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OF THE AIR FORCE**

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Operations

READY AIRMAN TRAINING



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This publication implements Air Force Policy Directive (AFPD) 10-4, *Operations Planning: Force Presentation/Force Generation and Global Force Management*, and related elements of Department of the Air Force Policy Directive (DAFPD) 36-26, *Total Force Development and Management*. It applies to Department of the Air Force (DAF) civilian employees and uniformed members of the Regular Air Force (RegAF), involved in the development, execution, and use of Ready Airman Training (RAT), including Air Force Reserve Command (AFRC) and Air National Guard (ANG). It does not apply to the United States Space Force (USSF). Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with (IAW) the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Major Commands (MAJCOM), Field Operating Agencies (FOA) and Direct Reporting Units (DRU) may supplement this instruction. Supplements may be more restrictive, but not less restrictive than the information in this instruction. MAJCOMs, FOAs and DRUs will coordinate their supplement to this instruction with Air Force Training and Certification Division (AF/A34T) prior to certification and approval and forward one copy to AF/A34T and Air Education and Training Command Production and Operations Management Division (AETC/A3L) after publication. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“**T-0, T-1, T-2, or T-3**”) number following the compliance statement. The waiver authority for non-tiered items is AF/A34T unless otherwise specified.

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SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. Changes include updates to the Air Force's approach to RAT by embracing an "Always Ready" philosophy and strengthening the link between RAT and the Air Force Force Generation (AFFORGEN) model. Key changes include redefined readiness categories IAW Appendix 1 of the AFFORGEN Support Plan (AFFORGENSP) (OPR: Air Force Global Force Management Division (AF/A33D)), which is based on the AFFORGEN Employment Force Indicator (AEFI), and a clear emphasis on efficiency in training resource management. The document also provides specific guidance for Individual Mobilization Augmentees (IMAs), streamlines access to information by highlighting the AFFORGEN Connect Knowledge Base RAT website: <https://envision.af.mil/afc>, and updates terminology and references to reflect current Air Force structure and publications.

Further changes to AFI 10-405 emphasize in-person mass briefings as a key delivery method for Ready Training Areas (RTA). Commanders retain flexibility to tailor training within these briefings, aligning it not only with RTA objectives but also with the unit's Mission Essential Task List (METL) and deployment-specific mission needs. Resources and standardization will be improved through AETC/A3L providing AF/A34-approved RTA descriptions, objectives, and lesson plans in the current AF Learning Management System and AFFORGEN Connect RAT Knowledge Base. Mass training must be led by an expert or commander-approved instructor. Training completion must be documented in the current AF Learning Management System by the Unit Deployment Manager (UDM) or designated representative. Advanced Ready Training (ART) prerequisite completion must be verified by unit commanders prior to enrollment. Units can coordinate with the USAF Expeditionary Operations School (EOS) to utilize Mobile Training Teams (MTT) for ART-Core (ART-C).

Future updates to this AFI will continue to prioritize warfighting readiness by removing or avoiding non-warfighting-related training, aligning with the Secretary of War's guidance. Overall, the revised AFI 10-405 aims to make RAT more agile, relevant, and effective in preparing Airmen for the full spectrum of modern military operations, reflecting the Air Force's commitment to maintaining a highly trained and ready force.

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Chapter 1

OVERVIEW

1.1. Ready Airman Training. The RAT structure encompasses all Air Force-wide cross-functional (non-Air Force Specialty Code (AFSC) specific) training required for worldwide contingencies. It focuses on the knowledge, skills, and abilities required of an Airman to survive, operate, and succeed across the full range of military operations, either at home station or deployed, while reinforcing a strong warrior ethos. Airmen must possess the skills that make them lethal, survivable, and always ready to execute the mission.

1.1.1. RAT establishes universal baseline readiness training and institutes a continuum of learning for all Airmen, while being adaptable to each individual Airman's experience level. It also gives unit commanders flexibility to tailor the training for specific operating environments and unit missions. To that end, all RAT is directly linked to warfighting missions, supporting alignment with the Secretary of War's guidance to ensure all training enhances warfighting effectiveness while also incorporating the intent of foundational readiness. Finally, this training ensures basic skills for lethality and survivability are maintained regularly and deliberately.

1.1.2. RAT consists of two units: RTAs and ART. RTAs include 12 areas applicable to all Airmen, while ART applies to specific Airmen tasked to support missions requiring more complex training, such as fieldcraft or similar training. Collectively, the RTEs within each RTA allow Airmen to develop and maintain warfighting competencies. Detailed descriptions and more information regarding RTAs and ART are available at: <https://envision.af.mil/afc> (AFFORGEN Connect; Knowledge Base; RAT).

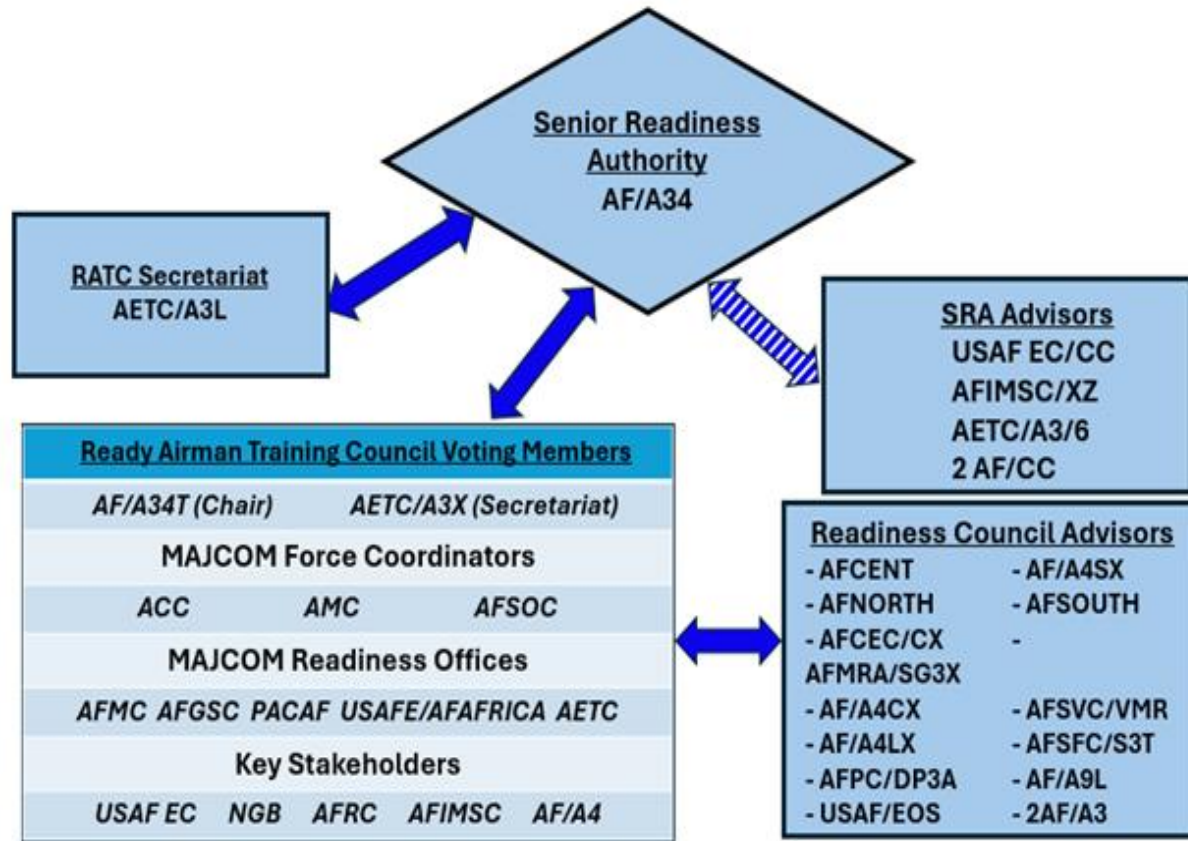
1.2. Purpose. This instruction provides guidance to develop, maintain, and manage readiness training. It codifies a Ready Airman Training Council (RATC) which ensures cross-functional advocacy and oversight of training requirements and resources by key stakeholders. It outlines roles and responsibilities for comprehensive skill training and provides a process to ensure ART in-residence course requirements are formally linked to the planning, programming, budgeting, and execution cycle.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Governance Structure. The RAT program involves key stakeholders across the USAF. **Figure 2.1** highlights the relationships between governances, requirements, integration, and execution. **Chapter 3** describes the role of the RATC.

