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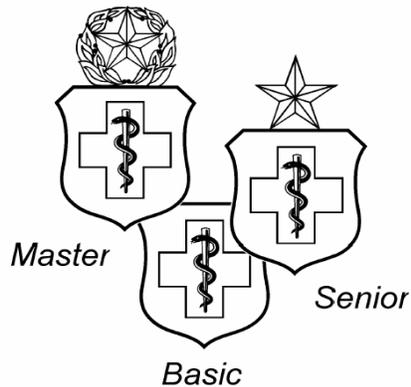
AFSC 4A1X1

Medical Materiel Specialist



**CAREER FIELD
EDUCATION AND TRAINING PLAN**

MEDICAL ENLISTED BADGE



Rules for Wear of the Medical Enlisted Badge

IAW AFI 36-2923, members wear the basic badge after completing technical school, the senior badge after award of the 7-skill level, and the master badge as a master sergeant or above with five years in the specialty from award of the 7-skill level. **EXCEPTIONS:** Chief Master Sergeants cross-flowed into a new Chief Enlisted Manager (CEM) code wear the basic badge of their new career field upon award of the CEM code, the senior badge after 12 months, and the master badge after five years. For retrainees, credit towards new badges starts upon entering into new AFSC.

Medical Enlisted Badge Heraldry

Air Force members wear occupational badges on their uniform to identify their career field specialty and their level of proficiency in that specialty. The design of each badge is unique, combining traditional elements associated with the military and specific features related to each career field.

Two levels of increased proficiency are signified by the addition of a star centered above the badge for the senior level and the star surrounded by an olive wreath for the master level.

All Air Force medical badges have a central design – a snake coiled around a staff. This was the ancient Greek symbol for the healing arts, known as the staff of Asklepios, named after the mythological Greek physician who inspired a popular cult. For two thousand years, the staff of Asklepios has been the symbol of medicine and the healing arts.

When the U.S. Air Force Medical Service was created in July 1949, almost two years after the creation of the Air Force, the new medical personnel inherited two Army medical badges from World War II – the flight surgeon's badge and the flight nurse's badge.

Starting in 1902, the U.S. Army's medical badge depicted two snakes entwined around a single staff. In the 1950's, however, the Air Force changed its badge design to a single snake, on the grounds that this was historically accurate. Air Force heraldry experts believed that the Army symbol – two snakes and a staff – was actually the symbol of the Greek god Hermes, who not only had nothing to do with healing, but was charged with escorting the souls of the dead to the afterworld.

The history of the Red Cross emblem on the Medical Enlisted Badge stems from 1859 when Henry Dunant witnessed the aftermath of the battle of Solferino, where thousands of wounded soldiers were left to die without care and their bodies lay exposed to looters and predators. The army medical services were incapable of fulfilling their task, one of the reasons being that they were not distinguished by a uniform emblem easily identified by all parties of the conflict.

In 1863, an international conference met in Geneva, Switzerland to try and find means of remedying the ineffectiveness of army medical services in the field. It adopted a red cross on a white ground as the distinctive sign for relief societies for wounded soldiers. In 1864, the first-ever Geneva Convention adopted the Red Cross on a white ground and it became officially recognized as the distinctive sign of the medical services of Armed Forces.

**CAREER FIELD EDUCATION AND TRAINING PLAN
MEDICAL MATERIEL SPECIALTY AFSC 4A1X1**

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Part I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education and training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP will provide Medical Materiel personnel a clear career path to success and will instill rigor in all aspects of career field training.

1.1. Civilians occupying associated positions will use Part II to support duty position qualification training and compliance with the provisions contained within this CFETP is mandatory.

2. The CFETP consists of two parts as described below. Supervisors should use both parts to plan, manage, and control training within the career field.

2.1. Part I provides information necessary for overall management of the specialty. There are five sections to Part I: Section A explains how to use the plan; Section B identifies career field progression information, duties, 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 (i.e. funds, manpower, equipment, facilities); Section E is reserved for a Transitional Training Guide which identifies training requirements during Air Force Specialty mergers. NOTE: AFMAN 36-2108, *Enlisted Classification*, contains job descriptions for all Air Force Specialties.

2.2. Part II is a comprehensive listing of training courses and standards available to support career field training requirements. There are six sections to Part II: Section A identifies and contains the most current version of the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, Readiness Skills Verification contingency requirements, core task, and supplemental training and correspondence course requirements; Section B contains the initial and advanced skills Course Objective List (COL). Supervisors can use the COL to determine the scope of training airmen should receive from attendance in an in-residence course to satisfy or enhance training requirements; Section C identifies available on-the-job (OJT) support materials. An example of potential support material is a Qualification Training Package (QTP) (which may be developed to support proficiency training) or to a website link for specific training or training templates. QTPs are posted on the Air Force publications website when available; Section D is the Training Course Index. It lists all the mandatory and optional in-residence, field, correspondence, and exportable courses within the Medical Materiel specialty. Supervisors can use this to identify resources available to support training. Section E identifies Major Command (MAJCOM) unique training requirements supervisors can use to determine additional training required to accomplish the mission within the confines of the specified MAJCOM, if any. Section F is specific to medical Air Force Specialty Codes (AFSCs) and provides instruction for training documentation within the six-part Medical Enlisted Training and Competency Folder.

3. Using the CFETP will ensure individuals in the Medical Materiel specialty receive effective and efficient training at the appropriate point in their careers. The plan enables supervisors 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 the plan.

ABBREVIATIONS/TERMS EXPLAINED

ABBREVIATIONS

AETC	Air Education and Training Command
AFCFM	Air Force Career Field Manager
AFCSM	Air Force Computer Systems Manual
AFIADL	Air Force Institute of Advanced Distributed Learning
AFJMAN	Air Force Joint Manual
AFJQS/CJQS	Air Force Job Qualification Standard/Command Job Qualification Standard
AFMAN	Air Force Manual
AFMSA	Air Force Medical Support Agency
AFOMS	Air Force Occupational Measurement Squadron
AFOSHSTD	Air Force Occupational Safety and Health Standard
AFPD	Air Force Policy Document
AFRC	Air Force Reserve Center
AFRES	Air Force Reserves
AFS	Air Force Specialty
AFSC	Air Force Specialty Code
AFTTP	Air Force Techniques, Tactics, and Procedures
AHRMM	Association for Healthcare Resource and Materials Management
ANG	Air National Guard
ARC	Air Reserve Component
AT	Advanced Training
CDC	Career Development Course
CEM	Chief Enlisted Manager
CFETP	Career Field Education and Training Plan
CMRP	Certified Materials and Resource Professional
COL	Course Objective List
CONOPS	Concept of Operations
CTS	Course Training Standard
DLAR	Defense Logistics Agency Regulation
DMLSS	Defense Medical Logistics Standard Support
DoD	Department of Defense
EST	Enlisted Specialty Training
ETCA	Education and Training Course Announcements
ETCF	Enlisted Training and Competency Folder
FAR	Federal Acquisition Regulation
GAS	Graduate Assessment Survey
IMA	Individual Mobilization Augmentee
JCAHO	Joint Commission on Accreditation of Healthcare Organizations
JMLFDC	Joint Medical Logistics Development Center
JP	Joint Publication
MAJCOM	Major Command
MFM	MAJCOM Functional Manager
NFPA	National Fire Protection Association
OSR	Occupational Survey Report
OJT	On-the-Job Training
QT	Qualification Training
QTP	Qualification Training Package
RSVP	Readiness Skills Verification Program

SEI	Special Experience Identifier
STS	Specialty Training Standard
TR	Training References
UGT	Upgrade Training
U&TW	Utilization and Training Workshop
WAPS	Weighted Airman Promotion System

TERMS EXPLAINED

Advanced Training (AT). Formal courses which provide individuals 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 reserved for selected career airmen at the advanced level of the AFS.

Air Education and Training Command (AETC). Conducts basic training for all Air Force enlisted personnel, produces skilled flying and ground personnel, and trains many of the world's military forces. Along with basic military, technical, and flying training, AETC provides other types of training such as aircrew transitional, special, advanced, lateral, and survival training.

Air Force Career Field Manager (AFCFM). Responsible for the development, implementation, and maintenance of the CFETP, as well as others duties within the AFS.

Air Force Institute for Advanced Distributed Learning (AFIADL). This organization located at Gunter Annex, Maxwell AFB, AL, develops, maintains, and distributes Air Force specific training such as Career Development Courses and Computer Based Training programs. AFIADLs website can be located at <http://www.maxwell.af.mil/au/afiadl/main.htm>.

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

Air Force Medical Support Agency (AFMSA). The Air Staff agency that acts as a liaison between Headquarters Air Force Agencies and base level activities. It is responsible for reviewing and establishing policy in support of the Surgeon General and has offices in various locations depending upon the specialty support provided. For example, the Air Force Medical Logistics Office is a division of AFMSA.

Air Force Occupational Measurement Squadron (AFOMS). Located at Randolph AFB, TX, the AFOMS provides occupational programs to optimize United States Air Force personnel and training decisions. The website for AFOMS is located at <https://www-r.omsq.af.mil>.

Air Reserve Component (ARC). Term used to reference both the Air National Guard and Air Force Reserves together.

Air Force Specialty (AFS). A group of positions requiring common qualifications. Each AFS has a title and associated Air Force Specialty Code (AFSC).

Air Force Specialty Code (AFSC). An alpha/numeric identification code assigned to identify like jobs.

Association for Healthcare Resource and Materials Management (AHRMM). A civilian organization which military members may join and obtain professional certification to enhance their career and community value.

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 appropriate.

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

Certification Official. A person designated by the commander and appropriately trained to certify tasks to determine an individual's ability to perform a task to required standards.

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

Core Task. A task AFCFMs identify as a minimum qualification requirement within an Air Force specialty or duty position. Core tasks may be specified for a particular skill level, duty position, or in general across the AFS. This core knowledge must be maintained through local or recurring formal training. Guidance for using the core tasks can be found in the applicable CFETP narrative.

Course Objective List (COL). A publication, derived from initial/advanced skills course training standards, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3, 5, and 7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, Volume 5, *Air Force Training – Career Field Education and Training*.

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

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.

Graduate Assessment Surveys (GAS). A GAS is sent from the technical training school to the immediate supervisors of recent 3-skill level course graduates. Supervisors use this survey to provide feedback on the effectiveness of the technical training course in meeting established training requirements.

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

Joint Commission on Accreditation of Healthcare Organizations (JCAHO). The Joint Commission evaluates and accredits nearly 19,000 health care organizations and programs in the United States. An independent, not-for-profit organization, it has developed state-of-the-art, professionally based standards and evaluated the compliance of health care organizations against these benchmarks. Their mission is to continuously improve the safety and quality of care provided to the public through the provision of health care accreditation and related services that support performance improvement in health care organizations. The website for JCAHO is located at <http://www.jcaho.org>.

Joint Medical Logistics Functional Development Center (JMLFDC). A tri-service organization responsible for the development of the Defense Medical Logistics Standard Support (DMLSS) computer system. Access to the website can be requested at http://www.tricare.osd.mil/dmlss/jmlfdc_request.cfm.

MAJCOM Functional Manager (MFM). A person appointed as the senior representative for an AFS within a specific MAJCOM. Responsibilities include working with the AFCFM to develop, implement, and maintain the CFETP.

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 (duty 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.

Plan of Instruction (POI). A course control document used for course planning, organization, operation, and validation.

Proficiency Training. 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.

Position Qualification Training. Training designed to qualify airmen in a specific position, which occurs after upgrade training.

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

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.

Readiness Skills Verification Program (RSVP). Identifies all skill requirements for contingency operations that are above and beyond the normal core tasks outlined in the CFETP. The web-based software program is used by the Air Force Medical Service as a management tool to ensure contingency skills are sustained.

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 awards 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.

Special Experience Identifier (SEI). A three-number code which identifies special experience and training not otherwise identified in the personnel data system (i.e. AFSC, etc.).

Specialty Training Standard (STS). An Air Force publication which describes skills and knowledge that an airman in a particular Air Force specialty needs on the job. It further serves as a contract between the Air Education and Training Command and the user to show the overall training requirements for an Air Force specialty code that the formal schools teach.

Standard. An exact value, a physical entity, or an abstract concept, established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results. A fixed quantity or quality.

Sustainment Training. Recurring training necessary for fully qualified individuals to maintain the skills necessary to perform all duties required by their job in peacetime and wartime.

Task Certifier. See Certification Official.

Task Module (TM). A group of tasks performed within an Air Force specialty that are performed together and 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 (see Mirror Force).

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

Training References (TR). Instructions, manuals, pamphlets, and other documents used as sources to provide guidance and training.

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.).

Trainer. A trained and qualified person who teaches airmen to perform specific tasks through OJT. Also relates to the equipment that the trainer uses to teach airmen specified tasks.

Upgrade Training (UGT). Mandatory courses, task qualification, and correspondence course requirements for award of the 3-, 5-, 7-, and 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 MAJCOM Air Force Specialty Code (AFSC) Functional Managers (MFM), Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.

Wartime Course. A structured course for non-prior service personnel to train only essential tasks in times of national emergency. The goal is to produce the greatest number of graduates in the least amount of time. The course content is based on wartime tasks identified in the Specialty Training Standard.

Section A - General Information

1. Purpose. This Career Field Education and Training Plan (CFETP) provides information necessary for the Air Force Career Field Manager (AFCFM), Major Command (MAJCOM) Functional Managers (MFMs), commanders, training managers, supervisors, trainers, and the applicable Air Education and Training Command (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. It also identifies initial skills, upgrade, qualification, advanced, proficiency, sustainment, and continuing education and training. Initial skills training is the Air Force Specialty (AFS) specific training an individual receives upon entry into the Air Force or upon retraining into a specialty. For our career field, this training is provided by AETC, 382d Training Squadron (TRS) at Sheppard AFB, TX. Upon successful completion of the training, individuals are awarded their 3-skill level Air Force Specialty Code (AFSC). Upgrade training (UGT) identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3, 5, and 7-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 and knowledge required to do the job. Advanced training is formal AFS training used for selected airmen. Proficiency training is additional training, either in-residence, 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. 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.

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

1.3. Identifies major resource constraints which may impact full implementation of the career field training process.

1.4. Identifies the training elements required for the Readiness Skills Verification Program (RSVP) to ensure individuals are fully trained to meet contingency missions.

2. Use. MFMs and supervisors at all levels will use the plan 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, 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. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, qualification, and proficiency requirements. OJT, resident training, contract training, or exportable courses can satisfy identified requirements. Any MAJCOM-developed training used to support this AFSC must be included in this plan.

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

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

Section B - Career Progression and Information

4. Specialty Description. AFMAN 36-2108, *Enlisted Classification*, Attachment 32, (4A1XX), paragraphs 1 and 2 contain the specific duty requirement information for the specialty.

4.1. Specialty Summary. AFMAN 36-2108, Attachment 32, (4A1XX), paragraph 1, contains the current specialty summary. Related DoD Occupational Subgroup: 341.

4.2. Duties and Responsibilities. AFMAN 36-2108, Attachment 32, (4A1XX), paragraph 2, contains the current list of duties and responsibilities.

5. Skill/Career Progression. Timely training and progression from the apprentice to the superintendent skill level 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 individuals receive viable training at appropriate points in their careers. Supervisors may use this area as a guide for general counseling sessions. The following narrative and Figures 8.1 and 8.3 identify career/skill progression.

