

623a Canned Comments (from TFTR)

CDC Reactivation- UTM Entry

IAW AFI 36-2651, Table 6.1, squadron commanders or equivalent may approve reactivations if the period of disenrollment is 90 days or less. Reactivations beyond 90 days are processed for group commander approval (approval authority for ANG is NGB/A1DC). There can only be one reactivation granted per enrollment.

*CDC course number:

*Date of initial enrollment:

*Date of deactivation:

*Date of reactivation:

*New CDC expiration date:

Note: Ensure any CDC tracking sheet / program used is updated to reflect new CDC suspense dates

Remarks:

CDC Reenrollment- UTM Entry

IAW AFI 36-2651, Table 6.1, this process is for those individuals whose initial enrollment has expired prior to completion and a new CDC version has replaced their original version. This does not apply to two-time CDC failures. The Unit Training Manager processes reenrollment requests.

*Expired CDC course number:

*Date of initial enrollment:

*Date of expiration:

*New CDC course number

*Date of reenrollment:

*New CDC expiration date:

* Reason for expiration:

Note: Ensure any CDC tracking sheet / program used is updated to reflect new CDC suspense dates

CDC Comprehensive Review- Supervisor Entry

The supervisor has conducted a comprehensive review of the entire CDC with the trainee in preparation for the course examination. Once the review is complete and member is deemed ready, the supervisor will notify the Unit Training Manager to schedule/order the course examination.

Remarks:

Initial Unsatisfactory Course Exam Interview- UTM Entry

The trainee scored a [ENTER SCORE HERE] % on the end of course exam. IAW AFI 36-2651, Table 6.1, with assistance from the UTM or BTM, the unit commander conducted an interview with the supervisor and trainee within 30 days of initial notification (90 days for ARC and IMAs) to determine the reason for CDC exam failure. The Evaluation is recorded below and a copy of the evaluation was forwarded to the Base Training Office.

Date of Commander's Evaluation:

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The Commander evaluated:

- *Trainee's course progression.
- *Trainee's understanding of the course content.
- *Trainee's motivation, study habits, and preparation.
- *Supervisor's involvement.
- * Identified need to assess trainee's reading abilities as required (contact the Education Services Office for assistance).
- * Counseled the trainee, documented the counseling on AF Form 623A or electronic equivalent, and placed the trainee in supervised review training and forwarded a copy of the evaluation to the Base Training Office.

Date Supervisor conducted review training:

Note: Trainee must take the retest within 90 days of commander interview. Contact the Unit Training Manager within this timeframe to schedule the test.

Remarks:

Second Unsatisfactory Course Exam Interview- UTM Entry

The trainee scored a [ENTER SCORE HERE] % on the end of course exam. IAW AFI 36-2651, Table 6.1, with assistance from the UTM or BTM, the unit commander conducted an interview with the supervisor and trainee within 30 days of initial notification (90 days for ARC and IMAs) to determine the reason for CDC exam failure. After reviewing the facts, the commander decided on the following:

[SELECT A RESPONSE]

1. Evaluate for possible CDC waiver (do not place the trainee into TSC T).
2. Withdraw the Airman for failing to progress, place into TSC T and pursue separation.
3. Withdraw Airman for failing to progress, place into Training Status Code T, request AFSC withdrawal and recommend retraining or return to previously awarded AFSC
4. Withdraw the Airman for failing to progress, place into TSC T, and reevaluate at 90 days and pursue either option 1, 2, or 3 as appropriate

Date trainee and supervisor notified of action taken:

Date supervisor documented commander's course of action:

Remarks:

CDC Volume Issuance/Completion- Supervisor Entry

IAW AFI 36-2651, Table 6.1, the supervisor determined volume sequence of study, set the overall course completion schedule and developed a tracking system to monitor progress.

