

13 JANUARY 2004

Personnel

AIR FORCE TRAINING PROGRAM

TRAINING MANAGEMENT



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Supersedes AFI 36-2201, Vol 2, 17 Oct 2002

Pages: 39

Distribution: F

This instruction implements DODD 1322.18, *Military Training*, 9 January 1987, with change 1, DODI 1322.20, *Development and Management of Interactive Courseware (ICW) for Military Training*, 14 March 1991, with change 1, and AFD 36-22, *Military Training*, for developing, managing, and conducting Air Force technical, ancillary, and recruit training. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4.) This Air Force Instruction applies to Air Force Reserve Command (AFRC) and Air National Guard units.

SUMMARY OF REVISIONS

This revision incorporates Interim Change IC 2004-1. This change clarifies waiver letter instructions for ANG and Reserve personnel.

Chapter 1—

PERSONNEL SKILLS DEVELOPMENT 3

- 1.1. General. 3
- 1.2. Enlisted Personnel Skill-Level Training Requirements. 3
- 1.3. Officer Skills Training Requirements. 4
- 1.4. Responsibilities for Managing Training. 4
- 1.5. Career Field Education and Training Plans (CFETP). 6

Chapter 2— MISSION READINESS TRAINING PROGRAM (MRTP) 7

- 2.1. General Information. 7

- 2.2. Scope/Structure. 7
- 2.3. Special Funding Restrictions. 9
- 2.4. Responsibilities. 10
- 2.5. MRTP Program Guidance Letter (PGL) Development. 14
- 2.6. MRTP Out-of-Cycle Training Request. 14
- 2.7. Special Authorizations. 15
- Chapter 3— SPECIAL TRAINING** **17**
- 3.1. Background. 17
- 3.2. Identifying, Managing, and Funding Special Training. 17
- 3.3. Responsibilities. 17
- 3.4. Waivers. 18
- Table 3.1. Organizations Responsible for Funding, Managing, and Administering Special Training. 19
- Chapter 4— STUDENT PRODUCTION REPORTING** **20**
- 4.1. General Information. 20
- 4.2. Responsibilities. 20
- Chapter 5— MILITARY KNOWLEDGE AND TESTING SYSTEM (MKTS)** **22**
- 5.1. General. 22
- 5.2. Scope. 22
- 5.3. Responsibilities. 23
- 5.3.3.6. 23
- Chapter 6— FORMS PRESCRIBED** **25**
- 6.1. Forms Prescribed. 25
- Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION** **26**
- Attachment 2— AF FORM 3933, ANNUAL SCREENING CHECKLIST** **34**
- Attachment 3— TRQI MANAGER APPOINTMENT LETTER** **35**
- Attachment 4— PRIORITY RANKING SYSTEM LEVEL OF URGENCY** **36**
- Attachment 5— MRTP OUT-OF-CYCLE TRAINING REQUEST** **37**
- Attachment 6— IC 2004-1 TO AFI 36-2201, VOLUME 2, TRAINING MANAGEMENT** **39**

Chapter 1

PERSONNEL SKILLS DEVELOPMENT

1.1. General. The purpose of Air Force Training is to ensure each individual is prepared to meet Air Force mission requirements. Training programs for the Total Force are developed using a continuous learning concept.

1.2. Enlisted Personnel Skill-Level Training Requirements. Enlisted personnel must complete all mandatory training requirements as outlined in this Air Force Instruction (AFI), AFMAN 36-2108, *Enlisted Classification* and the applicable Career Field Education and Training Plan (CFETP) for award of the 3-, 5-, 7-, and 9-skill levels. The following outlines the minimum requirements for award of these skill levels:

1.2.1. **Apprentice.** Complete initial skills training course for award of the 3-skill level. Retraining into a similar Air Force Specialty Code (AFSC) or shred may be accomplished via On-the-Job Training (OJT) alone only when specified in the retraining instructions and as approved by the Air Force Career Field Manager (AFCFM). Personnel retraining via OJT may be awarded a 3-skill level upon completion of knowledge training on all initial skills course tasks, duty position requirements identified by the supervisor and all other mandatory requirements.

1.2.2. **Journeyman.** Complete mandatory Career Development Course (CDC), all core tasks identified in the CFETP and other duty position tasks identified by the supervisor. Award of the 5-skill level also requires completion of a minimum of 15 months in upgrade training (UGT); all mandatory requirements listed in AFMAN 36-2108 specialty description and CFETP, and be recommended by their supervisors. Individuals in retraining status, Training Status Code (TSC) 'F', must complete a minimum of nine months in upgrade training.

1.2.3. **Craftsman.** Be at least a staff sergeant (SSgt), complete mandatory CDCs, if available, core tasks identified in the CFETP and other duty position tasks identified by the supervisor, complete 7-skill level craftsman course (if required), meet mandatory requirements listed in the specialty description in AFMAN 36-2108, complete a minimum 12 months in training, and recommended by the supervisor for award of the 7-skill level. Individuals in retraining status are subject to the same requirements and must complete a minimum 6 months in UGT TSC G.

1.2.4. **Superintendent.** Must hold the rank of senior master sergeant (SMSgt), meet mandatory requirements listed in specialty description in AFMAN 36-2108 and have supervisor's recommendation for the award of the 9-skill level.

1.2.5. HQ Air Force Personnel Center (HQ AFPC) DPPAC will coordinate with the AFCFM to acquire approval for 3-skill level school waivers for individuals required to retrain under special circumstances when attendance would incur undue hardship on the retrainee and retaining the individual is in the best interest of the Air Force, e.g., Exceptional Family Member Program (EFMP), Humanitarian Assignment, or AFSC disqualification.

1.2.6. Air National Guard (ANG) and Air Force Reserve Command (AFRC) Headquarters-Level Functional Managers (FM). Waiver authority for mandatory training requirements is equivalent to that of AFCFMs. Waiver package requirements include: prerequisite AFSC, initial skills courses, equivalent civilian skills, experience or education, and upgrade time requirements for the 5- and 7-skill level

and 7-skill level course attendance. *NOTE:* Waiver authority for ANG and AFRC attendance at the entry level (3-skill level) Basic Firefighting Course taught at Goodfellow AFB, TX, will remain with Headquarters (HQ) USAF CESA/CEXF.

1.3. Officer Skills Training Requirements.

1.3.1. Complete initial skills training course within six months of entering active duty unless restricted by lack of security clearance or other extenuating circumstances. [Not Applicable (N/A) for ANG and AFRC].

1.3.2. Complete training requirements listed in the specialty description contained in AFMAN 36-2105, *Officer Classification*, and in the CFETP (if required) or the Officer Professional Development Plan.

1.3.3. Complete advanced or supplemental education/training courses, as required, by the AFCFM.

1.3.4. Waivers will be reviewed for approval/disapproval on a case-by-case basis. Waiver requirements include: prerequisite AFSCs, mandatory course attendance (if the individual has equivalent skills through civilian experience or education) and skills gained through duty assignments.

1.4. Responsibilities for Managing Training.

1.4.1. Air Force Training and Requirements Division (HQ USAF/DPLT).

1.4.1.1. Develops and oversees training policy for formal technical training (non-flying), advanced distributed learning (ADL), OJT, ancillary training, automated training record systems, Mission Ready Training (MRT), and Air Force (AF) Liaison for Basic Military Training (BMT).

1.4.1.2. Advises AFCFMs on training processes and procedures for their assigned Air Force Specialty (AFS).

1.4.1.3. Provides guidance to Air Education and Training Command (AETC) on satisfying program requirements and resources to meet contingency operations.

1.4.1.4. Determines the number of active duty enlisted Trained Personnel Requirements (TPR) by computing 3- and 7-skill level TPR by AFSC, by fiscal year (FY) and retraining objectives by AFSC, by FY.

1.4.2. Associate Director for Intelligence, Force Development and Plans Division (HQ USAF/XOIIF) establishes policies and programs resources for intelligence training programs, ensures programs comply with Air Force training policy and Department of Defense (DOD) intelligence directives and serves as intelligence AFCFM between service training establishments, national and DOD intelligence organizations. This function represents Air Force interests on intelligence training councils and associated committees and serves as Air Force Service Program Manager (SPM) for the Defense Foreign Language Program.

1.4.3. AFCFMs.

1.4.3.1. Determine AFS training tasks, requirements and resources.

1.4.3.2. Approve/disapprove individual requests for waiver of mandatory training requirements for their respective specialty. For ANG and AFRC components, waiver authority is HQ ANG and HQ AFRC FMs, respectively.

1.4.3.3. Conduct Utilization and Training Workshops (U&TW), in partnership with the AETC Training Pipeline Manager (TPM), to develop and review life-cycle AFS performance and training requirements. Specific guidance regarding U&TWs and CFETP development may be found in AFI 36-2201, Vol 5. Refer to AETCI 36-2203, *Technical and Basic Military Training Development*, for course training manager responsibilities. Additional AFCFM U&TW responsibilities include:

1.4.3.3.1. In partnership with the AETC TPM, identify issues and establish the agenda, determine participants, time frame and location, determine additional staffing requirements, ensure minutes are prepared and distributed, and monitor status of action items. The AFCFM and AETC TPM both sign and publish the minutes before adjourning the U&TW. Use the standardized format for minutes.

