

**Information Extracted from  
Air Force Enlisted Classification  
Directory (AFECD)  
31-October 2019**

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**LOGISTICS PLANS CAREER FIELD (2G)****Introduction  
(Changed 30 Apr 13)**

The Logistics Plans Career Field encompasses managing, administering, and operating logistics planning systems and activities supporting the expeditionary combat support principles of preparing the battle space, readying, positioning, employing, sustaining, and recovering the force. Included in this field are formulating, developing, evaluating, and monitoring logistics plans systems for planning, policies, and programs pertaining to executing partial or total Air Force or joint service mission. Use guidance and procedures for interpreting and implementing current, intermediate, and long range plans, policies, and programs.

**CEM Code 2G000**  
**AFSC 2G091, Superintendent**  
**AFSC 2G071, Craftsman**  
**AFSC 2G051, Journeyman**  
**AFSC 2G031, Apprentice**  
**AFSC 2G011, Helper**

**LOGISTICS PLANS**  
**(Changed 30 Apr 16, Effective 28 Sep 15)**

**1. Specialty Summary.** Develops, evaluates, monitors, and supervises logistics plans and programs including war readiness materiel (WRM), deployments, employment, and support planning and agreements. Related DoD Occupational Subgroup: 155100.

**2. Duties and Responsibilities:**

2.1. Performs logistics adaptive planning processes. Develops and supervises preparation of logistics annexes for operations plans and orders, programming, general support, contingency, and exercise plans. Prepares, evaluates, and supervises all aspects of deployment planning, dispersal, sustainment, recovery, reconstitution, exercises, and logistics support procedures. Conducts installation surveys to determine support capability, manages limiting factors, and provides planning support for associated units.

2.2. Performs base support planning processes. Prepares and directs the compiling, coordinating, publishing, distributing, maintaining, and implementing of base support plans. Analyzes and identifies plan supportability. Identifies limiting factors, shortfalls, and alternate support methods to enhance supportability of transiting and beddown forces.

2.3. Performs deployment, employment, and logistics command and control processes. Prepares, compiles, coordinates, publishes, distributes, maintains, and implements deployment guidance. Prepares for and supervises deployments and redeployments. Establishes and operates a logistics command and control center. Monitors deploying personnel and equipment products. Reviews planning documents to determine deployment taskings. Inputs, extracts, and interprets data in automated information systems. Assists in beddown of combat forces, analyzes emergency action messages, and recommends solutions. Develops crisis action procedures in conjunction with other employed organizations. Maintains a close relationship between operations, logistics, and support organizations to enhance support of the combat mission. Analyzes and recommends requirements for forward movement of forces to support theater commanders. Integrates redeployment planning actions with functional area representatives.

2.4. Performs WRM functions. Develops guidance and supervises administration, surveillance, and management of WRM. Analyzes WRM reports to validate constraints and develop planning factors. Validates and monitors WRM deficiencies, participates in WRM review board, and assists in WRM requirements determination process.

2.5. Performs support agreement processes. Serves as installation support agreement manager and provides Functional Area Agreement Coordinator training. Performs coordination, and maintenance functions; guides preparation and negotiations of support agreements.

**3. Specialty Qualifications:**

3.1. Knowledge. Knowledge is mandatory of: logistics planning techniques in functional areas of materiel management, maintenance, transportation, contracting, civil engineering, services, force protection, operations, personnel, comptroller, medical and legal as impacted by, and as they impact installation logistics planning; Air Force operations and organization; processes of deployment, beddown, employment, redeployment, and reconstitution; command and control techniques; techniques of conducting readiness assessments; data processing and electronic data processing equipment; basic budgeting techniques.

3.2. Education. For entry into this specialty, completion of high school is desirable.

3.3. Training. For award of AFSC 2G031, completion of a basic logistics plans course is mandatory.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.1. 2G051. Qualification in and possession of AFSC 2G031. Also, experience in functions such as developing, evaluating, monitoring, or inspecting logistics activities, or preparing logistics plans and documents.

3.4.2. 2G071. Qualification in and possession of AFSC 2G051. Also, experience performing or supervising functions such as developing, evaluating, monitoring, or inspecting logistics activities, or preparing logistics plans and documents.

3.4.3. 2G091. Qualification in and possession of AFSC 2G071. Also, experience in managing functions such as developing, evaluating, monitoring, or inspecting logistics activities, or preparing logistics plans and documents.

3.5. Other. The following are mandatory as indicated:

3.5.1. See attachment 4 for mandatory entry requirements.

3.5.1.2. Retraining into the 2G0XX career field within the Air Force Reserve is restricted to the grades of E-6 and below with less than 10 years of Total Federal Military Service.

3.5.2. For entry, award, and retention of AFSCs 2G031/51/71/91/00:

3.5.2.1. Ability to speak distinctly and communicate well with others.

3.5.2.2. Ability to communicate effectively in writing.

3.5.3. For award and retention:

3.5.3.1. ★ Specialty requires routine access to Tier 3 (T3) information, systems or similar classified environment. For award and retention of AFSCs 2G0XX, completion of a current T3 Investigation required IAW DoDM 5200.02, AFMAN 16-1405, *Air Force Personnel Security Program*, is mandatory.

**NOTE:** ★ Award of the entry level without a completed T3 Investigation is authorized provided an interim Secret security clearance has been granted according to DoDM 5200.02, AFMAN 16 -1405.

3.5.3.2. For award and retention of these AFSCs, must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

**DEPARTMENT OF THE AIR FORCE**  
**Headquarters US Air Force**  
**Washington, DC 20330-1030**

**CFETP 2G0X1**  
**Parts I and II**  
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**AFSC 2G0X1**  
**Logistics Plans**



**CAREER FIELD EDUCATION**  
**AND TRAINING PLAN**

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**RELEASABILITY:** There are no releasability restrictions on this publication.

## **LOGISTICS PLANS BADGE**

Combines the Eagle, Oval Wreath, and Globe from existing logistics badges with four lightning bolts which denote the four core logistics disciplines of supply, maintenance, transportation, and logistics plans.



### **HERALDRY**

- The Eagle at the center symbolizes the Air Force. It also symbolizes American military strength, dedication, and devotion to duty of personnel in the logistics plans field who support the generation and employment of aerospace forces across the spectrum of warfare. In its talons, the eagle is holding four bolts of lightning.
- The globe is symbolic of the extensive range of our logistics support mission and represents the readiness and ability of logistics plans personnel to deploy and sustain our forces worldwide.
- The four bolts of lightning represent the necessary integration of the four facets of the logistics support functions of supply, maintenance, transportation, and logistics plans.

Rules for Wear of the Logistics Plans Badge (Ref. AFI 36-2903):

Wear the basic badge after completing technical school. Wear the senior badge after award of the 7-skill level, and the master badge as a master sergeant or above with 5 years in the specialty from award of the 7-skill level. For retrainees, credit towards new badges starts upon entry into a new AFSC.

# LOGISTICS PLANS CORE COMPETENCIES

## *Overarching Competencies*

*Integrate Combat Support  
Conduct Strategic, War, & Contingency Planning  
Integrate Logistics Command and Control  
Integrate Logistics Information Systems*



### **Readying the Force**

- Conduct Readiness Assessments
- Analysis Wing Readiness Assessment
- Facilitate Programming and Budgeting (War Reserve Materiel, Logistics Information Systems, Decision Support Tools)
- Integrate and Perform Training (Deployments, War Reserve Materiel, Support Agreements)
- Integrate Logistics Inputs to Exercises and War games
- Integrate Logistics Modeling & Simulations
- Manage Unit Type Codes

### **Preparing the Battlefield**

- Conduct War and Contingency Planning (Deployment, Base Support and Expeditionary Site Planning (BSP/ESP))
- Coordinate International Logistics (Acquisition & Cross Servicing Agreements (ACSA), Operational Contract Support (OCS), Host Nation Support, Air Force Contract Augmentation Program (AFCAP))
- Manage War Reserve Materiel (WRM)
- Manage Support Agreements
- Manage Time Phased Force and Deployment Data (TPFDD) Development

### **Positioning the Force**

- Direct Deployment Command and Control
- Direct Reception and Beddown Command and Control

### **Employing and Sustaining the Force**

- Oversee Logistics Readiness Center Operations and Combat Support Integration
- Coordinate Wartime Host Nation Support

### **Recovering the Force**

- Direct Redeployment Command and Control
- Reconstitute WRM



**CAREER FIELD EDUCATION AND TRAINING PLAN  
LOGISTICS PLAN  
AFSC 2G0X1**

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Attachment 1 - Qualitative Requirements

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**LOGISTICS PLAN**  
**AFSC 2G0X1**  
**CAREER FIELD EDUCATION AND TRAINING PLAN**

***PREFACE***

1. This Career Field Education and Training Plan (CFETP) is a comprehensive core-training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for the Logistics Plans specialty. This CFETP provides personnel with a clear career path to success and instills rigor in all aspects of career field training. AFI 36-2129 contains further information on logistics plans functions. References to promotion testing requirements apply to active duty military personnel. **NOTE:** Civilians occupying management positions may use Part II to support duty position qualification training.

2. This CFETP consists of two parts; both parts of this plan are used by supervisors to plan, manage, and control training within the career field.

21. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan. Section B identifies career field progression information, duties and responsibilities, training strategies and career field path. Section C associates each level with specialty qualifications (knowledge, education, experience, training and other). Section D indicates resource constraints; some examples include funds, manpower, equipment and facilities. Section E identifies transition training guide requirements for SSgt through MSgt.

22. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, and Air Education and Training Command (AETC) conducted wartime course, core task, and correspondence course requirements. Section B contains the course objective list and training standards supervisors will use to determine if Airmen have satisfied training requirements. Section C identifies available support material. Section D identifies mandatory courses. Section E can be used to identify MAJCOM-unique training requirements.

23. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their career. This plan enables us to train today's work force for tomorrow's jobs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

## ***ABBREVIATIONS/TERMS EXPLAINED***

**Advanced Distributive Learning (ADL).** Anytime, anyplace learning within DoD consisting of instructional modules comprised of sharable content objectives in an Internet/Intranet environment.

**Advanced Training (AT).** Formal course which provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career Airmen at the advanced level of an AFS.

**Air Force Career Field Manager (AFCFM).** An individual, usually a Chief Master Sergeant, on the Air Staff charged with the responsibility for overseeing all training and career field management aspects of an Air Force specialty or group of specialties.

**Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS).** A comprehensive task list, which describes a particular job type or duty position. They are used by supervisors to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

**Career Field Education and Training Plan (CFETP).** A CFETP is a comprehensive, multipurpose document encapsulating the entire spectrum of education and training for a career field. It outlines a logical growth plan that includes training resources and is designed to make career field training identifiable, to eliminate duplication, and to ensure this training is budget defensible.

**Continuation Training.** Additional training exceeding requirements with emphasis on present or future duty assignments.

**Core Task.** A task Air Force Career Field Managers (AFCFMs) identify as a minimum qualification requirement within an Air Force specialty or duty position.

**Course Objective List (COL).** A comprehensive list derived from initial skills course-training standards, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3/7 skill level in a career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2651, Air Force Training Program

**Directed Duty Assignment (DDA).** Airmen basic trainees or personnel disqualified or eliminated from technical training assigned for on-the-job training.

**Enlisted Specialty Training (EST).** A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade Airmen in each skill level of a specialty.

**Exportable Training.** Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

**Field Technical Training (Type 4).** Special or regular on-site training conducted by a field

training detachment (FTD) or by a mobile training team.

**Instructional System Development (ISD).** A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way the knowledge, skills, and attitudes essential for successful job performance.

**Initial Skills Training.** A formal resident course which results in award of the 3-skill level.

**Occupational Analysis Report (OAR).** A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

**On-the-Job Training (OJT).** Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

**Optimal Training.** The ideal combination of training settings results in the highest levels of proficiency on specified performance requirements within the minimum time possible.

**Qualification Training (QT).** Actual hands-on task performance-based training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills training required to do the job.

**Qualification Training Package (QTP).** An instructional course designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

**Representative Sites.** Typical organizational units having similar missions, weapon systems or equipment, or a set of jobs, used as a basis for estimating average training capacities and costs within the Training Impact Decision System (TIDES).

**Resource Constraints.** Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

**Skills Training.** A formal course which results in the award of a skill level.

**Specialty Training.** A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade Airmen in the award of a skill level.

**Specialty Training Package and COMSEC Qualification Training Package.** A composite of lesson plans, test material, instructions, policy, doctrine, and procedures necessary to conduct training. These packages are prepared by AETC, approved by National Security Agency (NSA), and administered by qualified communications security (COMSEC) maintenance personnel.

**Specialty Training Standard (STS).** An Air Force publication that describes an Air Force specialty in terms of tasks and knowledge that an airman in that specialty may be expected to

perform or to know on-the-job. The STS identifies the training provided to achieve a 3, 5, and 7 skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an Air Force specialty code (AFSC) are taught in formal schools and correspondence courses.

**Standard.** A fixed quantity, quality, or level of performance an individual is expected to demonstrate.

**Task Module I.** A group of tasks performed within an Air Force specialty that are performed together and that require common knowledge, skills, and abilities. TMs are identified by an identification code and a statement.

**Total Force.** All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

**Training Business Area (TBA).** TBA is an AF Portal, Net-Centric, GCSS-AF IF Level 4, Web-Based application providing AF Warfighters with global, real-time visibility into the technical qualifications, certifications, and training status of support and weapons systems professionals AF-wide. TBA was developed as the enterprise approach to managing our training business process and supports base, wing, and work center level training management activities by automating training management business processes previously performed using paper records and legacy systems.

**Training Capacity.** The capability of a training setting to provide training on specified requirements, based on the availability of resources.

**Training Planning Team (TPT).** Comprised of the same personnel as a U&TW, however TPTs are more intimately involved in training development and the range of issues are greater than is normal in the U&TW forum.

**Training Requirements Analysis.** A detailed analysis of tasks for a particular AFS to be included in the training decision process.

**Training Setting.** The type of forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study etc.).

**Upgrade Training (UGT).** A mixture of mandatory courses, task qualification, QTPs, and CDCs required for award of the 3, 5, 7, or 9 skill levels.

**Utilization and Training Pattern.** A depiction of the training provided to and the jobs performed by personnel throughout their tenure within a career field or Air Force specialty. There are two types of patterns: 1) Current pattern, which is based on the training provided to incumbents and the jobs to which they have been and are assigned; and 2) Alternate pattern, which considers proposed changes in manpower, personnel, and training policies.

**Utilization and Training Workshop (U&TW).** A forum of the AFCFM, MAJCOM Air Force Specialty Code (AFSC) functional managers, Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.

## ***PART I***

### ***SECTION A - GENERAL INFORMATION***

1. **Purpose.** This CFETP provides information necessary for the Air Force Career Field Manager (AFCFM), MAJCOM functional managers, commanders, training managers, supervisors, trainers, and applicable AETC training wing to plan, develop, manage, and conduct an effective career field education and training program. This plan outlines training individuals must receive to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and continuing education and training. Initial skills training are the Air Force specialty (AFS) specific training an individual receives upon entry and/or retraining in this specialty. For our career field, this training is provided by AETC, 344 TRS at JBSA-Lackland, TX. Upgrade training (UGT) identifies the mandatory courses, task qualification requirements, and correspondence course completion required for award of the 3, 5, 7, and 9 skill levels. Qualification training (QT) is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the UGT process. It is designed to provide the performance skills/knowledge required to do the job. Advanced training is formal Air Force Specialty training used for selected Airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training (OJT), provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP also serves the following purposes:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field education and training program. In addition, it is used to help supervisors identify training at the appropriate point in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in this specialty and recommends education/training throughout each phase of an individual's career.

1.3. Lists training and education courses available in the specialty, identifies sources of training, and the training delivery method.

1.4. Identifies major resource constraints that impact full implementation of the desired career field training process.

2. **Usage.** The CFETP will be used by the AFCFM, MAJCOM functional managers, and supervisors, at all levels to ensure comprehensive and cohesive training programs are available for each individual in the logistics plans field.

2.1. AETC training personnel will develop/revise formal resident and non-resident training based on requirements established by users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. The MAJCOM functional managers ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. Identified requirements can be satisfied by OJT, resident, contract, or exportable courseware/courses. MAJCOM

developed training to support this AFSC must be identified for inclusion in this plan and must not duplicate available training.

23. Unit Education and Training Managers and supervisors must ensure each individual completes the mandatory training requirements (including MAJCOM supplemental requirements) for the upgrade training specified in this plan.

24. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

3. **Coordination and Approval.** The AFCFM is the approval authority. Also, the AFCFM will initiate an annual review of this document to ensure currency and accuracy. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. Using the list of courses in Part II, they will eliminate duplicate training.

## ***SECTION B - CAREER PROGRESSION AND INFORMATION***

### **4 Specialty Description.**

4.1. Specialty Summary. Performs contingency planning through the requirements determination process, analysis and evaluation of operational plans. This includes adaptive planning, base support and expeditionary site planning, War Reserve Materiel (WRM) deployment/redeployment/reception, support agreements and Acquisition and Cross-Servicing Agreements (ACSA) processes and logistics C2 functions.

4.2. Duties and Responsibilities.

4.2.1. Performs logistics command and control to support National Defense, Air Force, and Homeland Defense operations. Coordinates action to ensure prompt response that facilitates the consolidation of logistics annexes; while identifying limiting factors that affect operational objectives, programming, general support, contingency, and exercise plans. Manages and monitors the installation's unit deployment/redeployment/reception programs. Collects, extracts, analysis and interprets logistics data from information systems and plans to determine supportability and execute deployment tasking.

4.2.2. Conducts logistics feasibility analysis associated with National Defense, Air Force missions, and Homeland Security to provide recommendations regarding strategic and long-range planning. Writes after action reports using data collected outlining limiting factors, findings, and recommendations to support decisions. Establishes processes that facilitate tasks that define capabilities to support essential functions i.e. operational, combat support and service support organizations. Identifies limiting factors, constraints, resources and capabilities that are allocated to support a range of military operations resulting in a BSP Part I or II/Expeditionary Part I and II plan.

4.2.3. Prepare organizations to support deployment, redeployment, and reception activities which include activating logistics C2 centers, conducting movement and support meetings. Also, facilitates unit cargo/personnel preparation by identifying shipping/handling and personnel training requirements. Logistics C2 support will vary based on unit location, however, these activities play a major role in synchronizing support functions.



4.2.4. Analyzes/evaluates documentation to support WRM management in determining logistics constraints. Provides recommendations, monitor status of deficiencies, preparation and management of the budget to balance limited resources against operational risk.

4.2.5. Provided service support through varies types of agreements that are categorized as Intra-Service, Inter-service, Intra-agency, Memorandum of Understanding and, Memorandum of Agreement. Eliminates resource duplication where there is a need to provide recurring support to DoD agencies, Air Force units and eligible international organizations.

**5 Skill and Career Progression.** Adequate training and timely progression from apprentice (3-skill level) to the superintendent (9-skill level) levels play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training do their part to plan, manage and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career. Supervisors should use feedback sessions to clarify expectations and develop career goals. Inability to advance on skill level after objective evaluation will require retraining to another career field or separation from military service. AFI 36-2561 provides the minimum requirements for skill-level upgrade. Additional considerations are listed below.

5.1. Apprentice (3) Level. Initial skills training in this specialty consist of the tasks and knowledge training provided in the 3-skill level resident course at JBSA-Lackland, TX or by completing the tasks in the 3 skill level course column, column 4A in the STS. Upon completion of initial skills training, a trainee will work with a trainer to enhance their knowledge and skills. They will use Task Qualification Training and exportable courses, such as career development courses (CDCs) to progress in the career field. Once task certified, a trainee may perform the task unsupervised. It is imperative that 3-level personnel receive training in WRM, deployment management, support agreements, base support and expeditionary site planning and contingency planning. Three-levels may be assigned job positions such as automated deployment system operators, deployment management technician, WRM technician, support agreements technician, base support and expeditionary site planning technician, or plans technician. Completion of the LOGMOD/IDS Course is mandatory for automated deployment system operators.

5.2. Journeyman (5) Level. Journeymen are expected to build upon the skills learned as an apprentice by additional OJT, completion of career development courses (CDCs), completion of WRM program course (on ADLS AFCEC Gateway), completion of UDM program course (on ADLS AMC Gateway), and certification of core tasks. Five- levels may be assigned job positions such as automated deployment system operator or supervisor, deployment management technician or supervisor, WRM technician or supervisor, support agreements technician or supervisor, and base support and expeditionary site planning technician or supervisor or plans technician or supervisor. Trainees will complete all available training courses, CDCs, or MAJCOM specific training before upgrade training is complete. Senior Airmen will attend the Airman Leadership School (ALS) after having 48 months in the Air Force or upon selection for promotion to Staff Sergeant. Individuals will use their CDCs and Professional Development Guide (PDG) to prepare for testing under Weighted Airman Promotion System (WAPS). Five-level personnel will attend Contingency Wartime Planning Course (CWPC), LOG 199 (Introduction to Logistics), LOG 299 (Combat Logistics Course) and JOPES/GCCS/DCAPES training. Highly recommend completion of a CCAF degree in a logistics related discipline.

5.3. Craftsman (7) Level. A craftsman may fill various supervisory and management positions such as NCOIC of deployment operations, support agreements manager, WRMNCO, section supervisor, and task trainer. Trainees should take courses or obtain knowledge on management of resources and personnel. They will also complete the 7-level CDC and all the 7-level core tasks. Continued academic education through CCAF, Contingency Wartime Planning Course (CWPC), LOG 299, Combat Logistics Course, and JOPES/GCCS/DCAPES is encouraged. Highly recommend completion of a CCAF degree in a logistics related discipline. In addition, when promoted to TSgt, individuals will attend the Noncommissioned Officers Academy.

5.4. Superintendent (9) Level. A superintendent can be expected to fill logistics plans superintendent positions. Superintendent personnel should attend Contingency Wartime Planning Course (CWPC), JOPES/GCCS/DCAPES training, LOG-R, LOGFAC and LOG 399, Strategic Logistics Management. Additional knowledge in the areas of budget, manpower, resources, and personnel management should be pursued through continuing education. Individuals promoted to SMSgt will have attended the Senior Noncommissioned Officer Academy or Sister Service Equivalent. Additional higher education and completion of courses outside of their career AFSC are also recommended.

**6. Training Decisions.** The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Logistics Plans career field. The spectrum includes a strategy for when, where and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. The following decisions were made as a result of close coordination between technical training course development, school house, field SMEs, functional managers and the AFCFM. The final training requirements are then approved by the Career Field Manager.

6.1. 3-Skill Level Training. Changes to the 3-level course for AFSC 2G0X1 include modifications to DCAPES, WRM, and UTC management with an increased emphasis on adaptive planning. The total number of 3-level STS line items changed from 189 to 100. Overall course length remains the same.

6.2. 5-Skill Level Upgrade Training. Upgrade to the five-skill level requires completion of 5-level CDCs and completion of the core tasks. The core tasks are the minimum number of tasks an individual must be certified on in order to be upgraded to the next skill level. However, there may be instances where an individual cannot be certified on a given task due to lack of resources. Refer to AFI 36-2651 for training guidance and proper documentation procedures. Trainee must complete a minimum of 12 months in 5 level upgrade training(UGT)/9 months for retrainees to be awarded their 5 level.

6.2.1. Changes to the 5-level CDCs for AFSC 2G0X1 were minor and included a detailed review of the proficiency codes for each task. 5-level core tasks changed decreased from 82 to 53.

6.3. 7-Skill Level Advanced Training. Seven-level upgrade will be accomplished through completion of the CDCs and core tasks. The core tasks are the minimum number of tasks an individual must be certified on in order to be upgraded to the next skill level. However, there may be instances where an individual cannot be certified on a given task due to lack of

resources. In this case, contact the Base Education and Training Office for guidance and on the proper procedures to annotate the individual's training record. Trainee must complete a minimum of 12 months in 7-level UGT/9 months for retrainees to be awarded the 7 skill level.

6.3.1. Changes to the 7-level CDCs for AFSC 2G0X1 were minor and include changing the proficiency requirement under determine worst-case scenario and adding a proficiency requirement for developing Installation Deployment Plan (IDP). 7-level core tasks increased from 8 to 40.

**7. Community College of the Air Force (CCAF).** Automatic enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an Associate in Applied Sciences Degree. In addition to its associate's degree program, CCAF offers the following:

7.1. CCAF Degree Requirements. Prior to completing a CCAF associate degree, the 5 skill level must be awarded and the following requirements must be met:

<b>SUBJECT:</b>	<b>SEMESTER HOURS</b>
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education: Oral Communication, Written Communication, Mathematics, Social Science and Humanities	15
Program Elective: Technical Education; Leadership, Management, and Military Studies; or General Education	15
<b>Total</b>	<b>64</b>

7.1.1. Technical Education (24 Semester Hours): A minimum of 12 semester hours of technical core subjects/courses must be applied and the remaining semester hours applied from Technical Core or Technical Elective subjects and courses. Specific requirements can be found in the latest CCAF catalog located at [http://www.au.af.mil/au/barnes/ccaf/catalog/2014cat/2014\\_2016\\_General\\_catalog.pdf](http://www.au.af.mil/au/barnes/ccaf/catalog/2014cat/2014_2016_General_catalog.pdf).

7.1.2. Leadership, Management, and Military Studies (6 Semester Hours): The leadership, management and military studies (LMMS) requirement may be satisfied by applying professional military education, civilian courses accepted in transfer and/or by testing credit.

7.1.3. Physical Education (4 Semester Hours): This requirement is satisfied by completion of Basic Military Training.

7.1.4. General Education (15 Semester Hours): Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog.

7.1.5. Program Elective (15 Semester Hours): Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects and courses, including natural science courses meeting GER application criteria. Nine semester hours of CCAF degree applicable technical credit otherwise not applicable to this program may be applied. See the CCAF General Catalog for details regarding the Associate of Applied Science degree for this specialty.

7.2. Professional Certifications. Certifications assist the professional development of our Airmen by broadening their knowledge and skills. Additionally, specific certifications may award collegiate credit by CCAF and civilian colleges, saving time and Air Force tuition assistance funds. It also provides Airmen an opportunity to prepare for transition to civilian life. To learn more about professional certifications and certification programs offered by CCAF, visit <http://www.au.af.mil/au/ccaf/certifications.asp>. In addition, CCAF offers the following certification programs and resources.

7.2.1. CCAF Instructor Certification. CCAF offers the CCAF Instructor Certification (CIC) Program for qualified instructors who teach CCAF collegiate-level credit awarding courses at a CCAF affiliated school. The CIC is a professional credential that recognizes the instructor's extensive faculty development training, education and qualification required to teach a CCAF course, and formally acknowledges the instructor's practical teaching experience. Qualified officer, enlisted, civilian and other service instructors are eligible for this certification.

7.2.2. CCAF Instructional Systems Design Certification. CCAF offers the Instructional Systems Development (ISD) Certification for qualified individuals who develop CCAF courses/curriculum at CCAF affiliated schools. The purpose of the certification is to recognize the training and education required for individuals to be qualified to develop and manage CCAF collegiate courses. The certification also recognizes the individual's ISD qualification and experience in planning, developing, implementing, and managing instructional systems. Qualified officer, enlisted, civilian, and other service curriculum writers/developers are eligible for this certification.

7.3. Air Force Credentialing Opportunities On-Line (AF COOL). AF Cool replaced the CCAF Credentialing and Education Research Tool (CERT). The AF Cool Program is managed by CCAF and provides a research tool designed to increase an Airman's awareness of national professional credentialing and funding opportunities available for all Air Force occupational specialties. AF COOL also provides information on specific occupational specialties, civilian occupational equivalencies, AFSC-related national professional credentials, credentialing agencies, and professional organizations. AF COOL contains a variety of information about credentialing and licensing and can be used to:

- Get background information about civilian licensure and certification in general and specific information on individual credentials including eligibility requirements and resources to prepare for an exam.
- Identify licenses and certifications relevant to AFSC
- Learn how to fill gaps between Air Force training and experience and civilian credentialing requirements
- Get information on funding opportunities to pay for credentialing exams and associated fees
- Learn about resources available to Airmen that can help them gain civilian job

credentials

- To learn more about AF COOL and funding processes, visit <https://afvec.us.af.mil/afvec/Public/COOL>

7.4. SOLE Designated Logistician Program. Recognizes the continuing nature of education and development of the professional logistician, in 2005 the Society implemented the Demonstrated Logistician Program. This program provides intermediate recognition of professional performance and continuing education in the individual fields of practice within the profession. More information is available at <http://www.sole.org/dlp.asp>.

7.5. Air Force Institute of Technology (AFIT). AFIT is the sole provider of more than 100 professional continuing education courses in acquisition management, logistics management, contracting, systems management, software engineering, and financial management delivered to war fighters around the globe via customer focused delivery modes including resident, on-site, and online courses. More information on course availability can be found at <https://www.afit.edu/LS/>

7.6. Air Force Career Development Academy (AFCDA) Courses. For information on all distance learning and web-based courses refer to the following websites:

Air University <http://www.au.af.mil/au/afiadl/>

Acquisition Community Connection <https://acc.dau.mil/CommunityBrowser.aspx?id=1&lang=en>

US Defense Acquisition University <http://www.dau.mil/default.aspx>

Joint Doctrine, Education & Training Electronic Information System  
<https://jdeis.js.mil/jdeis/index.jsp>

Joint Forces Staff College [http://www.jfsc.ndu.edu/schools\\_programs/se\\_jpme/default.asp](http://www.jfsc.ndu.edu/schools_programs/se_jpme/default.asp)

Senior Enlisted Joint PME [http://www.jfsc.ndu.edu/schools\\_programs/se\\_jpme/default.asp](http://www.jfsc.ndu.edu/schools_programs/se_jpme/default.asp)

US Air Force Community College of the Air Force <http://www.au.af.mil/au/ccaf/certifications.asp>

US Army Logistics University <http://www.alu.army.mil/>

US Army Quartermaster Center and School <http://www.quartermaster.army.mil/>

7.7. Continuous Process Improvement (CPI). CPI increases operational capabilities while reducing associated costs by applying proven techniques to all processes associated with fulfilling the Air Force mission. The goal of Air Force CPI is to eliminate waste while maximizing customer value. Education, training and certification opportunities include: Practical Problem Solving Method, Green Belt, Black Belt and Master Black Belt training. More information can be found in AFI 38-401, Continuous Process Improvement.

7.8. Off-duty Education. Additional off-duty education is encouraged for all logistics planners.

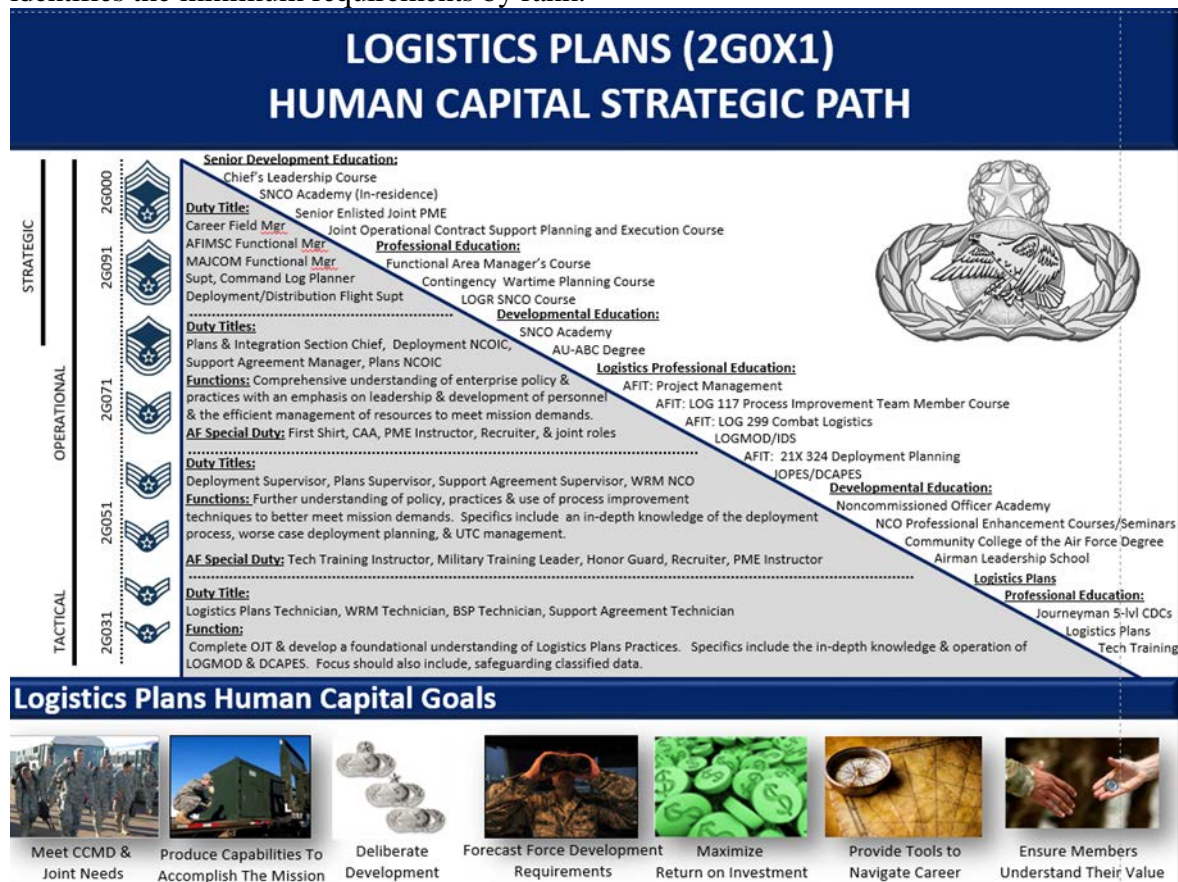
7.8.1. Individuals desiring to become an Air Education and Training Command (AETC) Instructor must possess as a minimum an associate degree or should be actively pursuing an associate degree. Instructor Special Duty Assignment (SDA) requires an AETC instructor candidate to have a CCAF degree or be within one year of completion (45 semester hours [SH]). A degree faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

7.8.2. Airmen are highly encouraged to pursue a four-year degree through the Air University Associate to Baccalaureate Cooperative Program (AUABC). AU-ABC is an initiative

between the Air Force and civilian higher education institutions to offer baccalaureate degree opportunities to every Air Force enlisted member. The program directs Airmen with associate in applied science degrees to a collection of accredited “military friendly” colleges and universities to consider when completing a four-year degree. The AF Virtual Education Center (AFVEC) serves as the gateway to AU-ABC degree program and associated student services such as on-line enrollment, tuition assistance processing, support services, and access to distance learning instructions. In short, students are able to participate in courses anywhere, anytime to earn career- relevant bachelor’s degrees. Consult AFI 36-2129, Logistics Plans Management, for civilian course recommendations.

## 8. Human Capital Strategic Path.

8.1. The Human Capital Strategic Path identifies where Logistics Planners may be assigned during their career and at the grade they should expect to be eligible for that duty. Breadth of experience and education will determine the assignment placement in some cases. The pyramid also lists available mandatory and optional training courses as Logistics Planners progress in skill-level and/or grade. The 2G0X1 Enlisted Career Path Requirements Table identifies the minimum requirements by rank.



8.1.1. Meet the Joint and Combatant Commander's (CCMD) Needs. The goal ensures we maintain our warfighting capability at the forefront of our training and development. We need to have personnel postured in the right positions with the right experience and education to meet the Joint and Combatant Commander's requirements.

8.1.2. Produce Capabilities to Accomplish the Mission. This goal substantiates our need for a strong upgrade and on-the-job training program in order to equip our Airmen with the knowledge and skills needed to be successful in their job.

8.1.3. Deliberately Develop Airmen. This goal leverages specific training and experience in order to prepare our Airmen for future assignments. It recognizes previous duties and responsibilities and allows leaders to provide further opportunities for developing Airmen using education, duties, and assignments.

8.1.4. Maximize Return on Investment. Recognizing every dollar counts, the goal requires the balanced consideration of financial investment with capability when identifying individuals for professional education. This is also a key indicator when placing individuals into key Traffic Management positions, providing an opportunity to exploit their talent and experience thereby maximizing the time and investment expended to provide the capability.

8.1.5. Forecast Force Development Requirements. Education and training is a costly endeavor and to ensure courses are available to meet the needs of our community, we must forecast and budget for the right courses. This provides a sustainable approach to Traffic Management force development.

8.1.6. Provide Tools to Navigate Career. Developing tools to provide a roadmap for the career field ensures our Airmen have the ability to make informed decisions at specific points in their career. Taking advantage of the various automated capabilities will ensure these tools are available when and where they are needed the most.

8.1.7. Three-Level Training. The Logistics Plans in-residence course is designed to provide a basic understanding of logistics planning functions. The course breaks down logistics planning into six functional areas: Air and Space Expeditionary Force (AEF), War Reserve Materiel (WRM), Agreements, Base Support and Expeditionary Site Planning, Reception Staging Onward Movement and Integration (RSOI), and Redeployment. For award of the 3-skill level, complete the formal resident course. For DDA personnel the 3-level will be awarded after completing LOG 099 (on AFIT) and OJT on a minimum of all "1a and 2b" proficiency codes identified on the STS that would have been taught in the 3-skill level in residence course. Highly encourage attendance of LOG199 for DDA personnel. Prerequisites: See AFI 36-2101. Duration: 27 Academic Days.

8.1.8. The Airman Tier.

8.1.8.1. Five-Level Upgrade Training (See Paragraph 6.2.)

8.1.8.2. Deliberate and Crisis Action Planning and Execution Segments (DCAPES). DCAPES is the standard Air Force automated data processing system designed to communicate OPLAN requirements and resource monitoring capability to minimize unnecessary movement of personnel and equipment into a theater of operations during execution. The objective of DCAPES is to provide improved and streamlined operations planning and execution processes. For personnel filling an SEI 295 on the UMD a two week user familiarization course conducted by ETC is required. Units request training through their Logistics Plans AFIMSC Functional Manager. (This course is highly recommended)

8.1.8.3. LOGMOD and IDS. This course provides hands-on instruction of the Logistics Module (LOGMOD) system and an overview of the Integrated Deployment System (IDS). The course is specifically designed to meet operational training requirements for personnel tasked with using wing deployment systems that interface with other key Air Force and joint service systems to support the adaptive planning process. This course prepares personnel to use LOGMOD to plan and execute deployments, receptions, and redeployment operations worldwide. The course concludes with an extensive practical exercise that provides emphasis of the key LOGMOD applications.

8.1.8.4. AFIT LOG 199, Introduction to Logistics. (Highly recommended for DDA personnel). This is an AFIT course that provides students with an introduction to Air Force logistics processes, organization, and issues. Informal lectures and case study exercises are used, providing the student with an understanding of acquisition, distribution, sustainment, disposition, supply chain management, and business process improvement. Target Audience: Newly assigned logisticians and persons pending immediate assignment to the logistics field. 2Lt through Captain, SSgt through MSgt, GS-5 through GS-12. A security clearance is not required. Prerequisites: LOG 099, Fundamentals of Logistics, must be completed. Course can be accessed at <https://www.atrrs.army.mil/CHANNELS/AFITNOW>. Grade restrictions: None. Duration: 7 class days. This course is available on-site at various locations. Go to <http://www.afit.edu/ls/courselist.cfm> to view course schedule and locations. WRM ADLS. This course is located on the AFCESA ADLS website. The course is designed for current users of Air Force War Reserve Materiel courseware, service personnel, AD, ANG or AFRC appointed as WRMNCOs are the primary audience, but all 2G0X1's (Logistics Plans) will take the course. The course is a one-time requirement and should be taken prior to assuming duties as the Wing/Base WRMNCO. The estimated time to complete this course is 8 hours.

8.1.8.5. Air Force UDM Training ADLS. This training is located on the AMC ADLS website. The training is divided into three modules: Basic, LOGMOD and Simulator. The course is designed for UDMs, but all 2G0X1's (Logistics Plans) will take the course. The course is a one-time requirement. The estimated time to complete this course is 8 hours.

8.1.8.6. Airman Leadership School (ALS). Must be a SrA with 48 months' time in service, or a SSgt selectee. Resident graduation is a pre-requisite for SSgt sew-on.

8.1.9. The NCO Tier.

8.1.9.1. Seven-Level Upgrade Training (See Paragraph 6.3.)

8.1.9.2. Expeditionary Site Survey Process (ESSP). This course will prepare an Expeditionary Site Survey/Assessment team on their roles and responsibilities in determining capabilities and suitability of a site during the deliberate planning phase or during a contingency/humanitarian response. The course will educate each team member on the roles and responsibilities of all team members in determining the capability of a site. Members will comprehend the multi-faceted processes and resources available to accomplish and publish a site survey/assessment. Additionally, the information will cover available equipment and resources, team composition, US government agencies, host nation roles, pre-, during, and post-coordination requirements with state agencies, higher headquarter agencies and host nation. The length of the course will



be 3-4 hours. This training is located on the AMC ADLS website.

8.1.9.3. AFIT Deployment Planning. This is a Blended e-Learning course. It will prepare you for Air Force Deployment Planning operations and will include topics such as: 1. Systems 2. Tools 3. Policies Upon completion of this course, you will have a broader understanding of deployment planning to help you communicate your plan, collaborate with fellow logisticians, and tackle some of the challenges that you will face as you participate in day-to-day operations.

8.1.9.4. AFIT IPM 350 Industry Standard Project Management. The Industry Standard Project Management Workshop is a four-day instructor-led class that provides students with an understanding of the differences between Air Force and industry project management. This class teaches industry-standard project management as defined by the Project Management Institute PMI in A Guide to the Project Management Body of Knowledge PMBOK, which includes the project management framework, the ten knowledge areas, and the five process groups. Unit funded.

8.1.9.5. AFIT LOG 299, Combat Logistics. This AFIT course addresses the roles and responsibilities of logisticians in support of combat, peace, and humanitarian operations. The focus is on logistics at the operational and tactical levels of war. The course addresses how Air Force logisticians, together with other combat support forces, create and sustain capability in a joint theater of operations. This course is designed for personnel assigned to maintenance, supply, transportation, contingency contracting, and logistics plans positions at base-level through joint and unified commands. The course is also suited for personnel in other positions (i.e. civil engineering, services, security, intelligence, and operations planning) who must have knowledge of or interact with combat support and combat sustainment operations. The course is not designed for personnel in the wholesale acquisition career field. The course combines combat logistics history with current issues and dynamics. Methods of instruction include informal lectures, guided discussions, a planning exercise, and a literary analysis. Target audience: The course is open to officers in the ranks of 2Lt and Captain, SSgt through SMSgt, and civilian personnel in the grades of GS-9 through GS-12. It is designed for personnel in a logistics or combat support career field assigned to an operational logistics position at base level though joint and unified commands. The course is not recommended for personnel assigned to acquisition logistics positions. Prerequisites: There are no prerequisites for this course; however grade restrictions are O-1 to O-3, E-5 to E-8, and GS-09 to GS-12. Duration: 7 class days. This course is available on-site at various locations. Go to <http://www.afit.edu/ls/courselist.cfm> to view course schedule and locations.

8.1.9.6. Joint Operations Planning & Execution System (JOPES). The Joint Deployment Training Center (JDTC) offers a 5-day JOPES Support Personnel Course (JSPC). This course provides joint operations personnel who support the joint deployment process with extensive hands-on instruction on procedures, applications, Time-Phased Force Deployment Data (TPFDD) guidance, development, validation, and deployment execution utilizing JET and RQT. Units request training online through the JDTC at <https://www.jdte.eustis.army.mil>. (This course is highly recommended)

8.1.9.7. Contingency Wartime Planners Course (CWPC). Air University conducts the CWPC course at Maxwell AFB, AL. This course provides planners in-depth knowledge in

contingency planning, crisis action planning, and operations plans execution. Prerequisites: Air Force war planners in the ranks of E-5 through O-4 and civilian equivalents may attend this course. Duration: 10 class days (This course is highly recommended)

8.1.9.8. Noncommissioned Officer Academy (NCOA). Must be a TSgt or TSgt- Selectee. Graduation is a prerequisite for MSgt sew-on (active duty only).

8.1.10. The SNCO Tier.

8.1.10.1. SNCO PME DL Course. Must be in the grade of E-6 who have completed NCOA and have at least two years' time in grade, or in grade of E-7, E-7 select or above (AFI 36-2301). The SNCO PME DL course is a CCAF-affiliated course delivered via the World Wide Web (course 14). SNCO PME DL consists of 61 hours accredited through the SACS. Students earn four hours of undergraduate credit upon completion of the course. Course may be accessed at <https://au.csd.disa.mil>.

8.1.10.1.1. USAF SNCO Academy. Must be a SMSgt, SMSgt Selectee, or an eligible MSgt. Graduation is a prerequisite prior to sewing on E-8 (active duty only).

8.1.10.1.2. Sister Service SNCO Academy. SNCO's may find themselves eligible to attend in-residence courses offered through sister services (USA, USMC, USN USCG, and USSOCOM). Unit commanders nominate qualified members via their respective MAJCOMs (volunteer status should be considered but is not required). While specific routing may be locally determined, ensure Wing CCMs are part of the coordination process. Eligible Airmen who wish to volunteer should make their desires known to their unit commanders for consideration. Submit packages to the appropriate MAJCOM A1K office (A1D for AFMC) for consideration. MAJCOMs are responsible for validating their nominees' eligibility requirements. OPR: AF/A1DLE.

8.1.10.2. Update to Superintendent (9 Level). Must be a senior master sergeant for award of the 9-skill level.

8.1.10.2.1. LogR SNCO Course. The LogR SNCO course prepares SNCOs for larger leadership roles (e.g., QA manager, flight chief, squadron superintendent and staff positions) and enhances management across a wide array of LogR functions. The course is self-paced, delivered via ADLS, and consists of five blocks of instruction with a total of 70 lessons and two main objectives: 1) Provide enterprise view of logistics operations; 2) Provide orientation on all LogR tactical level enlisted responsibilities and functions. Students are required to pass an electronic end-of-block exam prior to attempting successive blocks. Personnel have 180 days to complete the course after enrollment. Although the target audience is SNCOs (E-8 selects and above), civilian attendance is encouraged. Those who complete the course will earn 7 semester hours toward their CCAF. Units request training through their Logistics Plans MAJCOM Functional Manager. (This course is highly recommended).

8.1.10.2.2. The Joint Operational Contract Support (OCS) Planning and Execution Course (JOPEC) is a joint certified, 9 day, mobile training team (MTT) delivered course. The course focuses on OCS planning and execution responsibilities during campaign and contingency planning through execution at the Combatant Command (CCMD), Sub-Joint Force

Command, and Service Component Commands. Course dates and selection is completed by CFM.

8.1.10.2.3. AFIT LOG 399, Strategic Logistics. The objective of this AFIT course is to educate personnel on how the USAF utilizes DoD's strategic logistical resources, to support military operations. This course focuses on the distribution, utilization, sustainment, and disposition of logistical resources. This course is designed to broaden student understanding of Air Force logistics doctrine, processes, programs, and policies that foster critical thinking on a broad range of key issues facing the Air Force and joint logistics communities using a seminar forum designed to enhance discussion among students, faculty, and guest speakers. Guest speakers are primarily from joint organizations and commands such as TRANSCOM, The Joint Staff, and Defense Logistics Agency Target Audience: Personnel assigned to Air Logistics Center and MAJCOM level or higher. Prerequisites: The course is open to officers, O-4 and O-5; enlisted, E-8 and E-9; and civilians, GS-13 and GS-14 or their equivalents. Wing level personnel and GS-12s, E-7s, and O3s will be put on a stand-by list and will be allowed to attend if the target audience does not fill all seats. Duration: 10 class days. This course is available on-site at various locations. Go to <http://www.afit.edu/ls/courselist.cfm> to view course schedule and locations.

8.1.10.2.4. JOPES Action Officer Course (JAOC). Provides joint operations personnel with extensive hands-on instruction designed for action officers/planners and senior personnel that are involved in the planning and execution of joint operations and exercises. This course covers command relationships, joint operational planning, adaptive planning, Global Force Management (GFM), the roles and responsibilities of AOs/planners and JOPES guidance. AOs/planners will use JET and RQT for performing TPFDD analysis, error checking, validation, force movement tracking, and In-Transit Visibility (ITV). Units request training online through the JDTC at <https://www.jdtc.eustis.army.mil/>. (This course is highly recommended)

**Figure 2. 2G0X1 Enlisted Career Path Requirements.**

Education and Training Requirements	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year of Tenure (HYT)
<b>Basic Military Training School</b>				
<b>Apprentice Technical School</b> (3-Skill Level)	Amn A1C	6 months 16 months		
<b>Upgrade to Journeyman</b> (5-Skill Level) - Complete core / duty position requirements. - Complete appropriate CDC. - Time in training IAW AFI 36-2651	Amn A1C SrA	16 months 3 years	28 months	8 years

<p><b>Airman Leadership School</b></p> <ul style="list-style-type: none"> <li>- Must be a SrA with 48 months' time in service or be a SSgt Selectee.</li> <li>- Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).</li> </ul>	<p><b>Trainer</b></p> <ul style="list-style-type: none"> <li>- Must attend the AF Training Course</li> <li>- Must be qualified and certified to perform the task to be trained.</li> </ul> <p><b>Certifier</b></p> <ul style="list-style-type: none"> <li>- Certifiers must be at least a SSgt (E-5) with a 5-skill level or civilian equivalent, capable of evaluating the task being certified, and have completed the AFTC.</li> </ul>			
<p><b>Upgrade to Craftsman (7-Skill Level)</b></p> <ul style="list-style-type: none"> <li>- Minimum rank of SSgt Select.</li> <li>- Complete core / duty position requirements.</li> <li>- Time in training IAW AFI 36-2651</li> </ul>	SSgt Select	7.5 years	3 years	20 Years
<p><b>Non Commissioned Officer Academy</b></p> <ul style="list-style-type: none"> <li>- Must be a MSgt, MSgt Selectee or TSgt.</li> <li>- Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).</li> </ul>	TSgt	12.5	5 years	20 years
<p><b>Upgrade to Superintendent (9-Skill Level)</b></p> <ul style="list-style-type: none"> <li>- Minimum rank of SMSgt.</li> <li>- Mandatory requirements in AFECD.</li> </ul>	MSgt	years 16	8 years	24 years
<p><b>USAF Senior NCO Academy</b></p> <ul style="list-style-type: none"> <li>- Must be a SMSgt, SMSgt Selectee, or MSgt.</li> <li>- Resident graduation is a prerequisite for CMSgt sew-on (Active Duty-Only).</li> </ul>	SMSgt	19.2 years	11 years	26 years
<p><b>Chief Enlisted Manager (CEM)</b></p>	CMSgt	21.5 years	14 years	30 years

**Section C - Skill Level Training Requirements**

**9. Specialty Qualification:** Skill levels in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II, Sections A and B of this CFETP.

9.1. Apprentice Level Training: AFSC 2G031, Logistics Plans Apprentice.

9.1.1. Specialty Qualification.

9.1.1.1. Knowledge. Knowledge is mandatory of: logistics planning techniques in functional areas of materiel management, maintenance, transportation, contracting, civil engineering, services, force protection, operations, personnel, comptroller, medical and legal as impacted by, and as they impact installation logistics planning; Air Force operations and organization; processes of deployment, beddown, employment, redeployment, and reconstitution; command and control techniques; techniques of conducting readiness assessments; data processing and electronic data processing equipment; and basic budgeting techniques.

9.1.1.2. Education. For entry into this specialty, completion of high school is desirable.

9.1.1.3. Training. Completion of the basic Logistics Plans Course is mandatory for award of the apprentice AFSC.

9.1.1.4. Experience. The following experience is mandatory for award of the AFSC indicated:

9.1.1.4.1. 2G051. Qualification in and possession of AFSC 2G031. Also, experience in functions such as developing, evaluating, monitoring, or inspecting logistics activities, or preparing logistics plans and documents.

9.1.1.4.2. 2G071. Qualification in and possession of AFSC 2G051. Also, experience performing or supervising functions such as developing, evaluating, monitoring, or inspecting logistics activities, or preparing logistics plans and documents.

9.1.1.4.3. 2G091. Qualification in and possession of AFSC 2G071. Also, experience in managing functions such as developing, evaluating, monitoring, or inspecting logistics activities, or preparing logistics plans and documents.

9.1.1.5. Other. The following are mandatory as indicated:

9.1.1.5.1. Retraining into the 2G0XX career field within the Air Force Reserve is restricted to the grades of E-6 and below with less than 10 years of Total Federal Military Service.

9.1.1.5.2. For entry, award, and retention of AFSCs 2G031/51/71/91/00:

9.1.1.5.3. Ability to speak distinctly and communicate well with others.

9.1.1.5.4. Ability to communicate effectively in writing. No speech disorders or noticeable communications deficiencies as defined by AFI 48-123, *Medical Examinations and Standards*.

9.1.2. Training Sources and Resources. Completion of initial skills training, Logistics Plans Apprentice Course at JBSA-Lackland, TX, satisfies the knowledge and training requirements specified in the Specialty Qualification section for award of the 3-skill level. The STS identifies all the knowledge and tasks, with their respective standards.

9.2. Journeyman Level Training: AFSC 2G051, Logistics Plans Journeyman.

9.2.1. Specialty Qualification. Enter 5-skill level UGT after completion of the three- skill level course.

921.1. Knowledge. Knowledge is mandatory of: logistics planning techniques in functional areas of materiel management, maintenance, transportation, contracting, civil engineering, services, force protection, operations, personnel, comptroller, medical and legal as impacted by, and as they impact installation logistics planning; Air Force operations and organization; processes of deployment, beddown, employment, redeployment, and reconstitution; command and control techniques; techniques of conducting readiness assessments; data processing and electronic data processing equipment; and basic budgeting techniques.

921.2 Education. N/A

921.3. Training. Completion of 5-level CDC, WRM and UDM program course (on ADLS), and all 5-level core tasks on STS.

921.4. Experience. Qualification and possession of AFSC 2G031. Experience in functions such as developing, evaluating, monitoring, or inspecting logistics activities, or preparing logistics plans and documents.

921.5. Other. Entry into journeyman upgrade training is accomplished after an individual is assigned to their first duty station as a Logistics Planner. A trainee must complete a minimum of 12 months in 5-level upgrade training to be awarded the 5 skill level.

921.6 Training Sources and Resources. CDC 2G051 provides the career knowledge training required. The STS shows the tasks that are trained through the CDC material. Continuation/qualification training and OJT are provided by qualified trainers.

921.7. Implementation. Entry into training occurs upon completion of basic military training or an approved retraining from another AFSC. Basic trainees selected for AFSC 2G0X1 are screened during basic military training to ensure they meet the minimum requirements for entry and award of this AFSC. Successful completion of the Logistics Plans Apprentice Course results in award of the 3-skill level.

921.8. Personnel cross training into the Logistics Plans 2G0X1 career field are required to be interviewed by the Logistics Plans Superintendent. The Superintendent will review the members current AMS SURF, last five EPRs, AFFMS II Fitness Report and conduct a face to face interview IAW AFI 10-207.

921.9. The interview process is critical to maintaining the integrity of the 2G0X1 AFSC. Logistics plans missions differ based on command of assignment and weapons systems employed. Therefore, the interviewer must consider the person's ability to meet all career field requirements when deciding whether to recommend a person for retraining into the 2G0X1 AFSC.

921.10. If the applicant does not have access to a logistics plans office (i.e., deployed) individuals must be interviewed and recommended for entry into the 2G0X1 AFSC by their 2G0X1 MFM (telephone interviews are acceptable). All recommendations must be reviewed and approved by the AFCFM. Final approval/disapproval rests with the AFCFM.

9.3. Craftsman Level Training: AFSC 2G071, Logistics Plans Craftsman.

### 9.3.1. Specialty Qualification. N/A

93.1.1. Knowledge. Knowledge is mandatory of: logistics planning techniques in functional areas of materiel management, maintenance, transportation, contracting, civil engineering, services, force protection, operations, personnel, comptroller, medical and legal as impacted by, and as they impact installation logistics planning; Air Force operations and organization; processes of deployment, beddown, employment, redeployment, and reconstitution; command and control techniques; techniques of conducting readiness assessments; data processing and electronic data processing equipment; and basic budgeting techniques.

93.1.2. Education. To assume the grade of SSgt and MSgt individuals must be graduates of the Airman Leadership School and NCO Academy, respectively (for ARC, completion of AFIADL Courses 00001 and 00009 satisfy the ALS & NCO Academy requirement).

93.1.3. Training. Completion of 7-level CDC, all 7-level core tasks on STS.

93.1.4. Experience. Qualification in and possession of AFSC 2G051. Also, experience performing or supervising functions such as developing, evaluating, monitoring, or inspecting logistics activities, or preparing logistics plans and documents.

93.1.5. Other. Entry into OJT is initiated when an individual has obtained the rank of SSgt and possesses the 5-skill level. Trainees must complete at least 12 months in UGT/6 months for retrainees, the 2G071 CDC, and be certified on core 7-level tasks.

9.3.2. Training Sources and Resources. The STS identifies all the core tasks required for qualification. Continuation/qualification training and OJT is provided by qualified trainers.

### 9.4. Superintendent Level Training: AFSC 2G091, Logistics Plans Superintendent

#### 9.4.1. Specialty Qualification.

94.1.1. Knowledge. Knowledge is mandatory of areas of automated deployment systems, all phases of planning, WRM, and support agreements management.

94.1.2. Education. N/A

94.1.3. Training. N/A

94.1.4. Experience. For award of AFSC 2G091, individuals must be a SMSgt, and qualified in and possess AFSC 2G071. Also, experience managing functions such as developing evaluating, monitoring, or inspecting logistics activities, or preparing logistics plans and documents.

94.1.5. Other. Entry into OJT is initiated when an individual possesses the 7-skill level and is a SMSgt Selectee.

94.1.6. Training Sources/Resources. N/A

***Section D - Resource Constraints***

10. **Purpose.** This section identifies known resource constraints that preclude optimal and desired training from being developed or conducted, including information such as cost and manpower. Resource constraints will be, as a minimum, reviewed and updated annually.

11. **Apprentice Level Training:** N/A.

12. **Journeyman Training:** N/A

13. **Craftsman Training:** N/A

***Section E - Transitional Training Guide:***

There are currently no transitional training requirements. This area is reserved.

BY ORDER OF THE SECRETARY OF THE AIR FORCE OFFICIAL

OFFICAL  
LINDA S. HURRY, Brig Gen, USAF  
Director of Logistics  
DCS/Logistics, Engineering & Force Protection

2 Attachments

1. Qualitative Requirements (Proficiency Code Key)
2. AFSC 2G0X1 STS



## **PART II**

### ***Section A - Specialty Training Standard***

#### 1. Implementation.

1.1. The implementation of this STS for technical training provided by Air Education and Training Command is with class beginning July 2019

#### 2. Purpose.

2.1. Column 1 (Task, Knowledge, and Technical References) spell out the most common tasks, knowledge, and technical references (TR) necessary for airman to perform duties in the 3-, 5-, and 7-skill level of the Logistics Plans Career Field. All tasks and knowledge items shown with a proficiency code are trained during war time.

2.2. Column 2 identifies the core tasks that must be certified for upgrade to the next higher skill level. These are the minimum core tasks; supervisors may assign additional core tasks, as deemed appropriate, that must be certified for upgrade to the next higher skill level. When resources (training expertise, equipment, etc.) are not available to certify an individual on a core task, the Commander will so annotate the STS stating that resources are not available. Upgrade training will not be denied to individuals who, through lack of resources, cannot be core task certified. However, every attempt to obtain the training through contractors, ANG, AFRC, etc...must be exhausted before core task waiver requests are submitted for approval.

23. Column 3 identifies task that each member is required to be trained on prior to deploying against a Logistics plans UTC. This does not apply to Airmen deploying as a member of a Redeployment Assistance Team.

24. Column 4 (Certification for OJT) provides certification for OJT, it is used to record the status of tasks and knowledge training requirements. Use the Master Task List for the current unit to circle the appropriate items. Tasks and knowledge items status documentation must show a start date, completion date, trainee/trainer and certifier initials (when required). Third party certification is not required on core tasks for upgrade to each skill level. Use automated training management systems to document technician qualifications, if available. Refer to AFI 36-2651 for more details on proper training documentation.

25. Column 5 (Proficiency codes) shows formal training and correspondence course requirements. It shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the correspondence course.

26. Qualitative Requirements. Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

27. Job Qualification Standard (JQS). This STS becomes a JQS for on-the-job training when placed in AF Form 623, Individual Training Record Folder, and used according to AFI 36-2651. When used as a JQS, the following requirements apply:

2.6.1. Documentation. For documentation and transcribing procedures, see AFI 36-2651.

2.6.1.1. Documenting Career Knowledge. When a CDC is not available: the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in the AFECD. For two-time CDC course exam failures: supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. NOTE: Career Knowledge must be documented prior to submitting a CDC waiver.

2.6.1.2. Decertification and Recertification. When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification when using automated system. Appropriate remarks are entered on the AF Form 623A, On-The-Job Training Record Continuation Sheet, as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

2.6.1.3. Training Standard. Tasks are trained and qualified to the go/no go level. Go means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures.

