

11 JUNE 1998



Personnel

JOB SITE TRAINING

----- Compliance with this publication is mandatory -----

★This instruction implements AEPD 36-22, *Military Training*. It establishes procedures and responsibilities for designing, developing, administering, and evaluating job site training (JST). It applies to training groups aligned under Second Air Force (2 AF) involved in managing, developing, and conducting technical training within Air Education and Training Command (AETC). Training group commanders are responsible for implementing this instruction at AETC training wings. Training groups may supplement this instruction to establish specific implementing procedures. Send copies of proposed supplements to the Policy Branch (HQ AETC/DOVP), 1 F Street East, Suite 2, Randolph AFB TX 78150-4325, for review and approval prior to publication with an information copy to 2 AF/DOIT, 721 Hangar Road, Keesler AFB MS 39534-2804. Submit to HQ AETC/DOVP any recommended changes to this instruction using AF Form 847, **Recommendation for Change of Publication**. Requests for waivers to any requirement stated in this instruction should be submitted according to guidance in AFI 33-360, volume 1, *Publications Management Program*.

★SUMMARY OF REVISIONS

IC 98-1 adds the requirement for each training group to establish a central focal point to act as the distance learning (DL) coordinator for the group (paragraph 2.2.3); revises requirements for course announcements (paragraph 3.2.1.); adjusts timeframes for providing preliminary class entry data, annual screening, course scheduling, and delivery of JST training materials (paragraphs 3.1.2, 3.2.1, 3.2.3, 3.2.4, A2.2.3, A2.2.4, A3.2.1, A3.2.2, and table 1). See attachment 5 for the complete IC. A star (★) indicates revision from the previous edition.

1. General Information:

1.1. Glossary of References, Acronyms, and Terms. Attachment 1 lists references, acronyms, and terms used in this instruction.

1.2. Definition and Purpose. Job site training (JST) is training delivered to students at their base of assignment without an Air Education and Training Command (AETC) instructor physically present. This

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includes type 6 formal training. The training media can take the form of interactive courseware (ICW), videoteletraining (VTT), videotape, paper, or some combination of these. The media used for a given course will be based on a media selection analysis. JST does not include career development courses (CDC). CDC training will continue to follow guidance in AFI 36-2201, *Developing, Managing, and Conducting Training*, and AETCI 36-2203, *Technical Training Development*.

1.2.1. JST is used to provide the customer quality training when and where it is needed, in a cost-effective manner. The two key elements are flexibility and cost. Providing “just-in-time” training at the user's base allows AETC to meet immediate training demands with reduced student man-hours because the student does not travel. From an Air Force and AETC perspective, JST can reduce training costs (money, manpower, and facilities) in many cases.

1.2.2. JST will not require an AETC instructor at receiving sites. Users at reception sites may interact with instructors at the sending sites by phone, fax, etc., but an AETC instructor will not be physically present at the user's location. However, reception sites should have a point of contact (POC) available for JST administration purposes (see paragraph 3 and attachment 2). Until Air Force requires a designated JST POC at each training location, training managers (TM) should work with their customers on a case-by-case basis to ensure POCs are available at reception sites. In working with their customers, TMs can use the guidance in this instruction to illustrate duties JST POCs should perform.

1.3. **Course Selection.** TMs will use internal or external resources, such as subject matter experts (SME), ICW personnel, input from utilization and training workshops (U&TW), and users to review their courses and select those that have JST potential. In addition, they should refer to AFH 36-2235, volume 5, *Information for Designers of Instructional Systems Interactive Courseware (ICW) Design, Development, and Management Guide*. Primary considerations for the selection are training requirements and cost. JST should be considered in cases where users need “just-in-time” training or prefer the training be conducted at their base. Courses that can be accomplished through JST at less cost than resident training should be selected, provided JST still meets course objectives.

★1.3.1. Training managers (TM) and training developers should perform a preliminary media selection analysis and a resource analysis on the selected courses.

★1.3.2. Training developers should consider a mixed media approach when conducting the preliminary media selection analysis for each course. It is not necessary, nor always desirable, to make a course all ICW, all VTT, or all paper based. Each lesson objective should be reviewed and the appropriate media selected. When more than one media will satisfy the training objective, consider cost, customer requests, and resources available (to include customer hardware).

1.3.2.1. The resource analysis should factor in development, delivery, and maintenance costs. Also, manpower requirements for development, delivery, and maintenance should be considered.

★1.3.2.2. Based on the media selection and resource analysis, the ICW unit, in concert with the training squadron, will make a recommendation on the suitability of exporting the selected courses. Their recommendation should weigh cost factors and the ability of JST to meet training requirements. TMs will ensure full coordination of the recommendations through the Air Force career field manager (AFCFM).

2. Design and Development:

2.1. **Basic Guidance.** The design and development of JST follows the same principles as all other forms of technical training. Designers and developers of JST should follow the guidance in this instruction and AETCI 36-2203. Designers and developers should also refer to AETCI 36-2209, *Interactive Courseware Development Elements* (projected), and AFH 36-2235, volume 5, for further guidance.

2.2. **Design and Development Responsibilities.** The ICW unit is responsible for the design and development of courseware. The decision on whether to develop courseware in-house or use a contractor should be based on the manpower, expertise, and funding available. If a contractor is used, the TM should lead a team providing contractor oversight. This team should also include an instructional system designer within the ICW unit, SMEs, and courseware developers.

2.2.1. The ICW section should perform a search in the Defense Instructional Technology Information System (DITIS) data base to avoid duplication of effort. Furthermore, the ICW section should evaluate commercial off-the-shelf (COTS) courseware before developing courseware to meet JST needs.