1.4.3.3.2. Develop a CFETP for life-cycle training at appropriate points throughout a career path. Ensure CFETPs conform to format, standardization and publication guidance. Ensure currency and accuracy of technical references cited in the CFETP. Ensure final version of the CFETP is coordinated with AFPC DPPAC/DPPAT prior to publication through SAF/AADP. Conduct annual review of CFETP and corresponding documents such as Air Force Job Qualification Standard (AFJQS).

1.4.3.4. Determine distribution of training documents such as CFETPs, AFJQSs, etc.

1.4.3.5. Ensure formal training requests are processed according to the Education and Training Course Announcements (ETCA) web site <https://etca.randolph.af.mil/>.

1.4.3.6. Establish and maintain regular coordination with MAJCOM, ANG and AFRC FMs to ensure training consistency and quality.

1.4.3.7. Approve specialized procedures for training to include identification of core tasks, special certification, frequency of recurring certification requirements, SEI review, and manual training record maintenance.

1.4.3.8. Ensure that Operational Risk Management (ORM) processes are incorporated in all applicable areas of training in concert with the U&TW process. It is the AFCFM's responsibility to specify the exact ORM-related tasks, and to identify offsets or additional resources for this added training.

1.4.4. AETC will:

1.4.4.1. The AETC TPM in partnership with the AFCFM establish U&TW time, location and agenda; host U&TWs convened at AETC installations; provide U&TW participants information concerning training policy guidance and resource impact recommendations; and maintain and manage future U&TW schedules to include a corresponding Occupational Survey Report (OSR) schedule. NOTE: The AETC functional manager for 19 AF courses, the Air University (AU) training manager for AU courses, and the 882 training manager for medical courses will perform the TPM functions.

1.4.4.2. Ensure OSR, Graduate Assessment Survey (GAS) Data, Field Evaluation Questionnaire Summaries (FEQS), trend analyses, etc. are prepared, distributed and briefed.

1.4.4.3. Support AFCFM to ensure training meets AF specialty requirements.

1.4.4.4. Ensure all training requirements are documented by development of the initial CFETP. New or revised CFETP recommended changes are based on internal or external training evaluation and feedback.

1.4.4.5. Provide AFCFMs with information to identify and justify unfunded training resource requirements such as: resource impact statements, U&TW minutes and other applicable meeting minutes. Produce standardized meeting minutes in partnership with the AFCFM to accurately reflect training decisions.

1.4.5. HQ AFPC/DPPAT will develop guidance to implement Air Force training policy, manage operations necessary to support training programs, coordinate policy changes through appropriate MAJCOMs, and review and coordinate CFETPs prior to publication.

1.4.6. HQ AETC, HQ AFMC, HQ ACC, and the USAF Special Investigation Academy will program, manage, develop, conduct, and evaluate training to support applicable AFS qualification requirements for initial skills, advanced and supplemental technical training. Air Force Institute of Advanced Distributed Learning (AFIADL) provides the same for extension courses.

1.4.7. MAJCOM, FOAs, DRUs, ANG, and AFRC FMs.

1.4.7.1. Manage training programs for applicable AF specialties, provide guidance and policy interpretation to subordinate units, serve as the command representative at the U&TW, and provide the command position on training issues.

1.4.7.2. Review draft CFETPs to ensure coverage of mission, peacetime, readiness and contingency requirements and add command-unique requirements as an AFJQS, if required.

1.4.7.3. Conduct annual review of CFETPs applicable to subordinate units. Report CFETP deficiencies to the AFCFM at least 45 days before the anniversary date of the CFETP date. Deficiencies that may adversely impact the AFS or mission should be identified immediately.

1.5. Career Field Education and Training Plans (CFETP).

1.5.1. The CFETP is the primary document used to identify life-cycle education and training requirements. It serves as a road map for career progression and outlines requirements that must be satisfied at appropriate points throughout the career path. The CFETP also specifies the mandatory task qualification requirements for award and maintenance of an AFSC. Use the CFETP to plan, conduct, evaluate, and document training. (See AFI 36-2201, Vol 5 for additional information on CFETPs.)

1.5.2. Officer CFETPs are used only when the AFCFM determines the Officer Career Development Plan does not adequately identify training needs.

1.5.3. Special Duty Identifier (SDI) and Reporting Identifier (RI) CFETPs are developed, if required, by the AFCFM.

1.5.4. Forward recommended changes, additions, or deletions to a published CFETP to the MAJCOM FM of the AFS.

1.5.5. Air Force Job Qualification Standards. AFCFMs issue AFJQSs for unique duty positions, weapons systems or equipment. The AFJQS supplements the CFETP, Part II, by outlining specific skill and task requirements. *NOTE:* Limit use of AFJQSs to the absolute minimum to reduce duplicate documentation.

Chapter 2

MISSION READINESS TRAINING PROGRAM (MRTP)

2.1. General Information. The Mission Readiness Training Program (MRTP) objectives are to develop and maintain professional and technical skills, knowledge, and abilities to meet Air Force needs. The MRTP provides travel, per diem, lodging, and special authorization funds to aid mission accomplishment. It provides supplemental technical training of 99 academic days or less than 20 weeks for officers, enlisted and civilian personnel when other types of training such as OJT, unit training, and exportable and mobile training will not satisfy the need. In addition, Department of the Air Force (DAF) civilians, foreign direct or indirect hires, non-appropriated fund (NAF) employees in validated but unfunded Morale, Welfare and Recreation (MWR) manpower positions, or foreign exchange military officers filling Air Force positions are authorized to utilize AETC funds.

2.2. Scope/Structure. The MRTP is an essential part of the Air Force's training resource and plays a vital role in maintaining readiness and a quality force. It consists of two categories-- Air Force directed (Force Structure) training and MAJCOM, FOA, and DRU training. During the identification and validation process (in support of the annual AF/DPL data call), training requirements must be priority ranked based on levels of training urgency. MRTP requirements will be categorized as Level 1 (Mission Accomplishment) or Level 2 (Mission Sustainment). The MRTP functions through a series of processes ensuring mission essential training (Level 1) is accomplished first and there is maximum use of AETC-funded allocations (T allocations).

2.2.1. Air Force Directed Training is training in support of TPR to replenish and balance the Force. It ensures enough trained personnel are in each skill to accomplish the Air Force mission. It also includes training incidental to assignment action, certain special assignments, upgrade training, promotions, and unique training as specified by Air Staff. Air Force Directed Training requirements are categorized as Level 1 and include:

2.2.1.1. AF Legal Services. Centralized supplemental training for Air Force legal officers. Training is conducted at the Army Judge Advocate General (JAG) School.

2.2.1.2. Colonel's Group. Training support for officers identified by the Colonel's Group.

2.2.1.3. Senior Leader's Group. Training for General officers and Senior Executive Service (SES) civilians.

2.2.1.4. Lateral Training. Enlisted personnel attending lateral training in transition from one skill to another related skill.

2.2.1.5. Non-Prior Service (NPS) Training - Initial. NPS enlisted personnel who are reclassified from an initial skills course of 20 weeks or more in duration into an initial skills course of less than 20 weeks in duration. These personnel are still in the pipeline; however, since their first initial skills course was 20 weeks or more in duration [Permanent Change of Station (PCS)], any subsequent training at a different location that is 99 academic days or less than 20 weeks in duration entitles the member to per diem and is classified as a Temporary Duty (TDY). In accordance with the Joint Travel Regulations (JTR), only AETC-funded (Level 1) allocations are used for individuals attending these initial skills courses.

2.2.1.6. NPS Training - Follow-On. Any NPS enlisted personnel fitting in the situation described in paragraph 2.2.1.6. and continuing their initial skills training in follow-on courses. These personnel are still in the pipeline; however, since their first initial skills course is 20 weeks or more in duration and classified as a PCS, any subsequent training of 99 academic days or less than 20 weeks in duration entitles the member to per diem and is classified as a TDY. In accordance with the JTR, only AETC-funded (Level 1) allocations are used for individuals attending these follow-on courses.

2.2.1.7. Officer Accessions. Initial skills training for all new officer accessions following their commissioning through Officer Training School (OTS), Reserve Officer Training Corps (ROTC), or the USAF Academy (USAFA).

2.2.1.8. Advanced Training. Officer and enlisted advanced training. Currently includes Advanced Communications-Computer Officer Training (ACOT), Combat Weather Team Officer course and Combat Weather Team Operations course.

2.2.1.9. Officer Crossflows. Initial skills training for all officers crossflowing, or retraining into a new AFSC.

2.2.1.10. Palace Acquire. Training for newly acquired AFPC internship programs.

2.2.1.11. PME Assignments. TDY-enroute training for officers requiring prerequisite language training prior to attending foreign PME courses. MRTP only funds language training, which is 99 academic days or less than 20 weeks, and does not fund any part of the PME course that is usually PCS length (20 weeks or more in duration). The majority of officers attending prerequisite language training attend in a PCS status.

2.2.1.12. Retraining (Prior Service). Prior service enlisted personnel retraining into new career fields, except for combat control and Para rescue.

2.2.1.13. Recruiting. Enlisted personnel attending the basic Recruiter course.

2.2.1.14. Retraining (Initial). Enlisted personnel retraining into new career fields.

2.2.1.15. Retraining (Follow-On). Enlisted personnel continuing their retraining in follow-on courses.

2.2.1.16. Combat Control and Para rescue. Enlisted training for personnel in combat control and Para rescue career fields.

2.2.1.17. Combat Control and Para rescue. Officer training for personnel in combat control and Para rescue career fields.

