

**21 JUNE 2005**

**Personnel**

**FACULTY DEVELOPMENT AND MASTER  
INSTRUCTOR PROGRAMS**



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This instruction implements AFPD 36-22, *Air Force 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. This publication 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.

This instruction applies to the Air National Guard (ANG). With the exception of personnel participating in an AETC Associate Instructor Pilot (IP) program, this supplement does not apply to Air Force Reserve Command (AFRC) units and members unless specified by MAJCOM Memorandum of Understanding. **Section B**, **Section J**, and **Section M** do not apply to flying training instructors. The 737th Basic Military Training (BMT) Group is not a CCAF-affiliated school. Therefore, Community College of the Air Force (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 through Air University by the Southern Association of Colleges and Schools, Commission on Colleges (SACS/COC), is the basis for certain requirements in this instruction. Additionally, **Section M** and **Section N** contain guidance on conducting master instructor programs for technical and military training, flying training, and survival, evasion, resistance, and escape (SERE) personnel. (**Section N** of this instruction is the only section that applies to SERE personnel.) Units may submit recommended changes and suggested improvements to this instruction using AF Form 847, **Recommendation for Change of Publication**, through standardization and evaluation channels, to the Technical Training Standards and Policy Branch (HQ AETC/DOPV), 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/DOPV for review and approval before publishing. Submit requests for waivers through command channels to HQ AETC/DOPV. **Attachment 1** provides a glossary of references and supporting information used in this publication.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 37-123, *Management of Records*, and disposed of in accordance with Air Force Records Disposition Schedule (RDS) located at <https://webrims.amc.af.mil/rds/index.cfm>.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.** This revision updates requirements for faculty development units to lead the way in future-oriented technology (paragraph 4.2.1.); removes the requirement for TTMS hands-on training in BIC (paragraph 4.2.5.); allows the date assigned instructor duty (DAID) to start after BIC (paragraph 6.); removes reference to command training requirement (CTR) funds for payment of tuition, books and fees, and references AETC funds to pay expenses (paragraph 6.); updates the requirement for nondegreed instructors to develop and sign a degree completion contract after receiving counseling with the education services office (paragraph 6.1.); changes the name of the Teaching Practicum to Teaching Internship (paragraphs 7.2., 7.3., 19.1.1., 19.4., 22., 46.2., 46.3., A3.4., Table A4.1.); references the 2 AF website for recommended on-line training (paragraph 14.1.3.); updates processes to initially qualify instructors (paragraph 15.); requires a training progress review by commanders on instructors failing to meet instructor-initial qualification training (I-IQT) within specified timeframes (paragraph 15.2.1.); removes references to CCAF certificate courses (paragraphs 16. and 17.); removes reference to the Academic Instructor School (paragraph 18.); updates the categories of instructors (paragraph 19.); updates requirements for the Teaching Internship to include SERE, flying training, and battle management personnel (paragraph 26.); introduces initial and subsequent subject matter qualification training (paragraph 29.); changes requirement for instructors to attend ISD to recommend (paragraph 37.1. and Attachment 5); changes requirement for instructors to attend objectives and tests to recommend (Attachment 5); changes credit to 12 semester hours for the Teaching Internship (paragraph 46.2.); changes enrollment date for the Teaching Internship to after completion of an instructor training course (ITC) (paragraph 22.); changes enrollment date for master instructor to after ITC (paragraphs 19.8., 48.); allows two years teaching experience for the Occupational Instructor Certification program to start after ITC (paragraph 46.4.); allows professional military education (PME) and other service instructors to enroll in the master instructor program (paragraphs 48.1.); and changes the name from aircrew instructor to flying training instructor (Section N).

Section A—The Mission of Faculty Development Units	6
1. Purpose. ....	6
Section B—Technology Utilization (Not Applicable to Flying Training)	6
2. General Training on the Use of Teaching and Learning Technology. ....	6
3. Technical Training Management System (TTMS). ....	6
4. Responsibilities: .....	6
Section C—Planning Faculty Training	7
5. Needs Assessment. ....	7
6. Requirements for Nondegreed Instructors. ....	7

7.	Recording Training. ....	8
8.	Responsibilities: .....	8
Section D—Selecting Training Sources		9
9.	Primary Source. ....	9
10.	Other Sources. ....	9
11.	Geographically Separated Units (GSU). ....	9
12.	Training Manager Function. ....	9
13.	Catalog of Available Training. ....	9
14.	Responsibilities: .....	9
Section E—Instructor Initial Qualification Training (I-IQT) Process		10
15.	Purpose. ....	10
16.	Designating CCAF Courses. ....	11
17.	Managing Nondegreed CCAF Instructors. ....	11
18.	Instructor Training. ....	11
19.	Categories of Instructors: .....	11
20.	Other Required or Recommended Training. ....	15
21.	Responsibilities: .....	15
Section F—Teaching Internship		15
22.	Purpose. ....	15
23.	Faculty Requiring Teaching Internship. ....	15
24.	College Credit. ....	16
25.	Requirements. ....	16
26.	Evaluations. ....	17
27.	Documentation. ....	18
28.	Responsibilities: .....	18
Section G—Subject Matter Qualification (SMQ) Training		18
29.	Purpose. ....	18
30.	Responsibilities: .....	20
Section H—Prefix T Positions		20
31.	Purpose of Prefix T. ....	20
32.	OJT Requirement for Airmen in Prefix T Positions. ....	20

33.	Responsibilities: .....	21
Section I—Continuation Training for Instructor and Noninstructor Personnel		21
34.	Purpose. ....	21
35.	Primary Source. ....	21
36.	Flying Continuation Training. ....	21
37.	Sequence of Courses. ....	21
38.	Responsibilities: .....	21
Section J—Instructor Evaluation Process		22
39.	Purpose. ....	22
40.	Conducting Evaluations. ....	22
41.	Responsibilities: .....	22
Table 1.	Instructor Evaluation Schedule Guide. ....	23
Section K—Faculty Folders		23
42.	Purpose. ....	23
43.	AF IMT 623A. ....	24
44.	Responsibilities: .....	24
Section L—Occupational Instructor Certification (OIC)		24
45.	Purpose. ....	24
46.	Criteria for OIC. ....	24
47.	Responsibilities: .....	24
Section M—Technical and Military Training Master Instructor Program		25
48.	Purpose. ....	25
49.	Experience Criteria. ....	25
50.	Academic Criteria. ....	26
51.	Education Criteria: .....	26
52.	Professional Projects, Community Teaching, and Awards Criteria. ....	27
53.	Evaluations for Master Instructor. ....	28
54.	Responsibilities: .....	28
Section N—SERE and Flying Training Master Instructor Program (Office of Collateral Responsibility [OCR]: HQ AETC/DOF)		29
55.	Purpose. ....	29

<b>AETCI36-2202 21 JUNE 2005</b>	<b>5</b>
56. Experience Criteria: .....	29
57. Academic Criteria: .....	30
58. Master Instructor Process. ....	30
59. Responsibilities: .....	31
60. IMTs Prescribed. ....	31
61. Forms/IMTs Adopted. ....	31
<b>Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>33</b>
<b>Attachment 2— DEGREE COMPLETION CONTRACT SAMPLE FORMAT</b>	<b>37</b>
<b>Attachment 3— FACULTY FOLDER TEMPLATE</b>	<b>38</b>
<b>Attachment 4— REQUIRED AND RECOMMENDED TRAINING</b>	<b>39</b>
<b>Attachment 5— TRAINING MANAGEMENT RESPONSIBILITIES FOR FACULTY DEVELOPMENT</b>	<b>43</b>
<b>Attachment 6— TECHNICAL AND MILITARY TRAINING MASTER INSTRUCTOR CERTIFICATION</b>	<b>44</b>
<b>Attachment 7— INSTRUCTOR QUALIFICATION SHEET SAMPLE FORMAT</b>	<b>45</b>

### ***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, through distance learning, or 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. The 37th TRG Faculty Development Flight provides training courses for BMT personnel. Flying training groups generally do not have faculty development units; AETCI 36-2220, *Academic Training*, HQ AETC/DOF, and applicable mission design series (MDS) guidance determine management of their training requirements. This training may include utilization of courses offered through faculty development units or flights.

