BY THE ORDER OF THE COMMANDER
913th AIRLIFT WING

913 AW INSTRUCTION 36-2202
9 NOVEMBER 1999

Personnel

ON-THE-JOB TRAINING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 913 MSS/DPMT (MSgt Timothy Weaver)

Certified by: 913 SPTG/CC
(Col Dana S. Marsh)
Pages: 9
Distribution: F

This instruction implements Air Force Policy Directive 36-22 and extends the guidance in AFI 36-2201 and AFMAN 36-2247. It outlines policy and responsibility of all unit commanders, unit education and training managers, unit additional duty training managers, and supervisors. This instruction applies to all Air Force Reserve units assigned to the Willow Grove Air Reserve Station, Pennsylvania and the 92nd Aerial Port Squadron in Wyoming Valley, Pennsylvania.

1. In Processing.

1.1. All newcomers will have an initial evaluation documented in their AF Form 623 within 90 days of assignment to the unit. This is IAW AFI 36-2201, paragraph 4.9.5. Each unit will utilize the overprinted AF Form 623a (Attachment A1) and maintain this pre-printed form in the member's AF Form 623.

1.2. During the initial evaluation, the supervisor will determine if the member will be required to attend a formal technical school or if a waiver will be submitted. Should a formal school be required, the AF Form 101 (Attachment A2) will be submitted to the Base Education and Training Manager's (BETM) office **NLT 90 days** from assignment to the unit. Should a waiver be required, the unit will complete the waiver, IAW the AFRC/DPTS guidance letter, dated May 99, and forward it to the BETM office **NLT 5 months** from the date of assignment. Late waivers will require Group Commander's justification for lateness along with the waiver submission. The waiver package will include the 3.5" floppy disk, one complete hard copy of the Career Field Education and Training Plan (CFETP). The BETM will verify the information before electronically forwarding it to 622nd RSG/DPT. The NAF will forward the waiver package to HQ AFRC/DPTS for final approval. The BETM will maintain the hard copy until the waiver is returned from HQ AFRC/DPTS.

2. OJT Rosters.

2.1. The Unit Education and Training Manager (UETM) will be responsible for picking up the monthly OJT roster. The roster will be available, in the BETM office, on Friday before the scheduled Unit Training Assembly (UTA). UETMs must pick up this roster by 0900 hours, Saturday of the scheduled UTA. The UETM will review the roster for the following information:

2.1.1. Verify the Training Status Code (TSC) and Date Entered Training (DET).

2.1.2. Verify Career Development Course (CDC) data.

2.1.2.1. Is there a CDC required?

2.1.2.2. Is it immediately requested upon entering upgrade training?

2.1.2.3. Is the enrollment date and number correct?

2.1.2.4. Does the member require an extension or are they ready for the Course Exam to be requested?

2.1.3. Review the Months in Training (MIT).

2.1.3.1. Is the minimum time completed?

2.1.3.2. At the point where a member reaches 24 months in training, the UETM will review the individual's 623, training record. During this review, the UETM will verify and document in the member's 623 that training is being performed and documentation is being accomplished.

2.1.4. Verify technical school requirements.

2.1.4.1. Is a technical school required?

2.1.4.2. Has one been requested?

2.1.4.3. If not, has a waiver been initiated/approved?

2.2. Information on the OJT Roster that is in need of change or correction will require an appropriate source document. These source documents will be attached to the OJT roster when they are returned to the BETM office. A brief, detailed explanation of changes or corrections will be annotated on the OJT Roster.

2.3. When all of the above information is reviewed and verified, the UETMs will brief the Unit Commander on the status of their OJT program. The OJT Roster will be signed by the Unit Commander and returned to the BETM office NLT 1500 hours on Friday after the UTA. This responsibility rests with all UETMs, including Air Reserve Technicians (ARTs), additional duty training managers and traditional reservists.

2.4. On the second Monday after each UTA, the BETM office will begin processing any required changes. A letter will be sent to the Wing Commander and Group Commanders regarding all units who fail to meet this schedule/time requirement.

