

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**

AETC INSTRUCTION 36-2215

22 APRIL 2003

Personnel

TRAINING ADMINISTRATION



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: HQ AETC/DOOV (Ms Lois Armstrong)
Supersedes: AETCI 36-2215, 17 July 1998

Certified by: HQ AETC/DOO (Col James Briggs)
Pages: 78
Distribution: F

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This instruction implements AFD 36-22, *Military Training*, and establishes requirements for administering Technical and Basic Military Training in Air Education and Training Command (AETC). It also applies to AETC units responsible for the management or operation of formal training courses that contribute to the enlisted trained personnel requirements (TPR). Send suggestions to improve this instruction to the Standards and Policy Branch (HQ AETC/DOOV). This publication applies to the Air National Guard (ANG) and Air Force Reserve Command (AFRC). Attachment 1 contains a glossary of references and supporting information.

Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013. Systems of Records notice F036 AF PC Q, Personnel Data System, applies.

SUMMARY OF REVISIONS

This instruction contains numerous changes and should be thoroughly reviewed. It provides additional training administration guidance, adds Section J, Enlisted Initial Skills Training Programming and Management; Attachment 2, Student Training Status Codes; Attachment 3, Nontraining Time Metric; Attachment 4, Example Course Attrition Rate Analysis Report; Attachment 12, Instructions for Determining Course Constraints; Attachment 13, Calculating, Validating, and Approving Course Programmed Elimination Rates; Attachment 14, Using Programmed Elimination Rates to Determine the Number of Entries for Each Course in the AFSC Pipeline by Student Resource Category; Attachment 15, Procedures for Acquiring Additional Instructors; and Attachment 16, Training Requester Quota Identifiers. This revision directs the use of the Technical Training Management System (TTMS) installed at the five major technical training locations.

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Section A—Student Training Administration

1. Purpose. This section establishes requirements for administering student training. It provides guidance for collecting, processing, and managing student accounting data to ensure all wings/groups report data consistently. Use the Technical Training Management System (TTMS), where installed, for student training administration functions, data entry for all types of training, and automated products to include record certification, and other technological advancements upon implementation.

2. Requirements:

2.1. Use TTMS to report all student-training statuses to the registrar for all courses activated in TTMS. Include new arrivals, students awaiting training, students unavailable for training, students disqualified from training, student eliminations, students entering training, students ineffective-in-training (IIT), student wash back actions, student accelerations, student proficiency advances, student graduations, students out-of-training following elimination or graduation from training, and students departing the installation. Enter all changes to student data in TTMS within 24 hours (1 duty day) of receipt, or knowledge of the change action. The person responsible for a particular function of training management will enter into TTMS all daily transactional data associated with completing the job function.

2.2. Personnel selected to attend formal training or education courses, whether on temporary duty (TDY) or on current duty station, will incur an active duty service commitment (ADSC) in accordance with AFI 36-2107, *Active Duty Service Commitments (ADSC) and Specified Period of Time Contracts (SPTC)*. AFI 36-2107 is the final authority on ADSC. The military personnel flight, HQ AETC, or Air Force Personnel Center (AFPC) will resolve questions relating to ADSC.

2.3. Students arriving at the training group for initial-skills training are placed in student in-processing training status (SITS) for a maximum of 3 academic days beginning the day after arrival. Enter the appropriate status change in TTMS upon student arrival. Where TTMS is not available, develop local procedures to input data in TTMS. At the completion of SITS, if students do not start class immediately, place in TTMS as students awaiting training status (SATS) pending class start.

2.4. Students who are temporarily removed from training may be placed in IIT status for any of the following reasons: confinement, leave, awaiting entry into another phase of training, medical, security, excessive absence (including absent without leave [AWOL]), awaiting class start, administrative action, academic failure, and/or performance failure. Any student who misses 8 consecutive hours of scheduled training will be placed in IIT status as of the first full day of absence, and will remain in that status until the student returns to or is eliminated from training. Document IIT in TTMS. **NOTE:** Temporary removal for medical reasons will not exceed three months without HQ AETC/SGP approval. Students with remedial or temporarily disqualifying defects may be kept in medical hold status up to 3 months. When it appears a student's condition may cause the 3-month time limit to be exceeded, the squadron commander and attending physician will submit a written recommendation to HQ AETC/SGPS for extension of medical hold. HQ AETC/SGPS may extend a student's medical hold up to a total of 6 months.

2.5. Place students that have graduated or been eliminated/withdrawn from training, and have not left the base 24 hours after graduation in student out-of-training status (SOTS) until they actually depart the base.

2.6. Analysis is required when actual eliminations show a two-percent deviation from a programmed elimination rate. Make corrective actions and/or adjustments to the course and/or the predicted elimination rate to reduce the significant variance.

2.7. Record and report absences from the scheduled training or mandatory special individual assistance (SIA) in TTMS or on AETC Form 62, **Absentee Report**, where TTMS is not installed. Report civilian student absences from training or SIA within the 8-hour training day to the home unit or supervisor for the purpose of adjusting leave records.

2.8. Proficiency advance any student without measurement if:

2.8.1. Previous technical training or equivalent civilian training is documented, and is part of the course the student will enter.

2.8.2. The student has applied this training within the last 3 years.

2.9. Advance students who have demonstrated proficiency by passing progress checks, performance tests, and/or written tests associated with blocks, modules, or units of training. Record the advancement in TTMS or on the AETC Form 156, **Student Record of Training**.

2.10. Probationary continuation is allowed when additional work will bring the student's performance to an acceptable level. Record probationary continuation in TTMS (or on the student's training record), and on the AETC Form 173, **Student Record of Academic/Nonacademic Counseling and Comments**.

2.11. Students below acceptable standards that are allowed to repeat parts of the course to bring them up to standards are administratively put in a wash back status. Course personnel determine the training to be repeated.

2.11.1. Students washed back or eliminated from training may remain in class until the wash back/elimination action is completed. If the decision is made to let the student remain in class, do not administer block tests; however, record the student training hours in TTMS as ineffective. Under no circumstances should the final block test be administered to a student who is pending elimination/separation.

2.11.2. Do not wash back a student to formally repeat an entire block of instruction he/she has already successfully completed. However, a student may be placed in a class that has not yet reached the block the student is to repeat, even if the student successfully completed that block previously. In this situation, the student follows the instruction, but is not administered measurement for the block already completed. Document the increase training hours in TTMS, or on the AETC Form 156. Once the repeated block starts, the student will formally repeat the block from which he/she was previously washed out. Place the student in IIT status when attending a segment of instruction already completed while waiting to restart the failed portion.

2.12. Students who have difficulty attaining the required level of achievement will receive personal remedial instruction referred to as SIA (special individual assistance). SIA is mandatory for students (except civilians) during probationary continuation, and is optional during wash back or repeat. SIA may be administered to one or several students at a time depending on the nature of the training and the learning objective. A qualified instructor will supervise SIA in a training environment appropriate to the objective. This SIA may be done within the 8-hour training day if it does not interfere with current training. When SIA is conducted within the training day, do not duplicate this time in the total student hours in TTMS or on the AETC Form 156. Civilian students may be scheduled for voluntary SIA outside the training day, but overtime compensation is not authorized. Document SIA outside the 8-hour training day in TTMS or on the AETC Form 156.

2.13. Counsel students whose attitude and behavior do not meet Air Force standards. Use AETC Form 173 or AF Form 174, **Record of Individual Counseling**, to record counseling sessions. Also, record the counseling to include the reason and date in TTMS, or on the AETC Form 156. Reference AETCI 36-2216, *Administration of Military Standards and Discipline*, when applicable.

2.14. Apprise students of their academic progress throughout the course, and counsel as soon as any problem is detected. Record serious deficiencies, trends of poor performance, and any other academic problem determined appropriate on AETC Form 173, and in TTMS. Keep this form in the student's record at all times throughout training.

2.15. Record accelerated training in TTMS or on AETC Form 325, **Student Accounting and Attendance Record**.

2.16. Use TTMS or AETC Form 581, **Student Status or Data Change Report**, to report student status changes. Appropriate personnel initiate student status changes in TTMS. Maintain student status using the codes in TTMS (see Attachment 2).

2.17. Present AF Form 1256, **Certificate of Graduation**, to each student for each course successfully completed. Include as a minimum: student's name, course number and title, course length, applicable CCAF credit, and date of graduation. Do not list more than one course on a certificate. If the AF Form 1256 is lost or misplaced, issue a duplicate copy, but record the word "DUPLICATE" at the top of the form.

3. Training Group Responsibilities:

3.1. Use TTMS and OTA to monitor resident and nonresident student accounting procedures.

3.2. Use TTMS SATS, SOTS, and IIT rosters to monitor students out of training. Track such students by the root cause action, and the remedy action required. Develop metrics to track SATs, SOTs, IITs and reclassification time, and build programs to keep out-of-training time to an absolute minimum. Distinguish between initial entry SATs (students awaiting training in the first course in the pipeline), and follow-on SATs (students awaiting training in subsequent courses.) Ensure command goals of 3 days, 6 days, 7 days, and 9 days for SATs, SOTs, IITs, and reclassification time, respectively, are met. Refer to Attachment 3.

3.3. Monitor data used for reporting production, ensuring the data is accurate and current.

3.4. Establish a process to ensure the TPR is met, and follow the chain of command in advising HQ AETC/DOO of problems.

3.5. Ensure all courses are entered in TTMS (to include courses not yet activated in Training Planning System [TPS]) ensuring the data is reported consistently.

3.6. Develop approval procedures for proficiency advancements.

3.7. 982 Training Group (TRG) Responsibilities:

3.7.1. Manage all field training detachment Type 4 multiphase training student actions including class entry, status reporting, disenrollment, and graduation. The registrar section, Air Force specialty code (AFSC)-awarding scheduler, will act as lead training manager for all initial skills courses.

3.7.2. Enter established training schedules into the Field Training Management System (FTMS), TPS, and Oracle Training Administration (OTA). Activate AFSC-awarding courses in TTMS, and ensure training actions for those courses are updated and maintained in TTMS.

3.7.3. Notify the training detachments of multiphase training schedules.

4. Registrar Responsibilities. Each registrar will (*NOTE*: For 982 TRG, only paragraphs 4.1, 4.4, 4.7, and 4.10 apply):

4.1. In collaboration with the squadrons, manage and validate all student accounting actions. Audit student records for accuracy and completeness of technical training data before releasing from TTMS.

4.2. Provide staff assistance and reporting of student data management problems. Present analysis and recommendations, if appropriate, to training managers, and provide training for group, squadron, and flight personnel.

4.3. Analyze training management data (including programmed versus actual student entries), student loads, and production to determine reasons for program deviations. Use TTMS to analyze training management data. Monitor the status of students not in training, and analyze data to determine reporting or student flow management problems. Present analyses or recommendations, if appropriate, to training managers. *NOTE*: Access to AETC Decision Support System (ADSS) will be limited to senior-level personnel with a need for historical data analysis. Also refer to paragraph 34.

4.4. Receive student accounting data for all type training and special contract courses, and provide data, as required, to requesting agencies including 2d AF and Air Force Personnel Center (AFPC). Input data into OTA within 24 hours (one duty day) of the date received. The source for all such data is TTMS.

4.5. Verify and validate accuracy of source data and/or documents before updating the OTA database.

4.6. Produce a current TTMS SOTS roster. Together with the military personnel flight (MPF) and training flights reconcile the SOTS roster weekly. Document and file reconciliation actions, and accomplish necessary actions for individuals on the SOTS roster as soon as possible.

4.7. Report student status changes in OTA within 24 hours (one duty day) of receipt.

4.8. Track all students from arrival, through training, and until departure.

4.9. Report training completion or noncompletion.

4.10. Accomplish all enrollments according to AF ETCA (*Air Force Education and Training Course Announcements*). Students may not audit (sit through or observe) courses, but HQ AETC/DOOP, Student Programming, may approve exceptions. International students may continue in a course after being eliminated if the student's country requests continuation through AFSAT, and if AFSAT's Regional Division (EC/PS or SR) approves.

4.11. Create center-generated classes in coordination with the training manager only when a programmed class cannot be used. A center-generated class is an unprogrammed class containing no seat allocations (therefore not impacting programmed numbers). Do not create a center-generated class if a programmed class exists that can be used by changing the start date by no more than 7 calendar days (not enough to impact the end-assignment window). However, evaluation of whether an existing class can change the start date must be coordinated with all other training requester quota identifiers (TRQI) having allocations in the class. For pipeline courses this will generally include prior service (AJ1K), retraining (AJ1J, AJ3J), Air National Guard (CC10), and Reserve (RR10). Training managers and/or registrars will create a center-generated class application using the TTMS center-generated class. *NOTE*: The center-generated class will flow from TTMS to TPS. TPS will automatically flow the center-generated class to OTA that same day so the student events will flow from TTMS to OTA that night. HQ AETC/DOOP does not have to release the class.

4.12. When force-gaining a permanent party student into other than initial-skills courses, use quota Type P (AP, OP, CP), unfunded quotas, except as directed by HQ AETC/DOOZ.

4.13. Use the registrar's seal embosser to certify duplicate copies of student accounting forms, and training completion forms (TTMS or AETC Form 156), or AETC Form 125A, **Record of Administrative Training Action**, or to prepare an elimination package. The seal verifies authenticity, prevents fraudulent documentation, and validates elimination actions.

4.14. Only those persons authorized on signature lists registered with the Community College of the Air Force (CCAF) are authorized to use the embosser.

4.15. The registrar or appointed custodian maintains the embosser in a locked location when it is not being used.

4.16. Establish a system to track custody and location of the embosser. Typically, a hand receipt is used to track the embosser.

4.17. If the embosser is lost, misplaced, or presumed stolen, inform the following personnel or agencies immediately: Chief or Director of Operations, Security Forces, Enrollment Management/Registrar Division (CCAF/RR), and HQ AETC/DOOP.

5. Training Squadron Responsibilities:

5.1. Commanders are responsible for the effective management of SATs, SOTs, IITs, and the facilitation of prompt resolution of student delays.

5.2. Flight commanders and chiefs will designate primary and alternate TTMS registrar focal points (RFPs), and maintain an up-to-date list of RFPs. TTMS RFPs are responsible for coordinating the correction of the TTMS student training record discrepancies identified by registrar personnel. **EXCEPTION:** 982 TRG Registrar handles all TTMS functions.

5.3. Record student data in TTMS within 24 hours (1 duty day). The person responsible for performing the work (MTLs, instructors, and instructor supervisors) involving Type 3 resident courses will enter all daily transactional data in TTMS.

5.4. Provide an AETC Form 179A, **Course Training Schedule for Allocations**, prepared by appropriate training managers to HQ AETC/DOOP, to generate a class for entry if students will not be entering a class currently scheduled (for example, a programmed class). See paragraph 4.11 for guidance on center-generated classes.

5.5. Training managers (TMs) are responsible to compare the programmed attrition rate, and the actual attrition rate for initial skills courses. Where there is a two percent deviation, the TM works in conjunction with course personnel and/or the training development element (TDE) to provide written analysis of the cause of such deviations with recommended actions to 2 AF/DO and HQ AETC/DOO semiannually (31 December and 30 June). Additionally, analysis is required for courses with a 20 percent or greater wash back rate. TMs accomplish this analysis annually in the first quarter after the conclusion of the prior fiscal year (FY). See Attachment 4.

5.6. Document initial skills training (prerequisite and AFSC-awarding) in TTMS, or on the AETC Form 156. Without exception, use AETC Form 156 to document any and all training for international students. Instructions for completing AETC Form 156 are in Attachment 5. Use AETC Form 325, **Student Accounting and Attendance Record**, to record training other than initial skills (for example, advanced, supplemental, mobile, contract, and non-AFSC-awarding courses). The class roster contained within the Army Training Requirements and Resources System (ATRRS) or equivalent source service/agency documents may replace the AETC Form 325 for Type 5 courses. However, data from these forms must be entered into TTMS. See Attachment 6 for instructions on how to complete AETC Form 325.

5.7. Where TTMS is not installed, each training wing, group, or squadron enters student information in TTMS.

5.8. Enter an unprogrammed arrival into a class without a training line number (TLN). Do not exceed the maximum group size unless approved by the training manager. Notify the training manager immediately. A programmed entry with a TLN who arrives early should not displace a student originally scheduled. The unprogrammed arrival entry priorities are as follows:

5.8.1. An international student.

5.8.2. An Air Force student.

5.8.3. A technical training student (TTE). A TTE attending training in TDY status is given priority over nonprior service (NPS) students. This is a rare occurrence that must have the approval of HQ AETC/DOOP, Student Programming.

5.8.4. ANG and AFRC students. Enter in the next available class, on a priority basis, any ANG or AFRC student arriving late for class due to delayed 737 TRG graduation.

5.8.5. A student from another service.

5.8.6. Civilian students.

5.8.7. Active duty Air Force (ADAF) NPS students.

NOTE: This priority list applies even if Air Force entries for the class must be reduced below program. If unprogrammed students (other than Air Force) cannot be accommodated without exceeding the maximum group size, contact HQ AETC/DOOP (HQ AETC/SGAT for 882 Training Group students).

6. Air Force Security Assistance Training (AFSAT) Squadron Responsibilities. AFSAT is the major command (MAJCOM) equivalent for:

6.1. International student quota allocation, confirmation, and OTA accounting. **NOTE:** AFJI 16-105, *Joint Security Assistance Training (JSAT)* prescribes the education and training for international personnel. This is a joint publication that applies to active and reserve components of the Army, Navy, Air Force, Marine Corps, and Coast Guard for security assistance.

6.2. The International Military Student Office (IMSO) and international students. The IMSO at each base is the liaison between the student and AFSAT. When a student is experiencing difficulties that may lead to elimination, training personnel contact personnel in the IMSO who, in turn, contact AFSAT for guidance.

Section B—Elimination From Training

7. Purpose. This section provides guidance and responsibilities for eliminations. Eliminations impact the Air Force by moving personnel from one job to another, or separating them, whichever is most beneficial to the Air Force.

8. Administrative Elimination Actions:

8.1. Update in TTMS student status changes resulting from an elimination action. Use AETC Form 125A for all elimination actions except those from basic military training (BMT). The AETC Form 125A is also required for students who arrive at the training location, but are disqualified from entering training. (**CAUTION:** For officer students, do not complete block 3 of the form unless there is a faculty board conducted according to AFI 51-602, *Boards of Officers.*) AETC Form 125, **Record of Faculty Board Action**, may be used in place of AETC Form 125A for eliminations with faculty boards conducted according to AFI 51-602. Process eliminations according to this instruction, and other

applicable publications. For Type 6 courses, unless prescribed otherwise in course announcements or instructions, job site training (JST) points of contact (POC) will use AETC Form 325, and an attrition survey to recommend eliminations or withdrawals from training based on the following:

8.1.1. Withdrawal from Type 6 courses. Students may be withdrawn from training as a result of mission requirements, emergency leave, medical, and any other reasons beyond the student's control. The training group will make final determination of the student status. In such case, there is no enrollment penalty.

8.1.2. Elimination from Type 6 courses. Students may be eliminated due to failing to meet the standard to include minimum grade, and course completion time requirements. The training group may approve extensions to completion time at its discretion if the student has legitimate reason for noncompletion within the prescribed timeframe. Impose a reenrollment penalty of 6-12 months as dictated by the training manager.

8.1.3. The JST POC will forward the AETC Form 325 and attrition survey with a recommendation, and supporting justification for elimination or withdrawal to the training group distribution function. The distribution function will forward the documentation to the training manager for the course.

8.1.4. The training squadron or flight responsible for the Type 6 course prepares the AETC Form 125A on eliminees from mandatory courses (for example, 7-level craftsman courses), and processes it according to this instruction and other applicable publications. Use the AETC Form 325 provided by the JST POC to process eliminations from other nonmandatory supplemental Type 6 courses.

8.2. Any of the following reasons may be used to eliminate students from technical training: academic deficiency, performance deficiency, misconduct, separation, death (training related), medical, prerequisite deficiency, death, security, unsuitability, compassion, excessive absence, administrative reasons, and other (explain). The only career fields (or positions) authorized to use unsuitability as a reason are recruiting, contracting, security forces, social actions, legal services, chapel management, combat control, medical, pararescue, air traffic control, explosives ordnance disposal, enlisted aircrew, first sergeant, instructor, military training leader (MTL), and space and missiles.

8.3. Eliminating a student from training may be initiated at any level within the school. Unless delegated, approval authority for AETC Form 125A is the group commander or deputy commander. Approval authority for AETC Form 125A may only be delegated to the squadron commander or equivalent.

8.4. Commanders must screen all students in training, and separate from the Air Force those who demonstrate characteristics unbecoming to Air Force personnel or who fail to demonstrate acceptable standards.

8.5. When a student has been temporarily removed from training pending elimination action, report the reason that caused the initial removal, effective as of the date the elimination action is approved. Record such student's status as SOT until he/she has departed the base. (**EXCEPTION:** If elimination is due to separation, the effective date of the elimination action is the date the AETC Form 125A is initiated, and this date must be the same as the date formal discharge proceedings were initiated.)

