BY ORDER OF THE SECRETARY OF THE AIR FORCE

AIR FORCE MANUAL 36-2108

30 APRIL 2004

Personnel

ENLISTED CLASSIFICATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This manual establishes the occupational structure of the Air Force enlisted force. The occupational structure is flexible to permit enlisted personnel to specialize and develop their skills and abilities while allowing the Air Force to meet changing mission requirements. Individual enlisted personnel have a joint responsibility with commanders and supervisors at all levels to fully develop their abilities consistent with Air Force needs and within the established patterns of specialization. This manual is written primarily for use by personnel officials (officers and senior noncommissioned officers) and agencies engaged in procurement, classification, and training of Air Force members. It implements Air Force Policy Directive (AFPD) 36-21, *Utilization and Classification of Air Force Military Personnel.* Refer to AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted),* for military classification tenets and base level procedures. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule.*

SUMMARY OF REVISIONS

This incorporates interim change IC 2004-1. This change incorporates approved enlisted classification changes effective 30 April 2004. Specifically, it replaces **Attachment 1**, Enlisted Change Summary and Conversion Guide (CS&CG) with the 30 April 2004 changes and provides a summary and conversion table with instructions for all AFSC changes, mergers, additions, realignments, and deletions of classification identifiers since 31 October 2003. Major changes include: establishing SDI 8B200 and AFSCs 1N3X8M; recoding AFSC 2A190 to 2A090; retitling AFSCs 2T370, 2T3X1, and 3E4X3; deleting AFSCs 2T3X4; revising the list of AFSCs authorized for use with Prefixes A, J, K, N, Q, R, T, U, V, and X; revising the specialty descriptions for AFSCs 2R1X1, 3C2X1, 3E4X3, 3M0X1, and 6F0X1; establishing several SEIs to support Services and OSI requirements; and revising the list of authorized AFSCs and explanation for several SEIs. The bar "|" indicates revised material since the last edition.

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1. Using This Manual.

1.1. This manual contains a Change Summary and Conversion Guide (**Attachment 1**), the Enlisted Classification Structure Chart to depict career progression through the specialties (**Attachment 2**), Authorized Prefixes (**Attachment 3**), Reporting Identifiers (**Attachment 4**), Special Duty Identifiers (**Attachment 5**), Air Force Specialty (AFS) descriptions (**Attachment 6** - **Attachment 38**), their assigned Air Force Specialty Codes (AFSC), Additional Mandatory Requirements for AFSC Entry (**Attachment 39**), Special Experience Identifiers (**Attachment 40** and **Attachment 41**), and Chief Enlisted Manager (CEM) codes (**Attachment 42**) used in the enlisted classification system. Use the specialty descriptions and codes to identify different types of Air Force jobs and the qualifications of enlisted personnel to fill these jobs. Individual specialty descriptions and other attachments to this manual provide the occupational standards required or desired for successful performance in an AFS. Use these standards to procure, classify, and employ enlisted personnel; to develop career programs for initial training, retraining, and skill upgrade; and to structure unit manpower documents (UMD) positions.

1.2. **Attachment 39** contains a consolidated listing by AFSC of mandatory requirements and restrictions for AFSC entry or retraining. **Attachment 39** lists AFSCs not open to non-United States citizens, AFSCs authorized for use without shredouts, combat-related AFSCs not open to enlisted women, minimum physical profiles, and strength and mental aptitude scores for AFSC entry or retraining.

1.3. **AFI 36-2101, Classifying Military Personnel (Officers and Enlisted)**, contains procedural guidance for awarding and withdrawing classification codes and tables that show the grade spread to skill-level relationship used in authorizing UMD positions. For procedural guidance, refer to AFMAN 36-2622, volumes 1, *Personnel Data Systems User Manual*, for personnel and AFI 38-201, *Determining Manpower Requirements*, for manpower.

2. Describing the Classification Structure. An AFSC is the basic grouping of positions requiring similar skills and qualifications. In turn, the AFS is grouped into career field ladders, career field subdivisions, and career fields to provide for career development in different aspects of a career field. An AFS may be subdivided by alphabetical "shredouts" to identify specialization in a specific type of equipment or function. Air Force specialty descriptions are published in **Attachment 6** through **Attachment 38**, according to career field; each career field Attachment provides a general definition of the overall career field. **Attachment 2**, *Enlisted Classification Structure Chart*, shows the overall enlisted classification structure. In addition to AFSCs, other identification codes are used in the classification system:

2.1. Prefixes identify specific skills and abilities not restricted to a single career field. See **Attachment 3** for guidelines on use of prefixes with specific AFSCs.

2.2. Reporting identifiers (RI) identify positions, persons, or both not otherwise identifiable in the classification system. RIs are primarily intended to identify conditions for which specific job descriptions are not practical, such as patient or prisoner. See **Attachment 4**.

2.3. Special duty identifiers (SDI) identify positions and persons performing duties not clearly within a specific career field, such as a courier. These tasks are outlined in the special duty descriptions in **Attachment 5**.

2.4. Special experience identifiers (SEI) identify special experience and training not otherwise reflected in the classification system. SEIs complement other classification identifications. They do

not replace them. SEIs are primarily used for contingency purposes. See **Attachment 40** and **Attachment 41**.

2.5. CEM codes identify chief master sergeants (CMSgt) and selectees, and CMSgt positions to allow personalized management by the Headquarters Air Force Personnel Center (HQ AFPC), Chief Master Sergeant Matters Division (HQ AFPC/DPAC). See **Attachment 42**.

3. Explaining the Specialty Description. Specialty descriptions apply to the 9-, 7-, 5-, and 3-skill levels of the AFSC. Specialty descriptions comprise of the following parts:

3.1. Heading:

3.1.1. Consists of the specialty title, the last date the specialty was changed or revised, applicable AFSCs and CEM code, and skill level names.

3.1.2. Lateral retraining specialties may, or may not contain a 5-skill level, depending on the AFSC structure.

3.1.3. When shredouts are authorized, an asterisk is printed after the AFSC.

3.2. Specialty Summary:

3.2.1. Provides a concise statement of the scope and characteristics of the specialty.

3.2.2. Identifies the conversion table subgroup as listed in the Department of Defense (DoD) Occupational Conversion Manual that groups similar occupations in the military services and civil service.

3.3. Duties and Responsibilities:

3.3.1. Describes representative duties and responsibilities of the specialty for the skills identified in the heading. Does not attempt to include all aspects of all jobs in the specialty.

3.3.2. Does not include duties and responsibilities inherent for all enlisted personnel, such as displaying good conduct, correct military appearance, on-the-job training (OJT), safety, professional military education (PME), supervising or indoctrinating personnel, making work schedules, or assigning work duties.

3.3.3. May not include responsibilities common to all specialties in a given field; these may appear in the introduction to the career field. For example, all enlisted personnel in the medical and dental (4XXXX) career fields have a common responsibility for emergency medical care.

3.4. Specialty Qualifications. Establishes occupational qualification standards for effective performance in a specialty. Only mandatory standards are listed except for education. Desirable education may be cited. Desirable qualifications to enhance a person's ability to succeed in the specialty and serve as a guide for career development may be listed in the specialty career field education training plan (CFETP). Mandatory qualifications must be met to perform in the specialty, and may be required for entry into a specialty, for upgrade to a skill level of the specialty at one or all skill levels, or for retention of the AFSC. Specialty descriptions and **Attachment 39** list the mandatory qualifications for entry into the AFSC. Qualifications in specialty descriptions may consist of all or part of the following:

3.4.1. Knowledge. Contains the required understanding and practical skills for award of the AFSC at any skill level. Specific levels of knowledge for each skill level are identified in the specialty training standard (STS) of the CFETP.

3.4.2. Education. Outlines academic study or instruction that is either a mandatory or desirable requirement for entering the specialty.

3.4.3. Training. Contains only mandatory AFSC awarding formal military training. Since PME is considered desirable for all enlisted personnel, it is not listed in specialty descriptions.

3.4.4. Experience. Describes mandatory military or civilian work experience for entry or award of an AFSC. Functions or items listed that are preceded by "such as" are examples representative of the specialty. Such lists are not all encompassing, nor is it intended that experience must be gained in each function listed. Specific experience for each skill level is identified in the STS of the CFETP.

3.4.5. Other. Lists measurable qualifications such as physical standards, eligibility for security clearances, certifications, licenses, and so forth. When eligibility for a security clearance is a mandatory requirement for award and retention of an AFSC, an interim clearance is sufficient for award of that AFSC.

3.4.6. Specialty Shredouts. Lists alphabetical suffixes that may be used with the basic AFSC to identify specialization in specific equipment or functions.

4. Responsibilities.

4.1. HQ AFPC, USAF Classification Section (DPPAC) publishes semiannual revisions or interim changes (IC) to this manual, effective 30 April and 31 October. Revisions or ICs are posted on the Air Force Electronic Publications Library (AFEPL) when approved and published. Advance copies of the approved Change Summary and Conversion Guide (CS&CG) (**Attachment 1**), along with individual page changes, are electronically forwarded to all MAJCOM personnel and manpower agencies no later than 30 December for the 30 April update and 30 June for the 31 October update. The CS&CG explains changes and provides special conversion instructions for action officers to supplement procedures in current manpower and personnel directives. This advance CS&CG will also be posted to the USAF Classification Home page at: **http://www.afpc.randolph.af.mil/classification**.

4.2. On receiving manual changes or advance notifications of approved changes, commands will review manpower documents and reflect necessary classification code changes according to AFI 38-201.

4.3. During the effective month, action offices will revise all statistical reports using AFSCs to reflect authorized changes.

4.4. Training managers will review training courses that provide skills and abilities to support performance in AFSCs affected by manual changes. Courses will be reevaluated and revised, if necessary.

4.5. Commands and Air Staff agencies have a continuing responsibility to review skill requirements and the currency of existing classification. When existing classification becomes obsolete or developments occur that require new or revised Air Force-wide skill identification, recommended changes are submitted through channels to HQ AFPC/DPPAC, 550 C Street West, Suite 10, Randolph AFB TX 78150-4712, according to paragraphs **5.** and **6.** of this manual.

5. Requesting New or Revising Existing Classification.

5.1. Modifying existing classification has a significant effect on all facets of personnel management. Recommended changes must reflect personnel classification concepts in AFI 36-2101 and provide sufficient data for analysis by HQ USAF. Any agency contemplating a change to the classification system should consider the following when initially developing a proposal:

5.1.1. What is the specific requirement? Include tasks to be performed, locations or bases having the requirement, and number of personnel who will perform these duties, etc.

5.1.2. Is a new AFS necessary? Could an existing classification identifier or management tool fill the requirement? ***FOR EXAMPLE:***

5.1.2.1. SEIs are awarded based on completion of formal training or a unique course, and experience performing specific duties (**Attachment 40** and **Attachment 41**).

5.1.2.2. Suffixes are added to an existing AFSC to provide system or task specific training and assignment section.

5.1.2.3. Prefixes are used to identify required experience across many different AFSs (**Attachment 3**).

5.1.2.4. Personnel Processing Codes (PPC). PPCs are used to identify special requirements needed for assignment to a specific duty location. They may include system-specific or special purpose training en-route to assignment.

5.1.3. Will the population size of a new AFSC or shredout support a trained personnel requirement (TPR), technical school course development, and overseas requirements?

5.1.4. What are the assignment locations of the proposed structure, to include continental United States (CONUS) geographical variety and number of overseas positions (long or short)?

5.1.5. What are the advantages and disadvantages of proposed action? Use Air Force, command, and functional perspectives.

5.2. Submit recommended revisions or additions to the classification system in this manual in the following manner:

5.2.1. Base Level. Military Personnel Flight (MPF) will:

5.2.1.1. Ensure the recommended changes include information according to paragraphs **5.3.** and **5.4.**

5.2.1.2. Send the change request to the major command (MAJCOM) director of personnel (classification section) for review, comment, and recommendation.

5.2.1.2.1. Requests to change Enlisted Medical Service specialties (4XXXX) must be forwarded to HQ USAF/SGCA, 110 Luke Avenue, Room 400, Bolling AFB DC 20332-7050.

5.2.2. MAJCOM Level. MAJCOM classification section will:

5.2.2.1. Ensure the recommendation includes information required in paragraphs **5.3.** and **5.4.**

5.2.2.2. Obtain an evaluation by the appropriate functional manager.

5.2.2.3. Send the change request to HQ AFPC/DPPAC, 550 C Street West, Suite 10, Randolph AFB TX 78150-4712, to review, evaluate, and formally process a change, or send it to the Air

Force career field manager to review or evaluate further. In either instance, MAJCOMs must include a recommendation of approval or disapproval.

5.2.3. Air Staff Level. Proposals initiated by the Air Staff must include information according to paragraphs **5.3.** and **5.4.**, before forwarding it to HQ AFPC/DPPAC.

5.2.4. Change Requests. All requests for revision or addition must arrive at HQ AFPC/DPPAC by **28 February** for consideration of the **October change** or by **31 August** for consideration of the following **April change**.

5.3. Recommendations for changes to AFSCs, prefixes, suffixes, and SDIs must include the following information:

5.3.1. Brief Description of the Proposed Change. Show its relationship to the existing classification structure. Is it consistent with personnel classification concepts of AFI 36-2101?

5.3.2. Rationale for Proposed Change. Include reasons why existing classification is inadequate. Fully justify the request. Outline all considerations examined in your initial proposal development.

5.3.3. Identify all requirements. For example, tasks to be performed and locations or bases with the requirement.

5.3.4. Description of Duties and Tasks:

5.3.4.1. Send a draft specialty description; include major tasks, equipment, special tools, or materials involved. ***NOTE:*** Specialty descriptions should not exceed two pages.

5.3.4.2. Include details of knowledge, education, and experience required to perform duties and tasks.

5.3.5. Evaluation of Training Requirements:

5.3.5.1. Examine all training alternatives that would meet the stated requirement. Compare the costs of each option. Evaluate benefits from the change versus costs of additional training required.

5.3.5.2. Include evaluation of existing courses, need for new courses, and estimated OJT or formal training time.

5.3.5.3. Categorize training as “mandatory” and only identify formal military training leading to award of an AFSC. Identify “desirable” training in the CFETP.

5.3.6. Detailed Summary of Personnel and Manpower Impact:

5.3.6.1. Estimate the number and organizational level of positions identified in the proposed classification change.

5.3.6.2. Estimate the number, location, and AFSC of manpower positions to be deleted or added, or both.

5.3.6.3. List AFSCs of personnel currently performing duties included in the proposed classification, and estimate the number, by AFSC, that would convert to the new AFSC, if established.

5.3.7. Recommendation on Occupational Analysis. Include a recommendation on desirability of a specialty survey, conducted under AFI 36-2623, *Occupational Analysis*, for proposed classification.

5.4. Recommended changes, additions, or deletions to SEIs must contain the following information:

5.4.1. Brief description of proposed change and contingency value, if any.

5.4.2. Brief rationale for change including its intended use.

5.4.3. Number of manpower authorizations to be coded Air Force-wide.

5.4.4. Criteria for awarding SEI:

5.4.4.1. Formal course requirements. Include course title, number, and personnel data system (PDS) code reflected in Education and Training Course Announcements (ETCA).

5.4.4.2. Experience requirements. State, in whole months, the experience requirements (minimum necessary).

5.4.4.3. Recommendation requirements. Explicitly state need for supervisor or commander recommendation, if applicable.

6. Supplementing This Manual. Only the Air National Guard and USAF Reserve may supplement this manual according to AFI 33-360, volume 1, *Forms Management Program.* Draft supplements will be forwarded through the National Guard Bureau, Headquarters Air Force Reserves, or Headquarters Air Reserve Personnel Center (Classification Section) to Headquarters Air Force Personnel Center, USAF Classification Branch (HQ AFPC/DPPAC), 550 C Street West, Suite 10, Randolph AFB TX 78150-4712.

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Attachment 1

ENLISTED
CHANGE SUMMARY AND CONVERSION GUIDE
FOR 30 APRIL 2004

Introduction

STANDARD CONVERSION INSTRUCTIONS: note number in the "Conversion Instruction Notes" column of this Change Summary and Conversion Guide refers to the standard instructions listed below. Notes are used singly or in combination to cover conversion instructions. However, written specific instructions may be added or substituted when a change requires special clarification.

NOTE	INSTRUCTION
1.	Code deleted from Enlisted Classification Structure.
2.	Code added to Enlisted Classification Structure.
3.	Converts directly in Military Personnel Data System (MilPDS). No further Military Personnel Flight (MPF) action required. Report on individual person (RIP) source document provided.
4.	No conversion action required.
5.	Title change.
6.	See explanation of prefix in **Attachment 3** for award and deletion criteria.
7.	Review and evaluation of an individual's qualification are required before designating Specialty Experience Identifier (SEI). Manpower and Personnel representatives, with local functional help, will review authorized AFSC positions on unit manpower document and designate SEI to appropriate positions.
8.	Indirect conversion. Action required: a. Personnel. First AFSC listed under "New AFSC" column is the "preselect AFSC" that will be automatically selected and shown in preconversion listing available to MPFs by 15 March 2004. MPFs, with the help of local functional representatives, will review and evaluate preselect preconversion to determine if (1) DAFSC/CAFSC match manpower position conversion, (2) CAFSC is at correct skill level, and (3) awarded AFSCs (P/2/3/4) are correct, according to individual's qualification. More than one AFSC associated with this conversion may be awarded if individual qualifies based on background and experience. AFI 36-2101 applies. If review and evaluation finds preconversion preselect AFSCs are correct, MPFs will not change in MilPDS; if incorrect, MPFs must update MilPDS to reflect conversions. MPFs must prepare source documents for all AFSC indirect conversions. See AFCSM *Personnel Data Systems* 36-699, volume 1, paragraph 4.48 and table 5.22. b. Manpower. With the help of the functional manager, MAJCOM and Field Operating Agency (FOA) manpower will determine UMD changes required to effect conversion. They will reflect positions in the projected AFSC field of the manpower data system (MDS) as soon as possible after notification by USAF Military Classification Branch (HQ AFPC/DPPAC) of approved indirect conversion but not later than 15 February 2004. c. Pipeline Personnel. Pipeline personnel already on assignment as of effective date will convert as follows: For personnel with a report not later than date (RNLTD) of 31 August 2004 or earlier, Enlisted Assignments (HQ AFPC/DPAA) will change projected AFSC in MilPDS to match position to which member will be assigned. On arrival, MPF will award Air Force Specialty Code (AFSC) coinciding with the position of assignment, unless previously awarded. Assignment of personnel with RNLTD of 1 September 2004 or later will be reevaluated by HQ AFPC/DPAA and either confirmed, canceled, or diverted, based on post-conversion requirements at the tentative gaining unit and the individual's qualifications for the AFSC in which he or she will be shipped.
9.	MilPDS table changes required.
10.	MDS table changes required.

Current AFSC	Current Title	New AFSC	New Title	Summary of Change	Conversion Instruction Notes
Attachment 2	Enlisted Classification Structure Chart	No Change	No Change	1. AFSCs 2T3X4 are deleted from the enlisted classification system. 2. SDI 8B200 and AFSCs 1N3X8M are established as authorized identifiers in the enlisted classification system. 3. AFSC 2A190 is recoded to 2A090. 4. AFSCs 2T370, 2T3X1, 3E4X3 are retitled.	All: 4.
Prefix A	Development Craftsman	No Change	No Change	The list of authorized AFSCs/ CEM codes is revised to: Delete: 2A190. Add: 2A090.	MPF: 1, 2, 6. AFPC: 1, 2, 9. Manpower: 1, 2, 10.
Prefix J	Parachutist	No Change	No Change	The list of authorized AFSCs/ CEM codes is revised to: Delete: 2A190, 2T334/54. Add: 9G100, 8B200, 1N3X8M, 2A090.	
Prefix K	Aircrew Instructor	No Change	No Change	List of authorized AFSCs/CEM codes is revised to: Delete: 2A190. Add: 2A090.	
Prefix N	Network Systems Administration	No Change	No Change	The list of authorized AFSCs/ CEM codes is revised to: Delete: 2T334/54. Add: 9G100, 8B200, 1N358M, 1N378M.	
Prefix Q	Aircrew Standardiza-tion /Flight Examiner	No Change	No Change	The list of authorized AFSCs/ CEM codes is revised to: Delete: 2A190. Add: 2A090.	

Current AFSC	Current Title	New AFSC	New Title	Summary of Change	Conversion Instruction Notes
Prefix R	Contingency/ War Planner	No Change	No Change	The list of authorized AFSCs/ CEM codes is revised to: Delete: 2A190, 2T334/54. Add: 9G100, 8B200, 1N3X8M, 2A090.	MPF: 1, 2, 6. AFPC: 1, 2, 9. Manpower: 1, 2, 10.
Prefix T	Formal Training Instructor	No Change	No Change		
Prefix U	Information Operations	No Change	No Change	The list of authorized AFSCs/ CEM codes is revised to add 1N3X8M.	MPF: 2, 6. AFPC: 2, 9. Manpower: 2, 10.
Prefix V	Automated Functional Application Analyst/ Monitor	No Change	No Change	The list of authorized AFSCs/ CEM codes is revised to: Delete: 2A190. Add: 2A090.	MPF: 1, 2, 6. AFPC: 1, 2, 9. Manpower: 1, 2, 10.
Prefix X	Aircrew	No Change	No Change		
None	None	8B200	Academy Military Training NCO	8B200 is established as an authorized identifier in the enlisted classification system to identify Academy Military Training NCO positions and personnel. This SDI is used to provide consistency and ensure all Academy Military Training NCOs meet a basic set of requirements to perform effectively in all positions. Minimum qualifications in attachment 39 are established as: 1. General ASVAB 48. 2. SAT: Code G (40 lbs). 3. PULHES: 121221.	MPF: 2, 4. AFPC: 2, 9. Manpower: 2, 10. ***NOTE:*** Approximately 52 positions at the USAFA will be impacted. Manpower and functional representatives will review existing Academy positions and determine which positions will convert. **Only positions at the USAFA may convert to this new SDI**.
None	None	1N378M	Polynesian Cryptologic Linguist, Craftsman, Malay	Specialty description is revised to establish suffix M as an authorized identifier in the enlisted classification system to identify Polynesian Cryptologic Linguist, Malay.	MPF: 2, 4. AFPC: 2, 4, 9. Manpower: 2, 4, 10.
None	Nonc	1N358M	Polynesian Cryptologic Linguist, Journeyman, Malay		
None	None	1N338M	Polynesian Cryptologic Linguist, Apprentice, Malay		
None	None	1N318M	Polynesian Cryptologic Linguist, Helper, Malay		

Current AFSC	Current Title	New AFSC	New Title	Summary of Change	Conversion Instruction Notes
2A190	Avionics	2A090	No Change	AFSC 2A190 is deleted from the enlisted classification structure. All positions and personnel will directly convert to AFSC 2A090.	**Direct Conversion** MPF: 1, 2, 3. AFPC: 1, 2, 3, 9. Manpower: 1, 2, 3, 10.
2R1X1	Maintenance Management Production	No Change	No Change	Specialty description is revised to update the specialty summary, terminology, and duties and responsibilities. There are no changes to the entry qualifications.	All: 4.
2T370	Vehicle and Equipment Maintenance Craftsman	No Change	Vehicle and Vehicular Equipment Maintenance Craftsman	AFSC is retitled.	MPF: 4, 5. AFPC: 5, 9. Manpower: 5, 10.
2T314 2T334 2T354	General Purpose Vehicle Maintenance Helper General Purpose Vehicle Maintenance Apprentice General Purpose Vehicle Maintenance Journeyman	2T311 2T331 2T351	Vehicle and Vehicular Equipment Maintenance Helper Vehicle and Vehicular Equipment Maintenance Apprentice Vehicle and Vehicular Equipment Maintenance Journeyman	AFSCs 2T3X4 are deleted from the enlisted classification structure. Duties and responsibilities are merged into AFSC 2T3X1. All 2T3X4 authorizations and personnel directly convert to AFSC 2T3X1. Concurrently, the 2T3X1 specialty description is revised to retitle the specialty and make minor updates to the specialty description to accommodate the merger. There are no changes to specialty qualifications.	**Direct Conversion** MPF: 1, 3, 5. AFPC: 1, 9. Manpower: 1, 10. ***NOTE:*** Approximately 1,408 authorizations will be impacted by the conversion to 2T3X1. All SEIs associated with 2T3X4 will be authorized with the appropriate 2T3X1 specialty.
3C2X1	Communica-tions-Computer Systems Control	No Change	No Change	Specialty description is revised to substantially update terminology throughout the duties and responsibilities. The list of desirable high school courses is expanded to include computer networking. There are no changes to mandatory entry or retention qualifications.	All: 4.
3E4X3	Environmental Controls	No Change	Pest Management	Specialty description is revised to change the specialty title, update terminology, and make minor changes to the specialty qualification terminology. There are no changes to minimum qualifications.	

Current AFSC	Current Title	New AFSC	New Title	Summary of Change	Conversion Instruction Notes
3M0X1	Services	No Change	No Change	Specialty description is revised to update terminology throughout the duties and responsibilities. Mandatory qualifications are revised to add no record of disciplinary action for financial responsibility, shoplifting, larceny, petty larceny, or theft for entry into the specialty.	All: 4.
6F0X1	Financial Management and Comptroller	No Change	No Change	Specialty description is revised to update terminology throughout. Also, minor changes to update duties and responsibilities and clarify specialty qualifications. There are no changes to entry qualifications.	
Attachment 39	Additional Mandatory Requirements for AFSC Entry	No Change	No Change	**Attachment 39** is revised to: 1. Delete AFSCs 2T3X4. 2. Add: SDI 8B200 3. Change SAT code for AFSC 2E1X1 to K (70 lbs.).	
SEI 001	Arms Control	No Change	No Change	The list of AFSCs/CEM codes authorized for use with SEI is revised to: Delete: 2A190. Add: 2A090.	MPC: 1, 2, 7. AFPC: 1, 2, 9. Manpower: 1, 2, 7.
SEI 002	Joint Military Intelligence College (JMIC)	No Change	No Change	The list of AFSCs/CEM codes authorized for use with SEI is revised to add AFSCs 1N378M.	MPF: 2, 7. AFPC: 2, 7, 9. Manpower: 2, 7.
SEI 013	Data Formatting Equipment Operator	No Change	No Change	The list of AFSCs/CEM codes authorized for use with SEI is revised to: Delete: 2A190. Add: 2A090.	MPC: 1, 2, 7. AFPC: 1, 2, 9. Manpower: 1, 2, 7.
SEI 014	AFOSI Technical Services	No Change	No Change	Explanation/designation criteria are revised to read: "Requires completion of AFOSI Basic Technical Agents Course (BTAC), 655AA7S071-004 (PDS code ZQY), plus certification by HQ AFOSI Technical Services Program Division."	All: 4.

Current AFSC	Current Title	New AFSC	New Title	Summary of Change	Conversion Instruction Notes
SEI 016	Quality Air Force (QAF) Advisor	No Change	No Change	The list of AFSCs/CEM codes authorized for use with these SEIs is revised to: Delete: 2A190, 2T3X4. Add: 9G100, 8B200, 1N3X8M, 2A090.	MPF: 1, 2, 7. AFPC: 1, 2, 7, 9. Manpower: 1, 2, 7.
SEI 017	Quality Air Force (QAF) Facilitator	No Change	No Change		
SEI 018	Quality Air Force (QAF) Instructor	No Change	No Change		
SEI 019	Quality Air Force (QAF) Master Instructor	No Change	No Change		
None	None	SEI 026	Deployable Power Generation and Distribution System (DPGDS)	SEI 026 is established as an authorized identifier in the enlisted classification system. Award requires completion of courses J5AZA3E052-001 (PDS code XV8) and J5AZA3E052-002 (PDS code YWG), possession of a 5- or 7-skill level in AFSC 3E0X2, and supervisor's recommendation.	MPF: 2, 7. AFPC: 2, 9. Manpower: 2, 7, 10.
SEI 046	Tactical Air Control System Airborne Battlefield Command and Control Center (TACS)	No Change	No Change	The list of AFSCs/CEM codes authorized for use with SEI is revised to: Delete: 2A190. Add: 2A090.	MPF: 1, 2, 7. AFPC: 1, 2, 9. Manpower: 1, 2, 7.
SEI 049	Joint Operation Planning and Execution System (JOPES) Automated Data Processing (ADP) Technician	No Change	No Change	The list of AFSCs/CEM codes authorized for use with these SEIs is revised to: Delete: 2A190, 2T3X4. Add: 9G100, 8B200, 1N3X8M, 2A090.	
SEI 050	Contingency Operation/ Mobility Planning and Execution System (COMPES) Technician	No Change	No Change		

Current AFSC	Current Title	New AFSC	New Title	Summary of Change	Conversion Instruction Notes
SEI 051	Worldwide Military Command and Control System (WWMCCS) Intercomputer Network (WIN) Operator	No Change	No Change	The list of AFSCs/CEM codes authorized for use with these SEIs is revised to: Delete: 2A190, 2T3X4. Add: 9G100, 8B200, 1N3X8M, 2A090.	MPF: 1, 2, 7. AFPC: 1, 2, 9. Manpower: 1, 2, 7.
SEI 052	Theater Battle Management (TBM) Core Systems	No Change	No Change		
SEI 062	Deliberate and Crisis Action Planning Execution Segments Automated Data Processing (DCAPES ADP) Analyst	No Change	No Change		
SEI 084	Aircraft Flight Test	No Change	No Change	List of AFSCs/CEM codes authorized for use with SEI is revised to: Delete: 2A190. Add: 2A090.	
SEI 090	Tanker/Airlift Control Element (TALCE)	No Change	No Change	List of AFSCs/CEM codes authorized for use with these SEIs is revised to: Delete: 2A190. Add: 2A090.	
SEI 095	Operational Test and Evaluation (OT & E)	No Change	No Change	List of AFSCs/CEM codes authorized for use with these SEIs is revised to: Delete: 2A190. Add: 1N3X8M, 2A090.	
SEI 126	Acquisition Logistics, Level I	No Change	No Change	The list of AFSCs/CEM codes authorized for use with these SEIs is revised to: Delete: 2A190, 2T334/54. Add: 2A090.	

Current AFSC	Current Title	New AFSC	New Title	Summary of Change	Conversion Instruction Notes
SEI 127	Acquisition Logistics, Level II	No Change	No Change	The list of AFSCs/CEM codes authorized for use with these SEIs is revised to: Delete: 2A190, 2T354. Add: 2A090.	MPF: 1, 2, 7. AFPC: 1, 2, 9. Manpower: 1, 2, 7.
SEI 128	Acquisition Logistics, Level III	No Change	No Change		
SEI 191	AN/TSC-114 Military Airlift Command Airlift Control Element (ALCE) Reaction Communication (MARC) System	No Change	No Change	The list of AFSCs/CEM codes authorized for use with SEI is revised to add 2A090.	MPF: 2, 7. AFPC: 2, 9. Manpower: 2, 7.
SEI 300	Technical Order Acquisition Verification Management	No Change	No Change	The list of AFSCs/ CEM codes authorized for use with these SEIs is revised to: Delete: 2A190. Add: 2A090.	MPF: 1, 2, 7. AFPC: 1, 2, 9. Manpower: 1, 2, 7.
SEI 335	Logistics Composite Model (LCOM)	No Change	No Change		
None	None	SEI 345	AN/MPN-26	SEI 345 is established as an authorized identifier in the enlisted classification system. Award requires supervisor recommendation and completion of contractor provided training or completion of the Consolidated Hands-on Training (CHOT) course. AFSCs authorized for use with this SEI are 2E0XX.	MPF: 2, 7. AFPC: 2, 9. Manpower: 2, 7, 10.
None	None	SEI 407	AFOSI Counter-espionage Case Officer	SEI 407 is established as an authorized identifier in the enlisted classification system. Award requires completion of Joint Counterintelligence Training Academy (JCITA), Advanced Foreign Counter-intelligence (FCI) course, L5AZA7S071 006 (PDS Code IC3), and certification by HQ AFOSI Program Manager. Authorized AFSCs are 7S071/91/00.	

Current AFSC	Current Title	New AFSC	New Title	Summary of Change	Conversion Instruction Notes
None	None	SEI 408	AFOSI Special Agent in Charge	SEI 408 is established as an authorized identifier in the enlisted classification system. Award requires Region Commander recommendation and AFOSI Commander approval. Authorized AFSCs are 7S071/91/00.	MPF: 2, 7. AFPC: 2, 9. Manpower: 2, 7, 10.
None	None	SEI 409	AFOSI Polygrapher	SEI 409 is established as an authorized identifier in the enlisted classification system. Award requires completion of Polygraph Examiner Training (7H-SQIK/ 831-ASIP8), L5AZA7S071-001 (PDS code CQK), and certification by HQ AFOSI Polygraph Program Manager. Authorized AFSCs are 7S071/91/00.	
None	None	SEI 410	AFOSI Antiterrorism Specialty Team Member	SEI 410 is established as an authorized identifier in the enlisted classification system. Award requires certification by HQ AFOSI Antiterrorism Specialty Team (AST) Program Manager. Authorized AFSCs are 7S031/71/91/00.	
None	None	SEI 411	AFOSI Computer Crime Investigator	SEI 411 is established as an authorized identifier in the enlisted classification system. Award requires certification by HQ AFOSI Computer Crime Investigations (CCI) Program Manager. Authorized AFSCs are 7S071/91/00.	

Current AFSC	Current Title	New AFSC	New Title	Summary of Change	Conversion Instruction Notes
None	None	SEI 422	Fitness Director	Requires (1) completion of the following courses: Services Activity Course L60NU34M3-001 (PDS Code IH9); AFSVA Fitness Management Course; (2) Cooper's Physical Fitness Specialist (PFS) or American College of Sports Medicine (ACSM) Health Fitness Instructor (H/FI) Certification; (3) supervisor's recommendation; and (4) 12 months of experience in an SEI coded fitness director position. AFSCs authorized for use with this SEI are 3M0XX.	MPF: 2, 7. AFPC: 2, 9. Manpower: 2, 7, 10.
None	None	SEI 423	Fitness and Exercise Specialist	Requires (1) completion of the following courses: One additional fitness continuing education course or certification, or college fitness course, or locally approved fitness workshop/ seminar; (2) completion of Cooper's PFS Course/Certification or American College of Sports Medicine Health Fitness Instructor Certification; (3) completion of a minimum of 100 documented hours designing individual fitness programs to include fitness assessment appointments and prescribing or designing exercise programs; (4) supervisor's recommendation; and (5) 12 months of experience in an SEI coded fitness and exercise position. AFSCs authorized for use with this SEI are 3M0XX.	

Current AFSC	Current Title	New AFSC	New Title	Summary of Change	Conversion Instruction Notes
None	None	SEI 424	Food Facility Manager	Requires (1) completion of the following courses: Culinary Institute of America (CIA) Pre-Site Program; CIA Food Service Course; ServSafe distance learning course; Services Activity Course, L60NU34M3-001, (PDS Code IH9); Activity Manager's Course, L3OZR34M3-001 (PDS Code XQ2); and AFSVA Food Management Course; (2) supervisor's recommendation; and (3) 12 months of experience in an SEI coded food facility manager position. AFSCs authorized for use with this SEI are 3M0XX.	MPF: 2, 7. AFPC: 2, 9. Manpower: 2, 7, 10.
None	None	SEI 425	Food Shift Leader	Requires (1) completion of the following courses: AFSVA Food Operations Course or MTT Food Service Shift Leader Course, L4AST 3M051-006, (PDS code 51E); ServSafe training, CIA Food Service Course; (2) supervisor's recommendation; and (3) 12 months of experience in an SEI coded food shift leader position. AFSCs authorized for use with this SEI are 3M0XX.	

Current AFSC	Current Title	New AFSC	New Title	Summary of Change	Conversion Instruction Notes
None	None	SEI 426	Lodging Manager	Requires (1) completion of the following courses: Supervisor and Department Manager training video series of the Educational Institute's (EI) Performance Plus training program, Services Activity Course, L60NU34M3-001, (PDS code IH9), Services Activity Manager's Course, L3OZR34M3-001, (PDS code XQ2); AFSVA Lodging Management Course; (2) Awarded EI's Hospitality Management Diploma, or a current Hospitality Administrator, or Lodging Manager Certification from EI, or an associate's or bachelor's degree in Hospitality Management; (3) supervisor's recommendation; and (4) 12 months of experience in an SEI coded lodging manager position. AFSCs authorized for use with this SEI are 3M0XX.	MPF: 2, 7. AFPC: 2, 9. Manpower: 2, 7, 10.
None	None	SEI 427	Front Desk Supervisor	Requires (1) completion of the following courses: AFSVA Lodging Operation's Course, Supervisor and Department Manager training video series of Performance Plus; (2) All requirements towards EI's Hospitality Operations Certificate, or Current Rooms Division Executive Certification from EI, or an associate's or bachelor's degree in Hospitality Management; (3) supervisor's recommendation; and (4) 12 months of experience in an SEI coded front desk supervisor position. AFSCs authorized for use with this SEI are 3M0XX.	

Current AFSC	Current Title	New AFSC	New Title	Summary of Change	Conversion Instruction Notes
None	None	SEI 428	Prime RIBS Manager	Requires (1) completion of the following courses: Prime RIBS Management Course, AFIT 461, exportable Mortuary Affairs Course, or the AFSVA's Mortuary Operations course, Principles of Instruction (POI) training J4AIT3S200-000, (PDS Code 9MM), or AF Trainer's Course, E6AF13S251-000, (PDS code 9AA); (2) supervisor's recommendation; and (3) 12 months of experience in an SEI coded Prime RIBS Manager position. AFSCs authorized for use with this SEI are 3M0XX.	MPF: 2, 7. AFPC: 2, 9. Manpower: 2, 7, 10.
SEI 501	A-10	No Change	No Change	The list of AFSCs/ CEM codes authorized for use with these SEIs is revised to: Delete: 2A190. Add: 2A090.	MPF: 1, 2, 7. AFPC: 1, 2, 9. Manpower: 1, 2.
SEI 502	CV-22	No Change	No Change		
SEI 503	KC-10	No Change	No Change		
SEI 504	T/UH-1D/F/N	No Change	No Change		
SEI 505	Any H-60	No Change	No Change		
SEI 506	F-117	No Change	No Change		
SEI 508	F/A-22	No Change	No Change	The list of AFSCs/ CEM codes authorized for use with SEI is revised to add 2A090.	MPF: 2, 7. AFPC: 2, 9. Manpower: 2.
SEI 510	U-2	No Change	No Change	The list of AFSCs/ CEM codes authorized for use with these SEIs is revised to: Delete: 2A190. Add: 2A090.	MPF: 1, 2, 7. AFPC: 1, 2, 9. Manpower: 1, 2.
SEI 511	Any H-3	No Change	No Change		
SEI 512	Any H-53	No Change	No Change		
SEI 513	AC-130H/U Spectre Gunship	No Change	No Change		
SEI 514	HC-130P/ MC-130P	No Change	No Change		
SEI 515	MC-130E	No Change	No Change		
SEI 516	MC-130H	No Change	No Change		

Current AFSC	Current Title	New AFSC	New Title	Summary of Change	Conversion Instruction Notes
SEI 517	E-130E (ABCCC)	No Change	No Change	The list of AFSCs/ CEM codes authorized for use with these SEIs is revised to: Delete: 2A190. Add: 2A090.	MPF: 1, 2, 7. AFPC: 1, 2, 9. Manpower: 1, 2.
SEI 525	Predator Unmanned Aerial Vehicle (UAV)	No Change	No Change		
SEI 532	T-1/T-37/T-38	No Change	No Change		
SEI 533	F-15	No Change	No Change		
SEI 535	F-16	No Change	No Change		
SEI 545	C-5	No Change	No Change		
SEI 546	C-7	No Change	No Change		
SEI 547	C-12	No Change	No Change		
SEI 550	C-141	No Change	No Change		
SEI 569	E-3A/B (AWACS)	No Change	No Change		
SEI 570	E-8, Joint Stars	No Change	No Change		
SEI 572	Any C-130	No Change	No Change		
SEI573	Compass Call	No Change	No Change		
SEI 580	Any C-135/ Boeing 707 Modification	No Change	No Change		
SEI 581	RC-135	No Change	No Change		
SEI 584	E-4A/B (AABNCP)	No Change	No Change		
SEI 586	B-52	No Change	No Change		
SEI 588	B-1	No Change	No Change		
SEI 589	T-39	No Change	No Change		
SEI 591	VC/C-9/T-43	No Change	No Change		
SEI 594	Special Air Missions (SAM) (C-32)	No Change	No Change		
SEI 596	B-2	No Change	No Change		
SEI 626	Radar Test Facility Technician	No Change	No Change		

Current AFSC	Current Title	New AFSC	New Title	Summary of Change	Conversion Instruction Notes
SEI 628	Low Light Level Television	No Change	No Change	See summary on previous page.	See conversion instructions on previous page.
SEI 629	Tactical Electronic Reconnaissance (TEREC)	No Change	No Change		
SEI 630	AN/ALQ-131	No Change	No Change		
SEI 633	Low Altitude Navigation Targeting Infrared for Night	No Change	No Change		
SEI 634	PAVE PENNY	No Change	No Change		
SEI 646	ALQ-172	No Change	No Change		
SEI 648	A-10 IATS	No Change	No Change		
None	None	SEI 650	Infrared Detecting Set (IDS)	SEI 650 is established as an authorized identifier in the enlisted classification system. Award requires (1) 18 months of ILM experience on either the AN/AAQ-15/-17A/-18 IDS and supervisor's recommendation or (2) completion of J4AS2A1-X1000/-019 course with 12 months of experience on either the AN/AAQ-15/-17/-18 IDS and supervisors recommendation. AFSCs authorized for use with this SEI are 2A031C/51C/71C, 2A331A/51A/71, and 2A533A/53A/73A.	MPF: 2, 7. AFPC: 2, 9. Manpower: 2, 7, 10.
SEI 656	ALQ-119	No Change	No Change	The list of AFSCs/ CEM codes authorized for use with these SEIs is revised to: Delete: 2A190. Add: 2A090.	MPF: 1, 2, 7. AFPC: 1, 2, 9. Manpower: 1, 2.
SEI 659	Adverse Weather Aerial Delivery Systems (AWADS)	No Change	No Change		
SEI 660	AN/AWN 37	No Change	No Change		
SEI 662	PAVE SPIKE	No Change	No Change		
SEI 663	PAVE TACK	No Change	No Change		
SEI 664	AN/307 Operator	No Change	No Change		

Current AFSC	Current Title	New AFSC	New Title	Summary of Change	Conversion Instruction Notes
SEI 665	Digital Scan Converter Group (DSCG)	No Change	No Change	The list of AFSCs/ CEM codes authorized for use with these SEIs is revised to: Delete: 2A190. Add: 2A090.	MPF: 1, 2, 7. AFPC: 1, 2, 9. Manpower: 1, 2.
SEI 668	AN/APX 81	No Change	No Change		
SEI 669	AN/APQ 99/172	No Change	No Change		
SEI 670	AN/ARN 101	No Change	No Change		
SEI 672	Target Identification System Electro Optical (TISEO)	No Change	No Change		
SEI 676	AN/ALQ-184	No Change	No Change		
SEI 677	Air Force Satellite Communi-cation s (AFSATCOM/ Fleet Satellite Communi-cation s Systems (FLEETSATCO M)	No Change	No Change		
SEI 679	River Eagle 66M Camera System	No Change	No Change		
SEI 680	ALM-204/ALQ -99E, Tactical Jamming Subsystem	No Change	No Change		
SEI 690	Intermediate Depot Level Maintenance	No Change	No Change		
SEI 901	Command and Control (C2), Air and Space Operation Center (AOC)	No Change	No Change	The list of AFSCs/CEM Codes authorized for use with SEI 901 is revised to add AFSCs 1N3X8M.	MPF: 2, 7. AFPC: 2, 7, 9. Manpower: 2, 7.
SEI 954	487L Survivable Low Frequency Communi-cation s System	No Change	No Change	The list of AFSCs/ CEM codes authorized for use with SEI is revised to: Delete: 2A190. Add: 2A090.	MPF: 1, 2, 7. AFPC: 1, 2, 9. Manpower: 1, 2.

Current AFSC	Current Title	New AFSC	New Title	Summary of Change	Conversion Instruction Notes
SEI 1AA	Direct Support Operator (DSO)	No Change	No Change	The list of AFSCs/CEM codes authorized for use with these SEIs is revised to add 1N3X8M.	MPF: 2, 7. AFPC: 2, 7, 9. Manpower: 2, 7.
SEI 1AB	Data Link Operator (DLO)	No Change	No Change		
SEI 1AC	Adversary Tactics Analyst	No Change	No Change		
SEI 1GG	Deployable Ground Intercept Facility Crypto-Linguist	No Change	No Change		
None	None	SEI 1KA	Computer Network Operations (CNO)	SEI 1KA is established as an authorized identifier in the enlisted classification system. Requires completion of course X5AZN1N451 000, Basic Digital Network Analysis (A-531-0035), or 6 months of experience in a CNO coded position and supervisor's recommendation. AFSCs/CEM Codes authorized for use with this SEI are 1N0XX, 1N2XX, 1N3XX, 1N4XX, 1N5XX, 1N6XX, 3C0X1, and 3C2X1.	MPF: 2, 7. AFPC: 2, 9. Manpower: 2, 7, 10.
SEI 1MM	Satellite Crypto-Linguist	No Change	No Change	The list of AFSCs/CEM codes authorized for use with these SEIs is revised to add 1N3X8M.	MPF: 2, 7. AFPC: 2, 7, 9. Manpower: 2, 7.
SEI 1NA	Single-Channel Crypto-Linguist	No Change	No Change		
SEI 1NN	Multichannel Crypto-Linguist	No Change	No Change		
SEI 1PP	Airborne Analysis/ Ground Mission Analysis	No Change	No Change		
SEI 1QQ	Airborne Mission Supervisor/ Ground Mission Supervisor	No Change	No Change	The list of AFSCs/CEM codes authorized for use with these SEIs is revised to add 1N3X8M.	MPF: 2, 7. AFPC: 2, 7, 9. Manpower: 2, 7.
SEI 1ZD	Cryptographer	No Change	No Change		
SEI 2AA	Intermediate Level Crypto-Linguist	No Change	No Change		
SEI 2ZA	High Frequency Crypto-Linguist	No Change	No Change		

Current AFSC	Current Title	New AFSC	New Title	Summary of Change	Conversion Instruction Notes
SEI 3AA	Advance Level Crypto-Linguist	No Change	No Change	See summary on previous page.	See conversion instructions on previous page.
SEI 3ZJ	Airborne Maintenance Technician (AMT)	No Change	No Change	The list of AFSCs/CEM codes authorized for use with these SEIs is revised to: Delete: 2A190. Add: 2A090.	MPF: 1, 2, 7. AFPC: 1, 2, 9. Manpower: 1, 2.
SEI 3ZN	Ground RIVIT JOINT Maintenance	No Change	No Change		
SEI 3ZY	SENIOR YEAR Ground Station Maintenance Technician	No Change	No Change		
SEI 5ZF	Middle Enlisted Cryptologic Career Advancement Program (MECCAP)	No Change	No Change	The list of AFSCs/CEM codes authorized for use with these SEIs is revised to add 1N3X8M.	MPF: 1, 7. AFPC: 1, 9. Manpower: 1, 7.
SEI 5ZG	PROFORMA Operator	No Change	No Change		

Attachment 2

ENLISTED CLASSIFICATION STRUCTURE CHART

Effective 30 Apr 04

AIRCREW OPERATIONS (1A)											
Input or Helper Level		Apprentice or Semiskilled Level		Journeyman or Skilled Level		Craftsman or Advanced Level		Superintendent Level		Chief Enlisted Manager Level	
1A011	In-Flt Refueling	1A031	In-Flt Refueling	1A051	In-Flt Refueling	1A071	In-Flt Refueling	1A091	In-Flt Refueling	1A000	In-Flt Refueling
1A111	Flight Engineer	1A131	Flight Engineer	1A151	Flight Engineer	1A171	Flight Engineer	1A191	Flight Engineer	1A100	Flight Engineer
B	Helicopter	B	Helicopter								
C	Perform Qual	C	Perform Qual								
1A211	Aircraft Loadmaster	1A231	Aircraft Loadmaster	1A251	Aircraft Loadmaster	1A271	Aircraft Loadmaster	1A291	Aircraft Loadmaster	1A200	Aircraft Loadmaster
1A311	Airborne Comm & Elect Systems	1A331	Airborne Comm & Elect Systems	1A351	Airborne Comm & Elect Systems	1A371	Airborne Comm & Elect Systems	1A391	Airborne Comm & Elect Systems	1A300	Airborne Comm & Elect Systems
1A411	Airborne Battle Mgt Systems	1A431	Airborne Battle Mgt Systems	1A451	Airborne Battle Mgt Systems	1A471	Airborne Battle Mgt Systems	1A491	Airborne Battle Mgt Systems	1A400	Airborne Battle Mgt Systems
				D	Weapons Dir	D	Weapons Dir				
1A511	Airborne Missions Systems	1A531	Airborne Missions Systems	1A551	Airborne Missions Systems	1A571	Airborne Missions Systems	1A591	Airborne Missions Systems	1A500	Airborne Missions Systems
1A611	Flight Attendant	1A631	Flight Attendant	1A651	Flight Attendant	1A671	Flight Attendant	1A691	Flight Attendant	1A600	Flight Attendant
1A711	Aerial Gunner	1A731	Aerial Gunner	1A751	Aerial Gunner	1A771	Aerial Gunner	1A791	Aerial Gunner	1A700	Aerial Gunner
1A811	Airborne Cryptologic Linguist	1A831	Airborne Cryptologic Linguist	1A851	Airborne Cryptologic Linguist	1A871	Airborne Cryptologic Linguist	1A891	Airborne Cryptologic Linguist	1A800	Airborne Cryptologic Linguist
A	Germanic	A	Germanic	A	Germanic	A	Germanic				
B	Romance	B	Romance	B	Romance	B	Romance				
C	Slavic	C	Slavic	C	Slavic	C	Slavic				
D	Far East	D	Far East	D	Far East	D	Far East				
E	Mid East	E	Mid East	E	Mid East	E	Mid East				

COMMAND CONTROL SYSTEMS OPERATIONS (1C)											
Input or Helper Level		Apprentice or Semiskilled Level		Journeyman or Skilled Level		Craftsman or Advanced Level		Superintendent Level		Chief Enlisted Manager Level	
1C011	Airfield Mgt	1C031	Airfield Mgt	1C051	Airfield Mgt	1C071	Airfield Mgt	1C091	Airfield Mgt	1C000	Air Operations
1C012	Aviation Resource Mgt	1C032	Aviation Resource Mgt	1C052	Aviation Resource Mgt	1C072	Aviation Resource Mgt	1C092	Aviation Resource Mgt		
1C111	Air Traffic Con	1C131	Air Traffic Con	1C151	Air Traffic Con	1C171	Air Traffic Con	1C191	Air Traffic Con	1C100	Air Traffic Con
1C211	Combat Control	1C231	Combat Control	1C251	Combat Control	1C271	Combat Control	1C291	Combat Control	1C200	Combat Control
1C311	Command Post	1C331	Command Post	1C351	Command Post	1C371	Command Post	1C391	Command Post	1C300	Command Post

1C411	Tac Air Comd & Con	1C431	Tac Air Comd & Con	1C451	Tac Air Comd & Con	1C471	Tac Air Comd & Con	1C491	Tac Air Comd & Con	1C400	Tac Air Comd & Con
1C511	Aerosp Con & Warning Sys	1C531	Aerosp Con & Warning Sys	1C551	Aerosp Con & Warning Sys	1C571	Aerosp Con & Warning Sys	1C591	Aerosp Con & Warning Sys	1C500	Aerosp Con & Warning Sys
				D	Weapons Director	D	Weapons Director				
1C611	Space Sys Ops	1C631	Space Sys Ops	1C651	Space Sys Ops	1C671	Space Sys Ops	1C691	Space Sys Ops	1C600	Space Sys Ops

INTELLIGENCE (1N)											
Input or Helper Level		Apprentice or Semiskilled Level		Journeyman or Skilled Level		Craftsman or Advanced Level		Superintendent Level		Chief Enlisted Manager Level	
1N011	Operations Intelligence	1N031	Operations Intelligence	1N051	Operations Intelligence	1N071	Operations Intelligence	1N091	Operations Intelligence	1N000	Intel Appl & Exploitation
1N111	Imagery Analysis	1N131	Imagery Analysis	1N151	Imagery Analysis	1N171	Imagery Analysis	1N191	Imagery Analysis		
1N211	Com Signals Intel Production	1N231	Com Signals Intel Production	1N251	Com Signals Intel Production	1N271	Com Signals Intel Production	1N291	Com Signals Intel Production	1N200	Signals Intel Analysis
1N311	Germanic Crypto Linguist	1N331	Germanic Crypto Linguist	1N351	Germanic Crypto Linguist	1N371	Germanic Crypto Linguist	1N390	Cryptologic Linguist		
A	German	A	German	A	German	A	German				
B	Dutch	B	Dutch	B	Dutch	B	Dutch				
C	Flemish	C	Flemish	C	Flemish	C	Flemish				
D	Swedish	D	Swedish	D	Swedish	D	Swedish				
E	Afrikaans	E	Afrikaans	E	Afrikaans	E	Afrikaans				
1N312	Romance Crypto Linguist	1N332	Romance Crypto Linguist	1N352	Romance Crypto Linguist	1N372	Romance Crypto Linguist				
A	Spanish (Latin American)	A	Spanish (Latin American)	A	Spanish (Latin American)	A	Spanish (Latin American)				
B	Portuguese (Latin American)	B	Portuguese (Latin American)	B	Portuguese (Latin American)	B	Portuguese (Latin American)				
C	French	C	French	C	French	C	French				
D	Italian	D	Italian	D	Italian	D	Italian				
E	Romanian	E	Romanian	E	Romanian	E	Romanian				
F	Haitian-Creole	F	Haitian-Creole	F	Haitian-Creole	F	Haitian-Creole				
G	Moldovan	G	Moldovan	G	Moldovan	G	Moldovan				
1N313	Slavic Crypto Linguist	1N333	Slavic Crypto Linguist	1N353	Slavic Crypto Linguist	1N373	Slavic Crypto Linguist				
A	Russian	A	Russian	A	Russian	A	Russian				
B	Polish	B	Polish	B	Polish	B	Polish				
C	Czech	C	Czech	C	Czech	C	Czech				
D	Serbo-Croat	D	Serbo-Croat	D	Serbo-Croat	D	Serbo-Croat				
E	Belarusian	E	Belarusian	E	Belarusian	E	Belarusian				
F	Hungarian	F	Hungarian	F	Hungarian	F	Hungarian				
G	Lithuanian	G	Lithuanian	G	Lithuanian	G	Lithuanian				
H	Slovenian	H	Slovenian	H	Slovenian	H	Slovenian				
J	Bulgarian	J	Bulgarian	J	Bulgarian	J	Bulgarian				
K	Ukrainian	K	Ukrainian	K	Ukrainian	K	Ukrainian				
L	Macedonian	L	Macedonian	L	Macedonian	L	Macedonian				
M	Albanian	M	Albanian	M	Albanian	M	Albanian				
1N314	Far East Crypto Linguist	1N334	Far East Crypto Linguist	1N354	Far East Crypto Linguist	1N374	Far East Crypto Linguist				
A	Chinese (Mandarin)	A	Chinese (Mandarin)	A	Chinese (Mandarin)	A	Chinese (Mandarin)				
B	Vietnamese	B	Vietnamese	B	Vietnamese	B	Vietnamese				
C	Thai	C	Thai	C	Thai	C	Thai				
D	Cambodian	D	Cambodian	D	Cambodian	D	Cambodian				
E	Lao	E	Lao	E	Lao	E	Lao				
F	Japanese	F	Japanese	F	Japanese	F	Japanese				

INTELLIGENCE (1N) (Continued)											
Input or Helper Level		Apprentice or Semiskilled Level		Journeyman or Skilled Level		Craftsman or Advanced Level		Superintendent Level		Chief Enlisted Manager Level	
G	Korean	G	Korean	G	Korean	G	Korean	1N390	Cryptologic Linguist	1N200	Signals Intel Analysis
H	Chinese (Cantonese)	H	Chinese (Cantonese)	H	Chinese (Cantonese)	H	Chinese (Cantonese)				
J	Tagalog	J	Tagalog	J	Tagalog	J	Tagalog				
1N315	Mid East Crypto Linguist	1N335	Mid East Crypto Linguist	1N355	Mid East Crypto Linguist	1N375	Mid East Crypto Linguist				
A	Arabic	A	Arabic	A	Arabic	A	Arabic				
B	Arabic (Syrian)	B	Arabic (Syrian)	B	Arabic (Syrian)	B	Arabic (Syrian)				
C	Hebrew	C	Hebrew	C	Hebrew	C	Hebrew				
D	Persian (Farsi)	D	Persian (Farsi)	D	Persian (Farsi)	D	Persian (Farsi)				
E	Turkish	E	Turkish	E	Turkish	E	Turkish				
F	Greek	F	Greek	F	Greek	F	Greek				
G	Indonesian	G	Indonesian	G	Indonesian	G	Indonesian				
H	Hindi	H	Hindi	H	Hindi	H	Hindi				
J	Armenian	J	Armenian	J	Armenian	J	Armenian				
K	Azeri	K	Azeri	K	Azeri	K	Azeri				
L	Pushtu	L	Pushtu	L	Pushtu	L	Pushtu				
M	Georgian	M	Georgian	M	Georgian	M	Georgian				
N	Tadzhik	N	Tadzhik	N	Tadzhik	N	Tadzhik				
P	Kazakh	P	Kazakh	P	Kazakh	P	Kazakh				
Q	Turkmen	Q	Turkmen	Q	Turkmen	Q	Turkmen				
R	Uzbek	R	Uzbek	R	Uzbek	R	Uzbek				
S	Persian (Dari)	S	Persian (Dari)	S	Persian (Dari)	S	Persian (Dari)				
T	Punjabi	T	Punjabi	T	Punjabi	T	Punjabi				
V	Sundhi	V	Sundhi	V	Sundhi	V	Sundhi				
W	Urdu	W	Urdu	W	Urdu	W	Urdu				
1N316	African Crypto Linguist	1N336	African Crypto Linguist	1N356	African Crypto Linguist	1N376	African Crypto Linguist				
A	Swahili	A	Swahili	A	Swahili	A	Swahili				
B	Zande	B	Zande	B	Zande	B	Zande				
C	Berber	C	Berber	C	Berber	C	Berber				
D	Bedawi (Beja)	D	Bedawi (Beja)	D	Bedawi (Beja)	D	Bedawi (Beja)				
E	Sidamo	E	Sidamo	E	Sidamo	E	Sidamo				
F	Somali	F	Somali	F	Somali	F	Somali				
G	Nubian	G	Nubian	G	Nubian	G	Nubian				
H	Bari	H	Bari	H	Bari	H	Bari				
J	Dinka	J	Dinka	J	Dinka	J	Dinka				
K	Nuer	K	Nuer	K	Nuer	K	Nuer				
L	Otuho	L	Otuho	L	Otuho	L	Otuho				
M	Shilluk	M	Shilluk	M	Shilluk	M	Shilluk				
N	Fur	N	Fur	N	Fur	N	Fur				
P	Amharic	P	Amharic	P	Amharic	P	Amharic				
Q	Aramaic	Q	Aramaic	Q	Aramaic	Q	Aramaic				
R	Assyrian	R	Assyrian	R	Assyrian	R	Assyrian				
S	Tigre	S	Tigre	S	Tigre	S	Tigre				
T	Tigrinya	T	Tigrinya	T	Tigrinya	T	Tigrinya				

1N317	Turkic Crypto Linguist	1N337	Turkic Crypto Linguist	1N357	Turkic Crypto Linguist	1N377	Turkic Crypto Linguist		
A	Chechen	A	Chechen	A	Chechen	A	Chechen		
B	Circassian	B	Circassian	B	Circassian	B	Circassian		
C	Kirgiz	C	Kirgiz	C	Kirgiz	C	Kirgiz		
D	Tatar	D	Tatar	D	Tatar	D	Tatar		
E	Uighur	E	Uighur	E	Uighur	E	Uighur		

INTELLIGENCE (1N) (Continued)											
Input or Helper Level		Apprentice or Semiskilled Level		Journeyman or Skilled Level		Craftsman or Advanced Level		Superintendent Level		Chief Enlisted Manager Level	
1N318	Polynesian Crypto Linguist	1N338	Polynesian Crypto Linguist	1N358	Polynesian Crypto Linguist	1N378	Polynesian Crypto Linguist	1N390	Cryptologic Linguist	1N200	Signals Intel Analysis
A	Bikol	A	Bikol	A	Bikol	A	Bikol				
B	Cebuano	B	Cebuano	B	Cebuano	B	Cebuano				
C	Ilocano	C	Ilocano	C	Ilocano	C	Ilocano				
D	Javanese	D	Javanese	D	Javanese	D	Javanese				
E	Sudanese	E	Sudanese	E	Sudanese	E	Sudanese				
F	Tausug	F	Tausug	F	Tausug	F	Tausug				
G	Brahui	G	Brahui	G	Brahui	G	Brahui				
H	Telugu	H	Telugu	H	Telugu	H	Telugu				
J	Kanarese	J	Kanarese	J	Kanarese	J	Kanarese				
K	Malayalam	K	Malayalam	K	Malayalam	K	Malayalam				
L	Tamil	L	Tamil	L	Tamil	L	Tamil				
M	Malay	M	Malay	M	Malay	M	Malay				
1N319	Indo-Iranian Crypto Linguist	1N339	Indo-Iranian Crypto Linguist	1N359	Indo-Iranian Crypto Linguist	1N379	Indo-Iranian Crypto Linguist				
A	Assamese	A	Assamese	A	Assamese	A	Assamese				
B	Baluchi	B	Baluchi	B	Baluchi	B	Baluchi				
C	Bengali	C	Bengali	C	Bengali	C	Bengali				
D	Bihari	D	Bihari	D	Bihari	D	Bihari				
E	Kurdish (Kurmanji)	E	Kurdish (Kurmanji)	E	Kurdish (Kurmanji)	E	Kurdish (Kurmanji)				
F	Kurdish (Sorani)	F	Kurdish (Sorani)	F	Kurdish (Sorani)	F	Kurdish (Sorani)				
G	Nepali	G	Nepali	G	Nepali	G	Nepali				
H	Sinhala (Singhalese)	H	Sinhala (Singhalese)	H	Sinhala (Singhalese)	H	Sinhala (Singhalese)				
1N411	Network Intel Analysis	1N431	Network Intel Analysis	1N451	Network Intel Analysis	1N471	Network Intel Analysis	1N491	Network Intel Analysis		
1N511	Elect Sign Intel Exploitation	1N531	Elect Sign Intel Exploitation	1N551	Elect Sign Intel Exploitation	1N571	Elect Sign Intel Exploitation	1N591	Elect Sign Intel Exploitation		
1N611	Electronic Sys Security Assess	1N631	Electronic Sys Security Assess	1N651	Electronic Sys Security Assess	1N671	Electronic Sys Security Assess	1N691	Electronic Sys Security Assess	1N600	Electronic Sys Security Assess
SAFETY (1S)											
Input or Helper Level		Apprentice or Semiskilled Level		Journeyman or Skilled Level		Craftsman or Advanced Level		Superintendent Level		Chief Enlisted Manager Level	
1S011	Safety	1S031	Safety	1S051	Safety	1S071	Safety	1S091	Safety	1S000	Safety
AIRCREW PROTECTION (1T)											
Input or Helper Level		Apprentice or Semiskilled Level		Journeyman or Skilled Level		Craftsman or Advanced Level		Superintendent Level		Chief Enlisted Manager Level	
1T011	Survival, Evasion, Resist, & Escape Ops	1T031	Survival, Evasion, Resist, & Escape Ops	1T051	Survival, Evasion, Resist, & Escape Ops	1T071	Survival, Evasion, Resist, & Escape Ops	1T091	Survival, Evasion, Resist, & Escape Ops	1T000	Survival, Evasion, Resist, & Escape Ops
1T111	Aircrew Life Support	1T131	Aircrew Life Support	1T151	Aircrew Life Support	1T171	Aircrew Life Support	1T191	Aircrew Life Support	1T100	Aircrew Life Support
1T211	Pararescue	1T231	Pararescue	1T251	Pararescue	1T271	Pararescue	1T291	Pararescue	1T200	Pararescue

WEATHER (1W)					
Input or Helper Level	**Apprentice or Semiskilled Level**	**Journeyman or Skilled Level**	**Craftsman or Advanced Level**	**Superintendent Level**	**Chief Enlisted Manager Level**
1W011 Weather	1W031 Weather A Forecaster	1W051 Weather A Forecaster	1W071 Weather A Forecaster	1W091 Weather	1W000 Weather

MANNED AEROSPACE MAINTENANCE (2A)											
Input or Helper Level		Apprentice or Semiskilled Level		Journeyman or Skilled Level		Craftsman or Advanced Level		Superintendent Level		Chief Enlisted Manager Level	
2A011	Avionics Test Stn & Cmpnt	2A031	Avionics Test Stn & Cmpnt	2A051	Avionics Test Stn & Cmpnt	2A071	Avionics Test Stn & Cmpnt	2A090	Avionics	2A000	Avionics Systems
A	Avionics Sys, F-15	A	Avionics Sys, F-15	A	Avionics Sys, F-15	A	Avionics Sys, F-15				
B	Avionics Sys, Helicopters & Aircraft (Except F-15)	B	Avionics Sys, Helicopters & Aircraft (Except F-15)	B	Avionics Sys, Helicopters & Aircraft (Except F-15)	B	Avionics Sys, Helicopters & Aircraft (Except F-15)				
C	Avionic Sensor Sys, Helicopters & Aircraft	C	Avionic Sensor Sys, Helicopters & Aircraft	C	Avionic Sensor Sys, Helicopters & Aircraft	C	Avionic Sensor Sys, Helicopters & Aircraft				
D	Elect Warfare Sys, Helicopters & Aircraft	D	Elect Warfare Sys, Helicopters & Aircraft	D	Elect Warfare Sys, Helicopters & Aircraft	D	Elect Warfare Sys, Heli-copters & Aircraft				
2A311	A-10, F-15 & U-2 Avionics Sys	2A331	A-10, F-15 & U-2 Avionics Sys	2A351	A-10, F-15 & U-2 Avionics Sys	2A371	A-10, F-15 & U-2 Avionics Sys	2A390	Tactical Aircraft	2A300	Aircraft
A	Attack Con	A	Attack Con	A	Attack Con						
B	Instm & Flt Con	B	Instm & Flt Con	B	Instm & Flt Con						
C	Comm, Nav, & Pen Aids	C	Comm, Nav, & Pen Aids	C	Comm, Nav, & Pen Aids						
2A312	F-16, F-117, RQ-1, CV-22 Avionic Systems	2A332	F-16, F-117, RQ-1, CV-22 Avionic Systems	2A352	F-16, F-117, RQ-1, CV-22 Avionic Systems	2A372	F-16, F-117, RP-1, CV-22 Avionic Systems				
2A313	Tac Acft Maint	2A333	Tac Acft Maint	2A353	Tac Acft Maint	2A373	Tac Acft Maint				
A	F-15	A	F-15	A	F-15						
B	F-16/F-117	B	F-16/F-117	B	F-16/F-117						
E	A-10	E	A-10	J	Gen (Except F-15/F-16/ F-117)						
F	T-1/T-38	F	T-1/T-38								
G	T-37/OA-37	G	T-37/OA-37								
H	U-2	H	U-2								
2A511	Aerospace Maint	2A531	Aerospace Maint	2A551	Aerospace Maint	2A571	Aerospace Maint	2A590	Aerospace Maint		
A	C-9/C-20/ C-21/ C-22/C-141/ T-39/T-43	A	C-9/C-20/ C-21/ C-22/ C-141/ T-39/T-43	J	C-5/C-9/ C-12/ C-17/ C-20/ C-21/C-22/ C-26/C-27/ C-130/ C-141/ T-39/T-43						
B	C-12/C-26/ C-27/C-130	B	C-12/C-26/ C-27/C-130								
C	C-5	C	C-5								

D	C-17	D	C-17	K	B-1/B-2/ B-52			
E	B-1/B-2	E	B-1/B-2	L	C-135/C-18/ E-3/E-4/ KC10/ VC-25/ VC-137			
F	B-52	F	B-52					
G	C18/C135/ E3/VC25/ VC137	G	C18/C135/ E3/VC25/ VC137					
H	E-4/KC-10	H	E-4/KC-10					

MANNED AEROSPACE MAINTENANCE (2A) Continued											
Input or Helper Level		Apprentice or Semiskilled Level		Journeyman or Skilled Level		Craftsman or Advanced Level		Superintendent Level		Chief Enlisted Manager Level	
2A512	Heli Maint	2A532	Heli Maint	2A552	Heli Maint	2A572	Heli Maint	2A590	Aerospace Maint	2A300	Aircraft
A	MH-53	A	MH-53								
B	H-60	B	H-60								
C	H-1	C	H-1								
2A513	Integrated Avionics Systems	2A533	Integrated Avionics Systems	2A553	Integrated Avionics Systems	2A573	Integrated Avionics Systems				
A	Comm, Nav, & Mission	A	Comm, Nav, & Mission	A	Comm, Nav, & Mission	A	Comm, Nav, & Mission				
B	Instru & Flt Controls	B	Instru & Flt Con Controls	B	Instru & Flt Con Controls	B	Instru & Flt Con Controls				
C	Elect Warfare	C	Elect Warfare	C	Elect Warfare	C	Elect Warfare				
D	Airbrne Surveil Radar Sys	D	Airbrne Surveil Radar Sys	D	Airbrne Surveil Radar Sys	D	Airbrne Surveil Radar Sys				
2A611	Aerospace Propulsion	2A631	Aerospace Propulsion	2A651	Aerospace Propulsion	2A671	Aerospace Propulsion	2A691	Aerospace Propulsion	2A600	Systems
B	Turboprop & Turboshaft	B	Turboprop & Turboshaft	A	Jet Engines	A	Jet Engines				
C	TF33, CF6, F103, F018, F117, JT3D-3, JT8, TF33, TF34, TF39, PW2020 Jet Engines	C	TF33, CF6, F103, F018, F117, JT3D-3, JT8, TF33, TF34, TF39, PW2020 Jet Engines	B	Turboprop & Turboshaft	B	Turboprop & Turboshaft				
D	F100, F119 Jet Eng	D	F100, F119 Jet Eng								
E	F101, F110, F118, F404, J85 Jet Eng	E	F101, F110, F118, F404, J85 Jet Eng								
2A612	Aerosp Ground Equip	2A632	Aerosp Ground Equip	2A652	Aerosp Ground Equip	2A672	Aerosp Ground Equip	2A692	Aerosp Ground Equip		
2A613	Aircrew Egress Systems	2A633	Aircrew Egress Systems	2A653	Aircrew Egress Systems	2A673	Aircrew Egress Systems	2A690	Acft Systems		
2A614	Acft Fuel Sys	2A634	Acft Fuel Sys	2A654	Acft Fuel Sys	2A674	Acft Fuel Sys				
2A615	Acft Hydraulic Systems	2A635	Acft Hydraulic Systems	2A655	Acft Hydraulic Systems	2A675	Acft Hydraulic Systems				
2A616	Acft Elect & Envir Systems	2A636	Acft Elect & Envir Systems	2A656	Acft Elect & Envir Systems	2A676	Acft Elect & Envir Systems				
2A711	Acft Metals Technology	2A731	Acft Metals Technology	2A751	Acft Metals Technology	2A771	Acft Metals Technology	2A790	Acft Fabrication		

2A712	Nondestructive Inspection	2A732	Nondestructive Inspection	2A752	Nondestructive Inspection	2A772	Nondestructive Inspection		
2A713	Acft Structural Maint	2A733	Acft Structural Maint	2A753	Acft Structural Maint	2A773	Acft Structural Maint		
2A714	Survival Equipment	2A734	Survival Equipment	2A754	Survival Equipment	2A774	Survival Equipment		

COMMUNICATIONS – ELECTRONICS SYSTEMS (2E)					
Input or Helper Level	**Apprentice or Semiskilled Level**	**Journeyman or Skilled Level**	**Craftsman or Advanced Level**	**Superintendent Level**	**Chief Enlisted Manager Level**
2E011 Ground Radar Systems	2E031 Ground Radar Systems	2E051 Ground Radar Systems	2E071 Ground Radar Systems	2E190 Comm Systems	2E000 Comm-Elect Systems
2E111 Satellite, Wideband, & Telemetry Systems	2E131 Satellite, Wideband, & Telemetry Systems	2E151 Satellite, Wideband, & Telemetry Systems	2E171 Satellite, Wideband, & Telemetry Systems		
2E112 Meteorological & Nav Sys	2E132 Meteorological & Nav Sys	2E152 Meteorological & Nav Sys	2E172 Meteorological & Nav Sys		
2E113 Ground Radio Comm	2E133 Ground Radio Comm	2E153 Ground Radio Comm	2E173 Ground Radio Comm		
2E114 Visual Imagery & Intrusion Detection Sys	2E134 Visual Imagery & Intrusion Detection Sys	2E154 Visual Imagery & Intrusion Detection Sys	2E174 Visual Imagery Intrusion Detection Sys		
2E211 Com, Network, Switching & Crypto Systems	2E231 Com, Network, Switching & Crypto Systems	2E251 Com, Network, Switching & Crypto Systems	2E271 Com, Network, Switching & Crypto Systems	2E291 Com, Network, Switching & Crypto Systems	
2E612 Comm Cable & Ant Systems	2E632 Comm Cable & Ant Systems	2E652 Comm Cable & Ant Systems	2E672 Comm Cable & Ant Systems	2E690 Tele & Distr Comm Systems	
2E613 Telephone Systems	2E633 Telephone Systems	2E653 Telephone Systems	2E673 Telephone Systems		

FUELS (2F)					
Input or Helper Level	**Apprentice or Semiskilled Level**	**Journeyman or Skilled Level**	**Craftsman or Advanced Level**	**Superintendent Level**	**Chief Enlisted Manager Level**
2F011 Fuels	2F031 Fuels	2F051 Fuels	2F071 Fuels	2F091 Fuels	2F000 Fuels

LOGISTICS PLANS (2G)					
Input or Helper Level	**Apprentice or Semiskilled Level**	**Journeyman or Skilled Level**	**Craftsman or Advanced Level**	**Superintendent Level**	**Chief Enlisted Manager Level**
2G011 Logistics Plans	2G031 Logistics Plans	2G051 Logistics Plans	2G071 Logistics Plans	2G091 Logistics Plans	2G000 Logistics Plans

MISSILE & SPACE SYSTEMS MAINTENANCE (2M)					
Input or Helper Level	**Apprentice or Semiskilled Level**	**Journeyman or Skilled Level**	**Craftsman or Advanced Level**	**Superintendent Level**	**Chief Enlisted Manager Level**
2M011 Msl & Space Sys Elect Maint	2M031 Msl & Space Sys Elect Maint	2M051 Msl & Space Sys Elect Maint	2M071 Msl & Space Sys Elect Maint	2M090 Msl & Space Sys Maint	2M000 Msl & Space Sys Maint
A ICBM	A ICBM				
B ALCM	B ALCM				
2M012 Msl & Space Sys Maint	2M032 Msl & Space Sys Maint	2M052 Msl & Space Sys Maint	2M072 Msl & Space Sys Maint		
2M013 Msl & Space Facilities	2M033 Msl & Space Facilities	2M053 Msl & Space Facilities	2M073 Msl & Space Facilities		

PRECISION MEASUREMENT (2P)					
Input or Helper Level	**Apprentice or Semiskilled Level**	**Journeyman or Skilled Level**	**Craftsman or Advanced Level**	**Superintendent Level**	**Chief Enlisted Manager Level**
2P011 Precision Measure-ment Equip Lab	2P031 Precision Measure-ment Equip Lab	2P051 Precision Measure-ment Equip Lab	2P071 Precision Measureme nt Equip Lab	2P091 Precision Measureme nt Equip Lab	2P000 Precision Measuremen t Equip Lab
MAINTENANCE MANAGEMENT (2R)					
Input or Helper Level	**Apprentice or Semiskilled Level**	**Journeyman or Skilled Level**	**Craftsman or Advanced Level**	**Superintendent Level**	**Chief Enlisted Manager Level**
2R011 Maint Mgt Analysis 2R111 Maint Mgt Production	2R031 Maint Mgt Analysis 2R131 Maint Mgt Production	2R051 Maint Mgt Analysis 2R151 Maint Mgt Production	2R071 Maint Mgt Analysis 2R171 Maint Mgt Production	2R090 Maint Mgt	2R000 Maintenance

SUPPLY (2S)											
Input or Helper Level		**Apprentice or Semiskilled Level**		**Journeyman or Skilled Level**		**Craftsman or Advanced Level**		**Superintendent Level**		**Chief Enlisted Manager Level**	
2S011	Supply Mgt	2S031	Supply Mgt	2S051	Supply Mgt	2S071	Supply Mgt	2S090	Supply Mgt	2S000	Supply
2S012	Supply Systems Analysis	2S032	Supply Systems Analysis	2S052	Supply Systems Analysis	2S072	Supply Systems Analysis				
TRANSPORTATION AND VEHICLE MAINTENANCE (2T)											
Input or Helper Level		**Apprentice or Semiskilled Level**		**Journeyman or Skilled Level**		**Craftsman or Advanced Level**		**Superintendent Level**		**Chief Enlisted Manager Level**	
2T011	Traffic Mgt	2T031	Traffic Mgt	2T051	Traffic Mgt	2T071	Traffic Mgt	2T091	Traffic Mgt	2T000	Traffic
2T111	Vehicle Ops	2T131	Vehicle Ops	2T151	Vehicle Ops	2T171	Vehicle Ops	2T191	Vehicle Ops	2T100	Vehicle Ops
2T211	Air Trans	2T231	Air Trans	2T251	Air Trans	2T271	Air Trans	2T291	Air Trans	2T200	Air Trans
2T311	Vehicle & Vehicular Equip Maint	2T331	Vehicle & Vehicular Equip Maint	2T351	Vehicle & Vehicular Equip Maint	2T370	Vehicle & Vehicular Equip Maintenance	2T390	Vehicle Maintenance Mgt	2T300	Vehicle Maintenance
2T312	Spec Veh Maint	2T332	Spec Veh Maint	2T352	Spec Veh Maint						
A	Fire Trucks	A	Fire Trucks	A	Fire Trucks						
B	Refueling Veh	B	Refueling Veh	B	Refueling Veh						
C	MHE	C	MHE	C	MHE						
2T315	Veh Body Maint	2T335	Veh Body Maint	2T355	Veh Body Maint						
2T317	Veh Mgt & Analysis	2T337	Veh Mgt & Analysis	2T357	Veh Mgt & Analysis	2T377	Veh Mgt & Analysis				
2T011	Traffic Mgt	2T031	Traffic Mgt	2T051	Traffic Mgt	2T071	Traffic Mgt	2T091	Traffic Mgt	2T000	Traffic
MUNITIONS & WEAPONS (2W)											
Input or Helper Level		**Apprentice or Semiskilled Level**		**Journeyman or Skilled Level**		**Craftsman or Advanced Level**		**Superintendent Level**		**Chief Enlisted Manager Level**	
2W011	Munitions Sys	2W031	Munitions Sys	2W051	Munitions Sys	2W071	Munitions Sys	2W091	Munitions Sys	2W000	Munitions Maintenance
2W111	Acft Armament Systems	2W131	Acft Armament Systems	2W151	Acft Armament Systems	2W171	Acft Armament Systems	2W191	Acft Armament Systems	2W100	Acft Armament
C	A-10	C	A-10								
D	F-4	D	F-4								
E	F-15	E	F-15								
F	F-16	F	F-16								
H	F-111	H	F-111								
K	B-52G/H	K	B-52G/H								
L	B-1B	L	B-1B								
Z	All Other	Z	All Other								
2W211	Nuclear Weapons	2W231	Nuclear Weapons	2W251	Nuclear Weapons	2W271	Nuclear Weapons	2W291	Nuclear Weapons	2W200	Nuclear Weapons
INFORMATION MANAGEMENT (3A)											
Input or Helper Level		**Apprentice or Semiskilled Level**		**Journeyman or Skilled Level**		**Craftsman or Advanced Level**		**Superintendent Level**		**Chief Enlisted Manager Level**	
3A011	Information Mgt	3A031	Information Mgt	3A051	Information Mgt	3A071	Information Mgt	3A091	Information Mgt	3A000	Information Mgt

COMMUNICATIONS-COMPUTER SYSTEMS (3C)											
Input or Helper Level		Apprentice or Semiskilled Level		Journeyman or Skilled Level		Craftsman or Advanced Level		Superintendent Level		Chief Enlisted Manager Level	
3C011	Comm – Computer Sys Ops	3C031	Comm – Computer Sys Ops	3C051	Comm – Computer Sys Ops	3C071	Comm – Computer Sys Ops	3C090	Comm - Computer Sys	3C000	Comm - Computer Sys
3C012	Comm – Computer Sys Prgm	3C032	Comm – Computer Sys Prgm	3C052	Comm – Computer Sys Prgm	3C072	Comm – Computer Sys Prgm				
3C111	Radio Comm Systems	3C131	Radio Comm Systems	3C151	Radio Comm Systems	3C171	Radio Comm Systems	3C191	Radio Comm Systems		
3C112	Electro-magnetic Spectrum Mgt	3C132	Electro-magnetic Spectrum Mgt	3C152	Electro-magnetic Spectrum Mgt	3C172	Electro-magnetic Spectrum Mgt	3C192	Electro-magnetic Spectrum Mgt		
3C211	Comm – Computer Sys Con	3C231	Comm – Computer Sys Con	3C251	Comm – Computer Sys Con	3C271	Comm – Computer Sys Con	3C291	Comm – Computer Sys Con		
3C311	Comm – Computer Sys Plan & Imp	3C331	Comm – Computer Sys Plan & Imp	3C351	Comm – Computer Sys Plan & Imp	3C371	Comm – Computer Sys Plan & Imp	3C391	Comm – Computer Sys Plan & Imp		

CIVIL-ENGINEERING (3E)											
Input or Helper Level		Apprentice or Semiskilled Level		Journeyman or Skilled Level		Craftsman or Advanced Level		Superintendent Level		Chief Enlisted Manager Level	
3E011	Electrical Sys	3E031	Electrical Sys	3E051	Electrical Sys	3E071	Electrical Sys	3E090	Electrical	3E000	Civil Engineer
3E012	Electric Power Production	3E032	Electric Power Production	3E052	Electric Power Production	3E072	Electric Power Production				
3E111	Heating, Vent, A/C, & Refrig	3E131	Heating, Vent, A/C, & Refrig	3E151	Heating, Vent, A/C, & Refrig	3E171	Heating, Vent, A/C, & Refrig	3E191	Heating, Vent, A/C, & Refrig		
3E211	Pavements & Const Equip	3E231	Pavements & Const Equip	3E251	Pavements & Const Equip	3E271	Pavements & Const Equip	3E291	Pavements & Const Equip		
3E311	Structural	3E331	Structural	3E351	Structural	3E371	Structural	3E391	Structural		
3E411	Utilities Sys	3E431	Utilities Sys	3E451	Utilities Sys	3E471	Utilities Sys	3E490	Utilities Sys		
3E412	Liquid Fuel Sys Maint	3E432	Liquid Fuel Sys Maint	3E452	Liquid Fuel Sys Maint	3E472	Liquid Fuel Sys Maint				
3E413	Pest Management	3E433	Pest Management	3E453	Pest Management	3E473	Pest Management				
3E511	Engineering	3E531	Engineering	3E551	Engineering	3E571	Engineering	3E591	Engineering		
3E611	Operations Management	3E631	Operations Management	3E651	Operations Management	3E671	Operations Management	3E691	Operations Management		
3E711	Fire Protection	3E731	Fire Protection	3E751	Fire Protection	3E771	Fire Protection	3E791	Fire Protection	3E700	Fire Protection
3E811	Explosive Ord Disposal	3E831	Explosive Ord Disposal	3E851	Explosive Ord Disposal	3E871	Explosive Ord Disposal	3E891	Explosive Ord Disposal	3E800	Explosive Ord Disposal
3E911	Readiness	3E931	Readiness	3E951	Readiness	3E971	Readiness	3E991	Readiness	3E900	Readiness

HISTORIAN (3H)					
Input or Helper Level	**Apprentice or Semiskilled Level**	**Journeyman or Skilled Level**	**Craftsman or Advanced Level**	**Superintendent Level**	**Chief Enlisted Manager Level**
3H011 Historian	3H031 Historian	3H051 Historian	3H071 Historian	3H091 Historian	3H000 Historian
SERVICES (3M)					
Input or Helper Level	**Apprentice or Semiskilled Level**	**Journeyman or Skilled Level**	**Craftsman or Advanced Level**	**Superintendent Level**	**Chief Enlisted Manager Level**
3M011 Services	3M031 Services	3M051 Services	3M071 Services	3M091 Services	3M000 Services

PUBLIC AFFAIRS (3N)											
Input or Helper Level		Apprentice or Semiskilled Level		Journeyman or Skilled Level		Craftsman or Advanced Level		Superintendent Level		Chief Enlisted Manager Level	
3N011	Public Affairs	3N031	Public Affairs	3N051	Public Affairs	3N071	Public Affairs	3N090	Public Affairs	3N000	Public Affairs
3N012	Radio/TV Brdcst	3N032	Radio/TV Brdcst	3N052	Radio/TV Brdcst	3N072	Radio/TV Brdcst				
3N111	Regional Band	3N131	Regional Band	3N151	Regional Band	3N171	Regional Band	3N190	Regional Band	3N100	Regional Band
A	Clarinet	A	Clarinet	A	Clarinet	A	Clarinet				
B	Saxophone	B	Saxophone	B	Saxophone	B	Saxophone				
C	Bassoon	C	Bassoon	C	Bassoon	C	Bassoon				
D	Oboe	D	Oboe	D	Oboe	D	Oboe				
E	Flute/ Piccolo	E	Flute/ Piccolo	E	Flute/ Piccolo	E	Flute/ Piccolo				
F	French Horn	F	French Horn	F	French Horn	F	French Horn				
G	Cornet/ Trumpet	G	Cornet/ Trumpet	G	Cornet/ Trumpet	G	Cornet/ Trumpet				
H	Bartn/ Euponim	H	Bartn/ Euponim	H	Bartn/ Euponim	H	Bartn/ Euponim				
J	Trombone	J	Trombone	J	Trombone	J	Trombone				
K	Tuba	K	Tuba	K	Tuba	K	Tuba				
L	Percussion	L	Percussion	L	Percussion	L	Percussion				
M	Piano	M	Piano	M	Piano	M	Piano				
N	Guitar	N	Guitar	N	Guitar	N	Guitar				
P	Music Arrng	P	Music Arrng	P	Music Arrng	P	Music Arrng				
R	Vocalist	R	Vocalist	R	Vocalist	R	Vocalist				
S	Elect/Strg Bass	S	Elect/Strg Bass	S	Elect/Strg Bass	S	Elect/Strg Bass				
T	Mil Band Spt (USAF or USAFA)	T	Mil Band Spt (USAF or USAFA)	T	Mil Band Spt (USAF or USAFA)	T	Mil Band Spt (USAF or USAFA)				
V	Audio & Lighting Eng	V	Audio & Lighting Eng	V	Audio & Lighting Eng	V	Audio & Lighting Eng				
Z	Instrmlist, Gen (ANG Bands)	Z	Instrmlist, Gen (ANG Bands)	Z	Instrmlist, Gen (ANG Bands)	Z	Instrmlist, Gen (ANG Bands)				
3N211	Premier Band	3N231	Premier Band			3N271	Premier Band	3N291	Premier Band	3N200	Premier Band

SECURITY FORCES (3P)											
Input or Helper Level		Apprentice or Semiskilled Level		Journeyman or Skilled Level		Craftsman or Advanced Level		Superintendent Level		Chief Enlisted Manager Level	
3P011	Security Forces	3P031	Security Forces	3P051	Security Forces	3P071	Security Forces	3P091	Security Forces	3P000	Security Forces
A	Mil Working Dog Handler	A	Mil Working Dog Handler	A	Mil Working Dog Handler						
B	Combat Arms	B	Combat Arms	B	Combat Arms						

MISSION SUPPORT (3S)					
Input or Helper Level	**Apprentice or Semiskilled Level**	**Journeyman or Skilled Level**	**Craftsman or Advanced Level**	**Superintendent Level**	**Chief Enlisted Manager Level**
3S011 Personnel	3S031 Personnel	3S051 Personnel	3S071 Personnel	3S091 Personnel	3S000 Personnel
3S111 Military Equal Opportunity	3S131 Military Equal Opportunity		3S171 Military Equal Opportunity	3S191 Military Equal Opportunity	3S100 Military Equal Opportunity
3S211 Education & Training	3S231 Education & Training	3S251 Education & Training	3S271 Education & Training	3S291 Education & Training	3S200 Education & Training
MANPOWER (3U)					
Input or Helper Level	**Apprentice or Semiskilled Level**	**Journeyman or Skilled Level**	**Craftsman or Advanced Level**	**Superintendent Level**	**Chief Enlisted Manager Level**
3U011 Manpower	3U031 Manpower	3U051 Manpower	3U071 Manpower	3U091 Manpower	3U000 Manpower

VISUAL INFORMATION (3V)											
Input or Helper Level		Apprentice or Semiskilled Level		Journeyman or Skilled Level		Craftsman or Advanced Level		Superintendent Level		Chief Enlisted Manager Level	
3V011	Visual Information	3V031	Visual Information	3V051	Visual Information	3V071	Visual Information	3V090	Visual Information Services	3V000	Visual Information Services
3V012	Still Photographic	3V032	Still Photographic	3V052	Still Photographic	3V072	Still Photographic				
3V013	Visual Info Production – Documentation	3V033	Visual Info Production – Documentation	3V053	Visual Info Production – Documentation	3V073	Visual Info Production – Documentation				

MEDICAL (4X) (except 4Y)											
Input or Helper Level		Apprentice or Semiskilled Level		Journeyman or Skilled Level		Craftsman or Advanced Level		Superintendent Level		Chief Enlisted Manager Level	
4A011	Health Services Mgmt	4A031	Health Services Mgmt	4A051	Health Services Mgmt	4A071	Health Services Mgmt	4A091	Health Services Mgmt	4A000	Health Services Mgmt
4A111	Medical Materiel	4A131	Medical Materiel	4A151	Medical Materiel	4A171	Medical Materiel	4A191	Medical Materiel	4A100	Medical Materiel
4A211	Biomedical Equip	4A231	Biomedical Equip	4A251	Biomedical Equip	4A271	Biomedical Equip	4A291	Biomedical Equip	4A200	Biomedical Equip
4B011	Bioenviron-mental Engrg	4B031	Bioenviron-mental Engrg	4B051	Bioenviron-mental Engrg	4B071	Bioenviron-mental Engrg	4B091	Bioenviron-mental Engrg	4B000	Bioenviron-mental Engrg
4C011	Mental Health Service	4C031	Mental Health Service	4C051	Mental Health Service	4C071	Mental Health Service	4C091	Mental Health Service	4C000	Mental Health Service
4D011	Diet Therapy	4D031	Diet Therapy	4D051	Diet Therapy	4D071	Diet Therapy	4D091	Diet Therapy	4D000	Diet Therapy
4E011	Public Health	4E031	Public Health	4E051	Public Health	4E071	Public Health	4E091	Public Health	4E000	Public Health
4H011	Cardiopul-monary Lab	4H031	Cardiopul-monary Lab	4H051	Cardiopul-monary Lab	4H071	Cardiopulmonary Lab	4H091	Cardiopul-monary Lab	4H000	Cardiopulmonary Lab
4J012	Physical Medicine	4J032	Physical Medicine	4J052	Physical Medicine	4J072	Physical Medicine	4J090	Physical Medicine	4J000	Physical Medicine
A	Orthotic	A	Orthotic	A	Orthotic	A	Orthotic				
4M011	Aerosp Physiol	4M031	Aerosp Physiol	4M051	Aerosp Physiol	4M071	Aerosp Physiol	4M091	Aerosp Physiol	4M000	Aerosp Physiol
4N011 *	Aerospace Medical Svc	4N031 *	Aerospace Medical Svc	4N051 *	Aerospace Medical Svc	4N071	Aerospace Medical Svc	4N091	Aerospace Medical Svc	4N000	Aerospace Medical Svc
B	Neurology	B	Neurology	B	Neurology						
4N111	Surgical Svc	4N131	Surgical Svc	4N151	Surgical Svc	4N171	Surgical Svc	4N191	Surgical Svc		
B	Urology	B	Urology	B	Urology	B	Urology				
C	Orthopedics	C	Orthopedics	C	Orthopedics	C	Orthopedics				
D	Otorhinolaryn-gology	D	Otorhinolaryn-gology	D	Otorhinolaryn-gology	D	Otorhinolaryn-gology				
4P011	Pharmacy	4P031	Pharmacy	4P051	Pharmacy	4P071	Pharmacy	4P091	Pharmacy	4P000	Pharmacy
4R011	Diagnostic Imaging	4R031	Diagnostic Imaging	4R051	Diagnostic Imaging	4R071	Diagnostic Imaging	4R090	Diagnostic Imaging	4R000	Diagnostic Imaging
A	Nuclear Medicine	A	Nuclear Medicine	A	Nuclear Medicine	A	Nuclear Medicine				
B	Ultrasound	B	Ultrasound	B	Ultrasound	B	Ultrasound				
C	Magnetic Resonance	C	Magnetic Resonance	C	Magnetic Resonance	C	Magnetic Resonance				

4T011	Medical Lab	4T031	Medical Lab	4T051	Medical Lab	4T071	Medical Lab	4T090	Medical Lab	4T000	Medical Lab
4T012	Histopathology	4T032	Histopathology	4T052	Histopathology	4T072	Histopathology				
4T013	Cytotechnology	4T033	Cytotechnology	4T053	Cytotechnology	4T073	Cytotechnology				
4V011	Optometry	4V031	Optometry	4V051	Optometry	4V071	Optometry	4V090	Optometry	4V000	Optometry
A	Ophthalmology	A	Ophthalmology	A	Ophthalmology	A	Ophthalmology				

DENTAL (4Y)					
Input or Helper Level	**Apprentice or Semiskilled Level**	**Journeyman or Skilled Level**	**Craftsman or Advanced Level**	**Superintendent Level**	**Chief Enlisted Manager Level**
4Y011 Dental Asst 4Y012 Dental Lab	4Y031 Dental Asst 4Y032 Dental Lab	4Y051 Dental Asst 4Y052 Dental Lab	4Y071 Dental Asst 4Y072 Dental Lab	4Y090 Dental	4Y000 Dental
PARALEGAL (5J)					
Input or Helper Level	**Apprentice or Semiskilled Level**	**Journeyman or Skilled Level**	**Craftsman or Advanced Level**	**Superintendent Level**	**Chief Enlisted Manager Level**
5J011 Paralegal	5J031 Paralegal	5J051 Paralegal	5J071 Paralegal	5J091 Paralegal	5J000 Paralegal
CHAPLAIN SERVICE SUPPORT (5R)					
Input or Helper Level	**Apprentice or Semiskilled Level**	**Journeyman or Skilled Level**	**Craftsman or Advanced Level**	**Superintendent Level**	**Chief Enlisted Manager Level**
5R011 Chaplain Assistant	5R031 Chaplain Assistant	5R051 Chaplain Assistant	5R071 Chaplain Assistant	5R091 Chaplain Assistant	5R000 Chaplain Assistant
CONTRACTING (6C)					
Input or Helper Level	**Apprentice or Semiskilled Level**	**Journeyman or Skilled Level**	**Craftsman or Advanced Level**	**Superintendent Level**	**Chief Enlisted Manager Level**
6C011 Contracting	6C031 Contracting	6C051 Contracting	6C071 Contracting	6C091 Contracting	6C000 Contracting
FINANCIAL (6F)					
Input or Helper Level	**Apprentice or Semiskilled Level**	**Journeyman or Skilled Level**	**Craftsman or Advanced Level**	**Superintendent Level**	**Chief Enlisted Manager Level**
6F011 Financial Mgt & Comptroller	6F031 Financial Mgt & Comptroller	6F051 Financial Mgt & Comptroller	6F071 Financial Mgt & Comptroller	6F091 Financial Mgt & Comptroller	6F000 Financial Mgt & Comptroller
SPECIAL INVESTIGATIONS (7S)					
Input or Helper Level	**Apprentice or Semiskilled Level**	**Journeyman or Skilled Level**	**Craftsman or Advanced Level**	**Superintendent Level**	**Chief Enlisted Manager Level**
7S011 Special Investigations	7S031 Special Investigations		7S071 Special Investigations	7S091 Special Investigations	7S000 Special Investigations

*** AUTHORIZED FOR USE WITHOUT SHREDOUTS**

SPECIAL DUTY IDENTIFIERS	
Identifier	**Title**
8A100	Career Assistance Advisor
8A200	Enlisted Aide
8B000	Military Training Instructor
8B100	Military Training Leader
8B200	Academy Military Training NCO
8C000	Family Support Center
8D000	Linguist Debriefer
8E000	Research & Development Technician
8F000	First Sergeant
8G000	USAF Honor Guard
8J000	Correctional Custody Supervisor
8M000	Postal
8P000	Courier
8P100	Defense Attaché
8R000	Recruiter
8S000	Missile Facility Manager
8T000	PME Instructor

AUTHORIZED PREFIXES	
Prefix	**Title**
A	Development Craftsman
C	Flying Crew Chief
G	Automated Systems Programming Craftsman
J	Parachutist
K	Aircrew Instructor
N	Network Systems Administration
Q	Aircrew Standardization/Flight Examiner
R	Contingency/War Planner
T	Formal Training Instructor
U	Information Operations
V	Automated Functional Applications Analyst/Monitor
X	Aircrew

REPORTING IDENTIFIERS	
Identifier	**Title**
9A000	Enlisted Airman Awaiting Retraining – Disqualified for Reasons Beyond Control
9A100	Enlisted Airman Awaiting Retraining – Disqualified for Reasons Within Control
9A200	Enlisted Airman Awaiting Discharge, Sep, Retire for Reasons Within Their Control
9A300	Enlisted Airman Awaiting Discharge, Sep, Retire for Reasons Beyond Their Control
9C000	Chief Master Sergeant of the Air Force
9D000	Dormitory Manager
9E000	Senior Enlisted Advisor
9F000	First Term Airmen Center
9G100	Group Superintendent
9J000	Prisoner
9L000	Interpreter/Translator
9P000	Patient
9R000	Civil Air Patrol (CAP)-USAF Reserve Assistant NCOs
9S100	Technical Applications Specialist
9T000	Basic Enlisted Airman
9T100	Officer Trainee
9T200	Precadet Assignee
9U000	Enlisted Airman Ineligible for Local Utilization
9U100	Unallotted Enlisted Authorization

Attachment 3

AUTHORIZED PREFIXES

Prefix	Title	Explanation
A	Development Craftsman	Identifies positions on manpower documents and enlisted personnel serving in or qualified to serve in positions at the 5-skill level or higher (or 3-skill level if no 5-skill level exists) that directly support research and development activities or projects. Affix prefix A to duty and control AFSCs when enlisted personnel are assigned to authorized prefix A positions. Retain the prefix only so long as they are incumbents. Award and affix the prefix to the awarded AFSC (P/2/3/4AFSC) when enlisted personnel demonstrate development craftsman qualifications. Retain the prefix as long as enlisted personnel remain qualified. An enlisted person must meet the following prerequisites for award of this prefix: 1. Possess an AFSC authorized for use with this prefix. 2. Demonstrate qualification in scientific or engineering design, development, testing, or research functions for 6 months. Use prefix A with only the following AFSCs: **Career Field — AFSC** 1C — 1C551/71/91/00 and 1C551D/71D 1T — 1T151/71/91/00 1W — All 2A — All 2E — All 2P — All 2M — All 2W — All 3C — 3C000, 3C151/71/91, 3C152/72/92, and 3C251/71/91 3E — All 3V — All 4A — 4A251/71/91/00 4B — 4B051/71/91/00 4C — 4C051/71/91/00 4E — 4E051/71/91/00 4H — 4H051/71/91/00 4J — All 4M — 4M051/71/91/00 4N — All 4P — 4P051/71/91/00 4R — All 4T — All except 4T0X3 4V — All 4Y — All

Prefix	Title	Explanation
C	Flying Crew Chief	Identifies positions on manpower documents and enlisted personnel serving in or qualified to serve in flying crew chief (FCC) positions. FCCs have first level supervisory responsibility for maintenance of the aircraft to which assigned, and ensure all maintenance actions are performed off-station. Affix prefix C to the duty and control AFSCs when enlisted personnel are assigned to authorized prefix C positions. Retain the prefix only so long as they are incumbents. Award and affix the prefix to the awarded AFSC (P/2/3/4AFSC) when enlisted personnel demonstrate FCC qualification. Retain the prefix as long as enlisted personnel remain qualified. An enlisted person must meet the following prerequisites for award of this prefix: 1. Possess an AFSC authorized for use with this prefix. 2. Have a minimum of 12 months of experience on the weapon system to which assigned prefix C duty. 3. Qualify for FCC duty according to AFI 21-101, *Maintenance Management of Aircraft.* Use prefix C with only the following AFSCs: 2A0331X/51X/71X 2A372 2A352 2A531/51/71 2A532/52/72 2A533 2A553X/73X 2A631/51/71 2A632/52/72 2A635/55/75 2A636/56/76

Prefix	Title	Explanation
G	Automated Systems Programming Craftsman	Identifies positions on manpower documents and enlisted personnel serving in, qualified to serve in, or receiving formal training to qualify to serve in positions requiring functional area expertise with the ability to program computers associated with automated Air Force functions. Automated systems programming craftsman interpret and refine plans and specifications prepared by systems analysts and prepare system logic flow charts depicting automated problem solutions for which detailed functional area knowledge is essential. Automated systems programming craftsmen use functional area knowledge to expedite converting plans, flow charts, and operational sequence specifications into machine instructions. Automated systems programming craftsmen prepare system charts, administrative processing charts, and data layouts showing information to be processed. In addition, automated systems programming craftsmen use functional area knowledge to develop, maintain, and modify programs. Affix prefix G to duty and control AFSCs when enlisted personnel are assigned to authorized prefix G positions and retained only so long as they are incumbents. Award and affix the prefix to the awarded AFSC (P/2/3/4AFSC) when enlisted personnel demonstrate automated systems programming qualification. Retain the prefix as long as enlisted personnel remain qualified. This prefix is awarded and deleted by headquarters no lower than major command level. An enlisted person must meet the following prerequisites for award of this prefix: 1. Possess an AFSC authorized for use with this prefix. 2. Have at least 12 months of experience in the operational aspects of an Air Force functional area while serving in an authorized AFSC applicable to the area. 3. Have completed a formal training course in computer programming and possess a minimum of 12 months of experience performing the duties described above (6 months of additional experience may be substituted for the 9 weeks' formal training). The unit commander or supervisor of the automated system certifies the proficiency in programming the functional area automated system. Use prefix G with only the following AFSCs: 1C052/72/92/00 1C151/71/91 1W051/91/00 1W051A/71A 2E051/71/90 2E251/71/91 2F051/71/91/00 3C000 3C251/71/91 3S051/71/90/00

Prefix	Title	Explanation
J	Parachutist	Identifies positions on manpower documents and enlisted personnel serving in or qualified to serve in parachutist positions. (See AFI 11-410*, Personnel Parachute Operations,* for further explanation of this prefix.) Affix prefix J to duty and control AFSCs when enlisted personnel are assigned to authorized prefix J positions and retained only so long as they are incumbents. Award and affix the prefix to the awarded AFSC (P/2/3/4AFSC) when enlisted personnel demonstrate parachutist qualification. Retain the prefix as long as enlisted personnel remain qualified, notwithstanding orders terminating parachutist duties. An enlisted person must meet the following prerequisites for award of this prefix: 1. Successfully complete parachute training. 2. Meet physical standards to perform parachute duty. 3. Hold a parachutist rating.