5.1. Apprentice (3) Level. Initial skills training in the Medical Materiel specialty consists of tasks and knowledge training provided in the 3-skill level in-resident course (J3ABR4A131-000). All students in this specialty will complete the Medical Materiel Apprentice course in-residence at Sheppard AFB and upon successful completion of the course students will be awarded the 3-skill level. The primary focus of the course is to provide the trainee a basic foundation of medical materiel practices, procedures and logistics based medical readiness. After completion of this course, and upon arrival at their first duty assignment, the apprentice will enter upgrade training through enrollment in the Air Force Institute for Advanced Distributed Learning (AFIADL) 4A151 Career Development Course (CDC). A section trainer certifies the apprentice in task qualification and knowledge training identified in the STS (Part II - Section A) to progress in the career field. Once certified on a task, the apprentice may perform the task unsupervised. Apprentices should devote their time to learning and subsequently performing assigned duties in the specialty. Trainees can expect to be assigned to entry level materiel processes such as receiving, storage, distribution, forward logistics, document control, research, and inventory control. Trainees may be assigned to other sections of medical materiel not listed previously depending upon the need and size of the work center. Knowledge of these processes provide the basis for providing further growth in the medical materiel specialty. Although extenuating circumstances may prohibit it, trainees should be proactive and request training in areas of self-identified weaknesses.

5.2. Journeyman (5) Level. Journeymen are expected to build upon the skills learned as an apprentice by learning and performing additional on-the-job training, completion of the 4A151 CDC, and certification of core tasks identified in the STS. The CDC is a self-study correspondence course designed to provide airmen with the fundamental knowledge of the AFS. Five-skill level upgrade training includes certification in all core tasks identified in the STS for the associated skill level. Within the medical materiel specialty, journeymen will move into more complex materiel processes such as customer service, systems administration, requisitioning, developing requirements, war readiness materiel, equipment management, etc. Once upgraded, journeymen enter into continuation training to broaden their experience base. Journeymen will attend the Airman Leadership School (ALS) when they meet the

eligibility requirements outlined in Air Force Education and Training Course Announcements (ETCA) and AFI 36-2301, *Professional Military Education*. ALS is accredited by the Community College of the Air Force (CCAF), which awards all graduates nine semester hours of college credit. After ALS, journeymen may be selected to perform duties as trainers and supervisors and be considered for appointment as unit AFS trainers. To enhance their skills, they are encouraged to continue their education toward a Community College of the Air Force (CCAF) degree. CDCs and other study references listed in the Weighted Airman Promotion System (WAPS) catalog are used to assist airmen in their preparation for promotion testing.

5.3. Craftsman (7) Level. Airmen must be Staff Sergeant (SSgt) selectees or above to enter craftsman upgrade training and must successfully complete the 4A171 Medical Materiel Craftsman CDC before upgrade to the 7-skill level. Seven-skill level upgrade training will include certification in core tasks identified in the STS. Once upgraded, a craftsman can expect to fill various supervisory and management positions such as NCOIC, supervisor, program manager, task trainer, and task certifier.

5.3.1. Craftsman will attend the Noncommissioned Officer Academy (NCOA) when they meet the eligibility requirements outlined in ETCA and AFI 36-2301. The Noncommissioned Officer Academy is accredited by the CCAF which awards all graduates 11 semester hours of college credit: Military Studies II - 2, Leadership Studies II - 6, Managerial Communication II - 3. As airmen progress through the ranks to Master Sergeant (MSgt) they should take every opportunity to complete each level of PME at the earliest date possible. Attendance to the Senior Noncommissioned Officer Academy (SNCOA) in residence is based solely upon Air Force Personnel Center selections and is accredited by the CCAF, which awards all graduates nine semester hours of college undergraduate credit. Members should enroll in the SNCOA correspondence course upon selection to MSgt to enhance their ability to manage personnel assigned under them. Continued academic education through CCAF and higher degree programs is strongly encouraged, especially by enrolling in courses on management of resources and personnel.

5.3.2. As of the publication of this CFETP; membership, certification, or registration with a professional medical material organization is desirable. The Air Force Medical Logistics Office centrally funds annual institutional memberships for each Medical Logistics Flight which allows all those assigned to the activity to use their assigned membership number to obtain member costs for training material and test. All medical materiel personnel are eligible to obtain a Certified Materials and Resource Professional (CMRP) certification through the Association for Healthcare Resource and Materials Management (AHRMM). IAW AFI 41-104, *Professional Board and National Certification Examinations*, members can petition the local unit for reimbursement of the cost for the certification test. For those with Veteran's benefits, eligible members can obtain reimbursement.

5.3.3. The Medical Materiel Supervisor Course, as outlined in the Course Training Standard (CTS) in Part II, Section A of this CFETP, is designed to provide a foundation for advanced medical materiel business practices and theory. It is targeted towards personnel assigned as NCOIC of a Medical Materiel Flight for the first time (normally TSgt/MSgt tier) or appointed as the accountable officer. The projected transition for this update is 1 October 2004. Eligible members must submit their name as a candidate for attendance to their local unit training manager through their MAJCOM to AETC training annually to accurately project class needs.

5.4. Superintendent (9) Level. Before attaining the 9-skill level, individuals must hold the rank of Senior Master Sergeant (SMSgt), meet mandatory requirements listed in specialty description in AFMAN 36-2108, Attachment 32, paragraph 3, and have supervisor's recommendation for the award of the 9-skill level. A superintendent can expect to fill positions such as flight chief, superintendent, functional manager, and various staff positions. Additional training in the areas of resources, leadership skills, and

management should be pursued through continuing education. Completion of higher degree programs is strongly encouraged. As of the publication of this CFETP; membership and certification with a professional medical material organization is highly desirable.

5.5. Chief Enlisted Manager (CEM) 4A100. CEM code is awarded upon promotion to Chief Master Sergeant (CMSgt). CEMs routinely perform duties as the functional manager for the career field, at various command levels, group or squadron superintendent, and flight chief. Additional training in the areas of resources, leadership skills, and management should continue. Completion of higher degree programs is strongly encouraged. As of the publication of this CFETP; membership and certification with a professional medical material organization is desirable and strongly encouraged.

6. Training Decisions. This CFETP uses a building block approach to encompass the entire spectrum of training requirements for the Medical Materiel Specialty. This spectrum includes a strategy for when, where, and how to meet these training requirements. This strategy is used to develop affordable training, eliminate duplication, and prevent a fragmented approach to training. The training strategy and plan outlined in this CFETP was formed during the 4A1X1 Utilization and Training Workshop at Sheppard AFB Texas, 8-12 September 2003 from information identified in biennial occupational survey reviews (OSR) and training requirements analysis conducted by the Air Force Occupational and Measurement Squadron (AFOMS) and 4A1X1 subject matter expert input. The following summarizes the strategy developed for skill level progression.

6.1. Initial Skills (3-skill level training). 3-skill level requirements were reviewed and changed to reflect the transition from MEDLOG to DMLSS. Performance tasks requirements were increased and the most significant change was to include a capstone completion of a full supply-chain process.

6.2. 5-Skill Level Upgrade Requirements. 5-skill level requirements were reviewed and changed to reflect the transition from MEDLOG to DMLSS. Included in the changes was an increased emphasis in contracting, contingency operations, and generic business practices.

6.3. 7-Skill Level Upgrade Requirements. 7-skill level requirements were reviewed and changed to reflect the transition from MEDLOG to DMLSS. Included in the changes was an increased emphasis in account management and contingency operations.

6.4. Wartime Skills Training Requirements. Due to an oversight in the previous edition of the CFETP, requirements for a wartime skills course were identified and document in column 4D of the STS.

6.5. Readiness Skills Verification Program Requirements. RSVP requirements were reviewed and adapted to meet current deployment operations and prepare airman for future missions. The number of required tasks were reduced to reflect the minimum tasks required outside the normal core task competencies and meet the Air Force Surgeon General's edict of 10 tasks or less within the RSVP.

6.6. Proficiency Training. Qualification Training Plan (QTP) modules were identified in column 3F of the STS as items to be developed to enhance training in AFSC specific areas.

6.7. Continuation Training. Any additional knowledge and skill requirements that were not taught through initial skills, supplemental, or upgrade training are assigned to continuation training. The purpose of the continuation training program is to provide additional training exceeding minimum upgrade training requirements, with emphasis on present and future duty positions. MAJCOMs and units must develop a continuation training program that ensures individuals receive the necessary training at the appropriate point in their career. The training program will identify both mandatory and optional training requirements. AETC will assist in this continuation training wherever possible, by providing innovative

training tools (computer-based instruction, symposia, teleconferencing, etc.). Other organizations may provide training or supplemental information when required.

6.8. Sustainment Training Requirements. Sustainment training starts after the award of the 5-skill level. Training is conducted through a plan of instruction or interactive courseware on specific tasks listed in the STS. MAJCOMs and units must develop the appropriate means for personnel to obtain this training. AETC will assist by providing training tools whenever possible. Training will be based, at a minimum, on the 5-skill proficiency level.

7. Community College of the Air Force. CCAF offers a degree program specifically aligned to the medical materiel specialty in terms of logistics. When assigned to an Air Force career field, active duty, Air National Guard (ANG) and Air Force Reserve (AFRES) enlisted members are admitted to the college and registered in the degree program designed for their Air Force specialty. This status does not change until the college receives formal academic notice or receives an official transcript showing completion of civilian college course work or national tests applicable to their degree program from an accredited institution. The student declares all institutions attended for consideration of course credit acceptance in transfer if it applies to a degree program. Once a civilian college course or national test is recorded, the student is identified as a participant. CCAF provides the opportunity to apply credits earned for successful completion of the 3-level technical training school toward Associates in Applied Sciences Degree in Logistics. Additionally, personnel obtain credit hours when the 5- and 7-skill level is awarded. Airmen may opt to pursue a CCAF degree in another specialty but credits received for completion of medical materiel formal courses may not transfer to other CCAF degree programs. While fulfilling the requirements for an AS degree in Logistics, individuals should consider elective and core courses that may apply to other CCAF degrees or convert into 4-year degrees in a differing specialty. Additional off-duty education is a personal choice that is strongly encouraged for all airmen. Individuals desiring to become an Air Education and Training Command Instructor must possess as a minimum, an associate degree or should be actively pursuing an associate degree before applying. Personnel accepted as an AETC instructor must be within one year of completing their associate degree because a degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools. In addition to its associate's degree program, CCAF offers an Occupational Instructor Certification for medical materiel airmen choosing an instructor path. Upon completion of instructor qualification training consisting of the Basic Instructor Course and supervised teaching, AETC instructors who possess an associates degree or higher may be nominated by their school commander or commandant for certification as an occupational instructor. The CCAF website is located at <http://www.maxwell.af.mil/au/ccaf>.

7.1. Degree Requirements. Figure 7.1 is an excerpt from the current CCAF Student Catalog as of the publication date of this CFETP and reflects the minimum degree requirements for an associate's degree. NOTE: The most recent requirements can be found on the CCAF website or through your local education office.

7.1.1. Figure 7.2 reflects a list of college level courses and placement examinations that are available for all airmen and are a great way to expedite the completion of an associate's degree. College Level Examination Program (CLEP), Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests (DSST) and AFIADL courses are available free to Air Force personnel through the Base Education Center. CCAF will apply up to 30 semester hours of examination credit toward degree requirements.

7.2. CCAF Credits from Medical Materiel Courses. As of the publication of this CFETP, the following CCAF credits are awarded for the completion of the reflected courses or awarded skill level. NOTE:

Members should coordinate with their local Education Office for the most up-to-date guidance on the current CCAF credits earned for each area. The following list is provided for mentoring and awareness.

7.2.1. Medical Materiel Apprentice – nine semester hours towards the Technical Core requirements as outlined in Figure 7.1 and applied towards Materiel Management and Distribution Management areas.

7.2.2. Medical Materiel Supervisor Course – seven semester hours towards the Technical Core requirements as outlined in Figure 7.1.

7.2.3. Award of 5-skill level AFSC – eight semester hours towards the Technical Core requirements as outlined in Figure 7.1 and applied towards the CCAF Internship area.

7.2.4. Award of 7-skill level AFSC – four semester hours towards the Technical Core requirements as outlined in Figure 7.1 and applied towards the CCAF Internship area.

7.3. Completion of all the courses above and an award of the 7-skill level positions provides each medical materiel specialist with enough CCAF semester hours to fulfill the Technical Education requirements of 24 semester hours for the CCAF degree. For those unable to attend the Medical Materiel Supervisor Course, completion of four semester hours of college level Technical Electives will help satisfy the Technical Education requirements. Airmen completing the mandatory upgrade processes have completed nearly half of their requirements for an associate's degree.

4A1X1 Specialty Requirements for CCAF Degree in Logistics (1AMY)

Mandatory: The journeyman (5) level must be held at the time of program completion.

Technical Education: (24 semester hours (SH)) A minimum of 12 SHs of technical core subjects or courses must be applied with the remaining semester hours applied from technical core or technical elective subjects or courses. Requests to substitute comparable courses or to exceed specified semester hour values in any subject or course must be approved in advance.

Technical Core	Max SHs
CCAF Internship	18
Contract Management	3
Cryogenic Operations	10
Distribution Management	12
Fuels Distribution	15
Inventory Management	12
Logistics Automated Systems	6
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	6

Technical Electives	Max SHs
Business Law	3
Business Mathematics/Statistics	3
Computer Science	6
Enlisted Professional Mil Education	6
Environmental Protection Procedures	3
General Chemistry	3
Hazardous Materials	3
Industrial Safety	3
Introduction to Business	3
Introduction to the Petroleum Industry	3
Introduction to Transportation	3
Principles of Marketing	6
Quality Assurance	3

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

Physical Education: (4 Semester Hours)
Satisfied with completion of Basic Military Training.

General Education: (15 semester hours)
Applicable courses must meet the criteria for application of courses to the general education requirement and agree with the definitions of applicable courses in the CCAF Student Catalog.

Subject/Courses	SHs
Oral Communication	3
Speech	
Written Communication	3
English Composition	
Mathematics	3
Intermediate algebra or a college-level mathematics course satisfying delivering institution's mathematics graduation requirement-if an acceptable mathematics course applies as technical or program elective, you may substitute a natural science course for mathematics.	
Social Science	3
Anthropology, archaeology, economics, geography, government, history, political science, psychology, sociology	
Humanities	3
Fine arts (criticism, appreciation, historical significance), foreign language, literature, philosophy, religion	

Program Elective: (15 semester hours) Courses applying to technical education, LMMS or general education requirements; natural science courses meeting general education requirement application criteria; foreign language credit earned at Defense Language Institute or through Defense Language Proficiency Test; maximum 6 SHs of CCAF degree-applicable technical course credit otherwise not applicable to program of enrollment

Figure 7.1 – 4A1X1 Degree Requirements

Subject Areas and Course Descriptors	Semester Hours	AFIADL	CLEP General	CLEP Subject	DSST	Excelsior Exams
Computer Science (Tech)						
Info Systems/Computer Applications	3			X		
Introduction to Computing	3				X	
Leadership Management & Military Studies, LMMS						
Course 6 NCOA Corr Course	**	X				
Course 8 SNCOA Corr Courses	**	X				
Course 50 History of US Air Power	2	X				
Principles of Management	3			X		
Human Resource Management	3				X	
Organizational Behavior	3				X	
Principles of Supervision	3				X	
Organizational Behavior	3					X
Human Resource Management	3					X
Natural Science						
Natural Science	6		X			
General Biology	6			X		
General Chemistry	6			X		
Astronomy	3				X	
Principles Physical Science I	3				X	
Physical Geology	3				X	
Anatomy and Physiology	6					X
Microbiology	3					X
Oral Communication						
Principles of Public Speaking	3				X	
Written Communication						
English Composition	6		X			
Freshman College Composition	6			X		
English Composition	6					X
Mathematics						
College Math	6		X			
College Algebra-Trigonometry	3			X		
College Algebra	3			X		
Trigonometry	3			X		
Calculus/Elementary Functions	6			X		
Fundamentals College Algebra	3				X	
Principles of Statistics	3				X	
Statistics	3					X

Figure 7.2. List of Examinations and AFIADL Courses Applicable to CCAF Degree Requirements

Subject Areas and Course Descriptors	Semester Hours	AFIADL	CLEP General	CLEP Subject	DSST	Excelsior Exams
Social Sciences						
Social Sciences & His tory	6		X			
Human Growth & Development	3			X		
American Government	3			X		
Introductory Sociology	3			X		
Western Civilization I	3			X		
Western Civilization II	3			X		
Introductory Psychology	3			X		
Principles of Macroeconomics	3			X		
Principles of Microeconomics	3			X		
History of the US II	3			X		
History of the US I	3			X		
Contemporary Western Europe	3				X	
Introduction Modern Middle East	3				X	
Human/Cultural Geography	3				X	
Rise/Fall of the Soviet Union	3				X	
History of the Vietnam War	3				X	
Civil War and Reconstruction	3				X	
Lifespan Developmental Psychology	3				X	
General Anthropology	3				X	
History of Nazi Germany	3					X
Abnormal Psychology	3					X
American Dream	6					X
World Population	3					X
Life Span Development Psychology	3					X
Humanities						
Humanities	6		X			
English Literature	6			X		
American Literature	6			X		
College German	***			X		
College French	***			X		
College Spanish	***			X		
Analyzing and Interpreting Literature	6			X		
Art of the Western World	3				X	
Ethics in America	3				X	
Introduction to World Religions	3				X	
Religions of the World	3					X

* AFIADL courses do not apply toward the 30 semester hour limit for examination credit.