2.2.1.18. Secretary of the Air Force Public Affairs. Advanced training for senior Noncommissioned Officers/officers in the Public Affairs career field.

2.2.1.19. Support Officers. Normally related to embassy and attaché assignments.

2.2.1.20. 7-Level Training. Upgrade training for all active duty military attending 7-Level Craftsman courses.

2.2.1.21. Requirements Identification and Validation Process. The method used by Air Force Directed Training Requester Quota Identifiers (TRQIs) owners to identify requirements for technical training, in support of the annual AF/DPLT data call. It requires that the TRQIs owners coordinate their requirements with all applicable personnel (i.e. AFPC, AFCFMs, AETC/DOO, AF/

DPL, etc.) to ensure only mission essential, executable requirements are identified, validated, and loaded into Oracle Training Administration (OTA).

2.2.2. MAJCOM Mission Training. Training to accomplish, sustain and enhance the operational missions of MAJCOMs, FOAs and DRUs. MAJCOMs, FOAs and DRUs have Level 1 and Level 2 training requirements. Categories include: Supplemental, Refresher, Advanced Skills, Special Technical, and Instructor Training.

2.2.2.1. Requirements Identification and Validation Process. The method used by Air Force Organizations to identify requirements for specialized skills technical training, in support of the annual AF/DPLT data call. It requires the involvement of base level units, MAJCOM Functional Managers/equivalent, AFCFMs, MAJCOM DPs/equivalent, AETC/DOO, and AF/DPL to ensure only mission essential, executable requirements are identified, validated, and loaded into OTA.

2.2.3. Priority Ranking System Level of Urgency. During the identification and validation process (in support of the annual AF/DPL data call), training requirements must be priority ranked based on levels of training urgency. Level 1 (identified with a T allocation in OTA) is necessary to accomplish the day-to-day mission and is funded by AETC. If the Air Force cannot support the need, then unit funds will be used to fund this training. Level 2 (identified with a P or N allocation in OTA) is required to improve mission capability and is funded by the agency (Air Force Directed TRQI Managers, MAJCOM, FOA, DRU, and non-AF users) requesting the training.

MRTP				
Active Duty Category	Travel Funding Status	Priority Ranking	MRTP Users	Other Notes
A (Airman)	T (AETC-funded)	Level 1 (Allocation Types - AT/OT/CT)	Air Force Directed and MAJCOMs, DRUs, and FOAs	N/A
O (Officer)	P (Unit funded)	Level 2 (Allocation Types - AP/OP/CP)	MAJCOMS, DRUs, and FOAs	P may be used if student is co-located with school location
C (Civilian)	N (Non-TDY)	N/A (Allocation Types - AN/ON/CN)	Non-Air Force Users	N also used for NPS pipeline students and PCS length courses (20 weeks or longer)

2.3. Special Funding Restrictions.

2.3.1. Funding for Active Duty Air Force and Civilian personnel assigned or on permanent duty within DOD activities, unified commands or Joint Service activities is the responsibility of the activity to which they are assigned. AETC funds will not be used.

2.3.2. Students who are not Air Force members are funded by the branch of service or federal agency to which they are assigned.

- 2.3.3. AETC MRTP funds will not be used to support training of contractor personnel.
- 2.3.4. Travel and per diem expenses for students or instructors at “command” courses are the funding responsibility of the Air Force activity to which the individual student or instructor is assigned.
- 2.3.5. ANG students are funded by the state publishing the travel orders.
- 2.3.6. HQ AFRC funds Air Force Reserve members, and Air Reserve Technicians (ART) with military allocations. However, AETC will fund civilians and active duty members assigned to AFRC and ART with civilian allocations, with the same limitations as for active duty personnel.
- 2.3.7. Students will be returned to their parent organization by the servicing MPF as a result of being unqualified (an example is student being sent to a class requiring a security clearance, only to wait there for the clearance to maybe catch up) to enter an Air Force training program course, all TDY expenses to and from the school concerned will be borne by the "unit." The member's orders issuing authority will immediately amend the orders if the student is unqualified. The organization selecting and publishing orders on the student concerned will ensure the orders are amended to reflect the parent unit's fund citation. A copy of this amendment must be sent to 12 CPTS/FML, Randolph AFB TX.
- 2.3.8. Students attached to their parent commands that are trained by Training Detachments (TD)/ Mobile Training Teams (MTT) are not authorized to cite AETC MRTP funds (exceptions include TDs for USAFE and PACAF). In addition, AETC MRTP funds will not be used for TDY for MTT instructors to and from technical training centers; this is unit funded.
- 2.3.9. Courses that are 20 weeks or longer are considered a PCS and AETC MRTP funds are not authorized for the travel, per diem, lodging or special authorization expenses. All expenses will be charged to the PCS fund citation. Additionally, students are considered to be in a PCS status when attending two or more courses at one location and the courses, combined, are 20 weeks or longer in duration.
- 2.3.10. The travel, per diem, lodging, and special authorization expenses for attendance to AU, Air Force Institute of Technology (AFIT), flying, survival, medical, and command specific courses are not funded with AETC MRTP funds.
- 2.3.11. MRTP funds will not be used for contract/special training (Type 1). (See AFI 36-2201, Vol 2, [Chapter 3](#).)
- 2.3.12. MRTP funds are not authorized for Job Site Training (JST). MRTP funds will not be utilized to send students or instructors to the location where down link is available. Unit funds (Level 2) must be expended.

2.4. Responsibilities. Follow the reporting requirements procedures for new and revised Report Control Symbol (RCS) in AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*.

- 2.4.1. Headquarters Air Force, Director of Learning and Force Development, Training and Requirements Division (HQ USAF/DPLT).
- 2.4.1.1. Establishes MRTP training policy.
- 2.4.1.2. Develops the data call message and ensures the message is sent to HQ AETC/DOR/DOO/FMAT, AF Directed users, MAJCOMs, FOAs, DRUs, and non-AF users.

2.4.1.3. Develops the Program Guidance Letter (PGL) and ensures the draft and final PGLs are sent to HQ AETC/DOR/DOO/FMAT, AF Directed users, MAJCOMs, FOAs, DRUs, and non-AF users.

2.4.1.4. Serves as the Air Staff point of contact on matters relating to MRTP for Air Force military and civilian personnel. Programs and budgets resources needed to conduct the total training program.

2.4.1.5. Provides guidance to AETC regarding total funds available for MRTP, based on training priorities.

2.4.1.6. Informs all levels of leadership and management on the purpose, objectives and processes of the MRTP.

2.4.1.7. Provides guidance to AETC to satisfy program requirements and resources to meet contingency operations.

2.4.2. Air Force Career Field Managers provide guidance and criteria to command functional communities to help them identify requirements for specialized skills training in support of the career field.

2.4.3. AETC.

2.4.3.1. HQ AETC/DOR, Resources Division.

2.4.3.1.1. Builds MRTP budget requirements in POM submissions funding a specific number of allocations.

2.4.3.1.2. Works in conjunction with HQ AETC/FMA to establish unfunded requirements during the Financial Plan, Initial Distribution and Budget Execution Reviews.

2.4.3.1.3. HQ AETC/DOR/FMA will develop proposed distribution of MRTP funded allocations and initiate and coordinate action with HQ USAF/DPLT to amend the Funded MRTP PGL when funds approved by the Air Force Corporate Structure (See AFI 16-501, *Control and Documentation of Air Force Programs*) will not support execution of training requirements.

2.4.3.1.4. Program requirements and any associated disconnects in the Program Objective Memorandum (POM).

2.4.3.1.5. Assist HQ AETC/DOO with the management and oversight of the MRTP.

2.4.3.2. HQ AETC/DOO, Technical Training Division.

2.4.3.2.1. Collect, consolidate and forward the training requirements listing to HQ USAF/DPLT in accordance with the annual MRTP data call message (RCS: HAF-DPL (A) 7107, *Military and Technical Program and Status Report*).

2.4.3.2.2. Manage the MRTP.

2.4.3.2.3. Provide a quarterly report of all technical training post-pipeline training requirements execution, including MRTP, to HQ USAF/DPLT, HQ AETC/FMA/DOR, MAJCOMs, FOAs, DRUs, and non-Air Force TRQIs to include MRTP-funded and unit-funded allocations allocated and used by TRQI (RCS: HAF-DPL (A) 7107, *Military and Technical Program and Status Report*).

2.4.3.2.4. Monitor, on a quarterly basis, total program execution of allocations (AF Directed and MAJCOM Mission) to prevent over/under utilization by program users.

2.4.3.2.5. Provide day-to-day management, oversight and accountability of the MRTP.

2.4.3.2.6. Ensure maximum utilization of allocations. Unexecuted allocations may be redistributed within the following timelines. If not sub-allocated by the TRQI owner, AETC/DOO will notify the TRQI owner at the time of redistribution.

NET 60 days for Type 5, Other US Government Agency Operations Training Courses

NET 45 days for Type 4, Field Training Courses

NET 30 days for Type 2, AETC Resident Special Training or Type 3, AETC Resident Regular Training Courses

2.4.3.2.7. Although the preferred procedure is for TRQI owners to adjust requirements in the system, AETC/DOO may when necessary and with coordination of the TRQI owner, adjust the number of seats allocated for TRQIs to conform to the AF/DPL Program Guidance Letter or to initial distribution of MRTP funds.

