



*Personnel*

**FACULTY DEVELOPMENT AND MASTER INSTRUCTOR PROGRAMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 36-22, *Military Training*. It contains procedural guidance and responsibilities for planning, conducting, and documenting training for instructors and instructional support personnel assigned to basic military, flying, and technical training. Guidance applies to instructors who teach formal training courses and training support personnel who perform related instructional functions in AETC organizations aligned under Air University (AU), Maxwell AFB AL; Second Air Force (2 AF), Keesler AFB MS; and Nineteenth Air Force (19 AF), Randolph AFB TX (for aircrew instructors who teach Community College of the Air Force [CCAF] courses). Sections B and J do not apply to aircrew instructors. The 737th Basic Military Training (BMT) Group is not a CCAF-affiliated school. Therefore, CCAF guidelines do not apply to BMT. Specific AU programs are the apprentice and craftsman level chaplain services support, historian, and paralegal courses (Air Force specialty-awarding courses). Instructors primarily are assigned to CCAF courses. Continuing accreditation of CCAF by the Southern Association of Colleges and Schools, Commission on Colleges (SACS-COC), is the basis for certain requirements in this instruction. Additionally, sections M and N contain guidance on conducting master instructor programs for technical and military training, aircrew, and survival, evasion, resistance, and escape (SERE) personnel. (Section N of this instruction is the only section that applies to SERE personnel.) Submit recommended changes to this instruction, using AF Form 847, **Recommendation for Change of Publication**. Send the form to the Technical Training Standards and Policy Branch (HQ AETC/DOOV), 1 F Street, Suite 2, Randolph AFB TX 78150-4325. Supplements to this instruction may be developed as needed. Submit proposed supplements to HQ AETC/DOOV for review and approval before publishing. Submit recommendations for changes and requests for waivers to HQ AETC/DOOV. Attachment 1 provides a glossary of references and supporting information used in this publication.

Maintain and dispose of records created as a result of processes prescribed in this publication according to AFMAN 37-139, *Records Disposition Schedule*.

### ★SUMMARY OF REVISIONS

This revision incorporates interim change (IC) 2000-2, which eliminates the time limit for developing supplements to this instruction; integrates or adds guidance for the 737th Basic Military Training Group; adds craftsmen-level courses to applicable Air University (AU) courses; clarifies the definition of intermediate supervisor (paragraph 19.8); adds clarification to Section M, Technical and Military Training Master Instructor Program; specifies points for Top Tech competition runner-ups (paragraph 52.4.3); adds Table A5.2 (for BMT) to Attachment 5; and clarifies the experience date block in Attachment 7. See the last attachment of the publication for the complete IC.

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***Section A--The Mission of Faculty Development Units***

**★1. Purpose.** The faculty assigned to training schoolhouses is composed of instructor personnel who teach training courses and support personnel who develop, manage, and evaluate training programs. Instructors may be assigned to a school where most instruction is conducted in a drill formation, in a classroom environment, or on an aircraft where the instructor to student ratio generally is one-to-one. Within 2 AF, group-level faculty development units provide job preparation and continuation training for personnel assigned to training groups. Through these faculty development units, 2 AF/DO conducts periodic assessments to determine training needs within the groups. These organizations jointly design and develop specific courses to fulfill the needs of instructors, instructor supervisors, managers who develop and deliver training, and other training support personnel. Faculty development units then deliver courses to personnel assigned to the groups. Training courses for BMT personnel are provided by the 37th TRG Faculty Development Flight. Flying training groups generally do not have faculty development units; management of their training requirements is determined locally. This training may include utilization of courses offered through faculty development units or flights.

***Section B--Technology Utilization***

**2. General Training on the Use of Teaching and Learning Technology.** The changing focus of the Air Force mission makes it necessary for training organizations to deliver needs-based training with minimum time utilized in the development process. Training developers and instructors must be skilled in various teaching and learning technologies and be able to design, develop, and/or implement

technology-based training according to the instructional system development process (ISD). The overall purpose of teaching and learning technology is to provide computer-based tools that help training organizations accomplish their mission.

**3. Technical Training Modernization System (TTMS).** TTMS is a means of integrating technology-based training. The system applies to technical training groups. It is not planned for aircrew training units. TTMS includes commercial-off-the-shelf (COTS) hardware consisting of personal computers, local area networks (LAN), and file servers. Software tools will support course design, development, and documentation; resource scheduling and management; and student management and evaluations using both conventional and interactive courseware (ICW) design and development capability.

#### **4. Responsibilities:**

4.1. 2 AF/DO will ensure teaching and learning technology, including TTMS, is integrated into the basic instructor course (BIC) and continuation training courses.

4.2. Faculty development units will:

4.2.1. Train instructors to interact and manage an interactive learning environment, including skills to transition between traditional and nontraditional modes of instruction.

4.2.2. Provide faculty training necessary for use and application of TTMS or other technology in curricula design and development, student assessment, course evaluation, instructional management, and teaching skills. Common office automation applications (such as, word processing, presentation development, and spreadsheets) will be available using computer-based training (CBT) and LANs.

4.2.3. Provide faculty training that prepares the staff to perform job functions using general teaching and learning technology available within the training group such as video teletraining (VTT), CBT, and virtual reality technology.

4.2.4. Ensure faculty training focuses on hands-on experiences in the application of TTMS and other technology resources used in the design, delivery, assessment, and management of training within the group to include selecting and using multimedia for presentations.

4.2.5. Function as the primary agency to identify technology-related training needs of instructors, course developers, and other personnel in the group.

4.2.6. Work with ICW elements to analyze existing faculty development courses and determine the most appropriate delivery mode.

4.2.7. Work with ICW elements when planning new faculty development courses to determine the most appropriate delivery mode.

#### ***Section C--Planning Faculty Training***

**★5. Needs Assessment.** The designated training supervisor plans faculty training by assessing the required courses and on-the-job training that assignees in specific positions need to perform their duties.

(The military training instructor [MTI] career field manager determines the training requirements for BMT MTIs.) This training planning function is required for military and civilian personnel assigned to initial skills technical training and aircrew training schools. State how the training requirements will be accomplished and the timeframe for completion. The selected training should enable the assignee to work independently and stay current in the duties of the assigned position. As duties are realigned or the scope of responsibilities changes, identify and plan for training to meet the needs of the new duty requirements.

**★6. Requirements for Nondegreed Instructors.** Nondegreed instructors who are assigned to teach CCAF degree courses must complete an associate degree as soon as possible, but not later than 12 months after being assigned to the instructor position. The instructors are eligible for the AETC command training requirement (CTR) fund, which pays for tuition, fees, and books to complete an associate degree. Each quarter, report all nondegreed instructors who teach degree-applicable courses to the appropriate numbered Air Force (NAF), according to the reporting procedure issued by the NAF and CCAF. **NOTE:** Although BMT instructors are not required to obtain an academic degree, they are highly encouraged to do so.

6.1. Ensure instructor assignees who do not have at least an associate degree are referred to the education services office (ESO) for degree planning within 30 workdays of being assigned to the position. Instructor assignees should complete college-level examination program (CLEP) testing within 60 workdays of being assigned to the position.

6.2. Include the college courses and CLEP tests required for completing a CCAF associate degree or another associate degree program in the assignee's degree completion contract. See attachment 2 for a sample contract.

**★7. Recording Training.** To record training, use AETC Form 10, **Instructor Training/Proficiency Record**; AF Form 797, **Job Qualification Standard (JQS) Continuation Sheet**; flying training forms approved by higher headquarters; and or a computerized record system. Use Attachment 2 for nondegreed CCAF instructors when recording planned and completed training. When applicable, career field education and training plans (CFETP) should be maintained along with other training documents. (BMT MTIs will use job qualification standard [JQS] 8B000-000, and nuclear, biological, and chemical defense training [NBCDT] instructors will use their respective CFETP.) **NOTE:** Computerized records may not serve as a substitute for the faculty folder, which is required for CCAF instructors.

7.1. HQ AETC/DOOV must approve any locally designed forms used to record training. As a minimum, the forms must contain the same information the AETC version requires.

7.2. Specify the training needed to complete all preparatory requirements. For instructor assignees, this training should include courses needed to prepare for initial teaching duties, aircrew instructor upgrade, subject matter qualification in specific blocks or units of a course, and the teaching practicum (student teaching course).

7.3. Document teaching practicum requirements on AETC Form 470, **Teaching Practicum Log**, or a locally designed automated record, in compliance with paragraph 7.1.

## **8. Responsibilities:**

8.1. HQ AETC/DOOV will approve locally developed forms.

8.2. Training and operations groups will:

8.2.1. When requested, provide justification to AU/XO or NAF/DO on factors that prevented instructors teaching degree courses from completing an associate degree within the required period.

8.2.2. Ensure instructor supervisors address progress toward degree completion during performance feedback sessions and in mentoring programs with nondegreed instructors.

8.3. Supervisors and instructor supervisors will:

8.3.1. Plan training for assignees that meets the training and education requirements for the assigned position (for example, associate degree for CCAF instructors who teach degree courses).

8.3.2. Monitor training progress and degree completion and document status of accomplishments.

8.3.3. Ensure nondegreed instructors report to the education services office within the specified timeframe to accomplish CLEP testing and to develop an associate degree plan.

8.3.4. Address degree completion as part of the Air Force mentoring process.

8.3.5. Maintain training planning records as part of faculty folders according to attachment 4.

### ***Section D--Selecting Training Sources***

**9. Primary Source.** Where established, faculty development units within the training support squadrons are the primary sources of training for instructors and other instructional support personnel. Select other sources of training when the necessary training is not offered by faculty development.

**10. Other Sources.** Training offered by other military installations, Department of Defense (DoD) agencies, commercial sources, and colleges or universities may be used. Take into account the most efficient use of training funds. Also, explore the availability of courses through distance learning modes of delivery. Use these sources to the extent possible as an option for reducing training expenditures.

**11. Geographically Separated Units (GSU).** For geographically separated units or detachments, determine if the training needed to perform the job can be obtained at the assigned location. When local training is not available, seek effective and cost-efficient sources for satisfying the training needs.

**12. Training Manager Function.** (*NOTE:* This paragraph does not apply to AU and 19 AF units.) The 2 AF/DOTF is the training manager for standardized faculty development courses in that NAF. The standardized courses are identified in attachment 5, table A5.1. Course content is developed according to course control documents provided by 2 AF/DOTF. Deviations require approval of 2 AF/DOTF. Attachment 6 shows the functions and responsibilities for 2 AF/DOTF and faculty development units.

**★13. Catalog of Available Training.** (*This paragraph does not apply to AU, 19 AF, or BMT units.*) Provide information on available training in a catalog. The catalog should be as comprehensive as

possible. As a minimum, include faculty development courses and references to training sources available through the wing (such as civilian personnel, ESO) and other agencies in the local area offering training that meets the job-related needs of group personnel. State the course description (title, number, length, prerequisites) and other information helpful to customers.

#### **14. Responsibilities:**

14.1. 2 AF/DO will:

14.1.1. Ensure standardized courses are developed and presented through an effective and cost-efficient means.

14.1.2. Initiate a process for identifying and converting appropriate standardized courses used at multiple training locations to an effective mode of distance learning delivery. Refer to AFI 36-2201, *Developing, Managing, and Conducting Training*, for guidance on distance learning.

14.2. 2 AF training groups will develop and update a catalog or database of available training and provide copies, electronically or in paper, to supervisors and training development element chiefs in the training groups.

14.3. Supervisors will explore available training sources and select the source that most effectively addresses training needs within the required timeframe.

#### ***Section E--Instructor Training and Qualification Process***

**★15. Purpose.** Initial instructor training provides the knowledge and skills needed to perform the duties of the instructor position unassisted. The training should focus on developing skills that will enable assignees to perform classroom and laboratory instruction or flight instruction in their career field (or dormitory and drill instruction for BMT) in addition to performing related instructor duties. Preparation for the job is based on an individual needs assessment of the instructor assignee and an upgrade training syllabus for aircrew instructors.

**★15.1.** In this process, the supervisor compares previous experience, military and nonmilitary training, and previous education to the job requirements. The process should identify training needed to become a fully qualified instructor to include subject matter qualification (SMQ) and specific position requirements for instructors who teach courses that apply to a CCAF degree. On graduation from Military Training Instructor School (MTIS), an MTI will be fully certified.

15.2. Through the needs assessment process, if it is determined an assignee's previous education, training, and/or experience may justify a waiver of the requirement to complete an instructor training course (ITC), state the justification in a waiver request, and obtain chain of command endorsements. AFI 33-360, volume 1, provides guidance on the waiver process. Follow this guidance in submitting requests to the office of primary responsibility (OPR).

**16. Designating CCAF Courses.** CCAF is the OPR for identifying certificate or degree courses. Certificate (nondegree) courses do not apply to a degree program. Degree courses apply toward the leadership, management, and military studies (LMMS), technical core, technical elective, or the program

elective portion of CCAF associate degree programs or certifications.

**17. Managing Nondegreed CCAF Instructors.** CCAF accreditation guidelines require instructors to hold, as a minimum, the level of degree awarded by the program in which they teach. Instructors who are assigned to teach CCAF degree courses and fail to complete an associate degree within 12 months of assignment to the position are monitored by CCAF. The percent of nondegreed instructors must be kept to a minimum. When possible, reassign instructors in this category to a certificate course or a noninstructor position until degree requirements are complete. Submit justification for a nondegreed instructor to continue teaching in a degree course to the appropriate NAF/DO.

**★18. Instructor Training.** Instructor assignees (CCAF and non-CCAF) require an ITC that contains academic counseling, unless previous instructor training meets the job requirements. The BIC, taught at Goodfellow, Keesler, Lackland, Sheppard, and Vandenberg AFB technical training groups; the Academic Instructor School (AIS) at Maxwell AFB; the MTIS at Lackland AFB; and flight instructor preparatory courses (in-unit and formal schools) meet training requirements for teaching fundamental instructor competencies. The courses include other Air Force topics required for instructors, such as core values, sexual harassment and professional relationships, hazing, and an overview of information warfare (IW).

