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Personnel

**DEVELOPING, MANAGING AND
CONDUCTING TRAINING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 911 AW/CC (Col F. Baxter Lane)

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This instruction implements AFRPD 36-22, *Military Training*. It establishes procedures for administering a Contracted Training process at the 911th Airlift Wing. It applies to offices of primary responsibility (OPR) for providing the training as well as OPRs for requesting, administering and overseeing.

1. General. Skilled and trained personnel are critical to the Air Force Reserve in providing a strong defense capability. This instruction describes 911th AW training policy, scheduling of go-to-war type training, publishing of this training, and monitoring of progress through metrics. It establishes responsibilities for the development, management and follow-up of this program.

1.1. Strategy. Develop, manage, and execute a process that will provide an annual schedule of all Contracted Training providers with 911th AW unit personnel scheduled 12 months in advance. This process should provide squadron commanders, unit training monitors, and Contract Training providers with a "calendar of events" for the entire year. Scheduling personnel in advance, through a contractual agreement between units and Contract Training Providers, will provide all parties involved with future training classes and organizations participating. This should provide the 911th AW with a solid foundation for readiness and provide commanders a tool for managing their personnel.

1.2. Objectives. This Process will provide:

1.2.1. An annual meeting between unit commanders and their respective training managers and the providers of all Contracted Training as listed in [Attachment 1](#).

1.2.2. Providers for Contracted Training will attend this meeting and provide a schedule of available classes to include: dates, times, location, and duration of the class.

1.2.3. A contract, see example [Attachment 2](#), will be established between 911th AW unit commanders or designated representative and the providers of Contracted Training at the 911th AW for the entire fiscal year.

1.2.4. The 911th AW Plans office will receive a copy of all contracts and tabulate these contracts into a management product for all parties to review.

1.2.5. The result of all contracts tabulated will be forwarded to the 911th AW and QI office.

1.2.6. The 911th AW DPMT will publish a monthly schedule of all Contracted Training contracted during the annual contractual meeting for that particular month. The Plans office will provide a spreadsheet with all projected scheduled classes.

1.2.7. Each squadron is responsible for back filling slots in the event they have a shortfall for a contracted class. They will coordinate the process with the providers of training and the QI office.

1.2.8. All contracted training providers will fill out a copy of the Class Participation form, [Attachment 3](#), and forward it to the QI office NLT two (2) workdays after class competition. The QI office will post the status of all class participation and brief the 911th Wing Vice commander and Group commanders as requested.

2. Source Documents. Source documents for this process will include the contracts between units and providers of training, training rosters for class attendees, and the Class Participation forms forwarded to QI.

3. Additional Responsibilities:

3.1. 911th Airlift Wing Commander:

3.1.1. Monitors progress and implementation of this program.

3.2. 911th Airlift Wing Vice Commander:

3.2.1. Serves as focal point within the 911th AW for implementation of this program. The Wing Vice Commander and supporting Group Commander or designated representatives are the key to the success of this program. They should emphasize to all levels of supervision the importance of training and fulfill all contractual agreements. They must generate personnel motivation, enthusiasm, and through fostering an understanding of the Contracted Training Process, provide support. Squadron commanders should communicate their shortfalls with other squadron commanders to ensure all contract quotas are filled. It is the responsibility of the unit receiving the training to fill shortfalls, not the provider of training's responsibility.

3.2.2. Conducts meetings required with 911th Group Commanders or representatives to resolve problems, review annual training schedule and evaluate Group participation based on QI monthly reports.

3.2.3. Briefs 911th Wing Commander on status of Contracted Training Program as requested.

3.3. 911th Support Group Commander:

3.3.1. Monitors progress and implementation of this program within the Support Group and Wing staff.

3.3.2. Ensures all unit commanders support this program.

3.3.3. Ensures all Support Group and Wing staff Contracted Training providers support this program.

3.3.4. Attends or appoints a representative to attend any and all meetings scheduled pertaining to the contracted training schedule.

3.3.5. Ensures the needs and objectives of this program are met. Develops process within Group to monitor squadron progress and participation for possible shortfalls for sub-contracting.

