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**Personnel**

**TRAINING PROGRAM**

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This instruction implements Air Force Policy Directive (AFPD) 36-22, *Military Training*. It establishes standard guidelines by which training will be accomplished within the 944th Logistics Group (LG) and 302d Fighter Squadron Maintenance (FSM). The purpose of this instruction is to maintain continuity among the maintenance organizations and eliminate any confusion about training requirements, on-the-job training (OJT) documentation, and any other training related subjects. It applies to all maintenance personnel within the 944th Fighter Wing (FW).

**SUMMARY OF REVISIONS**

This revision changes master task listing requirements (paragraphs **2.3.** through **2.4.5.** and deleted **2.4.6.**); OJT documentation requirements (paragraphs **3.** through **3.2.**); clarified procedures for skill level upgrade (paragraphs **4.1.1.** and **4.1.2.**); revised the responsibilities and procedures for scheduling training (paragraphs **8.1.1.** through **8.2.1.**); changes procedure for annual review of audio visual training program (paragraph **9.1.2.1.**); revised personnel processing/in processing procedures (paragraphs **11.** and **11.1.**) and updated and combined attachments (**Attachment 1** updated; **Attachment 2** deleted). A “|” indicates revised material since the last edition.

**1. Program Responsibility.** It is the overall responsibility of the unit commander to ensure procedures within this instruction are carried out. As the commander directs, the Logistics Training Manager (944 LSS/LGLT) is the office of primary responsibility (OPR) and training manager (TM) for the training program. It is the responsibility of the supervisors and the Organizational Training Monitors (OTM) to implement these policies and procedures within their respective organizations.

## 2. Master Task Listing (MTL).

2.1. Supervisors and the OTM will develop and use a MTL to identify the requirements for duty position qualification and skill level upgrade for newly assigned members and members in upgrade, retraining, or qualification training.

2.2. The MTL is a management tool to assist supervisors and OTMs to ensure 100% coverage of training activities surrounding their respective organization. It also aids in planning and scheduling OJT requirements for their workers.

2.3. Supervisors and OTMs will use the applicable training standards, along with the assistance of subject matter experts (SME) from applicable career fields to develop a MTL for each work center. Semiannual reviews will be accomplished by each supervisor and OTM; TM will review as required by regulation.

### 2.3.1. Additional guidance concerning MTLs:

2.3.1.1. The structure of the MTL will consist of the following sections:

2.3.1.1.1. OTM letter of appointment signed by the unit commander.

2.3.1.1.2. Copy of Trainer/Certifier designation letter. The original letter will be maintained in the unit orderly room.

2.3.1.1.3. Job Description (from AFMAN 36-2108, *Airman Classification*). This is **not** required if using the Career Field Education and Training Plan (CFETP).

2.3.1.1.4. Training Standard (CFETP, Specialty Training Standard (STS), AF Form 797, **Job Qualification Standard (JQS) Continuation/Command JQS**) as applicable.

2.3.1.1.5. Sample AF Form 623a, **OJT Record Continuation Sheet**, to include initial evaluation.

2.3.1.1.6. Career Development Course (CDC) Volume Requirements Briefing and all appropriate Air Force Institute for Advanced Distributed Learning (AFIADL) forms (formerly ECI) required to track CDC program. **NOTE:** Trainees are required to complete one volume a month. After completion of all volumes, the trainee will be given one month to study and or take the end of course (EOC) test.

### 2.4. Setting up the MTL:

2.4.1. Use current CFETP/STS.

2.4.2. The MTL cover will be identified as the "Master Task Listing" and show the appropriate Air Force Specialty Code (AFSC).

2.4.3. All tasks performed in the work center will be circled in pencil and the appropriate legend symbol (described below) will be annotated in the left margin or use a shop designed legend:

2.4.3.1. A "5" means the task is a 5-level upgrade requirement. These tasks must be signed off before award of the 5-skill level.

2.4.3.2. A "7" means the task is a 7-level upgrade requirement. These tasks must be signed off before award of the 7-skill level.

2.4.3.3. An "E" will be used to designate tasks used to complete the annual requirement of

Enlisted Specialty Training (EST) (formerly known as Task Qualification Training [TQT]).

2.4.3.4. A “W” in red pencil will be used to designate work center wartime tasking unless the CFETP has already identified the tasking.

2.4.3.5. A “CT” will be used for continuation training on tasks, which are performed in the work center but are **not** required for skill level upgrade.

2.4.3.6. An “S” will be used for additional tasks required for the supervisory position if not part of skill level upgrade training.

2.4.3.7. A “T/C” will be used for Trainer/Certifier position if not part of skill level upgrade training.

2.4.3.8. Where guidance in CFETP and that contained in this instruction conflict, refer to CFETP as the guidance authority.