The trainee was issued CDC Volume [ENTER VOLUME NUMBER HERE] on [ENTER DATE HERE]

Date volume scheduled for completion:

Remarks:

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CDC Failure Comprehensive Review- Supervisor Entry

IAW AFI 36-2651, Table 6.1, the trainee was placed in supervised study following failure of their CDCs. The supervisor conducted a comprehensive review with the trainee on the URE and self-test questions on [ENTER DATE HERE].

Date of retest:

Remarks:

CDC Failure Waiver- UTM Entry

IAW AFI 36-2651, Table 6.1, the UTM assisted the supervisor in preparing the two-time CDC failure waiver.

Date waiver [APPROVED/DISAPPROVED]:

CDC Pre-test-Supervisor Entry

The trainee was administered a CDC pre-test on [ENTER DATE HERE]. They scored a [ENTER SCORE HERE] %. Missed questions were reviewed and corrected.

[SELECT ONE]

After this review, I feel the trainee has a good understanding of the course material and is prepared to take the end of course exam.

After this review, I personally feel the trainee does not have a good understanding of the course material and is not prepared to take the end of course exam.

Strengths:

Weaknesses:

Attitude towards training:

Breaks in training:

Other remarks:

Initial Notification of CDC Failure- Supervisor Entry

The trainee scored a [ENTER SCORE HERE] % on the end of course exam. IAW AFI 36-2651, Table 6.1, I've conducted review training on [ENTER DATE HERE]. The trainee has been placed in supervised study and a comprehensive review will be conducted prior to the retest.

Date trainee placed on supervised study:

Details of supervised study program:

Remarks:

The trainee scored a [ENTER SCORE HERE] % on the end of course exam. IAW AFI 36-2651, Table 6.1, the trainee has been scheduled to assess their reading abilities through the Base Training Office. An initial unsatisfactory course exam interview with the commander, supervisor and trainee will be conducted within 30 days from initial notification (90 days for ARC and IMAs).

Test date:

Date of commander interview:

Remarks:

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Initial Notification of CDC Failure- UTM Entry

The trainee scored a [ENTER SCORE HERE] % on the end of course exam. IAW AFI 36-2651, Table 6.1, the trainee has been scheduled to assess their reading abilities through the Base Training Office. An initial unsatisfactory course exam interview with the commander, supervisor and trainee will be conducted within 30 days from initial notification (90 days for ARC and IMAs).

Test date:

Date of commander interview:

Remarks:

Second Notification of CDC Failure- UTM Entry

The trainee scored a [ENTER SCORE HERE] % on the end of course exam. IAW AFI 36-2651, Table 6.1, a second unsatisfactory course exam interview with the commander, supervisor and trainee will be conducted within 30 days from initial notification (90 days for ARC and IMAs).

Date of commander interview:

Remarks:

Craftsman School Deviation- UTM EntryReschedule / Swap / Cancellation / Short Notice Volunteer

Date request processed by AFPC:

Type of request:

Justification:

Date Base Training notified:

Remarks:

Craftsman School No-ShowNULL

Course number:

Course start date:

Date notified of no-show:

Remarks:

Supervisor Initial Evaluation

IAW AFI 36-2651, I have conducted the supervisor initial evaluation on DD-MMM-YY. The evaluation is conducted on all newly assigned trainees within 60 days of assignment, to also include PCA and duty position change if necessary (120 days for ARC).

The supervisor's initial evaluation covered the following areas:

- * Review of previously certified tasks to ensure the member can meet duty position requirements
- * What the trainee will be doing
- * Duty hours and shifts, including periods of rest (non-duty time)
- * Safety requirements found on the AF Form 55, Employee Safety and Health Record
- * All time and training requirements for upgrade and/or qualification training

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- * Responsibilities of the trainee, trainer, task certifier, and supervisor (to include responsibilities of the supervisor and trainee as listed in other governing directives such as AFI 36-2101, CFETP, etc.)
- * AFSC, duty position, core, HST, and deployment/UTC requirements
- * CDC requirements (if applicable)
- * Formal/informal training requirements
- * Other local or unique training requirements

UTM Comprehensive Trainee Orientation

IAW AFI 36-2651, I have conducted the UTM Trainee orientation on [ENTER DATE HERE]. The orientation is conducted for individuals who are initially entering UGT and is accomplished within 60 days of assignment (90 days for ARC).