** Worth 4-9 SHs depending on enrollment date.

*** Worth 6 or 11 SHs depending on passing score.

Figure 7.2. (con't) List of Examinations and AFIADL Courses Applicable to CCAF Degree Requirements

8. Career Field Path. The medical materiel specialty has been significantly streamlined over the last few years but it still remains diverse, and even more challenging given the fast pace of today's operations. The following career pyramid (Figure 8.1) attempts to pictorially reflect the career education, training, and utilization pattern. The training and functions are aligned with rank and experience levels normally expected of someone in that period of their career. For instance, special duty assignments are normally not part of an individual's career until they reach the grade of SSgt. We realize there will be exceptions, but you should use this as a guide to help determine training expectations and career planning. We strongly recommend functional managers, superintendents, and supervisors rotate 3- and 5-skill level personnel through all major career tracks (displayed on the pyramid) to better prepare them for supervisory and management responsibilities of the 7- and 9-skill levels. Figure 8.2 further delineates career progression.

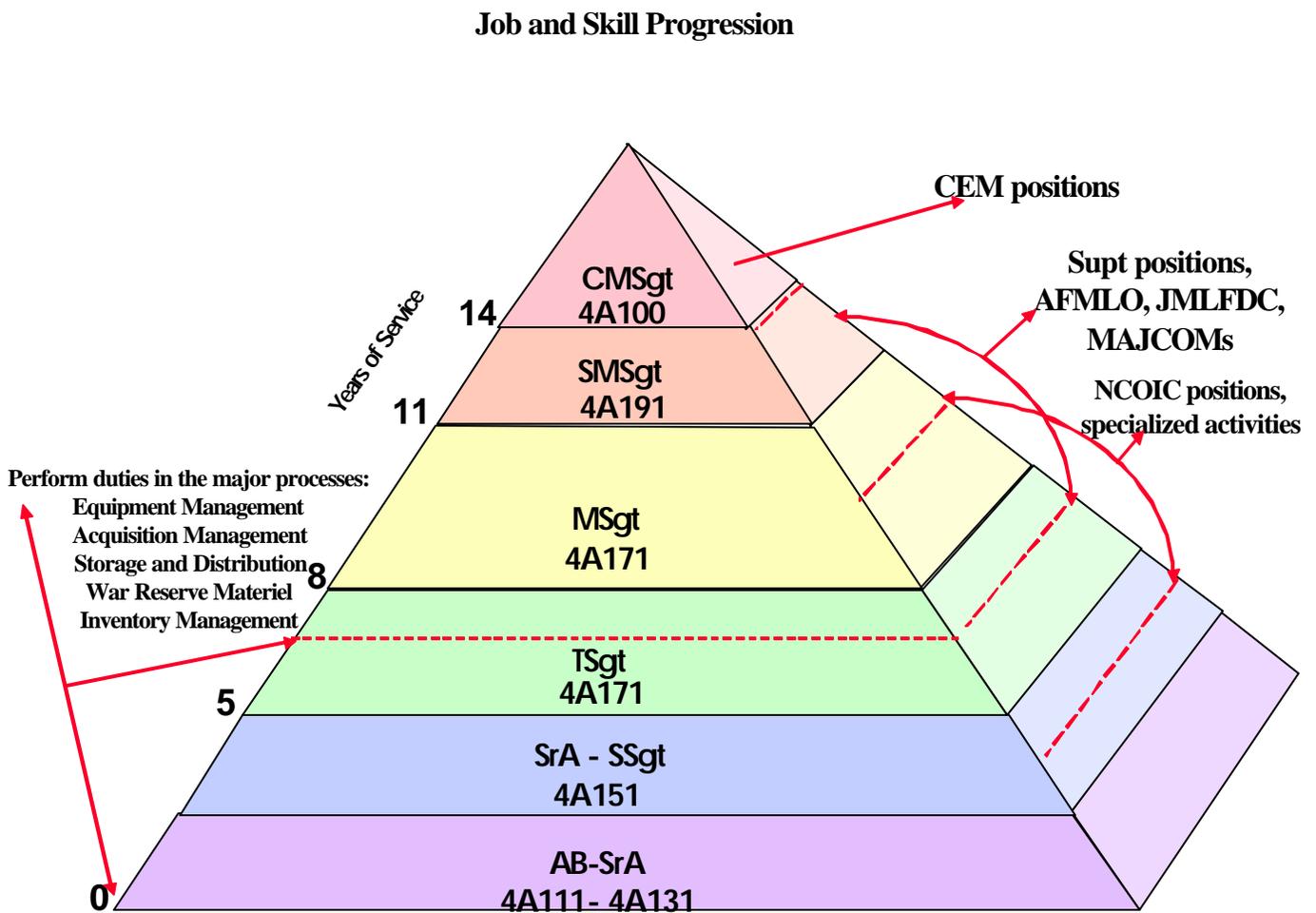


Figure 8.1 Career Progression Pyramid

8.1. **Manpower Table.** The Medical Materiel Specialist Manpower Chart, shown below (Figure 8.2), illustrates the grade authorized allocations as of the publication date of this CFETP. These numbers are reflective of a point in time and a general view of the 4A1XX staffing makeup Air Force wide.

GRADE	AMN	SRA	SSG	TSG	MSG	SMS	CMS	TOTAL
	229	327	270	129	110	21	7	1,095

Figure 8.2. Medical Materiel Specialist Manpower Chart

8.2. **Enlisted Career Path.** The grade requirements for average sew-on and earliest sew-on times are reflections of data posted on the Air Force Personnel Center (AFPC) website and are a snapshot of the current promotion cycles as of the publication of this CFETP. Individuals should use these averages as reference points only, not as measures of achievement within the 4A1X1 specialty. Figure 8.3 reflects information for active duty personnel and Air Reserve Component personnel.

8.3. **Special Experience Identifier (SEI).** Medical Materiel personnel may be assigned to a Medical Readiness position if desired by the member’s Commander. To ensure credit is given for personnel assigned to Medical Readiness, SEI 325 is awarded to personnel in the 5-skill level or above and in the grade of E5 and above, completion of the Medical Readiness Planners course or Battlefield Medical Operations Planning course and 12 months of experience. Approval authority for the award of this SEI is MAJCOM or higher. Local medical unit will forward the SEI request to the MAJCOM for final award certification and insertion into individual’s personnel records.

8.4. **Mission and Organization.** Medical Materiel personnel serve a vital role in the defense of our nation and thoroughly understanding the hierarchy of the organization to which they are assigned enhances their ability to perform all related tasks. Figure 8.4 reflects the direct reporting channels and indirect communication channels associated with this specialty. Although it may seem as though the specialty is at the bottom of the ladder, the efforts given by each airman has a direct impact on the overall mission of the Air Force and ultimately the decisions of the President.

EDUCATION AND TRAINING REQUIREMENTS	GRADE REQUIREMENTS			
	Rank (Avg Sew-On – Active Duty) -AF Average- *AFSC Average*	Earliest Sew-On (HYT)	Special Duty Assignments	College Education Level Encouraged
Basic Military Training				
Apprentice Technical School (3-Skill Level)	 (6 months)  (16 months)	10 months TIG as E2	N/A	4A151 CDC
Upgrade To Journeyman (5-Skill Level) - Minimum 15 months on-the-job training (retrainee 9 months) - Complete 4A151 CDCs - Completion of all core tasks - Supervisor's recommendation - Commander approval	 (36 months)	28 months TIG E3 (12 years)	N/A	Associates Degree in Logistics
Airman Leadership School (ALS) - Must be a SrA with 48 months time in service or be a SSgt selectee - Resident graduation is a prerequisite for SSgt sew-on (Not applicable to ANG)	Trainer - Possess the same AFSC and be certified to train others - Must complete formal OJT Trainer Training and appointed by commander			
Upgrade To Craftsman (7-Skill Level) - Minimum rank of SSgt - 12 months OJT. (6 months for retrainees in the rank of SSgt or higher) - Complete 4A171 CDC - Completion of all core tasks - Supervisor's recommendation - Commander approval	Certifier - At least a SSgt with a 5-level (or civilian equivalent) - A person other than the trainer certified to perform the task to be trained - Must have attended a formal trainers course			
	 -4.4 years- *4.6 years*	3 years (20 years) -33 yrs ARC-	- 4A1 Instructor - AFMLO - DMLSS - ALS Instructor - EMEDS Inst - JMLFDC	4A171 CDC Associates Degree in Logistics
Noncommissioned Officer Academy (NCOA) - Must be a TSgt or TSgt selectee. (AD only) - Must be a SSgt or TSgt (AFRES) - Resident graduation is a prerequisite for MSgt sew-on (Not applicable to ANG)	 -12.2 years- *13.6 years*	5 years (22 years) -33 yrs ARC-	- AFMLO - DMLSS - JMLFDC - Readiness Instructor	CMRP Certification ----- Bachelors Degree in Logistics, Resource Mgt, or Business affiliated curricula
USAF Senior NCO Academy (SNCOA) - Must be a MSgt or SMSgt (early completion by correspondence highly recommended) - Resident graduation is a prerequisite for CMSgt sew-on (AD only) - Resident/correspondence is a prerequisite for SMSgt sew-on (AFRES only)	 -17.0 years- *16.7 years*		8 years (26 years) -33 yrs ARC-	
Upgrade To Superintendent (9-Skill Level) - Minimum rank of SMSgt - Must complete SNCOA (AFRES only)	 -20.0 years- *20.7 years*	11 years (28 years) -33 yrs ARC-	- MAJCOM - MFM - JMLFDC - Sq Super	Masters Degree in Logistics, Business Admin, or Personnel Mgt
Chief Enlisted Manager (CEM) (4A100)	 -22.1 years- *23.8 years*	14 years (30 years) -33 yrs ARC-	- MAJCOM - AFCFM - Group Super - CCM - CMEI	

Figure 8.3. 4A1X1 Career Path

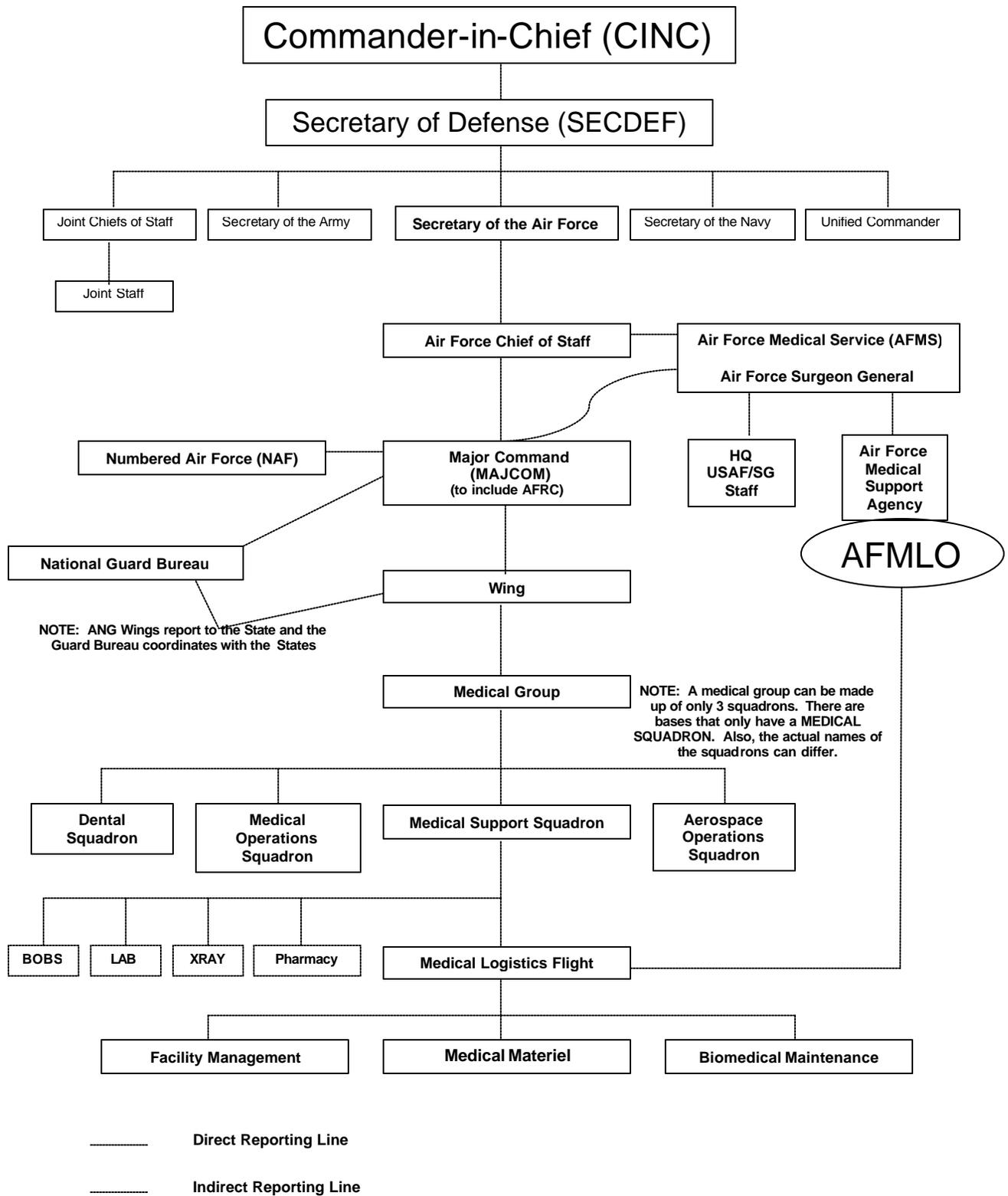


Figure 8.4. Overview of 4A1X1 Specialty within Mission and Organization

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 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.

9.1.1. Specialty Qualifications: Per AFMAN 36-2108, for entry into this specialty, qualification to operate government vehicles is mandatory according to AFMAN 24-301, *Vehicle Operations*. A General Aptitude score of 43 from the Armed Services Vocational Aptitude Battery (ASVAB) and the ability to lift 50 pounds is required. Completion of high school courses in management, basic electronic data processing, bookkeeping, accounting, and business administration are also desirable.

9.1.1.1. Knowledge. Knowledge of Air Force property and financial accounting based on automated data processing systems, logistics and related publications, medical materiel procedures, identity and general characteristics of medical materiel, readiness mission, and organization of medical materiel accounts is mandatory.

9.1.1.2. Education. Completion of Basic Medical Readiness Course (J3ATR40030-002) is desirable.

9.1.1.3. Training. IAW AFI 36-2201, Volume 2, *Air Force Training Program – Training Management*, members must complete resident initial skills training course, such as our Medical Materiel Apprentice course, for award of the 3-skill level. Retraining into the 4A1X1 AFSC may be accomplished via OJT alone only when specified in the applicants retraining instructions and as approved by the Medical Materiel AFCFM. Personnel retraining via OJT may be awarded 3-skill level when the following are met: complete knowledge training on all tasks taught in the initial skills course, complete duty position requirements identified by the supervisor, and all other mandatory requirements.

9.1.1.4. Experience. no other experience is required for the 3-skill level.

9.1.1.5. Training Sources and Resources. Apprentice level training (course J3ABR4A131-000) is available through the 382 TRS, Sheppard AFB TX.

9.1.1.6. Implementation. Member is awarded the 3-skill level upon successful completion of course.

9.2. Journeyman Level Training.

9.2.1. Specialty Qualifications:

9.2.1.1. Knowledge. Knowledge of Air Force property accounting based on automated data processing systems, Air Force Instructions, medical materiel procedures, general characteristics of all medical materiel sections, war readiness mission, equipment management, and organization of medical units is mandatory. Knowledge of business accounting, typing, ten key use, computer terminals, materiel distribution and management, web-based navigation, and data automation is desirable.

9.2.1.2. Education. Completion of interactive courseware training for computer operators and applicable level Professional Military Education (PME) is desirable.

9.2.1.3. Training. IAW AFI 36-2201, Volume 2, individuals must complete mandatory 4A151 Career Development Course, all core tasks identified in the STS portion of Part II of this CFETP and other duty position tasks identified by the supervisor. Award of the 5-skill level also requires completion of a minimum of 15 months in upgrade training; all mandatory requirements listed in AFMAN 36-2108 specialty descriptions, the CFETP, and the recommendation of their supervisors. Individuals in retraining status are subject to the same training requirements and must complete a minimum of nine months in UGT.

9.2.1.4. Experience. Qualification in and possession of the 3-skill level in the 4A1 specialty is mandatory.

9.2.1.5. Training Sources and Resources. The CDC for this skill-level is developed by the 382 TRS, Sheppard AFB TX, and is available through your unit training manager.

9.2.1.6. Implementation. The member's commander awards the 5-skill level upon successful completion of 5-skill level requirements outlined in 9.2.1.3.

9.3. Craftsman Level Training.

9.3.1. Specialty Qualifications:

9.3.1.1. Knowledge. Knowledge of Air Force property and financial accounting based on automated data processing, logistics and related publications, medical materiel procedures, identity and general characteristics of medical materiel, and organization of medical materiel accounts is mandatory. Knowledge of business accounting, word processing, graphics, database management, spreadsheets, writing, and preparing and presenting training briefs is desirable.

9.3.1.2. Education. A CCAF associate's degree in logistics and applicable level of PME is desirable.

9.3.1.3. Training. For the award of the 7-skill level, an individual must be at least a staff sergeant, complete mandatory CDCs, demonstrate proficiency on the core tasks identified in the CFETP and other duty position tasks identified by the supervisor, meet mandatory requirements listed in the specialty description in AFMAN 36-2108, complete a minimum 12 months in training, and be recommended by the supervisor. Individuals in retraining status are subject to the same requirements and must complete a minimum six months in UGT AFI 36-2201, Volume 2.

9.3.1.4. Experience. Qualification and possession of the 5-skill level in the specialty is mandatory. Must have minimum rank of SSgt and have completed 12 months OJT.

9.3.1.5. Training Sources and Resources. The CDC for this skill-level is developed by the 382 TRS, Sheppard AFB TX, and is available through your unit training manager.

9.3.1.6. Implementation. The member's commander awards the 7-skill level upon successful completion of the 7-level skill requirements outlined in 9.3.1.3.

9.4. Superintendent Level Training.

9.4.1. Specialty Qualifications:

9.4.1.1. Knowledge. Knowledge in medical materiel theory and techniques, property and financial accounting based on automated data processing, logistics and related publications, medical materiel procedures, identity and general characteristics of medical materiel, and organization of medical materiel

accounts is mandatory. Knowledge of management, supervision, problem solving, business accounting, data automation procedures, and management and supervision of personnel is desirable.

9.4.1.2. Education. Completion of the Senior NCO Academy and completion of a bachelors degree in a related discipline is highly desirable.

9.4.1.3. Training. IAW AFI 36-2201, Volume 2, member must hold the rank of senior master sergeant (SMSgt).

9.4.1.4. Experience. Qualification in and possession of the 7-skill level in the specialty is mandatory.

9.4.1.5. Training Sources/Resources. Certified trainers using appropriate local and other training materials provide qualification training. Use of exportable and contract training is encouraged when available.

9.4.1.6. Implementation. Entry into training begins when an individual is a 7-skill level and is a SMSgt or SMSgt select. Commanders award individuals the 9-skill level upon completion of all training and experience requirements and after promotion to SMSgt.

Section D - Resource Constraints.

10.1. Purpose. This section identifies known resource constraints (cost, manpower, etc.) that preclude optimal training from being developed or conducted. Narrative explanations of each resource constraint and an impact statement are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. At a minimum, an annual review of resource constraints affecting training should be completed and appropriate revisions made to this section.

10.1.1. Apprentice (3-skill level) Training.

10.1.1.1. Constraints. None.

10.1.2. Journeyman (5-skill level) Training.

10.1.2.1. Constraints. None.

10.1.3. Craftsman (7-skill level) Training.

10.1.3.1. Constraints. None.

10.1.4. Reporting Qualification Training Constraints - Units/MAJCOMS.

10.1.4.1. Supervisors should report known resource constraints, which prevent personnel from completing the mandatory training requirements specified in this plan to their unit enlisted specialty training manager. The authority for requesting waivers is AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*.

10.1.4.2. In the report, provide a brief description of the resource constraints which adversely affect your training program, include the impact this constraint has or will have on training, briefly list what is needed to correct the problem, what action is required of the office or person addressed, and an estimated completion date. Identify the specific STS task code(s) affected. If the memorandum provides information only, include a statement that a response is unnecessary. See Figure 9.1 as a guide for documenting and reporting resource constraints.

10.1.4.3. If the constraint can be resolved at the local level, the report will be coordinated with the unit 4A1X1 functional manager and, if the impact affects unit RSVP requirements, it will require coordination with the group commander. If the constraint needs MAJCOM support, forward the report through your group commander to the MAJCOM 4A1X1 Functional Manager. Constraints that cannot be resolved at the unit or MAJCOM level, or have a long term estimated completion date, must be forwarded to the 4A1X1 AFCFM as a request for waiver or deferment of CFETP requirements.



DEPARTMENT OF THE AIR FORCE
Air Education and Training Command

27 August 2004

MEMORANDUM FOR HQ AFMSA/SGSL
1423 Sultan Drive, Suite 200
Fort Detrick, MD 21702-5006

FROM:

SUBJECT: Report of Qualification Training Constraint

1. The mandatory specialty training standard (STS) requirement which can not be completed is:
 - a. Training standard number and date: (i.e. STS 4A1X1, Dec 2003)
 - b. STS paragraph number affected: (i.e. 7.1.1.)
2. Due to DVD equipment limitations, we are not able to complete the required task. For this reason A1C Logdog will not be able to complete 5-skill level upgrade training in formatting DVDs.
3. Waiver to the mandatory core task training is required by the CFETP.
4. A1C Logdog will acquire training in formatting DVDs as soon as local training resources are available.
5. Please approve this waiver for core task training required on STS paragraph 7.1.1. If you have questions, please contact me at DSN 444-4444

IVANA B. TOPDOG, T Sgt, USAF
Task Certifier, AFSC 4A1X1

cc: XXXth MDSS/CC
XXXth OJT Manager

Figure 10.1. Memorandum for Reporting Qualification Training Constraint

Section E. Transitional Training Guide. (This section not used).

Part II

Section A - Specialty Training Standard (STS)

1. Implementation. AETC will begin implementation of this STS technical training with the formal class entering 040819 and graduating 040923 for course J3ABR4A131-000.

2. Purpose. As prescribed in AFI 36-2201, Volume 5, *Air Force Training Program – Career Field Education and Training*; this STS:

2.1. Lists in column 1 (Task, Knowledge, and Technical References) the most common tasks, knowledge, and technical references (TR) necessary for airmen to perform duties in the 3-, 5-, and 7-skill level.

2.2. Identifies in column 2 (Core Tasks for Skill Level) the tasks that must be accomplished for each specified skill level prior to certification for upgrade to the next skill level. The 5, 7, and/or R in column 2 indicates that training is required in the specific task to satisfy requirement for award of 5- and 7-skill level and/or is a RSVP requirement. An asterisk (“*”) behind the number (5 or 7) is used when core tasks apply to the active duty Air Force only. NOTE: Although this asterisks task is mandatory for active duty only, does not preclude an ARC unit from attempting to train the subject.

2.3. Provides a single location to record completion of tasks and knowledge training requirements in column 3 (A – E). Uses automated training management systems to document technician qualifications, if available. Task certification must show a certification/completed date.

2.4. Lists training items identified for development of QTPs in column 3F. As of the publication of this CFETP, anticipated release of the finalized QTPs identified in column 3F is December 2004.

2.5. Contains the proficiency code key (columns 4A, 4B and 4C) used to indicate the level of training and knowledge provided by resident training and the career development course. The 5, 7, and/or R in column 2 indicates that training is required in the specific task to satisfy requirement for award of 5- and 7-skill level and/or is a RSVP requirement. An asterisk (“*”) behind the number (5 or 7) is used when core tasks apply to the active duty Air Force only. NOTE: Although this asterisks task is mandatory for active duty only, does not preclude an ARC unit from attempting to train the subject. Educational training for some of these tasks is provided in the 5- and 7-skill level CDCs; other portions are achieved through on-the-job training.

2.6. Becomes a Job Qualification Standard (JQS) for on-the-job training when placed in the Medical Enlisted Training and Competency Folder in lieu of an AF Form 623, **On-The-Job Training Record**, and used according to AFI 36-2201, Volume 3, *Air Force Training Program – On The Job Training Administration*. When used as a JQS, the following requirements apply:

2.6.1. 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 the CFETP Part II: Training Completed, Trainee Initials, Trainer Initials, Certifier Initials (if applicable). An Air Force JQS 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.

2.6.2. CFETP Transcribing Procedures. Transcribing documentation to a new CFETP is an administrative function, not a re-evaluation of training. Upon publication of a new CFETP, use the following procedures to transcribe IAW AFI 36-2201, Volume 3.

2.6.2.1. Use the new CFETP to identify and certify current training requirements and to retain previous qualifications from the previous version.

2.6.2.2. For tasks previously certified and required in the current duty position, circle the task and enter the current date with the trainee and supervisor initials.

2.6.2.3. For tasks previously certified but not required in the current duty position (do not circle), transcribe only the previous certification date (no initials).

2.6.2.4. Annotate the AF Form 623A, **On-The-Job Training Record Continuation Sheet**. For example, "I certify the information contained in the CFETP dated XX XXX XXXX was transcribed to the CFETP dated XX XXX XXXX, and the trainee was given the superseded CFETP." Signed and dated by the trainee and supervisor.

2.6.2.5. Upon completion of the transcription process, give the old CFETP to the member.

2.6.3. Documenting Career Knowledge. When a CDC is not available, the supervisor identifies STS training references required by the trainee for career knowledge and ensures, at a minimum, that trainees cover the core requirements as outlined in the CFETP Part II and any mandatory items in AFMAN 36-2108. 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: Supervisors must fully document career knowledge prior to submitting a CDC waiver.

2.6.4. Decertification and Recertification. When a supervisor determines an airman is unqualified on a task previously certified for their duty position, the supervisor erases the previous certification, or deletes previous certification when using an automated system. Appropriate remarks pertaining to the reason for decertification are entered on the AF Form 623A. Recertification begins by inserting a new training start date and completing the training again.

2.6.5. Training Standard. Trainees are trained, evaluated, and certified to the go/no go level. Go means the individual can perform the task without assistance and meet requirements for accuracy, timeliness, and correct use of procedures. Supervisors and superintendents will manage this process by assessing 4A151 qualifications.

2.6.5.1. Trainers must be certified in the task to be trained, be recommended by the supervisor, appointed by the commander, and complete a formal trainer course.

2.6.5.2. Certifiers must be at least a SSgt, be certified in the task being evaluated, appointed by the commander, be someone other than the trainer, and complete a formal certifier course. Possession of at least a 7-skill level in the same AFSC is desired, but not required.

2.7. Provides a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the AFOMS by senior NCOs with extensive practical experience in their career fields. The tests are a sample of 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, *Air Force Military Personnel Testing System*. WAPS is not applicable to the Air National Guard.

3. Recommendations. Report unsatisfactory performance of individual course graduates to 882 TRG/TTS, 939 Missile Road, Sheppard AFB TX 76311-2245. Use the course objectives to aid in evaluating graduate performance and reference specific STS paragraphs when forwarding reports. Document the deficiencies in the graduate's AF Form 623A.
4. Identify inadequacies and recommended changes for this training through channels to 882 TRG/TTS, 939 Missile Road, Sheppard AFB TX 76311-2245. Use the Customer Service Information Line (CSIL) at DSN 736-2385 or email CSIL.882@sheppard.af.mil to report your findings.
5. When requested, use evaluation results to complete the AETC Graduate Assessment Survey (GAS) or Field Evaluation Questionnaire (FEQ) to provide feedback on the quality of formal course graduates. The GAS is sent to supervisors of graduates approximately 90 days after graduation. Question 1 in the GAS gives the school feedback on the adherence to military standards of the trainee upon arrival at the base. The answer to this question should be based on the airman on arrival, vice ninety days later when they have discovered a new found freedom. Question 2 provides feedback on how well the trainee met the training requirements according to the proficiency codes in the 3-skill level course section of the STS in the CFETP. Question 3 addresses the CFETP and how it meets the training requirements in the work center. How the supervisor answers and comments on these questions has a direct bearing on how well the school improves its programs often resulting in training improvement initiatives. The following website <https://spdws03.sheppard.af.mil/882trggas/gas/Query.asp> provides a way to review a list of all incomplete surveys. To find those for your location, use the first four digits of your PAS code (all CAPS) in the query page. FEQs are conducted every two years (initial skill, AFSC awarding and mandatory 7-level courses) and are sent to supervisors of graduates four to six months following graduation. Supervisors may be asked to participate in field interviews conducted by formal course personnel. Interviews are normally conducted four to six months after graduation. It is imperative that all surveys and questionnaires are completed and returned to the originator as soon as possible.
6. This CFETP supercedes CFETP 4A1X1, 1 June 2001.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

GEORGE PEACH TAYLOR, JR.
Lieutenant General, USAF, MC, CFS
Surgeon General

SPECIALTY TRAINING STANDARD

Printed Name (<i>Last, First, Middle Initial</i>) of Trainee	Initials (Written)	SSAN
Printed Name Of Certifying Official And Written Initials		
<i>N/I</i>	<i>N/I</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 (Note 1)	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 (Note 2)	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>Note 1: 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>Note 2: 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>Explanations: In block 2 the “5” or “7” mark is used to indicate Core Task requirements in identified 5- or 7-skill level for upgrade training. The “R” is used to identify Readiness Skills Verification Program requirement elements. An asterisk “*” is used when core tasks apply to the active duty Air Force only. NOTE: See Part 1, paragraph 2.2.</p> <p style="text-align: center;">In blocks 3 and 4 the “-” mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC and the “X” mark is used in course columns to show that training required but not given due to limitations in resources.</p> <p style="text-align: center;">NOTE: All tasks and knowledge items shown with a proficiency code in block 4D are trained during wartime. The academic day is changed to a ten hour per day, during a six day workweek.</p>		

