

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC 20330-1030

CFETP 2T1X1
PARTS 1-2
1 January 2001

CAREER FIELD EDUCATION AND TRAINING PLAN

VEHICLE OPERATOR/DISPATCHER SPECIALTY
AFSC 2T1X1



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Supersedes CFETP 2T1X1, 1 October 1997

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PREFACE

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education and training requirements, training support resources, and the minimum core task requirements for this specialty. The CFETP provides personnel a clear career path to success and instills rigor in all aspects of career field training. NOTE: Civilians occupying associated positions will use Part II to support duty position qualification training. Air Force Reserve Component (AFRC) and Air National Guard (ANG) career paths will differ from the career paths depicted in this document. They may develop career path charts that more accurately describe the life-cycle of reserve and guard personnel.

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 comprehensive information necessary for overall career field specialty management. Section A explains how everyone will use the plan; Section B identifies career progression information, duties and responsibilities, training strategies, and a career field training path; Section C associates each level with specialty qualifications (knowledge, education, training, and other); and Section D indicates resource constraints which impact the execution of education and training. Some examples are funds, manpower, equipment, or facilities.

2.2. Part II includes the following: Section A identifies the Specialty Training Standards (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course and core task and correspondence course requirements; Section B contains the course objective list and training standards supervisors will use to determine if airmen satisfied training requirements; Section C identifies available support materials. An example is a Qualification training package (QTPs) which may be developed to support proficiency training. These packages are identified in AFIND 8, Numerical Index of Specialized Education/Training Publications; Section D identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses; Section E identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs.

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

Advanced Training (AT). A 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.

Air Force Career Field Manager (AFCFM). An individual on the Air Staff charged with the responsibility for overseeing all training and career field management aspects of an Air Force Specialty of group of specialties.

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

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

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

Critical Tasks. Tasks that have been identified by the work center supervisor as having a detrimental effect on mission accomplishment if not performed correctly. Critical tasks may or may not be the same as core tasks but are mandatory if identified as 'critical' to the individual's position by the supervisor or work center.

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

Go/No Go. The stage at which an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision. Meeting the task standard.

Initial Skills Training. A formal resident course that results in award of the entry skill level.

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.

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

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

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 which formal schools teach.

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

Wartime Tasks. Identified in CFETP Part II, Section A, (STS) Column 2. They are identified by a / followed by a proficiency code (/b). In response to a wartime scenario, these tasks will be taught in the 3-skill level course in a streamlined training environment.

Section A--General Information

1. Purpose. This CFETP provides the 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 and efficient career field training program. The plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, 9-skill level. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills/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 and training throughout each phase of an individual's career.

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

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

2. Uses. The plan will be used by MFM and supervisors at all levels to ensure a comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop or revise formal resident, non-resident, field and exportable training based upon requirements established by the users and documented in Part II of the CFETP. They will also work

with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. 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 list of courses in Part II will be used as a reference to support training.

3. *Coordination and Approval.* The AFCFM is the approval authority. 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 Description:* 2T100 CEM, 2T191 Superintendent, 2T171 Craftsman, 2T151 Journeyman, 2T131 Apprentice, and 2T111 Helper.

4.1. *Specialty Summary.* Performs and manages vehicle operations functions and activities. Included are dispatching, operating and servicing motor vehicles such as general purpose, base maintenance, and material handling vehicles. Performs fleet management duties, accounts for vehicle fleet, issues driver licenses, and conducts analyses. Plans, organizes and directs vehicle transportation to support operational missions.

4.2. *Duties and Responsibilities.*

4.2.1. Operates, cleans and services motor vehicles. Conducts pre-operating vehicle inspections and documents results. Performs operator maintenance. Prepares, reviews, and maintains vehicle operator forms, records, and reports on vehicle operation, inspection, and dispatching activities. Performs dispatching duties. Controls equipment and performs custodial duties.

4.2.2. Plans and schedules vehicle operations activities and transportation support requirements. Designates and coordinates shuttle bus and mass transportation requirements. Manages school bus transportation. Develops taxi zones or stands. Plans and implements convoy operations.

4.2.3. Maintains records and logs. Evaluates services provided by vehicle operations. Uses vehicle operations computerized systems. Compiles operating costs and maintains expense records. Controls and safeguards trip kit and packet supplies and equipment such as national credit cards, tickets, and fuel coupons.

4.2.4. Performs fleet management functions. Develops base vehicle priority buy program, priority recall list, and rotation plan. Performs general fleet and operations analyses. Manages vehicle control program. Administers driver qualification and licensing program. Performs as quality assurance evaluator.

4.2.5. Manages work centers. Establishes work methods and performance standards. Develops operating and administrative procedures. Organizes the unit. Reviews report and statistical data. Develops cost center resource requirement estimates. Allocates and inspects facilities and equipment. Conducts self inspections. Investigates accidents or incidents within functional areas. Coordinates manning requirements with manpower personnel.

4.2.6. Negotiates support agreements. Advises commander, staff, and operating agencies of availability, limitations, and requirements for motor vehicles and personnel. Reviews contingency and mobility plans to determine requirements, and develops checklists. Serves as liaison with state, local, and host nation authority on licensing matters; ensures compliance by base agencies.

4.2.7. Manages Air Force Equipment Management System (AFEMS) program for vehicle fleet. Develops alternative sources of support for operational vehicle shortfalls. Manages vehicle custodial account and vehicle authorization and utilization program. Prepares and defends base level submission for central appropriated funds procurement of motor vehicles and other budgetary accounts. Monitors and coordinates on military construction projects.

4.2.8. Establishes a local permissible operating distance. Evaluates and approves special requests. Reviews, interprets, and validates records, directives, and documents. Manages the vehicle leasing program. Develops and monitors contract transportation services. Coordinates with base contracting.

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

5.1. *Apprentice (3) Level.* Completion of the Vehicle Operator Apprentice course. Mandatory STS task items through OJT.

5.2. *Journeyman (5) Level.* Qualification and possession of the 2T131 AFSC is required. Completion of the Vehicle Operator/Dispatcher 2T151 CDC; mandatory STS task items through OJT; Registered Equipment Management System (REMS) Computer Based Instruction (CBI) course; and a minimum of 15 months field experience are required for award of the 5-skill level.

5.3. *Craftsman (7) Level.* Qualification in and possession of the 2T151 AFSC is required. Minimum rank of SSgt, completion of Airman Leadership School, completion of Vehicle Operations 2T171 CDC; 12 months field experience and completion of mandatory STS task items through OJT; completion of the Vehicle Operations Craftsman course.

5.4. *Superintendent (9) Level.* SMSgt or SMSgt selectee and resident graduate of SNCO Academy Course. (No longer a requirement for 9 skill level) Sew on of SMSgt. Qualification in and possession of 2T171 AFSC.

6. *Training Decisions.* The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Vehicle Operations career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. To accomplish this task, a realignment of present training is required. Supervisors should conduct feedback sessions so individuals know what is expected of them. Inability to advance on skill level after objective evaluation will require retraining to another career field, or separation from military service. HQ AFPC 2T1X1 functional manager, working with HQ AFPC/DPAAD1 (accessions) should make every effort possible to ensure that 3-skill level residence course graduates are allocated to a Continental United States (CONUS) or Overseas main operating base.

6.1. *Initial Skills.* The Vehicle Operator Apprentice course was designed to provide foundation training needed by graduates to assume vehicle operator apprentice positions Air Force wide.

6.2. *Five-Level Upgrade Requirements.* This training is conducted by a combination of three training packages: OJT (minimum 15 months), coupled with 2T151 CDC and completion of the REMS CBI course. Unit or mission-specific skills and knowledge are locally determined and taught.

6.3. *Seven-Level Upgrade Training Requirements.* This training is conducted by a combination of three training packages: OJT (minimum 12 months), coupled with 2T171 CDC and completion of the Vehicle Operations Craftsman course.

7. *Community College of the Air Force.* Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an Associates in Applied Science Transportation Degree. In addition to its associate degree program, CCAF offers the following:

7.1. *Occupational Instructor Certification.* Upon completion of instructor qualification training, consisting of the instructor methods course and supervised practice teaching, CCAF instructors who possess an associates degree or higher may be nominated by their school commander and commandant for certification as an occupational instructor.

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

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

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

7.3.1. *Technical Education (24 semester hours):* A minimum of 12 semester hours of Technical Core subjects and courses must be applied and the remaining semester hours applied from technical Core/Technical Elective subjects and courses. (Identify any additional areas.)

7.3.2. *Leadership, Management, and Military Studies (6 semester hours):* Professional military education and/or civilian management courses.

7.3.3. *Physical Education (4 semester hours):* This requirement is satisfied by completion of Basic Military Training.