Figure 2.1. RATC Relationships.



2.2. RATC Members. RATC membership includes representatives from the AF/A34T (Chair), AETC/A3L (Secretariat), 2 AF Commander (2 AF/CC), MAJCOM Force Coordinators, MAJCOM Readiness Offices, and other key stakeholders to include the National Guard Bureau, Air Force Reserve Command, Air Force Logistics, Engineering & Force Protection (AF/A4), Air Force Installation and Mission Support Center (AFIMSC), and the USAF Expeditionary Center (EC). The RATC must evaluate and approve changes to command designated representatives.

2.2.1. Director of Training and Force Management (AF/A34). The AF/A34 is the Senior Readiness Authority (SRA) and will approve implementation of all readiness training requirements. AF/A34 will also provide broad, strategic guidance for institutional readiness competency development to improve the focus, currency, and relevancy of USAF readiness training.

2.2.2. AF/A34T Division Chief. The AF/A34T Division Chief will:

- 2.2.2.1. Serve as, or designate a representative to serve as, the RATC Chair.
- 2.2.2.2. Issue and oversee readiness training policy and guidance to meet Airman Readiness requirements.
- 2.2.2.3. Establish policy for developing and publishing readiness training guidance letters.
- 2.2.2.4. Conduct, with AETC/A3L assistance, a biennial review of USAF, Combatant Command (CCMD), and if applicable, Joint Force training requirements.
- 2.2.2.5. Validate and recommend establishment, sustainment, and resourcing of readiness training requirements.
- 2.2.3. AETC/A3/6 Director. The AETC/A3/6 Director will:
 - 2.2.3.1. Serve as an SRA Advisor. Responsibilities include:
 - 2.2.3.2. Maintain awareness on Airman Readiness issues being presented at the semi-annual RATC meeting by attending pre- and post-RATC briefings.
 - 2.2.3.3. Provide advice on the impact recommended changes may have on force development.
 - 2.2.3.4. Provide advice on the AETC's capabilities to support training initiatives proposed by the RATC.
- 2.2.4. AETC/A3L Division Chief. The AETC/A3L Division Chief will:
 - 2.2.4.1. Serve as, or designate a representative to serve as, the RATC Secretariat.
 - 2.2.4.2. Develop policy and guidance recommendations for presentation to the RATC.
 - 2.2.4.3. Standardize, synchronize, and integrate cross-functional readiness training for all Airmen.
 - 2.2.4.4. Work with Air Staff, MAJCOMs and CCMDs, through their AF component staffs, to identify and establish readiness training requirements.
 - 2.2.4.5. Determine appropriate placement of training requirements within the RAT continuum of learning.
 - 2.2.4.6. Coordinate with MAJCOMs and executing agencies to develop and implement training, when required.
 - 2.2.4.7. Develop, in coordination with subject matter experts, interactive multimedia instruction to meet readiness training requirements.
 - 2.2.4.8. Develop and report production metrics in support of the RATC.
 - 2.2.4.9. Develop and implement tools to collect feedback from graduates of all RAT courses.
 - 2.2.4.10. Coordinate issues with affected agencies prior to presentation to the RATC.
 - 2.2.4.11. Maintain and publish additional guidance on the AFFORGEN Connect, RAT page. Additional guidance may include clarification on independent processes; updates to the list of RAT exempted courses; and frequently updated rules, such as frequency requirements.

2.2.5. 2AF/CC. The 2 AF/CC or delegated authority will:

2.2.5.1. Serve as an SRA Advisor.

2.2.5.2. Be familiar with Airman Readiness issues being presented at the semi-annual RATC meetings by attending briefings held before and after each meeting.

2.2.5.3. Provide advice on 2 AF's ability to support training initiatives proposed by the RATC, based on its core mission of conducting basic military and technical training for Air Force personnel.

2.2.5.4. Advise the RATC on how proposed readiness training may impact the continuum of learning—from Basic Military Training through technical training—and provide guidance on complying with training and safety standards.

2.2.6. MAJCOM Force Coordinators. MAJCOM Force Coordinators will:

2.2.6.1. Bring recommendations to the RATC to ensure forces are properly trained to respond to emerging crises and sustained operations in support of combatant command missions in their Area of Responsibility (AOR). Specific responsibilities include:

2.2.6.2. Identify readiness training requirements for individuals or teams expected to deploy to theaters.

2.2.6.3. Determine if specific individuals, teams, or categories of personnel (e.g., assigned, temporary duty, and request for forces) require ART beyond the minimum RAT identified in AFFORGEN Connect, RAT Page (<https://envision.af.mil/afc>). Consider mission and operating environments when determining requirements.

2.2.6.4. Identify unique readiness training requirements for all categories of personnel in their AOR and country specific Force Generation Reporting Instructions (FGRI) (<https://envision.af.mil/afc>). For assigned and temporary duty personnel not using reporting instructions, determine best means appropriate to identify these requirements.

2.2.6.5. Participate in readiness training work groups, as required.

2.2.7. MAJCOM Readiness Offices/Command Readiness Offices. Represent their respective MAJCOM readiness requirements advising on MAJCOM's need to ensure forces are properly trained and ready to respond to emerging crises and sustained operations.

2.2.8. USAF EC. The USAF EC Commander or delegated authority will:

2.2.8.1. Serve as or designate a representative to serve as an advisor to the SRA.

2.2.8.2. Be familiar with Airman Readiness issues being presented at the semi-annual RATC meetings by attending briefings held before and after each semi-annual RATC meeting.

2.2.8.3. Provide advice on the EC's ability to support training initiatives proposed by the RATC.

2.2.8.4. Advise the RATC on the capabilities and limitations of the USAF EOS in meeting assigned readiness and training requirements.

2.2.8.5. Provide ART for all MAJCOMs.

2.2.8.6. Analyze lessons learned and present recommendations to the RATC for action.

2.2.9. AFIMSC. The AFIMSC will:

2.2.9.1. Serve as, or designate a representative to serve on the RATC and as an advisor to the SRA.

2.2.9.2. Be familiar with Airman Readiness issues being presented at the semi-annual RATC meetings by attending briefings held before and after each semi-annual RATC meeting.

2.2.9.3. Provide advice on AFIMSC's ability to support training initiatives proposed by the RATC (e.g., Combat Support Training Ranges (CSTR) Sites, Mission Focus Working Group (MFWG), etc.).

2.2.10. Deputy Chief of Staff, Logistics, Engineering, and Force Protection (AF/A4). The AF/A4 serves as the principal advisor to the RATC on all logistics, engineering, and force protection matters related to the development, implementation, and sustainment of readiness training programs. The AF/A4 will:

2.2.10.1. Provide comprehensive subject matter expertise to the RATC on readiness training topics impacting logistics, engineering, and force protection functions. This includes, but is not limited to: Assessing the logistical feasibility and resource implications of proposed training requirements, Evaluating the impact of training on equipment availability, maintenance, and sustainment, Providing expertise on force protection measures, security requirements, and emergency response procedures relevant to specific training scenarios, Ensuring alignment of training content with current logistics, engineering, and force protection doctrine and best practices.

2.2.10.2. Proactively identify and assist in resolving logistics, engineering, and force protection challenges which may hinder the effective execution of readiness training requirements. This includes: troubleshooting equipment shortages, maintenance delays, or transportation constraints; facilitating coordination between relevant stakeholders (e.g., supply chain managers, maintenance personnel, security forces) to address logistical bottlenecks; developing mitigation strategies to minimize the impact of logistical disruptions on training schedules and objectives; and advocating for resources needed to support readiness training, such as ammunition, fuel, equipment repair parts, and training facilities.

2.2.11. National Guard Bureau/Air Force Reserve Command. Advise RATC members on unique readiness requirements of the National Guard and Air Reserve Component.

2.3. RATC Advisors. Representatives from identified agencies (**Figure 2.1. RATC Relationships**) will:

2.3.1. Serve as standing advisors on the various readiness issues typically addressed by the RATC. In addition to the standing advisors, other personnel, offices, and stakeholders the RATC governance structure deems to have a vested interest or valued input may be invited to attend meetings for their expertise. This may include representatives from the United States Space Force, or other subject matter experts, as needed.

