

AFSC 3E9X1
READINESS
CAREER FIELD EDUCATION AND TRAINING PLAN

This change is effective with class 990223 in course J3ALP3E931 004, Readiness Apprentice. Compliance with AFI 36-2201, para 4.11.6.1, and other training policies and documentation is required. CFETP 3E9X1, 1 Apr 97, is changed as follows:

1. Write-in Changes:

ABBREVIATIONS/TERMS EXPLAINED

<u>Page</u>	<u>Para</u>	<u>Action</u>
★ 6	5	New para 5 completely replaces para 5: Certification and Testing (Cer-Test). A multi-media evaluation program used to test an individual's knowledge of principles and procedures in their career field.

Part I

SECTION B - CAREER FIELD PROGRESSION AND INFORMATION

<u>Page</u>	<u>Para</u>	<u>Action</u>
★ 15	5.2	New bullet 4 completely replaces bullet 4: <ul style="list-style-type: none">• Will use CDCs and other reference material to prepare for Weighted Airman Performance Systems (WAPS) testing.
★ 20	8	Make the following changes to the Enlisted Career Pyramid: "Journeyman" section. Change "(12 months OJT)" to "(15 months OJT)" "Apprentice" section. Delete "6 months"

SECTION C - SKILL LEVEL TRAINING REQUIREMENTS

<u>Page</u>	<u>Para</u>	<u>Action</u>
★ 23	10.1.1.3	New para 10.1.1.3 replaces 10.1.1.3 10.1.1.3. Training. Completion of the Readiness Apprentice Course J3ABP3E931 001, Ft Leonard Wood MO is mandatory.
★ 24	10.1.2	New bullet 1 replaces bullet 1: <ul style="list-style-type: none">• Formal training is accomplished through course J3ABP3E931-001, Readiness Apprentice, Ft Leonard Wood MO.
★ 24	10.1.3	New para 10.1.3 completely replaces para 10.1.3: Implementation: The 3-skill level is awarded upon graduating the Readiness Apprentice Course, J3ABP3E931 001, Ft Leonard Wood MO.
★ 24	10.2.1	New para 10.2.1 will replace 10.2.1: 10.2.1. Specialty Qualifications. Entry into 5-level upgrade training is initiated after the individual has completed the 3-level school. All 3E931 qualifications apply to 3E951 requirements.
★ 25	10.2.1.3	New bullet 7 completely replaces bullet 7: <ul style="list-style-type: none">• Should attend Radiological Emergency Team Operations (RETOPS), DNWS-R005, and NBC Cell Operations, 3AZP3E971-005.
★ 26	10.2.3	New bullet 1 completely replaces bullet 1: <ul style="list-style-type: none">• Entry into formal Journeyman upgrade training is accomplished after individuals are assigned to their first duty station.

<u>Page</u>	<u>Para</u>	<u>Action</u>
★ 26	10.2.3	Bullet 2: DELETE
★ 27	10.3.1.3	New bullet 3 completely replaces bullet 3: <ul style="list-style-type: none"> • All 3E9X1 personnel should attend Advanced Readiness course, J3AZP3E971 003 every 3 to 5 years.
★ 27	10.3.1.3	New bullet 4 completely replaces bullet 4: <ul style="list-style-type: none"> • Recommend training through applicable Federal Emergency Management Agency (FEMA) independent study courses; AFIT Civil Engineer and Services School; Readiness Management Course (MGT 446); NBC Cell Operations, J3AZP3E971 005, and Air Base Operability Mobile Training Team Course, J4OST32E3D-000.

SECTION D - RESOURCE CONSTRAINTS

<u>Page</u>	<u>Para</u>	<u>Action</u>
★ 31	12	New para 12 completely replaces para 12: Apprentice (3-Level) Training. J3ABP3E931-001, Readiness Apprentice.

