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Maintenance

AIRCRAFT MAINTENANCE TRAINING



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This instruction establishes the aircraft maintenance training program for all Air Mobility Command (AMC) activities including Air Force Reserve Command (AFRC) units. It implements Air Force Policy Directive (AFPD) 21-1, *Managing Aerospace Equipment Maintenance* and AFPD 36-22, *Military Training*. This publication does not apply to the Air National Guard. **Recommendation for Change of Publication**, through channels, to HQ AMC/LGMMT, 402 Scott Dr, Unit 2A2, Scott AFB IL. 62225-5308.

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This document is substantially revised and must be completely reviewed.

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Chapter 1

GENERAL

1.1. Objective. The objective of the AMC aircraft maintenance training program is to provide a structured road map for initial, recurring, and advanced training requirements to ensure aircraft maintenance personnel can effectively perform their jobs. Training programs will be in accordance with (IAW) all Air Force directives that govern training programs.

1.2. Purpose. The purpose of the maintenance training program is to provide a standardized training approach to ensure personnel are qualified to accomplish the mission of the unit. The importance of training and human resource development cannot be overstated. The long-range impact of not training is the inability to accomplish wartime and peacetime taskings. All maintenance personnel must receive training relative to their Air Force Specialty Code (AFSC) and specific job assignment.

1.3. Training Capability. Training requirements will be satisfied through Air Education and Training Command (AETC) resident courses, Mobile Training Team (MTT), Training Detachment (TD), Air Force Institute of Technology (AFIT), Career Development Course (CDC), On-the-Job Training (OJT), Air Force Engineering and Technical Services (AFETS), Maintenance Qualification Training Program (MQTP), Distributed Learning Center (DLC), Air Mobility Warfare Center (AMWC), Regional Training Centers (RTC), civilian institutions, or any combination thereof. Formal structured training is the preferred method to develop maintenance skills.

1.4. Equivalent Commanders. Throughout this instruction, responsibilities for the Maintenance Group Commander (MXG) are identified. For those units that do not align under an MXG, their appropriate commander is equivalent.

1.5. Waivers and Supplements to this Instruction. Innovative management practices are encouraged; however, for active duty AMC units, HQ AMC/LGM must approve deviations from published maintenance training procedures. Waivers concerning active duty must be requested in writing through HQ AMC/LGMMT to HQ AMC/LGM; for AFRC, submit to HQ AFRC/LGQ.

1.5.1. Air Force Reserve Command Units. Unless otherwise noted, all reports, changes, or waivers received by HQ AMC will be forwarded to HQ AFRC/LGQ through the numbered Air Force (NAF).

1.5.2. Waivers. Requests will be submitted in written format, include appropriate justification, and be signed by the local MXG or organizational equivalent. Forward requests to HQ AMC/LGMMT for staffing. File approved waivers with this instruction.

Chapter 2

ORGANIZATIONAL RESPONSIBILITIES

2.1. General. In the objective wing, the MXG is ultimately responsible for all aircraft maintenance training. Commanders and supervisors ensure training programs are effective, efficient, and timely to meet mission requirements. All maintenance training needs, requirements, changes, or deficiencies identified for input into courses are referred through the prime Maintenance Training Flights (MTFs) as identified in paragraph 3.2. to HQ AMC/LGMMT. HQ AMC/LGM will approve all command-wide aircraft maintenance training programs prior to implementation.

2.2. MAJCOM Responsibilities.

2.2.1. HQ AMC/LGM manages the AMC aircraft maintenance training program. HQ AMC/LGM will outline policies, and provide guidance for aircraft maintenance training program development, implementation, and improvement.

2.2.2. Maintenance Management Training (HQ AMC/LGMMT). HQ AMC/LGMMT is the OPR for aircraft maintenance training matters for subordinate units, other AMC staff agencies, other Major Commands (MAJCOMs), and Headquarters United States Air Force (HQ USAF). They implement the LG's training policy and guidance by:

2.2.2.1. Coordinate all command aircraft maintenance training requirements associated with aircraft activation, modifications, and conversions.

2.2.2.2. Evaluate and monitor all new and ongoing training initiatives.

2.2.2.3. Provide maintenance training assistance, ensure standardization of training activities, and comply with current training directives and guidance.

2.2.2.4. Obtain formal training quotas to meet MAJCOM requirements.

2.2.2.5. Control all aircraft maintenance training program development in Interactive Multimedia Instruction (IMI), computer-based training (CBT), Maintenance Training Devices (MTDs), and any other form of media within the command. This includes all computer hardware, software, and peripheral configurations to ensure compatibility and avoid duplication of effort within the command.

2.2.2.6. Maintenance Training Scheduler (MTS). The MTS is responsible for coordinating and monitoring the annual screening process with AMC LG functional managers, field units and HQ AMC/DPFET, IAW Air Mobility Command Instruction (AMCI) 36-2204, *AMC Mission Readiness Training Program*, and scheduling formal and en route training for HQ AMC/LGMMT as identified in **Chapter 6**.

2.2.2.7. Maintain an AMC course catalog to include a description of each course offered by the MTFs and TDs. The catalog will include the following information: course title and number, duration, and brief synopsis of the course to include method of instruction and prerequisites (if applicable).

2.2.2.8. Conduct a biennial Mission Design Series (MDS) training needs analysis and maintenance training requirements analysis to identify the maintenance tasks that require additional or revised training.

2.2.2.9. Maintenance Mandatory Course Listing (MMCL). HQ AMC/LGM will develop a MMCL IAW AFI 36-2232, *Maintenance Training*.

2.3. Maintenance Group Commander (MXG/CC). Responsible for maintaining a balanced work force and ensuring assigned maintenance personnel receive required training. The MXG accomplishes this through the Maintenance Operations Squadron (MOS). The MXG/CC will ensure:

2.3.1. Aircraft, support equipment, personnel, and facilities are provided to support the entire maintenance training program.

2.3.2. The MQTP is implemented as outlined in [Chapter 7](#).

2.3.3. MTF's are provided highly qualified maintenance technicians from flightline AFSCs for instructor duty per paragraph [7.1.4](#).

2.3.3.1. As a minimum, one instructor identified for each AFSC for which there is an ongoing course requirement. Instructors assigned based on the number of instructors required to support trained personnel requirements (TPR), course duration, and projected utilization.

2.3.3.2. Part-time instructors used when support does not warrant a full-time instructor. They are assigned to their respective workcenter but function as an instructor for the MTF, when required.

2.3.4. Funds are programmed to support maintenance training requirements.

2.3.5. Curriculum Advisory Committees (CAC) are established IAW with this instruction.

2.3.6. Logistics Officer Orientation Training (LOOT) program is established for, but not limited to, second lieutenants with no prior aircraft logistics experience and for officers filling an aircraft logistics/management position for the first time. Officers with prior logistics experience will receive portions of the orientation and training as determined by their squadron commander. Officers will enter LOOT immediately upon assignment and will complete the program as soon as possible. Each wing will tailor its own LOOT Program to meet the program objective. Sample of LOOT syllabus located at [Attachment 2](#).

2.3.7. Assign authorized Air Force Engineering and Technical Services (AFETS) personnel to the MTF.

2.4. Squadron Commanders. Squadron commanders have overall responsibility for training within their units and must ensure a comprehensive training program is developed and conducted. They support scheduled training classes with personnel, airframes, and equipment, and provide an environment conducive to learning. Commanders establish aggressive procedures to minimize overdue training occurrences and ensure timely occurrence of training.

2.5. Maintenance Operations Squadron (MOS). The MOS commander will ensure the MTF provides management oversight for all maintenance training programs. They are the final approval authority for courseware development.

2.6. Maintenance Training Flight (MTF). The MTF is organized as a function under the MOS commander. The MTF provides centralized oversight of all aircraft maintenance training activities to include: focal point for all aircraft maintenance training including contracted training programs; schedules, monitors, and conducts required training; and administers maintenance training for assigned personnel.

2.7. Unit Training Managers. Unit training managers (UTMs) are responsible for administering and implementing training policy for the squadron. In addition to responsibilities in AFI 36-2201, *Developing, Managing, and Conducting Training*, unit training managers will:

- 2.7.1. Coordinate any training issues/correspondence with the MTF chief prior to forwarding to higher headquarters.
- 2.7.2. Control testing material IAW AFI 36-2605, *Air Force Military Personnel Testing System*, procedures and policies.
- 2.7.3. Manage multimedia training products within the squadron.
- 2.7.4. Ensure the MIS is accurate and up-to-date.
- 2.7.5. Coordinate with the MTF to obtain training beyond the squadron's capability and attend monthly training scheduling meetings.
- 2.7.6. Request all formal training quotas through the MTF.
- 2.7.7. Fill scheduled class seats.
- 2.7.8. Coordinate training no-show, overdue, and deviation letters through the appropriate work center to the squadron commander.
- 2.7.9. Provide monthly status information as required by the MTF.

2.8. Supervisor. In addition to responsibilities in AFI 36-2201, supervisors will:

- 2.8.1. Ensure personnel meet prerequisites prior to attending aircraft maintenance training.
- 2.8.2. Perform an evaluation of MQTP graduates using an AMC Form 247, **Supervisor Evaluation of MQTP Graduate(s)**, within 60 days of graduation and submit to the MTF. Document the evaluation in AF Form 623, **On-the-Job Training Record**.
- 2.8.3. Monitor all MIS products and ensure they are properly maintained IAW Para. 4.2.

2.9. Air Mobility Warfare Center (AMWC). The AMWC is a direct reporting unit assigned to AMC, located at Fort Dix, New Jersey. The center provides stand-up and testing instruction through several units collocated within the center. The AMWC publishes an annual curriculum catalog describing courses, quota management, and TDY requirements. Obtain catalogs directly from AMWC: AMWC/WSC, 5656 Texas Avenue, Ft Dix NJ 08640-7400; Defense Switched Network (DSN) 944-6791; or access the information on the web at <http://www.amwc.af.mil/wco/wcol/>

Requests for instructor support and training program development must be coordinated with HQ AMC/LGMMT.

2.10. 367 Training Support Squadron (367 TRSS). 367 TRSS is a multimedia production agency assigned to AETC under the 782 TRG, Sheppard AFB, TX, located at Hill AFB, Utah. It provides customized, high quality, cost effective training solutions by designing, developing, implementing, and evaluating instructional systems, excluding classroom instruction, for both HQ AMC and HQ ACC per a Memorandum of Agreement (MOA). All AMC requested training development efforts are consolidated and prioritized by HQ AMC/LGMMT.

2.11. Air Force Engineering and Technical Services Training (AFETS). AFETS or Contractor Engineering and Technical Services (CETS) personnel provide this training.

2.11.1. AFETS personnel are assigned to the MTF, Air Mobility Operations Group (AMOG), Air Mobility Squadron (AMS), or RTC. AFETS courses developed for multiple use rather than one time training sessions will be standardized with MQTP courses, and submitted to HQ AMC/LGMMT for possible command-wide use.

2.11.2. AFETS personnel conducting training in TDY status will provide a trip report to the local MTF or RTC upon completion of training.

Chapter 3

MAINTENANCE TRAINING FLIGHT

3.1. Maintenance Training Flight (MTF) Structure. The MTF is organized as a function under the MOS commander. The MTF provides centralized oversight of all aircraft maintenance training activities to include: focal point for all aircraft maintenance training, including contracted training programs; schedules, monitors, and conducts required training; and administers maintenance training for assigned personnel.

