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Personnel

TYPE 1 TRAINING



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This instruction implements AFD 36-22, *Military Training*. It contains instructions for planning, establishing, and conducting Type 1 training. It applies to all Air Education and Training Command (AETC) organizations. Send suggestions to improve this instruction to the Training Policy Branch (HQ AETC/TTPP).

Attachment 1 lists references and abbreviations used in this instruction.

SUMMARY OF REVISIONS

This revision changes Type 1 training to instruction format; updates office symbols and responsibilities; and adds guidance on funding and acquisition requirements. A bar (|) in the left margin indicates revision.

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Section A—Training Definitions

1. Use and Restrictions of Type 1 Training:

1.1. AETC has Air Force-wide responsibility as the single manager of Type 1 training acquired (see AFI 36-2201, *Developing, Managing, and Conducting Training*) from civilian contractors, educational institutions and, in some cases, other government agencies. Training of civilian employees in nongovernment facilities is approved according to AFI 36-401, *Employee Training and Development*.

1.1.1. Type 1 training, sometimes referred to as factory training or contractor training, is usually conducted at a contractor's location or at a designated site under the control of AETC or another major command (MAJCOM). The training may cover technical, flying, or other kinds of training. Type 1 training can be used to qualify AETC instructors and to provide an initial cadre of skilled maintenance, aircrew, system operator, or other type personnel required by MAJCOM or foreign militaries.

1.1.2. Type 1 training will *not* be used to:

1.1.2.1. Provide the type of professional qualification that results in a baccalaureate or higher degree.

1.1.2.2. Provide unit training as defined in AFI 21-101, *Maintenance Management of Aircraft*.

1.1.2.3. Provide informal training, defined in AFI 21-110, *Engineering and Technical Services*, as a function of contractor engineering technical services (CETS) under the description of contractor field services (CFS).

1.2. Type 1 training includes participation with industry (PWI) which is authorized for skilled and experienced personnel. (See paragraph 2.)

1.3. Use Type 1 training as follows:

1.3.1. Establish contract training courses:

1.3.1.1. Until AETC instructors and (or) other key personnel are trained.

1.3.1.2. Until equipment and (or) facilities are available for Air Force-conducted training.

1.3.1.3. Only after less costly means of satisfying the training requirements have been exhausted.

1.3.1.4. When training requirements do not warrant establishment of an Air Force training capability.

1.3.2. Conduct contract training courses at Air Force installations when practical.

1.3.3. Do not enter students into contract training before completion of contractual action by AETC.

1.3.4. Schedule contract training for an 8-hour training day.

1.3.5. Normally, arrange training as directed by a foreign government.

2. Participation With Industry (PWI):

2.1. PWI is a contract arrangement permitting skilled and experienced personnel to participate in a production plant, research and development, or engineering environment with selected contractor employees. The purpose of PWI is to allow the transfer of information, data, or techniques needed to qualify skilled or experienced personnel on system or subsystem equipment, components, test procedures, design factors, or system evolution.

2.2. PWI consists of maintenance seminars or over-the-shoulder observations under control of the contractor. Contractors provide Air Force personnel access to equipment, data, techniques, or key employees to accomplish the training. PWI may also include the study of schematics, blueprints, etc., without contract employee supervision. PWI should be conducted on a prearranged schedule according to an outline such as a course chart. (**NOTE:** PWI may consist of a no-cost training agreement which specifies the government and contractor's responsibilities. Students names must be entered into the Air Force Training Management System (AFTMS) when formal documentation is required.)

3. Management:

3.1. Headquarters-managed programs are defense system programs, projects, or activities that have a technical training (HQ AETC/TTR) action officer (AO) assigned as the command point of contact (POC). The AO is the designated individual responsible for successful implementation or monitorship of the program, project, or activity. Typically, these efforts are for a new acquisition or technology initiative which has not matured.

3.2. Wing-managed programs are defense system programs, projects, or activities for which a training wing is assigned as the command POC. The training wing is delegated the responsibility of implementation or monitorship. These efforts are most likely in support of a mature defense system or technology. Just as a headquarters AO coordinates with all impacted training wings to integrate new defense system training requirements into existing AETC operations, the wing training management personnel assigned responsibility for a specified system must account for impacts to all AETC operations and any impacts to customer commands.

3.3. Programs managed by Air Force Security Assistance Training (AFSAT) are activities worked through a US Government agreement with a foreign government. AFSAT is the designated unit responsible for successful implementation or monitorship of all Air Force-provided training, to include Type 1 services to foreign customers.

Section B—Training Requirements

4. Identifying Requirements. Special training requirements are initially identified by the methods and for the purposes indicated in [Table 1](#).

Table 1. Special Training Requirements.

L I N E	A	B
	Purpose	Method
1	Operations Operating Budget	Responses to AETC's screening of MAJCOMs and other using activities.
2	Quota Allocations	Specific requests submitted by MAJCOMs and other users under provisions of AFI 36-2201, <i>Developing, Managing, and Conducting Training</i> , for nongovernment training.
3	System Acquisition	Development of systems programs under the standardized USAF Program Management procedures.
4	Foreign Military Sales	Provisions of AFR 50-29.
5	Responsible Test Management Agency	Specific requests submitted by MAJCOMS and other users participating in selected test and evaluation.

5. Validating Requirements:

5.1. HQ AETC and 2 AF evaluate requests according to AFI 36-2201 and determine whether the training request may be provided without specific HQ USAF approval.

5.2. When validating the special training request, HQ AETC, AFSAT, 2 AF, 19 AF, or responsible wing reviews Air Force program documents and decides if other Air Force agencies should be screened for similar training requirements. If appropriate, they are contacted to submit their requirements through the AFTMS or Joint Security Assistance Training procedures.

6. Course Numbers and Titles. An Air Force course number, title, and Personnel Data System (PDS) code is assigned to each course according to AFCAT 36-2223, *USAF Formal Schools*.

7. Accommodation of Requirements:

7.1. Training requirements are forwarded through Simulation Model for Allocation of Resource Training (SMART) to the training wing selected to do or arrange for the training. If the training is to be accomplished by another government agency (Type 5), the requirement information is normally sent directly to that agency, with information copies to the participating training wing selected to do or arrange for the training. If the training is to be accomplished for international customers only, AFSAT will manage the requirement.

7.2. A Type 1 training program begins with a request for purchase package (RFPP) which is prepared according to [Attachment 2](#). A RFPP may not be needed if training is imbedded in the initial contract.

7.3. For requirements on programs managed at HQ AETC, the HQ AETC AO will review the RFPP and support information for completeness and adequacy in meeting training requirements and either approve the RFPP or return it to the wing for revision. After approval, follow-on action is taken to implement the RFPP. This follow-on action includes issuance of a request for proposal (RFP) by the AETC Contracting Squadron.

7.4. For requirements on systems or programs managed by designated wing, the wing training manager will ensure RFPP and support information are complete and adequate to meet the training requirement. The training wing has approval authority for RFPPs supported with locally secured resources.

7.5. When contractual arrangements for training are completed, the training manager prepares the training schedule and furnishes reporting instructions and allocation through established procedures. Training evaluations of Type 1 training, where applicable, are normally conducted by the training wing.

7.6. When special training requirements involve foreign military sales, comply with AFR 50-29, as appropriate.

Section C—Training Administration

8. Administering Contract Training. Every contract training course must be programmed through the AFTMS, except those reserved for security assistance customers, before implementing any contractual actions. [Attachment 3](#) and [Attachment 4](#) contain guidance for administering contract training.

9. Responsibilities:

9.1. Training Resources Division (HQ AETC/TTR) or AFSAT:

9.1.1. Provides guidance for training activities and programs.

9.1.2. Designates responsible training wings.

9.1.3. Validates action of wings designated to manage assigned programs by coordinating with other staff agencies and (or) requesting revision of training plans for those programs requiring resources beyond wing capability.

9.1.4. Maintains liaison with MAJCOMs regarding quantitative and qualitative training requirements on programs managed at HQ AETC.

9.1.5. Establishes a requirement to obtain training planning information from contractors on programs managed at HQ AETC.

9.1.6. Allocates training quotas and issues reporting instructions in cooperation with 2 AF Operations (2 AF/DO).

9.1.7. Reviews and approves changes in courses for programs managed by HQ AETC.

9.1.8. Ensures security guidance is provided for classified training on programs managed at HQ AETC.

9.1.9. Establishes priorities for contract training as required and approves programs for implementation or procurement.

9.2. The supporting contract office issues contracts.

9.3. Training wings:

9.3.1. Validate training requirements for programs managed by designated wings. Obtain course titles and request wing course identification numbers and PDS codes through Training Programs (2d AF/DOP).