2.4.3.3. Financial Analysis Division (HQ AETC/FMA).

2.4.3.3.1. Prepare the AETC budget submission, in coordination with HQ AETC/DOR, for Financial (FIN) Plans, Initial Distribution Budget Execution Reviews (BER), End of Year Spend Plan, End of Year Close Out, and various cost exercises (e.g., impact of lodging, per diem increases) for the AETC MRTP.

2.4.3.3.2. Track the MRTP expenditures, monitor funded execution rates and track the actual allocations used per travel orders.

2.4.3.3.3. Compute the average cost to send a student TDY to an AETC owned, operated or controlled formal training course.

2.4.3.3.4. Convert funds into allocations based on funding approved by the Air Force Corporate Structure and average cost per student, and release to HQ AETC/DOO in coordination with HQ AETC/DOR.

2.4.3.3.5. 12 CPTS/FMFLT will issue fund cites for travel, per diem and lodging for non-pipeline students.

2.4.3.3.6. HQ AETC/FMA will:

2.4.3.3.6.1. Prepare a funded MRTP letter and send to HQ AETC/DOO at initial distribution.

2.4.3.3.6.2. Identifies execution year funding shortfalls, which may drive the reduction of quotas to HQ AETC/DORB

2.4.4. Headquarters Air Force Personnel Center, Director of Personnel Operations (HQ AFPC/DPPAT) will manage the overall development and integration of the AF Military Personnel Data System (MILPDS)/OTA and provide HQ AETC/DOO/DOR with utilization data needed for monitoring and/or reallocating funded class allocations. HQ AFPC/DPPAT is OPR for all TRQI implementation. TRQIs must contact AFPC/DPPAT to gain system access.

2.4.5. MAJCOM/DRU/FOA.

2.4.5.1. Commanders (Unit, Wing, and MAJCOM) ensure a rigorous review and validation of annual requirements and maximum utilization of limited training resources. They ensure all MRTP-funded requirements are crucial to the accomplishment of the mission and personnel attending courses meet quality force and ETCA pre-requisite requirements.

2.4.5.2. Provide appointment of TRQI Manager (Primary/Alternate) letters to AETC/DOO to maintain current points of contact information (refer to [Attachment 3](#), TRQI Manager Appointment Letter).

2.4.5.3. Will not establish enlisted/officer requirements in initial skills courses.

2.4.5.4. Director of Personnel (DP) Force Development (DPs or Equivalent).

2.4.5.4.1. Establish a command process involving base-level units, FMs and commanders in identifying and validating mission essential, executable training requirements.

2.4.5.4.2. Notify FMs, wing, and unit commanders of the annual screening for formal training requirements.

2.4.5.4.3. Consolidate all training requirements and enter them into MILPDS/OTA by the date specified in the AF/DPL data call message. If MRTP funding needs exceed the level of the PGL baseline, as posted on the AETC/DOO MRTP web site, submit request for increase for Level 1 and/or Level 2 priority baseline to AETC/DOO. Use AF Form 3933, MAJCOM Mission Training Request, under cover of a MAJCOM (or equivalent) DP memorandum justifying the need.

2.4.5.4.4. Each TRQI manager is responsible to ensure that an allocation is not deleted from the system once the student has entered or been sent to class. Funding is tied to each Training Line Number (TLN) and deletion in OTA will cause the member to not be reimbursed. A new TLN and allocation must be reissued if the student is sent again to the same class. The MPF must ensure that the student is not kept on medical, administrative hold, reclassification, or washback, etc. to exceed seven days without amendment of orders and prior coordination with HQ AETC/FMAT for financial impact.

2.4.5.4.5. Monitor utilization and return unused allocations to HQ AETC/DOO for reallocation to other training shortfalls. Return unused allocations according to the following timeline:

NLT 60 days for Type 5 Courses

NLT 45 days for Type 4 Courses

NLT 30 days for Types 2 and 3 Courses

NOTE: HQ AETC/DOO can redistribute allocations not sub-allocated by the above timelines. AETC/DOO will notify the TRQI Manager at the time of redistribution.

2.4.5.5. Air Force Directed TRQI Managers, MAJCOM, FOA, DRU Functional Managers will:

2.4.5.5.1. Conduct an annual screening of specialized skills training requirements and involve base-level units and AFCFMs in identifying and validating training needs.

2.4.5.5.2. Consolidate all functional training requirements and forward them to the MAJCOM, FOA, or DRU DPs for final assessment.

2.4.5.5.3. Maintain a copy of the functional annual submission until allocations are received from the MAJCOM, FOA, or DRU DP or equivalent.

2.4.5.5.4. Monitor the utilization of allocations on a monthly basis.

2.4.5.6. Base-level Functional Managers.

2.4.5.6.1. Identify their training requirements using the AF Form 3933 and the Priority Ranking System, [Attachment 4](#), if requested Level 1 (Air Force funded) requirements exceed the Approved PGL baseline. Ensure all AF Forms 3933 are certified as valid mission-essential requirements by the commander, as designated by the MAJCOM, FOA, or DRU but no lower than unit level.

2.4.5.6.2. Forward training requirements through the commander (as designated by the MAJCOM but no lower than unit level) to the MAJCOM FMs. Base requirements on the "actual" number of personnel that require the training and can be released to attend the requested courses (executable requirement).

2.5. MRTP Program Guidance Letter (PGL) Development.

2.5.1. All MAJCOMs, DRUs, FOAs, Air Force Directed TRQI Managers, and non-Air Force TRQI managers are tasked annually to screen for and submit their training requirements for courses, which AETC programs and allocates training quotas.

2.5.2. The MRTP PGL is an Air Force document reflecting validated training requirements. The MRTP PGL identifies the post-pipeline technical training requirements submitted by the Air Force Directed TRQI Managers, MAJCOMs, FOAs, DRUs, and non-AF TRQI Managers. AETC prepares MRTP PGL manpower and funding cost estimates. The MRTP PGL serves as the official tasking document for AETC planners and resource programmers to acquire the necessary resources to accomplish the tasking. The MRTP PGL is a process that aligns the Air Force requirements with the Planning, Programming, and Budgeting System (PPBS). Monitoring execution and ensuring Air Force Directed TRQI Managers, MAJCOMs, FOAs, DRUs and non-AF users match their training requirements to the MRTP PGL refines the entire process. AETC will use the data in this document for budget submissions as part of the POM. This MRTP PGL information will be processed through the Air Force Corporate Structure for funding.

2.6. MRTP Out-of-Cycle Training Request. Air Force Directed TRQI Managers, MAJCOMs, FOAs, and DRUs may initiate supplemental requests in addition to the annual submission of projected training requirements when unforeseen requirements arise subsequent to the annual screening submission. An out-of-cycle request is a new requirement or a change that occurs after the funded MRTP PGL is published. *NOTE: This is provided by an Amended PGL that results in a change to the AETC resource baseline. Procedures are accomplished reflective of the Draft and Approved PGL.* In these events, it is imperative TRQI managers submit the requirements as soon as possible. This includes loading the requirements into OTA and submitting a hard copy, along with the AF Forms 3933, to HQ AETC/DOO for all Level 1 requirements. AETC's ability to program additional requirements depends on availability of funds or cancellation of other programmed requirements. (See [Attachment 5](#), MRTP Out-of-Cycle Training Request, for additional guidance).

2.7. Special Authorizations.

2.7.1. When AETC authorizes other organizations to cite AETC funds in orders, this authorization is only for normal travel, per diem and lodging that will accrue on the order for non-pipeline student allowances. The issuing or approving official must request and receive prior approval from HQ AETC/DOO for the additional expenditure before including special authorizations in orders that utilize AETC funds. Special authorizations include, but are not limited to, rental cars, vicinity mileage and travel by privately owned conveyance when requested as more advantageous to the government. Requests are evaluated on a case-by-case basis. Special authorizations will not be approved strictly for the convenience of the member.

2.7.2. HQ AETC/DOO is the point of contact (POC) for space, missile, technical, and 7-level training special authorization requests. All individuals requesting special authorizations involving the use of AETC funds will submit their requests through their servicing Military Personnel Flight (MPF) formal training section. HQ AETC/DOO will process requests in order of receipt, usually within three duty days. Special authorizations for flying, medical, survival, AFIT (Civilian Institution School), Defense Acquisition University, and Air University have other POCs and need not be sent to AETC/DOO.

2.7.3. In a memorandum for record, requests must include the member's full name, Social Security Number (SSN), course number, class start and graduation dates, full justification, and a POC with telephone and fax numbers. Requests should be received NLT seven duty days prior to class start date.

2.7.3.1. Students/Travelers must provide a non-availability statement if billeted off base and requesting a rental car or vicinity mileage. Vicinity mileage requests may be approved and will be processed upon the completion of the course.

2.7.3.2. Students/Travelers must provide a copy of TDY orders (both front and back) to AETC/DOO, if published.

2.7.3.3. Prior to class start date, students must refer to <http://www.dtic.mil/perdiem> for the availability of service lodging and dining facilities at each installation.

2.7.3.4. Rental cars are issued one per five AETC-funded students per class and are authorized on a first come, first served basis.

2.7.3.5. If approved, vicinity mileage is paid for training days only and is defined as the distance to/from school; the distance from the off-base quarters to training location. Example: Four miles from hotel to base x 2 = 8 round trip miles x training days.

2.7.3.6. Vicinity mileage may not be authorized if government transportation has been provided by AETC/DOO, i.e., maximum rental cars have been provided for a class.

2.7.3.7. Approval of special authorizations must be received by HQ AETC/DOOA prior to travel of the trainee and stated in the member's travel orders (except vicinity mileage requests). If not, amendments to member's orders will be accomplished.

