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Personnel

MAINTENANCE TRAINING

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This instruction implements AFPD 36-22, *Military Training*. It establishes procedures for Air Force maintenance training and provides a framework for developing training for aircraft, munitions, missile, and communications-electronics maintenance. Use this instruction with AFI 36-2201, *Developing, Managing, and Conducting Training*. Maintain and dispose of records created as a result of processes described by this instruction IAW AFMAN 37-139, "Records Disposition Schedule."

SUMMARY OF REVISIONS

The standardized numbering system for specialty training and job qualification standards (Table 1) has been revised based upon CAMS task numbering changes. A requirement to use Standard Course Codes for automated training systems such as the Core Automated Maintenance System (CAMS) was added. This AFI also includes a requirement for MAJCOMs to conduct an annual assessment of training detachment courses.

1. Maintenance Training Objective. The objective of maintenance training is to give maintainers the skills and knowledge needed to keep Air Force equipment ready for sustained use in peace, war, and other contingencies. To meet this objective commanders and managers will use combinations of the types of training listed below.

1.1. Initial Skills Training. Use initial skills training at Air Education and Training Command's (AETC) technical training centers as the foundation for task proficiency. Include these elements in initial training; Systems knowledge, Basic technical skills, Three-level task training

1.2. Upgrade Training (UGT)/Qualification Training (QT). Use qualification training to increase the depth and breadth of a technician's proficiency. UGT and QT includes:

1.2.1. Regional Training Centers. Use to provide weapon system training and technical knowledge outside the technical training centers' capability.

1.2.2. Maintenance Qualification Centers. Major commands set up regional or unit maintenance qualification centers to provide hands-on proficiency and qualification training.

1.2.3. Career Development Courses (CDC). Use CDCs to build on basic knowledge provided in initial skills training.

1.2.4. Mission Readiness Training (Temporary Duty (TDY) to School.) AETC or contractor TDY-to-school training is expensive, so use it only for highly specialized, in-depth training not available elsewhere.

1.2.5. Distance Learning Training. Includes sound-slide, video, paper-based, computer-based, interactive, and satellite-delivered media. Use to build the foundation of theory and systems knowledge needed for advanced skills.

1.2.6. Qualification Training. Use qualification training to give technicians the knowledge and skills they need to maintain new equipment or perform in a new duty position.

1.2.7. Air Force Engineering and Technical Services (AFETS) courses. Provides classroom training and hands-on maintenance practical skills.

1.2.8. 7-Level Craftsman Courses. Use to update technical and production skills and to broaden understanding of related career fields and missions.

2. Building the Best Training Plan. Choose the type training appropriate to the task and the technician. Remember, the most effective training takes place away from the pressures of the production environment. Use AETC resources first before committing operational resources to training. Although some tasks should be taught away from the production environment, OJT may still be appropriate for many tasks.

2.1. OJT. Traditional OJT is the foundation of Air Force training and is highly encouraged and recommended in many training situations. When OJT is needed, commanders should make sure the training is:

2.1.1. Clearly defined.

2.1.2. Systematic.

2.1.3. Properly supervised

2.1.4. In compliance with AFI 36-2201, *Developing, Managing, and Conducting Training*.

2.2. Distance Learning (DL) Training. Focus DL training on:

2.2.1. Increasing student knowledge and retention.

2.2.2. Decreasing the number of instructors.

2.2.3. Reducing training time and dependence on operational equipment for training. Standardize computer-based training hardware and software where practical. See DoD Instruction 1322.20, *Development and Management of Interactive Courseware (ICW) for Military Training*, March 14, 1991, for more guidance.

2.3. Exercises. Technical training courses (detachment training, contractor courses, and other formal training courses) have priority during peacetime exercises.

2.4. Planning Maintenance Training During Acquisition. Planning for technical training from initial skills through the advanced training stage is an integral part of the acquisition process. Plan the resources and equipment needed for quality maintenance training away from the operational environment. Plan to use OJT to integrate formal training into the daily mission.

