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**AFSC 2T2X1
AIR TRANSPORTATION SPECIALTY**

**CAREER FIELD EDUCATION
AND TRAINING PLAN**



CAREER FIELD EDUCATION AND TRAINING PLAN

**AIR TRANSPORTATION SPECIALTY
AFSC 2T2X1**

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**AIR TRANSPORTATION SPECIALTY
AFSC 2T2X1
CAREER FIELD EDUCATION AND TRAINING PLAN**

Part I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP will provide personnel a clear career path to success and will instill rigor in all aspects of career field 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 everyone will use the plan; Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path; Section C associates each level with specialty qualifications (knowledge, education, training, and other); Section D indicates resource constraints. Some examples are funds, manpower, equipment, facilities; Section E identifies transition training guide requirements for SSgt through MSgt.

2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course, 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 the Air Force Master Catalog; 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 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.

Air Force Career Field Manager (AFCFM). Determines training needs, requirements, and resources for the entire career field. Sole waiver authority for training deviations.

Air Mobility Warfare Center (AMWC). Air Mobility Command's center for continued training. Several courses related to AFSC 2T2X1 are offered as unit-funded courses. Class quotas are controlled by HQ AMC/DOZM and administered through the MFM.

Air Reserve Component (ARC). All units, organizations and members of the Air National Guard (ANG) and the Air Force Reserve Command (AFRC).

Air Transportation Web Based Training (ATWBT). Computer based instruction in areas directly related to items found in the 2T2X1 STS. Software is distributed by HQ AMC/DOZM and AMWC.

Allocation Curves. The relation of hours of training in different training settings to the degree of proficiency that can be achieved on specified performance requirements.

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.

Career Training Guide (CTG). A document that uses Task Modules (TMs) in lieu of tasks to define performance and training requirements for a career field.

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

Core Task. Tasks the 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. (Reference: AFMAN 36-2247) (*Note: Core Task identified by (*) in the 2T2XX STS, Atch 2*)

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 Training.

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

Enlisted Transportation Advisory Group (ETAG). Meets at the direction of HQ USAF/ILT to discuss significant issues, priorities and policies. Provides advice and counsel to HQ USAF/ILT concerning the enlisted transportation community and resolves problems affecting the enlisted force and the overall transportation mission. It also provides recommendations and initiatives for future training needs, career progression trends, and identifies information systems needs.

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

Field Technical Training (Type 4). Special or regular on-site training conducted by a field training detachment (FTD) or by a mobile training team (MTT).

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

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

Intransit Visibility (ITV). The ability to track the identity, status, and location of DoD unit and non-unit cargo and passengers, patients, and personal property from origin to consignee or destination during peace, contingencies, and war.

Master Task Listing (MTL). A comprehensive task list, which describes a particular job type or duty position. Supervisors must use MTLs to document task qualifications. The tasks on MTLs are common to all persons serving in the described duty position.

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

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

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

Outsourcing. The Government retains ownership and control over operations of the activity through surveillance of the contract. The primary method of outsourcing activities is through cost comparison procedures designed to determine the most efficient and cost effective operation.

Privatization. Differs from outsourcing in that the Government divests itself of a commercial activity and purchases goods and services from commercial sources. The Government may specify quality, quantity and timeliness requirements for purchased goods and services; however, it has no control over the operations of the activity.

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 doing the job.

Qualification Training Package (QTP). An instructional package designed for use at the unit to qualify, or aid qualification in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media. Currently AMC maintains QTP's which can be accessed through the HQ AMC/DOZ web page:
<https://www.amc.scott.af.mil/do/doz/>.

Representative Sites. Typical organizational units having similar missions, weapon systems or equipment, or a set of jobs, used as a basis for estimating average training capacities and costs.

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

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

Specialty Training. A mix of formal training (operational training) and informal training (On-the-Job Training) to qualify and upgrade airmen in the award of a skill level.

Specialty Training Package and COMSEC Qualification Training Package. A composite of lesson plans, test material, instructions, policy, doctrine, and procedures necessary to conduct training. These packages are prepared by Air Education and Training Command (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 AETC and the user to show the overall training requirements for an Air Force specialty code that the formal schools teach.

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

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

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

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

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

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

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

Transportation Proficiency Center (TPC). Air Force Reserve's center for AFSC 2T2X1 training. Primarily provides two courses; (1) in support of the apprentice OJT program for Air Reserve Component (ARC) retrainees, (2) Specialized Transportation Training.

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

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

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

Wartime Task. Wartime tasks are those tasks that must be taught when courses are accelerated in a wartime environment.

Section A - General Information

1. Purpose. This CFETP provides information necessary for Air Force Career Field Managers (AFCFM), MAJCOM functional managers (MFMs), 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. 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 subject knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.
- 1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.
- 1.4. Identifies major resource constraints that impact full implementation of the desired career field training process.

2. Uses. The 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 will eliminate duplicate training.

Section B - Career Field Progression and Information

4. Specialty Description.

4.1. **Specialty Summary.** Performs and manages air transportation activities. Plans, schedules and processes eligible air cargo, passengers, and mail. Loads and unloads aircraft. Prepares and maintains air movement records and reports. Performs fleet service on aircraft. Related DOD Occupational Subgroup: 553. (AFMAN 36-2108)

4.2. Duties and Responsibilities.

4.2.1. Plans and organizes air transportation activities. Justifies personnel, equipment, and facilities required to accomplish air transportation activities. Determines supplies and facilities required, and allocates equipment. Establishes procedures for loading passenger and cargo aboard aircraft, processing passengers, and preparing records and reports. Provides handling services of special category passengers. Determines and implements necessary safety and security precautions for handling and storing dangerous materials, special cargoes, mail, and baggage. Plans and selects fleet services. Preplans and computes aircraft load distribution. Supervises use of material handling equipment and cargo loading and unloading operations.

4.2.2. Directs air transportation activities. Supplements policies and directs supervisory personnel providing cargo and passenger loading and unloading services, and performing airdrop activities. Establishes procedures for passenger and aircraft clearance through international border clearance agencies. Inspects airlift activities for compliance and recommends corrective action. Conducts personnel and equipment management surveys, and provides technical assistance as required.

4.2.3. Verifies eligibility of cargo and mail offered for airlift. Reviews passenger travel authorizations for validity and accuracy. Ensures all cargo documentation, packaging, labeling and marking requirements, and all border clearance requirements have been met. Provides information on schedules, routes, air movement requirements, baggage limitations, and local facilities for passengers. Performs air transportation and fleet service functions. Requisitions, stores, and issues expendable and non-expendable items for use on aircraft. Ensures aircraft cleanliness and maintains records on fleet service equipment, supplies and activities.

4.2.4. Prepares, completes, and maintains air movements records, documents, and reports. Prepares and maintains travel forms and weight and balance records. Applies common user and international tariff rates, collects fares, and accounts for documents and monies.

4.2.5. Checks in passengers, processes, schedules, transports, and escorts passengers to and from aircraft. Determines quantity and type of cargo to be loaded according to allowable aircraft cabin load. Selects, assembles, palletizes, and transports aircraft cargo loads to and from aircraft and storage areas. Checks cargo against manifests, and annotates overage, shortage, or damage. Secures cargo with appropriate devices and equipment. Operates terminal security equipment, and conducts passenger and baggage security inspections. Exercises necessary safety and security precautions in handling and storing hazardous or special cargoes and mail. Expedites cargo movement as necessary.

4.3 Specialty Qualifications.

4.3.1 Knowledge. Knowledge is mandatory of: passengers and cargo movement functions to include transport aircraft types, capabilities, and configurations; weight and balance factors; airlift transportation directives and documentation; cargo securing techniques; border clearance requirements; operation of material handling and other types of loading equipment or devices, fleet service functions; automated data processing equipment and its application in airlift activities; passenger service functions, and customer relations principles; airdrop and aerial delivery techniques and equipment.

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

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

4.3.3.1 2T231. Completion of a basic air transportation course.

4.3.3.2 2T271. Completion of the advanced air transportation course.

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

4.3.4.1 2T251. Qualification in and possession of AFSC 2T231. Also, experience in functions such as loading and unloading aircraft; operating automated or manual materials handling and other loading equipment; or processing, scheduling, and maintaining records relating to passengers and cargo movement.

4.3.4.2 2T271. Qualification in and possession of AFSC 2T251. Also, experience supervising functions such as preparing aircraft load plans; loading and unloading aircraft; operating automated and manual materials handling equipment; and processing, scheduling, maintaining records on passenger movement by airlift.

4.3.4.3 2T291. Qualification in and possession of AFSC 2T271. Also, experience managing passenger, cargo, mail, and airlift and airdrop activities.

4.3.5 Other. For entry, award, and retention of AFSCs 2T211/31/51, qualification to operate government vehicles according to AFMAN 24-309, Vehicle Operations, is mandatory.

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

5.1. **Apprentice, 3-Level.** Upon completion of initial skills training, Air Transportation Apprentice Course, L3ABR2T231 003, a trainee will work with a trainer to enhance their knowledge and skills. They will utilize the Career Development Course (CDC) and Task Qualification Training and other exportable courses to progress in the career field. Once task certified, a trainee may perform the task unsupervised.

5.2. Journeyman 5-Level. Once upgraded to the 5-level, a journeyman will enter into continuation training to broaden their experience base. 5-levels may be assigned job positions such as information control, passenger service duties, fleet service duties, cargo and load team member, aerial delivery, and various staff positions. 5-levels will complete all available FTD courses, and MAJCOM specific training. Individuals will attend the Airman Leadership School (ALS), the entry-level Professional Military Education (PME) program. Individuals will use their CDCs to prepare for testing under WAPS. They should continue their education toward a CCAF degree.

