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

As the next step in our ongoing effort to reduce the burden on Airmen's time to allow them to focus on completing their core duties, the Air Force conducted a review of required ancillary, expeditionary, and computer-based trainings.  Based on this review, the following training courses will be eliminated or streamlined.

**Eliminated Training:**

1. **Air Force Inspection System (AFIS) [Computer-Based Training]:**  This 20-minute training course, intended to provide an introduction to the role of the Inspector General, will be eliminated.  Instead, relevant information will be provided to Airmen during Base Newcomer's Orientation, Accessions Training, or Professional Military Education.

2. **Base Emergency Preparedness Orientation [In-Person Training]:**  Current policy requires Airmen to complete a 60-minute course upon arrival at a new installation.  Providing information to ensure Airmen are prepared to react to emergencies is critical and will continue, but will no longer be accomplished through a standalone training course.  Instead, this information will be provided to Airmen during Newcomer's Orientation.

3. **Equal Opportunity (EO) Newcomer's Human Relations Orientation (Outside Continental United States (OCONUS)) [In-Person Training]:**  This course provides information regarding unlawful discrimination, sexual harassment, and complaint processes for Airmen at OCONUS locations.  The 45-minute course will be eliminated as this content is already provided to Airmen through other training courses.  For Airmen who are assigned OCONUS for their first duty station, this information will be covered during the EO First Duty Station Orientation course.

4. **Fire Extinguisher Safety Training [Computer-Based and In-Person Training]:**  This 30-minute training will be eliminated.  Instead, safety information and practical training to familiarize Airmen with the use of a fire extinguisher will be made available to Airmen through informational materials provided by the base Fire Chief and voluntary training opportunities at the installation during National Fire Prevention Month. The specialized training for personnel tasked to use flightline fire extinguishers/aircrew bottles will continue.

5. **Human Relations - Violence Awareness [Computer-Based Training]:**  This 10-minute course teaches Airmen to recognize and respond to violence in the workplace.  This information is already provided to Airmen through the Sexual Assault Response Coordinator Green Dot Training Course. This duplicative standalone Violence Awareness course will be eliminated.

6. **Protecting Sensitive Information – Freedom of Information Act (FOIA) [Computer-Based Training]:**  This 10-minute course will be eliminated for most Airmen.  Information regarding individual FOIA responsibilities is already provided through existing trainings, to include Department of Defense (DoD) information assurance (IA) training, and supplemental information will be presented each time an Airman logs onto the network.  The specialized

Computer Based Training (CBT) will still be required, however, for key program positions, including FOIA Manager and FOIA Monitor.

7. **Protecting Sensitive Information – Operations Security (OPSEC) Awareness [Computer-Based Training]:** This 10-minute course, will be eliminated. Instead, information regarding OPSEC will be provided through other required trainings, to include DoD IA training and, at the discretion of the Commander, will be discussed with Airmen at Commander's Calls.

8. **Protecting Sensitive Information – Personally Identifiable Information (PII) [Computer-Based Training]:** This 10-minute course, which teaches Airmen to identify and protect PII, will be eliminated for most Airmen. Information regarding the protection of PII is already provided through existing trainings, to include DoD IA training, and supplemental information will be presented each time an Airman logs onto the network. The specialized CBT will still be required for key program positions, Privacy Manager, and Privacy Monitor.

9. **Protecting Sensitive Information – Records Management [Computer-Based Training]:** This 10-minute course, which provides information on the proper maintenance and management of records, will be eliminated for most Airmen. Information regarding proper records management is already provided through existing trainings, to include DoD IA training, and supplemental information will be presented each time an Airman logs onto the network. The specialized CBT will still be required for key program positions, including Command and Base Records Managers.

10. **Safety Course 2 – Local Conditions [In-Person Training]:** The requirement to obtain local traffic and safety information for new personnel assigned to an installation solely through this 30-minute course will be eliminated. Air Force guidance will be revised to identify various ways for a Commander to provide this important information, to include using this course, discussion at Newcomer's Orientation, email, or a unit's website based on the Commander's assessment of the local environment and mission needs.

11. **Safety Course 3 Intermediate & Advanced Traffic Safety and Course [In-Person Training]:** The requirement to complete this 2-hour course, which provides traffic safety instruction and skills to military personnel under the age of 26, will be eliminated. Airmen are expected to comply with existing state and local traffic education and licensing requirements.

12. **Safety Course 4a – Initial Training for Motorcycle Operators [In-Person Training]:** This one-time 15-hour course, which provides initial motorcycle training to all military personnel who operate a motorcycle, will no longer be required if the individual completes a Motorcycle Safety Foundation or state-approved course.

13. **Sexual Assault Prevention and Response (SAPR) Frontline Supervisor Retaliation [In-Person Training]:** Preventing sexual assault remains a top priority for the Air Force and current training already exists through the Green Dot training course, as well as the Air University, Airman Leadership School, and Non-Commissioned Officer (NCO) Academy

curricula.  As such, this 60-minute mentoring session between squadron commanders and subordinate supervisors, which focuses on the indications of retaliation and bullying, will be eliminated.

14. **Suicide Awareness and Prevention Initial Supervisor [In-Person Training]:**  Suicide awareness and prevention is a skill required of all Airmen, and is provided through annual suicide prevention training.  Current Air Force policy also requires all enlisted supervisors of at-risk groups to attend one-time Frontline Supervisors Training and annual maintenance trainings.  Moving forward, this 3-hour small-group course will be eliminated, and the information will be integrated into the Airman Leadership School with additional material covered in the NCO Academy curriculum and courses required before an enlisted Airmen assumes a supervisory role.

15. **Suicide Frontline Supervisor Refresher for Intelligence, Security Forces, and Maintenance Career Fields [Computer-Based Training]:**  Suicide prevention remains a priority within the Air Force, and all Airmen are required to take suicide prevention training on an annual basis.  Additional suicide prevention training for enlisted members in these specified career fields will be eliminated, however, enlisted supervisors will still receive important information regarding how to identify and assist Airmen who may be at risk for suicide at the Airman Leadership School and NCO Academy.

**Streamlined or Reduced Training:**

1. **Chemical, Biological, Radiological, Nuclear (CBRN) Defense Awareness [Computer Based Training]:**  This 1-hour course, currently required every three years, provides Airmen with a computer-based training on information required to identify and respond to chemical, biological, radiological, and nuclear threats in case of an attack.  This course is part of a multi-layered training program.  Moving forward, this training will only be required every three years when the member is assigned to a deployable Unit Type Code (UTC).  For members not assigned to deployable UTC, the training will be required every time the member is tasked to deploy.  The training will also be required when a member is assigned to a designated threat area.  In addition, we will enhance existing CBRN defense orientation training provided during Airmen accession training and will also extend CBRN Defense Survival Skills hands-on training frequency to every 36 months.

2. **Counter-Improvised Explosive Device (C-IED) Awareness [Computer Based Training]:**  Moving forward, the required frequency of this course, which teaches C-IED awareness to the Total Force, will be required every three years when the member is assigned to a deployable UTC.  For members not assigned to deployable UTC, the training will be required every time the member is tasked to deploy or upon assignment to a designated threat area.  This will ensure that the 1-hour course is only required of Airmen who are likely to need this type of training.

3. **Defense Travel System (DTS) Basic Course 1 – About DTS [Computer Based Training]:**  This 1-hour course teaches Airmen how to navigate the DTS system, and is required for all Airmen who will travel or will be involved with creating, approving, or reviewing travel

documents.  In many instances, this course covers similar or identical information as DTS Basic Course 2.  To reduce redundancy, DTS Basic Course 1 and DTS Basic Course 2 will be combined, not to exceed 1 hour.

4. **DTS Basic Course 2 – DTS Travel Documents [Computer Based Training]:**  To reduce redundancy in DTS Basic Course 1 and DTS Basic Course 2, a 1.5-hour course, the two trainings will be combined into one course, not to exceed 1 hour.

5. **DTS Policy [Computer Based Training]:**  This course provides information on identifying and resolving improper travel payments.  Under current Air Force policy, all Airmen who will travel or will create, approve, or review travel documents must complete this 75-minute course every three years.  Moving forward, a 15-minute test-out will be made available to Airmen who have already successfully completed the full course.

6. **EO First Duty Station Orientation [In-Person Training]:**  This 2.5-hour course teaches personnel about EO complaint processes.  Under current Air Force policy, all new military and civilian personnel are required to participate in this training upon arrival at their first duty station.  Moving forward, the duration of the course will be reduced to 1 hour.

7. **EO Newcomer's Human Relations Orientation (Continental United States (CONUS)) [In-Person Training]:**  This course provides information regarding EO complaint processes specific to Airmen located at CONUS locations.  Under current Air Force policy, all military and civilian personnel are required to take this 30-minute course within 30 days of arrival at a new duty station.  Moving forward, this requirement will only apply to military and civilian personnel who supervise civilians; personnel who do not supervise civilian employees will no longer be required to participate in this course upon arrival at an installation.

8. **Human Relations – Combat Trafficking in Persons (CTIP) [Computer Based Training]:**  Moving forward, this course, which educates Airmen on human trafficking issues, will mirror the training provided by the Army and Navy, resulting in a reduction in duration from 10 minutes to 5 minutes.  Furthermore, the Air Force will seek relief from the Office of the Secretary of Defense (OSD) on the requirement for Airmen to complete this training on an annual basis, instead recommending that this training be required every two years.

9. **Law of Armed Conflict (LOAC) Training [Computer Based Training]:**  This course provides information to all Airmen to ensure compliance with the LOAC during all armed conflicts and military operations.  As this information is critical for those Airmen in contingency environments, the requirement to complete the current 60-minute course will continue for all Airmen tasked to deploy or Airmen in those operational career fields likely to deploy.  For all non-deploying Airmen, a streamlined, 30-minute course will be developed.

10. **Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (No FEAR Act) Training [Computer Based Training]:**  This course provides information to federal employees regarding their rights under antidiscrimination, retaliation, and

whistleblower protections laws.  Moving forward, the duration of the course will be reduced from 30 minutes to 20 minutes.

11. **Religious Freedom [Computer Based Training]:**  This course assists Airmen in understanding their rights and limits on individual free exercise of religion, as well as the religious accommodation processes, limitations, and applications.  Moving forward, the required frequency of this course will be reduced.  The current requirement for training will be changed to once every three years and the duration will be reduced from 40 minutes to 20 minutes.

12. **Safety Course 5 – Driver Improvement and Rehabilitation [In-Person Training]:**  Moving forward, the duration of this course, which is required for all personnel who were found to be at fault for a moving violation or accident while driving a government vehicle, will be reduced from 2 hours to 1 hour.

13. **Self-Aid and Buddy Care [Computer-Based and In-Person Training]:**  This course teaches basic first aid to Airmen through computer-based and hands-on training.  Moving forward, this course will only be required prior to deployment or when stationed at high-threat locations, rather than every three years.  This will ensure that the 2-hour CBT and 2-hour hands-on course are only required of Airmen who are likely to need this type of training in deployed or high-threat environments.

14. **Substance Abuse Education [In-Person Training]:**  Current Air Force policy requires all military medical providers and Commanders to complete this 1-hour course on an annual basis to ensure they are aware of the warning signs of drug or alcohol abuse and know how to assist personnel who may be abusing these substances.  Moving forward, a test-out option will be developed for those personnel who have already successfully completed the full course.

15. **Suicide Prevention [In-Person Training]:**  Moving forward, the standalone 50-minute course will be eliminated.  Instead, important information regarding suicide prevention will be incorporated into the newly integrated Green Dot SAPR/Suicide Prevention Training course.

16. **Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) [Computer-Based Training]:**  Current Air Force policy requires that all supervisors of civilian employees and human resources personnel are required to take this 45-minute course regarding the rights and benefits of personnel moving from military service to the civilian workforce.  This most typically applies to Reservists who have full-time careers outside of their military service and rely on the protections provided by USERRA to maintain their civilian careers when called to active duty.  This training will be limited to only those supervisors who oversee Air Force Reservists; all other supervisors will be provided with the pertinent information, but will not be required to attend the training.  Furthermore, we will seek relief from the Office of Personnel Management on the required frequency and duration of this course.

**Requested Statutory or DoD Relief:**

1. **Article 137, Uniform Code of Military Justice (UCMJ) Briefing [In-Person Training]:** Currently, statute requires that enlisted Airmen participate in this 1-hour training course upon initial enlistment, reenlistment, and extended active duty orders to ensure that enlisted service members understand the UCMJ articles. Moving forward, we will seek relief from the required frequency.

2. **DoD Information Assurance Cyber Awareness Challenge [Computer-Based Training]:** This course provides awareness training on user responsibilities and cybersecurity risks, and is required for all network users before network access can be granted. The mandatory 60-minute training is required on an annual basis, and the content of the course is developed and managed by the Defense Information Systems Agency. Moving forward, we will seek additional flexibility from OSD to determine the appropriate content and duration of the course.

3. **Human Relations – Combat Trafficking in Persons (CTIP) [Computer-Based Training]:** The Air Force will seek relief from OSD on the requirement for Airmen to complete this training on an annual basis, instead recommending that this training be required every two years.

4. **USERRA [Computer-Based Training]:** This training is intended to provide guidance on the rights and benefits of personnel entering the civilian workforce after uniformed service. Current policy requires that this 45-minute course be completed on an annual basis by all hiring managers and human resources personnel. We will seek relief from the Office of Personnel Management to reduce the required frequency and duration of this course.

5. **DoD Traffic Safety [In-Person Training]:** Current DoD policy requires that each Service provide at least 4 hours of traffic safety instruction to Airmen between the ages of 18-26 years at no cost to the member. We will seek relief from OSD on this requirement to reduce the duration of the required course.