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Health Services



**AIR FORCE RESERVE MEDICAL SERVICES
AFSC SUSTAINMENT PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 41-1, *Health Care Programs and Resources*, and applies to all Category A Air Force Reserve medical units. Sustainment training requirements are specific to the Air Force Specialty Codes (AFSC) as shown in the attachments in this instruction and applicable CFETPs.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. AFSC Specific Sustainment Training :

1.1. Recurring training necessary to maintain medical skills of a fully qualified member to adequately perform the duties required by the member's AFSC.

1.1.1. References and Terms. See attachment 1.

2. Tasks. AFSC sustainment training tasks are identified in the Web Based Information Tracking System (WBITS).

2.1. Enlisted AFSC sustainment training tasks are included in the respective CFETPs. This will be accomplished during the AFSC utilization and training workshop (U&TW).

2.1.1. An AFRC Functional Manager or designee attends each U&TW and CFETP review. SGM ensures representation and funding.

3. Program Management:

3.1. Unit Commander:

3.1.1. Responsible for program oversight.

- 3.1.2. Ensures integration of sustainment training program throughout all aspects of unit education, training, and planning for all AFSCs.
 - 3.1.3. Appoints, in writing, certifiers and trainers for each AFSC. (Recommend 20 percent or greater in each AFSC).
 - 3.1.4. Takes appropriate administrative action if member is noncompliant and fails to remain current in sustainment training tasks.
 - 3.1.5. Ensures training records are updated in WBITS.
 - 3.1.6. Program responsibility should be included in the unit's overall education and training function. Program specifics may be assigned to a program manager.
 - 3.1.7. Appoints program manager in writing.
- 3.2. Education and Training Function or Program Manager:
- 3.2.1. Plans, implements, evaluates and monitors sustainment program for all AFSCs at the direction of the commander.
 - 3.2.2. Assigns and provides guidance to AFSC monitors.
 - 3.2.3. Ensures all eligible unit members are enrolled in AFSC sustainment training and completes required training within established intervals.
 - 3.2.4. Reviews and evaluates how assigned staff coordinates, identifies and maximizes use of all appropriate training opportunities and resources.
 - 3.2.5. Recommends adequate number of certifiers and trainers for each AFSC.
 - 3.2.5.1. Maintains list of certifiers and trainers.
 - 3.2.6. Compiles program statistics, status reports, and reports findings to supervisors, commander, and executive management committee quarterly.
 - 3.2.6.1. Status report includes trainees who are non-compliant and fail to remain current in sustainment training.
 - 3.2.7. Evaluates effectiveness of the AFSC sustainment training plan after training has been accomplished. Evaluates quality of training, completion of requirements, and adequacy of the training environment. Considers findings when planning subsequent training activities.
- 3.3. AFSC Monitor:
- 3.3.1. Compiles list of eligible members and ensures eligible members are enrolled in the AFSC sustainment training program.
 - 3.3.2. Monitors sustainment training for assigned AFSCs at the direction of the program manager.
 - 3.3.3. Maintains list of certifiers and trainers. The number of certifiers and trainers should meet a 20 percent threshold for each AFSC.
 - 3.3.4. Ensures all eligible personnel complete sustainment training requirements. Maintains training documents and assists with data entry into WBITS.
- 3.4. Certifier:

3.4.1. Duties and Responsibilities according to AFI 36-2201, 1 April 1997, *Developing, Managing, and Conducting Training*.

3.4.2. Task certification documentation is not required when AFSC sustainment training is maintained in WBITS. Certification of core tasks is accomplished in the respective CFETP and according to AFMAN 36-2247, 1 October 1997, *Planning, Conducting, Administering, and Evaluating Training*.

3.4.2.1. When AF Form 1098, **Special Task Certification and Recurring Training**, is used for training core tasks it must be certified according to AFMAN 36-2247.

3.5. Trainer:

3.5.1. Duties and Responsibilities according to AFI 36-2201.

3.5.1.1. Plans and conducts training experiences that prepare member to adequately demonstrate proficiency or knowledge of tasks required for respective AFSC.

3.5.1.2. Assist in coordinating use of training platforms and resources such as skills lab, in-service programs, and civilian opportunities.

3.5.1.3. Ensures training is performed in the appropriate setting for practicing and demonstrating each task.

3.5.1.4. Civilian trainers must possess equal or higher training level than trainee and be qualified in task being trained/performed.

3.6. Supervisor:

3.6.1. Identifies member-training requirements.

3.6.2. Assists AFSC monitor in identifying training needs of each AFSC.

3.6.3. Ensures member is prepared and available for training.

3.6.4. Ensures members hand-carry their training records when deploying or attending training.

3.6.5. Reviews training record with member to ensure sustainment training requirements are completed within required cycles.