3.1.1. The MTF consist of: a training management section including unit training managers when centralized; scheduling section; Distance Learning Center (DLC); Air Force Engineering and Technical Services (AFETS) (when assigned); and the Maintenance Qualification Training Program (MQTP). The maintenance group will support the MQTP with dedicated airframes and support equipment for maintenance training.

3.1.2. The flight chief is an Education and Training Manager (AFSC 3S2XX), or civilian equivalent. The flight chief reports directly to the MOS/CC or equivalent commander. They are the functional manager for all 3S2XXs assigned to the maintenance group (MXG).

3.2. Prime MTF. Prime MTFs are the focal point responsible for consolidation, standardization, and dissemination of training information, curriculum management, and course control for core tasks only for their respective weapon systems. All other MTFs will submit their training concerns to their respective prime. Primes have additional responsibilities, which are above and beyond a normal MTF (e.g., subject matter expert (SME) support, weapon system support, course development, training support development, etc). The C-5, C-17, and C-141 primes will provide all course control documents (CCDs) to both RTCs; the RTCs are authorized to modify the CCDs to meet local requirements.

Table 3.1. Prime Maintenance Training Flights.

PRIME	AIRCRAFT	USERS
60 MOS/MXOT, Travis AFB CA	KC-10	Travis/McGuire
436 MOS/MXOT, Dover AFB DE	C-5	Dover/Travis/RTCs
437 MOS/MXOT, Charleston AFB SC	C-17	Charleston/McChord/ RTCs
305 MOS/MXOT, McGuire AFB NJ	C-141	McGuire/RTCs
92 MOS/MXOT, Fairchild AFB WA	KC-135	Fairchild/Grand Forks/ MacDill/McConnell/
375 MOS/MXOT, Scott AFB IL	C-9	Scott/Andrews
89 MOS/MXOT, Andrews AFB MD	C-9C, C-20B/C/H, C-32A, C-37A, VC25A,	Andrews
43 MOS/MXOT, Pope AFB NC	C-130	Pope/Dyess/Little Rock

3.3. MTF Flight Chief Duties.

3.3.1. Develop and publish an operating instruction (OI) to establish local policy and procedures for the following topics:

- Frequency and distribution of automated training products.
 - Procedures to access and update the Management Information System (MIS).
 - Personnel in and out processing.
 - Procedures to request training.
 - Additional local procedures.
- 3.3.2. Assist in the preparation and evaluation of Course Control Documents (CCDs), lesson plans, and tests.
 - 3.3.3. Submit local courseware development and materials to HQ AMC/LGMMT for review.
 - 3.3.4. Ensure test control procedures and policies are implemented (see AFI 36-2605, *Air Force Military Personnel Testing System*, Chapter 5).
 - 3.3.5. Ensure CCDs are reviewed biennially, to include TD, MQTP, AFETS, and Contractor Engineering and Technical Services (CETS) courses.
 - 3.3.6. Identify a Point of Contact (POC) to HQ AMC/LGMMT for updates to the AMC catalog. This POC is responsible for validating and providing HQ AMC/LGMMT with any necessary changes to their catalog at least annually.
 - 3.3.7. Provide a courtesy copy of local Logistics Officer Orientation Training (LOOT) procedures to HQ AMC/LGMMT.
 - 3.3.8. Monitor, review, and manage the command standardized engine run program as outlined in this chapter.
 - 3.3.9. Manage the maintenance training program for international students, according to Air Force Joint Instruction (AFJI 16-105), *Joint Security Assistance Training (JSAT) Regulation*.
 - 3.3.10. Monitor automated training products for accuracy and currency.
 - 3.3.11. Manage the DLC. See specific responsibilities in **Chapter 5**.
 - 3.3.12. Manage multimedia equipment to include interactive courseware training systems. The MTF will request a budget for aircraft maintenance complex DLC equipment maintenance and repair. The DLC will obtain and maintain command approved multimedia training programs to support required training.
 - 3.3.13. Ensure a publications library of applicable training directives is established or an automated publication system is available.
 - 3.3.14. Appoint individuals to manage or monitor supplies, equipment, funds, and composite tool kits (CTK).
 - 3.3.15. Program TDY, supplies, and equipment funds to support MTF training needs.
 - 3.3.16. Ensure a self-assessment or inspection program is implemented.
 - 3.3.17. MTFs with local Mission Ready Airman (MRA) programs will ensure local Memorandums of Agreement (MOAs) are established.
 - 3.3.18. Ensure local training MOAs are reviewed annually.

3.4. MTF Scheduling Section. The purpose of the scheduling section is to:

- 3.4.1. Conduct a monthly training scheduling meeting with unit training managers and local TD personnel to establish a 120-day training schedule of all MQTP and TD classes based on the backlog requirements.
- 3.4.2. Consolidate and monitor class scheduling to provide efficient use of the available training resources.
- 3.4.3. Establish a training schedule that will not adversely affect the maintenance production effort and ensure the availability of personnel, facilities, and training devices for HQ AFRC units. Publish a monthly training schedule and distribute to all work centers no later than (NLT) 5 calendar days prior to each unit training assembly (UTA).
- 3.4.4. Ensure aircraft and support equipment requirements are submitted to the plans, scheduling, and documentation section.
- 3.4.5. Coordinate training no-shows, overdues, and deviation letters through the appropriate work center to the squadron commander.
- 3.4.6. Provide HQ AMC/LGMMT a 120-day schedule of MQTP and TD courses by the 20th of each month. Distribute one copy to each serviced unit training section. Send copy of 120-day schedule to other TD/MQTP units to advertise vacant seats.
- 3.4.7. Coordinate and monitor annual screening process with base level functional managers, unit training managers, and HQ AMC/LGMMT as identified in [Chapter 6](#).
- 3.4.8. Submit annual screening requirements for AETC advanced, follow-on, and supplemental training according to the annual screening messages issued each year by HQ AMC/DPFET and HQ AMC/LGMMT, and procedures listed in [Chapter 6](#).
- 3.4.9. Monitor automated training products for accuracy and currency.

3.5. Unit Training Manager.

- 3.5.1. Assist supervisors in evaluating training needs of assigned personnel.
- 3.5.2. Assist supervisors in evaluating training conducted by the AETC MRA Program, TD, MQTP, AFETS, and CETS.
- 3.5.3. Monitor automated training products for accuracy and currency.

3.6. Curriculum Advisory Committee (CAC). The purpose of the CAC is to identify training requirements. It is also designed to improve the training program's overall maintenance. The CAC can also be used to conduct MTF course biennial reviews or to coordinate and review TD Curriculum Reviews. Convene a CAC when new training requirements are identified.

3.6.1. The CAC will:

- 3.6.1.1. Convene when a requirement to develop a new course is identified, at least 25-percent of an existing course requires revision, or as directed by the MXG/CC. **NOTE:** Units will identify their requirements (in writing) to the MTF Flight Chief before the CAC convenes.
- 3.6.1.2. Use the Instructional Systems Design (ISD) process to determine training needs and requirements.

- 3.6.1.3. Identify training constraints and possible workarounds.
- 3.6.1.4. Discuss all possible alternatives to satisfy the training request.
- 3.6.1.5. Determine the most cost-effective and efficient methods to conduct training.
- 3.6.1.6. Identify task(s) that will be certified (3c-level) during training.
- 3.6.1.7. Determine the training agency that is in the best position to conduct requested training.
- 3.6.1.8. Determine the best course of action to resolve training issues.
- 3.6.1.9. Publish minutes and coordinate inputs/recommendations with appropriate organizations.
- 3.6.1.10. Forward written minutes/recommendations/solutions through the MTF Flight Chief to the MXG/CC for approval. Send a copy to HQ AMC/LGMMT for review.
- 3.6.1.11. File all documented results in the master course file IAW Air Force Manual (AFMAN) 37-123, *Management of Records* and AFMAN 37-139, *Records Disposition Schedule*.

3.6.2. CAC composition:

MTF Chief (Chair)

NCOIC, MQTP

Unit Training Manager (UTM) from affiliated squadron/unit

Curriculum Manager

Subject Matter Experts(SMEs)/Lead Technicians

MQTP instructor(s) and TD representative(s) for all Air Force Specialty Codes (AFSCs) specific training.

3.7. Command Aircraft Systems Training (CAST) Programs. CAST provides the technical knowledge required to better understand general aircraft systems, power plant, flight control systems, and mission systems. CAST programs are self-paced ready reference courseware designed to provide general aircraft knowledge for individuals assigned in maintenance management positions on their first assignment to a particular airframe.

3.7.1. Coordinate CAST enrollments through HQ AMC/LGMMT. The intended audience is SNCO's and officers with less than 12 months experience on the aircraft. The MTF chief may enroll other students outside this rank structure by contacting HQ AMC/LGMMT. Students enrolled in CAST must complete the course within 12 months. Time limit waivers are a case-by-case basis. The MTF chief will contact HQ AMC/LGMMT for any time limit waivers. The MTF chief will ensure students complete mandatory CAST course critiques. HQ AMC/LGMMT will submit quarterly CAST reports identifying each bases progress status/completion rates. Each DLC will maintain current copies of each CAST program for their base weapon systems. Maintaining other CAST program weapon systems is optional.

Chapter 4

TRAINING DOCUMENTATION

4.1. Training Documentation. To ensure training records are kept current, accurate, and complete, document them in accordance with AFI 36-2201 and the Career Field Education and Training Plan (CFETP) part II instructions. The supervisor will document additional training requirements using extracts from other CFETPs or locally developed AF Forms 797, **Job Qualification Standard Continuation/Command JQS**. Core task waivers are approved by the applicable Air Force functional manager, through the AFSC MAJCOM functional manager IAW AFI 36-2101, *Classifying Military Personnel (Officer and Airmen.)*

4.2. Management Information System (MIS) Training Subsystem. The MIS training subsystem is designed to support maintenance personnel and training managers in their day-to-day management of the maintenance training program. This is accomplished by providing timely automated data that identifies training needs, personnel qualifications, and course scheduling. The master training course table listing (PEN 9118) includes course codes for recurring training, special certifications and inspections, MAJCOM/local MXG directed high interest tasks, and frequently scheduled training classes. Codes may be added by submitting a G081 Training Subsystem Course Code Request (**Attachment 4**) to the applicable MAJCOM maintenance training functional manager. AFRC and ANG functional managers have approval authority for the AFRC and ANG Prefix Codes. HQ AMC/LGMMT is approval authority for all other codes. HQ AMC/LGMMT will conduct a course code validation review to maintain course listing accuracy and continued utilization. Individuals may accomplish training any time prior to the last day of the month that training is due; however, MIS will be updated immediately upon completion of training. Recurring training requirements expire on the last day of the month in which training is due.

4.2.1. The MIS produces three basic listings that detail an organization's collective personnel qualifications and training requirements. They are the training forecast, Special Certification Roster (SCR), and the workcenter training requirements. Training activities and maintenance supervisors at all levels use these lists to manage the maintenance training program. The MTF/unit training office will establish procedures to ensure completed training, qualifications, and inspector authorizations are verified by source documents prior to input to the MIS. Local O.I.s will determine production and distribution of these products.

4.2.1.1. The training forecast is capable of listing the appropriate status of all training courses, qualifications, and inspector authorizations loaded in the MIS for each individual. Several optional formats for the training forecast are available. Copies of the product may be used as a source document for updating the MIS. If used for this purpose, the work center supervisor will annotate training was completed and sign the training forecast roster prior to MIS update.