2.7.3.8. Members traveling by air requiring additional clothing because training extends over two seasons MAY be authorized excess baggage.

2.7.3.9. Members who drive their Privately Owned Vehicles (POV) are not authorized shipment of household goods or Do IT Yourself (DITY) moves. Members who PCS with TDY enroute may request shipment of household goods under PCS funds and not MRTP TDY funds.

2.7.3.10. Requests for shipment of household goods/DITY moves for TDY personnel are usually disapproved. All required items should already be at the training location. Approval MAY be granted for shipment of household goods/DITY moves if a member is housed in field conditions.

Chapter 3

SPECIAL TRAINING

3.1. Background. The Air Force uses special training, which is normally Type 1 (contract) training, when regular training programs cannot satisfy the unique training requirements of a new system.

3.2. Identifying, Managing, and Funding Special Training. As the Air Force single manager for all special training programs, AETC determines whether government agency or contractor conducted training best serves the needs of the Air Force (refer to **Table 3.1.**, Organizations Responsible for Funding, Managing, and Administering Special Training).

3.2.1. Funds to procure special training may be Procurement (3010, 3020, 3080), Operations and Maintenance (O&M) (3400), or Research and Development (R&D) (3600) for Type 1 training only. The using command and the acquisition agency fund special training and the travel and daily costs required in support of a system-specific program.

3.2.2. The using command funds special training to support non-system specific programs.

3.2.3. The respective government funds security assistance training via a separate training line in the Letter of Offer and Acceptance (LOA).

3.3. Responsibilities.

3.3.1. Director of Learning and Force Development (HQ USAF/DPL) oversees policy and planning for special training and serves as the Air Staff POC for special technical training for Air Force personnel.

3.3.2. The Chief of Education Division (HQ USAF/DPLE) oversees training policy and planning for Air Force civilian employees.

3.3.3. The Director of Budget (HQ USAF/FMB) supervises special training funds, to include budgeting, allocating, and accounting tasks, according to AFD 65-6, *Budget*.

3.3.4. AETC will:

3.3.4.1. Help the using MAJCOMs, other services, joint or combined commands, and foreign governments identify special training needs when HQ USAF authorizes such action under the Security Assistance Program.

3.3.4.2. Validate requests for special training (except for recurring enroute training or operational flying training), decide the most economical and efficient methods to meet needs and requirements, provide or contract for special training, review the necessity of training, and determine if enough funds are available to support the training when training needs require contracting.

3.3.4.3. Survey users to obtain future requirements forecasts, validate and processes out-of-cycle and emergency requests, and help using MAJCOMs develop and validate non system-specific special training requirements.

3.3.4.4. Help the Training Planning Team (TPT) develop the System Training Plan (STP) and set allocations to support system-specific training requirements.

- 3.3.4.5. Negotiate, write and implement contracts for special training or prepare and approve training statements of work (SOW) and contract line items for inclusion in defense system acquisition requests for proposal. Approve contractors' proposals for preparing and conducting special training and provide technical surveillance of contractor performance.
 - 3.3.4.6. Determine the entry requirements for special training and, if necessary, coordinate the preparation of an entrance examination.
 - 3.3.4.7. Issue reporting instructions and allocation allocations through the MILPDS/OTA.
 - 3.3.4.8. Maintain proper management information including: cost, student production, and training quality.
 - 3.3.4.9. Maintain an audit trail of contracted training for security assistance training and all USAF-funded training in support of DODD 5000.1, *Defense Acquisition*, March 15, 1996, operations and maintenance training, International Military Education and Training (IMET) and grants-in-aid.
- 3.3.5. Plan, program, fund, and control special training requirements and help the acquisition agency develop training requirements for new systems and programs in which the MAJCOMs participate.
- 3.3.6. The using unit receives special training allocations and reporting instructions, fills allocations, prepares orders, and administers training according to the ETCA.

3.4. Waivers.

- 3.4.1. A waiver is not required to embed training in an initial acquisition contract.
- 3.4.2. Waivers are required to embed training in follow-on acquisition contracts. The waiver will include: Name and total cost of Acquisition Contract; estimated cost of the training portion of the contract by fiscal year, course cost, TDY costs; and number of personnel to be trained by fiscal year, by category (i.e. DOD Military, DOD Civilian, and others). Include a MAJCOM statement of availability of O&M funds to pay for requested contract training and associated travel/Per Diem costs. If waiver is approved, MAJCOMs will finance related contract training, travel, and per diem.
- 3.4.3. The requester will forward the waiver request to their respective MAJCOM.
- 3.4.4. The MAJCOM will forward the waiver request to HQ AETC/DOR, for approval.

Table 3.1. Organizations Responsible for Funding, Managing, and Administering Special Training.

	A	B	C	D	E	F	G
L I N E	If Training Supports:	Acquisition Agency	R T O	User	US Govt	Foreign Country	AETC
1	RDT&E	X					
2	IOT&E		X				
3	FOT&E and QOT&E	X					
4	O&M	X		X			X
5	Follow-on Aircrew			X			
6	IMET and Grants-in-Aid				X		
7	SATP Sales					X	
8	Follow-on Tech Training						X
9	System Specific Training			X			X
10	System Specific Training-Unique to MAJCOM				X		
11	Non-System Specific Training Command Unique			X			

NOTES:

1. The acquisition agency funds procurement of training supporting system-specific special training.
2. The using MAJCOMs O&M fund travel and per Diem supporting non system-specific special training.
3. AETC does not fund or manage contractor personnel attending special training. Contractors process requests for special training through the DLA to the acquisition agency.

Chapter 4

STUDENT PRODUCTION REPORTING

4.1. General Information. Student production data will be reported for all institutionalized formal education and training programs for the BES, President's Budget (PB), and the Military Manpower Training Report (MMTR). (RCS: HAF-DPL (A) 7107, *Military and Technical Program and Status Report*). The reporting requirements for BES and PB are exempt from licensing in accordance with AFI 33-324.

4.1.1. Requirements, with the exception of the requirements determined by HQ USAF/DPLT, will be developed, validated and processed through the MAJCOMs and, where possible, should use the MILPDS/OTA. Student production data should include requirements from other Services, DOD, Non-DOD, and Non-US users of AETC programs. AETC schools will determine entry, graduates, training loads, and workloads for each Program Element or MMTR Category.

4.1.2. Medical student production data will not be included in BES or PB but will be included in the MMTR report.

4.1.3. Submission of student production data for the BES and PB will use the budget exhibit formats prescribed by SAF/FMC. The *Handbook of Military Manpower Training Report Procedures (89-014)* will be used to report student production for the MMTR Report.

4.1.4. Each AETC reporting source will ensure that student production levels developed for the budget exhibits can be produced with the O&M funds requested in the budget.

4.1.5. All Technical Training (Type 6) courses will be identified by a five-character prefix on the course number as specified in ETCA.

4.1.6. All ADL courses and the names of students taking ADL courses are entered into the MILPDS OTA system. Student production is reported for officers, enlisted and civilian for each Service component (Active Duty, Reserve, Guard). All remaining students will be reported in an "all others" category.

4.2. Responsibilities.

4.2.1. HQ USAF/DPLT reviews and verifies final student production data for submission in BES, PB, and MMTR.

4.2.2. USAF School of Aerospace Medicine compiles and validates student production data for medical programs conducted at Brooks AFB, TX.

4.2.3. AETC annually reports all formal resident and distance learning student production (RCS: HAF-DPL (A) 7107, *Military and Technical Program and Status Report*).

4.2.3.1. HQ AETC/DO compiles all AETC flying and technical training student production data for the BES, PB, MMTR, and data submissions to HQ USAF/DPLE.

4.2.3.2. HQ AETC/ED compiles all officer and enlisted PME production to include CONUS and NON-CONUS schools.

4.2.4. The following organizations are responsible for final validation of student production data for the BES, PB, and MMTR for their area of responsibility:

4.2.4.1. HQ USAF/DPL. Recruit Training, General Skills Training, Educational Services, Professional Military Education, Professional Continuing Education, Graduate Education, Special Programs, voluntary education program and Distance Learning programs. Officer Acquisition programs: AF Academy, Preparatory School, Officer Training School, Senior ROTC, Junior ROTC, and Airman Education Commissioning Program (AECP).

4.2.4.2. HQ USAF/XOO. All flying programs: Specialized Undergraduate Pilot Training (SUPT), Specialized Undergraduate Navigator Training (SUNT), EURO NATO Joint Jet Pilot Training (ENJJPT), Flight Screening, Advanced Flying, Survival programs, and other flying programs.

4.2.4.3. HQ ANG/DPD. Area of responsibility for all above programs that have Guard requirements.

4.2.4.4. HQ AF/REPP. Area of responsibility for all above programs that have Reserve requirements.

Chapter 5

MILITARY KNOWLEDGE AND TESTING SYSTEM (MKTS)

5.1. General. This chapter identifies and defines the components of the MKTS and assigns responsibility for their development and the development of AFPAM 36-2241, Volume 1, *Promotion Fitness Examination*, and Volume 2, *USAF Supervisory Examination Study Guides*. It further defines the requisition and issue of the study guides. *NOTE:* This chapter does not apply to the ARC.