2.2.2. Instructors, SMEs, and training developers may develop videotape, VTT, and paper with the guidance of instructional designers from the ICW unit. Instructors, training developers, and instructional designers developing VTT and videotape should take the Videoteletraining Techniques Course, which is given at Sheppard AFB TX or Fort Lee VA. This course provides hands-on training in the development of live and taped video training.

★2.2.3. Each training group will establish a central focal point to act as the distance learning (DL) coordinator to work JST issues with HQ AETC, 2 AF, and group personnel. This function will be aligned within the Training Support Squadron's (TRSS) Training Technology Flight. Training groups will designate the DL Coordinator in writing to the 2 AF Distance Learning Office (2 AF/DOIT) with information copies to HQ AETC/DOO and DOVP. Duties and responsibilities include, but are not limited to:

★2.2.3.1. Coordinating and reporting JST development and (or) conversion and delivery schedules as requested by 2 AF/DOIT (RCS: HAF-DPP(A)9708). Submit changes to 2 AF/DOIT as they occur.

★2.2.3.2. Coordinating with 2 AF/DOIT to schedule instructional designers, training developers, and instructors for the VTT Techniques course to ensure development/conversion schedules are supported.

★2.2.3.3. Coordinating on squadron requirements for Base Visual Information Services (rehearsals, preparation of visuals, etc.) in support of JST.

2.3. **Student Measurement.** For formal JST, student measurement (as described in AETCI 36-2203) must be part of the design. Proper control measures must be used and can be accomplished by a receiving site JST POC. See paragraph 3 and attachment 2 for further details on the JST POC.

3. JST Administration:

3.1. **Basic Guidance.** JST administration instructions will coincide with the instructions in AETCR 52-3, *Training Administration*. In addition to AETCR 52-3 guidance, JST administration must include the

establishment of a distribution function. Training groups should establish a distribution function to serve as the administrative link between the sending group and the reception site JST POCs. The distribution function will also track the progress of students taking self-paced courses.

3.1.1. AETC training groups will create a distribution function to handle the duties described below (see attachment 3). Major distribution function responsibilities include reproduction and delivery of training materials and tracking of student status on self-paced courses (ICW and videotape).

★3.1.2. The distribution function will work with JST POCs at each receiving site. These POCs should accomplish the responsibilities listed in attachment 2. In general, JST POCs are responsible for scheduling, administrating, and VTT site monitoring at receiving sites. At least 35 calendar days prior to scheduled VTT broadcasts, the distribution function will contact JST POCs who have not provided a preliminary AETC Form 325, **Student Accounting and Attendance Record**, and ATN Broadcast Worksheet (located in the AETC Quarterly Distance Learning [DL] Guide).

3.1.3. TMs have overall responsibility for JST courses. They will coordinate all actions between the ICW unit, SME or instructors, distribution function, registrar, and evaluation office to ensure the users receive the best possible training.

3.2. **Administration Elements.** The JST administration process consists of six basic elements: (See table 1.)

★3.2.1. **Course Announcement.** TMs publicize courses through AFCAT 36-2223, *USAF Formal Schools*. The course announcement must also be included in the Air Force Training Management System (AFTMS). In the announcements, specify the requirements for delivery of the course to include customer responsibilities at user sites. TMs will provide inputs (broadcast schedules, course announcements, course revisions, etc.) for both the AETC Annual Broadcast Schedule and the AETC Quarterly DL Guide.

★3.2.2. **Annual Screening.** All formal JST courses must be assigned a course identifier and title as specified in AETCI 36-2203, *Operations Training Development*. Using AF Form 403, **Request for Special Technical Training**, or an electronic spreadsheet provided by 2 AF, units identify requirements for JST. Note that training requests should document the number of students to be trained at each base, by quarter, and the maximum number of students that may be trained per session (either classroom size limits or the number of people that can be released from duty to attend training). For self-paced courses, training requests need only identify the number of students to be trained at each base. Units should also note special requests, like weekend broadcasts. Requirements should be identified in the remarks section of the AFTMS requirement screen.

★3.2.3. **Validating Requirements and Scheduling Training.** The AETC TM for each course validates requirements for VTT courses and prepares and forwards AETC Forms 179A, **Course Training Schedules for Allocations**, to 2 AF/DOPN. 2 AF/DOPN builds classes in AFTMS. Although allocations may be limited by the facilities on site, normally the maximum number of students in training at each base will determine the number of classes needed to meet the training requirement. When no cost-effective delivery is available, the TM will return the training requirement to the requester. For courses requiring satellite time, the TM provides inputs such as uplink site requirements, downlink site locations, and broadcast schedule to a satellite scheduling function for the local broadcast facility. The

satellite scheduling function will coordinate all requests with 2 AF/DOIT to minimize scheduling conflicts. TMs will deliver schedules to the satellite scheduling function for forwarding to 2 AF/DOIT for inclusion in an annual broadcast schedule and quarterly DL guide to be provided to all users by the Air Force Distance Learning Office (HQ AETC/EDD).

★3.2.4. **Training Delivery.** Prior to 1 October each year, HQ AETC/EDD will provide users a schedule announcing all validated requirements for the next fiscal year (FY). This will be published in the form of an annual broadcast schedule. The distribution function must dispatch training materials no later than 30 days prior to class start date. For out-of-cycle requirements, course materials will be dispatched within 15 days of receipt of the request. The delivery process must remain responsive to customer needs. TMs should fill requests for additional materials and VTT class seats if resources and timing permit. TMs will work with training developers to ensure training materials are made available to the distribution function so the distribution function can comply with established timelines.