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

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

7.4. Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an AETC Instructor should be actively pursuing an associate's degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

8. Career Field Path.

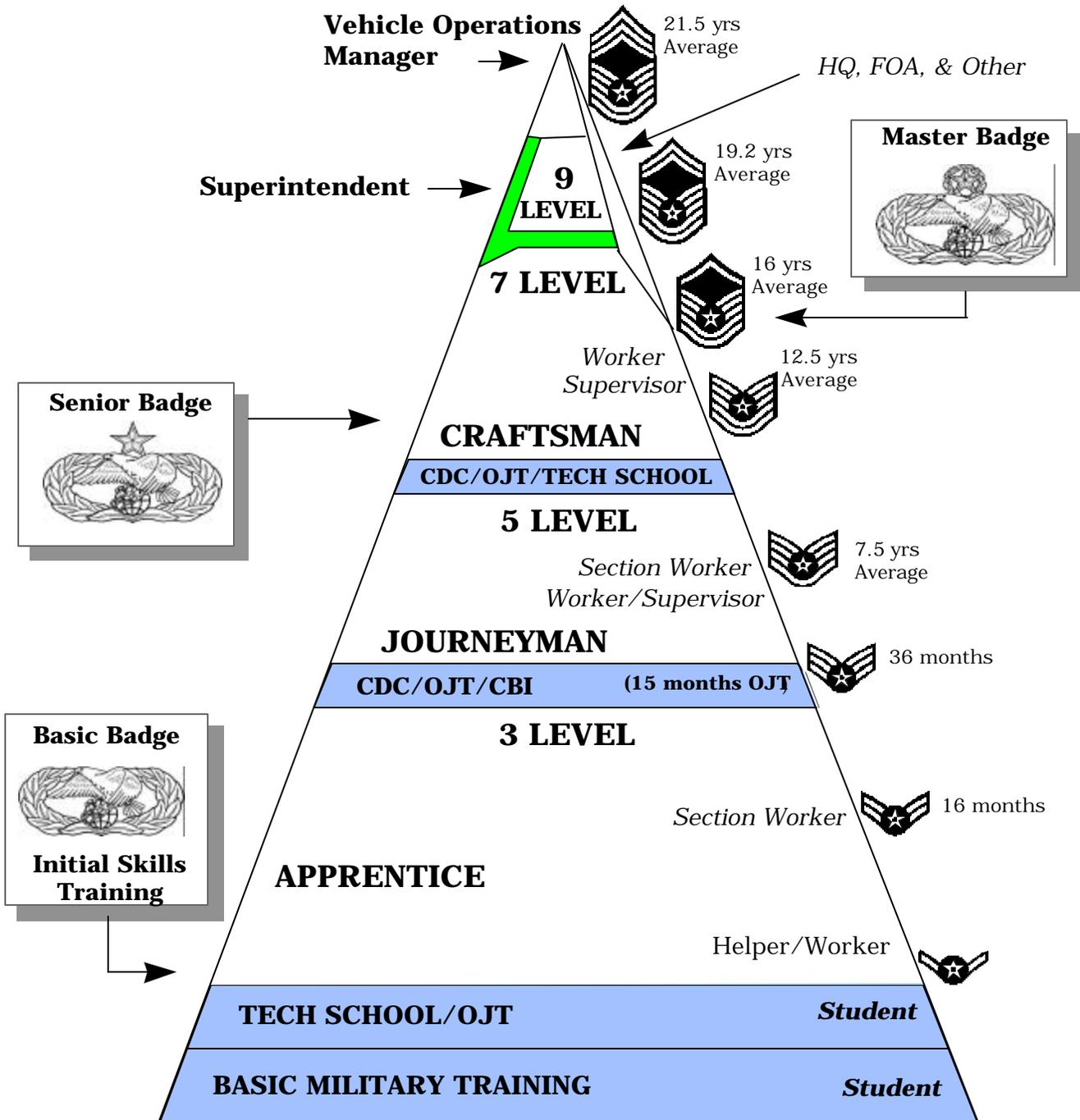
8.1. Manpower Table (as of October 2000). This table depicts the typical manpower and grade distribution of the 2T1X1 career field. Although numbers change the relation of personnel to rank will remain fairly consistent.

Table 8.1 - Manpower Table							
	CMSgt	SMSgt	MSgt	TSgt	SSgt	SRA	A1C-AB
Base Level	12	27	115	165	400	780	950
MAJCOM Staff	6	3	10	4	2	0	0
HQ USAF Staff	1	0	0	0	0	0	0
FOA/DRU	0	2	4	13	16	19	19
Total	19	32	129	182	418	799	969

8.2. Enlisted Career Path.

Table 8.2 – Career Path					
Education and Training Requirements	Duty Positions	GRADE REQUIREMENTS			
		Rank	Average Sew-On	Earliest Sew-On	High Year of Tenure (HYT)
Basic Military Training					
Apprentice Technical School (3-Skill Level) - Mandatory OJT task items.		Amn A1C	6 months 16 months		
Upgrade To Journeyman (5 Skill Level) - Minimum 15 months on-the-job training. - Minimum 9 months on-the-job-training for retrainees. - Complete 2T151 CDC. - Complete REMS CBI course.	APPRENTICE DRIVER DRIVER	Amn A1C SrA	3 years	28 months	10 years
Airman Leadership School (ALS) - SrA with 48 months time in service or be a SSgt Selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	HEAVY EQUIPMENT OPERATOR FLEET ANALYST VEHICLE CONTROL	SrA			
Upgrade To Craftsman (7-Skill Level) - Minimum rank of SSgt - 18 months OJT.(12 months for retrainees) - Complete 2T171 CDC. - Attend Vehicle Operations Craftsman course.	DISPATCHER LICENSING OFFICIAL/EXAMINER REMS MONITOR COMBAT READINESS AND RESOURCES	SSgt	7.5 years	3 years	20 years
Noncommissioned Officer Academy (NCOA) - Must be TSgt or TSgt selectee. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	NCOIC: FLEET MANAGEMENT DISPATCH OPERATIONS DISPATCH SUPPORT EQUIPMENT SUPPORT OPERATIONS SUPERVISOR COMBAT READINESS AND RESOURCES MAJCOM STAFF NCO	TSgt MSgt	12.5 years	5 years	20 years
USAF SNCO Academy - Must be a SMSgt or SMSgt Selectee. - Resident graduation is a prerequisite for CMSgt sew-on (Active Duty Only). -A percentage of top nonselects (for promotion to E-8) MSgts attend SNCOA each year.	FLIGHT SUPERINTENDENT	SMSgt	19.2 years	11 years	26 years
Upgrade To Superintendent (9-Skill Level) -Minimum rank of SMSgt. -Must be a resident graduate of SNCOA (Active Duty Only). (no longer a requirement)	MFM FLIGHT CHIEF/MANAGER AFCFM	CMSgt	21.5 years	14 years	30 years

Vehicle Operations Enlisted Career Pyramid



8.2.1. *Transportation Occupational Badge.* The Transportation badge reflects a great history and tradition. By wearing it, you will be recognized by your fellow airmen as having achieved an expected level of competence. The multitude of transporters before you established this expectation through excellent service in both peace and war. Eligibility criteria for award and wear of AF occupational badges can be found in AFI 36-2923 (Aeronautical, Duty, and Occupational Badges), on the Air Force Electronic Publications Library (AFEPL).

8.2.2. *Transportation Badge Heraldry.* The falcon at the center of the badge is derived from the Triforium Termination Stone Carving dedicated to the United States Air Force Logistics Personnel at the National Cathedral, Washington D.C. on 10 May 1970. The Falcon represents the dedication and devotion to duty of logistics personnel who aid in the generation and employment of defense forces across the spectrum of warfare. The Field of the badge is without obstruction and depicts free skies. The Olive Branch surrounding the badge symbolizes the peace aerospace forces engender through professional transportation. In its talons, the falcon grasps a globe which represents earth as seen from space. Encircling the globe are three arrows running parallel to each other to symbolize the teamwork between all facets of transportation. The globe and the arrows symbolize the Air Force Transportation vision statement: Building the world's most effective movement systems to provide global reach for America. The globe represents the span of our systems around the world and into space. The three arrows indicate rapid, responsive movement by all modes of transportation: Land, Sea, and Air.

8.2.3. *Basic Badge.* Wear after successful completion of the Vehicle Operator Apprentice course.

8.2.4. *Senior Badge.* The senior badge adds a star to the top of the badge; wear after award of the 7-skill level.

8.2.5. *Master Badge.* The master badge adds a wreath around the star; wear as a master sergeant or above with 5 years in the specialty from award of the 7-skill level.

Section C--Skill Level Training Requirements

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

10. Specialty Qualification Requirements.

10.1. Apprentice Level Training:

10.1.1. *Specialty Qualification.* Possession of valid driver's license.

10.1.1.1. *Knowledge.* Vehicle operation, official use of government vehicles and equipment policy; dispatching, fleet management, driver qualification and licensing functions; evaluating, staffing, and negotiating transportation support agreements; evaluating requirements and developing operating procedures to support contingency and

mobility operations; custodial responsibilities; budget preparation; and developing and monitoring contracted services knowledge is mandatory.

10.1.1.2. *Education.* Completion of high school is desirable for entry into this specialty.

10.1.1.3. *Training.* Completion of Vehicle Operator Apprentice course is mandatory for entry into this specialty.

10.1.1.4. *Experience.* Basic familiarization with performing vehicle operations functions such as inspecting, servicing, and operating vehicles; preparing, reviewing, and maintaining vehicle forms and records.

10.1.1.5. *Other.* For entry, award, and retention of these AFSCs, qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations*, is mandatory.

10.1.2. *Training Sources and Resources.* The STS identifies the knowledge and task requirements for upgrade to the 3-skill level. Training is conducted by the 366 Training Squadron, Detachment 7, at Ft Leonard Wood Mo.