3.4. 911th Operations Group Commander:

3.4.1. Monitors progress and implementation of this program within the Operations Group.

3.4.2. Ensures all unit commanders support this program.

3.4.3. Ensures all Operations Group Contracted Training providers support this program.

3.4.4. Attends or appoints a representative to attend any and all meetings scheduled pertaining to the contracted training schedule.

3.4.5. Ensures the needs and objectives of this program are met. Develops process within Group to monitor squadron progress and participation for possible shortfalls for sub-contracting.

3.5. 911th Logistics Group Commander:

3.5.1. Monitors progress and implementation of this program within the Logistics Group.

3.5.2. Ensures all unit commanders support this program.

3.5.3. Ensures all Logistic Group Ancillary Training providers support this program.

3.5.4. Attends or appoints a representative to attend any and all meetings scheduled pertaining to the contracted training schedule.

3.5.5. Ensures the needs and objectives of this program and met. Develops process within Group to monitor squadron progress and participation for possible shortfalls for sub-contracting.

3.6. 911th Aeromedical Staging Squadron (ASTS) Commander:

3.6.1. Monitors progress and implementation of this program within the ASTS.

3.6.2. Ensures all unit commanders support this program.

3.6.3. Ensures all ASTS Contracted Training providers support this program.

3.6.4. Attends or appoints a representative to attend any and all meetings scheduled pertaining to the contracted training schedule.

3.6.5. Ensures the needs and objectives of this program are met. Develops process within Group to monitor squadron progress and participation for possible shortfalls for sub-contracting.

3.7. 911th AW Plans Office:

3.7.1. Serves as the Wing focal point for development of this Instruction.

3.7.2. Acts as host for annual Contract Training meeting.

3.7.3. Assembles all training contracts from annual contract meeting into spreadsheet for unit/providers to validate.

3.7.4. After completion of spreadsheet, forward to 911th AW/DPMT and 911th AW/QI.

3.7.5. Assists 911th AW/DPMT and 911th AW/QI office in the implementation of this process.

3.8. 911th AW/DPMT (Training Office):

- 3.8.1. Assists 911th AW Plans office and QI office in the implementation of this process.
- 3.8.2. Upon receipt of Contracted Training spreadsheet, publishes monthly Contracted Training Schedule.
- 3.8.3. Assists unit training managers with the program as needed.

3.9. 911th AW/QI (Quality Office):

- 3.9.1. Assists the 911th AW Plans office and DPMT in the implementation of this instruction.
- 3.9.2. Develops processes for tracking contract participation.
- 3.9.3. Provides Contracted Training providers with "Class Participation" forms for validation of personnel attending class.
- 3.9.4. Conducts meetings with 911th Wing Vice Commander, Group Commanders as requested.
- 3.9.5. Provides wing staff with briefing, at least monthly, on training status to include: contracted training changes (no-shows and sub-contracted slots), changes by Group, and cancellation of classes by providers.

3.10. Contracted Training Providers:

- 3.10.1. Ensures the needs and objectives of this program and met.
- 3.10.2. Attends the Annual Contract Training meeting and be prepared to contract slots for the entire new fiscal year.
- 3.10.3. Provides the 911th AW Plans office with a complete and legible copy of all contracts.
- 3.10.4. Ensures that if any changes are made or the class is cancelled, the units scheduled, the 911th AW Plans office and QI office are contacted and updated.
- 3.10.5. Ensures that after all classes the "Class Participation" form is completed and sent to QI office within two workdays.

3.11. Unit Supervisors:

- 3.11.1. Ensures the needs and objectives of this program are met.
- 3.11.2. Plans and schedules all personnel to meet scheduled training.

4. Feedback and Survey. Every six months this process will be reviewed and surveys sent to squadron commanders, unit training managers, and supervisors. This will address the areas of concern that have surfaced.