4.2.1.2. The SCR records special certifications/authorizations. The roster or on-line MIS capability will be made accessible to all applicable supervisors. Special certification tasks are maintained in the MIS as certification (CERT) and inspection (INSP) courses. The SCR is reviewed by the appropriate supervisor to verify entries are accurate and that prerequisites, including applicable training, testing, evaluation, or other requirements for task certification were completed. AFI 21-101, *Maintenance Management of Aircraft*, is controlling directive for the SCR program.

4.2.1.3. Work center training requirements. The workcenter requirements listing is a vital part of each section's training plan. It contains mandatory special certification and recurring training requirements for the majority of personnel assigned to the workcenter. To retain its value, it must be accurate and up-to-date. The MIS will not be used as an automated JQS. All items maintained in the MIS and listed on the applicable CFETPs require a first-time documentation in the CFETP. Tasks that are recurring or special authorization in nature will be tracked. Course codes for local tasks requiring a one-time certification will be considered on an individual basis. Submit (mail, fax, or e-mail) requests for course additions, changes, merges, or deletions through the MTF to HQ AMC/LGMMT per [Attachment 4](#). AFRC unit's forward requests through Numbered Air Force (NAF) to HQ AMC/LGMMT.

4.3. Automated Scheduling. The MTF will determine, in conjunction with unit training activities, those training events and requirements to be scheduled through the MIS.

Chapter 5

DISTANCE LEARNING

5.1. Distance Learning. Distance learning includes video teleseminar (VTS), video teletraining (VTT), and computer based training (CBT). Products include, but are not limited to publications, videotapes, Interactive Multimedia Instruction (IMI), graphics catalogs, and system schematics. Delivery media may include correspondence courses, television, VHS, CD-ROM, and web-based. HQ AMC/LGMMT requires all units use GO81 to identify and track the utilization of distance learning courses. Each work center will load these courses as a one-time work center requirement for assigned personnel meeting target population requirements per the AMC IMI course listing located on the AMC course catalog.

5.1.1. Interactive Multimedia Instruction (IMI). IMI provides a training environment where the student must interact with the delivery method in order to gain knowledge. IMI can be used as stand-alone training, incorporated into other formal training environments, supplement instructor led training, or used as just-in-time training. IMI delivery methods include, but are not limited to: stand alone Personal Computers (PCs), Internets, and Intranets. HQ AMC/LGMMT's main IMI developer is AETC (367 TRSS, Hill AFB UT). Available courses are listed in the AMC catalog.

5.1.2. The Defense Automated Visual Information System/Defense Instructional Technology Information System (DAVIS/DITIS) site, <http://dodimagery.afis.osd.mil/dodimagery/davis> contains the searchable listings and descriptions of audiovisual (AV) productions and IMI products used by the Department of Defense (DoD). AV productions and IMI products include videotapes, films, and multimedia programs used to support operational, training, and internal information missions.

5.2. Distance Learning Centers (DLC). Distance Learning Centers provide opportunities for students to participate in IMI when hardware is unavailable. The DLCs will:

5.2.1. Be located in an accessible area and establish operating hours for maximum participation in IMI.

5.2.2. Control, maintain, and account for IMI training programs. Develop a procurement and upgrade of hardware plan to support IMI delivery. The plan includes Program Objective Memorandum (POM) requirements and a hardware upgrade schedule to insure IMI delivery availability. The plan will take into account the most current, and near future IMI delivery methods. Update the plan at least annually and forward to the MXG/CC.

5.2.3. The CD-ROM courseware minimum and recommended system requirements are identified in the AMC course catalog.

Chapter 6

FORMAL AND EN ROUTE TRAINING

6.1. Type 1, Special Contract Training. Type 1, Special Contract Training is formal training contracted with a civilian industrial or educational institution. Training is conducted at either the contractor's location or on an Air Force base. Type 1 maintenance training qualifies operating command technicians and instructors in the maintenance and support of new and modified systems. It will emphasize "hands-on" use of new or modified systems in the intended operational conditions and configurations of the aircraft. This Type 1 training will include (but is not limited to):

- 6.1.1. Theory of the system's subsystem's operation.
- 6.1.2. Identifying and describing how the systems' components interface with each other and with other aircraft systems.
- 6.1.3. Identifying system components (familiarization).
- 6.1.4. Demonstrating system operation.
- 6.1.5. Troubleshooting specific malfunctions (fault isolations).
- 6.1.6. Removing and replacing components.
- 6.1.7. Performing Built In Tests (BIT)/operational checks.
- 6.1.8. Interfacing with aircraft support equipment.
- 6.1.9. Task accomplishment required supporting all organizational-level maintenance.
 - 6.1.9.1. Actual training tasks will be determined through a training needs analysis.
 - 6.1.9.2. Instructors/(AFETs personnel who attend Type 1 training will self-qualify on tasks IAW AFI 36-2201). They will be responsible for incorporating the training received from the contractor into current courses and as necessary develop lesson plans for training sessions, thus building an organic training capability. The instructors will be responsible to train the rest of the force.

6.2. Annual Screening. (EXCEPTION: Does not apply to AFRC units) The annual screening process is used to identify each unit's Trained Personnel Requirement (TPR) for all available formal school courses. This screening is accomplished IAW AMCI 36-2204. HQ AMC/DPFET starts this process by sending a message to all wing commanders tasking them to screen their units for future training requirements. This message includes the fiscal year(s) to screen for, as well as the format to provide the data for all Priority/Levels. All maintenance training requirements will be identified and consolidated through the Maintenance Training Flight (MTF). Negative replies are required. For a list of courses, access <https://etca.randolph.af.mil>.

- 6.2.1. Priority/Level 1, Mission Accomplishment, is training necessary to accomplish the day-to-day mission. In using this rating, commanders are validating training as mission essential and if AF funds cannot support the need, unit funds will be utilized. In most cases, these quotas will be funded. Priority/Level 1 requirements must be submitted to HQ AMC/LGMMT on AF Form 3933, **MAJCOM Mission Training**, accompanied by justification and signed by the unit training manager or functional manager and unit commanders. HQ AMC/LGMMT will assist functional managers in the preparation of additional AF Form 3933s for Priority/Level 1 requirements.

6.2.2. Priority/Level 2, Mission Enhancement, is training required to improve mission capability. The unit commander must sign these requirements and units must plan/budget to fund. Unit commanders will limit their requirements to the number of quotas required to meet mission needs based on these training levels.

6.2.3. During annual screening HQ AMC/LGMMT will provide a Microsoft Access form ([Attachment 9](#)) for the MTF to use for identifying requirements. HQ AMC/LGMMT will project for en route training. Although the format is determined by AETC, HQ AMC/LGMMT needs the data in column format (along with the AF Forms 3933, if applicable).

6.2.4. Submit all requirements directly to HQ AMC/LGMMT. MTFs will consolidate the requirements and forward to HQ AMC/LGMMT NLT the established suspense.

6.2.5. HQ AMC/LGMMT will provide consolidated inputs to functional managers for review and validation. Once quotas are received, HQ AMC/LGMMT will assist functional managers with distribution of assigned quotas to the MTFs. Functional managers have final authority on distribution of assigned quotas when allocations are less than requested.

6.3. Scheduling Formal Training. HQ AMC/LGMMT will provide quotas and class schedules to the MTFs within 30 days of receipt of allocations from HQ AMC/DPFET. The following guidelines provide procedures for scheduling personnel for the next quarter's training, and the confirmation of those allocations. (**EXCEPTION:** Does not apply to AFRC units.) MTFs will:

6.3.1. Email allocation information to reach HQ AMC/LGMMT NLT 45 days prior to the class start date. Units will use the electronic form, AMC (ASF) Form 10, **Formal School Quota Request Form**, and ([Attachment 10](#)) to allocate quotas.

6.3.2. Ensure personnel submitted for class meet all prerequisites.

6.3.3. Certain courses (e.g., type 5) require additional information; see AMCI 36-2204 for additional information required. The scheduler will request this information on an as needed basis.

6.3.4. Out-of-Cycle Requests. Units submit requests approximately 45 days prior to class start date. HQ AMC/LGMMT cannot submit them any earlier than 30 days from the start date. Because of short notice notification ensure the member and UTM are aware of the request. All out-of-cycle requests are unit funded.

6.3.5. Cancellations. When submitting a cancellation to a confirmed quota, UTMs must include name, SSAN, Training Line Number (TLN), course number and class ID.

6.3.6. Substitutions. When a scheduled trainee becomes unavailable a local substitution can be made. Military-to-military substitutions will be accomplished through the local Military Personnel Flight (MPF) formal training section. When making civilian-to-military or military-to-civilian substitutions, units must coordinate with HQ AMC/LGMMT.

6.3.7. HQ AMC/LGMMT will provide e-mail confirmation of scheduled training.

6.3.8. HQ AMC/LGMMT will track utilization rates and post in AMC Catalog on the AMC/LG website.

6.4. En route Training. En route training provides weapon system training to aircraft maintenance personnel supporting AMC en route aircraft. Training is provided through permanent change of station

(PCS), en route training, or temporary duty (TDY), and return training via TD, MQTP, or flightline training means. Training may also be received at an en route or Regional Training Center (RTC) through the use of a ground trainer aircraft (GTA) if available.

6.5. Training Provided for Overseas AMC En Routes. En route training requirements will be scheduled based on the gaining organization's needs. HQ AMC/LGMMT will schedule TD, MQTP, or flightline training based on availability of classes within the desired PCS time frame. En route training directed by HQ AMC/LGMMT has priority over local training. Individuals qualified on one or more AMC weapon system may be scheduled to attend training on an additional AMC weapon system. HQ AMC/LGMMT will schedule non-AMC experienced personnel for training on one AMC weapon system as requested by the gaining unit whenever possible. Unusual circumstances may prevent training and in these cases, HQ AMC/LGMMT will notify the unit.

6.5.1. AMC losing unit responsibilities:

6.5.1.1. Continental United States (CONUS) MTFs/en routes will establish procedures to ensure all aircraft maintenance personnel in off-line positions departing PCS to AMC en route units have current on-equipment task certifications on one locally assigned weapon system. TSgt and below in AFSCs 2A5X1, 2A5X3A, 2A5X3B, 2A6X1X, 2A6X5, and 2A6X6 not directly performing sortie generation maintenance, as determined by HQ AMC/LGMMT, will be placed back in the flightline environment as soon as possible upon notification of the assignment. Flightline refresher and familiarization training will concentrate on CFETP core tasks and other training requirements identified by the gaining unit. Training time will be a minimum of 60 days. Short notice assignment notification will sometimes not allow for 60 days of flightline training; in these cases training will concentrate on CFETP core tasks. To facilitate processing of the training request, MTFs must provide the correct course numbers and fund cite for MQTP/Warfare Center courses, contact the members for current duty position/qualifications/ Special Experience Identifiers (SEIs) and for overseas to overseas personnel (not intratheater), check course length and time between Date Eligible to Return from Overseas (DEROS) and Report Not Later Than Date (RNLTD).

6.5.1.2. CONUS/en route supervisors will perform initial evaluation for personnel returning to flightline work centers. An evaluation must be documented in AF Form 623A, **On-the-Job Training Record Continuation Sheet**, indicating amount of training time required. Training will be conducted by the flightline workcenter. MTFs/RTCs will report all individuals undergoing flightline refresher/familiarization training on losing unit reports submitted to HQ AMC/LGMMT. Indicate initial evaluation, start/stop dates, and total number of training days spent on the flightline.