### ***Section B—Technology Utilization (Not Applicable to Flying Training)***

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

**3. Technical Training Management System (TTMS).** TTMS is a means of integrating technology-based training. The system applies to technical training groups. It is not planned for flying 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. Lead the way in future-oriented technology; for example, interactive presentation systems, electronic podiums, electronic testing/analysis, advanced software, digital overhead cameras, and ergonomic furniture conducive to flexible configuration as required.

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

4.2.3. Provide faculty training on the use of TTMS or other technology in curricula design and development, student assessment, course evaluation, instructional management, and teaching skills, as available. 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. 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.

4.2.5. Ensure faculty training focuses on the use 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, as available.

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

4.2.7. Work with instructional technology units (ITU) to analyze new and existing faculty development courses, and 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 assessment states 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. This training planning function is required for military and civilian personnel assigned to initial skills technical training and flying training schools. As duties are realigned or the scope of responsibilities change, identify and plan for training to meet the needs of the new duty requirements. The military training instructor (MTI) career field manager determines formal training requirements for BMT MTIs through the utilization and training workshop (U&TW) process.

**6. Requirements for Nondegree Instructors.** Nondegree 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 the date assigned instructor duties (DAID). Nondegree CCAF instructors will have tuition, books, and fees (to include transcripts) paid for by AETC to complete an associate degree. Each quarter, report the number of newly assigned instructors needing more than 12 semester hours upon arrival, as well as the average number of hours needed, to the appropriate Numbered Air Force (NAF). Reporting procedures are those 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 completion counseling and to develop a degree completion contract with the ESO within 30 days of being assigned to the position. The degree completion contract will be initiated and signed by the instructor assignee, the instructor supervisor, and other identified personnel to complete the contract within this 30 day timeframe. See **Attachment 2** for a degree completion contract. Nondegree instructor assignees should schedule and complete the required number of college-level examination program (CLEP) general and subject exams, as well as any other exams for college credit that are applicable to the instructor's CCAF degree, within 60 workdays of

being assigned to the position. Enrollment in classes does not eliminate the requirement to complete applicable CLEP exams. **NOTE:** When a person is identified for instructor duty as a CCAF faculty member, he/she should make every effort to obtain educational counseling from the ESO prior to departing the losing base to develop a degree completion contract and to start CLEP testing.

6.2. Include the college courses, CLEP tests, and any other exams required for completing a CCAF associate degree or another associate degree program in the assignee's degree completion contract. See [Attachment 2](#) for guidance.

**7. Recording Training.** To record training, use AETC IMT 10, **Instructor Training/Proficiency Record**; AF IMT 797, **Job Qualification Standard Continuation/Command JQS**; flying training IMTs approved by higher headquarters; and/or a computerized record system. Use [Attachment 2](#) for non-degreed CCAF instructors when recording planned and completed training. When applicable, maintain career field education and training plans (CFETP) along with other training documents. (BMT MTIs will use job qualification standard [JQS] 8B000-000, and nuclear, biological, chemical, and conventional defense training [NBCCDT] instructors will use their respective CFETP.) **NOTE:** Computerized records may not serve as a substitute for any part of the faculty folder.

7.1. HQ AETC/DOPV or DOFV as applicable must approve any locally designed IMTs used to record training. As a minimum, the IMT 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, flying training instructor upgrade, subject matter qualification in specific courses, blocks, units, or objectives of a course, and the Teaching Internship (student teaching course).

7.3. Document teaching internship requirements on AETC IMT 470, **Teaching Internship Log**, or a locally designed automated record, in compliance with paragraph [7.1](#).

## **8. Responsibilities:**

8.1. HQ AETC/DOPV or DOFV as applicable will review and approve locally developed IMTs.

8.2. Training and operations groups and the 82 TRW at Sheppard AFB 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 (squadron superintendents, as applicable) 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 instructor assignee training progress, 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 a degree completion contract in pursuit of

their associate degree. **NOTE:** 58 SOW nondegreed flying training instructors will report to the 58 SOW CCAF program manager.

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 3](#).

### ***Section D—Selecting Training Sources***

**9. Primary Source.** Where established, faculty development units within the training support squadrons, and within the wing at Sheppard AFB, 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 GSUs 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.** The 2 AF/DOTF performs the training manager function for standardized faculty development courses. Standardized courses are identified in [Attachment 4, Table A4.1](#). Course content is developed according to course control documents provided by 2 AF/DOTF. Deviations require approval of 2 AF/DOTF. [Attachment 5](#) outlines the functions and responsibilities for 2 AF/DOTF and faculty development units. **NOTE:** This paragraph does not apply to AU and 19 AF units.

**13. Catalog of Available Training.** 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. **NOTE:** This paragraph does not apply to AU, 19 AF, and BMT units.

### **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, Volume 4, *Managing Advanced Distributed Learning (ADL)*, for guidance on distance learning.

- 14.1.3. Provide a list of Standardized Training and Resources Suite (STARS) web-based training courses on the 2 AF website for use by technical training support personnel.
- 14.2. 2 AF training groups and the 82 TRW 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 Initial Qualification Training (I-IQT) Process***

**15. Purpose.** I-IQT 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 flying training 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 credited with completing BIC requirements and the Teaching Internship.
- 15.2. For technical training instructors, initial qualification training includes an instructor training course (ITC), enrollment in an internship, and completion of initial SMQ training. In addition, nondegreed instructors who are assigned to teach CCAF degree courses must start the degree completion process as outlined in paragraph 6. **NOTE:** Flying training instructors refer to applicable MDS specific AFI guidance and AETCI 36-2220.

- 15.2.1. Squadron and/or detachment commanders will conduct a training progress review on all technical training instructors who have not completed initial qualification training within 120 days (150 days for GSUs, or 180 days for low flow courses) of the DAID. The commander, instructor supervisor and/or trainer, and trainee will review the trainee's progress and determine how best to proceed. The training progress review should be handled in a constructive manner. Document the results of the review on the instructor qualification sheet at [Attachment 7](#) and maintain in section 1 of the instructor's faculty folder. Include an assessment of the quality and quantity of training, and specific recommendations to complete qualification training. Include an estimated completion date and a followup review date, if necessary.

- 15.2.2. Conduct and document followup reviews every 30 days until the new instructor is qualified or the instructor supervisor and/or trainer determines the qualifying instructor is unable to meet required standards. If it is determined the new instructor cannot meet the required standards, the squadron commander will review all relevant factors including attitude, professional qualities, experience level, past performance, and any unusual circumstances and forward a recommendation to the group commander. After considering all factors, the group commander may:

- 15.2.2.1. Authorize additional training as necessary.

