Provide LTF an updated and annotated copy no later than the suspense established for SOT statistics input date.
- 1.2.12. Retrieve distribution from the base training office and the LTF daily.
  - 1.2.12.1. 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.

## **2. CDC Administration.**

### 2.1. UETM will:

- 2.1.1. 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, TDY or deployment status), 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 by the work center. 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.
- 2.1.2. Track trainee's volume completion schedule.
  - 2.1.2.1. Initiate follow-up actions in instances where trainees exceed volume completion time limits established by the supervisor.
  - 2.1.2.2. 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 when applicable.
- 2.1.3. Prior to ordering the CDC course examination, the UETM, along with the supervisor, will verify completion of all CDC volume self-test questions and unit review exercises.
  - 2.1.3.1. Review the trainee's training record to ensure monthly review training has been annotated and the ECI Form 34, ECI Field-Scoring Answer Sheets, has been properly endorsed to reflect supervisory and trainee review.
  - 2.1.3.2. Ensure a statement has been annotated in the trainee's training record reflecting the fact that the supervisor and trainee request ordering the CDC course examination and both have started a joint review of the entire CDC.
- 2.1.4. Ensure a copy of the unit commander's CDC failure interview is forwarded to the LTF and base training manager to suffice cause analysis.
  - 2.1.4.1. Ensure all requests for CDC reactivations are routed through the LTF prior to submis-

sion to squadron commander, base training, wing commander or major command headquarters.

## 2.2. Trainee's Supervisor will:

2.2.1. 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.

2.2.2. 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, TDY or deployment). This designated individual will, in turn, be responsible for CDC administration during the supervisor's absence.

2.2.3. 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.

2.2.4. 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.

2.2.5. Report to the UETM with the trainee, the trainee's CDC package and training record to request ordering the CDC examination.

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

2.2.5.2. 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 request ordering the CDC examination.

## 3. Personnel Processing.

### 3.1. Inbound personnel:

3.1.1. Report to their UETM to complete in processing within 10 duty days of signing into the unit. Prior to reporting to the UETM, all personnel must have an employee number. LG personnel will see the LG analysis representative (35th Logistics Support Squadron, Operations Flight (LSS/LGLO)) located in building 901 and OG personnel will see OG analysis (35th Operations Support Squadron Analysis Section (OSS/OSCA)) located in building 918 to receive employee numbers. All personnel should have the following items with them:

3.1.1.1. Unit in-processing checklist.

3.1.1.2. Base incoming newcomers treatment and orientation (INTRO) appointment schedule.

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

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

3.1.1.5. Training printout (CAMS, GO81, etc.) from individual's previous duty assignment (when applicable).

3.1.2. The UETM will:

- 3.1.2.1. Ensure supervisors initiate an AF Form 623 for first duty station.
  - 3.1.2.2. Screen documented training of all newly assigned individuals.
  - 3.1.2.3. Ensure the transfer of applicable training into CAMS using the training printout from the previous duty assignment.
  - 3.1.2.4. Ensure work center supervisor schedules or requests required training.
  - 3.1.2.5. Ensure appropriate CDCs have been ordered for personnel in upgrade training (UGT).
- 3.2. Outbound personnel (to include TDY and deploying personnel):
- 3.2.1. Process through the UETM with the following items:
    - 3.2.1.1. Applicable CDCs.
    - 3.2.1.2. AF Form 623, if applicable.
    - 3.2.1.3. Unit and base out-processing checklist for PCS, PCA, TDY or deployment.
  - 3.2.2. The UETM will produce a training forecast (CAMS screen 593) and provide it to the individual. If the individual is currently enrolled in a CDC, a copy of his/her orders must be provided to the UETM. Orders must be kept on file for a minimum of 6 months.
  - 3.2.3. Prior to departure, personnel going TDY/deploying will make every effort to complete all training requirements to suffice qualification throughout the duration of the TDY/deployment.