Prefix	Title	Explanation
K	Aircrew Instructor	Identifies positions on manpower documents and enlisted airmen serving in or qualified to serve in aircrew instructor positions. Affix Prefix K to the duty AFSC when airmen are assigned to authorized prefix K positions and retain only so long as they are incumbents. Affix Prefix K to the control AFSC when airmen are assigned to aircrew positions on flying status and retain only so long as they are incumbents. Award and affix the prefix to the awarded AFSC (P/2/3/4AFSC) when airmen demonstrate aircrew instructor qualification. Retain the prefix as long as airmen remain qualified whether or not they are on flying status. An enlisted airman must meet the following prerequisites for award of this prefix: 1. Possess an AFSC authorized for use with this prefix. 2. Perform satisfactorily in an authorized position requiring performance as an aircrew instructor. 3. Meet physical standards for aircrew duty according to AFI 48-123, *Medical Examination and Standards,* Class III medical standards. 4. Qualify for aviation service according to AFI 11-402*, Aviation and Parachutist Service, Aeronautical Ratings and Badges*. Use Prefix K with only the following AFSCs: 1A051/71/91/00 1A191/00 1A151/71 1A251/71/91/00 1A351/71/91/00 1A451/71/91/00 1A591/00 1A551/71 1A651/71/91/00 1A751/71/91/00 1A851X/71X/91/00 1C451/71 1N051/71/91 1N551/71/91 1T251/71/91/00 1W051/91/00 1W051A/71A 2A000 2A090 2A051X/71X 2A300 2A590 2A553X/73X 3V090/00 3V052/72 3V053/73 9S100

Prefix	Title	Explanation
N	Network Systems Administration	Identifies positions on manpower documents and enlisted personnel serving in or qualified to serve in network systems administration positions. Affix prefix N to duty and control AFSCs when enlisted personnel are assigned to authorized prefix N positions and retained only so long as they are incumbents. Award and affix the prefix to the awarded AFSC (P/2/3/4AFSC) when enlisted personnel demonstrate qualification. An enlisted person must meet the following prerequisites for award of this prefix: 1. 7-skill level and below. 2. Currently serving as system administrator for a client-server networked system. 3. Six months systems administration experience and completion of technical training in systems administration; or, eighteen consecutive months of experience performing primarily as systems administrator. (***NOTE:*** Systems administration technical training can be through AFSC-specific technical school, supplemental course, or through contract provided training.) 4. Supervisor's recommendation and commander's certification. ***NOTE:*** This prefix is authorized for use on manpower documents with any RI, SDI, or AFSC (5- and 7-skill levels only).

Prefix	Title	Explanation
Q	Aircrew Standardization/ Flight Examiner	Identifies positions on manpower documents and enlisted airmen serving in or qualified to serve in aircrew standardization/flight examiner position. Affix Prefix Q to the duty AFSC when enlisted airmen are assigned to authorized Prefix Q positions and retain only so long as they are incumbents. Affix Prefix Q to the control AFSC when enlisted airmen are assigned to aircrew positions on flying status and retain only so long as they are incumbents. Award and affix the prefix to awarded AFSC (P/2/3/4AFSC) when enlisted airmen demonstrate aircrew standardization/flight examiner qualification. Retain the prefix as long as enlisted airmen remain qualified whether or not they are on flying status. An enlisted airman must meet the following prerequisites for award of this prefix: 1. Possess an AFSC authorized for use with the prefix. 2. Perform satisfactorily in an authorized position requiring performance as an aircrew standardization/flight examiner. 3. Meet physical standards for aircrew duty according to AFI 48-123, Class III medical standards. 4. Qualify for aviation service according to AFI 11-402*, Aviation and Parachutist Service, Aeronautical Ratings and Badges*. Use Prefix Q with only the following AFSCs: 1A051/71/91/00 1A191/00 1A151/71 1A251/71/91/00 1A351/71/91/00 1A451/71/91/00 1A591/00 1A551/71 1A651/71/91/00 1A751/71/91/00 1A851X/71X/91/00 1C451/71 1N051/71/91 1N551/71/91 1T251/71/91/00 1W051/91/00 1W051A/71A 2A000 2A051X/71X 2A090 2A300 2A590 2A553X/73X 3V090/00 3V052/72 3V053/73 9S100

Prefix	Title	Explanation
R	Contingency/War Planner	Identifies positions on manpower documents and enlisted airmen serving in or qualified to serve in positions requiring functional area expertise, and experience and training in contingency or war planning functions. Prefix R is affixed to duty and control AFSCs when enlisted airmen are assigned to authorized prefix R positions, and retained only so long as they are incumbents. It is awarded and affixed to the awarded AFSC (P/2/3/4 AFSC) when enlisted airmen demonstrate contingency or war planner qualifications. It is retained until changed or revoked by the AFSC career field manager with the concurrence of HQ USAF/XOXW. An enlisted airman must satisfy one of the following sets of criteria for award of this prefix: Successful completion of one or more of the following courses and have 6 months of experience in a prefix R position: 1. MCADRE002 - Contingency/Wartime Planning Course, PDS Code 82U; 2. MCADRE003 - Joint Doctrine Air Campaign Course, PDS Code W1B; 3. E6AZU49131 009 - Worldwide Military Command and Control System Intercomputer Network (H6000-CDT), PDS Code 11J; 4. 4925 - Joint Operation Planning and Execution System User Course (Basic), PDS Code W5J; 5. J5OZO9000 003 - Joint Medical Planners Course (JMPC) - PDS Code XH6; 6. AMC TPC Tanker Planning Course - PDS Code TPI 7. Deliberate and Crisis Action Planning and Execution Segments End User Course (Basic). or 12 months of experience in a prefix R position. ***NOTE:*** Changes to this prefix must be approved by HQ USAF/XOXW.

Prefix	Title	Explanation
T	Formal Training Instructor	Identifies positions on manpower documents and enlisted airmen serving in, qualified to serve in, or receiving formal instructor training to qualify to serve in formal training instructor positions. Affix prefix T to the duty AFSC when enlisted airmen are assigned to authorized prefix T positions and retained only so long as they are incumbents. Affix prefix T to the control AFSC when enlisted airmen are assigned to these positions, selected for entry into a formal training instructor course leading to such assignment, or selected for instructor duty according to AFI 36-2110, *Assignments* and *Education and Training Course Announcements (ETCA)*. Withdraw the prefix from the control AFSC of enlisted airmen who fail to complete training. Retain the prefix only so long as enlisted airmen are incumbents of prefix T positions. Award and affix the prefix to awarded AFSC (P/2/3/4AFSC) in which duty is being performed when enlisted airmen demonstrate formal training instructor qualifications. Retain the prefix as long as enlisted airmen remain qualified. Withdrawal authority for this prefix is major command or higher. For AFSCs 1AXXX, use prefix T to differentiate schoolhouse flying training instructors and requirements from operational unit instructors and requirements identified with prefix K. An airman must meet the following prerequisites for award of this prefix: 1. Possess an AFSC and skill level commensurate with control and duty position assigned. 2. Successful completion of a formal instructor training course.

Prefix	Title	Explanation
U	Information Operations (Created 31 Oct 99)	Prefix U identifies positions on manpower documents and enlisted airmen serving in, or qualified to serve in, or receiving formal training to qualify to serve in positions requiring Information Operations (IO) expertise and knowledge of: Information-In-Warfare (intelligence, surveillance, and reconnaissance [ISR]; precision navigation and positioning; weather, and other information dissemination activities); Conducting information warfare (IW) operations (offensive and defense counter information); and, Integrating and coordinating these disciplines at the Unified Commands, Headquarters USAF (HAF), Major Commands (MAJCOM); Centers, such as Air Force Information Warfare Center; Agencies, such as National Security Agency or other national agencies; Numbered Air Force (NAF); or Information Warfare Flight (IWF) level positions. *NOTE*: Use of this prefix on manpower documents is restricted solely to authorizations in Unified Command, HAF, MAJCOM, Center, NAF, and IWF positions. Enlisted personnel performing these duties are involved in processes and functions to gain, exploit, defend, and attack information and information systems. They are familiar with IO doctrine, structure, and procedures, including threats, legal issues, ISR assets and capabilities, and national, DoD, and Service organizations and functions. They also manage the distribution of products and services to Air Force Forces (AFFOR) and Joint Force Air Component Commanders (JFACC). Affix Prefix U to the duty and control AFSCs when enlisted airmen are assigned to authorized Prefix U positions and retain only so long as they are incumbents. Affix Prefix U to the control AFSC when enlisted airmen are assigned to Prefix U positions or enter a formal training course leading to an IO assignment. If an airman fails to complete training, then withdraw the prefix from the control AFSC. Retain the prefix only so long as they are incumbents of Prefix U positions. Award and affix the prefix to the awarded AFSC (P/2/3/4 AFSC) when enlisted airmen demonstrate Information Operations qualification. Retain the prefix as long as enlisted airmen remain qualified. An enlisted airman must possess the following prerequisites for award of this prefix: 1. Possess an AFSC authorized for used with the prefix. 2. Successful completion of the Air Intelligence Agency (AIA) IO Integration Course (IOIC) (PDS code FIX), or;

Prefix	Title	Explanation
U	Continued	3. 18 months of accumulated IO related experience (or 11 months of in-theater IW-related experience), prior to 31 Dec 00, in positions requiring integration of multiple IO-related tasks to achieve information superiority and commander's recommendation. ***NOTE:*** This provision includes Air Force Computer Emergency Response Team (AFCERT) personnel, former 609 IW Squadron personnel, former members of an IW Support Team, former members of the Joint IO Center (JIOC), some members of the AF IW Center, and personnel previously assigned to a position requiring integration of multiple IO-related tasks to achieve a state of information superiority. ´Use Prefix U with only the following AFSCs: 1NXXX 2EXXX 3A0XX 3CXXX 3NXXX 8D000 9S100

Prefix	Title	Explanation
V	Automated Functional Applications Analyst/Monitor	Identifies positions on manpower documents and enlisted personnel serving in, qualified to serve in, or receiving formal training to qualify to serve in positions requiring functional area expertise with the ability to design, analyze, supervise, or monitor the computer applications of automated Air Force functions. Do not use this prefix to identify positions or personnel requiring full qualification in the Communications-Computer Systems Career Field, and using AFSCs 3CXXX is more appropriate. Automated functional applications analysts functionally analyze requirements, define objectives, and determine how they can be met more effectively by automated methods; assist in developing complete plans; and conduct general and detailed flow charts and block diagrams to graphically show systems logic and processing flow from initial input to final output. Affix Prefix V to duty and control AFSCs when enlisted personnel are assigned to authorized Prefix V positions. Retain the prefix only so long as they are incumbents. Award and affix the prefix to awarded AFSC (P/2/3/4AFSC) when enlisted personnel demonstrate automated systems analyst/monitor qualification. Retain the prefix as long as enlisted personnel remain qualified. Withdrawal authority for this prefix is major command or higher. An enlisted person must meet the following prerequisites for the award of this prefix: 1. Possess an AFSC authorized for use with this prefix. 2. Have a minimum of 24 months of experience in an authorized Prefix V position. 3. Have a minimum of 24 months of experience in designing, analyzing, supervising, or monitoring functional area automated systems while serving in an AFSC authorized in the particular function. Experience must include performing system feasibility or application studies for that automated system. Full qualification in Prefix G, Automated Systems Programming Craftsman, may satisfy 12 months of experience necessary for award of Prefix V. Capability to perform as a system analyst associated with the automated function is certified by the unit commander or supervisor of the automated system. 4. Completion of a formal systems analyst course is desirable. Use Prefix V with only the following AFSCs: 1C052/72/92/00 1C3X1/00 1C551/71/91/00 1C651/71/91/00 1N051/71/91/00 1N151/71/91 1W051/91/00 1W051A/71A 2A000 2A051X/71X 2A090 2A390/00 2A373 2A590 2A551J/K/L 2A571 2E000 2E051/71 2E151/71/90 2E152/72 2E153/73 2E154/74 2E251/71/91 2E651/71/90 2E652/72 2E653/73 3E000 3E631/51/71/91 3M051/71/91/00 3N090/00 3N051/71 3N052/72 3U0X1/00 3S0X1/00 4A071/91/00 4A171/91/00 4B071/91/00 4P071/91/00 4T090/00 4T071 4Y071/90/00 6F051/71/91/00 7S000 7S0X1

Prefix	Title	Explanation
X	Aircrew	Identifies positions on manpower documents and airmen serving in or qualified to serve in aircraft crew positions. Affix Prefix X to the duty AFSC when airmen are assigned to aircrew positions on flying status and retain only so long as they are incumbents. Affix Prefix X to the control AFSC when airmen are assigned to aircrew positions on flying status and retain only so long as they are incumbents. Award and affix the prefix to the awarded AFSC (P/2/3/4AFSC) when airmen demonstrate aircrew qualification. Retain the prefix as long as airmen remain qualified, whether or not they are on flying status. An enlisted airman must meet the following prerequisites for award of this prefix: 1. Possess an AFSC authorized for use with this prefix. 2. Perform satisfactorily in an authorized aircrew position requiring participation in frequent and regular aerial flights, or be a graduate of a formal training course leading to qualification in aircrew duties. 3. Meet physical standards for aircrew duty according to AFI 48-123, *Medical Examination and Standards,* Class III medical standards. 4. Qualify for aviation service according to *AFI 11-402, Aviation and Parachutist Service, Aeronautical Ratings and Badges*. Use Prefix X with only the following AFSCs: 1C351/71/91/00 1C451/71 1N051/71/91/00 1N151/71/91 1N2X1/00 1N4X1 1N551/71/ 1N591/00 1N6X1/00 1T2X1/00 1W0X1/00 1W031A 1W051A 1W071A 2A000 2A0X1X 2A090 2A371 2A590 2A551J/K/L 2A571 2A5X3X 2A600 2A690/92 2A6X6 2E000 2E190 2E1X1/X2 2E231B/51B 2E3X1 2M0X1 2M032/52/72 3A000 3A051/71/91 3C052/72 3V090/00 3V052/72 3V053/73 4N091/00 4N031/51/71 8E000 9L000 9S100

Attachment 4

REPORTING IDENTIFIERS (RI)

Reporting Identifiers (RI) identify authorizations and individual enlisted airmen who, for any reason, are not identifiable in the classification structure and for whom specialty descriptions are not written. The following is a complete listing of all Reporting Identifiers.

1. 9A000, Enlisted Airman Awaiting Retraining -- Disqualified for Reasons Beyond Control. Use this identifier to report the control and primary AFSCs of an enlisted airman who loses qualification in a former specialty for reasons over which the airman had no control, who possesses no other awarded AFSC, and who is awaiting retraining action. Related DoD Occupational Subgroup: 192000.

1.1. Mandatory Requirements for Entry: None.

2. 9A100, Enlisted Airman Awaiting Retraining -- Disqualified for Reasons Within Control. Use this identifier to report the control and primary AFSCs of an enlisted airman who loses qualification in a former specialty for reasons over which the airman had control, who possesses no other awarded AFSC, and who is awaiting retraining action. Related DoD Occupational Subgroup: 192000.

2.1. Mandatory Requirements for Entry: None.

3. 9A200, Enlisted Airman Awaiting Discharge, Separation, or Retirement. Use this identifier to report control and primary AFSCs when an individual has lost qualification in a specialty, possesses no other awarded AFSC, and:

3.1. Is being medically evaluated for retention;

3.2. Is being processed for involuntary discharge; or

3.3. Has an approved date of discharge, separation, or retirement within 6 months and has declined to obtain required retainability for retraining. Also, use this identifier to report the control and duty AFSCs of an individual who is on leave awaiting appellate review of a court-martial conviction which includes unsuspended dismissal, dishonorable discharge, or bad conduct discharge (duty status code 52). Related DoD Occupational Subgroup: 192000.

3.4. Mandatory Requirements for Entry: None.

4. 9A300, Enlisted Airman Awaiting Discharge, Separation, or Retirement for Reasons Beyond Their Control. Use this identifier to report control and primary AFSCs when an individual has lost qualification in a specialty, possesses no other awarded AFSC, and:

4.1. Is disqualified for reasons beyond their control, and is being medically evaluated for retention; or

4.2. Is a second term or career enlisted airman who has an approved date of discharge, separation, or retirement (due to high year of tenure) within 18 months. Related DoD Occupational Subgroup: 192000.

4.3. Mandatory Requirements for Entry: None.

5. 9C000, Chief Master Sergeant of the Air Force. Use this identifier to report the awarded (primary/2/3/4), control, and duty AFSCs of the individual performing as Chief Master Sergeant of the Air Force. The Chief Master Sergeant of the Air Force serves as a member of the Commander-in-Chief's staff to advise and assist in matters concerning Air Force enlisted members. Related DoD Occupational Subgroup: 152100.

5.1. Mandatory Requirements for Entry:

5.1.1. RI requires routine access to Top Secret material or similar environment. For award and retention of RI 9C000, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

5.1.2. See **Attachment 39** for entry requirements.

6. 9D000, Dormitory Manager. Use this identifier to report the control and duty AFSCs of individuals performing full time as a manager of an enlisted dormitory. The Dormitory Manager is responsible for dormitory waiting list, detail personnel, postcleanup inspection of common-use areas, keys, supplies, furniture, equipment, annual budget estimates, and building management. Only change an individual's duty AFSC when actually assigned to a 9D000 position. Related DoD Occupational Subgroup: 185000.

6.1. Mandatory Requirements for Entry: See **Attachment 39** for entry requirements.

7. 9E000, Senior Enlisted Adviser. Use this identifier to report the awarded (primary/2/3/4), control, and duty AFSCs of an individual performing full time as a senior enlisted adviser. The senior enlisted adviser serves as a member of the commander's staff to advise and assist in matters concerning enlisted members of the command or organization. Related DoD Occupational Subgroup: 152100.

7.1. Mandatory Requirements for Entry: See **Attachment 39** for entry requirements.

8. 9F000, First Term Airmen Center. (Established 31 Oct 00). Use this identifier to report the duty and control AFSCs of individuals performing full time duties in the FTAC. Individuals are responsible for day-to-day operation of the FTAC; managing activities of all assigned enlisted airmen; coordinating with base staff agencies and units to develop event and training schedules; and transitioning first duty station enlisted personnel from a training to a mission-oriented environment. Change individual's duty and control AFSCs when actually assigned to a 9F000 position. Related DoD Occupational Subgroup: 192000.

8.1. Mandatory Requirements for Entry: See **Attachment 39** for entry requirements.

9. 9G100, Group Superintendent. Use this identifier to report the awarded (primary/2/3/4), control, and duty AFSCs of Chief Master Sergeants performing full time as a Group Superintendent. The Group Superintendent provides leadership and management in organizing, equipping, and training assigned per-

sonnel in subordinate squadrons to support the Air and Space Expeditionary Force construct. Manages and directs personnel resource activities. Interprets and enforces policies and applicable directives. Establishes control procedures to meet mission goals and standards. Recommends or initiates actions to improve organizational operation efficiency. Resolves issues between subordinate squadrons, other groups, wing staff, and outside agencies. Related DoD Occupational Subgroup: 152100.

9.1. Mandatory Requirements for Entry: See **Attachment 39** for entry requirements.

10. 9J000, Prisoner. Use this identifier to report the duty AFSC of a prisoner in confinement who has not been dropped from roll. Related DoD Occupational Subgroup: 190200.

10.1. Mandatory Requirements for Entry: None.

11. 9L000, Interpreter/Translator. Use this identifier to report the awarded (primary/2/3/4), control and duty AFSCs of an enlisted airman performing duty as a foreign language interpreter or translator. Related DoD Occupational Subgroup: 124100.

11.1. Mandatory Requirements for Entry: See **Attachment 39** for entry requirements.

12. 9P000, Patient. Use this identifier to report the duty AFSC of an enlisted airman assigned to a hospital in patient pipeline status. Do not change the control or awarded AFSCs. Related DoD Occupational Subgroup: 190100.

12.1. Mandatory Requirements for Entry: None.

13. 9R000, Civil Air Patrol (CAP)-USAF Reserve Assistance NCO. Use this identifier to report the awarded (primary/2/3/4), control, and duty AFSCs of Individual Ready Reserve enlisted members assigned duty to assist in mission accomplishment of military oversight and guidance to the Civil Air Patrol. Related DoD Occupational Subgroup: 155600.

13.1. Mandatory Requirements for Entry: None

14. 9S100, Technical Applications Specialist. Use this identifier to report the awarded (primary/2/3/4), control, and duty AFSCs of enlisted airmen that apply leading edge physical sciences to perform data collection, analysis, observation, study, experimentation, acquisition, maintenance, research and development, fielding of prototype and operational electronic sensors and systems on specialized geophysical, nuclear radiation, chemical, biological, electro-optic, radio frequency, infrared discrimination, radar, and rapidly deployable and fixed airborne materials sampling platforms; and process and analyze scientific data; derive, develop, and report first-hand signature information to national command authorities and war fighters. Related DoD Occupational Subgroup: 119100.

14.1. The following are mandatory for Entry:

14.1.1. Specialty requires routine access to Top Secret material or similar environment. For award and retention of RI 9S100, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of this RI without a final SSBI is authorized provided an interim SSBI has been granted according to AFI 31-501.

14.1.2. See **Attachment 39** for additional entry requirements.

15. 9T000, Basic Enlisted Airman. Use this identifier to report the primary, control, and duty AFSCs of an enlisted airman who has not been awarded an AFS and to report the duty of an enlisted airman attending basic training. Related DoD Occupational Subgroup: 195000.

15.1. Mandatory Requirements for Entry: None.

16. 9T100, Officer Trainee. Use this identifier to report the control and duty AFSCs of an airman attending Officer Training School, the Airman Education and Commissioning Program, Technical Degree Sponsorship Program or Phases I and II of the Physician Assistant Training Program. Related DoD Occupational Subgroup: 191100.

16.1. Mandatory Requirements for Entry: None.

17. 9T200, Precadet Assignee. Use this identifier to report the duty AFSC of an airman who is assigned duty as a precadet assignee. Related DoD Occupational Subgroup: 191100.

17.1. Mandatory Requirements for Entry: None.

18. 9U000, Enlisted Airman Ineligible for Local Utilization. Use this identifier to report the control AFSC of an individual who has been determined ineligible to perform duty in an awarded AFSC at the current duty location and has been approved by HQ AFPC, Airman Assignments (DPAA), for retraining as a surplus airman. Only HQ AFPC/DPAA will update RI 9U000 in the personnel data system. Related DoD Occupational Subgroup: 192000.

18.1. Mandatory Requirements for Entry: None.

19. 9U100, Unallotted Enlisted Authorization. Use this identifier to report those authorizations within bulk allotments of enlisted personnel that are not specifically allocated by AFS. Related DoD Occupational Subgroup: 195000.

19.1. Mandatory Requirements for Entry: None.

Attachment 5

SPECIAL DUTY IDENTIFIERS (SDI)

Introduction

Special Duty Identifiers (SDI) identify authorizations for enlisted airmen assigned to and performing an actual group of tasks on a semi-permanent or permanent duty basis. These duties are unrelated to any specific career field at this time and do not provide a normal career progression pattern. No significance as to the interrelationship of these SDIs is implied from their grouping within this section.

SDI 8A100

CAREER ASSISTANCE ADVISOR

1. Specialty Summary. Manages Career Assistance Advisor (CAA) program. Principal advisor to commanders and supervisors on retention issues. Assists commanders and supervisors in career counseling. Develops, supervises, and manages Air Force retention programs; advises on career progression and planning; monitors mandatory pay and benefits briefing programs; and conducts advertising and publicity programs. Related DoD Occupational Subgroup: 150100.

2. Duties and Responsibilities.

2.1. Advises officers and airmen on enlisted retention activities and programs. Conducts interviews to determine factors that negatively influence the career decision and develops programs to address local concerns. Provides information and guidance on career decisions. Monitors mandatory pay and benefits briefings program to ensure eligibles are briefed at appropriate intervals. Helps commanders develop career information and motivation programs. Assists supervisors and commanders in counseling enlisted personnel on reenlistment opportunities and benefits. Advises separating enlisted personnel on Air Force Reserve and Air National Guard program benefits and opportunities. Monitors retention programs, and provides reports and statistics to help commanders assess retention trends.

2.2. Develops publicity programs. Plans and directs promotional projects to promote continued service. Works with ARC counterparts and recruiters to advertise benefits and opportunities of Reserve and Guard duty. Prepares and distributes publicity to airmen contemplating a career decision. Writes copy and edits simple news stories and advertisements celebrating the Air Force experience.

3. Special Duty Qualifications.

3.1. Knowledge. Knowledge is mandatory of the organization, mission, policies, personnel management with emphasis on personnel and administration, and counseling techniques.

3.2. Education. Not used.

3.3. Training. For retention of this SDI, completion of the Air Force CAA course is mandatory within six months of assignment to a CAA position.

3.4. Experience. Not used.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this SDI:

3.5.1.1. Be in the grade of E-7 or higher.

3.5.1.2. Prior qualification in any AFSC at the 7- or 9-skill level.

3.5.1.3. Be recommended by unit commander.

3.5.1.4. See **Attachment 39** for additional entry requirements.

3.5.2. For entry, award, and retention of this SDI:

3.5.2.1. Ability to speak distinctly.

3.5.2.2. Possess high standards of military appearance and conduct.

SDI 8A200

ENLISTED AIDE

1. Specialty Summary. Performs tasks and details that, if performed by general or flag officers, would be at the expense of the officer's primary military and official duties. Duties relate to the support of military and official responsibilities of the general or flag officer, and include assisting them in discharging their official DoD social responsibilities in their assigned position. The propriety of such duties is governed by the official purpose that they serve rather than the nature of the duties. Specific duties of the enlisted aide rest solely on the needs of the general or flag officer, and are tailored to the requirements of supporting the household. Related DoD Occupational Subgroup: 180100.

2. Duties and Responsibilities.

2.1. Assists with the care, cleanliness, and order of assigned quarters. Performs routine interior quarters maintenance and seasonal cleaning directly related to the areas of the home used to fulfill the officer's official social obligation. Performs exterior quarter's maintenance such as mowing, edging, pruning, and caring for flowerbeds, raking leaves, and snow removal.

2.2. Assists with the care, cleanliness, and maintenance of the general/flag officer's uniforms and military personal equipment. Keeps all uniform combinations and military personal equipment current and ready for wear at all times. Maintains uniforms to include in-house washing, drying, ironing, and polishing as well as delivery and pick-up when necessary.

2.3. Performs as point of contact in the officer's quarters. Receives and maintains records of telephone calls, makes appointments, and receives guests and visitors.

2.4. Assists in planning, preparing, arranging, and conducting official social functions and activities, such as receptions, parties, and dinners. Plans menus, purchases, prepares and serves food and beverages, and makes necessary contractual or outside arrangements relating to the officer's official social responsibilities. Performs or assists in day-to-day purchasing, preparing, and serving food and beverages in the general or flag officer's assigned quarters.

2.5. Performs tasks as necessary to aid the officer in performing his or her military and official responsibilities; including performing errands for the officer, providing security for the quarters, and providing administrative assistance.

2.6. Assists in preparing financial reports associated with general officer quarter's maintenance and repair.

3. Special Duty Qualifications.

3.1. Knowledge. Not Used.

3.2. Education. Completion of high school with courses in culinary arts is desirable.

3.3. Training. The following training is mandatory for retention of this SDI:

3.3.1. Completion of the General Officer Quarter's Course, the Advanced Culinary Course, and the Starkey Household Management Seminar not later than the fourth year in the duty.

3.4. Experience. Not Used

3.5. Other. The following are mandatory as indicated:

3.5.1. Prior qualification in any AFSC at the 5-skill level or higher (3-skill level if no 5-skill level) is mandatory.

3.5.2. See **Attachment 39** for additional mandatory entry requirements.

SDI 8B000

MILITARY TRAINING INSTRUCTOR

1. Special Duty Summary. Conducts basic military training for nonprior service airmen, including those of the Air Reserve Forces, and initial military training for cadets of the United States Air Force Academy. Related DoD Occupational Subgroup: 101200.

2. Duties and Responsibilities.

2.1. Plans, organizes, and directs basic and initial military training. Plans and organizes military training requirements. Determines requirements for training, facilities, space, equipment, visual aids, and supplies to support military training requirements, and monitors the training program to ensure effective use of support items. Plans and organizes phases of training, student flow, and flight assignments, consistent with available facilities. Plans the use of nonappropriated funds for training activities or equipment.

2.2. Inspects and evaluates military training activities, personnel, and facilities. Conducts periodic inspections of training activities and assists training units in correcting training deficiencies. Evaluates personnel undergoing military training, to include performance and adaptability. Counsels and advises individuals on training problems. Identifies nonprior service personnel unfit or unsuitable for retention in the Air Force.

2.3. Prepares and maintains files and records pertinent to basic and initial military training. Prepares and maintains a training record on each individual undergoing training. Prepares reports and records about student accountability. Maintains completed training record files for historical review.

2.4. Instructs on basic and initial military training. Instructs indoor and outdoor military training subjects using demonstration-performance and lecture methods. Uses film projection equipment in support of training objectives. Provides remedial training for nonprior service personnel undergoing this military training.

3. Special Duty Qualifications.

3.1. Knowledge. Knowledge is mandatory of principles, techniques, and methods of instruction; use of visual aids; learning processes; curriculum development; training evaluation; and counseling methods and techniques.

3.2. Education. Not used.

3.3. Training. For retention of this SDI, completion of the Military Training Instructor course is mandatory.

3.4. Experience. For entry into this SDI, qualification in any AFSC at the 5-skill level or higher (3-skill level if no 5-skill level exists) is mandatory.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this SDI:

3.5.1.1. Recommendation by unit commander for military training instructor duty.

3.5.1.2. Interview and favorable recommendation by a psychologist or psychiatrist (if none assigned, a physician conducts an interview and provides a recommendation).

3.5.1.3. See **Attachment 39** for additional entry requirements.

3.5.2. For entry, award, and retention of this SDI:

3.5.2.1. Ability to speak distinctly.

3.5.2.2. Possession of high standards of military appearance and conduct.

SDI 8B100

MILITARY TRAINING LEADER

1. Special Duty Summary. Counsels all airmen attending technical school on training or personal problems, military bearing, standards, and behavior; and schedules and conducts military training functions for students. Related DoD Occupational Subgroup: 101200.

2. Duties and Responsibilities.

2.1. Advises and counsels students. Establishes and conducts incoming, outgoing, and student entry briefings. Conducts individual and group interviews. Motivates personnel to develop military attitudes, effective human relations, and social skills for improving interpersonal and military relations. Assists students in their personal adjustment to military life. Establishes and maintains liaison with the School of Applied Aerospace Sciences in order to keep up to date on student activities and identify student status such as problem or exceptional (honor) students. Applies counseling techniques and military experience to counsel airmen with training, military bearing, and behavior problems. Refers students to the appropriate staff agency. Identifies airmen unfit or unsuitable for retention in the Air Force.

2.2. Plans, organizes, and directs military education instruction. Monitors and conducts military training within the unit. Determines appropriate instruction methods considering the group size and subject matter. Conducts instruction using demonstration-performance and lecture methods. Maintains thorough knowledge of and instructs personnel in drill, parades, retreats, and reviews. Provides supplemental military training.

2.3. Ensures students maintain military standards. Guides and assists in selecting, training, and evaluating student leaders. Monitors safety in formations, dormitories, and sports. Ensures students maintain personal appearance and order in military formations. Monitors and controls grounds maintenance assigned to unit. Maintains duty rosters and forms, and assures fatigue and squadron details are distributed fairly. Ensures students maintain discipline and Air Force standards in dormitories. Ensures students comply with directives.

2.4. Prepares and maintains files and records on military education and counseling matters. Prepares statistical reports and records about student accountability. Accounts for assigned students and maintains general military training forms.

3. Special Duty Qualifications.

3.1. Knowledge. Knowledge of military training learning processes, counseling methods, and techniques is mandatory.

3.2. Education. Not used.

3.3. Training.

3.3.1. Completion of the Military Training Leader course is mandatory.

3.3.2. Completion of a basic Counseling Course is mandatory.

3.4. Experience. Not used.

3.5. Other mandatory entry requirements:

3.5.1. Physical qualification for worldwide duty is mandatory.

3.5.2. Ability to speak clearly is mandatory.

3.5.3. Possession of high standards of military appearance and conduct.

3.5.4. Recommendation by unit commander or supervisor for student training advisor duty is mandatory.

3.5.5. See **Attachment 39** for additional mandatory entry requirements.

SDI 8B200

ACADEMY MILITARY TRAINING NCO

(Established 30 Apr 04)

1. Special Duty Summary. Instructs and supervises United States Air Force cadets on military training. Principal advisor to the Commander of the Cadet Squadron on all issues relating to cadets. Exercises general supervision over assigned cadets. Related DoD Occupational Subgroup: 101200.

2. Duties and Responsibilities:

2.1. Provides instruction and evaluates military training. Maintains proficiency in military standards, Uniform Code of Military Justice, drill and ceremonies, human relations, and safety.

2.2. Advises the commander on a wide range of topics including the health, esprit de corps, discipline, mentoring, well-being, training, professional development, and recognition of all assigned cadets. Represents the commander at base meetings, councils and boards considering administrative actions on assigned cadets.

2.3. Prepares and maintains files and records pertinent to basic and initial military training. Prepares and maintains a training record on each individual undergoing training. Prepares reports and records about student accountability. Maintains completed training record files for historical review.

2.4. Ensures discipline is equitably maintained across the cadet wing and maintains the morale and welfare of the cadet wing.

2.5. Assists cadet adapt to the military and Academy environment. Manages programs to meet all military obligations necessary for commissioning. Corrects as necessary to ensure standards are maintained.

2.6. Manages care and upkeep of the squadron area. Inspects rooms, day rooms, and unit areas as required. Ensures maintenance and upkeep are addressed and corrective actions taken in a timely manner.

2.7. Supervises administrative actions directed by the AOC. Coordinates with USAFA staff to schedule unit functions, duties, leave, passes, and other absences from duty. Performs quality force review and ensures timely processing of performance reports, awards, favorable communications, classification actions, quality control actions, and disciplinary actions.

3. Special Duty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: principles, techniques, and methods of instruction; use of visual aids; learning processes, training evaluation; and counseling methods and techniques.

3.2. Education. Not used.

3.3. Training. For retention of this SDI, completion of the formal Academy Military Training NCO Course, in residence, is mandatory.

3.4. Experience. For entry into this SDI, qualification in any AFSC at the 7-skill level or higher is mandatory.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this SDI:

3.5.2. Must be in grade of TSgt (E-6) or higher.

3.5.3. Must have a minimum of 3 years experience as a supervisor.

3.5.4. Must be recommended by unit commander for USAF Academy Military Training NCO duty.

3.5.5. Must complete a favorable interview and recommendation by a psychologist or psychiatrist (if none assigned, a physician conducts an interview and provides a recommendation).

3.5.6. Application criteria and other desirable attributes are contained in AFI 36-2110, *Assignments*.

3.5.7. See **Attachment 39** for additional entry requirements.

3.5.7.1. For entry, award, and retention of this SDI:

3.5.7.2. Ability to communicate effectively (written and oral).

3.5.7.3. Possession of high standards of military appearance and conduct.

SDI 8C000

FAMILY SUPPORT CENTER

1. Special Duty Summary. Administers activities of a base family support center (FSC), including family readiness functions, and acts as liaison between the FSC and supporting military and civilian agencies. Related DoD Occupational Subgroup: 150000.

2. Duties and Responsibilities.

2.1. Provides leadership and management support for FSC operations. Serves as the principal military advisor to the FSC staff and as the liaison to the military community. Instructs staff on base mission, protocol, and other military issues. Provides both military and civilian families assistance and support before, during, and after times of local or national emergency or disasters, mobilization, deployment, separation, or evacuation (to include Safe Haven staging operations). Develops, implements and evaluates goals and objectives to effectively manage day-to-day operations of the FSC. Interprets and implements policies for effective operation. Assists FSC staff to develop readiness publications, plans, marketing, education, and training. Designs and conducts evaluation systems used to measure the FSC's effectiveness.

2.2. Supports FSC functional mission. Consults with on- and off-base supporting agencies and base senior NCO leadership to determine what services are available and to ensure family programs and services are responsive to the needs of service members and their families. Represents the FSC’s involvement in base contingency and disaster preparedness planning and family readiness educational initiatives directed toward service members and their families. Provides information to base leadership on issues and trends affecting base personnel and their families. Promotes family preparedness through education, marketing , and member and family participation in family readiness support activities. Promotes the FSC programs at Chief's Groups, First Sergeant Groups, Commander's Calls, Base INTRO, and in other forms. Assists in planning and coordinating family policy and programs. Researches base family demographics as they relate to family issues and concerns. Coordinates and assists with the base Community Action and Information Board or similar groups. Plans and coordinates operational support for the FSC programs. Responsible for FSC pre-deployment, deployment, and reunion issues as they relate to families.

2.3. Directs FSC logistics management. Develops and executes FSC budget, including appropriated and nonappropriated funds. Expends funds to obtain supplies and equipment necessary to fulfill FSC mission. Safeguards equipment against loss, misuse, or theft. Coordinates with base contracting on local purchase items and nonpersonal service contracts. Inspects FSC facility for safety hazards, fire hazards, maintenance requirements, and housekeeping activities.

2.4. Manages FSC information management operations. Directs activities of the FSC information management staff. Establishes suspense files or systems. Edits and reviews all outgoing correspondence. Ensures required statistical data is compiled and reported. Manages the FSC records management, publications, and forms requirements. Ensures FSC complies with Freedom of Information Act, Privacy Act, and For Official Use Only requirements.

2.5. Provides assistance to service members and families. Assists service members and families with advance planning and preparations for deployments and extended separations. Develops and makes available educational material and information relating to extended family separations. Briefs and assists families during absence of military member, emergencies, and natural disasters. Responsible for FSC family support groups and other organized activities (external to the FSC) providing family assistance during emergency and contingency operations.

3. Special Duty Qualifications.

3.1. Knowledge. Knowledge is mandatory of personnel management, financial and resource management, professional support functions, base deployment mission and issues, Air Force organization, and administration.

3.2. Education. For entry into this SDI, completion of high school or general educational equivalency is mandatory.

3.3. Training. For retention of this SDI, one of the following training requirements is mandatory:

3.3.1. Completion of the Family Support Center training course.

3.3.2. Completion of prescribed training directed by the Air Force Office of Family Matters.

3.4. Experience. Not Used.

3.5. Other. The following are mandatory for entry into this SDI:

3.5.1. Qualification in any AFSC at the 7- or 9-skill level, and be in the grade of E-6, E-7, or E-8.

3.5.2. Ability to write effectively and speak distinctly.

3.5.3. Familiarity with and understanding of a wide range of Air Force programs affecting personnel policy, housing management, education, and other family programs.

3.5.4. See **Attachment 39** for additional entry requirements.

SDI 8D000

LINGUIST DEBRIEFER

1. Special Duty Summary. Collects and reports intelligence information obtained from human sources in response to requirements. Screens documents and open source materials to identify potential source leads. Assesses, debriefs, and interrogates sources in English and in foreign languages. Translates written material, and interprets conversation from one language to another. Performs controlled operations officer duties. Supervises interviews, debriefings, and interrogations conducted in foreign languages. Related DoD Occupational Subgroup: 124100.

2. Duties and Responsibilities.

2.1. Collects intelligence information. Screens documents and open source materials to identify source leads. Contacts and assesses leads to determine value and validity of source information. Conducts in-depth debriefings or interrogations under conditions ranging from peacetime through major conflict. Performs controlled operations officer duties. Responds to intelligence community requirements. Prepares Intelligence Information Reports (IIRs) and summaries from collected data citing specific requirements. Practices and applies appropriate security controls.

2.2. Translates written material from one language to another, and captures the intent of idiomatic expressions. Screens foreign language materials for information of intelligence value. Acts as interpreter in order to convey meaning of conversations.

2.3. Publishes knowledge level briefs, notices of intelligence potential, and requests for requirements to alert the intelligence community on source availability and information. Assembles resulting source-directed requirements and performs in-depth debriefings. Appropriately distributes collected intelligence via IIRs to consumers.

2.4. Maintains familiarity with validated requirements and applies them to screenings, assessments, debriefings, and interrogations; and to any documents resulting from these activities. Develops continuity book or database on current requirements. Works developed sources within the guidance of the collection management system. Acts as an open channel of communication between the collector and the consumer to ensure requirements are satisfied.

2.5. Debriefs United States and foreign sources for intelligence information. Interrogates prisoners of war, enemy deserters, and civilian detainees. Complies with established laws and policies during the interviews or interrogations. Screens potential sources by examining biographical records and personal documents; and by assessing subject's demeanor, grade, and apparent status. Evaluates source reliability and makes pertinent IIR field comments.

3. Special Duty Qualifications.

3.1. Knowledge. Knowledge is mandatory of domestic and foreign aircraft and weapons systems, military organizations, maps, signs and symbols; techniques of interviewing, debriefing, and interrogating to obtain intelligence information, scientific detail; personality characteristics, traits, and habits of people of a designated geographical area; Air Force intelligence report writing and disseminating procedures and methods; security directives; and practices for handling, disseminating and safeguarding military and political data; word processing software and effective report writing.

3.2. Education. For entry into this SDI:

3.2.1. Completion of high school or general educational development equivalency is mandatory.

3.2.2. Completion of courses in effective writing, and speech, is desirable.

3.2.3. Completion of college-level courses in English is desirable.

3.3. Training. The following training is mandatory for retention of this SDI:

3.3.1. Completion of the Defense Strategic Debriefing Course (DSDC) and the Modular Intelligence Training Course (MITC); or

3.3.2. Completion of DSDC and one of the initial skills AFSC awarding intelligence courses (1N).

3.4. Experience. Not used.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry, award, and retention of this SDI, ability to listen, read, and speak a foreign language at the L2/R2/S2 level, as measured by the Defense Language Proficiency Test (DLPT).

3.5.2. For award and retention of SDI 8D000, ability to type 35 words per minute (wpm).

3.5.3. SDI requires routine access to Secret material or similar environment. For entry award and retention of this SDI, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of this SDI without a final SSBI is authorized provided an interim SSBI has been granted according to AFI 31-501.

3.5.4. See **Attachment 39** for additional entry requirements.

SDI 8E000

RESEARCH AND DEVELOPMENT TECHNICIAN

1. Special Duty Summary. Performs as engineer, scientist, or engineering and scientific technician in support of scientific or engineering research and applications functions involving observation, study, and experimentation with the Human Systems Division or with the Research and Technology Laboratories, the Air Force Flight Test Center, or other Air Force activities. Related DoD Occupational Subgroup: 149600.

2. Duties and Responsibilities.

2.1. Participates in research or engineering projects. Participates in planning, coordinating, collecting, evaluating, and interpreting data and writing reports detailing the results of research or applied engineering investigations. Explores and tests new ideas. Assists or conducts research on different aspects of experimental problems in biological, physical, or social sciences; engineering; or mathematics. Applies knowledge of scientific principles to problems associated with scientific experimental objectives. Uses deductive logic and reasoning from known scientific principles or rules to arrive at conclusions about specific cases. Assists researchers or engineers, or performs as the engineer responsible for the development or improvement of materials and products. Checks materials quality and equipment performance.

2.2. Collects and analyzes material. Performs as research worker or engineering technician aide in collecting information on experimental problems. Studies technical journals and books to determine results of prior research on problems. Provides abstracts or summaries of factual information relative to the problem, and assists in developing possible solutions. Performs other duties that use specific, specialized expertise possessed by the individual.

2.3. Provides specialized management for acquisition programs. Directs and participates in efforts to establish the technical, military, and economic bases for a program in the conceptual phase, throughout the validation, full scale engineering development, and production and deployment phases of the acquisition life cycle. Interfaces with defense contractors.

2.4. Performs program office management. Assists the program manager by performing various managerial and supervisory tasks associated with such functions as program control, configuration management, test and deployment, engineering, and integrated logistics support. Assesses the program office's overall performance, and prepares status briefings for the program manager's use. Prepares key program documentation such as the program management plan and the integrated logistics support plan. Takes part in organization, administration, and configuration management and preparing and executing system and subsystem management. Serves as project officer or manager for a discrete portion of a system, either hardware or software, and system integration. Responsible for identifying and resolving all subsystem, hardware, and software interface or logistic problems in support of system design.

3. Special Duty Qualifications.

3.1. Knowledge. Knowledge is mandatory of research and scientific experimentation procedures and engineering practices.

3.2. Education. For entry into this specialty, it is desirable to possess a bachelor's degree in physical sciences, engineering, or biology; or a minimum of 60 hours of college level courses including 6 hours of mathematics and 12 semester hours of science oriented courses such as physics, chemistry, engineering, biology, logistics, and industrial or computer science (or equivalent technical academic courses).

3.3. Training. Not used.

3.4. Experience. A minimum of 12 months "hands-on" expertise in an area of specialization listed in paragraph 2, Duties and Responsibilities, which can be effectively utilized in a specific Air Force Research and Development activity is mandatory. This mandatory requirement can be satisfied by meeting one of the desirable education requirements in 3.2. above.

3.5. Other.

3.5.1. SDI requires routine access to Top Secret material or similar environment. For award and retention of SDI 8E000, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management.*

NOTE: Award of this SDI without a final SSBI is authorized provided an interim SSBI has been granted according to AFI 31-501.

3.5.2. See **Attachment 39** for additional mandatory entry requirements.

SDI 8F000

FIRST SERGEANT

1. Special Duty Summary. Principal advisor to the commander on all issues related to the enlisted force; and exercises general supervision over assigned enlisted personnel. Related DoD Occupational Subgroup: 152100.

2. Duties and Responsibilities.

2.1. Provides the commander a mission-ready enlisted force to execute the unit mission. Must remain vigilant for, and move to resolve, issues that, left unchecked, would adversely impact the readiness of enlisted members. Prepares enlisted personnel of the organization to deploy in support of mission requirements. Exercise the necessary leadership to provide and sustain a mission-ready workforce for the commander.

2.2. Advises the commander on a wide range of topics including the health, esprit de crops, discipline, mentoring, well-being, career progression, professional development, and recognition of all assigned enlisted members. Assists the commander in preparation and execution of unit training and information programs (e.g. commander's call). Attends staff meetings. Represents the commander at base meetings and councils, and when conducting tours through unit areas.

2.3. Works with fellow senior noncommissioned officers (SNCO) and supervisory personnel to ensure discipline is equitably maintained, and the health, esprit de crops, discipline, mentoring, and welfare of the enlisted force are met. Ensures supervisors set an appropriate example for the subordinates. Provides leadership and guidance to supervisors and members enabling them to resolve problems or complaints at the lowest level. Coordinates the resolution of complex problems with the supervisor, member, commander, and appropriate base agencies. Maintains liaison with base agencies to ensure availability of services for unit members. Ensures training is provided on matters of leadership, customs and courtesies, dress and personal appearance, self-discipline, adherence to standards, drill and ceremony, safety, hygiene, and sanitation. Supports and promotes profession military education activities. Corrects conduct prejudicial to good order and discipline.

2.4. Assists enlisted personnel in adapting to military environment and adjusting to the organization and duty assignments. Monitors unit sponsorship programs and conducts orientation for newly assigned personnel. Make frequent contact with unit members at work, housing, and recreation areas.

2.5. Manages care and upkeep of unit dormitories and adjacent grounds. Participates in the Quarters Improvement Committee. Inspects dormitories, day rooms, and unit areas as necessary. Initiates corrective action when required. Addresses housing concerns, ensuring personnel are expeditiously housed, accounted for, and issues or conditions, which have the potential to negatively impact readiness, are resolved.

2.6. Supervises administrative actions directed by the commander. Coordinates with supervisors of enlisted personnel to schedule unit functions, duties, leave, passes, and other absences from duty. Per-

forms quality force review and ensures timely processing of performances reports, awards, decorations, favorable communications, promotions, demotions, classification actions, quality control actions, and disciplinary actions.

2.7. Works closely with the command chief master sergeant to ensure enlisted members understand and are prepared to execute the mission. Develops and executes specific goals, plans, and objectives to address issues related to enlisted members.

3. Special Duty Qualifications.

3.1. Knowledge. Knowledge is mandatory of personnel management with emphasis on quality force indicators, personnel, and administration; military training; Air Force organization; drill and ceremonies; customs and courtesies; sanitation and hygiene; military justice; and counseling techniques.

3.2. Education. For entry into this SDI, completion of high school or general educational development equivalency, and USAF Senior Noncommissioned Officer Academy course (in residence or correspondence) is mandatory.

3.3. Training. For retention of this SDI, completion of the First Sergeant's Academy in residence is mandatory.

3.4. Experience. Not used.

3.5. Other. The following are mandatory for entry into this SDI:

3.5.1. Ability to speak distinctly.

3.5.2. Be an E-7 or above.

3.5.3. Prior qualification at the 7- or 9-skill level in any AFSC.

3.5.4. See **Attachment 39** for additional entry requirements.

SDI 8G000

HONOR GUARD

1. Special Duty Summary. Performs as a member of the Honor Guard representing the Air Force at ceremonies where protocol or custom dictate using an honor guard or military escort. Performs as United States Air Force Honor Guard in the Washington D.C. area or Installation Honor Guard at Air Force installations. Related DoD Occupational Subgroup: 183000

2. Duties and Responsibilities.

2.1 Manages and participates in Air Force Honor Guard or Installation Honor Guard operations.

2.2. Performs as a member of the United States Air Force Honor Guard or Installation Honor Guard. Symbolizes the United States Air Force to American and foreign dignitaries at public ceremonies in the Washington DC area or at base level. Participates in Air Force and joint service arrival and departure ceremonies for the President, foreign heads of state, and other national or international dignitaries. Performs Military Funeral Honors for AF active duty, retired personnel, and veterans according to prescribing publication.

2.3. Acts as an escort or member of an honor guard unit. Participates in Air Force and joint service ceremonies on special occasions such as state or Air Force funerals, wreath ceremonies, and color guard and escort duties at civil and military events and ceremonies in the Washington DC area or at base level.

2.4. Performs honor guard duties for installation events, luncheons, retirements, promotion ceremonies, and civic events as deemed appropriate by the Installation Commander.

2.5. Plans and conducts United States Air Force Honor Guard activities. Plans and conducts United States Air Force Honor Guard participation in Air Force and joint service ceremonies. Advises Air Force activities and coordinates on matters pertaining to ceremonies and protocol.

2.6. Plans and conducts Installation Honor Guard activities. Plans and conducts Base Honor Guard participation in Air Force and joint service ceremonies. Advises installation activities and coordinates on matters pertaining to ceremonies and protocol.

2.7. May participate in the United States Air Force Honor Guard Drill Team performing intricate drill routines at civil and military events and ceremonies.

3. Special Duty Qualifications.

3.1. Knowledge. Knowledge is desirable of military customs and ceremonies.

3.2. Education. For entry into this SDI, completion of high school with courses in government and physical education is desirable.

3.3. Training. Not used.

3.4. Experience. Not used.

3.5. Other.

3.5.1. See **Attachment 39** for additional mandatory entry requirements.

3.5.2. The following are mandatory for entry, award, and retention of this SDI:

3.5.2.1. Investigation and approval according to AFPD 31-5, *Personnel Security Program Policy*, and AFI 31-501, *Personnel Security Program Management.*

3.5.2.2. Have outstanding military bearing and appearance.

3.5.2.3. Be in excellent physical condition with excellent physical coordination.

3.5.2.4. Not wear glasses other than contact lenses or reading glasses.

3.5.2.5. Have no conviction under the Uniform Code of Military Justice (UCMJ) during current enlistment.

3.5.3. For selection to the USAF Honor Guard, previous experience as an installation Honor Guard is desirable.

NOTES:

1: This specialty description covers two distinct types of Honor Guard. The USAF Honor Guard is located in the
Washington DC area. The Installation Honor Guard program may be located at any Air Force installation that has a requirement for a “local” Honor Guard.

2: Security investigation requirements are by position and only apply to USAF Honor Guard positions.

3: The mandatory requirement to not wear glasses applies to personnel applying for USAF Honor Guard positions.

SDI 8J000

CORRECTIONAL CUSTODY SUPERVISOR

1. Special Duty Summary. Supervises installation correctional custody programs. Related DoD Occupational Subgroup: 183100.

2. Duties and Responsibilities.

2.1. Plans, organizes, and directs installation correctional custody program. Determines requirements for personnel augmentation, facilities, space, equipment, and supplies to support correctional custody requirements. Monitors the correctional custody program to ensure effective use of support items. Plans, organizes, and monitors daily work assignments of personnel in correctional custody using established base programs and available facilities. Plans use of nonappropriated funds for equipment. Organizes and manages a non-duty training program for personnel in correctional custody.

2.2. Inspects and evaluates correctional custody activities, personnel, and facilities. Assists the base commander in identifying and correcting operational deficiencies. Evaluates airmen in correctional custody for adaptability and attitude, and identifies those who require additional administrative action. Coordinates with base units to ensure program understanding and placement of personnel in productive jobs during normal duty hours.

2.3. Prepares files and maintains correctional custody records. Maintains performance records on each airman in correctional custody. Prepares statistical reports and records.

3. Special Duty Qualifications.

3.1. Knowledge. Knowledge is mandatory of principles, techniques, and policies of the correctional custody program; UCMJ; the military correctional program; evaluation procedures; and counseling methods and techniques.

3.2. Education. Completion of high school or GED equivalent is desirable.

3.3. Training. Not used.

3.4. Experience. Not used.

3.5. Other. The following are mandatory for entry into this SDI:

3.5.1. Never been convicted by a general, special, or summary court-martial.

3.5.2. Possess high standards of military appearance and conduct.

3.5.3. Never been convicted by a civilian court, except for minor traffic violations and similar infractions.

3.5.4. Recommended by unit commander.

3.5.5. See **Attachment 39** for additional entry requirements.

SDI 8M000

POSTAL

1. Special Duty Summary. Performs postal finance, mail handling, locator service, and mail distribution functions. Related DoD Occupational Subgroup: 155400.

2. Duties and Responsibilities.

2.1. Performs postal financial services. Sells postage stock. Responsible for postage stock issued by accountable postmaster and funds derived from sale. Maintains adequate postage stock to service patrons. Responsible for blank money orders issued by accountable postmaster. Sells and cashes postal money orders. Remits fund from postage stock and money orders to United States Postal Service (USPS).

2.2. Accepts items for mailing. Advises patrons of applicable postal and customs requirements. Determines packing adequacy for acceptance. Computes charges for postage and special service fees. Prepares appropriate special service forms and affixes appropriate endorsements. Safeguards and accounts for items accepted as registered mail. Operates automated and manual scales. Maintains separate accountability for personal and official mail meters.

2.3. Performs receipt and dispatch functions. Provides security for all mail. Collects mail from mail collection boxes. Postmarks and cancels outgoing mail. Checks for proper postage, and verifies forwarding endorsements. Separates and sorts mail into proper classes and destination or off-load points. Ties sorted mail into bundles, and affixes routing slips. Places mail in pouches or trays, and prepares and affixes routing labels. Prepares mail routing schemes. Prepares manifest for mail, and ensures dispatch by most expeditious means consistent with established schedules and transportation category. Receives incoming mail from military or commercial carriers. Checks manifest against mail received to ensure proper receipt. Sorts incoming mail according to mail distribution schemes, and delivers mail to postal activities. Provides security for registered mail at commercial terminals. Records accountable mail on receipts before delivery.

2.4. Operates postal service centers. Provides postal directory service. Distributes mails in mail receptacles or via delivery window. Measures mail transit times. Issues and closes mail receptacles.

2.5. Maintains postal records, prepares forms and reports, and performs postal supply functions. Prepares and submits postal operations plans and reports. Maintains USPS publications, current mail distribution schemes, military post office location lists, mail distribution instructions, and labeling catalogs. Processes USPS claims for lost or damaged mail. Maintains adequate supply of postal forms and equipment, and requisitions replacement items.

3. Special Duty Qualifications.

3.1. Knowledge. Knowledge is mandatory of USPS, DoD and AF Postal publications and forms. and arithmetic computations.

3.2. Education. For entry into this SDI, completion of high school or general educational equivalency is desirable. Also, courses in business, English, mathematics, and keyboarding are also desirable.

3.3. Training. For retention of this SDI, completion of the postal operations course is mandatory.

3.4. Experience. For entry into this SDI, experience in face-to-face dealing with the public, in the handling of funds, and mail processing is desirable.

3.5. Other. See **Attachment 39** for mandatory entry requirements.

SDI 8P000

COURIER

1. Special Duty Summary. Performs as custodian to safeguard Armed Forces courier material. Related DoD Occupational Subgroup: 155400.

2. Duties and Responsibilities.

2.1. Safeguards and delivers Armed Forces Courier Service material. Provides adequate protection for material from receipt through delivery or to storage; and cautions handlers to exercise care in storing material. Verifies each item by identification number when receipting for or delivering material. Maintains constant surveillance over material in custody on the courier route.

2.2. Assures positive identification of Armed Forces couriers. Makes positive identification of Armed Forces couriers, addresses, and Top Secret control officers before releasing material.

3. Special Duty Qualifications.

3.1. Knowledge. Knowledge is mandatory of Armed Forces Courier Service instructions and operating instructions.

3.2. Education. For entry into this SDI, completion of high school or general educational equivalency is mandatory.

3.3. Training. Not used.

3.4. Experience. Not used.

3.5. Other. The following are mandatory as indicated:

3.5.1. The following are entry requirements:

3.5.1.1. Physical qualification for frequent aerial flights according to AFI 48-123, *Medical Examination and Standards,* Class III medical standards.

5.1.2. See **Attachment 39** for mandatory entry requirements.

3.5.2. Specialty requires routine access to Top Secret material or similar environment. For award and retention of SDI 8P000, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of this SDI without a final SSBI is authorized provided an interim SSBI has been granted according to AFI 31-501.

SDI 8P100

DEFENSE ATTACHÉ

1. Specialty Duty Summary. Manages and maintains Defense Attaché Office (DAO) budget and fiscal data, maintains DAO information files, coordinates United States (US) Naval ship visits and US military aircraft over-flight and landing clearances with host country officials, coordinates office support requirements with embassy officials, and performs office administrative and support duties according to Defense Intelligence Agency (DIA) standards. Related DoD Occupational Subgroup: 151000.

2. Duties and Responsibilities.

2.1. Maintains DAO budget and fiscal data. Prepares and submits the DAO budget according to DIA regulations and guidance provided by the embassy budget and fiscal officer. Projects budget requirements for DAO rental housing; house furnishings; and purchases and maintenance of vehicles, travel, and salaries of US civilian and foreign nationals employed by DAO.

2.2. Maintains DAO reporting requirements. Submits and updates information reports. Maintains the master suspense file for all DAO information reporting and updates reporting requirements directed by higher headquarters. Prepares, edits, and types information reports for attaches. Maintains central research files. Provides feedback to attaches on quantity and quality of their information reporting. Maintains information reporting statistics.

2.3. Coordinates US naval ship visits and US military aircraft over-flight and landing clearances with host country officials. Obtains diplomatic clearance for ship visits and aircraft over-flights and landings from the host government. Provides briefings to US ship and aircrew members concerning host country immigration, laws, customs, and courtesies. Arranges for lodging and transportation, provides information on local tours, sporting events, and community relations projects for crews. Arranges for handling of US military aircraft at host country's civilian airfields (includes aircraft services such as fuel, power carts, lighting, and security). Arranges for handling of US Naval vessels at host country ports (including food, water, and banking services).

2.4. Coordinates DAO support requirements with embassy officials. Procures housing, house furnishings, and official vehicles for DAO personnel. Arranges shipping of privately owned vehicles and household goods; obtains passports and visas. Purchases office supplies.

2.5. Performs DAO administrative duties. Maintains correspondence files, forms, technical orders, and publication accounts. Prepares, types, edits, and dispatches office correspondence. Conducts personnel and financial actions for assigned military and civilian personnel, to include coordinating with embassy officials and representatives of various US military services.

3. Special Duty Qualifications.

3.1. Knowledge. Not used.

3.2. Education. For entry into this SDI, completion of high school or general educational development equivalency is mandatory.

3.3. Training. For retention of this SDI, completion of training with the Joint Military Attaché School in Washington, D.C. is mandatory.

3.4. Experience. Not used.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this SDI:

3.5.1.1. Be an E-5, 7-skill level, or above.

3.5.1.2. No record of military or civilian convictions (except minor traffic violations).

3.5.1.3. No record of disciplinary action or financial irresponsibility.

3.5.1.4. Minimum typing ability of 35 words per minute.

3.5.1.5. See **Attachment 39** for additional mandatory entry requirements.

3.5.2. Specialty requires routine access to Top Secret material or similar environment. For award and retention of SDI 8P100, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of this SDI without a final SSBI is authorized provided an SSBI has been granted according to AFI 31-501.

SDI 8R000

RECRUITER

1. Special Duty Summary. Organizes and conducts programs to recruit sufficient personnel to satisfy the requirements of the United States Air Force. Related DoD Occupational Subgroup: 150100.

2. Duties and Responsibilities.

2.1. Conducts recruiting program. Develops information sources such as employment agencies, driver's license and job market lists, high school and college student lists, and separation reports, in securing names of potential prospects for active duty enlistment, commissioning, and the Air Force Reserve Officer Training Corps. Makes oral and film presentations to high school and college classes to establish contact with prospects. Maintains informational records to enable follow-up contacts with prospective enlistees. Prepares enlistment and commissioning case files on personnel enlisting or applying for a commission in the United States Air Force. Informs interested persons of military obligations, officer and airman career structure, educational and training opportunities, and other military benefits and entitlements.

2.2. Develops publicity program. Plans and directs sales promotional projects using media such as direct mail, press, radio, and television presentations. Writes copy and edits simple news stories and photograph captions. Presents Air Force orientations to civic, social, educational, and student organizations. Distributes advertising and publicity materials to places frequented by persons of military age. Mails literature to persons of military age to stimulate interest in the Air Force.

2.3. Develops community relations programs. Assists and participates in special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials, and sporting events. Plans for and accompanies groups on tours of military installations. Participates in community activities such as fund raising drives, blood donor drives, and patriotic holidays. Establishes and maintains contact with high school, college, business, and industry officials to enhance the prestige of the Air Force in the community.

2.4. Performs Military Entrance Processing Station (MEPS) liaison and production management duties. Ensures proper coordination between the Air Force and MEPS commander and proper scheduling of Air Force applicants to the MEPS is accomplished. Assists in obtaining the initial classification for Air Force applicants. Coordinates on recruiting operational matters and interprets recruiting directives for assigned units.

2.5. Supervises recruiting activities. Develops and maintains market data, and allocates recruiting goals. Collects and monitors production reports of recruiting activities. Implements plans and procedures to record production flow and reporting. Ensures proper distribution and use of advertising and publicity materials. Manages and controls lead resources. Provides management assistance in support of all recruiting programs. Assists in policy development and ensures timely implementation.

3. Special Duty Qualifications.

3.1. Knowledge. Knowledge is mandatory of the organization, mission, policies, and history of the United States Air Force.

3.2. Education. For entry into this SDI, completion of high school or general educational equivalency is mandatory.

3.3. Training. For retention of this SDI, completion of the recruiter course is mandatory.

3.4. Experience. For entry into this SDI, prior qualification at the 5-skill level (3-skill level if no 5 level exists) in any AFSC is mandatory.

3.5. Other. See **Attachment 39** for mandatory entry requirements.

SDI 8S000

MISSILE FACILITY MANAGER

1. Special Duty Summary. Performs routine equipment inspections and emergency operating procedures; responds to actions directed by the missile combat crew at the missile alert facility (MAF); and supervises daily activities at the MAF. Related DoD Occupational Subgroup: 195000.

2. Duties and Responsibilities.

2.1. Performs normal and emergency procedures and inspections on MAF equipment. Inspects water treatment systems, power production systems, lighting and temperature controls, and other support systems required for daily operation. Performs water treatment system and diesel generator tests and adjustments. Performs facility equipment tests, adjustments, and maintenance as directed by base civil engineering and missile maintenance. Maintains and inspects assigned vehicles. Operates snow control vehicles. Conducts and reports basic weather observations. Operates land mobile radio systems. Operates and performs maintenance on self-contained breathing apparatuses.

2.2 Responds to actions as directed. Assists the missile combat crew to ensure proper operation of the MAF. Assists the missile combat crew to correct abnormal situations in the launch-control-equipment building and soft-support building. Resets circuit breakers and performs equipment-restart and troubleshooting procedures as directed by the crew. Represents missile squadron commander in soft support area of MAF. Functions as shelter manager for the MAF. May be required to provide emergency medical aid.

2.3 Supervises daily activities at MAF. Primary escort official for soft support areas and launch control equipment building. Issues, receives, and accounts for fuel. Manifests and acts as ground crew for helicopter operations. Assigns rooms and issues bedding for assigned and transient personnel. Maintains accountability for supplies and equipment. Functions as area fire warden and safety monitor. Maintains and uses Air Force indexes, publications, and filing systems to maintain referenced accountability.

3. Special Duty Qualifications.

3.1. Knowledge. For retention of this SDI, knowledge is mandatory of Air Force administrative, supply, accounting, and building maintenance procedures.

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

3.3. Training. Not used.

3.4. Experience. Not used.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this SDI:

3.5.1.1. Possess grade of E-5 through E-8.

3.5.1.2. No record of emotional instability, disciplinary action, or financial irresponsibility.

3.5.2. Specialty requires routine access to Secret material or similar environment. For award and retention of SDI 8S000, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the SDI without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

SDI 8T000

PROFESSIONAL MILITARY EDUCATION INSTRUCTOR

1. Special Duty Summary. Develops and conducts professional military education (PME) programs for airmen, noncommissioned officers (NCO), and senior NCOs; provides management consultant services. Related DoD Occupational Subgroup: 101200.

2. Duties and Responsibilities.

2.1. Instructs PME subjects. Instructs both indoors and outdoors, using informal lectures lecture, case study, teaching interviews, guided discussion, and other teaching methods. Uses computer software programs, film and slide projection equipment, videotape, television, and other audiovisual equipment in support of educational goals.

2.2. Plans, organizes, and directs PME programs and activities. Plans and organizes PME requirements for education, facilities, space, equipment, visual aids, and supplies. Develops and revises curriculum materials. Conducts needs analysis. Monitors entire education program. Plans and organizes phases of education, student flow, and class schedules consistent with production goals and available resources.

2.3. Inspects and evaluates PME activities, personnel, and facilities. Conducts periodic inspection of school activities, and assists schools in deficiency corrections. Evaluates student performance. Counsels and advises individuals on academic and nonacademic problems. Monitors and ensures facilities support educational mission.

2.4. Prepares and maintains files and records pertinent to PME matters. Prepares and maintains administrative records on each student. Prepares statistical reports and records about student performance. Maintains completed school record files for historical review.

2.5. Provides management consultant services. Conducts and administers symposiums, workshops, or conferences; interprets organizational surveys; evaluates program management effectiveness and provides feedback.

3. Special Duty Qualifications.

3.1. Knowledge. Knowledge is mandatory of principles, techniques, and methods of instructions; use of visual aids; learning processes; curriculum development education and training evaluation; and counseling methods and techniques.

3.2. Education. For entry into this SDI, possession of an associate degree or higher, or be within one year of completing an associate degree is desirable.

3.3. Training. The following training is mandatory as indicated:

3.3.1. Completion of a certified in-resident PME course is mandatory. The course must be equal to or higher than the course in which member is assigned duty.

3.3.2. For those who will conduct PME courses, completion of the Academic Instructor School.

3.3.3. For those who will conduct PME courses, completion of the applicable PME Instructor Course.

3.4. Experience. For entry into this SDI, prior qualification in any AFSC at the 5-skill level or higher (3-skill level if no 5-skill level exists) is mandatory.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this SDI:

3.5.1.1. Ability to speak clearly is mandatory.

3.5.1.2. Recommendation by unit commander.

3.5.1.3. See **Attachment 39** for additional entry requirements.

3.5.2. For entry, award, and retention of this SDI, possession of high standards of military appearance and conduct.

Attachment 6

AIRCREW OPERATIONS CAREER FIELD (1A)

Introduction

The Aircrew Operations Career Field encompasses the functions of program formulating, policy planning, inspecting, training and directing, and performing combat and operations pertinent to enlisted primary aircrew activities. Included are supervising and performing primary aircrew duties pertinent to in-flight refueling systems; performing aircraft flight engineer activities; loading, restraining, and off-loading cargo on military aircraft; airdropping cargo and personnel; performing airborne communications systems operations activities; and performing aircrew duties associated with operating airborne command and control systems equipment. These duties include resolving airborne systems equipment technical problems that involve computer systems, radar and radio systems, and surveillance systems operations activities.

CEM Code 1A000

AFSC 1A091, Superintendent

AFSC 1A071, Craftsman

AFSC 1A051, Journeyman

AFSC 1A031, Apprentice

AFSC 1A011, Helper

IN-FLIGHT REFUELING

1. Specialty Summary. Performs in-flight refueling aircrew functions and activities according to flight manuals, checklists, and Unites States Air Force publications. Related DoD Occupational Subgroup: 105000.

2. Duties and Responsibilities.

2.1. Performs in-flight refueling aircrew duties. Checks forms for equipment status. Performs visual and operational check of air refueling and associated systems and equipment. Performs preflight, through-flight, and post-flight inspections. Accomplishes preflight and post-flight records and reports. Performs in-flight operational check of air refueling systems. Directs receiver aircraft into air refueling position. Operates in-flight air refueling controls and switches to safely affect contact between tanker and receiver aircraft. Monitors control panel for proper operation of equipment during air refueling, and advises receiver pilot of actions required to safely maintain position within the air-refueling envelope. Keeps tanker pilot informed as to progress of air refueling operations. Performs emergency operations and procedures as required for emergency off-load and on-load of fuel.

2.2. Computes and applies weight and balance data, procedures, and techniques. Ascertains fuel, personnel, cargo, and emergency and special equipment weight and distribution to compute aircraft weight and balance. Ensures aircraft is properly loaded within safe operating limits, and provides weight and balance data for computing takeoff and landing data. Completes weight and balance forms for flight. Prepares and verifies load plans, directs cargo loading and unloading operations, and inspects aircraft load to ensure hazardous cargo compliance and weight and balance status of aircraft. Ensures adequate safety equipment and passenger comfort items are on board aircraft. Instructs passengers in use of emergency equipment and emergency procedures.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of electrical and mechanical principles applying to aircraft and related systems; flight theory; aircraft electrical, hydraulic, and pneumatic systems applying to in-flight refueling system; normal and emergency operation of aircraft refueling systems; flying directives; weight and balance factors; cargo tie-down techniques; minor in-flight maintenance; using personal equipment and oxygen; communication and aircraft emergency procedures; and using and interpreting diagrams, loading charts, technical publications, and flight manuals.

3.2. Education. For entry into this specialty, completion of high school with courses in physics and mathematics is desirable.

3.3. Training. For award of AFSC 1A031, completion of the basic boom operator course is mandatory.

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

3.4.1. 1A051. Qualification in and possession of AFSC 1A031. Also, experience performing functions such as: inspecting, operating, and troubleshooting in-flight refueling systems; preparing or verifying load plans; loading and unloading aircraft; and instructing passengers in the use of emergency equipment and procedures.

3.4.2. 1A071. Qualification in and possession of AFSC 1A051. Also, experience performing or supervising functions such as: inspecting, operating, and troubleshooting in-flight refueling systems; preparing or verifying load plans; loading and unloading cargo on aircraft; and instructing passengers in the use of emergency equipment and procedures.

3.4.3. 1A091. Qualification in and possession of AFSC 1A071. Also, experience in directing functions pertaining to in-flight refueling operator activities.

3.5. Other. The following qualifications are mandatory as indicated:

3.5.1. For entry into this AFSC:

3.5.1.1. Normal depth perception as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

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

3.5.2.1. Physical qualification for in-flight refueling operation duty according to AFI 48-123, *Medical Examination and Standards.*

3.5.2.2. Qualification for aviation service according to AFI 11-402*, Aviation and Parachutist Service, Aeronautical Ratings and Badges*.

3.5.3. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 1A0XX, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim SSBI has been granted according to AFI 31-501.

CEM Code 1A100

AFSC 1A191, Superintendent

AFSC 1A171*, Craftsman

AFSC 1A151*, Journeyman

AFSC 1A131*, Apprentice

AFSC 1A111*, Helper

FLIGHT ENGINEER

1. Specialty Summary. Performs aircraft visual inspections and in-flight duties. Operates and monitors engine and aircraft systems controls, panels, indicators and devices. Manages flight engineer functions and activities. Related DoD Occupational Subgroup: 195000.

2. Duties and Responsibilities.

2.1. Performs aircraft inspections. Performs aircrew visual inspection; non-scheduled aircraft maintenance; and preflight, through-flight, and postflight inspections of aircraft away from home station. Maintains aircraft forms and records during flight and while aircraft is away from home station.

2.2. Computes and applies aircraft weight, balance, and performance data. Determines and verifies passenger, cargo, fuel, and emergency and special equipment distribution and weight. Computes aircraft weight and balance to ensure specified limits are maintained. Computes takeoff, climb, cruise, and landing data. Determines engine fuel consumption using airspeed, atmospheric data, charts, computer, or electronic calculator. Records actual aircraft performance data in flight engineer's log.

2.3. Operates and monitors engine and aircraft systems controls and indicators. Assists pilot or performs engine starts, and monitors run-up, flight operations, and engine shutdown. Operates engine controls to provide desired efficiency and economy. Monitors engine instruments throughout period of operation. Controls, monitors, and regulates aircraft systems such as electric, communication, navigation, hydraulic, pneudraulic, fuel, air conditioning, and pressurization; ventilation; auxiliary power unit; and lubrication systems. Observes warning indicators and light for fire, overheat, depressurization, and system failure. Reports abnormal conditions to pilot, and recommends corrective action. Suffix B personnel are required to perform duties as gunner, hoist operator, and cargo sling operator.

2.4. Plans and organizes flight engineer activities. Organizes flight engineering standardization, qualification, and other requirements of flight engineer logs, reports, and records for accuracy, completeness, format, and compliance with current directives. Coordinates with other agencies and organizations to conduct flight engineer activities.

2.5. Directs flight engineer activities. Administers qualification flight to personnel engaged in flight engineer activities within flight test and operations organizations. Directs standardization of flight engineer performance in conjunction with aircraft performance engineering, engine conditioning, and preventive maintenance programs. Ensures conformance with prescribed aircrew procedures.

2.6. Inspects and evaluates flight engineer activities. Evaluates individual and group performance in terms of effectiveness and qualification in using equipment and materials. Interprets and discusses evaluation findings, and recommends action to correct deficiencies.

2.7. Performs technical flight engineer functions. Resolves technical problems encountered by operating units. Renders advice and technical assistance to agencies engaged in functions associated with flight engineer activities. Advises organizational commander or staff agencies on status of flight engineer activities and adequacy of equipment. Maintains qualification in aircraft.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of electrical, communication, navigation, mechanical, hydraulic, and pneumatic systems applying to aircraft and related systems; flight theory; minor in-flight maintenance; personal equipment and oxygen use; aircraft emergency procedures; and using and interpreting diagrams, schematics, aircraft performance charts, loading charts, technical publications and flight manuals.

3.2. Education. For entry into this specialty, completion of high school with course in mechanics and mathematics is desirable.

3.3. Training. Completion of the following training is mandatory for award of the AFSC indicated:

3.3.1. 1A131B. Completion of the basic helicopter flight engineer course.

3.3.2. 1A131C. Completion of the basic flight engineer course.

3.3.3. 1A151. Completion of an appropriate flying training course.

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

3.4.1. 1A151. Qualification in and possession of AFSC 1A131B/C. Also, experience is mandatory in functions such as aircraft and performance weight and balance computations, aircraft records maintenance, and aircraft systems maintenance and inspections.

3.4.2. 1A171 Qualification in and possession of AFSC 1A151. Also, experience is mandatory in performing or supervising functions such as flight engineer activities.

3.4.3. 1A191. Qualification in and possession of AFSC 1A171. Also, experience managing flight engineer functions and activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into AFSCs 1A1X1B:

3.5.1.1. Normal depth perception as defined in AFI 48-123, M*edical Examination and Standards.*

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. For entry into AFSCs 1A1X1C:

3.5.2.1. Normal depth perception as defined in AFI 48-123, M*edical Examination and Standards.*

3.5.2.2. See **Attachment 39** for additional entry requirements.

3.5.2.3. Prior qualification at the 5- or 7-skill level in the 1A0, 1A2, 1A5, 1A7, 2AXXX, or 2M0 career field ladder, or possession of a valid Federal Aviation Administration (FAA) Flight Engineer certificate,

FAA private pilot license, or valid FAA aircraft and power plant license or Aircraft Maintenance Technician license.

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

3.5.3.1 Physical qualification for aircrew duty according to AFI 48-123, *Medical Examination and Standards,* Class III medical standards.

3.5.3.2. Qualification for aviation service according to AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*.

3.5.4. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 1A131X/51/71/91/00, a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

4. * Specialty Shredouts.

Suffix	*Portion of AFS to Which Related*
B	Helicopter
C	Performance Qualified

NOTE: Shredouts B and C are applicable to the 1- and 3- levels only.

CEM Code 1A200

AFSC 1A291, Superintendent

AFSC 1A271, Craftsman

AFSC 1A251, Journeyman

AFSC 1A231, Apprentice

AFSC 1A211, Helper

AIRCRAFT LOADMASTER

1. Specialty Summary. Accomplishes loading and off loading aircraft functions; performs pre-flight and post-flight of aircraft and aircraft systems. Performs loadmaster aircrew functions, computes weight and balance and other mission specific qualification duties. Provides for safety and comfort of passengers and troops, and security of cargo, mail, and baggage during flight. Conducts cargo and personnel airdrops. Supervises loadmaster activities and related functions, including aircraft loading and off loading activities, cargo handling, and restraint. Related DoD Occupational Subgroup: 105000.

2. Duties and Responsibilities.

2.1. Reviews aircraft weight and balance records and cargo manifest. Determines quantity of cargo and passengers or troops to be loaded and proper placement in aircraft. Computes load and cargo distribution. Computes weight and balance, and determines the amount of weight to be placed in each compartment or at each station. Considers factors such as fuel load, aircraft structural limits, and emergency equipment required.

2.2. Accomplishes initial pre-flight of aircraft according to flight manuals; pre-flights specific aircraft systems such as restraint rail and airdrop equipment. Operates radios, pre-flights aerospace ground equipment, and applies external power to the aircraft. Performs in-flight and special mission specific duties as required.

2.3. Supervises aircraft loading and off loading. Uses equipment such as 25K, 40K, and 60K loaders; forklifts; and winches. Ensures cargo and passengers are loaded according to load distribution plan. Directs application of restraint devices such as restraint rails, straps, chains, and nets to prevent shifting during flight. Checks cargo, passengers, and troops against manifests.

2.4. Ensures availability of fleet service equipment such as blankets and pillows. Signs for and stows in-flight meals. Briefs passengers and troops on use of seat belts, facilities, and border clearance requirements. Dispenses meals and refreshments. Demonstrates use of emergency equipment such as oxygen masks and life vests, and ensures access to escape hatches. Monitors cargo and passengers in-flight and assists passengers as required.

2.5. Conducts cargo and personnel airdrops according to directives. Attaches extraction parachutes to cargo and platforms. Inspects cargo and platforms, extraction systems and connects static lines. Checks tie-downs, parachutes, containers, suspension systems, and extraction systems to ensure proper cargo

extraction or release. Operates aircraft personnel airdrop system and supervises paratroopers exiting the aircraft.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of types, capacities, and configuration of transport aircraft; arithmetic; emergency equipment and in-flight emergency procedures; personal equipment and oxygen use; communications; current flying directives; interpreting diagrams, loading charts, and technical publications; border agency clearance dispensing and preserving food aboard aircraft; and cargo restraint techniques.

3.2. Education. For entry into this specialty, completion of high school with courses in mathematics or general science is desirable.

3.3. Training. Completion of the Aircraft Loadmaster course is mandatory for award of AFSC 1A231.

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

3.4.1. 1A251. Qualification in and possession of AFSC 1A231. Also, knowledge of types, capacities, and configuration of transport aircraft; weight and balance factors, arithmetic; cargo restraint techniques; emergency equipment and in-flight emergency procedures; using personal equipment and oxygen, communications; current flying directives; interpreting diagrams, loading charts, and applicable technical publications; border agency clearance requirements and forms; principles of dispensing and preserving food aboard aircraft; operation of cargo loading equipment; and cargo and personnel airdrop techniques and equipment.

3.4.2. 1A271. Qualification in and possession of AFSC 1A251. Also, experience in types, capacities, and configuration of transport aircraft; airdrop techniques; weight and balance factors; arithmetic; emergency equipment and in-flight emergency procedures; personal equipment and oxygen use; communications; current flying directives; interpreting diagrams, loading charts, and applicable technical publications; border agency clearance requirements and forms; principles of dispensing and preserving food aboard aircraft; and cargo restraint techniques.

3.4.3. 1A291. Qualification in and possession of AFSC 1A271. Also, experience in directing functions such as loading military cargo aircraft and establishing procedures for maintaining related records.

3.5. Other: The following are mandatory as indicated:

3.5.1. For entry into these AFSCs:

3.5.1.1. Normal depth perception as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for entry requirements.

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

3.5.2.1. Physical qualification for aircrew duty according to AFI 48-123, *Medical Examination and Standards,* Class III medical standards.

3.5.2.2. Qualification for aviation service according to AFI 11-402*, Aviation And Parachutist Service, Aeronautical Ratings and Badges*.

3.5.3. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 1A2XX, completion of a current National Agency Check, Local Agency Checks and

Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

CEM Code 1A300

AFSC 1A391, Superintendent

AFSC 1A371, Craftsman

AFSC 1A351, Journeyman

AFSC 1A331, Apprentice

AFSC 1A311, Helper

AIRBORNE COMMUNICATIONS AND ELECTRONICS SYSTEMS

1. Specialty Summary. Performs aircrew functions on various airborne platforms. Operates, inspects, troubleshoots, and performs maintenance on airborne communication and electronic systems. Performs preflight and postflight inspections of communications and electronic systems. Supervises and instructs communications and electronic systems personnel in operation, repair and test procedures. Related DoD Occupational Subgroup: 120100.

2. Duties and Responsibilities.

2.1. Performs preflight, inflight and post flight inspections. Analyzes and monitors airborne communications and electronic equipment for proper operation. Establishes and maintains voice and data communications circuits or links. Operates aircraft emergency systems.

2.2. Performs and supervises airborne equipment operations and maintenance. Initializes, operates, inspects, monitors, tests, troubleshoots, isolates malfunctions and repairs radio, audio, distribution, data, cryptologic, satellite communications, multiplex, electronic warfare (EW), intercept, analysis, recording, broadcasting, imaging, and computer equipment. Monitors displays and indicators for equipment status using technical orders and manuals, test equipment, software diagnostics, voltage checks, resistance measurements, waveform observations, or other tests. Installs, operates, and monitors special support systems.

2.3. Performs aircraft scanner duties. Scans during aircraft movement for obstacle, terrain, and threat avoidance. Monitors aircraft systems to include engine, propeller, hydraulic, pneumatic, electrical, and flight control systems. Supervises airborne communications systems operations. Checks methods used in transmitting, receiving, and recording airborne communications signals. Conducts communications briefings. Determines training requirements. Supervises communications activities.

2.4. Installs and removes communications and electronic equipment. Checks equipment for serviceability. Configures and operates cryptographic devices. Verifies configuration of installed equipment and software. Operates and aligns equipment. Adheres to operations security (OPSEC) procedures and manages communications security (COMSEC) subaccounts.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge in the following areas is mandatory: worldwide communications, electronics and radio theory, EW theory and techniques, optical and video cameras, radar, radio frequency, dual mode transmitting systems, and principles of logic and digital techniques, computers, intercept, analysis equipment, concepts of maintenance directives, interpreting technical orders, computer programming media or instructions, schematics, wiring, logic diagrams, direction finding, multiplex, and data and voice procedures.

3.2. Education. For entry into this specialty, completion of high school with courses in physics, mathematics, and computers is desirable.

3.3. Training. For award of AFSC 1A331, completion of the airborne communications systems operator course is mandatory.

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

3.4.1. 1A351. Qualification in and possession of AFSC 1A331. Also, experience in operating and maintaining aircraft communications test and computer systems.

3.4.2. 1A371. Qualification in and possession of AFSC 1A351. Also, experience and qualification in advance operations and maintenance of aircraft communications, test, and computer systems.

3.4.3. 1A391. Qualification in and possession of AFSC 1A371. Also, experience managing advanced operations and maintenance of aircraft communications, test, and computer systems.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal depth perception as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

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

3.5.2.1. Qualification for aviation service according to AFI 11-402*, Aviation And Parachutist Service, Aeronautical Ratings and Badges*.

3.5.2.2. Physical qualification for aircrew duty according to AFI 48-123, *Medical Examination and Standards*, *Class III Medical Standards.*

3.5.3. For entry, award, and retention of AFSCs 1A311/31/51/71, physical qualification for voice communications operations.

3.5.4. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 1A3XX, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim SSBI has been granted according to AFI 31-501.

CEM Code 1A400

AFSC 1A491, Superintendent

AFSC 1A471*, Craftsman

AFSC 1A451*, Journeyman

AFSC 1A431, Apprentice

AFSC 1A411, Helper

AIRBORNE BATTLE MANAGEMENT SYSTEMS

1. Specialty Summary. Performs as a mission crew aircrew member employing manual and computer-assisted active and passive airborne-based sensor systems to acquire and track airborne, maritime, and ground objects. Uses operational procedures in accordance with unified combatant command or theater rules of engagement to reconnoiter and detect, recognize, and identify objects or targets; and coordinates with manned airborne weapons platforms or indigenous fire-control systems to ensure target engagement. Performs procedural or sensor-assisted activities directing manned air or ground weapons engagements. Employs electronic warfare (EW) and electronic support measures (ESM) techniques and procedures. Gathers, records, displays, and disseminates mission, track, target location, battle management, and weapons status information. Operates and manages secure and unsecured communications nets with airborne and ground agencies. Performs mission-planning activities. Observes and compiles crew member, mission, and equipment data for postmission reports and analysis. Related DoD Occupational Subgroup: 122100.

2. Duties and Responsibilities.

2.1. Performs duties as a mission crew aircrew member employing manual and computer-assisted active and passive airborne-based sensor systems to acquire, identify, and track airborne, maritime, and ground objects. Displays, interprets and discriminates between valid and invalid targets using synthetic aperture radar, low-light television imagery, computer-generated digital radar returns, electronic identification features, thermal, infrared, or other active or passive acquisition and tracking systems. Provides continuous and accurate object position location for battle management information data bases or active engagement and reconnaissance.

2.2. Uses operational procedures in accordance with unified combatant command or theater rules of engagement to reconnoiter and detect, recognize, and identify objects or targets; and coordinates with manned airborne weapons platforms or indigenous fire control systems to ensure target engagement. Coordinates and exchanges object or target movement and identification information with allied units within and external to assigned battlespace. Maintains external communications links with defensive and offensive air, ground, and naval fire units; and special operations forces to ensure safe passage or fire support of allied forces. Coordinates with air traffic and airspace control agencies ensuring safe aircraft departure, en route flight and recovery operations.

2.3. Performs procedural or sensor-assisted activities to direct weapons engagements. Performs continuous search and provides navigation inputs to correctly position the aircraft or external manned aircraft to acquire, track, and identify targets and friendly positions. Provides command, control, and critical mission-related information to allied aircraft or ground units conducting missions such as offensive and defensive counter-air, interdiction, close air support, combat search and rescue, combat air patrol, reconnaissance, direct action, suppression of enemy air defenses, aerial refueling rendezvous, counter-insurgency, counter narcotics, surveillance, humanitarian relief, noncombatant evacuation and special operations support. Determines and employs various intercept or engagement tactics. Fires gunship weapons on valid targets or targets of opportunity. Responsible for safety of flight of allied air assets under direct operational control, safety of ground forces when working in the close air support troops-in-contact air support role and limiting collateral damage.

2.4. Employs electronic warfare (EW) and electronic support measures (ESM) techniques and procedures. Uses electronic protect (EP) techniques to degrade effectiveness of electronic attack (EA) or external interference. Recommends procedures and techniques to improve EP effectiveness. Configures equipment to eliminate or reduce effects of EW. Employs ESM and external intelligence collection sources to assist in passive detection, tracking, and identification.

2.5. Gathers, records, displays and disseminates mission, track, target location, battle management and weapons status information. Relays threat warning and real-time broadcast intelligence information to aircrews and other agencies. Transmits weapons release conditions to manned air weapons. Receives, verifies, and disseminates valid target and battle damage assessment. Uses different coordinate reference systems to report target or track location and maintains accurate situational and tabular displays or data bases while also maintaining situational awareness.

2.6. Operates and manages secure and unsecured communications nets with airborne and ground agencies. Coordinates with airborne, ground, and maritime agencies in distributing and relaying operational, threat, intelligence, video, and identification data via voice or data link systems.

2.7. Performs mission planning activities. Plans for operational missions in accordance with unified combatant command or theater rules of engagement. Operates mission planning ancillary equipment to initialize information for download to airborne mission systems. Receives, interprets, extracts and disseminates relevant Air Tasking Order (ATO), Special Instructions (SPINS), and fire support annex information. Researches and studies target imagery, ground and air order of battles, or target offensive and defensive capabilities from various sources. Assembles target information, locates forces and determines hostile defensive locations and possible tactics. Assists in navigation and fire control planning. Determines effective air or ground weapons control and delivery tactics to achieve overall mission objectives.

2.8. Observes and compiles crew member, mission and equipment data for post-mission reports and analysis. Evaluates systems capabilities and recommends improvements. Conducts initial, qualification, upgrade or continuation training for aircrew members. Identifies and corrects faulty operational techniques. Reviews trends analysis. Maintains publications and currency items.

3. Specialty Qualifications.

3.1. Knowledge:

3.1.1. For award of AFSC 1A4X1X, knowledge is mandatory of active and passive airborne sensor systems fundamentals; electro-optical sensor theory; characteristics and limitation of airborne battle management, surveillance, mission systems and gunship operations; target detection, recognition, identification, and tracking capabilities; computer-generated console situation and tabular displays, electronic generated data, ATO, SPINS, and fire support annex; receiving, recording, and relaying operational threat data; identification procedures and techniques; EA and EP or ESM functions; data link requirements; communications systems; emergency procedures and equipment; maintaining publications; emergency action procedures; and command or theater battle management activities.

3.1.2. For award of AFSC 1A471D, knowledge is mandatory of air weapons control procedures and techniques, and aircraft performance characteristics and armament.

3.2. Education. For entry into this specialty, completion of high school or general educational development equivalency is mandatory.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 1A431 Completion of the basic airborne battle management systems course.

3.3.2. 1A451D. Completion of AWACS Weapons Director Training.

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

3.4.1. 1A451. Qualification in and possession of AFSC 1A431. Experience in functions such as target detecting, tracking, reporting target information or receiving, displaying, recording, and relaying threat command, control, and intelligence data from airborne battle management system functions and activities.

3.4.2. 1A451D. Combat mission ready certification as a weapons director.

3.4.3. 1A471. Qualification in and possession of AFSC 1A451. Also, experience performing or supervising, or airborne battle management system functions and activities.

3.4.4. 1A471D. Qualification in and possession of 1A451D or combat mission ready certification as a weapons director.

3.4.5. 1A491. Qualification in and possession of 1A471/71D. Experience in managing airborne battle management systems, weapons control or gunship sensor systems activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. See **Attachment 39** for entry requirements.

3.5.2. For entry, award, and retention of AFSCs 1A4X1/X1D:

3.5.2.1. Physical qualification for aircrew duty according to AFI 48-123, *Medical Examination and Standards*, Class III medical standards.

3.5.2.2. Qualification for aviation service according to AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*.

3.5.3. For entry into AFSC 1A451D, individual must be an E-4 or above and possess AFSC 1A451.

3.5.4. For entry, award, and retention of AFSCs 1A451D/71D, physical qualification for Weapons Director duty according to AFI 48-123.

3.5.5. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 1A4XXX, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

4. *Specialty Shredouts.

Suffix	*Portion of AFS to Which Related*
D	Weapons Director

NOTE: Shredouts are applicable to the 5- and 7-skill levels only.

CEM Code 1A500

AFSC 1A591, Superintendent

AFSC 1A571, Craftsman

AFSC 1A551, Journeyman

AFSC 1A531, Apprentice

AFSC 1A511, Helper

AIRBORNE MISSIONS SYSTEMS

1. Specialty Summary. Operates, monitors, inspects, tests, maintains, optimizes and evaluates surveillance radar, computer, display, identification friend or foe (IFF), and ancillary systems equipment. Supervises and manages airborne mission system operation. Related DoD Occupational Subgroup: 115000.

2. Duties and Responsibilities.

2.1. Inspects and performs flight duties on radar, computer, display, IFF and ancillary equipment. Performs airborne equipment maintenance, and preflight, in-flight, and post-flight inspections. Performs initial power-on and testing of mission systems equipment. Plans, organizes, and coordinates mission systems activities. Prepares reports on operating, maintaining, and repairing airborne missions systems equipment.

2.2. Operates, monitors, maintains, and tests radar, computer, display, IFF, and ancillary equipment to achieve optimum performance. Isolates malfunctions using visual inspections, special test equipment, built-in-test, fault-isolation-test, built-in-equipment, and diagnostic software routines. Monitors warning and failure indicators and lights for cooling loss, equipment overheat, and system failure. Removes and replaces defective components. Makes system adjustments using applicable software and technical order procedures. Directs personnel in operating and maintaining airborne mission systems. Advises and assists personnel on techniques for optimum equipment operation. Provides direction and assistance for assigned personnel to maintain work standards. Controls work flow.

2.3. Establishes, supervises, and directs aircrew training. Develops and directs instruction in equipment operation and troubleshooting. Ensures standardized procedures are used to teach in-flight equipment operation, maintenance, and repair. Determines need for specific instruction, and establishes training programs on mission systems.

2.4. Evaluates airborne mission systems operation and maintenance activities. Evaluates compliance with technical manuals, regulations, and work standards. Serves on or directs airborne mission systems inspection teams to evaluate in-flight maintenance and operational programs. Interprets inspection reports and prescribes corrective actions.

2.5. Manages operating and maintenance functions. Maintains operational inspection and maintenance records and documents. Reviews unusual and difficult problems in operation and in-flight maintenance of equipment. Recommends methods, techniques, and procedures to enhance maintenance and operational

capabilities, and improve mission system options. Advises on mission systems operation and maintenance, and coordinates on research and development projects.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of airborne radar and computer systems; mission systems forms and reports; electronic principles, including integrated and transistor circuits; pulsing techniques, shift registers, counters, buffers, logic gates, and flip flops; solid state devices, principles of radio frequency (RF), phase shifting devices, RF transmitters and receivers as applied to airborne warning and control radar and IFF systems; capabilities, limitations, operations, and functions of electronic test equipment; binary, octal, and hexadecimal numbering systems; basic computer programming techniques; interpreting technical orders, wiring diagrams, logic diagrams, wire lists, and processed data lists; digital data processing; general purpose computers and interface unit; pulse Doppler theory; software diagnostic routines; and maintaining nuclear hardness as it applies to airborne computer, data display, radar, IFF, and ancillary systems.

3.2. Education. For entry into this specialty, completion of high school or general educational development equivalency is mandatory. Also, completion of courses in physics, computer principles, and mathematics is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 1A531. Completion of the Airborne Mission Systems course.

3.3.2. 1A551. Completion of applicable field training detachment school.

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

3.4.1. 1A551. Qualification in and possession of AFSC 1A531. Also, experience in functions such as operating, repairing, and testing electronic computer systems equipment, and using electronic test equipment, in-flight modification, repair, and maintenance of airborne warning and control or aircraft control and warning radars and IFF systems.

3.4.2. 1A571. Qualification in and possession of AFSC 1A551. Also, experience performing or supervising airborne computer systems and airborne radar systems activities.

3.4.3. 1A591. Qualification in and possession of AFSC 1A571. Also, experience is mandatory in managing functions such as in-flight operations, maintenance, and repair of airborne electronic mission and communications systems.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

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

3.5.2.1. Physical qualification for aircrew duty according to AFI 48-123 Class III medical standards.

3.5.2.2. Qualification for aviation service according to AFI 11-402*, Aviation and Parachutist Service, Aeronautical Ratings and Badges*.

3.5.3. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 1A5XX, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

CEM Code 1A600

AFSC 1A691, Superintendent

AFSC 1A671, Craftsman

AFSC 1A651, Journeyman

AFSC 1A631, Apprentice

AFSC 1A611, Helper

FLIGHT ATTENDANT

1. Special Duty Summary. Provides for safety of passengers. Plans, coordinates, and manages cabin duties. Performs aircrew functions. Manages flight attendant activities and related duties. Related DoD Occupational Subgroup: 155300.

2. Duties and Responsibilities.

2.1. Provides for passenger safety during aircraft operations. Demonstrates and maintains proficiency in emergency equipment use, emergency procedures, and egress. Briefs passengers. Responsible for orderly expeditious evacuation of passengers and crew. Provides emergency medical assistance.

2.2. Performs preflight, through-flight, and post flight inspections of aircraft emergency, cabin, and galley equipment. Operates aircraft systems and equipment such as electrical, interphone, doors, exits. Responsible for cleanliness of aircraft interior away from home station.

2.3. Provides for passenger comfort during aircraft operations. Plans all menus and coordinates meal requirements. Purchases required foodstuffs and supplies to serve meals and beverages. Stores and preserves food items. Provides cabin service and monitors passengers in-flight.

2.4. Supervises loading and off-loading of aircraft. Validates passenger manifest. Performs passenger and baggage inspections. Supervises loading and unloading of baggage. Applies restraint devices such as straps and nets to prevent shifting during flight. Ensures access to escape exits.

2.5. Prepares and checks forms, records, and documents. Prepares records and documents including cash collection forms. Provides guidance on foreign clearance requirements, such as immunizations, customs, and courtesies, entry and departure procedures, and necessary documentation. Prepares aircraft border clearance forms and assists passengers and crew with individual clearance requirements. Inventories supplies and equipment.

2.6. Manages flight attendant activities. Administers qualification flights for flight attendant duties. Discusses findings and recommends corrective action. Coordinates flight attendant activities. Resolves operational problems.

3. Special Duty Qualifications.

3.1. Knowledge. Knowledge is mandatory of normal and emergency aircraft procedures, emergency equipment location and use, first aid, galley equipment, food handling, dispensing food and beverages aboard aircraft, customer service and relations, communications, technical publications and flying directives, border agency clearance.

3.2. Education. For entry into this specialty, completion of high school with courses in home economics, customer service, and speech are desirable.

3.3. Training. For award of AFSC 1A631, completion of the Flight Attendant course is mandatory.

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

3.4.1. 1A651. Qualification in and possession of AFSC 1A631. Also experience in mission planning and management, culinary skills, supervising flight attendant activities.

3.4.2. 1A671. Qualification in and possession of AFSC 1A651. Also experience managing flight attendant activities.

3.4.3. 1A691. Qualification in and possession of AFSC 1A671. Also experience in directing flight attendant activities, analyzing and interpreting directives.

3.5. Other. The following are mandatory as indicated:

3.5.1. See **Attachment 39** for entry requirements.

3.5.2. The following are mandatory for entry, award, and retention of these AFSCs:

3.5.2.1. Physical qualification for aircrew duty according to AFI 48-123, *Medical Examination and Standards,* Class III medical standards.

3.5.2.2. Qualification for aviation service according to AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges.*

3.5.2.3. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 1A6XX, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim SSBI has been granted according to AFI 31-501.

3.5.2.4. Prior qualification in any AFSC at the 5-skill level, (3 level if no 5 level).

3.5.2.5. Minimum age of 21.

3.5.2.6. The ability to speak clearly and distinctly.

3.5.2.7. Qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations*.

CEM Code 1A700

AFSC 1A791, Superintendent

AFSC 1A771, Craftsman

AFSC 1A751, Journeyman

AFSC 1A731, Apprentice

AFSC 1A711, Helper

AERIAL GUNNER

(Established 31 Oct 00)

1. Specialty Summary. Inspects, operates, and secures armament systems and subsystems, and performs aircrew functions under training, combat, or testing conditions. Instructs unit gunners concerning airborne weapon systems, procedures, and tactics. Related DoD Occupational Subgroup: 164600.

2. Duties and Responsibilities.

2.1. Operates airborne weapon systems and associated equipment. Performs preflight and postflight inspections of guns, defensive systems, and related aircraft equipment. Briefs passengers as required. Participates as a crewmember during training, combat, and test missions. Uses night vision goggles (NVGs) to perform scanner duties in relation to particular aircraft type and mission. Operates aircraft systems, auxiliary, and rescue equipment as dictated by mission requirements. Assists and coordinates with other positions to ensure safe employment of weapons, defensive systems, hoist, and related equipment. Performs aerial gunner functions as dictated by aircraft and mission type during integrated air or ground operations. Maintains munitions account or subaccount and forecasts for ammunition requirements to include flares and small ammunition. Positions and manages ammunition and weapon systems to ensure maximum economy of force. Assists the flight engineer during aircraft emergencies and remote operations.

