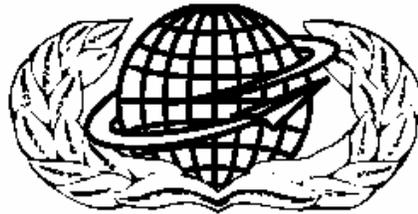


**DEPARTMENT OF THE AIR FORCE
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**CFETP 3S2X1
Parts I and II
October 2004**

AFSC 3S2X1

Education and Training



**CAREER FIELD EDUCATION
AND TRAINING PLAN**

**CAREER FIELD EDUCATION AND TRAINING PLAN
EDUCATION AND TRAINING SPECIALTY
AFSC 3S2X1**

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**EDUCATION AND TRAINING SPECIALTY
AFSC 3S2X1
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 and training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP will provide personnel a clear career path to success and will instill rigor in all aspects of career field training. **NOTE:** Civilians occupying associated positions will use Part II to support duty position qualification training.

2. The CFETP consists of two parts; 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 path; Section C associates each level with specialty qualifications (knowledge, education, experience, training, and other); Section D indicates resource constraints (i.e. funds, manpower, equipment, facilities); and 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 deployment/UTC tasks; Section C contains the course objective list and training standards which supervisors will use to determine if airmen satisfied training requirements; Section D identifies available support materials, an example is a Qualification Training Package (QTPs which may be developed to support proficiency training); Section E identifies a training course index supervisors can use to determine resources available to support training, included here are both mandatory and optional courses; Section F 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 points in their career. This plan will enable us to train today's work force for tomorrow's jobs.

ABBREVIATIONS/TERMS EXPLAINED

Advanced Distributed Learning (ADL) – ADL is an evolution of distributive 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.

Advanced Training (AT) – A formal course for a technical or supervisor level Air Force Specialty (AFS). Training is for selected career airman in the advanced technology of the AFS. Training is normally restricted to senior NCOs. Graduates are not awarded a new AFSC.

Air Force Career Field Manager (AFCFM) – The Air Force focal point for the designated career field within a functional community. Serves as the primary advocate for the career field, addressing issues and coordinating functional concerns across various staffs. Responsible for the career field policy and guidance.

Air Force Job Qualification Standard (AFJQS) – A comprehensive task list common to all persons serving in the duty position, which describes a particular job type or duty position.

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

Air Force Specialty Code (AFSC) – A five digit alphanumeric code with potential prefixes and suffixes added to identify each career field within the Air Force.

Career Field Education and Training Plan (CFETP) – A comprehensive core training document that identifies:

- Life cycle training requirements
- Training support resources
- Minimum core task requirements for a specialty

The CFETP gives personnel a clear career path and instills formality in career field training.

Computer Based Training (CBT) – The use of computers to aid in the delivery and management of instruction.

Core Task – Tasks the AFCFM identify 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 tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

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

Critical Task - A task that requires specific training and certification above and beyond other tasks. Tasks may be defined as critical either through AFI, Technical Orders, higher headquarters, or at any level in the unit.

Deployment/UTC Task – Any task identified by higher headquarters for personnel to perform during contingencies or wartime. Training for these tasks may be provided through formal or on-the-job training.

Distance Learning (DL) – Includes video teleseminar (VTS), video teletraining (VTT), Career Development Courses (CDCs), internet-based instruction (IBI), and computer based training (CBT). Formal courses that a training wing or a contractor develops for export to a field location (in place of resident training) for trainees to complete without on-site support of the formal school instructor.

Distributed Learning – Formal courses that a training wing or a contractor develops for export to a field location (in place of resident training for trainees to complete without the on-site support of the formal school instructor).

Duty Position Tasks – The tasks assigned to an individual for the position currently held. These include as a minimum all core tasks and tasks assigned by the supervisor.

Functional Manager (FM) – Senior leaders, designated by the appropriate functional authority (FA) who provide day-to-day management responsibility over specific functional communities at the MAJCOM, FOA, DRU, or ARC level. While they should maintain an institutional focus in regards to resource development and distribution, FMs are responsible for ensuring their specialties are equipped, developed, and sustained to meet the functional community’s mission as well as encourage force development opportunities in order to meet future needs of the total Air Force mission.

Initial Skills Course (ISC) – A formal school course that results in an AFSC 3-skill level award.

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) position certification training..

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

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.

Specialty Training – The total training process used to qualify airmen in their assigned specialty.

Specialty Training Standard (STS) – An Air Force publication (typically inserted as Part 2 of the CFETP) that describes an Air Force specialty in terms of tasks and knowledge an airman in that specialty may be expected to perform or 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.

Standard – An exact value, a physical entity, or an abstract concept that the appropriate authority custom, or common consent sets up and defines to serve as a reference, model, or rule in measuring quantities or qualities, developing practices or procedures, or evaluating results. A fixed quantity or quality.

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

Training Capability – The ability of a unit or base to provide training. Authorities consider the availability of equipment, qualified trainers, study reference materials and so on in determining a unit's training capability.

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 subject matter experts (SMEs) who are more intimately involved in training development. The range of issues surpasses those covered during the Utilization and Training Workshop (U&TW).

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

Type-4 Training – Special or regular onsite training that Training Detachments (TDs) or Mobile Training Teams (MTTs) conduct. These TDs and MTTs consist of AETC instructors that authorities have temporarily assigned to conduct onsite training at operational units.

Type-6 Training – Job Site Training (JST) is formal training developed by a training wing (TRW) or a TRW contractor to be exported to a field location and designed to be learned without the on-site support of the formal school instructor. JST can use any media and must be scheduled, tracked, evaluated, and completion verified before credit is given to graduates.

Upgrade Training (UGT) – Mandatory training which leads to the award of a higher skill level.

