BY ORDER OF THE COMMANDER
AIR MOBILITY COMMAND

AMC INSTRUCTION 36-2204

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Personnel

AMC FORMAL TRAINING PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes guidance and procedures for requesting, validating, allocating, suballocating, and confirming attendance to formal training courses conducted under the provisions of AFPD 36-22, *Military Training,* and AFI 36-2201, *Developing, Managing, and Conducting Training*. It states responsibilities and procedures necessary to establish requirements, to allocate and suballocate training spaces against those requirements, and to confirm student selection. It applies to all AMC units.

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SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Chapter 1

GENERAL

1.1. Objective of AMC's Formal Training Program. This instruction sets policies, guidelines, and procedures for managing all formal school allocations and suballocations.

1.2. Definitions/Acronyms . See **Attachment 1**

1.3. Responsibilities.

1.3.1. MAJCOM.

1.3.1.1. HQ AMC/DPFET is responsible for managing all training quotas allocated to Training Requested Quota Identifier (TRQI) "A1L0" in the Air Force Training Management System (AFTMS).

1.3.1.2. HQ AMC/DPFET will provide mandatory training for newly assigned directorate focal points/functional managers. Training will be conducted within 30 days of assuming functional manager duties.

1.3.1.3. HQ AMC/DPFET notifies AMC units to conduct the annual screening process.

1.3.1.4. MAJCOM Directors will identify directorate focal points/functional managers. Directors will ensure there is one primary and an alternate for each AFSC.

1.3.1.5. MAJCOM focal points/functional managers represent their directorates at the HQ AMC Functional Manager's Working Group.

1.3.1.6. MAJCOM focal points/functional manager will forecast, allocate, and fill quotas for their respective Mission Readiness Training (MRT) courses.

1.3.1.7. MAJCOM focal points/functional managers will coordinate with HQ AMC/DPFET regarding the management of their training quotas and all PCS en route training.

1.3.2. Base.

1.3.2.1. The MPF Formal Training section manages the AFTMS.

1.3.2.2. The Relocations section coordinates with the Formal Training section on personnel scheduled for training in conjunction with PCS assignments.

1.3.2.3. The Civilian Personnel Flight (CPF) manages civilian training quotas.

1.3.2.4. Unit commanders are responsible for the unit training program and ensuring all personnel scheduled to attend formal training courses meet the weight standards established in AFI 40-502, *The Weigh and Body Fat Management Program* or are enrolled in the Weight Management Program (WMP). The commander will appoint a unit training manager (UTM) to manage the quota allocation process.

1.3.2.5. The UTM will:

1.3.2.5.1. Assist unit supervisors in acquiring the necessary MRT and other formal training requirements to satisfy unit mission requirements.

1.3.2.5.2. Coordinate with the unit commander, supervisors, and MAJCOM functional managers, regarding training quotas, as appropriate (AFI 36-2201) to include:

1.3.2.5.2.1. Manage the unit's training quotas.

1.3.2.5.2.2. Request cancellation or substitution of training quotas through MAJCOM directorate focal point/functional managers.

NOTE: Civilian training slots cannot be substituted.

1.3.2.5.2.3. Request additional training quotas through MAJCOM directorate focal point/functional manager.

1.3.2.5.2.4. Ensure nominee for training meets training course prerequisites or submit a waiver request.

1.3.2.5.2.5. Provide MPF/CPF Formal Training full written documentation to support waivers when selected personnel do not meet minimum course prerequisites.

1.3.2.5.2.6. Advise MAJCOM directorate focal point/functional manager immediately if training is no longer required.

1.3.3. The unit supervisor will:

1.3.3.1. Provide written documentation to the UTM to support waiver requests when personnel selected to attend training do not meet course prerequisites.

1.3.3.2. Ensure selected personnel are available to attend training.

1.3.3.3. Notify the UTM and the MAJCOM focal point/functional manager when training is no longer needed.

1.3.3.4. Review and evaluate alternate methods of training (i.e., On the Job Training (OJT), Mobile Training Teams (MTT), or courses taught locally) prior to establishing in-residence training requirements.