15.2.2.2. Remove the new instructor from training and request reassignment.

15.3. 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 ITC, state the justification in a waiver request, and obtain chain of command endorsements. AFI 33-360, Volume 1, Section 3G, *Air Force Content Management Program – Publications*, AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, or AFI 13-1 series provide guidance on the waiver process. Follow this guidance when submitting requests to the office of primary responsibility (OPR).

**16. Designating CCAF Courses.** CCAF is the OPR for identifying degree courses. 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.

**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 assigned to teach CCAF degree courses who fail to complete an associate degree within 12 months of the DAID may continue to instruct by achieving exceptional qualifications in lieu of degree (EQILD) status as indicated in paragraph 19.1.2.1. Those not achieving EQILD may become an instructor assistant (IA) as indicated in paragraph 19.1.3.

**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 MTIS at Lackland AFB; PME instructor courses; and flight instructor preparatory courses (in-unit and formal schools) referenced in AETCI 36-2220 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, sexual assault and prevention, hazing, and an overview of information warfare (IW). **NOTE:** Refer to paragraph 19.5. for guidance on interservice training review organization (ITRO) instructor training.

## 19. Categories of Instructors:

19.1. **CCAF Instructor.** CCAF recognizes four categories of instructors: student instructor; qualified instructor; IA; and guest lecturer, subject matter expert or speaker of opportunity. Descriptions of these categories are as follows:

19.1.1. **Student Instructor.** A student instructor is a first-tour instructor assigned to a T prefix position who teaches CCAF courses, and is working toward completion of identified requirements to become a fully qualified instructor. The student instructor remains in this status for up to one year (12 months) from the DAID, or until completion of an ITC, SMQ, the Teaching Internship, and an associate degree. Report these instructors to CCAF and the appropriate NAF as prescribed by each organization.

19.1.1.1. DAID is the date of completion of a 3 semester hour instructor methodology course. This is the earliest date an instructor can be assigned to instructor duties, and the date a CCAF record must be established. If the ITC is waived, the date the waiver is approved is the DAID.

19.1.1.2. Prior to the DAID, an instructor cannot teach, administer tests, or perform student counseling and feedback.

19.1.2. **Qualified Instructor.** A qualified instructor is an instructor no longer in student status who has at least an associate degree from a degree-granting institution that is accredited in accordance with CCAF requirements, and who has completed an instructor methodology course of at least 3 semester hours, is subject matter qualified in the specialty he or she will teach, and who has completed a 12 semester hour teaching internship or student teaching course or practicum/internship. In addition, a qualified instructor should be proficient in oral and written communication. The primary duty of a qualified instructor is to instruct CCAF courses identified with course numbers. Graduates of these courses earn CCAF credit. Qualified instructors are eligible for benefits and opportunities prescribed by CCAF.

19.1.2.1. On rare occasions, a nondegreed instructor may be approved for EQILD status in order to continue teaching CCAF courses. An instructor who fails to achieve at least an associate degree while in student status may apply for EQILD consideration. The CCAF Dean of Academic Affairs is the only person authorized to approve EQILD status for up to 12 months with additional extensions on a case-by-case basis.

19.1.2.2. Instructors in EQILD status are expected to complete an associate degree, at a minimum, prior to the expiration of their EQILD status. Procedures for submitting EQILD packages can be found in the current CCAF PPG, downloaded from CCAFID, or by contacting a CCAF regional manager. An instructor approved for EQILD status can perform the duties of a qualified instructor but is not eligible for the Occupational Instructor Certification (OIC) program until achievement of an associate degree.

19.1.3. **Instructor Assistant (IA).** An instructor assistant is an instructor no longer in student instructor status, has failed to attain an associate degree and other requirements identified to become a qualified instructor, and who has not achieved EQILD status. An IA may become a qualified instructor when all identified requirements are met. IAs must be recorded in CCAFID. Furthermore, IAs are limited to specific types of instructor duties, specifically, IAs:

19.1.3.1. Cannot be the instructor of record.

19.1.3.2. Must be supervised by a qualified instructor.

19.1.3.3. Cannot teach objectives which introduce new subject knowledge.

19.1.3.4. Cannot conduct instructor evaluations.

19.1.3.5. Cannot graduate students.

19.1.4. **Guest Lecturer, Subject-Matter Expert, or Speaker of Opportunity.** Individuals in this category are invited classroom guests. They have no permanent assignment to the school in any official capacity. This individual can enhance student learning by virtue of his or her job, position, or expertise. Use his or her services on a limited basis. Individuals in this category are not afforded any benefits associated with being a qualified instructor, and are not eligible for the OIC program.

19.2. **First-Tour Instructor.** First-tour instructors are assignees who do not have teaching experience in courses taught in a formal school setting, and have not completed an ITC comparable to BIC in content, methods of presentation, and classroom hours. First-tour instructors to technical training

units will complete BIC. Flying training instructors will complete the applicable flight instructor preparatory course and aircraft and flying training specific training. MTIs will complete applicable instructor training through MTIS.

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

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 the DAID.

19.3. **Returning Instructor.** A returning instructor is a prior assignee in an AETC or another service's school or a PME school who has completed an instructor training course taught by an Air Force organization or another service, and can demonstrate acceptable teaching skills. Generally, this designation applies to military instructors who return to instructor duty after an interim assignment of 1 year or longer. 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 complete the instructor refresher training course. For flying training instructors, refer to applicable AFI 11-2 MDS-specific, Volume 1, guidance. The DAID will start upon completion of refresher training. If the period of separation from instructor duty is less than 1 year, the supervisor's assessment of the instructor's skills may be used to determine if refresher training is necessary. State the supervisor's determination of the skills assessment on AETC IMT 10, Section IV. The DAID will start upon assignment to the school. **NOTE:** When assigned to instruct CCAF degree courses, the associate degree requirement in paragraph 19.1.2. applies.

19.4. **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, BMT instructors, Inter-American Air Forces Academy (IAAFA) instructors, and NBCCDT instructors are in this category. A Teaching Internship is required except when Air Force instructors are teaching at interservice schools hosted by another service. Non-CCAF instructors are not eligible for the OIC program.

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

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

19.5.2. 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, VTT or ICW 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.

19.5.3. When an Air Force interservice instructor teaches in a consolidated course managed by another service or DoD, guidance for training requirements, designation of the training provider, the instructor evaluation process, and other instructor requirements should be outlined in a memo-

randum of agreement (MOA). The instructor is trained according to the managing service's instructor training criteria and is evaluated in accordance with the managing service's criteria.

19.5.4. 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.

19.5.5. 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. The Education and Training Branch (HQ AETC/DPSE) is the OPR on agreements with other services.

19.6. **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 noncommissioned officer in charge (NCOIC) of NBCCDT instructors are instructor supervisors. **NOTE:** On rare occasions a person may be assigned to an IS position without prior instructor experience. Under these circumstances, the IS must meet all of the requirements of a first tour instructor and will not perform instructor evaluations while in student instructor status.

19.7. **Intermediate Supervisor.** The intermediate supervisor or equivalent 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.

19.8. **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 immediately after BIC or an approved instructor training course. Specific requirements for achieving master instructor status are in [Section M](#) and [Section N](#).

19.9. **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 instructor duties. CCAF requirements may apply when assigned to a CCAF course during mobilization status.

19.10. **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.

19.11. **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.

