

# OJT INFORMATION FOR MARCH 2000 UTA

## ALL NEW INFORMATION ITEMS WILL BE IN BOLD TYPE

1. **Effective 16 March 2000, Course Examination Testing (Thursdays Only) will be conducted in Bldg 239, Bay F, 2nd Floor. Testing starts at 1330 hours. Members should be in place NLT 1315 hours. Those who are late will not be allowed to test. NOTE: There will be no testing Thursday, 9 Mar 2000 due to the move of Wing Education & Training to Bldg 239. Course Examination Testing for A, B and C Flights (Sunday Only) remains the same. It is conducted in Bldg 228, Rm 202. Check-in with Wing Education & Training first. Again members need to be in place at NLT 1315 hours.**

**ATTENTION personnel who are scheduled to test. Effective 12 March 2000 Course Examination testing time has been changed to 1300 hours. All members must be "in-place" NLT 1245. Late comers will not be allowed to test.**

2. **New Class Dates for In-Residence training courses (3 level, 7 level, and PME) are available. Check Training Office for your course dates.**

3. **Unit Training Office in bldg 239 is closed for business every Sunday at 1430-1500 to complete section outbrief. The new office is located on the second floor, midway on the south side.**

4. **We will be conducting the Air Force Training Course, in the second floor conference room. Attendees will be contacted by phone and the session will last two hours starting at 12:00 PM to 14:00 PM with an hour remaining to conduct the Unit Training Meeting until 15:00.**

5. For those of you inclined to broaden your horizons and are diligently working on those CCAF degrees or higher. Here is a deal for you.

<http://www.free-ed.net/catalog.htm>

This site contains all the courseware you need to CLEP your way right through CCAF, and it's FREE!!!

6. Question: Why can't I use my civilian experience for sustainment training? Answer: You Can!. AFRCI 41-102, para 7.5 tells you all about it. Check with training section for specifics.

7. The training office has received, via wing training, a printout of Frequently Asked Questions about PCS to School at Sheppard. It will be maintained in the training office if you are interested in looking at it.

8. All personnel who receive a TLN (Training Line Number) to attend school, must outprocess the 349 AMW. Outprocessing is required regardless of the duration of the class. Outprocessing is required to insure that you have met all required standards to attend and that your personal affairs are in order for the duration of your TDY. Pay is also involved in the outprocessing process. Some schools require medical records to be handcarried. Your weight and retainability requirements must be met before you depart home station. If you fail to outprocess you are at risk of running into possible problems at your TDY station. There are no exceptions. We have workbooks here in training to assist you with outprocessing.

9. Reservists can now access the Professional Development Center (PDC) Home Page from their home or office without the AFRC password. The AFRC Home Page will soon link to their page, but until then....  
<http://www.afrc.af.mil/hq/dp/dpi/default.htm>

10. We have a listing of dates of the tech schools required for the AFSCs in our unit and can get information on others. We do have FY00 dates available in the Training Binders. When you request specific dates for a technical school and get what you ask for, you will be required to attend. There must be a serious and valid reason for declining a tech school. When the AF Form 101, Request for Technical School, is completed you are required to initial on the front that your employer will be or has been notified of the impending school dates. Make sure this happens, because we can no longer accept a work conflict as a reason for declining a tech school. This is not a unit level decision but comes from higher headquarters. There could be serious consequences to declining a tech school. Talk to us before that happens, we are here to help.

11. Important Training Issues and Opportunities:

❖ The Training Office has updated information on the SNCOA. Anyone interested in attending should come by and review the message received.

❖ Starting 1 Jan 2000, all Education Counseling (CCAF, G.I. Bill and Tuition Assistance) will be handled on an appointment only basis. For appointments, you may call 4-1613 or 4-1615. All appointments will be handled during the hours of 0800-1600 on UTA WEEKENDS ONLY. No appointment is necessary during the week.