#### **4. LTF Information Manager (IM) Responsibilities.**

- 4.1. The flight IM will be administratively assigned and report to the flight superintendent but will assist the ISD technician to facilitate IM assistance during course development and annual course review procedures.
- 4.2. Manage the LTF web site to ensure:
  - 4.2.1. Most recent SOT slides are posted.
  - 4.2.2. LTF and TD course catalog is posted and current.
  - 4.2.3. Current and pending month LTF and TD class schedules are posted.
  - 4.2.4. Current and pending month calendar to identify walk-in and appointment times for initial and annual recertification testing are posted.
- 4.3. Receive and distribute CAMS automated training products as directed by the LTF superintendent.
- 4.4. Perform distribution runs and promptly distribute associated paperwork.
- 4.5. Maintain approved file plan and brief flight members on contents and utilization twice a year.
- 4.6. Support IM taskings from the TD chief and LTF superintendent.
- 4.7. Gather and consolidate flight member's inputs for the weekly activity report and file the report in an approved file plan.

## 5. LTF Development and Instructor (D&I) Element Responsibilities.

The D&I element will comply with all duties and responsibilities specified in PACAFIs 21-101 and 36-2202 and will:

- 5.1. Manage the flight Visual Information (VI) Equipment.
  - 5.1.1. Maintain a comprehensive inventory of all VI equipment. On a quarterly basis conduct a physical inventory.
  - 5.1.2. Inspect VI equipment for safety, cleanliness and serviceability.
  - 5.1.3. Annotate local VI equipment inventory with inspection date and name of inspecting official.
  - 5.1.4. Report discrepancies to the chief, D&I element.
- 5.2. Graduate and supervisor LTF course questionnaire procedures.
  - 5.2.1. Generate questionnaires using a local data base within 90 days of course graduation.
  - 5.2.2. Route questionnaires to assigned UETM for distribution and return within 10 duty days.
  - 5.2.3. Analyze questionnaires for potential training improvement areas and maintain for 1 year in an approved file plan.
- 5.3. Class Package Management.
  - 5.3.1. Develop a class package IAW PACAFI 36-2202 NLT 1 duty day prior to class start.
  - 5.3.2. Coordinate class package NLT 3 duty days after class graduation.
  - 5.3.3. Coordinate class packages through chief, D&I element, LTF superintendent, QA and ISD technician
- 5.4. Maintenance Training Resource Center (MTRC)
  - 5.4.1. MTRC monitor will:
    - 5.4.1.1. Ensure assigned computer equipment is inventoried annually and inspected quarterly.
    - 5.4.1.2. Ensure current Computer-Based Training (CBT) catalog information is maintained on the LTF internet web-site.
    - 5.4.1.3. 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.
    - 5.4.1.4. Maintain local documentation to suffice scheduling computer utilization.
    - 5.4.1.5. Coordinate local area network administration issues.
    - 5.4.1.6. Complete hardware and software computer upgrades and maintenance.
    - 5.4.1.7. Coordinate loading course material to computers with group computer administrator.
    - 5.4.1.8. Provide student operator assistance necessary to facilitate completion of CBTs.
    - 5.4.1.9. Administer CBT tests and compile necessary paperwork to attain a course completion certificate from AETC.
    - 5.4.1.10. Distribute course completion certificates to unit members via the UETMs.

## 5.5. Test Control Procedures.

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

5.5.1.1. Secure all test materials within an authorized safe.

5.5.1.2. Ensure safe access letter is up to date and clearly posted next to the safe.

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

5.5.1.4. Maintain CBT and test materials inventory log.

5.5.2. Receipt of controlled test materials.

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

5.5.2.2. 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 a Misawa unit, annotate the test inventory log accordingly, secure the test and contact the originating agency for disposition instructions.

5.5.2.3. 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.

5.5.3. 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.

5.5.4. Test administration.

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

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

5.5.4.3. 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.

5.5.5. Testing conditions.

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

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

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

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

5.5.5.5. Make sure testing sessions are not interrupted.

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

- 5.5.5.7. Position the computer (if used) and all power supply cords so as to avoid students accidentally kicking power supply cords and turning off CPU.
- 5.5.5.8. Ensure examinees do not bring any books, briefcases or unauthorized materials into the testing area.
- 5.5.5.9. Seat examinees far enough apart to prevent cheating. Do not allow examinees to talk during testing sessions.
- 5.5.5.10. Positively identify all examinees by verifying identity against members DD Form 2, Armed Forces Identification Card.
- 5.5.5.11. Ensure the examinee reads and verifies understanding of test compromise guidance before administration of examinations.
- 5.5.5.12. Explain test instructions completely.
- 5.5.5.13. Collect test and materials immediately upon completion of the test.
- 5.5.5.14. Annotate test control log and follow test specific reporting guidance upon completion of examination.

