

**MEMORANDUM OF AGREEMENT (MOA)**

**BETWEEN**

**UNITED STATES AIR FORCE  
AIR EDUCATION AND TRAINING COMMAND (AETC)**

**AND**

**AND THE UNITED STATES MARINE CORPS (USMC)  
MARINE CORPS COMBAT DEVELOPMENT COMMAND (MCCDC)**

**AND**

**AND THE NATIONAL SECURITY AGENCY (NSA)**

SUBJECT: Consolidation and Collocation of Interservice Training, 81st Training Wing, Keesler Air Force Base, Mississippi.

1. PURPOSE: To establish command working relationships, policies, guidelines and procedures under which AETC, and the 81st Training Wing, Keesler Air Force Base, and U.S. Marine Detachment, Keesler Air Force Base, will sustain and conduct training and related training management functions for courses, associated personnel, and permanent party personnel listed below. This MOA delineates responsibilities, agreements, and understandings for the conduct of operations associated with the consolidation and collocation of the courses listed. As new courses are added to the 81st Training Wing, they will be subject to the specifications of this MOA.

a. Collocated Courses:

<u>SQUADRON</u>	<u>TITLE</u>	<u>USAF COURSE NUMBER</u>	<u>MARINE COURSE NUMBER</u>
338 TRS	Meteorological Equipment Maintenance	E3AZR2E172-005	F022811
332 TRS	Aviation Precision Measurement Equipment/Auto Test Equipment Calibration and Repair	E3AZR2P051-053	F02WSA1
332 TRS	Test Measurement, and Diagnostic Equipment (TMDE)	E3AZR2P051-054	F0228T1
332 TRS	Advanced calibration Technician, Aviation (USMC)	E3AZR2P051-057	F0224C1
*332 TRS	Electronic Principles	E3AQR2E020A-014	F02CWW1

b. Consolidated Courses:

<u>SQUADRON</u>	<u>TITLE</u>	<u>USAF COURSE NUMBER</u>	<u>MARINE COURSE NUMBER</u>
**335 TRS	Marine Corps Weather Observer	E3ABR1W031-008	F0268B1

*335 TRS	Meteorological and Oceanographic Analyst/Forecaster	E3AAR1W071-009	F02RCB1
*335 TRS	Fundamentals of Forecaster Course	E3AUR1W071-000	F02RCB1
*335 TRS	Basic Weather/Fundamentals to Observer Course	E3ATR1W031-002/004	F0268B1
*332 TRS	Physical Measurement and Calibration	E3AZR2P051-008/009/010/011	F022281

*Note: Asterisk signifies courses that are CCAF accredited.  
The # symbol indicates that a Marine course number couldn't be found.*

## 2. AUTHORITY/REFERENCES:

- a. DODI 4000.19, Interservice and Intragovernmental Support, 9 Aug 95.
- b. Training/Transition Management Plan (T2MP), April 1997.
- c. AR 351-9, AFI 36-2230(I), MCO 1580.7D, OPNAVINST 1500.27E, Interservice Training, 28 Aug 98.
- d. AFI 25-201, Support Agreement Procedures, 1 Dec 96.
- e. AF Policy Directive 25-2, Support Agreements, 19 Mar 96.
- f. AF AFPD 36-29, Military Standards, 1 Jun 96.
- g. Education and Training Course Announcement (on-line) replaced AFCAT 36-2223, Personnel, USAF Formal Schools, 1 Jul 97
- h. AETCI 36-2202, Faculty Development, 13 May 94.
- i. Interservice Training Review Organization (ITRO) Procedures Manual, 22 Oct 98.
- j. Interservice Training Review Organization, Executive Board Order Number Three, 30 Sep 75.
- k. Interservice Training Review Organization, Executive Board Order Number Thirty Four, 9 July 93.
- l. Interservice Support Agreement (ISA) #FB3010-95178-069, Keesler AFB, 12 Jul 96, (USMC).

## 3. BACKGROUND:

- a. The execution agent for AETC will be the 81st Training Group, Keesler AFB, Mississippi.

b. An Installation Support Agreement (ISA) is in place (ref 21) and will be reviewed triennially, but may be revised earlier if necessary.

