

2 AUGUST 2002



Personnel

**EDUCATION AND TRAINING TECHNOLOGY
APPLICATION PROGRAM (ETTAP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AETC/XPRT (Ms Betty Hartsfield)
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This instruction implements Air Force Policy Directive 36-22, *Military Training*. It establishes responsibilities for AETC's Education and Training Technology Application Program (ETTAP). This instruction applies to all AETC organizations and staff agencies, and it provides sustained management emphasis and resource support for selected projects that apply advanced education and training technologies within AETC's education and training programs. It provides information on conducting ETTAP, obtaining resource support for projects, and the processes for initiating and implementing a project command wide. See **Attachment 1** for a glossary of references and supporting information. This publication does not apply to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units.

Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2002-1, which provides guidance on disposition of equipment purchased with Education and Training Technology Application Program (ETTAP) funds (paragraph **4.9.**); submission of ETTAP study and quarterly reports (paragraphs **5.6.1.** and **5.6.3.**); and transition of prototype demonstrations (paragraph **6.1.**). See the last attachment of this publication (IC 2002-1) for the complete IC. A bar (|) in the left margin indicates revision from the previous edition.

1. Purpose of ETTAP. ETTAP is designed to identify and evaluate innovative technologies that will improve the efficiency and effectiveness of education and training. Commanders and managers at all levels in AETC will:

- 1.1. Prioritize potential ETTAP applications based on deficiencies as documented in the mission area plans (MAP), applicable roadmaps, and the AETC master plan. These deficiencies may be development, delivery, administration, storage, or other salient education and training issues.

- 1.2. Provide the means to reengineer, modernize, and promote innovative learning methodologies that support command wide objectives.
- 1.3. Validate the affordability, execution, deliverability, sustainability, and redundancy of current and legacy education and training technologies prior to transitioning successful prototype efforts to operational status.

2. HQ AETC Staff Agency Responsibilities:

- 2.1. The Director of Plans and Programs (HQ AETC/XP) is responsible for overall ETTAP policy and guidance within AETC, and is the final approval authority for all ETTAP proposals. The director will:
 - 2.1.1. Delegate ETTAP funding authority and program management to HQ AETC/XPRT, as applicable. HQ AETC/XPRT will also maintain program element group (PEG) responsibility, budget submissions, and funding documentation.
 - 2.1.2. Review current and proposed education and training technology applications.
- 2.2. HQ AETC/XPRT will:
 - 2.2.1. Ensure the program is managed within applicable Air Force guidance. Retain approval authority on the ETTAP committee membership.
 - 2.2.2. Approve the conduct of demonstrations, purchase of equipment, temporary duty (TDY) trips, education and training materials, and services.
 - 2.2.3. Perform all program management functions of the ETTAP funds including a review of all purchases for equipment, supplies, maintenance, and contractor support during the demonstration or test phase of technology and during prototype development.
 - 2.2.4. Review all recommended AETC Forms 38, **Education and Training Technology Application Program (ETTAP) Proposal Short Form**, to ensure they address deficiencies contained in the MAP, applicable roadmaps or AETC master plan. Modernize or promote innovative learning methodologies that support command wide goals and objectives.
 - 2.2.5. Ensure, prior to funding, ETTAP long proposals are reviewed and approved by HQ AETC/XP. This ensures funding support is consistent with AETC mission priorities identified in the AETC Strategic Plan, MAP, or AETC Master Plan.
 - 2.2.6. Publish the final project report on HQ AETC/XPRT homepage at <https://www.aetc.af.mil/xp>.
 - 2.2.7. Coordinate with the Inspector General (IG), Comptroller (FM), Directorates of Education (ED), Logistics (LG), Operations (DO), Communications and Information (SC), Judge Advocate (JA), Surgeon General (SG), Numbered Air Forces (NAFs), and AETC Studies and Analysis Squadron (AETC SAS) on successful ETTAP projects and make recommendations and determinations to Requirements Division (HQ AETC/XPR) for transition of successful technologies to the operational environment.
 - 2.2.8. Ensure the Financial Analysis Division (HQ AETC/FMA) provides ETTAP funding based on program objective memorandum (POM) submissions and financial plan.
 - 2.2.9. Establish ETTAP suspenses and proposed due dates.

2.2.10. Ensure ETTAP program management and activity data are maintained in six-part folders in HQ AETC/XPRT official files.