2.3.2. Attend RATC meetings as non-voting members when requested.

2.3.3. Provide AF-level guidance and subject matter expert support for the development of readiness training guidance and course material, as applicable.

2.3.4. Participate in periodic reviews of readiness training requirements when requested.

2.3.5. Serve as respective office of primary responsibility for development of courses to meet Air Force, and supported CCMD requirements, when applicable.

2.4. Unit Commanders. Unit commanders are responsible for ensuring Airmen meet AF and theater readiness training requirements for their assigned category, as outlined in [paragraph 3.2](#). Readiness Category 1, theater-specific requirements detailed in the Theater Specific reporting instructions, and Law of War training are the minimum standards, unit commanders have the authority to determine and implement additional training, when necessary.

2.4.1. Management Internal Control Toolset (MICT) Self-Assessment Integration: Commanders will utilize the MICT self-assessment program to continuously evaluate the unit's compliance with all applicable readiness training requirements. This assessment will identify potential gaps in training, resource allocation, or procedural adherence, enabling proactive mitigation strategies.

2.4.2. Corrective Action & Documentation: Any discrepancies identified through MICT self-assessment require prompt corrective action. Commanders will ensure that corrective action plans are developed, implemented, and documented within MICT, including timelines for completion and verification of effectiveness.

Chapter 3

READY AIRMAN TRAINING COUNCIL

3.1. Overview. The RATC provides policy and guidance recommendations to the SRA. This construct establishes USAF advocacy of readiness training initiatives by ensuring ownership at appropriate levels, with the goal of meeting validated requirements. The RATC may request assistance from the Air Staffs, AFFOR staffs, functional communities, and MAJCOMs, as necessary.

3.2. Requirements. The RATC validates new requirements or course upgrades, works to reduce or eliminate redundant courses within the readiness training enterprise, establishes priorities, and determines efficient delivery options. The RATC ensures:

3.2.1. New training requirements are targeted at the correct audience via the appropriate delivery method.

3.2.2. New training requirements are properly defined and training objectives clearly identified.

3.2.3. There is an implementation/replacement strategy for existing requirements.

3.2.4. The costs, to include time to meet the new requirement, have been identified and the funding strategy has been determined.

3.2.5. Issues are vetted through the appropriate functional community and views of others are properly adjudicated.

3.2.6. Recommendations are routed to the SRA for final decision.

3.2.7. Any increase in the amount of time an Airman will spend in readiness training, whether by adding a new RTA or increasing the length of an existing RTA is approved by the SRA before executing.

3.3. Business Rules. RATC business rules contained in the RATC charter (located on the RATC SharePoint site (<https://usaf.dps.mil/sites/12484/default.aspx>)) provide guidance for preparing, conducting, and documenting meetings.

Chapter 4

READY AIRMAN TRAINING.

4.1. Overview. The current National Defense Strategy recognizes growing kinetic and non-kinetic threats to the United States' homeland from strategic competitors. The Air Force, as a key component of the DoD, is committed to enhancing resilience – the ability to withstand, fight through, and recover quickly from disruption. To that end, Airman Readiness training will adapt to meet these challenges from our competitors in the most effective manner possible throughout the Airman's continuum of learning, all while operating within a resource-constrained environment.

4.1.1. RAT is Mission Focused, gives commanders the ability to directly link training objectives to operational requirements; Airman Centric, tailorable to individual career fields and development needs; and Competency Based, establishing measurable performance standards that validate mission readiness. To maintain relevance, the training must remain timely, synchronized, and integrated to ensure a standard presentation of forces that support mission requirements, while maximizing efficiency.

4.1.2. RATC-developed RTAs are identified in the AFFORGEN Connect, RAT Knowledge Base (<https://envision.af.mil/afc>) and are designed for completion within an AFFORGEN cycle. RTAs are based on an Airman's Readiness Category ([paragraph 3.2.](#)). RTAs take into consideration all training an Airman accomplishes during each AFFORGEN cycle. The desired end state is training adaptable to an Airman's experience level which allows commanders flexibility to provide mission-focused training via different modalities to complete the required training.

4.1.3. Completion of the RTAs prepares Airmen to respond to contingencies at home station, while employed in place, and at various USAF-supported locations while deployed (e.g., Main Operating Base).

4.2. Readiness Categories. The RAT program utilizes three readiness categories, determined by an Airman's level of experience. For Airmen who are not assigned to a specific Air Force Generation (AFFORGEN) phase (i.e., Employed-in-Place [EP] or Excepted Force [EF]), unit commanders should align their unit with an appropriate AFFORGEN phase, track the number of AFFORGEN cycles each Airman has completed and manage the RAT program in accordance with this information. **Note:** refer to AFFORGENSP, UTA Force Posture Category Table A3.1. for AEFI Codes)

4.2.1. Category 1: Foundational Readiness. This category applies to Airmen in the Institutional Force (AEFI beginning with "X") or designated as EP. While less intensive, Category 1 training provides foundational knowledge for those Airmen to be "Ready" at an appropriate level across the spectrum of conflict. **Note:** Airmen with an AEFI of "XL" (students, transients, patients, and prisoners) are classified as non-deployable and are not required to complete RAT. This status is managed by the Air Force Personnel Center (AFPC) based on data in the Military Personnel Data System (MilPDS). (See [Attachment 3](#))

4.2.2. Category 2: Inexperienced/Non-Current Airmen. This category includes Airmen with an AEFI of "EF" or those with AEFIs starting with "PA-PD/MA-MD/NA-ND/(1A-2A/1D-2D)" who have completed fewer than two AFFORGEN cycles, unless designated as "Experienced" by their commander. These Airmen require more frequent training throughout the AFFORGEN cycle to meet Air Force and CCMD deployment requirements. **Note:** Airmen transitioning from a Category 1 position to a Category 2 position must complete Category 2 training for two AFFORGEN cycles to regain "Experienced" status. While such reassignments ideally occur early in the AFFORGEN cycle, if time constraints prevent completion of all required training, unit commanders must document this and prioritize at least the minimum Category 1 RTEs and theater-specific reporting instructions. (T-2)

4.2.3. Category 3: Experienced Airmen. This category applies to Airmen with an AEFI of "EF" or those with AEFIs starting with "PA-PD/MA-MD/NA-ND/(1A-2A/1D-2D)" who have completed two or more AFFORGEN cycles. Commanders may also designate Airmen as "Experienced" based on their personal assessment of an Airman's legitimate experience. This category acknowledges greater experience and more frequent deployment opportunities, requiring fewer RTEs while still meeting Air Force and CCMD requirements.

4.2.4. Individual Mobilization Augmentees (IMA). IMAs (Air Force Reserve Airmen assigned to the Active Component) must complete Category 1 training requirements over a four-year AFFORGEN cycle to balance mission readiness and annual participation requirements. Active Component Unit Deployment Managers (UDM) coordinate with IMAs to schedule necessary in-person training and update records in the current AF Learning Management System. AFFORGEN Connect and the Readiness Integration Organization (RIO) Portal provides an example 42-month IMA RAT cycle. RAT does not apply to members of the Participating Individual Ready Reserve (PIRR).

4.3. RTA Requirements. RAT provides the foundation for an Airman's individual readiness. The program's RTAs and RTEs are designed to instill an "Always Ready" mentality across the enterprise. As some RAT elements may satisfy theater entry criteria, CCDRs should identify all specific training requirements for their Area of Operations (AOR). This ensures that key mandates (e.g., Small Arms, CBRN, and TCCC training) are completed in accordance with governing documents. (e.g., DAFI 10-2503, *Chemical, Biological, Radiological, Nuclear, (CBRN) Defense Program*; DAFI 31-131, *Combat Arms Training and Maintenance (CATM) Program*; and DODI 1322.24, *Medical Readiness Training*).

4.3.1. The RTA program delivers essential training throughout the AFFORGEN cycle, distributing events across the Reset, Prepare, and Certify phases. This spaced repetition approach minimizes monthly training demands while maximizing knowledge retention. Baseline training is established early, with recurring events throughout the cycle reinforcing core skills and giving units the ability to integrate command-specific mission needs. This flexible model empowers commanders to tailor training based on individual Airman experience levels and mission requirements, utilizing diverse training methods. Briefings and exercises are key components of RTAs, providing opportunities to reinforce knowledge gained through Computer Based Training (CBT). A recommended approach is to utilize a "crawl-walk-run" methodology, where a CBT provides the initial foundation (crawl), followed by a briefing to solidify understanding (walk), and then practical exercises to demonstrate proficiency (run).