OPR: 349 MSS/DPMAT

- ❖ Due to the negative recruiting and retention impact of the 4-week COT course, the AF has approved an ARC COT course. The new course will be offered 2 times a year at Maxwell AFB and will include the Med Red Indoctrination Course (MRIC). All medical service officers (MC, DC, MSC, BSC and NC) are eligible to attend. COT is mandatory and must be attended within one year of appointment. FY00 class dates are as follows:

1-12 May 00

- ❖ See the training staff for more info.
- ❖ NCO's... there are still plenty of slots available for the NCO Leadership Development Program according to 349 MSS/DPMT. Please sign up! We still have quite a few Staff and Tech Sergeants eligible for this class. And, it looks good on EPRs and promotion packages. See the training section to see if you are in that category.

- ❖ NCO Leadership Development Program for FY00 are dates as follows:

Class 00A 12-23 July 00

Class 00B 2-13 Aug 00

Sign up as soon as you can. This is a really good course to get your feet wet with. An additional note: SRA can attend the NCO LDP course (per AFRC) but only on a standby basis. Priority is still with the E5/E6s. If a class does not fill up they will go to the standby list (first come/first serve). The SRA will not get bumped even if an E5/E6 comes along and wants to get in the class at the last minute. Once SRA is in, they are in. HEADS UP SRAs!!

- ❖ NCO Academy- ONLY TWO CLASS DATES LEFT. GIVEN ON FIRST COME, FIRST SERVE BASIS. 349 MSS Training office has provided FY00 NCO Academy in-residence dates.

FY00 Maxwell NCO Academy Class Schedule:

Class #	Class Starts	Class Graduates	Quotas
00-F	6 SEP 00	18 OCT 00	4

FY00 Kirtland NCO Academy Class Schedule:

Class #	Class Starts	Class Graduates	Quotas
00-7	18 SEP 00	26 OCT 00	1

There are specific instructions that must be followed for this academy. See the training staff for information. No quotas for NCOA for Peterson AFB CO per HQ AFRC.

- ❖ Quick Reference PME Guide has been placed in the training binders for your information. These guides provide eligibility, requirement/submission, suspense dates and course information.

- ❖ Squadron Officer School Class Dates (In-residence). The dates have been supplied and placed in the Training Information binder, Tab E. Information is also available on the Internet under the Air University Home Page.

- ❖ When you are enrolled in Course 6D or 8D, be aware that the course is sent directly to your home, but when you get ready to test you have to come to the training office and have us order your test. Once you have passed 6D or 8D you are automatically enrolled in 6E or 8E and the test is sent to the wing.

- ❖ If you request a CLEP or DANTES test and are placed on the schedule to take it, it is your responsibility to cancel ASAP. If you are a "no show" 3 times your privilege for this program can be revoked permanently.

- ❖ JOLDS information: POC for JOLDS information is located @ [Deborah.Reddish@afrc.af.mil](mailto:Deborah.Reddish@afrc.af.mil) There are some updates on the program out there. Check it out.

12. DGMC Satellite Office Location and Hours: Use the elevators at the front of the hospital. When you get off the elevator on the 2nd floor, turn left and go to the hallway going to Lab and X-Ray. Enter the recessed door on the right side just before you get to the lab waiting area, go through the door and the first room on the left is where we are located (lab conference room).

- ❖ **Satellite office-** Due to recent changes, the DGMC Satellite office will no longer contain the OJT records. We will still be available for VRE's, CDC's, Counseling, Questions/Answers, etc.

13. CDC's due this month. One volume due per UTA.

NAME	AFSC	VOL	STATUS
HOBBS	4N051A	2	DUE
LEWIS-MEANS	4F051A	4	DUE
NEWSOM ****	4F051A	1,2&3	OVERDUE
YUSAY	4V051	4	DUE

\*\*\*\*Member will see commander and/or her representative. Notices mailed to members and supervisors or put into their V-files with information about appointment.

14. **Course Examinations (CE) on file at the wing as of 23 February 2000.** This could change due to interval of time between bulletin being published and actual UTA.