2.2. Performs inflight maintenance of airborne weapons systems and associated equipment. Ensures maximum availability and utilization of weapon systems. Performs all prestrike, strike, and poststrike requirements with special emphasis on malfunction analysis and repair. Applies quick and decisive action to restore malfunctioning systems to operational condition. Conducts thorough airborne analysis and evaluation of weapons and defensive systems and associated equipment. Documents all malfunctions and discrepancies.

2.3. Adheres to flying, weapon, and explosive safety standards, conducts inflight and ground training in all facets of aircrew duties, airborne guns, defensive systems, and related equipment.

2.4. Plans, organizes, and directs aerial gunner activities. Establishes standards governing safety, work methods, and procedures. Provides resources, equipment, directives, and technical information appropriate to the mission and assigned aircraft. Evaluates operational efficiency of aircrews and systems. Analyzes trends affecting aircrew performance and takes necessary action.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of theory and application of electrical, mechanical, and hydraulic principles applying to airborne weapons and allied equipment, components, and systems; employment and care of ammunition and ammunition systems; principles of gun employment and ballistic factors; use of personal equipment, oxygen, and communications systems; aircraft emergency equipment and procedures, gun malfunction analysis and repair; use and interpretation of diagrams, schematics, charts, technical publications, explosive safety, and flight manuals.

3.2. Education. For entry into this specialty, completion of high school or general educational development equivalency is mandatory. Also, completion of mechanical or electrical courses is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. AFSC 1A731. Completion of the basic aerial gunner course.

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

3.4.1. 1A751. Qualification in and possession of AFSC 1A731. Also, experience performing as an aircrew member, inspecting, operating, and troubleshooting aircraft and airborne armament systems, performing scanning duties, and using NVGs.

3.4.2. 1A771. Qualification in and possession of AFSC 1A751. Also, experience performing and supervising functions such as: aircrew duties associated with inspecting, operating, and troubleshooting airborne armament systems, performing scanner duties, NVG applications, ensuring safe and effective weapon employment, aircrew training and evaluation, and the accomplishment of all necessary reports and forms.

3.4.3. 1A791. Qualification in and possession of AFSC 1A771. Also, experience in managing aerial gunner activities and functions.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

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

3.5.2.1. Physical qualification for aircrew duty according to AFI 48-123, *Medical Examination and Standards,* Class III medical standards.

3.5.2.2. Qualification for aviation service according to AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges.*

3.5.2.3. Normal depth perception as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.2.4. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 1A7XX, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

CEM Code 1A800

AFSC 1A891, Superintendent

AFSC 1A871*, Craftsman

AFSC 1A851*, Journeyman

AFSC 1A831*, Apprentice

AFSC 1A811*, Helper

AIRBORNE CRYPTOLOGIC LINGUIST

1. Specialty Summary. Operates, evaluates, and manages airborne signals intelligence information systems and operations activities. Performs and supervises identification, acquisition, recording, translating, analyzing, and reporting of assigned voice communications. Provides signals intelligence threat warning support and interfaces with other units. Performs and assists in mission planning. Maintains publications and currency items. Maintains and supervises communication nets. Transcribes, processes, and conducts follow-up analysis of assigned communications. Related DoD Occupational Subgroup: 123200.

2. Duties and Responsibilities.

2.1. Processes signal intelligence information. Operates airborne signals intelligence systems and mission equipment. Uses radio receivers, recording equipment, operator workstations and related equipment. Tunes receivers to prescribed frequencies. Performs frequency search missions over specified portions of radio spectrums. Monitors, records, complies, and examines signals intelligence information. Translates, evaluates, and reports on assigned communications. Records and correlates data and performs preliminary analysis. Identifies and analyzes traffic for reportable significance. Improves and analytical methods and procedures and maximizes operational effectiveness. Compiles operational data for mission reports.

2.2. Provides signal intelligence information support. Compares displays and data with in-flight signal intelligence data and database files. Performs and assists in mission planning and developing air tasking orders. Displays, records, and distributes operational information. Receives, transmits, and relays encoded and decoded messages. Uses coordinate reference systems. Coordinates mission profile requirements. Record special interest mission information. Maintains status of mission aircraft, targets, and air tasking order information. Monitors employment of assigned air assets and operations.

2.3. Provides threat warning support. Provides support for friendly air forces to intercept, identify, and engage airborne, ground, and maritime targets. Provides threat warning information to aircrews and other agencies. Coordinates with airborne, ground, and maritime agencies to distribute and relay operational threat and identification data. Transmits identification and other mission information.

2.4. Coordinates and exchanges identification information. Coordinates with aerospace rescue and recovery services and operations. Maintains liaison with reporting agencies required for mission execution.

2.5. Manages mission activities. Manages standardization, qualification, reports, records, and other requirements. Ensures accuracy, completeness, format, and compliance with current directives and mission system performance engineering, preventive maintenance programs, and aircrew procedures.

2.6. Performs aircrew duties. Demonstrates and maintains proficiency in emergency equipment use and procedures, and egress. Performs pre-flight, through-flight, and post-flight inspections. Operates aircraft systems and equipment, such as electrical, interphone, doors, and exits. Performs preventive maintenance on mission equipment. Ensures equipment and resources are externally clean, functional, and free from safety hazard. Reports malfunctions and observations. Supervises loading and off-loading of classified material and personal aircrew gear. Applies restraint devices, such as straps and nets, to prevent shifting during flight. Ensures access to escape exits.

2.7. Maintains technical aids, logs, and records. Compiles and maintains operation records and statistics. Ensures logs, forms, and correspondence are properly completed, annotated, and distributed. Monitors and maintains working aids, and analytical references.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of a designated language; role and purpose of cryptologic support operations; joint service relationships and operational concepts; organization of national intelligence structure; tasking strategies; radio communications operations theory; communications techniques; operation of acquisition, recording, and processing equipment; communications networks; formats, terminology, and theory of traffic analysis; organization of designated military forces; geography, reporting principles, procedures, and format; procedures for processing and distributing intelligence data; functions and operations of electronic equipment; basic computer operations, and methods for handling, distributing, and safeguarding information.

3.2. Education. For entry into this specialty, completion of high school or general educational development equivalency is mandatory. Also, completion of courses in foreign languages, mathematics, keyboarding, and computers is desirable.

3.3. Training. For award of AFSC 1A831X, completion of a designated airborne cryptologic linguist course is mandatory.

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

3.4.1. 1A851X. Qualification in and possession of AFSC 1A831X. Also, experience performing airborne cryptologic linguist functions.

3.4.2. 1A871X. Qualification in and possession of AFSC 1A851X. Also, experience performing or supervising airborne cryptologic linguist activities.

3.4.3. 1A891. Qualification in and possession of AFSC 1A871X. Also, experience managing supervising airborne cryptologic linguist activities and resources.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. No record or history of temporomandibular joint pain or disorder.

3.5.1.2. A minimum score of 95 for language difficulty categories I, II, and III and a minimum score of 100 for language difficulty category IV on the Defense Language Aptitude Battery; or demonstrated proficiency in a designated language.

3.5.1.3. See **Attachment 39** for additional entry requirements.

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

3.5.2.1. Physical qualification for aircrew duty according to AFI 48-123, *Medical Examination and Standards,* Class III medical standards.

3.5.2.2. Qualification for aviation service according to AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges.*

3.5.3. For award and retention of AFSCs 1A831X/51X/71X/91/00:

3.5.3.1. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 1A8XXX, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim SSBI has been granted according to AFI 31-501.

3.5.3.2. Ability to aurally comprehend, read, and write a designated language with practical fluency.

3.5.3.3. Ability to type at a rate of 25 words per minute.

4. Specialty Shredouts.

Suffix	*Portion of AFS to Which Related*
A	Germanic
B	Romance
C	Slavic
D	Far East
E	Mid East

NOTE: See AFI 36-2605, *Air Force Military Personnel Testing System,* for a complete listing of specific foreign language codes.

Attachment 7

COMMAND AND CONTROL SYSTEMS OPERATIONS CAREER FIELD (1C)

Introduction

The Command and Control Systems Operations Career Field encompasses the functions involved in aerospace surveillance and aerospace vehicle detection, including missile-warning systems, controlling, and plotting. This field includes control tower and airways operations; ground-controlled approach procedures; operation of all types of ground radar and related communications equipment, except weather equipment; either manual or semiautomatic plotting functions, or both, performed in aircraft filter centers and intercept control centers; establishing and providing air traffic control services in forward operating areas; operation of space surveillance and detecting and tracking equipment; operation of airborne search and height finding type of radar equipment; airfield management functions of dispatching, maintaining flight plan processing area of flight information data, and coordinating base operations and air operations functions with air traffic control agencies; operations systems management functions of maintaining custodial control and accountability of flight records, preparing and processing aeronautical orders and military pay orders, and compiling, recording, and auditing input data for resource management data systems; performance of command and control functions; operation of electronic warfare countermeasures equipment; functions of operating radio transceivers and associated equipment; performing preventive maintenance on radio communications and related equipment; submitting close air support, tactical air reconnaissance, and airlift mission requests; assisting forward air controllers in tactical air mission planning and operation; and providing terminal strike control as interim substitutes for forward air controllers in emergency conditions.

CEM Code 1C000

AFSC 1C091, Superintendent

AFSC 1C071, Craftsman

AFSC 1C051, Journeyman

AFSC 1C031, Apprentice

AFSC 1C011, Helper

AIRFIELD MANAGEMENT

1. Specialty Summary. Supervises and performs airfield management functions and activities. Coordinates with aircrews, air traffic control, and various base agencies that provide for safe operation of aircraft in the airfield environment and through national and international airspace. Related DoD Occupational Subgroup: 155600.

2. Duties and Responsibilities.

2.1. Procures, maintains, and produces information on safe operation of aircraft through the national and international airspace system. Information includes flight plans, Flight Information Publications, aeronautical charts and maps, Notice to Airmen (NOTAM), local airfield and navigational aid status, and weather information.

2.2. Directs, assists, and provides aircrews with information and services to accomplish operational activities relating to airfield management and flight planning. Coordinates with base agencies to meet aircrew requirements for billeting, messing, refueling, transportation, and transient aircraft maintenance.

2.3. Inspects airfields. Plans and coordinates airfield construction. Ensures a safe operating environment for personnel and aircraft operation.

2.4. Performs mobile airfield management functions and activities for worldwide deployment of USAF aircraft.

2.5. Performs and supervises airfield management activities. Coordinates with agencies such as air traffic control, civil engineers, and command post to ensure support of airfield management activities.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of International Civil Aviation Organization; United States federal and military air regulation; aeronautical charts, maps, and publications; flight data and NOTAM systems; familiarity of navigational aids; basic aircraft design characteristics; fundamentals of meteorology; and principles of organization, purpose, operation, and management of airfield operational areas.

3.2. Education. For entry into this specialty, completion of high school with a course in typing is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 1C031. Completion of a basic airfield management course.

3.3.2. 1C071. Completion of the advanced airfield management course.

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

3.4.1. 1C051. Qualification in and possession of AFSC 1C031. Also, experience in functions such as: flight data processing, NOTAM processing, emergency response actions, and maintaining flight information data and supportive displays.

3.4.2. 1C071. Qualification in and possession of AFSC 1C051. Also, experience performing or supervising functions such as: airfield inspections, coordination of airfield construction or repairs, processing airfield waivers, or conducting airfield surveys of non-DoD airfields for use of USAF aircraft.

3.4.3. 1C091. Qualification in and possession of AFSC 1C071. Also, experience managing functions such as airfield management activities, preparing or reviewing policies and directives for airfield management or ensuring coordination with agencies to improve airfield management functions.

3.5. Other. The following items are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

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

3.5.2.1. Ability to speak distinctly.

3.5.2.2. Qualification to operate a government vehicle according to AFI 24-301, *Vehicle Operations*.

3.5.3. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 1C0X1 and 1C000, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

CEM Code 1C000

AFSC 1C092, Superintendent

AFSC 1C072, Craftsman

AFSC 1C052, Journeyman

AFSC 1C032, Apprentice

AFSC 1C012, Helper

AVIATION RESOURCE MANAGEMENT

1. Specialty Summary. Performs and manages aviation and parachutist Host Aviation Resource Management (HARM) and Squadron Aviation Resource Management (SARM) functions related to scheduling, standardization and evaluation, flying and ground training, aviation flight records, parachutist jump records and squadron operations. Operates and maintains the Aviation Resource Management System (ARMS). Related DoD Occupational Subgroup: 155600.

2. Duties and Responsibilities.

2.1. Interprets public law, plans, organizes, and directs aircrew and parachutist resource activities. Reviews aviation mission accomplishment reports for accuracy. Initiates actions to support aviation management policies and procedures, and conducts aircrew and parachutist interviews. Prepares and processes aeronautical and military pay orders and flight authorizations.

2.2. Performs aviation and parachutist resource management functions. Monitors flight physicals, physiological training, aircrew qualifications, and other aircrew and parachutist-related programs. Schedules aircrew training and aircraft sorties, and maintains mission information. Monitors individual flight requirements, unit flying hours, and aviation requirement changes.

2.3. Maintains control and accountability for ARMS data. Controls security access to ARMS data interfaces, and advises on matters pertaining to ARMS requirements and modifications.

2.4. Inspects and evaluates production and maintenance of aviation flight and parachutist jump records, files, and reports. Evaluates completed work and group performance. Ensures functional directives are accurate and complete. Reviews aviation resource management procedures and recommends changes. Reviews trend analysis.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of rated, career enlisted aviators, nonrated, operational support, and parachutist duty classifications and aviation management policies; aircrew and parachutist continuation and qualification training and upgrade; flying hour and flying incentive pay.

3.2. Education. For entry into this specialty, completion of high school with courses in oral communications and computer operations is desirable.

3.3. Training. For award of AFSC 1C032, completion of the basic aviation resource management course is mandatory.

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

3.4.1. 1C052. Qualification in and possession of AFSC 1C032. Also, experience in functions such as scheduling aircrew training, and aircraft sorties, host aviation, or squadron aviation functions.

3.4.2. 1C072. Qualification in and possession of AFSC 1C052. Also, experience in performing or supervising functions such as aircrew scheduling, aviation flight and parachutist jump records maintenance, or maintaining ARMS.

3.4.3. 1C092. Qualification in and possession of AFSC 1C072. Also, experience in preparing and interpreting aviation and parachutist resource management policies and directives.

3.5. Other:

3.5.1. The following are mandatory as indicated:

3.5.1.1. See **Attachment 39** for entry requirements.

3.5.1.2. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 1C0X2 and 1C000, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

3.5.1.3. Ability to speak distinctly is mandatory for entry, award, and retention of these AFSCs.

CEM Code 1C100

AFSC 1C191, Superintendent

AFSC 1C171, Craftsman

AFSC 1C151, Journeyman

AFSC 1C131, Apprentice

AFSC 1C111, Helper

AIR TRAFFIC CONTROL

1. Specialty Summary. Controls en route and terminal air traffic by use of visual, radar, and nonradar means. Supervises and manages air traffic control (ATC) facilities. Related DoD Occupational Subgroup: 122200.

2. Duties and Responsibilities. Controls and regulates en route and terminal air traffic. Initiates and issues ATC clearances, instructions, and advisories to ensure the safe, orderly, and expeditious flow of air traffic operating under instrument and visual flight rules. Plans, organizes, directs, inspects, and evaluates ATC activities.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of ATC principles and procedures; flight characteristics of aircraft; International Civil Aviation Organization and United States federal and military air directives; use of aeronautical charts, maps, and publications; interpretation, use, and limitations of ATC radar; use of ATC communications systems and navigational aids; and fundamentals of meteorology. United States Air Force certification as an ATC specialist satisfies these requirements. Not a part of the certification requirements, knowledge is also mandatory of principles of organization, purpose, operation, and management of ATC facilities.

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

3.3. Training. For award of AFSC 1C131, completion of an ATC operator course is mandatory.

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

3.4.1. 1C151. Qualification in and possession of AFSC 1C131. Also, experience is mandatory performing functions involving actual control of aircraft.

3.4.2. 1C171. Qualification in and possession of AFSC 1C151. Also, experience is mandatory supervising or performing ATC functions.

3.4.3. 1C191. Qualification in and possession of AFSC 1C171. Also, experience is mandatory managing ATC functions.

3.5. Other. The following are mandatory as indicated:

3.5.1. See **Attachment 39** for entry requirements.

3.5.2. For entry, award, and retention of these AFSCs, physical qualification for ATC operation according to AFI 48-123, *Medical Examination and Standards*.

3.5.3. For performance of ATC duties, possession of a Federal Aviation Administration ATC Specialist Certificate.

3.5.4. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 1C1X1 and 1C100, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

CEM Code 1C200

AFSC 1C291, Superintendent

AFSC 1C271, Craftsman

AFSC 1C251, Journeyman

AFSC 1C231, Apprentice

AFSC 1C211, Helper

COMBAT CONTROL

1. Specialty Summary. Directs and controls the delivery and battlefield application of lethal and nonlethal airpower. Uses visual and electronic aids to control airhead in the area of responsibility (AOR). Establishes long-range command and control communications and intelligence (C3I) nets. Related DoD Occupational Subgroup: 125000.

2. Duties and Responsibilities.

2.1. Conducts reconnaissance and surveillance of potential assault zones and target areas. Plans, coordinates, and conducts operations using advanced technologies to support reconnaissance and target identification. Records and submits Terminal Instrument Procedures (TERPS) data and site surveys of assault zones (drop, landing, forward area refueling points (FARP)) and other areas critical to aviation. Evaluates and relays status of airfields and assault zones to inbound aircraft and higher headquarters. Provides limited weather observations, including surface and altitude wind data, temperature, and cloud heights. Reports current battlefield information.

2.2. Plans, organizes, supervises, and establishes air traffic control (ATC) in the target area. Initiates, coordinates, and issues ATC clearances, holding instructions, and advisories to maintain aircraft separation and promote safe, orderly, and expeditious flow of traffic under visual or nonradar flight rules. Operates and monitors portable and mobile communications equipment and terminal and en route navigation aids required to control and support air traffic in forward areas. Prepares and issues advisories to pilots, ATC and other agencies concerning weather, notice-to-airmen information, air traffic flow control measures, and wake turbulence. Provides flight assistance and emergency service to air traffic. Records weather and ATC data. Controls vehicular traffic on the airport movement.

2.3. Identifies, assesses, and marks assault zones with visual and electronic navigation aids for day and night air-land and airdrop operations. Coordinates clearances, instructions, advisories, and air traffic movement with forward and rear area commanders. Uses ground-to-air communications equipment and visual and electronic systems to control and expedite the movement of en route, arriving, and departing air traffic. Directs actions to handle aircraft emergencies or mishaps. Coordinates with medical personnel on casualty and patient staging points. Provides airlift operations support that cannot be provided by combat communications groups or other agencies. Operates Global Positioning Systems (GPS) equipment to navigate for infiltration or exfiltration and locate assault zones. Coordinates airfield ground support (crash/fire/rescue, sweep). Maintains qualification on primary assigned weapons.

2.4. Conducts fire support operations. Plans, coordinates, and conducts fire support operations to include close air support (CAS) and supporting arms. Employs visual and electronic navigation and marking equipment to direct aviation assets to target. Issues weapons release clearance.

2.5. Deploys into forward areas and forward operating locations by land (mounted, special purpose vehicle or dismounted), sea (surface or subsurface naval vessel, small watercraft, self contained underwater breathing apparatus (SCUBA), or surface swim) or air (parachute, airmobile, air-land) to participate in the full spectrum of military operations to include air expeditionary force (AEF), force projection, direct action (DA), counterterrorism (CT), counterproliferation (CP), foreign internal defense (FID), humanitarian assistance (HA), special reconnaissance (SR), personnel recovery (PR), noncombatant evacuation operations (NEO), integrated survey program (ISP), counter drug (CD) and fire support operations (FSO). Uses demolitions to remove obstacles affecting safe air traffic flow in the target area.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of ATC and combat control principles and procedures; aircraft flight characteristics; encompassing tactical airlift and weapons delivery; air and surface firepower systems and effects; International Civil Aviation Organization, Federal Aviation Administration, and military air regulations; map, aeronautical chart, and publication use; characteristics and use of tactical and ATC communications systems and equipment, air navigation aids, night vision equipment GPS, and other operational equipment; meteorology principles; deployment procedures; joint service operation; infiltration techniques; movement and route selection; alternate insertion and extraction systems (AIES); parachute procedures and equipment; jump master training and small unit tactics; amphibious and scuba operations; and small arms and destructive demolition applications.

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

3.3. Training.

3.3.1. Completion of the following courses is mandatory for award of AFSC 1C231:

3.3.1.1. Combat Control Orientation Course.

3.3.1.2. Combat Control Operator (Air Traffic Control).

3.3.1.3. Combat Survival.

3.3.1.4. Underwater Egress (S-V84-A).

3.3.1.5. Airborne (Parachutist).

3.3.1.6. Combat Control School.

3.3.2. Completion of the following courses is mandatory for award of AFSC 1C251:

3.3.2.1. Military Freefall Parachutist (Parachutist).

3.3.2.2. Combat Diver Qualification Course.

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

3.4.1. 1C251. Qualification in and possession of AFSC 1C231. Also, experience in reconnaissance, terminal control, and combat enabling tasks.

3.4.2. 1C271. Qualification in and possession of AFSC 1C251. Also, experience performing or supervising duties involving reconnaissance and terminal control enabling tasks.

3.4.3. 1C291. Qualification in and possession of AFSC 1C271. Also, experience managing operations involving reconnaissance, terminal control, and combat control enabling tasks.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Successful completion of the Combat Control Team (CCT) Physical Ability and Stamina Test (PAST).

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. For entry, award, and retention of AFSCs 1C211/31/51/71, physical qualification for air traffic controller duty, marine diving duty, and parachute duty according to AFI 48-123*, Medical Examination and Standards*.

3.5.3. For entry, award, and retention of AFSCs 1C211/31/51/71/91/00 qualification to bear firearms according to AFIs 31-207, *Arming and Use of Force By Air Force Personnel;* 36-2226, *Combat Arms Training and Maintenance* (CATM); and AFSOCI 36-2204, *Special Tactics Operator Training*.

3.5.4. For award and retention of AFSCs 1C231/51/71/91/00:

3.5.4.1. Physical qualification and maintenance of personal physical standards as defined in AFI 13-219, *Special Tactics Standards and Evaluation*, and AFSOCI 36-2204, *Special Tactics Training.*

3.5.4.2. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 1C2XX, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

3.5.5. For award and retention of AFSCs 1C251/71/91/00:

3.5.5.1. Qualification as a static line and military freefall parachutist.

3.5.5.2. Qualification as a SCUBA diver.

CEM Code 1C300

AFSC 1C391, Superintendent

AFSC 1C371, Craftsman

AFSC 1C351, Journeyman

AFSC 1C331, Apprentice

AFSC 1C311, Helper

COMMAND POST

1. Specialty Summary. Manages and performs activities within command posts (CP), operations centers, rescue coordination centers, and command centers. Provides command, control, communications, and information support. Receives and relays command and control (C2) instructions and records, and collects, processes, and submits manual and automated data products. Establishes procedures for operational reports, readiness reports, and the Status of Resources and Training System (SORTS) report. Reports international treaty compliance information. Uses communications systems and consoles to affect positive control of assigned forces and weapons systems. Ensures compliance with CP policies and procedures. Related DoD Occupational Subgroup: 125000.

2. Duties and Responsibilities.

2.1. Performs nuclear C2 actions in the execution phase of Emergency War Orders, and directs conventional C2 actions supporting Emergency Plans, Operations Orders, and Operations Plans. Relays C2 instructions for launch, execution, diversion, recall, evacuation, recovery, recycle, and reconstitution of forces. Coordinates and executes search and rescue activities. Receives, processes, and disseminates emergency action messages via voice and record copy. Coordinates with other agencies and organizations during planning, executing, and evaluation phases of CP operations. Initiates, receives, and takes action on alert messages. Flight-follows aerospace resources and monitors mission status. Ensures proper use and control of resources and classified material. Develops and evaluates CP processes. Ensures operational readiness and adherence to standards. Recommends actions to correct CP deficiencies. Maintains and disseminates local and worldwide forecasts and current weather. Ensures existing directives for executing and controlling assigned forces are understood and properly applied.

2.2. Prepares and submits operational, readiness, and SORTS reports. Analyzes and disseminates information derived from operational and readiness reports. Develops operational reporting procedures. Manages base-wide SORTS program. Develops procedures, maintains databases, trains personnel, and conducts staff assistance visits. Ensures SORTS data is current and accurate. Monitors and reports information on international treaty requirements and aerospace assets. Reports aerospace mission readiness and disposition of forces information.

2.3. Operates and monitors voice, data, and alerting systems. Develops, maintains, and initiates quick reaction checklists supporting situations such as suspected or actual sabotage, nuclear incidents, natural disasters, aircraft accidents or incidents, evacuations, dispersal, and aerospace anomalies. Maintains oper-

ational status displays. Maintains proficiency in Theater Battle Management Core Systems (TBMCS) and aircraft flight following systems. Establishes staffing, communications, and facility requirements.

2.4. Maintains and provides Communications Security (COMSEC) to include receiving, safeguarding, utilizing, inventorying, and destroying COMSEC material. Maintains CP security, and performs entry control and escort procedures.

2.5. Performs administrative actions. Compiles and maintains entry authority list. Maintains International Civil Aviation Organization document and posts changes to the foreign clearance guide. Coordinates and provides input to base support plans.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of Air Force organization and administration; CP supporting data systems and reporting; automated data processing equipment use, capabilities, and limitations; techniques of presenting data; data collection procedures and summary techniques; purpose of command post for preparing, executing, and controlling assigned forces; emergency actions and directives; command weapon systems movement and transfer procedures; and encode, decode, and authorization procedures used by command of assignment.

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

3.3. Training. For award of the AFSC 1C331, completion of the CP initial skills course is mandatory.

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

3.4.1. 1C351. Qualification in and possession of AFSC 1C331. Also, experience in functions such as handling automated operational data, controlling input and output data from automated CP systems using data processing devices, data coding methods, and communication operations.

3.4.2. 1C371. Qualification in and possession of AFSC 1C351. Also, experience performing or supervising functions of CP operations.

3.4.3. 1C391. Qualification in and possession of AFSC 1C371. Also, experience managing and directing CP functions.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123*, Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

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

3.5.2.1. Continued demonstration of mental and emotional stability.

3.5.2.2. Ability to speak clearly and distinctly.

3.5.3. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 1C3XX, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim SSBI has been granted according to AFI 31-501.

CEM Code 1C400

AFSC 1C491, Superintendent

AFSC 1C471, Craftsman

AFSC 1C451, Journeyman

AFSC 1C431, Apprentice

AFSC 1C411, Helper

TACTICAL AIR COMMAND AND CONTROL

1. Specialty Summary. Performs and manages tactical air control party (TACP) operations. Provides Air Force assistance and expertise in planning and controlling combat air resources. Operates and supervises communications nets to support army ground maneuver units. Related DoD Occupational Subgroup: 125000.

2. Duties and Responsibilities.

2.1. Supervises and conducts mission planning and coordination of combat air resources. Recommends use of combat air resources to support mission requirements, tactics, air support assets, and ordnance capabilities and limitations. Extracts target information from maps. Plans and controls combat air support missions. Coordinates field artillery support.

2.2. Supervises and performs inter-service liaison activities to ensure effective integration of combat air resources on the battlefield. Provides Air Force expertise essential to joint combat operations. Assists with and coordinates air support requests. Plans, prepares, and conducts mission briefings. Assists with and develops fire support coordination plans.

2.3. Manages and operates global positioning systems, and voice and digital TACP combat communications weapons systems. Establishes and operates point-to-point communications nets. Processes and requests combat air resources to support Army ground maneuver units. Directs and employs field expedient antenna techniques.

2.4. Supervises and performs TACP field duties. Deploys to battlefield forward areas and supports Army maneuver units. Uses military maps to navigate to and operate within combat zones. Maintains proficiency with TACP weapons, field equipment, and signaling devices. Selects and supervises preparation of bivouac sites. Directs and applies camouflage and concealment techniques. Manages and conducts operator servicing of TACP vehicles, radios, and field and support equipment.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of Air Force theater air control system and Army air ground system; tactical air support weapons systems; covert and overt signaling and marking; combat intelligence collecting and reporting; individual and crew-served weapons; site selection and defense; Army military symbology, weapons, and equipment; artillery call-for-fire and adjustment procedures; Army combat maneuver unit missions, organization, and tasking; characteristics of mobile and portable communications systems, global positioning systems, and associated equipment; field expedient antennas; vehicle and foot movement techniques; Army and Air Force supply and mobility procedures; Army command and unit staff functions and tasking; interservice and host-tenant support agreements and procedures; TACP vehicle and support equipment operations, management, and operator servicing procedures; tactical air request, coordination, and control procedures; universal transverse Mercator map and compass navigation; and geographical reference coordinate system.

3.2. Education. For entry into this specialty, completion of high school with courses in mathematics is desirable.

3.3. Training. For award of AFSC 1C431, completion of a basic tactical air command and control course is mandatory.

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

3.4.1. 1C451. Qualification in and possession of AFSC 1C431. Also, experience in TACP operations.

3.4.2. 1C471. Qualification in and possession of AFSC 1C451. Also, experience in supervising tactical air command and control operations, personnel, and equipment.

3.4.3. 1C491. Qualification in and possession of AFSC 1C471. Also, experience in managing tactical air command and control activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision and depth perception as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. For entry, award, and retention of AFSCs 1C411/31/51/71, qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations*.

3.5.3. For entry, award, and retention of AFSCs 1C411/31/51/71/91/00, ability to speak English distinctly.

3.5.4. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 1C4XX, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

CEM Code 1C500

AFSC 1C591, Superintendent

AFSC 1C571*, Craftsman

AFSC 1C551*, Journeyman

AFSC 1C531, Apprentice

AFSC 1C511, Helper

AEROSPACE CONTROL AND WARNING SYSTEMS

1. Specialty Summary. Manages and operates aerospace control and warning systems, including functions involving surveillance, identification, weapons control, data link management, communications and computer system management, electronic attack (EA) and electronic protection (EP). Provides radar control and monitoring of air weapons during offensive and defensive air operations. Makes decision in the conduct of air operations and in system equipment management. Related DoD Occupational Subgroup: 122100.

2. Duties and Responsibilities.

2.1. Operates aerospace control and warning systems equipment. Interprets and reacts to radarscope presentation and to generated console displays. Compares and reports track positions based on flight data or data base files. Performs surveillance, identification, weapons control, data link, and data management functions. Conducts mission planning. Prepares and executes air tasking orders and airspace control orders. Participates as a crewmember of an operational unit. Responsible for safety of flight for air operations being controlled. Tears down, loads, unloads, and erects equipment and components.

2.2. Gathers, displays, records, and distributes operational information. Coordinates with and exchanges air movement and identification information among air defense, air control, range control, and air traffic control agencies on matters pertaining to aircraft operations. Operates data link equipment and other automated data exchange devices to gather and relay operation information. Reports emergency signals and EA observations. Maintains logs, forms, and data base files. Evaluates radar detection and performance. Maintains liaison with air defense artillery, and surface and naval fire units to ensure safe passage of friendly air traffic.

2.3. Performs EP functions. Maintains maximum radar sensitivity using EP techniques to eliminate degradation caused by electronic warfare (EW) activities or other influences. Monitors operation of radar inputs and countermeasure consoles, anti-jamming displays, and radar sensors to enhance radar presentations.

2.4. Performs training, planning, standardization and evaluation, and other staff duty functions. Performs staff assistance visits to subordinate units. Tests and evaluates capabilities of new equipment and propriety of new procedures.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of characteristics and limitations of aerospace surveillance and reporting systems; aircraft and missile detection and tracking; communication equipment capabilities and limitations; radar console and data link equipment presentations; receiving, recording and relaying system information; radar and radio capabilities and limitations; fixed and mobile command and control system characteristics; aircraft control procedures and techniques; aircraft performance characteristics and armament; and meteorology concerning air weapons control operations.

3.2. Education. For entry into this specialty, completion of high school or general educational development (GED) equivalency is mandatory. Also, completion of high school level courses in algebra and geometry is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 1C531. Completion of a basic aerospace control and warning systems course.

3.3.2. 1C551D. Completion of undergraduate weapons director training.

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

3.4.1. 1C551. Qualification in and possession of AFSC 1C531. Also experience performing operational functions or aerospace control and warning systems activities; operations of data display and computer input equipment or radar indicator equipment; interpretation of computer generated displays and printouts or radar console presentations of environmental systems operational procedures and techniques.

3.4.2. 1C571. Qualification in and possession of AFSC 1C551. Also, experience performing or supervising functions such as aerospace surveillance and control systems, or EA and EP activities.

3.4.3. 1C571D. Qualification in and possession of AFSC 1C551D. Also, experience performing or supervising radar control and monitoring of air weapons.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards.*

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 1C5XXX, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

3.5.3. For entry into AFSC 1C551D, individual must possess AFSC 1C551.

3.5.4. For entry, award, and retention of AFSC 1C551D/71D, physical qualification for Weapons Director duty according to AFI 48-123, *Medical Examination and Standards*.

4. * Specialty Shredouts.

Suffix	*Portion of AFS to Which Related*
D	Weapons Director

NOTE: Shredout D is applicable to the 5- and 7- skill level only.

CEM Code 1C600

AFSC 1C691, Superintendent

AFSC 1C671, Craftsman

AFSC 1C651, Journeyman

AFSC 1C631, Apprentice

AFSC 1C611, Helper

SPACE SYSTEMS OPERATIONS

1. Specialty Summary. Manages or performs duties in space operations; space surveillance, missile warning, satellite command and control (C2), or space launch activities. Related DoD Occupational Subgroup: 122100.

2. Duties and Responsibilities.

2.1. Detects, identifies, and maintains surveillance on low orbiting and deep space satellite vehicles using active and passive space surveillance systems. Explores new space surveillance technologies, develops new space operational procedures, and employs new space surveillance sensors.

2.2. Detects and tracks sea launched and intercontinental ballistic missiles using a variety of system peculiar sensors. Detects and tracks earth satellites. Forwards information to appropriate command and control agency.

2.3. Plans satellite contacts, resolves emergencies, and performs satellite commanding during launch, early orbit, daily operations, and end-of-life testing. Performs launch and on-orbit operations for military communications and Navstar Global Positioning System satellites. Provides on-orbit telemetry, tracking, and commanding for these and other satellite systems.

2.4. Provides space lift operations support to fulfill war fighting and national requirements. Assists in-flight hardware processing and satellite launch operations for DoD, NASA, and commercial users.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of Satellite C2, space warning and control systems, and space launch processes; orbital mechanics; data analysis procedures; sensor theory; data transmission theory; principles of satellite and ground systems; receiving, recording, and relaying operational data; and administrative practices.

3.2. Education. For entry into this specialty, completion of high school with courses in physics, geometry, trigonometry, algebra, or computer science is desirable.

3.3. Training. For award of the AFSC 1C631, completion of a basic space systems operator course is mandatory.

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

3.4.1. 1C651. Qualification in and possession of AFSC 1C631. Also, experience in functions such as spacelift C2 systems, telemetry processing, ground systems configuration, mission planning, anomaly resolution, and launch operations.

3.4.2. 1C671. Qualification in and possession of AFSC 1C651. Also, experience performing or supervising space systems operations functions and activities.

3.4.3. 1C691. Qualification in and possession of AFSC 1C671. Also, experience managing space systems operations activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. See **Attachment 39** for entry requirements.

3.5.2. For entry, award, and retention of AFSCs 1C611/31/51/71, physical qualification for space operations duty according to AFI 48-123, *Medical Examination and Standards*.

3.5.3. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 1C6XX, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

Attachment 8

INTELLIGENCE CAREER FIELD (1N)

Introduction

The Intelligence Career Field encompasses functions involved in collecting, producing, and distributing data that have strategic, tactical, or technical value from an intelligence viewpoint. This field includes functions necessary to maintain information security and language translation and interpretation.

Excluded from this career field are functions of collecting, collating, interpreting, and distributing general information of primary concern to other career fields. These functions are contained in the specific career field concerned.

CEM Code 1N000

AFSC 1N091, Superintendent

AFSC 1N071, Craftsman

AFSC 1N051, Journeyman

AFSC 1N031, Apprentice

AFSC 1N011, Helper

OPERATIONS INTELLIGENCE

1. Specialty Summary. Performs and manages intelligence activities and functions including developing, evaluating, and providing intelligence information. Related DoD Occupational Subgroup: 124300.

2. Duties and Responsibilities.

2.1. Conducts intelligence training. Instructs aircrews on collecting and reporting requirements and procedures; matters such as evasion, recovery, and code of conduct; recognition techniques; and assessing offensive and defensive weapon system capabilities. Prepares mission reports. Conducts intelligence debriefings of US and allied military personnel involved in combat operations.

2.2. Prepares, maintains, and presents intelligence displays, reports, and briefings. Produces all-source intelligence, situation estimates, order-of-battle studies, and other intelligence reports and studies.

2.3. Performs geo-locational mensuration functions. Maintains and uses geospatial databases, target materials, imagery, and other intelligence products. Extracts coordinates and positional relationships from digital database systems and non-automated stereo-photographic models. Identifies and establishes unit requirements for intelligence reference materials. Maintains intelligence reference files, automated intelligence databases, and target materials data logs. Prepares target materials. Performs targeting, weaponry, and damage assessment functions. Uses automated and non-automated systems applications.

2.4. Develops mission planning and execution support materials. Assembles maps, charts, and target materials. Prepares strip charts and annotates navigational information. Collates intelligence and operations materials, and assembles final product for mission briefing, study, and use.

2.5. Compiles, segregates, evaluates, researches, interprets, analyzes, and disseminates intelligence information. Analyzes intelligence to support operations and targeting. Uses intelligence automated data systems to store, retrieve, display, and report intelligence information. Establishes intelligence collection requirements.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of intelligence organizations and systems; collection and reporting systems, procedures, and methods; intelligence information sources; techniques of identifying, collating, evaluating, and analyzing information; geographical and cultural aspects of foreign countries; current military capabilities and employment tactics of potential enemy offensive and defensive weapon systems; special operations; procedures for acquiring, updating, and maintaining intelligence documents, maps, and charts; map and chart use techniques; graphic, oral, and written intelligence information presentation; target planning and materials; target folder construction techniques; capabilities and application of automated data handling and management systems; security classification marking and control; US sensor systems, regional physical characteristics relative to radar significance; methods of verifying target intelligence information derived from imagery; basic electromagnetic theory; computerized systems supporting target intelligence and mission planning systems; digital terrain and feature data bases; and principles of precise positioning systems and targeting and weaponeering.

3.2. Education. For entry into this specialty, completion of high school or General Educational Development equivalency, with courses in speech, journalism, geography, modern world history, statistics, algebra, geometry, and trigonometry is desirable.

3.3. Training. For award of AFSC 1N031, completion of a basic operations intelligence course is mandatory.

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

3.4.1. 1N051. Qualification in and possession of AFSC 1N031. Also, experience in functions such as preparing intelligence reports and correspondence; computing and plotting information from maps and charts; developing and maintaining target materials; or collating and evaluating intelligence information.

3.4.2. 1N071. Qualification in and possession of AFSC 1N051. Also, experience performing functions such as preparing mission folders and participating in mission planning.

3.4.3. 1N091. Qualification in and possession of AFSC 1N071. Also, experience managing activities within the intelligence process; preparing and providing intelligence support to operations, exercises, or simulations; or producing analytical studies.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision and stereoscopic acuity as defined by AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 1N0XX, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim SSBI has been granted according to AFI 31-501.

CEM Code 1N000

AFSC 1N191, Superintendent

AFSC 1N171, Craftsman

AFSC 1N151, Journeyman

AFSC 1N131, Apprentice

AFSC 1N111, Helper

IMAGERY ANALYSIS

1. Specialty Summary. Manages, supervises, and performs intelligence activities and functions including exploitation, development, and dissemination of multisensor imagery products to support warfighting operations and other activities. Related DoD Occupational Subgroup: 124200.

2. Duties and Responsibilities.

2.1. Exploits and analyzes multisensor imagery in conjunction with all-source intelligence information. Determines type, function, location, and significance of military facilities and activities, industrial installations; and surface transportation networks. Determines type, function, and location of military equipment including ground, air, naval, missile, and electronic orders of battle. Uses multisensor imagery to conduct comparative analysis. Analyzes terrain to determine trafficability, and identify landing zones and defensive fortifications. Analyzes structures of military and industrial installations to determine construction type and functionality. Determines present and future imagery collection requirements. Prepares damage assessment reports detailing structural damage and weapons effects.

2.2. Operates imagery exploiting equipment including computer-assisted exploiting and automated data base systems. Constructs queries and retrieves historical files to conduct comparative analysis. Uses automated exploiting equipment to prepare, review, and transmit intelligence reports. Uses softcopy imagery systems to exploit, perform mensuration, annotate, and disseminate imagery products.

2.3. Performs precise mensuration of multisensor imagery to determine geographic location, and vertical and horizontal measurements of objects. Uses maps, charts, geodetic products, and multisensor imagery to determine distance, azimuth, and location of targets.

2.4. Compiles imagery derived data into detailed target assessments. Uses collateral information from other intelligence disciplines to analyze imagery. Prepares multisensor imagery for reproduction and dissemination. Prepares and conducts multisensor imagery derived intelligence briefings. Compiles and maintains imagery target folders.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of basic and advanced imagery interpretation principles, techniques, and procedures for imagery exploitation, reports, and presentations; Air Force, DoD, and national imagery intelligence collection systems and procedures; techniques of collating, analyzing, and evaluating imagery intelligence; use of maps, charts, grid systems, and interpreting equipment to solve imagery intelligence problems; mosaic construction; intelligence reference materials; fundamental mensuration techniques; distribution of imagery intelligence; requirements for, and sources and uses of target and imagery intelligence data; production of imagery related target materials; and security controls, classifications, markings, and handling restrictions.

3.2. Education. Completion of high school with courses in mathematics, advanced English, and computer applications is desirable for entry into this specialty.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. AFSC 1N131. Completion of a basic imagery analysis course.

3.3.2. AFSC 1N171. Completion of the Imagery Analysis Craftsman Course.

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

3.4.1. 1N151. Qualification in and possession of AFSC 1N131. Also, experience performing functions such as imagery exploitation, mensuration, map and chart reading, reporting, and mosaic construction.

3.4.2. 1N171. Qualification in and possession of AFSC 1N151. Also, experience performing or supervising functions such as imagery exploitation.

3.4.3. 1N191. Qualification in and possession of AFSC 1N171. Also, experience managing, collecting, interpreting, analyzing, and distributing imagery and imagery related intelligence.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. For entry, award, and retention of these AFSCs, stereoscopic acuity equivalent to depth perception standards for flying Class I or Class IA with or without correction according to AFI 48-123.

3.5.3. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 1N1X1 and 1N000, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim SSBI has been granted according to AFI 31-501.

3.5.4. For award of AFSC 1N131 ability to type at a rate of 20 words per minute.

CEM Code 1N200

AFSC 1N291, Superintendent

AFSC 1N271, Craftsman

AFSC 1N251, Journeyman

AFSC 1N231, Apprentice

AFSC 1N211, Helper

COMMUNICATION SIGNALS INTELLIGENCE PRODUCTION

1. Specialty Summary. Acquires, processes, identifies, analyzes, and reports on electromagnetic emissions. Operates complex equipment and systems to exploit signals intelligence production efforts. Related DOD Occupational Subgroup: 123100.

2. Duties and Responsibilities.

2.1. Performs communication signals intelligence analysis, to include acquiring signals through optimum antenna manipulation and receiver tuning. Utilizes a wide range of complex analysis hardware and software to process signals, including receivers, demodulators, printers, spectrum analyzers, and other associated computer equipment. Uses advanced computer software programs to manipulate and extract intelligence data from electromagnetic emissions. Operates computer terminals for data entry, query, data restructuring, and signals development.

2.2. Studies, analyzes, and identifies electromagnetic emissions. Uses graphic reproductions to determine internal characteristics of signals and to discern communications structures and usage.

2.3. Processes signals. Extracts electromagnetic emissions from real-time and recorded media, and performs technical and data analysis. Prepares and forwards tapes of selected transmissions.

2.4. Interprets and renders preliminary analysis. Uses analytical aids and related reference material to help identify signals and detect abnormalities. Maintains databases of various signal types and activities using computer and hard copy products. Notifies appropriate personnel and work centers of unusual activities or critical situations.

2.5. Identifies, analyzes, and implements taskings. Generates reports, incorporating analytical finds with intelligence information. Annotates and forwards operational characteristics of selected transmissions or reportable information. Evaluates records, operator logs, formats, technical reports, and data from other activities.

2.6. Develops, manages, reviews, and evaluates intelligence production processes. Ensures signal exploitation activities are conducted in support of operational requirements and satisfy tasked objectives.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of role and purpose of cryptologic support operations provided to commanders, service cryptologic elements, and national agencies; joint service relationships and operational concepts; tasking strategies; communications networks, radio wave propagation; modulation theory and techniques; radio communications procedures; basic signals analysis and identification; functions and operations of electronic equipment; reporting formats and procedures; basic computer operations; directives for handling, distributing, and protecting defense information; cryptologic systems operations; Morse or non-Morse communications equipment and techniques; mission management responsibilities; and related cryptologic activities.

3.2. Education. For entry into this specialty, completion of high school with courses in algebra, typing, and computers is desirable.

3.3. Training. For award of AFSC 1N231, completion of a basic signals intelligence production course is mandatory.

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

3.4.1. 1N251. Qualification in and possession of AFSC 1N231. Also, experience performing functions such as selecting antennae, operating communications equipment; analyzing radio transmissions, and using graphic reproductions to perform signal identification.

3.4.2. 1N271. Qualification in and possession of AFSC 1N251. Also, experience in operations or supervisory functions related to electromagnetic emissions positions.

3.4.3. 1N291. Qualification in and possession of AFSC 1N271. Also, experience managing signals intelligence production functions and activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. No record or history of temporomandibular joint pain or disorder.

3.5.1.2. See **Attachment 39** for additional requirements.

3.5.2. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 1N2XX, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim SSBI has been granted according to AFI 31-501.

3.5.3. For award of AFSC 1N231:

3.5.3.1. Ability to type at a rate of 25 words per minute.

3.5.3.2. Ability to transcribe international Morse code at a rate of 20 groups per minute.

CEM Code 1N200

AFSC 1N390, Superintendent

CRYPTOLOGIC LINGUIST

1. Specialty Summary. Superintends cryptologic linguist activities. Related DoD Occupational Subgroup: 123200.

2. Duties and Responsibilities.

2.1. Plans and organizes cryptologic linguist activities. Designs and develops organizational charts to show lines of authority and placement of responsibilities for performance of functions. Develops production controls and standards. Improves procedures and work methods to ensure maximum personnel use and operation economy. Estimates requirements for space, equipment, supplies, and facilities.

2.2. Directs cryptologic linguist activities. Controls workflow, assigns projects to subordinates, and establishes work priorities. Ensures compliance with directives and policies. Supervises records and files maintenance. Realigns priorities to meet changing mission requirements. Plans and conducts briefings, conferences, and classroom instruction in vocabulary, military nomenclature, and voice techniques. Manages cryptologic linguist activities for certain languages aboard aircraft.

2.3. Inspects and evaluates cryptologic linguists activities. Inspects operations to eliminate duplication of effort, ensure full coordination of related activities, and obtain maximum use of all available information. Interprets inspection findings and recommends corrective action. Recommends new processing methods and procedures.

2.4. Performs technical cryptologic linguist functions. Resolves technical problems. Advises on status and adequacy of equipment, supplies, personnel training, operating efficiency, and unit capabilities. Provides technical advice and assistance to agencies using language services. Translates written material from one language to another. Interprets statements and conversations expressed in English or foreign language. Performs difficult phases of voice processing. Evaluates information.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of a designated language; directives for handling, distributing, and safeguarding military information; procedures for processing and distributing intelligence data; radio communications operations theory; and organization of designated military forces.

3.2. Education. Not used.

3.3. Training. Not used.

3.4. Experience. For award and retention of AFSC 1N390, qualification in and possession of AFSC 1N37XX is mandatory. Also, experience is mandatory directing cryptologic activities.

3.5. Other. Specialty requires routine access to Top Secret material or similar environment. For award and

retention of AFSC 1N390, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management* is mandatory.

AFSC 1N37X*, Craftsman

AFSC 1N35X*, Journeyman

AFSC 1N33X *, Apprentice

AFSC 1N31X*, Helper

CRYPTOLOGIC LINGUIST

(Changed 30 Apr 04)

1. Specialty Summary. Performs and supervises acquisition, recording, transcribing, translating, analyzing, and reporting of assigned voice communications. Related DoD Occupational Subgroup: 123200.

2. Duties and Responsibilities:

2.1. Operates and manages operation of communications equipment. Operates radio receivers, recording equipment, keyboards, computer consoles, and related equipment. Tunes receivers to prescribed frequencies and performs frequency search missions, over specified portions of radio spectrums to locate and monitor stations and frequency use. Monitors and records communications adding appropriate comments to assist in transcription and analysis. Performs preventive maintenance on mission equipment.

2.2. Processes communications. Uses applicable working aids and references, transcribes, performs preliminary analysis on, and summarizes communications in accordance with established formats and priorities. Translates spoken or written material. Recognizes essential elements of information, analyzes communications, and reports items of interest.

2.3. Maintains technical aids, logs, and records. Compiles and maintains operation records and statistics. Completes, annotates, and distributes logs, forms, and correspondence. Develops and maintains handbooks, working aids, and analytical references to ensure applicability and currency. Reviews, updates, and compiles data for operational use and trend reporting.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: a designated language; radio communications operations theory; communications techniques; operation of acquisition, recording, and processing equipment; communications networks; formats, terminology, and theory of traffic analysis; organization of designated military forces; procedures for processing and distributing intelligence data; and methods for handling, distributing, and safeguarding military information.

3.2. Education. For entry into this specialty, completion of high school with courses in foreign languages is desirable.

3.3. Training. For award of AFSC 1N33XX, completion of a designated basic cryptologic linguist course or demonstrated proficiency and a cryptologic course is mandatory.

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

3.4.1. 1N35XX. Qualification in and possession of AFSC 1N33XX. Also, experience performing cryptologic activities.

3.4.2. 1N37XX. Qualification in and possession of AFSC 1N35XX. Also, experience performing or supervising cryptologic activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. No record or history of temporomandibular joint disorder or pain.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.1.3. A minimum score of 95 for language difficulty categories I, II, and III and a minimum score of 100 for language difficulty category IV on the Defense Language Aptitude Battery; or demonstrated proficiency in a designated language L2/R2 or better on the Defense Language Proficiency Test (DLPT).

3.5.2. For award and retention of AFSC 1N33XX:

3.5.2.1. Ability to aurally comprehend, read, and write a designated language with practical fluency.

3.5.2.2. Ability to type at a rate of 25 words per minute.

3.5.3. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 1N3XXX, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim SSBI has been granted according to AFI 31-501.

4. *Specialty Shredouts:

Suffix *Portion of AFSC to Which Related*

AFSC 1N3X1 - Germanic Cryptologic Linguist

A..... .....German
B..... .....Dutch
C..... .....Flemish
D..... .....Swedish
E..... .....Afrikaans

AFSC 1N3X2 - Romance Cryptologic Linguist

A..... .....Spanish (Latin American)
B..... .....Portuguese (Latin American)
C..... .....French
D..... .....Italian
E..... .....Romanian
F..... .....Haitian - Creole
G..... .....Moldovan

AFSC 1N3X3 - Slavic Cryptologic Linguist

A..... .....Russian
B..... .....Polish
C..... .....Czech
D..... .....Serbo-Croatian
E..... .....Belarusian
F..... .....Hungarian
G..... .....Lithuanian
H..... .....Slovenian
J..... .....Bulgarian
K..... .....Ukranian
L..... .....Macedonian
M..... .....Albanian

Suffix *Portion of AFSC to Which Related*

AFSC 1N3X4 - Far East Cryptologic Linguist

A..... .....Chinese (Mandarin)
B..... .....Vietnamese
C..... .....Thai
D..... .....Cambodian
E..... .....Lao
F..... .....Japanese
G..... .....Korean
H..... .....Chinese (Cantonese)
J..... .....Tagalog

AFSC 1N3X5 - Mid East Cryptologic Linguist

A..... .....Arabic
B..... .....Arabic (Syrian)
C..... .....Hebrew
D..... .....Persian (Farsi)
E..... .....Turkish
F..... .....Greek
G..... .....Indonesian
H..... .....Hindi
K..... .....Azeri
L..... .....Pushtu
M..... .....Georgian
N..... .....Tadzhik
P..... .....Kazakh
Q..... .....Turkmen
R..... .....Uzbek
S..... .....Persian (Dari)
T..... .....Punjabi
V..... .....Sindhi
W..... .....Urdu

Suffix *Portion of AFSC to Which Related*

AFSC 1N3X6 - African Cryptologic Linguist

A..... .....Swahili
B..... .....Zande
C..... .....Berber (Shawia)
D..... .....Bedawi (Beja)
E..... .....Sidamo
F ....Somali
G..... .....Nubian
H..... .....Bari
J..... .....Dinka
K..... .....Nuer
L..... .....Otuho
M..... .....Shilluk
N..... .....Fur
P..... .....Amharic
Q..... .....Aramaic
R..... .....Assyrian
S..... .....Tigre
T..... .....Tigrinya

AFSC 1N3X7 - Turkic Cryptologic Linguist

A..... .....Chechen
B..... .....Circassian
C..... .....Kirgiz
D..... .....Tatar
E..... .....Uighur

Suffix *Portion of AFSC to Which Related*

AFSC 1N3X8 - Polynesian Cryptologic Linguist

A.....Bikol
B.....Cebuano
C.....Ilocano
D.....Javanese
E.....Sudanese
F.....Tausug
G.....Brahui
H.....Telugu
J.....Kanarese
K.....Malayalam
L.....Tamil
M.....Malay

AFSC 1N3X9 - Indo-Iranian Cryptologic Linguist

A.....Assamese
B.....Baluchi
C.....Bengali
D.....Bihari
E.....Kurdish (Kurmanji)
F.....Kurdish (Sorani)
G.....Nepali
H.....Sinhala (Singhalese)

CEM Code 1N200

AFSC 1N491, Superintendent

AFSC 1N471, Craftsman

AFSC 1N451, Journeyman

AFSC 1N431, Apprentice

AFSC 1N411, Helper

NETWORK INTELLIGENCE ANALYSIS

1. Specialty Summary. Analyzes, disseminates, and exploits intelligence derived from target network communications. Related DoD Occupational Subgroup: 123200.

2. Duties and Responsibilities.

2.1. Performs detailed analysis to reveal target network communications nodes, structures, operating procedures, and mediums for additional exploitation. Recovers, correlates, and fuses technical, geographical, and operational intelligence information.

2.2. Recognizes and exploits intelligence information. Authors time-sensitive intelligence reports in accordance with established guidelines for U.S. warfighters and national decision makers. Produces, analyzes, studies, researches, fuses, and correlates intelligence for strategic, operational, and tactical customers. Provides target geopolitical and operational intelligence to national agencies and military command authorities. Identifies and disseminates real-time threat warning information.

2.3. Develops and employs techniques to identify and exploit target network configurations and operating characteristics. Reconstructs target communication profiles through in-depth analysis of message address information and routing indicators. Creates and maintains technical and operational databases using diverse computer hardware and software applications. Operates mission-essential communications mediums.

2.4. Produces and presents topical high-interest technical and operational intelligence briefings to all levels of command. Uses all source intelligence information. Prepares target communications assessments, adversary order of battle studies, situation reports, and other intelligence reports are required.

2.5. Conducts Information Operations, provides analysis for Information Warfare activities and support to Air Operations Centers and supported commanders. Provides detailed support to the contingency and deliberate planning process.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of theory of radio communications procedures; analytical techniques; organization of the national intelligence structure; Information Operations and Information Warfare; organization of designated military forces; geography; reporting principles and procedures; effective writing principles; and directives for handling, disseminating, and safeguarding classified defense information.

3.2. Education. Completion of high school with courses in mathematics, English composition, computer applications, and digital communications is desirable for entry into this specialty.

3.3. Training. Completion of a basic network intelligence analysis course is mandatory for award of AFSC 1N431.

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

3.4.1. 1N451. Qualification in and possession of AFSC 1N431. Also, experience in functions such as analyzing network communications traffic or preparing technical and intelligence reports.

3.4.2. 1N471. Qualification in and possession of AFSC 1N451. Also, experience performing or supervising functions such as analyzing network communications traffic, developing signals network diagrams, or preparing intelligence reports.

3.4.3. 1N491. Qualification in and possession of AFSC 1N471. Also, experience supervising network intelligence analysis and reporting efforts, and developing analytical procedures for exploitation of network intelligence data.

3.5. Other. The following are mandatory as indicated:

3.5.1. See **Attachment 39** for additional entry requirements.

3.5.2. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 1N4X1, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim SSBI has been granted according to AFI 31-501.

3.5.3. For award of AFSC 1N431, ability to operate a keyboard at a rate of 25 words per minute (WPM).

CEM Code 1N200

AFSC 1N591, Superintendent

AFSC 1N571, Craftsman

AFSC 1N551, Journeyman

AFSC 1N531, Apprentice

AFSC 1N511, Helper

ELECTRONIC SIGNALS INTELLIGENCE EXPLOITATION

1. Specialty Summary. Operates, performs, and manages electronic signals intelligence exploitation activities and functions. Operates electronic monitoring, analysis, and related equipment. Analyzes, processes, and derives intelligence from electromagnetic transmissions. Related DoD Occupational Subgroup: 155600.

2. Duties and Responsibilities.

2.1. Conducts signals intelligence (SIGINT) activities and operations. Performs operator and analyst duties to exploit electronic intelligence (ELINT), foreign instrumentation signals intelligence (FISINT), and PROFORMA activities. Employs signals exploitation activities to support electronic warfare (EW) operations.

2.2. Operates electronic search and related equipment. Searches and exploits signal activity throughout the radio frequency spectrum. Operates electromagnetic receiving and recording systems to monitor, acquire, collect, and exploit electromagnetic transmissions.

2.3. Performs and oversees signals collection and analysis functions. Analyzes electromagnetic transmission characteristics. Determines line of bearing or origin point, external characteristics, and parameters of electromagnetic transmissions. Operates signals analysis and data processing equipment. Extracts data from electromagnetic signals and reports results. Evaluates electromagnetic transmission exploitation to ensure characteristics are accurately determined, documented and reported.

2.4. Develops and maintains automated databases and operational logs. Records equipment status, signals characteristics, and analytical findings.

2.5. Prepares and evaluates reports. Assembles operational and technical information. Performs quality control. Inspects and evaluates SIGINT, ELINT, FISINT, PROFORMA, and EW support activities. Performs fusion analysis.

2.6. Plans, organizes, and directs electromagnetic signals exploitation activities. Manages allotted resources for SIGINT, ELINT, FISINT, PROFORMA, and EW operations and analysis activities. Identifies responsibilities for overseeing operations, intelligence analysis, and data reduction functions. Plans operations and analysis functions and devises techniques to improve operations.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of intelligence operations; data reduction and processing; reporting; electronic principles applicable to signals collection and analysis; and missions and functions of SIGNIT, ELINT, FISINT, PROFORMA, and EW operations.

3.2. Education. Completion of high school with courses in basic electronics, physics, algebra, and trigonometry is desirable for entry into this specialty.

3.3. Training. Completion of a basic electronic signals intelligence exploitation course is mandatory for award of AFSC 1N531.

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

3.4.1. 1N551. Qualification in and possession of AFSC 1N531. Also, experience performing functions such as collecting, interpreting, analyzing, and reporting electromagnetic transmissions.

3.4.2. 1N571. Qualification in and possession of AFSC 1N551. Also, experience performing or supervising functions such as collecting, interpreting, analyzing, and reporting electromagnetic transmissions.

3.4.3. 1N591. Qualification in and possession of AFSC 1N571. Also, experience directing functions such as intelligence operations.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. No record or history of temporomandibular joint pain or disorder.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 1N5X1, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim SSBI has been granted according to AFI 31-501.

CEM Code 1N600

AFSC 1N691, Superintendent

AFSC 1N671, Craftsman

AFSC 1N651, Journeyman

AFSC 1N631, Apprentice

AFSC 1N611, Helper

ELECTRONIC SYSTEM SECURITY ASSESSMENT

1. Specialty Summary. Emulates the role of a hostile intelligence service (HOIS) by collecting, analyzing, and processing Department of Defense (DoD) telecommunications, such as: telephone, computer-to-computer (C2C), facsimile, radio, and wireless transmissions. Applies analytical processes and determines critical information potentially compromised and exploited by HOIS threats. Peacetime support focuses on identifying adverse operations security (OPSEC) trends and practices. Contingency and exercise support focuses on force protection. Supervises Electronic System Security Assessment (ESSA) operations, including initial and in-depth analysis of monitored friendly telecommunications. Performs analysis and reporting functions at theater level ESSA Centrals (ESSAC). Briefs commanders at all levels of potential intelligence vulnerabilities. Related DoD Occupational Subgroup: 123300.

2. Duties and Responsibilities.

2.1. Monitors, processes, analyzes, and reports friendly telecommunications vulnerabilities. Applies OPSEC/ESSA techniques to collected and processed data, identifying deficiencies and weaknesses. Receives, records, and correlates collected telecommunications data on which preliminary processing and analysis has been performed. Evaluates results of ESSA activities in terms of accuracy, relative mission priority, and bearing on overall OPSEC patterns or trends.

2.2. Leads and directs theater-wide ESSA operations in support of the Air Force's core competency - Information Superiority. Supports Air Force Defensive Counterinformation (DCI) efforts and activities. Collects and reports specific DCI events per Air Force guidance.

2.3. Compiles and maintains databases. Establishes database requirements and maintains data on military and related operations, telecommunication vulnerabilities, and threat information. Applies data automation to ESSA mission procedures and products to improve operational capabilities.

2.4. Prepares reports. Assembles information and prepares ESSA reports in either immediate or summary format. Prepares reports reflecting telecommunication weaknesses and trends, and recommends measures to counter or protect communications weaknesses. Prepares and distributes reports on hostile intelligence threats, communications vulnerability, and prepares and presents briefings on same. Evaluates finished reports and provides assistance to formulate effective corrective actions to problem areas.

2.5. Develops and executes plans and concepts for participating in ESSA and operations. Develops new collection, processing, and analysis procedures. Devises procedures and systems to meet changing tele-

communications requirements. Prepares specifications for assessment of designated communication nodes. Develops procedures to compile, correlate, evaluate, and report telecommunications data. Evaluates plans and concepts developed for planner or executor participation in ESSA and operations.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of information operations (IO); critical information listings (CIL); capabilities of tactical, strategic, and support command, control, communication, and computer (C4) systems of friendly forces; C4 equipment and nodes; methods by which C4 is exercised over Air Force and friendly forces; friendly C4 terminology, systems, and employment; ESSA directives and monitoring equipment; intelligence processes and functions; analysis techniques that can be applied to friendly telecommunications; friendly forces' code authentication and call sign systems; procedures for handling, distributing, and safeguarding classified defense information; map reading and plotting; geography; database information analysis and correlation processes; web browsing; friendly and hostile intelligence organizations, systems, and capabilities; conduct of friendly communications vulnerability and criticality assessments developing, evaluating, and applying protective or counter C4 procedures against hostile attack; application of DoD and United States Air Force (USAF) directives to ESSA missions or operations, and USAF or friendly forces classification guides.

3.2. Education. For entry into this specialty, completion of high school and general computer knowledge is desirable.

3.3. Training. For award of AFSC 1N631, completion of the basic electronic system security assessment course is mandatory.

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

3.4.1. 1N651. Qualification in and possession of AFSC 1N631. Duty position certification as a junior analyst. Also, experience collecting and processing friendly telecommunications.

3.4.2. 1N671. Qualification in and possession of AFSC 1N651. Duty position certification as a senior analyst.

3.4.3. 1N691. Qualification in and possession of AFSC 1N671. Also, experience leading electronic system security assessment functions and activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. See **Attachment 39** for entry requirements.

3.5.1.2. For award of AFSC 1N631, ability to operate a keyboard at 25 words per minute (wpm).

3.5.1.3. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 1N6XX, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim SSBI has been granted according to AFI 31-501.

Attachment 9

SAFETY CAREER FIELD (1S)

Introduction

The Safety Career Field encompasses functions relating to safety education and engineering; contractor and construction safety; mishap investigation, and analysis and trends computations; operations and facilities evaluation, inspection, and survey; risk assessment; consultation with commanders, functional managers, supervisors, and employees; and safety education and awareness promotion at all levels.

CEM Code 1S000

AFSC 1S091, Superintendent

AFSC 1S071, Craftsman

AFSC 1S051, Journeyman

AFSC 1S031, Apprentice

AFSC 1S011, Helper

SAFETY

1. Specialty Summary. Manages and conducts safety programs. Plans, organizes, directs, and controls safety activities. Analyzes mishap causes and trends, and assesses risk. Evaluates, inspects, and surveys areas and activities to eliminate mishap potentials. Conducts mishap investigations. Provides risk management consultation. Conducts safety education. Related DoD Occupational Subgroup: 149300.

2. Duties and Responsibilities.

2.1. Plans, organizes, and directs safety activities. Develops policies and procedures for implementing and evaluating safety programs. Coordinates with staff activities and operational sections to ensure safety requirements are integrated into the organization program. Maintains close liaison with federal, state, municipal, and private agencies sharing common safety concerns. Establishes work priorities and maintains systems to effect accomplishment of program processes. Arranges for group meetings or individual instruction through coordination with commanders and supervisors.

2.2. Conducts and assists in managing safety programs. Evaluates safety program effectiveness. Coordinates with agencies and staff activities on safety related matters. Prepares and conducts briefings, meetings, training classes, and associated functions. Determines safety education requirements for groups or individuals. Develops training plans to ensure worker qualification and training. Prepares and conducts training programs for collateral duty safety personnel.

2.3. Performs inspections, surveys, and program evaluations of areas and operations to identify mishap potentials and assess integration of risk management approach, safety equipment, and procedures. Performs periodic and special inspections of facilities, flight lines, maintenance, and industrial areas; missile launch complexes and support functions; munitions facilities and operations; and nonindustrial and recreational areas. Reports findings, assigns risk assessment codes, recommends corrective actions, and conducts follow-up inspections. Participates in Hazardous Communication, Environmental Compliance Assessment Management Program, and other environmental programs. Reviews explosives quantity distance waivers and deviations, and processes hazardous air traffic reports.

2.4. Reviews purchase, service, and construction contracts. Prepares safety criteria. Reviews contract proposals, statements of work, local purchase orders, and work requests for inclusion of safety criteria. Participates in workload planning and preconstruction conferences, pre and post award meetings, and pre and final inspections.

2.5. Reviews engineering plans and drawings. Reviews base master plans and site plans affecting construction, airfield, and explosive safety criteria. Recommends revision in drawing or rearranging materials.

2.6. Performs and assists in mishap investigations, prepares reports, and maintains records. Gathers factual mishap data, identifies causes, and recommends corrective actions to prevent recurrence of a similar mishap. Maintains a follow-up system.

2.7. Analyzes mishap data. Performs trend analysis and recommends measures to correct unfavorable conditions or procedures.

2.8. Provides safety consultation to commanders, supervisors, and functional managers on technical directives, safety criteria, and operational techniques.

2.9. Conducts safety education. Performs or assists in planning and scheduling safety education programs. Prepares or assists in preparing and distributing safety promotional and informative materials.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of fundamentals of safety education, public speaking, mishap prevention, human factors, industrial hygiene principles, industrial safety criteria, risk management, blueprint interpretation, mishap investigation techniques, methods of obtaining and distributing safety education materials, missile maintenance and servicing techniques, and the application of data automation to the safety function.

3.2. Education. For entry into this specialty, completion of high school or general educational development equivalency is mandatory.

3.3. Training. For award of AFSC 1S031, completion of a basic safety course is mandatory.

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

3.4.1. 1S051. Qualification in and possession of AFSC 1S031. Also, experience in functions such as conducting safety programs, assisting in performing inspections and investigations, training principles, or risk assessment techniques.

3.4.2. 1S071. Qualification in and possession of AFSC 1S051. Also, experience performing or supervising functions related to safety activities.

3.4.3. 1S091. Qualification in and possession of AFSC 1S071. Also, experience managing safety activities and functions.

3.5. Other. The following are mandatory for entry into this specialty:

3.5.1. Prior qualification at the 5-skill level (3-skill level if no 5 level exists) in any AFSC.

3.5.2. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.3. Qualification to operate a government vehicle according to AFI 24-301, *Vehicle Operations.*

3.5.4. Ability to speak distinctly.

3.5.5. See **Attachment 39** for additional entry requirements.

Attachment 10

AIRCREW PROTECTION CAREER FIELD (1T)

Introduction

The Aircrew Protection Career Field encompasses the functions involved in instructing aircrew and other designated personnel on the principles, procedures, and techniques of global survival; and locating and penetrating incident areas to provide emergency medical treatment, survival, and evacuation of survivors. Included is the impact of survival and recovery related life support equipment; recovery, evasion, captivity, resistance to exploitation, and escape; instructing aircrew on environmental physiology and use and care of aircrew life support equipment; and issuing, fitting, inspecting, and minor repairing of aircrew life support equipment.

CEM Code 1T000

AFSC 1T091, Superintendent

AFSC 1T071, Craftsman

AFSC 1T051, Journeyman

AFSC 1T031, Apprentice

AFSC 1T011, Helper

SURVIVAL, EVASION, RESISTANCE, AND ESCAPE OPERATIONS

1. Specialty Summary. Develops, manages, and conducts Air Force survival, evasion, resistance, and escape (SERE) programs. Develops, conducts, manages, and evaluates SERE code of conduct training (CoCT) and code of conduct continuation training (CoCCT), and personnel recovery (PR) operational support programs. Conducts operational testing on and instructs the use of SERE-related equipment. Performs and instructs basic, advanced, and emergency military parachuting. Coordinates SERE activities and conducts observer and controller duties during PR exercises. Related DoD Occupational Subgroup: 101200.

2. Duties and Responsibilities.

2.1. Plans, organizes, directs, and conducts SERE training activities. Designs and develops curriculum, functional structure, and procedures for SERE CoCT and CoCCT courses and programs. Determines training schedules according to course control documents, directives, policies, and instructional principles. Ensures student safety. Conducts classroom, laboratory, and operational training. Uses lecture, demonstration and performance, guided discussion, and time and circumstance instructional methodology. Conducts training under conditions closely approximating actual SERE episodes. Training environments and scenarios include, but are not limited to, global environmental conditions, combat situations, and captivity.

2.2. Develops SERE joint tactics, techniques, and procedures (JTTP). Supports operational tasking for theater and Joint Forces Commanders. Functions as in-theater SERE and PR subject matter expert (SME). Manages development and coordination of SERE and PR operational support programs. Manages SERE programs including isolated personnel reports, evasion plans of action, blood chits, evasion charts, and PR aids. Augments Joint Search and Rescue Center (JSRC) and Rescue Coordination Center (RCC) as SERE and PR SME. Assists in developing theater combat search and rescue (CSAR) policies and special instructions.

2.3. Instructs and performs static line, military free fall, and emergency parachuting techniques. Conducts test parachuting operations including SERE related survival and life support equipment, personnel parachutes, and aircraft jump platform certification. Demonstrates emergency egress procedures for SERE CoCT and CoCCT students.

2.4. Coordinates SERE activities to support PR related exercises. Performs observer and controller duties for high-risk-of-capture personnel. Acts as operational risk management (ORM) advisor for SERE activities.

2.5. Inspects and evaluates SERE training and PR operational support activities. Evaluates SERE CoCT and CoCCT courses and programs. Determines readiness and efficacy of equipment, supplies, and training aids. Ensures standardization and compliance with policies, directives, course control documents, ORM procedures, operational guidance, and instructional methodology.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of global SERE and PR principles and JTTP; procedures for CoCT and MAJCOM CoCCT requirements; procedures for PR program management; JSRC and RCC roles and missions; intentional and emergency parachuting procedures; providing for personal protection and sustenance; communication and signaling techniques; methods of vectoring recovery assets; evasion movement; nuclear, chemical, and biological survival skills; physiology and psychology of survival; avoidance of hazardous terrain, rough land travel, and emergency evacuation procedures for injured personnel; survival medicine and first aid; land and water navigation and travel; proper conduct when dealing with special operations recovery teams and assisted recovery mechanisms; caring for and using post-egress, recovery, and life support survival equipment; improvising and manufacturing clothing and equipment needed by a survivor or Prisoner Of War (POW); courseware development; lecture, demonstration and performance, guided discussion, time and circumstance, and role-play instructional methods and techniques; impact of Geneva Conventions on evaders, POWs and escapees; conduct after capture concepts for war, governmental detention, and terrorist hostage environments including, but not limited to, resistance to exploitation, organization and communication, maintenance of psychological and physical health, and escape.

3.2. Education. Completion of high school with courses in speech, education, physical education, biology, botany, anthropology, geology, and geography are desirable for entry into this specialty.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 1T031. Completion of the following courses:

3.3.1.1. SERE Specialist Indoctrination Course.

3.3.1.2. Basic Combat Survival Course.

3.3.1.3. Water Survival, Nonparachuting Course.

3.3.1.4. SERE Specialist Training Course.

3.3.2. 1T051. Completion of the following courses:

3.3.2.1. Water Survival, Parachuting Course.

3.3.2.2. Arctic Survival Training Course.

3.3.2.3. Joint Resistance Training Instructor Course.

3.3.3. 1T071. Completion of the Advanced SERE Training Instructor Course.

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

3.4.1. 1T051. Qualification in and possession of AFSC 1T031. Also, experience applying global combat survival principles, procedures, techniques, and equipment; emergency parachuting procedures; living under primitive conditions; survival medicine; rough land travel and evacuation procedures; land and water navigation and travel; use of post-egress survival and life support equipment; PR JTTP; escape and evasion techniques; combat communication, signaling, and recovery procedures; CSAR operations; survival in nuclear, chemical, and biological contamination conditions; and prisoner of war, governmental detention, and terrorist hostage conduct after capture guidance including organization, communication, and resistance to exploitation.

3.4.2. 1T071. Qualification in and possession of AFSC 1T051. Also, experience in performing or supervising SERE functions and training activities.

3.4.3. 1T091. Qualification in and possession of AFSC 1T071. Also, experience in managing and directing SERE operations and training programs.

3.5. Other. The following are mandatory as indicated:

3.5.1. See **Attachment 39** for entry requirements.

3.5.2. For award and retention of AFSC 1T031/51/71/91.

3.5.3. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 1T0XX, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

3.5.4. Physical qualification for SERE Specialist duty according to AFI 48-123, *Medical Examination and Standards*.

CEM Code 1T100

AFSC 1T191, Superintendent

AFSC 1T171, Craftsman

AFSC 1T151, Journeyman

AFSC 1T131, Apprentice

AFSC 1T111, Helper

AIRCREW LIFE SUPPORT

1. Specialty Summary. Manages and performs inspections, maintenance, and adjustments of aircrew life support and chemical defense equipment. Supervises and conducts aircrew shelter processing, chemical defense training and life support continuation training. Related DoD Occupational Subgroup: 186000.

2. Duties and Responsibilities.

2.1. Inspects, maintains, and adjusts aircrew life support and chemical defense equipment such as flight helmets, oxygen masks, survival kits, night vision systems, parachutes, anti-G suits, eye and respiratory protective equipment, chemical biological protective oxygen mask, and other types of aircrew life support and chemical defense systems.

2.2. Issues and fits aircrew life support and chemical defense equipment. Installs and removes aircrew life support aircraft equipment. Uses various types of test equipment such as oxygen testers, leakage testers, radio testers, and other types of testers to conduct reliability testing on aircrew life support and chemical defense equipment. Maintains inspection and accountability documentation on life support equipment issued to aircrews or prepositioned on aircraft.

2.3. Conducts aircrew life support continuation and chemical defense equipment training classes. Instructs aircrews on equipment use, operation, and capabilities. Teaches aircrew techniques such as evasion procedures, emergency egress, combat survival procedures, environmental hazards, and other survival actions. Instructs aircrew hanging harness post ejection and bailout descent procedures, and chemical defense donning, doffing, and decontaminating procedures.

2.4. Plans, directs, organizes, and evaluates aircrew life support operational aspects such as equipment accountability, personnel reliability, mobility readiness, and other activities necessary to meet operational readiness. Determines facilities, funding, and mobility life support assets to support unit taskings. Develops and submits budget requirements. Requisitions aircrew life support equipment and supplies. Obtains support from other agencies to maintain life support equipment.

2.5. Provides staff assistance to subordinate units. Conducts quality assurance inspections for compliance with policies and directives. Identifies and documents equipment and personnel training discrepancies and recommends corrective action. Evaluates and critiques aircrew life support instructors' effectiveness, and ensures presentations are accurate and current. Advises and assists agencies whose functions affect

life support activities. Evaluates data involving equipment development and modification. Resolves life support equipment problems.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of aircrew life support equipment inspections and maintenance procedures; aircrew chemical defense equipment inspections and maintenance procedures; using, fitting, and caring for aircrew life support and chemical defense equipment; supply procedures; and conducting aircrew life support continuation and chemical defense training classes including post egress ejection and bail-out procedures.

3.2. Education. For entry into this specialty, completion of high school with courses in speech, general science, and basic computer applications is desirable.

3.3. Training. Completion of a basic aircrew life support aircrew life support specialist course is mandatory for award of AFSC 1T131.

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

3.4.1. 1T151. Qualification in and possession of AFSC 1T131. Also, experience in functions such as instructing aircrews in life support continuation and chemical defense training procedures.

3.4.2. 1T171. Qualification in and possession of AFSC 1T151. Also, experience supervising or performing functions such as equipment inspections, specialist training programs, or aircrew life support continuation and chemical defense training.

3.4.3. 1T191. Qualification in and possession of AFSC 1T171. Also, experience managing or directing life support operations and aircrew life support training functions.

3.5. Other.

3.5.1. The following is mandatory as indicated:

3.5.1.1. Qualification to operate a government vehicle according to AFI 24-301, *Vehicle Operations,* is mandatory for entry into this specialty.

3.5.1.2. See **Attachment 39** for additional entry requirements

3.5.1.3. Ability to speak clearly and distinctly without speech impediment is mandatory for entry, award, and retention of these AFSCs.

CEM Code 1T200

AFSC 1T291, Superintendent

AFSC 1T271, Craftsman

AFSC 1T251, Journeyman

AFSC 1T231, Apprentice

AFSC 1T211, Helper

PARARESCUE

1. Specialty Summary. Performs, plans, leads, supervises, instructs, and evaluates pararescue activities. Performs as the essential surface, air link in personnel recovery (PR) and materiel recovery by functioning as the rescue and recovery specialist on flying status as mission crew or as surface elements. Provides rapid response capability and operates in the six geographic disciplines: mountain, desert, arctic, urban, jungle and water, day or night, to include friendly, denied, hostile, or sensitive areas. Provides assistance in and performs survival, evasion, resistance, and escape (SERE). Provides emergency trauma and field medical care, and security. Moves recovered personnel and materiel to safety or friendly control when recovery by aircraft is not possible. Related DoD Occupational Subgroup: 105000.

2. Duties and Responsibilities.

2.1. Performs mission planning and preparation. Studies operation mission requirements. Studies terrain and situation. Organizes and selects personnel, equipment, and weapons. Rehearses mission plan, makes reconnaissance, conducts back brief, safeguards information, and loads and configures aircraft. Issues warning order and provides mission plan objective brief.

2.2. Supervises and performs insertion, infiltration, exfiltration, and extraction functions. Conducts flight following, and confirms waypoint passage. Provides en route emergency trauma and medical care. Provides and performs SERE. Provides recovery zone security and aircraft reception. Performs aerial and surface deployment methods to reach objective area. Uses aerial and surface methods to load and assist in loading objectives. Off-loads and transfers personnel and materiel. Prepares and dons mission and personal equipment. Performs inflight duties (if on flying status) to avoid and suppress air and surface threats through scanning, navigation assistance, and aerial gunnery operations. Performs nuclear, biological, and chemical (NBC) warfare defense. Provides guidance and input to aircraft commander for on-scene operations and confirms insertion and extraction points and infiltration and exfiltration methods.

2.3. Performs, supervises, and evaluates surface movement. Navigates on land or water. Performs overt, low visibility, or clandestine movement in friendly, hostile, denied, or sensitive land and water areas. Conducts surface search, contact, and on-scene authentication. Designates rally points. Selects bivouac sites. Conducts discrete surface-to-air and surface electronic and visual communications and signaling activities. Uses firearms and munitions to provide movement security and perform immediate action drills. Directs emergency close air support (ECAS). Provides reception for resupply operations. Conducts scuba, adverse terrain, and mountain rescue and recovery operations. Provides on-scene triage and survivor han-

dling. Provides survival and evasion assistance. Provides photographic documentation. Recovers priority aerospace personnel and material.

2.4. Provides intelligence and operations information in debriefings and mission reports.

2.5. Supports the National Aeronautics and Space Administration (NASA) in recovery of aerospace personnel and materiel. Guides recovery of priority NASA space materiel.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of mission planning and preparation; aircraft and load characteristics; infiltration and exfiltration; insertion and extraction; surface movement; objective area actions; debriefing and reporting; team leader actions; emergency trauma and field medical care; basic and advance parachuting; adverse terrain and mountain operations; scuba and water operations; NBC warfare defense; SERE; night vision devices; firearms and munitions; communications and signaling; photographic documentation; legal responsibilities and ethics; vehicle operations; security, occupational safety and health, administration, and publications; individual fitness; and equipment qualification, inspection, maintenance, and accountability.

3.2. Education. For entry into this specialty, completion of high school is desirable. Also, completion of a certified emergency medical technician or paramedic course is desirable.

3.3. Training. For award of AFSC 1T231, completion of the following courses is mandatory:

3.3.1. Pararescue Indoctrination.

3.3.2. Airborne (Parachutist).

3.3.3. Special Forces Combat Diver Qualification.

3.3.4. Combat Survival Training.

3.3.5. United States Navy Underwater Egress Training.

3.3.6. Military Freefall Parachutist.

3.3.7. Special Operations Combat Medic Course.

3.3.8. Pararescue and Recovery Apprentice.

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

3.4.1. 1T251. Qualification in and possession of AFSC 1T231. Also, experience performing pararescue duties.

3.4.2. 1T271. Qualification in and possession of AFSC 1T251. Also, experience performing or supervising pararescue duties.

3.4.3. 1T291. Qualification in and possession of AFSC 1T271. Also, experience performing or managing pararescue functions as a pararescue team leader.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Successful completion of the physical ability and stamina test (PAST).

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. For entry, award, and retention of these AFSCs, physical qualification for aircrew, parachute, and marine diving duty according to AFI 48-123, *Medical Examination and Standards*.

3.5.3. For award and retention of AFSCs 1T231/51/71/91:

3.5.3.1. Qualification, currency, and proficiency as a static line and military freefall parachutist, and as a military scuba diver.

3.5.3.2. Certification from the National Registry (or State) for Emergency Medical Technicians as an emergency medical technician. After initial certification, continued certification is mandatory.

3.5.3.3. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 1T2XX, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

Attachment 11

WEATHER CAREER FIELD (1W)

Introduction

The Weather Career Field covers the techniques involved in collecting, analyzing, and disseminating weather information, including forecasts of weather conditions in the atmosphere and space. Included are the use of weather observations, atmospheric and space sensing instruments, weather radar and satellite imagery, meteorological computer workstations, and products provided by military, national, and international weather centers. Support Air Force, Army, Joint, and DoD conventional and special operations at Air Force, Army, and deployed locations worldwide.

CEM Code 1W000

AFSC 1W091, Superintendent

AFSC 1W071*, Craftsman

AFSC 1W051*, Journeyman

AFSC 1W031*, Apprentice

AFSC 1W011, Helper

WEATHER

1. Specialty Summary. Performs and manages the collection, analysis, and forecast of atmospheric and space weather conditions, and the tailoring and communication of weather data. Related DoD Occupational Subgroup: 142000.

2. Duties and Responsibilities.

2.1. Observes, records, and disseminates weather data and information. Uses fixed and deployable meteorological sensors to measure and evaluate atmospheric and space weather conditions.

2.2. Uses satellite and radar imagery, computer-generated graphics, and weather communication equipment and instruments to analyze atmospheric and space data and information.

2.3. Forecasts atmospheric and space weather conditions. Issues warnings and advisories to alert users to mission critical weather. Exploits weather analysis and data to enhance combat operations and training.

2.4. Tailors and communicates weather information to meet operational requirements.

2.5. Manages weather operations. Adapts weather resources to meet mission requirements. Ensures standardization and quality weather products, operations, and activities.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of combat weather skills; characteristics and principles of atmospheric and space weather; observation, analysis, prediction, and dissemination of weather information; operation of fixed and deployable meteorological or space weather systems; weather communications systems; use of weather products; and operator maintenance of weather equipment and instruments.

3.2. Education. For entry into this specialty, completion of high school with courses in physics, chemistry, earth sciences, geography, computer sciences, and mathematics is desirable.

3.3. Training. Completion of the following training is mandatory as indicated:

3.3.1. For award of AFSC 1W031, completion of a weather apprentice course.

3.3.2. For award of suffix A at the 3- or 5-skill level, completion of either the forecaster course or the weather forecaster apprentice course.

3.3.3. For award of AFSC 1W071A, completion of the weather craftsman course.

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

3.4.1. 1W051. Qualification in and possession of AFSC 1W031. Also, experience performing functions such as observing, analyzing, and disseminating atmospheric or space weather data and information; or performing meteorological watch.

3.4.2. 1W051A. Qualification in and possession of AFSC 1W031A. Also, experience performing functions such as observing, forecasting, analyzing, and disseminating atmospheric or space weather data and information; or performing meteorological watch.

3.4.3. 1W071A. Qualification in and possession of AFSC 1W051A. Also, experience performing functions such as forecasting or supervising space or atmospheric weather operations.

3.4.4. 1W091. Qualification in and possession of AFSC 1W071A. Also, experience performing functions such as directing or managing atmospheric or space weather operations.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. Ability to speak distinctly.

3.5.1.3. See **Attachment 39** for additional entry requirements.

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

3.5.2.1. Visual acuity correctable to 20/20.

3.5.2.2. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 1W0XXX completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

4. * Specialty Shredouts.

Suffix	*Portion of AFSC to Which Related*
A	Forecaster

NOTE: Suffix A is applicable only to the 3-, 5-, and 7-skill levels. The 7-skill level AFSC is not authorized for use without suffix A.

Attachment 12

MANNED AEROSPACE MAINTENANCE CAREER FIELD (2A)

Introduction

The Manned Aerospace Maintenance Career Field includes:

Installing, maintaining, calibrating, and repairing avionics photographic and sensor equipment, integrated avionics equipment, and selected conventional avionics equipment; avionics guidance and control systems; communication and navigation systems; airborne communications, early warning radar, and electronic warfare equipment; and avionics support equipment.

Installing, removing, maintaining, and repairing aircrew egress, fuel, and pneudraulic systems including in-flight refueling systems; and maintaining aerospace ground equipment used in direct support of aircraft weapon systems.

Maintaining, repairing, and fabricating fabric and rubber equipment, protective covers, sound proofing, aircraft thermal radiation barriers, upholstery, fabric and rubberized protective clothing, life rafts, life preservers, and other fabric and rubber articles. Inspecting, maintaining, repairing, and packing personnel, deceleration, and cargo and aerial delivery parachutes; and nondestructive inspection of aerospace material parts, components, and pressurized systems.

Maintaining, repairing, and modifying helicopters, turboprop aircraft, propeller aircraft, and jet aircraft.

Maintaining aircraft propellers and jet engines that includes installing, removing, maintaining, and repairing turbojet and ramjet engines when installed on missile systems, and maintaining small, fuel, air turbine auxiliary engines installed on aircraft weapon systems.

Installing, removing, maintaining, and repairing aircraft electrical systems, environmental systems, and other accessory systems installed in aircraft weapon systems. Accessory systems include oxygen, heating, cooling, fire extinguishing, pressurizing, and air turbine auxiliary test systems.

Fabricating, molding, shaping, cutting, and joining metals; repairing metal parts; aircraft structural repairs, metal heat treating, welding, plating, forging, and machining; installing, modifying, and forming plastic articles; and maintaining and repairing fiber-glass-covered aircraft control surfaces; inspecting and preserving aircraft parts and materials. It also includes corrosion control for missile, aircraft, and support systems.

Excluded from this career field are the corrosion control and sheet metal functions associated with civil engineering areas of responsibility. Also, excluded from this career field are those functions associated with maintaining skid-mounted cryogenic storage containers.

CEM Code 2A000

AFSC 2A090, Superintendent

AVIONICS
(Changed 30 Apr 04)

1. Specialty Summary. Manages and directs maintenance functions and activities. Included are areas of avionics sensors, communications and navigation, guidance and control, airborne warning and control radar, inertial and radar navigation, airborne command post communication systems, avionics test stations, electronic warfare (EW) systems, and avionics support equipment. Related DoD Occupational Subgroup: 110200.

2. Duties and Responsibilities:

2.1. Plans, organizes, and directs avionics activities. Establishes production controls and work standards. Analyzes reports on the installation, removal, overhaul, repair, calibration, and modification of avionics systems and associated support equipment.

2.2. Directs avionics activities. Directs, controls, and plans inspection, removal, replacement, calibration, and repair of avionics systems and associated support equipment. Determines extent and economy of repair or replacement of components. Coordinates with supply, operations, and other maintenance activities to improve procedures and ensure mission support.

2.3. Inspects and evaluates avionics activities. Establishes and checks inspection procedures. Inspects activities to solve maintenance, supply, manpower, and personnel problems. Interprets findings, and recommends corrective action. Ensures compliance with directive governing handling, use, and disposal of hazardous waste and material.

2.4. Performs avionics functions. Solves problems and interprets publications for inspection, repair, modification, overhaul, removal, installation, and calibration of avionics systems and associated support equipment. Plans and implements budgets, modifications, and acquisition processes. Plans and executes mobility programs and equipment deployments. Plans physical layout of facilities, and ensures support equipment and spare parts availability.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: avionics and electronic computers, EW systems, data processing systems, and radar and inertial electronic principles; electronic and mechanical principles applying to guidance and control and power and motion transmission; infrared; lasers; cryogenics; low light level television and optical systems; altitude stabilization theory, data flow analysis, torquing amplifiers, accelerometers, and servo mechanisms; testing, measuring, and reference standard devices; digital processes, computer logic, and microelectronics of integrated circuits; supply procedures, personnel management, and administrative techniques; concepts and application of maintenance directives; interpreting

schematic, logic, and wiring diagrams, blueprints, and technical orders; and budgeting, modification, and acquisition processes.

3.2. Education. Not used.

3.3. Training. Not used.

3.4. Experience. For award of AFSC 2A090, qualification in and possession of AFSC 2A071X is mandatory. Also, experience is mandatory managing or directing functions such as communication systems, guidance and control, avionics test stations, avionics sensors, radar, EW, or navigation.

3.5. Other. Not used.

AFSC 2A071*, Craftsman

AFSC 2A051*, Journeyman

AFSC 2A031*, Apprentice

AFSC 2A011*, Helper

AVIONICS TEST STATION AND COMPONENTS

1. Specialty Summary. Performs and manages avionics test station functions and activities. Operates, inspects, maintains, programs, and calibrates computer and manually operated avionics test equipment, support equipment (SE), and aircraft avionics systems components. Related DoD Occupational Subgroup: 119800.

2. Duties and Responsibilities.

2.1. Analyzes performance and isolates malfunctions of avionics test equipment, SE, and aircraft components. Performs operational tests on test equipment, SE, and aircraft components to determine condition, analyze performance, and isolate malfunctions in the radar, sensors, communications, weapons control, electronic warfare (EW), and flight control and engine control systems. Traces logic, schematic, test flow, and wiring diagrams. Uses self-test and software functions, computer and manually operated avionics test equipment, SE, and test measurement and diagnostic equipment to determine the scope of repair and adjustment required.

2.2. Inspects, maintains, programs, and calibrates avionics equipment, SE, and aircraft components. Removes and replaces assembly components using hand tools, soldering devices, and electronic instruments. Repairs EW systems and pods, sensor systems and components, wiring harnesses and interconnecting cables. Services, replaces, and cleans filtration and cooling components, and performs maintenance on test stations and avionics SE. Repairs amplifier and logic circuits, microwave equipment, servomechanisms, radio frequency circuits, video displays, and power supply circuits. Loads computer programs. Aligns, calibrates, and modifies avionics test equipment, SE, and aircraft components.

2.3. Manages integrated avionics activities and complies with directives, policies, and procedures. Complies with maintenance standards. Initiates deficiency reports, maintenance analysis documents, technical data changes, and equipment records. Interprets, establishes, and complies with training, security, and safety standards. Ensures compliance with directives governing handling, use, and disposal of hazardous waste and material. Records information on data collection forms and automated systems. Directs and controls maintenance, calibration, and inspection of integrated avionics test stations and aircraft components.

2.4. Plans and organizes integrated avionics activities. Plans and organizes integrated avionics equipment assembly, calibration, repair, modification, and maintenance activities. Plans physical layout of facilities, and ensures SE and spare parts availability.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of electrical theory and electronic fundamentals, including solid-state, binary, digital, octal, and hexadecimal numbering systems; metrology principles; Boolean algebra; computer logic, and programming principles and language; printed circuitry; microwave, radar, and electronic warfare principles; microminiature solid state devices; operating principles of avionics components supported by test stations; electrically actuated mechanical device theory; operating principles of basic measuring and testing devices; interpreting schematic, logic, data flow, and wiring diagrams; interpreting programming tables and technical publications; using, caring for, and applying special, standard, and common hand tools; interpreting testing, measuring, and referencing devices; concepts and application of applicable maintenance directives; Air Force supply procedures; and use and disposal of hazardous waste and material.

3.2. Education. Completion of high school is desirable with courses in physics, algebra, trigonometry, and computer principles.

3.3. Training. For award of AFSC 2A031X, completion of the applicable suffix basic avionics test station and components course is mandatory.

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

3.4.1. 2A051X. Qualification in and possession of AFSC 2A031X. Also, experience in functions such as identifying performance and isolating malfunctions encountered with avionic components; using and repairing avionic electrical, electronic, and mechanical equipment; or aligning and calibrating avionic test stations and SE.

3.4.2. 2A071X. Qualification in and possession of AFSC 2A051X. Also, experience performing or supervising functions such as installing, inspecting, repairing, or overhauling avionic test stations and SE.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards.*

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 2A0X1X, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

4. * Specialty Shredouts.

Suffix	*Portion of AFS to Which Related*
A	Avionics Systems, F-15
B	Avionics Systems, All Helicopters and Aircraft (Except F-15)
C	Avionics Sensor Systems, All Helicopters And Aircraft
D	Electronic Warfare Systems, All Helicopters And Aircraft

CEM Code 2A300

AFSC 2A390, Superintendent

TACTICAL AIRCRAFT

1. Specialty Summary. Manages maintenance activities engaged in planning, inspecting, repairing, and servicing tactical aircraft and support equipment (SE). Related DoD Occupational Subgroup: 160000.

2. Duties and Responsibilities.

2.1. Plans and organizes tactical aircraft maintenance activities. Plans, organizes, and manages maintenance activities for repair of aircraft and associated SE. Responsible for maintenance planning and inspecting. Coordinates with supply, operations, and other support activities to improve procedures and resolve problems.

2.2. Directs tactical aircraft maintenance activities. Evaluates and directs processes used in inspecting, maintaining, and servicing aircraft, components, and SE. Prioritizes maintenance and repair functions. Supervises preparation of maintenance forms for aircraft repair, inspection, and parts replacement. Directs aircraft battle damage repair and crash recovery operations.

2.3. Inspects and evaluates aircraft maintenance activities. Inspects maintenance performed on tactical aircraft, systems, and components. Evaluates maintenance units to determine operational status and to provide assistance in solving maintenance, supply, and personnel problems. Interprets and discusses inspection findings, and recommends action to correct deficiencies.

2.4. Performs aircraft maintenance management functions. Resolves problems and interprets technical publications for inspecting, maintaining, and modifying aircraft and SE. Ensures submission of deficiency reports. Ensures funds and resources are projected to support maintenance effort, and are managed to optimize mission accomplishment. Ensures unit meets mobility requirements.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of electrical and mechanical principles applying to aircraft and SE; concepts and application of maintenance directives; maintenance data reporting; interpreting and use of maintenance data reports and technical orders; Air Force supply procedures; resource management; and proper handling, use, and disposal of hazardous waste and materials.

3.2. Education. Not used.

3.3. Training. Not used.

3.4. Experience. For award of AFSC 2A390, qualification in and possession of AFSC 2A371, 2A372, or 2A373X is mandatory. Also, experience is mandatory managing or directing functions such as inspecting and maintaining aircraft and SE.

3.5. Other. Not used.

AFSC 2A371, Craftsman

AFSC 2A351*, Journeyman

AFSC 2A331*, Apprentice

AFSC 2A311*, Helper

A-10, F-15, AND U-2 AVIONICS SYSTEMS

1. Specialty Summary. Isolates malfunctions and repairs and inspects A-10, F-15, and U-2 integrated avionics systems at organizational levels. Inspects, services, and performs general aircraft handling procedures. Related DoD Occupational Subgroup: 195000.

2. Duties and Responsibilities.

2.1. Identifies and isolates A-10, F-15, and U-2 integrated avionics systems malfunctions, and analyzes performance. Operates integrated avionics systems to determine operational condition. Interprets equipment operation to isolate malfunctions in systems such as attack control, instrument, flight control, communications, navigation, and penetration aids. Traces data flow and wiring diagrams. Uses built-in test functions, electronic measuring equipment, support aerospace ground equipment (AGE), and hand tools. Monitors equipment performance and detects and analyzes malfunctions.

2.2. Removes, installs, aligns, and checks integrated avionics systems. Removes and installs line replaceable units and aligns systems. Operationally checks externally mounted avionics equipment. Boresights systems. Performs intermediate or organizational maintenance level modifications.

2.3. Inspects integrated avionics systems, posts entries, and maintains inspection and maintenance records. Inspects avionics systems and determines operational status. Interprets inspection findings and determines corrective action adequacy. Reviews maintenance management publications and procedures to obtain avionics systems information. Recommends methods to improve equipment performance and maintenance procedures. Uses automated maintenance systems. Inputs, validates, and analyzes data processed to automated systems. Clears and closes out completed maintenance discrepancies in automated maintenance systems.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of electronic, microelectronic, gyro, synchro, mechanical, and indicator principles, theory, and application; factors involved in transmitting and receiving within the radio frequency and radar frequency ranges; digital computer logic; using and interpreting testing and measuring devices; principles of aerodynamics and motion and power transmission by mechanical and electronic means; electronic combat principles; and concepts and application of maintenance directives.

3.2. Education. For entry into this specialty, completion of high school with courses in physics and mathematics is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 2A331X. Completion of the applicable suffix basic avionics systems course.

3.3.2. 2A371. Completion of the advanced A-10, F-15, and U-2 avionics systems course.

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

3.4.1. 2A351X. Qualification in and possession of AFSC 2A331X. Also, experience in functions such as isolating malfunctions, installing line replaceable units, and using AGE necessary to maintain avionics systems.

3.4.2. 2A371. Qualification in and possession of AFSC 2A351X. Also, experience performing or supervising functions such as installing, maintaining, or inspecting A-10, F-15, or U-2 avionics systems.

3.5. Other. The following are mandatory as indicated.

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 2A3X1X, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

4. *Specialty Shredouts.

Suffix	*Portion of AFS to Which Related*
A	Attack Control
B	Instrument and Flight Controls
C	Communication, Navigation, and Penetration Aids

NOTE: Suffixes A, B, and C are applicable to the 1-, 3-, and 5-skill levels only.

AFSC 2A372, Craftsman

AFSC 2A352, Journeyman

AFSC 2A332, Apprentice

AFSC 2A312, Helper

F-16, F-117, RQ-1, AND CV-22 AVIONIC SYSTEMS

1. Specialty Summary. Maintains F-16, F-117, RQ-1, and CV-22 aircraft avionic systems at the organizational level. Performs and supervises general aircraft servicing and handling procedures. Related DoD Occupational Subgroup: 119800.

2. Duties and Responsibilities.

2.1. Operates avionic systems by using aircraft controls and displays to determine operational condition. Interprets equipment operating characteristics to isolate malfunctions in systems such as attack control, radar, infrared, laser, instruments, displays, flight control, communication, navigation, satellite communications, identification, defensive and offensive, and defensive or offensive electronic warfare systems. Uses technical data to trace wiring diagrams and signal data flow. Uses built-in test functions, support equipment, electronic measuring equipment, aerospace ground equipment (AGE), and hand tools.

2.2. Removes and installs system components. Performs and supervises alignment, calibration, and boresight of avionic systems. Performs and supervises modifications. Uploads operational software into system components. Removes, installs, performs, and supervises operational checks of externally mounted electronic countermeasures equipment. Enters maintenance data into automated systems.

2.3. Inspects, analyzes and evaluates avionic systems to determine operational status. Interprets inspection findings and determines adequacy of corrective action. Reviews maintenance management publications and procedures. Recommends methods to improve equipment performance and maintenance procedures.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of electronics, microprocessors and mechanics; gyro, synchro, and servo principles; theory of flight; electromechanical and electro-optical devices working principles; subsystem tie-in between avionic systems; digital computer logic; aircraft electrical and hydraulic systems; use, care, and interpretation of test and measurement devices; principles of motion and power transmission by mechanical and electrical means; and concepts and application of maintenance directives.

3.2. Education. For entry into this specialty, completion of high school with courses in physics, mathematics, and computers is desirable.

3.3. Training.

3.3.1. For award of AFSC 2A332, completion of the basic avionic systems course is mandatory.

3.3.2. For award of AFSC 2A372, completion of the advanced avionic systems course is mandatory.

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

3.4.1. 2A352. Qualification in and possession of AFSC 2A332, also, experience in installing line replaceable units, practical use of system theory, and using AGE necessary to maintain avionic systems.

