

**MEMORANDUM OF AGREEMENT**

**BETWEEN**

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

**AND**

**THE UNITED STATES ARMY (USA) TRAINING AND  
DOCTRINE COMMAND (TRADOC)**

**AND**

**THE UNITED STATES NAVY (USN) CHIEF OF NAVAL  
EDUCATION AND TRAINING (CNET)**

**AND**

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

**SUBJECT: CONSOLIDATED TELECOMMUNICATIONS TRAINING AT THE 364TH  
TRAINING SQUADRON (364 TRS), 782D TRAINING GROUP (782 TRG), 82D TRAINING  
WING (82 TRW), SHEPPARD AIR FORCE BASE (AFB), TEXAS.**

**1. PURPOSE**

a. To establish command working relationships, policies, guidelines, and procedures under which AETC, TRADOC, CNET, and MCCDC will sustain and conduct training and related training management functions for the courses listed below, associated students, and permanent party personnel. This Memorandum of Agreement (MOA) delineates responsibilities, agreements, and understandings for the conduct of operations associated with the consolidation of the following courses:

J3ABR2E632-007, Communications Cable and Antenna Systems Apprentice

J3AZR2E652-007, Fiber Optic Cable Installation, Splicing, and Maintenance

J3ABR2E633-000, Telephone Systems Apprentice

J3AZR2E653-004, Digital Switching (NORTEL) – Quota Course

J3AZR2E653-005, Digital Switching (KNS-4100)

b. The 364 TRS added, deleted, and changed some courses since the original consolidation training agreements were implemented in 1991, 1992, and 1995. As a result, the two original memorandums of understanding (MOUs) (refer to paras 2e and 2f) and the interservice support agreement (ISA) (refer to para 2g) which govern this training are obsolete. This MOA supersedes the two MOUs and updates the ISA.

## 2. AUTHORITY/REFERENCES

- a. DoDI 4000.19, Interservice and Intragovernmental Support, 9 Aug 95.
- b. AFI 25-201, Support Agreements Procedures, 1 Dec 96.
- c. AR 351-9, OPNAVINST 1500.27E, AFI 36-2230 (I), MCO 1580.7D, Interservice Training, 28 Aug 1998.
- d. Interservice Training Review Organization (ITRO) Procedures Manual, 22 Oct 1998.
- e. Memorandum of Understanding between 3700th Technical Training Group (3700 TTG), USAF Air Training Command and U.S. Army Signal Center and Fort Gordon, U.S. Army Field Artillery Center and Fort Sill, U.S. Army Training and Doctrine Command, effective 19 Jul 1991.
- f. Memorandum of Understanding between 3700 TTG, USAF Air Training Command and U.S. Marine Corps Combat Development Command, effective 25 May 1992.
- g. Interservice Support Agreement FB3020-94221-021, 11 Sep 1995.

## 3. BACKGROUND

- a. The execution agent for AETC will be the 82 TRW, Sheppard AFB TX.
- b. The above-mentioned MOUs between the USAF and the USA and the USAF and the USMC were developed to cover services provided by the 3700 TTG (now 82 TRW) to USA and USMC personnel.
- c. ISA FB3020-94221-021 was developed to cover services the 82 TRW provides to USN personnel.

4. SCOPE/CONCEPT This MOA establishes the long-range relationships, policies, guidelines, and procedures for the sustainment of consolidated training; training development; student and permanent party personnel support; training equipment acquisition, transfer, and maintenance support; academic support; and non-academic facilities. This MOA sustains the policies previously established in the above-mentioned MOUs and ISA. Actions and agreements herein apply only to the participating parties.

5. **LOGISTICS SUPPORT** The 82 TRW pays for maintenance of the course training equipment, consumables used in teaching, course supplies, schoolhouse utilities and maintenance.

6. **MISSION SUPPORT** The 82 TRW hosts the consolidated training and instruction taught at Sheppard AFB TX and provides the following:

a. Barracks facilities that allow the participating Service to maintain unit integrity. Participating Service students will be billeted IAW DOD directive 4165.63-M, Housing Management. A Service will be housed in facilities comparable to all other Services' dormitory facilities at Sheppard AFB TX.

b. Dining facilities. All Services will use dining facilities as assigned.

c. Administrative space for Service-specific commanders, staff and instructor staff.

d. Appropriate training material, training aids, computers and facilities to support training as required. This includes administrative spaces and access to classrooms, dining facilities, and training areas, as well as quarters for students.

e. 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.

f. Equipment custody and maintenance will be IAW applicable Air Force directives. The 82 TRW assumes custody of and maintenance responsibility for all equipment in support of consolidated training.

g. Housing support for permanent party and TDY/TAD personnel on the same basis as for other personnel assigned/attached to Sheppard AFB TX.

h. The 782 TRG will coordinate any proposed administrative academic policy changes with each local participating Service's commander.

i. The course instructor supervisors will provide each local Service commander with periodic academic status reports on the participating Service's students.

j. The 82 TRW will insure the Base Operations Support Services will be provided.

k. The 82d Training Support Squadron on Sheppard AFB TX will maintain academic records (inputs, washbacks, graduates, etc.) for consolidated courses.