6.5.2. AMC Gaining Unit Responsibilities:

6.5.2.1. Gaining en route units will review the HQ AMC/LGMMT en route training report and personally contact the member to determine appropriate training needed to maintain a balance of required skills in the unit. (Do not request training outside an individual's primary AFSC). Ensure requests are complete and accurate. Monitor and review training request, ensure personnel have met prerequisites for training requested. The gaining unit will notify HQ AMC/LGMMT of unique training requirements above and beyond core tasks within two weeks after notification of the gain. Only in rare instances (due to short notice assignment selection or when a non-AMC experienced member requires training), will a gaining unit commander request an extension to the RNLTD to support training. In the event of nonreceipt of gaining unit requirements, HQ AMC/

LGMMT will review the record and schedule/not schedule training based on the projected duty position and RNLTD.

6.5.2.2. Each en route unit will monitor the DEROS of their assigned engine-run qualified personnel. En route units will request engine-run training for replacement gains based on the DEROS month of qualified losses. An individual not meeting engine-run prerequisites will not be scheduled for engine-run training during the PCS move. En route units must review prior qualifications of all inbound personnel and must contact the losing organization to determine if engine-run qualification is possible. After this coordination, submit requests for engine-run training to HQ AMC/LGMMT as early as possible. The losing supervisor has the final authority for an individual to attend engine-run training based on AFSC assigned, job performance capability, and meeting prerequisites listed in AFI 21-101.

6.6. TDY to a Training Detachment (TD) Course. Limited funding is available to support sending students to a TD where the training is not available locally. Thirty days prior to the course start date, the MTF/RTC will submit the TDY to School Travel Order Request ([Attachment 7](#)) to the 982 TRG TDY TO SCHOOL mailbox on the global address directory. The 982 TRG/CCR will fax a copy of approved orders to the OPR on the TDY to School Travel Order Request form. After the TDY *the unit must* fax a copy of the paid voucher to the 982 TRG/CCR. Rental cars are not AETC funded. (**EXCEPTION:** Does not apply to AFRC units.)

6.7. Funding. UTM's must ensure their resource manager forecasts sufficient unit training funds to support projected formal and en route training requirements.

6.7.1. Education and Training Course Announcements (ETCA) located at <https://etca.randolph.af.mil> prescribe training funding policies for en routes. The gaining AMC unit will fund en route training for all gains. Each en route unit and RTC will program funds to support TDY of personnel to the CONUS locations for training.

Chapter 7

MAINTENANCE QUALIFICATION TRAINING PROGRAM (MQTP)

7.1. Maintenance Qualification Training Program. MQTP's objective is to provide "formalized OJT" and qualification training as outlined in AFI 36-2232, *Maintenance Training*. This is accomplished by providing certification level training, therefore reducing the OJT burden on work centers. The goal of the MQTP is to produce quality trained and certified airmen capable of performing most duty position and Air Force core tasks. The target audience is technical sergeant and below however, other personnel as determined by the local MXG may utilize MQTP. **NOTE:** MQTP does not satisfy all training requirements for upgrade training nor does it relieve squadron commanders and supervisors of responsibilities identified in AFI 36-2201, or other publications. Work centers will provide qualification and upgrade training as required for assigned personnel. Performance based course objectives, identified in the course control document, must be trained to the certification level (minimum 95%).

7.1.1. Maintenance Training Flights (MTFs) will ensure basic MQTP course curriculum developed at the Prime for assigned Mission Design Series (MDS) is incorporated in the local program.

7.1.2. All initial in-processing for newly assigned personnel is completed prior to entry into the MQTP.

7.1.3. The MQTP element will be staffed with dedicated maintenance instructors from the MXG. The MXG will support the MQTP with dedicated airframes and support equipment for maintenance training.

7.1.4. Personnel attending a MQTP course are exempt from base and squadron details and weekend duty. Students are considered in "formalized OJT" from class start-to-stop dates.

7.1.5. The MQTP is not mandatory for AFRC personnel; however, reservists may utilize this training on a space-available basis.

7.2. MQTP Phases.

7.2.1. MQTP Phase I, General Maintenance and Production Team Maintenance (PTM) Tasks (**Attachment 5**). Phase I is for 3-levels and supports PTM. Additionally, Phase III (transition/en route) trainees may require portions of Phase I to become qualified on the assigned weapon system. All entry-level airmen and personnel in retraining status with flightline AFSCs (2A5X3A, 2A5X3B, 2A5X1, 2A6X1A/B, 2A6X5, 2A6X6) are required to complete this phase. Personnel must attend Phase I within 90 days of assignment, preferably the next available class. Based on the MTF's evaluation, Mission Ready Airmen (MRA) graduates may be waived if the initial evaluation verifies all objectives are met.

NOTE: C-5 Airplane General (APG) attend combined Phase I and Phase II

7.2.2. MQTP Phase II, 5-Level Duty Position Training. Phase II supports 5-level upgrade training by qualifying and certifying all 5-level Air Force core tasks and the majority of duty position tasks. Personnel must attend Phase II no later than 180 days after graduation from Phase I. The MTF will evaluate MRA graduates prior to entry in Phase II. The MTF, with the assistance of the work center supervisor, determines when proficiency advancement is justified based on task qualification.

7.2.3. MQTP Phase III, Transition/En route Training. Phase III is designed to train individuals transitioning to a weapon system they are not qualified on. Individuals must attend within 180 days after being assigned to a new weapon system. This requirement can be satisfied by attending an AETC/TD transition course. Individuals PSCing to an en route unit may attend Phase III training.

7.2.4. MQTP Phase IV, Cross Utilization Training (CUT). Phase IV is provided to promote the PTM concept and provide commanders with a local training option to balance the work force in the face of force reductions and changing missions. CUT provides training for personnel to assist on jobs normally assigned to other AFSCs, yet requiring similar skills. Commanders, flightline supervisors, and training managers must ensure personnel selected for CUT are performing satisfactorily in their assigned AFSC and meet CUT prerequisites to maintain a balanced work force. The target group for CUT is personnel trained to the 5-skill level or higher, and those who have completed Phase II or III of MQTPs or TD equivalent for their AFSC. Personnel must also have at least 12 months experience on their current MDS. The local MXG identifies required CUT tasks for each AFSC, ensuring tasks are trained via formalized OJT, and CCDs are developed to meet identified tasks. CUT CCDs are approved locally.

7.2.5. Phase V, Enhancement Training. Phase V courses are developed to meet local training needs and include, but are not limited to, training sessions, trouble-shooting, or advanced courses. If a course is conducted on a recurring basis, Course Control Documents (CCDs) will be developed. Phase V CCDs are approved locally.

7.3. MQTP Responsibilities.

7.3.1. HQ AMC/LGMMT will:

- 7.3.1.1. Approve CCDs for Phases I, II, and III.
- 7.3.1.2. Assign course numbers for MQTP Phases I, II, and III.
- 7.3.1.3. Approve waivers as required per this instruction.
- 7.3.1.4. Conduct periodic management reviews of all MQTPs.
- 7.3.1.5. Review local courseware development and material request.

7.3.2. MTF will:

- 7.3.2.1. Manage the MQTP for their location.
- 7.3.2.2. Ensure MQTP instructors obtain and maintain instructor, weapon systems, and MTD qualification as required.
- 7.3.2.3. Ensure student course completion is loaded in the MIS.
- 7.3.2.4. Review MQTP class packages, ensure they contain, as a minimum, a class and attendance roster, performance evaluation, test results and analysis, and student and supervisor course critiques.
- 7.3.2.5. Ensure class rosters are maintained and current.
- 7.3.2.6. Validate courseware development requirements prior to submission to HQ AMC/LGMMT.

7.3.3. Prime MQTPs are responsible for curriculum development on a particular aircraft. The curriculum manager will:

- 7.3.3.1. Incorporate changes to CCDs that result from Technical Order (T.O.) and publication changes.
- 7.3.3.2. Implement test analysis procedures utilizing an automated program or the AMC Form 119, Test Analysis Worksheet. They are also used in conjunction with the rewrite of a test or test question.
- 7.3.3.3. Maintain the status of each project. Program status must be kept current and identify course number, course title, start date, required completion date, and Office of Primary Responsibility (OPR). Maintain the project plan as part of the CCDs.
- 7.3.3.4. Attend an Instructional Systems Design (ISD) course.
- 7.3.3.5. Ensure course documents are prepared IAW the *AMC Style Guide*.
- 7.3.3.6. Assign, with the concurrence of the MQTP Element NCOIC, specific course development responsibilities.
- 7.3.3.7. Coordinate course changes and new course development with other MQTPs having the same aircraft prior to submitting revision to local MXG.
- 7.3.3.8. Distribute a copy of approved CCDs to each using MQTP/RTC.
- 7.3.3.9. Distribute student instructional materials such as handouts in the same manner as CCDs. The using MQTP/RTC is responsible for reproducing these materials.
- 7.3.3.10. Distribute one copy of CCD changes to each using MQTP and RTC.
- 7.3.3.11. If Prime, function as a SME for assigned MDS.
- 7.3.3.12. Participate in the Curriculum Advisory Council (CAC).

7.3.4. Participate in course development by gathering data, suggesting changes, and validating instruction as requested by the Prime. Using MQTPs will be tasked by the Prime to develop a course if they have different aircraft models. Using MQTPs/RTCs must use CCDs provided by Prime. Local tasks may be added as necessary; if so, send information copy to Prime.

7.4. MQTP Noncommissioned Officer in Charge (NCOIC).

- 7.4.1. Is assigned to the MTF and manages the MQTP.
- 7.4.2. Ensure training programs are prioritized and implemented, based on unit requirements.
- 7.4.3. Ensure aircraft and support equipment requirements are included in the MTF submission to the Plans, Scheduling, and Documentation Section.
- 7.4.4. Periodically observe classes for both student and instructor performance.
- 7.4.5. Participate in the selection of maintenance instructors.
- 7.4.6. Develop and maintain a folder for each assigned maintenance instructor, to include course qualifications and annual evaluations.
- 7.4.7. Ensure assigned maintenance instructors are evaluated according to this instruction.

- 7.4.8. Attend the MTF monthly scheduling meeting.
- 7.4.9. Ensure a T.O. file is established and maintained according to T.O.s. 00-5-1 and 00-5-2.
- 7.4.10. Ensure composite tools kits (if applicable) are maintained according to AFI 21-101/AMC SUP 1, *Aerospace Equipment Maintenance Management*, and unit management procedures are followed to control equipment inventory, issue, and receipt.
- 7.4.11. Establish tracking procedures for student feedback. Initiate follow up action as required.
- 7.4.12. Ensure MQTP students complete AMC Form 246, **Student Course Critique**, and immediate supervisors complete AMC Form 247, **Supervisor Feedback**.
- 7.4.13. Maintains an active interface with work center supervisors.
- 7.4.14. Ensure programs are developed using the ISD process.
- 7.4.15. Ensure all CCDs are reviewed biennially through the wing weapons safety office and the MAJCOM weapons Functional Managers, no later than the last day of the anniversary month. If a course has not been taught since the last Instructional Systems Reviews (ISR) it will be considered inactive by the Prime MQTP and no ISR required. An ISR will be accomplished prior to teaching an inactive course. The instructor may self-qualify prior to teaching a course that was inactive. Use AF Form 1768, **Staff Summary Sheet**, for all reviews of CCDs IAW the *AMC Style Guide*. Each using MQTP/RTC will forward a completed AF Form 1768 to the Prime for each course reviewed. The Prime MQTP will forward a completed AF Form 1768, along with each using MQTP's/RTC's coordination, to HQ AMC/LGMMT.
- 7.4.16. Participate in the CAC.
- 7.4.17. Ensure instructors are assigned to support the MQTP. Instructors are exempt from base and squadron details while conducting formal OJT courses.
- 7.4.18. Present a training certificate to the student after successful completion of not less than 95 percent of the course objectives. This includes certifying 95% of performance-based course objectives, identified in the course control documents. The purpose of this is to allow for the inability of the MQTP to complete some objectives due to lack of equipment or other resources during scheduled class dates. It does not cover the inability of a student to successfully complete an objective.
 - 7.4.18.1. Students who are unable to successfully complete all course objectives are not restricted from re-enrollment of the course. A review of the individual's training problems is accomplished with the individual's supervisor and the instructor. After this review they will decide if the individual should re-enroll in the course. In all cases, the instructor will document the problems, circumstances, and recommendations to overcome the deficiency in the individual's training record.
- 7.4.19. Ensure maintenance instructor requirements and training are adhered to.
 - 7.4.19.1. Conduct task evaluations on each instructor annually through direct observation of classroom or flightline hands-on training. Document and maintain AMC Form 248, **Instructor Evaluation Checklist**, in the instructor's folder.