**NOTE:** Refer to paragraph 19.6 for guidance on interservice training review organization (ITRO) instructor training.

## **19. Categories of Instructors:**

**19.1. CCAF Instructor.** The *CCAF Campus Relations Policies, Procedures and Guidelines Handbook* defines a CCAF instructor (referred to as faculty member) as "one whose major employment is with an affiliated school and whose primary duty is to instruct CCAF courses." As a minimum, CCAF instructors will complete an instructor methods course (including a practicum), achieve full qualification in the specialty they will teach, be proficient in oral and written communications, and hold at least an associate degree from a regionally accredited degree-granting institution. In rare, exceptional cases, outstanding professional experience may be used in lieu of academic preparation, if approved by CCAF/DF.

**19.2. First Tour Instructor.** First-tour instructors are assignees who do not have teaching experience in a formal schools course and have not completed an ITC comparable to BIC or AIS in content, methods of presentation, and classroom hours. First-tour assignees to technical training units will complete BIC. Aircrew instructors will complete the applicable flight instructor preparatory course and aircraft and aircrew specific training.

19.2.1. For mission-related and/or financial reasons (GSU and interservice training instructors), a supervisor may select another ITC that meets the requirements for the current instructor job.

19.2.2. If the assignee will teach a CCAF degree course and has not completed an associate degree, the ITC must award semester hours of credit applicable to the instructor's degree plan. This credit aids nondegreed instructors in completing an associate degree within 12 months of being assigned to the position.

**19.3. Student Instructor.** For the first 12 months, beginning with the date assigned to instructor duty, student instructor status applies to first-tour instructors who teach CCAF degree courses. They are required to complete an associate degree as soon as possible, but not later than 12 months after assignment to the instructor position. During this period, they should complete initial qualification training which includes practicum. Report these instructors as "student instructors" in the quarterly reporting to CCAF.

**19.4. Returning Instructor.** A returning instructor is a prior assignee in an AETC or another service's school or a professional military education (PME) school who has completed an instructor training course taught by an Air Force organization or another service and can demonstrate acceptable teaching skills. If assigned to CCAF degree courses, the associate degree requirement applies. Supervisors will assess presentation delivery, academic counseling, and other skills required for the current instructor job. If the skills are satisfactory, the instructor does not need a comprehensive instructor training course and will attend instructor refresher training.

**19.5. Non-CCAF Instructor.** This instructor does not teach a CCAF course. An associate or higher degree is optional for non-CCAF instructors. Focus attention on selecting an ITC that meets the job requirements. Officers who teach officer courses, basic military training (BMT), and inter-American Air Forces Academy (IAAFA) instructors are in this category. Practicum is required except when Air Force instructors are teaching at interservice schools hosted by another service.

**19.6. Interservice Instructor.** An interservice instructor is one who teaches consolidated training in an ITRO course.

19.6.1. CCAF requirements apply to instructors who teach CCAF courses at consolidated or collocated ITRO locations.

19.6.2. An instructor who teaches Air Force students in a collocated course may need specific Air Force-related training for service-unique student or instructor requirements. Submit a request for training through NAFs or the parent organization. Fill training needs through the most cost-efficient means. In addition to mobile training teams, various forms of distance learning, such as, video teletraining or interactive courseware modules that can be exported to job sites, are encouraged. For information on available job site training, contact the ESO at the host location or faculty development element at the parent unit.

19.6.3. When an Air Force instructor teaches in a consolidated course managed by another service or DoD, the guidance for non-CCAF instructors applies. The instructor may enroll in the host service's instructor training course when that service provides this training.

19.6.4. Interservice schools managed by the Army, Navy, or Marines are not CCAF-affiliated schools. There is no requirement for Air Force instructors assigned to these schools to have an associate degree.

19.6.5. Nondegreed instructors from other services who teach CCAF degree courses are governed by AETC's agreement on degree completion requirements. These instructors may obtain a CCAF degree. Education Services and EST Section (HQ AETC/DPSEE) is the OPR on agreements with other services.

**★19.7. Instructor Supervisor (IS).** The IS is a trained instructor whose responsibilities are to perform

instructor duties and to supervise and evaluate other instructors. In addition, the IS completes instructional policies and procedures, management, and supervision courses. BMT section supervisors and the NCOIC of NBCDT instructors are instructor supervisors.

**★19.8. Intermediate Supervisor.** The intermediate supervisor is a trained instructor who performs instructor duties. He or she also coordinates efforts and activities of instructor supervisors when the squadron commander determines the span-of-control of the flight chief is excessive and warrants the position. One level above the IS, but below the flight commander or chief, the intermediate supervisor position requires the same training as the IS. For BMT, the training superintendent performs the responsibilities of the intermediate supervisor.

**★19.9. Master Instructor.** Master instructors have demonstrated sustained training delivery and professional growth above the minimum AETC training and performance requirements for instructors. Pursuit of master instructor can begin after initial qualification training is complete. Specific requirements for achieving master instructor status are in sections M and N.

**19.10. Individual Mobilization Augmentee (IMA) Instructor.** IMAs are assigned to training squadrons to augment instructor manning if mobilization occurs. They receive the training necessary to perform mobilization duties. CCAF requirements may apply when assigned to a CCAF course during mobilization status.

**19.11. Reserve Instructor.** This instructor is a member of a reserve unit temporarily assigned to assist the training mission. Reserve instructors receive training necessary for their designated position. This may include specific CCAF requirements.

**★19.12. MTI.** This is an instructor who is responsible for conducting BMT as specified by established policies and directives. An MTI is responsible for the morale and welfare of all assigned trainees.

**★19.13. MTI Academic Instructor.** This is an MTI whose primary duty is to instruct trainees on military studies in a classroom environment.

**★19.14. NBCDT Instructor.** The NBCDT instructor is responsible for providing trainees the fundamental skills of NBCDT while assigned to the Warrior Week encampment. This instructor develops, revises and maintains readiness related training course materials.

**★20. Other Required or Recommended Training.** Supplements to this instruction may include any necessary additional job knowledge and skill requirements for instructors and comparable requirements for noninstructor personnel. Attachment 5 outlines required and recommended faculty development courses according to job functions in training groups with faculty development units. Supervisors may seek additional sources in order to meet unique training requirements.

**NOTE:** AETC Form 106, **Outstanding Instructor Certificate**, spotlights exemplary accomplishments of instructors. It may be presented to recognize the achievements of instructors at any time during their assignment.

## **21. Responsibilities:**

21.1. HQ AETC/DOO will request CCAF review and make the final decision on waivers for previous education, training, and/or experience as a substitute for an ITC.

21.2. CCAF will:

21.2.1. Review and make recommendations on waivers for ITC, when requested by HQ AETC/DOO.

21.2.2. Approve exceptional qualifications in lieu of degree status based on truly rare and exceptional experience.

21.2.3. Provide guidance on degree completion for other services' instructors who teach CCAF degree courses.

21.3. NAF/DOs will monitor justification for nondegreed instructors assigned over 12 months who continue to teach degree courses.

21.4. Training groups and operations groups will:

21.4.1. Obtain CCAF approval of exceptional qualifications in lieu of degree status based on truly rare and exceptional experience.

21.4.2. Ensure training is provided in a cost-efficient manner.

21.5. Supervisors will:

21.5.1. Ensure instructors complete prescribed training.

21.5.2. Initiate award of AETC Form 106.

★21.6. The Superintendent, Air Force Basic Military Training, will serve as the MTI career field manager and will review and approve training guidance.

### ***Section F--Teaching Practicum***

**22. Purpose.** The teaching practicum is designed to give new instructors practical teaching experience under the supervision of an IS or a qualified instructor/trainer. It should follow completion of an ITC. Participants exercise their acquired instructor skills and gain experience in classroom, aircraft, and/or laboratory instruction, lesson plan preparation, preparation and use of audiovisual aids, test administration, and academic counseling. **NOTE:** Where the OTMS is operational, training groups should provide CBT, continuation, and/or on-the-job training (OJT) in order to enable instructors to perform job functions using the system.

★**23. Faculty Requiring Teaching Practicum.** Instructors are required to have a documented, supervised teaching experience, such as a teaching practicum. Instructor assignees or student instructors who have not taught in an Air Force technical training school or an aircrew training school will enroll in the practicum course after completing an ITC. Returning instructors who have previously completed a teaching practicum and have at least an associate degree should be assessed to determine if, for refresher

purposes, repeating the requirements outlined in the teaching practicum will be beneficial. When used as refresher training, instructors will not formally enroll in the teaching practicum course for CCAF credit. **NOTE:** MTIs are not CCAF instructors. They will receive practicum credit on completion of MTIS.

**24. College Credit.** The teaching practicum, offered through CCAF-affiliated schools, has a designated course number. For instructors pursuing a degree through CCAF, the teaching practicum provides semester hours of credit. New and student instructors without a degree are encouraged to complete the teaching practicum in the shortest period of time feasible to receive semester hours of credit toward their degree. The CCAF credit earned for practicum aids the student instructor in satisfying the AETC requirement to complete the associate degree within 12 months of assignment to a CCAF instructor position. Include the teaching practicum and the projected completion date in the required training for CCAF instructors.

**25. Requirements.** The practicum requires a minimum of 180 hours with at least 120 hours of actual teaching. During this period, student instructors receive close supervision and more frequent evaluations. The maximum enrollment for teaching practicum is 12 months. The minimum enrollment is 3 months, if all requirements can be accomplished in this timeframe. Training functions completed as a part of ITCs do not apply to practicum requirements.

**NOTE:** When the teaching practicum exceeds 12 months, the individual is no longer classified as a student instructor for CCAF purposes.

**26. Evaluations.** Teaching evaluations provide constructive feedback to the instructor on the quality and effectiveness of their instructional delivery methods.

26.1. (Not applicable to aircrew instructors) After the instructor is subject-matter qualified, the IS will evaluate instructional performance a minimum of one time every 30 days for the first 90 days, then quarterly for the duration of the practicum. When deviations to this timeframe are necessary, the IS will document the reason for the deviation according to training group guidelines.

26.2. (Not applicable to aircrew instructors) A minimum of four evaluations, documented on AETC Form 281, **Instructor Evaluation Checklist**, are required for technical training instructors to complete practicum. Three evaluations must be accomplished by the IS. The fourth evaluation may be accomplished by the IS, intermediate supervisor, or a higher-level official. Additional no-notice evaluations by any of these officials are encouraged.

26.3. In addition to performance evaluations, it is necessary to evaluate mastery of the subject the instructor will teach. Technical training instructors must achieve a minimum score of 95 percent on the measurement instruments for the subject areas they are assigned to teach. The IS reviews and approves lesson plans. Also, the IS must evaluate proficiency in using audiovisual aids. In accordance with AFI 11-202, volume 2, *Aircrew Standardization/Evaluation Program*, aircrew instructors must achieve a minimum score of 85 percent on the measurement instruments for the subject areas they are assigned to teach.

26.4. Aircrew instructors will complete the unit indoctrination training (UIT) syllabus for the courses they will teach. The course evaluator will certify that the instructor's knowledge and skills meet required standards.

26.5. Based on results of the evaluation process, plan actions for instructional improvement, if needed. This requirement may include additional training.

26.6. Evaluate aircrew instructors according to AFI 11-401, *Flight Management*, and AFI 11-202, volume 2, using AF Form 8, **Certification of Aircrew Qualification**. AETC Form 281 may be used as a supplemental evaluation form for aircrew instructors. Include mission planning, mission duties, and debriefing in the evaluation process. Evaluate survival, evasion, resistance, and escape (SERE) instructors according to AETCI 13-101, *Command and Control Systems Evaluation Criteria*.

**27. Documentation.** Document the practicum according to paragraph 7.3. Indicate the subject areas qualified to teach, the results of teaching evaluations, training received, and the instructor's degree status. Through the base ESO and CCAF, a degree plan is developed. Also, CLEP testing must be completed before a nondegreed instructor assigned to teach a CCAF degree course can be certified as having completed the teaching practicum. Enter the practicum completion date on AETC Form 470 or other practicum tracking form when all requirements are met, including the final evaluation.

## **28. Responsibilities:**

28.1. HQ AETC/DOOV will approve locally developed forms.

28.2. The IS, qualifying instructor, or trainer will:

28.2.1. Ensure student instructors complete the practicum in the least amount of time after the third month of enrollment, but do not limit the necessary benefits of the practicum training experience. The requirement to complete the practicum in the minimum period of time is important for nondegreed instructors who need to apply credit for the practicum course toward the associate degree.

28.2.2. Review and approve lesson plans and audiovisual proficiency.

28.2.3. Review and approve flight mission planning, mission duties, and debriefing.

28.3. Flight commanders or chiefs (or comparable level supervisors) will:

28.3.1. Certify all practicum requirements are complete.

28.3.2. Ensure ISs conduct a minimum of three evaluations and arrange for the fourth evaluation. **NOTE:** For aircrew instructors, follow the guidance of governing instructions referenced in paragraph 26.6 and any other applicable instructions.

28.3.3. Initiate procedures for awarding prefix K, Q, or T to the primary Air Force specialty (AFS).

28.3.4. Faculty development units or a designated office for aircrew instructors will manage practicum enrollments, review and approve AETC Form 470 or other practicum tracking form, and process final completion data.

***Section G--Subject Matter Qualification (SMQ) Training***

★29. **Purpose.** SMQ training addresses the knowledge and skills necessary for the instructor to teach the first course, unit, block, or subject without assistance. (On graduation from MTIS, an MTI is subject-matter qualified.) Also, SMQ training qualifies an aircrew assignee for aircrew instructor upgrade. The SMQ should be a formal process, closely monitored, and accurately documented by the IS or qualifying instructor or trainer.

29.1. The process includes observing teaching performance in the specific portion of the course requiring SMQ; testing and verification on the specific subjects; and approving lesson plans, teaching syllabus and audiovisual aids. These functions are accomplished by the IS or qualifying instructor/trainer.

