

Attachment 2

SEASONING TRAINING PROGRAM (STP) MEMORANDUM OF UNDERSTANDING
(MOU)SEASONING TRAINING PROGRAM (STP)
MEMORANDUM OF UNDERSTANDING (MOU)
(as of 1 Jun 16)

This document is not to be locally altered at any level. Any recommended modifications must be coordinated with HQ AFRC/A1KE.

(PRIVACY ACT STATEMENT OF 1974 APPLIES)

AUTHORITY: 10 U.S.C. 8013 and E.O. 9397, Secretary of the Air Force: powers and duties; delegation by.

PRINCIPAL PURPOSE: To establish and acknowledge training responsibilities in support of the Air Force Reserve (AFR) STP.

ROUTINE USES: None.

DISCLOSURE IS VOLUNTARY: Use of the SSN is required to establish positive identification. Other information is required to ensure members have acknowledged program requirements. Failure to provide the information may result in elimination from STP consideration.

NAME: _____ UNIT: _____

(Type or Print Legibly)

A. ACKNOWLEDGEMENT

1. **Seasoning Training Program (STP):** STP was designed to build a ready force by allowing 3-Skill Level and Initial/Mission Qualification formal school graduates to voluntarily remain on Active Duty for Training (ADT) orders to assist in accelerating training to the mission capable level. Mission Capable is defined as being qualified to perform the tasks required at the current duty position. This does not mean the member is on orders until being awarded the actual 5-skill level. The number of days allowed to participate is determined by each Air Force Reserve Functional Manager within current policy.

A. Do I want to participate? YES / NO

B. Does a training capability exist at the member's unit of _____ YES / NO
assignment/duty location or a suitable TDY location?

2. If the response is NO to either of the two questions above, acknowledge initial STP counseling below along with the signature of your Unit Training Manager or unit representative. Do not continue the application process. Ensure your Wing Training Office (RIO Det, if IMA) receives a signed copy of this MOU. If the response is YES to both questions above, continue to Part B.

Member's Signature: _____ Date: _____

Wing/Unit Training Manager / RIO Det Signature: _____

Info: Date Graduated 3-level Training (if applicable): _____
Training Status Code / Date Entered Training: _____

B. UNDERSTANDING

1. The following constitutes an agreement between: (Type or Print Legibly)

_____ and _____

(Supervisor/Trainer/Certifier) (Member)

agree to the terms and conditions of the STP and this MOU. The Commander, Supervisor/
Trainer/ Certifier and Member agree on the following dates for AFSC _____ :
Fiscal Year (FY)/ _____ ; STP days authorized: _____ ; STP days requested:

The STP schedule is: Start Date _____; End Date _____.

Tentative leave dates: Start Date _____; End Date _____.

Previous STP: Y / N If so, dates: _____.

Note: Only the STP schedule dates above are to be input in the STP funding request program. Do not include leave dates. For auditing and accountability purposes, the dates agreed upon on this MOU must match the in-system request. Actual orders will contain STP training days, earned leave and travel days, as appropriate.

Training Location: _____

Note: All offsite training must be approved by HQ AFRC/AIKE prior to orders initiation. Approval information (if required):

2. Members participating in STP agree to adhere to the applicable command STP guidelines, policies, and procedures. Participation in STP is not a right but a complimentary tool the Air Force Reserve may use to accomplish training. The member and Supervisor/Trainer/Certifier must initial the following items, as applicable, indicating acknowledgement:

- 1 Trainee agrees the Commander may terminate STP participation at any time, in accordance with established administrative procedures.
- 2 Trainee agrees to work diligently to complete all assigned tasks in the prescribed timeframe.
- 3 Trainee agrees to attend Unit Training Assemblies (UTA) while participating in the STP. *Note: Members TDY to a Seasoning location will not return to home station for UTAs.*
- 4 Trainee are encouraged to use all leave accrued during participation in the STP while on STP orders. Member has the option to sell the leave if it is not used.
- 5 Trainee understands STP days cannot be divided into parts to avoid a PCS. If the allowable number of STP days exceeds 139, the STP order must reflect the entire tour length.
- 6 Trainee understands they are NOT allowed to deploy on STP orders or return to STP after returning from a deployment.
- 7 Trainee understands they will not remain on STP orders to have an elective surgery procedure and be placed on convalescent leave.
- 8 Trainer agrees to ensure and use the appropriate Master Training Plan (MTP), Master Task Listing (MTL), equipment and Accelerated Milestones throughout the STP.

	TNG	
MBR	REP	N/A
MBR	TNG	
MBR	REP	N/A

- 9 Supervisor/Trainer agrees to monitor and document the Reservist's progression using the trainee's training record and any other tool deemed appropriate.
- 10 Supervisor/Trainer agrees to notify the Base Education and Training Manager of any changes in the STP specific to the trainee.
- 11 Trainee understands the STP will end if no longer able to participate in training activities due to medical reasons (i.e., pregnancy, dental concerns, etc.)
- 12 Trainee is aware of all initialed items above and will research any items with questions (for clarification) in applicable instructions such as AFRCI 36-2204, AFRCI 41-104, etc.

3. Once initialed, complete the following indorsements and return to the Wing Training Office or RMG/DPT, if IMA.

Member's Printed Name & Signature InitialsDate

Supervisor's Printed Name & SignatureInitialsDate

Trainer/Certifier Printed Name & SignatureInitialsDate

I (approve / disapprove) member's request to participate in the AFRC Seasoning Training Program. If a break in training is authorized according to AFRCI 36-2204, para 1.2.8., JFTR compliance as well as the impact on member's benefits and entitlements have been assessed.

Commander's Printed Name & Signature Date