7.5. MQTP Full-time and Part-time Instructors Responsibilities.

- 7.5.1. Have a minimum of 2 years experience on the unit's assigned aircraft.
- 7.5.2. Be "Red X" certified for course objectives that require a production inspection.

- 7.5.3. At a minimum, is a senior airman (E-4) with over 4 years time in service, or civilian equivalent.
- 7.5.4. Attend the training courses they instruct for the purpose of qualification.
- 7.5.5. Complete an instructor course (e.g., Principles of Instruction).
- 7.5.6. Be qualified to operate audiovisual/computer equipment/maintenance training devices, as required.
- 7.5.7. Outline and submit hardware and software equipment needed for local courseware development to the MTF chief.
- 7.5.8. Request maintenance instructor waivers for any of the above listed prerequisites in writing. Local MXG is approval authority.
- 7.5.9. Conduct training as specified in the CCDs.
- 7.5.10. Act as a subject matter expert, when required.
- 7.5.11. Provide inputs for training schedules and reports.
- 7.5.12. Obtain necessary supplies, tools, equipment, and aircraft for task training.
- 7.5.13. Annotate and certify student qualifications in the training records. MQTP instructors can sign-off trainer and certifier blocks IAW AFI 36-2201.
- 7.5.14. Record and report lost training time, production hour contributions, seat utilization, and instructor utilization to the MQTP NCOIC.
- 7.5.15. Monitor student performance and take corrective action, as necessary.
- 7.5.16. Brief the MQTP NCOIC, MTF chief, and the student's immediate supervisor, as required, whenever a student's progression is substandard.
- 7.5.17. Participate in applicable MQTP and TD course CACs.
- 7.5.18. Maintain technical and instructional proficiency.
- 7.5.19. Utilizes existing MTDs to complete task certification when MTD is capable and are concurrent with aircraft configuration.
 - 7.5.19.1. Provide the associated "task knowledge" training (why, when, operating principles).
 - 7.5.19.2. Demonstrate each task for the student (why, when, operating principles, "Go" level).
 - 7.5.19.3. Allow the students to practice each task.
 - 7.5.19.4. Evaluate each student for certification.

7.6. Training Class Cancellation Policy. MQTP classes may be postponed during higher headquarters exercises at the discretion of the MXG, if resources are needed to sustain the exercise. However, classes with TDY students are not postponed. When MQTP classes are postponed, students will report to their work center; instructors may be used to augment the production force.

7.7. Production Report. Each prime MQTP will submit a curriculum development and production report to HQ AMC/LGMMT on a quarterly basis (e.g., the 20th of Jan, Apr, Jul, and Oct). Submit quarterly production report using HQ AMC/LGMMT provided spreadsheet.

7.8. Course Control Documents (CCD). Develop and or modify/revise using the *AMC Style Guide* (contact HQ AMC/LGMMT for a copy) and AMC Form 120, ISD Project Plan. The AF Form 120 is maintained with the Master File set of CCDs.

7.8.1. HQ AMC/LGMMT will assign course numbers for MQTP Phase I, II, and III.

7.8.2. The Plan of Instruction (POI), Course Chart (CC), and Course Training Standard (CTS) will normally have the same date unless POI changes are made that do not affect the other documents. The original date is given upon HQ AMC/LGMMT approval of CCDs.

7.8.3. CCDs are reviewed and approval per *AMC Style Guide*.

7.8.4. MTFs will manage training material as follows:

7.8.4.1. Maintain a master copy of the CCDs, including the CTS/POI, course background material (project plan, etc.), and initial and biennial reviews. Course critiques will be maintained until ISR is completed.

7.8.4.2. Establish a master CCD inventory log to include the course title and course number, OPR, implementation date, and review dates.

7.8.5. Test Material Management (including computer disks and printed materials) IAW AFI 36-2605:

NOTE: Automated Tests must be placed on a secured site.

7.8.5.1. Store in a locked container and identify on a test control log.

7.8.5.2. Test inventory on monthly basis.

7.8.5.3. Tests must be signed in and out when used.

7.8.5.4. Biennial review of tests with the respective CCDs.

7.8.5.5. Assign a Test Control Monitor as POC for control, inventory, and test review.

7.9. Program Evaluation. Administer student and supervisor course critiques for all courses.

7.9.1. The MQTP NCOIC will distribute course critiques NLT 45 days after graduation. The MQTP NCOIC will answer areas identified as requiring improvement.

7.9.2. File critiques in the student package and maintained until the next biennial course review is completed.

7.9.3. The MTF will determine routing and tracking of completed critique forms.

Chapter 8

MAINTENANCE TRAINING DEVICES (MTDS)

8.1. Training Support. HQ AMC purchases, maintains, and schedules MTDs for utilization by MQTP/TD maintenance students. Use MTDs as the primary source for initial skills training and follow-on training of specified tasks. The key purpose of MTDs is to minimize the impact of training requirements on operational aircraft. MTDs provide instructors with the platform necessary to accomplish task qualification training and perform task certification.

8.1.1. MTDs are hardware or computer based devices designed or modified exclusively for training purposes that enhances learning, facilitate the development of skills, and permit the practice of proper procedures necessary for the maintenance of integrated systems of the prime mission system. These devices use simulation/stimulation in construction or operation to demonstrate or illustrate a concept circumstance or environment.

8.1.1.1. MTDs facilitate hands-on training, qualification, and certification of specific tasks in the classroom and minimize the impact of maintenance training on operational aircraft. MTF/TD instructors will consider use of MTDs as the first choice for training and in course development to minimize use of operational aircraft to the maximum extent possible.

8.1.2. MTDs will support training and certification of new training requirements or aircraft changes. HQ AMC will ensure MTDs are concurrent with aircraft configuration through coordination with the System Program Officer (SPO), the Training Development Team (TDT), and other agencies as required. HQ AMC will provide trainer maintenance support throughout the lifecycle of the program to support valid maintenance training requirements. MTDs also:

8.1.2.1. Reinforce systems and subsystems operation (theory).

8.1.2.2. Identify system components (familiarization).

8.1.2.3. Demonstrate system operation.

8.1.2.4. Troubleshoot specific malfunctions (fault isolations).

8.1.2.5. Remove and replace system components.

8.1.2.6. Perform operation/ Built-In Training (BIT) checks.

8.1.2.7. Interface with aircraft support equipment.

8.1.3. Instructors will utilize the MTDs to train, evaluate, and certify task qualification.

8.2. Determine and Evaluate Training Requirements. Maintenance instructors and SMEs must continually evaluate task-training requirements for validity and MTD applicability. If new tasks are identified or tasks are no longer required due to aircraft modification, action must be initiated to affect training standards (i.e. CFETP or AF Form 797, **Job Qualification Standard Continuation/Command JQS**) and Course Control Documents (CCDs). Curriculum changes may be initiated via annual/periodic review or Curriculum Advisory Council (CAC).

8.3. MTD Concurrency. MTF/TD must interface closely with the local TDT to maintain MTD concurrency.

8.3.1. MTF will coordinate a Memorandum of Agreement (MOA) with local TD to ensure requirements exclusive to MQTP are identified during the acquisition process. MOA will cover: utilization reporting, concurrency deficiency and enhancements. Submit copy of MOA, deficiencies, and enhancements to HQ AMC/LGMMT.

8.4. Responsibilities for MTD Usage. HQ AMC/LGMMT capitalizes on both the MTF and TD to provide optimum training and certification for maintenance technicians. MTF and TD will work together to establish complementary and cohesive training programs in support of the operational mission.

8.4.1. TD will provide advance, transition, 3-level awarding courses, and any additional courses validated by HQ AMC/LGMMT.

8.4.2. MTF will provide formalized On-the-Job Training (OJT), Production Team Maintenance (PTM) (e.g. jack, tow, refuel/defuel), and MXG or MAJCOM directed training.

8.5. MTD Management. HQ AMC procures and owns MTDs assets for training maintenance personnel. MTF and TD will jointly use MTDs as shared assets. Units will determine operating rules (e.g. scheduling, tours, operational hours) at the local level via an MOA.

8.5.1. HQ AMC/LGMMT will task MTFs for Subject Matter Experts (SMEs) support when development, modification, and upgrade of MTDs are required.

8.5.2. MTF/TD instructors will identify MTD deficiencies that result in use of operational aircraft and document any recommended MTD improvements to the TDT. Submit findings through the prime MTF to HQ AMC/LGMMT.

8.5.3. TDT will coordinate all engineering change proposals (ECPs) effecting MTD changes and modifications through both the respective MTF/TD instructor(s) and at least one MXG lead technician (SME) to ensure MTD design changes will meet AFSC training requirement(s). Submit recommendations through the prime MTF to HQ AMC/LGMMT.

8.6. Course Development and Validation Utilizing MTDs. MTF/TD course objectives and MTD tasks must be supported by a validated and documented training requirement (e.g. 797, CFETP). Specific course objectives and MTD tasks not defined by a reference in the training standard must reference a sub-task and/or task in the training standard. MTD capabilities not supported by training standard references will be deleted. MTF/TD will jointly conduct annual, or sooner if needed, ISR to determine and validate training requirements against MTD capability.

Chapter 9

EN ROUTE AND AIR MOBILITY OPERATIONS GROUP (AMOG) TRAINING

9.1. En Route Training Program. The en route training program includes the duties and responsibilities of the Air Mobility Operations Group (AMOG) Regional Training Superintendent and the AMOG regarding ground trainer aircraft, instructor requests and funding, the Air Force Engineering and Technical Services (AFETS) program as it applies to the AMC en routes, and en route readiness reporting procedures.

9.2. AMOG Regional Training Superintendent. The AMOG regional training superintendent manages all AMC en route maintenance training for personnel assigned within the theater. They direct and coordinate training sessions, Staff Assistance Visits (SAVs), Master Task Lists (MTLs), PCS to en route training, TDY to CONUS training, etc. The AMOG regional training superintendent's also coordinate on MAJCOM policy and are the focal point for the unit training managers (UTMs) within their theater.

9.3. AMOG Regional Training Superintendent Responsibilities.

9.3.1. Ensure en routes develop a self-sustaining training capability for recurring local needs. Assist en route locations in meeting training requirements created by personnel turnover and changes/upgrades to AMC aircraft systems.

9.3.2. Manage the command standardized engine-run program for assigned theater of operations. Create and distribute written tests derived from the command standardized engine-run test question bank. (Refer to AFI 21-101, **Chapter 2** and AMC Sup 1 for further guidance.)