7. **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 Sheppard AFB TX 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 the respective Service chooses not to wait until a course position opens, the cost of moving these students to another base will be borne by the respective Service. (Enrolled in the context of this paragraph means that the student has official orders which identify course to be attended and specifies a class start date).

(2). Academic Standards: Students must meet entry-level requirements of their respective Services.

**b. Staff**

(1). Faculty Development: All instructor staff will comply with the following:

(a). An instructor record will be established and maintained for each instructor. This record will include an education plan for completion of requirements for instructor qualification. Format of instructor records will comply with host requirements.

(b). All 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 attend the administrative block of the Air Force Basic Instructor Course.

(c). Each Service will make every attempt to comply with the formal training requirements established by AETC in support of the Community College of the Air Force (CCAF), consistent with their Service policies and procedures. That will make this a standard consideration 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 degree for all civilian instructors (including other services) who teach courses that result in credit toward an associated degree conferred by Community College of the Air Force (CCAF). Contracted instructors are not authorized, regardless of degree status.

(d). 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 degree. Non-Air Force non-degreed instructors will be advised of the program and enrollment procedures when they arrive on station

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

(f). Each Service will recognize and provide instructor and support staff as determined by the ITRO costing. Each Service will work towards providing 100% manning of instructor and support staffing requirements at all times (includes exportable course requirements.)

(g). Each Service will recognize that the length and complexity of the training course 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.

(h). 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 instructor nominees within their respective Services 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 program objectives. Existing assignment procedures will reflect program director's role in instructor assignment selection process.

(i). 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 outside the training area during academic hours without prior host approval.

#### **c. Personnel Evaluations**

(1). Personnel (instructor and support staff) performance evaluations will be prepared and maintained IAW parent service directives. Only USAF personnel will write USAF personnel evaluations. The USA, USN, USMC will decide who may write evaluation reports for their personnel.

(2). After preparation, performance reports will be forwarded to the individual's local Service commander for final administration review and forwarding. For the USA and the USN, this will be under the administrative control of their respective detachments.

#### **d. Curriculum Review**

(1). To make substantive changes to a course, the Air Force Career Field Manager (AFCFM) for 2EXXX Air Force Specialties, HQ USAF/ILMM, convenes a utilization and training workshop (U&TW). They are held generally every 3-5 years, more often if warranted. Attendees will include the AFCFM, USAF major command representatives, subject-matter

experts, and participating Service counterparts. (Note: Consolidated course changes must be coordinated with and agreed upon by all participating Services prior to implementation.)

(2). The USA, USMC, and USN will send a representative to the U&TW to provide inputs and voice concerns.

e. **Accreditation** The Community College of the Air Force accredited the courses listed in paragraph 1a. The USAF will maintain accreditation for as long as the courses are taught.

## 8. RESPONSIBILITIES

a. Each Service will assign its own commander/detachment chief to Sheppard AFB TX. The commander will deal directly with the host training and site commanders on all matters concerning the consolidated courses. The commander will report to his/her military Service on all other matters.

b. Service commanders assigned to Sheppard AFB TX are responsible for their respective permanent party personnel and students attending courses at Sheppard AFB TX. The commanders shall exercise all authority associated with command including, but not limited to, administrative control, pay, and training matters. Disciplinary actions should, as a matter of professional courtesy, be coordinated with the host training Service commander.

c. Service commanders will ensure all assigned personnel conform to Sheppard AFB TX policies and Standard Operating Procedures (SOP) in all instances except where they are in direct conflict with parent Service regulations. These conflicts will be resolved between the commander and Sheppard AFB TX training officials.

d. Service commanders assigned to Sheppard AFB TX shall exercise disciplinary authority over permanent party and student members from his/her respective Service including, but not limited to, formal counseling, admonishment, reprimand, and personnel actions related to misconduct (e.g., unfavorable information file and control roster actions). Supervisors of student personnel should provide copies of disciplinary actions for inclusion in training records or performance reports IAW Service requirements..

e. Service commanders shall exercise UCMJ jurisdiction over all their personnel assigned to or undergoing training at Sheppard AFB TX. The individual Service shall retain special and general court-martial jurisdiction over its own personnel who are assigned to or undergoing training at the host service training location.

f. Service commanders will furnish the host training command with general military training requirements IAW Reference 2c. Participating Services will 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. They will also establish a POC to process training requirements and receive quotas from each Service.

g. The 82d Civil Engineer Squadron Hazardous Material Office (82 CES/CEVP) will administer the hazardous materials program. The individual Service commander will ensure both environmental compliance and management and disposal of hazardous waste from Service-specific portion of all courses are coordinated with 82 CES/CEVP.

h. Ensure individual Service instructors for consolidated courses serve normal, stabilized tours to meet mutually agreed upon instructor requirements, and provide timely replacements to the maximum extent possible.