- 9.3.2. Participate in system definition and development.
 - 9.3.3. Research data to be used in developing a training program.
 - 9.3.4. Prepare and submit the documents requested by HQ AETC.
 - 9.3.5. Monitor or accomplish security requirements for training.
 - 9.3.6. Recommend or establish the method of accommodating training requirements.
 - 9.3.7. Recommend changes to courses supporting training programs managed at HQ AETC.
 - 9.3.8. Prepare and approve changes to courses supporting wing-managed programs that can be supported with wing resources.
 - 9.3.9. Provide input data to the student status reporting system.
 - 9.3.10. Maintain liaison with MAJCOMs regarding quantitative and qualitative training requirements on wing-managed programs.
 - 9.3.11. Allocate training quotas and issue reporting instructions.
 - 9.3.12. Conduct training evaluation as outlined in **Attachment 5**. Use AETC Form 123, **AETC Evaluation of Type 1 Special Training at Contractor's Facility**.
 - 9.3.13. Annually, review all courses for classification as active, standby, or tentative; then, delete or discontinue if appropriate.
- 9.4. AFSAT (geographic divisions) implements Type 1 training for all Security Assistance Training Programs (SATP).

Section D—Control Documents and Instructional Materials

10. Developing Contract Training. Course documentation requirements will not be excessive to need. Contract training will be developed within the standards and intent of Air Force instructional systems development process (AFMAN 36-2234, *Instructional System Development*).

11. Responsibilities:

- 11.1. HQ AETC/TTR has command responsibilities with the implementing command regarding the preparation, coordination, and acquisition of training data for HQ AETC-managed programs.
- 11.2. Training wings:
 - 11.2.1. Ensure the contractor does not duplicate efforts to produce data products under provisions of other contracts in preparation of training materials under a training contract.
 - 11.2.2. For wing-managed programs, exercise command responsibilities with the implementing command regarding the preparation, coordination, and acquisition of appropriate training data.
- 11.3. AFSAT geographic divisions have command responsibilities for the preparation, coordination, and acquisition of training data for SATPs.

12. Control Documents. Course control documents will define training requirements that have been established within the standards and intent of Air Force directives for instructional systems development.

13. Instructional Materials:

13.1. Technical data (technical order (TO) source documents and preliminary TOs) developed under AFPD 21-3, *Technical Orders*, are used for training courses when possible. Training wings maintain awareness of technical data preparation efforts and initial contract action as prescribed in AETC publications. When available, these publications are used as the primary texts for training courses.

13.2. Training wings indicate in the RFPP that data developed under system/equipment contracts will be made available to the training contractor in preliminary or final manuscript form before the training starts. This data may also be used to meet AETC requirements for audiovisual products, training publications, computer programs, and software.

13.3. Check to ensure referenced Data Item and MIL STD are valid and identified on the Contract Data Requirements List (CDRL) if delivery is required.

13.4. Requirement for contractor-prepared training materials for use in AETC follow-on training will be specified in the CDRL contained in the RFPP. Ensure changes to any data needed is contracted for so that documentation remains current.

14. Classified Materials:

14.1. Classified student notes must be afforded adequate protection. Disposition of these notes will be accomplished under the security instructions of the contract. The student's parent unit may request the classified notes as outlined in the *Industrial Security Manual*.

14.2. Classified instructional materials are prepared and controlled according to AFI 31-401, *Managing the Information Security Program*. Appropriate guidance regarding classified materials in Type 1 training must be included in the RFPP (DD Form 254, **DoD Contract Security Classification Specification**, attachment 2).

Section E—Logistical Support

15. Evaluating Logistical Support. Logistical support for Type 1 course contracts will be reviewed on a case-by-case basis, with a focus on cost and mission accomplishment.

16. Responsibilities:

16.1. HQ AETC/TTR and 2 AF provide guidance and assistance to training wings on the programming, acquisition, distribution, authorization, maintenance, and use of property required to support special training. The 2 AF should evaluate requests for government furnished property (GFP) and assist wings in maintaining training equipment.

16.2. Supply (HQ AETC/LGS):

16.2.1. Provides command assistance on supply difficulties.

16.2.2. Monitors and verifies availability of equipment and other logistics support for training programs.

16.3. Training wings:

16.3.1. Identify, evaluate, and ensure timely logistic support of GFP, to include spare parts, maintenance, and refurbishment, during and at the completion of training.

16.3.2. Maintain information regarding current status of materiel programmed for Type 1 training.

16.3.3. Monitor all GFP placed on loan to contractors, including movements into and out of the contractor facilities, and its final disposition.

16.3.4. Ensure all GFP required by contractors for use in Type 1 training conducted at Air Force bases is made available and properly accounted for.

16.3.5. For wing-designated programs, provide necessary logistic support information to HQ AETC to permit followup on logistics management actions.

16.4. AFSAT geographic divisions normally secure required property through the acquisition agency procuring a system for security assistance customer.

17. Use of Government-Furnished Property (GFP):

17.1. Air Force guidance on the use of GFP in support of special training are in AFPAM 36-2211, *Guide for Management of Air Force Training Systems*.

17.2. Quantities of GFP provided for support of special training should be held to a minimum, consistent with training quality as specified by the approved course control documents. Wise selection and allocation of property from either stock assets or production contracts will ensure operational and production programs are not disrupted unnecessarily. For contract special training courses, contractor-controlled equipment assets are used to the extent economically feasible to minimize the requirements for GFP. GFP provided to contractors must be consistent with the equipment to be used by operational units. GFP shipped to a training contractor must be in serviceable condition unless prior agreement is made between the contracting officer and the contractor for use of items in repairable condition.

NOTE: A caution to be observed in negotiating training contracts concerns the designation of GFP and contractor-furnished property (CFP). When equipment from an acquisition contract still in production is required for training, authorization for use must be obtained from the contracting officer on the acquisition contract. This is normally obtained on a rent-free, noninterference basis. Responsibility for delay must be determined when the delay occurs. The failure of a contractor to perform on one contract, which affects his or her ability to perform on another contract, is not necessarily a cause for monetary adjustment on the second contract.

17.3. Specially designed training equipment, system hardware, and standard items must be programmed on a timely basis. Required equipment delivery dates and planned training start dates must be considered. Once training equipment requirements are known, contract actions will be started as required by the applicable acquisition activity. When CFP items are known, AETC Form 251, **Major Items of Contractor Furnished Training Equipment**, is a required component of the RFPP.

17.4. Priority for allocation of property from AETC base assets will be in the order listed below. (Approval of HQ AETC is required for any deviation.)

17.4.1. Type 1 training established under AFI 36-2201.

17.4.2. Conversion training by training detachments (TD) under AFI 36-2201.

17.4.3. Resident and (or) nonresident career field courses.

17.4.4. Follow-on training by TDs under AFI 36-2201.

17.4.5. Operational support.

17.5. The following must be considered when determining if base assets can be made available to support Type 1 training.

17.5.1. The length of the course as it applies to temporary loan of in-use base assets.

17.5.2. The possibilities of equipment substitution or alternate instructional methods.

17.5.3. The use of items on hand.

17.5.4. The possibility of joint use of critical items.

18. Equipment for Contract Type 1 Training:

18.1. GFP required in support of Type 1 training is authorized as shown on the AETC Form 259, **Government Furnished Equipment List**, included in the approved training contract. The executed contract is the authorization for the required property.

18.2. The property administrator designated by the office exercising administrative responsibility for the contract administers the accountability record for GFP furnished to a training contractor. When GFP is transferred from a contract training site to an Air Force activity, the appropriate supply activity assumes accountability for the property in compliance with AFI 10-601, *Mission Needs and Operational Requirements Guidance and Procedures*.

18.3. Accountability for GFP used in support of Type 1 training conducted at an Air Force base is retained at that base. For this reason, AETC Form 259 must be attached to contracts covering the training to identify property required by the contractor. Such property is accounted for on unit property records and is under the custody of Air Force personnel.

18.4. When training is to be conducted at either the contractor plant or a military site and access to equipment or automated data processing equipment (ADPE) (computer time) is required but is not to be included as GFP to the training contract, no supply action will be required. Authority for use of such equipment will be obtained by wing resources management from the activity controlling the equipment. These requirements will be further reviewed and availability confirmed as a part of the narrative evaluation of the contractor's proposal. These items may be listed on AETC Form 259A, **Government Furnished Technical Data List**, for information purposes, with an explanation of the action taken and availability status. When listed on AETC Form 259A, annotate the form to indicate that such items are not GFP and will be separated from the GFP listing.

19. Equipment for Depot-Level Special Training:

19.1. Equipment required to accomplish Air Force Materiel Command (AFMC) depot-level maintenance training is programmed and furnished by the AFMC activity having the training requirement. AETC onhand or programmed assets are made available, if possible, upon request of the AFMC activity.

19.2. Supply and procurement actions to fill GFP requirements, which are not available from AETC or AFMC onhand or due-in assets, are accomplished by the AFMC activity.

19.3. Security assistance depot-level training and equipment training at an AFMC depot is scheduled by AFSAT, Wright-Patterson AFB.

20. Centrally Acquired Training Equipment:

20.1. Logistics support of all centrally acquired training equipment is an implementing command responsibility and must not be contracted for by AETC.

20.2. Intermediate and organizational maintenance is provided through either contract or Air Force resources, depending on such factors as cost, parts, in-house capability, etc.

