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AIR FORCE

HUMAN RESOURCES

LABORATORY

# ADVANCED ON-THE-JOB TRAINING SYSTEM: USER'S HANDBOOK (SECTIONS 1-6)

Douglas Aircraft Company
A Division of McDonnell Douglas Corporation
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Aurora, Colorado 80014

TRAINING SYSTEMS DIVISION
Brooks Air Force Base, Texas 78235-5601

May 1990

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AIR FORCE SYSTEMS COMMAND
BROOKS AIR FORCE BASE, TEXAS 78235-5601

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This paper has been reviewed and is approved for publication.

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The User's Handbook was developed in four volumes to serve as a guide to familiarize users with the Advanced On-the-job Training System (AOTS). It is also a convenient reference on how the various training levels (trainee, supervisor, training manager, etc.) can use the AOTS functions to perform their on-the-job training (OJT) responsibilities. Volume I provides information on the types and the operation of equipment used by the system. Volume II contains information on accessing and reviewing data, as well as trainee and trainer/evaluator functions. Volume III explains OJT functions for supervisors and managers, and Volume IV defines notices and reports produced by the system to assist managers in evaluating training.

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Reviewed and submitted for publication by

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This publication is primarily a working paper. It is published solely to document work performed.

## SUMMARY

The Advanced On-the-job Training System (AOTS) was an Air Staff-directed, AFHRL-developed prototype which designed, developed, and tested a proof-of-concept prototype AOTS within the operational environment of selected work centers at Bergstrom AFB, Texas, and Ellington ANGB, Texas, from August 1985 through 31 July 1989. The User's Handbook was developed in four volumes to serve as a guide to familiarize users with the AOTS. It is also a convenient reference on how the various training levels (trainee, supervisor, training manager, etc.) can use the AOTS functions to perform their on-the-job training (OJT) responsibilities. Volume I provides information on the types and the operation of equipment used by the system.

# PREFACE

This is the first of four volumes of the AOTS User's Handbook developed by Douglas Aircraft Company, the development contractor, under Government Contract F33615-C-84-0059. The AFHRL Work Unit number for the project is 2557-00-02. The primary office of responsibility for management of the contract is the Air Force Human Resources Laboratory, Training Systems Division, and the Air Force AOTS manager is Major Jack Blackhurst.

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# 1 INTRODUCTION

The Advanced On-the-Job Training System (AOTS) is a Headquarters Air Force (AF/DPP) directed project to design, develop, test and evaluate a prototype computer-based OJT system for the Active, Reserve and Air National Guard components of the United States Air Force. The AOTS has been developed by the Air Force Systems Command's Human Resources Laboratory (AFHRL/IDD/OL-AK), in conjunction with the Douglas Aircraft Company, to address certain deficiencies in conventional OJT by providing automated support for many of the functional requirements of Air Force on-the-job training.

Project development started on August 1, 1985 and will conclude on July 31, 1989. From August 1, 1988 until July 31, 1989 a comprehensive test and evaluation of the AOTS is occurring in selected workcenters at Bergstrom AFB, TX and Ellington ANGB, TX. The participating Air Force Specialties are 452X4D/M, Tactical Aircraft Maintenance; 454X0A, Aerospace Propulsion; 732X0, Personnel; and 811XX, Security Police and Law Enforcement.

The system has been designed and developed to incorporate the five steps of the Air Force Instructional Systems Design (ISD) process. The AOTS provides different users with data and functions that support the ISD process -- from documentation of task analysis results, development on line of behavioral objectives, evaluation instruments, and training through training management (including use of existing off-line training materials) and evaluation of airman performance and training results.

This Handbook will serve both as a guide to help you become familiar with the AOTS and as a convenient reference as the AOTS is being tested and evaluated. All AOTS functions for authorized users have been described in general and then explained in detail for each user type (i.e. Trainee, Supervisor, etc.).

In addition to this Handbook, an AOTS HOTLINE has been established to enable users to call at any time to receive assistance with any AOTS system problems. The hotline number is commercial 369-HELP or AUTOVON 685-HELP. The Operational Guide to the Prototype Advanced On-the-Job Training System is also available in each participating workcenter as a general orientation tool, designed to help transition from conventional OJT to the prototype AOTS.

We are interested in your comments concerning the information presented in this Handbook. Any suggested improvements or clarifications you feel would assist others as they use this document in the future will be greatly appreciated.

* This document was developed for use during the operational test. Operations, including the AOTS HOTLINE, were terminated at the end of this test period.

## 2 ABOUT THIS HANDBOOK

This handbook has been developed to provide guidance to the supervisors, trainers, evaluators, trainees and training managers who will be operating the Advanced On-the Job Training System (AOTS). Information presented herein starts with the types of equipment available within workcenters, and how to turn the equipment on and off, and continues with detailed explanations of how each user interfaces with the AOTS when performing the training processes and functions for which he or she is responsible.

Figure 2.1, AOTS Processes, depicts those processes performed within the AOTS that are applicable to operational workcenters and the types of users that perform each process. Process 4, Administer Training, is further broken down in Table 2-1, AOTS Functions for Administering Training, to show the types of training events being administered and whether the events occur on line or off line.

If you have difficulty performing a function within AOTS, or you cannot find a reference within this handbook to a required function, you can easily receive assistance by calling the hotline (HELP) that was discussed in Section 1.

Finding your way through the AOTS is much like finding your way when driving through a large city. It is easier if you are familiar with the "paths" and have been there before, otherwise it takes some time to become familiar with routes and shortcuts. There is one big difference, however, between driving through a large city and operating the AOTS. There's no danger associated with operating the AOTS and there's no mistake that you can make when operating the AOTS that isn't easily corrected.

Operating the AOTS is similar to driving in that each time you drive you must:

- Know how to operate your vehicle,
- Determine your general/specific destination,
- Comply with the rules that apply to the route(s) you take,
- Complete your route, back-up, take a detour or return to your original destination.

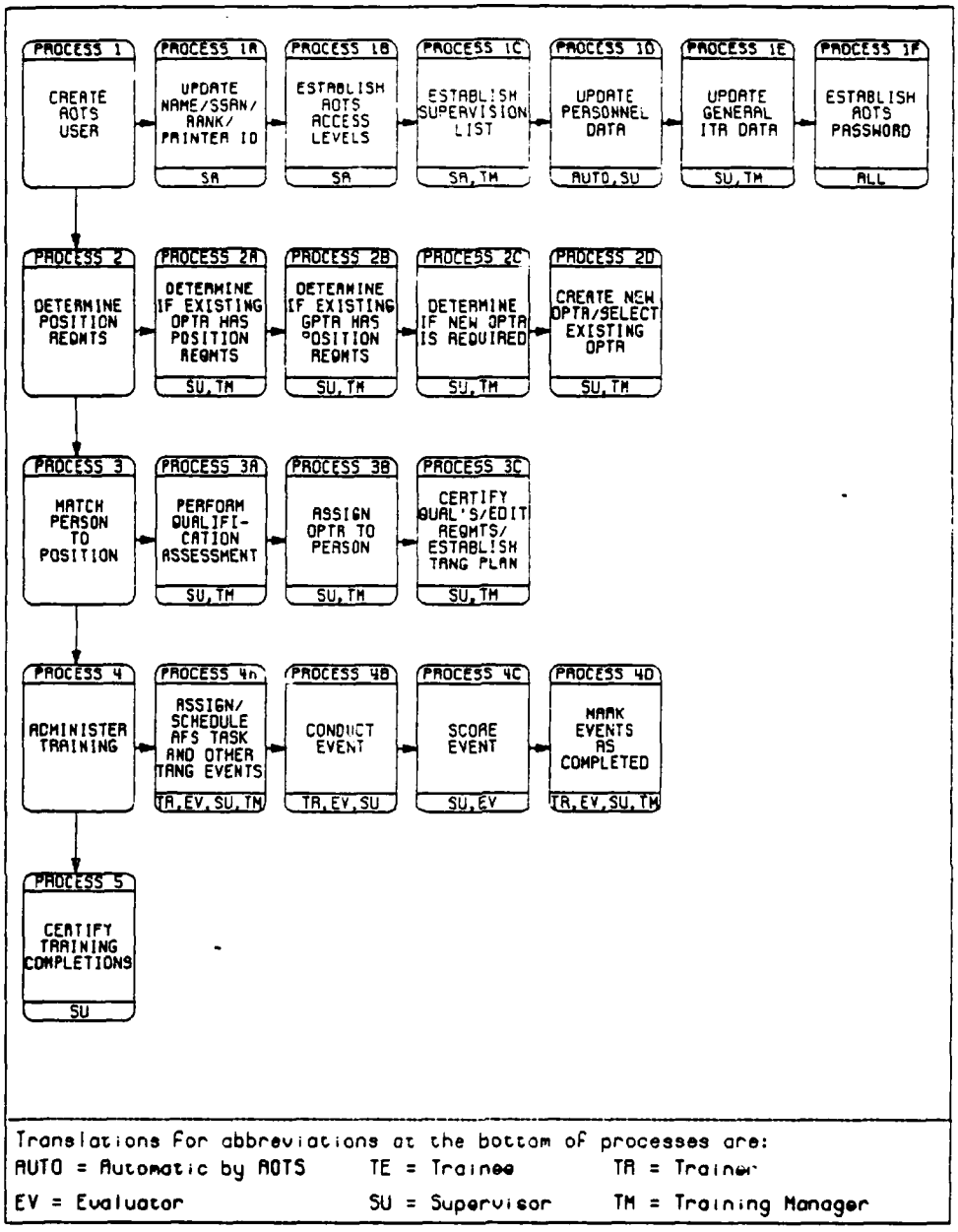



**Figure 2.1 AOTS Processes**

When operating the AOTS, your "vehicle" is the AOTS Workstation; your "destination" are data and functions; and your "routes" are information paths (screens) and performance procedures (options) you may choose. Each time you operate the AOTS you must:

- Know how to operate the workstation equipment,
- Determine what data/function you are seeking,
- Comply with the data entry rules on the screens, and
- Complete the path you choose; choose alternative paths; or quit the process and return to the AOTS Primary Access Menu.

| | | | AOTS FUNCTION | | | |
|---|---|---|---|---|---|---|
| | | | ASSIGN/ SCHEDULE EVENT | CONDUCT/ ADMINISTER EVENT | SCORE EVENT | MARK EVENT COMPLETE |
| TYPE OF TRAINING EVENT | AFS TASK TRAINING | | | | | |
| | Knowledge Training | On Line | Auto [Tr,Su][1] | Auto | | Auto |
| | | Off Line | Auto [TR,Su][1] | Te [TR,Su][2] | | Te [Tr,Su] |
| | Knowledge Evaluation | On Line | Auto [Ev,Su][1] | Auto | Auto | Auto |
| | | Off Line | Ev [Su] | Ev | On-Line: Auto Off-Line:Ev [Su][3] | Auto Ev [Su] |
| | Performance Training[4] | | Tr [Su] | Tr | | Tr [Su] |
| | Performance Evaluation[4] | | Ev [Su] | Ev | On-Line: Auto Off-Line:Ev [Su][3] | Auto Ev [Su] |
| | OTHER TRAINING[4] | | TM [Su] | | | TM [Su] |

Auto = Automatic by AOTS Te = Trainee Tr = Trainer
Ev = Evaluator Su = Supervisor TM = Training Manager

Each block in the table identifies the primary user who performs the function. Users identified in square brackets [ ] are other users authorized to perform the function.

[1] A trainee is provided a capability to "Proceed with Training" through a direct interface with the AOTS. This capability enables trainees to be assigned knowledge training and knowledge evaluation events and to complete materials that are available on line.

[2] When training materials are defined for a task, the trainee can accomplish the knowledge training event(s) without the assistance of a trainer. If the materials are <u>not</u> defined, the trainer will need either to assist the trainee to acquire the materials for attaining the required knowledge or to provide direct knowledge training for the trainee.

[3] When an off-line knowledge test or performance evaluation is scored using the AOTS, the evaluation event is automatically marked complete. When an off-line test/evaluation is scored off line, the evaluator for the evaluation event (or the trainee's supervisor) must mark the evaluation event complete.

[4] AFS Task Performance Training and Evaluation and Other Training are <u>always</u> performed off line.

**Table 2-1 AOTS Functions for Administering Training**

Since the AOTS is a newly developed training system, you need information and documented procedures which help you gain the required knowledge and skills necessary to operate the system. Again, it is the intent of this handbook to provide you with those required

knowledge and skills. It is highly recommended that you also obtain a copy of the Operational Guide to the Prototype Advanced On-The-Job Training System. This guide will help you gain an understanding of how the total AOTS functions, and the capabilities provided.

## 3 THE AOTS WORKSTATION

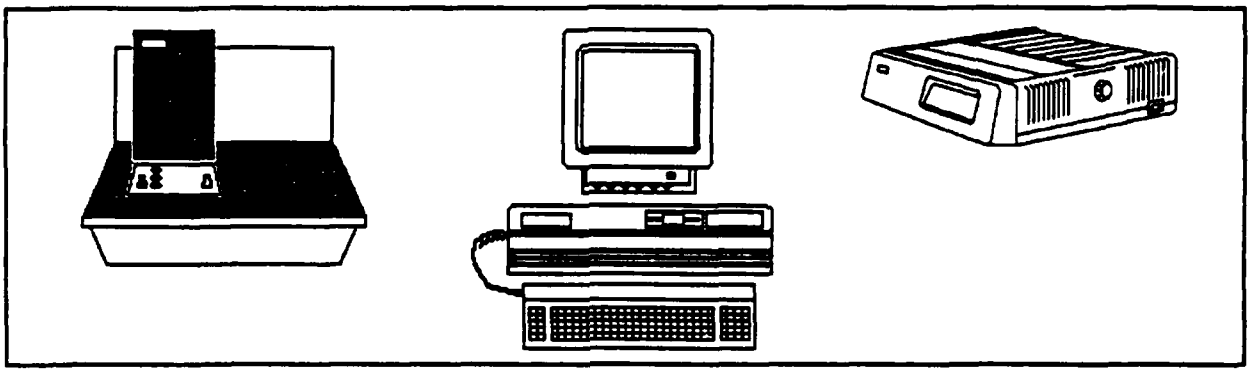


**Figure 3.1 An AOTS Workstation**

There are now more than 40 AOTS workstations at Bergstrom AFB and Ellington ANGB. A "total" workstation contains the equipment illustrated in Figure 3.1. This section provides a quick overview of the workstation; Section 4 provides details you will need when working with each piece of equipment.

All AOTS workstations include a Z248 TERMINAL, with COLOR MONITOR and KEYBOARD, as shown in Figure 3.2. This equipment is used to input and obtain data, and to perform trainir g processes supported by the AOTS software.

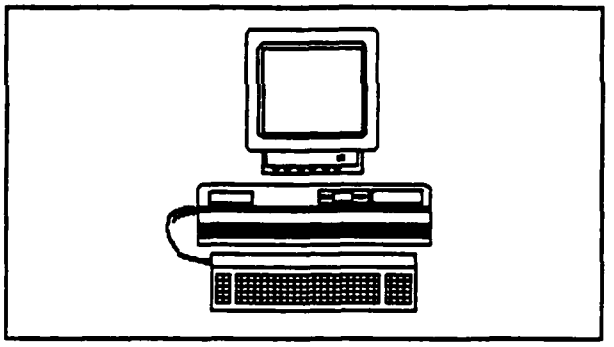


**Figure 3.2 Z248 Terminal**

All AOTS workstations have access to an ALPS P2000G Printer, as illustrated in Figure 3.3. This printer is used to obtain a hard copy of various printouts such as reports and notices that are generated from the AOTS.

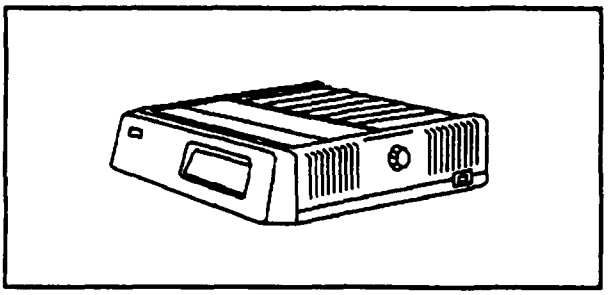


**Figure 3.3 ALPS P2000G Printer**

## VERY IMPORTANT INFORMATION ABOUT THE ALPS P2000G PRINTER

All AOTS Alps P2000G printers are connected to the VAX 8650 computer located at Brooks AFB, Texas. There is no connection between the Z248 and the Alps P2000G printer for local printing. If you use the Z248 for applications other than AOTS and wish to print, you must connect another printer to the Z248 personal computer. IF YOU CONNECT THE Z248 TO THE ALPS P2000G PRINTER USING A PARALLEL CABLE AND CHANGE THE SETTINGS ON THE PRINTER INTERFACE BOARD, AOTS WILL LIKELY NOT OPERATE NOR YOUR OTHER APPLICATION EITHER. Contact AFHRL/OL-AK at 369-2668 or the AOTS HELP Hotline for advice.

Some AOTS workstations include a SCANTRON 5200 Optical Mark Reader (OMR) Data Terminal, illustrated in Figure 3.4. This equipment is used only by EVALUATORS to score off-line knowledge tests and performance evaluations.