8.6. All courses/shred transfers will be processed via an AETC Form 125A and a reclassification action. Annotate the AETC Form 125A to show the action as an administrative action to reclassify the student into a different shred; does not count as an elimination/reclassification action for future reclassification consideration. Document the action in TTMS.

9. Types of Faculty Boards. There are two general types of faculty boards, those conducted under this instruction and those convened under AFI 51-602. (Refer to ETCA to identify the requirements,

function, membership, and proceedings of *nonflying training* faculty boards.) Faculty boards are normally convened when the review process for administrative elimination is inadequate to determine facts. **NOTE:** Records of faculty boards involving AFI 40-502, *The Weight Management Program*, will be submitted to the staff judge advocate for legal review. AFI 40-502 does not apply to civilian personnel or international students.

9.1. AETCI 36-2215 Faculty Boards:

9.1.1. These boards consider only the academic deficiency or substandard student performance that affects academic achievement, and whether there is sufficient cause to eliminate the student from training. The convening of a faculty board may be canceled if requested by the student in writing, and approved by the appointing authority.

9.1.2. When an international student is involved in a faculty board, immediately notify the appropriate AFSAT country manager in AFSAT/TO (Training Operations) and the local IMSO of the proposed board. When appointing the student's CLO as a nonvoting member of the faculty board, identify the person as a member of the AETC staff, and indicate the country he or she represents. Follow this action with an electronic message to AFSAT within 2 workdays. Send an information copy to SAF/IAP, the appropriate security assistance organization, and the CLO, if applicable. Include the student's name, grade, country, line number, project, and the reason for the faculty board.

9.2. AFI 51-602 Faculty Boards:

9.2.1. Often the decision to convene a faculty board raises the issue of whether a student's further retention in the Air Force or on active duty is in the best interest of the Air Force. The appointing authority should, therefore, consider all of the evidence in the case file, and determine if separation is appropriate. Do this in consultation with the staff judge advocate. Circumstances may warrant convening the faculty board under AFI 51-602 when the following conditions exist:

9.2.1.1. The student is an officer, and the inquiry will determine facts regarding elimination, reclassification, discharge, or wash back actions.

9.2.1.2. The appointing authority determines the procedures are warranted and imposes the requirement.

9.2.1.3. The board is convened as a result of student misconduct, and the inquiry is into the nature of the misconduct (including whether there is misconduct) rather than the effect of the misconduct on academic proficiency.

9.2.2. The approving authority for AFI 51-602 faculty boards must be one level of command above the appointing authority. The board may be waived if requested in writing by the student, and approved by the appointing authority.

10. Faculty Board Membership. Faculty board membership consists of three voting members who are senior in rank to the student, a recording secretary, and any nonvoting members who are invited to participate. For ANG or AFRC students, contact HQ AETC/CCG or CCR, to determine if a nonvoting representative is required. When a military student is before the board, the recording secretary must be a military member. In the case of an officer student, the recording secretary will be a commissioned officer. The senior member of the board will serve as president. No person who has instructed the student or recommended him or her for elimination may serve on the board.

11. Faculty Board Responsibilities:

11.1. The appointing official:

- 11.1.1. Publishes orders appointing members of the faculty board, including a judge advocate as legal advisor when the board is convened under AFI 51-602. The orders will specify the purpose and duties of the board.
- 11.1.2. Ensures each faculty board member understands the functions, duties, and procedures of such a board.
- 11.1.3. Ensures students are notified in writing to appear before a faculty board and obtain written acknowledgment from the student (Attachment 7).
- 11.1.4. Ensures students are briefed on faculty board procedures, including the information in paragraph 11.4.
- 11.1.5. Ensures registrars provide all necessary training records to include the AETC Form 125, the TTMS report or the AETC Form 156, and the TTMS record or the AETC Form 325.
- 11.2. The board president conducts the board, and:
 - 11.2.1. Ensures the faculty board is conducted in a military manner with due respect accorded to individual's dignity and rights.
 - 11.2.2. Ensures all relevant information in the student's record is fully developed and clarified.
 - 11.2.3. Ensures the student is afforded the opportunity to fully present his or her testimony or evidence, and to question witnesses.
 - 11.2.4. Rules on questions of order and procedure, and the admissibility of evidence. (This is the responsibility of the legal advisor in an AFI 51-602 Board.)
 - 11.2.5. Terminates the faculty board if:
 - 11.2.5.1. The inquiry raises any question of whether further retention of the student in the Air Force or on active duty is in the best interests of the Air Force.
 - 11.2.5.2. The inquiry develops into a question of the nature of misconduct (including whether there is misconduct) rather than the effect of the misconduct on academic proficiency.
 - 11.2.5.3. The student is an officer, and the inquiry develops into a question of whether the deficiency resulted from factors within the student's control. Discussion of these matters may entitle the student to specific rights under AFI 51-602.
 - 11.2.6. Conducts a vote on faculty board findings and recommendations by secret ballot. The results will be determined by a majority of voting board members.
 - 11.2.7. Informs the student of the faculty board's findings and recommendations.
 - 11.2.8. Submits a report of faculty board findings and recommendations to the appointing official. The report will contain a summary of proceedings, testimony, pertinent documents, and the signatures of voting board members. The report will become an exhibit to the AETC Form 125A (Attachment 8).
- 11.3. The recorder:
 - 11.3.1. Designates the board room.
 - 11.3.2. Notifies necessary personnel of time and place of the board.
 - 11.3.3. Ensures all aspects of the case are fully developed.
 - 11.3.4. Maintains an electronic recording or written notes of the proceedings to aid in the preparation of board summaries. The recording (or notes) will be retained for at least 120 days.

11.3.5. Prepares a summary or record of the board proceedings to include the following: references to the specific records reviewed by the board, a list of witnesses appearing before the board, a resume of the testimony of each witness, a description of any extenuating circumstances that may have contributed to a student's deficiency, a summary of the major factors considered, and specific rationale used by the board in arriving at its findings and recommendations.

11.4. Students may submit evidence, call witnesses, question witnesses, elect not to make a statement, or elect to make a sworn or unsworn statement to the board. If students make a sworn statement, they are subject to cross-examination by members of the board.

12. Managing Eliminees:

12.1. General Procedures:

12.1.1. The training squadron or flight responsible for the student reports an elimination to the registrar on AETC Form 125A. The original AETC Form 125A, with all exhibits, is submitted to the registrar along with an information copy to the MPF's outbound assignments. The registrar inputs the appropriate student status code into OTA immediately after receiving notification of elimination. For Type 6 course withdrawals due to mission requirements, emergency leave, medical, and any other reasons beyond the student's control, there should not be any consequences. Students may reenroll at the first opportunity.

12.1.2. For international students, elimination packages for noncourse related reasons will be initiated in the IMSO, and those for academic reasons will be initiated in the appropriate training squadron, and forwarded to IMSO. The IMSO will process the package and forward through the appropriate training wing to AFSAT/CC, Randolph AFB TX. The package must contain the training squadron commander's recommendation of removal from training, and all supporting documents identified in this instruction.

12.1.3. If the student is recommended for elimination from training status due to a pending separation, the elimination action is initiated at the same time as formal discharge proceedings. After the AETC Form 125A is approved, it is distributed according to Attachment 9.

12.1.4. Commanders will closely review elimination packages, and make appropriate recommendations and comments about the individual's value to the Air Force. Place reasons and rationale for elimination on AETC Form 125A and the elimination or reclassification message. See Attachment 10 for a sample message.

12.1.4.1. Commanders must avoid multiple reclassifications of students (more than once) who clearly do not meet acceptable standards. This includes standards of academic, performance, conduct, bearing and behavior, discipline, medical, or any characteristic that does not promote accomplishment of the Air Force's mission. **NOTE:** Eliminees from screening courses caused by failure to meet physical training standards are exempt from this reclassification policy.

12.1.4.2. The approval authority for students recommended for a second reclassification (third course) or more is the wing commander.

12.1.5. Refer individuals who desire further training to the MPF's classification and training section for counseling. Use an elimination or reclassification message to request further training.

12.1.6. HQ AETC/DOOA is responsible for furnishing guidance and instructions to the training groups on reclassification of all airmen eliminated from technical training and identified for further training.

12.1.7. Reclassify technical training students in a timely manner to reduce costs. Group processing begins when the decision is made to eliminate the student from training, and ends when the AETC Form 125A is received by the MPF (three days). MPF processing time begins upon receipt of the AETC Form 125A, and ends when the MPF transmits the reclassification message to HQ AETC/DOOA (three days).

When the message is received at the reclassification section, a new AFSC and class start date are assigned and MilPDS is updated (three days). The HQ AETC/DOOA goal for processing the AETC Form 125A to reclassification is nine days.

12.2. Eliminating Pipeline Students:

12.2.1. For NPS students eliminated from a course, but retained in the Air Force, the MPF will send a message to HQ AETC/DOOA to request reclassification (Attachment 10). Send an information copy to HQ AFPC/DPMRAD2 (Professional Student and Language Assignment Section) to delete the eliminee's end assignment.

12.2.2. Reclassify each eliminee individually on a case-by-case basis according to AFI 36-2110, *Assignments*. If eliminee is to be retained, HQ AETC/DOOA will decide where the individual can best be used based on the information provided in the reclassification message, Air Force needs, and airmen preferences. When a student is reclassified, forward a copy of the TTMS report or copy of AETC Form 156, and Lackland AFB Form 205, **BMT Report Card**, to the next training squadron.

12.2.3. HQ AETC/DOOA annotates the reclassification action on a copy of the eliminee message, sends it to the losing MPF with courtesy copies to the gaining registrar, losing registrar, and HQ AFPC/DPMRAD2.

12.2.4. The losing squadron will update TTMS to reflect departure status, and change the domain to the gaining training squadron if at the same location.

12.3. Retraining Student Eliminees:

12.3.1. When the eliminee has an awarded AFSC, he or she is considered a student. Accomplish a message for student eliminees according to AFI 36-2626, *Airman Retraining Program*, and send to HQ AFPC/DPMRAD1 for disposition instructions.

12.3.2. Return students in TDY status to their parent unit for disposition within 3 duty days after the AETC Form 125A approving the elimination is signed.

12.3.3. Report students in permanent change of station (PCS) status without permanent change of assignment (PCA) to the parent MAJCOM within 1 duty day after the AETC Form 125A approving the elimination is signed.

Section C—Student Training Records and Recognition Program

13. Purpose. This section addresses the need to keep accurate records and provide recognition to outstanding performers. It also focuses on sharing student academic or performance data in order to enhance the initial or follow-on training feedback process. Where the TTMS is installed, use it for student training administration functions to include automated products.

14. Requirements. Maintain attendance records and grades of students attending technical training courses. Special recognition of students who attain outstanding achievement is required.

14.1. For officer students who are scheduled to receive follow-on training, the registrar may provide copies of the electronic TTMS report or the AETC Form 156, and the AF Form 475, **Education/Training Report**, if requested by the unit providing the follow-on training.

14.2. For enlisted initial skill training, forward electronic copies of the TTMS report or AETC Form 156 to the gaining base education and training managers to provide supervisors a comprehensive report of the student's performances during training. In addition to academic achievement, the TTMS report or the AETC Form 156 will also provide a military assessment for each student. For enlisted students who are scheduled to receive follow-on training, course personnel will forward electronic copies of the TTMS

report or the AETC Form 156 to the gaining course supervisor. **NOTE:** Release of the AETC Form 156 or the TTMS training, other than the student's first-assignment supervisor and other personnel who have a need to know, is restricted to the academic portion of the form.

14.3. Instructions for completing AETC Form 156 are located at Attachment 5.

15. Training Group Responsibilities. The training groups:

15.1. Will establish a distinguished graduate (DG) program to recognize outstanding achievement in AFSC-awarding, and supplemental courses of 20 days or more. Upon determination of course merit (meeting the DG criteria), group commanders may include qualifying courses in the DG program. Certain other courses may be excluded because of natural break points (minuscule difference in points), quality of student performance, length, or other reasons at the group commander's discretion.

15.2. May recognize up to, but not exceed, 10 percent of a graduating class. Base the selection on the whole-person concept rather than on academics or performance skills alone. Also consider the following factors: leadership, teamwork, conduct, bearing and behavior, attitude, and staff and faculty recommendations. Use AETC Form 499, **Distinguished Graduate Certificate**, to recognize outstanding achievement. Record DGs in TTMS. If a student fails a block of training but repeats it and passes, he/she will receive the minimum-passing grade, and will not be recognized as a DG.

15.3. In addition to the DG recognition, may select a top graduate (TG) from the group of DGs. A TG is the number one graduate in a class. Comprehensively, the TG must exceed the performance of the DGs. Consider overall professional qualities such as leadership and follower-ship abilities, oral and written communication skills, problem-solving abilities, and adaptability. Use AETC Form 498, **AETC Commander's Award**, to recognize top graduates for superior academic achievement, and high standards of leadership, teamwork, and character. Record TGs in TTMS.

15.4. Will present DG or TG certificates to students, and forward letters citing student accomplishments to the gaining commander. Update TTMS or annotate the AETC Form 156 to reflect receipt of the DG or TG certificate. **NOTE:** Academic records of students no longer in training should be maintained according to AFMAN 37-139.

Section D—Programming

16. Purpose. This section provides guidance on programming AETC formal training courses.

17. Requirements:

17.1. Demonstrate strict resource management when scheduling classes.

17.2. Do not cancel classes within 30 days of the established start date except for emergencies or other unforeseen circumstances.

17.3. Classes of five academic days or less will not extend over a weekend.

17.4. Courses for ANG and AFRC members in 10-day active duty training will start on Monday and graduate on Friday.

17.5. Avoid graduating a class on the Friday following a Thursday holiday. Accelerate or start one day early for a Wednesday graduation.

17.6. Schedule classes to keep TDY-to-school student loads at a minimum during holiday breaks.

17.7. All 737 TRG graduates will proceed to assigned training wings the first Monday after graduation.

17.8. Training groups will establish reporting instructions for students graduating from BMT during the Dec/Jan holiday break.

17.9. Follow AETC OPlan 401, *Emergency Suspension or Curtailment of Training at Military or Training Wings*, and wing supporting plans if unforeseen events force training cancellation.

17.10. AFJI 16-105 allows each country to coordinate and identify, through Air Force Security Assistance Training (AFSAT), a maximum of two country holidays that IMSs may take each calendar year.

17.11. Give civilian students first priority for day shift classes. If a student is assigned to a shift between 1800 and 0600, give the student a copy of the academic schedule to send to his or her time and attendance officer. Also provide a revised training schedule if the schedule changes.

17.12. Do not assign civilian students details, or other out-of-class activities beyond the standard 8-hour training day. If homework beyond the 8-hour day training is required for a course, ensure civilian students and home units are notified at least two weeks prior to class start. **NOTE:** Civilian employees may be expected to perform homework during the training program. There will be no compensation or reimbursement for training beyond the 8-hour day.

18. Responsibilities:

18.1. Training Groups:

18.1.1. Develop initial class schedules and input into TPS. Submit AETC Forms 179A, **Course Training Schedules for Allocations**, to revise class schedules (Attachment 11).

18.1.2. For supplemental classes, review actual projected entries in OTA for minimum class size requirements no later than 30 calendar days before the class start date (CSD). Recommend class cancellation to HQ AETC/DOOP if coordination with the training squadron determines the course objectives cannot be met unless minimum class size requirement is met.

18.1.3. If supplemental classes are canceled within 30 calendar days of an announced CSD, notify all users via telephone or electronic message.

18.1.4. Schedule courses in a multiple course pipeline to minimize student delays between courses. Obtain HQ AETC/DOOP approval for all delays of more than 7 calendar days.

18.2. HQ AETC/DOOP (Student Programming):

18.2.1. Checks proposed initial class schedules to ensure approved course or class parameters are used, and AETC resources are maximized.

18.2.2. Maintains an evenly programmed student flow through AETC training programs to support Air Force TPR and other student training requirements (STR).

18.2.3. Approves all supplemental class cancellations within 30 days of class starts. For approved class cancellations, reschedules quotas for confirmed by-name users if possible.

18.2.4. Reviews and releases initial and revised class schedules to users via TPS and its interface with OTA.

Section E—Processing and Classifying NPS Enlistees

19. Purpose. This section explains how to begin the process of screening qualified enlistees for selection into Air Force specialties.

20. Requirements. Manage available NPS resources in order to equal the number of class seat requirements to fill Air Force TPRs.

21. Responsibilities:

21.1. HQ AETC/DOOA (Accessions and Classification): Furnishes training requirements to 319 Training Squadron, Lackland AFB, for weekly classification.

21.2. 319th Training Squadron. The 319th Training Squadron carries out requirements relating to classification of NPS enlistees, and basic trainee flow to the various technical schools, and it manages the classification process. Classification flight responsibilities are as follows:

21.2.1. Classification and Assignments. Updates classification tables to ensure qualified NPS are selected for Air Force skills. Briefs airmen regarding AFSC selection and assignment preferences prior to classification. Screens and classifies NPS enlistees for qualification into Air Force skills according to AFI 36-2108. Verifies enlistment agreements, and reclassifies disqualified airmen. Ensures the classification process fills available quotas with qualified airmen for technical schools. Processes unassigned airmen and special assignment actions. Publishes orders, briefs students proceeding to technical schools, and contacts gaining bases to ensure accuracy of information. Reviews AETC Form 530, **Nonprior Service Classification**, to ensure proper documentation of each airman's qualifications and skill preferences. Verifies enlistment agreements and reclassifies disqualified airmen.

21.2.2. Personnel Systems Management. Compiles classification data, provides guidance on unique data items, and interfaces with other automation systems.

21.2.3. Sensitive Skills. Screens airmen for substance abuse and emotional or behavioral problems. Makes appropriate recommendations regarding retention and/or job selection. Initiates and forwards appropriate personnel security packages on airmen requiring clearances.

Section F—Air National Guard (ANG) Student Management

22. Purpose. This section lists the exceptions for dealing with ANG students and the responsibilities of the ANG liaison personnel assigned to AETC.

23. Requirements. ANG students attend pipeline courses the same as active duty members. For administrative purposes, process ANG students attending in technician status based on their military grade, in the same manner as active duty members.

24. Responsibilities. As the focal points for ANG issues, the liaisons at the basic and training groups:

24.1. Manage problems affecting student's morale and welfare, such as finances, leave, and security clearances.

24.2. Assist in scheduling and programming quotas for ANG prior-service and NPS resources.

24.3. Coordinate with the National Guard Bureau (NGB) concerning new or revised training dates and course substitutions.

24.4. Monitor ANG BMT and technical training student status.

24.5. Initiate and assist in BMT and technical training elimination and discharge actions.

24.6. Assist and/or coordinate classification and reclassification actions with the member's home unit.

24.7. Initiate and/or coordinate with ANG units on qualification waivers.

25. Procedures:

25.1. Inprocessing. ANG students are entered into classes on schedule even if inprocessing has not been completed. When a student arrives just before a class starts, early entry without inprocessing is allowed if the maximum class size is not exceeded. (The TM may approve exceeding the maximum.)

25.2. Training Line Numbers (TLN). Each ANG student's orders must have a TLN. If a student's orders do not contain a TLN and the student's name is not in OTA, do not enter the student into training.

In such cases, the registrar calls an ANG liaison that helps obtain a TLN with the member's home unit, and has amendments published and sent to the training location.

25.3. Briefings. The 37 TRW/LN ANG liaison briefs ANG basic trainees during the first week of training about student entitlements and other related subjects. ANG liaison NCOs at each training wing (except Goodfellow AFB) brief incoming ANG technical training students (NPS and prior service) during the first week of training. Because an ANG liaison is not assigned to Goodfellow AFB, appropriate student flight personnel brief ANG officers and enlisted personnel. If problems arise, student flight personnel should contact the ANG liaison at Lackland AFB for guidance.

25.4. Unqualified Students and 737 TRG Eliminees. When trainees are identified in initial processing as being unqualified for their job specialty for any reason, the person making that determination immediately notifies 37 TRW/LN, the ANG liaison. Include the student's name, social security number (SSN), home unit, course scheduled to attend, course start date, reason for not attending, TLN, and the date student arrived at BMT. ANG personnel in the 37 TRW coordinate with ANG/MPTES and the member's unit to obtain another quota or AFSC for which the member qualifies.

25.5. Technical Training Eliminees. When a student is eliminated from technical training, the training squadron commander or military training leader (MTL) immediately notifies the ANG liaison at the training wing. Liaison personnel immediately notify the formal schools section (ANG/MPTES) and the student unit's state headquarters within 24 hours, giving the reason for elimination and recommended action. The eliminee remains at the training wing until the liaison, in coordination with the home unit, decides what action will be taken. The liaison staff counsels the eliminee to ensure he or she is familiar with outprocessing requirements. The liaison staff then forwards a copy of AETC Form 125A to the student's state headquarters and servicing MPF.

25.6. Discharge. Neither the 737 TRG nor a training group has the authority to discharge ANG members. Members must be returned to their home unit for discharge by the state.