2.6.1.4. Transcribing. Transcribing documentation to a new CFETP is an administrative function, not a re- evaluation of training. Therefore, supervisor and trainer are considered synonymous for the purpose of documentation. Transcribe within 120 days (240 days for ARC) of published date of revised CFETP.

2.7. Specialty Knowledge Tests (SKT). The CFETP is a guide for development of promotion tests used in the Weighted Airman Promotion System(WAPS). SKTs are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in AFI 36-2605, *Air Force Military Personnel Testing System Review* the Enlisted Promotion Reference and Requirements Catalog for most up-to-date testing requirements <https://www.omsq.af.mil/index.htm>. WAPS is not applicable to the Air Force Reserves and Air National Guard.

3. Recommendations. Report unsatisfactory performance of individual course graduates and any inadequacies of this CFETP to the 37 TRS, Logistics Plans Training Schoolhouse, [37trg.dos@us.af.mil](mailto:37trg.dos@us.af.mil). Reference specific STS paragraphs.

### ***Section B - Course Objective List***

This area is reserved

### ***Section C - Support Material***

There are currently no support material requirements. This area is reserved.

***Section D - Training Course Index***

6. Purpose. The section of the CFETP identifies training courses available for the specialty and shows how the courses used by each MAJCOM in their career field training program.

7. Air Force In-Residence Courses

COURSE NUMBER	TITLE	LOCATION	USER
L2ABR2G031 01LE	Logistics Plans Apprentice	JB San Antonio, TX	AF
MCADRE02	Contingency War Planning Course	Maxwell, AL	AF
USAFEC821	DCAPES Base Level	McGuire, NJ	AF
USAFEC712	LOGMOD Training and IDS	McGuire, NJ	AF
WLOG199	Introduction to Logistics	Mobile Training Team	AF
WLOG299	Combat Logistics	Mobile Training Team	AF

8. Extension Courses

COURSE NUMBER	TITLE	LOCATION	USER
2G051EDITCODE10	Logistics Plans Journeyman	CDC	AF
2G071EDITCODE09	Logistics Plans Craftsman	CDC	AF

***Section E - MAJCOM Unique Requirements***

There are currently no MAJCOM unique requirements. This area is reserved.

Attachment 1  
AFSC 2G0X1 STS

THIS BLOCK IS FOR IDENTIFICATION PURPOSES ONLY		
Name Of Trainee		
Printed Name ( <i>Last, First, Middle Initial</i> )	Initials (Written)	SSAN
Printed Name Of Certifying Official And Written Initials		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

**QUALITATIVE REQUIREMENTS**

Proficiency Code Key		
	Scale Value	<b>Definition: The individual</b>
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)
<b>Explanations</b>		
<p>* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)</p> <p>** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.</p> <p>- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.</p> <p>X This mark is used alone in the course columns to show that training is required but not given due to limitations in resources.</p> <p><b>NOTE:</b> All tasks and knowledge items shown with a proficiency code are trained during war time.</p>		

<b>This Block Is For Identification Purposes Only</b>		
<b>Name Of Trainee</b>		
<b>Printed Name (Last, First, Middle Initial)</b>	<b>Initials (Written)</b>	<b>SSAN</b>
<b>Printed Name Of Certifying Official And Written Initials</b>		
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	
<i>N/I</i>	<i>N/I</i>	

### QUALITATIVE REQUIREMENTS

Behavioral Statement STS Coding System	
Code	Definition
K	Subject Knowledge Training - The verb selection identifies the individual's ability to identify facts, state principles, analyze, or evaluate the subject
P	Performance Training - Identifies that the individual has performed the task to the satisfaction of the course; however, the individual may not be capable of meeting the filed requirements for speed and accuracy.
pk	Performance Knowledge Training - The verb selection identifies the individual's ability to relate simple facts, procedures, operating principles, and operational theory for the task.
-	No training provided in the course or CDC.
X	Training is required but not provided due to limitations in resources.
Each STS element is written as a behavioral statement. The detail of the statement and verb selection reflects the level of training provided by resident training and career development courses.	

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Deployed Tasks	4. Certification For OJT					5. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	A	A	B	C	D	E	A		B		C	
	Required Skill Level	* Deployed Tasks	Tng Start	Tng Comp	Trainee Initials	Trainer Initials	Certifier Initials	(1) Crse	(2) CDC	(1) Crse	(2) CDC	(1) Crse	(2) CDC
1 LOGISTICS PLANS CAREER FIELD TR: AFI 36-2129								-	-	-	-	-	-
1.3.1 HAF/MAJCOM/NAF/AFIMSC/SCOW/IFM								A	-	-	B	-	-
1.4 Career progression								A	-	-	B	-	-
1.5 Base-level Log Plans Functions								A	-	-	B	-	-
1.6 Joint/COCOM/MAJCOM/NAF/AFIMSC Log Plans Functions TR: JP 1, JP 3-35, JP 4-0, JP 5-0								-	-	-	A	-	B
1.7 Logistics Plans Security								-	-	-	-	-	-
1.7.1 Basic Principles								-	-	-	-	-	-
1.7.1.1 Data Compilation								A	-	-	B	-	-
1.7.1.2 Data Aggregation								A	-	-	B	-	-
1.7.2 Marking								A	-	-	B	-	-
1.7.3 Storage								A	-	-	B	-	-
1.7.4 Transporting								A	-	-	B	-	-
1.7.5 Transmitting Classified Data	5	*						-	-	-	-	-	-
2 ADAPTIVE PLANNING AND EXECUTION TR: AFI 10-244, AFI 10-401, AFI-10-402, AFI 10-403, JP 3-35, JP 5-0, JP 1, AFDD 1, AFDD 2, DODI 1235.12, DTR 4500.9R Part I & II								-	-	-	-	-	-
2.1 Joint Planning Overview								-	-	-	-	-	-
2.1.1 Composition and function of the National Security Council								A	-	-	B	-	-
2.1.2 Joint Strategic Planning System								-	-	-	-	-	-
2.1.2.1 Planning, Programming, Budgeting, and Execution System								A	-	-	B	-	-
2.1.2.2 Joint Strategic Planning System								A	-	-	B	-	-
2.1.2.3 Joint Strategic Capabilities Plan								A	-	-	B	-	-
2.1.2.4 Joint Strategic Planning Community								A	-	-	B	-	-
2.1.3 Adaptive Planning Process								-	-	-	-	-	-
2.1.3.1 Global Force Management Process								-	-	-	A	-	B
2.1.3.2 Force Presentation								-	-	-	A	-	B
2.1.3.3 Request for Forces/Capabilities Process								-	-	-	A	-	B
2.1.3.4 Joint Sourcing Process								-	-	-	A	-	B
2.1.3.5 Planning and Execution products								-	-	-	-	-	-
2.1.3.5.1 Operational Plan (OPLAN)		*						A	-	-	A	-	B
2.1.3.5.2 Concept Plan (CONPLAN)								A	-	-	A	-	B

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Deployed Tasks	4. Certification For OJT					5. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	A	A	B	C	D	E	A		B		C	
	Required Skill Level	* Deployed Tasks	Tng Start	Tng Comp	Trainee Initials	Trainer Initials	Certifier Initials	(1) Crse	(2) CDC	(1) Crse	(2) CDC	(1) Crse	(2) CDC
2.1.3.5.3 Strategic, Theater, and Functional Planning								A	-	-	A	-	B
2.1.3.5.4 Supporting Plan								A	-	-	A	-	B
2.1.3.5.5 Operation Order (OPORD)								A	-	-	A	-	B
2.1.3.5.6 Contingency Plan								A	-	-	A	-	B
2.1.3.6 Adaptive Planning								-	-	-	-	-	-
2.1.3.6.1 Phases								A	-	-	A	-	B
2.1.3.6.2 Warning Order (WARNORD)								A	-	-	A	-	B
2.1.3.6.3 Planning Order (PLANORD)								A	-	-	A	-	B
2.1.3.6.4 Alert order (ALERTORD)								A	-	-	A	-	B
2.1.3.6.5 Execution Order (EXORD)		*						A	-	-	A	-	B
2.1.3.6.6 Prepare To Deploy Order (PTDO)								A	-	-	A	-	B
2.1.3.6.7 Deployment Order (DEPORD)								A	-	-	A	-	B
2.1.3.6.8 Fragmentary Order		*						-	-	-	-	-	-
2.2 Air and Space Expeditionary Force (AEF)								-	-	-	-	-	-
2.2.1 Teaming								A	-	-	B	-	-
2.2.2 Mobilization Planning								A	-	-	B	-	-
2.2.3 AEF Teaming Construct								A	-	-	B	-	-
2.2.4 Tools								-	-	-	-	-	-
2.2.4.1 Purpose/Capabilities								-	-	-	-	-	-
2.2.4.1.1 AF Reporting Instructions Tool (AFRIT)								A	-	-	B	-	-
2.2.4.1.2 Commander's Tool Kit (CCTK)								-	-	-	A	-	-
2.2.4.1.3 Deployment Processing Discrepancy Reporting Tool (DPDRT)								A	-	-	A	-	-
2.2.4.1.4 Personal Deployment Preparedness Tool (PDPT)								A	-	-	B	-	-
2.2.4.2 ART								-	-	-	-	-	-
2.2.4.2.1 Purpose								A	-	-	B	-	-
2.2.4.2.2 Functional Responsibilities								A	-	-	B	-	-
2.2.4.2.3 Training Requirements								A	-	-	B	-	-
2.2.4.2.4 UTC Assessments								A	-	-	B	-	-
2.2.4.2.5 ART Reports								A	-	-	B	-	-
2.2.4.2.6 Manage User Accounts	7							-	-	-	-	-	-
2.2.4.2.7 Conduct ART Training	7							-	-	-	-	-	-
2.2.4.2.8 Generate Reports	5							-	-	-	-	-	-
2.2.4.3 Process/Reclama using Processing Tool (RPT)	7							-	-	-	-	-	-
2.2.4.4 Shortfalls/Reclama								-	-	-	-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Deployed Tasks	4. Certification For OJT					5. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	A	A	B	C	D	E	A		B		C	
	Required Skill Level	* Deployed Tasks	Tng Start	Tng Comp	Trainee Initials	Trainer Initials	Certifier Initials	(1) Crse	(2) CDC	(1) Crse	(2) CDC	(1) Crse	(2) CDC
2.2.4.4.1 Definition and Purpose								A	-	-	B	-	-
2.2.4.4.2 Base Level Process								-	-	-	-	-	-
2.3 War and Mobilization Plan								-	-	-	-	-	-
2.3.1 WMP-1, Basic Plan and Supporting Supplements								-	-	-	-	-	A
2.3.2 WMP-2, Plans Listing and Summary								-	-	-	-	-	-
2.3.2.1 WMP-2, Part 1, Combatant Commander Plans								-	-	-	-	-	A
2.3.2.2 WMP-2, Part 2, Supporting Plans								-	-	-	-	-	A
2.3.3 WMP-3, Combat and Support Forces								-	-	-	-	-	-
2.3.3.1 WMP-3, Part 1, Available Combat Forces								-	-	-	-	-	A
2.3.3.2 WMP-3, Part 2, UTA								-	-	-	A	-	-
2.3.3.3 Review UTA								-	-	-	-	-	-
2.3.3.3.1 Posturing								-	-	-	-	-	-
2.3.3.3.1.1 UTC posturing codes								A	-	-	B	-	-
2.3.3.3.1.2 UTC posturing rules								A	-	-	B	-	-
2.3.3.4 WMP-3, Part 3, Readiness Spare Packages								-	-	-	-	-	A
2.3.3.5 WMP-3, Part 4, Capability Annexes								-	-	-	-	-	A
2.3.4 WMP-4, Wartime Aircraft Activity (WAA)								-	-	-	-	-	-
2.3.4.1 WMP-4, Part 1, Current Year								-	-	-	-	-	A
2.3.4.2 WMP-4, Part 2, Out Year 1								-	-	-	-	-	A
2.3.4.3 WMP-4, Part 3, Mission Oriented Items (MOI)								-	-	-	-	-	A
2.3.4.4 WMP-4, Part 4, Non-Aircraft Unit Related Ration Requirements								-	-	-	-	-	A
2.3.5 WMP-5, Planning Factors								-	-	-	-	-	A
2.4 Time Phased Force Deployment Data (TPFDD)								-	-	-	-	-	-
2.4.1 Purpose								A	-	-	B	-	-
2.4.2 Identify Key Data Fields on a TPFDD								A	-	-	B	-	-
2.4.3 Movement Timing and Requirements								-	-	-	A	-	-
2.4.4 Interpret taskings	5	*						-	-	-	a	-	-
2.5 Purpose and capabilities of JOPES tools								A	-	-	B	-	-
2.6 Purpose and capabilities of JWICS								-	-	-	A	-	B
2.7 Integrated Deployment System								B	-	-	-	-	-
2.8 DCAPES								-	-	-	-	-	-
2.8.1 Purpose								A	-	-	-	-	-
2.8.2 Life cycle of a requirement								A	-	-	-	-	-



1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Deployed Tasks	4. Certification For OJT					5. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	A	A	B	C	D	E	A		B		C	
	Required Skill Level	* Deployed Tasks	Tng Start	Tng Comp	Trainee Initials	Trainer Initials	Certifier Initials	(1) Crse	(2) CDC	(1) Crse	(2) CDC	(1) Crse	(2) CDC
2.8.3 Reference Files								-	-	-	-	-	-
2.8.3.1 Purpose								A	-	-	-	-	-
2.8.3.2 MEFPAK								-	-	-	-	-	A
2.8.3.3 TUCHA								-	-	-	-	-	A
2.8.3.4 GEOFILE								-	-	-	-	-	A
2.8.3.5 FACS								-	-	-	-	-	A
2.8.3.6 TUDET								-	-	-	-	-	A
2.8.3.7 AFSC								-	-	-	-	-	A
2.8.4 UTC Availability (UTA)								-	-	-	-	-	-
2.8.4.1 Generate UTA Report	5							-	-	-	-	-	-
2.8.5 Air Force JOPES Editing Tool (AFJET)								-	-	-	-	-	-
2.8.5.1 Purpose								A	-	-	-	-	-
2.8.5.2 Query ULN	5	*						-	-	-	-	-	-
2.8.6 Air Force Query Tool (AFQT)								-	-	-	-	-	-
2.8.6.1 Generate TPFDD	5	*						-	-	-	-	-	-
2.8.7 Wing level Tasking Verification								-	-	-	-	-	-
2.8.7.1 Roles in the deployment process								A	-	-	-	-	-
2.8.7.2 Verification Process								A	-	-	B	-	-
2.8.7.3 Perform Deployment Personnel Tasking (DPT) Action	5	*						-	-	-	-	-	-
2.8.8 Newsgroups								-	-	-	-	-	-
2.8.8.1 Purpose								A	-	-	-	-	-
2.8.8.2 Setup	5	*						-	-	-	-	-	-
2.8.8.3 Monitor	5	*						-	-	-	-	-	-
2.9 LOGMOD								-	-	-	-	-	-
2.9.1 Purpose								A	-	-	-	-	-
2.9.2 Create/View/Disconnect Parent Subordinate Unit Relationships	5							2b	-	-	-	-	-
2.9.3 Manage LOGMOD Users	5							2b	-	-	-	-	-
2.9.4 Create LOGMOD Reports	5							2b	-	-	-	-	-
2.9.5 Import Personnel Refresh File								b	-	-	-	-	-
2.9.6 LOGFOR								-	-	-	-	-	-
2.9.6.1 LOGFOR Data Actions								-	-	-	-	-	-
2.9.6.1.1 Copy UTC data	5							2b	-	-	-	-	-
2.9.7 PLAN	5							-	-	-	-	-	-
2.9.7.1 Add/Delete/Modify Plan ID in PLAN	5							2b	-	-	-	-	-
2.9.7.2 Create/delete PLAN UTC	5							2b	-	-	-	-	-
2.9.7.3 Import/export PLAN detail file	5							2b	-	-	-	-	-
2.9.7.4 Export ICODES data from PLAN	5							2b	-	-	-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Deployed Tasks	4. Certification For OJT					5. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	A	A	B	C	D	E	A		B		C	
	Required Skill Level	* Deployed Tasks	Tng Start	Tng Comp	Trainee Initials	Trainer Initials	Certifier Initials	(1) Crse	(2) CDC	(1) Crse	(2) CDC	(1) Crse	(2) CDC
2.9.7.5 Export DCAPES File	5							2b	-	-	-	-	-
2.9.7.6 Copy PLAN data	5							2b	-	-	-	-	-
2.9.7.7 Purpose of TCMD data								B	-	-	-	-	-
2.9.7.8 Purpose of ICODES data								B	-	-	-	-	-
2.9.7.9 Schedule of Events (SOE)								-	-	-	-	-	-
2.9.7.9.1 Purpose								B	-	-	-	-	-
2.9.7.9.2 Components								A	-	-	-	-	-
2.9.7.9.3 Develop timing flow	7	*						2b	-	-	-	-	b
2.9.7.9.4 Manage movement outflow	7	*						a	-	-	-	-	b
2.9.7.9.5 Schedule ID								-	-	-	-	-	-
2.9.7.9.5.1 Maintain	5							2b	-	-	-	-	-
2.9.7.9.5.2 Add/Modify/Delete from mode events table	5	*						2b	-	-	-	-	-
2.9.7.9.5.3 Add/Modify/Delete from chalk mission table	5	*						2b	-	-	-	-	-
2.9.7.9.6 Publish schedule changes	7	*						2b	-	-	-	-	-
2.9.7.9.7 Assign/unassign PAX to chalks	5	*						2b	-	-	-	-	-
2.9.7.9.8 Assign/unassign cargo to chalks	5	*						2b	-	-	-	-	-
2.9.7.9.9 Transportation Tracking Account Number (TTAN)/Transportation Tracking Number (TTN)								A	-	-	-	-	-
2.9.7.9.10 Block Seating								-	-	-	-	-	-
2.9.7.9.10.1 Process								A	-	-	-	-	-
2.9.7.9.10.2 Establish Unit Seat Requirements	5							2b	-	-	-	-	-
2.9.7.9.11 Schedule Interfaces								-	-	-	-	-	-
2.9.7.9.11.1 Types of data files								A	-	-	-	-	-
2.9.7.9.11.2 Import DCAPES levy file	5							2b	-	-	-	-	-
2.9.7.9.11.3 Export data files	5							2b	-	-	-	-	-
2.9.7.9.12 Execution Schedule Management								-	-	-	-	-	-
2.9.7.9.12.1 Manage increment status	5							2b	-	-	-	-	-
2.9.7.9.12.2 Manage PAX status	5							2b	-	-	-	-	-
2.9.7.9.12.3 Document logbook	5							2b	-	-	-	-	-
2.9.7.9.13 Schedule shortfalls								-	-	-	-	-	-
2.9.7.9.13.1 Processes								B	-	-	-	-	-
2.9.7.9.13.2 Revert Schedule shortfall	5							2b	-	-	-	-	-
2.9.7.9.14 Complete manual SOE	5							2b	-	-	-	-	-
2.10 Deployment Responsibilities								-	-	-	-	-	-
2.10.1 HQ USAF/MAJCOM/NAF/AFIMSC								-	-	-	A	-	B

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Deployed Tasks	4. Certification For OJT					5. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	A	A	B	C	D	E	A		B		C	
	Required Skill Level	* Deployed Tasks	Tng Start	Tng Comp	Trainee Initials	Trainer Initials	Certifier Initials	(1) Crse	(2) CDC	(1) Crse	(2) CDC	(1) Crse	(2) CDC
2.10.2 Wing/Group/LRS/Unit Commander								A	-	-	B	-	-
2.10.3 Installation Deployment Readiness Cell (IDRC)								-	-	-	-	-	-
2.10.3.1 Purpose								A	-	-	B	-	-
2.10.3.2 Staff								-	-	-	-	-	-
2.10.3.2.1 Composition								A	-	-	B	-	-
2.10.3.2.2 Roles/Responsibilities								A	-	-	B	-	-
2.10.4 Deployment Process Working Group (DPWG)								-	-	-	-	-	-
2.10.4.1 Purpose								A	-	-	B	-	-
2.10.4.2 Participants								A	-	-	B	-	-
2.10.4.3 Responsibilities								A	-	-	B	-	-
2.11 Deployment Planning								-	-	-	-	-	-
2.11.1 Worst-case scenario								-	-	-	-	-	-
2.11.1.1 Purpose								A	-	-	-	-	-
2.11.1.2 Determine	7							-	-	-	-	-	b
2.11.2 Mobility bags, weapons, and ammunition								-	-	-	-	-	-
2.11.2.1 Individual Protective Equipment (IPE) Requirements								A	-	-	B	-	-
2.11.2.2 Weapons and Ammunition Requirements								A	-	-	B	-	-
2.11.2.3 Calculate Weapons and Ammunition Requirements	7							-	-	-	-	-	-
2.11.3 Installation Deployment Plan (IDP)								-	-	-	-	-	-
2.11.3.1 Contents								A	-	-	B	-	-
2.11.3.2 Develop	7	*						-	-	-	-	-	b
2.11.4 Conduct Deployment Staff Assistance Visit	7	*						-	-	-	-	-	-
2.11.5 Deployment Execution								-	-	-	-	-	-
2.11.5.1 Deployment Control Center (DCC)								-	-	-	-	-	-
2.11.5.1.1 Responsibilities								A	-	-	B	-	-
2.11.5.1.2 Manning								A	-	-	B	-	-
2.11.5.1.3 Equipment and communications requirements								A	-	-	B	-	-
2.11.5.2 Cargo Deployment Function								-	-	-	-	-	-
2.11.5.2.1 Responsibilities								A	-	-	B	-	-
2.11.5.2.2 Manning								A	-	-	B	-	-
2.11.5.2.3 Equipment and communications requirements								A	-	-	B	-	-
2.11.5.3 Personnel Deployment Function (PDF)								-	-	-	-	-	-
2.11.5.3.1 Responsibilities								A	-	-	B	-	-
2.11.5.3.2 Manning								A	-	-	B	-	-
2.11.5.3.3 Equipment and communications requirements								A	-	-	B	-	-



1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Deployed Tasks	4. Certification For OJT					5. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	A	A	B	C	D	E	A		B		C	
	Required Skill Level	* Deployed Tasks	Tng Start	Tng Comp	Trainee Initials	Trainer Initials	Certifier Initials	(1) Crse	(2) CDC	(1) Crse	(2) CDC	(1) Crse	(2) CDC
TR: AFI 25-101, AFI 23-101, AFMAN 23-112, AFH 23-123, USAF Manual War Reserve Materiel (WRM)								-	-	-	-	-	-
3.1 WRM functional responsibilities								-	-	-	-	-	-
3.1.1 Purpose								A	-	-	B	-	-
3.1.2 Command functional areas								A	-	-	B	-	-
3.1.3 Command WRMO/NCO								A	-	-	B	-	-
3.1.4 Global Management								A	-	-	B	-	-
3.1.5 Command WRM manager								A	-	-	B	-	-
3.1.6 Wing/installation commander								A	-	-	B	-	-
3.1.7 WRM Program Manager (WRMPM)								A	-	-	B	-	-
3.1.8 WRMO/NCO								A	-	-	B	-	-
3.1.9 Unit WRM Manager								A	-	-	B	-	-
3.2 Types and use codes of equipment and WRM								A	-	-	B	-	-
3.3 WRM training requirements								-	-	-	A	-	B
3.4 WRM authorizations/source documents								-	-	-	-	-	-
3.4.1 War Consumables Distribution Objective (WCDO)								-	-	-	-	-	-
3.4.1.1 Purpose								A	-	-	B	-	-
3.4.1.2 Interpret WCDO	5	*						-	-	-	-	-	-
3.4.2 Inventory Management Plan (IMP)								-	-	-	-	-	-
3.4.2.1 Purpose								A	-	-	B	-	-
3.4.2.2 Interpret IMP	5	*						-	-	-	-	-	-
3.4.3 Vehicle Authorization Listing (VAL)								-	-	-	-	-	-
3.4.3.1 Purpose								A	-	-	B	-	-
3.4.3.2 Interpret VAL	5	*						-	-	-	-	-	-
3.4.4 Wartime Aircraft Activity Report (WAAR)								-	-	-	-	-	-
3.4.4.1 Purpose								A	-	-	B	-	-
3.4.4.2 Interpret WAAR	5	*						-	-	-	-	-	-
3.4.5 WRM management/authorization documents reconciliation								-	-	-	A	-	B
3.5 WRM surveillance process		*						-	-	-	A	-	B
3.6 WRM review board								-	-	-	-	-	-
3.6.1 Members								-	-	-	A	-	B
3.6.2 Responsibilities								-	-	-	A	-	B
3.7 WRM outload requirements								-	-	-	A	-	B
3.8 WRM financial responsibilities								-	-	-	A	-	B
3.9 WRM approval								-	-	-	A	-	B
3.10 WRM use								-	-	-	A	-	B

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Deployed Tasks	4. Certification For OJT					5. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	A	A	B	C	D	E	A		B		C	
	Required Skill Level	* Deployed Tasks	Tng Start	Tng Comp	Trainee Initials	Trainer Initials	Certifier Initials	(1) Crse	(2) CDC	(1) Crse	(2) CDC	(1) Crse	(2) CDC
3.11 WRM reconstitution								-	-	-	A	-	B
4 AGREEMENTS TR: AFI 25-201, AFI 25-301, DoDI 4000.19								-	-	-	-	-	-
4.1 Responsibilities								A	-	-	B	-	-
4.2 Agreements, MOAs, and MOUs		*						A	-	-	B	-	-
4.3 Support agreement								-	-	-	-	-	-
4.3.1 Development process	7							-	-	-	-	-	-
4.3.2 Standard levels of support								-	-	-	-	-	-
4.4 Funding Annex								-	-	-	A	-	-
4.5 Manpower Annex								-	-	-	A	-	-
4.6 Support agreement impasse resolution process								-	-	-	A	-	B
4.7 Support agreement review and revision								-	-	-	-	-	-
4.7.1 Process								-	-	-	A	-	B
4.7.2 Conduct Triennial Review	7							-	-	-	-	-	-
4.8 Support agreement termination process								-	-	-	A	-	B
4.9 Functional Area Agreement Coordinator (FAAC)								-	-	-	-	-	-
4.9.1 Responsibilities								A	-	-	A	-	B
4.9.2 Conduct training	5							-	-	-	a	-	-
4.10 Acquisition and Cross Servicing Agreements (ACSA)								-	-	-	-	-	-
4.10.1 Purpose								A	-	-	A	-	B
4.10.2 Functional responsibilities								-	-	-	A	-	B
4.10.3 Requirements and limitations								-	-	-	A	-	B
4.10.4 Transaction process		*						-	-	-	A	-	B
4.10.5 Reporting requirements		*						-	-	-	A	-	B
5 BASE SUPPORT AND EXPEDITIONARY SITE PLANNING TR: AFI 10-404								-	-	-	-	-	-
5.1 Base Support Planning Purpose								A	-	-	B	-	-
5.2 Base Support and Expeditionary Site Planning (BaS&E) Tool								-	-	-	-	-	-
5.2.1 Purpose								A	-	-	B	-	-
5.2.2 Manage user accounts	5							2b	-	-	-	-	-
5.2.3 Place site under review	7							2b	-	-	-	-	-
5.2.4 Input data	5							2b	-	-	-	-	-
5.2.5 Review Survey	7	*						2b	-	-	-	-	-
5.2.6 Baseline the survey	7							2b	-	-	-	-	-
5.2.7 Generate reports	5	*						2b	-	-	-	-	-
5.2.8 Cancel surveys	7							-	-	-	-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Deployed Tasks	4. Certification For OJT					5. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	A	A	B	C	D	E	A		B		C	
	Required Skill Level	* Deployed Tasks	Tng Start	Tng Comp	Trainee Initials	Trainer Initials	Certifier Initials	(1) Crse	(2) CDC	(1) Crse	(2) CDC	(1) Crse	(2) CDC
5.3 Functional roles and responsibilities								-	-	-	-	-	-
5.3.1 MAJCOM Logistics Plans functions/AFIMSC								A	-	-	B	-	-
5.3.2 Air Force Component Command Logistics Plans function								A	-	-	B	-	-
5.3.3 Deployed unit commander								A	-	-	B	-	-
5.3.4 Host Wing/Installation Commander								A	-	-	B	-	-
5.3.5 Host Plans and Integration function								A	-	-	B	-	-
5.3.6 Base level units								A	-	-	B	-	-
5.3.7 Tenant units								A	-	-	B	-	-
5.4 Base Support Plan (BSP) development								-	-	-	-	-	-
5.4.1 Base Support Installation (BSI)								A	-	-	B	-	-
5.4.2 Frequency requirements for plan development								-	-	-	A	-	B
5.4.3 Base Support Plan Committee (BSPC)								-	-	-	-	-	-
5.4.3.1 Purpose								A	-	-	B	-	-
5.4.3.2 Members								A	-	-	B	-	-
5.4.3.3 Responsibilities								A	-	-	B	-	-
5.4.4 Classification requirements								A	-	-	B	-	-
5.4.5 Plan distribution								A	-	-	B	-	-
5.4.6 BSP								-	-	-	-	-	-
5.4.6.1 Part I								-	-	-	A	-	B
5.4.6.2 Part II								-	-	-	A	-	B
5.4.6.2.1 Review TPFDD	7	*						-	-	-	-	-	-
5.4.6.2.2 Review OPLAN/CONPLAN	7	*						-	-	-	-	-	-
5.4.6.2.3 Review WAAR	7	*						-	-	-	-	-	-
5.4.6.2.4 Review WRM	7	*						-	-	-	-	-	-
5.4.6.2.5 Review Contingency In-Place Requirements	7							-	-	-	-	-	-
5.4.7 LIMFAC management								-	-	-	A	-	B
5.5 Expeditionary Site Survey Process (ESSP)								-	-	-	-	-	-
5.5.1 Purpose								-	-	-	A	-	B
5.5.2 Team Composition								-	-	-	A	-	B
6 JOINT, RECEPTION, STAGING, ONWARD MOVEMENT AND INTEGRATION (JRSO&I) TR: AFI 10-403, JP 3-35								-	-	-	-	-	-
6.1 Process								A	-	-	B	-	-
6.2 Planning								A	-	-	-	-	-
6.3 Calculate inbound/throughput	7	*						-	-	-	-	-	-
6.4 Formulate Beddown Plan	7	*						-	-	-	-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Deployed Tasks	4. Certification For OJT					5. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	A	A	B	C	D	E	A		B		C	
	Required Skill Level	* Deployed Tasks	Tng Start	Tng Comp	Trainee Initials	Trainer Initials	Certifier Initials	(1) Crse	(2) CDC	(1) Crse	(2) CDC	(1) Crse	(2) CDC
6.5 Review WRM Availability	7	*						-	-	-	-	-	-
6.6 Review Support Agreements	7							-	-	-	-	-	-
6.7 Review ACSAs	7	*						-	-	-	-	-	-
6.8 Manage Onward Movement	7	*						-	-	-	-	-	-
6.9 Command and control functional responsibilities								-	-	-	-	-	-
6.9.1 Command and Control								A	-	-	B	-	-
6.9.2 Reception Control Center								A	-	-	B	-	-
6.9.3 Reception Processing Unit								A	-	-	B	-	-
6.9.4 IPR/PERSCO								A	-	-	B	-	-
6.9.5 Cargo Reception Function								A	-	-	B	-	-
7 REDEPLOYMENT TR: AFI 10-401, AFI 10-403								-	-	-	-	-	-
7.1 Purpose								A	-	-	B	-	-
7.2 Process								-	-	-	-	-	-
7.2.1 Planning								A	-	-	B	-	-
7.2.2 Documentation requirements								A	-	-	B	-	-
7.2.3 Build a schedule	5	*						1a	-	-	b	-	-
7.3 Roles and responsibilities								-	-	-	-	-	-
7.3.1 Logistics Planners								A	-	-	B	-	-
7.3.2 Unit Redeployment Work Centers								A	-	-	B	-	-
7.3.3 Redeployment Assistance Team (RAT)								A	-	-	B	-	-
7.3.4 Build RAT	7	*						-	-	-	-	-	-
7.3.5 Redeploy RAT	7	*						-	-	-	-	-	-
8 UTC DEVELOPMENT, REGISTRATION, MAINTENANCE, AND MANAGEMENT TR: AFI 10-401								-	-	-	-	-	-
8.1 UTC								-	-	-	-	-	-
8.1.1 Definition								A	-	-	B	-	-
8.1.2 Functional Areas								A	-	-	B	-	-
8.1.3 Types								A	-	-	B	-	-
8.1.4 MEFPAK								-	-	-	-	-	-
8.1.4.1 Summary								A	-	-	B	-	-
8.1.4.2 Review MEFPAK Summary	5							-	-	-	b	-	-
8.1.5 Composition								-	-	-	-	-	-
8.1.5.1 MISCAP								-	-	-	-	-	-
8.1.5.1.1 Purpose								A	-	-	B	-	-
8.1.5.1.2 Review	5							-	-	-	b	-	-
8.1.5.2 MANFOR								-	-	-	-	-	-
8.1.5.2.1 Purpose								A	-	-	B	-	-



1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Deployed Tasks	4. Certification For OJT					5. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	A	A	B	C	D	E	A		B		C	
	Required Skill Level	* Deployed Tasks	Tng Start	Tng Comp	Trainee Initials	Trainer Initials	Certifier Initials	(1) Crse	(2) CDC	(1) Crse	(2) CDC	(1) Crse	(2) CDC
8.1.5.2.2 Review	5							-	-	-	b	-	-
8.1.5.3 LOGFOR								-	-	-	-	-	-
8.1.5.3.1 Levels of detail								A	-	-	B	-	-
8.1.5.3.2 Review	5							-	-	-	b	-	-
8.2 UTC Development/Maintenance								-	-	-	-	-	-
8.2.1 New capabilities								-	-	-	A	-	B
8.2.2 Registration requirements								-	-	-	A	-	B
8.2.3 Build 20-Step Process	7							-	-	-	-	-	b
8.2.4 Establish Timeline	7							-	-	-	-	-	b
8.2.5 Rule sets for building UTCs								-	-	-	A	-	B
8.2.6 Deployment echelons								A	-	-	B	-	-
8.2.7 Title format								A	-	-	B	-	-
8.2.8 DEPID code								A	-	-	B	-	-
8.2.9 Suffix codes								A	-	-	B	-	-
8.3 UTC Management								-	-	-	-	-	-
8.3.1 Functional Roles and Responsibilities								-	-	-	-	-	-
8.3.1.1 HAF/MAJCOM/AFIMSC Logistics Plans Function								A	-	-	B	-	-
8.3.1.2 Biennial Review Responsibilities								-	-	-	A	-	B
8.3.1.3 Host Plans and Integration Function								A	-	-	B	-	-
8.3.1.4 Pilot Unit								-	-	-	-	-	-
8.3.1.4.1 Coordination								A	-	-	B	-	-
8.3.1.4.2 Update UTC Data	7							2b	-	-	b	-	-
8.3.1.4.3 Validate UTC Data	7							2b	-	-	b	-	-
8.3.1.4.4 Approve UTC	7							2b	-	-	b	-	-
8.3.1.4.5 Disapprove UTC	7							2b	-	-	b	-	-
8.3.1.5 Non-Pilot Unit								-	-	-	-	-	-
8.3.1.5.1 Coordination	7							A	-	-	B	-	-

Note: BLK #4: Columns (1) & (2) can be relabeled to meet CF Requirements; i.e., 2 phase 3 skill level course, 5 lvl QTPs.

**MATERIEL MANAGEMENT CAREER FIELD (2S)****Introduction**

The Materiel Management Field encompasses managing, controlling, and operating materiel management systems associated with specified Classes of Supply. This field includes functions of designing, developing, analyzing, and operating materiel management systems; requirements determination and computation; operating and managing materiel storage warehouses; equipment review and validation; records maintenance; inventory and distribution control; inspection and identification of property; and assisting commanders in maintaining accountability of assigned readiness spares and equipment.

Excluded from this field are managing Defense Reutilization and Marketing Offices, and operation and maintenance of organizational, tool cribs, equipment custodial responsibilities, and other duties not related solely to providing materiel management capability.

**CEM Code 2S000**  
**AFSC 2S091, Superintendent**  
**AFSC 2S071, Craftsman**  
**AFSC 2S051, Journeyman**  
**AFSC 2S031, Apprentice**  
**AFSC 2S011, Helper**

**MATERIELMANAGEMENT**  
**(Changed 30 Apr 17)**

**1. Specialty Summary.** Directs materiel management activities involved in developing, operating, implementing and analyzing manual and automated integrated logistics systems. Manages item and monetary accounting, inventory control, financial planning and warehousing functions. Monitors and operates the Integrated Logistics Systems-Supply (ILS-S) and associated logistics systems interfaces. When assigned to combat support or enabler organizations, provides materiel management expertise as related to ILS-S processes, accountable officer, responsible officer, and responsible person obligations. Related DoD Occupational Subgroup: 155100.

**2. Duties and Responsibilities:**

- 2.1. Manages materiel management activities and systems involved in requirements determination, inventory control, storage and issues of supplies and equipment.
- 2.2. Computes requirement, determines allowance, and researches and identifies materiel requirements. Performs operations involved in storage inspection, and identification of property.
- 2.3. Performs inventories and ensures timely correction of discrepancies. Inspects and evaluates inventory management activities.
- 2.4. Inspects and identifies property. Determines condition of property received. Performs shelf-life inspections of stock.
- 2.5. Develops methods and improves procedures for storing property. Plans use of storage facilities. Stores, issues, ships and transfers property. Controls issue of classified, sensitive, pilferable and controlled items.
- 2.6. Coordinates with maintenance activities on repairable component actions. Controls and issues bench stock property. Obtains material required for equipment modification, periodic component exchange and bills of material in support of maintenance. Accounts for all items contained in mobility readiness spares packages.
- 2.7. Provides materiel management expertise to combat support, enabler organizations and responsible officers for the proper accounting and control of specified classes of supply. Reviews and validates requirements. When required, initiates follow-up actions on materiel requirements. Coordinates equipment transfer and deployment actions with the accountable officer.
- 2.8. Plans and schedules materiel storage and distribution activities.
- 2.9. Processes information retrievals using materiel management system databases. Manages materiel management related systems and hardware. Performs operator maintenance on materiel management related systems and hardware. Applies system security policy and procedures to prevent unauthorized changes to information. Distributes materiel management computer products.
- 2.10. Acts as a subject matter expert to the commander on the operation of materiel management systems and operations. Monitors Defense Data Network traffic through use of the Materiel Management Interface System. Ensures database integrity and makes necessary corrections.
- 2.11. Controls and operates the Remote Processing Station (RPS).
- 2.12. Monitors systems processing and corrects processing errors. Monitors materiel management traffic through use of the Materiel Management Interface System and takes corrective action. Maintains liaison with the Standard Systems Group, MAJCOMs and the servicing Defense Megacenters, to identify and correct problems.
- 2.13. Develops database retrieval scripts for materiel management support analyses.
- 2.14. Operates motor vehicles and assorted materiel handling equipment.

**3. Specialty Qualifications:**

- 3.1. Knowledge. Knowledge is mandatory of basic mathematics, materiel management policies and procedures, Air Force property accounting, stock and inventory control, accountability and responsibility, principles of property accounting through manual or automated data processing (ADP), storage methods, warehouse control (issue and disposal), materiel handling techniques, methods of preparing and maintaining materiel management records, manual and automated materiel management accounting systems, logistics principles and interactions(materiel management, maintenance, transportation, and procurement), hazardous material and waste procedures, and deployment or contingency operations.
- 3.2. Education. For entry into this AFSC, completion of high school with a course in mathematics is desirable.
- 3.3. Training. For award of AFSC 2S031, completion of a basic materiel management course is mandatory.
- 3.4. Experience. The following experience is mandatory for award of the AFSC indicated:
  - 3.4.1. 2S051. Qualification in and possession of AFSC 2S031. Also, experience is mandatory in preparing and maintaining documentation and records associated with materiel management.
  - 3.4.2. 2S071. Qualification in and possession of AFSC 2S051. Also, experience is mandatory supervising storage facilities, analyzing trends in stockage policy and customer support, and operating contingency processing functions.
  - 3.4.3. 2S091. Qualification in and possession of AFSC 2S071. Also, experience is mandatory managing functions such as computing stock control levels; receiving, storing, and issuing property.

3.5 Other. The following are mandatory as indicated:

3.5.1. See attachment 4 for entry requirements.

3.5.2. For award and retention of these AFSCs, must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

3.5.3. Retraining into the 2S0XX career field within the Air Force Reserves and Air National Guard is restricted to the grades of E-6 and below with less than 10 years of Total Federal Military Service.

# MATERIEL MANAGEMENT AFSC 2S0XX



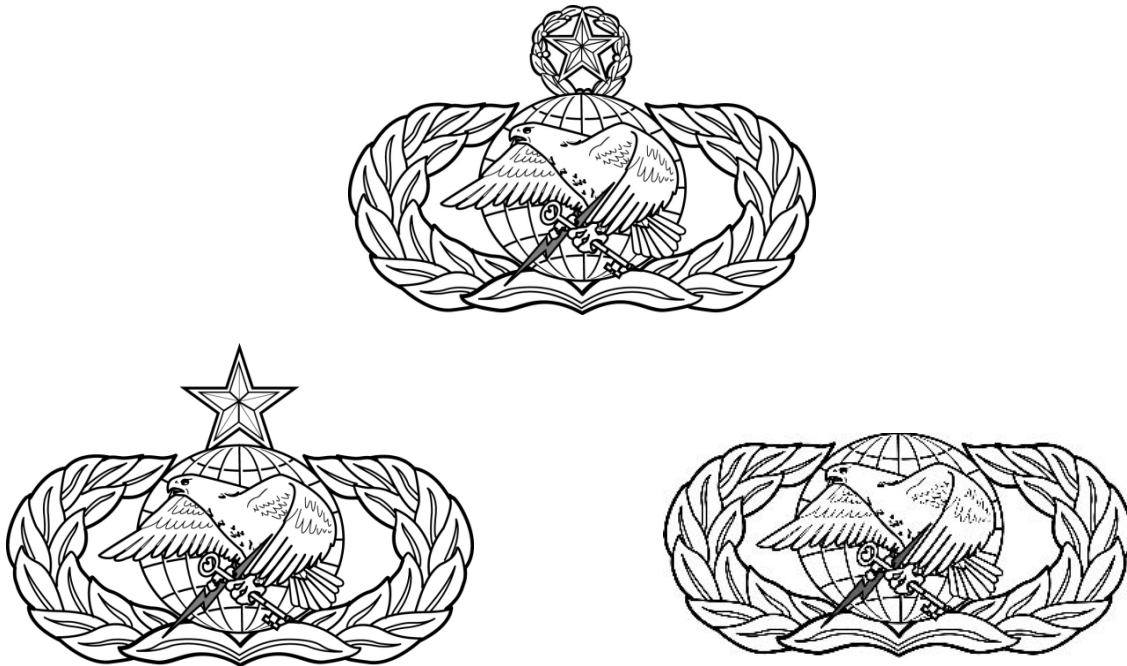
## CAREER FIELD EDUCATION AND TRAINING PLAN

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## *Materiel Management/Fuels Badges*



### *HERALDRY:*

*The falcon at the center of the badge symbolizes the Air Force. It also symbolizes the strength, dedication, and devotion to duty of materiel management and fuels personnel who support the generation and employment of aerospace forces across the spectrum of warfare. In its talons, the falcon is holding a key and a bolt of lightning.*

*The bolt of lightning represents military strength and wartime readiness.*

*The key symbolizes the security, safekeeping, and control of supplies, in the old "Quartermaster Corps" tradition.*

*The crossed key and lightning bolt indicates that military strength and wartime readiness can only be achieved through the support provided by professional materiel management personnel.*

*The globe is symbolic of the extensive range of materiel management and fuels support which is worldwide.*

*The olive branch surrounding the badge symbolizes the peace aerospace forces provided through professional materiel management corps.*

*The three levels of award are signified by the addition of a star centered above the falcon for the senior level and a star surrounded by an olive branch for the master level.*

*Personnel can find specific guidance for the wear of the Materiel Management/Fuels badge in AFI 36-2903, Dress and Personal Appearance of Air Force Personnel. Enlisted materiel management personnel are awarded the basic badge after completing initial 3-level training, the senior badge after award of the 7-level, and the master badge as a Master Sergeant or above with 5 years in the specialty from award of the 7-level.*

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# MATERIEL MANAGEMENT SPECIALTY AFSC 2S0XX CAREER FIELD EDUCATION AND TRAINING PLAN

## Part I

### *Preface*

- 1.1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for AFSC 2S0XX. The CFETP provides personnel a clear career path to success and instills rigor in all aspects of career field training. **NOTE:** Civilians occupying associated positions may use Part II of this document to support duty position qualification training.
- 1.2. This CFETP consists of two parts, both used by supervisors to plan, manage, and control training within the career field.
- 1.3. Part I provides information necessary for overall management of the specialty. Section A explains the purpose and how to use the plan; Section B identifies career field progression information to include duties and responsibilities, specialty qualifications, skill level upgrade requirements, and Community College of the Air Force information; Section C outlines knowledge, education, training, and other qualifications required for entry, award and retention of each skill level; Section D indicates resource constraints; Section E identifies transition training guide requirements for SSgt through MSgt.
- 1.4. Part II includes the following: Section A identifies the Specialty Training Standard (STS). Attachment one of Section A lists all tasks, core tasks, proficiency codes and technical references to support Air Education and Training Command (AETC) and On-the -Job Training (OJT). Additionally, attachment two of Section A identifies mandatory training for Materiel Management Unit Type Codes (UTC). Supervisors and Unit Training Managers must use this attachment to certify 2S0XX Airmen for UTC-specific training prior to deployment for contingency operations. Section B (Course Objective List) is not used. Section C (Support Materials) identifies qualification training packages (QTP) and special experience identifiers (SEI). Section D identifies a training course index that supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses. Section E (MAJCOM Unique Requirements) is not used. Section F identifies training program points of contact. Section G identifies training program regulations. Section H describes Materiel Management Enlisted Career Broadening Program training objectives, program qualifications, and program administration.
2. Using guidance provided in this CFETP will ensure individuals in 2S0XX career field receive effective and efficient training at the appropriate point in their career. At unit level, supervisors, trainers, and training managers use this CFETP to identify, plan, and conduct training commensurate with the overall goals of this plan. All OJT tasks identified by a dash (-) will be trained to the 3c level of proficiency. This plan will enable supervisors to train today's work force for tomorrow's jobs.

## Abbreviations/Terms Explained

**Advanced Training (AT).** Formal course that provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills and knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

**Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS).** A comprehensive task list that describes a particular job type or duty position. They are used by supervisors to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

**Career Field Education and Training Plan (CFETP).** CFETP is a comprehensive core training document that identifies: life-cycle education and training requirements; training support resources, and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear path and instill a sense of industry in career field training. It is the formal training contract between the AFCFM and AETC for formal accession and life-cycle skills training.

**Certification.** A formal indication of an individual's ability to perform a task to required standards.

**Certification Official.** A person whom the commander assigns to determine an individual's ability to perform a task to required standards.

**Continuation Training.** Additional advanced training exceeding the minimum upgrade training requirements with emphasis on present or future duty assignments.

**Contract Training.** Type 1 training that receives the same priority funding as Air Force-directed training. It supports initial groups of instructors and operators the Air Force requires for new or modified weapon systems.

**Core Task.** Tasks the AFCFM identify as minimum qualification requirements for everyone within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

**Course Objective List (COL).** A publication derived from initial and advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3- or 7-skill level in this career field. Supervisors use the COL to assist in conducting CFETP graduate evaluations in accordance with AFI 36-2201, *Air Force Training Program*.

**Course Training Standard (CTS).** Training standard that identifies the training members will receive in a specific course.

**Critical Task.** A task that requires specific training and certification prioritized above other tasks. Tasks may be defined as critical either through AFI, Technical Orders, higher headquarters, or at any level in the unit.

**Cross Utilization Training (CUT).** Training designed to qualify personnel to perform tasks that are not established requirements in their awarded AFSC.

**Deployment Task.** Deployment tasks are any tasks identified by higher headquarters for personnel to perform during deployments, contingencies, or wartime. Deployment tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

**Duty Position Tasks.** The tasks assigned to an individual for the position currently held. These include as a minimum all core tasks that correspond to the duty position, and tasks assigned by the supervisor.

**Enlisted Specialty Training (EST).** A mix of formal training (technical school) and OJT to qualify and

upgrade airmen in each skill level of a specialty.

**Expeditionary Training.** Training for tasks identified by higher headquarters for personnel to perform during contingencies or wartime. Training for these tasks may be provided through formal or on-the-job training.

**Exportable Course.** Instructional packages that personnel design for use in the field. The course may include printed, computer-based, or other audiovisual materials.

**Exportable Training.** Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

**Functional Advisory Council (FAC).** The FAC consists of the CFM and MAJCOM-level functional leadership as well as other key force development stakeholders. FACs prepare senior leaders with a comprehensive understanding of functional, cross-functional and institutional personnel requirements pertaining to a particular career field and advises on management strategies to sustain and improve capabilities. Additionally, the FAC validates the career progression roadmap by comparing career field needs (requirements) against career field capabilities (inventory), providing a summary of projected requirements (to include grade, AFSC, experience level, and number of valid personnel authorizations that must be filled).

**Functional Area Managers (FAM).** The individual accountable for the management and oversight of all personnel and equipment within a specific functional area to support the operational planning and execution. Responsibilities include, but are not limited to, developing and reviewing policy; developing, managing, and maintaining UTCs; developing criteria for and monitoring readiness reporting; force posturing; and analysis. At each level of responsibility (Headquarters Air Force, MAJCOM, Air Component, FOA, DRU, and unit), the FAM should be the most highly knowledgeable and experienced person within the functional area and have the widest range of visibility over the functional area readiness and capability issues.

**Functional Manager.** Senior leaders, designated by the appropriate functional authority (FA) who provide day-to-day management responsibility over specific functional communities at the Air Force Installation and Mission Support Center (AFIMSC), MAJCOM, FOA, DRU, or ARC level. While they should maintain an institutional focus in regards to resource development and distribution, FMs are responsible for ensuring their specialties are equipped, developed, and sustained to meet the functional community's mission as well as encourage force development opportunities in order to meet future needs of the total Air Force mission.

**Go.** The stage at which an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision. Meeting the task standard.

**Instructional System Development (ISD).** A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way the knowledge, skills, and aptitudes essential for successful job performance.

**Initial Skills Training.** A formal school course that results in an AFSC 3-skill level award for enlisted or mandatory training for upgrade to the status of qualified for officers.

**Master Task List (MTL).** A comprehensive list (100%) of all tasks performed within a work center and consisting of the current CFETP or AFJQS and locally developed AF Forms 797 (as a minimum). Should include tasks required for deployment and/or UTC requirements.

**Master Training Plan (MTP).** Employs a strategy for ensuring the completion of all work center job requirements by using a Master task Listing and provides milestones for task, CDC completion, and prioritizes deployment/UTC, home station training tasks, upgrade, and qualification tasks.

**Mission-Ready Airman.** A technical training graduate certified on AFCFM-defined tasks that are required to be performed at the next duty station, following course completion.

**No Go.** Trainee has not gained enough skill, knowledge, and experience to perform task without supervision. Does not meet task standard.

**Occupational Analysis Report (OAR).** A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

**On-the-Job Training (OJT).** Hands-on, “over-the-shoulder” conducted to certify personnel in both upgrade (skill level award and job qualification) position certification training.

**Optimal Training.** The ideal combination of training settings resulting in the highest levels of proficiency on specified performance requirements within the minimum time possible.

**Proficiency Training.** Additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

**Qualification Training (QT).** Hands-on performance training designed to qualify personnel in a specific position. This training occurs both during and after upgrade training to maintain up-to-date qualifications.

**Qualification Training Package (QTP).** An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

**Quota Type.** A two-character code within AFTMS used to indicate the student's active duty status (i.e., airman, officer, or civilian) and the travel funding status (i.e., AETC-funded, unit-funded, or non-TDY). (*NOTE:* The "N" funding status is usually used for NPS pipeline students, PCS-length schools 20 weeks or longer, or non-active duty Air Force users). The particular codes are as follows:

1st Digit (Active Duty Status)		2nd Digit (Travel Funding Status)
A (airman)	T (AETC-funded)	
O (officer)	P (unit-funded)	
C (civilian)	N (non-TDY)	

**Resource Constraints.** Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

**Skills Training.** A formal course that results in the award of a skill level.

**Specialty Training.** The total training process used to qualify airmen in their assigned specialty.

**Specialty Training Standard (STS).** An Air Force publication (typically inserted as Part 2 of the CFETP) that describes an Air Force specialty in terms of tasks and knowledge that an airman in that specialty may be expected to perform or to know on the job. Also identifies the training provided to achieve a 3-, 5-, or 7-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an Air Force Specialty Code (AFSC) are taught in formal schools and correspondence courses.

**Standard.** Predetermined quality or quantity, against which performance skills and knowledge is measured. An exact value, a physical entity, or an abstract concept, the appropriate authority, custom, or common consent sets up and defines to serve as a reference, model, or rule in measuring quantities or qualities, developing practices or procedures, or evaluating results. A fixed quantity or quality.

**Task Certifier.** See Certification Official.

**Third Party Certification.** Is an evaluation of completed training conducted by the task certifier and is only

required when directed by the AFCFM.

**Total Force.** All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

**Trainer.** A trained and qualified person who teaches personnel to perform specific tasks through OJT methods. Also, equipment that the trainer uses to teach personnel specified tasks.

**Training Capability.** The ability of a unit or base to provide training. Authorities consider the availability of equipment, qualified trainers, study reference materials, and so on in determining a unit's training capability.

**Training Session.** Training that trainers conduct based on technical data for a maintenance task that existing courses could not support.

**SEI** A three-character code that identifies special experience and training not otherwise identified in the personnel data system. SEIs may permit rapid identification of individuals already experienced to meet assignment requirements. More importantly, they provide a means for identifying critical manning requirements during wartime or contingency operations when little lead time is available for training personnel in specific technical skills needed to support a weapon system or mission. SEIs are not substitutes for AFSCs, suffixes, prefixes, special duty identifiers, reporting identifiers, CEM codes, or professional specialty course codes. The AFOCD and AFECD list approved SEIs

**Training Setting.** The type of forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study etc.).

**Training Start Date.** Date training begins.

**Training Completion Date.** Date trainer or task certifier completes task evaluations and determines trainee is qualified to perform the task.

**Upgrade Training (UGT).** Mandatory training which leads to attainment of higher level of proficiency.

**Utilization and Training Workshop (U&TW).** A forum of MAJCOM Air Force Specialty Code (AFSC) functional managers, Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.

## ***Section A-General Information***

### **1. Purpose**

This CFETP provides information necessary for Air Force Career Field Managers (AFCFM), MAJCOM Functional CMSgts MAJCOM Functional Managers (MFM), commanders, training managers, supervisors, trainers and certifiers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training individuals in AFSC 2S0XX should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. In addition, the plan mandates specific functional contingency training required prior to deployment. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. This training is conducted by AETC at Joint Base San Antonio (JBSA) Lackland TX. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3, 5, 7, and 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify an Airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills/knowledge required to do the job. Advanced training is formal specialty training used for selected Airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. Contingency training is a function of qualification training that readies Materiel Management Airmen to perform as prescribed by the unit type codes (UTC) and mission capability (MISCAP) statement. The CFETP has several purposes, some are:

- 1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. In addition, it is used to help supervisors identify training at the appropriate point in an individual's career.
- 1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.
- 1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.
- 1.4. Identifies major resource constraints that impact full implementation of the desired career field training process.

### **2. Uses**

The CFETP is used by the AFCFM, Materiel Management Functional Managers, CMSgts, and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the Materiel Management specialty.

- 2.1. AETC training personnel will develop/revise formal resident, non-resident, field and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.
- 2.2. Materiel Management Functional Managers will ensure their training programs complement the CFETP mandatory initial, upgrade, proficiency, and contingency requirements. Identified requirements can be satisfied by OJT, resident training, contract training, or exportable courses. MAJCOM-developed training to support this AFSC must be identified for inclusion into plan.
- 2.3. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

### **3. Coordination and Approval**

HQ AF/A4LR as the AFCFM, is the approval authority. Functional Area Council (FAC) and AETC training personnel will identify and coordinate on the career field training requirements. The AFCFM will initiate an annual review of this document with the AETC Training Manager and the FAC to ensure currency and accuracy. The council will eliminate duplicate training using the list of courses in Part II.

## ***Section B-Career Field Progression Information***

### **4. Specialty Descriptions**

Directs materiel management activities involved in developing, operating, implementing and analyzing manual and automated integrated logistics systems to support various weapons systems, while simultaneously providing customer service to combat support. Drives the operational agility required to conduct Air Force missions within an integrated multi-domain operations platform to include, but not limited to, nuclear deterrence, rapid global mobility and precision strike activities. Manages a portfolio of items through monitoring and operating the Integrated Logistics System-Supply (ILS-S) and associated logistics systems interfaces. Accurately forecast requirements, identify supply sources, schedule deliveries, warehouse, identify and transfer assets. When assigned to combat support or enable organizations, provides materiel management expertise as related to ILS\_S processes, accountable officer, responsible officer, and responsible person obligations.

Related DoD Occupational Subgroup: 155100.

#### **4.1. Duties and Responsibilities:**

- 4.1.1. Manages materiel management activities and systems involved in stocking, sorting, issuing, and inspection/management of DoD supplies and equipment.
- 4.1.2. Maintains and issues select weapon system spares, supply and equipment items, to include classified, sensitive, war consumable, and nuclear weapons related items.
- 4.1.3. Stores, inventories, inspects and issues mobility bags, mobility small arms/light weapons, chemical warfare defense equipment and individual body armor.
- 4.1.4. Computes requirement, determines allowance, and researches and identifies materiel requirements. Compares stock numbers, part numbers, authorized substitutes, and other listed information with technical orders and similar references to verify accuracy for mission critical assets.
- 4.1.5. Establishes and maintains the identification of items received, stored, issues, shipped and transferred. Validates and processes identity changes for materiel. Inspects shelf-life assets in stock and processes extension and/or disposals as required.
- 4.1.6. Coordinates with maintenance activities on repair-cycle management. Monitors items requiring repair or replacement from time of backorder and issue until return to the materiel management enterprise. Obtains material required for equipment modification, periodic component exchange and bill-of-material in support of maintenance.
- 4.1.7. Serves as the base equipment review and authorization activity and manages base-level equipment items. Assists installation equipment custodians with processing equipment transactions. Coordinates equipment transfer and deployment actions between accountable officers and responsible officers.
- 4.1.8. Acts as a subject matter expert to the commander in materiel management systems and operations. Manages and performs operator maintenance on materiel management related systems and hardware. Applies system security policy and procedures to prevent unauthorized changes to information. Monitors materiel management traffic through use of Materiel management Interface System and take corrective action.
- 4.1.9. Operates motor vehicle, all-terrain forklifts and assorted materiel handling equipment, i.e. pallet jacks, powered and non-powered equipment.
- 4.1.10. Performs operations compliance and quality assurance evaluations. Evaluates the quality of materiel management procedures. Presents recommendations for improving the effectiveness of all logistics process. Provides training/instruction as applicable to address deficiencies identified during evaluations and inspections.

#### **4.2. Specialty Qualifications:**

- 4.2.1. Knowledge. Knowledge is mandatory of basic mathematics, materiel management policies and procedures, Air Force property accounting, stock and inventory control, accountability and responsibility, principles of property accounting through manual and automated data processing equipment (ADPE), storage methods, warehouse control (issue and disposal), materiel handling techniques, methods of preparing and maintaining materiel management records, manual and automated materiel management accounting systems, logistics principles and interactions (materiel management, maintenance, transportation, and procurement), hazardous material and waste procedures, and deployment or contingency operations.
- 4.2.2. Education. For entry into this AFSC, completion of high school with a course in mathematics is mandatory.
- 4.2.3. Training. For award of AFSC 2S031, completion of Materiel Management Apprentice Course is mandatory.
- 4.2.4. Experience. The following experience is mandatory for award of the AFSC indicated:
  - 4.2.4.1. 2S051. Qualification in and possession of AFSC 2S031. Also, experience is mandatory in preparing and

processing orders, researching materiel management references, validating customer requisitions, interrogating materiel management systems and processing repair cycle returns.

4.2.4.2. 2S071. Qualification in and possession of AFSC 2S051. Also, experiences is mandatory in preparing readiness spares packages for shipment, researching accountability errors, resolving location discrepancies, reviewing management reports, and analyzing materiel management metrics.

4.2.4.3. 2S091. Qualification in and possession of AFSC 2S071. Also, experience is mandatory in providing oversight and guidance to storage elements, responding to customer logistics concerns and anticipating problems, and coordinating maintenance and materiel management actions for mission requirements.

4.2.5. For award and retention of these AFSCs, must maintain an Air Force Network License according to AFI 33-115, Vol 2, *Licensing Network Users and Certifying Network Professionals*.