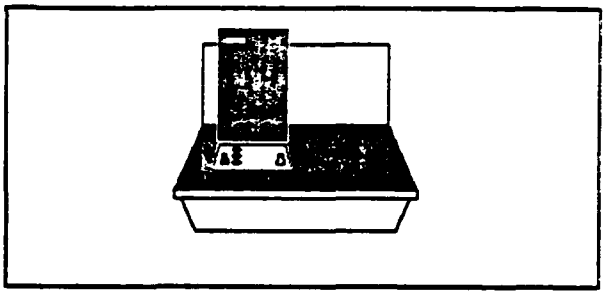


**Figure 3.4 SCANTRON 5200 Optical Mark Reader**

## 4 GETTING STARTED

### Starting up The AOTS Workstation

This section provides illustrations and information that you will need as you learn how to start-up an AOTS workstation. For the first few times you work with the AOTS, or when you have not used the AOTS in awhile, you will need to read and follow the instructions that are contained in this section.

In Section 3, you have learned that there are two types of workstations; those with a SCANTRON, and those without a SCANTRON. The procedures contained in this section apply to both types of workstations. Each procedure has been explained in detail in the following few pages.

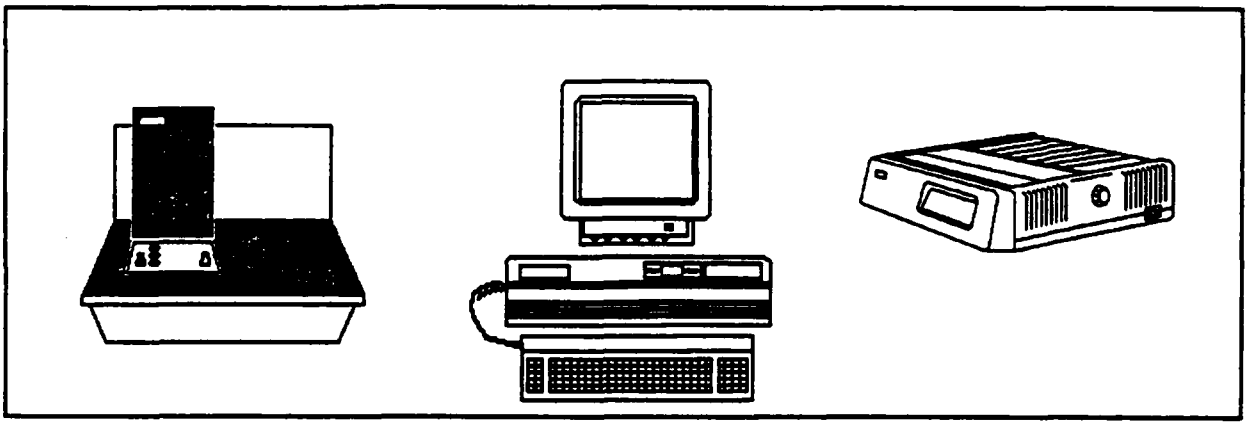


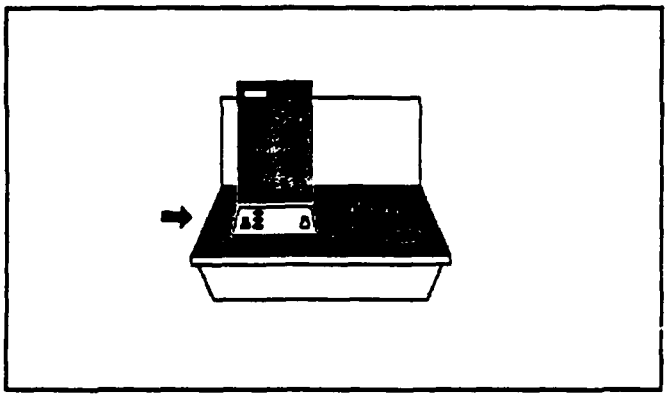
**Figure 4.1 AOTS Workstation START-UP Sequence**

As illustrated in Figure 4.1, the following procedures are required, in sequence, when starting up an AOTS workstation:

- Turn on the SCANTRON 5200 OMR Data Terminal (if workstation contains this equipment).
- Turn on the Z248 Color Monitor.
- Turn on the Z248 Terminal.
- Turn on the ALPS P2000G Printer.

If the workstation you are working at has been set up so that all equipment is plugged into a single power strip, you will not need to perform the procedures identified above.

Simply turn on the power strip, to turn on all of the equipment.



The SCANTRON must be turned on first if the workstation you are working at includes this equipment.

The arrow in Figure 4.2 to the left, identifies the location of the power switch for this type of Optical Mark Reader (OMR).

Press the power switch so that it is placed in the "NEUTRAL" POSITION. This allows the equipment to be turned on, and to remain in "stand-by" mode for later use.

**Figure 4.2 SCANTRON Optical Mark Reader**

**STEP: 1: TURN ON THE SCANTRON 5200 OMR DATA TERMINAL.**

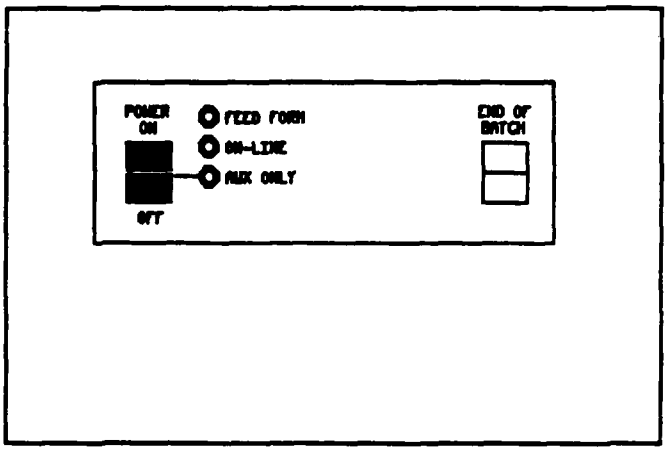
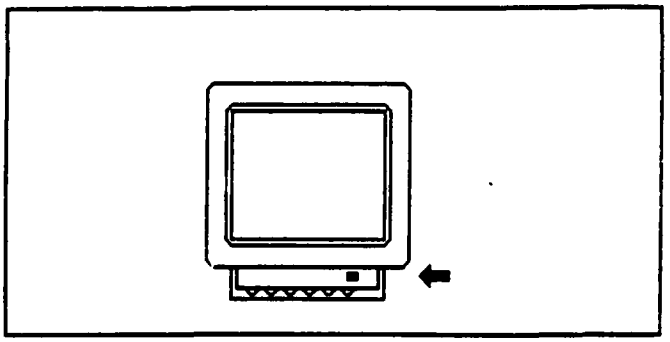



Figure 4.3 depicts a closer view of the SCANTRON switches/keys.

When the ON-LINE and AUX ONLY lights are ON, this is your signal that the SCANTRON is ON and that the power switch is in the correct position.

The power switch remains in neutral; therefore the SCANTRON remains on "stand-by", until an Evaluator needs to use it to score a knowledge test or a performance evaluation.

**Figure 4.3 SCANTRON Operating Panel**

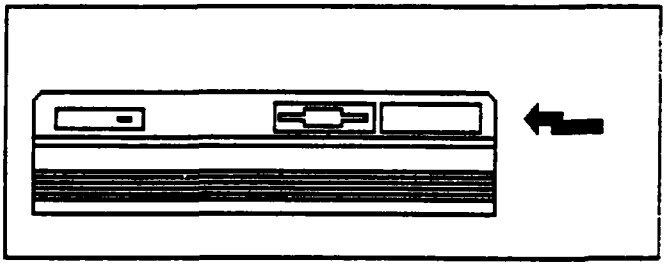


The arrow in Figure 4.4 identifies the location of the power switch for the Z248 color monitor.

Simply push in the power switch to turn on the monitor. A GREEN LIGHT at the right of the power switch is your signal that the monitor is ON.

**Figure 4.4 Z248 Color Monitor**

**STEP: 2: TURN ON THE Z248 COLOR MONITOR.**

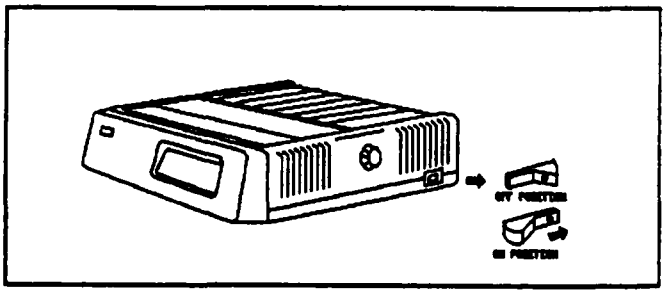


At the back of the Z248 terminal (see Figure 4.5), you will find the power switch (see back arrow).

Press the power switch DOWN, to turn on the terminal. A GREEN LIGHT on the front left panel of the terminal is your signal that the power is ON.

**Figure 4.5 Z248 Terminal, Front View**

**STEP: 3: TURN ON THE Z248 TERMINAL.**

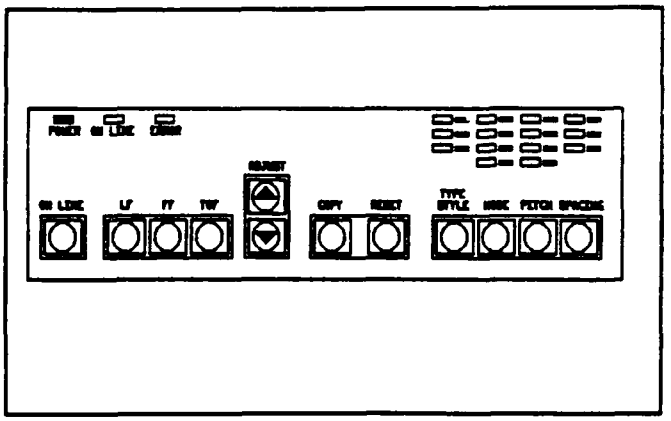


The power switch for the ALPS P2000G Printer is located on the right side of the printer, as illustrated in Figure 4.6.

Press the power switch AWAY FROM YOU, to turn the printer on.

**Figure 4.6 ALPS P2000G Printer**

**STEP: 4: TURN ON THE ALPS P2000G PRINTER.**



When the printer comes on, many of the lights appearing on the printer's front panel (see Figure 4.7) will also turn on. When the RED POWER LIGHT is on, this is your signal that the printer is also on.

You need to ensure the ON-LINE light can be seen. If this green light is not visible, press the ON-LINE button which is located below the power light. The printer will not produce printouts unless the printer is in the ON-LINE mode.

**Figure 4.7 ALPS Printer Panel**

## VERY IMPORTANT INFORMATION ABOUT THE ALPS P2000G PRINTER

**ALL** AOTS Alps P2000G printers are connected to the VAX 8650 computer located at Brooks AFB, Texas. There is **NO** connection between the Z248 and the Alps P2000G printer for local printing. If you use the Z248 for applications other than AOTS and wish to print, you must connect another printer to the Z248 personal computer. IF YOU CONNECT THE Z248 TO THE ALPS P2000G PRINTER USING A PARALLEL CABLE AND CHANGE THE SETTINGS ON THE PRINTER INTERFACE BOARD, AOTS WILL LIKELY NOT OPERATE NOR YOUR OTHER APPLICATION EITHER. Contact AFHRL/OL-AK at 369-2668 or the AOTS **HELP** Hotline for advice.

## 4.1 Learning the Keyboard

This section is important whether you have little or no experience or are highly experienced in using keyboards. It is necessary for you to read and understand this section even if you have used the Z248 keyboard before, because the operations of some keys are specifically designed for the AOTS.

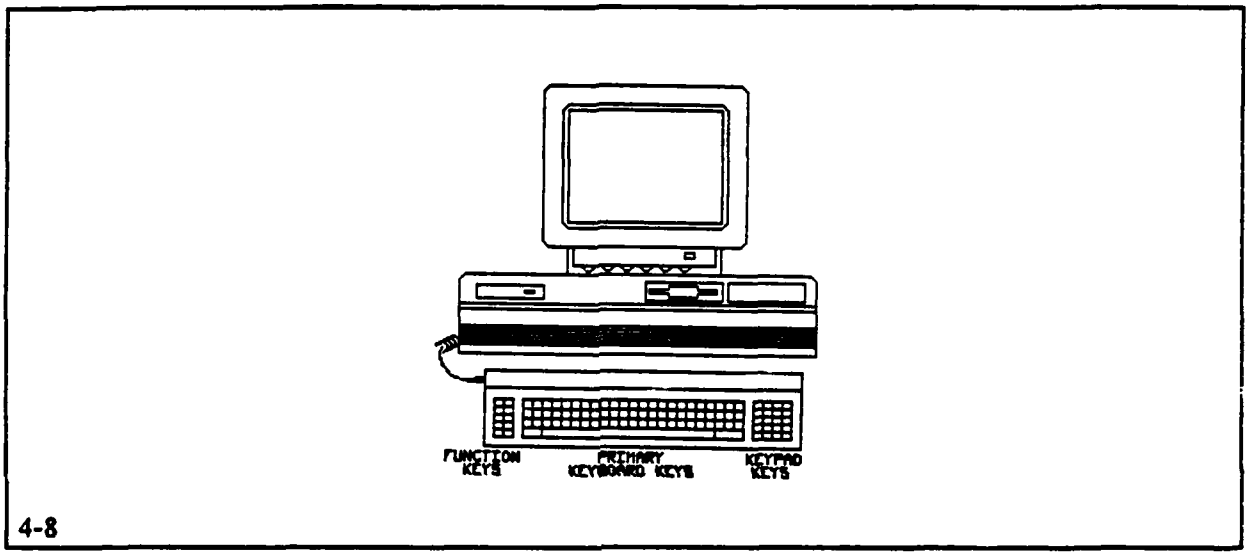



**Figure 4.8 The Z248 KEYBOARD**

The Z248 keyboard has been divided into three parts for the purpose of this USER HANDBOOK. The illustration in Figure 4.8 identifies the three major sets of keys: FUNCTION KEYS, PRIMARY KEYBOARD KEYS, and KEYPAD KEYS.

**FUNCTION KEYS -**

Function keys are located at the left of the keyboard, and are labeled F1 thru F10. You will not be using these keys when you interact with the AOTS.

**PRIMARY KEYBOARD KEYS -**

The keys on the primary keyboard are those you will use most often, to input information into the AOTS. You do not have to be a typist, since many of your inputs to the AOTS only require a few keystrokes at a time.

**FACTS YOU NEED TO KNOW WHEN USING THE PRIMARY KEYBOARD**

As you press a key, the corresponding character for that key will appear on the screen, which enables you to see the data as you type.

Some of your inputs to AOTS will require spaces between words or characters. YOU WILL NEED TO PRESS THE SPACE BAR EACH TIME YOU REQUIRE SPACING IN AN ENTRY. The space bar is the long key, at the bottom of the primary keyboard.

When you are required to enter numbers while interacting with the AOTS, you must use the number keys that are located at the top of the primary keyboard.

**KEYPAD KEYS -**

The KEYPAD consists of keys that perform specific actions. Many of these keys perform actions that apply only when interacting with the AOTS. The keys you need information for are listed and explained in the next few pages.

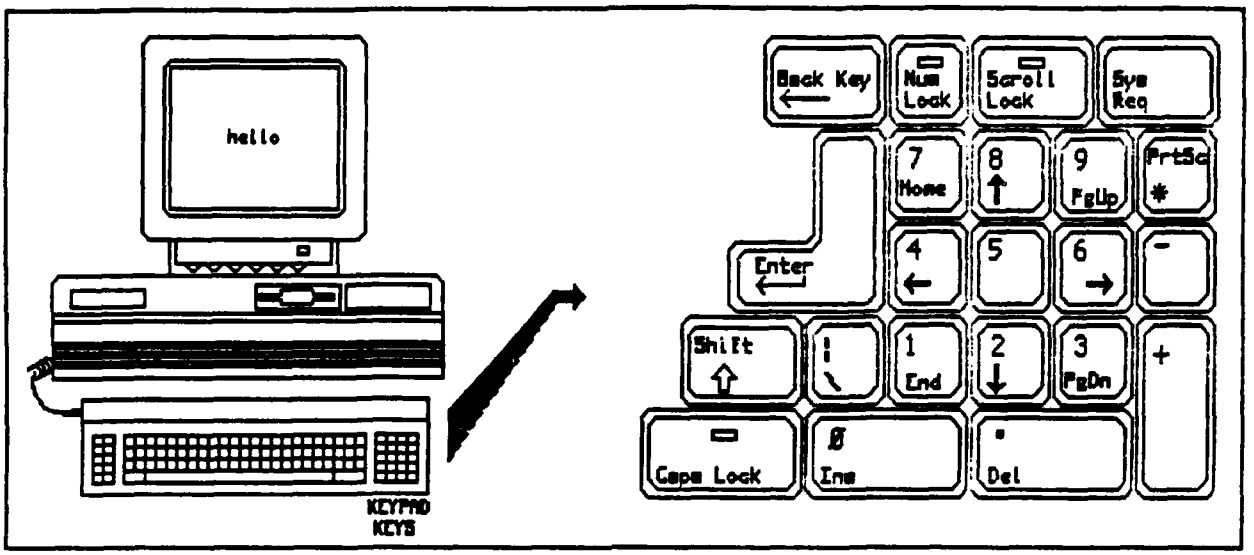



**Figure 4.9 KEYPAD KEYS**

Figure 4.9 provides a closer view of the keys which you will use when operating the AOTS. The summary at the end of the section contains a listing of the key names and a concise statement describing the function/action of each key. You need to read the following few pages in order to better understand these functions/actions. You will use some of these keys because you want to, and some because you have to. (Nearly every AOTS screen contains information to advise you of the keys you need to use at that time.) Eventually, you will memorize many of these keys because of repeated use.