Section F—Facilities

21. Using Existing Facilities. When possible, existing facilities are used or altered, if necessary, to accommodate training in place of new construction.

22. Responsibilities:

22.1. HQ AETC/TTR:

22.1.1. Programs facility requirements according to AFI 32-1024, *Standard Facility Requirements*.

22.1.2. Furnishes information required for negotiations by HQ USAF for Air Force programs which are to use facilities controlled by other government agencies.

22.1.3. Accomplishes necessary planning and programming actions to ensure procurement, construction, and (or) modification of training facilities on a timely basis to meet program requirements and determines if facility requirements should be included in the AETC program or system program.

22.1.4. Continually reviews new programs to determine the requirement for training facilities as early as possible and initiates actions required to provide such facilities.

22.2. Training wings:

22.2.1. For wing-managed programs, accomplish tasks and provide necessary information to 2d AF/DO to permit completion of above actions.

22.2.2. For programs managed at HQ AETC, training wings will:

22.2.2.1. Furnish HQ AETC requirements for training facilities to be included in the system program, military construction program, operation and maintenance program, training plan, and (or) operations operating budget.

22.2.2.2. Furnish HQ AETC recommendations on the type and location of any additional (or alternate) facilities required when a contractor's facility is not adequate to meet the program.

22.2.2.3. Prepare or assist the contractor in preparing definitive plans for required training facilities and submit them to HQ AETC for approval.

22.2.2.4. Furnish technical advice and assistance as required (during execution and administration of contracts) for construction or modification of training facilities.

23. Facilities Owned by Another Government Agency. If training is to be conducted at a non-Air Force, government-owned facility, arrangements for use of the facility or its modification are negotiated with the agency by HQ USAF. In this case, AETC furnishes the necessary information to HQ USAF.

24. Facilities at Air Force Installations Other than AETC Training Wings. If training is to be conducted at an Air Force installation other than an AETC wing, the responsible wing negotiates the use of the facility and any modification or construction necessary.

Section G—Funding

25. Industry Course Requirements. Customer commands or agencies will program for industry course requirements. They will plan, program, budget, and finance in the investment appropriation from which the investment item is procured or modified. Funds for this type of training will be provided by the organization or agency requiring the training.

26. Obligation and Citation of Funds. For non-AETC funded programs, the appropriate MAJCOM or agency issues obligation authority to the appropriate contracting office prior to final contract negotiations. Based on this authority, the contracting office will contract for services.

Section H—Acquisition of Contract Training

27. Training Requests. The program authority (HQ AETC, AFSAT, or training wing) will review embedded training requests on a case-by-case basis according to AFI 36-2201.

28. Responsibilities:

28.1. HQ AETC/TTR reviews and approves the RFPP for contract training programs managed by HQ AETC. AFSAT provides this activity for SATPs. The 19th AF reviews and approves RFPPs for Type 1 training pertaining to aircrew qualifications and recertification.

28.2. The appropriate contracting office:

28.2.1. Prepares and furnishes the RFP to prospective contractors.

28.2.2. Reviews and approves all contract training proposals.

28.2.3. Reviews and extracts pertinent management data from contractor proposals for programs assigned to designated wings.

28.2.4. Negotiates, writes, and executes all special training contracts and no-cost agreements.

28.2.5. Approves and distributes all special training contracts and amendments.

28.3. Training wings:

28.3.1. Prepare RFPP and send it to the appropriate contracting office if wing-managed, or to HQ AETC/TTR if HQ AETC-managed Type 1 training to support technical training, and to the 19 AF for Type 1 training to support aircrew training.

28.3.2. Review training contract proposals and forward technical evaluation findings and recommendations to the appropriate contracting office.

28.3.3. Participate in proposed and (or) contract negotiations as directed by the responsible contracting officer.

28.3.4. Upon receipt of contractor invoice:

28.3.4.1. Certify that services were rendered according to terms of the contract.

28.3.4.2. Submit invoices according to instructions in the contract or by letter from the responsible contracting officer.

28.3.5. Maintain a source list of contractors, including small businesses for training in different functional areas.

Section I—Industrial Security

29. Security Implications. Security implications will be continually reviewed during contract development and implementation.

30. Industrial Security Requirements:

30.1. Policies and requirements for industrial security are established in:

30.1.1. Industrial Security Regulation (DoD 5220.22-R).

30.1.2. AFI 31-601, *Industrial Security Program Management*.

30.2. RFPP preparers must comply with the above paragraphs when processing requests for Type 1 training contracts requiring access to classified information, equipment, or facilities.

31. Forms Prescribed. AETC Forms 123, 251, 255, 258, 259, 259A, and 407A.

KAREN S. RANKIN, Brig Gen, USAF
Director of Technical Training

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

AETC 36-2203, *Training Development*
AFCAT 36-2223, *USAF Formal Schools*
AFI 10-601, *Mission Needs and Operational Requirements Guidance and Procedures*
AFI 21-101, *Maintenance Management of Aircraft*
AFI 21-2110, *Engineering and Technical Services*
AFI 31-401, *Managing the Information Security Plan*
AFI 31-601, *Industrial Security Program Management*
AFI 32-1024, *Standard Facility Requirements*
AFI 36-401, *Employee Training and Development*
AFI 36-2110, *Assignments*
AFI 36-2201, *Developing, Managing, and Conducting Training*
AFMAN 36-2234, *Instructional System Development*
AFP 36-2211, *Guide for Management of Air Force Systems*
AFPD 21-3, *Technical Orders*
AFPD 36-22, *Military Training*
AFR 4-20, Volume 2, *Disposition of Air Force Records*
AFR 50-29 (Projected to be AFJI 16-105, *Joint Security Assistance*)
DoD 5220.22-R, *Industrial Security Regulation*

Abbreviations and Acronyms

ADPE—automated data processing equipment
AFTMS—Air Force Training Management System
AFSAT—Air Force Security Assistance Training
AFSC—Air Force specialty code
AMSDL—Acquisition Management Systems and Data Requirements Control List
AO—action officer
CDRL—Contractor Data Requirements List
CETS—contractor engineering technical services
CFP—contractor-furnished property

CFS—contractor field services

DID—data item description

CONS—contracting squadron

DMO—data management officer

DoD—Department of Defense

DT&E—development, test, and evaluation

GFP—government-furnished property

GSA—Government Services Administration

IOT&E—initial operational test and evaluation

LOA—Letter of Agreement

MAJCOM—major command

OT—one time

PCS—permanent change of station

PD—program document

PDS—Personnel Data System

POC—point of contact

PWI—participation with industry

RFP—request for purchase

QI—quality indicator

RDT&E—research, development, test, and evaluation

RFPP—request for purchase package

SATP—Security Assistance Training Program

SMART—Simulation Model for Allocation of Resource Training

TCDF—training course data file

TD—training detachment

TDY—temporary duty

TO—technical order

TM—training manager

TRQI—training requester quota identifier

Attachment 2

REQUEST FOR PURCHASE PACKAGE (RFPP)

A2.1. When to Submit an RFPP. Each wing or appropriate agency will complete and submit the RFPP for each Type 1 training project. Submit it in an original and three copies. (A simplified RFPP for standard off-the-shelf courses estimated over \$25,000 is discussed in paragraph [A2.16.](#))

A2.2. Contents of an RFPP. RFPP requirements consist of the following:

A2.2.1. RFPP memorandum of transmittal. Also sole source justification if required.

A2.2.2. AETC Form 407A, **Type 1 Training Course Summary.**

A2.2.3. AF Form 9.

A2.2.4. AETC Form 255, **Type 1 Training Schedule.**

A2.2.5. AETC Form 449, **Course Chart.**

A2.2.6. Course Training Standard.

A2.2.7. DD Form 254, if required.

A2.2.8. AETC Forms 259 and 259A if required.

A2.2.9. DD Form 1423, **Contract Data Requirements List.**

A2.2.10. AETC Form 251.

A2.2.11. AETC Form 179, **Training Course Data Requirements.**

A2.2.12. AETC Form 325, **Student Accounting and Attendance Record.**

A2.3. Memorandum of Transmittal. A memorandum of transmittal for the RFPP include a reference to the HQ AETC or wing authority for preparation of the package and highlights any items that are not adequately discussed in the package. For example, the memorandum may include:

A2.3.1. AFTMS line number and MAJCOM requirement identification (format for the memorandum is shown in [Figure A2.1.](#)).

Figure A2.1. Memorandum of Transmittal-Sample Format.

<p>MEMORANDUM FOR (address as indicated in Attachment 4)</p> <p>FROM: (Wing Project Officer/Extension)</p> <p>SUBJECT: Approval of RFPP Number _____</p> <p>1. The attached RFPP is forwarded for procurement action.</p> <p>2. 2 AF/DOP Control Number: (Obtained from Nonresident Programs Section)</p> <p>3. The following courses are included in this RFPP:</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: center;">Course Numbers</th> <th style="text-align: center;">PDS Codes</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"> </td> <td> </td> </tr> </tbody> </table> <p>4. The normal leadtime of _____ days is(is not) being provided. (Leadtime information is provided in Attachment 4. When leadtimes specified in Attachment 4 are not being provided to the responsible contracting officer, include, in the paragraph, the reason and statement, explaining the mission impact that would result from a slippage in the training start date.)</p> <p>5. Other</p> <p>(Signature and title)</p> <p>Include attachment elements and information copy distribution. (See Attachment 4 for required copies and distribution.)</p>	Course Numbers	PDS Codes		
Course Numbers	PDS Codes			

A2.3.2. Identification of prospective sources and telephone extension if known.

