



**26 SEPTEMBER 2002**

**Personnel**

**SECURITY FORCES TRAINING AND  
STANDARDIZATION EVALUATION PROGRAMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 36-2225, 2 May 2002, is supplemented as follows:**

This publication does not apply to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

**SUMMARY OF REVISIONS**

This revision updates uniform resource locator (URL) information (paragraph 1.3.4.3); adds school quota allocations (paragraph 1.3.6.15); deletes requirement for unit training section personnel to determine initial training requirements; deletes the requirement for squadron training section notification to the distance learning (DL) manager when apprentices completed training; deletes reference to the type 6 course being completed during phase 1 training; and directs mandatory follow-ups (paragraph 3.5).

1.3.4.1. The AETC functional manager is the individual assigned Security Forces Manager (AETC/SFM) duties.

★1.3.4.3. Each unit training section will conduct the annual formal training screening process using the Air Force Education and Training Course Announcements [ETCA], located at the following URL: <https://etca.randolph.af.mil/> and identify courses required by Air Force instruction and mission need. Each unit will complete an AF Form 3933, **MAJCOM Mission Training Request**, and associated documents with the appropriate signature level according to urgency. Requests must be justified.

1.3.4.4. Units will compile and send information to HQ AETC/SFXT to update Air Force handbooks.

1.3.6.4. The squadron training section will verify the completion of qualification training by reviewing the trainee's AF Form 623, **On-The-Job Training Record**, with the supervisor.

1.3.6.11. The training section may use an automated test bank in place of a written test bank where the capability exists. Local information is derived from MAJCOM, base, wing and squadron directives.

★1.3.6.15 (Added)(AETC) Ensure all personnel are properly notified of formal training and meet all course prerequisites.

★1.3.6.16. (Added)(AETC) Ensure appropriate personnel action documents are submitted to update an individual's personnel record to reflect any special experience identifier (SEI) awarded as a result of the successful completion of a school.

★1.3.6.17. (Added)(AETC) Notify HQ AETC/SFXT if an individual is unable to attend training, or if there is a change in personnel attending training. **NOTE:** If the unit cannot provide a replacement, notify HQ AETC/SFXT as soon as possible, so a replacement can be found.

1.3.7.6. Maintain individual AF Forms 623 on assigned individual mobilization augmentee (IMA) personnel.

1.6.3. Units will send established Go/No-Go standards to HQ AETC/SFXT for annual review and coordination at the beginning of each calendar year.

1.7.3. AF Form 689, **Task Performance Checklist**, or a computer-generated product specifying step-by-step procedures for tasks on the duty position job qualification standard (JQS) will be reviewed, updated, and coordinated by the Standardization-Evaluation (Stan-Eval) and training section personnel annually.

★1.8.2. Training sections should make handbooks available as much as possible. Place electronic copies on computers throughout the unit, and printed copies in various locations such as the unit learning center (ULC) and control centers.

2.1.1. The training section will use HQ AFSFC approved lesson plans (from the HQ AFSFC Web site at <http://afsf.lackland.af.mil>), as locally supplemented, for security forces sustainment training.

2.2.2. If squadrons cannot meet the requirements of regional training center or joint readiness training center exercises, the group commander may request a staff assistance visit to validate air base defense training during annual UTC home-station training.

2.2.2.1. (Added) (AETC) The group commander should make the Defender Focus request approximately 30 days before home-station training. HQ AETC/SF will form a team and coordinate arrival dates with the commander within 10 days of the request. Deployed unit type codes (UTC) will be evaluated during the field training exercise portion of collective skills training. Use the checklist developed from the core tasks identified in the security forces career field education and training plan (CFETP).

2.2.2.2. (Added) (AETC) The annual training must include both formal instruction, as well as a field exercise, to measure each training objective. The unit training and Stan-Eval section will ensure the training session includes all checklist areas, and will develop training, exercise, and evaluation outlines to ensure each training objective is measured. Each SF squadron must conduct the training and field exercises. HQ AETC personnel will conduct evaluations during the field training exercise.