1.4. Communications Concerning Training Courses Covered by this Instruction.

1.4.1. Base-level personnel, units, and staff agencies should communicate directly with the appropriate MAJCOM directorate focal point/functional manager. The MPF/CPF Formal Training sections maintain a current list of AMC functional managers. Direct communication from base-level personnel, units, staff agencies or MPFs/CPFs with HQ USAF, HQ AFPC, HQ AETC, AFIT, Air University (AU), Human Systems Center (HS), Training Centers (TC), or any other allocation authority is not authorized for quotas suballocated by TRQI A1L0, unless authorized by HQ AMC/DPFET. AMC directorate focal points, functional managers, and UTMs may contact Air Force and other government schools as necessary to acquire answers to questions related to job accomplishment. UTMs will direct all inquiries to 2AF through MAJCOM focal points/functional managers. MPFs/CPFs will direct all inquiries to 2AF through

1.4.2. HQ AMC/DPFET. MPFs and CPFs must contact the appropriate TRQI indicated on the training RIP regarding training quotas allocated by other than TRQI A1L0. All correspondence forwarded to HQ AMC pertaining to training suballocations will, as a minimum, be identified by course number, class start date (CSD)/class identification number (class ID), training line number (TLN), trainee's name/grade/SSAN, and date MPF/CPF received the training quota.

Chapter 2

FORMAL SCHOOL REQUIREMENTS

2.1. Annual Screening for Formal School Requirements. Each year, normally in August, HQ AFPC notifies all TRQIs to initiate the annual screening process. Annual Screening for courses conducted by course owner is accomplished in accordance with this instruction, and guidance provided by HQ AFPC, and HQ AMC/DPFET.

2.1.1. AETC Annual Screening/Validation Procedures.

2.1.1.1. Responsibilities.

2.1.1.1.1. MAJCOM.

2.1.1.1.1.1. HQ AMC/DPFET will:

2.1.1.1.1.1.1. Notify all focal points to begin annual screening.

2.1.1.1.1.1.2. Consolidate all MRT requirements into a final, Command Integrated Training Requirements List (ITRL).

2.1.1.1.1.1.3. Convene and facilitate a MAJCOM Functional Manager's Working Group to ensure each requirement has been fully justified and validated in terms of its relative mission priority.

2.1.1.1.1.1.4. Forward the ITRL through HQ AMC/DPF for approval. Once approved, HQ AMC/DPFET will submit the ITRL as per HQ AFPC instructions to HQ 2 AF/DOP.

2.1.1.1.1.1.5. Update the Command's training requirements into the AFTMS. Upon completion of the necessary updates in the AFTMS, HQ AMC/DPFET will complete a final run of annual screening validation. HQ AMC/DPFET finalizes the process by releasing all AMC training requirements into the AFMTS.

2.1.1.1.1.2. Focal Points/Functional Managers will:

2.1.1.1.1.2.1. Screen their functional area for AETC (Level 1) and unit (Level 2) funded quotas, involving their base-level units and validate all training requirements using instructions/worksheets provided by HQ AMC/DPFET. Review all submissions for their area of responsibility, ensuring the information is accurate and the courses are listed in the PMS Catalog or the Education and Training Course Announcement, course titles match course number and expiration date is not beyond 1 October of the fiscal year being screened. Functional managers are responsible for identifying and revisiting any requirements that seem unusual with the unit training manager responsible for the request. Functional managers will validate and prioritize requirements prior to submitting them to HQ AMC/DPFET. Using instructions/worksheets provided by HQ AMC/DPFET, annotate all additions, changes, and deletions for each requirement and return one copy by the suspense date.

NOTE: MRT funds are limited; therefore, a careful review and validation of each training requirement is imperative. Use of locally conducted training, OJT, or MTT may be more cost effective than utilizing formal school requirements.

2.1.1.1.1.2.2. Justify MRT (Level 1) needs using AF Form 3933, **MAJCOM MRT Request Form**. Focal points/functional managers will consolidate all Level 1 requirements and forward AF Form 3933s to HQ AMC/DPFET.

2.1.1.1.2. Base responsibilities.

2.1.1.1.2.1. Unit commanders must ensure a rigorous review to validate requirements as mission essential, prior to submission to MAJCOM focal points/functional managers.