## **6. Coordinating TD Biennial Analysis of Technical Training (BATT).**

### 6.1. TD will:

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

### 6.2. LTF will:

- 6.2.1. Notify the unit representatives and coordinate date, time and location for the CAC meeting.
- 6.2.2. Indorse the BATT notification letter with CAC meeting date, time and location and return same to the TD.
- 6.2.3. Provide unit representatives with any course information deemed necessary by the TD.

### 6.3. Unit representatives will attend scheduled CAC meetings.

## **7. Training Aircraft Scheduling Procedures.**

### 7.1. LTF D&I Section Chief will:

- 7.1.1. Attend the monthly LTF schedulers meeting.
- 7.1.2. Consolidate and coordinate TD and LTF requests for training aircraft and powered/non powered aerospace ground equipment (AGE) through the OSS Plans and Scheduling (P&S) Section.
- 7.1.3. Specify aircraft and equipment locations (i.e. hush house, flow through, hardened aircraft shelter (HAS), hanger, or flight line).
- 7.1.4. Confirm training aircraft tail numbers and equipment via meetings, e-mail, internet access or any other form of media that is required.

7.1.5. Attend the weekly OSS P&S meeting to confirm aircraft/equipment availability and mediate any potential scheduling issues.

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

7.2. OSS P&S Section will:

7.2.1. Identify available aircraft/equipment to support TD and LTF requirements in the weekly and monthly schedule.

7.2.2. Ensure scheduled training aircraft and equipment is capable of supporting required training as specified by the LTF D&I section chief.

7.2.3. 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.

7.2.4. Coordinate all deviations involving the scheduling of training aircraft or equipment with the LTF D&I element chief.

7.3. Assigned aircraft unit will:

7.3.1. Configure the training aircraft as specified by the OSS P&S Section.

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

7.3.3. Position the training aircraft as scheduled.

7.3.4. Ensure scheduled training aircraft are fully mission capable prior to TD or LTF class start date and time.

7.3.5. Coordinate all deviations to the scheduling of training aircraft or equipment with the OSS P&S Section.

## 8. LTF Scheduling Function.

8.1. CAMS Training System Access

8.1.1. 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).

8.1.2. Access beyond that specified in **Attachment 1** must be accompanied with appropriate written justification and be approved by the LTF superintendent.

8.2. Distribute automated training products as specified in **Attachment 2**.

8.2.1. Complete specified actions for the following distributed CAMS automated training products; Weekly Overdue Report (QLP), Monthly Overdue Report (QLP), Training Forecast Format 1 (TMAA11 - 3 Month AWACT/OVERDUE/SCHEDULED), Training Forecast Format \* (TMAA1\*\* – All Status Report)

8.2.1.1. Supervisors will:

8.2.1.1.1. Utilize these products to schedule personnel for training.

8.2.1.1.2. Review for accuracy and annotate changes using the JULIAN DATE to the far right side of the page next to the incorrect dates and line through any items that needs to be deleted.

8.2.1.1.3. May utilize this product as an alternative to completing an AF Form 2426, Training Request and Completion, for each item.

8.2.1.1.4. Return corrected copy to UETM.

8.2.1.1.5. Maintain product until superseded.

8.2.1.2. UETM will complete changes, stamp copy "CAMS Processed" and return product and any AF Form 2426s back to the work center.

## 8.2.2. Special Certification Roster (SCRA3)

8.2.2.1. Work Center Supervisor will:

8.2.2.1.1. Review for accuracy and ensure all prerequisites, including applicable training, testing, evaluating or other requirements for task certification have been completed.

8.2.2.1.2. Annotate changes using the JULIAN DATES to the far right side of the page next to the incorrect dates and line through anything that needs to be deleted.

8.2.2.1.3. Utilize this product as an alternative to completing an AF Form 2426 for each item.

8.2.2.1.4. Accomplish AF Form 2426 when making additions to this product.

8.2.2.1.5. Place initials and date in the applicable preprinted signature block.

8.2.2.1.6. Route product along with any AF Form 2426s through applicable unit leadership for validation. Note: Commander's signature will be the final approval authority. All required initials constitute required certification and authorization of the task(s) listed.

