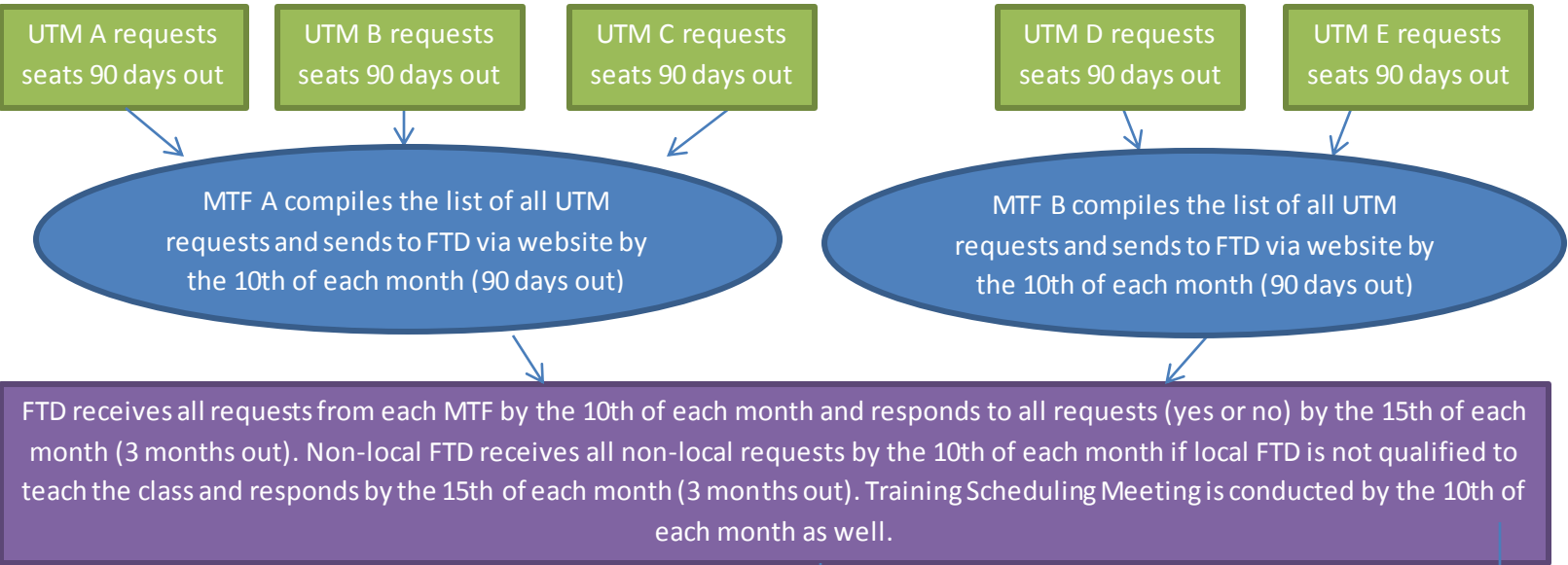


The form 898 must specify what month it is for (ie Jan Form 898 for the training month of Apr). Must include Course CAMS Code, PDS Code, Title, Priority (whether CAF/MCL or not), total backlog, min/max students, crs length, students requested for past 2 months and this month, seats available by FTD for past 2 months and this month, seats unused for past 2 months and this month, and deviations. It would also be nice to see which UTM/unit requested what classes on the form as well.



MTF receives final 898 by the 15th of each month of what courses FTD can or cannot fulfill.

MTF sends final 898 to Group Commander (or MTF Commander/Chief, if delegated) for electronic signature/approval

FTD inputs classes, dates, and seat type (AP, AT, etc.) for each class they will be fulfilling, along with how many seats are given

MTF searches for open seats for classes not taught at local FTD

MTF views classes built by FTD and publishes schedule to include the type of training, date, start/end time, and location NLT 20th of each month. Final 898 contract is sent to both MTF and FTD upon signature of group commander/delegate. The MTF must publish the schedule on the 20th regardless of when the 898 is signed

J4 Schedulers generate class numbers and transfer class information into OTA/TTMS

Requests sent to MAJCOM's A4QT (approved: FTD/MTF notified and seat taken; disapproved: FTD/MTF notified and seat not taken)

Signed 898 request is kept for at least 1 year

MTF provides FTD with names and SSN by 15th of the month prior to training

FTD inputs SSN and class number into OTA

MTT request can be made to MAJCOM POC if capability to instruct the course does not exist/is unavailable at host FTD. Request 90 days prior. If MTT justification is approved by MAJCOM, notification is sent to 982 TRG TM (MDS specific).

On Day 1 of class, FTD fills in number of seats utilized. Additionally, FTD must use TTMS to ETE students. It would be great to have this information pulled from TTMS, but if not, the FTD will input the number of seats actually utilized.

Form 898:

Cells that remain constant for the most part: Course CAMS code, PDS Code, Title, Priority, min/max students, crs length

Change Monthly: total backlog, students requested for past 2 months/this month, seats available for past 2 months/this month, seats unused for past 2 months/this month, a space for dets to talk about deviations....UTMs and MTFs CANNOT change last 2 months of data, but it has to be present!

Need a way to print out the MTF's initial FTD requests for the meeting.

Open Seat list must include MDS, course title, class dates, course number per AFI

Need a way to print out the final 898 in case the Gp CC wants a paper copy to sign

A4QT can only allow a limited amount of TDY seats, so they need to approve MTF's requests for open seats. After they approve the requests, the seat can show as being filled by a non-host student. It would also be nice for the A4QTs to have a list of all seats they approved for the entire fiscal year.

If you have any scheduling or production questions, please call SSgt Pratt or my prosuper MSgt Sipes (DSN 682-2667 or Comm 702-652-2667) or my scheduler TSgt Ziebart (DSN 682-2670 or Comm 702-652-2670) or me!

Need the following data, with the ability to sort/filter by AFSC, det, and/or airframe:

- Demand Response Rate= (seats requested—input by MTF) / (seats given—input by FTD) x 100% (per AFI can be no more than 100%)
- Utilization Rate= (Seats utilized—input by FTD if we can't figure out how to extract from TTMS) / (seats requested—input by MTF) x 100% (per AFI can be no more than 100%)
- Total Seat Capacity=(Max from form 898)
- Host Seats Filled=(Total of all AP, CP, and OP—input by FTD)
- Host Seat Fill Rate=(Host Seats Filled) / (Total Seat Capacity)
- Non-host Seats Filled=(Total of all seats not AP, CP, and OP—input by FTD)
- Capacity Rate= (Host Seats Filled + Non-host Seats Filled) / (Total Seat Capacity)
- Remarks=area for det to explain disparities

List is available to 982 TRG TMs, MAJCOMs and dets of all unfilled requests for the month, sortable by det, airframe, and AFSC