

13 August 2002



Personnel

FACULTY DEVELOPMENT AND ENRICHMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: AFOATS/CRST (MSgt George Lewis)
Supersedes: AFOATSI 36-102, 20 August 1999

Certified by: AFOATS/CRS (Lt Col Mark Lutton)
Pages: 16
Distribution: F

This instruction establishes responsibilities and guidance for all Headquarters Air Force Officer Accession and Training Schools (HQ AFOATS) faculty development, enrichment, and evaluation programs. It applies to all teaching and non-teaching faculty as specified. This instruction implements AETCI 36-2901, *Wear of the AETC Instructor and Master Instructor Badge*; AUI 36-105, *Faculty Development, Enrichment, and Evaluation*; and AUI 36-2302, *Completion of AIS by AU Instructional Personnel*.

1. General Information:

1.1. AFOATS Philosophy on Faculty Development. To produce quality Air Force officers through the Officer Training School (OTS) and Reserve Officer Training Corps (ROTC) training and commissioning sources, we need faculty members who are excellent instructors and role models. To this end, the HQ AFOATS Faculty Development Office (HQ AFOATS/CRSD) ensures faculty development, enrichment, and evaluation programs exist to enhance faculty growth potential.

1.2. Teaching Faculty Versus Non-Teaching Faculty. HQ AFOATS employs faculty in both teaching and non-teaching capacities. Therefore, this instruction establishes a viable faculty development and enrichment program for all faculty.

2. Academic Instructor School (AIS). In accordance with AUI 36-2302, all personnel assigned to HQ AFOATS duties involving instruction or supervision of instruction must complete AIS before beginning duties. To clarify the Air University (AU) definition, "involving instruction or supervision of instruction," means those personnel who, by nature of their duties, directly supervise instructors or directly teach the students on a recurring and frequent basis. Therefore, personnel who brief or teach students only a few times during any given class--program entry to graduation--do not have to attend AIS.

2.1. Attendance Requirements. Curriculum Area Managers (CAM) within HQ AFOATS Curriculum Division (CR) are assigned to duties involving teaching and have a direct and

frequent impact on line instructors and how they teach. Therefore, they must meet the AIS requirement. All commissioned personnel assigned to ROTC detachments who are instructors or instructor supervisors must meet the AIS requirement. All OTS Flight Training Officers (FTO), to include Individual Mobilization Augmentees (IMA), flight commanders (FC), and directors of operations (DO) are instructors or instructor supervisors and must meet the AIS requirement. OTS Military Training Instructors (MTI), Medical Readiness staff and Physical Conditioning (PC) staff, due to the specific duty training and certification will not be required to attend AIS. However, every effort will be made to include these personnel if space is available in AIS.

2.2. Scheduling AIS Attendance. HQ AFOATS/CRSD will ensure all required members assigned to CR and ROTC have slots to attend AIS. The OTS Faculty Development & Standardization Division (OTS/CCV) will ensure all required members assigned to OTS have slots to attend AIS. OTS IMAs will attend a workshop coordinated by OTS/CCV through AIS.

2.3. Waivers from AIS Attendance Requirements. The CR division chief, ROTC/CC and OTS/CC may grant waivers for their respective instructors, instructor supervisors, and staff who are fully qualified based on education or experience. Blanket authorizations are not allowed. ROTC Regional/CC and OTS/CCV will initiate the waiver process. The initiating agency will send a memorandum formatted in accordance with Attachment 2 to the AFROTC or OTS commander for coordination and action. A final copy of the signed waiver package will be sent to the HQ AFOATS/CRSD section upon completion to maintain proper documentation. Personnel eligible for an AIS waiver are those who meet one of the following criteria:

2.3.1. Completed AIS within the past 6 years.

2.3.2. Completed AIS more than 6 years ago, but have had additional qualifying experience or education during the past 6 years.

2.3.3. Previously granted a documented permanent waiver from AIS attendance requirement or are fully qualified based on extensive education and/or experience.

2.4. AIS Deferral. The CR division chief, ROTC/CC and OTS/CC may also approve administrative deferrals on a case-by-case basis when waivers are not justified. ROTC instructors who cannot be scheduled to attend AIS/Cadre training (out of cycle, overseas return, etc.) will be automatically deferred until the next summer ROTC AIS/Cadre training session. The instructors will be scheduled for the next training session unless a waiver is submitted in accordance with paragraph 2.3 of this instruction. The Professor of Aerospace Sciences (PAS) submits waivers for the Assistant Professor of Aerospace Sciences (APAS) and the region commander submits waivers for PASs. The waiver package must be submitted by the end of March each year.