2.1.1.1.2.2. UTMs will use the AF Form 3933 to submit executable (the number of personnel that require the training and can be released to attend the requested course) MRT (Level 1) requirements to their MAJCOM focal points/functional managers based on their mission requirements. The urgency of training requested/required should be directly connected to the impact on the unit's mission. Level 1 requirements will be unit funded if AF funding cannot support the request.

2.1.2. Annual Screening for Other Training Requirements.

2.1.2.1. Focal points/functional managers will submit requirements for all other training along with annual AETC requirements.

2.1.2.2. AETC Contract Training (Type 1).

2.1.2.2.1. Submit requests via instructions provided by HQ AMC/DPFET or letter/e-mail to include the number of officers, airman, and civilians requiring training and a POC for each course.

2.1.2.3. MTT (Type 4).

2.1.2.3.1. Submit MTT on-site requirements (Type 4 AST courses) via letter/e-mail or per instructions provided by HQ AMC/DPFET, identifying the base, FY quarter training required, number of students, and the unit POC.

2.1.2.4. Requests for Special Technical Training.

2.1.2.4.1. UTMs will submit a letter or AF Form 403, **Request for Special Technical Training**, to MAJCOM focal points/functional managers to request Special Technical Training (courses without an AETC course number). MAJCOM functional managers will review the requests for validation. MAJCOM approval/disapproval will be indicated in block 12 of the AF Form 403.

2.1.2.5. AFIT, AU, HSC, AFSOC, or other MAJCOM Training.

2.1.2.5.1. Request total requirements via letter/e-mail or per instructions provided by HQ AMC/DPFET to include course number, the number of officers, airman, and civilian requirements, and a POC for the course.

2.1.2.5.2. Schoolhouses will determine how many quotas AMC will receive for each FY.

2.2. Out-of-Cycle Funding Requests.

2.2.1. UTMs will forward Out-of-Cycle funding requests to the MAJCOM focal point/functional manager for review and approval/disapproval with a completed AF Form 3933.

2.2.2. MAJCOM focal points/functional managers may request out-of-cycle funding by providing, at a minimum, the following information to HQ AMC/DPFET:

2.2.2.1. Course Number.

2.2.2.2. Fiscal year during which training is desired.

2.2.2.3. Number of quotas required.

2.2.2.4. Full justification IAW procedures outlined in paragraph **2.1.1.1.1.2.**

2.2.2.5. Level 1 requirements must be submitted by memorandum with AF Form 3933s attached.

2.2.3. HQ AMC/DPFET will build Level 1 requirements as funded and Level 2 requirements as unfunded.

Chapter 3

ALLOCATION OF TRAINING QUOTAS

3.1. General. Training quotas are allocated to AMC by the allocation authority. HQ AMC focal points/functional managers establish their training requirements during the annual screening process outlined in Chapter 2. Since fiscal constraints will limit the number of quotas available, AMC focal points/functional managers, MPFs/CPFs, and unit commanders must ensure maximum use of all training quotas.

3.2. Resource Utilization.

3.2.1. MAJCOM focal points/functional managers with Level 1 requirements will meet to determine the allocation of forthcoming Air Force-funded seat allocations. Requirements are identified by level of urgency and distributed based on the order for use when the Air Force-funded seat allotment is received.

3.2.2. In the fourth quarter of the fiscal year (FY), 2 AF/DOP releases the next FY Air Force-funded seat allotment, along with course numbers, classes, and dates for training they plan to teach/provide for the upcoming FY.

3.2.3. Upon receipt of the Air Force-funded seats from 2 AF/DOP, HQ AMC/DPFET schedules a MAJCOM Functional Manager Working Group meeting to complete the funded-seat distribution from the level or urgency list. Distribution of Air Force-funded seats is in order of urgency, with Level 1 and Level 2, until all AETC-funded seats are allocated. If all Level 1 requirements are not met, the MAJCOM focal points/functional managers will decide which Level 1 requirements will be AETC-funded and which will be unit-funded.

NOTE: Units must fund Level 1 seats if AMC's request for additional funding is not supported and no alternative training methods are available.