10.1.3. *Implementation.* Entry into training occurs upon completion of basic training. Basic trainees selected for AFSC 2T1X1 are screened during basic training to ensure they meet the minimum requirements for entry and award of this AFSC. Upon completion of the initial skills course and within 90 days of assignment to first duty station member must complete mandatory OJT task items in the STS.

10.2. Journeyman Level Training:

10.2.1. *Specialty Qualification.* Qualification in and possession of AFSC 2T131.

10.2.1.1. *Knowledge.* Vehicle operation, official use of government vehicles and equipment policy; dispatching, fleet management, driver qualification and licensing functions; evaluating, staffing, and negotiating transportation support agreements; evaluating requirements and developing operating procedures to support contingency and mobility operations; custodial responsibilities; budget preparation; and developing, and monitoring contracted services knowledge is mandatory.

10.2.1.2. *Education.* Completion of high school is desirable for entry into this specialty,

10.2.1.3. *Training.* Completion of Vehicle Operator Apprentice course is mandatory for entry into this specialty.

10.2.1.4. *Experience.* Experience performing vehicle operations functions such as inspecting, servicing, operating, scheduling, and dispatching vehicles; controlling equipment and performing custodial duties; or preparing, reviewing, and maintaining vehicle forms and records.

10.2.1.5. *Other.* Retention of these AFSCs, qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations*, is mandatory for entry, award, and retention of AFSC.

10.2.2. *Training Sources and Resources.* Successful completion of CDC 2T151, Vehicle Operator, and the Registered Equipment Management System (REMS) CBI course satisfies most of the knowledge requirements for upgrade to the 5-skill level. The STS identifies additional mandatory core tasks required for upgrade.

10.2.3. *Implementation.* Enrollment in 2T151 CDC takes place after completion of the Vehicle Operator Apprentice course and arrival at the first permanent duty station. Successful completion of the CDC and the REMS course, coupled with 15 months of OJT are required for upgrade to the 5-skill level.

10.3. Craftsman Level Training:

10.3.1. *Specialty Qualification.* Qualification in and possession of AFSC 2T151.

10.3.1.1. *Knowledge.* Knowledge is mandatory of: electrical and mechanical principles that apply to vehicles, base maintenance equipment, and materials handling equipment; limitations, capabilities, and assigned vehicle use; preparing vehicle records and reports; and management techniques.

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

10.3.1.3. *Training.* For entry into this specialty, completion of Vehicle Operator Apprentice course is mandatory.

10.3.1.4. *Experience.* Experience performing or supervising functions such as vehicle dispatch, planning and scheduling transportation support, performing fleet and operations analyses, administering driver qualification and licensing program, developing cost center resource estimates, or investigating accidents or incidents.

10.3.1.5. *Other.* For entry, award, and retention of these AFSCs, qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations*, is mandatory.

10.3.2. *Training Sources and Resources.* Successful completion of the 2T171 CDC, mandatory 7-level OJT task items and successful completion of the J3ACP2T171 004, Vehicle Operations Craftsman course, satisfies the knowledge and task requirements specific in the specialty knowledge section above for award of the 7-skill level. The Craftsman course is conducted by the 366 Training Squadron, Detachment 7 at Ft Leonard Wood Mo.

10.3.3. *Implementation.* Entry into training occurs upon obtaining 12 months experience at the 5-skill level and becoming a SSgt selectee. Successful completion of all mandatory 7-skill level items above and certification by the members supervisor after completion of mandatory upgrade requirements results in the award of 7 skill level.

10.4. Superintendent Level Training:

10.4.1. *Specialty Qualification.* Qualification in and possession of AFSC 2T171.

10.4.1.1. *Knowledge.* Knowledge is mandatory of: electrical and mechanical principles that apply to vehicles, base maintenance equipment, and materials handling equipment; limitations, capabilities, and assigned vehicle use; preparing vehicle records and reports; and management techniques.

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

10.4.1.3. *Training.* For entry into this specialty, completion of Vehicle Operator Apprentice course is mandatory.

10.4.1.4. *Experience.* Experience managing vehicle operations functions such as vehicle dispatch, fleet management, registered equipment management, operator records, and licensing.

10.4.1.5. *Other.* For entry, award, and retention of these AFSCs, qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations*, is mandatory.

10.4.2. *Training Sources/Resources.* Successful completion of the USAF Senior NCO Academy resident course partially satisfies the knowledge requirements of the specialty knowledge section above.

10.4.3. *Implementation.* SMSgts, SMSgt selected MSgt's are eligible to attend the resident course at Gunter AFB, AL. Completion of the SNCO Academy in residence and sew on of SMSgt is required for award of the 9-skill level. (No longer a requirement) Completion of the SNCO Academy in residence is mandatory before assuming the grade of CMSgt. **EXCEPTION:** MSgts or SMSgts who completed the SNCO Academy Correspondence Course prior to 21 Jun 93 will retain their 9-skill level.

Section D--Resource Constraints

11. *Purpose.* The following paragraphs describe the resource constraints that result from publication of this CFETP. All constraints are referenced to specific STS line items that are shown as back slashed on the STS.

11.1. Equipment Constraints: None

11.2. Time/Manpower/Student Manyear Constraints:

11.2.1 Course Time Constraints: 2 hours

STS item 3.46. Pick Up and Delivery Actions

11.2.2. Two (2) additional instructors are required

11.2.3. No additional SMY required

11.2. Facilities: N/A

Section E--MAJCOM Unique Requirements. There are currently no transition training requirements. This area is reserved.

Part II This portion of the CFETP provides a comprehensive listing of training courses and standards available to support field training requirements.

Section A--Specialty Training Standard

1. *Implementation.* This STS will be used for technical training provided by AETC for classes beginning 10 Jan 01 and graduating 22 Feb 01.

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

2.1. Lists in the column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for airman to perform duties in the 3-, 5-, and 7-skill level. Number task statements sequentially i.e., 1.1., 1.2., 2.1. Column 2 (Core Tasks) identifies, by asterisk/skill level (i.e. */5), specialty-wide training requirements; wartime tasks are identified by a / followed by a proficiency code (i.e. /b). Columns marked with check mark (✓) represents the go/no go standard for all formal course training described in AFCAT 36-2223.

Table 2.1.1. (STS Item Description Example)

1. Tasks, Knowledge and Technical References	2. Core / Wartime Tasks	3. Certification for OJT					4. Proficiency Codes Used to Indicate Training Information Provided				
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
		Trng Start	Trng Compl	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(1) Course	(2) CDC	(1) Course	(2) CDC
3.45. Convoy Operations TR: AFJMAN 24-306	*/A/3	1 May 98	13 May 98	EJM	RDR	JMR	A		B	✓	B

↓
 Task currently being performed

↓
 * Core task
 /A Wartime task
 /3 OJT for 3 skill level

↓
 Taught in Apprentice Course

↓
 Taught in Craftsman Course

2.2. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification/completed date.

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.* Completion of formal training and CDC are documented in section II and III respectively of AF Form 623, to designate qualification on tasks accomplished in the appropriate course. Document and certify completion of training for tasks only accomplished through OJT in column 3 (Certification for OJT). Identify duty position requirements by circling the subparagraph number next to the task statement. Complete the following columns in Part II of the CFETP when conducting OJT: Training Start, Training Complete, Trainee Initials, Trainer Initials and Certifier Initials (refer to Table 2.5.1.1 and 2.5.1.2). Ensure that certifiers evaluate core and critical tasks; trainers may sign off trainees records on non-core, non-critical tasks by initialing the trainer's column.

Table 2.5.1.1. (Initial certification of core/critical task with trainer and certifier)											
1. Tasks, Knowledge and Technical References	2. Core / Wartime Tasks	3. Certification for OJT					4. Proficiency Codes Used to Indicate Training Information Provide				
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
		Trng Start	Trng Compl	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(1) Course	(2) CDC	(1) Course	(2) CDC
3.12.5 AF Form 1800, Operator Inspection Guide	*/3	1 May 98	13 May 98	ACS	TND	MES	2b		B		

Table 2.5.1.2. (Initial certification of non-core/non-critical task with trainer)											
1. Tasks, Knowledge and Technical References	2. Core / Wartime Tasks	3. Certification for OJT					4. Proficiency Codes Used to Indicate Training Information Provide				
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
		Trng Start	Trng Compl	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(1) Course	(2) CDC	(1) Course	(2) CDC
3.11.4 Dispatch Module TR: AFI 24-301; Instruction Manual	/5	1 May 98	13 May 98	SAB	TNH		1a		B		

2.5.1.1. *Converting from Old CFETP to new CFETP.* The role of the trainer or certifier in the transcription process from an old CFETP to a new CFETP is to validate current qualifications. The type of task determines who will validate current qualifications.

2.5.1.1.1. For core and critical tasks previously certified and required in the current duty position, evaluate current qualifications and when verified, re-certify using current date as completion date, and enter trainee's and certifier's initials (refer to Table 2.5.1.1.1).