3.2.4.1. Onsite scheduling of student training is the responsibility of the JST POC. POCs should distribute training materials and ensure the availability of needed classrooms and equipment.

3.2.4.2. See table 1 for class enrollment and other administrative procedures, including attendance, withdrawals, eliminations, and attrition surveys. Student tracking and attendance will flow from the JST POC to the distribution function. The AETC Form 325, **Student Accounting and Attendance Record**, will be used for enrollment and attendance purposes.

3.2.4.3. If there are training delays (for example, a broken satellite), the TM will develop plans on how to complete the training requirement. These alternative plans should be developed before the delays occur to minimize impact on the training. If there is a delay, the TM should solicit advice from the instructor and the JST POC in making decisions concerning training delays. TMs should keep a record summarizing training delays.

3.2.5. **Course Completion.** The JST POCs should ensure course requirements, such as attendance and testing, are met. They should also provide data on students eliminated from training (upon training group request) and make recommendations on student eliminations. However, training groups will make all decisions on student elimination and graduation. Also, training groups will issue guidance to JST POCs to enlist their help in conducting course evaluations as necessary. JST POCs should submit all of the above data to the distribution function for forwarding to the appropriate AETC OPR.

3.2.5.1. The JST POC should help ensure students meet course requirements. When students are ready to test, the JST POC will administer and grade objective tests (either paper or disk) and return the measurement data to the training group for evaluation. Subjective and performance tests will be packaged and mailed to the distribution function for grading by the training group. The training group will analyze this data to make a graduation determination.

3.2.5.2. Training groups should follow elimination and withdrawal guidance given in AETCR 52-3. The JST POC may make recommendations for elimination or withdrawal based on his or her observations of attendance, performance, and student conduct. For self-paced courses (ICW, videotape), the training group will set no-later-than completion dates. The distribution function will contact the JST POC when students miss the completion date, asking the POC to determine the reason for the missed date. JST POCs may also initiate requests for course extension and withdrawals through the distribution function.

The training group commander (or designated representative) will make the final determination on extensions. In order to gather data for students eliminated or withdrawn from training, the training group must develop an attrition survey. The purpose of the survey (see sample in attachment 4) is to determine reasons for not completing JST courses. The data gathered should cover both reasons under and not under direct AETC control. Training groups should ensure the attrition survey is completed on all eliminated or withdrawn students. The JST POC can help in the completion of this form.

3.2.5.3. The training group will make graduation decisions based on student measurement and any other pertinent data. Group personnel will notify the registrar of students' course completion and graduation. The registrar will make appropriate entries in the AFTMS. The distribution function will prepare diplomas (AF Form 1256, **Certificate of Training**) and send them to the JST POC for local distribution.

3.2.6. **Student Tracking.** The procedures for student tracking are in table 1. Procedures for both VTT and self-paced courses are essentially the same, with the following exceptions.

★3.2.6.1. The distribution function tracks self-paced students, to include entries and course completions. The distribution function maintains a simple data base to track student progress versus the established course completion date. The AETC TM for each course prepares and forwards AETC Forms 179A, to 2 AF/DOPN, as determined locally. 2 AF/DOPN builds classes in AFTMS.

3.2.6.2. For self-paced courses, the distribution function will send a completed AETC Form 325 to the registrar, annotating course graduates. The registrar will make appropriate student entries in AFTMS.

★Table 1. JST Annual Screening and Training Process.

L I N E	A	B	C	D	E
	Task	Timeframe	OPR	Using	Comments
1	Annual Screening	Jan - Mar	Individual Units	AF Form 403, Request for Special Technical Training , or an electronic spreadsheet provided by 2 AF	Units forecast training needs for following FY by identifying number of officer, airmen, and civilians to be trained. Requests must include base-by-base requirements to include number of students to be trained each quarter and the maximum number of students that may be trained per session.
2			JST POC		JST POC may assist with the annual screening.
3			MAJCOM functional managers	AF Form 403 or an electronic spreadsheet provided by 2 AF	Functional manager will evaluate training request, determine valid courses and number, then forward valid requests to Personnel.

L I N E	A	B	C	D	E
	Task	Timeframe	OPR	Using	Comments
4		Jan - May	Military civilian personnel offices		Classification and Training or Civilian Personnel office input training requests from AF Forms 403 or an electronic spreadsheet provided by 2 AF into AFTMS. Entry must include base-by-base requirements to include number of students to be trained each quarter and the maximum number of students that may be trained per session at each site.
5		Jun - Jul	Training managers	AFTMS	Training requirements are validated.
6			Training managers and course personnel		Training requirements are identified by Training Requester Quota Identifier (TRQI) and site. Class schedules are planned based on training needs and availability of resources (instructors, facilities, money).
7	Course schedules	Jul	Training managers	AETC Form 179A	TMs send AETC Forms 179A to 2 AF/DOPN as required. Both VTT and self-paced classes are built in AFTMS by 2 AF/DOPN.
8					TMs will work with the local satellite scheduling function and finalize course broadcast schedules. They will deliver final schedules to the scheduling function for forwarding to 2 AF/DOIT.
9	Annual Broadcast Schedule/ Quarterly DL Guide	Sep	Training manager, satellite scheduling function, 2 AF/DOIT, and HQ AETC/EDD	Annual Broadcast Schedule and Quarterly DL Guide	A schedule of all validated training requirements for the next FY is provided to each JST POC and MAJCOM. This schedule is updated quarterly (or as necessary) as a DL Guide that includes courseware release or revision dates.
10	Onsite scheduling of students	45 calendar days before class	JST POC		45 calendar days prior to class start, JST POC will identify and schedule students for VTT classes. JST POC will schedule computers as necessary.