A2.3.3. Reason for recommending specific location for training.

A2.4. AETC Form 407A. This form is completed according to the following instructions and submitted as a cover sheet on each RFPP to (a) ensure all elements have been considered in the preparing the package and (b) to facilitate management review of the package by all concerned at wing and headquarters levels.

A2.4.1. Complete a separate AETC Form 407A for each Type 1 course. When the RFPP includes more than one course, prepare a table of contents which lists each course by number and title and identifies the applicable AETC Form 407A by attachment number.

A2.4.2. In the heading block, enter the name and telephone number of the project officer.

A2.4.3. Assign an alpha designator to each document submitted as a part of the RFPP and append to the Form 407A.

A2.4.4. Cross-reference items in blocks 11 through 19 to the supporting documents by appropriate entries in the appendix reference column.

A2.4.5. Complete each block as follows:

Block 1. Self-explanatory.

Block 2. Self-explanatory.

Block 3. Self-explanatory.

Block 4. Enter the total number of academic days required to complete the course.

Block 5. Enter the date the first class will enter into the course.

Block 6. Enter the date the last class will graduate from the course.

Block 7. Indicate the system/equipment acquisition agency, operating command, and RFP number. For AETC-negotiated contracts, indicate if procurement is to be competitive or sole-source.

Block 8. Enter the specific location at which the training will be conducted (for example, Sheppard AFB, Texas; Boeing Aircraft Co., Seattle, Washington). When training will be on a government installation, the RFPP will provide a POC for contractor personnel.

Block 9. Self-explanatory.

Block 10. Indicate the type of prerequisites established for entry into the course. When prerequisites exceed a basic Air Force specialty code (AFSC) requirement, check both blocks (AFSC and Other) and identify the additional requirements in the remarks block on AETC Form 449. Level of training should be determined, using training standard and (or) course chart.

Block 11. Indicate the level of security required for course attendance, for access to the facility, and the requirement for DD Form 254. As required, append the completed DD Form 254. Discuss any problems regarding security in the transmittal letter. Make appropriate entries in the appendix reference column. A DD Form 254 is not required when only the facility is classified.

Block 12. If a training standard is included, indicate the appropriate appendix in the appendix reference column.

Block 13. Indicate the appropriate appendix in the appendix reference column.

Block 14. Check the appropriate blocks and indicate appendix in the appendix reference column. The "Other" block is provided to cover situations wherein the status of equipment (at training time) is unknown at the time RFPP is submitted.

Block 15. If government-furnished data is required, indicate appendix in appendix reference column.

Block 16. If facilities are not adequate or available, indicate reasons in the appendix.

Block 17. When the contractor is required to deliver reports and (or) materials, indicate the appendix in the appendix reference column.

Block 18. Indicate the manner in which training will be evaluated. Make appropriate entry in the appendix reference column.

Block 19. Check the block (AETC Form 255) and identify the appendix in the appendix reference column.

A2.5. AF Form 9, Request for Purchase. Complete this form according to the following instructions. Prepare each AF Form 9 to identify all courses for a particular RFPP. Identify all courses to be solicited from a single contractor (sole source) or by a number of contractors (competitive) in one AF Form 9. In all cases, the courses must be related to only one group of training efforts. AF Form 9 may include requirements for more than 1 fiscal year. Where the training requirements provide for classes to be conducted in 1 fiscal year with additional new classes to start in the subsequent fiscal year, submit only one AF Form 9 for the entire requirement. When the degree of access required for entry into a classified training area is higher than the required classification of the training courses, it should be so stated on the form.

A2.5.1. Include justification for sole source contracting:

A2.5.1.1. Sole source support should clearly, and concisely explain the reasons why only one contractor can furnish the training at the level desired and in the timeframe required.

A2.5.1.2. Reasons for use of sole source are:

A2.5.1.2.1. Only one responsible source and no other supplies or services will satisfy agency requirements.

A2.5.1.2.2. Unusual and compelling urgency.

A2.5.1.2.3. Industrial mobilization or engineering, developmental, or research capability.

A2.5.1.2.4. International agreement.

A2.5.1.2.5. Authorized or required by statute.

A2.5.1.2.6. National security.

A2.5.1.2.7. Public interest.

A2.5.1.3. Sole source contracting will not be allowed due to a lack of advance planning by the requiring activity or because of concerns related to the amount of funds available to the agency or activity for acquisition of supplies or services (example, funds will expire).

A2.5.1.4. Technical and Requirements personnel are responsible for providing and certifying accurate and complete necessary data to support the contracting officer's recommendation for other than full and open competition.

A2.5.1.5. Each written justification content must contain sufficient facts and rationale to justify the use of other than full and open competition. As a minimum, each justification will include the following information:

A2.5.1.5.1. Identification of the agency and contracting activity and specific identification of the document as a "Justification for other than full and open competition."

A2.5.1.5.2. Nature and (or) description of the action being approved.

A2.5.1.5.3. A description of the supplies or services required to meet the agency's needs, including the estimated value.

A2.5.1.5.4. A demonstration that the proposed contractor's unique qualifications or the nature of the acquisition requires use of the authority cited.

A2.5.1.5.5. A description of efforts made to ensure that offers are solicited from as many potential sources as is practicable.

A2.5.1.5.6. A description of the market survey conducted and the results or a statement of the reasons a market survey was not conducted. Provide names, addresses, and telephone numbers of personnel doing survey and personnel contacted.

A2.5.1.5.7. Any other facts supporting the use of other than full and open competition, such as:

A2.5.1.5.7.1. An explanation of why technical data packages, specification, engineering description, statements of work, or purchase description suitable for full and open competition have not been developed or are not available.

NOTE: The requiring activity is responsible for verifying the nonavailability of data with the TO manager of the systems project office, the item manager, the USAF Engineering Data Support Center, or other authoritative sources, as applicable. Details of the verification must include, as a minimum, a description of the necessary data, the source stating it is not available, a POC at the source with the telephone number and the date of contact. This information must be included in the supporting data furnished by the requiring activity to the contracting officer.

A2.5.1.5.7.2. An estimate of the cost to the government that would be duplicated and how the estimate was derived when it is for follow-on acquisitions.

A2.5.1.5.7.3. Data, estimated cost, or other rationale as to the extent and nature of the harm to the government as applicable.

A2.5.1.5.7.4. A listing of any sources that expressed, in writing, an interest in the acquisition.

A2.5.1.5.7.5. A statement of actions, if any, the agency may take to remove or overcome any barriers to competition before any subsequent acquisition for the supplies or services required.

A2.5.2. Instructions for completing AF Form 9. Bold block titles correspond to elements on AF Form 9, which require further explanation other than "self-explanatory."

A2.5.2.1. No. Wing RFP number - training wing - fiscal year # - numerical sequence designator.

A2.5.2.2. TO: AETC Contract Squadron (AETC CONS).

A2.5.2.3. Through - If headquarters-managed, insert HQ AETC/TTR, 244 F Street East, Suite 2, Randolph AFB TX 78150-4321; if wing-managed, insert NA.

A2.5.2.4. Not Later Than - Wing-planned training start date.

A2.5.2.5. Provide a brief description of services required, including number of students to be trained and course number assigned for training. If off-the-shelf, identify contractor's course number and (or) title and desired training dates. Indicate all suggested sources of procurement or sole

source as appropriate. If sole sources are suggested, unquestionable justification must be provided. List full name and address (not Post Office box numbers) of the prospective contractors. If off-the-shelf, also include the name and phone number of contact. Use additional blank pages if necessary.

A2.5.2.6. Quantity, Unit, Estimated Unit Price columns - Leave blank.

A2.5.2.7. Estimated Total Cost - To be completed by wings to enter costs of off-the-shelf courses.

A2.5.2.8. Left of Total Line - Show the name of the wing project officer, office symbol, and telephone number.

A2.5.2.9. For RFP to be valid, an authorized individual requester and the requester's respective approving official must sign and date the request.

A2.5.2.10. The responsible technical support and training flight contracting officer will complete the remaining blocks.

A2.6. AETC Form 255. This form is self-explanatory.

A2.7. AETC Form 449. Complete this form according to AETCI 36-2203, *Technical Training Development*.

A2.8. Course Training Standard. Complete this form according to AETCI 36-2203.

A2.9. DD Form 254. The office responsible for development of the contractual requirement prepares DD Form 254. Obtain security police coordination before submitting it to contracting. Complete this form according to this attachment and applicable industrial security directives. Complete this form in the required number of copies and include in the RFP when classified equipment, data, or facilities are needed to fulfill training tasks. Complete the form as follows: (**NOTE:** The responsible contracting officer completes items 2 and 3. All other items are completed by the office responsible for development of the contract requirement.)

A2.9.1. Item 1. Wing inserts highest degree of facility clearance required for the particular training involved.

A2.9.2. Item 10a. Wing indicates the course title and (or) system on which training is required.

A2.9.3. Item 11. Wing will indicate a "yes" or "no" for each area as appropriate.

A2.9.4. Item 12. Enter the name of the wing project officer as respondent for inquiries regarding security matters associated with the training contract.

A2.9.5. Item 13b. Wing provides the agency through which public releases are to be approved.

A2.9.6. Item 14. Select and complete the appropriate statement.

A2.9.7. Item 15. Provide any additional or amplifying information as required.

A2.9.8. Item 16a, b. The training manager will submit the signed original copy of the form for use with the Request for Proposal and the resultant contract.

A2.10. AETC Form 259. Complete this form as follows:

- A2.10.1. Append completed AETC Form 259 (parts I and II) to each RFPP and to each proposal evaluation memorandum when there is a requirement for GFP.
- A2.10.2. Enter information in the heading to the extent it is available at the time the form is initiated.
- A2.10.3. Complete the contractor's name and address block when sole source only is recommended.
- A2.10.4. Identify each item as completely as possible with stock or part number and nomenclature.
- A2.10.5. Indicate in column B of part II the quantity available from base assets (training group resident training, TDs, and base supply) or from quantities that have been programmed and acquired specifically for training use.
- A2.10.6. Identify in column C of part II the source of all items required. Include contract numbers and system/equipment identification for all items on contract and the scheduled delivery date.
- A2.10.7. Include comments regarding source and local leadtime for items not available.

A2.11. AETC Form 259A. Instructions for completing this form are in paragraphs [A2.11.1.](#) through [A2.11.5.](#) Append are AETC Form 259A (parts I and II) to each RFP and to each proposal evaluation memorandum when there is a requirement for government-furnished technical data.

- A2.11.1. Enter information in the heading to the extent it is available at the time the form is initiated.
- A2.11.2. Identify each item as completely as possible with publication number, title, and number of copies required.
- A2.11.3. Indicate in column B of part II the quantity available from base assets (training group resident training, TDs, and base supply) for quantities that have been programmed and acquired specifically for training use.
- A2.11.4. Identify in column C of part II the source of all items required. Include contract numbers and system/equipment identification for all items on contract and the scheduled delivery date.
- A2.11.5. Include comments regarding source and local leadtime for items not available.

A2.12. Procedures for Specifying Contractor Data Requirements in RFPP:**A2.12.1. DD Form 1664, Data Item Description (DID):**

A2.12.1.1. Requesters (users of data) must clearly define the information (data) requirements to be prepared by the contractor on DD Forms 1664 by one of these methods:

A2.12.1.1.1. Select an existing DID from the Department of Defense (DoD) Acquisition Management Systems and Data Requirements Control List (AMSDL) that accurately defines and describes the data desired by the data user. Review basic DID to ensure data requirements are satisfied and not exceeded.

A2.12.1.1.2. Tailor an existing DID to accurately define and describe the data requirements. (Tailoring means deleting words, paragraphs, or sections of the DID that do not apply and then adding the suffix "/T" to the data number.) Other alterations to the DID are not authorized. Scope of original DID must not be exceeded.

A2.12.1.1.3. Prepare a type III DID that accurately defines and describes the data requirements when standard or tailored DIDs are not acceptable. Send a copy of each Type III DID to the command data management officer (DMO) for review, approval, and inclusion in the DOD AMSDL. The wing data management officer (DMO) may approve a type III DID for one-time (OT) use. When a type III DID is prepared, the wing DMO requests an OT DID number from the command DMO.

A2.12.1.2. If additional preparation instructions are necessary to adequately describe item 10 of DD Form 1664 (example: quantity required, delivery address, description of forms, etc.), include this data in block 16 of the DD Form 1423.

A2.12.1.3. Submit AF Form 585, **Contractor Data Requirements Substantiation**, or an Air Force forms management officer approved automated version of the AF Form 585 (for example Automated CDRL Tracking System) to the wing DMO for review/approval and translation of the data requirements to DD Form 1423, **Contract Data Requirements List**.

A2.12.1.4. If desired, attach standard data item descriptions to the DD Form 1423 if it is anticipated that bidders do not have access to the DIDs.

A2.12.2. DD Form 1423:

A2.12.2.1. The DMO officer prepares and approves the DD Form 1423 in keeping with data management procedures.

A2.12.2.2. The DMO will review the data item description identified on the CDRL to ensure the DID reflects the exact requirements of the training contract. Tailoring of authorized DIDs is encouraged.

A2.12.2.3. The principal program manager or the designee responsible for approving the CDRL is authorized to sign the "approved by" block on the DD Form 1423.

A2.13. AETC Form 251. If items are known, list them by nomenclature, national stock number, and part number. If the project officer cannot identify items, insert instructions to the contractor to identify the equipment that will be needed.

A2.14. AETC Form 179. Complete this form according to AETCI 36-2203, *Training Development*.

A2.15. AETC Form 325:

A2.15.1. Training Organization and Location. When used for contract training, list the company name and training address; otherwise, list training organization (TD, wing, etc.) and base.

A2.15.2. Contract No. (For Contract Training Only) List full contract number. Multiple lines within a block are acceptable.

A2.15.3. Monitoring Training Wing. The training wing responsible for managing the training.

A2.15.4. Type of Report. Self-explanatory.

A2.15.5. Start Date, Graduation Date, and Report Dates. Self-explanatory.

A2.15.6. No. 1-14. Student tracking numbers for information on form. Duplicated on back. Keep the same name with the same number throughout the form.

A2.15.7. Initials. Place for the student to initial the form on the first class day to verify name, grade, and Social Security number.

A2.15.8. Name of Student, Last, First, MI. Alphabetical order by last name.

A2.15.9. Grade. Enter military grade or civilian grade. 9a. Self-explanatory.

A2.15.10. Mil Status. Enter military status (active duty, Air National Guard, US Army, etc).

A2.15.11. Travel Status. Enter TDY, non-TDY, or permanent change of station (PCS). Values in AFI 36-2110, *Assignments*.

A2.15.12. Training Requester Quota Identifier (TRQI). Enter TRQI. Training requester (AJ10, CC20, etc.) in (AFTMS) edit tables.

A2.15.13. Block Grades. Enter grade student receives for each block of instruction in a course. May be for written or practical measurements. If there is insufficient space on the front, use blocks on back use or additional form. (**NOTE:** When students fail block tests and pass retests, list the minimum passing score in the appropriate block and circle it to indicate failure/remake. [Use "S" or "U" where percentage grades are not used].)

A2.15.14. Final Grade. List student's overall course grade. Average all prior course measurements and round to the nearest whole number. (Use "S" or "U" where percentage grades are not used.)

A2.15.15. Course Number. Use standard course number showing wing, training type, residence value, AFSC, and course series number.

A2.15.16. PDS Code. Use the three character alphanumeric code.

A2.15.17. Short Title. Enter the full course title if it fits; otherwise, enter an abbreviated title to identify the specific course. Multiple lines within the block are acceptable.

A2.15.18. Program Course Length. Enter the course length as listed in AFCAT 36-2223, course chart, or authorized source listing.

A2.15.19. Actual Length. Enter the actual number of training days required to teach this particular class. This may include redefinitions after MAJCOM conferences.

A2.15.20. Wing TM Code. Enter the training manager for the course, a two-character alphanumeric value found in AFTMS course area.

A2.15.21. Program Manager Code. Enter HQ AETC AO for the course if applicable (Available from AFTMS edit tables or from 2d AF/DOP.)

A2.15.22. Certified Accurate. Insert printed name, grade, title, and signature and date of responsible person who validates the report.

A2.15.23. Certified to AFTMS. Insert printed name, grade, title, and signature, and date of individual who entered the date into AFTMS.

A2.16. Off-the-Shelf Courses. When training is desired from a contractor who has a commercial training course based upon an established catalog or market price, sold in substantial quantity to the general public, and sole source is justified, the following steps are taken:

A2.16.1. The training wing prepares and submits, in original and four copies, a limited RFPP with the following information included on AF Form 9:

A2.16.1.1. Recommended source with name and phone number of contact.

A2.16.1.2. Sole source justification.

A2.16.1.3. Estimated training costs (prices obtained from printed catalog or brochure).

A2.16.1.4. Brief description of the training and the contractor's course title and desired training dates. (If available, furnish names of students.)

A2.16.2. Attach a copy of the contractor's catalog or brochure to the AF Form 9.

A2.16.3. If a contractor's brochure is not available, care must be taken in developing a course chart to prevent requirements from being placed on the contractor to provide training that is outside or beyond the scope of the commercial course. Any change to the commercial course would prohibit processing a limited RFPP.