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

19.13. **NBCCDT Instructor.** The NBCCDT instructor is responsible for providing trainees the fundamental skills of NBCCDT 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 4** 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 IMT 106, **Outstanding Instructor Certificate**, spotlights exemplary accomplishments of instructors. Use it to recognize the achievements of instructors at any time during their assignment.

## **21. Responsibilities:**

21.1. HQ AETC/DOP and/or DOZ for flying training instructors 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/DOP and DOZ.

21.2.2. Approve EQILD status.

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

21.3. Training and operations groups and the 82 TRW at Sheppard AFB will:

21.3.1. Request CCAF approval of EQILD status.

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

21.4. Supervisors will:

21.4.1. Ensure instructors complete prescribed training.

21.4.2. Initiate award of AETC IMT 106.

21.5. The Superintendent, Air Force BMT, will serve as the MTI career field manager and will review and approve training guidance.

## ***Section F—Teaching Internship***

**22. Purpose.** The Teaching Internship is designed to give new instructors practical teaching experience under the supervision of an IS or a qualified instructor and/or trainer. Enrollment is required after graduation from an ITC and must be completed within 3-12 months or 6-24 unit training assemblies (UTAs). 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, academic counseling, and Air Force doctrine. **NOTE:** Where the TTMS 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 Internship.** Instructors are required to have a documented, supervised teaching experience, such as a teaching internship. Instructor assignees or student instructors who have not taught in an Air Force technical training school or a flying training school will enroll in an internship

course after completing an ITC. Returning instructors who have previously completed a teaching internship and have at least an associate degree should be assessed to determine if, for refresher purposes, repeating the requirements outlined in the teaching internship will be beneficial. When used as refresher training, instructors will not formally enroll in the Teaching Internship course for CCAF credit. **NOTE:** MTIs are not CCAF instructors. They will receive internship credit on completion of MTIS. For flying training instructors, instructor initial qualification training is considered complete after successful completion of an approved academic instructor course (AIC) as defined in AETCI 36-2220. Subsequent instructor training (such as Battle Management Instructor Training [BMIT] tracks 2, 3, and 4 or a MDS specific pilot instructor training [PIT] syllabus) can be counted towards the 180 hour internship program requirement.

**24. College Credit.** The Teaching Internship, offered through CCAF-affiliated schools, has a designated course number. For instructors pursuing a degree through CCAF, the Teaching Internship provides 12 semester hours of credit applicable in CCAF's Instructor of Technology and Military Science (ITMS) degree program. New and student instructors without a degree are encouraged to complete the Teaching Internship in the shortest period of time feasible. As of 1 January 2005, newly assigned, nondegreed other service instructors (OSI) must enroll in the ITMS degree program. Timely completion of the Teaching Internship will facilitate OSIs meeting the AETC requirement to complete the associate degree within 12 months of the DAID. Enlisted Air Force instructors can pursue the ITMS degree after completion of a career-field-related CCAF degree or equivalent civilian college degree. Newly assigned OSIs can pursue a career-field-related degree after completion of the ITMS degree. Document completion of requirements for the Teaching Internship on an approved tracking IMT or worksheet.

**25. Requirements.** The internship requires a minimum of 180 hours. These hours are broken down into the following required areas: 120 hours of supervised teaching; 30 hours of curriculum/lesson plan development and preparation; and 30 hours of teaching qualification/SMQ (test administration, academic counseling, instructor performance feedback, and instructor subject-matter testing). During this period, student instructors receive close supervision and more frequent evaluations. The maximum enrollment in the Teaching Internship 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 internship requirements.

25.1. In addition to the 180-hour requirement, Air Force doctrine training is necessary for completion of the internship program. Document this training on AETC IMT 470 and AETC IMT 10. To meet this requirement, all instructors will read Air Force Doctrine Document (AFDD) 1, *Air Force Basic Doctrine*, Chapter 1, *An Introduction to Doctrine* found on the Air Force Doctrine Center website at <https://www.doctrine.af.mil/main.asp>; and will complete the following three lessons from the Aerospace Power Course: Principles of War; Tenets of Air and Space Power, and Distinctive Capabilities, found on the Air and Space Power Course website at <http://www.apc.au.af.mil/main.htm>.

25.2. Additionally, it is highly recommended that all instructors review *50 Questions Every Airman Can Answer*, an informal guide to understanding key war fighting principles, also found on the doctrine website at <https://www.doctrine.af.mil/Library/Doctrine/50questions.pdf>. **NOTE:** When the Teaching Internship 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 flying training instructors unless teaching CCAF courses.) After the instructor is subject-matter qualified the IS will evaluate instructional performance a minimum of once every 30 days ( $\pm$  5 duty days) for the first 90 days from the SMQ date, then quarterly for the duration of the internship. When deviations to this timeframe are necessary, the IS will document the reason for the deviation in accordance with training group guidelines.

26.2. (Not applicable to flying training instructors unless teaching CCAF courses.) A minimum of three successful instructor evaluations, documented on AETC IMT 281, **Instructor Evaluation Checklist**, are required for technical training instructors to complete the internship. The three evaluations must be rated satisfactory or higher. The IS must accomplish two evaluations. The third evaluation may be accomplished by the IS, intermediate supervisor, or other competent authority higher in the chain of command. 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 assigned to teach. The IS or other authorized individual reviews and approves lesson plans, and must evaluate proficiency in using audiovisual aids. In accordance with AFI 11-202, Volume 2, *Flying Training Standardization/Evaluation Program*, flying training instructors must achieve a minimum score of 85 percent on the measurement instruments for the subject areas they are assigned to teach. Battle management instructors must score at least 90 percent in accordance with AFI 13-1 series guidance.

26.4. Flying training 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 flying training and SERE instructors according to applicable standardization/evaluation program guidelines and criteria.

26.6.1. Aircrews will use AFI 11 202, Volume 2, *Aircrew Standardization/Evaluation Program*, and AFI 11-2 MDS-Specific, Volume 2 guidance. Use AF IMT 8, **Certificate of Aircrew Qualification**, to document evaluations. AETC IMT 281 may be used as a supplemental evaluation IMT/form.

26.6.2. Battle management personnel will use AFI 13-1 STAN/EVAL, Volume 2, *Ground Command and Control Systems Standardization/Evaluation Program—Organization and Administration*, and AETCI 13-101, *Battle Management Systems Evaluation Criteria*, guidance. Use AF IMT 4143, **Certificate of Qualification**, to document evaluations. AETC IMT 281 may be used as a supplemental evaluation IMT/form.

26.6.3. SERE personnel will use AETCI 36-2207, *Survival, Evasion, Resistance, and Escape (SERE) Training Systems Evaluation*. AETC IMT 281 may be used as a supplemental evaluation IMT/form.

**27. Documentation.** Document the internship on AETC IMT 470 or other approved tracking IMT or worksheet. Indicate the subject areas qualified to teach, the results of teaching evaluations, training received, and the instructor's degree status. When the instructor is nondegreed and assigned to teach a CCAF degree applicable course, develop a degree contract through the base ESO.

**28. Responsibilities:**

28.1. HQ AETC/DOPV and DOFV as applicable will approve locally developed IMTs or worksheets.

28.2. The IS, operations training officer (OTO), qualifying instructor or trainer will:

28.2.1. Ensure student instructors complete the internship in the least amount of time after the third month of enrollment, but do not limit the necessary benefits of the internship training experience. The requirement to complete the internship in the minimum period of time is especially important for nondegreed OSIs who need to apply credit for the internship course toward the ITMS associate degree. Timeliness of internship completion is important for all nondegreed instructors; however, it is vital for OSIs.