Table 2.5.1.1.1. (Recertification of 5 skill level wartime core/critical task)											
1. Tasks, Knowledge and Technical References	2. Core / Wartime Tasks	3. Certification for OJT					4. Proficiency Codes Used to Indicate Training Information Provide				
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
		Trng Start	Trng Compl	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(1) Course	(2) CDC	(1) Course	(2) CDC
3.32.2 Vehicle operator customs & courtesies	*/2b/5		1 Oct 99	WOM		JDB	2b		b		

2.5.1.1.2. For non-core and non-critical tasks previously certified and required in the current duty position, evaluate current qualifications and when verified, re-certify using current date, as completion date and enter trainee's and trainer's initials (refer to Table 2.5.1.1.2).

Table 2.5.1.1.2. (Recertification of non-core/non-critical task)

1. Tasks, Knowledge and Technical References	2. Core / Wartime Tasks	3. Certification for OJT					4. Proficiency Codes Used to Indicate Training Information Provide				
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
		Trng Start	Trng Compl	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(1) Course	(2) CDC	(1) Course	(2) CDC
3.11.4. Dispatch Module TR: AFI 24-301; Instruction Manual	/5		1 Oct 99	MJR	ANA		1a		B		

2.5.1.1.3. When transcribing previous certification for tasks not required in the current duty position, carry forward only the previous completion date of certification (no initials; refer to Table 2.5.1.1.3). If and when transcribed tasks become duty position requirements, re-certify using standard certification procedures.

Table 2.5.1.1.3. (Recertification on task not currently being performed)

1. Tasks, Knowledge and Technical References	2. Core / Wartime Tasks	3. Certification for OJT					4. Proficiency Codes Used to Indicate Training Information Provide				
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level	
		Trng Start	Trng Compl	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(1) Course	(2) CDC	(1) Course	(2) CDC
3.36. Vehicle operations budget management TR: AFI 24-301	/7		13 Oct 98						A	✓	B

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 as if it were OJT. **NOTE:** Career Knowledge must be documented prior to submitting a CDC waiver to AFCFM.

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 either by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

2.5.2. *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*. WAPS is not applicable to the Air National Guard.

3. *Comments and Recommendations*. Are invited concerning training AETC graduates receive. Reference this STS regarding changes and address your correspondence to the address below or electronic mail to:

782csil@sheppard.af.mil 782 TRG/TTS
620 9th Avenue Suite 34
Sheppard AFB, TX 76311-2368

A 782d Customer Service Information Line has been installed for supervisors' convenience to identify graduates who may have received over or under training on task/knowledge items listed in this STS. For a quick response to problems, call DSN 736-2574 anytime (24 hours).

Section B -- Course Objective List

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, and **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 of performance measurement are indication 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 "1a" proficiency level which means the student 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 the Block of Instruction. Deviations are authorized when deemed appropriate by the Course Manager or Course Superintendent.

7.1. Title: Vehicle Operator Apprentice (Initial Skills Course):

7.1.1. Block I - Apprentice Foundations

7.1.1.1. Organizational Structure

7.1.1.1.1. a. Given functional levels of responsibility, identify those within the objective wing organization structure with at least 70% accuracy. STS 1 Meas: PC/W

7.1.1.1.2. b. Given organizational characteristics, identify those items which best describe the Transportation Squadron with at least 70% accuracy. STS: 2.2.1 Meas: PC/W

7.1.1.1.3. c. Given flight responsibilities, identify those within the Vehicle Operations Flight with at least 70% accuracy. STS: 2.2.2 Meas: PC/W

7.1.1.1.4. d. Given a list of job descriptions, identify the functions of the Fleet Management element with at least 70% accuracy. STS: 2.2.4 Meas: PC/W

7.1.1.1.5. e. Given responsibilities, identify those that are accomplished by the Operations element with at least 70% accuracy. STS: 2.2.5 Meas: PC/W

7.1.1.2. 2T1 Mission

7.1.1.2.1. a. Given a statement, determine appropriate Career Path, Vehicle Operator/Dispatcher Responsibilities/Duties and Mission of Air Force Specialty Code (AFSC) 2T1X1 with at least 70% accuracy. STS: 2.1, 2.3, 2.8. Meas: PC/W

7.1.1.3. Training

7.1.1.3.1. a. Given a list of terms associated with enlisted training concepts and a list of definitions, match each term with its correct definition with no more than four errors. STS: 3.38.1, 3.38.2, 3.38.3.1, 3.38.3.2, 3.38.3.3, 3.38.4, 3.38.5 Meas: PC/W

7.1.1.4. Accident Reporting

7.1.1.4.1. a. Given procedures, determine those that should be taken when involved in a government vehicle accident with at least 70% accuracy. STS: 3.41, 3.41.2, 3.41.3, Meas: PC/W

7.1.1.4.2. b Given a motor vehicle accident situation, complete a DD Form 518, Accident Card, and SF 91, Operator Report of Accident, with no more than one error for the DD Form 518 and no more than two errors per section for the SF 91. STS 3.12.7.1, 3.12.7.2, Meas: PC/W

7.1.1.5. Hazardous Substance Guidance

7.1.1.5.1 a. Given Initial Federal Hazard Communication Training Program statements, match the terms with the correct statement with at least 70% accuracy. STS: 2.6 Meas: PC/W

7.1.1.6. Operator Care

7.1.1.6.1. a. Given AF Forms 1800 and 1810, maintain the form by correctly annotate/document all information, with at least 70% accuracy. STS: 3.12.5, 3.12.6. Meas: PC/W

7.1.1.6.2. b. Working as a group, and given a vehicle, identify and report discrepancies IAW the established checklist with at least 70% accuracy. STS: 3.13, 3.20 Meas: PC

7.1.1.6.3. c. Given the assigned duties of a vehicle operator, determine the potential hazards associated with passenger and cargo vehicles with at least 70% accuracy. STS 2.5.1, 2.5.2.1, 2.5.2.2 Meas: PC/W

7.1.1.6.4. d. Identify the proper manual loading and unloading techniques with at least 70% accuracy. STS: 2.5.2.4 Meas: PC/W

7.1.1.7. Protocol

7.1.1.7.1. a. Identify statements that best describe the purpose and procedures of protocol with at least 70% accuracy. STS: 3.32.1, 3.25, 3.32.2, 3.32.3, 3.32.4. Meas: PC/W

7.1.1.8 Customer Service

7.1.1.8.1. a. Identify proper customer service techniques to promote customer service/relations with at least 70% accuracy. STS: 3.16 Meas: PC/W

7.1.2. Block II - Apprentice Operations Phase I

7.1.2.1. Wheel Assembly Removal/Replacement

7.1.2.1.1. a. Identify safe practices when removing and replacing wheel assemblies with at least 70% accuracy. STS: 3.33.1, 3.33.2 Meas: W

7.1.2.1.2. b. Given a vehicle, tire(s), and tire tools, remove and replace a wheel assembly with at least 70% accuracy. STS: 3.33.1, 3.33.2 Meas: PC

7.1.2.1.3. c. Identify as Operation Security (OPSEC) vulnerabilities with 70% accuracy. STS: 2.4 Meas: PC/W

7.1.2.1.4. d. Identify safe driving practices for operating government vehicles with at least 70 % accuracy. STS: 2.5.2.1, 2.5.2.2 Meas: PC/W

7.1.2.2. Forklift Operations

7.1.2.2.1. a. Identify safe driving practices for a forklift with at least 70% accuracy. STS: 2.5.1 Meas: PC/W

7.1.2.2.2. b. Given a forklift, cargo vehicle, and cargo, properly the cargo vehicle IAW the established checklist with at least 70% accuracy. STS: 3.30, 3.31.3, Meas: PC/W

7.1.2.2.3. c. Identify uses of the vehicles with at least 70% accuracy STS: 3.31.4, 3.31.6 Meas: PC/W

7.1.2.2.4. d. Identify the basic facts related to Official Use/Misuse Program with at least 70% accuracy. STS: 3.17, 3.39.1, 3.39.2, 3.39.3. Meas: PC/W

7.1.2.2.5. e. Identify safeguards when protecting and transporting cargo with at least 70% accuracy. STS: 3.17 Meas: PC/W

7.1.2.3. Loading, Lashing and Covering Cargo

7.1.2.3.1. a. Working as a member of a team, utilizing an assortment of cargo and tie-down equipment. Safeguard the cargo on a vehicle IAW the established checklist with at least 70% accuracy. STS: 3.28.1, 3.28.2, 3.29. Meas: PC/W

7.1.2.4. Wrecker Indoctrination

7.1.2.4.1. a. Given a commercial design purpose wrecker, identify and operate the major components IAW the established checklist with at least 70% accuracy. STS: 3.31, Meas: W

7.1.2.4.2. b. Identify the basic uses of Vehicle Operations' forms with at least 70% accuracy. STS: 3.12.1, 3.12.2, 3.12.3.2. Meas: PC

7.1.2.5. Computer Operation

7.1.2.5.1. a. Identify facts about On-Line Vehicle Interactive Management System (OLVIMS) with at least 70% accuracy. STS: 3.11.1, 3.11.2, 3.12.8. Meas: PC/W

7.1.2.5.2. b. Using paper 868's and situational scenarios, maintain an AF Form 868 IAW established checklist with at least 70% accuracy. STS: 3.12.4. Meas: PC/W

7.1.2.5.3. c. Using the OLVIMS Dispatch module and situational scenarios, complete an AF Form 868 IAW established checklist with at least 70% accuracy. STS: 3.11.1, 3.11.4, 3.12.4 Meas: PC/W

7.1.2.6. Mobility Operations

7.1.2.6.1. a. Identify requirements the vehicle operator must know for convoy operations with at least 70% accuracy. STS: 3.45.1, 3.45.2, Meas: PC/W

7.1.3. Block III - Apprentice Operations Phase II

7.1.3.1. Radios

7.1.3.1.1. a. Given a radio and situational scenarios, operate communication equipment and maintain/enforce radio discipline and ensure use of 10-series code IAW established checklist with at least 70% accuracy. STS: 3.18, 3.19, Meas: PC/W

7.1.3.2. 28 Passenger Bus Operation

7.1.3.2.1. a. Given a 28 passenger bus, operate the vehicle on a prescribed course, IAW the established checklist with at least 70 % accuracy. STS: 3.31.2.1, 3.25. Meas: PC

7.1.3.2.2. b. Identify Vehicle Identification Link (VIL) facts with at least 70% accuracy. STS: 3.40 Meas: PC/W

7.1.3.2.3. c. Identify precautions to be observed to safely operate under adverse weather conditions with at least 70% accuracy. STS: 3.23 Meas: PC/W

7.1.3.3. Servicing and Cleaning

7.1.3.3.1. a. Working as a member of a team, clean and service a vehicle IAW the established checklist with at least 70% accuracy. STS: 3.21, Meas: PC/W

7.1.3.4. Flightline

7.1.3.4.1. a. Identify procedures which must be observed while operating vehicles on the flightline with at least 70 % accuracy. STS: 3.22 Meas: PC/W

7.1.3.5. Maps

7.1.3.5.1. a. Identify the basic types of maps used within vehicle operations and plot grid coordinates IAW established checklist with 70% accuracy. STS: 4.13.1, 4.13.2, Meas: PC/W

7.1.3.6. 44 Passenger Bus Operation

7.1.3.6.1. a. Given a 44 passenger bus, operate the vehicle on a prescribed course, IAW the established checklist with at least 70% accuracy. STS: 3.25, 3.31.2.2, Meas: PC/W

7.1.3.6.2. b. Recognize which field and emergency repairs and improvisations are used in emergency conditions with at least 70% accuracy. STS: 3.26 Meas: PC/W

7.1.3.6.3. c. Identify the basic precautions of adverse terrain vehicle operations with at least 70% accuracy. STS: 3.27 Meas: PC/W

7.1.3.6.4. d. Identify basic facts about operating vehicles under contingency environments and wartime roles of the vehicle operator. STS: 3.24, 3.42.1, 3.42.2. Meas: PC/W

7.1.3.7. Tractor and Trailer Combination

7.1.3.7.1. a. Given a tractor and trailer, connect the tractor to the trailer IAW the established checklist with at least 70% accuracy. STS: 3.31.6. Meas: PC

7.1.3.7.2. b. Identify the purpose of required publications for the Vehicle Operations Career Field with at least 70% accuracy. STS: 3.37. Meas: PC/W

7.1.3.7.3. c. Identify facts about meeting environmental compliance with at least 70% accuracy. STS: 2.7.1, 2.7.2, 2.7.3, 2.7.4. Meas: PC/W

7.1.3.8. International Merchant Purchase Authorization Card (IMPAC)

7.1.3.8.1. a. Identify basic facts about the International Merchant Purchase Authorization Card (IMPAC) with at least 70% accuracy. STS: 3.12.3.1. Meas: PC/W

7.1.3.9. OLVIMS Licensing Module

7.1.3.9.1. Using the OLVIMS Licensing module and situational scenarios, complete an AF Form 2293 IAW established checklist. STS: 3.11.3. Meas: PC/W

7.2. Title: Vehicle Operations Craftsman Course (J3ACP2T171-004) - Advanced Skills Course.

7.2.1. Block I

7.2.1.1. Flight Training

7.2.1.1.1. As a group, using Enlisted Training (ET) principles, establish a functional training plan and determine training needs based on vehicle operations flight's mission requirements. STS: 3.38. Meas: PC/W

7.2.1.2. Financial Planning

7.2.1.2.1. As a team, create an effective financial management plan for vehicle operations to procure essential supplies, equipment, and services. STS: 3.36. Meas: PC/W

7.2.1.3. Manpower

7.2.1.3.1. As a team, using Air Force manning standards and applicable documents, analyze vehicle operations' personnel requirements and determine the necessary adjustment actions. STS: 3.2. Meas: PC/W

7.2.1.4. Deployment/Contingency

7.2.1.4.1. Working in a group, identify what management and performance requirements are necessary to develop and execute base operational and support plans. STS: 3.35. Meas: PC/W

7.2.1.4.2. As a team, determine what actions are necessary for a transportation squadron to support a base's deployment operations. STS: 3.8. Meas: PC/W

7.2.1.4.3. As a group, develop a time-reaction checklist using operational plans to initiate and sustain vehicle operations contingency or deployment commitments. STS: 3.8. Meas: PC/W

7.2.1.5. Air Force Official Use Policy

7.2.1.5.1. As a group, using applicable policy, make motor vehicle official use/misuse determinations. STS: 3.39. Meas: PC/W

7.2.1.6. Vehicle Authorizations and Acquisition

7.2.1.6.1. As a group, analyze and process vehicle authorization requests and determine the most economical means of filling open vehicle authorizations. STS: 5.11; 5.12 Meas: PC/W

7.2.1.7. Vehicle Rental/Release

7.2.1.7.1. As a team, using AFI 24-301, make vehicle management recommendations concerning rental and short/long-term lease, and leasing options. STS: 5.9. Meas: PC/W

7.2.1.8. Vehicle Rotation

7.2.1.8.1. In a group, develop an effective vehicle rotation plan by analyzing vehicle management data through the use of On-Line Vehicle Interactive Management System (OLVIMS) Fleet Management Module software. STS: 3.11. Meas: PC/W

7.2.1.9. Vehicle Priority Recall

7.2.1.9.1. As a group, develop a functional vehicle priority recall plan by using data obtained from OLVIMS Fleet Management Module and the minimum essential listing (MEL). STS: 5.1. Meas: PC/W

7.2.1.10. Quality Assurance Evaluation (QAE)

7.2.1.10.1. Working as a team, using contracting related regulations and directives, establish performance standards and surveillance methods necessary to conduct an effective Quality Assurance Evaluation (QAE) program. STS: 5.14. Meas: PC/W

7.3 Title: Registered Equipment Management System Course

7.3.1 Scope of Registered Equipment Management System

7.3.1.1 Identify the scope of the Registered Equipment Management System (REMS) in Air Force equipment accountability with at least 70% accuracy. CTS: 2a Meas: W

7.3.2 Vehicle Accounts

7.3.2.1 Using proper procedures, establish and maintain a host base vehicle account with at least 70% accuracy. CTS: 1b Meas: W

7.3.3 Vehicle Authorization

7.3.3.1 Given examples, identify Vehicle Allowance Standard Codes with at least 70 % accuracy. CTS 1c Meas: W

7.3.3.2 Using proper procedures, load new vehicle authorizations with at least 70 % accuracy. CTS 1c Meas: W

7.3.4 Vehicle Allocations

7.3.4.1 Given examples, maintain vehicle allocations and due-in listings with at least 70 % accuracy. CTS 1d Meas: W

7.3.5 Vehicle Transactions

7.3.5.1 Upon receiving new assets from the manufacturer, follow sequential procedures needed to load the asset in the Standard Base Supply System (SBSS) with at least 70 % accuracy. CTS: 1e Meas: W

7.3.5.2 Upon receiving assets from other installations, follow sequential procedures needed to load the asset into the Standard Base Supply System (SBSS) with at least 70 % accuracy. CTS: 1e Meas: W

7.3.5.3 Using FET transactions, process vehicle rotations with at least 70 % accuracy. CTS: 1e Meas: W

7.3.5.4 Using proper procedures, report excess vehicles with at least 70 % accuracy. CTS: 1e Meas: W

7.3.5.5 Given a disposition letter, process vehicle shipments with at least 70 % accuracy. CTS: 1e Meas: W

7.3.5.6 Using FCI transactions, change vehicle replacement and status codes with at least 70 % accuracy. CTS: 1e Meas: W

7.3.5.7 Using proper procedures, process leased assets with at least 70 % accuracy. CTS: 1e Meas: W

7.3.5.8 Given scenario, process vehicle deployment/re-deployment transactions (IED) with at least 70 % accuracy. CTS: 1e Meas: W

7.3.4 Vehicle System Analysis and Reconciliation

7.3.4.1 Given a SBSS reject listing, determine system errors and perform corrections with at least 70 % accuracy. CTS: 1f Meas: W

7.3.4.1 Given M06/OLVIMS reconciliation list, perform data system reconciliation with at least 70 % accuracy. CTS: 1f Meas: W

Section C – Support Material

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

Section D – Training Course Index

9. *Purpose.* This section of the CFETP identifies training courses available for the specialty. Refer to AFCAT Education and Training Course Announcement (ETCA) web site, <http://hq2af.keesler.af.mil/etca.htm> for complete information on the Air Force in-resident courses.