2.3. AETC SAS Command Innovation Flight (IT) will:

2.3.1. Review all long proposals for execution, delivery, redundancy, and sustainability prior to initial funding. Once the proposal is approved, AETC SAS/IT will work with the project officer to draft an independent study plan to measure efficiency and effectiveness.

2.3.2. Write the study plan. The study plan serves as a comprehensive outline of the steps to be taken and as a template for the final report. It is comprised of an executive summary, background information, the deficiency, the approach to be used including the scope and limitations, major assumptions, the methodology, subjects to be studied, effectiveness metrics, reliability, maintainability, and sustainability information, direction for collecting baseline information, responsibilities of team members, and a timeline.

2.3.3. Ensure the content of the quarterly reports is within project scope and purpose. Forward copies of these reports to HQ AETC/XPRT.

2.3.4. Write the final project report within 30 days of receipt of the study report from the project officer.

3. ETTAP Committee Responsibilities:

3.1. Serve as point of contact, in conjunction with AETC SAS/IT, for timely reporting on requirements, feasibility, return-on-investment, improvement of mission capability, and validity of innovative applications of technology. This committee is composed of representatives from each of the appropriate AETC directorates, NAFs, and staff agencies.

3.2. Follow the guidelines as outlined in this instruction.

3.2.1. Ensure projects are limited in size and application to reduce the time between technology demonstration and possible full-scale implementation.

3.2.2. Approve proposals based on consideration of all anticipated costs and benefits associated with the technology demonstration and full-scale implementation.

4. Project Officer Responsibilities. The project officer is the ranking person initiating the proposal. The project officer will:

4.1. Prepare AETC Form 38, **Education and Training Technology Application Program (ETTAP) Proposal Short Form**, and submit electronically through the organization or agency ETTAP committee representative to HQ AETC/XPRT with a copy to AETC SAS/IT. Upon approval, submit a formal or long proposal (**Attachment 2**). The first page of the long proposal should include an executive summary to briefly explain the basic purpose, test domain, expected benefits, and estimated funding costs for the project. The project officer must coordinate all relevant information with appropriate entities at that organization prior to submission. For existing training and education courses, send a copy of AETC Form 38 and formal proposal to the training manager (TM) to file in the training plan (TP).

- 4.2. Ensure the ETTAP proposal meets all information assurance requirements, which includes the Privacy Act (PA), Freedom of Information Act (FOIA), and electronic records management (ERM), prior to program implementation.
- 4.3. Obtain and coordinate necessary documentation on proposals for implementation, sustainment, and cost data with appropriate staff agencies, as well as base support agencies, that will be impacted by the prototype demonstration.
- 4.4. Submit the project long proposal and cost data through the appropriate NAF and staff agencies to HQ AETC/XPRT (or appointed AETC SAS/IT representative as specified upon notification) for evaluation and staff coordination.
- 4.5. Ensure information technology requirements are documented on the AF Form 3215, **IT/NSS Requirements Document**, and processed in accordance with AFI 33-103, *Requirements Development and Processing*, and its AETC supplement. The long proposal must include an approved CSRD.
- 4.6. Monitor the accomplishment and evaluation of funded ETTAP projects and submit quarterly status reports through the appropriate NAF ETTAP committee representative to AETC SAS/IT. Quarterly reports are due no later than the 10th working day of each new calendar quarter.
- 4.7. Submit a study report not later than 30 days from completion of the project. The study report or request for deferral will be sent through the chain of command to HQ AETC/XPRT.
- 4.8. Prepare and submit expenditures with documentation on AF Form 616, **Fund Cite Authorization (FCA)**, to HQ AETC/XPRT with a copy to the appropriate NAF or staff agency and AETC SAS/IT not later than the 25th of each month. In coordination with the unit's Resource Manager or Advisor, ensure complete financial and contracting documents are submitted to HQ AETC/XPRT upon receipt. Documents include, but are not limited to, AF Form 9, **Request for Purchase**, IMPAC card purchase request, SF Form 1449, **Solicitation/Contract/Order for Commercial Items**, DD Form 448-2, **Acceptance of MIPR**, and receiving reports.
- 4.9. Ensure disposition of equipment purchased with ETTAP funds is handled according to the following guidelines:
 - 4.9.1. Equipment, including computer hardware and software, transitioned to operational status upon test completion will be retained by the hosting (initiating) organization and established in compliance with AETC CIO policy memorandum, 18 July 2000, Subj: Policy on the AETC Command, Control, Communications, Computers, and Intelligence (C4I) Support Plans (C4ISPs), available at <https://www.aetc.af.mil/cio/c4isp/index.html>.
 - 4.9.2. Equipment purchased for projects not completed according to the MOA timeline or an approved adjusted timeline will be returned as directed by HQ AETC/XPRT.
- 4.10. Ensure computer systems equipment (computer hardware) is annotated in the Information Processing Management System (IPMS) per AFI 33-112, *Computer Systems Management*, and its AETC supplement. Equipment is shipped to each location's equipment control officer (ECO) and marked for the appropriate unit equipment custodian (EC). Coordinate the transfer of accountable computer systems equipment from one location to another through the major command (MAJCOM) ECO (AETC CSS/SCYA). The ECO will complete the required tasking letter to authorize the transfer of accountability (electronic records in IPMS) from one ECO (location) to another.
- 4.11. Conduct the test and provide AETC SAS/IT with data consistent with the study plan.