5.3. Craftsman 7-Level. A craftsman can expect to fill various supervisory and management positions such as shift supervisor, section chief, senior controller, and task certifier. They will also be assigned to work in staff positions. 7-levels should take courses or obtain added knowledge on management of resources and personnel. For award of the 7-level, completion of 7-level CDC and completion of 7-level in-residence course, Air Transportation Craftsman Course, L3ACR2T271 005 is required. Continued academic education through CCAF and higher degree programs is encouraged. In addition, when promoted to TSgt, individuals will attend the Noncommissioned Officer Academy, which provides more in-depth PME than received in ALS.

5.4. Superintendent 9-Level. A 9-level can be expected to fill positions such as flight chief, NCOIC, superintendent, and various staff jobs. Additional training in the areas of budget, manpower, resources and personnel management should be pursued through continued education. SMSgt/SMSgt Selects and selected MSgt will attend the Senior Noncommissioned Officer Academy. Additional higher education and completion of courses outside of the career AFSC are also recommended.

6. Training. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Air Transportation 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.

6.1. Initial Skills. Initial/Entry level training will usually be developed and taught by AETC. AFSC 2T231 is awarded following successful completion of Air Transportation Apprentice Course, L3ABR2T231 003.

6.2. 5-Level Upgrade Requirements. AFSC 2T251 is awarded following successful completion of 15 months OJT, all core task items identified with a “5” in the 2T2X1 STS, all 5-level CDCs, and other duty position tasks identified by the supervisor.

6.3. 7-Level Upgrade Requirements. AFSC 2T271 is awarded following successful completion of the 7-level residence course, Air Transportation Craftsman Course, L3ACR2T271 005, which was designed to provide enhanced training to progress toward a fully qualified air transportation craftsman. The course presents background information related to the duties and responsibilities for all areas pertaining to processing in and transporting passengers, transporting cargo by air, and air terminal operations. Additional requirements include, completion of 12 months OJT, all core task items identified with a “5” and “7” in the 2T2X1 STS, 7-level CDCs, and attainment of the grade of SSgt.

6.4. Proficiency Training. Additional training, either in-residence, exportable or OJT training used to increase skills and knowledge beyond minimum upgrade requirements.

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 Sciences Degree. In addition to its associates degree program, CCAF offers the following:

7.1. Occupational Instructor Certification. CCAF instructors who possess an associates degree or higher and complete qualification training may be nominated by their school commander/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 associates 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.....	15
Total	64

7.3.1. Technical Education (24 Semester Hours): 12 semester hours must be applied from technical core courses. The remaining semester hours are applied from either technical core or technical elective courses.

7.3.2. Leadership, Management, and Military Studies (6 Semester Hours): May be satisfied from Professional Military Education, civilian management courses, and/or testing credit.

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): This requirement is satisfied by application of courses accepted in transfer or by testing credit. The criteria for application of courses to the general education requirement are provided in the CCAF Catalog.

7.3.5. Program Elective (15 Semester Hours): Satisfied with applicable technical education; leadership, management, and military studies; or general education requirements. 6 semester hours of CCAF degree-applicable technical course credit, otherwise not applicable to this program of enrollment. See the CCAF Catalog for details regarding the Associates of Applied Science for this specialty.

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

8. Career Field Path

8.1. Enlisted Career Path.



Table A6.1. Enlisted Career Path				
Education and Training Requirements	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year Of Tenure (HYT)
Basic Military Training school				
Apprentice Technical School (3-Skill Level)	Amn	6 months		
Upgrade To Journeyman (5-Skill Level) - Complete min 15 months OJT - Complete all core tasks and duty position tasks - Complete appropriate CDCs if/when available	A1C SrA	16 months 3 years	28 months	10 Years
Airman Leadership School (ALS) - Must be a SrA with 48 months time in service or be a SSgt Selectee - Must be a career airman - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only)	<u>Trainer</u> - Must attend the formal AF Training course and be appointed by Commander - Trainers must be qualified and certified on tasks to be trained			
Upgrade To Craftsman (7-skill Level) - Min rank of SSgt - Complete min 12 months OJT - Complete appropriate CDC if/when available - Complete Advanced Air Transportation Craftsman Course - Complete 5 and 7-level core tasks	SSgt	7.5 years	3 years	20 Years
Retrainees: - Min 9 months for 5-level - Min 12 months for 7-level UGT	<u>Certifier</u> - Must be a SSgt - Possess a 5-skill level or civilian equivalent - Attend formal AF Training course and be appointed by Commander - Be a person other than the trainer (Core and Critical tasks only)			
Noncommissioned Officer Academy (NCOA) - Must be a TSgt or TSgt Selectee. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	TSgt	13 years	5 years	22 Years
	MSgt	16 years	8 years	24 Years
USAF Senior NCO Academy (SNCOA) - Must be a SMSgt, SMSgt select, or selected MSgt - Resident graduation is a prerequisite for CMSgt sew-on (Active Duty Only).	SMSgt	19 years	11 years	26 Years
Upgrade To Superintendent (9-skill Level) - Minimum rank of SMSgt	CMSgt	22 years	14 years	30 Years

Section C - Skill Level Training Requirements

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

10. Specialty Qualification:

10.1. Apprentice 3-Level Training:

10.1.1. Specialty Qualification.

10.1.1.1. **Knowledge.** Knowledge is mandatory of: passengers and cargo movement functions to include transport aircraft types, capabilities, and configurations; weight and balance factors; airlift transportation directives and documentation; cargo securing techniques; border clearance requirements; operation of material handling and other types of loading equipment or devices, fleet service functions; automated data processing equipment and its application in airlift activities; passenger service functions, and customer relations principles; airdrop and aerial delivery techniques and equipment.

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

10.1.1.3. **Training.** For award of AFSC 2T231, completion of the basic air transportation course is mandatory. Reserve prior service personnel not attending the formal technical school must complete the 3-level CDC and attend Transportation Proficiency Center basic course.

10.1.1.4. **Experience.** After arrival at first duty station, (1) orient the trainee and conduct initial evaluations, (2) evaluate and provide performance-based training on the tasks taught in technical school, and (3) identify and start training in additional tasks required to fully utilize trainee in their duty position.

10.1.1.5. **Other.** For entry, award, and retention of AFSC 2T231, qualification to operate government vehicles according to AFI 24-301, *Vehicle Operations*, is mandatory.

10.1.2. **Training Sources and Resources.** The AFSC 2T2X1 STS provides the knowledge and task requirements for upgrade to the 3-skill level.

10.1.3. **Implementation.** Entry into training occurs upon completion of basic training. AFSC 2T231 is awarded following successful completion of Air Transportation Apprentice Course, L3ABR2T231 003.

10.2. Journeyman 5-Level Training:

10.2.1 Specialty Qualification.

10.2.1.1. **Knowledge.** Knowledge is mandatory of: passengers and cargo movement functions to include transport aircraft types, capabilities, and configurations; weight and balance factors; airlift transportation directives and documentation; cargo securing techniques; border clearance requirements; operation of material handling and other types of loading equipment or devices, fleet service functions; automated data processing equipment and its application in airlift activities; passenger service functions, and customer relations principles; airdrop and aerial delivery techniques and equipment.

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

10.2.1.3. **Training.** Individuals must have a 15 month OJT period. Completion of all 5-level core task items identified in the 2T2X1 STS and 5-level CDC.

10.2.1.4. **Experience.** Qualification in and possession of AFSC 2T231. Also, experience in functions such as loading and unloading aircraft; operating automated or manual materials handling and other loading equipment or processing, scheduling, and maintaining records related to passenger and cargo movement.

10.2.1.5. **Other.** For entry, award, and retention of AFSC 2T251, qualification to operate government vehicles according to AFI 24-301 is mandatory.

10.2.2. **Training Sources and Resources.** Successful completion of 5-level CDCs satisfies most of the knowledge requirements for upgrade to the 5-skill level. The STS identifies additional mandatory core task items required for upgrade.

10.2.3. **Implementation.** Enrollment in 5-level CDCs takes place upon arrival at the first permanent duty station or supervisor's discretion. Successful completion of the CDC, coupled with minimum 15 months OJT is required for upgrade to the 5-skill level.

10.3. **Craftsman 7-Level Training:**

10.3.1 **Specialty Qualification.**

10.3.1.1. **Knowledge.** Knowledge is mandatory of: passengers and cargo movement functions to include transport aircraft types, capabilities, and configurations; weight and balance factors; airlift transportation directives and documentation; cargo securing techniques; border clearance requirements; operation of material handling and other types of loading equipment or devices, fleet service functions; automated data processing equipment and its application in airlift activities; passenger service functions, and customer relations principles; airdrop and aerial delivery techniques and equipment.

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

10.3.1.3. **Training.** Upgrade training to the 7-skill level in this specialty consists of completion of 7-level CDCs along with 12 months OJT, completion of all 7-level core task items identified in the STS and successful completion of the Advanced Air Transportation Craftsman Course, L3ACR2T271 005.

10.3.1.4. **Experience.** Qualification in and possession of AFSC 2T251. Also, experience supervising functions such as preparing aircraft load plans; loading and unloading aircraft; operating automated and manual materials handling equipment, processing, scheduling, maintaining records on passenger movement by airlift.

10.3.1.5. **Other.** For entry, award, and retention of AFSC 2T271, qualification to operate government vehicles according to AFI 24-301 is mandatory.