10. Air Force In-Residence Courses

Course Number	Course	Location
J3ABP2T131 000	Vehicle Operator Apprentice	Fort Leonard Wood, MO
J3ACP2T171 004	Vehicle Operations Craftsman	Fort Leonard Wood, MO

11. Air Force Institute for Advanced Distributive Learning (AFIADL)

Course Number	Course Title	Volumes
CDC 2T151	Vehicle Operator	3
CDC 2T171	Vehicle Operations Craftsman	2

12. Exportable Courses

Course Number	Course Title	Volumes
J6ANU2T151-000	Registered Equipment Management	1

NOTE: Education and Training Course Announcements (ETCA): This document contains information on formal education and training courses, and provides course descriptions, prerequisites, reporting instructions, uniform requirements, etc. AETC Training Managers update the ETCA as changes occur. View the ETCA at <http://hq2af.keesler.af.mil/etca.htm>

Section E - MAJCOM Unique Requirements

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

BY ORDER OF THE SECRETARY OF THE AIR FORCE
OFFICIAL

Attachments:

1. Proficiency Code Key--Page 30
2. STS Worksheet--Page 31
3. Trade Skill Certification--Page 40
4. Training Reference--Page 44

2T131/2T151/2T171		
NAME OF TRAINEE		
PRINTED NAME (Last , First, Middle Initial)	INITIALS (Written)	SSAN
PRINTED NAME OF CERTIFYING OFFICIAL AND WRITTEN INITIALS		
N/I	N/I	
QUALITATIVE REQUIREMENTS		
PROFICIENCY CODE KEY		
TASK PERFORMANCE LEVELS	SCALE VALUE	DEFINITION: The Individual:
	1	Can do simple parts of the tasks. 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 on hardest parts. (PARTIALLY PROFICIENT)
	3	Can do all parts of the task. Needs only a spot check of completed work. (COMPETENT)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (HIGHLY PROFICIENT)
⊗ TASK KNOWLEDGE LEVELS	a	Can name parts, tools, and simple facts about the task. (NOMENCLATURE)
	b	Can determine step by step procedures for doing the task. (PROCEDURES)
	c	Can identify why and when the task must be done and why each step is needed. (OPERATING PRINCIPLES)
	d	Can predict, isolate, and resolve problems about the task. (ADVANCED THEORY)
⊗⊗ SUBJECT KNOWLEDGE LEVELS	A	Can identify basic facts and terms about the subject. (FACTS)
	B	Can identify relationship of basic facts and state general principles about the subject. (PRINCIPLES)
	C	Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)
	D	Can evaluate conditions and make proper decisions about the subject. (EVALUATION)
EXPLANATIONS		
<p>⊗ A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Examples: b and 1b)</p> <p>⊗⊗ A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.</p>		
<p>x - This mark is used alone in course columns to show that training is required but not given due to limitations in resources.</p> <p>* - This mark is used to identify Core Tasks</p> <p>/3, /5, /7 - This mark is used to identify OJT at the appropriate skill level trained to the "go/no go" standard</p> <p>/Proficiency code - This mark denotes a Wartime Tasks</p>		

1. Task Knowledge and Technical References	2. Core/Wartime Task	3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided					
		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)	(1) CDC	(2) REMS	(1) CDC	(2) Course
1. Objective Wing Organization & Structure TR: AFI 38-101							A		B			
2. Transportation Squadron Organization TR: AFIs 24-301 & 38-101												
2.1 Mission of Air Force Specialty Code (AFSC) 2T1X1	/5						B		B			
2.2 Organizational Structure												
2.2.1 Transportation Squadron							A					
2.2.2 Vehicle Operations Flight							B		B			
2.2.3 Vehicle Operations supervision	*/7										B	
2.2.4 Fleet Management Element							A					
2.2.5. Operations Element							B		B			
2.3. Career Path TR: AFMAN 36-2108							B		B			
2.4 AFSC 2T1X1 Operational Security (OPSEC) Vulnerabilities TR: AFI 10-1101	/5						A					
2.5 Administer AF Occupational Safety & Health (AFOSH) Program TR: AFI 32-2001; AFI 91-301; 91-302; Applicable AFOSH Standards	*/7											
2.5.1. AFSC 2T1X1 Hazards TR: AFJMAN 24-306	/5						A		B			
2.5.2 Vehicles												
2.5.2.1. Passenger	*/3						B					
2.5.2.2 Cargo	*/3						B					
2.5.2.3 Recovery	*/5											
2.5.2.4. Manual Loading/Unloading TR: AFI 91-301	*/3						B					
2.6. Initial Federal Hazard Communication Training Program TR: Video (PIN 505215DF)	/3						A					
2.7. Environmental Compliance Duties & Responsibilities TR: AFI 24-301, AFPD 32-70												
2.7.1. Hazardous Waste Management	/3						A					
2.7.2. Pollution Prevention	/3						A					
2.7.3. Waste Management	/3						A					
2.7.4. Hazardous Materials Management	/3						A					

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) REMS	(1) CDC	(2) Course
2.8. Vehicle Operator/Dispatcher Responsibilities & Duties TR: AFI 24-301	/5						B		B			
3. Vehicle Operations Functions											b	
3.1 Conduct/Evaluate Analyses	*/7								a			
3.2. Personnel Requirements Determinants TR: AFI 38-201; AFI 24-301; AFMS 42A1 & 42A2												
3.2.1. Unit Manpower Document TR: AFI 38-201	*/7								A		b	c
3.2.2. Unit Manpower Position Roster	*/7								A		b	c
3.2.3. Vehicle Operations standard	*/7								A		b	c
3.2.4. Manpower core/variances	*/7								A		b	c
3.2.5 Workload Data Collection Sources	*/7								A		b	c
3.3. Conduct self-assessments TR: AFI 91-301	*/7										b	
3.4. Enforce Safety awareness TR: AFIs 24-301 & 91-207;	*/7										b	
3.5. Establish Work Schedules TR: AFI 24-301	*/7											
3.6. Develop/Review Flight operating instructions TR: AFMAN 37-126; AFI 24-301											b	
3.7. Coordinate civilian personnel issues/actions TR: 36 Series											b	
3.8. Mobility operations TR: AFI 10-403												
3.8.1. Functions	*/3						A		B		B	c
3.8.2. Deployment	*/3						A		B		B	c
3.8.3. Reception	*/3						A		B		B	c
3.8.4. Operations	*/3						A		B		B	c
3.8.5. Employment	*/3						A		B		B	c
3.9. Support Agreements TR: AFI 25-201												
3.9.1. Host Tenant	*/7								A		B	
3.9.2. Interservice	*/7								A		B	
3.9.3. Host Nation	*/7								A		B	

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) REMS	(1) CDC	(2) Course
3.10. Use Computers TR: Instruction Manual TR: AFI 24-301; AFSCM 24-1												
3.10.1. Computer Fundamentals	*						1a					
3.10.2. OLVIMS	*/5						A		A		c	
3.10.3. Licensing Module	*						1a		A			
3.10.4. Dispatch Module	*/5						1a		A			
3.10.5. MAJCOM Module									A		a	
3.11. Maintain Forms, Records, and Reports TR: AFI 24-301/302; AFJMAN 34-306; AFMAN 37-139												
3.11.1. Maintain AF Form 2293, Operator Identification Card	/5						A		B			
3.11.2. Maintain AF Form 2296, Operator Information Record	/5						B		B			
3.11.3. International Merchant Purchase Authorization Card (IMPAC)	/5								A			
3.11.4. Fleet Service Card	/5						A		B			
3.11.5. Purchasing Forms												
3.11.6. Maintain AF Form 1800, Operation Inspection Guide	*/3						2b		B			
3.11.7. Maintain AF Form 868, Motor Vehicle Service Request	*/3						1a		B			
3.11.8. Maintain AF Form 1810, Operator Inspection Guide, Material Handling Equipment	*/5						2b		B			
3.11.9. Accident Forms												
3.11.9.1. DD Form 518, Accident Card	*/5						1a		B			
3.11.9.2. SF 91, Operators Report of Accident	*/5						1a		B			
3.11.10. OLVIMS Dispatch Module Computer Generated Daily/Monthly Vehicle Operations Workload Data	*/5						A		B			
3.12. Identify and Report Discrepancies, Before, During, and After Vehicle Operation TR: AFI 24-301; AFI 24-302												
3.13. Ensure the proper delivery of vehicles to the maintenance facility TR: 24-301; AFI 24-302												
3.14. Ensure adequate inspection of vehicles released from the vehicle maintenance facility TR: AFI 24-301; AFI 24-302												

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		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)	(1) CDC	(2) REMS	(1) CDC	(2) Course
3.15. Promote Customer Service/Relations TR 24-301	*/5						1a		a		b	
3.16. Recognize and report suspected instances of Vehicle Misuse and abuse	*/5						b		b			
3.17. Maintain/Enforce Radio Discipline and Ensure use of 10-series code	*/3						1a					
3.18. Operate Communication Equipment TR: AFI 24-301; Instruction Manual	*/3						1a					
3.19. Perform/Supervises Operator Care on assigned motor vehicles TR: AFI 24-301; AFI 24-302	*/7						1a		b			
3.20. Clean and Service Vehicles. TR: AFI 24-301; AFI 24-302	*/3						2b					
3.21. Operating Vehicles on Flightline TR: AFI 13-213; AFJMAN 24-306; AFOSH 91-100	*/3						b		b			
3.22. Operate Vehicles Under Adverse Weather Conditions TR: AFJMAN 24-306	/3						A		b			
3.23. Operating Vehicle under Contingency Environments TR: AFJMAN 24-306	/3						A		b			
3.24. Emphasize/Enforce Passenger Safety and Security TR: AFJMAN 24-306; AFPAM 24-317	*/3						b		b			
3.25. Field and Emergency Repairs and Improvisation TR: AFJMAN 24-306	/3						A		b			
3.26. Adverse Terrain Vehicle Operations TR: AFJMAN 24-306	/3						A		B			

