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HUMAN
RESOURCES

ADVANCED ON-THE-JOB TRAINING SYSTEM:
USER'S HANDBOOK (SECTIONS 7-9)

Douglas Aircraft Company
A Division of McDonnell Douglas Corporation
2450 South Peoria
Aurora, Colorado 80014

TRAINING SYSTEMS DIVISION
Brooks Air Force Base, Texas 78235-5601

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The Public Affairs Office has reviewed this paper, and it is releasable to the National Technical Information Service, where it will be available to the general public, including foreign nationals.

This paper has been reviewed and is approved for publication.

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This publication is primarily a working paper. It is published solely to document work performed.

SUMMARY

The Advanced On-the-job Training System (AOTS) was an Air Staff-directed, AFHRL-developed prototype which designed, developed, and tested a proof-of-concept prototype within the operational environment of selected centers at Bergstrom AFB, Texas, and Ellington ANGB, Texas, from August 1985 through 31 July 1989. - The User's Handbook was developed in four volumes to serve as a guide to familiarize users with the AOTS. It is also a convenient reference on how the various training levels (trainee, supervisor, training manager, etc.) can use the AOTS functions to perform their on-the-job training (OJT) responsibilities. Volume II of this paper contains information on accessing and reviewing data, as well as trainee and trainer/evaluator functions.

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PREFACE

This is the second of four volumes of the AOTS User's Handbook developed by Douglas Aircraft Company, the development contractor, under Government Contract F33615-C-84-0059. The AFHRL Work Unit number for the project is 2557-00-02. The primary office of responsibility for management of the contract is the Air Force Human Resources Laboratory, Training Systems Division, and the Air Force AOTS manager is Major Jack Blackhurst.

AOTS User's Handbook

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7 ACCESS YOUR AOTS DATA

Most of the data you may access for yourself are contained within the AOTS database and can be accessed and processed by an editor referred to as the Airman Training Record (ATR) Manager. Before you begin the procedures contained in this section, you may want to take a few moments to read Section 6.1.1 of this handbook to become more familiar with the ATR Manager.

When using the ATR Manager, you may review and print your Airman Training Record. Your ATR consists of your:

- o Individual Training Requirements (ITR),
- o personnel data, and
- o training history.

NOTE: Your ITR data are accessed by using the ITR Editor. The ITR Editor is an editor which provides the ATR Manager with current training requirements information.

The ATR Manager also allows you to:

- o Review your AOTS access level(s),
- o Change your AOTS password,
- o Proceed with training (if you are a trainee), and
- o Review and print your Supervision List (if you are a supervisor or training manager).

The procedures addressed in this section are in the order you should follow when you first become familiar with your AOTS data. These procedures require that you skip around the options appearing on some of the AOTS screens. (The options you see on the screens have been sequenced by the amount of usage anticipated, with options used the most appearing first on the screen, and options used the least appearing last on the screen.) Once you become more familiar with your training data contained in the system, you will quickly learn what options you should select to obtain the specific data you want.

This section is broken down as follows:

<u>SECTION</u>	<u>COVERS</u>
7.1	Reviewing your Personnel Data, Reviewing your Access Level(s), Reviewing your Supervision List, and Printing your Supervision List
7.2	Reviewing your training history data
7.3	Reviewing & Printing your ITR data
7.4	Printing your ATR data
7.5	Changing your AOTS password

```
SUP827.881      Advanced On-The-Job Training System (AOTS)      22 Nov 88
1.2              Primary Access Menu

1. Personal Training Information
2. Training Management
3. Master Task List (MTL) Interface
4. Position Requirements
q. Quit This Menu

Select Option: 1

7-0-1
```

You will always choose Option 1 on the AOTS Primary Access Menu, when you want to access your AOTS data.



STEP A: Select the Personal Training Information Option. Enter 1 and press **RETURN**.

7.1 Review your Personnel Data, Access Level(s) and Supervision List

COMPLETE STEP A ON THE PREVIOUS PAGE BEFORE
YOU BEGIN THE FOLLOWING PROCEDURES.

```

NGT832.885      Airman Training Record (ATR) Manager      22 Nov 88
1.0              Training Record for SSgt Abrams, Mark A.

1. Individual Training Requirements
2. Personnel Data
3. Training History Data
4. Access Level
5. Change Password
6. Supervision List
7. Print a Training Record
8. Print Supervision List
9. Quit This Menu

Select Option: 2_
  
```

7-1-2

The screen at the left provides options for: reviewing portions of your ATR, changing your AOTS password and printing portions of your ATR.

- o This section provides information you will need to know and procedures you will need to follow when reviewing your Personnel Data, Access Level(s), and Supervision List (if applicable).
- o You should begin your review with the Personnel Data contained in your ATR.



STEP 1: Select the Personnel Data Option. Enter 2 and then press **RETURN**.

```

NGT832.884      Airman Training Record (ATR) Manager      22 Nov 88
1.0              Personnel Data

Personal Information
Name: Abrams, Mark A.      SSAN: 888888884
DOB: 25 Jan 1962          DOS: 18 Feb 1991
Enlistment Category: 2    Grade: E-5      Projected Grade: E-8

AFSC Information
PAFSC: 81150      ZAFSC:      3AFSC:
4AFSC:      CAFSC: 81150      DAFSC: 81150

Position Information
Pos Num: 8118111      Dty Stat: 18      Rec Stat: 28      Off Sym: SPAD
Title: AEROSPACE SECURITY SUPERVISOR      Phone Ext: 2684
DAS: 06 Feb 1986      DT ASSG UC: 06 Feb 1986      Duty Type: 1

Organization Information
FAC: 435388      VhCtr: Priority 'C' Aircraft Security
PAS: BHSITMBS      Unit: 67th Security Police Squadron
Loc ID: BJHZ      Installation: Bergstrom AFB, TX
Proj PAS:      Print ID: TXF1

Press <return> to continue...
  
```

7-1-3

The Personnel Data screen will appear like the screen illustrated to the left. Most of the data appearing on the screen originates from the Personnel Data System (PDS). Information from PDS is periodically updated into the AOTS. You should report any incorrect data to your supervisor. You may record (write down) any data that are incorrect, or print the Personnel Data portion of your ATR and later annotate the incorrect or missing information.



STEP 2: Press **RETURN**. This will quit the Personnel Data screen.

```

MGT832.885      Airman Training Record (ATR) Manager      22 Nov 88
1.0              Training Record for SSgt Abrams, Mark A.

1. Individual Training Requirements
2. Personnel Data
3. Training History Data
4. Access Level
5. Change Password
6. Supervision List
7. Print a Training Record
8. Print Supervision List

q. Quit This Menu

Select Option: 4
  
```

7-1-4

The next portion of data you should review is your AOTS access level(s).



STEP 3: Select the Access Level Option. Enter 4 and press **RETURN**.

```

SUP825.886      User Access Level      22 Nov 88
1.0

Trainee          True
Trainer/Evaluator True
Supervisor       True

Press (return) to continue... _
  
```

7-1-5

Your AOTS Access Level(s) equates to your AOTS User Type(s). You should review Section 5 of the handbook if you do not know what user type(s) applies to you. If you do not have the correct access level, you will not be able to obtain AOTS data nor perform functions required by your OJT roles!

Report any errors in your access level(s) to your supervisor for corrective action.



STEP 4: Press **RETURN** to quit the user access level screen.

```

MGT832.885      Airman Training Record (ATR) Manager      22 Nov 88
1.8             Training Record for SSgt Abrams, Mark A.

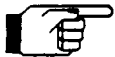
1. Individual Training Requirements
2. Personnel Data
3. Training History Data
4. Access Level
5. Change Password
6. Supervision List
7. Print a Training Record
8. Print Supervision List

q. Quit This Menu

Select Option: 6
  
```

7-1-6

The remaining steps only apply if you are a supervisor or a training manager. If you are not a supervisor or training manager proceed to Section 7.2.



STEP 5: Enter a 6 to select the Supervision List option and press **RETURN**.

```

SUP826.882      Supervision List      22 Nov 88
1.8

      SSAN      RANK      NAME
-----
000000033      AMN      Acorn, Henrietta
000000001      SrA      Adams, Pat A.
000000002      SrA      Apple, John A.
000000005      Sgt      Baker, Jane C.
000000006      MSgt     Bradberry, Allen K.

Choose Display option (Q)uit ? Q
  
```

7-1-7

This list reflects those airmen whose data you may obtain, or for whom you may perform AOTS functions. (The example at the left illustrates a Supervision List that reflects five persons who directly report to a supervisor.)

- o If you are a SUPERVISOR, all personnel who directly report to you must be reflected on your Supervision List.
- o If you are a SUPERVISOR of SUPERVISORS, each individual that you supervise must be listed on your Supervision List. Additionally, all personnel reflected on each supervisor's Supervision List must also be reflected on your Supervision List. (This allows you to access data and perform training actions on these airmen when their primary supervisor is on leave or otherwise not able to conduct/manage their training.)

- o If you are a TRAINING MANAGER, each member in your unit for whom you are responsible for managing training must be listed on your Supervision List. (This ensures you will receive correct unit training reports and statistics, and that you can access data and perform functions required by your OJT role.)
- o You cannot change your own Supervision List. If you find persons listed who should not appear on your list, or if you find that persons are missing from your list, you must advise your supervisor or training manager. They have access authority to make the necessary changes to your Supervision List. You may record (write down) the incorrect data, or you may print your list to annotate the corrections that are necessary.
- o Section 10.4 provides information to a supervisor on how to report corrections required on his/her own Supervision List and correct another supervisor's Supervision List.
- o Section 11.1 provides information to a training manager on how to report corrections required on his/her own Supervision List and correct a supervisor's Supervision List.



STEP 6: Enter a Q (or q) and press **RETURN**. This will quit the supervision list screen.

```
MG7832.885      Airman Training Record (ATR) Manager      22 Nov 88
1.8             Training Record for SSgt Abrams, Mark A.

1. Individual Training Requirements
2. Personnel Data
3. Training History Data
4. Access Level
5. Change Password
6. Supervision List
7. Print a Training Record
8. Print Supervision List
q. Quit This Menu

Select Option: 8

Print request submitted with ID 17
Press <return> to continue... _

7-1-8
```

To print your Supervision List, simply choose the last option appearing on the menu illustrated at the left.

Once you select the option, you will see a prompt advising you that the print is occurring. Once you press **RETURN**, as prompted, you should go to the ALPS Printer at your AOTS Workstation and obtain the hard copy of your Supervision List.

NOTE: There will be a delay from the time you request a hard copy print until the printer actually starts to print. This delay can range from a few seconds to up to a couple of minutes. These delays occur because other users are accessing AOTS data.

7.2 Review Your Training History

```

MGT832.885      Airman Training Record (ATR) Manager      22 Nov 88
1.8             Training Record for SSgt Abrams, Mark A.

1. Individual Training Requirements
2. Personnel Data
3. Training History Data
4. Access Level
5. Change Password
6. Supervision List
7. Print a Training Record
8. Print Supervision List
q. Quit This Menu

Select Option: 3_
  
```

7-2-1

Your Training History includes tasks you are certified to perform and other training that you have completed.

If your CAFSC is not 454X0A, 452X4D/M, 732X0 or 811XX the AOTS does not contain training history (nor ITR) data for you. You need to proceed to Section 7.4.



STEP 1: Select the Training History Data option. Enter a 3 and press **RETURN**.

```

MGT833.888      Training Data Manager      22 Nov 88
1.4             Training History for SSgt Abrams, Mark A.

1. AFS Task
2. Formal Training
3. Ancillary
4. Additional
5. Contingency
6. EC1/CDC
7. PME
8. General Training (ASUAB Scores, Dates, Status)
q. Quit This Menu

Select Option: 1
  
```

7-2-2

ATR Training History data are sorted into 8 categories, as illustrated by the menu appearing at the left.

When you select an option from this menu, the AOTS will provide either of the following:

- o Data showing the training you have completed, OR
- o A prompt advising you that no training information has been entered. This means you have NOT completed any training for the category you selected.



STEP 2: Select Task Training, to review the tasks for which you have completed training. Enter 1 and press **RETURN**.

```

MGT833.001      Training Record Manager      22 Nov 88
1.4      AOTS Task Training for Abrams, Mark A.

1. F18822      Version: 3      Date Certified: 12 Sep 1986
APPREHEND A PERSON SUSPECTED OF BEING UNDER THE INFLUENCE.

Trainer:      888888885      Sgt      Baker, Jane C.
Evaluator:      888888886      MSgt      Bradberry, Allen K.
Certifying Official: 888888888      SSgt      Carpenter, Joe D.
Installation: Bergstrom AFB, TX

2. F18835      Version: 4      Date Certified: 03 Feb 1988
ISSUE AN AF FORM 75 (VISITOR/VEHICLE PASS)

Trainer:      888888885      Sgt      Baker, Jane C.
Evaluator:      888888885      Sgt      Baker, Jane C.
Certifying Official: 888888886      MSgt      Bradberry, Allen K.
Installation: Bergstrom AFB, TX

(S)earch, PgDn, (Q)uit ? Q

7-2-3

```

When a task is listed in your training history, it means you have been trained and evaluated and are certified to perform the task. The screen at the left illustrates how tasks are listed in the training history portion of an ATR.

- o Some of you will have many tasks for which you are certified. You may use the **PageUp** and **PageDn** keys if you want to review all of the tasks listed. You can also later print your training history data, which you may find easier to review than to page through all of the tasks contained in your training history.
- o If you find a task(s) that should not be listed in your training history (either because you haven't been trained or haven't performed the task), advise your supervisor. Your supervisor may remove invalid task or may add missing task(s) to your ATR training history.



STEP 3: Enter a Q (or q) and press **RETURN** to quit the task Training History screen.

```

MGT833.000      Training Data Manager      22 Nov 88
1.4      Training History for SSgt Abrams, Mark A.

1. AFS Task
2. Formal Training
3. Ancillary
4. Additional
5. Contingency
6. DCI/CSC
7. PNE
8. General Training (ASWAB Scores, Dates, Status)

q. Quit This Menu

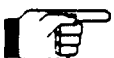
Select Option: Q_

7-2-4

```

The procedures contained in this section do not include illustrations/explanations for options 2-8 on the screen reflected at the left.

You should continue to select each option and review the data contained for each category of training reflected on this screen. If you find courses or training data that is missing or incorrect, advise your supervisor. When you are finished with your review, proceed to step 4.



STEP 4: Enter a Q (or q) and press **RETURN** to quit the Training History screen.

7.3 Review your ITR and Training Schedule

```

MGT832.885      Airman Training Record (ATR) Manager      22 Nov 88
1.8             Training Record for SSgt Abrams, Mark A.

                1. Individual Training Requirements
                2. Personnel Data
                3. Training History Data
                4. Access Level
                5. Change Password
                6. Supervision List
                7. Print a Training Record
                8. Print Supervision List

                q. Quit This Menu

                Select Option: 1_

7-3-1

```

This section instructs you on how to review and print your ITR data. Once you select Option 1, you will begin working within the ITR Editor.

If your CAFSC is not 454X0A, 452X4D/M, 732X0 or 811XX the AOTS does not contain ITR data for you. You need to proceed to Section 7.4



STEP 1: Select the Individual Training Requirements option. Enter 1 and press RETURN.

```

MGT838.818      Individual Training Requirements          22 Nov 88
1.4             Assignment Review and Generation

                1. Display Individual Training Requirements
                2. Display Training Schedule
                3. Proceed With Training
                4. Position Qualification Status Information
                5. Print Training Requirements
                6. Print Training Schedule
                7. Print Position Qualification Status
                8. Access General ITR

                q. Quit This Menu

                Select Option: 1_

7-3-2

```

You can obtain more details when you review ITR data than when you print ITR data. This section pertains to four options. If you are a trainee, one option (Proceed with Training) is explained and illustrated in Section 8.2 of this handbook.

Steps 2 - 19 apply to reviewing and printing your individual training requirements. Steps 20 - 23 apply to reviewing and printing your training schedule.



STEP 2: Select the Display Individual Training Requirements option. Enter 1 and press RETURN.

MGT838.002 1.4	Individual Training Requirements Select Type of Training to Review	22 Nov 88
1. AFS Task 2. Ancillary 3. Additional Duty 4. Contingency 5. ECI/CDC 6. PHE 7. Formal Training q. Quit This Menu		
Select Option: 1_		
7-3-3		

ITR data are sorted by type of training requirement, as illustrated in the screen at the left. Because different data are stored for the different types of training requirements, you will see different screens, prompts and kinds of data when you select from among these options.

- o When you select an option on the screen illustrated above, the AOTS will provide one of the following:
 - Data showing the training you must complete
 - OR -
 - A prompt advising you that no training requirements (of that type) found. This means that you do not require training for the tasks you perform in your duty position, or you do not require other training in the category you selected at this time. When you press **RETURN** as prompted, the screen illustrated above reappears, so that you may continue selecting other types of training requirements data.



STEP 3: Select the AFS Task Option. Enter 1 and press **RETURN**.

MG7054.006 1.4	Task Training Requirements For SSgt Abrams, Mark A.	22 Nov 88
1. Task ID: F10039 Status: In Progress CONDUCT A WALL SEARCH OF A SUSPECT		
2. Task ID: D00137 Status: None ORIENT NEW PERSONNEL		
3. Task ID: F00235 Status: None APPREHEND INTRUDERS OR SUSPECTS		
4. Task ID: F00237 Status: None BRIEF POST RELIEF		
Enter (B)reakdown, (R)evue status, (T)ask Search, PgDn, (Q)uit ?		
7-3-4		

Each AFS task for which you require training should be listed in your ITR. The example to the left illustrates how these tasks are listed.

If your ITR does not list training requirements (because you are position-qualified) you will see a message on the screen advising you that...

No Task Training Requirements exist press <return> to continue.

Proceed to Step 14 once you press **RETURN**.

- o The list represents the tasks for which you need training while performing in your current duty position. The tasks are listed in the sequence in which you should receive training. By receiving training and performing the tasks required in your duty position, you will eventually become position-qualified.
- o Each task listed in your ITR is identified by the Task ID and Task Statement. For any task listed which has been analyzed by the IST at Bergstrom AFB you may obtain further information that will help you prepare for the training you need. Additionally, you can obtain information that identifies how you will be evaluated on the task once you complete the training, by taking a knowledge test, by performing the task while being evaluated by someone who is already certified on the task, or by accomplishing both.
- o Once you complete training, have been successfully evaluated and are certified on a task, the task is automatically removed from your ITR and placed in the training history portion of your ATR. Once listed in your training history, the AOTS reflects that you are certified on that task.
- o When you review further detailed data for the tasks listed in your ITR, you will work with one task at a time. You should begin your review of a task by selecting the Breakdown option. The Breakdown option shows you how a task is broken down in terms of subtasks and objectives, and identifies the kinds of training and evaluation materials available for the task.



STEP 4: Select the Breakdown Option. Enter B (or b) and press **RETURN**. Then, enter the number corresponding to a task for which you want to review breakdown data.

- o If the task you selected has not been analyzed and no behavioral objective has been written for the task by the IST, you will see the following prompt:

Task Contains NO OBJECTIVES -- Training Not a Part of AOTS
Press <return> to continue.

For this task, you will be trained and evaluated entirely through conventional means, as the AOTS does not contain any further data that will help you prepare for the training of the task. (Since the task was not analyzed, the AOTS does not contain subtasks, activities, behavioral objectives, training or evaluation materials, nor resources data.) When you press **RETURN** as prompted, the list of tasks in your ITR reappears on the screen. You may repeat Step 4 for another task, or proceed to the information appearing after Step 5.

- You should continue to repeat Step 4 until you see the screen illustrated below. If any tasks listed in your ITR have not been analyzed (you see the prompt above for every task you select from the list), proceed to the information appearing after Step 5.

MGT064.002		Training Events for Task F10039		22 Nov 88	
1.4		Task Breakdown			
Task Statement		CONDUCT A WALL SEARCH OF A SUSPECT			
Subtask	Objective	Events		Materials	
1. Terminal OBJ	1274	Knowledge	Training	Available	
2. Terminal OBJ	1274	Knowledge	Evaluation	None	
3. Terminal OBJ	1274	Performance	Training	None	
4. Terminal OBJ	1274	Performance	Evaluation	Available	
Enter Choice (R)evue CAI, (Q)uit ?					
7-3-5					

If the task you selected has been analyzed, you will see the screen as illustrated to the left.

- o The following information explains how to read the Task Breakdown Screen, for a task that has been analyzed. The screens will appear somewhat different, depending on whether or not the task has been broken down into subtasks.
- If the task has not been broken down into subtasks, there will be one behavioral objective ID reflected on the task breakdown screen. A behavioral objective within the AOTS includes a statement which defines a trainee's expected learning and performance outcome once the task is trained and evaluated.
- An objective for a task is referred to as a terminal objective (such an objective is illustrated in the example above). The terminal objective that applies to the task you are reviewing is identified by a unique numerical ID (1274 in the above example).

- If the task has been broken down into subtasks, the subtask numbers are listed on the screen
 - You may have to use the **PgDn** and **PgUp** keys to see all of the subtasks.
 - The AOTS contains at least one objective for each subtask. Each objective ID is listed for each subtask on the Task Breakdown screen. (An objective for a subtask is referred to as a supporting objective.)
 - The ID of the terminal objective for the task is also listed.
 - Normally, the training and evaluation for the task that is broken down into subtasks will be accomplished by satisfying the objectives of each subtask, in the sequence presented on the Task Breakdown screen.
- o For each objective, four training events must be accomplished. These events help ensure that you attain prerequisite knowledge and skills, and that you can perform whatever is specified by the objective. The four events are:
 - 1) Knowledge Training,
 - 2) Knowledge Evaluation,
 - 3) Performance Training, and
 - 4) Performance Evaluation.
- The AOTS requires that you successfully complete all events for a task before you may be certified on that task. If the task is broken down into subtasks, you are required to complete all events for all subtasks before you can be evaluated on the overall task or be certified on the task.
- o The Task Breakdown screen reflects whether or not training and evaluation materials are available for an event. The following explains the types of materials that are available for an event:
 - A Knowledge Training Event can involve the reviewing of an on-line lesson, referred to as Computer Assisted Instruction (CAI), which is stored in the AOTS. If CAI has been developed, the "Materials" column will reflect "CAI". This means you will receive knowledge training for the task/subtask by taking an on-line lesson (see Section 8.2).
 - If you have already completed the CAI lesson for the task, and you are preparing for refresher training (e.g., the task requires periodic recertification), you may retake the CAI lesson by selecting the Review CAI option. The AOTS will not allow you to review CAI via this option unless you had previously completed the lesson.
 - A Knowledge Training Event can also involve the reviewing of a film or sound-on-slide presentation, or a the study of printed material (e.g., training manual, T.O., regulation).

- The AOTS stores identification data for these types of off-line materials. If training materials are identified for the task (or subtasks) by the AOTS, the "Materials" column will reflect "Available".
- If "None" is reflected under the "Materials" column for the Knowledge Training Event(s) required for the task, you need to talk with your supervisor to determine what materials you can review or study to help you attain the knowledge. Your supervisor, or designated trainer, is responsible for teaching you the knowledge and skills for all tasks for which materials are not available.
- A Knowledge Evaluation Event can involve a knowledge test, where the test administration instructions and test items (questions) exist in the AOTS. The test may be administered on line or off line. If a knowledge test has been developed, and stored within the AOTS, the "Materials" column will reflect "Available". This allows you to know in advance that you will be tested on your knowledge of the task (or subtask), using AOTS materials.
- If "None" is reflected under the "Materials" column, your supervisor, or designated evaluator, is responsible for acquiring the materials needed to evaluate your knowledge of the task (or each subtask).
- A Performance Training Event is conducted the same as training is now conducted in conventional OJT. Since performance training is normally accomplished one-on-one, and is typically demonstration and performance or drill and practice, there are no materials available within the AOTS to support this type of training event. You will see "None" reflected under the "Materials" column for this type of event.
- A Performance Evaluation Event can involve a performance test, where the evaluation materials (instructions and evaluation checklist) are stored in the AOTS. Each performance test is accomplished off line. The "Materials" column will reflect "Available" if there has been a performance test developed and stored for the task (or subtask). This allows you to know in advance that your performance will be tested using AOTS materials.
- If "None" is reflected under the "Materials" column, your supervisor or a designated evaluator, is responsible for acquiring the materials needed to evaluate your performance of the task.



STEP 5: Enter a Q (or q) and press **RETURN** to quit the task breakdown screen.

MGT054.006 1.4	Task Training Requirements For SSgt Abrams, Mark A.	22 Nov 88
1. Task ID: F18839 Status: In Progress CONDUCT A WALL SEARCH OF A SUSPECT		
2. Task ID: D88137 Status: None ORIENT NEW PERSONNEL		
3. Task ID: F88235 Status: None APPREHEND INTRUDERS OR SUSPECTS		
4. Task ID: F88237 Status: None BRIEF POST RELIEF		
Enter (B)reakdown, (R)evise status, (T)ask Search, PgDn, (Q)uit ?		
7-3-7		

The list of AFS Tasks contained in your ITR reappears on the screen. You may repeat Steps 4 and 5 for as many other tasks as you desire, or you may proceed to the following information and Step 6.

- o Once you know how a task is broken down and have a better idea as to how you will be trained and evaluated on the task, you may then want to review the status of the task. Take a careful look at the list of tasks in your ITR. The overall training status for a task is reflected at the right of the Task ID. The following table explains the three types of status for a task.

STATUS	DESCRIPTION
None	Training has not begun for the task. o Your supervisor (or your training manager or trainer) will update the AOTS when he/she wants you to begin training for the task or you may proceed with training on your own (see Section 8.2).
In Progress	Training and/or evaluation has begun, or is <u>scheduled</u> to begin, for the task. o This status only applies if the task has <u>been analyzed</u> , as the AOTS contains data that will be used to schedule and monitor the training/evaluation for the task. o This status is later explained in greater detail.
Awaiting Certification	Training has been completed and task is awaiting certification. o Once your supervisor certifies you on the task, the task is removed from your ITR and added to your Training History. <u>OR</u> Training and/or evaluation has begun for the task, however the task <u>has not been analyzed</u> by the IST. o The AOTS does not support the training nor evaluation of the task since there are no objectives, tests, nor training materials developed or identified in the system for a task that has not been analyzed. Once you have been trained and evaluated on the task, your supervisor (or other authorized personnel) updates the AOTS to reflect you have been certified on the task. At that point the task is removed from your ITR and added to your training history.

Table 7-1 Definitions of Task Status

- o Only when a task's status reflects "IN PROGRESS", can you review further data for the task. If you have such a task reflected in your ITR, you should perform Step 6.

```

MGT054.006           Task Training Requirements           22 Nov 88
1.4                  For SSgt Abrams, Mark A.

1. Task ID: F10039   Status: In Progress
CONDUCT A WALL SEARCH OF A SUSPECT

2. Task ID: D00137   Status: None
ORIENT NEW PERSONNEL

3. Task ID: F00235   Status: None
APPREHEND INTRUDERS OR SUSPECTS

4. Task ID: F00237   Status: None
BRIEF POST RELIEF

Enter (B)reakdown, (R)evlow status, (T)ask Search, PgDn, (Q)uit ?
7-3-8

```

If you do not see a task in your ITR reflecting The status of "in progress", proceed to Step 13.



STEP 6: Select the Review Status option. Enter a R (or r) and press RETURN. Then, enter the number corresponding to a task for which the status is "in progress" and press RETURN.

```

MGT054.001           Task Training Requirements           22 Nov 88
1.4                  For SSgt Abrams, Mark A. on task F10039
CONDUCT A WALL SEARCH OF A SUSPECT

Task Level  Objective  Type Event  Status
1. Term. Obj.  1274    Knowledge Training  Assigned
2. Term. Obj.  1274    Knowledge Evaluation Unassigned
3. Term. Obj.  1274    Performance Training Unassigned
4. Term. Obj.  1274    Performance Evaluation Unassigned

Enter (E)vent Display, (I)dentify Trainer/Evaluator, (Q)uit ?
7-3-9

```

Some data on this screen will appear familiar to you, as some of the same information also appeared on the Task Breakdown screen.

The next portion of this section explains the status of each event, since the other data have been explained between Steps 4 and 5 on the previous pages.

- o When an analyzed task is "in progress", one or more of the training or evaluation events is actually occurring, or is forecasted to occur. A status is provided for each event, to reflect the various stages of the event. The following provides a definition for each status:

STATUS	DESCRIPTION
Unassigned	The training or evaluation event has not yet begun. o Once your supervisor, another authorized person or the AOTS, assigns or schedules you for training or evaluation you may proceed with the event.
Assigned	The training or evaluation event has begun, or is forecasted to begin. o There is no specific time or date for the event to occur. The event is accomplished at the earliest opportunity.
Scheduled	The training or evaluation event has begun or is forecasted to take place at a specific time and date.
Complete	The training or evaluation event has been successfully accomplished.
Taken	The evaluation event has been accomplished; however you failed the knowledge test or performance evaluation. o Additional training may have to be accomplished. The evaluation event will have to be reassigned/rescheduled and reaccomplished.
Reassigned	The event has begun, or is forecasted to begin at the earliest opportunity. The event had been accomplished; however you failed the knowledge test or performance evaluation and you are required to reaccomplish the event.
Rescheduled	The event has begun, or is forecasted to begin at a specific time and date. The event had been accomplished; however you failed the knowledge test or performance evaluation and you are required to reaccomplish the event.

Table 7-2 Definitions of Event Status

- o If you are reviewing a task event which is assigned, scheduled, reassigned, or rescheduled, you may obtain further information about the event. Proceed with Step 7.

```

MGT864.881                               Task Training Requirements                22 Nov 88
1.4                                     For SSgt Abrams, Mark A. on Task F10839
CONDUCT A WALL SEARCH OF A SUSPECT

Task Level   Objective   Type Event   Status
1. Term. Obj. 1274      Knowledge Training   Assigned
2. Term. Obj. 1274      Knowledge Evaluation  Unassigned
3. Term. Obj. 1274      Performance Training  Unassigned
4. Term. Obj. 1274      Performance Evaluation Unassigned

Enter (E)vent Display, (I)dentify Trainer/Evaluator, (Q)uit ? E

7-3-10

```

If the status is unassigned, taken or complete, there is no further data you can obtain for the event and you should proceed to Step 12.



STEP 7: Select the Event display option and then enter the number corresponding to an event that is assigned, scheduled, reassigned or rescheduled.

```

MGT831.883                               22 Nov 88
1.4                                     Task Training Event 232
Task Event Identification: F10839-I-1274-Knowledge Training
Generated by: 888888888 SSgt Carpenter, Joe D.
1. Trainer: 888888885 Sgt Baker, Jane C.

2. Start Date and Time: No Schedule
3. End Date and Time: No Schedule

Number of Participants: (SSgt Abrams, Mark A.)

4. Installation:

Training Method: TEXT
SEARCH INDIVIDUALS, VEHICLES, BUILDINGS, AND AREAS
5. Description:

Enter (P)rint Event, (L)ist Resources, (Q)uit ? _

7-3-11

```

The screen illustrated at the left reflects an example of how an Event Notice appears when reviewing the notice on line.

The information that follows explains the data that appears on the notice.

- o Each on-going (or forecasted) event is identified by a unique numerical ID. This ID can be found in the title of the screen on the previous page shows (Event 232).
- At the time you were assigned (or scheduled, reassigned or rescheduled) for training or evaluation for the task (or subtask), you should have received a printed Task Training Event Notice. The Event Notice contains the same Event ID as reflected on the screen you are reviewing. Additionally, much of the other data presented on the screen are reflected on the printed Event Notice.
- The event is further identified in the following way: (using data from screen illustrated on previous page)

F10039	-	T	-	1274	-	Knowledge Training
↑		↑		↑		↑
Task ID		Task Level		Objective ID		Type of Event

NOTE: The second element in the Event ID (Task Level) indicates whether the event applies to the overall task or to a specific subtask. If the event applies to the overall task, a "T" is reflected for the Task Level; if the event applies to a subtask, a "S" followed by a numeral is reflected for the Task Level. The numeral designates the subtask to which the event applies.

- o The SSAN and name of the individual who generated the event is reflected next on the event notice. The event will be generated by your supervisor, trainer (if training event), evaluator (if evaluation event) or your training manager. Normally, task training/evaluation events will be generated by your supervisor.
- o The SSAN and name of the person responsible for ensuring the event is accomplished is also reflected on the notice.
- If the event is a training event, the person designated as your trainer for the task is reflected. If a trainer is not specified for the event, the individual who generated the event is assumed to be the trainer for the event.
- If the event is a Knowledge Training Event, the trainer will be working with you to ensure you attain the knowledge required for you to adequately achieve task performance. This help may be just referring you to reading materials, or discussing with you the information you will need to know as you start to perform the task.
- If the event is a Performance Training Event, the trainer will be working with you to ensure you have the skills required to perform the task. Additionally, your trainer is responsible for teaching you the steps required when you perform the task (or subtask) and the sequence in which you must perform those steps.

- o If the event is an evaluation event, the person designated as your evaluator for the task (or subtask) is presented on the screen. If an evaluator is not specified for the event, the individual who generated the event is assumed to be the evaluator for the event.
- If the event is a Knowledge Evaluation Event, and a knowledge test is administered off line, the evaluator acts as the test administrator/proctor and scores your results either manually, by interfacing with the AOTS or via the SCANTRON Optical Mark Reader. If there is no knowledge test available from the AOTS, the evaluator is responsible for ensuring you have attained the necessary knowledge before you begin training for the performance of the task (or subtask). The evaluator may verbally ask you questions or may develop a short quiz or test to determine whether or not you have the knowledge necessary to begin training for the performance of the task.
- If the event is a Performance Evaluation Event, the evaluator will observe your performance of the task and will annotate your accomplishments/difficulties on a Performance Evaluation Checklist, if such a checklist has been developed and stored in the AOTS. Once the event is over, the evaluator will manually score the checklist into the AOTS or will use the SCANTRON Optical Mark Reader to score the evaluation results. If a Performance Evaluation Checklist is not available in the AOTS, the evaluator reflected on the Event Notice is responsible for ensuring you possess the skills necessary for performing the task (or subtask) and that you can adequately perform the steps in the required sequence. He/she will normally observe your performance or can evaluate your performance by reviewing products or other types of results that clearly indicate you can adequately accomplish the task (or subtask).
- o If dates or times are not specified (field numbers 2 and 3 on the screen), the AOTS reflects "No Schedule". When you see "no schedule", this means the event is either assigned or reassigned, and training or evaluation should be accomplished at the earliest opportunity.
- o If dates or times are specified, it means the training or evaluation event is scheduled or rescheduled. The training or evaluation will be conducted on the dates and at the times specified.
- o If there are more persons than you accomplishing this event at one time, the number of persons will be reflected on the screen. If you are the only person accomplishing the event, your name will appear rather than a number of persons.
- o If the event is occurring at a location other than your normal job site, the place for the training or evaluation will be reflected on the screen, after the header "Installation".
- o If the generator of the event needs to advise you of any special information about the event, comments from the generator will be reflected in the "description" area of the screen (e.g., Bring pen/pencil and paper to take notes).
- o You may print the data appearing on the screen (helpful when you lose your original Event Notice). When you select the Print Event option, a prompt advises you that the print is occurring. Once you press RETURN, as prompted, you should go to the ALPS printer at your AOTS Workstation and obtain the printed event notice.

```

MGT831.883                                     22 Nov 88
1.4 Task Training Event 232
Task Event Identification: F18839-T-1274-Knowledge Training
Generated by: 888888888 SSgt Carpenter, Joe D.
1. Trainee: 888888885 Sgt Baker, Jane C.

2. Start Date and Time: No Schedule
3. End Date and Time: No Schedule

Number of Participants: (SSgt Abrams, Mark A.)

4. Installation:

Training Method: TEXT
SEARCH INDIVIDUALS, VEHICLES, BUILDINGS, AND AREAS
5. Description:

Enter (P)rint Event, (L)ist Resources, (Q)uit ? L
7-3-12

```

You should review the performance resources and the training or evaluator resources that will be used to accomplish the event. The resources are explained in the next few steps.



STEP 8: Select the List Resource option. Enter L (or l) and press **RETURN**.

```

MGT831.883                                     22 Nov 88
1.4 Resources

Display (P)erformance Resource List, (T)raining Resource List, (Q)uit ? P
7-3-13

```

The screen illustrated at the left provides two options which pertain to the types of resources required when accomplishing the event.

- o If the event is a training event, the types of resources include performance and training.
- o If the event is an evaluation event, the types of resources include performance and evaluator.



STEP 9: Select the Performance Resource List option, to review the resources that are required when you perform this task (or subtask). Enter P (or p) and press **RETURN**.

```

NGT031.002                22 Nov 88
1.4                Performance Resource List        OVERWRITE

1. HANDCUFFS WITH KEYS

(Q)uit ? >                q

7-3-14

```

The screen illustrated here represents examples of performance resources. This list helps identify the kinds of knowledge and skills you should have when performing the task (e.g., when a Consolidated Tool Kit (CTK) is required for a maintenance task, it is assumed you have been trained and therefore, you should know how to use - and why you would use - the tools required by the task).



STEP 10: Enter a Q (or q) and then press **RETURN** to quit the Performance Resource List.



STEP 11: Enter a Q (or q) and then press **RETURN** to quit the Event notice screen.

```

NGT064.001                22 Nov 88
1.4                Task Training Requirements
                  For SSgt Abrams, Mark A. on Task F10039
CONDUCT A WALL SEARCH OF A SUSPECT

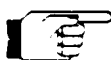
  Task Level  Objective  Type Event  Status
1. Term. Obj.   1274    Knowledge Training  Assigned
2. Term. Obj.   1274    Knowledge Evaluation Unassigned
3. Term. Obj.   1274    Performance Training Unassigned
4. Term. Obj.   1274    Performance Evaluation Unassigned

Enter (E)vent Display, (I)dentify Trainer/Evaluator, (Q)uit ? Q

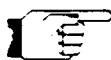
7-3-15

```

You may continue reviewing the status of any other event that is reflected as "assigned", "scheduled", "reassigned" or "rescheduled", by repeating Steps 7-11. Once you have completed your review of the event notices, proceed to Step 12.



STEP 12: Enter a Q (or q) and then press **RETURN** to quit the Task Training Requirements Events Status screen.



STEP 13: Enter a Q (or q) and then press **RETURN** to quit the Task Training Requirements screen.

```

MGT030.002      Individual Training Requirements      22 Nov 88
1.4             Select Type of Training to Review

                1. AFS Task
                2. Ancillary
                3. Additional Duty
                4. Contingency
                5. ECI/CDC
                6. PME
                7. Formal Training
                8. Quit This Menu

                Select Option: 2

7-3-16
  
```

While the AOTS directly supports and monitors training for AFS tasks, it also monitors other training requirements. You should review the requirements in each category, by selecting one option at a time.

The next portion of procedures illustrates one type of other training requirement; the other types function in the same manner, with the exception of the ECI/CDC option (which is explained later).



STEP 14: Select the Ancillary option. Enter a 2 and then press **RETURN**.

```

MGT054.001      Ancillary Course Requirements      22 Nov 88
1.4             For SSgt Abrams, Mark A.

1. Course: AT0001      Status: Scheduled
   Title: Chemical Warfare Defense Training For High Threat Areas

2. Course: AT0010      Status: Unassigned
   Title: Base populace Briefing

3. Course: AT0006      Status: Unassigned
   Title: Crime Prevention Training

Enter (E)vent display, (Q)uit ? _

7-3-17
  
```

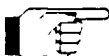
Unlike task training requirements, most other training requirements have only one event that applies to the requirement. Since "other training" is typically conducted by agencies outside of the workcenter, the AOTS only maintains the scheduling and completion data for these types of training requirements.

- o Only one event (Training Event) applies to each course listed in your ITR. The event will either be:
 - Unassigned (training not forecasted nor begun),
 - OR -
 - Scheduled (training has begun or is forecasted to begin on a specific date and at a specific time)

- o Once a training event has been completed, your supervisor or training manager will update the AOTS database to reflect your completion, and the training requirement will then be removed from your ITR and added to the courses listed in the training history portion of your ATR.
- o If an event is scheduled, you may obtain additional information for the event by selecting the Event Display option.
- If an event is unassigned, there is no further data you may obtain from the AOTS for the requirement. Review the Ancillary Courses listed in your ITR. If none are designated as "scheduled", you need to proceed to Step 17.

MGT054.001 1.4	Ancillary Course Requirements For SSgt Abrams, Mark A.	22 Nov 88
1. Course: AT0001	Status: Scheduled	
Title: Chemical Warfare Defense Training For High Threat Areas		
2. Course: AT0010	Status: Unassigned	
Title: Base populace Briefing		
3. Course: AT0006	Status: Unassigned	
Title: Crime Prevention Training		
Enter (E)vent display, (Q)uit ? E		
7-3-18		

The example illustrated at the left reflects a "scheduled" training requirement. If your ITR includes a course reflected as scheduled, proceed to Step 15.



STEP 15: Select the Event Display option. Enter an E (or e) and press RETURN. Then enter the number corresponding to a Training Requirement that is "scheduled" and then press RETURN.

NGT831.883	13 Dec 88
1.5 Ancillary Course Event 399	
Course Identification: AT8881	
Generated by: 888888888 SSgt Carpenter, Joe D.	
1. Start Date and Time: 15 Dec 1988 0800	
2. End Date and Time: 15 Dec 1988 1100	
Number of Participants: (SSgt Abrams, Mark A.)	
3. Training Agency: 67TFW Disaster Preparedness Office	
4. Installation: Bergstrom AFB, TX	
5. Description:	
Enter (P)rint Event, Complete (E)vent, (Q)uit ? Q	
7-3-19	

The Event Notice for other training requirements looks very similar to the Event Notice for an AFS task.

- o Since there is no job-site training nor evaluation conducted for this type of training requirement, there is no Trainer or Evaluator specified, nor are there resources identified for the event.
- o Since the event is not conducted at the job-site, the "Training Agency" is identified.
- o You should have received a hard copy of this Event Notice, when the training was originally scheduled by your supervisor or training manager. If you lost the original event notice, you may print another copy of the notice by selecting the Print Event Notice option.



STEP 16: Enter an Q (or q) and press **RETURN** to quit the Event Notice screen.

```

MG7054.001      Ancillary Course Requirements      22 Nov 88
1.4              For SSgt Alex J. Mark A.

1. Course: AT0001      Status: Scheduled
   Title: Chemical Warfare Defense Training For High Threat Areas

2. Course: AT0018      Status: Unassigned
   Title: Base populace Briefing

3. Course: AT0006      Status: Unassigned
   Title: Crime Prevention Training

Enter (E)vent display, (Q)uit ? Q

7.3-19A

```

You may continue reviewing event notices for each of the Ancillary Courses that are "scheduled", by repeating Steps 15 and 16. Once you have completed your review of your ancillary course requirements, proceed to Step 17.



STEP 17: Enter a Q (or q) and then press **RETURN** to quit the Ancillary Course Requirements screen.

```

MG7038.002      Individual Training Requirements      22 Nov 88
1.4              Select Type of Training to Review

1. AFS Task
2. Ancillary
3. Additional Duty
4. Contingency
5. ECI/CDC
6. PME
7. Formal Training

q. Quit This Menu

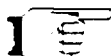
Select Option: Q_

7.3-20

```

You should continue to review the other training requirements data contained in your ITR by repeating Steps 14-17 (you need to substitute the option/word "Ancillary" with the type of training requirement you select). Once you complete your review, proceed to Step 18.

- o When you select the ECI/CDC option, however, there is no further data than the Course ID and status of the training. The status will be either: Unassigned (you have not begun training using your CDC volumes) or Assigned (one or more CDC volumes have been issued to you, and/or you have completed one or more CDC volumes).



STEP 18: Enter a Q (or q) and then press **RETURN** to quit the Type of Training Requirement screen.

```

MGT838.818      Individual Training Requirements      22 Nov 88
1.4              Assignment Review and Generation

1. Display Individual Training Requirements
2. Display Training Schedule
3. Proceed With Training
4. Position Qualification Status Information
5. Print Training Requirements
6. Print Training Schedule
7. Print Position Qualification Status
8. Access General ITR

q. Quit This Menu

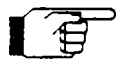
Select Option: 5

Print request submitted with ID 18
Press <return> to continue...

7-3-21A

```

The next step pertains to printing your ITR data. ITR data is always printed with your Task Training Requirements listed first, followed by the other training requirements. The task or course ID, task or course description, and the status of the events for each task or course will be printed, just as they appeared on the screens you reviewed.



STEP 19: Select the Print Training Requirements Option. Enter a 5 and press RETURN.

NOTE: This option is the 5th option for some users and the 4th option for other users. Review the screen carefully to ensure you select the correct option.

- o You will see a prompt advising you that the print is occurring. After you press RETURN as prompted, you should go to the ALPS printer at your AOTS Workstation and obtain your printed product. This product is normally more than one page of data.

```

MGT838.818      Individual Training Requirements      22 Nov 88
1.4              Assignment Review and Generation

1. Display Individual Training Requirements
2. Display Training Schedule
3. Proceed With Training
4. Position Qualification Status Information
5. Print Training Requirements
6. Print Training Schedule
7. Print Position Qualification Status
8. Access General ITR

q. Quit This Menu

Select Option: 2_

7-3-22

```

The other data accessed and processed by the ITR Editor are training schedule data.

Based on the status of each individual training requirement, your current training schedule is always available for your review.



STEP 20: Enter a 2 and press RETURN to review your Training Schedule option.

- o If no task training or other types of training are currently assigned, scheduled, reassigned or rescheduled, you will see the following prompt:

No schedule yet exists for (your rank/name)
Press Return to continue.....

Since you are not forecasted for training, the AOTS cannot automatically generate a schedule for you. There are no data to review or print; proceed to Section 7.4.

MGT848.881		Training Schedule for SSgt Abrams, Mark A.	22 Nov 88
1.4	Event	Start/End Time	Training Type/Identification
1.	88176		Task Training
			F18838-Y-645-Knowledge Training
2.	88177		Task Training
			F18838-Y-645-Knowledge Evaluation
3.	88232		Task Training
			F18839-Y-1274-Knowledge Training
4.	88227	15 Dec 1988 0800	Ancillary Courses
		15 Dec 1988 1800	AT8881
Enter (E)vent Display, (Q)uit ? Q			
7-3-23			

An example of a Training Schedule is illustrated at the left. Each task training and evaluation event is listed first. Training events for other training requirements are then listed.

- o If an event is assigned or reassigned, there are no Start/End Times. The event occurs at the earliest opportunity, or is actively occurring at this time.
- o If an event is scheduled or rescheduled, dates and times when the event will be conducted appear under the Start/End Time column.
 - If the start and end times have expired, it usually means your supervisor (or any other person who originally generated the event) has not yet updated your completion of the event.
 - If the start time has expired and the end time hasn't, it usually means the event is actively occurring at this time.
 - If the start/end times are in the future, you should use the schedule to remind you of the event so you may prepare for the event (if necessary).

- o You may obtain further data for each event listed on your training schedule. If you select the Event Display option, you can review and print the event notice that corresponds to the event. The screens you see are the same screen you viewed in Steps 7-11 when reviewing your ITR.
- If you want to review an event notice complete Steps 7-11, then proceed to Step 21 below.



STEP 21: Enter a Q (or q) and press **RETURN** to quit the Training Schedule Screen.

PGT838.818 1.4	Individual Training Requirements Assignment Review and Generation	22 Nov 88
1. Display Individual Training Requirements 2. Display Training Schedule 3. Proceed With Training 4. Position Qualification Status Information 5. Print Training Requirements 6. Print Training Schedule 7. Print Position Qualification Status 8. Access General ITR q. Quit This Menu		
Select Option: 6		
7-3-24		

You may print your training schedule by selecting the respective option on the screen illustrated at the left.



STEP 22: Select the Print Training Schedule Option. Enter a 6 and press **RETURN**.

NOTE: This option is the 6th option for some users and the 5th option for other users. Review the screen carefully to ensure you select the correct option.

- o A prompt appears on the screen to advise you the print request has been generated by the AOTS. Once you press Return as prompted, you should go to the ALPS Printer at your AOTS Workstation to obtain your printed training schedule (it may take a few moments to print). The schedule will appear exactly as it did on the training schedule screen you reviewed earlier.



STEP 23: Enter a Q (or q) and then press **RETURN** to quit the ITR Assignment Review and Generation Menu.

7.4 Print Your ATR

NOTE: From the time you press **RETURN** for a hard copy printout of your ATR, there will be a short delay before the printer actually starts to print. This delay can range from a few seconds to several minutes depending upon the number of users on AOTS at any given time. Please be patient; and if you think your printer is having a problem, call the AOTS hotline HELP number.

```
MGT832.005      Airman Training Record (ATR) Manager      22 Nov 88
1.0             Training Record for SSgt Abrams, Mark A.

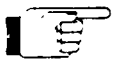
                1. Individual Training Requirements
                2. Personnel Data
                3. Training History Data
                4. Access Level
                5. Change Password
                6. Supervision List
                7. Print a Training Record
                8. Print Supervision List

                q. Quit This Menu

                Select Option: 7_

7-4-1A
```

Many times you will review specific data in your ATR on line; while other times you will find it easier to review information once it is printed (especially true when you want to review all of the data contained in your ATR).



STEP 1: Select the Print Training Record Option. Enter a 7 and press **RETURN**.

NOTE: This option is the 7th option for some users and the 6th option for other users. Review the screen carefully to ensure you select the correct option.

MGT832.881		Airman Training Record (ATR) Manager		22 Nov 88	
1.8		Print Menu			
1. Print All				Do Not Print	
2. Print General Training Data				Do Not Print	
3. Print Training History				Do Not Print	
4. Print Qualification Status				Do Not Print	
5. Print ITR				Do Not Print	
6. Print Schedule				Do Not Print	
7. Print Personnel Data				Do Not Print	
8. Begin Printing				No	
Select Print Option					
Use <cursor> keys, or <(Enter <field number>, <q> quit) & <return>> 1					
7-4-2					

Just as ATR information is sorted when you review screens, the information is sorted when you print your training record.

- o The top seven options pertain to specific ATR data which you can select to have printed.
 - When you select an option, the respective "Do Not Print" changes to reflect "Print". Your selection acts as a toggle in that you may re-select the same option and toggle the value back to "Do Not Print".
 - When you select option 1 (Print All), each "Do Not Print" changes to reflect "Print".
 - If you do not want to print all of the information, you may select one or more options by selecting one number at a time, the numbers corresponding to the data you want printed.



STEP 2: Select the ATR Data you want to print. Enter the number(s) corresponding to the desired ATR data and press **RETURN**. (In our example, we selected Option 1, to print all data.)

```

MG7832.001      Airman Training Record (ATR) Manager      22 Nov 88
1.8              Print Menu

1. Print All                      Print
2. Print General Training Data    Print
3. Print Training History         Print
4. Print Qualification Status     Print
5. Print ITR                     Print
6. Print Schedule                Print
7. Print Personnel Data           Print
8. Begin Printing                 No

                Select Print Option

                Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)) 8
7-4-3

```

Once you have selected the data, you then select the begin printing option (the respective "No" changes to "Yes").

If you change your mind and you don't want to print, you can quit the screen (instead of selecting the Begin Print option) and your data print selections will be ignored by the AOTS.



STEP 3: Enter a 8 and press **RETURN**. Your print will start within a few moments. (See the note at the beginning of this section.)

```

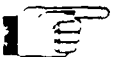
MG7832.001      Airman Training Record (ATR) Manager      22 Nov 88
1.8              Print Menu

1. Print All                      Print
2. Print General Training Data    Print
3. Print Training History         Print
4. Print Qualification Status     Print
5. Print ITR                     Print
6. Print Schedule                Print
7. Print Personnel Data           Print
8. Begin Printing                 Yes

                Print request submitted with ID 21
                Press <return> to continue...
7-4-4

```

A prompt will soon appear on the screen advising you that the print request was generated by the AOTS.



STEP 4: Press **RETURN** as prompted.

```

MGT832.885      Airman Training Record (ATR) Manager      22 Nov 88
1.8             Training Record for SSgt Abrams, Mark A.

                1. Individual Training Requirements
                2. Personnel Data
                3. Training History Data
                4. Access Level
                5. Change Password
                6. Supervision List
                7. Print a Training Record
                8. Print Supervision List

                q. Quit This Menu

                Select Option: Q_

7-4-5

```

The ATR Manager Main Menu reappears on the screen (as illustrated at the left).

- o The remainder of this section provides you with illustrations of printed ATR data.
- o If you want to change your AOTS password, you may proceed to Section 7.5. If you don't want to change your password, proceed to Step 5.



STEP 5: Enter a Q (or q) and then press **RETURN** to quit the ATR Manager Main Menu. The AOTS Primary Access Menu will appear on the screen where you may quit and log off the system or where you may select another function addressed in this handbook.

- o The printing of your ATR can take a few minutes. You need to obtain your ATR from the ALPS Printer at your AOTS Workstation or your assigned printer.

The following few examples illustrate the printed portions of your ATR:

12 Dec 88

AOTS Training Information - General Data
SrA Adams, Pat A.

General Training History

Training Status Code: R
Date Entered/Completed/Withdrawn UST:
Date Entered/Completed/Withdrawn Training: 30 Sep 1986
Date Entered/Completed Position Qualification Training:
Date Initially Entered Re-Training:
Education Level: D
ASVAB Administrative Score: 94
ASVAB Mechanical Score: 90
ASVAB Electronics Score: 95
ASVAB General Score: 96
Reading Achievement Score 1: 129
Date Tested 1: 01 Oct 1985
Reading Achievement Score 2: 125
Date Tested 2: 01 Oct 1985
Typing Test Score:
Date of Typing test:

7-4-6

When General Training Data are printed, the data appear as the screen at the left illustrates.

19 Dec 88		AOTS Training Information - History of AFS Tasks SrA Adams, Pat A.	
Task Training History			
ID: F10040	Version: 4	Date_Certified: 22 Nov 1988	
CONDUCT A KNEELING SEARCH OF A SUSPECT			
Trainer:	888888885 Baker, Jane C.	Sgt	
Evaluator:	888888886 Bradberry, Allen K.	MSgt	
Certifying Official:	888888888 Carpenter, Joe D.	SSgt	
Installation: BERGSTROM AFB, TX			
ID: F10038	Version: 5	Date_Certified: 04 Nov 1988	
DEPLOY IN RESPONSE TO AN ALARM SIGNAL			
Trainer:	888888885 Baker, Jane C.	Sgt	
Evaluator:	888888886 Bradberry, Allen K.	MSgt	
Certifying Official:	888888884 Abrams, Mark A.	SSgt	
Installation: BERGSTROM AFB, TX			

When you print your Training History data, the AOTS separates the printout by each category of training. A separate page is printed for each of the following categories:

- AFS Tasks,
- Ancillary Courses,
- Additional Duty Courses,
- Contingency Tasks,
- ECI/CDC Courses,
- PME Courses and
- Formal Training Courses.

(AFS tasks are illustrated at the left.)

- o There may be more than one page of data for a category of training.
- o If you haven't completed any training for a category, the AOTS advises you on the printout that no history (for that type of training) exists.

19 Dec 88		AOTS Training Information - Qualification Status SrA Adams, Pat A.		
Task ID	Task Stmt Version	Date Certif	Recert Due	Status
A00002	ASSIGN PERSONNEL TO DUTY POSITIONS 4	04 Nov 1988		Certified
B00037	CONDUCT STAFF MEETINGS 3	04 Nov 1988		Certified
F10004	INSPECT FIXED POST FOR DISCREPANCIES 3			Awaiting Cer
F00278	FIRE WEAPONS TO MAINTAIN QUALIFICATION 4		08 Jun 1989	In Progress
F10039	CONDUCT A WALL SEARCH OF A SUSPECT 5	02 Dec 1988	02 Dec 1989	Certified
O10999	PERFORM OPERATOR MAINTENANCE ON AN M-16 RIFLE 5		08 Dec 1989	In Progress
F10040	CONDUCT A KNEELING SEARCH OF A SUSPECT 4		22 Nov 1989	In Progress
F10038	DEPLOY IN RESPONSE TO AN ALARM SIGNAL 5		04 Nov 1989	In Progress

The Qualification Status data indicates those tasks you must perform while you are serving in your current duty position.

If you are already position-qualified, the AOTS will advise you on the printout that no qualification status data exists.

- o Before the AOTS was available to workcenters, the following actions occurred:
 - Information was collected from your supervisor regarding tasks you are certified to perform, tasks required to be performed in your duty position, etc.

- Data from the Personnel Data System (PDS), such as your CAFSC, DAFSC, Duty Title, Duty Position Number, etc., were loaded into AOTS. (Your personal data are updated periodically; either weekly or monthly.)
- o Based on the information collected and the personnel data updated from the PDS, the Instructional Systems Team (IST) and other AFHRL personnel updated data into the AOTS.
 - Your training history was updated.
 - This process involved accessing the training history portion of your ATR and certifying the tasks you can perform.
 - The task requirements for your duty position were also updated.
 - This process involved the creation of an Operational Position Task Requirements (OPTR), which is a list of tasks performed in a duty position and a list of other training courses that must be completed while performing in that duty position. An OPTR was created for the position you are currently assigned against, according to your position number and duty title updated from the PDS.
- o Once the IST completed the update of your training data and the position data, an automated training needs diagnosis was performed using the AOTS. This diagnosis process is referred to as a Qualification Assessment. The AOTS compared the tasks you are certified on and the training you have completed (i.e., your training history data) with the tasks and training requirements listed in the OPTR.
 - Within the AOTS, as part of the Qualification Assessment process, you were assigned against the OPTR. The results of the qualification assessment/assignment process produced your Individual Training Requirements (ITR).
- o The tasks listed for your Qualification Status are the same as the tasks listed on the OPTR you are assigned against. The list is normally in the same order as the respective OPTR list.
 - If you are certified to perform a task, the date you were certified is reflected, and the status for the task is reflected as "certified". Remember, certified tasks are those listed in the training history portion of your ATR.
 - If the status of a task is "None", "In Progress" or "Awaiting Certification", the task is listed in your ITR. Refer to Table 7.1 if you need a definition of each task status. Remember, tasks listed in your ITR are those you must complete training for, be evaluated on and be certified on.
 - The Qualification Status data help you determine how many (and which) tasks you require training for in order to become fully position-qualified. Once you can perform all the tasks listed and you are certified for each task, your Qualification Status data will no longer exist.

Your ITR data prints in two parts:

- 1) Your task training requirements (top illustration on this page)
- AND -
- 2) Your other training requirements (lower illustration on this page)

19 Dec 88	AOTS Training Information - Requirements				Page 11
SrA Adams, Pat A.					
Task ID: F10004					Awaiting Certification
INSPECT FIXED POST FOR DISCREPANCIES					
Task ID: F00278					
FIRE WEAPONS TO MAINTAIN QUALIFICATION					
Task Level	Objective	Type	Event	Status	
Term. Obj.	1774	Knowledge	Training	Complete	
Term. Obj.	1774	Knowledge	Evaluation	Assigned	
Term. Obj.	1774	Performance	Training	Unassigned	
Term. Obj.	1774	Performance	Evaluation	Unassigned	
Task ID: Q10999					
PERFORM OPERATOR MAINTENANCE ON AN M-16 RIFLE					
Task Level	Objective	Type	Event	Status	
Term. Obj.	174	Knowledge	Training	Complete	
Term. Obj.	174	Knowledge	Evaluation	Complete	
Term. Obj.	174	Performance	Training	Complete	
Term. Obj.	174	Performance	Evaluation	Assigned	
Task ID: F10039					None
CONDUCT A WALL SEARCH OF A SUSPECT					
Task ID: F00240					None
CONDUCT BUILDING SECURITY CHECKS					

For task training requirements, the status of the task is reflected ... for analyzed tasks the status of each event is reflected. Table 7.2 provides a definition of each task training event status.

19 Dec 88	AOTS Training Information - Requirements	
	SrA Adams, Pat A.	
Course Id/Title	PDS Code	Status
***** Ancillary Courses		
AT0001		Scheduled
Chemical Warfare Defense Training For High Threat Areas		
AT0003		Scheduled
Explosive Ordnance Recognition Training		
AT0006		Unassigned
Crime Prevention Training		
AT0007		Unassigned
Protection of the President (ANG-MHICS 436)		
AT0010		Unassigned
Base Population Briefing		
AT0030		Unassigned
Standards of Conduct		
***** Additional Duty Courses		
AD0016		Unassigned
Emergency Power Generator Operator		
AD0018		Unassigned
Accident Briefing		
***** Contingency Tasks		
No Contingency Tasks Required		
***** ECI/CDC Courses		
81150		Unassigned

For other training requirements, the Course ID, Course Title and status are reflected for each requirement (either Unassigned or Scheduled).

Event	Start/End Time	Training Type/Identification
00407		Task Training O10999-T-174-Performance Evaluation
00444		Task Training F00278-T-1774-Knowledge Evaluation
00343	10 Dec 1988 1500	Ancillary Courses AT0003
00220	10 Dec 1988 1600	
	15 Dec 1988 0800	Ancillary Courses
	15 Dec 1988 1000	AT0001

Figure 7.1 Training Schedule

Your current Training Schedule appears like the schedule as shown in Figure 7.1. Just as they were listed when you reviewed your schedule, the task events are listed first and the other training events are then listed.

If there are no events assigned, scheduled, reassigned or rescheduled, the AOTS advises you on the printout that no schedule currently exists for you.

13 Dec 88

AOTS Training Information - Personnel Data
Sra Adams, Pat A.

Page .

PERSONNEL INFORMATION

Name: Adams, Pat A.
Grade: E-4
SSAN: 888-88-8881
DOB: 15 Sep 1967
TAFMSD: 01 Oct 1985
DOS: 30 Sep 1989
Enlistment Category: 1

AFSC INFORMATION
81150

Primary:
Second:
Third:
Fourth:
Control: 81150
Duty: 81150

POSITION INFORMATION

Position Number: 8118112
Record Status: 20
Duty Status: 10
Title: AEROSPACE SECURITY SPECIALIST
Phone Ext: 2604
Date Arrived Station: 22 Feb 1986
Date Assigned Station: 22 Feb 1986

ORGANIZATION INFORMATION

Unit: 67th Security Police Squadron
Installation:
Location ID: BJHZ
PAS Code: BH0TFM05
FAC Code: 435300

Figure 7.2 Example of Your Personnel Data Printout

Your personnel data printout is illustrated in Figure 7.2 above. Remember, most of this data originates from the Personnel Data System (PDS) and any incorrect data will need to be reported to your supervisor so that he/she can report or revise the incorrect data.

7.5 Change Your AOTS Password

MG7832.885 Airman Training Record (ATR) Manager 22 Nov 88
1.8 Training Record for SSgt Abrams, Mark A.

1. Individual Training Requirements
2. Personnel Data
3. Training History Data
4. Access Level
5. Change Password
6. Supervision List
7. Print a Training Record
8. Print Supervision List
- q. Quit This Menu

Select Option: 5_

7-5-1

If you no longer like your AOTS password, or if you feel that another user has seen or tried to use your password, you may want to change it.



STEP 1: Select the Change Password Option. Enter a 5 and press **RETURN**.

Please Enter Your Old Password => _

7-5-2

At this point you type in your old (current) password. You will not see the password as you type because it is masked.

If you enter your current password incorrectly, the following prompt appears on the screen:

User Authorization failed
Press <return> to continue....

When you press return as prompted, the ATR Manager Main Menu reappears, and you must repeat Steps 1 and 2 if you want your password changed.



STEP 2: Enter your "old" password and press **RETURN**.

```
SUP024.001          Password Generation          ZZ Nov 88
1.0                Select Options

1. R0FYQ0EU
2. K1UWUZUP
3. VV1WCCUK
4. YZZPQUJP
5. FDSPOUMA
6. JAXTLAUZ
7. UUEQIUBB
8. UTKVHBUL
9. OBNIQYZX
10. GZGUVSU

Please enter your new password =>
New :

7-5-3
```

Once you correctly enter your current password, a list of 10 new passwords appears. To select a new password, complete steps 3-6.



STEP 3: Review the list of passwords and select the one you want for your new password.

- o If you do not like the list of passwords presented, press **RETURN** and another list of passwords will be displayed.
- o If you do not complete Step 3 and the remaining steps within 60 seconds, a new list of passwords is automatically displayed for you to choose from; and you will have to repeat the Change Password steps, beginning at Step 3.



STEP 4: **WRITE DOWN THE PASSWORD YOU SELECTED.** Remember to place it in a safe place so that other users cannot obtain and use your password.



STEP 5: Enter the Password you wrote down and then press **RETURN**. Be sure to enter the password exactly as you have it written down.

- o You will not see the password as you type it. If you make a typing mistake in your entry, a new list of passwords is automatically presented. You cannot keep the password you selected, and you must repeat the Change Password procedures, beginning at Step 3.

```

SUP824.881                Password Generation                22 Nov 88
1.8                        Select Options

1. R0FYQ0EW
2. E1VMUZUP
3. VVIMCCKK
4. YZZPQUJP
5. FDSPOUMA
6. JAXTLAUZ
7. UURQIUDB
8. UIKXHBUL
9. OBNIQYZX
10. GZGUVSU

Please enter your new password =>
New :
Please verify your new password =>
Verification : _

7-5-6

```

If you correctly entered a password contained on the list you are reviewing, you will then need to enter the same password again, to verify your password selection.



STEP 6: Enter the new password (again) and press **RETURN**. Be sure to enter it exactly as you have it written down.

- o If you enter the password incorrectly at Step 6, you will see the following prompt:
 Verification of New Password failed
 Press <return> to continue....

Once you press **RETURN** as prompted, a new list of 10 passwords appears on the screen. You cannot keep the password you had previously selected, and you must repeat the Change Password procedures, beginning at Step 3.

```

MGT832.885                Airman Training Record (ATR) Manager    22 Nov 88
1.8                        Training Record for SSgt Abrams, Mark A.

1. Individual Training Requirements
2. Personnel Data
3. Training History Data
4. Access Level
5. Change Password
6. Supervision List
7. Print a Training Record
8. Print Supervision List
q. Quit This Menu

Select Option: _

7-5-7

```

If you entered the password correctly the second time, the ATR Manager Main Menu reappears on the screen (as illustrated at the left). The next time you LOGON, you must use your new AOTS password, or you will not gain access into the AOTS.

THE LAST STEP

When you are finished reviewing or printing your ATR data, or changing your AOTS Password, you will continue to QUIT the screens until you return to the AOTS Primary Access Menu, where you may QUIT to log off the AOTS, or you may choose other options addressed elsewhere in this handbook.

8 TRAINEE FUNCTIONS

This section is for the trainee user of AOTS.

8.1 Access Task Data

As a trainee, you will find a frequent need to review or print various types of information for tasks you perform in your current duty position. You will be working with the Master Task List (MTL) Editor each time you need to obtain task data from the AOTS.

Task data will help you prepare for the training you will receive for the tasks you perform in your duty position. Normally, you will obtain task data for one task at a time. There are more than 20 types of data you can obtain for a task. The list below identifies the data you will most often access:

- o Subtasks and activities, which are the breakdowns of the task into sequential performance steps you will be trained on and required to accomplish,
- o Knowledge and skills you must possess in order to learn or perform the task,
- o Behavioral Objectives you must achieve regarding your knowledge, skills and performance of the task,
- o Training Materials you can review or study which will increase your knowledge of the policies or procedures pertaining to the task,
- o Publications you can review off line, which contain information governing the performance of the task, and
- o Resources you will use when learning/performing the task.

The amount of data available for a task varies from task to task. Not all types of data are available for every task:

- o For tasks not trained at the job site by means of OJT, there is limited data available within the AOTS.
- o For many tasks that are trained by means of OJT, a comprehensive task analysis was conducted by members of the Instructional Systems Team (IST) at Bergstrom AFB.
 - Once the task analysis results were updated into the system, the IST developed further task data for each analyzed task. Behavioral objectives, knowledge tests, performance tests/evaluations and training materials were some of the kinds of data which have been developed and updated for analyzed tasks.

- o Task analysis, task data entry and training/evaluation development will continue throughout the AOTS test period; therefore, some data for some tasks may not be available at the time you access the task data. When data for a task are not available from the AOTS, you are responsible for using other means to obtain the data.

Normally, you will be accessing task data so that you can learn as much about a task as possible before beginning your training for the task. You can use Training Event Notices, your Training Schedule or your ITR to help you determine the tasks for which you require training; therefore, for which task(s) you should be obtaining data. The following explains how to use AOTS products to help determine the task(s) for which you should obtain task data:

- o A Training or Evaluation Event Notice is automatically generated and printed each time anyone assigns, schedules, reassigns or reschedules you for an event. Remember, there are four required events which pertain to a task: Knowledge Training, Knowledge Evaluation, Performance Training and Performance Evaluation.
 - Knowledge Training is the first event you will normally complete for a task, therefore you should review the task data when you receive a Knowledge Training Event Notice. If you print the task data, you can save the printout and later refer to the data when preparing for the remaining events that apply to that task. If you review the task data on line, you should review the data again when preparing for the remaining events that apply to the task.

19 Dec 1988

To: SPAD (SrA Adams, Pat A.)

Subject: Assignment to Event 446 - Task Training

You have been assigned as a trainee in the Task Training event described below.

Event 446 - Task Training
F10039T-1274-Knowledge Training

CONDUCT A WALL SEARCH OF A SUSPECT

Generated by: SSgt Abrams, Mark A.
Trainer: Sgt Baker, Jane C.

Method of Training: Text
ESBI D-10 : SEARCH INDIVIDUALS, VEHICLES, BUILDINGS, AND AREAS

Location:

Description:

Performance Resources Required:
HANDCUFFS WITH KEYS

Figure 8.1 Training Event Notice

Figure 8.1 is an example of a Training Event Notice. The Task ID that applies has been circled to help you identify its location on the notice.

- If the Training Event was assigned or reassigned, the Event Notice will not contain scheduled start and end times, and you should obtain task data as soon as possible to begin your knowledge training. (The example above illustrates an assigned event.)
- If the event was scheduled or rescheduled, you may access task data at your convenience. However, you should use the start time on the notice to determine the timeframe you have in which to access the task data before you begin training for the task.

- o Your Training Schedule reflects all of your forecasted training at the time you review the schedule. For each task event listed on your schedule, you should have received an Event Notice. If you do not obtain task data at the time you initially receive an Event Notice, you may review your training schedule to help you determine task(s) for which you should obtain task data.

19 Dec 88		Current Training Schedule for SrA Adams, Pat A.	
Event	Start/End Time	Training Type/Identification	
00407		Task Training 010999-T-174-Performance Evaluation	
00444		Task Training F00278-T-1774-Knowledge Evaluation	
00446		Task Training F10039-T-1274-Knowledge Training	
00348	10 Dec 1988 1500	Ancillary Courses	
	10 Dec 1988 1600	AT0003	
00220	15 Dec 1988 0800	Ancillary Courses	
	15 Dec 1988 1000	AT0001	

8-1-2

The illustration at the left is an example of a Training Schedule. (Section 7 of this handbook provides you with the procedures for obtaining your AOTS data, which includes your Training Schedule.)

- o You may review your ITR at any time and obtain task data for any task listed on your ITR. Remember, your ITR lists those tasks for which you must be trained. If you want to get a jump on your future training requirements, you may choose to access task data before your OJT begins for a task. By reviewing your ITR you will know which tasks you will be trained on and, therefore, the tasks for which you would obtain data.

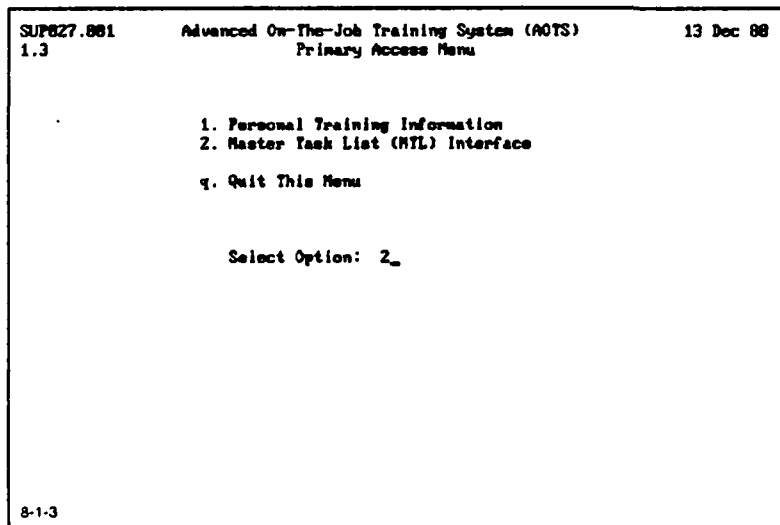
This section has been divided into two parts. If you want to review task data on line, complete Steps 1 through 3 and then refer to Part A of this section. If you want to print task data, complete Steps 1 through 3 and then refer to Part B of this section.

- o Parts A and B address only the specific data you normally will use as a trainee. To learn more about the other task data not covered in this section, refer to the on-line HELPs.

**BEFORE YOU CAN BEGIN ACCESSING TASK INFORMATION,
YOU NEED TO DETERMINE THE FOLLOWING:**

The ID(s) of the task(s) for which you want to obtain information.

- o Within the AOTS, tasks and task data have been sorted by Task ID. A Task ID is a six digit code, where the first character is always a letter and the remaining five characters are numbers.
- o You will find Task IDs listed on each Event Notice you receive, on your Training Schedule, and in your ITR.
- o You will need to determine what task(s) you want to access, before any task data can be obtained, since you will be inputting the Task ID(s) as part of the process. Normally, you will be accessing task data for one task at a time.



SUP827.881 Advanced On-The-Job Training System (AOTS) 13 Dec 88
1.3 Primary Access Menu

1. Personal Training Information
2. Master Task List (MTL) Interface
q. Quit This Menu

Select Option: 2_

8-1-3

All users' access into task data are initially through the MTL interface option listed on the AOTS Primary Access Menu.

The illustration at the left represents the menu seen by a person when his/her User Type is TRAINEE. Depending on your User Type(s), the MTL Interface option appears as the second or third option on this menu.



STEP 1: SELECT THE MASTER TASK LIST (MTL) INTERFACE OPTION. Enter 2 (or 3) and press **RETURN**.

```
NGT015.001      AFS Selection Menu      13 Dec 88
1.6

      Please select the desired AFSC:

1. 452X4 Tactical Aircraft Maintenance
2. 454X8 Aerospace Propulsion
3. 732X8 Personnel
4. 811XX Security Police

q. Quit This Menu

      Select Option: 4_

9-1-4
```

MTLs exist for each Air Force Specialty participating in the AOTS. Depending on your User Type(s), you may be authorized to access more than one MTL.

If you are not authorized to obtain data for tasks in more than one AFS, you will not see the screen illustrated at the left, nor will you perform Step 2 below. Instead, proceed to the information presented after Step 2.



STEP 2: SELECT THE OPTION CORRESPONDING TO YOUR AFS. Enter the number (1 - 4) corresponding to your AFS and then press **RETURN**. (In the example above, AFS 811XX was selected.)

A Master Task List (MTL) is a list of all tasks commonly performed in an AFS and a collection of data that pertain to these tasks. Within the AOTS, each MTL contains data for hundreds of tasks.

Each MTL has been broken down into two parts:

- o Final Master Task List, which contains tasks commonly performed AFS-wide, and
- o Final Local-New Task List, which contains
 - tasks performed only locally, or
 - "new" tasks which are introduced because of new equipment, changes in procedures or policies, etc. (where new performance steps or new skills and knowledges have to be trained and learned).

NGT003.001
2.0

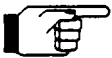
Choose Task List to Access 22 Nov 88

1. Final Master Task List
2. Final MTL/ Local - New Task List
q. Quit This Menu

Select Option: 1_

8-1-5

Most of the tasks you will be accessing are contained on the Final Master Task List. See the note below Step 3 if you do not know what part of the task list to select.



STEP 3: SELECT THE OPTION CORRESPONDING TO THE PART OF THE MTL YOU WANT TO ACCESS. Enter the number (1 or 2) and then press **RETURN**. (Our example shows the Final Master Task List option being selected.).

NOTE: To distinguish between AFS-WIDE and LOCAL/NEW tasks, a numbering scheme has been established for tasks appearing on each list. Remember, the last five digits of a Task ID are numbers.

- o The FINAL MASTER TASK LIST contains tasks which have Task ID numbers ranging from 00001 to 60000.
- o The FINAL MTL/LOCAL - NEW TASK LIST contains tasks which have Task ID numbers ranging from 60001 to 99999.

Review your Event Notice, Training Schedule or your ITR to determine the Task ID that you want to obtain data for. If the Task ID involves a number equal to or less than 60000, select the Final MTL; if the Task ID involves a number greater than 60000, select the Local-New Task List. The following procedures apply to either list you select.

```

MGT003.834      Master Task List Editor      22 Nov 88
2.0

      1. Display
      2. Search
      3. Print

      q. Quit This Menu

      Select Option: _

8-1-8
```

The screen at the left illustrates the main menu for the MTL Editor. Part A of this section applies to the DISPLAY option; Part B applies to the PRINT option. The SEARCH option is not covered.

You may find it advantageous to print task data since many tasks have a substantial amount of data that you will need to review. More data are printed on a single page of a task printout than can be viewed on a screen at one time, and printing the task allows you to review the data any where at any time.

PART A - DISPLAY TASK DATA

```

MGT003.034      Master Task List Editor      22 Nov 88
2.0

      1. Display
      2. Search
      3. Print

      q. Quit This Menu

      Select Option: 1

8-1-7
```

When you display task data, you will find that the data have been sorted into many categories. The following procedures assist you in accessing the task data that apply to you as a trainee.



STEP 1: SELECT THE DISPLAY OPTION. Enter 1 and press **RETURN**.

```

MGT003.003      Select Task(s) to Process      22 Nov 88
2.0                                     OVERWRITE

      1. Entire Task List
      2. Specific Task id
      3. Task Range

      q. Quit This Menu

      Select Option: 2

      Enter task id : F10036

8-1-8
```

Normally, you will access data for one task at a time. Once you select the Specific Task option, another prompt is added to the screen, for you to enter the Task Id. Remember, the Task Id you enter is one that appears on your Training Event Notice, Training Schedule or ITR.



STEP 2: SELECT THE SPECIFIC TASK ID OPTION, AND PROVIDE THE TASK ID. Enter 2 and press **RETURN**; then enter the six digit Task ID and press **RETURN**. (In our example above, we entered F10036, which is an 811XX task.)

```

MGT003.025      MTL Editor - Task Id : F10036      22 Nov 88
2.0              Menu 1

1. Task Statement
2. Task Objectives
3. Task Training Module
4. Occupational Survey Data
5. Task References
6. Weapon Systems
7. Next Menu

q. Quit This Menu

Select Option: 2_

8-1-9

```

Within the MTL Editor, there are four primary menus which contain options corresponding to the types of data you may display for a task. This section explains those options on each of the four menus that you will access most.

The screen at the left illustrates the first of the four primary MTL Editor menus. There are two options on Menu 1 that you will access often:

- o Task Objectives, and
- o Task References



STEP 3: SELECT THE TASK OBJECTIVES OPTION. Enter 2 and press **RETURN**.

```

MGT003.039      Evaluation SubSystem      22 Nov 88
2.0              Access Menu

1. Behavioral Objectives Editor
q. Quit This Menu

Select Option: 1

8-1-10

```

At this point, the MTL Editor interfaces with evaluation editors existing in the AOTS. As a trainee, your access is restricted to the Behavioral Objectives Editor, which is one of the three evaluation editors existing within the system.



STEP 4: SELECT THE BEHAVIORAL OBJECTIVES EDITOR OPTION. Enter 1 and press **RETURN**.

```

EVL001.003                               22 Nov 88
1.9           Behavioral Objective Editor
                Display Behavioral Objective Data

1. Task/Subtask Statement
2. Objective Statement
3. References
4. Resources
5. Training Materials
q. Quit This Menu

Select Option: 2_

8-1-11

```

Each objective for a task is defined in a written statement referred to as an Objective Statement. For many objectives, the AOTS also contains other data, such as references, resources and training materials that pertain to the achievement of the objective. Steps 5 through 27 of this section provide the procedures for reviewing the objective data for the task.

In the AOTS, there will be at least one behavioral objective for each task. (Because task data is still being updated by the IST, objective data may not exist for some tasks). A task-level behavioral objective is referred to as a **TERMINAL OBJECTIVE**.



STEP 5: SELECT THE OBJECTIVE STATEMENT OPTION. Enter 2 and press **RETURN**.

```

EVL001.017                               22 Nov 88
1.9           Behavioral Objective Editor
                Select Objective Id

1. Objective Id: 301

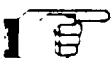
Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>) 1_

8-1-12

```

If a behavioral objective does not exist for the task, the AOTS provides a message on the screen. Press **RETURN** as prompted and, since there is no objective data to review, proceed to Step 26.

If there is one or more objectives to this task, you will see the select objective ID screen. The screen illustrated at the left requires that you select the objective for which you want to display data. Normally, there will be only one Terminal Objective for the task, however there can be up to six terminal objectives for any task. You may review data for only one objective at a time.



STEP 6: SELECT THE OBJECTIVE ID THAT CORRESPONDS TO THE OBJECTIVE STATEMENT YOU WANT TO REVIEW. Enter the number corresponding to the desired objective and then press **RETURN**.

```

EVL001.006           Behavioral Objective Editor           22 Nov 88
1.9                 Behavioral Objective Id and Statement

Objective Id: 381

Complete Behavioral Objective Statement:
CONDUCT A TRAFFIC ACCIDENT INVESTIGATION IN ACCORDANCE WITH AFR 125-2 VOL 3
CHAP 7, AFR 125-14 PARA 4-6, AFR 125-19 PARA 27

Objective Author: Rick Booth
Last Objective Modification Author: John S Hand

Press <return> to continue... _

3-1-12A

```

An objective statement provides you the behavior, conditions and standards by which you will perform the task once you have been trained. The objective statement tells you what you must be able to do, how well it must be done, and under what circumstances you will be required to perform the task.



STEP 7: PRESS RETURN, AS PROMPTED ON THE SCREEN.

```

EVL001.017           Behavioral Objective Editor           22 Nov 88
1.9                 Select Objective Id

1. Objective Id: 381

Use <cursor> keys, or <(Enter <field number>, <q> quit) & <return>> Q_

3-1-13

```

The screen reflected at the left reappears so you may select another objective. You may repeat Steps 6 and 7 for each Objective ID listed. Once you have completed your review of the objective statement(s), proceed to Step 8.



STEP 8: QUIT THE SELECT OBJECTIVE ID SCREEN. Enter Q and press RETURN.

```
EVL881.883          Behavioral Objective Editor          22 Nov 88
1.9                  Display Behavioral Objective Data

1. Task/SubTask Statement
2. Objective Statement
3. References
4. Resources
5. Training Materials
q. Quit This Menu

Select Option: 3

8-1-14
```

To review the references that apply to the task objective(s), proceed to Step 9. References are publications which contain information governing the performance of the task, such as Air Force Regulations, Technical Orders, Standard Operating Procedures, and others.



STEP 9: SELECT THE REFERENCES OPTION. Enter 3 and press **RETURN**.

```
EVL881.817          Behavioral Objective Editor          22 Nov 88
1.9                  Select Objective Id

1. Objective Id: 381

Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>) 1_

8-1-15
```

Again, you will see the Select Objective ID Screen, where one or more Objective IDs are listed.



STEP 10: SELECT THE OBJECTIVE FOR WHICH YOU WANT TO REVIEW THE REFERENCES. Enter the number corresponding to the objective and press **RETURN**.

MGT002.000 2.0		TASK PUBLICATIONS Editor Publication(s) Referenced	22 Nov 88
Identification, (Volume), (Supplement) and Title			Status
1.	AFR 125-19	LAW ENFORCEMENT PATROLS AND TRAFFIC OPERATIONS	
2.	AFP 125-2, 3	TECHNICAL GUIDE FOR POLICE TRAFFIC OPERATIONS	
3.	AFR 125-14	MOTOR VEHICLE TRAFFIC SUPERVISION (PA)	

Use <cursor> keys, or <<(Enter <field number>, <q> quit) & <return>>

9-1-16

The screen illustrated at the left provides examples of publications. The publications listed on the screen you are viewing are information sources you can refer to off line, which contain performance information (policies and/or procedures) pertaining to the objective you are viewing.

When task analysis is conducted for the task by the IST, the IST often lists the particular parts of each publication that apply to each objective for the task. The parts (Chapters, paragraphs, tables, etc.) of a publication are referred to as Breakdowns.

MGT002.000 2.0		TASK PUBLICATIONS Editor Publication(s) Referenced	22 Nov 88
Identification, (Volume), (Supplement) and Title			Status
1.	AFR 125-19	LAW ENFORCEMENT PATROLS AND TRAFFIC OPERATIONS	
2.	AFP 125-2, 3	TECHNICAL GUIDE FOR POLICE TRAFFIC OPERATIONS	
3.	AFR 125-14	MOTOR VEHICLE TRAFFIC SUPERVISION (PA)	

Use <cursor> keys, or <<(Enter <field number>, <q> quit) & <return>> 1

9-1-17

To access the Breakdowns of a publication, perform Step 11.



STEP 11: SELECT THE PUBLICATION FOR WHICH YOU DESIRE TO REVIEW THE BREAKDOWNS. Enter the number corresponding to a publication and then press **RETURN**. (Our example above illustrates the first publication being selected.)

Identification, (Volume), (Supplement) and Title	Status
1. AFR 125-19 LAW ENFORCEMENT PATROLS AND TRAFFIC OPERATIONS	
2. AFR 125-2, 3 TECHNICAL GUIDE FOR POLICE TRAFFIC OPERATIONS	
3. AFR 125-14 MOTOR VEHICLE TRAFFIC SUPERVISION (PA)	

Access (B)reakdowns, (Q)uit ? **B**

8-1-18

The prompt changes on the screen, as illustrated by the screen at the left.



STEP 12: SELECT THE BREAKDOWN OPTION. Enter B and press **RETURN**.

Current Breakdowns for AFR 125-19
Breakdowns
PARAGRAPH 27

Press <return> to continue...

9-1-19

If breakdowns were not listed by the IST, the screen will not reflect breakdown data.

If breakdowns were listed by the IST, you will see each specific breakdown listed on the screen. Breakdown data allows you to refer directly to the portion of the publication where information pertaining to the objective is contained (using our example at the left, you would refer to paragraph 27 of AFR 125-19 as one information source.)



STEP 13: PRESS **RETURN, AS PROMPTED ON THE SCREEN.**

MGT002.000 2.0	TASK PUBLICATIONS Editor Publication(s) Referenced	22 Nov 88
Identification, (Volume), (Supplement) and Title		Status
1. AFR 125-19 LAW ENFORCEMENT PATROLS AND TRAFFIC OPERATIONS		
2. AFP 125-2, 3 TECHNICAL GUIDE FOR POLICE TRAFFIC OPERATIONS		
3. AFR 125-14 MOTOR VEHICLE TRAFFIC SUPERVISION (PA)		
Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>) Q_		
8-1-20		

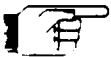
You may continue reviewing the breakdowns for each publication by repeating Steps 11 through 13. Once you complete your review of the breakdowns, proceed to Step 14.



STEP 14: QUIT THE PUBLICATIONS SCREEN. Enter Q (or q) and press **RETURN**.

EVL001.017 1.9	Behavioral Objective Editor Select Objective Id	22 Nov 88
1. Objective Id: 381		
Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>) Q_		
8-1-21		

If there is more than one objective for the task, you would repeat Steps 10 thru 14 for each objective. Once you complete your review of the publications, proceed to Step 15.



STEP 15: QUIT THE SELECT OBJECTIVE ID SCREEN. Enter Q (or q) and press **RETURN**.

```
EVL001.003          Behavioral Objective Editor          22 Nov 88
1.9                Display Behavioral Objective Data

1. Task/SubTask Statement
2. Objective Statement
3. References
4. Resources
5. Training Materials
q. Quit This Menu

Select Option: 4_

8-1-22
```

Other objective data you should review are the Resources. Resources are tools, equipment, materials, etc., which are necessary for achieving the task objective.



STEP 16: SELECT THE RESOURCES OPTION. Enter 4 and press **RETURN**.

```
EVL001.017          Behavioral Objective Editor          22 Nov 88
1.9                Select Objective Id

1. Objective Id: 381

Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>) 1_

3-1-23
```

Again, as with other objective data, you must select the Objective ID before you can review the resource data for an objective.



STEP 17: SELECT THE OBJECTIVE FOR WHICH YOU WANT TO REVIEW RESOURCE DATA. Enter the number corresponding to the objective and press **RETURN**.

```

EVL001.839          Behavioral Objective Editor          22 Nov 88
1.9                  Display Resources

      1. Performance
      2. Training
      3. Evaluator

      q. Quit This Menu

      Select Option: 1

3-1-24

```

There are three types of resources that apply to an objective, as reflected by the options on the screen illustrated at the left. The resources that apply to you are the performance resources, which are the tools, equipment, materials, etc., you will use as you learn and perform the task.



STEP 18: SELECT THE PERFORMANCE OPTION. Enter 1 and press **RETURN**.

```

EVL001.833          Behavioral Objective Editor          22 Nov 88
1.9                  Performance Resources

      1 PORTABLE RADIO
      2 SECURITY POLICE VEHICLE
      3 TAPE MEASURE
      4 CHALK
      5 BOND PAPER
      6 TEMPLATE
      7 PEN(S)
      8 AF FORM 840
      9 AF FORM 841
      10 AF FORM 1315

      (Items in YELLOW Have Been SELECTED)

(Q)uit ? q

3-1-25

```

At the time the task was analyzed, members of the IST updated the resources that are required for performing the task.

When the IST later developed the objective(s) for the task, the IST designated those performance resources that applied to each objective.

All performance resources that apply to the task are listed on the screen. Additionally, the resources that pertain specifically to the objective you have accessed are highlighted in yellow. If there is only one Terminal Objective for the task, all resources will be highlighted, since all of the performance resources would be required in order for you to achieve the objective for the task. Once you have been properly trained, you will be expected to know how to correctly use these resources each time you accomplish the task. With increased experience, you will eventually become skilled in the use of these resources.



STEP 19: QUIT THE PERFORMANCE RESOURCES SCREEN. Enter Q and press **RETURN**.



STEP 20: QUIT THE DISPLAY RESOURCES SCREEN. Enter Q and press **RETURN**.

```
EVL001.817          Behavioral Objective Editor          22 Nov 88
1.9                Select Objective Id

1. Objective Id: 301

Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>) Q_

8-1-26
```

If there is more than one Objective ID listed, you may repeat Steps 17-20 for each objective. Once you complete your review of the performance resources, proceed to Step 21.



STEP 21: QUIT THE SELECT OBJECTIVE ID SCREEN. Enter Q and press **RETURN**.

```
EVL001.003          Behavioral Objective Editor          22 Nov 88
1.9                Display Behavioral Objective Data

1. Task/SubTask Statement
2. Objective Statement
3. References
4. Resources
5. Training Materials
q. Quit This Menu

Select Option: 5

8-1-27
```

The last type of objectives data available to review is Training Materials. Training Materials are on-line or off-line materials you can review to acquire requisite knowledge training for the task.



STEP 22: SELECT THE TRAINING MATERIALS OPTION. Enter 5 and press **RETURN**.

```

EVL001.017      Behavioral Objective Editor      22 Nov 88
1.9              Select Objective Id

1. Objective Id: 301

Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>) 1_

3-1-28

```

Again, you must first select the Objective ID before you can review the training materials data for an objective.



STEP 23: SELECT THE OBJECTIVE ID FOR WHICH YOU WANT TO REVIEW THE TRAINING MATERIALS. Enter the number corresponding to the desired Objective ID and then press **RETURN**.

```

EVL001.099      Behavioral Objective Editor      22 Nov 88
1.9              Training Materials

Type           Id           Description
1. T  ESBI G-10      INVESTIGATE GROUND TRAFFIC ACCIDENTS

TYPE: (F)ilm, (T)ext, (C)AI, (S)ound-on-Slide, (O)ther
(Q)uit ? q

3-1-29

```

Training Materials can be of five types. As the screen at the left illustrates, a legend is provided at the bottom of the screen that defines the types of training materials.

Training materials data may not be available for many tasks; however, members of the IST are continuing to update training materials data into the system.

- o If training materials are not reflected on the screen, you should talk with your OJT trainer or your supervisor. They should provide you with information which can help you obtain the correct materials you should study to help you gain knowledge of the task before you are further trained or required to perform the task.
- o If materials data have been updated, the Training Type Code, identification and description of the training material will be listed in the appropriate columns. The following table provides examples of the various types of training materials you can expect to see when reviewing such data for various tasks:

TYPE OF TRAINING MATERIAL	EXAMPLES
Film	Movie; film strip
Text	Pamphlet; checklist; regulation; Training Manual
CAI	On-Line lesson using the AOTS; Interactive Video Disk (IVD) using the AOTS
Sound-On-Slide	Sound projector with slides
Other	On-line lesson using a training system other than the AOTS; IVD lesson using a training system other than the AOTS

Table 8-1 Types of Training Materials

NOTE: When CAI is reflected, you will review the CAI or IVD lesson/course by accomplishing the "Proceed With Training" function. (The procedures for this function are provided in Section 8.2.)

For training materials other than CAI, you will obtain the materials from sources other than the AOTS -- check with your OJT trainer or supervisor if you need help obtaining materials for task knowledge training.



STEP 24: QUIT THE TRAINING MATERIALS SCREEN. Enter Q (or q) and press **RETURN**.

```

EVL001.017          Behavioral Objective Editor          22 Nov 88
1.9                  Select Objective Id

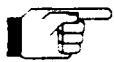
1. Objective Id: 381

Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>) q

8-1-30

```

If there is more than one Objective ID listed, you may repeat Steps 23 and 24 for each objective. Once you have completed your review of the training materials, proceed to Step 25.

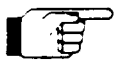


STEP 25: QUIT THE SELECT OBJECTIVE ID SCREEN. Enter Q (or q) and press **RETURN**.

You have completed the review of the available behavioral objective data for the task. Perform Steps 26 and 27 to return to Menu 1 of the MTL Editor.



STEP 26: QUIT THE DISPLAY BEHAVIORAL OBJECTIVE DATA SCREEN. Enter Q and press **RETURN**.



STEP 27: QUIT THE EVALUATION SUBSYSTEM ACCESS MENU. Enter Q and press **RETURN**.

```

MGT003.025          MTL Editor - Task Id : F10036          22 Nov 88
2.0                  Menu 1

1. Task Statement
2. Task Objectives
3. Task Training Module
4. Occupational Survey Data
5. Task References
6. Weapon Systems
7. Next Menu

q. Quit This Menu

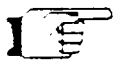
Select Option: 5

8-1-31

```

Steps 3 through 27 pertained to the task objective option. The other option you should know about on Menu 1 is:

o Task References



STEP 28: SELECT THE TASK REFERENCES OPTION. Enter 5 and press **RETURN**.

MGT802.000		TASK PUBLICATIONS Editor		22 Nov 88	
2.0		Publication(s) Referenced			
Identification, (Volume), (Supplement) and Title				Status	
AFP 125-2, 3					
TECHNICAL GUIDE FOR POLICE TRAFFIC OPERATIONS					
AFR 125-14					
MOTOR VEHICLE TRAFFIC SUPERVISION (PA)					
AFR 125-19					
LAW ENFORCEMENT PATROLS AND TRAFFIC OPERATIONS					
AFR 125-3					
SECURITY POLICE HANDBOOK					
Enter <q> and press <Return>				Q	
8-1-32					

The screen reflects the references (publications) where task performance information can be found. Publications include Technical Orders, AF Regulations, AF Manuals, Standard Operating Procedures, etc.

The screen illustrated at the left provides examples of publications. The publications listed on the screen are information sources you can refer to off line, which contain performance information (policies and/or procedures) pertaining to the task you are viewing.

If you were able to review data for at least one terminal objective for the task, you may recognize the resources listed on the screen. If the data you are viewing for the task didn't include objectives data, this is the first time that you see the publications that are listed for the task.



STEP 29: QUIT THE PUBLICATIONS SCREEN. Enter Q (or q) and press **RETURN**.

```

MGT003.025      MTL Editor - Task Id : F10036      22 Nov 88
2.0              Menu 1

1. Task Statement
2. Task Objectives
3. Task Training Module
4. Occupational Survey Data
5. Task References
6. Weapon Systems
7. Next Menu

q. Quit This Menu

Select Option: 7

8-1-37

```

The data you will commonly view next are accessed from options appearing on Menu 3. As the screen at the left illustrates, you are now viewing Menu 1.

There are options on each of the four primary MTL menus which allow you to move among the menus. These options are NEXT MENU and PREVIOUS MENU. Complete Steps 30 and 31 to progress to Menu 3.



STEP 30: SELECT THE NEXT MENU OPTION, TO GO TO MENU 2. Enter 7 and press **RETURN**.

```

MGT003.026      MTL Editor - Task Id : F10036      22 Nov 88
2.0              Menu 2

1. Other Systems
2. Specialty Training Standards
3. PAS, FAC, Duty Location Codes
4. Certification Information
5. Generic Position Task Reqmts
6. Previous Menu
7. Next Menu

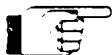
q. Quit This Menu

Select Option: 7_

8-1-3d

```

The screen at the left is an illustration of Menu 2 of the MTL Editor. Again, you must select the next menu option, to advance the screen to Menu 3.



STEP 31: SELECT THE NEXT MENU OPTION, TO GO TO MENU 3. Enter 7 and press **RETURN**.

```

HGT003.827          MTL Editor - Task Id : F10036          22 Nov 88
2.0                  Menu 3

1. Task Factors and Mandatory Performance
2. Task Qualify Time
3. Required Performance Resources
4. Prerequisite Tasks
5. Team Task Information
6. Previous Menu
7. Next Menu

q. Quit This Menu

Select Option: 3_

8-1-39

```

There is one option on Menu 3 which you will access often when reviewing task data:

- o Required Performance Resources



STEP 32: SELECT THE REQUIRED PERFORMANCE RESOURCES OPTION. Enter 3 and press RETURN.

```

HGT003.809          MTL Editor - Task Id : F10036          22 Nov 88
2.8                  Required Performance Resources          OVERWRITE

1. PORTABLE RADIO
2. SECURITY POLICE VEHICLE
3. TAPE MEASURE
4. CHALK
5. BOMB PAPER
6. TEMPLATE

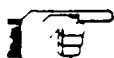
(N)ext Page: (Q)uit ?      Q_

8-1-40

```

Performance resources are tools, equipment and materials you will be required to use when performing this task. At a minimum, you must know (or learn) how to correctly use the resources as they pertain to this task.

At the time the task was analyzed, members of the IST updated the resources that are required when you are learning and performing the task. There may be more resources than a single screen can show, so you may have to select the Next Page option (by typing N and pressing return) to see all of the performance resources that apply to this task.



STEP 33: QUIT THE PERFORMANCE RESOURCE SCREEN AND MENU 3 WILL REAPPEAR. Enter a Q (or q) and press RETURN.

MGT003.027
2.8

MTL Editor - Task Id : F10036
Menu 3

22 Nov 88

1. Task Factors and Mandatory Performance
2. Task Qualify Time
3. Required Performance Resources
4. Prerequisite Tasks
5. Team Task Information
6. Previous Menu
7. Next Menu
- q. Quit This Menu

Select Option: 7

9-1-41

There are no other options on Menu 3 which are addressed in this section of the handbook.

Proceed to Menu 4 by completing the next step.



STEP 34: SELECT THE NEXT MENU OPTION, TO GO TO MENU 4. Enter 7 and press **RETURN**.

```

MGT003.040      MTL Editor - Task Id : F10039      22 Nov 88
2.0              Menu 4

1. Activities
2. Knowledge and Skills
3. Previous Menu
q. Quit This Menu

Select Option:

8-1-42

```

If this task has not been broken down into subtasks, Menu 4 will appear as illustrated in the top screen at the left. Steps 35 - 39 address the procedures that apply for these options. If the task you are reviewing reflects the top screen illustrated here, proceed to Step 35.

- OR -

```

MGT003.040      MTL Editor - Task Id : F10036      22 Nov 88
2.0              Menu 4

1. Subtasks
2. Previous Menu
q. Quit This Menu

Select Option: _

8-1-43

```

If this task has been broken down into subtasks, Menu 4 will appear as illustrated in the bottom screen. Steps 40 - 59 address the procedures that apply to displaying subtask data for the task. If the task you are viewing has been broken into subtasks, skip Steps 35 - 39 and proceed to Step 40.



STEP 35: SELECT THE ACTIVITIES OPTION. Enter 1 and press **RETURN**.

MG7017.001 1.9	ACTIVITIES Editor	22 Nov 88
POSITION SUSPECT WITH ARMS APART, BOTH HANDS AT SHOULDER LEVEL PLACE SUSPECTS ARM FLAT AGAINST A VERTICAL OBJECT SUCH AS A WALL OR A VEHICLE POSITION AND SPREAD THE SUSPECTS FEET 12 TO 18 INCHES APART		
Choose Display option PgDn (Q)uit ? Q 8-1-44		

Activities are the steps you perform when learning and accomplishing this task. These performance steps are listed in the sequence you should be trained. Once you are properly trained, you are expected to be able to perform these steps in sequence each time you accomplish this task.

Normally, there are more activities than can be seen on a single screen. You may continue reviewing the activities by pressing the **(PgDn)** key. To move back and forth between the pages of activities, press the **(PgDn)** or **(PgUp)** key, as appropriate.

If your AFS is 452X4 or 454X0, you may not see actual activities listed. Instead, a statement is provided to direct you to the Technical Order where the performance steps are documented.

Activities data will exist only if the task has been analyzed by the IST.

- o If the task has not been analyzed, the activities screen will not contain performance steps. You will have to talk with your trainer or supervisor to obtain information regarding the performance requirements for the task.



STEP 36: QUIT THE ACTIVITIES SCREEN. Enter a Q (or q) and press **(RETURN)**.

```
MGT003.040      MTL Editor - Task Id : F10039      22 Nov 88
2.0              Menu 4

1. Activities
2. Knowledge and Skills
3. Previous Menu
q. Quit This Menu

Select Option: 2

8-1-45
```

To review the skills and knowledge data pertaining to this task, complete Step 37.



STEP 37: SELECT THE KNOWLEDGE AND SKILLS OPTION. Enter 2 and press **RETURN**.

```
MGT010.003      MTL SubTask Processing      22 Nov 88
2.0              Knowledge and Skills

SEARCH TECHNIQUES/PROCEDURES

USE OF FORCE

Choose Display option (Q)uit ? q

8-1-46
```

The screen you are viewing identifies the knowledge and/or the skills you must possess in order to perform this task.

If the task you are reviewing has not been analyzed by the IST, there will not be knowledge and skills data appearing on the screen.



STEP 38: QUIT THE KNOWLEDGE AND SKILLS SCREEN. Enter a Q (or q) and press **RETURN**.

**STEP 39: ——— LAST STEP FOR DISPLAYING TASK DATA ———**

Once you have completed your review of data for this task, select the quit option from any of the four primary MTL menus (Menu 1, Menu 2, Menu 3 or Menu 4). The main menu for the MTL Editor reappears on the screen.

If you want to review data for another task, repeat the steps presented in Part A of this section. If you want to print task data, comply with the procedures presented in Part B of this section.

If you are finished reviewing and printing task data, continue to QUIT each screen until the AOTS Primary Access Menu appears on the screen. At that point, you may quit the menu and log off the system, or you may select another option to accomplish another AOTS function.

TASK THAT HAS SUBTASKS

```

MGT003.040      MTL Editor - Task Id : F10036      22 Nov 88
2.0              Menu 4

1. Subtasks
2. Previous Menu
q. Quit This Menu

Select Option: 1_

8-1-47

```

When a task is complex, or when there are numerous performance steps required when accomplishing a task, the task may be broken down into two or more subtasks. Subtasks allow the training of the overall task to take place in segments. Normally, training for the subtasks will occur in the sequence the subtasks are listed in the AOTS.



STEP 40: SELECT THE SUBTASKS OPTION. Enter 1 and press **RETURN**.

```

MGT010.001      MTL Subtask Processing      22 Nov 88
2.0              Subtask Editor

1. Display
2. Print
3. Evaluation_Subsystem
q. Quit This Menu

Select Option: 1

8-1-48

```

The AOTS contains a Subtask Editor which allows you to review and/or print subtask data. The editor also allows you to access the Evaluation Editors that exist in the system (namely, the Behavioral Objectives Editor).

The screen to the left illustrates the main menu for the Subtask Editor.

The next few steps provide procedures for the DISPLAY option only. Part B of this section includes procedures for printing subtask data, so the PRINT option is not addressed in the next few steps. Additionally, since you can access the behavioral objectives data when you display subtask data, the third option is not covered independently.



STEP 41: SELECT THE DISPLAY OPTION. Enter 1 and press **RETURN**.

```

MGT818.882      MTL SubTask Processing      22 Nov 88
2.8              SubTask Selection           OVERWRITE

ENTER Subtask Sequence Number (Range 1 to 3) or (L)ist > L_

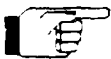
3-1-49

```

When you review subtask data on line, you can only review one subtask at a time. This screen is where you indicate which of the subtasks you want to display. The prompt advises you how many subtasks there are for this task (in the example, there are 3 subtasks).

To display a specific subtask, you either enter the subtask number, or list the subtasks and then select the subtask you want. We have illustrated the LIST option.

(If you enter a specific subtask number, you will not see the next screen illustrated, nor will you perform Step 43. Once you complete Step 42, proceed to the information following Step 43.)



STEP 42: SELECT THE LIST OPTION (Enter L or lower case l and press **RETURN**), or **ENTER THE SUBTASK NUMBER FOR WHICH YOU WANT TO DISPLAY DATA.** (Enter 1 or 2 or 3, etc. and press **RETURN**).

```

MGT818.887      MTL SubTask Processing      22 Nov 88
2.8              Current SubTask List

1. SubTask Statement :
RESPOND TO A TRAFFIC ACCIDENT

2. SubTask Statement :
COMPLETE AN ACCIDENT REPORT (AF FORM 848/841)

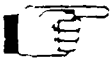
3. SubTask Statement :
COMPLETE ACCIDENT REPORT (AF FORM 1315) FOR A MAJOR ACCIDENT

Use (cursor) keys, or ((Enter (field number), (q) quit) & (return)) 1

3-1-50

```

The screen to the left lists the first three subtasks for this task. If there are more than 3 subtasks, you will have to press the **PgDn** key to see them.



STEP 43: ENTER THE NUMBER CORRESPONDING TO THE SUBTASK YOU WANT TO DISPLAY (the example shows the first subtask being selected). Note: You must be able to see the subtask number on the screen in order to select that subtask. Press the **PgUp** or **PgDn** key until the subtask number you are seeking appears on the screen, then enter the number and press **RETURN**.

```

MGT018.004      MTL SubTask Processing      22 Nov 88
2.0              Process Selection for SubTask F18036-001

1. Version and Statement
2. Knowledge and Skills
3. Performance Resources
4. Publications
5. Behavioral Objectives
6. Activities

q. Quit This Menu

Select Option: 1_

8-1-51

```

This screen identifies the kinds of data accessible for this (and each) subtask.



STEP 44: SELECT THE VERSION AND STATEMENT OPTION. Enter 1 and press

RETURN.

```

MGT018.006      MTL SubTask Processing      22 Nov 88
2.0              Version and Statement

SubTask Version      2

SubTask Statement

RESPOND TO A TRAFFIC ACCIDENT

Press <return> to continue...

3-1-52

```

This screen reflects the subtask statement.



STEP 45: QUIT THE SUBTASK STATEMENT SCREEN. Press **RETURN**, as prompted.

```

MGT818.004      M T L SubTask Processing      22 Nov 88
2.0              Process Selection for SubTask F18836-001

1. Version and Statement
2. Knowledge and Skills
3. Performance Resources
4. Publications
5. Behavioral Objectives
6. Activities

q. Quit This Menu

Select Option: 2

3-1-53

```

To review the knowledge and skills data that pertains to the subtask complete Step 46.



STEP 46: SELECT THE KNOWLEDGE & SKILLS OPTION. Enter 2 and press **RETURN**.

```

MGT818.003      M T L SubTask Processing      22 Nov 88
2.0              Knowledge and Skills

KNOWLEDGE OF THE BASE LAYOUT

RESPONSE CODES

LIFE SAVING STEPS

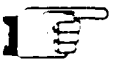
DISTINGUISH BETWEEN MINOR/MAJOR ACCIDENTS

Choose Display option PgDn (Q)uit ? Q

3-1-54

```

This data identifies the types of skills you must possess in order to perform this subtask and the knowledge you must attain before you can perform this subtask adequately.



STEP 47: QUIT THE KNOWLEDGE AND SKILLS SCREEN. Enter q and press **RETURN**.

```

MGT818.804      MTL SubTask Processing      22 Nov 88
2.8              Process Selection for Subtask F18836-881

1. Version and Statement
2. Knowledge and Skills
3. Performance Resources
4. Publications
5. Behavioral Objectives
6. Activities

q. Quit This Menu

Select Option: 3_

8-1-55

```

Resources that are necessary when performing this subtask can also be reviewed. The resources are tools, equipment, materials, etc., which you must correctly know how to use when performing this subtask.



STEP 48: SELECT THE PERFORMANCE RESOURCES OPTION. Enter 3 and press **RETURN**.

```

MGT818.818      MTL SubTask Processing      22 Nov 88
2.8              Performance Resources for Subtask F18836-881

1 PORTABLE RADIO
2 SECURITY POLICE VEHICLE
3 TAPE MEASURE
4 CHALK
5 BOND PAPER
6 TEMPLATE
7 PEN(S)
8 AF FORM 948
9 AF FORM 941
10 AF FORM 1315

(items in YELLOW Have Been SELECTED)

(Q)uit ? q

8-1-56

```

This screen lists all performance resources that apply to the task and highlights those resources that apply specifically to the subtask being displayed. The resources appearing in **YELLOW** are those resources you will use when learning and performing this subtask.



STEP 49: QUIT THE PERFORMANCE RESOURCES SCREEN. Enter q and press **RETURN**.

```

MGT018.004      M I L SubTask Processing      22 Nov 88
2.0              Process Selection for SubTask F10036-001

1. Version and Statement
2. Knowledge and Skills
3. Performance Resources
4. Publications
5. Behavioral Objectives
6. Activities

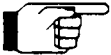
q. Quit This Menu

Select Option: 4_

8-1-57

```

The publications applying to this subtask can also be reviewed. The publications are sources of information (e.g., regulations, technical orders) you may refer to for obtaining further knowledge about the policies or procedures pertaining to the subtask.



STEP 50: SELECT THE PUBLICATIONS OPTION. Enter 4 and press **RETURN**.

```

MGT002.000      TASK PUBLICATIONS Editor      22 Nov 88
2.0              Publication(s) Referenced

Identification, (Volume), (Supplement) and Title      Status

1.  AFP 125-2, 3
    TECHNICAL GUIDE FOR POLICE TRAFFIC OPERATIONS

2.  AFR 125-14
    MOTOR VEHICLE TRAFFIC SUPERVISION (PA)

3.  AFR 125-19
    LAW ENFORCEMENT PATROLS AND TRAFFIC OPERATIONS

Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>) Q_

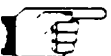
8-1-58

```

These are the publications where performance information can be found for this subtask.

You may also review the breakdowns that apply to the publications. Breakdowns are specific chapters, paragraphs, tables, etc., within the publication, which you should review to obtain performance information for this subtask.

- o If you want to review breakdowns, select a publication (enter a number corresponding to a publication), then select the Breakdown option (enter B or b and press **RETURN**). This section does not illustrate this option.
- o If no breakdowns have been listed by the IST, the Breakdown Screen will be blank.



STEP 51: QUIT THE PUBLICATIONS REFERENCED SCREEN. Enter a Q (or q) and press **RETURN**.

```
MGT010.004      M T L SubTask Processing      22 Nov 88
2.0              Process Selection for SubTask F18836-001

1. Version and Statement
2. Knowledge and Skills
3. Performance Resources
4. Publications
5. Behavioral Objectives
6. Activities

q. Quit This Menu

Select Option: 5_

8-1-59
```

Behavioral Objectives, once developed by the IST, are also available for review.



STEP 52: SELECT THE BEHAVIORAL OBJECTIVES OPTION. Enter a 5 and press **RETURN**.

```
EVL001.003      Behavioral Objective Editor      22 Nov 88
1.3              Display Behavioral Objective Data

1. Task/SubTask Statement
2. Objective Statement
3. References
4. Resources
5. Training Materials

q. Quit This Menu

Select Option: 2_

8-1-60
```

For every subtask, there should be at least one Behavioral Objective. A behavioral objective for a subtask is referred to as a Supporting Objective. There may be up to six supporting objectives for any subtask, however, normally there is only one supporting objective per subtask.

If a Behavioral Objective hasn't been developed by the IST, the AOTS will provide a message on the screen advising you that No Behavioral Objective Exists. Press **RETURN** as prompted, and proceed to the information presented after Step 54.

You should review the Behavioral Objective data for the subtask to:

- o Determine what you should know and be able to perform once trained and evaluated on this subtask,
- o Determine the information sources which are available for you to review to help you achieve the objective(s) for the subtask,
- o Determine the resources (tools, equipment, materials, etc.) you will use to achieve the subtask objective(s),
- o Determine the training materials (film, CAI, etc.) that you may review to attain requisite knowledge training for this subtask.



STEP 53: SELECT EACH OPTION, ONE AT A TIME, AND REVIEW THE BEHAVIORAL OBJECTIVE DATA THAT HAS BEEN DEVELOPED FOR THIS SUBTASK.

(This handbook does not illustrate any further screens/prompts/options you will encounter when you select these options. Steps 5 - 25 in this section (Part A) provide the procedures for reviewing the task-level behavioral objective data. You may follow those procedures since the same screens/prompts/options also apply to subtask-level objective data. Once you complete your review of the supporting objectives, proceed to Step 54 below.)



STEP 54: QUIT THE DISPLAY BEHAVIORAL OBJECTIVES DATA SCREEN. Enter a Q (or q) and press RETURN.

```

MGT018.004      MYL SubTask Processing      22 Nov 88
2.8              Process Selection for Subtask F10036-001

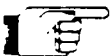
1. Version and Statement
2. Knowledge and Skills
3. Performance Resources
4. Publications
5. Behavioral Objectives
6. Activities
q. Quit This Menu

Select Option: 6

3-1.81
  
```

The next step illustrates the **ACTIVITIES**, which are the performance steps pertaining to this subtask.

You should review the activities to determine the steps you are required to perform when accomplishing this subtask. When you receive training, these performance steps should be taught in the same sequence they are listed in the AOTS. Once you are properly trained and evaluated on your performance of this subtask, you are expected to be able to perform these steps in the sequence presented.



STEP 55: SELECT THE ACTIVITIES OPTION. Enter 6 and press RETURN.

```

NGT017.001          ACTIVITIES Editor          22 Nov 88
1.9

ACKNOWLEDGE NOTIFICATION FROM THE DESK SERGEANT

DRIVE TO THE SCENE

PARK THE VEHICLE SAFELY AS TO PROTECT THE ACCIDENT SCENE

Choose Display option PgDn (Q)uit ? Q
8-1-82

```

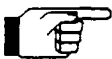
The screen will show the first few activities -- to continue your review of all activities, press the **(PgDn)** key. (You may press the **(PgUp)** and **(PgDn)** keys as often as you need, to move back and forth between the screens of activities.)

For the example illustrated at the left, the screen shows the first 3, out of 7, performance steps.

If your AFS is 454X0 or 452X4, you may not see actual activities listed. Instead, a statement is provided to direct you to the Technical Order where the performance steps are documented.



STEP 56: QUIT THE ACTIVITIES SCREEN. Enter a Q (or q) and press **(RETURN)**.



STEP 57: QUIT THE SUBTASK PROCESSING MENU. Enter a Q (or q) and press **(RETURN)**.

```

NGT018.001          MTL SubTask Processing          22 Nov 88
2.0                  SubTask Editor

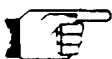
1. Display
2. Print
3. Evaluation_Subsystem
q. Quit This Menu

Select Option: Q

8-1-83

```

To review another subtask, repeat Steps 41 - 57. Once you complete your review of the subtasks, proceed to Step 58 below.



STEP 58: QUIT THE SUBTASK EDITOR MAIN MENU. Enter a Q (or q) and press **(RETURN)**.

**STEP 59: ———LAST STEP FOR DISPLAYING TASK DATA———**

Once you have completed your review of data for this task, select the quit option from any of the four primary MTL menus (Menu 1, Menu 2, Menu 3 or Menu 4). The main menu for the MTL Editor will reappear on the screen.

If you want to review data for another task, repeat the steps presented in Part A of this section. If you want to print task data, comply with the procedures presented in Part B of this section.

If you are finished reviewing and printing task data, continue to QUIT each screen until the AOTS Primary Access Menu appears on the screen. At that point, you may quit the menu and log off the system, or you may select another option to perform another AOTS function.

PART B - PRINT TASK DATA

```

MGT003.034      Master Task List Editor      22 Nov 88
2.0

1. Display
2. Search
3. Print

q. Quit This Menu

Select Option: 3

8-1-84

```

You may print all data for one or more tasks, or you may specify certain data to be printed for each task. Because the AOTS contains more task data than you would need as a trainee, this section explains how to print the specific data you will review/use most often.

First, the procedures for obtaining the data will be covered. Then, at the end of this section, you will find illustrations of task printouts and an explanation of how to use the data.



STEP 1: SELECT THE PRINT OPTION. Enter 3 and press **RETURN**.

```

MGT003.003      Select Task(s) to Process      22 Nov 88
2.0                                           OVERWRITE

1. Entire Task List
2. Specific Task id
3. Task Range

q. Quit This Menu

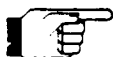
Select Option: 2

Enter task id : F10036_

8-1-84A

```

You will normally print task data for one task at a time; therefore, the Specific Task ID option is illustrated. Once you select the second option, another prompt is added to the screen, for you to enter the Task ID. The Task ID you enter is normally one that appears on a Training Event Notice, your Training Schedule or your ITR.



STEP 2: SELECT THE SPECIFIC TASK ID OPTION, THEN ENTER THE TASK ID. Enter 2 and press **RETURN**; then enter the six digit Task ID and press **RETURN**. (For the example above, we entered Task ID F10036.)

Within the MTL Editor, there is one print menu that contains options corresponding to the types of data you may have printed for the task. Because the print menu contains more options than can fit on one screen, the menu is continued on a second page.

- o When you select an option from the print menu, your selection acts as a toggle. The "Do Not Print" value for that option changes to "Print". Once you select the desired options on page 1, press the **(PgDn)** key to move to the second page of the print menu. Once all desired options are toggled to "Print", you then select the BEGIN PRINTING option to generate the printed product.
- o The Task Statement data is printed on every task printout (the value on the menu is always "Print"). The data include the task statement, task author and Task ID.
- o If you change your mind and do not want to print task data, quit the print menu (enter a Q or q and press **(RETURN)**). The Main Menu for the MTL Editor reappears on the screen (refer to Step 11 to conclude the print function).
- o If you choose an option by mistake, reselect the option, to toggle the "Do Not Print/Print" value.
- o Printing does not take place until you select the BEGIN PRINTING option (such an option appears on each page of the menu). The data which print correspond to the option(s) you toggled to "Print".

MTL Editor - Task Print Selection		22 Nov 88
Field Options - Page 1		
1. The Entire Task Record	Do Not Print	
Task Statement	Print	
2. Behavioral Objectives	Do Not Print	
3. Task Training Module	Do Not Print	
4. Occupational Survey Information	Do Not Print	
5. Task References	Do Not Print	
6. Weapon Systems	Do Not Print	
7. Other Systems	Do Not Print	
8. Specialty Training Standards	Do Not Print	
9. BEGIN PRINTING	No	

Select Print Options: Select BEGIN PRINTING
Press <PAB +> to ABORT Printing

Use <page down> key for paging.
Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)) 2_

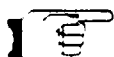
3-1-65

The screen to the left illustrates the first page of the print menu. The two options you will normally select on this page are:

- o Behavioral Objectives, and
- o Task References.



STEP 3: SELECT THE BEHAVIORAL OBJECTIVES OPTION. Enter 2 and press **(RETURN)**. The print value for option 2 should now reflect "Print".



STEP 4: SELECT THE TASK REFERENCES OPTION. Enter 5 and press **(RETURN)**. The print value for option 5 should now reflect "Print".



STEP 5: PRESS THE Page Down (PAGE DOWN) KEY TO ADVANCE TO THE 2ND PAGE OF THE PRINT MENU.

```

MGT883.885          MTL Editor - Task Print Selection          13 Dec 88
2.1                  Field Options - Page 2

18. PAS PAC and Duty Location Codes          Do Not Print
11. Performance Requirements                  Do Not Print
12. Generic Position Training Requirements    Do Not Print
13. Task Factors                             Do Not Print
14. Mandatory Performance Information         Do Not Print
15. Performance Resources                    Print
16. Prerequisite Task(s)                     Do Not Print
17. Team Task Information                     Do Not Print
18. Task Qualification Time (Duration)       Do Not Print
19. Activities                               Print
20. Supporting Skills and Knowledge           Print
21. BEGIN PRINTING                           No

      Select Print Options: Select BEGIN PRINTING
      Press <PAD +> to ABORT Printing

      Use <page up> key for paging.
      Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)) _

8-1-88
  
```

The 2nd page of the print menu will appear one of two ways. If the task has not been broken down into subtasks, Page 2 contains Options 10-21, as illustrated by the top screen at the left. If you are viewing this page 2, the three options you normally will select are:

- o Performance Resources,
- o Activities, and
- o Supporting Skills & Knowledge.

```

MGT883.885          MTL Editor - Task Print Selection          13 Dec 88
2.1                  Field Options - Page 2

18. PAS PAC and Duty Location Codes          Do Not Print
11. Performance Requirements                  Do Not Print
12. Generic Position Training Requirements    Do Not Print
13. Task Factors                             Do Not Print
14. Mandatory Performance Information         Do Not Print
15. Performance Resources                    Print
16. Prerequisite Task(s)                     Do Not Print
17. Team Task Information                     Do Not Print
18. Task Qualification Time (Duration)       Do Not Print
19. Subtask Entries                           Print
20. BEGIN PRINTING                           No

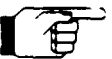
      Select Print Options: Select BEGIN PRINTING
      Press <PAD +> to ABORT Printing

      Use <page up> key for paging.
      Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)) _

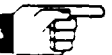
8-1-87
  
```

If the task has been broken down into subtasks, Page 2 contains print Options 10-20, as illustrated in the bottom at the left. If you are viewing this Page 2, the two options you normally will select are:

- o Performance Resources, and
- o Subtask entries.



STEP 6: SELECT THE PERFORMANCE RESOURCES OPTION. Enter 15 and press RETURN. The print value for Option 15 should now reflect "Print".



STEP 7: SELECT THE ACTIVITIES OPTION. Enter 19 and press RETURN. The print value for Option 19 should now reflect "Print". (SEE NOTE BELOW STEP 8 IF OPTION 19 READS SUBTASK ENTRIES VICE ACTIVITIES.)



STEP 8: SELECT THE SUPPORTING SKILLS AND KNOWLEDGE OPTION. Enter 20 and press **RETURN**. The print value for Option 20 should now reflect "Print". (SEE NOTE BELOW)

NOTE:

If the task you are printing contains subtasks, you cannot perform Steps 7 and 8 as reflected above, since these options do not exist on the print menu you are viewing. Instead, select the Subtask Entries option (Option 19), so that the print value now reflects "Print".



STEP 9: SELECT THE BEGIN PRINTING OPTION. Enter 21 (or 20 if the task has subtasks) and press **RETURN**. The print value for the option will toggle from "No" to "Yes".

```

NGT083.005          MTL Editor - Task Print Selection          13 Dec 88
2.1                  Field Options - Page 2                     OVERWRITE

10. PAS PAC and Duty Location Codes                Do Not Print
11. Performance Requirements                        Do Not Print
12. Generic Position Training Requirements          Do Not Print
13. Task Factors                                    Do Not Print
14. Mandatory Performance Information              Do Not Print
15. Performance Resources                          Print
16. Prerequisite Task(s)                          Do Not Print
17. Team Task Information                          No Not Print
18. Task Qualification Time (Duration)             Do Not Print
19. Subtask Entries                               Print
20. BEGIN PRINTING                                Yes

      Select Print Options; Select BEGIN PRINTING
      Press (FAB +) to ABORT Printing

Enter printer id or press ENTER to use TX71 _

8-1-88
  
```

A prompt is added to the bottom of the screen, that pertains to the printer where you want the print-out to be sent.

If you want the data printed at the AOTS Workstation where you normally work, you will press **RETURN** as your response to the prompt.

If you want the data printed at another AOTS Workstation, you must enter the Printer ID for that workstation. If you have questions concerning acceptable Printer IDs, call the AOTS hotline.



STEP 10: PRESS **RETURN** (for your workstation's printer ID), or enter a printer ID and press **RETURN**.

MG7083.085 2.0	MTL Editor - Task Print Selection Field Options - Page 2	22 Nov 88 OVERWRITE
10. PAS PAC and Duty Location Codes	Do Not Print	
11. Performance Requirements	Do Not Print	
12. Generic Position Training Requirements	Do Not Print	
13. Task Factors	Do Not Print	
14. Mandatory Performance Information	Do Not Print	
15. Performance Resources	Do Not Print	
16. Prerequisite Task(s)	Do Not Print	
17. Team Task Information	Do Not Print	
18. Task Qualification Time (Duration)	Do Not Print	
19. Subtask Entries	Print	
20. BEGIN PRINTING	Yes	
Select Print Options: Select BEGIN PRINTING Press (FAB +) to ABORT Printing		
Generating Task Print Output File Printing Task : F10036_		
8-1-89		

The prompt changes on the screen to reflect the task ID for which task data are being printed. (In our example at the left, we are printing data for task F10036.)

You cannot operate your terminal/keyboard while the printing is taking place (up to a couple of minutes for each task). Once the print is complete, the Main Menu for the MTL Editor automatically reappears on the screen. At this point, you should go to the ALPS printer (at your workstation, or the workstation where you sent the printout), to obtain your hard copy of the task data.



STEP 11: ——— LAST STEP FOR PRINTING TASK DATA ———

If you want to print task data for another task, repeat the previous 10 steps presented in this part of the handbook. If you want to review task data on-line, refer to Part A of this section.

If you are finished printing and/or reviewing task data, continue to QUIT each screen until the AOTS Primary Access Menu appears on the screen. At that point, you may quit the menu and log off the system, or you may select another option to perform another AOTS function.

The next few pages provide illustrations of task data which have been printed. Some information is provided so that you may better understand the uses of the data you can obtain for tasks. While each type of data is illustrated separately, you may print numerous types of data at one time for a task. The data are presented separately so that specific information for each type of data may be illustrated.

