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**Personnel**

**MAINTENANCE TRAINING PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction assigns responsibilities and establishes procedures for creating Master Task Listings (MTLs), administering Career Development Courses (CDCs), qualification and recurring maintenance training, personnel processing, and the routing and use of automated training products. It implements AFPD 36-22, *Military Training*. References AFIND8, *Numerical Index of Specialized Education/Training Publications*, *Air Force Job Qualification Standards (JQS)*, AFI 36-2201, *Developing, Managing, and Conducting Training*, AFRCI 21-101, *Aircraft Maintenance Guidance and Procedures*, AFCSM 21-556, Vol 2, *Software Center Operator Manual*, AFCSM 21-570, Vol 2, *Training Management Software User Manual*, and T.O. 00-20 Series, *Equipment Maintenance Documentation*. This instruction applies to all personnel assigned to 419 Logistics Group (LG) and 466 Fighter Squadron Maintenance (FSM), not applicable to 419 CLSS.

**SUMMARY OF REVISIONS**

This revision changes paragraph 2.2.2 to include CDC that expire are treated like two time failures. Changes paragraph 2.2.3 to state supervisor and or trainer supplies URE scores to maintenance training. Changes 2.2.4 VRE to URE and added maintained in the AF Form 623, **Individual Training Record** until upgrade action is complete. Adds paragraph 2.3.2, mass training will be conducted annually to complete ancillary and safety films, briefings and tests. Adds paragraph 2.4, appointment of trainers and certifiers. Changes paragraph 2.5.1.2.2 to add CAMS 593/597 screen print out. Changes paragraph 2.6.2.1, TMAD to TMA and TMAs are loaded on the network. Changes paragraph 2.6.2.2 TMADO to TMA1 and TMAs are loaded on the network. Changes paragraph 2.6.3.1, the SCR is provided on the network. Adds paragraph 2.7, training audio visual library procedures. Also adds paragraph 2.8, flightline driving training requirements. An | indicates revisions from the previous edition.

**1. Responsibilities.** OICs, NCOICs, and supervisors in each squadron, flight, and shop are responsible to ensure training programs are in compliance with applicable directives. The success of the Maintenance

Training Program rests largely in the support of all supervisory personnel. Job proficiency training is the responsibility of the supervisor. Close attention is given to the accurate evaluations and documentation of the training status of each assigned person by means of "over-the-shoulder" evaluation and job proficiency guides. The direct approach to proficiency evaluations demands that supervisors understand and accept their responsibilities in the training program. The identification of deficiencies in their assigned personnel is primarily the responsibility of the supervisor. All supervisors should be especially familiar with the requirements outlined in AFI 36-2201.

## 2. General:

### 2.1. Creating Master Task Listings (MTLs).

2.1.1. A MTL is created by shop supervisors to reflect 100% coverage of all wartime and peacetime tasks performed by the work center.

2.1.2. MTLs are developed using the most current specialty training standard (STS), JQS, or career field education training plan (CFETP) for each AFSC as specified by the latest edition of AFIND8, and AFI 36-2201.

2.1.3. Supervisors review and certify the accuracy of the MTL at least annually and anytime a new AFSC STS/AFJQS/CFETP is issued.

2.1.4. In addition to being used to reflect 100% work center task coverage, MTLs are used to "plan and schedule on-the-job training (OJT), ensuring sufficient airmen are qualified to perform critical, high volume tasks and provide backup task coverage, as necessary."

### 2.2. Administration of Career Development Courses (CDC).

2.2.1. Maintenance training assists the work center supervisors in identifying and enrolling trainees in required CDCs.

2.2.2. Mandatory CDCs should be completed in a timely manner. Mandatory CDCs that expire are treated like a two time failure and you must request a waiver through the wing commander for a time extension or re-enrollment. The trainee should complete one volume review (URE) per unit training assembly (UTA) or according to supervisors schedule. The end-of-course (EOC) examination should be taken within two UTAs after receipt of the official notification letter from wing training office or other arrangements are made by the supervisor. The supervisor must notify maintenance training of URE completion schedules.