★29.2. State SMQ requirements on the instructor's AETC Form 10, JQS 8B000-000, AF Form 797, or an automated training records system. Locally designed forms must meet the criteria in paragraph 7.1. Include the number of courses or specialties requiring SMQ, instructional experience requirements, and criteria for maintaining teaching proficiency.

29.3. Perform subject matter testing or verification at least once during a 12-month period. Subject matter verification is accomplished through a process other than a written test when the course being taught does not contain written tests. Generally, it is the same process used to determine students' mastery of course material.

29.4. The timeframe for subject matter testing or verification is determined from the date of the last testing or verification on the particular subject area. Instructors must achieve a minimum score of 95 percent on a version of each test for each block they are qualified to teach. The school commander will determine evaluation standards for subject matter verification when there are no written tests contained in the course, but must not be lower than the requirements for students of the course.

29.5. Aircrew instructors will complete the faculty training syllabus for the courses they will teach. The course evaluator certifies that the instructor's knowledge and skills meet required standards.

**30. Responsibilities:**

30.1. HQ AETC/DOOV will approve locally designed versions of AETC forms.

30.2. Supervisors and training officers will:

30.2.1. Plan SMQ using the course chart or syllabus for the course the instructor will teach.

30.2.2. Determine SMQ completion date focusing on the minimum length of time needed.

30.2.3. Provide a set of lesson plans for the instructor to personalize while observing an experienced instructor.

30.2.4. Provide additional materials which enhance instructor skills, such as videotapes of their own teaching performance and of other instructors, course study guides, and other research material.

30.2.5. Initiate a subject matter testing or verification program that ensures instructors are competent and their knowledge is current in all required subjects.

30.2.6. Establish procedures for correcting instructor deficiencies.

### ***Section H--Prefix T Positions***

**31. Purpose of Prefix T.** The prefix T identifies positions on manpower documents for airmen and officers who currently perform, those previously qualified to perform (prior instructors), and those in formal training to qualify to perform teaching duties as their primary function.

31.1. Do not place personnel in a prefix T position who do not meet one of these criteria or are not designated to receive instructor training and perform teaching duties as their primary function.

31.2. Prefix T should not be assigned to a noninstructor position for purposes of controlling the period of assignment in the job.

31.3. As a minimum, instructors are required to complete an ITC and possess the skill level of the specialty they will teach.

31.4. Pararescue and combat control instructors receive prefix J. When these instructors fill full-time instructor positions, the personnel system does not permit carrying prefixes J and T concurrently. To ensure training needs are met, prefix J and T instructors will be afforded equal consideration for training that is necessary to perform instructor duties.

**32. OJT Requirement for Airmen in Prefix T Positions.** Airmen assigned to prefix T positions who are not already in skill-level upgrade training will be assigned training status code (TSC) D to identify their qualification training status while completing requirements for instructor duties. When these requirements are met, the TSC D is removed and the primary prefix T is awarded. This training will include an ITC (if not previously completed) and other preparatory courses identified in the training planning process. Refer to AFI 36- 2101, *Classifying Military Personnel (Officers and Airmen)*, for additional guidance on Air Force specialty code (AFSC) prefixes.

**NOTE:** Refer to AFMAN 36-2108, *Airman Classification*, for guidance on aircrew instructor (prefix K) and aircrew standardization/flight examiner (prefix Q).

### **33. Responsibilities:**

33.1. Training groups will establish procedures and provide guidance and oversight for meeting prefix T requirements. Refer to AFMAN 36-2105, *Officer Classification*, AFMAN 36-2108, and the accompanying Change Summary and Conversion Guides for general guidance on prefix T requirements.

33.2. Instructor supervisors will initiate AF Form 2096, **Classification/On the Job-Training Action**. Process the form through PC-III or forward to the personnel flight for award or removal of the prefix T.

### *Section I--Continuation Training for Instructor and Noninstructor Personnel*

**34. Purpose.** Continuation training consists of a variety of courses available to training personnel that will enable them to develop new skills, or refresh skills not applied recently, to perform assigned duties. Continuation training complements initial training by maintaining or expanding individual skills. This training should be particularly responsive to changes in the unit mission and associated tasks.

**★35. Primary Source.** Where established, faculty development units offer continuation training courses that cover many of the skills and knowledge needed for training development and delivery. However, supervisors are not limited to this source. See Attachment 5 for required and recommended courses.

**36. Aircrew Continuation Training.** In addition to ground and flying continuation training requirements, aircrew instructors should enroll in college, skills enhancement, and professional development courses when these are determined to be beneficial to their performance.

**★37. Recommended Courses.** Recommended continuation training courses for technical training instructors and ISs are listed in paragraphs 37.1 through 37.5 below. **NOTE:** These courses are not mandatory for BMT instructors, but they are encouraged to complete them.

37.1. Principles of instructional system development (ISD) (required within 2 years of assignment as an instructor unless assigned duties require "just-in-time" training).

37.2. Objectives and tests.

37.3. Technical writer principles.

37.4. Technical writer resident.

37.5. Training supervisor course.

### **38. Responsibilities:**

38.1. Training and operations groups will ensure the necessary continuation training courses are available.

38.2. Supervisors and ISs will:

38.2.1. Schedule personnel for training.

38.2.2. Document appropriate records when training is complete.

### *Section J--Instructor Evaluation Process*

**NOTE:** This section does not apply to aircrew instructors. Evaluate aircrew instructors according to AFI 11-401, AFI 11-202, volume 2, and AETCI 13-101. Evaluators may use AETC Form 281 as a supplemental evaluation form for aircrew instructors.

**39. Purpose.** Evaluating instructor performance is vital to the training process. Performance evaluations help to ensure that instructors apply the teaching methods and techniques they are trained to use. Also, evaluations help to ensure consistency in training delivery.

**40. Conducting Evaluations.** The IS is the primary individual who performs instructor evaluations. Other personnel designated by the commander who are trained to evaluate instructor performance may periodically conduct evaluations.

★40.1. Feedback to the instructor should be constructive and provide specific recommendations for improvement, when necessary. Use AETC Form 281 to conduct an instructor evaluation. Use caution when adding additional items in section IF of the form to avoid inconsistency within the group. Do not add items that can be measured in other sections of the evaluation form or unnecessary items that simply inflate the overall rating. Technical training courses at AU may use instructor evaluation forms required by that organization. BMT will use a locally prescribed military training instructor evaluation form for drill and dormitory evaluations.

40.2. Use AETC Form 281 to evaluate Air Force instructors who teach other services courses, when feasible. (This form provides greater consistency in evaluations used for master instructor and other recognition programs for which the instructor may be eligible.)

40.3. To maintain consistent standards, HQ AETC/DOOV must approve alternate or supplemental evaluation forms used.

40.4. All instructors are subject to no-notice evaluations by the IS or other personnel designated by the commander to perform evaluations.

40.5. Evaluation requirements apply to instructors of all services, unless a memorandum of agreement (MOA) states different requirements.

#### **41. Responsibilities:**

41.1. Training groups will establish procedures and standards for follow-up instructor evaluations, no-notice evaluations, and any additional evaluations required by the group.

41.2. Supervisors and other designated personnel will conduct instructor evaluations according to the instructor evaluation schedule shown at Table 1.

★41.3. BMT will develop an MTI evaluation schedule.

#### ***Section K--Faculty Folders***

**42. Purpose.** Faculty folders are used to maintain records for military, civilian, and contract instructors who teach CCAF courses. The format and contents must meet the minimum conformance criteria established by CCAF. The requirement is a minimum of four parts that are set up according to attachment 4. Additional parts may be added and used for local requirements.

**Table 1. Instructor Evaluation Schedule.**

L I N E	A	B
	Category	Schedule
1	First tour instructor	Evaluate every 30 days for 3 months, beginning the month after the instructor becomes subject matter qualified. Evaluate quarterly (every 90 days) for the next 3 quarters or duration of practicum, then every 6 months (180 days) until the instructor acquires 2 years experience from the date completed practicum. Thereafter, evaluate annually (every 365 days).
2	Returning instructor	Evaluate within the first 30 days after completing refresher training and subject matter qualification. Evaluate every 6 months until previous and current instructor experience equals 2 years. Thereafter, evaluate annually.
3	Instructor supervisor	Evaluate during the first 30 days after completing initial qualification training and subject matter qualification, if applicable. Thereafter, evaluate annually (every 365 days).
4	Master instructor	Evaluate annually.

**NOTE:** When deviations from this schedule are necessary due to TDY, leave or the instructor is not teaching, for example, document the reason for the schedule deviation according to training group guidelines.

**43. AF Form 623, On-the-Job Training Record.** The AF Form 623 is maintained for technical sergeants and below or others in upgrade training. (**NOTE:** Use of this form does not apply to aircrew instructors.) To use the faculty folder instead of the AF Form 623, organizations should request Air Force career field manager approval, by AFSC, and place the AF Form 623B label on the faculty folder. Refer to AFI 36-2201 for additional guidance. This will allow maintenance of training documents normally required as part of AF Form 623 to be placed in section 1 of the faculty folder. This eliminates the need to maintain both sets of records for military instructors teaching CCAF courses. File AF Form 623 with the faculty folder. Reconstitute the AF Form 623 by placing the CFETP, AF Forms 797, and other appropriate training documents in this folder when the member's duties no longer involve teaching a CCAF course.

#### **44. Responsibilities:**

44.1. Training and operations groups will establish:

44.1.1. Additional procedures for instructor records completion and maintenance for meeting the needs of specific programs.

44.1.2. Procedures for instructor records disposition that cover reassignment of personnel and routine purging of records according to AFMAN 37-139. **NOTE:** AETC Form 281 will be destroyed after a permanent change of station, separation, or reassignment.

44.2. The IS will:

44.2.1. Ensure proper disposition of forms.

44.2.2. Assume responsibility for the security of personal information.

### ***Section L--Occupational Instructor Certification (OIC)***

**45. Purpose.** CCAF offers OIC to officer, enlisted, and civilian CCAF instructors. The OIC is a form of distinction that recognizes instructors who meet specific criteria.

**46. Criteria for OIC.** The instructor must be a full-time instructor teaching a CCAF course at the time of nomination. Additionally, instructors should:

46.1. Hold an associate or higher degree from a regionally accredited institution.

46.2. Complete a teaching practicum course of at least 5 semester hours credit.

46.3. Complete an instructor training course of at least 3 semester hours and have 2 years of experience as a CCAF instructor.

46.4. Hold the journeyman (5-skill level) or higher (or fully qualified equivalent) in an AFS. **NOTE:** Civilians should be professionally qualified for the career field they will teach when hired.

46.5. Be recommended for certification by the affiliate school commander, commandant, or equivalent designated representative.

### **47. Responsibilities:**

47.1. CCAF will issue the OIC and annotate this certification on the instructor's CCAF transcript.

47.2. Supervisors will verify all OIC requirements are met.

47.3. The faculty development unit or CCAF monitor will review all OIC documentation before submitting to CCAF.

### ***Section M--Technical and Military Training Master Instructor Program***

**48. Purpose.** Master instructor status is a level of achievement that recognizes sustained training delivery and professional growth above the minimum AETC training and performance requirements for instructors. This voluntary achievement denotes exemplary subject matter expertise and teaching ability the instructor has developed through supplementary education and training experiences. The criteria for achieving master instructor are a combination of experience, education, professional projects, community teaching, awards and evaluations. The criteria are completed after initial qualification training (which is the ITC and practicum). The education criteria are in addition to required continuation training courses (Attachment 5) and courses completed in order to meet career field milestones.

48.1. The program applies to formal (Prefix T) training instructors and instructors assigned to BMT. Candidates for master instructor must be assigned to the instructor position when the nomination is submitted for certification.

48.2. Individuals who earn master instructor status are authorized to wear the AETC master instructor badge according to the guidelines stated in AETCI 36-2901, *Wear of the AETC Instructor and Master Instructor Badges*, and AFI 36-2903/AETC Sup 1, *Dress and Personal Appearance of Air Force Personnel*.

★48.3. Where established, the faculty development unit manages the master instructor program. AU technical training schools (and other formal training schools) without a faculty development unit will designate a manager for this function. Instructor supervisors will complete a certification nomination cover sheet similar to the sample provided in Attachment 7. The program manager signs the certification nomination cover sheet, certifying the information and the attachments supporting the nomination (as stated in paragraphs 54.3 through 54.3.5) are satisfactory. Master instructor program managers will complete this function before submitting the AETC Form 630, **Master Instructor Certificate**, and supporting documents specified in this instruction (and any local supplement) to the group commander for signature.

48.4. Include master instructor program procedures for the group in the supplement to this instruction.

48.5. Instructors already working toward master instructor according to guidance dated prior to 20 March 2000 must complete the program within 6 months from this date. Certification packages submitted 6 months after 20 March 2000 must be in accordance with the revised program.

**49. Experience Criteria.** After completion of teaching practicum:

★49.1. Instructors and ISs who desire to achieve master instructor status must complete a minimum of 2 years of teaching experience from the practicum graduation date. Additionally, a minimum of 1,000 hours experience as the instructor teaching a course, block, or unit of instruction is required. Initial qualification teaching, practicum, and hours served to meet a multiple instructor requirement (MIR) do not apply toward the experience criteria. A log or another means of tracking the credible teaching hours will be maintained.

49.2. Returning instructors must have a minimum of 6 months (of the 2 years experience requirement) and 500 hours (of the 1,000 hours teaching requirement) in the current assignment. Initial qualification, practicum, and hours served to meet a MIR do not apply toward the experience criteria. A log or another means of tracking the credible teaching hours will be maintained.

49.3. Specify the method to use for tracking teaching hours in the group supplement.

**50. Academic Criteria.** An academic degree is a prerequisite for master instructor. Officers must have at least a baccalaureate degree and airmen and civilians must have at least an associate degree. Nondegreed instructors will complete degree requirements *before* courses can accumulate toward master instructor.

**NOTE:** Academic credit beyond the baccalaureate degree for officers and beyond the associate degree for airmen and civilians is encouraged. These degree levels are the minimum required for CCAF instructors teaching degree applicable courses. Master instructor status denotes achievements that exceed minimum requirements.