3.2.4. MAJCOM focal points/functional managers must allocate all Level 1 requirements within 30 days of bogey receipt. This will allow HQ AMC/DPFET to secure additional bogeys through out-of-cycle procedures. MAJCOM focal points/functional managers will continually review their ALLOC RIPs for seat usage. Requirements that are not allocated within 30 days of class start date must be returned for training types 1, 2, 3 and 4 AST courses; within 45 days of class start date for type 4 ASF courses; and within 60 days of class start date for type 5 courses for redistribution to another user. If the seat is not suballocated or returned to 2 AF/DPO within the above time frames, HQ AMC/DPFET will charge a "No-Show" to the directorate responsible for the seat.

3.3. Allocations to the Base Military/Civilian Personnel Flights. HQ AMC/DPFET suballocates quotas through the AFTMS to the appropriate MPF/CPF as determined by the MAJCOM focal point/functional manager.

3.3.1. Each training quota is suballocated by course number (i.e., E3AZR3S071-000) and class ID/CSD (i.e., 2000-1/20000902) and is assigned a Training Line Number (TLN) by the computer for management purposes. The TLN identifies a specific training quota, which requires either confirmation or cancellation through the appropriate TRQI by the confirmation suspense date. The assigned TLN is also the authority for the MPF and CPF to initiate TDY relocation actions (i.e., TDY orders, relocation counseling, etc.)

3.3.2. To give the MPF/CPF sufficient time to complete required actions for suballocation of short notice (within 21 days of CSD) training quotas, HQ AMC/DPFET will follow-up AFTMS updates with a timeshare message, fax, and/or phone call.

3.4. Base-Level Processing Responsibilities.

3.4.1. MPF/CPF Formal Training ensures the notification and confirmation of training quotas suballocated through AFTMS. The MPF/CPF Formal Training section will:

3.4.1.1. Ensure individuals obtain the necessary retainability prior to departure for the scheduled TDY. Counsel all individuals concerning the Active Duty Service Commitment (ADSC) incurred by the training. Individuals who decline to obtain the necessary retainability must comply with procedures established in AFIs 36-2107 and 36-2110.

3.4.1.2. Review course prerequisites on the Education and Training Course Announcement (ETCA) website (http://HQ2AF.KEESLER.AF.MIL/ETCA.HTM) and on the training RIP. Stringent controls should be implemented to ensure primary and alternate selectees meet all course prerequisites and requirements prior to attending the scheduled course. In the event selectees do not meet mandatory prerequisites, and there are no other qualified personnel who require the training, UTMs will request a waiver of course prerequisites or cancellation. UTMs will forward full justification to the appropriate MAJCOM focal point/functional manager immediately, but NLT 35 days prior to CSD (55 days for Type 5 training).

3.4.1.3. Forward the training RIPs or short notice letter to the applicable unit for action. The MPF/CPF Formal Training section will establish a suspense and stringent controls that will allow sufficient time for the unit to identify/notify selectees (primary and alternate). MPF/Formal Training may update the AFTMS training file with the MPF-Action-Indicator code (PTI 701) with the suspense date when the RIP is sent to the unit and again when the RIP is returned from the unit. Use of the PTI 701 is specifically intended to help the MPF manage its training program.

3.4.1.4. Confirm each quota by the confirmation/suspense date identified on the training RIP. All training quotas suballocated through the AFTMS must be updated using PTI 702 action. PTI 702 action must be completed as soon as the training RIP, signed by the unit commander/ designated representative, is received. Strict compliance with the confirmation date is necessary to ensure all training quotas are used. Noncompliance with the suspense date can result in cancellation, no shows, and lost training opportunities.

3.4.1.5. Use the weekly Transaction Register (TR) roster or locally devised roster to track active quotas on file.

3.4.1.6. Complete AF Form 907, **Relocation Preparation Checklist**, to ensure all required actions are accomplished prior to an individual's departure.

3.4.1.7. Refer members to the Transportation Management Office (TMO) for shipment of unaccompanied baggage, if appropriate and approved.

3.5. Substitution of Primary Selectees. Training quotas are suballocated to bases as either "no name" or "by name" quotas. The unit is responsible for identification of eligibles and selection of primary and alternate selectees to fill the "no-name" quotas. "By name" quotas are a result of the MAJCOM focal point/functional manager directing a specific individual to attend the particular course and class. Whether "by name" or "no name," MPF/CPF Formal Training will ensure selectees meet all mandatory prerequi-

sites prior to departure for training. Requests for waivers of prerequisites must be coordinated through the MAJCOM focal point/functional manager. Approved waivers must be cited in the attendee's TDY or PCS orders.