811X Security Police		Page 1
Task F10036		19 Dec 88
Task ID : F10036	Version : 5	
Task Statement :		
CONDUCT A TRAFFIC ACCIDENT INVESTIGATION		
Author :		
Last Modified by : Patric A Alba		
..... Behavioral Objective 301		
Objective Author	: Rick Booth	
Date Created	: 28 Jan 1988	
Last Modification Author	: John S Hand	
Last Modification Date	: 27 Jul 1988	
Complete Objective Statement :		
CONDUCT A TRAFFIC ACCIDENT INVESTIGATION IN ACCORDANCE WITH AFR 125-2 VOL 3 CHAP 7, AFR 125-14 PARA 4-6, AFR 125-19 PARA 27		
Training Materials :		
TYPE	ID	DESCRIPTION
	ESB1 G 10	INVESTIGATE GROUND TRAFFIC ACCIDENTS
TYPE: (F)ile, (T)ext, (C)AI, (S)ound-on-Slide, (O)ther		
Performance Resources :		
PORTABLE RADIO		

The printout illustrated at the left reflects an example of Behavioral Objective data for a task. You may obtain this data by selecting Option 2 on Page 1 of the MTL print menu.

A task-level behavioral objective is referred to as a **TERMINAL OBJECTIVE**. There may be up to six terminal objectives for a task, however most tasks contained in the AOTS have one terminal objective.

Each objective for a task is defined in a written statement referred to as an Objective Statement. For many objectives, the AOTS also contains other data, such as references, resources and training materials that pertain to the achievement of the objectives.

- o A Complete Objective Statement provides you the behavior, conditions and standards by which you will perform the task once you have been properly trained. The objective statement tells you what you must be able to do, how well it must be done, and under what circumstances you will be required to perform the task.
- o Training Materials are sources for accomplishing requisite knowledge training for the task. By reviewing the available training materials, you can gain a better understanding of the purpose, policies and procedures that apply when performing the task. This information will help you prepare for further training and for the accomplishment of the task.

Training materials can be of five types, as explained in the following table:

TYPE OF TRAINING MATERIAL	EXAMPLES
Film	Movie; film strip
Text	Pamphlet, checklist, regulation, training manual
CAI	On-line training lesson using the AOTS; Interactive Video Disk (IVD) lesson using the AOTS
Sound-On-Slide	Sound projector with slides
Other	On-line lesson using training system other than the AOTS; IVD lesson using training system other than the AOTS
NOTE: When CAI is reflected, you will review the CAI or IVD lesson/course by accomplishing the "Proceed with Training" function. The procedures for this function are presented in Section 8.2 of this User's Handbook. For training materials other than CAI, you will obtain the materials from sources other than the AOTS. Check with your OJT trainer or supervisor if you need help obtaining materials for task knowledge training. If training materials are not reflected on the printout, you should talk with your OJT trainer or supervisor. They should provide you with information which can help you obtain the materials you should review or study to help you gain the knowledge required to perform the task.	

Table 8-2 Training Material Summary

- o Resources are tools, equipment and materials required in order to achieve the objective for the task. There are three types of resources which pertain to an objective:
 1. Performance Resources, which you will use to achieve the task objective.
 2. Training Resources, which your OJT trainer or supervisor will use when conducting training for the task.
 3. Evaluator Resources, which your OJT evaluator supervisor will use to evaluate your knowledge and/or performance of the task.
- o Test IDs that apply to the objective are also listed. The Test ID data includes a Test ID number and the type of test available within the AOTS that applies to the task. There are two types of tests stored within the system: Knowledge Test and Performance Test. A knowledge test may be administered on line or off line, while a performance test is always administered off line.

- o The Publication References are sources of information (policies/procedures) pertaining to the achievement of the objective. Publications include regulations, pamphlets, technical orders, manuals, etc, you can refer to for obtaining more knowledge about the task.

811XX Security Police		Page 1
Task - F10036		19 Dec 88
Task Id : F10036	Version : 5	
Task Statement :		
CONDUCT A TRAFFIC ACCIDENT INVESTIGATION		
Author :		
Last Modified by : Patie A Alba		
Publication References :		
AFP 125-2 , Volume 3		
TECHNICAL GUIDE FOR POLICE TRAFFIC OPERATIONS		
Breakdowns : CHAPTER 7		
AFR 125-14		
MOTOR VEHICLE TRAFFIC SUPERVISION (PA)		
AFR 125-19		
LAW ENFORCEMENT PATROLS AND TRAFFIC OPERATIONS		
AFR 125-3		
SECURITY POLICE HANDBOOK		
8-1-71		

The printout illustrated at the left reflects examples of Reference data for a task. You may obtain this data by selecting Option 5 on Page 1 of the MTL print menu.

Remember, references are publications you can review which contain task performance information. To gain more knowledge of the task policies, purpose(s) and procedures, you would refer to the references listed.

The reference data include publication identification (e.g., AFR 125-3), the title of the publication, and the specific volume and/or supplement (if applicable). Breakdown data may also be available, which are specific parts of a publication, such as chapters, paragraphs, tables, etc., you should refer to as you prepare for training/performing the task.

811XX Security Police Task - F10036		Page 1 19 Dec 88
Task Id : F10036	Version : 5	
Task Statement :		
CONDUCT A TRAFFIC ACCIDENT INVESTIGATION		
Author :		
Last Modified by : Patie A Alba		
Performance Resources :		
PORTABLE RADIO		
SECURITY POLICE VEHICLE		
TAPE MEASURE		
CHALK		
BOND PAPER		
TEMPLATE		
PEN(S)		
AF FORM 840		
AF FORM 841		
AF FORM 1315 UNIFORM POLICE TRAFFIC COLLISION REPORT (PA)		

The data illustrated at the left are examples of performance resources. You may obtain this type of data by selecting Option 15 on Page 2 of the MTL Editor print menu.

Remember, resources are tools, equipment or materials which you will use when learning and performing the task. The data includes the name of the resource and, sometimes, a concise description of the resource. At a minimum, you must know (or learn) how to correctly use the resources as they pertain to the task. As you gain more experience in performing the task, you will become more skilled in the use of these resources.

811XX Security Police Task - F10039		Page 1 19 Dec 88
Task Id : F10039	Version : 5	
Task Statement :		
CONDUCT A WALL SEARCH OF A SUSPECT		
Author :		
Last Modified by : Patie A Alba		
Activities :		
1. POSITION SUSPECT WITH ARMS APART, BOTH HANDS AT SHOULDER LEVEL		
2. PLACE SUSPECTS ARM FLAT AGAINST A VERTICAL OBJECT SUCH AS A WALL OR A VEHICLE		
3. POSITION AND SPREAD THE SUSPECTS FEET 12 TO 18 INCHES APART		
4. APPROACH THE SUSPECT FROM THE RIGHT SIDE		
5. TURN SUSPECTS FACE TO THE OPPOSITE DIRECTION AWAY FROM YOU		
6. GRASP THE SUSPECTS RIGHT ELBOW WITH YOUR RIGHT HAND TWISTING SLIGHTLY UPWARD		
7. GRASP THE SUSPECTS NECK (BEHIND EAR, MASTOID AREA) WITH YOUR LEFT HAND		
8. PLACE YOUR RIGHT HAND SO THAT YOUR INDEX FINGER AND THUMB IS GRIPPING THE SUSPECTS RIGHT ARM JUST ABOVE THE ELBOW JOINT		
9. PUSH THE SUSPECTS ARM TOWARD THE WALL APPLYING PRESSURE PERPENDICULAR TO THE ARM, EXACTLY OPPOSITE THE WAY THE ELBOW IS HINGED		

If the task you are printing has not been broken down into subtasks, you will see Activities data presented as illustrated in the screen at the left. You may obtain activities data by selecting Option 19 on Page 2 of the MTL Editor print menu.

Activities are the performance steps which apply to the task. You will be required to learn and perform each step, in the sequence listed, before you can be certified on the task.

If your AFS is 452X4 or 454X0, activities may not be listed. Instead, a statement is provided that identifies the Technical Order where the performance steps are documented.

811XX Security Police	
Task - F10039	
Task Id : F10039	Version : 5
Task Statement :	
CONDUCT A WALL SEARCH OF A SUSPECT	
Author :	
Last Modified by : Patie A Alba	
Supporting Skills and Knowledge	
SEARCH TECHNIQUES/PROCEDURES	
USE OF FORCE	
8-1-74	

Supporting Skills and Knowledge data are illustrated in the screen at the left. To obtain this type of data, select Option 20 on Page 2 of the MTL Editor print menu.

Skills and knowledge data include concise statements which reflect the kinds of skills and/or the knowledge you must attain before you can learn or perform the task.

Printed subtask data are not illustrated within this section. If a task has been broken down into two or more subtasks, you can obtain subtask data by selecting Option 19 on Page 2 of the MTL Editor print menu. Since subtasks allow for the training, evaluation and performance of a task to take place in smaller segments, some of the same types of data stored for the task are also stored for its' subtasks. The following lists the subtask data which are printed when Option 19 (Subtask Entries) is selected on the MTL print menu:

- o A Subtask Statement.
- o The Publications References you can review for further information pertaining to the subtask.
- o The Supporting Skills and Knowledge you must possess in order to accomplish the subtask.
- o The Performance Resources you will use when performing the subtask.
- o The Activities (sequential performance steps) you will accomplish when learning and performing the subtask.
- o The Behavioral Objective(s) that applies to the subtask.
 - The AOTS allows up to six behavioral objectives for each subtask, however, most subtasks have only one behavioral objective. A behavioral objective for a subtask is referred to as a Supporting Objective.
 - Objective data for a subtask involve the same types of data as available for the task. Objective data include: a Complete Objective Statement, Training Materials, Performance/Training/Evaluator Resources, Test IDs, and Publication References.

8.2 Proceed with Training

The "Proceed with Training" function enables you, under controlled circumstances, to progress with task training without the assistance of a trainer or an evaluator.

- o Task training is accomplished to enable you to achieve duty position qualification. Position qualification is achieved once you are trained and certified to perform all tasks defined for your duty position and have completed any other Training Requirements required for the position.
- o Tasks required to be performed in your duty position are listed on your Position Qualification Status listing. Tasks for which you require training are listed on your ITR. Once training is completed for a task, the task is certified and removed from your ITR. Once all tasks are certified, you are position-qualified.

To understand the "Proceed with Training" function, you need to be aware of how task training occurs when using the AOTS.

- o Training for a task involves four separate task training events:
 1. Knowledge Training,
 2. Knowledge Evaluation,
 3. Performance Training, and
 4. Performance Evaluation.
- When the task is broken down into subtasks, the four events are accomplished for each subtask as well as for the overall task.
- o Task training events are designed to occur in sequence, i.e., the first event is scheduled and accomplished; once the event is completed the next event is then scheduled and accomplished; etc., until all events for the task are completed.
 - Events are scheduled either automatically by the AOTS or by authorized personnel, including a supervisor, trainer, evaluator or training manager. (Performance Training and Performance Evaluation events are always scheduled by authorized personnel.)
 - Events are accomplished either on line or off line. (Performance Training and Performance Evaluation events are always accomplished off line).
- o Task training can be in progress for more than one task at a time. While only one event can be accomplished at one time, many events can be scheduled to occur for any number of tasks (or subtasks).
- o Task training occurs by way of events only if the system contains at least one Behavioral Objective for the task. Behavioral objectives have been developed and updated by the Instructional Systems Team (IST) for many of the tasks. However, when a behavioral objective does not exist for a task, the system does not allow events to be scheduled or accomplished using the AOTS. Training for such a task occurs entirely off line, without the support of the AOTS.

The two events you can accomplish via the "Proceed With Training" function are the Knowledge Training and the Knowledge Evaluation events.

- o The Knowledge Training event is the period of time in which you review/study training materials to obtain knowledge about the task (or subtask).
 - The event will be scheduled automatically, or by an authorized person (i.e., trainer, supervisor or training manager).
 - You will accomplish the Knowledge Training event either on line or off line, depending on the training materials that exist for the task.
 - If a CAI lesson exists in the AOTS for the task, you will accomplish the Knowledge Training event on line.
 - If a CAI lesson does not exist in the AOTS for the task, you will accomplish the Knowledge Training event off line, using training materials such as a film, sound-on-slide presentation or textual materials (e.g., training manual, T.O., regulation), or by directly receiving knowledge training from a designated trainer.
- o The Knowledge Evaluation event is the period of time in which you are evaluated to determine whether or not you have attained sufficient knowledge about the task (or subtask) to begin performance training.
 - The event will be scheduled automatically, or by an authorized person (i.e., evaluator, supervisor or training manager).
 - You will accomplish the Knowledge Evaluation event either on line or off line, depending on the evaluation materials that exist for the task.
 - If a knowledge test exists in the AOTS for the task/subtask, the Knowledge Training event is normally accomplished on line.
 - If a knowledge test does not exist in the AOTS for the task/subtask, the Knowledge Training event is accomplished off line. A person, designated as an evaluator, will evaluate your knowledge about the task/subtask by administering a non-AOTS knowledge test, verbal quiz, or whatever means are established within the workcenter.

Each time you "Proceed with Training", the system determines whether or not you can proceed with the next Knowledge Training or Knowledge Evaluation event.

- o If it is determined that you can proceed to such an event, the system automatically identifies the next event you will accomplish.
 - If Knowledge Training or Knowledge Evaluation events have been scheduled by authorized personnel, the system identifies the next event to be accomplished (based on the order the events appear on your current Training Schedule).

- If no Knowledge Training or Knowledge Evaluation events are scheduled by authorized personnel, the system automatically schedules the next event (based on the tasks listed in your ITR).
 - Event identification data is provided to you so that you know for which task (or subtask) you are accomplishing the event, and the type of event you are required to accomplish (i.e., Knowledge Training or Knowledge Evaluation).
 - Instructions are provided to you in a prompt on the screen, advising you to accomplish the event either on line or off line. If the event will occur on line, you are provided access to the on line CAI lesson (for a Knowledge Training event) or to the on line knowledge test (for a Knowledge Evaluation event).
- o If it is determined that you cannot proceed with training, the system will provide you a prompt advising you to contact your supervisor. You will see the prompt under these conditions:
- There are no further Knowledge Training or Knowledge Evaluation events you are required to complete, or
 - The next event is a Knowledge Evaluation event which will occur off line, where the event will be conducted by an evaluator rather than you accomplishing the event by yourself, or
 - The next Knowledge Training or Knowledge Evaluation event is scheduled to start at a specific time, and you attempted to "Proceed with Training" before the scheduled start time.

Each time you "Proceed with Training", the system also determines whether or not you completed the last Knowledge Training or Knowledge Evaluation event you had been accomplishing.

- o If the Knowledge Training or Evaluation event you were last accomplishing was online, the system provides identification data for the event and enables you to re-access the CAI lesson (for a Knowledge Training event) or the knowledge test (for a Knowledge Evaluation event). Once you complete the lesson or test, the system automatically marks the completion of the event.
- o If the Knowledge Training or Knowledge Evaluation event you were last accomplishing was offline, the system will provide identification data for the event and will prompt you to identify whether or not you have completed the event.
 - If you completed the event, you will "mark the event complete" by responding yes to a prompt. The next event to be accomplished is then identified on the screen, or the prompt to contact your supervisor will appear.
 - If you have not completed the event, you will so indicate (by responding no to a prompt). The system will then advise you to accomplish the event. The next time you "Proceed with Training", you will again be asked whether or not you have completed the event. This cycle is

repeated until you, or another authorized person (i.e., trainer/evaluator, supervisor or training manager), marks the completion of the event.

The remaining information within this section provides you with the procedures to "Proceed with Training".

```
SUP627.881      Advanced On-The-Job Training System (AOTS)      7 Dec 88
1.3              Primary Access Menu

1. Personal Training Information
2. Master Task List (MTL) Interface
q. Quit This Menu

Select Option: 1_

8-2-1
```

To proceed with training when using the AOTS, you must first select the Personal Training Information option from the AOTS Primary Access Menu, as illustrated to the left. (Depending on your User Type(s), the menu may have more options than are being illustrated here; however, the Personal Training Information option is always the first option when viewing the AOTS Primary Access Menu.)



STEP 1: SELECT THE PERSONAL TRAINING INFORMATION OPTION. Enter 1 and press **RETURN**.

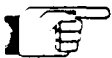
```
MGT632.885      Airman Training Record (ATR) Manager      7 Dec 88
1.8              Training Record for SRA Adams, Pat A.

1. Individual Training Requirements
2. Personnel Data
3. Training History Data
4. Access Level
5. Change Password
6. Print a Training Record
q. Quit This Menu

Select Option: 1_

8-2-2
```

Proceed with Training is an option within the ITR portion of your training record.



STEP 2: SELECT THE INDIVIDUAL TRAINING REQUIREMENTS OPTION. Enter 1 and press **RETURN**.

MGT638.818 1.5	Individual Training Requirements Assignment Review and Generation	7 Dec 88
1. Display Individual Training Requirements 2. Display Training Schedule 3. Proceed With Training 4. Position Qualification Status Information 5. Print Training Requirements 6. Print Training Schedule 7. Print Position Qualification Status 8. Access General ITR q. Quit This Menu		
Select Option: 3_		
9-2-3		

Proceed with Training is the third option on the screen you are now viewing.



STEP 3: SELECT THE PROCEED WITH TRAINING OPTION. Enter 3 and press **RETURN**.

The information you see has been explained in this section. If you still have questions regarding this function, call the AOTS hotline.

9 TRAINER/EVALUATOR FUNCTIONS

This section is for the trainer or evaluator user of AOTS.

9.1 Access Task Data

As a trainer or evaluator, you have access to the same options and task data as a supervisor. Please refer to Section 10.11 for information and procedures for accessing task data.

9.2 Administer Task Training (Trainer)

As a trainer, you are responsible for assisting one or more trainees in obtaining the knowledge and developing the skills necessary to perform tasks required by their duty positions. You are also responsible for teaching the performance steps that apply when accomplishing the tasks.

- o In Section 2, a decision logic table illustrates the AOTS functions involved with administering training. The various types of training are identified on the table, as well as the user(s) who are responsible for performing each function for each type of training.

- Scheduling and conducting training are two of the four functions identified on the table, for which this section of the AOTS User's Handbook applies. We recommend that you review the table as you review the material contained in this section. As you continue to schedule and conduct training with the support of the AOTS, you will gain a further understanding of the interrelationships you will have with trainees, evaluators, supervisors and the system, as depicted by the table in Section 2.

When working with the Training Scheduler as a trainer, you are able to schedule and conduct training for one person at a time. The procedures for scheduling and conducting training vary from task to task, depending on the type of training involved and the amount of data existing within the AOTS for the task.

- o The Training Scheduler operates on the concept that training occurs by way of EVENTS. Different types of events exist to support the different types of training required by workcenter personnel. Various data exist for each separate event, which help you identify and monitor the following:
 - specific type of training that applies,
 - time frame in which training occurs,
 - progress status of trainee(s),
 - location where training takes place,
 - participants of training (trainer, evaluator, trainee),
 - other specific data (e.g., resources and training materials)

- o Task training involves four separate events:

1. Knowledge Training
2. Knowledge Evaluation
3. Performance Training
4. Performance Evaluation

As a trainer, you are responsible for the Knowledge Training event and the Performance Training event.

Before you begin to schedule any training, you need to be aware of the following:

- o Task training events apply only when the AOTS contains one or more behavioral objectives for a task.
 - The four events apply to each behavioral objective for the task. When a task is broken down into subtasks, the four events also apply to each supporting behavioral objective.
- o If a behavioral objective does not exist for a task, the Training Scheduler does not accommodate the scheduling nor conduct/administration of training for the task by way of events.
 - When you attempt to schedule a Knowledge Training event for a task, you will be able to identify whether or not a behavioral objective exists for the task, once you perform Step 8 of the procedures.
 - Another way to identify whether or not an objective exists for a task is to print or review the objective data (via the MTL Editor) before you begin to schedule training for the task. The printout or screen provide the objective data or a statement advising there are no objective data.
- o Task training events are designed to be accomplished in sequence; i.e., the Knowledge Training event should be accomplished first; the Knowledge Evaluation event next; the Performance Training event next; and then the Performance Evaluation event.
 - The Knowledge Training event is the period of time in which the trainee studies materials to obtain knowledge about the task (or subtask). Knowledge training may occur on line or off line.
 - If a CAI or IVD lesson exists for a task, the knowledge training event is accomplished on line.
 - If a CAI or IVD lesson does not exist for the task, knowledge training is accomplished off line, using training materials such as films, sound-on-slide presentations or textual materials (e.g., training manual, T.O., regulation).

- The Knowledge Evaluation event is the period of time in which the trainee is evaluated to determine whether or not he/she has attained sufficient knowledge about the task to begin performance training. Knowledge evaluation may occur on line or off line.
 - If a knowledge test exists in the AOTS for a task, the knowledge evaluation event can be accomplished on line or off line. It is recommended that knowledge evaluation occur on line whenever possible, since functions, such as scoring and marking the completion of the event, are accomplished automatically by the AOTS for on-line knowledge tests.
 - If a knowledge test does not exist in the AOTS, the event is accomplished off line, using whatever means are established within the workcenter.
- The Performance Training event is the period of time in which you, as the trainer, teach the performance steps of the task, and the sequence in which the steps must be accomplished. Performance training is always conducted off line.
 - For many tasks, the AOTS contains data which provide you with a training outline and data from which you plan and conduct training.
- The Performance Evaluation event is the period of time in which the evaluator observes the trainee accomplishing the task and determines whether or not the trainee can adequately perform the task without further training. Performance evaluation is always administered off line.
 - When evaluation products (i.e., an Oral Test Guide and a Performance Evaluation Checklist) are available for a task, the products must be used to conduct the Performance Evaluation event.
 - When evaluation products do not exist for the task, the evaluation event is conducted by whatever means are established within the workcenter.

Because the procedures for scheduling and conducting training vary somewhat, depending on the type of event involved, this section is organized into two parts: Part A applies to a Knowledge Training event; Part B applies to a Performance Training event.

PART A - SCHEDULE AND CONDUCT A KNOWLEDGE TRAINING EVENT

```
SUP827.001      Advanced On-The-Job Training System (AOTS)      7 Dec 88
1.3              Primary Access Menu

1. Personal Training Information
2. Training Management
3. Master Task List (MTL) Interface
4. Position Requirements
q. Quit This Menu

Select Option: 2

9-2-1
```

The screen at the left illustrates the AOTS Primary Access Menu. To schedule a task event, you must access the training management option.



STEP 1: SELECT THE TRAINING MANAGEMENT OPTION. Enter 2 and press **RETURN**

```
SUP827.006      Training Management      7 Dec 88
1.3

1. Training Scheduler
2. Airman Training Record (ATR) Manager
3. Reporting Programs
4. Qualification Assessment
5. Off-Line Test Control
6. Off-Line Test Scoring
7. Access existing Event
q. Quit This Menu

Select Option: 1

9-2-2
```

Depending on your user type(s), the screen illustrated at the left could have as few as three options or as many as seven options listed. You need to access the Training Scheduler.



STEP 2: SELECT THE TRAINING SCHEDULER OPTION. Enter 1 and press **RETURN**

```
SUP027.006      Training Management      7 Dec 88
1.3

      1. Training Scheduler
      2. Airman Training Record (ATR) Manager
      3. Reporting Programs
      4. Qualification Assessment
      5. Off-Line Test Control
      6. Off-Line Test Scoring
      7. Access existing Event

      q. Quit This Menu

      Select Option: 1

Select Type of Training Mode : (T)rainer, (S)upervisor, (Q)uit ? 1

9-2-3
```

If you are a trainer as well as a supervisor, you will see the prompt illustrated at the left, and you will perform Step 3.

If you are a trainer, but not a supervisor, you will not see the prompt illustrated at the left, nor will you perform Step 3 (instead, proceed to the information presented after Step 3).



STEP 3: SELECT THE TRAINER OPTION. Enter T (or t) and press **RETURN**

```
SUP027.006      Training Management      7 Dec 88
1.3

      1. Training Scheduler
      2. Airman Training Record (ATR) Manager
      3. Reporting Programs
      4. Qualification Assessment
      5. Off-Line Test Control
      6. Off-Line Test Scoring
      7. Access existing Event

      q. Quit This Menu

      Select Option: 1

      Please enter the SSAN of the airman: 888888881

9-2-4
```

Here you identify the trainee for whom you are going to generate an event. When entering the person's SSAN, do not use dashes.



STEP 4: ENTER THE TRAINEE'S SSAN AND PRESS RETURN.

```

MGT838.868      Individual Training Requirements      8 Dec 88
1.5              Assignment Review and Generation

1. Update or Schedule Individual Training Requirement
2. Training Event Review or Update
q. Quit This Menu

Select Option: _

9-2-5

```

If you are a trainer, but not a supervisor, you will see the screen illustrated at the left, and you will perform Step 5.

If you are a trainer, as well as a supervisor, you will not see the screen illustrated at the left, nor will you perform Step 5 (instead, proceed to the information presented after Step 5).



STEP 5: SELECT THE UPDATE OR SCHEDULE INDIVIDUAL TRAINING REQUIREMENT OPTION. Enter 1 and press **RETURN**.

```

MGT838.863      Individual Training Requirements      7 Dec 88
1.5              Select Action Desired

1. Update or Schedule Training
2. Training Schedules Information
3. Position Task Qualification Status
4. Print Training Requirements
5. Print Training Schedules
6. Print Position Task Qualifications
7. Access General ITR
q. Quit This Menu

Select Option: 1_

9-2-6

```

To schedule a knowledge training event, you must select Update or Schedule Training.



STEP 6: SELECT THE UPDATE OR SCHEDULE TRAINING OPTION. Enter 1 and press **RETURN**.

```

MGT838.882      Individual Training Requirements      7 Dec 88
1.5              Select Type of Training to Update

                1. AFS Task
                2. Ancillary
                3. Additional Duty
                4. Contingency
                5. ECI/CDC
                6. PME
                7. Formal Training

                g. Quit This Menu

                Select Option: 1_

9-2-7

```

At this point, you are accessing the various components of the trainee's ITR. As a trainer, your interaction involves the AFS tasks.



STEP 7: SELECT THE AFS TASK OPTION. Enter 1 and press **RETURN**.

```

MGT854.886      Task Training Requirements            7 Dec 88
1.5              For SRA Adams, Pat A.

1. Task ID: F18804      Status: In Progress
INSPECT FIXED POST FOR DISCREPANCIES

2. Task ID: F88278      Status: None
FIRE WEAPONS TO MAINTAIN QUALIFICATION

3. Task ID: 018999      Status: None
PERFORM OPERATOR MAINTENANCE ON AN M-16 RIFLE

4. Task ID: F18839      Status: None
CONDUCT A WALL SEARCH OF A SUSPECT

Enter (A)dd to end, (I)nsert, (O)rder, (D)elete, (S)chedule or Assign,
(C)ertify, (B)reakdown, (R)evise status, (Q)uit ? a

9-2-8

```

The screen you are viewing lists the first four tasks appearing on the person's ITR.

An important fact to remember is that the tasks on a person's ITR are listed in the order of training priority (as determined by the person's supervisor). In other words, task training should be conducted for tasks at the top of the list before training is conducted for tasks appearing in the middle or at the end of the list.

You are able to identify whether training for a task has begun, is occurring, or has been completed, by reviewing the status of the task. The current status of each task is reflected at the right of the Task ID.

The following table defines the status for a task:

TASK STATUS	DEFINITION
NONE	Training has not been scheduled nor conducted for the task.
IN PROGRESS	Training has been scheduled, or has begun for the task.
AWAITING CERTIFICATION	Training has been completed for the task, and the person can now be certified on the task, - OR - Training takes place without the assistance of the AOTS (when the AOTS does not contain a behavioral objective for the task), and the person can be certified once training is completed off line.

Table 9-1 Task Status Definitions

To schedule a Knowledge Training event, the status of the task must reflect "None" or "In Progress".

It is important to remember that the task for which you are scheduling an event must be one of the tasks listed on the screen you are now viewing. When necessary:

- o Press the **PGDN** key, and continue to press the key, until the task you are seeking can be seen on the screen,

or

- o Select the Task Search option (enter T or lower case t and press **RETURN**); and then enter the Task ID that corresponds to the task for which you are scheduling training.

Once the desired task can be seen on the screen, proceed to Step 8.



STEP 8: SELECT THE SCHEDULE OR ASSIGN OPTION. Enter S (or s) and press **RETURN**. Then, select the task for which you want to schedule an event. Enter the field number corresponding to the task being scheduled and press **RETURN**.

As a result of Step 8, the screen changes in one of the following four ways:

1. You see a prompt advising you are not the primary trainer for the individual (see Special Procedure #1), or
2. The status of the task you selected changes from "None" to "Awaiting Certification" (see Special Procedure #2), or
3. A screen titled Task Initialization is presented (generally this will occur and starts with Step 9), or
4. The Task Status screen is presented (sometimes occurs and starts with Step 10 instead of Step 9).

Over time, you will be exposed to each of the four situations listed above. The next portion of this section provides information and procedures for all four screen changes that occur; refer to the portion of information that applies to the screen you are currently viewing.

SPECIAL PROCEDURE #1 WHEN YOU ARE NOT THE TRAINER/EVALUATOR FOR THIS TASK

When you are not the person's primary trainer, or if you have not been designated by the person's supervisor to be the trainer for the task, you will see the following prompt:

You are not the primary trainer or evaluator for this task.
Press <return> to continue....

Within the AOTS, each supervisor identifies a primary trainer and primary evaluator for each trainee he/she supervises. The person's name and SSAN are updated into the trainee's ITR. One person may be identified as both the primary trainer and primary evaluator, or one person may be identified as the primary trainer and another person as the primary evaluator.

- o The primary trainer is responsible for conducting training for the majority of tasks listed on the trainee's ITR.
- o Many times, another person (who is not the trainee's primary trainer) is designated to conduct training for one or more tasks.

You would see the prompt being addressed here, because you are trying to schedule assign training for an individual and you are not the persons' primary trainer nor have you been designated as the trainer for this task.

- o In order to schedule training for this individual on this task, the following procedures are required:



STEP A: Press **RETURN** as prompted on the screen.



STEP B: QUIT each screen until the AOTS Primary Access Menu appears on the screen. (Enter Q or q and press **RETURN** as many times as required until you reach the primary menu.)



STEP C: Advise the trainee's supervisor that you must be identified as the Trainer for the task (you will have to provide the Task ID). He/she will need to update the person's ITR so that you are designated as the trainer for the task, or you are designated as the person's primary trainer.



STEP D: Once the supervisor has identified you as the trainer for the task/person, repeat the procedures contained in this section, beginning at the first step of Part A.

- o The supervisor should verbally advise you that the update has been accomplished. If you do not hear from the supervisor within a reasonable amount of time, you should contact the supervisor rather than waiting for him/her to call you. You may want to try to perform the function again, by repeating Steps 1 - 8 of Part A. If you don't see the prompt again, it means you now are authorized to assign/schedule the event.

SPECIAL PROCEDURE #2 TASK STATUS CHANGES TO "AWAITING CERTIFICATION"

Because the AOTS does NOT contain at least one behavioral objective for this task, the status of the task on the person's ITR changes from "None" to "Awaiting Certification".

- o Without behavioral objectives, the Training Scheduler cannot be used to schedule or conduct training events for the task. (Events do not exist for a task without a behavioral objective.)
- o The training for the task must be accomplished without further support or data from the AOTS. The status of the task, on the person's ITR, will remain "Awaiting Certification" until the task is certified by the person's supervisor.

Since the scheduling of events is not possible for this task, perform Step A below.



STEP A: SELECT THE QUIT OPTION (enter Q or a lower case q and press **RETURN**) if this is the only task you desire to schedule training for this person at this time,

- OR -

Repeat Step 8 if you desire to schedule another task.

- o If you are not going to schedule training for another task at this time, continue to quit each screen until you return to the AOTS Primary Access Menu. At that point, you may quit the menu and log off the system, or you may perform another AOTS function.

TASK INITIALIZATION SCREEN IS DISPLAYED

After Step 8, you will normally see the Task Initialization Screen. However, it is possible that you will go directly to the Task Status Screen instead.