SECTION E - TRANSITIONAL TRAINING GUIDE

<u>Page</u>	<u>Action</u>
★ 33 & 34	Pages 33 & 34: DELETE

Part II

SECTION A - SPECIALTY TRAINING STANDARD

<u>Page</u>	<u>Para</u>	<u>Action</u>
★ 36	2.5	New para 2.5 replaces para 2.5: Identifies tasks with Air Force Qualification Training Packages (AFQTPs)

<u>Page</u>	<u>Para</u>	<u>Action</u>
★ 36	2.7.1.2.1.1	<p>New para 2.7.1.2.1.1 completely replaces para 2.7.1.2.1.1:</p> <p>For core and critical tasks, the trainer and certifier evaluate airman’s current qualifications and validates airman’s ability to complete the task. The certifier and trainee then enter their initials and new certified date.</p>
★ 36	2.7.1.2.1.2	<p>New para 2.7.1.2.1.2 completely replaces para 2.7.1.2.1.2:</p> <p>For non-core tasks, the trainer evaluates the airman’s current qualifications and validates the airman’s ability to complete the task. The trainer and trainee then enters their initials in columns 3D and 3C respectively and a new training completion date is entered in column 3B.</p>
★ 36	2.7.1.2.2	<p>New para 2.7.1.2.2 completely replaces para 2.7.1.2.2:</p> <p>To transcribe previous certifications for tasks not required in the current duty position, carry forward only the previous completion dates (not the initials of another person). If and when these tasks become a duty position requirement, recertify with current date and trainer, certifier, and trainee’s initials.</p>

<u>Page</u>	<u>STS Element</u>	<u>Column</u>	<u>Action</u>
★ 43	9	1	<p>New para 9 completely replaces para 9:</p> <p>9. AF OCCUPATIONAL SAFETY AND HEALTH (AFOSH) PROGRAM. TR: AFOSH STD 91-10; AFOSH STD 127 series; AFI 32-2001; AFIND 17; Public Law 94-580; CFR 1910:1200</p>

<u>Page</u>	<u>STS Element</u>	<u>Column</u>	<u>Action</u>
★ 48	13.2.5.5	4A(1)	Delete: 3c/X
★ 48		1	Add new STS Element 13.2.6.3: 13.2.6.3. Depleted Uranium TR: Readiness Training Package C7
★ 48		1	Add new STS Element 13.2.6.3.1 13.2.6.3.1. Characteristics
★ 48	13.2.6.3.1	4A(1)	Add: B
★ 48	13.2.6.3.1	4C(1)	Add: C
★ 48		1	Add new STS Element 13.2.6.3.2: 13.2.6.3.2. Hazards
★ 48	13.2.6.3.2	4A(1)	Add: B
★ 48	13.2.6.3.2	4C(1)	Add: C
★ 48		1	Add new STS Element 13.2.6.3.3 13.2.6.3.3. Protective Actions
★ 48	13.2.6.3.3	4A(1)	Add: B
★ 48	13.2.6.3.3	4C(1)	Add: C
★ 49	14	1	New STS element 14 replaces element 14: 14. WARTIME OPERATIONS TR: AFIs 10-207, 10-210, 10-211, 10-212, 10-403, 31-101, 32-4001, 32-4007; WMP-1 Vol 1; AFMAN 32-4017
★ 56		1	Add new STS element 18.8: 18.8. Hand held Immuno chromatographic Assay (HHA) TR: Applicable T.O. or commercial publication

<u>Page</u>	<u>STS Element</u>	<u>Column</u>	<u>Action</u>
★ 56		1	Add new STS element: 18.8.1: 18.8.1. Principles
★ 56	18.8.1	2	Add: /B
★ 56	18.8.1	4A(1)	Add: B
★ 56		1	Add new STS element 18.8.2 18.8.2. Inspect
★ 56	18.8.2	2	Add: /3c
★ 56	18.8.2	4A(1)	Add: 3c/2b
★ 56		1	Add new STS element 18.8.3 18.8.3. Use
★ 56	18.8.3	2	Add: /3c
★ 56	18.8.3	4A(1)	Add: 3c/2b
★ 56		1	Add new STS element 18.8.4: 18.8.4. Maintain
★ 56	18.8.4	2	Add: /b
★ 56	18.8.4	4A(1)	Add: b
★ 64	Note 3		New Note 3 replaces Note 3: Note 3: Completion of the apprentice course meets the initial requirements for Category I, classroom training, one year from date of diploma.
★ 65	34.3	1	New STS element 34.3 replaces element 34.3 34.4 Self Protection from Extreme Weather TR: Home Station Training (HST)