2.5. Tracking AIS Attendance. Based on the HQ AFOATS waiver and deferral data, HQ AFOATS/CRSD is responsible for submitting an annual report to HQ AU/XO formatted in accordance with AUI 36-2302 for members assigned to ROTC and OTS. All data is due annually to HQ AU/XO no later than 1 August.

3. Pre-Service Education and Orientation:

3.1. **Initial Training.** All newly appointed HQ AFOATS/CR, ROTC, and OTS instructors will attend some form of initial training. HQ AFOATS/CRSD (for CAM and PAS/APAS) or OTS/CCV will coordinate resources and instructors to meet program needs. HQ AFOATS/CRSD and OTS/CCV will build and improve the initial programs based on feedback from students and gaining units, respectively. For each initial training program, HQ AFOATS/CRSD and OTS/CCV will ensure a viable student feedback program exists. Additionally, a post-initial training feedback instrument is encouraged. This will allow former students to reflect on their training and its benefit to them while performing their primary duties.

3.2. AFOATS/CR.

3.2.1. **CAM Certification.** Platform instruction and lesson development must meet the highest professional standards to ensure educational objectives are met for OTS and ROTC students. Performance excellence is ensured through position familiarization, lesson plan familiarization and platform instruction certification.

3.2.2. **Position Familiarization.** Familiarization consists of a review of CAM responsibilities, issuing lesson plans and study guides, attendance of all lectures in assigned curriculum area, auditorium visual aid operations, continuity book review, consolidated written test (CWT) management, conducting initial and remedial training, end-of-course critique procedures, curriculum development procedures, and a Curriculum Program Plan review.

3.2.3. **Lesson Plan Familiarization.** The new CAM will choose a lesson plan in their subject area and meet with an experienced CAM in his or her subject area, Instructional Systems Development (ISD) Advisor, and Branch Chief to discuss general lesson concept. The CAM will demonstrate understanding of lesson plan concept through discussion and will develop test question that must relate to one sample of behavior from that lesson.

3.2.4. **Platform Instruction Certification.** Once the new CAM has demonstrated understanding of lesson plan concept they will present that lesson to the AFOATS Education Advisor, Chief of Curriculum Division, Curriculum Branch Chief, and experienced CAMs in area of certification. The Chief, Curriculum Division will certify or not certify the new CAM based on the input of the reviewing officials.

3.2.4.1. **Platform Instruction Augmentees.** AFOATS/CR may require augmentation by instructors from outside AFOATS/CR. These instructors will be fully certified instructors who have met the AIS requirements explained in paragraph 2. through 2.3.3. Augmentees will present a lesson under supervision of the CAM for the subject area or the Curriculum Branch Chief who will certify the augmentee. Augmentees will not be required to develop the lesson plan.

3.3. ROTC.

3.3.1. **Cadre Training (CT).** ROTC instructors will attend CT as part of AIS when the ROTC personnel are TDY to Maxwell AFB. It is designed to orient them to their respective organizations and train them to perform duties associated with their jobs.

3.3.2. **CT/AIS Out-of-Cycle Instruction.** HQ AFOATS/CRSD will provide instructional guidance for those instructors who arrive at their detachments out-of-cycle (not during the summer AIS/CT window) on the HQ AFOATS Curriculum web page. The detachment Education Officer will ensure new instructors who did not attend AIS are familiar with AFOATS education principles and policies, document training and retain until the instructor has attended AIS or is reassigned.

3.3.3. **ROTC Noncommissioned Officer (NCO) Course.** HQ AFOATS/CRSD will coordinate semiannual initial training for noncommissioned ROTC detachment support personnel with AIS. The training will orient support members to the diverse functions of an operational ROTC detachment. It may include, but is not limited to, orientation topics such as the HQ AFOATS and ROTC mission briefs, equal opportunity and employment, and diversity as well as functional topics such as general computers, database management, enlistment, financial management, cadet management, and tuition updates.