25.7. Amending Administrative Orders. AETC training groups are authorized to amend ANG student orders as follows:

25.7.1. Amend orders for NPS ANG students as outlined in AFI 37-128, *Administrative Orders*.

25.7.2. For other ANG students, may amend orders only in cases of academic wash back or permanent increase in course length. The student's home unit according to ETCA must do amendments for other reasons, such as a medical condition. An extension to orders for any reason must first be coordinated with the ANG liaison at the training wing, which contacts the member's home unit.

25.8. Court-Martial Jurisdiction. The training wing commander's representative contacts the ANG liaison to resolve disciplinary issues.

25.8.1. Members of the ANG who are in 737 TRG on initial active duty for training and follow-on technical school training are under Title 10 USC, and subject to the Uniform Code of Military Justice (UCMJ).

25.8.2. All other members of the ANG attend technical training under Title 32 USC, and are not subject to the UCMJ. Each state adjutant general has the authority to recall a student to his or her home base for disciplinary action. Wings are then asked to document the case, and send it to the student's state adjutant general.

25.9. Military Leave. Members of the ANG earn leave at the rate of 2 1/2 days a month for tours of 30 days or more. Flight commanders may approve leave for ANG students, but excess leave is not authorized. Commanders are discouraged from approving leave during nonholiday casual status breaks between classes. Notify the student's home unit of the leave before it is approved. The Air Reserve Pay

and Allowance System (ARPAS) payroll office servicing the member's home unit must provide the leave control number. Delays en route and tour extensions to use leave are not authorized.

25.10. Class Start Changes. An ANG student beginning a class other than the one scheduled by ANG/MPTES is entered using the original TLN if the class start date is within 15 days of the original start date.

25.11. Course Entry Changes. The training wing's ANG liaison contacts ANG/MPTES before entering a student into a different course from the one originally scheduled. ANG/MPTES obtains a quota from HQ AETC/DOOP, if necessary.

Section G—AFRC Student Management

26. Purpose. This section lists the exceptions of dealing with AFRC and individual mobilization augmentee (IMA) students and the responsibilities of the Reserve liaison personnel.

27. Requirements. Reserve students attend pipeline courses in the same manner as active duty members.

28. Responsibilities. The Reserve liaison NCO:

28.1. Manages problems that affect the morale and welfare of Reserve students, such as finances, leave, and security clearances.

28.2. Coordinates any new or revised training dates or course substitutions with the training flight and student's home unit MPF.

28.3. Monitors Reserve student status. Monitoring is based on computer products, reports, and contact with training activities and students.

29. Procedures:

29.1. Inprocessing. NPS Reserve students are entered into their classes on schedule even if inprocessing has not been completed. When a student arrives in advance, early entry without inprocessing is allowed if the maximum class size is not exceeded. The TM may approve exceeding the maximum.

29.2. TLNs. Each Reserve student's orders must have a TLN. If a student's orders do not have a TLN, and the student's name is not in OTA, he or she reports to the Reserve liaison NCO, who contacts AFRC/DPTF for Reserve students, or HQ ARPC/DRM for IMAs.

29.3. Briefings. The 37 TRW/LN staff briefs Reserve basic trainees during the first week of training about student entitlements and other related subjects. The Reserve liaison NCOs at each training wing, except Goodfellow AFB, brief incoming Reserve technical training students on the first duty day (for NPS students), and within 1 week of arrival (for prior service students). Because a Reserve liaison is not assigned to Goodfellow AFB, appropriate student flight personnel brief Reserve officers and enlisted personnel. Training wing subjects covered in the mandatory briefing include accuracy, expiration, and correcting of the students' orders; identification (ID) cards; outprocessing instructions; technical school entry and completion (including follow-on training when applicable); pay and financial assistance; military leave; security clearance; and other applicable information.

29.4. Unqualified Students and 737 TRG Eliminees. When a Reserve trainee is identified as being unqualified for his or her job specialty, or is eliminated from BMT, notify 37 TRW/LN immediately. Include the student's name, SSN, home unit, course number, class start date, reason for action, TLN, and date student arrived at 737 TRG. Personnel in 37 TRW/LN must contact AFRC/DPTF or HQ ARPC/DRM, and provide quota information.

29.5. Technical Training Eliminates. When a Reserve member is eliminated from technical training, the Reserve liaison staff is notified immediately. Liaison personnel contact AFRC/DPTF or HQ ARPC/DRM for disposition, and send the applicable office one copy of AETC Form 125A. Where there is no liaison office, registrars contact AFRC/DPTF for Reserve students or HQ ARPC/DRM for IMAs.

29.6. Administrative Separation. According to AFI 36-3208, *Administrative Separation of Airmen*, training wings separate NPS students if needed. Unless AFI 36-3208 applies, prior service Reserve students are returned to their home units for separation.

29.7. Actions Under the UCMJ. Reserve students on active duty tours to attend BMT and/or technical training are subject to the UCMJ. Therefore, they may receive nonjudicial punishment under Article 15, UCMJ, or be tried by court-martial by their unit of assignment or attachment.

29.8. Amending Administrative Orders. Training groups amend the orders of Reserve students as outlined in AFI 37-128.

29.9. Military Leave. Reserve students earn leave at the rate of 2 1/2 days per month for tours of 30 days or more. Training wing commanders may approve leave for Reserve students, preferably during school shutdown periods. Emergency leave and leave over holiday closures are encouraged on a case-by-case basis. If leave is granted, notify the student's home unit of the proposed leave before it is approved. The military payroll office servicing the student's home unit must provide the leave control number.

29.10. Class Start Changes. A Reserve student may be entered in a class other than the one originally scheduled, preferably the next available class. Prior service students may be rescheduled after coordination between liaison personnel and the reservist's unit. The student's TLN remains unchanged.

Section H—Enrollment of Permanent Party Personnel

30. Purpose. This section establishes requirements and procedures for the enrollment, and reporting of military and civilian permanent party personnel in formal resident training courses conducted by the wing to which they are assigned.

31. Requirements. Formal training requirements of all permanent party are met by official enrollment and attendance in established courses with quotas allocated by HQ AETC/DOOP. Reports, student training records, and course completion certificates are accomplished in the same manner as for students from other commands or agencies.

32. Procedures:

32.1. Analyze, identify, and submit the formal training requirements of all permanent personnel to the MAJCOM training management function during the annual screening process. For out-of-cycle requirements, wings may authorize course attendance in a non-TDY status if both of the following conditions are met:

32.1.1. The training capability (instructors, facilities, training equipment) already exists, and the student would not exceed the course operational maximum group size.

32.1.2. The unit commander and supervisor concur with the training and student's temporary absence from the unit.

32.2. Contractor personnel are authorized to attend resident courses provided they are employees of companies or corporations under contract with the Air Force. (Qualifications and procedures for contractor personnel are outlined in ETCA.)

32.3. Formal training requirements for all official enrollments must be submitted according to ETCA from the parent MAJCOM through OTA to HQ AETC/DOOP.

32.4. For out-of-cycle requirements, the unit commander or supervisor contacts the appropriate course training manager to verify the availability of training.

32.5. The groups accomplish reports, student training records, and course completion certificates in the same manner as for any other student.

Section I—Metrics

33. Definition. Metrics are measures of how well organizational goals are being met through processes and tasks.

34. Tracking and Reporting Metrics. Metrics for student administration will be tracked to show both unit and command trends. ADSS is the Command's system used to analyze data in support of management decisions. The ADSS collects data from training management systems, analyzes the data and produces historical metrics, resource modeling, and training forecasts. Data entered into TTMS by each training group is transmitted to the ADSS system to meet tracking and reporting requirements. The TTMS also provides various reports to meet local tracking and reporting metrics. Where TTMS is not installed, each training group will correctly enter student information in TTMS and report it as required/requested to 2 AF/DOV and HQ AETC/DOO.

Section J—Enlisted Initial Skills Training Programming and Management

35. Purpose. This section establishes requirements and responsibilities for programming, scheduling, executing, and reporting enlisted initial skills formal training applicable to Air Force, other DOD services, allied services, and other federal agencies.

36. Requirements:

36.1. Proper programming of class schedules requires centrally developed and approved elimination rates for each student resource category by course.

36.2. Air Staff requires a report of constrained AFSCs where AETC is unable to meet the training requirement to include plans for correcting any course constraints. See Attachment 12 for constraint worksheet procedures.

36.3. Procedures must be in place to identify resource requirements needed to eliminate the constrained courses, and facilitate completion of programming actions consistent with the Planning, Programming, and Budgeting System (PPBS).

36.4. AETC must be able to receive Air Force enlisted initial skills training requirements, and program class schedules to meet Air Force enlisted initial skills training requirements.

36.5. Metrics must be in place to monitor and report programmed, forecast, and execution information for each AFSC.

36.6. HQ AETC will cochair and participate in the annual USAF TPR Conference and Trained Personnel Requirements (TPR) Review. AETC will coordinate with HQ USAF/DPLTS to establish the specific date and location of the TPR Conference/TPR Review.

37. Responsibilities:

37.1. HQ AETC/DOO:

37.1.1. Approves programmed elimination rates (see Attachment 13).

37.1.2. Approves annual enlisted initial skills production report to HQ USAF/DPL.

- 37.1.3. Provides oversight for all enlisted initial skills training production and management.
- 37.1.4. Cochairs the USAF TPR Conference and TPR Review.
- 37.1.5. Coordinates with HQ USAF/DPLTS to establish the specific date and location of the TPR conference and TPR review.
- 37.1.6. Establishes and publishes AETC actions, OPRs, and milestones for the TPR conference and TPR review.
- 37.1.7. Receives and distributes enlisted initial skills formal training requirements.
- 37.1.8. Provides HQ AETC/DOR enlisted initial skills formal training requirements for each student resource category, as defined in the USAF Airman Trained Personnel Requirement document, by AFSC, AFSC Shred, and AFSC Split.
- 37.1.9. Reviews training requirements from other services and federal agencies, and submits to HQ USAF/DPLTS.
- 37.1.10. Determines predicted elimination rates for each student resource category by course as defined in the USAF Airman Trained Personnel Requirement document. See Attachment 13 for course elimination rate information. Provides the HQ AETC/DOO approved programmed elimination rates for NPS students to HQ AETC/DOR/EDX and 2 AF/LR no later than 20 August, or the first duty day thereafter each year.
- 37.1.11. Provides HQ USAF/DPLTS a constraint worksheet (see Attachment 12) for each AFSC AETC is unable to meet the Air Force enlisted initial skills training requirement, and a plan for remediation.
- 37.1.12. Provides guidance, assistance, and oversight in the development of resource requirements needed to eliminate constrained AFSCs, or course conditions. Formally approves constraint worksheets and submits resource requirements to HQ AETC/DOR. Tracks and advocates resource requirements for constrained AFSCs, or courses as they move through the Budget Execution Review (BER), Financial Plan, and/or Program Objective Memorandum (POM) process.
- 37.1.13. Coordinates actions to reconcile enlisted initial skills formal training requirements with existing training group/school resources when the additional resources needed to eliminate the course constraint are not available.
- 37.1.14. Screens for training requirements from other services and federal agencies.
- 37.1.15. Manages the class scheduling process of training requirements. For all career enlisted aviators (CEA) pipeline courses, coordinate CEA class schedules with HQ AETC/DOR.
- 37.1.16. Ensures TPS is updated with HQ AETC/DOO approved programmed elimination rates no later than 15 Sep each year.
- 37.1.17. Reviews technical training class schedules released from the training groups to ensure programmed elimination rates are applied, and class schedules will meet production requirements.
- 37.1.18. Prepares and releases class schedules for manpower pricing.
- 37.1.19. Coordinates with HQ AETC/XPMR to establish the specific dates for pricing instructors and advises 2 AF of pricing dates.

37.2. HQ AETC/DOR:

- 37.2.1. Responsible for and publishes monthly metrics monitoring enlisted initial skills formal training. Metrics will include forecast and execution information.

37.2.2. Ensures data is available to provide periodic and end-of-fiscal year reports not later than 15 November of each year. The following standard report data can be obtained from ADSS at <https://adss.randolph.af.mil>.

37.2.2.1. Elimination Rate Report. Actual course and student resource category elimination rates versus program course and student resource category elimination rates. Apply procedures in Attachment 13.

37.2.2.2. Actual Wash back Report. Actual course and student resource category wash back rates versus programmed course and student resource category wash back rates.

37.2.2.3. Actual Entry/Programmed Report. Actual AFSC, AFSC shred, AFSC split, and student resource category entries versus program AFSC, AFSC shred, AFSC split, and student resource category entries.

37.2.2.4. Annual Forecast Report. Enlisted initial skills formal training graduate forecast by AFSC, AFSC shred, AFSC split, and student resource category compared to the command's production tasking as provided by HQ AETC/DOO.

37.2.2.5. Annual Production Report. End-of-fiscal year production report for each student resource category, as defined in the USAF Airman Trained Personnel Requirement document by AFSC, AFSC shred, and AFSC split compared against the command's production tasking as provided by HQ AETC/DOO.

37.2.2.6. Annual Elimination Report. Report by student resource category as defined in the USAF Airman Trained Personnel Requirement Document and by course no later than 20 June or the first duty day thereafter each year. Apply procedures in Attachment 13.

37.2.3. For designated CEA:

37.2.3.1. Identifies trends in graduate over and/or under production in the execution process.

37.2.3.2. Identifies problems associated with actual elimination rates exceeding the programmed elimination rate.

37.2.3.3. Reviews constraint worksheets with accompanying resource requirement bullet background papers for compliance (Attachment 12) and validates the recommended actions and resources designed to eliminate conditions of the constraint. HQ AETC/DORF consolidates and forwards to HQ AETC/DOO valid and complete constraint worksheets.

37.2.3.4. Submits resource requirements for constrained courses for action in the BER, Fin Plan and/or POM submissions.

37.2.3.5. Uses programmed elimination rates and requirements provided by HQ AETC/DOO in developing class schedules.

37.2.4. Attends the TPR Conference including preliminary and after conference meetings.

37.3. HQ AETC/EDX/DOF and 2 AF:

37.3.1. Attend TPR conference including preliminary and after conference meetings.

37.3.2. Identify and resolve trends in graduate over and/or under production in the execution process as directed by HQ AETC/DOO.

37.3.3. Identify and resolve problems associated with actual elimination rates exceeding the programmed elimination rate.

37.3.4. Review constraint worksheets and accompanying bullet background papers for compliance (Attachment 12), and validate the recommended actions and resources designed to eliminate conditions

of the constraint. Consolidate and forward to HQ AETC/DOO valid and complete constraint worksheet, and accompanying bullet background papers.

37.3.5. Use HQ AETC/DOO approved programmed elimination rates in developing class schedules.

37.3.6. **HQ AETC/EDX Only.** Direct schools to schedule training requirements provided by HQ AETC/DOO.

37.3.7. **HQ AETC/EDX Only.** Review constraint worksheet and accompanying bullet background papers for compliance with Attachment 12, and validate the recommended actions and resources designed to eliminate conditions of the constraint. Consolidate and forward to HQ AETC/DOO valid and complete constraint worksheets, and accompanying bullet background paper. This action designates the AFSC/course as Wing-Level Constrained.

37.3.8. **2 AF Only.** Assist HQ AETC/DOR with CEA pipelines.

37.3.9. Submit resource requirements for constrained courses for action in the BER, Fin Plan, and/or POM submission.

37.3.10. 2 AF coordinates and recommends programmed attrition rates to HQ AETC/DOO.

37.4. HQ AETC/SGA:

37.4.1. Provides guidance, assistance, and oversight in the development of resource requirements needed to eliminate constrained AFSCs or course conditions. Tracks and advocates resource requirements for constrained AFSCs or courses as they move through the BER, Fin Plan, and/or POM process.

37.4.2. Coordinates actions to reconcile enlisted initial skills formal training requirements with existing training group/school resources when the additional resources needed to eliminate the course constraint are not available.

37.4.3. Reviews constraint worksheets and accompanying bullet background papers for compliance with Attachment 12, and validates the recommended actions and resources designed to eliminate conditions of the constraint. Consolidates and forwards to HQ AETC/DOO valid and complete constraint worksheets, and accompanying bullet background papers.

37.4.4. Accomplishes programming actions consistent with the Planning, Programming, and Budgeting System (PPBS) to ensure training requirements are met.

37.4.5. Attends TPR conference including preliminary and after conference meetings.

37.5. HQ AETC/XPM. Coordinates instructor pricing with HQ AETC/DOO.

37.6. 19 AF. Assists HQ AETC/DOR with responsibilities listed in paragraph 37.3.4.

37.7. Wings:

37.7.1. Review constraint worksheets and accompanying bullet background papers for compliance with Attachment 12, and validate the recommended actions and resources designed to eliminate conditions of the constraint. Consolidate and forward to 2 AF/DO valid and complete constraint worksheets with accompanying bullet background papers. For medical courses at Sheppard AFB, also forward a copy to HQ AETC/SGA.

37.7.2. Except for AFSCs or courses under the management of 882 Training Group, submit resource requirements for constrained courses for action in BER, Fin Plan, and POM submissions. Forward 882 Training Group resource requirements to HQ AETC/SGA. Training wings will forward the bullet background papers and constraint worksheet packages to 2 AF for review and consolidation; 2 AF will forward the consolidated packages to HQ AETC/DOO.

37.8. Training Groups/Schools:

37.8.1. Accomplish capacity assessment to determine which AFSCs or courses are unable to meet the AF training requirements. Apply procedures in Attachment 12 when developing current course capacity. Include bed space and dining facilities when determining overall base capacity. Forward completed worksheets to the training wing, HQ AETC/DOR, or HQ AETC/EDX as appropriate.

37.8.2. Identify resource requirements needed to eliminate the constrained AFSCs or courses condition, thereby making the AF training requirements fully executable where AETC is not the last course. Include bed space and dining facilities. Follow the procedures in Attachment 12. Forward completed bullet background papers with the constraint worksheets to the training wing, HQ AETC/DOR, or HQ AETC/EDX, as appropriate. Training wings will forward the bullet background papers and constraint worksheet packages to 2 AF for review and consolidation; 2 AF will forward the consolidated packages to HQ AETC/DOO.

37.8.2.1. AETC awards the 3-level. In multiple course AFSC pipelines, not counting BMT, training managers or equivalent personnel of the AETC 3-level awarding course are responsible for coordinating schedules in order to meet the Air Force enlisted initial skills training requirement. If scheduling conflicts preclude meeting the training requirements, submit a constraint worksheet fully documenting the situation. Apply procedures in Attachment 12 for development of a constraint worksheet. Forward completed constraint worksheets to training wing, HQ AETC/DOR, or HQ AETC/EDX, as appropriate. Training wings will forward the bullet background papers and constraint worksheet packages to 2 AF for review and consolidation; 2 AF will forward the consolidated packages to HQ AETC/DOO.

37.8.2.2. In AFSC pipelines where the 3-level is awarded outside of AETC, training managers, action officers, or equivalent personnel of the last AETC course are responsible for coordinating with other MAJCOM course managers to ensure the required number of students leave AETC to meet the production requirements of the 3-level course in other MAJCOM. If course parameters or scheduling conflicts within AETC preclude meeting the training requirements, submit a constraint worksheet fully documenting the situation. Apply procedures in Attachment 12 for development of a constraint worksheet. Forward completed constraint worksheets to training wing, HQ AETC/DOR, or HQ AETC/EDX, as appropriate. Training wings will forward the bullet background papers and constraint worksheet packages to 2 AF for review and consolidation; 2 AF will forward the consolidated packages to HQ AETC/DOO.

37.8.3. Use HQ AETC/DOO approved programmed elimination rates in developing class schedules. Apply procedures in Attachment 14.

37.8.4. When the existing course is superseded by a new/revised course, use the approved, programmed elimination rate of the existing course for the new/revised course.

37.8.5. When adding a new course to the AFSC pipeline, one that does not supersede or replace any of the existing courses, forward the request to establish a programmed elimination rate through appropriate chain of command to HQ AETC/DOO for approval. Base the recommended programmed elimination rate on as much information as possible (for example, similar courses with like subject-matter difficulty with similar target population aptitude.) Also address projected impact to current expected TPR production, and the individual affects to each course in the pipeline. Training managers will coordinate all pipeline management changes through appropriate HQ AETC/DOO training pipeline managers.

38. Acquiring Additional Instructors. Apply procedures in Attachment 15.

39. Training Requester Quota Identifiers (TRQI). Attachment 16 contains TRQIs.

40. Forms Prescribed. AETC Form 62, **Absentee Report**, AETC Form 125, **Record of Faculty Board Action**, AETC Form 125A, **Record of Administrative Training Action**, AETC Form 156, **Student Record of Training**, AETC Form 173, **Student Record of Academic/Nonacademic Counseling and Comments**, AETC Form 179A, **Course Training Schedules for Allocations**, AETC Form 325, **Student Accounting and Attendance Record**, AETC Form 498, **AETC Commander's Award**, AETC Form 499, **Distinguished Graduate Certificate**, AETC Form 530, **Nonprior Service Classification and AETC Form 581, Student Status or Data Change Report.** *NOTE:* Use TTMS applicable documents where TTMS is installed.