3. Career Development Course (CDC).

3.1. Each UETM, with the assistance from the Unit Commander and supervisors, will develop a CDC program. Unit CDC programs will, at a minimum, include:

3.1.1. How and when the CDC briefing will be conducted and how the actual CDC will be given to the member.

3.1.2. How the supervisor will track the CDC.

3.1.3. When a member will receive, complete, and turn in volumes (including review training documentation).

3.1.4. When and how the supervisor will order the Course Exam.

3.1.5. How one and two-time CDC failure interviews will be conducted and the consequences.

3.2. Should a unit experience a one-time CDC failure, the BETM will send a letter (Attachment A3) to the Unit Commander (with a copy to the Group Commander) which identifies the failure and outlines the specific procedures to follow. The required interview will be accomplished, documented and forwarded to the BETM office during the same UTA that the failure letter was received.

3.3. If a unit experiences a two-time failure, the BETM will send a letter (Attachment A4) to the Unit Commander (with a copy to the Group Commander) which identifies the failure and outlines the specific procedures and the four (4) available options. After selecting an option, the Unit Commander will forward a letter of intent to the BETM office (with a copy to the Group Commander) during the same UTA that the failure letter was received. If requesting a waiver, the letter of intent will include a time line which shows how long it will take to train the member on required tasks in the Career Field Education and Training Plan (CFETP). Specifically, the time line must include a projected completion date. The UETM will track the training at least monthly and inform the BETM office quarterly, in writing, of progress from start to finish.

3.4. Members will not enroll in voluntary courses until the mandatory CDCs have been successfully accomplished. Exceptions to this policy will be requested and approved through the Wing Commander's office.

3.5. Each unit's CDC program will be written and routed through the BETM office for final approval. This program may be placed on an automated computer program, such as a spreadsheet. The UETM will ensure that his/her program is accurate and in compliance with AFI 36-2201, Attachment 3, and AFMAN 36-2247, Chapter 3. These instructions outline the specifics for management of the CDC program.

3.6. Re-enrollments and re-activations are to be the exception and will be in compliance with AFI 36-2201, Attachment 3.

4. Formal Schools. Requests for all schools must go through the BETM office. The BETM office will process the requests through the appropriate channels. For Air Reserve Technicians (ARTs) who are in upgrade training, a DD Form 1556, **Requesting a Formal School**, is routed through Civilian Personnel (DPC) with a copy to the BETM office (for tracking purposes only).

5. Documentation. All AF Form 623s will contain current duty position documentation. Any time a member receives training (including UTAs, annual tours, or mandays), the training will be documented in the 623 immediately following the actual training.

6. Staff Assistance Visits. The BETM office will conduct a formal Staff Assistance Visit (SAV) of all assigned units at least every 18 months. A written report of the findings and recommendations will be provided to the Unit and Group Commanders within 30 days of the SAV. UETMs will formally assess their unit training program at least every 18 months IAW AFI 36-2201, Chapter 4.10.17. During these in-house SAVs, consistent documentation of training by trainers/certifiers will be checked. Findings will be documented in the UETM's SAV report. The unit's SAV reports will be completed within 30 days of the SAV and forwarded through the Unit Commander to the Group Commander and to the BETM office.

7. Unit Training Meetings.

7.1. UETMs will conduct, at least quarterly, OJT meetings with supervisors at the unit level IAW 36-2201, Chapter 4.10.10. A copy of the meeting agenda and minutes (including the attendees) will be forwarded to the BETM office.

7.2. The UETM will attend all BETM meetings. In an emergency, an alternate will be designated to represent the UETM at the BETM meetings.

8. Upgrade Actions.

8.1. UETMs will submit a member's Career Field Education and Training Plan (CFETP) to the BETM office as part of a package for upgrade action. The BETM office will review core and duty position tasks to ensure that they have been certified prior to approving PCIII upgrade actions.

8.2. UETMs will also submit a completed AFRC Form 56 to the BETM office as part of a package for upgrade action. The BETM office is required to review and sign all AFRC Form 56s.

