

**BY ORDER OF THE COMMANDER  
AIR FORCE RESERVE COMMAND**



**AIR FORCE INSTRUCTION 36-2225**

**AIR FORCE RESERVE COMMAND**

**Supplement 1**

**15 June 2000**

**Personnel**

**SECURITY FORCES TRAINING AND  
STANDARDIZATION EVALUATION  
PROGRAMS**

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The OPR for this supplement is HQ AFRC/SFOT (CMSgt Simonton). This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-2225, 1 April 2000. The AFI is printed word-for-word without editorial review. AFRC supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes AFRC procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

**SUMMARY OF REVISIONS**

This revision authorizes associate units to follow training guidance established by the host unit. Establishes AFRC installation duty positions requiring Stan-Eval. This publication has been significantly changed.

1.3.5. At AFRC associate and tenant units, the CSF function is fulfilled by the AFRC SF Unit Commander.

1.3.5.7. Not applicable unless the wing/group commander at AFRC Installations determines a READY program is required.

1.3.6.10. AFRC associate units may use host TEEOs, AF Form 689s, local test banks, master training plan and AF Form 797s. Training tools developed by associate units must be coordinated and approved by the host.

1.3.6.11. Develop test bank with Stan-Eval. Make test bank questions available to supervisors to use during qualification training.

1.3.7.3.1. (Added) Duty position qualification training/phase II begins upon completion of phase I training. AFRC unit commanders may extend phase II training and evaluation period. This extension must be justified in writing, and documented in the training records.

1.3.7.3.2. (Added) Conduct duty position qualification training using lesson plans, test bank questions, task performance checklists, and/or TEEOs maintained by the training program manager. Document completion of qualification training in the individuals AF Form 623.

1.3.7.5. Document duty position qualification training delays on the individual's AF Form 623A, On-The-Job Training Record-Continuation Sheet.

1.4.1. Annual master training schedule must be published and forwarded to HQ AFRC/SFOT NLT 1 Sep, with a copy to the NAF/SF.

1.4.6. Scheduler responsibilities within AFRC fall under the unit training manager.

1.5.1. AFRC NCOICs have 3-years to receive the training required to obtain the "T" prefix.

1.7.1.2.1. (Added) AFRC Installation Security Forces training guidelines are the same as active duty units. Exceptions may be made for newly hired personnel requiring increased familiarization during Phase I qualification training only.

1.7.1.2.2. (Added) AFRC Installation Security Forces personnel must complete Phase II qualification training and certification before working in a duty position without direct supervision.

1.7.2.1.1. (Added) AFRC Installation Security Forces and SFS Tenant units will use the AFRC SF JQS. Associate units will comply with host training requirements.

1.7.2.1.2. (Added) Training for AFRC Installation Security Forces is tailored to comply with local plans or procedures in addition to those identified in this instruction as supplemented.

1.7.2.2.1. (Added) The four AFRC Installation Security Forces duty positions are: (1) Response force; (2) Installation Patrol (LE Patrol/External SRT/Installation Entry Controller); (3) Controller and/or Alarm Monitor; and (4) Supervisor. March ARB and Homestead ARS also have the Protection Level 2 restricted area entry controller. AFRC Installation Security Forces maintain separate duty position JQSs for peace-time mission and UTC duty positions.

1.7.2.2.2. (Added) For E-7 and above, not in retraining, extract duty position requirements from the appropriate JQS and annotate on an AF Form 797. Maintain in member's duty position training folder.

1.7.4.1. AFRC Installation Security Forces maintains training proficiency records that are separate from civilian personnel folders. Civilian security forces personnel will use the AF Form 623. Air Reserve Technician (ART) security forces personnel will comply with paragraph 1.7.4.1 of the basic AFI.

1.8.3. Give TEEOs to supervisors to use during qualification training.

1.8.4.2. AFRC units may use a computer generated product.

1.8.4.6. AF Form 797 is used as an extension of the JQS to document LOCAL duty position qualification requirements, and for E-7 and above NOT in retraining.

1.8.4.8. Computer generated products may be used to document recurring/sustainment training in lieu of the AF Form 1098.

1.8.6.1. The following web site is an excellent source of Army publications: <http://www.atsc-army.org/atdls.html>

1.8.6.2. Make lesson plans and Army publications available to supervisors to use during qualification training.

1.9. Wing/group commanders at AFRC Installations will determine the need for a READY program. AFRC READY programs will comply with paragraph 1.9.1 and paragraph 1.9.2.

