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**Personnel**

**SCHOOL TOUR PROGRAM**

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This instruction implements AFD 36-80, *Reserve Training and Education*. It establishes procedures for the administration and management of school tours for all military personnel. It applies to all individuals assigned or attached to the 439th Airlift Wing.

**1. School Tour Requests** . When a reservist needs to apply for any type of school tour in military status, the individual will complete the Westover ARB overprint of AF Form 101, **Reserve Requirements for School Tours of Active Duty for Training**, or 439 AW Form 18, **Formal School Tour Request**.

1.1. Air Reserve Technicians (ART) normally attend schools in civilian status. They complete a DD Form 1556, **Request, Authorization Agreement, Certification of Training and Reimbursement**, and submit it to the Civilian Personnel Training Office to receive a school tour quota. If an ART requests an exception to this policy to go in military status, a waiver is needed and must be signed by the unit and group commanders. Once the waiver is signed, it is then forwarded to the Base Education and Training office (DPMT) with 439 AW Form 18 attached for staffing and approval by the installation commander.

1.2. The 439 AW Form 18 will be signed by the member, unit training manager, and commander or designated representative. If a designated representative signs the request, an authorization letter signed by the commander must be on file in DPMT.

1.3. At least 45 days should be allowed for processing a school. HQ AFRC will not be contacted to check on the status of a school request until it has been pending at least 45 days.

**2. School Tour Prerequisites** . Prior to the 439 AW Form 18 being submitted, the Unit Education and Training Manager (UETM) must check all the prerequisites on the Air Force Education and Training Course Announcement (AFETCA) Website, under the course number and ensure they have all been met.

2.1. If there are study modules that need to be completed before the class start date, the UETM will contact the school to coordinate this process. The UETM will also ensure personnel understand the

prerequisites and have completed the modules before attending the course. The trainee will be sent back to home stations if all prerequisites have not been met. If Career Development Courses are a prerequisite they must be completed and scored prior to attending.

2.2. Before personnel are sent to school, they receive information from their UETM on the location, billeting, transportation information (including airline tickets, bus or car rental) and any items they need to bring with them such as clothes, uniforms, and any other necessary special requirements. This information is in the prerequisites on the AFETCA Website.

### **3. Incoming Training Line Numbers (TLN) and MAJCOM Confirmations .**

3.1. Incoming TLNs are given to the unit with a memorandum attached for purposes of defining retainability, class and suspense dates.

3.2. There will be times when a quota from HQ AFRC will be less than 30 days. DPMT will immediately contact the UETM or the key ART with all the school tour information when this occurs. Due to the nature of last minute school tours, verbal confirmations are accepted; however, a signed TLN must always be accomplished on the next Unit Training Assembly (UTA).

**4. Substitutions and Cancellations .** If the member cannot attend the school dates once a quota is received, a substitution can be made. However, the substitute must meet all the prerequisites to attend the school.

4.1. Substitutions need to be done immediately upon notification, if the original member is unable to fill the quota. Many schools will not accept substitutions within 30 days of the class start date. A memorandum from the commander explaining why the substitution has occurred and the name of the replacement must be provided.

4.2. Cancellations may occur if there is an extreme hardship. Determining a hardship is at the commander's discretion and should be closely monitored. Only one cancellation per person should be allowed. The commander should not allow the individual to cancel another quota in the future. Reservists can be involuntarily separated for failure to acquire the appropriate skill level or to refuse mandatory technical school.

4.3. A memorandum from the commander explaining why the cancellation occurred must be given to the base training school tour monitor at least 30 days prior to school start date whenever possible. If this is not accomplished, the unit may be charged for the quota.

**NOTE:** Some quotas received from HQ AFRC are within 30 days of the class start date. In this situation, cancellation information can be e-mailed to the school tour monitor immediately upon notification.

### **5. Training Status Code M.**

5.1. Personnel in status code M are required to submit an AF Form 101 within 90 days of being assigned to the position. If an AF Form 101 is not input within 90 days, DPMT will need a letter from the commander stating the reasons why.

5.2. The on-the-job training roster must be annotated and the training status code must be changed to "D" if someone was in upgrade training and is now pending separation (ARPC, discharge, etc).

**6. Course Completion Certificates** . Upon completion of the course, the student is required to give DPMT a copy of the course completion certificate. This must be done within two UTAs after the completion of the class.

**7. Forms Prescribed.** 439 AW 18.

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