L I N E	A	B	C	D	E
	Task	Timeframe	OPR	Using	Comments
11	Class entry	40 calendar days before class		AETC Form 325 and ATN Broadcast Worksheet (via fax)	NLT 40 calendar days prior to the broadcast, the JST POC will fax a preliminary AETC Form 325 and ATN Broadcast Worksheet (in DL Guide) to the distribution function supporting the broadcast and 2 AF/DOIT. NOTE: This is the first time student names are associated with the class. This will be used to send course materials in support of the broadcast. A revised AETC Form 325 should be faxed to the instructor at the uplink facility on day one of the broadcast to reflect changes. The AETC Form 325 will be used by the registrar to enter and graduate students in AFTMS. For self-paced courses, data in AETC Form 325 will be used to track student progress toward established not-later-than course completion dates.
12	Class cancellation	As required. Made at least 35 calendar days prior to scheduled broadcast.		ATN Broadcast Worksheet	JST POC will notify the distribution function and 2 AF/DOIT of cancelled VTT classes using the ATN Broadcast Worksheet (in DL Guide).
13	Mailing of JST training materials	NLT 30 calendar days prior to class start date. Out-of-Cycle: Within 15 days of receipt of request.	Distribution function		The training materials required to support the schedule are sent to the JST POC.
14	Student attendance	Daily	JST POC	AETC Form 325	Spot-check VTT sessions. Report excessive absences to the sending training group for appropriate action (VTT courses).
15	Ensure students are meeting course requirements	As needed	JST POC		Report insufficient student performance to the sending training group for appropriate action (e.g. spot check VTT attendance).
16	Student withdrawal	Day of withdrawal	JST POC and Distribution Function	AETC Form 325	Documentation may be necessary. JST POC recommends; training group makes final determination. Recommendations sent to distribution function.
17	Student elimination	Day of elimination			Student status change; additional documentation may be necessary. JST POC recommends; training group makes final determination. Recommendations sent to distribution function.
18	Attrition survey	Upon elimination of student			Ensure completion and provide to training group distribution function.

L I N E	A	B	C	D	E
	Task	Timeframe	OPR	Using	Comments
19	Missed completion dates	End of course			Distribution function notifies JST POC of students failing to complete courses by required date (self-paced courses). JST POC ensures attrition survey completed.
20	Course extensions	As required	JST POC		Students request course extension through JST POC. Requests forwarded to distribution function.
21	Course critique	End of course		Completed critique is returned to distribution function.	
22	Safeguarding testing materials	During course and during testing		JST POC safeguards test materials per course instructions.	
23	Student testing	As required		When students are ready to test, the JST POC will monitor testing.	
24	Test grading	Upon test completion		For objective tests, JST POC will use the answer key provided to grade tests (unless examination is to be graded by an onsite computer) and give feedback to students. Subjective tests and performance tests will be packaged and mailed to the distribution function for grading. JST POC returns completed tests to distribution function for final evaluation.	
25	Student graduation	Upon determination of course completion	Training manager, distribution function, and registrar	AETC Form 325 and AF Form 1256, Certificate of Training	The training group will analyze test data to make a graduation determination. Final grade information with completion status is provided to TM for forwarding to Registrar to allow class graduation in AFTMS. The distribution function will prepare diploma and send to JST POC for distribution.

4. Evaluation. Consistent and thorough evaluation is important in JST; therefore, AETCI 36-2201, *Training Quality Assessment*, must be followed for JST.

5. Quality Indicators:

5.1. **Purpose.** The design, development, and use of quality indicators follow the same principles as in all other forms of technical training. Quality means meeting the desires, needs, and expectations of customers--checking on what's important to the customer, gathering data, measuring the service provided, and recognizing people who provide the service. Quality indicators are used to monitor processes in AETC.

5.2. **Tracking.** Indicators for developing and delivering resident and nonresident training will be tracked to show both unit and command trends for each quarter.

5.3. **Responsibilities.** Training group commanders will provide guidance on input and format of quality indicators and forward them to the 2 AF Standardization and Evaluation Section (2 AF/DORS).

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Director of Operations

5 Attachments

1. Glossary of References and Supporting Information
2. Responsibilities of the Job Site Training Point of Contact (POC)
3. Responsibilities of the Distribution Function
4. Sample Attrition Survey
- ★5. IC 98-1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AETCI 36-2201, *Training Quality Assessment*

AETCI 36-2203, *Technical Training Development*

AETCI 36-2209, *Interactive Courseware Development Elements*

AETCR 52-3, *Training Administration*

AFCAT 36-2233, *USAF Formal Schools*

AFH 36-2235, Volume 5, *Information for Designers of Instructional Systems Interactive Courseware (ICW) Design, Development, and Management Guide*

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFPD 36-22, *Military Training*

Abbreviations and Acronyms

AETC	Air Education and Training Command
AFCFM	Air Force Career Field Manager
AFTMS	Air Force Training Management System
ATN	Air Technology Network
CDC	Career Development Course
COTS	Commercial Off-the-Shelf Software
DITIS	Defense Instructional Technology Information System
FY	Fiscal Year
ICW	Interactive Courseware (can include combination of CBT with IVD or CD-ROM)
JST	Job Site Training
MAJCOM	Major Command
OPR	Office of Primary Responsibility
POC	Point of Contact
SME	Subject Matter Expert
TM	Training Manager
TO	Technical Order
TRQI	Training Requester Quota Identifier
U&TW	Utilization and Training Workshop
VTT	Videoteletraining (also referred to as DL or videoteleseminar)

Terms

Air Technology Network (ATN)--One-way video two-way audio satellite network. The network consists of uplinks at Wright-Patterson and Sheppard Air Force Bases. Downlinks are located at active duty continental United States Air Force Bases.

★**Distance Learning (DL) Guide** (previously referred to as job site training guide)--Document that lists broadcast information for VTT courses and release dates for courseware.

Distribution Function--Focal point at a training group for sending JST packages to reception sites and receiving JST correspondence from reception sites. Responsible for ensuring packages and correspondence are distributed to correct people and organizations.

Downlink Site Monitor--Person responsible for technical operation and maintenance of downlink and its associated equipment. Also called site monitor.

Interactive Courseware (ICW) Element/Unit--Central unit within a training group responsible for developing and maintaining interactive courseware.

Job Site Training (JST)--Formal training delivered to students at their base of assignment without an AETC instructor physically present. Does not include mobile training teams or CDCs.

★**Job Site Training Guide**--DELETE

Job Site Training Point-of-Contact (JST POC)--Organization or person at reception sites responsible for all aspects of reception site training administration.

Media Selection Analysis--Process of analyzing course objectives and choosing the best medium to train each objective.

Reception Sites--Sites receiving JST.

Resource Analysis--Analysis performed to determine the total resources required to develop, maintain, and deliver JST. Accomplished in conjunction with media selection analysis.

Sending Sites--Training groups distributing and sending JST.

Site Monitor--see "downlink site monitor."

Uplink Site--Location (base, training wing, training group) where uplink is located.

RESPONSIBILITIES OF JOB SITE TRAINING POINT OF CONTACT (JST POC)

A2.1. General Information. This attachment describes the overall responsibilities of JST POCs at receiving sites. Particular tasks may be delegated by the JST POC as appropriate. Basic duties include scheduling students for JST, accomplishing necessary administrative tasks, and performing site monitoring tasks for videoteletraining (VTT) courses.

A2.2. Scheduling. JST POCs should handle all receiving site scheduling matters. Specific duties are:

A2.2.1. Assist local units in conducting the annual screening process for training requirements.

A2.2.2. Receive and distribute training packages. The training packages should consist of a course-by-course list of the number of students to be trained, VTT broadcast schedules, training materials (both paper and disks), and paper-based measurement. Ensure class materials (paper, videotape, disk) are the correct version for the course being offered.

★A2.2.3. Ensure classroom and equipment (to include computers) are available and scheduled for students. This includes coordinating VTT classes with the downlink site monitor. Early scheduling of classrooms and equipment, after receipt of the DL Guide is essential to prevent conflicts. Onsite scheduling of students should be accomplished as soon as possible, but no later than 45 calendar days before class start date. Report VTT class cancellations at least 35 calendar days prior to the scheduled broadcast by faxing an ATN broadcast worksheet (in DL Guide) to the distribution function and 2 AF/DOIT. **NOTE:** Individual class cancellations will not necessarily result in cancellation of the broadcast unless that class is the only location for which airtime is scheduled. Prepare a preliminary AETC Form 325 (identifying students by name) and an ATN broadcast worksheet (in DL Guide) and fax to the supporting distribution function and 2 AF/DOIT NLT 40 calendar days prior to scheduled broadcasts.

★A2.2.4. Complete student enrollment for JST. The JST POC will issue the student necessary materials and inform the student of maximum course length. Also, on class start date, the JST POC should fax a revised AETC Form 325 to the instructor at the uplink facility, as needed, to reflect any changes.

A2.3. Administration. JST POC should handle necessary administrative duties. Specific duties are:

A2.3.1. Report changes of student status and class changes (through AETC Form 325) to the training group distribution function. Complete AETC Form 325 to report requests or recommendations for student withdrawals or extensions to the training group distribution function. Serve as the focal point for gathering student elimination and withdrawal information (use attrition survey). The training group makes the final decision on student status.

A2.3.2. Safeguard test materials and monitor testing to ensure no compromise occurs. Testing may be done on paper or computer disk. JST POCs will grade tests and send completed test answer sheets and (or) student test disks to the training group distribution function.

A2.3.3. Administer the course critique, coordinate withdrawals, and ensure an attrition survey is completed on students eliminated or withdrawn from JST. Distribute diplomas upon receipt from

distribution function. The JST POC may also be required to facilitate the accomplishment of course evaluations.

A2.3.4. Ensure currency of any technical orders (TO) used with JST courses assigned to them.

A2.3.5. Ensure class materials (paper, videotape, disk) are the correct version for course being offered.

A2.4. Site Monitoring for VTT. JST POCs should appoint site monitors for VTT. The site monitor should verify classroom reservations and ensure facilities and equipment are operational for training (unlock classroom, perform operational check of equipment, etc.). At the beginning of the course, they will distribute required training materials and fax the AETC Form 325 (for student enrollment) to the uplink site distribution function. Site monitors should collect training materials at the course end for reuse (if required by course instructions).

A2.4.1. Site monitors should fax student enrollment (AETC Form 325) to the origination site prior to class start time (on first day of training) but no later than end of first class hour.

A2.4.2. Site monitors should record VTT sessions to use for remediation and students who miss classes.

A2.4.3. If there are of training delays, the site monitors should recommend or coordinate alternative actions with the sending TM. Site monitors should spot check VTT sessions to ensure to ensure facility is working properly.

A2.4.4. The site monitor should take attendance and report excessive absences or insufficient student performance to the sending training group for action.

RESPONSIBILITIES OF THE DISTRIBUTION FUNCTION

A3.1. General Information. The distribution function serves as the primary liaison between the training group sending JST and sites receiving JST. The distribution function will send materials to the appropriate locations. It will also receive materials and correspondence from reception sites and ensure proper distribution of these items within the training group.

A3.2. Responsibilities. Specific duties are to:

★A3.2.1. Distribute training materials to locations receiving JST. The distribution function must dispatch training materials no later than 30 days prior to scheduled broadcast dates. For out-of-cycle requirements, course materials will be dispatched within 15 days of receipt of the request.

★A3.2.2. (For VTT broadcasts) At least 35 calendar days prior to scheduled broadcasts, the distribution function will contact JST POCs who have not provided a preliminary AETC Form 325.

A3.2.3. Develop and maintain a simple data base to track students in self-paced courses. Self-paced courses will have a not-later-than completion date. The distribution function should notify students missing this date through the JST POC.

A3.2.4. Receive materials and correspondence from reception sites and ensure this information is distributed to the appropriate training group OPR. Materials and correspondence the distribution function may include, but are not limited to, the following: changes in student status, student enrollment (AETC Form 325), course completion (AETC Form 325), course critiques, and testing materials.

A3.2.5. Produce and distribute, through the JST POC, student diplomas (AF Form 1256).

SAMPLE ATTRITION SURVEY

(DO NOT REPRODUCE)

NAME _____
COURSE _____
LOCATION _____
COMMAND _____

Please help us improve this course. Select the top three problems that interfered most with your efforts to complete the course. Rate each problem area you experienced as 1 = most important, 2 = next most important, and 3 = least important.

PROBLEMS	RATING
COURSE SCHEDULING	
PROBLEMS WITH ONSITE EQUIPMENT	
CONFLICTS WITH DUTY	
PERSONAL OR FAMILY MEDICAL PROBLEMS	
INSTRUCTION WAS HARD TO FOLLOW OR DIDN'T TRACK WELL	
PERSONAL OR FAMILY EMERGENCY	
PERMANENT CHANGE OF STATION	
EXTENDED TDYs OR DEPLOYMENTS	

If other problems interfered with your course completion, please describe them:

INSTRUCTIONS TO SITE MONITOR:

Collect student surveys and mail to:

882 TRG
 ATTN:
 939 Missile Rd
 Sheppard AFB TX 76311-2337

11 JUNE 1998

IC 98-1 to AETCI 36-2208, JOB SITE TRAINING, 17 FEBRUARY 1995**★SUMMARY OF REVISIONS**

IC 98-1 adds the requirement for each training group to establish a central focal point to act as the distance learning (DL) coordinator for the group (paragraph 2.2.3); revises requirements for course announcements (paragraph 3.2.1.); adjusts timeframes for providing preliminary class entry data, annual screening, course scheduling, and delivery of JST training materials (paragraphs 3.1.2, 3.2.1, 3.2.3, 3.2.4, A2.2.3, A2.2.4, A3.2.1, A3.2.2, and table 1). See attachment 5 for the complete IC. A star (★) indicates revision from the previous edition.

Replace the first (purpose) paragraph of this publication with the following:

★This instruction implements AFPD 36-22, *Military Training*. It establishes procedures and responsibilities for designing, developing, administering, and evaluating job site training (JST). It applies to training groups aligned under Second Air Force (2 AF) involved in managing, developing, and conducting technical training within Air Education and Training Command (AETC). Training group commanders are responsible for implementing this instruction at AETC training wings. Training groups may supplement this instruction to establish specific implementing procedures. Send copies of proposed supplements to the Policy Branch (HQ AETC/DOVP), 1 F Street East, Suite 2, Randolph AFB TX 78150-4325, for review and approval prior to publication with an information copy to 2 AF/DOIT, 721 Hangar Road, Keesler AFB MS 39534-2804. Submit to HQ AETC/DOVP any recommended changes to this instruction using AF Form 847, **Recommendation for Change of Publication**. Requests for waivers to any requirement stated in this instruction should be submitted according to guidance in AFI 33-360, volume 1, *Publications Management Program*.

★1.3.1. Training managers (TM) and training developers should perform a preliminary media selection analysis and a resource analysis on the selected courses.

★1.3.2. Training developers should consider a mixed media approach when conducting the preliminary media selection analysis for each course. It is not necessary, nor always desirable, to make a course all ICW, all VTT, or all paper based. Each lesson objective should be reviewed and the appropriate media selected. When more than one media will satisfy the training objective, consider cost, customer requests, and resources available (to include customer hardware).

★1.3.2.2. Based on the media selection and resource analysis, the ICW unit, in concert with the training squadron, will make a recommendation on the suitability of exporting the selected courses. Their recommendation should weigh cost factors and the ability of JST to meet training requirements. TMs will ensure full coordination of the recommendations through the Air Force career field manager (AFCFM).

★2.2.3. Each training group will establish a central focal point to act as the distance learning (DL) coordinator to work JST issues with HQ AETC, 2 AF, and group personnel. This function will be aligned within the Training Support Squadron's (TRSS) Training Technology Flight. Training groups will designate the DL Coordinator in writing to the 2 AF Distance Learning Office (2 AF/DOIT) with

information copies to HQ AETC/DOO and DOVP. Duties and responsibilities include, but are not limited to:

★2.2.3.1. Coordinating and reporting JST development and (or) conversion and delivery schedules as requested by 2 AF/DOIT (RCS: HAF-DPP(A)9708). Submit changes to 2 AF/DOIT as they occur.

★2.2.3.2. Coordinating with 2 AF/DOIT to schedule instructional designers, training developers, and instructors for the VTT Techniques course to ensure development/conversion schedules are supported.

★2.2.3.3. Coordinating on squadron requirements for Base Visual Information Services (rehearsals, preparation of visuals, etc.) in support of JST.

★3.1.2. The distribution function will work with JST POCs at each receiving site. These POCs should accomplish the responsibilities listed in attachment 2. In general, JST POCs are responsible for scheduling, administrating, and VTT site monitoring at receiving sites. At least 35 calendar days prior to scheduled VTT broadcasts, the distribution function will contact JST POCs who have not provided a preliminary AETC Form 325, **Student Accounting and Attendance Record**, and ATN Broadcast Worksheet (located in the AETC Quarterly Distance Learning [DL] Guide).

★3.2.1. **Course Announcement.** TMs publicize courses through AFCAT 36-2223, *USAF Formal Schools*. The course announcement must also be included in the Air Force Training Management System (AFTMS). In the announcements, specify the requirements for delivery of the course to include customer responsibilities at user sites. TMs will provide inputs (broadcast schedules, course announcements, course revisions, etc.) for both the AETC Annual Broadcast Schedule and the AETC Quarterly DL Guide.

★3.2.2. **Annual Screening.** All formal JST courses must be assigned a course identifier and title as specified in AETCI 36-2203, *Operations Training Development*. Using AF Form 403, **Request for Special Technical Training**, or an electronic spreadsheet provided by 2 AF, units identify requirements for JST. Note that training requests should document the number of students to be trained at each base, by quarter, and the maximum number of students that may be trained per session (either classroom size limits or the number of people that can be released from duty to attend training). For self-paced courses, training requests need only identify the number of students to be trained at each base. Units should also note special requests, like weekend broadcasts. Requirements should be identified in the remarks section of the AFTMS requirement screen.

★3.2.3. **Validating Requirements and Scheduling Training.** The AETC TM for each course validates requirements for VTT courses and prepares and forwards AETC Forms 179A, **Course Training Schedules for Allocations**, to 2 AF/DOPN. 2 AF/DOPN builds classes in AFTMS. Although allocations may be limited by the facilities on site, normally the maximum number of students in training at each base will determine the number of classes needed to meet the training requirement. When no cost-effective delivery is available, the TM will return the training requirement to the requester. For courses requiring satellite time, the TM provides inputs such as uplink site requirements, downlink site locations, and broadcast schedule to a satellite scheduling function for the local broadcast facility. The satellite scheduling function will coordinate all requests with 2 AF/DOIT to minimize scheduling conflicts. TMs will deliver schedules to the satellite scheduling function for forwarding to 2 AF/DOIT

for inclusion in an annual broadcast schedule and quarterly DL guide to be provided to all users by the Air Force Distance Learning Office (HQ AETC/EDD).

★3.2.4. **Training Delivery.** Prior to 1 October each year, HQ AETC/EDD will provide users a schedule announcing all validated requirements for the next fiscal year (FY). This will be published in the form of an annual broadcast schedule. The distribution function must dispatch training materials no later than 30 days prior to class start date. For out-of-cycle requirements, course materials will be dispatched within 15 days of receipt of the request. The delivery process must remain responsive to customer needs. TMs should fill requests for additional materials and VTT class seats if resources and timing permit. TMs will work with training developers to ensure training materials are made available to the distribution function so the distribution function can comply with established timelines.

★3.2.6.1. The distribution function tracks self-paced students, to include entries and course completions. The distribution function maintains a simple data base to track student progress versus the established course completion date. The AETC TM for each course prepares and forwards AETC Forms 179A, to 2 AF/DOPN, as determined locally. 2 AF/DOPN builds classes in AFTMS.

★Table 1. JST Annual Screening and Training Process.

LINE	A	B	C	D	E
	Task	Timeframe	OPR	Using	Comments
1	Annual Screening	Jan - Mar	Individual Units	AF Form 403, Request for Special Technical Training , or an electronic spreadsheet provided by 2 AF	Units forecast training needs for following FY by identifying number of officer, airmen, and civilians to be trained. Requests must include base-by-base requirements to include number of students to be trained each quarter and the maximum number of students that may be trained per session.
2			JST POC		JST POC may assist with the annual screening.
3			MAJCOM functional managers	AF Form 403 or an electronic spreadsheet provided by 2 AF	Functional manager will evaluate training request, determine valid courses and number, then forward valid requests to Personnel.
4		Jan - May	Military civilian personnel offices		Classification and Training or Civilian Personnel office input training requests from AF Forms 403 or an electronic spreadsheet provided by 2 AF into AFTMS. Entry must include base-by-base requirements to include number of students to be trained each quarter and the maximum number of students that may be trained per session at each site.
5		Jun - Jul	Training managers	AFTMS	Training requirements are validated.