### SHIFT Right and Left KEYS

Purpose: Allows you to input data in UPPER CASE.

How to use: There are two SHIFT keys and a CAPS LOCK key, near the bottom of the primary keyboard. The right SHIFT key, and the CAPS LOCK key, can be seen in Figure 4.9. (The left SHIFT key is located to the left of the space bar and is not illustrated.

How to use: When you use a SHIFT key, you must PRESS AND HOLD DOWN the key while you are typing the input. Once you release the SHIFT key, the keys on the primary keyboard return to lower case.

When you use the CAPS LOCK key, you will see a red light on the top of the key; this is your signal that all inputs will automatically be in UPPER CASE. To return to lower case, press the CAPS LOCK key so that the red light is off.

## BACK SPACE KEY

**Purpose:** Deletes data that you are entering, allowing you to correct typing errors.

**How to use:** When you are typing an entry and you notice that you have made a mistake in that entry, you can use the BACK SPACE key to correct your error.

When you press the BACK SPACE key, the cursor is moved one space to the left. Each time the BACK SPACE key is pressed, any character or space to the immediate left of the cursor is deleted. (The "cursor" is a blinking white line appearing on the screen. This identifies the place on the screen where your next input will appear.)

Once you have pressed the BACK SPACE key enough to remove the mistake(s), you may then re-enter the correct data.

## Del KEY

**Purpose:** Deletes a space or character in an input, allowing you to correct an entry (similar to the BACK SPACE Key).

**How to use:** When you are adding or editing data on an AOTS data screen, you may find the need to press the Del key on the keypad, as you are typing an entry.

By pressing the Del key, the space or character directly above the blinking cursor is deleted, and the remaining portion of the entry (to the right of the deleted space/character) is moved one space to the left.

## RETURN KEY

**Purpose:** Accepts data you input from the primary keyboard.

**How to use:** Press RETURN key after each time that you type a complete entry. Once the RETURN key is pressed, the computer responds in one of two ways:

- Provides the next correct action or information, and allows you to continue.

- OR -

- Provides an error message on the screen to indicate to you that an error had existed in your entry. Generally, you will only be required to retype your last entry in order to overcome the error (sometimes you will have to repeat more than one entry).

**NOTE:** This key is labeled ENTER on the top, and RETURN on the front. In this handbook, and throughout the AOTS screens, the term [RETURN] has been used.

## [NUM LOCK] KEY

**Purpose:** "Sets" the numbered keys on the keypad, so they perform programmed actions. It is only when the [NUM LOCK] key is in the proper setting, that the keys numbered 1 thru 9 (on the keypad) will interact correctly with the AOTS.

**How to use:** The [NUM LOCK] key acts as a toggle. When pressed, the [NUM LOCK] key will either "activate" or "deactivate" the programming that affects the numbered keys on the keypad.

When you see a RED LIGHT (located on the key), this is your signal that the [NUM LOCK] key is in the correct position ("activated").

THE [NUM LOCK] KEY MUST BE PRESSED SO THAT THE RED LIGHT IS ON AT ALL TIMES WHEN YOU ARE USING THE Z248 KEYBOARD FOR THE AOTS.

**NOTE:** If you forget to activate the [NUM LOCK] key, you will find times when you will not be able to respond to instructions from some of the AOTS screens. Throughout this User Handbook, we've included reminders for you to ensure the key is in the proper position.

### [5] PAD 5 KEY

**Purpose:** Accepts data you input from the primary keyboard (similar to the [RETURN] key).

**How to use:** On some AOTS screens, as you are entering data, you will see an instruction to "PRESS PAD [5]". WHEN INSTRUCTED TO DO SO, YOU MUST USE THE PAD [5] KEY IN LIEU OF THE [RETURN] KEY.

**NOTE:** Because this key is a numbered key on the keypad, you MUST ensure the [NUM LOCK] key is pressed so that the red light on the key can be seen. If the [NUM LOCK] key is not pressed to the correct position, the PAD [5] key will not function correctly and the system will not accept your input.

### [8↑] [4←] [6→] [2↓] CURSOR KEYS

**Purpose:** Moves the cursor to various fields of data on a screen.

**How to use:** Some screens in the AOTS contain data that have been placed into separate "fields". A field is like a place setter, in that it allows the system to distinguish the location of separate data on the same screen.

The CURSOR keys can be quickly identified by an ARROW on the top of each key, and include: PAD 2, PAD 4, PAD 6 and PAD 8. The arrow depicts the direction that the cursor will move when each key is pressed (down, left, up and right).

When you are on an AOTS screen that advises you can use the arrow keys, you can press the respective key to move the cursor from one field of data to another.

**NOTE:** Because these keys are numbered keys on the keypad, you MUST ensure the [NUM LOCK] key is pressed so that the red light on the key can be seen. The cursor will not move when you press these keys, unless the [NUM LOCK] key is "on".

## [Pg Dn] KEY

Purpose: Moves cursor to the NEXT screen of data.

## [Pg Up] KEY

Purpose: Moves cursor to the PREVIOUS screen of data.

How to use: When you are reviewing, changing or adding data, some of the data you work with will exceed one screen. [Pg Dn] represents Page Down and [Pg Up] represents Page Up.

You will be advised on each AOTS screen when you need to use the [Pg Dn] and [Pg Up] keys. When you press the [Pg Dn] key, the next "page" (or the next part of the data) will appear on the screen. When you press the [Pg Up] key, the previous "page" (or previous part of the data) will reappear on the screen.

**NOTE:** Because these keys are numbered keys on the keypad, you MUST ensure the [NUM LOCK] key is pressed so that the red light on the key can be seen. The cursor will not move when you press these keys, unless the [NUM LOCK] is "on".

## [HOME] KEY

Purpose: Moves cursor to the top of an AOTS report.

## [END] KEY

Purpose: Moves cursor to the bottom of an AOTS report.

How to use: When you are reviewing a report on the screen, you may find it contains more than one screen of data. The HOME key allows you to return to the beginning of the report, and the END key allows you to go to the end of the report. The AOTS screens will advise you when these keys apply.

**NOTE:** Because these keys are numbered keys on the keypad, you MUST ensure the [NUM LOCK] key is pressed so that the red light on the key can be seen. The cursor will not move when you press these keys, unless the [NUM LOCK] key is "on".

## Ins KEY

**Purpose:** Toggles the OVERWRITE and INSERT modes for keyboard inputs.

**How to use:** When you are adding or editing data on the AOTS data screens, you will see the (yellow) word OVERWRITE or INSERT in the upper right-hand corner of the screen.

OVERWRITE means that each key press will "write over" any blank space or character at the spot where the cursor is located.

INSERT means that the data resulting from each key press will be inserted at the spot where the cursor is located.

Normally, you will type your inputs using the OVERWRITE mode. Pressing the INS key allows you to toggle the input mode between OVERWRITE and INSERT.

**NOTE:** The AOTS has been designed to only allow a specified number of characters & spaces for each entry. If you try to input more data than allowed for that entry, the AOTS will "beep". If you hear a "beep" when you are adding or editing data on a data screen, it usually means you will need to toggle the input mode so that you can complete your entry.

## — MINUS KEY

**Purpose:** Accesses the on-line HELP screens. (HELP screens provide information on how to interact with the AOTS.)

**How to use:** You may access HELP anytime you are reviewing or interacting with the AOTS data and screens, by pressing the PAD - (minus) key.

The AOTS HELP screens: contain explanations of terms; provide details for the data being seen or required by you; and assist you through the various accesses (options and paths) you will be exposed to when working with the AOTS. When you press the PAD - (minus) key, the HELP you receive pertains to the data on the screen you were viewing at the time.

Once you access HELP, you may review and print the information. When you exit from HELP (by selecting (Q)uit and pressing Return), the AOTS data you had previously been reviewing will return on the screen.

**NOTE:** Not all AOTS screens have HELP information at this time. If you press the PAD - (minus) key and you see a blank screen, it is your signal that help information is currently not available.

Table 4-1 summarizes the functions of the Z248 keyboard as they apply to the AOTS.

| KEY | | PRIMARY PURPOSE |
|---|---|---|
| BACKSPACE KEY | BACK SPACE | Erases any entry moving from right to left. |
| SPACE BAR | SPACE BAR | Inserts one or more spaces within an entry. |
| SHIFT KEYS | SHIFT | Places keys in UPPER CASE mode (each input is capitalized). |
| CAPS LOCK KEY | CAPS LOCK | Places keys in UPPER CASE mode (each input is capitalized). |
| DEL KEY | Del | Deletes a character or space from an entry. |
| RETURN KEY | RETURN | Accepts data input from keyboard. |
| NUM LOCK KEY | NUM LOCK | "Sets" the Numbered Keys on the Keypad so they perform programmed actions. |
| PAD 5 KEY | 5 | Accepts data input from keyboard (only use when instructed to do so by a prompt appearing on screen) |
| CURSOR KEYS | 8↑ 4← 6→ 2↓ | Moves cursor to various fields of data on a screen. |
| PGDN KEY | Pg Dn | Moves cursor to next screen of data. |
| PGUP KEY | Pg Up | Moves cursor to previous screen of data. |
| HOME KEY | HOME | Moves cursor to the top of an AOTS report. |
| END KEY | END | Moves cursor to the end of an AOTS report. |
| INS KEY | INS | Toggles the OVERWRITE and INSERT modes for keyboard inputs. |
| MINUS KEY | - | Accesses the on-line HELP screens. |

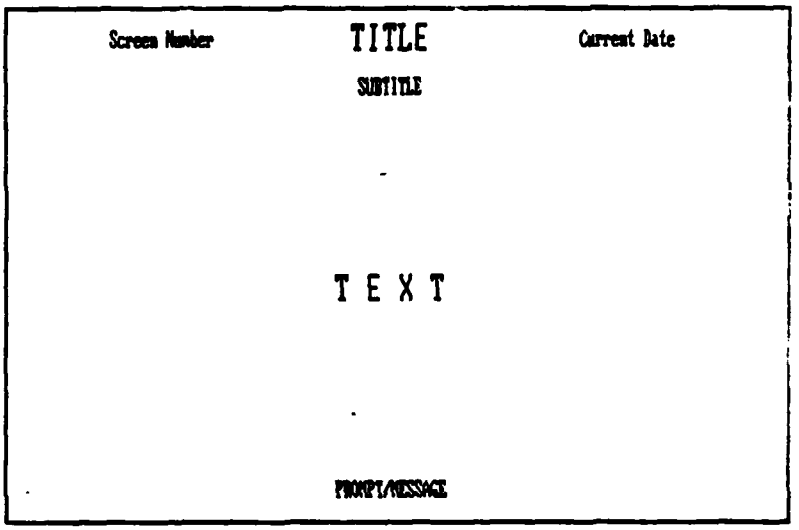
**Table 4-1 FUNCTION OF KEYS FOR Z248 KEYBOARD WHEN USING THE AOTS**

## 4.2 AOTS Menus and Data Screens

This section provides you with an overview of the primary types of screens you will see as you work within the AOTS.

Each screen within the AOTS contains:

- o A Screen Number -- located at the top left corner of the screen
- o A Screen Title -- located at the top center of the screen (some screens also have subtitles)
- o The Current Date -- located at the top right corner of the screen
- o Text -- located in the middle of the screen
- o A Prompt/Message -- located at the bottom of the screen




The screen at the left provides an illustration of where the common information appears on each AOTS screen.

The SCREEN NUMBER is used for these and other reasons:

- o Each time you access HELP, the corresponding HELP screens identify the screen number for which the HELP information was written. Each time you print the HELP screens, the printout identifies the screen number for which the HELP applies. The screen number assists you in keeping track of the different HELPs for the various AOTS screens.
- o If you have problems which cause you to call the AOTS hotline, you may be asked to provide the screen number where you experienced the problem. (Only when asked, and only if visible, are you expected to provide the screen number.)

The SCREEN TITLE helps you identify the data or processes being addressed on a screen display. (As with the screen number, the screen title appears on the corresponding HELP screens, and you might be asked to provide the screen title to identify the location of certain problems when you call the AOTS hotline.)

The CURRENT DATE appears on each screen, and on each printout, so that you can keep track of how current the information is. The AOTS is an "active" system, therefore, all data are considered current as of the day you review or print them.

The TEXT varies from screen to screen, however the AOTS presents text on two types of screens:

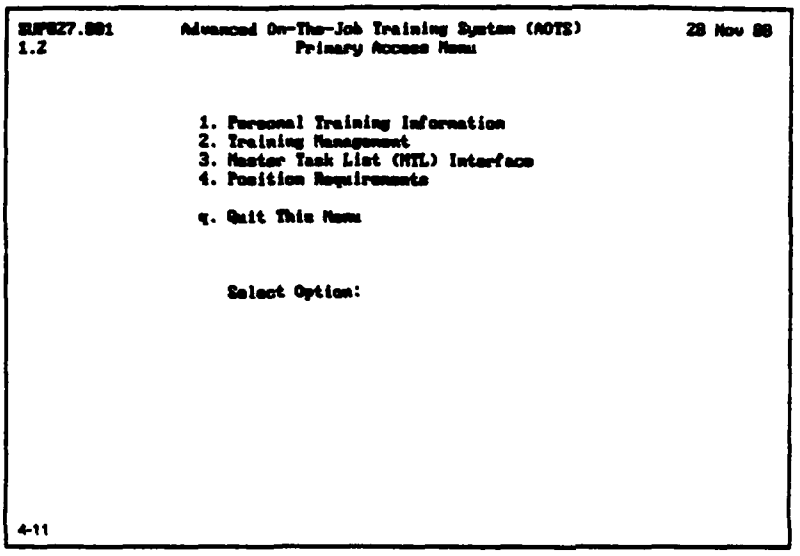
- MENUs, which contain a list of options

**- AND -**

- DATA SCREENs, which contain specific data at designated locations on the screen (these designated locations are referred to as "fields").

The PROMPTS or MESSAGES, which vary from screen to screen, serve three basic purposes:

- Instruct you to use specific keys you must use when viewing the screen,
- Advise you of errors made in your entries, and
- Advise you of functions that are occurring (e.g., printing output).




Screens like the one illustrated to the left are referred to as MENUs. You will see MENUs each time you work with the AOTS.

This type of screen requires that you choose one of the options that are listed on the screen (for the example, there are 5 options listed; including the Quit option)

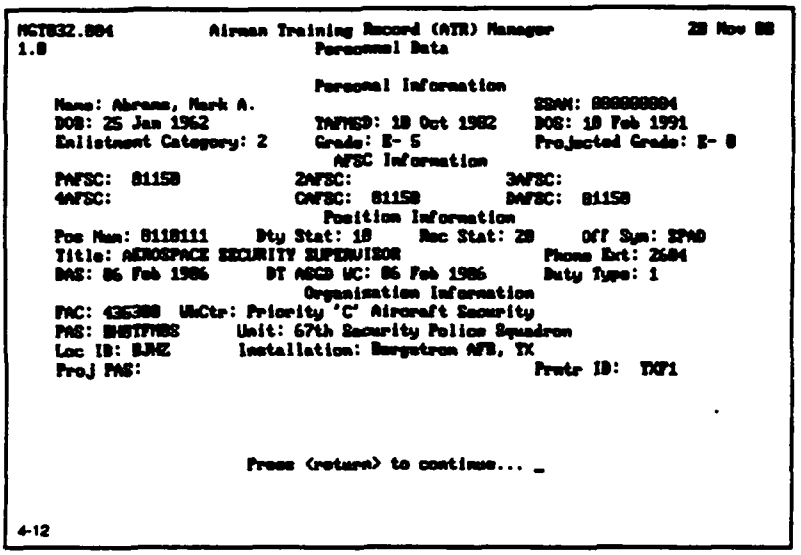
An option on a menu allows you to:

- Access specific data, so you can review, print or change the data,
- Perform a training action, function or process (examples: Schedule training, Proceed with on-line training),
- Choose "paths" available within this training system (the option would produce another menu, with more options that produce further menus, etc.)

The Prompt for this type of screen is always: SELECT OPTION.

- To select an option, you will type the number that corresponds to the option you desire, and then you will press RETURN.

The AOTS will present another menu or a screen of information or will perform the action/function/process you selected.




Screens like the one illustrated here are referred to as DATA screens.

Data screens are not as structured as menus. Some information is listed, some is grouped, and some is independently presented. Regardless of how the screen may appear, the information is placed into separate "fields", so that the system and you can distinguish separate data on the same screen. These fields are numbered, so that you can make selections for data by identifying the corresponding field number.

The prompts for data screens vary from screen to screen. However, your interaction with each prompt will be relatively the same. The remainder of this section identifies the types of prompts you will see, and the procedures that you will accomplish when you are viewing data screens.