3.4. OTS.

3.4.1. **Initial Qualification Training (IQT).** IQT is designed to orient FTOs to their respective organizations and train them to perform duties associated with their jobs. IQT is required for all FTOs prior to performing duties as an OTS instructor. It normally occurs immediately after AIS; however, special circumstances may dictate completion of IQT before AIS. OTS/CCV will tailor IQT programs to meet the specific mission needs of both Basic Officer Training (BOT) and Commissioned Officer Training (COT). IQT is normally a program lasting 23 training days designed to train FTOs in major areas of both BOT and COT to include: flight room instruction, field leadership, campaigns, staff/student interaction and administrative duties. As a minimum, instructors must meet the primary training requirements associated with their program (BOT or COT) before assuming instructor duty for that program.

3.4.2. **Augmentee Qualification Training (AQT).** OTS/CCV is responsible for training their attached IMAs and summer augmentees. IMAs and augmentees must attend AQT before assuming responsibility for student flights. AQT is designed to orient IMAs and augmentees to the organization and train them to perform duties associated with their jobs. Training typically includes those applicable COT disciplines and subject areas encompassed in IQT; however, if IMAs and augmentees perform BOT instructor duties, they will be trained accordingly. In order to keep IMAs and augmentees current, AQT must be reaccomplished under the following circumstances:

3.4.2.1. If determined by the squadron commander.

3.4.2.2. If the instructor has not trained a complete flight within the last 14 months.

3.4.2.3. If the instructor requests to retake the course on a space available basis.

3.4.3. **Recurring Training Course (RTC).** RTC is a refresher course for returning IMAs and Augmentees. This course is not required if the instructor has completed the training of a complete flight within the last 3 months and is current in major ancillary training requirements (e.g. SABC, CPR, etc.) as determined by OTS/CCV.

3.4.4. **Enlisted Qualification Training (EQT).** EQT is designed to orient enlisted instructors to OTS by supplementing the training instructors already have as Military Training Instructors, Physical Conditioning Instructors and Medical Readiness Instructors. EQT is required for all enlisted instructors prior to performing duties as an OTS instructor.

4. In-Service Education and Training:

4.1. **In-Service Training (IST).** IST refers to HQ AFOATS in-service education programs that contain a variety of activities designed to refamiliarize instructors with basic procedures and develop the professional growth of faculty. Examples of such activities include initial ISTs, refresher courses in instructional methods, self-improvement seminars, and computer training. HQ AFOATS/CRSD will provide IST ideas and ensure a variety of programs are made available to assist in this program.

4.2. **OTS IST Program.** Subject matter experts to include the class monitor (CM), CAMS, faculty development and event project officers as appropriate, conduct ISTs prior to major events. ISTs are scheduled within a few days of an event in order to provide refresher training and to ensure event coordination and standardization. The CM is responsible for coordinating with the scheduling office and subject matter expert to schedule ISTs. Each carrying FTO will attend these ISTs. If unable to attend, the FTO will coordinate with the CM and/or subject matter expert to receive training. Class Monitors will document attendance to all ISTs. At the end of each class, the CM will consolidate this information into a report and forward the report to OTS/CCV and the respective squadron commander who will ensure training records are updated.

4.2.1. OTS/CCV will track self-aid/buddy care (SABC) and cardio pulmonary resuscitation (CPR) training dates. SABC and CPR certification are good for two years and must be maintained in a current status.

4.3. **CR IST Program.** HQ AFOATS/CR will establish and maintain regularly recurring training that is designed to enhance curriculum effectiveness.

4.4. **ROTC IST Program.** The detachment education officer is responsible for the detachment IST program and will determine, schedule, and document all ISTs. HQ AFOATS/CRSD will provide topics on the HQ AFOATS Curriculum web page.

5. Faculty Evaluations:

5.1. Criteria Common to All AFOATS Instructor Evaluations. The primary focus of faculty evaluation is to provide diagnostic feedback to faculty members to enhance their professional development. Evaluations will meet the following criteria.

5.1.1. The self-image and self-respect of the faculty will be protected throughout the evaluation process.

5.1.2. All evaluators will complete an evaluation form and provide feedback within three Training Days of the evaluation.

5.1.3. Supervisors/evaluators will debrief instructors and both will sign the evaluation form as soon as possible following an evaluation.

5.2. AFOATS/CR Evaluations. During a CAMs first quarter of instruction (post certification), the branch chief will evaluate a platform lecture. Thereafter, the curriculum branch chief or division chief will evaluate the CAM twice a year for platform lectures. The branch chief will maintain evaluations in the CAM's training folder.