4.2.6 Special Experience Identifiers (SEI): SEI 027, Remote Processing Systems Operations, is awarded upon completion and certification of specified Qualification Training Plan and 24 months of RPS experience. SEI 126, Acquisition Logistics Level I, requires DAU Acquisition Logistics Level I certification. SEI 127, Acquisition Logistics Level II, requires DAU Acquisition Logistics Level II certification. SEI 128, Acquisition Logistics Level III, requires DAU Acquisition Logistics Level III certification. SEI 839, Special Handling, requires (1) completion of Nuclear Weapons-Related Materiel (NWRM) training as identified by applicable Air Force Career Field Manager (AFCFM); (2) completion of other special handling training as identified by applicable AFCFM; (3) completion of duty position training as identified in individual training plan; (4) 6 months (120 duty days for ANG/AFRC) experience routinely (determined at commander's discretion) packaging, transporting, inspecting, and/or storing one or more of the following types of assets: NWRM, Classified (confidential, secret, and top secret), Communication Security (COMSEC), and weapons; (5) assignment to work centers who physically. SEI 2BD is used to identify airmen with F-35 JSF Autonomous Logistics Information System (ALIS) experience and is awarded upon 5-skill level completion, six months of ALIS experience, and supervisor's recommendation. There are additional SEIs, but these are the primary codes use to identified key materiel management skill sets.

## **5. Skill/Career Progression**

Adequate training and timely progression from the apprentice to the superintendent skill level plays an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training do their part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career.

5.1. Apprentice (3) Level. Initial skills training in this specialty consists of the tasks and knowledge training provided in the 3-skill level resident courses at JB SA -Lackland, TX. Initial skills training requirements were identified during the 2S0XX Utilization and Training Workshop (U&TW) held at JB SA -Lackland TX in November 2016. Upon completion of initial skills training, a trainee will work with a trainer to enhance their knowledge and skills. They will utilize the 5-level Career Development Course and Task Qualification to progress in the career field. During up-grade training to 5-skill level, 3-level assigned airmen should not be considered for deployment with limited exceptions. Once task certified, a trainee may perform the task unsupervised. Materiel Management trainees will be assigned to entry level Materiel Management positions. Knowledge gained while working in these entry level positions will provide for the basis of further growth in the Materiel Management career field.

5.2. Journeyman (5) Level. Journeymen are expected to build upon the skills learned as an apprentice through additional on-the-job training, completion of career development course and certification on core tasks. Increased knowledge will prepare Journeymen to assume higher levels of responsibility within the Materiel Management career field. After completion members should enroll in CCAF.

5.3. Craftsman (7) Level. Craftsman are expected to fill various supervisory and management positions such as shift NCOIC, supervisor, and task certifier. Craftsmen will be expected to analyze the various materiel management processes and employ problem-solving techniques to achieve resolution of problems. They must complete the appropriate career development courses and should pursue additional Supply Chain Management and leadership courses to obtain added knowledge on management of resources and personnel. Additionally, craftsman must be certified on designated core tasks. Continued academic education through CCAF and advanced training, to include vocational programs, is encouraged.

5.4. Superintendent (9) Level. Superintendents are expected to fill positions such as Superintendent, Section Chief, NCOIC and various NAF and MAJCOM staff positions. Additional training in the areas of budget,



manpower, resources, and personnel management should be pursued through continuing education. The Logistics Readiness SNCO Course is highly recommended for 9-skill level award.

5.5. Force Development Policy. Materiel Management SNCOs, at all levels, must ensure materiel management personnel outside the LRS are given the opportunity to learn and perform core tasks as shown in the Materiel Management STS. The senior enlisted materiel manager must coordinate with supervisors and commanders who functionally control materiel management personnel outside of the LRS to rotate these Airmen back into core materiel management processes/functions every **24 months** or when not restricted by personnel policies (i.e., individuals will not PCS solely to assure their reassignment to a said squadron). Retaining AF Materiel Management Airmen outside the LRS or Air Force Sustainment Center (AFSC) where they are not qualifying or retaining proficiency in core materiel management processes, adversely affects the individual's force development, career path, and prevents commanders from providing fully qualified Materiel Management Airmen to combatant commands during wartime operations.

## **6. Training Decisions**

This CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Materiel Management (2S0XX) career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach. These training decisions were made at the U&TW conducted at JBSA Lackland in November 2016.

6.1. Initial Skills. Initial skills training provides 2S0XX trainees with knowledge and hands on experience in the entry level materiel management processes of storage, inventory, issue processing, research, MICAP, sourcing assets, repair cycle, deployment/contingency wartime support, stock control, equipment, document control, and turn-in processing. Additionally, trainees will receive training in reject management, reading and interpreting inquiries, and basic computer processing techniques

6.2. Five Level Upgrade Requirements. Upgrade to the 5-skill level will require completion of the 5-level CDCs and certification of all 5-level core tasks and supervisor recommendation. Core tasks are identified within this document and are the minimum number of tasks that an individual must be certified on for upgrade to the higher skill level. Core tasks are the foundational tasks all Materiel Management Airmen must be able to perform whether at home station or deployed. Supervisors may determine if additional tasks are required for upgrade training based on the Airmen's duty position. Do not delay individuals from upgrade to the next skill level when resources are a constraining factor, and the supervisor/commander correctly annotates the STS explaining the constraint. Contact the Force Support Squadron for skill-level upgrade waiver guidance and the proper procedures to document individual training records.

6.3. Seven Level Upgrade Requirements. 7-level upgrade will be accomplished through the completion of CDCs, certification of 7-level core tasks, observation of knowledge application to include the ability to detect deficiencies caused by improper storage practices, completing surveillances, enforcement of FIFO principles, and combined supervisors/commander recommendation. As mentioned in the 5-level upgrade requirements, training material will be designed to build upon foundational 5-level training and develop a more knowledgeable, Materiel Management Airmen who are more capable to perform at home station or deployed. **NO SKILL LEVEL WAIVERS WILL APPLY FOR 7 LEVEL UPGRADES.**

6.4. Core Task Certification. All core tasks require third party certification. The certifier must be different than the trainer, be certified on the task being certified and possess a minimum of a 7-skill level.

## **7. Community College of the Air Force**

7.1. Community College of the Air Force (CCAF). CCAF is one of several federally chartered degree-granting institutions, however, it is the only 2-year institution exclusively serving military enlisted personnel. The college is regionally accredited through Air University by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award AAS degrees designed for specific Air Force occupational specialties and is the largest multi-campus community college in the world. Upon completion of basic military training and assignment to an AF career field, all enlisted personnel are registered in a CCAF degree program and are afforded the opportunity to obtain an Associate in Applied Science degree. In order to be awarded, degree requirements must be successfully completed before the student separates from the Air Force, retires, or is commissioned as an officer. See the CCAF programs at <http://www.au.af.mil/au/barnes/ccaf>

for details regarding the AAS degree programs.

7.2. CCAF Degree Requirements. All enlisted airmen are automatically entered into the CCAF program. Prior to completing an associate degree, the 5-level must be awarded and the following requirements must be met:

Table 7.1. CCAF Degree Requirements

<u>Semester Hours</u>	
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15*
Program Elective	15*
Total	64

7.2.1. The Logistics (1AMY) program. Applies to 2F0X1, 2G0X1, 2S0X1, and 4A1XX.

7.2.2. Degree Requirements. The journeyman (5) level must be held at the time of program completion.

7.2.3. Technical Education. (24 semester hours) Completion of the career field apprentice course satisfies some semester hours of the technical education requirements. A minimum of 24 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective courses. Some academic degree programs have specific technical education requirements. Refer to the CCAF General Catalog for specific degree requirements for your specialty.

Table 7.2. Technical Education

<u>Technical Core</u>	<u>Max Sem Hours</u>
CCAF Internship	18
Contract Management	3
Cryogenic Operations	10
Distribution Management	12
Fuels Distribution	15
Inventory Management	12
Logistics Automated Systems	9
Logistics Management	12
Materiel Handling/Plant Layout	3
Materiel Management	12
Principles of Accounting	6
Principles of Economics	6
Principles of Purchasing	3
Production/Operations Management	3

Warehouse Storage and Operations	8
<i>Technical Electives</i>	<i>Max Sem Hours</i>
Business Ethics	3
Business Law	3
Business Mathematics/Statistics	3
Certified Logistics Technician	3
Computer Science	6
Environmental Protection Procedures	3
Enlisted Professional Military Education	6
Environmental Protection Procedures	3
General Chemistry	4
Hazardous Materials	3
Industrial Safety	3
Introduction to Business	3
Introduction to the Petroleum Industry	3
Introduction to Transportation	3
Labor Relations	3
Leadership & Management	3
Managerial Communications	3
Medical Readiness	3
Principles of Marketing	6
Quality Assurance	3
Technical Writing	3

7.2.4. Leadership, Management, and Military Studies (6 Semester Hours): Professional military education, civilian management courses accepted in transfer and/or by testing credit.

7.2.5. Physical Education (4 Semester Hours): This requirement is satisfied by completion of Basic Military Training.

7.2.6. General Education (15 Semester Hours): Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and agree with the definitions of applicable courses as provided in the CCAF General Catalog.

7.2.7. Program Elective (15 Semester Hours): Courses applying to technical education, LMMS or general education requirements; natural science course meeting general education requirements application criteria; foreign language credit earned at Defense Language Institute; maximum 9 SHs of CCAF degree-applicable technical course credit otherwise not applicable to program of enrollment.

7.2.8. Residency Requirement (16 Semester Hours): Satisfied by credit earned for coursework completed in an affiliated school or through internship credit awarded for progression in an Air Force occupation specialty. Enlisted members attending Army, Navy, and/or DOD initial or advanced training do not receive resident credit since these schools are not part of the CCAF system. However, the college awards proficiency credit to AF enlisted members completing these courses. Note: Physical education credit awarded for basic military training is not resident credit.

7.3. Professional Certifications. Certifications assist the professional development of our Airmen by broadening their knowledge and skills. Additionally, specific certifications may award collegiate credit by CCAF and civilian colleges, saving time and Air Force tuition assistance funds. It also helps airmen to be better prepared for transition to civilian life. To learn more about professional certifications and certification programs offered by CCAF, visit <http://www.au.af.mil/au/ccaf/certifications.asp>. In addition to its associate degree program, CCAF offers the following certification programs and resources:

7.3.1. CCAF Instructor Certification (CIC) Program. CCAF offers the three-tiered CIC Program for qualified instructors teaching at CCAF affiliated schools who have demonstrated a high level of professional accomplishment. The CIC is a professional credential that recognizes the instructor's extensive faculty development training, education and qualification required to teach a CCAF course, and formally acknowledges the instructor's practical teaching experience.

7.3.2. CCAF Instructional Systems Development (ISD) Certification Program. CCAF offers the ISD Certification Program for qualified curriculum developers and managers who are formally assigned at CCAF affiliated schools to develop and manage CCAF collegiate courses. The ISD Certification is a professional credential that recognizes the curriculum developer's or manager's extensive training, education, qualifications and experience required to develop and manage CCAF courses. The certification also recognizes the individual's ISD qualifications and experience in planning, developing, implementing and managing instructional systems.

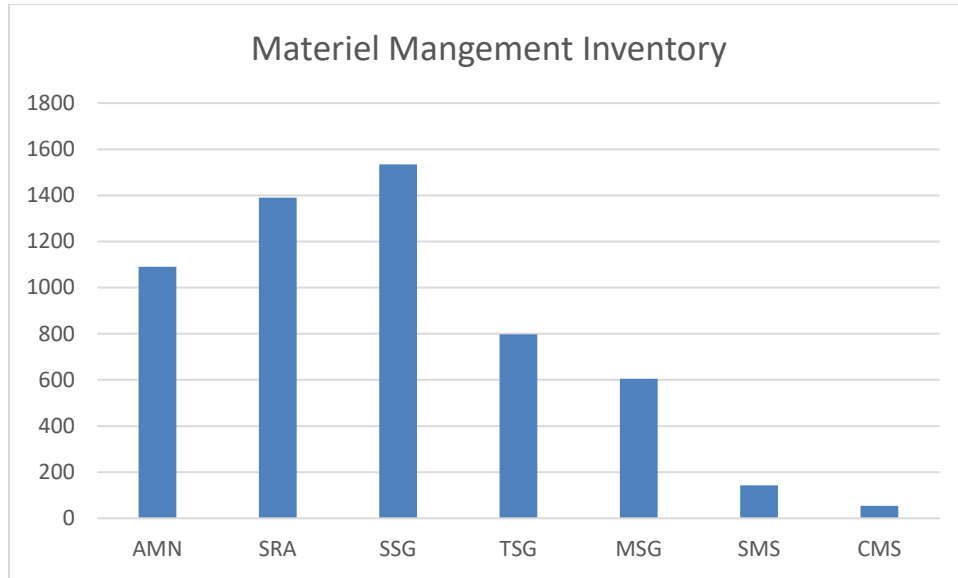
7.3.3. CCAF Professional Manager Certification (PMC). CCAF offers the PMC Program for qualified Air Force NCO's. The PMC is a professional credential awarded by CCAF that formally recognizes an individual's advance level of education and experience in leadership and management, as well as professional accomplishments. The program provides a structured professional development track that supplements Enlisted Professional Military Education (EPME) and Career Field Education and Training Plan (CFETP).

7.4. Air Force Credentialing Opportunities On-Line (AF COOL). AF Cool replaced the CCAF Credentialing and Education Research Tool (CERT). The AF Cool Program is managed by CCAF and provides a research tool designed to increase an Airman's awareness of national professional credentialing and funding opportunities available for all Air Force occupational specialties. AF COOL also provides information on specific occupational specialties, civilian occupational equivalencies, AFSC-related national professional credentials, credentialing agencies, and professional organizations. AF COOL contains a variety of information about credentialing and licensing and can be used to:

- Get background information about civilian licensure and certification in general and specific information on individual credentials including eligibility requirements and resources to prepare for an exam
- Identify licenses and certifications relevant to AFSC
- Learn how to fill gaps between Air Force training and experience and civilian credentialing requirements
- Get information on funding opportunities to pay for credentialing exams and associated fees
- Learn about resources available to Airmen that can help them gain civilian job credentials
- To learn more about AF COOL and funding processes, visit <https://afvec.langley.af.mil/afvec/Public/COOL/Default>.

## 8. Career Field Path

8.1. Control AFSC by Grade. The Materiel Management Inventory chart, shown below, illustrates the FY16 Enlisted Grade Allocation/Career Progression Group (CPG) for the specialty by grade.



AMN	SRA	SSG	TSG	MSG	SMS	CMS	TOTAL
1091	1390	1534	798	605	143	54	5615

Chart 8.1. Control AFSC by Grade

8.2. Enlisted Career Path Pyramid. The enlisted Career Pyramid is a display of training education, and experience which enlisted Airmen will encounter throughout their career. It provides Airmen with an understanding of current and future opportunities for continuing development. For more detailed information log-on to the AF Portal and go to My EDP or by referencing AF Handbook 1.

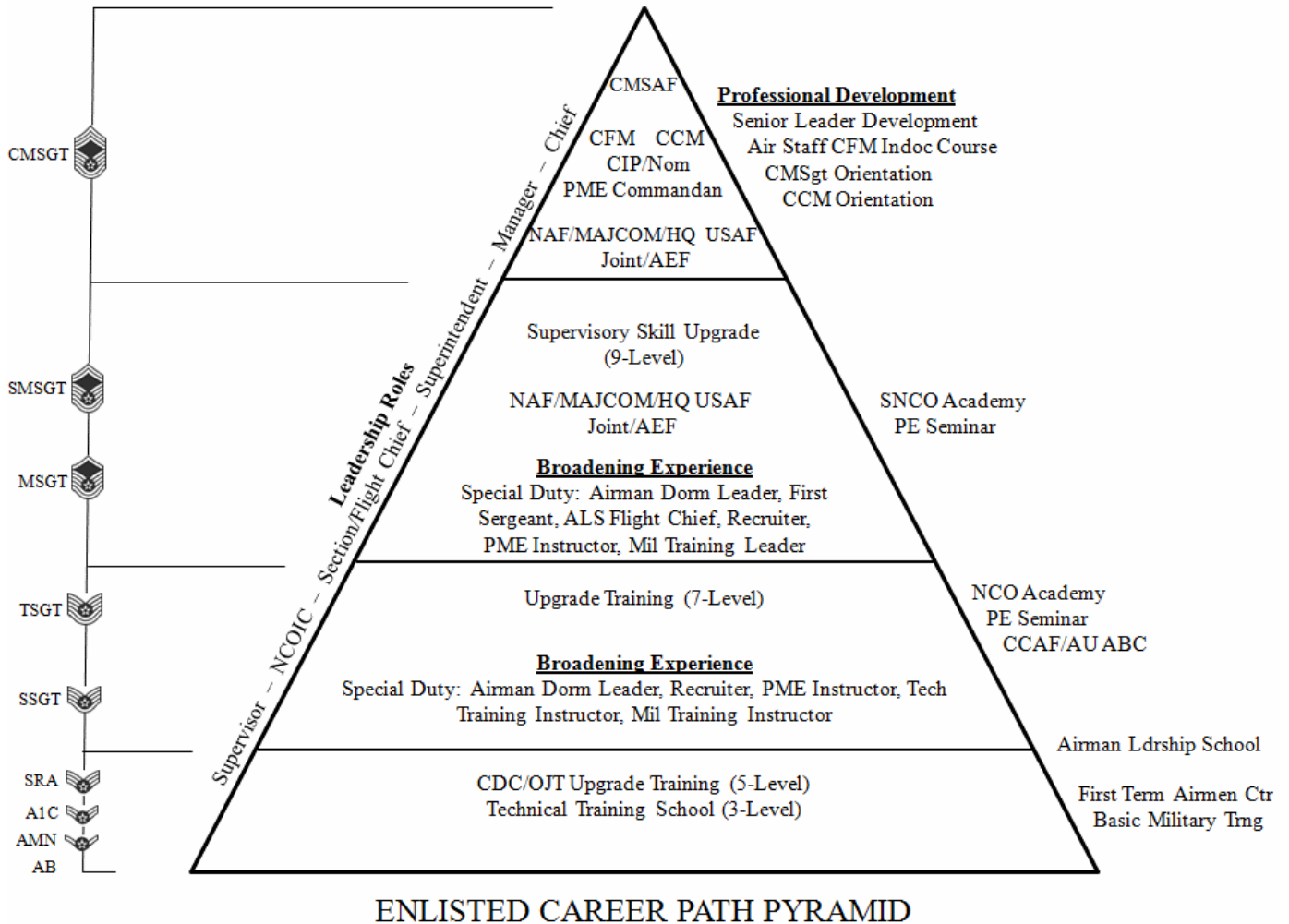


Chart 8.2. Enlisted Career Path Pyramid

**Section C-Skill Level Training Requirements**

**9. Purpose**

Skill level training requirements in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II, Section A of this CFETP.

## 10. Specialty Qualification

### 10.1. Apprentice Level Training: AFSC 2S031, Materiel Management Apprentice

10.1.2. Knowledge. Knowledge is mandatory of basic mathematics, materiel management policies and procedures, Air Force property accounting, stock and inventory control, accountability and responsibility, principles of property accounting through manual or automated data processing (ADP), storage methods, warehouse control (receipt, issue, and disposal), materiel handling techniques, methods of preparing and maintaining supply records, manual and automated supply accounting systems, logistics principles and interactions (supply, maintenance, transportation, and procurement), hazardous material and waste procedures; and deployment or contingency operations.

10.1.3. Education. For entry into this AFSC, completion of high school with a course in mathematics is mandatory.

10.1.4. Training. For award of AFSC 2S031, completion of the basic Materiel Management Apprentice course is mandatory.

10.1.5. Training Sources/Resources. Completion of initial skills training, Materiel Management Apprentice course at JBSA Lackland, TX, satisfies the knowledge and training requirements specified in the Specialty Qualification section for award of the 3-skill level. The STS identifies all the knowledge and tasks, with their respective standards.

10.1.6. Implementation. The 3-skill level will be awarded upon successful completion of the Materiel Management Apprentice Course.

### 10.2. Journeyman Level Training: AFSC 2S051, Materiel Management Journeyman

10.2.1. Knowledge. Knowledge is mandatory of basic mathematics, materiel management policies and procedures, Air Force property accounting, stock and inventory control, accountability and responsibility, principles of property accounting through manual or automated data processing (ADP), storage methods, warehouse control (receipt, issue, and disposal), materiel handling techniques, methods of preparing and maintaining supply records, manual and automated supply accounting systems, logistics principles and interactions (supply, maintenance, transportation, and procurement), hazardous material and waste procedures; and deployment or contingency operations.

10.2.2. Education. For entry into this AFSC, completion of high school with a course in mathematics is mandatory.

10.2.3. Training. Completion of both 5-level CDCs and core tasks in the STS.

10.2.4. Experience. Qualification in and possession of AFSC 2S031. Experience is mandatory in functions such as preparing and maintaining documentation and records associated with inventory management actions; receipt, storage, and issue of property; conducting inventories; or configuration and operation of storage facilities.

10.2.5. Training Sources/Resources. CDC 2S051 provides the career knowledge training required. The current STS shows the tasks that are trained through the CDC materiel. Continuation/qualification training and OJT are provided by qualified trainers.

10.2.6. Implementation. Entry into formal journeyman upgrade training is accomplished as soon as the individual is assigned to their first duty station.

### 10.3. Craftsman Level Training: AFSC 2S071, Materiel Management Craftsman

10.3.1. Knowledge. Knowledge is mandatory of basic mathematics, materiel management policies and procedures, Air Force property accounting, stock and inventory control, accountability and responsibility, principles of property accounting through manual or automated data processing (ADP), storage methods, warehouse control (receipt, issue, and disposal), materiel handling techniques, methods of preparing and maintaining supply records, manual and automated supply accounting systems, logistics principles and interactions (supply, maintenance, transportation, and procurement), hazardous material and waste procedures; and deployment or contingency operations.

10.3.2. Education. Continued education in logistics management is desirable.

10.3.3. Training. Completion of 7-level CDCs and core tasks in the STS.

10.3.4. Experience. Qualification in, and possession of AFSC 2S051. Experience is mandatory in performing or supervising functions such as establishing and maintaining reporting and management procedures for stock consumption, receipt, storage, and issue of property, conducting inventories, analyzing trends in stockage policy and customer support, and supervising storage facilities.

10.3.5. Training Sources/Resources. The STS identifies all the core tasks required for qualification. Continuation/qualification training and OJT is provided by qualified trainers.

10.3.6. Implementation. Entry into OJT is initiated on the first day of the promotion cycle upon being selected to the rank of SSgt. Individuals must also possess a 5-skill level. Trainees must be certified on all core tasks.

10.4. Superintendent Level Training: AFSC 2S091, Materiel Management Superintendent

10.4.1. Knowledge. Knowledge is mandatory of basic mathematics, materiel management policies and procedures, Air Force property accounting, stock and inventory control, accountability and responsibility, principles of property accounting through manual or automated data processing (ADP), storage methods, warehouse control (receipt, issue, and disposal), materiel handling techniques, methods of preparing and maintaining supply records, manual and automated supply accounting systems, logistics principles and interactions (supply, maintenance, transportation, and procurement), hazardous material and waste procedures; and deployment or contingency operations.

10.4.2. Education. Continued education in logistics management is desirable.

10.4.3. Training. Completion of SNCOA in-residence or correspondence and SMSgt sew-on are mandatory for award of the 9-skill level. Additionally, it is highly recommended all SMSgts complete the Logistics Readiness SNCO Course before they will be awarded their 9-level.

10.4.4. Experience. For award of AFSC 2S091, qualification in and possession of AFSC 2S071 is mandatory. Also, experience is mandatory managing functions such as computing stock control levels, issuing property, analyzing trends in customer requirements, and overseeing storage facilities.

10.4.5. Training Sources/Resources. Senior NCO Academy correspondence course provides information helpful to individuals preparing for the grades of SMSgt and CMSgt. The Logistics Readiness SNCO Course will also provide increased knowledge on the entire Logistics Readiness enterprise so each Materiel Management SNCO will be better prepared to serve in superintendent or other strategic level logistics readiness positions.

10.4.6. Implementation. Entry into OJT is initiated when an individual possesses the 7-skill level and is a SMSgt selectee.

## ***Section D-Resource Constraints***

### **11. Purpose**

This section identifies known resource constraints which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Unit should utilize nearest AF/ANG/AFRES installation to accomplish any training requirements that cannot be accomplished at home station. Resource constraints will be, as a minimum, reviewed and updated annually.

### **12. Apprentice Level Training**

There are no known constraints.

### **13. Journeyman Level Training**

There are no known constraints.

### **14. Craftsman-Level Training**

There are no known constraints.

### **15. Superintendent-Level Training**

There are no known constraints.



## ***Section E-Transitional Training Guide:***

There are currently no transitional training requirements. This area is reserved.

## **Part II**

### ***Section A-Specialty Training Standard***

#### **1. Implementation**

The implementation of this STS for technical training provided by Air Education and Training Command is with class beginning 20180108 (2S031).

#### **2. Purpose**

2.1. Column 1 (Task, Knowledge and Technical References) the most common tasks, knowledge, and technical references (TR) necessary for airman to perform duties in the 3, 5, and 7-skill level. Column 2 identifies the core tasks that must be certified for upgrade to the next higher skill level. These are the minimum core tasks; supervisors may assign additional core tasks, as deemed appropriate, that must be certified for upgrade to the next higher skill level. When resources (training expertise, equipment, etc.) are not available to certify an individual on a core task, the Commander will so annotate the STS stating that resources are not available. Upgrade training will not be denied to individuals who, through lack of resources, cannot be core task certified. However, every attempt to obtain the training through contractors, ANG, AFRC, etc...must be exhausted before core task waiver requests are submitted for approval. (NO SKILL LEVEL WIAVERS WILL BE GIVEN FOR 7 SKILL LEVEL). Contact the Military Personnel Flight for guidance and the proper procedures to annotate the individuals training record when core task training cannot be accomplished. Materiel management personnel in outside units, i.e., maintenance, civil engineers, etc., will not use this document exclusively when they are supported by a materiel management account. Rather, the host LRS Training Section will be contacted for assistance. Column 3 is the administrative area for training start/stop dates, trainer, trainee and certifier initials. Column 4 lists 3, 5, and 7-skill level training proficiency codes.

2.2. Qualitative Requirements. Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training, career development courses, and web-based training course, once developed/fielded

2.3. Attachments 1 and 2 become a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, **On-The-Job Training Record**, and IAW AFI 36-2201. When used as a JQS, the following requirements apply:

2.3.1. Documentation. Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Training start date, Training Completed date, Trainee Initials, Trainer Initials, Certifier Initials. An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the AFCFM.

**NOTE:** The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their career field.

2.3.1.1. Converting from Old Document to CFETP. Use the new CFETP to identify and certify all past and current task qualifications. Transcribe qualifications in the following manner: For those tasks previously certified and required in the current duty position, evaluate current qualifications and, when verified, recertify using current date as completion date and enter trainee and supervisor's initials. When transcribing previous certification for tasks not required in the current duty position, carry forward *only* the previous completion date of certification (not the initials of another person). If and when transcribed tasks become duty position requirements, recertify using standard certification procedures. The person whose initials appear in the trainer or certifier block during the transcription process must meet the requirements of their respective roles. Upon completion of the transcription process, give the old CFETP to the member.

2.3.1.2. Documenting Career Knowledge. When a CDC is not available: the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFECD. For two-time CDC course exam failures: supervisors identify all STS

items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier receives certification on the STS if approved by the applicable approval authority. **NOTE:** Career Knowledge must be documented prior to submitting a CDC waiver.

2.3.1.3. Decertification and Recertification. When an Airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification when using automated systems. Appropriate remarks are entered on the AF Form 623A, **On-The-Job Training Record Continuation Sheet**, as to the reason for decertification. The individual is recertified (if required) by both erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

2.3.2. Training Standard. Tasks are trained and qualified to the go/no go level. Go means the individual can perform the task without assistance, meet local demands for accuracy, timeliness, and correct use of procedures.

2.3.3. Application. This STS applies to the training of the Total Force. Unit Commanders of non-LRS units with materiel management personnel assigned coordinate training needs through the host LRS Training Section or respective MAJCOM Functional Manager if there is no LRS on the base. This will ensure qualified trainers/certifiers are available and training is accomplished on all core tasks. Waiver authority for core task certification is the AFCFM.

2.4. Training Business Area (TBA) is the approved, mandatory method for tracking and documenting training for the Materiel Management career field. Maintain paper copies of the master training plan (MTP) for individual work centers IAW AFI 36-2201.

2.5. The Training Standard is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the Airman Advancement Division by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. WAPS is not applicable to the Air National Guard or the Air Force Reserve.

### 3. Recommendations

Comments and recommendations are invited concerning quality of AETC training. Reference specific STS paragraphs and address correspondence regarding changes to 37 TRG/DOS, 1220 Truemper Street, Suite 1, JBSA Lackland, TX 78236-5568. A customer service information line has been installed for the supervisor's convenience to identify graduates who may have received over or under training on task/knowledge items listed in this specialty training standard. For quick responses to problems, call our customer service information line, DSN 473-2917 any time day or night.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

LT GEN JOHN B. COOPER  
DCS/Logistics, Engineering and Force Protection

3 Attachments

1. Qualitative Requirements (Proficiency Code Key)
2. AFSC 2S0X1 STS
3. Contingency/Expeditionary Training Requirement

Attachment 1

<b>This Block Is For Identification Purposes Only</b>		
<b>Name Of Trainee</b>		
<b>Printed Name (Last, First, Middle Initial)</b>	<b>Initials (Written)</b>	<b>SSAN</b>
<b><i>Printed Name of Certifying Official and Written Initials</i></b>		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	<b>Scale Value</b>	<b>Definition: The individual</b>
<b>Task Performance Levels</b>	<b>1</b>	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	<b>2</b>	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	<b>3</b>	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	<b>4</b>	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
<b>*Task Knowledge Levels</b>	<b>a</b>	Can name parts, tools, and simple facts about the task. (Nomenclature)
	<b>b</b>	Can determine step by step procedures for doing the task. (Procedures)
	<b>c</b>	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	<b>d</b>	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
<b>**Subject Knowledge Levels</b>	<b>A</b>	Can identify basic facts and terms about the subject. (Facts)
	<b>B</b>	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	<b>C</b>	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	<b>D</b>	Can evaluate conditions and make proper decisions about the subject. (Evaluation)
<b>Explanations</b> * A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)  ** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.  - This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.  X This mark is used alone in the course columns to show that training is required but not given due to limitations in resources.  <b>NOTE:</b> All tasks and knowledge items shown with a proficiency code are trained during war time.		

Attachment 2  
AFSC 2S0X1 STS

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	B	C	A	B	C	D	E	A		B		C	
	3 Lvl	5 Lvl	7 Lvl	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	(2) CDC	5 Skill Level (1) Course	(2) CDC	7 Skill Level (1) Course	(2) CDC
1 MATERIEL MANAGEMENT CAREER FIELD TR:AFI 23-101, AFI 21-101, AFECD, AFMAN 23-122, AFH 23-123, AFI 38-101, AFI 10-403, DODI 4140.01														
1.1 Expeditionary Logistics for the 21st Century (eLog 21)									A	-	-	B	-	-
1.2 Air Expeditionary Forces (AEF)														
1.2.1 Concepts									A	-	-	B	-	-
1.2.2 Materiel Management UTCs									-	-	-	B	-	B
1.3 Progression in career ladder									A	-	-	-	-	-
1.4 AFSC specific duties									A	-	-	B	-	-
1.5 Logistics enlisted opportunities									-	-	-	A	-	B
1.6 Organizational Structure														
1.6.1 Logistics Readiness Squadron(LRS)									A	-	-	B	-	B
1.6.2 Decentralized Materiel Support									A	-	-	B	B	-
1.6.3 Air Force Materiel Command(AFMC)									A	-	-	B	-	-
1.6.4 Air Force Sustainment Center (AFSC)									A	-	-	B	B	B
1.6.5 Air Force Installation Mission Support Center (AFIMSC)									-	-	-	A	-	-
1.7 Materiel Management Processes (item accounting, file maintenance, reports management, accounting and finance)									A	-	-	B	-	-
1.8 Sources of Supply (SOS)														
1.8.1 Air Logistics Complex (ALC)									A	-	-	A	-	-
1.8.2 Defense Logistics Agency (DLA)									A	-	-	A	-	-
1.8.3 General Services Administration(GSA)									A	-	-	A	-	-
1.8.4 Local manufacture									-	-	-	A	-	-
1.8.5 Local purchase									-	-	-	A	-	-
1.8.6 Centralize Repair Facility (CRF)									A	-	-	A	-	-
1.8.7 Contractor Inventory Control Point (IC-P)									-	-	-	A	-	-
1.8.8 Repair Network Integration									-	-	-	A	-	-
1.9 Classes of Supply														
1.9.1 Subsistence (I)									-	-	-	A	-	-
1.9.2 Clothing, individual equipment, tentage, organizational tool sets, tool kits, hand tools, admin/ housekeeping supplies and equipment. (II)									A	-	-	A	-	-
1.9.3 Petroleum, Oil, and Lubricants (POL) (III)									-	-	-	A	-	-
1.9.4 Construction (IV)									-	-	-	A	-	-
1.9.5 Ammunition (V)									-	-	-	A	-	-

1.9.6 Personal demand items (non-military sales items) (VI)										-	-	-	A	-	-
1.9.7 Major end items (VII)										A	-	-	A	-	A
1.9.8 Medical materiel (VIII)										-	-	-	A	-	-
1.9.9 Repair parts (IX)										A	-	-	A	-	A
1.9.10 Materiel to support non-military programs (X)										-	-	-	A	-	-
1.10 Supply-chain operations reference model (SCOR)										-	-	-	A	-	A
<b>2 SECURITY</b> TR: DOD 5200.08-R; AFI 23-101; AFMAN 23-122; AFH 23-123															
2.1 Operation Security (OPSEC)										A	-	-	-	-	-
2.2 Communications Security (COMSEC)										A	-	-	-	-	-
2.3 Materiel Management System Access										A	-	-	A	-	-
<b>3 ORDER PROCESS</b> TR: TOs 0-1-01, 00-5-1, Illustrated Parts Breakdown (IPB); AFI 23-101; AFMAN 23-122; AFH 23-123															
3.1 Prepare Order															
3.1.1 Stock number request		*								2a	-	-	b	-	-
3.1.2 Part number request		*								a	-	-	b	-	-
3.2 Process the Order		*								2a	-	-	b	-	-
3.3 I004/I023 Management notice															
3.3.1 Verify requirement										a	-	-	b	-	-
3.3.2 Review other assets notice										2a	-	-	b	-	-
3.3.3 Reprocess Order request										2a	-	-	b	-	-
3.4 Process Order from detail record		*								2a	-	-	b	-	-
3.5 Maintenance/materiel management system interface										A	-	-	B	-	B
<b>4 RESEARCH/RECORDS MAINTENANCE PROCESSES</b> TR: AFJMAN 23-210; TOs 0-1-01, 00-5-1, Illustrated Parts Breakdown (IPB); DOD 4140.1-R; DFAS-DE 7077.10-M; AFI 23-101; AFMAN 23-122; AFH 23-123															
4.1 Research															
4.1.1 AFI 23-101		*	*							2b	-	-	b	-	-
4.1.2 AFMAN 23-122		*	*							2b	-	-	b	-	-
4.1.3 AFH 23-123		*	*							2b	-	-	b	-	-
4.1.4 DFAS-DE 7077.10-M										-	-	-	-	-	-
4.1.5 Web-based resources										-	-	-	-	-	-
4.1.6 Technical orders										-	-	-	b	-	-
4.1.7 DOD 4140.1-R										-	-	-	a	2b	-
4.1.8 DLM 4000.25										-	-	-	a	2b	-
4.2 Stock Number															
4.2.1 National Stock Number (NSN)										A	-	-	A	-	-
4.2.2 Non-catalogued		*								-	-	-	A	-	-
4.3 Research D043, Master Item Identification Control System (MIICS)										a	-	-	b	-	-
4.4 Research WEBFLIS		*								2b	-	-	b	-	-
4.5 Item record															
4.5.1 Process FIL		*								1a	-	-	b	-	-
4.5.2 Process FIC/FID										1a	-	-	b	-	-

4.5.3 Expendability, Recoverability, Reparability, Cost (ERRC) code/designator structure										A	-	-	B	-	-
4.6 (Load/change/delete)Interchangeable and Substitution Group (I&SG) record										-	-	-	b	-	-
4.7 Local assigned I&SG		*								-	-	-	B	-	-
4.8 (Load/change/delete) support records										-	-	-	-	-	-
4.9 Maintain listings (M14, D04, R02, Q04, M24, R03, Q05, R08, etc.)										-	-	-	-	-	-
4.10 Stock Number User Directory System (D071)										-	-	-	-	-	-
4.11 AF Form 86 process										-	-	-	-	-	-
<b>5 MISSION CAPABLE (MICAP) PROCESS</b> TR: AFI 23-101; AFMAN 23-122; AFH 23-123															
5.1 MICAP organizational responsibilities										A	-	-	B	B	-
5.2 MICAP due-out detail															
5.2.1 Verify Asset Check		*								1a	-	-	b	2b	-
5.2.2 Create										-	-	-	b	2b	-
5.2.3 Delete										-	-	-	b	2b	-
5.2.4 Modify										-	-	-	b	2b	-
5.3 Cause codes										-	-	-	A	B	B
5.4 Delete codes		*								-	-	-	A	B	B
5.5 Monitor status										-	-	-	b	2b	-
<b>6 REPAIR CYCLE PROCESS</b> TR: AFI 23-101; AFMAN 23-122; AFH 23-123; TOs 00-20-3, 00-35D-54															
6.1 Repair cycle										A	-	-	A	-	B
6.2 Due-in From Maintenance (DIFM) items															
6.2.1 Manage Repair cycle Asset Management listing (D23)		*								a	-	-	b	2b	b
6.2.2 Enterprise Repair Cycle Management			*							-	-	-	-	B	B
6.2.3 DIFM Process										-	-	-	-	-	-
6.2.3.1 Perform DIFM reconciliation		*								a	-	-	b	-	b
6.2.3.2 Process Turn Around Action (TRN)										a	-	-	b	2b	b
6.2.4 Process DIFM status codes										1a	-	-	b	-	b
6.2.5 Unserviceable items storage										A	-	-	A	-	B
6.3 Monitor Awaiting Parts (AWP) (D19)										a	-	-	a	2b	b
6.4 Asset flow															
6.4.1 Process base level repair										1a	-	-	b	-	-
6.4.2 Process off base repair										1a	-	-	b	-	-
6.4.3 Process condemnation										-	-	-	b	-	-
6.5 Manage time change items										-	-	-	b	-	-
6.6 Time Compliance Technical Order (TCTO)															
6.6.1 Identify										a	-	-	b	2b	-
6.6.2 Report										-	-	-	b	2b	b
6.6.3 Monitor										-	-	-	b	2b	b
6.7 Supply points															

6.7.1 Overview											A	-	-	A	-	B
6.7.2 (Load, change, delete) supply point detail records											-	-	-	b	2b	b
6.7.3 Conduct supply point reconciliation (Q13)											-	-	-	b	2b	b
6.8 Monitor/review Repair Cycle Data (Q04)											-	-	-	-	2b	-
6.9 Manage Materiel Deficiency Report/Product Quality and Materiel Deficiency Report (MDR/PQDR)											-	-	-	b	-	-
<b>7 WAR RESERVE MATERIEL (WRM)</b> TR: AFI 23-101; AFMAN 23-122; AFH 23-123; AFIs 10-403, 25-101, 25-102, AFMAN 10-401, DLM 4000.25																
7.1 Responsibilities											A	-	-	B	-	-
<b>7.2 Management</b>																
7.2.1 War Consumables Distribution Objective (WCDO)											-	-	-	A	-	B
7.2.2 War Plans Additive Requirements Report (WPARR)											-	-	-	-	-	-
<b>7.3 Types</b>																
7.3.1 Equipment											-	-	-	A	-	B
7.3.2 Basic expeditionary airfield resources (BEAR)											-	-	-	A	-	B
7.3.3 Readiness Spares Packages (RSP)											A	-	-	A	-	B
7.4 Review listings											a	-	-	b	-	-
7.5 Authorization documents											-	-	-	A	-	B
<b>8 READINESS SPARES PACKAGES</b> TR: AFI 23-101; AFMAN 23-122; AFH 23-123; DLM 4000.25; AFI 25-101; DODI 3110.06																
8.1 Types											-	-	-	A	-	B
8.2 Issue property			*								1a	-	-	b	-	-
8.3 Care of Supplies in Storage (CoSIS) of RSP assets											-	-	-	A	-	B
<b>8.4 Deployment preparation</b>																
8.4.1 (Load, change, delete) WRM/RSP authorizations											-	-	-	a	1a	b
8.4.2 Transfer (ROBUST) assets between RSP/WRM details (1KT)											-	-	-	a	2b	b
8.4.3 Process deploy/return documentation											-	-	-	a	1a	b
8.4.4 Process transfer documentation											-	-	-	a	1a	b
8.4.5 Process Reconciliation											-	-	-	a	2b	b
8.4.6 Certify hazardous cargo											-	-	-	-	1a	-
8.4.7 Prepare RSP for shipment				*							-	-	-	a	2b	b
8.4.8 Execute checklist											-	-	-	-	1a	-
8.5 Aircraft Sustainability Module (ASM)											-	-	-	A	B	B
8.6 Load ASM database											-	-	-	-	2b	-
<b>8.7 ASM Capability assessment</b>																
8.7.1 Run											-	-	-	-	2b	-
8.7.2 Validate											-	-	-	-	2b	-
<b>8.8 ASM Deployment computation</b>																

8.8.1 Run										-	-	-	-	2b	-
8.8.2 Validate										-	-	-	-	2b	-
8.9 Use ASM deceleration										-	-	-	-	2b	-
8.10 Run ASM R-26 merge										-	-	-	-	2b	-
<b>9 INDIVIDUAL PROTECTIVE EQUIPMENT (IPE)</b>															
TR: AFI 23-101; AFMAN 23-122; AFH 23-123; TO 14P4-20-1; AFI 10-2501															
9.1 Small arms/light weapons management															
9.1.1 Weapons Accountability										-	-	-	A	-	B
9.1.2 Issue weapons										-	-	-	a	-	b
9.1.3 Weapons Clearing Barrel Procedures										-	-	-	-	-	-
9.1.4 Return weapons										-	-	-	a	-	b
9.1.5 Deploy/Transfer weapons preparation			*							-	-	-	a	2b	b
9.1.6 Perform inventory cycle counts										-	-	-	a	-	b
9.2 Mobility Bags Management															
9.2.1 Manage Shelf-life										a	-	-	a	-	b
9.2.2 Validate contract number, lot numbers, serial numbers										a	-	-	b	-	-
9.2.3 Assemble Mobility Bags										1a	-	-	a	-	-
9.2.4 Joint Acquisition CBRN Knowledge System (JACKS)										-	-	-	A	-	-
9.3 Gas Masks Management															
9.3.1 Perform cycle leak test on gas masks										-	-	-	-	-	-
9.3.2 Perform cycle inspection										-	-	-	-	-	-
9.3.3 Perform inventory cycle counts										-	-	-	-	-	-
9.4 Mobility Asset Management ES-S															
9.4.1 Manage Mobility Dashboards										-	-	-	a	-	b
9.4.2 Issue assets										1a	-	-	a	-	b
9.4.3 Return assets										1a	-	-	a	-	b
9.4.4 Maintain mobility shopping list										-	-	-	a	-	-
9.4.5 Run queries and work products										-	-	-	a	-	b
9.4.6 Add personnel records										-	-	-	a	-	-
9.4.7 Process mobility redistribution/shipment										-	-	-	a	-	b
9.4.8 Schedule inspections										-	-	-	a	-	b
9.4.9 Create and document inventories										-	-	-	a	-	b
<b>10 STOCK CONTROL PROCESS</b>															
TR: AFI 23-101; AFMAN 23-122; AFH 23-123															
10.1 Stock Control															
10.1.1 Responsibilities										-	-	-	-	-	-
10.1.1.1 Air Force Sustainment Center										A	-	-	B	-	-
10.1.1.2 LRS										A	-	-	B	-	-
10.2 Stock policy															
10.2.1 Economic Order Quantity (EOQ)										-	-	-	A	-	-
10.2.2 Repair cycle										-	-	-	A	-	-



10.2.3 Equipment											-	-	-	A	-	-
10.3 Stock Levels																
10.3.1 Compute demand levels											-	-	-	-	-	-
10.3.2 Process adjusted levels											-	-	-	a	-	b
10.3.3 Readiness Base Level (RBL)											-	-	-	A	B	B
10.3.4 Process RBL reconciliation											-	-	-	-	b	-
10.3.5 Mission change data											-	-	-	-	-	A
10.3.6 Customer Oriented Leveling Technique (COLT)											-	-	-	-	B	A
10.3.7 Proactive Demand Leveling (PDL)											-	-	-	-	B	A
10.4 Military Standard Requisitioning and Issue Procedures (MILSTRIP)																
10.4.1 Automatic requisition											A	-	-	B	-	-
10.4.2 Process Special Requisition (SPR)											1a	-	-	b	-	-
10.4.3 Requisition/Due-ins											A	-	-	B	-	-
10.4.4 Process status											1a	-	-	b	-	-
10.4.5 Priority designators											A	-	-	B	-	-
10.4.6 Process follow-up											a	-	-	b	-	-
10.4.7 Manage ARC images											-	-	-	-	-	-
10.4.8 Exception codes											A	-	-	B	-	-
10.5 Validate due-outs											-	-	-	a	-	b
10.6 Priority Monitor Report (D18)											-	-	-	-	-	-
10.7 Priority Requirements Action List (R01)											A	-	-	A	B	B
10.8 Process cancellations																
10.8.1 Due-in/due-out update											a	-	-	b	-	-
10.8.2 Due-out cancellations											a	-	-	b	-	-
10.8.3 Due-in cancellations/requests											a	-	-	b	-	-
10.9 Unserviceable asset control											-	-	-	-	-	-
10.10 Process shipments																
10.10.1 Directed											a	-	-	b	-	b
10.10.2 Non-directed											a	-	-	b	-	b
10.10.3 Transfers											a	-	-	b	-	b
10.10.4 Denials											-	-	-	-	-	-
10.11 Total Asset Visibility (TAV)											-	-	-	A	-	B
10.12 Monitor base retention/ excess program																
10.12.1 Supplies											-	-	-	-	-	-
10.12.2 Equipment											-	-	-	-	-	-
10.13 Recoverable Assembly Management Process Systems (RAMPS)											-	-	-	-	-	-
10.14 Fund requirements											-	-	-	-	-	-
10.15 Process Forced due-out release											-	-	-	b	-	-
10.16 Materiel Obligation Validation (MOV)											-	-	-	-	-	-
10.17 Billed-not-received (BNR), received-not-billed (RNB), and ship-not-credited (SNC) transactions											-	-	-	A	-	B

10.18 Supply assistance/supply difficulty											-	-	-	A	-	-
10.19 Numeric Parts Preference Codes (NPPC)											-	-	-	A	-	-
10.20 MILSTAMP tracer reconciliation program																
10.20.1 Process MILSTAMP tracer reconciliation report											-	-	-	-	2b	-
10.20.2 Research/coordinate discrepancy action											-	-	-	-	2b	-
10.20.3 Process TAR (Tracer Action Required) action											-	-	-	-	2b	-
10.20.4 Initiate TAR follow-up											-	-	-	-	2b	-
11 EQUIPMENT MANAGEMENT PROCESS TR: AFI 23-101; AFMAN 23-122; AFH 23-123; DLM 4000.25																
11.1 Equipment Management Responsibilities																
11.1.1 HAF											-	-	-	-	-	-
11.1.2 MAJCOM											-	-	-	-	-	-
11.1.3 Air Force Sustainment Center											-	-	-	A	A	-
11.1.4 ALCs											-	-	-	A	-	-
11.1.5 Base Level																
11.1.5.1 Equipment Accountability Element											A	-	-	B	-	-
11.1.5.2 Property Custodians											A	-	-	B	B	-
11.2 Maintain control register											-	-	-	-	-	-
11.3 Functions																
11.3.1 Allowance standards											A	-	-	A	-	B
11.3.2 User profiles											-	-	-	-	-	-
11.3.3 Research											-	-	-	-	-	-
11.3.4 Data transactions											-	-	-	-	-	-
11.3.5 Messaging											-	-	-	-	-	-
11.3.6 Ad Hoc processing											-	-	-	-	-	-
11.3.7 File transfers											-	-	-	-	-	-
11.3.8 Configuration Management (TORC)											-	-	-	-	-	-
11.3.9 Reconciliation											-	-	-	-	-	-
11.3.10 Rejects/variances											-	-	-	-	-	-
11.4 Equipment authorization list											-	-	-	-	-	-
11.5 Non-Equipment Authorized In-Use Detail (EAID) assets											A	-	-	-	-	-
11.6 AF Form 601 (TACR)/2005											A	-	-	B	B	B
11.7 (Load/change/delete) in-use details											-	-	-	b	-	-
11.8 Products and listings																
11.8.1 Allowance Source Code listing (Q09)											-	-	-	B	-	-
11.8.2 Out-of-Balance Listing (Q10)											-	-	-	B	-	-
11.8.3 Custodian Authorization/Custody Receipt Listing (R14)											A	-	-	B	B	-
11.8.4 Daily Equipment Transaction Report (D24)											-	-	-	-	-	-

11.8.5 Organizational Visibility List (R15)										-	-	-	B	-	-
11.8.6 Special Purpose Recoverables Authorized Maintenance (SPRAM) Listing (R25)										-	-	-	B	-	-
11.8.7 Weapons and COMSEC Reports (R46)										-	-	-	A	-	B
11.9 SPRAM										-	-	-	A	-	B
11.10 Process transfers															
11.10.1 Between Custodians (FET)										-	-	-	a	-	b
11.10.2 Between Bases (1ET)										-	-	-	a	-	b
11.11 Process deployments															
11.11.1 Pre-deployment planning										-	-	-	-	-	-
11.11.2 Update deployment records										-	-	-	-	-	-
11.12 Repair and return procedures										-	-	-	B	-	-
11.13 Jacket files										A	-	-	B	-	-
11.14 Chief Financial Officer (CFO) act compliance										-	-	-	A	B	B
11.15 Reporting Organization File (ROF)										-	-	-	-	-	-
11.16 Organizational visits															
11.16.1 Perform joint inventory										-	-	-	-	-	-
11.16.1.1 Floor to book										-	-	-	a	-	-
11.16.1.2 Book to floor										-	-	-	a	-	-
11.16.2 Evaluate unit program										-	-	-	-	-	-
11.16.3 Prepare written report										-	-	-	-	-	-
11.16.4 Conduct follow-up										-	-	-	-	-	-
11.17 Process FED										-	-	-	a	-	b
11.18 Item Unique Identification (IUID) marking										A	-	-	A	-	-
11.19 Track delinquent equipment transfers (99S)										-	-	-	-	-	-
11.20 Use Codes										-	-	-	A	-	-
12 RETURN PROCESS TR: AFI 23-101; AFMAN 23-122; AFH 23-123; DODI 4140-01; DLM 4000.25															
12.1 Prepare return documentation															
12.1.1 Consumables/expendables										2a	-	-	b	-	-
12.1.2 Repair cycle			*							2a	-	-	b	-	-
12.1.3 EAID										a	-	-	b	-	-
12.1.4 Non-EAID										-	-	-	b	-	-
12.1.5 Found on Base (FOB)										-	-	-	b	-	-
12.1.6 Hazardous material										-	-	-	-	-	-
12.1.7 Material Deficiency Report/Product Quality and Material Deficiency Report (MDR/PQDR)										-	-	-	b	-	-
12.2 Action taken codes										-	-	-	A	-	-
12.3 In-check/inspect property			*							2a	-	-	b	-	-

12.4 Process Return										2a	-	-	b	-	-
12.5 Move property to appropriate location										-	-	-	-	-	-
12.6 Forms distribution										-	-	-	-	-	-
<b>13 DOCUMENT CONTROL</b> TR: AFI 23-101; AFMAN 23-122; AFH 23-123; ES-S User Manual; AFI 33-364															
13.1 Manual/electronic document control															
13.1.1 Source documents										A	-	-	B	-	-
13.1.2 Quality Control										A	-	-	B	-	-
13.1.3 Document disposition										A	-	-	B	-	-
13.1.4 Resolve delinquent documents										-	-	-	b	-	-
13.1.5 Clear Document Control Records (DCR)										-	-	-	-	-	-
13.2 Maintain document support files										-	-	-	b	-	-
13.3 Manage shipment suspense program										-	-	-	b	-	-
13.4 Maintain letters of authorization to receipt for classified property										a	-	-	b	-	-
13.5 Maintain Force Record Alteration (FIX) documents										-	-	-	-	-	-
<b>14 INQUIRIES</b> TR: AFI 23-101; AFMAN 23-122; AFH 23-123; ES-S Users Guide; DODI 4140-01; DLM 4000.25															
14.1 Types										A	-	-	B	-	-
14.2 Process										2a	-	-	b	-	-
14.3 Interpret															
14.3.1 Item record			*							2a	-	-	b	-	-
14.3.2 Detail record										2a	-	-	b	-	-
14.3.3 Part number										2a	-	-	b	-	-
14.3.4 Consolidated Transaction History (CTH)										2a	-	-	b	-	-
14.3.5 Repair cycle record										-	-	-	b	2b	b
14.3.6 Requirements computation										-	-	-	b	2b	b
14.3.7 Other inquiries										-	-	-	-	-	-
14.4 Enterprise Solution-Supply (ES-S)															
14.4.1 User administration										A	-	-	-	-	-
14.4.2 Process asset query			*							2b	-	-	b	-	-
14.4.3 Process orders query			*							2b	-	-	b	-	-
14.4.4 Process other queries										-	-	-	-	-	-
14.4.5 Research audit trail			*							2b	-	-	b	2b	-
14.5 Data systems															
14.5.1 AFMC automated systems										-	-	-	B	-	-
14.5.2 DLA automated systems										-	-	-	B	-	-
14.5.3 Other data systems										-	-	-	-	-	-
14.5.4 In-Transit Visibility (ITV) tracking tools										-	-	-	A	-	A
14.5.5 Logistics Installations and Mission Support-Enterprise View (LIMS- EV)															
14.5.5.1 Overview										-	-	-	A	B	B

14.5.5.2 Run reports										-	-	-	-	2b	-
14.5.5.3 Develop reports										-	-	-	-	2b	-
14.6 Weapon System Management Information Systems (WSMIS)															
14.6.1 Purpose/objective										-	-	-	-	-	-
14.6.2 Source of data										-	-	-	-	-	-
14.6.3 Modules										-	-	-	-	-	-
15 AIR FORCE WORKING CAPITAL FUND (AFWCF) TR: AFI 23-101; AFMAN 23-122; AFH 23-123; DFAS-DE 7077.10-M; AFPD 23-4; AFMAN 65-604															
15.1 Operating concept										-	-	-	A	-	-
15.2 Consolidated Sustainment Activity Group (CSAG)										-	-	-	A	-	-
15.3 Supply Management Activity Group - Retail (SMAG-R)										-	-	-	A	-	-
15.4 Management levels															
15.4.1 MAJCOM										-	-	-	-	-	-
15.4.2 Air Force Sustainment Center										-	-	-	-	-	-
15.4.3 LRS										-	-	-	-	-	-
15.4.4 Accountable Officer Financial Working Group/Financial Management Board (FWG/FMB)										-	-	-	-	-	-
15.4.5 Supply funds (SMAG) manager										-	-	-	-	-	-
15.5 WRM/RSP funding										-	-	-	-	-	-
15.6 Operating program										-	-	-	-	-	-
15.7 Financial management reports										-	-	-	-	-	-
15.8 Manage GSD program execution										-	-	-	-	-	-
15.9 Credit return policy										-	-	-	-	-	A
15.10 Non-reimbursable issues/shipments										-	-	-	-	-	-
15.11 Reduced price sales										-	-	-	-	-	-
15.12 Inventory valuation										-	-	-	-	-	-
15.13 Investment equipment										-	-	-	-	-	-
15.14 Supply/DFAS interface (SMAS)										-	-	-	-	-	-
15.15 Operations & Maintenance (O&M) budget										-	-	-	-	-	-
15.16 Cost Per Flying Hour Program										-	-	-	-	-	A
16 REJECT/MANAGEMENT NOTICE PROGRAM TR: AFI 23-101; AFMAN 23-122; AFH 23-123; DODI 4140-01; DLM 4000.25															
16.1 Definition										A	-	-	B	-	-
16.2 Responsibilities										A	-	-	B	-	-
16.3 Research rejects			*							2a	-	-	b	-	-
16.4 Research management notices			*							2a	-	-	b	-	-
16.5 Resolve reject															
16.5.1 Reprocess			*							2a	-	-	b	-	-
16.5.2 Force delete				*						-	-	-	a	-	b
17 DEGRADED OPERATIONS TR: AFI 23-101; AFMAN 23-122; AFH 23-123															
17.1 Responsibilities										-	-	-	-	B	-

17.2 Quality control											-	-	-	-	B	-
17.3 Inventories											-	-	-	-	B	-
17.4 Listings											-	-	-	-	B	-
17.5 Manual accountability																
17.5.1 Create Order											-	-	-	-	2b	-
17.5.2 Create Return											-	-	-	-	2b	-
17.5.3 Create shipments											-	-	-	-	2b	-
17.5.4 Create due-out											-	-	-	-	2b	-
17.5.5 Create Special Requisition (SPR)											-	-	-	-	2b	-
17.5.6 Create receipt											-	-	-	-	2b	-
17.5.7 Create DOR											-	-	-	-	2b	-
17.5.8 Perform manual storage procedures											-	-	-	-	2b	-
17.6 Recovery																
17.6.1 Transactions											-	-	-	-	B	-
17.6.2 Accountability											-	-	-	-	B	-
18 INSPECTION ACTIVITIES TR: AFI 23-101; AFMAN 23-122; AFH 23-123; TOs 0-1-01, 00-5-1, 00-20-3, 00-20K, 00-25-234, 00-35D-54, 00-110N, 00-85-3, 00-85A-23-1, 42E5-1-2, 42B series -2 series; AFI 64-102; MILSTD-101E; AFJMAN 23-210; DODI 4140-01; DLM 4000.25																
18.1 Determine property identity			*								a	-	-	b	-	b
18.2 Determine property condition											a	-	-	b	-	-
18.3 Prepare condition tags/labels											a	-	-	a	-	-
18.4 Process condition changes											-	-	-	b	-	b
18.5 Process identity changes											-	-	-	a	-	b
18.6 Shelf Life Program																
18.6.1 Schedule/process for tests											-	-	-	a	-	b
18.6.2 Query Shelf-Life Extension System (SLES)											-	-	-	-	2b	-
18.7 Functional check items																
18.7.1 Identify											a	-	-	b	-	b
18.7.2 Monitor											-	-	-	b	-	b
18.8 Suspect/unsuitable materiel																
18.8.1 Identify											a	-	-	b	-	b
18.8.2 Monitor											-	-	-	b	-	b
18.9 Health Hazard Items																
18.9.1 Identify											a	-	-	b	-	-
18.9.2 Report											-	-	-	b	-	-
18.9.3 Inspect											-	-	-	b	-	-
18.9.4 Monitor											-	-	-	b	-	-
18.9.5 Safety Data Sheets (SDS)											A	-	-	B	-	-
18.9.6 Disposal											-	-	-	a	-	-
18.10 Electrostatic Sensitive Devices/Electrostatic Discharge (ESD) items																
18.10.1 Identify											a	-	-	b	-	-
18.10.2 Schedule/test											-	-	-	b	-	-
18.10.3 Monitor											-	-	-	a	-	b