5.2. Scope. The MKTS supports an individual study program for promotion testing. It applies to all active duty enlisted members in the grades E-4 through E-8 preparing for promotion testing under the Weighted Airman Promotion System (WAPS) or the Senior NCO Promotion Program. It also applies to E-3s preparing for senior airman below-the-zone promotion consideration. The MKTS consists of three parts: examinations, study guides, and the Military Knowledge List (MKL).

5.2.1. Examinations: Promotion Fitness Examination (PFE) and USAF Supervisory Examination (USAFSE).

5.2.1.1. Study Guides: AFPAM 36-2241, Volume 1, *PFE Study Guide*; AFPAM 36-2241, Volume 2, *USAFSE Study Guide*.

5.2.1.2. All PFE questions are referenced to AFPAM 36-2241, Volume 1. It is the only study guide required to prepare for the PFE. The PFE assesses relative levels of required NCO knowledge. The PFE provides a percentage score that is used, in part, to calculate the WAPS score.

5.2.1.3. All United States Air Force Supervisory Examination (USAFSE) questions are referenced to AFPAM 36-2241, Volumes 1 and 2. They are used to prepare for the USAFSE. The USAFSE assesses relative levels of required knowledge for senior master sergeant and chief master sergeant (CMSgt). The USAFSE provides a percentage score that is considered with other factors in the Senior Noncommissioned Officer (NCO) Promotion Program.

5.2.2. The MKL.

5.2.2.1. MKL Subject-Knowledge Code Key (included in Volume 1). This key defines the scale value of the codes that are derived from Bloom's Taxonomy (AFMAN 36-2236, *Guidebook for Air Force Instructors*). The codes are defined as:

5.2.2.1.1. K - Knowledge. The recall and recognition of previously learned material (facts, theories, etc.) in essentially the same form as presented.

5.2.2.1.2. C - Comprehension. Seeing relationships, concepts and abstractions beyond the simple remembering of material. Typically involves translating, interpreting and estimating future trends.

5.2.2.1.3. A - Application. The ability to use learned material in new and concrete situations, including the application of rules, methods, concepts, principles, laws, and theories.

5.2.2.2. Required Knowledge. The MKL outlines the required military knowledge NCOs should have to perform in the grades of staff sergeant through chief master sergeant. The letter code under each grade indicates the knowledge level required for successful performance at that grade as determined by Senior Enlisted Leadership, primarily the MKTS Advisory Council.

5.2.2.3. Test developers are encouraged to use the MKL to determine the subject knowledge level at which PFE and USAFSE questions should be written.

5.3. Responsibilities.

5.3.1. The MKTS Advisory Council.

5.3.1.1. Advises the Chief Master Sergeant of the Air Force (CMSAF); Directorate of Learning and Force Development, Training and Requirements Division (HQ USAF/DPLT); and Professional Development Flight (AFOMS/OMP) on matters pertaining to the MKTS.

5.3.1.2. The CMSAF chairs the council with the following membership:

5.3.1.2.1. MAJCOM Command Chief Master Sergeant (CCM) and selected FOA and DRU CCMs.

5.3.1.2.2. One observer from HQ USAF/DPLT.

5.3.1.2.3. One observer from Personnel Testing Branch (HQ AFPC/DPPAPE), Air Force Printing Office (SAF/AAD) and the Occupational Test Development Flight.

5.3.1.2.4. AFOMS/OMP Flight Chief, Superintendent, volume managers, and a representative from Air Force Occupational Measurement Squadron (AFOMS).

5.3.1.3. The AFOMS representative serves as the permanent secretariat for the council, prepares minutes, collects and coordinates proposed changes to the MKTS, and archives related correspondence and documentation.

5.3.1.4. The council assembles within six months following the effective date of AFPAM 36-2241, Volumes 1 and 2.

5.3.1.5. The council acts upon proposed changes to the MKTS and sanctions a proposed change when a majority of the council approves the change.

5.3.2. HQ USAF/DPLT ensures there is no conflict between the MKTS and current curricula of NCO PME resident and associate courses, and acts as a consultant to the MKTS Advisory Council.

5.3.3. AFOMS/OMP.

5.3.3.1. Controls the content, format, composition, publication, requisition, and printing of AFPAM 36-2241, Volumes 1 and 2.

5.3.3.2. Organizes the MKTS Advisory Council workshops.

5.3.3.3. Develops, edits, and coordinates the MKL with the MKTS council members.

5.3.3.4. Identifies OPR and requests written contributions reflecting the MKTS council's decisions.

5.3.3.5. Staffs written contributions to AFPAM 36-2241 through senior personnel of the offices making those contributions.

5.3.3.6. Reviews the pre-publication manuscript of the MKL chapter and submits changes to HQ USAF/DPLE according to AFI 37-160, Volume 1.

5.4. Requisition and Issue.

5.4.1. Each organization is responsible for determining the correct number of PFE and USAFSE study guides. The squadron commander will appoint a responsible individual to order these guides. Using the unit-manning roster to determine the correct number based on personnel authorized or assigned, whichever is greater.

5.4.2. Issue copies of the study guide as follows: One copy of AFPAM 36-2241, Volume 1, is authorized for every enlisted (airmen basic through chief master sergeant). One copy of AFPAM 36-2241, Volume 2, to each master sergeant through chief master sergeant.

Chapter 6

FORMS PRESCRIBED

6.1. Forms Prescribed. AF Form 3933, MAJCOM Mission Training Request.

ROGER M. BLANCHARD
Assistant DCS/Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DODD 1322.18, *Military Training, January 9, 1987, with change 1*

DODD 5000.1, *The Defense Acquisition System, October 23, 2000*

DODI 1322.20, *Development and Management of Interactive Courseware (ICW) for Military Training, March 14, 1991, with change 1*

AFPD 36-22, *Military Training*

AFPD 65-6, *Budget*

AFI 16-501, *Control and Documentation of Air Force Programs*

AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public and Interagency Air Force Information Collections*

AFMAN 36-2105, *Officer Classification*

AFMAN 36-2108, *Enlisted Classification*

AFMAN 36-2236, *Guidebook for Air Force Instructors*

AFMAN 37-139, *Records Disposition Schedule*

AFPAM 36-2241, Vol 1-2, *Promotion Fitness Examination, Study Guide/USAF Supervisory Examination Study Guide*

ETCA, *Education and Training Course Announcements*

AETCI 36-2203, *Technical and Basic Military Training Development*

Handbook of Military Manpower Training Report Procedures (89-014)

Abbreviations and Acronyms

ACOT—Advanced Communications-Computer Officer Training

ADL—Advanced Distributed Learning

ADSS—AETC Decision Support System

AECP—Airman Education Commissioning Program

AETC TM—Air Education and Training Command Training Manager

AETC TPM—Air Education and Training Command Training Pipeline Manager

AETC—Air Education and Training Command

AF—Air Force

AFCESA—Air Force Civil Engineering Services Agency

AFCFM—Air Force Career Field Manager

AFD—Air Force Directed
AFI—Air Force Instruction
AFIADL—Air Force Institute for Advanced Distributed Learning
AFIT—Air Force Institute of Technology
AFJQS—Air Force Job Qualification Standard
AFMAN—Air Force Manual
AFMDS—Air Force Manpower Data System
AFOMS—Air Force Occupational Measurement Squadron
AFPAM—Air Force Pamphlet
AFPC—Air Force Personnel Center
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
AFS—Air Force Specialty
AFSC—Air Force Specialty Code
ANG—Air National Guard
ART—Air Reserve Technicians
AU—Air University
BER—Budget Execution Reviews
BMT—Basic Military Training
CCM—Command Chief Master Sergeant
CDC—Career Development Course
CFETP—Career Field Education and Training Plan
CMSAF—Chief Master Sergeant of the Air Force
COTS—Commercial Off the Shelf
DAF—Department of the Air Force
DITY—Do IT Yourself
DLA—Defense Logistics Agency
DOD—Department of Defense
DODD—Department of Defense Directive
DODI—Department of Defense Instruction
EFMP—Exceptional Family Member Program
ENJJPT—EURO NATO Joint Jet Pilot Training

E&T—Education and Training
ETCA—Education and Training Course Announcements
FEQS—Field Evaluation Questionnaire Summary
FIN—Financial
FOA—Field Operating Agency
FOT&E—Follow-on Operational Test and Evaluation
FY—Fiscal Year
GAS—Graduate Assessment Survey
HQ—Headquarters
ICW—Interactive Courseware
IMET—International Military Education And Training
IOT&E—IOT&E Initial Operational Test and Evaluation
IPT—Integrated Process Team
JAG—Judge Advocate General
JST—Job Site Training
JTR—Joint Travel Regulations
LOA—Letter of Offer and Acceptance
MFM—Major Command Functional Manager
MILPDS—Military Personnel Data System
MKL—Military Knowledge List
MKTS—Military Knowledge and Testing System
MMTR—Military Manpower Training Report
MRT—Mission Readiness Training
MRTTP—Mission Readiness Training Program
MTT—Mobile Training Team
MWR—Morale, Welfare and Recreation
NAF—Non-appropriated fund
NPS—Non-prior Service
O&M—Operations and Maintenance
OJT—On-the-Job Training
OPR—Office of Primary Responsibility
OSD—Office of the Secretary of Defense