Utilization and Training Workshop (U&TW) – A forum of the AFCFM, FMs, SMEs and AETC training personnel to determine career ladder training requirements.

Wartime Course—Comprised of those tasks that must be taught when courses are accelerated in a wartime environment.

Wartime Tasks -- The tasks to be taught in the 3-level course when the wartime courses have been activated. In response to a wartime scenario, these tasks will be taught in the 3-level course in a streamlined environment.

Section A - General Information

1. Purpose. This CFETP provides the information necessary for Air Force Career Field Managers (AFCFM), MAJCOM FM, 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. Also, it is used to help supervisors identify training at the appropriate point in an individual's career.

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

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

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

2. Uses. The plan will be used by MAJCOM FMs 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, nonresident, field and exportable training based upon requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MAJCOM FMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. OJT, 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 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 Description.

4.1. Specialty Summary. As stated in AFMAN 36-2108: Conducts education and training (E&T) tasks for maintenance, operations, and support training; education services; curriculum development; and instructor activities. Develops, delivers, and evaluates E&T programs and oversees E&T activities. Related DoD Occupational Subgroup: 570.

4.2. Duties and Responsibilities.

4.2.1. Develops, delivers, and evaluates E&T programs. Applies instructional system development (ISD) process. Collects and analyzes job performance data, and conducts occupational analysis surveys. Compares individual knowledge and skills with job standards, and identifies E&T requirements. Develops and validates standards. Determines adequacy of existing courses and programs. Screens and validates formal E&T requirements. Develops objectives to meet Air Force academic, vocational, and technical standards. Determines most cost-effective method to deliver E&T. Sequences objectives; selects instructional design, method, and media; and identifies resource needs. Creates materials to support objectives. Develops test and standards to measure individual abilities. Evaluates E&T programs, recommends actions to correct deficiencies, and oversees evaluations and surveys. Conducts, validates, and revises programs and instruction. Coordinates user feedback with career field managers and E&T providers, and monitors corrective actions.

4.2.2. Administers E&T programs. Serves as E&T program manager. Consults on ISD process and career field E&T plans (CFETP). Advises on E&T materials and services. Conducts work center visits, and organizes programs to develop and conduct job site training. Advises on unit and individual E&T progress. Identifies E&T providers, capabilities, and resources, and ensures availability of materials. Recommends revisions to E&T programs and CFETPs. Helps obtain and analyze history of E&T achievements, establish goals, and enroll in classes, courses, and programs. Prepares and maintains records, files, and materials. Maintains liaison with activities conducting, scheduling, or supporting E&T requirements. Coordinates and schedules events and facility use. Requests course quotas; monitors formal E&T process; and maintains records of course attendance, withdrawals, completions, and costs. Manages automated systems and products, measurement tools, multimedia and maintenance qualification training programs, and the extension course program. Coordinates wartime task training. Manages weighted airman promotion system study material program.

4.2.3. Oversees E&T activities. Organizes E&T programs to achieve educational goals and mission requirements. Prepares directives to manage and control E&T programs. Implements policies and coordinates changes. Develops and manages reporting procedures. Maintains E&T data, and provides statistical reports on programs and operations. Monitors progress, identifies problem areas, determines causes, recommends corrective action, and provides counsel. Organizes and controls facilities, supplies, and equipment to support E&T needs. Forecasts E&T requirements, determines validity, and assesses cost. Participates in utilization and training workshops, training planning teams, and training planning groups.

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

5.1. Apprentice (3) Level. The initial skills course E3ALR3S231 002, Education and Training Apprentice, must be completed for the award of AFSC 3S231. Initial skills training requirements were identified during the 3S2X1 Utilization and Training Workshop, held 20-24 October 2003 at Keesler AFB. The decision to train specific tasks and knowledge items in the initial skills course is based on a review of occupational survey report (OSR) data and subject matter expert (SME) input. Task and knowledge training requirements are identified in the STS, at Part II, Sections A and B.

5.2. Journeyman (5) Level. UGT consists of (1) completing CDC 3S251; (2) all core tasks for the AFSC identified with a single asterisk "*" in column 2, Tasks (Core and Wartime), of Part II of the CFETP; (3) any other duty position requirements identified by their supervisor; and (4) a minimum of nine months time in training, for the award of AFSC 3S251. Additional QT becomes necessary when personnel transfer to another duty position, the unit mission changes, a new piece of equipment or any time new techniques, procedures, or a need for increased productivity occurs.

5.3. Craftsman (7) Level. Begin UGT to the 7-skill level upon selection to SSgt. UGT consists of completing (1) all core tasks for the AFSC identified with a single asterisk "*" in column 2, Tasks (Core and Wartime), of Part II of the CFETP; (3) any other duty position requirements identified by their supervisor, and (3) a minimum of 12 months time in training for the award of AFSC 3S271.

5.4. Superintendent (9) Level. SMSgts are awarded AFSC 3S291 upon the recommendation of the supervisor.

6. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the 3S2X1 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. The training decisions were made during the U&TW held 20-24 October 2003 and utilizing the ISD process as implemented by 335TRS/UOB during training planning and course development.

6.1. Initial Skills. The initial skills course E3ALR3S231 002 was revised by 335 TRS/UOB at Keesler AFB to provide training needed to prepare graduates for education and training related positions.

6.2. 5-Skill Level Upgrade Training. The 5-level CDC 3S251 was revised to incorporate Education Services Functions, identifying and planning training, and analyzing education/training data for trends.

6.3. 7-Skill Level Advanced Training. There is no advanced 7-level course at this time. Supervisors will identify tasks required for the duty position. Tasks that might be considered 7-level might include preparing training budgets, conducting annual screening, etc. Trainees are trained and certified via OJT, using a predetermined standard of performance. Trainees must also complete 12 months in upgrade training (6 months for retrainees), and be recommended by the supervisor.