A2.16.4. In this limited RFPP, required documents include:

A2.16.4.1. AF Form 9.

A2.16.4.2. Contractor brochure or AETC Form 449.

A2.16.4.3. AETC Form 259 when GFP is required. The remainder of the RFPP may be used as necessary.

A2.16.4.4. AETC Form 255.

A2.16.4.5. AETC Forms 179 for each course addressed in the RFPP containing current data. AETC Forms 179 are used as source documents for building contract records in SMART and computing cost estimates for negotiated procurements.

A2.17. Communications Sent to AETC CONS. Any communication on an RFPP addressed to AETC CONS must reference the particular RFPP number.

Attachment 3

PROCESSING TYPE 1 TRAINING REQUIREMENTS

A3.1. Purpose. This attachment addresses the procedures and responsibilities for establishing: (a) A fiscal year operating training program and (b) out-of-cycle individual requests. This is not applicable to SATPs.

A3.2. Management. Training requirements processing will be managed between HQ AETC/2 AF and training wings with minimal HQ AETC/TTR intervention. The exception will be requirements associated with select programs managed at the headquarters.

A3.3. Fiscal Year Operating Programs. Procedures and responsibilities for establishing fiscal year operating programs are listed chronologically:

A3.3.1. Training wings receive, review, and validate requirements for training, using the guidance in AFI 36-2201. The review includes a comparison of the requirement with the following:

A3.3.1.1. Proper identification of equipment and technical data products.

A3.3.1.2. Description and scope of training.

A3.3.1.3. Planned use of graduates.

A3.3.1.4. Number of persons by category (officers, airmen, civilians) for whom training is required.

A3.3.1.5. Date trained personnel are required and earliest date personnel will be available for training.

A3.3.1.6. Prerequisite qualifications of personnel to be trained.

A3.3.1.7. Limitations on training established by AFI 36-2202, concerning discontinued training equipment courses.

A3.3.1.8. Status of requirement (firm or estimated).

A3.3.1.9. Consistency of the training requirement with the training plans.

A3.3.2. Training wings determine tentative method to satisfy validated training requirements.

A3.4. Procedures and Responsibilities for Processing Individual Requests:

A3.4.1. 2d AF/DOP receives requirement through the AFTMS from MAJCOMs or agencies and identifies training manager code. The training requirements then flow through SMART to the training wings for action.

A3.4.2. Training wings receive, review, and validate firm individual requests, as appropriate. Other MAJCOMs may be queried as necessary to determine Air Force-wide total requirements for training similar to that in the special training request. (If the review of the Air Force programs implies that other Air Force agencies may also have similar training needs, the training directorate initiates screening correspondence requesting that statements of training requirements be submitted according to AFI 36-2202.)

A3.4.3. Training wings use HQ AETC and training wing records of past and current training programs to determine if a training capability exists within or outside AETC. If it is determined that training should be provided by another government agency, take action to obtain the necessary training quotas.

A3.4.4. 2d AF/DOP assigns dash number and Air Force PDS code identifier from current training course data file (TCDF) and inputs the course data into the AFTMS.

A3.4.5. Training wings for both wing- and headquarters-managed programs, prepare AETC Forms 179 and send them to 2d AF/DOP.

A3.4.6. Training wings, after coordinating the final schedule with the originating office, update AETC Form 179A, **Course Training Schedule for Allocations**, and forward it to 2d AF/DOP.

Attachment 4

ESTABLISHING TYPE 1 CONTRACT TRAINING

A4.1. Purpose. This attachment outlines the procedures for acquiring Type 1 training.

A4.2. Requirements. Normal leadtimes required between contracting officer's receipt of the RFPP until contract award date, are as follows:

A4.2.1. Sole source and competitive requirements estimated to cost \$25,000 or less--60 days.

A4.2.2. All other requirements estimated to exceed \$25,000 but not over \$100,000--150 days.

A4.2.3. All requirements estimated to exceed \$100,000--180 days.

A4.2.4. Small purchases, commercial off-the-shelf training: 60 days.

A4.2.5. Small purchases, training development required: 90 days.

A4.2.6. Small purchases up to \$100,00, commercial off-the-shelf: 90 days.

A4.2.7. Small purchases up to \$100,00, training development required: 150 days

A4.2.8. Requirements over \$100,00: 180 days.

A4.2.9. Proper planning and preparation will indicate: To get greater than \$100,000 requirements on contract and effort on the contract underway before the end of the fiscal year, RFPPs must be submitted by 1 January of the fiscal year. The above leadtimes cover only contract actions. Course preparation time must be added to contract leadtime to determine the earliest possible training start date. contractors must show performance against the contract in the same fiscal year that award is made. This paragraph does not apply to SATPs.

A4.3. Procedures and Responsibilities for Acquiring Type 1 Training:

A4.3.1. HQ AETC/TTR determines whether the training requirement relates to a program managed by HQ AETC or is managed by a designated wing, and whether the requirement can be processed routinely or must be handled under emergency procedures. AFSAT makes this determination for SATPs.

A4.3.1.1. (For HQ AETC-Managed Programs) Routine requirements, to include number, title, PDS code, security data, and date for submission are normally referred to the wing for the development of the RFPP. Emergency requirements are reserved for those instances when sufficient time does not remain to follow normal procedures.

A4.3.1.2. (For Wing-Managed Programs) The training wing assigns training request to the appropriate wing training manager for preparation of AETC Form 179 and subsequent request for purchase package. Construction instructions are in [Attachment 2](#). If essential items are in error or omitted, the originator will be so advised and, if required, the RFPP will be returned to the wing with recommendations for reaccomplishment.

A4.3.1.3. (For AFSAT-managed Programs) Normally, program training managers prepare request RFPPs. However, there are instances when training requests are delegated to wings. These will be handled as described below.

A4.3.2. Training wings establish and maintain a control register of RFPPs. Prepare and coordinate the RFPP according to this instruction and applicable training publication. Determine and resolve the need for a support agreement if training is to be conducted on a military facility. When necessary, include logistical support and security requirements.

A4.3.3. Training wings provide input relative to technical data and equipment for the preparation of the initial AETC Forms 251, 259, and 259A. Also provide facility data (adequacy and availability) for inclusion on AETC Form 407A.

A4.3.3.1. For off-the-shelf courses, enter cost on AF Form 9 and attach a copy of the contractor's catalog, brochure, or outline.

A4.3.3.2. Forward a copy of the initial AETC Form 259 for each course, identifying projected anticipated GFP to the System Logistics Support Branch (LGXS). Include on the AETC Form 259 previously allocated assets that can be relocated upon termination of a prior contract and used to satisfy the GFP requirement. Complete the AETC Form 259 on both sides if GFP is required. Include a negative statement in the RFPP narrative if GFP is not required.

A4.3.4. The training wing's system logistics support branch (LGXS) reviews requirement for logistic support and the proposed source of such support. When GFP is involved, the using MAJCOMs provisioning activity is responsible for maintenance and provides all pertinent contract numbers that cover maintenance and (or) spare/repair parts support. This information in part II, column III "Remarks" of AETC Form 259. Also, include confirmation of maintenance and spares support in part II, column III "Remarks" of the final AETC Form 259 and attach it to the wing technical evaluations.

A4.3.5. Training wings obtain information on the potential availability of government billeting, messing, and transportation--approximate travel time according to AFCAT 36-2223. Obtain 2d AF/DO control number for inclusion in transmittal memorandum. Prepare the RFPP, collate it into individual copies, and submit it with a memorandum of transmittal (original plus one copy) addressed to HQ AETC/TTR. In addition, prepare individual copies of the RFPP and memorandum of transmittal (except for off-the-shelf courses) in the following number of copies to ensure all required HQ AETC coordination. For HQ AETC-managed RFPPs, distribute one copy to HQ AETC/TTR and one copy to 2d AF/DO.

A4.3.6. Guidance concerning additional security requirements generated after the submission of the RFPP by the wing must be included in the wing technical evaluation or by separate correspondence if the technical evaluation has previously been submitted.

NOTE: DoD 5220.22-R, Industrial Security Regulation, and AFI 31-601, Industrial Security Program Management requires contracts containing DD Form 254 be coordinated through the appropriate security police office. This coordination should be obtained at the time the training manager is preparing the RFPP and should be shown in DD Form 254, item 15.

A4.3.7. Logistics (HQ AETC/LG) monitors and verifies availability of GFP.

A4.3.8. Training wings or AFSAT evaluate contractor proposals as follows:

A4.3.8.1. Review the technical portion of proposals. The evaluation is based on the information in [Attachment 5](#). Evaluations on competitive negotiated proposals are made on a comparative basis to determine which proposals should be accepted in the best interest of the Air Force. Full justification stating reasons for acceptance or rejection is required.

A4.3.8.2. Review the contractor's proposals to detect and validate any difference in GFP requirements from those established by the initial AETC Forms 259 and 259A. When changes are required for GFP, the wing plans requirements division or the training resources branch prepares the updated AETC Forms 259 and 259A, to include the new requirements. Send a copy of the updated AETC Form 259 to the wing systems logistics support branch (LGXC) to verify availability of the GFP prior to submission of the evaluation to HQ AETC.