OSR—Occupational Survey Report
OTA—Oracle Training Administration
OTS—Officer Training School
PB—President’s Budget
PCS—Permanent Change of Station
PEM—Program Element Monitor
PFE—Promotion Fitness Exam
PGL—Program Guidance Letter
POC—Point of Contact
POM—Program Objective Memorandum
POV—Privately Owned Vehicle
PPBS—Planning, Programming, and Budgeting System
P&T—Personnel and Training
QOT&E—Qualification Operational Test and Evaluation
R&D—Research and Development
RDTE—Research, Development, Test, and Evaluation
RI—Reporting Identifier
ROTC—Reserve Officer Training Corps
SATP—Security Assistance Training Program
SDI—Special Duty Identifier
SES—Senior Executive Service
SOW—Statements of Work
SPM—Service Program Manager
STP—System Training Plan
SUNT—Specialized Undergraduate Navigator Training
SUPT—Specialized Undergraduate Pilot Training
TD—Training Detachment
TDY—Temporary Duty
TLN—Training Line Number
TPR—Trained Personnel Requirements
TPS—Training Planning System
TPT—Training Planning Team

TRQI—Training Requester Quota Identifiers

TSC—Training Status Code

U&TW—Utilization and Training Workshop

UGT—Upgrade Training

USAFA—United States Air Force Academy

USAFSE—United States Air Force Supervisory Examination

WAPS—Weighted Airman Promotion System

Terms

Advanced Training (AT)—Formal course that provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills and knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

Air Force Corporate Structure—Embodies the corporate review process for HQ USAF. The primary groups of the Corporate Structure are the Air Force Council, the Air Force Board, the Air Force Group, the fourteen Mission and Mission Support Panels, and Integrated Process Teams. This structure increases management effectiveness and improves cross-functional decision-making by providing a forum in which senior Air Force leadership can apply their collective judgment and experience to major programs, objectives, and issues. This process balances programs among mission areas, between force structure and support, and between readiness and modernization. Only military or Department of Defense civilian personnel assigned to the Air Staff or Office of the Secretary of the Air Force may serve as members of the corporate structure.

Air Force Specialty—A group of positions (with the same title and code) that require common qualifications.

Allocation—A class seat reserved for a specific program user at their request.

Amended PGL—An amendment to the Funded PGL and reflects changes in the AF tasking to AETC resulting in a change to the AETC resource baseline. To arrive at the Amended Funded PGL, the same basic process is followed as with Draft and Approved PGLs.

Approved PGL—Reflects the corporate AF approved training requirements and resources to support execution of the training as reflected in the POM submission to DOD. HQ AETC/DO directs and coordinates actions with HQ staff, 2AF, AU, and HQ AETC/DOR to assess if the Draft PGL is executable within current command baseline. Based on POM inputs, HQ USAF/DPLT submits the Draft PGL with the resource requirements that will make it executable through the E&T IPT, P&T Panel, and corporate board structure. If approved for the POM submission, it is identified as the “Approved PGL”.

Area Support—Field training that a designated training detachment (TD) provides to a unit not receiving support from an on-site field training detachment. The designated TD supports more than one US Air Force installation under this arrangement.

Bridge Course—A formal or informal course of training which allows the individual to expand his/her knowledge in another area of expertise.

Career Field Education and Training Plan (CFETP)—CFETP is a comprehensive core training document that identifies: life-cycle education and training requirements; training support resources, and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear path and instill a sense of industry in career field training.

Continuation Training—Additional advanced training exceeding the minimum upgrade training requirements with emphasis on present or future duty assignments.

Core Task—Tasks the AFCFM identify as minimum qualification requirements for everyone within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

Course Objective List (COL)—A publication derived from initial and advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3- or 7-skill level in this career field. Supervisors use the COL to assist in conducting CFETP graduate evaluations in accordance with AFI 36-2201, *Air Force Training Program*.

Cross Utilization Training (CUT)—Training designed to qualify personnel to perform tasks that are not established requirements in their awarded AFSC.

Distributed Training—Formal courses that a training wing or a contractor develops for export to a field location (in place of resident training for trainees to complete without the on-site support of the formal school instructor).

Draft PGL—Reflects the initial AF training requirements as validated by the E&T IPT. HQ USAF/DPLT develops this document and submits it to HQ AETC/DO.

Education and Training Course Announcement (ETCA)—Contains specific MAJCOM procedures, fund cite instructions, reporting instructions, and listings for those formal courses conducted or managed by the MAJCOMs or field operating agencies (FOAs). The ETCA contains courses conducted or administered by the AF and reserve forces and serves as a reference for the AF, DOD, other military services, government agencies, and security assistance programs. The ETCA has replaced the course announcements found in AFCAT 36-2233, USAF Formal Schools Catalog.

En Route PCS-Associated Training—The training of students undergoing a permanent change of station (PCS) while in temporary duty (TDY) status.

Exportable Course—Instructional packages that personnel design for use in the field. The course may include printed, computer-based, or other audiovisual materials.

Exportable Training—Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

Field Training—Technical, operator, and other training either a TD or field training team conducts at operational locations on specific systems and associated direct-support equipment for maintenance and aircrew personnel.

Fiscal Years Defense Program (FYDP)—Official DOD database and document to capture PPBS updates that compiles forces, manpower, and dollars. FYDP cycle covers a six-year projection initially and ages to five years.

Funded PGL—Reflects DOD support for the AF approved training requirements and resources to support execution of the training. The AF POM, reflecting the resources needed to execute the Approved

PGL, is submitted to DOD/OSD. Upon review and reconciliation with national defense objectives and preliminary budget, the resource baseline to support execution of the PGL is approved or adjusted accordingly. Air Staff, if necessary, adjusts or directs schools to adjust training requirements in the PGL to a level that is executable and matches the resource level. This final PGL is the “Funded PGL” as tasking and resources are reconciled thus allowing for the training to be fiscally executable. Note: Funded PGL baseline numbers may be amended based on AETC initial distribution.

Go/No Go—The stage at which an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision. Meeting the task standard.

Initial Skills Training—A formal school course that results in an AFSC 3-skill level award for enlisted or mandatory training for upgrade to qualified for officers.

Level 1 (Mission Accomplishment) Requirement—[Priority Ranking System Level of Urgency] Training necessary to accomplish the day-to-day mission. In using this rating, commanders are validating training as mission essential. If Air Force cannot support the need, then unit funds will be used.

Level 2 (Mission Enhancement) Requirement—[Priority Ranking System Level of Urgency] Training required to improve mission capability.

Non On-line Users—Organizations who do not have OTA capability.

Out-of-Cycle Training Request—A new requirement or a change to a Funded MRTTP PGL.

On-the-Job Training (OJT)—Hands-on, “over-the-shoulder” conducted to certify personnel in both upgrade (skill level award) and job qualification (position certification training).

Planning, Programming and Budgeting System (PPBS)—Secretary of Defense’s resource management system that is the primary means to control allocation of resources. Identified mission needs (planning), match them with resource requirements (programming), and translate them into budget proposals (budgeting). Aims at achieving the best mix of forces, manpower, materiel equipment, and support.

Proficiency Training—Additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

Program Guidance Letter (PGL)—The Mission Readiness Training Program (MRTTP) Program Guidance Letter (PGL) identifies the post-pipeline technical training requirements submitted by the MAJCOMs, FOAs, DRUs, and non-AF Training Requester Quota Identifiers (TRQIs). It serves as the official tasking document enabling AETC planners and resource programmers to acquire the necessary resources for accomplishment of the tasking. The MRTTP PGL is a process that aligns the Air Force requirements with the Planning, Programming, and Budgeting System (PPBS).

Program Objective Memorandum (POM)—Developed by individual services to set objectives for their forces, weapon systems and logistical support within the fiscal limits assigned to them by the Secretary of Defense. Covers a six-year period.

Quota Type—A two-character code within MILPDS/OTA used to indicate the student's active duty status (i.e., airman, officer, or civilian) and the travel funding status (i.e., AETC-funded, unit-funded, or non-TDY). The particular codes are as follows:

1st Digit (Active Duty Status) 2nd Digit (Travel Funding Status)

A (airman)T (AETC-funded)

O (officer)P (unit-funded)

C (civilian)N (non-TDY)

(NOTE: The "N" funding status is usually used for NPS pipeline students, PCS-length schools 20 weeks or longer, or non-active duty Air Force users).

Resource Constraints—Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

Standard—An exact value, a physical entity, or an abstract concept, the appropriate authority, custom, or common consent sets up and defines to serve as a reference, model, or rule in measuring quantities or qualities, developing practices or procedures, or evaluating results. A fixed quantity or quality.

Sub-allocation—Allocation which a program user has actually programmed a name against.

Training Capability—The ability of a unit or base to provide training. Authorities consider the availability of equipment, qualified trainers, and study reference materials, and so on in determining a unit's training capability.

Training Detachment (TD)—An AETC detachment that provides maintenance-oriented technical training, at an operational location, on specific systems and their aerospace ground equipment. A TD aims to: Qualify personnel on new equipment or in new techniques and procedures, maintain proficiency and to increase skill and knowledge, acquaint personnel with specific systems and keep personnel aware of changing concepts and requirements.

Training Requester Quota Identifier (TRQI)—The TRQI is a four-character communication code within OTA used to convey annual or supplemental training requirements, allocation allocations, allocation confirmations, and student tracking information between a user of training and the provider (owner) of training. TRQIs are assigned to MAJCOMs, FOAs, and DRUs responsible for training accountability of personnel. Only one TRQI is assigned to a functional entity for MRTP.

Upgrade Training (UGT)—Mandatory training which leads to attainment of higher level of proficiency.

