

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**AIR FORCE INSTRUCTION 36-2225
AIR EDUCATION AND TRAINING COMMAND
Supplement 1
13 DECEMBER 2000**

Personnel

**★SECURITY FORCES TRAINING AND
STANDARDIZATION EVALUATION
PROGRAMS**

"HOLDOVER"

***"The basic publication has changed; impact on supplemental information is under review by the OPR.
Users should follow supplemental information that remains unaffected."***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://afpubs.hq.af.mil>.

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AFI 36-2225, 1 April 2000, is supplemented as follows:

This publication does not apply to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1.3.4.1. The AETC functional manager is the individual assigned Security Forces Manager (AETC/SFM) duties.

1.3.4.3. Each unit training section will conduct the annual formal training screening process using AFCAT 36-2223, *USAF Formal Schools Catalog* (this is now a database, *Air Force Education and Training Course Announcements [ETCA]*, located at the following URL: <http://hq2af.keesler.af.mil/etca.htm>) and identify courses required by Air Force instruction and mission need. Each unit will complete an AF Form 3933, **MAJCOM Mission Training Request**, and associated documents with the appropriate signature level according to urgency. Requests must be justified.

1.3.4.4. Units will compile and send information to HQ AETC/SFXT to update Air Force handbooks.

1.3.6.4. The squadron training section will verify the completion of qualification training by reviewing the trainee's AF Form 623, **On-The-Job Training Record**, with the supervisor.

1.3.6.11. The training section may use an automated test bank in place of a written test bank where the capability exists. Local information is derived from MAJCOM, base, wing and squadron directives.

1.3.7.6. Maintain individual AF Form 623 on assigned individual mobilization augmentee (IMA) personnel.

1.6.3. Units will send established Go/No-Go Standards to HQAETC/SFXT for annual review and coordination at the beginning of each calendar year.

1.7.1.1. Unit training section personnel will establish or review individual training records or automated documentation of newly assigned personnel to determine initial training requirements.

1.7.3. AF Form 689, **Task Performance Checklist**, or a computer-generated product specifying step-by-step procedures for tasks on the duty position job qualification standard (JQS) will be reviewed, updated, and coordinated by the Standardization-Evaluation (Stan-Eval) and training section personnel annually.

2.1.1. The training section will use HQ AFSFC approved lesson plans (from the HQ AFSFC website at <http://afsf.lackland.af.mil>), as locally supplemented, for security forces sustainment training.

2.2.2. If squadrons cannot meet the requirements of regional training center or joint readiness training center exercises, the group commander may request a staff assistance visit to validate air base defense training during annual UTC home-station training.

2.2.2.1. (Added) The group commander should make the Defender Focus request approximately 30 days before home-station training. HQ AETC/SF will form a team and coordinate arrival dates with the commander within 10 days of the request. Deployed UTCs will be evaluated during the field training exercise portion of collective skills training. Use the checklist developed from the core tasks identified in the security forces career field education and training plan (CFETP).

2.2.2.2. (Added) The annual training must include both formal instruction as well as a field exercise to measure each training objective. The unit training and Stan-Eval section will ensure the training session includes all checklist areas, and will develop training, exercise, and evaluation outlines to ensure each training objective is measured. Each SF squadron must conduct the training and field exercises. HQ AETC personnel will conduct evaluations during the field training exercise.

2.2.2.3. (Added) HQ AETC/SF will complete a written report after the field deployment. Each unit will maintain a copy of the report as proof of MAJCOM training, satisfying the 3-year UTC training requirement.

2.4.1. Distance learning (DL) (Type 6 Course) requirements will be completed during Phase I training and prior to assigning a new SF member to flight.

2.4.2. The squadron training section will notify the DL (Type 6 Course) manager (343 TRS, Lackland AFB) as apprentices complete training.

2.4.4. All contributing factors must be considered if a third failure on the DL end of course (EOC) occurs. A waiver should be considered if the reasons for failure are academic, or due to difficulty using computers. Prior to requesting a waiver, additional remedial training on the DL items in the CFETP must be conducted. The unit will request a waiver on the DL requirement through HQ AETC/SFXT if the individual

does well. When the waiver is granted, the supervisor will document the remedial training, evaluation, waiver in the individual training record, and begin 5-level upgrade training. Training conducted in this manner does not qualify the individual for award of Community College of the Air Force (CCAF) credit for completing the DL course.

3.3.4. Locally developed checklists for each activity inspected will be reviewed, updated, and coordinated by the inspected activity and Stan-Eval section annually.

3.8.3.1.1. IMA personnel failing a Stan-Eval will be allowed, within three inactive duty training (IDT) tours from the date of their Stan-Eval failure, to complete review training. Completion of review training will be documented on the AF Form 623A, **On-The-Job Training Record Continuation Sheet**.

RICHARD K. ELDARD, Colonel, USAF
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