3. Evaluating Training. Be conservative in evaluating trainees. Declaring them ready too early can undermine their confidence and compromise equipment. Build job discipline early to improve the trainee's competence, chances for success, and job satisfaction. Base your evaluation on observation, not documentation.

3.1. Annual Unit Training Assessments. Annual unit training assessments will be done by every unit and include reviews of core tasks and additional task qualifications. These assessments will be conducted to make sure personnel are kept updated with changes in new core tasks or local supervisor supplemental task requirements added to the CFETP.

3.2. Training Detachment Courses. MAJCOMS will create a master list of all mandatory Training Detachment courses. MAJCOMs will conduct annual audits to ensure all personnel identified to attend applicable mandatory training detachment courses complete those courses. The CFETP lists mandatory detachment training courses.

4. Training Documentation:

4.1. Automated Training Records. Automated maintenance management systems such as CAMS include various automated training subsystems for training. Use these systems for effective and efficient maintenance training management. Use the codes shown in **Table 1.** to load STSs and JQSs (Air Force and command) into computerized training management systems.

4.2. Standard Training Course Codes. AF wide standard course codes are required to be used in all computer management training record subsystems such as the Core Automated Maintenance System (CAMS) and the Integrated Maintenance Data System (IMDS). These standard codes can be found on the ILMM web site at <http://www.il.hq.af.mil/ilm/ilmm/cams.html>. Changes to the standard course codes can be submitted from units through your MAJCOM 2A, 2P, 2R, 2W or 2E functional to AF/ILMM for assignment of a new number and posting on the web or deletion of obsolete courses.

Table 1. STS and JQS Code Numbers.

L I N E	A	B	C
	Type of Standard	Authority	Numbers
1	STS	USAF	001-099.26.26
2	AFJQS	USAF	100-249.26.26
3		AFMC	250-324.26.26
4		ACC	325-399.26.26
5		PACAF	400-449.26.26
6		USAFE	450-499.26.26
7		AMC	500-549.26.26
8		AFSPC	550-599.26.26
9		AETC	600-649.26.26
10		AFSOC	650-699.26.26
11		AIA	700-749.26.26
12		AFRC	750-799.26.26
13		ANG	800-849.26.26
14		Others	850-899.26.26
15		Local	900-999.26.26

5. Responsibilities:

5.1. HQ USAF/ILMM:

- 5.1.1. Establishes overall maintenance training policy and provides guidance for training program development, implementation, and improvement.
- 5.1.2. Chairs the Maintenance Training Advisory Group (MATAG).
- 5.1.3. Participates in weapon system and major support equipment acquisition reviews, making sure reviewers define and meet training requirements on new systems.
- 5.1.4. Is the Air Force Career Field Manager for all aircraft, munitions, missile, and communications-electronics maintenance specialties.
- 5.1.5. Coordinates on all Air Force-level documents related to maintenance training.

5.2. HQ AFPC/DPPAT. Develops procedures for OJT/QT. Interprets AF training policy for functional communities. And reviews ancillary training programs.

5.3. AETC. AETC is the training manager and primary source of technical training for the Air Force, Air Force Reserve Command (AFRC), and Air National Guard (ANG).

5.4. MAJCOMs, FOAs, and Direct Reporting Units (DRU):

- 5.4.1. Maintain effective, continuous training programs that respond to operational needs, changes in equipment, advances in technology, and refinements in work methods.
- 5.4.2. Develop and retain experienced maintenance training program managers.
- 5.4.3. Establish maintenance qualification centers as needed to centralize quality command technical training and consolidate training resources.
- 5.4.4. Attend the MATAG.
- 5.4.5. Work closely with AETC and other commands to ensure free exchange of products, knowledge, and ideas.
- 5.4.6. Coordinate command course material and provide catalogs to AETC.
- 5.4.7. Establish maintenance officer and senior non-commissioned officer (NCO) command and weapon system training programs to improve maintenance management and leadership.
- 5.4.8. Review ancillary and auxiliary training affecting maintenance as described in AFI 36-2201.
- 5.4.9. Develop and support maintenance training programs for the ANG and AFRC as needed.
- 5.4.10. Ensure the technical accuracy and currency of their course material.
- 5.4.11. Support Utilization & Training Workshops with functional and subject matter experts.