Figure 2.1. Specialty Training Standard (11 pages)

1. Tasks, Knowledge, and Technical References	2. Core Task for Skill Level	3. Certification for OJT and QTP						4. Proficiency Codes Used to Indicate Training or Information Provided (see Notes)			
		A	B	C	D	E	F	A	B	C	D
								3 Skill Level	5 Skill Level	7 Skill Level	Wartime
		Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	QTP	Course	CDC	CDC	Course
1. MISSION AND ORGANIZATION											
TR: AFDD1; AFPD 41-1; AFPD 41-2; AFMD 36; AFI 41-209; AFMAN 36-2108; Objective Medical Group Implementation Guide and Supplement 1											
1.1. Air Force Structure								A	-	-	-
1.2. Career Progression								A	-	-	-
2. SECURITY											
TR: AFPD 10-11; AFPD 31-4; AFPD 33-1; AFPD 33-2; AFI 10-1101; AFI 33-114; AFI 33-119; AFI 31-401; AFI 33-202; AFI 33-203; AFI 33-212; AFI 33-220; DODR 5250.1											
2.1. Security Vulnerabilities								A	-	-	A
2.2. Classified Material								-	B	-	A
3. OFFICE ADMINISTRATION											
TR: AFI 37-138; AFMAN 37 123; AFMAN 37-139; Air Force Electronic Publications List (AFEPL)											
3.1. File Plan Preparation and Maintenance								-	A	A	-
3.2. Operating Instructions/Continuity Binder Preparation and Maintenance								-	-	-	-
3.3. Research Publications								1a	-	-	1a
4. SUPERVISION AND TRAINING											
TR: AFI 36-2201, Volume 2; AFI 36-2201, Volume 3; AFI 36-2201, Volume 5; AFMAN 36-2108											
4.1. Orient New Personnel								-	-	-	-
4.2. Duties and Responsibilities								A	-	-	-
4.3. Maintain Enlisted Training and Competency Folder (Six Part Folder)								-	-	-	-
4.4. CFETP Familiarization								-	-	-	-
5. SUPPLY DISCIPLINE AND ACCOUNTABILITY											
TR: AFPD 23-4; AFI 23-111; AFI 41-209 ; AFMAN 23-220											
5.1. Principles of Supply Discipline								A	B	-	A
5.2. Demonstrate Supply Chain Cycle								1a	b	-	1a
5.3. Roles and Responsibilities of the Accountable Officer	7							-	A	B	-

1. Tasks, Knowledge, and Technical References	2. Core Task for Skill Level	3. Certification for OJT and QTP						4. Proficiency Codes Used to Indicate Training or Information Provided (see Notes)			
		A	B	C	D	E	F	A	B	C	D
								3 Skill Level	5 Skill Level	7 Skill Level	Wartime
		Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Q TP	Course	CDC	CDC	Course
6. MEDICAL MATERIEL REFERENCES											
TR: AFMD 36; AFI 41-209; AFMAN 41-216; AFCSM 41-230, Volume 2; Universal Data Repository (UDR); Air Force Medical Logistics (AFML) Website; AFEPL											
6.1. Research Policies and Procedures	R						1a	-	-	2b	
6.2. Research Catalog Data							1a	-	-	2b	
6.3. Support Activities							-	A	-	-	
6.4. Manpower Requirements and Standards							-	-	B	-	
7. STORAGE AND DISTRIBUTION MANAGEMENT											
TR: AFD 23-5; AFD 24-2; AFI 24-201; AFI 24-202; AFI 31-209; AFI 41-209; AFMAN 23-110 Volume 6; AFMAN 24-204; AFMAN 41-216; AFJMAN 23-209; AFCSM 41-230, Volume 2; AFOSH STD 91-8; DLAR 4155.37; DOD 4145.19-R-1; T.O. 00-35A-39											
7.1. Principles of Storage and Distribution	5										
7.1.1. Store Materiel							1a	b	-	1a	
7.1.2. Resource Protection							A	B	-	B	
7.1.3. Materiel Serviceability							A	B	B	A	
7.2. Receiving Procedures	5										
7.2.1. Verify Shipments							1a	b	-	1a	
7.2.2. Annotate Documents							1a	b	-	1a	
7.2.3. Process Receipt Actions							1a	b	-	1a	
7.2.4. Initiate Corrective Actions for Discrepancies							-	b	-	-	
7.3. Issue Procedures	5										
7.3.1. Pick Stock							2b	b	-	1a	
7.3.2. Confirm Pick List							2b	b	-	1a	
7.3.3. Deliver Materiel							2b	b	-	1a	
7.3.4. Resolve Discrepancies							-	b	-	-	
7.4. Packing, Marking, and Shipping Materiel							-	-	-	-	
7.5. Controlled Medical Items	7										
7.5.1. Identify							1a	b	b	1a	
7.5.2. Receive							-	b	b	-	
7.5.3. Issue							-	b	b	-	
7.5.4. Store and Safeguard							a	b	b	a	
7.5.5. DEA Registration and Documentation							-	b	b	-	

1. Tasks, Knowledge, and Technical References	2. Core Task for Skill Level	3. Certification for OJT and QTP						4. Proficiency Codes Used to Indicate Training or Information Provided (see Notes)			
		A	B	C	D	E	F	A	B	C	D
								3 Skill Level	5 Skill Level	7 Skill Level	Wartime
		Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	QTP	Course	CDC	CDC	Course
7.5.6. Inventory							-	b	b	-	
7.5.7. Research Discrepancies							-	b	b	-	
7.6. Manage Precious Metals Recovery Program							-	b	-	-	
7.7. Customer Returns											
7.7.1. Verify							a	b	-	-	
7.7.2. Determine Credit							-	b	-	-	
7.7.3. Process Returns							a	b	-	-	
7.7.4. Determine Disposition							-	b	-	-	
7.8. Excess Program							-	B	-	-	
7.9. Commercial Returns Program											
7.9.1. Identify and Categorize							-	b	-	-	
7.9.2. Audit Trail Reconciliation							-	A	B	-	
7.9.3. Process Returned Goods Checks/Vouchers							-	-	-	-	
7.10. Inspect and Repack Medical Kits							-	b	-	1a	
7.11. Maintain CAIM and CS Pending Actions							b	b	-	-	
8. INVENTORY MANAGEMENT											
TR: AFI 41-209; AFMAN 41-216 ; AFCSM 41-230, Volume 2											
8.1. Establish and Revise Catalog Record	5							2b	b	-	1a
8.2. Establish and Revise SOS Record	5							2b	b	-	1a
8.3. Source Documents											
8.3.1. Perform Quality Control	5							2b	b	-	1a
8.3.2. Perform Corrective Action	7							-	b	-	-
8.4. Inventory Control											
8.4.1. Stratify	7							-	a	b	-
8.4.2. Process Gains and Losses	7							-	a	b	-
8.4.3. Stock Control Methods								-	A	A	-
8.5. Inventory Procedures	7										
8.5.1. Establish Guidelines								-	b	b	-
8.5.2. Perform Counts								-	-	-	-

1. Tasks, Knowledge, and Technical References	2. Core Task for Skill Level	3. Certification for OJT and QTP						4. Proficiency Codes Used to Indicate Training or Information Provided (see Notes)			
		A	B	C	D	E	F	A	B	C	D
								3 Skill Level	5 Skill Level	7 Skill Level	Wartime
		Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	QTP	Course	CDC	CDC	Course
8.5.3. Research Discrepancies							-	-	-	-	
8.5.4. Process Adjustments							-	-	-	-	
8.5.5. Finalize Inventory							-	-	-	-	
8.6. Perform Inquiries	5						2b	b	-	1a	
8.7. Generate Reports							-	b	b	-	
8.8. Customer Account Management											
8.8.1. Maintain Customer Catalog							1a	b	-	-	
8.8.2. Perform Customer Inventory							1a	b	-	-	
8.8.3. Process Customer Issues and Replenishment	5						2b	b	-	1a	
8.8.4. Establish and Revise Cost/Expense Center Records	7						-	a	b	-	
8.8.5. Establish and Revise Project Funds Management Records/Project Centers	7						-	a	b	-	
8.8.6. Customer Training							-	-	-	-	
8.9. Medical Materiel Financial Reports							-	-	B	-	
8.10. Quality Assurance (QA)/Risk Management Program											
8.10.1. Retrieve QA Messages	5						a	b	-	-	
8.10.2. Route and Process QA Messages	5						a	b	-	-	
8.10.3. Finalize QA Message	5						a	b	-	-	
8.10.4. Manage Suspended Items/Records							a	b	-	-	
8.10.5. Materiel Complaints							-	A	-	-	
8.11. Process Status Edits	7						a	b	b	-	
8.12. Pending Actions							-	B	B	-	
9. SERVICE CONTRACT MANAGEMENT											
TR: AFI 41-209; AFI 63-124; AFI 63-501; AFI 64-117; AFMAN 41-216; Federal Acquisition Regulation (FAR); DFAR											
9.1. Personal/Non-Personal Service Contracts							-	A	B	-	
9.2. Agency Coordination							-	-	-	-	
9.3. Elements of a Procurable Contracting Package							-	A	B	-	
9.4. Requests											
9.4.1. Process AF Form 9	5/7						-	a	b	-	

1. Tasks, Knowledge, and Technical References	2. Core Task for Skill Level	3. Certification for OJT and QTP						4. Proficiency Codes Used to Indicate Training or Information Provided (see Notes)			
		A	B	C	D	E	F	A	B	C	D
								3 Skill Level	5 Skill Level	7 Skill Level	Wartime
		Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	QTP	Course	CDC	CDC	Course
9.4.2. Process Military Interdepartmental (MIPR) Request							-	a	b	-	
9.4.3. Automated Procedures							-	-	-	-	
9.5. Rental Agreements/User Tests							-	-	-	-	
9.6. Contract Documentat ion											
9.6.1. Quality Assurance Training Requirements							-	-	-	-	
9.6.2. Invoice Procedures							-	-	-	-	
9.7. Sole Source Procedures											
9.7.1. Justification for Other than Full and Open Competition							-	-	-	-	
9.7.2. Mandatory Sources of Supply							-	-	-	-	
10. ACQUISITION MANAGEMENT											
TR: AFI 25-301, (Chapter 23); AFI 41-209; AFI 64-109; AFI 64-117; AFMAN 41-216; AFCSM 41-230, Volume 2; FAR											
10.1. Funding Methods											
10.1.1. Medical-Dental Division (MDD) of the Air Force Working Capital Fund (AFWCF)							-	A	B	-	
10.1.2. Operations and Maintenance (O&M)							-	A	B	-	
10.2. Review Requirements	5						1a	b	-	-	
10.3. Purchasing											
10.3.1. Process Defense Logistics Agency (DLA) Requisitions							1a	b	-	-	
10.3.2. Process Electronic Catalog (ECAT) Requisitions							1a	b	-	-	
10.3.3. Process Controlled Items Requisitions	7						1a	b	b	-	
10.3.4. Prime Vendor											
10.3.4.1. PV Contract Familiarization							-	-	-	-	
10.3.4.2. PV COTR Responsibilities							-	-	-	-	
10.3.4.3. Manage Credit Accounts							-	b	-	-	
10.3.4.4. Process Usage/Non-Usage Items Requisitions							1a	b	-	-	
10.3.4.5. Process Summary Receipt	5						a	b	-	-	
10.3.5. Local Purchase Procedures											

1. Tasks, Knowledge, and Technical References	2. Core Task for Skill Level	3. Certification for OJT and QTP						4. Proficiency Codes Used to Indicate Training or Information Provided (see Notes)			
		A	B	C	D	E	F	A	B	C	D
								3 Skill Level	5 Skill Level	7 Skill Level	Wartime
		Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	QTP	Course	CDC	CDC	Course
10.3.5.1. Process Veterans Affairs Special Services (VASS) Requisitions							-	-	-	-	
10.3.5.2. Process Blanket Purchase Agreement (BPA) Requisitions							1a	b	-	-	
10.3.5.3. Base Contracting							-	-	-	-	
10.4. Government-wide Purchasing Card (GPC)											
10.4.1. Roles and Responsibilities							A	-	-	-	
10.4.2. Internal Reconciliation							-	-	-	-	
10.4.3. External Reconciliation							-	-	-	-	
10.5. Follow-up Procedures	5						a	b	-	-	
10.6. New Item Requests							-	-	-	-	
11. EQUIPMENT MANAGEMENT											
TR: AFI 32-9005; AFI 41-209; AFMAN 23-220; AFMAN 41-216; AFCSM 41-230, Volume 2; UDR											
11.1. Roles and Responsibilities	5/7						A	B	B	A	
11.2. Establish and Maintain Custodian Equipment Files	5/7						-	b	b	-	
11.3. Process Equipment Requests	7						-	b	b	-	
11.4. Manage Reports							-	b	b	-	
11.5. Receipt Process							-	b	b	-	
11.6. Inventory	7										
11.6.1. Establish Guidelines							-	a	b	-	
11.6.2. Custodian Receipt Location List							-	-	-	-	
11.6.3. Locate and Verify							-	-	-	-	
11.6.4. Conduct Research							-	-	-	-	
11.6.5. Adjust Balances							-	-	-	-	
11.6.6. Certify and Obtain Approval							-	-	-	-	
11.6.7. Annotate and Complete Adjustments							-	-	-	-	
11.7. Report of Survey							-	-	B	-	
11.8. Budget Process							-	a	b	-	
11.9. Process Returns							-	b	b	-	
11.10. Process Transfers							-	b	b	-	

1. Tasks, Knowledge, and Technical References	2. Core Task for Skill Level	3. Certification for OJT and QTP						4. Proficiency Codes Used to Indicate Training or Information Provided (see Notes)			
		A	B	C	D	E	F	A	B	C	D
								3 Skill Level	5 Skill Level	7 Skill Level	Wartime
		Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	QTP	Course	CDC	CDC	Course
11.11. Process Excess							-	b	b	-	
11.12. Process Gains and Losses							-	b	b	-	
11.13. Maintain Equipment Pending Actions							-	b	b	-	
12. WAR RESERVE MATERIEL (WRM)/ASSEMBLAGE MANAGEMENT (AM)											
TR: AFI 10-201; AFI 10-401, Volume 1; AFI 10-403; AFI 25-101; AFI 25-201; AFI 41-106; AFJI 41-208; AFI 41-209; AFMAN 41-216; AFJMAN 24-204; AFJMAN 23-223; AFCSM 41-230, Volume 2; T.O. 35D33-2-2-2; T.O. 35D33-2-3-1; CJCSM 3122.01; CJCSM 3122.02, CJCSM 3122.03; DLAR 4155.37; AFML Website; On-line TG Help											
12.1. Roles and Responsibilities	5/7						A	B	B	A	
12.2. Medical Readiness Staff Function (MRSF)							-	-	-	-	
12.3. Status of Resources and Training System (SORTS) and Limiting Factors (LIMFAC)							-	A	B	-	
12.4. Compute WRM Levels and Requirements							-	a	b	-	
12.5. WRM Funding, Procurement and Replacement							-	A	B	-	
12.6. Centrally Managed Equipment							-	A	A	-	
12.7. Deferred Procurement Program							-	A	B	-	
12.8. Vendor Managed Inventory							-	A	A	-	
12.9. Asset Management											
12.9.1. Allowance Standards							A	B	B	-	
12.9.2. Establish and Update Data Records and Balances							a	b	b	-	
12.9.3. Manage Reports							-	b	b	-	
12.10. Inventory							-	B	B	-	
12.11. Pilot Unit/Non-Pilot Unit Responsibilities							-	B	B	-	
12.12. Dated Items							-	B	B	A	
12.13. Manage Shelf Life Extension Program (SLEP)	5*						-	B	B	-	
12.14. Logistics Module (LOGMOD)							-	-	-	-	
12.15. Special Handling Requirements											
12.15.1. Narcotics/Controlled Items							-	B	B	-	
12.15.2. Temperature Controlled							-	-	-	-	
12.15.3. Rolling Stock							-	-	-	-	
12.15.4. Others as Required							-	-	-	-	
12.16. Cargo Preparation and Palletizing Functions	R						-	-	-	-	