Course of Study, Vol 2; Medical Aspects of Cold Weather Operations US Army Research Institute Report TN 93-4 and 92-2; AFPAM 10-219, Vol 5, Army FM 21-76

<u>Page</u>	<u>STS Element</u>	<u>Column</u>	<u>Action</u>
★ 67	34.9.3	1	STS element 34.9.3: Delete
★ 67	34.10.3	1	New STS element 34.10.3 replaces element 34.10.3
			34.10.3. Beddown shelters TR: T.O.s 35E-5-6-1, 35E4-132-1, 35E4-94-1; AFPAM 10-219, Vol 2, 3 & 5; Army TMs 10-8340-207-14; 10-4500-200-13

<u>Page</u>	<u>Para</u>	<u>Action</u>
★ 73	8.1	New para 8.1 completely replaces para 8.1: Air Force Qualification Training Packages. (see AFCESA web page http://www.afcesa.af.mil/AFCESA/Training/Products.htm for up-to-date QTP status).

SECTION D - TRAINING COURSE INDEX

<u>Page</u>	<u>Para</u>	<u>Action</u>
★ 74	10	Bullet 1 Course Number replaced with new Course Number: J3ABP3E931 001
★ 74	10	Bullet 3 Title replaced with new Title: Advanced Readiness
★ 74	10	Bullet 6: Delete
★ 74	10	Bullet 9 Title replaced with new Title:

DNWS R002, Commander and Staff
Radiological Accident Response
Workshop (CASRAR), Formerly
(FONAC)

<u>Page</u>	<u>Para</u>	<u>Action</u>
★ 74	10	Bullet 10 Title replaced with new Title: DNWS R003, Radiological Accident Command, Control and Coordination (RAC3), Formerly (SONAC)
★ 74	10	Bullet 11 Title replaced with new Title: DNWS R005, Radiological Emergency Team Operations (RETOPS), Formerly (NETOPS)
★ 74	10	Bullet 12 Course Number replaced with new Course Number: 3AIR35200 075
★ 74	10	Bullet 14 Course Number and Title replaced with new Course Number and Title: X3AZR3E951 000; Hazardous Materials Awareness Train-the- Trainer Course.

2. Page Insert Changes:

<u>Page</u>	<u>Action</u>
21 & 22	Insert new pages 21 and 22
37 & 38	Insert new pages 37 and 38

3. After necessary actions, file this sheet in the back of the CFETP.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

EUGENE A. LUPIA, Maj. Gen., USAF
The Civil Engineer

8.1. The Readiness Manpower table represents the 1997 demographics for the specialty by grade.

Table 8.1 - Manpower Table									
	CMSgt	SMSgt	MSgt	TSgt	SSgt	SrA	A1C	Amn	AB
Base Level	1	16	95	141	189	179	0	0	0
MAJCOM Staff	6	12	6	1	0	0	0	0	0
HQ USAF Staff	0	0	0	0	0	0	0	0	0
FOA/DRU	1	1	2	2	0	0	0	0	0
Total	8	29	103	144	189	179	0	0	0

Note: CMSgt allocations represent numbers applicable to Civil Engineer AFSCs 3E9X1.

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

8.2.1. CE Badge Heraldry. The gear wheel and compass have historically been used to represent the engineering profession, in both the military and civilian sector. The gear represents the essence of engineering: applying scientific principles and technology to practical ends. To Air Force engineers, the gear symbolizes an element (representing the built environment) that meshes with other environments (weapon systems and trained personnel) to enable the Air Force to perform its mission. The compass is a precision tool historically used by engineers in designing and constructing facilities and equipment. The gear and compass together symbolize all the diverse specialties within Air Force civil engineer. Finally, the wings help to portray the fundamental linkage between the engineering and aviation components; and that the built environment is the foundation supporting Air Force mission and people.

8.2.2. Basic Badge. The basic badge is awarded upon successful completion of the apprentice course.

8.2.3. Senior Badge. The senior badge adds a star to the top of the badge. This is awarded after the member successfully completes the 7-level awarding course.