2.2.3. The work center supervisor and/or trainer supplies URE scores and completion dates to maintenance training.

2.2.4. The work center supervisor ensures that all URE and CE review training is documented and maintained in the AF Form 623 until upgrade action is completed.

### 2.3. Qualification and Recurring Maintenance Training Management:

2.3.1. Documentation of practical and written examinations are certified on either:

2.3.1.1. AF Form 2426, **Training Request and Completion Notification**.

2.3.1.2. CAMS generated product (Screen #593, 597 or TMA print out).

2.3.2. Mass Training. Mass training will be conducted annually to complete annual ancillary and safety films, briefings and tests. Supervisors schedule all shop personnel to attend applicable testing and training during assigned sessions.

2.3.3. Practical Examinations:

2.3.3.1. A letter of practical examiners, listed by task or function is furnished to maintenance training (LGLT) by the flight chiefs, and signed by group or squadron commander. Personnel remain current throughout the period the letter is effective.

2.3.3.2. Supervisor briefs each examiner on the duties and responsibilities of this function.

2.3.3.3. When the practical examiners sign the AF Form 2426 or CAMS generated products, they are stating that the named individual has received formal initial training or has been previously qualified in that operation or task and actual job performance demonstration, in all phases of the operation or function has been satisfactorily demonstrated.

2.3.3.4. The individual brings their AF Form 2426 or CAMS generated products to maintenance training to be recorded in the individuals training record product from CAMS (TMA).

2.3.4. Written Examination:

2.3.4.1. To prevent unnecessary testing, the work center supervisor initiates AF Form 2426 or CAMS generated products, for required training prior to written examinations being taken. This ensures that personnel test only on tasks they are expected to perform.

2.3.4.2. If an individual fails to obtain a passing score, the paperwork is returned to the supervisor unsigned.

2.3.4.2.1. Personnel are not allowed to re-test until at least the second day after the initial test failure allowing time for more study, or as specified in course outlines.

2.3.4.2.2. Re-testing on any task that the individual is still required to perform should be accomplished within 30 days.

2.3.5. Forms Management Examination:

2.3.5.1. With the exception of training, plans and mobility, information management, material control, analysis, AIS, PMEL, supply, transportation, survival and munitions maintenance, all 5-level personnel and above are tested on T.O. 00-20 series forms management knowledge annually. There are two types of forms management tests administered to evaluate personnel knowledge of T.O. 00-20 Series. They are:

2.3.5.1.1. Twenty-five question test for fighter squadron maintenance and maintenance squadron.

2.3.5.1.2. Twenty question test for AGE personnel.

2.3.5.2. All T.O. 00-20 tests are open book. The passing score is 80%.

2.3.6. Decertification and Recertification. When an airman is found to be unqualified on a STS/JQS task previously certified for their assigned position, the supervisor either lines through or erases the previous certification. Appropriate remarks are entered in AF Form 623a, **On-the-Job Training Record Continuation Sheet**, as to the reason for the decertification. The individual is recertified (if required) by writing in the new start and stop dates. If tasks are tracked in the

CAMS subsystem, supervisor must advise Maintenance Training of the decertification action. Maintenance training then updates the CAMS subsystem accordingly.

2.4. Appointment of Trainers and Certifiers. Appointed trainers and certifiers will be added to Special Certification Roster (SCR) in CAMS. Supervisors will request trainers and certifiers be added to the SCR using AFRC Form 176, Request for Placement on Special Certification Roster. A list of names may be attached to the forms for appointment of more than one individual per a shop.

2.5. Personnel Processing:

2.5.1. Incoming Personnel. Attend a maintenance training briefing and receive initial maintenance related training the first available UTA after completing the wings newcomers flight. Orderly room newcomer manager will provide in-processing paperwork.

2.5.1.1. Supervisor:

2.5.1.1.1. Assigns a knowledgeable individual to help new personnel in-process.

2.5.1.1.2. Prepares an AF Form 623, **On-the-Job Training Record**.

2.5.1.1.3. Ensures initial evaluation and the entry in the JQS is accomplished and documented for all newly assigned personnel within two UTAs of assignment to the individual's work center.