4.3.2. RTA Checklist. Refer to the AFFORGEN Connect website, RAT Knowledge Base (<https://envision.af.mil/afc>) for the most current RAT updates and guidance (e.g., RTA Tables, course objectives, and Exemptions, etc.). (T-1)

4.3.3. The RTA Tables provide a menu of lessons/activities (RTEs) from which a Commander may choose to accomplish based on an Airman's assigned category.

4.3.4. RAT Category Waiver Authority. Unit Commanders have the authority to waive RTA requirements no lower than the Category 1 minimums; however, they will ensure theater readiness training requirements identified in the Theater Specific Reporting Instructions are met and DoD mandated training is accomplished. Commanders also need to be aware of component-MAJCOM or component-numbered AF mission requirements identified in the FGRIs on AFFORGEN Connect, which may necessitate completion of specific RTA training events which cannot be waived based on authorities within this publication. (e.g., DAFI 10-2503, *Chemical, Biological, Radiological, Nuclear, (CBRN) Defense Program*; DAFI 31-131, *Combat Arms Training and Maintenance (CATM) Program*; and DODI 1322.24, *Medical Readiness Training*).

4.3.5. RTA Accomplishment Waiver Authority. Airmen are required to complete all training prescribed for their assigned RAT Category. (T-1). Prior to approving any RTA waivers, MAJCOMs must review the applicable FGRIs on AFFORGEN Connect.

4.3.6. Commander Training Flexibility. Commanders have the flexibility to develop alternative training methods if they are aligned to the RTA objectives.

4.3.7. Mass Briefings. To ensure Airmen are fully prepared and retain vital information, in-person mass briefings are a key delivery method for RTA training events.

4.3.7.1. Within the mass briefing, Commanders have the flexibility to develop training not only aligned with RTA objectives but can also use the unit's Mission Essential Task List (METL) and deployment-specific mission needs to focus training on the unit's mission.

4.3.7.2. AETC/A3L will ensure AF/A34-approved RTA descriptions, objectives, and lesson plans are available within the current AF Learning Management System and/or in the AFFORGEN Connect, RAT Knowledge Base (<https://envision.af.mil/afc>), providing a foundation for comprehensive and effective briefings. Within the AF Learning Management System, many RTAs also include additional resources such as links to similar training or downloadable CBTs that can be used to supplement foundational information.

4.3.7.3. Mass training must be led by a commander-approved expert or instructor to guarantee all RTA objectives are covered thoroughly, and all Airmen have their questions answered accurately during the briefing. (T-2) This direct interaction is paramount for effective learning and retention, ensuring Airmen are fully equipped to handle deployment-specific mission needs. Note: Certain training events, due to their practical nature, require hands-on training instructed by AFSC designated personnel (e.g., CBRN Defense Survival Course (IAW DAFI 10-2503), Tactical Combat Casualty Care (TCCC) All Service Members Level 1, Weapons Air Force Qualification Course, etc.). Furthermore, SERE 100.2 Level A CBT must be completed online.

4.3.7.4. Documentation of Mass Briefings. To confirm Airmen have received and understood the critical information presented, the UDM or a commander-designated representative must document training completion in the current AF Learning Management System. **(T-3)** This documentation is essential for verifying readiness and ensuring all Airmen are prepared to execute their mission effectively.

4.3.8. RTA Currency.

4.3.8.1. Currency Reset. All RTA currencies reset at the end of the "Available to Commit" phase of the AFFORGEN cycle. RAT training current on the first day of the "Available to Commit" phase remains valid through the end of that phase only.

4.3.8.2. Transfer of Airmen. If an Airman transfers (PCA, PCS, or movement to another AFFORGEN phase) out of cycle, the gaining unit commander determines the necessary training to ensure appropriate readiness levels and may adjust the required number of RTEs. These adjustments must consider both minimum Category 1 RTA requirements and theater-specific reporting instructions mandated by the supported CCMD during deployment. Waivers for pre-deployment training are approved by the gaining CCMD. **(T-2)**

4.4. Training Documentation. Use ARIS and the current AF Learning Management System to document RTA completion that is not tracked via another Air Staff and/or MAJCOM-approved automated system or tool as defined in AFI 10-403, *Deployment Planning and Execution*.

4.4.1. The USAF Directorate/Functional Community responsible for RAT courses will ensure the capability exists to document training completion in an approved automated system or tool that interfaces with the AFFORGEN Connect information technology systems.

4.4.2. Airmen completing RTA hands-on courses will ensure the UDM, Unit Training Manager (UTM), or Commander-designated representative documents training in the appropriate automated system or tool. **(T-3)**

4.4.3. The Installation Personnel Readiness Office should establish a process to verify required readiness training is accomplished per guidance on AFFORGEN Connect, RAT Knowledge Base and in reporting instructions IAW DAFI 10-403.

4.5. Training Certification Exemptions. Some Airmen maintain a high state of proficiency in some RAT skills due to job responsibilities or functional training. To save time and eliminate redundant training, commanders may validate these experiences and trainings for equivalent RAT requirements (RTA and/or ART).

4.5.1. Requests for training certification based on requirements in the Career Field Education and Training Plan must be initiated by the Air Force Career Field Manager (AFCFM) and routed to AETC/A3L.

4.5.2. Requests for training certification based on supplemental course completion may be submitted by the AFCFM, MAJCOM Functional Area Manager (FAM), or the organization that conducts the training. Requests not initiated by an AFCFM are routed through the respective AFCFM(s). All requests will be routed to AETC/A3L for final review.

4.5.3. Air Force Wings requesting exemptions from ART certification must submit a formal request through their MAJCOM/A3. This request will then be routed through AF/A34T (af.a34t.workflow@us.af.mil) to AETC/A3L. Wings can request ART syllabi by emailing the AETC Ready Airman Training (AETC/A3LT) team at aetc.a3lt.ratsupport@us.af.mil.

4.5.4. Once AETC/A3L receives the certification request, they will work with the appropriate functional community to validate whether the proposed equivalent training meets specific readiness training requirement(s). In evaluating equivalency, particular emphasis will be placed on ensuring the proposed training aligns with and supports relevant warfighting competencies. AETC/A3L requires the following documents to consider a certification request:

4.5.4.1. Formal training documentation (lesson plans, briefings, computer-based training, curriculum, training plans, etc.) showing how this training meets or exceeds the required training standards (for example, theater entry requirements). The documentation should clearly demonstrate the connection between the training and specific warfighting skills.

4.5.4.2. For supplemental training, documentation showing the unit's instructor training and certification processes.

4.5.4.3. AETC/A3L may need to conduct a site visit to validate any areas of concern.

4.5.5. If AETC/A3L validates the equivalent training meets all requirements, it will send a memo to AF/A34T, with a courtesy copy to the requestor, requesting approval. Certification exempts applicable Airmen from attending the equivalent course.

4.5.6. AETC/A3L will review certified courses/training biennially or upon a significant change in training requirements or course curriculum using the process identified above. The AFCFM or MAJCOM Functional Manager must notify AETC/A3L (aetc.a3lt.ratsupport@us.af.mil) of significant curriculum changes affecting readiness knowledge, skills, and abilities.

4.5.7. AETC/A3L will publish the list of approved training certifications or exemptions in the AFFORGEN Connect, RAT Knowledge Base.

4.5.8. Airmen exempt from completing RTAs will coordinate with their UDM or Commander-designated representative to document completion of the appropriate course(s) in the current AF Learning Management System, or other approved system, based on completion of equivalent training. (T-3). To facilitate this process, a Memorandum For Record (MFR) template listing exempted courses (as needed by the Airmen) is recommended. This MFR should be coordinated and signed by the Commander (or designated representative) and/or the UDM, then maintained as supporting documentation.

4.6. Advanced Ready Training (ART). ART enhances readiness by preparing Airmen to operate effectively in environments characterized by up to a Level III threat, as defined in Joint Publication (JP) 3-10, *Joint Security Operations in Theater*. This training equips individual Airmen with the specific knowledge and skills necessary to mitigate the unique challenges posed by such threat environments.

