

# Understanding Technical Training Manpower

The following provides course design terms, course pricing to earn instructor authorizations and guidance on common challenges.

## ROLE AND RESPONSIBILITIES (AETCI 38-202, PARA 1.2)

### • HQ AETC/A1MRT:

- Evaluate, review, coordinate and assess manpower impact related to technical training for efficient and effective use of Air Force resources.
- Coordinate on MAJCOM standards and variances related to technical training.
- Accomplish instructor pricing.
- Maintain files for all active courses. These files normally consist of the most recent approval memorandum from the TPM and whole or parts of the CTP needed to justify course parameters and/or manpower.
- Lead for the Interservice Training Review Organization (ITRO) program on matters related to manpower.
- Validate manpower annex in draft Training Plan (TP). Notifies TPM of expected manpower impact.

### • Base Manpower Office:

- Request and gather/research supporting data for variances, overrides or special requests related to technical training and education manpower.
- Builds manpower annexes and validates data associated with courses
- Maintains files on all active courses
- Provides a copy of all CTPs and abbreviated training plans (ATP) submitted to HQ AETC/A1MRT and 2AF/A3T (Technical Training Division)
- Acts as liaison between HQ AETC/A1MRT and training group staff (Training and Resource Managers)
- Ensures/validates accuracy and track status of manpower actions submitted to HQ AETC/A1MRT
- Provides manpower support at ITRO Resource Requirements Analysis (RRA) meetings and Utilization and Training Workshops (U&TWs)

## TYPES OF MANNING

The way in which authorizations are placed on the unit manpower document (UMD) varies depending on the needs of the course.

- **Straight-Line Manning.** Straight-lining is a temporary measure that freezes the resources of a pricing course to prevent loss of resources due to unforeseen circumstances. For instance, straight-line manning may be used to maintain the same number of instructors during the pricing cycle when there may be a likelihood of a reduction. Requests must be justified by the base and approved jointly by HQ AETC/A1MRT and HQ AETC/A3T

- **Block Manning.** Instructor requirements will be fixed based on justified and approved manning levels. A block-manned course will not price, and instructor requirements will not change. For instance, management of a distance learning course may only require one instructor regardless of the number of students.
- **Minimum Manning (MM).** Minimum manpower may be provided to ensure enough instructors are available when a course cannot be family grouped, and the Multiple Instructor Requirement (MIR) cannot be eliminated. Specific justification must be submitted for MM such as MIR, safety, or security. If based on safety, a memorandum from the wing safety office must be included. If based on security, cite regulation. Get with your course Training Manager with questions.
- **Family Grouping (FG).** A family group is defined as two or more courses that require like instructor AFSCs within an Organization Structure Code (OSC). Courses that may require like instructor specialties are homogeneously grouped and referred to as a family group. Cross-utilization of instructors between courses fractionally reduces the manpower costs.
- **Aggregation.** Aggregation compares the total instructors earned based on a FG's total fractional manpower, versus the total instructors earned for each course. Aggregation occurs during annual pricing. An aggregation overview is provided in Attachment 6.

**TYPES OF AUTHORIZATIONS.** There are many variations of authorizations used to support the training mission. The following information is useful to discern the differences.

- **Overhead, Support or Course Support.** Authorizations or work centers established to provide management or assistance that supports the training mission. Normally, these authorizations or work centers are established in accordance with AFMS.
- **Instructor or "T" Prefix Authorizations.** These are authorizations that accomplish instruction. Their primary duty is to conduct training. Normally a "T" prefix will not be loaded in an overhead or support area. An exception to this is developmental (DEV) coded authorizations. Any "T" requirement in a non-podium area must be fully justified and approved on a case-by-case basis.
- **Variance:** A condition that exists that either adds to or subtracts from the core workload, or impacts the way work is performed. A variance can be either negative or positive.
- **Military Training Leader (MTL).** Non-instructor authorizations that assist trainees in military related functions. Calculations for MTLs are based on the manpower standard.
- **Training Type Designator.** There are several training course types. For example, type 1, 2, 3, 4, 5, and 6. This is a designation in the second character of the course number that identifies the course. For a full description of course types and how to decipher a course number, get with your course Training Manager.