3.6.6. Provides trainee with individual report of training status.

3.6.7. Maintains documentation for each member for duration of assignment to unit. Documents and reports program compliance or failure.

3.7. Member:

3.7.1. Accepts all opportunities for sustainment training and actively participates in the learning process.

3.7.2. Maintains knowledge and qualifications for assigned specialty by participation in sustainment program.

3.7.3. Provides supervisor and trainer feedback on training received.

3.7.4. Reviews training record to ensure sustainment-training requirements are completed within required cycles.

3.7.5. Provides documentation of tasks performed in civilian status including signatures from individual's civilian supervisor/trainer.

4. Eligibility for Enrollment in Sustainment Program:

4.1. Enlisted personnel enter into the sustainment program upon award of the 5-skill level.

4.1.1. Upon award of the 5-skill level, transcribe the training completion dates of sustainment training tasks from the CFETP into WBITS or enter on AF Form 1098. Tasks performed for upgrade training are acceptable for the first training interval of AFSC sustainment training.

4.2. Officers enter sustainment program after completion of unit orientation program and completion of AFSC-awarding course, such as flight surgeon's course.

5. Training Intervals:

5.1. Training frequency is according to frequency established in WBITS.

5.1.1. Integration of Sustainment. Task listings identified for each AFSC ensure a fully qualified member maintains the basic skills to perform their wartime mission. Task listings are a minimum standard for each AFSC. These skills are initially identified and trained during other facets of training. Integrating and providing multi-focused training eliminates duplication and allows optimum use of time and resources. A careful review of the enlisted Master Training Plans (MTP) aids in identification of duplicate requirements both within an individual AFSC or across various AFSCs. A comprehensive training plan should be developed following completion of a unit needs assessment. The training plan must incorporate AFSC, unit mission, medical readiness requirements, and describes the use of training platforms and opportunities.

6. Development of Training Plan:

6.1. The education and training function/manager in consultation with and approval by the Executive Management Team develops a training plan.

6.1.1. Incorporate sustainment training tasks into unit's annual training plan. Focus the plan on hands-on opportunities that are not available during UTAs. Site selection should be based on training needs of all AFSCs and locations that offer the best opportunity to achieve required sustainment training.

6.1.2. The OJT Manager, Program Manager, AFSC Monitors and other functional area trainers provide input to the Program Manager and Education and Training Manager for an annual assessment and evaluation of sustainment training requirements, determining the needs of individuals and particular AFSCs within the unit.

6.1.3. Identified requirements should be matched to available training resources.

6.1.4. Sustainment training should be accomplished through civilian employment, in-service programs conducted in the host medical treatment facility, skills lab, civilian counterparts/programs, aeromedical evacuation missions, established training platforms (TopSTAR, Sheppard Field Training), and other available training resources.

6.1.5. Review dates for training to be completed for each AFSC. Members may have different start dates for initial training. Each task must be maintained current per the required interval.

- 6.1.6. Compile a list of eligible trainees by AFSC.
- 6.1.7. Determine training deficiencies for each AFSC.
- 6.1.8. Match tasks with facility/location where it can be accomplished.
- 6.1.9. Integrate with other training programs and cross-reference training when accomplished elsewhere.
- 6.1.10. Determine schedule to coordinate member's availability and use of resources.

7. Training Opportunities and Resources:

7.1. Training Opportunities:

- 7.1.1. Perform sustainment training in appropriate work settings for that AFSC.
- 7.1.2. Training opportunities may be arranged with: Military Treatment Facilities, Veterans Administration (VA) medical facilities, civilian hospitals/facilities, clinics and nursing homes
- 7.1.3. Other appropriate settings may include medical field training and exercises (local, mass casualty, JCS, disaster and civilian/military).
- 7.1.4. Training may also be received by attending the following programs:
 - 7.1.4.1. Formal Air Force schools such as, Critical Care Air Transport Course (CCAT), Flight Nurse School, Aeromedical Evacuation Technician School, and 7-level residency courses.
 - 7.1.4.2. Programs sponsored by collocated units within the Air Force Reserve or other Reserve components.
 - 7.1.4.3. Civilian programs and courses (ACLS, ABLIS, TNCC, etc.).
 - 7.1.4.4. DOD programs and courses.
- 7.1.5. Tasks may be accomplished in support of peacetime emergencies, humanitarian missions, contingencies, aeromedical operations, joint missions, and readiness missions.

7.2. Training Resources:

- 7.2.1. Use Air Force qualification training packages (QTP) to evaluate task training. Available QTPs are identified in respective Career Field Education and Training Plans (CFETP). Standardized lesson plans are available for selected AFSCs through HQ AFRC/SGM.
- 7.2.2. To assist with planning of the unit AFSC sustainment program, the following references to be used are: WBITS, CFETP, master task listing, and AFSC-specific competency lists for each medical AFSC.

