



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



OCT 27 2016

MEMORANDUM FOR ALL AIRMEN

SUBJECT: Reducing Ancillary and Computer-Based Training

We continue to take steps to address the concerns of Airmen that excessive and non-mission related demands effect their ability to accomplish their core missions. This is part of taking care of people. In addition, ensuring our talented men and women are able to focus on the complex challenges they face every day is critical to revitalizing our squadrons and successfully accomplishing our missions. To that end, we recently reduced or eliminated 29 additional duties and promised that more was on the way. As a follow-on and part of the “Airmen’s Time” task force, we recently directed a review of the required ancillary, expeditionary, and computer-based training, and the time impact they have on our force.

As an initial step, this review addressed 42 specific courses. This includes Total Force Awareness Training, which is required of all Airmen on an annual basis; Selected Force Training, which is targeted to specific groups, including commanders, civilians, and supervisors; Event-Driven Training, which is triggered by some event, such as moving to a new assignment or duty station; and Basic Airman Readiness Training, which is expeditionary-focused training required of all Airmen every three years. These 42 courses in combination require approximately 60 hours of time.

In addition, we conducted a survey of nearly 25,000 Airmen to learn more about the impact and utility of these 42 courses. Based on our findings and this review, we revised the training requirements to give Airmen more time back. Specifically, the review and survey resulted in:


- The elimination of fifteen standalone training courses.
- The streamlining or consolidation of sixteen courses. This includes a reduction in the frequency of four courses, a shortened duration for nine courses, the consolidation of one course, and the development of test-out options for two courses, which will allow proficient Airmen to place out of these courses altogether.

While each of these training modules provide important information, our review found that many of these requirements duplicated information already provided in other training. These reductions will, in many cases, eliminate redundant requirements across the Air Force.

Several of the training requirements we reviewed stem from federal statutes or Department of Defense-wide policy, which does not permit greater flexibility in how we execute some specific training requirements. Accordingly, we will seek relief for several additional courses to give the Air Force greater flexibility in how it implements these requirements.

To ensure timely implementation of these revised requirements, we have directed that all applicable Air Force Instructions be updated to reflect these changes no later than 1 January 2017. We have also directed the Inspector General to update unit inspection procedures to ensure that training requirements reflect these changes no later than 1 January 2017. Additionally, we have directed that the Air & Space Expeditionary Forces Online and the Advanced Distributed Learning Service be updated no later than 1 April 2017. Beginning this fall, Headquarters Air Force will establish an oversight process to review new requirements to prevent unnecessary growth. While all of this is in revision, effective immediately Airmen are no longer required to complete the courses listed under the “Eliminated Training” section in the attachment, “Fact Sheet: Reducing Ancillary and Computer-Based Training.”

It is important to remember these training courses convey important and valuable information to the Total Force. This effort is not intended to reduce emphasis on the need to have well-trained and educated Airmen. Instead, it is specifically designed to give unit leadership greater flexibility to ensure Airmen successfully complete their mission. From reducing additional duties to reducing ancillary and computer based training, we remain committed to a continuous journey to provide more time for Airmen to focus on primary duties. It is our hope that this will also translate into more time for Airmen to spend with their families who are so central to mission success. Additional duties and computer-based training efforts are just the beginning. More to follow.

  
Deborah Lee James  
Secretary of the Air Force

  
Dave Goldfein  
General, USAF  
Chief of Staff

Attachment:  
Fact Sheet: Reducing Ancillary and Computer-Based Training