## **51. Education Criteria:**

51.1. Degreed instructors must complete a minimum of 90 classroom hours or 6 semester hours of education courses. The completion date for the courses must be after the instructor's practicum completion date. In accordance with the standard used by CCAF, 1 semester hour of a college course equates to 15 classroom hours. One quarter hour of a college course equates to 10 classroom hours of credit.

51.2. Courses completed for professional military education (PME) do not apply toward master instructor.

51.3. CLEP and defense activity for nontraditional education support (DANTES) tests do not apply toward the requirements for master instructor.

51.4. Education criteria will be met by completing the *recommended* (non-required) courses in Attachment 5 or college courses. Select courses according to subject areas in paragraphs 51.4.1 through 51.4.6. *Required* faculty training, in accordance with Attachment 5, does not apply toward master instructor.

**51.4.1. Counseling or Social Sciences.** Focus on courses that address counseling techniques, application of techniques, educational or general psychology.

**51.4.2. Academic Measurement.** Focus on courses that teach development and use of academic measurement tools and courses that will enhance basic objectives and test development skills.

**51.4.3. Instructional Design.** Focus on courses that emphasize integrating technology-based and traditional teaching concepts or an advanced level ISD course.

**51.4.4. Communication Skills.** Focus on verbal and written communications courses; for example, speech-related courses and writing courses that enhance technical and general writing skills. Courses must be above the level of basic speech, English grammar, and other basic communication courses.

**51.4.5. Educational Technology.** Focus on the development, operation, and application of ICW tools and courses that emphasize technology integration for improving the teaching and learning environment.

**51.4.6. Other Training.** Education courses should adhere to the subject areas identified in paragraphs 51.4.1 through 51.4.5. However, there may be limited exceptions. To the extent possible, state additional courses that may apply to respective training groups in the supplement to this instruction.

**NOTE:** When considering courses that may be acceptable but are not covered in paragraphs 51.4.1 through 51.4.6 or the approved group supplement, request review of the courses from the 2 AF/DOTF OPR for faculty development and request approval from HQ AETC/DOOV.

**52. Professional Projects, Community Teaching, and Awards Criteria.** Exemplary skills and sustained excellence in teaching performance are standard characteristics for master instructors. To promote the "whole person" concept, instructors are encouraged to participate in training development projects and volunteer community teaching initiatives. Although voluntary in nature, these programs are considered valuable areas for enhancing professionalism. Participation should be drawn from several areas. Instructor awards are recognized as noteworthy achievements and will earn points toward master instructor.

**52.1. Accumulating Points.** The professional projects, community teaching, and awards criteria can be met by accumulating a total of 150 points. One point is earned for each hour of participation in training development projects and/or community teaching projects. Paragraph 52.4 explains how points are earned for awards.

**★52.2. Professional Projects.** When possible, instructors should obtain experience in training development projects. This experience may be designing a module of instruction, planning and conducting a utilization and training workshop (U&TW), and/or participating in a course revision. If other opportunities for professional projects exist within training organizations, identify these options in a supplement to this instruction.

52.2.1. Training development projects must be assigned and approved by the training development element (TDE) chief.

52.2.2. The revision team leader, project chairperson, or the TDE chief must document the number of hours the instructor worked on a training project.

**52.3. Community Teaching.** Volunteer (non-paid) community teaching embodies a spirit of benevolence and willingness to share acquired skills and knowledge for the benefit of others in the community. To fulfill this requirement, the instructor seeks opportunities to apply teaching skills beyond his or her technical training duties.

52.3.1. The following are examples of training, education, and literacy programs that serve the needs of children, youth, and/or adults on base and in off-base communities: Help One Student to Succeed (HOSTS), Partner in Education (PIE), and Partners Assisting in Reading (PAIR). Also teaching First Aid, CPR, or other ancillary training can apply toward this requirement. These teaching experiences may be in-house or external to the instructor's unit. It must be voluntary--above and beyond the instructor's regular or additional duties.

52.3.2. The sponsoring agency, unit, or organization must provide documentation that describes the voluntary teaching initiative and states the number of hours served.

**52.4. Awards Criteria.** Points may be earned for winning instructor or IS awards. The following point equivalents apply:

52.4.1. The quarterly award winner at the squadron level receives 5 points; at group level receives 10 points.

52.4.2. The annual award winner at the squadron level receives 10 points; group level receives 20 points; wing or base level receives 30 points; AETC level receives 50 points.

★52.4.3. For the training group, the Top Tech team member will receive 30 points, the competition runner-up will receive 40 points, and the competition winner will receive 50 points.

52.4.4. Points are not cumulative. That is, points will not be summed if an instructor wins at two or more levels during an awards cycle. For example, an instructor winning both the squadron and group quarterly awards will earn a total of 10 points; the winner of an AETC annual award earns a total of 50 points.

**53. Evaluations for Master Instructor.** Instructors must receive an overall rating of excellent or higher on the last three instructor evaluations (AETC Form 281 or other approved evaluation forms). The group standardization/evaluation unit or the faculty development unit performs the final instructor evaluation.

53.1. For GSUs, an instructor supervisor or a higher level supervisor or commander will conduct the final evaluation.

53.2. For military training (BMT), the squadron training superintendent or the chief of the standardization/evaluation unit will conduct the final evaluation.

#### **54. Responsibilities:**

54.1. HQ AETC/DOOV approves supplemental guidance for the master instructor program and education courses not listed in the supplements.

54.2. 2 AF/DOT reviews supplemental guidance for the master instructor program and education courses not listed in the supplements.

★54.3. Training groups will establish guidance in a group supplement for managing the master instructor program. Include responsibilities for tracking teaching hours and other program requirements. Also include the documentation required to support the master instructor nomination package. As a minimum, this package must include:

★54.3.1. AETC Form 10.

★54.3.2. Documents supporting completion of semester hours courses (if applied toward completion of the program).

★54.3.3. Documents indicating the assignment and approval of a professional project by the TDE chief and the number of hours the instructor worked on the project.

★54.3.4. Documents provided by the service agency describing the volunteer community teaching initiative and stating the number of hours served (if applied toward completion of the program).

★54.3.5. One copy of the last three instructor evaluations (AETC Forms 281). **NOTE:** BMT instructors will submit a locally developed form according to paragraph 40.1.

54.4. Instructor supervisors will:

54.4.1. Validate satisfactory completion of program requirements.

★54.4.2. Verify completeness of the master instructor nomination package by ensuring the documents required in this instruction and any additional documents required in the group supplement are included.

★54.5. The flight commander or BMT operations officer will review and endorse the nomination package and forward it to the squadron commander. Detachment and operating location procedures may vary, but not be less restrictive than this instruction.

54.6. Squadron commanders will review and endorse the nomination package and forward it to the faculty development unit.

★54.7. The faculty development unit master instructor program manager will:

★54.7.1. Ensure supplements state local operating guidelines and documentation to be included in the nomination package.

54.7.2. Ensure nominees meet all program requirements.

54.7.3. Complete AETC Form 630, **Master Instructor Certificate**.

54.7.4. Submit AETC Form 630 to the group commander for signature and certification.

54.8. The group commander will certify master instructor status by signing AETC Form 630.

#### ***Section N--SERE and Aircrew Master Instructor Program***

**55. Purpose.** The SERE and aircrew master instructor programs are levels of achievement that recognize sustained training delivery and professional growth above the average AETC requirements for instructors. This voluntary achievement denotes exemplary subject matter expertise and teaching ability instructors have developed through education and training experiences in addition to initial qualification training.

55.1. Eligible personnel are:

55.1.1. Aircrew training instructors.

55.1.2. SERE training instructors (AFSC 1T0X1).

55.1.3. Aircrew and SERE training instructors (AFSC 1T0X1) assigned outside of AETC are eligible to accumulate points toward master instructor. The instructor's points will be evaluated for award of the certificate upon reassignment to AETC.

55.2. Individuals who earn master instructor status are authorized to wear the AETC Master Instructor Badge according to the guidelines in AETCI 36-2901 and AFI 36-2903/AETC Sup 1.

**56. Experience Criteria:**

56.1. Aircrew instructors are required to have 2 years of teaching experience. A minimum of 6 months of experience must be in the current tour.

56.2. SERE instructors are required to have 3 years of instructor or IS experience. Two years of this experience must have been in a duty assignment in which the instructor taught a minimum of 24 hours each fiscal quarter.

56.3. SERE instructors are required to have a minimum of 18 months of experience as a trainer in OJT.

**57. Academic Criteria:**

57.1. Officers must have at least a baccalaureate degree. Enlisted aircrew instructors and civilians must have at least an associate degree.

57.2. SERE instructors are required to have an associate degree.

57.3. Academic credit beyond the baccalaureate degree for officers and beyond the associate degree for enlisted and civilian instructors is encouraged. These degree levels represent the minimum required for instructor duty. Master instructor status should exemplify achievements that exceed the minimum requirement.

**58. Master Instructor Process.** Aircrew and SERE instructors earn master instructor by accumulating a total of 30 points for specific education, training, and job functions. Master points are required in at least four of the following six areas:

58.1. Ten (maximum fifteen) points are required in the area of college education. Recommended subject areas are psychology of learning, counseling, human resources development, test analysis, journalism, English composition, speech or other communicative skills, and courses related to the instructor's AFSC. Each semester hour counts for 2 points and each quarter hour counts for 1.3 points. **NOTE:** Credit is not earned for military courses that have been evaluated for college equivalent credit.

58.2. Ten points maximum can be earned by taking part in qualification training. This training enhances or improves instructor knowledge or performance other than upgrade training. Each 12 hours of training earns 1 point.

58.3. Five points maximum can be earned for completing resident military or civilian courses that do not award an AFS or instructor rating, but are job related. One point is earned for courses less than 3 weeks in length. Two points are earned for courses 3 weeks or longer.

58.4. Five points maximum can be earned for completing job-related correspondence courses. The point value per course hour is 0.12.

58.5. Ten points maximum may be earned for teaching qualification training. One point is earned for every 6 hours of qualification training taught. The instructor cannot receive duplicate credit for teaching and receiving training in the same subject.

58.6. Aircrew and SERE instructors may earn 10 points maximum for being selected as instructor of the quarter or year.

58.6.1. Aircrew instructors may earn points as follows: 1 point for Instructor of the Quarter, 3 points for Unit Instructor of the Year, and 6 points for AETC Instructor of the Year.

58.6.2. SERE instructors may earn points as follows: 1 point for Instructor of the Quarter, 3 points for Unit Instructor of the Year, 5 points for AETC Instructor of the Year, and 7 points for USAF Instructor of the Year.

## **59. Responsibilities:**

59.1. The OPR, HQ AETC/DOO, and the Initial Training Branch (HQ AETC/DOFI) (office of collateral responsibility [OCR]) will determine policy and requirements for the SERE and Aircrew Master Instructor Program.

59.2. The 336 TRG commander or operations group commander is the final approving authority for awarding the Master Instructor Certificate.

59.3. Unit commanders will approve, sign, and forward AETC Form 329, **SERE and Aircrew Master Instructor Qualification Record**, and AETC Form 630 to the operations support squadron.

59.4. The operations support squadron will:

59.4.1. Review applications to ensure the requirements of this instruction are met.

59.4.2. Maintain a listing of all individuals awarded master instructor certificates.

59.4.3. Ensures dissemination within the squadron of policies pertaining to the SERE and Aircrew Master Instructor Program.

59.5. Supervisors will:

59.5.1. Initiate and maintain an AETC Form 329 for individuals working toward master instructor.

59.5.2. Keep AETC Form 329 in the AF Form 623, **On-the-Job Training Record** (for technical sergeants and below), or with the faculty folder and remove it when the certificate is awarded or when the individual is no longer pursuing master instructor status.

59.5.3. Prepare the final AETC Form 329 when all requirements are met.

59.5.4. Prepare AETC Form 630 with a signature block on the left for the unit commander and on the right for the group commander.

59.5.5. Forward AETC Forms 329 and 630 through the chain of command to the unit commander.

**60. Forms Prescribed.** AETC Forms 10, 106, 281, 329, 470, and 630.

WILLIAM WELSER III, Major General, USAF  
Director of Operations

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

AFI 11-202, volume 2, *Aircrew Standardization/Evaluation Program*  
 AFI 11-401, *Flight Management*  
 AFI 33-360, volume 1, *Publications Management Program*  
 AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*  
 AFI 36-2201, *Developing, Managing, and Conducting Training*  
 AFI 36-2903/AETC Sup 1, *Dress and Personal Appearance of Air Force Personnel*  
 AFMAN 36-2105, *Officer Classification*  
 AFMAN 36-2108, *Airman Classification*  
 AFRD 36-22, *Military Training*  
 AFMAN 37-139, *Records Disposition Schedule*  
 AETCI 13-101, *Command and Control Systems Evaluation Criteria*  
 AETCI 36-2901, *Wear of the AETC Instructor and Master Instructor Badges*  
 CCAF *Campus Relations Policies, Procedures, and Guidelines Handbook*

*Abbreviations and Acronyms*

**AFS**—Air Force specialty  
**AFSC**—Air Force specialty code  
**ALS**—Airman Leadership School  
**AIS**—Academic Instructor School  
**BIC**—basic instructor course  
**BMT**—basic military training  
**CBT**—computer-based training  
**CCAF**—Community College of the Air Force  
**CFETP**—career field education and training plan  
**CLEP**—college level examination program  
**COTS**—commercial-off-the-shelf  
**CTP**—course training plan  
**CTS**—course training standard  
**CTR**—command training requirement  
**DANTES**—defense activity for nontraditional education support  
**DoD**—Department of Defense  
**ESO**—education services office  
**GSU**—geographically separated unit  
**IAAFA**—Inter-American Air Forces Academy  
**ICW**—interactive courseware  
**IMA**—individual mobilization augmentee  
**IS**—instructor supervisor  
**ISD**—instructional system development  
**ITC**—instructor training course  
**ITRO**—interservice training review organization

**IW**—information warfare  
**★JQS**—job qualification standard  
**LAN**—local area network  
**LMMS**—leadership, management, and military studies  
**MIR**—multiple instructor requirement  
**MOA**—memorandum of agreement  
**★MTI**—military training instructor  
**★MTIS**—Military Training Instructor School  
**NAF**—numbered Air Force  
**★NBCDT**—nuclear, biological, and chemical defense training  
**OIC**—occupational instructor certification  
**OJT**—on-the-job training  
**OPR**—office of primary responsibility  
**PCS**—permanent change of station  
**PME**—professional military education  
**POI**—plan of instruction  
**SACS-COC**—Southern Association of Colleges and Schools, Commission on Colleges  
**SERE**—survival, evasion, resistance, and escape  
**SMQ**—subject matter qualification  
**STR**—student training requirement  
**TDE**—training development element  
**TSC**—training status code  
**TTMS**—Technical Training Modernization System  
**★U&TW**—utilization and training workshop  
**UIT**—unit indoctrination training  
**VTT**—video teletraining

### *Terms*

**Aircrew Instructor**—For purposes of this instruction, the term refers to all instructors assigned under 2 AF or 19 AF who teach aircrew students in a CCAF-affiliated school.