7. Community College of the Air Force (CCAF). Enrollment in CCAF occurs automatically upon completion of basic military training and assignment to an Air Force career field. CCAF provides the opportunity to obtain an Associate of Applied Sciences Degree. **Exception:** AFSC 3S2X1 personnel must request enrollment into the new degree program. In addition to its associate’s degree program, CCAF offers the following:

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

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

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

	Semester Hours
Technical Education _____	24
Leadership, Management, and Military Studies _____	6
Physical Education _____	4
General Education _____	15
Oral Communication _____	3
Written Communication _____	3
Mathematics _____	3
Social Science _____	3
Humanities _____	3
Program Elective _____	15
Technical Education; Leadership, Management, and Military Studies; or General Education	
Total _____	64

7.3.1. 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 or Technical Elective subjects and courses.

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

7.3.3. Physical Education (4 Semester Hours): This requirement is satisfied by completion of Basic Military Training.

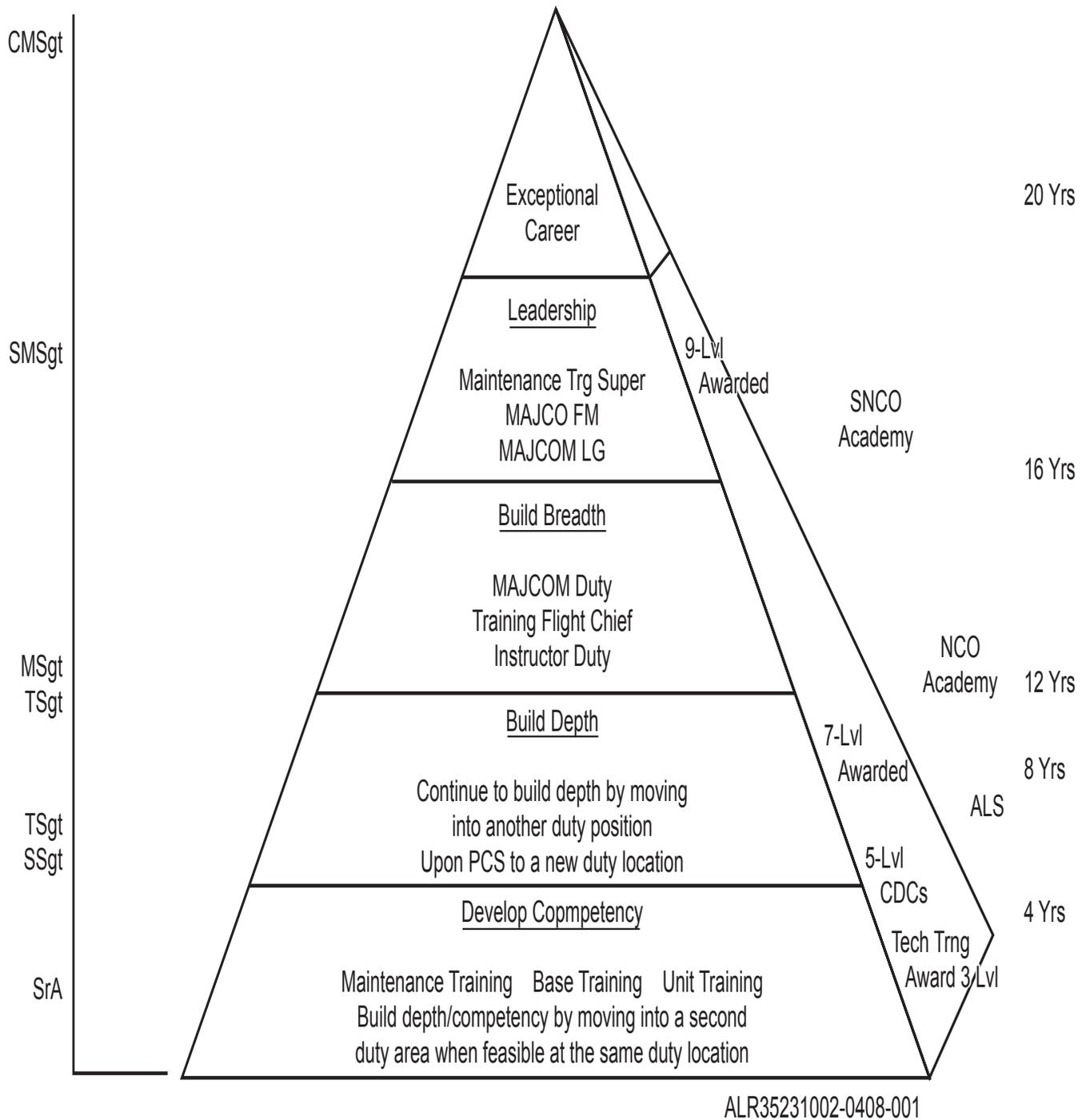
7.3.4. General Education (15 Semester Hours): Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog.

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

7.4. Off-duty Education. Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an AETC Instructor must possess as a minimum an associate degree or should be actively pursuing an associate degree. 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.

8.1. Sample Training Career Path



8.2. Enlisted Career Path.

Education and Training Requirements	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year of Tenure (HYT)
Basic Military Training School				
Apprentice Technical School (3-Skill Level)	Amn A1C	6 months 16 months		
Upgrade to Journeyman (5-Skill Level) - Minimum 15 months on-the-job training. - Minimum 9 months on-the-job training for retrainees. - Complete core and duty position requirements. - Complete appropriate CDC.	Amn A1C SrA	16 months 3 years	28 months	12 years
Airman Leadership School - Must be a SrA with 48 months time in service or be a SSgt Selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	Trainer - Must attend the formal AF Training Course and be appointed by the commander. - Must be qualified and certified to perform the task to be trained.			
Upgrade to Craftsman (7-Skill Level) - Minimum rank of SSgt. - Minimum 12 months OJT. - Complete core and duty position requirements.	SSgt	7.5 years	3 years	20 Years
Retrainees - Minimum 9 months for 5-level UGT. - Minimum 6 months for 7-level UGT.	Certifier - Possess at least a SSgt with a 5-skill level or civilian equivalent. - Attend formal AF Training Course and be appointed by the commander. - Be a person other than the trainer (Core and Critical tasks only)			
Non Commissioned Officer Academy - Must be a TSgt or TSgt Selectee. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	TSgt	12.5 years	5 years	24 years
	MSgt	16 years	8 years	26 years
USAF Senior NCO Academy - Must be a SMSgt or SMSgt Selectee. - Resident graduation is a prerequisite for CMSgt sew-on (Active Duty-Only). - A percentage of top selectees (for promotion to E-8) MSgts attend the SNCOA each year.	SMSgt	19.2 years	11 years	28 years
Upgrade to Superintendent (9-Skill Level) - Minimum rank of SMSgt. - Mandatory requirements in AFMAN 36-2108.	CMSgt	21.5 years	14 years	30 years

8.3. Enlisted Career Path (Air Reserve Component)

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 10 months		
Upgrade to Journeyman (5-Skill Level) - Minimum 15 months on-the-job training. - Minimum 9 months on-the-job training for retrainees. - Complete core and duty position requirements. - Complete appropriate CDC.	Amn A1C SrA	15 months 3 years	28 months	12 years
Airman Leadership School - Must be a SrA with 48 months time in service or be a SSgt Selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	Trainer - Must attend the formal AF Training Course and be appointed by the commander. - Must be qualified and certified to perform the task to be trained.			
Upgrade to Craftsman (7-Skill Level) - Minimum rank of SSgt. - 12 months OJT. - Complete core and duty position requirements.	SSgt	7.5 years	3 years	20 Years
Retrainees - Minimum 9 months for 5-level UGT. - Minimum 6 months for 7-level UGT.	Certifier - Possess at least a SSgt with a 5-skill level or civilian equivalent. - Attend formal AF Training Course and be appointed by the commander. - Be a person other than the trainer (Core and Critical tasks only)			
Non Commissioned Officer Academy - Must be a TSgt or TSgt Selectee. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	TSgt	12.5 years	5 years	24 years
	MSgt	16 years	8 years	26 years
USAF Senior NCO Academy - Must be a SMSgt or SMSgt Selectee. - Resident graduation is a prerequisite for CMSgt sew-on (Active Duty-Only). - A percentage of top selectees (for promotion to E-8) MSgts attend the SNCOA each year.	SMSgt	19.2 years	11 years	28 years
Upgrade to Superintendent (9-Skill Level) - Minimum rank of SMSgt. - Mandatory requirements in AFMAN 36-2108.	CMSgt	21.5 years	14 years	30 years

Section C - Skill Level Training Requirements

9. Purpose. Skill level training requirements in this specialty 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:

10.1.1. Specialty Qualification.

10.1.1.1. Knowledge. Knowledge is mandatory of: principles, policies, and procedures of Air Force E&T programs; interviewing and counseling techniques; training techniques and instruction methods; task analysis procedures, learning process, curriculum development, training evaluations, and E&T systems and products; effective writing skills; editing practices; instructional media application, training reporting, program and curriculum validation, and implementation procedures; training program management; scheduling training events and facilities; conducting assistance visits and training meetings; work center and individual job qualification standard development; education institution registration requirements; military personnel classification system and policies; application of communicative interpersonal skills; and distance learning concepts.

10.1.1.2. Education. For entry in this specialty completion of high school or general educational development (GED) equivalency is mandatory. Academic courses in English grammar and composition, speech, psychology, guidance, and sociology are desirable. Completion of a CCAF or other associates degree program, or college level courses in English composition and grammar, speech, computer science, and sociology are highly recommended for entry into this AFSC.

10.1.1.3. Training. Completion of course E3ALR3S231 002, Education and Training Apprentice, is mandatory for award of the 3-skill level AFSC. Completion of the Instructional System Designer course is mandatory for personnel performing curriculum designer functions. Completion of an accredited instructor-training course is mandatory for individuals assigned to instructor positions. Completion of the following courses is desirable: instructor-training course, technical writing course, curriculum development course, academic counseling course, instructional system designer course, and principles of instruction course.

10.1.1.4. Experience. N/A

10.1.1.5. Other. Prior qualifications in any AFSC at the 5-skill level or higher (3-skill level, if no 5-skill level exists), (Sra or higher) and the ability to speak clearly and distinctly, are mandatory for entry into and retention of this specialty. Ability to use word processing software is desirable. Must have a mandatory General AQE score of 56. Retraining interviews are mandatory for entry into this career field. The base AFSC 3S2X1 functional manager conducts the interview. (Not applicable to AFRC and ANG)

10.1.2. Training Sources and Resources. Completion of course E3ALR3S231 002, Education and Training Apprentice (PDS Code 472), satisfies the knowledge and training requirements specified in the specialty qualification section (above) for award of the 3-skill level.

10.2. Journeyman Level Training:

10.2.1. Specialty Qualification. Enter 5-skill level UGT after completion of the three-skill level course.

10.2.1.1. Knowledge. Knowledge is mandatory of: principles, policies, and procedures of Air Force E&T programs; interviewing and counseling techniques; training techniques and instruction methods; task analysis procedures, learning process, curriculum development, training evaluations, and E&T systems and products; effective writing skills; editing practices; instructional media application, training reporting, program and curriculum validation, and implementation procedures; training program management; scheduling training events and facilities; conducting assistance visits and training meetings; work center and individual job qualification standard development; education institution registration requirements; military personnel classification system and policies; application of communicative interpersonal skills; and distance learning concepts.