2.5.1.1.4. Forwards a completed AF Form 2426, or CAMS 593/597 screen print out to maintenance training showing the date when initial evaluation was completed.

2.5.1.2. Maintenance Training. Inputs the information to CAMS.

2.5.1.3. Plans and Mobility Section:

2.5.1.3.1. Obtains a computer assigned employee number for individual.

2.5.1.3.2. Notifies maintenance training and supervisor what the individual's employee number is.

2.5.2. Out-Processing Personnel:

2.5.2.1. Supervisor:

2.5.2.1.1. Ensures AF Form 623 is current and accurate.

2.5.2.1.2. Notifies maintenance training and mobility of all out-processing personnel.

2.5.2.2. Maintenance Training. Deletes individual from any scheduled training and OJT in the CAMS subsystem.

2.5.2.3. Plans and Mobility. Deletes the individual from CAMS files.

2.6. Automated Training Products. Use CAMS in lieu of manual systems when available. The following list gives the routing, distribution and use of CAMS products.

2.6.1. Training Course Report (TQE). This lists all course codes presently loaded in CAMS and is provided at the supervisor's request. Requests for new course codes or deletions of course codes is sent to maintenance training and includes:

2.6.1.1. Title.

2.6.1.2. Governing directive.

2.6.1.3. Frequency.

2.6.1.4. Duration.

2.6.1.5. Type of training or instruction.

2.6.1.6. Course codes for items not required by AF or MAJCOM directives are approved by the logistics group and operations group commanders or designated representative.

## 2.6.2. Training Forecast (TMA).

2.6.2.1. TMA. This product shows the status of all individuals training needs. TMAs are loaded to the network. The TMAs on the LAN are updated every week by the analysis section. Each work center supervisor has access to this information to plan and schedule training and verify updates. All changes are submitted to maintenance training on AF Form 2426 or 593/597 or TMA print out. Maintenance training updates corrections to CAMS subsystem. After maintenance training updates CAMS the documentation is returned to work center supervisor as applicable.

2.6.2.2. TMA1 Overdue and Awaiting Action. This product shows "overdue" and "awaiting action" training requirements for individuals. The TMA1 is loaded to the network. The TMA1 is updated on the LAN every week by the analysis section. Each work center supervisor should review the TMA1 to plan and schedule training. Status of overdue and awaiting action training items are reported to the squadron and group commanders. Scheduling conflicts, trends and no shows in relation to overdue and awaiting status will also be reported.

## 2.6.3. Special Certification Roster (SCR). The SCR is an authorization to perform listed tasks.

2.6.3.1. Quality assurance requests this report quarterly and routes through squadron and flight supervisors for review. The SCR is also provided on the network.

2.6.3.2. Squadron superintendents and flight supervisors use the routing and signature block, to send the report between supervisors to verify all entries and make corrections, additions, and deletions as needed. One copy, signed by the squadron superintendents and flight supervisors, is sent through the group commander then to quality assurance for review. Quality assurance sends the checked listing and recommendation to maintenance training for CAMS update.

2.6.3.3. Maintenance training inputs all needed changes to CAMS and sends the signed copy to quality assurance where it is kept as the official record of the special certification listing.

## 2.7. Training Audio Visual Library.

2.7.1. Maintenance training maintains an audio visual library of training films, computer based training aids and FTD computer training courses.

2.7.1.1. All training films are researched through the Davis Library in conjunction with the base audio visual office for currency and authenticity.

2.7.1.2. Supervisors and unit trainers may review the listing of available films for training and request films be ordered through maintenance training office.

2.7.1.3. A current inventory is maintained on training films in maintenance training and films are available for check out to supervisors and trainers.

2.7.1.4. Flights and shops may maintain certain videos in their own areas as needed. All films maintained in the flights and shops will be coordinated with maintenance training.

2.8. Flightline Driving.

2.8.1. Initial Training. Viewing a film and required testing will be provided by maintenance training and documented in CAMS.

2.8.2. Annual Re-certification. Will be conducted through a flight line read file provided by maintenance training and documented in CAMS.

2.8.3. 419 LSS/LGT will initiate required checklist for flight line driving certification.

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