4.12. Assist with the full-scale implementation of approved education and training technology applications as appropriate.

5. Organizational ETTAP Project Procedures:

5.1. An ETTAP proposal must result from an educational or training deficiency identified through the normal education and training evaluation process or from the introduction of new technology that has the potential for improving education and training effectiveness and cost efficiency. Projects should not be submitted as suggestions on AF Form 1000, **IDEA Application**.

5.2. Organizations may submit a short format for an ETTAP anytime during the year. Short formats can be downloaded at <https://www.aetc.af.mil/xp> or from the AF electronic forms web page.

5.2.1. The organization desiring an ETTAP project will appoint a project officer to prepare and submit AETC Form 38 to HQ AETC/XPRT, with a copy to AETC SAS/IT and the organization's ETTAP POC, and their chain of command.

5.2.2. The project officer will act as the primary liaison between the initiating organization, ETTAP committee representative, HQ AETC/XPRT, and other headquarters staff as appropriate. HQ AETC/XPRT will notify the appropriate headquarters or agency of submissions that were selected for preparation of a long proposal (see **Attachment 2**).

5.3. Long proposals must be submitted within 30 days of notification. The long proposal must include the following information:

5.3.1. Estimated benefits in course length, group size, and student education and training requirements.

5.3.2. Estimated savings in manpower requirements for instructors, maintenance personnel, education and training development personnel, education and training overhead support, base operating support, and student man-years.

5.3.3. Estimated changes in requirements for education and training equipment, spares, infrastructure, and support equipment.

5.3.4. Estimated changes in facility requirements to include required modifications, classroom size and number, and electrical, security, and air-conditioning requirements.

5.3.5. Estimated funding requirements for facilities, TDYs, manpower, and maintenance. Funding for equipment, software, and services will be listed separately.

5.3.6. Estimated time and milestones required for successful project completion. The ETTAP project should be completed within 12 months after receipt of equipment.

5.3.7. Deficiency in the organization's MAP that the proposal will rectify. The AETC MAP document is available from HQ AETC/XPRT.

5.3.8. Synopsis of expected improvements in education, training quality, and student performance. Evidence of the metrics used to measure the process must be provided.

5.3.9. Estimated cost for sustainment and a rough order of magnitude (ROM) estimate for implementation.

5.4. The submitting organization will:

- 5.4.1. Coordinate with appropriate organizational or base agencies (for example, the communications squadron for additional communication line requirements or base civil engineer for facility requirements).
- 5.4.2. Ensure the proposal is not a stand alone solution, infrastructure enhancement, or operations and maintenance funded item. The organization commander will concur and forward the completed long proposal with a cover letter through the appropriate NAF or staff agency to HQ AETC/XPRT and AETC SAS/IT.
- 5.4.3. Ensure the proposal meets a requirement in the organization's MAP, roadmap, or AETC master plan.
- 5.4.4. Prior to funding and in collaboration with AETC SAS/IT, complete a memorandum of agreement (MOA) and a study plan (MOA format is at [Attachment 3](#)). HQ AETC/XPR, AETC SAS/CC, and the organization's group commander sign the MOA.
- 5.4.5. In accordance with AFI 33-103 and the applicable AETC supplement, initiate an AF Form 3215 through normal communications-computer systems channels for all IT equipment required for the project.
- 5.4.6. Route the CSRD through the local communications squadron for projects conducted at a single base and HQ AETC/SC for projects affecting multiple bases or use of nonstandard computer systems. Attach the approved CSRD to the long proposal.
- 5.4.7. Coordinate projects that add web-based or air technology network (ATN) systems with the Air Force Institute for Advanced Distributed Learning (HQ AETC/EDD).
- 5.5. Prototype and demonstration projects may be conducted through contractor efforts or with in-house resources. The initiating organization will identify the tasks necessary to conduct the demonstration project. The project officer will work with local contracting agencies to develop necessary contract documents and work with the local communications squadron for projects that affect single bases, or work with HQ AETC/SC or 12 CONS for projects that affect multiple bases or use non-standard systems.
- 5.6. The organization will ensure their NAF ETTAP committee representative reviews proposals and tracks the status of the information required for funding and reporting. Generally, two types of reports are required:
- 5.6.1. **Quarterly Reports (AETC-XPRT[Q]9801, Quarterly Education and Training Technology Application Program Status Report).** The purpose of the ETTAP quarterly status report is to provide input based on the master project schedule. Following the format at [Attachment 4](#), the project officer will submit quarterly reports through the group commander and appropriate NAF or staff agency to HQ AETC/XPRT and AETC SAS/IT no later than the tenth working day of each new calendar quarter. The first report will be submitted the first quarter after the project start date.
- 5.6.2. **Final Report (AETC-XPRT[AR]9802, Final Education and Training Technology Application Program Report).** AETC SAS/IT will prepare and submit the final report, within 30 days of receipt of the project officer study report, to HQ AETC/XPR with copies to HQ AETC/DOO and HQ AETC/DOF ([Attachment 5](#)). The final report and study report will serve as the basis for deciding whether to continue with full-scale implementation or later command-wide application.

