

**10 July 1998**



**Personnel**

**LOGISTICS TRAINING MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 36-80, *Reserve Training and Education*. It defines responsibilities and establishes uniform procedures for administering, controlling and documenting training in support of personnel assigned to the 442d Logistics Group and 303d Fighter Squadron Maintenance. These procedures apply to all personnel assigned to the 442d Logistics Group and 442d Operations Group. Supervisors, superintendents, and flight chiefs are responsible for ensuring compliance with this instruction.

**SUMMARY OF REVISIONS**

This revision adds the availability of training aids through the Logistics Training Office (paragraph 6); redefines procedures for Enlisted Specialty Training (EST) and Career Development Courses (CDC) (paragraph 7, 7.1.,7.2.). A (I) indicates revisions from the previous edition.

**1. Responsibilities and Procedures of Training Management:**

1.1. Administers the maintenance management and special qualification training and testing programs in compliance with current directives.

1.1.1. Special qualification testing will be administered as needed and indicated by the Training Forecast (TMA) listing. Maximum testing time will be two hours per test. Minimum passing score on written tests is 85 percent, unless otherwise indicated.

1.1.2. Practical training/testing will be completed by personnel authorized by the LG/OG Commander, not more than 30 days prior to written testing.

1.1.3. Personnel failing written or practical testing will be rescheduled only after remedial training.

1.1.4. All aircraft maintenance personnel, who are required to operate any type of Ground Powered Support Equipment (AGE), excluding AFSC 2A6X2, will be trained and qualified by the following procedure.

1.1.4.1. Commanders or designated representatives and Logistics Training will schedule time for AGE training. Workcenter supervisors will send trainees to the AGE shop, Bldg 1119, with AF Form 2426, **Training Request and Completion**, or a Core Automated Maintenance System (CAMS) printout of screen 593 for the individual affected, indicating the AGE equipment to be trained on. An AGE qualified instructor will conduct the required training, sign the completed form or printout and forward to Logistics Training for updating.

1.1.5. A-10A Engine Run Training Certification: Personnel authorized to train and evaluate other aircraft maintenance personnel to start and operate aircraft engines will hold a seven or nine-skill level and be authorized, in writing, by the LG/OG Commander or designated representative. This training will be conducted in accordance with AFI 11-218 and ACC Sup 1 thereto.

1.1.6. Special Certification Roster (SCR): The SCR lists individuals selected to perform certain specified tasks, in accordance with AFRCI 21-101, paragraph 2.11.2.1.

1.1.7. The certification roster (CERT) lists personnel who are authorized to perform certain tasks (Egress Augmentee, Engine Run, etc.). The inspection roster (INSP) lists personnel authorized to perform certain inspections (Clear Red X, In Process Inspection, etc.).

1.1.8. Training Management will receive this report quarterly and forward it to the Maintenance Squadron Superintendent and the Fighter Squadron Maintenance Superintendent. The Superintendents will then route the SCR to the appropriate workcenters for verification of all entries. Workcenter supervisors will make needed changes and return the SCR to the appropriate Superintendent for approval. The Superintendent will then return the approved SCR to training management for updating in the Core Automated Maintenance System (CAMS).

## 2. Class Scheduling:

2.1. Training Management will schedule planned training with affected agencies and prepare a detailed training schedule.

2.2. The detailed training schedule will be distributed through the 442 LAN system, e-mailed to all shop and flight supervisors no later than the Wednesday prior to the UTA. If the supervisor requires training that has not been scheduled, he/she will contact the 442 Logistics Training office for scheduling.

2.3. Training Management will update training accomplished in CAMS using the class rosters provided by the course instructor.

## 3. Procedures:

3.1. Advanced planning is the key factor to ensure that reservists are provided with meaningful jobs during each UTA. Prior to UTAs, the workcenter supervisor will plan maintenance tasks to be accomplished during UTAs in conjunction with scheduled training.

3.2. Workcenter supervisors should use CAMS along with the monthly training schedule to identify all training requirements. Logistics Training will provide the Training Forecast (TMA) and Class Rosters to supervisors to aid in preparing the schedule.

#### 4. Core Automated Maintenance System (CAMS) Products:

- 4.1. The TMA, input TMAF\*\*, reflects the training status for all courses assigned to each individual and will be run quarterly, at the first of each quarter.
- 4.2. The TMA, input TMAF1\*, reflects the training status for all courses Awaiting Action (AWACT) or Overdue (OVERDUE) and will be run monthly, 1 week prior to the scheduled Wing UTA. Anyone appearing on this list should be scheduled for training immediately.
- 4.3. Course Status Reports (CSR) reflect training status for all personnel for a given course. These reports will be run on an as needed or as requested basis. Requests for CSR's will be submitted to Training Management.
- 4.4. Workcenter Training Requirements Record Print (CAMS screen 666), reflect mandatory training requirements for each workcenter. Each workcenter supervisor will review CAMS screen 666 twice yearly (January and July) and submit additions or deletions through the Maintenance Superintendent to Training Management for update in CAMS.

**5. Training Updates in Core Automated Maintenance System (CAMS).** All training accomplished will be updated in CAMS by Training Management. For courses coming under supervisors' responsibility, the supervisor may annotate completion on the TMAF1\*, sign and return to Training Management or submit a list of training completions signed by the supervisor for CAMS update. All other updates will be made from class rosters or AF Forms 2426 signed by the instructor. All required tests will be updated from the passing answer sheet. Training Management will keep class rosters, AF Forms 2426 and completed test sheets on file for 1 year.

**6. Training Aids.** Training aids such as video tape programs, CD ROM and other computer based media are available through the Logistics Training Office and will be signed out for use in the shops.

#### 7. Enlisted Specialty Training (EST) and Career Development Courses (CDC):

- 7.1. EST. AFMAN 36-2247, Paragraph 5.2.3.2. states that "The supervisor and trainer use the AF Form 623 to maintain a cumulative history of an airman's training progress". To this end, either the supervisor or the trainer will make an entry in the AF Form 623a, **On-the-Job Training Record Continuation Sheet**, each UTA to reflect the training received or the progress of the trainee.
- 7.2. CDC. Each trainee enrolled in a mandatory CDC will be required to complete 1 volume per month and be prepared to complete the Volume Review Exercise (VRE) answer sheet for that month when reporting for UTA. The supervisor or trainer will document the members AF Form 623a as to the volume number completed or the reason a volume was not completed. Without this documentation, expired or failed CDCs will not be reinstated or waived. Failure to complete mandatory CDCs could result in reassignment to ARPC or discharge from the Air Force Reserve.

CHARLES E. STENNER, JR., Colonel, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

*AFPD 36-80--Reserve Training and Education*

*AFI 36-2201--Developing, Managing, and Conducting Training*

*AFMAN 36-2247--Planning, Conducting, Administering and Evaluating Training*

*AFCSM 21-570, Volume 2--Core Automated Maintenance System*

*AFRCI 21-101--Aircraft Maintenance Guidance and Procedures*

*AFI 11-218--Aircraft Operation and Movement on the Ground*