Most prompts contain options, where each option includes a character placed in a parentheses (). When you want to select an option for a data screen, you must type the character that corresponds to the option you desire, and then press [RETURN].

Some prompts contain options that apply when data are listed. You will see this common prompt:

```
Use <cursor> keys, or ((Enter <field number>, <q>quit) & <RETURN>)
```

This prompt provides instructions for selecting options, and for discontinuing your interactions with the listed data. The following explains the prompt in detail:

- o You may use the CURSOR KEYS (PAD 2,4,6,8 keys), to move the cursor to the field containing the data you want to select. Once you have the cursor positioned, you may press [RETURN] to have the system accept your selection.

**- OR -**

- o You may enter type the field number corresponding to the specific data you want to select. After you input the number, you may press RETURN to have the system accept your input.

- OR -

- o You may type Q (or lower case q) and press RETURN, if you want to quit (discontinue) your selections.

When data screens contain more data than the screen can show, the prompt will include Page Up, Page Down, Use Paging, Pg Dn, Pg Up, or some other similar wording to advise you when "paging" will be necessary. As you may have already read, in Section 4.1, you will use the Pg Dn and Pg Up keys (located on the keypad) to "page through" data in the AOTS.

Some prompts just provide you with information about the data you are selecting or viewing, for example:

```
No schedule yet exists for Amn Pat Adams
      Press <return> to continue.
```

Pressing RETURN will:

1. allow you to select another option on the screen;
2. change the prompt on the screen; or
3. cause another screen to appear.

## 4.3 LOGON

The AOTS is maintained on a VAX 8650 mini computer, located at Brooks AFB, TX. AOTS Workstations located at Bergstrom AFB and Ellington ANGB are linked (by communications) to the VAX 8650. When you operate the AOTS, each of your inputs are transmitted to the VAX, and each AOTS response (screen, prompt, message, print-out, etc.) is sent from the VAX back to you.

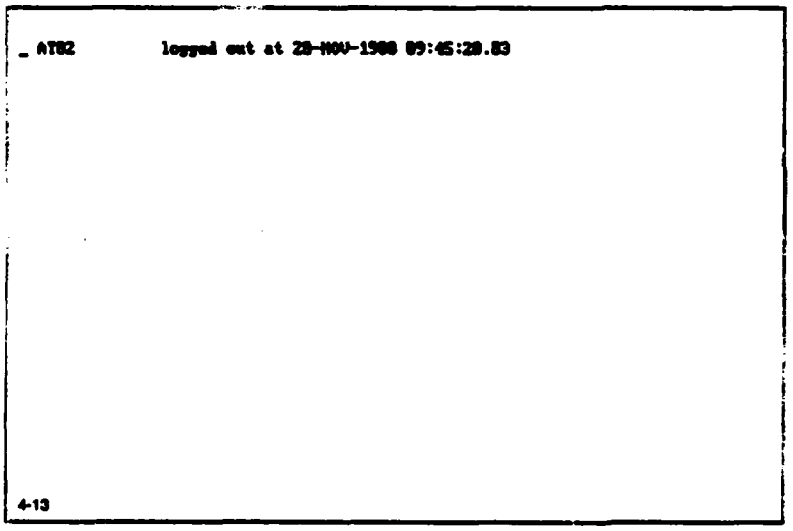
As with other systems, security procedures are established for both the VAX and the AOTS. To preclude unauthorized access, a LOGON process specifically for AOTS Users has been put into effect. You should read this entire section before you begin to LOGON, and you should refer to this material each time you use the AOTS, until you have the LOGON steps memorized.

This section provides the procedures you will need to follow for:

- o Logging on the VAX 8650

**- AND -**

- o Logging on the AOTS




After you start up the AOTS Workstation, you will see a blank screen, with the exception of the cursor.

The cursor is a small, white, horizontal, blinking line which helps you identify the location on the screen where your next keyboard input will appear.

You will become quite familiar with the cursor, since you will see it nearly all of the time you work with the AOTS.

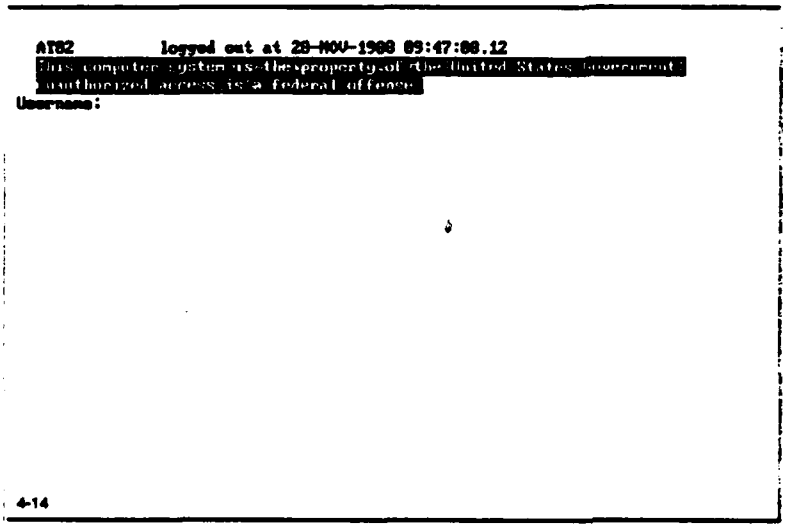
If the workstation was already on because someone else had recently been using it, there will be a message on the screen as illustrated. Whether you started up the workstation (powered up) or someone else had left it on, the LOGON procedures are the same.

**STEP 1: PRESS RETURN TO BEGIN YOUR LOGON INTO THE VAX 8650.**

**NOTE:** There are times when the VAX or the AOTS will NOT be available (e.g., bad weather). If you do not see a blinking cursor, check the workstation to ensure the equipment is turned on correctly. You should turn off the workstation and start up the workstation again. If the cursor still does not appear, you need to call the AOTS hotline. A member of the Instructional Support Team (IST) will advise you of the system's status and what you should do. The AOTS hotline is located at Bergstrom AFB and can be reached by dialing:

At Bergstrom AFB . . . **HELP** (4357)

Elsewhere . . . AUTOVON **8-685-HELP** or
the commercial number is **512-369-HELP**




The screen to the left illustrates the first screen you will see for the VAX.

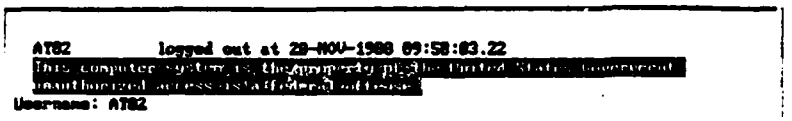
Since the data contained in the AOTS support members in all service components, security has been established to ensure that you access only the data pertaining to your component.

To log on the VAX, you will:

- o input a VAX USERNAME,

  **- and -**

- o input a VAX PASSWORD.




4-15

A VAX User Name has been established for individuals in each service component. The user names are:

**AT02** for Active Duty

**AT03** for AFRES

**AT04** for ANG

(WARNING: each of these User Names contains a zero, not an "o".)

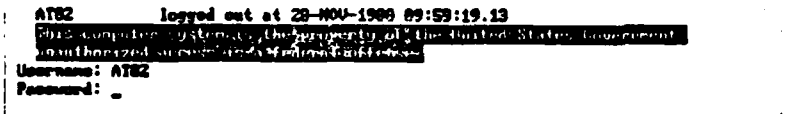
**STEP 2: ENTER THE USER NAME CORRESPONDING TO YOUR COMPONENT, AND PRESS [redacted].**

**NOTE:** Before you press [redacted], you should review the screen to ensure your entry is correct. If you notice a typing error, use the Back Space key to delete the error, and re-enter your correct User Name.

**NOTE:** If you do not complete Step 2 within 60 seconds, you will see this message on the screen:

```
Error Reading command input
Timeout period expired.
```

You need to press [redacted] and REPEAT STEP 2 OF THE LOGON.




4-16

A VAX password has also been established for AOTS users in each service component. The passwords are:

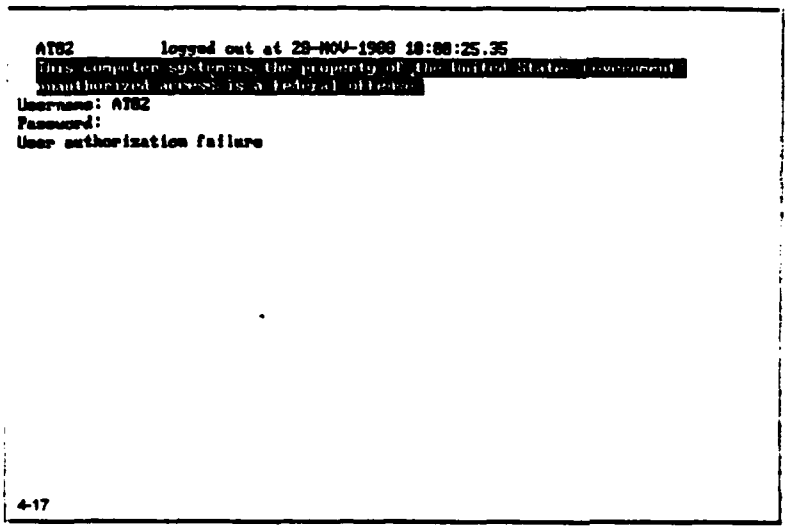
**ATVAOTS** for Active Duty

**RESAOTS** for AFRES

**ANGAOTS** for ANG

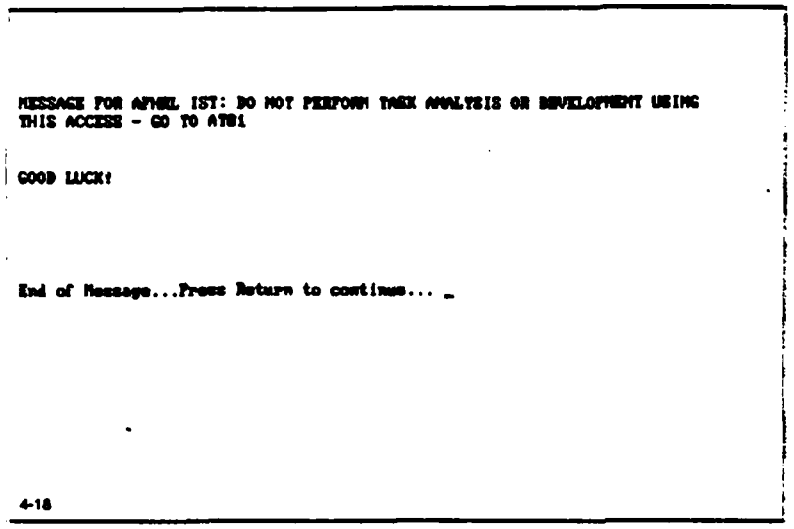
You will not see the Password as you type! Passwords are masked when using the VAX.

**STEP 3: ENTER THE PASSWORD CORRESPONDING TO YOUR SERVICE COMPONENT, AND PRESS [RETURN].**




If you make a typing mistake, you will see the screen as illustrated here. You will then need to: press [RETURN] and REPEAT STEPS 2 AND 3 ABOVE.

| NOTE: | Because the User Name and Password are documented, it may appear as though there is little security to preclude unauthorized users. It is the combination of the VAX LOGON and the AOTS LOGON that allows/precludes users from working with the systems. |
|---|---|




The next screen you see is referred to as a BANNER PAGE. The Banner Page provides particular facts or reminders to specific types of users.

You should always review this screen, to see if any messages pertain to YOU.

**STEP 4: PRESS [redacted] AFTER YOU HAVE READ THE BANNER PAGE.**

At this point, you are now entering the AOTS. The AOTS LOGON procedures are the same for all AOTS users. The procedures you will use to log on the AOTS are dependent upon:

- If you need to select an AOTS Password,

**- OR -**

- If you already have an AOTS Password.

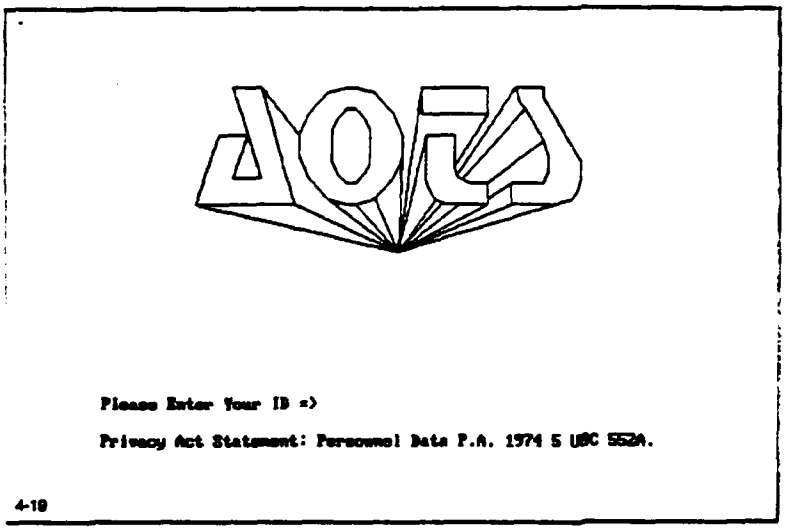
You will SELECT a password if:

- this is the first time you are logging on, or
- your password has been "reset" (explained later).

**FIRST TIME/RESET PASSWORD: SEE STEPS 5 - 9**

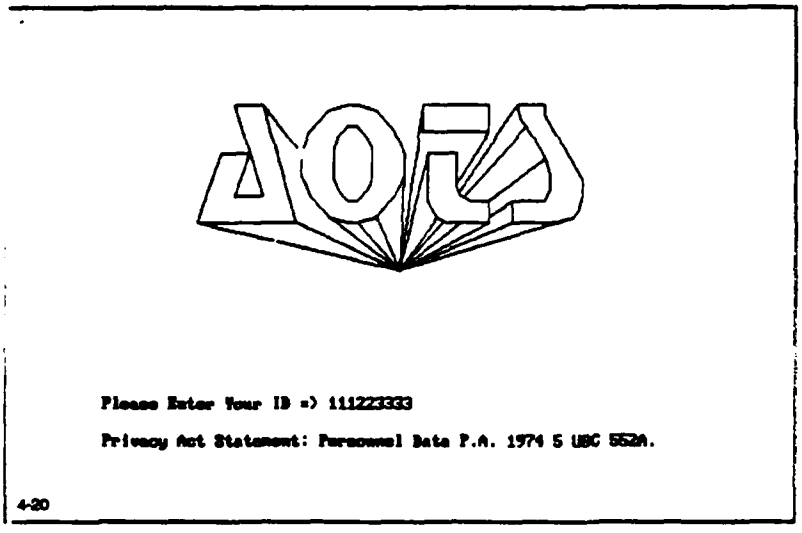
**ALREADY HAVE PASSWORD: SEE STEPS 5a - 5b**

## If You Are Logging On For The First Time




The screen to the left illustrates the first screen for the AOTS. This screen contains a LOGON prompt near the bottom, which identifies the data that you are expected to provide.

In the AOTS, a USER's ID is his/her SSAN. When you enter your "AOTS ID", do not include any dashes between the numbers.

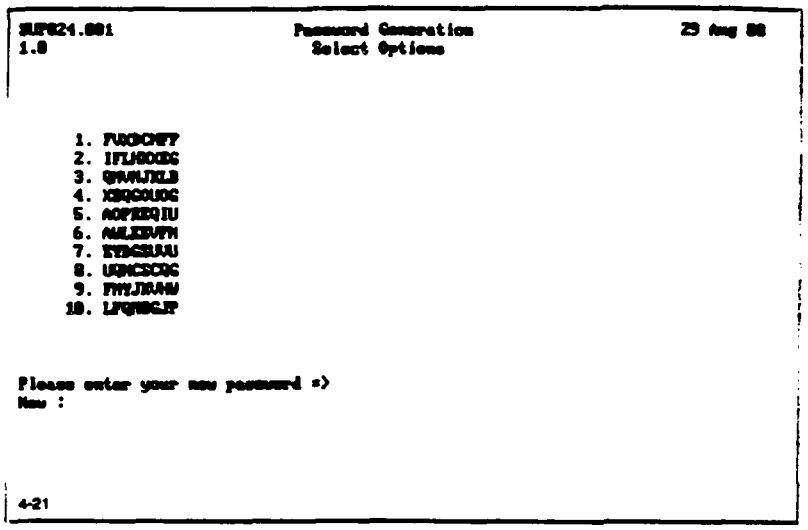



As you enter each number, your input will appear on the screen. Review the data before you press [redacted] to have the system accept your input.

If you notice that you have a typing error in your entry, use the back space key to erase the error, and enter the correct data.

**STEP 5:** ENTER YOUR ID (SSAN), a nine digit number, AND PRESS [redacted]. SPECIAL NOTE: The SSAN used in the above example is put in the figure for providing an example of an entry. DO NOT USE THIS SSAN.

- If you do not enter your ID within 60 seconds, the AOTS will provide a prompt advising you that there has been a User Authorization Failure. You will be advised to try later. Once you press [redacted], as prompted, you are LOGGED OFF the system, and you will need to press [redacted] and repeat the enter LOGON process, starting at step 2.




Once you have entered your ID, the next screen you will see is one that lists ten available AOTS passwords. Each user selects his/her own password by completing Steps 6 through 9 of this section.