8.2.2.1.7. Maintain this product until superseded to suffice utilization as a back up in the event CAMS goes down.

8.2.2.1.8. Return the signed and coordinated roster to the UETM.

8.2.2.1.9. Provide a copy to the applicable group QA section.

8.2.2.2. UETM will:

8.2.2.2.1. Complete changes, stamp the copy "CAMS Processed," and return it to the work center.

8.2.2.2.2. Return updated roster and any AF Form 2426s to the work center.

## 8.2.3. Work Center Training Requirements Report (TQEAR)

8.2.3.1. Work Center Supervisor will:

8.2.3.1.1. 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).

8.2.3.1.2. Return corrected copy to the UETM.

8.2.3.1.3. Maintain product until superseded.

8.2.3.2. UETM will:

8.2.3.2.1. Correct changes, stamp the copy "CAMS Processed" and return it back to the work center.

8.2.4. Course Status Summary TD Report (CSR7)

8.2.4.1. Supervisors will:

8.2.4.1.1. Utilize product to provide accurate TD backlogs on the monthly AF Form 898.

8.3. Procedures for requesting TD, LTF and wing provided ancillary quotas.

8.3.1. LTF scheduling function will:

8.3.1.1. Ensure automated AF Form 898s are prepared for the pending 3 months (NLT the 10th calendar day of each month) on the LSS LTF shared drive.

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

8.3.1.3. Route AF Form 898 for signatures.

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

8.3.2. UETM will:

8.3.2.1. Distribute copies within the unit.

8.3.2.2. 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.

8.3.2.3. Submit the signed AF Form 898 to the LTF scheduling function IAW specified suspense.

8.3.3. Work center supervisors will:

8.3.3.1. Provide a 90-day scheduling forecast (firm first month and soft next 2-month projection).

8.3.3.2. Ensure annotated backlogs are accurate as identified in CAMS.

8.3.3.3. Return completed AF Form 898s to UETM NLT specified suspense.

8.3.4. LTF scheduling function will:

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

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

8.3.4.3. Establish CAMS classes and event IDs in CAMS.

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

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

8.3.4.6. Close all classes taught by the TD, LTF and wing ancillary training providers.

8.3.5. 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.

8.3.6. UETMs will:

8.3.6.1. Schedule personnel for only those training quota allocations specified for their squadron.

8.3.6.2. Coordinate all requests for additional training quota allocations through the LTF scheduling function.

8.3.6.3. Ensure all trainees are loaded into CAMS NLT specified suspense date.

8.4. Managing training deviations.

8.4.1. UETMs will:

8.4.1.1. Ensure supervisors utilize the standardized paperwork established by the LTF scheduling function to document and submit all changes to published training schedules.

8.4.1.2. Ensure completed deviation paperwork is completed correctly and forwarded to the LTF scheduling function.

8.4.1.3. Ensure the requested deviation changes are accomplished in CAMS prior to forwarding the standardized paperwork to the LTF scheduling function.

8.4.2. Work Center Supervisors will:

8.4.2.1. Accomplish the standardized paperwork established by the LTF scheduling function to request a student cancellation, quota allocation cancellation, swapping of a training date, requesting student replacements or additions for all TD, LTF and wing-provided ancillary training courses.

8.4.2.2. Sign and route the paperwork to the squadron maintenance officer for signature, if applicable, and send the letter to the UETM.

8.5. Managing training course no-shows and quota non-supports.

8.5.1. An individual scheduled for a class but does not attend is classified as a no show. The only exception is if an individual from the same unit walks-in for the scheduled individual and informs the instructor whom they are replacing. In this case, the member must annotate the attendance roster with the word "replacement" next to their name. As a result, attendance will be tracked as a deviation versus a no show.

8.5.2. Training non-supports are defined as quotas allocated to a unit but the unit does not schedule anyone to fill the allocation nor do they return the allocation to the scheduling office to offer up to other squadrons so that the LG/OG does not waste a training opportunity.

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

8.5.3.1. LTF scheduling function will:

8.5.3.1.1. Identify all no shows, non supports and attendance deviations in a weekly report to UETMs.

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

8.5.3.2. UETM will:

8.5.3.2.1. Route no-show letters to the applicable work center supervisors for action and/or comments.

8.5.3.2.2. Provide a completed copy of the no-show letter to the unit commander for action.

8.5.3.3. Work center supervisor will

8.5.3.3.1. Verify no-show, annotate no-show letter accordingly

8.5.3.3.2. Route letter to the squadron commander with a courtesy copy to the squadron UETM.

8.6. Establishing CAMS Course Codes.

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

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

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

8.6.4. Requests will be completed on standardized paperwork provided by the LTF scheduling function.

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

8.6.5.1. Requesting official will:

8.6.5.1.1. Attach copies (exerts) of the governing directive to the standardized paperwork.

8.6.5.1.2. Be identified as the CAMS code OPR unless specified otherwise on the paperwork.

8.6.5.2. CAMS Training Subsystems Manager will approve or disapprove all requests and provide disapproval reasoning if applicable.