10.2.1.2. Education. N/A

10.2.1.3. Training. UGT consists of completing all duty position related core tasks identified with a single asterisk "*" as well as any other duty position requirements identified by the supervisor.

10.2.1.4. Experience. Qualification in and possession of AFSC 3S231. Also, experience conducting or developing education or training programs, and qualification in assigned tasks in education services or unit, base, or maintenance training duty positions.

10.2.1.5. Other. N/A

10.2.2. Training Sources and Resources. N/A

10.3. Craftsman Level Training:

10.3.1. Specialty Qualification. All 3S231 and 3S251 qualifications apply to 3S271 requirements.

10.3.1.1. Knowledge. Knowledge is mandatory of: principles, policies, and procedures of Air Force E&T programs; interviewing and counseling techniques; training techniques and instruction methods; task analysis procedures, learning process, curriculum development, training evaluations, and E&T systems and products; effective writing skills; editing practices; instructional media application, training reporting, program and curriculum validation, and implementation procedures; training program management; scheduling training events and facilities; conducting assistance visits and training meetings; work center and individual job qualification standard development; education institution registration requirements; military personnel classification system and policies; application of communicative interpersonal skills; and distance learning concepts.

10.3.1.2. Education. To assume the grade of SSGT and MSgt individuals must be graduates of the Airman Leadership School and NCO Academy, respectively (for ANG/AFRES completion of AFIADL Courses 00001, 00009 satisfy the ALS & NCO Academy requirement).

10.3.1.3. Training. Completion of the following requirements is mandatory for the award of the seven-skill level: (1) all duty position related core tasks(identified with a single asterisk “*”) and (2) other duty position requirements as identified by the supervisor and (3) 12 months in training (6 months for retrainees).

10.3.1.4. Experience. Prior qualification as an Education and Training journeyman is mandatory.

10.3.1.5. Other. N/A

10.3.2. Training Sources and Resources. Completion of training references listed in the CFETP Part II satisfies the knowledge requirements specified in the specialty qualification section for award of the 7-skill level. The CFETP Part II identifies all the core tasks required for qualification.

10.4. Superintendent Level Training:

10.4.1 Specialty Qualification.

10.4.1.1. Knowledge. Knowledge of the following areas is mandatory: education, maintenance and support training management, functions, and policies; related military personnel classification policies; instructional system development, management, operation, and evaluation; wartime and contingency training planning; and test development, administration, and management.

10.4.1.2. Education. N/A

10.4.1.3. Training. Qualification as an Education and Training craftsman is mandatory. Also, experience in directing functions such as education and training programs is mandatory.

10.4.1.4. Experience. Promotion to SMSgt and recommendation by supervisor.

10.4.1.5. Other. N/A

10.4.2. Training Sources/Resources. N/A

Section D - Resource Constraints

11. Purpose. This section identifies known resource constraints that 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.

12. Apprentice Level Training: E3ALR3S231-002, Education and Training Apprentice Course.

12.1. Constraints. Required lead-time for development of resident training to meet added and changed training requirements specified in this CFETP.

12.1.1. Impact. Required training will be ready for implementation upon publication of this CFETP.

12.1.2. Resources Required. Manpower resources are available to complete required course revisions by the specified target completion date. Command assistance may be necessary to supplement job experience and subject matter expertise of the assigned instructor staff.

12.1.3. Action Required. Complete a revision of the 3-level course to meet all training requirements and proficiency codes identified in this CFETP.

12.2. OPR/Target Completion Date. 335TRS/UOB will implement revised training with the class beginning 20041004 and graduating 20041129.

13. Five Level Training: CDC 3S251, *Education and Training Manager*.

13.1. Constraints. Required lead-time for development of non-resident training to meet added and changed training requirements specified in this CFETP.

13.1.1. Impact. Required training will be ready for implementation upon publication of this CFETP.

13.1.2. Resources Required. Manpower resources are available to complete required course revisions by the specified target completion date. Command assistance may be necessary to supplement job experience and subject matter expertise of the assigned instructor staff.

13.1.3. Action Required. Complete the revision of CDC 3S251 to meet all training requirements identified in this CFETP.

13.2. OPR/Target Completion Date. This CDC will be available for order from AFIADL in February 2005.

14. Seven-Level Training: N/A

Section E – Transitional Training Guide. There are currently no transition training requirements. This area is reserved.

Part II

Section A – Specialty Training Standard (STS)

1. Implementation. The STS will be used for technical training provided by AETC for the three-skill level Education and Training Apprentice course with the class beginning with **20041004** and graduating **20041129**.

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

2.1. Column 1. (Task, Knowledge, and Technical Reference) are the most common tasks, knowledge, and Technical References (TR) necessary for airman to perform their duties in the 3-, 5-, and 7-skill level.

2.2 Column 2. Tasks (Core and Wartime) are identified, by asterisk, (*) required within the specific duty position taught both in peacetime and wartime courses, and Deployment Tasks identified, by a diamond, (◆) specialty-wide training requirements.

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

2.4. Column 4. Shows formal training and correspondence course requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task and knowledge and the career knowledge provided by the correspondence course.

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

2.6. Is used to document task completion when placed in the AF Form 623, On-The Job Training Record, and used according to AFI 36-2201.

2.7. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Senior NCOs with extensive practical experience in their career fields develop the Specialty Knowledge Tests (SKTs) at the USAF Occupational Measurement Squadron. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 14 of AFI 36-2606, *US Air Force Reenlistment, Retention, and NCO Status Programs*. WAPS is not applicable to the Air National Guard.