i. Ensure individual instructors and staff meet the standards of performance and the personal and professional conduct required by their assigned Service.

j. Coordinate with the host academic department on scheduled leave for instructors assigned to consolidated training duties. In the event the USAF is authorized downtime in training (Christmas Exodus, commander-approved down days, etc.), all Services will participate and make up training time according to Sheppard AFB TX policies.

k. The standards of dress and appearance of all personnel will conform to both Service-specific and Host Service regulations/directives/instructions. Prescribed uniforms will be IAW respective Service requirements. Local Service commanders retain authority for conducting formal personnel inspections of their assigned personnel.

l. All personnel will participate in regularly scheduled physical training conducted by Service-specific personnel or their designees. Each Service will conduct its own physical fitness testing for record on its assigned personnel according to its current regulations/directives/instructions.

9. **FRATERNIZATION/UNPROFESSIONAL CONDUCT** Students and permanent party personnel will adhere to individual Service, USAF, AETC, and Sheppard AFB TX policies on fraternization/unprofessional conduct. All faculty, staff, and students from the participating Services will be briefed regarding this policy and its applicability to their current assignment.

10. **URINALYSIS PROGRAM** The 82d Medical Group (82 MDG/SGOHA) is responsible for the urinalysis program on Sheppard AFB TX. Services include command-directed, investigative (probable cause) and drug testing for students and staff. Each Service will be responsible for selecting members to test.

11. **STUDENT DETAILS** Student details will be handled IAW para 5i of Reference 2c, which states:

Students attending a quota course or an interservice school or course 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 students in different Services on an equitable basis and will be commensurate with individual grades:

- (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 plan of instruction.

12. **FINANCIAL MANAGEMENT/FUNDING** Resource transfers between Services to implement an option are to be handled as follows:

a. Services will submit to DoD the required resource transfers between Services/appropriations to support implementation of an approved option as part of the normal POM and/or OSD/OMD 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)/or Military Interdepartmental Purchase Requests (MIPR) will be listed, and all one-time costs will be identified in the MOA. Both mission and base support requirements are reimbursable from the participating Service(s) 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 collocated training, and for Service-unique tracks of consolidated courses.

c. O&M funds to transfer will be amounts approved by the ITRO Executive Board. Funding will be provided to the Host Service by using MIPRs until 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 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 a Service will be coordinated between the Host command budget office and participating Service IAW existing budget guidance. If a 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 a BBT, the Host and participating Service(s) will prepare an Interservice Support Agreement (ISA) to cover recurring reimbursable costs not included in the BBT. The ISA will be reviewed tri-annually and updated as required.

f. Copies of this MOA and any associated support agreements will be provided to HQ AETC/FMAT and 82CPTS/FMA. Any actions required of 82CPTS/FMA, as part of the resource transfer process, will be addressed to HQ AETC/FMAT office immediately.

13. **MANPOWER** Each Service will be responsible for updating its 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 Service Trained Personnel Requirements (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 to the maximum extent possible. Baseline transfer figures are contained in the course ITRO instructor computation in the course training plan.

14. **SAFETY PROGRAM MANAGEMENT** The 82 TRW Safety Office (82 TRW/SE) manages the Sheppard AFB TX safety program. The 82 TRW will perform a risk assessment of the training to be provided to identify the hazards associated with the training, and develop appropriate controls/countermeasures to reduce both tactical and accident risk. The 82 TRW and participating Services will prepare an ISA which addresses particular safety requirements. The ISA will require the following:

- a. Identification of safety requirements peculiar to each course.
- b. Annual inspections.
- c. The 82 TRW/SE will send inspection reports to the participating Services in a timely manner with corrective action/follow-up noted.
- d. Class A/B mishap investigations will include representatives from the other Services.
- e. A copy of all mishap reports (Class A/B/C) will be sent from the host to the participating Service.

15. **AGREEMENT AND ADMINISTRATION** This MOA is effective upon the date of the 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 party agrees to conduct an triennial review of this MOA on its anniversary date or as required by any party.

Signature Page for MOA for Consolidated Telecommunications Training at the 364<sup>th</sup> Training Squadron (364 TRS), 782<sup>d</sup> Training Group (782 TRG), 82<sup>d</sup> Training Wing (82 TRW), Sheppard AFB, TX

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

\_\_\_\_\_  
Date

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

7 June 2000  
Date

\_\_\_\_\_  
JOHN B. SYLVESTER, Major General, USA  
Deputy Chief of Staff for Training  
U.S. Army Training and Doctrine Command

\_\_\_\_\_  
Date

\_\_\_\_\_  
REBECCA D. PAULK, USN  
Chief of Naval Education & Training (OOA)

\_\_\_\_\_  
Date

\_\_\_\_\_  
PETER M. CUVIELLO  
Major General, USA  
Commanding General  
U.S. Army Signal Center and  
Fort Gordon

\_\_\_\_\_  
Date