41. Forms Adopted. AF Form 1256, **Certificate of Graduation**, and Lackland AFB Form 205, **BMT Report Card.**

WILLIAM M. FRASER III, Brigadier General, USAF
Director of Operations

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

AFI 36-2110, *Assignments*

AFI 36-2626, *Airmen Retraining Program*

AFI 36-2107, *Active Duty Service Commitments (ADSC) and Specified Period of Time Contracts (SPTC)*

AFI 36-3208, *Administrative Separation of Airmen*

AFI 37-128, *Administrative Orders*

AFDIR 37-135, *Air Force Address Directory*

AFI 40-502, *The Weight Management Program*

AFI 51-602, *Boards of Officers*

AFJI 16-105, *Joint Security Assistance Training (JSAT)*

Abbreviations and Acronyms

ADSS—AETC Decision Support System

AFPC—Air Force Personnel Center

AFRC—Air Force Reserve Command

AFROTC—Air Force Reserve Officer Corps

AFSAT—Air Force Security Assistance Training

AFSC—Air Force specialty code

ANG—Air National Guard

AQ—quota record file

ARPAS—Air Reserve Pay and Allowance System

ASVAB—Armed Services Vocational Aptitude Battery

ASDL—average daily student load

ATRRS—Army Training and Requirements System

AWOL—absent without leave

BER—budget execution review

CCAF—Community College of the Air Force

CEA—career enlisted aviator

CLO—country liaison officer

CSD—class start date

DOT—day of training

ETCA—Education and Training Course Announcements
EWQ—exceptionally well qualified
FTAN—Field Training Automated Network
FTD—field training detachment
FTT—field-training team
IITS—ineffective-in-training status
IMA—individual mobilization augmentee
IMSO—international military student office
JFT—joint field training
JSAT—Joint Security Assistance Training
LIMFAC—limiting factor
LOC—letter of counseling
LOR—letter of reprimand
MPF—military personnel flight
MTF—military training flight
MTL—military training leader
MTT—mobile training team
NGB—National Guard Bureau
NPS—nonprior service
PS—prior service
OTA—Oracle Training Administration
OTS—officer training squadron
PAS—personnel accounting symbol
PCA—permanent change of assignment
PCS—permanent change of station
PDS Code—Personnel Data System Code
POM—program objective memorandum
RET—student
RFP—registrar focal point
RIP—report on individual person
SATS—student awaiting training status
SIA—special individual assistance
SITS—student inprocessing to training status
SOTS—student out of training status

STR—student-training requirement

SSN—social security number

TCDF—training course data file

TDY—temporary duty

TLN—training line number

TM—training manager

TPR—trained personnel requirement

TPS—Training Planning System

TRQI—training requester quota identifier

TT—technical training

TTE—technical training eliminee

TTMS—Technical Training Management System

UCMJ—Uniform Code of Military Justice

USAFR—United States Air Force Reserve

Terms

AJ10, AJ1J, AJ1K, AJ30, AJ3J, AMD0, AJ50, AILP—Training requester quota identifier codes indicating NPS students, students, and prior service students taking initial skills courses (AJ10, AJ1J, AJ1K) and follow-on courses (AJ30, AJ3J).

Average Daily Student Load—A calculated value to predict the average number of students going through a training course on any given day--calculated by multiplying the number of entries in the course by the course length (in training days) divided by the number of training days in a year (246).

Arrival—Any student, regardless of travel type or source (Army, Navy, etc.), who reaches the training site for the purpose of attending a formal course of instruction.

Armed Services Vocational Aptitude Battery (ASVAB)—The preenlistment test given to recruits to determine aptitudes in the administrative, electronics, general, and mechanical career areas. Each Air Force career field requires a specified minimum score in one or more of these areas.

Community College of the Air Force (CCAF) Instructor—An instructor who meets all criteria to teach CCAF degree-applicable preparatory training and the technical training teaching practicum, and has achieved full qualifications in his or her Air Force specialty, or has attained the target civilian grade for the position. In addition, the individual is required to have an associate's or higher degree, and be assigned to an instructor or instructor supervisor authorization.

Constrained AFSC/Course—One that does not have the current entry capacity, equipment, or other factors (except instructors) to meet the required production.

Constrained Course Worksheet—Outlines factors limiting course capacity, calculates the constrained TPR and proposes actions to eliminate the course constraints.

Disqualification—The status of an individual who is not yet entered into training because he or she is not qualified for medical, prerequisite, or security reasons.

Effective Date—The actual date on which an event or a change occurs in a student's status.

Eliminee—A student removed from training, whether by faculty board or by administrative process (AETC Form 125A). Eliminees do not include transfers or recalls.

End Assignment—Personnel accounting symbol (PAS) of a student's gaining organization after completing training. The PAS consists of eight alpha/numeric characters.

Entry—A transaction indicating an individual started or restarted a formal course of instruction.

Faculty—Personnel whose primary duties are to instruct on a regular basis (instructional faculty), supervisors (intermediate level and above), and managerial staff (noninstructional faculty) whose primary duty is to develop, manage, and/or evaluate training programs.

Formal Technical Training Course—An officially designated course conducted by or at the request of AETC, and reflected on AETC technical training course charts.

Graduate—A student who successfully completes a formal course of instruction.

Guaranteed Training Enlistment Program (GTEP)—A program under which a recruit is guaranteed a specific AFSC on enlistment.

Ineffective Awaiting Training—A student who has not yet entered a course and has become unavailable for training for any reason.

Ineffective in Training (IIT)—A student who entered a course of instruction, has not yet graduated, and is not in training for any reason. Ineffective status is implemented when a student is absent at least 8 consecutive hours and is effective the first full day the student misses training.

Instructor—A faculty member whose primary duty is teaching students. The instructor has completed the preparatory requirements established by the supervisor, to include the technical training practicum.

Instructor Supervisor—This title identifies an instructor whose primary duty is to supervise and evaluate instructors. This instructor has been trained in instructional policies, principles and procedures, and performs teaching functions as required.

Job Site Training Point of Contact (JST POC)—Organization or person at the receiving sites responsible for all aspects of job site training administration.

Misconduct—One reason for elimination from training. It occurs when a student was involved in a test compromise, or a dishonest attempt/completion of a course measurement; or deliberately failed a course measurement (formerly known as prejudicial conduct).

Nonprior Service (NPS)—An enlistee who has no previous military service.

No Show—A student who was scheduled to receive training but did not arrive at the training location. Record no shows in TTMS.

Oracle Training Administration—The training module of MilPDS (replaced the Air Force Training Management System [AFTMS]).

On-the-Job Training (OJT) Student—Individuals who leave one AFSC and are assigned to another through OJT, without technical training.

Open AG—An enlistee recruited into the administrative, electronics, general, or mechanical aptitude area. Such enlistees are classified into a given AFSC at BMT.

Pre-Technical Training Student (PTTS)—An NPS airman awaiting first entry into a basic resident technical training course at a training wing. PTTS time includes inprocessing, local orientation (see SITS), and waiting time (see SATS).

Prior Service—Individual who enters the military with previous military experience.

Probationary Continuation—A status in which a student may be placed upon failure of a formal measurement when course personnel determine additional work will bring the student's performance up to an acceptable level.

Proficiency Advancement—Placing a student into another class in the same course that graduates earlier than the previous class.

PULHES X (Physical Profile)—The factors are P (physical capacity and stamina), U (upper extremities), L (lower extremities), H (hearing), E (eyes), S (psychiatric), and X (physical work capacity X factor).

Recall—A student removed from training by higher headquarters, the student's parent organization, or his or her home country. A recall may also be called a withdrawal.

Reentry—The return of an in-training, ineffective student to class.

Registrar Focal Point—Any individual (designated by the appropriate training squadron) who reports student status changes to the registrar, either manually or through TTMS.

Student—Individual who trains from one specialty to another.

Skill Categories—B – basic, and L – lateral training.

Student Awaiting Training Status (SATS)—The status of a student awaiting entry into resident technical training.

Student Inprocessing to Training Status (SITS)—The status of an NPS airman for up to 3 days after arriving at a training wing to attend an initial-skill basic-resident technical training course.

Student Instructor—This designation applies to assignees who have completed preparatory requirements established by the supervisor, but have not completed the technical training teaching practicum. The student instructor's primary duty is teaching.

Student Out of Training Status (SOTS)—The status of a student who either graduated or was eliminated, but has not left the base.

Student Status Code—A two/three-position alphabetic code showing each student's status.

Trained Personnel Requirements (TPR)—A statement by AFSC of projected training and retraining required by fiscal year to keep the active airman force at manning levels supportive of the Air Force mission.

Training Line Number (TLN)—An OTA-generated 10-character code that identifies a particular class seat and its funding source.

Training Quota—An individual allocated seat in a specific class.

Training Requester Quota Identifier (TRQI)—A four-character code that identifies the agency requesting a training quota or an individual seat in a class; the training user.

Transfer—Shifting a student from one course to another after class entry and before graduation.

Student Training Requirements (STR)—Other training users (excluding active AF users, NPS, PS and retrainees) that attend enlisted initial skills training. These other users include, but are not limited to: Guard, Reserve, Army, Navy, Marines, internationals, and civilians.

Vocational Interests for Career Enhancement (VOICE)—A preenlistment questionnaire used to determine recruits' job likes and dislikes.

Wash back—Placing a student in another class in the same course that will graduate later than the initial class.

Withdrawal—See *recall*.

Attachment 2**STUDENT TRAINING STATUS CODES****Student Awaiting Training Status (SATS) Code**

AA – Ineffective: Excessive Absence (includes AWOL)
AB – Approved for Course Entry
ABC – Approved for Course Entry, Comparable Course Attendance Waived
ABG – Approved for Course Entry, Grade Waived
ABJ – Approved for Course Entry, Job Experience Waived
ABT – Approved For Course Entry, Education/Training Waived
ABX – Approved for Course Entry (Waiver (s) Approved – Other)
AC – Ineffective: Confinement
AD – Ineffective: Administrative Reasons
AE – Awaiting Entry into Training
AL – Ineffective: Leave (Ordinary/Emergency)
AM – Ineffective: Medical Reasons
AS – Ineffective: Awaiting Student Security Clearance
AX – Ineffective (Other)

Cancel Code

CS – Cancel Previously Reported Student Status Code (deletes from database)

Entry Codes

EE – Entry after Elimination
EN – Entry of a Transfer (system-generated)
ER – Reentry into the Same Course
ERA – Reentry into the Same Course/Class Fundamentals to Equipment
ET – First Entry into a Course
EV – Entry from Advancement (system-generated)
EW – Entry from Wash back

Forecast Arrival Codes

FA – Forecast Arrival to Technical School (NPS only) (system-generated)
FAC – Change Forecast Arrival Date to Technical School

Graduation Codes

GC – Combined Entry/Graduation
GE – Graduated from Course

Out-Of-Training Codes (Final Status)

HAG – Pending Port Call after Graduation

HAL – Pending Port Call after Elimination
HBG – Pending Joint Spouse Assignment Action after Graduation
HBL – Pending Joint Spouse Assignment Action after Elimination
HCG – Pending Assignment after Graduation
HCL – Pending Assignment after Elimination
HDG – Pending Household Goods Ship Notification after Graduation
HDL – Pending Household Goods Ship after Elimination
HEG – Awaiting Reclassification after Graduation
HEL – Awaiting Reclassification after Elimination
HFG – Pending Passport after Graduation
HFL – Pending Passport after Elimination
HGG – Pending Concurrent Travel after Graduation
HGL – Pending Concurrent Travel after Elimination
HHG – Pending Weapons Qualification after Graduation
HHL – Pending Weapons Qualification after Elimination
HIG – Pending Drivers License Qualification after Graduation
HIL – Pending Drivers License Qualification after Elimination
HJG – After Confinement/AWOL/Deserter after Graduation
HJL – After Confinement/AWOL/Deserter after Elimination
HKG – Individual Under Investigation after Graduation
HKL – Individual Under Investigation after Elimination
HLG – Pending Security Clearance after Graduation
HLL – Pending Security Clearance after Elimination
HMG – Pending Course/Class Start Determination after Graduation
HML – Pending Course/Class Start Determination after Elimination
HNG – Temporary Instructor Duty after Graduation
HNL – Temporary Instructor Duty after Elimination
HOG – Being an Investigative Witness after Graduation
HOL – Being an Investigative Witness after Elimination
HPG – Psychological Evaluation after Graduation
HPL – Psychological Evaluation after Elimination
HQG – Social Actions or Rehab after Graduation
HQL – Social Action or Rehab after Elimination
HRG – Pregnancy Deferment after Graduation
HRL – Pregnancy Deferment after Elimination
HSG – Medical Hold after Graduation
HSL – Medical Hold after Elimination
HTG – Administrative Hold after Graduation
HTL – Administrative Hold after Elimination
HUG – Other Actions after Graduation
HUL – Other Reasons after Elimination
HVG – Pending 39-10 Action after Graduation
HVL – Pending 39-10 Action after Elimination
HWG – Pending 39-12 Action after Graduation
HWL – Pending 39-12 Action after Elimination
HXG – Pending Orders after Graduation
HXL – Pending Orders after Elimination

Ineffective-In-Training Codes

IA – Administrative Reasons
IB – Pending Board Action
IC – Confinement
ID – Awaiting Class Start (same course, different class)
IE – Awaiting Entry into Training
IF – Academic Failure
IL – Leave (ordinary or emergency)
IM – Medical While in Training
IR – Performance Failure (students removed from training pending wash back, or elimination for skill application reasons rather than academic failure or other reasons)
IS – Security Reasons
IW – Excessive Absences (including AWOL)
IX – Other While in Training

Elimination Codes

LA – Academic Deficiency
LB – Manifestation of Apprehension
LC – Prejudicial Conduct
LD – Disciplinary Reasons
LE – Self- Imposed
LF – Flying Deficiencies
LG – Separated
LH – Special Project Assignment
LI – Misconduct
LJ – Entry into Military Academy
LK – Course SV80a (less resistance phase)
LL – Training Related Death
LM – Medical Reasons
LP – Prerequisite Deficiency
LQ – Other Related Death
LR – Performance Deficiency
LS – Security Reasons
LT – Administrative Reasons (includes admin/legal action, discharge, or recall by parent unit)
LU – Unsuitability (expand to fire fighters)
LV – Compassionate Reasons
LW – Excessive Absences including AWOL
LX – Other
LY – Overweight
LZ – Unknown Reasons

No Show Codes

NA – Member Arrived at Location but Failed to Report for Training
NC – Member Arrived at Training Location, Attended a Different Course, Training Transfer Not Allowed

NS – Member Reported as a No Show for Failure to Attend

Disqualification Codes

QC – Prerequisite Deficiency: Comparable Course Previously Completed
QD – Course Director
QF – Disqualified Prior to Entry (did not meet Air Force weight standards)
QG – Prerequisite Deficiency (grade)
QJ – Prerequisite Deficiency (job experience)
QL – Prerequisite Deficiency (application/confirm receipt too late to process)
QM – Medical
QP – Prerequisite Deficiency (general)
QQ – Death
QR – Returned to Unit Assigned
QS – Security Clearance
QT – Prerequisite Deficiency (education/training)
QV—Compassionate
QW – Prerequisite Deficiency (waiver disapproved)
QWC – Prerequisite Deficiency (comparable course attended), Waiver Disapproved
QWG – Prerequisite Deficiency (grade), Waiver Disapproved
QWJ – Prerequisite Deficiency (job experience), Waiver Disapproved
QWT – Prerequisite Deficiency (education/training), Waiver Disapproved
QX – Other
QZ – Separation

Recall Codes

RA – By Parent Organization/Country
RC – By Commander While in Training
RH – By MAJCOM While in Training
RP – By Parent Organization /Country While in Training

Out-of-Training Codes (SOTS)

SAG – Pending Port Call after Graduation
SAL – Pending Port Call after Elimination
SBG – Pending Join Spouse Assignment after Graduation
SBL – Pending Join Spouse Assignment after Elimination
SCG – Pending Assignment after Graduation
SCL – Pending Assignment after Elimination
SDG – Pending Household Goods Shipment after Graduation
SDL – Pending Household Goods Shipment after Elimination
SEG – Awaiting Reclassification after Graduation
SEL – Awaiting Reclassification after Elimination
SFG – Pending Passport after Graduation
SFL – Pending Passport after Elimination
SGG – Pending Concurrent Travel after Graduation
SGL – Pending Concurrent Travel after Elimination

SHG – Pending Weapons Qualification after Graduation
 SHL – Pending Weapons Qualification after Elimination
 SIG – Pending Driver's License Qualification after Graduation
 SIL – Pending Driver's License Qualification after Elimination
 SJG – Confinement/AWOL/Deserter after Graduation
 SJL – Confinement/AWOL/Deserter after Elimination
 SKG – Under Investigation after Graduation
 SKL – Under Investigation after Elimination
 SLG – Pending Security Clearance after Graduation
 SLL – Pending Security Clearance after Elimination
 SMG – Pending Course/Class Start Determination after Graduation
 SML – Pending Course/Class Start Determination after Elimination
 SNG – Temporary Instructor Duty after Graduation
 SNL – Temporary Instructor Duty after Elimination
 SOG – Investigation Witness after Graduation
 SOL – Investigation Witness after Elimination
 SPG – Psychological Evaluation after Graduation
 SPL – Psychological Evaluation after Elimination
 SQG – Social Actions or Rehab after Graduation
 SQL – Social Actions or Rehab after Elimination
 SRG – Pregnancy Deferral after Graduation
 SRL – Pregnancy Deferral after Elimination
 SSG – Medical Hold after Graduation
 SSL – Medical Hold after Elimination
 STG – Administrative Hold after Graduation
 STL – Administrative Hold after Elimination
 SUG – Other after Graduation
 SUL – Other after Elimination
 SVG – Pending 39-10 Action after Graduation
 SVL – Pending 39-10 Action after Elimination
 SWG – Pending 39-12 Action after Graduation
 SWL – Pending 39-12 Action after Elimination
 SXG – Pending Orders after Graduation
 SXL – Pending Orders after Elimination

Transfer Codes

TC – Directed by Training Activity
 TCA – Directed by Training Activity (fundamentals to equipment)
 TCW – Directed by Training Activity (equipment to fundamentals)
 TH – Transfer Directed by Course Owner
 THA – Directed by Course Owner (fundamentals to equipment)
 THW – Directed by Course Owner (equipment to fundamentals)
 TL – Transfer Loss
 TLA – Transfer Loss (fundamentals to equipment)
 TLW – Transfer Loss (equipment to fundamentals)

Advancement Codes

VA – Advanced in Training Academic Reasons

VAA – Advanced in Training Academic Reasons (fundamentals to equipment)

VX – Advanced in Training Other Reason

VXA – Advanced in Training Fundamentals to Equipment (other reasons)

Wash back Codes

WA – Wash back in Training – Academic Reasons

WAW – Wash back in Training (equipment to fundamentals)

WM – Wash back in Training (medical reasons)

WMW – Wash back in Training (medical reasons) Equipment to Fundamentals

WR – Wash back in Training, Performance (student washed back for skill application reasons, not academic reasons)

WT – Wash back in Training, Administrative Reasons (may include pending excessive, long appointment, pending admin/legal actions, pending discharge, return from emergency leave)

WX – Wash back in Training (other reasons)

WXW – Wash back in Training, Other Reasons, Equipment to Fundamentals

Inprocessing (SITS)

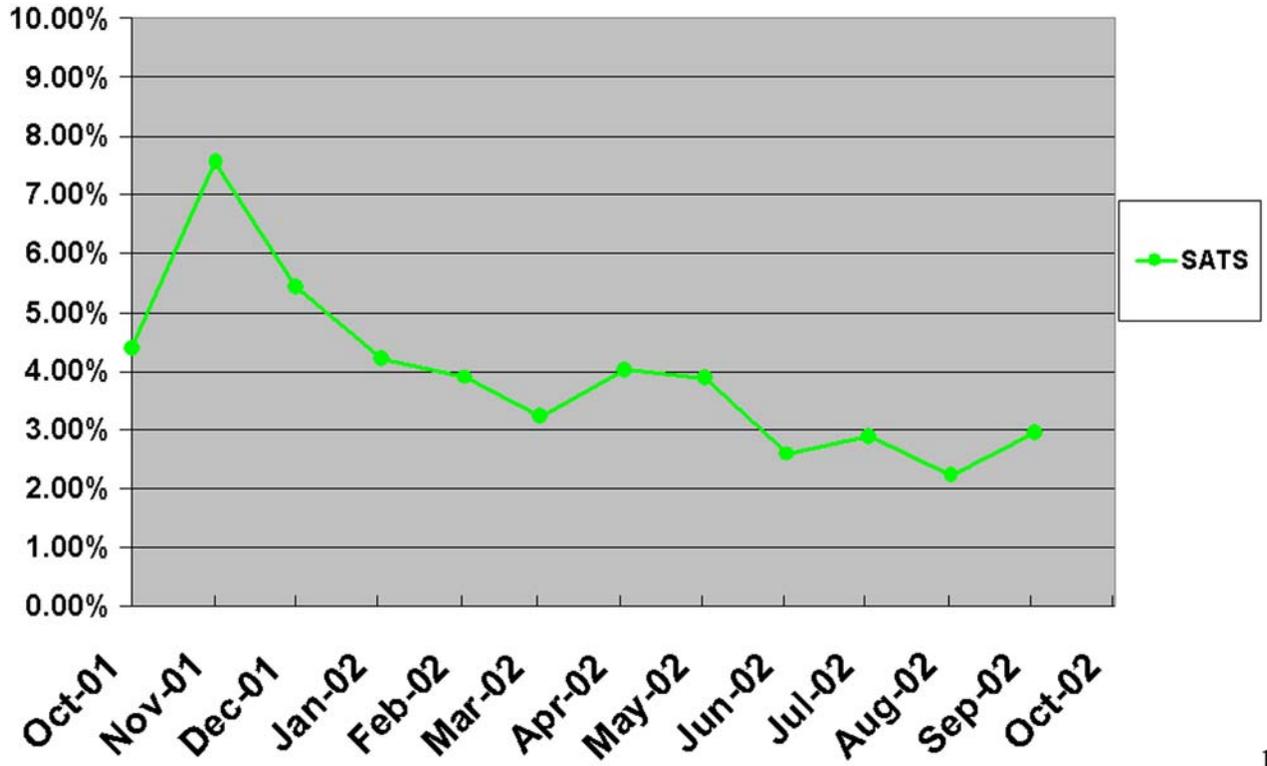
ZP – Pre-Course Entry Orientation (Inprocessing)

