



Quality Work Instruction

VAFB-0001-0008

Approved: **Jerried Brown**

Date:
01 Sep 2010

Title: 576th Launch Support Services, Training Management Services

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Training Management Services

PWS Paragraph 1.7

1.7. Manage 576 FLTS; 798 MUMG, Det 1 and 526 ICBM SG training program. This program includes Training Management Services. Use AFI 21-202, Volume 1_AFGSCSUPGM 1, Chapter 5 and applicable AF 36 instructions for guidance.

SDS and PWS Performance Objective paragraph 1.7. – 1.7.9.

Manage, instruct and certify (as applicable) education, training and ancillary training programs.

SDS and PWS Performance Threshold pertaining PWS paragraph 1.8. – 1.8.19.

No more than 3% mission critical training shortfalls (related to contractor actions) reported to QAP by work center training monitors/supervision or random audits.

PWS PARAGRAPH STATEMENT:

Governing Directives:

AFI 21-202 Volume 1_AFGSCSUPGM1, AFI 36-2201 and AFMAN 36-2247

Equipment Required:

Computer with access to World Wide Web, in/out processing checklist

Supplies Required:

Paper, pencils, pens, note pads.

Work Performance To Meet Contract Requirements:

Employees provide training management services to the 576 FLTS, 798 MUMG, Det 1 and 526 ICBM SG.

Detailed Procedures:

1.7.1. Provide Training Management Services.
1. Manage Directives/Publications and Career Field Education and Training Plans (CFETPs) and Air Force Job Qualifications Standards (AFJQS)

- a. Review Air Force Publication web page: <http://afpubs.hq.af.mil> monthly for any publication changes.
- b. Ensure affected work centers are notified of any changes and they produce enough copies of changed directives/publication for work center.
- c. Maintain at least one file copy.



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2. In processing personnel.
 - a. Determine training status. By reviewing MILPDS, TBA, etc.
 - b. Update training status (i.e. update TSC, order CDCs update CDC address information).
 - c. Add to IMDS.
 - d. Add/Gain to TBA
 - e. Conduct Unit Training Manager (UTM) Interview
 - f. Conduct training orientation (1st Duty Station only)
 - g. Sign In processing checklist.
3. Out processing personnel.
 - a. Brief on transitioning procedures. (disposition of records, CDC address change, remove from OJT roster, provide two copies of IMDS requirements and remove from IMDS and TBA)
 - b. Sign Out processing checklist.
4. Career Field Education and Training Plan (CFETP) Review and Consolidated Task Coverage File.
 - a. Training Management Services chairs all CFETP Review Boards.
 - b. Ensure annual review.
 - c. Document events of CFETP Review on Memo for Record and have all attendees sign.
 - d. Update Master X1, X2 or X3 Consolidated Task Coverage File.
5. Training Staff Assistance Visits (Formal/Informal/No-Notice)
 - a. Schedule visit and review past reports for any trends.
 - b. Conduct Visit IAW AFI36-2201, Attachments 7 and 8.



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6. Use AFIADL CDC Database
 - a. Log into CDSAR: <https://cdsar.maxwell.af.mil/>
 - b. Enter Username: and Password:
 - c. Select: STU 181 (Student History) or 252 (Student Enrollment)
 - d. Enter Social Security Number, click on "Execute Query"
7. CDC Procedures.
 - a. Order CDCs for all new trainees requiring CDCs.
 - b. Verify proper course when you receive.
 - c. Annotate OJT roster.
 - d. Schedule CDC briefing with supervisor and trainee.
 - e. Trainee completed CDC, schedule for Course Exam.
 - f. Receive Course Exam result and annotate on OJT Roster.
8. Upgrade Action.
 - a. Determine mandatory requirement for upgrade (See AFI 36-2101, table 3.7)
 - b. Complete AF Form 2096 for upgrade action c. Annotate OJT Roster.
9. Update Special Experience Identifier (SEI)
 - a. Receive RIP from MPF and verify individual meets requirements for SEI.
 - b. Have supervisor complete RIP.
 - c. Return complete RIP to MPF
10. Conduct Quarterly Training/Recurring Technical Training Meetings.
 - a. Set date, time and place for meeting and invite CC, TM and CCS to attend meeting.