**SPECIAL COURSES.** These courses are associated with other courses, primarily used in relationship to managing manpower or student scheduling such as: mother, piggyback, feeder, common, prerequisite, supported-by, and interservice courses. (See paragraph 2.6, AETCI 38-202 for a detailed explanation of these courses.)

**INTERSERVICE TRAINING REVIEW ORGANIZATION (ITRO).** Involves more than one branch of the military or DoD agency. A committee representing each service's interests monitors training used by more than one branch of service. (See paragraph 2.7, AECI 38-202, for information on ITRO courses.)

## **OTHER TERMS**

- **Course Identification Number.** The training manager creates the course number and HQ AETC/A3 assigns the dash number. It provides information such as base responsible for course, level of training, and Air Force Specialty Code (AFSC). (For complete description on course identification numbers please see your course Training Manager.)
- **Queued Courses.** A validated course that is not activated due to unavailability of resources. Such courses will not be activated until offsets become available. HQ AETC/A1MRT maintains a log of the queued courses.
- **Student Man-Year (SMY).** Manpower resources used to compensate for lost duty time for pipeline and permanent change of station (PCS) course students due to training, and are part of the AF end strength. HQ USAF/A1MP has central control for SMYs. HQ AETC/A1MRT's focus is the SMY impact on technical training courses. Get with your course Training Manager with questions.
- **Programmatic.** Changes made to instructor authorizations that are automatically funded. These usually occur during annual pricing and are a result of changes to the student entries from the previous fiscal year (FY) pricing.
- **Offset.** A manpower resource used to fund another requirement. Utilization of offsets is validated by HQ AETC/A1MRT and approved by 2 AF/A3T. A course being developed or an active course having revisions may impact manpower. Costs must be funded/offset from some source (base, requesting command, HQ AETC, HQ USAF). Savings generated by course parameter changes or by courses deactivating become offsets.
- **Root Basic Authorization (BA) Register.** A report of data that displays the AFSC types, ranks, and percentage of distribution earned by each pricing course. HQ AETC/A1MRT is the POC for this file.
- **Training Requester Quota Identifier (TRQI) Report.** A report that shows the projected schedule of students for each course and depicts the users such as Air Force, Army, Navy, or international students. HQ AETC/A1MRT is the POC for this report.

**COURSE DESIGN.** Technical training courses are not alike. Each is designed to best accommodate the course requirements efficaciously while conserving finite manpower resources. All courses which price have a fixed cost associated with them in the instructor equation. Some have a common curriculum associated with them and share resources (instead of duplicating). Some terms used to manage shared resources are: Mother, Piggyback, Feeder, Common and Prerequisite Courses. Some courses may also be “family” grouped. These courses will have like AFSCs and will be placed within the same OSC. The instructors are cross-utilized and may be aggregated to increase training efficiencies. Aggregation in the family group takes place only during pricing. (More information about this subject can be provided from the course Training Manager.) other types of courses:

- **Mother and Piggyback Courses:** A piggyback course shares curriculum (has blocks in common) with the mother course. Normally the mother course earns instructors; it earns manpower using the combined student schedules from the mother and applicable piggyback courses. (See your course Training Manager with questions.)

- **Feeder Courses.** Feeder courses have schedules that feed into another course, normally “common courses.” They do not earn instructors; however, they do have Student Man Year (SMY) costs. Please get with the course Training Manager with questions.

- **Common Courses.** These courses have no schedules of their own, they price from schedules fed from feeder courses. They are established by manpower for pricing purposes and have a “T” or “U” in the fourth position of the course ID number. Please get with the course Training Manager with questions.

- **“Supported By” Courses.** Courses that can be conducted between classes or in conjunction with another course are identified as a “supported by” course. Instructors of another course within the family group (FG) conduct these courses.

- **Interservice Training.** Interservice training is defined as two or more military services training together in an institutional setting (a formal school vice a joint training exercise conducted by operational commands).