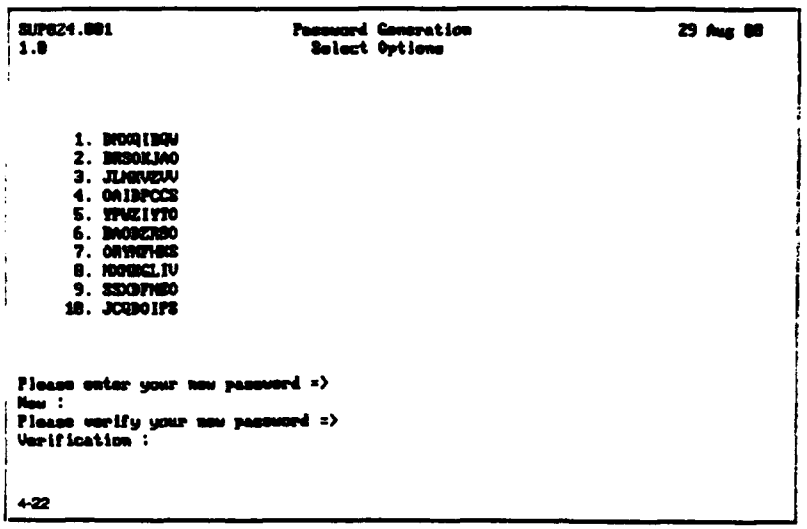
**STEP 6:** CHOOSE A PASSWORD. Review the list to decide which one of the passwords displayed you want as your password.

- If you do not like any of the passwords displayed, press [redacted] and another list of available passwords will be displayed for you to choose from.
- If you do not choose a password and complete the remaining steps below, within 60 seconds, another list of passwords will automatically be displayed.

**STEP 7:** RECORD the password you have selected. You should remember the password once you use it often enough; but, until then, WRITE DOWN the password and put it in a safe place so that NO OTHER USER can obtain and use it.

**STEP 8:** ENTER the password you have written down and press [redacted]. As you type this entry, notice that the data will not be displayed on the screen. Passwords are masked so that other users can not see and use them.

- If you make a typing error as you enter the password, you must correct it by back spacing and typing it correctly. If you don't enter the correct password, you will not be able to keep the password you selected once you press [redacted]. Another list of passwords will automatically be displayed, and you will have to repeat the LOGON steps, beginning at step 6.




Once you correctly enter a password which matches one on the list, another prompt is added to the bottom of the screen. This prompt requires you to re-enter the password, to verify the selection.

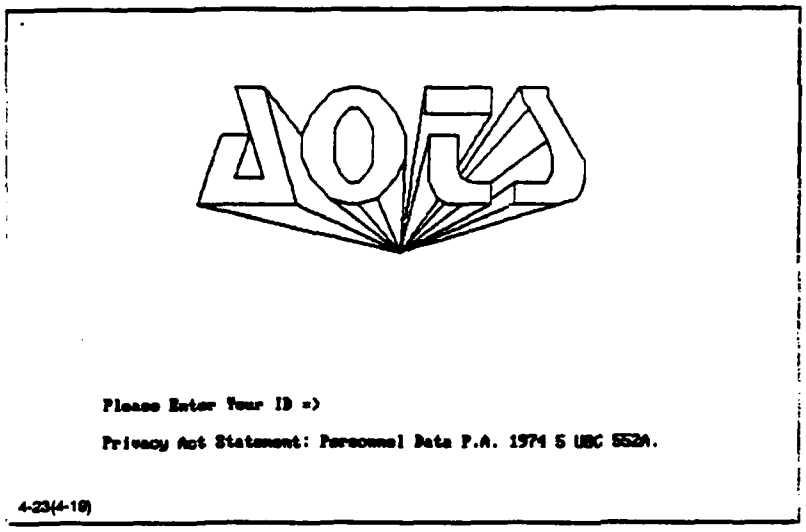
**STEP 9:** RE-ENTER YOUR SELECTED PASSWORD AND PRESS [redacted]. Remember, your entry will not be displayed as you are typing, since the password has been masked. If you enter your password correctly, you will then see the AOTS PRIMARY ACCESS MENU displayed on the screen. It is at this point that you actually begin your access into the AOTS data and capabilities.

- If you type the password incorrectly, you will receive the following prompt:

```
Verification of new password failed
   Press <return> to continue...
```

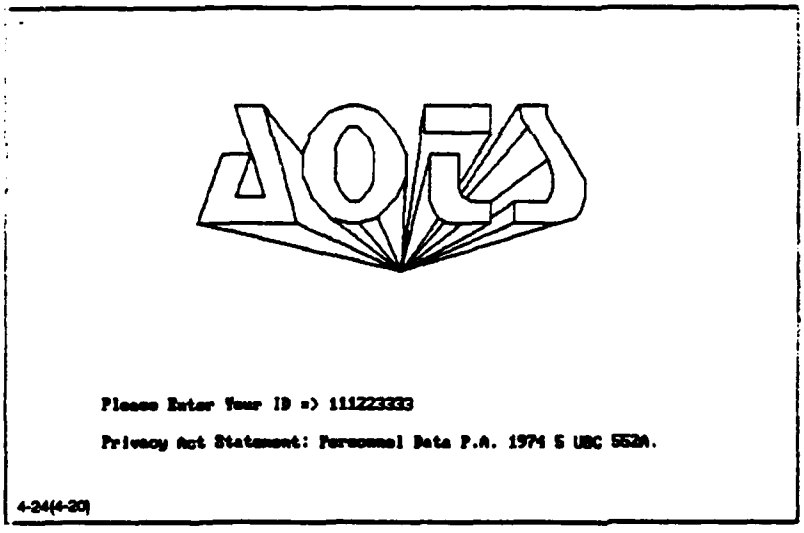
When you press [redacted], you are provided with another list of passwords from which to choose from, and you must repeat the LOGON steps, beginning at Step 6.

## If You Are Logging On And Already Have An AOTS Password




The screen to the left illustrates the first screen for the AOTS LOGON. This screen contains a prompt advising you to enter your ID.

Remember, your AOTS ID is your SSAN. You do not include any dashes in your entry.

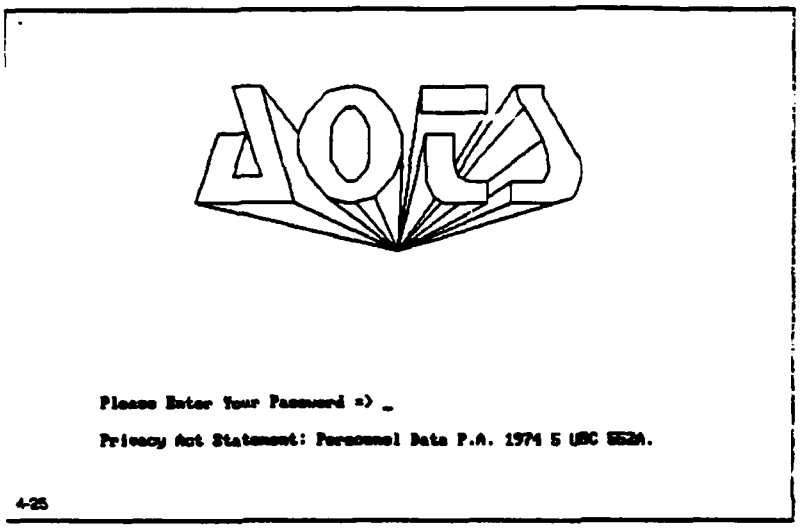



As you enter your ID, each number will be displayed, as illustrated to the left.

If you notice that you have a typing error in your entry, use the back space key to erase the error and enter the correct data, before you press [redacted] to have the entry accepted.

**STEP 5a:** ENTER your ID (SSAN) and press [redacted].

- If you do not enter your ID within 60 seconds, the AOTS will provide a prompt advising that there has been a User Authorization Failure. You will be advised to try later. Once you press [redacted] as prompted, you will be LOGGED OFF the system, and you must repeat the LOGON process, beginning at Step 1.




After entering your ID, the prompt will change to advise you to enter your AOTS PASSWORD.

**STEP 5b:** ENTER your AOTS password and press [redacted]. Remember, your password entry will not be displayed as you enter it, because all passwords are masked to maintain access security. If your ID and password are correctly entered, you will then see the AOTS PRIMARY ACCESS MENU displayed on the screen.

- If you enter a wrong combination of ID and password, the original prompt will return and you must repeat the AOTS LOGON process beginning with Step 5a.

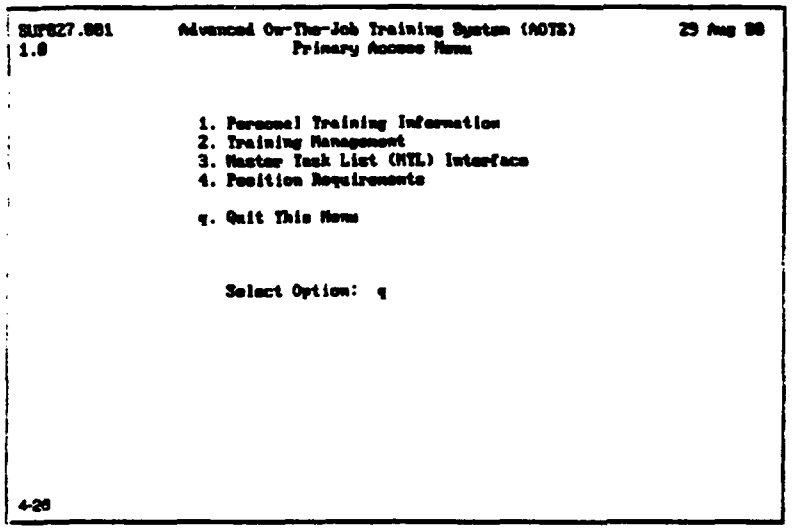
**NOTE:** **IMPORTANT FACT YOU NEED TO KNOW:** If you lose or forget your password, you must call the AOTS hotline so that the system can be set to allow you to select another password. Once you have been advised that your password has been reset, you must complete the AOTS LOGON procedures as if you were logging on for the first time. The AOTS hotline is located at Bergstrom AFB and can be reached by dialing:

At Bergstrom AFB . . . **HELP** (4357)

Elsewhere . . . AUTOVON 8-685-**HELP** or
the commercial number is 512-369-**HELP**

## 4.4 Logging Off

Normally, you will log off the AOTS once you complete some functions or after you review/obtain some data. Sometimes you are automatically logged off (e.g., when you don't log on correctly). This section provides the logging off procedures that take place each time you conclude your interaction with the system.




You are able to log off the system when you are viewing the AOTS Primary Access Menu (the menu is illustrated at the left). By selecting the quit option, you are automatically logged off the systems (both the AOTS and the VAX).

**STEP 1: SELECT THE OPTION TO QUIT. Enter Q (or q) and Press [redacted].**

- o A message will appear on the screen (e.g, AT02 logging off)
- o If another person is ready to use the AOTS Workstation, you do not need to perform any of the steps below. Once the next person presses Return, he/she is able to log on to the system.
- o If no other person is needing to operate the system, complete Steps 2 - 5 below.

**STEP 2: TURN OFF THE ALPS PRINTER.**

**STEP 3: TURN OFF THE Z248 TERMINAL.**

**STEP 4: TURN OFF THE Z248 COLOR MONITOR.**

**STEP 5: TURN OFF THE SCANTRON (IF APPLICABLE).**

- o If you don't remember where the switches are, refer to Section 4 (Getting Started) and review the diagrams that illustrate the equipment power switches.

## 5 AOTS USER TYPES

The purpose of this section is to provide you with a definition for each TYPE of AOTS user listed in Figure 5.1, and to briefly identify the primary capabilities available for each User Type.

There are seven AOTS User Types who have access to the data, processes and functions which exist to support OJT.

**AOTS USER TYPES**

- Trainees
- Supervisors
- Training Managers
- Trainers
- Evaluators
- Quality Control Administrators
- Commanders

**Figure 5.1 AOTS User Types**

Your authorized accesses (paths and options) are determined by the TYPE(s) of USER you have been designated to be within the AOTS. These accesses enable you to obtain data, affect data or perform functions which are specific to your roles in the OJT program.

### 5.1 Trainee

A trainee is any airman requiring training in AFS tasks, or other training categories such as ancillary training, additional duty training, contingency tasks and Career Development Courses. If you have not been certified on all tasks required for your duty position, OR if you haven't completed all assigned training, you are designated as a TRAINEE in the AOTS. You are considered a trainee until you are fully position-qualified and have completed all assigned training.

As a trainee, you have access to your own Airman Training Record (ATR) for personal information, training requirements and training history data. You have access to data pertaining to tasks which are performed in your AFSC, as well as all tasks and training requirements specific for your particular duty position. You may access on-line training and your training schedule(s). You may obtain data which identifies materials available to help you become position qualified. Additionally, you may be taking on-line knowledge training and tests.

### 5.2 Supervisor

A supervisor is a reporting official assigned to a workcenter.

As a supervisor, you have access to Airman Training Records for airmen that you supervise. You also have access to data pertaining to tasks, behavioral objectives, tests, and training and evaluation materials. You may develop position requirements, and perform qualification assessments (training needs diagnosis). You may access individual training requirements, schedule training and evaluations, select trainers and evaluators, certify airmen on tasks, and maintain training schedules for airmen you supervise. Additionally, you may request reports, and you will receive automated notices to advise you when an airman's data have changed which would require you to interact with the AOTS in some fashion. As a supervisor you will use these capabilities to efficiently plan and conduct individual training programs and accurately record assigned trainees' progress and qualification status.

### 5.3 Training Manager

A training manager is assigned at unit or higher levels to manage the training program for the commander and assist unit supervisors and other training managers to develop and manage effective training programs.

As a training manager, you have access to Airman Training Records for airmen in your unit or the units for which you are responsible (Base OJT). You also have access to data pertaining to tasks, behavioral objectives, tests, and training and evaluation materials. You may access position requirements and perform qualification assessments (training needs diagnosis). You may access individual training requirements, schedule training and evaluations, certify airmen on tasks, and maintain training schedules. Additionally, you may request reports, and you will receive automated notices when specific airman data are changed.

### 5.4 Trainer

A trainer is a person selected by a supervisor to provide task knowledge, skills and performance training for specified tasks. A trainer must be certified on the tasks he/she will be designated to train.

As a trainer, you can access a trainee's individual training requirements and can schedule training. You also have access to task data to include subtasks, performance steps, supporting skills and knowledge requirements, behavioral objectives, publications and resources for tasks which you will train.

### 5.5 Evaluator

An evaluator is a person selected by a supervisor from available workcenter personnel to evaluate an airman on tasks which he/she has been trained. An evaluator must be certified on the tasks he/she will be designated to evaluate.

As an evaluator, you may administer off-line task knowledge tests and over-the-shoulder performance evaluations. You have the same access as a TRAINER (see above), in addition to being able to obtain off-line evaluation materials and score off-line tests.

## 5.6 Commander

A commander, as used herein, includes those persons in command positions at the unit level or higher. Commanders, through the Unit/Base Training Managers, ensure that all workcenters have effective training programs.

As a Commander, you will receive periodic standard reports, and you can request ad hoc reports to meet specific information requirements at any time.

**IMPORTANT NOTE**

Personnel accessing the AOTS may, at the same time, be a supervisor, trainer, evaluator and a trainee. You may be a supervisor by virtue of being a reporting official; a trainer and an evaluator if you are certified on tasks requiring training and evaluation; and a trainee if your training is incomplete or if there are tasks in your duty position for which you are not certified.

## 6 MAJOR AOTS COMPONENTS

The purpose of this Section is to provide you with a breakdown of the AOTS so that you can become acquainted with:

a. The kinds of data contained in this training system, and

b. The capabilities that exist when you are authorized access to the data (based on your user type or user types).

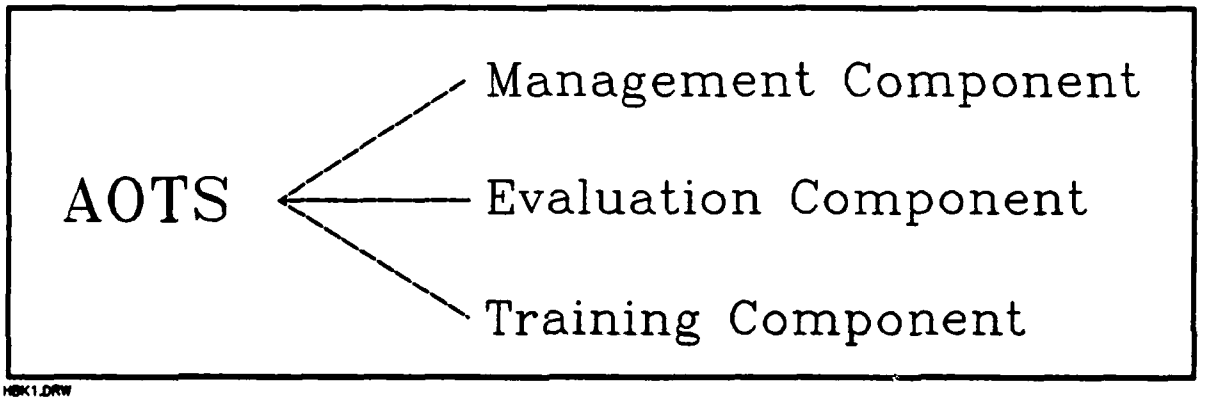



**Figure 6.1 Major AOTS Components**

The Advanced On-The-Job Training system consists of three primary components, as illustrated in Figure 6.1. For the purpose of this User's Handbook, a component consists of specific data, functions and processes. You can also read the Operational Guide To The Prototype Advanced On-the-job Training System for details on all of the components, their functional elements and usage.

| MANAGEMENT COMPONENT | EVALUATION COMPONENT | TRAINING COMPONENT |
|---|---|---|
| ATR Editor<br>MTL Editor<br>Position Requirements Editors<br>Qualification Assessment Editor<br>Training Scheduler<br>Reports & Notices | Behavioral Objectives Editor<br>Test Item Bank Editor<br>Test Editor<br>Test Scoring | Computer Assisted Instruction (CAI)<br>Interactive Video Disk (IVD) |

**Figure 6.2 Major AOTS Editors and Functions**

Data is stored within the AOTS in a large database that is accessed and processed in many different ways. The information is stored in many data files within the database. Your access to the database (data files) depends upon the type(s) of user you are and the specific AOTS function(s) you perform with the data. The AOTS software provides you access to data and permits you to perform the many training functions accommodated by the system. The AOTS database and software programs are located on a Digital Equipment Corporation VAX 8650 computer system located at Brooks AFB, Texas. High speed communications are provided from your workcenter to the VAX 8650 computer system to allow you access to the AOTS.