18.11 Precious Metals Recovery Program (PMRP)															
18.11.1 Inspect										-	-	-	a	-	b
18.11.2 Monitor										-	-	-	a	-	b
18.12 Inspection off-line checklist										-	-	-	B	-	-
18.13 Determine demilitarization code										-	-	-	-	-	-
18.14 Organizational refusals										A	-	-	B	-	-
18.15 Warranty/Guarantee items										-	-	-	A	-	-
18.16 Warehouse surveillance program										A	-	-	B	-	-
18.17 Inspection stamp control										-	-	-	-	-	-
18.18 Counterfeit/Discrepant materiel										A	-	-	B	-	-
18.19 Chief Inspector										-	-	-	A	-	B
18.20 Limited Inspector										-	-	-	A	-	B
19 STORAGE PROCESS															
TR: AFI 23-101; AFMAN 23-122; AFH 23-123; DODI 4140-01; DLM 4000.25; TO 00-19-3, DOD 4140.1-R															
19.1 Types of warehouse facilities										A	-	-	B	-	-
19.2 Plan a warehouse layout										-	-	-	a	-	b
19.3 Effective utilization										-	-	-	B	-	B
19.4 Property storage															
19.4.1 General										A	-	-	B	-	B
19.4.2 Hazardous materials										A	-	-	B	-	-
19.4.3 Miscellaneous commodities										-	-	-	B	-	-
19.4.4 Gas cylinders										-	-	-	-	-	-
19.4.5 Precious Metals										-	-	-	A	-	-
19.4.6 Equipment Items										-	-	-	A	-	-
19.4.7 Shelf life items															
19.4.7.1 Identify										a	-	-	-	2b	-
19.4.7.2 Monitor										1a	-	-	b	2b	b
19.4.7.3 Update extension info/labels										-	-	-	-	2b	-
19.5 (Assign/change/delete) Stock Location (FCS)			*							2a	-	-	b	-	-
19.6 Maintain stock number directory										-	-	-	-	-	-
19.7 Reconcile Daily Document Register (D04) or local product										a	-	-	b	-	-
19.8 Update warehouse indicative data changes										a	-	-	b	-	-
19.9 Pull property										1a	-	-	b	-	-
19.10 Warehouse Location Validation															
19.10.1 Prepare Schedule										-	-	-	a	-	b
19.10.2 Create validation list										-	-	-	a	-	b
19.10.3 Area preparation										A	-	-	B	-	-
19.10.4 Perform validation			*							1a	-	-	a	-	b
19.10.5 Resolve discrepancies			*	*						-	-	-	a	-	b
19.10.6 Resolve Serviceable Balance-no location list discrepancies (R36)			*							a	-	-	a	-	b
19.10.7 Resolve warehouse refusals				*						a	-	-	a	-	b
19.11 Retail sales										-	-	-	-	-	-

19.12 Hazardous Materiel (HAZMAT) pharmacy											-	-	-	-	-	-
19.13 Enterprise Environmental, Safety, and Occupational Health Management Information System (EESOH-MIS)											-	-	-	A	-	A
19.14 Delivery destination listing											-	-	-	-	-	-
19.15 Forms distribution											-	-	-	-	-	-
<b>20 PHYSICAL INVENTORY</b>																
TR: AFI 23-101; AFMAN 23-122; AFH 23-123; DODI 4140-01; DLM 4000.25																
20.1 Types																
20.1.1 Complete inventory											A	-	-	A	-	B
20.1.2 Special inventory											A	-	-	A	-	B
20.2 Inventory schedule											A	-	-	B	-	B
20.3 Prepare parameter request											a	-	-	a	-	b
20.4 Perform inventory				*							1b	-	-	a	-	b
20.5 Research discrepancy					*						a	-	-	a	-	b
20.6 Correct discrepancies																
20.6.1 Adjustment											a	-	-	a	-	b
20.6.2 Record Reversal and Correction											a	-	-	a	2b	b
20.6.3 Causative research											-	-	-	a	2b	b
20.7 Review Consolidated Inventory Adjustment Document Register (M10)											-	-	-	a	-	b
20.8 Prepare Inventory Analysis											-	-	-	a	2b	b
<b>21 BENCH STOCK</b>																
TR: AFI 23-101; AFMAN 23-121; AFH 23-123; DODI 4140-01; DLM 4000.25																
21.1 Customer support											A	-	-	-	-	-
21.2 Establish bench stocks											-	-	-	b	-	-
21.3 (Load/change/delete) bench stock details											-	-	-	b	-	-
21.4 Conduct bench stock review											-	-	-	a	-	b
21.5 Minimum Reserve Authorization/Minimum Authorization Quantity (MRA/MAQ)											-	-	-	A	-	B
21.6 Master Bench Stock List (S04)											-	-	-	A	-	B
21.7 Bench Stock Review List (M04)											-	-	-	A	-	B
<b>22 MATERIEL HANDLING</b>																
TR: AFI 23-101; AFMAN 23-122; AFH 23-123																
22.1 Concept of material handling											B	-	-	B	-	-
22.2 Operate Mechanized Material Handling Systems (MMHS)											a	-	-	-	-	-
22.3 Storage Aids Systems (SAS)											-	-	-	A	-	-
22.4 Operate 10K/all-terrain forklift											-	-	-	-	-	-
22.5 Operate 4K forklift											-	-	-	-	-	-
22.6 Pallet build-up											-	-	-	a	-	-
<b>23 GENERAL TASKS AND KNOWLEDGE</b>																
TR: AFI 23-101; AFMAN 23-122; AFH 23-123, AFMAN 23-220, AFJMAN 23-215, AFI 23-111;																



23.1 Air Force Occupational and Environmental Safety, Fire Prevention, and Health (AFOSH) program										A	-	-	-	-	-
23.2 Property responsibilities															
23.2.1 Accountability										A	-	-	B	-	-
23.2.2 Supply Discipline										A	-	-	B	-	-
23.3 Financial Liability Investigations for Property Loss (FLIPL)										-	-	-	A	-	B
23.4 Prepare AF Form 2011, request for automated data processing equipment products										-	-	-	a	-	-
23.5 Supply Discrepancy Report Program (WEBSDR)															
23.5.1 Process Outgoing SDRs										-	-	-	b	-	b
23.5.2 Prepare SDR										-	-	-	b	-	b
23.5.3 Submit SDR										-	-	-	b	-	b
23.5.4 Process SDR response										-	-	-	b	-	b
23.5.5 Process SDR follow-ups										-	-	-	b	-	b
23.5.6 Maintain SDR consolidated suspense file										-	-	-	a	-	-
23.5.7 Process Incoming SDRs										-	-	-	b	-	-
23.6 Reusable containers															
23.6.1 Categories										-	-	-	A	-	-
23.6.2 Program management										-	-	-	-	-	-
23.7 Defense Logistics Agency Disposition Services (DLADS) withdrawal										-	-	-	B	-	-
23.8 Price Challenge & Verification Program										-	-	-	-	-	-
23.9 Government-Wide Purchase Card (GPC)										-	-	-	-	-	-
23.10 Supply Interface Files System (SIFS)															
23.10.1 Use SIFS										-	-	-	a	-	b
23.10.2 Manage local SIFS files										-	-	-	a	-	b
23.10.3 Manage residue files										-	-	-	a	-	b
23.10.4 Manage narrative images										-	-	-	a	-	b
23.11 Research complaints, problems and inquiries for customers										-	-	-	-	-	-
23.12 Chemical/Biological/Radiological/ Nuclear Environment (CBRNE) task qualification training (TQT)										-	-	-	-	-	-
23.13 Force Readiness															
23.13.1 Operation Plan (OPlan)										-	-	-	-	-	B
23.13.2 Unit Type Code (UTCs)										-	-	-	A	-	A
23.13.3 Time Phased Force Deployment Data (TPFDD)										-	-	-	-	B	B
23.13.4 Design Operation Capability (DOC) statement										-	-	-	-	B	B

23.13.5 Deployment/Crisis Action Planning and Execution System (DCAPES)										-	-	-	-	-	-
23.13.6 Air Force Wide UTC Availability System (AFWUS)										-	-	-	-	-	A
23.13.7 AEF UTC Reporting Tool (ART)										-	-	-	A	-	B
23.13.8 DoD Readiness Reporting System (DRRS)										-	-	-	A	-	B
23.13.9 Logistics Module (LOGMOD) Program										-	-	-	-	-	-
23.14 Compliance															
23.14.1 Quality Assurance Program										A	-	-	A	-	B
23.14.2 Self Inspection Program										-	-	-	A	-	B
23.14.3 Surveillance schedule										-	-	-	-	-	-
23.14.4 Conduct surveillance										-	-	-	-	2b	-
23.14.5 Prepare surveillance reports										-	-	-	-	-	-
23.14.6 Customer support visits										-	-	-	A	B	B
23.14.7 Review Metrics										-	-	-	a	b	b
23.14.8 Review training requirements										-	-	-	b	b	b
23.14.9 Management analysis										-	-	-	A	B	B
23.14.10 Types of analysis										-	-	-	A	B	B
23.14.11 Perform analysis										-	-	-	-	2b	-
23.14.12 Types of reports										-	-	-	-	B	-
23.14.13 Review procedural changes										-	-	-	-	B	-
23.14.14 Recommend procedural changes										-	-	-	-	2b	b
23.14.15 Review/coordinate software releases, advance program documentation, System Advisory Notices (SANs) and Rapid Communications (RAPCOMs)										-	-	-	-	-	-
23.14.16 Support Agreement responsibilities for AF organizations										-	-	-	-	-	-
23.14.17 Difficulty Reports (DIREPs)										-	-	-	A	-	B
23.14.18 Develop local procedures										-	-	-	-	b	-
23.14.19 Publish local procedures										-	-	-	-	b	-
23.15 Receiving Process										A	-	-	A	-	-
24 ASSET MANAGEMENT TR: AFI 23-101; AFMAN 23-122; AFH 23-123; AFI 33-112; ES-S User's Manual															
24.1 Concepts										A	-	-	B	-	-
24.2 Mobile Device Technology															
24.2.1 Process put away										-	-	-	-	-	-
24.2.2 Process pull										-	-	-	-	-	-
24.2.3 Process delivery										-	-	-	-	-	-
24.2.4 Process return										-	-	-	-	-	-
24.3 ES-S Asset Management menu															
24.3.1 Manage print queue										1b	-	-	-	-	-
24.3.2 Process put away										1b	-	-	-	-	-

24.3.3 Process Pull										1b	-	-	-	-	-	
24.3.4 Process Delivery										1b	-	-	-	-	-	
24.3.5 Process Return										1b	-	-	-	-	-	
24.4 Review Management Reports																
24.4.1 Items not pulled			*								-	-	-	b	-	b
24.4.2 Items not put away			*								-	-	-	b	-	b
24.4.3 Items not received by customer			*								-	-	-	b	-	b
24.4.4 Other reports											-	-	-	b	-	-
24.4.5 Use administration tools											-	-	-	-	-	-
24.5 Maintenance functions																
24.5.1 Batch process											-	-	-	-	-	-
24.5.2 Download delivery list to HHT											-	-	-	-	-	-
24.5.3 Maintain org/shop code											-	-	-	-	-	-
24.5.4 Maintain squadron code											-	-	-	-	-	-
24.5.5 Maintain SBSS interface											-	-	-	-	-	-
24.6 Hardware/software administration																
24.6.1 Configure printers											-	-	-	-	-	-
24.6.2 User accounts											-	-	-	-	-	-
24.6.3 Update HHT											-	-	-	-	-	-
24.6.4 Reboot HHT											-	-	-	-	-	-
24.7 Troubleshooting																
24.7.1 Review logs											-	-	-	-	-	-
24.7.2 Submit trouble ticket											-	-	-	-	-	-
25 SYSTEM SOFTWARE TR: AFI 23-101; AFMAN 23-122; AFH 23-123																
25.1 Executive system											-	-	-	-	-	-
25.2 Use Executive Control Language (ECL)											-	-	-	-	-	-
25.3 System processors																
25.3.1 Use sort/merge											-	-	-	-	-	-
25.3.2 Use Interactive processing Facility (IPF)											-	-	-	-	-	-
25.3.3 Use other processors											-	-	-	-	-	-
25.4 Process record alteration (GV299)											-	-	-	-	-	-
25.5 Processing environment																
25.5.1 Use Database Management System (DBMS)											-	-	-	-	-	-
25.5.2 Access internal records											-	-	-	-	-	-
25.5.3 Multiple gang concept											-	-	-	-	-	-
25.5.4 Sizing database											-	-	-	-	-	-
25.5.5 Verify ADS (Automated Data System) required files											-	-	-	-	-	-
25.5.6 Verify database integrity											-	-	-	-	-	-
25.6 Interactive Communications Interface (ICI)																
25.6.1 Configure											-	-	-	-	-	-
25.6.2 Initialize											-	-	-	-	-	-
25.7 Database retrievals											-	-	-	-	-	-

25.7.1 Use conversational Query Language Processor (QLP) commands										-	-	-	-	-	-
25.7.2 Develop QLP retrievals										-	-	-	-	-	-
25.7.3 Develop Supply User Report Generator (SURGE) retrievals										-	-	-	-	-	-
25.7.4 Develop combined retrievals										-	-	-	-	-	-
25.7.5 Debug retrievals										-	-	-	-	-	-
25.7.6 Review program document										-	-	-	-	-	-
25.8 Production support programs															
25.8.1 Use online										-	-	-	-	-	-
25.8.2 Use batch										-	-	-	-	-	-
26 SYSTEM OPERATIONS TR: AFI 23-101; AFMAN 23-122; AFH 23-123, Vol 2, Parts 2, 4, 8, 9, Volume 3, DFAS-DE 7077.10-M,															
26.1 Computer Operations															
26.1.1 Initialize the ADS										-	-	-	-	-	-
26.1.2 Initiate modes of processing										-	-	-	-	-	-
26.1.3 Schedule reports/ listings										-	-	-	-	-	-
26.1.4 Process schedule										-	-	-	-	-	-
26.1.5 Process End-of-Year procedures										-	-	-	-	-	-
26.1.6 Process COMREM input										-	-	-	-	-	-
26.1.7 Use system control key-ins										-	-	-	-	-	-
26.1.8 Use Universal Data System (UDS) monitor										-	-	-	-	-	-
26.1.9 Process DAY inputs										-	-	-	-	-	-
26.1.10 Perform database recovery										-	-	-	-	-	-
26.1.10.1 GV										-	-	-	-	-	-
26.1.10.2 CTH										-	-	-	-	-	-
26.1.11 Use pseudo reader										-	-	-	-	-	-
26.1.12 Process base constants										-	-	-	-	-	-
26.1.13 Review console type-out file										-	-	-	-	-	-
26.1.14 Use NAPZ00										-	-	-	-	-	-
26.1.15 Correct runstream errors										-	-	-	-	-	-
26.1.16 Use Select/TRIC Table										-	-	-	-	-	-
26.1.17 Perform database migration										-	-	-	-	-	-
26.1.18 Monitor Air Force Centralized Database (AFCBD) upload										-	-	-	-	-	-
26.2 SIFS															
26.2.1 SIFS utility										-	-	-	-	-	-
26.2.1.1 Process inbound/outbound										-	-	-	-	-	-
26.2.1.2 Review status										-	-	-	-	-	-
26.2.1.3 Re-trigger SIFS files										-	-	-	-	-	-
26.2.1.4 Transmit SIFS files										-	-	-	-	-	-
26.2.1.5 Distribute residue- file										-	-	-	-	-	-
26.2.2 Manage Automated Data Report Submission System (ADRSS)										-	-	-	-	-	-



## ATTACHMENT 3, CONTINGENCY/EXPEDITIONARY TRAINING REQUIREMENTS

1. Commanders and supervisors, at all levels, should establish an effective contingency/expeditionary training program that takes into account the normal AEF battle rhythm. The following tables prescribe the minimum essential training tasks Airmen require training and certification on to meet the stated capability of the Unit Type Code (UTC). As the minimum training requirements, commanders should use completion of training associated with assigned UTCs as the determination of capability readiness in the AEF Reporting Tool (ART).
2. Airmen/teams should begin the specified training 4-6 months before their AEF deployment. Flight superintendents/certifying officials will assess an Airmen's ability to perform the task to the "Go," "No-Go" level in both competency and ability to perform while wearing CBRNE. A copy of the applicable training table, indicating completed training, should be placed in the Airman's AF Form 623, On-the-Job Training Record, and maintained until return from deployment.
3. UTCs/capabilities requiring training/certifying on specialized materiel handling (i.e., all-terrain fork lift) tasks require a minimum of 50 percent of personnel assigned against that UTC be certified on those tasks.
4. All appropriate core tasks in addition to UTC requirements must be met.
5. All contingency/expeditionary tasks must be certified.
6. The Career Field Manager is the waiver authority for required training.

UTC: JFBCW SUP MOBILITY SUPPORT	Flight Superintendent Signature/Date			
STS Reference/Training Task	Start Date	Completion Date	Trainee Initials	Trainer Initials/Date
3.3.1 Verify requirement				
3.5 Maintenance/materiel management system interface				
4.1.6 Technical Orders				
4.3 Research D043, master item identification and control system				
4.9 Manage listings (M14, D04, R02, Q04, M24, R03, Q05, R08, etc)				
5.2.1 Verify Asset Check				
5.2.2 Create				
5.2.3 Delete				
5.2.4 Modify				
5.3 Cause codes				
5.4 Delete codes				
5.5 Monitor status				
9.1.1 Weapons Accountability				
9.1.2 Issue weapons				
9.1.3 Weapons clearing barrel procedures				
9.1.4 Return weapons				
9.1.5 Deploy/Transfer weapons preparation				
9.1.6 Perform inventory cycle counts				
9.2.3 Assemble Mobility Bags				
9.4.1 Manage Mobility Dashboard				
9.4.2 Issue assets/kits				
9.4.3 Return assets/kits				
9.4.6 Add personnel records				
10.1.1.1 Air Force Sustainment Center				
10.1.1.2 LRS				
13.1.1 Source Document				
13.1.2 Quality Control				
13.1.3 Document Disposition				
13.1.4 Resolve delinquent documents				
13.2 Maintain document support files				
13.3 Manage shipment suspense program				
13.4 Maintain letters of authorization to receipt for classified property				

13.5 Maintain Force Record Alteration (FIX) documents				
14.4.1 User administration				
14.4.2 Process asset query				
14.4.3 Process orders query				
14.4.4 Process other queries				
14.4.5 Research audit trail				
14.5.5.1 Overview				
14.5.5.2 Run reports				
14.5.5.3 Develop reports				
19.4.7.1 Identify				
19.4.7.2 Monitor				
21.2 Establish bench stocks				
21.3 (Load/change/delete) bench stock details				
21.6 Master Bench Stock List (S04)				
21.7 Bench Stock Review List (M04)				
22.4 Operate 10K/all-terrain forklift				
22.6 Pallet build-up				

<b>UTC: JFBCT/JFBCU CUSTOMER SUPPORT PACKAGE/SUP CONTINGENCY SUSTAINMENT PKG</b>	<b>Flight Superintendent Signature/Date</b>			
<b>STS Reference/Training Task</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Trainee Initials</b>	<b>Trainer Initials/Date</b>
4.1.5 Web-based resources				
4.3 Research D043, master item identification and control system				
4.4 Research WEBFLIS				
4.5.1 Process FIL				
4.5.2 Process FIC/FID				
4.9 Manage listings (M14, D04, R02, Q04, M24, R03, Q05, R08, etc)				
10.10.2 Non-directed				
11.1 Equipment Management Responsibilities				
11.1.5.1 Equipment Accountability Element				
11.1.5.2 Property Custodians				
11.2 Maintain control register				
11.3 Functions				
11.3.1 Allowance standards				
11.3.2 User profiles				
11.3.3 Research				
11.3.4 Data Transactions				
11.3.7 File transfers				



11.3.8 Configuration Management (TORC)				
11.3.9 Reconciliation				
11.5 Non-Equipment Authorized In-Use Detail (EAID) assets				
11.6 AF Form 601 (TACR)/2005				
11.7 (Load/change/delete) in-use details				
11.8 Products and listings				
11.8.3 Custodian Authorization/Custody Receipt Listing (R14)				
11.8.5 Organizational Visibility List (R15)				
11.8.7 Weapons and COMSEC Reports (R46)				
11.10 Process transfers				
11.11.1 Pre-deployment planning				
11.11.2 Update deployment records				
11.14 Chief Financial Officer (CFO) act compliance				
11.16.1 Perform joint inventory				
11.16.2 Evaluate unit program				
11.16.3 Prepare written report				
11.16.4 Conduct follow-up				
11.17 Process FED				
11.18 Item Unique Identification (IUID) marking				
11.19 Track delinquent equipment transfers (99S)				
12.1.5 Found on Base (FOB)				
13.1.2 Quality control				
13.1.4 Resolve Delinquent Documents				
13.1.5 Clear Document Control Records (DCR)				
13.4 Maintain Letters of Authorization to receive for Classified Property				
14.2 Process				
14.3.1 Item Record				
14.3.2 Detail Record				
14.3.4 Consolidated Transaction History (CTH)				
14.5.5 Logistics Installations and Mission Support-Enterprise View (LIMS- EV)				
14.5.5.2 Run reports				
14.5.5.3 Dev				
23.5.1 Process Outgoing SDRs				
23.5.7 Process Incoming SDRs				
23.2 Property responsibilities				

<b>UTC: JFBHM SUP HAZMAT MANAGEMENT</b>	<b>Flight Superintendent Signature/Date</b>			
<b>STS Reference/Training Task</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Trainee Initials</b>	<b>Trainer Initials/Date</b>
1.9.3 Petroleum, Oil, and Lubricants (POL) (III)				
14.5.5 Logistics Installations and Mission Support-Enterprise View (LIMS-EV)				
18.10.1 Identify				
18.10.3 Monitor				
18.6 Shelf Life Program				
18.9.5 Safety Data Sheets (SDS)				
19.4.2 Hazardous materials				
19.4.4 Gas cylinders				
19.12 Hazardous Materiel (HAZMAT) pharmacy				
19.13 Enterprise Environmental, Safety, and Occupational Health Management Information System (EESOH-MIS)				
22.4 Operate 10K/all-terrain forklift				

<b>UTC: JFBLM</b>	<b>Flight Superintendent Signature/Date</b>			
<b>STS Reference/Training Task</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Trainee Initials</b>	<b>Trainer Initials/Date</b>
1.2.1 Concepts				
1.2.2 Materiel Management UTCs				
1.6.1 Logistics Readiness Squadron(LRS)				
1.6.2 Decentralized Materiel Support				
1.6.3 Air Force Materiel Command(AFMC)				
14.5.4 In-Transit Visibility (ITV) tracking tools				
14.5.5 Logistics Installations and Mission Support-Enterprise				
23.13.2 Unit Type Code (UTCs)				
23.13.3 Time Phased Force Deployment Data (TPFDD)				

<b>UTC: JFBL5</b>	<b>Flight Superintendent Signature/Date</b>			
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<b>STS Reference/Training Task</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Trainee Initials</b>	<b>Trainer Initials/Date</b>
1.2.1 Concepts				
1.2.2 Materiel Management UTCs				
1.6.1 Logistics Readiness Squadron(LRS)				
1.6.2 Decentralized Materiel Support				
1.6.3 Air Force Materiel Command(AFMC)				
14.5.4 In-Transit Visibility (ITV) tracking tools				
14.5.5 Logistics Installations and Mission Support-Enterprise				
23.13.2 Unit Type Code (UTCs)				
23.13.3 Time Phased Force Deployment Data (TPFDD)				

<b>UTC: JFBMS MATERIEL STORAGE ACTIVITY</b>	<b>Flight Superintendent Signature/Date</b>			
<b>STS Reference/Training Task</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Trainee Initials</b>	<b>Trainer Initials/Date</b>
8.1 Types				
8.2 Issue property				
8.3 Care of Supplies in Storage (CoSIS) of RSP assets				
8.4.1 (Load, change, delete) WRM/RSP authorizations				
8.4.2 Transfer (ROBUST) assets between RSP/WRM details (1KT)				
8.4.3 Process deploy/return documentation				
8.4.4 Process transfer documentation				
8.4.5 Process Reconciliation				
8.4.6 Certify hazardous cargo				
8.4.7 Prepare RSP for shipment				
8.4.8 Execute checklist				
18.1 Determine property identity				
18.2 Determine property condition				
18.6.1 Schedule/process for tests				
18.7 Functional check items				
18.7.1 Identify				
18.7.2 Monitor				
18.9 Suspect/unsuitable materiel				
18.9.1 Identify				
18.9.2 Monitor				

18.10 Electrostatic Sensitive Devices/Electrostatic Discharge (ESD)				
18.10.1 Identify				
18.10.2 Schedule/test				
18.10.3. Monitor				
19.4.7.1 Identify				
19.4.7.2. Monitor				
19.5 (Assign/change/delete) Stock Location (FCS)				
19.9 Pull property				
19.10 Warehouse Location Validation				
20.1.1 Complete inventory				
20.1.2 Special inventory				
20.2 Inventory schedule				
20.3 Prepare parameter request				
20.4 Perform inventory				
22.1 Concept of material handling				
22.2 Operate Mechanized Materiel Handling Systems (MMHS)				
22.4 Operate 10K/all-terrain forklift				
22.6 Pallet build-up				
27.2.1 Physical security				
27.2.3 Receipt				
27.2.4 Storage				
27.2.5 Physical property movement				

<b>UTC: JFBRC SUP REPAIR CYCLE MANAGEMENT</b>	<b>Flight Superintendent Signature/Date</b>			
	<b>Start Date</b>	<b>Completion Date</b>	<b>Trainee Initials</b>	<b>Trainer Initials/Date</b>
<b>STS Reference/Training Task</b>				
6.1 Repair cycle				
6.2.1 Manages Repair cycle Asset Management listing (D23)				
6.2.3.1 Perform DIFM reconciliation				
6.2.3.2 Process Turn Around Action (TRN)				
6.2.4 Process DIFM status codes				
6.3 Monitor Awaiting Parts (AWP) (D19)				
6.4.1 Process base level repair				
6.4.2 Process off base repair				
6.4.3 Process condemnation				
6.5 Manage time change items				
6.6.1 Identify				
6.6.2 Report				
6.6.3 Monitor				
12.1.1 Consumables/expendables				
12.1.5 Found on Base (FOB)				

12.1.7 Material Deficiency Report/Product Quality and Material Deficiency Report (MDR/PQDR)				
12.3 In-check/inspect property				
12.4 Process Return				
14.3.4 Consolidated Transaction History CTH				
14.5.5.2 Run reports				
14.5.5.3 Develop reports				
17.5.2 Create Return				
17.5.7 Create DOR				
17.6.1 Transactions				
17.6.2 Accountability				
22.4 Operate 10K/all-terrain forklift				
27.2.1 Physical security				
27.2.3 Receipt				
27.2.4 Storage				
27.2.5 Physical property movement				

## ***Section B-Course Objective List***

This section not used.

## ***Section C-Support Material***

Materiel Management Computer Operations Qualification Training Package (QTP) provides supplemental training for award of the Computer Operations Special Experience Identifier (SEI) 027. Training requirements are taken directly from the 2S0XX CFETP Part II, Sections 26 and 27. Airmen are expected to perform at the journeyman level and work in Computer Operation Section for at least 2 years to obtain the SEI 027 regardless of your current skill level. Daily tasks are set at “3c” proficiency; while less common tasks are set at “2b” proficiency.

## ***Section D-Training Course Index***

### **5. Air Force In-Residence Courses**

For information on all formal courses, refer to the Air Force Education and Training Course Announcement (ETCA) database at <https://etca.randolph.af.mil>.

### **6. Air Force Career Development Academy (AFCDA) Courses**

For information on all distance learning and web-based courses refer to the following web sites:

Air University - <http://www.au.af.mil/au/afiadl/>

AF Institute of Technology – <http://www.afit.edu/ls/>

Acquisition Community Connection - <https://acc.dau.mil/CommunityBrowser.aspx?id=1&lang=en-US>

Defense Acquisition University - <http://www.dau.mil/default.aspx>

Joint Doctrine, Education & Training Electronic Information System -- <https://jdeis.js.mil/jdeis/index.jsp>

Joint Forces Staff College - [http://www.jfsc.ndu.edu/schools\\_programs/se\\_jpme/default.asp](http://www.jfsc.ndu.edu/schools_programs/se_jpme/default.asp)

Senior Enlisted Joint PME - [http://www.jfsc.ndu.edu/schools\\_programs/se\\_jpme/default.asp](http://www.jfsc.ndu.edu/schools_programs/se_jpme/default.asp)

US Air Force Community College of the Air Force - <http://www.au.af.mil/au/ccaf/certifications.asp>

US Army Logistics University – <http://www.alu.army.mil/>

US Army Quartermaster Center and School - <http://www.quartermaster.army.mil/>

## ***Section E-MAJCOM Unique Requirements***

There are currently no MAJCOM unique requirements. This area is reserved.

## ***Section F-Training Program***

### ***Points of Contact***

HQ UNITED STATES AIR FORCE (HQ USAF) HQ USAF/A4LM  
1030 Air Force Pentagon  
Washington DC 20330-1030  
DSN 2272530 FAX 225-9811

Air Force Special Operations Command (AFSOC) HQ AFSOC/A4RM  
Hurlburt Fld, FL 32544-5273  
DSN 579-2348  
FAX 579-2373

AF PERSONNEL CENTER (AFPC) HQ AFPC/DPAA1  
JBSA-Randolph, TX 78150-4734  
DSN 665-4008  
FAX 665-4315

Air Mobility Command (AMC) HQ AMC/A4RMP  
Scott AFB, IL 62225-5001  
DSN 779-2813  
FAX 779-4878

Air Combat Command (ACC) HQ ACC/A4RM  
JB Langley-Eustis, VA 23665-2791  
DSN 575-5455

Air National Guard (ANG) NGB/A4R  
3500 Fetchet Ave  
JB-Andrews, MD 20762-5157  
DSN 278-8960  
FAX 278-8195

AFLCMC/HIAR  
Maxwell AFB Gunter Annex AL 36114-5000 DSN 596-3300  
FAX 596-5186

Air Force Reserve Command (AFRC) HQ AFRC/A4R  
Robins AFB, GA 31098-6001  
DSN 497-0485  
FAX 497-0731

Air Education and Training Command (AETC) HQ AETC/A4RM  
JBSA-Randolph, TX 78150-4440  
DSN 487-3925  
FAX 487-3988

Air Force Materiel Command (AFMC) HQ AFMC/A4RX  
Wright Patterson AFB, OH 45433-5001  
DSN 787-9138  
FAX 986-2138

Pacific Air Forces (PACAF) HQ PACAF/A4RM  
JBPH-Hickam, HI 96853-5427  
DSN 315-449-7773  
FAX 315-449-8120

Air Force Reserve Command (AFRC) HQ AFRC/LGS  
Robins AFB, GA 31098-6001 DSN 497-0485  
FAX 497-0731

United States Air Forces - Europe (USAFE) HQ USAFE/A4R  
Unit 3050 Box 105  
RAMSTEIN AB, GE APO  
AE 09094-5000  
DSN 314-480-6298 FAX 314-480-9901

Air Force Space Command (AFSPC) HQ AFSPC/LCR  
Peterson AFB, CO 80914-4390  
DSN 692-3334  
FAX 692-9865

Air Force Global Strike Command (AFGSC) HQ AFGSC/A4RM  
Barksdale AFB, LA 71110  
DSN 781-1078  
FAX 781-1078

Materiel Management Schoolhouse 344 TRS/TTL  
JBSA-Lackland, TX 78236 DSN 473-9018  
FAX 473-0738

## ***Section G-Training Program Regulations***

AFCAT 36-2233, USAF Formal Schools Catalog  
AFH 36-2235, Information for Designers of Instructional System, Vols. 1-11  
AFI 36-2101, Classifying Military Personnel (Officers and Enlisted)  
AFI 36-2201, Air Force Training Program OJT Administration  
AFI 36-2301, Professional Military Education  
AFI 36-2304, Community College of the Air Force  
AFI 36-2502, Airman Promotion Program  
AFI 36-2605, Air Force Military Personnel Testing System  
AFI 36-2903, Dress and Personal Appearance of Air Force Personnel  
AFI 38-101, Air Force Organization  
AFMAN 36-2234, Instructional System Development  
AFPAM 36-2241, Professional Development Guide

## ***Section H-Materiel Management Enlisted Career Broadening Program***

### **7. Training Objectives**

This program provides the full spectrum of training, knowledge, experience, and perspectives to promote a better understanding of the entire supply chain for materiel management noncommissioned officers. This program introduces Supply Chain Management/Acquisition related processes that include functional interfaces, item and system program management, requirements or item processing, and provisioning, procuring, budgeting, and funding processes at an Air Force Materiel Command (AFMC) or Defense Logistics Agency (DLA) center. Additional information may be found in the Materiel Management Enlisted Career broadening Program guidance.



**FORCE SUPPORT CAREER FIELD (3F)****Introduction  
(Established 31 Oct17)**

The Force Support Career Field sustains and builds ready and resilient Airmen with a wide array of installation support functions. This field includes functions and activities of personnel, military equal opportunity, education and training, manpower, administration, and services.

Personnel functions encompass managing military personnel programs with core competencies in program management, administration and counseling of Air Force personnel and dependents benefits and entitlements. Program management includes functions such as; assignments, promotions, evaluations, classification, leave, retraining, reenlistment, retirement, and separation.

Military Equal Opportunity (MEO) functions include counseling, educational, and administrative functions.

Education and training activities include training systems development and management, and education services. Training systems involves developing and managing training programs; supervising training activities; providing advice and guidance on enlisted specialty training (EST); and EST advisory services and duties associated with other training functions. Education services involve administering off-duty education programs; advisement on education programs; and maintaining educational services facilities including office libraries containing educational materials and bulletin boards.

Manpower and Organization (MO) functions encompass manpower and organization activities, with core competencies in organization, requirements determination, program allocation and control, and performance management. These include developing and maintaining various organizational structures, manpower standards; analysis of methods, procedures, manpower authorizations, manpower usage, military-civilian mix, manpower force elements, peacetime and wartime requirements; contingency management; operational planning and execution, contractual services, process improvement, productivity enhancement, benchmarking, reengineering, consulting services, and using various data systems.

The Services Career Field sustains and builds ready and resilient Airmen with a wide array of installation support functions. This AFSC is primarily charged with operating, supervising, and managing appropriated and non-appropriated fund Morale, Welfare, and Recreation (MWR) and Sustainment Services activities in-garrison and in deployed locations in fixed and bare-base facilities. The Services AFSC performs culinary duties in Air Force Dining facilities; operating, supervising, and managing Air Force Dining Facilities; operates transient and temporary lodging facilities; executes fitness and recreation programs and facility management; mortuary affairs administration; installation search and recovery teams;; conducts and oversees fitness evaluations according to Air Force policy; training and advising unit fitness program managers and physical training leaders; conducts fitness improvement training programs;; performs Contract Officer Representative (COR) functions when areas of responsibility are performed by contract; operates and administers information management systems used to support functional responsibilities; and Community commons and recreational programming.

**Note:** For assignment purposes only, Air National Guard and Reserve Airmen from the 3F1, 3F2, 3F3, AFSC will feed into the 3F000 DAFSC within the FSS.

**CEM Code 3F000**  
**AFSC 3F091, Superintendent**  
**AFSC 3F071, Craftsman**  
**AFSC 3F051, Journeyman**  
**AFSC 3F031, Apprentice**  
**AFSC 3F011, Helper**

**PERSONNEL**  
**(Changed 31 Oct 19)**

1. **Specialty Summary.** Manages, supervises, and leads military personnel and human resource programs. Analyzes Air Force policy and provides recommendations to commanders, supervisors, and Airmen on benefits, entitlements, career progression, retention, and relocation programs. Updates and maintains personnel data systems, analyzes data mismatches, and provides Air Force leadership with accurate data points to make force management decisions. Related DoD Occupational Subgroup: 153100.

**2. Duties and Responsibilities:**

2.1. Manages military personnel programs and advises commanders and Airmen on Air Force personnel policy. Manages a myriad of Air Force programs including; assignments, promotions, evaluations, identification cards, separations, retirements, benefits, entitlements, retention, classification, awards, decorations, retraining, casualty, personnel reliability, and personnel readiness programs. Determines program eligibility and counsels airmen on career progression. Manages and executes force management tools such as; force management boards, selective reenlistment and bonus programs. Counsels airmen on reenlistment opportunities, benefits, and entitlements. Advises commanders and provides reports and statistics to make personnel decisions.

2.2. Manages data analysis products and ensures the accuracy of both deployed and in-garrison personnel data. Creates, interprets, and audits management assessments products and transaction registers and identifies mismatches. Works with commanders and Airmen to resolve discrepancies and ensures the accuracy of personnel data. Routinely crosschecks data from the personnel data system with source documents in the personnel records to ensure accuracy.

2.3. Performs personnel actions. Conducts in and out processing at both in garrison and deployed locations and maintains accountability of Air Force personnel. Manages duty status reporting to include; leave, temporary duty, hospitalization, sick in quarters, and casualty reporting.

2.4. Oversees personnel activities and functions. Inspects personnel activities for compliance with policies and directives. Reports discrepancies and recommends corrective action. Monitors personnel actions for timeliness, propriety, and accuracy. Ensures proper counseling of individuals on personnel programs, procedures, and benefits. Organizes and compiles management data and submits reports.

2.5. Performs Commanders Support Staff (CSS) personnel functions. Prepares and processes administrative support actions relating to unit programs such as fitness, in and out-processing, evaluations. Manages leave web program. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Provides customers with guidance on how to use web-based applications for personnel actions. Prepares and processes Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions.

2.6. Performs Personnel Support for Contingency Operations (PERSCO) functions. Ensures accountability and casualty reporting for deployed forces, reports data to combatant commanders, and enables sound wartime decisions. Provides additional personnel support, as required.

**3. Specialty Qualifications:**

3.1. Knowledge. Knowledge is mandatory of: personnel policies and procedures; preparing and maintaining records; assignment, promotion, customer service, quality force, personnel readiness, PERSCO and deployment/mobilization procedures; interviewing and counseling techniques; policies and procedures relating to administrative communications, correspondence, messages, and general office management; overall organizational structure and its interrelationship with the mission; terminology and procedures employed within functional areas assigned; policies, programs, and procedures of agencies administering and providing benefits to military personnel, retirees, and family members; PDS capabilities and applications; occupational survey procedures; benefit programs; and principles, policies, and concepts of personnel management.

3.2. Education. For entry into this specialty, completion of high school with courses in English composition and speech is desirable.

3.3. Training. For award of AFSC 3F031, completion of a basic personnel course is mandatory.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.1. 3F051. Qualification in and possession of AFSC 3F031 and completion of all core.

3.4.2. 3F071. Qualification in and possession of AFSC 3F051 and completion of all core.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. See attachment 4 for additional entry requirements.

3.5.2. For award and retention of these AFSCs, the following are mandatory:

3.5.2.1. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

3.5.2.2. Must maintain eligibility to access personnel data systems.

**AFSC 3F0X1**

**PERSONNEL**



**Basic**



**Senior**



**Master**

**CAREER FIELD EDUCATION AND  
TRAINING PLAN**

**ACCESSIBILITY:** Publications and forms are available on the e-publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

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**CAREER FIELD EDUCATION AND TRAINING PLAN  
PERSONNEL SPECIALTY  
AFSC 3F0X1**

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**PERSONNEL  
SPECIALTY AFSC  
3F0X1  
CAREER FIELD EDUCATION AND TRAINING PLAN**

## **Part I**

### *Preface*

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum requirements for this specialty. The CFETP will provide personnel a clear path to success and instill rigor in all aspects of career field training. Note: Civilians occupying associated positions may use Part II to support duty position qualification training.

2. The CFETP consists of two (2) parts; both parts of the plan are used by supervisors to plan, manage, and control training within the career field.

2.1. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan. Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path. Section C associates each level with specialty qualifications (knowledge, education, training, experience, and other mandatory requirements). Section D indicates resource constraints. Section E identifies transition training guide requirements for SSgt through MSgt.

2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course and core task and correspondence course requirements. Section B contains the training standards which supervisors will use to determine if airmen satisfied training requirements. Section C identifies available support materials. An example is a Qualification Training Package (QTP) which may be developed to support proficiency training. Section D identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses. Section E identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their career. This plan will enable us to train today's work force for tomorrow's jobs.

## ***Abbreviation and Terms Explained***

**Advanced Distributed Learning (ADL).** An evolving, outcomes-focused approach to education, training, and performance aiding that blends standards-based distributed learning models emphasizing reusable content objects, content and learning management systems, performance support systems/devices, web applications services, and connectivity. ADL is an evolution of distributed learning (distance learning) that emphasizes collaboration on standards-based versions of reusable objects, networks, and learning management systems, yet may include some legacy methods and media. ADL is structured learning that takes place without requiring the physical presence of an instructor. Although the AF uses the term advanced distributed learning, some federal agencies and DoD components may use the term distance learning. These terms refer to the same basic concept.

**Air Force Career Field Manager (AFCFM).** Representative appointed by the respective HQ USAF Deputy Chief of Staff or Under Secretariat, to ensure assigned AF specialties are trained and utilized to support AF mission requirements. AFCFM is the OPR; however, works in concert with MAJCOM, FOA, DRU, ANG, and AFRC Functional Managers (FMs) as required.

**Air Force Integrated Personnel and Pay System (AFIPPS).** AFIPPS will be a web-based system designed to provide integrated personnel and pay capabilities across the Active, National Guard, and Reserve Components. AFIPPS will create a single personnel/pay record for an Airman's entire career. Personnel actions will automatically trigger associated pay events which will reduce inefficiencies, standardize data, and streamline personnel and pay processes.

**Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS).** A comprehensive task list which describes a particular job type or duty position. They are used by supervisors to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

**Air Force Specialty.** A group of positions (with the same title and code) that require common qualifications.

**Air Force Training Record System (AFTRS).** The purpose of the Air Force Training Record (AFTR) is to reduce the administrative burden of the unit training managers; automate management, enrollment and transcription of upgrade training records; and reduce or eliminate printing, handling, packaging, revising, and shipping costs associated with the distribution of training material.

**Assignment Management System (AMS).** AMS is an online program used for assignment preferences and career management, contains career information on officers and enlisted airmen, as well as some personal information such as birth dates and social security numbers. It does not contain personal addresses, phone numbers or specific information about family members.

**Career Field Education and Training Plan (CFETP).** CFETP is a comprehensive core training document that identifies: life-cycle education and training requirements; training support resources; and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear path and instill a sense of industry in career field training.

**Case Management System (CMS).** HR-CMS is a case management system used for entering, tracking, resolving and reporting on human resources (HR) system related cases within the United States Air Force. It was developed to give base-level offices the ability to communicate with all levels of the human resources communities to resolve problems with member's computer records that cannot be resolved by directly updating the various HR systems. It also provides a tracking capability that enables all levels of the HR community to perform management oversight. Finally, the embedded reporting system using a central database can be used to monitor trends in all types of HR systems related member cases.

**Central Functional Advisor (CFA).** The CFA is responsible for advising the AFCFM and MAJCOM/MFA's on career field issues. This position works for the AFCFM and MFAs and executes every MAJCOM's 3F0X1 assignment allocations as well as assists with career field training and development.

**Certification.** A formal indication of an individual's ability to perform a task to required standards.

**Certification Official.** A person whom the commander assigns to determine an individual's ability to perform a task to required standards.

**Commander's Support Staff (CSS).** The CSS is a unit level function which performs personnel, administration, education and training, unit deployment manager, and other critical squadron functions on behalf of the unit commander.

**Continuation Training.** Additional advanced training exceeding the minimum upgrade training requirements with emphasis on present or future duty assignments.

**Core Task.** Tasks the AFCFM identify as minimum qualification requirements for everyone within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

**Cross Utilization Training (CUT).** Training designed to qualify personnel to perform tasks that are not established requirements in their awarded AFSC.

**DCAPES.** DCAPES is an Air Force system which is used to deploy personnel. DCAPES is used by several functional communities and includes modules for the Installation Personnel Readiness (IPR) office and Personnel Support for Contingency Operations (PERSCO) team. DCAPES resides on the Global Command and Control System (GCCS).

**Education and Training Course Announcements (ETCA).** Contains specific MAJCOM procedures, fund cite instructions, reporting instructions, and listings for those formal courses conducted or managed by the MAJCOMs or field operating agencies (FOAs). The ETCA contains courses conducted or administered by the AF and reserve forces and serves as a reference for the AF, DoD, other military services, government agencies, and security assistance programs. Airmen may access ETCA at: <https://app10-eis.aetc.af.mil/etca/SitePages/Home.aspx>

**Enlisted Specialty Training.** A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in each skill level of a specialty.

**Enroute (PCS-Associated) Training.** The training of students in a temporary duty (TDY) status while undergoing a permanent change of station (PCS). Usually accomplished due to special training required at the new duty location.

**Essential Station Messing (ESM).** Food furnished to enlisted personnel at government expense. ESM is also termed "Rations-In-Kind."

**Field Training.** Technical, operator, and other training either a training detachment or field training team conducts at operational locations on specific systems and associated direct-support equipment for maintenance and aircrew personnel.

**Go.** The stage at which an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision.

**Initial Skills Training (IST).** A formal school course that results in an AFSC 3-skill level award for enlisted or mandatory training for upgrade to qualified officers.

**In-house Training (IHT).** Conducted by the Military Personnel Flight, in-house training is career field specific training for all 3FOX1's on an installation. This training is scheduled by the MPF superintendent and is mandatory for all 3FOX1 personnel. Note: Military Personnel Data System (MilPDS) training (if scheduled) is mandatory for all MilPDS users (military and civilian) (all AFSCs) IAW the MilPDS User Access Policy.

**Installation Personnel Readiness (IPR).** The base level deployment function for personnel. The IPR is the life blood of the deployment machine and must be manned with highly skilled personnelists. The IPR resides in the Military Personnel Flight (MPF)

**Instructional System Development (ISD).** A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way the knowledge, skills, and attitudes essential for successful job performance.

**JOPES.** The Joint Operations Planning and Execution System is the system used by all services (Army, Navy, Air Force) to plan for and execute deployments. It allows combatant commanders to state what functional capabilities they require (fighter planes, airborne infantry, etc.) and the services to provide those capabilities. It also provides TRANSCOM with a tool to move the forces to the required locations.

**MAJCOM Functional Advisors (MFAs).** Manager for all matters related to the training and utilization of individuals within a particular MAJCOM and AFSC.

**Military Personnel Data System (MilPDS).** The Air Force's Oracle based personnel data system used to manage personnel, create reports and maintain historical data of a member's career.

**Management Assessment Products (MAPS).** Standardized data analysis products used to identify errors in the Military Personnel Data System (MilPDS). Data collected from MAPS may also be used to identify training deficiencies within the Military Personnel Flight (MPF) or Commanders Support Staff (CSS).

**Military Personnel Flight (MPF).** A designated organization at base-level designed, staffed, and operated to support the host commander's mission by providing personnel services.

**MyPERS.** MyPERS is the single authoritative data source for all personnel program procedures. Procedures are located either in Personnel Service Delivery Messages (PSDMs) or program guides located under "resources for FSS".



**No Go**—Trainee has not gained enough skill, knowledge, and experience to perform task without supervision.

**Occupational Analysis (OA).** Collecting and analyzing factual data on the tasks and/or knowledge performed by Air Force career fields. This data is used to provide personnel and training decision-makers with factual and objective job information which enables them to justify and/or change personnel utilization policies and programs, refine and maintain occupational structures, and establish, validate, and adjust testing and training programs.

**On-the-Job Training (OJT).** Hands-on, “over-the-shoulder” training conducted to certify personnel in both upgrade (skill level award) and job qualification (position certification training).

**Oracle Training Administration (OTA).** A HQ AFPC/DPSIT managed computer support system that links Air Force units or activities, which use the system for planning, controlling, and funding formal training throughout the Air Force, including the MAJCOM TDY-to-School Program.

**Personnel Processing Application (PPA).** A web-based application allowing a customer to gain insight, request services and obtain approval of their request.

**Personnel Records Display Application (PRDA).** PRDA is an electronic viewer allowing Airmen to view their military personnel records. PRDA has the ability to grant role based access allowing commanders, supervisors, first sergeants, MPS personnel, etc, access to other individual’s records in order to perform their military duties.

**Personnel Support for Contingency Operations (PERSCO).** PERSCO is the acronym used to describe the mission of the personnel career field while deployed. The primary mission of PERSCO is personnel accountability and casualty reporting. Other basic personnel services may also be provided during sustainment.

**Position Qualification Training.** Training designed to qualify an airman in a specific position that occurs after upgrade training.

**Qualification Training (QT).** Hands-on performance training designed to qualify an airman in a specific position. This training occurs both during and after upgrade training to maintain up-to-date qualifications.

**Qualification Training Package (QTP).** An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media. Refer to section C of this CFETP for available training packages and courses.

**Satellite Personnel Activity (SPA).** An extension organization of a Military Personnel Flight, usually consisting of 2 - 7 people, that services smaller military installations that are segregated by a significant distance from the host base.

**Specialty Training.** The total training process used to qualify airmen in their assigned specialty.

**Specialty Training Standard (STS).** An Air Force publication that describes an Air Force specialty in terms of tasks and knowledge that an airman in that specialty may be expected to perform or to know on the job. Also identifies the training provided to achieve a 3-, 5-, or 7-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an Air Force Specialty Code (AFSC) are taught in formal schools and correspondence courses.

**Task Certifier.** See Certification Official.

**Task Module (TM).** A group of tasks performed within an Air Force specialty that are performed together and that require common knowledge, skills, and abilities. TMs are identified by an identification code and a statement.

**Task Qualification Training (TQT):** Training conducted after Nuclear, Biological, Chemical and Conventional (NBCC) defense classroom training in which individuals perform wartime mission essential tasks in a simulated wartime environment while wearing full ground crew individual protective equipment (IPE) or aircrew IPE. HAF, MAJCOM and local functional area managers (FAMs) identify wartime mission essential tasks. See AFI 10-2501 and AFMAN 10-2602 for additional information/ requirements.

**Total Force.** All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

**Total Force Service Center (TFSC).** The TFSC is a consolidated operation servicing the entire AF. Customer service experts are available 24/7 with smart tools, delivering high quality customer service. Its purpose is to leverage technology to execute and integrate personnel operations to support commanders, their people, and personnel field activities. The TFSC servicing the active component is located at the Air Force Personnel Center on Joint Base San Antonio-Randolph and the ANG and AFR TFSC is located at the Air Force Reserve Personnel Center, Buckley AFB, CO.

**Trainer.** A trained and qualified person who teaches personnel to perform specific tasks through OJT methods. Also, equipment that the trainer uses to teach personnel specified tasks.

**Training Capability.** The ability of a unit or base to provide training. Authorities consider the availability of equipment, qualified trainers, study reference materials, and so on in determining a unit's training capability.

**Training Planning Team (TPT).** Comprised of the same personnel as a U&TW, however TPTs are more intimately involved in training development and the range of issues are greater than is normal in the U&TW forum.

**Training Session.** Training conducted based on technical data for a task that existing courses cannot support.

**Upgrade Training (UGT).** Mandatory training which leads to the attainment of a higher level of proficiency.

**Unit Personnel Record Group (UPRG).** A hardcopy file of important personnel documents relevant to an Air Force member at base-level, usually created and stored at a Military Personnel Flight.

**Utilization and Training Workshop (U&TW).** A forum of MAJCOM Air Force Specialty Code (AFSC) functional managers, Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.

**Virtual Military Personnel Flight (vMPF).** The starting point for customers to access their personnel records, make decisions about their career options and submit requests.

**Virtual Personnel Center (vPC).** This secure web site enables members access to many personnel services from anywhere with internet access, 24-hours a day, seven days a week, 365 days a year. For active duty, vPC is used to process officer and enlisted evaluations and certain decorations.

## **Section A - General Information**

**1. Purpose.** This CFETP provides the information necessary for Air Force Career Field Manager (AFCFM), MAJCOM Functional Advisors (MFA), commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective and efficient career field training program. The plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, or 9-skill level. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills and knowledge required to do the job. Advanced training is formal specialty training used for selected airmen. Proficiency training is additional training, either in-residence, exportable advanced training courses, or on-the-job training provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The purpose of the CFETP includes:

- 1.1.** Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. It is also used to help supervisors identify training at the appropriate points in an individual's career.
- 1.2.** Identifies task and knowledge training requirements for each skill level in this specialty and recommends education and training throughout each phase of an individual's career.
- 1.3.** Lists training courses available in the specialty, identifies sources of training, and the training delivery method.
- 1.4.** Identifies major resource constraints that impact full implementation of the desired career field training program.

**2. Use of the CFETP.** Use of the guidance provided in this CFETP provides the foundation for effective and efficient training for individuals in this career field at the appropriate points in their careers. This plan enables the Air Force to train today's workforce for tomorrow's jobs.

**2.1.** AETC training personnel will develop or revise formal resident and non-resident, field and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

**2.2.** MFAs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. OJT, resident training, contract training, or exportable courseware can satisfy identified requirements. MAJCOM developed training to support this AFS must be identified for inclusion in this plan.

**2.3.** Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

**3. Coordination and Approval of the CFETP.** The AFCFM is the approval authority. Also, the AFCFM will initiate an annual review of this document to ensure currency and accuracy. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. Using the list of courses in Part II, they will eliminate duplicate training. Airmen may send suggestions or inputs for future revisions of the CFETP to the AFCFM, CMSgt Mel Rose at: [melvin.rose3.mil@mail.mil](mailto:melvin.rose3.mil@mail.mil) , please ensure you courtesy copy your MFA on any correspondence.

### ***Section B - Career Progression and Information***

#### **4. Specialty Descriptions.**

**4.1.1. Specialty Summary.** Manages, supervises, and leads military personnel and human resource programs. Analyzes Air Force policy and provides recommendations to commanders, supervisors, and Airmen on benefits, entitlements, career progression, retention, and relocation programs. Updates and maintains personnel data systems, analyzes data mismatches, and provides Air Force leadership with accurate data points to make force management decisions. Related DoD Occupational Subgroup: 153100.

#### **4.1.2. Duties and Responsibilities.**

**4.1.3.** Manages military personnel programs and advises commanders and Airmen on Air Force personnel policy. Manages a myriad of Air Force programs including; assignments, promotions, evaluations, identification cards, separations, retirements, benefits, entitlements, retention, classification, awards, decorations, retraining, casualty, personnel reliability, and personnel readiness programs. Determines program eligibility and counsels airmen on career progression. Manages and executes force management tools such as; force management boards, selective reenlistment and bonus programs. Counsels airmen on reenlistment opportunities, benefits, and entitlements. Advises commanders and provides reports and statistics to make personnel.

**4.1.4.** Manages data analysis products and ensures the accuracy of both deployed and in-garrison personnel data. Creates, interprets, and audits management assessment products and transaction registers and identifies mismatches. Works with commanders and Airmen to resolve discrepancies and ensures the accuracy of personnel data. Routinely crosschecks data from the personnel data system with source documents in the personnel record to ensure accuracy.

**4.1.5.** Performs personnel actions. Conducts in and out processing at both in garrison and deployed and maintains accountability of Air Force personnel. Manages duty status reporting to include; leave, temporary duty, hospitalization, sick in quarters, and casualty reporting

**4.1.6.** Oversees personnel activities and functions. Inspects personnel activities for compliance with policies and directives. Reports discrepancies and recommends corrective action. Monitors personnel actions for timeliness, propriety, and accuracy. Ensures proper counseling of individuals on personnel programs, procedures, and benefits. Organizes and compiles management data and submits reports.

**4.1.7.** Performs CSS personnel functions. Prepares and processes administrative support actions relating to unit programs such as in and out-processing, evaluations. Manages leave web program. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Provides customers with guidance on how to use web-based applications for personnel actions. Prepares and processes Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions.

**4.1.8.** Performs Personnel Support for Contingency Operations (PERSCO) functions. Ensures accountability and casualty reporting for deployed forces, reports data to combatant commanders, and enables sound wartime decisions. Provides additional personnel support, as required.

**5. Specialty Qualifications.** Adequate training and timely progression from the apprentice to the superintendent level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training do his or her part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career.

**6. Training Decisions.** This CFETP was completely rewritten and training decisions were made at the Specialty Training Requirements Team (STRT) from 12-16 Feb 2018. The AFCFM and MFAs (to include ANG) made a conscious decision to revitalize career field training, bringing back the basics, while ensuring 3F0X1 Airmen received the right training, at the right time in their career. The team also restructured career field training, added divergent tasks for the Air National Guard and Air Force Reserve, and ensured Airmen's proficiency increased with grade, while eliminating redundancy between the 3,5, and 7-level courses.

**6.1. Three Skill-Level.** The IST course was completely rewritten to move towards a "student centered" learning concept (also known as "flip the classroom") and to cover basic information that every 3F0X1 Airmen needs to know. Added to the course was; customer service techniques, how to use myPers, how to research customer queries, how to conduct briefings, and joint Commander's Support Staff (CSS) and Military Personnel Data System (MilPDS) training with the 3F5X1 (Administration) career field. Removed from the course was career field history, MAJCOM organizational structure, and extensive readiness terminology and wartime planning processes. These items were determined to have very little use for 3F0X1 Airmen at this point in their career.

**6.2. Five and Seven-Skill Level.** Decisions were made to transition Career Development Courses (CDCs) to modular blackboard courses for both the 5 and 7-skill level. The group felt CDC development was too cumbersome and that CDCs could not keep pace with personnel policy changes. The team determined that distance learning courses would provide 3F0X1 Airmen with a higher level of learning and move Airmen's training beyond task and subject knowledge.

**6.3.** The 5-level course was designed to focus primarily on duty position tasks, while the 7-level course will develop managerial and supervisory skills. The revised CFETP was also broken down by work center and over 200 tasks and multiple work centers were added. Additionally, duty position tasks for; Career Development, Customer Service, Force Management, Installation Personnel Readiness, Personnel Systems Management, as well as a section on Office Management, were added as well.

**6.4.** The group also approved the career field’s integration into Q-Flight to build Qualification Training Packages (QTPs) and supplemental courses for each MPF and CSS work center. Courses will include supervisor courses for; Customer Service, Career Development, Commander’s Support Staff, Force Management, Military Personnel Flight Superintendent. Additional course can be added at the discretion of the AFCFM.

**6.5. Proficiency.** This training provides qualification standards for award of the 3F0X1 AFSC and consists of completing all identified core tasks and the applicable 5 or 7-level course (or CDC until courses are available) for upgrade. Completion of duty position tasks are not required for skill-level upgrade. This decision was made to enhance the development of 3F0X1 Airmen by allowing installations to rotate Airmen freely without delaying their skill-level upgrade.

**7. Community College of the Air Force (CCAF).** CCAF is one of several federally chartered degree-granting institutions; however, it is the only 2-year institution exclusively serving military enlisted personnel. The college is regionally accredited through Air University by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award AAS degrees designed for specific Air Force occupational specialties and is the largest multi-campus community college in the world. Upon completion of basic military training and assignment to an AF career field, all enlisted personnel are registered in a CCAF degree program and are afforded the opportunity to obtain an Associate in Applied Science degree. In order to be awarded, degree requirements must be successfully completed before the student separates from the Air Force, retires, or is commissioned as an officer. See the CCAF website for details regarding the AAS degree programs at <http://www.au.af.mil/au/barnes/ccaf/>.

**7.1. CCAF Degree Requirements.** All enlisted airmen are automatically entered into the CCAF program. Prior to completing an associate degree, the 5-level must be awarded and the following requirements must be met:

	<u>Semester Hours</u>
Technical Education .....	24
Leadership, Management, and Military Studies.....	6
Physical Education .....	4
General Education .....	15*
Program Elective .....	15*
	Total: 64

**7.1.1. Technical Education (24 Semester Hours):** Completion of the career field apprentice course satisfies some semester hours of the technical education requirements. A minimum of 24 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective courses. Some academic degree programs have specific technical education requirements. Refer to the CCAF General Catalog for specific degree requirements for your specialty.

**7.1.2. Leadership, Management, and Military Studies (6 Semester Hours):** Enlisted Professional Military Education (EPME) and/or civilian management courses.

**7.1.3. Physical Education (4 Semester Hours):** This requirement is satisfied by completion of Basic Military Training.

**7.1.4. General Education (15 Semester Hours):** Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog.

**7.1.5. Program Elective (15 Semester Hours):** Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including natural science courses meeting GER application criteria. A maximum of nine semester hours of CCAF degree applicable technical credit otherwise not applicable to the program of enrollment may be applied. See the CCAF General Catalog for details regarding the Associates of Applied Science for this specialty.

**7.1.6. Residency Requirement (16 Semester Hours):** Satisfied by credit earned for coursework completed in an affiliated school or through internship credit awarded for progression in an Air Force occupation specialty. Enlisted members attending Army, Navy, and/or DOD initial or advanced training do not receive resident credit since these schools are not part of the CCAF system. However, the college awards proficiency credit to AF enlisted members completing these courses. Note: Physical education credit awarded for basic military training is not resident credit.

**7.2. Professional Certifications.** Certifications assist the professional development of our Airmen by broadening their knowledge and skills. Additionally, specific certifications may be award collegiate credit by CCAF and civilian colleges, saving time and Air Force tuition assistance funds. It also helps airmen to be better prepared for transition to civilian life. To learn more about professional certifications and certification programs offered by CCAF, visit <http://www.au.af.mil/au/barnes/ccaf/certifications.asp>. In addition to its associate degree program, CCAF offers the following certification programs and resources:

**7.2.1. CCAF Instructor Certification (CIC) Program.** CCAF offers the three-tiered CIC Program for qualified instructors teaching at CCAF affiliated schools who have demonstrated a high level of professional accomplishment. The CIC is a professional credential that recognizes the instructor's extensive faculty development training, education and qualification required to teach a CCAF course, and formally acknowledges the instructor's practical teaching experience.

**7.2.2. CCAF Instructional Systems Development (ISD) Certification Program.** CCAF offers the ISD Certification Program for qualified curriculum developers and managers who are formally assigned at CCAF affiliated schools to develop and manage CCAF collegiate courses. The ISD Certification is a professional credential that recognizes the curriculum developer's or manager's extensive training, education, qualifications and experience required to develop and manage CCAF courses. The certification also recognizes the individual's ISD qualifications and experience in planning, developing, implementing and managing instructional systems.