2.8 Transcribing. Transcribing documentation to a new CFETP is an administrative function, not a re-evaluation of training. Therefore, supervisor and trainer are considered

synonymous for the purpose of documentation. Transcribe within 120 days (240 days for ARC) of published date of revised CFETP. Upon publication of a new CFETP, use the following procedures to transcribe:

2.8.1. Use the new CFETP to identify past and current training requirements and to transcribe qualifications from the previous CFETP.

2.8.2. For tasks previously certified and required in the current duty position, circle the subparagraph number next to the task statement and enter the current date in the completion column. Trainee initials in the trainee column and the current task certifier or supervisor/trainer initials in the trainer column.

2.8.3. For tasks previously certified but not required in the current duty position (do not circle), transcribe only the previous certification date (no initials).

2.8.4. Annotate the AF Form 623a, (for example, "I certify the information contained in the CFETP dated XX was transcribed to the CFETP dated XX, and the trainee was given the superseded CFETP." Signed and dated by supervisor and trainee).

2.8.5. **CFETP Documentation.** Circle, in pencil, the sub-paragraph number next to the task statement. Enter the date training begins on the task. When training and task certification (if required) have been completed, certify completion by entering completion date, trainee, trainer, and task certifier initials.

2.8.6. **Third Party Certification.** The following tasks, although core tasks, do NOT require third party task certification: 3.2.1-3.2.5; 3.3.1-3.3.5; 3.5.3.1-3.5.3.3; 3.7.1-3.7.3; 3.8.1-3.8.3; 3.9.1-3.9.9; 3.12.1-3.12.3; 3.20.1; 3.20.2.1; 4.1,1,2; 4.1.1.7; 4.1.1.8; 4.1.1.10; 4.1.1.11; 4.1.2.1- 4.1.2.3; 4.1.2.6.1; 4.1.2.6.2; 4.1.2.7.1; 4.1.2.7.2; 4.1.3.1; 4.1.3.2; 4.1.7.1-4.1.7.4; 5.1-5.2.5. All remaining core tasks will require third party certification.

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

BY ORDER OF THE SECRETARY OF THE AIR FORCE
OFFICIAL

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

1 Atch
Qualitative Requirements

ATTACHMENT 1

<i>THIS BLOCK IS FOR IDENTIFICATION PURPOSES ONLY</i>		
NAME OF TRAINEE		
PRINTED NAME (<i>Last, First, Middle Initial</i>)	INITIALS (<i>Written</i>)	SSAN
PRINTED NAME OF TRAINER, CERTIFYING OFFICIAL 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> <p>NOTE: All tasks and knowledge items shown with a proficiency code are trained during war time.</p>		

1. Tasks, Knowledge And Technical References	2. Tasks		3. OJT Task Certification Documentation					4. Proficiency Codes Used to Indicate Training/Information Provided		
	Core /Wartime *	Deployment ◆	A	B	C	D	E	A	B	C
			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	3-Skill Level I S C	5-Skill Level C D C	7-Skill Level CRAFTS -MAN
1. EDUCATION AND TRAINING CAREER FIELD TR: AFI 36-2101, AFI 36-2107, CFETP 3S2X1										
1.1. Career Field Structure								B	-	-
1.2. Duties of AFSC 3S2XX								B	-	-
1.3. Progression in Career ladder 3S2XX								B	-	-
2. SUPERVISION AND TRAINING										
2.1. Supervision TR: AFI 36-2103, AFPAM 36-2627										
2.1.1. Orient newly assigned personnel								-	-	-
2.1.2. Analyze work requirements								-	-	-
2.1.3. Prioritize work requirements								-	-	-
2.1.4. Establish performance standards								-	-	-
2.1.5. Establish work methods								-	-	-
2.1.6. Plan/schedule work assignments								-	-	-
2.1.7. Supervise work activities of personnel								-	-	-
2.1.8. Evaluate individual duty performance								-	-	-
2.1.9. Conduct EPR feedback								-	-	-
2.1.10. Complete rating form								-	-	-
2.2. Training TR: AFI 36-2201, AFMAN 36-2108, CFETP 3S2X1										
2.2.1. Review mission statements								-	a	-
2.2.2. Identify training requirements								-	a	-
2.2.3. Determine individual training needs										
2.2.3.1. Evaluate skills/qualifications								-	b	-
2.2.3.2. Plan training								-	b	-
2.2.3.3. Recommend personnel for training								-	-	-
2.2.4. Develop training objectives								-	-	-
2.2.5. Develop evaluation devices								-	-	-
2.2.6. Develop training plans								-	-	-
2.2.7. Select qualified trainers								-	-	-
2.2.8. Advise trainees on training programs								-	-	-
2.2.9. Monitor effectiveness of upgrade/qualification training								-	-	-
2.2.10. Maintain training records								-	-	-
2.2.11. Participate in graduate evaluation								-	-	-

1. Tasks, Knowledge And Technical References	2. Tasks		3. OJT Task Certification Documentation					4. Proficiency Codes Used to Indicate Training/Information Provided		
	Core /Warline *	Deployment ◆	A	B	C	D	E	A	B	C
			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	3-Skill Level I S C	5-Skill Level C D C	7-Skill Level CRAFTS -MAN
3. TRAINING MANAGEMENT FUNCTIONS										
3.1. Manage the training feedback system TR: AFI 36-2201, 3S2X1 CFETP Part I, AFI 36-2201, AFI 36-2623, AF Occupational Survey Control Monitor Handbook										
3.1.1. Provide information/guidance							b	B	-	
3.1.2. Provide guidance/review in report preparation							b	B	-	
3.1.3. Coordinate external evaluation team visits							b	B	-	
3.1.4. Process surveys										
3.1.4.1. Determine suspenses	*						b	-	-	
3.1.4.2. Notify appropriate training managers	*						b	-	-	
3.1.4.3. Administer surveys	*						b	-	-	
3.1.4.4. Provide detailed instructions	*						b	-	-	
3.1.4.5. Provide assistance as needed	*						b	-	-	
3.1.4.6. Verify completion surveys	*						b	-	-	
3.1.4.7. Return surveys	*						b	-	-	
3.2. Use office automation, TR: Applicable Software Booklets										
3.2.1. Perform word processing	*	◆					2b	-	-	
3.2.2. Input/manage data using a spreadsheet	*	◆					2b	-	-	
3.2.3. Input/manage data using database management software	*	◆					2b	-	-	
3.2.4. Use electronic forms software	*	◆					2b	-	-	
3.2.5. Use graphics presentation software	*	◆					2b	-	-	
3.3. Prepare education and training correspondence using automated sources, TR: AFI 33-360 Vol 1, AFI 36-2201, AFPAM 33-337, AFMAN 33-326										
3.3.1. Prepare Memorandum for Record	*	◆					2b	-	-	
3.3.2. Using e-mail							b	-	-	
3.3.3. Prepare Staff reports (i.e. talking papers, staff summary sheets, etc)							2b	-	-	
3.3.4. Develop checklist		◆					2b	-	-	
3.3.5. Review education and training forms for accuracy:	*	◆					B	-	-	
3.3.6. Directives TR: AFH 33-337, AFMAN 33-326										

1. Tasks, Knowledge And Technical References	2. Tasks		3. OJT Task Certification Documentation					4. Proficiency Codes Used to Indicate Training/Information Provided		
	Core \Wartime *	Deployment ◆	A	B	C	D	E	A	B	C
			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	I S C	C D C	CRAFTS -MAN
3.3.6.1. Developing local training directives								B	-	-
3.3.6.2. Develop supplements								-	-	-
3.3.6.3. Develop standard operating procedures								-	-	-
3.3.7. Manage suspenses	*							b	-	-
3.4. Review publications and supplements affecting education and training, TR: AFI 36-2201, AFI 36-2306										
3.4.1. Provide recommendations to appropriate OPR for USAF/MAJCOM publications								-	B	-
3.4.2. Coordinate on base level publications and supplements								-	B	-
3.5. Establish education and training information and libraries and files TR: AFI 36-2201, AFI 36-2306, AF 33-360 Vol 1, AFMAN 37-139, AFIND 2, AFIADL Word, AFIADL Catalog, AFSC/CDC Listing, ETCA, AFI 33-360 V2, AFRDS On Line										
3.5.1. Access/Retrieve education/training publications via electronic/network capability										
3.5.1.1. Air Force, MAJCOM, Subordinate publications								2b	b	-
3.5.1.2. Education/ training catalogs, bulletins, publications								2b	b	-
3.5.1.3. Audio visual materials		◆						b	b	-
3.5.1.4. Computer based materials		◆						b	b	-
3.5.2. Establish and maintain documentation files	*							-	-	-
3.5.3. Career Field Education and Training Plans and Air Force Job Qualification Standards										
3.5.3.1. Access and retrieve as required	*							2b	-	-
3.5.3.2. Issue	*							b	-	-
3.5.3.3. Maintain	*							b	-	-
3.6. Conduct education and training meeting TR: AFI 36-2201, AFI 33-360										
3.6.1. Schedule meeting	*							b	-	-
3.6.2. Prepare agenda	*							2b	-	-
3.6.3. Distribute agenda	*							b	-	-
3.6.4. Conduct meeting	*							2b	-	-
3.6.5. Prepare minutes	*							2b	-	-

1. Tasks, Knowledge And Technical References	2. Tasks		3. OJT Task Certification Documentation					4. Proficiency Codes Used to Indicate Training/Information Provided		
	Core \Wartime *	Deployment ◆	A	B	C	D	E	A	B	C
			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	I S C	C D C	CRAFTS -MAN
3.6.6. Distribute minutes	*							b	-	-
3.6.7. Maintain minutes on file	*							-	-	-
3.7. Coordinate special, resident, and TEAMS (ANG) training TR: AFI 36-2201, ETCA										
3.7.1. Review training request	*							B	-	-
3.7.2. Validate mission – essential need	*							B	-	-
3.7.3. Process request	*							b	-	-
3.7.4. Conduct data call										
3.7.4.1. Identify training for unit/work center personnel	*							-	B	C
3.7.4.2. Review applicable publications	*							-	B	C
3.7.4.3. Review mission statements	*							-	B	C
3.7.4.4. Identify training resources	*							-	B	C
3.7.4.5. Request quotas/ backlogs from units	*							b	B	C
3.7.4.6. Consolidate/prioritize requirements	*							b	B	C
3.7.4.7. Forward to Base Training and MAJCOM OPRs, per program guidance	*							-	-	C
3.7.5. Request quotas										
3.7.5.1. Out-of-cycle								2b	B	-
3.7.5.2. Special training								2b	B	-
3.7.6. Manage quota allocation RIPS								b	B	-
3.7.7. Manage training courses										
3.7.7.1. Confirm Quotas								-	-	-
3.7.7.2. Substitutions								-	-	-
3.7.7.3. Cancellations								-	-	-
3.7.7.4. Process approval/disapproval of quotas		◆						b	B	-
3.7.7.5. Publish class schedules		◆						b	B	-
3.7.7.6. Manage no-shows								-	-	-
3.7.7.7. Coordinate with units to determine requirements								2b	B	-
3.7.7.8. Identify/prioritize courses								B	B	-
3.7.7.9. Inform appropriate officials and request corrective action								-	-	-
3.7.7.10. Verify course prerequisite requirements								b	B	-
3.7.7.11. Process enroute training requirements to MAJCOM								2b	B	C

