

**BY ORDER OF THE  
CHIEF, NATIONAL GUARD BUREAU**

**AIR NATIONAL GUARD POLICY  
DIRECTIVE 90-2127**

**1 JULY 2003**

**Command Policy**



**COMPLIANCE AND STANDARDIZATION  
REQUIREMENT LIST (C&SRL)  
MAINTENANCE TRAINING (MXOT) FLIGHT**

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This directory implements Air Force Policy Directive (AFPD) 90-2, The Inspection System, and is applicable to all Air National Guard (ANG) flying units. Compliance with this directory and its parent instruction Air National Guard Instruction (ANGI) 21-101, Maintenance Management of Aircraft, is mandatory. Units will supplement this publication with items developed from appropriate technical data, Air Force Occupational Safety and Health (AFOSH) Standards (STD), local operating instructions (OI), etc., to assess internal compliance. Higher Headquarters/Inspector General (HHQ/IG) may use this directory in whole or in part during evaluations and exercises.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

1. The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units will use this directory in conjunction with the annual unit self-inspection. The objective is to identify deficiencies that preclude attainment of required capabilities.

**Table 1. Maintenance Training (MXOT) Flight**

ITEM NO.	ITEM AND REFERENCES (All references are to ANGI 21-101 unless otherwise indicated)	YES	NO	N/A
1.	Training Management			
1.1.	Is the MXOT knowledgeable of the organization's mission and structure? (ANGMAN 36-2201, Para 2.1.1.)			
1.2.	Does Training Management perform duties specified in applicable Air Force and ANG 36 series directives? (5.3.1.1.)			
1.3.	Does Training Management serve as the single point of contact for all training matters affecting maintenance, including outside agencies such as disaster preparedness, environmental flight and the training detachment (TD)? (5.3.1.2.)			
1.4.	Does Training Management control and maintain visual information programs and associated equipment? (5.3.1.3.)			
1.5.	Are publications and an office filing plan established IAW AFI 33-360, Vol 1 and AFMAN 37-123? (ANGMAN 36-2201, Para 3.2.)			
1.6.	Is Training Management responsible for overall management and control of the automated training management sub-system (ATS)? (5.3.4.)			
1.7.	Is the MXOT ensuring that Master Training Plans are developed at the workcenters? (ANGMAN 36-2201, Para 2.2.1. and AFI 36-2201 Vol 3, Para 4.3.9. and 6.1.2.)			
1.8.	Does Training Management provide a monthly status of training (SOT) briefing to the group/squadron/flight commanders, and/or directors? (5.3.1.5., ANGMAN 36-2201, Para 2.4.)			
1.9.	Does Training Management coordinate requests for formal training, publish class schedules, and maintain the applicable management information system training subsystem? (5.3.1.6.)			
1.10.	Does Training Management coordinate training requests conducted by Air Force engineering and technical services (AFETS)/ contractor engineering and technical services (CETS) as listed in AFI 21-110, Engineering and Technical Service? (5.3.1.4.)			
1.11.	Does Training Management serve as liaison between aircraft maintenance AFSCs and the Base Training Office, ensuring upgrade training and qualification training programs are conducted according to AFI 36-2201 Vol 3, AFI 36-2232 and ANG instructions? (5.3.1.7.)			
1.12.	Is the EST Roster reviewed monthly and coordinated with BETM (quarterly)? (AFI 36-2201 Vol 3, Para 5.2.13.)			
1.13.	Is the Career Development Course (CDC) Program managed IAW AFI 36-2201 Vol 3, Chapter 5?			

ITEM NO.	ITEM AND REFERENCES (All references are to ANGI 21-101 unless otherwise indicated)	YES	NO	N/A
1.14.	Is the MXOT serving as the unit's point of contact (POC) for the Air Force Occupational Survey Program? (ANGMAN 36-2201, Para 2.5.1.)			
1.15.	Does Training Management manage the testing program? (5.3.1.10., ANGMAN 36-2201, Para 3.4.)			
1.16.	Does Training Management monitor locally developed tests for currency and accuracy? (5.3.1.10.)			
1.17.	Does Training Management coordinate with functional areas to ensure a comprehensive annual review is conducted and update tests when required? (5.3.1.10.)			
1.18.	Are formal Staff Assistant Visits (SAV) conducted at each work center every 18 months? (AFI 36-2201 Vol 3, Attachment 4)			
1.19.	Are informal work center visits conducted to ensure that supervisors are actively involved in their section's training program? (ANGMAN 36-2201, Para 2.6.)			
1.20.	Are unit training meetings conducted quarterly? (AFI 36-2201 Vol 3, Para 5.2.10.)			
1.21.	Are Base Training Meetings attended by MXOT? (AFI 36-2201 Vol 3, Para 5.2.11.)			
1.22.	Does Training Management establish a monthly training schedule that will not adversely affect the maintenance production effort, but will ensure the availability of personnel, facilities, and training devices to accomplish training requirements? (5.3.1.8.)			
1.23.	If requested, does Training Management notify GP and SQ commanders of deviations to the published monthly training schedule, to include: no shows, walk ins, class cancellations, etc? (5.3.1.9.)			
1.24.	Does Training Management coordinate with the PS&D function for selecting training aircraft? (5.3.1.11.)			
1.25.	Does Training Management forward training requirements in a monthly format (including configuration and time periods) to PS&D by the end of the second week of each month for inclusion in the monthly maintenance schedule? (5.3.1.11.)			
1.26.	Does Training Management update training requirements weekly and forwarded to PS&D for inclusion in the weekly maintenance plan? (5.3.1.11.)			
1.27.	Are aircraft down for training more than 7 consecutive days carried in an Aircraft Possession Purpose Identifier code of TJ? (5.3.1.11.)			

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1.28.	In conjunction with the operations squadron, is Training Management responsible for each designated maintenance training aircraft assigned to include maintaining aircraft forms and coordinating on- and off-equipment maintenance? (5.3.1.11.)			
1.29.	When the MXG/CC elects to require special training, evaluation, and certification for the operation of selected powered SE, vehicular SE, or special equipment, is such equipment identified in an OI? (5.3.2.)			
1.30.	Does Training Management ensure Special Certification Roster (SCR) information is loaded in MIS IAW ANGI 21-101, Chapter 18? (5.3.1.12.)			
1.31.	Does Training Management ensure the SCR is current? (5.3.1.12.1.)			
1.32.	Does Training Management ensure the SCR is coordinated with workcenters, squadron/flight commanders, Quality Assurance, and approved by the MXG/CC? (5.3.1.12.2.)			
1.33.	Does Training Management maintain a signed master copy of the SCR and forward a signed master copy to QA? (5.3.1.12.3.)			
1.34.	Does Training Management distribute a copy of the applicable portion of the SCR to each flight? (5.3.1.12.4.)			
1.35.	Does Training Management ensure ancillary training program is established IAW AFI 36-2201 Vol 3, AFI 36-2232 and ANG instructions? (5.3.1.13.)			
1.36.	Does Training Management process and coordinate upgrade Training Waivers? (5.3.1.15.)			
1.37.	During in-processing, does Training Management and workcenter supervisors review and evaluate all previous training completions and current workcenter requirements? (5.3.3.)			
1.38.	During in-processing, are the individual's training records and requirements updated by Training Management and workcenter supervisors? (5.3.3.)			
1.39.	During out-processing, does Training Management delete any scheduled training events? (5.3.3.)			
1.40.	During out-processing, does Training Management delete the individual in Upgrade Training (UGT) from UGT and a copy of all completed training placed in their AF 623? (5.3.3.)			

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