MGT055.283		Initialization for Task P00278	7 Dec 88
1.5			
1. Start Date	87 Dec 1988		
2. Trainer	000000005	Sgt Baker, Jane C.	
3. Evaluator	000000000		
Select the information to change			
Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>) Q			
9-2-8A			

The screen at the left is an illustration of the Task Initialization screen.

You will see the task initialization screen if this is the first event to be scheduled for this task. This screen is used to update specific initial information regarding the training for the task.

This Task Initialization screen identifies the training start date, trainer and evaluator for this task.

- o The training start date will automatically be reflected as today's date. You may change the start date, or you may accept today's date.
- o Your name and SSAN will appear as the Trainer for the task.



STEP 9: CHANGE THE START DATE, IF NECESSARY. Enter 1 and press **RETURN** and then enter a date using the DD MMM YYYY format followed by pressing **RETURN**.

SELECT THE QUIT OPTION (enter Q or lower case q and press **RETURN**) **IF/ONCE DATA IS CORRECTLY REFLECTED ON THE SCREEN.** The Task status screen appears next.

TASK STATUS SCREEN IS DISPLAYED

If you get the Task Status Screen after Step 8, proceed at this point. If you get the Task Status Screen after Step 9, continue at this point.

MGT864.001		Task Training Requirements		7 Dec 88	
1.4		For SrA Adams, Pat A. on Task F08278			
FIRE WEAPONS TO MAINTAIN QUALIFICATION					
Task Level	Objective	Type	Event	Status	
1. Term. Obj.	1774	Knowledge	Training	Unassigned	
2. Term. Obj.	1774	Knowledge	Evaluation	Unassigned	
3. Term. Obj.	1774	Performance	Training	Unassigned	
4. Term. Obj.	1774	Performance	Evaluation	Unassigned	

Enter (S)chedule or assign, (E)vent Display, (C)ancel Assignment,
(M)ark Complete, (I)dentify Trainer/Evaluator, (Q)uit ? :

9-2-10

The screen at the left is an illustration of the Task Status screen. The scheduling of events occurs at this point.

o To provide you a better understanding of the data reflected on the screen, the contents of the Task Status screen are described below.

The trainee, Task ID and Task Statement are identified at the top of the screen, to help you keep track of who you are currently scheduling training for and the task being scheduled.

Data are sorted on the screen based upon the behavioral objective(s) existing for the task. The following information is provided for each objective:

- o The Objective ID (in our example the Objective ID is 1774).
- o The Task Level for which the objective applies.
 - An objective that applies to a task is referred to as a Terminal Objective. "Term. Obj." is reflected under the Task Level column when the objective applies to the overall task (as in our example).
 - An objective that applies to a subtask is referred to as a Supporting Objective. The subtask number, "1", "2", etc., is reflected under the Task Level column when the objective applies to a subtask.
- o The four events and the status of each.
 - The current status of each event enables you to determine the person's training progress as it pertains to this task. The following table provides definitions for the status of events:

EVENT STATUS	DEFINITION
Unassigned	The event has not been scheduled nor conducted.
Assigned	The event is scheduled to occur AT THE EARLIEST OPPORTUNITY. The status remains "assigned" until the event is accomplished and marked complete.
Scheduled	The event is scheduled to occur AT A SPECIFIC TIME ON A SPECIFIED DATE. The status remains "scheduled" until the event is accomplished and marked complete.
Complete	The event has been successfully accomplished. The status remains "complete" until all other events for the task are marked complete.
Taken	The event had previously occurred, however the trainee did not pass an evaluation. The status remains "taken" until the event is reassigned, rescheduled or marked complete (as passed).
Reassigned	The event has been rescheduled to occur AT THE EARLIEST OPPORTUNITY. The trainee did not pass an evaluation, therefore the event must be repeated. The status remains "reassigned" until the event is reaccomplished and marked complete.
Rescheduled	The event has been rescheduled to occur AT A SPECIFIC TIME ON A SPECIFIC DATE. The trainee did not pass an evaluation, therefore the event must be repeated. The status remains "rescheduled" until the event is reaccomplished and marked complete.

Table 9-3 Event Status Summary



STEP 10: SELECT THE SCHEDULE OR ASSIGN OPTION. Enter S (or s) and press **RETURN**

```

MGT864.861      Task Training Requirements      7 Dec 88
1.4             For SrA Adams, Pat A. on Task F88278
FIRE WEAPONS TO MAINTAIN QUALIFICATION

  Task Level  Objective  Type Event  Status
1. Term. Obj.  1774      Knowledge  Training  Unassigned
2. Term. Obj.  1774      Knowledge  Evaluation Unassigned
3. Term. Obj.  1774      Performance Training  Unassigned
4. Term. Obj.  1774      Performance Evaluation  Unassigned

      Select the task event to schedule or assign

      Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)) 1

9-2-12

```

Another prompt is added at the bottom of the screen, advising you to select the event.



STEP 11: SELECT THE KNOWLEDGE TRAINING EVENT TO BE SCHEDULED. Enter the field number which corresponds to the Knowledge Training event for the task (or subtask) and press **RETURN**. (In our example, we selected field number 1 which corresponds to the Knowledge Training event for our example task.)

The screen changes in one of two ways:

1. The Training Materials screen is displayed, or
2. The Event Notice screen is displayed.

TRAINING MATERIALS SCREEN IS DISPLAYED

```

EVL001.899          Behavioral Objective Editor          7 Dec 88
2.0      Trng Materials for F00270-T-1774-Knowledge Training

FIRE WEAPONS TO MAINTAIN QUALIFICATION

  Type      Id      Description
1. T  ESBI B-1      ARMING AND THE USE OF FORCE
2. C  81-1-1-2-3    PREMARKSMANSHIP TRAINING
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.

      TYPE: (F)ilm, (T)ext, (C)AI, (S)ound-on-Slide, (O)ther
      Enter number of training material to select
      Use <page down> key for paging.
      Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)) 2

9-2-13
  
```

If training materials for the task have been defined in the system, you will see the screen illustrated at the left and you must perform Step 12.

o If training materials have not been defined for the task, you will not see the screen illustrated at the left, and you will not perform Step 12 (instead, proceed to the information following Step 12).

Training materials are on-line or off-line sources of information that provide knowledge about a task or subtask. Training materials can be of five types, as the legend at the bottom of the screen illustrates.

The Training Materials screen provides a list of materials that have been defined for the task (or subtask), which will assist the trainee in attaining requisite knowledge about the task. You are required to identify the type of material to be used as the trainee's primary source of requisite knowledge. There are some rules regarding your selection of materials:

- o If CAI or IVD is defined for a task/subtask, you must select the field number corresponding to the CAI or IVD material. CAI and IVD must be the primary sources of providing knowledge training, when such materials exist for the task.
- o The trainee is not limited to studying only the material you select on this screen. However, he/she will use the material you select as the primary source of requisite knowledge information.



STEP 12: SELECT THE PRIMARY TRAINING MATERIAL TO BE USED BY THE TRAINEE FOR THIS KNOWLEDGE TRAINING EVENT. Enter the field number corresponding to the training material and press **RETURN**. (In our example, we selected field number 2 which corresponds to CAI lesson 81-1-1-2-3, titled "Premarksmanship Training".) The Event Notice screen is displayed next.

```

MGT831.001      Training Event Assignment      7 Dec 88
1.5             Task Training Event 350
Task Event Identification: F00278-T-1774-Knowledge Training
Generated by: 888888885 Sgt Baker, Jane C.
1. Trainer: 888888885 Sgt Baker, Jane C.

2. Start Date and Time: No Schedule
3. End Date and Time: No Schedule

Number of Participants: (Sgt Adams, Pat A.)

4. Installation:

Training Method: CAI
PREPARATIONSHIP TRAINING
5. Description:

Enter (C)ancel Event Generation, (M)odify Event, (G)enerate Event ? _
9-13A

```

The screen at the left illustrates an on-line Event Notice. The notice will be printed automatically once you generate the event (explained later).

The following information is provided to acquaint you with the information appearing on an Event Notice, and to explain the data for which you are responsible.

- o The system automatically establishes an Event-ID for each training and evaluation event. The Event ID is reflected in the sub-title of the screen. (In our example, the Event ID is 350.)
- o The event is further identified by a combination of data, which appear on the first line of the screen (below the sub-title). Using the example above, the ID can be broken down for explanation, as follows:

F00278	-	T	-	350	-	Knowledge Training
↑		↑		↑		↑
Task ID		Task Level		Objective ID		Type of Event

The task level will reflect "T" when the event applies to a terminal (task) objective. "S1", "S2", etc., is reflected when the event applies to a supporting (subtask) objective, where the number corresponds to the specific subtask involved ("S1" applies to the first subtask; "S2" applies to the second subtask, etc.).

- o You are automatically reflected as the person who is generating the event (your SSAN, rank and name are automatically listed), as well as the trainer for the event.
- o The start date and time, and end date and time, for the accomplishment of this Knowledge Training event are reflected in Data Fields 2 and 3.

- If you want the event to be assigned or reassigned (i.e., occur AS SOON AS POSSIBLE), you will not enter dates nor times for the event.
- If you want the event to be scheduled or rescheduled (i.e., occur DURING A SPECIFIED TIME FRAME), you will need to enter the start and end date(s) and times, by modifying Data Fields 2 and 3.
- o The number of participants (trainees for the event) is reflected next. When there is only one participant, the person's rank and name are reflected, rather than the number 1. These data are automatically provided by the AOTS, and cannot be modified by a user.
- o The installation where the training is to take place is identified in Data Field 4.
 - If the event will take place in the normal work place of the trainee and trainer, no installation data are required.
 - If the event will occur outside of the normal work place, you need to modify Data Field 4 to identify the base, building or other specifics explaining where the event will occur.
- o The Training Method is reflected next.
 - If training materials do not exist in the system for the task, the training method field does not appear on the screen.
 - If training materials do exist for the task, however you did not specify the materials at Step 12, the training method field does not appear on the screen.
 - If training materials do exist for the task and you specified which of the materials is to be the primary information source (Step 12), the training method field will reflect the material you specified.
- o The Description is the last data reflected on the screen. If additional information or instructions are required for the accomplishment of the event (e.g., bring pen or pencil to take notes), you must modify Data Field 5.



STEP 13: SELECT THE MODIFY OPTION IF YOU NEED TO ADD DATA TO THE EVENT NOTICE. Enter M (or m) and press **RETURN**. GO TO STEP 18 IF YOU DO NOT NEED TO MODIFY DATA.



STEP 14: SELECT THE FIELD NUMBER CORRESPONDING TO THE DATA YOU WISH TO MODIFY. Enter the field number and **RETURN**. (You can only modify one data field at a time.)



STEP 15: ENTER THE DATA AS INSTRUCTED BY THE PROMPT. Enter the data and press **RETURN**.



STEP 16: REPEAT STEPS 14 AND 15 FOR EACH DATA FIELD THAT REQUIRES MODIFICATION.



STEP 17: SELECT THE QUIT OPTION. Enter Q (or q) and press **RETURN**.



STEP 18: SELECT THE GENERATE EVENT OPTION. Enter G (or g) and press **RETURN**.

Generating an event causes automatic Event Notices to be printed and sent to the trainer and trainee of the event. The printed notices will contain the same data as this on-line notice, in addition to other data.

Generating the event also automatically updates the person's ITR, current Training Schedule and Position Qualification Status listing, as appropriate.

- o The person's ITR reflects the status of the task as well as the status of the event. The status of the task will be "In Progress"; and the status of the event will be "Assigned", "Scheduled", "Reassigned" or "Rescheduled".
- o The Training Schedule of the trainee will reflect the event. Your Training Schedule will also reflect the event. The event will remain on the Training Schedules until the event is cancelled or marked complete.
- o If the task is one listed on the person's Position Qualification Status listing, the status of the task is reflected as "In Progress".

MGT064.001		Task Training Requirements		7 Dec 88	
1.4		For S-A Adams, Pat A. on Task F00278			
FIRE WEAPONS TO MAINTAIN QUALIFICATION					
Task Level	Objective	Type	Event	Status	
1. Term. Obj.	1774	Knowledge	Training	Assigned	
2. Term. Obj.	1774	Knowledge	Evaluation	Unassigned	
3. Term. Obj.	1774	Performance	Training	Unassigned	
4. Term. Obj.	1774	Performance	Evaluation	Unassigned	
Enter (S)chedule or assign, (E)vent Display, (C)ancel Assignment, (M)ark Complete, (I)dentify Trainer/Evaluator, (Q)uit ? q					
9-2-14					

Once the event has been generated, the Task Status screen returns to view, reflecting the new status of the event.

If you did not enter start/end dates and times, the status is reflected as "Assigned" or "Reassigned".

If you entered start/end dates and times, the status is reflected as "Scheduled" or "Rescheduled".



STEP 19: QUIT THE TASK STATUS SCREEN. Enter Q (or q) and press **RETURN**.

LAST STEP FOR SCHEDULING A KNOWLEDGE TRAINING EVENT

Continue to quit each screen until you return to the AOTS Primary Access Menu. At that point you may quit the menu and log off the system, or you may perform another AOTS function.

CONDUCTING THE KNOWLEDGE TRAINING EVENT

When the trainee receives the printed Event Notice, he/she should perform the function of "Proceed with Training". If this knowledge training event is the next event to be accomplished by the individual, the AOTS will provide identification data for the event to the trainee.

- o If the event will be accomplished on line, the system will automatically access the CAI lesson. Once the trainee completes the entire lesson, the system will automatically mark the completion of the event.
- o If the event will be accomplished off line,
 - The trainee can accomplish the event without the assistance of a trainer (if training materials have been defined for the task); or you, as the trainer, will either assist the trainee to acquire the materials for attaining the required knowledge or provide direct knowledge training for the trainee if training materials have not been defined.
 - Once the event is accomplished, the trainee, you or the person's supervisor must mark the completion of the event.

Once the Knowledge Training event has been marked complete, the Knowledge Evaluation event can be scheduled and conducted by the evaluator.

PART B - SCHEDULE AND CONDUCT A PERFORMANCE TRAINING EVENT

```
SUP027.001      Advanced On-The-Job Training System (AOTS)      8 Dec 88
1.3              Primary Access Menu

1. Personal Training Information
2. Training Management
3. Master Task List (MTL) Interface
q. Quit This Menu

Select Option: 2_

9-2-15
```

The screen at the left illustrates the AOTS Primary Access Menu. To schedule a task event you must access the training management option.



STEP 1: SELECT THE TRAINING MANAGEMENT OPTION. Enter 2 and press

RETURN

```
SUP027.006      Training Management      8 Dec 88
1.3

1. Training Scheduler
2. Off-Line Test Control
3. Off-Line Test Scoring
4. Access existing Event
q. Quit This Menu

Select Option: 1

9-2-16
```

Depending on your user type(s), the screen illustrated at the left could list as few as three options or as many as seven. You need to access the Training Scheduler.



STEP 2: SELECT THE TRAINING SCHEDULER OPTION. Enter 1 and press **RETURN**

```
SUP027.006      Training Management      8 Dec 88
1.3

      1. Training Scheduler
      2. Airman Training Record (ATR) Manager
      3. Reporting Programs
      4. Qualification Assessment
      5. Off-Line Test Control
      6. Off-Line Test Scoring
      7. Access existing Event

      q. Quit This Menu

      Select Option: 1

Select Type of Training Mode : (T)rainer, (S)upervisor, (Q)uit ? 1

9-2-17
```

If you are a trainer as well as a supervisor, you will see the prompt illustrated at the left, and you will perform Step 3.

If you are a trainer, but not a supervisor, you will not see the prompt illustrated at the left, nor will you perform Step 3 (instead, proceed to the information presented after Step 3).



STEP 3: SELECT THE TRAINER OPTION. Enter T (or t) and press **RETURN**

```
SUP027.006      Training Management      8 Dec 88
1.3

      1. Training Scheduler
      2. Off-Line Test Control
      3. Off-Line Test Scoring
      4. Access existing Event

      q. Quit This Menu

      Select Option: 1

Please enter the SSAN of the airman: 000000001_

9-2-18
```

Here you identify the trainee for whom you are going to generate an event. When entering the person's SSAN, do not use dashes.



STEP 4: ENTER THE TRAINEE'S SSAN AND PRESS **RETURN**.

```
MG7838.868      Individual Training Requirements      8 Dec 88
1.5             Assignment Review and Generation

1. Update or Schedule Individual Training Requirement
2. Training Event Review or Update
q. Quit This Menu

Select Option: 1

9-2-19
```

If you are a trainer, but not a supervisor, you will see the screen illustrated at the left, and you will perform Step 5.

If you are a trainer, as well as a supervisor, you will not see the screen illustrated at the left, nor will you perform Step 5 (instead, proceed to the information presented after Step 5).



STEP 5: SELECT THE UPDATE OR SCHEDULE INDIVIDUAL TRAINING REQUIREMENT OPTION. Enter 1 and press **RETURN**.

```
MG7838.883      Individual Training Requirements      8 Dec 88
1.5             Select Action Desired

1. Update or Schedule Training
2. Training Schedules Information
3. Position Task Qualification Status
4. Print Training Requirements
5. Print Training Schedules
6. Print Position Task Qualifications
7. Access General ITR
q. Quit This Menu

Select Option: 1_

9-2-20
```

To schedule a Performance Training Event, you must select Update or Schedule Training.



STEP 6: SELECT THE UPDATE OR SCHEDULE TRAINING OPTION. Enter 1 and press **RETURN**.

```

MGT030.002      Individual Training Requirements      8 Dec 88
1.5              Select Type of Training to Update

1. AFS Task
2. Amcillary
3. Additional Duty
4. Contingency
5. ECI/CDC
6. FME
7. Formal Training
q. Quit This Menu

Select Option: 1_

9-2-21

```

At this point, you are accessing the various components of the trainee's ITR. As a trainer, your interaction involves the AFS tasks.



STEP 7: SELECT THE AFS TASK OPTION. Enter 1 and press **RETURN**.

```

MGT054.006      Task Training Requirements            8 Dec 88
1.5              For Sgt Adams, Pat A.

1. Task ID: F10004      Status: None
   INSPECT FIXED POST FOR DISCREPANCIES

2. Task ID: F00270      Status: In Progress
   FIRE WEAPONS TO MAINTAIN QUALIFICATION

3. Task ID: 010999      Status: None
   PERFORM OPERATOR MAINTENANCE ON AN M-16 RIFLE

4. Task ID: F10039      Status: None
   CONDUCT A WALL SEARCH OF A SUSPECT

Enter (A)dd to end, (I)nsert, (O)rder, (D)elate, (S)chedule or Assign,
(C)ertify, (B)reakdown, (R)evise status, (Q)uit ? s

9-2-22

```

The screen you are viewing lists the first four tasks appearing on the person's ITR. The screen at the left is an illustration of how tasks appear on an ITR.

It is important to remember that the task you are scheduling an event for must be one of the tasks listed on the screen you are now viewing. When necessary:

- o Press the **FnDn** key, and continue to press the key, until the task you are seeking can be seen on the screen, or
- o Select the Task Search option (enter T or lower case t and press **RETURN**); and then enter the Task ID that corresponds to the task for which you are scheduling training.

Once the task you are scheduling an event for can be seen on the screen, proceed to Step 8.



STEP 8: SELECT THE SCHEDULE OR ASSIGN OPTION. Enter S (or s) and press **RETURN**. Then select the task for which you want to schedule an event. Enter the number corresponding to a Task ID and press **RETURN**.

```

NGT864.881      Task Training Requirements      8 Dec 88
1.4      For SrA Adams, Pat A. on Task F88278
FIRE WEAPONS TO MAINTAIN QUALIFICATION

Task Level  Objective  Type Event      Status
1. Term. Obj.  1774    Knowledge Training  Complete
2. Term. Obj.  1774    Knowledge Evaluation Complete
3. Term. Obj.  1774    Performance Training Unassigned
4. Term. Obj.  1774    Performance Evaluation Unassigned

Enter (S)chedule or assign, (E)vent Display, (C)ancel Assignment,
(M)ark Complete, (I)dentify Trainer/Evaluator, (Q)uit ? g

9-2-23

```

The Task Status screen is now in view. The screen at the left is an illustration of a Task Status screen.

You may refer to Part A, to the data presented between Steps 9 and 10, if you need an explanation of the data appearing on this screen.



STEP 9: SELECT THE SCHEDULE OR ASSIGN OPTION. Enter S (or s) and press RETURN. Then select the training event you want to schedule. Enter the number corresponding to a Performance Training Event and press RETURN.

```

NGT831.881      Training Event Assignment      8 Dec 88
1.5      Task Training Event 353
Task Event Identification: F88278-I-1774-Performance Training
Generated by: 888888885 Sgt Baker, Jane C.
1. Trainer: 888888885 Sgt Baker, Jane C.

2. Start Date and Time: No Schedule
3. End Date and Time: No Schedule

Number of Participants: (SrA Adams, Pat A.)

4. Installation:

5. Description:

Enter (C)ancel Event Generation, (M)odify Event, (G)enerate Event ? g

9-2-24

```

The screen you are now viewing is the Event Notice screen. The screen at the left illustrates an on-line Performance Training Event Notice. The notice is printed automatically once you generate the event (explained later).

You may refer to Part A, between Steps 11 and 12, if you need an explanation of the data appearing on this screen.



STEP 10: SELECT THE MODIFY OPTION IF YOU NEED TO ADD DATA TO THE EVENT NOTICE. Enter M (or little m) and press RETURN. (If you want the event scheduled for a specific timeframe, ensure you modify options 2 and 3.) GO TO STEP 15 IF YOU DO NOT NEED TO MODIFY DATA.



STEP 11: SELECT THE FIELD NUMBER CORRESPONDING TO THE DATA YOU WISH TO MODIFY. Enter the field number and press **RETURN**. (You can only modify one data field at a time.)



STEP 12: ENTER THE DATA AS INSTRUCTED BY THE PROMPT ON THE SCREEN. Enter the data and press **RETURN**.



STEP 13: REPEAT STEPS 11 AND 12 FOR EACH DATA FIELD THAT REQUIRES MODIFICATION.



STEP 14: SELECT THE QUIT OPTION. Enter Q (or q) and press **RETURN**.



STEP 15: SELECT THE GENERATE EVENT OPTION. Enter G (or g) and press **RETURN**.

Generating the event causes notices to be automatically printed to you, as the trainer, and to the trainee of the event. The printed notices will contain the same data as the on-line notice, in addition to other data.

Generating the event also automatically updates the person's ITR and current Training Schedule.

- o The status of the task in the ITR will remain as "In Progress"; and the status of the event will be "Assigned", "Scheduled", "Reassigned" or "Rescheduled".
- o The Training Schedule of the trainee will reflect the event. Additionally, your Training Schedule will reflect the event. The event will remain on the Training Schedules until the event is cancelled or marked complete.

MGT064.001		Task Training Requirements		8 Dec 88	
1.4		For SrA Adams, Pat A. on Task F88278			
FIRE WEAPONS TO MAINTAIN QUALIFICATION					
Task Level	Objective	Type	Event	Status	
1. Term. Obj.	1774	Knowledge	Training	Complete	
2. Term. Obj.	1774	Knowledge	Evaluation	Complete	
3. Term. Obj.	1774	Performance	Training	Assigned	
4. Term. Obj.	1774	Performance	Evaluation	Unassigned	

Enter (S)chedule or assign, (E)vent Display, (C)ancel Assignment,
(M)ark Complete, (I)dentify Trainer/Evaluator, (Q)uit ? g

9-2-25

Once the event has been generated, the Task Status screen returns to view, reflecting the new status of the event.

If you did not enter start/end dates and times, the status is reflected as "Assigned" or "Reassigned".

If you entered start/end dates and times, the status is reflected as "Scheduled" or "Rescheduled".



STEP 16: QUIT THE TASK STATUS SCREEN. Enter Q (or q) and press **RETURN**.

LAST STEP FOR SCHEDULING A PERFORMANCE TRAINING EVENT

Continue to quit each screen until you return to the AOTS Primary Access Menu. At that point you may quit the menu and log off the system, or you may perform another AOTS function.

CONDUCTING THE PERFORMANCE TRAINING EVENT

Performance training is always conducted off line.

- o As the trainer for the event, you should print the entire task before you begin training (see Section 10.1). For many tasks, the AOTS contains data which provides you with a training outline and data from which you plan and conduct training. For example: Subtasks and activities data provide a breakdown of a task into sequential performance steps; Resource data identifies the resources required to perform and train the task.

Once the training is conducted, you or the person's supervisor will need to mark completion of the event.

Once the Performance Training event has been marked complete, the Performance Evaluation event can then be scheduled and conducted by the Evaluator or Supervisor.

9.3 Administer Task Evaluation

As an evaluator, you are responsible for evaluating the knowledge, skills and performance ability of one or more persons who are participating in on-the-job training.

- o In Section 2 we provide a decision logic table which portrays the AOTS functions involved with administering training. The various types of training are identified on the table, as well as the user(s) who are responsible for performing each function for each type of training.
 - Scheduling and conducting training are two of the four functions identified on the table, to which this section of the AOTS User's Handbook applies. We recommend that you review the table as you review the material contained in this section. As you continue to schedule and conduct evaluations with the support of the AOTS, you will gain further understanding of the interrelationships you will have with trainees, trainers, supervisors and the system, as depicted by the table in Section 2.

When working with the Training Scheduler as an evaluator, you are able to schedule and conduct an evaluation for one person at a time. The procedures for scheduling and conducting evaluations vary, depending on the type of evaluation involved and the amount of data existing within the AOTS.

- o The Training Scheduler operates on the concept that training occurs by way of events. Different types of events exist, to support the different types of training required by workcenter personnel. Various data exist for each separate event, which help you identify and monitor the following:
 - specific type of training that applies,
 - time frame in which training occurs,
 - progress status of trainee(s),
 - location where training takes place,
 - participants of training (trainer, evaluator, trainee),
 - other specific data (e.g., resources and training materials)
- o Task training involves four separate events:
 1. Knowledge Training
 2. Knowledge Evaluation
 3. Performance Training
 4. Performance Evaluation

As an evaluator, you are responsible for the Knowledge Evaluation event and the Performance Evaluation event.

Before you begin to schedule an evaluation, you need to be aware of the following:

- o Task training events apply only when the AOTS contains one or more behavioral objectives for a task.

- The four events apply to each behavioral objective for the task. When a task is broken down into subtasks, the four events also apply to each supporting behavioral objective.
- o If a behavioral objective does not exist for a task, the Training Scheduler does not accommodate the scheduling nor conduct/administration of training for the task by way of events.
- o Task training events are designed to be accomplished in sequence; i.e., the Knowledge Training event should be accomplished first; the Knowledge Evaluation event next; the Performance Training event next; and then the Performance Evaluation event.
- The Knowledge Training event is the period of time in which the trainee studies materials to obtain knowledge about the task (or subtask). Knowledge training may occur on line or off line.
 - If a CAI or IVD lesson exists for a task, the knowledge training event is accomplished on line.
 - If a CAI or IVD lesson does not exist for the task, knowledge training is accomplished off line, using training materials such as films, sound-on-slide presentations or textual materials (e.g., training manual, T.O., regulation).
- The Knowledge Evaluation event is the period of time in which the trainee is evaluated to determine whether or not he/she has attained sufficient knowledge about the task to begin performance training. Knowledge evaluation may occur on line or off line.
 - If a knowledge test exists in the AOTS for a task, the knowledge training event can be accomplished on line or off line. It is recommended that knowledge training occur on line whenever possible, since functions, such as scoring and marking the completion of the event, are accomplished automatically by the AOTS for on-line knowledge tests.
 - If a knowledge test does not exist in the AOTS, you, as the evaluator, are responsible for accomplishing the event off line, using whatever means are established within the workcenter.
- The Performance Training event is the period of time in which the trainer teaches the performance steps of the task, and the sequence in which the steps must be accomplished. Performance training is always conducted off line.
 - Many tasks within the AOTS contain data from which a trainer plans the training.
- The Performance Evaluation event is the period of time in which you, as the evaluator, observe the trainee accomplishing the task, and determine whether or not the trainee can adequately perform the task without further training. Performance evaluation is always administered off line.

- When evaluation products (i.e., an Oral Test Guide and a Performance Evaluation Checklist) are available for a task these products must be used to conduct the Performance Evaluation event.
- When evaluation products do not exist for the task, the evaluation event is conducted by whatever means are established within the workcenter.

Because the procedures for scheduling and conducting evaluations vary somewhat, depending on the type of event involved, this section is organized into two parts: Part A applies to a Knowledge Evaluation event; and Part B applies to a Performance Evaluation event.

PART A - SCHEDULE AND CONDUCT A KNOWLEDGE EVALUATION EVENT

```
SUP627.881      Advanced On-The-Job Training System (AOTS)      8 Dec 88
1.3              Primary Access Menu

1. Personal Training Information
2. Training Management
3. Master Task List (MTL) Interface
q. Quit This Menu

Select Option: 2

9-3-1
```

The screen at the left illustrates the AOTS Primary Access Menu. To schedule a task event you must access the training management option.



STEP 1: SELECT THE TRAINING MANAGEMENT OPTION. Enter 2 and press **RETURN**.

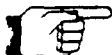
```
SUP627.886      Training Management      8 Dec 88
1.3

1. Training Scheduler
2. Off-Line Test Control
3. Off-Line Test Scoring
4. Access existing Event
q. Quit This Menu

Select Option: 1

9-3-2
```

Depending on your user type(s), the screen illustrated at the left could list as few as three options or as many as seven. You need to access the Training Scheduler.



STEP 2: SELECT THE TRAINING SCHEDULER OPTION. Enter 1 and press **RETURN**.

```

SUP827.886      Training Management      8 Dec 88
1.3

      1. Training Scheduler
      2. Airman Training Record (ATR) Manager
      3. Reporting Programs
      4. Qualification Assessment
      5. Off-Line Test Control
      6. Off-Line Test Scoring
      7. Access existing Event

      q. Quit This Menu

      Select Option: 1

Select Type of Training Mode : (T)rainer, (S)upervisor, (Q)uit ? t

9-3-3

```

If you are an evaluator, as well as a supervisor, you will see the prompt illustrated at the left and you will perform Step 3.

If you are an evaluator, but not a supervisor, you will not see the prompt illustrated at the left nor will you perform Step 3 (instead, proceed to the information presented after Step 3).



STEP 3: SELECT THE TRAINER OPTION. Enter T (or t) and press **RETURN**. (Note: Trainers and evaluators have access to the same options, functions and data.)

```

SUP827.886      Training Management      8 Dec 88
1.3

      1. Training Scheduler
      2. Off-Line Test Control
      3. Off-Line Test Scoring
      4. Access existing Event

      q. Quit This Menu

      Select Option: 1

      Please enter the SSAN of the airman: 888888881_

9-3-4

```

Here you identify the trainee for whom you are going to schedule an event. When entering the person's SSAN, do not use dashes.



STEP 4: ENTER THE TRAINEE'S SSAN AND PRESS RETURN.

```

NGT838.868      Individual Training Requirements      8 Dec 88
1.5             Assignment Review and Generation

1. Update or Schedule Individual Training Requirement
2. Training Event Review or Update
q. Quit This Menu

Select Option: 1

9-3-5

```

If you are an evaluator but not a supervisor, you will see the screen illustrated at the left and you will perform Step 5.

If you are an evaluator, as well as a supervisor, you will not see the screen illustrated at the left nor will you perform Step 5 (instead, proceed to the information presented after Step 5).



STEP 5: SELECT THE UPDATE OR SCHEDULE INDIVIDUAL TRAINING REQUIREMENT OPTION. Enter 1 and press **RETURN**.

```

NGT838.883      Individual Training Requirements      8 Dec 88
1.5             Select Action Desired

1. Update or Schedule Training
2. Training Schedules Information
3. Position Task Qualification Status
4. Print Training Requirements
5. Print Training Schedules
6. Print Position Task Qualifications
7. Access General ITR
q. Quit This Menu

Select Option: 1_

9-3-6

```

To schedule a Knowledge Evaluation event, you must select Update or Schedule Training.



