



WARRIOR MEDIC NOTAM – 59MDW-19-02
Enlisted Training Management
7 June 2019



PURPOSE: To implement 59th Medical Wing (MDW) Enlisted Training Management policy.

COMMANDER'S INTENT: The 59 MDW Commander's intent is to ensure leaders at all levels understand enlisted training program expectations, policies, and procedures.

BACKGROUND: Our Airmen deserve effective training management to gain proficiency and maintain currency. We must provide proactive support internally, when and where necessary, to ensure we provide required oversight. This must include efficient upgrade training (UGT) and Career Development Course (CDC) management.

Per AFI 36-2651, Air Force Training Program, para 6.5.1. "Commanders are responsible for ensuring effective training programs are established and executed." Our 3F2X1 Unit Training Managers (UTM) play a significant role in managing and executing the unit training program, but are at times limited based on Air Force-level manpower decisions and local UTM manning shortfalls. Although a UTM is assigned to each group, some UTMs and/or units may require assistance on a recurring basis to better manage unit training at lower levels. As such, Squadron Commanders may appoint a squadron Additional Duty UTM (AD UTM) to assist the Group UTM per 36-2651 para 6.5.3.1.1. However, the Group UTM is still ultimately responsible for managing the Group's training program.

IMPLEMENTATION:

1. Effective upon signature of this NOTAM, the Wing Enlisted Training Office (WETO) will assign each Group a 3F2X1 UTM. The assigned UTM will fulfill UTM-related duties outlined in AFI 36-2651 and will reside in the WETO unless physically moved to a specific location within their assigned Group by the Division of Education and Training Chief. UTMs will be assigned to specific groups as follows:

- a. 59 MDOG: One assigned UTM
- b. 59 MDSG: One assigned UTM
- c. 59 MDW Wing Staff: One assigned UTM and provide oversight of Wing UTM programs. This position will cover any group that do not have an UTM assigned and serve as the primary Wing Inspection Team member.
- d. 59 TRG: Three UTMs; one UTM will serve as a shared resource between 59 TRG and 359 MDG
- e. 559 MDG & 59 DG: One assigned UTM will support both units
- f. 959 MDG: One assigned UTM will physically be located at their group and attend the Wing Training quarterly meetings

NOTE: UTMs not physically assigned to a group will provide routine on-site service to the assigned group, as determined by the assigned Group Commander or designee.

2. In addition, UTM's will:

- a. Maintain training program, to include specific duties outlined in AFI 36-2651. If the Commander assigns an AD UTM, that AD UTM may assist.
- b. Report Status of Training (SOT) to Group and Squadron Commanders by the 10th duty day of each month.
- c. Conduct AD UTM initial and recurring training.
- d. Conduct Air Force Training Record (AFTR) refresher training.
- e. Proctor Immunization Backup Technician (IBT) exams.
- f. Manage the UTM SharePoint site.
- g. Provide other in-house training, as needed.
- h. Manage ancillary training.
- i. Other training-related duties as specified by the assigned Group Commander.

3. Should a Commander choose to appoint an AD UTM, the appointed AD UTM:

- a. Must be, at minimum, an experienced SrA or civilian equivalent and have attended the AFTC.
- b. Must have at least 18 months retainability.
- c. Will accomplish the AD UTM Computer Based Training (CBT) on ADLS and attend the AD UTM course conducted by the WETO within 60 days of appointment.
- d. Should have effective interpersonal and written/verbal communication skills to interact with members in upgrade training, supervisors and, commanders.
- e. The AD UTM will, to the best of their ability, fulfill UTM duty requirements outlined in AFI 36-2651 para 6.6. at the unit level assigned, with active WETO support and guidance. If the AD UTM is assigned at the group level, the AD UTM will assist the Group-assigned Group UTM, as needed. In the event an AD UTM is temporarily unavailable, the Group-assigned UTM will fulfill UTM duty requirements in the interim.

POC: Direct questions regarding this NOTAM to the WETO at DSN 554-5067.



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