A4.3.8.3. Determine the availability of military housing, messing, and transportation facilities for student use.

A4.3.8.4. Prepare the evaluation correspondence according to [Attachment 5](#) and forward the original plus two copies to the appropriate contracting office within 10 workdays after receipt of proposal.

A4.3.9. Before submitting evaluation to the appropriate contracting office, training wings review contractor proposals and technical evaluations to verify that:

A4.3.9.1. Numbers of students are correct and properly identified.

A4.3.9.2. Students entry prerequisites are correct.

A4.3.9.3. Starting dates are compatible with training, GFP availability, and other leadtime requirements.

A4.3.10. Training wings ensure action has been initiated to determine:

A4.3.10.1. Availability of government quarters, messing, and transportation.

A4.3.10.2. Compatibility of security clearance requirement for students with course classification and facility access requirements. If not compatible, inform the contracting officer in writing of changes required and action initiated for the wing to revise the DD Form 254.

A4.3.10.3. Whether an administration unit or training representative is required to perform evaluation duties as described in [Attachment 5](#).

A4.3.10.4. Examine suitability of:

A4.3.10.4.1. Course content, length, and objectives.

A4.3.10.4.2. Amount and type or preparation effort proposed.

A4.3.10.4.3. Type and availability of training facilities.

A4.3.11. HQ AETC/TTR, validates training equipment, training facilities, and training support data products for those systems managed at headquarters.

A4.3.12. Training wings notify the contracting officer in writing of any required changes in the RFPP prior to contract negotiations. When GFP is involved, attach a final (original) AETC Form 259 and 259A to the evaluation.

A4.3.13. Training wings inform HQ AETC/LG of any contract changes that will affect GFP availability.

A4.3.14. Training wings confirm availability of GFP to HQ AETC/LG.

A4.3.15. Training wings confirm availability of technical data, and ADPE (computer time when required) to the wing project officer.

A4.3.16. HQ AETC/LG confirms availability of GFP and supply support to the appropriate contractor office.

A4.3.17. Training wings send the course schedule and reporting instructions data to 2d AF/DO, using AETC Form 179A or message if required. SATPs do not require these forms. Ensure reporting instructions include:

A4.3.17.1. Specific location, time, and person or organization to whom the student should report for training.

A4.3.17.2. Information pertaining to availability of government quarters, messing, and local area transportation for students. If hire of special conveyance within the area of the TDY station is authorized as more advantageous to the government, provide instructions for securing Government Services Administration (GSA) or low-cost rental vehicles.

A4.3.17.3. Address at training location to which student TDY orders should be sent to arrive 7 days prior to the start of training.

NOTE: In addition to the above reporting instruction, for courses funded by an agency other than AETC, provide the address of the funding agency to which TDY orders should be sent to arrive 7 days prior to the start of training.

A4.3.17.4. Reporting instructions for no-cost or customer-service courses including direction for using MAJCOMs agencies to instruct their personnel that the senior Air Force student will be responsible for providing necessary student data to the responsible training wing. This data will consist of:

A4.3.17.4.1. (For Air Force students on TDY status) One copy of the individual's orders and amendments.

A4.3.17.4.2. (For all other students) Legible roster with the name (last, first, middle initial), Social Security number, grade, command or assignment (Air Mobility Command, Air Combat Command, US Navy, etc.), sex, and complete organizational mailing address. Mail this information to the responsible wing within 48 hours after start of training.

A4.3.18. In all cases, the senior class member will be the class leader.

A4.3.19. 2d AF/DOP inputs reporting instructions into the AFTMS before the releasing of quotas to the AFTMS central credit bank.

A4.3.20. The training wing LGXS directs necessary requisitions, shipping, and local contracting actions upon assignment of a contract number or modification number to ensure timely arrival of all items of GFP at the training site.

A4.3.21. Training wings notify the technical order distribution office of TO requirements in support of the contract. When limited quantities of TOs are needed for short-term training contracts, submit AFTO Form 276, **Special Requisition for Air Force Technical Order/CPIN**, according to TO 00-5-2, paragraph 13-2.

A4.3.21.1. Authority to sign AFTO Form 276 and AFTO Form 187, **Technical Order Publications Request**, is delegated to the training group. When TOs are needed in large quantities and on a continuing basis, coordinate with the contractor to arrange for a TOs distribution code according to TO 00-5-2, paragraph 13-4.

A4.3.21.2. When early training requirements must be satisfied using preliminary TOs, follow the special distribution procedures in TO 00-5-2, paragraph 5-19. Forecasting requirements for TOs to support training when wings respond to data calls will assist the procuring activity to ensure an adequate copy number of copies are printed.

A4.3.22. The training wing LGXS:

A4.3.22.1. Immediately sends requests for command assistance to Supply (HQ AETC/LGS) when supply delays are experienced.

A4.3.22.2. Initiates actions to ensure change or destinations for items of GFP being obtained from previously programmed training equipment packages.

A4.3.23. When it is necessary to modify an existing contract, sends a written request to the appropriate contracting office, with justification and supporting documents. Routing of AF Forms 9 for any contract modification initiated by the wing will be the same as original RFPP. The request for contract modification will be on an AF Form 9 in all instances where additional funds are required, or by memorandum in all other instances.

A4.3.24. The contractor conducts training.

A4.3.25. Training wings provide ongoing security guidance to the procuring contracting officer according to DoD 5220.22-R and AFI 31-401, *Managing the Information Security Plan*, and the Security Classification Guide.

A4.3.26. Training wings or AFSAT evaluates training to ensure graduates meet the established standards, quality training is being provided, and all terms of the training contract are being met. Training provided under no-additional-cost agreements or by off-the-shelf courses do not need to be evaluated.

A4.3.26.1. When training evaluation results indicate the contract is not being or has not been fully satisfied, immediately notify the administrative contracting officer and the procuring contracting officer.

A4.3.26.2. For no-cost/customer service courses, send two copies of AF Form 1256, **Certificate of Training**, to each student's organization upon completion of training.

A4.3.27. Before completion of training, the training wing LGXS informs HQ AETC/LGS of items of GFP that are not obligated to be returned to a loaning activity and for which no requirement exists at the training wing. This action is governed by the length of the training contract. For contracts over 30 days in length, this action is taken 30 days before completion date. For contracts 30 days or less in length, this action is taken at the earliest possible date after start of training.

A4.3.28. When applicable, HQ AETC/LGS requests the wing to direct shipment of GFP items to other training sites to support other training programs.

A4.3.29. Training wings furnish disposition instructions to the contractor through the cognizant administrative contracting officer (with an information copy to LGS) upon completion of the contract or any time that items of GFP are no longer required to support the contract. If the GFP is classified, send an information copy to the security office.

A4.3.30. Training wings or AFSAT determines if training has been completed satisfactorily based on evaluation results obtained from [Attachment 5](#) (disposition instructions issued for all government-furnished equipment and technical data, and all deliverable items specified in the contract

received and acceptable). Upon receipt of a copy of the contractor's invoice, prepare a certificate of services.

A4.3.30.1. When the contract is administered by an office other than AETC CONS, send the original and five copies of the certificate of services to the administrative contracting officer for approval of payment. Certification of services and processing of receiving reports will be accomplished as specified in each individual contract.

A4.3.30.2. When the contract is administered by AETC CONS and payment is made by the wing, send the original and five copies of the certificate of services to the wing ACFMC, and an information copy to AETC CONS. AFSAT receives contractor invoices for SATPs and, after signature of completed services, forwards the original DD Form 250, **Material Inspection and Receiving Report**, and four copies to contracting officer.

A4.3.31. The training wing's activity relative to training purchased with an equipment contract is as follows:

A4.3.31.1. Participate in development of the statement of work to ensure all training objectives are identified and quality training is provided.

A4.3.31.2. Work with the contractor and using command in developing a course chart that will satisfy all training objectives.

A4.3.31.3. Evaluate training using [Attachment 5](#).

Attachment 5**TECHNICAL EVALUATION OF CONTRACTOR PROPOSALS AND EVALUATION AND CERTIFICATION OF TYPE 1 TRAINING****A5.1. Checklist for Preparing Wing Technical Evaluations:**

A5.1.1. The contractor's proposal will be treated as privileged information and its contents will not be discussed outside of the offices responsible for providing input and preparing technical evaluations.

A5.1.2. Evaluations will be based upon the maximum allowable effort. When acceptance is recommended and (or) exception is taken to the contractor's proposed effort (such as excessive or nonessential and recommendations are made to reduce or remove), the evaluator will fully explain the rationale for the acceptance and (or) exception as backup for sound negotiation. Evaluations will include, but not be limited to, specific comments on each of the items listed below.

A5.1.2.1. Introductory Paragraph. The first item will be an introductory paragraph. It may include comments regarding sole source contractors involved if competitive and, if applicable, identify wing management group participation.

A5.1.2.2. Preparation for Training. Include:

A5.1.2.2.1. Number and category of personnel required to prepare for training.