ALL data for the AOTS are entered, modified, displayed, printed and maintained by users who are authorized to interact with the EDITORS and FUNCTIONS existing within the three primary components. The Editors and Functions listed in Figure 6.2 are those most used by Training Managers, Supervisors, Trainers, Evaluators and Trainees.

These editors/functions allow users to perform on-line actions appropriate to their authorized access, such as managing, conducting evaluation, and receiving training. An important fact to remember is that your access into these editors and functions depends on your user type(s).

## 6.1 Management

### 6.1.1 Airman Training Record (ATR) Editor

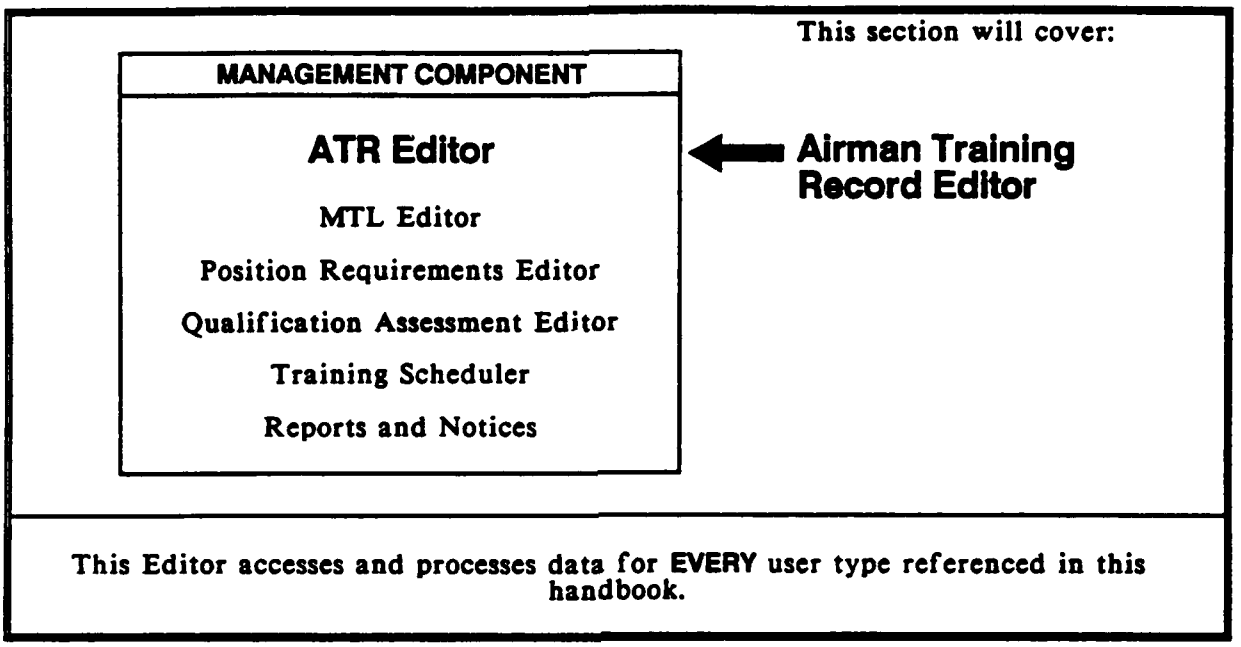



**Figure 6.3 Airman Training Record Editor**

The ATR Editor referenced in Figure 6.3 accesses and processes much of the data currently maintained in manual forms and automated systems that support Air Force job site training. Additionally, the editor accesses and processes training status and schedules for airman who are involved with, or have completed, training or evaluations pertaining to their duty position. Figure 6.4 illustrates the relationship of data available to the ATR Editor as compared with data available in conventional OJT.

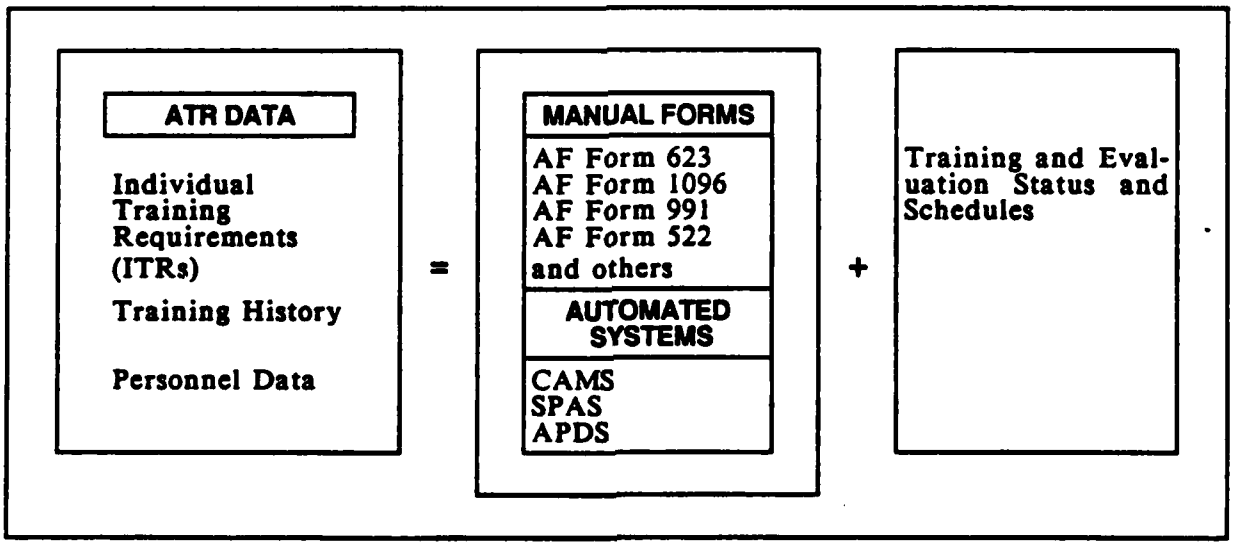



**Figure 6.4 ATR Data Relationships**

Within each individual's ATR, the following data are available:

- **INDIVIDUAL TRAINING REQUIREMENTS (ITRs)**
  - Tasks which an individual needs to be trained, and
  - Other Training Requirements that the individual must fulfill (for example Ancillary courses and Additional Duty courses).
- **TRAINING HISTORY**
  - Tasks for which an individual has been trained and certified that he/she can perform, and
  - Other Training Requirements that the individual has completed (for example, Ancillary Courses and Additional Duty Courses).
- **PERSONNEL DATA**
  - Personal, AFSC, Position and Organization Information
- **DATA UNIQUE TO AOTS**
  - AOTS Password
  - AOTS User Access Level(s)
  - AOTS Supervision List
- **TRAINING STATUS AND SCHEDULES**
  - Current training status for each AFS task being trained
  - Current training schedule for each airman being trained on AFS tasks or receiving other training

When you access the ATR EDITOR for data maintained on yourself, the Editor allows you to accomplish the following actions:

- o Review and Print your:
  - Individual Training Requirements (ITR)
  - Training Schedule
  - Personnel Data
  - Training History
  - AOTS Access Level(s)
  - Supervision List
- o Proceed with Training, and
- o Change your AOTS Password

| | |
|---|---|
| **NOTE:** | If you are NOT participating in OJT (i.e., you are fully position-qualified): the AOTS will not contain tasks in your Individual Training Requirements (ITR); you will not be scheduled for task training; nor will you have access to proceed with task training. |
| **NOTE:** | SUPERVISORS and TRAINING MANAGERS are the only AOTS users who have a Supervision List. The list reflects those airmen you may access data for, or perform actions on, when operating the AOTS. |

Section 7 of this User's Handbook provides you with step-by-step instructions for accessing YOUR data maintained by the ATR Editor.

When you access the ATR Editor for data contained on airmen OTHER THAN YOURSELF, the Editor allows you to accomplish the following actions:

- Update, Schedule, Review and Print the airman's Individual Training Requirements (ITR).
- Review and Print the airman's Training Schedule, Personnel Data, AOTS Access Level(s), and Supervision List.
- Review, Update and Print the airman's Training History.

**RULES YOU NEED TO KNOW WHEN ACCESSING OTHER AIRMAN'S ATRs**

1. As a TRAINEE, you may not access other airman's ATRs.

2. As a SUPERVISOR or TRAINING MANAGER, you may access data only for those airmen appearing on your Supervision List.

3. As a TRAINER, you may access data only for those airmen for whom you conduct OJT.

4. As an EVALUATOR, you may access data only for those airmen for whom you evaluate OJT.

5. SUPERVISION LISTS only exist in Supervisors' and Training Managers' ATRs.

Sections 9-11 provide step-by-step instructions for accessing data and completing functions which are authorized within the ATR Editor for airmen other than yourself.

### 6.1.2 Master Task List Editor

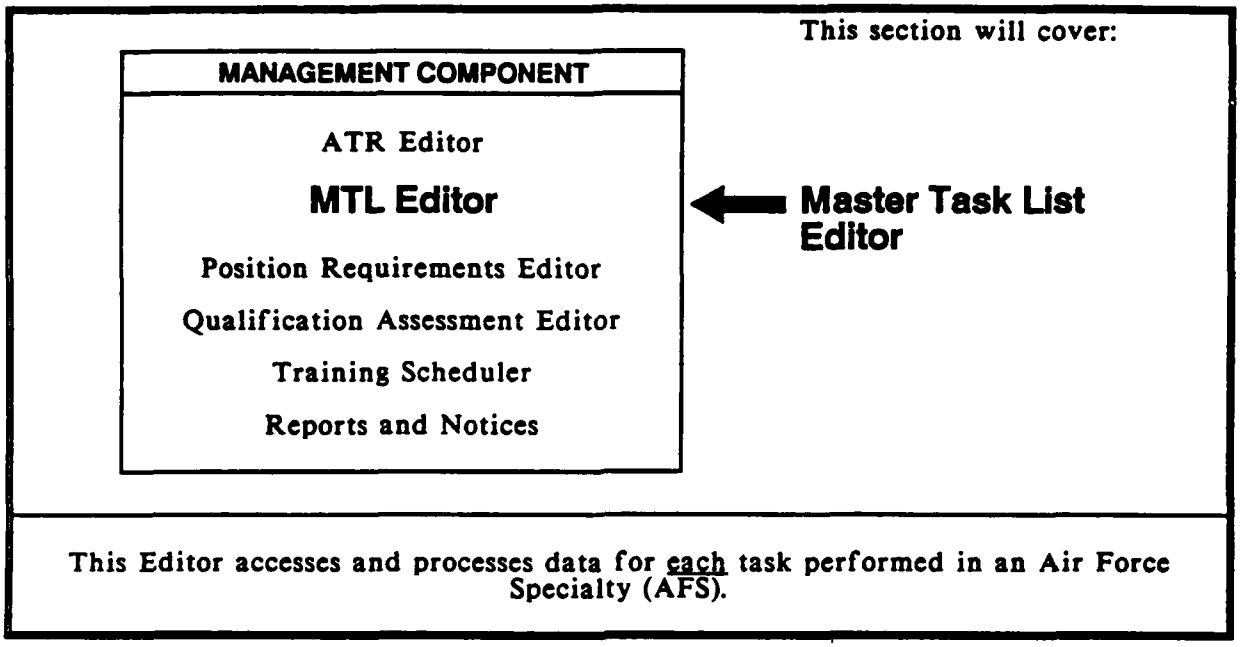



**Figure 6.5 Master Task List Editor**

All tasks performed in an AFS have been consolidated in a list which is referred to as the Master Task List (MTL). The MTL Editor referenced in Figure 6.5 accesses and processes lists of tasks for the following AFSs:

1. Aerospace Propulsion (454X0A)
2. Tactical Aircraft Maintenance (452X4D/M)
3. Personnel (732X0)
4. Security Police and Law Enforcement (811XX)

All users have access to at least one Master Task List. Some users have access to more than one, or all, MTLs. When in the MTL Editor, each user may display, search for, and print task data for any task listed on the MTL he/she is authorized access to.

Listed with each task is information that is needed to conduct effective training. The kinds of data available include:

- o Task Statement
- o Behavioral Objectives
- o Publications
- o Performance Resources
- o Prerequisite Tasks
- o Performance Steps
- o Performance Sequences
- o Skills and Knowledge
- o Certification Information

Because the AOTS is an on-going development system, complete task data for all tasks may not be available during the next year. As task analysis and development of training and evaluation materials continue, additional task data will be updated into the MTLs.

**RULES YOU NEED TO KNOW WHEN ACCESSING MASTER TASK LISTS**

1. As a TRAINEE, you may access only the MTL which corresponds to your CAFSC.

2. As a TRAINER or EVALUATOR, you may access only the MTLs which correspond to the CAFSCs of the airmen you will train or evaluate.

3. As a SUPERVISOR or TRAINING MANAGER, you may access those MTLs which correspond to the CAFSCs of the airmen reflected on your Supervision List.

Sections 8-11 of this User's Handbook provide access information, and uses for the task data, which you should know, depending on your user type.

### 6.1.3 Position Requirements Editor

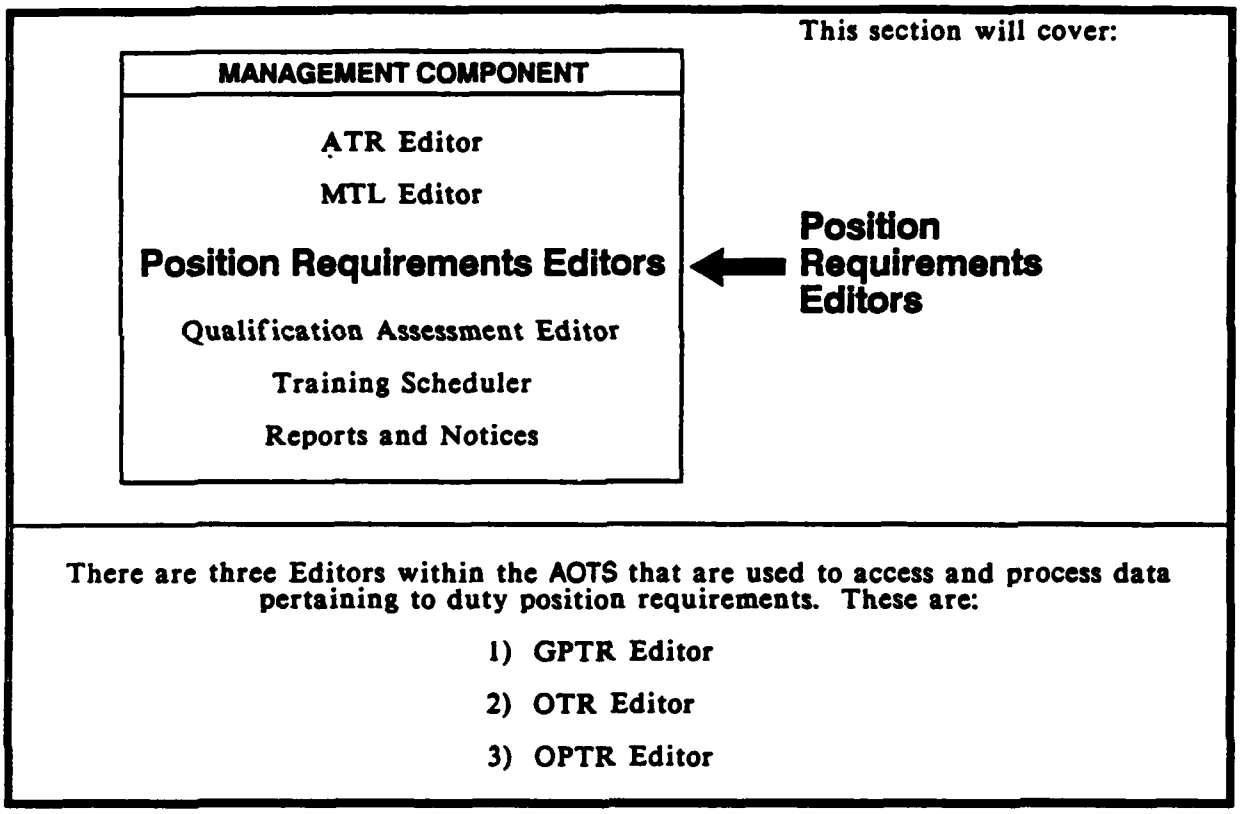



**Figure 6.6 Position Requirements Editors**

The specification and management of AFS tasks and other training requirements are accomplished through the editors referenced in Figure 6.6. As a SUPERVISOR or TRAINING MANAGER, you will need to learn the relationship of each of these editors, as well as become familiar with the data these editors support.