Attachment 2**AF FORM 3933, ANNUAL SCREENING CHECKLIST**

A2.1. Use the Annual Screening Checklist, Table A.2.2., when completing AF Form 3933. The checklist indicates the mandatory sections to be completed on AF Form 3933.

A2.2. Forward an AF Form 3933 and the checklist to HQ AETC/DOO for every additional training requirement above the MRT PGL baseline.

Table A2.1. AF Form 3933, Annual Screening Checklist.

Item	Instructions
FY	Indicate Fiscal Year
4. Course Number	(Extracted from the ECTA) SECOND Digit cannot indicate a '1' (Contract Training--AF-DIRECTED) SIXTH Digit cannot indicate a '4' No "F" indicating Flying No AU, M, AFIT, B (Brooks medical courses) No WG
7. Number Reg	Indicate number requested
10. Justification to Support Level of Urgency	Justification
15. Certifier	Signed by Unit Commander or Equivalent

Attachment 3

TRQI MANAGER APPOINTMENT LETTER

MEMORANDUM FOR HQ AETC/DOOA, Randolph AFB, TX 78150

Date

FROM: _____

SUBJECT: Appointment of Training Request Quota Indicator (TRQI) Manager
(Primary/Alternate)

The following individual(s) has/have been appointed as TRQI Manager(s) for the organization listed.
Please direct all matters dealing with TRQIs to the individual(s) listed below.

PRIMARY

NAME: _____ RANK/GRADE: _____

ORG/UNIT: (Complete Mailing Address) _____

EMAIL: _____

PHONE: (DSN) _____ (COMM) _____

ALTERNATE

NAME: _____ RANK/GRADE: _____

ORG/UNIT: (Complete Mailing Address) _____

EMAIL: _____

PHONE: (DSN) _____ (COMM) _____

SUPERVISOR

NAME: _____ RANK/GRADE: _____

ORG/UNIT: (Complete Mailing Address) _____

EMAIL: _____

PHONE: (DSN) _____ (COMM) _____

Signature of Appointing Authority

Printed Name

Position/Title

Please fax to: HQ AETC/DOOA DSN 487-2824

Attachment 4**PRIORITY RANKING SYSTEM LEVEL OF URGENCY**

A4.1. Mission Readiness Training must be prioritized by each MAJCOM and/or organization according to its capabilities to meet the Air Force mission. Use the following priority definitions:

A4.1.1. *Level 1 (Mission Accomplishment) Requirement.* [Priority Ranking System Level of Urgency] Training necessary to accomplish the day-to-day mission. In using this rating, commanders are validating training as mission essential. If Air Force cannot support the need, then unit funds will be used.

A4.1.2. *Level 2 (Mission Sustainment) Requirement.* [Priority Ranking System Level of Urgency] Training required to maintain the Air Force's readiness posture.

Attachment 5**M RTP OUT-OF-CYCLE TRAINING REQUEST**

A5.1. Out-of-cycle changes must be furnished to AETC/DOOP (AETC/SGA for medical and dental courses) through MILPDS/OTA with the same MILPDS/OTA line number as the original request to indicate it is a change to a previous requirement.

A5.2. Out-of-cycle increases for training must be furnished to AETC/DOOP (AETC/SGA for medical and dental courses) through MILPDS/OTA. Simultaneously submit AF Form 3933 to AETC/DOOA for all Level 1 requirements.

A5.2.1. HQ AETC/DOO (DOR for aircrew pipeline training management) will make every effort to use existing class spaces, unexecuted quotas, MTT, or other actions to meet the need. However, if HQ AETC/DOO determines the new training or change request cannot be met without additional resources, they direct the requester to use their appropriate organizational channels and forward their request to the MRTP Program Element Monitor (PEM) at HQ USAF/DPLT.

A5.2.2. Training requests validated by the E&T IPT are forward to HQ AETC/DOO. HQ AETC/DOO, in conjunction with HQ AETC/DOR/FMA, will coordinate actions to assess the command's ability to provide the training within the AETC funding baseline. If additional resources are required, HQ AETC/DOO will compile and forward the necessary information to HQ AETC/DOR/FMA and the requester.

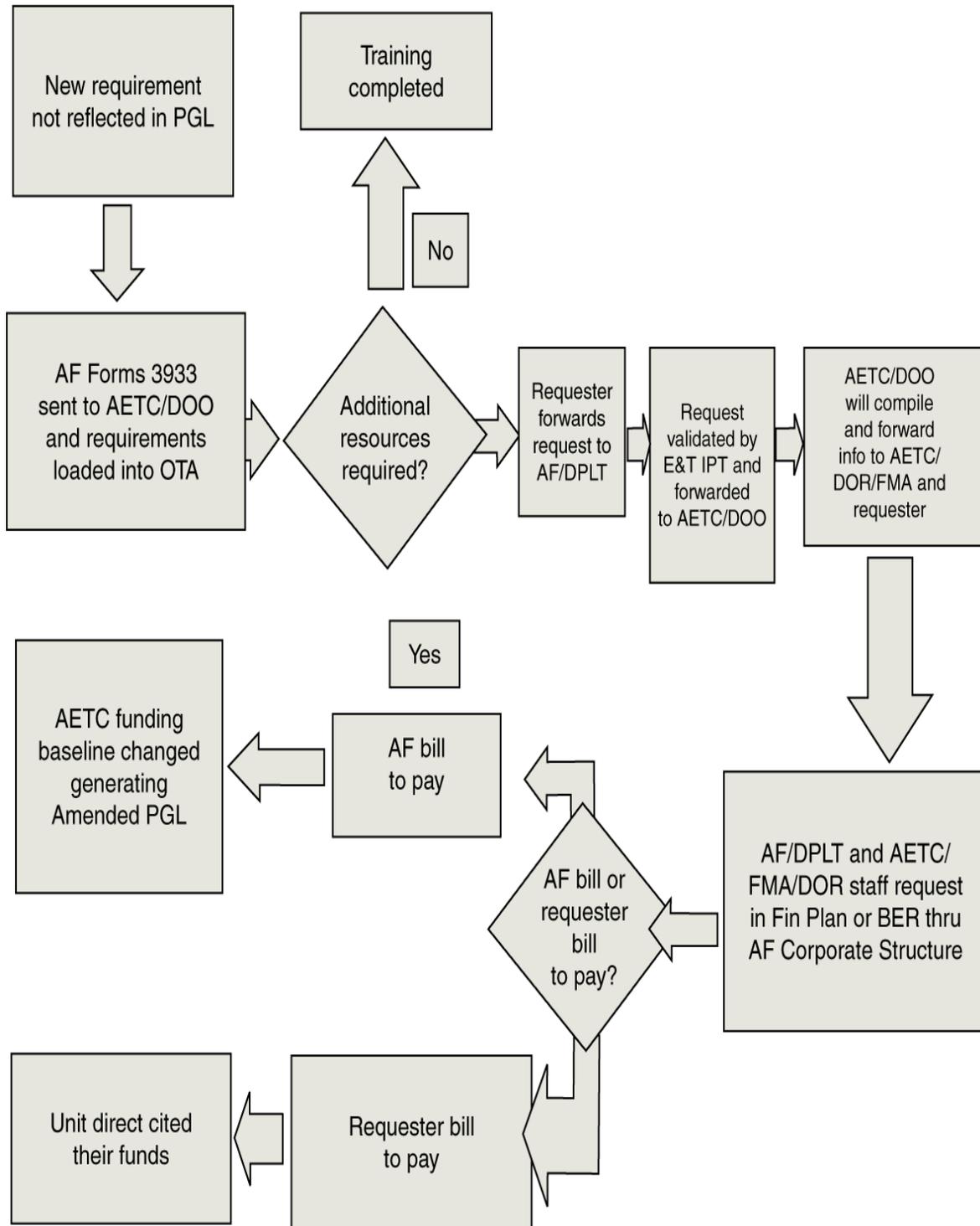
A5.2.3. HQ USAF/DPLT and HQ AETC/FMA/DOR will staff the unfunded request as a FIN PLAN or BER item through the Air Force corporate structure which will determine if the out-of-cycle training request or change is an Air Force bill to pay or requester's bill to pay.

A5.2.3.1. Changes to the AETC resource baseline resulting from the AF funding of a FIN Plan or BER item will be worked between HQ AETC/DOR/FMA and HQ USAF/DPLT. (The Funded MRTP PGL is amended since the AETC funding baseline from Air Force is changed and generates the Amended PGL).

A5.2.3.2. If AF does not fund the request and the requester is willing to fund the requested training, the unit will direct cite their funds.

A5.2.3.3. In either case, the request for increase or change to the funded MRTP PGL must not be validated or scheduled until HQ AETC/DOR/FMA confirms the additional resources are forthcoming.

Figure A5.1. Out-of-Cycle Request Process.



Attachment 6

IC 2004-1 TO AFI 36-2201, VOLUME 2, TRAINING MANAGEMENT

13 JANUARY 2004

SUMMARY OF REVISIONS

This revision incorporates Interim Change IC 2004-1. This change clarifies waiver letter instructions for ANG and Reserve personnel.

OPR: HQ AF/DPLTT (CMSgt Janet Groberski)

Supersedes: AFI 36-2201, Vol 2, 17 Oct 2002

Certified by: HQ USAF/DPLT (Col Nancy Weaver)

1.2.6. Delete third sentence, "The waiver must be indorsed by the AFCFM."

1.4.3.2. Second sentence after the word "Respectively" delete "with endorsement by the AFCFM."