7.3. Training Platforms:

- 7.3.1. Establish host/tenant agreement with local medical treatment facility in accordance with governing directives, training affiliation agreement and/or memorandums of understanding with facilities where training can be accomplished in accordance with AFRCI 41-101 (Training Affiliation Agreements). Facilities may include: member's place of employment if medically accredited, military treatment facilities, VA medical facilities, and civilian hospitals/facilities, clinics and nursing homes.

7.4. Civilian/Outside Training:

7.4.1. Members may receive credit for completion of AFSC sustainment training tasks accomplished in civilian courses of instruction or during the performance of their civilian employment.

7.4.2. When sustainment tasks are performed in civilian status, members must provide documentation with signatures from the individual's civilian supervisor/trainer, utilizing the standard letter format found in attachments 1 and 2.

7.4.3. The individual's supervisor verifies that outside training/experience is equivalent and meets AFSC standards.

7.4.4. Training is entered in WBITS or documented using AF Form 1098. Supporting documents are filed in Enlisted Training and Competency Folder (section A, according with section F of the CFETP) or officer 6-part folder.

8. Program Documentation:

8.1. Documentation may be accomplished by any one of the following three methods:

8.1.1. OPTION 1: Enter training dates into the WBITS database. The data in the automated system then becomes the official record of training (no paper).

8.1.2. OPTION 2: Enter training dates into the WBITS database. A copy of the individual sustainment training record is printed from the WBITS database and filed in the Enlisted Training and Competency Folder, Part 3, Section 3, Sustainment Training, and the six part education folder for officers or a comparable officer file.

8.1.3. OPTION 3: Enter training dates into the WBITS database. Data can then be transcribed from WBITS to AF Form 1098, **Special Task Certification and Recurring Training**. Guidance in AFMAN 36-2247, *Planning, Conducting, Administering, and Evaluating Training*, Para 5.12. must be followed. After completing AF Form 1098, file in the Enlisted Training and Competency Folder, Part 3, Section 3, Sustainment Training, and six part education folder for officers or a comparable officer file.

8.1.4. Members use a printed copy of the WBITS database or AF Form 1098 during annual tour to facilitate the documentation process. The printed WBITS database or AF Form 1098 will be reviewed by the supervisors prior to updating the automated system. If AF Form 1098 is used to document sustainment training refer para. 8.1.3.

8.2. AF Form 1098s must be maintained for each member for duration of assignment to unit and given to the member when out-processing from the unit. WBITS data will automatically be archived or transferred to new units of assignment.

JAMES E. SHERRARD III, Maj Gen, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 41-1--*Health Care Programs and Resources*

AFRCI 41-102--*Sustainment Training Program*

AFI 41-106--*Medical Readiness Training Program*

AFMAN 36-2247--*Planning, Conducting, Administering, and Evaluating Training*

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

Terms

5-Skill Level—Journeyman upgrade training performed at the unit; consisting of completion of all 5-skill level core tasks and tasks for assigned duty position, Career Development Course (CDC), and appropriate time in training period.

7-Skill Level—Craftsman upgrade training performed at the unit consisting of completion of all 7-skill level core tasks and tasks for assigned duty position, CDCs, and appropriate time in training period. May also require completion of exportable or resident courses.

Aeromedical Evacuation Operational Mission—The movement of patients under medical supervision to and between medical treatment facilities by air transportation.

Aeromedical Readiness Mission—Air Reserve training missions using simulated patients to prepare aeromedical evacuation crew members (AECMs) for moving patients during wartime.

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

AF Form 1098, Special Task Certification and Recurring Training—Form to document qualification in recurring tasks such as sustainment training.

AFSC Awarding Course—A formal school course that results in the award of a skill level.

Air Reserve Components (ARC)—Air Force Reserve and Air National Guard elements of the United States Air Force (USAF).

Career Field Education Training Plan (CFETP)—Comprehensive, multipurpose document encapsulating the entire spectrum of training for a specialty. Includes the Specialty Training Standard (STS).

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

Certification Standard—Minimum level of skill required to perform a task to warrant certification.

Certifier—Individual who has completed a formal certifier course, must be at least a Staff Sergeant with a 5-skill level or civilian experience, and must be qualified on tasks to be certified.

Core Tasks—Tasks AFSC career field managers identified as minimum qualification requirements within an Air Force specialty. Duty section supervisors may identify duty position specific core tasks in

addition to AFSC specific core tasks.

Functional Manager—Develops requirements; implements and manages career field training programs for assigned specialties.