10.3.2. **Training Sources and Resources.** Successful completion of the 7-level CDCs, 7-level core task items, and the Advanced Air Transportation Craftsman Course, L3ACR2T271 005, satisfies the knowledge and task requirements specific for the 7-level.

10.3.3. **Implementation.** Entry into training occurs upon selection for promotion. 7-level is awarded upon completion of all 5 and 7-level core tasks and all duty position tasks.

10.4. Superintendent 9-Level Training:

10.4.1 Specialty Qualification.

10.4.1.1. **Knowledge.** Knowledge is mandatory of: passengers and cargo movement functions to include transport aircraft types, capabilities, and configurations; weight and balance factors; airlift transportation directives and documentation; cargo securing techniques; border clearance requirements; operation of material handling and other types of loading equipment or devices, fleet service functions; automated data processing equipment and its application in airlift activities; passenger service functions, and customer relations principles; airdrop and aerial delivery techniques and equipment.

10.4.1.2. **Education.** For entry into specialty, completion of high school with courses in English and mathematics is desirable.

10.4.1.3. **Training.** To be awarded AFSC 2T291, an individual must be a SMSgt.

10.4.1.4. **Experience.** Qualification in and possession of AFSC 2T291. Also, experience managing passenger, cargo, mail, and airlift and airdrop activities.

10.4.1.5. **Other.** For entry, award, and retention of AFSC 2T291, qualification to operate government vehicles according to AFI 24-301 is mandatory.

10.4.2. **Training Sources/Resources.** Completion of all applicable QTPs should satisfy knowledge and experience requirements listed above.

10.4.3. **Implementation.** SMSgts, SMSgt selectees, and selected MSGts are eligible to attend the resident SNCO Academy course at Maxwell AFB, Gunter Annex, AL. Completion of the SNCO Academy 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. This section identifies known resource constraints which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

12. Apprentice 3-Level Training:

12.1. Constraints.

12.1.1. Impact.

12.1.2. Resources Required.

12.1.3. **Action Required.** Initiate MOU action between HQ AMC/DO and HQ AETC/DO regarding Global Air Transportation Execution System (GATES) support .

12.2. OPR/Target Completion Date.

13. Journeyman 5-Level Training:

13.1. Constraints.

13.1.1. Impact.

13.1.2. Resources Required.

13.1.3. Action Required.

13.2. OPR/Target Completion Date.

14. Craftsman 7-Level Training:

14.1. Constraints.

14.1.1. Impact.

14.1.2. Resources Required.

14.1.3. Action Required.

14.2. OPR/Target Completion Date.

Section E. Transitional Training Guide

“There are currently no transition training requirements. This area is reserved.”

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

**MICHAEL E. ZETTLER, Lieutenant General, USAF
Deputy Chief of Staff, Installations & Logistics**

Part II

Section A - Specialty Training Standard

1. Implementation.

1.1. CFETP 2T2X1 Air Transportation Specialty will be used for technical training provided by AETC for classes beginning 01 March 2002.

1.2. Specialty Training Standard 2T2X1 Air Transportation Apprentice/Air Transportation Journeyman will be used for technical training provided by AETC for classes beginning 01 March 2001.

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

2.1. Lists in column 1 (Tasks, Knowledge, and Technical References) the most common tasks, knowledge, and technical references (TR) necessary for airman to perform duties in the 3-, 5-, and 7-skill level of the Air Transportation ladder of the Transportation Career Field. Column 2, Core/Wartime Task is identified by an asterisk “*”. Core Tasks, identified by a “5” for 5-level or “7” for 7-level, identify specialty-wide training requirements. These tasks and knowledges are based on an analysis of the duties and responsibilities contained in AFMAN 36-2108, *Airman Classification*. Core Task, STS line items are mandatory and must be completed before the 5 or 7-skill level can be awarded.

2.1.1. **2T2 AFCFM, Policy Exception:** When training for a core task(s) is not available and no capability exist on the local installation, the core task(s) will be annotated on an AF Form 623a as “no training capability exist on local installation” and filed in the trainee’s OJT record. The unit training manager (UTM) will maintain a letter, listing applicable STS core task(s), signed by the unit commander, certifying no capability exist on local installation. The letter will include the specific core task(s) and the STS line item reference(s). The unit commander’s letter will be updated bi-annually. When a new unit commander is assigned, the UTM will file an updated commander certified letter within 120 days of the new commander’s appointment.

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/completion date and include trainee 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/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, *Developing, Managing, and Conducting Training*. 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). Task(s) identified by the local unit as not available on local installation for training (e.g. 60K Loader) must to be annotated on an AF Form 623a and placed in the member's OJT records. When the trainee is eligible for upgrade to the 5 or 7 skill level, the immediate supervisor will send the UTM a request for upgrade training letter and include the core task(s) if any, identified as no training capability exist on local installation. The request for upgrade training letter sent to the base training manager (BTM) must be endorsed by the unit commander or a designated representative, i.e. UTM.

2.5.1.1. Converting from Old Document to CFETP.

a. For core and critical tasks previously certified and required in the current duty position, evaluate current qualifications and when verified, recertify using current date as completion date, and enter trainee's and certifier's initials. A key point, during the transcription process no training is taking place. Therefore, the trainer's initials are not required.

b. For non-core and non-critical tasks previously certified and required in the current duty position, evaluate current qualifications and when verified, recertify using current date, as completion date and enter trainee's and trainer's initials.

c. When transcribing previous certification for tasks not required in the current duty position, carry forward only the previous completion date of certification (not the initials of another person). if and when transcribed tasks become duty position requirements, recertify using standard certification procedures.

d. The person whose initials appear in the trainer or certifier block during the transcription process must meet the requirements of their respective roles.

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

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 AFMAN 36-2108, *Airman Classification*. 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 position, the supervisor lines through the previous certification or deletes previous certification when using automated system. Appropriate remarks are entered on the AF Form 623a, **On-The-Job Training Record Continuation Sheet**, as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

2.5.2. Training Standard. Tasks are trained and qualified to the go/no go level for duty related tasks, all other non duty core tasks must be trained to the 2b proficiency 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. **Weighted Airman Promotion System (WAPS)** Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 14 of AFI 36-2606, *Reenlistment in the United States Air Force*. WAPS is not applicable to the ARC.

3. Additional Upgrade Requirements. Reserved for future use.

4. Recommendations.

4.1. **Unit Training.** Managers, Superintendents and supervisors will ensure personnel are train on all applicable STS items available at the permanent installation of assignment.

4.2. **Graduate Performance.** Report unsatisfactory performance of individual course graduates and any inadequacies of this CFETP to the 345 TRS/DORP, 1015 Femoyer St., Lackland AFB, TX 78236-5404. Reference specific STS paragraphs.

Section B - Course Objective List

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

6. 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.

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

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

8.1. Air Transportation Apprentice Course:

8.1.1. Block I - Introduction to Air Transportation

8.1.1.1. Transportation Career Field

8.1.1.1.1. Given information concerning the transportation career field, identify basic facts with at least 70 percent accuracy.

STS: 1.1 Meas: PC, W



8.1.1.1.2. Given information on the career field ladder and specific duties of AFSCs 2T231, 2T251, and 2T271, match statements about the career field ladder and duties associated with each AFSC with at least 70 percent accuracy.

STS: 1.2 Meas: PC, W

8.1.1.1.3. Given a Career Field Education and Training Plan (CFETP), identify basic facts with at least 70 percent accuracy.

STS: 5.6.2.2 Meas: PC, W

8.1.1.2. Environmental Compliance

8.1.1.2.1. Given Initial Federal Hazard Communication requirements, identify where the requirements apply with at least 70 percent accuracy. STS: 3.3.1 Meas: PC, W

8.1.1.2.2. Given information about hazardous waste management, identify preventive measures with at least 70 percent accuracy. STS: 3.3.2 Meas: PC, W

8.1.1.2.3. Given information about pollution prevention, identify ways to reduce pollution with at least 70 percent accuracy. STS: 3.3.3 Meas: PC, W

8.1.1.2.4. Given waste minimization information, identify methods of waste minimization with at least 70 percent accuracy. STS: 3.3.4 Meas: PC, W

8.1.1.2.5. Given hazardous materials management requirements, identify the information covered on a Material Safety Data Sheet with at least 70 percent accuracy. STS: 3.3.5 Meas: PC, W

8.1.1.3. Military Airlift Organization

8.1.1.3.1. Given Information about the organization and mission of MAJCOM transportation functions, identify basic facts with at least 70 percent accuracy.

STS: 6.1 Meas: PC, W

8.1.1.3.2. Given information about the mission of Deployment Operations and their work centers, identify facts about each work center with at least 70 percent accuracy.

STS: 7.1 Meas: PC, W

8.1.1.4. Air Terminal Operations Center

8.1.1.4.1. Given information about an arrival/departure message, identify the requirements for the message with at least 70 percent accuracy. STS: 13.1.1, Meas: PC, W

8.1.1.4.2. Given information about mission types, identify which mission folder would be required with at least 70 percent accuracy. STS: 13.1.2, Meas: PC, W

8.1.1.4.3. Given Information Control situations, identify procedures for information dissemination with at least 70 percent accuracy. STS: 13.1.3 Meas: PC, W

8.1.1.4.4. Given information about aircraft load, identify what type of information will be briefed to the aircrew with at least 70 percent accuracy. STS: 13.2.1 Meas: PC, W

8.1.1.4.5. Given aircraft documentation requirements, identify the distribution of documents with at least 70 percent accuracy. STS: 13.2.2 Meas: PC, W

8.1.1.4.6. Given information about load planning procedures, identify the load selection process with at least 70 percent accuracy. STS: 13.3.1 Meas: PC, W

8.1.1.4.7. Given information about aircraft weight, balance and critical leg allowable cabin load, identify the proper load planning procedures with 70 percent accuracy. STS: 13.3.2 PC, W

8.1.1.4.8. Given pre-planning procedures for aircraft, identify pre-load/pre-manifest documentation requirements with at least 70 percent accuracy. STS: 13.3.3.1 Meas: PC, W

8.1.1.4.9. Given information about performing a terminal inventory, identify inventory procedures with at least 70 percent accuracy. STS: 13.4 Meas: PC, W

8.1.1.4.10. Given information about Capability Forecasting, identify basic facts with at least 70 percent accuracy. STS: 13.5 Meas: PC, W

8.1.1.5. Information Warfare (IW)/Operations Security (OPSEC)

Given statements of vulnerabilities, identify the specific INFOWAR/OPSEC vulnerabilities of AFSC 2T2X1 with at least 70 percent accuracy.

STS: 2 Meas: PC, W

8.1.1.6. Cargo Documentation

8.1.1.6.1. Given appropriate technical reference material, review the air transportation documentation procedures for compliance with regulatory requirements with at least 70 percent accuracy.

STS: 9.4 Meas: PC, W

8.1.1.6.2. Given information describing procedures for maintaining transportation documents, match statements with at least 70 percent accuracy.

STS: 9.5 Meas: PC, W

8.1.1.6.3. Given an extract of the appropriate technical reference material, locate information and complete statements concerning general cargo and mail documentation with at least 70 percent accuracy.

STS: 9.2 Meas: PC, W

8.1.1.7. Special Cargo and Procedures

8.1.1.7.1. Given the appropriate technical reference material, locate information and complete statements concerning classified shipments with at least 70 percent accuracy.

STS: 12.8.1 Meas: PC, W

8.1.1.7.2. Given the appropriate technical reference material, locate information and complete statements concerning human remains with at least 70 percent accuracy.

STS: 12.8.2 Meas: PC, W

8.1.1.7.3. Given the appropriate technical reference material, locate information and complete statements concerning expedite priority shipments with at least 70 percent accuracy.

STS: 12.8.3 Meas: PC, W

8.1.1.7.4. Given the appropriate technical reference material, locate information and complete statements concerning registered mail shipments with at least 70 percent accuracy.

STS: 12.8.4 Meas: PC, W

8.1.1.7.5. Given the appropriate technical reference material, locate information and complete statements concerning refrigerated shipments with at least 70 percent accuracy.

STS: 12.8.5 Meas: PC, W

8.1.1.7.6. Given the appropriate technical reference material, identify established procedures for the safe handling of hazardous materials with at least 70 percent accuracy.

STS: 12.2 Meas: PC, W

8.1.2. BLOCK 2 Cargo Palletization

8.1.2.1. AFOSH

8.1.2.1.1. Given appropriate technical reference material, identify occupational safety hazards and general safety practices applicable to the 2T2X1 career field with at least 70 percent accuracy.

STS: 3.1 Meas: PC, W

8.1.2.2. Acceptance

8.1.2.2.1. Given simulated cargo and mail shipments, Prime TCMDs, and extracts of the appropriate technical references, process shipments of originating cargo and mail with at least 70 percent accuracy.

STS: 12.1 Meas: PC, W

8.1.2.3. Characteristics of 463L Pallets and Nets

8.1.2.3.1. Given information concerning 463L Master Pallets and Nets, complete statements about storage, care, and inventory of pallets and nets with at least 70 percent accuracy.

STS: 12.7 Meas: PC, W

8.1.2.4. Aircraft Characteristics

8.1.2.4.1. Given types and descriptions of transport aircraft used by AMC, identify each type of aircraft and their restrictions with at least 70 percent accuracy.

STS: 6.2 Meas: PC, W

8.1.2.5. Spotter Hand Signals

8.1.2.5.1. Demonstrate proper spotter hand signals for directing MHE with at least 70 percent accuracy.

STS: 14.4 Meas: PC, W

8.1.2.6. Forklift Training

8.1.2.6.1. Given information about the 4K forklift and the inspection procedures for the 4K forklift, identify the functions of this vehicle and the inspection procedure with at least 70 percent accuracy.

STS: 8.1.1 MEAS: PC, W

8.1.2.6.2. Given information about the 10K AT forklift and the inspection procedures for the 10K AT forklift, identify the functions of this vehicle and the inspection procedure with at least 70 percent accuracy.

STS: 8.1.3 MEAS: PC, W

8.1.2.6.3. Given information about the 10K forklift and the inspection procedures for the 10K forklift, identify the functions of this vehicle and the inspection procedure with at least 70 percent accuracy.

STS: 8.1.2 MEAS: PC, W

8.1.2.7. Cargo Palletization

8.1.2.7.1. Given the necessary documentation and pallet build-up materials, palletize simulated cargo and prepare the necessary documentation with at least 70 percent accuracy.

STS: 12.5.1 Meas: PC, W

8.1.2.7.2. Given the necessary tiedown equipment and outsized cargo, build and compute the center of balance for a multi-pallet train with at least 70 percent accuracy.

STS: 12.5.2 Meas: PC, W

8.1.2.8. Rolling Stock and Tiedown Requirements

8.1.2.8.1. Given information about rolling stock, compute the center of balance for a rolling stock with at least 70 percent accuracy.

STS: 12.3 Meas: PC, W

8.1.2.8.2. Given cargo tiedown equipment and simulated cargo/mail/baggage, calculate and secure the cargo/mail/baggage by installing the appropriate tiedown equipment with at least 70 percent accuracy.

STS: 14.6 Meas: PC, W

8.1.3 BLOCK 3 Cargo Operations

8.1.3.1. K-Loader Training

8.1.3.1.1. Given a list of flight line hazards and a list of safety procedures, identify the safety procedure to the hazard with no more than three errors.

STS: 3.2 Meas: PC, W

8.1.3.1.2. Given information about the 60K-loader, and the inspection procedures for the 60 K-loader, identify the functions for this vehicle and the inspection procedure with at least 70 percent accuracy.

STS: 8.2.3 MEAS: PC, W

8.1.3.1.3. Given a 25K-loader demonstrate proper inspection procedures with at least 70 percent accuracy.

STS: 8.2.1 MEAS: PC, W

8.1.3.1.4. Given a 40K-loader demonstrate proper inspection procedures with at least 70 percent accuracy.

STS: 8.2.2 MEAS: PC, W

8.1.3.2. Aircraft Loading

8.1.3.2.1. Given information about aircraft loads, select loading equipment with at least 70 percent accuracy.

STS: 14.5.2 Meas: PC, W

8.1.3.2.2. Given statements about shoring, identify basic facts about shoring with at least 70 percent accuracy.

STS: 14.2 Meas: PC, W

8.1.3.2.3. Given statements about the AMC 109, Tiedown Equipment Checklist, identify basic facts about the AMC 109, Tiedown Equipment Checklist, with at least 70 percent accuracy.

STS: 14.5.1 Meas: PC, W

8.1.3.2.4. Given pallets and a hi-line dock, set up an aircraft load with no more than one instructor assist.

STS: 14.1, Meas: PC, W

8.1.3.2.5. Given a hi-line dock, pallets, and MHE, load the pallets onto the MHE with at least 70 percent accuracy.

STS: 14.3, Meas: PC, W

8.1.3.2.6. Given an aircraft trainer, prepare the trainer for loading pallets and rolling stock with at least 70 percent accuracy.

STS: 14.5.3 Meas: PC, W

8.1.3.2.7. Given an aircraft trainer, palletized cargo, rolling stock, and then working as a team, load/offload cargo/mail/baggage with at least 70 percent accuracy.

STS: 14.5.4, Meas: PC, W

8.1.3.3. Terminating and Intransit Cargo

8.1.3.3.1. Given a pallet of terminating cargo and documentation, then working in teams, depalletize and process shipments for termination/transshipment or frustration with no more than one instructor assist.

STS: 12.4.1. Meas: PC, W

8.1.3.3.2. Given students on coordinating the release of terminating cargo/mail, identify these facts with at least 70 percent accuracy.

STS: 12.4.2. Meas: PC, W

8.1.3.3.3. Given a Cargo Manifest, DD Form 1385, identify the parts of the cargo manifest with at least 70 percent accuracy.

STS: 13.3.3.2. Meas: PC, W

8.1.3.4. Fleet Service

8.1.3.4.1. Given information about the inventory procedures for expendable and non-expendable supplies, determine the correct procedures with at least 70 percent accuracy.

STS: 15.1.6. Meas: PC, W

8.1.3.4.2. Given information about loading fleet service equipment on an aircraft, determine the correct procedures with at least 70 percent accuracy.

STS: 15.1.5 Meas: PC, W

8.1.3.4.3. Given information about loading/unloading meals on an aircraft, sequence the steps with at least 70 percent accuracy.

STS: 15.1.2 Meas: PC, W

8.1.3.4.4. Given information about completing fleet service documentation, determine the correct procedures with at least 70 percent accuracy.

STS: 15.1.7 Meas: PC, W

8.1.3.4.5. Given statements about the Latrine Service Truck, identify basic facts about the Latrine Service Truck with at least 70% accuracy. 8.4.1 Meas: PC, W

8.1.3.4.6. Given statements about the Potable Water Truck, identify basic facts about the Potable Water Truck with at least 70% accuracy. 8.4.2 Meas: PC, W

8.1.3.4.7. Given statements about lavatory servicing procedures, identify the procedures with at least 70 percent accuracy.

