



THE SECRETARY OF THE AIR FORCE  
CHIEF OF STAFF, UNITED STATES AIR FORCE  
WASHINGTON DC



APR 27 2018

MEMORANDUM FOR ALL AIRMEN

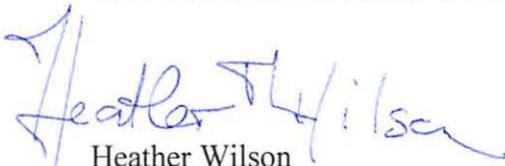
SUBJECT: Reducing Ancillary and Computer-Based Training - Phase II

Starting in October 2016, we took the first step toward reducing or eliminating ancillary and computer-based training. Today, we're taking the next steps. There will be more steps to come.

Effective immediately, commanders and supervisors are empowered to conduct nearly all mandatory ancillary training as they see fit. Computer-based training will no longer be the **primary tool** for providing this information unless otherwise directed by law, Department of Defense policy, or a commander entrusted with the mission.

The attached document outlines which courses are required and the few exceptions that must still be accomplished online in accordance with law or DoD policy. For each course, the related talking points will aid commanders and supervisors should they choose to deliver course content during Commanders Calls, Directors Calls, other open forums, and supervisor feedback opportunities. **Commanders and supervisors will ensure their Airmen complete mandatory training through the method and at the time they deem most appropriate, and will determine the best way to record such training has occurred.** While computer-based training is no longer the primary method of delivery, this platform is still available to all Airmen through the Advanced Distributed Learning System as an added training resource.

We remain committed to pushing decisions down to the lowest practical level and providing more flexibility to leaders. This is about increasing the lethality and readiness of our force. Trusting commanders to build and sustain warfighting readiness in the most effective and efficient manner is central to our success. We're proud to serve with you.

  
Heather Wilson  
Secretary of the Air Force

  
David L. Goldfein  
General, USAF  
Chief of Staff

  
Kaleth O. Wright  
Chief Master Sergeant of the Air Force

Attachment:  
Ancillary Training Requirements & Suggested Talking Points