

Unit Name

Instructor/Student Aid

Doc. No. JSF-TS-TIS-00094
Preliminary

Document Revision History

Rev	Developed On	Developed By	Description
Prelim	M-D-Y	Initials	Developed Student Aid for SGTO

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SECTION 1 -

Estimated Unit length (8 hour day): [Total number of academic days for the unit/subject rounded to 1 decimal place – From below]

- [hours.tenths – From FADD] hours of instructional time * 1.30 (30% factor to include introductions, summaries, & assessments) = [Total hours to 2 decimal places] hours
- [Total hours to 2 decimal places] hours/8 hours per day = [number of academic days to 2 decimal places] days academic days (rounded up to [Total number of academic days rounded to 1 decimal place] days)

These are notional estimates only. They will be further defined and validated during the Small Group Tryout (SGTO).

Formal On-the-Job Training: 0 hours

NOBC/NEC/MOS/AFSC/Trade: All

Prerequisites: None

Instructor-to-Student Ratio: Minimum 1:6; Maximum 1:12

Summary of Changes: New unit

Summary of Differences: None

SECTION 2 - Unit Abbreviation Overview

This unit provides personnel with sufficient knowledge of JSF ALIS Unit Abbreviation to effectively use the application to [Purpose of application].

2.1 Unit Abbreviation Subjects

The Unit Abbreviation unit is composed of # of subjects (#) subject. Each subject has a terminal objective, and one or more enabling objectives.

2.1.1 Subject Name

Terminal Objective: Subject Terminal Objective from FADD

KSA: 2Bb Meas: Written and Performance

1. EO #1 Objective
2. EO #2 Objective
3. etc

SECTION 3 - Subject Name Subject

3.1 Subject Introduction

Attention Statement:

Note** Aircraft maintenance is an extremely regimented and detailed endeavor. This is a necessity not only to ensure successful mission accomplishment, but more so because the lives of the aircrew rests in the hands of the technicians, managers, and senior leaders who make it their job to ensure all aircraft and equipment under their charge are mission capable. To accomplish this, error-free data entry into the ALIS is absolutely critical. It is the responsibility of all personnel to comply with all written guidance to ensure all required ALIS documentation is completed in a safe, timely, and effective manner.

3.1.1 Subject Objectives

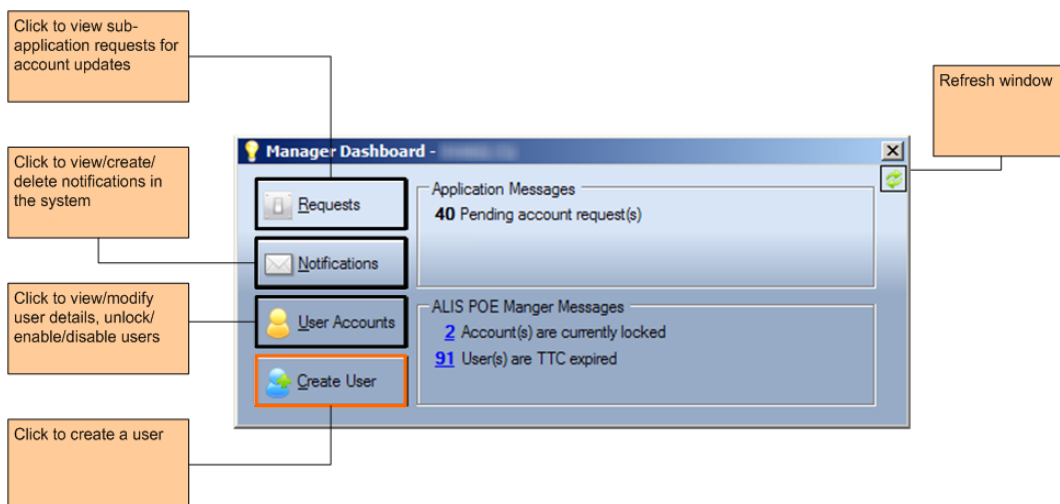
In this subject the learner will progress by completing the following Work Instruction(s):

1. EO Name 1 (reference FADD for updated Names)
2. EO Name 2
3. ...

3.1.2 Subject Overview

Example from POE Foundations (copy from the intro)

The Point of Entry Terminal Services (POETS) software is the initial access point for accessing the ALIS applications. POETS has a Manager Dashboard that is used to perform POE User Account creation/modification, notification management, and request management. The interface also displays how many requests are pending along with how many POE accounts are locked out and users with Technology Transfer Controller (TTC) expiration dates. Only application administrators have access to the Requests items in the Manager Dashboard. The following subject is intended for the POE user to identify steps through the core functions of the POETS environment.



Demonstrate Point of Entry User Operations

This Work Instruction demonstrates the login process and basic operations of accessing an application within the POE environment. An example is demonstrating how to launch Squadron Health Management (SHM) from the Start menu of the POE environment.

3.2 First EO Name

Copy the StepByStep.html and open to copy and paste the Steps. Keep in Times New Roman 12pt font.

Example from POE EO#1:

Step 1:

Select **START** to begin the work instruction.

Step 2:

In the **U**ser name: Text Field, Type "USER1".

Note** Squadron Health Management (SHM) has now opened.

THIS IS THE END OF THE WORK INSTRUCTION.

Select **CONTINUE** to view the summary.

3.3 Subject Summary

3.3.1 Subject Objectives

In this subject the learner completed the following Work Instruction(s):

1. EO Names (same as Intro)

3.3.2 Subject Overview

Copy from the Summary and use same formatting as Intro Overview.

Appendix A - Acronyms

Acronym	Definition
Insert acronyms from all pages to this point in this table. Sort by Acronym column to make alphabetical order.	

Appendix B – Reference Material

Example from POE. Copy the “old” guide as reference material into this appendix.
Keep the SECTION headings and reformat as needed.

SECTION 1 - POE Dashboard Overview

1.1 What is the Point Of Entry (POE)?

1.1.1 Overview

The POETS software has a Manager Dashboard that is used to perform POE User account creation/modification, notification management, and request management. The interface also displays how many requests are pending along with how many POE accounts are locked out and users with TTC expiration dates. Application administrators only have access to the Requests item in the Manager Dashboard.

SECTION 2 - Account Creation

The following are the steps required to create an ALIS user account (**NOTE: These are not system administrator accounts**).