9.3.3. Request support from AMC CONUS units. Units may be asked to augment or provide en route units with classroom instructors and task certifiers to support training on ground trainer aircraft.

9.3.4. Act as Office of Primary Responsibility (OPR) for all external training assistance requests.

9.4. Air Mobility Squadron (AMS) Responsibilities.

9.4.1. Each AMS will coordinate requests through the AMOG Training Superintendent, who in turn will validate requests and arrange for AMC CONUS unit support as necessary.

9.4.2. Request instructor support to the AMOG Training Superintendent NLT 120 days prior to the scheduled training. If AMOG Training Superintendent cannot support the instructor request from within theater, they will contact the AMC CONUS MTF with an information copy to HQ AMC/LGMMT, AMOG, and unit. Unit requests must identify instructor AFSC and specific tasks to be taught.

9.5. CONUS Training. When opportune training is not possible or quality training cannot be accomplished using opportune training, CONUS training is the preferred training method for recurring and qualification training once a person has PCS'd to an En Route location. CONUS training provides excellent classroom facilities, Maintenance Training Device (MTD) availability and best aircraft availability when comparing other alternatives (opportune training and GTA). En Route personnel will travel to CONUS locations i.e. C-17, Charleston or McChord, C-5, Dover or Travis for the appropriate level of training using local MQTP or FTD resources (classrooms and MTDs). Coordination between the RTC and appro-

appropriate CONUS Maintenance Training Flight is essential. En routes will use the priority system IAW AFI 36-2201, V1, Attachment 5.

9.6. Ground Trainer Aircraft. Ground trainer aircraft is not the preferred method of training. However, maintenance groups or MXG/CC may coordinate ground trainer aircraft requests, for en route training, with TACC/XOB and send copy of request to HQ AMC/LGMMT. En route personnel will maximize opportune training on available remain overnight (RON) and Not Mission Capable (NMC) aircraft. Due to high operations tempo group trainer request may be denied due to lack of aircraft availability.

9.6.1. Consider available ground times and NMC-affected systems when determining training tasks. Prior to the aircraft commander's departure from the aircraft brief the intentions to train and the type of training. En route maintenance supervisors, with assistance from unit training managers and the maintenance aircraft control center, will plan as far ahead of the aircraft arrival as possible for opportune training sessions. They will ensure all necessary equipment, and a qualified trainer/supervisor, are available and conduct the crew briefing.

9.6.2. Training is not performed on aircraft carrying hot cargo or close watch missions. All training will be completed and the aircraft ready for flight not later than 2 hours prior to crew show to ensure the training does not interfere with scheduled departure.

9.7. En Route Instructor Training Funding. The sponsoring AMS will provide funding to the supporting MTF for the TDY travel and per diem of requested instructor personnel. RTC and supporting MTF training providers will supply all required training support materials (i.e. lesson plans, booklets, and audiovisual equipment). This does not include T.O.s, which are provided by the requesting en route.

9.7.1. Training managers must ensure their resource managers forecast sufficient unit training funds to support projected en route training requirements. Each en route unit and RTC will program for funds to support TDY of personnel to the CONUS location, TDY of CONUS personnel to en route locations, and for return of en route personnel to CONUS locations.

9.8. En Route Training Readiness. AMS personnel will receive weapon system skill qualifications on at least one weapon system (C-17/C-5/C-141) through AMC Maintenance Qualification Training Program (MQTP) and/or AETC Training Detachment En Route transition courses prior to assignment IAW AMCI 21-104.

9.8.1. AMS personnel will complete all Production Team Maintenance (PTM) training tasks identified in AMCI 21-104, [Attachment 5](#), at their assigned En Route location via on the job training. Personnel will be qualified on PTM tasks for both the C-5/C-17, and C-141 where applicable.

9.8.2. En routes will measure their training status in two ways; through the Qualification Metrics and the Wartime Critical Task List (WCTL) Metrics. The En Route Qualification and WCTL slides are both due to HQ AMC/LGMMT NLT the 15th of the following month for each quarter.

9.8.3. En route maintenance technicians will be trained to support aircraft maintenance requirements IAW AFSC Career Field Education Training Plans (CFETPs) and AMCI 21-104. Personnel are considered qualified for reporting purposes (as indicated in Para [9.6.2.](#)) when they meet a majority of all En Route MTL tasks and AFSC core tasks associated with current skill level/MDS being measured against. Personnel must still meet all existing requirements to achieve skill level upgrade IAW AFI 36-2201. Contact HQ AMC/LGMMT for the metric format, a copy of the MTL, and/or the measure-

ment criteria as required. Metric format is on HQ AMC/LGMMT website:

--<https://amclg.scott.af.mil/cgi-bin/index.pl?dd=/lgm/lgmm/lgmmt&ti=AMC/LGMM+-+Aircraft+Maintenance+Training+Management>.

9.8.4. The WCTL measures overall levels of qualification against specific tasks determined by the MAJCOM, and project training requirements out for the next three months. Contact HQ AMC/LGMMT for the metric format, a copy of task list, and/or the measurement criteria as required.

9.8.5. HQ AMC/LGMMT ensures that aircraft maintenance training courses are available to meet the needs of the AMOG/AMS commanders by working closely with AETC and CONUS support units.

9.9. AFETS Training Requests En route locations may request AFETS support to provide training. The AMOG Training Superintendent will validate requests and arrange for AFETS support as necessary.

9.10. Forms Prescribed: AMC Form 10 – **Formal School Quota Request Form**, AMC Form 119 – **Test Analysis Worksheet**, AMC Form 120 – **ISD Project Plan**, AMC Form 246 – **Student Course Critique**, AMC Form 247 – **Supervisor Evaluation of MQTP Graduate(s)**, and AMC Form 248 – **Instructor Evaluation Checklist**.

JEFFREY W. ACKERSON, Colonel, USAF
Deputy Director of Logistics

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 21, 1, *Managing Aerospace Equipment Maintenance*
AFJI 16, 105, *Joint Security Assistance Training (JSAT) Regulation*
AFI 21, 101, *Maintenance Management of Aircraft*
AFI 21, 110, *Engineering and Technical Services*
AFI 36, 2101, *Classifying Military Personnel (Officers and Airmen)*
AFI 36, 2201, *Developing, Managing, and Conducting Training*
AFI 36, 2232, *Maintenance Training*
AFHAN 36, 2235 V5, *Interactive Multimedia Instruction (IMI) Design, Development, and Management Guide*
AFMAN 36, 2247, *Planning, Conducting, Administering, and Evaluating Training*
AFI 36, 2605, *Air Force Military Personnel Testing System*
AFMAN 37, 123, *Management of Records*
AFMAN 37, 139, *Records of Disposition Schedule*
AMCI 36, 2204, *AMC Mission Readiness Training Program*

Abbreviations and Acronyms

AETC—Air Education and Training Command
AF—Air Force (forms only)
AFCAT—Air Force Catalog
AFETS—Air Force Engineering and Technical Services
AFI—Air Force Instruction
AFIT—Air Force Institute of Technology
AFHAN—Air Force Handbook
AFJI—Air Force Joint Instruction
AFMAN—Air Force Manual
AFOSH STD—Air Force Occupation Safety and Health Standard
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
AFSC—Air Force Specialty Code

AGE—Aerospace Ground Equipment
AMC—Air Mobility Command
AMCI—Air Mobility Command Instruction
AMSG—Air Mobility Support Group
AMS—Air Mobility Squadron
AMWC—Air Mobility Warfare Center
ANG—Air National Guard
APG—Airplane General
APU—Auxiliary Power Unit
ARC—Air Reserve Component
ATM—Air Turbine Motor
AV—Audiovisual
BIT—Built-In Test
CAC—Curriculum Advisory Committee
CAST—Command Aircraft Systems Training
CBT—Computer-Based Training
CC—Course Chart
CCD—Course Control Document
CDC—Career Development Course
CERT—Certification
CETS—Contractor Engineering and Technical Services
CFETP—Career Field Education and Training Plan
CONUS—Continental United States
CSS—Concurrent Servicing Supervisor
CTK—Composite Tool Kit
CTS—Course Training Standard
CUT—Cross Utilization Training
DAVIS—Defense Automated Visual Information System
DEROS—Date Eligible to Return from Overseas
DICU—Digital Interface Control Unit
DITIS—Defense Instructional Technology Information Systems
DLC—Distance Learning Center

DOD—Department of Defense
DOPP—Dropped Object Prevention Program
DS—Defensive Systems
DSN—Defense Switched Network
ECP—Engineering Change Proposal
EP—Emergency Procedures
ETS—Engineering and Technical Services
FY—Fiscal Year
GOX—Gaseous Oxygen
GT—Ground Trainer
GTA—Ground Trainer Aircraft
GTC—Ground Turbine Compressor
HQ—Headquarters
IAW—In Accordance With
IMI—Interactive Multimedia Instruction
INSP—Inspection
IPI—In-Progress Inspection
ISD—Instructional Systems Design
ISR—Instructional Systems Review
JQS—Job Qualification Standard
LG—Logistics Group
LOOT—Logistics Officer Orientation Training
LOX—Liquid Oxygen
MACC—Maintenance Aircraft Coordination Center
MAJCOM—Major Command
MDS—Mission Design Series
MFR—Memorandums for Record
MIS—Management Information System
MPF—Military Personnel Flight
MOA—Memorandum of Agreement
MOS—Maintenance Operations Squadron
MQTP—Maintenance Qualification Training Program

MRA—Mission Ready Airmen
MTDs—Maintenance Training Devices
MTF—Maintenance Training Flight
MTL—Master Task List
MTS—Maintenance Training Scheduler
MTT—Mobile Training Team
MXG—Maintenance Group
NCOIC—Noncommissioned Officer In Charge
NMC—Not Mission Capable
NRTS—Not Repairable This Station
NLT—Not Later Than
OI—Operating Instruction
OJT—On-the-Job Training
OPR—Office of Primary Responsibility
PC—Personal Computer
PCS—Permanent Change of Station
PDS—Personnel Data System
POC—Point of Contact
POI—Plan of Instruction
POM—Program Objective Memorandum
PTM—Production Team Maintenance
RNLTD—Report Not Later Than Date
RON—Remain Over Night
RTC—Regional Training Center
SCR—Special Certification Roster
SEI—Special Experience Identifier
SME—Subject Matter Expert
SOT—Status of Training
SSS—Staff Summary Sheet
STS—Specialty Training Standard
TACC—Tanker Airlift Control Center
TD—Training Detachment

TDT—Training Development Team

TDY—Temporary Duty Assignment

TLN—Training Line Number

TO—Technical Order

TPR—Trained Personnel Requirements

TRSS—Training Support Squadron

USAF—United States Air Force

UTA—Unit Training Assembly

U&TW—Utilization and Training Workshop

WCTL—Wartime Critical Task List

Websites

HQ AMC/LGMMT –

<https://amclg.scott.af.mil/cgi-bin/index.pl?dd=/lgm/lgmm/lgmmt&ti=AMC/LGMM+-+Air-craft+Maintenance+Training+Management>

Air Mobility Warfare Center - <http://www.amwc.af.mil/wco/wcol/>

DAVIS/DTIS - <http://dodimagery.afis.osd.mil/dodimagery/davis>

Education and Training Course Announcements - <https://etca.randolph.af.mil>

Attachment 2**LOGISTICS OFFICER ORIENTATION TRAINING (LOOT)****SAMPLE SYLLABUS**

The following is provided as a guide and is not all inclusive.