4.6.1. ART Applicability. ART plays a critical role in preparing deploying Airmen to perform missions that may expose them to heightened risks in warfighting-focused environments. Several factors determine ART requirements, including Unit Type Code utilization, AFSC, deployment location (e.g., Forward Operating Site [FOS], Contingency Location [CL]), threat assessment, specific mission, duty assignment, individual role, operation, and any special requirements. These factors emphasize ART's need to train to mission readiness under high threat conditions and ensure Airmen are adequately prepared for the challenges they may face.

4.6.2. ART Prerequisites. Completion of specific RTEs is required before attending an ART course. Prior to enrollment in ART, Unit Commanders must verify Airmen have successfully completed all required RTA prerequisites. Refer to AFFORGEN Connect, FGRI website (<https://envision.af.mil/>) for course reporting instructions, which detail course content and prerequisites. Failure to meet prerequisites may hinder an Airman's ability to effectively participate in and benefit from ART, potentially impacting mission readiness. (T-2)

4.6.3. ART Scheduling for Deploying Airmen. ART is typically scheduled for deploying Airmen during the Prepare or Certify phase of the AFFORGEN cycle. However, some units, such as Air Expeditionary Wing (AEW) Force Elements (FE)s, may require it earlier.

4.6.4. Unit-Level ART Support and EOS Coordination. Units may conduct ART-C in-house utilizing MTTs. The USAF EOS will lead these MTTs to ensure standardization and adherence to course objectives. While units are encouraged to utilize this MTT capability, in-residence attendance at the EOS for ART-C remains an option, albeit with limited availability. When requesting MTT support, units should provide sufficient lead time to allow for scheduling and resource allocation. The EOS will prioritize MTT requests based on mission needs, resource availability, and alignment with overall Air Force readiness goals. Contact the USAF EOS course director (421CTS.CourseDirectors@us.af.mil) for MTT support and coordination. This allows units to tailor training to their specific needs and mission requirements while leveraging the expertise of the EOS.

4.6.5. ART Currency Requirements. Specific currency requirements for ART are outlined in the course reporting instructions available on AFFORGEN Connect and the FGRI website. Maintaining currency ensures Airmen retain the necessary skills and knowledge to operate effectively in high-threat environments.

4.7. ART Waivers. The appropriate component-MAJCOM or component-numbered AF will determine criteria for granting individual waivers for required ART courses.

4.7.1. The tasked individual's wing commander, or equivalent, will route waiver requests to the appropriate supported Air Force Forces (AFFOR) staff IAW AFFOR staff guidance and courtesy copy the appropriate MAJCOM FAM and their MAJCOM Operations Division (A3O). (T-1)

4.7.2. A waiver request based on the individual's previous training or experience must include supporting documentation (training certifications, job qualifications standards, etc.). (T-1)

4.7.3. The AFFOR staff will review and provide waiver request recommendations to the Commander, Air Force Forces (COMAFFOR), or their designated representative. The COMAFFOR's designated representative will be no lower than an AFFOR Director.

4.7.4. The AFFOR staff will forward final waiver decisions to the requestor, the deployed wing commander, MAJCOM FAM, and MAJCOM A3O for the requesting unit, and AETC/A3L.

Chapter 5

ART REQUIREMENTS AND RESOURCING

5.1. Overview. This chapter describes the processes and procedures by which ART in-residence course requirements are formally linked to the planning, programming, budgeting and execution cycle and the roles and responsibilities of those organizations which play a part in the process. Each MAJCOM with readiness training courses will plan, program, and budget for their courses IAW this chapter.

5.2. ART Requirements Process.

5.2.1. The readiness training requirements process is a multi-year process. Each year a new requirements process begins and runs concurrently with the previous year's processes. Forecasting production requirements begins a minimum of 30 months prior to the execution year to ensure inputs are incorporated into AF programming and budgeting schedules.

5.2.2. The objective is to provide an orderly progression from the initial, unconstrained but realistic requirements to validated and resourced requirements.

5.2.2.1. Annual Requirements Data Call. The annual requirements data call starts the requirements process. AF/A34 initiates the process on approximately 1 December with a 45-day suspense. This data call includes the next execution year plus 4 years to support the upcoming program objective memorandum (POM). For example, the December 2026 data call would validate the Fiscal Year 2028 execution year requirements, support development of the Fiscal Year 2029 schedule and provide forecasted requirements to support the Fiscal Year 2030 POM. It is the official method to collect requirements (training quotas) for each course. It is sent to all component MAJCOMs, component NAFs, and the AF Global Force Management Division (AF/A33D), as needed.

5.2.2.2. ART Document. AF/A34, in coordination with AETC/A3L will:

5.2.2.2.1. Validate data call inputs and publish the ART requirements document by 1 March. This document contains the unconstrained requirements for the execution year, and future-year forecasted requirements. The document will identify the expected baseline capability for each course as well as the portion that can be supported using supplemental or contingency funding.

5.2.2.2.2. AF/A34 will forward these requirements to the respective command that executes the training, with a courtesy copy to AETC/A3L, for review.

5.2.2.2.2.1. Execution Year. The executing command for each training course reviews the document to identify any shortfalls or constraints preventing them from meeting the execution year's requirements. Shortfalls and required corrective actions must be submitted to AETC/A3L and AF/A34 by 1 April.

5.2.2.2.2.2. AF/A34 consolidates and presents the information to the Air Force corporate structure for decision on how to address shortfalls and establish priorities.

5.2.2.3. ART Training Guidance Letter. The training guidance letter captures the Air Force corporate decisions and provides formal direction to the field regarding execution year ART requirements. AF/A34 should publish the letter no later than 1 June.

5.2.2.3.1. Commands or functional communities conducting RAT use this guidance for their execution year production planning.

5.2.2.3.2. Future Requirements. The executing command will use the forecasted requirements to support development of class schedules for the following fiscal year and future year program objective memorandum submissions.

5.3. Execution Year Surges.

5.3.1. A “surge” equates to requirements in the execution year exceeding the course requirements identified in the training guidance letter within a specific period or the total number forecasted for the year.

5.3.2. ART course managers will identify their surge capability when responding to the training requirements document. Include upper limit of surge capability, how the surge will be managed, time required to implement, and duration of surge capability.

Chapter 6

TRAINING REQUIREMENTS MANAGEMENT PROCESS

6.1. Overview. This chapter describes the processes and procedures to establish or revise RAT requirements.

6.2. Submission. All requests for new or revised training requirements should be submitted to AETC/A3L using the training requirements approval request template ([Attachment 2](#)). Request must be endorsed by the first colonel or civilian equivalent in the requestor's chain before being sent to AETC/A3L. (T-3)

6.3. Training Requirements Management Process. (See [Figure 6.1.](#))

6.3.1. AETC/A3L conducts an initial review of all requests to determine whether it falls within the scope of RAT using the following criteria:

6.3.1.1. Develops the knowledge, skills and abilities required of an Airman to survive, operate, and succeed across the full range of military operations, either at home station or deployed, while reinforcing a strong warrior ethos.

6.3.1.2. Targets knowledge, skills, and abilities not routinely acquired during occupational and/or other ancillary training venues.

6.3.1.3. Fulfills legal, DoD, Joint Force, Service, pre-deployment and theater requirements [See Department of Defense Directive (DoDD) 1322.18, *Military Training* and Department of Defense Instruction (DoDI) 1322.32, *Pre-Deployment Training and Theater-Entry Requirements*].

6.3.2. If the request does not meet these basic criteria or impacts existing training other than RAT, AETC/A3L redirects the request to a more appropriate organization.

6.3.3. If the requested training generally aligns with the criteria in [paragraph 6.3.1](#) or affects existing RAT courses, AETC/A3L will collaborate with relevant subject matter experts to determine appropriate next steps.

6.3.4. Course-of-action involving development of a new course or additions to existing courses will include a course resource estimate. The course resource estimate will include both the start-up and sustainment costs through the Future Years Defense Program (FYDP) and, at a minimum, will include the following:

6.3.4.1. Time required to execute training.

6.3.4.2. Manpower requirements.

6.3.4.3. Equipment requirements.

6.3.4.4. Facility requirements.

6.3.4.5. Start-up and sustainment funding.

6.3.4.6. Any outside support required.

6.3.5. Course Funding Flow. The executing agency is responsible for submitting a program objective memorandum input to cover sustainment through the FYDP.