STS: 15.1.4 Meas: PC, W

8.1.3.4.8. Given statements about servicing potable water systems, identify the procedures with at least 70 percent accuracy.

STS: 15.1.3. Meas: PC, W

8.1.3.4.9. Given statements about cleaning an Air Transportable Galley Lavatory (ATGL), identify facts with at least 70 percent accuracy.

STS: 15.1.1 Meas: PC, W

8.1.4. BLOCK 4 Passenger Service Center Functions

8.1.4.1. Types of Passengers

8.1.4.1.1. Given information on processing passengers, match the processing procedures to the types of passengers with at least a 70 percent accuracy.

STS: 10.16. Meas: PC, W

8.1.4.1.2. Given travel situations pertaining to the travel status of space-required and space-available passengers, determine the necessary priority and type travel code with at least 70 percent accuracy.

STS: 10.4 Meas: PC, W

8.1.4.2. Travel and "Border Clearance Requirements

8.1.4.2.1. Given situations pertaining to briefing passengers on travel restrictions and border clearance requirements, provide the proper procedure for each situation with at least 70 percent accuracy.

STS: 10.6 Meas: PC, W

8.1.4.3. Passenger Eligibility

8.1.4.3.1. Given DoDR 4515.13, *Air Transportation Eligibility*, and passenger travel situations, determine passenger eligibility for travel with at least 70 percent accuracy.

STS: 10.1 Meas: PC, W

8.1.4.4. Source Documents

8.1.4.4.1. Given travel authorizations, verify and annotate transportation authorizations for space required passengers with at least 70 percent accuracy.

STS: 10.7 Meas: PC, W

8.1.4.4.2. Given an AMC Form 53, *Application for Air Travel*, and a passenger travel situation, verify entries and annotate the form for Space-Available travel, with at least 70 percent accuracy.

STS: 10.4 Meas: PC, W

8.1.4.5. Selection Procedures

8.1.4.5.1. Given passenger information, explain the procedures for maintaining standby listings with at least 70 percent accuracy.

STS: 10.2 Meas: PC, W

8.1.4.5.2. Given a list of standby passengers and flight information, select and arrange passengers in proper sequence for their specific destination with at least 70 percent accuracy.

STS: 10.3 Meas: PC, W

8.1.4.5.3. Given situations pertaining to handling delayed or diverted passengers, provide the proper procedure to be used in each situation with at least 70 percent accuracy.

STS: 10.5 Meas: PC, W

8.1.4.6. Customer Relations

8.1.4.6.1. Given statements about customer relations, identify basic facts about customer relations with at least 70 percent accuracy.

STS: 11.0 Meas: PC, W

8.1.5. BLOCK 5 Passenger Processing

8.1.5.1. Passenger Fares and Excess Baggage

8.1.5.1.1. Given excerpts of *U.S. Government DoD Rate Tariffs* and *U.S. Government Non-DoD Rate Tariffs*, and passenger movement situations, determine the appropriate cost for the movement of passengers, excess baggage and pets, with at least 70 percent accuracy.

STS: 10.9 Meas: PC, W

8.1.5.2. Passenger Baggage

8.1.5.2.1. Given passenger baggage, various bag tags, and passenger travel documents, accept checked baggage using the proper procedures, with at least 70 percent accuracy.

STS: 10.12 Meas: PC, W

8.1.5.3. Inflight Meals and Cash Collections

8.1.5.3.1. Given AMC Form 148/2, Boarding Pass/Ticket/Receipt, and passenger travel information, prepare and annotate the form for funds collected with at least 70 percent accuracy.

STS: 10.10 Meas: PC, W

8.15.3.2. Given AMC Form 162, Inflight Meal Supplemental Worksheet, and information on inflight Meals, prepare, compute and coordinate inflight meal request with at least 70 percent accuracy.

STS: 10.11 Meas: PC, W

8.1.5.4. Manifesting

8.1.5.4.1. Given passenger travel documents, DD Form 2131, *Passenger Manifest*, and flight data, prepare a manifest with at least 70 percent accuracy.

STS: 10.8 Meas: PC, W

8.1.5.5. Effective Communication

8.1.5.5.1. Given a simulated passenger terminal, and flight information, brief a simulated passenger (student) with at least 70 percent accuracy.

STS: 10.15.1 Meas: PC, W

8.1.5.5.2. Given a simulated passenger terminal with a public address (PA) system and prepared announcement cards, make a terminal announcement with at least 70 percent accuracy.

STS: 10.15.2. Meas: PC, W

8.1.5.6. Gate Functions

8.1.5.6.1. Given a list of terms and procedures, determine the terminal security procedures used during security inspections of baggage with at least 70 percent accuracy.

STS: 10.18.2. Meas: PC, W

8.1.5.6.2. Given statements describing the characteristics and operating procedures of the X-ray machine, match the statements with the equipment with at least 70 percent accuracy. STS:

10.18.3.1 Meas: PC, W

8.1.5.6.3. Given statements describing the characteristics and operating procedures of the walk-through metal detector, match the statements with the equipment with at least 70 percent accuracy.

STS: 10.18.3.2 Meas: PC,W

8.1.5.6.4. Given statements describing the characteristics and operating procedures of the hand-held transfrisker, match the statements with the equipment with at least 70 percent accuracy.

STS: 10.18.3.3 Meas: PC, W

8.1.5.6.5. Given statements describing the characteristics and operating procedures of the duress alarm, match the statements with the equipment with at least 70 percent accuracy

STS: 10.18.3.4 Meas: PC,W

8.1.5.6.6. Given a hand-held transfrisker, inspect a simulated passenger (student) for the presence of metal with at least 70 percent accuracy.

STS: 10.18.1. Meas: PC, W

8.1.5.6.7. Given a list of statements describing the passenger bus, match the vehicle to the statements with at least 70 percent accuracy. STS: 8.3.1 Meas: PC, W

8.1.5.6.8. Given a list of statements describing the truck-mounted staircase, match the vehicle to the statements with at least 70 percent accuracy. STS: 8.3.2 Meas: PC, W

8.1.5.6.9. Given passenger boarding and arrival situations, specify the procedures for the proper loading and off-loading of passengers with at least 70 percent accuracy.

STS: 10.17. Meas: PC, W

8.1.6. BLOCK 6 Aerial Port Cargo/Passenger Processing Computer Systems

8.1.6.1. Computer Systems

8.1.6.1.1. Given information pertaining to military airlift computer systems, identify basic facts about each system with at least 70 percent accuracy.

STS: 16.1. Meas: PC/W

8.1.7.1 ITV Concept

8.1.7.1.1. Given information pertaining to the concept of Intransit Visibility (ITV), identify basic facts about ITV and the computer systems supporting it with at least 70 percent accuracy.

STS: 16.1.1. Meas: PC

8.1.8.1. Mechanized Cargo Acceptance and Palletization

8.1.8.1.1. Using advanced TCMD records and the cargo computer system, accept inbound cargo and mail records with at least 70 percent accuracy.

STS: 16.2. Meas: PC

8.1.8.1.2. Using previously established cargo records and the cargo computer system, modify accepted cargo records with at least 70 percent accuracy.

STS: 16.2 Meas: PC

8.1.8.1.3. Using previously established cargo records and the cargo computer system, build and cap a pallet with at least 70 percent accuracy.

STS: 16.4 Meas: PC

8.1.8.1.4. Given information pertaining to the terminating cargo process, identify the procedures to complete the terminating cargo process with at least 70 percent accuracy.

STS: 16.6. Meas: PC

8.1.8.2. Mechanized Passenger Processing and Manifesting

8.1.8.2.1. Given information pertaining to the passenger processing computers system's space available sign-up, space required sign-up, passenger reports, passenger service center, passenger check-in, flight status, and gate control functions, match the functions to the appropriate actions with at least 70 percent accuracy.

STS: 16.8. Meas: PC

8.1.8.2.2. Given passenger travel information and using the passenger processing computers system's space available sign-up and passenger reports functions, build new records for passengers signing up for space available travel and print a new stand-by register with at least 70 percent accuracy.

STS: 16.10. Meas PC

8.1.8.2.3. Given passenger travel information and using the passenger processing computers system's space required sign-up and passenger reports, build new records for passengers signing up for space required travel and print a new stand-by register with at least 70 percent accuracy.

STS: 16.10. Meas PC

8.1.8.2.4. Given flight data and using the passenger processing computers system's passenger service center function, setup and open a flight for processing with at least 70 percent accuracy.

STS: 16.9. Meas PC

8.1.8.2.5. Using a previously established flight, previously entered passenger records, and the passenger processing computer system's passenger service center function, select the most eligible passengers for a specified flight with at least 70 percent accuracy.

STS: 16.11. Meas PC

8.1.8.2.6. Using a previously established flight, previously selected passengers, and the passenger processing computers system's passenger check-in function, check-in space available and space required passengers with at least 70 percent accuracy.

STS: 16.12. Meas PC

8.1.8.2.7. Using a previously established flight, and the passenger processing computers system's flight status and gate control function, close a flight, print a passenger manifest, and gate all selected passengers with at least 70 percent accuracy.

STS: 16.13. Meas PC

Section C - Support Material

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

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

Section D - Training Course Index

10. **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.