8.2.4. Master Badge. The master badge adds a wreath around the star. It's awarded to master sergeant or above with 5 years in the specialty from award of the 7-skill level.

8.3 Enlisted Career Path

Table 8.2 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 A1C	6 months 16 months		
★ Upgrade To Journeyman (5-Skill Level) - Complete all core and duty related tasks identified in CFETP - Minimum 15 months on-the-job training. (9 months for retrainees) - Complete appropriate CDC if/when available.		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. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	<u>Trainer</u>			
★ Upgrade To Craftsman (7-Skill Level) - Complete all core and duty related tasks identified in CFETP - Minimum rank of SSgt. - 18 months OJT (12 months for retrainees). - Complete appropriate CDC if/when available. - Attend 7-level Craftsman Course (must complete a minimum of 12 months in UGT prior to attendance -- 6 months minimum UGT for retrainees)	SSgt	7.5 years	3 years	20 Years
Retrainee: - Minimum 9 months for 5-level - Minimum 12 months for 7-level UGT	<u>Certifier</u>			
Noncommissioned Officer Academy (NCOA) - Must be a TSgt or TSgt Selectee. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	TSgt	12.5 years	5 years	20 Years
	MSgt	16 years	8 years	24 Years
USAF Senior NCO Academy (SNCOA) - Must be a SMSgt, SMSgt Selectee, or select MSgt. - Resident graduation is a prerequisite for CMSgt sew-on (Active Duty Only).	SMSgt	19.2 years	11 years	26 Years
Upgrade To Superintendent (9-Skill Level) - Minimum rank of SMSgt. - Must be a resident graduate of SNCOA (Active Duty Only).	CMSgt	21.5 years	14 years	30 Years

2.7.1.4. Decertification and Recertification. When an airman is found to be unqualified on a task, the supervisor shall erase previous certification and enter airman into qualification training. 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 using the normal certification process.

2.7.2. Training Standard. Tasks are trained and certified to the “go” level. “Go” means the individual can perform the task without assistance and meets the local requirements for accuracy, timeliness, and correct use of procedures. This equates to a “3c” in the proficiency code key. AFQTPs, when available, shall be used to identify Air Force standardized procedures. Local requirements for accuracy, timeliness, and use of procedures shall be applied accordingly.

2.8. 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, United States Air Force Reenlistment, Retention, and NCO Status Programs. WAPS is not applicable to the Air National Guard or Air Reserve Forces.

3. Recommendations. Comments and recommendations are invited concerning quality of training AETC graduates receive. Reference this STS regarding changes and address your correspondence to 366 TRS/CC, 727 Missile Road, Sheppard AFB TX 76311-2254 or E-mail to 366trs@366trs.spd.aetc.af.mil. Correspondence can also be mailed to 782 TRG/TTS, 826 G Avenue, Suite 4, Sheppard AFB TX 76311-2857 or E-mail 782csil@spd.aetc.af.mil. A 782d customer service information line (CSIL) has been installed for the supervisor’s convenience to identify graduates who may have received over or under training on tasks/knowledge items listed in this STS. For a quick response to problems, call the CSIL at DSN 736-2574 any time (day or night).

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL
USAF

EUGENE A. LUPIA, Maj Gen,

The Civil Engineer
DCS/Installations and Logistics

3 Attachments

1. Qualitative Requirements
2. 5- and 7-level career field training requirements
3. 5-level general contingency training requirements

Interim Change 1

This block is for identification purposes only.		
Name of Trainee		
Printed Name (Last, First, Middle)	Initials (Written)	SSAN
Printed Names and Written Initials of Training and Certifying Officials		
N/I	N/I	

Qualitative Requirements

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly proficient)
Task Knowledge Levels ★ ✓ (see note below)	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 ★ ✓ ✓ (see note below)	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		
★ ✓ 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.		
/X This mark is used in course columns to show that training is required but not given due to resource constraints. / Lower code (3c/2b) indicates that a task is being trained to a level that is lower than required.		
Specific tasks not identified with a symbol or proficiency code key (blank) indicates that no training is provided in the course or CDC. Major commands and/or units may establish scale values and combat training as dictated by mission requirements.		

Attachment 1