Check with training office for any updates. If members fail their course exam they must have (A) Review Training done and documented in their 623a's, (B) a Test Re-take Letter that justified by their Supervisor and the Commander and (C) bring their 6 Part Training Folders. All second time failures run the risk of being retrained, withdrawn and returned to previous AFSC and/or discharged from service.

NAME	COURSE	SHRED	EXPIRES
ALLEN	4F071	000301	000810
BOUSKA	00037A	000322	010322
DEAN (R)	4Y051A	000113	000113
DRAGOSLOVICH	00006E	000816	010209
FAY	00025A	000816	001026
FLAVEL	00024A	990513	000506
HANSEN	00025A	000816	010209
HITCHCOCK	00037A	000707	010628
LORENZEN	00001	000811	001014
NYDEGGER	00024A	000215	010308
REYES	4F051	000407	000801
SHUSTERMAN	00025D	000720	000720
STANSBURY	3S051A	991215	000415

\*\*\*\*It is advisable, if eligible for extension, that you request one. NOTE: No extensions are available on officer PME. Contact Wing Training Office.

15. Supervisors/Trainers: Check CE listing above to make sure your trainees take their tests in a timely manner. Talk with them and give knowledge assessments (if they are available). The sooner they test and pass, the sooner they are eligible for upgrade. You folks on the list, prepare and test as soon as possible

16. **See update in Item 1.** CE's can be taken on Sunday of every scheduled UTA (A, B and C Flights) at **1300 hours** only. Additionally, there is a session scheduled each Thursday at 1330. NOTE: For fly-ins on case-by-case basis, the wing will set up a special testing time for you on Sunday morning, but you must call the wing training office to set this up at least 5 days before the UTA. Extension at their office is 4-2931. Report to Wing Training NLT 15 minutes prior to test time. Bring your Military ID with you. Also, do not just study the VREs! A helpful hint is to highlight all VRE and self-test questions AND ANSWERS in your CDCs. Ensure that you and your supervisor have conducted reviews on the items answered incorrectly on the VREs. Then you will be sure you are studying the correct information for the CE.

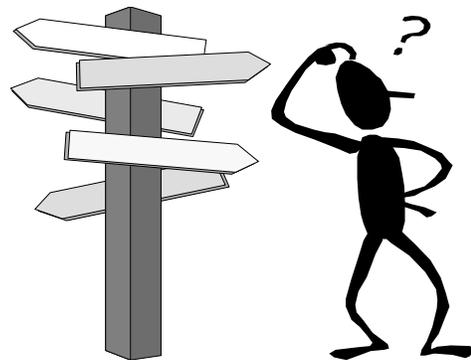
17. SUPERVISORS & CERTIFIERS: Remember it is your responsibility to ensure your trainees have Upgrade Training Tasks documented in their CFETPs and the Core Tasks for fully trained individuals updated in the WBITS computerized biennial requirements. If you have not had the WBITS computer class for updating your personnel,

contact Education & Training Section to get the schedules of upcoming training classes.

18. OJT Documentation Checklist (AFRC Form 56): All upgrade training actions require a properly documented AFRC Form 56. Upgrade training actions will not be final until reviewed and coordination of this form is accomplished. There are specific responsibilities to be done by the supervisor/trainer in conjunction with this form. Check with the training office for details.

19. WORD ON DOCUMENTATION: For initial documentation of CFETP, core/critical tasks require the initials of the certifying official, trainer, and trainee. Non-core tasks require the initials of the trainer and trainee. Tasks that were previously certified and are required in the current duty position are evaluated and recertified. When transcribing, use current date for completion date. Certifying official and trainee initial Core/Critical tasks. Trainer and trainee initial non-core/non-critical tasks.

20. New Class Dates for In-Residence training courses (3 level, 7 level, and PME) are available. Check Training Office for your course dates.



*“Knowing where you want to go with your career is good,  
But knowing how to get there is better!”*

*Your Unit Training Managers are here to help.*