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 internship requirements are complete.

28.3.2. Ensure ISs conduct a minimum of two evaluations and arrange for the third evaluation. **NOTE:** For flying training instructors, follow the guidance 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).

28.4. Faculty development units or a designated office for flying training instructors will manage internship enrollments and completions, to include review and approval of AETC IMT 470 or another approved tracking IMT or worksheet.

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

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

29.1. **Initial SMQ Training.** Initial SMQ training applies to the first unit, block or course of instruction in which an instructor needs to be qualified. The instructor supervisor will determine this unit, block, and/or course during the training needs assessment. Initial SMQ training may begin prior to completion of BIC; however, instructors will not be qualified to teach until after BIC completion.

29.1.1. As a minimum, the qualifying instructor will:

29.1.1.1. Review all relevant computer-based instruction (CBI) and classroom training materials (lesson plans, study guides, workbooks, etc.).

29.1.1.2. Observe a qualified instructor teach each lesson in the unit, block, and/or course. Viewing of a taped lesson can satisfy this requirement.

29.1.1.3. Pass the subject matter test or verification for the unit and/or block. If the new instructor fails to achieve the applicable score defined in paragraph 26.3. on the written test or the established standard for subject matter verification, provide additional training as necessary and retest.

29.1.2. Additionally, a qualified instructor certified in the subject, an IS, or flight commander must monitor the qualifying instructor the first time the qualifying instructor teaches each lesson, including administration of exams and critiques, when applicable, in the unit, block, and/or course.

29.1.3. Document qualification on AETC IMT 470, **Teaching Internship Log**, or other approved IMT or worksheet, and AETC IMT 10, **Instructor Training Proficiency Record**. If SMQ is completed prior to BIC, use the BIC graduation date as the qualification date on AETC IMT 10 and AETC IMT 470. Document any breaks in training in Section 1 of the instructor's faculty folder.

29.2. **Subsequent SMQ Training.** Subsequent SMQ training applies to all other SMQ training following initial SMQ. The instructor supervisor determines what units, blocks, and/or courses the instructor needs to be qualified in and plans the training accordingly. Subsequent SMQ can begin immediately following initial SMQ; however, follow the appropriate instructor evaluation schedule.

29.2.1. As a minimum, the qualifying instructor will:

29.2.1.1. Review all relevant CBI and classroom training materials (lesson plans, study guides, workbooks, etc.).

29.2.1.2. Pass the subject matter test or verification for the unit and/or block. If the new instructor fails to achieve the required score identified in paragraph 26.3. on the written test or the established standard for subject matter verification, provide additional training as necessary and retest.

29.2.2. The instructor supervisor determines the monitoring requirements based on the instructor's background, course complexity, and performance during initial SMQ.

29.3. **SMQ Requirements.** State SMQ requirements on the instructor's AETC IMT 10, JQS 8B000-000, AF IMT 797, AF IMT 623A, **On-the-Job Training Record – Continuation Sheet**, or an automated training records system. Locally designed IMTs 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.

29.4. **Subject Matter Testing.** 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.

29.5. **Timeframe.** 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 the minimum score defined in paragraph 26.3. on a version of each test for each block they are qualified to

teach. The school and/or group 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.

29.6. **Training Syllabus.** Flying training 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/DOPV and DOFV as applicable will approve locally designed versions of AETC IMTs or worksheets.

30.2. Supervisors and training officers will:

30.2.1. Plan SMQ using the course chart or syllabus for the courses 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. Alternatively, schools may use station lesson plans.

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 complete identified requirements for instructor duties

before 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 (Officer and Enlisted)*, for additional guidance on Air Force specialty code (AFSC) prefixes. **NOTE:** Refer to AFMAN 36-2108, *Enlisted Classification*, for guidance on flying training instructor (prefix K) and flying training standardization or flight examiner (prefix Q).

### 33. Responsibilities:

33.1. Training groups and the 82 TRW at Sheppard AFB 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 IMT 2096, **Classification/On-the-Job-Training Action**. Process the IMT 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. 2 AF supplements resident faculty development training with web-based training modules through the STARS. See **Attachment 4** for required and recommended courses.

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

**37. Sequence of Courses.** The recommended sequence of continuation training courses for technical training instructors and ISs is listed in paragraphs **37.1.** through **37.5.** **NOTE:** These courses are not required for BMT instructors; however, completion of these courses is recommended.

37.1. Principles of Instructional System Development (ISD).

37.2. Objectives and Tests.

37.3. Technical Writer Principles.

37.4. Technical Writer Resident.

37.5. Training Supervisor. **NOTE:** For ISs, completion of the Training Supervisor's course is required before performing duties in this position.

### 38. Responsibilities:

38.1. Training and operations groups and the 82 TRW at Sheppard AFB 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 flying training instructors. Evaluate flying training instructors according to AFI 11-202, Volume 2, and AETCI 13-101 as applicable. Evaluators may use AETC IMT 281 as a supplemental evaluation form for flying training 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, valuations help to ensure consistency in training delivery.

**40. Conducting Evaluations.** The IS is the primary individual who performs instructor evaluations. Other personnel designated in writing by the squadron commander, that are trained to evaluate instructor performance and to document the evaluation on AETC IMT 281, may periodically conduct evaluations.

40.1. Feedback to the instructor should be constructive and provide specific recommendations for improvement, when necessary. Use AETC IMT 281 to conduct an instructor evaluation. Use caution when adding additional items in Section IE of the IMT to avoid inconsistency within the group. Do not add items that can be measured in other sections of the evaluation IMT or unnecessary items that simply inflate the overall rating. BMT will use a locally prescribed military training instructor evaluation IMT/form for drill and dormitory evaluations (Lackland Form 399, **Military Training Instructor Evaluation**).

40.2. Use AETC IMT 281 to evaluate Air Force instructors who teach other services courses, when feasible. (This IMT 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/DOPV must approve alternate or supplemental evaluation IMTs used.

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

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

### **41. Responsibilities:**

41.1. Training groups and the 82 TRW at Sheppard AFB will establish procedures and standards for followup 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.

**Table 1. Instructor Evaluation Schedule Guide.**

L I N E	A	B
	Category	Schedule
1	First tour instructor	Evaluate every 30 days for the first three evaluations beginning 30 days after becoming subject-matter qualified. Evaluate quarterly (every 90 days) for the next 3 evaluations or duration of internship, then every 6 months (approximately 180 days) until the instructor acquires 2 years of experience from the internship graduation date. Thereafter, evaluate annually (approximately every 365 days).
2	Returning instructor	Evaluate within the first 30 days after completing refresher training and subject matter qualification. Evaluate every 6 months (approximately every 180 days) until previous and current instructor experience equals 2 years. Thereafter, evaluate annually (approximately every 365 days).
3	Instructor supervisor (IS)	Evaluate during the first 30 days after completing initial qualification training and subject matter qualification, if applicable. Thereafter, evaluate annually (approximately every 365 days).
4	IS without AETC instructor experience	Same as Line 1 schedule until completion of internship.
5	Master instructor	Evaluate annually (approximately every 365 days).

**NOTE:** The evaluation schedule for first tour instructors should be maintained as closely as possible to the stated schedule. The schedule is intended to provide first tour instructors time to develop instructional skills between formal evaluations. When deviations from this schedule are necessary due to temporary duty (TDY), leave or the instructor is not teaching, for example, document the reason for the schedule deviation according to training group guidelines. Evaluations may be performed  $\pm$  5 normal duty days from the scheduled evaluation date before documentation is required. Use the most recent evaluation date to calculate the next evaluation due date.

