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**CFETP 3S0X1
Parts I - II
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AFSC 3S0X1

PERSONNEL ENLISTED



Basic



Senior



Master

CAREER FIELD

EDUCATION AND TRAINING PLAN

**CAREER FIELD EDUCATION AND TRAINING PLAN
PERSONNEL SPECIALTY
AFSC 3S0X1**

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**PERSONNEL SPECIALTY
AFSC 3S0X1
CAREER FIELD EDUCATION AND TRAINING PLAN**

Part I

PREFACE

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP will provide personnel a clear path to success and instill rigor in all aspects of career field training. Note: Civilians occupying associated positions will use Part II to support duty position qualification training.

2. The CFETP consists of two (2) parts; both parts of the plan are used by supervisors to plan, manage, and control training within the career field.

2.1. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan. Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path. Section C associates each level with specialty qualifications (knowledge, education, training, experience, and other mandatory requirements). Section D indicates resource constraints. Section E identifies transition training guide requirements for SSgt through MSgt.

2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course and core task and correspondence course requirements. Section B contains the course objective list and training standards which supervisors will use to determine if airmen satisfied training requirements. Section C identifies available support materials. An example is a Qualification Training Package (QTPs which may be developed to support proficiency training). Section D identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses. Section E identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs. 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 point in their career. This plan will enable us to train today's work force for tomorrow's jobs.

Abbreviation and Terms Explained

Advanced Training (AT). A 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). Representative appointed by the respective HQ USAF Deputy Chief of Staff or Under Secretariat, to ensure assigned AF specialties are trained and utilized to support AF mission requirements. AFCFM is the OPR; however, works in concert with MAJCOM, FOA, DRU, ANG, and AFRC Functional Managers (FMs) as required.

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS). A comprehensive task list which describes a particular job type or duty position. They are used by supervisors to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

Air Force Specialty. A group of positions requiring common qualification. Each AFS has a title and a code.

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 Official. A person whom the commander assigns to determine an individual's ability to perform a task to required standards.

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

Contract Training. Type I training that receives the same priority funding as Air Force-directed training. It supports initial groups of instructors, operators, and so on, that the Air Force requires for new or modified weapon systems.

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

Course Training Standard (CTS). A training standard that identifies the training that members will receive in a specific course.

Cross Utilization Training (CUT). Training designed to qualify personnel to perform tasks that are not established requirements in their awarded AFSC.

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

En Route (PCS-Associated) Training. The training of students undergoing a permanent change of station (PCS) while in temporary duty (TDY) status.

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

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

Go/No Go. In OJT, the stage at which an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision.

Initial Skills Training. A formal school course that results in an AFSC 3-skill level award for enlisted or mandatory training for upgrade to qualified officers.

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

MAJCOM Functional Managers (MFMs). Manager for all matters related to the training and utilization of individuals within a particular MAJCOM and AFSC.

Military Personnel Flight (MPF). A designated organization at base-level designed, staffed, and operated to support the host commander's mission by providing personnel services.

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

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

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

Oracle Training Administration (OTA). A HQ AFPC/DPPAT managed computer support system that links Air Force units or activities, which use the system for planning, controlling, and funding formal training throughout the Air Force, including the MAJCOM TDY-to-School Program.

Personnel Support for Contingency Operations (PERSCO). An essential element within expeditionary combat support (ECS), the personnel community contributes to the EAF by providing mission-ready personnel forces (PERSCO teams) as well as providing total force accountability, casualty reporting and personnel policies and procedures to all levels of command involved in readiness operations.

Position Qualification Training. Training designed to qualify an airman in a specific duty position.

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.

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

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

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

Satellite Personnel Activity (SPA). An extension organization of a Military Personnel Flight, usually consisting of 2 - 7 people, that services smaller military installations that are segregated by a significant distance from the host base.

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

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

Specialty Training Standard (STS). An Air Force publication that describes an Air Force specialty in terms of tasks and knowledge that an airman in that specialty may be expected to perform or to know on the job. Also identifies the training provided to achieve a 3-, 5-, or 7-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an Air Force Specialty Code (AFSC) are taught in formal schools and correspondence courses.

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

Task Certifier. See Certification Official.

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

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

Trainer. A trained and qualified person who teaches personnel to perform specific tasks through OJT methods. Also, equipment that the trainer uses to teach personnel specified tasks.

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

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

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

Training Session. Training that trainers conduct based on technical data for a maintenance task that existing courses can't support.

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

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

Unit Personnel Record Group (UPRG). A hardcopy file of important personnel documents relevant to an Air Force member at base-level, usually created and stored at a Military Personnel Flight.

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

Section A - General Information

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

1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. It is also used to help supervisors identify training at the appropriate points in an individual's career.

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

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

1.4. Identifies major resource constraints that impact full implementation of the desired career field training program.

2. Use. 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 or revise formal resident and non-resident, field and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

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

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

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

Section B - Career Progression And Information

4. Specialty Descriptions.

4.1. Specialty Summary. As stated in AFMAN 36-2108.

4.2. Duties and Responsibilities. As stated in AFMAN 36-2108.

4.2.1. Personnel Superintendent/Chief Enlisted Manager (CEM). As stated in AFMAN 36-2108.

4.2.2. Personnel Craftsman/Journeyman/Apprentice. As stated in AFMAN 36-2108.

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

5.1. Apprentice (3) Level. As stated in AFMAN 36-2108.

5.2. Journeyman (5) Level. As stated in AFMAN 36-2108.

5.3. Craftsman (7) Level. As stated in AFMAN 36-2108.

5.4. Superintendent (9) Level. As stated in AFMAN 36-2108.

6. Training Decisions The CFETP uses a Life Cycle approach to encompass the entire spectrum of training requirements for the Personnel career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. Training decisions were made at the U&TW on 10 October 2003.

6.1. Initial Skills Training. The initial skills course was revised to provide training needed to prepare graduates for personnel positions with an introduction on the deployed mission.

6.2. Five-Skill Level Training. The Personnel Career Development Course (CDC), reinforces and expands on the initial skills taught in the apprentice course, while working on-the-job.

6.3. Seven-Skill Level Training. The Craftsman Resident and ADL Course expand on the individual's working knowledge in the Personnel Career Field.

6.4. Proficiency Training. This training provides qualification standards for award of the 3S0 AFSC and consists of completing all identified core tasks for the assigned duty position. Additional qualification training (QT) becomes necessary when personnel transfer to another duty position, the unit mission changes, a new personnel program comes on board, or any time any techniques, procedures, or a need for increased productivity occurs.

7. Community College of the Air Force. Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an Associate in Applied Sciences Degree. Visit the CCAF website for the current catalog <http://www.au.af.mil/au/ccaf/>. In addition to its associates degree program, CCAF offers the following:

7.1. Occupational Instructor Certification. Upon completion of instructor qualification training, consisting of the instructor methods course and supervised practice teaching, CCAF instructors who possess an associates degree or higher may be nominated by their school commander or commandant for certification as an occupational instructor. Visit the CCAF website for current degree requirements. <http://www.au.af.mil/au/ccaf/faa/oic.htm>.

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

7.3. Instructor Educational Requirements. Individuals desiring to become an Air Education and Training Command Instructor should be actively pursuing an associates degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

7.4. Off Duty Education. Additional off-duty education is a personal choice, but we *strongly encourage it for all Personnelists*. Promotion statistics bear out the weight of college degrees when competing for promotion to SMSgt and CMSgt.

8. Professional Affiliations and Fraternal Organizations. The Air Force recognizes the importance and supports associations with professional organizations and membership in fraternal organizations as a vital tool in your continuing education and professional development. Such affiliations and membership offer opportunities for tangible benefits in the areas of leadership, networking, team-building, and communication, community service, and most of all, career enhancement

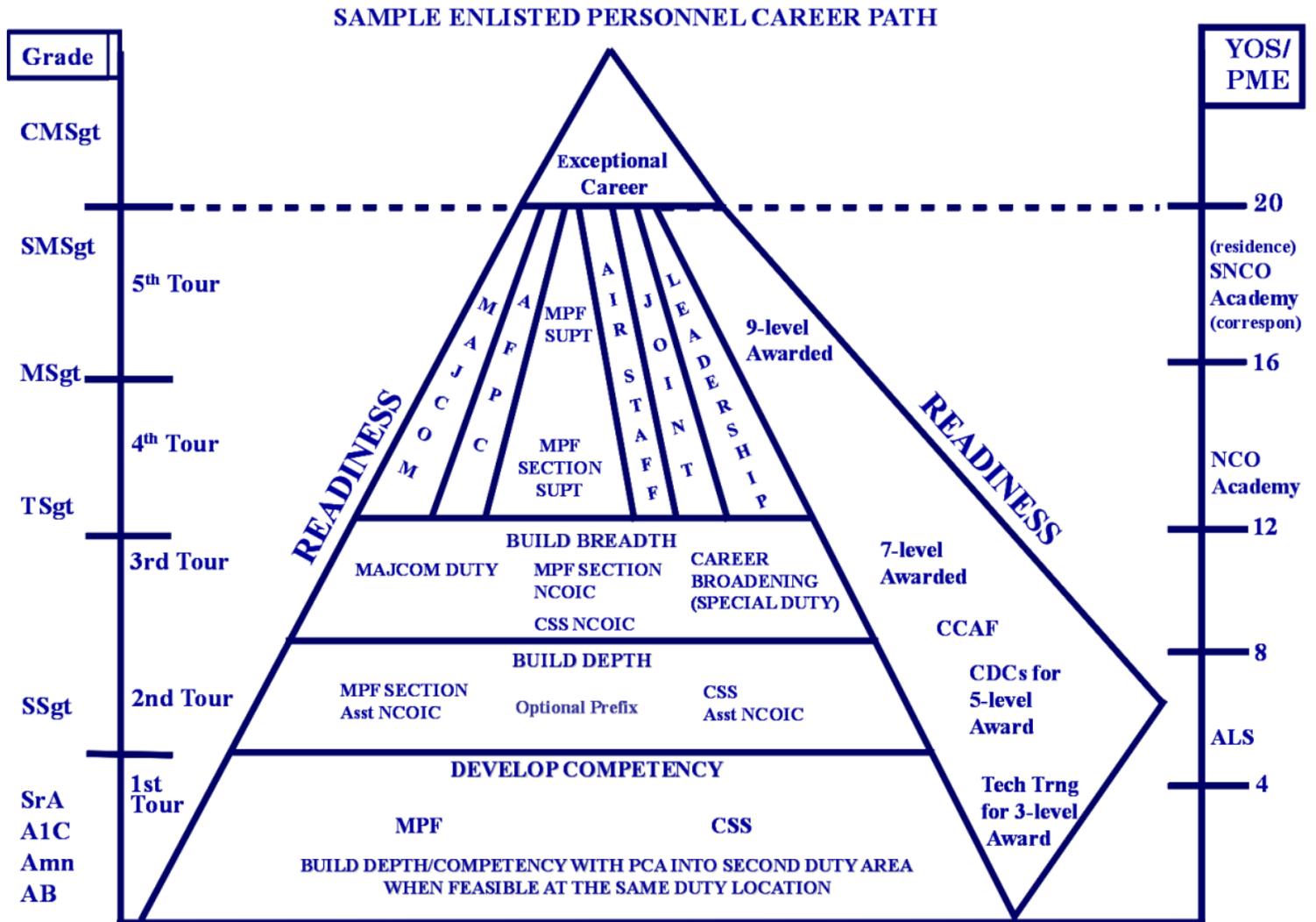
9. Career Field Path.

9.1. Manpower Table.



PERSONNEL GRADE DISTRIBUTIONS (A/O March 2004)								
	TOTAL	CMS	SMS	MSG	TSG	SSG	SRA	A1C/AMN/AB
FY04	7405	104	182	668	1085	2290	2110	966
FY05	7305	103	181	651	1075	2259	2080	956

9.2. Sample Career Pyramid.

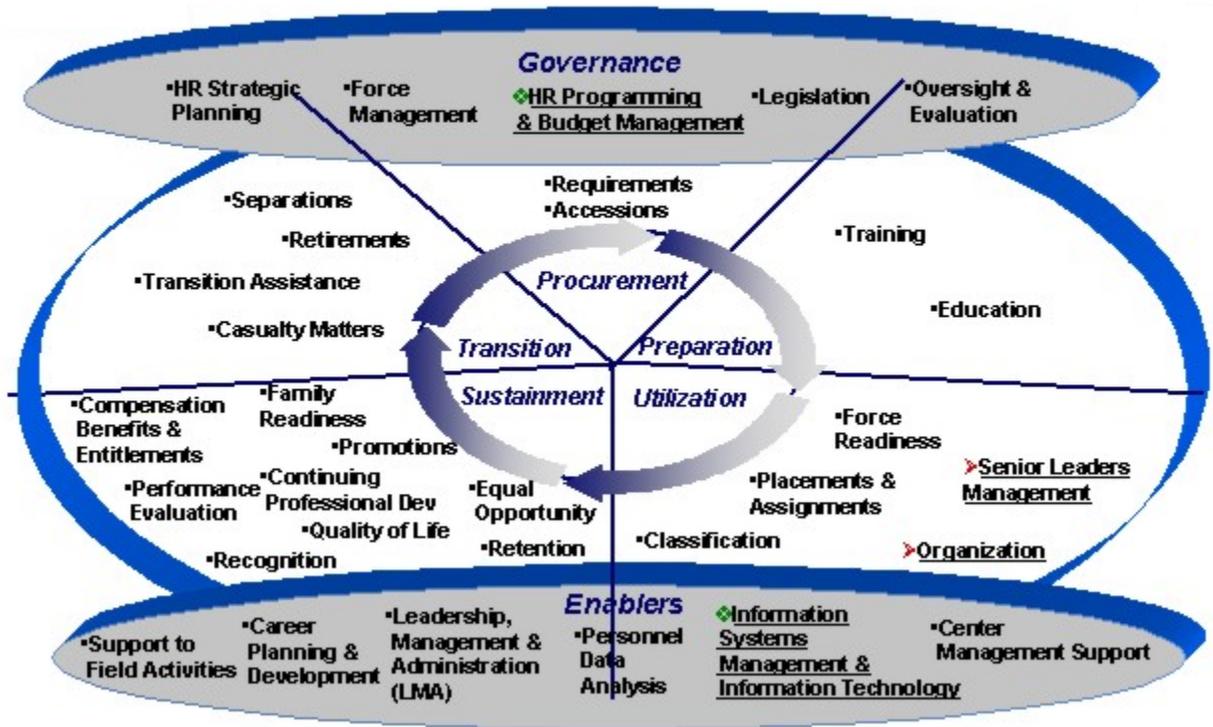


9.3. Enlisted Career Path

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) - <i>Minimum 15 months on-the-job training</i> - <i>Complete appropriate CDC if/when appropriate</i> - <i>Retrainees get a minimum of 9 months on-the-job training</i>	A1C/SrA	3 years	22 months	12 Years
AIRMAN LEADERSHIP SCHOOL (ALS) - <i>Must be a SrA with 48 months time in service or be a SSgt Selectee.</i> - <i>Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).</i>	<u>TRAINER</u> - <i>Must attend the formal AF Training Course and be appointed by the commander</i> - <i>Trainers must be qualified and certified on tasks to be trained</i> .			
UPGRADE TO CRAFTSMAN (7-SKILL LEVEL) - <i>Certified on all core tasks</i> - <i>Minimum rank of SSgt selectee</i> - <i>Minimum 12 months OJT</i>	SSgt	5.5 years	3 years	20 Years
Retrainees - <i>Minimum 9 months for 5-level UGT</i> - <i>Minimum 6 months for 7-level UGT</i>	<u>CERTIFIER</u> - <i>SSgt with a 5-skill level or civilian equivalent</i> - <i>Attend formal AF Training Course and be appointed by the commander</i> - <i>Be a person other than the trainer (Core and Critical tasks only)</i>			
NONCOMMISSIONED OFFICER ACADEMY (NCOA) - <i>Must be a TSgt or TSgt Selectee.</i> - <i>Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).</i>	TSgt	12.8 years	5 years	24 Years
USAF SENIOR NCO ACADEMY (SNCOA) - <i>Must be a MSgt (sel) or MSgt for correspondence course</i> - <i>Must be a selected MSgt, SMSgt (sel) or SMSgt for resident course attendance</i> - <i>Resident graduation is a prerequisite for CMSgt sew-on (Active Duty Only).</i>	MSgt	17.7 years	8 years	26 Years
	SMSgt	20.1 years	11 years	28 Years
UPGRADE TO SUPERINTENDENT (9-SKILL LEVEL) - <i>Sew-on of SMSgt.</i>				
	CMSgt	22.6 years	14 years	30 Years

9.4. Personnel Life Cycle

Personnel Life Cycle



Section C - Skill Level Training Requirements

10. 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 Specialty Training Standard (STS) at Part II, Sections A and B of this CFETP.

11. Specialty Qualification Requirements

11.1. Apprentice Level Training.

11.1.1. Specialty Qualifications. As stated in AFMAN 36-2108.

11.1.1.1. Knowledge. As stated in AFMAN 36-2108.

11.1.1.2. Education. As stated in AFMAN 36-2108.

11.1.1.3. Training. As stated in AFMAN 36-2108.

11.1.1.4. Experience. As stated in AFMAN 36-2108.

11.1.1.5. Other. As stated in AFMAN 36-2108.

11.1.2. Training Sources and Resources. Completion of the 3-level at Keesler AFB MS satisfies the knowledge and training resource requirements for award of the 3-skill level.

11.1.3. Implementation. Entry into training is accomplished via new accessions or by approved retraining from any eligible AFSC. If entry is by retraining, the applicant must be a SrA or higher, have no courts-martial convictions, the last three (3) EPRs ratings must total 13 or higher, be interviewed and recommended for retraining into Personnel by a Military Personnel Flight Commander or Superintendent. Air Force Basic Personnel Badge is eligible for wear after completing Technical School.

11.2. Journeyman Level Training.

11.2.1. Specialty Qualifications. As stated in AFMAN 36-2108.

11.2.1.1. Knowledge. As stated in AFMAN 36-2108.

11.2.1.2. Education. As stated in AFMAN 36-2108.

11.2.1.3. Training. As stated in AFMAN 36-2108.

11.2.1.4. Experience. As stated in AFMAN 36-2108..

11.2.1.5. Other. As stated in AFMAN 36-2108.

11.2.2. Training Sources and Resources. Completion of the 3S051 CDC along with supervisor certification on duty position and core task training requirements represents the resources needed for award of the 5-skill level.

11.2.3. Implementation. With supervisor approval, personnel may enter 5-level upgrade training and enroll in CDCs.

11.3. Craftsman Level Training.

11.3.1. Specialty Qualifications. As stated in AFMAN 36-2108.

11.3.1.1. Knowledge. As stated in AFMAN 36-2108.

11.3.1.2. Education. As stated in AFMAN 36-2108.

11.3.1.3. Training. As stated in AFMAN 36-2108.

11.3.1.4. Experience. As stated in AFMAN 36-2108.

11.3.1.5. Other. As stated in AFMAN 36-2108.

11.3.2. Training Sources/Resources. Completion of the 3S071 Craftsman course along with supervisor certification of required duty position training represent the resources required for award of the 7-skill level.

11.3.3. Implementation. Prior to being selected for school, certain mandatory requirements must be met: (1) possess 3S051; (2) be a SSgt-selectee or higher; (3) have supervisor-verified completion of all duty position tasks. For SSgt selectees, 7-level upgrade training should commence upon selection. The Air Force Senior Badge is eligible for wear after the award of the 7-skill level. The Master Personnel Badge is eligible for wear by Master Sergeant or above with 5 years in the specialty from award of the 7-skill level **Exception:** Chief Master Sergeants crossflowed into a new CEM Code wear the Basic Badge of their new career field upon award of the CEM Code, the Senior Badge after 12 months, and the Master Badge after 5 years

11.4. Superintendent Level Training.

11.4.1. Specialty Qualifications. As stated in AFMAN 36-2108.

11.4.1.1. Knowledge. As stated in AFMAN 36-2108.

11.4.1.2. Education. As stated in AFMAN 36-2108.

11.4.1.3. Training. As stated in AFMAN 36-2108.

11.4.1.4. Experience. As stated in AFMAN 36-2108.

11.4.1.5. Other. As stated in AFMAN 36-2108.

11.4.2. Training Sources/Resources. None.

11.4.3. Implementation. None.

Section D - Resource Constraints

12. Purpose. This section identifies known resource constraints, which preclude optimal and desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

13. Apprentice Level Training: No Constraints.

14. Journeyman Level Training: No Constraints.

15. Craftsman Level Training: No Constraints.

Section E - Transitional Training Guide

NOTE: There are currently no transition training requirements. This area is reserved.

Part II

Section A – Specialty Training Standard

1. Implementation. This STS will be used for technical training provided by AETC for Apprentice classes beginning 041004 and graduating 041115 and Craftsman class beginning 041004 and graduating on 051025.

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

2.1. Lists in the column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for airmen to perform duties in the 3-, 5-, and 7-skill level. Column 2 (Core Tasks) identifies, by asterisk (*), specialty-wide training requirements.

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

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

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

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

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

2.5.1.1. Converting from Old Document to CFETP. For those core and critical tasks previously certified and required in the current duty position, evaluate current qualifications, and when verified, recertify using current date as completion date and enter trainee's and certifier's initials. Remember during the transcription process no training is taking place. Therefore, the trainer's initials are not required. For non-core and non-critical tasks previously certified and required in the current duty position, evaluate current qualifications, and when verified, recertify using current date, as completion date and enter trainee's and trainer's initials. When transcribing previous certification for tasks not required in the current duty position, carry forward only the previous completion date of certification (not the initials of another person). If and when transcribed tasks become duty position requirements, recertify using standard certification procedures. The person whose initials appear in the trainer or certifier block during the transcription process must meet the requirements of their respective roles.

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

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

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

2.6. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (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, *US Air Force Reenlistment, Retention, and NCO Status Programs*. WAPS is not application to the Air National Guard or the Reserves.

3. Recommendations. Comments and recommendations are invited concerning the quality of AETC training. A Customer Service Information Line (CSIL) has been installed for supervisors' convenience. For a quick response to concerns, call our CISL at DSN 597-4566, or fax us at Fax number is DSN 597-3790, or e-mail us at 81trg-tget@keesler.af.mil. Reference specific paragraphs or areas of concern (paragraph, training standard element, etc.).

BY ORDER OF THE SECRETARY OF THE AIR FORCE

ROGER A. BRADY
Lieutenant General, USAF
Deputy Chief of Staff, Personnel

OFFICIAL

1 Attachment
Qualitative Requirements

THIS BLOCK IS FOR IDENTIFICATION PURPOSES ONLY		
NAME OF TRAINEE		
PRINTED NAME (<i>Last, First, Middle Initial</i>)	INITIALS (<i>Written</i>)	SSAN
PRINTED NAME OF SUPERVISOR/TRAINER AND WRITTEN INITIALS		
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	a	Can name parts, tools, and simple facts about the task. (NOMENCLATURE)
	b	Can determine step by step procedures for doing the task. (PROCEDURES)
	c	Can identify why and when the task must be done and why each step is needed. (OPERATING PRINCIPLES)
	d	Can predict, isolate, and resolve problems about the task. (ADVANCED THEORY)
SUBJECT KNOWLEDGE LEVELS	A	Can identify basic facts and terms about the subject. (FACTS)
	B	Can identify relationship of basic facts and state general principles about the subject. (PRINCIPLES)
	C	Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)
	D	Can evaluate conditions and make proper decisions about the subject. (EVALUATION)
EXPLANATIONS		
<p>* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Examples: b and 1b)</p> <p>** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.</p> <p>- 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 course columns to show that training is required but not given due to limitations in resources.</p>		

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
1. PERSONNEL CAREER FIELD												
1.1. Personnel community TR: AFCSM 36-699 Vol. 1 & 6												
1.1.1. Mission												
1.1.1.1. Base							A			B	-	
1.1.1.2. MAJCOM							A			-	B	
1.1.1.3. AFPC												
1.1.1.3.1. Personnel policy implementation							-			-	B	
1.1.1.3.2. Personnel program implementation							-			-	B	
1.1.1.3.3. Mission overview							A			-	-	
1.1.1.4. AFRC							-			-	B	
1.1.1.5. ANG							-			-	B	
1.1.1.6. Air Staff												
1.1.1.6.1. Personnel policy development							-			-	B	
1.1.1.6.2. Personnel program development							-			-	B	
1.1.1.6.3. Mission overview TR: AFRD 10-4; AFI 10-402; AFI 10-403; AFI 10-215; AFH 10-416; AFMAN 10-400							A			-	-	
1.1.1.7. Joint TR: JP 1-02							-			A	-	
1.1.2. Organization							A			B	-	
1.1.3. Functional responsibilities												
1.1.3.1. Military Personnel Flight							A			B	-	
1.1.3.2. Commander's Support Staff							A			B	-	
1.1.3.3. Personnel Activities (SPAs, GSUs)							A			B	-	
1.1.4. Wartime functional responsibilities TR: AFI 10-215; AFI 10-400; AFI 10-401; AFI 10-403							A			B	-	
1.2. Structure of the personnel career field TR: AFI 36-2101 Chapter 1; AFMAN 36-2108 Attach 29												

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
1.2.1. Personnel Apprentice												
1.2.1.1. Duties							A			-	-	
1.2.1.2. Responsibilities							A			-	-	
1.2.2. Personnel Journeyman												
1.2.2.1. Duties							A			B	-	
1.2.2.2. Responsibilities							A			B	-	
1.2.3. Personnel Craftsman												
1.2.3.1. Duties							A			-	B	
1.2.3.2. Responsibilities							A			-	B	
2. OFFICE EQUIPMENT TR: Vendor provided documentation												
2.1. Keyboard Familiarization NOTE: ***15 GWPM is required to graduate from tech school.							***					
2.2. Operate personal computer software												
2.2.1. Word processing							2b			-	-	
2.2.2. Database							2b			-	-	
2.2.3. Spreadsheet							2b			-	-	
2.2.4. Presentation graphics							2b			-	-	
2.2.5. E-Mail							2b			-	-	
3. PERSONNEL COMMUNICATION MANAGEMENT												
3.1. Prepare personnel communications												
3.1.1. Official memorandum TR: AFMAN 33-326; AFH 33-337;							2b			-	-	
3.1.2. Administrative orders TR: AFI 33-328; AFI 65-103							2b			-	-	
3.1.3. Personnel Action Change Request TR: AFCSM 36-699 Vol. 1							2b			-	-	

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		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
3.2. Correspondence management TR: AFH 33-337												
3.2.1. Correspondence distribution TR: AFCSM 36-699 Vol. 1, Chapter 3							A			-	-	
3.2.2. Applying document Security TR: AFI 31-401; DoD 5200.1-R	*											
3.2.2.1 Protecting/Safeguarding Classified Material							a			b	-	
3.2.2.2. Transporting Classified and OPSEC COMSEC Material							a			b	-	
3.3. Use publications TR: AFI 33-360 Vol. 1, Chap 7	*						2b			-	-	
3.4. Use forms TR: AFI 33-360 VOL. 2	*						2b			-	-	
3.5. Communications TR: AFPAM 36-2241 Vol. 1; AFH 33-337												
3.5.1. Use customer relation techniques	*						2b			b	c	
3.5.2. Use communication etiquette							2b			-	-	
3.5.3. Conduct interviews							2b			-	-	
3.5.4. Prepare briefings							2b			-	-	
3.5.5. Conduct briefings							2b			-	-	
3.6. Air Force message TR: USAF PAS Directory Vol. 1 & 2; AFMAN 33-326 Chapter 7; Vendor provided documentation							A			-	-	
3.7. Case Management System (CMS) TR: Vender Provided Documentation							A			-	-	
3.8. Manipulate the Case Management System (CMS) TR: Vender Provided Documentation							-			-	2b	
4. PERSONNEL DATA SYSTEM TR: AFCSM 36-699 Vol. 1 and 6; AFMAN 36-2621 Vol. 1												
4.1. System security (Chapter 2)							B				-	
4.2. Data flow							A			-	-	
4.3. Local Tables							A			-	-	

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		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
4.4. Accomplishing DJMS actions (Chapter 5 and 8)							A			B	C	
4.5. Use transaction registers	*						2b			-	-	
4.6. Using transaction registers							-			B	C	
4.7. Personnel Concept III												
4.7.1. System overview												
4.7.1.1. Purpose							A			B	-	
4.7.1.2. Description							A			B	-	
4.7.2. Systems control							A			B	-	
4.7.3. Systems fundamentals	*											
4.7.3.1. Perform LOGIN							2b			-	-	
4.7.3.2. Use PC-III screens												
4.7.3.2.1. Menus							2b			-	-	
4.7.3.2.2. SSN prompt							2b			-	-	
4.7.3.2.3. Data entry screens							2b			-	-	
4.7.3.2.4. Help screens							2b			-	-	
4.7.3.3. Use command line							2b			-	-	
4.7.3.4. Use function keys							2b			-	-	
4.7.3.5. Input inquiries							2b			-	-	
4.7.3.6. Input updates							2b			-	-	
4.7.3.7. FOCUS							A			B	B	
4.7.3.8. Use Forms TR: AFMAN 36-2125 Vol. 5							a			b	-	
4.7.3.9. Use Office Automation							2b			b	-	
4.8. MILITARY PERSONNEL DATA SYSTEM (MILPDS) TR: AFCSM 36-699 Vol. 1, Chapter 13												
4.8.1. LOGON							2b			-	-	
4.8.2. Navigate	*						2b			-	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
4.9. Folders:	*											
4.9.1. Modify							2b			b	-	
4.9.2. Save							2b			b	-	
4.10. Execute Queries	*											
4.10.1. Group							2b			b	-	
4.10.2. Individual							2b			b	-	
4.11. Export Data	*						2b			b	-	
4.12. Manipulate Exported Data							-			-	2b	
4.13. Perform Updates	*						2b			b	-	
4.14. Use Help Screens	*						2b			b	-	
4.15. Request	*											
4.15.1. Briefs							2b			-	-	
4.15.2. RIPS							2b			-	-	
4.15.3. SURFS							2b			-	-	
4.16. Request Reports	*						2b			-	-	
4.17. Local Data							A			-	-	
4.18. Batch Processing							A			-	-	
4.19. Date Tracking							A			B	-	
4.20. Navigate vMPF (virtual Military Personnel Flight)							b			-	-	
4.21. dMPF (deployed Military Personnel Flight)							A			B	B	
5. FUNDAMENTALS												
5.1. Privacy Act TR: AFI 33-332; http://defenselink.dtic.mil/privacy/notices/usaf	*						A			B	-	
5.2. Military personnel records management TR: AFI 36-2608	*											
5.2.1. Disposition of Unit Personnel Record Group TR: AFMAN 37-139; AFI 36-2608							b			-	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
5.2.2.	Dispositioning of Unit Personnel Record Group						-			B	-	
5.2.3.	Maintain Unit Personnel Record Group						2b			-	-	
5.2.4.	Maintaining the Unit Personnel Record Group						-			B	-	
5.3.	Self Assessment TR: AFCSM 36-699 Vol. 1, Chapter 1											
5.3.1.	Crossfeed data						-			-	B	
5.3.2.	Semi-annual						-			-	B	
5.4.	In-House Training TR: AFCSM 36-699 Vol. 1, Chapter 1; AFI 36-2201 Vol. 3						-			-	B	
5.5.	Determine data compatibility TR: AFCSM 36-699 Vol. 1, Chapter 13											
5.5.1.	Assignment availability TR: AFI 36-2110											
5.5.1.1.	Codes						A			B	-	
5.5.1.2.	Dates						A			B	-	
5.5.2.	Assignment limitation											
5.5.2.1.	Codes						A			B	-	
5.5.2.2.	Dates						A			B	-	
5.5.3.	Promotion Eligibility Status Codes TR: AFI 36-2502						A			B	-	
5.5.4.	Reenlistment codes TR: AFI 36-2606						A			B	-	
5.5.5.	Unfavorable Information File Codes TR: 36-2907						A			B	-	
5.5.6.	Deployment Availability Code TR: AFI 10-403						A			B	-	
5.5.7.	Relationship of Quality Force Indicators						-			-	C	
6.	CONTINGENCY SUPPORT TR: AFI 10-215; AFI 10-400; AFMAN 10-401 Vol. 1&2; AFI 10-402; AFCSM 36-699 Vol. 1; JP 1-02; AFCSM 10-626 Vol. 2											
6.1.	Total force TR: JP 1-02						A			B	-	
6.2.	AEF TR: AFI 10-400						A			B	B	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
6.3.	Deployment processing TR: AFI 10-403						A			B	B	
6.4.	Air Reserve Component (ARC) Mobilization Planning TR: AFI 10-402; AFI 10-416											
6.4.1.	Mobilization						A			B	B	
6.4.2.	Demobilization						A			B	B	
6.4.3.	Integration						A			B	B	
6.5.	Status of Resources and Training System (SORTS) TR: AFI 10-201						-			A	B	
6.6.	PERSCO TR: AFI 10-215; USAF Manpower Force Package system (MANFOR) & Logistic Detail (LOGDET)	*										
6.6.1.	Teams											
6.6.1.1.	Personnel						A			B	C	
6.6.1.2.	Equipment						A			B	-	
6.6.2.	Operations						A			B	-	
6.6.3.	Terms and Terminology						A			B	-	
6.7.	Deployment concepts and functional responsibilities TR: AFI 10-403; AFI 10-400; AFI 10-215											
6.7.1.	Personnel	*					A			B	-	
6.7.2.	Manpower						A			A	-	
6.7.3.	Installation Deployment Officer						A			A	-	
6.7.4.	Troop commander						A			A	-	
6.7.5.	Combatant Commander						A			B	-	
6.7.6.	AF Forces A Staff						A			B	B	
6.8.	Command Relationships TR: AFI 10-403; AFI 10-215; Joint Pub 1-0, 0-2, & 1-02,											
6.8.1.	Supported and Supporting Commands						A			B	-	

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		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
6.8.2. AF MAJCOM's and Unified Commands.							A			B	-	
6.9. Wartime Systems TR: Joint Pub 1-0, AFCSM 10-626 Vol. II; AFI 10-403; AFMAN 10-401												
6.9.1. JOPES							A			B	B	
6.9.2. DCAPEs							A			B	B	
6.9.3. MANPER-B	*						A			B	-	
6.10. Military Operations Planning Process TR: AFI 10-403; AFMAN 10-401												
6.10.1. War and Mobilization Plan (WMP)							-			A	B	
6.10.2. Operation Plan (OPLAN)							-			A	B	
6.10.3. OPLAN Annex E							-			A	B	
6.10.4. Other OPLAN Annexes							-			A	B	
6.11. Deployed Personnel Sustainment TR: AFI 10-215												
6.11.1. Awards and Decorations							A			B	-	
6.11.2. Separation and Retirement Actions							A			B	-	
6.11.3. Stop Loss							A			B	-	
6.11.4. Promotion Releases							A			B	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
6.11.5. Assignment Notification							A			B	-	
6.11.6. DEROS Options							A			B	-	
6.11.7. Retraining Services							A			B	-	
6.11.8. Reenlistment and Extension Services							A			B	-	
6.11.9. Performance Reports							A			B	-	
6.12. Deployed Accountability TR: AFI 10-215; AFCSM 10-626	*											
6.12.1. ERMD							A			B	-	
6.12.2. Management Reports							A			B	-	
6.12.3. Duty status Change Report							A			B	-	
6.12.4. Locally, Ad Hoc Defined Reports							A			B	-	
6.12.5. Discrepancy Reports							A			B	-	
6.12.6. Augmentation Change Request							A			B	-	
6.12.7. Request Tour Length Extensions							A			B	-	
6.12.8. Requests for SECAF Waivers							A			B	-	
6.12.9. Data Pattern Traffic Processing							A			B	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
6.12.10.	Forward Deployments						A			B	-	
7.	OPERATIONS											
7.1.	Assignment applications TR: AFI 36-2110; AFCSM 36-699 Vol. 1											
7.1.1.	Special Duty Assignments TR: EQUAL Plus; SPECAT Guide; MPFM 02-48; AFCSM 36-699 Vol. 1, chapter 13; AFI 36-2110 attach 16						A			B	-	
7.1.2.	Other Assignments (Humanitarian, EFMP, etc). TR: AFI 36-2110 Attach 7						A			B	-	
7.2.	Relocation Processing TR: AFI 36-2102, Chapter 1; AFI 33-328; AFI 65-103; AFCSM 36-699 Vol. 1											
7.2.1.	TDY TR: AFI 36-2110 Chapter 4											
7.2.1.1.	Relocation folder						A			B	-	
7.2.1.2.	Relocation Checklist						A			B	-	
7.2.1.3.	Prepare orders						2b			-	-	
7.2.1.4.	Validate Relocation Action						-			-	B	
7.2.1.5.	Preparing orders						-			B	-	
7.2.2.	Assignments TR: AFI 36-2110; AFPAM 36-2241 Vol. 1; AFI 36-2608											
7.2.2.1.	Relocation folder						A			B	-	
7.2.2.2.	Relocation checklist						A			B	-	
7.2.2.3.	Prepare orders						2b			-	-	
7.2.2.4.	Validate Relocation Action						-			-	B	
7.2.2.5.	Preparing orders						-			B	-	
7.2.2.6.	Family Member travel TR: AFI 36-3020						A			B	-	
7.2.3.	Separations TR: AFI 36-3206; AFI 36-3208; AFPAM 36-3210; AFI 36-3212; AFI 36-2102; AFI 36-3202											

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED					
		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
7.2.3.1. Processing Application TR: AFI 36-3204; AFI 36-3205; AFI 36-3607; AFI 36-3207							A			B	-	
7.2.3.2. Relocation folder							A			B	-	
7.2.3.3. Relocation checklist							A			B	-	
7.2.3.4. Prepare orders TR: AFI 36-3020							2b			-	-	
7.2.3.5. Validate Relocation Action							-			-	B	
7.2.3.6. Preparing orders TR: AFI 36-3020							-			B	-	
7.2.3.7. Preparation of Certificates of Release or Discharge from Active Duty (DD Form 214) TR: AFI 36-2604							A			B	-	
7.2.3.8. Discharge certificates							A			B	-	
7.2.4. Retirements TR: AFI 36-3020; AFI 36-3203; AFI 36-3212												
7.2.4.1. Processing applications							A			B	-	
7.2.4.2. Validate Relocation Action							-			-	B	
7.2.4.3. Retirement certificates							A			B	-	
7.3. Formal Training Program TR: AFI 36-2013; AFI 36-2107; AFI 36-2205; https://etca.randolph.af.mil							-			B	-	
7.4. Airman Retraining Program TR: AFMAN 36-2108; AFI 36-2626; AFCSM 36-699 Vol. 1, Chapter 13; https://etca.randolph.af.mil							A			B	-	
7.5. Process Airman Retraining Package							-			b	-	
7.6. UPMR TR: AFCSM 36-699 Vol. 1, Chapter 1							A			B	-	
7.7. Duty Status Changes TR: AFCSM 36-699, Vol. 1; AFI 36-2414; AFI 36-2134	*						A			B	B	
7.8. Monitor DAFSC vs CAFSC TR: AFI 36-2101							A			B	-	
7.9. Inprocessing Actions TR: AFCSM 36-699 Vol. 1; AFI 36-2102												

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		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
7.9.1.	Initial Duty Assignment						A			B	-	
7.9.2.	Record Review TR: MPFM 98-27; AFI 36-2102						A			B	-	
7.9.3.	Accession						A			B	-	
7.10.	Duty Information TR: AFSCM 36-699 Vol. 1						A			B	-	
7.11.	Personnel Reliability Program (PRP) Management TR: AFI 36-2104						A			B	B	
7.12.	Accomplishing actions pertaining to Overseas Data TR: AFI 36-2110; AFCSM 36-699 Vol. 1, Chapter 13; MPFM 02-48											
7.12.1.	ODSD						A			B	-	
7.12.2.	STRD						A			B	-	
7.12.3.	DEROS						A			B	-	
7.12.4.	Overseas tour history						A			B	-	
7.13.	Air Force Classification System TR: AFI 36-2101; AFMAN 36-2105; AFMAN 36-2108; AFCSM 36-699 Vol. 1											
7.13.1.	AFSC											
7.13.1.1.	Award						A			B	-	
7.13.1.2.	Downgrade						-			A	B	
7.13.1.3.	Withdraw						-			A	B	
7.13.1.4.	AFSC conversion actions						-			A	B	
7.13.2.	Administer special programs											
7.13.2.1.	Special Experience Identifiers						A			B	-	
7.13.2.2.	Special Duty Identifiers						A			B	-	
7.13.2.3.	Reporting Identifiers						A			B	-	
7.14.	Special Duty Assignment Pay Program TR: AFI 36-3017						-			A	B	
7.15.	Commander Responsibility Pay (CRP)						-			A	B	

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		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
7.16.	Control roster TR: AFI 36-2907, Chapter 2						A			B	B	
7.17.	Article 15 TR: AFI 36-2608, Chapter 2; AFI 51-202 Chapter 3; AFI 36-2907						A			B	B	
7.18.	Letter of Reprimand TR: AFI 36-2907 Chapter 3; AFI 36-2608 Chapter 2						A			B	B	
7.19.	Unfavorable Information File TR: AFI 36-2907; AFCSM 36-699 Vol. 1, Chapter 13						A			B	B	
7.20.	Line of duty determinations TR: AFI 36-2910						A			B		
7.21.	Military Personnel Surveys TR: AFI 36-2601						-			A	-	
7.22.	Compute Service Dates TR: AFI 36-2604; MPFM 03-19						2b			-	2c	
7.23.	Service Date Computation TR: AFI 36-2604; MPFM 03-19						-			B	-	
7.24.	Specified Period of Time Contract TR: AFI 36-2133; AFCSM 36-699 Vol. 1, Chapter 13						-			B	-	
7.25.	Pay Actions TR: AFI 36-2107; AFI 36-3004; AFCSM 36-699 Vol. 1											
7.25.1.	Special						-			B	-	
7.25.2.	Continuation						-			B	-	
7.25.3.	CSB Redux TR: AFCSM 36-699 Vol. 1 Chapter 13; MPFM 02-08 & 02-41						A			B	-	
7.25.4.	Initial Enlistment Bonus TR: AFI 36-2004 Chapter 4						A			B	-	
7.26.	Officer Promotion Actions TR: AFI 36-2501; AFI 36-2504; AFPAM 36-2506; AFCSM 36-699 Vol. 1, Chapter 13						A			B	B	
7.27.	Enlisted promotion actions TR: AFI 36-2502; AFI 36-2605; AF PAM 36-2241 Vol. 1 and 2; AFCSM 36-699 Vol.1, Chapter 13; MPFM 01-07 (BTZ)						A			B	B	
7.28.	Computerized promotion products TR: AFCSM 36-699 Vol. 1						A			B	-	
7.29.	Demotion actions TR: AFI 36-2503; AFI 36-2604; AFCSM 36-699 Vol. 1						A			B	-	
7.30.	Officer Evaluation System TR: AFI 36-2406; AFPAM 36-2404; AFI 36-2401; AFCSM 36-699 Vol. 1, Chapter 13						A			B	-	

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		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
7.31.	Enlisted Evaluation System TR: AFI 36-2406; AFI 36-2401; AFCSM 36-699 Vol. 1, Chapter 13						A			B	-	
7.32.	Evaluation appeal process TR: AFI 36-2401; AFCSM 36-699 Vol. 1, Chapter 13						-			B	-	
7.33.	Reenlistments and Extensions TR: AFI 36-2606; AFCSM 36-699 Vol. 1											
7.33.1.	Reenlistment actions						A			B	-	
7.33.2.	Reenlistment waivers						-			B	-	
7.33.3.	Extensions						A			B	-	
7.34.	Selective Reenlistment Program TR: AFI 36-2606; AFCSM 36-699 Vol. I, Chapter 13											
7.34.1.	Airman due consideration						A			B	-	
7.34.2.	Consideration requests						-			B	-	
7.34.3.	Non-selection appeals						-			A	B	
7.34.4.	Monitoring actions						-			B	-	
7.35.	Career Job Reservation TR: AFI 36-2606 Chapter 1; AFCSM 36-699 Vol. 1, Chapter 13											
7.35.1.	Request						A			B	-	
7.35.2.	Waiting List						A			B	-	
7.35.3.	Cancellation						-			B	-	
7.35.4.	Reinstatement						-			B	-	
7.35.5.	Senior host commander overrides						-			B	-	
7.36.	Selective Reenlistment Bonus Program TR: AFI 36-2606; AFCSM 36-699 Vol. 1											
7.36.1.	Zone entitlements						A			B	-	
7.36.2.	Requests						-			B	-	
7.36.3.	Reduction						-			B	-	
7.36.4.	Termination						-			B	-	

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		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
7.36.5.	Accelerated payments						-			B	-	
7.36.6.	Recoupment						-			B	-	
7.37.	Awards and Decorations TR: AFPAM 36-2801 Vol. 1, 2, & 3; AFI 36-2803; AFI 36-2805; AFI 36-2819; DoD 1348.33M; AFCSM 36-699 Vol. 1, Chapter 13						A			B	-	
7.38.	INTRO program TR: AFI 36-2103						A			B	-	
7.39.	DEERS (RAPIDS) TR: AFI 36-3026I						A			B	-	
7.40.	Identification cards TR: AFI 36-3026I											
7.40.1.	Determine Eligibility						a			b	-	
7.40.2.	Process Application						a			b	-	
7.40.3.	Retrieval ID Cards						a			b	-	
7.41.	Processing join spouse intent TR: AFI 36-2110						A			B	-	
7.42.	Record of Emergency data TR: AFI 36-3002						A			-	-	
7.43.	Application for correction of records TR: AFI 36-2603						-			A	-	
7.44.	Government Life Insurance TR: AFI 36-3008; MPFM 02-03											
7.44.1.	Complete SGLI						2b			b	-	
7.44.2.	Complete FGLI						2b			b	-	
7.44.3.	VGLI						-			A	-	
7.45.	Bureau of Citizenship and Immigration Service (BCIS) TR: MPFM 00-01						A			-	-	
7.46.	Casualty services program TR: AFI 36-3002											
7.46.1.	Policy	*					A			B	B	
7.46.2.	Reporting	*					A			B	B	

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		A	B	C	D	E	A 3 SKILL LEVEL		B 5 SKILL LEVEL		C 7 SKILL LEVEL	
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERT. OFFICIAL	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
7.46.3.	Notification						-			B	B	
7.46.4.	Assistance						-			B	B	
7.46.5.	Casualty Notification for Deployed Operations TR: AFI 10-215	*					A			B	B	
7.47.	Survivor Benefits Plan TR: AFI 36-3002; AFI 36-3006						-			A	-	
7.48.	Manage Unit Leave Program TR: AFI 36-3003; DFAS-DEM 7073.2 Vol.1, Chap 7;						2b			b	-	
7.49.	BAS program TR: DFAS-DEM 7073.2 Vol. 1, Chap 6; AFPAM 36-2241 Vol. 1											
7.49.1.	Overview						A			-	-	
7.49.2.	Administration Procedures						-			b	-	
7.50.	Subsistence-In-Kind (SIK) TR: AFI 34-241											
7.50.1.	Overview						A			-	-	
7.50.2.	Administration Procedures						-			b	-	
7.51.	Active Duty Service Commitment Program TR: AFI 36-2107						A			B	-	
7.52.	Personnel System Management Functional Responsibilities TR: AFCSM 36-699 Vol. 1 and 6						-			B	-	
8.	MANPOWER TR: AFI 38-101											
8.1.	Policies						-			A	B	
8.2.	Impact						-			A	A	
9.	AIR FORCE BUDGET SYSTEM TR: AFPAM 36-2241 Vol. 2; AFI 65-601 Vol. 2						-			-	B	
NOTE 1: All tasks and knowledge items shown with a proficiency code are trained during war time												
NOTE 2: Items in column 2 marked with an asterisk (*) are the core task/knowledge												

SECTION B - Course Objective List

4. Not Used. *This area is reserved.*

Section C - Support Materials

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

Section D - Training Course Index

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

7. Air Force In-Residence Courses.

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>
E3ABR3S031-006	Personnel Apprentice	Keesler
E3ACR3S071-003 E6ADL3S071-001	Personnel Craftsman	Keesler
E3AZR3S071-012	PERSCO Training	Keesler
E3AZR3S071-013/ E4AST3S071-013	MANPER-B Training	Keesler

8. Specialized Air Force Institute for Advanced Distributed Learning (AFIADL).

<u>COURSE NUMBER</u>	<u>TITLE</u>
3S051A/B	Personnel Journeyman

9. Exportable Courses. There are currently no exportable courses. *This area is reserved.*

10. Courses Under Development/Revision. There are currently no courses under development. *This area is reserved.*

Section E – MAJCOM Unique Requirements.

11. Contact servicing MAJCOM for availability of MAJCOM unique requirements. *This area is reserved.*