

training waivers. Note: Forward time-in-training waivers to HQ AFRC/ANG for ARC personnel as applicable.

4.1.2.4. Superintendent. Must be at least a Senior Master Sergeant (SMSgt) and meet mandatory requirements listed in the AFECD, be recommended by their supervisor and approved by their commander for award of the 9-skill level.

4.1.3. Officer Skills Training Requirements. All officers will:

4.1.3.1. Enter initial skills training (IST) as applicable. Note: Not Applicable for ANG and AFRC.

4.1.3.2. Complete all requirements (knowledge, education, experience, and training) listed in the specialty description in the Air Force Officer Classification Directory (AFOCD) on the AFPC web site and CFETP if applicable.

4.1.3.3. Complete advanced or supplemental education/training courses, as required by the AFCFM.

4.1.3.4. Waivers will be considered on a case-by-case basis. Submit requests to the AFCFM for review and approval/disapproval. Examples of waiver requests may include: prerequisite AFSCs, mandatory course attendance (if the individual has equivalent skills through civilian experience or education) and skills gained through duty assignments.

4.1.3.5. No shows will be charged to bases when insufficient time is allowed to obtain a backfill for officers who do not arrive for training.

4.1.3.6. Requests for release/reclama of training must be approved by the wing commander or equivalent command authority at FOAs and Air Staff. Requests to release officers from training based on a justification that the individual is indispensable to an Operational Readiness Inspection, mission, or special project will not be accepted. Requests to release members from training should only be used for exceptional circumstances such as placement on medical profile. AFPC/DPPAOS will backfill the training seat. Request for swaps will not be entertained.

4.1.4. Waiver Requests:

4.1.4.1. Waiving Specialty Qualification Requirements. Specialty qualification requirements are published in the Officer and Enlisted Classification Directories, and the CFETP. These requirements may be for entry, award, or retention of the AFS and respective skill level. However, special circumstances may warrant waiving these requisites. A waiver saves training resources without impacting career field progression or mission accomplishment when an individual possesses qualifications equivalent to the established requirements.

4.1.4.2. Evaluating Waiver Requests. Compare each waiver request against predetermined standards to maintain AFS integrity. Consider task knowledge and performance, ability to learn and transfer knowledge to performance, and future within the AFS in equal relation to peers. Requests must consider the following factors:

4.1.4.2.1. Education. Has the individual completed an equivalent education course or certificate program (or equivalency test), or performed duty in an exceptional manner

over an extended period of time in the actual or equivalent AFS or civilian occupation?

4.1.4.2.2. Training. Has the individual completed an equivalent technical training course or civilian vocational technical training course, certificate program (or equivalency test), or performed duty in an exceptional manner over an extended period of time in the actual or equivalent AFS or civilian occupation?

4.1.4.2.3. Knowledge. Does the individual possess the career knowledge equivalent to current requirements? Waiver requests must meet the mandatory career knowledge topics identified in the specialty description.

4.1.4.2.4. Experience. Has the individual performed duty over an extended period of time in the actual or equivalent AFS or civilian occupation? Supporting documentation must include proof of experience, such as performance reports, training records, state or federal operating licenses, certificates of affiliation, etc.

4.1.4.2.5. Other. Does the individual possess the physical ability, aptitude, or qualifications that are equivalent to, or commensurate with, the established requirement?

4.1.4.2.6. Individual Involvement. Does the individual acknowledge possessing the prescribed training requirements? Trainees must understand what their education and training requirements are; accept responsibility for training, and document task qualification.

4.1.4.2.7. Supervisory Involvement. Did the commander and supervisor fulfill their obligations to the trainee and the training program? Level of support or involvement is not, by itself, justification for approving waivers; it may indicate problems in training equity or other areas.

4.1.4.2.8. Training System Equity. This area relates to circumstances beyond a trainee's control such as the following. Were training or testing conditions abnormal? Did the training or testing system provide the best opportunity for successful completion of training requirements? Was the training or testing system flexible enough to allow for unexpected situations or conditions? Did those responsible for the training or testing program fulfill their obligations effectively? Depending on the facts, this area may warrant options other than approving a waiver.

4.1.4.3. Processing Waiver Requests. Process waiver requests according to AFI 36-2101, Classifying Military Personnel (Officer and Enlisted). Use the following criteria to evaluate waiver requests:

4.1.4.3.1. Manpower and Personnel Flight (FSM). Review the AFS description and determine whether experience factors, mandatory training requirements, and additional mandatory requirements not in the AFS description (i.e., aptitude scores) are satisfied. As appropriate, review other sources such as evaluation reports and duty history to validate experience.

4.1.4.3.2. Base Training Manager. Determine whether the trainee meets the experience and training requirements in the CFETP and AFS description. Also, assess

whether all practical training options, were exhausted before recommending approval or disapproval of the waiver request.