6.3.6. While resourcing new training requirements are the responsibility of the requestor, use the following process to determine funding solutions for the start-up cost and at a minimum, the first two years of sustainment as identified in the course resource estimate. Course changes are not considered for implementation until a resourcing solution is determined.

6.3.6.1. If the course can be funded within the executing agency/command, the executing agency/command will develop the course and submit course control documents as appropriate. If not, they will forward the resource estimates to AETC/A3L.

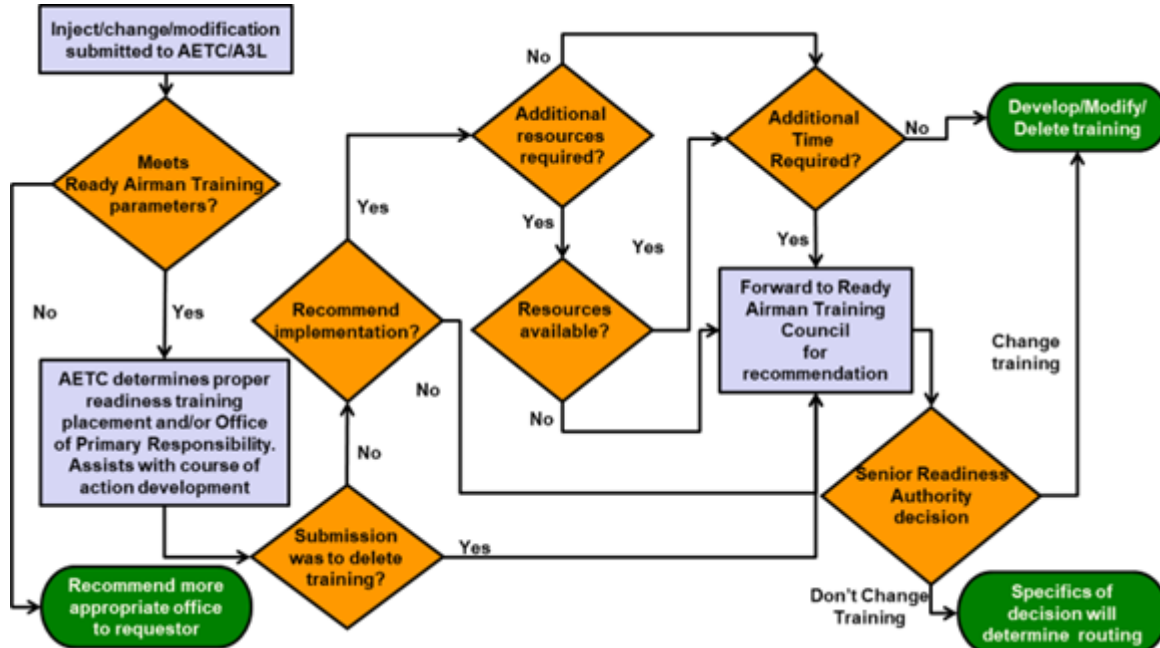
6.3.6.2. AETC/A3L will validate the resource estimates and determine if resources are available within AETC. If resources are available, AETC/A3L will notify the executing agency to begin development. If resources are not available within the command, AETC/A3L will forward the resource estimate to AF/A34 for consideration.

6.3.6.3. If AF/A34 approves funding, AETC/A3L notifies the executing organization, through the applicable MAJCOM, to begin course development.

6.3.6.4. If funding is not available, AETC/A3L will work with AF/A34, the RATC, the executing agency and the requesting agency to determine a resourcing solution or adjust training based on the resource constraint.

6.3.7. AETC/A3L will coordinate with organizations as needed when external deployment training requirements are changed. The executing agency is responsible for updating courses to maintain certification for meeting ART requirements.

Figure 6.1. Training Requirements Management Process.



6.4. Training Development. AF directorates/functional communities developing computer-based training to meet readiness requirements will include a test out option for their courseware to reduce training time for Airmen. If a pre-test is not included, submit a waiver request with justification to AETC/A3L and AF/A34T. Waiver approval authority is the RATC Chair.

6.5. Review.

6.5.1. AETC/A3L will lead a biennial review of all readiness training requirements to ensure accuracy and currency.

6.5.2. The following organizations will participate in the requirements review:

6.5.2.1. AF/A34T.

6.5.2.2. AETC/A3L.

6.5.2.3. Component MAJCOM and Component Numbered AF representatives.

6.5.2.4. Executing Agency.

6.5.3. Results of the training requirements review will be presented to the RATC.

6.5.4. New training requirements will not be considered for implementation until approved by the RATC and fully resourced.

6.5.5. Changes to training requirements will be processed as described in [paragraph 6.3](#).

Chapter 7

ART COURSE MANAGEMENT

7.1. Purpose. This chapter describes the training management responsibilities and processes for cross-functional ART courses. This includes additional roles and responsibilities for curriculum development, scheduling, and quota management, as well as guidance for student administration, reporting instructions, and instructor training.

7.2. Course Management. Organizations responsible for conducting ART courses, hereby referred to as executing agencies, will:

7.2.1. Ensure all training meets AF standards and is administered in an effective, efficient, and standardized manner. (T-3)

7.2.2. Maintain an approved training standard and a set of master lesson plans for each course. (T-3)

7.2.3. Ensure each course taught is entered and updated on the Education and Training Course Announcement website: (<https://www.aetc.af.mil/News/Force-Development/Learning-Professionals-and-FD-Credentials/Force-Development-Registrar/Education-and-Training-Course-Announcements/>). (T-3)

7.2.4. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. (T-3)

7.3. Executing Agency. The USAF EOS is the primary executing agency for cross-functional ART courses and lead for ART development. AF/A34T, in coordination with AETC/A3L, may authorize others to execute cross-functional ART courses if it is in the best interest of the AF (for example, to save temporary duty funding).

7.4. Curriculum Development.

7.4.1. AETC/A3L will provide the executing agencies with a specified course training standard for each course to be developed.

7.4.2. The executing agency will develop course control documents for each course that, at a minimum, contain the course training standard, a course outline, and the resources required (course duration, manpower, funding, equipment, etc.) to execute the training. (T-3)

7.4.2.1. Course control document format is determined by the executing agency.

7.4.2.2. Course control documents are approved by the executing agency and certified by AETC/A3L.

7.4.3. The executing agency will develop and approve courseware (e.g., lesson plans, visual aids, study guides) for in-residence and exportable courses. (T-3)

7.4.3.1. Instructors will have a lesson plan available in the classroom or lab while teaching. (T-3)

7.4.3.2. While ensuring all training meets Air Force standards IAW [paragraph 7.2.1 \(T-3\)](#), instructors are encouraged to personalize lesson delivery to enhance audience engagement and buy-in. This personalization, while maintaining fidelity to core AF requirements, should be pre-approved by course supervisors (or equivalent) and may include incorporating relevant, real-world examples, tailoring scenarios to reflect learners' experiences, and adjusting delivery methods to cater to diverse learning styles, ultimately fostering a more receptive and impactful learning environment.

7.4.3.3. Courseware intended for wing-level instruction will be made available on the current Air Force Learning Management System, after it is approved using the processes identified in the AFI.

7.5. Quota Management. Quota management is the process of scheduling, swapping, or moving quotas between users, or requesting use of another user's scheduled unfilled seats. Managing quotas during the execution year ensures the most efficient use of training resources. AETC/A3L is the quota manager for cross-functional ART courses.

7.6. Scheduling. Scheduling courses begins with the identification of requirements and ends with the sub-allocation of a name to a class.

7.6.1. AETC/A3L will provide executing agencies with a training requirements document (See [Chapter 5](#)) NLT 1 March of each year. The training requirements document will provide projected numbers for the following year to develop the annual class schedule (e.g., the 1 March 2025 training requirements document projects numbers to develop the Fiscal Year 2026 class schedule).

7.6.2. Executing agencies will provide AETC/A3L and Second Air Force Expeditionary Training Operations Center (2 AF/A3X) with a class schedule for the next fiscal year identifying class start and graduation dates and number of allocations available in each class no later than 1 May. (T-3)

7.6.3. AETC/A3L will allocate slots to appropriate Training Requester Quota Identifier based on the applicable readiness data call and training guidance letter.