A5.1.2.2.2. Number of hours to be expended per person for preparation.

A5.1.2.2.3. Background of personnel contemplated to be used. Both technical expertise and instructor training and experience should be evaluated.

A5.1.2.2.4. General training plan, to include training methods, to be used.

A5.1.2.2.5. Type of personnel and number of hours required to prepare actual course materials.

A5.1.2.2.6. Type and quantity of course materials required, such as graphs, charts, transparencies, and handouts.

A5.1.2.3. Training. Include:

A5.1.2.3.1. Number and type of personnel required for training and duties in relation to this program.

A5.1.2.3.2. Number of hours to be spent per instructor for training.

A5.1.2.3.3. Number of trips and justification for any necessary travel.

A5.1.2.4. Contractor-Furnished Property (Equipment and Technical Data Owned and Controlled by Contractor). Include special comments or recommendations as may be required.

A5.1.2.5. Use of Facilities. Comments concerning requirements and availability of training facilities.

A5.1.2.6. Government-Furnished Property (GFP) Includes GFP in Possession of Contractor. Provide special comments or recommendations as may be required to supplement those included on final AETC Forms 259/259A, regarding requirements, course, means of acquisition, availability, and problem areas.

A5.1.2.7. Student Support. Comment on the availability of government-furnished meals, housing, and transportation.

A5.1.2.8. Contractor POC. Include name and telephone number of POC when training is conducted on a government installation.

A5.1.2.9. Other. Identify problem areas not covered elsewhere. Include proposed methods for solving them.

A5.1.2.10. Recommendation. The evaluator recommends overall approval or disapproval of the contractor's proposal.

NOTE: Since the contracting officer is responsible for determining applicability or reasonableness of cost items, such as overhead, general and administrative, direct labor rates, auto rental, and per diem, the evaluation letter will not contain comments about these areas.

A5.2. Review of Government-Furnished Property (GFP) Requirements:

A5.2.1. The primary purpose of this review is to detect and validate any differences in GFP requirements from the requirements established on the initial AETC Form 259/259A.

A5.2.2. Group training resources management validates GFP requirements and all government-furnished technical data requirements as follows:

A5.2.2.1. Annotate AETC Form 259 to indicate quantities of equipment that can be provided from training group assets to include that which has been programmed and is not currently on hand but is scheduled to be delivered in time to satisfy the need date. Forward the AETC Form 259 to LGXS.

A5.2.2.2. Prepare final AETC Form 259A (original and four copies) for submission to the training plans branch. Part II, column C, contains the latest availability status of required technical data.

A5.2.2.3. Furnish, to the HQ AETC/TTR, copies of all followup actions and replies to availability queries if HQ AETC assistance is required.

A5.2.3. LGXS will complete actions required to determine availability of GFP as follows:

A5.2.3.1. Review the contractor's proposals for spare parts and (or) bit-and-piece requirements and actions necessary to support such requirements.

A5.2.3.2. When government property, spares, bit-and-piece, and (or) other supply support is available at the training site (contractor's facility or other training site), obtain authority for its use in support of the training program and furnish such authority to HQ AETC/LGS. Use of equipment or other supply support is on a noninterference joint-use basis or full-time basis as the training requirements dictate. All correspondence pertaining to this property must refer to the respective RFP number. Do not include ADPE (computer time) on AETC Form 259 as GFP. For information purposes only, confirm and annotate availability of ADPE requirements on AETC Form 259A.

A5.2.3.3. Prepare AETC Form 259 after availability of GFP has been confirmed for submission to HQ AETC as an attachment to the overall base evaluation of the contractor's proposal. Annotate column C, part II, indicating the latest status of availability of required GFP. Provide information

copies of all letters and messages obtaining GFP availability to HQ AETC/LGS. (Submit AETC Form 259 to HQ AETC in four copies.)

A5.2.3.4. Advise HQ AETC/LGS immediately when all arrangements for supply support of GFP or other material requirements have been completed.

A5.3. Training Evaluation Definitions:

A5.3.1. Field Evaluation. The acquisition and analysis if training data from sources outside the formal training environment; for example, graduates and supervisors in the using commands.

A5.3.2. Internal Evaluation. The acquisition and analysis of data from sources inside the formal training environment.

A5.3.3. Support Evaluation. The determination of the adequacy of the dormitories, dining halls, and other support facilities and services impacting on student welfare and training effectiveness.

A5.4. Specific Procedures for Evaluating Type 1 Contract Training:

A5.4.1. General Guidance:

A5.4.1.1. Type 1 training is evaluated to ensure graduates meet the established standards, quality training is being provided, and all terms of the training contract are being met.

A5.4.1.2. Exact procedures used in conducting contract training evaluations depend on a number of factors, such as:

A5.4.1.2.1. Availability of an AETC training administrative unit or training representative.

A5.4.1.2.2. Duration of course.

A5.4.1.2.3. Total cost of the course.

A5.4.1.2.4. Number of classes to be trained.

A5.4.1.2.5. Class sizes and total trained personnel requirements.

A5.4.1.2.6. Course documentation on which the contract is based.

A5.4.1.2.7. Extent of the anticipated results of contractor preparation effort.

A5.4.1.3. The method of evaluation is determined during the development of the training portion of the systems program and (or) the training plan. Instructions for establishing and validating special training course objectives are in AFI 36-2201.

A5.4.1.4. The scope of training evaluation must be based on cost-effectiveness factors including:

A5.4.1.4.1. Cost of the training program.

A5.4.1.4.2. Grade and experience level of the students being evaluated.

A5.4.1.4.3. Degree of specificity of course objectives.

A5.4.1.4.4. Reliability of results based on number of cases available and dependability of data source.

A5.4.1.4.5. Potential usefulness of findings in correcting deficiencies and improving training.

A5.4.1.4.6. Availability of resources.

A5.4.1.5. Training evaluation projects and reports must be timely. After-the-fact summaries may be of some value; however, the objective should be to use findings for the correction or improvement of current training. Evaluation projects and procedures should provide for early reviews of training and training support.

A5.4.2. Certification of Contractor Performance:

A5.4.2.1. The responsible wing or AFSAT is required to evaluate Type 1 training in progress and certify satisfactory contract completion.

A5.4.2.2. Wings or AFSAT must report findings of any real or implied violation of Type 1 training contracts. These findings, with wing recommendations, are furnished to the contracting officer (AETC CONS). Information copies of such correspondence are furnished to the administrative contracting officer.

A5.4.3. Use of Student Evaluation Questionnaires:

A5.4.3.1. As a minimum requirement, all AETC CONS-issued Type 1 training contracts must contain provisions for: (a) administration of student evaluation (AETC Form 258, **Student Evaluation of Training**) which is conducted by the contractor in the absence of a full-time training representative and (b) transmittal of all completed evaluation forms to the wing. If forms contain derogatory remarks that imply unsatisfactory contractor performance, recommendations for corrective action must be made by the contractor and submitted to the wing or AFSAT.

A5.4.3.2. Completed student critique forms and summaries are retained with the wing or AFSAT contract file according to AFR 4-20, volume 2, *Disposition of Air Force Records*.

A5.4.4. Training Evaluation Visits:

A5.4.4.1. The requirement for evaluation visits by wing or AFSAT representatives depends upon the availability and the qualifications of AETC or AFSAT personnel stationed at the training location or instructors (or senior Air Force students) attending the courses. Before certifications, each training program should be evaluated at least once by the wing offices of primary responsibility or selected representative using standard or modified evaluation procedures depending on the size of the program. For courses of relatively long duration or involving several classes, more than one evaluation (including wing representative visits) may be necessary. Personnel who make visits to evaluate contract training programs will complete AETC Form 123 while at the training location.

A5.4.4.2. The most effective evaluation of contract training and contractor performance occurs when a full-time representative of the wing is located at the training site and periodic visits are made. Based on the considerations outlined, the responsible training wing must determine if a full-time representative is justified.

A5.4.4.3. The administrative unit/training representative keeps the wing informed of the effectiveness of the program (adequacy of instruction, training materials, training equipment, facilities, and training schedules), and any other matters related to the quality of training and student achievement. When a Type 1 course is conducted at a base with a detachment, and in the absence of an administrative unit/training representative, the detachment commander should be tasked to assist in the evaluation of contract training. Provide results to the responsible wing.

A5.4.4.4. The administrative unit/training representative also keeps the wing informed of any possible program stoppage or slippage, major equipment changes, or condition which might

present a future problem, particularly any indication of failure to meet contract obligations. In the latter case, the Technical Support and Training Flight (AETC CONS/LGCU) is immediately informed of circumstances involved, with wing's recommendations.

A5.4.5. Use of Instructors in Student Status. Technical training instructors attending Type 1 courses may be used to assist in evaluating contract training. Students who participate in the evaluation of contract training are furnished course control documents, evaluation checklists, and pertinent information regarding contractual requirements. However, they do not have authority to make any contractual change. Furnish evaluation results to the AETC training representative if assigned. If a training representative is not assigned, provide results to the responsible wing.