**7.2.3. CCAF Professional Manager Certification (PMC).** CCAF offers the PMC Program for qualified Air Force NCO's. The PMC is a professional credential awarded by CCAF that formally recognizes an individual's advanced level of education and experience in leadership and management, as well as professional accomplishments. The program provides a structured professional development track that supplements Enlisted Professional Military



Education (EPME) and Career Field Education and Training Plan (CFETP).

**7.3. Air Force Credentialing Opportunities On-Line (AF COOL).** AF COOL replaced the CCAF Credentialing and Education Research Tool (CERT). The AF COOL Program is managed by CCAF and provides a research tool designed to increase an Airman's awareness of national professional credentialing and funding opportunities available for all Air Force occupational specialties. AF COOL also provides information on specific occupational specialties, civilian occupational equivalencies, AFSC-related national professional credentials, credentialing agencies, and professional organizations. AF COOL contains a variety of information about credentialing and licensing and can be used to:

- Get background information about civilian licensure and certification in general and specific information on individual credentials including eligibility requirements and resources to prepare for an exam.
- Identify licenses and certifications relevant to an AFSC.
- Learn how to fill gaps between Air Force training and experience and civilian credentialing requirements.
- Get information on funding opportunities to pay for credentialing exams and associated fees.
- Learn about resources available to Airmen that can help them gain civilian job credentials.

To learn more about AF COOL and funding processes, visit <https://afvec.langley.af.mil/afvec/Public/COOL/Default.aspx>

**7.4. Air University Associate to Baccalaureate Cooperative Program (AU ABC Program).** Directs Airmen with Associate in Applied Science Degrees from the CCAF to a collection of accredited military friendly colleges and universities to consider when completing a four-year degree. The program maximizes the application of military career education and training, and provides a multitude of online academic and support services for the enlisted member.

**7.5. Additional Off-Duty Education.** Off-Duty education is a personal choice that is encouraged for all. Individuals desiring to become an Air Education and Training Command Instructor should be actively pursuing an associate degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

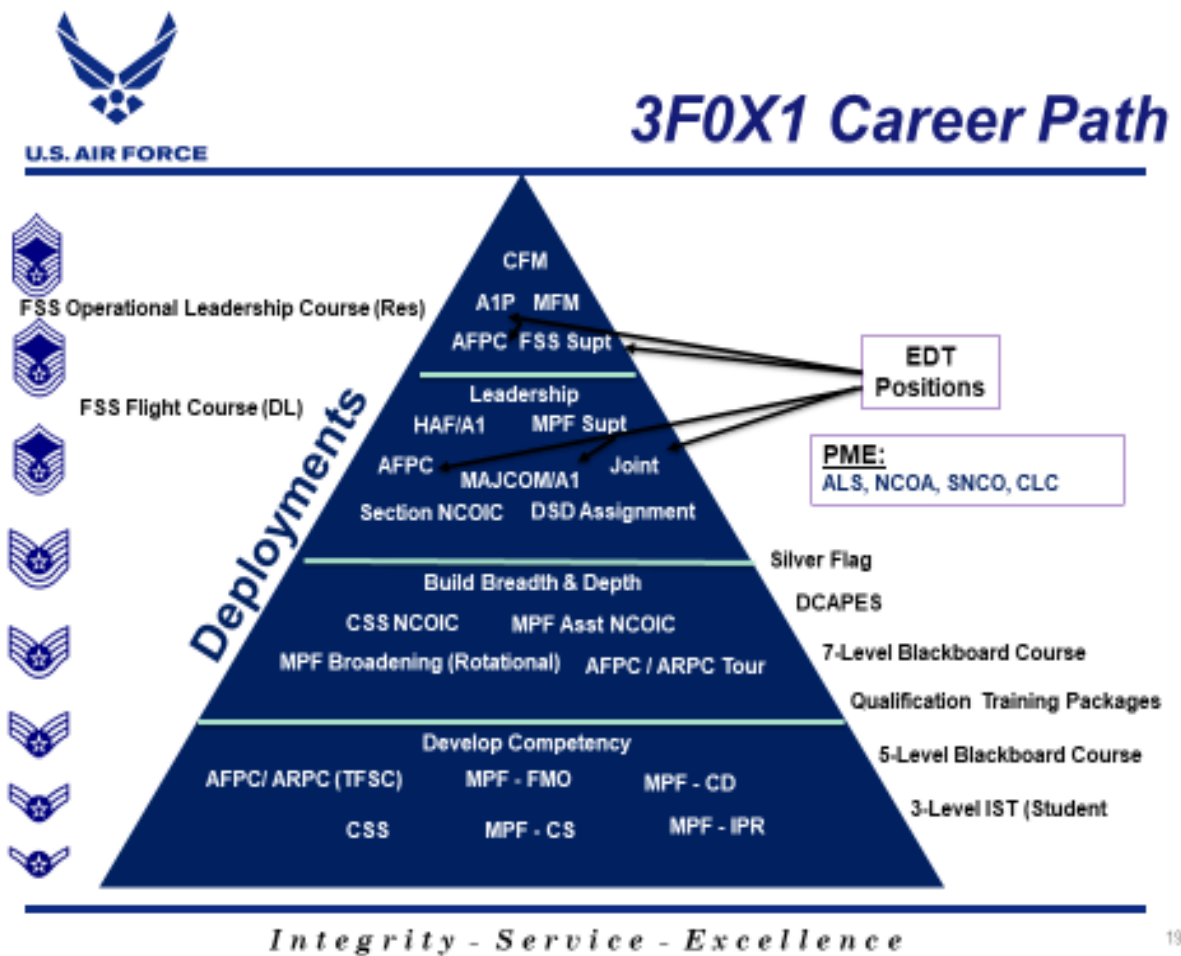
**7.6. Occupational Instructor Certification.** Individuals desiring to become an Air Education and Training Command Instructor should be actively pursuing an associate degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools. Air Force and other service members currently assigned to a CCAF-affiliated course are eligible for the Instructor of Technology and Military Science (ITMS) degree program. Individuals desiring to pursue the Instructor of Technology & Military Science (ITMS) degree program can obtain further information through the CCAF website and catalog at: <http://www.au.af.mil/au/ccaf>.

**7.7. Trade Skill Certification.** When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The College uses a competency- based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman (Supervisor), or Master Craftsman (Manager). All are transcribed on the CCAF transcript.

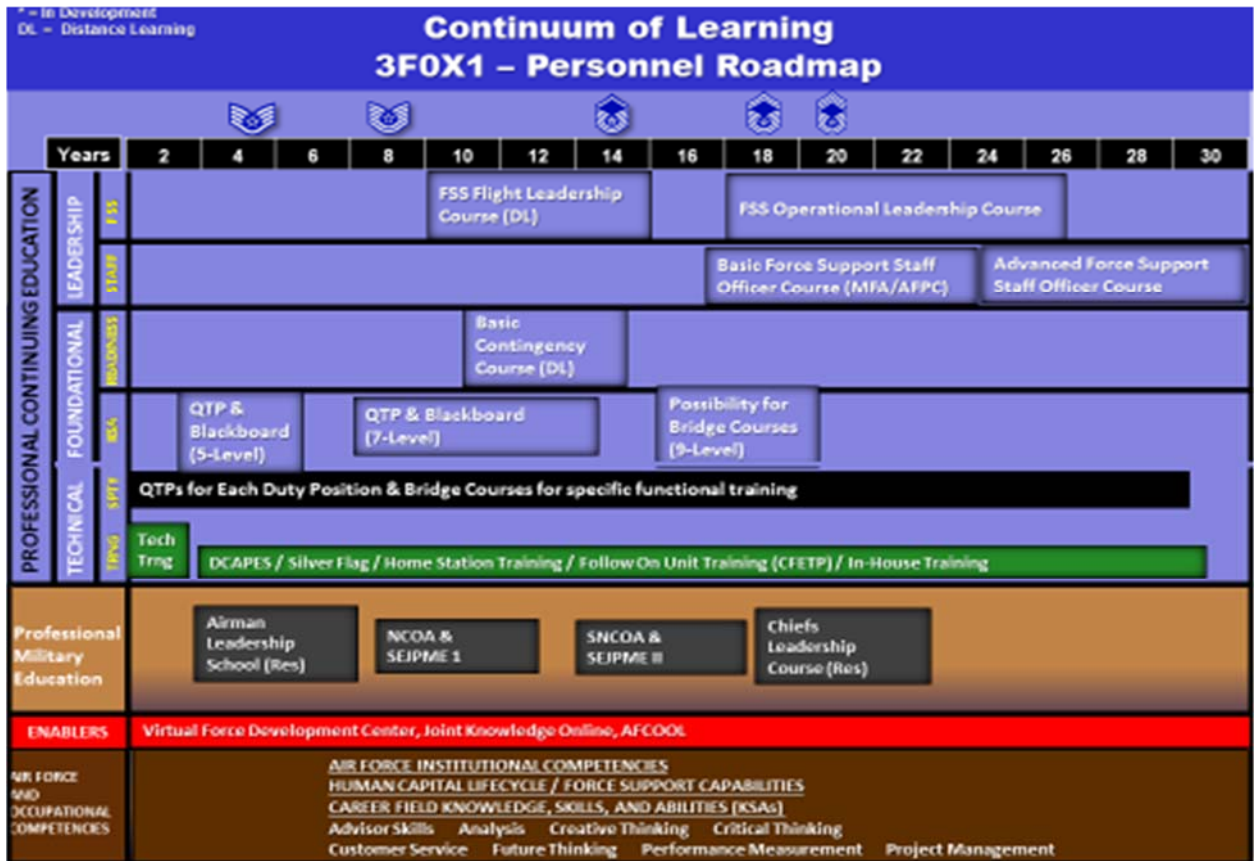
**7.8. Degree Requirements.** Visit the CCAF website for the current catalog and degree requirements <http://www.au.af.mil/au/ccaf/>

8. Career Field Path.

8.1. Sample Career Pyramid.



8.2. 3F0X1 Continuum of Learning (CoL):



### 9.3. Enlisted Career Path

Education and Training Requirements	Grade Requirements		
	Rank	Average Sew-On	Earliest Sew-On
<b>Basic Military Training School</b>			
<b>Apprentice Technical School (3-Skill Level)</b>	Amn A1C	6 months 16 months	
<b>Upgrade To Journeyman (5-Skill Level)</b> - Minimum 12 months OJT - Minimum 9 months OJT for retrainees - Complete all 5-level core tasks - Complete appropriate Course/CDC	Amn A1C SrA	6 months 16 months 3 years	28 months
<b>Airman Leadership School (ALS)</b> - Must be a SrA with 3 year time in service - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	<u>Trainer</u> -Trained and qualified to perform the task to be trained -Must attend the Air Force Training Course (AFTC) <u>Certifier</u> -Certification of tasks is not required for 3F0X1.		
<b>Upgrade To Craftsman (7-Skill Level)</b> - Minimum rank of SSgt - Minimum 12 Months OJT - Minimum 6 Months OJT for retrainees - Complete all 5- and 7-level core tasks - Complete appropriate Course/CDC	SSgt	4.4 years	3 years
<b>noncommissioned Officer Academy (NCOA)</b> - Must be a TSgt, MSgt Selectee, or MSgt - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only)	TSgt MSgt	8.2 years 14.3 years	5 years 8 years
<b>Upgrade to Superintendent (9-Skill Level)</b> - Minimum rank of SMSgt  <b>USAF Senior NCO Academy (SNCOA)</b> - Must be a MSgt, SMSgt, or SMSgt Selectee	SMSgt	18.3 years	11 years
<b>Chief Enlisted Manger (CEM)</b>	CMSgt	20.5 years	14 years

### ***Section C - Skill Level Training Requirements***

**9. Purpose.** Skill level training requirements in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award, and retention of each skill level. The specific task and knowledge training requirements are identified in the Specialty Training Standard (STS) at Part II, Sections A and B of this CFETP.

#### **10. Specialty Qualifications:**

**10.1. Knowledge:** Knowledge is mandatory of personnel functions across the Air Force. These functions include; Military Personnel Flight, Commanders Support Staff, MAJCOM/A1, AFPC, ARPC, HAF, and Joint personnel functions. 3F0X1 Airmen must understand customer service techniques, data analysis, and how to best advise commanders and Airmen on their options.

**10.1.1. Education.** For entry into this specialty, completion of high school with courses in English composition and speech is desirable.

**10.1.2. Training.** For award of AFSC 3F031, completion of a basic personnel course is mandatory. For award of AFSC 3F051, completion of applicable CDC or DL course and completion of all core tasks is required. For award of AFSC 3F071, completion of applicable CDC or DL course and completion of all core tasks is also required.

**10.1.3. Experience.** The following experience is mandatory for award of the AFSC indicated:

**10.1.3.1.** 3F051. Qualification in and possession of AFSC 3F031. Also, experience in functions such as CSS, Force Management, Customer Support, Career Development, Installation Personnel Readiness, etc....

**10.1.4.1.** 3F071. Qualification in and possession of AFSC 3F051. Also, experience performing or supervising one or more of the functions in an MPF, CSS, MAJCOM, AFPC, HAF, joint environment, etc...

**10.2. Other.** See AFECD attachment 4 for additional entry requirements. It can be found on the AFPC web site under military classification.

### ***Section D - Resource Constraints***

**11.** There are currently no resource constraints. This area is reserved.

### ***Section E - Transitional Training Guide***

**12.** There are currently no transitional training requirements. This area is reserved.

## Part II

### *Section A – Specialty Training Standard*

**1. Implementation.** This STS will be used for technical training provided by AETC for Apprentice classes beginning **TBD** and graduating **TBD**.

**2. Purpose.** As prescribed in AFI 36-2201, this STS:

**2.1.** Lists, in column 1, the most common tasks, knowledge, and Technical References (TR) necessary for Airmen to perform their duties in the 3-, 5-, 7-, and 9-skill level.

**2.2.** Identifies, in column 2, core tasks by skill level. Tasks identified with an “\*” in the 5-level core task column are required for 5-level upgrade training. Tasks identified with an “\*\*” in the 7-level core task column are required for 7-level upgrade training.

**2.3.** Provides, in column 3, certification for on-the-job training (OJT) by documenting completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available.

**2.4.** Shows, in column 4, formal training and correspondence course requirements by listing the proficiency to be demonstrated on the job by the graduate as a result of training on the task and the career knowledge provided by the corresponding course.

**2.5.** Contains, in Attachment 1, the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

**2.6.** Is used to document task completion when placed in the AF Form 623, Individual Training Record, and used according to AFI 36-2201. CFETP documentation shall be IAW AFI 36-2201 or any subsequent messages.

**2.7.** Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKT) are developed at the USAF AETC Airmen Advancement Division by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the Enlisted Promotion References and Requirements Catalog (EPRRC). Individual responsibilities are listed in chapter 1 of AFI 36-2605, *Air Force Military Personnel Testing System*. WAPS is not applicable to the Air National Guard or Air Reserve Forces.

**3. Recommendations.** Comments and recommendations are invited concerning the quality of AETC training. A Customer Service Information Line (CSIL) has been installed for the supervisors' convenience. For a quick response to concerns, call our CSIL at DSN 597-4566, or fax us at DSN 597-3790, or e-mail us at [81trg-tget@keesler.af.mil](mailto:81trg-tget@keesler.af.mil). (incorrect email, no longer valid, new email [81 TRG/TGE Workflow](#))-- Reference this STS and identify the specific area of concern (paragraph, training standard element, etc.).

BY ORDER OF THE SECRETARY OF THE AIR FORCE

GINA M. GROSSO  
Lieutenant General, USAF  
Deputy Chief of Staff, Manpower & Personnel

OFFICIAL

1 Atch  
Qualitative Requirements



<b>This Block Is For Identification Purposes Only</b>		
Name Of Trainee		
Printed Name ( <i>Last, First, Middle Initial</i> )	Initials (Written)	SSAN
Printed Name of Certifying Official and Written Initials		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

### QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)

#### Explanations

\* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)

\*\* A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.

(#) Indicates this task is taught jointly in initial skills training with the 3F5X1 AFSC. Note: Does not apply to 5 or 7 level course.

- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.

X This mark is used alone in the course columns to show that training is required but not given due to limitations in resources.

**NOTE:** All tasks and knowledge items shown with a proficiency code are trained during war time.

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
<b>1. PERSONNEL CAREER FIELD. TR:</b> Force Support Squadron Execution and Responsibilities Guide, AFECD										
<b>1.1 Personnel Community. TR:</b> Joint Publication (JP) 1-02, Force Support Squadron (FSS) Execution, Organization and Responsibilities & Applicable PSDGs										
<b>1.1.1 Overview</b>										
1.1.1.1 Joint TR: JP 1-02								-	-	A
<b>1.1.1.2 Air Staff/A1</b>								-	-	-
1.1.1.2.1 Personnel policy development								-	A	B
1.1.1.2.2 Personnel program development								-	A	B
1.1.1.3 MAJCOM/A1								-	A	B
<b>1.1.1.4 AFPC/ARPC</b>								-	-	-
1.1.1.4.1 Structure								A	B	B
1.1.1.4.2 Program execution								A	B	B
1.1.1.5. AFIMSC								A	-	-
<b>1.1.1.6. ARC</b>										
1.1.1.6.1. AFRC								A	B	-
1.1.1.6.2. ANG								A	B	-
<b>1.1.1.7 Force Support Execution &amp; Responsibilities, TR:</b> Force Support Execution & Responsibilities Guide								-	-	-
1.1.1.7.1. Personnel organization structure								A	B	-
1.1.1.7.2. Functional responsibilities								A	B	-
1.1.1.7.3. Military Personnel Flight								A	B	-
1.1.1.7.4. Commander's Support Staff (CSS)								A	B	-
1.1.1.7.5. Personnel activities (SPAs, GSUs)								A	B	-
1.1.1.7.6. Wartime functional responsibilities TR: AFI 36-3802; JP 1-02; AFI 10-401; AFI 10-402; AFI 10-403								A	B	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
<b>1.2 Structure of the Personnel Career Field</b> TR: AFI 36-2101 Chapter 1; AFECD, Force Support Execution and Responsibilities Guide										
<b>1.2.1 Duties and Responsibilities of a Personnelist</b>										
1.2.1.1 Apprentice								B	-	-
1.2.1.2 Journeyman								A	-	-
1.2.1.3 Craftsman								A	-	-
1.2.1.4. Military Personnel Flight Superintendent								A	-	-
<b>2. Military Personnel Flight.</b>										
<b>2.1. Career Development Section.</b> TR: Force Support Squadron Execution, Organization and Responsibilities; AFI 36-2110, 36-2102, myPers, vMPF, Applicable PSDGs										
<b>2.1.1. Assignments.</b> TR: AFI 36-2110, & myPers AD Assignment Programs										
2.1.1.1. Initial Relocation Briefing								A	B	-
2.1.1.2. Process Orders								a	b	-
2.1.1.3. Process Changes								-	b	-
2.1.1.4. Verify Retainability Requirements								a	b	-
2.1.1.5. Process Declinations								a	b	-
<b>2.1.1.6. Assignment Availability Codes.</b> TR: AFI 36-2110, Table 2.1 & myPers AD Assignment Programs										
2.1.1.6.1. Codes								A	B	-
2.1.1.6.2. Dates								A	B	-
2.1.1.6.3. Authority								A	B	-
<b>2.1.1.7. Assignment Limitation Codes.</b> TR: AFI 36-2110, Table 2.1 & myPers AD Assignment Programs										
2.1.1.7.1. Codes								A	B	-
2.1.1.7.2. Dates								A	B	-
2.1.1.7.3. Authority								A	B	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
2.1.1.8. PCS Processing Discrepancies								-	A	B
<b>2.1.1.9. Relocation Documentation.</b> TR: 36-2102, AFI 36-3020, AF Form 907, vMPF & myPers AD Assignment Programs										
2.1.1.9.1. Relocation Folder								A	B	-
2.1.1.9.2. Relocation Checklist								A	B	-
2.1.1.9.3. Process Required Relocation Forms (TR: AF 907)								-	a	b
2.1.1.10. Virtual Out-processing vOP								A	B	-
2.1.1.11. Process SECAF BAH Waivers (TR: AFI 36-3020)								-	-	-
2.1.1.12. Dependent Family Member Travel Programs								-	B	B
2.1.1.13. Concurrent Travel								-	B	B
2.1.1.14. DEROS Management								-	B	B
2.1.1.15. Passport/Visa								A	B	-
2.1.1.16. Manning Assist Requests								-	A	B
2.1.1.17. Personnel Processing Codes (PPCs)								A	B	B
2.1.1.18. Utilize Orders Processing Application (OPA)								a	b	-
2.1.1.19. Misc. Assignment Programs (Special Duty, EFMP, Humanitarian, Threatened Airmen, Expedited Transfer, etc...)								A	B	-
2.1.1.20. Quarters and Furnishings Availability Report								A	B	-
<b>2.1.1.21. System Updates and Data Validation.</b> TR: AFI 36-2102; 36-2107; AFI 33-328; AFI 65-103; AFI 36-2110; Joint Travel Regulation Vol 1; DoD 5210.42R, Air Force Manual 13-501										
2.1.1.21.1. Update System Data (MilPDS, vOP, etc...)								-	b	-
2.1.1.21.2.. Validate Assignment Data (MAPS, TRs, OBIEE Queries)								-	-	c
<b>2.1.1.22. Miscellaneous Actions</b>										
2.1.1.22.1. TDY Enroute								A	B	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
2.1.1.22.2. Intercommand Permanent Change of Assignment (PCA) Actions								-	A	-
2.1.1.22.3. Personnel Reliability Program (PRP)								-	A	B
2.1.1.22.4. Active Duty Service Commitment (ADSC) program TR: AFI 36-2107; PSD guide								-	A	-
<b>2.1.2. Retirements/Separations.</b> TR: AFI 36-3203; AFI 36-3208; 36-2102; AFI 36-2604; AFI 36-3204; AFI 36-3205; AFI 36-3207; AFI 36-3208; AFI 36-3003; Retirement PSDG; Separations PSDG; Separations Processing Base; Personnel Systems Management PSDG; PSM Handbook										
2.1.2.1. Application process								A	B	-
2.1.2.2. Conduct Final Out-processing								a	b	-
2.1.2.3. Create Relocation folders								-	-	-
2.1.2.4. Utilize Relocation checklists								-	-	-
2.1.2.5. Process Administrative discharges TR: AFI 36-2604; AFI 36-3204; AFI 36-3205; AFI 36-3207; AFI 36-3208								-	a	b
2.1.2.6. Process Appellate leave TR: AFI 36-3003								-	a	b
2.1.2.7. High Year Tenure (HYT) Program								-	B	-
<b>2.1.2.8. System Updates and Data Validation</b>										
2.1.2.8.1. Update System Data (MilPDS, vOP, etc...)								-	b	-
2.1.2.8.2. Validate Retirement/Separation Data (MAPS, TRs, OBIEE Queries)								-	-	c
<b>2.1.3. Reenlistment and Extensions</b> TR: AFI 36-2606; Reenlistment PSDG; Selective Reenlistment PSDG; Personnel Systems Management PSDG; PSM Handbook										
2.1.3.1. Selective reenlistment program TR: AFI 36-2606; PSD guide								-	B	-
2.1.3.2. Career Job Reservations (CJR) TR: AFI 36-2606, chapter 1; PSD guide								A	B	-
2.1.3.3. Selective Reenlistment Bonus (SRB)								A	B	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
program. TR: AFI 36-2606 PSD guide										
2.1.3.4. Determine Reenlistment eligibility								a	b	-
2.1.3.5. Process Reenlistment waivers								-	-	-
2.1.3.6. Extensions								A	B	-
2.1.3.7. Prepare Reenlistment/Extension contracts								-	b	c
2.1.3.8. Perform DJMS Actions/Reconciliation								-	b	c
<b>2.1.3.9. System Updates and Data Validation</b>										
2.1.3.9.1. Update System (MilPDS, DJMS, vOP, etc...)								-	b	-
2.1.3.9.2. Validate Data (MAPS, TRs, OBIEE Queries)								-	-	c
<b>2.1.4. Enlisted Promotions.</b> TR: AFI 36-2502; AFI 36-2605; AFPAM 36-2241; Enlisted Promotions PSDG										
2.1.4.1. Computerized promotion products								-	B	-
2.1.4.2. Administrative Demotions								-	B	-
2.1.4.3. Determine Promotion Eligibility								a	b	c
<b>2.1.4.4. Promotion Eligibility Status Codes</b>										
2.1.4.4.1. Changes due to fitness status changes (failure or failure to now passing) as of PECD								A	B	-
2.1.4.4.2. Changes due to other quality force actions								A	B	-
2.1.4.5. SrA and Below Promotions								A	B	-
2.1.4.5.1. SrA Below-the-Zone Program								A	B	-
2.1.4.6. SSgt-CMSgt Promotions								A	B	C
2.1.4.7. Query the WAPS Information Retrieval Application (WIRE)								-	-	-
2.1.4.8. Accomplish Stripes for Exceptional Performer Actions								-	-	-
2.1.4.9. Process Nonrecommendation, Withhold, and Deferral of Promotions								a	b	c
<b>2.1.4.10. System Updates and Data Validation</b>										

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
2.1.4.10.1. Update System Data (MilPDS, WIRE, etc...)								-	<b>b</b>	-
2.1.4.10.2. Validate Data (MAPS, TRs, OBIEE Queries)								-	-	<b>c</b>
<b>2.1.5. Officer Promotions.</b> TR: AFI 36-2406; AFI 36-2501										
<b>2.1.5.1. Air Force Promotion Management System (AFPROMS)</b>								-	-	-
2.1.5.1.1. Produce, validate, and suspense Master Eligibility Listings (MELs)								-	<b>b</b>	-
2.1.5.1.2. Analyzing Audit Transactions								-	<b>b</b>	<b>c</b>
2.1.5.1.3. Distributing Promotion Products (MEL, OPB, PRF notice)								-	<b>a</b>	-
2.1.5.1.4. Process Old Guy/New Guy Actions								-	<b>b</b>	<b>c</b>
2.1.5.1.5. Change SRIDs								-	<b>a</b>	-
2.1.5.1.6. Initial and Final DP Allocation Process								-	<b>A</b>	<b>B</b>
2.1.5.1.7.. Promotion Recommendation Forms (PRFs)								-	<b>A</b>	<b>B</b>
2.1.5.1.8. Process Officer Promotion Releases								-	<b>b</b>	<b>c</b>
2.1.5.1.9. Promotion Propriety Actions								-	<b>A</b>	<b>B</b>
2.1.5.1.10. Process Narrative Only PRFs								-	<b>a</b>	<b>b</b>
<b>2.1.5.2. System Updates and Data Validation</b>										
2.1.5.2.1. Update System Data (AFPROMS, MilPDS, ARMS)								-	<b>b</b>	-
2.1.5.2.2. Validate Data (MAPS, TRs, OBIEE Queries to validate codes/entitlements)								-	-	<b>c</b>
<b>2.2. Force Management.</b>										
<b>2.2.1. Actions for Units without a CSS</b>										
2.2.1.1. Perform Inter/Intracommand Permanent Change of Assignment (PCA) Actions								-	-	-
2.2.1.2. Update Duty Status								-	-	-
2.2.1.3. Maintain Unit Personnel Manning Roster (UPMR)								-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
2.2.1.4. Process Awards and Decorations. TR AFI 36-2803, Awards & Decorations PSD guide								-	-	-
2.2.1.5. Maintain Unfavorable Information Files								-	-	-
2.2.1.6. Publish G-Series Orders								-	-	-
<b>2.2.2. Air Force Classification System.</b> TR: AFI 36-2101; AFCSM 36-699, Vol 1; AFOCD; AFECD; PSD guide										
<b>2.2.2.1. AFSC Management</b>										
2.2.2.1.1. Award								-	<b>B</b>	-
2.2.2.1.2. Downgrade								-	<b>B</b>	-
2.2.2.1.3. Withdraw								-	<b>B</b>	-
2.2.2.1.4. AFSC conversion actions								-	<b>B</b>	-
2.2.2.1.5. Special experience identifiers								-	<b>B</b>	-
2.2.2.1.6. Reporting/Special Duty identifiers								-	<b>B</b>	-
2.2.2.1.7. DAFSC vs CAFSC TR: AFI 36-2101								-	<b>B</b>	-
2.2.2.1.8. Duty out of CAFSC								-	<b>B</b>	-
<b>2.2.3. Overseas Assignment History</b> TR: AFI 36-2110; AFCSM 36-699, Vol 1, chapter 7										
2.2.3.1. Overseas Duty Selection Date (ODSD)								-	<b>A</b>	<b>B</b>
2.2.3.2. Short Tour Return Date (STRD)								-	<b>A</b>	<b>B</b>
2.2.3.4. Overseas tour history								-	<b>A</b>	<b>B</b>
<b>2.2.4. Evaluations</b>										
<b>2.2.4.1. Officer Evaluation System (OES).</b> TR: AFI 36-2406; PSD guide										
2.2.4.1.1. Officer Performance Reports								<b>B</b>	<b>B</b>	-
2.2.4.2. Mandatory LOE/Training Reports								<b>A</b>	<b>B</b>	-
<b>2.2.4.3. Enlisted Evaluation System (EES).</b> TR: AFI 36-2406; PSD guide										
2.2.4.3.1. Enlisted Performance Reports (AF IMT 910/911/912)								<b>B</b>	<b>B</b>	-



1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
<b>2.2.4.3.2. Execute Forced Distribution (FD)</b>										
2.2.4.3.2.1. FD Allocations								<b>1a</b>	<b>2b</b>	-
2.2.4.3.2.2. Master Eligibility Listings Distribution/Validation								<b>1a</b>	<b>2b</b>	-
2.2.4.3.2.3. Exception to Policy									<b>b</b>	<b>b</b>
2.2.4.3.2.4. FDID Changes								<b>b</b>	<b>b</b>	-
2.2.4.3.2.5. Large Unit Procedures								<b>b</b>	-	<b>c</b>
2.2.4.3.2.6. Small Unit Procedures								<b>b</b>	-	<b>c</b>
2.2.4.3.2.6.1. Enlisted Force Distribution Panels								<b>b</b>	-	<b>c</b>
2.2.4.3. Restricted Stratification								<b>A</b>	<b>B</b>	-
2.2.4.4. Prohibited Statements/Considerations								<b>A</b>	<b>B</b>	-
2.2.4.5. Evaluation appeals TR: AFI 36-2401; PSD guide								-	<b>A</b>	-
<b>2.3. Customer Support</b>										
<b>2.3.1. Actions for units without a CSS.</b> TR: TR: AFI 36-2101; 36-2102; 36-3003; Military Leave Program PSD Guide; Base Level In-processing PSD Guide; Accession Confirmation PSD Guide; AFMAN 65-116V2, Chap 7										
2.3.1.1. Perform In-processing								-	-	-
2.3.1.2. Process Leav								-	-	-
2.3.1.3. Update Initial Allocations								-	-	-
2.3.1.4. Process Accessions								-	-	-
<b>2.3.2. DEERS/RAPIDS</b>										
<b>2.3.2.1. Identification Cards</b> TR: DoDI 1000.13; AFI 36-3026; AE Regulation 600-700; Customer Service MilPDS Updates PSD guide										
2.3.2.1.1. Determine eligibility								<b>a</b>	-	<b>b</b>
2.3.2.1.2. Process application								<b>a</b>	-	<b>b</b>
2.3.2.1.3. Retrieve ID cards								<b>a</b>	-	
2.3.2.2. Update Dependency Changes								<b>1a</b>	-	<b>b</b>

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
2.3.2.3. Update Marital Changes								1a	-	b
2.3.2.4. Update Join Spouse Intent								a	b	-
2.3.2.5. Update Gender Changes								1a	-	b
<b>2.3.3.. Government Life Insurance</b> TR: DoDI 1341.14; AFI 36-3002; SGLI Enrollment System PSD Guide; PSDM 17-38										
2.3.3.1. Complete Service members' Group Life Insurance (SGLI)								-	b	-
2.3.3.2. SOES administration. TR: Servicemembers' Group Life Insurance Online Enrollment System (SOES) PSD GUIDE								A	-	c
2.3.3.3. Complete Family Group Life Insurance (FGLI)								-	b	-
2.3.3.4. Complete Traumatic SGLI								-	b	-
2.3.4. Line of duty determinations TR: AFI 36-2910								-	B	-
2.3.5. Memorialization TR: AFI 36-3108								-	-	A
2.3.6. Passports								-	A	-
2.3.7. Initial enlistment bonus TR: AFI 36-2002, chapter 4								A	B	-
2.3.8. Family Care Program								-	A	B
2.3.9. Application for correction of records TR: AFI 36-2603; AFPAM 36-2607; PSD guide								-	A	-
<b>2.3.10. System Updates and Data Validation</b>										
2.3.10.1. Update System Data (MilPDS, DEERS/RAPIDS, LeaveWeb, etc...)								-	b	-
2.3.10.2. Validate Data (MAPS, TRs, OBIEE Queries to validate codes/entitlements)								-	-	c
<b>2.4. Personnel System Management (PSM) Functional Responsibilities.</b> TR: AFCSM 36-699, Vol 6; BLSDM guide, Personnel System Management (PSM) Military Personnel Data System (MilPDS) Guide, Military Personnel Data System (MilPDS) Fundamentals Guide, Military Personnel Data System (MilPDS) Security Access Control – Total Force (TF) M-DSA and HR-User PSD Guide, System Problem										

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
Reporting Guide, Personnel Systems Management (PSM) Handbook										
<b>2.4.1. Manage MilPDS Actions</b>										
2.4.1.1. Access								-	-	-
2.4.1.2. Batch Updates								-	-	-
2.4.1.3. Audit Procedures								-	-	-
2.4.1.4. Data Integrity								-	-	-
2.4.1.5. System Outages and Changes								-	-	-
2.4.1.6. Training								-	-	-
2.4.1.7. Transaction Register (TR)								-	-	-
2.4.1.7.1. TR analysis								-	-	-
2.4.1.7.2. Corrective actions/training								-	-	-
2.4.1.7.3. TR Distribution								-	-	-
2.4.1.8. Local Tables								-	-	-
2.4.1.9. Reporting system issues/defects								-	-	-
2.4.1.10. MilPDS product distribution								-	-	-
2.4.1.11. PAS Table Management								-	-	-
<b>2.4.2. Oracle Business Intelligence Enterprise Edition (OBIEE) TR: Personnel Systems Management (PSM) Handbook</b>										
2.4.2.1. Create Standard Workbooks								-	-	-
2.4.2.2.. Create Analysis tools for MPF work centers								-	-	-
2.4.2.3.. Manage Management Assessment Products (MAPS)								-	-	-
<b>2.4.3. Manage DJMS Actions. TR: AFMAN 65-116 v1 DEFENSE JOINT MILITARY PAY SYSTEM ACTIVE COMPONENT (DJMS-AC) FSO PROCEDURES, AFMAN 65-116 v3, DEFENSE JOINT MILITARY PAY SYSTEM (DJMS) - RESERVE COMPONENT (DJMS-RC)</b>										
2.4.3.1. DJMS reconciliation								-	-	-
2.4.3.2. DJMS training								-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
2.4.3.3. DJMS access								-	-	-
2.4.3.4. DJMS product Distribution								-	-	-
<b>2.4.4. Case Management System (CMS) Actions.</b> TR: Case Management System (CMS) PSD Guide										
2.4.4.1. Managing Access								-	-	-
2.4.4.2. Conducting Training								-	-	-
2.4.4.3. Producing Reports								-	-	-
<b>2.4.5. Manage Base Level Service Delivery Module (BLSDM).</b> TR: BLSDM-IT Personnel Services Delivery (PSD) Guide										
2.4.5.1. Access								-	-	-
2.4.5.2. Training								-	-	-
2.4.6. Manage VPC access. TR: Human Resources Distributed Systems Administrator (HR DSA) Handbook, virtual Personnel Center (vPC) Dashboard Roles								-	-	-
2.4.7. Manage PRDA. TR: Personnel Records Display Application (PRDA) Guide; Personnel Records Display Application/Role-Based Access Administrator's User Manual, AFI 36-2608, Military Personnel Records System								-	-	-
2.4.8. Managing System Interfaces								-	-	-
<b>2.5. Installation Personnel Readiness</b>										
<b>2.5.1. DCAPES Wing Level Tasking Process</b> TR: AFI 10-401										
2.5.1.1. Tasking Information								-	A	B
2.5.1.2. Sourcing								-	A	-
2.5.1.3. Line Remarks								-	A	-
2.5.1.4. Verify Eligibility								-	a	b
2.5.1.5. Substitutions								-	A	B
2.5.1.6.. Perform Departure Updates								-	a	b
2.5.1.7. Perform Return Updates								-	a	b
2.5.1.8. Perform Individual Force Gains								-	a	b

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
2.5.1.9. Review Personnel Tasking Details								-	a	-
2.5.2. Process Deployment Availability Codes TR: AFI 36-3802								-	-	-
2.5.2.1. Validate								-	a	b
2.5.2.2. Process Waivers								-	a	b
2.5.3. Process Shortfall/Reclama								-	a	b
<b>2.5.4. Transaction Register</b> TR: AFI 36-3802										
2.5.4.1. Manage Deployed Personnel Change Log								-	a	b
2.5.4.2. Manage Daily MilPDS TR								-	a	b
2.5.4.3. Manage DCAPEs Daily TR								-	a	b
2.5.5. Manage AEF Indicators								-	a	b
2.5.6. Use Deployment Discrepancy Reporting Tool (DPDRT)								-	a	b
<b>2.5.7. Contingency Exercise and Deployment (CED) Orders.</b> TR: AFI 36-3802										
2.5.7.1. Create								-	a	b
2.5.7.2.. Amend								-	a	b
2.5.7.3. Revoke								-	a	b
2.5.8. Create NATO Orders								-	a	b
2.5.9. Update Unit Defaults in DCAPEs								-	a	-
2.5.10. Update Optional Legends and Remarks								-	a	-
<b>2.5.11. Other IPR Actions</b> TR: AFI 36-3803										
2.5.11.1. Navigate AEF Online								-	a	b
2.5.11.2. AF personnel accountability and assessment system (AFPAAS)								A	B	-
<b>2.5.12. System Updates and Data Validation,</b> TR: AFI 36-3802										
2.5.12.1. Update System Data (DCAPEs, MilPDS)								-	b	-
2.5.12.2. Validate Data (MAPS, TRs, OBIEE								-	-	c

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
Queries)										
<b>3. Commanders Support Staff</b>										
<b>3.1. CSS Duties &amp; Responsibilities</b> TR: CSS Organization, Execution, and Responsibilities Guide										
<b>3.2. (#) CSS HR Data Systems</b> TR: Total Force Evaluations PSD Guide and Federal Awards & Decorations PSD Guide, TR: AFMAN 65-1162V2 Chapter 7, AFI 36-3003, Military Leave Program PSD Guide										
3.2.1. Perform Virtual Personnel Center (vPC) Actions								2b	-	-
<b>3.2.2. Perform LeaveWeb Actions</b>										
3.2.2.1. Procedures								1a	2b	-
3.2.2.2. Audit Reconciliation								1a		2b
<b>3.2.3. Perform other System Updates</b> MilPDS Fundamentals Guide, AFI 36-3803, AFPAAS PSD Guide, CMS PSD Guide, BLSDM-Information Technology Guide, PRDA PSD Guide										
3.2.3.1. Perform Military Personnel Data System (MilPDS) Updates								2b	-	-
3.2.3.2. AF personnel accountability and assessment system (AFPAAS)								A	B	-
3.2.3.3. Update Air Force Integrated Personnel & Pay System (AFIPPS) Transactions								-	-	-
3.2.3.4. Process Case Management System (CMS) Actions								2b	-	-
3.2.3.5. Retrieve Base Level Service Delivery Module (BLSDM) Products								1a	-	-
3.2.3.6. Perform PRDA Actions (Role Based Administrator and user)								2b	-	-
<b>3.3. (#) CSS Programs</b>										
3.3.1. Manage Duty Status TR: AFI 36-2134								2b	-	c
3.3.2. Unit Manpower Document (UMD) TR: AFI 38-201, AFM 36-204, Squadron Orderly Room 10S100 AF Manpower Determinant, Personnel Systems Manager (PSM)								-	-	B

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
Handbook										
3.3.3. Manage Unit Personnel Management Roster (UPMR). TR: Squadron Orderly Room Air Force Manpower Determinant 10S100, Personnel Systems Manager Handbook								1a	b	-
<b>3.3.4. Unfavorable Information File (UIF) &amp; Control Rosters</b> TR: AFI 36-2907, AFI 36-2608, AFI 51-202, Adverse Actions PSD Guide										
3.3.4.1. Create Unfavorable Information Files (UIFs)								1b	-	c
3.3.4.2. Maintain Unfavorable Information Files (UIFs)								1b	-	c
3.3.5. Use EPROM Release EPROM Release PSD Guide								1a	-	-
<b>3.3.6. Evaluations</b>										
<b>3.3.6.1. Officer Evaluation System.</b> TR: AFI 36-2406; Total Force Evaluations PSD guide										
3.3.6.1.1. Officer Performance Reports								B	B	-
3.3.6.1.2. Mandatory LOE/Training Reports								A	B	-
<b>3.3.6.2. Enlisted Evaluation System.</b> TR: AFI 36-2406; AFI 36-2401, Total Force Evaluations PSD guide, Forced Distribution Identification PSD Guide										
3.3.6.2.1. Enlisted Performance Reports (AF IMT 910/911/912)								B	B	-
<b>3.3.6.2.2. Execute Forced Distribution</b>										
3.3.6.2.2.1. FD Allocations								1a	2b	-
3.3.6.2.2.2. Master Eligibility Listings Distribution/Validation								1a	2b	-
3.3.6.2.2.3. Exception to Policy								-	b	b
3.3.6.2.2.4. FDID Changes								b	-	
3.3.6.2.2.5. Large Unit Procedures								a	-	b
3.3.6.2.2.6. Small Unit Procedures								b	-	c
3.3.6.2.2.7. Enlisted Force Distribution Panels								b	-	c
3.3.6.2.3. Restricted Stratification								A	B	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
3.3.6.2.4. Prohibited Statements/Considerations								A	B	-
3.3.6.2.5. Evaluation appeals								-	A	-
3.3.6.2.6. vPC Routing Procedures								2b	-	-
3.3.6.2.7. Update Reporting Official/Duty Information								1a	-	-
<b>3.3.7. Manage Unit Leave Program</b> TR: AFI 36-3003; AFMAN 65-1162 V2, Chapter 7, Military Leave Program PSD Guide										
3.3.7.1. Ordinary Leave								b	b	-
3.3.7.2. Permissive TDY								b	b	-
3.3.7.3. Other types								a	-	-
<b>3.3.8. BAS Program</b> TR: AFMAN 65-116 VOL 2, ESM and BAS Procedures PSD Guide										
3.3.8.1. Overview								B		-
3.3.8.2. Administration procedures								-	B	-
<b>3.3.9. Essential Station Messing (ESM)</b> TR: AFI 34-145, ESM and BAS Procedures PSD Guide										
3.3.9.1. Overview								B		-
3.3.9.2. Administration procedures								-	B	-
<b>3.3.10. INTRO Program</b>										
3.3.10.1. Project Duty Information/Allocation Notices. TR: Base Level In-Processing PSDG								2b	-	-
3.3.10.2. Process Accessions TR: Base Level In-Processing PSD Guide, Accession Confirmation Process PSD Guide								2b	-	-
3.3.10.3. Perform In-Processing/Arrival Actions TR: Base Level In-Processing PSD Guide								2b	-	-
3.3.10.4. Overdue arrival actions TR: Base Level In-Processing PSD Guide								A	B	-
3.3.11. Perform Inter/Intracommmand Permanent Change of Assignment (PCA) Actions TR: AFI 36-2110, Permanent Change of Assignment (PCA) PSD Guide								1a	2b	-



1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
3.3.12. Update AEFI TR: AFI 10-401, AEFI PSD Guide								-	-	-
3.3.13. Special duty assignment pay program TR: AFI 36-3017, Special Duty Assignment Pay (SDAP) PSD Guide								A	B	-
<b>3.3.14. Awards and decorations</b> TR: AFI 36-2803 PSD guide										
3.3.14.1. Create/route vPC site TR: AFI 36-3803, Federal Awards & Decorations PSD Guide								1a	2b	-
3.3.14.2. Decoration Requirements TR: AFI 36-3803, Federal Awards & Decorations PSD Guide								A	B	-
3.3.15. Advanced Assignment Notification TR: Assignment Notification PSD Guide								A	-	-
<b>3.3.16. AFSC Management</b>										
3.3.16.1. Award TR: AFI 36-2101, AFSC Maintenance PSD Guide								A	B	-
3.3.16.2. Downgrade TR: AFI 36-2101, Classification Enlisted AFSC Disqualification PSD Guide								A	B	-
3.3.16.3. Withdraw TR: AFI 36-2101, Classification Enlisted AFSC Disqualification PSD Guide								A	B	-
3.3.16.4. AFSC conversion actions AFI 36-2101, AFSC Conversion PSD Guide								A	B	-
3.3.16.5. Special experience identifiers TR: AFI 36-2101, SEI Process PSD Guide								A	B	-
3.3.16.6. Reporting/Special Duty identifiers TR: AFI 36-2101, SEI Process PSD Guide								A	B	-
3.3.16.7. DAFSC vs CAFSC TR: AFI 36-2101, AFSC Maintenance PSD Guide								A	B	-
3.3.16.8. Duty out of CAFSC TR: AFI 36-2101, Classification Duty out Control AFSC PSD Guide								A	B	-
<b>4. HR Data Systems/Management</b>										

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
<b>4.1. Military Personnel Data System (MilPDS).</b> TR: Personnel System Management (PSM) Military Personnel Data System (MilPDS)Guide, Military Personnel Data System (MilPDS) Fundamentals Guide, Military Personnel Data System (MilPDS) Security Access Control – Total Force (TF) M-DSA and HR-User PSD Guide, System Problem Reporting Guide, Personnel Systems Management (PSM) Handbook										
4.1.1. (#) Use Transaction Registers		*	*					1a	-	c
4.1.2. (#) Analyze Transaction Registers			*					-	-	c
4.1.3 Manage Management Assessment Products (MAPS)		*	*					-	b	c
4.1.4. (#) Log-in								2b	-	-
4.1.5. (#) Navigate								2b	-	-
<b>4.1.6. Folders</b>										
4.1.6.1 (#) Modify								2b	-	-
4.1.6.2 (#) Save								2b	-	-
<b>4.1.7. Execute queries</b>										
4.1.7.1. (#) Group								2b	-	-
4.1.7.2. (#) Individual								2b	-	-
4.1.8. (#) Export data								2b	-	-
4.1.9. (#) Perform updates								2b	-	-
4.1.10. (#) Use help screens								2b	-	-
<b>4.1.11. Request</b>										
4.1.11.1. (#) Briefs								2b	-	-
4.1.11.2. (#) RIPS								2b	-	-
4.1.11.3. (#) SURFS								2b	-	-
4.1.11.4. (#) Request reports								2b	-	-
<b>4.1.12. Update Local data items.</b> TR: Personnel System Management (PSM) Military Personnel Data System (MilPDS) Guide Section C										

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
4.1.13. Batch processing								-	A	B
4.1.14. Date tracking (update v/s correct) TR: PSDG								A	B	C
4.2. DJMS actions TR: chapter 5 and 8								A	B	C
<b>4.3. Perform LeaveWeb Actions</b>										
4.3.1. (#) Procedures								1a	2b	-
4.3.2. (#) Audit Reconciliation								1a	-	2b
<b>4.4. (#) Navigate vMPF</b>										
4.4.1. (#) Procedures								1a	-	-
<b>4.5. Retrieval Application Website (RAW)</b>										
4.5.1. Navigate RAW								-	-	-
4.5.2. Navigate WIRE								-	-	-
<b>4.6. EPROM. TR: AFI 36-2502; AFI 36-2605</b>										
4.6.1. Navigate EPROM								-	-	-
4.6.2. Pull data by PAS or SRID								-	-	-
<b>4.7. PRDA. TR: Personnel Records Display Application (PRDA) Guide; Personnel Records Display Application/Role-Based Access Administrator's User Manual, AFI 36-2608, Military Personnel Records System</b>										
4.7.1. Navigate PRDA.								-	-	-
<b>4.8. Virtual Personnel Center (vPC). TR: Human Resources Distributed Systems Administrator (HR DSA) Handbook Virtual Personnel Center (vPC) Dashboard Roles</b>										
4.8.1. (#) Navigate Virtual Personnel Center (vPC).								1a	-	-
<b>4.9. Assignment Management System (AMS). TR: AIR FORCE OFFICER ASSIGNMENT SYSTEM (AFOAS) PSD Guide</b>										
4.9.1. (#) Navigate Assignment Management System (AMS).								1a	-	-
<b>4.10. Air Force PAS Directory (AFPC Secure)</b>										

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
4.10.1. (#) Navigate PAS Directory								1a	-	-
<b>4.11. SOES</b>										
4.11.1. Navigate SOES. TR: Servicemembers' Group Life Insurance Online Enrollment System (SOES) PSD GUIDE								-	-	-
<b>4.12. Base Level Service Delivery Module (BLSDM).</b> TR: Base-Level Service Delivery Model Information Technology (BLSDM-IT) Personnel Services Delivery (PSD) Guide										
4.12.1. (#) Navigate BLSDM.								-	-	-
<b>4.13. Deliberate Crisis Action Execution and Segments (DCAPES)</b>										
4.13.1. Navigate DCAPES. TR: DCAPES Wing Level & PERSCO Quick Reference Guide (Available from AEF online)								-	-	-
<b>4.14. DCIPS</b>										
4.14.1. Navigate DCIPS. TR: DCIPS Users Guide								-	-	-
<b>4.15. MyPers</b>										
4.15.1. (#) Navigate myPers								2b	-	-
4.15.2. (#) Subscribe to myPers messaging (TR: myPers message)								2b	-	-
<b>4.16. Management Internal Control Tool (MICT)</b>										
4.16.1. Navigate MICT								-	-	-
<b>4.17. Orders Processing Application (OPA)</b>										
4.17.1. Navigate Orders Processing Application (OPA). TR: Orders Processing Application (OPA) PSD Guide								-	-	-
<b>4.18. Case Management System (CMS)</b>										
4.18.1. Navigate Case Management System (CMS). TR: Case Management Systems (CMS) PSD Guide								-	-	-
<b>4.19. Virtual Out-processing System (vOP)</b>										
4.19.1. Navigate vOP. TR: virtual out Processing Application (vOP) PSD Guide								-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
<b>4.20. Virtual Emergency Data (vRED)</b>										
4.20.1. Navigate vRED								-	-	-
<b>4.21. DEERS/RAPIDS</b>										
4.21.1. Navigate DEERS/RAPIDS								-	-	-
<b>4.22. AFPAAS</b>										
4.22.1. Navigate AFPAAS								-	-	-
<b>5. Office Management</b>										
<b>5.1. Communications</b> TR: AFH 1, 33-337 and TR: Personnel & Human Resource Managers Guide, 5S Program Guide and CPI reading list on AFCFM SharePoint site at: <a href="https://cs2.eis.af.mil/sites/11786/enlisted/3s0%20afcm%20forum/forms/allitems.aspx">https://cs2.eis.af.mil/sites/11786/enlisted/3s0%20afcm%20forum/forms/allitems.aspx</a>										
<b>5.1.1. Use Customer Service Techniques</b>										
5.1.1.1. (#) Protocol for senior ranking members								2b	-	-
<b>5.1.1.2. Dealing with Challenging Customers</b>										
5.1.1.2.1. (#) In Person								2b	-	-
5.1.1.2.2. (#) On the Phone								2b	-	-
5.1.1.3. (#) Customer Referrals								2b	-	-
<b>5.1.2. Use Communication Etiquette</b>										
5.1.2.1. (#) Telephone								2b	-	-
5.1.2.2. (#) In Person								2b	-	-
5.1.2.3. (#) E-mail								2b	-	-
<b>5.1.3. Privacy Act of 1974/FOUO Information.</b> TR: Force Support Privacy Act Training (available under the training folder at: <a href="https://cs2.eis.af.mil/sites/11786/enlisted/3s0%20afcm%20forum/forms/allitems.aspx">https://cs2.eis.af.mil/sites/11786/enlisted/3s0%20afcm%20forum/forms/allitems.aspx</a> ), 5 U.S.C. 552a, OMB A-130, OMB M-12-12, DoD 5400.11, AFI 33-332										
5.1.3.1. (#) Safeguard PII/FOUO		*	*					a	b	c
5.1.3.2. (#) Encrypt E-Mail		*	*					a	b	c
5.1.3.3. (#) Set-up Organizational E-Mail Encryption		*	*					a	b	c

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
5.1.3.4. (#) Sanitize Data Exports		*	*					a	b	c
5.1.3.5. (#) Penalties and Repercussions								A	-	-
5.1.4. (#) Conduct customer counseling TR: Personnel & Human Resource Managers Guide								a	b	-
5.1.5. (#) Prepare/Conduct briefings								2b	-	-
<b>5.2. Office Applications</b>										
<b>5.2.1. Use Word-Processing Applications</b>										
5.2.1.1. (#) Track Changes								1a	-	-
5.2.1.2. (#) Insert Digital Signature								2b	-	-
5.2.2. (#) Use Spreadsheet Applications								2b	-	-
5.2.3. (#) Use Graphic Presentation Applications								2b	-	-
5.2.4. (#) Use Electronic Mail Applications								2b	-	-
<b>5.2.5. Task/Suspense Management. TR: Personnel &amp; Human Resource Managers Guide</b>										
5.2.5.1. (#) Use MS Outlook		*	*					2b	-	-
5.2.5.2. (#) Use spreadsheets		*	*					2b	-	-
<b>5.2.6. Conduct Self Inspections. TR: Personnel &amp; Human Resource Managers Guide, AFI 90-201, Continuous Process Improvement</b>										
5.2.6.1. Use MICT			*					-	-	c
5.2.6.3. Use MAPS			*					-	-	c
5.2.6.3. Evaluate TRs			*					-	-	c
5.2.6.4. Custom OBIEE Queries to Validate Data			*					-	-	b
5.2.6.5. Quality Assurance Techniques			*					-	-	c
<b>5.2.7. Air Force Training Record (AFTR). TR: Personnel &amp; Human Resource Managers Guide</b>										
5.2.7.1. Develop Effective Master Training Plans (MTPs)			*					-	-	c
5.2.7.2. Develop Effective Master Task Listings (MTLs)			*					-	-	c
5.2.7.3. Conduct work center Orientation			*					-	-	c

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
5.2.7.4. Track Trainee Progression			*					-	-	c
5.2.7.5. Utilize 797s			*					-	-	c
<b>5.2.8. MPF In-House Training.</b> TR: Personnel & Human Resource Managers Guide										
5.2.8.1. Schedule Training			*					-	-	c
5.2.8.2. Conduct Training			*					-	-	c
<b>5.2.9. Home Station Readiness Training (HRST).</b> TR: Personnel & Human Resource Managers Guide and HSRT Training material at: <a href="https://es2.eis.af.mil/sites/10666/Personnel_Readiness_Training/_layouts/15/start.aspx#/SitePages/Home.aspx">https://es2.eis.af.mil/sites/10666/Personnel_Readiness_Training/_layouts/15/start.aspx#/SitePages/Home.aspx</a>										
5.2.9.1. Schedule Training			*					-	-	c
5.2.9.2. Conduct Training			*					-	-	c
<b>6. Personnel Support for Contingency Operations (PERSCO).</b> TR: AFI 36-3802; USAF Manpower Force Package system (MANFOR); Logistic Detail (LOGDET)										
<b>6.1. PERSCO Operations</b>										
6.1.1. Identify Teams		*	*					a	b	c
6.1.2. Perform Pre-deployment planning		*	*					a	b	c
<b>6.1.3. Perform Personnel processing</b>										
6.1.3.1. Reception processing		*	*					a	b	c
6.1.3.2. Personnel Functions		*	*					a	b	c
6.1.3.3. Transient movement		*	*					a	b	c
6.1.3.4. Redeployed personnel		*	*					a	b	c
6.1.3.5. Forward deployed personnel		*	*					a	b	c
6.1.3.6. Force management		*	*					a	b	c
6.1.3.7. Reach back support		*	*					a	b	c
6.1.3.8. Discrepancy reports		*	*					a	b	c
6.1.3.9. Filler and replacement functions		*	*					a	b	c
6.1.3.10. Casualty Reporting		*	*					a	b	c

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
<b>7. AFR/ANG Divergent Tasks</b>										
7.1. Process overgrade								-	-	-
7.2. Process excess/overages								-	-	-
<b>7.3. Point Credit Accounting and Reporting System (PCARS)</b>										
7.3.1. Manage Point Summary Information								-	-	-
7.3.2. Update Points								-	-	-
<b>7.4 Manage Member Participation</b>										
7.4.1. Satisfactory Service								-	-	-
7.4.2. Regular Scheduled Duty and Annual Tour excusals/substitutions								-	-	-
<b>7.5. Sanctuary Zone</b>										
7.5.1 Monitor members								-	-	-
7.5.2 Process waivers								-	-	-
7.5.3 Process claims for Sanctuary								-	-	-
7.6 Manage 1095 Program								-	-	-
7.7 Update ANG Tech ID's								-	-	-
7.8 Update Guard to Guard (INTRA and INTER) Transfers								-	-	-
7.9 Update ACDU Codes								-	-	-
7.10 Compute service dates								-	-	-
7.11 Navigate AROWS/AROWS-R								-	-	-
7.12 Navigate Manpower MPA Man-day System (M4S)								-	-	-
7.13 Navigate AFRISS-TF								-	-	-
<b>7.14 Roles and Responsibilities (ANG ONLY)</b>										
7.14.1 Understand Joint Forces Headquarters								-	-	-
7.14.2 Understand State Human Resources Office								-	-	-
<b>7.15. Unit Training Assembly Processing System (UTAPS) (AFR ONLY)</b>										



1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)		
	A	B	C	A	B	C	D	A	B	C
	3 Level	5 Level	7 Level	Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level Course	7 Skill Level Course
7.15.1 Complete Participation processing								-	-	-
7.15.2 Process Exceptions								-	-	-
7.15.3 Maintain AF Form 40A								-	-	-
<b>8. AFJQS/AFQTP APPLICABLE TO AFSC 3F0X1</b>										
8.1. AFJQS 3F0X1, Personnel Support for Contingency Operations (PERSCO)										
8.2. AFJQS 3F0X1, Installation Personnel Readiness (IPR)										
8.3. Home Station Readiness Training ( <a href="https://cs2.eis.af.mil/sites/10666/Personnel_Readiness_Training/_layouts/15/start.aspx#/SitePages/Home.aspx">https://cs2.eis.af.mil/sites/10666/Personnel_Readiness_Training/_layouts/15/start.aspx#/SitePages/Home.aspx</a> )										
8.4. Program Service Delivery Guides - myPers										
8.5. Project Management and CPI Guides (AFCFM SharePoint Site)										
8.6. Force Support Development Center ( <a href="https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s330D98A145D1A7750145D8196345013B">https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s330D98A145D1A7750145D8196345013B</a> )										

**SECTION B - Course Objective List**

4. Not Used. *This area is reserved.*

**Section C - Support Materials**

5. There are currently no support materials available. *This area is reserved.*

**Section D - Training Course Index**

**6. Purpose.** This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs.

**7. Air Force In-Residence Courses.**

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>
E3ABR3F031-0A1C	Personnel Apprentice	Keesler
E3AZR3F051 AA2B	DCAPES Wing level Operators	Keesler
E7AZT3F051 0A1B	DCAPES Wing level Operators	MTT

**8. Specialized Air Force Institute for Advanced Distributed Learning (AFIADL).**

<u>COURSE NUMBER</u>	<u>TITLE</u>
3F051	Personnel Journeyman
3F071	Personnel Craftsman

**9. Exportable Courses.** There are currently no exportable courses. *This area is reserved.*

**10. Courses Under Development/Revision.** Career Development Courses are being revised for both 3F051 and 3F071. Once revised, CDCs will be deleted and transition to a DL course.

**Section E – MAJCOM Unique Requirements.**

**11.** Contact servicing MAJCOM for availability of MAJCOM unique requirements. *This area is reserved.*

**SERVICES CAREER FIELD (3F1)****Introduction****(Established 31 Oct 17)**

The Services Career Field sustains and builds ready and resilient Airmen with a wide array of installation support functions. This AFSC is primarily charged with operating, supervising, and managing appropriated and non-appropriated funds, Morale, Welfare, and Recreation (MWR) and Sustainment Services activities in-garrison and in deployed locations in fixed and bare-base facilities. The Services AFSC performs culinary duties in the Air Force Dining operating, supervising, and managing Air Force Dining Facilities; operates transient and temporary lodging facilities; executes fitness and recreation programs and facilities; mortuary affairs administration; operational support; training and supervising search and recovery teams; conducts and oversees fitness evaluations according to Air Force policy; training and advising unit fitness managers and physical training leaders; i conducts fitness improvement training programs; Contract Officer Representative (COR) functions when areas of responsibility are performed by contract; operates and administers information management systems used to support functional responsibilities; and Community commons and recreational programming.