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	<ul style="list-style-type: none"> b. Prepare agenda and distribute to all work centers. c. Conduct meeting, then draft meeting minutes and distribute to all work centers and follow-up on any action items opened during the meeting. <p>11. Manage OJT Roster.</p> <ul style="list-style-type: none"> a. Download new roster from MILPDS within the first 5 days of the month. b. Review data on the new roster for accuracy. c. Correct errors on the new roster and complete MILPDS action or contact Base Training for errors you're unable to correct. d. Keep roster on file for at least 12 months.
<p>PWS PARAGRAPH STATEMENT:</p> <p>Governing Directives:</p> <p>Equipment Required:</p> <p>Supplies Required:</p> <p>Work Performance To Meet Contract Requirements:</p>	<p>1.7.2. Serve as squadron central training advisor. Consult with higher headquarters (HQ), base training, commanders, unit personnel, and squadron work centers on ways to improve training programs. Provide recommendations for cost-effective methods to meet training requirements. Produce, analyze and report training information and data for trends affecting training (i.e. overdue training, Career Development Course (CDC) pass rate, number of students in upgrade training, etc.)</p> <p>AFI36-2201, AFMAN36-2247 and AFI21-202 Vol. 1</p> <p>Computer with access to 576 FLTS Intranet</p> <p>Pens, pencils, paper and note pads.</p> <p>Employees will serve as squadron central training advisor on all training issues within the 576 FLTS and associate units. Consult with higher headquarters on ways to improve training. Provide recommendation on cost effective training. Produce, analyze and report training information and data for trends affecting training.</p>



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Detailed Procedures:	<ol style="list-style-type: none"> 1. Serve as central training advisor. <ol style="list-style-type: none"> a. Training Management will be the focal point for all training issues within the 576 FLTS, 798 MUNG, Det 1 and 526 ICBM. b. As changes are made in training they will be made available to the 576 FLTS, 798 MUNG, Det 1 and 526 ICBM. 2. Produce, analyze and report training information. <ol style="list-style-type: none"> a. Update and brief on a monthly basis the 576 FLTS/CC staff meeting slides for training (normally done the first staff meeting of the month). Sometimes required more than once a month.
PWS PARAGRAPH STATEMENT:	1.7.3. Serve as Office of primary Responsibility (OPR) for higher HQ surveys. Upon receipt of surveys, administer internal and external training evaluation and occupational survey programs IAW procedures established by HQ survey OPRs. Maintain accountability to the survey OPR for distributed survey forms and computer disks.
Governing Directives:	AFI 36-2623, Occupational Analysis
Equipment Required:	E-mail account and Intranet Access
Supplies Required:	None
Work Performance To Meet Contract Requirements:	Employee will distribute USAF Occupational Surveys and Graduate Assessment when you receive them from Base Training.
Detailed Procedures:	<ol style="list-style-type: none"> 1. Receive surveys from Base Training 2. Send out surveys via e-mail. 3. Check AFMOS web page to ensure completion. 4. If not completed follow-up with individuals. 5. Report all surveys on Monthly Status of Training Report.



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PWS PARAGRAPH STATEMENT:

1.7.4. Manage Training Information. Single POC for training issues (i.e. liaison with base training and upgrade training requirements to include: schedule upgrade training courses, monitor progress, schedule testing as necessary, etc.). Input and retrieve training information for all squadron personnel with MILPDS, Training Business Area (TBA) and Integrated Maintenance Data System (IMDS) to ensure accuracy and currency of the information. Retrieve On-The-Job Training (OJT) rosters; initiate AF Form 2096, Classification/OJT Training Actions; update training status code (TSC) changes; order CDCs and course examinations; process course extensions; process changes of address for incoming personnel and update ancillary training information within three working days.

Governing Directives:

AFI 21-202, Volume 1_AFGSCSUPGM1, AFI 36-2201 and AFMAN 36-2247

Equipment Required:

Computer, printer, MILPDS, TBA and IMDS access.

Supplies Required:

Paper

Work Performance To Meet Contract Requirements:

Employee will manage all aspects of MILPDS and IMDS training subsystems.

Detailed Procedures:

1. Manage Career Development Course program.
2. Award and changes AFSC as needed.
3. Update Special Experience Identifiers as needed.
4. Update Training Status Code (TSC).
5. Produce OJT Roster on monthly basis.
6. Focal point for all TBA issues.
7. Manage all data in IMDS training subsystem.