The UTM comprehensive trainee orientation covered the following areas:

- * Air Force Classification Directory
- * Upgrade training requirements
- * Qualification Training requirements
- * Duties of the Commander * Duties of the Unit Training Manager
- * Duties of the Supervisor
- * Duties of the Trainer/Certifier * Duties of the Trainee * Criteria for award of a skill level * CDC Administration

UTM Initial Training Orientation

IAW AFI 36-2651, I have conducted an interview within 30 days (60 days for ARC) on [ENTER DATE HERE] to determine training status and CDC enrollment/progression.

DAS/PCA:

TSC:

CDC Status:

Remarks:

Skill Level Upgrade Completion- UTM Entry

As a training manager, I have reviewed and verified that all minimum requirements IAW AFI 36-2651, the AFSC's CFETP and AFECD were completed for the member's [ENTER SKILL LEVEL] level upgrade. Upgrade effective [ENTER DATE HERE].

Monthly Training Progression Entry- Supervisor Entry

A monthly (every UTA for ARC) upgrade training progression review was conducted on [ENTER DATE HERE]. The following areas were documented:

- * Career Development Course progression
- * Task progression:
- * Task certification(s) and recertification(s):
- * Training-related counseling, strengths, weaknesses, attitude, areas to improve, means to improve, and corrective action (if required):

Remarks:

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Training Progress Review- UTM Entry

IAW 36-2651, a training progress review at the 24th month of upgrade training (36th month for ANG) and at least every 90 days thereafter until the trainee is upgraded or withdrawn from training was conducted. The following personnel were interviewed separately and documentation was reviewed by the commander.

Date of trainee interview:

- * Are you satisfied with the progress of your training:
- * Has your supervisor/trainer provided adequate training:
- * Are you familiar with the contents of your AF Form 623:
- * Do you have access to your AF Form 623:
- * Do you work on the same shift as your supervisor/trainer:
- * What can your unit do to get you upgraded:
- * Have you experienced any learning difficulty? If so, please describe:
- * Did you have any medical or personal problems that prevented you from completing UGT:
- * Notes:

Date of supervisor interview:

- * Did you establish a schedule with milestones for completing UGT requirements:
- * Has the trainee experienced any learning difficulty? If so, please describe:
- * Did the trainee have any medical or personal problems:
- * Did you provide adequate hands-on training for CFETP task requirements:
- * What percentages of CFETP task requirements are accomplished:
- * Were your training resources limited:
- * Have you documented the trainee's progression on the AF Form 623a:
- * Notes:

Estimated completion date of actions required to fulfill UGT requirements:

Follow-up review date:

Additional Remarks:

CDC Briefing- UTM Entry

Enrollment Date:

Date CDC Issue/briefing was conducted:

CDC Arrival Date (if applicable):

IAW AFI 36-2651, Table 6.1, I have briefed the supervisor and trainee on CDC program management and administration:

- * Provided eCDC instructions to trainee and supervisor
- * Ensured supervisor and trainee conducted an inventory of course material
- * Ensured trainee made pen and ink changes and posted changes/inserts and deviations were recorded on 623a or equivalent
- * Explained CDC time requirements
- * Explained self-study tests and unit review exercises
- * Scheduling Course Exam
- * Commander's incentive program

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- * Consequences of CDC failures
- * Trainee Responsibilities
- * Supervisor Responsibilities

Remarks:

Duty Position Evaluation

IAW AFI 36-2646, the member passed the duty position evaluation.

On [ENTER DATE HERE] DPE was performed for [ENTER DUTY POSITION HERE].

Member received a PASS on verbal. The scenario completed was [ENTER HERE].

Deficiencies identified were [ENTER HERE].

Remarks: