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Headquarters US Air Force  
Washington, DC 20330

CFETP 3M0X1  
Parts I and II  
1 June 2004

**AFSC 3M0X1**

**SERVICES**



**Basic**



**Senior**



**Master**

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**AFSC 3M0X1 Services**

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## SERVICES SPECIALTY AFSC 3M0X1 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 provides a clear career path to success and will instill rigor in all aspects of career field training. NOTE: Civilians occupying associated positions may use Part II to support duty position qualification training.

2. The CFETP consists of two parts; supervisors plan, manage, and control training within the specialty using both parts of the plan.

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 paths; Section C associates each level with specialty qualifications (knowledge, education, training, and other); Section D indicates resource constraints. Some examples are funds, manpower, equipment, and facilities; and Section E is reserved and not used in this CFETP. There are currently no transitional requirements. This area is reserved.

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, and correspondence course requirements; Section B describes how objectives are closed; Section C identifies available support materials (i.e. Qualification Training Plans may be developed to support proficiency training); Section D identifies a training course index supervisors can use to determine additional training required for the associated qualification needs (includes both mandatory and optional courses); and Section E identifies Major Command (MAJCOM) unique training requirements supervisors use to determine additional training required for the associated qualification needs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate points in their career.

4. Occupation Survey Report (OSR). AFI 36-2623, *Occupational Analysis (Compliance With This Publication Is Mandatory)*, governs Job Inventories (JI) and Occupational Survey Reports. The Air Force Occupational Measurement Squadron (AFOMS), located at Randolph Air Force Base, analyzes every career field approximately every three years using a USAF JI. JIs are administered to our active duty, guard, and reserve personnel via questionnaire (paper/pencil or computer-based survey). The collected survey data provides background information on our members and their positions/jobs in an OSR. An OSR provides a "high-level snapshot" of an

AFSC. Specifically, it contains information on the occupational analysis process, respondent sampling, identified jobs, outdated task identification, new responsibility identification, task difficulty, task frequency, training, promotion testing, and personnel policies.

If you receive a JI, it is very important to complete the entire survey and submit it in a timely manner. As a matter of fact, you can receive disciplinary action if you do not complete/submit the questionnaire. It is important to complete the OSR data because the USAF uses the information to classify occupations and develop personnel programs. Also, career fields use OSR data to support development and content of training in-resident courses and career development courses (CDC). OSR data is also used by subject matter experts (SME) in each career field to develop its' promotion tests. A promotion test SME must be a senior 3M0 non-commissioned officer (MSgt – CMSgt).

Finally, OSR data is a critical part of utilization and training workshop (U&TW) and Career Field Education and Training Plan update processes. All career fields conduct U&TWs to analyze their training requirements. Services' U&TW membership normally consists of representatives from Air Staff (AF/ILV), the Air Force Services Agency, MAJCOMs, and the Services Academy. U&TW members discuss and decide the content of Career Development Courses (CDCs), resident technical training classes, rotational training programs, upgrade training requirements, time allocated to complete CDCs, projected career field changes, and the impact of desired changes on promotion testing.

#### **ACRONYMS:**

**AAFES** - Army and Air Force Exchange Services.  
**ACC** - Air Combat Command  
**ACSM** - American College of Sports Medicine  
**AEF** - Air and Space Expeditionary Force  
**AFCFM/CFM** - Air Force Career Field Manager  
**AFI** - Air Force Instruction  
**AFIADL** - Air Force Institute for Advanced Distributive Learning  
**AFIT** - Air Force Institute of Technology  
**AFJQS** - Air Force Job Qualification Standard  
**AFMAN** - Air Force Manual  
**AFOD** - Air Force Operational Directive  
**AFOSH STD** - Air Force Occupational Safety and Health Standard  
**AFPD** - Air Force Policy Directive  
**AFS** - Air Force Specialty  
**AFSC** - Air Force Specialty Code  
**AFSVA** - Air Force Services Agency.  
**ANG** - Air National Guard  
**APF** - Appropriated Funds  
**ART** - AEF Reporting Tool  
**BAH** - Basic Allowance for Housing  
**BMT** - Basic Military Training  
**BTU** - British Thermal Unit

**CCAF** - Community College of the Air Force  
**CDC** - Career Development Course  
**CDK** - Containerized Deployable Kitchen  
**CFETP** - Career Field Education and Training Plan  
**CFS** - Corporate Food Service  
**COL** - Course Objective List  
**CT** - Continuation Training  
**DODI** - Department of Defense Instruction  
**DRMD** - Deployment Requirements Manning Document  
**DSCP** - Defense Supply Center - Philadelphia  
**EAF** - Expeditionary Aerospace Force  
**EOP** - Emergency Operating Procedure  
**FIP** - Fitness Improvement Program  
**FLO** - Family Liaison Officer  
**FTAC** - First Term Airman Course  
**GPC** - Government Purchase Card  
**HAWC** - Health and Wellness Center  
**HQ** - Headquarters  
**HST** - Home Station Training  
**IG** - Inspector General  
**IMA** - Individual Mobilization Augmentee  
**JI** - Job Inventory  
**LOGMOD** - Logistics Module  
**LRC** - Learning Resource Center  
**LTS** - Lodging Touch System  
**MAJCOM** - Major Command  
**MFM** - MAJCOM Functional Manager  
**MRE** - Meal-Ready-to-Eat  
**MTL** - Master Task Listing  
**MTT** - Mobile Training Teams  
**NAF** - Nonappropriated Funds  
**OJT** - On the Job Training  
**OPLANS** - Operational Plans  
**OPSEC** - Operations Security  
**OSR** - Occupational Survey Report  
**PAD** - Program Action Directive  
**QA** - Quality Assurance  
**QAP** - Quality Assurance Personnel  
**QASP** - Quality Assurance Surveillance Plan  
**RIBS** - Readiness In Base Services  
**RTEAM** - Readiness Training Education and Manpower  
**SAP** - Survivor Assistance Program  
**SCT** - Services Combat Training  
**SEI** - Special Experience Identifier  
**SKT** - Specialty Knowledge Test  
**SMARTS** - Services Management Automated Records Tracking System

**SORTS** - Status of Resources and Training System  
**STEP** - Service Training Education Plan  
**STORES** - Subsistence Total Ordering Receipt Electronic System  
**STS** - Specialty Training Standard  
**TLA** - Temporary Lodging Allowance  
**TLE** - Temporary Lodging Entitlement  
**TM** - Technical Manual  
**TO** - Technical Order  
**TPFDD** - Time Phase Force Deployment Data  
**TRS** - Training Squadron  
**U&TW** - Utilization and Training Workshop  
**UGR** - Unitized Group Rations  
**UGT** - Upgrade Training  
**USDA** - United States Department of Agriculture  
**UTC** - Unit Type Codes  
**WFRR** - War Fighting Requirements Review  
**WMP 1** - War and Mobilization Plan  
**WRM** - War Reserve Materiel

**DEFINITIONS:**

**Advanced Distributed Learning (ADL).** ADL is an evolution of distributed learning (distance learning) that emphasizes collaboration on standards-based versions of reusable objects, networks, and learning management systems, yet may include some legacy methods and media. ADL is structured learning that takes place without requiring the physical presence of an instructor. Although the Air Force uses the term advanced distributed learning, some federal agencies and DOD components may use the term distance learning. These terms refer to the same basic concept.

**Advanced Training (AT).** Formal course that 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/CFM).** Overall manager and approval authority for all matters affecting training for an Air Force Specialty Codes (AFSC) including authority for waiving mandatory upgrade training requirements.

**Air Force Institute for Advanced Distributive Learning (AFIADL).** Manages most CDC and specialized course manuscripts for the Air Force. These publications are sent to AFIADL for review, editing, test construction, publication, and administration.

**Air Force Job Qualification Standard (AFJQS).** Training documents approved by the AFCFM for a particular job type or duty position within an AFS.

**Air Force Specialty (AFS).** A group of positions (with the same title and code) that require common qualifications.

**Air Force Specialty Code (AFSC).** A combination of numbers and alpha characters used to identify an AFS.

**Career Development Course (CDC).** Self-study correspondence courses that provide Airmen with fundamental knowledge of their AFS. CDCs directly support the Air Force On the Job Training (OJT) program and the Air Force promotion system.

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

**Certification.** A formal indication of an individual's ability to perform a task to required standards. Certification is required for core and critical tasks only.

**Certification Official.** A person whom the commander assigns to determine an individual's ability to perform a task to required standards. Certifiers must be at least a SSGT with a 5-skill level or civilian equivalent, capable of evaluating the task being certified, and have completed Air Force Trainers Course.

**Community College of the Air Force (CCAF).** A fully accredited educational institution created to meet the needs of Air Force personnel. It is the first, and only, military agency with the authority to award associate degrees to enlisted personnel.

**Continuation Training (CT).** Additional advanced training exceeding the minimum upgrade training requirements with emphasis on present or future duty assignments.

**Core Task.** Tasks the AFCFM identifies as minimum qualification requirements for everyone within an AFSC, regardless of duty position. Additionally, core tasks are any tasks identified by higher headquarters for personnel to perform during deployments, contingencies, or wartime. Core task may be specified for a particular skill level or in general across an AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

**Course Objective List (COL).** A publication derived from initial/advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3- or 7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201V3

**Exportable Training.** Additional training via computer assisted, paper text, interactive video, or

other means necessary to supplement training.

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

**Initial Skills Training.** A formal school course that results in an AFSC 3-skill level award for enlisted after the completion of basic training or once an individual has selected to retrain into the Services career field.

**MAJCOM Functional Manager (MFM).** Managers who provide technical assistance to AFCFM and commanders.

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

**Operation Plans (OPLAN).** A plan for one or more operations that deployed units carry out simultaneously or in a series of connected stages. Higher authorities normally issue OPLANS as directives based on stated assumptions to allow subordinate officers to prepare supporting plans and orders.

**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.

**Quality Assurance Personnel (QAP).** A government person, military, or civilian, responsible for the surveillance of contractor performance.

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

**Readiness Training Education and Manpower (RTEAM) Team.** Provides overall direction for Services readiness, training, education and manpower programs through an integrated approach to sustaining Air Force core competencies. Its a readiness working arm, the War Fighting Requirements Review (WFRR), reviews and recommends actions to keep Services readiness at the forefront of the Aerospace Expeditionary Force. The Chief of Readiness and Requirements Division, Headquarters, United States Air Force, (HQ USAF/ILVR) chairs. MAJCOM/SVXs, ANG/SVX, HQ AFSVA/SVX, HQ AFSVA/SVXO, AFIT, and the Reserve Advisor to HQ AFSVA/CC.

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

**Services Core Areas.** The following are the Services Core areas: Food Service, Lodging, Fitness and Sports, and Readiness.

**Status of Resources and Training System (SORTS).** Is a Joint Chief of Staff (JCS) controlled, automated data system created to provide the National Command Authorities (NCA) and JCS with authoritative identification, location, and resource information. It is used throughout the chain of command to measure the daily resource status of operating forces.

**Specialty Training Standard (STS).** An Air Force publication that describes skills and knowledge an Airman in a particular AFS needs on the job. It further serves as a contract between Air Education and Training Command (AETC) and the functional user to show which of the overall training requirements for an Air Force specialty code are taught in formal schools and correspondence courses.

**Services Management Automated Records Tracking System (SMARTS).** An Air National Guard (ANG) mandatory automated system for documenting training. All enlisted military UGT and recurring training is to be documented in SMARTS. Ancillary and Readiness Training may be authorized by the Wing Commander or Services Commander to be tracked in LOGMOD. All other tracking systems are not authorized unless approved in writing by ANG/SV MFM. Reference Air National Guard Services policy letter, and AFI 36-2201V3.

**Trainer.** A trained and qualified person who teaches personnel to perform specific tasks through OJT methods. Trainers must be qualified to perform the task being trained, and have completed the Air Force Trainers Course.

**Upgrade Training (UGT).** Mandatory training leading to the award of a higher level of proficiency.

**Unit Training Manager (UTM).** Unit focal point for all training related questions, needs, requirements, or assistance.

**Unit Type Code (UTC).** A five character alphanumeric designator that uniquely identifies each Armed Forces unit.

**Utilization and Training Workshop (U&TW).** The AFCFM uses the U&TW as a forum and quality control tool to determine and manage career field education and training requirements as they apply to mission needs. The major benefits from the U&TW process are the participation and input from the field. The AFCFM develops a CFETP as the core education and training document for a specialty.

**War Reserve Material (WRM).** Materiel required in addition to primary operating stocks and deployment equipment necessary to obtain objectives in the scenarios approved for sustainability planning in the Defense Planning Guidance.

**Wartime Task.** Those tasks that must be taught when courses are accelerated in a wartime environment. In response to a wartime scenario, these tasks will be taught in the 3-level course in a streamlined training environment. These task are only for those career fields that still need them applied to their schoolhouse tasks.

## **SECTION A -- GENERAL INFORMATION**

**1. Purpose.** This CFETP provides information necessary for the Air Force Career Field Manager (AFCFM), MAJCOM Functional Manager (MFM), commanders, Unit Training Managers (UTM), supervisors, and trainers to plan, develop, manage, and conduct an effective and efficient career field training programs. This plan outlines the training requirements an individual in this Air Force Specialty (AFS) should receive in order to develop and progress throughout their career. This plan also identifies initial skills, upgrade qualification, advanced, and proficiency training. Individuals receive initial skills training upon retraining into this specialty. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion required for award of the 3-, 5-, 7-, and 9-skill levels. These courses are provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes—some are:

**1.1.** Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. Also, it is used to ensure that established training is provided at the appropriate point in an individual's career.

**1.2.** Identifies task and knowledge training requirements for each skill level in the specialty, and recommends education and training, throughout each phase of an individual's career.

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

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

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

**2.1.** AETC training personnel will develop/revise formal resident, nonresident, contingency, and exportable training based upon requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

**2.2.** MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. OJT, in resident training, contract training, or exportable courses can satisfy identified requirements. MAJCOM developed training to support this AFSC must be identified for inclusion into the plan.

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

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

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

### **4. Specialty Description:**

**4.1. Specialty Summary.** Manages and directs services programs, operations, and retail operations. Supervises and works in appropriated fund (APF) food service activities; lodging activities; recreation, fitness, and sports programs; linen exchange and laundry operations; mortuary affairs programs; honor guard oversight; and services readiness programs. Operates and supervises automated information management systems. Related DoD Occupational Subgroups: 180000.

**4.2. Duties and Responsibilities.** List duties and responsibilities individually and describe.

#### **4.2.1. Manages services operations**

Improves work methods and procedures to ensure economical operation and customer satisfaction. Resolves customer complaints. Applies accounting principles to control resources. Determines appropriated and nonappropriated fund (NAF) budget requirements. Requisitions and accounts for subsistence, supplies, and equipment needed to support services programs. Identifies facility requirements and conducts surveys to determine facility renovation, construction, and modernization needs. Develops capital expenditures programs for NAF and APF for Services facilities. Establishes equipment layout, and operating and maintenance procedures. Manages NAF and APF accounts. Maintains close liaison with commanders and unit fitness managers on the Air Force fitness program. Operates automated accounting, requisitioning, and reporting systems. Establishes and supervises bare base facilities that provide food, fitness, lodging, sports management, recreation, laundry, mortuary services, and tactical field exchange operations to deployed personnel. Determines contract types and initiate contracts.

**4.2.2. Inspects and evaluates services activities.** Determines effectiveness of service and retail operation by analyzing results with planned program standards and goals. Ensures storage facilities and procedures adequately safeguard subsistence, equipment, and supplies. Performs quality assurance evaluation duties for contract services. Analyzes inspection findings and takes corrective action.

#### **4.2.3. Performs services functions.**

Operates fixed, bare base, and portable food facilities and equipment. Plans, prepares, and adjusts menus. Determines merchandise trends and resource availability and pricing. Establishes

resale merchandise prices, inventory levels, and safeguarding procedures. Maintains liaison with civilian industry to keep abreast of current trends, product development, and improved customer service techniques. Ascertains occupancy status, and determines and certifies nonavailability of transient quarters. Explains concepts of fitness requirements. Explains and demonstrates proper conditioning procedures, weight training, and aerobic equipment techniques. Promotes physical fitness participation. Performs Quality Assurance (QA) functions for contracts. Manages the deployment program, maintains readiness plans and oversees Home Station Training (HST). Works technical mortuary functions such as supervising teams for the search and recovery of human remains. Arranges for transportation and disposition of remains. Ensures mortuary entitlements, escorts, and military honors are arranged. Provides oversight and training of the Family Liaison Officer (FLO) Program. Establishes and maintains mortuary case files.

**5. Skills and Career Progression.** Adequate training and timely progression from the apprentice to the superintendent level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in career field training do his or her part to plan, develop, manage, and conduct an effective and efficient training program. The guidance provided in this part of the CFETP will ensure individuals receive viable training at appropriate points in their careers.

**5.1. Apprentice (3) Level.** The initial skills course L3ABR3M031 XXX, Services Apprentice, must be completed for the award of AFSC 3M0X1. Initial skills training requirements were identified during the 3M0X1 Utilization & Training Workshop (U & TW), held 21-27 February 2004 at Lackland AFB, TX. The decision to train specific task and knowledge items in the initial skills course were based on a review of OSR data and subject matter experts' input. Task and knowledge training requirements are identified in the STS, Part II. The course satisfies the Services Combat Training (SCT) requirement (Status of Resources and Training System - SORTS reporting) for 40 hours of readiness training, including a minimum of three nights under field conditions and ensures graduates are trained to perform their contingency and wartime missions. All graduates of the apprentice course will be SCT certified for 15 months, in order to complete all 5-level upgrade training (UGT) requirements. Wartime tasks will be identified with a "✳" and will be taught in the Apprentice course if training is accelerated during wartime.

**5.2. Journeyman (5) Level.** Training will primarily consist of OJT. Tables 8.2 – 8.3.1 will define all upgrade training requirements. In addition, AFMAN 36-2108, *Enlisted Classifications*, will define all training requirements for those personnel assigned with a Special Experience Identifier (SEI). The AETC Fitness Specialist Course is required (per AFI 34-266, *Air Force Fitness and Sports Program*) and the Shift leader Mobile Training Team (MTT) course is recommended when rotating into those duty positions. Continuation training is offered at HQ AFSVA, for food service, lodging, fitness, and readiness.

**5.3. Craftsman (7) Level.** This training will consist of CDC, in-residence, and all other tasks identified in Tables 8.2 – 8.3.1. Graduates are considered qualified in the highest technical aspects of the Services career field.

**5.4. Superintendent (9) Level.** SMSgts are awarded AFSC 3M091 upon the recommendation of the supervisor.

**5.5. Chief Enlisted Manager (CEM).** Services CEM, Services Academy CEM, or MAJCOM Functional Manager.

**6. Training Decisions.** The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for AFSC 3M0X1. 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. The following training decisions consist of the changes brought about by the U&TW.

**6.1. Initial Skills.** The initial skills course was revised to provide training needed to prepare graduates for Services wartime and peacetime related positions/duties. This course will be developed and taught by AETC.

**6.2. 5-Level Upgrade Requirements.** Curriculum will be updated to mirror current functional operations in all core areas. Personnel can dual-enroll in both 3M051 A & B courses. Whether dual-enrolled or not, personnel have 15 months total (formerly 12 months) to complete both 3M051A and 3M051B.

**6.3. 7-Level Upgrade Training Requirements.** Curriculum will be updated to mirror current functional operations in all core areas. The new CDCs will be broken into two courses, the same as the 5-level CDCs. All personnel will complete all volumes in order to be awarded their 7-level. Personnel can dual-enroll in both 3M051 A & B courses. Whether dual-enrolled or not, personnel have 15 months total (formerly 12 months) to complete both 3M071A and 3M071B.

**6.4. Proficiency Training.** Training that is available to provide career broadening.

**6.4.1. Fitness Specialist In Residence or MTT.** Required within 180 days of assignment to the fitness center. This requirement will be met starting with course L3AZR3M051 XXX or L4AST3M051 XXX. Prior course numbers not applicable.

**6.4.2. Shift leader MTT.** Is recommended for food shift leaders starting with course number L4AST3M051 XXX and also meets the training requirement for SEI 425 (Food Shift Leader).

**6.4.3. Activity Managers Course.** Required upon assignment to an activity managers position. Course L3OZR34M3 XXX or L6ONU34M3 XXX meets this requirement.

**6.4.4. SEI Qualifications.** The Services career field has established SEI IAW AFMAN 36-2108 and AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)* to rapidly identify already experienced resources to meet unique circumstances, contingency requirements, or management needs. SEIs provide a means to track individuals and identify positions requiring or providing unique experience or training.

Services personnel are a highly diverse and "multi-tasked" group of individuals and as such are tremendously flexible and valuable to Services and Air Force leadership. As a career field of

generalists, we require our personnel to rotate through the core areas of food, fitness, lodging, readiness/mortuary, and fitness/sports. This rotation helps ensure we gain experience necessary to adequately function in any given situation (at home and deployed). However, we also require enhanced expertise in each area in order to improve internal and external customer service and to take our facilities and programs to the next level. Therefore, SrA - MSgts are eligible to fill various SEI coded positions and achieve a higher level of training and experience. This core of enhanced expertise enables our personnel to improve continuity and operations and base-level Services OJT and UGT programs.

Finally, reference AFMAN 36-2108, for the most updated information on available/applicable SEIs and training and experience requirements for their award. Currently, Services has seven SEIs; Prime Readiness in Base Services (RIBS) Manager (428), Front Desk Supervisor (427), Lodging Manager (426), Food Shift Leader (425), Food Facility Manager (424), Fitness and Exercise Specialist (423), and Fitness Director (422). Commanders must ensure personnel placed in SEI positions have adequate retainability, are highly motivated and customer service focused, and present a positive military image. Further guidance for selection to SEI coded positions is available through your MFM, CFM, or the AFSVA/SEM.

**6.4.5. AFSVA Training.** Refer to <https://www-r.afsv.af.mil/ED/> for a wide range of classes available to the Services career field.

**6.4.5.1. Services Training and Education Plan (STEP).** STEP was developed to identify how to accomplish tasks identified in the STS, Part II of the CFETP.

**6.4.5.2. Rotation Program.** Priority should be given for rotation into core functions (food, fitness, lodging, and readiness). Rotation is not mandatory for short/unaccompanied tours. The rotation program is mandatory for AB to SSgt only. Rotation for AB to SrA is at least 24 months and 36 months for SSgts. Rotation of TSgts and above is commander directed. Individuals should remain in a core function for at least 24 months to develop the depth of knowledge and skill required for that function. Position qualification is required prior to rotating into a new core function. Position qualification is defined as all core function tasks and general tasks that apply to that position have been signed off. General tasks include customer service, safety, etc. The tasks required for qualification will be outlined in STEP.

Rotations should take place immediately after the AEF deployment vulnerability period. Track 1 or Track 2 may be used for initial assignment. When a person rotates into food service core function they automatically enter Track 2. People in Track 2 may rotate to a new core function or enter enhanced skills training in food service (storeroom, food accounting, flight kitchen, or food service shift leader). While rotation training may be adjusted based on deployment requirements, individuals should still remain in a core function for at least 24 months total (including deployment time, if in the same function). AF Form 623s are used to document all rotation. Priority should be given for rotation into core functions. Individuals may be rotated, however, into other activities if rotation into a core function is not possible.

## Services Enlisted Force Rotation



**7. Community College of the Air Force (CCAF).** Enrollment in CCAF occurs automatically upon completion of Basic Military Training. The CCAF provides the opportunity to obtain an Associate of Applied Sciences Degree. In addition, to its associate degree program, CCAF offers the following:

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

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

	Semester Hours
Technical Education.....	24
Leadership, Management, and Military Studies.....	6
Physical Education.....	4
General Education.....	15
Program Elective.....	15
Technical Education; Leadership, Management, and Military Studies; or General Education	
Total.....	64

**7.2.1. Technical Education** (24 semester hours): A minimum of 12 semester hours of technical core subjects/courses must be applied and the remaining semester hours applied from technical core/technical elective subjects/courses.

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

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

**7.2.4. General Education** (15 semester hours): Applicable courses must meet the criteria for Application of Courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable general education subjects/courses provided in the *CCAF General Catalog*.

**7.2.5. Program Elective** (15 semester hours): Satisfied with applicable technical education; leadership, management, and military studies; or general education subjects/courses, including natural science courses meeting GER application criteria. Six semester hours of CCAF degree-applicable technical credit otherwise not applicable to this program may be applied. See the *CCAF General Catalog* for details regarding the Associate Science degree for Restaurant, Hotel and Fitness Management (1FRS).

**7.2.6.** Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an AETC Instructor (SrA to TSgt) must possess as a minimum an associate degree or should be actively pursuing an associate degree. This Special Duty Assignment (SDA) requires an AETC instructor candidate to have a CCAF degree or be within one year of completion (45 semester hours (SH)). A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

## 8. Career Field Path.

**Table 8.1. Manpower Chart**

Active Duty	CMSgt	SMSgt	MSgt	TSgt	SSgt	SrA	A1C
FOA/DRU Staff	3	5	13	16	9	6	6
MAJCOM Staff	10	10	16	3	0	0	0
Squadron	27	84	195	435	831	1097	1165
Special Duty	5	14	52	87	58	79	14
Total	45	113	276	541	898	1182	1185
HQ AFRC	CMSgt	SMSgt	MSgt	TSgt	SSgt	SrA	A1C
MAJCOM Staff	1	2	2	5	0	0	0
Squadron	15	62	150	269	423	138	0
Total	16	64	152	274	423	138	1067
HQ ANG	CMSgt	SMSgt	MSgt	TSgt	SSgt	SrA	A1C
MAJCOM Staff	1	1	0	0	0	0	0
Squadron	31	110	200	405	1634	2	0

**Table 8.2. Active Duty Career Path.**

Education and Training Requirements	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year Of Tenure (HYT)
<b>Basic Military Training School</b>				
<b>Apprentice Technical School (3-Skill Level)</b> Attend First Term Airman Course (FTAC)	Amn A1C	6 months 16 months		
<b>Upgrade To Journeyman (5-Skill Level)</b> - Minimum 15 months in OJT or 9 months for retrainees - Signed off on all applicable tasked identified in the Master Task Listing - Complete all 5-level CDCs	Amn A1C SrA	10 months 3 years	28 months	12 years
<b>Airman Leadership School (ALS)</b> - Must be SrA with 48 months time in service or SSgt selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	<b>Trainer</b>			
	- Must attend the formal AF Trainer Course and appointed by Commander. - Trainers must be qualified on tasks to be trained.			
<b>Upgrade To Craftsman (7-Skill Level)</b> - Minimum rank of SSgt. - Minimum 12 months OJT or 6 months for retrainees - Signed off on all applicable tasked identified in the Master Task Listing - All 7-level CDCs will be completed prior to attending Craftsman Course. - Must be qualified two core areas. - Complete 7-level Craftsman Course.	SSgt	7.5 years	3 years	20 Years
<b>Noncommissioned Officer Academy (NCOA)</b> - Must be a TSgt or TSgt selectee. - Resident graduation is a prerequisite for MSgt Sew-on (Active Duty Only).	TSgt  MSgt	12.5 years  16 years	5 years  8 years	24 Years  26 Years
<b>USAF Senior NCO Academy (SNCOA)</b> - Must be SMSgt or SMSgt selectee. - Resident graduation is a prerequisite for CMSgt sew-on (Active Duty Only). - A percentage of top nonselects (for promotion to E-8) MSgts attend the SNCOA.	SMSgt	19.2 years	11 years	28 Years
<b>Upgrade To Superintendent (9-Skill Level)</b> - Minimum rank of SMSgt. <b>Formal Training Requirements</b> - Attend CMSgt PME. - Attend MAJCOM CMSgt Orientation.	CMSgt	21.5 years	14 years	30 Years

**Note: IAW AFI 36-2201V5, Air Force Career Field Manager (AFCFM) ensures AFS concerns are assessed and satisfied. Consider all recommendations before making a final decision or recommendation as applicable.**

**Table 8.3. Active Duty Retrainee.**

<b>3-Level AFI 36-2201V2, Retraining Requirements</b>
- Completion of the Initial Skills Course (L3ABR3M031 XXX) Trainee will be given a training line number upon approval of cross training if applicable.
<b>OR</b>
- Must have 3-level waiver approval signed by the AFCFM.
- Must have knowledge training on all tasks taught in the initial skills course signed off in STS.
- Other duty position requirements identified by the supervisor.
<b>5-Level AFI 36-2201V2, Retraining Requirements</b>
- Complete all 5-level CDC's
- Complete all 5-level STS line items.
- Other duty position tasks identified by Supervisor
- Complete minimum of nine months in UGT
<b>7-Level AFI 36-2201V2, Retraining Requirements</b>
- Rank of SSgt
- Complete all 7-level CDCs
- Complete all 7-level STS line items
- Other duty position tasks as identified by supervisor
- Minimum of six months in UGT
- Complete 7-level Craftsman Course (L3ACR3M071 XXX)
- Have supervisor recommendation

**Note: Air Force Personnel Center will determine if a retrainee must attend initial skills training. Individuals that report to their duty location without going through the initial skills course must be trained through OJT on all 3-level tasks.**

**Table 8.4. ARC Enlisted Career Path.**

Education and Training Requirements	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year Of Tenure (HYT)
<b>Basic Military Training School</b>				
<b>Apprentice Technical School (3-Skill Level)</b>	Amn A1C	6 months 16 months		
<b>Upgrade To Journeyman (5-Skill Level)</b> - Minimum 15 months in OJT or 9 months for retrainees - Signed off on all applicable tasked identified in the Master Task Listing - Complete all 5-level CDCs	No Rank Requirements	3 years	28 months	
<b>Airman Leadership School (ALS)</b> - Must be SrA with 48 months time in service or SSgt selectee. - ALS/Correspondence Course Required to sew on SSgt	<b>Trainer</b>			
	- Must attend the formal AF Trainer Course and appointed by Commander. - Trainers must be qualified on tasks to be trained.			
<b>Upgrade To Craftsman (7-Skill Level)</b> - Minimum rank of SSgt. - Minimum 12 months UGT or 6 months for retrainees - Signed off on all applicable tasked identified in the Master Task Listing - Complete all 7-level CDCs prior to attending Craftsman Course. - Must be qualified in two core areas. - Complete 7-level Craftsman Course.	SSgt	4.5 years	3 years	33 Years
<b>Noncommissioned Officer Academy (NCOA)</b> - Must be a SSgt or TSgt - Resident graduation/correspondence is a prerequisite for MSgt sew-on	TSgt	8.2 years	5 years	33 Years
	MSgt	13.1 years	8 years	33 Years
<b>USAF Senior NCO Academy (SNCOA)</b> - Must be SMSgt or SMSgt selectee. - Resident/correspondence graduation is a prerequisite for CMSgt sew-on	SMSgt	19.2 years	11 years	33 Years
<b>Upgrade To Superintendent (9-Skill Level)</b> - Minimum rank of SMSgt. <b>Formal Training Requirements</b> - Take CMSgt PME.	CMSgt	21.4 years	14 years	33 Years

Table 8.5. Air Reserve Command Retrainee.

<b>3-Level AFI 36-2201V2, Retraining Requirements</b>
- Completion of the Initial Skills Course (L3ABR3M031)
<b>OR</b>
- Retrainee with prior certification and Air Reserve Component (ARC) equivalent of AFCFM approval waiver package. (See Note) IAW AFI 36-2201V3
<b>OR</b>
- If retrainee is MSgt or above will submit waiver package (See Note) ANG Attend a minimum of two Services related courses prescribed by MFM
- Must have knowledge training on all tasks taught in the initial skills course signed off in STS
- Other duty position requirements identified by the supervisor.
<b>5-Level AFI 36-2201V2, Retraining Requirements</b>
<b>(**ANG will spend 10 days/80 hours (non-consecutive) at an active duty base in their FAC Code.)</b>
-Minimum 9 months in UGT
-Complete all 5-level CDC's
-Complete all 5-level STS line items.
-Complete Services Activities Management Course (MSgt-CMSgt) L6ONU34M3 XXX
- Other duty position tasks identified by Supervisor
<b>7-Level AFI 36-2201V2, Retraining Requirements</b>
- Rank of SSgt
- Complete all 7-level CDCs
- Complete all 7-level STS line items
- Minimum of 12 months in UGT
- Complete 7-level Craftsman Course L3ACR3M071 XXX
- Other duty position tasks as identified by supervisor

**Note: IAW AFI 36-2201V2, ARC (to include Individual Mobilization Augmentees) Headquarters-Level Functional Managers (FM) have waiver authority for mandatory training requirements equivalent to that of Air Force Career Field Managers (AFCFM). Waivers will be reviewed for approval/disapproval on case-by-case basis. This includes education requirements such as prerequisite AFSC initial skills courses (if the individual has equivalent skills through civilian experience or education), upgrade time requirements for the 5-and 7-skill level courses.**

## SECTION C -- SKILL LEVEL TRAINING REQUIREMENTS

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

### 10. Specialty Qualification:

#### 10.1. Apprentice Level Training (3):

**10.1.1. Knowledge:** Knowledge in the following areas is mandatory: accounting procedures; management principles; merchandising; marketing; customer service; automated information systems; use of business machines; food service facility operations; subsistence management; requisition and issue procedures; menu planning; lodging operations; fitness, sports, and recreation program development; personnel management; APF and NAF budgetary sources and processes; facility and equipment maintenance procedures; basic business administration concepts; NAF procedures; retail operations; responsibilities for mortuary affairs, and search and recovery procedures; responsibilities for lost, damaged, stolen, or destroyed property; and operation of services readiness units.

**10.1.2. Education:** For entry into this specialty, completion of high school with courses in business arithmetic, accounting, computers, home economics, physical education, and typing is desirable.

**10.1.3. Training:** Completion of the L3ABR3M031 XXX, Services Apprentice Course at Lackland AFB, TX, is mandatory for award of the AFSC, unless waived by the AFCFM. Formal waivers must be sent through the MAJCOM Training Manager to the AFCFM for approval.

**10.1.4. Experience:** N/A

**10.1.5. Air Force Basic Services Badge:** Eligible for wear after completion of Service Apprentice Course or upon approved waiver by the AFCFM.

**10.1.6. Other:** For entry into the career field, no record of disciplinary action for financial irresponsibility, shoplifting, larceny, petty larceny, or theft. Ability to speak distinctly, never been convicted by courts-martial, and never been convicted and sentenced to confinement by a civilian court. The following are mandatory for entry, award, and retention of this AFSC; individual has never been convicted by courts-martial; ability to speak distinctly; never been convicted and sentenced to confinement by a civilian court.

**10.1.7. Training Sources:** Services Apprentice Course (L3ABR3M031-0XXX)

#### 10.2. Journeyman Level Training (5):

**10.2.1. Knowledge:** Accounting procedures; merchandising; marketing; automated information systems; use of business machines; food service facility operations; subsistence management; requisition and issue procedures; menu planning; lodging operations; fitness and recreation program development and operations; personnel management; APF and NAF budgetary sources; facility and equipment maintenance procedures; basic business administration concepts; NAF procedures; resale operations; responsibilities for mortuary affairs, search and recovery procedures; and operation of Prime RIBS teams.

**10.2.2. Education:** None.

**10.2.3. Experience:** Qualification in and possession of AFSC 3M031. Also, experience in functions such as preparing, cooking, baking, presenting, and serving food; instructing, coaching, officiating, or directing athletic activities; planning, lodging operations, organizing, and conducting recreation programs; securing supplies, facilities, and performers; proper use and maintenance of recreation supplies and equipment; retail operations; or subsistence functions.

**10.2.4. Other:** For entry into the career field, no record of disciplinary action for financial irresponsibility, shoplifting, larceny, petty larceny, or theft. Ability to speak distinctly, never been convicted by courts-martial, and never been convicted and sentenced to confinement by a civilian court. The following are mandatory for entry, award, and retention of this AFSC; individual has never been convicted by courts-martial; ability to speak distinctly; never been convicted and sentenced to confinement by a civilian court.

**10.2.5. Training Sources:** Services Journeyman Career Development Courses and STEP

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

**10.3.1. Knowledge:** Accounting procedures; management principles; merchandising; marketing; automated information systems; use of business machines; food service facility operations and management; subsistence management; requisition and issue procedures; menu planning; lodging operations and management; fitness and recreation program development, operation and management; personnel management; APF and NAF budgetary sources; facility and equipment maintenance procedures; basic business administration concepts; NAF procedures; resale operations; responsibilities for mortuary affairs, search and recovery procedures; responsibilities for lost, damaged, stolen, or destroyed property; and management and operation of Prime RIBS teams.

**10.3.2. Education:** None.

**10.3.3. Training Sources:** Completion of the Services Craftsman Course at Lackland AFB, TX, is mandatory for award of the AFSC. Complete all 7-level CDCs and STEP.

**10.3.4. Experience:** Qualification in and possession of AFSC 3M051. Also, experience performing or supervising food service functions or food preparation; lodging operations; managing fitness and sports programs/activities; and recreation operations and programs; Readiness and Mortuary.

**10.3.5. Air Force Senior and Master Services Badge:** Enlisted members wear the Senior Services Badge after the award of the 7-skill level. Members are eligible to wear the Master Services Badge as Master Sergeant or above with over 5 years in the specialty from the award of the 7-skill level.

**10.3.6. Other:** For entry into the career field, no record of disciplinary action for financial irresponsibility, shoplifting, larceny, petty larceny, or theft. The following are mandatory for entry, award, and retention of this AFSC; individual has never been convicted by courts-martial; ability to speak distinctly; never been convicted and sentenced to confinement by a civilian court.

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

**10.4.1. Knowledge:** Knowledge is mandatory of accounting procedures; management principles; merchandising; marketing; automated information systems; use of business machines; food service facility management; subsistence management; requisition and issue procedures; menu planning and development; lodging management; fitness and recreation program development and management; personnel management; APF and NAF budgetary sources; facility and equipment budgetary planning procedures; business administration concepts; NAF procedures; resale operations; mortuary affairs, search and recovery procedures; responsibilities for lost, damaged, stolen, or destroyed property; and management of Prime RIBS teams.

**10.4.2. Education:** None.

**10.4.3. Experience:** Qualification in and possession of AFSC 3M071. Also, experience managing and operating services programs such as food service; fitness and sports; readiness and mortuary; and lodging.

**10.4.4. Other:** For entry into the career field, no record of disciplinary action for financial irresponsibility, shoplifting, larceny, petty larceny, or theft. The following are mandatory for entry, award, and retention of this AFSC; individual has never been convicted by courts-martial; ability to speak distinctly; never been convicted and sentenced to confinement by a civilian court.

### **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 cost and manpower. A narrative explanation of each resource constraint and an impact statement describing what effect each constraint has on training is included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints, at a minimum, are reviewed and updated annually.

**11.1. Apprentice Level Training:** Tentative 1 Jul 04 will be due to the schoolhouse.

SPEK Burner  
NSN: 7310-01-295-7479

Small Shelter System  
NSN: 8340-01-512-0071

**11.2. Journeyman Level Training Constraints**

There are no resource constraints at this time.

**11.3. Craftsman Level Training Constraints**

There are no resource constraints at this time.

**11.4. Superintendent Level Training Constraints**

There are no resource constraints at this time.

## Part II

### SECTION A -- SPECIALTY TRAINING STANDARD

**1. Implementation.** This STS will be used for technical training provided by AETC for classes beginning (tentative) 6 Oct 04 and graduating 18 Nov 04.

**2. Purpose.** As prescribed in AFI 36-2201V5:

**2.1. Body.** Lists in the column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and Technical References (TR) necessary for Airman to perform duties in the 3-, 5-, and 7-skill level. Number task statements sequentially, i.e., 1.1, 1.2, 2.1. Column 2 (Wartime Tasks) identifies, “✱” task that will be completed in the event graduates are given an accelerated course during wartime.

**2.2. Provides certification for OJT.** Column 3 is used to record completion of tasks and knowledge training requirements. Task certification must show a certification or completed date. There are currently no tasks identified that requires “Certifier’s Initials”.

**2.3. Qualitative Requirements.** Table 3.2 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

**2.4. Documentation.** AF Form 623, *On-The-Job Training Record* will be used in accordance with AFI 36-2201V3, *Air Force Training Program On the Job Training Administration*. Exception: ANG will use SMARTS/LOGMOD to document training.

**2.5. Promotions.** Weighted Airman Promotion System (WAPS). This is a guide for development of promotion tests. Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron, by senior NCOs with extensive practical 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 36-2206, *US Air Force Reenlistment, Retention, and NCO Status Programs*. WAPS is not applicable to the Air Reserve Component.

**2.6. Recommendations.** Report unsatisfactory performance of individual course graduates to 37 TRG/TTS, 1000 Mercury Drive, Lackland AFB, TX 78236-5247. Please reference specific STS paragraphs.

1 June 2004

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

DONALD J. WETEKAM  
Lieutenant General, USAF  
DCS/Installations & Logistics

**3. STS Attachments.**

**Table 3.1. - Heading.**

<b><i>This Block Is For Identification Purposes Only</i></b>		
<b>Name Of Trainee</b>		
<b>Printed Name (Last, First, Middle Initial)</b>	<b>Initials (Written)</b>	<b>SSAN</b>
<b>Printed Name Of Certifying Official And Written Initials</b>		
<i>N/I</i>	<i>N/I</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	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)
<p><b>Explanations</b></p> <p>* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)</p> <p>** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.</p> <p>- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.</p> <p>X This mark is used alone in the course columns to show that training is required but not given due to limitations in resources.</p> <p># Objective is computer based.</p> <p> Wartime Training Requirement.</p>		

1. Tasks, Knowledge And Technical References	2. Wartime Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
	A 3-Level	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	(1) Course	(2) CDC	(1) Course	(2) CDC
1. OCCUPATIONAL SAFETY AND HEALTH TR: AFIs 32-2001, 91-202, Air Force Occupational Safety and Health (AFOSH) STD 91-300, 91-1, and 91-68							-	-	-	-	-
1.1 AFOSH	☼						A	-	A	-	-
1.2 Identify work area hazards	☼						A	-	-	-	-
1.3 Identify appropriate responses to safety hazards	☼						A	-	A	B	-
1.4 Identify safe use of cleaning agents	☼						A	-	-	-	-
1.5 Fire prevention procedures	☼						b	-	-	-	-
1.6 Apply lifting techniques	☼						2b	-	-	-	-
1.7 Apply safety practices when working with equipment	☼						2b	-	-	-	-
1.8 Apply safety procedures when working in facilities	☼						2b	-	-	-	-
2 TRAINING AND PROFESSIONAL DEVELOPMENT TR: AFPD 10-2, AFIs 10-214, 34-201, 38-101, 34-254; Services CFETP, Golden Eagle Standards, AFSVA Training Manager's Guide, AFSVA Web page											
2.1 Services career field overview							A	-	-	-	-
2.2 Identify Services enlisted career progression							A	-	A	-	-
2.3 Identify 3M0X1 AFSC duties	☼						A	-	A	-	-
2.4 Services Training Education Program (STEP)							-	-	A	B	-
2.5 Services OPSEC	☼						A	-	-	-	-
2.6 Identify purpose of CFETP							A	-	A	B	-
2.7 Develop work center training plan/Master Task Listing (MTL)							-	-	-	2b	-
2.8 Identify trainee/trainer responsibilities							-	-	A	-	-

1. Tasks, Knowledge And Technical References	2. Wartime Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
	A 3-Level	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	(1) Course	(2) CDC	(1) Course	(2) CDC
3 CONTINGENCY FEEDING TR: AFD 10-2,34-2; AFIs 10-214,10-403,34-219,34-239,48-116; AFMAN 23-110, 34-240; AAFES EOPs 8-1, 8-6; Readiness Handbooks; TMs 10-7360-204-13&P, 10-7310-281-13&P, 9-4520-202-12&P, 10-4500-200-13, 09211A-14 &P/1; TOs 35E4-169-21-1, 35E4-169-21-2, 35E4-169-31, 35-6-5-1-101, 50 D 1-3-1											
3.1 Set up, operate and tear down contingency feeding fuel-fired equipment	☼						2b	-	-	-	-
3.2 Operate contingency feeding platforms	☼						2b	-	-	-	-
3.3 Contingency feeding concepts	☼						A	-	-	-	-
3.4 Contingency subsistence ordering and receiving concepts	☼						A	-	-	-	-
3.5 Contingency accounting and documentation	☼						A	-	-	-	-
3.6 Meals Ready to Eat (MREs)	☼						A	-	-	-	-
3.6.1 Prepare and serve "A" rations	☼						2b	-	-	-	-
3.6.2 Prepare and serve standard Unitized Group Rations (UGRs)	☼						2b	-	-	-	-
3.7 Field sanitation	☼						A	-	-	-	-
4 CONTINGENCY PLANNING TR: AFD 10-2, AFIs 10-214, 34-239, and 63-124; Prime RIBS Managers Guide, AFSVA Readiness Handbooks, and AFSVA Web page											
4.1 Base Support plans							-	-	-	-	A
4.2 War Reserve Materiel (WRM) assets							-	-	A	-	-
4.3 Services Command & Control operations							-	-	A	-	A
4.4 Operational Plans (OPLANS)							-	-	A	-	A
4.5 Time Phase Force Development Data (TPFDD)							-	-	-	-	A
4.6 Deployment Requirements Manning Document (DRMD)							-	-	-	-	A
4.7 War and Mobilization Plan (WMP1), Annex GG							-	-	A	-	A
4.8 Force beddown	☼						A	-	B	-	-
4.9 Develop force beddown plan							-	-	-	2b	-

1. Tasks, Knowledge And Technical References	2. Wartime Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
	A 3-Level	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	(1) Course	(2) CDC	(1) Course	(2) CDC
5 READINESS MANAGEMENT TR: AFI 10-214 V1, 10-248, and 10-400; AFMAN 10-100; AAFES EOPs 8-1, and 8-6; PRIME RIBS Manager's Guide, AFSVA Web page, Readiness Handbook, and ACC Commander's Deployment Back Fill Guide; PAD 99-01, Services Field Recreation Software; AFPD 10-2; WMP 1, Annex GG											
5.1 Base deployment program							-	-	A	-	A
5.2 Identify operational chain of command	☼						A	-	-	-	-
5.3 Services Home Station Training (HST) requirements	☼						A	-	-	A	-
5.4 ARC Augmentation							-	-	-	A	-
5.5 AEF Reporting Tool (ART) components							-	-	A	-	B
5.6 Identify individual mobility requirements	☼						A	-	A	-	-
5.7 Status of Resources and Training System (SORTS)							-	-	A	-	B
5.8 Identify force modules							A	-	A	-	B
5.9 Prime RIBS Unit Type Code (UTC) concepts	☼						A	-	A	B	-
5.10 Ancillary training requirements							-	-	A	B	-
5.11 War Fighting Requirements Review/Readiness, Training, Education, and Manpower (WFRR)/RTEAM							-	-	A	-	-
6 CONTINGENCY LODGING TR: AFIs 10-214, 10-400, 34-252; AFMAN 34-236,10- 100; Prime RIBS Manager's Guide; AFSVA web page; Readiness Handbook; TO 35E5-6- 1											
6.1 Contingency lodging concepts							-	-	B	-	B
6.2 Make contingency lodging assignments	☼						2b	-	-	-	-
6.3 Locator service procedures	☼						b	-	-	-	-
6.4 Erect contingency lodging shelters	☼						2b	-	-	-	-
6.5 Issue & accountability (cots and linen) procedures	☼						b	-	-	-	-
6.6 Operation procedures of BTU heater	☼						b	-	-	-	-

1. Tasks, Knowledge And Technical References	2. Wartime Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
		A	A	B	C	D	E	A	B		C	
		3-Level						3 Skill Level	5 Skill Level	7 Skill Level		
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(1) Course	(2) CDC	(1) Course	(2) CDC	
6.7 Contingency Laundry	☼						A	-	A	-	-	
7 MORTUARY AFFAIRS TR: AFIs 34-242, 34-244, AFD 34-5, AFPAM 34-259, 34-260, 34-261, AFSVA web page												
7.1 Mortuary Affairs program	☼						A	-	A	-	B	
7.1.1 Family Liaison Officer (FLO) program concepts							-	-	A	-	B	
7.1.2 Survivor Assistance Program (SAP) concepts							-	-	A	-	B	
7.1.3 Mortuary eligibility and benefits							-	-	A	-	B	
7.1.4 Case file management							-	-	-	-	B	
7.1.5 Honor Guard Program							-	-	A	-	A	
7.1.6 Search and Recovery	☼						A	-	A	-	B	
7.1.7 Funding for funeral entitlements and supplies							-	-	-	-	A	
7.1.8 Concepts of evaluating contract mortuary service							-	-	-	-	A	
7.1.9 Options for transportation of remains							-	-	-	-	A	
7.2 WARTIME MORTUARY												
7.2.1 Wartime Mortuary Operations	☼						A	-	A	-	B	
7.2.2 Process Remains	☼						A	-	-	-	-	
7.2.3 Temporary Burial	☼						A	-	-	-	-	
7.2.4 Wartime Search & Recovery	☼						A	-	A	-	A	
8 CONTINGENCY FITNESS AND RECREATION TR: AFI 10-214; AFMAN 34-214												
8.1 Overview Contingency Fitness and Recreation Programs	☼						A	-	A	-	A	
8.2 Wartime Resource Management principles	☼						A	-	A	B	B	
8.2.1 Wartime Resource Management procedures							-	-	-	2b	-	
8.3 Plan a recreational activity	☼						2b	-	-	-	-	
8.4 Concepts of recreational programming	☼						A	-	A	-	B	

1. Tasks, Knowledge And Technical References	2. Wartime Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
		A	B	C	D	E	A	B		C	
		3-Level					3 Skill Level	5 Skill Level		7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(1) Course	(2) CDC	(1) Course	(2) CDC
8.5 Learning Resource Centers (LRCs)	☼						A	-	A	-	A
8.6 Recreation kits	☼						A	-	-	-	-
8.7 DRAM Shop Theory	☼						A	-	A	-	A
8.8 Tactical Field Exchanges	☼						A	-	A	-	B
9 AIR FORCE FITNESS AND SPORTS PROGRAMS TR: AFI 34-266, AFI 40-101, and AFM 34-137, AFI 10-248 Fitness Program, Resistance Training Instruction (textbook), ACSM's Healthy Fitness Facility Standards and Guidelines (textbook), Health and Fitness Instructor Handbook (textbook), AFI 34-262, AFSVA Fitness Web page, Manufacturer's Maintenance Guides, Program Trainer Aids F-5, AFMAN 23-110, AFI 63-124, 34-201											
9.1 FITNESS OPERATIONS MANAGEMENT/PROGRAM											
9.1.1 Daily Operations	☼						A	-	B	-	-
9.1.2 Authorized Customers	☼						A	-	A	-	B
9.1.3 Preventive Maintenance	☼						A	-	A	-	-
9.1.4 Facilities maintenance and preparation	☼						A	-	B	-	-
9.1.5 Fitness 5 Star Program							A	-	A	-	-
9.1.6 Staff Training Requirements							A	-	A	-	B
9.1.7 Contract Administration							-	-	-	-	B
9.1.8 Quality Assurance Personnel (QAP)							-	-	-	-	B
9.1.9 Emergency Plans							-	-	A	-	A
9.1.10 Fitness Contract Issues							-	-	A	-	B
9.2 FITNESS PROGRAMS							-	-	-	-	-
9.2.1 Core/Enhanced/Fitness Improvement Program (FIP)							A	-	A	-	-
9.2.2 HAWC Programs							A	-	A	-	-
9.2.3 AF Fitness Program AFI 10-248	☼						A	-	A	-	-
9.2.4 Musculoskeletal System	☼						A	-	A	-	-

1. Tasks, Knowledge And Technical References	2. Wartime Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
	A 3-Level	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	(1) Course	(2) CDC	(1) Course	(2) CDC
9.2.5 Major Muscle Groups	☼						A	-	A	-	-
9.2.6 Injury Prevention	☼						A	-	A	-	-
9.2.7 Perform training exercises	☼						2b	-	-	-	-
9.2.8 Demonstrate physical conditioning regimen	☼						1a	-	-	-	-
9.3 SPORTS PROGRAMS											
9.3.1 Core/Enhanced Sports Programs	☼						A	-	A	-	-
9.3.2 Types of tournaments							-	-	B	-	B
9.3.3 Schedules, By-laws, and Fitness & Sports Advisory Council							-	-	B	-	-
10 FUNDAMENTALS OF FOOD PREPARATION TR: AFI 34-239, 40-104, and 48-116; USDA Food Code, Air Force Automated Recipe System, Flight Kitchen Manager's Handbook, Dining Facility Manager Quarterly Planner, AFSVA web page, and The Art and Science of Culinary Preparation (textbook); AFMAN 34-240 for Ground/Flight support meals											
10.1 Cooking and baking terms	☼						A	-	-	-	-
10.2 Moist and Dry heat cooking methods	☼						A	-	B	-	-
10.3 Functions of ingredients used in pastry production	☼						A	-	-	-	-
10.4 Identify facts and use of seasoning agents	☼						A	-	-	-	-
10.5 Air Force World Wide Menu	☼						A	-	A	-	B
10.6 Measure Ingredients	☼						2b	-	-	-	-
10.7 Apply food temperature taking techniques	☼						2b	-	-	-	-
10.8 Food temperature taking techniques							-	-	A	-	B
10.9 Apply progressive cooking techniques	☼						2b	-	-	-	-
10.10 Apply knife skills techniques	☼						2b	-	-	-	-
10.11 Perform taste test	☼						2b	-	-	-	-
10.12 Nutrition	☼						A	-	A	-	B
10.13 Apply leftover procedures	☼						2b	-	-	-	-

1. Tasks, Knowledge And Technical References	2. Wartime Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
	A 3-Level	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	(1) Course	(2) CDC	(1) Course	(2) CDC
10.12 Flight and Support Meals	☼						A	-	A	-	A
10.13 Waste prevention measures							-	-	A	-	B
11 PREPARE FOODS TR: AFI 34-239; USDA Food Code, Air Force Automated Recipe System, Manufacturer's Directions, AF 14-Day Worldwide Menu Cycle											
11.1 Meats	☼						2b	-	-	-	-
11.2 Seafood	☼						2b	-	-	-	-
11.3 Poultry	☼						2b	-	-	-	-
11.4 Eggs	☼						2b	-	-	-	-
11.5 Fruits	☼						2b	-	-	-	-
11.6 Vegetables	☼						2b	-	-	-	-
11.7 Salads	☼						2b	-	-	-	-
11.8 Sauces	☼						2b	-	-	-	-
11.9 Gravies	☼						2b	-	-	-	-
11.10 Soups	☼						2b	-	-	-	-
11.11 Beverages	☼						2b	-	-	-	-
11.12 Starches	☼						2b	-	-	-	-
11.13 Sandwiches	☼						2b	-	-	-	-
11.14 Quick breads	☼						2b	-	-	-	-
11.15 Cookies	☼						2b	-	-	-	-
11.16 Pastry	☼						2b	-	-	-	-
11.17 Dessert	☼						2b	-	-	-	-
11.18 Cakes and Frosting	☼						2b	-	-	-	-
12 SERVING LINE TECHNIQUES TR: AFI 34-239, USDA Food Code, Air Force Automated Recipe System, and AF 14-day Worldwide Menu Cycle											
12.1 Garnish food	☼						2b	-	-	-	-

1. Tasks, Knowledge And Technical References	2. Wartime Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
	A 3-Level	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	(1) Course	(2) CDC	(1) Course	(2) CDC
12.2 Display food on serving line	☼						2b	-	-	-	-
12.3 Carve meats for individuals	☼						2b	-	-	-	-
12.4 Apply sauces and gravies	☼						2b	-	-	-	-
12.5 Select serving utensils	☼						2b	-	-	-	-
12.6 Serve proper portions of food	☼						2b	-	-	-	-
13 SUBSISTENCE STORAGE OPERATIONS TR: AFI 34-239; AFMAN 34-240; USDA Food Code, Corporate Food Service, AFSVA web page, Dining Facility/Corporate Food Service Handbook, and Flight Kitchen/CFS Manager's Handbooks											
13.1 Inspect subsistence received	☼						b	-	-	-	-
13.2 Procedures for ordering operational rations							-	-	b	-	-
13.3 Receive/reject subsistence items	☼						b	-	-	-	-
13.4 Storage procedures	☼						b	-	-	-	-
13.5 Inventory procedures	☼						b	-	b	-	-
13.6 Transfer procedures	☼						b	-	b	-	-
13.7 Storeroom management							-	-	A	-	B
13.8 Subsistence requirements							-	-	A	-	B
13.9 Inventory management							-	-	A	-	B
13.10 Sales/Adjustments							-	-	A	-	B
13.11 STORES (Subsistence Total Ordering Receipt Electronic System)							-	-	A	-	B
14 SANITATION AND PERSONAL HYGIENE TR: AFIs 34-239, 48-116, and 48-117; AFMAN 34-240; USDA Food Code											
14.1 Maintain personal hygiene	☼						2b	-	-	-	-
14.2 Personal hygiene principles	☼						-	-	B	-	B
14.3 Communicable diseases							A	-	-	-	-

1. Tasks, Knowledge And Technical References	2. Wartime Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
	A 3-Level	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	(1) Course	(2) CDC	(1) Course	(2) CDC
14.4 Perform Disease control measures	☼						2b	-	-	-	-
14.5 Prevention of insect and rodent infestation	☼						B	-	-	-	-
14.6 Sanitize facilities	☼						2b	-	-	-	-
14.7 Sanitize equipment	☼						2b	-	-	-	-
14.8 Sanitizing principles							-	-	B	-	B
14.9 Machine and manual dish washing procedures	☼						b	-	-	-	-
15 FOOD SERVICE AUTOMATION TR: AFI 34-239; AFMAN 34-240; Air Force Automated Recipe System, Corporate Food Service Handbook, and AFSVA Web page											
15.1 Purpose							A	-	-	-	-
15.2 Computer terminology							A	-	-	-	-
15.3 Operate Air Force Automated Recipe System	☼						2b#	-	-	-	-
15.4 Identify steps used to operate the Air Force Automated Recipe System							-	-	b	-	b
15.5 Automated documentation							A	-	B	-	B
15.6 Point of sales							A	-	B	-	B
15.7 Adjust Manual recipe yields	☼						2b	-	-	-	-
15.8 Manual recipe yield adjustments							-	-	B	-	B
16 CUSTOMER SERVICE TR: Headquarters AFSVA Customer Service Professional Customer Service Guide; Video, "The Guest", Clifford's Customer Service Adventure											
16.1 Demonstrate customer service	☼						2b	-	-	2b	-
16.2 Customer service principles	☼						A	-	B	-	B
17 SERVICES AWARDS/RECOGNITION PROGRAMS TR: AFI 36-2852											
17.1 Services-specific awards programs and evaluation criteria							A	-	A	A	-
17.2 Services-specific recognition programs and evaluation criteria							A	-	A	A	-
17.3 Roles and responsibilities in Services-specific awards/recognition programs							-	-	A	A	-

1. Tasks, Knowledge And Technical References	2. Wartime Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
	A 3-Level	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	(1) Course	(2) CDC	(1) Course	(2) CDC
17.4 Evaluate an operation using Services Golden Eagle Standards							-	-	-	2b	-
18 STRATEGIC CAPITAL IMPROVEMENT PLANNING TR: AFI 34-105, 34-201, 34-202, 34-239, and 34-246; AFIJ 34-203; AFSVA Web page											
18.1 Services equipment replacement							-	-	A	B	-
18.2 Identify facility improvement requirements							-	-	A	B	-
18.3 Prepare a 5 year financial & strategic plan							-	-	-	2b	-
19 FOOD SERVICE OPERATIONS TR: AFIs 34-239, 34-262, AFMAN 34-240, Air Force Automated Recipe System, The Art and Science of Culinary Preparation (textbook), USDA Food Code, Production Manager Checklist, AFSVA Web page, Dining Facility/Corporate Food Service and Flight Kitchen Handbooks, and Preface to the 14-day Worldwide Menu Cycle											
19.1 Authorized customers	☼						A	-	A	-	B
19.2 Appropriate charges	☼						A	-	A	-	A
19.3 Shift leader management							-	-	B	-	B
19.4 Shift leader principles							-	-	B	-	B
19.5 Menu planning							-	-	B	-	B
19.6 Flight feeding operations							-	-	A	-	B
19.7 Food Service Evaluation Records							-	-	A	-	B
19.8 Food Service Contract Issues							-	-	A	-	B
20 FOOD SERVICE ACCOUNTING TR: AFI 34-239; AFMAN 34-240; Food Service Accountant's Guide, Air Force Automated Recipe System, Dining Facility/CFS and Flight Kitchen Manager's Handbook, and AFSVA Web, CFS Handbook											
20.1 Food service automated reports							-	-	B	-	B
20.2 Journals							-	-	A	-	B
20.3 Transfer Reconciliation report							-	-	A	-	B

1. Tasks, Knowledge And Technical References	2. Wartime Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
	A 3-Level	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	(1) Course	(2) CDC	(1) Course	(2) CDC
20.4 Cash reconciliation report							-	-	A	-	-
20.4.1 Purchase reconciliation							-	-	A	-	B
20.5 Manual Forms & Reports							-	-	A	-	B
21 PRIME VENDOR TR: AFI 34-239 and 63-124; AFMAN 34-240; Dining Facility, CFS and Flight Kitchen Manager's Handbook, AFSVA Web, and DSCP web page											
21.1 Service levels	☼						A	-	A	-	B
21.2 Product variety							-	-	A	-	B
21.2.1 Air Force core items							-	-	A	-	B
21.3 Principles of importing and reconciling catalog items							-	-	A	-	B
21.4 Subsistence ordering							-	-	B	-	B
21.5 Role of the Prime Vendor liaison							-	-	A	-	B
22 CONTRACTS TR: AFI 34-239, 63-124, and 64-302AFMAN 34-240, Flight Kitchen, Dining Facility and CFS Manager's Handbook, and AFSVA web page											
22.1 Types of contracts							-	-	A	-	B
22.2 Functions and responsibilities of contract personnel							-	-	A	-	B
22.3 Statement of Work							-	-	A	-	B
22.4 Quality Assurance Surveillance Plan (QASP)							-	-	A	-	B
22.5 Duties and responsibilities of Quality Assurance Personnel (QAP)							-	-	A	-	B
22.6 Contingency contract clause							-	-	A	-	B
23 FINANCIAL MANAGEMENT TR: AFPDs 34-1 and 34-2; AFIs 34-201, 34-204, 34-209, 34-246, and 34-407; AFM 34-214											
23.1 Sources of funds/income	☼						A	-	A	B	-
23.2 Services budgeting concepts							-	-	A	B	-
23.3 Government Purchase Card (GPC)							-	-	A	-	-

1. Tasks, Knowledge And Technical References	2. Wartime Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
	A 3-Level	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	(1) Course	(2) CDC	(1) Course	(2) CDC
23.4 Conflict of interest	☼						A	-	A	-	A
24 PROTECTION OF ASSETS TR: AFD 34-2, AFIs 34-209, 34-201, 34-202, 34-204, and 34-246; AFMAN 23-110											
24.1 Asset accountability	☼						A	-	A	-	B
24.2 Control change fund procedures	☼						b	-	b	-	-
24.3 Maintain imprest fund							-	-	B	-	-
24.4 Cashier procedures	☼						b	-	b	-	-
24.4.1 Make change	☼						2b	-	-	-	-
24.5 Anti-robbery procedures	☼						b	-	b	-	b
24.6 Internal controls principles							-	-	B	-	B
24.7 Corrective actions							-	-	B	-	B
25 LODGING OPERATIONS TR: DODI 4165.63.M; AFI 23-111, 34-209, 34-219, 34-246, 34-246, and 63-124; AFMANS 23-110, 34-310, 34-212, and 36-203; AFD 34-3, 36-502											
25.1 Temporary Lodging Entitlement (TLE)							-	-	A	-	-
25.2 Temporary Lodging Allowance (TLA)							-	-	A	-	-
25.3 Basic Allowance for Housing (BAH)							-	-	A	-	-
25.4 Lodging Contract Issues							-	-	A	-	B
25.5 Authorized guests	☼						A	-	A	-	B
25.6 Transient quarters	☼						A	-	B	-	-
25.7 Aircrew support	☼						A	-	A	-	B
25.8 Reservations							A	-	B	-	-
25.9 Perform reservation procedures							2b#	-	-	-	-
25.10 Locator services	☼						A	-	B	-	-
25.11 Daily reports							A	-	B	-	B
25.12 Safeguarding valuables							-	-	A	-	-

1. Tasks, Knowledge And Technical References	2. Wartime Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
	A 3-Level	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	(1) Course	(2) CDC	(1) Course	(2) CDC
25.13 Perform Guest check in and check out procedures	☼						2b#	-	-	-	-
25.14 Identify required steps for Guest check in and check out							-	-	b	-	b
25.15 Guest Services							A	-	A	-	-
25.16 Perform lodging cashier functions							2b#	-	-	-	-
25.17 Identify lodging cashier functions							-	-	B	-	-
25.18 Shift change procedures							b	-	b	-	-
25.19 Lodging Touch System (LTS) overview							A	-	A	-	A
25.20 Contingency lodging concepts	☼						A	-	A	-	A
25.21 Non-availability concepts							A	-	B	-	-
25.22 Refunds concepts							A	-	A	-	B
25.23 Lost and found property concepts							-	-	A	-	B
25.24 Deposits concepts							-	-	A	-	B
25.25 Cross market Services activities concepts	☼						A	-	A	-	B
25.26 Transient Occupancy Report							-	-	B	-	B
25.27 Inventory accountability procedures	☼						a	-	b	-	-
25.28 Stock level management procedures							a	-	b	-	-
25.29 Inventory resale merchandise procedures							a	-	b	-	-
25.30 Lodging contracts							-	-	A	-	A
25.31 Linen exchange management							-	-	A	-	B
25.32 Housekeeping standards							-	-	A	-	B
25.33 Lodging adequacy standards							-	-	A	-	B
25.34 Facility inspections							-	-	A	-	B
25 LODGING FINANCIAL MANAGEMENT TR: AFIs 34-209, 34-246 and 65-106; AFPD 34-2; AFMAN 34-214; Program Training Aid NA-42 and AFSVA web page											

1. Tasks, Knowledge And Technical References	2. Wartime Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)				
	A 3-Level	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	(1) Course	(2) CDC	(1) Course	(2) CDC
26.1 Financial statements							-	-	-	-	B
26.2 Income and Expense Budget							-	-	-	-	B
26.3 Accounts payable process							-	-	-	-	b
26.4 Command Lodging Fund							-	-	-	-	A
27 SUNDRY SALES TR: AFIs 34-209, 34-246 and 65-106; AFD 34-2; AFMAN 34-214; Program Training Aid NA-42 and AFSVA Web page											
27.1 Sundry sales program							A	-	A	-	B
27.2 Item selection principles							-	-	-	-	B
27.3 Pricing strategies principles							-	-	-	-	B
28 SERVICES HUMAN RESOURCE MANAGEMENT TR: AFIs 34-209, 34-246, and 34-219; AFMAN 34-214											
28.1 Manpower requirements								-	A	-	B
28.2 Activity-specific differences in APF and NAF manpower resource principles							-	-	-	-	B
28.3 Non Appropriate Funded Instrumentalities Memorandum Of Agreement concepts							-	-	A	-	B
28.4 Unit Manpower Document fundamentals							-	-	-	-	B

**SECTION B -- COURSE OBJECTIVE LIST**

**Reserved.**

**SECTION C -- SUPPORT MATERIALS**

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

**4.1. Services Training and Education Plan (STEP).** STEP is a HQ AFSVA developed computer program designed to help training managers and trainers conduct effective, standardized training through out the Services career field. It lists or references the information necessary to conduct training. STEP is a training tool while the STS is the authorized means of documenting training. STEP is not designed to let the trainees train themselves. The trainer should review applicable portions of STEP before training begins.

**D -- TRAINING COURSE INDEX**

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

**5.1. Air Force in-Residence Courses.**

<b>Course Number</b>	<b>Title</b>	<b>Location</b>	<b>User</b>
L3ABR3M031 XXX	Services Apprentice Course	Lackland AFB	TRS
L3AZR3M051 XXX	Fitness Specialist Course	Lackland AFB	TRS
L3ACR3M071 XXX	Services Craftsman Course	Lackland AFB	TRS

**5.2. AFIADL Courses.**

<b>Course Number</b>	<b>Title</b>	<b>Location</b>	<b>User</b>
3M051A	Services Journeyman (Services General and Food)	Lackland AFB	TRS
3M051B	Services Journeyman (Lodging, Fitness, Readiness)	Lackland AFB	TRS
3M071A	Services Craftsman (Services General and Food)	Lackland AFB	TRS
3M071B	Services Craftsman (Lodging, Fitness, Readiness)	Lackland AFB	TRS

**5.3. Exportable Courses.**

<b>Course Number</b>	<b>Title</b>	<b>Location</b>	<b>User</b>
L6ONU34M3 XXX	Activity Manager Course	Lackland AFB	TRS

**5.4. Mobile Training Teams.**

<b>Course Number</b>	<b>Title</b>	<b>Location</b>	<b>User</b>
L4AST3M051 XXX	Fitness Specialist Course	Various	TRS
L4AST3M051 XXX	Shift Leader Course	Various	TRS

**SECTION E -- MAJCOM UNIQUE REQUIREMENTS**

Reserved.