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PWS PARAGRAPH STATEMENT:

Governing Directives:

Equipment Required:

Supplies Required:

Work Performance To Meet
Contract Requirements:

Detailed Procedures:

1.7.5. Manage mandatory Training Requirements. Procure/manage distribution of allocated slots for formal/informal training courses conducted by outside agencies.

AFI 21-202, Volume 1_AFGSCSUPGM1, AFI 36-2201 and AFMAN 36-2247

Computer with e-mail access or phone with DSN access.

None

Employee will manage all mandatory training requirements.

1. Schedule all formal/informal training through Base Training, 20th AF or AFGSC.

2. Schedule SCAPE, ELSA, SCBA and Respirator fit test through United Paradyne.

3. Schedule all small arms training through 30 SFS Combat Arms Section.

4. Schedule all CBRNE Training through ACES.

5. Conduct CPR training a minimum three times per month.

6. Conduct Self-Aid Buddy Care as needed.

7. Schedule Air Force Training Course through Base Training.



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PWS PARAGRAPH STATEMENT:

1.7.6. Ancillary Training Requirements. Perform instructor duties for the Air Force Training Course (AFTC), Cardiopulmonary Resuscitation (CPR)/First Aid/Automated Defibrillator, Self-Aid Buddy care, and other courses as squadron needs arise. Instructors for non-military specific classes shall be certified by the appropriate agency. Provide base training a copy of the AFTC and CPR/First Aid provider with class roster. Manage learning center and resources. Procure, develop, update and maintain ancillary training as required by squadron needs. Assist in the development of technical and non-technical ancillary training programs (i.e. instructor lead classes, reading programs, video display, computer/web-based instruction and any other cost-effective training, etc.). Ensure copyright permission is obtained and maintained for training materials used by Training Management Services and the 576 FLTS for unit needs. Provide video digitizing services to meet mission requirements (i.e. safety, security, etc.)

Governing Directives:

AFI 21-202, Volume 1_AFGSCSUPGM1 and AFI 36-2201, American Red Cross CPR Instructor Manual and American Heart CPR Instructor Manual.

Equipment Required:

Training Classroom, Computer with capability to run PowerPoint slides, TV, DVD.

Supplies Required:

CPR student handbook and skills cards

Work Performance To Meet Contract Requirements:

Employee will maintain qualification to instruct CPR and Self-Aid Buddy Care. AFTC will be scheduled through Base Training.

Detailed Procedures:

1. CPR will be instructed 3 times a month minimum.
2. AFTC will be schedule through Base Training.



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PWS PARAGRAPH STATEMENT:

Governing Directives:

Equipment Required:

Supplies Required:

Work Performance To Meet Contract Requirements:

Detailed Procedures:

1.7.7. Administratively manage the Maintenance Trainer Program IAW AFI 21-202, Volume1_AFGSCSUPGM1

AFI 21-202, Volume 1_AFGSCSUPGM1

Computer

None

Employee will ensure all Trainers are accounted for.

1. Maintain inventory for all Class I, II and III trainers.
2. Ensure all trainers are classified correctly.
3. Ensure all Class III trainers have been approved by 20th AF and AFGSC.

PWS PARAGRAPH STATEMENT:

Governing Directives:

Equipment Required:

Supplies Required:

Work Performance To Meet Contract Requirements:

Detailed Procedures:

1.7.8. Verify sections/work centers develop unit lesson plans for all technical CFETP tasks that are not incorporated into HQ centrally managed lesson plans per AFI 21-202, Volume1_AFGSCSUPGM1 para 5.29.1.8 excluding paragraphs 5.29.1.8.2.11 and 5.29.1.8.2.2.

AFI 21-202, Volume 1_AFGSCSUPGM1

None

None

Employee will ensure all production work centers have a lesson plan for all technical CFETP task.

1. During Activity Inspection, Staff Assistance and IG Prep ensure that all production work center have a lesson plan for all technical CFETP task and they have been reviewed in the last year.



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Preparation, Review, and Approval Officials

Prepared By:

Reviewed By:

William T. Curtis

Jerried R. Brown, Jr.

Quality/Safety/Scheduling (QSS) Manager

LSS Program Manager

Controlled Distribution List

Copy No.
Master (Electronic)
Copies
Electronic
1 (Paper)

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SBAR Web Site/LSS Server
Corporate Server
30 CONS/LGCB