5.3. ROTC Evaluations. The PAS will evaluate APAS teaching effectiveness, using AETC Form 620, **Academic Instructor Monitoring Checklist**, twice each academic year. The education officer, university official, or Regional HQ staff member (if available) will critique PASs twice each academic year using the AETC Form 620. AETC Form 620 will be filed in the instructors personal information file.

5.4. OTS Evaluations. OTS/CCV, squadron commanders or squadron operations officers will conduct all initial evaluations as part of IQT/AQT/EQT. Additionally, an FTO's supervisor (BOT and COT) will conduct a minimum of two evaluations yearly, one of which must be a flight room evaluation. Supervisors in the 22d Training Support Squadron will conduct a minimum of two evaluations yearly on each instructor. OTS/CCV will conduct random no-notice evaluations.

5.5. Evaluations Where Instructor Does Not Meet Standards.

5.5.1. If an instructor is rated ineffective in an area of an evaluation (e.g., Body, Communication Skills or Teaching Skills), the evaluator will ensure the instructor attends appropriate remedial training. Additionally, the supervisor/evaluating agency will conduct another evaluation within 30 days. On any area rated ineffective, the supervisor will comment specifically on that area during the next evaluation.

5.5.2. If an instructor is rated ineffective overall during an evaluation, the evaluator may recommend decertification to the appropriate agency (HQ AFOATS/CR Division Chief, PAS, or squadron commander). At a minimum, the instructor should be temporarily relieved of instructor duties for immediate remedial training.

5.5.3. On all evaluations rated ineffective in an area or rated ineffective overall, the evaluator will provide a copy of the evaluation to the appropriate squadron commander as soon as possible.

5.5.4. **HQ AFOATS/CR.** To recertify, CAMs will present a lesson in accordance with paragraph 3.

5.5.5. **ROTC Instructors.** If an instructor is rated “Needs Improvement” during an evaluation, the supervisor will offer techniques for improvement and make remedial training available. The PAS may decertify the instructor. If the instructor is decertified, the instructor should be temporarily relieved of instructor duties for immediate remedial training. HQ AFOATS/CRSD will provide guidance for remedial training. To recertify, the instructor will present a lesson to the PAS. Documentation must be maintained in the instructor’s personal information file.

5.5.6. **OTS Instructors.** If an instructor is rated overall “Needs Improvement” during an evaluation, the supervisor/evaluating agency will offer techniques for improvement and make remedial training available. OTS/CCV may recommend immediate decertification of the instructor to the appropriate squadron commander. The same evaluating agency (supervisor or OTS/CCV) will conduct a follow-up evaluation within 30 days. This timeframe is extended to 60 days for events that may not be scheduled every month such as specific field leadership events.

6. Training Folders.

6.1. **HQ AFOATS/CR Training Folders.** HQ AFOATS/CRD will establish a training folder for each CAM during their certification process. The HQ AFOATS Curriculum Branch Chief will store all CAM training folders. Upon transferring within the HQ AFOATS organization, the Curriculum Branch Chief will forward folder to gaining supervisor. Upon reassignment, the Curriculum Branch Chief will give the folder to the instructor. The Faculty Development Officer (FDO) will build the folders as follows:

6.1.1. Section I, Certification. This section includes the lesson certification, platform instruction certification, AIS diploma or waiver, instructor badge award letter, and position familiarization log.

6.1.2. Section II, Initial Post-Certification Evaluations. This section will include evaluation sheets for platform lectures following certification.

6.1.3. Section III, In-Service Education. This section will include documentation showing attendance at any education/training that is not regularly recurring duty-specific training.

6.1.4. Section IV, In-Service Training. This section will include a spreadsheet identifying regularly recurring duty-specific training. Attendance at such training will occur annually, at minimum.

6.1.5. Section V, Post-Certification Evaluations. This section will include the annual evaluation sheet for one platform lecture.

6.1.6. Section VI, Miscellaneous. This section will include such items as the AF Form 55, **Employee Safety and Health Record**, and information relating to previous instructor duty as a FTO or Cadre instructor

6.2. **ROTC Training Folders.** The education officer will file instructor training and evaluation data, to include AETC Form 620, in the instructor's personal information file. The education officer will ensure documentation exists for AIS diploma, deferral or waiver, completion of summer CT or equivalent, IST attendance and instructor evaluations. Upon transferring within the HQ AFOATS organization, PCS or PCA, the education officer will give the instructor his/her training and evaluation documentation.