### **Section K—Faculty Folders**

**42. Purpose.** The Southern Association of Colleges and Schools requires justification and documentation of the qualifications of faculty teaching at accredited institutions. Use faculty folders to maintain this documentation for full- and part-time military, civilian, and contract instructors who teach CCAF courses. The format and contents is a four-part folder set up as outlined at [Attachment 3](#). Additional parts may be added and used for local requirements. **NOTE:** For flying training instructors teaching CCAF courses, faculty folders are required in addition to training folders.

**43. AF IMT 623A.** The AF IMT 623A is maintained for technical sergeants and below or others in upgrade training. To use the faculty folder instead of the AF IMT 623A, organizations should request Air Force career field manager approval, by AFSC, coordinate with CCAF, and place the AF IMT 623B, **Individual Training Record Label**, on the faculty folder. Refer to AFI 36-2201, Volume 3, for additional guidance. This will allow maintenance of training documents normally required as part of AF IMT 623A 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 IMT 623A with the faculty folder. Reconstitute the AF IMT 623A by placing the CFETP, AF IMTs 797, and other appropriate training documents in this folder when the member's duties no longer involve teaching a CCAF course. **NOTE:** Use of this IMT does not apply to flying training instructors.

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

44.1. Training and operations groups and the 82 TRW at Sheppard AFB 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 37-123. **NOTE:** Destroy AETC IMT 281 after a permanent change of station, separation, or reassignment to a noninstructor position.

44.2. The IS will:

44.2.1. Ensure proper disposition of forms/IMTs.

44.2.2. Assume responsibility for the security of personal information.

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

**45. Purpose.** The OIC is a CCAF program that formally recognizes instructor training, qualification, and experience. It is available to qualified officer, enlisted, civilian, and other services instructors.

**46. Criteria for OIC.** The instructor must be a full-time qualified instructor teaching a CCAF course at an affiliated school at the time of nomination. A qualified instructor will:

46.1. Possess an associate or higher degree from a degree-granting institution that is accredited in accordance with CCAF requirements. **NOTE:** An approved EQILD instructor is not eligible for the OIC until completion of the associate degree.

46.2. Complete a teaching internship worth at least 12 semester hours credit.

46.3. Complete an instructor training course worth at least 3 semester hours credit

46.4. Possess at least 2 years teaching experience as a CCAF instructor from the DAID.

46.5. 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.

46.6. Be recommended for certification by the affiliated school and/or group commander, commandant, or PME flight chief.

#### **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. In general, the criteria are completed after graduation from BIC. The education criteria are in addition to required continuation training courses (**Attachment 4**) and courses completed in order to meet career field milestones.

- 48.1. The program applies to formal (Prefix T) training instructors, BMT instructors, NBCCDT instructors, PME instructors teaching at AETC bases, and other service instructors. 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 using the format at **Attachment 6**. 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 IMT 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.

### **49. Experience Criteria.** After completion of BIC:

- 49.1. Instructors and ISs who desire to achieve master instructor status must complete a minimum of 2 years of teaching experience upon graduation from BIC. Additionally, a minimum of 1,000 hours experience as the instructor teaching a course, block, or unit of instruction is required. Hours served to meet a multiple instructor requirement (MIR) do not apply toward the experience criteria. Maintain a log or another means to track the credible teaching hours.
- 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. Hours

served to meet a MIR do not apply toward the experience criteria. Maintain a log or another means to track the credible teaching hours.

49.3. Specify the method to use for tracking teaching hours in the group supplement or equivalent operating instruction.

**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 achievement beyond the baccalaureate degree for officers and beyond the associate degree for enlisted 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. College courses beyond the minimum required degree may count toward the MI program providing the course fits into one of the continuing education categories in paragraphs [51.4.1.](#) through [51.4.6.](#) 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 hours in the classroom.

51.2. Courses completed for 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 (nonrequired) courses in [Attachment 4](#) 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 4](#), 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.** In addition to the courses identified in paragraphs 51.4.1. through 51.4.5., other training and courses must enhance the instructor's subject knowledge and teaching abilities. 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/DOPV.

**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 by the training development element (TDE) and approved by the 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.** 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. This may include paid or non-paid instructional activities.

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), Partners 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.

52.3.2. The sponsoring agency, unit, or organization must provide documentation that describes the teaching initiative (for example, syllabus, lesson plan, or course outline) 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. **NOTE:** If wing or base level competition does not exist, group award winner will receive 30 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.

52.4.5. A total of 30 points may be awarded for earning master instructor status or equivalent from another service.

**53. Evaluations for Master Instructor.** Instructors must receive an overall rating of excellent or higher on the last three instructor evaluations (AETC IMT 281 or other approved evaluation worksheet). 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 basic 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/DOPV 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 and the wing at Sheppard AFB will establish guidance in a group supplement for managing the master instructor program. Supplements will include responsibilities for tracking teaching hours and other program requirements and list documents required to support the master instructor nomination package. As a minimum, this package must include:

54.3.1. AETC IMT 10.

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

54.3.3. Documents indicating the 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 community teaching initiative and the number of hours served (if applied toward completion of the program).

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

54.4. The instructor supervisor will 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. The IS forwards the package to the flight commander or chief, BMT operations officer or PME equivalent.

54.5. The flight commander or chief, BMT operations officer or PME equivalent 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. The squadron commander 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 include local operating guidelines and list documents to be included in the nomination package.

54.7.2. Ensure nominees meet all program requirements.

54.7.3. Complete AETC IMT 630.

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

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

***Section N—SERE and Flying Training Master Instructor Program (Office of Collateral Responsibility [OCR]: HQ AETC/DOF)***

**55. Purpose.** The SERE and flying training 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. Flying training instructors.

55.1.2. SERE training instructors (AFSC 1T0X1).

55.1.3. Flying training 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. Flying training instructors are required to have 2 years of teaching experience after completion of a formal instructor training course. 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. SERE and enlisted flying training instructors and civilians must have at least an associate degree.

57.2. 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.** Flying training 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 15) 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. Credit is not earned for courses taken toward the minimum required degree.

58.2. Ten points maximum can be earned by taking part in continuation/recurring training not required to maintain currency or qualification. This training enhances or improves instructor knowledge or performance, other than upgrade training, in courses that broaden the basic level area of expertise. Such training could include FAA certification and computer courses. 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. Flying training and SERE instructors may earn 10 points maximum for selection as instructor of the quarter or year.

58.6.1. Flying training instructors may earn points as follows: one point for Instructor of the Quarter, three points for Unit Instructor of the Year, and six points for AETC Instructor of the Year.

58.6.2. SERE instructors may earn points as follows: one point for Instructor of the Quarter, three points for Unit Instructor of the Year, five points for AETC Instructor of the Year, and 7 points for USAF Instructor of the Year.

## 59. Responsibilities:

59.1. The OPR, HQ AETC/DOP, and the Aircrew Training and Standardization Division (HQ AETC/DOF) (OCR) will determine policy and requirements for the SERE and flying training Master Instructor Programs.

59.2. The group 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 IMT 329, **SERE and Aircrew Master Instructor Qualification Record**, and AETC IMT 630 to the operations/training support squadron.

59.4. The operations/training 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. Ensure dissemination within the squadron of policies pertaining to the SERE and flying training Master Instructor Programs.