**Continuation Training**—Training that provides skills and knowledge beyond the initial qualifications level. This training may be used to prepare personnel for additional job functions or to update knowledge and skills applied in current functions.

**Initial Qualification Training**—Training that will be completed prior to performing the duties of the assigned position unassisted. For instructors, initial qualification training includes an instructor training course, enrollment in a practicum, and proficiency to teach the first unit, block, or course of instruction without assistance.

**Initial Qualification Training Date**—The date all requirements for initial qualification training are complete.

**Standardized Course**—A course that each faculty development unit teaches according to the course control documents provided by 2 AF/DOTF. (See attachment 5.)

**Subject Matter Qualification (SMQ) Training**—Training that addresses the knowledge and skills in the assigned subject area the instructor should master in order to teach the first course, unit, block or subject without assistance.

Attachment 2

SAMPLE DEGREE COMPLETION CONTRACT

Name:	Date Assigned	Degree Requirements
_____	Position:	Must be Completed By:
_____	_____	_____

1. The following courses are required in order for me to complete my\_\_\_\_\_ degree. Prior to attending college courses and receiving 100% tuition assistance, I must take the following CLEP tests:

CLEP Tests Required	Date Scheduled	Results (P/F)
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. If I do not pass the required CLEP tests, I will complete the required courses through a local college according to the following schedule:

Courses Required/Enrolled	Start Date	Completion Date	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Based on an evaluation by the Education Services Office, the above courses will enable me to complete my degree requirements by (date). If it becomes necessary to change/update this contract, I will bring it to the attention of my supervisor (name) and my flight commander, (name).

_____	Date_____
Instructor's Name, Grade, Service	

_____	Date_____
Instructor Supervisor's Name, Grade, Service	

_____	Date_____
Commander's Name, Grade, Service	

**Attachment 3**

**SAMPLE COMMUNITY COLLEGE OF THE AIR FORCE  
CERTIFICATE OF PROFESSIONAL QUALIFICATIONS IN LIEU OF DEGREE**

**DELETED.**

## Attachment 4

### FACULTY FOLDER TEMPLATE

**A4.1. Contents.** The faculty folder is divided into four sections as follows:

**A4.1.1. Section 1.** Place all documentation related to the instructor's initial, continuation, aircraft, and specialty or subject matter qualification training. Include AETC Form 10 showing course title, number, and blocks qualified to teach, AF Form 797 (optional for civilians), CFETP, and other training verification documents. Indicate the date the instructor received an electronic or hard copy of CCAF Campus Relations Policies, Procedures, and Guidelines Handbook. Document receipt of printed copy of employment policies and academic freedom statement. Include the duty history RIP and certificates for training not reflected on transcripts. **NOTE:** Approval is needed from Air Force career field managers before maintaining AF Form 797 and the CFETP as a part of the faculty folder and labeling the folder AF Form 623B.

**A4.1.2. Section 2.** AETC Form 281, **Instructor Evaluation Checklists**, AF Form 8, **Certificate of Aircrew Qualification**, and other evaluation forms.

**A4.1.3. Section 3.** AETC Form 470, **Teaching Practicum Log**, and additional teaching practicum documentation or copy of completion certificate.

**A4.1.4. Section 4.** Official CCAF transcript or civilian college transcript showing highest degree awarded. A copy of the transcript request form is required until the transcript is placed in the folder. Nondegreed instructors need a degree completion contract. If highest degree awarded is not in the field the faculty member will be instructing, then include certificates of course completion in related subject areas which document technical and performance competency and qualifications, including courses the instructor is qualified to teach. Include a log documenting quarterly reviews of nondegreed instructor's progress toward degree completion.

Attachment 5

★REQUIRED AND RECOMMENDED FACULTY AND BASIC MILITARY TRAINING

Table A5.1. Faculty Training. (Numbers in column blocks refer to notes at the end of the table.)

I T E M	A	B	C	D	E	F	G	H	I	J	K	L
	Course Title	Technical Training Instructor	Aircrew Instructor (1)	Returning Instructor/Inst Supv	Instructor/Intermediate Supv	Training Developer	Non-Res Writer (CDC)	ICW Mgr/Designer/Developer	Resource Advisor	Training Manager	Training/Stan Evaluator	Squadron Cmdr/ Ops Officer/Flt Cmdr/Chief
<b>Standardized Courses</b>												
1	BIC or comparable ITC	2	2		2							
2	Instructor Refresher			2								
3	Objectives & Tests	5	7	5	7	8	8	8				
4	Occupational Survey Report (OSR) Data	7	7	7	7	4	7		7			
5	Principles of ISD	5	9	5	5	2	6	2	6		6	
6	Teaching Practicum	3	3		3							
7	Technical Writer Nonresident						3					
8	Technical Writer Principles	10	7	9	9	8	2	8	8			
9	Technical Writer Resident	10		9	9	8		8				
10	Training Supervisor			3 (Inst Supv)	2				9			8
<b>Nonstandardized Courses</b>												
11	Computer-based Instruction (CBI) Designer Course		7			7		8				
12	Computer-based Tng Courses (12)	7	7	7	7	7	7	7	7	7	7	7
13	Speaking & Briefing	11		11	11	9	10	9	8	7	9	

I T E M	A	B	C	D	E	F	G	H	I	J	K	L
	Course Title	Technical Training Instructor	Aircrew Instructor (1)	Returning Instructor/Inst Supv	Instructor/Intermediate Supv	Training Developer	Non-Res Writer (CDC)	ICW Mgr/Designer/Developer	Resource Advisor	Training Manager	Training/Stan Evaluator	Squadron Cmdr/ Ops Officer/ Flt Cmdr/Chief
14	Training Management Seminar							9 (Mgr)	8	3	8	8
15	Video Teletraining Techniques	7	7			7		7				

**NOTES:**

1. Required or recommended training applies to all instructors and supervisors unless waived in accordance with this instruction.
2. Attendance is required prior to performing duties in the position.
3. Attendance is required within 6 months of assignment to the position.
4. Attendance is required within 12 months of assignment to the position.
5. Attendance is required within 24 months of assignment to the position.
6. Attendance is recommended prior to performing duties in the position.
7. Attendance is recommended prior to project assignment or when need is identified by supervisor.
8. Attendance is recommended within 6 months of assignment to the position.
9. Attendance is recommended within 12 months of assignment to the position.
10. Attendance is recommended within 24 months of assignment to the position.
11. Attendance is recommended 30 to 36 months after completing initial qualification training or when need is identified by supervisor.
12. Computer-based training courses should provide training on the hardware/software needs of specific groups.

★**Table A5.2. Basic Military Training.** (Numbers in column blocks refer to notes at the end of the table.)

I T E M	A	B	C	D	E
	Course Title	MTI	Returning MTI	MTI Supervisor	NBCDT Instructor
1	MTIS	1			
2	MTI Refresher		2		
3	MTI Supervisor			2	
4	BIC				1

**NOTES:**

1. Attendance is required prior to performing duties in the position.
2. Attendance is required within 6 months of assignment to the position.

## Attachment 6

## TRAINING MANAGEMENT RESPONSIBILITIES FOR FACULTY DEVELOPMENT

Table A6.1. Faculty Development Responsibilities.

I T E M	A	B	C
	Functions	2 AF	Faculty Development Units
1	Participate in course development conferences and meetings	X	X
2	Determine course training requirements	X	X
3	Chair wing or group faculty training planning meetings		X
4	Provide course training plan (CTP) input		X
5	Compile and maintain the CTP	X	
6	Provide course training standard (CTS) input		X
7	Prepare, finalize, and coordinate CTS	X	
8	Prepare course chart and forward for approval		X
9	Approve course chart	X	
10	Initiate AETC Form 179, <b>Training Course Date Requirements</b> , for standardized courses	X	
11	Project course student training requirement (STR) and schedule classes		X
12	Develop course training plan (CTP)	X	X
13	Maintain training plan	X	
14	Provide training plan input		X
15	Develop plan of instruction (POI) and support materials		X
16	Submit final course chart and POI to CCAF for review and evaluation of credit		X
17	Review draft publications and provide input	X	X
18	Compile and coordinate input to draft publications	X	

Attachment 7

★TECHNICAL AND MILITARY TRAINING MASTER INSTRUCTOR CERTIFICATION

(SAMPLE FORMAT)

Date of Package Submission: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Organization: \_\_\_\_\_

Current Job Assignment: \_\_\_\_\_ Initial Qual Date: \_\_\_\_\_ 2-Yr Experience Date: \_\_\_\_\_  
(Instructor or Instructor Supv) (From Date Graduated Practicum)

Date Completed 1,000 Hours of Primary Instructor Teaching Experience: \_\_\_\_\_

Highest Degree Awarded: \_\_\_\_\_ Date Awarded: \_\_\_\_\_

Date Completed: Principles of ISD \_\_\_\_\_ Objectives and Tests \_\_\_\_\_

Continuing Education	Hours (Classroom or Semester)	Date Completed
Counseling/Social Sciences	_____	_____
Academic Measurement	_____	_____
Instructional Design	_____	_____
Communication Skills	_____	_____
Educational Technology	_____	_____
Other Training	_____	_____

**Total Hours** \_\_\_\_\_  
**(90 Classroom or 6 Semester Hours)**

**Professional Projects** \_\_\_\_\_ **Community Teaching** \_\_\_\_\_ **Awards** \_\_\_\_\_

Total Points Required: 150 (Points may be in one area or a combination of the three areas.)

**Instructor Evaluations:** (Last three evaluations require "Excellent" or higher rating.)

Date: \_\_\_\_\_ Rating: \_\_\_\_\_  
Date: \_\_\_\_\_ Rating: \_\_\_\_\_  
Date: \_\_\_\_\_ Rating: \_\_\_\_\_

Nominated By: \_\_\_\_\_  
Instructor Supervisor, Telephone Extension

Reviewed/Endorsed By: \_\_\_\_\_  
Flight Commander

Reviewed/Endorsed By: \_\_\_\_\_  
Squadron Commander

Reviewed/Endorsed By: \_\_\_\_\_  
Faculty Development Manager Date Forwarded to Group CC

**Attachment 8****IC 99-1****2 JUNE 1999****Interim Change (IC) 99-1 to AETCI 36-2202, *Faculty Development and Master Instructor Programs*, 7 August 1998****★SUMMARY OF REVISIONS**

This revision incorporates interim change (IC) 99-1 which changes references from Operations Training Modernization System (OTMS) to Technical Training Modernization System (TTMS) and updates applicable training groups; changes guidance for reporting nondegreed instructors and deletes the requirement to complete and submit the Community College of the Air Force (CCAF) Certificate of Professional Qualifications in Lieu of Degree (CPQLD) (paragraphs 6, 6.1, and 7); changes statements of responsibility (paragraphs 21.2.2 and 21.4.1); corrects acronyms (paragraphs 29.1 and 29.2); adds guidance on training pararescue and combat control instructors (paragraph 31.4); clarifies guidance on faculty folders (paragraph 42); clarifies guidance on instructor records disposition (paragraph 44.1.2); and corrects a paragraph reference (paragraph 53). Attachment 1 corrects an acronym and a term; attachment 3 (sample CPQLD) is deleted; and attachment 4 (paragraph A4.1.1) deletes the requirement to include a CPQLD. See attachment 8 for the complete IC.

**Purpose Paragraph:**

★This instruction implements AFD 36-22, *Military Training*. It contains procedural guidance and responsibilities for planning, conducting, and documenting training for instructors and instructional support personnel assigned to flying and technical training. Guidance applies to instructors who teach formal training courses and training support personnel who perform related instructional functions in Air Education and Training Command (AETC) organizations aligned under Air University (AU), Maxwell AFB AL; 2 AF, Keesler AFB MS; and 19 AF, Randolph AFB TX (aircrew instructors who teach Community College of the Air Force [CCAF] courses). Sections B and J do not apply to aircrew instructors. Specific AU programs are the chaplain services support apprentice, historian apprentice, and paralegal apprentice courses (Air Force specialty-awarding courses). Instructors primarily are assigned to CCAF courses. Continuing accreditation of CCAF by the Southern Association of Colleges and Schools, Commission on Colleges (SACS-COC) is the basis for certain requirements in this instruction. Additionally, sections M and N contain guidance on conducting master instructor programs for technical training, aircrew, and survival, evasion, resistance, and escape (SERE) personnel. (Section N of this instruction is the only section that applies to SERE personnel.) Submit recommended changes to this instruction using AF Form 847, **Recommendation for Change of Publication**. Send the form to the Policy Branch (HQ AETC/DOVP), 1 F Street Suite 2, Randolph AFB TX 78150-4325. Supplements to this instruction may be developed as needed within 1 year of the publication date of this instruction. Submit proposed supplements to HQ AETC/DOVP for review and approval before publishing. Submit recommendations for changes and requests for waivers to any requirement stated in this instruction according to guidance in AFI 33-360, volume 1, *Publications Management Program*. Attachment 1 provides a glossary of references and supporting information used in this publication.