4. **SCOPE/CONCEPT:** This MOA establishes the interim and long-range relationships, policies, guidelines and procedures for the establishment and sustainment of consolidated and collocated training; training development; student and permanent party personnel support; training equipment acquisition, transfer, and maintenance support, academic support, and non-academic facilities. Actions and agreements herein apply only to the participating parties and are not intended to supersede existing regulations or agreements.

5. **MISSION SUPPORT:**

a. Consolidated and Collocated Courses:

1) Barracks facilities that allow the Marine Corps Detachment (MARDET) to maintain unit integrity will be provided, if available. Participating Service personnel will be billeted IAW DOD Directive 4165.63-M, Housing Management.

2) Administrative space for Service-specific detachment commanders, staff, and instructor staff will be made available.

3) If the participating Service upgrades (with participants' funds) a facility assigned to them, and are then forced to relocate, the new facility must be equal to or better than the upgraded building they previously occupied. The host will fund any upgrade necessary to meet required standards prior to move-in.

4) Equipment custody and maintenance will be IAW the ISA in paragraph reference 21.

5) Housing support for permanent party and TDY/TAD personnel is assigned on the same basis as for other personnel assigned/attached to the host site.

b. Consolidated courses only:

1) The 81 TRG will provide appropriate training material, training aids, and facilities to support training as required. This includes administrative space and access to classrooms, dining facilities, and training areas, as well as quarters for personnel.

2) The 81 TRG will provide training management support for consolidated courses to include, but not limited to, guidance and policy direction for training development, coordination of training requirements, and training material printing.

3) The 81st Training Group will maintain academic records (inputs, wash backs, graduates, etc.) for consolidated courses in coordination with MARDET personnel.

4) 81 TRG squadron commanders will notify MARDET commander of any administrative academic policy changes.

5) The MARDET commander will be provided academic status reports on USMC personnel when requested.

6) The USAF and USMC agree to provide fair share quantity of instructors for consolidated courses IAW ref 2c.

c. Collocated and Service-Unique portions of Consolidated Courses: With the exception of providing appropriate facilities, the collocated courses and Service-unique portions of consolidated courses will be supported by the USMC (i.e. consumables).

## 6. AGREEMENT:

### a. Administration:

1) Enrollment: Each Service, to the maximum extent possible, has the obligation to minimize the "hold" time for students awaiting training. Students arriving at host location without previously being enrolled in a course become the sole responsibility of the participating Service command, including lodging and all other services, until they are enrolled in a course and that course begins. If their respective Service chooses not to wait until a course position is open, the cost of moving these personnel to another base will be the responsibility of their respective Service.

2) Academic Standards: Personnel must meet entry level requirements of their respective Service.

3) Attrition/Elimination: The host will manage academic and administrative wash-backs and elimination procedures. Elimination of USMC personnel will be coordinated with the MARDET commander and the appropriate host squadron commander. The USMC may have their own review boards for elimination/wash backs if conducted before or after school hours, however, the host squadron commander has final authority for consolidated courses in their squadron.

4) Security Requirements for the Secure Compartmented Information Facility (for the 333 TRS SCIF only): all students must have a TS/SCI clearance. A clearance message must be sent from the members SSO (Special Security Officer) to the Keesler AFB SSO NLT 10 days prior to class start date. Members receive a security indoctrination during the first hour of course orientation. Members arriving without having forwarded the clearance message may be returned to their unit. The Keesler SSO will make every effort to obtain the security message. However, if they are not successful, the member cannot attend the course. This requirement is advertised in the AFCAT 36-2223 and cannot be waived.

### b. Instructor Personnel (Consolidated course instructors from participating service):

1) All consolidated course instructors must successfully complete the Air Force Basic Instructor Course or an equivalent from the parent Service. If an equivalent course is used for this requirement, the instructor must still attend the Basic Instructor Refresher Course. Instructors teaching in collocated courses can attend these courses on a space available basis.

2) Each Service will make every attempt to comply with the formal training requirements established by AETC in support of Community College of the Air Force (CCAF), consistent with their Service policies and procedures. That will make this a standard consolidation for assignment selection and will, to the maximum extent possible, ensure that all instructors teaching CCAF degree applicable courses complete the required training. All civilian instructors must have a degree from an accredited institution to be selected for instructor duty. Office of Personnel Management (OPM) has established a minimum requirement of an associate's degree for all civilian instructors (including other Services) who teach courses that result in credit toward an associate degree conferred by the Community College of the Air Force (CCAF). Contracted instructors are not authorized, regardless of degree status.

3) AETC funds 100% tuition and related expenses to all non-degreed CCAF instructors. This tuition assistance is available to all Air Force and non-Air Force instructors (military and civilian) who teach CCAF courses at AETC training locations. This program covers all college courses that apply toward an associate's degree. Non-Air Force non-degreed instructors will be advised of the program and enrollment procedures when they arrive on station.

4) Staff personnel will exercise command and control over the students in the class and will primarily be under control of the host directorate. The instructor staff will preside over all students and be considered part of the supervisory chain of command.

5) Each Service will recognize and provide instructor and support staff as determined by the ITRO costing (IAW ref 2a, c, and j). Each Service will work towards providing 100% manning of instructor and support staff requirements at all times (includes exportable course requirements.)

6) Each Service will recognize that the length and complexity of the training courses necessitate early arrival of staff to ensure no disruption of training due to lack of qualified personnel. Each Service will work towards programming new personnel to arrive on station as early as possible to allow for adequate training.

7) Selection of Service faculty should be made based on demonstrated proficiency and experience dealing with course related issues and be recognized as competent by parent Service. Program directors will review and approve nominees within their respective Service prior to assignment as an instructor. This review will provide the respective program directors the opportunity to evaluate the breadth and depth of experience required to ensure compatibility with the program objectives. Existing assignment procedures will reflect program director's role in the instructor assignment selection process.

8) All instructor and staff personnel will be under the operational control of the host during academic hours and will not be removed or used for other functions or details unless coordinated and agreed to by the host. Detachment commanders may not utilize instructor personnel during academic hours without prior host approval.

9) All USMC personnel (Instructors and students) are placed under the operational control of the host training squadron commander during their assigned shift. This includes authoritative direction over all aspects of military operations, and joint training necessary to accomplish missions assigned to the command, to include specialized instructor assistance (SIA) and necessary counseling. The detachment commander will not assign additional duties to their instructor personnel during academic hours without prior coordination through the training squadron commander. Academic hours are determined by the training shift to which the instructor is assigned.

10) Due to important flow of information pertinent to managing operations and the student workload, USMC instructors are encouraged to attend flight and squadron commanders calls.

c. Personnel Evaluations:

1) Evaluations of all USAF personnel will be written and reviewed by the USAF chain of command or as directed by the Department of the Air Force. In consolidated courses the USMC instructors may or may not be rated from personnel from their chain of command. In cases where the immediate supervisor is not the rater, then a written input will be given to the assigned rater for the formal evaluation.

2) Classroom performance evaluations will be performed by instructor supervisors/flight commanders.

d. Curriculum Review:

1) Consolidated courses are owned jointly (with the exception of the 333 TRS). Course revisions will be coordinated with each Service. The host will coordinate any recommended course changes with the participating Service. This may be accomplished by formal meetings or the normal coordination process.

2) For all 333 TRS courses, the Training director, NSA, is responsible for technical adequacy of all current and future Responsible Training Authority courses LAW the T2MP.

e. Course Standard/Evaluation Inspections: The host will provide standardization/evaluation inspection(s) for all portions of consolidated courses. When requested by the MARDET commander, collocated courses may also be inspected by the Standardization and Evaluation Team.

7. ACCREDITATION: The present courses (listed on pages one and two with an asterisk) are accredited by the CCAF. Regardless of which Service teaches the course, or location of the training, any existing functional area accreditation or certification will be maintained.

8. RESPONSIBILITIES (consolidated courses only):

a. The Host (81 TRG) Will:

1) Issue and award certificates of course completion (this includes the instructors Technical Training Teaching Practicum).

2) Manage an instructor awards program.

3) Assign USMC instructors commensurate with their rank and experience within consolidated courses.

4) Non-academic events will be kept to a minimum and exceptions will be negotiated with the USMC.

5) Maintain operational control of instructors and support staff.

b. Participating Service (USMC) Will:

1) Provide qualified instructional staff personnel as determined by manpower analysis procedures and the Interservice Training Review Organization.

2) Attend appropriate instructor training and continuation courses. NOTE: Collocated course instructors can attend continuation courses on a space available basis.

