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Personel

**AETC MAINTENANCE MANAGEMENT
SCHOOL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(SMSgt Lynn Erdman)
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Certified by: HQ AETC/LGM
(Col Richard Alquist)
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This instruction implements AFD 36-20, *Accessions of Air Force Military Personnel*. It establishes the AETC Maintenance Management School and prescribes procedures and responsibilities for operating and managing the school. This publication does not apply to Air Force Reserve Command and Air National Guard Units. **Attachment 1** provides a glossary of references and supporting information used in this publication.

Maintain and dispose of records created as a result of processes prescribed in this publication according to AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

SUMMARY OF REVISIONS

Changes approval authority for course curriculum, policies, changes, and faculty candidate approval to HQ AETC/LGM (paragraph **3.1.4.**). Implements Community College of the Air Force (CCAF) policies, procedures, and guidelines pertaining to faculty members (paragraph **5.1.7.**). Increases honor graduate standards (paragraph **10.**). A (l) indicates revision from the previous edition.

1. Mission. The AETC Maintenance Management School provides formal training courses to increase the effectiveness of AETC maintenance managers, quality assurance evaluators and representatives, and functional directors/commanders. The school enhances student knowledge of the processes used in managing AETC aircraft and equipment maintenance and monitoring aircraft, and trainer maintenance contract operations.

2. Training Requirements. HQ AETC/LGMMR establishes training requirements and class quota allocations based on unit inputs and training needs. Coordinate comments and recommendations concerning

the type or quality of training provided with the local logistics training flight and forward to HQ AETC/LGMMR, 555 E Street East, Randolph AFB TX 78150-4440.

3. Responsibilities:

3.1. HQ AETC/LGMMR will:

- 3.1.1. Review and approve/disapprove requests for training support, and course quotas.
- 3.1.2. Develop the annual schedule for resident and mobile training team courses.
- 3.1.3. Establish course requirements and recommend approval or disapproval of audiovisual training programs and course control documents consisting of course charts, course training standards, written tests, and plans of instruction through HQ AETC/LGMM to HQ AETC/LGM for final approval.
- 3.1.4. Interview prospective faculty members, evaluate application packages, and recommend approval or disapproval of instructors through HQ AETC/LGMM to HQ AETC/LGM for approval.
- 3.1.5. Develop and annually review audiovisual training programs, course material, and course control documents, using instructional system development (ISD) techniques.
- 3.1.6. Ensure accreditation integrity is maintained with CCAF.
- 3.1.7. Provide a list of course graduates to CCAF in accordance with the graduate reporting section of the CCAF Policies, Procedures, and Guidelines handbook and maintain a file copy of the course completions/rosters.

4. Student Critique Program. This program is designed to obtain feedback about training quality, training environment, base support facilities and services, and school support. HQ AETC/LGMMR will use information obtained to evaluate course and support effectiveness, and to initiate changes and improvements.

5. Minimum Instructor Requirements:

5.1. Candidates for instructor duty must meet the following minimum criteria:

- 5.1.1. Staff sergeant through master sergeant with 2 years of staff-level experience (or equivalent), or supervisory experience in an aircraft-related Air Force Specialty code.
- 5.1.2. At least 1 year of AETC maintenance experience.
- 5.1.3. An overall rating of 5 or on his or her last five enlisted performance reports (EPR).
- 5.1.4. Ability to speak clearly and distinctly, and converse with senior leaders, managers, and supervisors.
- 5.1.5. Completion of a basic/technical instructor course (or will complete such course within 6 months of assignment to instructor duties).
- 5.1.6. Possess at least an associate degree.
- 5.1.7. Meet eligibility requirements identified in faculty section of the CCAF Policies, Procedures, and Guidelines handbook.

6. Requesting AETC Maintenance Management School Training. Units will request quotas in courses conducted at Randolph AFB and/or temporary duty (TDY) instructor support by submitting a memorandum or message to HQ AETC/LGMMR. When TDY on-site instructor support (via mobile training team) is requested, the requesting unit will be responsible for providing a fund citation to defray instructor travel and per diem costs. There are no tuition charges for military, civil service, or contractor personnel to attend the courses. AETC bases will use local operations and maintenance (O&M) funds to defray TDY (travel and per diem) costs.

7. Master Instructor Award Program. HQ AETC/LGM is the approval authority for awarding the Master Instructor Badge to AETC Maintenance Management School instructors. The commandant and director of education will review award requirements as outlined in AETCI 36-2202, *Faculty Development and Master Instructor Programs*, and submit award packages through HQ AETC/LGMM to HQ AETC/LGM.

8. Student Administration. TDY students will be assigned to HQ AETC/CCQ for administrative purposes.

9. Course Completion Criteria. Students who successfully complete all course training requirements and objectives will be awarded an AF Form 1256, **Certificate of Training**. At the discretion of the commandant, a student who does not satisfy course training requirements and objectives on certain blocks of instruction may be allowed to continue the course. In such a case, the school staff will offer remedial training on the unsatisfactory block, and the student will be given the opportunity to retest on that block. If the student continues to be unsuccessful in that particular block of the course, he or she will not be awarded an AF Form 1256. A member of the school staff will inform the student's logistics training flight (or equivalent) stating the student attended the course, but did not satisfactorily complete all requirements and/or objectives, and is welcome to attend the course again in the future.

10. Honor Graduate Program. Students with an average score of 95 percent or higher on the block examinations for course 393AET0066-003 and 96 percent or better on the examination for course 393AET0066-002, are considered honor graduates. Honor graduates will receive an AF Form 1256, an AETC Form 499, **Distinguished Honor Graduate Certificate**, and a letter of congratulations from HQ AETC/LGMMR.

11. Forms Adopted. AF Form 1256 and AETC Form 499.

DOUGLAS C. BECKWITH, Colonel, USAF
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-20, *Accessions of Air Force Military Personnel*

AFMAN 37-139, *Records Disposition Schedule*

AETCI 36-2202, *Faculty Development and Master Instructor Programs*

Abbreviations and Acronyms

CCAF—Community College of the Air Force

EPR—enlisted performance report

ISD—instructional system development

O&M—operations and maintenance

TDY—temporary duty