**★3. Technical Training Modernization System (TTMS).** TTMS is a means of integrating technology-

based training. The system applies to technical training groups. It is not planned for aircrew training units. TTMS includes commercial-off-the-shelf (COTS) hardware consisting of personal computers, local area networks (LAN), and file servers. Software tools will support course design, development, and documentation; resource scheduling and management; and student management and evaluations using both conventional and interactive courseware (ICW) design and development capability.

★4.1. 2 AF/DO will ensure teaching and learning technology, including TTMS, is integrated into the basic instructor course (BIC) and continuation training courses.

★4.2.2. Provide faculty training necessary for use and application of TTMS or other technology in curricula design and development, student assessment, course evaluation, instructional management, and teaching skills. Common office automation applications (such as, word processing, presentation development, and spreadsheets) will be available using computer-based training (CBT) and LANs.

★4.2.4. Ensure faculty training focuses on hands-on experiences in the application of TTMS and other technology resources used in the design, delivery, assessment, and management of training within the group to include selecting and using multimedia for presentations.

★6. **Requirements for Nondegreed Instructors.** Nondegreed instructors who are assigned to teach CCAF degree courses must complete an associate degree as soon as possible, but not later than 12 months after being assigned to the instructor position. They are eligible for the AETC command training requirement (CTR) fund, which pays for tuition, fees, and books to complete an associate degree. Each quarter, report all nondegreed instructors who teach degree-applicable courses to the appropriate numbered Air Force (NAF), according to the reporting procedure issued by the NAF and CCAF.

★6.1. Ensure instructor assignees who do not have at least an associate degree are referred to the education services office (ESO) for degree planning within 30 workdays of being assigned to the position. Instructor assignees should complete college-level examination program (CLEP) testing within 60 workdays of being assigned to the position.

★7. **Recording Training.** Use AETC Form 10, **Instructor Training/Proficiency Record**, AF Form 797, **Job Qualification Standard Continuation Sheet**, higher headquarters-approved flying training forms, and/or a computerized record system to record training. Also, use attachment 2 for nondegreed CCAF instructors when recording planned and completed training. When applicable, career field education and training plans (CFETP) should be maintained along with other training documents. **NOTE:** Computerized records may not serve as a substitute for the faculty folder which is required for CCAF instructors.

★21.2.2. Approve exceptional qualifications in lieu of degree status based on truly rare and exceptional experience.

★21.4.1. Obtain CCAF approval of exceptional qualifications in lieu of degree status based on truly rare and exceptional experience.

★29.1. The process includes observing teaching performance in the specific portion of the course requiring SMQ; testing and verification on the specific subjects; and approving lesson plans, teaching

syllabus and audiovisual aids. These functions are accomplished by the IS or qualifying instructor/trainer.

★29.2. State SMQ requirements on the instructor's AETC Form 10, AF Form 797, or an automated training records system. Locally designed forms must meet the criteria in paragraph 7.1. Include the number of courses or specialties requiring SMQ, instructional experience requirements, and criteria for maintaining teaching proficiency.

★31.4. Pararescue and combat control instructors receive prefix J. When these instructors fill full-time instructor positions, the personnel system does not permit carrying prefixes J and T concurrently. To ensure training needs are met, prefix J and T instructors will be afforded equal consideration for training that is necessary to perform instructor duties.

★42. **Purpose.** Faculty folders are used to maintain records for military, civilian, and contract instructors who teach CCAF courses. The format and contents must meet the minimum conformance criteria established by CCAF. The requirement is a minimum of four parts that are set up according to attachment 4. Additional parts may be added and used for local requirements.

★44.1.2. Procedures for instructor records disposition that cover reassignment of personnel and routine purging of records according to AFMAN 37-139. **NOTE:** AETC Form 281 will be destroyed after a permanent change of station, separation, or reassignment.

★53. **Program Completion.** Instructors who began the Master Instructor Program before the date of this publication may complete requirements under the previous instruction (AETCI 36-2202, 13 May 1994, and its changes with the exception of the experience requirement). Paragraph 49 applies to all nominations from the date of this publication.

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *Abbreviations and Acronyms*

DELETE OTMS—Operational Training Modernization System

★TTMS Technical Training Modernization System

#### *Terms*

★**Initial Qualification Training**—Training that will be completed prior to performing the duties of the assigned position unassisted. For instructors, initial qualification training includes an instructor training course, enrollment in a practicum, and proficiency to teach the first unit, block, or course of instruction without assistance.

**Attachment 3****SAMPLE COMMUNITY COLLEGE OF THE AIR FORCE  
CERTIFICATION OF PROFESSIONAL QUALIFICATIONS IN LIEU OF DEGREE****★DELETED.****Attachment 4****FACULTY FOLDER TEMPLATE**

**★A4.1.1. Section 1.** Place all documentation related to the instructor's initial, continuation, aircraft, and specialty or subject matter qualification training. Include AETC Form 10 showing course title, number, and blocks qualified to teach, AF Form 797 (optional for civilians), CFETP, and other training verification documents. Indicate the date the instructor received an electronic or hard copy of CCAF Campus Relations Policies, Procedures, and Guidelines Handbook. Document receipt of printed copy of employment policies and academic freedom statement. Include the duty history RIP and certificates for training not reflected on transcripts. **NOTE:** Approval is needed from Air Force career field managers before maintaining AF Form 797 and the CFETP as a part of the faculty folder and labeling the folder AF Form 623B.

**Attachment 9****IC 2000-1****Interim Change (IC) 2000-1 to AETCI 36-2202, *Faculty Development and Master Instructor Programs*, 2 June 1999****20 MARCH 2000****★SUMMARY OF REVISIONS**

This revision incorporates interim change (IC) 00-1 which changes references from ITRO training to interservice training and addresses the application of practicum to interservice schools hosted by another service (paragraphs 19.2.1 and 19.5); updates the reference to master instructor (paragraph 19.9) clarifies the specific supervisory level for instructor evaluations and adds a deviation factor to the evaluation period (paragraph 26.1); changes the timeframe for conducting instructor evaluations and adds a note on deviations in timing to the instructor evaluation schedule (Table 1); revises the technical training master instructor program and allows 6 months from the date this IC is released for instructors currently pursuing master instructor to complete the program using previous program guidelines (paragraphs 48 through 54); deletes the Resources Course and Note 13 from Attachment 5, Table A5.1; and revises Attachment 7. See Attachment 9 for the complete IC.

★19.2.1. For mission-related and/or financial reasons (GSU and interservice training instructors), a supervisor may select another ITC that meets the requirements for the current instructor job.

★19.5. **Non-CCAF Instructor.** This instructor does not teach a CCAF course. An associate or higher degree is optional for non-CCAF instructors. Focus attention on selecting an ITC that meets the job requirements. Officers who teach officer courses, basic military training (BMT), and inter-American Air Forces Academy (IAAFA) instructors are in this category. Practicum is required except when Air Force instructors are teaching at interservice schools hosted by another service.

★19.9. **Master Instructor.** Master instructors have demonstrated sustained training delivery and professional growth above the minimum AETC training and performance requirements for instructors. Pursuit of technical training master instructor can begin after initial qualification training is complete. Specific requirements for achieving master instructor are in sections M and N.

★26.1. (Not applicable to aircrew instructors) After the instructor is subject-matter qualified, the IS will evaluate instructional performance a minimum of one time every 30 days for the first 90 days, then quarterly for the duration of the practicum. When deviations to this timeframe are necessary, the IS will document the reason for the deviation according to training group guidelines.

★Table 1. Instructor Evaluation Schedule.

L I N E	A	B
	Category	Schedule
1	First tour instructor	Evaluate every 30 days for 3 months, beginning the month after the instructor becomes subject matter qualified. Evaluate quarterly (every 90 days) for the next 3 quarters or duration of practicum, then every 6 months (180 days) until the instructor acquires 2 years experience from the date completed practicum. Thereafter, evaluate annually (every 365 days).
2	Returning instructor	Evaluate within the first 30 days after completing refresher training and subject matter qualification. Evaluate every 6 months until previous and current instructor experience equals 2 years. Thereafter, evaluate annually.
3	Instructor supervisor	Evaluate during the first 30 days after completing initial qualification training and subject matter qualification, if applicable. Thereafter, evaluate annually (every 365 days).
4	Master instructor	Evaluate annually.

**NOTE:** When deviations from this schedule are necessary due to TDY, leave or the instructor is not teaching, for example, document the reason for the schedule deviation according to training group guidelines.

★*Section M--Technical and Military Training Master Instructor Program*

★48. **Purpose.** Master instructor status is a level of achievement that recognizes sustained training delivery and professional growth above the minimum AETC training and performance requirements for instructors. This voluntary achievement denotes exemplary subject matter expertise and teaching ability the instructor has developed through supplementary education and training experiences. The criteria for achieving master instructor are a combination of experience, education, professional projects, community teaching, awards and evaluations. The criteria are completed after initial qualification training (which is the ITC and practicum). The education criteria are in addition to required continuation training courses (Attachment 5) and courses completed in order to meet career field milestones.

★48.1. The program applies to formal (Prefix T) training instructors and instructors assigned to BMT. Candidates for master instructor must be assigned to the instructor position when the nomination is submitted for certification.

★48.3. Where established, the faculty development unit manages the master instructor program in training organizations. Organizations that do not have a faculty development unit will designate a manager for this function. Instructor supervisors will complete a certification nomination package similar to the sample provided at Attachment 7. The program manager signs the certification nomination package certifying that the documentation supporting the nomination is satisfactory. Master instructor program managers will complete their function before submitting the AF Form 630, **Master Instructor**

**Certificate**, and any supporting documentation specified in the group supplement to the group commander for signature.

★48.4. Include master instructor program procedures for the group in the supplement to this instruction.

★48.5. Instructors already working toward master instructor according to guidance dated prior to 20 March 2000 must complete the program within 6 months from this date. Certification packages submitted 6 months after 20 March 2000 must be in accordance with the revised program.

★49. **Experience Criteria.** After completion of teaching practicum:

★49.1. Instructors and ISs who desire to achieve master instructor status must complete a minimum of 2 years of teaching experience. Additionally, a minimum of 1,000 hours experience as the instructor teaching a course, block or unit of instruction is required. Initial qualification, practicum, and hours served to meet a multiple instructor requirement (MIR) do not apply toward the experience criteria. A log or another means of tracking the credible teaching hours will be maintained.

★49.2. Returning instructors must have a minimum of 6 months (of the 2 years experience requirement) and 500 hours (of the 1,000 hours teaching requirement) in the current assignment. Initial qualification, practicum, and hours served to meet a MIR do not apply toward the experience criteria. A log or another means of tracking the credible teaching hours will be maintained.

★49.3. Specify the method to use for tracking teaching hours in the group supplement.

★50. **Academic Criteria.** An academic degree is a prerequisite for master instructor. Officers must have at least a baccalaureate degree and airmen and civilians must have at least an associate degree. Nondegreed instructors will complete degree requirements *before* courses can accumulate toward master instructor.

★**NOTE:** Academic credit beyond the baccalaureate degree for officers and beyond the associate degree for airmen and civilians is encouraged. These degree levels are the minimum required for CCAF instructors teaching degree applicable courses. Master instructor status denotes achievements that exceed minimum requirements.

★51. **Education Criteria:**

★51.1. Degreed instructors must complete a minimum of 90 classroom hours or 6 semester hours of education courses. The completion date for the courses must be after the instructor's practicum completion date. In accordance with the standard used by CCAF, 1 semester hour of a college course equates to 15 classroom hours. One quarter hour of a college course equates to 10 classroom hours of credit.

★51.2. Courses completed for professional military education (PME) do not apply toward master instructor.

★51.3. CLEP and defense activity for nontraditional education support (DANTES) tests do not apply toward the requirements for master instructor.

★51.4. Education criteria will be met by completing the *recommended* (non-required) courses in Attachment 5 or college courses. Select courses according to subject areas in paragraphs 51.4.1 through 51.4.6. *Required* faculty training, in accordance with Attachment 5, does not apply toward master instructor.

★51.4.1. **Counseling or Social Sciences.** Focus on courses that address counseling techniques, application of techniques, educational or general psychology.

★51.4.2. **Academic Measurement.** Focus on courses that teach development and use of academic measurement tools and courses that will enhance basic objectives and test development skills.

★51.4.3. **Instructional Design.** Focus on courses that emphasize integrating technology-based and traditional teaching concepts or an advanced level ISD course.

★51.4.4. **Communication Skills.** Focus on verbal and written communications courses; for example, speech-related courses and writing courses that enhance technical and general writing skills. Courses must be above the level of basic speech, English grammar, and other basic communication courses.

★51.4.5. **Educational Technology.** Focus on the development, operation, and application of ICW tools and courses that emphasize technology integration for improving the teaching and learning environment.

★51.4.6. **Other Training.** Education courses should adhere to the subject areas identified in paragraphs 51.4.1 through 51.4.5. However, there may be limited exceptions. To the extent possible, state additional courses that may apply to respective training groups in the supplement to this instruction.

★**NOTE:** When considering courses that may be acceptable but are not covered in paragraphs 51.4.1 through 51.4.6 or the approved group supplement, request review of the courses from the 2 AF/DOTF OPR for faculty development and request approval from HQ AETC/DOOV.

★52. **Professional Projects, Community Teaching, and Awards Criteria.** Exemplary skills and sustained excellence in teaching performance are standard characteristics for master instructors. To promote the "whole person" concept, instructors are encouraged to participate in training development projects and volunteer community teaching initiatives. Although voluntary in nature, these programs are considered valuable areas for enhancing professionalism. Participation should be drawn from several areas. Instructor awards are recognized as noteworthy achievements and will earn points toward master instructor.

★52.1. **Accumulating Points.** The professional projects, community teaching, and awards criteria can be met by accumulating a total of 150 points. One point is earned for each hour of participation in training development projects and/or community teaching projects. Paragraph 52.4 explains how points are earned for awards.