6.3. **OTS Training Folders.** OTS/CCV will establish a training folder for each FTO during IQT/AQT and document initial training and certification. After IQT/AQT, squadron representatives will maintain training folders with assistance from OTS/CCV. Upon transferring outside of OTS, the squadron will give the folder to the instructor. OTS/CCV will build the folders as:

6.3.1. Section I: Initial Certification Information. This section will include the following: AIS Certificate/Waiver, IQT Requirements Checklist, IQT Certificate, Badge Award Letter, and Initial Certifications/Evaluations.

6.3.2. Section II: Post Initial Training Evaluations. This section will include documentation showing OTS/CCV and supervisor evaluations conducted after initial training.

6.3.3. Section III: In-Service Education and Training. This section will include the following documentation: IST Memorandums for one year, most current ancillary training data, and any other training related to current instructor duty.

6.3.4. Section IV: Miscellaneous. This section will include the following: Faculty Training Folder Review Checklist and any other information related to previous instructor duty.

6.4. OTS training folders are not required for enlisted personnel. All evaluations and training documentation will be filed in each individual's AF Form 623, **On-the-Job Training Record**.

7. **Award of the Air Education and Training Command (AETC) Instructor Badge:**

7.1. **Award of the Instructor Badge.** AETCI 36-2901 establishes guidelines and eligibility criteria for award of the AETC Instructor Badge. Authority to award the badge is delegated from the AETC Commander to wing/group commanders or their equivalent who has verified that individuals meet established criteria. Award of the badge should be made during an occasion that provides the instructor maximum recognition. Commanders have the authority to disallow

wear of the badge within an organization for reasons unique to that organization. Additionally, commanders may void authorization to wear the badge by individuals relieved from instructor duty due to unsatisfactory performance or conduct that discredits the high standards associated with the badge.

7.1.1. Criteria Common to All HQ AFOATS Instructors. Specific criteria must be met by all HQ AFOATS instructors for award of the instructor badge. The process for meeting the criteria will differ based on the instructor's assignment within HQ AFOATS. The following sub-paragraphs provide an overview of common criteria.

7.1.1.1. Hold the primary duty assignment of instructor in AETC's category 1, formal training and education courses. These are courses conducted by organizations whose primary mission is training and education in accordance with AFCAT 36-2223, *USAF Formal Schools*. HQ AFOATS meets this definition.

7.1.1.2. Complete the initial training required for the assigned position. See section 2 and 3.

7.1.1.3. Complete additional instructor requirements established by AFOATS. See paragraph 7.1.2. for curriculum division instructor, paragraph 7.1.3. for PAS and APAS, and paragraph 7.1.4. for OTS requirements.

7.1.1.4. Complete a teaching practicum. See paragraphs 7.1.2. for curriculum division, 7.1.3. for PAS and APAS, and 7.1.4. for OTS requirements.

7.1.1.5. Previous instructors who return to HQ AFOATS for another assignment as an instructor or training support personnel may wear the badge during this subsequent assignment.

7.1.1.6. Instructors reassigned to another primary duty in HQ AFOATS may continue to wear the instructor badge for the duration of their assignment (e.g., an FTO assigned to the scheduling office).

7.1.2. Specific Criteria for CR Instructors. To be eligible for the instructor badge HQ AFOATS/CR instructors must successfully complete AIS or receive an AIS waiver in accordance with AUI 36-105 based on teaching knowledge and experience. They must also complete the CR Lesson Development and Platform Certification Program, and achieve a satisfactory rating on the first lecture and lesson plan diagnostic evaluation.

7.1.3. Specific Criteria for PASs and APASs. To be eligible for the instructor badge, PASs and APASs must successfully complete AIS or receive an AIS waiver in accordance with section 2.3 and complete Cadre Training or equivalent detachment training determined by HQ AFOATS/CRSD.

7.1.4. **Specific Criteria for OTS Instructors.** To be eligible for the instructor badge, instructors must successfully complete AIS or receive an AIS waiver, complete IQT, AQT or EQT and achieve a satisfactory rating on all initial evaluations IAW IQT, AQT or EQT training requirements.

7.2. **Award of the Master Instructor Badge.** AETCI 36-2202, *Faculty Development and Master Instructor Programs*, establishes guidelines and eligibility criteria for award of the AETC Master Instructor badge. The Master Instructor Badge is designed to reward instructors or instructor supervisors who have developed themselves beyond the normal requirements of an instructor and display exemplary instructional performance. Individuals who earn master instructor status are authorized to wear the AETC Master Instructor badge according to guidelines stated in AETCI 36-2901.