7.6.4. The 2 AF/A3X schedulers may sub-allocate slots (names against seats) during the execution year to ensure Airmen meet deployment requirement timelines.

7.7. Training Deficiencies.

7.7.1. Description. A training deficiency occurs when a student or group of students does not receive training on all items in the course training standard prior to course graduation.

7.7.2. The executing agency will notify AETC/A3L of a pending deficiency and any assistance required to avoid the deficiency.

7.7.2.1. AETC/A3L will coordinate with the applicable agencies to determine if they will accept member(s) with the pending deficiency.

7.7.2.2. If unacceptable, AETC/A3L will work with the executing agency to determine a way forward to avoid the deficiency or release students to return later.

7.7.2.3. If acceptable, the executing agency will provide a Training Deficiency Memo to AETC/A3L.

7.7.3. Training Deficiency Memo.

7.7.3.1. Submit a training deficiency memo to AETC/A3L when an actual training deficiency occurs.

7.7.3.2. Include the number of students affected, the training standard item, training level required, training provided (if any), corrective action taken or planned (if any is needed), and expected completion date.

7.7.3.3. AETC/A3L will in turn forward the training deficiency memo to the appropriate Component MAJCOMs.

7.8. Student Administration.

7.8.1. AETC/A3L will:

7.8.1.1. Track student status while students are enrolled in training to ensure students meet, or are exempt from, training requirements prior to graduation.

7.8.1.2. Notify appropriate AFFOR staff office when students are withdrawn from training.

7.8.2. 2AF/A3X will:

7.8.2.1. Provide executing agencies with a class roster no later than two weeks prior to class start date. Updates will be provided as necessary. (T-3)

7.8.2.2. Notify the appropriate Installation Deployment Team Office when students fail to show for training. Determine cause and reschedule as necessary. (T-3)

7.8.3. Executing agencies will:

7.8.3.1. Provide AETC/A3L and 2 AF/A3X with an entry roster within 1 working day of class start date. (T-3)

7.8.3.2. Track and update student status (entry, elimination, graduation, etc.) in Oracle Training Administrator within two days of action. (T-3)

7.8.3.3. Eliminate or withdraw students from training when necessary and notify AETC/A3L and 2AF/A3L. (T-3)

7.8.3.3.1. Students can be eliminated for failure to meet prerequisites or failure to meet course objectives.

7.8.3.3.2. If the failure to meet course objectives was due to unforeseen circumstances (weather, illness, etc.), and not the student's failure to perform, follow guidance in (paragraph 7.7.).

7.8.3.3.3. Students can be withdrawn from training for medical reasons (e.g., illness/injury) or personal reasons (e.g., emergency leave).

7.8.3.3.4. Students who fail to meet course objectives for any other reason may be processed IAW DAFI 36-2907, *Adverse Administrative Actions*.

7.9. Reporting Instructions. AETC/A3L, in coordination with the executing agency, will develop reporting instructions. As a minimum, the following topics will be addressed:

7.9.1. Course description.

- 7.9.2. Medical requirements.
- 7.9.3. Weapons information (e.g., qualification and storage requirements), if required.
- 7.9.4. Training prerequisites.
- 7.9.5. Fitness requirements.
- 7.9.6. Billeting information.
- 7.9.7. Meal information.
- 7.9.8. Orders.
- 7.9.9. Security classification.
- 7.9.10. Course funding.
- 7.9.11. Scheduling and registration instructions.
- 7.9.12. Supplemental instructions.
- 7.9.13. Gear and uniform requirements.
- 7.9.14. Travel arrangements and requirements.
- 7.9.15. Leave policy.
- 7.9.16. Arrival instructions.
- 7.9.17. Special notes (e.g., security clearance requirements).
- 7.9.18. Point of contact to include military and commercial numbers and email.

7.10. Instructor Training. Units conducting ART courses and courses certified as meeting ART requirements must establish an instructor training program (**T-3**). This program must include, at a minimum:

7.10.1. Training Needs Assessment. The instructor's supervisor will conduct a training needs assessment for each newly assigned instructor (**T-3**). This assessment will identify the formal training required for the instructor to perform their duties independently. When an instructor's responsibilities change, the supervisor will conduct a new training needs assessment and update the training plan (**T-3**). The training plan should include:

7.10.1.1. Training required to fulfill all instructor candidate responsibilities.

7.10.1.2. Training on the operation and maintenance of required equipment, including trainers, simulators, and other training devices.

7.10.1.3. Demonstration of subject matter expertise in the specific course content.

7.10.2. Instructor Training Course. Instructor candidates require an instructor training course unless previous instructor training meets the job requirements.

7.10.3. Subject Matter Qualification. This portion of the training provides the knowledge and skills needed to perform the duties of the instructor position, unassisted. Subject matter qualification is demonstrated by successfully passing the written test for each block of instruction the instructor is qualified to teach. When there are no written tests in the block, the supervisor determines evaluation standards for subject matter qualification (must not be lower than students' requirements in the block).

7.10.4. Evaluations. Instructor evaluations provide constructive feedback to the instructor on the quality and effectiveness of their instructional delivery methods. The supervisor, or other authorized individual, evaluates mastery of the subject and proficiency in using training aids and trainers.

CASE A. CUNNINGHAM,
Lt General, USAF
DCS, Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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DAF Form 847, *Recommendation for Change of Publication*, 14 April 2022

Abbreviations and Acronyms

ACC—Air Combat Command

AETC—Air Education and Training Command

AF—Air Force

AFAFRICA—Air Forces Africa

AFCENT—Air Forces Central

AFCFM—Air Force Career Field Manager

AFFOR—Air Force Forces

AFFORGEN—Air Force Force Generation

AFGSC—Air Force Global Strike Command
AFI—Air Force Instruction
AFIMSC—Air Force Installation and Mission Support Center
AFMC—Air Force Materiel Command
AFNORTH—Air Force Northern Command
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
AFSC—Air Force Specialty Code
AFSOC—Air Force Special Operations Command
AFSOUTH—Air Forces Southern
AMC—Air Mobility Command
ARIS—Automated Readiness Information System
ART—Advanced Ready Training
BMT—Basic Military Training
CCMD—Combatant Command
COMAFFOR—Commander of Air Force Forces
DAF—Department of the Air Force
DAFI—Department of the Air Force Instruction
DAFPD—Department of the Air Force Policy Directive
DSN—Defense Service Network
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction
EC—Expeditionary Center
EP—Employed-in-Place
FYDP—Future Years Defense Program
IAW—In Accordance With
MAJCOM—Major Command
MTT—Mobile Training Team
NGB—National Guard Bureau
NLT—No Later Than
OPR—Office of Primary Responsibility
PACAF—Pacific Air Forces

POM—Program Objective Memorandum

RAT—Ready Airman Training

RATC—Ready Airman Training Council

RTA—Ready Training Area

RTE—Ready Training Event

USAF—United States Air Force

USAF EC—United States Air Force Expeditionary Center

USAF EOS—United States Air Force Expeditionary Operations School

USAFE—United States Air Force in Europe

Office Symbols

2 AF/A3X—Second Air Force Expeditionary Training Operations Center

AETC/A3L—Production and Operations Management Division

AETC/A3LT—Technical Training Oversight Branch

AF/A1DL—Airman Learning Division

AF/A33—Director of Current Operations and Readiness

AF/A34—Director of Training and Force Management

AF/A34T—Training and Certification Division

AF/A4—Deputy Chief of Staff Logistics, Engineering & Force Protection

AF/A4LX—Logistics Operations, Plans & Programs Division

AF/A4SR—Security Forces Requirements and Readiness Division, Readiness Branch

AETC A3/6—Director of Operations and Communications

AETC/A3L—Production and Operations Management Division

AFCEC/CX—Air Force Civil Engineer Center, Readiness Directorate

AFIMSC/A3—Director, Expeditionary Support & Innovation

AFMEDCOM/A3—Director of Air Force Medical Command

AFPC/DP3A—Assignments and Force Generation Programs Division

AFSFC/S3T—Air Force Security Forces Center Training Development Division

RegAF—Regular Air Force

USAF EC/CC—Commander, USAF Expeditionary Center

Terms

Advanced Ready Training (ART)—As an advanced tier within Ready Airman Training, this level of readiness training goes beyond RTAs for identified Airmen. It consists of enhanced training designed to equip Airmen with individual skills required to increase mission resilience of force elements up to Level III.