6			Training managers and course personnel		Training requirements are identified by Training Requester Quota Identifier (TRQI) and site. Class schedules are planned based on training needs and availability of resources (instructors, facilities, money).
7	Course schedules	Jul	Training managers	AETC Form 179A	TMs send AETC Forms 179A to 2 AF/DOPN as required. Both VTT and self-paced classes are built in AFTMS by 2 AF/DOPN.
8					TMs will work with the local satellite scheduling function and finalize course broadcast schedules. They will deliver final schedules to the scheduling function for forwarding to 2 AF/DOIT.
9	Annual Broadcast Schedule/ Quarterly DL Guide	Sep	Training manager, satellite scheduling function, 2 AF/DOIT, and HQ AETC/EDD	Annual Broadcast Schedule and Quarterly DL Guide	A schedule of all validated training requirements for the next FY is provided to each JST POC and MAJCOM. This schedule is updated quarterly (or as necessary) as a DL Guide that includes courseware release or revision dates.
10	Onsite scheduling of students	45 calendar days before class	JST POC		45 calendar days prior to class start, JST POC will identify and schedule students for VTT classes. JST POC will schedule computers as necessary.
11	Class entry	40 calendar days before class		AETC Form 325 and ATN Broadcast Worksheet (via fax)	NLT 40 calendar days prior to the broadcast, the JST POC will fax a preliminary AETC Form 325 and ATN Broadcast Worksheet (in DL Guide) to the distribution function supporting the broadcast and 2 AF/DOIT. NOTE: This is the first time student names are associated with the class. This will be used to send course materials in support of the broadcast. A revised AETC Form 325 should be faxed to the instructor at the uplink facility on day one of the broadcast to reflect changes. The AETC Form 325 will be used by the registrar to enter and graduate students in AFTMS. For self-paced courses, data in AETC Form 325 will be used to track student progress toward established not-later-than course completion dates.
12	Class cancellation	As required. Made at least 35 calendar days prior to scheduled broadcast.		ATN Broadcast Worksheet	JST POC will notify the distribution function and 2 AF/DOIT of cancelled VTT classes using the ATN Broadcast Worksheet (in DL Guide).
13	Mailing of JST training materials	NLT 30 calendar days prior to class start date. Out-of-Cycle: Within 15 days of receipt of request.	Distribution function		The training materials required to support the schedule are sent to the JST POC.

14	Student attendance	Daily	JST POC	AETC Form 325	Spot-check VTT sessions. Report excessive absences to the sending training group for appropriate action (VTT courses).
15	Ensure students are meeting course requirements	As needed	JST POC		Report insufficient student performance to the sending training group for appropriate action (e.g. spot check VTT attendance).
16	Student withdrawal	Day of withdrawal	JST POC and Distribution Function	AETC Form 325	Documentation may be necessary. JST POC recommends; training group makes final determination. Recommendations sent to distribution function.
17	Student elimination	Day of elimination			Student status change; additional documentation may be necessary. JST POC recommends; training group makes final determination. Recommendations sent to distribution function.
18	Attrition survey	Upon elimination of student			Ensure completion and provide to training group distribution function.
19	Missed completion dates	End of course			Distribution function notifies JST POC of students failing to complete courses by required date (self-paced courses). JST POC ensures attrition survey completed.
20	Course extensions	As required	JST POC		Students request course extension through JST POC. Requests forwarded to distribution function.
21	Course critique	End of course			Completed critique is returned to distribution function.
22	Safeguarding testing materials	During course and during testing			JST POC safeguards test materials per course instructions.
23	Student testing	As required			When students are ready to test, the JST POC will monitor testing.
24	Test grading	Upon test completion			For objective tests, JST POC will use the answer key provided to grade tests (unless examination is to be graded by an onsite computer) and give feedback to students. Subjective tests and performance tests will be packaged and mailed to the distribution function for grading. JST POC returns completed tests to distribution function for final evaluation.
25	Student graduation	Upon determination of course completion	Training manager, distribution function, and registrar	AETC Form 325 and AF Form 1256, Certificate of Training	The training group will analyze test data to make a graduation determination. Final grade information with completion status is provided to TM for forwarding to Registrar to allow class graduation in AFTMS. The distribution function will prepare diploma and send to JST POC for distribution.

Attachment 1, Section C—Terms:

★**Distance Learning (DL) Guide** (previously referred to as job site training guide)—Document that lists broadcast information for VTT courses and release dates for courseware.

★**Job Site Training Guide--DELETE**

★A2.2.3. Ensure classroom and equipment (to include computers) are available and scheduled for students. This includes coordinating VTT classes with the downlink site monitor. Early scheduling of classrooms and equipment, after receipt of the DL Guide is essential to prevent conflicts. Onsite scheduling of students should be accomplished as soon as possible, but no later than 45 calendar days before class start date. Report VTT class cancellations at least 35 calendar days prior to the scheduled broadcast by faxing an ATN broadcast worksheet (in DL Guide) to the distribution function and 2 AF/DOIT. **NOTE:** Individual class cancellations will not necessarily result in cancellation of the broadcast unless that class is the only location for which airtime is scheduled. Prepare a preliminary AETC Form 325 (identifying students by name) and an ATN broadcast worksheet (in DL Guide) and fax to the supporting distribution function and 2 AF/DOIT NLT 40 calendar days prior to scheduled broadcasts.

★A2.2.4. Complete student enrollment for JST. The JST POC will issue the student necessary materials and inform the student of maximum course length. Also, on class start date, the JST POC should fax a revised AETC Form 325 to the instructor at the uplink facility, as needed, to reflect any changes.

★A3.2.1. Distribute training materials to locations receiving JST. The distribution function must dispatch training materials no later than 30 days prior to scheduled broadcast dates. For out-of-cycle requirements, course materials will be dispatched within 15 days of receipt of the request.

★A3.2.2. (For VTT broadcasts) At least 35 calendar days prior to scheduled broadcasts, the distribution function will contact JST POCs who have not provided a preliminary AETC Form 325.