★52.2. **Professional Projects.** When possible, instructors should obtain experience in training development projects. This experience may be designing a module of instruction, planning and conducting a U&TW and/or participating in a course revision. If other opportunities for professional projects exist within training organizations, identify these options in the supplement to this instruction.

★52.2.1. Training development projects must be assigned and approved by the training development element (TDE) chief.

★52.2.2. The revision team leader, project chairperson, or the TDE chief must document the number of hours the instructor worked on a training project.

★52.3. **Community Teaching.** Volunteer (non-paid) community teaching embodies a spirit of benevolence and willingness to share acquired skills and knowledge for the benefit of others in the community. To fulfill this requirement, the instructor seeks opportunities to apply teaching skills beyond his or her technical training duties.

★52.3.1. The following are examples of training, education, and literacy programs that serve the needs of children, youth, and/or adults on base and in off-base communities: Help One Student to Succeed (HOSTS), Partner in Education (PIE), and Partners Assisting in Reading (PAIR). Also teaching First Aid, CPR, or other ancillary training can apply toward this requirement. These teaching experiences may be in-house or external to the instructor's unit. It must be voluntary--above and beyond the instructor's regular or additional duties.

★52.3.2. The sponsoring agency, unit, or organization must provide documentation that describes the voluntary teaching initiative and states the number of hours served.

★52.4. **Awards Criteria.** Points may be earned for winning instructor or IS awards. The following point equivalents apply:

★52.4.1. The quarterly award winner at the squadron level receives 5 points; at group level receives 10 points.

★52.4.2. The annual award winner at the squadron level receives 10 points; group level receives 20 points; wing or base level receives 30 points; AETC level receives 50 points.

★52.4.3. The Top Tech Team member for the training group receives 30 points; the Top Tech competition winner receives 50 points.

★52.4.4. Points are not cumulative. That is, points will not be summed if an instructor wins at two or more levels during an awards cycle. For example, an instructor winning both the squadron and group quarterly awards will earn a total of 10 points; the winner of an AETC annual award earns a total of 50 points.

★53. **Evaluations for Master Instructor.** Instructors must receive an overall rating of excellent or higher on the last three instructor evaluations (AETC Form 281 or other approved evaluation forms). The group standardization/evaluation unit or the faculty development unit performs the final instructor evaluation.

★53.1. For GSUs, an instructor supervisor or a higher level supervisor or commander will conduct the final evaluation.

★53.2. For military training (BMT), the squadron training superintendent or the chief of the standardization/evaluation unit will conduct the final evaluation.

**★54. Responsibilities:**

★54.1. HQ AETC/DOOV approves supplemental guidance for the master instructor program and education courses not listed in the supplements.

★54.2. 2 AF/DOT reviews supplemental guidance for the master instructor program and education courses not listed in the supplements.

★54.3. Training groups will establish guidance in the group supplement for managing the master instructor program to include responsibilities for tracking teaching hours and other program requirements.

★54.4. Instructor supervisors will:

★54.4.1. Validate satisfactory completion of program requirements.

★54.4.2. Verify completeness of the master instructor nomination package.

★54.4.3. - 54.4.5. **DELETED.**

★54.5. Flight commanders will review and endorse the nomination package and forward it to the squadron commander. Detachment and operating location (OL) procedures may vary.

★54.6. Squadron commanders will review and endorse the nomination package and forward it to the faculty development unit.

★54.7. The faculty development unit or organization Master Instructor Program manager will:

★54.7.1. Ensure supplements include local operating guidelines.

★54.7.2. Ensure nominees meet all program requirements.

★54.7.3. Complete AETC Form 630, **Master Instructor Certificate.**

★54.7.4. Submit AETC Form 630 to the group commander for signature and certification.

★54.8. The group commander will certify master instructor status by signing AETC Form 630.

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*Abbreviations and Acronyms*

Add the following:

★**MIR**—multiple instructor requirement

★**TDE**—training development element

## Attachment 5

## REQUIRED AND RECOMMENDED FACULTY TRAINING

★Table A5.1. Faculty Training.

I T E M	A	B	C	D	E	F	G	H	I	J	K	L
	Course Title	Technical Training Instructor	Aircrew Instructor (I)	Returning Instructor/Inst Supv	Instructor/Intermediate Supv	Training Developer	Non-Res Writer (CDC)	ICW Mgr/Designer/Developer	Resource Advisor	Training Manager	Training/Stan Evaluator	Squadron Cmdr/ Ops Officer/ Flt Cmdr/Chief
<b>Standardized Courses</b>												
1	BIC or comparable ITC	2	2		2							
2	Instructor Refresher			2								
3	Objectives & Tests	5	7	5	7	8	8	8				
4	Occupational Survey Report (OSR) Data	7	7	7	7	4	7		7			
5	Principles of ISD	5	9	5	5	2	6	2	6		6	
6	Teaching Practicum	3	3		3							
7	Technical Writer Nonresident						3					
8	Technical Writer Principles	10	7	9	9	8	2	8	8			
9	Technical Writer Resident	10		9	9	8		8				
10	Training Supervisor			3 (Inst Supv)	2				9			8
<b>Nonstandardized Courses</b>												
11	Computer-based Instruction (CBI) Designer Course		7			7		8				
12	Computer-based Tng Courses (12)	7	7	7	7	7	7	7	7	7	7	7
13	Speaking & Briefing	11		11	11	9	10	9	8	7	9	
14	Training Management Seminar							9 (Mgr)	8	3	8	8

I T E M	A	B	C	D	E	F	G	H	I	J	K	L
	Course Title	Technical Training Instructor	Aircrew Instructor (I)	Returning Instructor/Inst Supv	Instructor/Intermediate Supv	Training Developer	Non-Res Writer (CDC)	ICW Mgr/Designer/Developer	Resource Advisor	Training Manager	Training/Stan Evaluator	Squadron Cmdr/ Ops Officer/ Flt Cmdr/Chief
15	Video Teletraining Techniques	7	7			7		7				

\*Numbers refer to notes below.

**NOTES:**

1. Required or recommended training applies to all instructors and supervisors unless waived in accordance with this instruction.
2. Attendance is required prior to performing duties in the position.
3. Attendance is required within 6 months of assignment to the position.
4. Attendance is required within 12 months of assignment to the position.
5. Attendance is required within 24 months of assignment to the position.
6. Attendance is recommended prior to performing duties in the position.
7. Attendance is recommended prior to project assignment or when need is identified by supervisor.
8. Attendance is recommended within 6 months of assignment to the position.
9. Attendance is recommended within 12 months of assignment to the position.
10. Attendance is recommended within 24 months of assignment to the position.
11. Attendance is recommended 30 to 36 months after completing initial qualification training or when need is identified by supervisor.
12. Computer-based training courses should provide training on the hardware/software needs of specific groups.

Attachment 7

★TECHNICAL AND MILITARY TRAINING MASTER INSTRUCTOR CERTIFICATION  
SAMPLE FORMAT

Date of Package Submission: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Organization: \_\_\_\_\_

Current Job Assignment: \_\_\_\_\_ Initial Qual Date: \_\_\_\_\_ 2 Yr Experience Date: \_\_\_\_\_  
(Instructor or Instructor Supv)

Date Completed 1,000 Hours of Primary Instructor Teaching Experience: \_\_\_\_\_

Highest Degree Awarded: \_\_\_\_\_ Date Awarded: \_\_\_\_\_

Date Completed: Principles of ISD \_\_\_\_\_ Objectives and Tests \_\_\_\_\_

Continuing Education	Hours (Classroom or Semester)	Date Completed
Counseling/Social Sciences	_____	_____
Academic Measurement	_____	_____
Instructional Design	_____	_____
Communication Skills	_____	_____
Educational Technology	_____	_____
Other Training	_____	_____
<b>Total Hours</b> <b>(90 Classroom or 6 Semester Hours)</b>	_____	

Professional Projects \_\_\_\_\_ Community Teaching \_\_\_\_\_ Awards \_\_\_\_\_

Total Points Required: 150 (Points may be in one area or a combination of the three areas.)

**Instructor Evaluations:** (Last three evaluations require "Excellent" or higher rating.)

Date: \_\_\_\_\_ Rating: \_\_\_\_\_

Date: \_\_\_\_\_ Rating: \_\_\_\_\_

Date: \_\_\_\_\_ Rating: \_\_\_\_\_

Nominated By: \_\_\_\_\_  
Instructor Supervisor; Tele. Ext.

Reviewed/Endorsed By: \_\_\_\_\_  
Flight Commander

Reviewed/Endorsed By: \_\_\_\_\_  
Squadron Commander

Reviewed/Endorsed By: \_\_\_\_\_  
Faculty Development Manager

\_\_\_\_\_ Date Forwarded to Group CC

**Attachment 10****IC 2000-2****IC 2000-2 TO AETCI 36-2202, *FACULTY DEVELOPMENT AND MASTER INSTRUCTOR PROGRAMS*****11 DECEMBER 2000****★SUMMARY OF REVISIONS**

This revision incorporates interim change (IC) 2000-2, which eliminates the time limit for developing supplements to this instruction; integrates or adds guidance for the 737th Basic Military Training Group; adds craftsmen-level courses to applicable Air University (AU) courses; clarifies the definition of intermediate supervisor (paragraph 19.8); adds clarification to Section M, Technical and Military Training Master Instructor Program; specifies points for Top Tech competition runner-ups (paragraph 52.4.3); adds Table A5.2 (for BMT) to Attachment 5; and clarifies the experience date block in Attachment 7. See the last attachment of the publication for the complete IC.

**★Purpose Paragraph:**

This instruction implements AETC 36-22, *Military Training*. It contains procedural guidance and responsibilities for planning, conducting, and documenting training for instructors and instructional support personnel assigned to basic military, flying, and technical training. Guidance applies to instructors who teach formal training courses and training support personnel who perform related instructional functions in AETC organizations aligned under Air University (AU), Maxwell AFB AL; Second Air Force (2 AF), Keesler AFB MS; and Nineteenth Air Force (19 AF), Randolph AFB TX (for aircrew instructors who teach Community College of the Air Force [CCAF] courses). Sections B and J do not apply to aircrew instructors. The 737th Basic Military Training (BMT) Group is not a CCAF-affiliated school. Therefore, CCAF guidelines do not apply to BMT. Specific AU programs are the apprentice and craftsman level chaplain services support, historian, and paralegal courses (Air Force specialty-awarding courses). Instructors primarily are assigned to CCAF courses. Continuing accreditation of CCAF by the Southern Association of Colleges and Schools, Commission on Colleges (SACS-COC), is the basis for certain requirements in this instruction. Additionally, sections M and N contain guidance on conducting master instructor programs for technical and military training, aircrew, and survival, evasion, resistance, and escape (SERE) personnel. (Section N of this instruction is the only section that applies to SERE personnel.) Submit recommended changes to this instruction, using AF Form 847, **Recommendation for Change of Publication**. Send the form to the Technical Training Standards and Policy Branch (HQ AETC/DOOV), 1 F Street, Suite 2, Randolph AFB TX 78150-4325. Supplements to this instruction may be developed as needed. Submit proposed supplements to HQ AETC/DOOV for review and approval before publishing. Submit recommendations for changes and requests for waivers to HQ AETC/DOOV. Attachment 1 provides a glossary of references and supporting information used in this publication.

**★1. Purpose.** The faculty assigned to training schoolhouses is composed of instructor personnel who teach training courses and support personnel who develop, manage, and evaluate training programs. Instructors may be assigned to a school where most instruction is conducted in a drill formation, in a

classroom environment, or on an aircraft where the instructor to student ratio generally is one-to-one. Within 2 AF, group-level faculty development units provide job preparation and continuation training for personnel assigned to training groups. Through these faculty development units, 2 AF/DO conducts periodic assessments to determine training needs within the groups. These organizations jointly design and develop specific courses to fulfill the needs of instructors, instructor supervisors, managers who develop and deliver training, and other training support personnel. Faculty development units then deliver courses to personnel assigned to the groups. Training courses for BMT personnel are provided by the 37th TRG Faculty Development Flight. Flying training groups generally do not have faculty development units; management of their training requirements is determined locally. This training may include utilization of courses offered through faculty development units or flights.

**★5. Needs Assessment.** The designated training supervisor plans faculty training by assessing the required courses and on-the-job training that assignees in specific positions need to perform their duties. (The military training instructor [MTI] career field manager determines the training requirements for BMT MTIs.) This training planning function is required for military and civilian personnel assigned to initial skills technical training and aircrew training schools. State how the training requirements will be accomplished and the timeframe for completion. The selected training should enable the assignee to work independently and stay current in the duties of the assigned position. As duties are realigned or the scope of responsibilities changes, identify and plan for training to meet the needs of the new duty requirements.

**★6. Requirements for Nondegreed Instructors.** Nondegreed instructors who are assigned to teach CCAF degree courses must complete an associate degree as soon as possible, but not later than 12 months after being assigned to the instructor position. The instructors are eligible for the AETC command training requirement (CTR) fund, which pays for tuition, fees, and books to complete an associate degree. Each quarter, report all nondegreed instructors who teach degree-applicable courses to the appropriate numbered Air Force (NAF), according to the reporting procedure issued by the NAF and CCAF. **NOTE:** Although BMT instructors are not required to obtain an academic degree, they are highly encouraged to do so.

**★7. Recording Training.** To record training, use AETC Form 10, **Instructor Training/Proficiency Record**; AF Form 797, **Job Qualification Standard (JQS) Continuation Sheet**; flying training forms approved by higher headquarters; and or a computerized record system. Use Attachment 2 for nondegreed CCAF instructors when recording planned and completed training. When applicable, career field education and training plans (CFETP) should be maintained along with other training documents. (BMT MTIs will use job qualification standard [JQS] 8B000-000, and nuclear, biological, and chemical defense training [NBCDT] instructors will use their respective CFETP.) **NOTE:** Computerized records may not serve as a substitute for the faculty folder, which is required for CCAF instructors.