Also included are operating subsistence distribution, warehouse, and logistical functions. Personnel must have knowledge of and proficiency in the use of specialized equipment and procedures required to provide operational subsistence support to deployed forces. Support may be provided in either fixed or tactical facilities.

The Services Career Field involves a heavy focus on readiness, contingency preparation, and contingency operations. Personnel serving in this career field may participate in recovery operations as a result of natural and manmade disasters. In addition, they may be subject to deployment and employment in hostile environments created by terrorism, sabotage, or chemical, biological, or conventional warfare. Personnel should have knowledge of and proficiency using specialized equipment and procedures required to provide food, shelter, laundry, first aid, field sanitation and hygiene, mortuary service, recreation, protocol support, and physical fitness to deployed forces.

**CEM Code 3F100**  
**AFSC 3F191, Superintendent**  
**AFSC 3F171, Craftsman**  
**AFSC 3F151, Journeyman**  
**AFSC 3F131, Apprentice**  
**AFSC 3F111, Helper**

**SERVICES**  
**(Changed 31 Oct 17)**

**1. Specialty Summary.** Manages and directs Force Support programs, operations, and retail operations. Supervises and works in appropriated fund (APF) food service activities; lodging activities; recreation, fitness and sports programs; laundry operations; mortuary affairs programs; honor guard teams; protocol operations, missile alert facilities, and Force Support readiness programs. Operates and supervises automated information management systems. Related DoD Occupational Subgroups: 180000.

**2. Duties and Responsibilities:**

2.1. Manages Force Support operations. Improves work methods and procedures to ensure economic operation and customer satisfaction. Executes customer service and support programs. Resolves customer complaints. Applies accounting principles to control resources. Determines appropriated and non-appropriated fund (NAF) budget requirements. Requisitions and accounts for subsistence, supplies, and equipment needed to support Services specific and Force Support programs. Identifies facility requirements and conducts surveys to determine facility renovation, construction, and modernization needs. Develops capital expenditures programs for NAF and APF facilities. Establishes equipment layout, and operation and maintenance procedures. Manages resource management for NAF and APF accounts. Maintains close liaison with commanders and unit fitness managers on the Air Force Fitness Program. Conducts personal fitness training and develops individual and group exercise regimens. Performs recreation programming. Maintains unit readiness program. Establishes and supervises bare base facilities that provide food, fitness, lodging, sports management, recreation, laundry, mortuary services, field resale operations, and protocol support to deployed personnel.

2.2. Inspects and evaluates Force Support activities. Determines effectiveness of service and retail operation programs by analyzing accomplishments with planned program standards and goals. Ensures storage facilities and procedures are in place to adequately safeguard subsistence, equipment, and supplies. Evaluates contractor performance in outsourced Sustainment Services functions.

2.3. Operates fixed, bare base, missile alert and portable food service facilities and equipment. Plans, prepares, and adjusts menus. Determines resource availability, pricing, and merchandise trends. Establishes resale merchandise prices, inventory levels, and safeguarding procedures. Maintains liaison with civilian industry to keep abreast of current trends, product development, and improved customer service techniques. Monitors lodging quarter's occupancy status, and determines and certifies non-availability of transient quarters. Explains concepts of fitness requirements. Explains and demonstrates proper conditioning procedures, weight training, and aerobic equipment techniques. Promotes physical fitness participation. Works technical mortuary functions such as supervising teams for the search and recovery of human remains. Arranges for transporting and disposition of remains. Ensures mortuary entitlements, escorts, and military honors are arranged. Establishes and maintains mortuary case files.

**3. Specialty Qualifications:**

3.1. Knowledge. Knowledge is mandatory of: accounting procedures; management principles; merchandising; marketing; customer service; automated information systems; use of business machines; food service facility operations; subsistence management; operational ration requisition and issue procedures; menu planning; lodging operations; fitness, sports, and recreation program development; personnel management; APF and NAF budgetary sources and processes; facility and equipment maintenance procedures; basic business administration concepts; NAF procedures; retail operations; responsibilities for mortuary affairs, and search and recovery procedures; responsibilities for lost, damaged, stolen, or destroyed property; and operation of readiness units.

3.2. Education. For entry into this specialty, completion of high school with courses in business arithmetic, accounting, computers, physical education, and typing is desirable.

3.3. Training. For award of AFSC 3F131, completion of the basic services course is mandatory.

3.4. Experience. The following experience is mandatory for award of AFSC indicated:

3.4.1. 3F151. Qualification in and possession of AFSC 3F131. Also, experience in functions such as preparing, cooking, baking, presenting, and serving food; instructing, coaching, officiating, or directing athletic activities; planning, organizing, and conducting recreation programs; securing supplies, facilities, and performers; proper use and maintenance of recreation supplies and equipment; retail operations; or subsistence functions.

3.4.2. 3F171. Qualification in and possession of AFSC 3F151. Also, experience performing or supervising food service functions or food preparation, lodging operations, managing fitness and sports programs and activities, and recreation operations and programs.

3.4.3. 3F191. Qualification in and possession of AFSC 3F171. Also, experience managing and operating services programs such as food service, fitness and sports, readiness mortuary, protocol, and lodging.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty, see attachment 4 for entry requirements.

3.5.2. For entry, award, and retention of these AFSCs:

3.5.2.1. Ability to speak distinctly.

3.5.2.2. Never been convicted by courts-martial.

3.5.2.3. Never been convicted and sentenced to confinement by a civilian court.

3.5.2.4. No record of disciplinary action for financial irresponsibility, shoplifting, larceny, petty larceny, or theft.

3.5.3. For award and retention of these AFSCs:

3.5.3.1. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

DEPARTMENT OF THE AIR FORCE  
Headquarters US Air Force  
Washington, DC 20330-1000

CFETP 3F1X1  
Parts I and II  
1 May 2018

**AFSC 3F1X1  
SERVICES**



**Basic**



**Senior**



**Master**

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**CAREER FIELD EDUCATION AND TRAINING PLAN**

**SERVICES SPECIALTY**

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ANG Fatality Search and Recovery Team (FSRT)

OPR: 345th Training Squadron  
Certified By: CMSgt Martin A. Barr, AFCFM, HQ USAF/A1S  
Supersedes: CFETP 3M0X1, 21 June 2012



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# SERVICES SPECIALTY AFSC 3F1X1 CAREER FIELD EDUCATION AND TRAINING PLAN

## PART I

### *Preface*

1. This Career Field Education and Training Plan (CFETP) is a comprehensive document that identifies life-cycle education/training requirements, training support resources, and minimum wartime task requirements for the 3F1X1 career field. The CFETP provides a clear career path to success and provides guidance in all aspects of career field training.

NOTE: Civilians occupying associated positions may use Part II to support duty position qualification training.

2. The CFETP consists of two parts. Supervisors plan, manage, and control training within the Services specialty using both parts of the plan. A breakdown of Part I and Part II are outlined below.

2.1. Part I provides information necessary for overall management of the 3F1X1 career field.

2.1.1. Section A, General Information: This section states the purpose of the CFETP, its use, and describes the procedures for coordinating and obtaining approval for update and publication.

2.1.2. Section B, Air Force Specialty (AFS) Progression and Information: This section provides AFS duties and job progression information.

2.1.3. Section C, Skill Level Training Requirements: This section lists all mandatory training requirements for each skill level.

2.1.4. Section D, Resource Constraints: This section identifies all resource constraints that will impact the execution of education and training such as funds, equipment, and manpower.

2.1.5. Section E, Transition Training Guide: Not currently required in the 3F1X1 Career Field. This is only required if merging specialties.

2.2. Part II includes the following:

2.2.1. Section A, Specialty Training Standard (STS): Identifies the STS, technical references to support training, Air Education and Training Command (AETC) conducted training, and exportable course requirements.

2.2.2. Section B, Course Objective List: Contains the course objective list and training standards which supervisors will use to determine if Airmen have satisfied training requirements.

2.2.3. Section C, Support Materials: Identifies references and other support materials.

2.2.4. Section D, Training Course Index: Identifies a training course index supervisors can use to determine resources available to support training. Included are both mandatory and optional courses.

2.2.5. Section E, MAJCOM Unique Requirements: Includes any requirements unique to a specific MAJCOM.

## ***Acronyms and Glossary of Terms***

This section provides a common understanding of the acronyms and terms that apply to the 3F1X1 CFETP.

### **Acronyms:**

**AEF** - Aerospace Expeditionary Force  
**AFCDA** - Air Force Career Development Academy  
**AFCFM** - Air Force Career Field Manager  
**AFIMSC** - Air Force Installation Mission Support Center  
**AFMAO** - Air Force Mortuary Affairs Operations  
**AFS** – Air Force Specialty  
**AFTR** - Air Force Training Record  
**APF** - Appropriated Funds  
**CAFE** – Corporate Automated Food Enterprise  
**CCAF** - Community College of the Air Force  
**CDC** - Career Development Course  
**CFETP** - Career Field Education and Training Plan  
**COL** - Course Objective List  
**COR** – Contracting Officer Representative  
**CT** - Continuation Training  
**DCIPS** – Defense Casualty Information Processing System  
**DoDI** - Department of Defense Instruction  
**FAC** - Functional Account Code  
**FSSF** - Force Support Silver Flag  
**FSRT** - Fatality Search and Recovery Team  
**GPC** - Government Purchase Card  
**HSRT** - Home Station and Readiness Training  
**MAJCOM** - Major Command  
**MARTS** – Mortuary Affairs Reporting and Tracking System  
**MTL** - Master Task Listing  
**MTT** - Mobile Training Teams  
**NAF** - Nonappropriated Funds  
**OJT** - On the Job Training  
**QT** - Qualification Training  
**RIBS** - Readiness In Base Services  
**SEI** - Special Experience Identifier  
**SME** – Subject Matter Expert  
**STA** - Services Training Aid  
**STS** - Specialty Training Standard  
**STRT** - Specialty Training Requirements Team  
**TM** - Training Manual  
**TO** - Technical Order  
**UGT** - Upgrade Training  
**UTM** - Unit Training Manager  
**U&TW**- Utilization and Training Workshop

## **Glossary of Terms:**

**Advanced Training (AT)** - Formal course that provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career Airmen at the advanced level of the AFS.

**Air Force Career Development Academy (AFCDA)** - Manages most CDC and specialized course manuscripts for the Air Force. Publications are sent to AFCDA for review, editing, test construction, publication, and administration.

**Air Force Career Field Manager (AFCFM)** - Overall manager and approval authority for all matters affecting training for the Air Force Specialty Codes (AFSC) they manage, including authority for waiving mandatory requirements.

**Air Force Job Qualification Standard (AFJQS)** - Training documents approved by the AFCFM for a particular job type or duty position within an AFS.

**Air Force Mortuary Affairs Operations (AFMAO)** – Located at Dover AFB, DE. AFMAO provides expert mortuary affairs and base honor guard guidance on entitlements, search and recovery, wartime mortuary affairs operations, and military funeral honors. AFMAO also operates the DoD's sole stateside port mortuary.

**Air Force Services Activity (AFSVA)** – Provides subject matter expertise to field units. Develops and executes job-specific training for Services Activities. Coordinates functional and developmental training with AFCFM to ensure training requirements are in tandem with the needs of the enlisted force.

**Air Force Specialty (AFS)** - A group of positions (with the same title and code) that require common qualifications. (i.e. Services)

**Air Force Specialty Code (AFSC)** - A combination of numbers and alpha characters used to identify an AFS. (i.e. 3F1X1)

**Air Force Training Record (AFTR)** - The electronic format used to document training records for OJT, UGT, HSRT, and all other training requirements.

**Career Development Course (CDC)** - Self-study correspondence courses that provide Airmen with fundamental knowledge of their AFS. CDCs directly support the Air Force OJT program and the Air Force promotion system.

**Career Field Education and Training Plan (CFETP)** - A comprehensive core training document that identifies life-cycle education and training requirements, training support resources, and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear career path. It is the formal training contract between the AFCFM and AETC for formal accession and life-cycle skills training. Ref. AFI 36-2651.

**Certification** - A formal indication of an individual's ability to perform a task to required standards.

**Certification Official** - A person whom the commander assigns to determine an individual's ability to perform a task to required standards. Certifiers must be at least a SSgt with a 5-skill level or civilian equivalent, capable of evaluating the task being certified, and have completed the Air Force Trainers Course. Certification official will not be the trainer.

**Community College of the Air Force (CCAF)** - A fully accredited educational institution created to meet the needs of Air Force enlisted personnel.

**Continuation Training (CT)** - Additional advanced training exceeding the minimum upgrade training requirements with emphasis on present or future duty assignments.

**Core Area Master Training Plans** - Food Service, Lodging, Fitness and Sports, and Readiness/Mortuary Affairs.

**Course Objective List (COL)** - A publication derived from initial and advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3-, 5-, or 7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2651, *Developing, Managing, and Conducting Military Training Programs*.

**Exportable Courses** - Additional courses via computer assisted, paper text, interactive video, or other means necessary to supplement training.

**Fatality Search and Recovery Team (FSRT)** – An ANG team specifically trained and equipped to handle search and recovery operations in a Chemical, Biological, Radiological, and Nuclear environment.

**Go** - The stage at which an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision; meeting the task standard.

**Home Station Readiness Training (HSRT)** - Training that consists of computer-based training enhancements, self-study guides, classroom education, hands-on equipment training, duty specific training based on UTC assignment and ancillary training such as weapons qualification, CBRNE defense training and self-aid and buddy care.

**Initial Skills Training** - The formal school course that awards a 3F131 AFSC for enlisted personnel after the completion of basic training or once an individual has been selected to retrain into the 3F1X1 career field.

**Master Task List (MTL)** - A comprehensive list (100%) of all tasks performed within a work center and consisting of the current CFETP or AFJQS and locally developed AF Form 797s (as a minimum). Should include tasks required for deployment and/or UTC requirements.

**Master Training Plan (MTP)** - Employs a strategy for ensuring the completion of all work center job requirements by using a Master task Listing and provides milestones for task, CDC completion, and prioritizes deployment/UTC, HST tasks, upgrade, and qualification tasks.

**No Go** - Trainee has not gained enough skill, knowledge, and experience to perform task without supervision. Member does not meet task standard

**On-the-Job Training (OJT)** - Hands on, “over-the-shoulder” observation and/or instruction conducted to certify personnel in both upgrade (skill level award) and job qualification (position certification) training. The AF OJT program consists of three components. The first component, job knowledge, is satisfied through career development courses (CDCs). It is designed to provide basic knowledge across a wide spectrum of subjects pertaining to a career field. When CDCs are not available, trainees study the applicable technical references identified by the supervisor and/or CFETP. The second component is job proficiency. This is the hands-on training provided on the job, allowing the trainee to gain proficiency in tasks performed in the work center. The third component is job experience, gained during and after upgrade training, to build confidence and competence. Career knowledge, general task, and deployment/unit type code (UTC) task knowledge, applicable to the Air Force Specialty Code (AFSC), is gained through a planned program of study involving CDCs or technical references listed in the applicable CFETP.

**Performance Standard** –Tasks are trained and qualified to the “Go” level. “Go” means the individual can perform the task without assistance and meets local demands for accuracy, timeliness, and correct use of procedures. (“Go” level equates to 3C in the STS proficiency code key.)

**Proficiency Training** - Additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge based on duty position.

**Qualification Training (QT)** - Hands-on performance training designed to qualify an Airman in a specific position. This training occurs both during and after upgrade training to maintain up-to-date qualifications.

**Services Training Aid (STA)** - STAs are developed by AFSVA and designed to help supervisors and trainers conduct effective, standardized training throughout the career field. They outline the specific on-the-job training requirements as an extension of the STS tasks. They also reference the information necessary to conduct training. STAs are training tools and the STS is the authorized means of documenting training via the Air Force Training Record. STAs are not designed to let the trainees train themselves. Before training begins, the trainers should review applicable portions of each STA to ensure they coincide with the core area Master Training Plan. The STAs can be found on the Force Support Knowledge Center (<https://fskc.adls.af.mil>).

**Specialty Training Standard (STS)** - An Air Force publication (typically inserted as Part II of the CFETP) that describes an Air Force specialty in terms of tasks and knowledge that an Airman in that specialty may be expected to perform or to know on-the-job. Also identifies the training provided to achieve a 3-, 5-, or 7-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an AFSC are taught in formal schools and correspondence courses.

**Specialty Training Requirements Team (STRT)** - STRT is a forum of primary participants (MAJCOM/AFSC development team members, ARC personnel, AFS SMEs) to determine the education and training requirements of the career field based on Occupational Analysis data and changing needs. The CFETP will be approved at the close of the STRT. SMEs and AFSVA provide guidance for each task that is taught.

**Trainer** - A trained and qualified person who teaches personnel to perform specific tasks through OJT methods. Trainers must be qualified to perform the task being trained, and have completed the Air Force Trainer Course.

**Training Deficiency** - Required training that could not be conducted.

**Upgrade Training (UGT)** - Mandatory training leading to the award of a higher skill level of proficiency.

**Unit Training Manager (UTM)** - Unit focal point for all training related questions, needs, requirements, or assistance.

**3F1 core area master training list** – The intent of the 3F1X1 Core Area MTL's is to employ a strategy to ensure completion of all work requirements. Using this Core Area MTL will standardize requirements for personnel in upgrade training. The core area master task lists can be found on the Services Installation Support Portal, under Training and Development: <https://cs2.eis.af.mil/sites/10042/Pages/Training/Home.aspx>



## **SECTION A – General Information**

**1. Purpose of the CFETP.** The CFETP provides information necessary for the AFCFM, commanders, UTMs, supervisors, and trainers to plan, develop, manage, and conduct effective and efficient career field training programs. This plan outlines training requirements an individual in this AFS should receive in order to develop and progress through their career. This plan identifies initial skills, upgrade qualification, advanced and proficiency training. Individuals receive initial skills training upon entry into the career field. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence courses required for award of the 5-, 7-, and 9-skill levels. These courses are provided to personnel to increase the skill and knowledge required for upgrade. Qualification training is actual hands-on task performance training designed to qualify an Airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills and knowledge required to do the job. Advanced training is formal specialty training. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate the 3F1X1 career field training program. It is used to help supervisors identify training requirements throughout an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education and training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies sources of training, and provides the training method.

1.4. Identifies major resource constraints that impact full implementation of the desired career field training process.

**2. Use of the CFETP.** The plan will be used at all levels to ensure comprehensive and cohesive training programs are available for all 3F1X1 personnel.

2.1. AETC and AFSVA training personnel will develop or revise formal resident, nonresident, field, supplemental and exportable training based upon requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide identified training.

2.2. AFIMSC/ESD and AFSVA/SVXT will ensure training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. OJT, resident training, contract training, or exportable courses can satisfy identified requirements. HHQ developed training to support this AFSC must be identified for inclusion into this plan.

2.3. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as reference to support training.

2.4. The CFETP provides guidance for supervisors at all levels to conduct/monitor training and mentor trainees throughout their careers. Supporting documents, AFIs, and applicable references should be used along with this publication.

**3. Coordination and Approval.** The AFCFM is the approval authority of the CFETP. The AFCFM initiates an annual review of this document to ensure currency and accuracy. Services Enlisted Development Team and AETC training personnel will identify and coordinate on career field training requirements.

## ***SECTION B -- 3F1X1 Progression and Information***

### **4. Specialty Descriptions.**

4.1 Specialty Summary. Manages and directs Force Support programs, operations, and retail operations. Supervises and works in appropriated fund (APF) food service activities; lodging activities; recreation, fitness and sports programs; laundry operations; mortuary affairs programs; honor guard teams; protocol operations, missile alert facilities, and Force Support readiness programs. Operates and supervises automated information management systems. Related DoD Occupational Subgroups: 180000.

4.2.1. Duties and Responsibilities. Manages Force Support Operations. Improves work methods and procedures to ensure economic operation and customer satisfaction. Executes customer service and support programs Resolves customer complaints. Applies accounting principles to control resources. Determines appropriated and non-appropriated fund (NAF) budget requirements. Requisitions and accounts for subsistence, supplies, and equipment needed to support Services specific and Force Support programs. Identifies facility requirements and conducts surveys to determine facility renovation, construction, and modernization needs. Develops capital expenditures programs for NAF and APF facilities. Establishes equipment layout, and operation and maintenance procedures. Manages resource management for NAF and APF accounts. Maintains close liaison with commanders and unit fitness managers on the Air Force Fitness Program. Conducts personal fitness training and develops individual and group exercise regimens. Performs recreation programming. Maintains unit readiness program. Establishes and supervises bare base facilities that provide food, fitness, lodging, sports management, recreation, laundry, mortuary services, and field resale operations support to deployed personnel.

4.2.2. Inspects and evaluates Force Support activities. Determines effectiveness of service and retail operation programs by analyzing accomplishments with planned program standards and goals. Ensures storage facilities and procedures are in place to adequately safeguard subsistence, equipment, and supplies. Evaluates contractor performance in outsourced Sustainment Services functions.

4.2.3. Operates fixed, bare base, missile alert and portable food service facilities and equipment. Plans, prepares, and adjusts menus. Determines resource availability, pricing, and merchandise trends. Establishes resale merchandise prices, inventory levels, and safeguarding procedures. Maintains liaison with civilian industry to keep abreast of current trends, product development, and improved customer service techniques. Monitors lodging quarter's occupancy status, and determines and certifies non-availability of transient quarters. Explains concepts of fitness requirements. Explains and demonstrates proper conditioning procedures, weight training, and aerobic equipment techniques. Promotes physical fitness participation. Works technical mortuary functions such as supervising teams for the search and recovery of human remains. Arranges for transporting and disposition of remains. Ensures mortuary entitlements, escorts, and military honors are arranged. Establishes and maintains mortuary case files.

## **5. Skill and Career Progression**

5.1 Helper (1) Level - The 1-skill level identifies enlisted personnel initially classified in an AFS when entering the Air Force or when retraining. Helpers are assigned to the Services Academy to complete the Services Apprentice Course.

5.2. Apprentice (3) Level - The 3-skill level identifies enlisted personnel who have obtained basic knowledge within an AFSC through completion of the Services Apprentice Course. Apprentices gain duty position experience and, upon completion, enter a structured apprenticeship program to gain qualification and experience required of a 5-skill level (journeyman). Primary duty positions for 3F1X1 apprentice Airmen include: dining facility cook, missile chef, fitness center apprentice, and lodging front desk clerk. Readiness and Contingency training will continue throughout career development.

5.3. Journeyman (5) Level - The 5-skill level identifies enlisted personnel who, through experience and training, have demonstrated skilled proficiency in their AFSC. Journeymen continue to gain experience and qualification in their AFSC and upon promotion to Staff Sergeant, enter a structured training program to gain experience and qualification required of a craftsman (7-skill level). Primary duty positions for Services journeymen include: dining facility shift leader, fitness center technician, FSRT (ANG only), and lodging front desk clerk. Services journeymen assigned as shift leaders are eligible to complete the AETC Shift Leader MTT course. AFSVA offers several mid-level courses to include: food managers operations, and lodging operations. Air University (AFHRMS) offers a course for mortuary affairs. Readiness and contingency training will continue throughout career development.

5.4. Craftsman (7) Level - The 7-skill level identifies enlisted personnel who have gained a high degree of technical knowledge in their AFSC and have acquired supervisory capability through training and experience. Craftsmen continue to gain experience in technical, supervisory, and managerial functions. Primary duty positions for 3F1X1 craftsmen include: dining facility NCOIC, certified fitness center specialist, lodging NCOIC, readiness NCOIC, FSRT ANG only, recreation programmer, training manager, and section chief (MSGts). Craftsmen are also able to fill resource management and community programming and partnership office (CPPO) positions, however not to exceed 24 months to allow for career progression.

Fitness center personnel must enroll in the Fitness Specialist in-residence or MTT course 180

days of an assignment to a fitness center IAW AFI 34-266

AFSVA offers additional management courses to include: Fitness management, food management, lodging management, CPPO course, and training management. Air University (AFHRMS) offers a mortuary affairs course. Readiness and contingency training will continue throughout career development.

SSgts and TSgts are eligible to apply for unique enlisted positions in the 3F1X1 AFSC such as AETC Technical Training Instructor, and FSSF Cadre, AFSVA, Air Force Mortuary Affairs Operations (AFMAO), CCAF Program Manager, and Air Force Executive Dining Facilities.

MSgts can be eligible to be vectored for Key Development Positions (KDP) by the Services Enlisted Development Team. Services MSgt KDP positions are D-coded in organizations at the Operational level and provide Services AFSC subject matter expertise. The positions are reviewed annually by the Enlisted Development Team, broaden senior enlisted development, and primarily exist at MAJCOMs, AFPC, AFIMSC, AFSVA, and AFMAO.

5.5. Superintendent (9) Level - The 9-skill level identifies enlisted personnel who, through experience, training, and performance, have shown a high degree of managerial and supervisory ability to fill positions requiring broad general (and sometimes technical) knowledge. Primary positions for Services Superintendent Airmen include: Force Support Activity/Flight/Squadron Superintendent, Food Service, Fitness, FSRT (ANG only), and Lodging Section Chief.

SMSgts can be eligible to be vectored for Key Development Positions (KDP) by the Services Enlisted Development Team. Services SMSgt KDP positions are D-coded in organizations at the Operational level and provide Services AFSC subject matter expertise. The positions are reviewed annually by the Enlisted Development Team, broaden senior enlisted development, and primarily exist at MAJCOMs, AFPC, AFIMSC, AFSVA, and AFMAO.

5.6. Superintendent (3F100) - CMSgts and CMSgt selectees are top enlisted managers in both highly technical skills and in broad areas of managerial and leadership competence. CMSgts will attend developmental courses as directed by their MAJCOM, AFCFM, and AF/ DPE.

## **6. Training Decisions**

6.1 The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the 3F1X1 career field. This spectrum includes a strategy for when, where, and how to meet the training requirements. This section outlines decisions made by the STRT held 16-20 Nov 2015.

6.2 Mortuary Affairs and FSRT (ANG only) satisfies as a readiness core area.

6.3 Personnel rotations after the experiential component of the 7-skill level is achieved will be dictated by mission requirements and individual career goals. The Services career field requires both generalists and specialists; once the two-core requirement is satisfied Airmen, can remain in a core function for an extended period of time or rotate between different areas as part of the unit's rotation plan. Rotation of the 3F171 into Resource Management or CPPO positions should

not exceed 24 months. (N/A ANG)

**7. Community College of the Air Force (CCAF).** Enrollment in CCAF occurs for all enlisted Airmen upon completion of Basic Military Training. CCAF provides the opportunity to obtain an Associate of Applied Sciences Degree.

7.1. Degree Requirements. Prior to completing an associate degree, the 5-skill level must be awarded and the following requirements must be met:

	Semester Hours
Technical Education	24
Leadership Management, and Military Studies	6
Physical Education	4
General Education	15
Program Elective	15
(Technical Education; Leadership, Management, and Military Studies; or General Education)	
Total	64

7.2. Additional off-duty education is encouraged for all. Special Duty Assignment (SDA) requires an AETC instructor candidate to have a CCAF degree or be within one year of completion (45 semester hours). A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

**8. Career Field Path.** The 3F1X1 Career Field Path, Figure 1, is a guide that graphically displays the chronological path for a career 3F1X1 Airman. Airmen will use this template as a guide to reference the appropriate development during their careers.

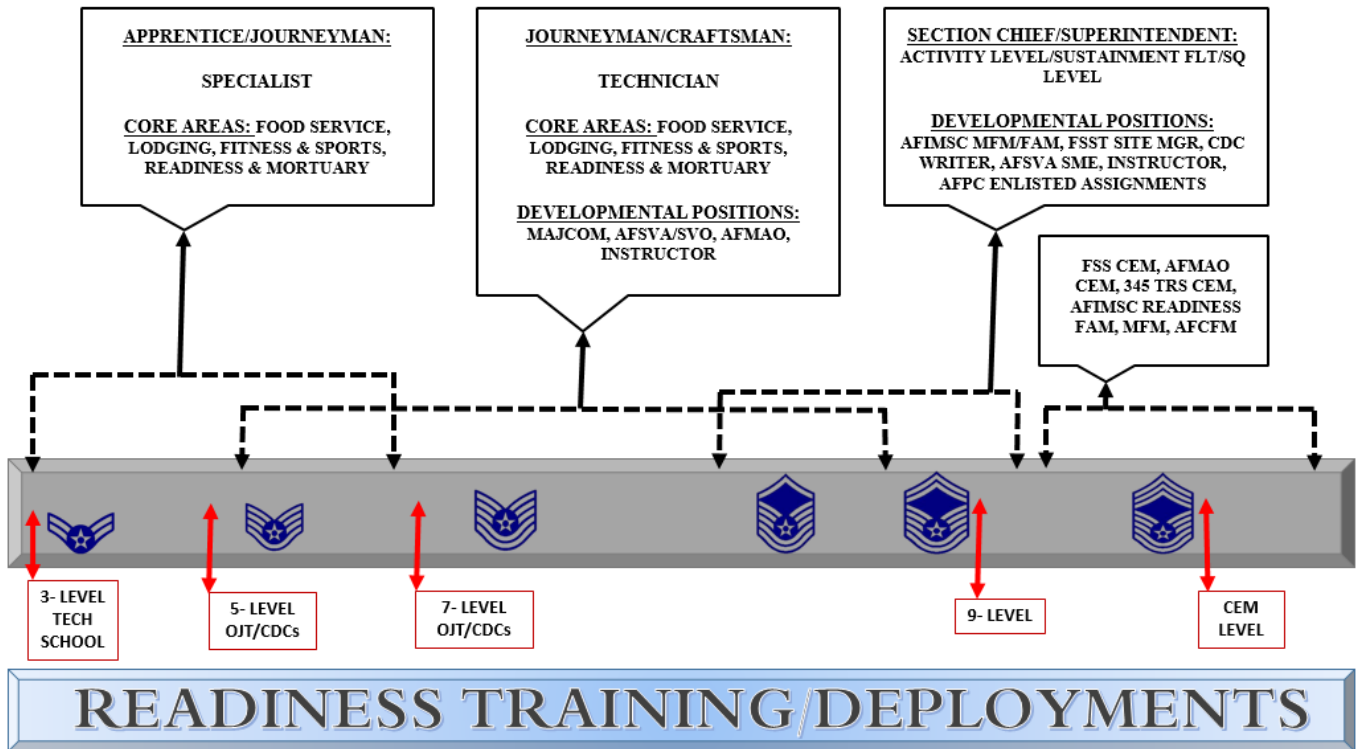


Figure 1. 3F1X1 Career Field Path

8.1. 3F1X1 Career Progression Planning Tool. This tool is a recommended guide for 3F1X1 personnel as they progress from apprentice to superintendent. Figure 2 detail training based on the four Services core areas (ANG only- 5 core areas). It is used as a roadmap to identify appropriate steps for future development into superintendent, key leadership and developmental positions as shown in Figure 3 and 3.1.

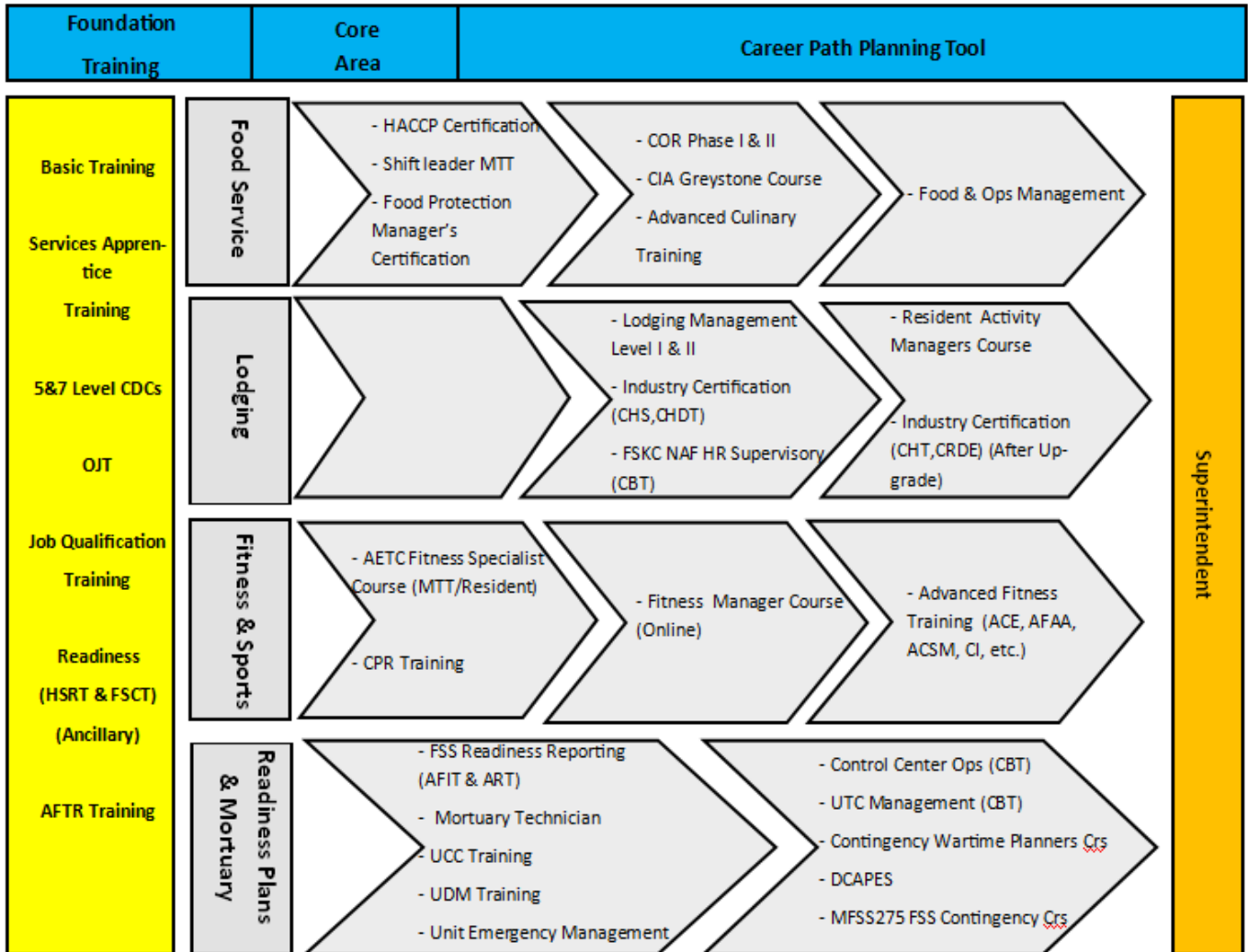
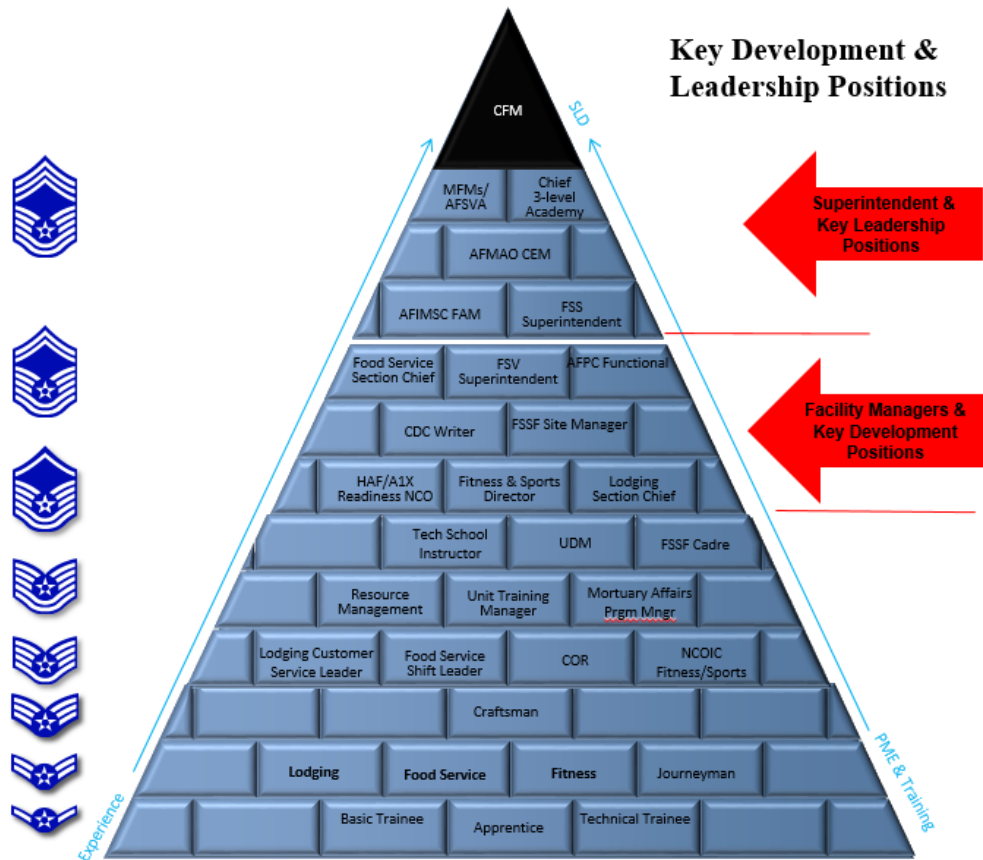


Figure 2. 3F1X1 Career Progression Planning Tool

\* FSRT is a core for ANG



**Figure 3 KDP/KLP Pyramid**

**Outside of Services Career Broadening Opportunities**



**Figure 3.1. Special Duty Pyramid**



## **SECTION C -- Skill Level Training Requirements**

**9. Purpose.** Skill level training requirements in this specialty are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad general terms and establishes mandatory requirements for entry, award, and retention of each skill level. The specific task and knowledge training requirements are identified in Part II, STS, Sections A and B of this CFETP.

### **10. Specialty Qualification Requirements.**

Air Force Enlisted Classification Directory description:

10.1. Knowledge. Knowledge is mandatory of: Accounting procedures; management principles; merchandising; marketing; customer service; automated information systems; use of business machines; food service facility operations; subsistence management; requisition and issue procedures; menu planning; lodging operations; fitness, sports, and recreation program development; personnel management; APF and NAF budgetary sources and processes; facility and equipment maintenance procedures; basic business administration concepts; NAF procedures; retail operations; responsibilities for mortuary affairs, and search and recovery procedures; responsibilities for lost, damaged, stolen, or destroyed property; and operation of readiness units.

10.2. Education. For entry into this specialty, completion of high school with courses in business arithmetic, accounting, computers, home economics, physical education, and typing is desirable.

10.3. Other requirements.

10.3.1. The following are mandatory for entry into the career field: No record of disciplinary action for financial irresponsibility, shoplifting, larceny, theft, and identity misuse offenses.

10.3.2. The following are mandatory for entry, award, and retention into the 3F1X1 Career Field: Ability to communicate clearly, never been convicted by courts-martial, and never been convicted and sentenced to confinement by a civilian court.

10.4. Apprentice (3F131).

10.4.1. Knowledge is mandatory of: customer service; automated information systems; use of business machines; food service facility operations; subsistence management; requisition and issue procedures; menu planning, lodging operations; fitness, sports, and recreation program development; personnel management; APF and NAF budgetary sources and processes; facility and equipment maintenance procedures; basic business administration concepts; NAF procedures; retail operations; responsibilities for mortuary affairs, and search and recovery procedures; responsibilities for lost, damaged, stolen, or destroyed property; and operation of readiness units.

10.4.2. Education. Completion of the Services Apprentice Course.

10.4.3. Training. Training is accomplished through completion of the Services Apprentice Course and is mandatory for new accessions into the career field.

10.5. Journeyman (3F151).

10.5.1. Knowledge. Qualification in and possession of AFSC 3F131.

10.5.2. Education. Completion of 5-level CDCs (Services Journeyman) is mandatory for skill level award. One volume per month is recommended to ensure timely completion of CDCs.

10.5.3. Training. Training will primarily consist of 12 months of OJT<sub>[DJRTUAA1]</sub> (9 months for retrainees). Specific tasks and knowledge training requirements are identified in the STS at Part II, Sections A and B of this CFETP. Trainees will be assigned to their first core area (Food Service, Fitness, Lodging, Readiness) for a minimum of 18 months (24 months if member is deployed for 6-month rotation) to allow for completion of 5-level requirements with minimal interruption. It is recommended that 5-level trainees be assigned to Food Service or Fitness at first duty station after technical school. Commanders have final authority to determine if minimum training requirements have been met.

10.5.4. Experience. Experience in functions such as preparing, cooking, baking, presenting, and serving food; instructing, coaching, officiating, or directing athletic activities; planning, organizing, and conducting recreation programs; securing supplies, facilities, and performers; proper use and maintenance of recreation supplies and equipment; retail operations; subsistence functions; FSRT. (FSRT qualifications count toward experience for ANG only)

10.6. Craftsman (3F171).

10.6.1. Knowledge. Qualification in and possession of AFSC 3F151.

10.6.2. Education. Completion of 7-level CDCs (Services Craftsman) is mandatory for skill level. One volume per month is recommended in order to ensure timely completion.

10.6.3. Training. Training will primarily consist of 12 months of OJT<sub>[DJRTUAA2]</sub> (6 months for retrainees). Specific tasks and knowledge training requirements are identified in the STS at Part II, Sections A and B of this CFETP.

10.6.4. Experience. Qualification in two core areas is mandatory for award of the 7-skill level. 3F1X1 core areas are Food Service, Lodging, Fitness and Sports, Readiness, and Mortuary Affairs and FSRT (ANG only). Assignments to core areas should be at least one year (18 months if deployed) and meet training requirements in CFETP and the activity Master Training Plan. After the 7 level requirements are met, personnel rotations

should be based on mission needs and individual career goals. Commanders have final authority to determine if minimum training requirements have been met.

10.7. Superintendent (3F191).

10.7.1. Knowledge. Qualification in and possession of AFSC 3F171.

10.7.2. Experience. Experience managing and operating 3F1X1 specific programs and Force Support programs such as Food Service, Fitness and Sports, Readiness, Mortuary Affairs, and Lodging.

## **11. Training Sources**

11.1. Services Apprentice Course is a CCAF accredited course. Successful completion of this course results in the award of AFSC 3F131.

11.2. Fitness Specialist Course is a CCAF accredited course. This course is in-residence or MTT instruction. Successful completion of this course results in the award of the Fitness Specialist Certification.

11.3. Food Service Shift Leader Course, (MTT) is a CCAF accredited course.

11.4. Advanced Culinary Course is an in-residence course taught at Fort Lee, VA. Successful completion of this course will award 3 semester hours in Culinary Arts; recommended from the American Council of Education. This course is designed for service members from all U.S. military branches, to include National Guard and Reserve Component, in grade E-5 and above in food service-related specialties primarily the Enlisted Aides (8A200) but also available for Services personnel who possess or show potential to cultivate higher level cooking skills.

11.5. For AFSVA Training, refer to the Services Installation Support Portal, Training and Development: <https://cs2.eis.af.mil/sites/10042/Pages/Training/Home.aspx> for a wide range of classes available to the 3F1X1 career field.

11.6. Air University's Ira C. Eaker Center for Professional Development: Force Support Professional Development School (FSPDS) is located at Maxwell AFB, AL and is responsible for leadership development for the Force Support career fields and supervisory development through professional continuing education for the Air Force. Refer to Part II, Section D, and paragraph 5.5 of this CFETP for a list of courses applicable to enlisted 3F1X1 members.

11.7. CCAF and various nationally-recognized professional certifications, administered by non-Federal entities, are offered through AU. For professional certifications refer to the web link below for a wide range of certifications available to the 3F1X1 career field:

(<https://augateway.maxwell.af.mil/ccaf/certifications/programs/index.asp>)

11.7.1. The National Commission for Certifying Agencies (NCCA) Accredited certifying Agencies are Academy of Applied Personal Training Education (AAPTE), American Council on Exercise, (ACE), American College of Sports Medicine (ACSM), ACTION Certification, Cooper Institute for Aerobic Research (CI), Collegiate Strength and Conditioning Coaches association (CSCCa), International Fitness Professionals Association (IFPA), International Sports & Fitness Trainers Association (ISFTA), National Academy of Sports Medicine (NASM), National Alliance for Youth Sports (NAYS), National Commission for Health Education Credentialing, Inc. (NCHEC), National Council on Strength and Fitness (NCSF), National Exercise and Sports Trainers Association (NESTA), National Exercise Trainers Association (NETA), National Federation of Professional Trainers (NFPT), National Strength and Conditioning Association (NSCA), Training & Wellness Certification Commission (TWCC) and PTA Global, Inc. These agencies offer Certified Personal Trainer and Certified Strength and Conditioning Specialist certifications, also Group Fitness Instructor Certification. National Restaurant Association Educational Foundation (NRAEF) offers a Food Protection Manager's Certification.

11.7.2. International Food Service Executives Association (IFSEA) offers the Certified Food Executive, Certified Food Manager, and Master Certified Food Executive certifications.

11.7.3. American Hotel and Lodging Educational Institute (AHLEI) offers Lodging Certified Front Desk Manager, Lodging Certified Hospitality Departmental Trainer, Lodging Certified Hospitality Housekeeping Executive, Lodging Certified Hospitality Supervisor, Lodging Certified Hospitality Trainer, Lodging Certified Hotel Administrator and Lodging Certified Rooms Division Executive certifications.

11.7.4. Culinary Institute of America (CIA) offers the ProChef Certification Level Certified Culinarian.

Notes/Disclaimers:

Non-Formal Education Institutions are responsible for the standards and administration of their respective certifications.

Title 5, U.S.C., Section 5757, provides that an agency **may** use appropriated funds to pay for: 1) expenses for employees to obtain professional credentials, including expenses for professional accreditation, State-imposed and professional licenses and professional certification; and 2) examinations to obtain such credentials.

Air Force organizations may use O&M funds to pay membership fees in professional organizations only in the name of the Air Force organization and only if the membership will benefit the organization's mission. Air Force activities may not use O&M funds to pay for membership fees which are in the name of an individual.

## **12. Implementation**

12.1. Implementation of the 3F1X1 career progression path is best represented by showing the timeline in the career of our Airmen. The tables that follow represent the Air Force Enlisted Force Development path.

**Table 1: Active Duty Education and Training Requirements as of 1 May 18**

EDUCATION AND TRAINING REQUIREMENTS (AD)	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year of Tenure (HYT)
<b>Apprentice Technical School (3 Skill Level)</b>				
- Graduate Services Apprentice Course	Amn	6 mos		
- Attend First Term Airman Course (FTAC)	A1C	16 mos		
<b>Upgrade to Journeyman (5 Skill Level)</b>				
- Minimum 12 months in OJT	Amn			
- Signed off in applicable tasks of STS	A1C	10 mos		
- Complete all CDCs within 15 months of enrollment	SrA	3 yrs	28 mos	10 yrs
<b>Airman Leadership School (ALS)</b>				
- Must be SrA with 48 months time in service or SSgt selectee	SrA			
- Resident graduation is a prerequisite for SSgt sew-on (AD Only)				
<b>Trainer</b>				
- Must attend formal AF Trainer Course and appointed by Commander	None			
- Trainers must be qualified/certified on tasks to be trained				
<b>Upgrade to Craftsman (7 Skill Level)</b>				
- Minimum 12 months OJT	SSgt	5 yrs	3 yrs	15 yrs
- Signed off in applicable tasks of STS				
- Must be fully qualified in 2 core areas				
- Complete all CDCs within 15 months of enrollment				
<b>Other Training</b>				
Noncommissioned Professional Enhancement Course	SSgt			
<b>Certifier</b>				
- Must be at least a SSgt with 5 skill level or civilian equivalent	SSgt			
- Must attend formal AF Trainer Course				
- Must be a person other than the trainer				
<b>Noncommissioned Officer Academy (NCOA)</b>				
- Must be a TSgt or TSgt selectee	TSgt	9 yrs	5 yrs	20 yrs
- Most current AF EPME policy applies	MSgt			
- Resident graduation is prerequisite for MSgt sew-on		15 yrs	8 yrs	24 yrs
<b>Senior Noncommissioned Officer Academy (SNCOA)</b>				
- Most current AF EPME policy applies	MSgt			
- In-residence graduation is prerequisite for SMSgt sew-on				
<b>Upgrade to Superintendent (9 Skill Level)</b>				
- Minimum rank of SMSgt	SMSgt	19 yrs	11 yrs	26 yrs
<b>Additional Training</b>				
- MAJCOM CMSgt Orientation	CMSgt			
- Chief Leadership Course				
- FSS Operational Leadership Course (if selected for FSS/CEM position and course quotas are available)		22 yrs	14 yrs	30 yrs

Note: IAW AFI 36-2651, AFCFM ensures AFS concerns are assessed and satisfied. Consider all recommendations before making a final decision or recommendation as applicable.

**Table 2: Active Duty Retraining Requirements**

<b><u>3-Level Retraining Requirements</u></b>
- Completion of the Initial Skills Course. Trainee will be given a training line number upon approval of retraining if applicable.
<b>OR</b>
- If the AFCFM determines an Initial Skills Course quota is not available the trainee must have approval of the AFCFM for upgrade to 3-level using the approval process listed below.
- The work center supervisor in coordination with the Unit Training Manager, will utilize the Master Training Plan provided by Air Force Services Activity, Training and Development (AFSVA/SVXT). The trainee must be trained on tasks listed in Part II, STS, Column 3.
- The trainee must complete other duty position requirements as identified by the supervisor.
- Once the individual has met all training requirements, the Unit Training Manager will prepare a letter and coordinate through the Unit/CC for approval/upgrade.
<b><u>5-Level Retraining Requirements</u></b>
- Complete all 5-level CDCs.
- Be certified on all 5-level STS line items for Fitness, Lodging, Readiness or Food Service assigned core area
- Other duty position requirements as identified by supervisor.
- Complete minimum of 9 months in UGT.
- Have supervisor recommendation.
<b><u>7-Level Retraining Requirements</u></b>
- Minimum rank of SSgt.
- Complete all 7-level CDCs.
- Be certified on 7-level STS line items in at least 2 of the 4 core areas.
- Other Work center requirements as identified by supervisor.
- Complete minimum of 6 months in UGT.
- Have supervisor recommendation.

**Table 3: ARC Enlisted Education and Training Requirements**

EDUCATION AND TRAINING REQUIREMENTS (ARC)	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year of Tenure (HYT)
<b><u>Apprentice Technical School (3 Skill Level)</u></b>				
- Graduate Services Apprentice Course	Amn A1C	6 mos 16 mos		
<b><u>Upgrade to Journeyman (5 Skill Level)</u></b>				
- Minimum 12 months in OJT - Signed off in applicable tasks of STS - Complete all CDCs within 15 months of enrollment	None			
<b><u>Airman Leadership School (ALS)</u></b>				
- Must be SrA with 48 months time in service or SSgt select - ALS/Correspondence Course required to sew on SSgt - Most current EPME policy applies	SrA			
<b><u>Trainer</u></b>				
- Must attend formal AF Trainer Course and appointed by Commander - Trainers must be qualified/certified on tasks to be trained - May be 3-lvl if requirements are met IAW AFI 36-2651	None			
<b><u>Upgrade to Craftsman (7 Skill Level)</u></b>				
- Minimum 12 months OJT - Signed off in applicable core areas of STS - Must be fully qualified in 2 core areas - Complete all CDCs within 15 months of enrollment	SSgt	4.5 yrs	3 yrs	15 yrs
<b><u>Certifier</u></b>				
- Must be at least a SSgt with a 5 skill level or civilian equivalent - Must attend form AF Trainer Course - Must be a person other than a trainer	SSgt			
<b><u>Noncommissioned Officer Academy (NCOA)</u></b>				
- Most current EPME policy applies	TSgt MSgt	8.2 yrs 13.1 yrs	5 yrs 8 yrs	20 yrs 24 yrs
<b><u>Senior Noncommissioned Officer Academy (SNCOA)</u></b>				
- Most current EPME policy applies	MSgt			
<b><u>Upgrade to Superintendent (9 Skill Level)</u></b>				
- Minimum rank of SMSgt	SMSgt	19.2 yrs	11 yrs	26 yrs
<b><u>Additional Training</u></b>				
- Chief Leadership Course	CMSgt	21.5 yrs	14 yrs	33 yrs



**Table 4: ARC Retraining Requirements**

<b>3-Level Retraining Requirements</b>
- Completion of the Initial Skills Course (LCABP3F131 0L4X).
<b>OR</b> Retrainee with prior certification and ARC equivalent of AFCFM approval waiver package. (See Note) IAW AFI 36-2651
<b>OR</b> If retrainee is MSgt or above can submit waiver package (Note).
- Must have knowledge training on all tasks taught in the initial skills course signed off in STS.
- Other duty position requirements identified by the supervisor. ANG will attend all four Skills Enhancement Courses.
<b>5-Level Retraining Requirements</b>
- Minimum 9 months in UGT.
- Complete all 5-level CDCs.
- Complete all 5-level STS line items for the assigned function.
- ANG -- Complete all OJT tasks identified in the MTL.
- Other duty position tasks identified by supervisor.
<b>7-Level Retraining Requirements</b>
- Rank of SSgt.
- Complete all 7-level CDCs.
- Complete all 7-level STS line items for the assigned function.
- ANG -- Complete all 7-level STS items for 2 core areas.
- ANG -- Complete all OJT tasks identified in the MTL for 2 core areas
- Minimum of 9 months in UGT.
- Other duty position tasks as identified by supervisor.

Note: IAW AFI 36-2651, ARC (to include IMAs) HQ-Level Functional Managers (FM) have waiver authority for mandatory training requirements equivalent to that of AFCFM. Waivers are reviewed for approval/disapproval on case-by-case basis. This includes education requirements such as prerequisite AFSC initial skills courses (if the individual has equivalent skills through civilian experience or education), upgrade time requirements for the 5-and 7-skill level, and 7-skill level courses. ANG ONLY - MSgt and above seeking a waiver review ANG CFM training guidance.

## ***SECTION D -- Resource Constraints***

**12. Purpose.** This section identifies known resource constraints, which preclude optimal/desired training from being developed or conducted, such as cost or manpower and an impact statement describing what effect each constraint has on training.

12.1. Apprentice Level Training Constraints: There are no resource constraints at this time.

12.2. Journeyman Level Training Constraints: There are no resource constraints at this time.

12.3. Craftsman Level Training Constraints: There are no resource constraints at this time.

12.4. Superintendent Level Training Constraints: There are no resource constraints at this time.

## ***SECTION E -- Transition Training Guide***

“There are currently no transition training requirements. This area is reserved.”

**BY ORDER OF THE SECRETARY OF THE AIR FORCE**

**OFFICIAL**

GINA M. GROSSO  
Lieutenant General, USAF  
DCS/Manpower and Personnel

## Part II

### **SECTION A -- Specialty Training Standard**

**1. Implementation.** This STS will be used for technical training provided by AETC for Apprentice classes. Additionally, this STS will be used to identify tasks that will be included in 3F1X1 readiness training, including Force Support Silver Flag and Home Station Readiness Training.

**2. Purpose.** As prescribed in AFI 36-2651, this STS:

**2.1. Column 1 (Tasks, Knowledge, and Technical References).** Lists the most common tasks, knowledge, and supporting technical references (TR) necessary for Airmen to perform duties in the 3-, 5-, and 7-skill level.

**2.2. Column 2 (Core Tasks).** Identifies core tasks (specialty-wide training requirements) by an asterisk (\*) in the appropriate skill level sub-column.

**2.2.1 Contingency / War Tasks.** Tasks identified by a diamond (◊) are considered contingency / war tasks and are critical to the career field.

**2.3. Column 3 (Certification for OJT).** Used to record completion of tasks and knowledge training requirements. Use the automated training record application to document individual.

**2.4. Column 4 (Proficiency Codes Used to Indicate Training/Information Provided).** Shows the proficiency to be demonstrated on the job by the graduate as a result of initial skills training on the task and knowledge and the career knowledge provided by the correspondence course.

**NOTE:** All tasks for 3-skill level will be accomplished in an expedited manner during wartime (tasks and knowledge items shown with a proficiency code in column 3A1). Academic days are extended to 12-hours, six days a week for the duration of the course.

**2.5. Qualitative Requirements.** Figure 5 contains the proficiency key used to indicate the level of training and knowledge provided by resident training and career development courses.

## QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)
<p><b>Explanations</b></p> <p>* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)</p> <p>** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.</p> <p>- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.</p> <p>X - This mark is used alone in the course columns to show that training is required but not given due to limitations in resources.</p> <p>◊ - This symbol indicates the task is considered a contingency/war task and is critical to the career field.</p> <p><b>NOTE:</b> All tasks and knowledge items shown with a proficiency code are trained during war time.</p>		

**Figure 5 Proficiency Code Key**

1. Tasks, Knowledge and Technical References	2. Core and Contingency / War tasks			3. Certification for OJT					4. Proficiency Codes used to indicate training/information provided (see note)					
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
<b>1 OCCUPATIONAL SAFETY AND HEALTH</b>														
1.1 AFOSH TR: AFOSH 91-31		*							A	-	-	-	-	-
1.2 Work area hazards TR: AFI 91-202, 91-204		*							A	-	-	-	-	-
1.3 Safety hazards responses TR: AFI 91-202, 91-205		*							A	-	-	-	-	-
1.4 Safe use of cleaning agents TR: AFOSH 91-43		*							A	-	-	-	-	-
1.5 Fire prevention procedures TR: AFI 91-302, 32-2001		*							B	-	-	-	-	-
1.6 Apply lifting techniques TR: AFOSH 91-46		*							2b	-	-	-	-	-
1.7 Apply safety practices when working with equipment TR: AFOSH 91-31		*							2b	-	-	-	-	-
1.8 Apply safety procedures when working in facilities TR: AFOSH 91-31		*							2b	-	-	-	-	-
<b>2 TRAINING AND PROFESSIONAL DEVELOPMENT</b>														
2.1 Force Support Squadron overview		*							A	-	-	-	-	-
2.2 Services enlisted career field overview TR: AFI 36-2651, CFETP		*							A	-	-	-	-	-
2.3 Services career field progression TR: AFI 36-651, CFETP		*							A	-	-	B	-	-
2.4 3F1X1 AFSC duties TR: AFECD, CFETP		*							-	-	-	A	-	-
2.5 Purpose of CFETP TR: AFI 36-2651, CFETP		*							-	-	-	B	-	-
2.6 Develop work center training plan/Master Task List (MTL) TR: AFI 36-2651									-	-	-	a	-	b
2.7 Trainee/trainer responsibilities TR: AFI 10-214, 36-2651		*							-	-	-	B	-	-
<b>3 FORCE SUPPORT RECOGNITION PROGRAMS</b> TR: A1 Awards Program Guide														
3.1 Evaluation Criteria and Responsibilities in Force Support Awards/Recognition Programs									-	-	-	A	-	B
<b>4 STRATEGIC CAPITAL IMPROVEMENT PLANNING</b>														
4.1 Services equipment replacement TR: AFI 34-204, 34-209, 65-106									-	-	-	A	-	B
4.2 Facility Improvement Requirements									-	-	-	A	-	B

1. Tasks, Knowledge and Technical References	2. Core and Contingency / War Tasks			3. Certification for OJT					4. Proficiency Codes used to indicate training/information provided (see note)					
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
TR: AFI 34-204, 34-209, 65-106														
4.3 Prepare a 5-year financial & strategic plan TR: AFI 34-209									-	-	-	a	-	b
<b>5 FINANCIAL MANAGEMENT</b> TR: AFPD 34-1 and 34-2; AFI 34-201, 34-202														
<b>5.1 Sources of Funds/Income</b>														
5.1.1 Appropriated Funds TR: AFI 65-106, AFMAN 34-214		◇							A	-	-	B	-	-
5.1.2 Non-Appropriated Funds TR: AFI 34-201, 65-106, AFMAN 34-214		◇							A	-	-	B	-	-
5.2 Budgeting Concepts TR: AFI 34-209, 65-106, AFMAN 34-214			◇						-	-	-	B	-	-
5.3 Prepare Budgets TR: AFI 34-209, 65-106, AFMAN 34-214			◇						-	-	-	-	-	b
<b>6 CONTRACTS</b>														
6.1 Types of Contracts TR: 65-106, 65-601V1			◇						-	-	-	-	-	B
6.2 Contingency Contract Clause TR: AFI 34-239, 65-106, 65-601 V1			◇						-	-	-	-	-	B
6.3 Contracting Officer Representative (COR) TR: FAR, DFARS, AFFARS MP 5346.103, AFFARS MP 5301.602-2(d)			◇						-	-	-	A	-	B
<b>7 PROTECTION OF ASSETS</b> TR: AFPD 34-2; AFI 34-201, 34-202, 34-204, 34-209, 65-106; AFMAN 23-110 and 34-214														
<b>7.1 Internal Controls and Corrective Action</b>														
7.1.1 Asset accountability TR: AFI 34-201, 34-204, 34-202, 34-209, AFMAN 34-212									-	-	-	A	-	B
7.1.2 Change fund procedures TR: AFI 34-202, AFMAN 34-212									-	-	-	A	-	B
7.1.3 Imprest Fund TR: AFI 34-202, AFMAN 34-212									-	-	-	A	-	B
7.1.4 Anti-robbery procedures TR: AFI 34-202, AFMAN 34-212									A	-	-	B	-	-
7.1.5 Cash register reports TR: AFI 34-202, AFMAN 34-212									-	-	-	B	-	-
7.1.6 Internal controls principles TR: AFI 34-202, 34-204, AFMAN 34-212									-	-	-	A	-	B
7.1.7 Conduct Inventory TR: AFI 34-201, 34-202, 34-204, 34-209, AFMAN 23-110, 34-212									-	-	-	-	-	-
7.2 Make Change (Imprest fund and cashier procedures)									1a	-	-	-	-	-

1. Tasks, Knowledge and Technical References	2. Core and Contingency / War Tasks			3. Certification for OJT					4. Proficiency Codes used to indicate training/information provided (see note)					
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
TR: AFI 34-202, AFMAN 34-212														
<b>8 MARKETING</b> TR: AFI 34-104														
8.1 Marketing Concepts									-	-	-	A	-	B
8.2 Plan Marketing/Advertising									-	-	-	a	-	b
<b>9 SERVICES HUMAN RESOURCE MANAGEMENT</b> TR: AFPD 34-3; AFI 34-209, 34-246, 34-219, 38-201, and 38-204; AFMAN 34-214, 34-310, 38-208 V1 and 64-302; DoDI 1015.10, 1015.11														
9.1 Manpower Requirements														
9.1.1 Unit Manpower Document (UMD) TR: AFI 38-201, 38-204, AFMAN 38-208 V1									-	-	-	-	-	B
9.1.2 Unit Personnel Management Roster (UPMR)									-	-	-	-	-	B
9.1.3 Authorization Change Requests									-	-	-	-	-	B
<b>9.2 Manpower Resource Principles</b> TR: AFMAN 34-310, 64-302; CPD Library; DoDI 1015.10, 1015.11														
9.2.1 Appropriated Funds (APF) Position Descriptions									-	-	-	-	-	B
9.2.2 Non-Appropriated Funds (NAF)									-	-	-	-	-	-
9.2.2.1 Position Descriptions TR: AFMAN 34-310, CPD Library; AFPD 36-14 & AFPD 36-5									-	-	-	-	-	B
9.2.2.2 NAF Memorandum of Agreement (MOA) TR: AFMAN 64-302; DoDI 1015.10, 1015.11									-	-	-	-	-	B
<b>10 FUNDAMENTALS OF FOOD PREPARATION</b> TR: AFI 34-239, 40-104, and 48-116; AFMAN 34-240; Tri-Service Food Code AFMAN 48-147; Recipe System; Flight Kitchen Manager's Handbook; Dining Facility <a href="https://cs2.eis.af.mil/sites/10042">https://cs2.eis.af.mil/sites/10042</a> ; The Art and Science of Culinary Preparation (textbook); Preface to the Worldwide Menu; AMCI 24-101 V14														
10.1 Cooking and baking terms	*	*							A	-	-	-	-	-
10.2 Moist and Dry heat cooking methods	*	*							A	-	-	-	-	-
10.3 Functions of ingredients used in pastry production									A	-	-	-	-	-
10.4 Seasoning agents	*	*							A	-	-	-	-	-
10.5 Measure Ingredients	*	*							2b	-	-	-	-	-
10.6 Taking temperature techniques	*	*							2b	-	-	-	-	-
10.7 Apply progressive cooking and waste prevention	*	*							1a	-	-	b	-	-
10.8 Apply knife skills techniques	*	*							2b	-	-	-	-	-

1. Tasks, Knowledge and Technical References	2. Core and Contingency / War Tasks			3. Certification for OJT					4. Proficiency Codes used to indicate training/information provided (see note)					
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
10.9 Perform taste test	*	*							2b	-	-	-	-	-
10.10 Apply leftover procedures	*	*							1a	-	-	b	-	-
10.11 Flight and Ground Support Meals TR: AMCI 24-101 V14									A	-	-	B	-	-
<b>11 PREPARE FOODS</b> TR: AFI 34-239; Tri-Service Food Code AFMAN 48-147; Recipe System; Manufacturer's Directions; AF Worldwide Menu Cycle														
11.1 Prepare Beef	*	*							2b	-	-	-	-	-
11.2 Prepare Seafood	*	*							2b	-	-	-	-	-
11.3 Prepare Poultry	*	*							2b	-	-	-	-	-
11.4 Prepare Pork	*	*							2b	-	-	-	-	-
11.5 Prepare Eggs	*	*							2b	-	-	-	-	-
11.6 Prepare Fruits	*	*							2b	-	-	-	-	-
11.7 Prepare Vegetables	*	*							2b	-	-	-	-	-
11.8 Prepare Salads	*	*							2b	-	-	-	-	-
11.9 Prepare Sauces and Gravies	*	*							2b	-	-	-	-	-
11.10 Prepare Soups	*	*							2b	-	-	-	-	-
11.11 Prepare Beverages	*	*							2b	-	-	-	-	-
11.12 Prepare Starches	*	*							2b	-	-	-	-	-
11.13 Prepare Sandwiches	*	*							2b	-	-	-	-	-
11.14 Prepare Quick breads									1a	-	-	-	-	-
11.15 Prepare Cookies									1a	-	-	-	-	-
11.16 Prepare Pastry									2b	-	-	-	-	-
11.17 Prepare Cakes and Frosting									2b	-	-	-	-	-
<b>12 SERVING LINE TECHNIQUES</b> TR: AFI 34-239; Tri-Service Food Code AFMAN 48-147; Recipe System; Preface to the Worldwide Menu; AF Worldwide Menu Cycle														
12.1 Garnish food	*	*							2b	-	-	-	-	-
12.2 Display/Replenish food on serving line	*	*							2b	-	-	-	-	-
12.3 Carve meats	*	*							1a	-	-	-	-	-
12.4 Select serving utensils	*	*							2b	-	-	-	-	-
12.5 Serve proper portions of food	*	*							2b	-	-	-	-	-
<b>13 STOREROOM MANAGEMENT</b> TR: AFI 34-239; AFMAN 34-240; Tri-Service Food Code AFMAN 48-147; Crunchtime Handbook; <a href="https://cs2.eis.af.mil/sites/10042">https://cs2.eis.af.mil/sites/10042</a> ; Dining Facility & Flight Kitchen Manager's Handbooks														
13.1 Inspect Receiving of Subsistence									a	-	-	b	-	-
13.2 Apply Storage Principles and Procedures									1a	-	-	b	-	-
13.3 Inventory									-	-	-	A	-	B
13.4 Transfers									-	-	-	A	-	B
13.5 Sales & Adjustment									-	-	-	A	-	B
13.6 Subsistence Requirements									-	-	-	A	-	B



1. Tasks, Knowledge and Technical References	2. Core and Contingency / War Tasks			3. Certification for OJT					4. Proficiency Codes used to indicate training/information provided (see note)						
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level		
	3 Level	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	
13.7 Food and Water Security										-	-	-	A	-	B
<b>14 SANITATION AND PERSONAL HYGIENE</b> TR: AFI 34-239, 48-116, and 48-117; AFMAN 34-240; Tri-Service Food Code AFMAN 48-147; Dining Facility & Flight Kitchen Manager's Handbooks;															
14.1 Personal Hygiene and Sanitizing															
14.1.1 Maintain personal hygiene		*◇	◇							2b	-	-	-	-	-
14.1.2 Sanitize facilities		*◇	◇							2b	-	-	-	-	-
14.1.3 Sanitize equipment		*◇	◇							2b	-	-	-	-	-
14.2 Communicable diseases		*◇	◇							A	-	-	B	-	-
14.3 Perform disease control measures		*◇	◇							2b	-	-	-	-	-
14.4 Prevention of insect and rodent infestation		*◇	◇							B	-	-	-	-	-
14.5 Machine and manual dish washing procedures		*◇	◇							2b	-	-	-	-	-
14.6 Apply Hazard Analysis and Critical Control Point (HACCP) Guidelines TR: AFI 48-116, Tri-Service Food Code AFMAN 48-147; Recipe System		*◇	◇							2b	-	-	-	-	-
<b>15 FOOD SERVICE AUTOMATION</b> TR: AFI 34-239; AFMAN 34-240; Recipe System; Crunchtime Handbook; Dining Facility & Flight Kitchen Manager's Handbooks; <a href="https://cs2.eis.af.mil/sites/1004">https://cs2.eis.af.mil/sites/1004</a>															
15.1 Operate Food Service Automated System										-	-	-	-	-	-
15.2 Operate Recipe System										-	-	-	-	-	-
15.3 Manually calculate food conversions and adjust recipe yields										1a	-	-	b	-	-
<b>16 FOOD SERVICE OPERATIONS</b> TR: AFI 34-101, 34-239; AFMAN 34-240; AMCI 24-101 V14; Recipe System ; The Art and Science of Culinary Preparation (textbook); Tri-Service Food Code AFMAN 48-147, Production Manager Checklist; <a href="https://cs2.eis.af.mil/sites/10042">https://cs2.eis.af.mil/sites/10042</a> ; Dining Facility & Flight Kitchen Manager's Handbooks; Preface to the Worldwide Menu Cycle; Worldwide Menu Cycle															
<b>16.1 Daily Operations</b> TR: AFI 34-101, 34-239; AFMAN 34-240; Production Manager Checklist; Dining Facility & Flight Kitchen Manager's Handbooks; Preface to the Worldwide Menu; Worldwide Menu Cycle															
16.1.1 Authorized Customers		*								A	-	-	B	-	-

1. Tasks, Knowledge and Technical References	2. Core and Contingency / War Tasks			3. Certification for OJT					4. Proficiency Codes used to indicate training/information provided (see note)						
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level		
	3 Level	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	
16.1.2 Emergency Situations TR: AFI 34-239; AFMAN 34-240										A	-	-	B	-	-
16.1.3 Charges and Surcharges TR: AFMAN 34-240; Dining Facility & Flight Kitchen Manager's Handbooks										-	-	-	A	-	B
<b>16.2 Shiftleader</b>															
16.2.1 Responsibilities TR: AFMAN 34-240; Dining Facility & Flight Kitchen Manager's Handbooks										-	-	-	A	-	B
<b>16.3 Menu Planning Standards</b> TR: Dining Facility & Flight Kitchen Manager's Handbooks; Preface to the Worldwide Menu															
16.3.1 Standard Menu		*								A	-	-	B	-	-
16.3.2 Minimum standards for each meal period		*								A	-	-	B	-	-
16.3.3 Utilize Production Log		*								1a	-	-	b	-	-
16.4 Flight and Ground Support Meals										A	-	-	B	-	-
16.5 Complete Food Service Evaluation Records (AF Form 1038)										a	-	-	b	-	b
16.6 Planning Special Events (catering)										-	-	-	-	-	-
<b>17 FOOD SERVICE ACCOUNTING</b> TR: AFI 34-239; AFMAN 34-240, Food Service Accountant's Guide; Recipe System; Dining Facility & Flight Kitchen Manager's Handbook; <a href="https://cs2.eis.af.mil/sites/10042">https://cs2.eis.af.mil/sites/10042</a> ; Crunchtime Handbook															
17.1 Food service automated reports										-	-	-	B	-	-
17.2 Manual Forms and Reports										-	-	-	B	-	-
17.3 Verify and Validate Prime Vendor receipts										-	-	-	B	-	-
17.4 Transfers										-	-	-	B	-	-
<b>18 PRIME VENDOR PROGRAM</b> TR: AFI 34-239,; AFMAN 34-240; Dining Facility & Flight Kitchen Manager's Handbooks; <a href="https://cs2.eis.af.mil/sites/10042">https://cs2.eis.af.mil/sites/10042</a> ; <a href="http://www.dla.mil">www.dla.mil</a> ; <a href="http://www.stores.dla.mil/stores_web">www.stores.dla.mil/stores_web</a> ; Preface to the Worldwide Menu															
<b>18.1 Service Levels</b>															
18.1.1 Account Representative										-	-	-	B	-	-
18.1.2 Fill Rates and Availability										-	-	-	B	-	-
18.1.3 Product Specifications										-	-	-	B	-	-
18.1.4 Delivery Times/Emergency Orders										-	-	-	B	-	-
18.1.5 Substitution Rules/Coordination										-	-	-	B	-	-
18.1.6 Broken Cases										-	-	-	B	-	-
<b>18.2 Catalog Procedures</b>															

1. Tasks, Knowledge and Technical References	2. Core and Contingency / War Tasks			3. Certification for OJT					4. Proficiency Codes used to indicate training/information provided (see note)					
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
TR: <a href="https://cs2.eis.af.mil/sites/10042">https://cs2.eis.af.mil/sites/10042</a> ; <a href="http://www.dla.mil">www.dla.mil</a>														
18.2.1 Authorized Items									-	-	-	B	-	-
18.2.2 Adding/Deleting Items									-	-	-	A	-	B
<b>18.3 STORES Web</b> TR: <a href="https://cs2.eis.af.mil/sites/10042">https://cs2.eis.af.mil/sites/10042</a> ; <a href="http://www.dla.mil">www.dla.mil</a> <a href="http://www.stores.dla.mil/stores_web">www.stores.dla.mil/stores_web</a> ; Dining Facility & Flight Kitchen Manager's Handbooks														
18.3.1 Ordering									-	-	-	A	-	B
18.3.2 Reconciliation									-	-	-	-	-	-
18.3.2.1 Receipt Verification									-	-	-	A	-	B
18.3.2.2 Adjustments									-	-	-	A	-	B
<b>19 CONTINGENCY FEEDING</b> TR: AFPD 10-2,34-2; AFI 10-214, 10-246, 10-403, 34-239, 48-116; AFMAN 23-110, 34-240; TM 09211A-14&P/1; TO 35E4-169-21-1, 35E4-169-31, 50 D 1-3-1, 35E5-6-1, 35C-3-512-1, 35E4-235.1, and 35E4169-21; WMP Vol 1 ; TTP 3- 34.1; Food Service Accountant's Guide; <a href="https://cs2.eis.af.mil/sites/10042">https://cs2.eis.af.mil/sites/10042</a>														
<b>19.1 Operate Feeding Platform</b>														
19.1.1 Field Feeding Platform TR: TO 35E5-6-1, 35E4-235-1, 35E4-236-1, 35C2-3-512-1; TTP 3- 34.1	*	◇	◇						1a	-	-	b	-	-
19.1.2 Basic Expeditionary Airfield Resources (BEAR) 550 Kitchen	*	◇	◇						2b	-	-	b	-	-
19.2 Contingency feeding planning factors/concepts	*	◇	◇						A	-	-	A	-	B
19.3 Contingency accounting and documentation		◇	◇						-	-	-	A	-	B
<b>19.4 Operational Rations</b>														
19.4.1 Procedures for ordering operational rations TR: AFI 34- 239; AFMAN 34-240; TTP 3-34.1; Food Service Accountant's Guide; WMP Vol 1; <a href="https://cs2.eis.af.mil/sites/10042">https://cs2.eis.af.mil/sites/10042</a>		◇	◇						-	-	-	B	-	-
19.4.2 Prepare and serve standard Unitized Group Rations (UGRs) TR: TTP 3-34.1	*	◇	◇						2b	-	-	-	-	-
19.4.3 Meals Ready to Eat (MRE) TR: TTP 3-34.1	*	◇	◇						A	-	-	-	-	-
19.5 Field Food and water security TR: AFI 34-239; AFMAN 34-240; WMP 1 Services Supplement; TTP 3- 34.1	*	◇	◇						A	-	-	B	-	-

1. Tasks, Knowledge and Technical References	2. Core and Contingency / War Tasks			3. Certification for OJT					4. Proficiency Codes used to indicate training/information provided (see note)					
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
<b>20 LODGING OPERATIONS</b> TR: DODI 4165.63.M; AFI 23-111, 34-201, 34-202, 34-209, 34-219, 34-135.; AFMAN 23-110, 34-310, 34-212, 34-214, and 36-203; AFPD 34-3, 36-502, Joint Federal Travel Regulation (JFTR); DoD Pay Regulation, V7A; <a href="https://cs2.eis.af.mil/sites/10042">https://cs2.eis.af.mil/sites/10042</a> ; Lodging Standards Checklist														
<b>20.1 Lodging Standards</b>														
20.1.1 Temporary Lodging Entitlement (TLE) TR: JFTR									-	-	-	B	-	-
20.1.2 Temporary Lodging Allowance (TLA) TR: JFTR									-	-	-	B	-	-
20.1.3 Basic Allowance for Housing (BAH) TR: DoD Pay Regulation, V7A									-	-	-	B	-	-
20.1.4 Authorized Guests TR: AFI 34-135 Table 2.1									A	-	-	B	-	-
20.2 Commercial Lodging TR: AFI 34-135									-	-	-	A	-	B
20.3 Transient Quarters TR: AFI 34-135									A	-	-	B	-	-
20.4 Aircrew Support/PRIME Knight Operations TR: AFI 34-135									-	-	-	B	-	-
20.5 Non-Availability Concepts TR: AFI 34-135									-	-	-	A	-	B
<b>20.6 Front Desk Operations</b>														
20.6.1 Lodging Cashier Functions TR: AFI 34-202; AFMAN 34-212									A	-	-	B	-	-
20.6.2 Reservation Process TR: AFI 34-135									A	-	-	B	-	-
20.6.3 Perform Reservation Processes TR: AFI 34-135									-	-	-	a	-	b
20.6.4 Refund Procedures TR: AFI 34-202, 34-209; AFMAN 34-214									-	-	-	A	-	B
20.6.5 Shift Change Procedures TR: AFI 34-202; AFMAN 34-212									-	-	-	A	-	B
20.6.6 Deposits Procedures TR: AFI 34-209; AFMAN 34-212									-	-	-	A	-	-
20.6.7 Safeguard Valuables, Lost & Found Program TR: AFI 34-135; AFMAN 34-212									-	-	-	A	-	B
20.6.8 Perform Front Desk Back-up									-	-	-	a	-	b
20.6.9 Run Daily Reports									-	-	-	a	-	b
20.6.10 Perform Guest Check-in Procedures TR: AFI 34-135									-	-	-	a	-	b

1. Tasks, Knowledge and Technical References	2. Core and Contingency / War Tasks			3. Certification for OJT					4. Proficiency Codes used to indicate training/information provided (see note)					
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
20.6.11 Perform Guest Check-out Procedures TR: AFI 34-135									-	-	-	a	-	b
20.7 Property Management System Overview TR: AFI 34-201, 34-202, 34-209; AFMAN 34-212, 34-214; www.usafservices.com									-	-	-	A	-	B
20.8 Commercial Lodging Authorization Sheet									-	-	-	A	-	B
20.9 Housekeeping Standards									-	-	-	A	-	B
20.10 AF Standards Checklist									-	-	-	A	-	B
20.11 Lodging Facility Inspections TR: AF Lodging Standards Checklist									-	-	-	-	-	B
20.12 Perform Lodging Facility Inspections									-	-	-	-	-	b
<b>21 LODGING FINANCIAL MANAGEMENT</b> TR: AFD 34-2; AFI 32-1022, 34-205, 34-209, 34-135, 65-106; AFMAN 34-214; <a href="https://cs2.eis.af.mil/sites/10042">https://cs2.eis.af.mil/sites/10042</a>														
21.1 Financial Statements TR: AFI 34-135, 34-209									-	-	-	A	-	B
21.2 Income and Expense Budget TR: AFI 34-209									-	-	-	A	-	B
21.3 Accounts Payable Process TR: AFI 34-209									-	-	-	A	-	B
21.4 Lodging Rate Package Process TR: AFI 34-135									-	-	-	A	-	B
21.5 Lodging Renovation Package Process TR: AFI 34-135, 34-205, 32-1022									-	-	-	-	-	B
21.6 Prepare Lodging Renovation Package TR: AFI 34-135, 34-205, 34-209, 65-106, 32-1022; Air Force Lodging Fund (ALF); Project Preparation Package (PPP)									-	-	-	-	-	b
<b>22 SUNDRY SALES AND STOCK LEVEL MANAGEMENT</b> TR: AFI 34-209, 34-135														
<b>22.1 Sundry Sales Program</b>														
22.1.1 Stock Level Management Procedures TR: AFI 34-209									-	-	-	B	-	-
22.1.2 Inventory Resale Merchandise Procedures TR: AFI 34-209									-	-	-	B	-	-
22.1.3 Item Selection Principles TR: AFI 34-135									-	-	-	A	-	B
22.1.4 Pricing Strategy Principles TR: AFI 34-209									-	-	-	A	-	B
<b>23 CONTINGENCY LODGING</b>														

1. Tasks, Knowledge and Technical References	2. Core and Contingency / War Tasks			3. Certification for OJT					4. Proficiency Codes used to indicate training/information provided (see note)						
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level		
	3 Level	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	
TR: AFI 10-214, 34-135 ; AFMAN 64-302; AFPAM 10-100; Force Support Readiness Managers Guide; <a href="https://cs2.eis.af.mil/sites/10042">https://cs2.eis.af.mil/sites/10042</a> ; TO 35E5-6- 11; TTP 3-34.1; AFPD 34-9; WMP Vol 1															
<b>23.1 Contingency Lodging Operations</b>															
23.1.1 Field Lodging Accountability TR: TTP 3-34.1		◇	◇							A	-	-	B	-	B
23.1.2 Perform Contingency Lodging Assignments/Locator Services TR: TTP 3-34.1; AFI 10-214; AFI 34-135; AFPAM 10-29		◇	◇							a	-	-	b	-	-
23.1.3 Self-Help/Contract Laundry		◇	◇							A	-	-	B	-	-
<b>24 AIR FORCE FITNESS AND SPORTS PROGRAMS</b> TR: AFI 10-248, 34-101, 34-201, 34-266, 40-101.; AFMAN 23-110, 23-111; TTP 3-34.1; Health and Fitness Instructor Handbook (textbook); <a href="https://cs2.eis.af.mil/sites/10042">https://cs2.eis.af.mil/sites/10042</a> ; Manufacturer's Maintenance Guides; Program Trainer Aids F-5; Activity Manager/Fitness/AF Fitness Center															
<b>24.1 FITNESS OPERATIONS MANAGEMENT/PROGRAM</b> TR: AFI 34-266															
24.1.1 Daily Fitness Operations TR: AFI 34-266	*	*								A	-	-	B	-	-
24.1.2 Daily Management Operations		*								-	-	-	B	-	B
24.1.3 Authorized Customers TR: AFI 34-101, 34-266	*	*								A	-	-	B	-	-
24.1.4 Preventive Equipment Maintenance TR: AFI 34-266	*	*								A	-	-	B	-	-
<b>24.1.5 Facilities Maintenance and Housekeeping</b> TR: AFI 34-266															
24.1.5.1 Group Exercise Rooms TR: AFI 34-266	*	*								A	-	-	B	-	-
24.1.5.2 Indoor Sports Areas TR: AFI 34-266	*	*								A	-	-	B	-	-
24.1.5.3 Saunas/Steam Room/Pool TR: AFI 34-266	*	*								A	-	-	B	-	-
24.1.5.4 Showers/Locker Rooms TR: AFI 34-266	*	*								A	-	-	B	-	-
24.1.5.5 Field Maintenance TR: AFI 34-266; <a href="http://www.usafservices.com">www.usafservices.com</a> ; Activity Manager/ Fitness/AF Fitness Center Operations Checklist	*	*								A	-	-	B	-	-
<b>24.1.6 Staff Training Requirements</b> TR: AFI 34-266															

1. Tasks, Knowledge and Technical References	2. Core and Contingency / War Tasks			3. Certification for OJT					4. Proficiency Codes used to indicate training/information provided (see note)					
	A	B	C	A	B	C	D	E	A		B		C	
	3 Level	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
24.1.6.1 Basic Fitness Training	*	*							A	-	-	B	-	-
24.1.6.2 Core Management Training	*	*							A	-	-	B	-	-
24.1.6.3 Advanced Fitness Training	*	*							A	-	-	B	-	-
24.1.6.4 Certified Fitness Specialist Training by National Commission for Certifying Agencies accredited organization	*	*							A	-	-	B	-	-
24.1.6.5 Fitness Safety Hazards	*	*							B	-	-	-	-	-
24.1.6.6 Execute Emergency Procedures	*	*							a	-	-	b	-	-
<b>24.2 FITNESS PROGRAMS</b>														
<b>24.2.1 Core/Enhanced Programs</b> TR: AFI 34-266														
24.2.1.1 Group Exercise Class									A	-	-	-	-	-
<b>24.2.1.2 Perform Equipment Orientations</b>														
24.2.1.2.1 Selectorized Equipment	*	*							2b	-	-	-	-	-
24.2.1.2.2 Cardio Equipment	*	*							2b	-	-	-	-	-
24.2.1.2.3 Strength Equipment	*	*							2b	-	-	-	-	-
<b>24.2.2 Personal Fitness Assessments</b>														
24.2.2.1 Musculoskeletal System TR: PTL Class/CIAR MEL Course									A	-	-	B	-	-
24.2.2.2 Major Muscle Groups TR: PTL Class/CIAR MEL Course									A	-	-	B	-	-
24.2.3 Fitness Improvement Programs TR: AFI 34-266									A	-	-	B	-	-
24.2.4 Incentive Programs TR: AFI 34-266									A	-	-	B	-	-
24.2.5 Special Events TR: AFI 34-266									A	-	-	B	-	-
24.2.6 Perform Special Events TR: AFI 34-266									-	-	-	a	-	b
24.2.7 Injury Prevention TR: PTL Class/CIAR MEL Course									B	-	-	-	-	-
24.2.8 Perform Training Exercises TR: PTL Class/CIAR MEL Course									2b	-	-	-	-	-
<b>24.2.9 Fitness Assessment Cell Operations</b> TR: AFI 36-2905														
24.2.9.1 Fitness Assessment Cell Duties									-	-	-	B	-	-
24.2.9.2 Unit Fitness Program Managers									-	-	-	B	-	-
24.2.9.3 Physical Training Leaders/Military Exercise Leaders									-	-	-	B	-	-
24.2.9.4 Fitness Assessments									-	-	-	B	-	-
<b>24.3 SPORTS PROGRAMS</b> TR: AFI 34-266														
<b>24.3.1 Sports Programs</b>														
24.3.1.1 Core Programs TR: AFI 34-266									A	-	-	B	-	-
24.3.1.2 Enhanced Programs TR: AFI 34-266									A	-	-	B	-	-
24.3.1.3 Fitness and Sports Advisory Council									A	-	-	B	-	-

1. Tasks, Knowledge and Technical References	2. Core and Contingency / War Tasks			3. Certification for OJT					4. Proficiency Codes used to indicate training/information provided (see note)					
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
TR: AFI 34-266														
24.4 Contingency Fitness and Sports CONOPS TR: TTP 3-34.1		◇	◇							A	-	-	-	-
<b>25 RECREATION AND NAF ACCOUNTING</b> TR: AFI 10-214, 34-208, 34-219; AFH 10-247 V6; AFMAN 34-214; WMP Vol 1; TTP 3-34.1; 34-109														
<b>25.1 Overview Recreation Programs</b>														
25.1.1 Nonappropriated Fund Accounting TR: AFI 34-201 and 65-106; AFMAN 34-214		◇ [ZCVTU	◇							-	-	-	B	-
25.1.2 Perform NAF Financial Management Functions TR: AFI 34-201 and 65-106; AFMAN 34-214		◇	◇							-	-	-	-	b
25.1.3 Perform NAF Resale Operations TR: AFI 34-201 and 65-106; AFMAN 34-214; AFH 10-246 V6; AFH 10-247 V6; TTP 3-34.1		◇	◇							1a	-	-	b	-
25.1.4 Plan and Execute Events TR: TTP 3-34.1; AFH 10-247 V6; AFI 34-109		◇	◇							1a	-	-	b	-
<b>25.2 Concepts of Recreational Programming</b> TR: TTP 3-34.1; AFH 10-247; AFI 34-266; AFI 34-109														
25.2.1 Directed		◇	◇							A	-	-	B	-
25.2.2 Self-Directed		◇	◇							A	-	-	B	-
25.2.3 Entertainment		◇	◇							A	-	-	B	-
25.3 Learning Resource Centers (LRCs) CONOPS		◇	◇							-	-	-	B	-
<b>25.4 Lounge Operations</b> TR: AFI 34-219; AFI 34-219														
25.4.1 DRAM Shop and Theory of Legal Liability		◇ [ZCVTU	◇ [ZCVTU							-	-	-	A	-
25.4.2 Apply DRAM Shop and Theory of Legal Liability										-	-	-	-	-
25.4.3 Responsibilities for Control and Sale of Alcoholic Beverages TR: AFI 34-208		◇ [ZCVTU	◇ [ZCVTU							-	-	-	B	-
25.4.4 Drunk and Drugged Driving Program and Bystander Intervention TR: AFI 34-219										-	-	-	-	-
25.4.5 Purchasing Alcoholic Beverages for Resale TR 34-219										-	-	-	-	-
25.4.6 Alcohol Deglamorization Program TR: AFI 34-219										-	-	-	-	-



1. Tasks, Knowledge and Technical References	2. Core and Contingency / War Tasks			3. Certification for OJT					4. Proficiency Codes used to indicate training/information provided (see note)						
	A	B	C	A	B	C	D	E	A		B		C		
	3 Level	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level (1) Course	3 Skill Level (2) CDC	5 Skill Level (1) Course	5 Skill Level (2) CDC	7 Skill Level (1) Course	7 Skill Level (2) CDC	
<b>25.5 Pool Programs</b> TR: AFI 48-114; TR: AFI 34-110 Title 10, Title 36, Subtitle 1, Part A, Chapters 1 & 3; DoDD 1005.6,															
25.5.1 Safety and Health Risk TR: AFI 48-114															
25.5.2 Lifeguard Requirements: TR: 48-114															
25.5.3 Understand Water Quality and Monitoring															
25.5.4 Opening and Closing Procedures TR: AFI 34-110 Title 10, Title 36, Subtitle 1, Part A, Chapters 1 & 3; DoDD 1005.6,															
<b>26 CONTINGENCY PLANNING</b> TR: AFPD 10-2; AFI 10-214 and 10- 222 V1 & V2, 10-401, 10-2501, 10- 403, 10-404; 25-101, AFH 10-247 all volumes; Force Support Readiness Manager's Guide; <a href="https://cs2.eis.af.mil/sites/10042">https://cs2.eis.af.mil/sites/10042</a> ; TTP 3-34.1; TO 35E5-6-11; WMP															
26.1 Base Support Plans TR: AFI 10-404		◇	◇							-	-	-	A	-	B
26.2 Services War Reserve Materiel (WRM) Assets TR: TTP 3-34.1; AFI 10-222 V2; WMP Vol 1		◇	◇							-	-	-	A	-	B
26.3 Command & Control Operations TR: AFI 10-2501; AFPD 10-2; TTP 3-34.1		◇	◇							-	-	-	A	-	B
26.4 Operational Plans (OPLANS) TR: AFI 10-401 and 10-404		◇	◇							-	-	-	A	-	B
26.5 Time Phase Force Deployment Data (TPFDD) TR: AFI 10-401, 10-403, and 10-404		◇	◇							-	-	-	A	-	B
26.6 Deployment Requirements Manning Document (DRMD) TR: AFI 10-403		◇	◇							-	-	-	A	-	B
26.7 War Mobilization Plan Volume1, Services Supplement TR: AFI 10-401; WMP Vol 1		◇	◇							-	-	-	A	-	B
26.8 Force Beddown TR: AFI 10-401 and 10-403; TTP 3- 34.1		◇	◇							A	-	-	A	-	B
26.9 Erect Contingency Shelters TR: TO 35 E56-11		◇	◇							1a	-	-	b	-	-
26.10 Develop Force Beddown Plan TR: AFI 10-222 V1, 10-401, 10-403 and 10-404; TTP 3-34.1			◇							-	-	-	a	-	b
26.11 Force Modules TR: AFI 10-401; TTP 3-34.1		◇	◇							A	-	-	A	-	B

26.12 Unit Type Code (UTC) Concepts TR: AFI 10-401, 10-403 and 10-214; Force Support Readiness Manager's Guide		◇	◇						-	-	-	A	-	B
<b>27 READINESS MANAGEMENT</b> TR: AFD 10-2; AFI 10-201, 10-214, 10-244, 10-401, 10-403, and 10-404; AFPAM 10-100;Force Support Readiness Manager's guide; <a href="https://cs2.eis.af.mil/sites/10042">https://cs2.eis.af.mil/sites/10042</a> ; WMP Vol 1														
27.1 Unit Deployment Manager Responsibility TR: AFI 10-214, 10-244, 10-401, and 10-403; Installation Deployment Plan; A1 Posturing Sequencing Guide									-	-	-	A	-	B
27.2 Home Station, Force Support Contingency, and Ancillary Training Requirements TR: AFI 10-214 and 10-403									A	-	-	B	-	-
27.3 Air Reserve Component (ARC) Augmentation TR: AFI 10-214									-	-	-	A	-	B

1. Tasks, Knowledge and Technical References	2. Core and Contingency / War Tasks			3. Certification for OJT					4. Proficiency Codes used to indicate training/information provided (see note)					
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
27.5 Individual Mobility Requirements TR: AFI 10-403, AFPAM 10-100									A	-	-	B	-	-
27.6 Readiness Reporting TR: AFI 10-201, 10-214 and 10-244; FSS Readiness Reporting Guide									-	-	-	A	-	B
27.7 Prepare Readiness Reports TR: AFI 10-201, 10-214 and 10-244; FSS Readiness Reporting Guide									-	-	-	-	-	-
<b>28 MORTUARY AFFAIRS</b> TR: AFH 10-247 V4; 34-501; AFPD 34-5; AFPAM 34-504, JP 4-06; <a href="https://cs3.eis.af.mil/sites/24802/default.aspx">https://cs3.eis.af.mil/sites/24802/default.aspx</a>														
28.1 Mortuary Affairs Administration TR: AFI 34-501									-	-	-	A	-	B
28.2 Family Assistance Representative (FAR) Program TR: AFI 34-501									-	-	-	A	-	B
28.3 Mortuary Eligibility and Benefits TR: AFI 34-501									-	-	-	A	-	B
28.4 Case File Management/Defense Casualty Information Processing System (DCIPS) TR: AFI 34-501									-	-	-	A	-	B
28.5 Honor Guard Program TR: AFI 34-501									-	-	-	A	-	B
28.6 Search and Recovery TR: AFI 34-501; AFH 10-247 V4; JP 4-06		◇	◇						A	-	-	B	-	-
28.7 Funding for Funeral Entitlements and Supplies TR: AFI 34-501									-	-	-	A	-	B
28.8 Concepts of Evaluating Contract Mortuary Service TR: AFI 34-501; DFARS subpart 237.70									-	-	-	A	-	B
28.9 Options for Transportation of Remains TR: AFI 34-501; AFPAM 34-259									-	-	-	A	-	B
<b>28.10 WARTIME MORTUARY</b> TR: AFI 34-501; AFH 10-247 V4; JP 4-06														
28.10.1 Operations		◇	◇						A	-	-	B	-	-
28.10.2 Mortuary Affairs Reporting and Tracking System (MARTS) TR:		◇	◇						-	-	-	A	-	-
28.10.3 Perform Remains Processing		◇	◇						a	-	-	b	-	-
28.10.4 Wartime Search & Recovery		◇	◇						A	-	-	B	-	-
28.11 Fatality Search and Recovery Team (FSRT)									-	-	-	B	-	-

**SECTION B – Course Objective List**

3. This area is reserved.

**SECTION C -- Support Materials**

**4. Purpose.** The following list of support materials is not all-inclusive; however, it covers the most frequently referenced areas.

4.1. Services Training Aid (STA). STAs are developed by AFSVA and designed to help training managers and trainers conduct effective, standardized training throughout the 3F1X1 career field. They outline the specific training on-the-job training requirements as an extension of the STS tasks. They also reference the information necessary to conduct training. STAs are training tools and the STS is the authorized means of documenting training via the Air Force Training Record. STAs are not designed to let the trainees train themselves. Before training begins, the trainer should review applicable portions of each STA to ensure they coincide with the core area Master Training Plan. The STAs can be found on the Force Support Knowledge Center (<https://fskc.adls.af.mil> ) in the Library under Resources.

4.2. Qualification Training (QT) requirements. Qualification training plans are developed at the local level by the work center supervisor IAW AFI 36-2651. QT tasks are required for the duty position assigned and identified in the Master Task Listing (MTL) and the trainee’s training record.

**SECTION D -- Training Course Index**

**5. Purpose.** This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by HHQs in the career field training programs.

5.1. Air Force in-Residence Courses.

Course Number	Title	Location	User
LCABP3F131 0L4A	Services Apprentice Course	Services Academy	*3F1X1

\*newly assigned to 3F1X1 career field

LCARP3F151 0L5A	Fitness Specialist Course	Services Academy	*3F1X1
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\*Personnel assigned to a fitness center. Must complete within 180 days of being assigned per AFI 34-266. Not necessary if MTT Fitness Specialist Course was previously taken.

5.2. Force Career Development Academy Courses (Career Development Courses).

Course Number	Title	Location	User
3F151A	Services Journeyman (Services General and Food)	Services Academy	3F1X1
3F151B	Services Journeyman	Services Academy	3F1X1
3F171A	(Lodging, Fitness, Readiness) Services Craftsman	Services Academy	3F1X1
	(Services General, Fitness and Food)		
3F171B	Services Craftsman (Lodging and Readiness)	Services Academy	3F1X1

5.3. Exportable Courses.

Course Number	Title	Location	User
L6ANW3F151 007X	Fitness Specialist Course	Online	+3F1X1

+Must be completed prior to MTT or In-resident course

5.4. Mobile Training Teams.

Course Number	Title	Location	User
L7ART3F151 0L5A	Fitness Specialist Course	Various	*3F1X1

\*Personnel assigned to a Fitness Center. Must complete within 180 days of being assigned per AFI 34-266 para 1.4. Not necessary if in-residence Fitness Specialist Course previously taken.

L7AZT3F151 0L6X	Shift Leader Course	Various	*3F1X1
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\*Personnel assigned as a food service shift leader.

5.5. University: Ira C. Eaker Center for Professional Development: Force Support Professional Development School (FSPDS).

Course Number	Title	Location	User
MFSS-255	Mortuary Technician	Maxwell AFB	3F1X1

*MFSS-275	FSS Contingency	Maxwell AFB	3F1
**MFSS-300	FSS Flight Leadership	Maxwell AFB	3F191
**MFSS-375	FSS Operational Ldrshp	Maxwell AFB	3F100

\* Dictated by UTC specific pre-deployment tasking requirements

\*\* Open to FSS Flight Superintendents (offered blackboard or in-resident)

\*\*\* For CMSgts newly assigned to a FSS Superintendent position

## ***SECTION E -- Mission Unique Requirements***

### **6. AFSPC/AFGSC Missile Chefs.**

6.1. AFJQS 3F1X1, Service Missile Chef.

### **7. ANG Fatality Search and Recovery Team (FSRT).**

7.1. See AFJQS 3F1X1, Fatality Search and Recovery Team

7.2. Review ANG CFM CFETP for FSRT

\*\* A 24-hour customer service information line (CSIL) has been installed for supervisors to conveniently identify over or under training of performance/knowledge items listed in the training standard. For a quick response to any training concern, call CSIL, DSN 473-2917 anytime (day or night) or contact us via email at [37TRG.DOS@us.af.mil](mailto:37TRG.DOS@us.af.mil).

OPR: 345th Training Squadron

Certified By: CMSgt Martin A. Barr, AFCFM, HQ USAF/A1S

Supersedes: CFETP 3M0X1, 21 June 2012

**CONTRACTING CAREER FIELD (6C)****Introduction**

The Contracting Career Field encompasses the purchasing of equipment, supplies, services, and construction through negotiation or formal advertising methods or both. This field involves soliciting bids; preparing, processing, awarding, and administering contractual documents; maintaining records of obligations, bid deposits, and miscellaneous purchasing transactions; and providing for contract repair services. Contracting tasks also include recognizing, coding, interpreting, and using automated products; providing input and making analysis of output generated by the base contracting automation system; and inspecting and evaluating contracting activities.

**CEM Code 6C000**  
**AFSC 6C091, Superintendent**  
**AFSC 6C071, Craftsman**  
**AFSC 6C051, Journeyman**  
**AFSC 6C031, Apprentice**  
**AFSC 6C011, Helper**

**CONTRACTING**  
**(Changed 30 Apr 16, Effective 13 Jul 15)**

**1. Specialty Summary.** Manages, performs, and administers contracting functions for commodities, services, and construction using simplified acquisition procedures, negotiation, and other approved methods. Uses automated contracting systems to prepare, process, and analyze transactions and products. Acts as business advisor, buyer, negotiator, administrator, and contracting officer. Supports all functions of contingency operations. Related DoD Occupational Subgroup: 155100.

**2. Duties and Responsibilities:**

2.1. Advises government and contractor personnel on contracting related issues. Obtains data on marketing trends, supply sources, and trade information. Prepares memoranda, determinations and findings, justifications, and approvals. Documents contracting files. Prepares documents, processes transactions, and maintains files applicable to automated contracting systems and other electronic methods. Analyzes statistical data pertinent to contracting functions. Ensures contractors comply with bonding, insurance, and tax requirements as applicable. Supports studies pursuant to competitive sourcing.

2.2. Performs market research. Reviews requirements to include descriptions, government furnished property, availability of funds, justifications for sole source, brand name purchasing, and delivery requirements. Reviews proposed documents to ensure contractual correctness and compliance with regulations, directives, laws, statutes, and contracting policies. Reviews government estimates. Determines appropriate contracting methods and contract types. Maximizes use of commercial items and practices. Interprets and explains government procedures and regulations.

2.3. Determines applicability of contract clauses and special provisions. Prepares solicitations, solicits proposals for commodities, services, and construction requirements. Ensures solicitations are publicly advertised as appropriate. Reviews and evaluates cost and pricing data/information. Analyzes and reviews award actions. Obtains and evaluates past performance information. Determines contractor responsibility. Evaluates responsiveness of bids and offers. Prepares and conducts negotiations. Prepares bid abstracts. Amends and cancels solicitations. Rejects bids. Reviews and evaluates bids or offers. Recommends contract award. Mediates protests.

2.4. Conducts site visits to determine adequacy of contractor compliance and customer satisfaction. Interviews contractor employees to determine labor law compliance. Trains and monitors quality assurance personnel. Assesses contractor compliance and determines appropriate actions. Resolves claims, disputes, and appeals. Terminates contracts and administers termination settlements.

2.5. Provides contingency contracting support at stateside or deployed locations in support of joint U. S. and allied forces. Develops and manages contingency contracting program plans.

2.6. Evaluates methods and procedures used in purchasing commodities, services, and construction. Ensures contractors' adherence to delivery schedules and prices. Prepares and presents evaluation in the form of correspondence and briefings. Participates in the unit self-inspection program.

**3. Specialty Qualifications:**

3.1. Knowledge. Knowledge is mandatory of: pricing techniques, market trends, supply sources, US or foreign commercial practices and marketing factors contributing to prices of items, equipment, materials or services. Knowledge is mandatory of basic computer applications, audit procedures, policies, laws, and directives governing purchasing and contingency contracting policies and procedures.

3.2. Education. For entry into this specialty, completion of 24 semester hours in business related subjects, such as accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management is desirable, or possession of a baccalaureate degree.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 6C031. Completion of the apprentice contracting specialist course.

3.3.2. 6C071. Achievement of Level I Certification in contracting under the Acquisition Professional Development Program and completion of Defense Acquisition University (DAU) Contingency Contracting Course (CON 234).

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.1. 6C051. Qualification in and possession of AFSC 6C031. Also, experience in functions such as assisting and performing duties involved in simplified acquisition procedures, negotiations, and other approved methods.

3.4.2. 6C071. Qualification in and possession of AFSC 6C051. Also, experience in contracting for commodities, services, construction, and contract administration. Ability to perform Contingency Contracting Officer (CCO) duties.

3.4.3. 6C091. Qualification in and possession of AFSC 6C071.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Ability to communicate effectively in writing.

3.5.1.2. See attachment 4 for additional entry requirements.



3.5.2. For entry, award, and retention of these AFSCs:

3.5.2.1. Ability to speak distinctly.

3.5.2.2. Never been convicted by court-martial or never have received nonjudicial punishment for dereliction in the performance of duties involving contracting activities, larceny, misappropriation of government funds or property or financial irresponsibility.

3.5.2.3. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of misconduct or engaging in falsification of legal documents or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates and peers, leadership or customers.

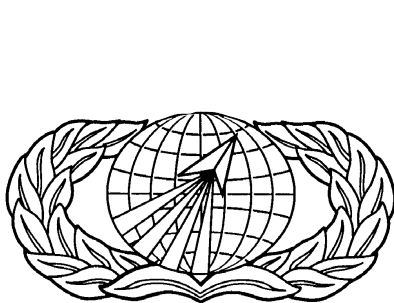
3.5.2.4 Never been convicted by a civilian court of a Category 1, 2, or 3 offense, nor exceeded the accepted number of Category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying. **NOTE:** Categories of offenses are described and listed in AFI 36-2002, *Regular Air Force and Special Category Accessions*, Uniform Guide List of Typical Offenses.

3.5.3. For award and retention of these AFSCs, must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS US AIR FORCE  
WASHINGTON DC 20330-1060

CFETP 6C0X1  
PARTS I AND II  
01 Dec 2018

# AFSC 6C0X1 CONTRACTING



## CAREER FIELD EDUCATION AND TRAINING PLAN

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**SUPERSEDES CFETP, 15 January 2016**  
**OPR: SAF/AQC**  
**APPROVED BY SAF/AQC**  
**CMSGT LARRY S. CONGER**

**CONTRACTING SPECIALTY  
AFSC 6C0X1  
CAREER FIELD EDUCATION AND TRAINING PLAN**

**AIR FORCE CONTRACTING GUIDING PRINCIPLES**

**Stand up and do the right thing to ensure integrity and fairness of the procurement system.**

**Never award a contract at the expense of integrity.**

**Know the fundamentals, think innovatively, and remain focused on the details.**

**Care for one another by sharing our knowledge and experiences.**

**Passionately protect the image of our Nation, our Air Force and our contracting profession.**

**PART I**

**PREFACE**

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for this specialty. This CFETP will provide personnel a clear career path to success and will instill rigor in all aspects of career field training.

1.1. The CFETP incorporates Acquisition Professional Development Program (APDP) requirements as they apply to the appropriate contracting career path.

2. The CFETP consists of two parts.

2.1. **Part I** provides information necessary for overall management of the specialty. *Section A*, explains how everyone will use the plan; *Section B*, identifies career field progression information, duties and responsibilities, training strategies, and career field path; *Section C*, associates each level with specialty qualifications (knowledge, education, experience, training, and other).

2.2. **Part II** includes the following: *Section A*, identifies the Specialty Training Standard (STS) and includes duties, tasks, Technical References (TRs) to support training; *Section B*, references the Contracting Apprentice course objectives list; *Section C*, entitled, "Support Materials", is reserved; *Section D*, references the Education and Training Course Announcements (ETCA) website for USAF Formal Schools course descriptions and training information; *Section E*, entitled, "MAJCOM Requirements", is reserved. Supervisors and

trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

2.3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate points in their career. This plan will enable us to train today's work force for tomorrow's jobs.

3. All contracting personnel should know and understand the CFETP.

3.1. Supervisors will utilize the Air Force Training Record (AFTR) system to maintain a CFETP for each enlisted member (except fully qualified Senior NCOs).

## TERMS EXPLAINED

**Acquisition Professional Development Program (APDP).** The program that implements the DoD Career Development Program (defined below).

**Advanced Training (AT).** Formal course that provides individuals qualified in one or more positions of their Air Force Specialty (AFS) with additional skills and knowledge to enhance their expertise in the career field. Training is for selected career Airmen at the advanced level of the AFS.

**Air Force Career Field Manager (AFCFM).** The Air Force focal point for the designated career field within a functional community. Serves as the primary advocate for the career field, addressing issues and coordinating functional concerns across various staffs. Responsible for the career field policy and guidance.

**Air Force Job Qualification Standard (AFJQS).** A comprehensive task list that describes a particular job type or duty position. Supervisors use them to document task qualifications. The tasks on the AFJQS are common to all persons serving in the described duty position.

**Air Force Specialty (AFS).** Air Force job positions requiring specific skills and qualifications.

**Air Force Specialty Code (AFSC).** Basic grouping of Air Force positions requiring similar skills and qualifications. Air Force specialty descriptions are published in ENLISTED CLASSIFICATION DIRECTORY.

**American Council on Education (ACE).** The American Council on Education (ACE) has recommended undergraduate and graduate credit granted by civilian educational institutions for certain courses in this CFETP.

**Career Field Education and Training Plan (CFETP).** A CFETP is a comprehensive, multipurpose document encapsulating the entire spectrum of training for a career field. It outlines a logical growth plan that includes training resources. The CFETP is designed to make career field training identifiable, eliminate duplication, and ensure the training is budget defensible.

**Certification.** A formal indication of a person's ability to perform a task to required standards.

**Certification Official.** For the 6C0X1 career field, the certification official is synonymous with the trainer. Third party certification requirements have been removed from the STS.

**Community College of the Air Force (CCAF).** Activated in April 1972, CCAF provides enlisted members the opportunity to earn associate degrees in applied sciences directly related to their Air Force Specialties. The Air Force, through CCAF, is the only military service authorized by Congress to confer an associate degree on its enlisted members.

CCAF was accredited by the Southern Association of Colleges and Schools, Commission on Occupational Education Institutions in 1980. CCAF staff continuously reviews and evaluates the enlisted education and training of schools affiliated with CCAF to determine college level applicability toward CCAF degree requirements. Upon completion of Basic Training, all enlisted members are automatically enrolled in CCAF.

**Continuous Learning.** Department of Defense policy that applies to all civilian and military DOD Acquisition, Technology, and Logistics Workforce (DOD ATLWF). Each member should strive to receive 40 Continuous Learning Points (CLPs) each year in order to accumulate the required 80 CLPs every 2 years. Points can be received for a variety of training activities.

**Continuation Training (CT).** Additional advanced training exceeding the minimum upgrade training requirements with emphasis on present or future duty assignments.

**Contracting Apprentice.** A technical training graduate certified on AFCFM-defined tasks that are required to be performed at the next duty station, following course completion.

**Contracting Board of Directors.** The Air Force Contracting Board of Directors is composed of senior contracting professionals who provide leadership and oversight to monitor the progress of implementing and periodically updating the Air Force Contracting Strategic Plan.

**Core Task.** Tasks the AFCFM identify as minimum qualification requirements for everyone within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

**Course Objectives List (COL).** A publication derived from initial and advanced skills CTS, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3-, 5- or 7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations.

**DoD Career Development Program.** DoD implementation of the Career Development Program for Acquisition Personnel resulting from the Defense Acquisition Workforce Improvement Act (DAWIA), Public Law 101-510. See also: Acquisition Professional Development Program (APDP), defined above.

**Duty Position Tasks.** Tasks assigned to an individual to be qualified for the position currently held. These include as a minimum all core tasks that correspond to the duty position as directed by the AFCFM or FM, and tasks assigned by the supervisor.

**Functional Manager (FM).** Senior leaders, designated by the appropriate functional authority that provides day-to-day management responsibility over specific functional communities at the MAJCOM, FOA, DRU, or ARC level. While they should maintain an institutional focus in regards to resource development and distribution, FMs are responsible



for ensuring their specialties are equipped, developed, and sustained to meet the functional community's mission as well as encourage force development opportunities in order to meet future needs of the total AF mission.

**Initial Skills Training.** A formal school course that result in an AFSC 3-skill level award for enlisted or mandatory training for upgrade to qualified officers.

**Master Task Listing (MTL).** A comprehensive list (100%) of all tasks performed within a work center and consisting of the current CFETP or AFJQS and locally developed AF Forms 797 (as a minimum). Should include tasks required for deployment and/or UTC requirements.

**Master Training Plan (MTP).** Employs a strategy for ensuring the completion of all work center job requirements by using a Master task Listing and provides milestones for task, CDC completion, and prioritizes deployment/UTC, HST tasks, upgrade, and qualification tasks.

**Occupational Survey Report (OSR).** A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

**On-The-Job Training (OJT).** Hands-on, "over-the-shoulder" training conducted to certify personnel in both upgrade (skill level award) and job qualification (position certification training).

**OJT Trainer.** A qualified person, recommended by the supervisor, qualified on trainer tasks, who teach Airmen to perform specific tasks through OJT methods and records task qualifications.

**Proficiency Training.** Additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

**Qualification Training (QT).** Hands-on performance training designed to qualify an Airman in a specific position. This training occurs both during and after upgrade training to maintain up-to- date qualifications.

**Qualification Training Package (QTP).** An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

**Resource Constraints.** Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

**Specialty Training.** The total training process used to qualify airmen in their assigned specialty.

**Specialty Training Standard (STS).** An AF publication that describes an AFS in terms of tasks and knowledge an Airman in that specialty may be expected to perform or to know on the job. Also identifies the training provided to achieve a 3-, 5-, or 7-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an AFSC are taught in formal schools and correspondence courses.

**Specialty Training Requirements Team (STRT).** A meeting at which the Air Force Career Field Manager (AFCFM) and other functional leaders determine and present training requirements to the Air Education and Training Command (AETC) Training Pipeline Manager (TPM) and Training Manager (TM).

**Subject Matter Expert (SME).** A subject matter expert is an individual who exhibits the highest level of expertise in performing a specialized job, task or skill within an organization.

**Training Capacity.** The ability of a unit or base to provide training. Authorities consider the availability of equipment, qualified trainers, study reference materials, and so on in determining a unit's training capability.

**Training Setting.** The type of forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study, etc.).

**Upgrade Training (UGT).** Mandatory training that leads to attainment of higher level of proficiency.

**Utilization and Training Workshop (U&TW).** A forum of the Air Force Career Field Manager (AFCFM), MAJCOM functional managers, Subject Matter Experts (SMEs), and AETC training personnel that determine career progression and training requirements.

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## SECTION A - GENERAL INFORMATION

1. **Purpose.** This CFETP provides the information necessary for AFCFMs, MAJCOM Functional Managers (MFMs), commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective and efficient career field training program. The plan outlines the training individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced and proficiency training. The CFETP has several purposes, some are:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field-training program. Also, it is used to help supervisors identify training at the appropriate point in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education and training throughout each phase of an individual's career.

1.3. Identifies training courses available in the specialty, identifies sources of training, and the training delivery method.

2. **Uses.** The plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop or revise formal resident, nonresident, field and exportable training based upon requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. Each individual will complete the mandatory training requirements specified in this plan.

3. **Coordination and Approval.** The AFCFM at SAF/AQC is the approval authority for the CFETP. SAF/AQCX is the office of coordinating responsibility for the establishment of training policy to support the entire contracting career field. Also, the AFCFM will initiate an annual review of this document to ensure currency and accuracy. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements.

4. **Roles and Responsibilities.** The following training responsibilities are assigned to each Air Force organizational level in accordance with this CFETP and AFI 36-2201, Air Force Training Program.

4.1. SAF/AQC. Monitors the progress of contracting training course development (entry, transition, and supplemental) and eliminates roadblocks preventing timely course development.

4.2. AFCFM. Submits requests for field assistance on development efforts delayed due to lack of technical expertise at the contracting schoolhouse, conducts formal workshops to establish contracting training policy and direction of future contracting training, and, with SAF/AQCX, monitors the overall effectiveness of the contracting training program.

4.3. AETC Training Personnel. Develops/revises formal resident and exportable training based on requirements established by the contracting community and documented in Part II of the CFETP. They also work with SAF/AQCX to develop procurement and acquisition strategies for obtaining resources needed to provide the identified training.

4.4. MFMs. Ensure MAJCOM training programs, if applicable, complement the CFETP mandatory initial skills and upgrade training requirements. Identifies requirements to be satisfied through OJT, resident training, contract training, or exportable courseware/courses. MAJCOMs develop requirements to support this AFS to be identified for inclusion in this plan and must not duplicate existing requirements without the consent of the AFCFM.

4.5. Unit Commanders. Notify respective MAJCOM of formal training shortfalls to ensure timely correction and redirection of formal training emphasis. Develop a job rotation program to ensure the best possible training environment for contracting technicians. Establish a training program to ensure trainers meet the requirements to conduct proper training of all contracting trainees. Provide assistance to outside agencies with contracting personnel assigned to ensure the same level of training is afforded to all contracting trainees.

4.6. Unit Superintendent. Monitors the effectiveness of the unit training program on behalf of the unit commander.

4.7. Unit Training Manager (UTM). Implements and manages training programs, policies, and procedures, as directed by higher headquarters, commanders, and Base Training Office.

4.8. Supervisor. Plans, conducts and evaluates training. The trainer and supervisor may be the same individual. If necessary, the supervisor may assign someone else to provide the training.

4.9. Trainer. Plans, conducts and documents training. They are selected based upon their experience and ability to provide instruction to trainees. They must attend the Air Force Training Course and maintain required task qualifications.

4.10. Individual. Will complete the mandatory training requirements specified in this plan.

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## **SECTION B - CAREER PROGRESSION AND INFORMATION**

### **5. Skill and Career Progression.**

5.1. Adequate training and timely progression from the apprentice to the superintendent level play an important role in the AF's ability to accomplish its mission. It is essential that everyone involved in training must do his or her part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career.

### **5.2. Contracting Apprentice Level (6C031).**

5.2.1. Specialty Description. In addition to meeting all the requirements in Para 5.1, Apprentice must also: Purchase commodities, services, and construction, normally within the simplified acquisition threshold using commercial or simplified acquisition procedures. Administer purchase/delivery orders, blanket purchase agreements, maintenance agreements, and other contractual instruments. Process automated contracting system transactions.

#### **5.2.2. Duties and Responsibilities.**

5.2.2.1. General. Organizes purchase request data and provides advice to government and contractor personnel on contract or business-related issues. Prepares basic memoranda. Prepares documents, processes transactions, and maintains files applicable to automated contracting systems and other electronic methods. Documents and maintains contracting files.

5.2.2.2. Planning and Scheduling. Performs market research. Reviews requirement documents to include descriptions, government-furnished property, availability of funds, justifications for sole source or brand name purchasing, and delivery requirements. Maximizes use of commercial item purchasing practices. Recommends appropriate contracting methods and types to include strategic sourcing.

5.2.2.3. Solicitation and Buying. Processes purchase actions with minimal assistance. Recommends applicability of contract clauses and special provisions with minimal assistance. Prepares and issues solicitations, normally within the simplified acquisition threshold with minimal assistance. Uses commercial and simplified acquisition procedures. Ensures solicitations are publicly advertised when required. Obtains and considers factors relating to price such as transportation, options, Buy American Act, and multiple or "all or none" awards. Obtains and assist in evaluation of past performance and responsiveness of bids, quotes or offers. Prepares determination of contractor responsibility, abstract of quotes, amendments and solicitation cancelations. Reviews bids, quotes and offers for rejection and/or contract award.

5.2.2.4. Administration. Conducts site visits to assess contractor compliance with terms and conditions and interviews contractor employees to determine labor law compliance. Prepares and presents such evaluations in the form of correspondence and briefings.

Recommends termination of purchase/delivery orders. Prepares contract modifications and files for closeout.

5.2.2.5. Contingency. Prepares to support contingency operations in garrison or deployed by completing required training.

### **5.3. Contracting Journeyman Level (6C051).**

5.3.1. Specialty Description. In addition to meeting all Apprentice duties and responsibilities, Journeyman must also: purchasing of commodities, services and construction through simplified acquisition procedures, negotiation, sealed bidding (when applicable) and administration of contracts and contractual instruments. Prepare, use, and evaluate automated contracting system products.

5.3.2. Duties and Responsibilities.

5.3.2.1. General. Obtains data on marketing trends, supply sources, and trade information. Prepares memoranda, determinations and findings, and justifications and approvals. Assesses contractor compliance with bonding, insurance, and tax requirements, as applicable. Determines appropriate actions when discrepancies are noted. When appointed, may function as a contracting officer.

5.3.2.2. Planning and Scheduling. Reviews proposed documents to ensure contractual correctness and compliance with regulations, directives, laws, statutes, and contracting policies. Reviews government estimates. Determines appropriate contracting methods and contract types to include strategic sourcing. Interprets and explains government procedures and regulations.

5.3.2.3. Solicitation and Buying. Reviews and evaluates cost and pricing data/information. Analyzes and reviews award actions. Processes protests or claims.

5.3.2.4. Administration. Trains and monitors contracting officer representatives. Executes procedures to resolve claims, disputes and appeals. Terminates contracts and administers termination settlements. Closeout of contracts, to include storage, handling and disposal of contract files.