5.6.2.1. Although the actual organization of the study report will depend on the specific purpose, the preparer should follow the same format as for the final report (**Attachment 5**). The text portion must describe the methods, assumptions, and procedures used to evaluate the use, effectiveness, and efficiencies of the technology being demonstrated; present and discuss the results of the demonstration; and draw conclusions and recommend actions based on those results.

5.6.2.2. The study report must contain an executive summary of the entire project and specify the results based on the intended return-on-investment or benefit.

5.6.3. **Submission of Reports.** Submit quarterly and study reports in electronic format through the group commander and appropriate NAF or staff agency to HQ AETC/XPRT and AETC SAS/IT.

6. General Guidelines:

6.1. HQ AETC/XPRT will review the study results in the final report and make appropriate recommendations. Recommendations may fall into one of three categories: implement full scale and/or consider for command-wide use; do additional study or monitoring; or do not implement. Recommendations will be coordinated with the HQ AETC staff. Disposition of equipment used in the prototype demonstration must be handled as described in paragraph **4.9**.

6.2. The decision to proceed with full-scale implementation of a demonstrated technology will be based on the final report, and a thorough resource and cost analysis including infrastructure, manpower, maintenance, development, and delivery requirements. The approval decision will be made via the AETC corporate process identified in AETCI 16-501, *AETC Corporate Structure*, and the AETC Chief Information Officer (CIO) Corporate Process and Charter. This ensures funding support is consistent with AETC mission priorities identified in the AETC Strategic Plan, MAP, or AETC Master Plan.

6.3. Instructional system design procedures must be followed for all projects involving education and training development.

7. Funding Guidance. The organization submitting the proposal is responsible for ensuring the proper procedures are followed when coordinating approval and purchasing the necessary resources. If the project is implemented, the organization estimates the required costs including life-cycle sustainment and equipment support costs, and forwards their POM submissions to HQ AETC/XPR. HQ AETC/XPR will coordinate with appropriate staff agencies. The submitting organization must account for procured items as prescribed in paragraphs **4.5** and **4.8**.

8. ETTAP Process. The following is the ETTAP process flow:

- 8.1. Training/education need identified.
- 8.2. AETC Form 38 submitted.
- 8.3. ETTAP committee convenes and selects projects.
- 8.4. Long proposals submitted with approved CSRD.
- 8.5. ETTAP committee convenes and validates long proposals.

8.6. HQ AETC/XP approves long proposals.

8.7. AETC SAS/IT writes study plan.

8.8. In collaboration with the project officer, HQ AETC/XPR writes the MOA. HQ AETC/XPR, AETC SAS/CC, and the group commander or equivalent sign it. The study plan is an attachment to the MOA.

8.9. Selected ETTAP proposals are funded.

8.10. Project officer executes study plan and collects pre- and post-data for study.

8.11. Project officer submits study report to AETC SAS/IT within 30 days of test completion.

8.12. AETC SAS/IT analyzes data and writes and submits the final report to HQ AETC/XPR within 30 days of receipt of the study report.