5.5. Air Force Logistics Management Agency (AFLMA). AFLMA attends the MATAG and conducts special studies on maintenance training issues as requested.

6. The Maintenance Training Advisory Group (MATAG):

6.1. MATAG Purpose. HQ USAF convenes the MATAG periodically to provide a cohesive approach to improving readiness through better maintenance training. The MATAG reviews current maintenance training problems and successes, coordinates maintenance training initiatives, and advises the Air Force ILM on overall maintenance training programs. In addition, the MATAG:

- 6.1.1. Sets maintenance training goals and priorities.
- 6.1.2. Reviews training programs impacting maintenance, including ancillary training, and recommends changes to program OPRs.
- 6.1.3. Evaluates emerging training technologies.

6.2. Membership. Voting members of the MATAG are from HQ USAF/ILMM and DPDE, AFLMA, HQ AETC/TTO, and each MAJCOM, FOA, and DRU with maintenance training responsibilities. Other interested people may attend but may not vote.

JOHN W. HANDY, Lt General, USAF
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD Instruction 1322.20, *Development and Management of Interactive Courseware (ICW) for Military Training*

AFPD 36-22, *Military Training*

AFI 36-2201, *Developing, Managing and Conducting Training*

Abbreviations and Acronyms

ACC—Air Combat Command

AETC—Air Education and Training Command

AFJQS—Air Force Job Qualification Standard

AFLMA—Air Force Logistics Management Agency

AFMC—Air Force Material Command

AFRC—Air Force Reserve Command

AFSOC—Air Force Special Operations Command

AFSPC—Air Force Space Command

AIA—Air Intelligence Agency

AMC—Air Mobility Command

ANG—Air National Guard

CDC—Career Development Course

CFETP—Career Field Education and Training Plan

DRU—Direct Reporting Unit

FOA—Field Operating Agency

JQS—Job Qualification Standard

MAJCOM—Major Command

MATAG—Maintenance Training Advisory Group

PACAF—Pacific Air Forces

OJT—On-the-Job Training

STS—Specialty Training Standard

TDY—Temporary Duty

USAFE—United States Air Forces in Europe

Terms

Advanced Training—A formal course training toward a technical or supervisor level Air Force Specialty (AFS). Training is for selected career airmen in the advanced technology of the AFS. Training is normally restricted to senior NCOs. Graduates are not awarded a new AFSC.

Ancillary Training Programs (ATPs)—Programs or courses that contribute to mission accomplishment but are separate from requirements in an individual's Air Force specialty or occupational series. Ancillary training ensures that Air Force personnel receive an adequate blend of both general and technical knowledge and capabilities. ATPs fall into three categories: Functional and additional duty, General, and Awareness.

Certification—A formal indication of an individual's ability to perform a task to required standards.

Currency—Recent experience at a particular task

Distance Learning—Includes video teleseminar (VTS), video teletraining (VTT), and computer based training (CBT). 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. For instance, courses are offered by the Air Force Institute of Technology, Air University, and Training Detachments.

Initial Skills Training—A formal school course that results in an AFSC 3-level award.

Maintenance Qualification Centers—Command or unit training operations that supplement AETC technical training,

Proficient—The condition in which a technician can perform a task correctly and reliably without supervision.

Qualification Training—Hands-on performance training that personnel design to qualify an airman in a specific position. This training occurs both during and after upgrade training to maintain up-to-date qualifications.

Regional Training Center—AETC units which provide weapon-system-specific training unavailable at technical training centers.

Trainer—A trained and certified person who teaches personnel to perform tasks through OJT methods. Also, equipment that the trainer uses to teach personnel specific tasks.

Training Detachment (TD)— An AETC detachment that provides maintenance-oriented technical training, at an operational location, on specific systems and their aerospace ground equipment.

Transition Training—Training on new equipment or related tasks.

Upgrade Training—Training that leads to the award of a higher skill level.