2.4.4. Core tasks are tasks identified in the CFETP. These tasks will be taught and signed off at the appropriate identified skill level. Exception: a higher core task may be taught at a lower skill level (i.e., 7-level core task can be required for 5-level upgrade); however, a 5-level core task cannot be delayed to 7-level skill upgrade. Not all tasks in the MTL will be core tasks, only those designated as such.

2.4.5. The legend will include an estimated time-in-training for each skill level upgrade. This time in training is the approximate time it will take a normal person to be upgraded.

### 3. OJT Documentation for AF Form 623, Individual Training Record:

#### 3.1. Setting up the AF Form 623:

3.1.1. Fill in appropriate information.

3.1.2. The following documents are approved items that will be kept in the OJT record. Recommended placement is such:

3.1.2.1. Training Quality Report (TQR) is a one page form retrieved through PC-III. It shows all pertinent training data on each individual. Keep only the most current TQR in the AF Form 623 on the left-hand inside cover. Coordinate with 944 LSS/LGLT to procure current TQRs.

3.1.2.2. AFIADL (formerly ECI) Forms 9 will be placed on top of the TQR, if applicable. This form is a multi-purpose notification card used in the CDC program. All signatures and dates will be filled in. ECI Form 34, **CDC Volume Review Exercise (VRE) Scoring Sheet**, will be kept on inside cover. All signatures and dates will be filled in.

3.1.2.3. Applicable training standards (CFETP/STS) will be kept on the right-hand inside cover.

3.1.2.4. AF Form 797 will be placed behind the training standard, if applicable.

3.1.2.5. AF Form 1098, **Special Task Certification and Recurring Training**, will be placed behind the AF Form 797. Use this form for recurring training not tracked in Management Information System.

3.1.2.6. At least one AF Form 623a will be in each OJT record to document information pertaining to an individual's training.

3.1.2.7. Initial evaluation/orientation.

3.1.2.8. CDC briefing, if applicable.

3.1.2.9. AFRC Form 56, **Upgrade Training Documentation Checklist**, will be placed behind AF Form 623a upon PC III processing (maintain in OJT record for 18 months).

3.1.2.10. AF Form 803, **Report of Task Evaluation**, where used, will be placed behind the AF Form 623a or AFRC Form 56, as applicable.

3.2. Annotating and transcribing tasks on the new CFETP, STS, Air Force Job Qualification Standard (AFJQS), and Command Job Qualification Standard (CJQS). IAW HQ AFPC/DPPAT 181322Z DEC 98 message, subject CFETP Transcribing Procedures (98-57), provides transcribing procedures and must be adhered to until the CFETPs mirror these procedures. A copy of this message must also be filed in the MTL until that time.

#### 4. Skill Level Upgrade Procedures:

4.1. The trainee's supervisor is responsible to ensure skill level upgrade paperwork is forwarded to 944 LSS/LGLT in a timely manner.

4.1.1. The trainee's supervisor will complete AF Form 2096, **Classification/On-The-Job Training Action** and AFRC Form 56 forwarding with trainee's completed OJT record to 944 LSS/LGLT. After review, package will be forwarded to commander for approval and input into PCIII.

4.1.2. 944 LSS/LGLT will coordinate with the appropriate unit orderly room to ensure skill level upgrade is updated in PC-III. Authorized PC-III users will maintain copies of AF Form 2096 in the unit orderly room. 944 LSS/LGLT will maintain copies of PC-III updated skill level upgrade paperwork. The original AFRC Form 56 will be maintained in the trainee's OJT records for 18 months.

#### 5. Organizational Training Monitor (OTM):

5.1. Responsibilities:

5.1.1. The work center supervisor is responsible for recommending in writing to the unit commander a primary and alternate OTM.

5.1.2. The OTMs will be the point of contact for their shop concerning training related problems or questions and will act as a liaison between their shop and the TM. The OTMs will attend training meetings conducted by the unit TM and disseminate the training information.

5.2. Duties of the OTM:

5.2.1. Attend training meetings.

5.2.2. Communicate with the TM on training questions or problems.

5.2.3. Advise the work center supervisor of updates and changes in the training policy or procedures to include OJT, CDC, and classification actions.

5.2.4. Assist supervisors and trainers with general training documentation (i.e., ordering CDCs and course exams, completing AF Forms 2096, requesting technical schools, etc.).

## 6. Core Automated Maintenance System (CAMS):

6.1. Each OTM, in conjunction with the TM, is responsible for ensuring that the information on the CAMS roster is accurate and reflects only information pertinent to their specific organization.

6.2. CAMS Products:

6.2.1. Training Forecast (TMA), OVDUE/AWACT option, will be available on the local area network (LAN) system. The TMA, ALL STATUS option, will be requested twice each year and maintained in 944 LSS/LGLT. This will be the backup in the event CAMS loses all training information.