9. Forms Prescribed. AETC Form 38.

10. Forms Adopted. AF Form 9, AF Form 1000, AF Form 3215, SF Form 1449, and DD Form 448-2.

FRANK A. PALUMBO, Colonel, USAF
Director of Plans and Programs

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

AFPD 36-22, *Military Training*

AFI 33-112, *Computer Systems Management*

AFI 33-103, *Requirements Development and Processing*

AFMAN 37-139, *Records Disposition Schedule*

AETCI 16-501, *AETC Corporate Structure*

Abbreviations and Acronyms

CSRD—C-4 Systems Requirements Document

EC—Equipment custodian

ECO—Equipment control officer

ERM—Electronic records management

ETTAP—Education and Training Technology Application Program

FOIA—Freedom of Information Act

IPMS—Information Processing Management System

IT—Command Innovation Flight

MAJCOM—Major command

MAP—Mission area plan

MOA—Memorandum of agreement

PA—Privacy Act

POM—Program objective memorandum

ROM—Rough order of magnitude

SAS—Studies and Analysis Squadron

TDY—Temporary duty

Attachment 2

FORMAT FOR ETTAP PROJECT PROPOSAL (LONG PROPOSAL)

EDUCATION AND TRAINING TECHNOLOGY APPLICATION PROGRAM

PROJECT PROPOSAL

(TITLE)

(PROJECT OFFICER)

(Name of project officer or OPR from initiating organization, grade, DSN, office symbol, and e-mail address)

(DATE)

AIR EDUCATION AND TRAINING COMMAND

DEPARTMENT OF THE AIR FORCE

(Organization designation and address)

(date)

(PROJECT PROPOSAL TITLE)

1. The proposal should include enough detail so each reader can evaluate the objective of the proposed project demonstration, the anticipated benefits to be gained from implementation, and all associated costs. Keep proposals easy to read. Use technical terminology only when essential. Although some sections may be combined and the order of presentation varied in the interest of logic and clarity, applicable information listed below should be included in the body of the report.

2. SECTION A—INTRODUCTION. Define the problem or state the objective for application of the proposed technology. Relate background information such as prior evaluation findings, related research objectives in the current Mission Area Plan and current methodology and media. Describe what benefits will be achieved or how application of the proposed technology will result in increased efficiencies. Identify the negative impact if the project is not conducted.

3. SECTION B—PROJECT DEMONSTRATION. Discuss how the project demonstration will be conducted. Include the scope of the project, tasks to be accomplished, and resources required to conduct the demonstration (for example, manpower, facilities, equipment, and related costs). Describe initial plans and procedures for evaluating project success.

4. SECTION C—IMPLEMENTATION. Discuss the planned implementation if the project demonstration is successful. Include how the results of the project will be integrated into current education and training procedures.

4.1. Summarize all aspects of the program and associated support services that will be impacted as a result of the implementation, such as changes in course length, group size, student education and training requirements, manpower requirements for instructors, maintenance personnel, education and training development personnel, education and training, overhead support, base operating support, and student man-years.

4.2. Document estimated changes in requirements for education and training equipment, spares, support equipment, facilities, and funding.

4.3. Ensure changes in facility requirements include required modifications, classroom size and number, and electrical, security, and air conditioning requirements.

4.4. Ensure funding requirements include funds for equipment, TDYs, facilities, manpower, and maintenance and sustainment. Discuss anticipated problems.

5. SECTION D—MAJOR MILESTONES. Beginning with project approval, develop a milestone schedule for project start, quarterly reports, project completion, project evaluation, final report, and planned implementation.

Attachment 3**FORMAT FOR MEMORANDUM OF AGREEMENT (MOA)**

1. Project title.
2. Summary of project.
3. Proposed milestone schedule:
 - 3.1. Start date.
 - 3.2. Completion date.
 - 3.3. Quarterly report dates.
 - 3.4. Final report date.
 - 3.5. Pending favorable outcome, date for implementation into the education and training program.
4. Support in manpower, funds, equipment, facilities, etc., to be furnished by AETC agencies other than the initiating organization. Include an estimate of the time (duration) resources will be required.
5. Resources to be furnished by the initiating organization.
6. Curriculum control document, course, or program changes required by the project.
7. Disposition of resources after completion of project.
8. Other Agreements.