- **ITRO Courses\*.** The ITRO is an organization of the military services, established to eliminate training redundancy between the services. Services voluntarily agree to train together via the ITRO. The ITRO Deputy Executive Board (DEB) approves all ITRO recommendations to train together. The ITRO Steering Committee, consisting of representatives from the military services and the Coast Guard, coordinates the day-to-day activities of the ITRO. There are two types of ITRO courses: **consolidated and collocated.** When an interservice CTP is submitted, the base MO must identify the course as DoD, consolidated, collocated, or quota.

- **Consolidated courses** have curriculum that is developed through agreement by all the participating services and managed by the host or lead service. For example, each of the services needs training for basic weather fundamentals. Each service will provide a fair share of instructors based on that service’s percentage of the total planned student input.

- **Collocated courses** are managed and conducted by one service, while sharing another service's facilities/equipment. An example would be a course the Air Force (owning service) teaches at a naval station using Navy equipment and facilities. Instructor requirements will be computed using each service's own computation procedure.
- **Department of Defense (DoD) Executive Agency (EA) Courses.** Interservice training is mandated by a DoD agency, which assigns an EA, or lead service/agency. As with ITRO consolidated courses, each service will provide a fair share of instructors based on that service's percentage of the total planned student input.
- **Quota Courses.** Quota course curriculum and seats belong to a host service, which allots seats to other services. **NOTE:** If a quota course begins to have a large portion of seats allocated (and used) by other services, it should be reviewed as a candidate for consolidation. (See ITRO Procedures Manual).
- **Type 3 or Type 5 Courses.** Interservice courses may be either type 3 or type 5. Type 3 courses are Air Force courses; type 5 courses are another service's or DoD agency courses.
- **Type 3 Courses.** These will be ITRO consolidated or collocated, DoD or quota. HQ AETC Manpower will bill other services annually for their share of instructors.
- **Type 5 Courses.** The host/lead service annually bills the Air Force for instructors, if appropriate.

\*For more information on ITRO courses and their management, see AFI 36-2230(I), Interservice Training and the Interservice Training Review Organization Procedures Manual.

**EARNING TT INSTRUCTORS.** Instructor authorizations are earned based on formulas that combine course parameter data and the scheduled students with workload factors associated with the instructors. The workload data in the instructor formula allows time for course set up, supervision, leave, etc.

The Training Manager submits data via a Course Training Plan or Training Plan (CTP or TP), related to class sizes, minimum instructor needs, multiple instructor needs, and facility limitations. These parameters are reviewed each year for an interim course and every 3 years for a Final Course and may be adjusted or updated based on input from the field or workshops. To adjust, update, or establish a course's parameters, a TP must be submitted. Within the CTP, the Manpower Annex will contain the course parameter. This annex must correctly reflect the information found in the rest of the training plan.

The base MO reviews these parameters for accuracy and should visit the classroom to observe training to ensure that the parameters are correctly recorded. Processing time at HQ AETC/A1MRT is normally 30 days. Any varying or conflicting data within the training plan will cause a delay.

**COMPUTATION AND FORMULA INFORMATION.** Specific information on the construction and calculations related to: manpower annex, standard course formulas (models), washbacks, student man-years, ITRO and basic authorizations (BA) can be provided by the course Training Manager or the Manpower Office.

**“PRICING”**. This term refers to recalculation of earned instructor authorizations for all active courses based on scheduled entries. Calculations for instructors are normally done on an annual basis. The pricing cycle is laid out based off 2AF/A3T’s discretion.

- Pricing Sequence of Events:

- 2AF notifies AETC/A3 & A1 that all schedules are loaded for the target fiscal year.
  - A1MRT initiates Pricing

- Student loads for each course are used to calculate instructor requirements.
  - Family groups are aggregated.
  - Basic authorizations are calculated with Grade and AFSC requirements
  - A1MRT reviews proposed changes, realigns civilians that are excess to instructor requirements.
  - New Training Requestor Quota Identifier and File Register are produced and disseminated to base level manpower offices.
  - Base Manpower Office Reviews Pricing Results. Errors are identified and corrections are made using the File Register and TRQI.