1. MXG/CC/CD

Ref: AFI 21-101/AMC SUP 1 and AMCI 21-104

- a. Responsibilities
- b. Conduct a pre-training interview to introduce the training program and LOOT sponsor

2. MXG/QA

Ref: AFI 21-101/AMC SUP 1

- a. Responsibilities
- b. Quality Assurance Assessment Program
- c. Assessment Categories
- d. Trend Analysis

3. Maintenance Operations Center (MOC)

Ref: AFI 21-101/AMC SUP 1, AMCI 21-104, & MOIs

- a. Responsibilities
- b. Duties of each coordinator to include
 - (1) Specialist coordinators
 - (2) Weapon system coordinators
 - (3) AGE coordinators
 - (4) Senior coordinators
 - (5) Operations coordinators
 - (6) Other positions
- c. Proper use of radio procedures
- d. How to report aircraft status
- e. Methods to depict status of aircraft maintained or supported by maintenance
- f. Effective use of cannibalization

4. Aircraft Maintenance Squadron (AMXS)

Ref: AFI 21-101/AMC SUP 1

- a. Responsibilities
 - b. Overview from Maintenance Supervisor
 - c. Accompany SGF expediter on a normal flying day
 - d. While with Expediter, review aircraft & maintenance data collection forms used on flight line
 - e. Observe a preflight and a post flight inspection
 - f. AMXS FOD and Dropped Object Prevention Plan (DOPP)
 - g. Observe engine removal and installation, if available
 - h. Support & configuration
 - i. Accompany aircraft crew chief
 - j. Accompany aircraft specialist
 - k. Observe aircraft refuel
 - l. Observe LOX/LN2 service
5. Equipment Maintenance Squadron (EMS)
Ref: AFI 21-101/AMC SUP 1 & MOIs
- a. Responsibilities
 - b. Overview briefing from Maintenance Supervisor
 - c. Observe shop procedures in each flight
 - (1) Inspection
 - (2) Fabrication
 - (3) Systems
 - d. Observe nondestructive inspections using various types of NDI equipment
 - e. Observe fuel cell maintenance (fuel tank entry not required)
6. Component Maintenance Squadron (CMS)
Ref: AFI 21-101/AMC SUP 1 and MOIs
- a. Responsibilities
 - b. Overview briefing from maintenance supervisor
 - c. Observe avionics shop maintenance
 - d. Observe precision measurement equipment calibration/scheduling procedures

- e. Engine Test Cell functions and operations to include observation of engine test in operation (when available)
- f. Observe engine tear down (JEIM) procedures
- g. Observe engine ISO inspection procedures
- h. Observe AGE operations

7. Logistics Readiness Squadron (LRS)

This will provide an overview of the supply and transportation squadron functions. Training will include familiarization with:

- a. Computer Operations
- b. Customer Service Training
- c. Demand Processing
- d. Retail Sales
- e. War Readiness Support
- f. Warehouse Operations
- g. Fuels Operation
- h. MICAP Procedures
- i. NRTS Procedures
- j. 2 Level Maintenance/Lean Logistics
- k. Command and Staff
- l. Vehicle Operations
- m. Vehicle Maintenance
- n. Plans and Programs
- o. Combat Readiness & Resources

8. Contracting Squadron (CONS) (optional)

- a. Responsibilities
- b. Contracting authorities
- c. Contracting methods
- d. Ratification's
- e. Purchase Requests (PR)
 - (1) Flow
 - (2) Funding
- f. Contracts
 - (1) Competitive
 - (2) Negotiated
- g. Advanced Contract Planning

- h. Contract Administration
- i. Contract Repair Services
- 9. Maintenance Operations Squadron (MOS)
 - a. Programs & Mobility
 - (1) Responsibilities
 - (2) Financial management in maintenance complex
 - (3) Current OPS and mobility plans
 - (4) Mobility deployment, ALCE responsibilities & TDY manning assists
 - (5) Facilities management
 - (6) Maintenance manpower management
 - b. Analysis
 - (1) Production Analysis
 - (a) Responsibilities
 - (b) Types and uses of analysis products available
 - (c) Unit MIS on-line and retrieval capabilities
 - (2) GO81 Computer System
 - (a) Responsibilities
 - (b) Maintenance automation on flightline and in shops
 - (c) Terminal Training
 - (d) History
 - (e) Central Data Bank
 - (3) Material Deficiency Reporting (MDR) System
 - c. Engine management - Joint Oil Analysis Program (JOAP) and trend programs
 - d. QAE / Technical Order Library/Weight & Balance
 - e. Plans, Scheduling and Documentation
 - f. Maintenance Training Flight
 - (1) Responsibilities
 - (2) Training Administration
 - (3) Distributed Learning Center
 - (a) Command Aircraft Systems Training (CAST)

- (b) Computer Based Training
- (4) Maintenance Qualification Training Programs

- 10. Attend Wing Staff Meeting (Coordinate seat with WG/CCE)
- 11. Attend Group Staff Meeting
- 12. Attend Production Meeting
- 13. Egress/Marshaling/Flightline Driving

LOOT WORKSHEET EXAMPLE

LOOT Worksheet		INITIALS	DATE
1. MXG/CC/CD	Make appointment through MXG secretary, LOOT sponsor briefing provides basic overview of the LOOT program and MXG expectations.		
2. MXG/QA	Make appointment with OIC, Describe various Quality Air Force programs and the local procedures for managing them at Travis.		
3. MXG/CP	Make appointment with Senior Maintenance Coordinator. Covers management of the local Consolidated Command Post and its effect on the conduct of aircraft maintenance.		
4. AMXS	Contact AMXS Supervision, Spend time learning the inner workings of the C-5 squadron. Covers maintenance, recovery, and launch procedures.		
5. EMS	Contact EMS Supervision, Covers in-shop procedures in Systems, Fabrication, and Inspection flights as well as fuel cell maintenance.		
6. CMS	Contact CMS Supervision, Covers in-shop procedures in Avionics, AGE Propulsion, and Precision Measurement/Calibration.		
7. LRS	Contact Supply Training Office, Includes Fuels, War Readiness Support, Warehouse Operations, Demand Processing, and Retail Sales. Contact Vehicle Maintenance Officer, and Vehicle Operations Officer.		

8. CONS (Optional)	Contact Superintendent, Contracting methods, purchase requests, contact administration, and contact repair services.		
9. MOS	Contact Training Flight OIC.		
10. Wing Staff Meeting	Write in date attended at right.		
11. Group Staff Meeting	Write in date attended at right		
12. Production Meeting	Write in date attended at right		
13. Egress, marshaling, flightline, driving	Schedule through your unit training office. When complete, attach copy of AF Form 2426 to this checklist or have unit training manager date and initial at right.		
14. Complete Critique Letter	Send a letter through MOS/MXOT to MXG/CC highlighting good and bad points about the LOOT Program.		
15. Award of AF Form 1256	Certificate of Training		

Attachment 3

RECURRING TRAINING REQUIREMENTS

A3.1. Local commanders should determine additional recurring training requirements based on complexity and frequency of tasks performed.

Table A3.1. 12-Month Recurring Training Requirements.

TASK	TRAINING REFERENCE	TYPE TRAINING	CERTIFICATION	PREREQUISITES
Engine-run certifier	AFI 11-218 and AFI 21-101	Complete Applicable Engine Run Phases	Certified by qualified engine-run certifier	AFI 21-101
Engine-run	AFI 11-218 and AFI 21-101	Complete Applicable Engine Run Phases	Certification by designated engine-run certifier	AFI 21-101
Aircraft towing supervisor	AFOSH STD 91-100, Chapter 2, paragraph 2.2.2.	Test on local conditions	Written	Tow member, brake/panel operator, and marshaling qualified
Aircraft tow brake/panel operator	AFOSH STD 91-100, Chapter 2, paragraph 2.2.3.1	Test on local conditions	Written	Tow member and marshaling qualified
Aircraft tow vehicle operator	AFOSH STD 91-100, Chapter 2, paragraph 2.2.3.2	Test on local conditions	Written	Tow vehicle and marshaling qualified
Flare/chaff loading (DS) (C-130, C-141, C-17, C-5)	IAW AFI 21-101/AMC SUP 1, Chapter 14	Hands-on/ OJT	Load standardization crew	None
Fuel tank and confined entry	AFOSHs 127-100 and 91-25	Hands-on/ OJT	Supervisor's certification	None
C-17 integral jacking supervisor	Designated by AMC functional manager	Hands-on/ OJT	Supervisor's certification	None
APU/GTC/ATM/ATM operator	AFI 21-101/AMC SUP 1	Hands-on/ OJT/test	Supervisor's certification	AFI 21-101/AMC SUP1

CPR training for fuels (2A6X4)	TO 1-1-3, Table 1-2; and paragraph 2.2.3.3	Hands-on/OJT	Qualified CPR instructor	None
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Table A3.2. 15-Month Recurring Training Requirements.

TASK	TRAINING REFERENCE	TYPE TRAINING	CERTIFICATION	PREREQUISITES
ETOPS (C-32 only)	FAR Part 121, AC 120-42A	Classroom	Supervisor's certification	Assigned to a C-32 unit
Concurrent Servicing Supervisor (CSS Refueling)	TO 00-25-172, paragraphs 6-3	Hands-on/OJT	Supervisor's certification	Refuel supervisor qualified
Concurrent Servicing Supervisor (CSS LOX/GOX) (see Note 2)	TO 00-25-172	Hands-on/OJT	Supervisor's certification	LOX/GOX servicing qualified
Refuel/defuel supervisor (see Note 2)	TO 00-25-172, paragraph 4-8	Hands-on/OJT	Supervisor's certification	Refuel/defuel team member/ panel operator qualified
Jacking supervisor	Designated by AMC functional manager	Hands-on/OJT	Supervisor's certification	Qualified as jacking team member
Retraction supervisor	Designated by AMC functional manager	Hands-on/OJT	Supervisor's certification	Qualified as retraction team member
C-5 kneeling supervisor	Designated by AMC functional manager	Hands-on/OJT	Supervisor's certification	Qualified kneeling team member
Cargo door/ramp/visor operator (manual mode)(C-5, C-17, and C-141,)	Designated by AMC functional manager	Hands-on/OJT	Supervisor's certification	7-level (C-5); 5-level (C-17, C-141, and C-130)
LOX/GOX servicing (only C-5, C-141, C-130, KC-10 KC-135, and C-17)	Designated by AMC functional manager.	Hands-on/OJT	Supervisor's certification	None

Squib handling, transporting, removal and replacement	Designated by AMC functional manager.	Hands-on/OJT	Supervisor's certification	None
Flotation equipment deployment system (C-17)	Designated by AMC functional manager	Hands-on/OJT	Supervisor's certification	None
Landing gear retraction Position A (KC-135, C-17, C-141)	Designated by AMC functional manager	Hands-on/OJT	Supervisor's certification	Jacking team member, all positions; 5-level (C-17), 7-level (C-141), SSgt or above (KC-135)
Landing gear retraction Position B (KC-135, C-17, C-141)	Designated by AMC functional manager	Hands-on/OJT	Supervisor's certification	KC-135 and C-141 qualified as jacking team member and a 5-level
Center landing gear jacking, retraction or compression (KC-10)	Designated by AMC functional manager	Hands-on/OJT	Supervisor's certification	Qualified as retraction member
Landing gear simulated retraction position A (KC-135, C-17, C-141)	Designated by AMC functional manager	Hands-on/OJT	Supervisor's certification	KC-135 only must be SSgt or above; C-141 must be a 7-level
Landing gear simulated retraction position B (KC-135, C-17, C-141)	Designated by AMC functional manager	Hands-on/OJT	Supervisor's certification	5-level (C-141 minimum)
Fan trim balance (C-17, KC-10, KC-135)	Designated by AMC functional manager	Hands-on/OJT	Supervisor's certification	None
Rapid defuel (KC-135 and KC-10)	TO 00-25-172, paragraph 7-15	Hands-on/OJT	Supervisor's certification	KC-10 qualified to refuel and defuel, KC-135 refuel supervisor and engine-run team member qualified

Fore flap installation (KC-135)	Designated by AMC functional manager	Hands-on/OJT	Supervisor's certification	None
Flight line vehicle proficiency	Applies to all personnel that operate motor-driven vehicles/equipment within 10 feet of aircraft	Must have demonstrated proficiency in the last year	Supervisor's certification	Qualified to operate applicable vehicles
Aircraft cold weather operating procedures training	Applies to all maintainers who perform preflight inspections on/off station (refer to weapon system T.O.s for cold weather operating procedures)	Hands-on/OJT	Supervisor's certification	None
Corrosion identification training (all 2AXXX)	Designated by AMC functional manager	View aircraft corrosion video	None	None

NOTES:

1. These requirements are minimum timeframes required for recurring training. The local commander can dictate more stringent timeframe requirements to meet local requirements.
2. If a person is already concurrent servicing supervisor qualified, then refuel/defuel or LOX/GOX supervisor annual requirement is not required.