APPROVED BY:

 Chief, Requirements Division
 Directorate of Plans and Programs

 Date

 Commander
 AETC Studies and Analysis Squadron

 Date

 POC's Group Commander (or equivalent)

 Date

Attachment:
 Study Plan

Attachment 4

**RCS: AETC-XPRT(Q)9801, QUARTERLY EDUCATION AND TRAINING TECHNOLOGY
APPLICATION STATUS REPORT**

1. Executive Summary:

- 1.1. Methods
- 1.2. Assumptions
- 1.3. Procedures
- 1.4. Project time line
- 1.5. Significant issues that impacted the time line
- 1.6. Lessons learned
- 1.7. Specific tools developed

2. Return on Investment:

- 2.1. Current changes in direct and indirect costs.
- 2.2. Current changes required for education and training equipment, spares, and support equipment.
- 2.3. Current changes made to infrastructure including required modifications, classroom size or number, electrical, security, and air conditioning requirements.
- 2.4. Current funding used for equipment, TDYs, facilities, manpower, and maintenance.
- 2.5. Current status based on original milestones.
- 2.6. Current changes or improvements made in education, training quality, and student performance.
- 2.7. How well is the project satisfying the deficiencies documented in the MAP?
- 2.8. Current results.
- 2.9. Current recommendations or issues.

Attachment 5**RCS: AETC-XPRT(AR)9802, FINAL EDUCATION AND TRAINING TECHNOLOGY
APPLICATION PROGRAM REPORT****1. Executive Summary:**

- 1.1. Methods
- 1.2. Assumptions
- 1.3. Procedures
- 1.4. Completed project time line
- 1.5. Significant issues that impacted the time line
- 1.6. Lessons learned
- 1.7. Specific tools developed

2. Return on Investment:

- 2.1. Actual changes in direct and indirect costs.
- 2.2. Actual changes required for education and training equipment, spares, and support equipment.
- 2.3. Actual changes made to infrastructure including required modifications, classroom size or number, electrical, security, and air-conditioning requirements.
- 2.4. Actual funding used for equipment, TDYs, facilities, manpower, and maintenance.
- 2.5. Actual time based on original milestones.
- 2.6. Actual changes or improvements made in education, training quality and student performance.
- 2.7. How well did the proposal satisfy the deficiencies documented in the MAP?
- 2.8. Overall results including return-on-investment calculations.
- 2.9. Conclusions and recommendations.

Attachment 6**IC 2002-1****IC 2002-1 TO AETCI 36-2218, *EDUCATION AND TRAINING TECHNOLOGY APPLICATION PROGRAM (ETTAP)*****2 AUGUST 2002*****SUMMARY OF REVISIONS***

This change incorporates interim change (IC) 2002-1, which provides guidance on disposition of equipment purchased with Education and Training Technology Application Program (ETTAP) funds (paragraph **4.9.**); submission of ETTAP study and quarterly reports (paragraphs **5.6.1.** and **5.6.3.**); and transition of prototype demonstrations (paragraph **6.1.**). See the last attachment of this publication (IC 2002-1) for the complete IC. A bar (|) in the left margin indicates revision from the previous edition.

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4.9. Ensure disposition of equipment purchased with ETTAP funds is handled according to the following guidelines:

4.9.1. Equipment, including computer hardware and software, transitioned to operational status upon test completion will be retained by the hosting (initiating) organization and established in compliance with AETC CIO policy memorandum, 18 July 2000, Subj: Policy on the AETC Command, Control, Communications, Computers, and Intelligence (C4I) Support Plans (C4ISPs), available at <https://www.aetc.af.mil/cio/c4isp/index.html>.

4.9.2. Equipment purchased for projects not completed according to the MOA timeline or an approved adjusted timeline will be returned as directed by HQ AETC/XPRT.

5.6.1. Quarterly Reports (AETC-XPRT[Q]9801, Quarterly Education and Training Technology Application Program Status Report). The purpose of the ETTAP quarterly status report is to provide input based on the master project schedule. Following the format at **Attachment 4**, the project officer will submit quarterly reports through the group commander and appropriate NAF or staff agency to HQ AETC/XPRT and AETC SAS/IT no later than the tenth working day of each new calendar quarter. The first report will be submitted the first quarter after the project start date.

5.6.3. Submission of Reports. Submit quarterly and study reports in electronic format through the group commander and appropriate NAF or staff agency to HQ AETC/XPRT and AETC SAS/IT.

6.1. HQ AETC/XPRT will review the study results in the final report and make appropriate recommendations. Recommendations may fall into one of three categories: implement full scale and/or consider for command-wide use; do additional study or monitoring; or do not implement. Recommendations will be coordinated with the HQ AETC staff. Disposition of equipment used in the prototype demonstration must be handled as described in paragraph **4.9.**