6.2.2. Special Certification Roster (SCR) will be requested quarterly and routed for appropriate signatures. After signature, each unit will be given a copy and the original will be maintained in Quality Assurance (944 LG/LGQ).

6.2.3. Other CAMS products will be requested and available on the LAN system.

6.3. 944 LSS/LGLT or authorized OTM will update all completed training information in CAMS using one of the following documents:

6.3.1. AF Form 2426, **Training Request and Completion**, filled out properly and signed by the instructor.

6.3.2. Official class roster filled out properly and signed by the instructor.

6.3.3. Individual's CAMS printout from previous unit.

6.3.4. A corrected copy of the CAMS roster signed by the supervisor/OTM or an official letter signed and dated. Follow the guidelines below for making corrections.

6.3.5. AFRC Form 176, **Request for Placement on Special Certification Roster**, will be used to add or delete personnel to the SCR. This form will be routed through the supervisor/NCOIC, maintenance superintendent or unit commander, and then to 944 LSS/LGLT for updating in CAMS. The AFRC Form 176 will then be submitted to 944 LG/LGQ to update the SCR. The original form will be maintained at the unit; a copy is kept with the current SCR by 944 LG/LGQ until new the updated SCR is run.

6.3.6. The OTMs will be responsible for updating CAMS for all training previously authorized, by appointment letter, to clear.

6.4. All requests for new course codes, or adding/deleting course codes to an individual or work center, will be coordinated through 944 LSS/LGLT.

6.5. All work center controlled training will be input by appointed OTMs after receiving proper CAMS training from 944 LSS/LGLT.

**7. Requesting Training.** All training requests will be submitted to the TM.

## 8. Scheduling Training:

8.1. Responsibilities:

8.1.1. 944 LSS/LGLT will coordinate and publish the Monthly Training Schedule (MTS) using the wing calendar program, under LG Calendar/LG Maintenance Calendar. See "**Note**" section of calendar for proper scheduling.

8.1.2. OTMs will notify 944 LSS/LGLT of any changes to scheduled training.

8.1.3. Supervisors will ensure OTMs have the information required to schedule personnel. They will ensure individuals are notified, attend scheduled training, and that 944 LSS/LGLT has been informed of any changes.

8.1.4. No-show letters will be forwarded to unit commanders.

## 8.2. Procedures:

8.2.1. For UTA scheduling, OTMs must review the TMA and schedule personnel before the upcoming UTA. OTMs are encouraged to attend wing training meetings when possible.

8.2.2. For weekly scheduling, classes offered during the week will be published on the MTS or announced over E-MAIL. Details for scheduling these classes are located in the "**NOTE**" section of the MTS or E-MAIL.

## 9. Audio Visual Training Program:

9.1. 944 LSS/LGLT will maintain an Audio Visual Training Program that is available to all personnel.

9.1.1. Current video cassette recorder (VCR) tapes and audio cassettes will be available for check out through 944 LSS/LGLT.

9.1.2. Copies of frequently used VCR tapes and audio cassettes will be signed out from 944 LSS/LGLT and maintained in the work centers. An annual review of work center audio-visual training aids will be conducted every January.

9.1.2.1. The annual review will include a AF Form 1297, **Temporary Issue Receipt**, forwarded to 944 LSS/LGLT, with the name and date of each audio visual training aid utilized in the work center.

## 10. Certification Testing Procedures:

10.1. Responsibilities:

10.1.1. 944 LSS/LGLT will manage, administer, and score tests.

10.1.2. Supervisors will ensure maintenance personnel are ready to test and complete an AF Form 2426. For individuals requiring initial certification, a completed AFRC Form 176 is required.

10.1.3. Maintenance personnel are required to bring the completed AF Form 2426 or AFRC Form 176 to 944 LSS/LGLT for test administration. Maintenance personnel without required documentation will not be allowed to test.

10.1.4. SMEs will review tests annually for currency, accuracy, and technical information.

10.2. Test Procedures:

10.2.1. After testing is completed, the indorsed AF Form 2426 or AFRC Form 176 will be annotated with the score. Individuals are not authorized to review questions missed; only references will be provided. 944 LSS/LGLT will sign the AF Form 2426 or AFRC Form 176 and return to the

individual to complete the practical, if required. Once signed off by the Practical Examiner, the individual will forward the AF Form 2426 or AFRC Form 176 to 944 LSS/LGLT for CAMS updating. A copy of the AF Form 2426 or AFRC Form 176 will be forwarded to Quality Assurance (944 LG/LGQ) to update the SCR. A copy of the form will be maintained in 944 LSS/LGLT and 944 LG/LGQ until a new SCR is signed.

10.2.2. If an individual fails a test, 944 LSS/LGLT will check and annotate the AF Form 2426 with "Individual failed." Individuals are not authorized to review questions missed; only references will be provided. The individual will be updated in CAMS as "FAILED or UQUAL." After updating, the AF Form 2426 will be forwarded to the work center for de-certification and re-qualification training. A copy will be sent to 944 LSS/LGLT and 944 LG/LGQ to update the SCR. A copy of the form will be maintained in 944 LSS/LGLT.

10.2.3. Before retesting is authorized, an individual must accomplish re-qualification training. An individual's training records must be annotated to show de-certification and that re-qualification training was accomplished before taking to 944 LSS/LGLT with a new completed AF Form 2426. Master Sergeants and above are required to have a copy of an AF Form 623a showing re-qualification training has been completed. Individuals failing a test are not authorized to retest on the same day.

## **11. Personnel Processing:**

11.1. In Processing. All new members in process with 944 LSS/LGLT.

11.2. Out Processing. Members being reassigned are required to out process through 944 LSS/LGLT. 944 LSS/LGLT will ensure members receive a current copy of their training printout and will review their training status.

## **12. New Equipment Training Procedures:**

12.1. Work center supervisors' are responsible for informing the TM of any new equipment that requires specialized training.

12.2. The TM along with the SMEs will evaluate the training requirements required by the work center. The TM will evaluate the new equipment training program or help the work center procure the services of an outside agency.

**13. Maintenance Officer Training Program (MOTP).** The MOTP will be under the direction of the 944th Logistics Group Commander (944 LG/CC) in coordination with the 944th Operations Group Commander (944 OG/CC) and 944 LSS/LGLT.

**14. Ancillary Training Program.** The 944 FW Ancillary Training Program will be used to track and schedule ancillary training. CAMS will be used to track and schedule all ancillary maintenance training not tracked by the wing program.

CRAIG S. FERGUSON, Colonel, USAFR  
Commander

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

AFI 21-101, *Maintenance Management of Aircraft*

AFI 36-2201/AFRC Sup 1, *Developing, Managing, and Conducting Training*

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

AFRCI 21-101, *Aircraft Maintenance Guidance and Procedures*

HQ AFPC/DPPAT Message, 181322Z DEC 98, *CFETP Transcribing Procedures (98-57)*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFIADL**—Air Force Institute for Advanced Distributed Learning

**AFJQS**—Air Force Job Qualification Standard

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFSC**—Air Force Specialty Code

**C**—certifier

**CAMS**—Core Automated Maintenance System

**CDC**—career development course

**CFETP**—Career Field Education and Training Plan

**CJQS**—Command Job Qualification Standard

**COB**—close of business

**CPR**—cardiopulmonary resuscitation

**CT**—continuation training

**E**—EST annual requirement

**E-MAIL**—electronic mail

**EOC**—end of course

**EST**—enlisted specialty training

**FAILED**—failed

**FSM**—Fighter Squadron Maintenance

**FW**—Fighter Wing

**IAW**—In accordance with

**JQS**—Job Qualification Standard  
**LAN**—local area network  
**LG**—Logistics Group  
**MOTP**—Maintenance Officer Training Program  
**MTL**—Master Task Listing  
**MTS**—Monthly Training Schedule  
**OJT**—on-the-job training  
**OPR**—office of primary responsibility  
**OTM**—Organizational Training Monitor  
**OVDUE/AWACT**—overdue/awaiting continuation training  
**S**—supervisory position/supervisor  
**SCR**—special certification roster  
**SME**—subject matter experts  
**SSN**—social security number  
**STS**—Specialty Training Standard  
**T**—trainer  
**T/C**—trainer/certifier  
**TM**—Training Manager  
**TMA**—training forecast  
**TQR**—training quality report  
**TQT**—task qualification training  
**UQUAL**—unqualified  
**UTA**—unit training assembly  
**VCR**—video cassette recorder  
**VRE**—volume review exercise  
**W**—work center wartime tasking  
**5**—5-level upgrade requirement  
**7**—7-level upgrade requirement  
**944 LG/CC**—944<sup>th</sup> Logistics Group Commander  
**944 LG/LGQ**—Quality Assurance  
**944 LSS/LGLT**—Logistics Training Manager  
**944 OG/CC**—944<sup>th</sup> Operations Group Commander

*Terms*

**Management Information System**—The 944 LG and 302 FSM use CAMS.

**Organizational Training Monitor (OTM)**—The OTM is selected and recommended for appointment by the unit commander by his/her work center supervisor to perform the administrative details concerning training for his/her work center.

**Supervisor**—The individual appointed as the trainee's or unit member's immediate supervisor.

**Trainee**—Describes the individual requiring training to include skill level upgrade, ancillary, and or recurring training.

**Training Standard**—The applicable CFETP, STS, AFJQS, and or CJQS for an AFSC.

**Unit Training Assembly (UTA)**—The UTAs indicated in this instruction pertain to the unit's primary scheduled UTA.