11. Air Force In-Residence Courses.

COURSE NUMBER	TITLE	LOCATION	USER
L3ABR2T231-003	Air Transportation Apprentice	Lackland AFB, TX	DOD
L5AZA2T251-000	Fabrication of Aerial Delivery Loads	Ft. Lee, VA	DOD
L3ACR2T271-005	Air Transportation Craftsman	Lackland AFB, TX	AF
L3AZR2T051-006	Trans Combat Readiness & Res	Lackland AFB, TX	AF
L3AZR2T000-005	Hazardous Mat Preparer (Initial)	Lackland AFB, TX	DOD
L4AZT2T000-005	Hazardous Mat Preparer (Initial)	Mobile Training	DOD
L3AZR2T000-008	Hazardous Mat Airlift Inspector	Lackland AFB, TX	DOD
L4AZT2T000-011	Hazardous Mat Airlift Inspector	Mobile Training	DOD
J3AIR3S200-002	Principles of Instruction	Sheppard AFB, TX	DOD
AMC ATM	Air Transportation Manager (ATM)	Ft. Dix, NJ	DOD
AMC APO	Aerial Port Operations Course (APO)	Ft. Dix, NJ	DOD
AMC ATCO	Air Transportation Contingency Operations	Ft. Dix, NJ	DOD

12. Air Force Institute of Advanced Distributed Learning (AFIADL)

COURSE NUMBER	TITLE	LOCATION	USER
CDC 2T231	Air Transportation Apprentice	Lackland AFB, TX	ARC
CDC 2T251	Air Transportation Journeyman	Lackland AFB, TX	AF
CDC 2T271	Air Transportation Craftsman	Lackland AFB, TX	AF

13. Exportable Courses

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>USER</u>
L6AZS2T000-000	Hazardous Mat Inspector	Lackland AFB, TX	AF
L6AZS2T000-001	Hazardous Mat Preparer (Refresher)	Lackland AFB, TX	AF

14. Courses Under Development/Revision

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>USER</u>
L3AZR2T251-000	Transportation Combat Readiness & Resources	Lackland AFB, TX	AF

Section E - MAJCOM Unique Requirements

15. The following list of courses is available to the ARC.

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>USER</u>
RES 2T2X1	Transportation Proficiency Course	Dobbins ARB, GA	ARC

15.1. ARC Career Field Managers may determine training requirements for award of AFSC 2T231.

16. The following is a list of MAJCOM unique Air Transportation Web-Based Training (ATWBT) courses. Completion of these courses is mandatory in the Air Mobility Command (AMC). **NOTE:** failure to complete all the ATWBT courses will **NOT** delay attainment of the next higher skill level if all other requirements have been met. Software is available for any command/unit desiring it and is distributed/accessed by HQ AMC/DOZM and the Air Mobility Warfare Center (AMWC), Operations Directorate, Air Transportation Division. Requests for ATCBT/ATWBT or current catalog listings can be obtained via the AMWC's web site at: <http://www.amwc.af.mil/wco/wcot/>.

<u>Course Number</u>	<u>Course Title</u>
	<u>Cargo Processing Group</u>
AC01	Processing a TCMD
AC02	Frustrate Cargo/Mail Shipments
AC03	Palletizing Cargo on 463L Pallets
AC05	Accept Air Cargo and Mail
AC06	Computing the Center of Balance of Outsized Cargo/Multi-Pallet Trains
AC14	Refrigerated Shipments: Labeling and Reicing Procedures
	<u>Aircraft Services Group</u>
AS01	Ramp Services Aircraft Documentation
AS02	Types of Cargo and Cargo Handling Equipment
AS03	Ramp Services: Aircraft Preload Activities
AS06	Overview of Aircraft ERO Procedures
AS07	Concurrent Servicing
AS08	Shoring

Course Number**Course Title**

ATOC Group

AT01	Maintaining Mission Folders - AMC Form 77
AT04	Maintain Mission Folders - AMC Form 68
AT05	Cargo Load Selection
AT06	Center of Balance in Aircraft
AT10	Cargo Manifesting: Prepare DD Form 1385
AT12	Airlift Planning Factors, C-17
AT13	Airlift Planning Factors, KC-10
AT14	Airlift Planning Factors, KC-135
AT15	Airlift Planning Factors, C-5
AT16	Airlift Planning Factors, C-130

Mobility Group

MB01	AMC Mobility/Contingency Ops
MB02	Developing a Base Mobility Plan
MB03	Overview of the Movement of Units in Air Force Aircraft
MB04	Accomplishing Joint Inspection and Preparing DD Form 2133 (Part I)
MB05	Accomplishing and Preparing DD Form 2133 (Part II)
MB06	Mobility Manifesting: Maintain Packing/Load List
MB07	Base Mobility: Documentation of Palletized Shipments
MB12	Aerial Delivery Overview

Fleet Service Group

FL01	Issuing and Accounting for Supplies and Equipment
FL02	Air Transportable Galley/Lavatory
FL03	Completing the Comfort Pallet Servicing Form
FL04	Fleet Service Delivery and Service to Aircraft

Passenger Processing Group

PP01	Terminal Security/Anti-Hijacking Inspection Procedures
PP02	Inflight Meal Procedures
PP03	Cash Collection
PP07	International Passengers
PP08	International Passenger Travel Documents
PP09	Unique Passengers
PP10	Passenger Information
PP11	Passenger Baggage
PP12	Introduction to Passenger Reservation

Passenger Service Center Group

PS01	Space Required Passenger Eligibility
PS03	Space Available Passenger Eligibility

Course Number**Course Title**

Safety and Training Group

ST02	Ground Spotter Duties
ST03	AMC Explosive Safety Training
ST04	Completing the 7107 Report
ST05	AMC Customer Service Relations Training
ST06	Maintaining Transportation Documents (Level 1)
ST08	AMC Training Manager Responsibilities
ST10	Haz Mat Handler

Vehicle Group

VH01	Vehicle Checklist
VH02	Wide Body Staircase Truck
VH03	10K Adverse Terrain Forklift
VH04	Passenger Bus: Inspection/Preventive Maintenance/Operation
VH05	Passenger Bus Operation
VH06	Mobile Baggage Conveyor
VH07	C-5 Staircase Truck
VH08	Wide Body Cargo Loader: Major System Components
VH09	Wide Body Cargo Loader: Specifications and Differences
VH10	Wide Body Cargo Loader: Operations and Maintenance
VH11	Warehouse Towing Tractor: 4,000 lb. Capacity
VH12	60K Tunner Aircraft Loader
VH13	TA40B, Air Cargo Loader
VH14	Lavatory Servicing Truck (LST)
VH15	Potable Water Truck
VH16	25K Aircraft Loader
VH17	4K/10K Forklifts
VH18	40K Air Cargo Loader
VH19	An Introduction to M-Series Vehicles

Quality Assurance Group

QA01	Functional Duties of the Quality Assurance Evaluator
QA02	Combined with QA01
QA03	Combined with QA01
QA04	Combined with QA01
QA05	Combined with QA01

Attachments:

1. Proficiency Code Key
2. STS 2T2X1

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Name Of Trainee		
Printed Name (<i>Last, First, Middle Initial</i>)	Initials (Written)	SSAN
Printed Name Of Trainer and Certifier And Their Written Initials		
<i>N/I</i>	<i>N/I</i>	

Attachment 1, Proficiency Code Key

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

Explanations for code key

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

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

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

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

/ This mark is used in course columns. Proficiency codes before the / show desired level of training but not available until resources are obtained. The proficiency code after the / shows the level of training provided until resources are available.

Explanations for Core/Wartime Tasks (Column 2)

An asterisk “*” identifies a Core/Wartime task that is taught in technical school when classes are accelerated in a wartime environment and skill level upgrade. (Explanation: Core Task on pg 4/Wartime Task pg 6)

5 Identifies mandatory core tasks necessary for upgrade to the * 5 skill level. (Pg 19 para 2.1.1, 2T2, AFCM Exception Policy)

7 Identifies mandatory core tasks necessary for upgrade to the * 7 skill level. (Pg 19 para 2.1.1, 2T2, AFCM Exception Policy)

Shaded areas in Columns A, B, C, D, and E are headers and NOT actual tasks to be initialed or trained.