4.1.4.3.3. MPS Superintendent. Consider the recommendations from the FSM and Base Training Manager. Return waiver requests to the originator for more documentation, when necessary.

4.1.4.3.4. MAJCOM Training Manager. Determine whether the trainee meets or exceeds the experience and training requirements in the CFETP and specialty description. Also, assess whether all practical training options, were exhausted before recommending approval of the waiver request.

4.1.4.3.5. MAJCOM Classification Representative. Evaluate request and use AFI 36-2101 to determine appropriate routing for waiver requests.

4.1.4.3.6. MAJCOM Functional Manager. Ensure AFS concerns are assessed. Consider all recommendations before making a decision to recommend approval or disapproval.

4.1.4.3.7. AFCFM. Ensure AFS concerns are assessed and satisfied. Consider all recommendations before making a final decision or recommendation as applicable. Air Force Reserve Command (AFRC)/Air National Guard (ANG) Functional managers have waiver authority equivalent to AFCFMs. Note: Each recommendation must be supported by the evaluation criteria outlined in paragraph 4.1.4.2.

4.1.4.4. Processing Time-in-Training Waivers: The unit training manager (UTM) will assist the supervisor in preparing time in training waiver packages. The package will process through the unit commander, group commander, to the wing commander or designee for final approval/disapproval authority. (Does not apply to ARC). Note: Forward time-in-training waivers for ARC personnel to HQ AFRC/ANG as applicable.

4.1.4.4.1. Unit Commander. Use the criteria in paragraph 4.1.4.2 of this instruction, the AFECD, and the CFETP, Part I, to evaluate trainee qualifications. Review the AFS description and determine whether experience factors, mandatory training requirements, and additional mandatory requirements not in the AFS description are satisfied. As appropriate, review other sources such as evaluation reports and duty history to validate experience. Determine whether the trainee meets the experience and training requirements in the CFETP and AFS description.

4.1.4.4.2. Group Commander. Use the criteria in paragraph 4.1.4.2., of this instruction, the AFECD, and the CFETP, Part I, to evaluate trainee qualifications to support recommendation. Determine whether the trainee meets or exceeds the experience and training requirements in the CFETP and specialty description.

4.1.4.4.3. Wing Commander or designee. Will approve or disapprove the waiver request.

4.1.4.5. Approved waivers are returned to the UTM to initiate upgrade action in the Personnel Data System.

4.1.4.6. Disapproved waivers are returned to the unit commander.

4.1.4.7. Waiver Packages. As a minimum, all waiver packages, regardless of reason, must include the following documentation:

- 4.1.4.7.1. Copy of the CFETP, Part II, with certification of all mandatory tasks as directed by the AFCFM.
- 4.1.4.7.2. Copy of all AU IMT 9 (Consolidate Student Report) and Field Scoring Answer Sheets.
- 4.1.4.7.3. Copy of all EPRs or LOEs, if applicable.
- 4.1.4.7.4. Copy of all AF Forms 623a or automated version.
- 4.1.4.7.5. Memorandum from the supervisor, endorsed by the unit commander, recommending waiver for airmen whose behavior, attitude, and record of performance show a high probability of success in the higher skill level.

4.1.5. Responsibilities for Managing Training.

4.1.5.1. AF Learning Division (AF/A1DL):

- 4.1.5.1.1. Develops and oversees training policy for the development and management of formal technical training (non-flying), ADL, On-the-job training (OJT), ancillary training, automated training record and learning management systems, and acts as AF liaison for BMT.
- 4.1.5.1.2. Advises AFCFMs on training processes and procedures for their assigned AF Specialty (AFS).
- 4.1.5.1.3. Directs, assists, and monitors Air Force formal schools.
- 4.1.5.1.4. Authorizes the establishment of schools and prescribes and approves school missions.
- 4.1.5.1.5. Approves prerequisites and procedures for selection of students to Air Force schools.
- 4.1.5.1.6. Approves procedures for processing individuals whose student status has been terminated.

4.1.5.2. Directorate of Force Management Policy (AF/A1P):

- 4.1.5.2.1. Establishes policy for the development, and publishing of Program Requirements Document (PRD) and Program Guidance Letter (PGL) specific to recruiting and technical training requirements. (Reference AFI 36-2616).
- 4.1.5.2.2. Establishes policy, advocates, and monitors resources utilized for recruiting activities and advertising, recruit training and technical and field training.
- 4.1.5.3. AFPC. AFPC/DPSIT will coordinate with the AFCFM on approvals for 3-skill level school waivers for individuals required to retrain under special circumstances when attendance would incur undue hardship on the retrainee and retraining the Airman is in the best interest of the AF, e.g., Exceptional Family Member Program, Humanitarian Assignment, or AFSC disqualification.
- 4.1.5.4. Associate Director for Intelligence, Surveillance and Reconnaissance, Force Management Division (AF/A2DF) establishes policies and programs resources for