3.4.2. 2A372. Qualification in and possession of AFSC 2A352, also, experience in isolating malfunctions, and performing or supervising functions such as malfunction analysis or installation of avionic systems.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 2A3X2, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

AFSC 2A373, Craftsman

AFSC 2A353*, Journeyman

AFSC 2A333*, Apprentice

AFSC 2A313*, Helper

TACTICAL AIRCRAFT MAINTENANCE

1. Specialty Summary. Maintains tactical aircraft, support equipment, and forms and records. Performs and supervises flight chief, expediter, crew chief, repair and reclamation, quality assurance, and maintenance support functions. Related DoD Occupational Subgroup: 160000.

2. Duties and Responsibilities.

2.1. Services aircraft. Performs end-of-runway, postflight, preflight, thru-flight, special inspections and phase inspections. Performs sortie generation operations and hot pit refuels. Advises on problems maintaining, servicing, and inspecting aircraft and related aerospace equipment. Uses technical data to diagnose and solve maintenance problems on aircraft systems. Interprets and advises on maintenance procedures and policies to repair aircraft and related equipment.

2.2. Troubleshoots and maintains aircraft structures, systems, components, and related equipment. Removes and installs aircraft components. Conducts functional tests of repaired components and systems. Adjusts, aligns, and rigs aircraft systems. Supervises and performs aircraft jacking, lifting, and towing operations.

2.3. Inspects aircraft structures, systems, components, and related systems. Supervises and performs aircraft and component inspections. Interprets inspection findings and determines adequacy of corrective actions. Inspects and checks components for clearances, tolerances, proper installation, and operation. Inspects and operates powered and nonpowered aerospace ground equipment. Inspects and identifies aircraft corrosion for prevention and repair. Reviews maintenance forms, aircraft records, automated maintenance data systems, and historical reports to ensure complete documentation. Inventories and maintains aircraft equipment.

2.4. Performs flight chief, production superintendent, expediter, crew chief, repair and reclamation, and maintenance support functions. Coordinates maintenance plans and schedules to meet operational commitments. Supervises and assists in launching and recovering aircraft. Reviews maintenance data collection summaries to determine trends and production effectiveness. Performs crash recovery duties. Performs staff and supervisory management functions.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of principles applying to aircraft systems; concepts and application of maintenance directives and data reporting; using technical data; Air Force supply and deficiency reporting procedures; and proper handling, use, and disposal of hazardous waste and materials.

3.2. Education. For entry into this specialty, completion of high school is desirable with courses in physics, pneudraulics, and electronics.

3.3. Training.

3.3.1. For award of AFSC 2A333X, completion of a suffix specific basic aircraft maintenance course is mandatory.

3.3.2. For award of AFSC 2A373, completion of a craftsman aircraft maintenance course is mandatory.

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

3.4.1. 2A353X. Qualification in and possession of AFSC 2A333X. Also, experience in functions such as repairing and maintaining aircraft or related installed equipment.

3.4.2. 2A373. Qualification in and possession of AFSC 2A353. Also, experience performing or supervising functions such as installing, inspecting, repairing, or overhauling aircraft structures, systems, and components.

3.5. Other. The following are mandatory for entry into this specialty:

3.5.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.2. See **Attachment 39** for additional Other mandatory entry requirements.

3.5.3. For award and retention of AFSCs 2A333X/53X/73, completed and current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

4. *Specialty Shredouts.

Suffix	*Portion of AFS to Which Related*
A	F-15
B	F-16/F-117
E	A-10
F	T-1/T-38
G	T-37/OA-37
H	U-2
J	General (Except F-15/F-16)

NOTE: Shredouts A and B are applicable to the 1-, 3-, 5- skill levels. Shredouts E, F, G, and H are applicable to the 1- and 3-skill levels only, and merge to form shredout J at the 5-skill level. Shredout J is applicable only at the 5-skill levels.

CEM Code 2A300

AFSC 2A590, Superintendent

AEROSPACE MAINTENANCE

1. Specialty Summary. Manages maintenance and staff activities engaged in maintenance planning, inspecting, repairing, and servicing aircraft, helicopters, and aerospace equipment. Related DoD Occupational Subgroup: 160000.

2. Duties and Responsibilities.

2.1. Plans and organizes aircraft maintenance activities. Plans, organizes, and manages maintenance planning, inspection, and repair activities for aircraft, helicopters, and support equipment (SE). Analyzes reports and maintenance plans. Coordinates with supply, operations, and other support activities to improve procedures and resolve problems.

2.2. Directs aircraft maintenance activities. Evaluates processes used to inspect, maintain, repair, and service aircraft, helicopters, and SE. Directs operation and modification of standard operating procedures for maintenance personnel. Directs repair of aircraft, helicopters, associated systems, and SE. Prioritizes maintenance and repair functions. Supervises preparation of records and forms for aircraft and helicopter maintenance.

2.3. Inspects and evaluates aircraft maintenance activities. Evaluates maintenance units to determine operational status, and to provide assistance in solving maintenance, supply, and personnel problems. Interprets inspection findings, and recommends corrective action.

2.4. Performs aircraft maintenance management functions. Resolves problems and interprets publications on inspecting, maintaining, and modifying aircraft, helicopters, and SE. Ensures submission of deficiency reports. Ensures funds and resources are projected to support the maintenance effort, and are managed to optimize mission accomplishment.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of electrical and mechanical principles applying to aircraft and helicopter systems and related SE; interpreting and applying wiring diagrams and schematics relating to electrical or mechanical systems; concepts and application of maintenance directives; maintenance data reporting; interpreting and using maintenance data reports and technical orders; Air Force supply procedures; resource management; and proper handling, use, and disposal of hazardous waste and materials.

3.2. Education. Not used.

3.3. Training. Not used.

3.4. Experience. For award of AFSC 2A590, qualification in and possession of AFSC 2A471, 2A472, 2A473, 2A571, 2A572, or 2A573A/B/C is mandatory. Also, experience is mandatory managing or directing functions such as inspecting or maintaining aircraft, helicopters, or avionics systems.

3.5. Other. Not used.

AFSC 2A571, Craftsman

AFSC 2A551*, Journeyman

AFSC 2A531*, Apprentice

AFSC 2A511*, Helper

AEROSPACE MAINTENANCE

1. Specialty Summary. Maintains aircraft, support equipment (SE), and forms and records. Performs production supervisor, flight chief, expediter, crew chief, support, aero repair, and maintenance functions. Related DoD Occupational Subgroup: 160000.

2. Duties and Responsibilities.

2.1. Advises on problems maintaining, servicing, and inspecting aircraft and aerospace SE. Uses technical data to diagnose and solve maintenance problems on aircraft systems. Interprets and advises on maintenance procedures and policies to repair aircraft and SE.

2.2. Troubleshoots and maintains aircraft structures, systems, components, and SE. Tests repaired components using mockups and test equipment. Adjusts, aligns, rigs, and calibrates aircraft systems. Performs engine run-up. Accomplishes weight and balance functions. Jacks, tows, and services aircraft.

2.3. Inspects aircraft structures, systems, components, and SE. Supervises and performs aircraft and component inspections. Interprets inspection findings and determines adequacy of corrective actions. Inspects and checks components for clearances, tolerances, proper installation, and operation. Inspects and operates powered and nonpowered aerospace ground equipment. Inspects and identifies aircraft corrosion for prevention and correction. Reviews maintenance forms, aircraft records, and reports to ensure complete documentation. Inventories and maintains alternate mission equipment.

2.4. Performs production supervisor, flight chief, expediter, crew chief, aero repair, support, and maintenance functions. Coordinates maintenance plans to meet operational commitments. Supervises and assists in launching and recovering aircraft. Reviews maintenance data collection summaries to determine trends and production effectiveness. Performs crash recovery duties. Performs staff and supervisory management functions.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of principles applying to aircraft systems; concepts and application of maintenance directives and data reporting; using technical data; Air Force supply procedures; and proper handling, use, and disposal of hazardous waste and materials.

3.2. Education. For entry into this specialty, completion of high school with courses in pneudraulics, physics, and electronics is desirable.

3.3. Training. For award of AFSC 2A531X, completion of a suffix specific basic aerospace maintenance course is mandatory.

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

3.4.1. 2A551X. Qualification in and possession of AFSC 2A531X. Also, experience in functions such as repairing and maintaining aircraft or related installed equipment.

3.4.2. 2A571. Qualification in and possession of AFSC 2A551X. Also, experience performing or supervising functions such as installing, repairing, inspecting, or overhauling aircraft structures, systems, and components.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 2A5X1X, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

4. *Specialty Shredouts.

Suffix	*Portion of AFS to Which Related*
A	C-9/C-20/C-21/C-22/C-141/T-39/T-43
B	C-12/C-26/C-27/C-130
C	C-5
D	C-17
E	B-1/B-2
F	B-52
G	C-18/C-135/E-3/VC-25/VC-137
H	KC-10/E-4
J	C-5/C-9/C-12/C-17/C-20/C-21/C-22/C-26/C-27/C-130/C-141/T-39/T-43
K	B-1/B-2/B-52
L	All C-135/C-18/E-3/E-4/KC-10/VC-25/VC-137

NOTE: Shredouts A, B, C, D, E, F, G, and H are applicable to the 1- and 3-skill levels only. Shredouts J, K, and L are applicable at the 5-skill level only. Shredouts A, B, C, and D merge to form shredout J at the 5-skill level. Shredouts E and F merge at the 5-skill level to form shredout K. Shredouts G and H merge at the 5-skill level to form shredout L. There are no shredouts at the 7-skill level.

AFSC 2A572, Craftsman

AFSC 2A552, Journeyman

AFSC 2A532*, Apprentice

AFSC 2A512*, Helper

HELICOPTER MAINTENANCE

1. Specialty Summary. Performs and supervises helicopter maintenance functions and activities. Inspects, repairs, maintains, and services helicopters and support equipment (SE). Maintains aircraft forms and records. Performs crew chief functions. Related DoD Occupational Subgroup: 160000.

2. Duties and Responsibilities.

2.1. Troubleshoots, inspects, repairs, and services helicopter aircraft, systems, and related equipment. Inspects and functionally checks helicopter structures and systems. Checks installed components for proper operation. Adjusts, aligns, and calibrates aircraft systems. Rigs, tracks, and balances rotor systems. Inspects for fuel leaks, corrosion, tire wear, skin damage, and cracks on aircraft. Accomplishes engine maintenance and ground handling tasks. Prepares and maintains inspection and maintenance records. Operates, inspects, and checks serviceability of powered and nonpowered ground SE. Inventories and inspects alternate mission equipment.

2.2. Stores and prepares aircraft for shipment, and performs crash recovery. Prepares aircraft for movement to and from storage. Disassembles helicopters for shipment and reassembles. Removes disabled aircraft. Uses emergency recovery equipment.

2.3. Advises on problems maintaining helicopters and related SE. Uses technical orders to diagnose and solve maintenance problems on airframe and engine related systems. Interprets inspection findings and advises on maintenance procedures to repair aircraft and related equipment.

2.4. Performs staff and supervisory management functions. Coordinates and adjusts individual and unit daily maintenance plans. Supervises and assists in launching and recovering aircraft. Ensures compliance with maintenance management directives. Initiates technical order deficiency and product quality deficiency reports. Reviews maintenance data collection summaries to determine trends, production effectiveness, and areas requiring corrective action.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of supply procedures; electrical theory; mechanical principles applying to aircraft; flight theory; hydraulic principles; concepts and application of maintenance directives; maintenance data reporting; technical order use; and proper handling, use, and disposal of hazardous waste and materials.

3.2. Education. For entry into this specialty, completion of high school is desirable, with courses in mechanics, physics, hydraulics, and electronics.

3.3. Training. For award of AFSC 2A532X, completion of a suffix specific basic helicopter maintenance course is mandatory.

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

3.4.1. 2A552. Qualification in and possession of AFSC 2A532X. Also, experience in functions such as repairing and maintaining helicopter aircraft and systems, and powered and nonpowered ground SE.

3.4.2. 2A572. Qualification in and possession of AFSC 2A552. Also, experience performing or supervising functions such as installing, repairing, inspecting, maintaining, or overhauling helicopter aircraft and systems, and powered and nonpowered ground SE.

3.5. Other. For entry into this specialty, the following are mandatory:

3.5.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.2. See **Attachment 39** for additional entry requirements.

4. *Specialty Shredouts.

Suffix	*Portion of AFS to Which Related*
A	MH-53
B	H-60
C	H-1

NOTE: Suffixes are applicable to the 1- and 3-skill levels only.

AFSC 2A573*, Craftsman

AFSC 2A553*, Journeyman

AFSC 2A533*, Apprentice

AFSC 2A513*, Helper

INTEGRATED AVIONICS SYSTEMS

1. Specialty Summary. Analyzes malfunctions, inspects, removes, maintains, and installs integrated avionics systems. Performs and supervises avionics maintenance and general aircraft servicing and handling. Related DoD Occupational Subgroup: 119800.

2. Duties and Responsibilities.

2.1. Operates and maintains avionics systems. Analyzes equipment operating characteristics to isolate malfunctions in avionics systems, radar, integrated test systems built-in-test (BIT), multiplexed data buss systems, recording systems, fire control systems, video display systems, flight instrumental, mission computer systems, electro-optical viewing systems (EVS), inertial navigation systems (INS), primary and secondary flight controls, automatic flight control, engine instrumentation, fuel management systems, central air data systems, electronic warfare (EW) systems, sensors, communication, and navigation systems, aircraft indicating systems, airborne warning and control systems (WACS), surveillance radar, joint surveillance target attack radar systems (JSTARS), and interrogator systems.

2.2. Removes, installs, checks, and repairs avionics systems and line replaceable units (LRU). Diagnoses malfunctions using technical orders, schematics, wiring diagrams, integrated test systems and other test equipment. Removes, replaces, and repairs faulty system wiring, electrical connectors, antennas, transmission lines, and multiconductor cables. Modifies avionics systems according to technical publications. Updates operational logs, inspection records, aircraft forms, and automated maintenance systems. Performs and supervises alignment, calibration, and boresight of avionics systems. Uploads ground maintenance and operational software. Performs off-equipment maintenance on selected avionics LRUs and maintains peculiar support equipment (SE).

2.3. Inspects and evaluates aircraft maintenance activities. Inspects and verifies operational status and configuration of avionics systems and software. Records and ensures validity of entries into maintenance data collection and inspection systems. Resolves and assists units in solving maintenance and supply problems. Interprets and recommends corrective action to inspection findings. Prepares aircraft for low altitude attack profiles, precision bombing, convert operations, and reconnaissance.

2.4. Plans, organizes and directs aircraft maintenance activities. Establishes methods and performance standards. Analyzes reports and maintenance plans. Directs operation and modification of standard operating procedures. Establishes priorities. Evaluates activities for compliance with directives. Supervises and assists in aircraft ground servicing, and launch/recovery operations. Reviews maintenance data collection summaries to determine trends and production effectiveness. May perform as aircraft Dedicated Crew Chief.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of interpreting and applying mechanical, wiring, and electronic circuit diagrams; electronic, micro-processor, data bus, and mechanical principles theory and application; theory of flight; gyros, synchros, indicators, memory storage devices, antennas, servomechanisms, electromechanical, electro-hydraulic, and electro-optical devices; radar, radio frequency communication, surveillance radar and interrogator systems, pulse Doppler radar theory, dependent navigation aides, inertial and radar navigation, electronic countermeasure transmitters and receivers; lasers, infrared/ultraviolet receivers; optics, automatic flight controls, instruments, multiplexing, fire control, vide display, and digital computer systems working principles; subsystem tie-in between integrated avionics systems; using and interpreting testing and measuring devices; principles of motion and power transmission by fluid, mechanical and electrical means; and concepts and application of maintenance directives.

3.2. Education. For entry into this specialty, completion of high school with courses in physics, computers, and mathematics is desirable.

3.3. Training.

3.3.1. For award of AFSC 2A533X, completion of the applicable suffix basic avionics systems course is mandatory.

3.3.2. For award of AFSC 2A573X, completion of the craftsman course is mandatory.

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

3.4.1. 2A553X. Qualification in and possession of AFSC 2A533X. Also, experience isolating malfunctions, removing and installing LRUs, and use of test and ground SE.

3.4.2. 2A573X. Qualification in and possession of AFSC 2A553X. Also, experience performing or supervising functions such as analyzing and isolating integrated avionics systems malfunctions and using test equipment.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 2A5X3X, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

4. *Specialty Shredouts.

Suffix	*Portion of AFS to Which Related*
A	Communication, Navigation, and Mission
B	Instrument and Flight Controls
C	Electronic Warfare
D	Airborne Surveillance Radar Systems

CEM Code 2A600

AFSC 2A691, Superintendent

AFSC 2A671*, Craftsman

AFSC 2A651*, Journeyman

AFSC 2A631*, Apprentice

AFSC 2A611*, Helper

AEROSPACE PROPULSION

1. Specialty Summary. Inspects, maintains, modifies, tests, and repairs propellers, turboprop and turboshaft engines, jet engines, small gas turbine engines, and engine ground support equipment (SE). Manages aerospace propulsion functions and activities. Related DOD Occupational Subgroup: 160100.

2. Duties and Responsibilities.

2.1. Plans, organizes, and directs aerospace propulsion maintenance activities. Interprets and implements directives and publications pertaining to maintenance functions, including environmentally safe maintenance practices. Determines resource requirements, including facilities, equipment, and supplies. Inspects and evaluates maintenance activities.

2.2. Advises, performs troubleshooting, and determines repair procedures on aircraft engines. Diagnoses and repairs malfunctions using technical publications. Solves maintenance problems by studying drawings, wiring and schematic diagrams, technical instructions, and analyzing operating characteristics of aircraft engines and propellers. Inspects, certifies, and approves completed maintenance actions.

2.3. Removes, installs, inspects, repairs, and modifies engines, engine modules and components, and propellers and propeller components. Disassembles and assembles engines and propellers adhering to prescribed procedures. Prepares engines and propellers for installation, storage, or transportation. Tests components using bench mockups and test equipment. Installs and removes engines on test stands, and operates, evaluates, and performs test stand functions on engines. Accomplishes operator maintenance on test stands. Inspects and maintains engine ground SE. Operates and performs operator inspections on related SE. Selects, uses, and cares for special tools, hand tools, and test equipment. Uses and disposes of hazardous waste and materials.

2.4. Analyzes, interprets, and recommends maintenance actions based on unscheduled engine removals and engine monitoring system data. Coordinates with the base engine manager to analyze scheduled engine removals; recommends forecast actions to the weekly or monthly maintenance schedules.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of mechanical, hydro mechanical, electrical, and pneudraulics principles applying to jet and turboprop engines, and propellers; oil analysis principles; wear metal criteria and guidelines; concepts and application of maintenance directives; using and interpreting diagrams and technical publications; and the proper handling, use, and disposal of hazardous waste and materials.

3.2. Education. For entry into this specialty, completion of high school with courses in general science, mechanics, or mathematics is desirable.

3.3. Training. For award of AFSC 2A631B/C/D or E, completion of a basic, suffix specific, aerospace propulsion maintenance course is mandatory.

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

3.4.1. 2A651A. Qualification in and possession of AFSC 2A631C, D, or E. Also, experience in functions such as installing, maintaining, or repairing aerospace aircraft jet engines.

3.4.2. 2A651B. Qualification in and possession of AFSC 2A631B. Also, experience in functions such as installing, maintaining, or repairing aircraft turboprop or turboshaft propulsion engines or propellers.

3.4.3. 2A671X. Qualification in and possession of AFSC 2A651X. Also, experience performing or supervising functions involving installation, repair, testing, or modification of engines or propellers.

3.4.4. 2A691. Qualification in and possession of AFSC 2A671X. Also, experience managing or directing repair activities for aerospace aircraft engines, propellers, and associated maintenance functions.

3.5. Other.

3.5.1. See **Attachment 39** for entry requirements.

4. *Specialty Shredouts.

Suffix	*Portion of AFS to Which Related*
A	Jet Engines
B	Turboprop and Turboshaft Propulsion
C	TF33 CF6, F103, F108, F117, JT3D-3, TF33, TF34, TF39, PW 2020 Jet Engines
D	F100, F119 Jet Engines
E	F101, F110, F118, F404, J85 Jet Engines

NOTE: Shredout A is applicable to the 5- and 7-skill levels only. Shredout B is applicable to the 1-, 3-, 5-, and 7-skill levels. Shredouts C, D, and E are applicable at the 1- and 3-skill levels only. Shredouts C, D, and E merge to form shredout A at the 5-skill level.

CEM Code 2A600

AFSC 2A692, Superintendent

AFSC 2A672, Craftsman

AFSC 2A652, Journeyman

AFSC 2A632, Apprentice

AFSC 2A612, Helper

AEROSPACE GROUND EQUIPMENT

1. Specialty Summary. Maintains aerospace ground equipment (AGE) to support aircraft systems or subsystems. Manages AGE functions and activities. Related DoD Occupational Subgroup: 160200.

2. Duties and Responsibilities.

2.1. Performs scheduled and unscheduled maintenance on AGE. Inspects, tests, and operates AGE to determine equipment serviceability and proper operation. Diagnoses mechanical and electronic circuitry malfunctions using visual and auditory senses, test equipment, and technical publications. Removes, disassembles, repairs, cleans, treats for corrosion, assembles, and re-installs AGE accessories and components. Stencils and marks AGE. Services equipment with fuel, oil, coolant, water, hydraulic fluid, and air. Operates, cleans, inspects, and services AGE towing vehicles. Maintains vehicle forms. Provides dispatch service for AGE, including positioning equipment to support aircraft maintenance and flying operations.

2.2. Diagnoses malfunctions and repairs AGE. Advises and performs troubleshooting on AGE before assigning repair action. Inspects and approves completed maintenance actions. Prepares AGE for storage and mobility deployment. Solves repair problems by studying drawings, wiring diagrams and schematics, and technical publications. Uses automated maintenance system to monitor maintenance trends, analyze equipment requirements, maintain equipment records, and document maintenance actions. Analyzes and repairs ground support equipment using conventional and digital multimeters, voltmeters, ohmmeters, frequency counters, oscilloscopes, circuit card testers, transistor testers, and hand tools. Maintains external fuel and grounding systems. Stores, handles, uses, and disposes of hazardous material and waste according to environmental standards.

2.3. Plans and organizes AGE maintenance activities. Establishes production controls and standards. Interprets and implements policy directives and instructions pertaining to maintenance, including environmentally safe maintenance practices. Determines resource requirements, including facilities, training, equipment, and supplies. Inspects maintenance activities, evaluates resource use, and recommends corrective actions. Determines equipment serviceability criteria where it does not exist. Encourages quality Air Force activities.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of principles of electricity, electronics, general mechanics, heating, refrigeration, pneumatics, hydraulics, and reciprocating and turbine engines; troubleshooting, inspecting, repairing, and modifying equipment; use of automated maintenance systems; application of maintenance management techniques; interpretation of maintenance directives, technical publications, drawings, wiring diagrams and schematics; and proper identification, handling, use, and disposal of hazardous waste materials.

3.2. Education. For entry into this specialty, completion of high school with courses in general science and industrial arts is desirable.

3.3. Training. For award of AFSC 2A632, completion of a basic AGE training course is mandatory.

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

3.4.1. 2A652. Qualification in and possession of AFSC 2A632. Also, experience in functions such as inspecting, modifying, or repairing AGE.

3.4.2. 2A672. Qualification in and possession of AFSC 2A652. Also, experience performing or supervising functions such as inspecting, modifying, repairing, or troubleshooting AGE.

3.4.3. 2A692. Qualification in and possession of AFSC 2A672. Also, experience managing AGE functions and activities.

3.5. Other. For entry into this specialty, the following are mandatory:

3.5.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.2. See **Attachment 39** for additional entry requirements.

CEM Code 2A600

AFSC 2A690, Superintendent

AIRCRAFT SYSTEMS

1. Specialty Summary. Manages maintenance functions in aircrew egress systems and aircraft fuel, in-flight refueling, hydraulic, electrical and environmental systems. Related DoD Occupational Subgroup: 160200.

2. Duties and Responsibilities.

2.1. Plans and organizes aircraft systems maintenance activities. Interprets and implements maintenance directives and publications, including environmentally safe maintenance practices. Establishes production controls and standards. Analyzes maintenance reports of egress, fuel, inflight refueling, hydraulic, and electrical and environmental aircraft systems. Determines resource requirements. Coordinates with supply, operations, and other activities to improve procedures and resolve problems.

2.2. Directs, controls, and performs aircraft systems maintenance activities. Directs maintenance personnel employed in removing, disassembling, inspecting, repairing, reassembling, installing, testing, and modifying egress, fuel, hydraulic, in-flight refueling, and electrical and environmental aircraft systems and components. Solves maintenance problems with aircraft systems and related equipment.

2.3. Inspects and evaluates aircraft systems maintenance work and activities. Evaluates work for compliance with directives, policies, and standards. Inspects maintenance activities and evaluates resource use. Interprets inspection findings and recommends corrective action.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of mechanical principles; electrical, fuel, hydraulics, egress, and pressure systems; concepts and application of maintenance directives; interpreting wiring and schematic diagrams, blueprints, and technical publications; and proper handling, use, and disposal of hazardous waste and materials.

3.2. Education. Not used.

3.3. Training. Not used.

3.4. Experience. For award of AFSC 2A690, qualification in and possession of AFSC 2A673, 2A674, 2A675, or 2A676 is mandatory. Also, experience is mandatory directing functions such as installing, maintaining, repairing, overhauling, or modifying aircrew egress systems; aircraft fuel and in-flight refueling systems; aircraft and equipment hydraulic systems; or aircraft and equipment electrical and environmental systems.

3.5. Other. Not used.

AFSC 2A673, Craftsman

AFSC 2A653, Journeyman

AFSC 2A633, Apprentice

AFSC 2A613, Helper

AIRCREW EGRESS SYSTEMS

1. Specialty Summary. Maintains aircraft egress systems including ejection seats, canopies, hatches, and modules; explosive components; electro-explosive devices (EED); subsystems; and related support equipment (SE). Related DoD Occupational Subgroup: 160200.

2. Duties and Responsibilities.

2.1. Advises on and solves installation, maintenance, and repair problems by studying schematic and technical publications. Diagnoses malfunctions and recommends corrective action. Implements maintenance and safety policies for egress systems and integral egress system components to include personnel parachute assemblies.

2.2. Performs scheduled and unscheduled maintenance on egress systems. Removes and installs egress systems. Ensures egress explosive cartridge activated devices (CAD), pressure activated devices (PAD), and EEDS are safe and disarmed prior to performing maintenance. Performs operational and functional tests of egress systems, subsystems, and components using test equipment and test kits. Applies corrosion control procedures to escape systems and related components. Operates and maintains related SE. Uses the automated maintenance system to monitor maintenance trends, analyze equipment requirements, maintain equipment records, document maintenance actions, and time change database.

2.3. Performs integrity inspections of the escape system. Inspects egress systems, subsystems, and components for safety, security, and serviceability. Inspects and determines serviceability of CAD, PAD and EED devices based on shelf and service life limits. Uses and disposes of hazardous waste and materials according to environmental standards.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of mechanical, pneumatic, and electrical principles applying to aircrew egress systems; concepts and application of applicable maintenance directives; and using and interpreting schematic drawings, and technical publications.

3.2. Education. For entry into this specialty, completion of high school with courses in general science or mathematics is desirable.

3.3. Training.

3.3.1. For award of AFSC 2A633, completion of a basic aircrew egress system maintenance course is mandatory.

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

3.4.1. 2A653. Qualification in and possession of AFSC 2A633. Also, experience in functions such as removing, inspecting, installing, repairing, and modifying aircrew egress systems and components.

3.4.2. 2A673. Qualification in and possession of AFSC 2A653. Also, experience performing or supervising functions involved in maintaining and inspecting egress systems and subsystems.

3.5. Other. For entry into this specialty, the following are mandatory:

3.5.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.2. See **Attachment 39** for additional entry requirements.

AFSC 2A674, Craftsman

AFSC 2A654, Journeyman

AFSC 2A634, Apprentice

AFSC 2A614, Helper

AIRCRAFT FUEL SYSTEMS

1. Specialty Summary. Removes, repairs, inspects, installs, and modifies aircraft fuel systems including integral fuel tanks, bladder cells, and external tanks. Maintains associated hardware and equipment. Related DoD Occupational Subgroup: 160200.

2. Duties and Responsibilities.

2.1. Advises on aircraft fuel systems removal, repair, and installation maintenance procedures and policies. Diagnoses fuel system and component malfunctions. Recommends corrective actions and resolves problems using technical publications and analytic techniques.

2.2. Performs maintenance on aircraft fuel tanks and cells. Removes access panels and depuddles, purges, repairs, and tests fuel tanks and cells. Performs entry and maintenance in confined spaces. Removes, repairs, and replaces malfunctioning components. Prepares aircraft surfaces, and applies sealants, adhesives, and associated chemicals.

2.3. Supervises, inspects, and evaluates aircraft fuel systems maintenance activities. Cleans fuel cells and tanks, and inspects for foreign objects, corrosion, cell deterioration, and fungus. Stores, handles, uses, and disposes of hazardous material and waste. Initiates deficiency reports, maintenance analysis documents, technical data changes, and equipment records. Records information on data collection forms and automated systems.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of internal hardware such as valves, interconnects, lines, gauges, controls, pumps, and other attachments; sealing materials; sheet metal parts; rubber properties and organic sealing compound applications; layout drawing use; technical publications; concepts and applications of maintenance directives; work policies and procedures; and proper handling, use, and disposal of hazardous waste and material.

3.2. Education. For entry into this specialty, completion of high school with courses in general science or physics is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 2A634. Completion of a basic aircraft fuel systems maintenance course.

3.3.2. 2A674. Completion of the advanced aircraft fuel systems course.

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

3.4.1. 2A654. Qualification in and possession of AFSC 2A634. Also, experience in functions such as installing, repairing, or modifying aircraft fuel systems and related components.

3.4.2. 2A674. Qualification in and possession of AFSC 2A654. Also, experience supervising functions such as installing, repairing, or modifying aircraft fuel systems.

3.5. Other. For entry into this specialty, the following are mandatory:

3.5.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards.*

3.5.2. See **Attachment 39** for additional entry requirements.

AFSC 2A675, Craftsman

AFSC 2A655, Journeyman

AFSC 2A635 Apprentice

AFSC 2A615 Helper

AIRCRAFT HYDRAULIC SYSTEMS

1. Specialty Summary. Troubleshoots, removes, repairs, overhauls, inspects, and installs aircraft hydraulic systems and components, including support equipment (SE). Related DoD Occupational Subgroup: 160200.

2. Duties and Responsibilities.

2.1. Advises on problems maintaining aircraft hydraulic systems and SE. Determines maintenance procedures and performance characteristics using technical publications. Diagnoses malfunctions and recommends corrective action.

2.2. Performs maintenance on aircraft hydraulic systems. Troubleshoots, removes, repairs, overhauls, replaces, adjusts, and tests malfunctioning components.

2.3. Inspects aircraft hydraulic systems, components and SE. Performs system operational checks. Stores, handles, uses, and disposes of hazardous material and waste according to environmental standards.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of hydraulic, pneumatic, electrical, and mechanical principles applying to aircraft and support equipment; hydraulic systems; concepts and applications of maintenance directives; using and interpreting schematics, wiring diagrams, and technical publications; and proper handling, use, and disposal of hazardous waste and materials.

3.2. Education. For entry into this specialty, completion of high school with courses in hydraulics or general science is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 2A635. Completion of a basic aircraft hydraulic systems maintenance course.

3.3.2. 2A675. Completion the advanced aircraft hydraulic systems course.

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

3.4.1. 2A655. Qualification in and possession of AFSC 2A635. Also, experience in functions such as repairing hydraulic, mechanical, and electrical systems, components, and SE.

3.4.2. 2A675. Qualification in and possession of AFSC 2A655. Also, experience performing or supervising maintenance functions in repair of aircraft hydraulic, mechanical, and electrical systems, components, and SE.

3.5. Other. For entry into this specialty, the following are mandatory:

3.5.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.2. See **Attachment 39** for additional entry requirements.

AFSC 2A676, Craftsman

AFSC 2A656, Journeyman

AFSC 2A636, Apprentice

AFSC 2A616, Helper

AIRCRAFT ELECTRICAL AND ENVIRONMENTAL SYSTEMS

1. Specialty Summary. Performs and supervises aircraft electrical and environmental (E & E) functions and activities. Troubleshoots, inspects, removes, installs, repairs, modifies, overhauls, and operates aircraft E & E systems, components, and associated support equipment. Related DoD Occupational Subgroup: 160200.

2. Duties and Responsibilities.

2.1. Inspects, troubleshoots, and maintains aircraft E & E systems, subsystems, components, and associated test equipment. E & E on-equipment systems include direct and alternating current; gas turbine compressors and auxiliary power units; landing gear, anti-skid, and nose wheel steering; electronic engine control, ignition, and starting; lighting; master caution and warning; take-off warning; flight control; cargo door and cargo delivery equipment; non-electro static application windows; anti-icing; fire and overheat warning; fire extinguishing and suppression; fuel control; liquid cooling; air conditioning, bleed air, cabin pressurization, and auxiliary pressurization; oxygen; and aircraft utility systems.

2.2. Performs off-equipment maintenance on E & E system components and associated test equipment. Included are control, protection, caution, and warning panels; lighting equipment; frequency and load controls; anti-icing controllers; inverters; voltage regulators; nose wheel steering and anti-skid amplifiers; generators and integrated drive generators; actuators, relays, motors, and valves; lighting equipment; fire and overheat panels; fire extinguishing equipment; aircraft batteries; and special equipment testers. Performs cryogenic maintenance on mobile aircraft servicing units. Maintains electrical wiring and connectors. Uses electrical, electronic, pneumatic, and other test and support equipment. Maintains compressed gas equipment.

2.3. Inspects and evaluates aircraft E & E maintenance activities. Determines operational status of assigned assets. Interprets inspection findings and determines corrective actions. Ensures compliance with technical publications and directives.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of electrical, electronic, and mechanical principles relating to E & E systems; concepts and application of maintenance directives; meaning of symbols used in wiring diagrams, blueprints, and schematics; and proper handling, use, and disposal of hazardous waste and materials.

3.2. Education. For entry into this specialty, completion of high school with courses in basic electronics, mathematics, general science, and mechanics is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 2A636. Completion of a basic aircraft E & E systems maintenance course.

3.3.2. 2A676. Completion of the advanced aircraft E & E systems maintenance course.

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

3.4.1. 2A656. Qualification in and possession of AFSC 2A636. Also, experience maintaining electrical, electronic, and environmental systems.

3.4.2. 2A676. Qualification in and possession of AFSC 2A656. Also, experience performing or supervising E & E maintenance.

3.5. Other. For entry into this specialty, the following are mandatory:

3.5.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards,* is mandatory.

3.5.2. See **Attachment 39** for additional entry requirements.

CEM Code 2A600

AFSC 2A790, Superintendent

AIRCRAFT FABRICATION

1. Specialty Summary. Manages activities to accomplish aircraft structural maintenance, metals technology, survival equipment maintenance, and nondestructive inspection. Related DoD Occupational Subgroup: 170000.

2. Duties and Responsibilities.

2.1. Plans, organizes, and directs aircraft fabrication maintenance activities. Interprets and implements directives and publications pertaining to fabrication and airframe maintenance, including environmentally safe practices. Establishes production controls and standards. Analyzes maintenance management reports. Determines resource requirements, including personnel, equipment, facilities, and supplies. Coordinates with other activities to improve procedures and resolve problems.

2.2. Directs maintenance personnel employed in removing, disassembling, inspecting, repairing, treating corrosion, reassembling, installing, testing, and modifying aircraft structural components, survival equipment, and local manufacture activities. Solves fabrication, airframe, maintenance, local manufacture, and support equipment repair problems.

2.3. Inspects and evaluates fabrication maintenance activities. Evaluates completed work to determine operational status and compliance with directives, policies, and work standards. Manages resources, interprets inspection findings, and recommends corrective action. Manages the oil analysis program.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of aircraft structural maintenance, metals technology, survival equipment, and nondestructive inspection methods; characteristics and identification of aerospace and non-aerospace materials; concepts and application of maintenance directives; maintenance data reporting; and proper handling, storage, use, and disposal of hazardous waste and materials.

3.2. Education. Not used.

3.3. Training. Not used.

3.4. Experience. For award of AFSC 2A790, qualification in and possession of AFSC 2A771/72/73 or 74 is mandatory. Also, experience is mandatory managing structural maintenance, metals technology, survival equipment, or nondestructive inspection specialties and functions.

3.5. Other. Not used.

AFSC 2A771, Craftsman

AFSC 2A751, Journeyman

AFSC 2A731, Apprentice

AFSC 2A711, Helper

AIRCRAFT METALS TECHNOLOGY

1. Specialty Summary. Designs, welds, heat treats, fabricates, and machines precision tools, components, and assemblies for aerospace weapon systems and related support equipment (SE). Related DoD Occupational Subgroup: 170000.

2. Duties and Responsibilities.

2.1. Advises on metals machining, welding, designing, and production problems. Designs, manufactures, or modifies special precision tools, gauges, dies, and fixtures to facilitate metal working operations. Performs metals technology shop calculations such as determining cutting speeds and settings, welding processes, and preheat and postheat requirements. Welds, brazes, solders, and heat treats metals. Uses manual and computer numerical controlled (CNC) metal working machines, mills, and lathes to manufacture and repair cams, gears, slots, and keyways for aircraft components and SE. Writes programs for CNC machines using manual and Computer Aided Design-Computer Aided Manufacturing (CAD-CAM) methods. Checks completed components and determines serviceability in accordance with drawings and specifications.

2.2. Disassembles, assembles, and fits component parts using machine screws, bolts, rivets, press fits, and welding techniques. Uses metal working equipment, tools, and supplies to produce surface finishing specifications for components. Extracts broken or damaged hardware. Checks components for wear tolerances using precision measuring devices.

2.3. Maintains and inspects hand tools and metal working machinery. Performs operator maintenance and service inspections on shop equipment and tools. Ensures lock out and tag out procedures are accomplished prior to maintenance on all equipment. Uses and disposes of hazardous waste and materials according to environmental standards.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of metal repair and fabrication processes; composition of metals and machinable materials; weld specifications; metal tempering; forging; mechanical drawings; use of precision measuring devices and tools; metal fabricating by oxyacetylene, metallic arc, and inert gas shielded arc; operation and capacity of metal working and welding equipment; use and fabrication of layout and fixture devices; safety codes and practices regarding equipment and supplies; hazards of explosive gasses, hazardous rays, and fumes; and proper handling, use, and disposal of hazardous waste and materials.

3.2. Education. For entry into this specialty, completion of high school with courses in shop mathematics, metalworking, or mechanical drawing is desirable.

3.3. Training.

3.3.1. For award of AFSC 2A731, completion of a basic aircraft metals technology course is mandatory.

3.3.2. For award of AFSC 2A771, completion of the craftsman aircraft metals technology course is mandatory.

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

3.4.1. 2A751. Qualification in and possession of AFSC 2A731. Also, experience in functions such as gas and electric welding, boring, milling, shaping, grinding metal, or using precision measuring devices.

3.4.2. 2A771. Qualification in and possession of AFSC 2A751. Also, experience performing or supervising functions dealing with welding, using precision measuring devices, and machining.

3.5. Other. The following are mandatory as indicated:

3.5.1. The following are mandatory for entry:

3.5.1.1. See **Attachment 39** for entry requirements.

3.5.2. For entry, award, and retention of AFSCs 2A711/31/51/71, normal depth perception as defined in AFI 48-123, *Medical Examination and Standards*.

AFSC 2A772, Craftsman

AFSC 2A752, Journeyman

AFSC 2A732, Apprentice

AFSC 2A712, Helper

NONDESTRUCTIVE INSPECTION

1. Specialty Summary. Inspects aerospace weapon systems components and support equipment for structural integrity using nondestructive inspection methods and performs fluid analysis. Related DoD Occupational Subgroup: 176000.

2. Duties and Responsibilities.

2.1. Determines test method, and prepares fluids and parts for nondestructive inspection. Interprets nondestructive inspection test results, and provides information about defects to repair center. Analyzes wear metal content on engine lubricating oil and other fluids, and recommends corrective action. Establishes radiation areas for radiographic operations. Computes and monitors personal exposure areas for radiographic operations, and monitors personnel exposure data.

2.2. Performs nondestructive inspection on structures, components, and systems. Detects flaws such as cracks, delaminations, voids, processing defects, and heat damage using penetrant, eddy current, magnetic particle, radiographic, optical, and ultrasonic test equipment. Determines metallurgical information of components according to alloy, temper, conductivity, and associated factors.

2.3. Operates, maintains, and inspects nondestructive equipment. Performs operator maintenance and service inspections on shop equipment and tools. Ensures lock out and tag out procedures are accomplished prior to maintenance on equipment. Performs silver recovery functions. Handles and disposes of hazardous waste and materials.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of characteristics of metals identification; wear metals identification and content; metal discontinuity and flaw detection; operation and maintenance of nondestructive test and oil analysis equipment; safety codes and practices; radiological safety and radiation monitoring procedures; technical orders and directives; and proper handling, use, and disposal of hazardous waste and materials.

3.2. Education. For entry into this specialty, completion of high school with courses in mathematics, chemistry, industrial technology, physics, and shop is desirable. Also, completion of computer knowledge courses is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 2A732. Completion of a basic nondestructive inspection course.

3.3.2. 2A772. Completion of an advanced nondestructive inspection course.

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

3.4.1. 2A752. Qualification in and possession of AFSC 2A732. Also, experience flaw detection process controls, equipment calibration and maintenance, safety directives, and hazardous waste programs.

3.4.2. 2A772. Qualification in and possession of AFSC 2A752. Also, experience supervising functions such as those involved in a nondestructive inspection laboratory.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty, the following are mandatory:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. For duty in and award of this AFSC, minimum age is 18 years.

AFSC 2A773, Craftsman

AFSC 2A753, Journeyman

AFSC 2A733 Apprentice

AFSC 2A713 Helper

AIRCRAFT STRUCTURAL MAINTENANCE

1. Specialty Summary. Designs, repairs, modifies and fabricates aircraft, metal, plastic, composite, advanced composite, low observables, and bonded structural parts and components. Applies preservative treatments to aircraft, missiles, and support equipment (SE). Related DoD Occupational Subgroup: 160300.

2. Duties and Responsibilities.

2.1. Assembles structural parts and components to meet requirements for preserving structural integrity and low observable qualities. Assesses damage to aircraft structural components and low observable coatings. Advises on structural and low observable repair, modification, and corrosion protection treatment with respect to original strength, weight, and contour to maintain structural and low observable integrity. Ensures aircraft component balance is maintained. Assembles repairs using special fasteners and adhesives. Checks repairs for serviceability according to specifications and technical publications. Manufactures jigs, fixtures, forms, and molds.

2.2. Paints aircraft, missiles, and support equipment (SE). Identifies, removes, and treats corrosion using mechanical and chemical procedures. Applies corrosion protective and low observable coatings. Applies aircraft paint schemes and markings.

2.3. Uses metalworking equipment and tools to form, cut, bend, and fasten replacement or repair parts to damaged structures and components. Fabricates, repairs, and assembles tubing and cable assemblies for aerospace weapon systems and SE. Maintains and inspects tools and equipment. Performs operator maintenance and service inspections on shop equipment and tools. Ensures lockout and tagout procedures are accomplished prior to performing shop equipment maintenance. Stores, handles, and disposes of hazardous waste and materials according to environmental standards.

2.4. Inspects structures and components and determines operational status. Interprets inspection findings, and determines corrective action adequacy. Posts entries and maintains maintenance and inspection records. Recommends methods to improve equipment performance and maintenance procedures. Uses automated maintenance systems. Inputs, validates, and analyzes data processed to automated systems. Clears and closes out completed maintenance discrepancies in automated maintenance systems.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of aircraft construction features; identification and characteristics of aerospace materials; repair of metal, tubing, cable, plastic, fiberglass, bonded honeycomb, and composite structural components; shop drawing and sheet metal layout techniques; shop mathematics; corrosion identification, removal, repair, and prevention; cleaning of metals; application of protective coatings, low observable materials, and markings; proper use, mixing, and storage of acids, solvents, alcohol, caustics, primers, and paints; and proper handling and disposal of hazardous waste and materials.

3.2. Education. For entry into this specialty, completion of high school with courses in mathematics, algebra, chemistry, physics, mechanical drawing, and metalworking is desirable.

3.3. Training.

3.3.1. For award of AFSC 2A733, completion of a basic aircraft structural maintenance course is mandatory.

3.3.2. For award of AFSC 2A773, completion of a craftsman aircraft structural maintenance course is mandatory.

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

3.4.1. 2A753. Qualification in and possession of AFSC 2A733. Also, experience in functions such as fabricating, repairing, assembling, or installing aircraft metals, plastics, fiberglass, composites, or honeycomb parts; or corrosion identification, removal, and applying coatings and markings.

3.4.2. 2A773. Qualification in and possession of AFSC 2A753. Also, experience supervising functions dealing with corrosion identification, prevention, and repair; applying protective coatings and markings; or fabricating, assembling, and repairing metal, fiberglass, composites, honeycomb, and plastics.

3.5. Other. See **Attachment 39** for entry requirements.

AFSC 2A774, Craftsman

AFSC 2A754, Journeyman

AFSC 2A734, Apprentice

AFSC 2A714, Helper

SURVIVAL EQUIPMENT

1. Specialty Summary. Disassembles, assembles, inspects, fabricates, cleans, repairs, and packs aerospace weapon system components such as protective clothing, upholstery, thermal radiation barriers, protective covers, flotation equipment, emergency evacuation systems, and parachutes. Related DoD Occupational Subgroup: 176000.

2. Duties and Responsibilities.

2.1. Plans and schedules parachute and fabric activities. Establishes performance standards, improves work methods, and advises on inspection, repair, and repack of aircrew survival equipment. Checks repaired and repacked survival equipment and determines serviceability based on required specifications and technical publications. Evaluates problems and determines feasibility of repair or replacement related to inspecting and repairing fabric, rubber equipment, and parachutes. Evaluates work orders for local manufacturing, plans layout, and fabrication of new items.

2.2. Disassembles, assembles, inspects, cleans, fabricates, repairs, and packs fabric and rubber components, including protective clothing, upholstery, thermal radiation barriers, protective covers, flotation equipment, emergency evacuation systems, and parachutes such as deceleration, cargo, and personnel. Installs, removes, inspects, tests, and sets manual and automatic rip cord release opening devices. Stores, handles, and inspects pyrotechnic items.

2.3. Operates, maintains, and inspects survival equipment machinery, test equipment, and tools. Performs operator maintenance and service inspections on shop equipment. Stores, handles, uses, and disposes of hazardous waste and materials based on environmental standards.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of parachute construction; temperature and humidity affects on parachutes and other fabrics; characteristics of rubberized items; solvent, heat, and pressure affects on rubber; and proper handling, use, and disposal of hazardous waste, materials, and pyrotechnics.

3.2. Education. For entry into this specialty, completion of high school with courses in shop mechanics is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 2A734. Completion of a basic fabrication and parachute course.

3.3.2. 2A774. Completion of the advanced fabrication and parachute course.

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

3.4.1. 2A754. Qualification in and possession of AFSC 2A734. Also, experience maintaining fabric and rubber items, flotation equipment, protective clothing, aircraft upholstery, and parachutes.

3.4.2. 2A774. Qualification in and possession of AFSC 2A754. Also, experience performing or supervising functions such as maintaining fabric and rubber items, flotation devices, protective clothing, aircraft upholstery, and parachutes.

3.5. Other. See **Attachment 39** for entry requirements.

Attachment 13

COMMUNICATIONS - ELECTRONICS SYSTEMS CAREER FIELD (2E)

Introduction

The Communications-Electronics Systems Career Field encompasses the functions of installing, modifying, maintaining, repairing, and overhauling ground television equipment; ground weather equipment; air traffic control, aircraft control and warning, missile warning, and automatic tracking radar equipment; simulator and training systems; ground radio equipment, including carrier repeater, microwave, tropospheric scatter, flight facilities, and light and heavy, fixed and mobile radio equipment and space communications systems equipment; high-speed general and special purpose data processing equipment; automatic communications and cryptographic machine systems; teletypewriter and teleautograph equipment; electromechanical cryptographic equipment; space systems command and control; and associated electronic test equipment. Included in this field are the functions of systems control, automatic tracking equipment operation, display systems operation, and associated communications-electronic equipment for which an operator position is not provided.

Excluded from this career field are the functions of operating radio and radar equipment, with the exceptions indicated in paragraph 1, and maintaining and overhauling electronic components peculiar to the Missile Electronic Maintenance Career Field, the Avionics Systems Career Field, or the Training Devices Career Field.

CEM Code 2E000

AFSC 2E190, Superintendent

COMMUNICATIONS SYSTEMS

1. Specialty Summary. Manages and directs communications systems maintenance facilities and resources. Included are functions of installing, maintaining, repairing, overhauling, deploying, and modifying. Systems and equipment include ground radar and radio, meteorological and navigation, combat camera, imagery, video, television, satellite, intrusion detection, space systems, telemetry, and microwave. Related DoD Occupational Subgroup: 110100.

2. Duties and Responsibilities.

2.1. Plans and organizes maintenance activities. Prepares and analyzes reports encompassing siting, deploying, maintaining, installing, repairing, and removing communications systems, combat camera equipment, imagery systems, and related equipment. Included are ground radio equipment; navigation and meteorological systems; satellite and microwave communications systems, video, television studio, and intrusion detection systems; combat camera; space systems, telemetry and instrumentation missions and imagery systems. Coordinates activities and resolves common problems.

2.2. Directs maintenance activities. Checks systems and equipment for proper siting, installation, and serviceability. Directs personnel employed in siting, deploying, inspecting, adjusting, removing, replacing, and repairing communications systems and related equipment. Directs overhaul and repair of ground radar and communications systems, combat camera equipment, telemetry systems, imagery systems, and related equipment. Ensures work standards are maintained. Determines extent and economy of repair, including disposition of malfunctioning equipment.

2.3. Inspects and evaluates maintenance activities. Interprets findings, and recommends or initiates corrective action. Serves on or directs inspection teams to evaluate maintenance activities. Discusses inspection findings. Maintains liaison with users to ensure adequate services are being provided.

2.4. Supervises maintenance functions. Resolves problems with installing, maintaining, repairing, and overhauling systems and equipment. Establishes local maintenance procedures and policies. Performs research and development of new systems and equipment.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of electronics principles theory and its application to ground radio, meteorological and navigation, combat camera, imagery, video, television, telemetry systems, space systems, intrusion detection, and satellite and microwave communications facilities, systems, and equipment; and their interoperability; the communications and computer elements of a typical air base; and interpretation of wiring and logic diagrams, blueprints, and technical orders.

3.2. Education. Not used.

3.3. Training. Not used.

3.4. Experience. For award of AFSC 2E190, qualification in and possession of AFSC 2E071, or 2E171/72/73/74 is mandatory. Also, experience is mandatory managing or directing functions such as installing, maintaining, repairing, or modifying the various systems and related equipment of the feeder specialties.

3.5. Other. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSC 2E190, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management,* is mandatory.

AFSC 2E071, Craftsman

AFSC 2E051, Journeyman

AFSC 2E031, Apprentice

AFSC 2E011, Helper

GROUND RADAR SYSTEMS

1. Specialty Summary. Installs, maintains, and repairs fixed or mobile air traffic control, weather, ground aircraft control and warning radar systems, related radar operator training devices, aircraft identification equipment, remoting systems, video mappers, computerized processors, and communications subsystems. Operates and relocates related support, and communications equipment. Uses electronic test equipment. Related DoD Occupational Subgroup: 110300.

2. Duties and Responsibilities.

2.1. Performs ground radar functions. Plans, organizes, and schedules work assignments, workloads, and maintenance procedures for ground radar activities. Establishes production controls and standards. Prepares reports on maintaining, installing, repairing, removing, and siting all types of ground radar systems. Ensures operations and maintenance economies by improving work methods and procedures. Designs and develops organizational structures, including manning, duty assignments, and workloads. Inspects and evaluates ground radar activities. Serves on or directs ground radar maintenance inspection teams organized to evaluate base or command maintenance programs. Performs ground radar research and development projects.

2.2. Evaluates and resolves problems encountered during siting, installing, repairing, and overhauling ground radar systems. Uses layout drawings, schematics, and pictorial diagrams to solve maintenance problems, and analyzes construction and operating characteristics of equipment to determine source of malfunction. Plans, schedules, and implements installation of ground radar systems. Interprets maintenance and installation policy and procedures. Installs ground radar systems. Assembles, connects, modifies, and adjusts ground radar subassemblies such as antennas, transmitters, receivers, processors, indicator groups, and ancillary systems such as beacon equipment and video mappers. Conducts tests of installed equipment for proper component assembly and compliance with technical orders. Places in operation, calibrates, tunes, and aligns subassemblies according to approved technical data to maximize performance. Disassembles, relocates, assembles, and connects ground radar systems. Inspects and tests equipment for serviceability before and after relocation. Performs maintenance inspections on ground radar systems.

2.3. Repairs, overhauls, and modifies, ground radar systems. Isolates malfunctions by prescribed systems checking procedures, visual inspections, voltage checks, and other tests using electronic test equipment. Repairs ground radar subassemblies, including antennas, transmitters, receivers, operator training devices, radar beacon systems, remoting systems, video mappers, display systems, and associated communications systems and related equipment. Conducts performance tests of repaired subassemblies, using

bench mockups and applicable test equipment. Accomplishes organizational and intermediate level equipment modifications according to time compliance technical orders, or field directives. Assembles, installs, and repairs antenna systems, transmission lines, and waveguides. Performs corrosion control.

2.4. Establishes requirements for tools, support equipment, personnel, supplies, and technical documents. Establishes work standards, methods, and controls for functions such as periodic inspections, operational testing, and equipment repair. Identifies maintenance problem areas and initiates corrective action. Develops methods for improving maintenance effectiveness and efficiency. Interprets inspection findings, and determines adequacy of corrective actions. Ensures maintenance data collection forms and inspection and maintenance records are accurately completed. Recommends changes to improve equipment performance or maintenance practices. Evaluates justification and practicality of recommended improvements to equipment performance and maintenance procedures. Develops and enforces safety standards and practices for ground radar maintenance activities. Coordinates with appropriate agencies to ensure systems support requirements.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of electronic principles and digital techniques, including transistors and solid-state component theory that applies to ground radar systems; maintenance data processing systems; wiring diagrams, circuit diagrams, and schematic diagrams and technical orders; and Air Force maintenance and supply procedures.

3.2. Education. For entry into this specialty, completion of high school with courses in physics and mathematics is desirable.

3.3. Training. For award of AFSC 2E031, completion of a basic ground radar maintenance course is mandatory.

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

3.4.1. AFSC 2E051. Qualification in and possession of AFSC 2E031. Also, experience is mandatory in functions such as testing, calibrating, or repairing ground radar systems, associated communications and identification equipment, operating automatic tracking radar or electronic combat systems. Use of test equipment and interpretation of test results is mandatory.

3.4.2. AFSC 2E071. Qualification in and possession of AFSC 2E051. Also, experience is mandatory in performing or supervising functions such as siting, installing, repairing, overhauling, or modifying ground radar systems, and associated communications and identification equipment.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. Qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations.*

3.5.1.3. See **Attachment 39** for additional entry requirements.

3.5.2. For award and retention the following is mandatory:

3.5.2.1. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 2E0X1, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

AFSC 2E171, Craftsman

AFSC 2E151, Journeyman

AFSC 2E131, Apprentice

AFSC 2E111, Helper

SATELLITE, WIDEBAND, AND TELEMETRY SYSTEMS

1. Specialty Summary. Deploys, operates and sustains ground and space based satellite, Beyond Line-of-Sight (BLOS) wideband communications, telemetry, and instrumentation systems. Manages and performs design support, installation, calibration, testing, operation, maintenance, and repair of facilities, systems, equipment, and related subsystems. Monitors, analyzes, and directs performance checks and measurements to ensure acceptable performance. Configures equipment. Establishes and maintains communications links with distant terminals. Operates earth terminal control console and monitors system performance indicators. Implements operational directives. Manages wideband and satellite earth terminal facilities or activities. Related DoD Occupational Subgroup 110000.

2. Duties and Responsibilities.

2.1. Manages satellite systems maintenance activities. Installs and checks operation of wideband and satellite earth terminal communications systems. Manages, installs and checks the operation of instrumentation and telemetry activities. Establishes performance and production standards and work methods. Determines extent and economy of repair for malfunctioning equipment. Recommends methods to improve equipment performance and maintenance procedures. Prepares reports related to operating, installing, repairing, maintaining, and evaluating equipment. Analyzes data printouts and recordings to determine marginal or faulty equipment operation. Evaluates justification and practicability, and recommends corrections to improve equipment performance or maintenance procedures. Assists agencies to conduct research and development projects associated with aerospace systems equipment. Assembles, programs, adjusts, and secures system components. Employs orbiting communication satellite, line-of-sight, and tropospheric scatter techniques. Conducts tests to restore and maintain systems. Uses anti-jam equipment and techniques to neutralize effects of communication jamming. Provides technical and design support assistance, solves problems for test site and operation, and maintenance functions. Develops and enforces safety rules.

2.2. Conducts periodic inspections of equipment and facilities to ensure compliance with technical data specifications and timely fulfillment of mission requirements. Interprets survey findings and prescribes corrective action. Serves on or directs inspection teams in evaluating equipment maintenance activities. Interprets deployment orders. Establishes communications links and interconnects communication facilities. Assembles, installs, and operates instrumentation and telemetry systems. Inspects completed assemblies during all phases of static and dynamic testing. Operates instrumentation and telemetry systems comprised of components such as transmitters, recorders, computers, and data conditioning and conversion equipment.

2.3. Operates and performs preventive and scheduled maintenance on equipment, to include repairs, overhauls, and modifications. Operates, inspects, adjusts, tunes, and aligns equipment for maximum operating efficiency. Controls preventive maintenance scheduling by coordinating with related control agencies. Evaluates and recommends changes to preventive maintenance routines to provide optimum operational availability and equipment condition. Refers to circuit and cable diagrams to trace circuits. Evaluates equipment performance using test equipment. Disassembles and repairs radar, television, airborne and ground analog and digital telemetry, laser, and timing device components, and other special equipment used for research and development projects. Analyzes equipment limitations, and modifies equipment to increase operational efficiency for specific missions. Reassembles components and calibrates, aligns, and adjusts completed assemblies. Accomplishes tolerance and specification tests. Records and repairs recurring malfunctions.

2.4. Manages, inspects, repairs and monitors equipment to determine performance, analyzes data and isolates malfunctions, detects deficiencies, replaces or repairs defective units, and performs corrective alignments. Performs and directs on-the-spot malfunction corrections. Tests repaired units. Removes, repairs, reassembles, reconnects, and performs operational checks. Restore systems to serviceable condition.

2.5. Installs and modifies equipment. Designs equipment modifications to meet mission needs. Implements modifications according to configuration directives. Assembles, connects, and inter-wires equipment. Uses layout drawings, schematics, logic diagrams, computer printouts, and technical data to determine installation configuration and analyze operating characteristics. Reviews, evaluates, and resolves deficiencies. Ensures maintenance data collection forms and inspection and maintenance records are completed and accurate.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of application and theory of electronics including solid state components and digital techniques, integrated circuits, transistors, microminiature components, fiber optics, amplifiers, waveguide components, traveling wave tubes; principles of computers, networks, cryogenics, spread spectrum techniques, and satellite tracking; theory of instrumentation and telemetry systems; pulse and continuous modulation, synchros; servo drives; high power transmission systems and associated environmental control systems; space systems equipment operational procedures; data transmission; orbital mechanics; analog-to-digital and digital-to-analog conversion and hydraulics; data analysis; interpreting publications, blueprints and schematics; communications theory; principles of wideband and satellite earth terminal systems and equipment, and their operational procedures; satellite orbital mechanics; test equipment and circuit analysis; principles of multiplexing, digital data transmission; networks associated with multichannel equipment; installing and testing practices; atomic frequency generating devices; voice and data communication equipment including Defense Information Systems Agency technical and satellite control and testing procedures and interpretation of technical data; military specifications and standards; and Air Force maintenance management and supply procedures; application of mathematics, including algebraic formulas and physics to instrumentation and telemetry systems.

3.2. Education. For entry into this specialty, completion of high school with courses in geometry, trigonometry, algebra, and physics is desirable.

3.3. Training. Completion of the following training is mandatory for award of the AFSC indicated:

3.3.1. 2E131. A basic satellite, wideband and telemetry systems course.

3.3.2 2E171. The communications-electronics career advancement course.

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

3.4.1. 2E151. Qualification in and possession of AFSC 2E131. Also, experience in functions such as analyzing, testing, calibrating, or maintaining satellite systems equipment, assembly, installation, repair, modification, and operation of instrumentation and telemetry systems; adjusting and calibrating instrumentation components; replacing defective parts; or repairing faulty components; installing, maintaining, repairing, modifying or operating wideband and satellite earth terminal communications systems.

3.4.2. 2E171. Qualification in and possession of AFSC 2E151. Also, experience performing or supervising satellite systems maintenance, instrumentation and telemetry systems, or wideband and satellite earth terminal communications systems. Also, experience in performing or supervising functions such as: assembly, installation, repair, modification, and operation of instrumentation and telemetry systems; repairing test equipment; adjusting and calibrating instrumentation components; replacing defective parts; or repairing faulty components.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty, the following are mandatory:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. For award and retention the following is mandatory:

3.5.2.1. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 2E1X1, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

AFSC 2E172, Craftsman

AFSC 2E152, Journeyman

AFSC 2E132, Apprentice

AFSC 2E112, Helper

METEOROLOGICAL AND NAVIGATION SYSTEMS

1. Specialty Summary. Installs, removes, relocates, modifies, deploys, and maintains fixed and mobile meteorological and navigation systems. Accomplishes flight inspection duties. Analyzes equipment performance trends. Supervises meteorological and navigation systems maintenance activities. Related DoD Occupational Subgroup: 110200.

2. Duties and Responsibilities.

2.1. Supervises meteorological and navigation systems maintenance activities. Oversees work in progress and reviews completed repairs for sound maintenance practices. Establishes requirements for maintenance and support equipment, tools, and spare parts. Requisitions, accounts for, and turns in supplies and material. Recommends equipment repair, replacement, or depot overhaul. Certifies facilities after repair actions or flight inspections. Interprets inspection findings and determines adequacy of corrective action. Reviews and ensures compliance with maintenance management publications and procedures. Develops and enforces safety standards for meteorological and navigation activities.

2.2. Resolves technical problems and improves maintenance methods and techniques. Interprets technical specifications and provides guidance. Solves technical problems requiring interpretation of schematic, logic, and wiring diagrams.

2.3. Installs, removes, and relocates meteorological and navigation systems. Studies system characteristics, local terrain, and planned base facilities and requirements. Determines equipment position based on plans, diagrams, and specifications. Checks and inventories equipment and project materials for serviceability. Assembles, connects, and wires components, assemblies, and antenna systems. Performs operational tests, and adjusts and aligns equipment. Completes commissioning flight inspections. Places systems in operation.

2.4. Prepares equipment for deployment. Deploys, sets up, and activates transportable meteorological and navigation systems. Completes flight inspections. Places systems in operation.

2.5. Maintains meteorological and navigation systems. Uses specialized test equipment and software controlled diagnostics to isolate malfunctions. Repairs mechanical and electrical assemblies and subassemblies. Tunes, aligns, and adjusts equipment. Completes flight inspections. Cleans and lubricates equipment. Performs corrosion control. Modifies equipment. Completes performance tests and evaluates results to ensure proper system operation. Initiates action to correct unsatisfactory equipment performance trends.

2.6. Maintains inspection and maintenance records. Posts entries on maintenance and inspection records. Records and reviews meter readings, test results, and historical data in equipment performance logs. Completes and reviews maintenance data collection and equipment status reporting forms. Evaluates and recommends methods to improve technical data, system performance, and maintenance procedures.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of discrete and integrated electronic components and schematic diagram and logic symbols; electronic principles; microprocessors; data processing; mathematics principles required to solve electronic formulas; Boolean algebra theory and number systems; analog and digital electronic circuits; advanced troubleshooting techniques; principles of meteorological and navigation systems maintenance; use of technical data and blueprints; system block, data flow, schematic, logic, and interconnecting wiring diagrams; principles and use of test equipment and diagnostic systems; and advanced soldering techniques.

3.2. Education. For entry into this specialty, completion of high school with courses in physics and mathematics and a basic knowledge of computers is desirable.

3.3. Training. Completion of the following training is mandatory for award of the AFSC indicated:

3.3.1. 2E132. A basic meteorological and navigation systems course.

3.3.2. 2E172. The communications-electronics career advancement course.

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

3.4.1. 2E152. Qualification in and possession of AFSC 2E132. Also, experience in functions such as installing, testing, aligning, repairing, flight inspecting, and removing meteorological and navigation systems.

3.4.2. 2E172. Qualification in and possession of AFSC 2E152. Also, experience performing or supervising functions such as installing, testing, aligning, repairing, flight inspecting, and removing meteorological and navigation systems.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. Qualification to operate a government vehicle according to AFI 24-301, *Vehicle Operations*.

3.5.1.3. See **Attachment 39** for additional entry requirements.

3.5.2. For entry, award, and retention of these AFSCs, freedom from fear of heights.

3.5.3. For award and retention the following is mandatory:

3.5.3.1. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 2E1X2, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

AFSC 2E173, Craftsman

AFSC 2E153, Journeyman

AFSC 2E133, Apprentice

AFSC 2E113, Helper

GROUND RADIO COMMUNICATIONS

1. Specialty Summary. Installs, maintains, overhauls, repairs, and modifies fixed, mobile, and transportable transmitters, receivers, transceivers, and related equipment. Included are amplitude modulation, frequency modulation, single sideband, and independent sideband radio systems and equipment for point-to-point and ground-to-air communications; facsimile receivers; low frequency, high frequency, very high frequency, and ultra high frequency radio systems; radio frequency amplifiers; recorders; keying and signal devices; generation and display equipment; and base radio systems. Related DoD Occupational Subgroup: 110100.

2. Duties and Responsibilities.

2.1. Supervises ground radio maintenance activities. Oversees work in progress and reviews completed repairs for sound maintenance practices. Establishes requirements for maintenance equipment, support equipment, tools, and spare parts. Requisitions, accounts for, and turns in supplies and material. Interprets inspection findings and determines adequacy of corrective action. Reviews and ensures compliance with maintenance management publications and procedures. Administers land mobile radio (LMR) program and ensures compliance with provisions of LMR contracts. Identifies maintenance problem areas and recommends corrective action. Recommends methods to improve equipment performance and maintenance procedures. Evaluates justification and practicability of proposed modifications. Develops and enforces safety standards for ground radio maintenance activities.

2.2. Inspects ground radio communications activities. Determines equipment operational status. Serves on teams to evaluate ground radio activities. Interprets inspection findings submitted by other inspecting activities, and initiates corrective action. Determines adequacy of corrective action. Checks installed and repaired components for compliance with technical publications.

2.3. Resolves installation, repair, overhaul, and modification problems associated with ground radio communications equipment. Uses layout drawings, schematics, and pictorial diagrams to solve maintenance problems. Analyzes construction and operating characteristics of equipment to determine source of malfunction. Performs intricate alignment and calibration procedures to ensure maximum operating efficiency. Determines repair procedures necessary to correct defective equipment.

2.4. Installs ground radio communications equipment. Consults layout drawings to ensure equipment is properly positioned. Checks equipment for serviceability prior to installation. Assembles, connects, secures, and interconnects components such as transmitters, power supplies, and antenna assemblies. Tests installed equipment for proper assembly of components and compliance with technical orders. Places in operation and tunes, adjusts, and aligns components to obtain maximum operating efficiency.

2.5. Deploys and activates mobile and transportable ground radio communications equipment. Refers to plans and equipment specifications to conduct site and equipment surveys, and establishes equipment systems interface. Unpacks, inspects, and positions communications equipment; erects antennas; and interconnects communications facilities.

2.6. Performs preventive maintenance on ground radio communications systems and related equipment. Inspects equipment at specified intervals to determine operational status. Replaces defective components. Performs operational checks.

2.7. Repairs, overhauls, and modifies ground radio communications and related equipment. Isolates malfunctions using system checking procedures, required test equipment, analyzing voltage and waveform measurements, schematic diagrams, and equipment operating characteristics. Repairs equipment, including transmitters, receivers and transceivers, and radio Teletype and facsimile devices. Tunes and adjusts ground radio components. Adjusts, aligns, and calibrates equipment for maximum operating efficiency. Fabricates and connects various types of antenna systems and transmission lines. Tests repaired components using bench mockups and related test equipment. Performs corrosion control.

2.8. Maintains inspection and maintenance records. Posts entries on maintenance and inspection records. Records meter readings and other pertinent data in equipment logs. Completes maintenance data collection forms.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of electricity and radio theory, including transistors, solid-state components, and digital techniques applying to ground radio communications and related equipment maintenance; and interpretation of management information data, technical orders, blueprints, wiring diagrams, and schematic drawings.

3.2. Education. For entry into this specialty, completion of high school with courses in physics and mathematics is desirable.

3.3. Training. Completion of the following training is mandatory for award of the AFSC indicated:

3.3.1. 2E133. A basic ground radio communications equipment maintenance course.

3.3.2. 2E173. The communications-electronics career advancement course.

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

3.4.1. 2E153. Qualification in and possession of AFSC 2E133. Also, experience in functions such as; testing, tuning, adjusting, maintaining, or repairing ground radio communications and related equipment, and using specialized test equipment.

3.4.2. 2E173. Qualification in and possession of AFSC 2E153. Also, experience supervising functions such as siting, installing, repairing, overhauling, or modifying ground radio equipment, and using test equipment.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty, the following are mandatory:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. For award and retention the following is mandatory:

3.5.2.1. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 2E1X3, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

AFSC 2E174, Craftsman

AFSC 2E154, Journeyman

AFSC 2E134, Apprentice

AFSC 2E114, Helper

VISUAL IMAGERY AND INTRUSION DETECTION SYSTEMS

1. Specialty Summary. Installs, performs operational checks, inspects, troubleshoots, repairs, overhauls, calibrates, modifies, tests, and analyzes performance of television equipment; cable head-end; audio, radiated, and auxiliary broadcast equipment; fixed and mobile combat camera and other imagery related equipment; and intrusion detection systems. Monitors and directs performance checks of television and intrusion detection systems. Ensures continuous acceptable systems performance. Manages television, imagery, or intrusion detection system facilities. Related DoD Occupational Subgroup: 119100.

2. Duties and Responsibilities.

2.1. Installs and checks operation on television, imagery, and intrusion detection systems and equipment. Assembles, positions, interconnects, and adjusts system components and subassemblies. Measures, adjusts, and operationally tests equipment and systems. Performs preventive maintenance and ensures performance standards.

2.2. Repairs and modifies equipment and systems. Troubleshoots, repairs, and replaces components. Aligns television, imagery, and intrusion detection equipment. Included are cameras, transmitters, receivers, monitors, video tape recorders, audio and video projection equipment, sensors, annunciators, assessment systems, projectors, film processing and printing equipment, electronic imaging and video equipment, and related support items for combat camera and deployable weapon systems, and peculiar test equipment. Ensures acceptable broadcast quality transmission and reliable system operation. Ensures proper assembly; installation; and electro-optical adjustment of mechanical, electrical, and optical equipment. Installs equipment, and services and adjusts equipment and systems. Identifies corrosion problems and accomplishes corrective measures. Lubricates and cleans equipment and components.

2.3. Inspects television, imagery, and intrusion detection systems and equipment. Maintains inspection and maintenance records. Inspects, adjusts, and aligns equipment and systems. Ensures maximum operating efficiency. Posts entries in maintenance and inspection records. Maintains equipment performance logs. Completes maintenance data collection forms. Analyzes maintenance data to determine unfavorable trends or conditions.

2.4. Supervises, plans, and organizes maintenance activities. Establishes requirements for tools, equipment, and technical documents. Establishes work standards, methods, and controls. Reviews, evaluates, and resolves deficiencies. Prepares and analyzes reports. Ensures maintenance data, and inspection and maintenance records are complete and accurate. Evaluates recommended improvements to equipment performance and maintenance procedures. Develops and enforces safety standards and practices. Inspects maintenance activities to determine operational status and solve problems. Reviews inspection findings

and recommends corrective action. Performs quality control functions. Resolves equipment installation, repair, overhaul, calibration, and modification problems. Coordinates with production agencies.

2.5. Plans, schedules, and implements installation of television and intrusion detection systems and equipment.

2.6. Prepares deployable facilities and equipment for transportation and employment. Deploys, sets-up, and maintains deployed facilities and equipment.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of electronic, transmission, infrared and thermal imagery theories; solid state components; digital techniques; microprocessors; optical and mechanical principles; imagery equipment; installation and testing practices; test equipment; wiring and logic diagrams; circuit schematics; and maintenance and supply procedures.

3.2. Education. For entry into this specialty, completion of high school with courses in algebra, geometry, trigonometry, and physics is desirable.

3.3. Training. The following are mandatory for award of the AFSC indicated:

3.3.1. 2E134. Completion of a basic visual imagery and intrusion detection systems maintenance course.

3.3.2. 2E174. Completion of the communications-electronics career advancement course.

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

3.4.1. 2E154. Qualification in and possession of AFSC 2E134. Also, experience in functions such as installing, testing, aligning, adjusting, or repairing television, imagery, and intrusion detection equipment and systems.

3.4.2. 2E174. Qualification in and possession of AFSC 2E154. Also, experience performing or supervising functions such as sitting, installing, repairing, overhauling, or modifying television, imagery, or intrusion detection equipment and systems.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty, the following are mandatory:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. For award and retention the following is mandatory:

3.5.2.1. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 2E1X4, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

CEM Code 2E000

AFSC 2E291, Superintendent

AFSC 2E271, Craftsman

AFSC 2E251, Journeyman

AFSC 2E231, Apprentice

AFSC 2E211, Helper

COMPUTER, NETWORK, SWITCHING AND CRYPTOGRAPHIC SYSTEMS

1. Specialty Summary. Sustains network infrastructure, cryptographic equipment, and deployable switching systems in a fixed and deployed environment. Sustains and operates systems through effective troubleshooting, repair, diagnostics and system performance analysis. Related DoD Occupational Subgroups: 115000.

2. Duties and Responsibilities.

2.1. Plans, organizes and directs sustainment activities. Establishes work standards, methods and controls for preventative, scheduled, and unscheduled maintenance actions. Determines extent and economy of repair of malfunctioning equipment. Ensures compliance with technical data, instructions, and work standards. Interprets malfunctions and prescribes corrective action. Serves on, or directs inspection teams organized to evaluate base or command sustainment programs. Manages, or performs research and development projects for assigned systems.

2.2. Reviews technical instructions, plans, and installation drawings to install systems. Ensures conformance to standard installation practices. Plans and schedules communications and related equipment installations. Resolves installation and maintenance discrepancies using applicable directives, diagrams and installation systems records. Inventories project and work order materials. Initiates and conducts system verification tests to assess the capability and effectiveness of networks and communications systems.

2.3. Maintains, inspects and tests assigned systems. Coordinates with commercial service providers and depots to conduct tests of system components and assemblies to isolate faults. Removes, repairs, replaces and restores systems or subsystems.

2.4. Performs organizational, intermediate and depot level sustainment on assigned systems. Establishes priorities and schedules repair actions. Isolates malfunctions using troubleshooting techniques, diagnostic software, technical data, block diagrams, voltage and waveform measurements, and other tests requiring specialized test equipment. Repairs computer network systems and associated peripheral equipment. Test components using bench mockups and related test equipment. Aligns and modifies system components according to National Security Agency, Joint, Departmental, DISA Directives, technical data, Time Compliance Technical Orders (TCTO) and local procedures. Evaluates and recommends methods to improve system or equipment performance and sustainment procedures.

2.5. Documents inspection and maintenance actions. Establishes and maintains systems configuration records. Monitors and documents systems performance.

2.6. Ensures compliance with operation security practices. Applies communications security programs to include physical, cryptographic, transmission, and emission security. Develops and ensures compliance with safety standards and instructions.

2.7. Performs predeployment operations and mobilization of theater deployable communications systems for transport by air, land or sea. Deploys systems and support equipment to support mission requirements. Establishes maintenance management procedures and agile logistics support channels to sustain continuous network operations. Coordinates and assists end users in isolating and eliminating communications connectivity problems. Removes, repairs and replaces assemblies, subassemblies and electronic components to optimally sustain communications networks. Prepare systems for redeployment and equipment regeneration.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge of the following is mandatory: fundamentals of electronics; digital theory; fundamentals of computer and network; protocols; cryptographic techniques and equipment configuration; and communication and switching systems principles of operations and technologies. Also, knowledge of basic troubleshooting procedures, operation and use of test equipment; computer programming techniques; use of technical data, wiring diagrams, and schematic drawings; and the structure and use of the Air Force supply system is mandatory.

3.2. Education. For entry into this specialty, completion of high school with courses in computers and mathematics is desirable.

3.3. Training. For award of AFSC 2E231, completion of Computer, Network, Switching and Cryptographic Systems course is mandatory. To sustain cryptographic equipment, completion of training according to AFI 21-109, *Communications Security, Equipment Maintenance and Maintenance Training* is mandatory.

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

3.4.1. 2E251. Qualification in and possession of 2E231. Experience in functions such as installing, troubleshooting, repairing, operating, testing, or modifying computer, network, missile control, and cryptographic and tactical switching systems.

3.4.2. 2E271. Qualification in and possession of 2E251. Experience in performing or supervising functions such as installing, troubleshooting, repairing, operating, testing, or modifying assigned systems.

3.4.3. 2E291. Qualification in and possession of AFSC 2E271. Experience in managing functions such as installing, troubleshooting, repairing, overhauling or modifying assigned systems.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.1.3. Qualification to operate a government vehicle according to AFI 24-301, *Vehicle Operations*.

3.5.2. For award and retention the following is mandatory:

3.5.2.1. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 2E2X1, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim SSBI has been granted according to AFI 31-501.

CEM Code 2E000

AFSC 2E690, Superintendent

TELEPHONE AND DISTRIBUTED COMMUNICATIONS SYSTEMS

1. Specialty Summary. Superintends installation and maintenance actions on all telephone switching, telephone and circuitry equipment, cable, and antenna activities supporting command, control, communications, and computer (C4) systems. Related DoD Occupational Subgroup: 162100.

2. Duties and Responsibilities.

2.1. Plans and organizes telephone systems, cable, or antenna activities. Determines requirements for space, equipment, tools, vehicles, and personnel to perform installation and maintenance actions. Develops and improves work methods and procedures related to installation and maintenance of all telephone, cable, and antenna systems supporting C4 systems. Coordinates with activities and organizations to determine requirements.

2.2. Directs telephone system, cable, or antenna activities. Establishes priorities for installation and maintenance actions. Organizes work teams. Schedules installation and maintenance actions.

2.3. Inspects and evaluates telephone system, cable, or antenna activities. Inspects telephone system, cable, or antenna activities for compliance with standards. Evaluates inspection findings, and implements corrective action.

2.4. Performs technical and maintenance functions. Resolves technical problems. Interprets plans and specifications as required.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of maintenance management principles, principles of telephony; electrical and lightwave communications fundamentals, wire and antenna transmission phenomena; and digital telephone switching systems; telephone equipment and data circuitry; cable systems; and antenna systems.

3.2. Education. Not used.

3.3. Training. Not used.

3.4. Experience. For award of AFSC 2E690, qualification in and possession of AFSC 2E672/73 is mandatory. Also, experience is mandatory supervising installation and maintenance in areas such as telephone switching systems; telephone subsets; telephone key systems and data transmission media systems circuitry; T-carrier; fiber-optic end equipment; modems; multiplexers; line drivers and associated hardware; and cable and antenna systems, including supporting structures, radomes, and transmission lines, and buried, aerial, underground copper core, and fiber-optic C4 cable systems.

3.5. Other. Specialty requires routine access to Secret material or similar environment. For award and

retention of AFSC 2E690, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management* is mandatory.

AFSC 2E672, Craftsman

AFSC 2E652, Journeyman

AFSC 2E632, Apprentice

AFSC 2E612, Helper

COMMUNICATIONS CABLE AND ANTENNA SYSTEMS

1. Specialty Summary. Provides command and control (C2) capabilities through installation, maintenance, fault isolation, and reconstitution of fixed cable and wireless distribution systems, local area networks (LAN), and wide area networks (WAN) in support of tactical and strategic operations. Monitors and analyzes performance of underground, buried, and aerial cable and antenna networks. Related DoD Occupational Subgroup: 162100.

2. Duties and Responsibilities.

2.1. Installs, maintains, reconstitutes, removes, and modifies copper core, coaxial, waveguide, and fiber optic cable and antenna systems. Climbs antenna support structures and wooden poles to various heights for maintenance and installation actions on cable and antenna systems. Installs and maintains dedicated local area network (LAN) and wide area network (WAN) media distribution systems, including distribution system interior wiring. Uses drawings, task lists, instructions, and technical data to work on copper core, coaxial, waveguide, fiber optic cable and antenna systems. Installs distribution equipment. Terminates copper core and fiber optic cables on main distribution frames and interface equipment. Operates and performs maintenance on tools, test equipment, auxiliary equipment, and vehicles such as backhoes, trenchers, cable trailers, cable reel trucks, and antenna construction vehicles.

2.2. Locates, repairs, and replaces faulty closures in copper core, waveguide, coaxial, and fiber optic cable systems. Performs pneumatic troubleshooting to locate faulty splice closures and demivalve assemblies. Excavates and backfills splice pits. Seals cables, repairs demivalves, and adjusts pressure transmitters and contactors. Installs and maintains aerial cable support structures such as pole line and suspension strands. Installs underground cable, uses duct rods, cleans cable duct systems, prepares pulling apparatus, and pulls in and temporarily bonds cable. Installs, maintains, and marks path of buried cable systems.

2.3. Monitors, analyzes, and troubleshoots copper core, waveguide, coaxial, and fiber optic cable systems. Determines cause of signal deterioration in cable carrying audio, video, digital, and data transmission. Troubleshoots, repairs, and replaces T-carrier equipment, fiber optic modems, and components. Interprets compressor meter readings and adjusts controls. Installs, maintains, and repairs or replaces damaged pneumatic and electrical components in cable air dryers. Uses test equipment to identify copper conductors and optic fibers in cables. Locates and traces buried cable. Locates and traces leaks in pressurized cable system. Performs operational checks and preventive maintenance inspections.

2.4. Maintains communications and computer systems installation records (CSIRs), maintenance and inspection cable records, and technical orders.

2.5. Supervises, plans, organizes, and directs cable and antenna installation and maintenance activities. Develops and improves work methods and procedures related to installation and maintenance of all cable and antenna systems.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of installation and maintenance management functions; wire transmission principles; electrical and lightwave communications on aerial, buried and underground cable systems; hardened missile cable pressure and alarm systems; antenna and obstruction systems rectifiers, power supplies, motors, generators and servomechanisms; antenna fundamentals, including antenna theory and principles of rotators, amplifiers and control cables; antenna installation procedures, including radio frequency cable, waveguide splicing, and repair and maintenance techniques of radomes; operation and theory of cable pressurization, alarm systems, locating cable faults, identifying causes of deterioration in cable systems, cable testing procedures and methods of sealing cables; safety precautions related to oxygen deficiency, oxygen enrichment, toxic and explosive gases, working aloft, rescue procedures for aerial and underground environments, basic first aid and cardiopulmonary resuscitation; use and limitations of test set operations; corrosion prevention and control procedures; and capabilities, limitations, operations and functional use of basic cable and antenna systems and associated hardware.

3.2. Education. For entry into this specialty, completion of high school with courses in analytical mathematics is desirable.

3.3. Training. For award of AFSC 2E632, completion of the basic communications cable and antenna systems course is mandatory.

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

3.4.1. 2E652. Qualification in and possession of AFSC 2E632. Also, experience in functions such as installing, maintaining and repairing communications cable and antenna systems, including electrical equipment and transmission lines.

3.4.2. 2E672. Qualification in and possession of AFSC 2E652. Also, experience performing or supervising functions in areas such as project installation and maintenance actions, communications cables and antennas, and related electrical hardware.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination Standards*.

3.5.1.2. Qualification to operate government vehicle according to AFI 24-301, *Vehicle Operations*.

3.5.1.3. See **Attachment 39** for additional entry requirements.

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

3.5.2.1. Normal depth perception and normal gait and balance as defined in AFI 48-123.

3.5.2.2. Physical ability to perform climbing duties and freedom from fear of heights and claustrophobia.

AFSC 2E673, Craftsman

AFSC 2E653, Journeyman

AFSC 2E633, Apprentice

AFSC 2E613, Helper

TELEPHONE SYSTEMS

1. Specialty Summary. Manages the installation, repair and maintenance of telephone switching systems, telephone subsets, telephone key systems, data transmission media systems circuitry, T-carrier, fiber-optic end equipment, modems, multiplexers, line drivers; and associated hardware supporting command, control, communications, and computer (C4) systems. Installs, removes, refurbishes, maintains, tests, and troubleshoots these systems, equipment items, and associated hardware. Monitors and analyzes the performance of these switching systems, equipment items, and associated hardware. Manages supporting C4 systems. Related DoD Occupational Subgroup: 162200.

2. Duties and Responsibilities.

2.1. Manages, plans, schedules, and performs installation and removal of telephone switching system, telephone subsets, telephone key systems, data transmission media systems, interior wiring, T-carrier, telephone intercom systems, and associated equipment. Installs and removes copper core or fiber-optic wiring, modems, terminal blocks, and telephone instruments. Climbs ladders to install, remove, and maintain wiring. Interprets sketches and layout drawings for placement of telephone systems and equipment. Reviews, recommends, develops, and implements changes to communications-computer systems installations records (CSIR), standard installation practice technical orders, standard and engineering drawings, and equipment wiring diagrams. Ensures equipment and components meet standard installation practice technical order specifications. Instructs and performs installation procedures. Straps and programs key units for required features. Plans interior wiring.

2.2. Installs, removes, refurbishes, tests, troubleshoots, and repairs telephone switching systems, telephone subsets, telephone key systems, telephone intercom systems, data transmission media systems, T-carrier, fiber-optic end equipment, multiplexers, line drivers, modems, and associated equipment. Determines cause of signal deterioration, noise, and crosstalk in circuits. Coordinates with users to ensure systems and services meet user's need. Makes recommendations to improve services provided to users. Repairs signal deterioration and changes to transmission characteristics in circuits. Checks equipment for serviceability and compliance with technical data. Tests and verifies that local and long distance systems meet established parameters. Analyzes test results and takes corrective action. Operates and performs operator maintenance on special purpose vehicles, tools, and test equipment. Performs corrosion control.

2.3. Maintains manual telephone attendant cabinets or consoles. Maintains, fabricates, and terminates circuits, and copper core or fiber-optic cables and associated hardware. Establishes, monitors, and reconfigures local and long-distance circuitry. Performs preventive maintenance. Maintains Defense Switched Network four-wire circuitry and control terminal equipment. Tests and verifies circuitry meet established

transmission requirements. Identifies maintenance problem areas, and implements corrective action. Analyzes records accuracy. Isolates malfunctions. Implements approved equipment modifications.

2.4. Maintains and administers various records, forms, and databases. Updates and verifies entries on system, facility, maintenance, and inspection records. Initiates, tracks, and maintains shipping, receiving, supply, and equipment documents. Reviews and maintains operational measurement reports.

2.5. Inspects and evaluates activities. Conducts periodic inspections of systems installations and repair activities. Interprets inspection reports, and implements corrective actions.

2.6. Evaluates operational plans. Analyzes traffic load and telephone number assignments. Evaluates engineering plans for telephone systems.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of maintenance management practices; telephony fundamentals; electronic principles, including theory of solid-state components, digital techniques, and copper core and fiber-optic transmission principles applying to telephone switching systems; T-carrier; fiber-optic modems; multiplexers, line drivers, and associated hardware; telephone wiring practice; and CSIRs: project and circuit diagram interpretation, digital translation, installation procedures, high reliability soldering techniques, and test equipment and special tools required for installation and maintenance actions on these systems.

3.2. Education. Completion of high school with courses in analytical mathematics is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 2E633. Completion of a basic telephone system course.

3.3.2. 2E673. Completion of a communications-electronics career advancement course.

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

3.4.1. 2E653. Qualification in and possession of AFSC 2E633. Also, experience is mandatory in functions such as installing, troubleshooting, and repairing telephone switching systems; data transmission media systems; telephone and data circuitry equipment to include T-carrier, fiber-optic modems, and multiplexers and associated hardware equipment.

3.4.2. 2E673. Qualification in and possession of AFSC 2E653. Also, experience is mandatory in functions such as performing and supervising installation, maintenance, and repair of these systems.

3.5. Other: The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. Qualification to operate a government vehicle according to AFI 24-301, *Vehicle Operations*.

3.5.1.3. See **Attachment 39** for additional entry requirements.

3.5.2. For entry, award, and retention of these AFSCs, physical ability to perform climbing duties, and freedom from fear of heights and claustrophobia.

3.5.3. For award and retention the following is mandatory:

3.5.3.1. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 2E6X3, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

Attachment 14

FUELS CAREER FIELD (2F)

Introduction

The Fuels Career Field encompasses operating and managing petroleum fuel systems and activities including the entire spectrum of requisitioning, accounting, receiving, storing, dispensing, and testing of aviation and ground fuels, cryogenics, missile propellants and alternative fuels such as compressed natural gas. Mobile refueling vehicles or equipment along with installed mechanical fuel systems are used to receive or distribute aviation and ground fuels. All operations encompass environmental protection and energy conservation practices. Computer systems are used throughout the fuels career field.

CEM Code 2F000

AFSC 2F091, Superintendent

AFSC 2F071, Craftsman

AFSC 2F051, Journeyman

AFSC 2F031, Apprentice

AFSC 2F011, Helper

FUELS

1. Specialty Summary. Maintains and operates petroleum, missile, alternative and cryogenic facilities and equipment. Receives, stores, and issues petroleum fuels and cryogenics products. Performs quality analysis on petroleum and cryogenics products. Performs operator maintenance on fuels handling equipment and facilities. Prepares receipt, inventory, and issues documents for fuels and cryogenic products accounting. Operates specialized mobility fuels equipment. Related DoD Occupational Subgroup: 182100.

2. Duties and Responsibilities.

2.1. Directs receipt storage and issue operations for petroleum, cryogenic, and alternative fuel products. Projects product requirements, places orders for products, and performs product receipt operations. Ensures proper handling and segregation of products received and verifies quantity and quality. Documents discrepancies in product receipt quantities and quality. Isolates off-specification products and takes appropriate actions to correct quality problems. Operates and maintains cryogenic production plants. Ensures compliance with all safety and environmental regulations.

2.2. Maintains storage and dispensing facilities. Rotates stocks to prevent product quality degradation. Ensures an effective operator maintenance program is carried out. Performs operator checks and routine maintenance on facilities. Maintains inspections and maintenance records for facilities. Reports facility deficiencies to appropriate maintenance activity. Initiates facility upgrade and construction projects. Manages fuels mobility support equipment used for bare base operations. Maintains and operates fuels mobility support equipment.

2.3. Performs technical fuels functions. Operates fuels control center to monitor all product movements and ensure timely response to mission requirements. Coordinates refueling requirements with supported agencies and ensures appropriate prioritization of support requirements. Ensures an effective vehicle preventive maintenance program is carried out. Operates mobile and hydrant refueling equipment to dispense products to aircraft and ground support equipment and facilities. Operates cryogenic storage tanks to dispense products. Calculates and documents issue transactions for all products.

2.4. Maintains fuels and cryogenic records. Ensures accuracy of receipt, inventory, and issue documents. Processes computer transactions to ensure proper billing and payment for all product receipt and issue transactions. Monitors product temperature and handling gains and losses to ensure they are within autho-

rized tolerance. Compiles data and generates recurring reports. Monitors inventory levels to ensure adequate stocks are on-hand to support peacetime and pre-positioned wartime stock requirements. Compiles consumption data and monitors energy conservation goals. Inputs data into the Fuels Automated System (FAS) Defense Fuels Automated Management System (DFAMS), and the Standard Base Supply System (SBSS) to ensure accurate accountability and visibility of capabilities and support limitations. Electronically transfers fuels transactions to the Fuels Automated Management System-Air Force (FAMS-A). Reconciles all data bases to ensure all transactions have processed correctly.

2.5. Maintains quality control of petroleum fuel, and cryogenic products. Operates and maintains laboratory test equipment. Collects and analyzes product samples from receipt sources, bulk storage tanks, and dispensing equipment. Documents analysis results in FAS and reviews quality trend analysis records. Establishes a sample correlation program with the aerospace fuels area laboratory to ensure the integrity of the base-level analysis procedures. Collects fuel samples from crashed aircraft and submits them to the area laboratory for full specification analysis. Ensures an effective product segregation and recovery program is implemented. Implements the lock out, tag out program to prevent the use of substandard fuel or facilities.

2.6. Establishes personnel controls, training program, and supply administrative procedures. Monitors unit manning document and allocates personnel to authorized positions. Oversees unit personnel readiness. Participates in mobility planning, submission of resources and training system data, and evaluates and approves unit type code changes.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of composition, properties, and characteristics of petroleum products and cryogenics fluids including toxic, explosive, and fire hazards; environmental protection procedures; conservation; methods of receiving, storing, testing, and evaluating fuel and cryogenic fluids under normal, field, or remote conditions; and fuels deployment and contingency operations.

3.2. Education. For entry into this specialty, completion of high school with courses in general science, computer science, mathematics, and chemistry is desirable.

3.3. Training. For award of AFSC 2F031, completion of the basic base fuels course is mandatory.

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

3.4.1. 2F051. Qualification in and possession of AFSC 2F031. Also, experience is mandatory in functions such as receipt, issue, and transfer operations from mechanical fuel storage systems and cryogenic storage, operating available mobile refueling equipment, documenting fuels transactions for computer processing, and performing laboratory analysis on petroleum products.

3.4.2. 2F071. Qualification in and possession of AFSC 2F051. Also, experience is mandatory in functions such as fuels accounting training, material control and fuels quality control functions.

3.4.3. 2F091. Qualification in and possession of 2F071. Also, experience in fuels operations functions such as mobile refueling and fuels hydrants and storage; managing fuels inventory accounts; and fuels laboratory and training requirements.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFR 48-123*, Medical Examination and Standards*.

3.5.1.2. Qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations*.

3.5.1.3. See **Attachment 39** for additional entry requirements.

3.5.2. For award and retention the following is mandatory:

3.5.2.1. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 2F0XX, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

Attachment 15

LOGISTICS PLANS CAREER FIELD (2G)

Introduction

The Logistics Plans Career Field encompasses managing, administering, and operating logistics plans systems and activities. Included in this field are formulating, developing, evaluating, and monitoring all aspects of logistics plans systems such as plans, policies, and programs pertaining to executing partial or total Air Force or joint service mission, and using the guidance and procedures for interpreting and implementing current, intermediate, and long range plans, policies, and programs.

CEM Code 2G000

AFSC 2G091, Superintendent

AFSC 2G071, Craftsman

AFSC 2G051, Journeyman

AFSC 2G031, Apprentice

AFSC 2G011, **Helper**

LOGISTICS PLANS

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

2. Duties and Responsibilities.

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

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

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

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

2.5. Performs support agreement processes. Monitors preparation, negotiation, coordination, and maintenance of support agreements. Serves as installation support agreement manager.

3. Specialty Qualifications.

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

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

3.3. Training. The following training is mandatory for award of AFSC indicated:

3.3.1. 2G031. Completion of a basic logistics plans course.

3.3.2. 2G071. Completion of the advanced logistics plans course.

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

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

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

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

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty, the following are mandatory:

3.5.1.1. See **Attachment 39** for additional entry requirements.

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

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

3.5.2.2. Ability to communicate effectively in writing.

3.5.3. For award and retention the following is mandatory:

3.5.3.1. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 2G0XX, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

Attachment 16

MISSILE AND SPACE SYSTEMS MAINTENANCE CAREER FIELD (2M)

Introduction

The Missile and Space Systems Maintenance Career Field encompasses the skills, functions, and techniques used to acquire, activate, assemble, transport, install, and maintain missiles and subsystems; acquire, activate, and supervise assembly, transportation, maintenance, inspection, modification, and launch processing of spacelift boosters, satellites, and subsystems; launch, control, track, and recover unmanned air vehicles (UAV) and related equipment; assemble, operate, fabricate, install, test, and troubleshoot specialized research and development (R&D) systems and subsystems; acquire, activate, inspect, maintain, repair, calibrate, modify, and manage these actions on related missile, booster, satellite, UAV, and R&D facilities, support systems, test equipment, and subsystems.

CEM Code 2M000

AFSC 2M090, Superintendent

MISSILE AND SPACE SYSTEMS MAINTENANCE

1. Specialty Summary. Manages maintenance, processing, acquisition, and operation of ground and air launched missiles, unmanned air vehicles (UAV), aircraft missile rotary launchers and pylons, spacelift boosters, payloads, related subsystems, test, calibration, support and handling equipment, and facilities. Manages activities associated with research and development (R&D) systems. Related DoD Occupational Subgroup: 112100.

2. Duties and Responsibilities.

2.1. Plans and organizes missile, UAV, spacelift booster, payload, and R&D maintenance and processing activities. Develops and manages organizational structure and responsibilities. Determines resource requirements. Coordinates missile, booster, and payload maintenance and launch processing activities. Requisitions and accounts for equipment, facilities, and supplies. Manages ICBM coding, acquisition, and activation activities.

2.2. Evaluates and directs missile maintenance, booster and payload processing, and R&D activities. Evaluates and directs missile, booster, payload, and R&D maintenance and processing activities. Interprets efficiency and equipment reliability findings and recommends improvement. Evaluates unit compliance with prescribed efficiency, quality, and training standards. Analyzes missile, UAV, booster, and payload systems, subsystems, components, and related equipment. Recommends improvements.

2.3. Supervises and coordinates maintenance, operations, and R&D functions.

2.4. Coordinates inspection findings.

2.5. Ensures compliance with international treaties relating to nuclear weapons and associated equipment.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of electronic theory or mechanical principles of missiles, UAVs, spacelift vehicles, and payloads.

3.2. Education. Not used.

3.3. Training. Not used.

3.4. Experience. For award of AFSC 2M090, qualification in and possession of AFSC 2M071, 2M072, or 2M073 is mandatory. Also, experience is mandatory managing R&D systems, operations or maintenance of missiles and UAVs, or operation of launch facilities.

3.5. Other. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 2M090, completion of a current Single Scope Background Investigation (SSBI)

according to AFI 31-501, *Personnel Security Program Management,* is mandatory.

AFSC 2M071, Craftsman

AFSC 2M051, Journeyman

AFSC 2M031*, Apprentice

AFSC 2M011*, Helper

MISSILE AND SPACE SYSTEMS ELECTRONIC MAINTENANCE

1. Specialty Summary. Maintains, operates, and supervises maintenance on ground and air missiles, unmanned air vehicles (UAV), spacelift boosters, payload guidance and control systems, and subsystems. Monitors, analyzes, and compiles system performance data. Supervises maintenance on automated and manual electronic test, launch control, checkout, and support equipment (SE). Designs and supervises assembly, calibration, operation, troubleshooting, and testing of research and development (R&D) systems and SE. Launches, tracks, and recovers UAVs, and operates and maintains SE. Related DoD Occupational Subgroup: 112100.

2. Duties and Responsibilities.

2.1. Monitors, operates, and supervises operation of consoles, fault display panels, and checkout equipment. Monitors status of missiles, UAVs, boosters, payloads, subsystems, and SE. Operates or oversees checkout and test equipment operation.

2.2. Supervises and performs missile, UAV, spacelift booster, and payload systems maintenance and launch processing. Directs and controls activities of contractor personnel during space launch activities. Operates, calibrates, inspects, maintains, or oversees these actions on missiles, missile and aircraft integration systems, aerospace vehicle equipment, operational ground equipment, automated and manual test equipment, spacelift boosters, and payloads. Coordinates launch processing or maintenance activities. Diagnoses flight data gathered during operational and test launches. Performs intercontinental ballistic missile (ICBM) coding activities.

2.3. Performs or assists malfunction analysis and repair of missile, UAV, booster, and payload systems and subsystems. Determines system status. Operates or supervises operation of automated and manual test and checkout equipment. Disassembles, inspects, services, and replaces components and wiring. Modifies and repairs airframe and surfaces. Reassembles and verifies repairs, or supervises these actions on electronic components of missiles, boosters, and payloads. Maintains technical orders and publication files. Records findings.

2.4. Performs or supervises maintenance on electronic equipment, and coordinates launch processing and maintenance activities. Performs or supervises electronic equipment maintenance. Coordinates launch processing and maintenance activities. Uses or monitors use of manual and automatic checkout and test equipment to check integrated missile, booster, and payload systems, subsystems, and related electronic equipment.

2.5. Performs laboratory R&D activities. Assembles, maintains, and operates specialized R&D systems such as laser, electromagnetic launcher, energetic materials, propulsion, composites, optical, satellite,

space structures and power, and telescope. Maintains, modifies, and resolves problems associated with SE such as data acquisition, fiber optic, instrumentation, vacuum, wind tunnel, and control systems. Collects and analyzes R&D test data.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of electronic theory, circuitry, and schematic diagrams; and electronic principles of missiles, UAVs, spacelift boosters, and payloads.

3.2. Education. For entry into this specialty, completion of high school with courses in mathematics and physics is desirable.

3.3. Training. For award of AFSC 2M031/31A/31B, completion of a specific basic 3 level missile and space systems electronic maintenance course is mandatory.

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

3.4.1. 2M051. Qualification in and possession of AFSC 2M031/31A/31B. Also, experience in functions such as maintaining or operating missiles, boosters, or UAVs.

3.4.2. 2M071. Qualification in and possession of AFSC 2M051. Also, experience performing or supervising missile maintenance, spacelift, or R&D activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty, the following are mandatory:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. For entry, award, and retention of AFSCs 2M011/31/51/71, 2M031A, or 2M031B no record of emotional instability.

3.5.3. For award and retention the following is mandatory:

3.5.3.1. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 2M031/51/71, 2M031A, or 2M031B, completion of a Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim SSBI has been granted according to AFI 31-501.

4. *Specialty Shredouts.

Suffix	*Portion of AFS to Which Related*
A	ICBM
B	ALCM

NOTE: Suffix A and B is applicable to the 1- and 3-skill levels only.

AFSC 2M072, Craftsman

AFSC 2M052, Journeyman

AFSC 2M032, Apprentice

AFSC 2M012, Helper

MISSILE AND SPACE SYSTEMS MAINTENANCE

1. Specialty Summary. Services and maintains, or supervises these actions on missiles, unmanned air vehicles (UAV), boosters, payloads, research and development (R&D) systems, environmental blast doors and valves, associated subsystems, components, and support equipment (SE). Launches, tracks, and recovers UAVs. Operates and maintains related equipment. Designs R&D systems. Performs acquisition and activation activities. Related DoD Occupational Subgroup: 163200.

2. Duties and Responsibilities.

2.1. Performs missile maintenance actions at flightline, railhead, support base, and launch, launch control, and storage facilities, and ensures compliance with international treaties. Inspects, repairs, adjusts, and replaces, or supervises these actions, on components and subcomponents. Mechanically or electrically connects or disconnects reentry systems, guidance and control sections, missile stages, propulsion systems, and secondary ordnance devices at the launch facility. Prepares missile and launch facility for simulated launch and follow-on test and evaluation. Performs preventive maintenance inspections and electrical tests on missiles; missile components; launch and launch control facilities; support vehicles; hydraulic, pneudraulic, and pneumatic systems; and SE. Initiates unsatisfactory reports, failure reports, or proposed modifications. Performs intercontinental ballistic missile (ICBM) coding activities.

2.2. Supervises transportation, assembly, and inspection of booster and payload functions, their subsystems, and SE. Directs and controls activities of contractor personnel during space launch activities. Supervises loading, transportation, unloading, inspection, assembly, and hoisting of boosters, payloads, component parts, and satellites at space launch facilities; preparation of space launch complexes; and erection and mating of booster sections, payloads, and SE. Supervises or performs preventive maintenance inspections. Practices and supervises safety procedures when handling nitrogen, liquid fuels, oxidizers, and ordnance devices. Uses technical publications to evaluate malfunctions, and recommends corrective action.

2.3. Performs and evaluates laboratory R&D activities. Assembles, installs, and tests R & D systems such as laser, electromagnetic launcher, energetic materials, propulsion, high-powered microwave, satellite, telescope, and pointing and tracking. Maintains and resolves SE problems such as data acquisition, fiber optic, instrumentation, wind tunnel, high and low pressure gas, propellant mixing and molding, and exotic fuel storage systems.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of oxidizers and fuels properties and characteristics; basic hydraulics, pneudraulics, pneumatics, mechanics, and electricity; missile propulsion principles; and use of diagrams and schematics.

3.2. Education. For entry into this specialty, completion of high school with courses in mathematics and physics is desirable.

3.3. Training. For award of AFSC 2M032 completion of the basic 3 level missile and space systems maintenance course is mandatory.

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

3.4.1. 2M052. Qualification in and possession of AFSC 2M032. Also, experience in functions such as missile, space launch, R&D, and UAV maintenance, launch control, or preparation of launch facilities.

3.4.2. 2M072. Qualification in and possession of AFSC 2M052. Also, experience performing or supervising missile maintenance, spacelift, or laboratory R & D activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. For entry, award, and retention of AFSCs 2M012/32/52 no record of emotional instability.

3.5.3. For award and retention the following is mandatory:

3.5.3.1. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 2M0X2, completion of a Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim SSBI has been granted according to AFI 31-501.

AFSC 2M073, Craftsman

AFSC 2M053, Journeyman

AFSC 2M033, Apprentice

AFSC 2M013, Helper

MISSILE AND SPACE FACILITIES

1. Specialty Summary. Maintains, operates, services, and repairs power generation and distribution systems, environmental control and associated support systems, and equipment for missile, spacelift, and research and development (R&D) facilities. Supervises activities at missile alert facilities (MAFs). Related DoD Occupational Subgroup: 163300.

2. Duties and Responsibilities.

2.1. Performs or supervises preventative and operator maintenance on missile, spacelift, and R&D facilities. Troubleshoots, repairs, and services missile weapon systems, and spacelift and R&D equipment, facilities, and support equipment (SE). Included are power generation and distribution systems such as diesel generators, automatic switching units, manual switching gear, distribution and control panels, battery systems, and associated controls; environmental control systems; air conditioner, heating, ventilation, and refrigerant systems; and spacelift support systems and associated equipment. Services SE dealing with fuel, lubricants, hydraulic fluids, and air. Analyzes support facility and equipment malfunctions, and determines operational readiness. Solves interface problems between electrical and electronic equipment. Repairs or supervises maintenance of accessories and components of direct support and real property installed equipment. Coordinates activities of contractor personnel during space launch activities. Performs acquisition and activation activities.

2.2. Performs missile facility manager duties and operates equipment at MAFs. Maintains accountability for resources. Performs priority maintenance on systems/subsystems to assure launch capability. Inspects water treatment systems, power productions systems, lighting and temperature controls, and other support systems required for daily operation. Performs water treatment system and diesel generator tests and adjustments. Performs facility and support equipment tests, adjustments, and maintenance. Diagnoses malfunctions and repairs mechanical, electrical and electronic circuitry, and heating, ventilation, and air conditioning equipment using visual and auditory senses, test equipment, systems knowledge and technical publications.

2.3. Monitors, repairs, and operates missile, spacelift, and R & D SE. Monitors or operates fault display, checkout panels, and test stands to detect system and component malfunctions. Tests electrical circuits and security, gas detection, and fire warning systems; and auxiliary power equipment, for readiness. Performs inspections and operates special vehicles.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of electrical, mechanical, and pneumatic principles; and interpreting technical orders, workflow diagrams, blueprints, and schematics; and administrative, supply, accounting, and building maintenance procedures.

3.2. Education. For entry into this specialty, completion of high school with courses in mathematics and physics is desirable.

3.3. Training. For the award of AFSC 2M033, completion of the basic 3 level missile and space facilities course is mandatory.

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

3.4.1. 2M053. Qualification in and possession of AFSC 2M033. Also, experience in functions such as maintaining and operating missile and space facilities, R&D facilities, or related support equipment.

3.4.2. 2M073. Qualification in and possession of AFSC 2M053. Also, experience performing or supervising power generation, missile, spacelift, or R&D facilities.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. For entry, award, and retention of AFSCs 2M013/33/53, no record of emotional instability.

3.5.3. For award and retention the following is mandatory:

3.5.3.1. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 2M0X3, Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim SSBI has been granted according to AFI 31-501.

Attachment 17

PRECISION MEASUREMENT EQUIPMENT LABORATORY CAREER FIELD (2P)

Introduction

The Precision Measurement Equipment Laboratory Career Field provides maintenance, modification, repair, calibration, and certification for test, measurement, and diagnostic equipment. It also implements methods and procedures for managing the US Air Force Metrology and Calibration (AFMETCAL) Program as established and directed by AFI 21-113*, Air Force Metrology & Calibration (AFMETCAL) Program*. The AFMETCAL Program is a composite of measurement standards and equipment, users, calibration data, and integrated planning to provide a disciplined US Air Force program to ensure reliability, accuracy, and traceability of systems, subsystems, and equipment.

CEM Code 2P000

AFSC 2P091, Superintendent

AFSC 2P071, Craftsman

AFSC 2P051, Journeyman

AFSC 2P031, Apprentice

AFSC 2P011, Helper

PRECISION MEASUREMENT EQUIPMENT LABORATORY

1. Specialty Summary. Performs and manages repair, calibration, and modification of test, measurement, and diagnostic equipment (TMDE), including precision measurement equipment laboratory (PMEL) standards and automatic test equipment. Supervises the process and use of TMDE to perform voltage, current, power, impedance, frequency, microwave, temperature, physical-dimensional, and optical measurements. Related DoD Occupational Subgroup: 119800.

2. Duties and Responsibilities.

2.1. Inspects, aligns, troubleshoots, and repairs PMEL standards, common and weapon system peculiar TMDE. Inspects TMDE for preventive maintenance, cleanliness, and safety requirements. Performs equipment maintenance using theories of operation, block diagrams, schematics, logic trees, and software diagnostics. Isolates malfunctions to component level. Calibrates and certifies TMDE to technical data specifications ensuring traceability to Air Force Reference Standards. Records and reports maintenance data; prepares technical order improvement reports, special training requests, training quality reports, and modification proposals. Tracks equipment warranties. Provides training and manages technical order distributions. Handles, labels, and disposes of hazardous materials and waste according to environmental standards.

2.2. Plans, organizes, and coordinates mission support requirements. Collects and analyzes maintenance data and performs trend analysis. Identifies mission essential TMDE and its impact on workload. Coordinates lateral support, command certification, or contract services. Evaluates procedures for storage, inventory, and inspection of property. Provides training and assistance to TMDE users. Maintains PMEL automated management systems (PAMS).

2.3. Develops and evaluates workload plans, budget, and support agreements. Manages PMEL quality program (QP). Submits reports to higher headquarters, maintains a safe working environment, and ensures laboratory certification.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of electrical, mechanical, physics, optics, and thermal principles; mathematics, and number systems; operating principles, use, care, and repair of TMDE and labora-

tory standards; analysis and interpretation of technical data, including block, schematic, wiring, and logic diagrams; troubleshooting techniques; metrology program, calibration traceability, metrology techniques, laboratory practices, software, and computer operations principles; use of hand tools; procedures for training, supply, maintenance data collection, QP, command certification, equipment scheduling, production, and materiel control; facility requirements; and support equipment management.

3.2. Education. For entry into this specialty, completion of high school or General Education Development equivalency is mandatory. Courses in electronics, physics, trigonometry, algebra, and technical or vocational training in electronics and instrumentation are desirable.

3.3. Training. For award of AFSC 2P031, completion of a basic PMEL course is mandatory.

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

3.4.1. 2P051. Qualification in and possession of AFSC 2P031. Also, experience in functions such as troubleshooting, repairing, modifying, aligning, calibrating, and or certifying TMDE.

3.4.2. 2P071. Qualification in and possession of AFSC 2P051. Also, experience in laboratory supervision and planning; advanced troubleshooting, repairing, modifying, and certifying complex TMDE.

3.4.3. 2P091. Qualification in and possession of AFSC 2P071. Also, experience in establishing training programs and requirements; planning supply, facility, and budget requirements; managing the QP; establishing support agreements; and reimbursement procedures.

3.5. Other. For entry into this specialty, the following are mandatory:

3.5.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.2. See **Attachment 39** for additional entry requirements.

Attachment 18

MAINTENANCE MANAGEMENT CAREER FIELD (2R)

Introduction

The Maintenance Management Systems Career Field includes planning and scheduling aircraft, missiles, and associated equipment; operating and maintaining the management information system; and collecting, analyzing, and presenting maintenance data in maintenance organizations. Such organizations include aircraft, missile, avionics, communications-electronics, and munitions maintenance.

CEM Code 2R000

AFSC 2R090, Superintendent

MAINTENANCE MANAGEMENT

1. Specialty Summary. Monitors, collects, assembles, and audits data for reports and briefings. Initiates special studies and investigations, and performs statistical analysis. Informs managers of significant factors affecting the mission. Manages and operates maintenance management information systems (MIS). Plans, schedules and organizes use and maintenance of aircraft, engines, munitions, and associated aerospace ground equipment (AGE). Supervises documentation and maintenance of aircraft, engine, missiles, munitions, and associated AGE records. Maintains generation flow plans for units required meeting emergency war order and wartime taskings. Monitors maintenance scheduling effectiveness. Related DoD Occupational Subgroup: 155800.

2. Duties and Responsibilities.

2.1. Performs maintenance management functions. Supervises, directs, and controls collection, auditing, evaluation, and analysis of MIS data to include auditing source data for accuracy, timeliness, and compliance with directives. Supervises analysis of deficiencies in areas such as equipment performance, materiel consumption, scheduling, management, and resources; their impact on the maintenance mission; and results of corrective actions. Reviews and approves written reports and special studies for presentation to senior leaders. Coordinates with appropriate information management/processing centers to ensure automated systems capability and compatibility with customer requirements are met. Forwards requirements and enhancements to higher headquarters for approval.

2.2. Plans, organizes, directs and controls scheduling of aerospace vehicle maintenance and utilization requirements. Develops plans and establishes production schedules to meet mission requirements. Determines maintenance capabilities to aid in developing operational schedules. Prepares weekly, monthly, and quarterly utilization schedules for known maintenance and operational mission and training requirements. Coordinates with base activities to ensure support is available to meet schedules. Supervises development of generation flow plans for unit emergency war order and wartime taskings within unit designated operational capability (DOC) statement. Supervises review, evaluation, and filing of documented information for planning and scheduling maintenance actions. Manages the aircraft configuration, TCTO, special inspection, and time change program and their related automated subsystems.

2.3. Manages Maintenance Operations Center (MOC). Monitors and coordinates sortie production, maintenance production, and execution of the flying and maintenance schedules. Maintains visibility of fleet health indicators. Establishes priorities for competing for limited maintenance resources based on daily flying schedule and maintenance priorities. Ensures aircraft status is properly reported and maintained.

2.4. Determines long-range fleet health maintenance priorities. Provides supply liaison and engine management support for flight line and back shop maintenance requirements. Schedules and monitors workload requirements. Resolves problems and interprets technical publications for inspecting, maintaining, and modifying aircraft and support equipment. Ensures unit meets mobility requirements. Ensures the

appropriate maintenance and operations commanders are advised of maintenance capabilities, limiting production factors, and adherence to maintenance schedules.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of maintenance analysis, plans, scheduling, documentation, engine management, supply liaison, and MOC functions; maintenance concepts, directives, and organizational structure; Air Force supply procedures and resource management.

3.2. Education. Not used.

3.3. Training. Not used.

3.4. Experience. For award of AFSC 2R090, qualification in and possession of AFSC 2R071 or 2R171 is mandatory. Also, experience is mandatory managing or directing functions such as maintenance analysis, plans, scheduling, documentation, engine management, supply liaison, or MOC.

3.5. Other. The following is mandatory for award and retention as indicated:

3.5.1. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSC 2R090, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501*, Personnel Security Program Management*, is mandatory.

AFSC 2R071, Craftsman

AFSC 2R051, Journeyman

AFSC 2R031, Apprentice

AFSC 2R011, Helper

MAINTENANCE MANAGEMENT ANALYSIS

1. Specialty Summary. Monitors, collects, assembles, and audits data for reports and briefings. Initiates special studies and investigations, and performs statistical analysis. Reports findings to managers with recommendations. Informs managers of significant factors affecting the mission. Manages and operates maintenance management information systems (MIS), and performs functional system administrator (FSA) duties. Related DoD Occupational Subgroup: 155800.

2. Duties and Responsibilities.

2.1. Collects, monitors, audits, evaluates, and analyzes MIS data. Periodically audits source data for accuracy, timeliness, and compliance with directives. Collects and maintains data for use in analysis reports, studies, and problem identification. Using statistical techniques, interprets findings from data, identifies trends and significant deviations, and recommends corrective action. Analyzes deficiencies in areas such as equipment performance, materiel consumption, scheduling, management, and resources; their impact on the maintenance mission; and results of corrective actions. Prepares visual media for analysis studies. Prepares written reports and special studies; and presents recommendations and briefings to senior managers.

2.2. Controls, manages, and maintains MISs. Performs FSA duties. Coordinates, effects development, and schedules MIS products, retrievals, and other programs. Identifies problems and recommends and applies corrective actions related to MIS operation and maintenance. Identifies and reports database problems and issues. Coordinates with appropriate information management and processing centers to ensure automated systems capability and compatibility with customer requirements are met. Focal point for MIS requirements and enhancements. Forwards requirements and enhancements to higher headquarters for approval.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of maintenance and operations organization management and procedures applying to aircraft, missiles, communications-electronics, space systems, or related equipment; applied statistical, analytical data systems design procedures; MIS and desktop computer operation and use; and concepts and application of directives.

3.2. Education. For entry into this specialty, computer literacy and completion of high school with courses in algebra, English composition, effective writing, and typing are desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 2R031. Completion of a basic maintenance data systems analysis course.

3.3.2. 2R071. Completion of an advanced maintenance data systems analysis course.

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

3.4.1. 2R051. Qualification in and possession of AFSC 2R031. Also, experience in analysis activities.

3.4.2. 2R071. Qualification in and possession of AFSC 2R051. Also, experience performing or supervising analysis functions and activities.

3.4.3. 2R090. Qualification in and possession of AFSC 2R071. Also, experience managing analysis activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. See **Attachment 39** for entry requirements.

3.5.2. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSC 2R031/51/71, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

AFSC 2R171, Craftsman

AFSC 2R151, Journeyman

AFSC 2R131, Apprentice

AFSC 2R111, Helper

MAINTENANCE MANAGEMENT PRODUCTION

(Changed 30 Apr 04)

1. Specialty Summary. Plans, schedules and organizes use and maintenance of aircraft, engines, munitions, missiles, space systems, aerospace ground equipment (AGE), and associated support systems. Documents and maintains aircraft, engines, missiles, munitions, AGE, and associated support systems records. Maintains generation flow plans for units required to meet emergency war order and wartime tasking. Analyzes maintenance information and requirements and develops visual presentations. Monitors aircraft maintenance scheduling effectiveness. Related DoD Occupational Subgroup: 155800.

2. Duties and Responsibilities:

2.1. Plans and schedules aerospace vehicle maintenance and utilization requirements. Develops plans and establishes production schedules to meet mission requirements. Schedules aerospace vehicles, AGE, munitions, missiles, space systems, and associated support systems through maintenance phases. Determines maintenance capabilities to aid in developing operational schedules. Prepares weekly, monthly, quarterly, and annual utilization schedules for known maintenance and operational mission and training requirements. Coordinates with base activities to ensure support is available to meet schedules. Manages aerospace vehicles, engine munitions, missiles, space systems, AGE, and selected equipment inventory data. Reconciles flying hour data with Operations.

2.2. Schedules and monitors workload requirements. Ensures the maintenance operation center (MOC) supervisor and appropriate Maintenance and Operation Group commanders are advised of maintenance capabilities, limiting production factors, and adherence to maintenance schedules. Uses automated system to schedule and monitor maintenance activities' workload. Schedules maintenance jobs, helps establish work priorities, and monitors completion times.

2.3. Operates maintenance information systems (MIS) and maintains equipment records to support applicable weapons systems. Coordinates with maintenance data systems analysis to establish automated support requirements.

2.4. Maintains and audits weapon systems records. Collects, reviews, and files documented information for planning and scheduling maintenance actions. Maintains historical records for weapons and support systems. Manages the weapons system configuration, Time Compliance Technical Order (TCTO), special inspection, and time change program and their related MIS. Ensures accurate documentation of aircraft engines, munitions, missiles, space systems, AGE configurations, TCTO, time change items, and special inspections.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: operations and logistics management of aircraft, engines, space systems, and associated equipment; automated and manual procedures applying to planning, scheduling, and documenting; maintenance; management information systems and small computer use; concepts and application of maintenance directives; aircraft configuration, operational, inspection and time change management; delayed discrepancy; TCTO; and engine subsystems.

3.2. Education. For entry into this specialty, completion of high school with courses in computers and basic mathematics is desirable.

3.3. Training. For award of AFSC 2R131, completion of a basic maintenance production management course is mandatory.

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

3.4.1. 2R151. Qualification in and possession of AFSC 2R131. Also, experience in maintenance scheduling and documenting.

3.4.2. 2R171. Qualification in and possession of AFSC 2R151. Also, experience performing or supervising maintenance scheduling and documenting functions.

3.4.3. 2R090. Qualification in and possession of AFSC 2R171. Also, experience managing maintenance scheduling activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. See **Attachment 39** for entry requirements.

3.5.2. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSC 2R131/51/71, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

Attachment 19

SUPPLY CAREER FIELD (2S)

Introduction

The Supply Career Field encompasses managing, administrating, and operating supply systems and activities. This field includes functions of designing, developing, analyzing, and operating supply systems; requirements determination and computation; operating and managing materiel storage warehouses; equipment review and validation; records maintenance; inventory and distribution control; and inspection and identification of property.

Excluded from this field are managing Defense Reutilization and Marketing Offices, and operation and maintenance of organizational bench stocks, tool cribs, equipment custodial responsibilities, and other duties not related solely to accomplishing the supply mission.

CEM Code 2S000

AFSC 2S090, Superintendent

SUPPLY MANAGEMENT

1. Specialty Summary. Manages Base Supply activities involved in developing, operating, implementing, and analyzing manual and automated supply systems. Manages item and monetary accounting procedures, inventory control, financial planning, and receipt, storage, and issue of supplies and equipment to base customers. Analyzes supply tasks and uses microcomputer technologies to enhance supply operations. When assigned to organizations outside the supply complex, manages supply tasks related directly to the operation of the Standard Base Supply System (SBSS) and Integrated Logistics System-Supply (ILSS). Related DoD Occupational Subgroup: 155100.

2. Duties and Responsibilities.

2.1. Plans and organizes standard base supply management activities for the Chief of Supply. Plans and directs the development, implementation, and operation of automated and manual supply systems. Observes supply operations, analyzes operational data, reviews computer generated data and takes the necessary steps to improve supply systems or correct deficiencies.

2.2. Directs supply management activities for the Chief of Supply. Directs procedures for determining requirements and preparing financial plans and reports. Establishes stock control levels for computation of requirements. Evaluates facilities to ensure adequate property storage, inspection, and delivery to base organizations. Directs supply operations, analyzes operational data, and reviews systems generated data to improve supply systems.

2.3. Directs the operation of the supply liaison function when assigned to base operation. Ensures effective support is provided to aircraft, civil engineering, transportation, and ground communications maintenance activities. Acts as an extension of the SBSS/ILSS and ensures supply tasks are accomplished to support the using organization. Assignment of supply personnel to organizations outside base supply is accomplished when the supply functional community determines that a decentralized operation better supports the base organization.

2.4. Establishes personnel controls, training programs, and supply administrative procedures. Monitors unit manning documents and allocates personnel to authorized positions. Oversees unit personnel readiness. Participates in mobility planning, submission of resources and training system data, and evaluates and approves unit type code changes.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of areas of manual and automated supply accounting procedures, operational techniques used in logistics functions such as (supply, transportation, maintenance, and procurement) and mathematics.

3.2. Education. Not used.

3.3. Training. Not used.

3.4. Experience. For award of AFSC 2S090, qualification in and possession of AFSC 2S071/72 is mandatory. Also, experience is mandatory managing functions such as computing stock control levels; receiving, storing, and issuing property; and automated systems.

3.5. Other. Not used.

AFSC 2S071, Craftsman

AFSC 2S051, Journeyman

AFSC 2S031, Apprentice

AFSC 2S011, Helper

SUPPLY MANAGEMENT

1. Specialty Summary. Supervises and performs item and monetary accounting and inventory stock control, financial planning, and funds control. Computes requirement, determines allowance, and researches and identifies supplies and equipment requirements. Supervises and performs operations involved in storage, inspection, identification, and receipt of property. Responsible for facility safety and security. Conducts inventories. Operates automated equipment, special purpose government vehicles, and materiel handling equipment. Related DoD Occupational Subgroup: 155100.

2. Duties and Responsibilities.

2.1. Performs administrative and management functions. Performs and monitors management (and procedural application) of manual or automated inventory control actions. Computes and accumulates data for use in analysis. Helps develop work standards and methodology. Performs inventories, and ensures timely correction of discrepancies. Prepares, analyses, and evaluates reports, procedures, and policy data. Provides customer service.

2.2. Inspects and evaluates inventory management activities. Periodically inspects activities for compliance with policies, procedures, and directives for accuracy. Analyzes reports and records activities, reports inefficiencies to supervisors, and recommends corrective actions to improve operations. Evaluates supply efficiency and equipment management activities. Uses management products to evaluate accounts.

2.3. Provides support to maintenance activities. Coordinates with maintenance activities on repairable component actions. Controls and issues bench stock property. Obtains material required for equipment modification, periodic component exchange, and bills of material in support of maintenance. Accounts for all items contained in mobility readiness spares packages.

2.4. Inspects and identifies property. Inspects conditions of property received. Compares property with procurement specifications. Identifies property, using technical data and blueprints, and identifies components to subassemblies. Performs shelf life inspections of stock.

2.5. Performs technical material functions. Develops methods and improves procedures for storage and issuing property. Plans use of storage facilities. Inventories supplies and equipment. Prepares statements of facts surrounding property loss, damage, or destruction through causes other than fair wear and tear. Establishes property locator system.

2.6. Issues, delivers, and transfers property. Issues, ships, delivers or transfers property from issue, shipping, or transfer destination points through coordination with customers. Controls issue of classified sen-

sitive, and controlled items, obtaining custody or document receipts. Complies data for storage and occupancy planning reports. Pulls, issues, and bins bench stock property.

2.7. Plans and schedules materiel storage and distribution activities. Ensures availability, and controls use of space, materiel handling equipment, and required spare parts. Establishes fire prevention and safety standards, and ensures compliance. Determines requirements for storage, including those for classified, sensitive, radioactive, hazardous, mobility readiness spares packages and flammable property. Ensures protection of personnel. Prevents deterioration, contamination, and destruction of property. Controls stock rotation to prevent deterioration and permit maximum use of dated and technical order compliance assets. Coordinates with customers regarding priority of deliveries and destination points. Establishes controls to deliver expedited requests within prescribed time limits. Supervises central receiving activity; coordinates requirements for shipping with transportation. Supervises reparable processing center. Maintains assigned unit vehicles.

3. Specialty Qualifications.

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

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

3.3. Training. For award of AFSC 2S031, completion of a basic supply management course is mandatory.

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

3.4.1. 2S051. Qualification in and possession of AFSC 2S031. Also, experience is mandatory in functions such as preparing and maintaining documentation and records associated with inventory management actions, receipt, storage, and delivery of property, issuing and transferring property, conducting inventories, or segregating and preparing property for storage and identifying items and condition of property.

3.4.2. 2S071. Qualification in and possession of AFSC 2S051. Also, experience is mandatory supervising functions such as establishing and maintaining reporting and management procedures for stock consumption, analyzing trends in stockage policy and customer support, and supervising storage facilities.

3.5. Other. See **Attachment 39** for entry requirements.

AFSC 2S072, Craftsman

AFSC 2S052, Journeyman

AFSC 2S032, Apprentice

AFSC 2S012, Helper

SUPPLY SYSTEMS ANALYSIS

1. Specialty Summary. Management of supply systems activities. Employs industry standard systems analysis techniques to manage and control supply systems processes for the Chief of Supply. Designs and develops information retrieval using standard reports generators, structured query language processors and other program applications. Manages the microcomputer and supply-related microcomputer programs for the supply complex. Develops procedures for the operation of automated supply systems and manages automated supply systems LANs and WANs in the supply complex. Functions as a liaison between the Chief of Supply and Defense Megacenters when assigned to the Megacenters. Controls and operates the Remote Processing Station (RPS) and remote terminal hardware under the Standard Base Supply System (SBSS). Related DoD Occupational Subgroup: 155100.

2. Duties and Responsibilities.

2.1. Plans and supervises supply systems activities. Plans, develops, and implements schedules for managing the operations of the base supply automated systems. Serves as the technical advisor to the Chief of Supply on supply systems matters. Analyzes supply computer operations and supply data and advises the Chief of Supply on the effectiveness of automated supply operations. Controls and operates the RPS and associated equipment. Performs operator maintenance on the RPS equipment and provides technical assistance to remote terminal users with the SBSS. Applies system security policy and procedures to prevent unauthorized changes to supply information. Maintains technical publications on operational equipment. Sets up new terminals and microcomputers to interface with the Standard Base Level Computer. Prepares automated supply computer system and peripheral devices for processing. Monitors systems processing and corrects processing errors. Inspects equipment operation for compliance with manufacturer and Air Force standards and maintains technical files on equipment operation.

2.2. Performs supply systems control functions. Acts as technical advisor to the Chief of Supply concerning management and analysis of computerized supply data. Monitors supply. Defense Data Network traffic through use of the Supply Interface System and takes corrective action. Troubleshoots problems with equipment and communications. Reviews data base integrity checks and makes necessary corrections. Observes systems operations and reviews data generated. Analyzes new changes and systems operation from lateral and higher headquarters and develops new concepts to enhance supply data collection and processing requirements. Evaluates and controls data retrieval requests for standard report generators and structured query language processor programs. Manages the microcomputer software library of supply requirements.

2.3. Interfaces with supply systems activities. Maintains liaison with the Standard Systems Group (SSG), MAJCOMs and the servicing Defense Megacenters to identify and correct problems. Coordinates computer systems changes and report schedules with supply work centers to ensure the most efficient use of on-line computer time. Assists in organizing and collecting supply data necessary to meet local requirements. Distributes supply computer products. Orders microcomputer hardware and software requirements for the supply complex. Provides subject matter expert and technical assistance to satellite (ANG/AFRC) RPS functions. Performs RPS duties in regionalized centers or Defense Megacenters when SSBS computer support is regionalized.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of data processing and electronic data processing equipment; automated digital network processing procedures; basic programming techniques; operational techniques in functional areas of supply, maintenance, transportation, procurement, accounting and finance, and functions of Air Force data systems; Air Force property accounting; and base supply policies and procedures.

3.2. Education. Not used.

3.3. Training. For award of 2S032, completion of the apprentice supply systems course is mandatory.

3.4. Experience. The following are mandatory for AFSC as indicated:

3.4.1. 2S052. Qualification in and possession of AFSC 2S032. Also, experience in functions such as preparing, operating, and operator maintenance of electronic equipment.

3.4.2. 2S072. Qualification in and possession of AFSC 2S052. Also, experience supervising and performing supply systems functions.

3.5. Other. See **Attachment 39** for entry requirements.

Attachment 20

TRANSPORTATION AND VEHICLE MAINTENANCE CAREER FIELD (2T)

Introduction

The Transportation and Vehicle Maintenance Career Field encompasses transportation functions involving moving personnel, materiel, and household goods by military and commercial transportation facilities. Included are packaging; handling and loading freight and baggage on military aircraft; scheduling military air transportation of personnel and materiel; briefing and caring for passengers on military aircraft; arranging for commercial air, rail, motor, and water transportation of personnel, material, and household goods; dispatching and operating vehicles; and operating yard locomotives.

Vehicle maintenance functions of this career field include inspecting, repairing, and modifying general purpose vehicles and related equipment; base maintenance equipment; special purpose vehicles; vehicle body maintenance, repair, and refinishing; vehicle maintenance analysis; and related functions.

Excluded from this career field are maintaining aerospace ground equipment used in direct support of aircraft and missiles, and maintaining fixed power production equipment. Also excluded are functions of scheduling, clearing, and dispatching aircraft.

CEM Code 2T000

AFSC 2T091, Superintendent

AFSC 2T071, Craftsman

AFSC 2T051, Journeyman

AFSC 2T031, Apprentice

AFSC 2T011, Helper

TRAFFIC MANAGEMENT

1. Specialty Summary. Performs and manages traffic management activities. Uses military and commercial transportation to move personnel, eligible dependents, materiel, and property. Packages, classifies, and arranges personal property and cargo for shipment or storage. Related DoD Occupational Subgroup: 155300.

2. Duties and Responsibilities.

2.1. Plans and organizes traffic management activities. Receives and packages items for shipment or storage. Prepares budget estimates for materials and equipment. Inspects items for identity, quantity, and condition. Segregates items requiring special handling. Considers cost and special handling requirements when selecting preservation and packing material. Certifies hazardous cargo to be moved by surface and air. Advises on procurement and distribution actions. Ensures convoy, hazardous, or oversized permits are required before movement.

2.2. Directs traffic management activities. Identifies, marks, and labels cargo and personal property for shipment or storage. Inspects shipments to determine condition. Verifies carrier service. Initiates discrepancy reports. Determines work priority. Monitors preservation, packaging and handling of cargo and personal property being shipped or stored. Selects and arranges travel routes for individuals and groups. Verifies commercial travel office routing and fares. Resolves administrative and operational problems and authorizes deviation from procedures.

2.3. Counsels personnel and eligible dependents on passenger and personal property movements. Reviews official travel orders and determines transportation entitlements.

2.4. Uses carrier tariffs and rates to determine mode and cost of commercial transportation to move personal property. Arranges shipment and storage of personal property. Makes cost comparisons between various modes of transportation, and between government and commercial storage facilities. Validates need for and use of temporary storage. Monitors equipment availability, service to required destinations under current operating rights, shipping status, condition of household goods packing, and local drayage contracts.

2.5. Classifies and arranges cargo for movement. Determines and schedules proper carrier equipment for loading and unloading. Converts military nomenclature to commercial freight classification. Determines weight of commodities to be shipped. Consolidates and routes shipments. Develops and maintains data

reference files. Determines cargo priority, and schedules movement accordingly. Coordinates pickup and delivery of cargo shipments. Coordinates with base activities to control flow of inbound and outbound cargo. Provides transportation data and support to contracting.

2.6. Maintains and issues transportation documents. Prepares passenger related travel documents. Processes pay adjustment vouchers for cost charge travel, and issues service and purchase orders. Computes and documents excess transportation costs. Prepares re-weighs and loss and damage reports. Compiles data for comparison with other shipment modes. Prepares personal property shipment applications. Establishes and maintains personal property case files, rate printouts, basic agreements, carrier tenders of service, accountable document registers, and military or carrier tariffs for household goods movements. Processes contractor invoices and verifies services performed. Prepares shipment discrepancy reports. Converts commercial documents to government bills of lading. Issues diversion and reconsignment certificates.

2.7. Operates and maintains material handling equipment, such as forklifts and pallet and hand-trucks. Operates equipment including machines that weigh, band, staple, tape, and seal. Operates woodworking equipment. Operates automated data processing equipment to prepare, transmit, and receive transportation transaction data.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of federal and military transportation regulations, instructions, and directives; passenger and personal property entitlements; quality assurance evaluation procedures, United States and foreign customs regulations, and warehousing procedures; military passenger, freight, and personal property rate computations; packaging methods, specifications, and orders; hazardous cargo requirements; blocking, bracing, and tiedown principles; and carrier capabilities and procedures for movement of passengers, cargo, and personal property in military and commercial air, rail, truck, and water systems.

3.2. Education. For entry into this specialty, completion of high school with a basic computer course and a course in typing is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 2T031. Completion of a basic traffic management course.

3.3.2. 2T071. Completion of the advanced traffic management course.

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

3.4.1. 2T051. Qualification in and possession of AFSC 2T031. Also, experience in functions such as selecting passenger routes, advising on passenger travel, and obtaining travel reservations; maintaining records and reports; or selecting mode and carrier for movement of personal property and cargo.

3.4.2. 2T071. Qualification in and possession of AFSC 2T051. Also, experience supervising functions such as preserving, packaging, packing, and quality control of personal or government property, or arranging transportation for DoD personnel.

3.4.3. 2T091. Qualification in and possession of AFSC 2T071. Also, experience managing moving personal property, cargo, and passengers, including classification and freight routing and carrier selection.

3.5. Other. The following are mandatory as indicated:

3.5.1. See **Attachment 39** for entry requirements.

3.5.2. For entry, award, and retention of AFSCs 2T011/31/51, qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations*.

CEM Code 2T100

AFSC 2T191, Superintendent

AFSC 2T171, Craftsman

AFSC 2T151, Journeyman

AFSC 2T131, Apprentice

AFSC 2T111, Helper

VEHICLE OPERATIONS

1. Specialty Summary. Performs and manages vehicle operations functions and activities. Included are dispatching, operating, and servicing motor vehicles such as general and special purpose, base maintenance, and materiel handling vehicles. Issues driver's licenses, and conducts analyses. Plans, organizes, and directs vehicle transportation to support operational missions. Related DoD Occupational Subgroup: 181100.

2. Duties and Responsibilities.

2.1. Operates, cleans and services motor vehicles. Conducts preoperating vehicle inspections and documents results. Performs operator maintenance. Prepares, reviews, and maintains vehicle operator forms, records, and reports on vehicle operation, inspection, and dispatching activities. Performs dispatching duties. Controls equipment and performs custodial duties.

2.2. Plans and schedules vehicle operations activities and transportation support requirements. Designates and coordinates shuttle bus and mass transportation requirements. Manages school bus transportation. Develops taxi zones or stands. Plans and implements convoy operations. Coordinates and schedules materiel pickup and delivery with customers. Administers driver qualification and licensing program. Performs as quality assurance evaluator.

2.3. Maintains records and logs. Evaluates services provided by vehicle operations. Uses vehicle operations computerized systems. Compiles operating costs and maintains expense records. Controls and safeguards trip kit and packet supplies and equipment such as national credit cards, tickets, and fuel coupons.

2.4. Manages work centers. Establishes work methods and performance standards. Develops operating and administrative procedures. Organizes the unit. Reviews report and statistical data. Develops cost center resource requirement estimates. Allocates and inspects facilities and equipment. Conducts self-inspections. Investigates accidents or incidents within functional areas. Coordinates manning requirements with manpower personnel.

2.5. Negotiates support agreements. Advises commander, staff, and operating agencies of availability, limitations, and requirements for motor vehicles and personnel. Reviews contingency and mobility plans to determine requirements, and develops checklists. Serves as liaison with state, local, and host nation authority on licensing matters; ensures compliance by base agencies.

2.6. Prepares and defends budget. Monitors and coordinates on military construction projects.

2.7. Establishes a local permissible operating distance. Evaluates and approves special requests. Reviews, interprets, and validates records, directives, and documents. Develops and monitors contract transportation services. Coordinates with base contracting.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of vehicle operation and official use of government vehicles and equipment; operation of dispatch, and driver qualification and licensing functions; evaluating, staffing, and negotiating transportation support agreements; evaluating requirements and developing operating procedures to support contingency and mobility operations; custodial responsibilities; budget preparation; and developing and monitoring contracted services.

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

3.3. Training. For award of AFSC 2T131, completion of a basic vehicle operations course is mandatory.

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

3.4.1. 2T151. Qualification in and possession of AFSC 2T131. Also, experience performing vehicle operations functions such as inspecting, servicing, operating, scheduling, and dispatching vehicles; controlling equipment and performing custodial duties; or preparing, reviewing, and maintaining vehicle forms and records.

3.4.2. 2T171. Qualification in and possession of AFSC 2T151. Also, experience performing or supervising functions such as vehicle dispatch, planning and scheduling transportation support, administering driver qualification and licensing program, developing cost center resource estimates, or investigating accidents or incidents.

3.4.3. 2T191. Qualification in and possession of AFSC 2T171. Also, experience managing vehicle operations functions such as vehicle dispatch, operator records, and licensing.

3.5. Other. The following are mandatory as indicated:

3.5.1. See **Attachment 39** for entry requirements.

3.5.2. For entry, award, and retention of these AFSCs, qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations*.

CEM Code 2T200

AFSC 2T291, Superintendent

AFSC 2T271, Craftsman

AFSC 2T251, Journeyman

AFSC 2T231, Apprentice

AFSC 2T211, Helper

AIR TRANSPORTATION

1. Specialty Summary. Performs and manages air transportation activities. Plans, schedules and processes eligible air cargo passengers and mail. Loads and unloads aircraft. Prepares and maintains air movement records and reports. Performs fleet services on aircraft. Related DoD Occupational Subgroup: 155300.

2. Duties and Responsibilities.

2.1. Plans and organizes air transportation activities. Justifies personnel, equipment, and facilities required to accomplish air transportation activities. Determines supplies and facilities required, and allocates equipment. Establishes procedures for loading passenger and cargo aboard aircraft, processing passengers, and preparing records and reports. Provides handling services of special category passengers. Determines and implements necessary safety and security precautions for handling and storing dangerous materials, special cargoes, mail, and baggage. Plans and selects fleet services. Preplans and computes aircraft load distribution. Supervises use of materials handling equipment and cargo loading and unloading operations.

2.2. Directs air transportation activities. Supplements policies and directs supervisory personnel providing cargo and passenger loading and unloading services, and performing airdrop activities. Establishes procedures for passenger and aircraft clearance through international border clearance agencies. Inspects airlift activities for compliance and recommends corrective action. Conducts personnel and equipment management surveys, and provides technical assistance as required.

2.3. Verifies eligibility of cargo and mail offered for airlift. Reviews passenger travel authorizations for validity and accuracy. Ensures all cargo documentation, packaging, labeling and marking requirements, and all border clearance requirements have been met. Provides information on schedules, routes, air movement requirements, baggage limitations, and local facilities for passengers. Performs air transportation and fleet service functions. Requisitions, stores, and issues expendable and nonexpendable items for use on aircraft. Ensures aircraft cleanliness and maintains records on fleet service equipment, supplies and activities.

2.4. Prepares, completes, and maintains air movements records, documents, and reports. Prepares and maintains travel forms and weight and balance records. Applies common user and international tariff rates, collects fares, and accounts for documents and monies.

2.5. Checks in passengers, processes, schedules, transports, and escorts passengers to and from aircraft. Determines quantity and type of cargo to be loaded according to allowable aircraft cabin load. Selects, assembles, palletizes, and transports aircraft cargo loads to and from aircraft and storage areas. Checks cargo against manifests, and annotates overage, shortage, or damage. Secures cargo with appropriate devices and equipment. Operates terminal security equipment, and conducts passenger and baggage security inspections. Exercises necessary safety and security precautions in handling and storing hazardous or special cargoes and mail. Expedites cargo movement as necessary.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of passenger and cargo movement functions to include transport aircraft types, capabilities, and configuration; weight and balance factors; airlift transportation directives and documentation; cargo securing techniques; border clearance requirements; operation of materials handling and other types of loading equipment or devices, fleet service functions; automated data processing equipment and its application in airlift activities; passenger service functions, and customer relations principles; airdrop and aerial delivery techniques and equipment.

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

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 2T231. Completion of a basic air transportation course.

3.3.2. 2T271. Completion of the advanced air transportation course.

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

3.4.1. 2T251. Qualification in and possession of AFSC 2T231. Also, experience in functions such as loading and unloading aircraft; operating automated or manual materials handling and other loading equipment; or processing, scheduling, and maintaining records relating to passenger and cargo movement.

3.4.2. 2T271. Qualification in and possession of AFSC 2T251. Also, experience supervising functions such as preparing aircraft load plans; loading and unloading aircraft; operating automated and manual materials handling equipment; and processing, scheduling, maintaining records on passenger movement by airlift.

3.4.3. 2T291. Qualification in and possession of AFSC 2T271. Also, experience managing passenger, cargo, mail, and airlift and airdrop activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. See **Attachment 39** for entry requirements.

3.5.2. For entry, award, and retention of AFSCs 2T211/31/51, qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations.*

CEM Code 2T300

AFSC 2T390, Superintendent

VEHICLE MAINTENANCE MANAGEMENT

1. Specialty Summary. Manages vehicle maintenance activities and programs. Activities include the inspection, diagnostics, repair, modification, refinishing, and data collection for the vehicle and equipment fleet. Programs include maintenance analysis, quality assurance, and training and materiel control. Related DoD Occupational Subgroup: 170400.

2. Duties and Responsibilities.

2.1. Plans, organizes, and directs vehicle maintenance activities. Ensures adequate manpower authorizations, personnel, tools, equipment, spare parts, and work space are available. Establishes production goals, quality controls, operating instructions, annual budgets, and self-inspection programs. Maintains liaison with users and supply organizations regarding spare parts requirements. Promotes customer satisfaction. Initiates action for interservice and intraservice vehicle maintenance support requests from other Department of Defense agencies. Oversees maintenance activities responsible for vehicle repair, analysis, training, contractor operated parts store (COPARS) and contingency planning to ensure effective use of maintenance resources. Develops identification and processing procedures for vehicle abuse, accident and incident cases.

2.2. Manages the vehicle maintenance functions of repair, control, analysis, parts supply, diagnostics, and quality assurance to ensure cost effective, efficient operations. Provides accountability for tools, equipment, space, supplies, and facilities. Validates limited technical inspection reports, depot level repair requirements, manpower changes, requirements, and facility upgrades. Monitors the COPARS contractor and identifies problems to the contract administrator. Supervises maintenance programs affecting depot level repairs, shipment of vehicles, maintenance priorities, record keeping, materiel deficiency reporting, scheduled maintenance, fleet management, registered equipment management and analysis to ensure regulatory compliance. Oversees the collection, control, and disposition of hazardous and toxic waste material accumulations. Ensures compliance with developed safety practices, policies, and standards.

2.3. Periodically inspects maintenance, repair sections, fleet management, analysis, and materiel control. Determines operational status and solves complex maintenance, supply, and personnel problems. Analyzes maintenance reports, past and current performance, and inspection reports to ensure cost effective, timely preventive maintenance, repairs, and rebuilding of vehicular equipment. Identifies unfavorable trends as they occur. Initiates corrective actions and revises procedures to improve effectiveness and eliminate deficiencies.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of electrical, mechanical, and hydraulic principles applying to special and general purpose vehicles; maintenance policies and procedures; maintenance analysis activities; contract administration and evaluation; supply and inventory management; using and interpreting wiring diagrams, blueprints, publications and test equipment; technical order and materiel deficiency reporting systems; on-line vehicle interactive management system; base supply procedures, table of allowances; training requirements and programs; Air Force manpower standards and their application; facility requirements; management's and Air Force Occupational Safety and Health standards.

3.2. Education. Not used.

3.3. Training. Not used.

3.4. Experience. Qualification in and possession of AFSC 2T370/77. Also, experience is mandatory managing functions such as vehicle maintenance activities.

3.5. Other. Not used.

AFSC 2T370, Craftsman

VEHICLE AND VEHICULAR EQUIPMENT MAINTENANCE

(Changed 30 Apr 04)

1. Specialty Summary. Supervises and performs vehicle and vehicular equipment maintenance activities and functions, including diagnostics, repairs, rebuilding components and assemblies, fabrication of parts, replacement of body panels, and refinishing of exteriors. Ensures compliance with vehicle maintenance policies, directives, and procedures. Related DoD Occupational Subgroup: 161000.

2. Duties and Responsibilities:

2.1. Plans and schedules vehicle, equipment, and allied trades maintenance activities. Plans and controls work methods, production schedules, operating procedures, and performance standards. Monitors established maintenance priorities; tire and battery shop operations, and determines mission requirements. Ensures vehicles, equipment, tools, parts, and manpower are available to support mission requirements.

2.2. Inspects and evaluates vehicles, equipment, and allied trades functions. Diagnoses malfunctions of major assemblies and subassemblies to determine the extent of repair or replacement, or recommend disposition of vehicles and equipment. Inspects repaired or rebuilt parts and equipment to ensure work conforms to standards. Inspects equipment for required modification and installation of safety devices. Ensures shop equipment is inspected and serviced at required intervals and that unserviceable tools and equipment are removed from service and their condition tagged. Identifies and initiates materiel deficiency reports at work center level.

2.3. Performs vehicle, equipment, and allied trades maintenance functions. Solves complex maintenance problems by interpreting layout drawings, specifications, schematics, diagrams, and operating characteristics of vehicles and components. Uses technical orders, commercial manuals or automated systems to determine maintenance procedures and research parts. Troubleshoots, adjusts, repairs, and tests vehicles; alternate fuel, diesel, and gasoline engines; fuel, exhaust, and electrical systems; clutches; torque converters; transmissions; transfer cases; power takeoffs; drive lines; axles; frames; steering, suspension, dispensing, brake, air, and hydraulic systems; tracks; winches; emission control, heating, and air-conditioning systems, active/passive restraint systems and other mounted or special equipment. Repairs, replaces and aligns damaged body sections, upholstery, and accessories. Prepares and finishes painted surfaces. Cuts, grinds, repairs, and installs vehicle glass and Plexiglas. Welds vehicle parts and accessories, and operates industrial sewing machines.

2.4. Practices and ensures compliance with all established safety policies and standards. Implements hazardous waste management policies and procedures ensuring collection, control, and disposition of hazardous and toxic waste material accumulations.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: principles of vehicle maintenance; Air Force Occupational Safety and Health Standards; training programs and procedures; simple mathematical computations; alternate fuel, diesel, and gasoline engines; fuel; suspension; steering; air and hydraulic brake systems; automatic and standard transmissions; driving axles and power trains; electrical wiring systems; pump and dispensing systems; equipment used with special purpose vehicles; use of oxyacetylene and electrical welding equipment; metal working methods; mixing and applying primers; paints; fillers and solvents; handling and storing paint and epoxy; using stencils; spray guns; respirators; buffing and sanding equipment and industrial sewing machines; body work; battle damage repair; supply discipline; and procedures for obtaining parts, supplies, and equipment.

3.2. Education. Not used.

3.3. Training: For award of AFSC 2T370, completion of the vehicle maintenance craftsman course is mandatory.

3.4. Experience. Qualification in and possession of AFSC 2T351/52A/52B/52C or 2T355 is mandatory. Also, experience supervising functions such as inspecting, repairing, modifying, or troubleshooting vehicular and equipment systems, automotive body repair and refinishing, fabrication, mixing and applying paints, upholstery, operating industrial sewing machines, or welding.

3.5. Other. Not used.

AFSC 2T351, Journeyman

AFSC 2T331, Apprentice

AFSC 2T311, Helper

VEHICLE AND VEHICULAR EQUIPMENT MAINTENANCE

(Changed 30 Apr 04)

1. Specialty Summary. Performs vehicle maintenance activities on military and commercial design general and special purpose, base maintenance, aircraft and equipment towing vehicles, and vehicular equipment. Activities include inspection, diagnostics, repair, and rebuild of components and assemblies. Related DoD Occupational Subgroup: 161000.

2. Duties and Responsibilities:

2.1. Determines the overall mechanical condition of vehicles and equipment, correction of deficiencies required, and effects repair. Systematically analyzes malfunctions by visual and auditory examination or through the use of test equipment. Repairs, adjusts, overhauls, or replaces major assemblies or sub assemblies such as power and drive trains, electrical, air conditioning, fuel, emission, brake, steering assemblies, tracks, hydraulic system components and special purpose vehicle and equipment attachments. Removes, disassembles, and repairs gasoline or diesel engines and components. Repairs components by replacing worn or damaged parts with new or reconditioned parts, grinding, fitting, balancing, or arranging for welding or machining. Reassembles, adjusts and tests repaired units for proper operation.

2.2. Aligns bearing loads, gear tooth contact, and backlash to manufactures specifications. Adjusts valve mechanisms, governors, oil systems, control linkages, clutches, traction units and other systems unique to this type of equipment. Times injection pumps and accessory shaft gear trains. Accomplishes tire and battery shop operations in a safe and efficient manner.

2.3. Performs preventive and special maintenance. Uses technical publications or automated systems in maintaining vehicles to prescribed manufactures maintenance schedules and for researching parts. Ensures special inspections and maintenance on vehicles are performed correctly such as; corrosion control, winterization, storage and shipment. Properly annotates all maintenance performed on prescribed forms for data collection.

2.4. Adheres to all established safety policies and standards to include identification, use, and proper procedures for handling or disposal of hazardous wastes.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: electrical, mechanical, and hydraulic principles applying to the repair of special purpose vehicles and equipment; methods of hoisting and handling heavy mechanisms; using lubricants, tools, and publications; supply procedures; and internal combustion engines.

3.2. Education. For entry into this specialty, completion of high school with courses in automotive mechanic or industrial arts is desirable.

3.3. Training. For award of AFSC 2T331, completion of a basic vehicle and vehicular equipment mechanic course is mandatory.

3.4. Experience. For award of AFSC 2T351, Qualification in and possession of AFSC 2T331 is mandatory. Also, experience is mandatory in functions such as inspecting, repairing, or maintaining special purpose vehicles.

3.5. Other.

3.5.1. For entry into this specialty, the following are mandatory:

3.5.1.1. Normal color vision according to AFI 48-123, *Medical Examination and Standards,* is mandatory.

3.5.1.2. See **Attachment 39** for additional entry requirements.

AFSC 2T352*, Journeyman

AFSC 2T332*, Apprentice

AFSC 2T312*, Helper

SPECIAL VEHICLE MAINTENANCE

1. Specialty Summary. Performs vehicle maintenance activities on military and commercial design refueling and fire fighting vehicles and equipment. Activities include inspection, diagnostics, repair, and rebuild of components and assemblies. Related DoD Occupational Subgroup: 195000.

2. Duties and Responsibilities.

2.1. Determines the overall mechanical condition of vehicles and equipment, corrections of deficiencies required, and effects repair. Systematically analyzes malfunctions by visual and auditory examination or through the use of test equipment. Repairs, adjusts, overhauls or replaces major assemblies or subassemblies such as power and drive trains, electrical, air-conditioning, fuel, emission, brake, steering, pumping, suction and agitator, and traction systems. Removes and disassembles gasoline or diesel engines and components. Repairs components by replacing worn or damaged parts with new or reconditioned parts. Reassembles, adjusts, and tests repaired units for proper operation.

2.2. Calibrates and adjusts pumps, meters, safety unit proportioning devices, and limiting devices to ensure proper operation. Synchronizes remote or manual electrical and hydraulic controls. Adjusts power boosters, clutches, drive chains, and tension devices. Performs hydrostatic hose testing of refueling vehicle and equipment.

2.3. Performs preventive and special maintenance and uses technical publications in maintaining vehicles to prescribed manufacture's maintenance schedules. Ensures special inspections and maintenance on vehicles are performed correctly such as, corrosion control, winterization, storage and shipment. Properly annotates all maintenance performed on prescribed forms for data collection purposes.

2.4. Adheres to all established safety policies and standards to include identification, use, and proper procedures for handling or disposal of hazardous waste.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of mechanical theory applying to special purpose vehicles; using lubricants, methods of hoisting and handling heavy mechanisms; using tools; internal combustion engines; electricity and hydraulics.

3.2. Education. For entry into this specialty, completion of high school with courses in shop mechanics or industrial arts is desirable.

3.3. Training: The following training is mandatory for award of the AFSC indicated:

3.3.1. 2T332A. Completion of the apprentice special vehicle mechanic (crash or fire vehicles) course.

3.3.2. 2T332B. Completion of the apprentice special vehicle mechanic (refueling vehicles) course.

3.3.3. 2T332C. Completion of the apprentice special vehicle mechanic (materiel handling equipment) course.

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

3.4.1. AFSC 2T352A/B/C. Qualification in and possession of AFSC 2T332A/B/C. Also, experience is mandatory in the functions of inspecting, maintaining, or repairing special purpose vehicles.

3.5. Other. The following are mandatory for entry into this specialty:

3.5.1. Normal color vision according to AFI 48-123, *Medical Examination and Standards*.

3.5.2. See **Attachment 39** for additional entry requirements.

4. *Specialty Shredouts.

Suffix	*Portion of AFS to Which Related*
A	Fire Trucks
B	Refueling Vehicles
C	463L Material Handling Equipment (MHE)

AFSC 2T354, Journeyman

AFSC 2T334, Apprentice

AFSC 2T314, Helper

GENERAL PURPOSE VEHICLE MAINTENANCE

1. Specialty Summary. Performs vehicle maintenance activities on military and commercial design general purpose vehicles and equipment. Activities include inspection, diagnostics, repair, and rebuild of components and assemblies. Related DoD Occupational Subgroup: 161000.

2. Duties and Responsibilities.

2.1. Determines serviceability of vehicle systems, assemblies or subassemblies, and the need for repair. Analyzes malfunctions by visual and auditory examination or through the use of test equipment. Repairs, adjusts, overhauls, or replaces major assemblies or subassemblies such as engine mechanical, electrical, air-conditioning, fuel, emission, power train, brake, steering and suspension systems. Removes and disassembles gasoline or diesel engines and components. Repairs components by replacing worn or damaged parts with new or reconditioned parts. Reassembles, adjusts and tests repaired units for proper operation.

2.2. Performs preventive and special maintenance. Uses technical publications to maintain vehicles to prescribed manufactures' maintenance schedules. Performs special inspections and maintenance on vehicles requiring corrosion control, storage, shipment, and winterization. Properly annotates all maintenance performed on prescribed forms for data collection purposes.

2.3. Adheres to all established safety policies and standards to include identification, use, and proper procedures for handling or disposal of hazardous waste.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of principles and theory applying to general purpose vehicles, technical orders, and maintenance procedures.

3.2. Education. For entry into this specialty, completion of high school with courses in auto mechanics or industrial arts is desirable.

3.3. Training. For award of AFSC 2T334, completion of a basic general purpose vehicle maintenance course is mandatory.

3.4. Experience. For award of AFSC 2T354, qualification in and possession of AFSC 2T334 is mandatory. Also, experience is mandatory in functions such as inspecting, repairing, or maintaining general purpose vehicles.

3.5. Other. The following are mandatory for entry into this specialty:

3.5.1. Normal color vision according to AFI 48-123, *Medical Examination and Standards*.

3.5.2. See **Attachment 39** for additional entry requirements.

AFSC 2T355, Journeyman

AFSC 2T335, Apprentice

AFSC 2T315, Helper

VEHICLE BODY MAINTENANCE

1. Specialty Summary. Performs vehicle body maintenance activities on military and commercial design vehicles and equipment. Activities include inspection, repair, refinishing of painted surfaces, fabrication of parts, and rebuilding components. Repairs and replaces automotive upholstery, body parts, panels, and fenders. Welds metals and cuts vehicle glass. Related DoD Occupational Subgroup: 170400.

2. Duties and Responsibilities.

2.1. Inspects body and frame damage to determine best repair methods. Straightens deformed panels, using hand and power tools. Applies body fillers to build up depressed areas, repairs or replaces locks, latches, remote controls, window regulators and other associated body components. Designs and manufactures mounted equipment, such as seats, pintle hook mounts, and towing connections.

2.2. Removes, installs, and adjusts, body components such as fenders, doors, hoods, grills, bumpers, and quarter panels. Aligns these panels using trammels, measuring tape, plumb bob, jacks and associated equipment.

2.3. Cuts, grinds, bevels, and smoothes the edges of laminated automotive glass and installs. Replaces curved glass with factory replacements.

2.4. Prepares vehicle surfaces for painting by scraping, grinding or applying paint remover. Applies chemical compounds such as primers, sealers, and finish coatings to wood and metal vehicle body surfaces. Maintains all painting equipment.

2.5. Cleans, test, and repairs vehicle radiators and associated parts. Tests for leaks and blockage using tanks and flow testers. Identifies and uses proper procedures for safe handling and disposal of hazardous waste materials.

2.6. Welds, cuts, and repairs metals using oxyacetylene, gas-shielded and arc welding. Prepares metal for welding and sets up job using various jigs, clamps and fixtures. Selects the proper equipment for metal welding and effects repair.

2.7. Adheres to established safety standards and practices.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of metal composition and metal working methods; using oxy-acetylene, gas shielded, and electric welding equipment; simple mathematical computations; mixing and applying driers, lacquers, enamels, and solvents; handling and storing paint; and using stencil, brush, spray gun, respirator, shaker-type mixer, buffing and sanding machines, and associated equipment.

3.2. Education. For entry into this specialty, completion of high school with courses in auto mechanics or industrial arts is desirable.

3.3. Training. For award of AFSC 2T335, completion of a basic vehicle body maintenance course is mandatory.

3.4. Experience. For award of AFSC 2T355, qualification in and possession of AFSC 2T335 is mandatory. Also, experience is mandatory in functions such as automotive body repairing or refinishing, mixing and applying paints, and welding.

3.5. Other. The following are mandatory for entry into this specialty:

3.5.1. Normal color vision according to AFI 48-123*, Medical Examination and Standards*.

3.5.2. See **Attachment 39** for additional entry requirements.

AFSC 2T377, Craftsman

AFSC 2T357, Journeyman

AFSC 2T337, Apprentice

AFSC 2T317, Helper

VEHICLE MANAGEMENT AND ANALYSIS

1. Specialty Summary. Supervises and performs the scheduling and analysis of maintenance performed on vehicles and equipment. Uses a computer to manage the vehicle data collection system and develops local retrievals to obtain specific data. Files historical data and maintains vehicle records. Related DoD Occupational Subgroup: 155800.

2. Duties and Responsibilities.

2.1. Supervises and performs On-Line Vehicle Interactive Management System (OLVIMS) management functions. Inputs data to the OLVIMS computer system and verifies data accuracy. Prepares, reviews and corrects OLVIMS system products. Develops local retrievals to obtain specific data and analyzes this data for specific trends. Coordinates with work center supervisors and using organizations to ensure a timely repair of assigned vehicles. Monitors contract and warranty repairs, status, and funding. Develops and administers long- and short-range plans and programs for completion of scheduled maintenance and special projects. Programs vehicles for depot maintenance on a five-year maintenance plan. Controls and administers the delayed maintenance, accident, and abuse programs. Operates computers, calculators, typewriters. Maintains and files vehicle historical data and records jackets. Analyzes data for deviations from specific performance indicators and helps to develop corrective actions.

2.2. Assembles specific vehicular information by extracting and tabulating maintenance data in a logical presentation sequence using automated and manual methods. Prepares data for presentation in tabular, chart, graphic and summary form. Gives written and narrative summaries to meet management needs.

2.3. Performs fleet management functions. Develops base vehicle priority buy program, priority recall list, and rotation plan. Performs general fleet and operations analyses. Manages vehicle control program. Manages vehicle-leasing program.

2.4. Manages Air Force equipment management system program for vehicle fleet. Develops alternative sources of support for operational vehicle shortfalls. Manages vehicle custodial account and vehicle authorization and utilization program, prepares and defends base-level submission for central appropriated funds procurement of motor vehicles and other budgetary accounts. Reviews and coordinates on statements of work and performance requirements documents requiring government vehicles. Monitors and coordinates on military construction projects.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of maintenance control and analysis, fleet management diagnostic duties, maintenance responsibilities, maintenance data collection and reporting procedures, and small computer operation in support of OLVIMS.

3.2. Education. For entry into this specialty, completion of high school with courses in algebra or equivalent mathematics, small computer operations, and auto mechanics is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 2T337. Completion of a vehicle management and analysis course.

3.3.2. 2T357. Completion of Registered Equipment Management Systems (REMS) Computer Based Instruction course.

3.3.3. 2T377. Completion of the vehicle maintenance control and analysis craftsman course.

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

3.4.1. 2T357. Qualification in and possession of AFSC 2T337. Also, experience in functions such as maintenance control, fleet management, registered management, operations and maintenance analysis, quality control, diagnostics, or maintenance shop work center, and obtaining parts and materials for use in vehicle maintenance.

3.4.2. 2T377. Qualification in and possession of AFSC 2T357. Also, experience performing or supervising functions such as maintenance control or analysis, quality control, diagnostics, or maintenance shop work centers, and in obtaining parts and materials for use in vehicle maintenance.

3.5. Other.

3.5.1. See **Attachment 39** for entry requirements.

Attachment 21

MUNITIONS AND WEAPONS CAREER FIELD (2W)

Introduction

The Munitions and Weapons Career Field includes assembling, maintaining, storing, delivering, inventory managing, and loading nonnuclear munitions and solid propellants; and handling and aircraft loading nuclear munitions and guided aircraft missiles and rockets. It includes installing, maintaining, and repairing aircraft munitions release and monitor systems, bomb racks, shackles, aircraft machine guns, and cannons; and assembling mechanical components of guided aircraft missiles and rockets. It also includes inspecting, assembling, maintaining, inventory managing, and modernizing mechanical, electrical, electronic, and high explosive components of nuclear weapons and warheads, air launched missiles, reentry vehicles, associated test equipment, and radiological survey instruments. Included in this field are functions of testing mechanical, electrical, and electronic components for acceptance; installing, operational checking, and repairing weapons, warheads, air launched missiles, missile turbojet engines, and reentry vehicle components; surveying and plotting radiation hazards; using and maintaining specialized radiac instruments; munitions disposal activities; and technical escort functions associated with chemical munitions.

CEM Code 2W000

AFSC 2W091, Superintendent

AFSC 2W071, Craftsman

AFSC 2W051, Journeyman

AFSC 2W031, Apprentice

AFSC 2W011, Helper

MUNITIONS SYSTEMS

1. Specialty Summary. Performs and manages munitions production and materiel tasks and activities. Identifies munitions and equipment requirements. Operates and maintains automated data processing equipment (ADPE) to perform munitions accounting, computations, and research. Stores, maintains, assembles, issues, and delivers assembled nonnuclear munitions. Routinely demilitarizes nonhazardous munitions. Operates and maintains munitions materiel handling equipment (MMHE). Develops and implements munitions materiel management concepts and procedures. Complies with explosive, missile, and ground safety, security, and environmental directives and practices. Identifies munitions by filler, color code, marking, or physical characteristics. Receives, stores, handles, and transports nuclear weapons. Related DoD Occupational Subgroup: 164500.

2. Duties and Responsibilities.

2.1. Tests, assembles, and processes nonnuclear munitions. Prepares munitions for loading on aircraft. Checks safe and arm mechanisms. Installs warheads, guidance units, fuses, arming wires, explosive bolts, squibs, strakes, wings, fins, control surfaces, and tracking flares. Prepares, assembles and tests aircraft rockets and loads in launchers. Processes aircraft gun ammunition. Maintains and reconditions munitions and MMHE. Reconditions, repairs, and replaces defective or missing parts. Maintains shop or bench stock materiel and secures replenishment. Modifies munitions and all MMHE when directed. Inspects munitions for serviceability and applies munitions product assurance procedures. Installs spotting charges in bombs. Processes ammunition. Inspects ammunition, components, and containers for defects. Prepares documentation indicating identification and quantity of assets. Performs routine demilitarization of non-explosive munitions items. Repackages munitions and applies container markings.

2.2. Receives, stores, handles, and transports nonnuclear munitions. Unloads and unpacks munitions. Checks shipping documents for accuracy. Delivers munitions to assembly, storage, or maintenance areas. Prepares munitions for shipment. Determines and maintains storage facilities, reports, safety, and security requirements. Performs inspections and maintains inspection and storage records. Issues nonnuclear munitions. Performs operator maintenance on munitions vehicles and equipment. Performs munitions materiel management and materiel accounting functions. Performs and oversees management and procedural application of manual and automated inventory control and accounting functions. Determines inventory control actions. Conducts inventories and corrects discrepancies. Accomplishes requisitioning actions and maintains due-in, due-out, and status files. Maintains source document control and ensures

validity and completeness. Recommends system and program changes to data processing methods. Develops and maintains stock level data. Monitors excess munitions programs. Prepares reports. Operates and maintains ADPE for munitions accounting, reporting, and status configuration. Coordinates with maintenance activities on repairable munitions components. Obtains material for equipment modifications, periodic component exchange, and maintenance. Receives, stores, handles and transports nuclear weapons.

2.3. Establishes and evaluates performance standards, maintenance controls, and work procedures. Computes data to support financial planning and programming. Analyzes and validates munitions host-tenant and interservice munitions support agreements and plans. Develops methods and techniques to maintain and recondition munitions and handling equipment. Evaluates munitions account condition, identifies deficiencies, and initiates corrective actions. Ensures compliance with policies, directives, and procedures. Evaluates munitions equipment maintenance. Evaluates procedures for assembling, renovating, and storing munitions; and procedures for demilitarization of nonexplosive munitions. Provides status information and expected completion dates. Analyzes mission effectiveness, program requirements, and stock control levels, and validates requirements. Analyzes stockpile requirements to determine type and quantity of munitions facilities needed to safely store, inspect, maintain, and secure munitions assets.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of composition and characteristics of munitions, storage, safety, and security and environmental requirements and procedures; fusing and arming systems; technical drawings; precision measuring tools and equipment; wiring diagrams; handling, use, and disposition for nonhazardous materials; munitions materiel accounting systems; basic mathematics; policies and procedures for accountability and pecuniary liability; techniques of munitions materiel management and procurement; Air Force property accounting; munitions policies and procedures; inventory and stock control; preparing and maintaining munitions records and documents; procedures for hazardous and nonhazardous materials; and procedures for assets turn in.

3.2. Education. For entry into this specialty, completion of high school or General Education Development equivalency is mandatory.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 2W031. Completion of a basic munitions systems course.

3.3.2. 2W071. Completion of the Air Force Combat Ammunition Planning and Production course (PDS code 8RM) and the in-residence 7-level craftsman course.

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

3.4.1. 2W051. Qualification in and possession of AFSC 2W031. Also, experience is mandatory in performing functions such as warehousing, accounting, mechanical assembly, electronics, construction, transportation of munitions, use of hand tools, and preparing and maintaining documentation and records for inventory management actions involving manual or automated systems or both.

3.4.2. 2W071. Qualification in and possession of AFSC 2W051. Also, experience is mandatory in supervising or performing functions such as receipting, identifying, inspecting, storing, reconditioning, issuing, delivering, maintaining, testing, and assembling guided and unguided munitions; or preparing and maintaining documentation and records for inventory management actions.

3.4.3. 2W091. Qualification in and possession of AFSC 2W071. Also, experience is mandatory in managing functions such as accountable munitions material operations; munitions storage, maintenance, and assembly functions; munitions inspection; equipment maintenance; line delivery and handling functions; computing levels; automated data processing; or maintaining munitions material management accounts.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into the specialty, the following are mandatory:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination & Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

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

3.5.2.1. No record of emotional instability.

3.5.2.2. Normal depth perception as defined in AFI 48-123.

3.5.2.3. Qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations*.

3.5.3. For award and retention the following is mandatory:

3.5.3.1. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 2W0XX, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

CEM Code 2W100

AFSC 2W191, Superintendent

AFSC 2W171, Craftsman

AFSC 2W151, Journeyman

AFSC 2W131*, Apprentice

AFSC 2W111*, Helper

AIRCRAFT ARMAMENT SYSTEMS

1. Specialty Summary. Loads and unloads nuclear and nonnuclear munitions, explosives, and propellant devices on aircraft. Manages, controls, maintains, and installs aircraft bomb, rocket, missile release, launch, suspension, monitor systems; guns and gun mounts; and related munitions handling, loading, and test equipment. Related DoD Occupational Subgroup: 164600.

2. Duties and Responsibilities.

2.1. Loads, unloads, and positions munitions on aircraft. Loads, positions, performs safing operations, and unloads munitions. Uses handling, loading, and checkout procedures and equipment. Tests suspension, launch, and release systems for retentive locking, and manual or electrical release. Analyzes malfunctions. Performs functional checks of launch and suspension systems. Prepares munitions and inspects post loading weapons. Operates handling and loading equipment, and mates munitions with aircraft release, launch, and suspension systems. Loads and services aircraft gun systems. Tests electrical and electronic circuitry for continuity, voltage, and proper operation. Tests for unwanted electrical signal or power before connecting electrically actuated explosives and propellants. Installs ground safety devices on munition and gun system components to prevent inadvertent detonation, launching, or firing. Inserts and removes impulse cartridges associated with fuel tanks and pylons. Adjusts and installs fuses, boosters, and delay elements in conventional munitions.

2.2. Inspects, repairs, and maintains aircraft release, launch, suspension, and monitor systems; aircraft guns; and related equipment. Operates, inspects, and performs operator maintenance on related munitions handling, loading, and test equipment. Examines for visual defects and proper installation of systems components such as munitions ejector racks, loading and suspension devices, shackles, rocket pods, pylons, aircraft ammunition, boosters, and feed chutes. Boresights and performs after-firing inspection of aircraft guns. Examines aircraft guns for defects. Analyzes malfunctions of munitions launch, release, suspension, and monitor systems, and associated handling and loading equipment. Disassembles, repairs, or replaces mechanical, electrical, electronic, and pneudraulic mechanisms of launch and release systems, and aircraft gun systems. Removes, disassembles, and inspects parts and subassemblies for damage, rust, corrosion, or acceptable clearances and tolerances. Makes adjustments and applies lubricants and preservatives. Performs serviceability tests on aircraft guns, gun systems, and munitions associated suspension equipment.

2.3. Performs armament systems maintenance functions. Modifies munitions launch, release, suspension, and monitor systems to improve efficiency. Determines probable effect of modifications on future maintenance and operational problems.

2.4. Plans, organizes, and directs aircraft armament systems maintenance activities. Establishes and evaluates performance and training standards, maintenance controls, and procedures. Checks methods and techniques used to load and unload munitions on aircraft, to repair and maintain aircraft release and gun systems, and to maintain, repair, and modify associated equipment. Ensures compliance with policies, directives, and safety procedures. Analyzes productivity and work quality. Evaluates operational efficiency of aircraft guns and munitions systems, and recommends modification.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of electricity; principles of physics, mechanics, electronics, and ballistics applying to munitions launch, release, suspension, fusing, and arming systems, and aircraft gun systems; use of precision measuring tools and equipment; interpreting schematics and wiring diagrams; concepts and application of maintenance directives; nuclear and nonnuclear munitions loading and safety procedures; and proper handling, use, and disposal of hazardous waste and materials.

3.2. Education. For entry into this specialty, completion of high school or General Education Development equivalency is mandatory. Also, completion of courses in mechanics or basic electronics is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. AFSC 2W131X. Completion of a suffix specific basic aircraft armament systems course.

3.3.2. AFSC 2W171. Completion of the advanced aircraft armament systems course.

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

3.4.1. 2W151. Qualification in and possession of AFSC 2W131C/D/E/F/H/K/L or Z. Also, experience loading and unloading munitions, or maintaining, repairing, and modifying munitions launch, release, suspension, or aircraft gun systems.

3.4.2. 2W171. Qualification in and possession of AFSC 2W151. Also, experience performing or supervising functions such as loading and unloading munitions, or maintaining, repairing, and modifying munitions launch, release, suspension, or aircraft gun systems.

3.4.3. 2W191. Qualification in and possession of AFSC 2W171. Also, experience managing and controlling functions such as loading and unloading munitions, or maintaining, repairing, and modifying munitions launch, release, suspension, or aircraft gun systems.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty, the following are mandatory:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

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

3.5.2.1. No record of emotional instability.

3.5.2.2. Normal depth perception as defined in AFI 48-123.

3.5.3. For award and retention the following is mandatory:

3.5.3.1. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 2W1XX, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

4. *Specialty Shredouts.

Suffix	*Portion of AFS to Which Related*
C	A10
D	F-4
E	F-15
F	F-16
H	F-111
K	B-52
L	B-1
Z	All Other

NOTE: Suffixes are authorized only at the 1- and 3-skill levels.

CEM Code 2W200

AFSC 2W291, Superintendent

AFSC 2W271, Craftsman

AFSC 2W251, Journeyman

AFSC 2W231, Apprentice

AFSC 2W211, Helper

NUCLEAR WEAPONS

1. Specialty Summary. Performs and manages maintenance, inspection, storage, handling, modification, accountability and repair of nuclear weapons, weapon components, associated equipment, and general or specialized test and handling equipment. Related DoD Occupational Subgroup: 114000.

2. Duties and Responsibilities.

2.1. Inspects, assembles, disassembles, maintains, and modifies nuclear weapons, bombs, missiles, reentry vehicles and systems, launchers, pylons, bomb racks, penetration aids, and associated test and handling equipment. Maintains and operates permissive action link associated equipment. Troubleshoots and maintains test sets. Resolves maintenance problems, interprets publications, performs inspections and submits deficiency reports on faulty components. Writes reviews and recommends improvements to technical data and equipment.

2.2. Stores, handles, and transports nuclear warheads, bombs, missiles, reentry vehicles and systems, penetration aids, and associated equipment. Inspects, maintains, and operates vehicles and munitions material handling equipment used to transport and handle nuclear weapons and components. Uploads and downloads trailers used to transport nuclear weapons.

2.3. Complies with nuclear, missile, explosive, and general safety measures; weapons systems safety rules; and technical orders. Observes two-person concept and no lone zone requirements. Performs emergency disablement or evacuation of nuclear weapons and components. Inspects, maintains, and develops rotation schedules for high security locks and keys. Assists in performing operational checks on alarm systems. Stores, inspects, maintains, and uses small arms and ammunition for weapon storage area support. Performs escort duties. Performs limited conventional munitions functions associated with North Atlantic Treaty Organization custodial detachments.

2.4. Plans, organizes, directs, inspects, and evaluates nuclear weapon activities, and performs nuclear weapon functions. Plans, schedules, inspects, and evaluates nuclear weapon maintenance actions, including related components and specialized test and handling equipment. Performs weapons inventory, accountability, and verification procedures using special weapons inventory management system. Establishes production control, performance standards, and maintenance priorities. Coordinates maintenance actions with other maintenance and munitions organizations. Ensures conformance to prescribed stan-

dards of quality, safety, and security. Conducts periodic inspections to provide assistance in solving maintenance and supply problems. Performs production and visual inspections.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of electrical and mechanical principles; safety and security requirements for nuclear weapons; interpreting block diagrams and technical orders; and proper handling, use, and disposal of hazardous waste and materials.

3.2. Education. For entry into this specialty, completion of high school or General Educational Development equivalency is mandatory. Courses in mechanics, physics, or basic electricity are desirable.

3.3. Training. For award of AFSC 2W231, completion of a basic nuclear weapons course is mandatory.

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

3.4.1. 2W251. Qualification in and possession of AFSC 2W231. Also, experience performing functions such as inspecting, maintaining, storing, handling, and repairing nuclear weapons, weapon components, and using related test and handling equipment.

3.4.2. 2W271. Qualification in and possession of AFSC 2W251. Also, experience performing or supervising functions such as inspecting, maintaining, handling, and repairing nuclear weapons, weapon components, and related test and handling equipment.

3.4.3. 2W291. Qualification in and possession of AFSC 2W271. Also, experience managing nuclear weapons and associated resources.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty, the following are mandatory:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

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

3.5.2.1. No record of emotional instability.

3.5.2.2. Normal depth perception as defined in AFI 48-123.

3.5.3. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 2W231/51/71/91/00, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim SSBI has been granted according to AFI 31-501.

Attachment 22

INFORMATION MANAGEMENT CAREER FIELD (3A)

Introduction

The Information Management Career Field encompasses communications and information management tasks and functions. Included are electronic and manual publications and forms development, design, control, storage, and dissemination; management of official records including manual and automated record keeping systems and operation of records staging area for inactive records storage; development of procedures for manual and electronic creation, control, coordination, dissemination and disposal of administrative communications; operation of Base Information Transfer System and Official Mail Center; management of computer hardware and software; configuration, management and initial diagnostics of information systems; including processing, controlling, and distributing mail; publishing management; and workgroup management.

CEM Code 3A000

AFSC 3A091, Superintendent

AFSC 3A071, Craftsman

AFSC 3A051, Journeyman

AFSC 3A031, Apprentice

AFSC 3A011, Helper

INFORMATION MANAGEMENT

1. Specialty Summary. Performs, supervises, or manages a variety of communications and information management (IM) tasks and activities including staff support, publishing, records, administrative communications, and workgroup management (information systems and technology support). Related DoD Occupational Subgroup: 151000.

2. Duties and Responsibilities.

2.1. Performs IM functions. Manages electronic and manual publications and forms development, design, control, storage, and dissemination. Acquires and distributes publications and forms using manual or electronic means. Provides guidance to ensure publications and forms meet prescribed style, format, and legal and statutory requirements. Implements procedures for manual and electronic creation, control, coordination, dissemination, and disposal of administrative communications. Establishes and maintains offices of records. Creates manual and automated file plans. Applies file cutoff procedures and disposes of and retrieves records. Operates and manages automated records information management system. Operates and manages a records staging area for inactive records storage. Complies with Privacy Act (PA) and Freedom of Information Act (FOIA) procedures and provides assistance to ensure others comply. Provides PA, FOIA, and records management training. Operates the Base Information Transfer System and Official Mail Center using manual and automated systems.

2.2. Performs workgroup management (information systems and technology support) functions. Manages hardware and software. Performs configuration, management, and initial diagnostics of information systems. Coordinates and documents information systems repairs. Runs system diagnostics and determines cause of hardware and software failures. Removes and replaces components and peripherals to restore system operation. Installs and configures software operating systems and applications. Provides customer service to assist in operation, restoration, and configuration of information systems. Develops and implements web sites and pages. Manages and assists others in content management of web sites and pages. Prepares and processes information systems requirements to support mission needs. Monitors and manages information system security programs. Reports security incidents and formulates and applies corrective security procedures.

2.3. Provides IM support. Assists the support staff with a range of tasks including records management; administrative communications; information flow including processing, controlling, and distributing mail; publishing management; workshop management. Operates information systems (stand alone and

networked) to create, collect, use, access, disseminate, maintain, and dispose of information. Helps customer determine life cycle management of their information.

2.4. Manages IM processes and activities. Responsible for overall administration, management, and life cycle of information and control of information resources.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of policies and procedures relating to the life cycle of information and control of information resources, including administrative communications, official records, publications, and forms; information systems (operation and support), and general office management principles.

3.2. Education. For entry into this specialty, completion of high school with courses in business, English composition, computer science or information systems, mathematics, and keyboarding is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 3A031. Completion of a basic IM course.

3.3.2. 3A071. Completion of the advanced IM course.

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

3.4.1. 3A051. Qualification in and possession of AFSC 3A031. Also, experience performing functions such as office management; workgroup management, publications and forms management; or preparing, controlling, and processing written and electronic communications.

3.4.2. 3A071. Qualification in and possession of AFSC 3A051. Also, experience performing or supervising functions such as workgroup management, distributing mail and messages; planning and programming; document security; records management; publications and forms; or preparing, monitoring, controlling, and processing written and electronic communications.

3.4.3. 3A091. Qualification in and possession of AFSC 3A071. Also, experience managing and directing information management processes or resource management.

3.5. Other.

3.5.1. See **Attachment 39** for entry requirements.

3.5.2. For award and retention of AFSC 3A031 ability to keyboard 25 wpm is mandatory.

Attachment 23

COMMUNICATIONS-COMPUTER SYSTEMS CAREER FIELD (3C)

Introduction

The Communications-Computer Systems (C-CS) Career Field encompasses both Communications-Computer and Communications-Electronics. Included are management, administration, operation, security, and restoral of C-CS in the client, server, and network environment, it's related operating systems software, hardware, and connectivity; related functions of messaging, host computer operations, systems control, and management of C-CS security programs, devices, and materials; functions required for planning and implementing C-CS; operations and supervision of high frequency radio networks and systems; the analysis, development, design, and programming of C-CS software and automated systems; and performance of electromagnetic spectrum management activities.

CEM Code 3C000

AFSC 3C090, Superintendent

COMMUNICATIONS - COMPUTER SYSTEMS

1. Specialty Summary. Manages communications-computer systems (C-CS) operations and software activities. Activities include system analysis and design, programming, systems operation and maintenance, resource management and security management. Monitors functional C-CS. Helps develop C-CS plans and policy. Related DoD Occupational Subgroup: 153200.

2. Duties and Responsibilities.

2.1. Plans and organizes C-CS operations and software activities. Plans and supervises system installation, and evaluates facilities layout. Evaluates performance standards. Designs and develops organizational structures, and determines equipment, training, and supplies required for systems implementation and support. Interacts with customers to promote customer satisfaction. Establishes C-CS procedures.

2.2. Directs C-CS activities responsible for system analysis and design, programming, operations and maintenance, security, systems management, technical support, and resource management. Implements and interprets policies, directives, and procedures.

2.3. Establishes training requirements. Establishes training programs to meet local knowledge requirements and to enhance professional awareness of C-CS technology.

2.4. Inspects and evaluates C-CS activities for compliance with directives. Evaluates, rates, and prepares reports on the C-CS activity effectiveness. Recommends and implements corrective action for improved methods and procedures. Evaluates effectiveness of equipment usage, systems performance, customer service, supplies, and system scheduling, processing, and maintenance.

2.5. Manages C-CS development functions. Helps functional users define requirements. Recommends automated methods to enhance resource use. Supervises functional user requirements translation into automated systems capabilities. Organizes software development teams that use software methodologies. Oversees data base design to optimize collecting and retrieving information. Supervises test and evaluation efforts to determine errors in logic, information flow, and system performance. Organizes and participates in C-CS implementation and conversion. Ensures continued interface between functional users, and programming and operations personnel for implemented systems. Ensures compliance with standards for systems software and documentation.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of techniques and procedures of systems analysis and design; software methodology; communications-computer processing; system operation and maintenance; system and equipment capability, capacity, and logic; and performance measurement, security, and resource management.

3.2. Education. Not used.

3.3. Training. Not used.

3.4. Experience. For award of AFSC 3C090, qualification in and possession of AFSC 3C071 or 3C072 is mandatory. Also, experience is mandatory in directing functions such as systems analysis, design, software development, teleprocessing systems operations and maintenance, C-CS security, or resource management.

3.5. Other. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSC 3C091, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management* is mandatory.

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AFSC 3C071, Craftsman

AFSC 3C051, Journeyman

AFSC 3C031, Apprentice

AFSC 3C011, Helper

COMMUNICATIONS-COMPUTER SYSTEMS OPERATIONS

1. Specialty Summary. Supervises and performs Communications-Computer Systems (C-CS) operations and executes associated information systems support programs. Performs network management, control, and administration on DoD local, metropolitan, and wide area networks, and Command, Control, Communications, Computer and Intelligence systems, Defense Message Systems (DMS), command and control, and functional area systems. Administers Communications Security (COMSEC) and Information Assurance (IA) programs. Provides information systems life-cycle management. Related DoD Occupational Subgroup: 153100.

2. Duties and Responsibilities.

2.1. Performs daily network management, control, and administration of information flow in Network Management (NM), Help Desk (HD), Information Protection Operations (IPO), and Network Administration (NA).

2.1.1 Oversees network configuration, faults, performances, and security management through HD, IPO, and NA functions. Reviews and plans networks, controls distribution of Internet Protocol (IP) address space, and enforces Internet use policy. Implements Air Force Computer Emergency Response Team and Automated Systems Security Incident Support Team security fixes, operating system patches, and antivirus software. Develops local restoral and contingency operations plans. Processes and reviews C4 systems requirement documentation, telecommunications service requests, status of acquisition messages, and telecommunications service orders. Performs strategic and budget planning for networks.

2.1.2. Categorizes, isolates, and resolves network problems. Performs fault isolation by validating, isolating, and correcting faults, and verifying service restoral with customers. Processes, documents, and coordinates resolution of trouble calls from Workgroup Managers and Functional System Administrators. Processes scheduled and authorized network outages. Implements service restoral plans, coordinates corrective actions, and submits outage reports in response to unscheduled outages.

2.1.3. Implements and enforces national, DoD, and Air Force security policies and directives. Performs proactive security functions to deter, detect, isolate, contain, and recover from information system and network security intrusions. Conducts daily traffic analysis, identifies and characterizes incidents, generates incident reports, and investigates suspicious network activity. Installs, monitors, and directs proactive and reactive computer network defense measures to ensure the availability, integrity, and reliability of base networked and stand-alone information resources.

2.1.4. Provides core network services configuring, installing, and managing data services at the network hardware and software operating systems level. Controls and manages network IP address space, Domain

Name System, Network Directory, and messaging services. Manages remote dial-in communications capabilities and remote distributed print services. Implements software patches, security fixes, and tests and validates modified system configurations.

2.2. Manages organizational equipment accounts--verifies receipt, performs audits, and resolves and reports discrepancies. Monitors and manages user subaccounts, maintains base equipment and accountable software inventory using the Air Force Equipment Management System. Oversees initial, joint and annual equipment inventories; monitors status of report of survey, reports of excess equipment, and equipment disposition and turn-in. Monitors maintenance contracts and determines repair cost-effectiveness. Provides training to unit-level equipment custodians.

2.3 Administers the full range of IA disciplines to include Computer Security, Network Certification and Accreditation, Emission Security, Information Assurance Assessment and Telecommunications Monitoring and Assessment Programs. Provides accreditation guidance and advice to Designated Approving Authorities on classified or unclassified networks. Interprets IA directives and policies. Provides program guidance to users through training programs and staff assistance visits. Enforces IA compliance through inspection programs. Reviews network configuration change proposals for compliance to information, system, and network security directives and local policies.

2.4 Provides guidance, assistance, training, and education to unit COMSEC Responsible Officers (CROs) and Secure Telephone Unit III Responsible Officers (SROs) on proper control, accountability, and destruction of COMSEC material. Implements, interprets, and supplements COMSEC directives and policy. Maintains documentation on user accounts and ensures 100 percent accountability of tape-based and Electronic Key Management System keying material. Conducts semiannual COMSEC audits and inventories on CRO accounts and reports COMSEC incidents according to AF and DoD policy. Issues tape-based or electronic material to CROs using the Data Transfer Device (DTD) and provides DTD training as required.

2.5. Performs system resource management, manages system user accounts, performs system-wide backups, and load and capacity planning and management. Installs, implements, configures, and maintains functional system components. Connects systems to infrastructure. Administers database operations, implements conversions, and investigates problems in database environment. Conducts local functional and connectivity testing to ensure continuing operability, provides ongoing optimization and problem-solving support, and recovers systems from malfunctions and security intrusions. Provides customer assistance and informal training for assigned systems. Utilizes network components (e.g., trusted routers, bastion hosts, gateways, firewalls, etc.) or information systems to enforce mandatory access control. Applies computer security requirements to safeguard systems and information.

2.6. Securely processes, tracks, and oversees delivery of classified and unclassified message traffic via Defense Message System (DMS) and Exchange E-mail System. Manages domain and exchange administration and trains customers on Secret Internet Protocol Network (SIPRNET) usage when SIPRNET systems are collocated in message centers. Provides operational support and guidance for legacy messaging systems (e.g., Automatic Digital Network (AUTODIN), Message Distribution Terminal (MDT) and Communications System Processor (CSP)). Verifies users security clearance and “need to know” to classified message material.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of: C-CS systems and Information Technology elements; capabilities, functions, and technical methods for C-CS network operation; organization and functions of Air Force automated C-CS and elements; communications-computer work flow; operations and logic of electromechanical and electronic C-CS systems and their components; techniques for solving C-CS operations problems; and C-CS security procedures and programs including IP.

3.2. Education. For entry into this specialty, completion of high school with courses in mathematics computer science and information technology is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 3C031. Completion of a basic C-CS operations course.

3.3.2. 3C071. Completion of the advanced C-CS operations course.

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

3.4.1. 3C051. Qualification in and possession of AFSC 3C031. Also, experience in C-CS functions such as system operations, control, micro- and multi-user technical support, system restoral, resource accounting, or security.

3.4.2. 3C071. Qualification in and possession of AFSC 3C051. Also, experience supervising one of the following functions: analysis of system failure and restoral, C-CS operations, Command and Control systems support, system or network management or administration, resource management, or security management.

3.5. Other. The following are mandatory as indicated:

3.5.1. See **Attachment 39** for entry requirements.

3.5.2. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 3C031/51/71, requires completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Management Program*.

NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim SSBI has been granted according to AFI 31-501.

AFSC 3C072, Craftsman

AFSC 3C052, Journeyman

AFSC 3C032, Apprentice

AFSC 3C012, Helper

COMMUNICATIONS - COMPUTER SYSTEMS PROGRAMMING

1. Specialty Summary. Supervises and performs as Communications-Computer Systems (C-CS) analysts, coders, testers and managers in the design, development, maintenance, testing, configuration management, and documentation of application software systems, client-server, and web-enabled software and relational database systems. Related DoD Occupational Subgroup: 153200.

2. Duties and Responsibilities.

2.1. Determines, analyzes, and develops requirements for software systems through interpreting standards, specifications and user needs as a system analyst. Determines, designs, and develops data requirements, database structure, process flow, systematic procedures, algorithms, and file structures to implement and maintain software systems using software engineering techniques. Works with systems using software methodologies such as distributed processing, systems networking, advanced information storage and retrieval, and management techniques. Determines and recommends the most reasonable approach in designing new systems or modifying existing systems. Applies directives and security techniques for operating systems, application software, files and databases to preclude unauthorized access to sensitive information, or misuse of communication-computer resources. Develops and maintains system specifications. Conducts and participates in system reviews and technical interchanges. Explores commercial-off-the shelf options to satisfy user requirements. Selects appropriate software development tools.

2.2. Translates system specifications and requirements into program code and database structures, implements designed functionality as software coders. Analyzes output products and debugs source code to isolate and correct errors in program logic, syntax, and data entry, and to ensure accuracy and efficiency. Conducts code reviews and unit-level testing. Develops and maintains unit-level test plans. Arranges test data and routines. Modifies existing programs to correct program errors or modifies existing functionally or interface. Prepares system graphical descriptions, standard language statements, workload data, and present and proposed cost. Develops and maintains documentation such as program maintenance manuals and operational guides. Implements security techniques designed to preclude unauthorized access to computer data and to reduce computing resource misuse.

2.3. Designs, develops, maintains, and executes test plans for formal qualification testing, system integration testing, regression testing and verification, validation and acceptance testing as software testers. Conducts test events. Analyzes software system requirements documents. Develops and maintains test data. Performs analysis of test data, determines test results and develops test reports. Makes recommendations to release authorities concerning verifiability, validity, conformance, and interoperability of software systems.

2.4. Designs, develops, maintains, and executes processes to manage software or database components, specifications, test plans, procedures and results, and revision history applicable to a software system to ensure systems in use meet user requirements as software configuration managers. Controls software components at all times to ensure availability and stability of documented baselines. Prepares and manages processes for reporting deficiencies and requesting changes to software components or systems. Manages change packages through analysis and development efforts ensuring testing is performed and documentation is created or updated as required. Conducts reviews of proposed change packages by the user community and control authorities. Prioritizes deficiency reports and change requests using guidance from the user community and control authorities. Prepares and maintains software system baseline documentation and procedures. Prepares, packages, and documents deliverable products.

2.5. As software project manager interacts with and provides oversight for software system developers and maintainers. Develops and prepares system requirements and proposals. Analyzes requests for information. Prepares documentation of proposal specifications and programs. Organizes system study teams and conducts briefings. Conducts and participates in design reviews and technical interchanges between developers and user representatives. Plans, conducts and reports on the results of system acceptance tests. Manages or participates in the contract management, software quality assurance, or quality assurance evaluation process.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of system capabilities, limitations, and programming logic; techniques and procedures of systems analysis and design; related information processing devices and systems; C-CS; software methodologies; methods of editing input and output data; configuration management techniques; security practices; customer relations; application of mathematical and analytical process to C-CS processing problems; and computer program editing and testing techniques.

3.2. Education. For entry into this specialty, completion of high school with courses in algebra, geometry, computer science and computer programming is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 3C032. Completion of a basic C-CS software programming course.

3.3.2. 3C072. Completion of the advanced C-CS software programming course.

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

3.4.1. 3C052. Qualification in and possession of AFSC 3C032. Experience performing programming functions such as designing, coding, testing, or documenting software.

3.4.2. 3C072. Qualification in and possession of AFSC 3C052. Experience performing or supervising one of the functions of programming, such as preparing system requirements, developing high-level or detailed designs, translating designs into code, testing, configuration management, or project management.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty, the following are mandatory:

3.5.1.1. A minimum score of 71 on the Air Force Electronic Data Processing Test.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 3C0X2, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim SSBI has been granted according to AFI 31-501.

CEM Code 3C000

AFSC 3C191, Superintendent

AFSC 3C171, Craftsman

AFSC 3C151, Journeyman

AFSC 3C131, Apprentice

AFSC 3C111, Helper

RADIO COMMUNICATIONS SYSTEMS

1. Specialty Summary. Operates, deploys, and sustains radio transmitters, receivers, and ancillary equipment for line-of-sight, air-to-ground, and satellite communications (SATCOM). Provides multiple spectrum (HF, VHF, UHF, SHF, EHF) communications in fixed, tactical, environments. Configures antenna and radio equipment for efficient operations. Establishes and maintains communications links with distant stations. Operates terminal control consoles and monitors system performance indicators. Implements operational directives. Manages communications facilities and activities. Related DoD Occupational Subgroup: 120100.

2. Duties and Responsibilities.

2.1. Operates and supervises operations of radio and SATCOM systems, computer terminals, secure voice encryption equipment; secure and nonsecure teletype equipment; data link equipment; radio relay equipment; multiplexing equipment; recording equipment; and communications baseband equipment. Tunes transmitters, receivers, or transceivers to required signals on prescribed operating frequencies. Erects and orientates antenna systems, and configures communications equipment to provide voice, digital, or analog operations. Analyzes radio wave propagation data to determine effects and interprets data for frequency selection. Uses antijamming equipment and electronic countermeasures to neutralize effects of communications jamming. Analyzes and monitors equipment operation. Performs preventive and scheduled equipment checks. Conducts equipment troubleshooting, and performs minor maintenance such as replacing circuitry cards and line replaceable units.

2.2. Receives, processes, and relays operational and administrative communications traffic from air and ground stations supporting deployed forces, aircraft safety, command and control, and weather intercept operations. Encodes and decodes classified messages. Complies with local instructions and international agreements (ITU, JANAPS, ACPs) upon receiving emergency or distress signals. Logs and files all message traffic and station operations. Compiles and maintains operation records and statistics. Reports equipment stats and operating efficiency.

2.3. Manages radio communications systems operations. Reviews and evaluates radio operations activities and takes corrective actions to eliminate discrepancies and improve operational efficiency. Documents discrepancy reports (DR) and manages corrective actions. Conducts periodic inspections of equipment and facilities to ensure compliance with directives and fulfillment of mission requirements. Determines station-training requirements. Supervises communications activities.

2.4. Performs radio operations functions. Maintains authentication systems, codes, communications directives and publications, and radio frequency propagation data. Controls and accounts for Communications Security (COMSEC) materials, classified and controlled documents, and equipment. Reports security incidents, formulates and applies corrective security procedures. Maintains equipment accounts and inventories.

2.5. Performs Combat Crew Communications functions. Researches, builds, and briefs wing agencies on Single Integrated Operations Plans missions. Maintains authentication systems, aircraft identify-friend-or-foe codes, and peacetime and wartime encryption and decryption documents, and assembles these into mission-specific kits for issue to aircrews. Receives, tracks, and destroys COMSEC material as directed by the Base COMSEC account. Manages the Flight Information Publication (FLIP) account and builds FLIP kits based on each mission's route of flight. Downloads and issues Operational Orders (OPORDs) and issues to crews. Serves as the base call sign manager and issues mission specific call-sign lists when needed. Trains and certifies aircrews on COMSEC and communications procedures. Deploys with aircrews to provide all Crew Comm services at deployed locations worldwide.

2.6. Performs SATCOM management. Assists combatant commanders and assigned forces by analyzing and translating SATCOM requirements. Develops solutions and issues SATCOM access authorizations. Assists in Electromagnetic Interference (EMI) identification and resolution.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of functions and operation of fixed and tactical radio and satellite transmitters, receivers, transceivers, remote control units, control consoles, phone patch, and terminal equipment; basic theory and type of fixed, tactical, and satellite antennas; operation of voice and data encryption and decryption equipment; worldwide communications systems; radio operations procedures; emergency and distress procedures; communications and operations security policies, directives, programming, procedures, and equipment; and recognizing and reporting signal interference.

3.2. Education. For entry into this specialty, completion of high school or general educational development equivalency with courses in typing, speech, English, computers, and electronics is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 3C131. Completion of a basic radio communications systems course.

3.3.2. 3C171. Completion of the advanced radio communications systems course.

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

3.4.1. 3C151. Qualification in and possession of AFSC 3C131. Also, experience in fixed or tactical radio operations.

3.4.2. 3C171. Qualification in and possession of AFSC 3C151. Also, experience performing or supervising radio operations in a fixed or tactical environment.

3.4.3. 3C191. Qualification in and possession of AFSC 3C171. Also, experience managing or directing radio operations functions.

3.5. Other. The following are mandatory as indicated:

3.5.1. See **Attachment 39** for entry requirements.

3.5.2. For entry, award, and retention of these AFSCs, ability to speak English distinctly.

3.5.3. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 3C131/51/71/91, requires completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

CEM Code 3C000

AFSC 3C192, Superintendent

AFSC 3C172, Craftsman

AFSC 3C152, Journeyman

AFSC 3C132, Apprentice

AFSC 3C112, Helper

ELECTROMAGNETIC SPECTRUM MANAGEMENT

1. Specialty Summary. Manages, supervises, and performs electromagnetic spectrum management activities. Related DoD Occupational Subgroup: 120100.

2. Duties and Responsibilities.

2.1. Engineers, nominates, and assigns frequencies to support communications and operational requirements. Coordinates frequency needs with federal, military, and civil spectrum management offices. Secures operating authority, and ensures minimum interference is caused or received by Air Force radio frequency (RF) operations. Reviews spectrum interference reports and helps resolve electromagnetic interference problems.

2.2. Analyzes RF spectrum requirements and determines compatibility with other users considering transmitter and receiver specifications, antenna data, emission characteristics, and modes of radio wave propagation. Examines radio link deficiencies and recommends corrective action to improve system performance. Reviews involved, unusual, and difficult spectrum engineering requirements. Recommends solutions to electromagnetic compatibility problems.

2.3. Maintains frequency records and associated data bases. Provides guidance on the spectrum certification process for electromagnetic radiating and receiving equipment planned for introduction into the Air Force inventory, and for modifications to existing equipment. Reviews plans and programming documents spectrum management actions. Prepares frequency annexes for contingency and operations plans. Examines spectrum allocation data and frequency assignment records to ascertain suitability of specific equipment planned for deployment.

2.4. Performs as joint task force spectrum manager. Provides spectrum management guidance to units deploying RF radiating equipment to support contingency, exercise, or wartime requirements. Analyzes and de-conflicts frequency assignments and databases to develop joint communications and electronics operating instructions.

2.5. Evaluates and assists electromagnetic spectrum management activities. Determines if spectrum support is adequate and recommends changes. Educates customers on optimal and proper use of the RF spectrum. Plans for current and future RF spectrum needs.

3. Specialty Description.

3.1. Knowledge. Knowledge is mandatory of radio propagation factors, including effects of antenna design, power, type of emission, frequency, and effects of terrain; national, international, and military regulations governing use of the RF spectrum.

3.2. Education. For entry into this specialty, completion of high school with courses in algebra, geometry, and physics is desirable.

3.3. Training. For award of AFSC 3C132, completion of the electromagnetic spectrum management course is mandatory.

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

3.4.1. 3C152. Qualification in and possession of AFSC 3C132. Also, experience performing spectrum management engineering, selection, negotiation, and interference problems.

3.4.2. 3C172. Qualification in and possession of AFSC 3C152. Also, experience performing or supervising problem solving electromagnetic spectrum engineering, selection, negotiation, and interference.

3.4.3. 3C192. Qualification in and possession of AFSC 3C172. Also, experience managing solution of electromagnetic spectrum engineering, selection, negotiation, and interference problems.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty, the following are mandatory:

3.5.1.1. Prior qualification at the 5-skill level in AFSC 1A3X1, 2A1X3, 2EXXX, or 3C1X1.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 3C1X2, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501

CEM Code 3C000

AFSC 3C291, Superintendent

AFSC 3C271, Craftsman

AFSC 3C251, Journeyman

AFSC 3C231, Apprentice

AFSC 3C211, Helper

COMMUNICATIONS - COMPUTER SYSTEMS CONTROL

(Changed 30 Apr 04)

1. Specialty Summary. Operates, monitors, secures, and controls the physical, data link, network, and transport layers of garrison and tactical Communications-Computer Systems (C-CS) encompassing local and wide area networks, end-to-end telecommunications and circuit switching systems, long-haul transmission, and the global information grid. Performs, coordinates, and supervises their design, configuration, operation, restoration, and improvements. Analyzes their capabilities and performance, identifies problems, and takes corrective action. Operates cryptographic equipment. Fabricates cable assemblies. Performs C-CS control facility quality assurance evaluation. Directs and makes operational adjustments to C-CS equipment. Related DoD Occupational Subgroup: 120100.

2. Duties and Responsibilities:

2.1. Monitors and controls C-CS performance. Operates processor assisted diagnostic and control equipment and software to perform network, technical, and configuration control, surveillance, and security. Monitors status and performance of transmission and switching systems, local and wide area networks, and subscriber equipment. Operates test equipment to verify end-to-end circuit, system, and network signals meet minimum standards. Operates network management hardware and software to ensure compliance with security standards and service levels. Configures circuits, systems, and networks based on standards, traffic patterns, and results of quality assurance tests. Performs circuit, system, and network patching and cross connecting to establish, sustain, and restore service. Localizes failures, performs operational adjustments, and reconfigures circuit, system, and network equipment. Fabricates copper and fiber optics cable assemblies. Operates cryptographic equipment to test, reset, and rekey.

2.2. Directs and coordinates C-CS configuration, operation, security, restoration, and improvements. Communicates with subscribers, contractors, lateral agencies, and higher headquarters using secure and unsecure voice, data, electronic mail, web, or facsimile communications to schedule down-time and quality assurance tests, isolate faults or degradation, restore services and effect repairs, maintain situational awareness, and inform of status changes. Directs and controls maintenance to minimize impacts. Provides technical advice and assistance.

2.3. Monitors C-CS to ensure efficiency and compliance with technical orders, manufacturer handbooks, local procedures, codes, and directives. Uses manual and computerized techniques to analyze and record C-CS capabilities, operation, security, and performance. Identifies causes of C-CS limitations, failures, or degradation and takes corrective actions. Modifies C-CS equipment and configuration according to directives and time compliance technical orders. Controls configuration, plans and analyzes systems, and recommends improvements to ensure systems meet current and future mission requirements. Monitors C-CS control facility contractor compliance with contract requirements.

2.4 Protects C-CS security through proper cryptographic and boundary control interconnections using effective security procedures. Uses electronic combat procedures and computer crime protocols to protect equipment, software, and data before, during, and subsequent to crimes, viruses, and attacks.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: C-CS protocols and interface techniques, open systems interconnection reference model; design, optimization, security, and operating principles of packet, local area, wide area, and circuit switching networks; operating principles of routing, and circuit, frame, and packet switching devices; operating principles of computers, peripherals, and interface devices; operating principles and signal characteristics of electronic components and data interfaces; modulation and encoding techniques; time, frequency, and optical division multiplexing techniques; digital circuit signal characteristics; operating principles of copper and fiber optic cable; operating principles of transmission equipment and antennas; transmission media theory.

3.2. Education. For entry into this specialty, completion of high school with courses in physics, mathematics, and computer networking is desirable.

3.3. Training. The following training is mandatory for award and retention of the AFSC indicated:

3.3.1. 3C231. Completion of the basic C-CS control course.

3.3.2. 3C271. Completion of the advanced C-CS control course.

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

3.4.1. 3C251. Qualification in and possession of AFSC 3C231. Also experience in C-CS functions such as operating fixed, mobile, or transportable C-CS circuits, equipment, transmission media, test equipment, and network management.

3.4.2. 3C271. Qualification in and possession of AFSC 3C251. Also, experience performing or supervising functions such as help desk, monitor and control, C-CS control, network management, and operations facilities including operating terminals, computers, or automated test systems.

3.4.3. 3C291. Qualification in and possession of AFSC 3C271. Also, experience managing C-CS control facilities or multiple C-CS functions.

3.5. Other. The following are mandatory as indicated:

3.5.1. See **Attachment 39** for entry requirements.

3.5.2. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 3C2X1, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management.*

NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim TS has been granted according to AFI 31-501.

CEM Code 3C000

AFSC 3C391, Superintendent

AFSC 3C371, Craftsman

AFSC 3C351, Journeyman

AFSC 3C331, Apprentice

AFSC 3C311, Helper

COMMUNICATIONS - COMPUTER SYSTEMS PLANNING AND IMPLEMENTATION

1. Specialty Summary. Manages, supervises, and performs communications-computer systems (C-CS) planning and implementation activities. Focal point for base C-CS planning. Manages implementation of C-CS projects and ensures C-CS architecture, configuration, and integration conformity. Manages C-CS and services contracts. Related DoD Occupational Subgroup: 155800.

2. Duties and Responsibilities.

2.1. Develops, plans, and integrates base C-CS. Performs mission review with C-CS customers for architectural integration and impact on C-CS infrastructure. Develops and maintains base C-CS assessment blueprint. Evaluates war, support, and contingency plans to determine impact on C-CS resources. Ensures identification of C-CS shortfalls and inter-operability of C-CS. Ensures tasked C-CS and personnel are deployment and mobility ready. Manages maintenance of unit agreements file and identifies impact of agreements on unit resources. Maintains C-CS planning and implementation source documents consisting of architectures; war, support, and contingency plans; agreements; and contracts. Helps customer develop C-CS requirements. Serves as C-CS advisor at meetings for facility design, military construction programs and minor construction planning. Evaluates base comprehensive plan and projects to determine C-CS impacts and shortfalls. Prepares C-CS assessments. Ensures technical solutions integrate with existing or proposed systems.

2.2. Implements C-CS projects. Maintains documents on implementing of C-CS. Verifies availability of project funding. Determines implementing and support activities. Coordinates and forwards acquisition documents for C-CS. Prepares for C-CS site surveys. Determines adequacy and correctness of C-CS project packages and amendments. Processes tasking documents. Monitors project status, and reports to higher headquarters, support, and implementing agencies. Assists C-CS implementation teams. Monitors project completion actions. Ensures availability of logistic support. Monitors project exceptions. Monitors status of base civil engineer work requests. Manages maintenance of C-CS installation records, files, and indexes.

2.3. Manages C-CS contracts. Administratively manages C-CS contracts. Manages development of statements of work and performance work statements. Informs management of C-CS contract status, and initiates contract renewal actions.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of Air Force C-CS technologies, planning documents, and application of these documents to the C-CS system infrastructure; deployment and mobility requirements; management of program or project logistics support actions; and management of program or project implementation actions.

3.2. Education. For entry into this specialty, completion of high school or general educational development equivalency is mandatory. Completion of high school courses in business mathematics and statistics is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 3C331. Completion of the basic C-CS planning and implementation course.

3.3.2. 3C371. Completion of the advanced C-CS planning and implementation course.

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

3.4.1. 3C351. Qualification in and possession of AFSC 3C331. Also, experience performing C-CS planning and implementation functions.

3.4.2. 3C371. Qualification in and possession of AFSC 3C351. Also, experience supervising or developing C-CS planning and implementation activities.

3.4.3. 3C391. Qualification in and possession of AFSC 3C371. Also, experience managing C-CS planning and implementation functions and activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 3C3X1, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

3.5.2. See **Attachment 39** for additional entry requirements.

Attachment 24

CIVIL ENGINEERING CAREER FIELD (3E)

Introduction

The Civil Engineering Career Field encompasses:

Mechanical and electrical activities to install, operate, maintain, and repair base direct support systems and equipment; electrical facilities; electrical power generation and distribution; and heating, ventilation, air conditioning and refrigeration systems and equipment, and their controls.

Structural and pavement activities, including construction and maintenance of structural facilities and pavement areas; maintaining pavements, railroads, and soil bases; performing erosion control; operating heavy equipment; structural and metal fabricating, construction, and maintenance; engineering specialists; and operations functions.

Utilities systems functions such as operation, maintenance, repair, and construction of plumbing, water, and wastewater systems and their components; fuel system maintenance; and pest management.

Fire protection, including preventing, controlling, and extinguishing all types of fire occurring on the ground, and performing related rescue, first aid, and property preservation; potential of fires involving facilities, operational processes, wildlands, aerospace vehicles, weapons, and hazardous or other materials; operation and operator maintenance of all types of crash fire rescue and support vehicles; tools and equipment; and services in support of base emergency disaster operations.

Explosive ordnance disposal (EOD) activities, including detecting, identifying, rendering safe, recovering, and destroying United States and foreign explosive, incendiary, and nuclear ordnance; supervising EOD functions and resolving technical problems of EOD and the procedures of neutralizing and disposing of improvised explosive devices; and performing as specialized members of the disaster response force.

Readiness activities, including personnel training to accomplish the primary mission under the handicaps imposed by enemy attack and by acts of man and nature; training in detecting, measuring, and decontaminating nuclear, biological, and chemical contaminants; providing and using proper protective equipment; and day-to-day operations requiring establishing, training, and equipping a disaster response force to handle all types of peacetime accidents and requests for assistance from the civilian community.

The Civil Engineering Career Field is a contingency related career field. Personnel serving in this career field may participate in recovery operation as a result of natural and manmade disasters, or be subject to deployment and employment in hostile environments created by terrorism, sabotage, or chemical, biological, or conventional warfare. Individuals should have knowledge of contingency skills such as first aid procedures, field sanitation and hygiene, work party security, repair and construction methods, beddown procedures, personal weapons, chemical warfare defense, and explosive ordnance reconnaissance.

Excluded from this career field are functions of maintenance and repair of ground support equipment that are included in the Manned Aerospace Maintenance Career Field (2A) and medical care of injured personnel (other than emergency first aid) which is included in the Medical Career Field (4X).

CEM Code 3E000

AFSC 3E090, Superintendent

ELECTRICAL

1. Specialty Summary. Manages resources and activities devoted to installation or removal, operation, maintenance, and repair of all electrical power distribution systems; electrical power generating and control systems; fire alarms and intrusion detection systems; airfield lighting systems; and aircraft arresting systems. Related DoD Occupational Subgroup: 172100.

2. Duties and Responsibilities.

2.1. Plans and organizes electrical activities. Programs and coordinates electrical power outages, maintenance, and repair requirements with users. Performs planning activities and facility surveys. Makes on-site investigations of proposed work to determine resource requirements. Prepares cost estimates for in-service work requests. Applies engineered performance standards in planning and estimating jobs. Coordinates plans with civil engineering and other agencies as required.

2.2. Manages functions in electrical systems and power production activities. Directs installation and removal, operation, maintenance, and repair above and below 600 volts electrical power distribution systems, and electrical power generating and control systems activities, including overhead and underground distribution systems, power plant operations, fire alarms and intrusion detection systems, airfield lighting systems, and aircraft arresting systems. Identifies and controls requisitions. Ensures productivity and work compliance. Interprets electrical generating unit records and analyzes for organizational, intermediate, or depot level maintenance and preparation of maintenance forms, reports, and records. Issues and logs safe clearance procedures for all crafts engaged in maintenance of electrical systems and power production equipment. Ensures compliance with environmental and safety regulation and practices.

2.3. Inspects and evaluates electrical systems and power production activities to ensure compliance with policies and regulations. Assists in solving maintenance, supply, and personnel problems. Interprets inspection findings and initiates corrective action. Ensures certification of personnel as required.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of principles of electricity and electronics; electrical circuitry and distribution systems above and below 600 volts; internal combustion engines and other prime movers for electrical generating systems and mechanically driven devices; fire alarms and intrusion detection systems; airfield lighting systems; aircraft arresting systems; wiring diagrams, and schematics; technical publications and Air Force directives; and environmental and safety regulations and practices.

3.2. Education. Not used.

3.3. Training. Not used.

3.4. Experience. For award of AFSC 3E090, qualification in and possession of AFSC 3E071 or 3E072 is mandatory. Also, experience is mandatory managing civil engineer functions such as inspecting, operat-

ing, maintaining, and repairing interior and exterior electrical systems; electrical power generating equipment and systems; fire alarms and intrusion detection systems; airfield lighting systems; or aircraft arresting systems.

3.5. Other. Not used.

AFSC 3E071, Craftsman

AFSC 3E051, Journeyman

AFSC 3E031, Apprentice

AFSC 3E011, Helper

ELECTRICAL SYSTEMS

1. Specialty Summary. Installs, inspects, maintains, troubleshoots, repairs, and modifies electrical distribution systems and components above and below 600 volts; airfield lighting systems; fire alarms and intrusion detection systems, and complies with environmental and safety regulations and practices. Related DoD Occupational Subgroup: 172100.

2. Duties and Responsibilities.

2.1. Installs, maintains, and repairs energized and de-energized electrical distribution systems and components. Installs, maintains, and repairs interior, exterior, overhead, underground electrical power distribution systems and components such as capacitor banks, vacuum and air break switches, breakers, transformers, fuses, lighting fixtures, receptacles, and motors. Climbs utility poles and operates special purpose vehicles and equipment, including line maintenance and high reach trucks to inspect, maintain, and repair overhead distribution systems. Inspects powerline poles for pest damage, deterioration, and loose hardware. Inspects, tests, and services overhead line conductors and direct buried cables, and those in underground ducts and conduits. Troubleshoots malfunctions using technical orders, manufacturers' handbooks, local procedures, codes, and directives. Tests air samples in manholes for dangerous concentrations of combustible or toxic gases and oxygen deficiency.

2.2. Maintains, inspects, and repairs special purpose electrical systems. Inspects, maintains, and repairs fixed and portable airfield lighting systems including runway, threshold, approach, taxiway, visual glide slope, obstruction, and distance marker lights. Installs, maintains, and repairs cathodic protection and grounding systems, and voltage and current regulators. Installs, maintains, and repairs fire alarms and intrusion detection alarms, and traffic system controls. Installs, maintains, and repairs electrical appliances.

2.3. Maintains proficiency in cardiopulmonary resuscitation, first aid, pole top, aerial lift, and manhole rescue. Complies with safety and environmental regulations and practices.

2.4. Advises on problems installing and repairing electrical power distribution and special purpose electrical systems. Solves maintenance problems by studying layout drawings, wiring and schematic diagrams, and analyzing construction and operating characteristics. Uses meters, testing devices, indicators, and recorders to locate equipment, distribution, and motor controller malfunctions and faults. Diagnoses malfunctions, and recommends repair procedures necessary to correct defective equipment. Develops and establishes maintenance and operating procedures to ensure maximum efficiency.

2.5. Performs planning activities. Performs facility surveys. Surveys proposed work to determine resource requirements. Prepares cost estimates for in-service work. Applies engineered performance standards to plan and estimate jobs. Coordinates plans and other activities.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of principles of electricity and electronics, including computation and measurement of common properties (resistance, inductance, capacitance, voltage, and current); transformers and regulator operations and connection; grounding and lightning protection systems; working on high and low voltage energized lines; applications of safety requirements related to installation and maintenance of electrical distribution systems; principles of fire and intrusion alarms; cathodic protection systems; airfield lighting systems; reading electrical schematics and one-line diagrams; rescue and resuscitation of electrical shock victims; and environmental regulations.

3.2. Education. For entry into this specialty, completion of high school with courses in science, mathematics, and shop mechanics is desirable.

3.3. Training. For award of AFSC 3E031, completion of a basic electrical systems course is mandatory.

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

3.4.1. 3E051. Qualification in and possession of AFSC 3E031. Also, experience in functions such as climbing poles; installing, maintaining, and repairing electrical systems and components; and airfield lighting systems and components.

3.4.2. 3E071. Qualification in and possession of AFSC 3E051. Also, experience performing or supervising functions such as climbing poles; installing, maintaining, and repairing electrical systems; and airfield lighting systems and components.

3.5. Other. The following are mandatory for entry into this specialty:

3.5.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards.*

3.5.2. Qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations.*

3.5.3. Freedom from fear of heights.

3.5.4. See **Attachment 39** for additional entry requirements.

AFSC 3E072, Craftsman

AFSC 3E052, Journeyman

AFSC 3E032, Apprentice

AFSC 3E012, Helper

ELECTRICAL POWER PRODUCTION

1. Specialty Summary. Installs, removes, operates, maintains, and repairs electrical power generating and control systems, aircraft arresting systems, and associated equipment. Related DoD Occupational Subgroup: 166200.

2. Duties and Responsibilities.

2.1. Installs, removes, and operates electrical power generating and control systems, automatic transfer switches, aircraft arresting systems, and associated equipment. Checks equipment for serviceability. Positions equipment such as gasoline and diesel engines, generators, switchgears, air compressors, and other power generating auxiliary equipment. Installs, positions, rewinds, and pretensions aircraft arresting systems. Certifies aircraft arresting systems as required. Checks installed equipment to ensure compliance with publications, policies, and directives. Inspects, tests, and services component systems such as safety, fuel, lubrication, cooling, air pressure, pumps, regulators, governors, and accessory equipment. Observes and interprets instruments such as ammeters, voltmeters, frequency meters, synchroscopes, automatic temperature and pressure recorders, and engine oil, fuel, and coolant gauges. Adjusts engine generator systems to maintain proper voltage, current frequency, and synchronization. Synchronizes multigenerators. Operates high and low voltage switches, circuit breakers, rheostats, and other controls on switchgear and distribution panels. Performs electrical power control and distribution functions.

2.2. Maintains, modifies, and repairs electrical power generating and control systems, automatic transfer switches, aircraft arresting systems, and associated equipment. Performs inspections and interprets findings to determine corrective action. Identifies and records engine and generator malfunctions. Uses precision test equipment, troubleshoots malfunctions, and inspects parts for excessive wear and other conditions. Removes, repairs, and replaces defective power generating equipment components. Performs corrosion control. Inspects and replaces gauges and meters. Maintains aircraft arresting systems, including electrical, hydraulic, rewind, and pneumatic systems, and other electronic components. Bench checks components and subassemblies. Tests and calibrates repaired items. Reviews performance data and maintenance records to determine adequacy of maintenance. Interprets data related to electrical power generating and aircraft arresting systems to ensure overall mission success.

2.3. Reviews and advises on projects associated with electrical power generating and control systems, automatic transfer switches, aircraft arresting systems, and associated equipment. Reviews layout drawings and wiring diagrams. Ensures new construction meets proper operating characteristics of equipment. Establishes maintenance and operating procedures to ensure maximum efficiency.

2.4. Maintains records. Posts entries on operation, inspection, and maintenance records. Records meter readings, wear and alignment measurements, fuel consumption, and other data in performance logs. Furnishes information for reports and recommends changes to correct defective equipment or improve operating procedures. Complies with environmental policies.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of principles of electronics and electricity, including generation, conversion, transformation, distribution, and utilization; types, capacity, and purpose of high and low voltage circuits, circuit breakers, switches, fuses, regulators, relays, instruments, and meters associated with electric generation and distribution; interpreting instrument and meter readings; wiring diagrams, schematics, drawings, and technical publications; techniques of operating and maintaining internal combustion engines, generators, generating plants, distribution panels, and accessory equipment; repair and maintenance of aircraft arresting systems; use and purpose of test equipment; safety rules and practices; environmental policies; principles of management; and operation and repair of electrical power production systems.

3.2. Education. For entry into this specialty, completion of high school with courses in algebra and physics is desirable.

3.3. Training. For award of AFSC 3E032, completion of a basic electrical power production course is mandatory.

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

3.4.1. 3E052. Qualification in and possession of AFSC 3E032. Also, experience in functions such as operation and maintenance of engines, generators, and distribution components of electric power production equipment and aircraft arresting systems.

3.4.2. 3E072. Qualification in and possession of AFSC 3E052. Also, experience performing or supervising function such as operation and repair of electrical power production and aircraft arresting systems.

3.5. Other. The following are mandatory for entry into this specialty:

3.5.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.2. Qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations*.

3.5.3. See **Attachment 39** for additional entry requirements.

CEM Code 3E000

AFSC 3E191, Superintendent

AFSC 3E171, Craftsman

AFSC 3E151, Journeyman

AFSC 3E131, Apprentice

AFSC 3E111, Helper

HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION

1. Specialty Summary. Installs, operates, maintains, and repairs heating, ventilation, air conditioning and refrigeration (HVAC/R) systems, combustion equipment, and industrial air compressors. Maintains and repairs nonelectric kitchen equipment. Manages HVAC and R functions and activities. Related DoD Occupational Subgroup: 172000.

2. Duties and Responsibilities.

2.1. Installs and operates HVAC and R systems and equipment. Interprets drawings and schematics, and installs HVAC and R components. Installs, repairs, fabricates, and tests piping and tubing systems. Installs, connects, troubleshoots, and maintains HVAC and R controls. Tests HVAC and R equipment for proper operation. Balances air and water in HVAC systems. Monitors systems operation to ensure efficiency and compliance technical orders, manufacturer handbooks, local procedures, codes, and directives. Evaluates water treatment for heating and cooling systems. Ensures compliance with safety and environmental regulations for fuels, refrigerants, and hazardous materials.

2.2. Maintains, and repairs HVAC and R equipment and systems. Performs recurring maintenance and seasonal overhaul on systems and components. Uses drawings and schematics to analyze and isolate system malfunctions. Troubleshoots malfunctions. Repairs or replaces components. Modifies equipment for specific missions or to increase efficiency.

2.3. Maintains tools and equipment. Maintains shop tools and equipment.

2.4. Advises on problems installing and repairing HVAC and R equipment and systems. Solves maintenance problems by studying layout drawings, wiring and schematic drawings, and analyzing construction and operating characteristics. Develops and establishes operation and maintenance procedures to ensure maximum efficiency.

2.5. Performs planning activities. Performs facility surveys. Surveys proposed work to determine resource requirements. Prepares cost estimates for in-service work. Applies engineered performance standards to plan and estimate jobs. Coordinates plans and other activities.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of principles of HVAC and R systems, controls, and components; combustion systems; air and water balancing; non-electric kitchen equipment; industrial air compressors; interpreting drawings and schematics; fundamentals of HVAC and R equipment and troubleshooting techniques; industrial water treatment; environmental regulations for fuels, refrigerants, and hazardous materials; and military and commercial publications and environmental regulations.

3.2. Education. For entry into this specialty, completion of high school with courses in mathematics, general science, physics, shop mechanics, electricity, and computer fundamentals is desirable.

3.3. Training. For award of AFSC 3E131, completion of a basic HVAC and R course is mandatory.

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

3.4.1. 3E151. Qualification in and possession of AFSC 3E131. Also, experience in functions such as operation, maintenance, and repair of HVAC and R equipment and control systems.

3.4.2. 3E171. Qualification in and possession of AFSC 3E151. Also, experience performing or supervising functions such as operation, maintenance, and repair of HVAC and R equipment and control systems.

3.4.3. 3E191. Qualification in and possession of AFSC 3E171. Also, experience managing functions such as inspecting, operating, maintaining, and repairing of HVAC and R systems.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty, the following are mandatory:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. For entry, award, and retention of AFSCs 3E111/31/51/71, qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations*.

CEM Code 3E000, Manager

AFSC 3E291, Superintendent

AFSC 3E271, Craftsman

AFSC 3E251, Journeyman

AFSC 3E231, Apprentice

AFSC 3E211, Helper

PAVEMENTS AND CONSTRUCTION EQUIPMENT

1. Specialty Summary. Constructs and maintains concrete and asphalt runways, aircraft parking aprons, and roads. Operates and maintains heavy construction equipment, such as loaders, graders, dozers, back-hoes, and dump trucks. Operates tractor-trailer combinations, transporting construction equipment, and materials. Ensures compliance with all safety and environmental regulations. Related DoD Occupational Subgroup: 171000.

2. Duties and Responsibilities.

2.1. Plans, constructs, and repairs airfield pavements, roads, streets, curbs, surface mats, membranes, and other improved areas using paving and surfacing procedures. Takes soil, aggregate, asphalt, and concrete samples for laboratory tests. Interprets construction drawings and surveys using information such as sub-grade contours and grade alignment. Inspects pavements for surface, base, and sub-base damage or defects. Repairs damaged or defective areas by removing and replacing joint and crack sealant, surface overlays, and seal coats. Determines material and equipment requirements and prepares cost estimates for construction activities. Provides erosion control.

2.2. Determines type and application of equipment to use in various construction, maintenance, and repair operations. Operates construction equipment to finish grade, level, slope, and compact construction materials. Operates snow and ice removal equipment. Applies chemicals and other ice control products.

2.3. Inspects, lubricates, and performs operator maintenance on construction and snow removal equipment. Adjusts and changes attachments on equipment. Connects and repairs wire rope rigging to cable-operated equipment. Schedules and coordinates equipment repair and servicing with the vehicle maintenance activity and other servicing facilities.

2.4. Investigates proposed work sites to determine resource requirements. Applies engineered performance standards to plan and estimate jobs. Coordinates and plans work requirements with other civil engineering and base agencies. Inspects work to ensure quality and compliance with policies, regulations, and other publications.

2.5. Designs demolition projects, places and detonates explosives. Performs quarry demolition, clearing and base denial operations as required. Operates water well drilling, rock crushing equipment, and fixed and mobile concrete and asphalt batch plants.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of characteristics, capabilities, operation, and maintenance of equipment used in construction and paving; soil types, properties, limitations, and compaction methods; soil stabilization, drainage, and erosion control; construction and maintenance of asphalt and concrete surfaces; roadbeds; structure erection; landscaping; safety and environmental concerns; and pavement maintenance plans.

3.2. Education. For entry into this specialty, completion of high school with courses in general science, shop mechanics, and use of drawings is desirable.

3.3. Training. For award of AFSC 3E231, completion of a basic pavements and equipment operator course is mandatory.

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

3.4.1. 3E251. Qualification in and possession of AFSC 3E231. Also, experience in functions such as operating tools and equipment to prepare areas for construction and to maintain roads, runways, and grounds; and mixing and placing concrete and bituminous materials.

3.4.2. 3E271. Qualification in and possession of AFSC 3E251. Also, experience performing or supervising functions such as construction equipment operation; special techniques in using construction equipment to prepare areas for constructing and maintaining roads, grounds, and airfield surfaces; or concrete work, soil stabilization, and rigid and flexible pavement construction and maintenance.

3.4.3. 3E291. Qualification in and possession of AFSC 3E271. Also, experience directing functions such as snow and ice removal, construction equipment operations, and pavements and grounds maintenance.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into AFSC, normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.2. See **Attachment 39** for additional entry requirements.

3.5.3. For entry, award, and retention of these AFSCs, qualification to operate a government vehicle according to AFI 24-301, *Vehicle Operations*.

CEM Code 3E000

AFSC 3E391, Superintendent

AFSC 3E371, Craftsman

AFSC 3E351, Journeyman

AFSC 3E331, Apprentice

AFSC 3E311, Helper

STRUCTURAL

1. Specialty Summary. Manages, constructs, repairs, and modifies structural systems and wooden, masonry, metal, and concrete buildings. Fabricates and repairs components of buildings, utility systems, and real property equipment. Ensures compliance with environmental regulations. Related DOD Occupational Subgroup: 171000.

2. Duties and Responsibilities.

2.1. Prepares and interprets working drawings and schematics for maintaining, altering, and repairing buildings and structures. Surveys proposed work sites to determine material and labor requirements. Prepares cost estimates. Reviews structural work progress and coordinates changes in schedules. Constructs and repairs footings, floors, slabs, foundations, walls, roofs, steps, doors, and windows for prefabricated and permanent structures. Constructs and modifies buildings. Prepares, applies, and finishes mortar, concrete, plaster, and stucco. Fabricates repairs, and installs metal parts and assemblies for utility systems and buildings.

2.2. Erects steel and lays out trusses and structures to specific dimensions. Welds, cuts, brazes, and solders ferrous and nonferrous metals using various welding processes. Welds butt, lap, tee, and edge joints in all working positions. Inspects, maintains, repairs, and installs overhead and rollup doors, and mechanical gates. Installs forms and reinforcing material. Applies protective coatings such as primers, stains, and sealants.

2.3. Troubleshoots, repairs, and installs commercially manufactured locking devices such as keyed, combination, cipher, panic hardware/exit device, and pad locks.

2.4. Erects scaffolding and works from ladders and mobile platforms.

2.5. Identifies and selects construction materials considering strength, moisture content, grade, mix, application procedures, and curing.

2.6. Manages, inspects, and evaluates work center activities. Ensures compliance with commercial and military publications. Submits and reviews supply and equipment requisitions. Discusses inspection findings and recommends corrective action.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of building maintenance, repair, and construction, including roofing; nomenclature of woodworking materials and methods of material storage; theory of squaring by equivalent measurements; application of shop mathematics; theory of wood treatment; type and specification requirements of masonry products: masonry batching formulas; methods of curing masonry products; types of coating preservatives and applications; compatible products to be combined in composite systems; methods of preparing various surfaces for finishing; locking devices; composition, characteristics, and identification of common commercial grade metals; construction grade metal requirements; types and uses of metal hardware; methods of forming and cutting metals; metal layout fabrication and repair; welding processes; shop drawings; metal measurement and layout devices; cutting equipment; gas and arc welding equipment; safety procedures and practices; and environmental concerns and safety precautions required in using, storing, and disposing of hazardous materials.

3.2. Education. For entry into this specialty, completion of high school with courses in mathematics mechanical drawing, and use of metal, masonry and wood working tools is desirable.

3.3. Training. For award of AFSC 3E331, completion of a basic structural course is mandatory.

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

3.4.1. 3E351. Qualification in and possession of AFSC 3E331. Also, experience in functions such as constructing and repairing buildings and heavy structures; erecting prefabricated structures; laying masonry units; mixing, applying, and finishing masonry products; erecting steel; use of protective equipment; and fabricating, installing, and repairing metal components using gas or arc welding equipment.

3.4.2. 3E371. Qualification in and possession of AFSC 3E351. Also, experience performing or supervising functions such as laying masonry units; carpentry; constructing, erecting, maintenance, and repair of buildings and heavy structures; and planning, installing, repairing, welding, or forging metal components.

3.4.3. 3E391. Qualification in and possession of AFSC 3E371. Also, experience directing functions such as erecting structures or building maintenance.

3.5. Other. The following are mandatory for entry into this specialty:

3.5.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.2. Qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations*.

3.5.3. Freedom from fear of heights.

3.5.4. See **Attachment 39** for additional entry requirements.

CEM Code 3E000

AFSC 3E490, Superintendent

UTILITIES SYSTEMS

1. Specialty Summary. Superintends activities devoted to utilities systems; water and waste water, gas distribution; liquid fuel distribution; and pest management. Related DoD Occupational Subgroup: 172000.

2. Duties and Responsibilities.

2.1. Plans and organizes utilities activities. Plans and organizes installation, maintenance, and repair of water and waste water treatment, distribution, and collection systems; liquid fuels distribution systems, and pest management activities with users. Performs planning activities and facility surveys. Makes on-site investigations of proposed work to determine resource requirements. Prepares cost estimates for in-service work requirements. Applies engineered performance standards in planning and estimating jobs. Coordinates plans with other civil engineering and base activities.

2.2. Directs Utilities activities. Directs functions in utilities, liquid fuels maintenance, and pest management activities. Directs installation, maintenance and repair activities including water and waste water distribution systems, gas distribution systems, liquid fuel distribution systems and pest management activities. Identifies and controls requisitioning of systems, parts, fuels, lubricants, bench stock, and technical publications. Analyzes productivity and work quality. Ensures compliance with environmental and safety regulation and practices for water, fuels, pesticides and hazardous materials.

2.3. Inspects and evaluates utilities activities. Inspects utilities activities to ensure compliance with policies and regulations. Assists in solving maintenance problems. Interprets inspection findings and initiates corrective action. Obtains certification of required utilities personnel. Obtains special tools and equipment required for safe performance of tasks assigned.

2.4. Performs planning activities. Performs facility surveys. Surveys proposed work to determine resource requirements. Prepares cost estimates for in-service work. Applies engineered performance standards to plan and estimate jobs. Coordinates plans and other activities.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of principles of water and waste water distribution systems, liquid fuels distribution systems, and pest management activities; industrial water treatment; uses of maintenance materials such as pipes, valves, fittings, packing and gaskets; electrical and electronic controls that apply to these systems; wiring schematics and diagrams; military and commercial technical publications; and environmental regulations for fuels, pesticides, and hazardous materials.

3.2. Education. Not used.

3.3. Training. Not used.

3.4. Experience. For award of AFSC 3E490, qualification in and possession of AFSC 3E471/72/73 is mandatory. Also, experience is mandatory directing functions such as operation, maintenance, and repair of water and waste water treatment, distribution, and collection systems; liquid fuels distribution systems; and pest management activities.

3.5. Other. Not used.

AFSC 3E471, Craftsman

AFSC 3E451, Journeyman

AFSC 3E431, Apprentice

AFSC 3E411, Helper

UTILITIES SYSTEMS

1. Specialty Summary. Installs, inspects, repairs, and manages plumbing, water distribution, wastewater collection systems and components, fire suppression and backflow prevention systems. Complies with environmental and safety regulations. Related DoD Occupational Subgroups: 172000.

2. Duties and Responsibilities.

2.1. Installs and operates plumbing, water, wastewater, fire suppression and backflow prevention systems and components. Monitors systems operation to ensure efficiency and compliance. Ensures compliance with safety and environmental regulations for hazardous materials. Installs and operates field potable water treatment equipment.

2.2. Maintains, inspects, and repairs plumbing, water, wastewater, fire suppression and backflow prevention systems, and components. Performs inspection, recurring maintenance, and seasonal overhaul on systems and components. Troubleshoots malfunctions. Uses drawings and schematics to analyze and isolate system malfunctions. Removes, repairs, and replaces defective components. Modifies equipment for specific missions or to increase efficiency. Locates and determines quality and quantity of water sources.

2.3. Solves complex maintenance problems by studying as-built and schematic drawings. Solves complex maintenance problems by studying layout drawings, wiring and schematic drawings, and by analyzing construction and operating characteristics. Develops and establishes operation and maintenance procedures to ensure maximum efficiency. Coordinates locations of field latrines and pits with engineering and medical staff. Analyzes water for chemical and physical characteristics to determine water purification treatment methods.

2.4. Performs planning activities. Performs facility surveys. Surveys proposed work to determine resource requirements. Prepares cost estimates for in-service work. Applies engineered performance standards to plan and estimate jobs. Coordinates plans and other activities.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of nomenclature, types, sizes, and uses of plumbing materials such as pipes, valves, fittings, metals, caulking, packing, and gaskets; shop mathematics; reading and interpreting drawings and specifications; contingency water and waste water operations; maintenance of water, waste collection systems; corrosion prevention; military and commercial publications; and environmental regulations.

3.2. Education. For entry into this specialty, completion of high school with courses in mathematics, chemistry, biology, earth sciences, drawing and specification use, and shop mechanics is desirable.

3.3. Training. For award of AFSC 3E431, completion of a basic utilities course is mandatory.

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

3.4.1. 3E451. Qualification in and possession of AFSC 3E431. Also, experience in functions such as operation, maintenance, and repair of plumbing, water and waste water systems, and water quality testing and analysis.

3.4.2. 3E471. Qualification in and possession of AFSC 3E451. Also, experience performing or supervision functions such as operation, maintenance, and repair of plumbing, water and waste water systems, and water quality testing and analysis.

3.5. Other. The following are mandatory for entry into this specialty:

3.5.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.2. Qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations*.

3.5.3. See **Attachment 39** for additional entry requirements.

AFSC 3E472, Craftsman

AFSC 3E452, Journeyman

AFSC 3E432, Apprentice

AFSC 3E412, Helper

LIQUID FUEL SYSTEMS MAINTENANCE

1. Specialty Summary. Installs, inspects, maintains, troubleshoots, repairs, and modifies liquid fuel storage, distribution, and dispensing systems. Related DoD Occupational Subgroup: 172000.

2. Duties and Responsibilities.

2.1. Installs, repairs and maintains liquid fuel storage, distribution, and dispensing systems. Manages and modifies liquid fuel systems and components. Checks components for operation, adjustment, pressures, and internal and external leaks under pressure. Troubleshoots malfunctions. Uses drawings and schematics to analyze and isolate malfunctions. Modifies equipment for specific missions or to increase efficiency. Performs recurring maintenance and seasonal overhaul on systems and components.

2.2. Advises on problems installing and repairing of liquid fuel storage, distribution, and dispensing equipment and systems. Solves complex maintenance problems by studying layout drawings, wiring and schematic drawings, and by analyzing construction and operating characteristics. Develops and establishes operation and maintenance procedures to ensure maximum efficiency.

2.3. Performs planning activities. Performs facility surveys. Surveys proposed work to determine resource requirements. Prepares cost estimates for in-service work. Applies engineered performance standards to plan and estimate jobs. Coordinates plans and other activities.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of principles of hydraulic, electrical, and mechanical theory and principles that apply to liquid fuel systems; emergency first aid; physiological effects, characteristics, and hazards of liquid fuel products; and use and interpretation of wiring and schematic diagrams, blue prints, and environmental regulations for fuels and hazardous materials.

3.2. Education. For entry into this specialty, completion of high school with courses in physics is desirable.

3.3. Training: For award of AFSC 3E432, completion of a basic liquid fuel systems maintenance course is mandatory.

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

3.4.1. 3E452. Qualification in and possession of AFSC 3E432. Also, experience in functions such as installation, maintenance, and repair of liquid fuel systems and components.

3.4.2. 3E472. Qualification in and possession of AFSC 3E452. Also, experience in performing or supervising functions such as installation, maintenance, and repair of liquid fuel systems and components.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty, normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.2. For entry, award, and retention of these AFSCs, qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations*.

3.5.3. See **Attachment 39** for additional entry requirements.

AFSC 3E473, Craftsman

AFSC 3E453, Journeyman

AFSC 3E433, Apprentice

AFSC 3E413, Helper

PEST MANAGEMENT

(Changed 30 Apr 04)

1. Specialty Summary. Manages, evaluates, and executes pest management techniques, associated hazardous materials, associated hazardous waste, and associated environmental compliance. Related DoD Occupational Subgroup: 172000.

2. Duties and Responsibilities:

2.1. Performs integrated pest management functions. Conducts pest management surveys. Determines pest management actions needed to control and prevent infestations of plant and animal pests. Interacts with medical activities to control health hazards. Selects chemicals and operates pesticide dispersal equipment. Provides maximum residual benefits consistent with environmental protection parameters. Ensures compliance with applicable laws and directives.

2.2. Maintains tools, equipment, and facilities. Ensures correct use and maintenance of personal protective and tools. Maintains facilities, equipment, and storage areas.

2.3. Plans and coordinates activities. Evaluates proposed work, determines resource requirements, and prepares cost estimates. Identifies, budgets for, and acquires specialized equipment. Inspects facilities and provides assistance to building managers on pest preventative and control practices. Maintains historical databases, tracking systems, and profile sheets.

2.4. Provides technical assistance to CE hazardous material users and hazardous waste generators.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: biological principles relating to plant and animal classification and control.

3.2. Education. For entry into this specialty, completion of high school with courses in biology and mathematics is mandatory, chemistry and earth science courses are desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 3E433. Completion of the basic pest management apprentice course.

3.3.2. 3E473. Completion of CE Management Craftsman course.

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

3.4.1. 3E453. Qualification in and possession of AFSC 3E433. Also, experience in functions such as pest surveys, pesticide application, and operation and maintenance of pesticide tools, equipment, storage and use of hazardous materials and associated hazardous waste duties.

3.4.2. 3E473. Qualification in and possession of AFSC 3E453. Also, experience performing or supervising functions such as planning and coordinating integrated pest management, storage and use of hazardous materials, and associated hazardous waste duties.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into the specialty, the following are mandatory:

3.5.1.1. Qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations.*

3.5.1.2. See **Attachment 39** for additional entry requirements.

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

3.5.2.1. No record of entomophobia (fear of insects, spiders, etc.), ophiciophobia (fear of snakes), zoophobia (fear of animals) and claustrophobia (fear of confined spaces), or hypersensitivity to chemicals or arthropod (insect, spider, scorpion, etc.) and snake venoms.

3.5.2.2. Freedom from fear of heights (acrophobia).

3.5.3. For retention of AFSCs 3E453 and 3E473, certification and recertification according to DoD's EPA approved certification program.

CEM Code 3E000, Manager

AFSC 3E591, Superintendent

AFSC 3E571, Craftsman

AFSC 3E551, Journeyman

AFSC 3E531, Apprentice

AFSC 3E511, Helper

ENGINEERING

1. Specialty Summary. Directs and performs civil engineering design, drafting, surveying, and contract surveillance to support Air Force facility construction and maintenance programs. Prepares manual and Computer Aided Design (CAD) drawings, specifications, and cost estimates. Develops, operates, and maintains Geographic Information System (GIS) modules. Utilizes surveying technology to include Global Positioning System (GPS). Evaluates potential construction sites and performs field tests on soils, asphalt, and concrete. Related DoD Occupational Subgroup: 141200.

2. Duties and Responsibilities.

2.1. Develop engineering designs. Use CAD software. Prepare cost estimates, performance work statements, and specifications for existing and proposed facilities. Design concrete and asphalt pavements. Perform simple load calculations for horizontal and vertical construction. Act as liaison between design, review, construction, and using agencies.

2.2. Performs drafting duties. Interpret rough engineering sketches to produce working drawings using manual and CAD techniques. Produce architectural, structural, civil, mechanical, and electrical drawings. Update Base Comprehensive Plans (BCP) and maintains record drawings. Plot and reproduce drawings.

2.3. Performs GIS duties. Link computerized maps to databases displaying detailed information via the web. Creates geographic coverage. Develop database structures. Create and populate feature codes. Link graphical data to relational databases. Develop query routines for end-user applications.

2.4. Performs surveying duties. Conduct reconnaissance, site location, construction, and mapping surveys while operating manual and electronic surveying equipment. Collect, convert, and present field survey data for civil engineering projects. Maintain equipment.

2.5. Performs contract management duties. Manage and inspect construction and maintenance contracts. Interpret plans, specifications, and other contract documents. Coordinate, evaluate, monitor, and document contract activities and progress. Prepare recommendations for contract modifications. Review material submittals for compliance with contract specifications. Conduct pre-final, acceptance, and post acceptance inspections. Manage warranty and guarantee programs.

2.6. Perform standardized and expedient tests on soils, asphalt, and concrete. Collect, record, and interpret test data. Prepare reports for engineering evaluation.

2.7. Support contingency operations. Develop bed-down plans to house personnel, aircraft, and associated support functions during contingency operations. Evaluate existing airfield pavements, lighting, navigational aids, markings, and arresting systems. Perform recovery operations to include explosive ordinance reconnaissance, airfield damage assessment, minimum operating strip selection, rapid runway repair calculations, and airfield marking procedures.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of computer operations, software applications, and mathematics; including algebra, geometry, and trigonometry.

3.2. Education. For entry into this specialty, completion of high school or general educational development equivalency, with courses in algebra, geometry, trigonometry, computer operations, and software application is mandatory. Completion of high school courses in drafting, physics, and chemistry is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 3E531. Completion of the Engineering Apprentice course.

3.3.2. 3E571. Completion of the Civil Engineer Management Craftsman course.

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

3.4.1. 3E551. Qualification in and possession of AFSC 3E531. Also, experience in functions such as drafting, surveying, and contract inspection.

3.4.2. 3E571. Qualification in and possession of AFSC 3E551. Also, experience performing or supervising functions such as surveying, drafting, material testing, and contract inspection.

3.4.3. 3E591. Qualification in and possession of AFSC 3E571. Also, experience directing functions such as surveying, materials testing, drafting, and contract management.

3.5. Other. The following are mandatory for entry into this specialty:

3.5.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.2. Qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations*.

3.5.3. See **Attachment 39** for additional entry requirements.

CEM Code 3E000

AFSC 3E691, Superintendent

AFSC 3E671, Craftsman

AFSC 3E651, Journeyman

AFSC 3E631, Apprentice

AFSC 3E611, Helper

OPERATIONS MANAGEMENT

1. Specialty Summary. Responsible for activating and managing Civil Engineer (CE) command and control centers during peacetime, wartime, and contingency operations. Processes and controls work requirements in contingency, wartime, and peacetime situations for work performed by CE work forces. Maintains accountability of resources. Related DOD Occupational Subgroup: 171000.

2. Duties and Responsibilities.

2.1. Establishes and manages the operation of the command and control centers and customer focal point. Implements and manages the customer satisfaction program. Responds to customer inquiries. Prepares and manages work requirements during approval, processing, and completion stages. Recommends method of accomplishment based on existing capabilities. Develops, monitors, and manages work order priority program. Monitors work costs to ensure compliance with legal limits or support agreements. Operates computer and communications equipment to support work force management activities. Manages preparation and maintenance of work force records and reports. Performs quantitative study of management data to assess CE cost and reimbursement, work performance, progress, trends, standards, and policies. Manages and ensures a continuous workflow. Manages priorities and work plans, and monitors work status. Manages recurring work program and provides non-technical automated assistance as needed.

2.2. Ensures identification of environmental concerns. Develops and administers facility manager program. Analyzes work activities to ensure quality and compliance with policies, current directions, and other publications. Evaluates inspection findings and recommends corrective action. Collaborates with engineer and environmental planning functions to prepare and execute CE programs and plans. Ensures coordination and/or collaboration with all appropriate agencies.

2.3. Performs Quality Assessment Evaluation and develops Statement of Work on non-technical contracts, interfaces with host nations on maintenance requirements, purchase agreements, and service contracts. Manages and advises on issues related to the operation career field. Resolves complex issues related to CE cost and reimbursement, work performance, progress trends, standards and policies.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of CE policies, operations practices, and procedures for constructing, maintaining, and operating real estate, facilities, systems, and equipment; supply procedures, directives, and policies; information management systems use; and work force management requirements, interpretation, and application of technical guidance, directives, operational plans, and command policies.

3.2. Education. For entry into this specialty, completion of high school with courses in mathematics, and English composition is mandatory. Accounting, typing, and computer operations are desirable.

3.3. Training.

3.3.1. For award of AFSC 3E631, completion of the basic operations course is mandatory.

3.3.2. For award of AFSC 3E671, completion of the CE Management Craftsman course is mandatory.

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

3.4.1. 3E651. Qualification in and possession of AFSC 3E631.

3.4.2. 3E671. Qualification in and possession of AFSC 3E651.

3.4.3. 3E691. Qualification in and possession of AFSC 3E671.

3.5. Other. The following are mandatory for entry into this AFSC:

3.5.1. Qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations.*

3.5.2. Ability to speak distinctly.

3.5.3. See **Attachment 39** for additional entry requirements.

CEM Code 3E700

AFSC 3E791, Superintendent

AFSC 3E771, Craftsman

AFSC 3E751, Journeyman

AFSC 3E731, Apprentice

AFSC 3E711, Helper

FIRE PROTECTION

1. Specialty Summary. Protects people, property, and the environment from fires and disasters. Provides fire prevention, fire fighting, rescue, and hazardous material responses. Related DoD Occupational Subgroup: 149500.

2. Duties and Responsibilities.

2.1. Plans, organizes, and directs all fire protection activities. Analyzes fire protection operations, determines trends and problems, and formulates corrective measures. Provides fire protection guidance. Coordinates fire protection support agreements and pre-incident plans. Executes and enforces the Fire Department Occupational Safety and Health Program. Conducts and evaluates training on specialized fire protection equipment and procedures. Performs inspections and organizational maintenance on fire protection vehicles, equipment, and protective clothing. Manages and operates fire alarm communications centers. Supports the electrical power production function with resetting aircraft arresting systems.

2.2. Provides fire prevention guidance. Performs project reviews to ensure fire safety feature adequacy. Inspects facilities, and identifies fire hazards and deficiencies. Determines fire extinguisher distribution requirements and performs inspections and maintenance. Establishes public relations and conducts fire prevention awareness and educational training.

2.3. Controls and extinguishes aircraft, structure, wild land, and miscellaneous fires. Establishes an emergency operations incident command system. Drives and operates fire apparatuses, specialized tools, and equipment. Conducts hose evolutions and pump operations, and protects exposures. Preserves and protects emergency scene evidence. Investigates fires to determine origin and cause.

2.4. Effects entry into aircraft, structures, and other enclosures. Shuts down engines, safeties ejection systems, and isolates utilities. Conducts search and rescue operations. Administers emergency first aid.

2.5. Protects people and the environment from hazardous material releases.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of fire department mission and organization; safety requirements and objectives; fire alarm and communications; fire behavior; portable fire extinguishers; personal protective clothing and equipment; forcible entry, ventilation, ropes, ladders, fire hose appliances, and streams; foam fire streams; fire control, salvage, overhaul, emergency medical care, and cardiopulmonary resuscitation (CPR); rescue; water supplies and sprinklers; hazardous materials; fire prevention and public fire education; and fire cause determination.

3.2. Education. For entry into this specialty, completion of high school with courses in chemistry, general science, and mathematics is desirable.

3.3. Training. For award of AFSC 3E731, completion of a basic fire protection specialist course is mandatory.

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

3.4.1. 3E751. Qualification in and possession of AFSC 3E731. Also, experience operating fire fighting tools and equipment, extinguishing fires, rescuing personnel, and performing emergency medical care and CPR.

3.4.2. 3E771. Qualification in and possession of AFSC 3E751. Also, experience performing or supervising fire protection functions.

3.4.3. 3E791. Qualification in and possession of AFSC 3E771. Also, experience managing fire protection functions.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty, the following are mandatory:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

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

3.5.2.1. No record of pyrophobia, acrophobia, or claustrophobia.

3.5.2.2. Ability to speak distinctly.

3.5.2.3. Qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations*.

3.5.2.4. For entry, award, and retention of AFSCs 3E711/31/51/71, must meet physical standards according to AFI 48-123, *Medical Examination and Standards,* and National Fire Protection Association (NFPA) Standard 1582, *Medical Requirements for Firefighters*.

3.5.2.5. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 3E7XX, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

CEM Code 3E800

AFSC 3E891, Superintendent

AFSC 3E871, Craftsman

AFSC 3E851, Journeyman

AFSC 3E831, Apprentice

AFSC 3E811, Helper

EXPLOSIVE ORDNANCE DISPOSAL

1. Specialty Summary. Performs, supervises, and manages explosive ordnance disposal (EOD) operations. Locates, identifies, disarms, neutralizes, recovers, and disposes of hazardous explosives; conventional, chemical, biological, incendiary, and nuclear ordnance; and criminal or terrorist devices. Related DoD Occupational Subgroup: 143100.

2. Duties and Responsibilities.

2.1. Conducts and supervises render safe operations. Responds to emergencies with equipment and technical data. Conducts long range and close in reconnaissance, identifies and assesses ordnance condition, and advises commanders on recommended safe withdrawal distances. Excavates and safes unexploded ordnance. Exploits unknown items for technical intelligence value. Uses monitoring and detecting equipment when ordnance may contain, or may be contaminated with, toxic or radioactive materials.

2.2. Disposes of unserviceable, excess, or dangerous ordnance. Transports demolition explosives and equipment to authorized disposal areas. Fabricates explosive demolition charges, and disposes of hazardous explosives.

2.3. Neutralizes and disposes of improvised explosive devices and Weapons of Mass Destruction. Uses x-ray equipment, robotics systems, and remotely initiated or controlled tools and techniques to interrogate and gain access to the device. Wears special personal protective equipment.

2.4. Serves as a member of base emergency response team. Provides ability to detect, monitor, evaluate, and decontaminate explosive, radioactive, chemical, or biological ordnance hazards. Identifies, safes, removes and disposes of ordnance from crashed aircraft or vehicles carrying explosives.

2.5. Recovers airfields denied by ordnance. Clears unexploded ordnance and hazards from airfields, forward operating locations, landing zones, and drop zones.

2.6. Clears explosive contaminated property. Surveys extent of explosive contamination on AF property, and on bombing and gunnery, research and development, and munitions test ranges. Prepares clearance plans and cost estimates for clearance operations. Establishes, operates, and maintains EOD explosive proficiency ranges.

2.7. Identifies requirements for and maintains tools, equipment, supplies, and technical data. Orders, inventories, stores, mobilizes, and maintains specialized tools, equipment, supplies, and EOD publica-

tions. Uses computers to support flight activities. Develops notional concepts, mission need statements, and operational requirements documents.

2.8. Plans EOD contingency operations. Develops operation plans, concepts of operation, and operating instructions on EOD employment. Develops explosive safety plans.

2.9. Supports special activities and taskings. Supports United States Secret Service, and other Federal agencies by providing protection to the President, Vice President, and other dignitaries. Deploys to support special operations and military operations other than war. Supports research and development testing of weapons, aircraft, and space systems. Supports specialized Joint Service task force operations. Provides EOD services to Federal, state, and local civil authorities. Instructs base and community members on ordnance recognition and protective measures for improvised explosive devices and conventional ordnance. Provides hazardous materials (HAZMAT) response capability for incidents involving explosive ordnance.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of composition and characteristics of United States and foreign conventional, chemical, biological, improvised, and nuclear ordnance; basic electronics; precautions, tools, and protective equipment required for response to release of hazardous substances as operations level first responders and level three technicians; and proper handling, use, rendering safe, and treatment of hazardous explosive wastes.

3.2. Education. For entry into this specialty, completion of high school or general educational development equivalency is mandatory. Courses in physics, mechanics, and basic electronic theory are desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 3E831. Completion of the explosive ordnance disposal apprentice course.

3.3.2. 3E871. Completion of the explosive ordnance disposal craftsman course.

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

3.4.1. 3E851. Qualification in and possession of AFSC 3E831. Also, experience rendering safe munitions, removing and treating hazardous unexploded ordnance, or decontaminating activities.

3.4.2. 3E871. Qualification in and possession of AFSC 3E851. Also, experience performing or supervising rendering safe munitions, treating hazardous unexploded ordnance, or decontaminating activities

3.4.3. 3E891. Qualification in and possession of AFSC 3E871. Also, experience managing EOD functions or operations.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty, the following are mandatory:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

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

3.5.2.1. No record of emotional instability.

3.5.2.2. Normal depth perception as defined in AFI 48-123.

3.5.2.3. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 3E8XX, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

CEM Code 3E900

AFSC 3E991, Superintendent

AFSC 3E971, Craftsman

AFSC 3E951, Journeyman

AFSC 3E931, Apprentice

AFSC 3E911, Helper

READINESS

1. Specialty Summary. Prepares, maintains, and monitors Civil Engineer (CE) operations plans and supporting documents for mobility, response, and recovery operations. Prepares, reviews and provides input to installation contingency plans. Monitors Prime Base Engineer Emergency Force (Prime BEEF), air base operability, hazardous materials emergency response, disaster preparedness programs, and conducts and schedules associated training. Manages assigned equipment and supplies, performs or schedules equipment maintenance, and inventories assets. Maintains and inspects nuclear, biological, chemical (NBC), and conventional protective clothing and equipment. Conducts NBC and conventional detection, warning, and reporting activities. Maintains and inspects equipment, conducts training, and prepares for peacetime response to use of Weapons of Mass Destruction (WMD). Related DoD Occupational Subgroup: 149400.

2. Duties and Responsibilities.

2.1. Prepares wartime and contingency response plans. Conducts research and assists in developing disaster preparedness plans, including measures to minimize casualties and damage from natural disasters, major accidents, wartime operations, and military operations other than war. Coordinates actions to ensure prompt response during disaster operations, including immediate mobilization of all resources and participation of all agencies and organizations. Coordinates actions to allow continuation or restoration of vital functions and operations. Prepares disaster preparedness annexes, appendices, supplements, and other supporting documents to support operations plans. Prepares checklists and operating instructions for readiness activities.

2.2. Develops and maintains plans for contingency, mobility, and recovery. Extracts tasking from the time-phased force deployment list. Establishes, coordinates, conducts, and monitors the Prime BEEF operation. Assigns Prime BEEF personnel. Analyzes training and deficiencies for wartime tasks. Identifies, budgets, requisitions, and accounts for equipment and supplies used by readiness and contingency teams. Inputs, maintains, and reviews data for status of resources and training system (SORTS). Establishes, coordinates, and maintains annual Prime BEEF training plan. Assists in assigning, training, and deploying Prime BEEF personnel; and in procuring, maintaining, storing, and deploying equipment.

2.3. Conducts disaster preparedness and hazardous material emergency response training. Manages, schedules, and conducts training on readiness activities and survival measures for disasters and contin-

gencies. Provides briefings, and develops installation disaster preparedness training and educational materials.

2.4. Assists in emergency planning and response to comply with Executive Order 12856 and the Emergency Planning and Community Right-to-Know Act of 1986.

2.5. Monitors CE readiness and installation disaster preparedness activities. Inspects equipment. Ensures disaster preparedness teams are established and manned. Acts as exercise evaluation team member for CE readiness and ensures exercises are conducted according to directives. Ensures authorized and required NBC protective equipment and clothing, detection devices, and monitoring instruments are available, calibrated, and in operating condition. Monitors actions to preserve life, minimize damage, and restore operations following natural disasters, accidents, wartime attacks, and military operations other than war. Coordinates disaster preparedness activities and plans with all base units and nearby military and civilian organizations. Briefs military and civilian personnel in conjunction with community relations programs. Monitors air base operability activities. Requisitions supplies and equipment for readiness and the disaster preparedness support team (DPST). Maintains custodial files for accounts such as supply and equipment; intrabase radio; test, measurement, and diagnostic equipment.

2.6. Manages unit and staff agency disaster preparedness program. Provides unit and staff agency assistance to ensure disaster preparedness planning and training have been accomplished, and disaster preparedness directives are being followed. Conducts disaster preparedness analysis.

2.7. Establishes and monitors requirements and procedures for contamination control. Detects, identifies, measures, and reports contamination. Assists bioenvironmental engineer to interpret hazards to personnel. Coordinates and monitors exposure control procedures. Plots contamination levels and coordinates with medical personnel to identify contaminated areas and establish safety procedures. Ensures unsafe areas are marked according to directives. Documents findings and reports to proper authority.

2.8. Performs CE readiness and installation disaster preparedness functions. Serves in mobile or unit command post, survival recovery center, or NBC control center. Monitors force protection and survivability and advises the readiness officer or NCO of deployment and employment capabilities. Establishes an integrated conventional and NBC detection, warning, and reporting system. Advises the commander on response to peacetime attacks with WMD. Helps prepare for peacetime WMD and wartime conventional and NBC defense, including activating NBC teams for shelter, collective protection, contamination control, reconnaissance, plotting, and reporting. Coordinates protective shelter and collective protection requirements. Supervises teams engaged in monitoring and contamination control operations. Reviews findings of personnel operating detection equipment, and compiles data to indicate danger areas. Ensures specialized teams comply with contamination control and safety procedures. Manages activities in the NBC control center. Operates mobile command post and disaster preparedness communications net. Helps analyze reports and plotting areas of contamination. Advises the commander on mission impact and recovery activities following an attack. Determines contamination levels and amount over a given area and, in conjunction with medical personnel, recommends time limits that personnel may remain in the area. Ensures emergency facilities are established for personnel contamination control areas. Advises the readiness officer on overall situation during disasters or contingency operations. Maintains directives. Maintains operations event log. Provides inputs to reports.

2.9. Ensures safety procedures are followed. Ensures exposure and contamination control procedures are established, coordinated, and distributed. Ensures safety precautions are taken by assigned personnel.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of the characteristics and effects of peacetime WMD and wartime conventional and NBC weapons; detection and identification of NBC contamination; threat analysis; passive defense measures; principles of contamination control; related technical information, policies, procedures, techniques, and equipment; and CE readiness and contingency planning, training, operations, equipment supply procedures, directives, and policies.

3.2. Education. For entry into this specialty, completion of high school with courses in algebra, biology, physics, chemistry, typing, computer operations, and speech are desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 3E931. Completion of the basic readiness course.

3.3.2. 3E971. Completion of the advanced readiness course.

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

3.4.1. 3E951. Qualification in and possession of AFSC 3E931. Also, experience performing functions such as helping prepare disaster preparedness plans.

3.4.2. 3E971. Qualification in and possession of AFSC 3E951. Also, experience performing or supervising functions such as preparing plans and conducting readiness activities.

3.4.3. 3E991. Qualification in and possession of AFSC 3E971. Also, experience directing functions such as readiness programs, or evaluating, planning, and organizing readiness activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. For entry award and retention of these AFSCs, ability to speak distinctly.

3.5.3. For entry, award, and retention of AFSCs 3E911/31/51, qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations*.

3.5.4. For entry, award, and retention of AFSCs 3E911/31/51/71, no record of claustrophobia or claustrophobic tendencies.

3.5.5. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 3E9XX, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

Attachment 25

HISTORIAN CAREER FIELD (3H)

Introduction

The Historian Career Field encompasses activities to document Air Forces historical activities. Historian personnel are involved in researching, writing, editing, and organizing historical data; maintaining historical files and repositories; conducting interviews; historical studies; documenting important deliberations and decisions; and deploying to meet operational contingency and wartime requirements to document significant events and submit historical reports.

CEM Code, 3H000

AFSC 3H091, Superintendent

AFSC 3H071, Craftsman

AFSC 3H051, Journeyman

AFSC 3H031, Apprentice

AFSC 3H011, Helper

HISTORIAN

1. Specialty Summary. Performs and manages historical activities, programs, and functions. Provides historical research and reference services. Performs research, interviews personnel, and prepares analytical historical publications. Assembles and maintains historical document repositories for reference and research. Related DoD Occupational Subgroup: 157000.

2. Duties and Responsibilities.

2.1. Provides historical research and reference services. Receives and assigns priority to historical information queries. Uses reference materials, unit knowledge, and research experience to answer queries. Provides historical information.

2.2. Plans, organizes, and manages history activities. Drafts revisions, supplements, and annexes for directives. Coordinates involvement in contingency and wartime operations, and readiness exercises. Develops and implements procedures for preparing historical publications.

2.3. Manages subordinate unit history programs. Conducts periodic visits to assess compliance with policies and directives. Discusses findings and recommends corrective action. Conducts quality assessments of historical products, and rates content, supporting documents, and compliance with security and administrative directives.

2.4. Performs historical research. Reviews unit files. Systematically collects and organizes historical data from correspondence, messages, staff studies, reports, plans, meeting minutes, and other source documents. Attends meetings and briefings to document important deliberations and decisions. Interviews key unit personnel for unique knowledge and insights.

2.5. Prepares historical publications, including periodic histories, studies, papers, and monographs. Determines topics of special interest or importance. Evaluates data for accuracy, objectivity, and pertinence. Writes well organized, fully documented, analytical narratives. Prepares charts, tables, graphs, and statistical summaries of significant information. Uses selected photographs to support narrative. Selects, reproduces, and assembles supporting documents. Places proper security markings, downgrading instructions, and administrative caveats on products.

2.6. Deploys to support operational historical requirements. Assembles and maintains deployment equipment and kit. Participates in unit readiness exercises. Deploys to meet operational requirements, conduct research, secure significant documentation, and prepare historical reports.

2.7. Maintains historical document repository. Collects, organizes, and indexes historical reference and research publications and documents.

2.8. Manages historian functions and activities. Advises on historical and museum program matters. Identifies, plans, and maintains facility, equipment, security, and supply requirements. Maintains publications, and administrative and historical files.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of Air Force history, organization, functions, and terminology; English composition and grammar; interviewing techniques; contingency and wartime operational planning; historiography methods and procedures; USAF history and museum program directives; computer systems and word processing, spreadsheet, and database applications; and historical repositories and reference services.

3.2. Education. For entry into this specialty, completion of high school or general educational development equivalency is mandatory. Completion of college-level courses in history, English, speech, technical writing, and political science is desirable.

3.3. Training. For award of AFSC 3H031, completion of a unit historian development course is mandatory.

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

3.4.1. 3H051. Qualification in and possession of AFSC 3H031. Also, experience performing historical research and writing.

3.4.2. 3H071. Qualification in and possession of AFSC 3H051. Also, experience performing or supervising functions such as research and preparation of historical documents, or writing historical monographs and special studies.

3.4.3. 3H091. Qualification in and possession of AFSC 3H071. Also, experience developing, directing, and managing historical programs.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Prior qualification in any AFSC at the 5-skill level or higher (3-skill level if no 5-skill level exists).

3.5.1.2. Overall rating of 4 or 5 on last five enlisted performance reports.

3.5.1.3. Outstanding military bearing and conduct.

3.5.1.4. No record of an Article 15 or conviction by court-martial.

3.5.1.5. No record of conviction by a civilian court, except for minor traffic violations or similar infractions.

3.5.1.6. Ability to type 20 words per minute.

3.5.1.7. See **Attachment 39** for additional entry requirements.

3.5.2. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 3H0XX, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim SSBI has been granted according to AFI 31-501.

Attachment 26

SERVICES CAREER FIELD (3M)

Introduction

The Airman Services Career Field includes managing, supervising, and administering or operating appropriated and nonappropriated fund food facilities; transient and temporary lodging facilities; fitness and recreation programs and facilities; mortuary affairs administration; operational support; training and supervising search and recovery teams; training, scheduling, and overseeing installation honor guard team; training and advising unit fitness managers in fitness evaluation procedures and conducting fitness improvement training programs; selecting, procuring, and controlling equipment and supplies; providing lodging, feeding, and recreation services in fixed and bare base facilities; providing liaison support to the Defense Commissary Agency and the Army and Air Force Exchange Service; performing quality assurance functions when areas of responsibility are performed by contract; operating and administering information management systems used to support functional responsibilities; and providing direction for other essential community services by planning and conducting surveys to determine interests and attitudes of the military population and their dependents.

Also included are commissary resale; operation of troop support and subsistence activities; and automated systems operation to support authorized personnel. Personnel must have knowledge of and proficiency in the use of specialized equipment and procedures required to provide subsistence and exchange support to deployed forces. Support may be provided in either fixed or tactical facilities.

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

CEM Code 3M000

AFSC 3M091, Superintendent

AFSC 3M071, Craftsman

AFSC 3M051, Journeyman

AFSC 3M031, Apprentice

AFSC 3M011, Helper

SERVICES

(Changed 30 Apr 04)

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

2. Duties and Responsibilities:

2.1. Manages services operations. Improves work methods and procedures to ensure economic operation and customer satisfaction. Resolves complaints. Applies accounting principles to control resources. Determines appropriated and nonappropriated fund (NAF) budget requirements. Requisitions and accounts for subsistence, supplies, and equipment needed to support services programs. Identifies facility requirements and conducts surveys to determine facility renovation, construction, and modernization needs. Develops capital expenditures programs for NAF and APF for services facilities. Establishes equipment layout, and operating and maintenance procedures. Manages NAF and APF accounts. Maintains close liaison with commanders and unit fitness managers on the Air Force Fitness Program. Operates and supervises automated accounting, requisitioning, and reporting systems. Establishes and supervises bare base facilities that provide food, fitness, lodging, sports management, recreation, laundry, mortuary services, and field exchange operations to deployed personnel.

2.2. Inspects and evaluates services activities. Determines effectiveness of service and retail operation programs by analyzing accomplishments with planned program standards and goals. Ensures storage facilities and procedures adequately safeguard subsistence, equipment, and supplies. Performs quality assurance evaluation duties for contract services. Analyzes inspection findings and takes corrective action.

2.3. Performs services functions. Operates fixed, bare base, and portable food facilities and equipment. Plans, prepares, and adjusts menus. Determines resource availability, pricing, and merchandise trends. Establishes resale merchandise prices, inventory levels, and safeguarding procedures. Maintains liaison with civilian industry to keep abreast of current trends, product development, and improved customer service techniques. Ascertains occupancy status, and determines and certifies nonavailability of transient

quarters. Trains unit fitness monitors to conduct unit fitness evaluations. Explains concepts of fitness requirements. Explains and demonstrates proper conditioning procedures, weight training, and aerobic equipment techniques. Promotes physical fitness participation. Works technical mortuary functions such as supervising teams for the search and recovery of human remains. Arranges for transporting and disposition of remains. Ensures mortuary entitlements, escorts, and military honors are arranged. Establishes and maintains mortuary case files.

3. Specialty Qualifications:

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

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

3.3. Training. For award of AFSC 3M031, completion of the basic services course is mandatory.

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

3.4.1. 3M051. Qualification in and possession of AFSC 3M031. Also, experience in functions such as preparing, cooking, baking, presenting, and serving food; instructing, coaching, officiating, or directing athletic activities; planning, organizing, and conducting recreation programs; securing supplies, facilities, and performers; proper use and maintenance of recreation supplies and equipment; retail operations; or subsistence functions.

3.4.2. 3M071. Qualification in and possession of AFSC 3M051. Also, experience performing or supervising food service functions or food preparation, lodging operations, managing fitness and sports programs and activities, and recreation operations and programs.

3.4.3. 3M091. Qualification in and possession of AFSC 3M071. Also, experience managing and operating services programs such as food service, fitness and sports, readiness and mortuary, and lodging.

3.5. Other. The following are mandatory as indicated:

3.5.1. The following are mandatory for entry:

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

3.5.1.2. See **Attachment 39** for other entry requirements.

3.5.2. The following are mandatory for entry, award, and retention of these AFSCs:

3.5.2.1. Ability to speak distinctly.

3.5.2.2. Never been convicted by courts-martial.

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

Attachment 27

PUBLIC AFFAIRS CAREER FIELD (3N)

Introduction

The Public Affairs Career Field encompasses the total spectrum of the Air Forces human communication activities and functions involved in administering and operating Air Force bands, including the USAF Academy and USAF Bands. The functions are designed to facilitate communication flow between the Air Force and the general public, as well as active duty Air Force members, Reserve components, civilian employees, and dependents. Public Affairs personnel are involved in writing, editing and publishing; arranging and conducting special events; military community relations; orientation programs; news media relations; and research, interviewing, reporting, administrative, and management tasks. All print and electronic communication media are used along with interpersonal communication techniques. The Public Affairs Career Field serves the United States Air Force by providing professional, trained communication practitioners to leaders and managers for planning, executing, and reporting internal and public interest policy, plans, and programs.

CEM Code 3N000

AFSC 3N090, Superintendent

PUBLIC AFFAIRS

1. Specialty Summary. Manages public affairs, television, and radio station activities, including evaluating, writing, editing, and distributing news and information material; and management, training and evaluation. Initiates and monitors community relations programs. Related DoD Occupational Subgroup: 157000.

2. Duties and Responsibilities.

2.1. Plans, organizes, and manages public affairs and broadcasting activities. Writes supplements to existing directives. Writes budget or financial requirements. Coordinates public affairs and broadcasting functions with other base agencies. Advises commanders at all levels and their staffs on the internal, media relations, and community relations implications of plans, policies, and programs.

2.2. Inspects and evaluates public affairs and broadcasting activities. Evaluates procedures used in collecting, evaluating or disseminating information materials. Evaluates work schedules and overall effectiveness of public affairs and broadcasting programs, including internal, media relations, and community relations activities.

2.3. Performs technical public affairs and broadcasting functions. Writes feature stories, news articles, staff studies, surveys, and special reports. Prepares or assembles information kits. Reviews hometown news releases. Releases stories and photographs to news media. Coordinates and prepares for news interviews and prepares questions to be used. Prepares requests for photographers or graphic support, and briefs photographers on assigned requirements. Plans or coordinates special events. Accompanies news media representatives in covering on-base activities. Assists television or motion picture personnel in obtaining information. Maintains liaison with civic organizations, and promotes community interest in Air Force activities.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of news editing; newspaper layout; methods of collecting and distributing information materials; operating televisions and radio stations; and regulations and directives concerning releasing information for internal and external use.

3.2. Education. Not used.

3.3. Training. Not used.

3.4. Experience. For award of AFSC 3N090, qualification in and possession of AFSC 3N071 or 3N072 is mandatory. Also, experience is mandatory in directing functions such as collecting and disseminating information material, publishing unit newspapers and periodicals, or managing television or radio stations.

3.5. Other. Absence of any speech impediment and ability to read aloud and speak clearly and distinctly are mandatory for award and retention of this AFSC.

AFSC 3N071, Craftsman

AFSC 3N051, Journeyman

AFSC 3N031, Apprentice

AFSC 3N011, Helper

PUBLIC AFFAIRS

1. Specialty Summary. Plans, organizes, coordinates, and conducts internal, community relations, and media relations communications activities. Engages in print and broadcast journalism, to include writing, editing and publishing base newspapers, periodicals, guides, pamphlets, fact sheets, and radio and television scripts. Uses audiovisual resources to support public affairs activities. Prepares and releases news for internal and civilian media, arranges, conducts tours, and conducts community relations activities. Researches and writes speeches. Related DoD Occupational Subgroup: 157000.

2. Duties and Responsibilities.

2.1. Prepares, edits, and distributes public affairs program material. Determines best medium and message content to reach target audiences. Designs coordinated multimedia programs on topics of timely concern to management. Advises commanders at all levels and their staffs on the internal, media relations, and community relations implications of plans, policies, and programs. Applies communication theory and techniques to public affairs activities for more effective resource use. Provides means for two-way communication flow within the total communication environment. Establishes, promotes, and maintains the unit public affairs program to provide the widest coverage of unit-level policies, programs, and missions.

2.2. Prepares and releases news for internal and civilian media. Establishes procedures for collecting, evaluating and distributing news and feature items. Plans layout and makeup, and arranges for printing base newspapers, periodicals, and guides. Writes and edits news, features, editorials, and other types of articles, and rewrites copy. Reviews material for compliance with local and Air Force policy and operational security.

2.3. Maintains liaison with civilian media. Receives queries for news media, obtains information, coordinates answers, and gives response to news media. Establishes personal contact with local and regional news media. Receives visiting news media, makes arrangements for interviews, provides briefings, and escorts media representatives. Assists with news conferences, and sets up and operates media center for contingency operations. Writes and maintains accident and other contingency plans. Responds to accidents and incidents in a public affairs capacity. Supports Army and Air Force Home Town News Center program.

2.4. Conducts community relations activities. Maintains liaison with local and regional civic leaders, local and regional government agencies, veterans and civic organizations, retirees, Reserve components, Air Force recruiters, and Air Force Reserve Officer Training Corps and Civil Air Patrol units. Develops promotional material on military events of interest to surrounding civilian communities. Prepares material for

presentation before civic groups, and arranges for and assists military speakers. Plans base tours, orientations and open houses for local community members.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of English composition, grammar, and spelling; research methods; interview techniques; regulations and directives concerning release of information; news writing; news editing; newspaper production; basic communication theory; and military-community relations techniques and practices.

3.2. Education. For entry into this specialty, completion of high school or general educational development equivalency is mandatory.

3.3. Training. For award of AFSC 3N031, completion of the basic public affairs course is mandatory.

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

3.4.1. 3N051. Qualification in and possession of AFSC 3N031. Also, experience in newspaper or radio and television news writing, editing, and production; reporting; and research.

3.4.2. 3N071. Qualification in and possession of AFSC 3N051. Also, experience performing or supervising functions such as writing and editing periodicals, writing news and feature stories for release to civilian media, or military-community relations.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty::

3.5.1.1. Ability to type 20 words per minute.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. For entry, award, and retention of these AFSCs, absence of any speech impediment, and ability to read aloud and speak distinctly.

AFSC 3N072, Craftsman

AFSC 3N052, Journeyman

AFSC 3N032, Apprentice

AFSC 3N012, Helper

RADIO AND TELEVISION BROADCASTING

1. Specialty Summary. Organizes and conducts broadcast operations. Programs and directs radio and television broadcasts. Prepares informational materials in broadcast format for use on Armed Forces Radio and Television (AFRT) and commercial media; serves as talent and operates broadcast equipment. Related DoD Occupational Subgroup: 140000.

2. Duties and Responsibilities.

2.1. Prepares informational materials for use on AFRT and commercial media. Identifies and selects newsworthy events. Produces radio and television scripts, narrations, spot announcements, and news and sports broadcasts. Selects associated visual material as necessary and available. Coordinates use of graphics, sets special effects, and audio and video material to support programming requirements. Prepares and maintains schedules, daily operation logs, and continuity book. Assists public affairs officer in working with electronic media.

2.2. Programs and directs radio and television broadcasts. Selects and schedules program for broadcast on AFRT stations. Reviews all copy and program materials for host country sensitivities before airing. Coordinates receipt and disposition of AFRT program materials. Maintains station library or recorded programming. Evaluates audience feedback. Monitors AFRT station programs for effectiveness, professional quality, and support of mission objectives. Manages resources to support the United States Air Force Internal Information Program. Operates radio and television broadcast equipment. Arranges remote broadcast coverage of special events.

2.3. Supervises radio and television broadcast operations. Coordinates maintenance of radio and television equipment. Directs positioning of lights, cameras, microphones, properties, and personnel. Conducts broadcast rehearsals as necessary. Coordinates maintenance and acquisition of broadcast equipment.

2.4. Performs as talent in programs produced for AFRT. Conducts radio and television interviews. Performs as disc jockey, newscaster, sports announcer, and producer.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of radio and television writing and broadcasting; regulations and policies governing AFRT and other public affairs activities; broadcast equipment capabilities; and methods of researching public attitudes.

3.2. Education. For entry into this specialty, completion of high school or general educational development equivalency is mandatory.

3.3. Training. For award of AFSC 3N032, completion of the basic broadcasting course is mandatory.

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

3.4.1. 3N052. Qualification in and possession of AFSC 3N032. Also, experience in broadcasting and directing television or radio programs.

3.4.2. 3N072. Qualification in and possession of AFSC 3N052. Also, experience in performing or supervising broadcast activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. A favorable evaluation of a voice audition.

3.5.1.2. Ability to type 20 words per minute.

3.5.1.3. See **Attachment 39** for additional entry requirements.

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

3.5.2.1. Absence of any speech impediment, and ability to read aloud and speak distinctly.

3.5.2.2. Qualification to operate government vehicles according to AFI 24-301*, Vehicle Operations*, is mandatory.

CEM Code 3N100

AFSC 3N190, Superintendent

AFSC 3N171*, Craftsman

AFSC 3N151*, Journeyman

AFSC 3N131*, Apprentice

AFSC 3N111*, Helper

REGIONAL BAND

1. Specialty Summary. Manages, supervises, and performs as an instrumentalist, music arranger, vocalist, military band support technician, or audio and lighting engineer in military band activities. Related DoD Occupational Subgroup: 145000.

2. Duties and Responsibilities.

2.1. Plans, organizes, directs, and inspects military band activities. Analyzes local musical requirements and provides appropriate services. Plans and schedules such activities as rehearsals, drills, training classes, and performances. Provides and accounts for equipment, space, supplies, and other facilities required by band. Advises higher authority on band status, equipment maintenance and adequacy, personnel training, and operational efficiency. Coordinates activities such as concerts, parades, and rehearsals with interested agencies and higher authority. Directs full band, sectional, and other group rehearsals. Directs the operation of bands in military and civilian performances, including parades, ceremonies, and concerts. Manages band administrative and support functions. Auditions personnel such as newly assigned members, civilians interested in enlistment for military band, and assigned personnel for promotional and training purposes.

2.2. Supervises and performs band functions. Performs on one or more musical instruments in concert and marching bands, dance band, and other musical groups. Performs under conductor's direction. Performs in small musical ensembles such as brass or woodwind quartets, quintets, or other combinations. Drills with marching band and executes formations on drum major's or leader's verbal or baton signal, while playing or carrying a musical instrument. Plays from music or memory while standing or marching. Performs as marching band drum major during drills, parades, and ceremonies. Arranges and adapts music for various musical combinations. Reads and sings vocal musical parts, and memorizes vocal parts for public performance. Operates and maintains audio reinforcement, recording, lighting, video, and multimedia equipment used during band rehearsals, training, and performances.

2.3. Performs band support functions such as operations, logistics, publicity, and administration.

2.4. Performs minor maintenance on musical equipment. Arranges facilities for rehearsals and performances. Copies and maintains musical parts and performs band support functions.

3. Specialty Qualifications.

3.1. Knowledge. The following knowledge is mandatory as indicated:

3.1.1. For all, knowledge is mandatory of musical conducting and rehearsal techniques; music theory (written and aural); ranges, transpositions, and capabilities of instruments authorized for Air Force bands; band music repertoire; publications and regulations on training, administration, and operation of Air Force bands; and minor maintenance and repair of musical equipment.

3.1.2. For shredout T, knowledge is mandatory of band support functions such as operations, logistics, publicity, or administration.

3.1.3. For shredout V, knowledge is mandatory of: audio reinforcement, recording, lighting, video, and multimedia techniques, and their applications within the entertainment industry; reading musical scores; executing conductor cues; musical ensemble balance; and equipment calibration, maintenance, and repair.

3.2. Education. For entry into this specialty, completion of courses in the following is desirable: music theory, harmony, ear training, ranges, transposition, and operating and applying latest audio reinforcement recording, lighting, video, and multimedia equipment and techniques.

3.3. Training. Not used.

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

3.4.1. 3N151X. Qualification in and possession of AFSC 3N131X. Also, experience performing as an instrumentalist, music arranger, vocalist, military band support technician, or audio and lighting engineer.

3.4.2. 3N171X. Qualification in and possession of AFSC 3N151X. Also, qualification as an instrumentalist, music arranger, vocalist, military band support technician, or audio and lighting engineer. Also, experience performing with, bands, choruses, or similar groups (except shredout T).

3.4.3. 3N190. Qualification in and possession of AFSC 3N171X. Also, experience directing and planning functions such as providing musical services, training musical groups, performing administrative functions; and experience performing with bands, choruses, or similar groups.

3.5. Other. The following are mandatory as indicated:

3.5.1. See **Attachment 39** for entry requirements.

3.5.2. For award of suffix Z, qualification in and possession of one suffix (qualification with one of the musical instruments listed in paragraph 4 of the specialty description) is mandatory.

4. *Specialty Shredouts.

Suffix	*Portion of AFS to Which Related*
A	Clarinet
B	Saxophone
C	Bassoon
D	Oboe
E	Flute or Piccolo
F	French Horn
G	Cornet or Trumpet
H	Baritone or Euphonium
J	Trombone
K	Tuba
L	Percussion
M	Piano
N	Guitar
P	Music Arranger
R	Vocalist
S	Electric Bass/String Bass
T	Military Band Support (USAF Band or the USAF Band of the Rockies)
V	Audio and Lighting Engineer
Z	Instrumentalist, General (Air National Guard Bands)

CEM Code 3N200

AFSC 3N291, Superintendent

AFSC 3N271, Craftsman

AFSC 3N231, Journeyman

AFSC 3N211, Helper

PREMIER BAND

1. Specialty Summary. Manages, supervises, and performs as an instrumentalist, music arranger or copyist, vocalist, or audio and lighting engineer in the USAF Band or the USAF Band of the Rockies. Related DoD Occupational Subgroup: 145000.

2. Duties and Responsibilities.

2.1. Plans, organizes, directs, and inspects military band activities. Analyzes local musical requirements and provides appropriate services. Plans and schedules such activities as rehearsals, drills, training classes, and performances. Provides and accounts for equipment, space, supplies, and other facilities required by band. Advises higher authority on band status, equipment maintenance and adequacy, personnel training, and operational efficiency. Coordinates activities such as concerts, parades, and rehearsals with interested agencies and higher authority. Directs full band, sectional, and other group rehearsals. Directs the operation of bands in military and civilian performances, including parades, ceremonies, and concerts. Manages band administrative and support functions. Auditions personnel such as newly assigned members, civilians interested in enlistment for military band, and assigned personnel for promotional and training purposes.

2.2. Supervises and performs band functions. Performs on one or more musical instruments in concert band, string ensemble, dance band, marching band, or other musical groups. Performs under conductor's direction. Performs in small musical ensembles such as brass, string, or woodwind quartets, quintets, and other combinations. Drills with marching band and executes formations on drum major's or leader's verbal or baton signal, while playing or carrying a musical instrument. Plays from music or memory while standing or marching. Performs as marching band drum major during drills, parades, and ceremonies. Arranges and adapts music for various musical combinations. Inscribes music for use by musicians in various ensembles. Reads and sings vocal musical parts, and memorizes vocal parts for public performance. Performs in chorus and other vocal ensembles. Performs as vocal soloist with various accompanying ensembles. Operates and maintains audio reinforcement, recording, lighting, video, and multimedia equipment used during band rehearsals, training, and performances.

2.3. Performs minor maintenance on musical equipment. Arranges facilities for rehearsals and performances. Copies and maintains musical parts and performs band support functions.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of musical conducting and rehearsal techniques; music theory ranges, transpositions, and capabilities of instruments authorized for Air Force bands; band music repertoire; publications and regulations on training, administration, and operation of Air Force bands; and minor maintenance and repair of musical equipment.

3.2. Education. For entry into this specialty, completion is desirable of courses in music theory, harmony, ear training, ranges, and transpositions; and operation and application of the latest audio reinforcement, recording, lighting, video, and multimedia equipment and techniques.

3.3. Training. Not used.

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

3.4.1. 3N271. Qualification in and possession of AFSC 3N231. Also, experience performing with bands, orchestras, choruses, or similar groups.

3.4.2. 3N291. Qualification in and possession of AFSC 3N271. Also, experience directing and planning functions such as providing musical services, training musical groups, and performing administrative functions.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty, prior qualification in and possession of AFSC 3N151X, or prior qualification as a musician.

3.5.2. See **Attachment 39** for additional entry requirements.

3.5.3. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 3N2XX, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim SSBI has been granted according to AFI 31-501.

Attachment 28

SECURITY FORCES CAREER FIELD (3P)

Introduction

The Security Forces (SF) Career Field performs force protection duties. SF duties require the use of force, up to and including the use of deadly force. SF duties ensure combat capability through the functions of installation security, nuclear and conventional weapon systems and resources security, air base defense, law enforcement, information security, military working dog activities, and combat arms training and maintenance. Security Forces participate in contingency operations. Personnel in this career field will be deployed and employed in sensitive or hostile environments created by terrorism, sabotage, nuclear, chemical, biological, or conventional warfare. Security Force members perform the military police function within the Air Force

CEM Code 3P000

AFSC 3P091, Superintendent

AFSC 3P071, Craftsman

AFSC 3P051* Journeyman

AFSC 3P031* Apprentice

AFSC 3P011* Helper

SECURITY FORCES

1. Specialty Summary. Leads, manages, supervises, and performs security force (SF) activities, including installation, weapon system, and resource security; antiterrorism; law enforcement and investigations; military working dog function; air base defense; armament and equipment; training; pass and registration; information security; and combat arms. Related DoD Occupational Subgroup: 107000.

2. Duties and Responsibilities.

2.1. Leads, manages, supervises, and performs force protection duties, including use of deadly force to protect personnel and resources. Protects nuclear and conventional weapons systems and other resources. Performs air base defense functions contributing to the force protection mission. Controls and secures terrain inside and outside military installations. Defends personnel, equipment, and resources from hostile forces. Operates in various field environments, performs individual, and team patrol movements, both mounted and dismounted, tactical drills, battle procedures, convoys, military operations other than war, antiterrorism duties, and other special duties. Operates communications equipment, vehicles, intrusion detection equipment, crew-served weapons, and other special purpose equipment. Applies self-aid buddy care, life saving procedures, including cardiopulmonary resuscitation, as first responder to accident and disaster scenes.

2.2. Provides armed response and controls entry. Detects and reports presence of unauthorized personnel and activities. Implements security reporting and alerting system. Enforces standards of conduct, discipline, and adherence to laws and directives. Directs vehicle and pedestrian traffic. Investigates motor vehicle accidents, minor crimes, and incidents. Operates speed measuring, drug and alcohol, and breath test devices. Apprehends and detains suspects. Searches persons and property. Secures crime and incident scenes. Collects, seizes, and preserves evidence. Conducts interviews of witnesses and suspects. Obtains statements and testifies in official judicial proceedings. Responds to disaster and relief operations. Participates in contingencies.

2.3. Develops plans, policies, procedures, and detailed instructions to implement SF programs. Plans, organizes, and schedules SF activities. Provides oversight, guidance, and assistance to commanders with the application of information, personnel, and industrial security programs. Operates pass and registration activities. Supervises and trains SF augmentees. Provides on-scene supervision for security forces. Inspects and evaluates effectiveness of SF personnel and activities. Analyzes reports and statistics.

2.4. Provides guidance on employment and utilization of military working dog teams. Ensures proficiency training and certification standards are maintained. Employs military working dogs to support worldwide security force operations and executive agency requirements. Ensures health and welfare of military working dogs. Trains handlers and military working dogs on all aspects of military working dog training. Acts as an intruder in dog bite and hold training. Reports and reacts to dog alerts. Maintains dog training and usage records. Responsible for storage, handling, and security of drug and explosive training aids.

2.5. Leads, manages, supervises, and implements ground weapons training programs. Operates SF armories. Controls and safeguards arms, ammunition, and equipment. Instructs ground weapons qualification training. Provides guidance on weapons placement to security forces and ground defense force commanders. Inspects ground weapons and replaces unserviceable parts. Analyzes malfunctions by inspection and serviceability testing. Uses precision gauges, testing instruments, and special tools to adjust parts and operating mechanisms. Function-fires weapons for accuracy and serviceability. Controls and operates firing ranges and associated facilities to include supervising construction and rehabilitation.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of Weaponry, laws, directives, programs, policies, and procedures governing SF activities; installation security; weapon system and resource security; anti-terrorism; law enforcement and investigations; military working dog function; air base defense; armament and equipment; training; pass and registration; information security; and combat arms.

3.2. Education. For entry into this specialty, completion of high school with courses in government, behavioral science, computer, and communicative skills is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 3P031. Completion of the security forces (SF) apprentice course.

3.3.2. 3P0X1A. Completion of the military working dog handler course.

3.3.3. 3P0X1B. Completion of the basic combat arms course.

3.3.4. 3P071. Completion of the advanced 7-skill level Security Forces course.

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

3.4.1. 3P051. Qualification in and possession of AFSC 3P031. Also, experience in SF functions such as weaponry; controlling entry into and providing internal control within installations and restricted areas; response force tactics; air base defense concepts and procedures; terrorist threat response techniques; alarm monitor duties; control center duties; traffic control; patrolling; or accident investigation.

3.4.2. 3P051A. Qualification in and possession of AFSC 3P031A. Also, experience in functions such as SF weaponry, maintaining dog handling equipment, caring for and training military working dogs, and reacting to dog alerts.

3.4.3. 3P051B. Qualification in and possession of AFSC 3P031B. Also, experience in functions such as classroom instruction, marksmanship fundamentals and techniques, weapons and range safety, subdepot level firearm maintenance and repair, range operations and safety criteria, or controlling and storing weapons and ammunition.

3.4.4. 3P071. Qualification in and possession of AFSC 3P051/A/B. Also, experience supervising or performing functions such as weapon systems and resource security, air base defense, law enforcement, military working dog functions, or combat arms functions.

3.4.5. 3P091. Qualification in and possession of AFSC 3P071. Also, experience in leading and directing SF activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.1.3. For entry into 3P0X1A/B, qualification in and possession of 3P031/51.

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

3.5.2.1. No recorded evidence of personality disorder.

3.5.2.2. Visual acuity correctable to 20/20 in one eye and 20/30 in the other.

3.5.2.3. Qualification to bear firearms according to AFI 31-207, *Arming and Use of Force by Air Force Personnel*.

3.5.2.4. Never been convicted by a general, special, or summary courts-martial.

3.5.2.5. Never received nonjudicial punishment under the Uniform Code of Military Justice (UCMJ) which resulted in either reduction or suspended reduction in grade, or correctional custody for offenses involving substantiated drug abuse as defined in AFI 36-2701, *Social Actions Program*, acts of larceny, wrongful appropriation, robbery, burglary, housebreaking, or misconduct in combat defined in UCMJ articles 99-106.

3.5.2.6. Never been convicted by a civilian court of a Category 1, 2, or 3 offense, nor exceeded the accepted number of Category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying. ***NOTE***: Categories of offenses are described and listed in AFI 36-2002, *Regular Air Force and Special Category Accession*, Uniform Guide List of Typical Offenses.

3.5.2.7. Ability to speak distinctly.

3.5.2.8. Individuals who have had their spleen removed are not eligible for assignment to the military working dog program or any dog functions.

3.5.2.9. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 3P0XX, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

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4. * Specialty Shredouts.

Suffix	*Portion of AFS to Which Related*
A	Military Working Dog Handler
B	Combat Arms

Attachment 29

MISSION SUPPORT CAREER FIELD (3S)

Introduction

The Mission Support Career Field includes functions and activities of personnel, military equal opportunity, and education and training.

Personnel functions encompass classifying, assigning, promoting, base reenlisting and separating military personnel; MilPDS management; controlling, administering, and interpreting personnel tests used to measure general learning ability, specific aptitudes, job proficiency, interests, and other pertinent human variables; processing officer performance reports and enlisted performance reports; monitoring quality control programs; advising military personnel and their family members on benefit programs; preparing and maintaining qualification records and other personnel records and reports; developing and maintaining manual and mechanized personnel records and reports; occupational surveys; and collecting elementary psychological data for human resources research.

Military Equal Opportunity (MEO) functions include counseling, educational, and administrative functions to support social actions program.

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

CEM Code 3S000

AFSC 3S091, Superintendent

AFSC 3S071, Craftsman

AFSC 3S051, Journeyman

AFSC 3S031, Apprentice

AFSC 3S011, Helper

PERSONNEL

1. Specialty Summary. Supervises and performs personnel activities and functions, including personnel action requests; source documents; unit, field, and master personnel records; and Commander's Support Staff (CSS) tasks. Interviews and classifies airmen and officers. Advises on career progression. Updates military personnel data system (PDS) records. Manages Air Force retention programs, assists military personnel in making career decisions, and advises on benefit programs. Ensures compliance with personnel policies, directives, and procedures. Related DoD Occupational Subgroup: 153100.

2. Duties and Responsibilities.

2.1. Advises officers and airmen on military personnel issues and programs. Conducts interviews to determine individual interests, qualifications, and personnel data. Briefs provisions of personnel programs such as assignments, promotions, separations, retirements, benefit programs, retention, bonus, classification, training and retraining, and personnel reliability program, and career progression. Helps commanders develop career information and motivation programs. Manages selective reenlistment and career airman reenlistment reservation programs. Counsels airmen on reenlistment opportunities and benefits. Monitors retention programs and provides reports and statistics. Helps users determine training requirements, methods, and procedures.

2.2. Creates, maintains, and audits personnel records. Records information in unit, field, and PDS records. Prepares and maintains personnel records, aeronautical orders, and personnel action requests. Prepares and processes documentation for administration of quality control programs. Reviews personnel records, and interviews individuals to ensure accuracy of information. Compares basic records with source documents, transaction registers, and management products. Inspects records, master personnel, and command and field personnel records. Reviews and processes evaluation reports.

2.3. Performs personnel actions. Updates computerized personnel data. Conducts in and out processing. Monitors personnel readiness programs. Schedules individuals for processing personnel actions such as reenlistment, promotion, separation, retirement, or reassignment. Administers standard tests, acts as test monitor, scores tests, and records results. Prepares and processes correspondence, forms, and PDS transactions. Advises members on official and personal obligations incident to relocation, training, and promotion. Prepares and processes relocation actions. Processes documents required to support service awards and decorations. Prepares DD Form 93, **Record of Emergency Data**. Maintains files of correspondence, directives, instructions, and other publications.

2.4. Provides casualty assistance. Administers casualty program. Prepares related reports and documents. Assists next of kin of deceased and missing personnel to apply for death gratuity pay, arrears of pay, veterans' affairs, social security, government and commercial life insurance, and other benefits.

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

2.6. Performs CSS administrative functions. Prepares and processes administrative support actions relating to unit programs such as military sponsor, weight and body fat, squadron information, and enlisted and officer professional military education. Processes dental and physical rosters. Manages unit leave control program. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Requisitions and maintains current study reference material for the airman promotion system. Prepares and processes Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions.

2.7. Performs Personnel Support for Contingency Operations (PERSCO) functions.

3. Specialty Qualifications.

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

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

3.3. Training. For award of AFSC 3S031, completion of a basic personnel course is mandatory.

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

3.4.1. 3S051. Qualification in and possession of AFSC 3S031. Also, experience in functions such as maintaining personnel records, counseling, or classification and assignments.

3.4.2. 3S071. Qualification in and possession of AFSC 3S051. Also, experience performing or supervising one or more of the functions associated with preparing and maintaining PDS and manual records, personnel classification or usage, quality force management, auditing personnel records and reports, or career progression counseling.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Ability to speak distinctly.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. For award of AFSC 3S031, ability to operate a keyboard at a minimum rate of 25 words per minute (wpm).

CEM Code 3S100

AFSC 3S191, Superintendent

AFSC 3S171, Craftsman

AFSC 3S131, Journeyman

AFSC 3S111, Helper

MILITARY EQUAL OPPORTUNITY

1. Specialty Summary. Performs, supervises, and manages military equal opportunity (MEO) and human relations education (HRE) programs. Conducts administrative functions to support MEO programs. Related DoD Occupational Subgroup: 150100.

2. Duties and Responsibilities.

2.1. Plans, organizes, and directs MEO and HRE activities. Develops EOT and other related education programs. Promotes an environment where individuals are treated with dignity and worth regardless of race, color, religion, national origin, or sex. Provides advice, consultation, education, mediation, and referral services to enhance mission effectiveness. Coordinates with staff agencies to support MEO programs and policies.

2.2. Advises personnel on MEO responsibilities, policies, and programs. Provides information to those seeking assistance. Serves as an authoritative program data source for the installation commander. Uses interviews, surveys, and other techniques to provide information and guidance on preventing or eliminating conditions which negatively impact mission effectiveness.

2.3. Performs administrative functions including but not restricted to preparing reports, analyzing program statistics, and initiating and maintaining case files. Clarifies MEO complaints. Identifies existing and potential equal opportunity and other human relations issues. Advises and assists commanders, supervisors, and personnel with possible solutions in resolving MEO concerns. Prepares news media articles and maintains historical data files. Prepares lesson plans and support material for HRE. Conducts briefings, lectures, group discussions, and seminars to improve an organization's human relations climate. Evaluates education program activities, and coordinates scheduling of base HRE. Provides mediation, coordinates and monitors the Affirmative Action program, and conducts unit climate assessments. Identifies and obtains support from base and civilian referral resources. Provides oversight on special interest items as dictated by higher headquarters, e.g., sexual harassment, dissident and protest. Determines resource requirements and manages annual MEO budgets.

2.4. Assists commanders to resolve conditions that impact operations and mission effectiveness. Emphasizes areas that potentially undermine the base’s readiness posture and human relations environment, i.e., demonstrations, dissident and protest activities. Focuses on identifying and preventing actual and potential complaints and incidents.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of principles, policies, and procedures for administering Air Force MEO programs; regulations and procedures of other government and civilian agencies administering and providing services to prevent and eliminate social problems; MEO education and instruction programs; interviewing and counseling techniques; and preparing and maintaining military personnel case files and records.

3.2. Education. For entry into this specialty, completion of high school with courses in social science, psychology, sociology, human resources and behavior, organizational development, and speech are desirable.

3.3. Training. For award of AFSC 3S131, completion of the Defense Equal Opportunity Management Institute course is mandatory.

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

3.4.1. 3S171. Qualification in and possession of AFSC 3S131. Also, experience performing or supervising functions such as organizing and administering MEO programs and instructing on MEO issues and problems.

3.4.2. 3S191. Qualification in and possession of AFSC 3S171. Also, experience managing equal opportunity and education in human relations activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Prior qualification in any AFSC at the 5-skill level or higher (or 3-skill level if no 5-skill level exists), and be in the grade of E-5 or above.

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

3.5.1.3. No record of disciplinary action or financial irresponsibility.

3.5.1.4. Outstanding appearance, high moral standards, and exceptional military bearing and conduct.

3.5.1.5. No previous record of having failed to graduate from a formal EO training course.

3.5.1.6. If AFSC 3S1X1 was previously withdrawn, submit complete details to HQ AFPC/DPSFS for review and approval.

3.5.1.7. See **Attachment 39** for additional entry requirements.

CEM Code 3S200

AFSC 3S291, Superintendent

AFSC 3S271, Craftsman

AFSC 3S251, Journeyman

AFSC 3S231, Apprentice

AFSC 3S211, Helper

EDUCATION AND TRAINING

1. Specialty Summary. Conducts education and training (E&T) tasks for maintenance, operations, and support training; education services; curriculum development; and instructor activities. Develops, delivers, and evaluates E&T programs and oversees E&T activities. Related DoD Occupational Subgroup: 157000.

2. Duties and Responsibilities.

2.1. Develops, delivers, and evaluates E&T programs. Applies instructional system development (ISD) process. Collects and analyzes job performance data, and conducts occupational analysis surveys. Compares individual knowledge and skills with job standards, and identifies E&T requirements. Develops and validates standards. Determines adequacy of existing courses and programs. Screens and validates formal E&T requirements. Develops objectives to meet Air Force academic, vocational, and technical standards. Determines most cost effective method to deliver E&T. Sequences objectives; selects instructional design, method, and media; and identifies resource needs. Creates materials to support objectives. Develops tests and standards to measure individual abilities. Evaluates E&T programs, recommends actions to correct deficiencies, and oversees evaluations and surveys. Conducts, validates, and revises programs and instruction. Coordinates user feedback with career field managers and E&T providers, and monitors corrective actions.

2.2. Administers E&T programs. Serves as E&T program manager. Consults on ISD process and career field E&T plans (CFETP). Advises on E&T materials and services. Conducts work center visits, and organizes programs to develop and conduct job site training. Advises on unit and individual E&T progress. Identifies E&T providers, capabilities, and resources, and ensures availability of materials. Recommends revisions to E&T programs and CFETPs. Helps obtain and analyze history of E&T achievements, establish goals, and enroll in classes, courses, and programs. Prepares and maintains records, files, and materials. Maintains liaison with activities conducting, scheduling, or supporting E&T requirements. Coordinates and schedules events and facility use. Requests course quotas; monitors formal E&T process; and maintains records of course attendance, withdrawals, completions, and costs. Manages automated systems and products, measurement tools, multimedia and maintenance qualification training programs, and the extension course program. Coordinates wartime task training.

2.3. Oversees E&T activities. Organizes E&T programs to achieve educational goals and mission requirements. Prepares directives to manage and control E&T programs. Implements policies and coordinates

changes. Develops and manages reporting procedures. Maintains E&T data, and provides statistical reports on programs and operations. Monitors progress, identifies problem areas, determines causes, recommends corrective action, and provides counsel. Organizes and controls facilities, supplies, and equipment to support E&T needs. Forecasts E&T requirements, determines validity, and assesses cost. Participates in utilization and training workshops, training planning teams, and training planning groups.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of principles, policies, and procedures of Air Force E&T programs; interviewing and counseling techniques; training techniques and instruction methods; task analysis procedures, learning process, curriculum development, training evaluations, and E&T systems and products; effective writing skills; editing practices; instructional media application, training reporting, program and curriculum validation, and implementation procedures; training program management; scheduling training events and facilities; conducting assistance visits and training meetings; work center and individual job qualification standard development; education institution registration requirements; military personnel classification system and policies; application of communicative interpersonal skills; and distance learning concepts.

3.2. Education. For entry into this specialty, completion of high school or general educational development equivalency is mandatory. Academic courses in English grammar and composition, speech, psychology, guidance, and sociology are desirable.

3.3. Training. For award of AFSC 3S231, completion of the basic E&T course is mandatory.

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

3.4.1. 3S251. Qualification in and possession of AFSC 3S231. Also, experience conducting or developing education or training programs.

3.4.2. 3S271. Qualification in and possession of AFSC 3S251. Also, experience conducting, supervising, or developing education or training programs.

3.4.3. 3S291. Qualification in and possession of AFSC 3S271. Also, experience managing education or training activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Prior qualification in any AFSC at the 5-skill level or higher (or 3-skill level if no 5-skill level exists).

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. For entry, award, and retention of these AFSCs, ability to speak distinctly.

Attachment 30

MANPOWER CAREER FIELD (3U)

Introduction

The Manpower Career Field encompasses manpower and organization activities, with core competencies in organization structure, manpower requirements determination, program allocation and control, and performance management. These include developing and maintaining various organizational structures, manpower standards; analysis of methods, procedures, manning authorizations, manpower use, military-civilian mix, manpower force elements, peacetime and wartime requirements; contingency for management; operational planning and execution, contractual services, process improvement, productivity enhancement, benchmarking, reengineering, consulting services, and using various data systems.

CEM Code 3U000

AFSC 3U091, Superintendent

AFSC 3U071, Craftsman

AFSC 3U051, Journeyman

AFSC 3U031, Apprentice

AFSC 3U011, **Helper**

MANPOWER

1. Specialty Summary. Performs core competencies in organization structure, manpower requirements determination, program allocation and control, and performance management. Manages manpower and organization (MO) functions including Air Force organization structure; organizational and manpower standards; manpower resources, military grades, manpower data systems, and peacetime and wartime manpower requirements and utilization; A-76 commercial activities and competitive sourcing and privatization studies. Manages process reengineering, continuous improvement initiatives, and management consulting services. Supports operational planning and execution. Related DoD Occupational Subgroup: 150000.

2. Duties and Responsibilities.

2.1. Evaluates Air Force organization structures for effectiveness and efficiency. Studies organization's mission, structure, and workload. Performs organizational analysis and develops organization change requests. Prepares organization and functional charts. Prepares organization orders.

2.2. Develops and maintains standardized Air Force organizational structures and manpower standards. Coordinates with staff agencies and assists management with study implementation. Applies organization and manpower standards, analyzes impact, and revises manpower documents. Conducts reengineering studies to define defendable manpower requirements, building statistical equations to meet future programming needs. Manages and conducts A-76 commercial activities and competitive sourcing and privatization studies including development of statements of work, most efficient organizations, and cost comparisons. Establishes and maintains manpower readiness and force management to include maintaining operating the MANPER computer system. Performs manpower wartime support for operational, contingency and exercise planning and execution. Participates in mobility planning and the manpower and personnel readiness team or center. Participates in total assessment to define in-place and deployment requirements. Correlates status of resources and training system data to unit manpower data. Evaluates and approves unit type code changes. Conducts operational theater and overseas manpower requirements reviews. Provides analysis and recommendations on resource augmentation duty requirements. Reviews and develops manpower annexes for support agreements.

2.3. Allocates and controls position mix among military, civilian, and contract personnel to ensure mission accomplishment and most efficient and effective use of resources. Allocates military grades according to directives. Develops and applies programming factors and functions estimating equations.

Maintains manpower allocations with troop strength ceilings or floors and mandates. Prepares, tracks, and manages manpower allocations. Designs, operates, and maintains manpower data systems at base, major command (MAJCOM), or Headquarters USAF. Develops and prepares manpower change documents. Prepares and maintains manpower reports and data extracts.

2.4. Manages performance through planning, designing, advising, and facilitating organizational and functional process improvement through integrated process teams, benchmarking, process mapping, work measurement, modern business practices, metric development for manpower requirements, performance measurement, and organizational design. Plans, organizes, and directs manpower activities for conducting management consulting services, to include operations research, systems and procedures analysis, workload essentiality, work distribution and work flow, skill mix, work methods and simplification, layout analysis, benchmarking, and work measurement and analysis. Designs methods and tailors consultation to improve organizational performance. Uses industrial engineering and computer techniques to facilitate work measurement and process improvement. Measures and analyzes organizational systems performance including data collection and analysis, metric development, system effectiveness surveys, and forecasting system performance. Facilitates in developing short and long-term goals and strategies relating to performance management. Designs systems with focus on effectiveness and efficiency. Assists organizations participating in, and benefiting from, Air Force productivity enhancement programs, to include Innovative Development Through Employee Awareness (IDEA) and Productivity Enhancing Capital Investment (PECI) programs.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of Air Force MO policies, methods, and procedures for organizational development; consultation, facilitation and, benchmarking; productivity enhancement; survey techniques, process improvement, performance measures development, and costing analysis; principles of industrial engineering techniques and procedures; officer and airman classification procedures; manpower allocation processes; manpower readiness and force management; automated data processing system operations and utilization; and organization analysis, structures, and missions.

3.2. Education. For entry into this specialty, completion of high school or General Education Development equivalency, with courses in mathematics including algebra or demonstrated algebra proficiency (proficiency in algebra must be current) is mandatory. Proficiency with computer desktop applications (word processing, spreadsheet, presentation, database management) is desirable.

3.3. Training. For award of AFSC 3U031, completion of the basic Manpower Apprentice course is mandatory.

3.3.1. Qualification in and possession of AFSC 3U051.

3.3.2. For award of AFSC 3U071, completion of the Manpower Craftsman course is mandatory.

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

3.4.1. 3U051. Qualification in and possession of AFSC 3U031. Also, experience in performing functions such as evaluating operational methods and procedures; workload measurement; process improvement and system performance; costing analysis; assisting in developing organization and process standards; determining manpower requirements; accomplishing contingency force management; or analyzing organizational structures.

3.4.2. 3U071. Qualification in and possession of AFSC 3U051. Also, experience performing or supervising functions such as evaluating operational methods and procedures; facilitating and consulting organizational development and process improvement studies; analyzing and reengineering process improvement and system performance; costing analysis; developing organizational and process standards; determining manpower requirements; accomplishing contingency force management; or analyzing organizational structures.

3.4.3. 3U091. Qualification in and possession of AFSC 3U071. Also, experience managing functions such as management engineering, productivity, and organizational development studies; development and implementation of performance measures; determining manpower requirements; or organizing and implementing force management structures during contingencies.

3.5. Other. For entry into this specialty the following are mandatory as indicated:

3.5.1. Prior qualification in any AFSC at the 5-skill level or higher (3-skill level if no 5-skill level exists).

3.5.1. See **Attachment 39** for additional entry requirements.

Attachment 31

VISUAL INFORMATION CAREER FIELD (3V)

Introduction

The Visual Information Career Field encompasses all service, production-documentation, and photo processing functions associated with visual information library, presentations, editorial, graphics, conventional and technical still photography, optical instrumentation, motion picture photography, television, and sound recording. Included are armament recording and other nonreconnaissance airborne image acquisition functions and base, dedicated mission, or reconnaissance photo-processing.

Excluded from this career field are photo interpretation and depot or field maintenance or visual information equipment functions that have been incorporated into Intelligence and Imagery Equipment Maintenance specialties.

CEM Code 3V000

AFSC 3V090, Superintendent

VISUAL INFORMATION SERVICES

1. Specialty Summary. Manages and directs visual information, graphics, videography, still media, and production activities. Performs advisory, inspection, and staff functions involved with effective management, control, and use of visual information resources and services. Related DoD Occupational Subgroup: 140000.

2. Duties and Responsibilities.

2.1. Plans and organizes visual information, imagery production, and quality assurance activities. Regulates structure, responsibilities, and resources. Analyzes and prepares production and quality assurance reports and studies.

2.2. Directs visual information, production imagery, and quality assurance activities. Assigns projects, controls performance, and ensures compliance with established policies, directives, and practices.

2.3. Inspects and evaluates visual information, imagery production, and quality assurance activities. Conducts inspections, identifies discrepancies, and recommends corrective action. Serves on inspection teams. Contributes to or serves on committees and boards set up to review and refine visual information, imagery production, and quality assurance applications and technology. Evaluates performance in relation to established requirements, directives, policies, and standards.

2.4. Provides technical visual information, imagery production, and quality assurance support. Resolves technical and administrative problems. Advises on maintenance status, equipment adequacy, personnel training, and operating efficiency.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of visual information media, production and documentation, graphics, still photographic, electronic imaging, imagery production, and quality assurance; communicative processes; and visual information management and quality assurance.

3.2. Education. Not used.

3.3. Training. Not used.

3.4. Experience. For award of AFSC 3V090, qualification in and possession of AFSC 3V071/72 or 73 is mandatory. Also, experience is mandatory directing visual information services such as visual information media, graphics, or medical illustration.

3.5. Other. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 3V090, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management* is mandatory.

AFSC 3V071, Craftsman

AFSC 3V051, Journeyman

AFSC 3V031, Apprentice

AFSC 3V011, Helper

VISUAL INFORMATION

1. Specialty Summary. Prepares art work, sketches, charts, and layouts for publications, presentations, displays, training, visual information production, and medical requirements. Operates visual information equipment; assists in preparing and using visual information aids and audio or video recordings. Related DoD Occupational Subgroup: 141400.

2. Duties and Responsibilities.

2.1. Plans and prepares graphic images, special displays, and exhibits. Develops graphic products for direct viewing, printing, and reproduction; photography and projection; and televised presentation. Prepares sequential art work for use in series or to achieve cinemagraphic animation and special effects. Compiles and depicts data using various media, drawing instruments, and electronic equipment. Employs visual elements and principles of composition including style, balance, contrast, tone, color, dominance, and subordinance.

2.2. Operates special graphics equipment including graphic imaging systems, copy cameras, and serigraphic, printing, duplicating and processing equipment.

2.3. Operates and maintains presentations equipment. Sets up, positions, synchronizes, and operates various types of cameras, projectors, video and audio recorder-reproducers and monitors, video teleconference, digital interface, computers, and multimedia equipment. Selects lenses, screens, or television monitors according to viewing distance, medium type, ambient light, and audience size. Positions microphones, records proceedings, and arranges viewing or conference areas. Directs on-line modifications of visual information products during presentations and conferences.

2.4. Prepares medical illustrations. Prepares anatomical and pathological sketches or drawings. Collaborates with physicians on specific cases to ensure optimum illustrative results. Prepares accurate and realistic moulages.

2.5. Designs, integrates, and supervises presentation facilities and systems. Prepares facility layouts, electrical cabling schematics, equipment switching procedures, and links acoustical equipment with projection systems for classrooms, conference rooms, theaters, and teleconferencing facilities.

2.6. Supervises or performs visual information functions. Administers, monitors, and evaluates operating expenditures, and prepares future operating budget estimates. Ensures proper disposition of visual information record material. Observes copyright and reproduction restrictions. Conducts customer relations programs. Manages visual information hazard communication program.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of graphic arts and media; perspective, layout, balance, and contrast; color science, mixing, and application; standard drawing practices and instruments; finished art work and chart construction techniques; visual information media equipment and uses; presentation techniques; and operation and routine maintenance of equipment.

3.2. Education. For entry into this specialty, completion of high school with courses in commercial art, graphics, computer graphics, visual information communication media, drafting, or computer science is desirable.

3.3. Training. For award of AFSC 3V031, completion of a basic graphics course is mandatory.

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

3.4.1. 3V051. Qualification in and possession of AFSC 3V031. Also, experience in visual information media support, and functions such as visual information products, or presentation services, and depicting ideas by using various graphics media and techniques.

3.4.2. 3V071. Qualification in and possession of AFSC 3V051. Also, experience performing or supervising functions such as illustrating ideas in sketches, posters, diagrams, or cartoons; or providing and directing presentation services.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 3V0X1, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

AFSC 3V072, Craftsman

AFSC 3V052, Journeyman

AFSC 3V032, Apprentice

AFSC 3V012, Helper

STILL PHOTOGRAPHY

1. Specialty Summary. Accomplishes, processes, or supervises still, continuous, and computer generated imagery. Supports base-level, technical, contingency, reconnaissance, aerial mapping, special mission production, or combat requirements. Performs imagery tests and analysis, and certifies, monitors, and regulates imaging equipment. Captures, stores, enhances, crops, prints, or transmits images via satellite, telephone, or secure transmission systems. Related DoD Occupational Subgroup: 14000.

2. Duties and Responsibilities.

2.1. Prepares photographic assignments. Acquires imagery in controlled, uncontrolled, and combat environments. Applies principles of composition. Conceives, visualizes, and produces images. Accomplishes combat documentation, investigative, record, informational, and other imagery. Obtains data and writes captions and cover stories. Selects and crops pictures for layouts and picture stories. Coordinates with pilots and aircrew on mission requirements for proper aircraft positioning. Sets up and operates stabilized camera mounts and ancillary lighting systems on aircraft.

2.2. Accomplishes photographic imaging. Coordinates with customers. Performs photographic imaging acquisition and processing of reversal, original negative, master negative, duplicate negative, digital photography, and prints. Selects, inspects, and tests camera, film, and photographic processing systems. Determines and uses cameras, films, filters, lighting, and accessory equipment. Operates, monitors, and adjusts photographic processors to ensure processing parameters are maintained. Evaluates processed imagery for physical or chemical defects, and takes corrective actions.

2.3. Operates or supervises operation of image acquisition equipment. Obtains optimum exposures using various meters, electronic flash, and exposure control methods. Uses light intensifier tubes (night vision). Operates portable satellite systems, imaging computers, and modems to transmit, receive, or store images.

2.4. Performs copy and duplication functions. Copies flat art, prints, slides, and computer generated products. Makes duplicate negatives, slides, internegatives, and positives. Uses specialized lighting and filters to control color balance.

2.5. Processes or supervises process of black and white, and color imagery. Inspects sensitized materials for physical defects; processes negative, internegative, positive, and reversal film. Monitors and adjusts processors to maintain processing parameters. Edits materials, attaches leaders, includes annotations, and titles film. Monitors photographic materials through continuous processors for proper tracking, speed, and tension. Loads and downloads materials without interrupting processing. Detects and corrects machine malfunctions. Conducts sensitometric and densitometric measurements and analyses. Constructs, inter-

prets, and determines effects of exposure and development on emulsion density and contrast. Computes film speed, gradient exposure, and color balance.

2.6. Mixes, analyzes, and controls chemical processes. Mixes photographic processing chemicals. Safeguards against toxic, caustic, and explosive chemical hazards, or improper disposal of by-products. Measures and controls potential for (pH), specific gravity, concentration, and silver content. Calculates residual thiosulfate content of processed film and paper. Certifies photographic solutions for use, and calculates replenisher formulas and rates.

2.7. Operates or supervises operation of imagery print production equipment, including projection, optical, automated, and computer controlled printers. Determines materials, printing methods, and exposure requirements. Ensures printers are set to obtain optimum image size, sharpness, diametrical stability, correction, or rectification, density, contrast, color balance, and color saturation. Selects paper grades or types, and individual filters or filter combinations to control contrast or color balance. Exercises print control techniques using conventional or electronic means. Performs operator preventive maintenance on imagery equipment.

2.8. Performs quality assurance. Uses statistical quality assurance methods to establish and maintain imagery quality. Employs, computes, and analyzes development effects on density and contrast. Maintains process control charts to statistically evaluate data and determine causes of process variations. Ensures accuracy of automated processors.

2.9. Performs medical image recording functions. Coordinates with medical staff to perform clinical and surgical micro and macro photography using specialized photographic cameras and lighting equipment.

2.10. Supervises or performs photographic imaging functions. Observes copyright and reproduction restrictions. Catalogs, files, and disposes of photographic products. Supervises or performs preventive maintenance, and periodic photographic imagery calibration. Conducts progressive customer relations programs to make sure visual information products meet user needs. Manages or executes the visual information hazard communication program, unit silver recovery program, and environmental health and safety programs. Assures products comply with copyright and reproduction restrictions.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of photographic esthetics; theory, technology, camera operation, and imagery production systems; photographic laboratory and related equipment; characteristics of sensitized materials and chemistry; imagery processing and reproduction cycle; color timing; color correction; care, storage, and evaluation of sensitized materials; mathematics; statistics; sensitometry and densitometry; exposure and processing effects; imagery evaluation; and effects of graininess, granularity, acutuity, and resolution.

3.2. Education. For entry into this specialty, completion of high school with courses in photography and chemistry, computer science, and mathematics is desirable.

3.3. Training. For award of AFSC 3V032, completion of a basic photography course is mandatory:

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

3.4.1. 3V052. Qualification in and possession of AFSC 3V032. Also, experience in functions such as operating imagery equipment, process control, or image evaluation.

3.4.2. 3V072. Qualification in and possession of AFSC 3V052. Also, experience performing and supervising functions involved in coordinating and accomplishing still photography and still photographic processing, printing, and finishing.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 3V0X1, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

AFSC 3V073, Craftsman

AFSC 3V053, Journeyman

AFSC 3V033, Apprentice

AFSC 3V013, Helper

VISUAL INFORMATION PRODUCTION-DOCUMENTATION

1. Specialty Summary. Performs or supervises motion media activities. Uses motion media systems to provide aerial or ground visual information production or documentation support to Air Force educational, training, operational, or corporate communication requirements. Performs related functions. Related DoD Occupational Subgroup: 140000.

2. Duties and Responsibilities.

2.1. Supervises or accomplishes aerial or ground camera assignments. Determines equipment requirements, researches subject matter, and establishes shooting outline. Effects necessary coordination and ensures equipment is in proper operating condition. Operates camera, lighting, and related equipment. Determines optimum camera placement and settings. On aerial assignments, coordinates with pilot to ensure proper aircraft positioning and maneuvering to obtain desired results. Acquires data for captions, background material, cover stories, and logs. Performs operator maintenance on equipment. Determines most appropriate recording methods. Maintains continuity, orientation, and screen direction. Uses recording techniques compatible with editing. Reviews plans or scripts to determine resources requirements. Determines camera angles, lighting, and special effects. Ensures color compatibility between subject matter and backgrounds. Determines proper lighting and camera settings to ensure color match of related scenes shot at different locations. Matches interior and exterior scenes. Assists in selecting shooting locations. Ensures proper slating and identification.

2.2. Performs production related functions. Assists producers, directors, and writers. Coordinates with requesters to define subject matter and treatment, and assists with script preparation. Prepares and arranges studio sets and related scenery or props. Directs rehearsal and recording activity; evaluates production treatment for suitability; and determines selection, timing, and sequencing of material for electronic editing or post production assembly. Operates ancillary television production equipment such as character generators and film chains.

2.3. Acts as technical director or switcher. Integrates various television inputs. Operates switcher-fader, special effects, chroma-key, and remote controls. Sets up and accomplishes switching and special effects on cue. Ensures availability and technical adequacy of all inputs. Performs operational checks to insure functional readiness of equipment prior to recording.

2.4. Acts as floor manager. Arranges and controls illumination for proper coverage, intensity, and color balance. Supervises construction, handling, and storing of studio equipment or props. Relays cues and signals, and assists production director.

2.5. Functions as video camera operator. Ensures video coverage of staged or spontaneous events. Assists video controller with camera setup; prepares and consults shot list; and provides camera coverage during rehearsals and recording sessions. Proofreads and corrects teleprompter scripts prior to production. Instructs talent in effective techniques or prompter use.

2.6. Acts as prompter operator. Loads, unloads, and operates prompters.

2.7. Performs visual information editorial functions. Reviews and edits visual information materials. Identifies and reduces material to individual scenes or sequences, and assembles in proper order. Edits, assembles, and synchronizes recorded sound with imagery. Integrates special effects and prepares cue sheets.

2.8. Accomplishes audio recording or sound distribution. Directs or produces original recordings of music, sound effects, dialogue, or narration. Transfers or duplicates optical or magnetic audio tracks. Selects and cues audio source material while operating recorders, reproducers, and projectors in interlock. Electronically combines and balances multiple sound inputs while operating mixing console to create optimum composite audio programs.

2.9. Performs optical instrumentation. Supports scientific analysis, test documentation, and aerial photographic requirements with motion media systems. Consults with and assists engineers and scientific advisers on all phases of optical instrumentation. Determines techniques to be used employing normal-, high-, or ultra-speed metric and space positioning photography.

2.10. Supervises or performs visual information functions. Observes copyright and reproduction restrictions. Ensures proper disposition of visual information record material. Ensures periodic equipment calibration. Supervises or executes

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of videography; photographic theory; lighting techniques; optics; light theory; filters; editorial and sound functions; written and visual communications; and television production processes and equipment, such as camera operation, video switching and effects, video record and playback equipment, film chain operation, floor direction, set design, construction, and television lighting.

3.2. Education. For entry into this specialty, completion of high school or general education development equivalency is mandatory. Also, courses in drama, television, speech, photography, general science, and communicative arts are desirable.

3.3. Training. For award of AFSC 3V033, completion of a basic visual information production-documentation course is mandatory.

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

3.4.1. 3V053. Qualification in and possession of AFSC 3V033. Also, experience in functions such as motion media, production, television, or technical videography, or editorial and sound activities.

3.4.2. 3V073. Qualification in and possession of AFSC 3V053. Also, experience performing or supervising functions such as motion media, production, television, or technical videography, editorial, or sound activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 3V0X3, completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim NACLC has been granted according to AFI 31-501.

Attachment 32

MEDICAL CAREER FIELD (4X EXCEPT 4Y)

Introduction

The Medical Career Field encompasses functions involved in operating both fixed and tactical medical facilities and subprofessionally caring for and treating authorized personnel. This career field includes aeromedical activities, aerospace physiology, specialized medical services including ophthalmology, otorhinolaryngology, orthopedics, urology, allergy and immunology, optometry, nuclear medicine and cardiopulmonary techniques, electroencephalographic studies, physical therapy, occupational therapy, orthotics, operating room, mental health services, radiology, medical laboratory, histopathology, cytotechnology, pharmacy, diet therapy, medical administration, medical materiel, bioenvironmental engineering, and environmental medicine, including laboratory animal techniques and medical equipment.

Excluded from this career field are dental and rescue and survival functions. These functions are included in the Dental Career Field and Protection Career Field.

All personnel of the USAF Medical Service must have knowledge of and be proficient in military sanitation and first aid procedures, to include shock management; effective respiration maintenance (mouth-to-mouth resuscitation with or without adjunct); hemorrhage control; emergency wound treatment; management of fractures, burns, and injuries from chemical agents; hand and litter carrier methods; and loading and unloading vehicles used for patient transportation.

All personnel of the USAF Medical Service must have knowledge of and be proficient in the operation and first echelon maintenance of all equipment used by the respective Air Force specialty, and must be familiar with improvisation and conversion methods of fixed types of medical equipment for tactical use.

CEM Code 4A000

AFSC 4A091, Superintendent

AFSC 4A071, Craftsman

AFSC 4A051, Journeyman

AFSC 4A031, Apprentice

AFSC 4A011, Helper

HEALTH SERVICES MANAGEMENT

1. Specialty Summary. Manages health services activities. Plans, develops, manages, and performs health services activities. Related DoD Occupational Subgroup: 134000.

2. Duties and Responsibilities.

2.1. Performs and directs patient management functions. Interprets communications, directives, and publications. Coordinates release of information functions. Prepares health record copies and abstracts. Coordinates release of information functions. Prepares, files, safeguards, transfers, and retires health records. Maintains patient locator and suspense files. Prepares, codes, and transmits clinical record cover sheets. Transcribes daily information onto charts. Transcribes physicians' orders, and prepares requests for diagnostic tests, consultations, and referrals. Performs functions to admit, discharge, and transfer patients. Compiles information and prepares reports, graphs, and charts on bed occupancy, staffing, dental health, medical care from civilian sources, and professional activities.

2.2. Prepares patient related correspondence and special orders for patient assignment, reassignment, and aeromedical evacuation. Coordinates and prepares forms. Identifies and processes Line of Duty (LOD) determinations. Monitors dependent education (overseas clearance) program. Identifies, coordinates, and processes medical conditions requiring Medical Evaluation Board (MEB) proceedings. Verifies patient eligibility. Performs procedures for network referrals. Provides claims assistance and counseling to beneficiaries.

2.3. Performs and manages resource management functions. Prepares financial statements and subsistence stock records. Compiles information, subsistence accounting, and prepares statistical reports. Performs market analysis and business-case analysis. Coordinates third party collection (TPC) activities and prepares necessary reports. Assists in manpower surveys and in developing manpower standards. Identifies manpower standard exceptions and deviations. Screens medical records to gather data for medical audits. Analyzes workload and cost data to validate manpower requirements, and develops adjustments and projections to support clinical or mission changes. Monitors the Unit Manpower Document (UMD) to ensure requirements and funding are accurately reflected. Monitors the Unit Personnel Management Roster (UMPR) to ensure correct assignment of personnel resources. Identifies personnel staffing shortages and coordinates permanent or temporary assignment actions. Collects, maintains, prepares, and analyzes Medical Expense and Performance Reporting Systems (MEPRS) data or comparable workload accounting system. Prepares budget estimates and financial plans. Monitors expenditures and obligations; ana-

lyzes financial reports and accounting and workload reporting procedures; conducts studies and internal audits.

2.4. Performs and manages medical information technology functions and activities. Requests and documents technical assistance. Manages hardware and software activities. Monitors information technology security programs. Performs customer support activities. Manages user-training programs.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of general clerical procedures; medical terminology, regulations, and directives; medical ethics; health records administration; principles of coding; and anatomy and physiology.

3.2. Education. For entry into this specialty, completion of high school or General Education Development equivalency computers is desirable.

3.3. Training. For award of AFSC 4A031, completion of a health services management apprentice course is mandatory.

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

3.4.1. 4A051. Qualification in and possession of AFSC 4A031. Also, experience in one or more of the following functions: records management, admissions and dispositions, or patient movement.

3.4.2. 4A071. Qualification in and possession of AFSC 4A051. Also, experience supervising a health services management function.

3.4.3. 4A091. Qualification in and possession of AFSC 4A071. Also, experience managing a health services management function and personnel.

3.5. Other. The following are mandatory as indicated:

3.5.1. See **Attachment 39** for additional entry requirements.

3.5.2. For award of AFSC 4A031, ability to keystroke at a minimum speed of 20 words per minute.

CEM Code 4A100

AFSC 4A191, Superintendent

AFSC 4A171, Craftsman

AFSC 4A151, Journeyman

AFSC 4A131, Apprentice

AFSC 4A111, Helper

MEDICAL MATERIEL

1. Specialty Summary. Performs and manages preparation and maintenance of manual and mechanized accountable medical materiel records, and requisitions, receives, stores, issues, safeguards and accounts for supplies and equipment. Processes and monitors requests for contracts. Implements and directs medical materiel activities for inventory control, accounting, financial planning, and management of supplies and equipment. Performs and monitors computer operations. Related DoD Occupational Subgroup: 134100.

2. Duties and Responsibilities.

2.1. Performs and manages administrative functions. Requisitions, receives and maintains medical materiel publication files. Provides information to using activities on issues, schedules, and related matters.

2.2. Performs, organizes, and monitors medical materiel management functions. Prepares and validates computer input data to establish, revise, and maintain master records. Determines requirements for and maintains records on war reserve materiel and other special programs. Initiates and manages the requisitioning, receipt, storage, issue and turn in of medical materiel. Ensures proper supply flow under various issue methods. Establishes and monitors a quality control program. Ensures effective internal controls for processing property documents and maintaining accountable records. Determines and evaluates action taken to establish stock control levels and inventory control. Conducts inventories. Processes, maintains and monitors requests for services and rentals. Coordinates internal operations with the medical equipment maintenance activity. Monitors coordination of support by base activities.

2.3. Inspects, reviews and evaluates medical materiel support. Conducts periodic internal inspections of medical materiel for compliance with policies, procedures and directives. Analyzes reports and records and takes necessary corrective action. Ensures effective support is provided for all customers. Visits supported activities.

2.4. Performs medical materiel functions. Establishes and ensures timely and efficient management of excess materiel and equipment. Receives and inspects incoming supplies and equipment. Applies special handling procedures for controlled medical items, gases, precious metals, dangerous and hazardous materials and refrigerated or frozen materials. Provides and maintains medical kits and sets. Delivers supplies and equipment to supported activities.

2.5. Operates and supervises the base medical equipment management office and non-medical materiel support. Validates and coordinates equipment requests. Monitors expense and investment equipment fund programs. Ensures in-use equipment asset inventories are accomplished and necessary corrective actions and documentation is taken. Provides and monitors non-medical supply and equipment support.

2.6. Operates and supervises the operation of automated data processing equipment. Ensures system operations are according to standard system center documents. Performs and supervises periodic maintenance on computer systems. Ensures proper scheduling of all computer processing, and processes required programs.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of Air Force property and financial accounting base on automated data processing, logistics and related publications, medical materiel procedures, identity and general characteristics of medical materiel, and organization of medical materiel accounts.

3.2. Education. For entry into this specialty, completion of high school courses in management, basic electronic data processing, bookkeeping, accounting, and business administration is desirable.

3.3. Training. For award of AFSC 4A131, completion of a basic medical materiel course is mandatory.

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

3.4.1. 4A151. Qualification in and possession of AFSC 4A131.

3.4.2. 4A171. Qualification in and possession of AFSC 4A151.

3.4.3. 4A191. Qualification in and possession of AFSC 4A171. Also, experience managing all medical materiel functions.

3.5. Other. The following is mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

CEM Code 4A200

AFSC 4A291, Superintendent

AFSC 4A271, Craftsman

AFSC 4A251, Journeyman

AFSC 4A231, Apprentice

AFSC 4A211, Helper

BIOMEDICAL EQUIPMENT

1. Specialty Summary. Installs, inspects, repairs, and modifies biomedical equipment and support systems. Performs prepurchase evaluations of medical devices and advises on operational theory, underlying physiological principles, and safe clinical applications of biomedical equipment. Implements organizational maintenance support for all medical devices used within the medical treatment facility (MTF), medical research laboratories, air transportable hospitals and clinics, and contingency hospitals. Provides technical guidance and intermediate maintenance support on medical equipment systems when assigned to a regional Medical Equipment Repair Center (MERC). Directs the facility management program when assigned. Related DoD Occupational Subgroup: 132600.

2. Duties and Responsibilities.

2.1. Assembles, installs, and inspects new biomedical equipment. Assembles equipment and conducts pre-operational tests to verify compliance with medical and technical standards, specifications, contracts, and regulatory guidance. Installs or coordinates the installation of medical equipment that requires interface with other devices or with the facility. Resolves installation and associated maintenance support problems. Performs formal acceptance testing of complex medical equipment and installations such as diagnostic radiology systems and physiological monitoring systems. Performs pre-procurement surveys, and provides technical advice regarding the purchase of new biomedical equipment systems and the required facility interface requirements.

2.2. Inspects, services, and modifies biomedical equipment and support systems. Inspects biomedical equipment systems to determine operational status and compliance with technical standards and specifications. Performs or supervises preventive maintenance tasks such as lubrication; mechanical adjustment; and replacement of filters, tubing, and other parts subject to deterioration. Evaluates user maintenance procedures and ensures safe medical equipment practices are exercised. Instructs and advises personnel in the care and safe, effective use of medical equipment. Calibrates medical equipment according to manufacturers' technical literature, pertinent federal regulations, national standards, state and local laws, and Air Force guidance. Applies electrical, electronic, optical, mechanical, pneumatic, hydraulic, and physiological principles to diagnose and locate system malfunctions. Uses test equipment, technical data, engineering drawings, schematics, and reference materials for troubleshooting and repair of medical equipment. Performs authorized modifications to biomedical equipment.

2.3. Performs safety inspections. Inspects and tests medical and patient-related non-medical equipment for compliance with current safety standards. Inspects and tests supporting utility systems and specialized environment control systems of the medical facility for compliance with electrical and patient safety codes and standards. Identifies deficient equipment, initiates corrective action, and informs personnel of possible safety hazards.

2.4. Performs maintenance management and administrative functions. Develops and directs methods and procedures to be used in the maintenance activity. Determines the type, extent, and feasibility of repairs; and implements repair or condemnation procedures. Performs tasks relating to collecting and recording historical maintenance data. Quality controls reports to ensure accuracy of bench stock balance records and historical maintenance records (HMRs). Revises preventive maintenance and calibration cycles based on Air Force regulations, manufacturers' literature, and local conditions. Administers the medical equipment warranty and guarantee program. Develops statements of work (SOWs) and manages the medical equipment contract maintenance program. Ensures availability and control of spare parts, test equipment, and tools.

2.5. Manages facility management programs. Senior technicians and superintendents may be assigned as facility managers. Manages safety, resource protection, security, energy conservation, fire protection, communications, housekeeping, and facility maintenance programs. Maintains liaison with base agencies such as civil engineering (CE), communications, and contracting to acquire services for operation and maintenance of the facility, the installed equipment, and utility systems. Coordinates construction, maintenance, and facility alteration projects. Performs quality assurance evaluations of work completed by base agencies and contractors. Supervises maintenance of hospital environment and housekeeping. Conducts periodic inspections of the MTF and evaluates issues relating to maintenance, safety, fire protection, and disaster planning to ensure compliance with National Fire Protection Association (NFPA) codes and Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards. Verifies reimbursements to CE and contractors, and accumulates cost data to support facility budget requests.

3. Specialty Qualification.

3.1. Knowledge. Knowledge is mandatory of physiology; electrical, electronic, mechanical, optical, hydraulic, pneumatic, and radiation principles that apply to biomedical equipment systems; using and interpreting national safety and accrediting standards, blueprints, and Air Force publications; equipment systems application in medicine; and medical safety procedures.

3.2. Education. For entry into this specialty, completion of high school or general educational development equivalency with courses in algebra, trigonometry, mechanics, mechanical theory, general sciences, anatomy, or biology is desirable.

3.3. Training. For entry into this specialty, completion of a basic biomedical equipment maintenance course is mandatory.

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

3.4.1. 4A251. Qualification in and possession of AFSC 4A231. Also, experience in functions such as installing, inspecting, calibrating, modifying, and repairing biomedical equipment support systems.

3.4.2. 4A271. Qualification in and possession of AFSC 4A251. Also, experience supervising functions such as installing, calibrating, repairing, or modifying biomedical equipment systems.

3.4.3. 4A291. Qualification in and possession of AFSC 4A271. Also, experience managing functions such as installing, calibrating, repairing, or modifying biomedical equipment systems.

3.5. Other. The following are mandatory for entry into this specialty:

3.5.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.2. Minimum age 18 years.

3.5.3. See **Attachment 39** for additional entry requirements.

CEM Code 4B000

AFSC 4B091, Superintendent

AFSC 4B071, Craftsman

AFSC 4B051, Journeyman

AFSC 4B031, Apprentice

AFSC 4B011, Helper

BIOENVIRONMENTAL ENGINEERING

1. Specialty Summary. Performs and manages bioenvironmental engineering activities in the fields of industrial hygiene, occupational health, radiological health, and environmental protection to ensure healthful working conditions are maintained and that the environment is not adversely affected by Air Force operations. Supervises and performs bioenvironmental engineering medical readiness activities. Related DoD Occupational Subgroup: 132200.

2. Duties and Responsibilities.

2.1. Evaluates and conducts bioenvironmental engineering programs. Prepares and reviews reports. Consults with supervisors for corrective steps to be taken where health violations or deficiencies exist. Ensures that programs are being carried out and that control measures are adequate. Conducts internal inspections to ensure coverage of activities assigned to bioenvironmental engineering. Provides guidance and supervision in selecting protective equipment, and monitors its use in the industrial environment.

2.2. Supervises and performs bioenvironmental engineering functions. Reviews plans, work orders, contracts, and specifications for compliance with environmental and occupational health directives. Serves as a member on committees for occupational health, environmental protection, and medical readiness matters. Reviews environmental assessments and statements. Evaluates drinking water quality, swimming pools, and public bathing areas. Evaluates domestic waste treatment and solid waste disposal systems and procedures. Identifies and evaluates potential pollution sources. Develops, implements, and conducts water pollution surveillance programs. Investigates chemical spills and other environmental releases, collects samples and coordinates necessary corrective actions with state, federal, and local officials. Reviews supply issue documents for hazardous and toxic substances, assigns issue exception codes, and monitors issue, use, and disposal of such materials. Performs source and ambient monitoring. Coordinates with civilian regulatory agencies on environmental monitoring matters. Conducts evaluations and reviews procedures for compliance with pollutant discharge limits. Supervises and performs surveys of industrial shops. Surveys workplace, collects employee data, determines workplace monitoring requirements based on the nature and condition of the work environment and agents present, and performs needed sampling. Collects industrial hygiene data on noise, ionizing and non-ionizing radiation, illumination, ventilation, air quality, ergonomics, and thermal stress to assess degree of hazard and worker exposure. Maintains and quality controls case files. Maintains and calibrates survey equipment.

2.3. Performs, plans and directs duties in bioenvironmental engineering medical readiness. Performs and directs surveys to detect and identify chemical, biological, and radiological contaminants. Provides technical assistance and guidance to base disaster preparedness personnel in detecting warfare agents. Advises on health hazards and protective measures for exposed populations and emergency response personnel. Advises on decontamination procedures for medical personnel, patients, equipment, and medical facilities. Provides training for medical personnel, advice and guidance for training non-medical personnel in the medical aspects of defense against nuclear, biological, and chemical agents.

2.4. Performs and directs radiological health functions. Develops and maintains an inventory of all radiation sources, both ionizing and non-ionizing, on the installation. Surveys facilities, equipment, materials, and operations for ionizing and non-ionizing radiation hazards and monitors radioactive waste disposal and shipment to ensure compliance with current environmental, safety, and health standards, and licensing or permit requirements. Investigates suspected overexposures. In the absence of the bioenvironmental engineer, may be appointed as radiation safety officer. Supervises and conducts the personnel dosimetry program. Assists base activities in implementing radiation protection programs and in correcting deficiencies.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of basic and applied mathematics, basic chemistry, physics and computer usage, industrial hygiene, community environmental surveillance, occupational health, radiological health, environmental protection, medical administration, and bioenvironmental engineering aspects of medical readiness.

3.2. Education. For entry into this specialty, completion of an Algebra I course in high school is mandatory. Completion of high school courses in Algebra II, physics, chemistry, biology, and English composition is desirable.

3.3. Training. For award of AFSC 4B031, completion of the basic bioenvironmental engineering specialist course is mandatory.

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

3.4.1. AFSC 4B051. Qualification in and possession of AFSC 4B031. Also, experience in conducting bioenvironmental engineering evaluations and surveys.

3.4.2. AFSC 4B071. Qualification in and possession of AFSC 4B051. Also, experience performing and supervising industrial hygiene, occupational health, environmental protection, medical readiness and radiological health surveys to include the preparation of all related correspondence, reports, and charts.

3.4.3. AFSC 4B091. Qualification in and possession of AFSC 4B071. Also, experience managing industrial hygiene, community environmental surveillance, and radiological health programs.

3.5. Other. The following are mandatory for entry into this specialty:

3.5.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.2. Qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations*.

3.5.3. A minimum age of 18 years.

3.5.4. See **Attachment 39** for additional entry requirements.

CEM Code 4C000

AFSC 4C091, Superintendent

AFSC 4C071, Craftsman

AFSC 4C051, Journeyman

AFSC 4C031, Apprentice

AFSC 4C011, Helper

MENTAL HEALTH SERVICE

1. Specialty Summary. Supports mental health services in psychiatry, psychology, social work, family advocacy, substance abuse prevention and rehabilitation, and mental health programs. Manages mental health service resources and activities. Assists mental health professional staff with developing and implementing treatment plans. Performs specified mental health treatment. Reports and documents patient care. Related DoD Occupational Subgroup: 130200.

2. Duties and Responsibilities.

2.1. Conducts or assists in treatment and rehabilitation of mental health patients. Performs initial basic assessment procedures including standardized psychological testing, clinical interviewing, mental status examinations, substance abuse evaluations, and psychological and nursing assessment. Assists in identifying mental health and nursing diagnoses, treatments, patient education, and disposition planning. Participates in patient care conferences and substance abuse intervention. Observes, monitors, records, and reports patient's progress. Conducts or assists in conducting group and individual counseling, therapeutic community, and other related milieu activities. Institutes precautionary measures to prevent patient injury, suicide. Provides mental health and substance abuse prevention education. Performs general and special clinical procedures. Assists patients with nutritional, hygiene, and comfort measures. Obtains and records vital signs. Performs chaperone and escort duties. Maintains therapeutic relationships. Performs aeromedical evacuation procedures. Supports the Air Force drug testing program.

2.2. Plans and supervises mental health service activities. Coordinates with other agencies regarding specified care, treatment, prevention, rehabilitation, and administrative functions. Contacts military and community agencies to obtain collateral information. Explains and interprets mental health services to patients or others. Assists in, or arranges patient referral to public, private, and military community agencies.

2.3. Manages enlisted resources. Establishes priorities based on knowledge of interchangeable skills among assigned enlisted personnel. Manages preparation and maintenance of records and reports pertaining to specialty services. Reviews procedures and requirements within specialty services to preclude duplication and to free personnel for more direct service work with patients. Establishes, maintains, and evaluates specific mental health, family advocacy, and substance abuse training programs. Conducts in-service training. Schedules recurring training and conducts task evaluations.

2.4 Performs combat and disaster casualty care procedures. Supervises and assists with care of individuals experiencing acute and post-traumatic stress reactions.

2.5. Supervises and performs administrative duties. Prepares, maintains, and disposes of mental health, family advocacy, and substance abuse treatment records. Receives patients and schedules appointment. Evaluates mental health service activities. Collects and updates administrative and statistical data. Conducts unit self-assessments. Compiles and prepares medical and administrative reports. Briefs patients on safety and evacuation procedures.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of psychiatry, psychology, social work, family advocacy, and nursing principles, procedures and theories; confidentiality and legal aspects of patient care; understanding of medical, nursing, and mental health terminology; psychopathology; adjustment mechanisms; substance abuse pathology; 12 core functions for substance abuse counselor certification; combat and disaster casualty care management; communication processes; critical incident stress management debriefings, specialized mental health and nursing treatment techniques; anatomy and physiology; deviant and unacceptable behavior; principles of interpersonal relationships; counseling and interviewing techniques; diagnostic nomenclature; psychopharmacology; administration and scoring of psychological tests; medical and mental health ethics; medical and clinical records administration; principles of milieu therapy; personnel, unit and clinic management; and budgeting and acquisition of supplies and equipment.

3.2. Education. For entry into this specialty, completion of high school is mandatory. Completion of college courses in psychology, social or behavioral sciences such as psychology, counseling, substance abuse treatment, sociology, and marriage and family is desirable.

3.3. Training. For award of AFSC 4C031, completion of the mental health service apprentice course is mandatory.

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

3.4.1. 4C051. Qualification in and possession of AFSC 4C031. Also, experience administering, scoring, and reporting psychological test results; interviewing patients to obtain biopsychosocial history, personal information; and assisting professional staff to carry out prescribed treatment plan.

3.4.2. 4C071. Qualification in and possession of AFSC 4C051. Also, experience conducting briefings, performing or supervising psychological test administration; and interviewing, and assisting in patient treatment, or substance abuse prevention and counseling.

3.4.3. 4C091. Qualification in and possession of AFSC 4C071. Also, experience managing mental health service activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. See **Attachment 39** for entry requirements.

3.5.2. For entry, award, and retention of this AFSC, absence of any speech impediment, and ability to read aloud and speak distinctly.

3.5.3. For entry, award, and retention of these AFSCs, no record of emotional instability, personality disorder, or unresolved mental health problems.

CEM Code 4D000

AFSC 4D091, Superintendent

AFSC 4D071, Craftsman

AFSC 4D051, Journeyman

AFSC 4D031, Apprentice

AFSC 4D011, Helper

DIET THERAPY

1. Specialty Summary. Performs duties in Nutritional Medicine Service to include procuring, storing, preparing, cooking, baking and serving regular and therapeutic diets and nourishment. Performs clinical dietetics tasks and procures equipment. Maintains established sanitation, safety, and security standards. Accomplishes supply and subsistence management control and other duties as assigned. When no dietitian is assigned, consults command dietitian. Related DoD Occupational Subgroup: 132500.

2. Duties and Responsibilities.

2.1. Practices timely, quality fundamentals of food preparation for regular and therapeutic diets, tube feedings, therapeutic-in-flight and box lunches. Prepares and cooks food items included in regular and therapeutic diets to conform with menus, recipes and food production worksheets. Portions and selects nourishment for regular and therapeutic diets. Arranges and garnishes foods using available products and equipment. Assembles and disassembles patient trays on food carts in patient tray assembly area. Delivers and returns food carts from nursing units. Cleans and sanitizes food carts, work area, dining area and equipment. Disassembles and cleans patient tray assembly areas and dining hall serving lines. Standardizes recipes and tests new products. Establishes production controls and standards for quantity and quality of foods. Plans menus according to established patterns. Analyzes reports on baking and cooking activities. Provides field feeding, accountability, sanitation, and layout during disasters or contingencies.

2.2. Performs clinical dietetic tasks. Receives and processes diet orders, menus and other directives related to patient care. Assists in writing individual therapeutic diet menus according to established patterns and guidelines. Conducts dietary rounds to interview patients on regular and therapeutic diets to determine satisfaction and food preferences. Completes basic level nutritional assessments. Weighs patients on initial and follow-up visits, recording the information in the patients medical record. Obtains, evaluates and uses dietary history to plan nutritional care. Calculates simple, routine therapeutic diets. Supports community nutrition requirements.

2.3. Accomplishes supply and subsistence management control, and other administrative duties. Collects and turns in subsistence and surcharge monies. Completes menu tallies, patient tray service records and workload data. Assists in determining requirements, preparing requisitions and local purchase orders. Receives, verifies, stores and issues foods and supplies from the commissary and medical logistics. Draws supplies and subsistence. Establishes stock controls, periodic inventories and thawing procedures. Assists in implementing cost control procedures. Inspects and evaluates facility and equipment for proper main-

tenance, operation and use. Monitors quality, quantity, sanitation, safety and security standards. Practices Quality Management ensuring continuous quality improvements using metrics. Makes recommendations for corrective actions in effectiveness of the Nutritional Medicine Service operation. Directs, inspects and evaluates completed work of personnel. Establishes work schedules, work assignments, job descriptions and resolves technical difficulties. Formulates and follows standard operating instructions. Advises dietitian on equipment status, maintenance and adequacy; personnel training; and operational efficiency and economy. Provides input to the MTF budget. Coordinates nutritional medicine service activities with interrelated or using organizations.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of food preparation methods; standardized recipes; the metric system of weights and measures; food chemistry; medical and dietetic abbreviations and terminology relating to food preparation and clinical dietetics; operating special preparation feeding and service equipment; sanitation and aseptic techniques and standards; use of Materiel Safety Data Sheets; medical ethics; professional and patient relationships; psychology of serving patients; the digestive tract anatomy and physiology feeding in wartime or disaster contingencies; patient feeding in aeromedical evacuation; measures necessary to protect foodstuffs from contamination from radiological; chemical and biological agents; food purchasing, storage, preparing, service, merchandising, and managing Nutritional Medicine Service activities, menu planning, diet therapy, patient tray service and dining hall operations, baking, and cooking.

3.2. Education. For entry into this specialty, completion of high school is desirable with courses in mathematics, chemistry, biology, and food preparation.

3.3. Training:

3.3.1. For award of AFSC 4D031, completion of a basic food service course is desirable.

3.3.2. For award of AFSC 4D031, completion of a diet therapy course is mandatory.

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

3.4.1. 4D051. Qualification in and possession of AFSC 4D031. Also, experience in menu, diet planning, preparing, cooking, and serving regular and therapeutic diets.

3.4.2. 4D071. Qualification in and possession of AFSC 4D051. Also, experience supervising nutritional medicine service activities, such as scheduling and food service accounting.

3.4.3. 4D091. Qualification in and possession of AFSC 4D071. Also, experience managing functions such as baking, cooking and servicing of foods.

3.5. Other. See **Attachment 39** for mandatory entry requirements.

CEM Code 4E000

AFSC 4E091, Superintendent

AFSC 4E071, Craftsman

AFSC 4E051, Journeyman

AFSC 4E031, Apprentice

AFSC 4E011, Helper

PUBLIC HEALTH

1. Specialty Summary. Manages and performs public health activities and programs. Included are food safety and security inspection; sanitation; medical entomology programs; vector borne, communicable, and occupational disease prevention and control; public health medical readiness activities; and promoting and providing health education and training. Applies medical standards for initial and continued qualification of all Air Force members. Provides administrative oversight to the Preventive Health Assessment and Individual Medical Readiness (PIMR) Program and the related Occupational Health Physical Examinations Program (including audiograms). Provides medical intelligence through preventive medicine briefings and pre- and post-deployment surveillance activities and assists with medical processing for all deploying personnel. Related DoD Occupational Subgroup: 132200.

2. Duties and Responsibilities.

2.1. Conducts food safety and security programs. Inspects sanitary condition of containers and vehicles. Ensures food origin and distribution is by approved sources. Inspects foods for wholesomeness and contract compliance. Accesses risks associated with production, transportation, storage, preparation and serving of food. Recommends measures to prevent contamination (unintentional as well as intentional) and deterioration. Routinely inspects operational rations. Collects and ships food for laboratory analysis. Investigates customer complaints. Evaluates and completes inspection records.

2.2. Plans and conducts sanitation programs. Conducts sanitary evaluations of food, public facilities, and military and civilian contract aircraft. Determines compliance with sanitary standards and reports discrepancies. Provides food handler, disease outbreak, and community health education and training.

2.3. Organizes and assists in communicable disease prevention and control programs. Controls disease transmission through patient interviews, epidemiological investigations, and patient education. Advises professionals on control measures. Updates and completes associated records and forms. Investigates disease outbreaks. Collects and compiles epidemiological data. Identifies, evaluates and reports trends.

2.4. Provides administrative oversight to the PIMR program. Gathers data, produces rosters and reports for Primary Care Management Teams, Unit personnel and both medical and line leadership. Provides immunizations policy input to the Population Health Function and produces rosters and reports for healthcare provider teams and line unit personnel.

2.5. Assists in Occupational Health Programs. Assists with scheduling process to ensure personnel receive appropriate initial and follow-up medical appointments in support of the Occupational Health Program (to include pre-employment, periodic and termination). Conducts (or ensures performance of) occupational audiometric evaluations as required. Assists in educating supervisors and workers in personal hygiene, occupational hazards, hazard communications and personal protective equipment (mainly hearing protection devices). Monitors results of occupational health examinations to detect adverse trends. Helps investigate occupational illnesses. Advises healthcare providers on workplace hazards. Manages occupational health examinations and provides quality control of examination paperwork. Updates public health input to industrial case files.

2.6. Plans and conducts medical entomology program. Evaluates risk of vector borne disease. Monitors compliance and effectiveness of vector and pest management control programs. Recommends prevention and control measures. Provides education and training on prevention and control of vector borne diseases.

2.7. Plans, organizes, and conducts public health medical readiness programs. Prepares and conducts medical intelligence preventive medicine briefings. Conducts programs to reduce health risk from communicable diseases, food, improper field hygiene and sanitation, and environmental exposures. Provides advice and consultation for decontamination of food supplies. Provides consultation in decontamination procedures for patients and medical personnel, equipment, and facilities.

2.8. Assists healthcare provider teams with interpretation and application of medical standards to determine medical qualifications for occupational duty, worldwide duty, mobility status, flying status, and special duty. Provides administrative management of the Medical Profile Program. Assists with the quality control of temporary and permanent profiles of military personnel.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of basic biological and physical sciences; preventive medicine; fundamentals of microbiology, chemistry, anatomy, physiology, and pathology of the human body; terminology, medical standards, medical profiles, medical entomology programs; food science and technology; food handler training; food and water safety and security principles; medical food inspection; laboratory procedures; sanitary evaluations; public facility sanitation; prevention and control of food borne, waterborne, and vector borne diseases; communicable disease prevention and control; epidemiology; occupational health (including hearing conservation); medical readiness (including medical intelligence, deployment processing, and deployment surveillance); medical personnel management and administration; medical service organization and function; basic medical information management (including database management) and written and oral communication and instruction.

3.2. Education. For entry into this specialty, completion of high school courses in biology, chemistry, and general science is desirable.

3.3. Training. For award of AFSC 4E031, completion of a basic public health specialist course is mandatory.

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

3.4.1. 4E051. Qualification in and possession of AFSC 4E031. Also, experience in functions such as routine food safety and security inspection; sanitary evaluations; communicable disease control and disease intervention; occupational health (including illness prevention and hearing conservation); force health

management activities (including medical standards, PIMR management, medical profiles management and deployment processing) or public health medical readiness programs.

3.4.2. 4E071. Qualification in and possession of AFSC 4E051. Also, experience conducting public health programs.

3.4.3. 4E091. Qualification in and possession of AFSC 4E071. Also, experience managing public health activities.

3.5. Other. The following are mandatory for entry into this specialty:

3.5.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.2. Qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations*.

3.5.3. See **Attachment 39** for additional entry requirements.

CEM Code 4H000

AFSC 4H091, Superintendent

AFSC 4H071, Craftsman

AFSC 4H051, Journeyman

AFSC 4H031, Apprentice

AFSC 4H011, Helper

CARDIOPULMONARY LABORATORY

1. Specialty Summary. Performs and manages cardiopulmonary laboratory functions and activities for noninvasive diagnostic cardiac procedures, invasive diagnostic and interventional cardiac procedures, pulmonary function testing, diagnostic and therapeutic bronchoscopies, and respiratory therapy. Related DoD Occupational Subgroup: 130000.

2. Duties and Responsibilities.

2.1. Performs and supervises cardiopulmonary functions such as electrocardiograms, exercise stress testing, and ambulatory electrocardiographic monitoring. Assesses heart structures and flows via 2-D and m-mode echocardiography, Doppler, and contrast colors. Assists physician with transesophageal and stress echocardiography, and radionuclide and thallium studies. Interprets arrhythmias. Serves on cardiac catheterization (invasive) procedures teams. Assists in placing specialized equipment and instruments into cardiovascular system for diagnosis and therapy, including cardiac pacemaker and balloon pump insertion. Operates and maintains specialized equipment to evaluate respiratory or pulmonary functions, and respiratory physiology. Performs spirometry, flow volume loops, lung volumes, diffusion capacities, and closing volumes. Draws and analyzes arterial blood gas samples. Maintains quality control of arterial blood gas machines and CO oximeters, including proficiency testing. Performs broncho-provovation and exercise testing. Assists physician with fiberoptic bronchoscopy for diagnosis and therapy. Under orders of a physician, administers respiratory care such as oxygen and aerosol therapy, mechanical ventilator management, and preparation and administration of respiratory medications. Assists physician with intubation and extubation procedures. Performs endotracheal tube care. Maintains patient airway. Ensures bronchial hygiene through incentive spirometry and specialized breathing instructions. Prepares and instructs patient to use equipment or perform procedure. Checks patient and equipment, and changes equipment. Monitors data display on physiological equipment, and obtains and records vital signs. Performs cardiopulmonary resuscitation (CPR). Assesses and documents patient status. Performs user maintenance on equipment. Adheres to infection control and universal precautions procedures, including disposition of contaminated materials. Practices safety and security measures.

2.2. Performs cardiopulmonary laboratory administrative, maintenance, and support functions. Ensures equipment is calibrated to manufacturer's specifications. Cleans, disinfects, and sterilizes (or prepares for sterilization) cardiopulmonary equipment. Operationally checks and inspects equipment. Determines inventory level of disposable supplies; stocks accordingly; and returns excess stock. Prepares equipment

requisitions. Maintains CPR cart. Ensures emergency equipment is available and functional. Schedules patients for evaluations, procedures, and treatments. Obtains medical records. Greets patients and answers telephone. Practices patient and coworker sensitivity. Assists with transportation of patients to and from hospitals, and those in the air evacuation system requiring mechanical ventilation. Maintains general correspondence, files, records, and reports. Provides biometric data.

2.3. Manages cardiopulmonary laboratory functions and activities. Develops staffing requirements. Determines work priorities, methods, and procedures. Develops operating instructions and determines policies. Prepares budget requirements. Evaluates, budgets, and justifies new equipment purchases. Establishes and maintains publications library. Ensures compliance with credentialing agencies' standards. Participates in and manages quality assurance and improvement (QA&I) efforts. Directs on-going continuing education and in-services, developed in part from QA&I findings. Ensures implementation of disaster and emergency plans, as well as safety and security. Collects, analyzes, and reports biometric data. Processes collected data for physician interpretation.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of general anatomy and physiology; cardiopulmonary system structures and functions; basic pharmacology; patient care theory, procedures, and techniques; medical terminology; aseptic techniques; medical ethics; resuscitation techniques; maintaining and operating cardiopulmonary laboratory diagnostic and therapeutic equipment; medications; and medical computer systems, readiness, and resources management.

3.2. Education. For entry into this specialty, completion of high school or college courses in algebra and chemistry is mandatory.

3.3. Training. Completion of the following training is mandatory for award of the AFSC indicated:

3.3.1. 4H031. The apprentice cardiopulmonary laboratory specialist course.

3.3.2. 4H051. The cardiopulmonary laboratory specialist (phase II) course.

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

3.4.1. 4H051. Qualification in and possession of AFSC 4H031. Also, experience performing diagnostic and therapeutic procedures to care for and treat cardiopulmonary laboratory patients.

3.4.2. 4H071. Qualification in and possession of AFSC 4H051. Also, experience performing or supervising diagnostic and therapeutic procedures to care for and treat cardiopulmonary laboratory patients or operation of cardiopulmonary and respiratory equipment.

3.4.3. 4H091. Qualification in and possession of AFSC 4H071. Also, experience managing diagnostic and therapeutic activities involving patient care and treatment.

3.5. Other. See **Attachment 39** for mandatory entry requirements.

CEM Code 4J000

AFSC 4J090, Superintendent

AFSC 4J072*, Craftsman

AFSC 4J052*, Journeyman

AFSC 4J032*, Apprentice

AFSC 4J012*, Helper

PHYSICAL MEDICINE

1. Specialty Summary. Manages and directs physical medicine and orthotic personnel, materiel, equipment, administration, and activities. Administers physical medicine and orthotic patient care. Implements treatment plans and coordinates activities to ensure effective and efficient delivery of patient care programs. Fits, fabricates, assembles, repairs and adjusts orthopedic orthoses. Related DoD Occupational Subgroup: 130300.

2. Duties and Responsibilities.

2.1. Plans, implements and manages the delivery of physical medicine and orthotic services in coordination with the chief physical medicine element or flight. Maintains standards of care and ethical conduct. Participates in planning, providing and evaluating patient care. Trains in exercise and activities of daily living. Conducts treatments utilizing special equipment, modalities and other treatment procedures. Fabricates splints and aid devices to protect or assist patient in achieving optimal independent physical function. Constructs orthoses for spinal, lower and upper limbs, casts and corrects shoes as prescribed by a privileged provider. Gathers and documents performance data. Observes, records, and reports patient responses to treatment. Assists therapist with evaluations, tests, measurements, procedures and wound and burn care.

2.2. Performs, assists with, or manages physical medicine and orthotic administration of services and all related activities to assure effective and efficient delivery of patient care and programs. Supervises and conducts continuing education, in-service and upgrade training.

2.3. Manages material and equipment. Recommends need for resource requirements. Submits annual budget. Ensures compliance with inspection and maintenance procedures, and safeguards equipment. Provides quality patient care in an ethical, legal, safe, sanitary, caring and efficient environment.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of sciences including physical, physiological, anatomical, social, and behavioral; basic and clinical sciences, including laboratory or other practical experience; testing and treatment procedures constituting scope of physical medicine and orthotic scope of practice; ther-

apeutic modalities; orthotic laboratory equipment; medical terminology; communication skills and instruction methods; basic medical logistics procedures; administrative procedures; and medical ethics.

3.2. Education. For entry into this specialty, completion of high school courses in biology and physical science is desirable.

3.3. Training.

3.3.1. For award of AFSC 4J032, completion of physical medicine course is mandatory.

3.3.2. For award of 4J032A, completion of an orthotic apprentice course is mandatory.

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

3.4.1. 4J032A. Qualification in and possession of AFSC 4J052 or higher.

3.4.2. 4J052. Qualification in and possession of AFSC 4J032. Also, experience in functions such as administering patient care.

3.4.3. 4J052A. Qualification in and possession of AFSC 4J032A. Also, experience in functions such as fabricating, adjusting, and repairing orthopedic orthoses.

3.4.4. 4J072. Qualification in and possession of AFSC 4J052. Also, experience performing or supervising functions within the physical medicine element.

3.4.5. 4J072A. Qualification in and possession of AFSC 4J052A. Also, experience performing or supervising functions such as fabricating and repairing orthoses.

3.4.6. 4J090. Qualification in and possession of AFSC 4J072 or 4J072A. Also, experience managing functions within the physical medicine element.

3.5. Other. The following are mandatory as indicated:

3.5.1. See **Attachment 39** for additional entry requirements.

3.5.2. For entry into AFSC 4J0X1A, prior qualification at the 5-skill level in AFSC 4J0X2.

4. * Specialty Shredouts.

Suffix	*Portion of AFS to Which Related*
A	Orthotic

CEM Code 4M000

AFSC 4M091, Superintendent

AFSC 4M071, Craftsman

AFSC 4M051, Journeyman

AFSC 4M031, Apprentice

AFSC 4M011, Helper

AEROSPACE PHYSIOLOGY

1. Specialty Summary. Manages aerospace physiology operation facility. Operates and maintains aerospace physiology devices including altitude chambers. Instructs or observes on simulated flights to altitude, and instructs in a classroom. Trains flying personnel and high altitude parachutists in subjects such as aircraft pressurization, night vision, emergency first aid, oxygen equipment, physiological effects of altitude, and emergency escape from aircraft. Other areas of responsibility include high altitude airdrop mission support (HAAMS), physiology research and development, parasail instructor, hyperbaric operations, human performance training team member, and high altitude pressure suit technician. Manages associated aerospace physiology programs. Related DoD Occupational Subgroup: 132400.

2. Duties and Responsibilities.

2.1. Plans and conducts aerospace physiology activities. Assists aerospace physiologist and flight surgeons to set up local flying activity procedures to physiologically indoctrinate flying personnel. Schedules and operates low-pressure chambers to subject personnel to simulated changes in barometric pressure experienced in flying. Controls pressure inside chamber. Monitors air and oxygen pressure gauges, altimeters, vertical speed instruments, humidity meters, temperature gauges, and other instruments indicating chamber conditions. Operates altitude pressure suite control console to adjust pressures inside suits and helmets. Operates hyperbaric and hypobaric chambers for physiological research. Assists medical officers and performs hyperbaric observer duties. Performs flying duties in support of HAAMS operations. Operates night vision trainers and projectors, controlling light intensities, silhouette movements, target and aircraft projection, and introduction of illusory effects. Operates ejection seat trainer and adjusts seat, restraining harness, headrest, and student position to ensure safety during firing. Enforces safety procedures. Operates and demonstrates parasail training equipment, including parasail device, tow reel, tow truck, radio equipment, and meteorological devices. Establishes routine storage, inspection, and maintenance procedures for life support equipment and replacement parts used by training unit. Provides consultation for wing functional area human performances issues. Aids wing functional areas on evaluations, inspections, and surveys designed to eliminate mishap potentials, and serves as human performance consultant during mishap investigations.

2.2. Conducts training and testing with aerospace physiology devices. Briefs trainees before hyperbaric and hypobaric chamber dives and flights, or other types of physiological training. Questions trainees for disqualifying defects requiring referral to aerospace physiologist or flight surgeon. Acts as inside and out-

side observer, or other crew positions during chamber flights and training sessions. Notes signs of hypoxia, decompression sickness, and other physiological effects, and assists trainees. Administers tests on physiological data and equipment covered in lectures and trainer indoctrination. Records information on chamber flights, trainer use, student reactions and symptoms, and operator performance. Briefs students on parasail and proper parachuting techniques. Fits and maintains full and partial pressure suits. Supports associated flight operations. Operates hyperbaric chambers and associated equipment for proficiency and medical treatments. Instructs in parachuting techniques, including landing-fall procedures, swing landing trainer practice, and parasail device use.

2.3. Instructs in aerospace physiology program. Assists in conducting lectures, discussions, and demonstrations to indoctrinate flying and parachuting personnel in physical and physiological effects and stresses of flight on the human body. Discusses physiological factors involved in acceleration, exposure to temperature extremes, pressurized cabins and rapid decompression, high altitude escape, effective use of eyes under various light conditions, sensory illusions of flying, and various in-flight emergency situations. Instructs students in use of oxygen masks, pressure suits, antigravity suits, flying clothing, emergency cylinders, portable assemblies, and other high altitude protection equipment. Instructs and supervises trainees in fitting, adjusting, and maintaining oxygen masks and other personal equipment, and use of oxygen regulators, ejection seats, and safety harnesses. Instructs proper parachuting techniques, including landing procedures, swing landing trainer practice, and parasail. Advises and consults with Aerospace Physiologists on matters regarding course curriculum and preparing training manuals. Instructs flying and nonflying warfighters on the stresses and human performance implications of military aviation, space operations, and worldwide deployment environments. Reviews mishap investigation reports and safety reports to develop training that is designed to prepare combat forces for mission effectiveness.

2.4. Prepares and maintains records. Records information on types and duration of hyperbaric and hypobaric chambers, trainer use, and participation of students and operator personnel. Records occurrence and severity of symptoms of decompression sickness, adverse reactions, and other physiological or psychological disturbances caused by chamber flights. Maintains individual records of training completion. Prepares reports and collects data on special tests.

2.5. Maintains and modifies training equipment. Performs simple maintenance on high- and low-pressure chambers and pumps, interphone equipment, ejection seat trainers, pressure suits, oxygen equipment, and other physiological training devices. Prepares training devices and aids for indoctrination sessions. Conducts preflight and preuse equipment checks. Installs replacement parts in defective equipment. Prepares recording instruments to follow course of operations and special tests. Modifies standard equipment and apparatus to perform special tests. Constructs special training aids, mockups, and testing devices.

2.6. Inspects and evaluates aerospace physiology activities. Reviews policies and procedures to determine compliance with directives. Evaluates indoctrination program. Interprets findings and recommends corrective action. Coordinates and consults with aerospace physiologist to improve administrative and technical methods. Evaluates mission-specific human performance issues as an operational support flyer.

2.7. Performs technical aerospace physiology functions. Resolves technical problems pertaining to aerospace physiology operations. Obtains and compiles data for aerospace physiology activity reports. Assists in research activities.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of anatomy and physiology, physiological effects of flight, emergency medical care, techniques of operating and maintaining aerospace physiology devices, using and fitting flying equipment, instructional methods, and examination procedures.

3.2. Education. For entry into this specialty, completion of high school courses in biology and chemistry are desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. AFSC 4M031:

3.3.1.1. A basic aerospace physiology course.

3.3.1.2. An appropriate course in academic instruction.

3.3.2. AFSC 4M071:

3.3.2.1. Completion of the Aerospace Physiology Craftsman Course.

3.3.2.2. Completion of the Enlisted Human Performance Enhancement Course.

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

3.4.1. 4M051. Qualification in and possession of AFSC 4M031. Also, experience in functions such as operating and maintaining physiological training devices, or fitting, maintaining, or inspecting oxygen and personal flying equipment.

3.4.2. 4M071. Qualification in and possession of AFSC 4M051. Also, experience supervising functions such as operating and maintaining aerospace physiology devices, administering tests to physiological trainees, or instructing in physiological training.

3.4.3. 4M091. Qualification in and possession of AFSC 4M071. Also, experience managing functions such as operating and maintaining aerospace physiology devices, administering tests to physiological trainees, or instructing in physiological training.

3.5. Other. The following is mandatory as indicated:

3.5.1. See **Attachment 39** for entry requirements.

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

3.5.2.1. Clear voice without speech impediments.

3.5.2.2. Physical qualification for aerospace physiology duty according to AFI 48-123, *Medical Examination and Standards.*

CEM Code 4N000

AFSC 4N091, Superintendent

AFSC 4N071, Craftsman

AFSC 4N051*, Journeyman

AFSC 4N031*, Apprentice

AFSC 4N011*, Helper

AEROSPACE MEDICAL SERVICE

1. Specialty Summary. Plans, provides, and evaluates routine patient care and treatment of beneficiaries to include flying and special operational duty personnel. Organizes the medical environment, performs and directs support activities for in-patient care situations, including contingency operations and disasters. Performs duty as Licensed Practical Nurse (LPN), independent duty medical technician (IDMT), aeromedical evacuation technician (AET), hyperbaric medical technician (HBMT), allergy and immunization technician (AIT), or neurology technician (NT) functions. Related DoD Occupational Subgroup: 130000.

2. Duties and Responsibilities.

2.1. Provides, supervises, and manages patient care of beneficiaries to include flying and special operational duty personnel. As part of the nursing team, utilizes the nursing process to provide care for the beneficiaries. Acts as Primary Care Management (PCM) team leader and/or member. Monitors and records physiological measurements. Orients new patients to the hospital environment. Admits, discharges, and transfers patients as directed. Observes, reports, and records observations in patient progress notes and team conference. Performs portions of medical treatment, diagnostic, and therapeutic procedures. Cares for, observes, and reports on postoperative patients and seriously or critically ill and injured patients. Records treatments and procedures rendered, and observes effects. Performs care of deceased patients. Identifies patient problems and assists in developing and evaluating patient care plan. Prepares and administers medications under nurse or physician supervision. Adheres to infection control procedures including use of personal protective equipment, disposal of waste, and aseptic technique. Performs central sterile supply duties. Assembles, operates, and maintains therapeutic equipment. Provides field medical care in contingency operations and disasters. Performs basic life support and triage in emergency situations. Serves as member of primary emergency medical response to in-flight emergencies, aircraft mishaps, and potential mass casualty scenarios from on- and off-base incidents. Operates emergency medical and other vehicles. Loads and unloads litter patients. Frontline preventionist who identifies potential health risks and provides preventive counseling. Performs paraprofessional portions of preventative health assessments and physical examinations. Performs medical records reviews in order to determine medical qualification for deployment of fitness for various duty positions. Identifies medical conditions that may disqualify a member for worldwide duty and assists provider with initiation of physical profile, when required. Assists with oversight of grounding and waiver management follow-up systems. Participates in contingency or disaster field training, exercises, and deployments. Assists flight surgeon with air-

craft mishap and physiological incident response, investigation, and reporting. Augments search and rescue flying squadrons. Assists flight surgeons with readying units for deployments Maintains in patient and out patient medical records. Prepares and submits administrative reports. Manages supplies and equipment, submits and executes budgets, schedules personnel for duty. Supervises personnel and conducts training.

2.2. Schedules in-service training in new procedures, techniques, and equipment. Provides required basic life support training. Conducts or schedules periodic disaster training, fire drills, and evacuation procedures. Provides medical training to include agencies and personnel other than medical. Training may include areas such as emergency medical technician and self-aid buddy care.

2.3. Performs duty as an IDMT at deployed operating locations and at fixed sites. Deploys as Squadron Medical Element (SME) member with operational squadrons. Provides forward area medical care in an austere or bare-base environment. Renders medical and dental treatment and emergency care, recommends/coordinates evacuation to a location where definitive medical treatment facilities are available. Performs pharmacy, laboratory, bioenvironmental, public health, medical logistics, and medical administration duties.

2.4. Performs aeromedical evacuation (AE) duties. Prepares patients and equipment for flight. Prepares aircraft for patient enplaning. Enplanes and deplanes ambulatory and litter patients. Inventories, loads and unloads baggage. Functions as an aeromedical evacuation crewmember. Assists flight nurse with in-flight patient care and documentation. Monitors safety and security of patients, crew and the aircraft during in-flight or ground operations. Operates specialized aircraft life support equipment, medical devices and aircraft systems related to patient care. Provides emergency care for patients in event of medical or aircraft emergency. Performs when tasked as a member of a mobile aeromedical staging facility (MASF) during field training and deployment for contingency operations.

2.5. Performs allergy and immunization (AI) duties. Manages immunotherapy care and performs diagnostic tests as ordered by physician. Utilizes computer based patient information. Prepares allergenic extracts and specific allergy treatment extracts. Performs tuberculosis and lung fungus testing. Performs allergy skin testing. Performs basic pulmonary functions studies. Administers vaccines IAW current guidelines and documents in patient records. Performs emergency care for treatment of anaphylaxis. Provides post-immunization instructions in regard to expected reactions and in proper care of vaccinations. Provides oversight of immunization processes . Arranges, schedules, and supervises mass immunizations.

2.6. Performs neurology duties. Prepares patients for examination, treatment, and diagnostic procedures. Assists physician with diagnostic procedures and treatments. Assembles, operates, maintains and performs routine user maintenance of electroencephalographic and electromyographic equipment. Assists in performing special electroencephalographic and electromyographic procedures. Ensures appropriate care and storage of tracings and reports.

2.7. Performs critical care duties. Provides nursing care for patients in various intensive care units. Assists with patient examinations and special procedures including mechanical ventilation. Assists with cardiovascular and neurovascular procedures and hemodialysis. Prepares patients with special equipment transfers.

2.8. Performs hyperbaric medical technician duties. Assists physicians and nurses in the evaluation and provision of care to patients referred for hyperbaric treatment and/or hyperbaric medical research. Provides emergency care to include mechanical ventilation, cardiac and diabetic monitoring, and IV management in the hyperbaric environment. Prepares patients for examination, treatment, and diagnostic testing

and conducts transcutaneous oxygen assessments of treatment limbs in ambient and hyperbaric conditions. Provides wound care and debridement for patients with chronic non-healing wounds. Performs primary duties as inside observer during patient treatments or research exposures, and secondary duties as chamber operator. Maintains digital image repositories. Conducts testing and evaluation studies of medical equipment for use in the hyperbaric environment.

2.9. Performs hemodialysis duties. Prepares patient and performs procedures using specialized renal dialysis equipment.

2.10. Performs Licensed Practical Nurse (LPN) duties: Utilizes the nursing process for patients by promoting and maintaining health, preventing disease and disability, caring for and rehabilitating individuals who are experiencing an altered health state, while contributing to the ultimate quality of life until death. Actively participates in and leads the planning, implementation, and evaluation of nursing care in all settings, where patient care takes place, with the responsibility of carrying out assignments to completion. Performs assessment and analysis of patient health status, identifies health goals, recognizes subtle changes in conditions, interprets these changes, and immediately determines appropriate course of action.

2.11. Manages and directs medical service resources. Coordinates medical service activities with executive and clinical management teams.

3. Specialty Qualifications.

3.1. Knowledge. The following knowledge is mandatory for award of AFSC indicated:

3.1.1. 4N0X1/X1X. Medical terminology, anatomy and physiology; nursing theory, techniques and procedures; nursing assessment; team nursing; patient needs; emergency medical treatment to include cardiopulmonary resuscitation, aseptic technique, medical ethics, and legal aspects; prescribed drugs/immunization and their administration; population health concepts; operating and maintaining therapeutic equipment; and transportation of sick and wounded; risk management; military hygiene and sanitation; contingency operations, disaster preparedness, and chemical warfare; flight physiology fundamentals; maintenance of human weapon system; and operational readiness of the war fighter.

3.1.2. 4N0X1B. Neurological patient examination, treatment, and diagnostic procedures; and operation and user maintenance of electroencephalographic, electromyographic, and other neurodiagnostic equipment.

3.2. Education. For entry into this specialty, completion of high school or a GED is required with courses in general science, biology, psychology, and chemistry is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 4N031. Completion of a basic medical service course.

3.3.2. 4N031B. Completion of a basic neurology technician course.

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

3.4.1. 4N051/51B. Qualification in and possession of AFSC 4N031/31X. Experience performing functions such as care and treatment of patients, operating and maintaining therapeutic equipment, and properly administering parenteral immunizing biologicals.

3.4.2. 4N071. Qualification in and possession of AFSC 4N051/51X. Also, experience performing or supervising functions such as nursing activities; care and treatment of patients; operating and maintaining

therapeutic equipment; conducting paraprofessional portions of physical examinations; and assisting in medical treatment of patients.

3.4.3. 4N091. Qualification in and possession of AFSC 4N071. Experience managing functions such as medical and related patient care and administrative activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations*.

3.5.1.2. See **Attachment 39** for additional other entry requirements.

3.5.2. For entry into shredout B, prior qualification in and possession of PAFSC 4N051/71.

3.5.3. For entry, award, and retention of shredout B, no record of emotional instability.

3.5.4. For award and retention of AFSCs 4N031/4N051/51X/71, certification from the National Registry of Emergency Medical Technicians (NREMT) as an emergency medical technician- (Basic) (EMT-B) is mandatory. After initial certification, continued certification is mandatory. Individuals who posses a current State EMT-Paramedic or NREMT-Paramedic certification exceed the NREMT-B requirement and are not required to maintain a NREMT-B certification.

4. * Specialty Shredouts.

Suffix	*Portion of AFS to Which Related*
B	Neurology (includes duties and responsibilities contained in paragraph 2)

CEM Code 4N000

AFSC 4N191, Superintendent

AFSC 4N171*, Craftsman

AFSC 4N151*, Journeyman

AFSC 4N131*, Apprentice

AFSC 4N111*, Helper

SURGICAL SERVICE

1. Specialty Summary. Participates in and manages planning, providing, and evaluating surgical patient care activities and related training programs. Organizes the medical environment, performs and directs support activities in patient care situations, including contingency operations and disasters. Assists professional staff in providing patient care for the surgical patient before, during, and after surgery. Performs scrub and circulating duties in the operating room (OR). Assists with post-anesthesia recovery of patients. Processes, stores, and distributes sterile supplies. Participates in planning, implementing, and evaluating management activities related to the OR and Central Sterile Supply Services (CSSS). Performs duties in and supervises the urology, orthopedic, and otorhinolaryngology surgical specialties. Related DoD Occupations Subgroup: 130100.

2. Duties and Responsibilities.

2.1. Directs, performs, and coordinates administrative functions. In coordination with executive management team, establishes administrative policies for surgical functions and provides input into strategic resource planning. Manages the preparation of correspondence, records, and their maintenance. Determines methods and sources of obtaining data for routine or special reports. Directs, coordinates, and validates budget requirements. Serves as a consultant to MAJCOM Medical Service Manager. Participates or assists in developing and implementing command programs. Conducts staff assistance and consultant visits. Assists the executive management team with developing, interpreting, and evaluating instructions, regulations, policies, and procedures. Oversees development, implementation and evaluation of medical readiness plans and programs. Oversees and participates in implementation of continual quality improvement plans and programs.

2.2. Provides, supervises and manages surgical patient care activities. Performs surgical tasks. Acts as team leader and member. Transports patients, and related records to and from the OR and recovery room. Assists nursing staff with preoperative patient preparation activities. Helps with routing medical materiel management activities. Accomplishes routine safety checks and operator preventive maintenance on fixed and moveable medical equipment and fixtures. Performs routine and specialized housekeeping activities. Prepares OR for surgery by setting up and opening sterile supplies and instruments. Assists anesthesia personnel with patient positioning and anesthesia administration. Applies principles of asepsis, infection control, and medical ethics. Assists with terminal cleanup of OR and prepares for follow-up procedures. Receives, decontaminates, and cleans soiled patient care items. Assembles, wraps, and sterilizes instru-

ment sets, supplies, and linen packs. Stores, maintains, and distributes sterile patient care items. Assists the circulating nurse with preparing records, reports, and requests. Prepares specimens for transport to the laboratory. Performs scrub duties in OR. Scrubs hands and arms and dons sterile gown and gloves. Prepares and maintains sterile instruments, supplies, and equipment of draped tables and stands. Counts sponges, needles, instruments, and related items with circulating nurse before, during, and after surgical procedures. Assists the operative team with applying sterile drapes to the surgical field. Passes instruments, sutures, and other supplies to the sterile operative team. Anticipates surgeons needs, and provides additional assistance as directed. Cares for surgical specimens on the sterile field. Cleans and prepares instruments and reusable supplies for terminal sterilization and decontamination. Participates in contingency or disaster field training, exercises, and deployments.

2.3. Performs recovery room or basic nursing duties. Assists surgeon and nursing staff with monitoring and recording vital signs. Administers oxygen, helps arouse patient, and carries out surgeons post-operative orders. Assists with identifying and managing of postoperative complications.

2.4. Performs general clinic functions. Schedules and prepares patients and sets up instruments, supplies, and equipment for specialized procedures in the OR and specialty clinics. Assists specialty surgeon during surgical and diagnostic procedures. Assembles, operates, and maintains diagnostic and therapeutic equipment. Orders diagnostic laboratory and radiographic procedures as directed. Performs administrative activities unique to specific surgical clinics.

2.5. Provides medical training to agencies and personnel other than medical. Truing includes areas such as aseptic technique and self-aid buddy care. Schedules inservice training in new procedures, techniques, and equipment. Provides required basic life support training. Conducts or schedules periodic disaster training, fire drills, and evacuation procedures.

2.6. Performs urology functions. Operates special urological radiography equipment. Administers injections, catheterizes patients, performs laboratory tests and procedures, and administers intravesical medications.

2.7. Performs orthopedic functions. Applies and removes casts and splints as directed by health care providers. Assembles and applies orthopedic traction devices. Instructs patients in using crutches, canes, and other orthopedic appliances.

2.8. Performs otorhinolaryngology functions. Performs minor diagnostic and therapeutic ear, nose, and throat (ENT) procedures. Administers local anesthetics under supervision of the physician. Performs diagnostic hearing evaluations and vestibular function tests. Makes ear mold impressions for hearing aids. Performs facial nerve testing.

2.9. Performs management and training functions within surgical services. Plans and schedules workloads and duty assignments. Establishes work methods and standards. Evaluates work capability and proficiency of subordinates. Plans and conducts training. Interprets policies and regulations. Inspects and evaluates activities and procedures to ensure maintenance of asepsis and proper environmental, equipment, and facility safety conditions. Analyzes requirements and supervises requisition, storage, maintenance, and issue of equipment and supplies. Supervises preparation and maintaining reports and records.

3. Specialty Qualifications.

3.1. Knowledge. The following knowledge is mandatory for award of AFSC indicated:

3.1.1. 4N1X1/X1X. Fundamentals of anatomy and physiology; principles of asepsis and sterile techniques; preparing and storing surgical sets and packs, surgical instrumentation, and equipment; OR and anesthesia procedures; pathology as it applies to specimen care and handling; basic microbiology and infection control principles; basic surgical pharmacology; sterilizing and disinfecting procedures; surgical and anesthesia complications and their treatment; hospital and OR environmental hazards and safety procedures; handling and storage of compressed gases; basic medical material procedures; basic medical administrations procedures; legal aspects of preoperative care and medical ethics; roles and qualifications of surgical team members; and basic clinical functions.

3.1.2. 4N1X1B. Anatomy and physiology of the genitourinary system and its disorders, genitourinary system terminology, and radiology techniques in urological procedures.

3.1.3. 4N1X1C. Anatomy and physiology of the musculoskeletal system and its disorders; musculoskeletal system terminology; common practices, techniques, and principles of fracture immobilization including plaster and other casting materials; methods and principles of traction application; and common orthopedic complications and their management.

3.1.4. 4N1X1D. Anatomy and physiology of the head and neck; disorders of ENT; medical terminology related to the ENT specialty; and special audiometry testing.

3.2. Education. For entry into this specialty, completion of high school course in general science, biology, chemistry, hygiene, and psychology is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 4N131. Completion of the surgical service resident and clinical course.

3.3.2. 4N151B. Completion of the basic urology course.

3.3.3. 4N151C. Completion of the basic orthopedic course.

3.3.4. 4N151D. Completion of the basic otorhinolaryngology course.

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

3.4.1. 4N151/51X. Qualification in and possession of AFSC 4N131/31X. Also, experience in functions such as general care and treatment of patients; assisting the operative team and nursing staff in surgery; preparing patients for surgery; and performing sterile, unsterile, and related surgical activities.

3.4.2. 4N171/71X. Qualification in and possession of AFSC 4N151/51X. Also, experience supervising and performing functions such as assisting surgeon and supervisor.

3.4.3. 4N191. Qualification in and possession of AFSC 4N171/71X. Also, experience managing functions such as medical, surgical, and related patient care and administrative activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. See **Attachment 39** for entry requirements.

3.5.2. For entry into shredouts B, C, and D, prior qualification and possession of AFSCs 4N151/71.

3.5.3. For award of shredout D, certification in audiology is mandatory for shredout D personnel assigned to hearing conservation diagnostic centers.

4. * Specialty Shredouts.

Suffix	*Portion of AFS to Which Related*
B	Urology
C	Orthopedics
D	Otorhinolaryngology

CEM Code 4P000

AFSC 4P091, Superintendent

AFSC 4P071, Craftsman

AFSC 4P051, Journeyman

AFSC 4P031, Apprentice

AFSC 4P011, Helper

PHARMACY

1. Specialty Summary. Manages administrative and technical pharmacy activities. Requisitions, stocks, compounds, and dispenses pharmaceuticals. Safeguards controlled drugs. Maintains and operates pharmacy information systems. Related DoD Occupational Subgroup: 131200.

2. Duties and Responsibilities.

2.1. Compounds and dispenses pharmaceuticals. Interprets prescriptions and formulas for appropriateness and conformity with established guidelines. Confers with prescribers or patients on questions to assure desired therapeutic outcome. Performs and verifies pharmaceutical calculations. Selects and prepares drug orders according to accepted standards. Manufactures, labels, and stores preparations according to accepted compendia and reference literature.

2.2. Performs inventory control functions. Establishes requirements, requisitions, and stores drugs and equipment. Prepares orders needed for emergency, controlled drug, or other special items. Initiates defective drug product complaints. Processes adverse drug reaction reports.

2.3. Plans and organizes pharmacy activities. Develops economical, efficient work methods and operating procedures. Coordinates pharmacy activities with other functional areas. Develops and directs pharmacy quality assurance programs.

2.4. Inspects and evaluates pharmacy activities. Conducts periodic inspections of all drug storage and usage areas. Corrects discrepancies and maintains inspection reports.

2.5. Develops formulations. Assists in the development of new or modified drug formulations. Maintains current drug information literature for pharmacy and medical staff. Participates in Pharmacy and Therapeutics Committee functions.

2.6. Performs pharmacy administrative functions. Provides proper maintenance and disposal for all pertinent Air Force and drug records. Prepares and revises Medical Facility Drug Formulary.

2.7. Operates and maintains data automation equipment. Performs routine cleaning and maintenance of computer software and hardware. Revises data automation needs in accordance with current technology and availability.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of pharmaceutical chemistry; pharmaceutical calculations; pharmacology and medical ethics; pharmacy management; medical administrative procedures; quality assurance; medical supply and local procedures; documentation management.

3.2. Education. For entry into this specialty, successful completion of one year of high school or one unit of college algebra in mandatory. Completion of high school or college courses in anatomy, physiology, biology, chemistry, automated data processing, and typing is desirable.

3.3. Training. For award of AFSC 4P031, completion of a basic pharmacy course is mandatory.

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

3.4.1. 4P051. Qualification in and possession of AFSC 4P031. Also, experience in preparing, storing, or dispensing medications.

3.4.2. 4P071. Qualification in and possession of AFSC 4P051. Also, experience performing or supervising function such as compounding, storing, or dispensing medicinal preparations.

3.4.3. 4P091. Qualification in and possession of AFSC 4P071. Also, experience managing functions such as those involved in administrative and technical pharmacy operations.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. For award and retention of AFSCs 4P031/51, ability to keystroke at a rate of 25 words per minute.

3.5.3. For entry, award, and retention of these AFSCs, ability to speak distinctly without speech impediment.

3.5.4. For award and retention of AFSCs 4P091/00, ability to communicate clearly, both orally and in writing.

CEM Code 4R000

AFSC 4R090, Superintendent

AFSC 4R071*, Craftsman

AFSC 4R051*, Journeyman

AFSC 4R031*, Apprentice

AFSC 4R011*, Helper

DIAGNOSTIC IMAGING

1. Specialty Summary. Operates equipment to produce diagnostic images and assists radiologist or physician with special procedures. Prepares equipment and patients for diagnostic studies and therapeutic procedures. Performs technical and administrative radiology activities. Ensures health protective measures such as universal precautions and radiation protection measures are established and employed. Assists the radiation oncologist. Manages diagnostic imaging functions and activities. Related DOD Occupational Subgroup: 131300.

2. Duties and Responsibilities.

2.1. Operates fixed and portable radiographic equipment to produce routine diagnostic medical images. Computes techniques and adjusts control panel settings such as kilovoltage, milliamperage, exposure time, and focal spot size. Positions patient to image desired anatomic structures. Selects image recording media, adjusts table or cassette holder, aligns x-ray tube for correct distance and angle, and restricts radiation beam for maximum patient protection. Exposes and processes images.

2.2. Uses specialized equipment to perform nuclear medicine, mammography, ultrasound, computerized tomography, and magnetic resonance imaging. Selects imaging protocols and required accessories, and makes adjustments based on the specific examination requirements. Records and processes the image. Manipulates the recorded image using computer applications.

2.3. Assists physicians with fluoroscopic, interventional, and special examinations. Instructs patients preparing for procedures. Prepares and assists with contrast media administration. Maintains emergency response cart. Assists physician in treating reactions to contrast material. Prepares sterile supplies and equipment. Operates accessory equipment such as automatic pressure injectors, serial film changers and digital imagers, stereotactic biopsy devices, and vital signs monitoring equipment. Performs image subtraction and manipulation techniques.

2.4. Assists radiation oncologist in radiation treatment of disease. Operates treatment simulator. Constructs custom blocks and compensating filters. Uses electromagnetic and radioactive-source radiations in treating disease. Prepares and positions patients and equipment for, and delivers therapeutic and palliative radiation treatments. Sets and verifies dosage settings on equipment. Monitors patients during treatment activities. Documents patient treatment record.

2.5. Performs and supervises general diagnostic imaging activities. Mixes film processing solutions, loads and unloads film holders, and reproduces images. Cleans and inspects equipment and performs preventive maintenance. Receives patients, schedules appointments, prepares and processes examination requests and related records, and files images and reports. Enters and maintains data in radiology information systems. Assists with phase II didactic and performance training, evaluation and counseling of students, and maintenance of student academic records. Participates in formal research projects.

2.6. Establishes and maintains standards, guidelines, and practices. Composes protocols. Prepares routine positioning guides and technique charts. Reviews images to ensure quality standards are met. Performs equipment quality control checks such as processor sensitometry, film-screen contact tests, collimation and light field alignment tests, and safelight fog tests. Monitors personnel to ensure protective procedures such as those in the As Low As Reasonably Achievable (ALARA) radiation safety, hazardous material communications, and Air Force occupational safety and health programs are followed. Performs tests on radiation protection equipment. Assesses staff competence, and monitors appropriateness of care and completeness of examination requests.

2.7. Plans, organizes, and supervises diagnostic imaging activities. Analyzes workload and establishes production controls and performance standards for administrative and technical activities. Coordinates on interdepartmental issues that interface with diagnostic imaging. Prepares and implements financial plan, and monitors and analyzes annual expenditures. Prepares equipment purchase requests and justifications. Monitors equipment performance and preventive maintenance activities. Recommends new equipment procurement. Performs as the diagnostic imaging facility manger.

3. Specialty Qualifications.

3.1. Knowledge. The following knowledge is mandatory for award of the AFSC indicated:

3.1.1. 4R0X1/X1X. Human anatomy and physiology; medical terminology and ethics; legal aspects of medicine; healthcare accreditation standards; radiation physics, biology, and protection; basic electronics theory; techniques of operating x-ray and specialized diagnostic imaging equipment; radiographic positioning; patient care and monitoring techniques; image recording media and processing techniques; sensitometric and quality control procedures; aseptic and sterile techniques; reactions to contrast media; cardiopulmonary resuscitation; methods of recording the fluoroscopic image; budget preparation and execution; and medical records administration.

3.1.2. 4R0X1A. Algebra, nuclear physics, clinical chemistry, nuclear pharmacology, and Nuclear Regulatory Commission regulations concerning use of radionuclides.

3.1.3. 4R0X1B. Ultrasound physics; techniques of operating specialized ultrasound components and equipment; advanced knowledge of vascular and abdominal anatomy (topical and cross-sectional), including normal variant anatomy, abnormal anatomy, and obstetric and fetal anatomy; and transducer characteristics, differences, and use.

3.1.4. 4R0X1C. Magnetism, magnetic safety, radio frequency, and magnetic physics; techniques of operating MRI equipment; and advanced knowledge of cross sectional anatomy applicable to MRI.

3.2. Education. For entry into this specialty, completion of high school or general education development equivalency with successful completion of courses in algebra, and biology or general science are mandatory. Successful completion of high school or collegiate courses in chemistry and physics is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 4R031. Completion of a radiologic phase II course.

3.3.2. 4R031A. Completion of the nuclear medicine journeyman phase II course.

3.3.3. 4R031B. Completion of a diagnostic ultrasound course.

3.3.4. 4R031C. Completion of locally determined training in MRI technology, including formal lectures by radiologists or physicists, or civilian courses or seminars.

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

3.4.1. 4R051. Qualification in and possession of AFSC 4R031. Also, experience operating x-ray equipment, and producing and processing radiographs.

3.4.2. 4R051A/B/C. Prior qualification in and possession of AFSC 4R031A/B/C respectively. Also, experience performing nuclear medicine, ultrasound, or MRI functions and activities

3.4.3. 4R071. Prior qualification in and possession of AFSC 4R051. Also, experience performing or supervising functions such as producing radiographs, assisting with fluoroscopy and special radiographic procedures, or treating disease by radiotherapy.

3.4.4. 4R071A/B/C. Prior qualification in and possession of AFSC 4R051A/B/C respectively. Also, experience performing or supervising nuclear medicine, ultrasound, or MRI functions and activities.

3.4.5. 4R090. Prior qualification in and possession of AFSC 4R071, 4R071A, 4R071B, or 4R071C. Also, experience managing radiologic, nuclear medicine, ultrasound, or MRI functions and activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. A minimum age of 18 years.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. For entry into 4R0X1A/B or C, prior qualification in and possession of AFSC 4R051/71.

4. *Specialty Shredouts.

Suffix	*Portion of AFS to Which Related*
A	Nuclear Medicine
B	Ultrasound
C	Magnetic Resonance Imaging

CEM Code 4T000

AFSC 4T090, Superintendent

MEDICAL LABORATORY

1. Specialty Summary. Manages all medical laboratory activities in support of patient care, medical research, and military public health. Related DoD Occupational Subgroup: 131100.

2. Duties and Responsibilities.

2.1. Plans and organizes medical laboratory activities. Composes local medical laboratory regulations. Advises superiors regarding status and adequacy of equipment, supplies, personnel training, and operating efficiency. Coordinates with other activities, agencies, and organizations.

2.2. Directs medical laboratory activities. Resolves problems about operating medical laboratory activities. Ensures supply and equipment availability. Applies continuous and effective internal quality control of all medical laboratory departments.

2.3. Inspects and evaluates medical laboratory activities. Inspects of medical laboratory activities. Furnishes deficiency reports and outstanding accomplishments to superiors. Interprets inspection findings, and recommends corrective action. Supervises laboratory work area maintenance according to good laboratory technique, taking precautions to maintains safe conditions for both hospital and laboratory personnel. Evaluates laboratory quality control programs effectiveness.

2.4. Performs medical laboratory functions. Assists medical officers and allied scientists in research assignment in broad pathology field. Prepares tissue for electron microscopy. Directs toxicology procedures performance incident to aerospace pathology and forensic medicine programs. Assists biological warfare officer in developing procedures for detecting bacteriological agents incident to biological warfare.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of pathology and histopathology fundamental, clinical chemistry, urinalyses, hematology, microbiology, blood banking, immunology, medical terminology, medical ethics applicable to performing medical laboratory procedures, and medical laboratory management and medical administration principles.

3.2. Education. Not used.

3.3. Training. Not used.

3.4. Experience. For award of AFSC 4T090, qualification in and possession of AFSC 4T071/72 or 4T073 is mandatory. Also, experience is mandatory managing functions such as preparing body tissues for microscopic study, chemical analyses, or bacteriology.

3.5. Other. Not used.

AFSC 4T071, Craftsman

AFSC 4T051, Journeyman

AFSC 4T031, Apprentice

AFSC 4T011, Helper

MEDICAL LABORATORY

1. Specialty Summary. Tests and analyzes specimens of human origin and other substances by established scientific laboratory techniques to aid in diagnosing, treating, and preventing diseases or to support medical research; and supervises medical laboratory activities. Related DoD Occupational Subgroup: 131100.

2. Duties and Responsibilities.

2.1. Performs hematological tests and urinalyses. Accomplishes standardized quantitative and qualitative evaluation of erythrocytes, leukocytes, and thrombocytes. Examines stained blood smears microscopically and refers any abnormal cells to superiors. Performs coagulation studies on human blood and plasma. Performs chemical, macroscopic, and microscopic urine specimen examinations.

2.2. Performs chemical analysis. Analyses human material or other products submitted to the laboratory, using photometric, calorimetric, titrimetric, radioisotope, or any other chemical or physical procedures applicable to clinical chemistry. Calibrates and maintains all instruments. Makes necessary calculations and reports data to superiors. Reviews all chemistry procedures to ensure current procedures are used.

2.3. Performs blood bank duties. Draws and processes blood aseptically by standardized techniques. Completely types donors' and recipients' blood; assists in cross matching blood to establish donor-recipient compatibility, reporting any abnormal reactions to immediate supervisor. Prepares blood derivatives. Accomplishes all techniques required for blood transfusion service.

2.4. Performs microbiological and serological tests. Conducts procedures to isolate and identify bacteria by gross and microscopic examination, staining, biochemical and immunological procedures, or any other determination of growth characteristics. Performs sensitivity test on pathogenic bacteria. Assists in identifying viruses and fungi. Applies parasitological techniques to recover and identify parasites. Applies standard serological tests for identifying antibodies specific to diseases.

2.5. Accomplishes general medical laboratory duties. Conducts bacteriological and chemical examination of food products, water, dairy products, and sewage incidental to preventive and veterinary medicine programs. Takes all necessary precautions to maintains safe conditions in laboratory for both laboratory and hospital personnel. Performs preventative maintenance procedures on laboratory equipment. Performs and evaluates laboratory quality control procedures. Prepares reagents for use in test performance.

2.6. Plans, organizes, directs, coordinates, and evaluates medical laboratory activity. Composes local medical laboratory regulations. Applies continuous effective internal quality control of all medical laboratory departments. Advises superiors regarding status and adequacy of equipment, supplies, personnel

training, and operating efficiency. Coordinates with other activities, agencies, and organizations. Resolves problems about operating medical laboratory activities. Inspects medical laboratory activities. Furnishes deficiency reports and outstanding accomplishments to superiors. Interprets inspection findings and recommends corrective actions.

2.7. Performs medical laboratory functions. Assists medical officers and allied scientist in research assignments in broad pathology field. Prepares tissue for electron microscopy. Directs toxicology procedures performance incident to aerospace pathology and forensic medicine programs. Assists in epidemiological investigations. Assists biological warfare officer in developing procedures for detecting bacteriological agents incident to biological warfare.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of hematology, urinalyses, clinical chemistry, microbiology, blood banking, immunology, medical terminology, medical ethics applicable to performing medical laboratory procedures, medical laboratory management and medical administrative principles, pathology and histopathology fundamentals, and routine equipment maintenance.

3.2. Education. For entry into this specialty, completion of high school courses in algebra and chemistry is mandatory. Completion of high school courses in biology, zoology, and other basic science is desirable.

3.3. Training. For award of AFSC 4T031, completion of the basic medical laboratory course is mandatory.

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

3.4.1. 4T051. Qualification and in possession of AFSC 4T031. Also, experience in performing functions in urinalyses, hematology, bacteriology, serology, and chemistry.

3.4.2. 4T071. Qualification in and possession of AFSC 4T051. Also, experience performing or supervising functions such as work normally performed in a routine clinical laboratory (class A dispensary or hospital); specialty performance of tests or technical supervisory experience in clinical chemistry, bacteriology, toxicology, or virology at class A, class B, or analogous laboratory; or combination of foregoing types of experience.

3.5. Other. For entry into this specialty the following are mandatory as indicated:

3.5.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.2. See **Attachment 39** for additional entry requirements.

AFSC 4T072, Craftsman

AFSC 4T052, Journeyman

AFSC 4T032, Apprentice

AFSC 4T012, Helper

HISTOPATHOLOGY

1. Specialty Summary. Performs subprofessional duties at autopsies, prepares autopsy and surgical specimens, and supervises histopathology activities. Related DoD Occupational Subgroup: 131100.

2. Duties and Responsibilities.

2.1. Prepares surgical, cytological, and autopsy specimens. Receives and prepares specimens for fixation, dehydration, and impregnation processes by either manually or automatically sending specimens through a series of formalins, alcohols, clearing agents, and paraffin. Embeds tissues and prepares paraffin blocks for cutting on rotary microtome. Attaches cut tissues on specially prepared microslides and clears paraffin from tissue. Obtains tissue slides by surgical, cytological, or autopsy number. Submits finished tissue slides to the pathologist along with pertinent clinical data received from originating agency and gross examination by the pathologist. Performs special stains and procedures.

2.2. Performs duties at autopsies. Serves as technical assistant at autopsies. Assists pathologist in opening abdominal, pleural, and cranial cavities; examining various organs; and procuring and handling specimens from these organs. Prepares remains for transfer to mortuary, to include cleaning and closing all incisions. Labels and stores autopsy specimens until pathologist makes final examination prior to fixing, embedding, and staining.

2.3. Maintains histopathology records and instruments. Maintains complete records of all surgical, cytological, and autopsy specimens, to include filing and storing of paraffin blocks and stained tissue slides by accession number. Prepares and ships blocks, slides and diagnostic reports to various military and civilian medical facilities. Maintains all surgical and autopsy instruments, to include sharpening and cleaning microtome blades, knives, scissors, and chisels.

2.4. Performs quality assurance. Evaluates current and new procedures for implementation and effectiveness. Monitors specimen handling, cutting, and staining quality; and equipment and controlled substances inventory. Assists in maintaining accreditation standards.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of methods of fixing, staining, embedding, and cutting all types of tissue; properties of various biological stains and reagents; autopsy procedures; equipment maintenance; and medical terminology, ethics, and administration.

3.2. Education. For entry into this specialty, completion of high school courses in algebra and chemistry is mandatory. Completion of high school courses in biology, zoology, and other basic sciences is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 4T032. Completion of a basic medical laboratory course.

3.3.2. 4T052. Completion of a histopathology course.

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

3.4.1. 4T052. Qualification and in possession of AFSC 4T032. Also, experience performing tests in histopathology.

3.4.2. 4T072. Qualification and in possession of AFSC 4T052. Also, experience performing and supervising histopathology tests and activities.

3.5. Other. For entry into this specialty the following are mandatory as indicated:

3.5.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.2. See **Attachment 39** for additional entry requirements.

AFSC 4T073, Craftsman

AFSC 4T053, Journeyman

AFSC 4T033, Apprentice

AFSC 4T013, Helper

CYTOTECHNOLOGY

1. Specialty Summary. Performs cytological analyses of specimens consisting of body fluids, tissue scrapings, fine needle aspirations, and exfoliated tissues from body cavities and surfaces. Related DoD Occupational Subgroup: 131100.

2. Duties and Responsibilities.

2.1. Performs examinations and tests. Examines cytologic smears to detect pre-malignant and malignant disease and other histological changes of the uterine cervix and of other biologic sites. Determines typical and atypical cells through the systematic microscopic examination of slides. Stains cytological preparations for determining hormone levels, sex chromatin bodies, and intracellular inclusions. Examines body fluids to determine appropriate cytopathology. Prepares smears, cell blocks, and microporous filters. Differentiates between malignant cells and those cells that reflect inflammatory reactivity and degeneration. Interprets cytologic changes occurring as a consequence of pregnancy, medication, irradiation, and other physiologic change. Recognizes bacterial, fungal, and viral infections and parasitic infestations. Refers all abnormal gynecological and nongynecological findings to the cytopathologist for review.

2.2. Maintains cytology records and equipment. Supervises cytology service operations, including quality assurance and quality control programs, and equipment maintenance, supplies, fixatives, and staining preparations, together with accurate and timely records completion and reports submission. Monitors compliance with accreditation standards.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of staining and screening cytology specimens; normal, atypical, and abnormal cells from female genital tract and other body sites; medical terminology, ethics, and administration; routine equipment maintenance; and accreditation standards.

3.2. Education. For entry into this specialty, completion of 60 college semester hours, to include 20 semester hours in biological sciences, is mandatory.

3.3. Training. For award of AFSC 4T033, completion of a cytotechnology course from an accredited school as determined by the Council on Medical Education of the American Medical Association, and as administered by the National Accrediting Agency for Clinical Laboratory Sciences is mandatory.

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

3.4.1. 4T053. Qualification in and possession of AFSC 4T033. Also, experience performing specialty tests in cytotechnology.

3.4.2. 4T073. Qualification in and possession of AFSC 4T053. Also, experience supervising and performing specialty tests in cytotechnology.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.1.2. See **Attachment 39** for additional entry requirements.

3.5.2. For retention of AFSC 4T073, successful passage of the American Society of Clinical Pathologists Cytotechnologist Registry Examination.

CEM Code 4V000

AFSC 4V090, Superintendent

AFSC 4V071*, Craftsman

AFSC 4V051*, Journeyman

AFSC 4V031*, Apprentice

AFSC 4V011*, Helper

OPTOMETRY

1. Specialty Summary. Performs and manages visual screening tests and assists in patient treatment. Processes eyewear prescriptions for military spectacles. Performs and manages optometry clinic activities. Manages and directs optometry service personnel, materiel, and equipment. Supervises technical and administrative activities of optometry services. May perform duties in ophthalmology. Related DoD Occupational Subgroup: 132300.

2. Duties and Responsibilities.

2.1. Supervises optometry services. Assists the health care provider in the examination and treatment of patients by performing visual tests or procedures. Orders and dispenses military spectacles. Fits patients with spectacles and instructs patients on contact lens procedures. Assists aircrew members in aviator contact lens and night vision goggle program. Assists flight personnel in the occupational vision program. Records patient case history, conducts visual screening tests such as visual acuity, cover test, pupillary testing, color vision, depth perception, visual field charting, and tonometry for analysis and interpretation. Instills approved ophthalmic drugs.

2.2. Manages clinic resources. Determines requirements for supplies, equipment, and personnel. Develops and maintains a working environment to provide timely, economical, and operational support. Reviews budget and manages optometry activities. Performs periodic maintenance and calibration checks on clinic diagnostic equipment.

2.3. Manages optometry administrative services. Coordinates technical and administrative activities of optometry services to ensure effective and efficient visual programs. Reviews reports and records for accuracy and compliance. Reports findings and service's activities. Develops and evaluates training in the clinic environment and recommends changes. Establishes or recommends optometry standards, regulations, policies, or procedures to ensure quality patient care in a safe, efficient, and effective optometry environment.

2.4. Performs ophthalmic functions. Prepares patients and performs as special surgical assistant in all types of ophthalmic surgery. Administers ophthalmic drops and ointments, applies ocular dressings, performs suture removal, and obtains eye cultures. Performs general ophthalmic procedures in preparing preoperative and postoperative patients. Takes ophthalmic photographs and prepares injectable ophthalmic anesthetics and antibiotics.

3. Specialty Qualifications.

3.1. Knowledge. The following knowledge is mandatory for award of the AFSC indicated:

3.1.1. 4V0X1/X1A. Ocular anatomy; ophthalmic medications; visual physiology, optics; use and maintenance of ophthalmic instruments and testing equipment; ophthalmic and medical regulations; medical terminology; optometric technology; asepsis; ocular referrals and emergency medical treatment; patient transportation; medical ethics; medical administration; and medical service organization and function.

3.1.2. 4V0X1A. Surgical instruments and equipment, ophthalmic injectable medications, anesthetic solutions, and ocular disorders.

3.2. Education. For entry into this specialty, completion of high school courses in algebra, geometry, trigonometry, physics, biology, anatomy, or physiology is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 4V031. Completion of a basic optometry course.

3.3.2. 4V031A. Completion of the resident (Phase 1) Air Force surgical course.

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

3.4.1. 4V051/51A. Qualification in and possession of AFSC 4V031/31A. Also, experience in caring for and treating optometry patients and in operating and maintaining ophthalmic equipment such as lensometers, vision screening instruments, visual field measuring instruments, tonometers, and fitting optical and ophthalmic devices.

3.4.2. 4V071/71A. Qualification and in possession of AFSC 4V051/51A. Also, experience performing or supervising ophthalmic functions such as caring for and treating patients, operating ophthalmic testing equipment, and fitting optical and ophthalmic devices.

3.4.3. 4V090. Qualification and in possession of AFSC 4V071/71A. Also, experience managing optometry or ophthalmology activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. See **Attachment 39** for entry requirements.

3.5.2. For entry, award, and retention of AFSCs 4V0X1/X1A:

3.5.2.1. Vision corrected to at least 20/30 in each eye.

3.5.2.2. No detectable central scotoma in either eye.

3.5.3. For entry into suffix A, prior qualification in and possession of AFSC 4V051/71.

4. *Specialty Shredouts.

Suffix	*Portion of AFS to Which Related*
A	Ophthalmology

Attachment 33

DENTAL CAREER FIELD (4Y)

Introduction

The Dental Career Field encompasses functions involved in operating dental facilities and paraprofessional dental care. This career field includes dental administration, dental health services, limited treatment of oral tissues, fabricating prosthodontic appliances, and serves as auxiliaries to dental officers in treating patients.

Excluded from this career field are functions of operating medical facilities and paraprofessional medical care of authorized personnel. These functions are included in the Medical Career Field (4X).

CEM Code 4Y000

AFSC 4Y090, Superintendent

DENTAL

1. Specialty Summary. Assists the Dental Squadron Commander (DSC) in overall management and operation of dental activities. Related DoD Occupational Subgroup: 133000.

2. Duties and Responsibilities.

2.1. Manages dental assistant and laboratory activities. Reviews correspondence, reports, and records for accuracy. Develops, coordinates, and implements administrative and ancillary training programs.

2.2. Inspects and evaluates dental activities. Inspects and evaluates practices and procedures used throughout the dental service. Reports deficiencies and outstanding accomplishments to the DSC. Interprets inspection findings and recommends corrective actions. Consults and coordinates with the DSC for improving dental service procedures. Institutes corrective action to ensure adequacy and compliance.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of budgeting, general dental procedures, and administration of dental service activities.

3.2. Experience. For award of AFSC 4Y090, qualification in and possession of AFSC 4Y071 or 4Y072 is mandatory. Also, experience is mandatory in functions such as managing dental assistance or laboratory functions.

AFSC 4Y071, Craftsman

AFSC 4Y051, Journeyman

AFSC 4Y031, Apprentice

AFSC 4Y011, Helper

DENTAL ASSISTANT

(Changed 30 Apr 95)

1. Specialty Summary. Performs paraprofessional tasks and oral hygiene duties. Supervises dental assistant functions. Related DoD Occupational Subgroup: 133000.

2. Duties and Responsibilities.

2.1. Assists dental officer with patient treatment. Receives patient, examines dental record, and prepares patient for treatment. Adjusts dental chair, and selects and arranges instruments and medications. Takes and records blood pressure. Assists in managing emergency procedures. Retracts tissues and maintains clear operating field. Prepares syringe for injection of anesthetics. Prepares materials for making impressions and restoring defective teeth. Records entries in individual dental records indicating oral cavity condition and treatment accomplished.

2.2. Performs dental health duties. Performs oral prophylaxis and scaling procedures using dental hand instruments and oral hygiene aids. Applies anticariogenic agents and materials. Polishes restorations and instructs patients in dental health maintenance. Assists in planning, developing, and conducting comprehensive dental health programs.

2.3. Exposes and processes dental radiographs. Adjusts radiographic machine, places film in proper position, and exposes intraoral film. Places patient in proper position for extraoral radiograph and exposes film. Processes, labels, and mounts film. Duplicates dental radiographs. Practices and enforces accepted radiation safety standards.

2.4. Engages in general dental duties. Follows infection control procedures and guidelines. Cleans, sterilizes, and sharpens dental instruments. Tests sterilizing equipment. Cleans, lubricates, and makes minor adjustments to dental equipment. Performs daily inspection and user maintenance of dental equipment. Practices and enforces accepted safety standards.

2.5. Performs dental administrative and materiel duties. Maintains dental health records, filing systems, and publications. Reviews correspondence, reports, and records for accuracy. Develops, manages, and conducts self-assessment and hazard communication and dental training programs. Performs dental materiel functions related to procurement, custodial responsibilities, and budgeting, maintaining, and disposing of dental supplies and equipment.

2.6. Inspects and evaluates dental activities. Inspects and evaluates administrative and paraprofessional practices employed in the dental service. Reports deficiencies and outstanding accomplishments to base dental surgeon. Interprets inspection findings and recommends corrective action. Consults and coordi-

nates with Dental Squadron Commander for improving administrative and paraprofessional procedures. Institutes corrective action to ensure adequacy and compliance.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of oral and dental anatomy; fundamentals of physiology; dental therapeutics; sterile techniques; emergency dental care; oral hygiene; dental materials; instruments; dental treatment room procedures; medicines; systemic diseases; oral prophylaxis techniques; dental health programs; infection control procedures; dental administration; budgeting; equipment maintenance requirements; and physical properties of dental materials.

3.2. Education. For entry into this specialty, completion of high school with courses in biology and chemistry is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 4Y031. Completion of a basic dental assistant course.

3.3.2. 4Y071. Completion of the advanced dental assistant course.

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

3.4.1. 4Y051. Qualification in and possession of AFSC 4Y031. Also, experience in functions such as taking dental radiographs, maintaining dental equipment, performing oral prophylaxis procedures, and assisting dental officer in patient treatment.

3.4.2. 4Y071. Qualification in and possession of AFSC 4Y051. Also, experience performing and supervising functions such as taking dental radiographs, maintaining dental equipment, performing oral prophylaxis procedures, and assisting dental officer in patient treatment.

3.5. Other. The following are mandatory as indicated:

3.5.1. For duty in, and award of this AFSC, a minimum age of 18 years.

3.5.2. For entry into this specialty:

3.5.2.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.2.2. See **Attachment 39** for additional entry requirements.

AFSC 4Y072, Craftsman

AFSC 4Y052, Journeyman

AFSC 4Y032, Apprentice

AFSC 4Y012, Helper

DENTAL LABORATORY

1. Specialty Summary. Fabricates and repairs dental and maxillofacial prostheses and appliances. Inspects dental laboratory equipment and supervises dental laboratory activities. Related DoD Occupational Subgroup: 133100.

2. Duties and Responsibilities.

2.1. Performs procedures to fabricate and repair complete dental prostheses, fixed and removable partial dental prostheses, and individual crowns, inlays, pontics, splints, stabilizers, and space maintainers. Uses precious and nonprecious metals, acrylic resins, and porcelain as basic materials.

2.2. Supervises dental laboratory administration tasks and equipment. Maintains dental laboratory records. Prepares reports on laboratory activities. Requisitions, stores, and issues supplies. Inspects equipment and performs minor maintenance. Reports defective equipment or utilities for corrective action. Accounts for precious metals expended. Inspects and evaluates administrative and technical procedures. Furnishes deficiency reports and outstanding accomplishments to Dental Squadron Commander. Interprets inspection findings and recommends corrective action. Consults and coordinates with dental surgeon for improving procedures. Institutes corrective measures, and maintains follow-up action to ensure adequacy and compliance.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of oral anatomy and physiology; inorganic chemistry; metallurgy fundamentals; dental laboratory technology; dental material physical and chemical properties; dental therapeutics; sterile techniques; emergency dental care; oral hygiene; dental materials; instruments; dental treatment procedures; medicines; systemic diseases; infection control procedures; dental laboratory technology dental administration; budgeting; dental laboratory equipment and maintenance requirements

3.2. Education. For entry into this specialty, completion of high school with courses in biology and chemistry is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 4Y032.

3.3.1.1. Completion of a basic dental assistant course.

3.3.1.2. Completion of a basic dental laboratory course.

3.3.2. 4Y072. Completion of the advanced dental laboratory course.

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

3.4.1. 4Y052. Qualification in and possession of AFSC 4Y032. Also, experience fabricating prosthodontic restorations including fixed gold and porcelain fused to metal, and denture and orthodontic appliance fabrications.

3.4.2. 4Y072. Qualification in and possession of AFSC 4Y052. Also, experience performing and supervising functions such as fabricating and repairing dental prostheses and appliances.

3.5. Other. The following is mandatory for entry into this specialty:

3.5.1. Normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

3.5.2. See **Attachment 39** for additional entry requirements.

Attachment 34

PARALEGAL CAREER FIELD (5J)

Introduction

The Paralegal Career Field encompasses functions relating to military justice, including court reporting, administrative boards reporting, accident and collateral investigations, depositions, and other legal proceedings; conducting legal services for commanders and Air Force members as authorized by Congress relating to civil law; preparing and maintaining legal documents under the direct supervision of Air Force attorneys in compliance with American Bar Association Standards; investigating claims filed for and against the Air Force; and investigation and trial assistance provided to defense attorneys in support of USAF trial judiciary.

CEM Code 5J000

AFSC 5J091, Superintendent

AFSC 5J071, Craftsman

AFSC 5J051 Journeyman

AFSC 5J031, Apprentice

AFSC 5J011, Helper

PARALEGAL

1. Specialty Summary. Manages and performs legal functions not prohibited by statute and the *Lawyers' Manual on Professional Conduct*. Performs paraprofessional and legal research functions under the supervision of a judge advocate in connection with civil law, military justice, and claims activities. Supervises administration of legal services and court-reporting activities. Related DoD Occupational Subgroup: 151200.

2. Duties and Responsibilities.

2.1. Plans, organizes, and directs legal services personnel in the areas of military justice, claims, civil law and general office management. Establishes standards and evaluates completed actions to determine accuracy, content, and compliance with governing directives and statutes. Processes correspondence and maintains suspense files. Maintains functional and law libraries, conducts periodic inventories and accounts for new and obsolete law publications. Prepares periodic statistical reports on legal activities utilizing personal computer software. Searches files and legal references for precedents and opinions, and extracts requested material.

2.2. Provides administrative and litigation support in processing and execution of all judicial and nonjudicial (Article 15) matters according to applicable laws and instructions, and the *Manual for Courts-martial (MCM*). Examines preliminary evidence for sufficiency of facts and jurisdiction over offense(s) and offender. Through examination, assists commanders and first sergeants with determining appropriate forum for disciplinary actions. Performs legal research and drafts charges and specifications for courts-martial and Article 15 actions. Prepares and processes all documentation required for courts-martial and Article 15 actions from investigation through final action. Acts as a trial member, assisting attorneys with appropriate investigations, conducting witness interviews, reviewing case status, and discussing major points of interest to develop case strategy. Examines all actions and records of legal proceedings to ensure accuracy, correctness, and completion prior to review by commanders and final processing. Uses the Automated Military Justice Analysis and Management System (AMJAMS) to monitor case progress and to analyze military justice programs for commanders.

2.3. Receives, examines, adjudicates, processes, and settles claims filed for and against the United States Government pursuant to Air Force publications, applicable laws, and international agreements with foreign governments. Reviews basic claims and related documents to ensure compliance with time limits, jurisdiction and liability. Consults with claimants on sufficiency and legality of claims covering matters

such as death, personal injury, and property loss or damage. Conducts claims investigations and interviews witnesses to make preliminary determination of liability and extent of damages and either settles claims within settlement authority or makes recommendations on settlement. Performs legal research as necessary. Prepares claims for forwarding to appropriate activity or echelon. Uses the Armed Forces Claims Information Management System (AFCIMS) for claims adjudication and program management.

2.4. Interviews clients and determines eligibility for legal assistance. Under attorney's supervision, consults with eligible recipients to obtain facts, background information, and data to determine appropriate assistance or referral to other agencies. Prepares documents such as powers of attorney, wills, promissory notes, deeds and bills of sale. Functions as notary public under Title 10 USC. Processes administrative separation actions, line of duty determinations, report of survey investigations, and draft legal reviews and briefs as needed. Performs duties as a paralegal in Magistrate Court. In a deployed or contingency environment, performs duties in the international, operational, and fiscal law arenas to include conducting Law of Armed Conflict (LOAC) training, evaluating compliance with LOAC, and determining wartime Rules of Engagement.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of keyboard and microcomputer operation; UCMJ and MCM; preparing and processing claims; English grammar and composition; math; functional organization of a military legal office; interviewing techniques and knowledge of legal procedures concerning military courts and boards; legal terminology and interpretations; research and utilization of legal publications and reference files; civil law matters; Air Force organization and administration; and office management.

3.2. Education. For entry into this specialty, completion of high school, and completion of college level courses in English comprehension, math, and computers is desirable.

3.3. Training. The following formal training is mandatory for award of the AFSC indicated:

3.3.1. 5J031. Completion of the Paralegal Apprentice Course.

3.3.2. 5J071. Completion of the Paralegal Craftsman Course.

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

3.4.1. 5J051. Qualification in and possession of AFSC 5J031. Also, experience in general office management, operational law and preparing and processing courts-martial and other military justice actions or claims for and against the United States Government.

3.4.2. 5J071. Qualification in and possession of AFSC 5J051. Also, experience supervising and performing paralegal paraprofessional duties such as processing claims and military justice actions, civil law, contract law, environmental law, and operational law.

3.4.3. 5J091. Qualification in and possession of AFSC 5J071. Also, experience managing paralegals in paraprofessional duties such as processing cases in military justice, claims, civil law, contract law, and environmental law and operational law.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Prior qualification in any AFSC at the 5-skill level (3-skill level if no 5-skill level exists) or higher.

3.5.1.2. Ability to keyboard at a minimum rate of 25 words per minute (WPM).

3.5.1.3. No previous convictions by courts-martial; punishment under the provisions of Article 15, UCMJ; or convictions by a civilian court except for minor traffic violations and similar infractions listed in AFI 36-2002, *Regular Air Force and Special Category Accessions*.

3.5.1.4. Certification by the Wing Law Office Manager that the individual has been interviewed and is acceptable for entry.

3.5.1.5. See **Attachment 39** for additional entry requirements.

Attachment 35

CHAPLAIN ASSISTANT CAREER FIELD (5R)

Introduction

The Chaplain Assistant Career Field provides comprehensive ministry support at all Chaplain Service echelons. Air Force policy directives require the Chaplain Service to render spiritual care and ethical leadership to military members and their families during peacetime, combat operations, contingencies, and exercises. Chaplain Assistants provide direct ministry essential support to Air Force chaplains' pastoral and religious responsibilities enabling Chaplain Service mission accomplishment. Chaplain Assistants are uniquely trained in the areas of religious pluralism and diversity, religious accommodation, chaplain privileged communications and confidentiality, and major faith group requirements. They apply these religious sensitivities as they support the distinctive ministry needs of a pluralistic military community. During combat operations, contingencies, and exercises, Chaplain Assistants are required to provide force protection for their assigned chaplains, and physical security for Chaplain Service resources.

CEM Code 5R000

AFSC 5R091, Superintendent

AFSC 5R071, Craftsman

AFSC 5R051, Journeyman

AFSC 5R031, Apprentice

AFSC 5R011, Helper

CHAPLAIN ASSISTANT

1. Specialty Summary. Applies integrated support processes to ensure the free exercise of religion in the Air Force. Manages and implements support processes essential to executing Air Force Chaplain Service's core processes: religious observances, pastoral care, and advice to Air Force leadership regarding spiritual, religious, ethical and moral concerns. Manages and applies personnel, logistics, and professional resources to support chapel-based, unit, medical and deployed ministries. Provides direct support for chaplain professional ministry. Applies religious sensitivities to support the distinctive spiritual needs of the pluralistic military community. Related DoD Occupational Subgroup: 156100.

2. Duties and Responsibilities.

2.1. Manages and implements support of religious observances. Coordinates religious observance requirements, assesses support needs, formulates plans, and prioritizes the use of available resources to support chaplain professional ministry including: worship services, liturgies, rites, and ceremonies. Prepares and maintains religious accouterments, facilities, and equipment. Organizes, trains, supervises, and coordinates with laity to support chapel-based ministry. Prepares and maintains public relations materials and professional information resources. Obtains, operates, and maintains multimedia systems. Identifies and coordinates requirements for religious observances with medical and mortuary affairs personnel. Safeguards religious offerings.

2.2. Manages and implements support of pastoral care. Coordinates pastoral care requirements and assesses support needs. Formulates plans and prioritizes the use of all available resources. Enables the chaplain professional ministries to provide religious instruction, spiritual renewal, lay training, involvement and recognition, pastoral counseling, crisis and suicide intervention and critical incident stress management, spiritual nurturing, pastoral visitation, and ecclesiastical relations. Applies knowledge of religious cultures, suicide and crisis intervention, and critical incident stress management to support chaplain emergency ministrations. Responds to aircraft crash sites, hostage situations, causality collection points, evacuation and deployment centers, and areas of need to support chaplain team members. Protects privileged communication by locating appropriate areas for chaplain pastoral counseling during contingencies. Coordinates support requirements for chaplain pastoral counseling with medical and mortuary affairs personnel. Coordinates, prepares, and presents religious customs and culture briefings. Publicizes availability of chaplain professional services to assigned personnel. Coordinates and develops steward-

ship and social out reach activities appropriate to host communities. Coordinates Chaplain Service activities with military and civilian organizations.

2.3. Manages and implements processes which assist chaplains in giving advice to Air Force leadership. Supports chaplain professional advice regarding spiritual, religious, ethical and moral issues. Interprets and implements Chaplain Service policies, responsibilities and procedures inherent to the free exercise of religion. Assists in resolving accommodation of religious practice issues.

2.4. Executes Chaplain Service Support management. Manages Chaplain Service budgets, internal controls, resources, and support systems. Assesses ministry support and the application of available resources, analyzes data, implements adjustments, and conducts follow-up. Provides force protection of chaplains and physical security for Chaplain Service resources. Manages and coordinates Chaplain Service control center operations. Ensures equitable distribution of resources to meet pluralistic ministry needs. Provides management and oversight of Chaplain Services nonappropriated fund automated systems. Develops and executes ministry support plans and annexes. Coordinates religious support requirements for contingency operations. Procures ecclesiastical equipment and supplies. Coordinates interservice and host-tenant support agreements impacting ministry needs and requirements. Coordinates and maintains nonchaplain additional resource personnel documents. Assesses and processes religious facility maintenance, modification, and new construction to meet ecclesiastical and professional ministry requirements. Provides protocol and manages special projects and programs for visiting ecclesiastical representatives. Maintains religious data lists of assigned personnel.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of concepts of religious pluralism, religious diversity and religious accommodation in the Air Force, chaplain privileged communications and confidentiality; faith group requirements; principles of interpersonal relationships, screening and interviewing techniques, and suicide and crisis intervention skills; inspection and evaluation procedures; appropriated fund resource management, chaplain fund oversight and management, and religious facility management; communications and computer resource security; and personnel readiness, force protection of chaplains, war planning, and mobilization procedures.

3.2. Education. For entry into this specialty, completion of courses in English composition, accounting, computer operations, world religions, and human behavior are desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. AFSC 5R031. Completion of a basic chaplain assistant course.

3.3.2. AFSC 5R071. Completion of an advanced chaplain assistant course.

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

3.4.1. 5R051. Qualification in and possession of AFSC 5R031. Also, experience in religious program and readiness support, and resource management procedures.

3.4.2. 5R071. Qualification in and possession of AFSC 5R051. Also, experience managing readiness operations; supervising or performing functions such as planning and inspecting chaplain service activities; and managing resources.

3.4.3. 5R091. Qualification in and possession of AFSC 5R071. Also, experience organizing and managing chaplain service activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. No history of emotional instability, personality disorder, or other unresolved mental health problems.

3.5.1.2. No record of conviction for any major offenses or sexual-, larceny-, theft-, or assault-related serious offenses listed in AFI 36-2002, *Regular Air Force and Special Category Accessions*.

3.5.1.3. Certification by the Wing Chaplain (or equivalent) and noncommissioned officer in charge that the individual has been interviewed and is acceptable for entry.

3.5.1.4. See **Attachment 39** for additional entry requirements.

3.5.2. For award of AFSC 5R031, ability to type or keystroke at a minimum rate of 20 words per minute (wpm).

Attachment 36

CONTRACTING CAREER FIELD (6C)

Introduction

The Contracting Career Field encompasses the purchasing of equipment, supplies, services, and construction through negotiation or formal advertising methods or both. This field involves soliciting bids; preparing, processing, awarding, and administering contractual documents; maintaining records of obligations, bid deposits, and miscellaneous purchasing transactions; and providing for contract repair services. Contracting tasks also include recognizing, coding, interpreting, and using automated products; providing input and making analysis of output generated by the base contracting automation system; and inspecting and evaluating contracting activities.

CEM Code 6C000

AFSC 6C091, Superintendent

AFSC 6C071, Craftsman

AFSC 6C051, Journeyman

AFSC 6C031, Apprentice

AFSC 6C011, Helper

CONTRACTING

1. Specialty Summary. Manages, performs, and administers contracting functions for commodities, services, and construction using simplified acquisition procedures, negotiation, and other approved methods. Uses automated contracting systems to prepare, process, and analyze transactions and products. Acts as business advisor, buyer, negotiator, administrator, and contracting officer. Supports all functions of contingency operations. Related DoD Occupational Subgroup: 155100.

2. Duties and Responsibilities.

2.1. Advises government and contractor personnel on contracting related issues. Obtains data on marketing trends, supply sources, and trade information. Prepares memoranda, determinations and findings, justifications, and approvals. Documents contracting files. Prepares documents, processes transactions, and maintains files applicable to automated contracting systems and other electronic methods. Analyzes statistical data pertinent to contracting functions. Ensures contractors comply with bonding, insurance, and tax requirements as applicable. Supports studies pursuant to competitive sourcing.

2.2. Performs market research. Reviews requirements to include descriptions, government furnished property, availability of funds, justifications for sole source, brand name purchasing, and delivery requirements. Reviews proposed documents to ensure contractual correctness and compliance with regulations, directives, laws, statutes, and contracting policies. Reviews government estimates. Determines appropriate contracting methods and contract types. Maximizes use of commercial items and practices. Interprets and explains government procedures and regulations.

2.3. Determines applicability of contract clauses and special provisions. Prepares solicitations, solicits proposals for commodities, services, and construction requirements. Ensures solicitations are publicly advertised as appropriate. Reviews and evaluates cost and pricing data/information. Analyzes and reviews award actions. Obtains and evaluates past performance information. Determines contractor responsibility. Evaluates responsiveness of bids and offers. Prepares and conducts negotiations. Prepares bid abstracts. Amends and cancels solicitations. Rejects bids. Reviews and evaluates bids or offers. Recommends contract award. Mediates protests.

2.4. Conducts site visits to determine adequacy of contractor compliance and customer satisfaction. Interviews contractor employees to determine labor law compliance. Trains and monitors quality assurance

personnel. Assesses contractor compliance and determines appropriate actions. Resolves claims, disputes, and appeals. Terminates contracts and administers termination settlements.

2.5. Provides contingency contracting support at stateside or deployed locations in support of joint U. S. and allied forces. Develops and manages contingency contracting program plans.

2.6. Evaluates methods and procedures used in purchasing commodities, services, and construction. Ensures contractors' adherence to delivery schedules and prices. Prepares and presents evaluation in the form of correspondence and briefings. Participates in the unit self-inspection program.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of pricing techniques, market trends, supply sources, US or foreign commercial practices and marketing factors contributing to prices of items, equipment, materials or services. Knowledge is mandatory of basic computer applications, audit procedures, policies, laws, and directives governing purchasing and contingency contracting policies and procedures.

3.2. Education. For entry into this specialty, completion of 24 semester hours in business related subjects, such as accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management is desirable, or possession of a baccalaureate degree.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 6C031. Completion of the apprentice contracting specialist course.

3.3.2. 6C071. Achievement of Level II Certification in contracting under the Acquisition Professional Development Program and completion of Defense Acquisition University (DAU) Contingency Contracting Course (CON 234).

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

3.4.1. 6C051. Qualification in and possession of AFSC 6C031. Also, experience in functions such as assisting and performing duties involved in simplified acquisition procedures, negotiations, and other approved methods.

3.4.2. 6C071. Qualification in and possession of AFSC 6C051. Also, experience in contracting for commodities, services, construction, and contract administration. Ability to perform Contingency Contracting Officer (CCO) duties.

3.4.3. 6C091. Qualification in and possession of AFSC 6C071.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Ability to communicate effectively in writing.

3.5.1.2. See **Attachment 39** for additional entry requirements.

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

3.5.2.1. Ability to speak distinctly.

3.5.2.2. Never convicted of a felony. Never been convicted by court-martial or never have received non-judicial punishment for dereliction in the performance of duties involving contracting activities, larceny, misappropriation of government funds or property or financial irresponsibility.

Attachment 37

FINANCIAL CAREER FIELD (6F)

Introduction

The Financial Career Field involves:

Receiving, disbursing, and accounting for public funds; appropriation and expense, cost, working capital, and real property accounting, including reporting and analyzing costs of programs and operations; formulating, executing, and analyzing financial programs; and examining and verifying all Air Force financial and management operations.

Collecting, processing, recording, controlling, analyzing, and interpreting special and recurring reports, statistical data, and other information pertaining to personnel, training, supply, aircraft, costs, operations, equipment, facilities, maintenance, organization, programs, progress, and related subjects under conditions ranging from normal operations to actual conflict. It also covers conducting comparative analysis and preparing analytical summaries for use in managing command resources, including personnel, materiel, time, and money.

Excluded from this career field are the functions involved in maintaining supply records and accounting for requesting, receiving, and issuing Air Force equipment and supplies.

CEM Code 6F000

AFSC 6F091, Superintendent

AFSC 6F071, Craftsman

AFSC 6F051, Journeyman

AFSC 6F031, Apprentice

AFSC 6F011, Helper

FINANCIAL MANAGEMENT AND COMPTROLLER

(Changed 30 Apr 04)

1. Specialty Summary. Provides financial services and resources to support the Air Force's war-fighting mission. Performs, supervises, manages and directs financial management activities both at home station and deployed locations. Provides customer service. Maintains financial records for pay and travel transactions. Maintains accounting records and prepares reports. Determines fund availability and propriety of claims. Accounts for cash, checks, and other negotiable instruments. Processes commitments and obligations, payments, and collections. Serves as financial advisor to commanders and resource managers. Compiles, analyzes, and summarizes data. Prepares and executes financial plans. Performs audits and implements fraud prevention measures. Related DOD Occupational Subgroup: 154100.

2. Duties and Responsibilities:

2.1. Provides customer service for military and civilian personnel. Interacts and coordinates with organizations on financial matters. Interprets and supplements financial directives. Prepares, verifies, computes and processes, and audits pay transactions for military and civilian personnel. Processes, verifies, audits travel claims, estimates travel costs, determines fund availability, and performs follow-up on outstanding travel orders for travelers.

2.2. Processes financial transactions. Performs follow-up on commitments, outstanding obligations and certified vouchers. Prepares accountability records and reports.

2.3. Determines propriety of funding and certifies fund availability. Records, reconciles, and verifies entries into automated systems based on accounting documents. Certifies and processes payment and collection vouchers. Maintains appropriated funds, accounting records, and files. Schedules, prepares, verifies, and submits financial accounting reports.

2.4. Provides customer service and accounting liaison for various installation-level organizations, vendors, and the Defense Finance and Accounting Service. Reconciles funding authorities with accounting records.

2.5. Schedules, prepares, verifies, and submits financial accounting reports.

2.6. Analyzes accounting reports and financial data to identify trends for evaluating effectiveness and efficiency of Air Force activities. Develops and compiles factors for improved planning, programming and

budgeting. Prepares budgets and financial plans, and execution reports. Analyzes financial execution. Identifies and explains variances. Provides budget call instructions to organizations. Prepares narrative justification to support financial requirements.

2.7. Reviews financial data for accuracy and resolves discrepancies. Receives, reconciles, and distributes funding authorities. Examines funding and reprogramming actions to determine financial implications. Reviews reimbursement program status.

2.8. Performs audits and reviews as required by directives. Administers the Air Force Management Control Program.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge of: fiscal law, accounting and payment principles/procedures, contingency operations, financial management systems and basic computer applications, pay and travel entitlements, Air Force organization, reporting requirements, analysis techniques, financial management policies, procedures and regulations, management principles and controls, budgeting principles, visual, oral, and written presentation techniques, and Air Force missions.

3.2. Education. For entry into this specialty, completion of high school with courses in mathematics, accounting, business law, ethics, and computer applications are desirable.

3.3. Training. The following training is mandatory as indicated:

3.3.1. For award of AFSC 6F031, completion of the basic financial management and comptroller apprentice course.

3.3.2. For award of AFSC 6F071, completion of the financial management and comptroller craftsman course.

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

3.4.1. 6F051. Qualification in and possession of AFSC 6F031. Experience in financial management such as customer service, document and voucher processing, computation, systems, funds control, reporting, reconciliation and follow-up.

3.4.2. 6F071. Qualification in and possession of AFSC 6F051. Experience in performing or supervising activities of financial management such as customer service, financial analysis document and voucher processing, computation, systems, funds control, reporting, reconciliation and follow-up.

3.4.3. 6F091. Qualification in and possession of AFSC 6F071. Experience managing or directing financial management activities.

3.5. Other. The following are mandatory as indicated:

3.5.1. See **Attachment 39** for entry requirements.

3.5.2. For entry, award, and retention of this AFSC:

3.5.2.1. No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, or burglary, or fraud.

3.5.2.2. Never received nonjudicial punishment under the Uniform Code of Military Justice (UCMJ) for offenses involving acts of larceny, wrongful appropriation, robbery, or burglary or fraud as delineated in

UCMJ Articles 121, 122, 129, and 132 or never been convicted by military courts-martial for these same offenses.

Attachment 38

SPECIAL INVESTIGATIONS CAREER FIELD (7S)

Introduction

The Special Investigations Career Field encompasses functions involved in performing the criminal, economic crime, environmental crime, computer crime, counterintelligence, force protection, and personnel suitability investigative mission as well as the conduct of the technical services and special inquiries mission within the Air Force. It includes the conduct of investigations of major criminal violations of the Uniform Code of Military Justice and other Federal, state, local and international laws. These include serious crimes against persons, economic crime and fraud (with emphasis on the procurement and disposal of government property), computer crime (intrusions and hacking), environmental crime, espionage, sabotage, terrorism, and subversion. Additionally AFOSI Special Agents perform Protective Service Operations, conduct (for the Defense Security Service) personnel security (suitability) investigations, conduct Psychophysiological Detection of Deception (polygraph) examinations, and may be called upon to investigate other matters deemed "special inquiries."

Excluded from this career field are functions of air intelligence to prevent strategic, tactical, or technological surprise and to support planning and conducting air operations. These functions are included in the Intelligence Career Field. The following is a complete listing of AFSCs for the Special Investigations Career Field.

CEM Code 7S000

AFSC 7S091, Superintendent

AFSC 7S071, Craftsman

AFSC 7S031, Journeyman

AFSC 7S011, Helper

SPECIAL INVESTIGATIONS

1. Specialty Summary. Conducts criminal, economic crime, counterintelligence, force protection, personnel suitability, computer crime, technical services investigations and special inquiries. Manages special investigations activities. Related DoD Occupational Subgroup: 183200.

2. Duties and Responsibilities.

2.1. Plans, conducts, documents, and manages proactive and reactive investigative activities. Interviews victims and witnesses and interrogates persons suspected of committing major violations of the Uniform Code of Military Justice and other laws. Administers oaths to and obtains signed statements from persons interviewed and interrogated. Conducts crime scene searches. Identifies, seizes, preserves, and safeguards evidence, and requests laboratory analyses thereof. Plans and participates in surveillance operations. Conducts lineups and fingerprints suspects. Conducts economic, violation of public trust, and environmental crime investigations. Conducts liaison with counterpart investigative and security agencies. Identifies, tests, and recruits human sources of information. Conducts intrusion and other computer crime investigations. Documents investigative activity in management information systems and provides detailed reports to command and legal authorities for their action. Provides testimony in legal proceedings and regularly briefs command officials on the status of investigative services. Coordinates investigative matters of mutual interest with other local, state, federal, and foreign law enforcement and security agencies

2.2. Plans, conducts, documents, and manages counterintelligence and force protection investigative activities. Investigates allegations of espionage, sabotage, terrorism, subversion, and major security violations. Establishes contact with host nation counterpart agencies and friendly forces to determine multi-discipline threats to USAF or DoD personnel, resources and operations. Develops human source networks to obtain critical and timely threat information. Collects, analyzes, documents and expeditiously reports threat information to the appropriate command authorities. Conducts personnel suitability investigations, protective service operations, provides technical surveillance countermeasures support, and conducts special inquiry investigations. Conducts offensive counterespionage operations targeting foreign intelligence services. Conducts defensive and awareness briefings on threat posed by foreign intelligence services, terrorist, subversive groups and other threats.

2.3. Plans, conducts, documents and manages personnel security investigations to determine whether unfavorable information exists on persons regarding their character, loyalty, discretion, integrity, and financial responsibility.

2.4. Plans, conducts, documents, and manages technical services support to all AFOSI investigative mission areas. Performs preventative and corrective maintenance on equipment to ensure operational readiness. Plans, conducts, documents, and manages Psychophyisiological Detection of Deception (PDD) examinations and maintains equipment. Plans, conducts, documents, and manages computer crime investigative matters.

3. Specialty Qualifications.

3.1. Knowledge. Knowledge is mandatory of special investigations policy, procedures, and techniques concerning criminal, economic, environmental, counterintelligence, force protection, computer crime and technical services computer use and operations.

3.2. Education. For entry into this specialty, high school or general educational development equivalency with computer use and operations, accounting and a foreign language is desirable.

3.3. Training. For award of AFSC 7S031, completion of the Special Investigators Course is mandatory.

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

3.4.1. 7S071. Qualification in and possession of AFSC 7S031. Also, experience performing and supervising functions such as investigations or inquiries.

3.4.2. 7S091. Qualification in and possession of AFSC 7S071. Also, experience managing special investigations, activities, criminal, economic, and environmental crime investigations, counterintelligence, force protection, PDD, computer crime, and technical services.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty, the following is mandatory:

3.5.1.1. Qualification according to AFI 36-2110, *Assignments.*

3.5.1.2. See **Attachment 39** for additional entry requirements.

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

3.5.2.1. Ability to speak and write clearly and distinctly.

3.5.2.2. Qualification to bear firearms according to AFI 31-207, *Arming and Use of Force by Air Force Personnel*.

3.5.2.3. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 7S0XX, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim SSBI has been granted according to AFI 31-501.

3.5.2.4. For award and retention of these AFSCs, certification by the Commander, Air Force Office of Special Investigations.

Attachment 39

ADDITIONAL MANDATORY REQUIREMENTS FOR AFSC ENTRY

Introduction

1. This attachment establishes minimum requirements for:

1.1. Aptitude:

1.1.1. Mechanical, administrative, general, or electronic (MAGE) aptitude scores derived from the Armed Forces Vocational Aptitude Battery or Armed Forces Classification Test.

1.1.2. Strength aptitude codes are reflected in Column X and identify strength standards required for entry into each AFSC. Strength aptitude is defined in AFI 36-2101*, Classifying Military Personnel (Officers and Enlisted)* and testing procedures for retrainees are outlined in AFI 36-2626, *Airman Retraining Program*.

Code	Demonstrated by Weight Lift of
E	Unknown
F	less than 40 lbs.
G	40 lbs.
H	50 lbs.
J	60 lbs.
K	70 lbs
L	80 lbs.
M	90 lbs.
N	100 lbs.
P	110 lbs.

1.2. Physical profile series factor (PULHES), as defined in AFI 48-123, *Medical Examination and Standards*.

1.3. Other AFSC entry requirements or restrictions:

1.3.1. Column M reflects AFSCs authorized for use without shredouts.

1.3.2. Column N reflects AFSCs not open to non-United States citizens. AFSCs identified in this column are open to United States nationals.

1.3.3. Column O reflects AFSCs currently not authorized for award to enlisted women.

2. Refer to paragraph 3 of individual specialty descriptions for additional AFSC entry requirements.

MANDATORY AFSC ENTRY REQUIREMENTS

AFSC	Note(s)	APTITUDE					PHYSICAL PROFILE						OTHER		
		M	A	G	E	X	P	U	L	H	E	S	M	N	O
2E1X1					67	K	3	3	3	2	3	3		X	
2T3X4	**AFSC Deleted**														
8B200				48		G	1	2	1	2	2	1			

NOTES:

1. Dual aptitude (or)
2. Dual aptitude (and)
3. See entry specialty description for physical requirements.
4. AFSC J2E1X3 is not authorized for award to enlisted women.

Attachment 40

SPECIAL EXPERIENCE IDENTIFIERS

Introduction

1. Special Experience Identifiers (SEI). The SEIs in this attachment identify special experience and training not otherwise identified within the military personnel data system (MilPDS). SEIs complement the assignment process but are not substitutes for AFSCs, CEM codes, prefixes, suffixes, SDIs, RIs, personnel processing codes, and professional specialty course codes. They are established when identifying experience or training is critical to the job and person assignment match, and no other identification is appropriate or available. SEIs permit rapid identification of a resource already experienced to meet unique circumstances, contingency requirements, or management needs. They provide a means to track individuals and identify positions requiring or providing unique experience or training that otherwise would be lost. SEIs may be used to better distribute personnel and optimize the job and person match insofar as possible.

2. Authorized AFSCs. Normally, AFSCs and CEM codes listed as authorized for use with SEIs refer to the basic AFSC plus all shredouts. All authorized skill levels of the basic AFSC are listed, including 9-skill levels and CEMs. If an AFSC is listed with the first 5 digits and an "X" in the 6th position, i.e.: 2W151X, then the SEI is authorized for use with the basic AFSC and all suffixes authorized with that AFSC. If an "X" is used in the skill level position it means that all skill levels are authorized for use with the SEI.

3. SEI Structure. The SEI code is composed of three numeric characters (three alphanumeric characters for Air Intelligence Agency SEIs which are described in **Attachment 41**). Individual characters within the codes have no specific meaning. Most SEIs are authorized for award with specific AFSCs; some are authorized with any AFSC.

4. Establishing SEIs. Requests to establish, delete, or revise SEIs must be submitted according to the instructions in paragraph 5 of this manual.

5. SEI Field in the MilPDS. SEIs that may be concurrently recorded in an airman record are currently set to one with the control AFSC (CAFSC), five with the primary AFSC, five with the 2AFSC, four with the 3AFSC, three with the 4AFSC, and one in the general SEI area. Computer edits ensure the AFSC-SEI combinations are valid. The general area is used for SEIs authorized with any AFSC.

6. Computer-Generated SEI Award Notification (AFCSM 36-699, *Personnel Data Systems,* volume 1). The SEI is designated with the CAFSC when an enlisted airman is assigned to a unit manpower document (UMD) position identified with an SEI. If the UMD position is not identified with a specific SEI, any authorized SEI may be designated with the CAFSC when it is known that an individual working in that UMD position will gain special experience. After experience and training requirements have been satisfied, computer suspense notification will be provided as a reminder to award the SEI. Award suspense is performed for numeric SEIs only.

SEI Code	Title	Explanation/Designation Criteria	Authorized AFSCs/ CEM Codes		
001	Arms Control	Requires completion of course AFACC-001 (PDS code B3I), 9 months of experience, and commander's recommendation.	2AXXX 2M072 2W071 3A0X1 3V072	2M090 2M073 2W1XX 3P0X1	2M071 2R1X1 2W2XX 2R090
002	Joint Military Intelligence College (JMIC)	Requires graduation from the JMIC, Master of Science in Strategic Intelligence (MSSI), Bachelor of Science in Intelligence (BSI), or Undergraduate Intelligence Program (UGIP).	1NX00 8D000	1NX7X	1NX9X
013	Data Formatting Equipment Operator	Requires 6 months of experience and supervisor's recommendation.	2AXXX	2R090	
014	AFOSI Technical Services	Requires completion of AFOSI Basic Technical Agents Course (BTAC), 655AA7S071-004 (PDS code ZQY), plus certification by HQ AFOSI Technical Services Program Division.	7SXXX		
016	Quality Air Force (QAF) Advisor	Requires a minimum of 100 hours of quality related training by a professional body such as the Air Force Quality Institute or American Society for Quality Control; 1 year of experience as a Quality Advisor to an organizational commander when more than 50 percent of individual's time is spent working quality issues or 6 months of experience when 100 percent of time is spent working quality issues; and wing or equivalent commander recommendation. ***NOTE***: Individuals previously qualified in SEI 092 - Air Force Quality Advisor, may be awarded 016 based on their prior qualification.	1XXXX 4XXXX 7XXXX	2XXXX 5XXXX 8XXXX	3XXXX 6XXXX 9XXXX

SEI Code	Title	Explanation/Designation Criteria	Authorized AFSCs/ CEM Codes
017	Quality Air Force (QAF) Facilitator	Requires graduation from a QAF facilitator course; facilitate or cofacilitate minimum of two process action teams, includes quality councils, other teams such as natural work teams, and semipar groups in formal courses at the Air Force Quality Institute or other organization teaching QAF; successfully demonstrate facilitation skills from start to finish under mentorship of a QAF qualified facilitator; and possess QAF Facilitator Certificate issued by a wing or equivalent commander. ***NOTE***: Individuals previously qualified in SEI 093 - Air Force Quality Facilitator, may be awarded 017 based on their prior qualification.	1XXXX 2XXXX 3XXXX 4XXXX 5XXXX 6XXXX 7XXXX 8XXXX 9XXXX
018	Quality Air Force (QAF) Instructor	Requires completion of all five formal QAF core courses and determination of proficiency to teach content material; proficiency determination in instructor areas of presentation and platform skills by a QAF Master Instructor; successful evaluation by a QAF Master Instructor, and possess a QAF Instructor Certificate issued by wing or equivalent commander.	
019	Quality Air Force (QAF) Master Instructor	Requires qualification as a QAF Instructor; have successfully taught all QAF core courses (Awareness, QAF Leaders, QAF Team Leader, QAF Facilitator, and QAF Team Member); successful completion of Advanced Instructional Systems course; successful evaluation by a QAF Master Instructor; and possess a QAF Master Instructor Certificate signed by the Air Force Quality Institute and wing or equivalent commander.	
026	Deployable Power Generation and Distribution System (DPGDS)	Requires completion of courses J5AZA3E052-001 (PDS code XV8) and J5AZA3E052-002 (PDS code YWG), possession of a 5- or 7-skill level in AFSC 3E0X2, and supervisor's recommendation.	3E052 3E072
046	Tactical Air Control System Airborne Battlefield Command and Control Center (TACS)	Requires 12 months of experience.	1A3XX 1A4XX 1N000 1N0X1 2A0X1B 2A090 2A3X1C 2A590

SEI Code	Title	Explanation/Designation Criteria	Authorized AFSCs/ CEM Codes		
049	Joint Operation Planning and Execution System (JOPES) Automated Data Processing (ADP) Technician	Requires (1) knowledge of USAF War and Mobilization Plans volumes I, III, and IV and procedures described in AFMAN 10-401, *Operation Plan and Concept Plan Development, JOPES* volumes I and II; (2) knowledge of JOPES ADP modules used to manipulate and analyze OPLAN data; (3) completion of the Contingency Wartime Planning Course and JOPES course; and (4) 12 months of experience in deliberate and crisis action planning.	1XXXX 4XXXX 7XXXX	2XXXX 5XXXX 8XXXX	3XXXX 6XXXX 9XXXX
050	Contingency Operation/Mobility Planning and Execution System (COMPES) Technician	Requires (1) knowledge of COMPES modules including but not limited to inputting, extracting, manipulating, and analyzing OPLAN related data; (2) completion of the Contingency Wartime Planning Course; and (3) 12 months of experience at major command or wing level in deliberate and crisis action planning.			
051	Worldwide Military Command and Control System (WWMCCS) Intercomputer Network (WIN) Operator	Requires (1) knowledge of WIN operations; (2) completion of the WIN course; and (3) 6 months of experience at major command, numbered Air Force, field operating agency, or wing WIN operations.			
052	Theater Battle Management (TBM) Core Systems	Requires (1) knowledge of TMB command and control system (i.e., CTAPS); (2) completion of the Contingency Wartime Planning Course or Joint Doctrine Air Campaign Course; and (3) 6 months of experience in TBMCS duties.			
062	Deliberate and Crisis Action Planning Execution Segments Automated Data Processing (DCAPES ADP) Analyst (Established 31 Oct 02)	Award requires: (1) completion of Deliberate and Crisis Action Planning and Execution Segments End User Course (Basic); (2) thorough knowledge of USAF War and Mobilization Plans volumes I, III, & IV and procedures described in AFI 10-401, *Operation Plan and Concept Plan Development,* and JOPES volumes I thru IV; (3) completion of the Contingency Wartime Planning Course; (4) 12 months of experience at MAJCOM or wing level in deliberate and crisis action planning; and (5) 12 months of experience as an analyst and minimum of 12 months experience with JOPES software.	1XXXX 4XXXX 7XXXX	2XXXX 5XXXX 8XXXX	3XXXX 6XXXX 9XXXX
084	Aircraft Flight Test	Requires 12 months of experience in flight test and evaluation of new or improved aircraft systems/sub-systems and recommendation by unit commander.	1AXXX 2PXXX 2R071 2R151 2T251	2AXXX 2R000 2R051 2S051 2W1XX	2EXXX 2R090 2R171 2S071

SEI Code	Title	Explanation/Designation Criteria	Authorized AFSCs/ CEM Codes		
090	Tanker/Airlift Control Element (TALCE)	Requires 9 months of experience in an authorized ALCE position and ALCE commander's recommendation.	1A0XX 1C0X1 2A0X1X 2A590 2A6X2 2E1X3	1A2XX 1C0X2 2A090 2A5X3X 2E000 3E0X0	1C000 2A000 2A300 2A600 2E190 3E0X2
095	Operational Test and Evaluation (OT & E)	Requires 24 months of experience as an operational tester assigned to any headquarters or major command operational test activity (OTA) or deputy chief of staff (DCS) responsible for the conduct of OT & E; completion of the Air Force Operational Test and Evaluation Center OT & E Training Course or the Air Force Institute of Technology System 100 (PDS code2RX) or 229 (PDS code TR9) course; and recommendation by the OTA commander or the DCS.	1AXXX 1C100 1C2X1 1C400 1C6X1 1T1XX 2A090 2A5XX 2A7X1 2EXXX 2M0XX 3CXXX 3S2XX	1C000 1C1X1 1C300 1C4X1 1NXXX 1T2XX 2A300 2A6XX 2A7X3 2FXXX 2RXXX 3P000 4N0X1	1C0X2 1C200 1C3X1 1C600 1SXXX 2A0XX 2A390 2A790 2A7X4 2GXXX 2SXXX 3P0X1 8E000
		ACQUISITION SEIs			
126	Acquisition Logistics, Level I	Requires Acquisition Logistics Level I certification.	2AXXX 2G0XX 2R000 2R071 2TXXX 3C090	2EXXX 2M0XX 2R090 2R1X1 2WXXX 3C0X1	2F0XX 2P0XX 2R051 2S0XX 3C000
127	Acquisition Logistics, Level II	Requires Acquisition Logistics Level II certification.	2AX00 2EXXX 2F051/71/91 2G051/71/91 2M05X/7X 2P051/71/91 2R090 2R151/71 2S05X/7X 2TX5X/7X/9X 2WX5X/7X/9X 3C051/71	2AX5X/7X/9X 2F000 2G000 2M090/00 2P000 2R000 2R051/71 2S090/00 2TX00 2WX00 3C090/00	
128	Acquisition Logistics Level III	Requires Acquisition Logistics Level III certification.			
191	AN/TSC-114 Military Airlift Command Airlift Control Element (ALCE) Reaction Communication (MARC) System	Requires supervisor's recommendation and 6 months of experience in an ALCE or fixed or deployable airlift control center working with a AN/TSC-114 MARC system.	2A090 2A590 2E1X1	2A0X1X 2A5X3X 2E1X3	2A6X2 2E190

SEI Code	Title	Explanation/Designation Criteria	Authorized AFSCs/ CEM Codes		
		MISCELLANEOUS SEIs (continued) -- See SEIs 002-100			
300	Technical Order Acquisition Verification Management	Requires 12 months of experience and supervisor's recommendation. Applicable to personnel who have been assigned to AF Materiel Command technical order acquisition/verification positions.	1AXXX 2M0XX 3E8XX	2AXXX 2PXXX 4A2XX	2EXXX 2WXXX
335	Logistics Composite Model (LCOM)	Requires 12 months of experience.	2AXXX 3UXXX	2PXXX	2RXXX
345	AN/MPN-26	Requires supervisor recommendation and completion of contractor-provided training or completion of the Consolidated Hands-on Training (CHOT) course.	2E000	2E031/51/71	
407	AFOSI Counterespionage Case Officer	Requires completion of Joint Counterintelligence Training Academy (JCITA), Advanced Foreign Counterintelligence (FCI) course, L5AZA7S071 006 (PDS Code IC3), and certification by HQ AFOSI Program Manager.	7S071	7S091	7S000
408	AFOSI Special Agent in Charge	Requires Region Commander recommendation and AFOSI Commander approval.			
409	AFOSI Polygrapher	Requires completion of Polygraph Examiner Training (7H-SQIK/831-ASIP8), L5AZA7S071-001 (PDS code CQK), and certification by HQ AFOSI Polygraph Program Manager.	7S071	7S091	7S000
410	AFOSI Antiterrorism Specialty Team Member	Requires certification by HQ AFOSI Antiterrorism Specialty Team (AST) Program Manager.	7S031 7S000	7S071	7S091
411	AFOSI Computer Crime Investigator	Requires certification by HQ AFOSI Computer Crime Investigation (CCI) Program Manager.	7S071	7S091	7S000

SEI Code	Title	Explanation/Designation Criteria	Authorized AFSCs/ CEM Codes
422	Fitness Director	Requires (1) completion of the following courses: Services Activity Course L60NU34M3-001 (PDS Code IH9); AFSVA Fitness Management Course; (2) Cooper's Physical Fitness Specialist (PFS) or American College of Sports Medicine (ACSM) Health Fitness Instructor (H/FI) Certification; (3) supervisor's recommendation; and (4) 12 months of experience in an SEI coded fitness director position.	3M0XX
423	Fitness and Exercise Specialist	Requires (1) completion of the following courses: One additional fitness continuing education course or certification, or college fitness course, or locally approved fitness workshop/seminar; (2) completion of Cooper's PFS course/Certification or American College of Sports Medicine Health Fitness Instructor Certification; (3) completion of a minimum of 100 documented hours designing individual fitness programs to include fitness assessment appointments and prescribing or designing exercise programs; (4) supervisor's recommendation; and (5) 12 months of experience in an SEI coded fitness and exercise position.	
424	Food Facility Manager	Requires (1) completion of the following courses: Culinary Institute of America (CIA) Pre-Site Program; CIA Food Service Course; ServSafe distance learning course; Services Activity Course, L60NU34M3-001, (PDS Code IH9); Activity Manager's Course, L3OZR34M3-001 (PDS Code XQ2); and AFSVA Food Management Course; (2) supervisor's recommendation; and (3) 12 months of experience in an SEI coded food facility manager position.	
425	Food Shift Leader	Requires (1) completion of the following courses: AFSVA Food Operations Course or MTT Food Service Shift Leader Course, L4AST 3M051-006, (PDS code 51E); ServSafe training, CIA Food Service Course; (2) supervisor's recommendation; and (3) 12 months of experience in an SEI coded food shift leader position.	

SEI Code	Title	Explanation/Designation Criteria	Authorized AFSCs/ CEM Codes
426	Lodging Manager	Requires (1) completion of the following courses: Supervisor and Department Manager training video series of the Educational Institute's (EI) Performance Plus training program, Services Activity Course, L60NU34M3-001, (PDS code IH9), Services Activity Manager's Course, L3OZR34M3-001, (PDS code XQ2); AFSVA Lodging Management Course; (2) awarded EI's Hospitality Management Diploma, or a current Hospitality Administrator, or Lodging Manager Certification from EI, or an associate's or bachelor's degree in Hospitality Management; (3) supervisor's recommendation, and (4) 12 months of experience in an SEI coded lodging manager position.	3M0XX
427	Front Desk Supervisor	Requires (1) completion of the following courses: AFSVA Lodging Operation's Course, Supervisor and Department Manager training video series of Performance Plus; (2) all requirements towards EI's Hospitality Operations Certificate, or Current Rooms Division Executive Certification from EI, or an associate's or bachelor's degree in Hospitality Management; (3) supervisor's recommendation; and (4) 12 months of experience in an SEI coded front desk supervisor position.	
428	Prime RIBS Manager	Requires (1) completion of the following courses: Prime RIBS Management Course, AFIT 461, exportable Mortuary Affairs Course, or the AFSVA's Mortuary Operations Course, Principles of Instruction (POI) training J4AIT3S200-000, (PDS Code 9MM), or AF Trainer's Course, E6AF13S251-000, (PDS code 9AA); (2) supervisor's recommendation, and (3) 12 months of experience in an SEI coded Prime RIBS Manager position.	
AIRCRAFT IDENTITY SEIs			
501	A-10	Requires 12 months of experience and supervisor's recommendation. ***NOTE***: For individuals serving in 12-month short tour areas, designation criteria are 8 months of experience and supervisor's recommendation.	2A000 2A0X1B 2A090 2A300 2A3X1X 2A333E 2A373 2A390 2A5X1/3 2A600 2A690 2A691 2A6X1A/C 2A6X3 2A6X4 2A6X5 2A6X6 2A7XX 2M000 2M090 2M0X1* 2W1XX

SEI Code	Title	Explanation/Designation Criteria	Authorized AFSCs/ CEM Codes		
502	CV-22 (Created 31 Oct 98)	Requires completion of either (1) a formal CV-22 course and 6 months of experience or (2) 12 months of experience and supervisor's or commander's recommendation.	2A000 2A300 2A590 2A690 2A6X4 2A7XX	2A090 2A390 2A5X2 2A691 2A6X5	2A0X1B 2A3X2 2A600 2A6X1B 2A6X6
503	KC-10	Requires 12 months of experience and supervisor's recommendation. ***NOTE***: For individuals serving in 12-month short tour areas, designation criteria are 10 months of experience and supervisor's recommendation.	1A0XX 1A131C 2A0X1X 2A5X1/3 2A690 2A6X1C 2A6X5	1A100 1A151/71 2A090 2A590 2A691 2A6X2 2A6X6	1A191 2A000 2A300 2A600 2A6X1A 2A6X4 2A7XX
504	T/UH-1D/F/N		1A1X0 1T2XX 2A090 2A4XX 2A5X3X 2A691 2A6X5	1A131B 2A000 2A300 2A590 2A600 2A6X1B 2A6X6	1A151/71 2A0X1X 2A390 2A5X2 2A690 2A6X4 2A7XX
505	Any H-60	Requires 12 months of experience and supervisor's recommendation. ***NOTE***: For individuals serving in 12-month short tour areas, one of the following designation criteria applies: (1) For AFSCs 1A1X1B, 2W100, 2W131Z, and 2W151/71/91, 10 months of experience and supervisor's recommendation. (2) For all other authorized AFSCs, 6 months of experience and supervisor's recommendation.	1A1X0 1A300 1A7X1 2A090 2A5X2 2A690 2A6X4 2A7XX 2W151	1A131B 1A3X1 2A000 2A300 2A5X3X 2A691 2A6X5 2W100 2W171	1A151/71 1A700 2A0X1X 2A590 2A600 2A6X1B 2A6X6 2W131Z 2W191
506	F-117	Requires 12 months of experience and supervisor's recommendation. ***NOTE***: For individuals serving in 12-month short tour areas, designation criteria are 8 months of experience and supervisor's recommendation.	2A000 2A300 2A3X3B 2A690 2A6X3 2A6X6	2A0X1B/C 2A390 2A373 2A6X1A/E 2A6X4 2A7XX	2A090 2A3X2 2A600 2A6X2 2A6X5 2W1XX
508	F/A-22 (Created 30 Apr 03)	Requires completion of an F/A-22 contractor interim training course, 12 months of experience, and supervisor's recommendation.	2A000 2A3XX 2A600 2A6X1A/C/D/E 2A6X4 2W1XX	2A090 2A590 2A690 2A6X3 2A6X6	2A0X1X 2A5X3 2A691 2A7XX

SEI Code	Title	Explanation/Designation Criteria	Authorized AFSCs/ CEM Codes		
510	U-2	Requires 12 months of experience and supervisor's recommendation. ***NOTE***: For individuals serving in 12-month short tour areas, designation criteria are 8 months of experience and supervisor's recommendation.	1T1XX 2A090 2A3X1X 2A590 2A690 2A6X1E 2A6X5 4MXXX	2A000 2A300 2A333H 2A5X1/3 2A691 2A6X3 2A6X6	2A0X1X 2A390 2A373 2A600 2A6X1A 2A6X4 2A7XX
511	Any H-3		1A100 1A151 2A000 2A300 2A5X3X 2A690 2A6X4 2A7XX 2W151	1A191 1A171 2A0X1X 2A590 2A5X2 2A691 2A6X5 2W100 2W171	1A131B 1T2XX 2A090 2A5X1 2A600 2A6X1B 2A6X6 2W131Z 2W191
512	Any H-53	Requires 12 months of experience and supervisor's recommendation. ***NOTE***: For individuals serving in 12-month short tour areas, designation criteria are 8 months of experience and supervisor's recommendation.	1A100 1A151 1A3X1 1T2XX 2A590 2A600 2A6X1B 2A6X6 2W131Z	1A191 1A171 1A700 2A0X1X 2A5X2 2A690 2A6X4 2A7XX 2W151/71/91	1A131B 1A300 1A7X1 2A090 2A5X3 2A691 2A6X5 2W100
513	AC-130H/U, Spectre Gunship	Requires 12 months of experience and supervisor’s recommendation. ***NOTE***: For individuals serving in 12-month short tour areas, designation criteria are 10 months of experience and commander's certification. Designation criteria for the aircrew AFSCs (1AXXX and A2W-151/71/91) are completion of formal training course (1) AC-130AG (PDS code BDZ); (2) AC-130FE (PDS code BEL); or (3) AC-130I0 (PDS code BEM); (4) 24 months of experience; (5) supervisor’s recommendation; and (6) commander's certification.	1A100 1A151 1A300 1A700 2A0X1X 2A590 2A571 2A690 2A6X4 2A7XX 2W151	1A191 1A171 1A3X1 1A7X1 2A090 2A531B 2A5X3X 2A691 2A6X5 2W100 2W171	1A131C 1A2XX 1A4XX 2A000 2A300 2A551J 2A600 2A6X1B 2A6X6 2W131Z 2W191
514	HC-130P/MC-130P	Requires completion of formal training courses MC130-PCSONVG (PDS code N9W) and either (1) MC130-PSOIQ/MQ (PDS code XAE), (2) MC130-PFEMQ (PDS code XAC), or (3) MC130PLMMQ (PDS code XAD); 24 months of experience; supervisor's recommendation; and commander's certification. For AFSC 2AXXX, requires 12 months of experience and supervisor's recommendation.	1A100 1A151 1A3XX 2A090 2A531B 2A5X3X 2A691 2A6X5	1A191 1A171 2A000 2A300 2A551J 2A600 2A6X1B 2A6X6	1A131C 1A2XX 2A0X1X 2A590 2A571 2A690 2A6X4 2A7XX

SEI Code	Title	Explanation/Designation Criteria	Authorized AFSCs/ CEM Codes		
515	MC-130E	Requires completion of formal training course (1) MC130ECS (PDS code XVN), (2) MC-130EFE (PDS code XVL), or (3) MC130ELM (PDS code XVM); 18 months of experience; supervisor's recommendation; and commander's certification. For AFSCs 2AXXX, requires 12 months of experience and supervisor's recommendation. ***NOTE***: Completion of formal training may be accomplished in unit when approved by the major command functional manager.	1A100 1A151 1A3XX 2A090 2A531B 2A5X3X 2A691 2A6X5	1A191 1A171 2A000 2A300 2A551J 2A600 2A6X1B 2A6X6	1A131C 1A2XX 2A0X1X 2A590 2A571 2A690 2A6X4 2A7XX
516	MC-130H	Requires completion of formal training course MC130-HFE (PDS code 4YC); 12 months of experience; supervisor recommendation, and commander's certification. For AFSCs 2AXXX, requires 12 months of experience and supervisor's recommendation. ***NOTE***: For individuals serving in 12-month short tour areas, experience requirement is reduced to 10 months.	1A100 1A151 1A3XX 2A090 2A531B 2A5X3X 2A691 2A6X5	1A191 1A171 2A000 2A300 2A551J 2A600 2A6X1B 2A6X6	1A131C 1A2XX 2A0X1X 2A590 2A571 2A690 2A6X4 2A7XX
517	E-130E (ABCCC) (Created 31 Oct 99)	Requires 12 months of experience and supervisor’s recommendation.	2A000 2A300 2A551J 2A600 2A6X4 2A7XX	2A0X1X 2A590 2A531B 2A691 2A6X5	2A090 2A571 2A5X3X 2A6X1B 2A6X6
525	Predator, Unmanned Aerial Vehicle (UAV) (Created 31 Oct 98)	Requires: For AFSCs 2AXXX, completion of J4AMF/ ASF/AST2A4X0 000 (PDS code 0SI), J4AMF/ ASF/AST 2A4X0 001 (PDS code 148), J4AMF/ ASF 2A4X0 002 (PDS code 41I) or completion of J4AMF/ASF/AMT 2A3XX-00 (PDS code H6F), 12 months of experience; and commander’s recommendation. And For AFSCs 2A3X3X, completion of J4AMF/ ASF/AST 2A3XX-002 (PDS code GII) and J4AMF/ASF/AST 2A3XX-003 (PDS code F1L). For AFSCs 2E1X1 and 2E2X1, requires 12 months of experience and supervisor’s recommendation.	2A000 2A300 2A373 2E1X1	2A0X1X 2A390 2A590 2E2X1	2A090 2A3X2 2A5X3X

SEI Code	Title	Explanation/Designation Criteria	Authorized AFSCs/ CEM Codes		
532	T-1/T-37/T-38	Requires 12 months of experience and supervisor's recommendation. ***NOTE:*** For individuals serving in 12-month short tour areas, designation criteria are 8 months of experience and supervisor's recommendation.	2A000 2A300 2A5X3X 2A691 2A6X4 2A7XX	2A0X1X 2A390 2A600 2A6X1A/C 2A6X5	2A090 2A373 2A690 2X6X3 2A6X6
533	F-15	.	2A000 2A300 2A373 2A691 2A6X3 2A6X6 2M0X1	2A0X1A 2A390 2A600 2A6X1A 2A6X4 2A7XX 2W1X1	2A090 2A3X1 2A690 2A6X1D 2A6X5 2M090
535	F-16	Requires 12 months of experience and supervisor's recommendation. ***NOTE:*** For individuals serving in 12-month short tour areas, designation criteria are 8 months of experience and supervisor's recommendation.	2A000 2A300 2A373 2A691 2A6X1E 2A6X5 2M090	2A0X1B 2A390 2A600 2A6X1A 2A6X3 2A6X6 2M0X1	2A090 2A3X2 2A690 2A6X1D 2A6X4 2A7XX 2W1XX
545	C-5		1A100 1A151 1A2X1 2A090 2A571 2A5X3X 2A691 2A6X5	1A191 1A171 2A000 2A300 2A590 2A600 2A6X1A/C 2A6X6	1A131C 1A200 2A0X1X 2A551J 2A5X1C 2A690 2X6X4 2A7XX
546	C-17		1A200 2A0X1X 2A590 2A600 2A6X1A/C 2A6X6	1A2X1 2A090 2A5X1 2A690 2A6X4 2A7XX	2A000 2A300 2A5X3X 2A691 2A6X5
547	C-12		2A000 2A300 2A5X1A 2A600 2A6X1B 2A6X6	2A0X1X 2A590 2A551J 2A690 2A6X4 2A7XX	2A090 2A571 2A5X3X 2A691 2A6X5
550	C-141	Requires 12 months of experience and supervisor's recommendation. ***NOTE***: For individuals serving in 12-month short tour areas, designation criteria are 10 months of experience and supervisor's recommendation.	1A100 1A151 2A000 2A300 2A5X1A 2A600 2A6X1A/C 2A6X6	1A191 1A171 2A0X1X 2A590 2A551J 2A690 2A6X4 2A7XX	1A131C 1A2XX 2A090 2A571 2A5X3X 2A691 2A6X5

SEI Code	Title	Explanation/Designation Criteria	Authorized AFSCs/ CEM Codes		
569	E-3A/B (AWACS)	Requires 12 months of experience and supervisor's recommendation. ***NOTE***: For individuals serving in 12-month short tour areas, designation criteria are 10 months of experience and supervisor's recommendation.	1A100 1A151 1A4XX 2A000 2A300 2A5X1G 2A600 2A6X1A 2A6X4 2A7XX	1A191 1A171 1A5XX 2A0X1X 2A590 2A551L 2A690 2A6X1C 2A6X5 2E000	1A131C 1A3XX 1A8XX 2A190 2A571 2A5X3X 2A691 2A6X2 2A6X6 2E2X1
570	E-8, Joint Stars	Requires 12 months of experience and supervisor’s recommendation.	1A1X0 1A151 1A4XX 2A0X1X 2A590 2A551L 2A690 2A6X1C 2A6X6	1A192 1A171 1A5XX 2A090 2A571 2A5X3X 2A691 2A6X4 2A7XX	1A131C 1A3XX 2A000 2A300 2A5X1G 2A600 2A6X1A 2A6X5
572	Any C-130	Requires 12 months of experience and supervisor's recommendation. ***NOTE:*** For individuals serving in 12-month short tour areas, designation criteria are 10 months of experience and supervisor's recommendation.	1A100 1A151 1A3X1 1T2XX 2A090 2A571 2A5X3X 2A691 2A6X5 2M090	1A191 1A171 1A500 2A000 2A300 2A5X1B 2A600 2A6X1B 2A6X6 2M0X1	1A131C 1A2XX 1A591 2A0X1X 2A590 2A551J 2A690 2A6X4 2A7XX 2M0X2
573	Compass Call	Requires 12 months of experience and supervisor's recommendation.	1A8XX 2A0X1X 2A590 2A571 2A690 2A6X4 2A7XX	1N5XX 2A190 2A531B 2A5X3X 2A691 2A6X5	2A000 2A300 2A551J 2A600 2A6X1B 2A6X6

SEI Code	Title	Explanation/Designation Criteria	Authorized AFSCs/ CEM Codes		
580	Any C-135/Boeing 707 Modification	Requires 12 months of experience and supervisor's recommendation. For AFSC 2A1X2/ X3, this SEI does not include experience gained on RC-135 aircraft (see SEI 581).	1A100 1A3XX 2A0X1X 2A590 2A551L 2A690 2A6X4 2A790	1A191 1A591 2A090 2A571 2A5X3X 2A691 2A6X5 2A7X1	1A1X1 2A000 2A300 2A531G 2A600 2A6X1A/C 2A6X6 2A7X4
581	RC-135		1A300 2A0X1X 2A390 2A531G 2A600 2A6X1A/C 2A6X6	1A3X1 2A090 2A590 2A551L 2A690 2A6X4 2A7XX	2A000 2A300 2A571 2A5X3X 2A691 2A6X5
584	E-4A/B (AABNCP)	Requires 12 months of experience and supervisor's recommendation.	1A100 1A151 1A591 2A090 2A571 2A551L 2A690 2A6X1C 2A6X5 2E000 2E2X1	1A191 1A171 2A000 2A300 2A531G 2A5X3X 2A691 2A6X2 2A6X6 2E190	1A131C 1A3XX 2A0X1X 2A590 2A531H 2A600 2A6X1A 2A6X4 2A7XX 2E1X1
586	B-52	Requires 12 months of experience and supervisor's recommendation. For AFSCs 2A6X6, 2A390, 2W1X1, and 2A6X4, this SEI does not include experience gained on B-52D aircraft.	2A000 2A300 2A5X1K 2A690 2A6X1C 2A6X5 2W1XX	2A0X1X 2A590 2A5X3X 2A691 2A6X3 2A6X6	2A090 2A571 2A600 2A6X1A 2A6X4 2A7XX
588	B-1	Requires 12 months of experience and supervisor's recommendation.	2A000 2A300 2A590 2A600 2A6X1A/E 2A6X5 2W1XX	2A0X1X 2A551K 2A5X1E 2A690 2A6X3 2A6X6	2A090 2A571 2A5X3X 2A691 2A6X4 2A7XX
589	T-39		2A000 2A300 2A5X1A 2A600 2A6X1A/C 2A6X6	2A0X1X 2A590 2A5X1J 2A690 2A6X4	2A090 2A571 2A5X3X 2A691 2A6X5

SEI Code	Title	Explanation/Designation Criteria	Authorized AFSCs/ CEM Codes		
591	VC/C-9/T-43	Requires 12 months of experience and supervisor's recommendation.	2A000 2A300 2A590 2A600 2A6X1A/C 2A6X6	2A0X1X 2A571 2A5X1A 2A690 2A6X4 2A7XX	2A090 2A5X1J 2A5X3X 2A691 2A6X5
594	Special Air Missions (SAM) (C-32)	Requires 12 months of experience and supervisor's recommendation.	2A000 2A090 2A300 2A5X1 2A5X3X 2A6X1A/C 2A6X5 2E2X1	 2A600 2A690 2A6X6	2A0X1X 2A590 2A691 2A6X4 2A7XX
596	B-2	Requires either (1) completion of a formal B-2 course and 6 months of experience; or (2) 12 months of experience and supervisor's recommendation.	2A000 2A300 2A571 2A5X3X 2A691 2A6X4 2A7XX	2A0X1X 2A390 2A590 2A600 2A6X1A/E 2A6X5 2W1XX	2A090 2A551K 2A5X1E 2A690 2A6X3 2A6X6
AIRCRAFT ENGINES AND AVIONIC SYSTEMS/EQUIPMENT SEIs					
626	Radar Test Facility Technician	Requires 24 months of experience at 4484 Test Squadron's Radar Test Facility and supervisor's recommendation.	2A000 2A300 2A590	2A0X1X 2A351A 2A5X3X	2A090 2A3X2 2E1XX
628	Low Light Level Television	Requires 6 months of experience and supervisor's recommendation.	2A000 2A300	2A0X1X 2A590	2A190 2A5X3X
629	Tactical Electronic Reconnaissance (TEREC)	Requires either (1) formal training plus 6 months of experience; or (2) 12 months of experience and supervisor's recommendation.	1N5XX 2A090 2A5X3X	2A000 2A300	2A0X1X 2A590
630	AN/ALQ-131		2A000 2A300 2A3X2	2A0X1X 2A390 2A590	2A090 2A3X1 2A5X3X
633	Low Altitude Navigation Targeting Infrared for Night (LANTIRN)	Requires either (1) formal training plus 6 months of experience; or (2) 12 months of experience and supervisor's recommendation.	2A000 2A300 2A3X2	2A0X1X 2A390	2A090 2A3X1
634	PAVE PENNY	Requires either (1) formal training plus 6 months of experience; or (2) 12 months of experience and supervisor's recommendation.	2A000 2A3X1X	2A0X1X	2A090
646	ALQ-172	Requires 18 months of experience and supervisor's recommendation.	2A090 2A300	2A000 2A590	2A0X1D 2A5X3C
648	A-10 IATS	Requires either (1) formal training plus 6 months of experience; or (2) 12 months of experience and supervisor's recommendation.	2A000 2A300	2A0X1X 2A390	2A090 2A3X1X

SEI Code	Title	Explanation/Designation Criteria	Authorized AFSCs/ CEM Codes		
650	Infrared Detecting Set (IDS)	Requires either (1) 18 months of ILM experience on either the AN/AAQ-15/-17A/-18 IDS and supervisor's recommendation or (2) completion of J4ASF2A1X1-000/-019 course with 12 months of ILM experience on either the AN/AAQ-15/-17/ -18 IDS and supervisor's recommendation.	2A031C 2A331A 2A533A	2A051C 2A351A 2A553A	2A071C 2A371 2A573A
656	ALQ-119	Requires 12 months of experience and supervisor's recommendation.	2A000 2A300	2A0X1X 2A3X1X	2A090 2A590
659	Adverse Weather Aerial Delivery Systems (AWADS)	Requires completion of ATC course J4AMF/ ASF/ AST 32871-080 (PDS code Z9Z), AN/ APQ122(V) 1 Maintenance, 4AMF/ ASF/AST 32871-089 (PDS code0EQ), AN/APQ122 (V) 1 Flightline Maintenance, and CV-2368/A Maintenance; or J4AMF/ ASF/AST 2A4X2-064 AN/APQ 175 (AWADS) radar Technician (O-Level) (PDS Code 3IR) plus 12 months of experience and supervisor's recommendation.	2A000 2A300	2A0X1X 2A590	2A090 2A5X3
660	AN/AWN 37	Requires 12 months of experience and supervisor's recommendation.	2A000	2A090	
662	PAVE SPIKE	Requires either (1) formal training plus 6 months of experience; or (2) 12 months of experience and supervisor's recommendation.	2A000	2A0X1X	2A090
663	PAVE TACK		2A300	2A590	2A5X3X
664	AN/307 Operator		2A000	2A090	
665	Digital Scan Converter Group (DSCG)				
668	AN/APX 81	Requires supervisor's recommendation and either (1) formal training plus 6 months of experience; or (2) 12 months of experience.	2A000 2A300	2A0X1X 2A590	2A090 2A5X3X
669	AN/APQ 99/172		2A000 2A300	2A0X1X 2A590	2A090 2A5X3X
670	AN/ARN 101		2A000 2A300	2A0X1X 2A590	2A090 2A5X3X
672	Target Identification System Electro-Optical (TISEO)	Requires supervisor's recommendation and either (1) formal training plus 3 months of experience; or (2) 6 months of experience.	2A000	2A090	
676	AN/ALQ-184	Requires supervisor's recommendation and either (1) 6 months of experience plus completion of one of the following courses: E3AZR-45651-003 (PDS code 7SZ) or J4AMF/ ASF/ AST2A1X7-040 (PDS Code 7NL) or a field training course; or (2) 12 months experience.	2A000 2A300	2A0X1D 2A590	2A090 2A5X3C

SEI Code	Title	Explanation/Designation Criteria	Authorized AFSCs/ CEM Codes		
677	Air Force Satellite Communications Systems (AFSAT COM)/Fleet Satellite Communications Systems (FLEETSATCOM)	Requires either (1) completion of a formal AFSATCOM course plus 6 months of experience; or (2) 12 months of experience and supervisor's recommendation.	1C6XX 2A090 2A3X1 2A5X3X 2E1X1 3C271	2A000 2A300 2A3X2 2E000 3C000	2A0X1X 2A390 2A590 2E190 3C1X1
679	Rivet Eagle 66M Camera System	Requires completion of the appropriate General Dynamics or Lockheed course, 6 months of experience, and supervisor's recommendation.	2A000 2A300	2A0X1X 2A390	2A090 2A3X1X
680	ALM-204/ALQ-99E, Tactical Jamming Subsystem	Requires completion of courses J4AMF/ASF/ AST451X6B-002 (PDS code MT1) and J4AMF/ ASF/AST2A0X1A-002 (PDS Code MTB), 24 months of experience, and supervisor's recommendation.	2A0X1A	2A090	
690	Intermediate or Depot-Level Maintenance	Requires 24 months of intermediate maintenance experience at base level or at a depot-level repair facility, and supervisor’s recommendation.	2A000 2A090 2A553X 2A690 2A651 2A654 2A676 2A7X1 2A753	2A071X 2A300 2A573X 2A691 2A6X3 2A675 2A656 2A7X2	2A051X 2A590 2A600 2A671 2A674 2A655 2A790 2A773
COMMAND CONTROL SYSTEMS SEIs					

SEI Code	Title	Explanation/Designation Criteria	Authorized AFSCs/ CEM Codes		
901	Command and Control (C2), Air and Space Operations Center (AOC)	Requires either graduation of one of the following courses: AOCIQTSYS (PDS: UIJ), AOCIQTNET (PDS: UIK), AOCIQTOFF (PDS: UIM), AOCIQTDEF (PDS: UIN), AOCIQTISR (PDS: UIO), AOCIQTCOM (PDS: UIQ), AOCIQTAMD (PDS: UIR), AOCIQTICO (PDS: UIS), AOCIQTAIR (PDS: UIT), AOCIQTRES (PDS: UIU), AOCIQTSPC (PDS: UIV), AOCIQTSTR (PDS: UIW), AOCIQTTEC (PDS: UIY), AOCIQTIST (PDS: UIZ), AOCIQTAMT (PDS: UJI), AOCIQTICT (PDS: UJO), PR-301 (PDS: PRO), or: Award requires recommendation of supervisor or commander and one of the following: (1) certification as combat mission ready (CMR) according to provisions of AFI 13-1, *AOC,* vol 1; or (2) completion of any contingency operations or Aerospace Expeditionary Force (AEF) temporary duty (TDY) tour at an AOC (combined or joint) of at least 90 days; or (3) 6 months of experience while assigned to an AOC entity (combined or joint); or (4) participation in large scale theater air operations or exercises such as Blue Flag, Roving Sands, or Joint Task Force Exercise (JTFEX).	1A000 1A1X1 1C000 1C300 1C4X1 1C600 1N0X1 1N2X1 1N5X1 1T000 1W091 2A590 2S090 2T2X1 3C000 3C2X1 4N000	1A0X1 1A200 1C0X2 1C3X1 1C500 1C6X1 1N1X1 1N3XXX 1N600 1T0X1 1W0X1A 2A5X1 2S0X1 2EXXX 3C090 3S000 4N0X1	1A100 1A2X1 1C1XX 1C400 1C5X1 1N000 1N200 1N4X1 1N6X1 1W000 2A300 2S000 2T200 3A0XX 3C0X1 3S0X1 9S100
954	487L Survivable Low Frequency Communications System	Requires 6 months of experience and supervisor's recommendation.	2A000 2A300 2A590 2A600 2A6X6 2E1X3 2E6X2	2A0X1X 2A390 2A5X1 2A690 2E000 2E2X1 3C000	2A190 2A3X3 2A5X3X 2A6X5 2E190 2E690 3C2XX

Attachment 41

ALPHANUMERIC SPECIAL EXPERIENCE IDENTIFIERS

Introduction

(Changed 30 Apr 04)

1. The special experience identifiers (SEI) contained in this attachment provide a means of retrieving special experience for certain requirements and are intended as management tools to add a degree of flexibility to the personnel system not available by using prefixes and suffixes. SEIs are intended to reflect an unusual or changing management need for identification that may not be common to an AFSC, any group of AFSCs, or to a specific command. SEIs are not used in lieu of AFSCs, suffixes, prefixes, reporting identifiers, or special duty identifiers.

2. SEIs may be identified on manpower documents.

3. Requests for establishing new SEIs or deleting or revising an existing SEI will be submitted according to the instructions contained in paragraph 5 of this manual.

ALPHANUMERIC SPECIAL EXPERIENCE IDENTIFIERS (SEI)			
SEI Code	**Title**	**Explanation/Designation Criteria**	**Authorized AFSCs/ CEM Codes**
1AA	Direct Support Operator (DSO)	Requires qualification as a DSO on board specified special operations aircraft; 6 months of experience; completion of S-V84-A, United States Navy Underwater Egress Training; and supervisor's recommendation.	1A8XX X1N200 1N3XXX
1AB	Data Link Operator (DLO)	Requires certification as a DLO, 6 months experience, and supervisor's recommendation.	1A8XX 1N2XX 1N3XXX 1N4X1
1AC	Adversary Tactics Analyst	Requires qualification as an analyst; 2 years of experience or attendance at the Adversary Threat Tactics Analysis Course; 1 year of experience in Tactics Analysis and Studies Element; and supervisor's recommendation.	1A8XX 1N2XX 1N3XXX 1N4XX 1N5XX
1GG	Deployable Ground Intercept Facility Crypto-Linguist	Requires 6 months of experience and supervisor's recommendation. Requires completion of course X5AZN1N451 000, Basic Digital Network Analysis (A-531-0035) or 6 months of experience in a coded CNO positions and supervisor's recommendation.	1A8XX 1N200 1N3XXX
1KA	Computer Network Operations (CNO)		1N2XX 1N3XX 1N4XX 1N5XX 1N6XX 3C0X1 3C2X1
1MM	Satellite Crypto-Linguist	Requires 6 months of experience and supervisor's recommendation.	1A8XX 1N200 1N3XXX
1NA	Single-channel Crypto-Linguist		1A8XX 1N200 1N3XXX.
1NN	Multichannel Crypto-Linguist		
1PP	Airborne Analyst/ Ground Mission Analyst	Requires certification, 6 months of experience, and supervisor's recommendation.	1A8XX 1N2XX 1N3XXX 1N4X1
1QQ	Airborne Mission Supervisor/ Ground Mission Supervisor		

ALPHANUMERIC SPECIAL EXPERIENCE IDENTIFIERS (SEI)					
SEI Code	**Title**	**Explanation/Designation Criteria**	**Authorized AFSCs/ CEM Codes**		
1ZD	Cryptographer	Requires completion of National Cryptologic School Course CA-103 or CA-104, Exploitation of Manual Crypto Systems (formerly CA-107), CA-261, X3AZR1N451 006 (PDS Code 4YS); 6 months of experience, and supervisor's recommendation.	1A8XX	1N200	1N3XXX
2AA	Intermediate-Level Crypto-Linguist	Requires L2/R2+, L2+R2, L3/R2, L2/R3, or L2+/R2+ Defense Language Proficiency Test scores; and supervisor's recommendation.	1A8XX	1N200	1N3XXX
3AA	Advanced-Level Crypto-Linguist	Requires L3/R2+, L2+/R3, or L3/R3 Defense Language Proficiency Test scores and supervisor's recommendation.	1A8XX	1N200	1N3XXX
3ZJ	Airborne Maintenance Technician (AMT)	Requires (1) 12 months of experience as a certified lead AMT and supervisor's recommendation; or (2) completion of course AIA2A1X7 002 (PDS Code PSZ), 24 months of experience on the ES-142A collection system, and supervisor's recommendation.	X2A00	X2A1X7	X2A090
3ZN	Ground RIVET JOINT Maintenance Technician	Requires 18 months of experience on the RIVET JOINT Ground Data Processing System or Transportable Mission Processing System and supervisor's recommendation.	2A000 2E000 2E2X1	2A0X1D 2E190	2A090 2E1X1
3ZY	SENIOR YEAR Ground Station Maintenance Technician	Requires 9 months of experience and supervisor's recommendation.	2A000 2E000 2E2X1 3E1X1	2A0X1D 2E190 2E1X3	2A090 2E1X1 3E0X2
5ZF	Middle Enlisted Cryptologic Career Advancement Program (MECCAP)	Requires completion of the MECCAP and supervisor's recommendation.	1A8XX 1N4X1	1N2XX 1N5XX	1N3XXX 1N6XX
5ZG	PROFORMA Operator	Requires 6 months of experience and supervisor's recommendation.	1A8XX 1N5XX	1N2XX	1N3XXX

Attachment 42

CHIEF ENLISTED MANAGER (CEM) CODES

Introduction

1. Description and General Duties. CEM codes contained in this Attachment identify all chief master sergeant positions in the Enlisted Classification Structure. They also identify chief master sergeants that, through extensive experience and training, have demonstrated managerial ability to plan, direct, coordinate, implement, and control a wide range of work activity. Some managerial duties and responsibilities that are common to all chief enlisted managers are:

1.1. Manages and directs personnel resource activities; interprets and enforces policy and applicable directives.

1.2. Establishes control procedures to meet work goals and standards.

1.3. Recommends or initiates actions to improve functional operation efficiency.

1.4. Plans and programs work commitments and schedules.

1.5. Develops plans regarding facilities, supplies, and equipment procurement and maintenance.

2. CEM Composition and Concept. CEM codes in many cases are made up of a series of existing superintendent specialties where the degree of supervisory and managerial task involvement permits expanded resource use. As chief enlisted managers, chief master sergeants will be subject to working in a variety of similar jobs and functional areas where their general managerial and supervisory abilities can be most effectively used and challenged.

3. Award Criteria. CEM codes are awarded according to procedures outlined in AFI 36-2101. Basic requirements for awarding CEM codes are:

3.1. Be in the grade of chief master sergeant (or chief master sergeant selectee).

3.2. Possess qualification in a feeder specialty. The expanded duties and responsibilities, qualifications, and other specialty data for CEM codes are drawn from 9 level "feeder" specialty descriptions, consistent with the function and job performed. The table that follows identifies CEM codes and their titles and feeder specialties.

CEM CODE	TITLE	9-LEVEL FEEDER
1A000	In-Flight Refueling Manager	1A091
1A100	Flight Engineer Manager	1A191
1A200	Aircraft Loadmaster Manager	1A291
1A300	Airborne Communications and Electronics Systems Manager	1A391
1A400	Airborne Warning Command and Control Systems Manager	1A491
1A500	Airborne Missions System Manager	1A591
1A600	Flight Attendant Manager	1A691
1A700	Aerial Gunner Manager	1A791
1A800	Airborne Cryptologic Linguist	1A891
1C000	Air Operations Manager	1C091 1C092
1C100	Air Traffic Control Manager	1C191
1C200	Combat Control Manager	1C291
1C300	Command Post Manager	1C391
1C400	Tactical Air Command and Control Manager	1C491
1C500	Aerospace Control and Warning System Manager	1C591
1C600	Space Systems Operations Manager	1C691
1N000	Intelligence Applications and Exploitation Manager	1N091 1N191
1N200	Signals Intelligence Analysis Manager	1N291 1N390 1N491 1N591
1N600	Electronic Systems Security Assess Manager	1N691
1S000	Safety Manager	1S091
1T000	Survival, Evasion, Resist & Escape Operations Manager	1T091
1T100	Aircrew Life Support Manager	1T191
1T200	Pararescue Manager	1T291
1W000	Weather Manager	1W091
2A000	Avionics Systems Manager	2A190
2A300	Aircraft Manager	2A390 2A590
2A600	Systems Manager	2A690 2A691 2A692 2A790
2E000	Communications-Electronics Systems Manager	2E190 2E291 2E690
2F000	Fuels Manager	2F091
2G000	Logistics Plans Manager	2G091

CEM CODE	TITLE	9-LEVEL FEEDER
2M000	Missile and Space Systems Maintenance Manager	2M090
2P000	Precision Measurement Equipment Laboratory Manager	2P091
2R000	Maintenance Management Analysis Manager	2R090
2S000	Supply Manager	2S090
2T000	Traffic Manager	2T091
2T100	Vehicle Operations Manager	2T191
2T200	Air Transportation Manager	2T291
2T300	Vehicle Maintenance Manager	2T390
2W000	Munitions Maintenance Manager	2W091
2W100	Aircraft Armament Manager	2W191
2W200	Nuclear Weapons Manager	2W291
3A000	Information Management Manager	3A091
3C000	Communications-Computer Systems Manager	3C090 3C191 3C192 3C291 3C391
3E000	Civil Engineer Manager	3E090 3E191 3E291 3E391 3E490 3E591 3E691
3E700	Fire Protection Manager	3E791
3E800	Explosive Ordnance Disposal Manager	3E891
3E900	Readiness Manager	3E991
3H000	Historian Manager	3H091
3M000	Services Manager	3M091
3N000	Public Affairs Manager	3N090
3N100	Regional Band Manager	3N190
3N200	Premier Band Manager	3N291
3P000	Security Forces Manager	3P091
3S000	Personnel Manager	3S090
3S100	Military Equal Opportunity Manager	3S191
3S200	Education & Training Manager	3S291
3U000	Manpower Manager	3U091
3V000	Visual Information Manager	3V090
4A000	Health Services Management Manager	4A091
4A100	Medical Materiel Manager	4A191
4A200	Biomedical Equipment Manager	4A291

CEM CODE	TITLE	9-LEVEL FEEDER
4B000	Bioenvironmental Engineering Manager	4B091
4C000	Mental Health Service Manager	4C091
4D000	Diet Therapy Manager	4D091
4E000	Public Health Manager	4E091
4H000	Cardiopulmonary Laboratory Manager	4H091
4J000	Physical Medicine Manager	4J090
4M000	Aerospace Physiology Manager	4M091
4N000	Aerospace Medical Service Manager	4N091 4N191
4P000	Pharmacy Manager	4P091
4R000	Diagnostic Imaging Manager	4R090
4T000	Medical Laboratory Manager	4T090
4V000	Optometry Manager	4V090
4Y000	Dental Manager	4Y090
5J000	Paralegal Manager	5J091
5R000	Chaplain Service Support Manager	5R091
6C000	Contracting Manager	6C091
6F000	Financial Management and Comptroller Manager	6F091
7S000	Special Investigations Manager	7S091

Attachment 43

AIR FORCE

AFSC CONVERTIBLE SKILLS LIST

These instructions establish the parameters for recruiting prior military service personnel with needed experience and training equivalent to an existing Air Force specialty. Prior service applicants, eligible for enlistment in the Air Force and possessing a convertible skill listed on the attached conversion list, may be awarded the 3-skill level AFSC provided the applicant meets the below eligibility criteria. Documentation of formal training completion is required.

1. Being listed as a convertible skill waives **only** the completion of the mandatory initial skills course(s); the 3-skill level awarding course listed in the appropriate specialty description Attachment of AFMAN 36-2108, *Enlisted Classification*. All other mandatory entry requirements listed in AFMAN 36-2108, including **Attachment 39**, and upgrade requirements for the applicable AFSC apply.

2. Apply the guidance outlined in AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted),* chapter 4, table 4.1, Downgrade and Withdrawal of AFSC, to all branches of the service, including the Air Force, when determining individual's qualifications. If the individual's specialty should have been withdrawn as a result of non-duty performance in the specialty as outlined in AFI 36-2101, then follow the guidance further outlined in paragraph 4.1.2.3.4, to determine if the individual is qualified for enlistment using the convertible skills provision.

3. Individuals having a convertible skill listed for the AFSC requested and otherwise qualified for enlistment may be awarded the 3-skill level in the selected AFSC.

4. The Convertible Skills List is **only** for prior service personnel who enlist into the Air Force with prior military training and experience. Individuals **will not** be awarded a 3-skill level AFSC solely for future assignment consideration. AFSC awarded must be the individual's CAFSC, and the individual must be scheduled for assignment in the awarded AFSC.

5. The MOS, Rating, or Coast Guard identifier is convertible to the AFSC immediately to the right of each column only.

ARMY MOS	AFSC	ARMY MOS	AFSC	ARMY MOS	AFSC
25M	3V031	67Y	2A532	91M	4D031
25R	3V032	67Y	1A131B (note 2)	91P	4R031
25V	3V033	71L	3A031	91P/M5	4R031A
31C	3C131	73C	6F031 (note 2)	91Q	4P031
31F	2E231 (note 2)	73D	6F031 (note 2)	91S	4E031
31L	2E632	74C	3C031	91S/N4	4B031
31S	2E131	74D	3C031	91T (note 2)	4E031
35E	2E133	74F	3C032	91X/M8	4C031 (SEI 475)
44B	2T335	74G	2E231 (note 2)	92A	2S031
46Q	3N031	75B	3S031	92G	3M031
46R	3N032	75C	3S031	92Y	2S031
54B	3E931	75D/H	3S031	93C	1C131
55B	2W031	76J	4A131	93P	1C031
55C	2W031	88H	2T231	95B	3P031
62B	2T331 (note 1)	88M	2T131(note 1)	96B	1N031 (note 2)
67R	1A131B (note 2)	91B	4N031 (note 2)	96D	1N131 (note 2)
67S	1A131B (note 2)	91B	4N031-496	96H	1N131 (note 2)
67T	1A131B (note 2)	91B	4N031A, B	97E	8D000 (note 2)
63B/D/G/T	2T334 (note 1)	91B/N3	4J031	97L	9L000 (note 2)
63E/H/J//N/S/ W/Y	2T331 (note 1)	91B/N9	4J032	98C	1N431 (note 2)
63S/T	2T331 (note 1)	91B/P1	4N131C	98G	1N331 (note 2)
67N	2A532	91B/P2	4N131D	98J	1N531 (note 2)
67R	2A532	91B/P3	4V031	98K	1N531 (note 2)
67T	2A532	91C/M3	4N031-486		
67U	1A131B (note 2)	91D	4N131		
67U	2A532	91E	4Y031		
67V	1A131B (note 2)	91X	4C0X1		
67X	2A532	91K	4T031		
67Y	1A131B (note 2)	91K/M2	4T033		

NOTE 1: **Must have performed duty in the convertible skill within the past 18 months.**

NOTE 2: **Must be reviewed by the AFCFM before awarding AFSC.**

MARINE MOS	AFSC	MARINE MOS	AFSC	MARINE MOS	AFSC
0121	3S031	3534	2T131 (note 1)	7254	1C131
0151	3A031	3535	2T131 (note 1)	7382	1A231 (note 2)
0231	1N031 (note 2)	3536	2T131 (note 1)	8151/2	3P031
0291	1N032 (note 2)	3537	2T131 (note 1)		
0431	2T231	3538	2T131 (note 1)		
0451	2T231	4066	3C031		
0481	2T231	4067	3C032		
0491	2T231	4313	3N032		
1391	2F031	4341	3N031		
2311	2W031	4641	3V032		
2813	2E632	4671	3V033		
2818	2E231 (note 2)	5813/4/5/9	3P031		
2821	2E231 (note 2)	5952	2E132 (note 2)		
2823	3C231	5954	2E031 (note 2)		
2833	2E131	6492	2P031		
2841	2E133	6521	2W131		
2861	2E133	6531	2W131		
2884	2E031 (note 2)	6542	2W031		
3043	2T231	6591	2W131		
3052	2T231	6821	1W031		
3109	2T231	6842	1W031A		
3361	3M031	7252	1C131		
3372	9G000	7253	1C131		
3381	3M031				
3529	2T131 (note 1)				
3531	2T131 (note 1)				
3533	2T131 (note 1)				

NOTE 1: **Must have performed duty in the convertible skill within the past 18 months.**

NOTE 2: **Must be reviewed by the AFCFM before awarding AFSC.**

NAVY NEC	AFSC	NAVY NEC	AFSC	NAVY NEC	AFSC
AC	1C131	ET1502	2EO31/32 (note 2)	MS3538	3M031
AG	1W031	ET1523	2E031 (note 2)	PH8133	3V032
AZ	2R131	ET1579	2E031 (note 2)	PH8136	3V032
AO	2W131	GM0812	3P031B	PH8143	3V033
AO6801	2W031	HM-0000	4N031 (note 2)	PH8144	3V033
AO6802	2W131	HM-8409	4M031	PH8147	3V032
AO6810	2W131	HM-8416	4R031A	PH8148	3V032
EO	2T131 (note 1)	HM-8424	4A031	PN2612	3S031
MA	3P031	HM-8432	4E031	IT2301	3C132
PN	3S031	HM-8434	4N031 - SEI 486	IT2318	3C231
AG7412	1W031A	HM-8445	4V031	IT2319	3C131
CE5642	2E633	HM-8452	4R031	IT2321	3C131
CE5644	2E632	HM-8452	4R031 - SEI 479	1S3905	1N031(note 2)
CTM9227	2E231 (note 2)	HM-8462	4P031	8235	1A131C
IT2735	3C031	HM-8466	4J032	8251	1A131C
IT2743	3C032	HM-8467	4J031	8252	1A131C (note 2)
ET1622	2E231 (note 2)	HM-8479	4A231	8261	1A131C (note 2)
ET1623	2E231 (note 2)	HM-8485	4C031	8262	1A131C (note 2)
ET1654	2E231 (note 2)	HM-8486	4N131B	8263	1A131C (note 2)
FC1656	2E231(note 2)	HM-8489	4N131C	8265	1A331 (note 2)
DT-0000	4Y031	HM-8493/94	4N031 - SEI 490	8278	1A231 (note 2)
HM8479	4A231	HM-8505	4T033	8289	2T231
DT8752	4Y032	HM-8752/3	4Y032	9522	4C0X1-475
7601	2T334	HM8506	4T031	JO	3N031
7607	2T334 (note 1)	HM-8541	4H031	9545	3P0X1
7610	2T334 (note 1)	HM8446	4N1X1D		
ET1413	2E1X2 (note 2)	HM8483	4N131		
ET1415	2E1X3	JO	3N031		
ET1420	2E133	MA2002	3P031		
ET1425	2E131	MS3525	3M031		
ET1460	2E331	MS3527	3M031		
ET1465	2E131	MS3529	3M031		

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COAST GUARD	AFSC
0083	3P0X1
340	3V0X2
411	1N0X1 (note 2)
PA	3N031
681	2T1X1 (note 1)
682	2T1X1 (note 1)
683	2T1X1 (note 1)
741	3P0X1

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