

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS SHEPPARD TECHNICAL TRAINING CENTER (ATC).
SHEPPARD AIR FORCE BASE, TEXAS 76311



REPLY TO
ATTN OF: CBPO OJT/244

26 January 1970

SUBJECT: OJT Remedial Study Policy

TO: OJT Personnel

1. OJT Remedial Study will be mandatory for all individuals who fail to progress at a satisfactory pace in accordance with para 6h, AFR 50-26, ATC Sup 1 and for the following reasons:

a. Failing to complete their assigned lesson in a reasonable length of time.

b. Failing a Volume Review Exercise for a CDC Course.

c. Failing a CDC End of Course Test.

d. Failing an Apprentice Knowledge Test.

e. Failing of phase tests if applicable.

f. When entering a non-progression (5 months for 3 level, 8 months for 5 level and 14 months for the 7 level) or extended training status.

2. Hours of Operation: Remedial study is conducted in Building 197, two hours per day, Monday through Friday from 1900 to 2100 hours. Daytime remedial study is also available for a limited number of those individuals on shift work and whose duty conflicts with the regular scheduled hours. Daytime remedial is conducted from 0715 to 0915, 1000 to 1200 or 1300 to 1500 hours.

3. The following rules will be strictly adhered to by all personnel:

a. Personnel are required to be in the study room and seated on or prior to the time scheduled to attend.

b. Personnel will be in Military Uniform. Duty uniform is authorized, however, WAF are permitted to wear fatigues. Flight suits will not normally be worn unless personnel are on a standby status.

c. Personnel will be dismissed and directed to report to their Squadron Commanders for the following reasons:

- (1) Late.
- (2) Out of Uniform.
- (3) Drinking or under the influence of alcohol.
- (4) Sleeping.
- (5) Disturbing the class or other trainees.
- (6) Not studying.
- (7) Any other reason as directed by the NCOIC.

d. Break periods will be announced by the NCO on duty. One NCO trainee will be appointed to supervise the break and see that the break area is left clean.

4. Remember our remedial study program is to help you help yourself complete your OJT in the minimum time in order that you will be eligible for promotion at the earliest opportunity.

FOR THE COMMANDER


GEORGE R. NPS, Colonel, USAF
Director of Personnel