3) Participate in the instructor awards program.

4) Ensure that instructors and staff adhere to both the USMC and USAF policies pertaining to the standards of performance, and the personal and professional conduct required.

5) The standards of dress and appearance of all personnel will conform to current Service-specific regulations/directives/instructions. Prescribed uniforms will be IAW Service requirements. Authority for conducting formal personnel inspections will remain with the commander of MARDET.

6) All Marine personnel will be the responsibility of the MARDET commander. Where so authorized, the commander shall retain all authority associated with command including, but not limited to, administrative control, pay, and disciplinary matters. As a matter of professional courtesy, the Service commander will notify the host squadron commander of any disciplinary action.

7) The MARDET commander shall exercise UCMJ jurisdiction over all personnel assigned at the host Service training location. TAD personnel UCMJ authority is retained by the parent organization in coordination with the Marine Corps Detachment. The USMC shall retain special and general courts-martial jurisdiction over all personnel.

8) Physical Fitness Training and Testing: All personnel will participate in regularly scheduled physical training conducted by Service-specific personnel or their designees. Physical fitness testing for record will be conducted by USMC personnel according to current regulations/directives/instructions.

9) The MARDET commander will insure that all assigned personnel conform to host site policies and Standard Operating Procedures (SOPs) in all instances except where they are in direct conflict with parent service regulations. These conflicts will be resolved between the Marine Corps Training Detachment commander and the 81<sup>st</sup> Training Group commander.

10) Provide 81 TRG with current training manuals, films and other training support as required.

11) Coordinate requests for instructor release from class with the assigned training squadron and ensure USMC scheduled events do not conflict with consolidated course instructor commitments. Prior to approval, coordinate with the course element chief on scheduled promotion testing, leave/liberty requests or other personal matters for personnel assigned to consolidated training duties. Exceptions will be negotiated with 81 TRG as necessary.

12) To the maximum extent possible, ensure that instructors for consolidated courses serve normal, stabilized tours (of at least three years) to meet mutually agreed upon instructor requirements, and provide timely replacements.

13) The MARDET commander will furnish the host training command with training requirements as follows:

a) Furnish the estimated training requirements projected by fiscal year to the host Service in enough time to be included in the proper financial planning cycle.

b) Not later than December twentieth of each year establish a point of contact (POC) to process training requirements and receive quotas for each service.

c. FRATERNIZATION/UNPROFESSIONAL CONDUCT: Students and permanent party personnel will adhere to both the individual Service and the host training Service's policies on fraternization/unprofessional conduct. All faculty, staff, and personnel from the participating Services will be briefed regarding this policy and its applicability to their current assignment.

d. URINALYSIS PROGRAM (STAFF/STUDENT): The USMC detachment has its own urinalysis program. However, the Office of Special Investigations and the 81 Security Forces

Squadron may require tests on USMC personnel for investigative (probable cause) actions.

e. **STUDENT DETAILS:** Student details will be handled IAW para 5I of reference 2b, which states:

“Students attending a quota course or an interservice school will not normally be required to perform guard, housekeeping or other similar duties. Students may be assigned these duties under the circumstances shown in (1) through (4) below. When justified by one of these circumstances, guard, housekeeping and other similar duties will be assigned to personnel on an equitable basis and will be commensurate with each individual’s grade.

1. When a requirement exists to clean and maintain their immediate living and classroom areas.
2. When disenrolled from school and awaiting orders in a disciplinary or casual status.
3. During cleanup or recovery operations after an emergency.
4. When these duties are integral to learning objectives within the POI

**Instructor Details:** Course instructors will not be assigned to details during the training day or to details that will interfere with the instructors ability to perform during the training day. The training day is determined by the training shift to which the instructor is assigned.