**★13. Catalog of Available Training.** (*This paragraph does not apply to AU, 19 AF, or BMT units.*) Provide information on available training in a catalog. The catalog should be as comprehensive as possible. As a minimum, include faculty development courses and references to training sources available through the wing (such as civilian personnel, ESO) and other agencies in the local area offering training that meets the job-related needs of group personnel. State the course description (title, number, length, prerequisites) and other information helpful to customers.

**★15. Purpose.** Initial instructor training provides the knowledge and skills needed to perform the duties

of the instructor position unassisted. The training should focus on developing skills that will enable assignees to perform classroom and laboratory instruction or flight instruction in their career field (or dormitory and drill instruction for BMT) in addition to performing related instructor duties. Preparation for the job is based on an individual needs assessment of the instructor assignee and an upgrade training syllabus for aircrew instructors.

★15.1. In this process, the supervisor compares previous experience, military and nonmilitary training, and previous education to the job requirements. The process should identify training needed to become a fully qualified instructor to include subject matter qualification (SMQ) and specific position requirements for instructors who teach courses that apply to a CCAF degree. On graduation from Military Training Instructor School (MTIS), an MTI will be fully certified.

★18. **Instructor Training.** Instructor assignees (CCAF and non-CCAF) require an ITC that contains academic counseling, unless previous instructor training meets the job requirements. The BIC, taught at Goodfellow, Keesler, Lackland, Sheppard, and Vandenberg AFB technical training groups; the Academic Instructor School (AIS) at Maxwell AFB; the MTIS at Lackland AFB; and flight instructor preparatory courses (in-unit and formal schools) meet training requirements for teaching fundamental instructor competencies. The courses include other Air Force topics required for instructors, such as core values, sexual harassment and professional relationships, hazing, and an overview of information warfare (IW).

★19.7. **Instructor Supervisor (IS).** The IS is a trained instructor whose responsibilities are to perform instructor duties and to supervise and evaluate other instructors. In addition, the IS completes instructional policies and procedures, management, and supervision courses. BMT section supervisors and the NCOIC of NCBDT instructors are instructor supervisors.

★19.8. **Intermediate Supervisor.** The intermediate supervisor is a trained instructor who performs instructor duties. He or she also coordinates efforts and activities of instructor supervisors when the squadron commander determines the span-of-control of the flight chief is excessive and warrants the position. One level above the IS, but below the flight commander or chief, the intermediate supervisor position requires the same training as the IS. For BMT, the training superintendent performs the responsibilities of the intermediate supervisor.

★19.9. **Master Instructor.** Master instructors have demonstrated sustained training delivery and professional growth above the minimum AETC training and performance requirements for instructors. Pursuit of master instructor can begin after initial qualification training is complete. Specific requirements for achieving master instructor status are in sections M and N.

★19.12. **MTI.** This is an instructor who is responsible for conducting BMT as specified by established policies and directives. An MTI is responsible for the morale and welfare of all assigned trainees.

★19.13. **MTI Academic Instructor.** This is an MTI whose primary duty is to instruct trainees on military studies in a classroom environment.

★19.14. **NBCDT Instructor.** The NBCDT instructor is responsible for providing trainees the fundamental skills of NBCDT while assigned to the Warrior Week encampment. This instructor develops, revises and maintains readiness related training course materials.

★20. **Other Required or Recommended Training.** Supplements to this instruction may include any necessary additional job knowledge and skill requirements for instructors and comparable requirements for noninstructor personnel. Attachment 5 outlines required and recommended faculty development courses according to job functions in training groups with faculty development units. Supervisors may seek additional sources in order to meet unique training requirements.

★21.6. The Superintendent, Air Force Basic Military Training, will serve as the MTI career field manager and will review and approve training guidance.

★23. **Faculty Requiring Teaching Practicum.** Instructors are required to have a documented, supervised teaching experience, such as a teaching practicum. Instructor assignees or student instructors who have not taught in an Air Force technical training school or an aircrew training school will enroll in the practicum course after completing an ITC. Returning instructors who have previously completed a teaching practicum and have at least an associate degree should be assessed to determine if, for refresher purposes, repeating the requirements outlined in the teaching practicum will be beneficial. When used as refresher training, instructors will not formally enroll in the teaching practicum course for CCAF credit. *NOTE:* MTIs are not CCAF instructors. They will receive practicum credit on completion of MTIS.

★29. **Purpose.** SMQ training addresses the knowledge and skills necessary for the instructor to teach the first course, unit, block, or subject without assistance. (On graduation from MTIS, an MTI is subject-matter qualified.) Also, SMQ training qualifies an aircrew assignee for aircrew instructor upgrade. The SMQ should be a formal process, closely monitored, and accurately documented by the IS or qualifying instructor or trainer.

★29.2. State SMQ requirements on the instructor's AETC Form 10, JQS 8B000-000, AF Form 797, or an automated training records system. Locally designed forms must meet the criteria in paragraph 7.1. Include the number of courses or specialties requiring SMQ, instructional experience requirements, and criteria for maintaining teaching proficiency.

★35. **Primary Source.** Where established, faculty development units offer continuation training courses that cover many of the skills and knowledge needed for training development and delivery. However, supervisors are not limited to this source. See Attachment 5 for required and recommended courses.

★37. **Recommend Courses.** Recommended continuation training courses for technical training instructors and ISs are listed in paragraphs 37.1 through 37.5 below. *NOTE:* These courses are not mandatory for BMT instructors, but they are encouraged to complete them.

★40.1. Feedback to the instructor should be constructive and provide specific recommendations for improvement, when necessary. Use AETC Form 281 to conduct an instructor evaluation. Use caution when adding additional items in section IF of the form to avoid inconsistency within the group. Do not add items that can be measured in other sections of the evaluation form or unnecessary items that simply inflate the overall rating. Technical training courses at AU may use instructor evaluation forms required by that organization. BMT will use a locally prescribed military training instructor evaluation form for drill and dormitory evaluations.

★41.3. BMT will develop an MTI evaluation schedule.

★48.3. Where established, the faculty development unit manages the master instructor program. AU technical training schools (and other formal training schools) without a faculty development unit will designate a manager for this function. Instructor supervisors will complete a certification nomination cover sheet similar to the sample provided in Attachment 7. The program manager signs the certification nomination cover sheet, certifying the information and the attachments supporting the nomination (as stated in paragraphs 54.3 through 54.3.5) are satisfactory. Master instructor program managers will complete this function before submitting the AETC Form 630, **Master Instructor Certificate**, and supporting documents specified in this instruction (and any local supplement) to the group commander for signature.

★49.1. Instructors and ISs who desire to achieve master instructor status must complete a minimum of 2 years of teaching experience from the practicum graduation date. Additionally, a minimum of 1,000 hours experience as the instructor teaching a course, block, or unit of instruction is required. Initial qualification teaching, practicum, and hours served to meet a multiple instructor requirement (MIR) do not apply toward the experience criteria. A log or another means of tracking the credible teaching hours will be maintained.

★52.2. **Professional Projects.** When possible, instructors should obtain experience in training development projects. This experience may be designing a module of instruction, planning and conducting a utilization and training workshop (U&TW), and/or participating in a course revision. If other opportunities for professional projects exist within training organizations, identify these options in a supplement to this instruction.

★52.4.3. For the training group, the Top Tech team member will receive 30 points, the competition runner-up will receive 40 points, and the competition winner will receive 50 points.

★54.3. Training groups will establish guidance in a group supplement for managing the master instructor program. Include responsibilities for tracking teaching hours and other program requirements. Also include the documentation required to support the master instructor nomination package. As a minimum, this package must include:

★54.3.1. AETC Form 10.

★54.3.2. Documents supporting completion of semester hours courses (if applied toward completion of the program).

★54.3.3. Documents indicating the assignment and approval of a professional project by the TDE chief and the number of hours the instructor worked on the project.

★54.3.4. Documents provided by the service agency describing the volunteer community teaching initiative and stating the number of hours served (if applied toward completion of the program).

★54.3.5. One copy of the last three instructor evaluations (AETC Forms 281). **NOTE:** BMT instructors will submit a locally developed form according to paragraph 40.1.

★54.4.2. Verify completeness of the master instructor nomination package by ensuring the documents required in this instruction and any additional documents required in the group supplement are included.

★54.5. The flight commander or BMT operations officer will review and endorse the nomination package and forward it to the squadron commander. Detachment and operating location procedures may vary, but not be less restrictive than this instruction.

★54.7. The faculty development unit master instructor program manager will:

★54.7.1. Ensure supplements state local operating guidelines and documentation to be included in the nomination package.

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*Abbreviations and Acronyms*

★JQS—job qualification standard

★MTI—military training instructor

★MTIS—Military Training Instructor School

★NBCDT—nuclear, biological, and chemical defense training

★U&TW—utilization and training workshop

## Attachment 5

## ★REQUIRED AND RECOMMENDED FACULTY AND BASIC MILITARY TRAINING

Table A5.1. Faculty Training. (Numbers in column blocks refer to notes at the end of the table.)

I T E M	A	B	C	D	E	F	G	H	I	J	K	L
	Course Title	Technical Training Instructor	Aircrew Instructor (1)	Returning Instructor/Inst Supv	Instructor/Intermediate Supv	Training Developer	Non-Res Writer (CDC)	ICW Mgr/Designer/Developer	Resource Advisor	Training Manager	Training/Stan Evaluator	Squadron Cmdr/ Ops Officer/Flt Cmdr/Chief
<b>Standardized Courses</b>												
1	BIC or comparable ITC	2	2		2							
2	Instructor Refresher			2								
3	Objectives & Tests	5	7	5	7	8	8	8				
4	Occupational Survey Report (OSR) Data	7	7	7	7	4	7		7			
5	Principles of ISD	5	9	5	5	2	6	2	6		6	
6	Teaching Practicum	3	3		3							
7	Technical Writer Nonresident						3					
8	Technical Writer Principles	10	7	9	9	8	2	8	8			
9	Technical Writer Resident	10		9	9	8		8				
10	Training Supervisor			3 (Inst Supv)	2				9			8
<b>Nonstandardized Courses</b>												
11	Computer-based Instruction (CBI) Designer Course		7			7		8				
12	Computer-based Tng Courses (12)	7	7	7	7	7	7	7	7	7	7	7
13	Speaking & Briefing	11		11	11	9	10	9	8	7	9	

I T E M	A	B	C	D	E	F	G	H	I	J	K	L
	Course Title	Technical Training Instructor	Aircrew Instructor (1)	Returning Instructor/ Inst Supv	Instructor/ Intermediate Supv	Training Developer	Non-Res Writer (CDC)	ICW Mgr/ Designer/ Developer	Resource Advisor	Training Manager	Training/ Stan Evaluator	Squadron Cmdr/ Ops Officer/ Flt Cmdr/Chief
14	Training Management Seminar							9 (Mgr)	8	3	8	8
15	Video Teletraining Techniques	7	7			7		7				

**NOTES:**

1. Required or recommended training applies to all instructors and supervisors unless waived in accordance with this instruction.
2. Attendance is required prior to performing duties in the position.
3. Attendance is required within 6 months of assignment to the position.
4. Attendance is required within 12 months of assignment to the position.
5. Attendance is required within 24 months of assignment to the position.
6. Attendance is recommended prior to performing duties in the position.
7. Attendance is recommended prior to project assignment or when need is identified by supervisor.
8. Attendance is recommended within 6 months of assignment to the position.
9. Attendance is recommended within 12 months of assignment to the position.
10. Attendance is recommended within 24 months of assignment to the position.
11. Attendance is recommended 30 to 36 months after completing initial qualification training or when need is identified by supervisor.
12. Computer-based training courses should provide training on the hardware/software needs of specific groups.

**★Table A5.2. Basic Military Training.** (Numbers in column blocks refer to notes at the end of the table.)

I T E M	A	B	C	D	E
	Course Title	MTI	Returning MTI	MTI Supervisor	NBCDT Instructor
1	MTIS	1			
2	MTI Refresher		2		
3	MTI Supervisor			2	
4	BIC				1

**NOTES:**

1. Attendance is required prior to performing duties in the position.
2. Attendance is required within 6 months of assignment to the position.

Attachment 7

★TECHNICAL AND MILITARY TRAINING MASTER INSTRUCTOR CERTIFICATION

(SAMPLE FORMAT)

Date of Package Submission: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Organization: \_\_\_\_\_

Current Job Assignment: \_\_\_\_\_ Initial Qual Date: \_\_\_\_\_ 2-Yr Experience Date: \_\_\_\_\_  
(Instructor or Instructor Supv) (From Date Graduated Practicum)

Date Completed 1,000 Hours of Primary Instructor Teaching Experience: \_\_\_\_\_

Highest Degree Awarded: \_\_\_\_\_ Date Awarded: \_\_\_\_\_

Date Completed: Principles of ISD \_\_\_\_\_ Objectives and Tests \_\_\_\_\_

Continuing Education	Hours (Classroom or Semester)	Date Completed
Counseling/Social Sciences	_____	_____
Academic Measurement	_____	_____
Instructional Design	_____	_____
Communication Skills	_____	_____
Educational Technology	_____	_____
Other Training	_____	_____

**Total Hours** \_\_\_\_\_  
**(90 Classroom or 6 Semester Hours)**

**Professional Projects** \_\_\_\_\_ **Community Teaching** \_\_\_\_\_ **Awards** \_\_\_\_\_

Total Points Required: 150 (Points may be in one area or a combination of the three areas.)

**Instructor Evaluations:** (Last three evaluations require "Excellent" or higher rating.)

Date: \_\_\_\_\_ Rating: \_\_\_\_\_  
Date: \_\_\_\_\_ Rating: \_\_\_\_\_  
Date: \_\_\_\_\_ Rating: \_\_\_\_\_

Nominated By: \_\_\_\_\_  
Instructor Supervisor, Telephone Extension

Reviewed/Endorsed By: \_\_\_\_\_  
Flight Commander

Reviewed/Endorsed By: \_\_\_\_\_  
Squadron Commander

Reviewed/Endorsed By: \_\_\_\_\_  
Faculty Development Manager Date Forwarded to Group CC