1.10. (Added) Formal Training. AFRC Installation Security Forces and SFS Unit Training Managers are the unit functional managers for formal training. HQ AFRC/SFOT is the MAJCOM functional manager for all Security Forces formal training.

1.10.1. (Added) School Quota Forecasting. Units submit the next fiscal year formal school quota forecast to HQ AFRC/SFOT not later than 1 May. The forecast will include:

1.10.1.1. (Added) Course title.

1.10.1.2. (Added) Number of quotas required and delineate priority:

1.10.1.2.1. (Added) A=mission essential.

1.10.1.2.2. (Added) B=mission impaired.

1.10.1.2.3. (Added) C=mission support deficiencies.

1.10.1.2.4. (Added) D=career progression.

1.10.2. (Added) AFRC Installation Security Forces and SFS Unit Training Managers:

1.10.2.1. (Added) All personnel are properly notified of formal training.

1.10.2.2. (Added) Personnel selected meet all course prerequisites.

1.10.2.3. (Added) Appropriate personnel action documents are submitted to update an individual's personnel records to reflect training received.

1.10.2.4. (Added) Notify HQ AFRC/SFOT immediately if an individual is unable to attend scheduled training.

2.1.2. Document all annual sustainment training utilizing AF Form 1098 or automated product.

2.2.1.1. (Added) Sustainment training subjects listed in Table 2.1 do not apply to associate units or SF Sections (920th, 931st, 932nd, 939th) unless personnel are identified in a mobility duty position.

2.2.1.2. (Added) Sustainment training subjects listed in Table 2.1 do not apply to installation full-time civilian security forces, NAF/SF, and HQ AFRC/SF staff personnel.

2.2.2. Deployment to MAJCOM Exercise or Regional Training Center satisfies this requirement for AFRC units.

2.3. Job Specific Skill Training listed in Table 2.2 does not apply to NAF/SF and HQ AFRC/SF staff personnel. Job Specific Training subject, "Use Offensive/Defensive Rifle Techniques, 1.5 hours per year" listed in Table 2.2, only applies to traditional reservists and ARTs, and NOT installation full-time civilian security force personnel.

2.4.1. Type 6 course will be completed during Phase 1 training.

2.4.4. AFRC personnel will retest by the end of the next scheduled UTA.

3.2.4.3. (Added) Appoint an NCO/SNCO to manage the Stan-Eval program.

3.3.4. Stan-Eval will provide checklists to functional areas or work centers for use in daily program management.

- 3.4.2. AFRC Installation Security Forces alarm monitor positions that support Protection Level 2 resources are critical duty positions. All other AFRC Installation Security Forces and SFS Tenant unit duty positions are non-critical. Associate units will follow the duty position designation of the host unit.
- 3.4.3. Conduct AFRC annual Stan-Evals within 10-13 months not to exceed 24 months after initial Stan-Evals. AFRC traditional reservists serving 55 or more mandays per year in support of the installation security forces peacetime mission must follow these guidelines.
- 3.4.4. AFRC Installation Security Forces peacetime duty positions identified in paragraph 1.7.2.2.1 (AFRC) require Stan-Eval.
- 3.4.10.2. Written examinations and weapons safety, arming and use of force test questions will be extracted from the training manager and Stan-Eval jointly developed test bank of Air Force, MAJCOM, and local questions.
- 3.4.10.4. Stan-Eval is responsible for developing and maintaining oral test bank questions and establishing test bank control procedures.
- 3.4.10.5. Performance evaluations will be accomplished using the Training Manager and Stan-Eval jointly developed AF Form 689, Task Performance Checklist, or a computer-generated product for individual evaluations and/or TEEOs for collective evaluations.
- 3.6.1. Automated product may be used as long as it contains all the elements of information to include: trainee's name, duty position evaluated on, results of written, oral, practical evaluation portions, weapons knowledge test, weapons safety test, the overall stan-eval score/completion date, and the anniversary due date.
- 3.7.1. Supervisors will document Stan-Eval results on the individual's AF Form 623A. AFRC Installation Security Forces will not maintain Stan-Eval results in civilian personnel records.
- 3.8.3. Individuals who fail Stan-Eval are still counted as Duty Position Trained for Status of Resources and Training System (SORTS) reporting.
- 3.8.3.1.1. AFRC units must complete review training in 2 UTAs
- 3.8.3.1.2. Supervisors are responsible for conducting review training and documenting on the individual's AF Form 623A.
- 3.8.3.1.3.1. (Added) AFRC Installation Security forces personnel failing two consecutive initial or annual Stan-Evals should be considered for retraining or dismissal by the CSF.

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