Host/Tenant Agreement—Written agreement for support between a host base and a tenant to the base, e.g. AFRC Wing.

Knowledge—Tasks identified with a “K”; trainee identifies the relationship of basic facts and states general principles about the subject.

Master Task List (MTL)—A list that identifies all tasks required to be accomplished within a duty section. Includes core, critical, and wartime tasks.

Master Task Plan (MTP)—A reference guide developed for each section that includes all facets of training for individuals assigned. Is to be used as a reference source for the type of training and training documentation that occurs with each assigned member. The MTP is used to standardize training and to give trainers, trainees, supervisors, NCOICs, and OICs an overview of the training process for the duty section. The MTP is also used as a means to reduce the amount of paperwork previously required during the training process.

MEDS (Medical Electronic Data System)—Automated data system developed for AFRC medical units and command level organizations. Software was unique to the AFRC. (This system is no longer used by Air Force Reserve Command).

Medical Field Training (AFRC specific)—Deployment of 15 days under field conditions to instruct fundamental wartime medical and non-medical skills. Meets medical readiness training requirements of AFI 41-106, *Medical Readiness Training Program*. Course is divided into phase one, pre-contingency preparation with classroom didactic and hands-on medical skills training and phase two, a simulated redeployment into a contingency environment to complete formal medical flag course.

Medical Treatment Facility (MTF)—Any USAF facility area medical center, regional hospital, clinic, or other medical unit that provides health care to active duty trainees and their dependents, or retired military trainee and their dependents. MTFs are also locations where patient care training is conducted.

Mission Specific Skills—Tasks or skills unique to the given mission or platform which may exceed those basic skills requirements of a particular AFSC.

Needs Assessment—A method to evaluate training needed, trainers/certifiers qualified, and resources available for training.

Performance—Tasks identified with a “P”; trainee trained to the “go” level. “Go” means the trainee can perform the task without assistance and meets requirements for accuracy, competency, and timeliness.

Skills Lab—Training facility where individuals perform hands-on clinical procedures on training mannequins or other forms of simulated training.

Specialty Training Standard (STS)—Describes the tasks and knowledge which an airman in that specialty may be expected to perform or know on the job.

Sustainment Program—Approach to integrate all medical training to provide comprehensive opportunities to equip medical personnel to maintain medical skills of a fully qualified member to adequately perform the duties required by the member’s AFSC.

Trainer—Individual who has completed a formal trainer course and is qualified on tasks to train others.

Training interval establishes frequency of training.

Training Affiliation Agreement—Written understanding with military and civilian medical and educational institutions to establish training sites.

Training Intervals—Period of time individual is considered current in required training task.

Training Plan—Document that integrates in-service, hospital training, and skill labs to support upgrade and sustainment training.

Upgrade training—Training that leads to the award of a higher skill level in an Air Force specialty. Upgrade training advances technical, clinical, and supervisory/management expertise.

Web based integrated training system (WBITS)—An automated system for storing and tracking of individual and unit training information. This system is web resident and provides training data to all levels of command via the Internet. This system replaces MEDS.

Attachment 2

SAMPLE MEMORANDUM FOR EMPLOYEE/SUPERVISOR

MEMORANDUM FOR (EMPLOYEE/SUPERVISOR/TRAINER)

(HOSPITAL/INSTITUTION NAME)

FROM: UNIT NAME_____

SUBJECT: Validation of military training tasks

Member's Name_____ is a member of the Unit Name_____ a medical unit in the Air Force Reserve. MEMBER'S NAME_____ must maintain certain core competencies in a variety of duty related task. In order to capitalize on skills the member possesses and reduce duplication in training, we have established a process where employers may help the Air Force Reserve member validate tasks commonly performed in the civilian workplace.

Please review the attached listing and initial those tasks this individual performs routinely in the work setting of your institution. Please complete the attached letter and return it to the individual.

Thank you for completing this review and for assisting the Air Force Reserve Medical Service streamline its training program. By validating the skills this individual possesses, we can now concentrate on other training requirements.

SIGNATURE

EDUCATION & TRAINING MANAGER OR COMMANDER

Attachment 3

SAMPLE MEMORANDUM FOR COMMANDER

MEMORANDUM FOR (UNIT COMMANDER)

FROM: EMPLOYER/SUPERVISOR OF _____

SUBJECT: Validation of military training task for MEMBER'S NAME _____

I have reviewed the attached duty tasks for _____ and have initialed that task, which are performed routinely by this employee within this institution. Initials indicate the individual performs tasks in accordance with the standards of practice established at this institution.

SIGNATURE OF EMPLOYER/SUPERVISOR

PRINTED NAME _____

POSITION/TITLE _____

DATE _____