59.5. Supervisors will:

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

59.5.2. Keep AETC IMT 329 in the AF Form 623A (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 IMT 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 IMTs 329 and AETC IMT 630 through the chain of command to the unit commander.

**60. IMTs Prescribed.** AETC IMT 10, **Instructor Training/Proficiency Record**; AETC IMT 106, **Outstanding Instructor Certificate**; AETC IMT 281, **Instructor Evaluation Checklist**; AETC IMT 329, **SERE and Aircrew Master Instructor Qualification Record**; AETC IMT 470, **Teaching Internship Log**; and AETC IMT 630, **Master Instructor Certificate**.

**61. Forms/IMTs Adopted.** AF IMT 8, **Certificate of Aircrew Qualification**; AF IMT 623A, **On-the-Job Training Record – Continuation Sheet**; AF IMT 797, **Job Qualification Standard Con-**

**tinuation/Command JQS; AF Form 847, Recommendation for Change of Publication; and AF IMT 2096, Classification/On-The-Job Training Action.**

GILMARY M. HOSTAGE III, Brigadier General, USAF  
Director of Operations

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

AFDD 1, *Air Force Doctrine Document*

AFPD 36-22, *Air Force Military Training*

AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*

AFI 13-1 STAN/EVAL, Volume 2, *Ground Command and Control Systems Standardization/Evaluation Program – Organization and Administration*

AFI 33-360, Volume 1, *Air Force Content Management Program--Publications*

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*

AFI 36-2201, Volume 3, *Air Force Training Program on the Job Training Administration*

AFI 36-2201, Volume 4, *Managing Advanced Distributed Learning (ADL)*

AFMAN 36-2105, *Officer Classification*

AFMAN 36-2108, *Enlisted Classification*

AFMAN 37-123, *Management of Records*

AFI 36-2903/AETC Sup 1, *Dress and Personal Appearance of Air Force Personnel*

AETCI 13-101, *Battle Management Systems Evaluation Criteria*

AETCI 36-2207, *Survival, Evasion, Resistance, and Escape (SERE) Training Systems Evaluation*

AETCI 36-2220, *Academic Training*

AETCI 36-2901, *Wear of the AETC Instructor and Master Instructor Badges*

CCAF Campus Relations Policies, Procedures, and Guidelines Handbook

***Abbreviations and Acronyms***

**AETC**—Air Education and Training Command

**AETCI**—Air Education and Training Command instruction

**AFDD**—Air Force doctrine document

**AFB**—Air Force base

**AFPD**—Air Force policy directive

**AFMAN**—Air Force manual

**AFS**—Air Force specialty

**AFSC**—Air Force specialty code

**ANG**—Air National Guard

**AU**—Air University  
**BIC**—basic instructor course  
**BMT**—basic military training  
**CBI**—computer-based instruction  
**CBT**—computer-based training  
**CCAF**—Community College of the Air Force  
**CCAFID**—Community College of the Air Force Instructor Database  
**CDC**—career development course  
**CFETP**—career field education and training plan  
**CLEP**—College-Level Examination Program  
**COTS**—commercial-off-the-shelf  
**CTP**—course training plan  
**CTR**—command training requirement  
**CTS**—course training standard  
**DAID**—date assigned instructor duty  
**DANTES**—Defense Activity for Nontraditional Education Support  
**DoD**—Department of Defense  
**EQILD**—exceptional qualifications in lieu of degree  
**ESO**—education services office  
**GSU**—geographically separated unit  
**HOSTS**—Help One Student to Succeed  
**HQ**—headquarters  
**IA**—instructor assistant  
**IAAFA**—Inter-American Air Forces Academy  
**ICW**—interactive courseware  
**I-IQT**—Instructor Initial Qualification Training  
**IMA**—individual mobilization augmentee  
**IMT**—information management tool  
**IP**—instructor pilot  
**IS**—instructor supervisor  
**ISD**—instructional system development  
**ITC**—instructor training course

**ITRO**—interservice training review organization

**ITU**—instructional technology unit

**IW**—information warfare

**JQS**—job qualification standard

**LAN**—local area network

**LMMS**—leadership, management, and military studies

**MDS**—mission design series

**MIR**—multiple instructor requirement

**MOA**—memorandum of agreement

**MQT**—mission qualification training

**MTI**—military training instructor

**MTIS**—Military Training Instructor School

**NAF**—Numbered Air Force

**NBCCDT**—nuclear, biological, chemical, and conventional defense training

**OCR**—office of collateral responsibility

**OIC**—occupational instructor certification

**OJT**—on-the-job training

**OPR**—office of primary responsibility

**OSD**—occupational survey data

**OSI**—other service instructor

**OTO**—operations training officer

**PAIR**—Partners Assisting in Reading

**PIE**—Partners in Education

**PIT**—pilot instructor training

**PME**—professional military education

**POI**—plan of instruction

**PPG**—policies, procedures and guidelines

**SACS/COC**—Southern Association of Colleges and Schools, Commission on Colleges

**SERE**—survival, evasion, resistance, and escape

**SMQ**—subject matter qualification

**SOW**—special operations wing

**STARS**—Standardized Training and Resources Suite

**STR**—student training requirement

**TDE**—training development element

**TDY**—temporary duty

**TRW**—training wing

**TTMS**—Technical Training Management System

**U&TW**—utilization and training workshop

**UIT**—unit indoctrination training

**UTA**—unit training assembly

**VTT**—video teletraining

**WWW**—world wide web

### *Terms*

**Date Assigned Instructor Duty**—The date of completion of a 3 semester-hour instructor methodology course.

**Flying Training Instructor**—For purposes of this instruction, the term refers to all instructors assigned under 2 AF or 19 AF who teach flying training students.

**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.

**Instructor-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 an internship, and proficiency to teach the first unit, block, or course of instruction without assistance.

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

**Mission Qualification Training**—Training required by a flying training member to qualify in an assigned position to perform the command or unit mission.

**Standardized Course**—A course that each faculty development unit teaches according to the course control documents provided by 2 AF/DOTF (see [Attachment 4](#)).

**Subject Matter Qualification 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.

**Unit Training Assembly**—The 2 day period per month that ANG operations personnel spend on duty.

**Attachment 2**

**DEGREE COMPLETION CONTRACT SAMPLE FORMAT**

Name: _____	Date Assigned Instructor Duty (DAID): _____	Degree Requirements Must be Completed By _____												
<p>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 and/or other exams within 60 workdays of being assigned to the position:</p> <p>CLEP Tests Required Date Scheduled Results (P/F)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">_____</td> <td style="width: 33%; border-bottom: 1px solid black;">_____</td> <td style="width: 33%; border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> </table>			_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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<p>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:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Courses Required/Enrolled</th> <th style="width: 33%;">Start Date</th> <th style="width: 17%;">Completion Date</th> <th style="width: 17%;">Grade</th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> </tbody> </table>			Courses Required/Enrolled	Start Date	Completion Date	Grade	_____	_____	_____	_____	_____	_____	_____	_____
Courses Required/Enrolled	Start Date	Completion Date	Grade											
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_____	_____	_____	_____											
<p>3. Based on an evaluation by the Education Services Office, the above courses will enable me to complete my degree requirements by <u>(date)</u>. If it becomes necessary to change/update this contract, I will bring it to the attention of my supervisor <u>(name)</u> and my flight commander or chief, <u>(name)</u>.</p>														
<p>4. If the degree is not completed within 11 months of the DAID, the supervisor and commander must review, sign, and submit an EQILD package as outlined in the CCAF PPG, Figure 8.</p>														
Instructor's Name, Grade, Service	Date _____													
Instructor Supervisor's Name, Grade, Service	Date _____													
Flight Commander's or Chief's Name, Grade, Service	Date _____													
Squadron Commander's Name, Grade, Service	Date _____													

### Attachment 3

#### FACULTY FOLDER TEMPLATE

**A3.1. Contents.** The faculty folder is divided into four sections. The contents are described in paragraphs **A3.2.** through **A3.5.**

**A3.2. Section 1.** Include the following:

A3.2.1. Documents related to the instructor's initial, continuation, aircraft, and specialty/subject matter qualification training. Include AETC IMT 10 (AF IMT 797, if used) showing course title, number, and blocks qualified to teach and the instructor qualification sheet (**Attachment 7**) if applicable.