1. Tasks, Knowledge And Technical References	2. Core/ War-time 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	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
1. Career Path Progression TR: AFMAN 36-2108												
1.1 Transportation Career Field T R: AFI 36-2101						A	A	-	B	-	-	
1.2 Ladder/Duties of AFSC 2T2XX	*					A	A	-	B	-	-	
2. Information Warfare/OPSEC Vulnerabilities of AFSC 2T2XX TR: AFI 10-1101, 31-401	*					A	A	-	B	-	-	
3. AF Occupational Safety and Health (AFOSH) Program TR: AFI 32-2001, 91-202, 91-302; AFMAN 91-201, AFOSH 91-66												
3.1 Hazards and general safety practices of AFSC 2T2XX	*5					A	A	-	B	-	-	
3.2 Flight line safety precautions TR: AFOSH 91-100	*5					A	A	-	B	-	-	
3.3 Environmental compliance TR: AFI 32-7040, 32-7041, 32-7042, 32-7044, 32-7045, 32-7047						A	-	-	-	-	-	
3.3.1. Initial Federal Hazard Communication							-	-	-	-	-	
3.3.2 Hazardous waste management							A	-	B	-	-	
3.3.3 Pollution prevention							A	-	B	-	-	
3.3.4 Waste minimization							A	-	B	-	-	
3.3.5 Hazardous material management							A	-	B	-	-	
3.4 Accident prevention TR: AFI 91-202	7					-	-	-	-	-	B	
3.5 Accident reporting and Report of Survey TR: AFMAN 23-220	7					-	-	-	-	-	B	
4. Supervision												
4.1 Orient new personnel TR: AFMAN 36-2108, AFI 36-2201	7					-	-	-	-	-	b	
4.2 Assign personnel to work crews TR: AFI 36-2201	7					-	-	-	-	-	b	
4.3 Plan work assignments and priorities TR: AFI 36-2201	7					-	-	-	-	-	b	
4.4 Schedule work assignments TR: AFMAN 36-2108, AFI 36-2201	7					-	-	-	-	-	b	
4.5 Establish Work methods/Control/ Performance Standards TR: AFI 36-2406	7					-	-	-	-	-	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						
		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) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	
4.6 Evaluate work performance of subordinates TR: AFI 36-2406, AFPAM 36-2627	7						-	-	-	-	-	-	b
4.7 Resolve technical problems for subordinates TR: AMCI 24-101, DoD 4500.32R, DoD 4500.9, 4515.13	7						-	-	-	-	-	-	b
4.8 Counsel subordinates TR: AFI 36-2406	7						-	-	-	-	-	-	b
4.9 Correct substandard performance by subordinates TR: AFI 36-2907, 36-2503, AFPD 36-5, 36-6, 36-10	7						-	-	-	-	-	-	b
4.10 Prepare Organizational and Functional Charts. TR: AFI 38-101							-	-	-	-	-	-	b
4.11 Justify Personnel/ Equipment TR: AFI 38-201, 38-203, 38-204, 38-205	7						-	-	-	-	-	-	b
4.12 Coordinate work with other functions TR: AFI 36-2201							-	-	-	-	-	-	b
4.13 Protect Resources (e.g., Facilities/equipment) TR: AFI 23-111, 31-101, AFMAN 10-100	7						-	-	-	-	-	-	b
5. Training TR: AFI 36-2201							-	-	-	-	-	-	-
5.1 Determine need for training	7						-	-	-	-	-	-	b
5.2 Plan and supervise OJT							-	-	-	-	-	-	-
5.2.1 Prepare job qualification standards	7						-	-	-	-	-	-	b
5.2.2 Conduct training	7						-	-	-	-	-	-	b
5.2.3 Counsel trainees on their progress	7						-	-	-	-	-	-	b
5.2.4 Monitor CDC/OJT training effectiveness	7						-	-	-	-	-	-	b
5.3 Maintain training records	7						-	-	-	-	-	-	b
5.4 Evaluate effectiveness of training programs	7						-	-	-	-	-	-	b
5.5 Recommend personnel for training TR: AFI 36-2103, Education & Training Course Announcements	7						-	-	-	-	-	-	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					
		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) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
5.6 Training concepts						-	-	-	-	-	-	
5.6.1 OJT	7					-	-	-	A	-	B	
5.6.2 Upgrade training						-	-	-	-	-	-	
5.6.2.1 AF Form 623	7					-	-	-	A	-	B	
5.6.2.2 CFETP	5					A	A	-	B	-	-	
5.6.2.3 STS/MTL	7					-	-	-	A	-	B	
5.6.2.4 Proficiency codes	7					-	-	-	A	-	B	
5.6.3 Trainee responsibilities	7					-	-	-	A	-	B	
5.6.4 Career Development Course (CDC)	7					-	-	-	A	-	B	
5.7 Participate in USAF Graduate Program TR: AFI 36-2201						-	-	-	-	-	-	
5.7.1 Training evaluation report						-	-	-	-	-	B	
5.7.2 Training quality survey						-	-	-	-	-	B	
6. Organization and mission of military airlift systems TR: DODR 4500.9; AMCI 24-101						-	-	-	-	-	-	
6.1 Organization/mission (e.g., MAJCOM Transportation functions)	*					A	A	-	B	-	C	
6.1.1 Joint/Multi-National Operations TR: J PUB 3-0						-	-	-	A	-	B	
6.2 Types and descriptions of transport aircraft TR: Appropriate Aircraft -1 TOs	*					A	A	-	B	-	-	
6.3 Civil Reserve Air Fleet (CRAF) TR: AMCP 55-41, 55-8, AFPD 10-10, AFI 10-1002, 10-1003						-	-	-	-	-	B	
6.4. Airlift roles and requirements (Theater and Strategic)						-	-	-	-	-	B	
7. Deployment Operations TR: DODR 4500.9; AFI 10-403; AFMAN 10-100, 10-401; AMCI 24-101						-	-	-	-	-	-	
7.1 Deployment mission and work centers (Home Station/Deployed)	*					A	A	-	B	-	-	
7.1.1 Fixed/Deployable Systems TR: Applicable User's Manual						-	-	-	B	-	-	
7.1.2 Accomplish Joint Inspection (JI) TR: DODR 4500.9, pt 3						-	-	-	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					
		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) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
8. Inspect and Operate Vehicles and MHE TR: AFI 91-302; TO's 00-20B-5; Appropriate Aircraft -9s; AFOSH STD 91-66												
8.1 Forklifts	*					a	-	-	-	-	-	-
8.1.1 4K forklift TR: TO 36M2-2-118-11							a	-	b	-	-	-
8.1.2 10K forklift TR: TO 36M-1-141, 36M2-2-107-21	5						a	-	b	-	-	-
8.1.3 10K AT forklift TR: 36M2-2-122-21, 36M2-203-2							a	-	b	-	-	-
8.2 Aircraft Loaders	*					a						
8.2.1 25K aircraft loader TR: TO 36M-1-141, 36M2-3-20-11S-2	5						a	-	b	-	-	-
8.2.2 40K aircraft loader TR: TO 36M-1-141, 36M2-3-21-51							a	-	b	-	-	-
8.2.3 60K aircraft loader TR: TO 36M2-3-36-1							a	-	b	-	-	-
8.3 Passenger Service Vehicles	*					a	-	-	-	-	-	-
8.3.1 Passenger bus TR: TO 36A3-19-1	5						a	-	b	-	-	-
8.3.2 Truck mounted staircase TR: TO 35A3-5-15-1							a	-	b	-	-	-
8.4 Fleet Service Vehicles	*					a	-	-	-	-	-	-
8.4.1 Latrine Service Truck/Cart TR: TO 35D3-17-315-1							a	-	b	-	-	-
8.4.2 Potable Water Truck TR: TO 36A12-23-8-1							a	-	b	-	-	-
8.5 Warehouse Tug TR: TO 36M-1-141						-	a	-	b	-	-	-
9. Records, Reports, Forms, Publications						-	-	-	-	-	-	-
9.1 Identify transportation publications/ forms TR: Air Force Master Catalog						-	A	-	B	-	-	-
9.2 Locate information in transportation publications TR: AFI 24 Series; DODR 4500 Series; AMCI 24 Series	5					2b	b	-	b	-	-	-
9.3 Locate information in technical orders TR: TO 00-20B-5, 1C-XXX-9's	5					-	-	-	b	-	-	-
9.4 Review transportation documentation TR: DODR 4500.32, 4500.9, AFD 24-2; AMCI 24-101						a	a	-	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					
		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) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
9.5 Maintenance of transportation documentation TR: DODR 4500.32; AFI 33-360 V1, V2, AMCI 24-101							A	A	-	B	-	B
9.6 Re-handled work load logs TR: AMCI 24-101							-	-	-	B	-	B
9.7 Prepare required reports TR: AMCI 24-101							-	-	-	b	-	b
9.8 Conduct tracer action (cargo) TR: DODR 4500.9 Pt 2; AMCI 24-101							-	-	-	b	-	b
9.9 Establish publication requirements TR: Air Force Master Catalog; TO 00-5-1, 00-5-2							-	-	-	-	-	b
9.10 Coordinate with activities responsible for documentation TR: DOD 4500 series; AFI 24 series AFD 24-2							-	-	-	-	-	b
9.11 Reconcile Cargo / Passenger Documentation TR: AFMAN 37-139; AMCI 24-101							-	-	-	b	-	b
10. Passenger Service Operations TR: DODR 4500.9; 4515.13; AMCI 24-101							-	-	-	-	-	-
10.1 Determine travel eligibility	*5						2b	b	-	b	-	c
10.2 Maintain standby listings							b	b	-	b	-	c
10.3 Select passengers for movement from standby listings							2b	b	-	b	-	c
10.4 Prepare, verify, and annotate standby movement transaction forms							2b	b	-	b	-	c
10.5 Coordinate movement of delayed or diverted space required passengers	*5						b	b	-	b	-	c
10.6 Ensure passengers are briefed on and comply with travel restrictions and border clearance requirements	*5						b	b	-	b	-	c
10.7 Verify and annotate transportation authorization for Space Required Passengers	*5						2b	b	-	b	-	c
10.8 Prepare manual passenger manifests (DD Form 2131)	*5						2b	b	-	b	-	c

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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	Cerifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
11. Customer Relations TR: AMCI 24-101	5						A	A	-	B	-	C
12. Air Cargo Procedures TR: DODR 4500.32, 4500.9; AFJMAN 24-204; AFD 24-2; AMCI 24-101, Mil Std 129; CFR 49							-	-	-	-	-	-
12.1 Process and store originating cargo/mail	*5						2b	b	-	b	-	c
12.2 Use safety procedures when handling hazardous materials TR: AFI 91-302, 91-201	*5						b	b	-	b	-	c
12.3 Compute center of balance for cargo (e.g., rolling stock) TR: Appropriate Aircraft -9 TOs	*5						2b	b	-	b	-	c
12.4 Terminating and intransit cargo/mail							-	-	-	-	-	-
12.4.1 Break down/ verify/ annotate shipments on manifests to show receipt, over/short shipments, damaged, and pilfered shipments	*5						2b	b	-	b	-	c
12.4.2 Coordinate release of terminating cargo	5						a	-	-	b	-	b
12.5 Palletization Procedures TR: AFI 10-403, 91-201, TO 36M-1-141, 1C-XXX-9's							2b					
12.5.1 Build , measure, tiedown, weigh, and prepare documentation for single pallets	*5							b	-	b	-	c
12.5.2 Build, measure, tiedown, weigh, compute C/B's and prepare documentation for multi-pallet trains	*5							b	-	b	-	c
12.6 Load/Off-load trucks							-	-	-	-	-	-
12.7 Maintain 463L pallets, nets and tiedown equipment (e.g., clean, store, inventory, and identify damage) TR: DODR 4500.9-pt 2; TO 35D33-2-1-1, 35D33-3-3, 35D33-2-3-1,35D33-2-3-11	*5						2b	b	-	b	-	c