1. Tasks, Knowledge, and Technical References	2. Core Task for Skill Level	3. Certification for OJT and QTP						4. Proficiency Codes Used to Indicate Training or Information Provided (see Notes)			
		A	B	C	D	E	F	A	B	C	D
								3 Skill Level	5 Skill Level	7 Skill Level	Wartime
		Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	QTP	Course	CDC	CDC	Course
12.17. Cargo Marshalling Functions	R						-	-	-	-	
12.18. Hazardous Cargo Certification	R						-	-	-	-	
12.19. Support Agreements and Loan Process							-	-	-	-	
12.20. Assemblage Transfers							-	b	b	-	
12.21. Force Health Protection Assets (i.e. BW/CW, Anthrax, etc)	R					1					
12.21.1. Management							-	B	B	-	
12.21.2. Distribution							-	b	b	-	
12.22. Manpower, Equipment, and Forces Packaging (MEFPAK) System							-	-	A	-	
12.23. Global Transportation Network (GTN)							-	-	-	-	
12.24. Global Air Transportation Execution System (GATES)							-	-	-	-	
12.25. WRM Crew Chief							-	A	A	-	
12.26. Joint-Use Equipment							-	A	-	-	
12.27. In-garrison Maintenance Contract							-	-	-	-	
13. EXPEDITIONARY MEDICAL MATERIEL OPERATIONS											
TR: AFI 10-201; AFI 10-207; AFI 33-106; AFI 33-209; AFI 33-275; AFI 41-106; AFJI 41-208; AFI 41-209; AFI 44-105; AFI 44-112; AFJH 44-152; AFMAN 23-4004; AFMAN 41-216; JP 4-02.1; AFTTP 3-42.8; Expeditionary Medical Logistics, Air Force Theater Hospital, and Patient Movement Item Concept of Operations (CONOPS); CONEXUS Software Training Program; Specific equipment users manuals such as STUIII (AFKAI-1); GTN Primer; GTN Users Guide; GTN Website											
13.1. Expeditionary Medical Logistics (EML)	R						2	-	B	B	-
13.2. Patient Movement Items (PMI)	R						3	-	B	B	-
13.3. Theater Medical Information Program (TMIP)							-	A	A	-	
13.4. Customer Owned Assemblages							-	B	B	-	
13.5. Contracting at Deployed Locations							-	-	-	-	
13.6. Cold Chain Management							-	A	-	A	
13.7. Blood Program							-	A	B	-	
13.8. Terminology and Acronyms							-	A	B	-	
13.9. Secure/Non-Secure Communication Device Management							-	A	B	A	
13.10. Medical Contingency Response Plans (MCRP)							-	-	-	-	

1. Tasks, Knowledge, and Technical References	2. Core Task for Skill Level	3. Certification for OJT and QTP						4. Proficiency Codes Used to Indicate Training or Information Provided (see Notes)			
		A	B	C	D	E	F	A	B	C	D
								3 Skill Level	5 Skill Level	7 Skill Level	Wartime
		Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	QTP	Course	CDC	CDC	Course
13.11. Air and Space Expeditionary Force (AEF)							-	A	B	-	
13.12. Medical Resource Letter (MRL)							-	-	A	-	
13.13. Designed Operational Capabilities (DOC) Statement							-	-	A	-	
13.14. Mission Capability (MISCAP) Statement							-	-	A	-	
13.15. Air Force Wide Unit Type Code (UTC) Availability and Tasking Summary (AFWUS)							-	-	A	-	
13.16. Initial medical readiness training for medical materiel specialist is directed by AFI 41-106 and provided by the Expeditionary (Basic) Medical Readiness Course (EMRC) formally (BMRC) conducted by the 381 TRS at Sheppard AFB, TX. Completed training is documented on the front side of AF Form 156 for each graduate. Continuation training is the responsibility of each MTF and documented on an AF Form 1098.							-	-	-	-	
14. ACCOUNTABLE SYSTEM OPERATIONS											
TR: AFI 33-112; AFI 41-209; AFI 91-213; AFMAN 41-216; AFCSM 41-230, Volume 2											
14.1. Personal Computer Operations							2b	-	-	1a	
14.2. Server Operations	5										
14.2.1. Systems Administration							-	A	B	-	
14.2.2. User Administration							-	A	B	-	
14.3. Networks							-	-	-	-	
14.4. Operate Peripheral Devices							a	b	-	-	
15. VEHICLE UTILIZATION											
TR: AFI 24-301; AFI 24-303											
15.1. Proper Use and Care											
15.1.1. Operate Materiel Handling Equipment								-	-	-	
15.1.2. Operate General Purpose Vehicles								-	-	2b	
15.1.3. Operate Special Purpose Vehicles								-	-	-	

1. Tasks, Knowledge, and Technical References	2. Core Task for Skill Level	3. Certification for OJT and QTP						4. Proficiency Codes Used to Indicate Training or Information Provided (see Notes)			
		A	B	C	D	E	F	A	B	C	D
								3 Skill Level	5 Skill Level	7 Skill Level	Wartime
		Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Q'IP	Course	CDC	CDC	Course
15.2. Management of Vehicles								-	-	-	
16. FACILITY MANAGEMENT											
TR: AFI 41-201; AFMAN 41-216; JCAHO CAM-H Manual											
16.1. Medical Facility Development Plan								-	-	-	-
16.2. Maintenance and Repair Requirements								-	-	-	-
16.2.1. Document and Control Work Requests								-	-	-	-
16.2.2. Validate Civil Engineering and Contract Maintenance Reimbursements								-	-	-	-
16.2.3. Update Automated Real Property Records								-	-	-	-
16.3. Statement of Conditions								-	-	-	-
17. ENVIRONMENT OF CARE											
TR: AFI 40-201; AFI 91-301; AFMAN 32-4013; AFOSH 91 Series; NFPA 99; NFPA 101; T.O. 42B5-1-2; JCAHO CAM-H Manual											
17.1. Safety Programs											
17.1.1. Implement and Evaluate								-	a	a	-
17.1.2. Investigate Mishaps								-	a	a	-
17.2. AFOSH Standards								A	B	B	A
17.3. Hazardous Materiel Management											
17.3.1. Functions and Responsibilities								A	B	B	-
17.3.2. Materiel Safety Data Sheets (MSDS)								A	B	B	A
17.3.3. Process HAZMAT Pharmacy Requirements								-	b	b	-
17.4. Gas Systems											
17.4.1. Identify Gas Types								a	a	-	a
17.4.2. Storage								A	A	-	A
17.4.3. Testing								A	A	-	A
18. AEROMEDICAL OPERATIONS											
TR: AFDP 41-3; AFI 41-301; AFI 41-302; AFI 41-305; AFI 41-316; AFH 41-309; AFDIR 41-317; AFH 41-316; AFH 41-310; AFH 41-312; AFTTP 3-42.5; AMCPAM 11-303											
18.1. Evacuation							4	-	-	-	-
18.2. Staging Facility							5	-	-	-	-

SUMMARY OF CHANGES

This STS was revised and updated based on applications of Occupational Survey Report data and the outcome subject matter expert input to the 2003 Utilization and Training Workshop. The following is a summary of changes to the June 2001 CFETP that is included in this STS: Core tasks and nomenclature of STS items were evaluated and modified for the 3-, 5-, and 7-skill levels to reflect the conversion from MEDLOG to DMLSS. STS item 12.13 was identified as a core task applicable to the active duty forces only. In addition the core tasks in this version of the STS are identified by numerical values vice asterisks as in past STS applications. New elements such as Mission and Organization, Security, Office Administration, Aeromedical Operations, and Vehicle Utilization were added to the STS. Medical Readiness was changed to Expeditionary Medical Materiel Operations, and Contract Management was renamed Service Contract Management and expanded to encompass the increased duties and new processes within this part of the specialty. The changes to the elements address requirements of both the active duty and ARC to ensure training is relevant and available. All RSVP items were revised to reflect the expeditionary operations all medical materiel personnel must be able to perform and ensure any training required outside the normal core task competencies are documented in STS column 2 and identified with an "R". Due to an oversight in the previous STS, war time course requirements were identified and documented in STS column 4D. Column 3F was added to reflect the plan to develop QTPs to supplement the training for those 5 STS items identified. Additionally, the Course Training Standard for the current Medical Materiel Supervisor Course underwent major changes for development into a more intense course designed to enhance the skills and ability of a TSgt/MSgt to appropriately manage a medical materiel operation for their first time and adjust to the transition to DMLSS.

4. The following CTS identifies the training members receive in the Medical Materiel Supervisor Course.
5. This course provides training in the knowledge and skills needed to perform the duties in medical logistics system procedures emphasizing logistics management techniques. Scope of training includes the following: Medical Materiel Management Theory, Defense Medical Logistics Standard Support Management Operations, Business Object Reports Generation, Expeditionary Medical Materiel Operations, Ancillary Training and completion of a full-circle supply-chain management exercise.

Task, Knowledge, and Proficiency Level

1. Medical Materiel Management Theory
 - a. Strategic Planning and Metrics (2c)
 - b. Risk Based Management (c)
 - c. Commercial Business Practices (B)
2. Defense Medical Logistics Standard Support Operations Management
 - a. System Services (c)
 - b. Inventory Management (c)
 - c. Customer Support/Customer Area Inventory Management (c)
 - d. E-commerce Interface/Defense Communications Manager (DCM) Operations (c)
 - e. Joint Medical Asset Repository (JMAR) Operations (c)
 - f. Service Contracts (B)
 - g. Equipment and Technology Management
 - 1). Equipment Budgeting (2c)
 - 2). Clinical Engineering Management Interface (b)
 - 3). Facility Management (c)
3. Business Objects Utilization (2c)
4. Expeditionary Medical Materiel Operations
 - a. War Reserve Materiel Mission
 - 1). Programs (C)
 - 2). Readiness Partnership (C)

- b. Transportation Interface (C)
 - c. Deployment Operations (C)
 - d. DMLSS Assemblage Management Module Management (2c)
5. Ancillary Training
- a. Working with External Systems (C)
 - b. Financial Reports (2c)
 - c. Manpower (c)
 - d. Training (2c)
 - e. Certification (B)
6. Supply Chain Management Exercise (2c)

Section B - Course Objective List

6. Measurement. Each objective is indicated with the following key code: “W” indicating a written test, “PC” indicating a progress check or “—“ indicating a combination of these.

7. Standard. The standard is 70% on written examinations. Standards for performance measurement are indicated in the objective and delineated on the individual progress checklist. Instructor assistance is provided as needed during the progress check and students may be required to repeat all or part of the behavior until satisfactory performance is attained.

8. Proficiency Level. Behavior statements are taught at the analysis, evaluation, and application levels. Prerequisites for course attendance support or augment training provided in the medical materiel supervisors course.

9. Course Objective List. To obtain a copy of the course objective list, contact: 382 TRS/XYBD, 939 Missile Road, Sheppard AFB TX 76311-2260, or on the 882d Training Group website at <https://webm.sheppard.af.mil/882trg>.

Section C - Support Materials

10. Support Material.

10.1. Training Platforms (TPs). There may be certain opportunities to be assigned to duties in a specific area that requires other than the normal medical materiel formal training and the following training platforms will assist in 4A1X1 progression.

10.2. Contracting Officer’s Technical Representative. This web-based <http://www.faionline.com> course provides a great source of training for those who are appointed a Contracting Officer Technical Representative (COTR) for Prime Vendor or other required contracts, and may be taken over time, returning to your last accessed page when convenient. The course includes periodic review questions,

interactive practical exercise, and a post-test. The post-test requires a minimum score of 100%. A certificate of completion is available at the conclusion of a successful post-test. Upon earning the certificate, it will be available anytime in your personal student transcript. Student transcripts are found under the Administration Building/Student Records/Student Transcripts tab. Select the course title hyperlink to obtain the certificate.

10.3. Readiness Skills Verification Program (RSVP). AFI 41-106, *Medical Readiness Planning and Training*, is the source for the program. All required training elements for RSVP are identified with a “R” in column 2 of the STS can also be found at this website <https://kx.afms.mil/GlobalMedSupTngEx>.

10.4. Global Transportation Network. This website <https://www.gtn.transcom.mil/index.jsp> is the first step for access to U.S. Transportation Commands (USTRANSCOM) Global Transportation Network (GTN). It gives its customers located anywhere in the world a seamless, near-real-time capability to access – and employ – transportation and deployment information. GTN is an automated command and control information system that supports the family of transportation users and providers, both Department of Defense (DoD) and commercial, by providing an integrated system of in-transit visibility information and command and control capabilities. GTN collects and integrates transportation information from selected transportation systems. The resulting information is provided to the National Command Authorities (NCA), Combatant Commanders, USTRANSCOM, its component commands, and other DoD customers to support transportation planning and decision-making during peace and war. In keeping with modern technology, GTN is available for those who have requested and obtained a log-in/password. It is vital for members deploying to register for access to GTN far in advance of their movement and use the tutorial provided under the “Schoolhouse” icon in order to assist their follow-up procedures.

10.5. Electronic Catalog (ECAT). This website <http://dmmonline.dscpl.dla.mil/orderprod/orderhome.asp> offers a "Total Catalog/Total Delivered Price" program offering laboratory, dental, and optical products. ECAT also supports special committed volume pricing, enabling individual customers access to tiered pricing and deep unit price discounts based on volume or other considerations such as standardizing on one brand of products. ECAT provides paperless contracting, electronic ordering, electronic invoicing, and electronic payments.

10.6. Patient Movement Item (PMI). The main purpose of the PMI program is to prevent degradation of the capabilities of medical elements due to an outflow of PMI with patients. The program will manage all PMI assets and provide sufficient assets to sustain AE operations or provide for in-kind exchange when PMI must accompany a patient while in the AE system. The Joint Readiness Clinical Advisory Board (JRCAB) has identified certain core PMI that are critical to patient care, must be certified for AE operations, and are to be managed under this program. HQ Air Mobility Command maintains information and training data on PMI at <https://www.amc.af.mil/sg/sgsl/pmi.htm>. The PMI system uses a software called CONEXUS with hand-held scanners to maintain accountability and visibility of all assigned equipment. To use the CONEXUS system and access the training portion of this system, this website <http://www.e-conexus.com/amcpmi> is available. Since this is a see-only website, the generic user ID is “amcpmi” and the generic password is “pmi”.

10.7. Logistics Module (LOGMOD). LOGMOD is a software application used by logistics planners at all Air Force, Air Force Reserve, and Air National Guard levels to conduct deployment deliberate planning and crisis action execution. The system allows easier management of Standard Unit Type Code (UTC) Logistics Details. It assembles Contingency Plan equipment requirements, provides personnel readiness/immunizations tracking capability, assigns personnel to deployment taskings, and provides deployment scheduling and monitoring capabilities. Initial entry into the web-based training can be found at this website: <https://ceds.ssg.gunter.af.mil/ais/products.asp>.

10.8. US Army Medical Materiel Center - Europe (USAMMCE). This entity provides the Medical Logistics Support as the U.S. European Command's Single Integrated Medical Logistics Manager (SIMLM) for the Military Health Care System and out of Sector Support to the Department of State and Humanitarian Assistance Program; and the U.S. Central Command in Southwest Asia. USAMMCE's webpage provides information on returning expired and excess medical supplies, electronic Reports of Discrepancies, requesting hazardous materiel, requesting and returning Medical Nuclear, Biological, & Chemical Defense Materiel, New Item Request processing, and much more. Any customer deployed to Southwest Asia or permanently stationed in the European theater needs to understand how to navigate and pull information from this website. <https://www.pirmasens.amedd.army.mil>.

10.9. Directorate of Medical Materiel Online (DMMONLINE). As part of the Defense Supply Center, Philadelphia, the DMMONLINE is a complete service center for everything in Medical Materiel. This website <https://dmmonline.dscp.dla.mil/index.asp> includes information related to Pharmaceutical and Medical/Surgical purchases, medical equipment, and readiness related topics. The Customer Service area contains on-line forms such as Requisitions, Report of Discrepancy, Materiel Complaints and DEA receipt verification. Training on ECAT, the Medical Readiness Plan, Prime Vendor and Product Standardization can be found at this website.

10.10. Air Force Medical Logistics (AFML). The virtual foundation of Medical Logistics, the AFML website offers the full spectrum of information and guidance pertaining to all aspects of logistics management. Key areas are focused on 1) Policy (AFIs, Getting Started in Medical Logistics, Business Plan, Policy Letters), 2) Resource Management (Air Force Working Capital Fund, Other Procurement Programs (OP), Real Property Maintenance, Central Contracts), 3) Readiness (Assembly Management, Anthrax Vaccine Program, Central Procurement, Expeditionary Medical Logistics), 4) Clinical Engineering (Facility Management, Clinical Equipment, Clinical Technology Assessment and Review, Medical Technology Integration and Support), 5) Business Analysis, (Production Plan, Requisition Priorities and Force Activity Designators, War Reserve Materiel Spend Plan), 6) Procurement, Stock Management (SLEP, Excess/TRIMEDS, Quality Assurance, Vaccine Programs, Supply Discrepancy Report) Veterans Affairs Special Services (VASS), 7) Systems (MEDLOG, DMLSS, JMAR), and a full scale menu of Career Field Manager (Career Corner) informational items pertaining to education and training of the Air Force Specialty. The site also offers the unique opportunity to have up-to-date information delivered via email by means of the List Server. Additionally, career field personnel can be located through the Air Force Medical Logistics Bluebook (contact directory), as well as, keeping abreast of current workshops afforded to Medical Logistics. The AFML website is at this link: <https://afml-ft-detrick.af.mil/afmlo/index.cfm>.

10.11. Defense Medical Logistics Standard Support (DMLSS). The Joint Medical Logistics Functional Development Center at Fort Detrick, MD, offers training related to the use of the DMLSS computer system. Training topics are continually evolving and includes training on DMLSS versions 2.X, 3.X, Instructional Design, and service specific training modules. Additionally, the e-Learning center offers computer-based training on a variety of topics. The DMLSS Training website can be found at <http://www.jmlfdc.army.mil/training.cfm>.

10.12. Materiel Safety Data Sheets (MSDS). MSDSs are designed to provide both workers and emergency personnel with the proper procedures for handling or working with a particular substance. MSDS's include information such as physical data, (melting or boiling point flash point etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill/leak procedures. MSDSs can be obtained from manufacturers, distributors etc. More than a million MSDSs can be downloaded from this website <http://www.msdsolutions.com>.

10.13. Hazardous Materials Information System (HMIS). HMIS is a subsection of the Department of Transportation Hazardous Materials Safety website at <http://hazmat.dot.gov/hazhome.htm>. The HMIS portion of this site provides additional data on federal, state and local governmental agencies that are responsible for the safety of hazardous materials transportation. This site goes into specific information related to incidents, exemptions, interpretations, approval, compliance and registration. HMIS information may be viewed at <http://hazmat.dot.gov/abhmis.htm>.

10.14. Customer Automated and Reporting Environment (C.A.R.E). C.A.R.E. is a mandatory software application for all government-wide purchase card holders and approving officials to use to reconcile charges against authorized purchases. Online training can be located under E-Services by using a login and password assigned by local Base Contracting Offices and C.A.R.E. is accessed at the following website: <https://care.usbank.com>.

10.15. Occupation Safety Health Administration (OSHA). Safety is important in all aspects of Medical Materiel daily operations. Air Force safety standards are parallel with OSHA, which makes this training website <http://www.free-training.com/osha/Soshamenu.htm> a great tool for supervisors.

10.16. International Health Specialist (IHS). This website <https://kx.afms.mil/afihs> provides the latest information and tools on the IHS program. The IHS program was developed by the Air Force Medical Service to support the DoD's Joint Vision, which states that today's joint force must be prepared to operate with multinational forces, governmental and non-governmental agencies, as well as international organizations. The IHS program helps identify those with language, cultural, and/or geopolitical skills, and provides a database of medics with capabilities tailor-made for specific missions. It consists of officer/enlisted members who fulfill IHS duties on a full time basis and also those who have elected to be included in a database pool from which members are selected or to augment specific HIS missions. IHS personnel are expected to be or to become proficient in a second language and to become knowledgeable of the political, military, economic, medical and cultural aspects of the country/region associated with their second language. In addition to becoming an expert in their area of responsibility and establishing host nation relationships, IHS personnel play a pivotal role in supporting medical planning operations and deployment execution. IHS members are eligible to participate in the Rosetta Stone (www.rosetta.com) online language-learning center to assist in becoming more proficient in one of 20 languages offered. An IHS Special Experience Identifier is awarded to those who have met necessary criteria.

Section D - Training Course Index

11. Purpose. This section identifies training courses available for the specialty.

11.1. Air Force In-Residence Courses.

COURSE NUMBER	TITLE	DURATION	LOCATION	USER
J3ABR4A131-003	Medical Materiel Apprentice Course	21 Days	Sheppard AFB TX	AF
J3AZR4A171-006	Medical Logistics Supervisors Course	16 Days	Sheppard AFB TX	AF
E6AJI3S251-000	Air Force Trainers Course	16.5 Hours	Local Area Base	AF
ZZ41007	Airman Leadership School	4.5 Weeks	Local Area Base	AF

YNCOAxxx	Air Force Noncommissioned Officers Academy	6 Weeks	Local Area Base	AF
MAFSNCOA100	Air Force Senior Noncommissioned Officers Academy	6.5 Weeks	Gunter Annex, Maxwell AFB AL	AF
B3OZYEMEDS-000	Expeditionary Medical Support Course (Basic)	5 Days	Brooks City-Base TX	AF
J3ORR4000-003	Expeditionary Medical Support (EMEDS) Course	5 Days	Sheppard AFB TX	AF
J3ARR4A271-017	Medical Facilities Management * Requires waiver for 4A1X1s to attend	3 Weeks	Sheppard AFB TX	AF
J3OZR4000-005	Medical Readiness Planners Course (recommended for those assigned to readiness flight or MAJCOM)	5 Days	Sheppard AFB TX	AF
J3ATR40030-002	Basic Medical Readiness Course	3 Days	Sheppard AFB TX	AF
J3OZR4000-014	Aeromedical Evacuation Contingency Operations Training (AECOT) Course	6 Days	Sheppard AFB TX	AF
J3OZR4000-025	Aeromedical Staging Squadron (ASTS) Course	5 days	Sheppard AFB TX	AF

11.2. Air Force Institute of Advanced Distributed Learning (AFIADL) Courses.

<u>COURSE NUMBER</u>	<u>TITLE</u>
CDC 4A151	Medical Materiel Journeyman
CDC 4A171	Medical Materiel Craftsman
00001	Airman Leadership School Associate Program (ANG/AFRES only)
00006	Air Force Noncommissioned Officer Academy (ANG/AFRES only)
00012	CD-ROM - SNCO Academy

11.3. Other MAJCOM, Forward Operating Agency (FOA), and/or training courses specifically for AETC instructors and CDC writers.

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>
L3AIR3S200-069	Basic Instructor Course	Sheppard AFB TX
L3AIR3S200-036	Technical Training Teaching Practicum	Sheppard AFB TX

L3AIR3S200-025	Technical Writer Principles	Sheppard AFB TX
L3AIR3S200-014	Technical Writer - Resident Training Materials	Sheppard AFB TX
L3AIR3S200-091	Training Development	Lackland AFB TX
MAFIADL100	AFIADL Course for Authors (CDC Writer only)	Gunter Annex Maxwell AFB AL

NOTE: For information on courses listed in this index, refer to the ETCA website <https://etca.randolph.af.mil>. For in-residence courses and AFIADL catalog for non-resident courses, refer to this website <http://www.maxwell.af.mil/au/afiadl/curriculum/catalog/html/contents04-01.htm>.

11.4. Exportable Courses. (There are no exportable courses at this time.)

11.5. Information concerning all courses may be viewed on the 882d Training Group website at <https://webm.sheppard.af.mil/882trg>.

Section E - MAJCOM Unique Requirements.

12.1. Purpose. To provide ARC Medical Materiel apprentices (non-prior service and re-trainees) with an opportunity to receive the additional training necessary to become proficient in duties identified in the STS as a core task. This section applies to all 4A1X1 personnel assigned to Air Force Reserve and Air National Guard medical and aeromedical evacuation/staging squadrons (referred to, hereafter, as the unit).

12.2. Qualification (also referred to as proficiency or seasoning) training requirements:

12.2.1. Qualification training days are available for ARC Medical Materiel apprentices to satisfactorily initiate and complete the core task training requirements identified in this STS.

12.2.2. Upon completion of the Medical Materiel Apprentice Course, all medical materiel apprentices will be assigned to an active duty Medical Center for up to 90 days (minimum of 45-60 days) to acquire proficiency in performing the core tasks required to successfully achieve the 5-skill level according to Air Force upgrade training guidelines.

12.2.3. For optimal results, this follow-on training should commence immediately following graduation from the Medical Materiel Apprentice Course.

12.3. Advanced planning is required to ensure the apprentice receives qualification training immediately upon graduating from the Medical Materiel Apprentice Course. With concurrence from the ARC medical unit commander, the section supervisor, in conjunction with the senior air reserve\health technician, must contact the active duty Medical Center to arrange follow-on training for the newly assigned 4A131 trainee. This process should also be coordinated with the Guard\Reserve liaison at Sheppard AFB. The Medical Center may recommend the apprentice receive upgrade training at a qualified AF MTF if extenuating circumstances (i.e., lack of qualified available staff, committed to supporting contingency operations, etc) fail to permit the apprentice from receiving the training at their site. (A qualified MTF is defined as a facility that possesses the time, equipment, and expertise necessary to train the apprentice on all core tasks as outlined in this STS.) Active duty personnel must ensure that an experienced supervisor

is assigned to assist the apprentice in gaining the desired confidence and proficiency. The training schedule must be finalized prior to the Medical Materiel Apprentice Course start date.

12.4. The Air Force Reserve liaison can be reached at DSN 736-6707; the Air National Guard liaison can be reached at DSN 736-6812. For written correspondence the address is as follows:

Air National Guard (or Air Force Reserve) Liaison
319 K Ave, Bldg. 1638
Sheppard AFB, TX 76311

12.5. To ensure continuity between resident training and qualification training at the Medical Center, the apprentice will forward a copy of his or her technical school certificate (AF Form 1256) to his or her unit of assignment. The individual's unit of assignment will then initiate upgrade action using AF Form 2096 to award the 3-skill level and enter the apprentice in the appropriate training status code.

12.6. An ARC unit may submit a waiver to bypass the above core task training if proficiency/seasoning days are unavailable or funding constraints limit a unit's ability to participate. In the case where qualification training days are unavailable, the training may be waived until such time that days become available and the apprentice has an opportunity to train on the core tasks identified in this STS. The waiver package must be sent to: HQ AFMSA/SGSL, ATTN: 4A1X1 AFCFM, Fort Detrick, MD 21702-5006 through the applicable HQ AFRC/ANG Medical Materiel Functional Manager. The AFRC Functional Manager can be reached at DSN 497-1905 and the ANG Functional Manager can be reached at DSN 278-8577.

Section F - Documentation of Training.

13. Work Center Training Plans and Medical Enlisted Training and Competency Folders (ETCF). Adherence to medical competency and training requirements by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) creates a need for additional documentation outside the normal Air Force OJT channels, therefore, the focus of this guidance is to compile all training documentation in one record per Air Force Instruction 36-2201, Volume 3, which authorizes Medical Career Field Managers to record training in an Enlisted Training and Competency Folder. All Medical Materiel personnel, from Airman Basic to Chief Master Sergeant, are required to maintain an ETCF by JCAHO guidelines. Members not working in a clinical environment (i.e. MAJCOM, or other special duty) should also maintain an ETCF.

13.1. The ETCF will be kept current for the present duty position. The following information provides specific guidance and recommended documentation, consistent with current Air Force instructions/directives. This training guidance focuses on two main areas: 1) developing a Master Training Plan, and 2) documenting training in the Medical Enlisted Training and Competency Folder.

13.2. Master Training Plan (MTP).

13.2.1. The MTP is a reference guide developed for each section with the assistance of the Unit Training Manager that ensures 100 percent task coverage for all facets of training for assigned individuals. It is used as a reference source for the type of training and documentation pertaining to each assigned member. The MTP is used to standardize training and to give trainers, trainees, and supervisors an overview of the training process for the duty section. As a minimum, it should contain a Master Training List, the current CFETP, any locally developed AF Form 797, **Job Qualification Standard (JQS) Continuation Sheets** that are applicable, and milestones for tasks and CDC completion (identified by projected timeframe the trainee will complete their core tasks and each set of CDCs).

13.2.2. The MTP is an overview of training for the flight and each duty section should include all documents involved in the training process for their section in their plan. The following outlines documentation that is required for MTPs.

13.2.2.1. Unit specific orientation checklist.

13.2.2.2. Job description for each duty position within the duty section (see AFMAN 36-2108).

13.2.2.3. Dual channel OJT concept.

13.2.2.3.1. Career knowledge requirements.

13.2.2.3.2. Job qualification requirements.

13.2.2.4. Testing procedures for CDCs.

13.2.2.5. Uses of AF Form 623 and JQSSs.

13.2.2.6. Performance standards/position qualification training for each duty position.

13.2.2.7. Master Career Field Education and Training Plan.

13.2.2.7.1. Identifies all task required for the duty section.

13.2.2.7.2. Standardized reference source for initiating individual training.

13.2.2.7.3. Impact of training on career progression.

13.2.2.8. QTPs required to perform peacetime/wartime duties.

13.2.2.9. The MTP must contain documents that relate to the training process for all enlisted and civilian equivalent duty section personnel and may contain both updated and rescinded versions of some documents.

13.3. Documentation of Training. The purpose of this section is to provide guidelines and examples of proper documentation on the many forms used in training medical materiel personnel. Training documentation helps to assess mission capability and readiness, individual strengths and weaknesses, resources needed to support quality patient care, and defines requirements for individual career progression. It also aids compliance with JCAHO and other regulatory requirements. The Medical ETCF is limited to the forms presented here and those prescribed in AFI 36-2201, Volume 3. The unit training manager can provide assistance with training documentation.

13.4. Preparing the ETCF. To assemble a 4A1X1 training record, utilize a standard 6-part folder (NSN 7530-00-990-8884). Attach a computer generated or typewritten label on the front cover with "Enlisted Training and Competency Folder" centered on the top of the label and the members/trainee's full name (Last Name, First Name, Middle Initial), rank and SSAN (full or last four is acceptable) on the bottom of the label. This label will be placed in the center of the folder as viewed in portrait orientation. An AFVA 205-15, **Privacy Act Statement**, will be centered and attached to the bottom half of the front cover. To facilitate the filing process, place an additional typed label containing the trainees last name, first name,

middle initial on the top right corner of the inside back cover as viewed in the landscape position (Figure 13.1). Other sections of the 6-part folder are discussed in detail in the paragraphs below.

The figure illustrates the labeling for an Enlisted Training and Competency Folder. It is divided into two parts: the inside back cover and the front cover (AF Form 623).

Inside Back Cover Labels:

- PERSONAL DATA:** PRIVACY ACT OF 1974 (5 U.S.C. 552a) 29 March 1995 AF/A205-15
- ENLISTED TRAINING AND COMPETENCY FOLDER:** Logdog, Tobe A. A1C
- Top Right Corner:** Tobe A. Logdog, A1C

Front Cover (AF Form 623) Details:

1. IDENTIFICATION DATA		
LAST NAME-FIRST NAME-MIDDLE INITIAL Logdog, Tobe A.	GRADE/RANK A1C	DAF/JOB SERIES 4A151
INDIVIDUAL TRAINING RECORD		
PRIVACY ACT STATEMENT		
<small> AUTHORITY: Title 44 U.S.C. 3101; Title 10 U.S.C. 8013 and E.O. 8007 PRIVACY PURPOSE: AF Form 623 and all documents filed in this folder are used to document, monitor, and maintain a comprehensive record of an individual's training. ROUTING USES OFFENSE CODE: None DISCLOSURE IS VOLUNTARY: The SEN is mandatory to make positive identification of the individual in relation to other personnel records and actions. Failure to provide information will jeopardize the ability of the unit to perform its assigned mission. </small>		
INDIVIDUAL'S SIGNATURE <i>Tobe A. Logdog</i>	DATE 1 Apr 03	

AF FORM 623

Figure 13.1. Sample Labeling - Enlisted Training and Competency Folder

13.4.1 Filing documents. Parts 2 through 5 are intended to replace the hard-cover AF Form 623, **On-the-Job Training Record** and the documents contained therein. Index tabs/tabbed dividers (Sections A, B, and C) will be used in all parts. When multiple copies of any document are placed in the OJT record, they are placed in chronological order with the most current documentation on top. Supervisors create new folders or evaluate current ones by ensuring the parts of the folder contain the documents filed in the sequence shown in Figure 13.2.

13.4.1.2. Part 1, (the first two-pronged section) Section A is located inside the front cover contains documentation on safety issues relating to specialty. An AF Form 55, **Employee Safety and Health Record** is required to be maintained on all members regardless of grade or training status. NOTE: AFI 91-301, *Air Force Occupational and Environmental Safety Fire Protection, and Health (AFOSH)*

Program authorizes supervisors to file the AF Form 55 with the AF Form 623 and in the case for medical specialties in the ETCF when required to be maintained for training use.

13.4.1.3. Part 1, Sections B and C are not used.

	PART 1	PART 2	PART 3	PART 4	PART 5	PART 6
Section A	AF Form 55	AF Form 623b	Recurring Training AF Form 1098, document completion of mandatory locally assigned and developed training	Job description, performance standards review, facility/unit orientation, ----- Any of these as needed. AF Form 623A,		Continuing Education documentation to maintain certification
Section B		Entire CFETP	Documentation of completion on Qualification Training Packages	AETC Form 156, CDC Score Cards, Unit Review Field Score Sheets (until 5 level attained)		Certificates required by CFM
Section C		AF Form 797		AF Form 803 AF Form 1320A		Career Field directed documentation

Figure 13.2. Organization of the Medical Enlisted Training and Competency Folder

13.4.3. Part 2, Section A, contains AF Form 623b, **Individual Training Record** (Label) and Section B contains the Career Field Education and Training Plan (CFETP). Note: IAW AFI 36-2201, Volume 3, paragraph 6.1.5, maintenance of AF Form 623 is mandatory for all airmen in grades Airmen Basic through Technical Sergeant. Maintenance of AF Form 623 including the CFETP is mandatory for Medical Materiel Specialist personnel through Technical Sergeant and any Senior NCO in retraining status. A two part adhesive backed form, AF Form 623b is available and will be used to document 4A1X1 training in lieu of the cardboard folder version of AF Form 623. Place the two-part form on cardstock or similar durable material and place in Part 2 of the Educational Folder. Transfer all information from the old form to the new one. The AF Form 623b must remain on top of the entire CFETP in Part 2, Section B. Ensure all appropriate areas of the form are properly completed before posting in Part 2. This document is formally recognized by the personnel system in contingencies and deployments as the official "cover" of the formal training record.

13.4.3.1. Part 2, Section C, contains copies of AF Form 797, **Job Qualification Standard Continuation/Command JQS**. These forms will be used to document training for tasks that are not otherwise documented in the CFETP (Figure 13.3).

13.4.4. Part 3 contains Mandatory, Qualification, and Ancillary Training. The following subparagraphs provide examples of how Part 3 can be subdivided to document specific types of special or recurring training.

13.4.4.1 Part 3, Section A, Mandatory Training. AF Form 1098, **Special Task Certification and Recurring Training** documents mandatory training (Figure 13.4). Mandatory training requirements may vary from facility to facility. These requirements should, at a minimum, be reviewed annually and updated as required. NOTE: Air Force Reserve and Air National Guard units will place WIBITS documentation in this section when the individual is deploying.

13.4.4.2. Part 3, Section B, Qualification Training. A Qualification Training Progress Record is located in each volume of the Qualification Training Package. This section documents ongoing completion of QTPs, if applicable (Figure 13.5). Sustainment training will also be documented in this section. Each QTP required for the duty section will be maintained in the MTP and will be used as a training source document.

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS							
TASK NUMBER	TASK, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION					
		START DATE	CERTIFYING OFFICIAL'S INITIALS	TRAINEE'S INITIALS	MAJCOM DIRECTED USE ONLY		
1	Maintain records for and oversee credit return program						
2	Perform Oxygen Purification Test						
3	Exchange Gas Cylinders On the Nitrous Oxide/Nitrogen Gas Bank						
TRAINEE NAME LOGDOG, TOBE, A.							

AF FORM 797, MAY 87(EF)

PREVIOUS EDITION IS OBSOLETE

Figure 13.3. Sample - AF Form 797 Documentation

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES				EVALUATION OF TRAINING			
A.	B.	C.	D.	E.	F.	G.	H.
COTR Training	15 Jul 04			91		1 Time	
CPR Training	15 Sep 04			P		A	091505
CMRT	28 Sep 04			P		A	092805
NAME OF TRAINEE (Last, First, Middle Initial)		GRADE		UNIT AND OFFICE SYMBOL			

Figure 13.4. Sample - Recurring Mandatory Training Documentation (AF Form 1098)

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES A.	DATE COMPLETE B.	SIGNATURE OF CERTIFYING OFFICIAL C.	INITIAL OF TRAINEE D.	EVALUATION OF TRAINING			
				SCORE OR HOURS E.	TYPE F.	FREQUENCY G.	DUE DATE H.
NAME OF TRAINEE (Last, First, Middle Initial)			GRADE		UNIT AND OFFICE SYMBOL		

Figure 13.6. Sample – In-service Training Documentation

13.4.5.3. Initial Work Center Orientation documentation is filed in Part 4, Section A.

13.4.6. Part 4, Section B, contains AETC Form 156 and CDC Score Cards, and Unit Review Field Scoring Sheets. These are removed after upgrade to next skill level.

13.4.7. Part 4, Section C, contains AF Form 803, **Report of Task Evaluations**, and AF Form 1320A, **Training Chart**, will be filed in this section, if required. The AF Form 803 is removed after completion of upgrade training or is no longer applicable.

13.4.8. Part 5, Section A, contains AF Form 2096 or equivalent product reflecting upgrade to current skill level.

13.4.9. Part 5, Sections B and C are not used.

13.4.10. Part 6, Section A, should contain any continuing education documentation required by the CFM.

13.4.11. Part 6, Section B, contains certificates of training required by the CFM.

13.4.12. Part 6, Section C is not used.

**ON - THE - JOB TRAINING RECORD
CONTINUATION SHEET**

6 Sep 04

AMN Logdog, Tobe A. is assigned to the Medical Logistics Flight on this date. I have been assigned as his trainer and will orient AMN Logdog to the Flight and Squadron using the Medical Logistics Flight and Medical Support Squadron orientation checklists located in the Master Training Plan. An initial interview was accomplished on this date. AMN Logdog is looking forward to working in Medical Logistics. He is enthusiastic and prepared to accept all challenges. He understands that he must question his trainers if uncertain of training provided.

**Tobe A. Logdog, AMN, USAF
Medical Materiel Journeyman**

**Ivana B. Topdog, TSgt, USAF
NCOIC, Inventory Management**

7 Oct 04

A mid-orientation progress check was accomplished on this date. AMN Logdog has progressed through the flight and squadron orientation with little to no difficulty. He is almost finished with the Medical Group orientation. He completed reviews of Operating Instructions for the Medical Logistics Flight and the Medical Support Squadron. He has received his CDCs and is aware that he should complete all four volumes in six months or less.

**Tobe A. Logdog, AMN, USAF
Medical Materiel Journeyman**

**Ivana B. Topdog, TSgt, USAF
NCOIC, Inventory Management**

28 Nov 04

AMN Logdog has completed all training on the orientation requirements for the Flight, Squadron, and Medical Group. A review of the checklists with AMN Logdog indicates he is knowledgeable of all items discussed. AMN Logdog stated that he feels comfortable with the training provided and believes he is ready to be released from orientation. I recommend AMN Logdog be released from orientation on this date. He has completed CDC Volumes 1 and 2.

**Tobe A. Logdog, AMN, USAF
Medical Materiel Journeyman**

**Ivana B. Topdog, TSgt, USAF
NCOIC, Inventory Management**

I concur with the recommendation.

**IMA D. TOPDOG, CMSgt, USAF
Superintendent, Medical Logistics Flight**

LAST NAME FIRST NAME MIDDLE INITIAL

Logdog, Tobe A.

AF FORM 623A, 19790301 (IMT-V1) or (EF-V2)

PREVIOUS EDITION WILL BE USED

Figure 13.7. Sample - Orientation Documentation

<i>ON - THE - JOB TRAINING RECORD CONTINUATION SHEET</i>		
<i>INITIAL BRIEFING (Trainee Orientation)</i>		
<p>_____ was briefed on the On-The-Job Training (OJT) program and how he/she fits into the program while in upgrade training (UGT). Upgrade training was explained as a dual-channel process designed to qualify an airman for skill level upgrade. Dual-channel OJT is a systematic reportable application of self-study and the craftsman/apprentice principal. Trainees acquire job qualification while performing on the job under supervision. This combination of knowledge and job position qualification constitutes the dual-channel concept. Requirements from AFI 36-2101, 36-2201, Volume 3, and AFMAN 36-2108 were discussed. AF Forms 623, 623A, 797, 2096, and the CFETP, STS/JQS or automated JQS, which serve to make up the individual training record, were explained. Responsibilities of the commander, base training, unit education and training manager, immediate supervisor, trainer, and trainee were discussed. The career development course (CDC) was briefly discussed and will be explained in detail when the CDC arrives, if applicable. Requirements for upgrade in AFSC 4A1X1 are: (1) satisfactory completion of CDC 4A1X1 (CDCs should be completed in six months or less to enhance test passing opportunity); (2) supervisor's or Task Certifier's certification of job qualifications with adequate hands on training; and (3) supervisor's recommendation for upgrade. Personnel in grades E-1 through E-6 (and SNCOs in retraining status) have AF Form 623 and CFETP or JQS. The CFETP or JQS may contain 100 or more separate tasks, but it should be annotated to show only those tasks the airman is required to perform in the current duty position; mandatory requirements in AFMAN 36-2108 for upgrade, and core task requirements. The supervisor and trainee will initial appropriate areas in the JQS to certify training is complete. In the CFETP, the trainer, trainee, and certifier will initial appropriate areas when training is completed. After upgrade the CFETP or JQS will continue to be used to document further qualification training.</p>		
<p>_____ <i>SUPERVISOR'S SIGNATURE</i></p>	<p>_____ <i>TRAINEE'S SIGNATURE</i></p>	<p>_____ <i>DATE</i></p>
LAST NAME	FIRST NAME	MIDDLE INITIAL

AF FORM 623A, 19790301 (IMT-V1) or (EF-V2) PREVIOUS EDITION WILL BE USED

Figure 13.8. Sample - Initial Upgrade Training Brief

ON - THE - JOB TRAINING RECORD
CONTINUATION SHEET

TRAINEE'S RESPONSIBILITIES DURING UPGRADE TRAINING (UGT)

1. Read and understand your Air Force Specialty (AFS) description, training requirements, objectives, and training record.
2. Budget time (on- and off-duty) for timely completion of CDCs and keep all CDC materials for future reference and study.
3. Attain and maintain qualification in your assigned AFS.
4. After CDC briefing trainee will do the following: (Read and initial)
 - _____ a. Read "Your Key to a Successful Course" provided with your CDCs (yellow pamphlet).
 - _____ b. Make all required course corrections and return entire package to your supervisor.
 - _____ c. When you are issued your first volume you will read and study the volume, chapter, and answer the self-test questions and the unit review exercises (URE). Self-test questions will be answered in the space provided. Ensure you highlight/reference where answers are found as determined by your supervisor.
 - _____ d. Supervisor will check unit review exercises and self-test questions for accuracy and completeness. This will be accomplished at the completion of each Unit. You should be meeting with your trainer a minimum of once a week to review progress, score UREs, and discuss the material in the unit. You will correct any errors.
 - _____ e. Supervisor issues the AFIADL Form 34 (Field-Scoring Answer Sheet) (formally ECI Form 34) for you to transcribe your answers from the URE. These exercises are teaching devices and must be administered as open book exercises. All scores of less than 100 percent require review training.
 - _____ f. Minimum acceptable training consists of correcting incorrect responses, reading the appropriate area from which the question was taken, and a verbal question and answer session.
 - _____ g. Your supervisor issues your next volume. You will work all volumes in the same manner as above for the entire course.
 - _____ h. Upon completion of your last volume, you and your supervisor will immediately start a comprehensive review of the entire CDC in preparation for your course examination.
5. Review and discuss CDCs with supervisor/trainer at a minimum of once a week. Provide input on your training and ask questions. You should complete your CDCs in six months or less. Working at a volume per month will significantly increase your chances to pass the end of course exam.
6. Upon satisfactory completion of your career knowledge training, position qualification, and mandatory requirements listed in AFMAN 36-2108, your supervisor will initiate upgrade action.

SUPERVISOR'S SIGNATURE

TRAINEE'S SIGNATURE

DATE

LAST NAME FIRST NAME MIDDLE INITIAL

Figure 13.9. Sample - Upgrade Documentation

**ON - THE - JOB TRAINING RECORD
CONTINUATION SHEET**

1 Feb 04

I know where to find a current copy of my job description and performance standards. I have read and discussed them with my supervisor, and understand my duties and responsibilities. If I have questions or concerns I will seek assistance from my supervisor.

Tobe A. Logdog, AMN, USAF
Medical Materiel Journeyman

1 Mar 04

AMN Logdog completed review of his job description and performance standards on this date. I am confident that he is thoroughly familiar with standards and expectations. At this time AMN Logdog has no questions or concerns.

Ivana B. Topdog, TSgt, USAF
OJT Trainer
NCOIC Inventory Management

LAST NAME FIRST NAME MIDDLE INITIAL

AF FORM 623A, 19790301 (IMT - V1) PREVIOUS EDITION WILL BE USED

Figure 13.10. Sample - Job Description/Performance Standards Review