#### 9. FINANCIAL MANAGEMENT/FUNDING:

a. The USMC will submit to DOD the required resource transfers between Services/appropriations to support implementation of an approved option as part of the normal OSD/OBD budget submission. Proposed transfers must be supported by an approved MOA. All categories of base operations and mission support to be funded by Budget Based Transfer (BBT)/Military Interdepartmental Purchase Request (MIPR) will be listed, and one-time costs will be identified in the MOA. Both mission and base support requirements are reimbursable from the participating Services until the resource transfers are included in the Host Service's budget.

b. For new training, host Service will advise the participating Service in writing of the anticipated funding requirements. Operation and Maintenance (O&M) funding requirements will include both mission and base support for all consolidated training, base support only for collected training, and for Service-unique tracks of consolidated courses.

c. O&M funds transfer will be amounts approved by the ITRO Executive Board. Funding will be provided to the host Service by using MIPRs until a BBT realigns interdepartmental funding. If mission/training requirements change prior to a BBT, MIPRs can be adjusted to reflect the increases/decreases in requirements caused by a participating Service. However, these changes must be coordinated in writing between the host command budget office and participating Service IAW existing budget guidance. Host Service, in coordination with each participating Service, will initiate BBTs through the OSD comptroller IAW procedures outlined in the ITRO Procedures Manual.

d. After BBTs have accomplished interdepartmental transfers, any additional BBTs that are required as a result of changes in mission/training requirements caused by participating Service will be coordinated between the host command budget office and participating Service IAW existing budget guidance. If the participating Service desires immediate changes in mission/training requirements, it will provide the host with interim funding through a MIPR until a BBT can be processed.

e. Following BBT, Host and participating Services will prepare an ISA to cover recurring reimbursable costs not included in the BBT. The ISA will be reviewed triennially, but may be revised earlier if necessary, IAW AFI 25-201 and updated as required.

f. Copies of this MOA and any associated support agreements will be provided to HQ AETC/FMAT and 81 CPTS/FMA. Any actions required of 81 CPTS/FMA, as part of the resource transfer process, will be addressed to HQ AETC/FMAT office immediately.

10. **MANPOWER:** Each Service will be responsible for updating requirements in the Air Force Training management System (AFTMS), HQ AFPC/DPPAPEO, Randolph AFB TX, and suballocating names against allocated quotas. Instructor and support manpower will be computed using ITRO standard computations to support each Services trained personnel requirement (TPR). If additional instructors are required to meet the annual training requirements, the Service that requests the additional training allocations will provide the qualified instructors no later than the class start date. Baseline transfer figures are contained in the course ITRO instructor computations in the course training plan.

11. **SAFETY PROGRAM MANAGEMENT:** The host will provide oversight of safety program management with safety requirements peculiar to the courses(s) established by the host and participating Services.

a. Annual inspections will be performed by the host.

b. Monthly Spot Inspections will be conducted by the host for any "High Interest" areas of concern. All Inspection Reports will be sent from the Host to the participating Services in a timely manner with corrective action/follow-up noted.

c. Class A/B mishap investigations, IAW AFI 91-204 and AETC Supplement 1, will

include representatives from the participating Services.

d. A copy of all mishap reports (Class A/B/C) will be sent from the host to the participating Services.

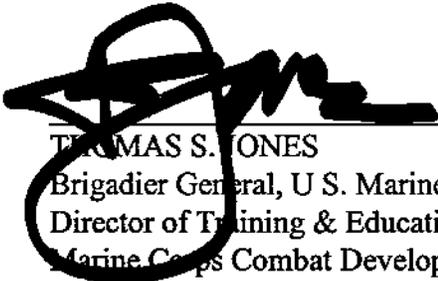
12. AGREEMENT AND ADMINISTRATION/TERMS: This MOA is effective upon the date of last signature and will remain so unless canceled by mutual agreement, by operation of rule or regulation, or because of national security requirements. The terms of this MOA may be reviewed and supplemented as required, by mutual consent, provided such changes are accomplished by written agreement and attached hereto. Each Service agrees to conduct a triennial review of this MOA on its anniversary date or as required by any Service. Consolidation and/or collocation are contingent on the signature of the MOA by all Services.

SIGNATURE PAGE

Consolidation and Collocation of Interservice Training, 81st Training Wing, Keesler Air Force Base, Mississippi.

\_\_\_\_\_  
WILLIAM WELSER III  
Major General, USAF  
Director of Operations  
Air Education and Training Command

Date: \_\_\_\_\_

  
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THOMAS S. JONES  
Brigadier General, U.S. Marine Corps  
Director of Training & Education  
Marine Corps Combat Development Command

Date: 18 April 02

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JAMES M. BLAZER  
Chief, Global Learning Services  
National Security Agency

Date: \_\_\_\_\_