3.5.1. For QUOTA SSAN LOCK set to "N," MPF/CPF Formal Training must confirm the individual selected will attend the specific course and class. Should the selectee become unable/ineligible to attend, the unit commander may substitute another individual. The MPF/CPF will use PTI 703 to complete this action. When the QUOTA SSAN LOCK has been set to "Y," the UTM must request a change from the MAJCOM focal point/functional manager as soon as the unit commander asks for the substitution. PTI 703 action is not authorized unless the QUOTA SSAN LOCK is set to "N." Any substitution action should be completed as least 20 days prior to CSD for all training.

3.6. Requests for Cancellation of Training. All training quotas suballocated by TRQI A1L0 are firm and will be used by the base unless a release from the quota is approved by MAJCOM focal point/functional manager. UTMs will use the following procedures when requesting cancellations:

3.6.1. UTMs initiate requests for cancellations for suballocated training quotas to the AMC focal point/functional manager.

3.6.2. Requests for cancellations for suballocated training quotas will contain the following:

3.6.2.1. Course number, CSD, TLN.

3.6.2.2. The name, grade, and SSAN of the primary and alternate selectees.

3.6.2.3. Complete justification as to why neither the primary nor alternate can attend the scheduled training.

3.6.2.4. Certification that there are no eligible individuals who require the training.

3.6.2.5. Any other information which will assist the MAJCOM in determining disposition of the request.

3.7. Requests for Waiver of Course Prerequisites. Course prerequisite waiver(s) must be submitted NLT 35 days (55 days for Type 5 training) prior to CSD. Unit/staff agencies initiate prerequisite waiver(s), secure the unit commander's /staff agency chief's signature, and forward to MAJCOM focal point/functional manager. The MAJCOM is not, in some instances, the final approval authority for all course prerequisites. In those instances, MAJCOM focal points/functional managers must request waiver approval from the applicable authority.

3.7.1. Requests for course prerequisite waiver must include:

3.7.1.1. Course number, CSD, TLN, and date the MPF/CPF received the Training RIP.

3.7.1.2. Full name, grade, SSAN, P/DAFSC, TAFMSD, duty title, and time in current duty position of the individual identified to attend the course. PAFSC and TAFMSD are required for military personnel only.

3.7.1.3. Specify the prerequisite(s) requiring waiver(s).

3.7.1.4. Complete justification to support the request. Justifications such as "member needs training" or "he/she is only available member to attend training" are not valid and will not be accepted.

3.7.1.5. Unit POC and duty phone.

3.7.2. Prerequisite waiver requests for civilian personnel must include the above information required for military personnel as well as the following:

3.7.2.1. AFSC of the position currently occupied.

3.7.2.2. Any previous position-related training the member has received.

3.7.3. Course functional managers will endorse and forward waiver requests to the approval authority for concurrence. Course functional managers will return disapproved request to the unit with an explanation for the disapproval.

NOTE: Requests for waivers received with less than 45 days prior to CSD will not likely be approved. Recommend replacement with qualified individual.

3.8. Failure to Attend Training (No-Shows).

3.8.1. When suballocated training quotas are identified as no-shows by the student accounting activity, HQ AMC/DPFET will notify the MAJCOM focal point/functional manager of the no-show action. HQ AMC/DPFET will provide functional managers with: Course number, CSD, TLN, selectee's grade, name, and SSAN.

3.8.2. MAJCOM focal point/functional managers will provide the following to HQ AMC/ DPFET:

3.8.2.1. The reason why person did not attend.

3.8.2.2. Corrective actions taken to preclude future occurrences.

3.8.2.3. Recommendation on where the no-show will be charged (base or MAJCOM).

3.8.3. HQ AMC/DPFET will determine where the no-show will be charged. A no-show will be charged to the base when base management fails to complete necessary actions to fill a suballocated quota.