Attachment 3

NONTRAINING TIME METRIC

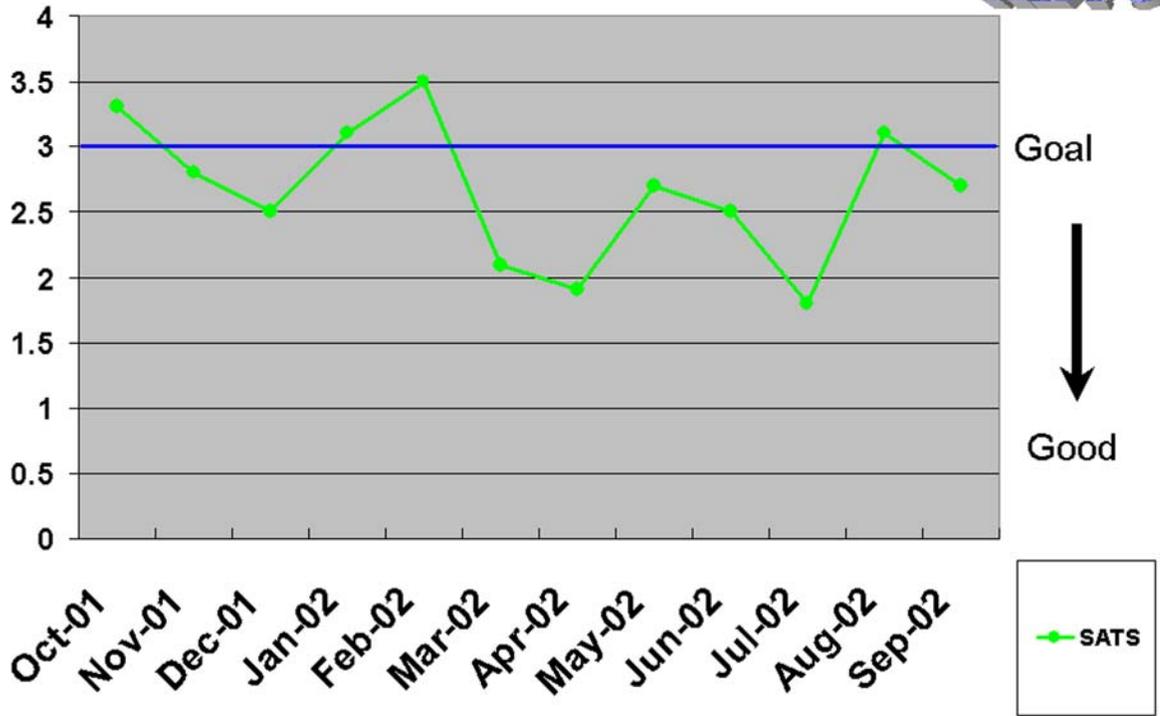


Monthly SAT Percentage





Average SAT Days



Attachment 4

EXAMPLE COURSE ATTRITION RATE ANALYSIS REPORT

MEMORANDUM FOR 2 AF/DO (date)
HQ AETC/DOO
IN TURN

FROM: XX TRG/CC
1400 Hangar Road, Suite 1234
XYZ AFB TX 12345-123

SUBJECT: Course Attrition Rate Analysis

1. Our training managers have compared the programmed and actual attrition rates for our initial skills courses in accordance with AETCI 36-2215, paragraph 5.5. The following courses have greater than a 2 percent deviation:

a. Course 3ABR1A751 001: Programmed/actual attrition rate: 15/24 percent.

b. Comments: The actual attrition rate of 24 percent is significantly higher than programmed. Course managers are currently evaluating curriculum and elimination statistics to determine root causes. The higher than normal rate will cause our production to fall short of programmed TPR by an estimated 34 graduates this year. Recommend HQ AETC/DOO send an additional 45 entries to compensate for the estimated TPR shortfall. The course has the resources and class seats to accommodate an additional 5 AJ10 students in each of the 9 currently scheduled classes starting on 8 January 03.

c. Course 3ABR2C451 002: Programmed/actual attrition rate: 12/5 percent.

d. Comments: Curriculum development personnel have reorganized the training, and have implemented additional part-task trainers into block 2 of this course. The impact has been a reduction in the elimination rate and student production in excess of requirements. Recommend HQ AETC/DOO remove 14 AJ10 student quotas from future classes in this course, and reapply them to other courses that are under producing.

e. Course 3ABP4A152 003: Programmed/actual attrition rate: 3/10 percent.

f. Comments: Increased attrition rate is purely a result of student disciplinary problems during the past 6 months. This is not an academic problem and no course changes are required to correct this increase. However, the increase will cause a graduate shortfall of 5 this year. Request HQ AETC/DOO add an additional class of 6 AJ10 students to this course on 23 Feb 03. Resources are available to support this increase.

2. Our POC is SSgt John Brow, DSN 487-1234.

Group Commander Signature Block

Attachment 5

INSTRUCTIONS FOR COMPLETING AETC FORM 156

A5.1. Procedures:

A5.1.1. Training activity personnel will fill out an AETC Form 156 for each student who enters a resident Type 2 or 3 course, except brief orientation, familiarization, or seminar courses.

A5.1.2. Complete a new AETC Form 156 each time a person reenters the same course, or enters a different course after graduation or removal. Position the computer-generated stick-on label on the form to cover course identification and student background data.

A5.1.3. Print entries on AETC Form 156 by hand, computer, or typewriter to permit reproduction of clear, legible copies. (**NOTE:** AETC Form 156 may be overprinted to show block titles, measurement points, and other standard course information. Activities may overprint the form to record the individual progress of a student.)

A5.1.4. If a student fails a block of training but repeats it and passes; he or she will receive the minimum-passing grade, and will under no circumstances be recognized as a DG. Enter all minimum passing scores in the appropriate block, and circle the block to indicate failure or retest.

A5.1.5. When a student graduates or is removed from a course, maintain AETC Form 156 according to AFMAN 37-139. For international students, send one copy of AETC Form 156 to the base IMSO according to AFJI 16-105.

A5.1.6. Do not use AETC Form 156 to record basic military training, field or mobile training, advanced courses, supplemental courses, and non-AFSC awarding courses.

A5.2. Use of AETC Form 156. Use the form to:

A5.2.1. Provide a record of individual student attendance and achievement.

A5.2.2. Provide instructors with the progress and background data of students.

A5.2.3. Provide data for developing and validating DG and TG selection criteria.

A5.2.4. Provide a source of information for studies or projects to improve training effectiveness.

A5.2.5. Serve as a means of verifying student qualifications or confirming faculty board recommendations for a student to enter into other training.

A5.2.6. Help identify individual differences of students and provide information for student evaluation.

NOTE: Flight commanders/chiefs and instructor supervisors are responsible for signing the AETC Form 156. Flight commanders/chiefs and instructor supervisors may designate representatives to sign the AETC Form 156 only in cases of TDYs, leaves, or emergencies.

A5.3. Completing AETC Form 156. See Figures A5.1 and A5.2.

Figure A5.1. Front of AETC Form 156.

Block Title	Instructions
Course Title	Enter the course title and AETC-approved number (as indicated in TPS).
Training Squadron/Flt DSN No.	Enter the training squadron conducting the course and its DSN number.

Block Title	Instructions
Current Class Number	Enter the current class number in pencil, upon graduation, change to ink.
Block No., Title, Name of Instructor	Include the training block number, block title, and instructor's name and grade. If more than one instructor teaches in the block, enter all names and subjects taught.
CC Trn Hours	Enter technical training hours as indicated on the course chart by block or unit of instruction.
Stu Trn Hours	Enter (to the nearest quarter hour) all training conducted in a formal training environment, including classroom/laboratory training, SIA, supervised study, supplementary study for proficiency advancement, and wash back time. Do not include military training time.
PC/Test Grade	Progress checks are not normally entered on the form because they are part of the teaching or learning activity. However, if performance progress check is the means of measurement, enter the grades in the same manner as performance tests. Students cannot receive a grade for a block until all progress checks are passed. Use the left-hand space (optional) in block 8 to record performance grades. (This grade may either be a summary S or U, or an average percentage grade.) Use the right-hand space (optional) to record written test grades. (This is an average grade when there is more than one written test in the block.) Round off all percentage grades entered on the form to the nearest whole number.
Block Grade	Enter the block grade. This grade is the average of percentage grades or may be an S or U when percentage grades are not used.
Graduation Date	Enter the year-month-day the student graduated from the course (for example, 950316).
Elimination Date	Enter the year-month-day the student was removed from the course as reported on AETC Form 125 or 125A.
Reason for Elimination (Disenrollment)	Put an X in the block that indicates the reason for elimination. This item should be consistent with information reported on AETC Form 125 or 125A.
Transferred to	Using PCS orders, the instructor staff will enter the complete mailing address of a student's gaining unit. Squadrons will mail AETC Forms 156 directly to the gaining units.
Total CC Hours	Enter the total technical training hours as indicated on the course chart.
Total Student Hours	Enter the total number of classroom training hours the student is required to complete (that is, the total of the column of numbers in item 9).
DG/TG/N/A	Indicate DG or TG as applicable.
Final Grade	Enter the final course grade. This grade is the average of block grades (when they are percentages) or a summary grade (when S or U is used).

Figure A5.2. Back of AETC Form 156.

Block Title	Instructions
Special Individual Assistance (SIA)	Under Subject/Objective, enter paragraph numbers or subject from the POI. Under Hours, enter the hours to the nearest quarter hour.
Absence Record	Enter the date the student was absent from class, number of hours of instruction missed (to the nearest quarter hour), and block number.
Class Changes	Enter the class number to which the student is assigned and the date and

Block Title	Instructions
	reason of the class change.
Remarks	The primary instructor will enter remarks and his or her grade and name. As a minimum, the remarks will contain student academic strengths and weaknesses. For additional space, use plain bond paper, and attach it to the AETC Form 156. Standardize documentation for an Articles 15, UCMJ. The instructor may note that a student received an Article 15 UCMJ, but specific comments as to why, and punishment received is prohibited. List LOCs and LORs, including the reason for them.
Academic Certification	When the student graduates or is eliminated (and retraining is recommended), the instructor supervisor ensures blocks 1 through 22 are complete and correct; enters his or her name, grade, title, and signature in block 14, and forwards the form to the MTF within 2 workdays.
Military Training Assessment	The responsible MTL completes blocks 23 and 24 (self-explanatory) and enters comments in block 25. As a minimum, comments will include military strengths and weaknesses. While it may be noted that a student received punishment under Article 15, UCMJ, specific comments are prohibited. Continue to list LICs and LORs, including the reason for them. Forward the completed form to the flight commander/chief within 2 workdays of receipt.
Commander's Review	The flight commander/chief enters his or her name, grade, title, and signature. The commander ensures the original of the completed form is forwarded to the registrar and a copy to the gaining unit within 3 workdays of receipt.

Attachment 6

**INSTRUCTIONS FOR COMPLETING AETC FORM 325
(TYPES 1, 2, AND 3 [NON-AFSC AWARDING], AND TYPES 4, 5, AND 6 COURSES)**

Block Title	Instructions
Training Organization and Location	When used for contract training, list the company name and training address. Otherwise, list training organization and base.
Contract No	For contract training only, list full contract number. Multiple lines within the block are acceptable.
Monitoring TW	The training wing responsible for managing the training.
Type of Report	Self-explanatory.
Start, Graduation, and Report Dates	Self-explanatory.
Numbers 1 thru 14	Student tracking numbers for information on form (duplicated on the back of the form). Keep the same name with the same number throughout the form.
Initials	Place for the student to initial the form on the first class day to verify name, grade, and SSN.
Name of Student	Last, first, and middle initial (MI) in alphabetical order by last name.
Grade	Military or civilian grade.
SSN	For international students, use tracking number beginning with country code.
Mil Status	Military status (active duty, ANG, USA, etc.) as reflected on travel orders.
Travel Status	TDY, non-TDY, or PCS.
TRQI	(Training requester quota identifier) The training requester (AJ10, CC20, etc.) in OTA edits tables. Squadrons will ensure contract training and training conducted at other locations contain the appropriate TRQI.
Block Grades	The grade the student receives for each block of instruction in a course. May be for written or practical measurements. If there is insufficient space on the front of the form, use blocks on the back, or an additional form. NOTE: When students fail block tests but pass retests, list the minimum passing score in the appropriate block and circle it to indicate failure or remake. (Use S or U where percentage grades are not used.)
Final Grade	Student's overall course grade. Average all prior course measurements and round to the nearest whole number. (Use S or U where percentage grades are not used.)
Course Number	Standard course number showing wing, training type, residence value, AFSC, and course series number.
PDS Code	A three-character alphanumeric code referenced in the PDS.
Short Title	Enter the full course title if it fits. Otherwise, enter an abbreviated title to identify the specific course. Multiple lines within the block are acceptable.
Program Crs Length	The course length as found in ETCA, the course chart, or an authorized source listing.
Actual Length	Actual number of training days required to teach this particular class.

Block Title	Instructions
	For self-paced courses, enter the actual days required to teach the student with the most class hours. Do not include SIA time.
Wing TM Code	Training manager for the course which is a two-character alphanumeric value found in the OTA course area.
Program Manager	AETC program manager for the course. Available from OTA edit tables or from HQ AETC/DOOP.
Certified Accurate	Printed name, grade, and title, signature, and date of the person who validates the report.
Certified to OTA	Printed name, grade, and title, signature, and date of the person who enters the data into OTA.

NOTE: Fill in the back of the form according to wing requirements.

Attachment 7

FORMAT FOR MEMORANDUM TO STUDENT FACING FACULTY BOARD ACTION

MEMORANDUM FOR: (Student)

(date)

SUBJECT: Faculty Board Action

FROM:

1. A faculty board will convene in (room, building number, hour, date) to evaluate all circumstances relative to your academic deficiency and to make recommendations on your retention or elimination, and any future training. (See note.)
2. The following persons will be called as witnesses before the board:
3. You may call witnesses to testify on your behalf if their testimony can contribute to the board's evaluation. If witnesses are desired, our office will notify them as to the time, date, and place of the board.
4. Acknowledge receiving this notification by indorsement below not later than _____. Include the grade, name, SSN, and organization of the witnesses you desire to have testify on your behalf.
5. Your acknowledging this memorandum indicates you have been briefed, and understand your rights in this action.

(Signature of Recorder, School Secretary, or
Commander)

1st Ind, (Student)

(date)

TO:

1. Receipt acknowledged.
2. I desire the following witnesses to be notified on my behalf:

(Signature of Student)

NOTE: This memorandum applies only to non-AFI 51-602 Boards.

Attachment 8**AETC FORMS 125 AND 125A EXHIBITS**

AF Form 174, **Record of Individual Counseling**

AF Form 422, **Physical Profile Serial Report**

AETC Form 156, **Student Record of Training**

AETC Form 173, **Academic Counseling Record**

AETC Form 325, **Student Accounting and Attendance Record** w/JST recommendation

AETC Form 582, **Mental Health Evaluation of Active Duty AF Personnel**

SF Form 88, **Report of Medical Examination**

SF Form 502, **Medical Record - Narrative Summary (Clinical Resume)** (for medical removal from training).

A copy of all forms in the student's record of training

Other documents considered pertinent to the removal from training

Faculty board report if applicable

Attachment 9**DISTRIBUTION OF AETC FORMS 125 AND 125A**

- A9.1. Originals.** Send the original form/package to the registrar.
- A9.2. MPF.** Send one copy to each applicable office in the MPF.
- A9.3. Active Duty Air Force Personnel Only.** When there has been a faculty board, send one copy (including a summary of faculty board proceedings) without attachments to AFPC/DPMDOM1A, Randolph AFB TX 78150.
- A9.4. Airmen Withdrawn From Training.** For airmen being withdrawn from training in AFSC 8B000, send one copy to MPF Student Assignments.
- A9.5. Flight Commander.** Send one copy to the flight commander at the training location.
- A9.6. Squadron Commander.** Send one copy to the squadron commander at the student's duty location.
- A9.7. ANG Students.** Send one copy to:
- A9.7.1. Air National Guard Support Center (ANGSC/TET, Andrews AFB MD 20331-5000).
 - A9.7.2. State Adjutant General (for mailing address, see AFDIR 37-135, *Air Force Address Directory*).
 - A9.7.3. ANG liaison NCO at the training wing (with attachments).
- A9.8. Reserve Students.** Send one copy to:
- A9.8.1. AFRC/DPTIS, Robins AFB GA 31098-5000.
 - A9.8.2. HQ ARPC/DPMPO, Denver, CO 80280-5000 (individual mobilization augmentees ONLY).
 - A9.8.3. Reserve liaison NCO at the training wing (with attachments).
- A9.9. Civilian Students.** For civilian (Federal) employees, send one copy to HQ 11 STTW/DPCPH, 1460 Air Force Pentagon, Washington DC 20330-5000.
- A9.10. Additional Copies.** Distribute additional copies to other organizations, as appropriate.

Attachment 10

FORMAT--ELIMINATION OR RECLASSIFICATION MESSAGE

NOTE: AFI 36-2110 specifies the content of eliminee messages. Use this format to provide the information and request reclassification.

MEMORANDUM FOR HQ AETC/DOOA

Date

1st F Street, Suite 2

Randolph AFB TX 78150-4325

FROM:

SUBJECT: Reclassification Action

1. Personal Information:

a. Grade/Name/SSAN:

AB Wright, Robert R. 000-00-0000

b. AQE test Scores:

M - 67 A - 34 G - 52 E - 48

c. Depth Perception: Yes

d. Color Vision: Yes

e. M-16 Score: 32

f. P 1 /U 1 /L 1 /H 2 /E 1 /S 1 X-Factor M/90 lbs

g. GTEP/AI: GTEP; 1N031

h. Civ. Driver Lic: Yes

i. High School Grad (diploma/GED): diploma

j. U.S. Citizen: Yes

k. Speech Impediment: No

l. PRP Cert: Yes

m. Medical Waiver: No

n. Legal or Drug Waiver: No

o. 398 Initiated: No

p. Fear of fires: No

q. Fear of heights: No

r. Claustrophobia: No

s. Fear of insects: No

t. Fear of water: No

u. Fear of blood: No

v. Pole test: No

w. Fear of guns: No

x. Sec. Clearance Level: SECRET

y. Flt Physical: No

z. Special Processing underway for AFSC(s)? Yes; 1C4X1

aa. General Math: Yes

bb. Algebra: Yes

cc. Geometry: Yes

dd. Trigonometry: No

ee. Biology: Yes

ff. Chemistry: Yes

gg. Physics: No

hh. Computer Operations: Yes

ii. English Composition: Yes

2. Administrative Actions:

a. 125A Signed: _020423

b. Reclass Date: 020429

c. Art 15: UIF: LOR: LOC:

3. Course Information:

- a. Course No.: X3ABR1N031-005
- b. Course Length: 110 days
- c. Class Start Date: 020401
- d. Elimination Date: 020422
- e. First/Second Elimination (If second, state AFSC of previous):
- f. Reason for Elimination: Academic Deficiency

4. Commander's Recommendation: Approved. AB Wright struggled throughout the first block of training; the course curriculum has proven to be too technical and difficult. However, I believe his continued service in another career field would be most beneficial to the Air Force. He has shown interest in the 1C4X1, and is currently being screened for the 1C4X1 career field. If he meets the qualifications and screening for the 1C4X1 career field, recommend that he be reclassified into this, or another related career field.