A3.2.2. Confirmation that the instructor has access (electronic or hard copy) to and has read the CCAF Campus Relations Policies, Procedures, and Guidelines. **NOTE:** If the CCAF Teaching Internship Worksheet is used, this information will be noted in section 3 of the folder.

A3.2.3. Confirmation that the instructor has access to and read the Air University policies to include Academic Freedom, Nonattribution, Academic Integrity, and Academic Honor Code from the Air University Faculty Handbook ([http://www.au.af.mil/au/faculty\\_handbook/handbook.pdf](http://www.au.af.mil/au/faculty_handbook/handbook.pdf)). **NOTE:** The option to combine the faculty folder and AF IMT 623A contents requires approval of the Air Force career field manager and coordination with CCAF. If combined, label the faculty folder AF Form 623B.

**A3.3. Section 2.** Include AETC IMT 281, **Instructor Evaluation Checklist**; AF IMT 8, **Certificate of Aircrew Qualification**; or AF IMT 4143, **Certificate of Qualification**, as appropriate; and other approved evaluation forms/IMTs. Retain evaluation forms/IMTs according to the CCAF Campus Relations Policies, Procedures, and Guidelines. Destroy AETC IMT 281 after a permanent change of station, separation, or reassignment to a noninstructor position.

**A3.4. Section 3.** Include verification of the Teaching Internship course using AETC IMT 470, **Teaching Internship Log**, the CCAF Teaching Internship Worksheet, or a copy of the internship course certificate.

**A3.5. Section 4.** Include the official transcripts reflecting the highest degree and CCAF degree (if awarded) or the transcript request form. For nondegreed instructors, include a degree completion contract and/or the EQILD approval memorandum.

Attachment 4

REQUIRED AND RECOMMENDED TRAINING

A4.1. Faculty Training. Table A4.1 lists recommended and required standardized and nonstandardized courses.

Table A4.1. 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	M
	Course Title	Technical Training Instructor	Flying Tng/Returning Inst/Inst Supv (1)	Returning Instructor/Inst Supv	Instructor/Intermediate Supv	Trng Developer/TDE Chief	CDC Writer	ICW Mgr/Designer/Developer	Resource Advisor	Training Manager	Training/Stan Evaluator	Squadron Cmdr/Ops Officer	Group, Dep and Det Cmdr/Chief
<b>Standardized Courses</b>													
1	BIC or comparable ITC	2	2		2								
2	Instructor Refresher			2 or 7									
3	Objectives and Tests	7	7	7	7	3	8	8					
4	Occupational Survey Data (OSD)	7	7	7	7	4	7		7				
5	Principles of ISD	10	9	10	10	2	6	2	6		6		
6	Teaching Internship	14	14	4*	14								
7	Technical Writer Principles	10	7	9	9	4	2	8	8				



I T E M	A	B	C	D	E	F	G	H	I	J	K	L	M
	Course Title	Technical Training Instructor	Flying Tng/Returning Inst/Inst Supv (I)	Returning Instructor/Inst Supv	Instructor/Intermediate Supv	Tng Developer/TDE Chief	CDC Writer	ICW Mgr/Designer/Developer	Resource Advisor	Training Manager	Training/Stan Evaluator	Squadron Cmdr/Ops Officer	Group, Dep and Det Cmdr/Chief
17	Air Force Doctrine Review	16	16	16	16	16							
18	STARS CBT	15	15	15	15	15	15	15	15	15	15	15	15

\*Unless already completed.

\*\*Instructor Supervisor

\*\*\*The Training Management Course at Lackland satisfies this requirement.

**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 (unless previously completed).
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. CBT courses should provide training on the hardware/software needs of specific groups.
13. Attendance is required within 120 days of assignment to a technical training organization. The course is taught at 2 AF, Keesler AFB MS. When personnel cannot attend within the specified timeframe, submit a waiver request to 2 AF/DOTF. **NOTE:** This course is optional for the flight commander or chief.
14. Enrollment required after graduation from BIC and completed within 3-12 months of DAID.
15. STARS training requirements for 2 AF key personnel positions are listed on the 2 AF website.
16. One-time requirement.

**A4.2. Basic Military Training.** Table A4.2 lists courses for BMT.

**Table A4.2. Basic Military Training.** (Numbers in column blocks refer to notes at the end of the table.)

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Course Title</b>	<b>MTI</b>	<b>Returning MTI</b>	<b>MTI Supervisor</b>	<b>NBCCDT Instructor</b>
<b>1</b>	MTIS	1			
<b>2</b>	MTI Refresher		2		
<b>3</b>	MTI Supervisor			2	
<b>4</b>	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 5

## TRAINING MANAGEMENT RESPONSIBILITIES FOR FACULTY DEVELOPMENT

**A5.1. Faculty Responsibilities.** Table A5.1 lists training management responsibilities for faculty development.

**Table A5.1. 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.	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	Provide course chart (CC) input.		x
9	Prepare, finalize, and approve course chart.	x	
10	Initiate AETC IMT 179A for standardized courses.	x	
11	Project course student training requirement and schedule classes.		x
12	Develop CTP.	x	x
13	Maintain CTP.	x	
14	Provide CTP input.		x
15	Develop plan of instruction (POI) and support materials.		x
16	Submit final POI input to 2 AF.		x
17	Review draft publications and provide input.	x	x
18	Compile and coordinate input to draft publications.	x	
19	Validate plan, summary, and/or report.	x	

**Attachment 6**

**TECHNICAL AND MILITARY TRAINING MASTER INSTRUCTOR CERTIFICATION**

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

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

Current Job Assignment (Instructor or Instructor Supervisor): \_\_\_\_\_ Initial Qual Date: \_\_\_\_\_ 2-Yr Experience Date (from BIC Graduation Date): \_\_\_\_\_

Date completed 1,000 hours of primary instructor teaching experience: \_\_\_\_\_

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

<b>Continuation Education</b>	<b>Hours (classroom or semester)</b>	<b>Date Completed</b>
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: \_\_\_\_\_

150 points required (may be in one area or a combination of the three areas):

**Instructor Evaluations** (last 3 evaluations require excellent or higher rating).

<b>Date</b>	<b>Rating</b>	<b>Evaluator/Title</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Nominated by (instructor supervisor, telephone extension): \_\_\_\_\_

Reviewed/endorsed by (flight commander or chief): \_\_\_\_\_

Reviewed/endorsed by (squadron commander): \_\_\_\_\_

Reviewed/endorsed by (faculty development manager): \_\_\_\_\_

Date forwarded to group CC: \_\_\_\_\_