2.2.2.3. (Added) (AETC) HQ AETC/SF will complete a written report after the field deployment. Each unit will maintain a copy of the report as proof of MAJCOM training, satisfying the 3-year UTC training requirement.

2.4.4. All contributing factors must be considered if a third failure on the DL end-of-course (EOC) occurs. A waiver should be considered if the reasons for failure are academic, or due to difficulty using computers. Prior to requesting a waiver, additional remedial training on the DL items in the CFETP must be conducted. The unit will request a waiver on the DL requirement through HQ AETC/SFXT if the individual does well. When the waiver is granted, the supervisor will document the remedial training, evaluation, waiver in the individual training record, and begin 5-level upgrade training. Training conducted in this manner does not qualify the individual for award of Community College of the Air Force (CCAF) credit for completing the DL course.

★3.1. Units may suspend Stan-Evals and Stan-Eval inspections during periods when force protection condition (FPCON) Charlie and Delta are implemented. Complete critical position Stan-Evals and Stan-Eval inspections within 30 days after termination of the FPCON; all others must be completed within 90 days of termination.

3.3.4. Locally developed checklists for each activity inspected will be reviewed, updated, and coordinated by the inspected activity and Stan-Eval section annually.

★3.4.4. The CSF will decide if unit staff personnel are exempt from formal Stan-Evals for noncritical duty positions and so designate those positions in writing. The CSF will decide how the Stan-Eval will be conducted on officers assigned flight duties.

★3.4.5. Trainees may be allowed to work noncritical duty positions without direct supervision before completion of their Stan-Eval. Indicate on the individual's training record that training is completed for that duty position; for example, certification is documented for the duty position task to be performed. All personnel should be duty-position qualified (Stan-Evaluated) prior to departing the base on leave, temporary duty (TDY), temporary duty assigned (TDA), or any reason that would interrupt progression. If the Stan-Eval cannot be completed, complete qualification training for their duty position prior to departure.

★3.4.5.1. (Added)(AETC) If for any reason a critical duty position certification expires before the annual evaluation, the individual must re-enter qualification training, or test-before-training (TBT), and then receive a Stan-Eval recertification prior assignment to a critical position.

★3.4.5.2. (Added)(AETC) If an individual's Stan-Eval recertification date occurs during a TDY, extended leave, etc., of 60 or more days, the individual's recertification will start 15 calendar days following the individual's return. During this 15-day period, the supervisor will determine the individual's qualification status and training needs. If necessary, the supervisor may disqualify the subordinate and re-enter him/her into qualification training for the particular duty position. Document this action in the AF Form 623a and conduct Stan-Evals as if for newly released personnel.

★3.4.10.4. Responses to oral questions need not be verbatim, but should include key, essential elements of a given issue or situation.

★3.5.3. The SFM sends the report to the CSF. The activity will formally report actions taken to correct discrepancies to CSF on at least a quarterly basis until final resolution.

★3.8.1. Units may increase the passing score for written and oral tests.

3.8.3.1.1. IMA personnel failing a Stan-Eval will be allowed, within three inactive duty training (IDT) tours from the date of their Stan-Eval failure, to complete review training. Completion of review training will be documented on the AF Form 623A, **On-The-Job Training Record Continuation Sheet**.

★3.10. (Added) (AETC) Forms Adopted. AF Form 623, AF Form 623A, AF Form 689, and AF Form 3933.

**NOTE: The following are added to Attachment 1:**

***References (Added)(AETC)***

AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4)

***Abbreviations and Acronyms (Added)(AETC)***

**DL**—distance learning

**EOC**—end-of-course

**ETCA**—education and training course announcements

**FPCON**—force protection condition

**IDT**—inactive duty training

**IMA**—individual mobilization augmentee

**SEI**—special experience identifier

**TBT**—test-before-training

**TDA**—temporary duty assigned

**UTC**—unit type codes

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