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) REMS	(1) CDC	(2) Course
3.27. Employ Proper Tie Down Techniques TR: CFR 49, Part 177; AFJMAN 24-306												
3.27.1. Tie Down Straps	*/3						2b		b			
3.27.2. Chains & Binders	*/3						2b		b			
3.28. Properly Safeguard Cargo TR: CFR 49, Part 177, AFJMAN 24-306												
3.29. Properly Load Cargo TR: CFR 49, Part 177; AFJMAN 24-306	*/5						2b		b			
3.30. Operate Vehicles TR: Applicable lesson plans, AFJMAN 24-306, CFR 29 & 49												
3.30.1. 14,000 Gross Vehicle Weight (GVW) TR: AFI 24-301/302												
3.30.1.1. Passenger	*/3											
3.30.1.2. Cargo	*/3											
3.30.2. Busses												
3.30.2.1. 28 Passenger	*/3						2c					
3.30.2.2. 44 Passenger	*/3						2c					
3.30.3 Forklift	*/5						2b					
3.30.4. Wrecker/recovery vehicles	*/5						1b					
3.30.5. Tractor/Trailer combinations	*/5						1b					
3.30.6. Military Design Vehicles	/3						a					
3.31. Protocol Support TR: Local Directives												
3.31.1. Purpose of protocol							B		B			
3.31.2. Vehicle operator customs & courtesies	*/3						b		b			
3.31.3 Display proper insignia	*/3						b		b			
3.31.4. Organize seating arrangements	*/3						b		b			
3.32. Remove and Replace wheel assembly TR: Vehicle Instruction Manual T.O. 36-1-191; Applicable lesson plans												
3.32.1. Single Wheel	*/3						2b					
3.32.2. Dual Wheel	*/3						2b					
3.33. Manpower documents management TR: AFI 24-301									A			

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) REMS	(1) CDC	(2) Course
3.34. Combat Readiness and Resources TR: AFI 10-201 & 24-301												
3.34.1. Status of resources and training system (SORTS)	*/7								A			c
3.34.2. Base Support Plan (BSP)	*/7								A			c
3.35. Vehicle operations budget management TR: AFI 24-301; DAFAS-DE												
3.35. Vehicle operations budget management	*/7								A		B	c
3.36. Publications TR: AFPD 24-3; AFI 24-301;AFJMAN24-306; AFPAM 24-317												
3.36. Publications TR: AFPD 24-3; AFI 24-301;AFJMAN24-306; AFPAM 24-317	*/5							A				
3.37. Training Concepts TR: AFI 36-2201												
3.37.1. Monitor On-the-Job-Training(OJT)	*/5							B			B	c
3.37.2. Monitor Upgrade Training	*/5							B			B	c
3.37.3. Maintain Training Records												
3.37.3.1. AF Form 623	*/5							B				c
3.37.3.2. CFETP, Specialty Training Standard (STS), Job Qualification (JQS), Master Tasks Listing (MTL)	*/7							B				c
3.37.3.3. Interpret Proficiency codes	*/7							B				c
3.37.4. Trainee/Trainer Responsibilities	*/5							B		B		c
3.37.5. Career Development Course (CDC)	*/5							B		B		
3.38. Official Motor Vehicle Use/Misuse Program TR: AFI 24-301												
3.38.1. Policy	*/5							B		B	C	c
3.38.2. Procedures	*/5							B		B	C	c
3.38.3. Awareness	*/5							B		B	C	c
3.39. Vehicle Identification Link(VIL) TR: AFI 24-301												
3.39. Vehicle Identification Link(VIL)	*/3							A				
3.40. Accident procedures TR: AFI 24-301;AFI 23-201; AFJMAN 24-306												
3.40.1. Conduct at a scene	*/3							B		B	B	
3.40.2. Operator Liability	*/3							B		B	B	
3.40.3. Reporting	*/3							B		B	B	
3.41. Wartime roles TR: AFI 24-301 WMP Part 3												
3.41.1. Concept of Operations	*/7							A		A		
3.41.2. Assumptions	*/7							A		A		

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) REMS	(1) CDC	(2) Course
3.42. Transport Munitions and Hazardous Cargo TR: CFR 49, Part 172, 177, 383, 392; AFJMAN 24-306; DoD 5100.76-M; AFI 31-209; T.O 11A-1-46; AFI 24-201; AFMAN 91-201												
3.43. Transport Oversized Cargo TR: CFR 49, TR: AFJMAN 24-306												
3.43. Transport Oversized Cargo TR: CFR 49, TR: AFJMAN 24-306												
3.44. Convoy Operations TR: AFJMAN 24-306												
3.44.1. Concept /3												
3.44.2. Operating Procedures /3												
3.44.3. Planning /7												
3.45. Supervision TR: AFMAN 36-2108; AFIs 36-2201; 36-2403; 36-3104; AFPAM 36-3627; AFP 35-49; DoD 5500-7												
3.45.1. Orient New Personnel												
3.45.2. Establish Performance Standards												
3.45.3. Evaluate Work Performance												
3.45.4. Counseling Session												
3.45.5. Conduct Performance Feedback Sessions												
3.45.6. Mentoring Session												
3.46. Pick Up and Delivery Actions TR: AFMAN 23-110; AFI 24-301, Local Directives												
3.46.1. Differentiate Purpose of Forms and Listings */3												
3.46.1.1. DD Form 1348-1A */3												
3.46.1.2. AF Form 2005 */3												
3.46.1.3 D04 */3												
3.46.2. Identify Delivery Procedures												
3.46.2.1. Priorities */3												
3.46.2.2. Item Handling												
3.46.2.2.1. Classified */3												
3.46.2.2.2. Health Hazard */3												
3.46.2.2.3. Electrostatic Discharge */3												
3.46.2.3. Item Refusal procedures */3												
3.46.3. Recognize Item Tracking Programs/devices												
3.46.3.1. Manual Tracking */3												
3.46.3.2. Automated Tracking */3												
4. Operations Supervision Element TR: AFI 24-301; Local Instruction												

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) REMS	(1) CDC	(2) Course
4.1. Document Requests for Motor Vehicle Services	*/5								b		b	
4.2. Vehicle dispatching in support of mission requirements	*/5								b			
4.3. Controlling off-base trip kits/packets	*/5								b			
4.4. Contingency plans and checklist implementation	*/7								b			
4.5. Log of Events	*/5								b			
4.6. Evaluating vehicle operator qualifications	*/7								b			
4.7. Road & Weather conditions briefing	*/7								b			
4.8. Assessing vehicle status	*/7								b			
4.9. Information/data posting									b			
4.10. Contacting government/civilian agencies for information									B			
4.11. Vehicle operator briefing									b			
4.12. Scheduling resources												
4.12.1. Vehicles and Equipment	*/7								b			
4.12.2. Personnel	*/7								b			
4.13. Maintain area maps												
4.13.1 Types	*/7						A		A			
4.13.2. Plot grid coordinates	*/7						1a		b			
5. Fleet Management Element												
5.1. Fleet Management Listings TR: AFI 24-301												
5.1.1. Mission Essential Level (MEL)	*/7								A		b	c
5.1.2. Vehicle Priority Recall	*/7								A		b	c
5.1.3. Vehicle Authorization List (VAL)	*/7								A		b	c
5.1.4. Review Vehicle Management Data	*/7								A		b	c
5.1.5. Custodian Authorization/custody Receipt Listing (CA/CRL)	*/7								A		b	
5.1.6. Data System reconciliation	*/7										b	