Chapter 4

MAJCOM FOCAL POINT/FUNCTIONAL MANAGER'S RESPONSIBILITIES

4.1. General. This chapter establishes MAJCOM focal point/functional manager's responsibilities. Each MAJCOM focal point/functional manager will:

4.1.1. Approve/disapprove requests for training requirements.

4.1.2. Monitor base and MAJCOM no-shows to ensure the maximum use of allocated training quotas.

4.1.3. Approve/disapprove requests for cancellation of suballocated training quotas.

4.1.4. Review waiver requests.

4.2. Managing Quotas.

4.2.1. MAJCOM focal points/functional managers will:

4.2.1.1. Restrain from selecting individuals assigned to remote overseas locations for AETC training.

4.2.1.2. Restrain from selecting members who have projected assignments to another command/SOA. Directorate focal points/functional managers will have the final decision regarding sending members who have projected assignments to another command/SOA to MRT. Use Exception to Policy procedures when scheduling personnel who directly support the AMC mission but are assigned to other commands. When scheduling non-AMC personnel, the MAJCOM focal point/functional manager's notification to HQ AMC/DPFET will include justification and the statement, "The member's attendance in this course and class is required to support the AMC mission." Reasons for allowing PCS members to attend training may include persons with extenuating circumstances, persons with an RNLTD more than 12 months away, etc.

4.2.1.3. Provide HQ AMC/DPFET with the name(s), SSAN(s), rank, funding type, course/class ID, and CSD. Use the following timeframes:

4.2.1.3.1. For AETC, AU, AFIT, AFPC, and HSC courses, NLT 35 days prior to CSD (NLT 50 days for AETC Type 5 courses).

4.2.1.4. Inform HQ AMC/DPFET of unusual circumstances that preclude the suballocation of training quotas. Quotas not suballocated within the time frames listed in para **4.2.1.3.1.** may be returned to the allocation authority.

4.2.2. AETC Type 1 (contract training) is procured by AETC from civilian industrial or education institutions. Allocated quotas cannot be returned to the AET allocating authority.

4.3. Course Waivers.

4.3.1. The MPF Formal Training section ensures individuals meet the mandatory prerequisites for each course. If an individual does not meet the prerequisites, UTMs will initiate waivers and forward them to MAJCOM focal points/functional managers. MAJCOM focal points/functional managers will coordinate waivers with the appropriate technical training center for approval/disapproval. If the request for waiver is disapproved, the MAJCOM focal point/functional manager will provide the rea-

son for the disapproval and indicate what action needs to be taken by the unit to replace the member with a qualified member. As an alternative, the focal point/functional manager may request that the TLN be canceled and the quota is suballocated to another person/base.

4.4. Cancellation of Training Quotas. MAJCOM focal points/functional managers will review requests for cancellation of training quotas submitted by UTMs. The MAJCOM focal point/functional manager will notify the unit that the suballocated training quota remains firm and the unit will fill the quota with a qualified member or notify HQ AMC/DPFET in writing to take one for the following actions:

4.4.1. Cancel and return the quota to the allocation authority.

4.4.2. Cancel the training quota and suballocate to another unit.

4.5. Training Substitutions. The MAJCOM focal point/functional manager coordinates and authorizes all changes involving training attendees (i.e., cancellations and substitutions). When a change needs to be made to a class (i.e., canceling an attendee and replacing the attendee) within 5 work days prior to CSD, the MAJCOM focal point/functional manager must contact both the canceled attendee and unit as well as the replacement attendee and unit to ensure all individuals/units are aware of the short notice changes. Training substitutions within a unit can be handled by the UTM through the MPF/CPF after notifying the MAJCOM functional manager, provided the quota was not "QUOTA LOCKED." If a training allocation is "QUOTA LOCKED," the UTM must contact the focal point/functional manager for release of the quota lock. HQ AMC/DPFET will update all changes in the AFTMS made by the focal point/functional manager and contact the MPF/CPF with changes. The MPF Formal Training section will update local substitutions in the APDS. If any no-shows occur, or if any individuals attend training on a canceled TLN, the MAJCOM focal point/functional manager will be charged either a no-show or an additional quota if too many individuals attend.

4.6. Base and MAJCOM No-Shows. The MAJCOM focal point/functional manager monitors base and MAJCOM no-shows, which are charged as a result of failure to attend training. MAJCOM functional managers must ensure each allocated class seat is suballocated and filled to avoid no-shows. No-shows impact the command's share of future training allocations.