7.2.1. **Responsibilities.** The group standardization/evaluation unit or the faculty development unit manages the master instructor program. The program manager signs the certification nomination package certifying that the documentation supporting the nomination is satisfactory. Master instructor program managers will complete their function before submitting the AETC Form 630, **Master Instructor Certificate**, and any supporting documentation to the commander for signature.

7.2.2. Instructors will have at least 2 years teaching experience in an Air Force school and at least 6 months teaching experience in the current tour at HQ AFOATS, OTS or ROTC. Additionally, a minimum of 1,000 hours experience as the instructor teaching a course, block or unit is required, of which a 500-hour minimum is required at the current tour. Practicum hours do not apply toward the experience criteria. A log or other means of teaching credible hours will be maintained.

7.2.3. Officers will have a minimum of a baccalaureate degree. Enlisted and civilians will have a minimum of an associate degree.

7.2.4. Nominees will complete a minimum of 90 classroom hours or 6 semester hours of education courses as a student. The completion date for the courses must be after the instructor's practicum completion date. The courses should fall into these subject areas: counseling/social sciences, academic measurement/tests and measurements, instructional design, communication skills, educational technology and other related training—determined by the training group to be related to one of the aforementioned areas. The following classes/credits do not apply: Academic Instructor School, Airman Leadership School and Professional Military Education (PME), College-Level Examination Program (CLEP) and Defense Activity for Non-traditional Education Support (DANTES) tests. One semester hour of college credit equates to 15 classroom hours. One-quarter hour of college credit equates to 10 classroom hours.

7.2.5. Nominees must accumulate 150 points from professional projects, community teaching and awards, (*ref AETCI 36-2202, 52-52.4.4*).

7.2.6. **Evaluation Criteria.** An “Outstanding” or “Excellent” rating must be received on the last 3 instructor evaluations (AETC Form 281, **Instructor Evaluation Checklist**, or other approved evaluation forms). The final evaluation must be accomplished within one year of submitting the nomination. The group standardization/evaluation unit or the faculty development unit will perform the final evaluation.

7.2.7. **Procedures for Awarding AETC Form 630 (*Master Instructor Certificate*)**

7.2.7.1. **HQ AFOATS/CR.** The instructor’s supervisor will review and complete the certification nomination package (*ref AETCI 36-2202, 54.3-54.3.5*) and the Chief, Curriculum Development Branch will review and endorse the package and forward to the Director of Curriculum. The Director of Curriculum will review and endorse the package and forward to Faculty Development Officer who will ensure nominee meets all requirements and complete AETC Form 630. AETC Form 630 will be sent to AFOATS commander for signature and certification or return to supervisor. If approved, the Director of Curriculum will arrange for an appropriate ceremony to award the AETC Form 630 and badge.

7.2.7.2. **ROTC.** The detachment’s education officer will review and complete the nomination package (*ref AETCI 36-2202, 54.3-54.3.5*) and submit to the detachment commander who will review and endorse the package and forward to the region commander. The region commander will review and endorse the package and forward to the HQ AFOATS FDO. The FDO will ensure the nominee meets all requirements and completes AETC Form 630. AETC Form 630 will be sent to the ROTC commander for signature and certification or return to detachment education officer. Upon receipt of the signed package from the ROTC commander, the detachment commander will arrange for an appropriate ceremony to award the AETC Form 630 and badge.

7.2.7.3. **OTS.** The instructor’s supervisor will review and complete the nomination package (*ref AETCI 36-2202, 54.3-54.3.5*) and forward to the director of operations and squadron commander for review. The squadron commander will review and endorse the package and forward to the HQ AFOATS FDO. The FDO will ensure the nominee meets all requirements and completes AETC Form 630. AETC Form

630 will be sent to the OTS commander for signature and certification or return to supervisor. The squadron commander will arrange for an appropriate ceremony to award the AETC Form 630 and badge.