Advanced Ready Training Requirements Document—Reflects validated, unconstrained production requirements. The RAT Requirement Document serves as a planning and programming document supporting Program Objective Memorandum submissions. Revised or Planning RAT Requirement Documents may be used to reflect vectors or re-vectors by the Air Force corporate structure.

Air Force Career Field Manager—Representative appointed by the respective Headquarters United States Air Force Deputy Chief of Staff or Under Secretariat, to ensure assigned Air Force specialties are trained and utilized to support Air Force mission requirements. The Air Force Career Field Manager is the Office of Primary Responsibility; however, works in concert with Major Command Functional Managers, as required.

Air Force Force Generation—AFFORGEN is the Air Force's sustainable, capacity-driven model for presenting forces to Joint Force Commanders (JFCs). AFFORGEN's intent is to enable operational preparedness and readiness recovery to compete with peer competitors, while clearly focusing USAF efforts on a predictable and sustainable force offering.

Air Force Corporate Structure—Embodies the corporate review process for Headquarters United States Air Force. The primary groups of the Corporate Structure are the Air Force Council, the Air Force Board, the Air Force Group, the Mission and Mission Support Panels, and Integrated Process Teams. This structure increases management effectiveness and improves cross-functional decision-making by providing a forum in which senior Air Force leadership can apply their collective judgment and experience to major programs, objectives, and issues. This process balances programs among mission areas, between force structure and support, and between readiness and modernization. Only military or Department of Defense civilian personnel assigned to the Air Staff, or the Office of the Secretary of the Air Force may serve as members of the corporate structure.

Air Force Specialty Code—A group of positions (with the same title and code) that require common qualifications.

Certification—A formal indication of an individual's ability to perform a task to required standards.

Education and Training Course Announcement—Contains specific MAJCOM procedures, fund cite instructions, Reporting Instructions and listings for those formal courses conducted or managed by the MAJCOMs or Field Operating Agencies. The Education and Training Course Announcement contains courses conducted or administered by the Air Force and reserve forces and serves as a reference for the Air Force, Department of Defense, other military services, government agencies and security assistance programs. The ETCA SharePoint® is available on AF Portal Home under Applications tab (A-Z)).

Executing Agency—For the purposes of this instruction, an executing agency is an organization responsible for conducting Advanced Deployment Readiness courses.

Exemption—For the purposes of this instruction, when an Airman is not required to complete RAT requirements (RTA and/or ART) because they have already received equivalent training via previous attendance at the same course or attendance at another AETC-certified training venue.

Force Protection—Preventative measures taken to mitigate actions against Department of Defense personnel (to include family members), resources, facilities, and critical information.

Functional Course—For the purpose of this instruction, a course developed by a functional community to meet career field or mission requirements.

Functional Manager—Senior leaders, designated by the appropriate functional authority, who provide day-to-day management responsibility over specific functional communities at the MAJCOM, Field Operating Agency, Direct Reporting Unit, or Air Reserve Component level. While they should maintain an institutional focus about resource development and distribution, Functional Managers are responsible for ensuring their specialties are equipped, developed, and sustained to meet the functional community's mission as well as encourage force development opportunities to meet future needs of the total Air Force mission.

Future Years Defense Program—Official service plan, effective with the submission of the annual Biennial Planning, Programming, Budgeting and Execution (PPBE) cycle, that summarizes Secretary of Defense-approved programs for Department of Defense. The FYDP projects detailed resource requirements. During the PPBE process, the FYDP goes through two refinements until the DoD budget is submitted as the President's Budget. Those refinements are the Service's POM and the Service's Budget Estimate Submission. The FYDP consists of the budget years plus the next four programming years for the DoD

Learning Management System—A digital platform used to deliver, manage, and track training, enabling Airmen to access required courses and allowing leaders to monitor completion and readiness

Program Objective Memorandum—An annual memorandum submitted to the Secretary of Defense from each Military Department and Defense agency. It proposes total program requirements for the next five years. It includes rationale for planned changes from the approved Future Years Defense Program baseline within the fiscal guidance issued by the Secretary of Defense.

Programming, Planning, Budgeting and Execution—The Secretary of Defense's resource management system is the primary means to control allocation of resources. Identified mission needs (planning), match them with resource requirements (programming) and translate them into budget proposals (budgeting).

Range of Military Operations—Use of military presence, aide and/or force to influence or coerce an adversary; can be used in a wide variety of ways that vary in purpose, scale, risk, and intensity; this construct provides insight into the various broad usages of military power from a strategic perspective.

Ready Airman Training (RAT)—Training (Ready Training Areas and Advanced Ready Training) that prepares an Airman to survive, operate and succeed in a deployed environment, while reinforcing Airman's foundational competencies. Ready Airman Training provides Airmen the knowledge, skills, and abilities to survive, operate and succeed across the full range of military operations in support of CCMD. These knowledge, skills and abilities are not routinely acquired during initial occupational, mission oriented or ancillary training venues.

Ready Airman Training, Training Guidance Letter—Identifies the validated training requirements submitted by the MAJCOMs, Field Operating Agencies, Direct Reporting Units, and non-Air Force Training Requirements Quota Identifiers. It serves as the official tasking document enabling AETC planners and resource programmers to acquire the necessary resources for accomplishment of the taskings.

Ready Training Areas (RTA)—Readiness training to be completed over the course of an AFFORGEN cycle. RTAs are based on an Airman's readiness category. RTAs take into consideration how often an Airman accomplishes training during each AFFORGEN cycle while preparing to deploy.

Standard Presentation of Forces—All Airmen arrive in theater with the same minimum skills and levels of proficiency for a given set of requirements, no matter which course, or venue, is attended.

Training Requester Quota Identifier—A four-character communication code within Oracle Training Administrator used to convey training requirements, allocations, allocation confirmations, and student tracking information between a user of training and the provider (owner) of training. Training Requirements Quota Identifiers are assigned to MAJCOMs, Field Operating Agencies, and Direct Reporting Units responsible for training accountability of personnel.

Waiver—For the purpose of this instruction, when an Airman is relieved from having to accomplish a RAT requirement.

Attachment 2

TRAINING REQUIREMENTS APPROVAL REQUEST

Figure A2.1. Training Requirements Approval Request Template.

Training Requirements Approval Request Template (Send completed templates to AETC/A3LT workflow) 1. Training Requirement Analysis. a. Source. (Organization submitting approval request.) b. Problem. (What is driving this requirement to be added to AF institutional RAT?) 1) Define the problem the training requirement will solve, to include the cause of the problem and the effect(s) of the problem. 2) Identify Combatant Command or AF authority, doctrine, or policy that mandates/recommends inclusion of this requirement into AF RAT. c. Training Requirements. Desired learning objectives (knowledge, skills, or abilities) to be derived from revised/added training in task/condition/standard format (include level of expertise/proficiency required). d. Risk. If training is not conducted pre-deployment. e. Priority. In relation to existing requirements. f. Is this training provided/addressed anywhere else (e.g., BMT, Tech Training, Base-level, Regional Training Centers; ART venues, etc.)? 1) If yes, where? 2) If no, will this new requirement build upon other existing training (be specific)? 2. Training Requirement Specification. a. Identify targeted audience (e.g., all Airmen, officer, enlisted, civilian or a subset of each category). b. Identify targeted AFSCs for this training (if applicable). c. Number of individuals to be trained. d. Frequency of training. 1) Tied to AFFORGEN battle rhythm/one-time/monthly/quarterly/semiannual/annual/ other. 2) Prior to deployment/during deployments. 3) Will sustainment training be required during deployment? 4) Will this be a long-term, enduring AF RAT requirement or a short-term, Combatant Command-specific requirement? e. Identify the resources available to assist in developing proposed training to include funding source (e.g., equipment, facilities, manpower, subject matter expert support): 1) What are initial and long-term funding requirements? 2) Where will funding come from? 3) Name and contact information (DSN and commercial phone number, e-mail, and office symbol) for an action officer that can be contacted for further information.