4.7. Out of Cycle Training Requests:

4.7.1. MAJCOM focal points/functional managers requiring additional training seats in a given course/class may submit an out-of-cycle training request. Out of cycle requests are forwarded to HQ AMC/DPFET no earlier than 30 days prior to the projected class start date. The following information must be included in the request:

4.7.1.1. Subject should read "Out-of-Cycle Request."

4.7.1.2. Course number and class identification.

4.7.1.3. Attendee's name, grade, and social security number.

4.7.1.4. Class start and graduation date.

4.7.2. HQ AMC/DPFET will submit out-of-cycle training requests to 2d Air Force for approval or placement on a standby listing.

RICHARD E. FITZHUGH, JR., Colonel, USAF
Director of Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFCSM 36-699

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

AFI 40-502, *The Weight and Body Fat Management Program*

Abbreviations and Acronyms

AFTMS—Air Force Training Management System.

CSD—Class Start Date.

ITRL—Integrated Training Requirements List.

MRT—Mission Readiness Training.

MTT—Mobile Training Team.

POM—Program Objective Memorandum.

TLN—Training Line Number.

TRB—Training Requirements Board.

TRLN—Training Requirement Line Number.

TRQI—Training Requester Quota Identifier.

UTM—Unit Training Manager.

Terms

Air Force Training Management System (AFTMS).—An on-line data base management system used to manage training. Supports the management process used to develop an integrated USAF military and technical training program for officer/enlisted/civilian personnel, MAJCOMs, SOAs, DRUs, DoD, and other governmental and nongovernmental training needs.

Allocation.—Number of programmed seats given to a TRQI.

Annual Screening—. Each fiscal year, AMC UTMs must identify their training requirements for the requested FY and provide them to their MAJCOM focal points/functional managers.

Exception to Policy.—MAJCOM focal points/functional managers will provide full justification for actions requiring exception to policy consideration. Requests are routed through HQ AMC/DPFET for approval/disapproval.

Focal Point.—Individuals appointed in writing by MAJCOM Directors who are the liaison between functional managers and HQ AMC/DPFET.

Functional Manager.—Individual's responsible for managing a specific course.

Mission Readiness Training. —Program designed to provide travel and per diem funds for AF

personnel to attend formal specialized skills training of less than 20 weeks long when other types of training (i.e., OJT, Mobile Training Teams, unit training, etc.) will not satisfy the requirements.

Mobile Training Team.—Training provided by AETC instructors at locations other than technical training centers. Units may host students from other locations.

No-Show.—Failure to attend training.

Out-of-Cycle Request.—Requirement requested by functional managers outside the annual screening cycle.

PTI 701.—Transaction providing the MPF the capability to suspense and monitor the status of all training quotas.

PTI 702.—MPF training quota confirmation.

PTI 703.—Substitution and change of a previously confirmed quota.

Quota.—A class seat.

Requirements.—Requirements are essential needs for mission readiness training (MRT) allocations. When forecasting for MRT, requirements should accurately reflect actual versus executable requirements for formal training conducted at AETC resident centers, AFIT, Air University, or by other services. Actual requirements are defined as "the total number of quotas required regardless of all other circumstances." Executable requirements are "the number of quotas that can be utilized and the number of personnel that require the education or training and can be released to attend the requested course."

Suballocation.—A quota that has been assigned a Training Line Number.

Training.—Training is formal school instruction conducted at AETC resident centers, AFIT, Air University, or by Mobile training teams and other services. Training includes any instruction essential to mission accomplishment and mission sustainment.

Training Line Number.—A 10 position apha/numeric number assigned to each quota record.

Training Priority Code.—Per AF guidance, MAJCOM mission training is prioritized by HQ AMC/DPFET and directorate focal points/functional managers, according to the training level of urgency. The levels of urgency include:

Level "1" Mission Accomplishment - Training necessary to accomplish the day-to-day mission. In using this rating, commanders are validating training as mission essential.

Level "2" Mission Enhancement - Training required to improve mission capability.

Training Requester Quota Identifier (TRQI).—A designation used within AFTMS to identify the allocation authority--the agency responsible for consolidation, validation, and release of requirements, to include suballocation of class seats to the MPF/CPF.

Unfilled Seats.—No name was suballocated or, if a last minute cancellation, no replacement identified.

Unit Funded.—Quotas funded by the unit. Cost to the unit includes travel, per diem, billeting, and registration fees (if applicable).