CHARLES J. NATH, III, GS-14, DAF
Director, Curriculum Division

Attachments:

1. Glossary of References
2. Memorandum for AIS Waiver/Deferral

Attachment 1
GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AETCI 36-2202, *Faculty Development and Master Instructor Program*
AETCI 36-2901, *Wear of AETC Instructor and Master Instructor Badge*
AFCAT 36-2223, *USAF Formal Schools*
AUI 36-105, *Faculty Development, Enrichment, and Evaluation*
AUI 36-2302, *Completion of AIS by AU Instructional Personnel*

Forms

AF Form 55, **Employee Safety and Health Record**
AF Form 623, **On-the-Job Training Record**
AETC Form 281, **Instructor Evaluation Checklist**
AETC Form 620, **Academic Instructor Monitoring Checklist**
AETC Form 630, **Master Instructor Certificate**

Abbreviations and Acronyms

AETC – Air Education and Training Command
AFOATS – Air Force Officer Accession and Training Schools
AIS – Academic Instructor School
AQT – Augmentee Qualification Training
APAS – Assistant/Associate Professor of Aerospace Studies
AU – Air University
BOT – Basic Officer Training
CAM – Curriculum Area Manager
CM – Class Monitor
COT – Commissioned Officer Training
CPR – Cardio-Pulmonary Resuscitation
CR – HQ AFOATS Curriculum Division
CT – Cadre Training
CWT – Comprehensive Written Test
DO – Director of Operations
EQT – Enlisted Qualification Training
FC – Flight Commander
FDO – Faculty Development Officer
FTO – Flight Training Officer
IMA – Individual Mobilization Augmentee
IQT – Initial Qualification Training
ISD – Instructional Systems Development
IST – In-Service Training
MTI – Military Training Instructor

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION (Continued)

NCO – Noncommissioned Officer
OTS – Officer Training School
PAS – Professor of Aerospace Studies
PC – Physical Conditioning
ROTC – Reserve Officer Training Corps
RTC – Recurring Training Course
SA/BC – Self-Aid/Buddy Care

Terms

Flight Training Officer (FTO). Instructor at OTS who leads, trains, motivates and evaluates BOT and COT students.

Curriculum Area Manager (CAM). Develops curriculum for both ROTC and OTS and delivers auditorium lessons to OTS.

Professor of Aerospace Studies (PAS). Senior officer at a ROTC detachment who is the detachment commander.

Assistant Professor of Aerospace Studies (APAS). Instructor at ROTC who leads, trains, motivates and evaluates ROTC cadets.

Class Monitor (CM). Officer appointed to monitor and direct operations of a class at OTS.

Faculty Development Officer (FDO). Individual designated to monitor/provide initial training for new instructors.

Attachment 2
MEMORANDUM FOR AIS WAIVER/DEFERRAL

11 Apr 01

MEMORANDUM FOR OTS/CC (or AFROTC/CC)
HQ AFOATS/CRSD (To File)
IN TURN

FROM: OTS/CCV (or REGION/CC)

SUBJECT: Academic Instructor School (AIS) Waiver

1. I recommend Major John Doe be waived from attending AIS in accordance with AFOATSI 36-102 and AUI 36-2302. He is an experienced instructor who has not only taught and developed curriculum at the USAF Academy but also at Altus AFB as an instructor-navigator. He will assume duty as the 24 TRS Operations Officer after carrying one 12-week flight with BOT Class 01-01. More specific data on his experience is as follows:

- a. 1989 - MA in Military History, Northern Michigan University
- b. 1992 - USAFA New Instructor Orientation Course (see attached)
- c. 1992-1994 - Developed curriculum and evaluations for Military Arts and Sciences 200. Instructed and evaluated USAF Academy cadets.
- d. 1994-1996 - Instructor Navigator at Altus AFB, OK.
- e. 1996-2000 - HQ AMC at Scott AFB, IL

2. Maj Doe is currently attending the OTS Initial Qualification Training (IQT) course. I have reviewed AIS concepts with him and am teaching him how to lead, train, motivate, and evaluate within the OTS environment. Once he has completed IQT, he will be fully prepared for instructor duty at OTS.

3. Thank you for your support. If you have any questions regarding this waiver request, please contact me at x3-4730.

STEVEN Q. PUBLIC, Lt Col, USAF
Director, Faculty Development & Standardization

Attachment 2

MEMORANDUM FOR AIS WAIVER/DEFERRAL (Continued)

1st Ind, OTS/CC (*AFROTC/CC*)

MEMORANDUM FOR OTS/CCV (*REGION/CC*) AND HQ AFOATS/CRSD

Approved/disapproved.

MARY L. JONES, Colonel, USAF
Commander

Attachment:
USAF Certificate of Training 9 May 92