8.6.5.3. LTF Scheduling Function will:

8.6.5.3.1. Establish CAMS codes for all approved requests.

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

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

8.6.5.4. UETM will distribute information on new courses to unit work centers.

8.7. CAMS database validation.

8.7.1. LTF scheduling function will:

8.7.1.1. Initiate an annual review of the CAMS to include a validation of all course codes by the course OPR.

8.7.1.2. Conduct validation on a quarterly basis.

8.7.1.3. Accomplish validation of special certification/inspection courses (100-199) during the months of April and May.

8.7.1.4. Accomplish validation of ancillary type training courses (200-299) during the months of July and August.

8.7.1.5. Accomplish validation of CBT and certification tests (300-399) and miscellaneous courses (400-499) during the months of October and November.

8.7.1.6. Provide a copy of a recent course code listing with narratives, specific to the course numbers, to the applicable OPR.

8.7.1.7. Provide a standardized validation paperwork to the OPR to suffice documentation.

8.7.1.8. Update CAMS Training Subsystem with validation inputs received from course code OPRs.

8.7.2. Course Code OPR will:

8.7.2.1. Document course code validation updates on the standardized paperwork provided by the LTF scheduling function.

8.7.2.2. Provide current OPR's name, phone number, unit, office symbol and a narrative for each of the courses being taught by the OPR.

8.7.3. UETM will:

8.7.3.1. Provide unit OPR, if applicable, a copy of the standardized course code paperwork.

8.7.3.2. Ensure any course code paperwork is properly completed before submission to the LTF scheduling function.

## **9. OSS Maintenance Analysis Section.**

The OSS, Maintenance Analysis Section will support the LTF with the following:

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

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

LOYD S. UTTERBACK, Brig Gen, USAF  
Commander

## Attachment 1

TRIC	SCREEN(s)	TITLE	ACCESS LIMITED TO
CUP	270, 271, 272, 273,274	Class Update	LTF Scheduler Unit Training Manager
ESR	599	Event Routine	LTF Scheduler
ITU	268, 269, 297, 662	Individual Training Update/Delete	LTF Scheduler Unit Training Manager Work Center Trng Monitors (WCTM) <i>** Reference: PACAFI 36-2202 para 2.8.4.3.2.</i>
JCP	724	Job Start/Stop Format	LTF Scheduler
TRA	141, 265, 309, 311, 311, 313, 664, 945	Training Course Table Prereq Course Load/Delete 5	LTF Scheduler
TTT	279, 280, 283, 284, 296, 606,	Basic STS Data Load/Change/Inq	Any Work Center Using Automated Specialty Training Standards (STSs)
UEL	322, 323	Uncompleted Event List Training	LTF Scheduler
WCT	592, 666	Work Center Requirements Record Load/Delete <i>** Reference: PACAFI 36-2202 para 2.7.5.</i>	Unit Training Manager Work Center Supervisors

**Attachment 2****CAMS TRAINING SUBSYSTEM PRODUCTS**

<b>CAMS Products</b>	<b>Input Image</b>	<b>Required NLT</b>
Class Schedule (CRT) Format 5	CRTA5	Every Friday
Weekly Overdue Report	QLP	Every Friday
Training Forecast (TMAA) Format 1	TMAA11**	1st Duty Day of Month
Maintenance Personnel Listing (MPL)	MPLA1	1st Duty Day of Month
Special Cert Roster (SCR)	SCRA3	1st Duty Day of Month
Course Status Summary FTD Report (CSR)	CSR7	1st Duty Day of Month
Monthly Overdue Report	QLP	3 days prior to the last duty day of the month
Training Forecast (TMAA) Format *	TMAA1**	Quarterly, 1st Duty Day of Oct, Jan, Apr, Jul
Training Course Report (TQE) w/Narratives	TQEANU	Quarterly, 1st Duty Day of Oct, Jan, Apr, Jul
Work Center Training Requirements (TQEAR)	TQEAR	Quarterly, 1st Duty Day of Oct, Jan, Apr, Jul