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12.8 Process Special Handling Cargo														
12.8.1 Classified shipments								-	-	a	-	b		
12.8.2 Human remains								-	-	a	-	b		
12.8.3 Expedite priority shipment								-	-	a	-	b		
12.8.4 Registered mail								-	-	b	-	b		
12.8.5 Refrigeration and re-icing								-	-	b	-	b		
12.9 Hazardous/ Explosive materials								-	-	-	-	-	-	-
12.9.1 Transport	5							-	-	-	a	-	b	
12.9.2 Determine compatibility								-	-	-	b	-	b	
12.9.3 Placard								-	-	-	a	-	b	
13. Air Terminal Operations TR: AMCI 24-101								a						
13.1 Information Control									-	-	-	-	-	-
13.1.1 Process arrival/ departure messages	7								-	-	a	-	b	
13.1.2 Process mission folders, logs and trip setup sheets	7								a	-	b	-	b	
13.1.3 Receive/ disseminate information	7								a	-	b	-	b	
13.2 Ramp Control									-	-	-	-	-	-
13.2.1 Brief aircrew on load information TR: AFI 11-504, AFJMAN 24-204	7								-	-	b	-	b	
13.2.2 Deliver/receive cargo documentation to/from aircraft	7								-	-	a	-	b	
13.3 Load planning									-	-	-	-	-	-
13.3.1 Select loads by priority using on-hand files and flight data									b	-	b	-	c	
13.3.2 Determine weight, balance, and critical leg ACL									-	-	b	-	b	
13.3.3 Manifesting cargo/mail TR: DODR 4500.9, 4500.32; AFPD 24-2; AMCI 24-101									-	-	-	-	-	-
13.3.3.1 Prepare pre-load/ pre-manifest documents									b	-	b	-	c	
13.3.3.2 Prepare manual manifest (DD Form 1385)	*								b	-	b	-	c	
13.4 Accomplish air terminal inventory									b	-	b	-	c	
13.5 Perform Capability Forecasting									-	-	a	-	c	

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14. Aircraft Services TR: DODR 4500.9; AFD 24-2; TOs 00-25-172; AMCI 24-101, Appropriate Aircraft -1's, -9's														
14.1 Assemble cargo/mail/ baggage for loading	*5						2b	b	-	b	-	c		
14.2 Determine shoring requirements	*5						a	a	-	b	-	b		
14.3 Setup and Transport loads to/from aircraft TR: AFI 91-302, AFMAN 91-201; TO 36M-1-141	*5						b	b	-	b	-	c		
14.4 Perform ground spotter duties TR: AFMAN 24-306	*5						2b	b	-	b	-	-		
14.5 Procedures for loading/offloading aircraft TR: AFI 91-201; AFD 24-2; TO 36M-1-141							-	-	-	-	-	-		
14.5.1 Prepare tiedown equipment checklist							a	a	-	b	-	c		
14.5.2 Select loading equipment	5						a	a	-	b	-	b		
14.5.3 Prepare aircraft for cargo loading	*5						2b	b	-	b	-	b		
14.5.4 Load/offload cargo/mail/baggage	*5						2b	b	-	b	-	c		
14.6 Tiedown cargo/mail/ baggage	*5						2b	b	-	b	-	c		
14.7 Conduct Engine Running Off/Onload (ERO)							-	-	-	b	-	b		
14.8 Concurrent servicing TR: TO 00-25-172							-	-	-	B	-	B		
15. Fleet Service TR: AMCI 24-101; TOs 1C-5A-2-1, 13B4-2-1, 36A12-23-8-1; Appropriate Aircraft -9's							-	-	-	-	-	-		
15.1 Provide service, equipment, and comfort items							-	-	-	-	-	-		
15.1.1 Clean ovens, galleys, and ATGLs							a	b	-	b	-	c		
15.1.2 Deliver meals							a	b	-	b	-	c		
15.1.3 Fill fresh water tanks and containers							b	b	-	b	-	c		
15.1.4 Flush/fill lavatories							b	b	-	b	-	c		
15.1.5 Load/install supplies/equipment on aircraft							b	b	-	b	-	c		

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15.1.6 Inventory and maintain expendable/non-expendable supplies and equipment							b	b	-	b	-	c
15.1.7 Prepare and maintain fleet service documents							b	b	-	b	-	c
16. Computerized data processing TR: Applicable Users Manuals							-	-	-	-	-	-
16.1 Computer Systems							A	A	-	B	-	-
16.1.1 ITV Concept							A	A	-	B	-	-
16.2 Process cargo							2b	-	-	-	-	-
16.3 Tracer action							-	-	-	-	-	-
16.4 Palletize cargo							2b	-	-	-	-	-
16.5 Manifest cargo/mail							-	-	-	-	-	-
16.6 Process terminating cargo							b	b	-	b	-	-
16.7 Hand-held terminals							-	-	-	-	-	-
16.8 Process Passengers							2b	-	-	-	-	-
16.9 Set-up Flights							2b	-	-	-	-	-
16.10 Produce Standby Listings							2b	-	-	-	-	-
16.11 Select Passenger							2b	-	-	-	-	-
16.12 Check-in Passengers							2b	-	-	-	-	-
16.13 Manifest Passengers							2b	-	-	-	-	-
17. Combat Readiness TR: DODR 4500.9; AFI 10-403, 10-201, 25-101, AFMAN 10-401, JCS Pub 4-01, 4-04, 5-01, 5-02-1; AMCI 24-101												
17.1 Planning concepts							-	-	-	-	-	-
17.1.1 Deliberate planning							-	-	-	-	-	B
17.1.2 Joint planning							-	-	-	-	-	B
17.2 Transportation planning and systems							-	-	-	-	-	-
17.2.1 Operation plans							-	-	-	-	-	B
17.2.2 Concept plans							-	-	-	-	-	B
17.2.3 JOPES/Time phased force deployment data (TPFDD)							-	-	-	-	-	B
17.2.4 Status of Resources and Training System (SORTS)							-	-	-	-	-	B
17.2.5 Designed Operational Capabilities Statement (DOCS)							-	-	-	-	-	B

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
17.3 Contingency operations												
17.3.1 Review/develop/revise operational commitments to deployment and contingency procedures												B
17.3.2 Conduct deployment training (e.g., deployment work centers, pallet buildup, and hazardous cargo)												B
17.4 Transportation Wartime Planning and Reception												
17.4.1 Capabilities and Missions												B
17.4.2 Base support plans												B
17.5 War Reserve Material (WRM)												B
17.6 Support Agreements												B
17.7 Resource Management and Accounting Systems												B
17.8 Financial Management												B
17.9 Peacetime/Wartime Manpower and Personnel TR: AFI 38-201, 38-203, 38-204, 38-205, 36-2101, AFMAN 36-2108												
17.9.1 Unit Manning Document (UMD)												B
17.9.2 Unit Personnel Manpower Roster (UPMR)												B
17.9.3 Augmentation support												B
17.9.4 Determine Manpower Variances												B
17.10 Facilities Management TR: AFI 32-1021, 32-1022, 32-1023, 32-1024												B
17.11 Transportation Self-Inspection Program TR: AFI 90-201, 90-202, 90-301												B
17.12 Awards TR: AFI 36-2818, MAJCOM 36 series												B

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
18. Airdrop TR: TOs 13C7-1-5, 13C7-1-11; Appropriate Aircraft -9's												
18.1 Types of airdrop parachutes						-	-	-	A	-	B	
18.2 Types and methods of airdrop						-	-	-	A	-	B	
18.3 Types of airdrop containers						-	-	-	A	-	B	
18.4 Load platform						-	-	-	A	-	B	
18.5 Types of extraction systems						-	-	-	A	-	B	
19. Quality Assurance Evaluator TR: AFI 64-102; AFMAN 64-108; AMCI 24-101						-	-	-	A	-	B	
20. Outsourcing and Privatization TR AFI 38-203						-	-	-	-	-	A	
BEHAVIORAL STATEMENTS FOR 7 - LEVEL COURSE						-	-	-	-	-	-	
21. Determine and validate airlift requirements.						-	-	-	-	2b	-	
22. Terminal Operations						-	-	-	-	-	-	
22.1 Identify the program for terminal records keeping.						-	-	-	-	B	-	
22.2 Develop and organize a Small Terminal Assistance Program/Staff Assistance Visits Program.						-	-	-	-	2b	-	
23. Transportation Deployment Plans and Concepts						-	-	-	-	-	-	
23.1 Prepare a unit for deployment utilizing DTR, Part 3.						-	-	-	-	b	-	
23.2 Contrast and compare the operations of an Operating Base/Forward Operating Base (OB/FOB) as they relate to cargo and passenger operations.						-	-	-	-	B	-	
23.3 Develop support agreements for wartime reception and use of War Reserve Material (WRM) assets.						-	-	-	-	2b	-	