F. BAXTER LANE, Col, USAFR
Commander

Attachment 1

CONTRACTED TRAINING

Table A1.1. Contracted Training

TRAINING COURSE	OPR AND PHONE #	FREQUENCY	DURATION	RECIEVERS
Anti-Terrorism Briefing	911 AW/IN 8143	Annual	1 Hour	All
Cargo Preparation	911 AW/LGT 8095	Initial As Required	3 Hours	As Designated
Contamination Control Team	91 SPTG/CEX 8130	Annual	2 Hours	As Designated
CPR	911 ASTS/8237	Annual	4 Hours	As Designated
Deployed Equip Custodian	911 LGS 8591	As Required	2 Hours	As Designated
DP Rep Refresh Course	911 SPTG/CEX 8130	Annual	1 Hour	As Designated
EQ 2000	911 SA/8135	Once	4 Hours	All
Ethics	911 JA/8266	Annual	40 Min	All
Exercise Evaluation Team Course	911 SPTG/CEX 8130	Annual	2 Hours	As Designated
Facility Manager (Deployed)	911 SPTG/CEX 8130	Annual	2 Hours	As Designated
Force Protection	911 SFS/8268	Annual	1 Hour	All
Hazardous Cargo	911 LGT/8095	Initial Ref every 2 yrs	3 Hours	As Designated
IM Training	911 CF/8549	Biannual	1 Hour	IM Personnel
Intro to ORM	911 GP/CC	Once	1 Hr 30 Min	All
Law of Armed Conflict	911 JA 8266	Annual	30 Min	All
Legal Readiness	911 JA/8266	Annual	15 Min	All
M9/M16	911 SFS 8268	AFSC	5 Hours	Mobility Positions
Military Justice Seminar	911 JA 8266	AsNeeded	8 Hours	Group CC/ Sq CC & 1st Sgt
NBC (Initial)	911 CEX/8130	Once	8 Hours	All

TRAINING COURSE	OPR AND PHONE #	FREQUENCY	DURATION	RECIEVERS
NBC (Refresher)	911 CEX/8130	Biannual	4 Hours	All
Quality Awareness	911 AW/QI 8205	Once	2.5 Days	All
Quality Sup Tng	911 AW/QI/8205	Once	2 Days	All
Self Aid & Buddy Care Instructor	911 ASTS/8237	Once	4 Hours	As Designated
Sup Safety	911 SE/8512	Once	1 Hr 30 Min	All

Attachment 2

ANNUAL CONTRACT TRAINING - 99 CONTRACT MANAGEMENT WORK SHEET

PROVIDER: _____

RECEIVER: _____

TNG EVENT: _____

UTA		TIME	PRI	NUMBER	ALT	ADDITONAL
SCHEDULE	DATE	FROM TO	LOC	COMMIT	LOC	INFORMATION
98 Oct 3 & 4	_____	_____/_____	_____	_____	_____	_____
98 Nov 7 & 8	_____	_____/_____	_____	_____	_____	_____
98 Dec 5 & 6	_____	_____/_____	_____	_____	_____	_____
99 Jan 9 & 10	_____	_____/_____	_____	_____	_____	_____
99 Feb 6 & 7	_____	_____/_____	_____	_____	_____	_____
99 Mar 6 & 7	_____	_____/_____	_____	_____	_____	_____
99 Apr 10 & 11	_____	_____/_____	_____	_____	_____	_____
99 May 1 & 2	_____	_____/_____	_____	_____	_____	_____
99 June 5 & 6	_____	_____/_____	_____	_____	_____	_____
99 July 10 & 11	_____	_____/_____	_____	_____	_____	_____
99 Aug 28 & 29	_____	_____/_____	_____	_____	_____	_____
99 Sep 11 & 12	_____	_____/_____	_____	_____	_____	_____
99 Oct 2 & 3	_____	_____/_____	_____	_____	_____	_____
99 Nov 6 & 7	_____	_____/_____	_____	_____	_____	_____
99 Dec 4 & 5	_____	_____/_____	_____	_____	_____	_____

We the under signed are empowered to enter this contract and to facilitate allocation of unit resources to fulfill it. Identified training will be IAW AF instruction and support the mission of the 911th Airlift Wing.

RECEIVER'S SIGNATURE: _____

DATE: _____

PROVIDER'S SIGNATURE: _____

DATE: _____

Attachment 3

CLASS PARTICIPATION

MONTH: _____

CLASS: _____

CLASSROOM CAPACITY: _____

DATE/TIME: _____

PROVIDER OFFICE SYMBOL: _____

GROUP	CONTRACTED	PROVIDED
SUPPORT GROUP/WING		
LOGISTICS GROUP		
OPERATIONS GROUP		
ASTS		

REMARKS:
