

**AFSC 1C0X1**

**AIRFIELD MANAGEMENT**



**CAREER FIELD EDUCATION  
AND TRAINING PLAN**

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# AIRFIELD MANAGEMENT SPECIALTY AFSC 1C0X1 CFETP

## PART I

### PREFACE

1. The CFETP is a comprehensive core training document that identifies life-cycle training and education requirements, training support resources, and minimum core task requirements for every specialty. The CFETP will provide airfield management personnel a clear career path to success and instill sound objectivity in unit level training. Note: Civilians occupying associated positions will use Part II to support duty position qualification training.
2. The CFETP consists of two parts; both parts of the plan are used by supervisors to plan, manage and control training within the career field.
  - 2.1. Part I provides information necessary for overall management of the specialty. **Section A** explains how to use the plan. **Section B** identifies career progression, duties, responsibilities, training strategies and career field path. **Section C** associates each skill level with specialty qualifications (knowledge, training, education, and experience). **Section D** indicates resource constraints i.e., funds, manpower, equipment, and facilities. Note: See AFI 36-2108 for job descriptions.
  - 2.2. Part II includes: **Section A** identifies available OJT support materials. Qualification training packages identified in this section have been developed to support both upgrade and qualification training. These packages are indexed on the AFPUBS webpage; **Section B** identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses. **Section C** can be used to identify MAJCOM unique training requirements. **Section D** contains the course objective list/training standards supervisors will use to determine if airmen satisfied training requirements; **Section E** identifies the Specialty Training Standard (STS) and includes duties, tasks and technical references to support training, AETC training conducted, wartime course/core task and correspondence course requirements.
3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their career. This plan will enable us to train today's work force for tomorrow's jobs. At unit level, supervisors and trainers will use Part II to identify, plan and conduct training commensurate with the overall goals of this plan.

## **ABBREVIATIONS/TERMS EXPLAINED**

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

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

**Core Task.** Tasks the Air Force Career Field Manager (AFCFM) identify as minimum qualification requirements within the Air Force Specialty Code (AFSC), regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

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

**Distance Learning (DL).** Includes video teleseminar, video teletraining, and computer based training (CBT). Formal courses that a training wing or a contractor develops for export to a field location (in place of resident training) for trainees to complete without on-site support of the formal school instructor.

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

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

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

**Position Certification Guide (PCG).** A guide developed and used to train Airfield Management personnel on specific knowledge and task items required for position certification.

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

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

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

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

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

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

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

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

## **SECTION A - GENERAL INFORMATION**

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

- 1.1.** Serves as a management tool to plan, manage, conduct and evaluate a career field training program. Also, it is used to help supervisors identify training at the appropriate point in an individual's career.
  - 1.2.** Identifies task and knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.
  - 1.3.** Lists training courses available in the specialty, identifies sources of training and the training delivery method.
  - 1.4.** Identifies major resource constraints which impact full implementation of the desired career field training process.
- 2. Uses.** The plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.
- 2.1.** AETC training personnel will develop/revise formal resident, non-resident, field and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.
  - 2.2.** MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade and proficiency requirements. Identified requirements can be satisfied by OJT, resident training, contract training or exportable courses. MAJCOM-developed training to support this AFSC must be identified for inclusion into the plan.

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

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

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

**4. Specialty Descriptions.** Official specialty descriptions can be found in AFMAN 36-2108, *Airman Classification*.

### **4.1. Specialty Summary.**

(Note: Refer to AFMAN 36-2108.)

### **4.2. Duties and Responsibilities**

(Note: Refer to AFMAN 36-2108. Because AFMAN 36-2108 is limited to one or two pages per AFSC, this paragraph includes a more detailed narrative of duties and responsibilities than that shown in AFMAN 36-2108.)

#### **4.2.1. Apprentice/Journeyman (3/5) levels.**

Provides flight planning guidance. Briefs pilots concerning airfield hazards, active runway status, correct taxi routes, and barrier status. Advises aircrews of flight planning procedures applicable to the local area, and briefs departure routings. Coordinates with base agencies for support of runway and airfield facilities.

Performs airfield inspections to include runways, aprons, arresting systems, signs and airfield lighting. Performs airfield response for wildlife, foreign object debris and other flight safety hazards affecting the airfield environment. Determines bird watch conditions and disperses wildlife from the airfield environment. Coordinates and monitors airfield repair activities, and facilities maintenance. Determines Runway Surface Condition (RSC) and Runway Condition Reading (RCR).

Performs flight service coordination functions. Receives proposed flight plans from pilots. Reviews flight plans and other flight-associated documents for accuracy and completeness. Transcribes and formats flight plans for transmission. Processes flight data with Federal Aviation Administration (FAA), Department of Defense (DoD), Air Force, or International Civil Aviation Organization (ICAO) facilities via telecommunication systems. Provides departure messages to FAA facilities and/or destination bases. Coordinates inbound and outbound flight notices with appropriate air traffic control agencies. Maintains data on aircraft movement, and initiates overdue aircraft actions as required. Coordinates aircraft parking plans and with base agencies regarding transient aircrew needs. Operate radio communications devices. Uses crash alarm notification circuits in response to in-flight emergencies, ground accidents or incidents, and contingency or exercise requirements. Determines field conditions using weather information; disseminates severe weather conditions to applicable organizations. Determines and disseminates RSC and RCR to appropriate agencies. Temporarily stores classified materials for transient aircrews as determined locally. Notifies applicable base agencies concerning Distinguished Visitors (DV) arrivals and departures. Coordinates requirements for aircraft needing special handling, such as air evacuation and dangerous cargo flights. Coordinates and processes prior permission required (PPR) requests. Records daily events. Execute OIs and QRCs.

Maintains flight planning displays and equipment, to include airfield diagrams, required maps and display of departure procedures. Maintains and updates navigational aid status. Prepares, maintains, coordinates and issues flight safety and local Notices to Airmen (NOTAMs). Orders, receives, and distributes aeronautical charts and flight information publications (FLIPs) for base agencies. Maintains DoD Aeronautical Chart Updating Manual (CHUM), ICAO publications, Airman Information Manual (AIM), copies of pertinent FAA directives, FLIPS, USAF Foreign Clearance Guide and other applicable flying directives. Provides aircrews with access to Coordinated Universal Time (UTC).

#### **4.2.2 Craftsman (7) level.**

Supervises, plans, schedules, organizes and coordinates airfield management activities. Establishes work schedules and assigns appropriate duties necessary to accomplish airfield management activity requirements. Manages and supervises unit training programs. Establishes training requirements, job performance standards and procedures for assigned personnel. Coordinates with appropriate agencies, such as air traffic control, civil engineers and command post, to ensure airfield activities are supported as appropriate. Provides for the use and control of facilities, equipment, time, supplies and personnel allotted to airfield management activities. Requisitions and accounts for equipment, supplies and other resources required for efficient use of airfield management activities. Ensures maximum benefit is realized from resources allocated to airfield management.

Inspects and evaluates airfield management activities. Reviews flight plans, aircraft traffic logs, NOTAM files, and other supportive flight data for accuracy, completeness and conformance with established directives. Ensures aeronautical data and displays necessary for flight planning are accurate and current. Evaluates reports, administrative and statistical data files that pertain to airfield management. Reviews airfield management procedures, and recommends changes to increase efficiency and service.

Reviews, interprets and enforces policies, instructions and directives pertaining to airfield management functions. Prepares operating directives and memorandums for airfield management activities. Establishes base flightline driving program to include training, certification and remedial action. Establishes procedures for controlling privately owned vehicles on the flightline.

Performs daily airfield inspections to ensure a safe operational environment (airfield markings, signs, distances, etc.). Evaluates airfield activities to ensure compliance with established policies and directives (flightline driving program, civil aircraft operations, Host/Tenant support requirements, etc.). Identifies and corrects inspection deficiencies. Coordinates and supervises airfield construction, repair activities, facilities maintenance and snow removal operations.

#### **4.2.3. Superintendent (9) level and (CEM) 1C000.**

Plans, organizes, directs, controls and evaluates airfield management activities. Plans and schedules workloads and duty assignments. Improves work methods and procedures to achieve

the most economical use of resources. Ensures airfield management compliance with established policies and directives. Directs and conducts liaison with primary and mission support activities to reduce common problems, improve procedures, increase efficiency and provide better airfield management activities. Evaluates the effectiveness of the airfield management training program.

Evaluates airfield activities to ensure compliance with established policies and directives (flightline driving program, civil aircraft operations, Host/Tenant support requirements, etc.) Performs airfield inspections to ensure a safe operational environment (airfield markings, signs, clearances, etc.). Ensures proper USAF, DoD, International Civil Aviation Organization (ICAO), DoT, FAA and host nation criteria is applied to all airfield areas, including runways, taxiways, parking ramps, clear zones, airfield lighting systems, navigational aids, aircraft arresting systems, signs and markings. Identifies and requests maintenance/repair for the airfield deficiencies. Establishes requirement for painting, stripping, rubber removal, maintenance and upgrade of airfield facilities/systems. Directs and coordinates with appropriate agencies to accomplish construction and maintenance. Determines priorities and directs snow and ice removal. Ensures work is planned and executed.

Coordinates on all airfield construction and repair projects. Liaison between flying community and civil engineers to analyze impact of work on operational flying. Works with contractors, civil engineers, safety, security forces, air traffic control and other agencies to provide a safe flying environment. Analyzes the effect of all base construction on the airfield and coordinates TERPs requirements. Ensures local airfield database is accurate and consistent in flight information publications. Reviews waivers to airfield criteria and recommends approval/disapproval to the wing commander.

Implements the airfield management portions of wing operational plans for snow removal, contingency deployments, hazardous cargo, aircraft evacuations, aircraft incidents/mishaps, live armament handling, airfield security and wildlife reduction. Advises appropriate officials (AOB, FOD Committee, etc.) of procedures, policy, and resources that will impact the effectiveness of airfield support activities. Provides guidance at facility planning board meetings concerning airfield lighting, security, aircraft parking plans, and future airfield construction. Participates with Safety Office, Transient Maintenance, and other base agencies in the development of the airfield parking plan and taxi routes. Advises wing staff on all airfield matters that may effect flying operations.

**5. Skill/Career Progression.** It is essential that everyone involved in training do their part to plan, develop, manage, conduct and evaluate an effective training program. The following guidance will ensure individuals receive viable training at the appropriate points in their career.

<b>Table 5.1 Skill Progression and Enlisted Education</b>				
	Rank	Rank - Sew-on Average	Earliest Sew-on	High Year Tenure (HYT)
Basic Military Training School	AB/Amn	Amn - 6 months		
Apprentice Technical School (3-Skill Level)	AB/Amn/AIC	A1C - 16 months		
Upgrade to Journeyman (5-Skill Level) <ul style="list-style-type: none"> <li>• Minimum 15 months OJT (9 months for retrainees)</li> <li>• Complete 5-Skill level CDC</li> <li>• Complete Core and other applicable tasks listed in CFETP</li> <li>• Complete AM-04 PCG</li> </ul>	A1C/SrA	SrA - 36 months	28 months	10 years
<ul style="list-style-type: none"> <li>• Start AM-03 PCG immediately after award of 5-skill level</li> </ul>				
<b>Trainer</b> <ul style="list-style-type: none"> <li>• Possess a 5-skill level or civilian equivalent</li> <li>• Be trained and certified in the subject matter</li> <li>• Complete a formal trainers/certifiers course</li> <li>• Be appointed in writing by unit commander</li> </ul>				
Airman Leadership School <ul style="list-style-type: none"> <li>• Must be SrA with 48 months time in service or SSgt selectee</li> <li>• Resident graduation is required to sew on SSgt</li> </ul>	SrA/SSgt	SSgt - 6.5 years	3 years	20 years
<b>Certifier</b> <ul style="list-style-type: none"> <li>• Must be a SSgt with a 5-skill level or civilian equivalent</li> <li>• Be trained and certified in the subject matter</li> <li>• Be someone other than the trainer</li> <li>• Complete a formal trainers/certifiers course</li> <li>• Be appointed in writing by unit commander</li> </ul>				
Upgrade to Craftsman (7-Skill Level) <ul style="list-style-type: none"> <li>• Minimum rank of SSgt</li> <li>• Minimum 12 months UGT</li> <li>• Complete 7-skill level CDC</li> <li>• Complete Core Tasks listed in STS</li> <li>• Complete requirements listed in AFI 13-213 Chapter 7</li> <li>• Complete AM-02 and AM-03</li> <li>• Resident graduate of 7-skill level training course</li> <li>• Must be 7-skill level to sew on TSgt</li> </ul>	SSgt/TSgt	TSgt - 13 years	5 years	22 years
NCO Academy <ul style="list-style-type: none"> <li>• Must be TSgt or TSgt selectee</li> <li>• Resident graduation is required to sew-on MSgt</li> </ul>	TSgt/MSgt	MSgt - 16 years	8 years	24 years
Upgrade to Superintendent (9-Skill Level) <ul style="list-style-type: none"> <li>• Must be a SMSgt</li> <li>• Complete AM-01 PCG</li> <li>• Resident graduate of Airfield Manager Course</li> </ul>	SMSgt	SMSgt - 18 years	11 years	26 years
Senior NCO Academy <ul style="list-style-type: none"> <li>• Must be CMSgt selectee, SMSgt or SMSgt selectee, or selected MSgt</li> <li>• Resident graduation is required to sew-on CMSgt</li> </ul>	CMSgt	CMSgt - 21 years	14 years	30 years

<b>Table 5.2 Professional Development Training</b>	
Course Description and Source	Rank
<p><b>Basic Airport Safety &amp; Operations Specialist School.</b> Designed to enhance the professionalism and basic safety responsibilities of airport operations personnel and to increase awareness of the FAA's Part 139 airport certification program. This course is specifically tailored to airport personnel responsible for the day-to-day operations of public-use and military airfields throughout the United States. Both Part 139 and non-regulatory airside safety and operations issues will be thoroughly reviewed by an expert faculty. This faculty will include FAA headquarters and regional personnel, officials from the National Transportation Safety Board, airport executives, airline pilots, military/DoD representatives from joint-use facilities and others knowledgeable about airport operations and safety matters. Course provided by American Association of Airport Executives (AAAE). Course length: 4 days. <b>Benefits:</b> Prepare SrA/SSgt to assume increased responsibility in the day-to-day management of the airfield by providing technical information on the operation, maintenance and safety of the airfield environment.</p>	<p>SrA/SSgt Possessing 5-Skill Level (3-5 yrs)</p>
<p><b>Flight Dispatcher Training (E1ASC1C0X1-000).</b> This course provides extensive training on flight regulations/publications, equipment navigation/facilities, aerodynamics, performance, weight and balance, flight operations, emergencies, hazards and flight physiology, meteorology and weather services, airspace, precision and non-precisions approaches. <b>Benefits:</b> Knowledge acquired by personnel can increase efficiency and enhance aircrew support. Advance knowledge on airspace, general flight rules, air route system, understanding of weather effects on aircraft operations and other areas are key to personnel ability concerning flight planning assistance and reducing flight delays. Course provided by accredited universities and technical training institutes across the county.</p>	<p>SrA/SSgt Possessing 5/7-Skill Level (4-6 yrs)</p>
<p><b>Automated Terminal Instruments Procedures (TERPS) (EOZR13B4A)</b> (If selected for special duty). Personnel are trained to plan, coordinate, develop, and process terminal instrument procedures. The course emphasizes the development of instrument approach and departure procedures. Training includes both manual and automated methods of development. Course provided by the 81<sup>st</sup> Training Wing at Keesler AFB, MS. Course length: 6 weeks.</p>	<p>SSgt/TSgt Possessing 7-Skill Level</p>
<p><b>Advanced Airport Safety &amp; Operations Specialist School.</b> The advanced ASOS school is designed for individuals who have either attended an earlier ASOS school or have at least two years of supervisory experience in airport operations. The advanced school uses fewer prepared presentations and more problem-solving workshops, role-playing scenarios and breakout groups so that all attendees can actively participate in the proceedings. The case studies and general discussions will cover a range of topics, including: environmental issues; winter operations (deicing/snow removal); emergency planning; construction safety; vehicle operations; security issues; hazmat/fuel spills; wildlife management/bird control. Course provided by AA AE. Course</p>	<p>SSgt/TSgt Possessing 7-Skill Level (6-8 yrs)</p>

length: 4 days. <b>Benefits:</b> This hands-on interaction with industry experts will enhance military airfield managers' knowledge and problem solving skills involving critical airfield functions.	
<b>Military Airfield Manager Course (E3AZR1C091).</b> This course provides the knowledge and skills needed to perform the duties of Airfield Manager. This is an advanced course designed primarily for the USAF senior NCO or civilian airfield manager. The scope of training includes: Facility Operation and Management, Base Support Forums, Contingencies and Support Plans, Airfield Utilization, Airfield Safety and Security, Bird and Animal Control, Visual Air Navigation Facilities & Airfield Markings, Air Traffic Control and Landing Systems (ATCALs), Airspace/Airfield Criteria, Pavement Evaluation Reports, Airfield Inspections, Airfield Check Requirements, Airfield Inspection/Check Results, Airfield Maintenance and Construction, and Airshows/Open House/Special Events. Course provided by the 81 <sup>st</sup> Training Wing, Keesler AFB, MS. Course length: 3 weeks.	TSgt/MSgt 7-Skill Level (14-18 yrs)
<b>FAA Airport Certification Course (E5ASG1C071).</b> This course is for personnel who will be responsible for the certification of airports and enforcement of FAR 139. Classroom subjects to be covered are airport inspection procedures to assure compliance with FAR 139 Subpart D, identification of violations to FAR 139, preparation of administrative enforcement actions, issuance of certificates, and review of airport certification manuals and related plans. The class includes labs, workshops, and field trips to provide hands-on training. Course provided by the Federal Aviation Administration. Course length: 3 week. <b>Benefits:</b> In-depth technical training on airport inspection procedures will increase knowledge and ability of military airfield managers to improve airfield safety. Training will also prepare personnel for responsibilities associated with joint-use facilities and civil aircraft operations at military airfields.	TSgt/MSgt 7-Skill Level Who have attended the Airfield Manager Course
<b>Military Airspace Management Course (EOZR11A4X).</b> This course provides instruction on the process of establishing, modifying and managing domestic Special Use Airspace and Airspace for Military Use in accordance with the Federal Aviation Administration, National Environmental Policy Act, and military directives. Course provided by the 81 <sup>st</sup> Training Wing, Keesler AFB, MS. Course length: 2 weeks	MSgt or above 7-Skill Level
<b>Aircraft Mishap Investigation Course (WCIP05A).</b> This course provides aircraft mishap investigation techniques and procedures. Course provided by HQ Air Force Safety Center, Kirtland AFB, NM. Course length: 2 weeks.	MSgt or above 7-Skill Level
<b>Flight Safety Non Commissioned Officer (L3AZR1S071-004).</b> This course provides training on principles of mishap prevention; flight safety program responsibilities; requirements of the Hazardous Air Traffic Report (HATR) program, Bird Aircraft Strike Program and Hazard Reporting Program; objectives of inspections, assessments, mishap investigation, and reporting; mishap categories and classes; investigation responsibilities and preparing mishap reports. Course provided by HQ Air Force Safety Center, Kirtland AFB, NM. Course length: 2 weeks.	TSgt or above 7-Skill Level

**6. Training Decisions.** This CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the 1C0X1 career field. The spectrum includes the strategy of when, where and how to meet these training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a fragmented approach to training.

**6.1. Initial Skills Training.** All military personnel entering the Airfield Management specialty will complete the 3-skill level resident training course E3ABR1C031 at Keesler AFB, MS. Exception: Army 93P Aviation-Specialist. Active duty, reserve and National Guard personnel must complete the resident training course to be awarded AFSC 1C031.

**6.2. Five Level Upgrade Training Requirements.** Upgrade training to the 5-skill level may begin as soon as an individual arrives at the first duty station. It consists of the successful completion of: (1) The 5-skill level CDC (CDC completion is recorded in the training records) (2) 15 months on-the-job training (9 months for re-trainees) and (3) The AM-04 PCG. Maximum allowable time for upgrade to the 5-skill level is 24 months. Start AM-03 PCG immediately after award of the 5-skill level.

**6.3. Seven Level Upgrade Training Requirements.** Upgrade training to the 7-skill level may begin when an individual is selected for promotion to staff sergeant, but no sooner than the first day of the promotion cycle. It consists of the successful completion of: (1) One year OJT supervisory training (2) The 7-skill level CDC prior to attending the 7-skill level course (the CDC content is recorded in the STS) and applicable items in AFI 13-213 (3) The 7-skill level resident training course and (4) The AM-02 and AM-03 PCG.

**6.4. Nine Level Upgrade Training Requirements.** Upgrade training to the 9-skill level Airfield Management consists of the following: (1) Must be a SMSgt (2) Resident graduate of Airfield Manager Course and (3) Completion of AM-01 PCG.

**6.5. Retraining Personnel.** Retrainees will attend the 3-skill level resident training course, complete the 5-skill level CDC and complete the AM-04 PCG. Retrainees holding the rank of SSgt or above must perform airfield management duties for 12 months, complete the 7-level CDC and applicable items in AFI 13-213 and complete AM-02 and AM-03 PCG prior to attending the 7-skill level resident training course. The AF Career Functional Manager (AFCFM) may waive the skill upgrade requirements, with justification on a case-by-case basis, to the previously held skill level. Process such waiver requests in accordance with the guidance listed in paragraph 6.5.1 below.

**6.5.1.** AFCFMs are the authority for waiving any mandatory training requirement(s). Process the waiver request to the AFCFM in the following manner:

**6.5.1.1.** Supervisors decide whether pursuing a waiver is appropriate by considering the complexity of the new AFSC and the trainee's background. If a waiver is deemed appropriate, supervisors develop and forward a case file, which includes evidence to warrant a waiver, through the unit commander to the servicing Military Personnel Flight (MPF) personnel employment element.

**6.5.1.2.** The MPF will provide their recommendations and forward the case file to the MAJCOM/DP, who will coordinate the package with the MAJCOM training manager and 1COX1 MAJCOM functional manager for approval. Cases will then be sent to the AFCFM for a decision. In the event there is no AFSC functional manager at the MAJCOM to evaluate the case, the MAJCOM training manager will send the case to AFPC/DPMYCO3 for review by the appropriate AFPC functional advisor. After AFPC review, the case will be sent to the AFCFM.

**6.5.1.3.** If a trainee fails the CDC course exam twice, commanders must either pursue retraining, separation or waiver of the CDC requirement. (See AFI 36-2201, Attachment 3.)

**7. Community College of the Air Force (CCAF) Academic Programs.** Enrollment in CCAF occurs after completion of basic military training. Off-duty education is a personal choice but is highly recommended. CCAF provides the opportunity to obtain an Associate in Applied Sciences Degree. Some information provided below has not been approved or validated by CCAF. Information in this section may change without notice. Consult the Base Education Office for changes.

**7.1.** For airfield management personnel, CCAF offers an associate degree in Airport Safety and Resource Management to those who meet the requirements of the CCAF General Catalog. The skilled (5) level must be held at the time of program completion. Program requirements are as follows

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

**TECHNICAL EDUCATION (24 Semester Hours):** A minimum of 12 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective subjects/courses.

**Technical Core**

Subjects/Courses	Semester Hours
Aerospace Education.....	3
Air Navigational Aids.....	3
Air Transportation.....	3
Aircraft Accident Investigation/Mishap Aircraft Investigation.....	6
Airport Management.....	6
Airport Planning and Design.....	3
Aviation History.....	3

Aviation Law .....	6
Aviation Management .....	3
Aviation Safety/Flight Safety .....	3
CCAF Internship .....	16
Climatology/Meteorology .....	3
Computer Resource and Information Management .....	6
Data Information Systems .....	6
Data Information Systems Management .....	3
Information Systems Applications .....	6
Labor Relations .....	3
Managerial Accounting .....	3
Managerial Economics .....	3
Math, Statistics or Quantitative Analysis .....	6
Networking and Telecommunication Management .....	6

### **Technical Electives**

Subjects/Courses	Maximum Semester Hours
Accounting .....	6
Advanced Flight Operations or Commercial Pilot License.....	9
Airline Dispatcher Course .....	20
Airspace Management.....	3
Basic Flight Operations or Private Pilot's License .....	3
Computer Science .....	6
Computer Software Certification Course.....	20
Emergency Planning and Operations .....	3
Enlisted Professional Military Education.....	12
Environmental Impact Analysis/Noise Abatement .....	6
FAA Part 139 Airport Certifications .....	20
FAA Rules and Regulations.....	6
Foreign Language.....	6
Human Resource Management .....	3
Instructional System Development Course .....	6
Marketing/Retailing .....	6
Military Airfield Manager .....	12
Organizational Behavior.....	3
Production Management .....	3
Strategic Management.....	3
Stress Management .....	3
Technical Writing.....	3
Terminal Instrument Procedures .....	3
Transportation and Storage of Hazardous Material .....	6
Wildlife Management.....	6

**LEADERSHIP, MANAGEMENT AND MILITARY STUDIES, (6 Semester Hours):**

Professional military education and/or civilian management courses. See the General Catalog for application of courses to this area.

**PHYSICAL EDUCATION (4 Semester Hours):**

PH 1000..... 4

**GENERAL EDUCATION (15 Semester Hours):** This requirement is satisfied by application of courses accepted in transfer or by testing credit. The following is a specific breakout of requirements.

Subjects/Courses	Semester Hours
Oral Communication .....	3
Written Communication.....	3
Mathematics .....	3
An intermediate algebra or college-level mathematics course is required. If an acceptable mathematics course is applied as a Technical or Program Elective, a natural science course meeting General Education Requirement application criteria may be applied.	
Social Science .....	3
Humanities .....	3

**PROGRAM ELECTIVE (15 Semester Hours):** The Program Elective requirement is satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including natural science courses meeting General Education Requirement application criteria. Six semester hours of CCAF degree-applicable technical credit otherwise not applicable to the program may be applied. **NOTE: CCAF requirements are subject to change. See current CCAF catalog.** In addition to the associate degree program, CCAF also offers the following:

**7.2. Occupational Instructor Certificate.** Upon completion of instructor qualification training consisting of an instructor methods course and supervised practice teaching, instructors who possess an associate degree or higher may be nominated by their school commander/commandant for certification as an Occupational Instructor.

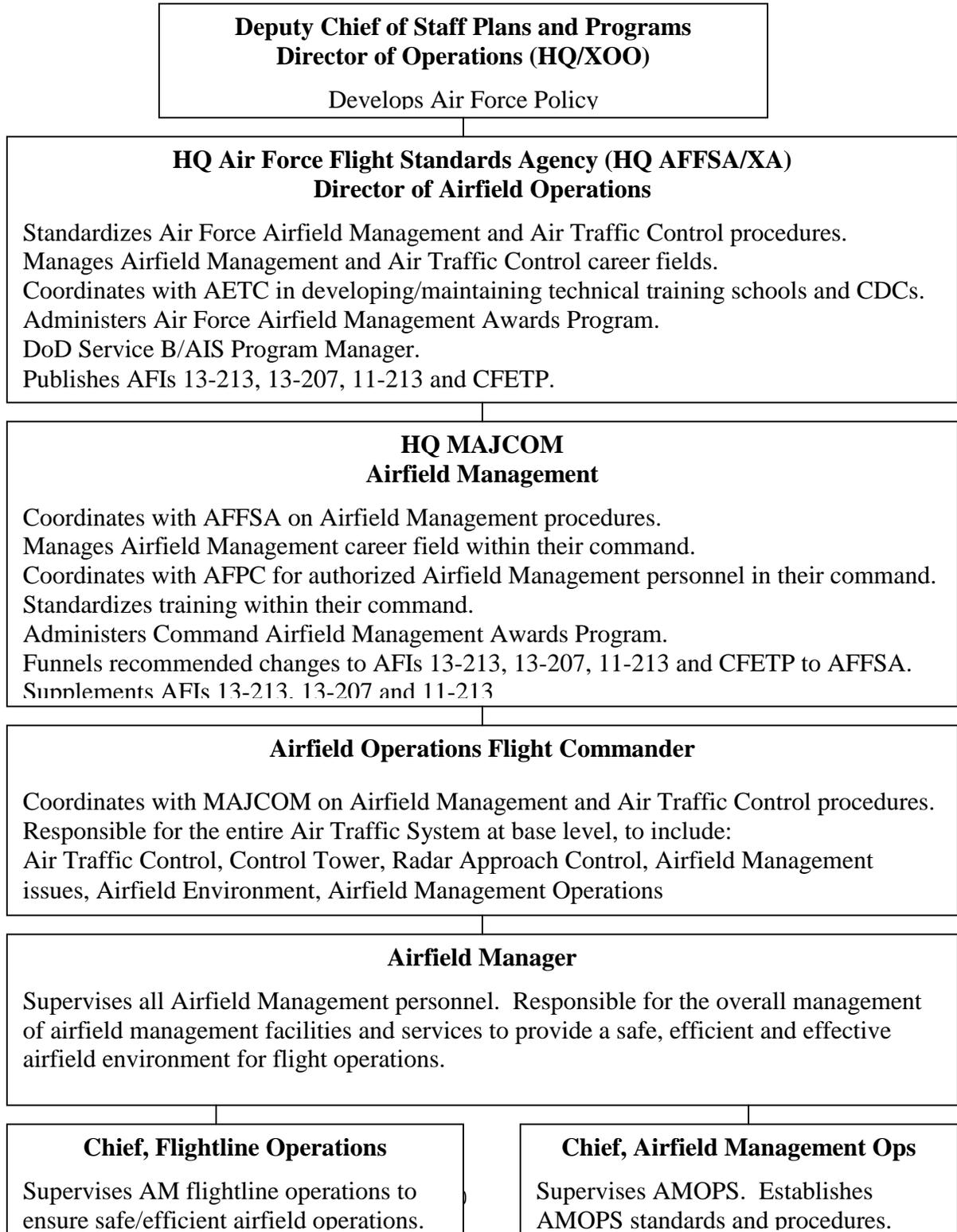
**7.3. Trade Skill Certification.** When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The college uses a competency based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman/ Supervisor, or Master Craftsman/Manager.

## 8. Airfield Management Career Path and Functional Relationship.

8.1. The career path outlines duty positions and the appropriate rank/time in service to fill each position; this chart is not all-inclusive.

<b>Table 8.1. Career Path</b>			
Rank	Skill Level	Time in AM. Year(s)	Duty Positions
AB/Amn	3	<1)	Initial skills trainee; Airfield Management Operations Coordinator Trainee
A1C	3/5	1-3)	Airfield Management Operations Coordinator
SrA	5	3-6	Airfield Management Operations Coordinator; Airfield Management Operations Supervisor; Resident Course Instructor; Tanker Airlift Control Element (TALCE)
SSgt	5/7	6-12	Airfield Management Operations Supervisor; Resident Course Instructor; Chief, Airfield Management Operations (CAMO); Chief Airfield Management Training (CAMT); TALCE; TERPS; Aircraft Delivery
TSgt	7	12-15	CAMT, CAMO; Deputy Chief, Airfield Management (DCAM); Quality Assurance Evaluator (QAE); DoD NOTAM Division; TERPS; TALCE; Aircraft Delivery; Resident Course Instructor
MSgt	7	15-18	DCAM; QAE; Chief, Airfield Management (CAM); MAJCOM Functional Manager (MFM), Chief, Non-Resident Airfield Management Training (CDC Writer); DoD NOTAM Division; TALCE; Resident Course Instructor, Numbered AF (NAF) Functional
SMSgt	9	18-21	CAM; MFM; Command Airfield Manager; DoD NOTAM Division; Resident Course Instructor; Numbered AF (NAF) Functional
CMSgt	CEM	21-30	CAM; MFM; Command Airfield Manager; Chief, Airfield Operations Flight; AFCFM

8.2. The functional organizational chart presents the directional flow of information related to functional management, not chain-of-command, and is not all-inclusive.



## **SECTION C - SKILL LEVEL TRAINING REQUIREMENTS**

**9. Purpose.** Skill levels in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. Each skill level must be completed sequentially and each higher skill level has as a prerequisite the completion of all knowledge, training, education, experience required, and identified for all lower skill levels. The specific task and knowledge training requirements are identified in the Core Objective Listing (COL) and STS, Part II, Sections A and B of this CFETP.

### **10. Specialty Qualification Requirements.**

#### **10.1. Apprentice (3) Level Training Requirements.**

##### **10.1.1. Specialty Qualifications.**

**10.1.1.1. Knowledge.** Mandatory knowledge of: DoD, FAA and International Civil Aviation Organization (ICAO) flying instructions; aeronautical maps, FLIPS; interpretation of weather symbols and forecasts; processing of flight plans and notification messages; and the USAF NOTAM system. Knowledge is desirable of aircraft basic design characteristics and capability of navigational facilities.

**10.1.1.2. Education.** Completion of high school or equivalent is mandatory for entry into this AFSC. A typing class is desirable.

**10.1.1.3. Training.** Completion of the Airfield Management Apprentice Course, E3ABR1C031, is mandatory.

**10.1.1.4. Other.** The following items are mandatory for award and retention of this AFSC.  
NOTE: These requirements pertain to all skill levels of this AFSC.

Eligibility for a Secret security clearance IAW AFI 31-501, *Personnel Security Management Program*.

Ability to speak clearly and distinctly.

Qualify to operate a government (general-purpose) vehicle IAW AFMAN 24-309, *Vehicle Operations*.

**10.1.2. Training Sources and Resources.** Completion of the Airfield Management Apprentice course (E3ABR1C031) at Keesler AFB, MS, satisfies the knowledge and training requirements specified in the specialty qualification section for award of the 3-skill level. The COL (Part II,

Section D of this CFETP) identifies all the knowledge and tasks, with their respective standards. A list of all training courses to support this career field is at Part II, Section B, of this CFETP.

**10.1.3. Implementation.** Entry into training is through Air Force Training Management System. After graduation from the basic course, AFSC 1C031 is awarded.

## **10.2. Journeyman (5) Level Training Requirements.**

### **10.2.1. Specialty Qualifications.**

**10.2.1.1. Knowledge.** Mandatory knowledge of: DoD, FAA and ICAO flying instructions; aeronautical maps, charts and publications (FLIPS); interpretation of weather symbols and forecasts; processing of flight plans and notification messages; and the USAF NOTAM system. Knowledge is desirable of aircraft basic design characteristics and capability of navigational facilities.

**10.2.1.2. Training.** Completion of the 5-level CDC is mandatory.

**10.2.1.3. Experience.** Qualification in and possession of AFSC 1C031. Experience in functions such as: flight data processing, NOTAM processing, emergency response actions, and maintaining flight information data and supportive displays. Completion of an introduction to computer systems is desirable.

**10.2.2. Implementation.** Entry into upgrade training may begin when an individual arrives at the first duty location. Completion of the 5-skill level CDC, 15 months experience as an apprentice (9 months for re-trainees), completion of all STS core and other applicable tasks and AM-04 PCG is mandatory for award of the Journeyman AFSC. Qualification training is initiated anytime an individual is assigned duties they are not qualified to perform.

## **10.3. Craftsman (7) Level Training Requirements.**

### **10.3.1. Specialty Qualifications.**

**10.3.1.1. Knowledge.** Mandatory knowledge of: DoD, FAA and ICAO flying instructions; aeronautical maps, charts and publications (FLIPS); interpretation of weather symbols and forecasts; flight planning and air traffic clearance procedures; the USAF NOTAM system; navigational aids, airfield lighting, markings, signs, barriers, runways/taxiways; airfield waivers and construction/maintenance requirements; airfield security; and general flight/ground safety rules.

**10.3.1.2. Education.** To assume the grade of SSgt and MSgt, individuals must be graduates of the Airman Leadership School and NCO Academy, respectively. Air National Guard and Air Force Reserve commanders may opt for individuals to complete the non-resident courses.

**10.3.1.3. Training.** Completion of the 7-level advance training course and 7-level CDC is mandatory.

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

**10.3.2. Training Sources and Resources.** Completion of the advance training course at Keesler AFB, MS, the 7-level CDC and AM-02 PCG satisfies the knowledge and training requirements specified above. A list of all training courses to support this career field is at Part II, Section D, of this CFETP.

**10.3.3. Implementation.** Entry into advanced skill training is initiated when an individual is selected for promotion to SSgt. To be awarded the Craftsman AFSC an individual must complete the 7-level advance training course and 7-level CDC, complete 12 months upgrade training, complete AM-02 and AM-03 PCG, and completion of all core and other applicable STS tasks and requirements listed in AFI 13-213, Chapter 7. Individuals who have retrained into the career field as a SSgt or higher must serve 12 months as a Journeyman before being considered for advanced skills training. Qualification training is initiated anytime an individual is assigned duties they are not qualified to perform.

#### **10.4. Superintendent (9) Level Training Requirements.**

##### **10.4.1. Specialty Qualifications.**

**10.4.1.1. Knowledge.** Mandatory knowledge of: principles of organization and personnel management; content of DoD, ICAO, and FAA flying instructions, publications and technical orders; interpretation of weather reports; flight planning and air traffic clearance procedures; NOTAMS, navigational aids, airfield lighting, markings, barriers, runways/taxiways, airfield waivers and construction/maintenance requirements; airfield security; and general rules of flight/ground safety.

**10.4.1.2. Training.** Completion of the Military Airfield Manager course is mandatory.

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

**10.4.2. Training Sources and Resources.** Completion of the Military Airfield Manager course at Keesler AFB, MS and AM-01 PCG satisfies the knowledge and training requirements specified above. A list of all training courses to support this career field is at Part II, Section D, of this CFETP.

**10.4.3 Implementation.** An individual must be a SMSgt, complete the training requirement listed in paragraph 10.4.1.2. and complete AM-01 PCG to be awarded AFSC 1C091. Qualification training is initiated anytime an individual is assigned duties they are not qualified to perform.

## **SECTION D - RESOURCE CONSTRAINTS**

**11. Purpose.** This section identifies known resource constraints which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Explanations of each resource constraint and its impact on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

None.

## **SECTION E – TRANSITIONAL TRAINING GUIDE**

**12. Purpose.** This transitional guide will lay the direction and control to prepare our personnel for the 21<sup>st</sup> century. Also, tomorrow's challenges will be measured by how well we plan today, and our strength and direction are assured only through proper training. Only your genuine commitment to meeting this challenge head on will ensure the Air Force and our specialty benefit fully.

None.

## Part II

### Section A-Specialty Training Standard

**1. Implementation.** This STS will be used for technical training provided by AETC for classes entering 020214 and graduating 020327 for 3-skill level training and with the class entering 020225 and graduating 020308 for 7-skill level training.

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

**2.1** List in column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for airman to perform duties in the 3-, 5-, and 7-skill level. Number task statements sequentially, i.e., 1.1., 1.2., 2.1. In column 2 are listed the core and wartime tasks. Core and wartime tasks are Air Force required specialty training.

**2.2.** Provides OJT certification. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification/completed date. (As a minimum, use the following column designators: Training Complete, Certifier Initials)

**2.3.** Shows formal training and correspondence course requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task and knowledge and the career knowledge provided by the correspondence course. See CADRE/AFSC/CDC listing maintained by the unit training manager for current CDC listings.

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

**2.5.** Becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, On-The-Job Training Record, and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

**2.5.1. Documentation.** Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Training Completed, Trainee Initials, Trainer Initials, Certifier Initials (if applicable). An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the AFCFM. NOTE: The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their Career Field.

**2.5.1.1. Transcribing from Old Document to CFETP.** Evaluate current qualifications and when verified, recertify using: Tasks Previously Certified and Required in Current Duty Position (Core/Critical Tasks). Current date as of stop date, trainee's and certifier's initials. Tasks Previously Certified and Required in Current Duty Position (Non-Core/Non-Critical Tasks). Current date as stop date, trainee's and trainer's initials. Tasks Previously Certified but Not Required in Current Duty Position. Carry forward only the previous completion date of certification (not the initials of another person). If and when transcribed tasks become duty

position requirements, recertify using standard certification procures. The person whose initials appear in the trainer or certifier block during the transcription process must meet the requirements of their prescribed role and must be listed in the identification block of Part II of the CFETP. Give trainee old CFETP.

**2.5.1.2. Documenting Career Knowledge.** When a CDC is not available: the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFI 36-2108. For two-time CDC course exam failures: supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. NOTE: Career Knowledge must be documented prior to submitting a CDC waiver.

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

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

**2.6.** Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKT) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 14 of AFI 36-2606, US Air Force Reenlistment, Retention, and NCO Status Programs (formerly AFR 35-16, volume 1). WAPS is not applicable to the Air National Guard.

**3. Comments and Recommendations.** Report unsatisfactory performance of individual course graduates to 334 TRS/TRR, 700 Hangar Rd, Keesler AFB, MS 39534-2335. Reference specific STS paragraphs. A Customer Service Information Line (CSIL) has been installed for the supervisors' convenience. For a quick response to concerns, call our CSIL, at DSN 597-4566, or fax us at DSN 597-3790, or e-mail us at, [81trg-tget@keesler.af.mil](mailto:81trg-tget@keesler.af.mil). Reference this STS and identify the specific areas of concern (paragraph, training standard element, etc)."

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

CHARLES F. WALD, Lt. General, USAF  
Deputy Chief of Staff/Air and Space Operations

Attachment (1) Qualitative Requirements  
Attachment (2) STS

**STS Symbology and Information**

NOTE 1: An asterisk (\*) in Column 2 of the STS indicates a wartime course task.

NOTE 2: A slant bar (/) between proficiency codes indicates training equipment is not available at the training center and only task knowledge training is provided.

NOTE 3: Core Task denotes 5 or 7 level requirement in Column 2.

**Trainer/Certifier Identification**

<b>This Block Is For Identification Purposes Only.</b>		
<b>Name Of Trainee</b>		
<b>PRINTED NAME (Last, First, Middle Initial)</b>	<b>Initials (Written)</b>	<b>SSN</b>
<b>PRINTED NAME OF CERTIFYING OFFICIAL AND WRITTEN INITIALS</b>		
N/I	N/I	

## QUALITATIVE REQUIREMENTS

		PROFICIENCY CODE KEY
LEVELS	SCALE VALUE	
TASK PERFORMANCE Levels	1	CAN DO SIMPLE PARTS OF THE TASK. NEEDS TO BE TOLD OR SHOWN HOW TO DO MOST OF THE TASK. (EXTREMELY LIMITED)
“	2	CAN DO MOST PARTS OF THE TASK. NEEDS HELP ONLY ON THE HARDEST PARTS. (PARTIALLY PROFICIENT)
“	3	CAN DO ALL PARTS OF THE TASK. NEEDS ONLY A SPOT CHECK OF COMPLETED WORK. (PROFICIENT)
“	4	CAN DO THE COMPLETE TASK QUICKLY AND ACCURATELY. CAN TELL OR SHOW OTHERS HOW TO DO THE TASK. (HIGHLY PROFICIENT)
*TASK KNOWLEDGE Levels	a	CAN NAME PARTS, TOOLS, AND SIMPLE FACTS ABOUT THE TASK (NOMENCLATURE)
“	b	CAN DETERMINE STEP BY STEP PROCEDURES FOR DOING THE TASK. (PROCEDURES)
“	c	CAN IDENTIFY WHY AND WHEN THE TASK MUST BE DONE AND WHY EACH STEP IS NEEDED. (OPERATING PRINCIPLES)
“	d	CAN PREDICT, ISOLATE, AND RESOLVE PROBLEMS CONCERNING THE TASK. (ADVANCED THEORY)
**SUBJECT KNOWLEDGE Levels	A	CAN IDENTIFY BASIC FACTS AND TERMS ABOUT THE SUBJECT. (FACTS)
“	B	CAN IDENTIFY RELATIONSHIP OF BASIC FACTS AND STATE GENERAL PRINCIPLES ABOUT THE SUBJECT. (PRINCIPLES)
“	C	CAN ANALYZE FACTS AND PRINCIPLES AND DRAW CONCLUSIONS ABOUT THE SUBJECT. (ANALYSIS)
“	D	CAN EVALUATE CONDITIONS AND MAKE PROPER DECISIONS ABOUT THE SUBJECT. (EVALUATION)
<p><b>EXPLANATIONS</b></p> <p>* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task (Example: b and 1b).</p> <p>** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to a specific task, or for a subject common in several tasks.</p> <p>- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC. OJT will be provided at the unit/base level.</p> <p>X This mark is used alone in course columns to show that training is required but not given due to limitations in resources.</p>		

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) C D C	(1) Course	(2) C D C	(1) Course	(2) C D C
1. CAREER PROGRESSION TR: AFI 36-2101, 36-2108												
1.1. Progression in career field ladder 1C0X1							A		-	-		
1.2. Duties of AFSCs 1C031/1C051/1C071							A		-	-		B
2. SECURITY	*											
2.1. Specific OPSEC Vulnerabilities of AFSC 1C0X1 TR: AFI 31-101							A		-	-		B
2.2. Classified Material TR: AFI 31-401												
2.2.1. Identification and Marking							B		-	-		
2.2.2. Handling							B		-	-		
2.2.3. Storage							B		-	-		
2.2.4. Equipment							B		-	-		
2.2.5. Destruction							B		-	-		
2.3. Secure Communications Equipment TR: AFI 33-220							A			B		
2.4. COMSEC Material TR: AFI 33-211, 33-212												
2.4.1. Identify Requirements										b		
2.4.2. Establish Accounts										b		
2.4.3. Order Documents										b		
2.4.4. Issue and Receive Documents							b			b		
2.4.5. Ensure Accountability							b			b		
2.4.6. Destruct Material							b			b		
2.4.7. COMSEC Responsible Officer (CRO) functions										A		B
2.5. Airfield Resource Protection TR: AFI 31-101	5						A			B		
3. AIR FORCE OCCUPATIONAL AND HEALTH (AFOSH) PROGRAM TR: AFI 91-301, 91-302									-	-		
4. SUPERVISION TR: AFI 36-2101, 36-2110, 36-2201, 36-2502, 36-2503, 13-213, AFMS 13E1, FAAO 7340.1												
4.1. Work Schedule	7										c	B
4.2. Utilize Daily Events Log AF Form 3616	5						2b			b		
4.3. Manpower Utilization	7									A	C	b

Attachment 2

1. Tasks, Knowledge And Technical References.	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) C D C	(1) Course	(2) C D C	(1) Course	(2) C D C
5. AIRFIELD MANAGEMENT TRAINING TR: AFI 36-2201, 13-213										B		
6. PUBLICATIONS AND FORMS TR: Master Catalog, AFI 13-213, 37-160							A			B		
7. FLIGHT INFORMATION PUBLICATIONS (FLIP), AERONAUTICAL CHARTS, AND RELATED AEROSPACE PRODUCTS TR: NIMA Catalog of Maps, Charts, and Related Products, Part I, Vol. I, FLIP General Planning, TR: AFI 11-201, 13-213	*											
7.1. Determine Requirements	5									c		
7.2. Requisition Material	5									c		
7.3. Inventory Material	5									c		
7.4. Distribute Material	5									c		
7.5. Maintain Material	5									c		
7.6. Product Utilization:												
7.6.1. NIMA Catalog	5						A			c		
7.6.2. DoD Aeronautical Chart Updating Manual (CHUM)	5						A			b		
7.6.3. FLIP Planning	5						A			c		
7.6.4. Foreign Clearance Guide (FCG)	5						A			c		
7.6.5. Aeronautical Information Manual (AIM)	5						A			B		C
7.7. Interpret Products:												
7.7.1. Enroute Supplement	5						2b			b		c
7.7.2. Standard Terminal Arrival (Star) Procedures	5						2b			b		
7.7.3. Enroute charts	5						2b			b		
7.7.4. Instrument Approach/ Departure Procedures	5						2b			b		c
7.7.5. Aeronautical Charts	5						2b			b		
7.7.6. Contractions TR: FAAO 7340.1	5						2b			b		
7.7.7. Location Identifiers TR: FAAO 7350.6	5						2b		-	-		
8. AIRCRAFT DESIGNATION SYSTEM TR: AFJI 16-401							A		-	-		

1. Tasks, Knowledge And Technical References.	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Train er Initial s	Certifier Initials	(1) Course	(2) C D C	(1) Course	(2) C D C	(1) Course	(2) C D C
9. AIR OPERATIONS SUPPORT TR: AFI 11-204, 11-202 VOL 3, AFI 13-203, 13-213, FAA Order (FAAO) 7110.65, ICAO Document Annex 2, Rules of the Air												
9.1. Air Traffic Control Structure												
9.1.1. Federal Aviation Administration	5						A			B		
9.1.2. Air Route Traffic Control Center (ARTCC)	5						A			B		
9.1.3. Flight Service Station (FSS)	5						A			B		
9.1.4. Control Tower	*5						A			B		
9.1.5. Approach Control	5						A			B		
9.1.6. ICAO	5						A			B		
9.2. Mission and Responsibilities of Base Support Agencies	*											
9.2.1. Civil Engineer	5						A			B	C	
9.2.2. Fire Department							A			B		
9.2.3. Ground and Flight Safety	5						A			B		
9.2.4. Maintenance Control	5						A			B		
9.2.5. Command Post TR: AFI 10-207	5						A			B		
9.2.6. Transient Alert	5						A			B		
9.2.7. Security Forces	5						A			B		
9.2.8. Transportation	5						A			B		
9.2.9. Weather	5						A			B		
9.2.10. Base Supply	5						A			B		
9.2.11. Services	5						A			B		
9.2.12. Communications	5						A			B		
p.2.13. Protocol and Public Affairs TR: AFI 35-201	5						A			B		
9.2.14. Current Operations	5						A			B		
9.2.15. Contracting	7						A			B	C	
9.3. Use Operations Terminology And Phraseology	*											
9.3.1. Phonetic Alphabet TR: FAA 0 7110.65	5						2b		-	-		
9.3.2. Radio Communications Procedures TR: FAA 7110.65	5						2b			b		

1. Tasks, Knowledge And Technical References.	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifie r Initials	(1) Cours e	(2) C D C	(1) Course	(2) C D C	(1) Cours e	(2) C D C
9.4. Coordinate for: TR: AFI 13-213												
9.4.1. Transient Services	*											
9.4.1.1. Transportation	5					2b			b			
9.4.1.2. Maintenance	5					2b			b			
9.4.2. Airfield Sweeping	*5					2b			b			
9.4.3. Power Production (Arresting System Maintenance)	*5					a			b			
9.4.4. Airfield Lighting Outages	*5					a			b			
9.4.5. Special Handling												
9.4.5.1. Distinguished Visitors TR: AFI 36-2865	5					2b			b			
9.4.5.2. Aeromedical Evacuation	5					2b			b			
9.4.5.3. Hazardous Cargo TR: AFJI 11-204	5					2b			b			
9.4.5.4. SAM/SAAM	5					a			b			
9.4.5.5. Customs/Agriculture						a			b			
9.4.5.6. Unannounced Arrivals	5					a			b			
9.4.5.7. Foreign Aircraft	5					a			b			
9.4.5.8. Presidential Support	5					a			b			
9.4.6. Prior Permission Required (PPR)/Official Business Only (OBO)/Quiet Hours	5					a			b			
9.4.7. Maintenance Taxi Clearance/ Engine Runs/Tows						b			b			
10. DESIGNATIONS OF AIRSPACE TR: AIM, FAAO 7110.65						A			B			
11. NAVIGATIONAL AIDS (NAVAIDS) TR: AIM, FAAO 7110.65	*											
11.1. Precision												
11.1.1. Precision Approach Radar (PAR)						A			B		B	
11.1.2. Microwave Landing System (MLS)						A			B		B	
11.1.3. Instrument Landing System (ILS)						A			B		B	
11.2. Non-Precision												
11.2.1. Airport Surveillance Radar (ASR)						A			B		B	
11.2.2. Non-Directional Radio Beacon (NDB)						A			B		B	
11.2.3. Global Positioning System (GPS)						A			B		B	

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifie r Initials	(1) Cours e	(2) C D C	(1) Course	(2) C D C	(1) Cours e	(2) C D C
11.2.4. VHF Omni-directional Range (VOR)							A			B		B
11.2.5. Tactical Air Navigation (TACAN)							A			B		B
11.2.6. VHF Omni-directional Range/ Tactical Air Navigation (VORTAC)							A			B		B
11.2.7. Visual Approach Slope Indicator (VASI)/Precision Approach Path Indicator (PAPI)/Pulsating/Steady Visual Approach Slope Indicator (PVASI) TR: AFM 32-1076							A			B		B
12. GENERAL FLIGHT RULES TR: AFI 11-202 VOL 3; FAR Part 71, FAR Part 91	5						A			B		
13. EMERGENCY ACTIONS TR: AFI 11-204, 13-213, AFI 32-4001, AFM 32-4004	*											
13.1. Notification Procedures												
13.1.1. Respond to Primary Crash Net	5						2b			b		
13.1.2. Activate Secondary Crash Net	5						2b			b		
13.1.3. Crash Net Management	7									B	C	
13.2. Use Quick Reaction Checklist (QRC) TR: AFI 13-213												
13.2.1. On/Off Base Accident/Incident	5						2b			b		
13.2.2. Overdue/Missing Aircraft TR: AFI 11-202 VOL 3, AFJM 11-213	5						2b			b		
13.2.3. Anti-hijacking Procedures AFI 13-207	5						2b			b		
13.2.4. Inflight Emergency	5						2b			b		
13.2.5. Ground Emergency	5						2b			b		
13.3. Develop QRC's	7										c	c
13.4. Disaster Control Group (DCG)	7						A			A		B
13.5. Plot Grid Maps	5						2b			b		
13.6. Contingency Plans	7						A			A		B
14. FLIGHT PLANS TR: AFJM 11-213; AFR 900-6, FCG; AIM, FAAO 7110.10, FLIP General Planning, Area Planning, ICAO Document 4444 and Annex 10, Vol. II	*											
14.1. Review For Accuracy and Completeness:												
14.1.1. DD Form 175	5						2b			c		
14.1.2. DD Form 1801 (ICAO)	5						2b			c		

1. Tasks, Knowledge And Technical References.	2. Core/ War-time Tasks	3. Certification For OJT				4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)						
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) C D C	(1) Course	(2) C D C	(1) Course	(2) C D C
14.2. Other Flight Plans												
14.2.1. FAA							A			B		
14.2.2. Local							A			B		
14.2.3. Alternative (Computer Generated) Flight Plan Procedures							A			B		
14.3. Outbound Flight Plan												
14.3.1. Analyze Route of Flight	5						2b			c		
14.3.2. Determine Routing Address	5						2b			c		
14.3.3. European Flow Control Restrictions										B		
14.3.4. Coordinate Altitude Reservations										c		
14.3.5. Process Input Flight Proposal												
14.3.5.1. Flight Planning Systems	5						2b			c		
14.3.5.2. Verbal	5						2b			c		
14.3.6. Ensure Flight Plan Acknowledgment	5						2b			c		
14.3.7. Record flight plan proposal	5						2b			c		
14.3.8. Coordinate Proposal	5						2b			c		
14.3.9. Coordinate Departure	5						2b			c		
14.4. Inbound Flight Plans												
14.4.1. Process Notification	5						2b			c		
14.4.2. Coordinate and Update Proposals	5						2b			c		
14.4.3. Determine and Coordinate Aircraft Requirements	5						2b			c		
14.4.4. Monitor Flight Progress	5						2b			c		
14.4.5. Coordinate Arrivals	5						2b			c		
15. OPERATE COMMUNICATIONS SYSTEMS TR: AFI 13-213, 33-106	*											
15.1. UHF/VHF Radio (Pilot to Dispatch)	5						2b		-	-		
15.2. Land Mobile Radios (LMR)	5						2b		-	-		
15.3. Telephone Console	5						2b		-	-		
16. NOTICE TO AIRMEN (NOTAM) TR: AFJMAN 11-208	*											
16.1. DoD/FAA NOTAM System	5						B			B		
16.2. NOTAM Criteria	5						B			B		
16.3. Types of NOTAMs	5						A			B		
16.4. Process Safety NOTAMs	5						2b			b		

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) C D C	(1) Course	(2) C D C	(1) Course	(2) C D C
16.5. Request Safety NOTAM Products	5						2b			b		
16.6. Alternate Methods of Receipt	5						A			B		
17. FLIGHT PLANNING SECTION TR: AFI 13-213	*											
17.1. Airfield Displays	5						A			B	C	
17.2. Aeronautical Chart Displays	5						A			B	C	
18. WEATHER INFORMATION TR: FLIP General Planning FAAO 7110.10	*											
18.1. Read Weather Reports	5						2b			b		
18.2. Disseminate Warning, Watches, and Advisories	5						2b			b		
19. AIRFIELD SAFETY TR: AFI 91-202,204	*											
19.1. Runway Intrusions	5						A			B	C	C
19.2. USAF Hazard Report (HR)	7						A			B	C	C
19.3. Hazardous Air Traffic Report (HATR) TR: AFI 91-202	7						A			B	C	C
19.4. Risk Assessment Codes (RAC) AFI 91-301	7										C	B
20. AIRFIELD LIGHTING SYSTEMS TR: AFI 32-1044, FLIPS AFM 32-1076, FAA Advisory Circulars, FAAO 6850.5, ICAO Annex 14, NATO Criteria Std for Aflds	*5											
20.1. Approach Lighting							A			B		C
20.2. Runway Lighting							A			B		C
20.3. Taxiway Lighting							A			B		C
20.4. Rotating Beacon							A			B		C
20.5. Lighted Signs							A			B		C
20.6. Obstruction Lights							A			B		C
20.7. Heliport Lighting							A			B		C
21. AIRFIELD MARKINGS TR: AFI 32-1042, Engineering Technical Letters (ETL) 94-01, FAA Advisory Circulars ICAO Annex 14, NATO Crit Std for Aflds	*5											
21.1. Runway Markings							A			B		C
21.2. Taxiway Markings							A			B		C
21.3. Parking Ramp Markings							A			B		C
21.4. Helipad Markings							A			B		C

1. Tasks, Knowledge And Technical References.	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) C D C	(1) Course	(2) C D C	(1) Course	(2) C D C
21.5. Runway Hold Line							A			B		C
21.6. Instrument Hold Lines							A			B		C
21.7. Threshold Markings							A			B		C
21.8. Closed Surface Markings							A			B		C
21.9. Painted Signs							A			B		C
21.10. Alternate Runway Markings							A			B		C
22. AIRFIELD MANAGEMENT TR: AFI 13-201, 13-203, 13-204, 13-213, 32-1024, 32-1042, 32-1043, 32-1044, UFC 3-360-01, 32-1076, FAAAC 150/5200-18B ETL 94-01	*5											
22.1. Airfield Inspection Types							A			B		
22.2. Airfield Inspection Areas												
22.2.1. Parking Ramps							A			B	C	
22.2.2. Taxiways							A			B	C	
22.2.3. Runways and Overruns							A			B	C	
22.2.4. Lighting							A			B	C	
22.2.5. Obstructions/Obstacles							A			B	C	
22.2.6. Airfield Markings							A			B	C	
22.2.7. Airfield Signs							A			B	C	
22.2.8. Rubber Deposits							A			B	C	
22.2.9. Aircraft Arresting Systems							A			B	C	
22.2.10. Foreign Objects							A			B	C	
22.2.11. Drainage							A			B	C	
22.2.12. Perimeter Roads							A			B	C	
22.2.13. Instrument Approach Critical Areas							A			B	C	
22.3. Conduct Airfield Inspections	7									b	2c	c
22.4. Airfield Checks Types							A			B		
22.4.1. Runway Surface Condition (RSC) TR: AFTO 33-1-23, AFI 13-213 (Part of AF Check)												
22.4.2. Determine RSC	5						a			b		
22.4.3. Report RSC	5						2b			b		
22.5. Runway Condition Reading (RCR) TR: AFTO 33-1-23, AFI 13-213 (Part of AF Check)												
22.5.1. Use of the Decelerometer							A			B		
22.5.2. RCR Computation							A			B		
22.5.3. RCR Reporting							A			B		
22.6. Airfield Construction & Repair												

1. Tasks, Knowledge And Technical References.	2. Core/ War-time Task	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initial	Trainer Initial	Certifier Initials	(1) Course	(2) C D C	(1) Course	(2) C D C	(1) Course	(2) C D C
22.6.1. Pre-design Phase	7								A	C	B	
22.6.2. Work-in-Progress Phase	7								A	C	B	
22.6.3. Project Completion Phase	7								A	C	B	
22.7. Coordinate Aircraft Arresting System Certification	7								b		b	
22.8. Coordinate Airfield Marking/Lighting Upkeep	7								b		b	
22.9. Open House/Airshows/Static Displays							A		A	C	B	
22.10. Air Installation Compatibility Use Zone (AICUZ) TR: AFI 32-7063, AFH 32-7084										C	B	
22.11. Letters of Agreement/ Host-Tenant Agreements	7								A	C	B	
22.12. Snow and Ice Control TR: AFI 32-1002									B	C	B	
23. BIRD AIRCRAFT STRIKE HAZARD REDUCTION PROGRAM (BASH) TR: AFI 91-202; AFPAM 91-212, AFI 13-213												
23.1. Purpose	5						A			B	C	C
23.2. Active/Passive Methods of Control							A			B	C	C
23.3. Report Conditions	5						2b			b		
23.4. AM Program Involvement	7									B	C	C
24. CIVIL AIRCRAFT USE OF USAF INSTALLATIONS TR: AFI 10-1001;10-1002 & 1003; AFI 10-1801, 13-213												
24.1. Unauthorized												
24.1.1. Emergency	5						A			B	C	C
24.1.2. Inadvertent	5						A			B	C	C
24.1.3. Intentional	5						A			B	C	C
24.1.4. Perform Fee Assessment											2c	
24.2. Authorized												
24.2.1. Types of Users	5						A			B	C	C
24.2.2. Civil Fly-ins							A			B	C	C
24.2.3. Application Procedures	5						A			B	C	C
24.2.4. Processing Requests	7						A			B	C	C
24.2.5. Forms Used	5						A			B	C	C
24.2.6. Verification	5						A			B	C	C

1. Tasks, Knowledge And Technical References	2. Core/ War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CD C	(1) Course	(2) CD C	(1) Course	(2) C D C
24.2.7. Aircraft Landing Authorization Number (ALAN)							A			B	C	C
24.3. Military Aero Club							A			B		
24.4. Joint/Shared Use							A			B	C	C
25. FLIGHTLINE DRIVING PROGRAM TR: AFI 13-213, AFM 24-306, AFOSH 91-100	5						A			B	C	C
26. FLIGHTLINE DRIVING PROGRAM Development /Management TR: AFI 13-213.	7									B	C	C
27. PAVEMENT CLASSIFICATION TR: AFI 32-1041	*											
27.1. Interpret Reports												
27.1.1. Airfield Pavement Structural Evaluation	7									a	2c	b
27.1.2. Runway Friction Characteristics Evaluation	7									a	2c	b
27.2. Apply Weight Bearing Capacity (Review Action)	7									a	2c	b
27.3. Apply ACN/PCN Systems	7									a	2c	b
28. WAIVERS TO AIRSPACE/ AIRFIELD CRITERIA TR: AFI 32-1024, AFI 13-213, UFC 3-360-01, AFH 32-7084, * ICAO ANX 14, NATO Criteria Std for AFLD	*											
28.1. Imaginary Surfaces *	7									A	C	B
28.2. Runway/Clear Zones *	7									A	C	B
28.3. Permissible Deviations	7									A	C	B
28.4. Building Restriction Line	7									A	C	B
28.5. Temporary Waivers	7									A	C	B
28.6. Permanent Waivers	7									A	C	B
28.7. Exemptions	7									A	C	B
28.8. Annual Waiver Review	7									A	C	B
29. Air field Restrictions TR: AFI 13-213	7									A	C	B
30. Aircraft Parking Plan TR: AFH 32-1084I, UFC 3-360-01, AFI 32-7062	7									A	C	B
31. Evaluation Program TR: AFI 13-213, AFI 13-218, 13-203, AFI 90-901	7									A	C	B

## SECTION B – INITIAL/ADVANCED SKILLS COURSE OBJECTIVE LIST

### Airfield Management Apprentice

**4. Measurement.** Each objective is indicated as follows: W indicates task or subject knowledge, which is measured using a written test. PC indicates required task performance, which is measured with a performance progress check. PC/W indicates separate measurement of both knowledge and performance elements using a written test and a performance progress check.

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

**6. Proficiency Level.** Most task performance is taught to the “2b” proficiency level which means the students can do most parts of the task, but does need assistance on the hardest parts of the task (partially proficient). The student can also determine step-by-step procedures for doing the task.

**7. Course Objective.** These objectives are listed in the sequence taught by Block of Instruction.

#### 7.1. Initial Skills Course: E3ABR1C031-00

##### 7.1.1. Block I Fundamentals of Airfield Management

Unit 2, Obj. 2a. Associate the progression in the 1C0X1 career field ladder with the appropriate military grades. STS. 1.1. Meas: W

Unit 2 Obj 2b. Associate the duties performed within the Airfield Management specialty with the appropriate skill level. STS. 1.2. Meas: W

Unit 3, Obj. 3a. Identify basic facts about the mission and responsibilities of base support agencies. STS: 9.2.1., 9.2.2., 9.2.3., 9.2.4., 9.2.5., 9.2.6., 9.2.7., 9.2.8., 9.2.9., 9.2.10., 9.2.11., 9.2.12., 9.2.13., 9.2.14., 9.2.15. Meas: W

Unit 4, Obj. 4a. Annotate the Daily Record of Facility Operations Log (AF Form 3616) with no more than one error and one instructor assist in accordance with lab performance checklist STS: 4.2. Meas: W/P

Unit 4, Obj. 4b. Identify basic facts about publications and forms. STS. 6. Meas: W

Unit 5, Obj. 5a. Demonstrate procedures used to operate voice communication equipment with no more than two errors and one instructor assist. STS: 9.3.1., 9.3.2, 15.1., 15.2., 15.3. Meas: W/P

Unit 6, Obj. 6a. Identify basic facts about OPSEC vulnerabilities of AFSC 1C0X1. STS: 2.1. Meas: W

Unit 6, Obj. 6b. Explain facts and general principles about classified material. STS: 2.2.1., 2.2.2., 2.2.3., 2.2.4., 2.2.5. Meas: W

Unit 6, Obj. 6c. Identify basic facts about secure communication equipment. STS: 2.3. Meas: W

Unit 6, Obj. 6d. Determine step-by-step procedures for ensuring accountability, issuing receiving and destruction of COMSEC material. STS: 2.4.4., 2.4.5., 2.4.6. Meas: W

Unit 7, Obj. 7a. Identify basic facts about airfield markings. STS: 21.1., 21.2., 21.3., 21.4., 21.5., 21.6., 21.7., 21.8., 21.9., 21.10. Meas: W

Unit 7, Obj. 7b. Identify basic facts about airfield lighting systems. STS: 20.1., 20.2., 20.3., 20.4., 20.5., 20.6., 20.7. Meas: W

Unit 7, Obj. 7c. Identify basic facts about airfield checks. STS: 9.4.3., 22.4.1., 22.4.2., 22.4.3., 22.5.1., 22.5.2., 22.5.3., 9.4.4. Meas: W

Unit 7, Obj. 7d. Identify basic facts about airfield inspections. STS: 22.1., 22.2.1., 22.2.2., 22.2.3., 22.2.4., 22.2.5., 22.2.6., 22.2.7., 22.2.8., 22.2.9., 22.2.10., 22.2.11., 22.2.12., 22.2.13. Meas: W

Unit 7, Obj. 7e. Identify basic facts about airfield events. STS: 9.4.6., 22.9., Meas: W

Unit 7, Obj. 7f. Identify basic facts about airfield safety. STS: 2.5., 19.1., 19.2., 19.3., Meas: W

Unit 7, Obj. 7g. Identify procedures needed for maintenance taxi clearance/engine run/tows. STS: 9.4.7. Meas: W

Unit 8, Obj. 8a. Identify basic facts about the Bird Aircraft Strike Hazard Reduction Program (BASH). STS: 23.1., 23.2. Meas: W

Unit 9, Obj. 9a. Identify basic facts about the flightline driving program. STS: 25 Meas: W

Unit 10, Obj. 10a. Identify basic facts about unauthorized Civil Aircraft Use Of USAF Installations. STS: 24.1.1., 24.1.2., 24.1.3. Meas: W

Unit 10, Obj. 10b. Identify basic facts about authorized use of Civil Aircraft Use of USAF Installations. STS: 24.2.1., 24.2.2., 24.2.3., 24.2.4., 24.2.5., 24.2.6., 24.2.7. Meas: W

Unit 10, Obj. 10c. Identify basic facts about Military Aero Club. STS: 24.3. Meas: W

Unit 10, Obj. 10d. Identify basic facts about joint/shared use airfields. STS: 24.4. Meas: W

Unit 11, Obj. 11a. Identify facts about the Disaster Control Group (DCG) and contingency plans. STS: 13.4, 13.6. Meas: W

Unit 11, Obj. 11b, Process emergency actions with no more than one error. STS: 13.1.1., 13.1.2., 13.2.1., 13.2.3., 13.2.4., 13.2.5., 13.5., 22.4.3., 23.3. Meas: W/P

### **7.1.2. Block II Fundamentals of Flight Service**

Unit 1, Obj. 1a. Identify basic facts and general principles about Navigational Aids (NAVAIDs). STS: 11.1.1., 11.1.2., 11.1.3., 11.2.1., 11.2.2., 11.2.3., 11.2.4., 11.2.5., 11.2.6., 11.2.7. Meas: W

Unit 2, Obj. 2a. Identify basic facts and general principles about the air traffic control structure. STS: 9.1.1. 9.1.2., 9.1.3., 9.1.4., 9.1.5., 9.1.6. Meas: W

Unit 3, Obj. 3a. Identify basic facts about the designation of airspace. STS: 10. Meas: W

Unit 4, Obj. 4a. Identify basic facts about general flight rules. STS: 12. Meas: W

Unit 5, Obj. 5a. Identify basic facts about the aircraft designation system. STS: 8. Meas: W

Unit 6, Obj. 6a. Identify basic facts concerning product utilization. STS: 7.6.1., 7.6.2., 7.6.3., 7.6.4., 7.6.5. Meas: W

Unit 6, Obj. 6b. Demonstrate step-by-step procedures for interpreting Flight Information Publications (FLIP) with no more than two errors and one instructor assist. STS: 7.7.1., 7.7.2., 7.7.3., 7.7.4., 7.7.5., 7.7.6., 7.7.7. Meas: W/P

Unit 7, Obj. 7a. Identify the types of NOTAMs. STS: 16.3. Meas: W

Unit 7, Obj. 7b. Explain the NOTAM criteria. STS: 16.2. Meas: P

Unit 7, Obj. 7c. Explain the DoD/FAA NOTAM System. STS: 16.1. P

Unit 7, Obj. 7d. Request Safety NOTAM products. STS: 16.5 Meas: W/P

Unit 7, Obj. 7e. Identify alternate methods of receiving NOTAM. STS: 16.6. Meas: W

Unit 7, Obj. 7f. Process Safety NOTAMs with no more than one error and one instructor assist. STS: 16.4. Meas: W/P

Unit 8, Obj 8a. Identify basic facts about airfield displays and aeronautical chart displays. STS: 17.1., 17.2. Meas: W

### **7.1.3. Block III Fundamentals of Flight Planning**

Unit 1, Obj. 1a. Determine step-by-step procedures for reviewing the DD Form 1801 (DoD International Flight Plan) with no more than one error. STS: 14.1.2. Meas: W/P

Unit 1, Obj. 1b. Given a route of flight determine routing procedures with no more than two errors and one instructor assist. STS: 14.3.1., 14.3.2. Meas: W/PC

Unit 1, Obj. 1c. Determine step-by-step procedures for processing DD Form 1801 (DoD

International Flight Plan) with no more than two errors. STS: 14.3.5.1., 14.3.5.2., 14.3.6.,14.3.7., 14.3.8., 14.3.9. Meas: W

Unit 2, Obj. 2a. Determine step-by-step procedures for reviewing DD Form 175, (Military Flight Plans) with no more than four errors. STS: 14.1.1. Meas: W/P

Unit 2, Obj. 2b. Determine step-by-step procedures for processing DD Form 175 (Military Flight Plans) with no more than four errors and one instructor assist. STS: 14.1.1,14.3.5.1., 14.3.5.2., 14.3.6., 14.3.7., 14.3.8., 14.3.9. Meas: W

Unit 3, Obj. 3a. Determine step-by-step procedures for processing inbound flight plans with no more than one error and one instructor assist. STS: 9.4.5.1., 9.4.5.2., 9.4.5.3., 13.2.2., 14.4.1., 14.4.2., 14.4.3., 14.4.4., 14.4.5. Meas: W/P

Unit 3, Obj. 3b. Identify basic facts about additional special handling aircraft. STS: 9.4.5.4., 9.4.5.5., 9.4.5.6., 9.4.5.7., 9.4.5.8., 9.4.6. Meas: W

Unit 4, Obj. 4a. Identify basic facts about additional flight plans. STS: 14.2.1., 14.2.2., 14.2.3. Meas: W

Unit 5, Obj. 5a. Read weather reports with no more than one error and one instructor assist. STS: 18.1. Meas: W/P

Unit 5, Obj. 5b. Disseminate weather warning, watches and advisories. STS: 18.2. Meas: W/P

#### **7.1.4. Block IV Flight Service Section Operations**

Unit 1, Obj. 1a. Using the Flight Service Section trainer and scripted scenarios, operate “A” position with no more than ten errors and one instructor assist. STS: 14.1.1., 14.1.2., 14.3.5.1., 14.3.5.2., 14.3.6., 14.3.7., 14.3.8., 14.3.9., Meas: P

Unit 1, Obj. 1b. Using the Flight Service Section trainer and scripted scenarios, operate the “B” positions with no more than two errors and two instructor assist. STS: 9.4.1.1., 9.4.1.2., 9.4.5.1., 9.4.5.2., 9.4.5.3., 13.2.2., 14.1.1., 14.4.2., 14.4.3., 14.4.4., 14.4.5., 16.4., 16.5. Meas: P

Unit 1, Obj. 1c. Using the Flight Service Section trainer and scripted scenarios, operate the “C” positions with no more than three errors and two instructor assist. STS: 4.2., 9.3.2., 9.4.2., 13.1.1., 13.1.2., 13.2.1., 13.2.2., 13.2.3., 13.2.4., 13.2.5., 13.5., 15.1., 15.2., 15.3., 18.1., 18.2., 22.4.3., 23.3. Meas: P

### **7.2. Advanced Skills Course: E3ACR1C071-001**

#### **7.2. Block I, Principles of Airfield Management**

Unit 2, Obj. 2a, Interpret manpower utilization. STS: 4.3. Meas: W

Unit2, Obj. 2b. Explain purpose and principles of a work schedule. STS: 4.1., Meas: W

Unit 2, Obj. 2c. Describe principles of airfield management training. STS: 5 Meas: W

Unit 3, Obj. 3a. Interpret general principles about Crash Net management. STS: 13.1.3. Meas: W

Unit 3, Obj. 3b. Explain purpose and principles of the Quick Reaction Checklist (QRC). STS: 13.3. Meas: W

Unit 4, Obj.4a. Analyze procedures for developing airfield and aeronautical chart displays. STS: 17.1., 17.2. Meas: W

Unit 5, Obj. 5a. Detail facts and principles of runway intrusions. STS: 19.1. Meas: W

Unit 5, Obj. 5b. Analyze fact and general principles about Air Force Hazard Report. STS: 19.2. Meas: W

Unit 5, Obj. 5c. Analyze facts and general principles about the Hazardous Air Traffic Report (HATR). STS: 19.3. Meas: W

Unit 5, Obj. 5d. Interpret Risk Assessment Codes. (RAC) STS: 19.4. Meas: W

Unit 6, Obj. 6a. Analyze facts and general principles about Joint/Shared Use operations. STS: 24.4. Meas: W

Unit 6, Obj. 6b. Analyze facts and general principles about unauthorized civil aircraft use of USAF installations. STS: 24.1.1., 24.1.2., 24.1.3. Meas: W

Unit 6, Obj. 6c. Complete a fee assessment of unauthorized Civil Aircraft use of USAF installations. STS: 24.1.4. Meas: PC

Unit 6, Obj 6d. Analyze facts and general principles about authorized civil aircraft use of USAF installations. 24.2.1, 24.2.2, 24.2.3, 24.2.4, 24.2.5, 24.2.6, 24.2.7 Meas: W

## **Block II, Principle of Airfield Management**

Unit 1, Obj. 1a. Analyze fact and principles about the bird strike hazards aircraft program (BASH). STS: 23.1., 23.2., 23.4. Meas: W

Unit 2, Obj. 2a. Analyze fact concerning development and management of the flightline driving program. STS: 25., 26. Meas: W

Unit 3, Obj. 3a. Analyze procedures for conducting airfield inspections. STS: 22.2.1., 22.2.2., 22.2.3., 22.2.4., 22.2.5., 22.2.6., 22.2.7., 22.2.8., 22.2.9., 22.2.10., 22.2.11., 22.2.12., 22.2.13., 29., 30. Meas: W

Unit 3, Obj. 3b. Accomplish an airfield inspection using an airfield inspection checklist with no more than 1 instructor assist. STS: 22.3 Meas: PC

Unit 3, Obj. 3c. Determine the responsibilities of Civil Engineering and Contracting. STS: 9.2.1., 9.2.15. Meas: W

Unit 3, Obj. 3d. Interpret procedures required for airfield constructions and repair. STS: 22.6.1., 22.6.2., 22.6.3. Meas: W

Unit 4, Obj. 4a. Demonstrate properties involving airfield pavement evaluation reports. STS: 27.1.1. Meas: PC

Unit 4, Obj. 4b. Demonstrate properties concerning Runway Friction Characteristics Evaluation. STS: 27.1.2. Meas: PC

Unit 4, Obj. 4c. Demonstrate properties concerning weight-bearing capacities. STS: 27.2. Meas: PC

Unit 4, Obj. 4d. Demonstrate capabilities referencing ACN/PCN systems. STS: 27.3. Meas: PC

Unit 5, Obj. 5a. Analyze facts and general principles regarding waivers to airspace/airfield criteria. STS: 28.1., 28.2., 28.3., 28.4. 28.5., 28.6., 28.7., 28.8. Meas: W

Unit 6, Obj. 6a. Analyze procedures for coordinating open house/airshows/static displays. STS: 22.9. Meas: W

Unit 6, Obj. 6b. Determine procedures for coordinating snow and ice control. STS: 22.12. Meas: W

Unit 6, Obj. 6c. Determine procedures for coordinating letters of agreement/Host Tenant agreements. STS: 22.11. Meas: W

Unit 6, Obj. 6d. Analyze facts and general principles regarding Evaluation Programs. STS: 31. Meas: W

Unit 7, Obj. 7a. Analyze facts and general principles concerning the Air Installation Compatibility Zone (AICUZ) Program. STS: 22.10. Meas: W

## SECTION C - SUPPORT MATERIAL

### SUPPORT MATERIALS

8. The following list of support materials is not all-inclusive; however, it covers the most frequently referenced areas.

<u>Course Number</u>	<u>Course Title</u>	<u>Developer</u>
N/A-	Basic Airport Safety and Operations Specialist School - American Association of Airport Executives (AAAE)	
E1ASC1C0X1-000	– Flight Dispatcher Training – N/A	
ECOZR13B4A	– Automated Terminal Instruments Procedures (TERPS) – AETC Keesler AFB	
N/A	– Advanced Airport Safety and Operations Specialist School – AAAE	
E3ACR1C091	– Military Airfield Manager Course – AETC Keesler AFB	
E5ASG1C071-000	– FAA Airport Certification Course – Federal Aviation Administration	
E3OZR114AX	– Military Airspace Management Course – AETC Keesler AFB	
WCIP05A	– Aircraft Mishap Investigation Course – HQ Air Force Safety Center, Kirtland AFB	
L3AZR1S071-004	– Flight Safety Non Commissioned Officer, PDS—8RH - AETC Lackland AFB	
J3AZR3S200-010	Instructional Systems Designer, PDS—9C4 – AETC Sheppard AFB	
J3AZRS200-011	Principle of Instruction, PDS—9MM – AETC Sheppard AFB	

## SECTION D - TRAINING COURSE INDEX

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

### TRAINING COURSE INDEX

Refer to AFCAT 36-2223, USAF Formal Schools, for information on all courses listed on this index.

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>USER</u>
E3ABR1C031-001	Airfield Management Apprentice	Keesler AFB,	
E3ACR1C071-001	Airfield Management Craftsman	Keesler AFB,	
E3AZR1C091-000	Military Airfield Manager Course	Keesler AFB,	

**AIR FORCE INSTITUTE FOR ADVANCED DISTRIBUTED LEARNING (AFIADL) COURSES**

Course Number	Course Title
CDC 1C051	Airfield Management Journeyman
CDC 1C071	Airfield Management Craftsman

**EXPORTABLE OJT COURSES**

Course Number	Course Title
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**10. Air Force In-Residence Courses**

<b>COURSE NUMBER</b>	<b>TITLE</b>	<b>LOCATION</b>	<b>USER</b>
E3ABR1C031-001	Airfield Management Apprentice	Keesler AFB	
E3ACR1C071-001	Airfield Management Craftsman	Keesler AFB	
E3AZR1C091-000	Military Airfield Manager	Keesler AFB	

**11. Air Force Institute for Advanced Distributed Learning (AFIADL) Courses**

<b>COURSE NUMBER</b>	<b>TITLE</b>	<b>LOCATION</b>	<b>USER</b>
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**12. Exportable Courses**

<b>COURSE NUMBER</b>	<b>TITLE</b>	<b>LOCATION</b>	<b>USER</b>
N/A	ACC Flight Line Driver Course	Web based	

**13. Courses Under Development/Revision**

<b>COURSE NUMBER</b>	<b>TITLE</b>	<b>LOCATION</b>	<b>USER</b>
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Airfield Inspection and Maintenance

**SECTION E**

**MAJCOM UNIQUE REQUIREMENTS**

The following list of MAJCOM unique responses is not all-inclusive; however, it covers the most frequently referenced areas.

<b>Course Number</b>	<b>Course Title</b>	<b>Location</b>
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OR

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