5. AFSC Preferences: 1C431, 3E032, 3E433, 2F031, 4A131, and 3E432

6. POC: SSgt Hava Goodday, DSN 555-1234, FAX Number

Attachment 11

INSTRUCTIONS FOR COMPLETING AETC FORM 179A

A11.1. Course Conversion/Cleanup Requirements: When HQ AETC/DOO (HQ AETC/SGA for medical) certifies a new or changed course, HQ AETC/DOO notifies TRW/MO, HQ AETC/XPMR (activates the course in TPS), the training manager, and HQ AETC/DOOP. Currently there is not a TPS/OTA course conversion program so it is necessary to manually work course conversions in TPS. The program manager (PM) is responsible for ensuring coordination is accomplished; however, when processing is initiated within 30 days of class start date, the training manager will notify all TRQIs involved, and annotate this notification in block 16 of the form. When a TPR course converts, additional coordination is required. Whenever possible, use the class start dates for the scheduled classes.

A11.2. Ensure Total TPR is Maintained. Addition of allocations scheduled in the new course and the old course together must be total of what was scheduled in the old course prior to the course conversion.

A11.2.1. Coordinate initial skill courses with AJ10, AJ30, AJ1J, AJ3J, AJ1K, and others as applicable. If the training manager has coordinated this change with them, ensure it is documented on AETC Form 179A, block 16.

A11.2.2. Coordinate officer initial skill with AM10/AM11 TRQI Managers (AFPC officer accessions). If the training manager has already done this, make sure block 16, AETC Form 179A is annotated.

A11.2.3. Coordinate 7-level courses through AFPC, ANG, and AFRC. If the training manager has already done this, ensure AETC Form 179A, block 16, is annotated. **NOTE:** Active duty personnel require 30 days notice to attend a 7-level course. Be very careful processing any changes within 30 days of the class start date.

A11.2.4. Coordinate supplemental courses with all TRQIs involved. Annotate coordination done by the training manager in block 16. **NOTE:** Be careful if the class includes A0D0/A0R0 allocations. Often these students take leave in conjunction with their school. If this happens, they may not be notified. If you see suballocations from these TRQIs, and the change affects the start date, make a special attempt to ensure the training manager or MAJCOM is notified.

A11.3. Instructions for Completing AETC Form 179A. See Figures A11.1 and A11.2.

Figure A11.1. AETC Form 179A Instructions.

Block No	Instructions
1	Training Manager: Type or print name of group TM completing the form. Include TM code and telephone number.
2	Date: Enter the date the form is prepared.
3	Wing Course Identification Number: Enter the course ID (e.g., L3ABR2S031 005). Use only one course ID per AETC Form 179A.
4	PDS Code: Enter PDS code of wing course identification number.
5	Course Title: Enter course title as stated in TPS or from approved AETC Form 179 as applicable.
6	Length (Academic Days): Enter the course length in academic days.
7	A-Add, C-Change, D-Delete: Indicate whether you want to add, change, or delete a

Block No	Instructions
	<p>class or quota. When adding or deleting a quota from an existing class, show the resulting TRQI total in the remarks block.</p> <p>Add: Use “A” when adding a new class to the schedule.</p> <p>Change: Use “C” when changing class start/graduation date. Use “C” when adding/changing/deleting allocations in an existing class. Use “C” when deleting currently scheduled allocations.</p> <p>Delete: Use “D” when deleting a currently scheduled class.</p>
8	Class Start Date: Enter the class start date for the class/allocations being added, changed, or deleted.
9	Class Graduation Date: Enter the graduation date for class needed (for example, 950224) with graduation date for the class/allocations being added, changed or deleted (e.g., 001004).
10	Requester Quota ID and Line Number. Enter TRQI of allocations being added, changed, or deleted. Do not fill in line numbers. When changing allocations, add in parentheses an equation showing the current number of all allocations for the TRQI and quota type, the change requested, and the final total. For example, if TPS has 10 AJ1J and the goal is to add 3 AJ1J, the form should indicate, “AJ1J (10 + 3 = 13).” If TPS has 5 AJ10 and the goal is to add 5 AJ10, the form should indicate “AJ10 (5 + 5 = 10).”
11	TDY – Off, Amn, Civ: For each TRQI, enter the final allocation to be stored in TPS by funded quota type. NOTE: TDY is defined as Air Force-funded through Mission Readiness Training Program (MRTP) or AETC/SG.
12	Non-TDY – Off, Amn, Civ: For each TRQI enter the final allocation to be stored in TPS by non-funded quota type. NOTE: Non-TDY is defined as funded by the PCS fund (most pipeline students), MAJCOM, or unfunded meaning no funds are expended to send the student to training.
13	Replaces class (if applicable). This block will be used when changing class start date and/or grad date to another, or when changing class location to another. For example, use block 13 if original class start date was 02 Oct, and you need to change the class start date to 02 Nov, thus enter the old CSD of 02 Oct in block 13, and enter new CSD of 02 Nov in block 8, and appropriate grad date in block 9. Also use block 13 if original class starts at one base, but if changing location, enter the new location in block 14.
14	Location (base, post, station, city, hotel, contractor’s facility, etc.): This block is normally not used. EXEPTIONS: Use to document a changed training location, or in cases of Type 4 courses, always specify location. A Type 4 class may have several locations with the same class start.
15	Reporting Instructions: Self-explanatory.
16	Special Reporting Instructions/Remarks: Enter special reporting instructions (limited to 470 characters), if any, such as special security requirements for access to a facility or course material, prerequisite, or follow-on training courses. For Type 1 training, include detailed location (building and room), availability or nonavailability of government facilities, recommendation for rental car when required (one car for every five students), etc. Annotate any coordination completed by the training manager. If form is initiated within 30 days of class start date, the training manager must notify all TRQIs involved. Record the notification in this block.
17	Course Remarks: This block is normally not used. However, if used, limit course remarks to 300 characters. (For information only—does not flow to users.)
18	RFPP No/Cost Per Class Student: This block is normally not used. EXCEPTION: For a

Block No	Instructions
	Type 1 course, enter the request for purchase package number, cost per class, and cost per student. When AETC provides tuition or training fee for a Type 5 course, enter the cost in this block.
19	Approval Signature, Grade, and Office Symbol: Approval by HQ AETC or wing (signature and office symbol). Individuals with an assigned TM code may approve AETC Form 179A. If form is to be faxed, sign block 19. If form is to be e-mailed, type appropriate information in Block 19 in lieu of signature. Forward a copy of the form to the registrars.

Figure A11.2. Sample AETC Form 179A.

COURSE TRAINING SCHEDULE FOR ALLOCATIONS				1. TRAINING MANAGER (Name, TM Code, Telephone Number)						2. DATE			
3. WING COURSE IDENTIFICATION NO L3ABR2S031 005				4. PDS CODE LEO		John Doe, C6, 473-XXXX						20020202	
						5. COURSE TITLE						6. LENGTH (Academic days) 34	
7. A - ADD C - CHANGE D - DELETE	8. CLASS START DATE	9. CLASS GRADUATION DATE	10. REQUESTER QUOTA ID & LINE NO	11. TDY			12. NON-TDY			13. REPLACES CLASS (If applicable)	14. LOCATION (Base, Post, Station, City, Hotel, Contractor's Facility, etc.)		
				OFF	AMN	CIV	OFF	AMN	CIV				
A		20030501	AJ10					5		20030403 (2003006)			
			AJ1J		10								
D		20030421	AJ10					5					
			AJ1J		10								
C		20030501	AJ1J (10-3=7)		7								
			AJ10 (5+5=10)					10					
			AJ10 (0+1=1)		1								
15. REPORTING INSTRUCTIONS: <i>Comply with Chapters 1 and 3, AFCAT 36-2223, as amended.</i> Prerequisite _____ AETC Fund Citation Sub-Project Code _____ Security Requirements _____													
16. SPECIAL REPORTING INSTRUCTIONS/REMARKS A - Adds a class. This class has 5 AJ10 quotas that are non-TDY (ie not funded by MRTP) and 10 AJ1J quotas that are funded TDYs. This class replaces the deleted class. D - Deletes a class. Taken together the first four rows move a class from a start date of Mar 3 to Mar 10. C - All three entries change the sample class. The first entry deletes 3 AJ1J funded quotas. In block 10 for a changed class always enter the TRQI followed by an equation showing first the current number of seats for the TRQI and quota type, then the amount of change, and total. In block 11 or 12 enter the total for the row based on quota type. The second entry shows an increase in AJ10 non-TDY from 5 to 10. The third entry adds one TDY (funded) quota for AJ10. TM should indicate coordination with TRQIs.													
17. COURSE REMARKS						18. RPPP NO/COST PER CLASS STUDENT			19. APPROVAL SIGNATURE, GRADE AND OFFICE SYMBOL JOHN DOE, GS-12/316 TRS/XTPN				

Attachment 12

INSTRUCTIONS FOR DETERMINING COURSE CONSTRAINTS

A12.1. Procedures:

A12.1.1. Training groups must know their individual course capacities to determine if they have adequate resources to meet production requirements. Training groups must complete the scheduling parameters worksheet to help determine potential constraints.

A12.1.2. The scheduling parameters worksheet calculates the maximum number of course entries per fiscal year, and estimates maximum production and potential constraints.

A12.1.2.1. If the estimated entries required for any fiscal 1 year exceeds the maximum entries per year a constraint worksheet will be required.

A12.1.2.2. Bullet background papers (BBP) must provide detailed information describing the constraint (list equipment, facility requirements, and cost), and explain the impact on the career field if the constraint is not corrected.

A12.1.3. Training group representatives must bring a scheduling parameters worksheet to the TPR conference for each course.

A12.2. Completing a Scheduling Parameters Worksheet. See Figure A12.1 for instructions, and Figure A12.2 for an example of worksheet.

Figure A12.1. Instructions for a Scheduling Parameters Worksheet.

Block Title	Instructions
Course Number	Enter the AETC-approved course number (as indicated in ETCA). Example: "L3ABP1C231 000"
AFSC	Enter the AFSC as found in the preliminary TPR numbers. Example: Combat Control Apprentice would be entered as "1C231"
Title	Enter the AETC-approved course title (as indicated in TPS). Example: "Combat Control Apprentice"
Total Course Length	Enter the total number of training days required.
Courses with Predetermined Capacity	Enter the capacity of courses where the capacity does not need to be calculated such as Type 5 courses or constrained courses. Entering a number in this block deactivates calculations in blocks 3 through 7.
Maximum Groups Concurrent for each shift	List the maximum number of groups that can be accommodated at one time on each shift. Limits are due to facilities and equipment ONLY, NOT instructor shortages. Use the A, B, C, D row or the R, S, T row but not both.
Minimum Interval	Enter the minimum number of days between class starts on the same shift. This is an optional entry to address those courses where the interval between class starts cannot be accurately

Block Title	Instructions
	calculated by dividing the course length by the shift limit. For example a 43-day course with a shift limit of 5 could enter classes every 9 days. If equipment constraints require a 10-day minimum interval between classes (shift limit is still 5), use this block to communicate that limitation.
Maximum Number of Groups Entered per Year for Each Shift	This value is automatically calculated for each shift by dividing the number of training days per year (246) by the minimum interval or the results of the shift limit calculation whichever is more restrictive. The value is rounded down to the next whole number.
Program Group Size	List the Program, Maximum, and Minimum group sizes. These figures MUST be taken from the latest approved training plan and MUST be in the TPS database for the course.
Maximum Entries per Year	The maximum number of students that can be entered into the course in a one-year period (may not correspond to a fiscal year) is automatically calculated by multiplying the Total of Maximum Number of Groups Per Year for each shift by the Program Group Size. If block 2 has an entry, calculations are bypassed, and the entry in block 2 is duplicated here.
Elimination Rate	Enter the approved programmed course NPS elimination rate as a decimal number. Example: NPS elimination rate of two percent would be entered as .02 and elimination rate of zero percent would be entered as .00.
Maximum Annual Production	The worksheet automatically estimates this value by subtracting the number of eliminees based on the programmed elimination rate from the Maximum Entries.
Minimum Annual Flow	The minimum number of students required to earn course manpower is automatically calculated by multiplying Minimum Program Size by 4. Manpower is earned on the number of entries for the year. Training groups should schedule at least one minimum group per quarter.
Minimum Time in Months to Qualify an Instructor	Enter the minimum time required to qualify newly assigned instructors.
Current Instructor Authorizations	Obtain this information from the local manpower office.
Maximum Annual entries with Current Instructor Authorizations	Obtain this figure from the local manpower office.
Course is	Indicate whether the course is AF only, ITRO, other, or a combination by placing an X in each area that applies.
Course Taught by	Annotate if this course is taught by AF, Army, Navy, DOD, other, or a combination by placing an X in each area that applies.
Course Teaches	Indicate the sources of all students by placing an X in each area that applies.
Prerequisite/Follow-on Course(s)	Go to the Pipeline Attrition tab. Enter the course numbers, locations, and lengths of all courses (in the order in which they are

Block Title	Instructions
	attended) in the enlisted initial skills pipeline. Ensure that you list/include the course identified on the scheduling parameters tab.
Last Class Entry Date for Grad in the FY	Enter the last possible date a COIE class could start whose students' graduate from the AFSC awarding course within the FY. For example, the last date a 10-day AQR course (COIE) with a 30-day ABR follow-on could start to graduate in FY03 would be 1 Aug 03 (graduating on 30 Sep 03).
Total Tech from the TPR Results	Enter the TOT TECH number for each FY from the column to the right of the MX20 column.
NPS (USAF) from the TPR Results	Enter the NPS (USAF) number for each FY from the NPS column under Active Duty Trained Personnel Requirements.
Estimated Entries Required	The worksheet automatically estimates this value by adding Total Tech to the additional entries required to offset NPS elimination.
Constraints	Select "YES" or "NO" for each of the four constraint areas (as applicable).
TM/Rank/Office	Enter the name, rank, and office symbol of the TM responsible for the course.
Lead TM/Rank/Office	Enter the name, rank, and office symbol of the TM responsible for the skill-awarding course in the enlisted initial skills pipeline. If same as the course TM enter SAME.
Plans Chief/Rank/Office	Enter the name, rank, and office symbol of the Plans Chief responsible for the course.
The Pipeline Elimination Model tab is designed to calculate the impact of a constrained course on the entries, and graduates of all other courses in the pipeline.	
Block Title	Instructions
Course Number	Enter the course number of each course in the pipeline starting with the course of initial entry (COIE). Ensure that you list/include the course identified on the scheduling parameters tab. The entries and grads columns will show results when a course number exactly matching the course in the Scheduling Parameters tab, and eliminate rates are entered. Results for courses falling after the constrained course will show as data is entered.
Elim Rate	Enter the elimination for each course in the pipeline as a decimal number. Example: NPS elimination rate of two percent would be entered as .02, and elimination rate of zero percent would be entered as .00.
Crs Length	Enter the course length (in days) for each course in the pipeline.
Location	Enter the training location for each course in the pipeline.

Figure A12.2. Capacity Assessment/Scheduling Parameters Worksheet.

Capacity Assessment/Scheduling Parameters

Course Number: L3ABR3P031 -002 AFSC: 3P031

Title: SECURITY FORCES APPRENTICE COURSE

1. 51 Total Course Length:
2. _____ For courses where the capacity is predetermined such as type 5 courses enter capacity here, go to step 6, and enter max & min group size. For other courses, continue to step 3 to calculate the max entries.
3. Maximum Groups Concurrent For 20 A _____ B _____ C _____ D
Each Shift _____ R _____ S _____ T
4. 5 Minimum Interval
5. Maximum Number of Groups Entered per Year For Each Shift 49 A _____ B _____ C _____ D
_____ R _____ S _____ T
6. 52 Program Group Size: 52 Maximum 26 Minimum
7. 2548 Maximum Entries per Year
8. 0.11 Elimination Rate
9. 2268 Maximum Annual Production
10. 104 Minimum Annual Flow
11. 9 Minimum Time in Months to Qualify an Instructor
12. 149 (A) Current Instructor Authorizations
5096 (B) Maximum Annual Entries with Current Instructor Authorizations
13. Course is: USAF Only: X ITRO: _____ Other: _____
14. Taught by: USAF: X Army: _____ Navy: _____ Other (Specify): _____
15. Course Teaches: NPS/Retrainees (USAF): X Reserves/Guard: X DOD: _____
International (MX20): X Other (USAF): _____ Other Services: _____ Other: _____
16. For Prerequisite/Follow-on Course(s) see Pipeline Attrition Model tab
17. Last Class Entry Date to Grad in the FY: FY04: 29-Jun-04 FY05: _____ FY06: _____
18. Total Tech from the TPR Results: FY04: 4893 FY05: _____ FY06: _____
19. NPS (USAF) from the TPR Results: FY04: 3543 FY05: _____ FY06: _____
20. Estimated Entries Required: FY04: 5331 FY05: 0 FY06: 0
21. _____ Constraints: Equipment: _____ Facilities: _____ Instructors: _____ Other: _____
22. TM/Rank/Office: MS JANE DOE / GS-12 / 343TRS/DORM Phone: DSN 473-0000
23. Lead TM/Rank/Office: SAME Phone: SAME
24. Plans Chief/Rank/Office: _____ Phone: _____

A12.3. Procedures for Completing a Constraint Worksheet:

A12.3.1. Training groups must complete a constraint worksheet and corresponding background paper for every constrained enlisted initial skills course.

A12.3.1.1. If there is an initial skills pipeline course that is identified as constrained, and it is not the skill-awarding course, then training groups will develop constraint worksheet for the constrained course, and all other pipeline courses that are constrained. Clearly identify which course drives the constraint.

A12.3.1.2. For constrained courses/pipelines with circumstances that cannot be reflected in a standard constraint worksheet, staff the particular problems through the NAFs to HQ AETC/DOO for guidance.

A12.3.2. Training groups must attach a BBP for each constrained course (See paragraph A12.5).

A12.3.2.1. Use BBPs to justify requests for needed resources.

A12.3.2.2. BBPs must provide detailed information describing the constraint, list equipment/facility requirements and costs, detail any out-of-cycle instructor requirements, and explain the impact on the career field if the constraint is not corrected.

A12.4. Completing a Constraint Worksheet. See Figure A12.3 and A12.4.

Figure A12.3. Constraint Worksheet Instructions.

Block Title	Instructions
AFSC	Enter the AFSC as found in the TPR preliminary document. Example: Enter Manned Aerospace Maintenance (E-3) on the constraint worksheet as 2A531G.
GROUP/CENTER	Enter the training group responsible for the course, and the training location/base. Example: 982 TRG/Tinker AFB.
COURSE NO./TITLE	Enter the AETC-approved course number and the course title (as indicated in ETCA). Example: J3ABP2A531G 002, Aircraft Maintenance Apprentice (Crew Chief, E-3).
COURSE LENGTH	Enter the number of training days. Example: 70.
ELIM RATE	Enter the approved <u>programmed</u> course NPS elimination rate as a decimal number. Example: NPS elimination rate of two percent would be entered as .02, and elimination rate of zero percent would be entered as .00 on the constraint worksheet.
NPS (AJ10, AJ30, A1LP)	Based on the preliminary TPR document, enter the unconstrained NPS TPR for each year. If the course is not the skill-awarding course, enter the number of NPS entries required from the follow-on course constraint worksheet. Example: TPR for the E-3 course is 35 percent of the 2A531G NPS TPR of 425 published in the preliminary TPR document; therefore enter 149 (425 x .35).
Elim Rate Factor	The worksheet will automatically calculate this number.
NPS Entries Required	The worksheet will automatically calculate this number.
PS (AJ1K)	Based on the preliminary TPR document, enter the unconstrained PS TPR for each year. Example: TPR for the E-3 course is 35 percent of the 2A531G PS TPR of 10 published in the preliminary TPR document; therefore enter 4 (10 x .35).
RET (AJ1J)	Based on the preliminary TPR document, enter the unconstrained RET TPR for each year. Example: TPR for the E-3 course is 35 percent of the 2A531G RET TPR of 25 published in the

Block Title	Instructions
	preliminary TPR document; therefore enter 9 (25 x .35).
Total Tech (USAF)	The worksheet will automatically calculate this number by adding NPS (AJ10, AJ30, A1LP), PS (USAF), and RET (USAF)
Total USAF Entries	The worksheet will automatically calculate this number by adding NPS entries required, PS (USAF), and RET (USAF).
Air Guard	Based on the preliminary TPR document, enter the unconstrained GRD TPR for each year.
Air Force Reserve	Based on the preliminary TPR document, enter the unconstrained RES TPR for each year.
Army (Active Duty)	Based on the preliminary TPR document, enter the unconstrained USA TPR for each year.
Army (Guard)	Based on the preliminary TPR document, enter the unconstrained AGD TPR for each year.
Army (Reserve)	Based on the preliminary TPR document, enter the unconstrained ARES TPR for each year.
Navy	Based on the preliminary TPR document, enter the unconstrained NAVY TPR for each year.
Marine	Based on the preliminary TPR document, enter the unconstrained MC TPR for each year.
Other	Based on the preliminary TPR document, enter the unconstrained OTH TPR for each year.
International (MX-20)	Based on the preliminary TPR document, enter the unconstrained MX-20 TPR for each year.
Total Other Entries	Worksheet will automatically calculate this number by adding Air Guard, AF Reserve, Army (Active Duty), Army (Guard), Army (Reserve), Navy, Marine, Other, and International (MX-20).
Total Other (Adj)	International (MX-20) TPR is not constrained. The worksheet will automatically calculate this number by subtracting International (MX-20) from Total Other Entries.
Total All Entries	The worksheet will automatically calculate this number by adding NPS Entries Required, PS (USAF), RET (USAF), Air Guard, Air Force Reserve, Army (Active Duty), Army (Guard), Army (Reserve), Navy, Marine, Other, and International (MX-20).
Total (Adj)	The worksheet will automatically calculate this number by subtracting International (MX-20) from Total All Entries.
Max Capacity	Enter the maximum number of student entries for one FY. This number may come from the Maximum Entries per Year section of the scheduling parameters worksheet. Example: Single aircraft allows only 72 trainees to enter the course each year. Enter 72 on the constraint worksheet.
LIMFAC(s)	Select YES or NO for each of the four constraint areas (as applicable).
Describe Constraint	Briefly describe the course constraint. Provide detailed information in attached BBP. Address, as a minimum, each LIMFAC marked YES.
Proposed Resolution	Briefly list the steps required to remove the constraint. Provide

Block Title	Instructions
(Actions Required to Fix Constraint)	detailed information in attached BBP.
Get Well Date	Based on actions already underway, enter the month and year when the constraint will be resolved. If no resolution is in sight, enter TBD.
Remarks (Impact)	Briefly describe the impact of underproduction in this AFSC. Provide detailed information in attached BBP. This information will be used to justify resource requests.
OPR	Enter the name, rank, office symbol, and DSN of the constraint worksheet POC. Enter the date the worksheet was last updated.