5.3.2.5. Contingency. Supports contingency operations in garrison or deployed.

### **5.4. Contracting Craftsman Level (6C071).**

5.4.1. Specialty Description. In addition to meeting all Journeyman duties and responsibilities, Craftsman must also: Supervise purchasing of commodities, services and construction through simplified acquisition procedures, negotiation, sealed bidding (when applicable) and administration of contracts and contractual instruments. Prepare, use, and evaluate automated contracting system products. Function as a contracting officer when appointed. Inspect and evaluate contracting activities.

#### 5.4.2. Duties and Responsibilities.

5.4.2.1. General Contracting. Advises government and contractor personnel on contracting related issues. Obtains data on marketing trends, supply sources, and trade information. Prepares documents, processes transactions, and maintains files applicable to automated contracting systems and other electronic methods. Analyzes statistical data pertinent to contracting functions and determines appropriate action.

5.4.2.2. Quality Assurance Program Coordinator. May be assigned to manage the Quality Assurance Program and provide training to contracting officer representatives.

5.4.2.3. Planning and Scheduling. Recommends acquisition strategy and prepares acquisition plan for approval. Prepares documentation for business and contract clearance.

5.4.2.4. Solicitation and Buying. Prepares solicitations for commodities, services and construction requirements at and above the simplified acquisition threshold. Obtains and evaluates past performance information. Determines contractor responsibility. Reviews and evaluates cost and pricing data/information to develop the government's position for negotiations or to determine price fair and reasonable. Conducts negotiations. Prepares bid abstracts. Amends and cancels solicitations. Rejects quotes, offers or bids. Prepares contracts for award.

5.4.2.5. Administration. Analyzes the need for and issuance of show cause and cure notices.

5.4.2.6. Contingency. Supervises or participates in contingency operations in garrison or deployed supporting joint U.S. and allied forces. May be assigned as the unit's deployment manager responsible for preparing all assigned personnel for deployment duties.

#### 5.5. Contracting Superintendent Level (6C091).

5.5.1. Specialty Description. Functions as senior enlisted leader, contracting officer and staff advisor. May manage retraining program, and the contracting officer warrant program. Provide management analysis using automated contracting systems. May manage purchasing and contracting of commodities, services and construction using various complex and simplified acquisition procedures, negotiation and sealed bidding; administers contract documents; manage personnel engaged in contracting activities and contingency contracting missions.

#### 5.5.2. Duties and Responsibilities.

5.5.2.1. General Contracting. Advises government and contractor personnel on contracting related issues. Obtains data on marketing trends, supply source, and trade information. Analyzes statistical data pertinent to contracting functions.

5.5.2.2. May Perform First Sergeant Duties. Promotes welfare, morale and health of unit's Airmen. Advises and assists the commander in maintaining discipline and standards regarding quality force. Assists the commander in preparing and presenting unit training and information programs. Supervises care and upkeep of unit dormitories and adjacent grounds.

5.5.2.3. Manages Retraining Program. Conducts interviews with potential retrainees using established criteria and methodology.

5.5.2.4. Planning and Scheduling. Controls workflow and monitors status. Manages unit training program to include; rotation plan, APDP, continuous learning, and upgrade training. Manages and schedules unit self-inspections.

5.5.2.5. Solicitation and Buying. Chairs, or is a member of, the contract review committee. Checks subordinates' work for adherence to prescribed regulations and policies. Discusses findings with subordinates, initiates action to correct deficiencies, and evaluates corrective action. Reviews and evaluates cost and pricing data/information. Analyzes and reviews award actions.

5.5.2.6. Administration. Manages personnel conducting site visits to determine adequacy of contractor compliance and customer satisfaction. Manages those appointed to train and monitors contracting officer representatives.

5.5.2.7. Contingency. Develops and manages contingency contracting program. Plans and conducts thorough training and exercise participation. Manages Unit Type Code (UTC) tasking from higher headquarters. Manages the necessary ancillary training programs that support mobility requirements.

## **5.6. Chief Enlisted Manager (CEM) (6C000).**

5.6.1. Specialty Description. In addition to meeting all Superintendent duties and responsibilities, Chief Enlisted Managers must also:

5.6.1.1 Lead personnel and promote policies affecting contracting activities.

5.6.1.2. Perform MAJCOM Contracting Manager Functions. Provide management and establish command policy for all field activities. Manage command programs such as self-assessment, in-house/formal training, enlisted career development, contracting retraining, base support agreements, contingency contracting support, government wide purchase card, and APDP. Advisor for Air National Guard and Air Force Reserve support. Conducts staff surveillance/assistance visits to review procedures and assure compliance with directives and proper utilization of resources. Provide executive, managerial, and advisory support to the Operating Location Director of Contracting as well as contracting squadron commanders.

5.6.1.3. May perform Career Field Manager (CFM) duties.



## 6. Community College of the Air Force (CCAF) Academic Programs.

6.1. Enrollment. Occurs upon completion of basic military training. CCAF provides the opportunity for all enlisted members to obtain an Associate in Applied Science degree. The degree must be completed before the student separates from the Air Force, retires, or commissions as an officer. For program details regarding the Associate of Applied Science degree, refer to the CCAF catalog.

6.2. Degree Requirements. Airmen must hold the 5-skill level to graduate from any program. Subject area requirements are shown below. The Contract Management program applies to the 6C0X1 career field.

<u>Subject</u>	<u>Semester hours</u>
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15
Program Electives	15
<b>Total</b>	<b>64</b>

6.2.1. Technical Education. A minimum of twelve (12) semester hours of Technical Core subjects/courses must be applied. The remaining twelve (12) semester hours will consist of Technical Core or Technical Elective requirements.

6.2.2. Leadership, Management, and Military Studies. These include Professional Military Education (PME) and management courses received at civilian institutions. Refer to the CCAF General Catalog for transferability of management courses received at civilian institutions.

6.2.3. Physical Education. This requirement is satisfied upon completion of basic military training.

6.2.4. General Education. Courses must meet the Criteria for Application of Courses to the General Education Requirement and be in agreement with the definitions of Applicable General Education subjects/courses as outlined in the CCAF General Catalog. Five categories of courses must be completed in order to fulfill this requirement. The categories are: Oral Communications, Written Communications, Mathematics, Social Science, and Humanities.

6.2.5. Program Electives. These are satisfied with applicable Technical Education, Leadership, Management, and Military Studies, or General Education subjects/courses.

## 7. Acquisition Professional Development Program (APDP)/DoD Career Development Program.

7.1. With implementation of the Defense Acquisition Workforce Improvement Act (P.L. 101-510), the Department of Defense established a Career Development Program for acquisition personnel. The Air Force implementing program is the APDP.

7.2. APDP Application. APDP applies to officer, enlisted, and civilian personnel occupying acquisition-coded contracting positions. It provides guidance relating to certification requirements applicable to the 6C0X1 career specialty.

7.3. Certification Requirements. The contracting career path includes three progressive levels of certification. Each level identifies the completion of specific training, education and experience requirements.

7.4. Certification/Skill Level/Grade Association. Air Force contracting has determined that positions on unit manning documents should be coded to require levels of certification commensurate with the required grade of the position. APDP certification is designed to be a balanced and progressive program of training, experience, and education. It is not intended for quick attainment without having practical on-the-job experiences to accompany the certification. SAF/AQC (AFCFM) has final approval authority for enlisted members to attend any training course. See the table below for established position certification levels by grade:

<b>GRADE</b>	<b>POSITION CERTIFICATION LEVEL</b>	<b>SEI</b>
Airman Basic	None	NA
Airman	None	NA
Airman First Class	Level I	129
Senior Airman	Level I	129
Staff Sergeant	Level II	130
Technical Sergeant	Level II	130
Master Sergeant	Level II/Level III*	130/131*
Senior Master Sergeant	Level III	131
Chief Master Sergeant	Level III	131

**\*NOTE:** \* Master Sergeants positions identified as KLP/KDP position certification will be APDP Level III.

7.5. Satisfying APDP Educational Requirements. A minimum of 24 semester hours in business-related disciplines of study from an accredited institution of higher education is required. Some examples of business related disciplines are: organization and management, accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, and quantitative methods. Enlisted personnel are strongly encouraged to use CCAF course work to receive business-hour credits to satisfy APDP requirements. Defense Acquisition University (DAU) contracting courses also

result in business-hour credits through the CCAF. The following may be applied to the 24 semester hours in business: a) 8 semester hours when the 5-skill level is awarded; b) 2 semester hours for each resident PME (Airman Leadership School, NCO Academy or USAF Senior NCO Academy) completed; and c) 14 semester hours earned for the Contracting Apprenticeship Course (identified in member's CCAF transcript).

7.6. Continuous Learning (CL). Every acquisition workforce member has a goal to earn 40 CL points each year and is required to earn 80 CL points every 2 years. For details regarding Continuous Learning, reference the Guidelines for Crediting Continuous Learning Activities located on the Air Force Portal.

## **8. Unique Aspects of Contracting Career Field.**

8.1. The contracting career field is dynamic and demanding. It requires a high level of training, education, and experience. Besides Air Force technical and OJT requirements, federal law mandates professional certification (detailed in Section B, Paragraph 7, Acquisition Professional Development Program (APDP)/DoD Career Development Program, of this plan). The following narrative is supported by AFSC 6C0X1 career field documents including the Contracting Career Path Pyramid (Figure 1.1) and related figures.

8.2. Job Rotation. Exposure to different positions and aspects of contracting is essential at all skill levels. Contract specialists need to gain experience in all aspects of operational contracting. To obtain requisite experience in a variety of contracting actions, or to allow for the rotation of those who need specific experiences, all specialists should rotate regularly to different positions within a contracting office to maintain proficiency.

8.3. Training and Education. Requirements for progression in Air Force skill levels, APDP Contracting Levels, and OJT core task training often overlap. Contract specialists need to attend Contracting Apprenticeship Course training courses, DoD courses in support of APDP certifications in Contracting, and accredited college courses.

8.4. Timelines for Training. Timelines provide a composite of technical, professional, and military training goals. They combine technical training, OJT, APDP certification, PME, and other education and training goals. Timelines provide guidance in skill and career progression for Non-Prior Service and Prior Service (Retrainees). Unless stated as a maximum time, all timelines are approximate. Supervisors will make adjustments to accommodate the mission. Refer to Figure 1.2-1.3.

## **9. Skill Level Advancement.**

9.1. Apprentice (3-skill level). For the award of AFSC 6C031, successfully complete and graduate from the Contracting Apprenticeship Course.

9.2. Journeyman (5-skill level).

9.2.1. For the award of AFSC 6C051, upgrade training consists of; a) completion of 5-skill level contracting Career Development Courses (CDCs) within twelve months, b)

minimum 12 months up-grade training (nine months for retrainees who held a 5-level in previous AFSC), c) completion of 5 level core tasks, d) meet mandatory requirements listed in Air Force Enlisted Classification Directory (AFECD) and this CFETP, e) be recommended by supervisor, and f) be approved by the commander.

9.2.2. CDCs. Contracting CDCs knowledge training requirements are identified in the specialty training standard at Part II, Block 4, Sections A and B, of this CFETP.

9.2.3. Continuing Education. Journeyman **MUST** complete a minimum of 24 semester hours in business-related course work from accredited college sources to obtain their APDP Level I certification in Contracting. Journeymen should consider continuing their education in pursuit of a CCAF degree in Contracts Management.

9.3. Craftsman (7- skill level). Upgrade training to the 7-skill level begins upon selection to SSgt. For the award of AFSC 6C071, upgrade training consists of: a) completion of 7-skill level Contracting CDC, b) achievement of APDP Level I certification in Contracting, c) minimum 12 months up-grade training (six months for retrainees who held a 7-level in previous AFSC), d) completion of all 7-level core tasks, e) meet mandatory requirements listed in Air Force Enlisted Classification Directory and this CFETP, f) be recommended by supervisor, and g) approved by their commander.

9.4. Superintendent (9-skill level). Upgrade training to the 9-skill level begins upon selection to SMSgt. For award of AFSC 6C091, upgrade training consists of meeting the mandatory requirements listed in AFECD, supervisor's recommendation and commander's approval.

9.5. Chief Enlisted Manager (CEM/6C000). A CEM is a CMSgt. CEM duties and responsibilities vary depending on the assignment. Although their training and education requirements are the same as those of Superintendents, job-specific requirements vary according to assignment. The CEM code is earned upon promotion to CMSgt.

## 10. Special Experience Identifiers (SEIs).

10.1. Purpose. SEIs identify special experience and training not otherwise identified within the personnel data system (PDS). They are used when identifying experience or training is critical to the job and person assignment match and no other identification is appropriate or available. SEIs are tied to the assignment process and better distribute personnel to optimize the job and person match.

10.2. Contracting SEIs. SEIs reflects APDP certification and warrant level.

10.2.1. SEI Code **129**. Represents APDP Contracting Level I certification.

10.2.2. SEI Code **130**. Represents APDP Contracting Level II certification.

10.2.3. SEI Code **131**. Represents APDP Contracting Level III certification.

10.2.4. SEI Code **150**. Represents member is a contracting officer with \$5 Million warrant and above.

10.2.5 SEI Code **151**. Represents member is a contracting officer with an unlimited warrant.

10.3. Individuals. Responsible for ensuring the appropriate SEI Code is entered into their records. They do so either at their Commander Support Staff (CSS) or local Military Personnel Section (MPS).

## **11. Career Field Path.**

11.1. The following charts describe the contracting career path and summarize significant education and training guidance.

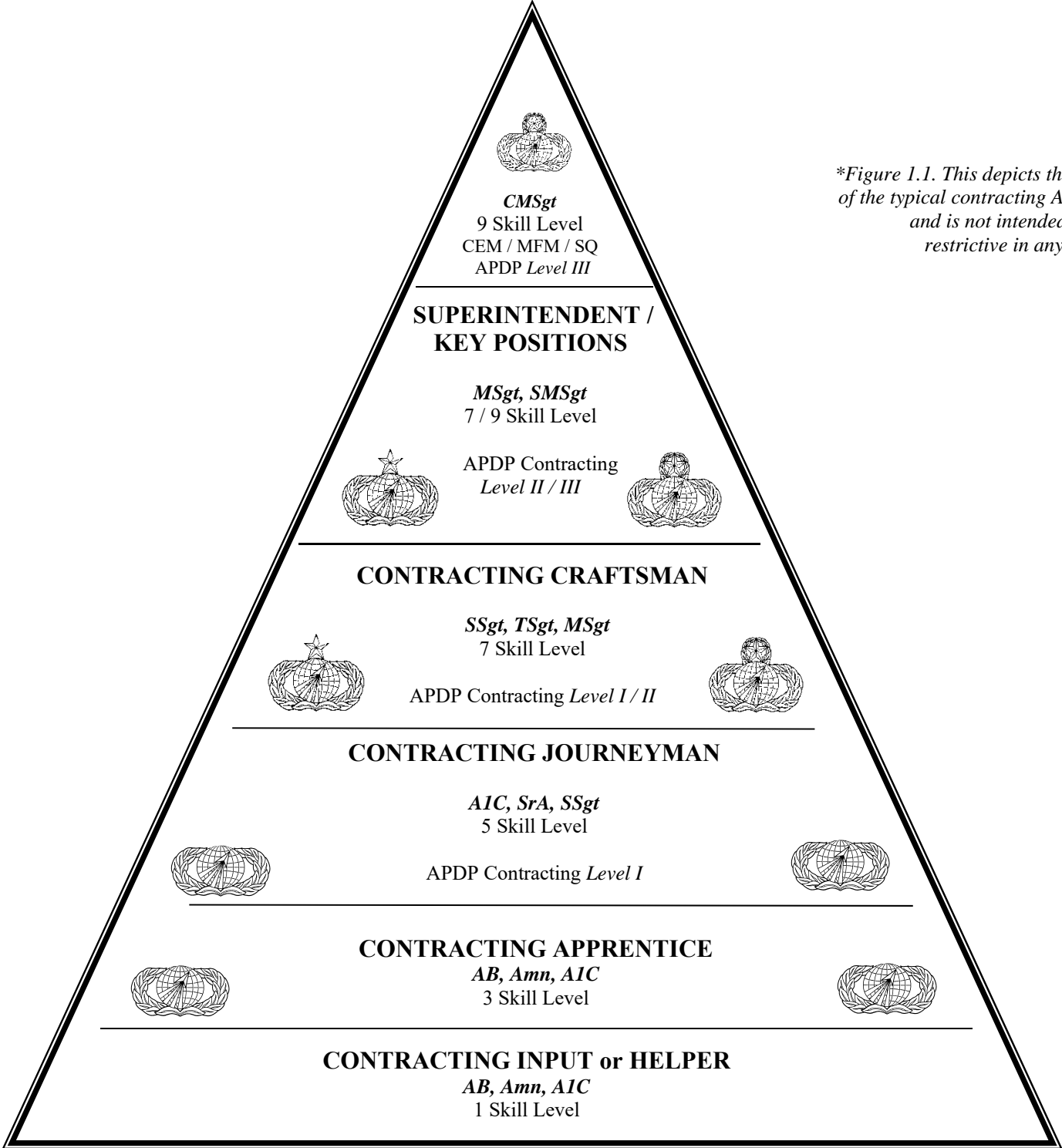
11.2. Figure 1.1, “Contracting Career Field: Enlisted Career Pyramid,” is a graphic view of the path followed by a typical contracting Airman.

11.3. Figure 1.2 “Career Path” and Figure 1.3, “Career Path Milestones,” supports the “Career Path Pyramid,” (Figure 1.1) and summarizes upgrade requirements, identifies milestones to be met, and provides the average sew-on time for promotions from SrA through CMSgt.

11.4. Figure 1.4, “Wear of Occupational Badges,” summarizes guidance provided in AFI 36-2903, “Dress and Appearance.”

# Contracting Enlisted Career Pyramid

Figure 1.1



*\*Figure 1.1. This depicts the path of the typical contracting Airman and is not intended to be restrictive in any form.*

Figure 1.1

# Contracting Enlisted Career Path Chart

\*\* Upgrade requirements are summarized here in Figure 1.2.

Figure 1.2

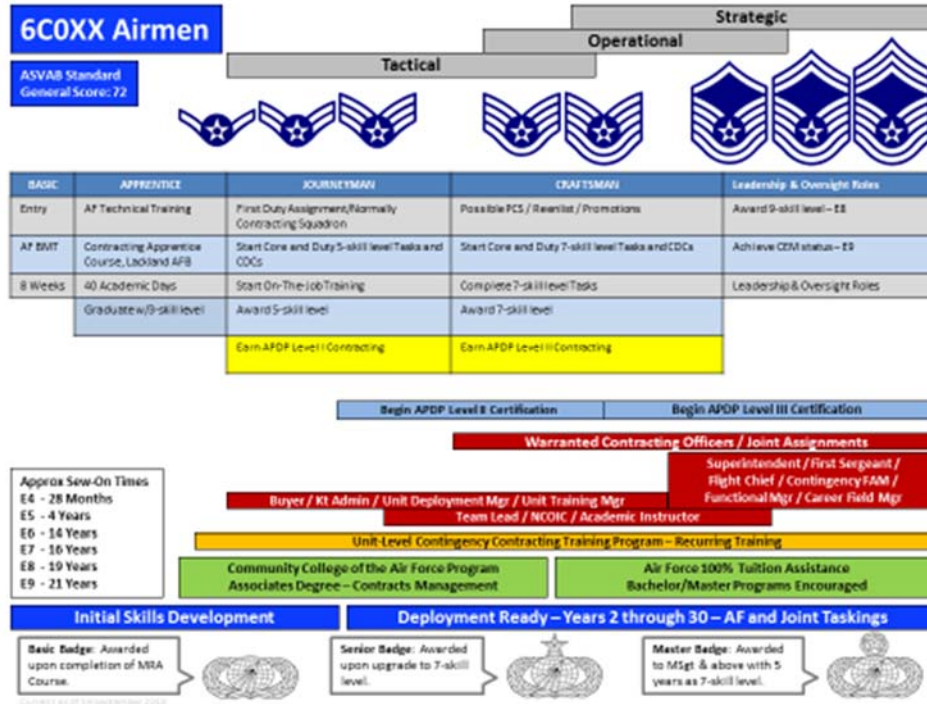


Figure 1.2

**CAREER PATH MILESTONES**

**Figure 1.3**

<b>UPGRADE TO 3-Skill Level</b>			
<ul style="list-style-type: none"> <li>• Complete Contracting Apprentices Course</li> </ul>			
<b>UPGRADE TO 5-Skill Level</b>			
<ul style="list-style-type: none"> <li>• Complete mandatory CDCs within 12 months (maximum possible extension of 2 months)</li> <li>• Minimum 12 months upgrade training (9 months if retrainee possessed 5 skill level in prior AFSC), not to exceed 24 months</li> <li>• Complete all core task qualification training</li> <li>• Meet mandatory requirements for 6C0X1 specialty description in AFECD and this CFETP</li> <li>• Recommended by supervisor</li> <li>• Approved by commander</li> </ul>			
<b>UPGRADE TO 7-Skill Level</b>			
<ul style="list-style-type: none"> <li>• Minimum rank of SSgt</li> <li>• APDP Level I Certification</li> <li>• Minimum 12 months upgrade training (minimum of six months if previously a 7-level in other AFSC), not to exceed 24 months</li> <li>• Complete all core task qualification training</li> <li>• Completion of 7-skill level contracting CDC</li> <li>• Meet mandatory requirements listed in specialty description in AFECD and this CFETP</li> <li>• Recommended by supervisor</li> <li>• Approved by commander</li> </ul>			
<b>UPGRADE TO 9-Skill Level</b>			
<ul style="list-style-type: none"> <li>• Minimum rank of SMSgt</li> <li>• Recommended by supervisor</li> <li>• Approved by commander</li> <li>• Complete mandatory requirements listed in AFECD</li> </ul>			
<b>UPGRADE TO 0-Skill Level</b>			
<ul style="list-style-type: none"> <li>• Minimum rank of CMSgt</li> </ul>			
<b>CONTRACTING SEW-ON TIME</b>			
<b>RANK</b>	<b>EARLIEST</b>	<b>AVERAGE</b>	<b>HIGH YEAR OF TENURE</b>
SrA	22 Months	36 Months	8 Years
SSgt	3 Years	4 Years	15 Years
TSgt	5 Years	11 Years	20 Years
MSgt	8 Years	16 Years	24 Years
SMSgt	11 Years	19 Years	26 Years
CMSgt	14 Years	24 Years	30 Years

**Figure 1.3**



\*\*\* Wear of occupational badge is described here in Figure 1.4.

## WEAR OF OCCUPATIONAL BADGES

### Acquisition and Financial Management Badge (IAW AFI 36-2903)

Figure 1.4

BADGE	Authorized Wear (enlisted personnel)
Basic	Upon completion of Contracting Apprentice Course
Senior	Upon award of 7-skill level
Master	MSgts and above with 5 years or more as a 7-skill level

Notes:

1. Wear of the occupational badge is highly encouraged.
2. If more than one badge is worn, wear the badge for the current job in the top position.
3. For retrainees, time credit toward new badges starts upon entry into the new AFSC.
4. An officer who formerly served as enlisted member may continue to wear the occupational badge for the career field they were in as an enlisted member.

Figure 1.4

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## **SECTION C – SKILL LEVEL TRAINING REQUIREMENTS**

12. **Purpose.** Skill level training requirements in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award, and retention of each skill level as defined in AFECD. Specific task and knowledge training requirements are identified in the Specialty Training Standard (STS) at Part II, Sections A and B of this CFETP.

### **13. Specialty Qualification.**

#### **13.1. Apprentice, 3-skill level (AFSC 6C031) Training Requirements.**

##### 13.1.1. Specialty Qualifications Requirements.

13.1.1.1. Knowledge. This specialty requires knowledge of pricing techniques, market trends, supply sources, US or foreign commercial practices, and marketing factors contributing to prices of items, equipment, materials, or services. This specialty also requires knowledge of basic office computer applications, audit procedures, policies, laws, and directives governing purchasing, and contingency contracting procedures.

13.1.1.2. Education. Begin working completion of 24 semester hours in business related subjects, such as accounting, business finance, law, contracts, purchasing, economics, organization and management, industrial management, marketing, and quantitative methods. Possession of a baccalaureate degree is desirable.

13.1.1.3. Training. Successful completion of the Contracting Apprentice Course is required for award of the 3-skill level (6C031).

13.1.1.4. Experience. There are no mandatory experience requirements for the Apprentice (6C031) level.

13.1.1.5. Other. For entry, award, and retention of the Contracting AFSC 6C0X1, the following are mandatory.

13.1.1.5.1. Communication Abilities. Ability to communicate effectively in writing and speak distinctly.

13.1.1.5.2. For Award. Never been convicted by court-martial or never have received nonjudicial punishment for dereliction in the performance of duties involving contracting activities, larceny, misappropriation of government funds or property or financial irresponsibility. Never been convicted by a civilian court of a Category 1, 2, or 3 offenses, nor exceeded the accepted number of Category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying.

13.1.1.6. Training Sources. Contracting Apprentice Course at Lackland AFB, TX and the STS at Part II, Sections A and B of this CFETP identify all the knowledge and tasks, with their respective standards.

13.1.1.7. Implementation. The 3-skill level is awarded upon completion of the Apprentice Contracting Course.

## **13.2. Journeyman, 5-skill level (AFSC 6C051) Training Requirements.**

### 13.2.1. Specialty Qualification Requirements.

13.2.1.2. Knowledge. This specialty requires knowledge of pricing techniques, market trends, supply sources, US or foreign commercial practices, and marketing factors contributing to prices of items, equipment, materials, or services. This specialty also requires knowledge of basic office computer applications, audit procedures, policies, laws, and directives governing purchasing, and contingency contracting procedures.

13.2.1.3 Education. Completion of 24 semester hours in business related subjects, such as accounting, business finance, law, contracts, purchasing, economics, organization and management, industrial management, marketing, and quantitative methods. Possession of a baccalaureate degree is desirable.

13.2.1.4. Training. Qualification in and possession of AFSC 6C031. Also, experience in functions such as assisting and performing duties involved in simplified acquisition procedures, negotiations, and other approved methods.

13.2.1.5. Experience. Airmen must possess AFSC 6C031 and have work experience assisting and performing duties involving simplified acquisition procedures, negotiations, and other approved methods of acquisition.

13.2.1.5.1. Other. For retention of the Contracting AFSC 6C0X1, the following are mandatory.

13.2.1.5.1.1. Communication Abilities. Ability to communicate effectively in writing and speak distinctly.

13.2.1.5.1.2. For Award. Never been convicted by court-martial or never have received nonjudicial punishment for dereliction in the performance of duties involving contracting activities, larceny, misappropriation of government funds or property or financial irresponsibility. Never been convicted by a civilian court of a Category 1, 2, or 3 offenses, nor exceeded the accepted number of Category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying.

13.2.2. Training Sources. The following are training sources available to fulfill upgrade requirements for award of Journeyman.

13.2.2.1. Core Tasks. The STS at Part II, Sections A and B of this CFETP, identifies core tasks as minimum qualification requirements within this AFSC, regardless of duty position. The supervisor documents the STS to indicate tasks required in the Airman's duty position.

13.2.2.2. CDC Enrollment. The Base Training Manager or units with Military Personnel Data System (MilPDS) capabilities request enrollment in the 5-level CDC. Completion of the 5-level CDC is required prior to up-grade.

13.2.2.3. APDP Certification. Journeyman should be actively working toward their APDP certification to Level I, Contracting.

13.2.2.4. Implementation. Upon completion of 3-skill level, supervisors will meet with the Airman to review 5-skill level upgrade requirements, document the individual's STS, and determine actions needed to implement effective and efficient use of all resources. Begin exposure to contingency contracting actions is mandatory. In addition, to the maximum extent practical, expose the Airman to a variety of contracting actions by rotating job positions within the contracting office.

### **13.3. Craftsman, 7-skill level (AFSC 6C071) Training Requirements.**

#### 13.3.1. Specialty Qualifications.

13.3.1.1. Knowledge. This specialty requires extensive knowledge of pricing techniques, market trends, supply sources, US or foreign commercial practices, and marketing factors contributing to prices of items, equipment, materials, or services. This specialty also requires knowledge of basic office computer applications, audit procedures, policies, laws, and directives governing purchasing, and contingency contracting policies and procedures.

13.3.1.2. Education. Craftsman will have already completed 24 semester hours of business coursework for APDP Level I certification.

13.3.1.3. Training. For award of the 7-skill level (6C071), the following training is mandatory: achievement of Level I, Contracting, and certification under APDP.

13.3.1.4. Experience. Airmen must possess AFSC 6C051 and have work experience in contracting for commodities, services, construction and contract administration is mandatory.

13.3.1.5. Other. For retention of the Contracting AFSC 6C0X1, the following are mandatory.

13.3.1.5.1. Communication Abilities. Ability to communicate effectively in writing and speak distinctly.

13.3.1.5.2. For Award. Never been convicted by court-martial or never have received nonjudicial punishment for dereliction in the performance of duties involving contracting activities, larceny, misappropriation of government funds or property or financial

irresponsibility. Never been convicted by a civilian court of a Category 1, 2, or 3 offenses, nor exceeded the accepted number of Category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying.

13.4. Training Sources. The following are training sources available to increase proficiency and fulfill upgrade requirements for award of Craftsman skill level.

13.4.1. Core Tasks. The STS, shown in Part II, Sections A and B of this CFETP, identifies core tasks required for qualification for upgrade to the 7-skill level.

13.4.1.2. CDC Enrollment. The Base Training Manager or units with MilPDS capabilities request enrollment in the 7-level CDC. Completion of the 7-level CDC is required prior to up-grade.

13.4.1.3. Implementation. Upon completion of 5-skill level, supervisors will meet with the Airman to review the 7-skill level upgrade requirements, document the individual's STS, and determine actions to implement effective and efficient use of all resources available. Exposure to contingency contracting actions is mandatory. In addition, to provide the Airman with a variety of contracting actions and coordinate training with duty responsibilities, rotate the individual to differing duty positions within the contracting office.

### **13.5. Superintendent, 9-skill level (AFSC 6C091) Training Requirements.**

13.5.1. Specialty Qualifications.

13.5.1.1. Knowledge. This specialty requires complete knowledge of pricing techniques, market trends, supply sources, US or foreign commercial practices, and marketing factors contributing to prices of items, equipment, materials, or services. This specialty also requires knowledge of basic office computer applications, audit procedures, policies, laws, and directives governing purchasing, and contingency contracting policies and procedures.

13.5.1.2. Education. Superintendents will have already completed 24 semester hours of business coursework for APDP Level I certification and a CCAF in Contract Management. Member actively pursuing or have completed bachelor's degree in order to meet the requirements of APDP Level III.

13.5.1.3. Experience. For award of the 9-skill level, Airmen must possess AFSC 6C071 and be promoted to the grade of SMSgt.

13.5.1.4. Other. For retention of the Contracting AFSC 6C0X1, the following are mandatory:

13.5.1.4.1. Communication Abilities. Ability to communicate effectively in writing and speak distinctly.

13.5.1.4.2. For Award. Never been convicted by court-martial or never have received nonjudicial punishment for dereliction in the performance of duties involving contracting activities, larceny, misappropriation of government funds or property or financial irresponsibility. Never been convicted by a civilian court of a Category 1, 2, or 3 offenses, nor exceeded the accepted number of Category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying.

### **13.6. Chief Enlisted Manager, (AFSC 6C000) Training Requirements.**

#### **13.6.1. Specialty Qualifications.**

13.6.1.1. Knowledge. This specialty requires complete knowledge of pricing techniques, market trends, supply sources, US or foreign commercial practices, and marketing factors contributing to prices of items, equipment, materials, or services. This specialty also requires knowledge of basic office computer applications, audit procedures, policies, laws, and directives governing purchasing, and contingency contracting policies and procedures.

13.6.1.2. Education. Pursuit of continuous learning is required and professional certifications are highly encouraged.

13.6.1.3. Experience. For award of 6C000 AFSC, Airmen must possess AFSC 6C091 and be promoted to the grade of CMSgt.

13.6.1.4. Other. For retention of the Contracting AFSC 6C0X1, the following are mandatory.

13.6.1.4.1. Communication Abilities. Ability to communicate effectively in writing. and speak distinctly.

13.6.1.4.2. For Award. Never been convicted by court-martial or never have received nonjudicial punishment for dereliction in the performance of duties involving contracting activities, larceny, misappropriation of government funds or property or financial irresponsibility. Never been convicted by a civilian court of a Category 1, 2, or 3 offenses, nor exceeded the accepted number of Category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying.

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### **SECTION D - RESOURCE/TRAINING CONSTRAINTS (None)**

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### **SECTION E - TRANSITION TRAINING GUIDE (None)**

## **PART II**

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### **Section A—Specialty Training Standard (STS).**

1. Implementation. This STS will be used for technical training provided by Air Education and Training Command. The schoolhouse implemented this training 14 Jan 2019 (with class 19004).

2. Purpose. As prescribed, this STS:

2.1. Lists in the column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and Technical References (TR) necessary for Airmen to perform duties in the 3-, 5-, and 7-skill level. Numbers are sequenced numerically (i.e., 1.1, 1.2, and 2.1) Column 2 (Core Tasks) identifies, by asterisk (\*), specialty-wide training requirements.

2.2. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification or completed date. (As a minimum, use the following column designators: Training Complete, Certifier Initials).

2.3. Shows formal training and correspondence course requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training provided by the courses.

2.4. Qualitative Requirements. "Attachment 1, Qualitative Requirements" contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and CDCs.

2.5. Use to document task when placed in AF Form 623, On-The-Job Training Record, and according to Chapter 6 of AFI 36-2201, Air Force Training Program.

2.6. Promotion Testing. Specialty Knowledge Tests (SKTs) are developed at the AETC Airman Advancement Division, by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in Chapter 1 of AFI 36-2605, AF Military Personnel Testing System. WAPS is not applicable to the ANG or AFR.

2.6.1. Documentation. Document completion of training. The AFCFM has determined that third party task certification is not required. Identify duty position requirements by circling the appropriate subparagraph number in Column 1. As a minimum, complete the following columns in Part I of the CFETP: Training Completed, Trainee Initials, and Trainer Initials. An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the Air Force Career Field Manager (AFCFM). NOTE: The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their Career Field.

2.6.1.1. CFETP Transcribing Procedures. Use the new CFETP to identify and document all past and current qualifications. Transcribe qualifications in the following manner:

2.6.1.1.1. For tasks previously certified and required in the current duty position, circle the subparagraph number next to the task statement and enter the current date in the completion column. Trainee initials in the trainee column and the current supervisor/trainer initials in the trainer column. Rationale: Clarifies transcribing documentation procedures.

2.6.1.1.2. When transcribing previous certification for tasks not required in the current duty position, carry forward only the previous completion date of certification (not the initials of another person). If and when these tasks become duty position requirements, recertify using standard certification procedures.

2.6.1.1.3. The person whose initials appear in the trainer block during the transcription process must meet those requirements.

2.6.1.1.4. Upon completion of the transcription process, give the old CFETP to the member.

2.6.1.2. Documenting Career Knowledge. When a CDC is not available, the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, at a minimum, that trainees cover the mandatory items in AFECD. For two-time CDC course exam failures, supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the supervisor, and receives certification on the STS items. NOTE: Career Knowledge must be documented prior to submitting a CDC waiver.

2.6.1.3. Decertification and Recertification. When a supervisor or trainer determines an Airman is unqualified on a task previously certified for their duty position, the supervisor or deletes certification when using automated system. Appropriate remarks pertaining to the reason for decertification are entered on the AF Form 623a or automated version. Begin recertification (if required) following procedures in accordance with AFI 36-2201, *Air Force Training Program*.

2.6.2. Training Standard. Tasks in the 3 level course are trained to the partially proficient level, meaning the individual can perform the task, needing help only with the hardest part. OJT tasks are trained and qualified to the “go/no go” level. “Go” means the stage at which an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision. “No” means the trainee has not gained enough skill, knowledge, and experience to perform task without supervision.

3. Recommendations. Report unsatisfactory performance of individual course graduates to: 344 TRS/TRRM, 1015 Femoyer Drive, JBSA Lackland TX 78236, DSN 473-6200 or, the 37th Training Group Customer Service Line (24 Hours), DSN 473-2917.

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## **SECTION B – COURSE OBJECTIVES LIST**

The Contracting Apprentice course objectives list is available via the AF Portal, JBSA Lackland website 344 TRS/ Contracting Training Flight.



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## SECTION C – SUPPORT MATERIALS

This area reserved.

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## SECTION D - TRAINING COURSE INDEX

4. **Formal Schools.** Refer to the Education and Training Course Announcements (ETCA) system (ETCA 36-2223) available at <https://etca.randolph.af.mil> for USAF Formal Schools course descriptions and training information. ETCA is prescribed by AFI 36-2201, Chapter 8, *Formal Training*. Also, refer to Defense Acquisition University (DAU) Catalog for course descriptions and DOD school locations.

### 5. Requirements.

5.1. The Under Secretary of Defense for Acquisition and Technology (USD (A&T)) has approved checklists for the acquisition workforce under the authority of DOD Directive 5000.52, “Defense Acquisition Education, Training and Career Development Program.”

5.1.2. The checklists provide a concise description of the education, experience, and training required to meet the standards for certification in acquisition career fields for Contracting Level I, Contracting Level II, and Contracting Level III.

5.1.3. To view these checklists, see website:  
<http://icatalog.dau.mil/onlinecatalog/CareerLvl.aspx#> .

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## SECTION E – MAJCOM REQUIREMENTS

This area reserved.

## 6. Training Program Points of Contact.

<p><b>SAF/AQC - CMSgt Larry Conger</b>  DSN: 260-2413 Comm: (571) 256-2413  1060 Air Force Pentagon  Washington, D.C. 20330-1060  E-mail: <a href="mailto:larry.s.conger.mil@mail.mil">larry.s.conger.mil@mail.mil</a></p>	<p><b>AFICA CEM - CMSgt James Ting</b>  DSN: 787-9750 Comm: (937) 257-9750  1940 Allbrook Drive  Wright-Patterson AFB, OH 45433-5006  E-mail: <a href="mailto:james.ting@us.af.mil">james.ting@us.af.mil</a></p>
<p><b>AFICA-KU (USAFE) - CMSgt Robinson Joseph</b>  DSN: 314-480-9100 Comm: 011-49-6371-47-9100  Unit 3050, Box 110  APO AE 09094-0110  E-mail: <a href="mailto:robinson.joseph@us.af.mil">robinson.joseph@us.af.mil</a></p>	<p><b>AFICA-KH (PACAF) - CMSgt Dennis Carr</b>  DSN: 315-449-8569 Comm: (808) 449-8569  25 E Street, Suite B-100  Joint Base Pearl Harbor-Hickam, HI 96853-5427  E-mail: <a href="mailto:dennis.carr.1@us.af.mil">dennis.carr.1@us.af.mil</a></p>
<p><b>AFICA-KC (ACC) - CMSgt Clarence Hucks</b>  DSN: 574-0219 Comm: (757) 764-0219  129 Andrews Street  Joint Base Langley-Eustis, VA 23665-2791  E-mail: <a href="mailto:clarence.hucks@us.af.mil">clarence.hucks@us.af.mil</a></p>	<p><b>AFICA-KM (AMC) – CMSgt Timothy Angermeier</b>  DSN: 779-0190 Comm: (618) 229-0190  507 Symington Dr  Scott AFB, IL 62225  Email: <a href="mailto:timothy.angermeier@us.af.mil">timothy.angermeier@us.af.mil</a></p>
<p><b>AFICA-KS (AFSPC) - CMSgt Marcus Webb</b>  DSN : 692-5322 Comm: (719) 554-5311  150 Vandenberg Street, Suite 1105  Peterson AFB, CO 80914-4350  E-mail: <a href="mailto:marcus.webb@us.af.mil">marcus.webb@us.af.mil</a></p>	<p><b>AFICA-KO (AFSOC) – CMSgt Roberto Carreno</b>  DSN: 579-5241 Comm: (850) 884-5241  427 Cody Avenue, Suite 224  Hurlburt Field, FL 32544-5273  E-mail: <a href="mailto:roberto.carreno@us.af.mil">roberto.carreno@us.af.mil</a></p>
<p><b>AFMC/PK - CMSgt Dwayne Morgan</b>  DSN: 787-7421 Comm: (937) 257-7421  4375 Chidlaw Road, Suite 6  Wright-Patterson AFB, OH 45433-5006  E-mail: <a href="mailto:dwayne.morgan.1@us.af.mil">dwayne.morgan.1@us.af.mil</a></p>	<p><b>AFICA-KT (AETC) - CMSgt Scott Leblanc</b>  DSN: 487-7070 Comm: (210) 652-7070  2035 First Street West  Joint Base San Antonio-Randolph, TX 78150-4304  E-mail: <a href="mailto:scott.leblanc.1@us.af.mil">scott.leblanc.1@us.af.mil</a></p>
<p><b>AFICA-KG (AFGSC) - CMSgt Bruce Cross</b>  DSN: 781-0177 Comm: (318) 456-0177  841 Fairchild Ave  Barksdale AFB, LA 71110  E-mail: <a href="mailto:bruce.cross@us.af.mil">bruce.cross@us.af.mil</a></p>	<p><b>AFRC CFM - CMSgt Eric Allum</b>  DSN: 260-7080 Comm: (571) 256-7080  1060 Air Force Pentagon  Washington, D.C. 20330-1060  E-mail: <a href="mailto:eric.b.allum.mil@mail.mil">eric.b.allum.mil@mail.mil</a></p>
<p><b>AFDW/PK – CMSgt Nate Wallace</b>  DSN: 612-6114 Comm: (240) 612-6114  1500 West Perimeter Road, Suite 5750  Joint Base Andrews, MD 20762  E-mail:</p>	<p><b>ANG CFM - Vacant</b>  DSN: 612-7072 Comm: (240) 612-7072  3501 Fetchet Ave, Room 147  Joint Base Andrews, MD 20762  E-mail: <a href="mailto:christopher.l.amburn.mil@mail.mil">christopher.l.amburn.mil@mail.mil</a></p>

OFFICIAL

CAMERON G. HOLT, Major General, USAF  
Deputy Assistant Secretary (Contracting)  
Assistant Secretary (Acquisition)

2 Attachments

1. Qualitative Requirements
2. STS 6C0X1

Attachment 1  
**QUALITATIVE REQUIREMENTS**

This Block Is For Identification Purposes Only		
Name of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	
Printed Name Of Trainer And Their Written Initials		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

PROFICIENCY CODE KEY		
	SCALE VALUE	DEFINITION: The individual
TASK PERFORMANCE LEVELS	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (EXTREMELY LIMITED)
	2	Can do most parts of the task. Needs help only on hardest parts. (PARTIALLY PROFICIENT)
	3	Can do all parts of the task. Needs only a spot check of completed work. (COMPETENT)
	4	Can do the complete task completely and accurately. Can tell or show others how to do the task. (HIGHLY PROFICIENT)
*TASK KNOWLEDGE LEVELS	a	Can name parts, tools, and simple facts about the task. (NOMENCLATURE)
	b	Can determine step by step procedures for doing the task. (PROCEDURES)
	c	Can identify why and when the task must be done and why each step is needed. (OPERATING PRINCIPLES)
	d	Can predict, isolate, and resolve problems about the task. (ADVANCED THEORY)
**SUBJECT KNOWLEDGE LEVELS	A	Can identify basic facts and terms about the subject. (FACTS)
	B	Can identify relationship of basic facts and state general principles about the subject. (PRINCIPLES)
	C	Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)
	D	Can evaluate conditions and make proper decisions about the subject. (EVALUATION)
<p>* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Examples: b and 1b)</p> <p>** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.</p>		
<p><b>EXPLANATIONS</b></p> <p>1. “-” This mark is used alone instead of a scale value to show that no proficiency training is provided in the Contracting Apprentice course or CDC.</p> <p>2. All OJT performance tasks are trained and qualified to the “go/no go” level. “Go” mean the individual can perform the task without assistance and meets local demands for accuracy, timeliness, and correct use of procedures (“Go” level equates to 3c in the proficiency code key).</p> <p><b>NOTE:</b> All tasks and knowledge items shown with a proficiency code are trained during wartime. correct use of procedures</p>		

ATTACHMENT 2

**\*6C0X1 SPECIALTY TRAINING STANDARD**

*1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided		
		A	B	C	D	A	B	C
		Training Start	Training Complete	Trainee Initials	Trainer Initials	3 Skill Level Course	5 Skill Level CDC	7 Skill Level CDC

<b>1. FEDERAL ACQUISITION REGULATIONS SYSTEM (FAR) TR: FAR PART 1, DOD FMR 7000.14-R, AFI 65-601, Fiscal Law Overview Ethics Counselor's Deskbook</b>								
1.1 Fiscal Law						A	B	-
1.2 Contract Law						A	B	-
1.3 Research Federal Acquisition Regulation (FAR) and Supplements	5					2c	-	-
1.4 Contracting Officer Authority						A	B	-
1.5 Contracting Officer Responsibilities						A	B	-
1.6 Unauthorized Commitments and Ratifications						-	B	-
1.7 Prepare Ratification of Unauthorized Commitment	7					-	-	-
1.8 Determination and Findings (D&F)						A	-	-
1.9 Contract Action Reviews								
1.9.1 Legal Review						-	B	-
1.9.2 Business Clearance						-	A	-
1.9.3 Contract Clearance						-	A	-
<b>2. THIS SECTION RESERVED</b>								
<b>3. IMPROPER BUSINESS PRACTICES AND PERSONAL CONFLICTS OF INTEREST TR: FAR PART 3</b>								
3.1 Contracting Standards of Conduct						B	-	-
3.2 Conflicts of Interest						B	-	-
3.3 Safeguarding Information and Procurement Integrity						B	-	-
3.4 Improper Business Practices						A	B	-
<b>4. ADMINISTRATIVE MATTERS TR: FAR PART 4, AFH 33-337, AFCC, Air Force Contracting E-Business Procedures (AFCEP), DFARS PGI 204.6</b>								
4.1 Perform Contract Action Distribution	5					2c	-	-
4.2 Contract Action Report (CAR)						A	-	-
4.3 Prepare Contract Action Report (CAR)	5					-	B	-
4.4 Contents of Government Contract Files						B	B	-
4.5 Closeout Contract Files	5					2c	c	-
4.6 Unique Procurement Instrument Identifiers						A	B	-
4.7 Write Memorandum For Record (MFR)	5					2c	-	-
<b>5. PUBLICIZING CONTRACT ACTIONS TR: FAR PART 5</b>								
5.1 Publicizing Contract Actions Policy						A	B	-
5.2 Publicize Contract Actions Using Electronic Posting System	5					2c	-	-
5.3 Prepare Pre-Solicitation Notices	5					2c	-	-
5.4 Prepare Contract Award Notice	5					-	a	-

<b>6. COMPETITION REQUIREMENTS</b>								
<b>TR: FAR PART 6, AFCC</b>								
6.1 Full and Open Competition						A	B	-
6.2 Full and Open Competition After Exclusion of Sources						A	B	-
6.3 Other Than Full and Open Competition						A	B	-
6.4 Evaluate Brand Name Justification & Approval (J&A)	5					-	b	-
6.5 Evaluate Only One Responsible Source Justification & Approval (J&A)	7					-	b	-
<b>7. ACQUISITION PLANNING</b>								
<b>TR: FAR PART 7, AFCC</b>								
7.1 Acquisition Plan						-	A	B
7.2 Establish Competition Strategy						2c	c	-
7.3 Prepare Streamlined Acquisition Strategy Summary (SASS)	7					-	b	-
7.4 Lease vs. Purchase						-	B	-
<b>8. GOVERNMENT SOURCES</b>								
<b>TR: FAR PART 8, AFCC</b>								
8.1 Priority for Use of Mandatory Sources						A	B	-
8.2 Federal Prison Industries (FPI)						A	B	-
8.3 Ability One Program						A	B	-
8.4 Execute General Services Administration (GSA) Federal Supply Schedule (FSS) Delivery Order Below Simplified Acquisition Threshold (SAT)	5					2c	c	-
8.5 Execute General Services Administration (GSA) Federal Supply Schedule (FSS) Delivery Order Above Simplified Acquisition Threshold (SAT)	5					-	c	-
8.6 Execute General Services Administration (GSA) Task Order	5					2c	c	-
8.7 Limited Sources Justification						A	B	-
<b>9. CONTRACTOR RESPONSIBILITY</b>								
<b>TR: FAR PART 9, AFCC, FAR SUBPART 4.11</b>								
9.1 Contractor Responsibility Policy and Standards						A	B	-
9.2 Verify Status of Contractor in System for Award Management (SAM)	5					2c	-	-
9.3 Document Federal Awardee Performance & Integrity Information System (FAPIS)/Contractor Responsibility Above the Simplified Acquisition Threshold (SAT)						2c	a	-
<b>10. MARKET RESEARCH</b>								
<b>TR: FAR PART 10, AFCC</b>								
10.1 Conduct and Document Market Research	5					2c	c	-
10.2 Determine North American Industry Classification System (NAICS)	5					2c	-	-
10.3 Determine Federal Supply Class (FSC)	5					2c	-	-
<b>11. DESCRIBING AGENCY NEEDS</b>								
<b>TR: FAR PART 11</b>								
11.1 Evaluate Purchase Requests	5					2c	-	-
11.2 Statement of Work (SOW)						A	-	-
11.3 Performance Work Statement (PWS)						A	-	-
11.4 Prepare Liquidated Damages Determination and Findings (D&F)	7					-	a	c
<b>12. COMMERCIAL ACQUISITIONS</b>								
<b>(COMMODITIES &amp; SERVICES)</b>								
<b>TR: FAR Part 12, FAR 52-M</b>								
12.1 Commercial Acquisition Policy and Applicability						A	B	-
12.2 Commercial Contract Format						B	B	-

12.3 Prepare Commercial Item Determination and Findings (D&F)	7					-	a	c
12.4 Select Provisions and Clauses for Commercial Items	5					2c	c	-
12.5 Prepare Combined Synopsis/Solicitation for Commercial Items	5					2c	c	-
12.6 Termination for Cause						A	B	-
<b>13. SIMPLIFIED ACQUISITIONS TR: FAR PART 13, AFCC, AFI 64-117, AFCEP</b>								
13.1 Simplified Acquisition Procedures (SAP)						A	B	-
13.2 Prepare Request For Quotation (RFQ)	5					2c	c	-
13.3 Amend Request For Quotation (RFQ)						2c	-	-
13.4 Evaluate Quotations	5					2c	c	-
13.5 Prepare Price Fair and Reasonableness Documentation (PF&R)	5					2c	c	-
<b>13.6 Blanket Purchase Agreement (BPA)</b>								
13.6.1 Establish Blanket Purchase Agreement (BPA)	7					a	b	-
13.6.2 Place Blanket Purchase Agreement (BPA) Call	5					a	b	-
13.6.3 Administer Blanket Purchase Agreement (BPA)	5					a	b	-
13.7 Government Purchase Card (GPC) Utilization						A	-	B
13.8 Prepare Commercial Purchase Order Using Standard Form 1449	5					2c	-	-
13.9 Sole Source Justification Under Simplified Acquisition Procedures	5					-	-	-
<b>14. SEALED BIDDING TR: FAR PART 14</b>								
14.1 Sealed Bidding						A	B	-
14.2 Two Step Sealed Bidding						-	-	B
<b>15. CONTRACTING BY NEGOTIATIONS TR: FAR PART 15, AFCEP, AFCC, DFARS 215.3 DoD Source Selection Procedures, AFFARS 5315.3 Source Selection Mandatory Procedures</b>								
15.1 Contracting by Negotiations						A	B	C
15.2 Uniform Contract Format (UCF)						A	B	-
15.3 Source Selection Processes and Techniques						-	A	C
15.4 Prepare Request for Proposal (RFP) for C Type Contract	7					-	b	c
15.5 Prepare Request for Proposal (RFP) for D Type Contract	7					-	b	c
15.6 Conduct Pre-Proposal Conference						-	b	-
15.7 Prepare Amendment Using Standard Form 30	7					a	b	-
<b>15.8 Contractor Proposal</b>								
15.8.1 Evaluate Past Performance	7					-	b	c
15.8.2 Review Technical Evaluation	7					-	b	c
15.8.3 Evaluate Price	7					-	b	c
15.9 Competitive Range						-	A	C
15.10 Exchanges with Offerors						-	A	C
15.11 Conduct Negotiations	7					-	a	c
15.12 Request and Review Final Proposal Revisions	7					-	a	c
15.13 Cost and Pricing Data						-	B	C
<b>15.14 Award Documents</b>								
15.14.1 Prepare Price Negotiation Memorandum (PNM)	7					-	a	c
15.14.2 Prepare Source Selection Evaluation Board (SSEB) Report	7					-	a	c
15.14.3 Prepare Award Decision Document	7					-	a	c

15.14.4 Prepare Notice to Unsuccessful Offerors	7					-	a	c
15.15 Debrief Unsuccessful Offerors	7					-	a	c
<b>16. CONTRACT TYPES TR: FAR PART 16, AFCC</b>								
16.1 Firm Fixed-Price Contracts						A	B	-
16.2 Indefinite Delivery Contracts						A	B	-
16.3 Prepare Single Award Delivery/Task Order	7					-	-	-
16.4 Prepare Multiple Award Delivery/Task Order	7					-	-	-
16.5 Justification for an Exception to Fair Opportunity						A	B	-
<b>17. SPECIAL CONTRACTING METHODS TR: FAR PART 17, AFCC</b>								
17.1 Contract Options						B	C	-
17.2 Prepare Inclusion of Options Determination and Findings (D&F)	7					-	-	-
17.3 Option to Extend the Term of the Contract						B	C	-
17.4 Prepare Notice of Intent to Exercise Option to Extend the Term of the Contract	5					b	-	-
17.5 Prepare Exercise Option to Extend the Term of the Contract Determination and Findings (D&F)	5					b	-	-
17.6 Option to Extend Services						B	C	-
<b>18. THIS SECTION RESERVED</b>								
<b>19. SMALL BUSINESS PROGRAMS TR: FAR PART 19</b>								
19.1 Small Business Programs						A	B	-
19.2 Prepare DD Form 2579 (Small Business Coordination)	5					2c	-	-
19.3 Contracting with the Small Business Administration 8(a) Program						A	B	-
19.4 Historically Underutilized Business Zone (HUB Zone) Program						A	B	-
19.5 Service-Disabled Veteran-Owned Small Business Procurement Program						A	B	-
19.6 Women-Owned Small Business Program						A	B	-
19.7 Non-Manufacturer Rule						-	A	B
<b>20. - 21. THIS SECTION RESERVED</b>								
<b>22. LABOR LAWS TR: FAR PART 22, AFFARS 5336.9002 - AF Contracting Construction Guide</b>								
22.1 Incorporate Wage Determination	5					2c	-	-
22.2 Conduct Labor Interviews	7					-	a	-
22.3 Validate Payrolls	7					-	a	-
<b>23. - 27. THIS SECTION RESERVED</b>								
<b>28. BONDS AND INSURANCE TR: FAR PART 28, AFCC</b>								
28.1 Bonds						-	B	-
28.2 Insurance						-	B	-
<b>29. - 31. THIS SECTION RESERVED</b>								
<b>32. FINANCIAL MATTERS TR: FAR PART 32, DOD FMR 7000.14-R, AFMAN 64-302, AFFARS MP5332.7, AFI 65-118</b>								
32.1 Process Invoice	5					-	-	-
32.2 Payment Methods						A	B	-
32.3 Contract Financing						-	B	C
32.4 Funding Documents						-	B	-



32.5 Contract Actions in Advance of Funding Availability						-	B	-
<b>33. PROTESTS AND CLAIMS</b> <b>TR: FAR PART 33, AFCC</b>								
33.1 Protests						A	B	C
33.2 Claims						A	B	C
<b>34. - 35. THIS SECTION RESERVED</b>								
<b>36. CONSTRUCTION</b> <b>TR: FAR PART 36, AFFARS 5336.9002 - AF Contracting Construction Guide</b>								
36.1 Pre Award Construction Actions								
36.1.1 Special Aspects of Contracts for Construction						A	B	-
36.1.2 Select Provisions and Clauses for Construction	7					-	b	c
36.1.3 Conduct Site Visit	7					-	b	c
36.2 Post Award Construction Actions								
36.2.1 Issue Notice to Proceed (NTP)	7					-	a	-
36.2.2 Conduct Preconstruction Orientation	7					-	a	-
36.2.3 Process Material Submittal Approval	7					-	a	-
36.2.4 Monitor Contractor Progress	7					-	a	-
36.3 Architect - Engineer Services						-	A	B
<b>37. SERVICE CONTRACTS</b> <b>TR: FAR PART 37, AFCC, AFI 63-138</b>								
37.1 Service Contracts						A	B	-
37.2 Prepare Personal Service Determination and Findings (D&F)	7					-	a	-
37.3 Requirement Approval Document (RAD)						-	-	A
<b>38. - 41. THIS SECTION RESERVED</b>								
<b>42. CONTRACT ADMINISTRATION</b> <b>TR: FAR PART 42, CPARS Training Guide</b>								
42.1 Contract Administration Functions						A	B	-
42.2 Process Contractor Performance Assessment Report (CPARS)						-	a	c
<b>43. CONTRACT MODIFICATIONS</b> <b>TR: FAR PART 43, Informational Guidance AFMCFARS 5343</b>								
43.1 Contract Modifications						A	B	-
43.2 Modification Authorities						A	B	-
43.3 Issue Unilateral Modification on Standard Form 30	5					2c	-	-
43.4 Issue Bilateral Modification on Standard Form 30	5					2c	-	-
<b>44. - 45. THIS SECTION RESERVED</b>								
<b>46. QUALITY ASSURANCE</b> <b>TR: FAR PART 46, AFCC, AFFARS MP 5346.103, DoDI 5000.72</b>								
46.1 Designate Contracting Officer's Representative (COR)	7					-	-	-
46.2 Perform Annual Review of Contracting Officer's Representative Files	7					-	-	-
46.3 Quality Assurance Surveillance Plan (QASP)						-	A	B
<b>47. - 48. THIS SECTION RESERVED</b>								
<b>49. TERMINATION</b> <b>TR: FAR PART 49</b>								
49.1 Issue a Cure Notice	7					-	b	-
49.2 Issue Show-Cause Letter	7					-	b	-
49.3 Termination for Convenience						A	B	-
49.4 Termination for Default						A	B	-

<b>50. STRATEGIC SOURCING</b>								
<b>TR: AFICA Launch Pad</b>								
50.1 Introduction to Strategic Sourcing						A	B	-
50.2 Research Strategic Sourcing Solutions						2c	-	-
50.3 Strategic Sourcing Process						-	A	-
50.4 Building a Strategic Sourcing Program						-	-	A
<b>51. GENERAL TOPICS</b>								
<b>TR: CFETP PART 1, AFI 64-102, AFI 36-2905</b>								
51.1 Contracting Mission						A	-	-
51.2 Contracting Career Progression						A	-	-
51.3 Contracting Organizational Structure						A	B	-
51.4 Mission Partners						A	-	-
51.5 Interact with Mission Partners						1b	-	-
51.6 Navigate Contract Writing System						2c	-	-
51.7 Complete Human Performance						1b	-	-
<b>52. CONTINGENCY CONTRACTING</b>								
<b>TR: AFI 64-105, JP 4-10, Defense Contingency Contracting Handbook</b>								
52.1 Operational Contract Support (OCS)						-	A	B
52.2 Complete "Joint OCS Essentials Course"	7					-	-	-
52.3 Operational Contract Support Across Operational Phases						-	-	B
<b>52.4 Contract Support Integration (CSI)</b>								
52.4.1 Contingency Planning						-	-	B
52.4.2 International Laws and Agreements						-	-	B
52.4.3 Contracting Readiness						-	A	B
52.4.4 Conduct Contingency Contracting Mission Brief						-	-	c
52.4.5 Contingency Requirements Process						-	-	-
52.4.6 Legal Status of Contractors						-	-	B
<b>52.5 Contracting Support</b>								
52.5.1 Types of Contract Support						-	-	A
52.5.2 Contingency Contracting Authority						-	A	C
52.5.3 Contingency Contracting Organizational Structures						-	-	B
52.5.4 Contingency Funding Considerations						-	A	B
52.5.5 Executive Agent (EA) Designations						-	-	B
52.5.6 Defense Base Act (DBA) Insurance						-	-	A
52.5.7 Expedited Contracting Procedures						-	A	B
52.5.8 Manage Field Ordering Officer (FOO) Program						-	-	c
52.5.9 Execute Manual Contract Instruments	7					-	-	b
52.5.10 Execute Micro-Purchase Using SF44	5					-	c	-
52.6 Contractor Management						-	-	B
<b>52.7 Types of Expeditionary Contracting Operations</b>								
52.7.1 Major/Minor Combatant Command Operations						-	-	B
52.7.2 Defense Support of Civil Authorities (DSCA)						-	-	B
52.7.3 Humanitarian Assistance/Disaster Response (HADR)						-	-	B
52.7.4 Exercise Support						-	-	B
52.7.5 Local Emergencies						-	-	B