Attachment 4

G081 TRAINING SUBSYSTEM COURSE CODE REQUEST WORKSHEET

NOTES:

1. All requests must be coordinated through your MTF.
2. Type all entries; continue narratives and justifications on a separate page if required.

Requester's Name: _____ **DSN Phone Number:** _____

Unit and Base: _____ **Base G081 Code:** _____

Add a Course Code (Fill in all entries):

Suggested Prefix: _____ **Desired Course Code Number:** _____

Desired Title: _____

Course Length: _____ **Hours:** ____ **or Days:** ____

Lockout Indicator: _____

Frequency: _____

Type Training: _____

Directives: _____

Prerequisites: 1. _____ 2. _____ 3. _____ 4. _____
 5. _____ 6. _____ 7. _____ 8. _____

Narrative (Who requires the training? How is it conducted? Description?):

CHANGE COURSE CODE INFORMATION (FILL IN ALL ENTRIES):

Old Course Code Prefix and Number: _____

Suggested Prefix: _____ **Desired Course Code Number:** _____

Desired Title: _____

Course Length: _____ **Hours:** ____ **or Days:** ____

Lockout Indicator: _____

Frequency: ____

Type Training: ____

Directives: _____

Prerequisites: 1. _____ 2. _____ 3. _____ 4. _____
 5. _____ 6. _____ 7. _____ 8. _____

Narrative (Who requires the training? How is it conducted? Description?):

MERGE ONE COURSE CODE TO ANOTHER COURSE CODE (FILL IN ALL ENTRIES):

The course code prefix and number you want to merge from: _____

The course code prefix and number you want to merge to: _____

DELETE A COURSE CODE (FILL IN ALL ENTRIES):

Course Code Prefix: _____ Course Code Number: _____

Justification:

Attachment 5

PRODUCTION TEAM MAINTENANCE TASKS

- A5.1. Technical order familiarization.
- A5.2. Flight line safety/precautions/security.
- A5.3. Introduction to aircraft/airframe familiarization/egress.
- A5.4. Inspect/operate portable external electrical power unit.
- A5.5. Inspect/use ground maintenance stands.
- A5.6. Dropped Object Prevention Program (DOPP).
- A5.7. Defensive Systems (DS) familiarization (on applicable aircraft).
- A5.8. Statically ground aircraft, if applicable.
- A5.9. Apply/disconnect external electrical power unit.
- A5.10. Perform wing/tail walker duties.
- A5.11. Perform jacking team member.
- A5.12. Perform refuel/defuel team member duties.
- A5.13. Open and close engine cowling.
- A5.14. Remove/install aircraft maintenance access panels.
- A5.15. Use aircraft interphone system.
- A5.16. Perform aircraft marshaling procedures.
- A5.17. Team communications.

Attachment 6

**MAINTENANCE QUALIFICATION TRAINING PROGRAM QUARTERLY
PRODUCTION/CURRICULUM DEVELOPMENT AND INSTRUCTOR STATUS REPORT
WORKSHEET**

BASE _____ MDS: _____ DATE: _____
 COURSE _____

Table A6.1. Production Status.

Phase	Times Taught	# Students Graduated	Backlog	Failures	Classes in Progress	Estimated # Students Inbound	Remarks
I							
II							
III							
IV							
V							

Table A6.2. Curriculum Development Status.

Course	Development Status (In-Work, Validating)	CCD Date	ISR Date	Remarks

Table A6.3. Instructor Status.

Instructor Name	Rank	AFSC	Qual Date	# Classes Taught	Full/Part Time	Remarks

Attachment 7

TDY FUND CITE REQUEST

DATE:

MEMORANDUM FOR: 373 TRS/TXFR

FROM: (REQUESTING UNIT)(MAJCOM)

SUBJECT: TDY TO SCHOOL TRAVEL ORDER REQUEST

1. COURSE DATA:

Course Number:

Course Title:

Course PDS Code:

Class Start Date:

Class Graduation Date:

Training Location:

2. STUDENT DATA:

Name/Rank:

SSAN

Assigned Base: .

Unit:

DSN:

Email Address:

Government Travel Card: Yes / No

3. TRAVEL DATA:

Mode of Transportation:

Travel Cost Estimate:

4. BILLETING INFORMATION:

On Base:

Off Base:

Reservation Number:

Unit Fund Cite: (Fax signed fund cite letter with request if billeted off base and/or rental car is required)

5. TRAINING PRIORITY: (USE AFI 36-2201 ATCH 6 AS GUIDE)

Mission Critical

Mission Impacting

Non-Mission Impacting

6. JUSTIFICATION: (INCLUDE ALL PERTINENT INFORMATION)

7. LEAVE INFORMATION:

NUMBER OF DAYS BEFORE:

NUMBER OF DAYS AFTER:

ADDRESS:

PHONE NUMBER:

8. POC:

RANK/NAME:

ADDRESS:

DSN VOICE:

DSN FAX:

EMAIL:

RENTAL CAR IS NOT AUTHORIZED ON AETC FUND CITE. MEMBER'S UNIT IS RESPONSIBLE FOR BILLETING LATE CHARGES AND VICINITY TRANSPORTATION AT TDY LOCATION.

FAX COMPLETED LEGIBLE TRAVEL VOUCHER (DD FORM 1352-2, TRAVEL VOUCHER SUMMARY, NON-AVAILABILITY STATEMENT (IF APPLICABLE), COST OF AIRFARE AND TRANSPORTATION REQUEST TO 982 TRG/CCR UPON RECEIPT FROM FINANCE.

Attachment 8

ENGINE PRE-RUN TRAINING

A8.1. Engine Pre-Run Training. Pre-run training is designed to prepare the trainee for successful completion of initial engine-run training. It will be conducted in the trainees work center through OJT. As a minimum, pre-run training should include:

A8.1.1. An evaluation by immediate supervisor or production supervisor that determines whether prerequisites have been met and if individual possesses enough experience to become engine-run qualified.

A8.1.2. A review and familiarization of engine-run procedures/limitations and emergency procedures (EP) by the trainee.

A8.1.3. Prime MTFs may develop a handout that facilitates learning engine-run limitations and EPs.

A8.1.4. A pre-test given by unit training composed of 25 questions on engine limitations and EP. A score of 100 percent on the EP portion and 90 percent, corrected to 100 percent, on normal procedures is required.

A8.1.5. Prime MTFs will develop and maintain the applicable type/model aircraft, command standard test bank (with coordination from user MTFs) for the engine run, Auxiliary Power Unit (APU)/Ground Turbine Compressor (GTC)/Air Turbine Motor (ATM), and engine test facility systems. Test bank format will include the following: question number, question and possible answers, correct answer, specific reference (to include paragraph number), and OPR (organization, office symbol, and DSN). As a minimum it will consist of 80 normal operating procedure questions, and one question per bold-faced EP as identified in technical data. Using MTFs/RTCs will develop their own local tests from the test bank. Each local test will contain, as a minimum; 50 questions for normal operating procedures (25 minimal for APU/GTC/ATM tests), which require a minimum passing score of 90 percent, corrected to 100 percent. Normal operating procedure questions include limitations, responses to abnormal conditions, communications and precautions (warnings, cautions, notes). Normal operating procedure questions can be multiple choice or fill-in-the-blank (critical limitations). EP tests will include all bold-faced EPs, and require a 100 percent passing score. Bold-faced emergency questions will require written responses. Tests are closed book and must be controlled to prevent compromise.

A8.1.6. Prime MTFs will accomplish an annual validation of the test bank to ensure questions are accurate and up to date IAW Technical Data.

A8.1.7. User MTF/RTC revisions to instruction, manuals, technical data, administrative errors, or recommended changes will be reported to the Prime MTFs with rationale for changes. The Prime MTFs will evaluate the suggested change and reply in writing with rationale for agreement or disagreement.

A8.1.8. Convene a CAC when new training requirements are identified.

Attachment 9

UNIT'S REPLY TO FORMAL SCHOOL QUOTA REQUEST

This message has not been sent.

To: WPA@299M-formal@nmsc.scott.af.mil

From:

Subject: Course: AMCI MPC

Course Number	AMC MPC
Annual Screening?	YES
Priority	2
1st Start Date	November
2nd Start Date	January
Name/SSN	Sanders Daris D 000000000
Security Clearance	
Status	Military
Grade	E-7
Unit	704 AMS
AFSC	
Gender	
Duty Title	
Mailing Address	

Additional Comments:

The Privacy Act of 1974, as amended, applies.
 This memo may contain information which must be protected,
 IAW DOD 5400.11R, as "For Official Use Only" (FOUO).

Form Revision Date: 29 August 2001

Page 1 Sec 1 1/1 At 1.7" Ln 6 Col 27 REC 100 ENT 016

Attachment 10

FORMAL SCHOOL QUOTA REQUEST FORM

The image shows a screenshot of a web browser window titled "AMC Course Request - [Course Request]". The browser's menu bar includes "File", "Edit", "View", "Insert", "Format", "Records", "Tools", "Window", and "Help". The address bar contains the URL "https://etca.randolph.af.mil/".

The main content area features a large blue header "Formal School Quota Request Form". Below this is a text box containing a privacy notice: "The Privacy Act of 1974, as amended, applies: This memo may contain information which must be protected, IAW DOD 5400.11R, as 'For Official Use Only' (FOUO). AUTHORITY: Title 10, U.S.C., Section 8013; and FD36 AF PCQ".

The form fields are as follows:

- * REQUIRED Entries** Was course requested at annual screening? Yes or No: Priority:
- Course Number: * 1st Choice Start Date: * 2nd Choice Start Date:
- Grade: * Last Name: * First Name: MI: * SSN:
- Unit: *

A dashed line separates the top section from the "Type 5 Course / Required Information" section. This section includes:

- Gender: M / F
- Duty Title: AFSC: Security Clearance:
- Mailing Address:
- Additional Comments:

At the bottom of the form, there is a toolbar with icons for document, trash, printer, and other functions. The footer text reads "AMC (ASF) 10" and "Record: 1 of 1" with navigation arrows. The page is in "Form View".