STEP 6: SELECT THE UPDATE OR SCHEDULE TRAINING OPTION. Enter 1 and press **RETURN**.

```

NGT838.882      Individual Training Requirements      8 Dec 88
1.5             Select Type of Training to Update

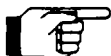
                1. AFS Task
                2. Ancillary
                3. Additional Duty
                4. Contingency
                5. ECI/CDC
                6. PNE
                7. Formal Training
                q. Quit This Menu

                Select Option: 1

9-3-7

```

At this point, you are accessing the various components of the trainee's ITR. As an evaluator, your interaction involves the AFS tasks.



STEP 7: SELECT THE AFS TASK OPTION. Enter 1 and press **RETURN**.

```

NGT854.886      Task Training Requirements            8 Dec 88
1.5             For Sgt Adams, Pat A.

1. Task ID: F18884      Status: In Progress
INSPECT FIXED POST FOR DISCREPANCIES

2. Task ID: F88278      Status: In Progress
FIRE WEAPONS TO MAINTAIN QUALIFICATION

3. Task ID: 018999      Status: In Progress
PERFORM OPERATOR MAINTENANCE ON AN M-16 RIFLE

4. Task ID: F18839      Status: None
CONDUCT A WALL SEARCH OF A SUSPECT

Enter (A)dd to end, (I)nsert, (O)rder, (D)elete, (S)chedule or Assign,
(C)ertify, (B)reakdown, (R)evise status, (Q)uit ? s

9-3-8

```

The screen you are viewing lists the first four tasks appearing on the person's ITR.

The screen at the left is an illustration of tasks as they appear in an ITR.

An important fact to remember is that the tasks on a person's ITR are listed in the order of training. In other words, task training should be scheduled and conducted for tasks at the top of the list before training is scheduled and conducted for tasks appearing in the middle or at the end of the list.

You are able to identify whether training for a task has begun, is occurring, or has been completed by reviewing the status of the task. The current status of each task is reflected at the right of the Task ID.

- o The following table defines the status for a task:

TASK STATUS	DEFINITION
NONE	Training has not been scheduled nor conducted for the task.
IN PROGRESS	Training has been scheduled, or has begun for the task.
AWAITING CERTIFICATION	Training has been completed for the task, and the person can now be certified on the task, - OR - Training takes place without the assistance of the AOTS (when the AOTS does not contain a behavioral objective for the task), and the person can be certified once training is completed off line.

Table 9-4 Task Status Definitions

- o It is important to remember that the task you are scheduling an event for must be one of the tasks listed on the screen you are now viewing. When necessary:
- Press the **(PgDn)** key, and continue to press the key, until the task you are seeking can be seen on the screen,
 - or
 - Select the Task Search option (enter T or lower case t and press **(RETURN)**); and then enter the Task ID that corresponds to the task for which you are scheduling training.

Once the task you are scheduling an event for can be seen on the screen, proceed to Step 8.



STEP 8: SELECT THE SCHEDULE OR ASSIGN OPTION. Enter S (or lower case s) and press **(RETURN)**. Then, **SELECT THE TASK FOR WHICH YOU WANT TO SCHEDULE AN EVENT.** Enter the number corresponding to the task and press **(RETURN)**.

Task Training Requirements				
MG7064.001				
1.4 For Sra Adams, Pat A. on Task 010999				
PERFORM OPERATOR MAINTENANCE ON AN M-16 RIFLE				
Task Level	Objective	Type	Event	Status
1. Term. Obj.	174	Knowledge	Training	Complete
2. Term. Obj.	174	Knowledge	Evaluation	Unassigned
3. Term. Obj.	174	Performance	Training	Unassigned
4. Term. Obj.	174	Performance	Evaluation	Unassigned

Enter (S)chedule or assign, (E)vent Display, (C)ancel Assignment,
(M)ark Complete, (I)dentify Trainer/Evaluator, (Q)uit ?

0-3-0

The Task Status screen should now be in view. The screen at the left is an illustration of the Task Status screen.

To provide you a better understanding of the data reflected on the screen, the contents of the Task Status screen are described below.

The trainee, Task ID and Task Statement are identified at the top of the screen, to help you keep track of who you are currently scheduling an evaluation for and the task being scheduled.

Data are sorted on the screen based upon the behavioral objective(s) existing for the task. The following information is provided for each objective:

- o The Objective ID (in our example the Objective ID is 174).
- o The Task Level for which the objective applies.
 - An objective that applies to a task is referred to as a Terminal Objective. "Term. Obj." is reflected under the Task Level column when the objective applies to the overall task (as in our example).
 - An objective that applies to a subtask is referred to as a Supporting Objective. The Subtask number, "1", "2", etc., is reflected under the Task Level column when the objective applies to a subtask.
- o The four events and the status of each.
 - The current status of each event enables you to determine the person's training progress as it pertains to this task. The following table provides definitions for the status of events:

EVENT STATUS	DEFINITION
Unassigned	The event has not been scheduled nor conducted.
Assigned	The event is scheduled to occur AT THE EARLIEST OPPORTUNITY. The status remains "assigned" until the event is accomplished and marked complete.
Scheduled	The event is scheduled to occur AT A SPECIFIC TIME ON A SPECIFIED DATE. The status remains "scheduled" until the event is accomplished and marked complete.
Complete	The event has been successfully accomplished. The status remains "complete" until all other events for the task are marked complete.
Taken	The event had previously occurred, however the trainee did not pass an evaluation. The status remains "taken" until the event is reassigned, rescheduled or marked complete (as passed).
Reassigned	The event has been rescheduled to occur AT THE EARLIEST OPPORTUNITY. The trainee did not pass an evaluation, therefore the event must be repeated. The status remains "reassigned" until the event is reaccomplished and marked complete.
Rescheduled	The event has been rescheduled to occur AT A SPECIFIC TIME ON A SPECIFIC DATE. The trainee did not pass an evaluation, therefore the event must be repeated. The status remains "rescheduled" until the event is reaccomplished and marked complete.

Table 9-4 Event Status Definitions



STEP 9: SELECT THE SCHEDULE OR ASSIGN OPTION. Enter S (or s) and press **RETURN**. Then, SELECT THE EVALUATION EVENT YOU WANT TO SCHEDULE. Enter the number corresponding to a Knowledge Evaluation Event.

The screen changes in one of two ways:

1. If there is a knowledge test for the task within the AOTS, you will see a prompt.
2. If there is not a Knowledge Test for the task, you will see the Event Notice screen. Skip the information provided next, and skip Step 10.

```

MGT064.001          Task Training Requirements          8 Dec 88
1.4                For Sra Adams, Pat A. on Task 018999
PERFORM OPERATOR MAINTENANCE ON AN M-16 RIFLE

Task Level  Objective  Type Event  Status
1. Term. Obj.  174      Knowledge Training  Complete
2. Term. Obj.  174      Knowledge Evaluation Unassigned
3. Term. Obj.  174      Performance Training Unassigned
4. Term. Obj.  174      Performance Evaluation Unassigned

Will the knowledge test be administered offline (Y)es, (N)o ? y

9-3-10

```

When a knowledge test exists, you will see a prompt at the bottom of the screen, as illustrated at the left.

A knowledge test consists of true/false and multiple choice questions. The test can be administered on line or off line. The procedures you accomplish depends on where the test is going to be administered. Whenever possible, the test should be administered on line. The test will not need to be printed and controlled, and the system will automatically score the test and mark the completion of the event.



STEP 10: SPECIFY WHETHER OR NOT THE TEST IS TO BE ADMINISTERED OFF LINE.
Enter Y or N (or lower case y or n) and press **RETURN**.

```

MGT031.001          Training Event Assignment          8 Dec 88
1.5                Task Training Event 357
Task Event Identification: 018999-7-174-Knowledge Evaluation
Generated by: 888888885 Sgt Baker, Jane C.
1. Evaluator: 888888886 MSgt Bradberry, Allen E.

2. Start Date and Time: No Schedule
3. End Date and Time: No Schedule

Number of Participants: (Sra Adams, Pat A.)

4. Installation:

5. Description:

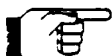
Enter (C)ancel Event Generation, (M)odify Event, (G)enerate Event,
(L)ist Resources ? g

9-3-11

```

The screen you are now viewing is the Event Notice screen.

You may refer to Section 9.2, between Steps 9 and 10, if you need an explanation of the data appearing on this screen. (Keep in mind when you read the information, that you should substitute evaluator for any reference to trainer.)



STEP 11: SELECT THE MODIFY OPTION IF YOU NEED TO ADD DATA TO THE EVENT NOTICE. Enter M (or m) and press **RETURN**. (If you want the event scheduled for a specific timeframe, ensure you modify options 2 and 3.) Go to Step 16 if you do not need to modify data.



STEP 12: SELECT THE FIELD NUMBER CORRESPONDING TO THE DATA YOU WISH TO MODIFY. Enter the field number and press **RETURN**. (You can only modify one data field at a time.)



STEP 13: ENTER THE DATA AS INSTRUCTED BY THE PROMPT ON THE SCREEN. Enter the data and press **RETURN**.



STEP 14: REPEAT STEPS 12 AND 13 FOR EACH DATA FIELD THAT REQUIRES MODIFICATION.



STEP 15: SELECT THE QUIT OPTION. Enter Q (or q) and press **RETURN**.



STEP 16: SELECT THE GENERATE EVENT OPTION. Enter G (or g) and press **RETURN**.

Generating the event causes notices to be printed automatically to you (as the evaluator) and to the trainee of the event. The printed notices will contain the same data as the on-line notice, in addition to other data.

Generating the event also automatically updates the person's ITR and current Training Schedule.

- o The status of the task in the ITR will remain as "In Progress"; and the status of the event will be "Assigned", "Scheduled", "Reassigned" or "Rescheduled".
- o The Training Schedule of the trainee, as well as YOUR Training Schedule, will reflect the event until the event is cancelled or marked complete.

If there is an off-line AOTS test involved, the test and answer key can be printed either now as you are generating the event, or later. Skip steps 17-19 below, if the evaluation event does not involve an off-line AOTS test.

```

MGT831.001           Training Event Assignment           8 Dec 88
1.5                 Task Training Event 357
Task Event Identification: 018999-T-174-Knowledge Evaluation
Generated by: 888888885   Sgt   Baker, Jane C.
1. Evaluator: 888888886   MSgt   Bradberry, Allen K.

2. Start Date and Time: No Schedule
3. End Date and Time: No Schedule

   Number of Participants: (Sra Adams, Pat A.)

4. Installation:

5. Description:

Do you want a hard copy printed of this test ? (Y)es, (N)o ? y

9-3-12

```

A prompt is added to the bottom of the screen asking if you want a hard copy of the test printed.



STEP 17: SPECIFY WHETHER OR NOT YOU WANT A COPY OF THE TEST NOW. Enter Y or N (or lower case y or n) and press **RETURN**. If you enter N, proceed to Step 20.

```

EVL818.001           Off-Line Test Generation           8 Dec 88
1.5                 Answer Key
Do you want to print a copy of the answer key? (Y)es, (N)o ? y

9-3-13

```

The screen changes as reflected in the screen at the left.



STEP 18: SPECIFY WHETHER OR NOT YOU WANT A COPY OF THE ANSWER KEY PRINTED NOW. Enter Y or N (or y or n) and press **RETURN**.

EVL018.001 1.5	Off-Line Test Generation Answer Key	8 Dec 88 OVERWRITE
Enter printer id or press ENTER to use TK01 9-3-14		

If you did not elect to print a copy of the test or the answer key, you will not see the prompt illustrated at the left, nor will you perform Step 19.

The test and answer key can be printed at any AOTS Workstation.

Normally, you will print tests and answer keys at your AOTS Workstation. However, if you have the need to print at another AOTS Workstation, you may contact the Systems Administrator (call the AOTS hotline) for the correct Printer ID for that workstation.



STEP 19: ENTER A PRINTER ID OR PRESS RETURN. Enter a printer ID and press RETURN, if you want the test/answer key printed at a workstation other than your own; or just press RETURN to print the test at your workstation printer.

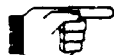
You will see a short prompt advising you that the printing is occurring. The screen automatically changes, and you are returned to the Task Status screen. When you retrieve the test and answer key from the printer, you will also receive a Test Control Log Record.

MGTB64.001 1.4	Task Training Requirements For Sgt Adams, Pat A. on Task 010999 PERFORM OPERATOR MAINTENANCE ON AN M-16 RIFLE		8 Dec 88
Task Level	Objective	Type Event	Status
1. Term. Obj.	174	Knowledge Training	Complete
2. Term. Obj.	174	Knowledge Evaluation	Assigned
3. Term. Obj.	174	Performance Training	Unassigned
4. Term. Obj.	174	Performance Evaluation	Unassigned
Enter (S)chedule or assign, (E)vent Display, (C)ancel Assignment, (M)ark Complete, (I)dentify Trainer/Evaluator, (Q)uit ? g 9-3-15			

Once the event has been generated, the Task Status screen returns in view, reflecting the new status of the Knowledge Evaluation event.

If you did not enter start/end dates and times, the status is reflected as "Assigned" or "Reassigned".

If you entered start/end dates and times, the status is reflected as "Scheduled" or "Rescheduled".



STEP 20: QUIT THE TASK STATUS SCREEN. Enter a Q (or q) and press RETURN.

LAST STEP FOR SCHEDULING A KNOWLEDGE EVALUATION EVENT

Continue to QUIT each screen until you return to the AOTS Primary Access Menu. At that point you may quit the menu and log off the system, or you may perform another AOTS function.

CONDUCTING THE KNOWLEDGE EVALUATION EVENT

If the event involves an on-line knowledge test, the trainee must take the on-line test by completing the function referred to as "Proceed with Training". Once the trainee completes the test, the results are automatically scored and feedback is provided to the trainee on line. Additionally, the completion of the event is automatically marked by the AOTS.

If the event involves an off-line knowledge test generated from the AOTS, you, as the evaluator for the event, will administer the test to the trainee. If you did not print the test/answer key at the time you generated the event, you will have to access the existing event and print the test before you begin the event.

- o Once the trainee completes the test, you or the person's supervisor needs to score the test.
 - If the test is scored using the OMR equipment (SCANTRON) or by keyboard input, the results are automatically provided by the system. Additionally, the system automatically marks the completion of the event.
 - If the test is scored manually (using the answer key that was printed), you will need to advise the supervisor of the results so that he/she may provide feedback to the trainee. Additionally, you or the person's supervisor must mark the completion of the event.

If the event does not involve a test generated from the AOTS, there is no ability to score results of the evaluation with the AOTS. You or the trainee's supervisor must mark the completion of the event.

Once the Knowledge Evaluation event has been successfully accomplished, the Performance Training event can be scheduled and conducted by the trainer or supervisor.

PART B - SCHEDULE AND CONDUCT A PERFORMANCE EVALUATION EVENT

```
SUP827.881      Advanced On-The-Job Training System (AOTS)      8 Dec 88
1.3              Primary Access Menu

1. Personal Training Information
2. Training Management
3. Master Task List (MTL) Interface
4. Position Requirements
q. Quit This Menu

Select Option: 2

9-3-16
```

The screen at the left illustrates the AOTS Primary Access Menu. To schedule a task evaluation event you must access the training management option.



STEP 1: SELECT THE TRAINING MANAGEMENT OPTION. Enter 2 and press **RETURN**

```
SUP827.886      Training Management      8 Dec 88
1.3

1. Training Scheduler
2. Airman Training Record (ATR) Manager
3. Reporting Programs
4. Qualification Assessment
5. Off-Line Test Control
6. Off-Line Test Scoring
7. Access existing Event
q. Quit This Menu

Select Option: 1_

9-3-17
```

Depending on your user type(s), the screen illustrated at the left could have as few as three options or as many as seven. You need to access the Training Scheduler.



STEP 2: SELECT THE TRAINING SCHEDULER OPTION. Enter 1 and press **RETURN**.

```

SUP827.886                      Training Management                      8 Dec 88
1.3

      1. Training Scheduler
      2. Airman Training Record (ATR) Manager
      3. Reporting Programs
      4. Qualification Assessment
      5. Off-Line Test Control
      6. Off-Line Test Scoring
      7. Access existing Event

      q. Quit This Menu

      Select Option: 1

Select type of Training Mode : (T)rainer, (S)upervisor, (Q)uit ? t

9-3-18

```

If you are an evaluator, as well as a supervisor, you will see the prompt illustrated at the left, and you will perform Step 3.

If you are an evaluator, but not a supervisor, you will not see the prompt illustrated at the left, nor will you perform Step 3 (instead, proceed to the information presented after Step 3).



STEP 3: SELECT THE TRAINER OPTION. Enter T (or t) and press **RETURN**. (Note: Trainers and Evaluators have access to the same options, functions and data.)

```

SUP827.886                      Training Management                      8 Dec 88
1.3

      1. Training Scheduler
      2. Airman Training Record (ATR) Manager
      3. Reporting Programs
      4. Qualification Assessment
      5. Off-Line Test Control
      6. Off-Line Test Scoring
      7. Access existing Event

      q. Quit This Menu

      Select Option: 1

      Please enter the SSAN of the airman: 888888881_

9-3-18

```

Here you identify the trainee for whom you are going to schedule an evaluation event. When entering the person's SSAN, do not use dashes.



STEP 4: ENTER THE TRAINEE'S SSAN AND PRESS RETURN.

```

MG7838.868      Individual Training Requirements      8 Dec 88
1.5             Assignment Review and Generation

1. Update or Schedule Individual Training Requirement
2. Training Event Review or Update
q. Quit This Menu

Select Option: 1

9-3-20

```

If you are an evaluator but not a supervisor, you will see the screen illustrated at the left, and you will perform Step 5.

If you are an evaluator as well as a supervisor, you will not see the screen illustrated at the left, nor will you perform Step 5 (instead, proceed to the information presented after Step 5).



STEP 5: SELECT THE UPDATE OR SCHEDULE INDIVIDUAL TRAINING REQUIREMENT OPTION. Enter 1 and press **RETURN**.

```

MG7838.883      Individual Training Requirements      8 Dec 88
1.5             Select Action Desired

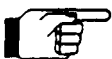
1. Update or Schedule Training
2. Training Schedules Information
3. Position Task Qualification Status
4. Print Training Requirements
5. Print Training Schedules
6. Print Position Task Qualifications
7. Access General ITR
q. Quit This Menu

Select Option: 1

9-3-21

```

To schedule a Performance Evaluation Event, you must select Update or Schedule Training.



STEP 6: SELECT THE UPDATE OR SCHEDULE TRAINING OPTION. Enter 1 and press **RETURN**.

```

NGT838.882      Individual Training Requirements      8 Dec 88
1.5              Select Type of Training to Update

                1. AFS Task
                2. Ancillary
                3. Additional Duty
                4. Contingency
                5. ECI/CDC
                6. PME
                7. Formal Training

                q. Quit This Menu

                Select Option: 1

9-3-22

```

At this point, you are accessing the various components of the trainee's ITR. As an evaluator, your interaction involves the AFS tasks.



STEP 7: SELECT THE AFS TASK OPTION. Enter 1 and press **RETURN**.

```

NGT854.886      Task Training Requirements      8 Dec 88
1.5              For Sgt Adams, Pat A.

1. Task ID: F18884      Status: In Progress
INSPECT FIXED POST FOR DISCREPANCIES

2. Task ID: F08278      Status: In Progress
FIRE WEAPONS TO MAINTAIN QUALIFICATION

3. Task ID: 018999      Status: In Progress
PERFORM OPERATOR MAINTENANCE ON AN M-16 RIFLE

4. Task ID: F18839      Status: None
CONDUCT A WALL SEARCH OF A SUSPECT

Enter (A)dd to end, (I)nsert, (O)rder, (D)elete, (S)chedule or Assign,
(C)ertify, (B)reakdown, (R)evise status, (Q)uit ? g

5 J-23

```

The screen you are viewing lists the first four tasks appearing on the person's ITR. The screen at the left is an illustration of how tasks appear on an ITR.

It is important to remember that the task for which you are scheduling an event must be one of the tasks listed on the screen you are now viewing. When necessary:

- o Press the **PaDn** key, and continue to press the key, until the task you are seeking can be seen on the screen,

or

- o Select the Task Search option (enter T or t and press **RETURN**); then enter the Task ID that corresponds to the task for which you are scheduling an evaluation event.

Once the task you are scheduling an event for can be seen on the screen, proceed to Step 8.



STEP 8: SELECT THE SCHEDULE OR ASSIGN OPTION. Enter S (or s) and press **RETURN**.) Then, SELECT THE TASK FOR WHICH YOU WANT TO SCHEDULE AN EVENT. Enter the number corresponding to a Task ID and press **RETURN**.

NGT064.001		Task Training Requirements		8 Dec 88
1.4		For Sgt Adams, Pat A. on Task 010999		
PERFORM OPERATOR MAINTENANCE ON AN M-16 RIFLE				
Task Level	Objective	Type	Event	Status
1. Term. Obj.	174	Knowledge	Training	Complete
2. Term. Obj.	174	Knowledge	Evaluation	Complete
3. Term. Obj.	174	Performance	Training	Complete
4. Term. Obj.	174	Performance	Evaluation	Unassigned

Enter (S)chedule or assign, (E)vent Display, (C)ancel Assignment,
(M)ark Complete, (I)dentify Trainer/Evaluator, (Q)uit ? g

9-3-24

The screen at the left is an illustration of a Task Status screen.

You may refer to Part A of Section 9.2, between Steps 9 and 10, if you need an explanation of the data appearing on this screen.



STEP 9: SELECT THE SCHEDULE OR ASSIGN OPTION. Enter S (or s) and press **RETURN**.

```

NGT064.001          Task Training Requirements          13 Dec 88
1.4                For SrA Adams, Pat A. on Task 010999
PERFORM OPERATOR MAINTENANCE ON AN M-16 RIFLE

Task Level  Objective  Type Event  Status
1. Term. Obj.    174    Knowledge  Training  Complete
2. Term. Obj.    174    Knowledge  Evaluation Complete
3. Term. Obj.    174    Performance Training  Complete
4. Term. Obj.    174    Performance Evaluation  Unassigned

Select the task event to schedule or assign

Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>) 4_
9-3-25

```

Another prompt is added at the bottom of the screen, advising you to select the event.



STEP 10: SELECT THE PERFORMANCE EVALUATION EVENT TO BE SCHEDULED. Enter the field number which corresponds to the Performance Evaluation event and press **RETURN**. (In the example, Data Field 4 was selected which corresponds to the Performance Evaluation event for the example task.)

```

NGT031.001          Training Event Assignment          8 Dec 88
1.5                Task Training Event 358
Task Event Identification: 010999-T-174-Performance Evaluation
Generated by: 888888885 Sgt Baker, Jane C.
1. Evaluator: 888888886 NSgt Bradberry, Allen K.

2. Start Date and Time: No Schedule
3. End Date and Time: No Schedule

Number of Participants: (SrA Adams, Pat A.)

4. Installation:

5. Description:

Enter (C)ancel Event Generation, (M)odify Event, (G)enerate Event,
(L)ist Resources ? g
9-3-26

```

The screen you are now viewing is the Event Notice screen.

You may refer to Part A of Section 9.2, between Steps 12 and 13, if you need an explanation of the data appearing on this screen.



STEP 11: SELECT THE MODIFY OPTION IF YOU NEED TO ADD DATA TO THE EVENT NOTICE. Enter M (or m) and press **RETURN**. (If you want the event scheduled for a specific timeframe, ensure you modify options 2 and 3.) GO TO STEP 16 IF YOU DO NOT NEED TO MODIFY DATA.



STEP 12: SELECT THE FIELD NUMBER CORRESPONDING TO THE DATA YOU WISH TO MODIFY. Enter the field number and press **RETURN**. (You can only modify one data field at a time.)



STEP 13: ENTER THE DATA AS INSTRUCTED BY THE PROMPT ON THE SCREEN. Enter the data and press **RETURN**.



STEP 14: REPEAT STEPS 12 AND 13 FOR EACH DATA FIELD THAT REQUIRES MODIFICATION.



STEP 15: SELECT THE QUIT OPTION. Enter Q (or q) and press **RETURN**.



STEP 16: SELECT THE GENERATE EVENT OPTION. Enter G (or g) and press **RETURN**.

Generating the event causes notices to be automatically printed to you, (the evaluator), and the trainee of the event. The printed notices will contain the same data as the on-line notice, in addition to other data.

Generating the event also automatically updates the person's ITR and current Training Schedule.

- o The status of the task in the ITR will remain as "In Progress"; and the status of the event will be "Assigned", "Scheduled", "Reassigned" or "Rescheduled".
- o The Training Schedule of the trainee, as well as your Training Schedule, will reflect the event until the event is cancelled or marked complete.

If the AOTS contains evaluation products for this task or subtask, the evaluation products should be used to conduct the evaluation event. Evaluation products available from the AOTS include an Oral Test Guide (OTG), accompanied by a Performance Evaluation Checklist (PEC).

- o An OTG contains instructions to the evaluator for administering the evaluation; a PEC is the checklist to be used by the evaluator when conducting the evaluation.

```

NGT831.001      Training Event Assignment      8 Dec 88
1.5             Task Training Event 358
Task Event Identification: 018999-T-174-Performance Evaluation
Generated by: 888888885   Sgt   Baker, Jane C.
1. Evaluator: 888888886   MSgt  Bradberry, Allen K.

2. Start Date and Time: No Schedule
3. End Date and Time: No Schedule

Number of Participants: (Sra Adams, Pat A.)

4. Installation:

5. Description:

Do you want a hard copy printed of this test ? (Y)es, (N)o ? y

9-3-27

```

If the AOTS contains evaluation products for this task, the prompt changes on the screen, as illustrated in the screen at the left.

If evaluation products do not exist for this task, you are returned to the Task Status screen. Skip the information presented next and skip Steps 17 and 18.



STEP 17: SPECIFY WHETHER OR NOT YOU WANT A COPY OF THE EVALUATION PRODUCTS NOW. If you enter N (or n) or Y (or y) and pressed **RETURN**. If you select the no option, proceed to Step 19.

```

NGT831.001      Training Event Assignment      8 Dec 88
1.5             Task Training Event 358      OVERWRITE
Task Event Identification: 018999-T-174-Performance Evaluation
Generated by: 888888885   Sgt   Baker, Jane C.
1. Evaluator: 888888886   MSgt  Bradberry, Allen K.

2. Start Date and Time: No Schedule
3. End Date and Time: No Schedule

Number of Participants: (Sra Adams, Pat A.)

4. Installation:

5. Description:

Enter printer id or press ENTER to use TXD1 _

9-3-28

```

The prompt changes again, to have you identify the printer ID that corresponds to the printer you want the evaluation products to print.

The OTG and PEC can be printed at any AOTS Workstation.

Normally, you will print the evaluation products at your AOTS Workstation. However, if you have the need to print at another AOTS Workstation, you may contact the Systems Administrator (call the AOTS Hotline) for the correct Printer ID for that workstation.



STEP 18: ENTER A PRINTER ID OR PRESS **RETURN.** Enter a printer ID and press **RETURN**, if you want the OTG and PEC printed at a workstation other than your own; or just press **RETURN** if you want the materials printed at your workstation printer.

You will see a short prompt advising you that the printing is occurring. The screen automatically changes, and you are returned to the Task Status screen. When you retrieve the OTG and PEC from the printer, you will also receive a Test Control Log Record.

Task Training Requirements		8 Dec 88	
1.4 For SrA Adams, Pat A. on Task 018999			
PERFORM OPERATOR MAINTENANCE ON AN M-16 RIFLE			
Task Level	Objective	Type Event	Status
1. Term. Obj.	174	Knowledge Training	Complete
2. Term. Obj.	174	Knowledge Evaluation	Complete
3. Term. Obj.	174	Performance Training	Complete
4. Term. Obj.	174	Performance Evaluation	Assigned

Enter (S)chedule or assign, (E)vent Display, (C)ancel Assignment,
(M)ark Complete, (I)dentify Trainer/Evaluator, (Q)uit ? g

9-3-20

Once the event has been generated, the Task Status screen returns in view, reflecting the new status of the Performance Evaluation event.

If you did not enter start/end dates and times, the status is reflected as "Assigned" or "Reassigned".

If you entered start/end dates and times, the status is reflected as "Scheduled" or "Rescheduled".



STEP 19: QUIT THE TASK STATUS SCREEN. Enter Q (or q) and press **RETURN**.

LAST STEP FOR SCHEDULING A PERFORMANCE EVALUATION EVENT

Continue to QUIT each screen until you return to the AOTS Primary Access Menu. At that point, you may quit the menu and log off the system, or you may perform another AOTS function.

CONDUCTING THE PERFORMANCE EVALUATION EVENT

If evaluation products are available within the AOTS for the task, you will administer the evaluation to the trainee, using the products. If you did not print the OTG or PEC at the time you generated the event, you will need to access the existing event and print the products before you begin the evaluation.

- o Once the evaluation is administered, you or the trainee's supervisor will need to score the evaluation.
 - If the test is scored using the OMR equipment (SCANTRON) or by keyboard input, the system automatically marks the completion of the event.
 - If the test is scored manually (using the answer key that was printed), you will need to advise the person's supervisor of the results. Additionally, you or the person's supervisor will need to mark the completion of the event.

If there are no evaluation products within the system for the task, you are to use whatever means exists in the workcenter to accomplish the event. There is no ability to score the evaluation when non-AOTS evaluation products are used. You or the supervisor will need to mark the completion of the event once the evaluation has been conducted.

9.4 Cancel Task Training or Evaluation Event

Over the next year as you use the AOTS, you may find a variety of circumstances where you are required to cancel task events. As a trainer or evaluator, you have the capability to cancel any task event for which you are responsible.

- o Some reasons for cancelling an event would be: a trainee cannot/did not show for the event; training/evaluation needs to be postponed due to higher training priorities; you cannot/could not acquire all of the resources necessary for accomplishing the training, etc.
- o Sometimes, you may need to cancel an event before the training or evaluation is provided to any of the trainees participating in the event. Other times, you may need to cancel an event for one or more individuals, prior to the event being completed.

There are two important facts you should be aware of which involve the cancellation process:

1. For an event to be cancelled, the event must have a status of assigned, scheduled, reassigned, or rescheduled.
2. You cannot cancel an event if you are not the designated trainer (or evaluator) for the event, unless you are the person's supervisor or training manager.

You will find it helpful to review your Training Schedule quite often if you are a designated trainer/evaluator for an event or individual. By accessing your on-line Training Schedule you can display each event to help determine whether a cancellation action will be required by you for persons you are responsible for training/evaluating.

- o Remember, your training schedule reflects those events you are required to complete as a trainee, as well as those events for which you are the trainer or evaluator. (Refer to Section 7.3 of this handbook for procedures for acquiring/reviewing your Training Schedule.)

Once you have determined the task event(s) requiring cancellation, you must decide which procedures should be used to cancel the training/evaluation. There are five ways to cancel an event. However, we have included procedures only for two ways. As you gain more experience with the AOTS, you will learn the other ways to cancel events.

This section has been divided into two parts: Refer to Part A if you want to cancel an entire event (for all trainees of that event); refer to Part B if you want to cancel one trainee from an event.

PART A - CANCEL EVENT FOR ALL PARTICIPANTS

```
SUP827.881      Advanced On-The-Job Training System (AOTS)      23 Nov 88
1.2              Primary Access Menu

1. Personal Training Information
2. Training Management
3. Master Task List (MTL) Interface
4. Position Requirements
q. Quit This Menu

Select Option: 2_

9-4-1
```

The screen at the left is an illustration of the AOTS Primary Access Menu. The menu you are viewing may contain more options than are illustrated here (depending on your AOTS User Types).