CHARLES D. ETHREDGE, Col, USAFR
Commander

Attachment A1. On-the-Job Training Record.

ON - THE - JOB TRAINING RECORD
CONTINUATION SHEET

CAREER DEVELOPMENT COURSE (CDC) FIRST FAILURE - COMMANDER'S EVALUATION

1. Assess the adequacy/relativity of the CDC content:

The CDC adequately covers material that is relevant to the trainee's career field.

2. Assess the airman's understanding of the course content:

The airman appears to have a good understanding of the course content. He has completed his unit review exercises in a timely fashion and has a satisfactory score on his volume review exercises.

3. Assess the airman's attitude, motivation, and study habits:

Although the airman has a positive attitude and is highly motivated, his study habits are poor. His supervisor is to meet with him and review effective study habit methods.

4. Assess the airman's reading and test taking ability:

Airman's reading ability is average. However, his test-taking skills need strengthening. His supervisor is to review test-taking strategies with him.

5. Assess the supervisor's/trainer's involvement:

Airman's supervisor needs to increase his involvement with the airman regarding test-taking preparation.

6. Describe the airman's strenths:

The airman has a positive attitude and is highly motivated. He performs well on "hands on" tasks.

7. What actions will be taken to avoid a second failure:

Supervisor is to meet regularly with the airman and work on building his study habits and test-taking skills.

8. Commander's Comments:

Supervisor is to provide me with written proof that review sessions are occuring regularly and the study habit methods and test-taking skills have been reviewed with the airman.

TRAINING MANAGERS SIGNATURE: Peter Pan

TRAINEE'S SIGNATURE: John A Doe

SUPERVISOR'S/TRAINER'S SIGNATURE: Henry McGrath

COMMANDER'S SIGNATURE: Frank Smart

DATE THIS EVALUATION CONDUCTED: 5 Dec 99

LAST NAME - FIRST NAME - MIDDLE INITIAL
Doe, John A.

AF FORM 623A, 19790301 (EF-V2) PREVIOUS EDITION WILL BE USED.

Attachment A2. Sample of AF Form 101.

RESERVE REQUIREMENTS FOR SCHOOL TOURS OF ACTIVE DUTY FOR TRAINING

REQUESTING ORGANIZATION — UNIT: 31 APS

DATE: 5 Dec 99

MONITORING COMMAND/AGENCY
913 MSS/DPMAT (AFRES)
1051 Fairchild St
Willow Grove ARS PA 19090-5203

UNIT REQUIREMENTS	OFFICER
MA REQUIREMENTS	X ENLISTED

COURSE NO. *	TITLE *	DURATION *
J3AZRZE 066-007	Technical Order Account Custodian (*SEE AFCAT 36-2223)	4 days

QUOTAS REQUIRED (Two Fiscal Year Periods)

OPERATING FY			BUDGET FY	
NUMBER SPACES	MONTH	UNIT	NUMBER	

TRAINING REQUESTED FOR (Name, Grade and AFSC of Individual(s))

NAME: JOHN A. DOE

RANK: E-7 SSAN: 012-34-5678

REQUESTED START DATE: 15 Mar 00 (NOTE: A minimum of 45 days lead time is required)

REQUESTED COMPLETION DATE: 28 Mar 00

COURSE LOCATION: Sheppard AFB, TX

CURRENT ENLISTMENT EXPIRES: 2 Nov 2003

DUTY AFSC: 1A17X CONTROL AFSC: 1A17X

BUDG ERTIFICATION
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JUSTIFICATION (Reference AFM 38-8, Chapter 13)

PRIORITY (PLACE AN "X" IN THE APPROPRIATE BLOCK) *****IS THE RESERVE MEMBER AN ART??? YES X NO

A [X] - MISSION ESSENTIAL (Inability to continue operation if the requested training is not provided)

B [ ] - MISSION IMPAIRMENT (Will severely restrict operation if training is not provided)

C [ ] - MISSION DEFICIENCIES (Failure to support training will ultimately cause some mission impairment)

D [ ] - PERSONNEL / CAREER PROGRESSION REDUCED (Although short range mission impact is not anticipated, the lack of training will impair mission accomplishment of personnel)

WEIGHT MANAGEMENT PROGRAM STATUS: Member [ ] IS [X] IS NOT on the Weight Management Program.