**GENERIC POSITION TASK REQUIREMENTS (GPTR) EDITOR:**

The GPTR Editor accesses and processes lists of tasks commonly performed in duty positions. These lists of performance tasks are referred to as Generic Position Task Requirements (GPTRs) and are sorted by Air Force Specialty (AFS).

As a SUPERVISOR or TRAINING MANAGER, you will be able to display, copy and print GPTRs. The GPTRs have been developed and are available in the AOTS database. The AOTS database has been developed and is maintained by the AFHRL Instructional Systems Team (IST).

**OTHER TRAINING REQUIREMENTS (OTR) EDITOR:**

The OTR Editor accesses and processes lists of training requirements necessary for airmen as they progress within their AF career and/or as they perform their AF duties. OTRs are sorted by the type of training requirement without regard to the Air Force Specialty or duty position.

The OTR Editor accesses and processes data for:

1) ANCILLARY COURSES -- these are training requirements which contribute either directly or indirectly to mission accomplishments. They are separate from the requirements in an airman's primary Air Force Specialty. The Ancillary Course requirements that are listed in AFR 50-1, AFRES Reg. 50-5, and ANG Reg. 50-012, have been loaded into AOTS and can be updated by using the OTR Editor.

2) ADDITIONAL DUTY COURSES -- these are training requirements which are non-AFS related, that are designed to provide the knowledge and/or skills necessary to perform non-AFS duties assigned to organizations. The Additional Duty Course requirements that are listed in AFR 25-5 have been loaded into AOTS and can be updated by using the OTR Editor.

3) CONTINGENCY TASKS -- these are tasks required to support mission requirements during emergency operations such as natural disasters, war-time, alert exercises, and so on. These tasks are identified and trained even though they are not a part of normal day-to-day operations. Contingency task requirements that are listed in Mission Directives and/or Operations and Contingency Plans have been loaded into AOTS and can be updated by using the OTR Editor.

4) ECI/CDC REQUIREMENTS -- these are training requirements that support AFSC skill level upgrade training. Career Development Course (CDC) requirements that are identified by the Extension Course Institute (ECI) Catalog and Guide have been loaded into AOTS and can be updated by using the OTR Editor.

As a SUPERVISOR or TRAINING MANAGER, you will be able to display, copy and print OTRs. The OTRs have been input, and are maintained, by persons who are responsible for developing the AOTS database - the Instructional Systems Team (IST).

**OPERATIONAL POSITION TASK REQUIREMENTS (OPTR) EDITOR:**

The OPTR Editor accesses and processes lists of performance tasks and other training requirements that are specific to particular duty positions. Each OPTR identifies the tasks and training requirements that are tailored to the airman assigned to the position. OPTRs are sorted by AFS, just as GPTRs are. Each OPTR list is identified by an OPTR ID, which is the airman's duty position number.

As a SUPERVISOR, you are authorized to create, edit, list, display, and print OPTRs. You will use data contained in the GPTR and OTR database as you work with the OPTR Editor. As a TRAINING MANAGER, you will be allowed to display, list, and print OPTRs.

Specific instructions have been provided in Sections 10 (Supervisor Functions) and 11 (Training Manager Functions) to assist you when you access the Position Requirements Editors.

### 6.1.4 Qualification Assessment Editor

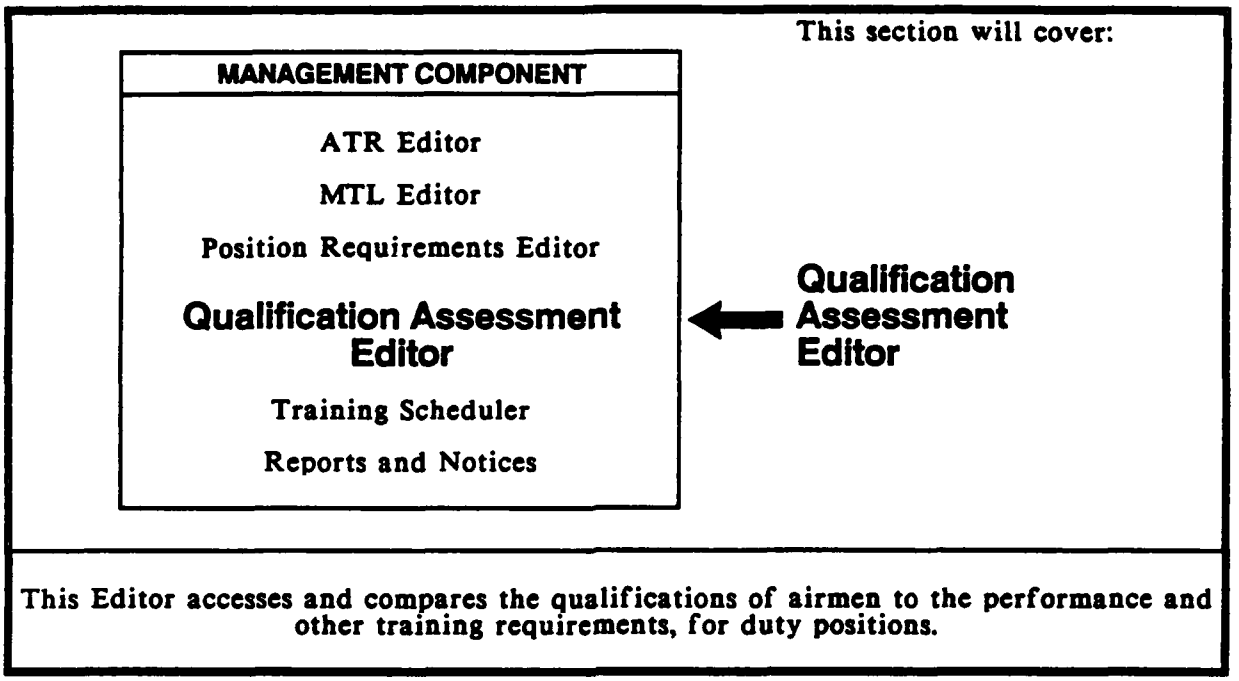



**Figure 6.7 Qualification Assessment Editor**

Earlier in this Section, you learned that Operational Position Task Requirements (OPTRs) exist for AF duty positions, and that EACH OPTR consists of performance tasks and/or other training requirements identified for the respective duty position.

You also learned that those tasks on which airmen have been certified, and other training completions, are stored within the training history portion of the Airman Training Records (ATRs); all are part of the AOTS database.

Within the qualification assessment editor referenced in Figure 6.7, a capability is provided to quickly determine how much training would be required should airmen be assigned to specific duty positions. This is accomplished through comparing the history of completed training to OPTRs. The following comparisons can be made:

1. One airman's qualifications to one OPTR
2. One airman's qualification to more than one OPTR
3. More than one airman's qualifications to one OPTR
4. More than one airman's qualifications to more than one OPTR.

These processes produce the identification of Individual Training Requirements (ITRs) for each airman included in each assessment. These requirements identify training that each airman assessed has not yet completed.

The qualification assessment process can be thought of as performing a training needs diagnosis, as depicted in Figure 6.8 below:

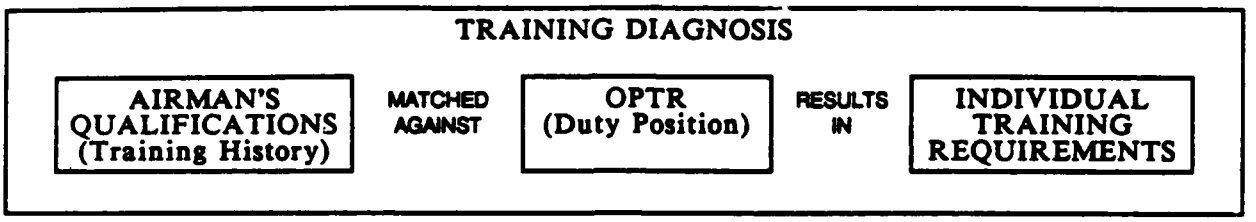



**Figure 6.8 Qualification Assessment Process**

Section 10 (Supervisor Functions) and Section 11 (Training Manager Functions) provide the procedures that apply to the authorized users of the Qualification Assessment Editor.

### 6.1.5 Training Scheduler

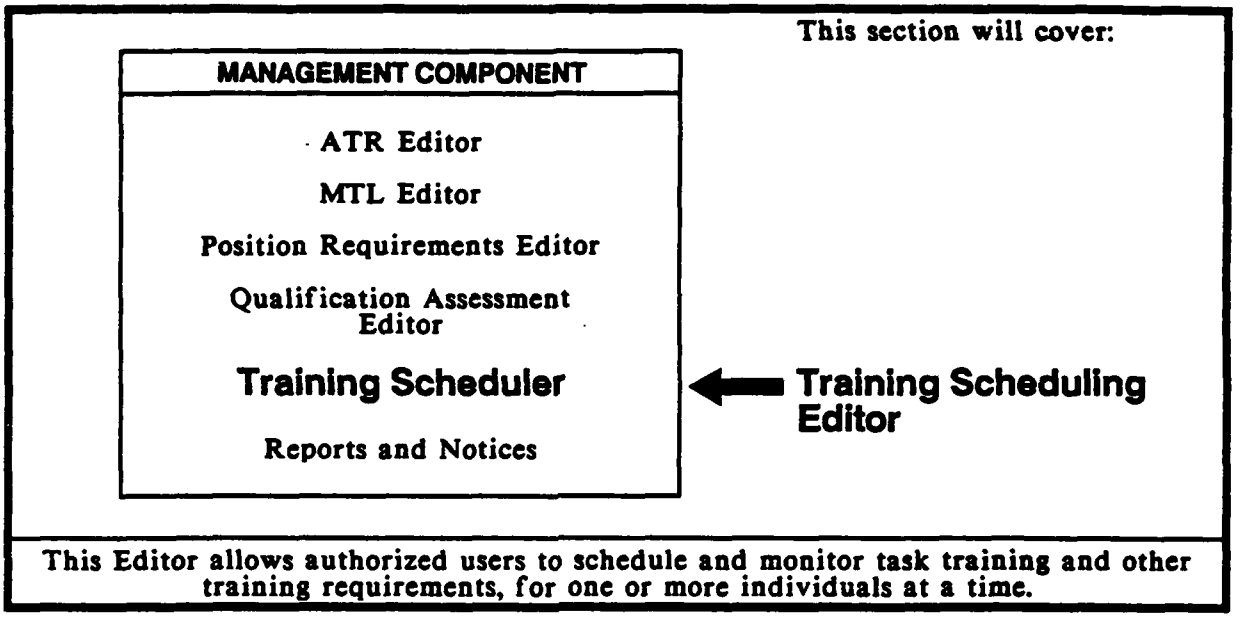



**Figure 6.9 Training Scheduling Editor**

## TASK TRAINING

As a trainer, evaluator or supervisor, you will use the Training Scheduler referenced in Figure 6.9 to schedule (forecast) task training or evaluation events.

- o An important concept to remember is that training a task under the AOTS is accomplished by completing four events for each objective that applies to the task.

- o The four events are:

  1). Knowledge Training

  2). Knowledge Evaluation

  3). Performance Training

  4). Performance Evaluation

The Training Scheduler allows:

a). Trainers to schedule Knowledge Training and Performance Training events;

b). Evaluators to schedule Knowledge Evaluation and Performance Evaluation events; and

c). Supervisors to schedule all four types of events.

Trainers, evaluators and supervisors also use the Training Scheduler to change task events (e.g., date or time of event; location of event), or to cancel task events when necessary. Additionally, when events are completed, the Training Scheduler is used to mark the events complete.

## OTHER TRAINING REQUIREMENTS:

While task training is scheduled and accomplished by trainers, evaluators and supervisors, other training requirements (OTRs) are scheduled by unit training managers or supervisors.

The Training Scheduler allows training managers and supervisors to schedule other training requirements for one person or a group of persons; as well as to mark the events complete once training has occurred.

- The functions that apply to the Training Scheduler have been briefly discussed in this section. In Sections 8, 9, 10 and 11, we have included the procedures for each function which requires specific users to work with the AOTS Training Scheduler.

### 6.1.6 Reports and Notices

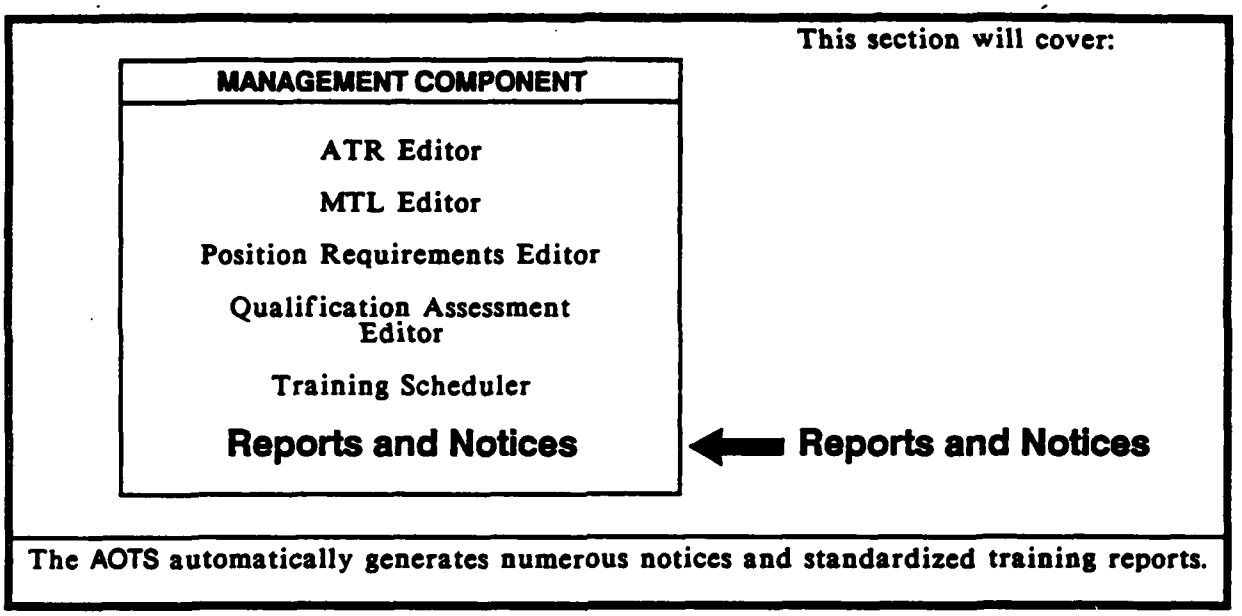



**Figure 6.10 AOTS Reports and Notices**

#### AOTS Notices

The AOTS Notices referenced in figure 6.10 are basically of two types: Personnel Change Notices and Training Event Notices. Personnel Change Notices are generated on a daily basis as AOTS automatically loads APDS data into the system. Personnel Change Notices inform workcenter Supervisors and Unit Training Managers of personnel changes which may require the adjustment of training programs.

Training Event Notices are generated as training events are scheduled, training assignments are made, alterations are made in training programs, and elements of training programs are completed. Training Event Notices advise Trainees, Trainers, Evaluators, Supervisors, and Training Managers of information they need to know to accomplish their training responsibilities.

#### AOTS Training Reports

The AOTS Training Reports referenced in Figure 6.10 are of two types: Standardized Training Reports and Ad Hoc Reports.

AOTS Standardized Training Reports are automatically generated on the first day of each month. Supervisors receive Standardized Training Reports for the individual airmen assigned to them for supervision. Training Managers receive Standardized Training Reports on the AOTS Workcenters and the Units to which they are responsible for. Base OJT receives Standardized Training Reports for all of the Units on base which have AOTS Workcenters.

The Standardized Training Reports summarize data from the previous month. Table 6.1 illustrates the types and levels of Standardized Training Reports which are generated by AOTS.

| TYPE OF REPORT | ORGANIZATIONAL LEVEL | | | |
|---|---|---|---|---|
| Position Qualification Status | I | W | U | B |
| Impact of Loss/Workcenter Coverage | I | W | | |
| Upgrade Training Summaries | | W | U | B |
| Upgrade Training Rosters | I | W | U | B |
| Evaluator Performance Data/Summaries | I | | U | B |
| Trainer Performance Data | I | | | |
| Training Event Summaries | | W | U | B |
| CDC Status Reports | I | | | |

I = Individual W = Workcenter U = Unit B = Base

**Table 6-1 AOTS Notices and Reports Summary**

Ad Hoc Reports provide a means whereby summarized data that are not available in the Standardized Training Reports can be generated. Ad Hoc Reports can ONLY be generated by System Administrators. In most cases, Standardized Training Reports will supply the information you need for management functions; however, if you cannot find the management information you need in the Standardized Training Reports, call the AOTS Hotline and explain your need.

