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Continuation Training

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Continuation Training

By

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INTRODUCTION

This FYI is a guide for developing a well-rounded Continuation Training (CT) program.

We have found through our many visits, most units possess some form of recurring or refresher training, but some fall short of a "total" program. This CT program addresses training in the functional areas within the weather station (such as Metsat and radar) and provides a medium to insert other meteorological training you may deem necessary.

This program is merely a shell, or infrastructure, to help CT managers arrange training activities and training material into a logical method for injecting meteorology back into station operations.

"This CT program addresses training in the functional areas within the weather station and provides a medium to insert other meteorological training . . ."

IMPLEMENTATION

It is designed to help the Instructor Meteorologist (IM) or their designated representative quickly bring the unit recurring training program up to speed. The *Word* files electronically attached to this publication can also be downloaded from the *Weather* library on the AWS BBS. (If you cannot access the BBS, call your regional representative to receive a disk copy of the documents.) After receipt, print the main program called *XON-CT.DOC* to review the contents. The document is arranged in numerical sections. You will need two binders, labeled CT #1 & #2. Set up binder #1 by creating six sections and loading the appropriate documents accordingly. Binder #2 will serve as a reference binder for CT materials after they become 3 months old. We recommend information in this binder be organized according to season or month.

Once you have the documents in the appropriate sections (follow the Table of Contents), select and appoint a CT program manager. Use the template provided (section 2.0) and place the appointment memorandum in the binder. Have this person read his or her responsibilities (section 2.1) and brief them on what is expected.

Review the Training Plan (section 3.0). The IM, or the newly appointed representative, should as-

semble the Commander, Station Chief, Unit Training Manager, Radar Coordinator, and Metsat Specialist and brainstorm--come up with a plan for what training is required to maintain proficiency throughout the weather station. The tables in sections 3.10 and 3.11 (see 3.11 example below) may help with this process. Keep in mind seasonal weather phenomena/local effects for your location, and schedule or create training to complete prior to its onset. Creating a "total" program involves tying weather regimes, radar, satellite, forecasting and observing exercises, and seminars together to focus on the upcoming season. Keep training assignments realistic--try for 2 to 3 hours per month. An example of January's training is included in *XON-CT.DOC* in sections 3.10 and 3.11.

Once you have your lists, the next step is to document training progress. As a minimum, develop a tracking method and store it in section 4.0. More elaborate methods may include computer-based spreadsheets or forms. We recommend keeping it simple.

Develop your technical library to enhance your training material (section 5.0). This should be an on-going process. As you find material, document its location and after you use it, date it so material overuse doesn't occur. Templates have been provided in Excel 5.0 (*REF-LIB.XLS*), but feel free to be creative.

3.11 Seminar Topics

January Topic: Winter Weather

Forecaster	Freezing precipitation analysis techniques
Who:	SSgt Buford T. Justice
Observer	Measuring freezing/frozen precipitation
Who:	SrA Lou D. Phillips

February Topic:

Forecaster	
Who:	
Observer	
Who:	

Seminar Scheduling Example

✓ TEST IT!

Once you have the annual schedule complete and seminars assigned, it is time to put the plan into motion. Use the templates in sections 3.10.1, 3.11.1 and 3.11.2 and get the word out. It usually is best to produce the memos during the last week of the month, so people can get started right away after the training material is assembled.

The CT manager should gather the required training materials (tests, quizzes, exercises, regulations, publications, etc.) and insert them in section 6.1 on the first day of the month. This consolidates materials, reduces the chance of losing stuff, and hopefully urges the trainees to complete the training in the shortest amount of time because the material is handy.

Remember, this program uses seminars as training tools too. Schedule station meetings to allow enough time for the seminar presenters to research and prepare their information. IMs, station chiefs, and CT managers must make sure seminars are learning tools. Be pro-active and lead inexperienced troops through the process--teach them the proper way to deliver a seminar (do the first one yourself).

Make adjustments as necessary. If necessary, add electro-optical (E-O) training or schedule two forecaster or observer topics. This is an excellent medium to introduce the observer to his apprentice roles. Start by gradually adding analysis exercises to their training, work up to briefing pilots, then into forecasting, but be sure to follow proper guidance or training standards.

Since AWDS training is generally accomplished during initial/certification training, we didn't list it as a functional area. The CT manager may want to occasionally place AWDS-type training, e.g., AWDS Barnes training, in lieu of the forecaster item, or simply add it to the forecaster section.

✓ CONCLUSION

This program is only a shell. It is intended to help training managers organize and focus the unit's weather-related continuation training. If you need further help or guidance, please contact your regional representative at HQ AWS.

AIR WEATHER SERVICE INTERNET CONNECTIONS

AWS: http://infosphere.safb.af.mil/users/aws/public_www/

HQ AWS: http://infosphere.safb.af.mil/users/aws/public_www/hqaws/aws_hq.htm

AFGWC: <http://afwin.offutt.af.mil:443/>

AFCCC: <http://thunder.safb.af.mil/>

CWF: http://infosphere.safb.af.mil/users/aws/public_www/cwf/cwf.htm

FYI PAMPHLETS

FYI #9:	MOS Guidance	Nov 92
FYI #10:	Technical Improvement	Nov 92
FYI #11:	Commanders WX Info Pamphlet	Nov 92
FYI #12:	TAFVER	Nov 92
FYI #14:	Fixed Meteorological Equipment	Feb 93
FYI #16:	RVR-2	Feb 93
FYI #17:	Lightning Detection System	Feb 93
FYI #21:	Medium-Range Forecast (MRF) Based Objective Forecast Message (OFM)	Jul 93
FYI #22:	TAFVER II Statistical Output	Sep 93
FYI #23:	Conditional Climatology (CC) Tables	Sep 93
FYI #24:	A Layman's Guide To Developing A Forecast Study	Jan 94
FYI #27:	Weather Staff Officer's Guide To Climatology	Mar 94
FYI #29:	SHARP	Aug 94
FYI #30:	Air Force Weather Bulletin Board	Aug 95
FYI #32:	Freezing Drizzle	Feb 96
FYI #33:	Turbulence	Apr 96
FYI #34:	Continuation Training	Jul 96

Superseded FYIs and FYIs maintained by CWF are not listed.

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