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) REMS	(1) CDC	(2) Course
5.2. Toll tickets, fleet service card, AF Form 15 TR: AFI 24-301												
5.2.1. Acquisition	*/7								a		b	
5.2.2. Administrative Control	*/7								a		b	
5.2.3. Disbursement	*/7								a		b	
5.3. Vehicle rotation												
5.3. Vehicle rotation	*/7								a		b	c
5.4 War Reserve Material (WRM) Vehicle Program TR: AFI 25-101; T.O. 36-1-191												
5.4 War Reserve Material (WRM) Vehicle Program TR: AFI 25-101; T.O. 36-1-191									A		B	
5.5. Vehicle operator information records TR: AFI 24-301												
5.5. Vehicle operator information records TR: AFI 24-301									A		b	
5.6. Unit lesson plans TR; AFI 24-301												
5.6. Unit lesson plans TR; AFI 24-301	*/7								A		b	
5.7. Vehicle operator licensing TR: AFI 24-301												
5.7. Vehicle operator licensing TR: AFI 24-301									A			
5.8. Registered Equipment Management System (REMS) TR: AFI 24-301												
5.8. Registered Equipment Management System (REMS) TR: AFI 24-301	*/7								A		A	
5.8.1. REMS CBI Course										b	A	
5.8.2. Maintain vehicle allocation/due-in listing	*/7								A		A	
5.8.3. REMS Transactions												
5.8.3. REMS Transactions	*/7								A		A	
5.8.3.1. Process DRMO vehicles	*/7								A		A	
5.8.3.2. Vehicle Receipts	*/7								A		A	
5.8.3.3. Process Funds and Equipment Transfer (FET)	*/7								A		A	
5.8.3.4. Process vehicle shipments	*/7								A		A	
5.8.3.5. Process unreported assets	*/7								A		A	
5.8.3.6. Process vehicle repair authority and disposition action	*/7								A		A	
5.8.3.7. Air Force Equipment Management System (AFEMS)	*/7										A	
5.8.3.8. OLVIMS/REMS reconciliation											A	
5.9. Rental/Lease vehicles TR: AFI 24-301												
5.9. Rental/Lease vehicles TR: AFI 24-301												
5.9.1. Short Term	*/7								A		b	c
5.9.2. Long Term	*/7								A		b	c
5.9.3. Lease with option to buy	*/7								A		b	c
5.9.4. Document Coordination	*/7								A		b	c
5.10. Vehicle operations analyses TR: AFI 24-301												
5.10. Vehicle operations analyses TR: AFI 24-301	*								A			

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2)	(1) CDC	(2) REMS	(1) CDC	(2) Course	
5.11. Perform comprehensive analyses TR: AFI 24-301;													
5.11.1. Bus Service	*/7											b	
5.11.2. Taxi Service	*/7											b	
5.11.3. Dispatch Support	*/7											b	
5.11.4. Transient aircrew support	*/7											b	
5.11.5. Utilization/rotation	*/7											b	
5.11.6. Authorization	*/7											b	
5.12. Process Vehicle authorization requests TR: AFI 24-301	*/7											b	c
5.13. Validate vehicle authorization adjustment actions TR: AFIs 24-301, 63-124; 24-301 & 63-124	*/7											b	c
5.14. Quality Assurance Evaluation (QAE) TR: AFIs 24-301 & 63-124													
5.14.1. Assist in developing Statement of Work(SOW)	*/7											b	c
5.14.2. Assist in developing surveillance plans and evaluation guides	*/7											b	c
5.14.3. Assist in developing Performance Work statement (PWS)	*/7											b	c
5.14.4. Performance contract surveillance												b	c
5.14.5. Evaluating and documenting contractor performance												b	c
5.14.6. Reviewing contractor quality control program												b	c
5.15. Vehicle Control Program TR: AFI 24-301; AFPAM 24-317										A			
5.15.1. Vehicle Control Officer orientation	*/7											b	
5.15.2. Conduct vehicle assessments												b	
5.15.3. Conduct unit assistance visits												b	
5.15.4. Conduct for vehicle control officer meetings												b	

**COMMERCIAL TRADE SKILL CERTIFICATION
AND EDUCATIONAL OPPORTUNITIES**

Trade Skill Certification Sources

- The American Society of Transportation and Logistics, Inc. 320 East Water Street, Lock Haven, PA 17745.
Tel: (570) 748-8515, Fax: (570) 748-9118. www.astl.org

- The International Society of Logistics, 8100 Professional Place, Suite 211, Hyattsville, Maryland 20785 USA
(301) 459-8446 FAX (301) 459-1522: www.sole.org

- Warehousing Education and Research Council, 1100 Jorie Blvd., Ste. 170, Oak Brook, IL 60523-4413
Phone: (630) 990-0001, Fax: (630) 990-0256: www.werc.org

- ATRG C/ O PROF. TAE H. OUM, Faculty of Commerce and Business Administration University of British Columbia, 2053 Main Mall, Henry Angus Building, Vancouver, British Columbia Canada, V6T 1Z2, Tel.: (604) 822-8254, Fax: (604) 822-8521, www.commerce.ubc.ca

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Alabama

- University of Alabama College of Business, P. O. Box 870225/109, Tuscaloosa, AL 35487-0225
- University of South Alabama ,Suite S, Room 18 Mobile, Al 36688-0002

Arizona

- Arizona State University College of Business Campus Box 874706 Tempe, AZ 85287-

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- University of Arkansas 302 Business Admn. Bldg. Fayetteville, AR 72701

California

- California Maritime Academy Golden Gate University 536 Mission Street San Francisco, CA 94105-2968

Colorado

- Colorado Technical University 4435 N. Chestnut Colorado Springs, CO 80907-3896
- University of Colorado College of Business Boulder, CO 80309-0419

District of Columbia

- George Washington University 2115 G Street, N.W. Washington, DC 20052

Florida

- Florida State University College of Business Marketing Dept. Tallahassee, FL 32306-1042
- University of Miami P. O. Box 248147 Coral Gables, FL 33124
- University of North Florida 4567 St. John's Bluff Road South Jacksonville, Fl 32224.
- University of South Florida Dept of Marketing 4202 E. Fowler Avenue BSN 3403 Tampa, FL 33620-5500

Georgia

- Georgia Institute of Technology -School of Industrial & Systems Engineering Atlanta, GA 30332-0205
- Southern University Landrum Box 8154 Statesboro, GA 30460-8154
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- Northwestern University Transportation Center 1936 Sheridan Road, M.C. 4040 Evanston, IL 60208-4040
- Western Illinois University Stipes Hall #430 1 University Circle Macomb, IL 61455

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- Northeastern University College of Bus Admn. Boston, MA 02115

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- Metropolitan State University 700 E. 7th Street St Paul, MN
- Southwest State University 1501 State Street Marshall, MN 56258
- University of Minnesota Carlson School of Management 271 19th Avenue South Minneapolis, MN 55455

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- Mississippi State University Dept. of Marketing Drawer N Mississippi State, MS 39762

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- University of Missouri - St. Louis School of Business Administration St. Louis, MO 63121

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- Cornell University College of Engineering Johnson Grad School of Mgmt Ithaca, NY 14853
- Niagara University Perboyre Hall College of Business Niagara University, NY 14109
- Undergraduate Transportation & Logistics Management Rochester Institute of Technology Dept. of Packaging Science Rochester, NY 14623-5603
- St. John's University/Notre Dame College 300 Howard Avenue Staten Island, NY 10301
- Syracuse University School of Management Syracuse, NY 13244

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- Appalachian State University Dept of Marketing, College of Business Raley Hall Boone NC 28608
- North Carolina A&T State University 1601 East Market Street Greensboro, NC 27411
- University of North Carolina - Charlotte Charlotte, NC 28223

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- University of South Carolina Columbia, S.C. 29208

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- University of Tennessee Dept of Logistics & Transportation 310 SMC Knoxville, TN 37923-0530

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- Texas A&M International University 5201 University Blvd Laredo, TX 78041-1999
- Trinity University 715 Stadium Dr. San Antonio, TX 78212
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- University of Richmond School of Continuing Studies Richmond, VA 23173

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- Northeast Wisconsin Technical College 2740 W, Mason Street P. O. Box 19042 Green Bay, WI 54307
- University of Wisconsin - Madison 5191 Grainger Hall 975 University Avenue Madison, WI 53706-1323

TRAINING REFERENCE

1. AFMAN 10-100, *Airman's Manual*
2. AFI 10-403, *Deployment Planning*
3. AFI 10-1101, *Operations Security*
4. AFMAN 23-110 *USAF SUPPLY MANUAL*
5. AFMAN 23-220, *Reports Of Survey for Air Force Property*
6. AFI 24-201, *Cargo Movement*
7. AFPD 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*
8. AFI 24-301, *Vehicle Operations*
9. AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*
10. AFPAM 24-317, *Vehicle Control*
11. AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures*
12. AFI 25-201, *Support Agreements Procedures*
13. AFI 31-209, *Air Force Resource Protection Program*
14. AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*
15. AFPD 32-70, *Environmental Quality*
16. AFI 35-201, *Community Relations*
17. AFMAN 36-2108, *Airman Classification*
18. AFI 36-2201, *Developing, Managing, and Conducting Training*
19. AFMAN 36-2245, *Managing Career Field Education and Training*
20. AFMAN 37-126, *Preparing Official Communications*
21. AFI 38-101, *Air Force Organization*
22. AFI 38-201, *Determining Manpower Requirements*
23. AFI 63-124, *Performance- Base Service Contracting*
24. AFI 84-101, *Historical Products, Services, and Requirements*
25. AFI 91-201, *Explosive Safety Standards*
26. AFI 91-207, *The US Air Force Traffic Safety Program*
27. AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program*
28. AFI 91-302, *Air Force Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Standards*
29. AFOSH 91-100, *Aircraft Flight Line – Ground Operations and Activities*
30. Code of Federal Regulation 29
31. Code of Federal Regulation 49
32. DOD 4500.36-R, *Management, Acquisition, and Use of Motor Vehicle*
33. DOD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunitions and Explosives*
34. Federal Motor Carrier Safety Regulation
35. T.O. 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*
36. T.O. 11A-1-46, *Fire Fighting, Transportation and Storage (Munitions Reference)*
37. AFMS 42A1 and 42A2, *Air Force Manpower Standard, Vehicle Operations*