AOTS Notices and Reports are described in greater detail in Chapter 12 of this document.

## 6.2 Evaluation

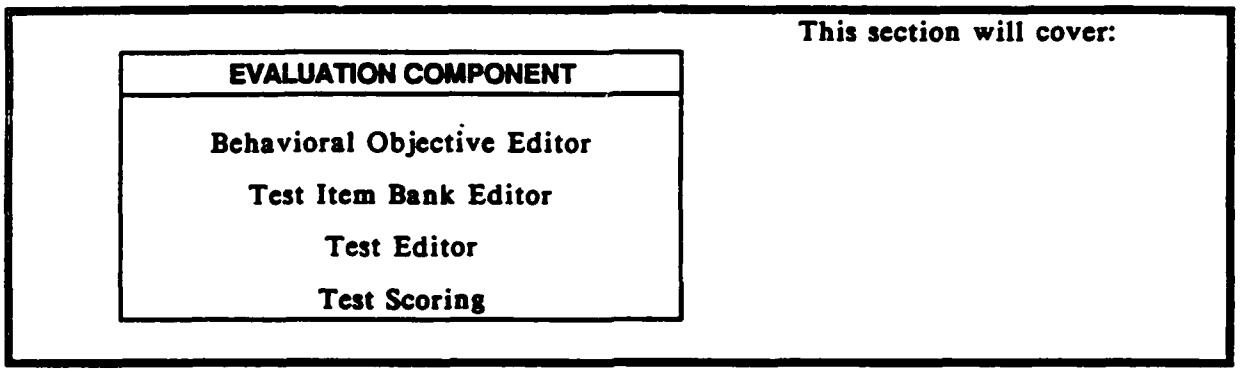



**Figure 6.11 Evaluation Component**

The Evaluation Component editors you will be using are identified in Figure 6.11. The following sections will provide you with information on how to use each of these editors.

### 6.2.1 Behavioral Objective Editor

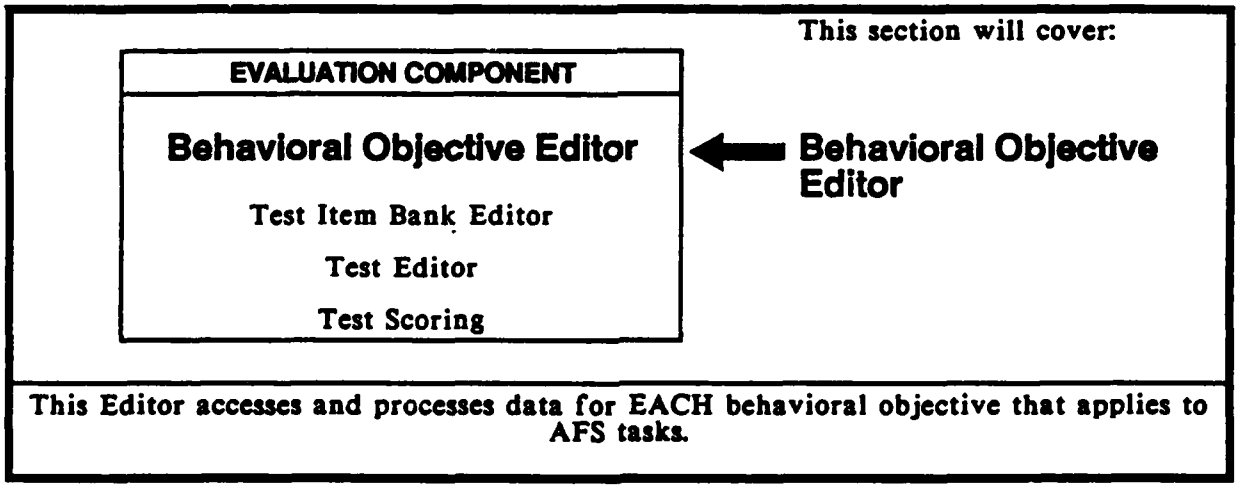



**Figure 6.12 Behavioral Objective Editor**

Each AOTS user has access to the Behavioral Objectives Editor referenced in Figure 6.12, however, most users can only display or print objective data. The Behavioral Objectives Editor is primarily used by the Instructional Systems Team (IST) at Bergstrom AFB, to develop and maintain behavioral objectives data. For each task that has been analyzed by the IST, the following objective data exists:

- o A behavioral objective statement, which identifies what a trainee should be able to accomplish once trained on the task, as well as the standards and conditions under which the task is to be performed,
- o The performance, training and evaluator's resources required to achieve the objective,
- o The publications which govern the objective, and
- o The training materials (text, film, CAI) which are sources of knowledge pertaining to the objective.

As you access task data (via the MTL Editor) you also have access to the Behavioral Objectives Editor. In sections 8, 9, 10 and 11, there is a function titled "Access Task Data", which include the procedures for accessing behavioral objective data via the Behavioral Objectives Editor.

### 6.2.2 Test Item Bank and Test Editors

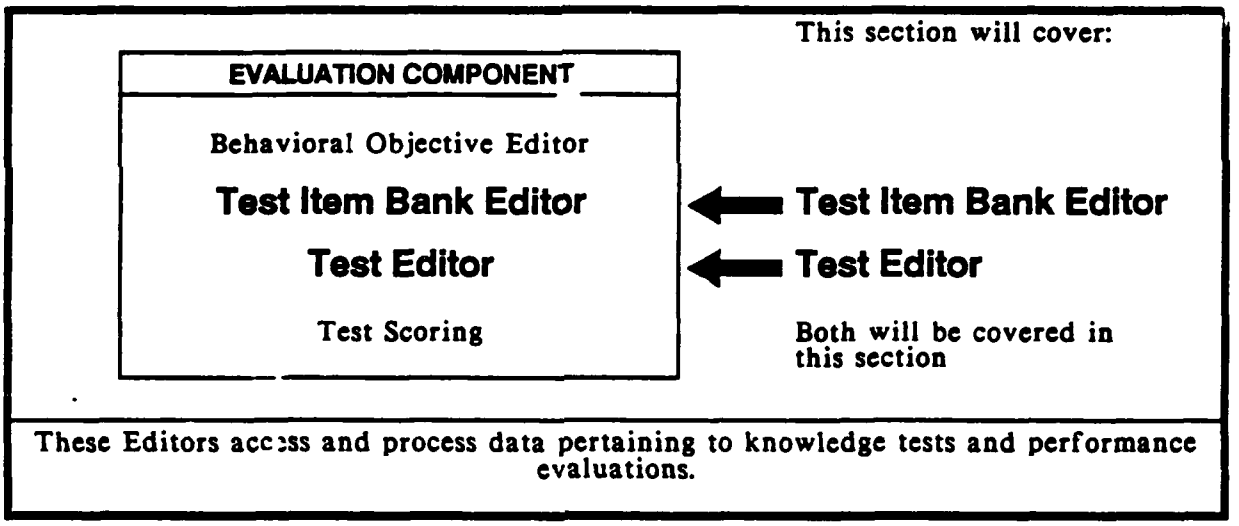



**Figure 6.13 Test Item Bank and Test Editors**

The Instructional Systems Team (IST) at Bergstrom AFB use the two editors referenced in Figure 6.13 to develop and maintain AOTS knowledge tests and performance evaluations:

1. The Test Item Bank Editor is used to develop and store in the AOTS database:
   a). Knowledge Test Items (i.e., true/false questions and multiple choice questions) and

b). Performance Evaluation Products (i.e., Oral Test Guides and Performance Evaluation Checklists).

| NOTE: | Oral Test Guides (OTGs) are instructions to the evaluator for conducting the performance evaluation. Performance Evaluation Checklists (PECs) list the actual performance steps which are to be evaluated. |
|---|---|

2. The Test Editor is used to:

   a). Consolidate and organize various knowledge test items into a single knowledge test, and

   b). Consolidate OTGs and PECs into a single performance evaluation.

As an evaluator, supervisor or training manager, you will schedule and/or administer knowledge tests and performance evaluations. However, you will not have direct access to the Test Item Bank Editor nor the Test Editor.

### 6.2.3 Test Scoring

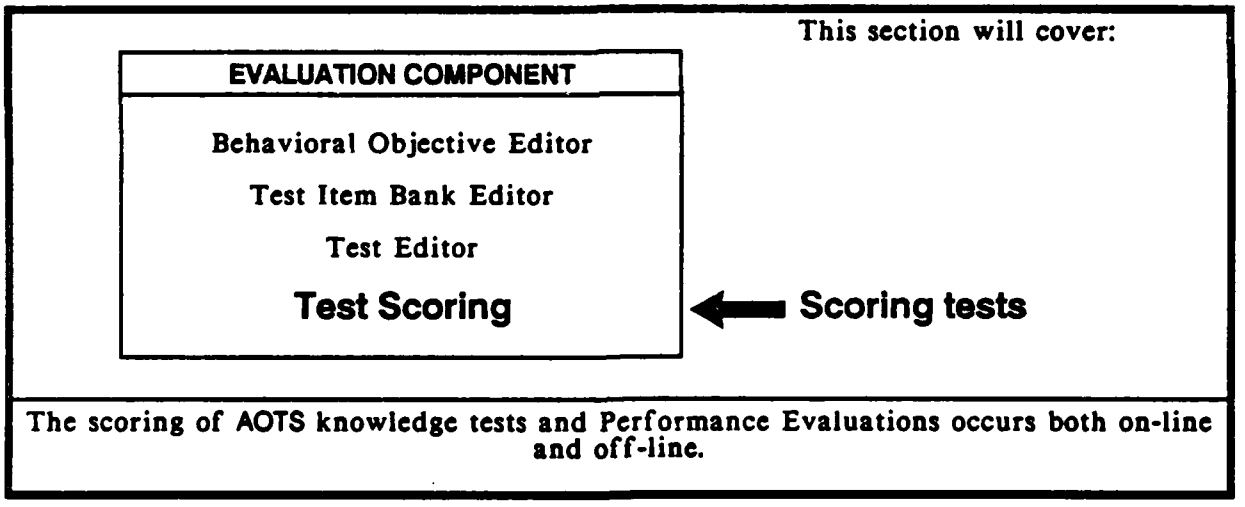



**Figure 6.14 Test Scoring**

As an evaluator, supervisor, or training manager, you have access to the AOTS Test Scoring processes referenced in Figure 6.14. The scoring of a test depends on whether the test is administered online or offline.

- A test administered on-line is automatically scored by the AOTS immediately after the examinee completes the test.

- A test administered off-line is scored by the AOTS after the evaluator passes an AOTS answer sheet through the SCANTRON Optical Mark Reader (OMR), or manually enters the examinee's responses using the keyboard.

## KNOWLEDGE TESTS

The scoring of a knowledge test depends on whether the test is taken online or offline.

- An on line test is automatically scored once a person completes the last question of the test. The test results are automatically printed to the evaluator.

- An off line test can be scored using the SCANTRON OMR equipment or by manually updating the response(s) for each question. Once the responses are scored, the test results are automatically calculated and printed to the evaluator.

**PERFORMANCE TESTS**

All performance evaluations are administered off line. The scoring of a Performance Evaluation Checklist (PEC) is accomplished by using the SCANTRON equipment or by manually entering the observations for each step and the overall "pass" or "fail" rating.

## 6.3 Training

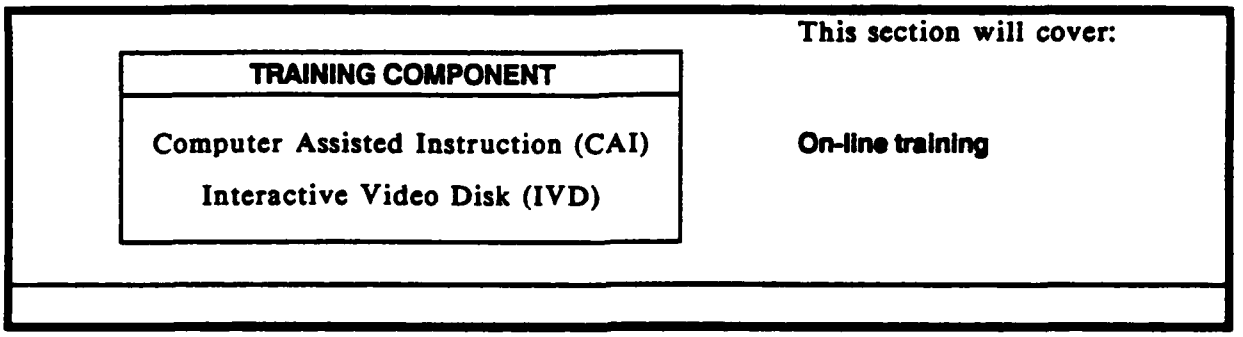



**Figure 6.15 AOTS On-line Training**

Figure 6.15 identifies the types of instruction delivered on line using the AOTS.

### 6.3.1 Computer Assisted Instruction (CAI)

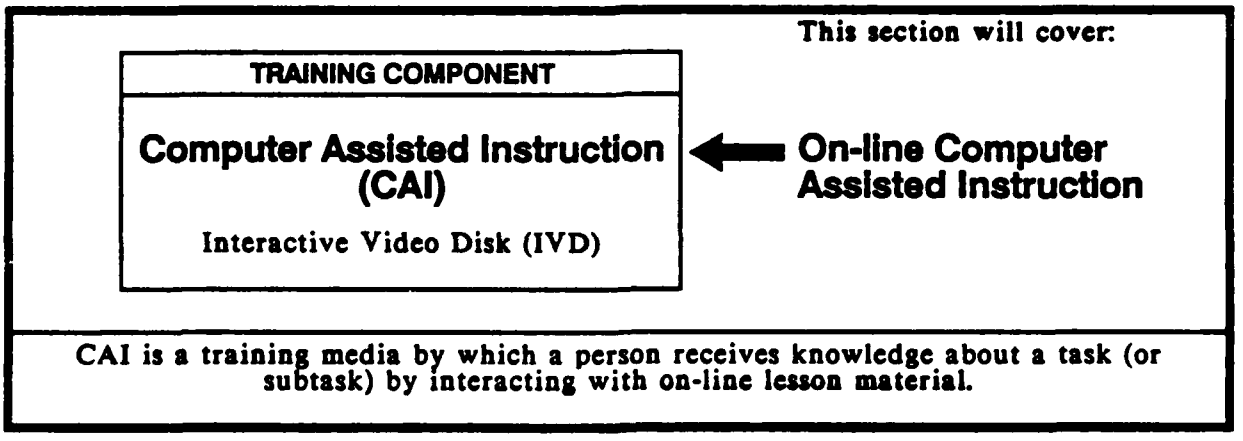



**Figure 6.16 Computer Assisted Instruction**

Using various editors, the Instructional Systems Team (IST) at Bergstrom AFB has developed a few of the CAI lessons referenced in Figure 6.16, where each lesson pertains to one task or subtask. Each lesson contains screens of information, graphics and questions/answers, which provide requisite knowledge about the task (or subtask).

- As a trainee, you will take an on-line lesson by accomplishing a function referred to as "Proceed with Training" (see Section 8.2).
- As a trainer, supervisor or training manager, you have access to review a CAI lesson, if you are certified on the task for which the lesson applies.

### 6.3.2 Interactive Video Disk

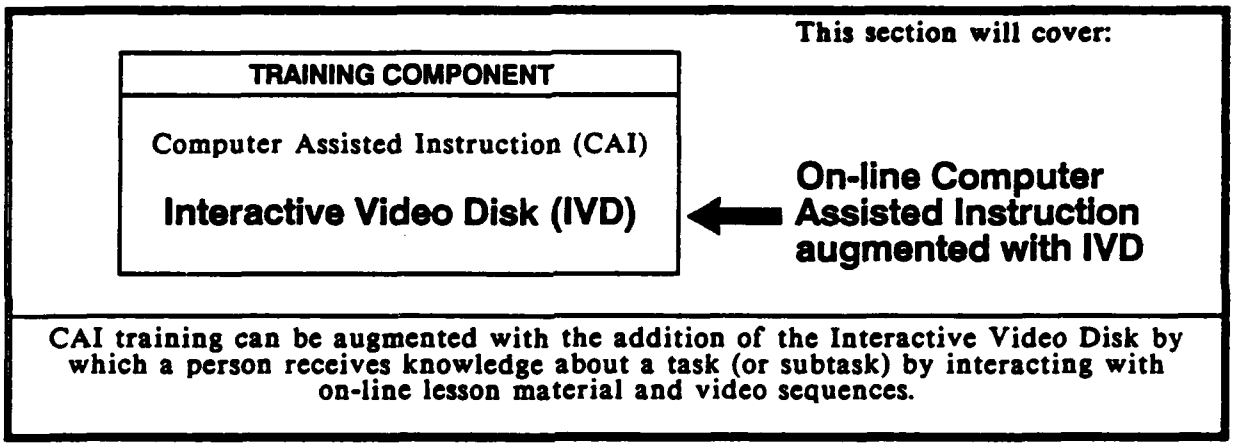



**Figure 6.17 Interactive Video Disk**

As described in section 6.3.1, the IVD capability augments the existing CAI lessons with still pictures, motion sequences with or without sound, and sound with still picture. The IVD lesson(s) referenced in Figure 6.17 are designed to further help a trainee understand a particular task(s).

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