STEP 1: SELECT THE TRAINING MANAGEMENT OPTION. Enter 1 and press RETURN.

```
SUP827.886      Training Management      23 Nov 88
1.2

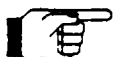
1. Training Scheduler
2. Airman Training Record (ATR) Manager
3. Reporting Programs
4. Qualification Assessment
5. Off-Line Test Control
6. Off-Line Test Scoring
7. Access existing Event
q. Quit This Menu

Select Option: 7

9-4-2
```

The Training Management screen is illustrated at the left. Again, depending on your AOTS User Type(s), there may be more options on the screen you are viewing than those being illustrated here.

You are seeking the option which allows you to access an existing event (Option 4 for some users; Option 7 for other users).



STEP 2: SELECT THE ACCESS EXISTING EVENT OPTION. Enter 4 (or 7) and press RETURN.

MG7838.001 1.2	Individual Training Requirements Assignment Review and Generation	23 Nov 88 OVERWRITE
Event ID 237		
Enter the Event ID number		
9-4-3		

You must now enter the numerical Event ID which corresponds to the event you want to cancel.

Event IDs are listed on your (and each trainee's) Training Schedule, on the Event Notices which are generated when the event was assigned/scheduled, and on the various Event Display screens you may access as you review portions of the ATRs on-line.

Once a valid Event ID is entered, you will see the Event Notice which corresponds to the event.



STEP 3: ENTER THE EVENT ID CORRESPONDING TO THE EVENT YOU WANT TO CANCEL. Enter the numeric Event ID number and press **RETURN**. (For the example, we entered Event ID 237.)

MG7831.003 1.4	Task Training Event 237	23 Nov 88
Task Event Identification: F18838-S1-647-Knowledge Training		
Generated by: 888888884 SSgt Abrams, Mark A.		
1. Trainer: 888888885 Sgt Baker, Jane C.		
2. Start Date and Time: No Schedule		
3. End Date and Time: No Schedule		
Number of Participants: 2		
4. Installation:		
5. Description:		
Enter (C)ancel Event, (M)odify Event, (P)rint Event, (D)isplay Participants, (L)ist Resources, (R)evise ATR, (Q)uit ? C		
9-4-4		

The screen at the left is an example of an on-line Knowledge Training Event Notice. (The notice you see on the screen you are viewing corresponds to the event you identified on the previous screen.)

You need to be aware of the following facts:

- o You cannot cancel the event if you are not the designated trainer or evaluator for the event (unless you are the person's supervisor or training manager).
- o If the on-line event notice you are viewing does not include the "Cancel Event" option in the prompt at the bottom of the screen, you are restricted from cancelling the event.

- o The event will be cancelled for all trainees who are participating in the event.



STEP 4: SELECT THE CANCEL EVENT OPTION. Enter C (or c) and press **RETURN**.

NGT831.825 1.4	Cancellation Request Reason for Cancellation	23 Nov 88
1. Lack of Opportunity 2. Lack of Resources 3. No Show of Participants 4. Overridden by Higher Priority Event 5. Requirement Deleted 6. Other q. Quit to Menu		
Select Option: 3		
9-4-5		

The screen you see now is used to record the reason why the event is being cancelled.

- o You may specify only 1 reason why an event is cancelled. Select the most specific reason, or select "Other" if the reason for cancellation is not one of those specified on this screen.
- o The reason you select will be reflected on the Event Cancellation Notices (which are automatically generated at the end of the cancellation process).
 - One exception: If you select "Other" as the reason, the cancellation notice will reflect "No specified reason".



STEP 5: SELECT THE REASON FOR CANCELLATION. Enter the number corresponding to the reason and press **RETURN**.

SUP827.005 1.2	Training Management	23 Nov 88
1. Training Scheduler 2. Airman Training Record (ATR) Manager 3. Reporting Programs 4. Qualification Assessment 5. Off-Line Test Control 6. Off-Line Test Scoring 7. Access existing Event q. Quit This Menu		
Select Option: _		
9-4-8		

The Training Management screen now reappears. The cancellation function has been processed by the AOTS.

The following actions occur:

- o The AOTS automatically prints cancellation notices to you (as the trainer or evaluator) and to the trainee(s) of the event, to advise each involved person of the cancellation.
- o The AOTS automatically removes the event from each trainee's Training Schedule.
- o The AOTS automatically removes the event from your Training Schedule.
- o The AOTS automatically changes the status of the event (in each trainee's ITR) to "Unassigned".
- o If the event is an evaluation event for which an off-line test had been printed before the event was cancelled, the AOTS automatically updates the corresponding Off-Line Test Control Log Record to reflect the event as "cancelled".

LAST STEP

If you are an evaluator, and the event you cancelled involved AOTS evaluation materials which had been printed for use off line, you must provide the Log Record, Answer Key, and all copies of the test to the Test Control Officer (TCO). You should annotate the package so that the TCO knows you have cancelled the event.

If you want to cancel another event, repeat Steps 2 - 5.

If you do not want to cancel another event, continue to quit each screen until the AOTS Primary Access Menu appears on the screen. At that point, you may quit the menu and log off the system or you may perform another AOTS function.

PART B - CANCEL EVENT FOR A SINGLE INDIVIDUAL

```
SUP827.001      Advanced On-The-Job Training System (AOTS)      2 Dec 88
1.2              Primary Access Menu

1. Personal Training Information
2. Training Management
3. Master Task List (MTL) Interface
4. Position Requirements
q. Quit This Menu

Select Option: 2_

9-4-7
```

The screen at the left is an illustration of the AOTS Primary Access Menu. The menu you are viewing may contain more options than are illustrated here (depending on your AOTS User Types).



STEP 1: SELECT THE TRAINING MANAGEMENT OPTION. Enter 1 and press **RETURN**.

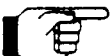
```
SUP827.006      Training Management      2 Dec 88
1.2

1. Training Scheduler
2. Airman Training Record (ATR) Manager
3. Reporting Programs
4. Qualification Assessment
5. Off-Line Test Control
6. Off-Line Test Scoring
7. Access existing Event
q. Quit This Menu

Select Option: 1

9-4-8
```

The Training Management screen is illustrated at the left. Again, depending on your AOTS User Type(s), there may be more options on the screen you are viewing than those being illustrated here.



STEP 2: SELECT THE TRAINING SCHEDULER OPTION. Enter 1 and press **RETURN**.

```

SUP827.886           Training Management           2 Dec 88
1.2

      1. Training Scheduler
      2. Airman Training Record (ATR) Manager
      3. Reporting Programs
      4. Qualification Assessment
      5. Off-Line Test Control
      6. Off-Line Test Scoring
      7. Access existing Event
      q. Quit This Menu

      Select Option: 1

Select Type of Training Mode : (T)rainer, (S)upervisor, (Q)uit ? t

9-4-9

```

If you are a Supervisor, as well as a Trainer, you will see the prompt illustrated at the left, and you will proceed to Step 3.

If you are not a supervisor, you will not see the prompt illustrated at the left nor will you perform Step 3 (instead, proceed to the information presented after Step 3).



STEP 3: SELECT THE TRAINER OPTION FROM THE PROMPT. Enter T (or t) and press **RETURN**.

```

SUP827.886           Training Management           2 Dec 88
1.2

      1. Training Scheduler
      2. Airman Training Record (ATR) Manager
      3. Reporting Programs
      4. Qualification Assessment
      5. Off-Line Test Control
      6. Off-Line Test Scoring
      7. Access existing Event
      q. Quit This Menu

      Select Option: 1

Please enter the SSAN of the airman: 888888881_

9-4-10

```

The prompt illustrated at the left is provided for you to enter the trainee's SSAN.



STEP 4: ENTER THE TRAINEE'S SSAN. Enter the SSAN and press **RETURN**.

```

MGT030.003      Individual Training Requirements      2 Dec 88
1.4              Select Action Desired

1. Update or Schedule Training
2. Training Schedules Information
3. Position Qualification Status Information
4. Print Training Requirements
5. Print Training Schedules
6. Print Position Qualification Status
7. Access General ITR

q. Quit This Menu

Select Option: 2_

9-4-11

```

It is at this point you have access to various portions of the trainee's ATR. You need to access his/her Training Schedule at this time.



STEP 5: SELECT THE TRAINING SCHEDULES INFORMATION OPTION. Enter 2 and press **RETURN**.

```

MGT040.001      Training Schedule for SGT Adams, Pat A.      2 Dec 88
1.4
Event      Start/End Time      Training Type/Identification
1. 00235                    Task Training
                                010999-T-174-Knowledge Evaluation
2. 00242                    Task Training
                                F10004-T-1604-Performance Evaluation
3. 00306                    Task Training
                                F10040-S1-1427-Knowledge Training
4. 00306      01 Dec 1988 1400      Ancillary Courses
                                AT0002
                                15 Dec 1988 1630
5. 00220      15 Dec 1988 0930      Ancillary Courses
                                15 Dec 1988 1000      AT0001

Enter (E)vent Display, (C)ancel Assignment, (M)ark Complete, (Q)uit ? q

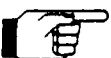
9-4-12

```

The screen at the left is an illustration of a trainee's Training Schedule. As a trainer or evaluator, you may only cancel task training events.

For each task event listed, the following information is printed:

- o The Event ID (first column).
- o The Type of Training (Task training).
- o The Event Identification data (Task Id/Task Level/Objective Id/Type of Event).



STEP 6: SELECT THE CANCEL ASSIGNMENT OPTION. Enter C (or c) and press **RETURN**.

MG7848.001 Training Schedule for Srv Adams, Pat A. 2 Dec 88

1.4

Event	Start/End Time	Training Type/Identification
1. 00235		Task Training 018999-Y-174-Knowledge Evaluation
2. 00242		Task Training F18004-Y-1604-Performance Evaluation
3. 00306		Task Training F18040-S1-1427-Knowledge Training
4. 00305	01 Dec 1988 1400	Ancillary Courses AT0002
5. 00220	15 Dec 1988 0000	Ancillary Courses AT0001

Select the event to cancel

Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>) 2_

9-4-13

The prompt at the bottom of the screen has changed, as illustrated at the left.



STEP 7: SELECT THE EVENT TO BE CANCELLED. Enter the field number corresponding to the event to be cancelled (in the example, Data Field 2 was selected which corresponds to Event ID 242).

MG7848.001 Training Schedule for Srv Adams, Pat A. 2 Dec 88

1.4

Event	Start/End Time	Training Type/Identification
1. 00235		Task Training 018999-Y-174-Knowledge Evaluation
2. 00306		Task Training F18040-S1-1427-Knowledge Training
3. 00305	01 Dec 1988 1400	Ancillary Courses AT0002
4. 00220	15 Dec 1988 0000	Ancillary Courses AT0001

Enter (E)vent Display, (C)ancel Assignment, (M)ark Complete, (Q)uit ?

9-4-14

The screen will be quickly erased. Then, any previously listed event will reappear on the person's Training Schedule - except for the event you just cancelled. The cancellation function has been processed by the AOTS.

The following actions occur:

- o The AOTS automatically prints cancellation notices to you (as the trainer or evaluator) and to the trainee, to advise that the event has been cancelled for that individual. The reason for cancellation on the notice will be reflected as "No specified reason". (NOTE: This process is being changed in the near future so that you may specify a reason for cancellation, and the reason you specify will automatically be reflected on the notice.)

- o The AOTS automatically removes the event from your Training Schedule (as well as from the trainee's Training Schedule).
- o The AOTS automatically changes the status of the event in the trainee's ITR, to "Unassigned".
- o If the event is an evaluation event for which an off-line test had been printed before the event was cancelled, the AOTS automatically updates the corresponding Log Record (used for off-line test control), to reflect the event as "Cancelled".

LAST STEP

If you are an evaluator, and the event you cancelled involved an off-line test (which has been printed from the AOTS), you must ensure you accomplish one of the following actions:

1. If the trainee is the only participant in the event, you must ensure you provide the Log Record, Answer Key, Test, and Answer Sheet (only if the trainee completed the answer sheet) to the Test Control Officer (TCO). You should annotate the package so that the TCO knows you have cancelled the event.
2. If the trainee was only one of the trainees participating in the event, you should retain the person's copy of the test, and answer sheet (if he/she already filled out the answer sheet), until the event is completed by the remaining participants. Once the event is accomplished, ensure you provide the Log Record, Answer Key, all copies of the Test (including the cancelled trainee's copy) and all completed answer sheets to the TCO. On the Log Record, you should cross out the cancelled trainee and annotate he/she was cancelled from participating in the event.

If you want to cancel another event for this individual, repeat Steps 6 - 7.

If you do not want to cancel another event for this individual, continue to QUIT each screen until the AOTS Primary Access Menu appears on the screen. At that point, you may quit the menu and log off the system or you may perform another AOTS function.

9.5 Mark Completion of a Task Training Event (Trainer)

As a trainer, you are responsible for MARKING a task training event COMPLETE once the required training has been accomplished.

- o You may mark a Knowledge Training Event complete, although the trainee of the event would normally mark the event complete.
- o You should always mark a Performance Training Event complete.

Knowledge training is typically accomplished by the trainee without the assistance of a trainer. He/she accomplishes the knowledge training by completing an on-line CAI lesson, studying textual materials, or reviewing a film, etc.

- o By accomplishing a function called "Proceed with Training", the trainee marks the knowledge training event complete by responding YES to the following prompt: "Have you performed the above training?". (The screen shows identification data for the Knowledge Training event the trainee was last scheduled/assigned to complete.)
- o Once the Knowledge Training event is marked complete, the corresponding Knowledge Evaluation event can then be assigned/scheduled. Either an on-line test is automatically assigned to the individual, or the evaluator will need to assign or schedule (and conduct) the knowledge evaluation event.

Performance training requires that a trainer conduct the training. After you conduct performance training for a task, you should update the trainee's ITR to reflect the completion of the training.

- o Marking the Performance Training event complete allows the designated evaluator to recognize he/she needs to assign/schedule the person for the Performance Evaluation event. (At the completion of training; the trainee requires an evaluation to determine if he/she can adequately perform the task; and subsequently be certified.)
 - By reviewing the status of events for this task in the person's ITR, the evaluator can quickly identify whether or not an evaluation is currently required, depending on whether or not the training event has been marked complete.

The procedures presented in this section pertain to marking a Performance Training event complete. You may, however, follow these procedures when marking a Knowledge Training event complete (when necessary/appropriate).

- o Currently, you may mark complete only one event for one person at a time. In the future (approximately Jan 89), there will also be a capability for you to mark one event complete for a group of people at the same time.

```
SUP827.001      Advanced On-The-Job Training System (AOTS)      2 Dec 88
1.2              Primary Access Menu

1. Personal Training Information
2. Training Management
3. Master Task List (MTL) Interface
4. Position Requirements
q. Quit This Menu

Select Option: 2

9-5-1
```

The screen at the left is an illustration of the AOTS Primary Access Menu. The menu you are viewing may contain more options than are illustrated here (depending on your AOTS User Types).



STEP 1: SELECT THE TRAINING MANAGEMENT OPTION. Enter 1 and press **RETURN**.

```
SUP827.006      Training Management      2 Dec 88
1.2

1. Training Scheduler
2. Airman Training Record (ATR) Manager
3. Reporting Programs
4. Qualification Assessment
5. Off-Line Test Control
6. Off-Line Test Scoring
7. Access existing Event
q. Quit This Menu

Select Option: 1

9-5-2
```

The Training Management screen is illustrated at the left. Again, depending on your AOTS User Type(s), there may be more options on the screen you are viewing than those being illustrated here.



STEP 2: SELECT THE TRAINING SCHEDULER OPTION. Enter 1 and press **RETURN**.

```

SUP827.006                      Training Management                      2 Dec 88
1.2

      1. Training Scheduler
      2. Airman Training Record (ATR) Manager
      3. Reporting Programs
      4. Qualification Assessment
      5. Off-Line Test Control
      6. Off-Line Test Scoring
      7. Access existing Event
      q. Quit This Menu

      Select Option: 1

Select Type of Training Mode : (T)rainee, (S)upervisor, (Q)uit ? 1

0-5-3

```

If you are a Supervisor as well as a Trainer, you will see the prompt illustrated at the left, and you will proceed to Step 3.

If you are not a supervisor, you will not see the prompt illustrated at the left nor will you perform Step 3 (instead, proceed to the information presented after Step 3).



STEP 3: SELECT THE TRAINER OPTION FROM THE PROMPT. Enter T (or t) and press **RETURN**.

```

SUP827.006                      Training Management                      2 Dec 88
1.2

      1. Training Scheduler
      2. Airman Training Record (ATR) Manager
      3. Reporting Programs
      4. Qualification Assessment
      5. Off-Line Test Control
      6. Off-Line Test Scoring
      7. Access existing Event
      q. Quit This Menu

      Select Option: 1

Please enter the SSAN of the airman: 00000001_

0-5-4

```

The prompt illustrated at the left is provided for you to enter the trainee's SSAN.



STEP 4: ENTER THE TRAINEE'S SSAN. Enter the SSAN and press **RETURN**.

```

NGT838.003      Individual Training Requirements      2 Dec 88
1.4              Select Action Desired

1. Update or Schedule Training
2. Training Schedule Information
3. Position Qualification Status Information
4. Print Training Requirements
5. Print Training Schedules
6. Print Position Qualification Status
7. Access General ITR
q. Quit This Menu

Select Option: 1_

0-0-0

```

It is at this point you have access to various portions of the trainee's ATR. To mark a training event complete, you must access the trainee's ITR. Steps 5 and 6 provide you the correct access to the trainee's ITR data.



STEP 5: SELECT THE UPDATE OR SCHEDULE TRAINING OPTION. Enter 1 and press **RETURN**.

```

NGT838.002      Individual Training Requirements      2 Dec 88
1.4              Select Type of Training to Update

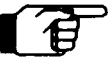
1. AFS Task
2. Ancillary
3. Additional Duty
4. Contingency
5. DCI/CDC
6. PVE
7. Formal Training
q. Quit This Menu

Select Option: 1_

0-0-0

```

The screen illustrated at the left reflects the types of training requirements which are listed in a trainee's ITR. You are seeking the AFS Task training requirements.



STEP 6: SELECT THE AFS TASK OPTION. Enter 1 and press **RETURN**.

NGT054.006 1.4	Task Training Requirements For Sgt Adams, Pat A.	2 Dec 88
1. Task ID: F10004 Status: In Progress INSPECT FIXED POST FOR DISCREPANCIES		
2. Task ID: F00278 Status: None FIRE WEAPONS TO MAINTAIN QUALIFICATION		
3. Task ID: F10039 Status: In Progress CONDUCT A WALL SEARCH OF A SUSPECT		
Enter (A)dd to end, (I)nsert, (O)rder, (D)elete, (S)chedule or Assign, (C)ertify, (B)reakdown, (R)evise status, (Q)uit ?		
0-5-7		

The screen at the left is an illustration of task training requirements in a trainee's ITR.

IMPORTANT FACT: The task you are marking the event complete for **MUST** be one of the tasks appearing on the screen.

- o Press the **PaDr** key, as many times as necessary, until you see the Task Id you are seeking, or Select the Task Search option (Enter T or lower case t and press **RETURN**); then, enter the Task ID you are seeking and press **RETURN**.
- o Once you can see the desired Task Id on the screen you are viewing, proceed to Step 7.



STEP 7: SELECT THE SCHEDULE OR ASSIGN OPTION. Enter S (or s) and press **RETURN**.



STEP 8: SELECT THE TASK FOR WHICH YOU WANT TO MARK AN EVENT COMPLETE. Enter the field number corresponding to the task and press **RETURN**. (For the example, Data Field 1 was selected which corresponds to Task Id F10004.)

Task Training Requirements				
1.4 For Sgt Adams, Pat A. on Task F10004				
INSPECT FIXED POST FOR DISCREPANCIES				
Task Level	Objective	Type	Event	Status
1. Term. Obj.	1604	Knowledge	Training	Complete
2. Term. Obj.	1604	Knowledge	Evaluation	Complete
3. Term. Obj.	1604	Performance	Training	Assigned
4. Term. Obj.	1604	Performance	Evaluation	Unassigned

Enter (S)chedule or assign, (E)vent Display, (C)ancel Assignment,
(M)ark Complete, (I)dentify Trainer/Evaluator, (Q)uit ?

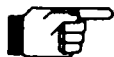
0-5-8

The screen at the left is an illustration of task F10004 which has 1 Terminal Objective and four events that are required to be completed before the task can be certified.

- o For the example, the Knowledge Training and Knowledge Evaluation events have been completed. The Performance Training Event currently reflects "Assigned" (which means task training is in progress and performance training is/was to occur as soon as possible).
- o For the purpose of illustration, we will say that the performance training has been conducted; therefore, the individual is ready to be evaluated on his/her performance of the task.
- We must mark the Performance Training Event complete, so when the evaluator for the task reviews this task in the person's ITR, he/she can determine that the person is ready for evaluation and that he/she needs to assign or schedule (and conduct) the performance evaluation.



STEP 9: SELECT THE MARK COMPLETE OPTION. Enter M (or m) and press **RETURN**.



STEP 10: SELECT THE EVENT TO BE MARKED COMPLETE. Enter the field number corresponding to the Performance Training Event and press **RETURN**. (Using our example, we entered a "3" which corresponds to the performance training event for the task.)

NOTE:

If you are using these instructions for marking a Knowledge Training event complete, ensure you select the corresponding field number for that type of event.

Task Training Requirements		2 Dec 88	
1.4 For Sgt Adams, Pat A. on Task F18804			
INSPECT FIXED POST FOR DISCREPANCIES			
Task Level	Objective	Type Event	Status
1. Term. Obj.	1604	Knowledge Training	Complete
2. Term. Obj.	1604	Knowledge Evaluation	Complete
3. Term. Obj.	1604	Performance Training	Complete
4. Term. Obj.	1604	Performance Evaluation	Unassigned

Enter (S)chedule or assign, (E)vent Display, (C)ancel Assignment,
(M)ark Complete, (I)dentify Trainer/Evaluator, (Q)uit ? g

9-5-9

As the screen at the left illustrates, the system changes the status of the selected event from "Assigned" to "Complete". The trainee's ITR now reflects that the trainee is ready for the evaluator to assign/schedule and conduct the performance evaluation event for this task.

LAST STEP

If you need to mark another training event complete for this individual, continue to select QUIT until the list of tasks in his/her ITR are displayed on the screen. Then, repeat Steps 7-10. (Be sure to read the information presented after Step 6, before you complete Step 7.)

If you need to mark another event complete for another individual, continue to select quit until the Training Management screen appears. Then, repeat Steps 2-10.

If you are finished marking events complete, continue to QUIT each screen until the AOTS Primary Access Menu appears. At that point, you may quit the menu and log off the AOTS, or you may select another option to perform another AOTS function.

9.6 Mark Completion of an Evaluation Event (Evaluator)

As an EVALUATOR, you are responsible for marking a task evaluation event COMPLETE once the required evaluation has been successfully accomplished by the trainee AND YOU HAVE SCORED THE TEST OFF LINE. (NOTE: If the evaluation event is taken on line or is scored on line, the AOTS will automatically record the event as being complete.)

```
SUP827.881      Advanced On-The-Job Training System (AOTS)      2 Dec 88
1.2              Primary Access Menu

1. Personal Training Information
2. Training Management
3. Master Task List (MTL) Interface
4. Position Requirements
q. Quit This Menu

Select Option: 2_

9-6-1
```

Select the Training Management option from the Primary Access Menu.



STEP 1: SELECT THE TRAINING MANAGEMENT OPTION. Enter 2 and then press **RETURN**.

```
SUP827.886      Training Management      2 Dec 88
1.2

1. Training Scheduler
2. Airman Training Record (ATR) Manager
3. Reporting Programs
4. Qualification Assessment
5. Off-Line Test Control
6. Off-Line Test Scoring
7. Access existing Event
q. Quit This Menu

Select Option: 1

9-6-2
```

The Training Management screen is illustrated at the left. Depending on your AOTS User Type(s), there may be more options on the screen you are viewing than those being illustrated here.



STEP 2: SELECT THE TRAINING SCHEDULER OPTION. Enter 1 and then press **RETURN**.

```

SUP827.886           Training Management           2 Dec 88
1.2

      1. Training Scheduler
      2. Airman Training Record (ATR) Manager
      3. Reporting Programs
      4. Qualification Assessment
      5. Off-Line Test Control
      6. Off-Line Test Scoring
      7. Access existing Event

      q. Quit This Menu

      Select Option: 1

Select Type of Training Mode : (T)rainer, (S)upervisor, (Q)uit ? t

9-6-3

```

If you are a Supervisor as well as an Evaluator, you will see the prompt illustrated at the left and you will proceed to Step 3.

If you are not a supervisor, you will not see the prompt illustrated at the left nor will you perform Step 3 (instead, proceed to the information presented after Step 3).



STEP 3: SELECT THE TRAINER OPTION FROM THE PROMPT. Enter T (or t) and press **RETURN**.

Note: Within the AOTS, a trainer and evaluator have access to the same data, options, and functions.

NOTE: The access for an evaluator or a trainer is the same at this point.

```

SUP827.886           Training Management           2 Dec 88
1.2

      1. Training Scheduler
      2. Airman Training Record (ATR) Manager
      3. Reporting Programs
      4. Qualification Assessment
      5. Off-Line Test Control
      6. Off-Line Test Scoring
      7. Access existing Event

      q. Quit This Menu

      Select Option: 1

Please enter the SSAN of the airman: 888888881_

9-6-4

```

The prompt illustrated at the left is provided for you to enter the trainee's SSAN.



STEP 4: ENTER THE TRAINEE'S SSAN. Enter the SSAN and press **RETURN**.

```

MGT838.003      Individual Training Requirements      2 Dec 88
1.4              Select Action Desired

1. Update or Schedule Training
2. Training Schedule Information
3. Position Qualification Status Information
4. Print Training Requirements
5. Print Training Schedules
6. Print Position Qualification Status
7. Access General ITR
q. Quit This Menu

Select Option: 1_

0-0-0

```

It is at this point you have access to various portions of the trainee's ATR. To mark an evaluation event complete, you must access the trainee's ITR. Steps 5 and 6 provide you the correct access to the trainee's ITR data.



STEP 5: SELECT THE UPDATE OR SCHEDULE TRAINING OPTION. Enter 1 and press **RETURN**.

```

MGT838.002      Individual Training Requirements      2 Dec 88
1.4              Select Type of Training to Update

1. AFS Task
2. Auxiliary
3. Additional Duty
4. Contingency
5. ECI/CDC
6. PME
7. Formal Training
q. Quit This Menu

Select Option: 1_

0-0-0

```

The screen illustrated at the left reflects the types of training requirements which are listed in a trainee's ITR. You are seeking the AFS Task training requirements.



STEP 6: SELECT THE AFS TASK OPTION. Enter 1 and press **RETURN**.

NGT051.006 1.4	Task Training Requirements For Sgt Adams, Pat A.	2 Dec 00
1. Task ID: F10004 Status: In Progress INSPECT FIXED POST FOR DISCREPANCIES		
2. Task ID: F00270 Status: None FIRE WEAPONS TO MAINTAIN QUALIFICATION		
Enter (A)dd to end, (I)nsert, (O)rder, (D)elate, (S)chedule or Assign, (C)ertify, (B)reakdown, (R)evise status, (Q)uit ?		
0-0-7		

The screen at the left is an illustration of task training requirements in a trainee's ITR.

IMPORTANT FACT: The task you are marking the event complete for must be one of the tasks appearing on the screen.

- o Press the **Page** key, as many times as necessary, until you see the Task ID you are seeking; or Select the Task Search option (enter T or t and press **RETURN**), then enter the Task ID you are seeking and press **RETURN**.
- o Once you can see the desired Task ID on the screen you are viewing, proceed to Step 7.



STEP 7: SELECT THE SCHEDULE OR ASSIGN OPTION. Enter S (or s) and press **RETURN**.



STEP 8: SELECT THE TASK FOR WHICH YOU WANT TO MARK AN EVENT COMPLETE. Enter the field number corresponding to the task and press **RETURN**.
(For the example, we selected field number 1 which corresponds to Task ID F10004.)

MGT864.001 Task Training Requirements 2 Dec 88
 1.4 For SrA Adams, Pat A. on Task F10004
 INSPECT FIXED POST FOR DISCREPANCIES

Task Level	Objective	Type Event	Status
1. Term. Obj.	1684	Knowledge Training	Complete
2. Term. Obj.	1684	Knowledge Evaluation	Complete
3. Term. Obj.	1684	Performance Training	Complete
4. Term. Obj.	1684	Performance Evaluation	Assigned

Enter (S)chedule or assign, (E)vent Display, (C)ancel Assignment,
 (M)ark Complete, (I)dentify Trainer/Evaluator, (Q)uit ? a

9-8-8

The screen at the left is an illustration of task F10004 which has one (1) Terminal Objective and four events that are required to be completed before the task can be certified.



STEP 9: SELECT THE MARK COMPLETE OPTION. Enter M (or m) and press **RETURN**.



STEP 10: SELECT THE EVENT TO BE MARKED COMPLETE. Enter the field number corresponding the Performance Event and press **RETURN**. (Using the example, a 4 was entered which corresponds to the performance training event for the task.)

NOTE: If you are using these instructions for marking a Knowledge Evaluation event complete, ensure you select the corresponding field number for the type of event.

MGT864.001 Task Training Requirements 13 Dec 88
 1.4 For SrA Adams, Pat A. on Task F10004
 INSPECT FIXED POST FOR DISCREPANCIES

Task Level	Objective	Type Event	Status
1. Term. Obj.	1684	Knowledge Training	Complete
2. Term. Obj.	1684	Knowledge Evaluation	Complete
3. Term. Obj.	1684	Performance Training	Complete
4. Term. Obj.	1684	Performance Evaluation	Unassigned

Did SrA Adams, Pat A. (P)ass, (F)ail, (Q)uit ? a

9-8-9

A prompt is now displayed for you to indicate whether the airman Passed or Failed the evaluation.



STEP 11: MARK THE AIRMAN AS PASSED OR FAILED. Press P (or p) or F (or f) and then press **RETURN**.

MGT064.001 Task Training Requirements 2 Dec 88
 1.4 For Srt Adams, Pat A. on Task F10004
 INSPECT FIXED POST FOR DISCREPANCIES

Task Level	Objective	Type Event	Status
1. Term. Obj.			Complete

All events for the task are now complete and it is awaiting certification.
 Press <return> to continue... _

9-8-10

The status of the Performance Evaluation event will change depending on whether the trainee passed or failed the evaluation.

MGT064.001 Task Training Requirements 2 Dec 88
 1.4 For Srt Adams, Pat A. on Task F10004
 INSPECT FIXED POST FOR DISCREPANCIES

Task Level	Objective	Type Event	Status
1. Term. Obj.	1604	Knowledge Training	Complete
2. Term. Obj.	1604	Knowledge Evaluation	Complete
3. Term. Obj.	1604	Performance Training	Taken
4. Term. Obj.	1604	Performance Evaluation	Taken

Enter (S)chedule or assign, (E)vent Display, (C)ancel Assignment,
 (M)ark Complete, (I)dentify Trainer/Evaluator, (Q)uit ? _

9-8-11

If you marked the airman as having Passed the evaluation, the Status of the event will change from assigned to complete. If the event is the last event to be completed in the task, the screen no longer reflects each event; instead, all four events are combined and the training status for the objective is reflected as complete. A prompt advises you that all events are completed and the task is awaiting certification (as illustrated by the top screen shown on this page).

If you marked the airman as having Failed the evaluation, the Status will change from Assigned to Taken (as illustrated in the bottom screen on this page). If the corresponding training event had been marked complete, the status for the training event is also changed to "Taken".

NOTE: If the status of an AFS Task Evaluation Event is Taken, this always means that the test was failed and that additional training should be provided for the airman.

LAST STEP

Execute the following command enough times to return you to the AOTS Primary Menu:

Press Q (or q) and then press RETURN.

-
- 10 SUPERVISOR FUNCTIONS (Volume 3)
 - 11 TRAINING MANAGER FUNCTIONS (Volume 3)
 - 12 AOTS PRODUCTS; NOTICES AND REPORTS (Volume 4)
 - 13 GLOSSARY OF TERMS (Volume 4)

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