Figure A12.4. Constraint Worksheet.

CONSTRAINT WORKSHEET

AFSC: _____ GROUP/CENTER: _____
 COURSE NO./TITLE: _____
 COURSE LENGTH: _____ ELIM RATE: _____

Fill In Shaded Areas

	TPR			CONSTRAINED TPR		
	FY 04	FY 05	FY 06	FY 04	FY 05	FY 06
NPS (AJ10,AJ30,A1LP)				OK	OK	OK
*Elim Rate Factor	1.00	1.00	1.00	1.00	1.00	1.00
NPS Entries Required	0	0	0	OK	OK	OK
PS (USAF)				OK	OK	OK
RET (USAF)				OK	OK	OK
Total Tech (USAF)	0	0	0	0	0	0
Total USAF Entries	0	0	0	0	0	0
Air Guard				OK	OK	OK
Air Force Reserve				OK	OK	OK
Army (Active Duty)				OK	OK	OK
Army (Guard)				OK	OK	OK
Army (Reserve)				OK	OK	OK
Navy				OK	OK	OK
Marine				OK	OK	OK
Other				OK	OK	OK
International (MX-20)				0	0	0
Total Other Entries	0	0	0	0	0	0
Total Other (Adj)	0	0	0	0	0	0
Total All Entries	0	0	0	0	0	0
Total All (Adj)	0	0	0	0	0	0
Max Capacity				0	0	0

LIMFAC(S)			
Equipment	Facilities	Instructors	Other

Describe Constraint:

Proposed Resolution (Actions Required to Fix Constraint):

Get Well Date:

Remarks (Impact):

OPR

A12.5. Bullet Background Paper (BBP) Detailing Course Constraints. See Figure A12.5.

Figure A12.5. Format/Example BBP Course Constraints.

BULLET BACKGROUND PAPER

ON

COMM-COMPUTER SYSTEMS OPERATIONS APPRENTICE (3C0X1) CONSTRAINT

PURPOSE:

Provide information regarding the constraints of the Comm-Computer Systems Operations Apprentice Course. The FY04 TPR is constrained at 1,769 due to lack of classroom space and instructors. *(EXPLAIN THE PURPOSE OF THE BBP AND IDENTIFY UPFRONT EXISTING TOTAL CAPACITY AS WELL AS THE COURSE'S CONSTRAINING FACTORS.)*

BACKGROUND:

The 3C0X1 manning is at a critical state AF wide. It is currently at 82% of 8600 personnel required end strength. The current 3C0X1 manning level for the Air Force will increase to 8850 over the FYDP. With retention decreasing, the over percentage of 3C0X1s in the Air Force is expected to decrease. Also, the number of 3C0X1 personnel leaving the AF is at an all time high. To compensate for this increased turnover rate, the schoolhouse must increase its production of 3C0X1s over the FYDP. Currently the course is operating double shifts to meet the current production demands. *(INCLUDE THE AFSC'S EXISTING MANNING PERCENTAGES, IF POSSIBLE. IDENTIFY IF THIS IS A NEW CONSTRAINT, OR IF IT HAS EXISTED FOR ONE YEAR OR MORE. IF THE CONSTRAINT HAS EXISTED FOR ONE YEAR OR MORE, EXPLAIN WHAT STEPS HAVE BEEN TAKEN TO UNCONSTRAIN THE COURSE. IF A PROJECTED GET WELL DATE EXISTS, INCLUDE THAT DATE; IF A GET WELL DATE DOES NOT EXIST, EXPLAIN WHY.)*

EQUIPMENT/FACILITIES:

Six additional classrooms and one instructor office have been reserved for 3C0X1 use by the 81 TRG. Classrooms and equipment will be available two months after funds are received. Breakout of equipment is as follows: *(IDENTIFY, IN DETAIL, ALL ITEMS THAT ARE REQUIRED TO UNCONSTRAIN COURSE WITH ASSOCIATED COSTS.)*

Description	Amount	PEC	EEIC	Remarks
1 Instructor Office	\$42,000.00	84731	619	Modular furniture for 8 workstations
6 One-Gun Projectors	\$31,800.00	84731	619	
8 ESD Kits	\$2,400.00	84731	619	ESD floor mats, wrist straps.
8 Tool Kits	\$640.00	84731	619	General-purpose tools.
1 Diagnostic Kit	\$700.00	84731	619	
3 1000-Ft rolls Cat 5 cable	\$900.00	84731	619	Plenium grade cable only.
6 Projector Screens	\$1,548.00	84731	619	
6 4x8 Ft white boards	\$3,000.00	84731	619	
64 Classroom Tables	\$29,056.00	84731	619	
128 Keyboard Trays	\$15,488.00	84731	619	

Description	Amount	PEC	EEIC	Remarks
80 Classroom Chairs	\$18,400.00	84731	619	
8 Work Benches	\$8,000.00	84731	619	
16 Work Bench Stools	\$3,200.00	84731	619	
6 Multimedia Podiums	\$3,300.00	84731	619	Built by trainer development.
619 Total	\$160,432.00			
68 Pent Class PCs /software	\$112,200.00	84731	637	60 classroom/8-instructor
40 Pentium Class PCs/no software	\$62,000.00	84731	637	Site license on hand for software
3 24-Port Cisco Switch	\$7,500.00	84731	637	
2 Server/software	\$110,000.00	84731	637	
60 NT Server licenses	\$2,160.00	84731	637	
1 Smart UPS	\$1,100.00	84731	637	
637 Total	\$294,960.00			
TOTAL	\$455,392.00			

INSTRUCTORS:

Ten additional instructors with a RNLTD of 1 Jul 2002 are required to increase schoolhouse capacity and eliminate this constraint. *(EXPLAIN THE NUMBER OF ADDITIONAL INSTRUCTORS REQUIRED TO MEET THE TOTAL TRAINING REQUIREMENT [TPR + STR = TOT TECH]. ENSURE THAT THE TIMEFRAME OF WHEN THE INSTRUCTORS ARE REQUIRED IS INCLUDED.)*

IMPACT IF NOT FUNDED:

Unable to meet the AF requested TPR increase. Course will fall short of need by 198 graduates, 15 percent of production. This will drive career field manning levels below 80 percent. The resources identified will allow us to equip six additional classrooms and one instructor study. To meet the anticipated increase in students, the resources identified must be funded, and available prior to 1 July 2002. *(MUST BE STRONG, CLEAR AND CONCISE. EXPLAIN WHAT THE IMPACT IS OF NOT MEETING THE REQUESTED TRAINING REQUIREMENTS [TOT TECH] TO THE CAREER FIELD. BASED ON CURRENT CAPACITY LIMITATIONS, EXPLAIN IN DETAIL TOTAL NUMBER OF TPR [AD], STR [OTHERS] AND TOTAL TECH [TPR+STR] THAT WILL BE PRODUCED IF CONSTRAINT IS NOT RESOLVED [USE CONSTRAINT WORKSHEET AS GUIDE]).*
POC/POC'S Grade/SQUADRON/OFFICE SYMBOL/DSN/DATE LAST UPDATED

A12.6. Procedures for Unconstraining a Course:

A12.6.1. Follow the student entry rule (for example, the total FY entries determine when a course is not constrained.)

A12.6.2. Check for any other resource impacts other than instructors.

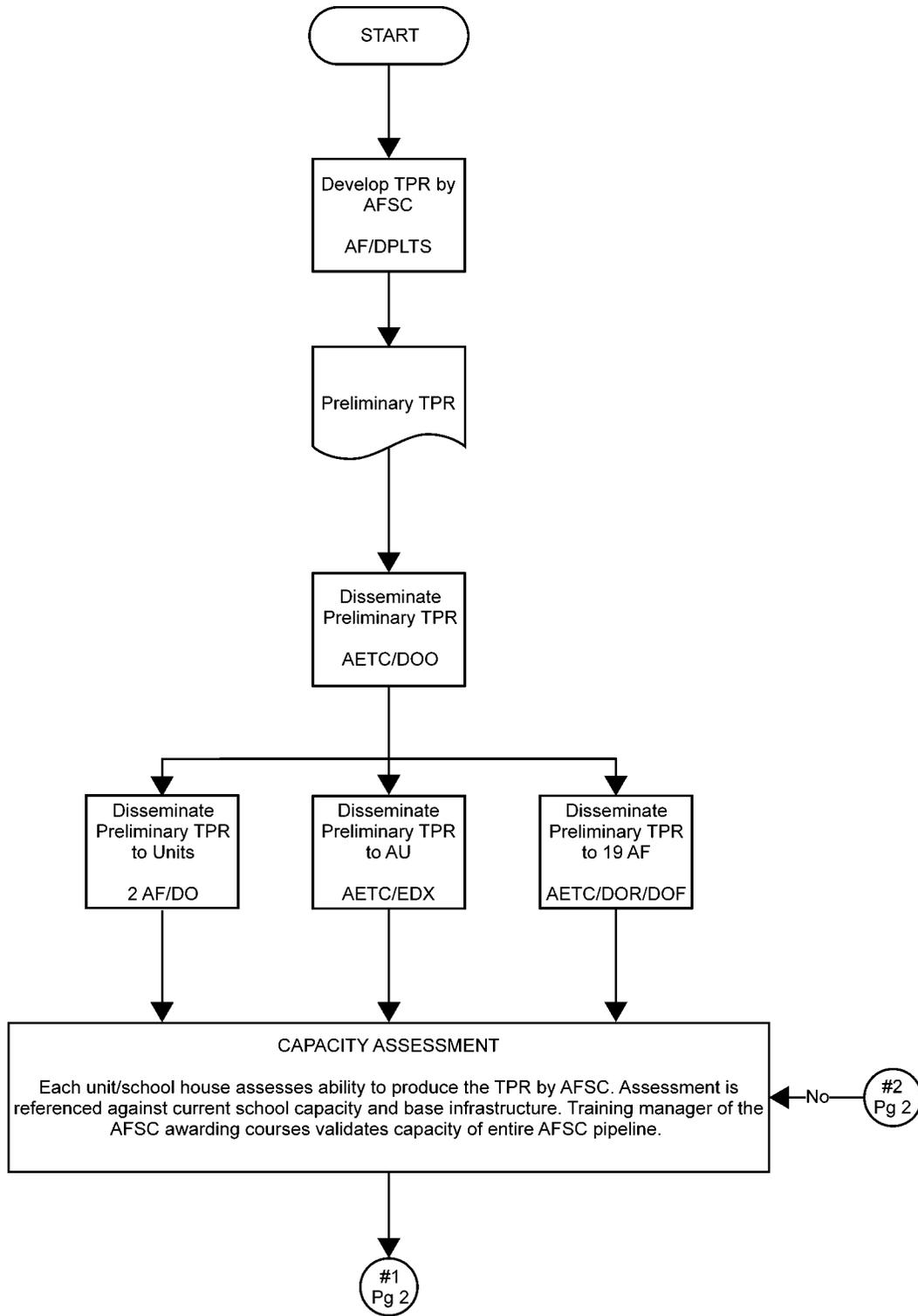
A12.6.3. Prepare an unconstraint worksheet using the same format as the constraint worksheet. Reflect the new maximum capacity, and add an update in the remarks block describing what has been done to fix the constraint. Send the worksheet through the squadron, group, wing, 2 AF/DO, and HQ AETC/DOO advising of the removal of the constraints.

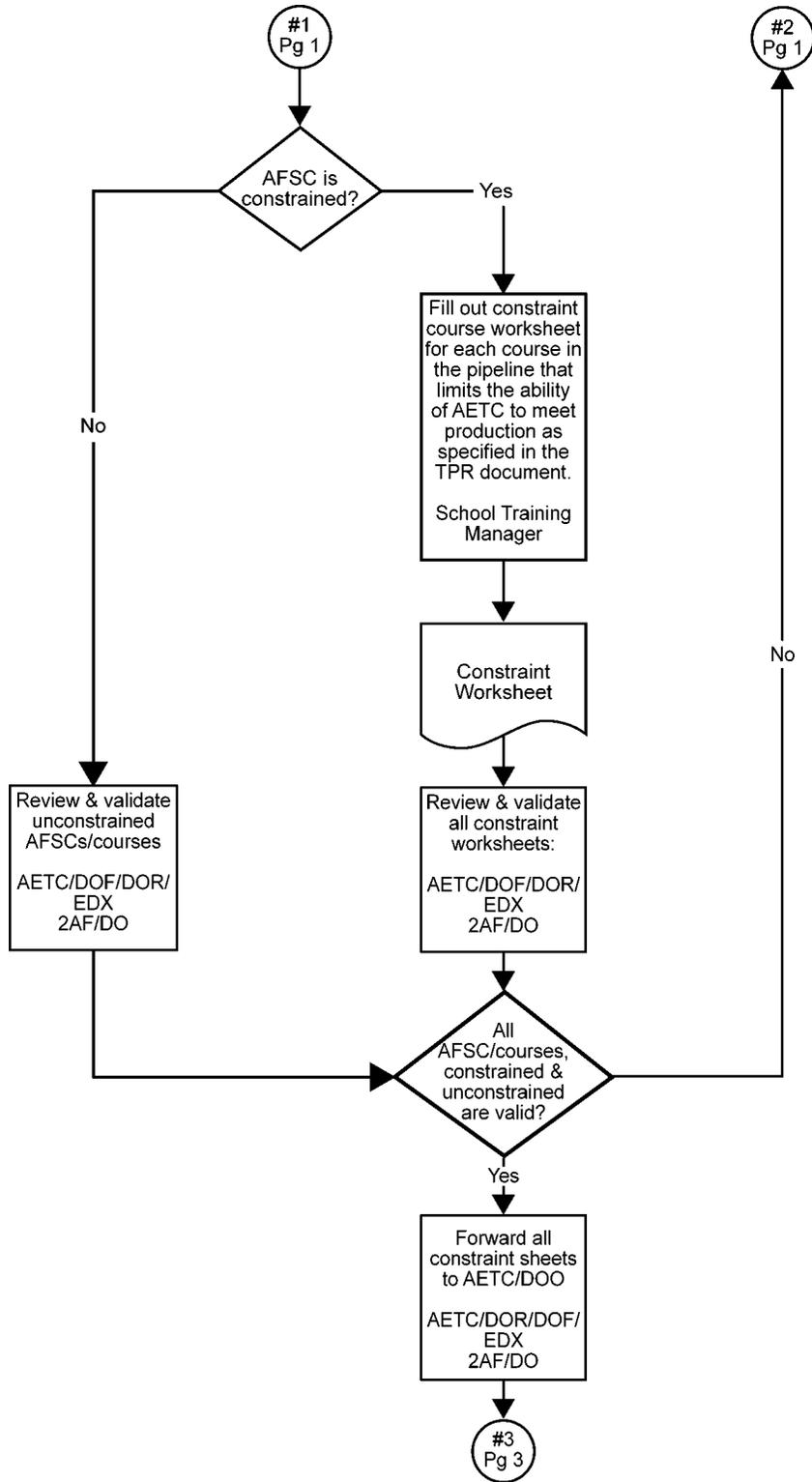
A12.6.4. HQ AETC/DOO will inform AF/DPLTS of the constraint removal. AF/DPLTS will coordinate with HQ AETC/DOO, and HQ AETC/XPMRT for any program changes desired during the execution

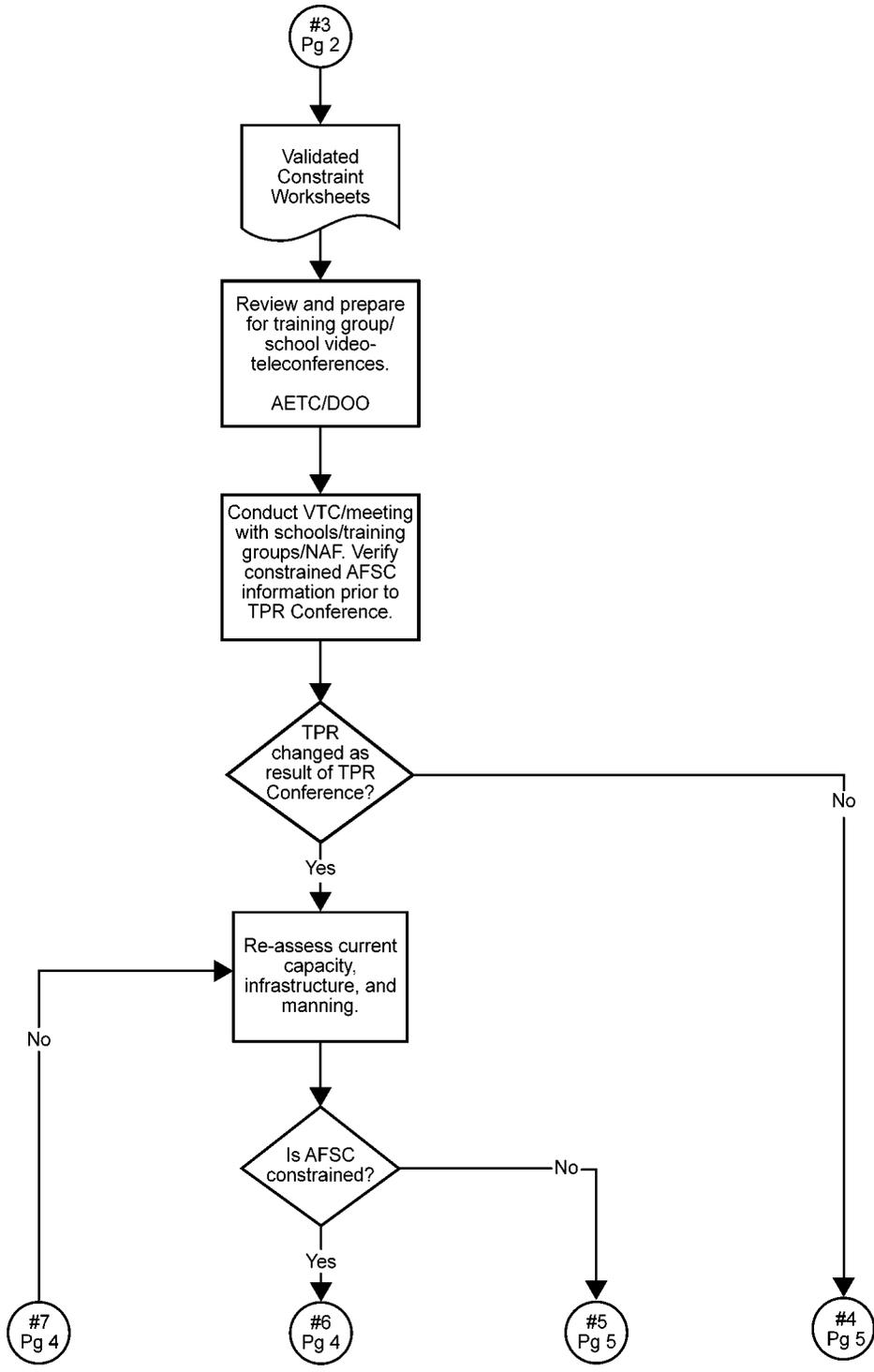
year. Otherwise, program changes will not occur until the next TPR conference (unconstraining a course).

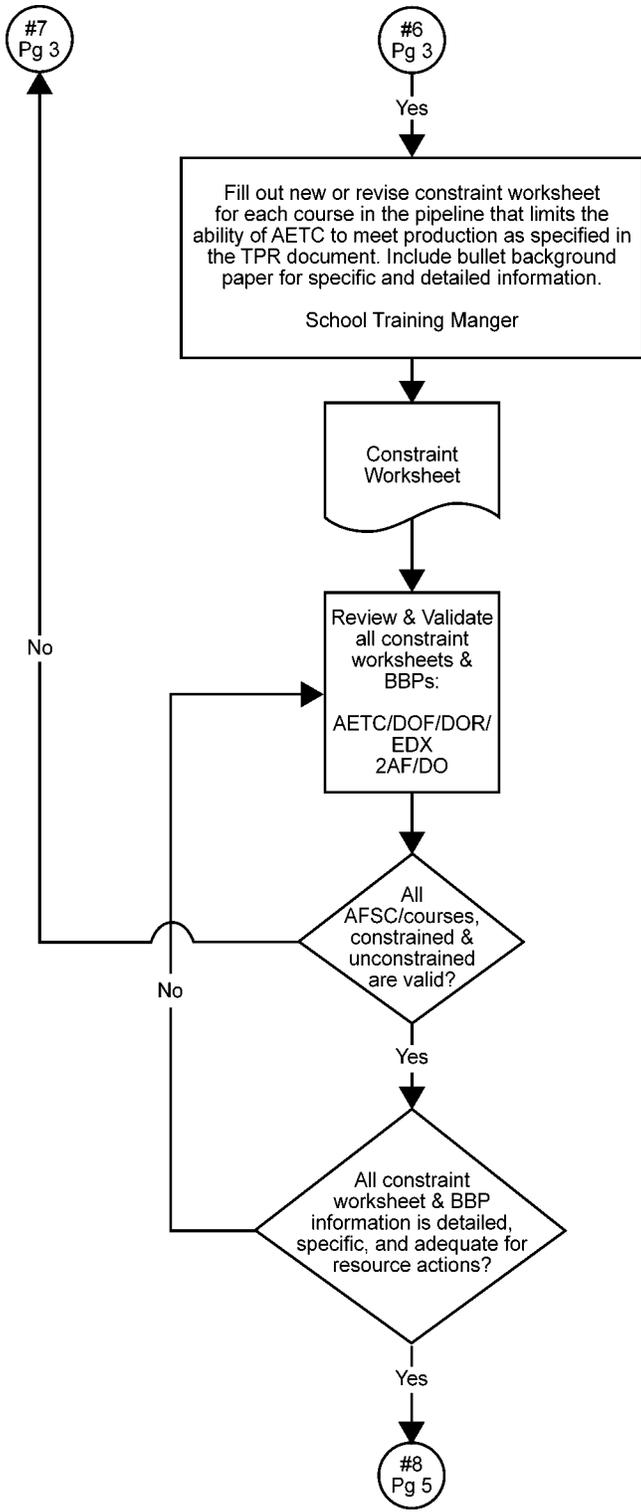
A12.7. Constraint AFSC Process Actions Flowchart. Figure A12.6 depicts the entire process of identifying and reporting constrained AFSCs.

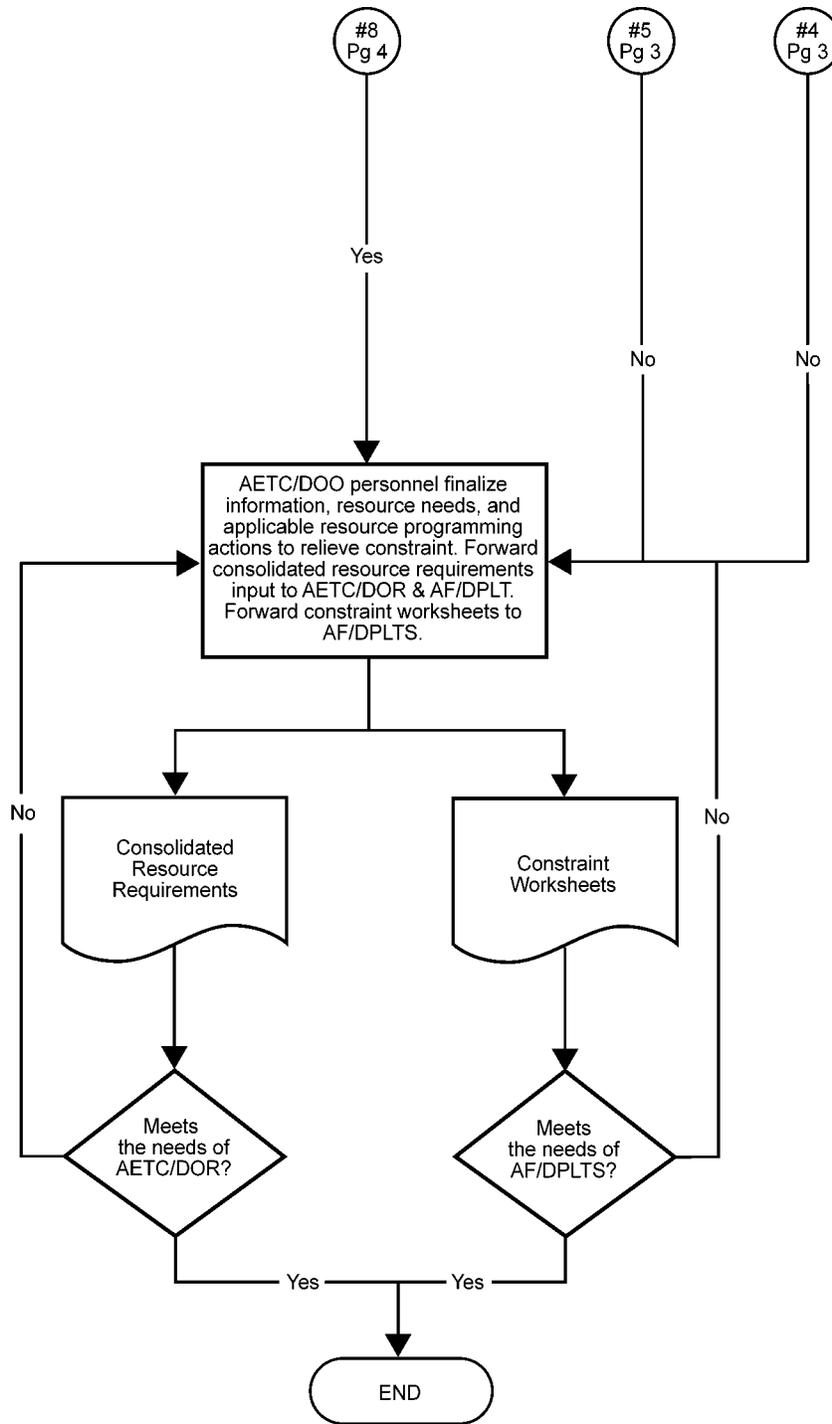
Figure A12.6. Process Action Flowchart.











Attachment 13

CALCULATING, VALIDATING, AND APPROVING COURSE PROGRAMMED
ELIMINATION RATES**A13.1. Procedures:**

A13.1.1. HQ AETC/DOO, using ADSS, prepares the Elimination Rate Report by student resource category for a 12-month period ending 31 May of each year.

A13.1.2. Student resource category breakout must include the following TPR headings found in the TPR results: NPS (USAF), PS (USAF), RET (USAF), GRD, RES, USA, AGD, ARES, NAVY, MC, OTH, and MX-20.

A13.1.3. Use the following formula when calculating student resource category elimination rates. Student resource category (SRC) elimination rates must be calculated to two significant figures. ADSS uses the same formula to accomplish the report automatically.

$$\text{SRC Elimination Rate} = \frac{\text{Actual Eliminations}}{\text{Actual Entries} + \text{Actual Gains} - \text{Actual Losses (Wash backs)}}$$

Example: 30 Air Force NPS trainees enter Course ABR over a 12-month period with 4 eliminations. Also during the 12-month period, Course ABR Gains 4 Air Force NPS trainees, and records 5 Air Force NPS losses. The Air Force NPS elimination rate for Course ABR is:

$$\text{Air Force NPS Elimination Rate} = \frac{4}{30+4-5} = .1379 \text{ or } 13.79 \text{ percent}$$

NOTE: Gains and losses are students that wash into (gain) or wash out of (loss) the 12-month period cited in the above example.

A13.1.4. This report will be distributed no later than 20 June of each year.

A13.1.5. HQ AETC/DOO will review and forward the student resource category elimination rates to HQ AETC/DOF, DOR, EDX and 2 AF/DO for validation.

A13.1.6. HQ AETC/DOO will develop proposed student resource category elimination rates for current year +2, +3, and +4.

A13.1.7. HQ AETC/DOO will staff proposed student resource category elimination rates to 2 AF/DO, HQ AETC/DOF, DOR, and HQ AETC/EDX.

A13.1.8. 2 AF/DO, HQ AETC/DOF, DOR, and HQ AETC/EDX will staff the proposed elimination rates to the appropriate training groups/schools that will validate the proposed elimination rates for completeness and accuracy.

A13.1.9. Training groups/schools will review proposed student resource category elimination rates, and may request adjustments. Requests to adjust proposed student resource category elimination rates will be accompanied with a short document describing the rationale behind each suggested change.

A13.1.10. 2 AF/DO, HQ AETC, DOF, DOR, and HQ AETC/EDX will ensure elimination rates are calculated for each student resource category of their respective courses, and electronically return the validated data to HQ AETC/DOO.

A13.1.11. HQ AETC/DOO is responsible for approving the elimination rates, and forwarding them to the respective wings, HQ AETC/DOR, DOF, EDX, and 2 AF/DO no later than 20 Aug of each year.

A13.1.12. 2 AF/DO, HQ AETC/DOF/DOR, and HQ AETC/EDX will forward the approved student resource category elimination rates to the Training Groups for course programming. HQ AETC/DOOP program managers will enter approved elimination rates in TPS.

Attachment 14

USING PROGRAMMED ELIMINATION RATES TO DETERMINE THE NUMBER OF ENTRIES FOR EACH COURSE IN THE AFSC PIPELINE BY STUDENT RESOURCE CATEGORY

A14.1. Procedures:

A14.1.1. NPS Only. This process begins with the 3-level awarding course, and works back through the pipeline to BMT.

A14.1.1.1. Take the TPR and calculate the number of entries for the 3-level awarding course using the following formula. Round up the result:

$$CE = NPSa/(1-PER)$$

CE - Course Entries

NPSa – Nonprior service TPR contributing to the overall AFSC TPR

PER - Approved Course Programmed Elimination Rate for NPS student resource category

Example: Given TPR for NPS 75 and elimination rate is 21%.

$$CE = 75/(1-.21)$$

$$CE = 75/.79$$

$$CE = 94.936 \text{ or } 95 \text{ after rounding up to next whole number}$$

So for the purposes of schedule planning and development and resource programming, 95 NPS entries are required in order to achieve a 75 NPS graduates.

A14.1.1.2. If there is a course preceding the 3-level awarding course, the number of NPS graduates is equal to the number of entries in the 3-level awarding course. Take the number of NPS 3-level course entries, and calculate the number of prerequisite course entries using the following formula. Round up the result:

$$CE = NPSb/(1-PER)$$

CE - Course Entries

NPSb – Non-Prior Service 3-level course entries

PER - Approved Course Program Elimination Rate for NPS student resource category

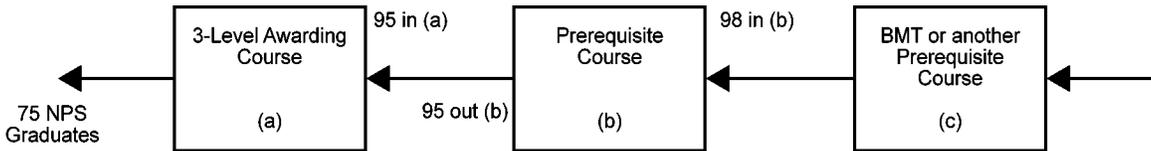
Example: Given your calculated NPS 3-level course entries is 95, and known elimination rate is 3%.

$$CE = 95/(1-.3)$$

$$CE = 95/.7$$

$$CE = 97.938 \text{ or } 98 \text{ after rounding up to next whole number}$$

So for the purposes of schedule planning and development, and resource programming, 98 NPS entries are required in the prerequisite course to achieve a 95 NPS entries into the 3-level awarding course, enabling a production goal of 75 NPS 3-level graduates. See Figure A15.1.

Figure A14.1. Flow Diagram.

A14.1.1.3. If there are additional courses in the AFSC pipeline, continue the process until all course entries have been determined.

A14.1.2. PS (USAF), RET (USAF), GRD, RES, USA, AGD, ARES, NAVY, MC, OTH, and MX-20. This process begins with the first course in the AFSC pipeline, and progresses towards the 3-level awarding course.

A14.1.2.1. If the AFSC pipeline is composed of only the 3-level awarding course, schedule seats equal to the training requirement. However, if the pipeline is made up of two or more courses, start with the next step. **NOTE:** The examples will assume there are 75 student-training requirements for the Army. Keep in mind the process is the same for each student resource category, except NPS, as reflected in the AF/DPLTS TPR document (PS [USAF], RET [USAF], GRD, RES, USA, AGD, ARES, NAVY, MC, OTH, and MX-20).

A14.1.2.2. Take the training requirement and calculate the number of potential graduates for the first pipeline course. Round up the result.

$$\mathbf{PCCc = USAc \times (1-PER)}$$

PCCc - Prerequisite Course Completion

USAc - Training requirements for USA entering the AFSC pipeline

PER - Approved Course Programmed Elimination Rate for USA

Example: Given STR is 75, and elimination rate is 21%.

$$PCCc = 75 \times (1-.21)$$

$$PCCc = 75 \times .79$$

$$PCCc = 59.25 \text{ or } 60 \text{ after rounding up to next whole number}$$

So for the purposes of schedule planning and development, and resource programming, 75 USA students will enter (the STR), and 60 can be expected to complete the prerequisite course and enter the next course.

A14.1.2.3. In the second prerequisite course use the previous prerequisite course completion number as the entry number. Calculate the number of potential completions for the second pipeline course. Round up the result.

$$\mathbf{PCCb = USAc \times (1-PER)}$$

PCCb - Second prerequisite course completions

USAc - First prerequisite course completions for USA entering the

second prerequisite course in the AFSC pipeline.
 PER - Approved Course Programmed Elimination Rate for USA.

Example:

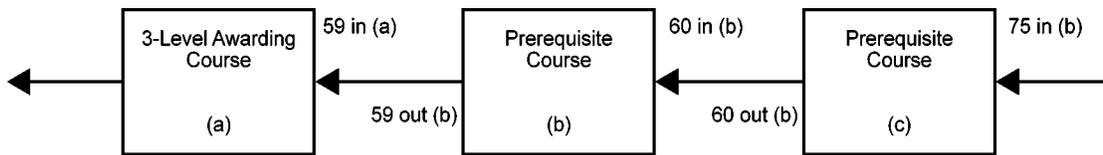
$$PCCb = 60 \times (1-.03)$$

$$PCCb = 60 \times .97$$

$$PCCb = 58.2 \text{ or } 59 \text{ after rounding up to next whole number}$$

So for the purposes of schedule planning and development, and resource programming, 60 USA students will enter the second prerequisite course, and 59 can be expected to complete the course, and enter the next course. See Figure A15.2.

Figure A14.2. Flow Diagram II.



A14.1.2.4. If further prerequisite courses exist, repeat the process until the number of entries expected for the 3-level awarding course. At that point, no further action is required.

Attachment 15

PROCEDURES FOR ACQUIRING ADDITIONAL INSTRUCTORS

A15.1. When an AFSC requires early reporting of instructors to meet the TPR, HQ AETC/DOOZ provides an additional instructor requirements worksheet (AIRW) for every course in the career field pipeline during the TPR conference.

A15.1.1. The training group representative provides HQ AETC/DOOZ the course numbers, titles, and number of training days in each course.

A15.1.2. Having checked the predicted total entries (item #1), the training group representative initials the AIRW at item #2.

A15.2. HQ AETC DOOZ submits the AIRW to HQ AETC/XPMRT for instructor pricing.

A15.3. HQ AETC/XPMRT uses the AIRW to price significant increases in the TPR, and provides results to DOOZ for early assignment of instructor personnel.

A15.4. HQ AETC/DOOZ action officer obtains the AIRW from XPMRT, and provides to the TPM.

A15.5. The TPM reviews the AIRW ensuring all data are correctly entered, endorses the form, and returns it to HQ AETC/DOOZ.

A15.6. HQ AETC/DOOZ consolidates all instructor requests into a memorandum for HQ AETC/DOO signature, and submits to HQ AETC/XPM/DPA.

A15.7. The HQ AETC/DPA representative forwards the worksheet to AFPC and HQ AETC/SG for filling of the instructor position. **NOTE:** The additional instructor requirements generated by the AIRW are estimates, and may change during official pricing.

SAMPLE ADDITIONAL INSTRUCTOR REPORT

Course Name	AFSC	Title (AFSC Clear Text)	Course Number	Tng Days (note)
Military Training Instructor	8B000	Military Training Instructor	L3ALR8B000-0001	70
Smooth Flow FY 02 Entries		No. Courses in Pipeline	FY 02 Entries	TRG Rep Initials
FY 02 NPS	Prog Elim Rate	1	143	
0	0.05			
	AD Total Tech			
	135			
	Total Tech			
	146			

FY 03 Active Duty Entries (Some Enter Tng During FY02)		No. Courses in Pipeline	FY 03 Entries	TRG Rep Initials
FY 03 NPS	Prog Elim Rate			
0	0.05			
	AD Total Tech			
	125			

Note: Add follow-on course lengths (Tng Days) in qualifying course Tng Days.

HQ AETC/XPMRT

(3) Estimated Number of Instructors Required for FY02:	
(4) Less Number of Civilian Instructors Currently Authorized:	
(5) Less Number of Military Instructors Currently Authorized:	
(6) Estimated Additional Number of Military Instructors Required for FY02:	

HQ AETC/XPMRT Indorsement

Grade	Last Name/Office	Phone	Signature	Date

Training Group Representative Indorsement

RNLTD:

Grade	Last Name/Office	Phone	Signature	Date

Action Officer Indorsement

Grade	Last Name/Office	Phone	Signature	Date

Attachment 16

TRAINING REQUESTER QUOTA IDENTIFIERS

TRQI	TRQI Type	ADSS Description	TRQI Owner
AJ10	AF Active Duty	AF - Nonprior Service	2AF/DOPC (NPS BASIC COURSES)
AJ20	AF Active Duty	AF - Nonprior Service (BMT only)	737TRS/TSOS (MILITARY TNG BMT/OTS)
AJ30	AF Active Duty	AF - Nonprior Service	HQ 2AF/DOPC
A1LP	AF Active Duty	AF - Nonprior Service	342 TRS/TCF
AJ1J	AF Active Duty	AF - Student	HQ AFPC/DPPAET (RETRAINING)
AJ3J	AF Active Duty	AF - Student	HQ AFPC/DPPAET (RETRAINING)
AMD0	AF Active Duty	AF - Student	HQ AFPC/DPPAET (HQ DIRECTED TNG)
AJ1K	AF Active Duty	AF - Prior Service	HQ RECRUITING GROUP/RSOPB
AJ3K	AF Active Duty	AF - Prior Service	HQ RECRUITING GROUP/RSOPB
AJ50	AF Active Duty	Special Duty Identifiers	HQ AETC/DPSEC
CC10	Initial Skills TRQI	AF - National Guard	HQ ANGRC/MPTF
RR10	Initial Skills TRQI	AF - Reserve	HQ AFRES/DPTF
DA00	Initial Skills TRQI	Army	US ARMY PERSONNEL CMD ATTN: TAPC-E
DAAR	Initial Skills TRQI	Army Reserve	AIRMY RESERVE PERSCOM/PLT-S
DANG	Initial Skills TRQI	Army National Guard	NGB-ART-I
DM00	Initial Skills TRQI	Marine Corp	MANPOWER PROGRAM & BUDGET BRANCH
DN00	Initial Skills TRQI	Navy	BUREAU OF NAVAL PERSONNEL
MX20	Initial Skills TRQI	Foreign National	AFSAT/SDS
A0M0	Initial Skills TRQI	Other	HQ AFRC/DPTF
DP10	Initial Skills TRQI	Other	USCG TRAINING QUOTA CENTER
R3I0	Initial Skills TRQI	Other	HQ ARPC/DRM
CNN0	Initial Skills TRQI	ANG Flying Training	HQ ANGRC/MPTES
A0D0		All Other TRQI	HQ USAFE/DPSET
A0J0		All Other TRQI	HQ AETC/DPSEC
A0R0		All Other TRQI	HQ PACAF/DPPET
A0U0		All Other TRQI	HQ AIA/DPTE
A0V0		All Other TRQI	HQ AFSOC/DP
A0WX		All Other TRQI	HQ AWS/RMX
A1CC		All Other TRQI	HQ ACC/DPPTC
A1L0		All Other TRQI	HQ AMC/DPPET
A1M0		All Other TRQI	HQ AFMC/DPEO
A1S0		All Other TRQI	HQ AFSPC/DPPET
A2LP		All Other TRQI	342 TRS/CTF
A2W0		All Other TRQI	HQ 11 WG/DPAT
AM10	Officer Initial Skills	All Other TRQI	HQ AFPC/DPPAO
AM11	Officer Initial Skills	All Other TRQI	HQ AFPC/DPASF
H990		All Other TRQI	AETC/DOOP Contractor Personnel