APPLICANT'S SIGNATURE	SUPERVISOR'S SIGNATURE	UNIT COMMANDER/DESIGNATED REP

AF FORM 101 JAN 74 PREVIOUS EDITION IS OBSOLETE

Attachment A3. Letter to Commander for Evaluation of CDC Exam First-Time Failure

DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

Date

MEMORANDUM FOR

FROM: 913 MSS/DPMT

SUBJECT: Commander's Evaluation for CDC Exam First-Time Failure

1. A Commander's evaluation is required on _____ for an unsatisfactory course exam score of _____ on Career Development Course (CDC) _____, IAW 36-2201, Attachment 3. This course expires on _____ with/without an extension.

2. With the assistance of your Unit Education & Training Manager (UETM), you need to interview the supervisor/trainer and the trainee to determine the reason for the failure and the corrective actions required. You may utilize the attached 623a overprint as a guide for areas to cover as well as to document the evaluation, or you may utilize any other similar substitute.

3. Routine actions to be taken are:

   a. Counsel and place the trainee in supervised review training.
   b. Supervisor/Trainer and the trainee certify the ECI Form 9 stating that review training has been completed. Then place the ECI Form 9 (along with the evaluation documentation) in the member's 623 until successful completion of the CDC.
   c. Establish a date for the re-take exam and request an extension if necessary.
   d. Ensure the trainee is aware and understands that he/she could be removed from training for failure to progress, be re-trained, or discharged if a second failure occurs.

4. This evaluation should be conducted and documented during the same UTA that this letter is received so there is no lost training time.

5. Provide a copy of the documentation (attached AF Form 623a overprint or your own format) concerning this evaluation to DPMT. Questions may be addressed to MSgt Fernandez at ext. 1279.

TIMOTHY L. WEAVER, MSgt, USAFR
Chief, Education & Training

Attachments:
Copy of score card (ECI Form 9)
AF Form 623a Overprint

Cc:
Unit Education & Training Manager
Group CC

Attachment A4. Letter to Commander for Evaluation of CDC Exam Second-Time Failure

DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

Date

MEMORANDUM FOR

FROM: 913 MSS/DPMT

SUBJECT: Commander's Evaluation for CDC Exam Second-Time Failure

1. A Commander's evaluation is required on _____ for a second unsatisfactory course exam score of _____ on Career Development Course (CDC) _____, IAW 36-2201, Attachment 3.

2. With the assistance of your Unit Education & Training Manager (UETM), you need to interview the supervisor/trainer and the trainee to determine the reason for the failure and the corrective actions required. You may utilize the attached 623a overprint as a guide for areas to cover as well as to document the evaluation or you may utilize any other similar substitute.

3. The following options are available:

a. Withdraw AFSC and return to previously awarded AFSC.
b. Withdraw AFSC and retrain.
c. Withdraw airman from training for "Failure to Progress" (Training Status Code T) and request either reassignment to ARPC or discharge.
d. Request a waiver of the CDC requirement. Should this be your choice, you must:
(1) Keep the airman in training
(2) Provide, evaluate, and certify career knowledge on the CFETP
(3) Forward, with the assistance of your UETM, a waiver request package to DPMT for endorsement. DPMT will forward the waiver package to Colonel Ethredge for final approval/disapproval. Should the Commander disapprove the waiver request, you must decide on one of the first three options.

4. This evaluation should be conducted and documented during the same UTA that this letter is received so there is no lost training time.

5. Provide a copy of the documentation (attached AF Form 623a overprint or your own format) concerning this evaluation to DPMT. Questions may be addressed to MSgt Fernandez at ext. 1279.

TIMOTHY L. WEAVER, MSgt, USAFR
Chief, Education & Training

Attachments:
Copy of score card (ECI Form 9)
AF Form 623a Overprint

Cc:
Unit Education & Training Manager
Group CC