1. Tasks, Knowledge And Technical References	2. Tasks		3. OJT Task Certification Documentation					4. Proficiency Codes Used to Indicate Training/Information Provided		
	Core /Warline *	Deployment ◆	A	B	C	D	E	A	B	C
			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	I S C	C D C	CRAFTS -MAN
3.7.8. Ancillary Training Program TR: AFI 36-2201										
3.7.8.1. Provide guidance and assistance to base-level training agencies in developing ancillary training programs								A	-	-
3.7.8.2. Review unit ancillary training procedures, upon request								A	-	-
3.8. Evaluate Airmen's Qualification and Training Status Actions TR: AFI 36-2101, AFI 36-2201, AFMAN 36-2108, AFM 36-2622 Vol I and VI										
3.8.1. Screen newly assigned personnel	*							2b	-	-
3.8.2. Review personnel training record	*							2b	-	-
3.8.3. Determine individual training status code								2b	-	-
3.9. Process Airman AFSC Training Status Actions TR: AFI 36-2101, AFI 36-2201, AFCSM 36-699										
3.9.1. Verify upgrade eligibility	*	◆						2b	-	-
3.9.2. Annotate OJT Roster	*	◆						2b	-	-
3.9.3. Process AF Form 2096 (manual, automated)	*	◆						2b	-	-
3.9.4. Forward IMA upgrade requests to Base Training Office/ HQ ARPC		◆						b	-	-
3.9.5. Process waiver package for mandatory training requirements								b	B	-
3.10. Process classification actions for trainees demonstrating unsatisfactory progress in upgrade/ qualification training TR: AFI 36-2101, AFI 36-2201, AFMAN										
3.10.1. Identify personnel	*	◆						b	-	-
3.10.2. Evaluate adequacy of training	*	◆						c	B	-
3.10.3. Determine deficiency	*	◆						2c	B	-
3.10.4. Record/ coordinate data on source document worksheet	*	◆						b	B	-
3.10.5. Advise individuals	*	◆						2c	B	-
3.10.6. Recommend action	*	◆						2c	B	-
3.10.7. Down grade skill level	*	◆						2b	B	C
3.10.8. Withdraw AFSC	*							-	-	C
3.10.9. Take follow-up action	*	◆						b	B	-
3.11. Analyze lack of training capability TR: AFI 36-2201										
3.11.1. Review										

1. Tasks, Knowledge And Technical References	2. Tasks		3. OJT Task Certification Documentation					4. Proficiency Codes Used to Indicate Training/Information Provided		
	Core \Wartime *	Deployment ◆	A	B	C	D	E	A	B	C
			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	3-Skill Level I S C	5-Skill Level C D C	7-Skill Level CRAFTS -MAN
3.11.1.1. Documents								b	-	C
3.11.1.2. Research								b	-	C
3.11.1.3. Validate problem								b	-	C
3.11.2. Recommend alternate training methods/resources								B	-	C
3.11.3. Identify unit/base capability/ capacity								b	-	C
3.11.4. Prepare documents								b	-	2c
3.11.5. Forward documents through base and MAJCOM channels								b	-	-
3.11.6. Notify parent MAJCOM of individual(s) involved								b	-	-
3.12. Manage Career Development Course (CDC) program TR: AFI 36-2101, AFI 36-2201, AFIADL Catalog, AFSC/CDC Listing										
3.12.1. Order appropriate CDC	*	◆						2b	b	-
3.12.2. Review Transaction Registers	*	◆						2b	-	-
3.12.3. Verify CDC enrollment data using CDSAR		◆						b	-	-
3.12.4. Conduct CDC Briefing	*	◆						2c	c	-
3.12.5. Issue CDC materials	*	◆						2c	c	
3.12.6. Provide guidance/assistance on CDC procedures/ problems	*	◆						b	-	-
3.12.7. Ensure trainee has all materials before departing (PCA, PCS, TDY)								-	b	-
3.12.8. Analyze CDC waiver trends	*							b	b	-
3.12.9. CDC Management										
3.12.9.1. Monitor CDC progression	*	◆						b	B	-
3.12.9.2. Process CDC extension requests	*	◆						2b	b	c
3.12.9.3. Process CDC reactivation packages	*	◆						b	b	-
3.12.9.4. Process CDC re-enrollment packages	*	◆						b	-	-
3.12.9.5. Process CDC cancellation	*	◆						2b	b	-
3.12.9.6. Process CDC enrollment data change	*	◆						2b	b	-
3.12.9.7. Request course examination	*	◆						2b	B	-
3.12.9.8. Schedule trainee for course exam	*	◆						b	B	-
3.12.10. Course examination failures										
3.12.10.1. Advise appropriate personnel	*	◆						b	-	-
3.12.10.2. Identify causes of CDC failure	*	◆						b	-	-

1. Tasks, Knowledge And Technical References	2. Tasks		3. OJT Task Certification Documentation					4. Proficiency Codes Used to Indicate Training/Information Provided		
	Core \Wartime *	Deployment ◆	A	B	C	D	E	A	B	C
			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	3-Skill Level I S C	5-Skill Level C D C	7-Skill Level CRAFTS -MAN
3.12.10.3. Process CDC examination failures	*	◆						b	-	-
3.12.10.4. Conduct Interview	*	◆						2b	-	-
3.12.10.5. Recommend corrective actions to commanders and supervisors	*	◆						b	-	-
3.12.10.6. Analyze Failure Trends	*							-	-	C
3.12.10.7. Process CDC Waiver	*							2b	b	c
3.12.10.8. Coordinate on separation versus retention package								-	-	c
3.13. Conduct retraining interviews TR: AFI 36-2201 AFMAN 36-2108										
3.13.1. Prepare for interview								-	b	c
3.13.2. Conduct the interview								-	b	c
3.13.3. Prepare written comments and recommendations								-	b	-
3.13.4. Forward written comments and recommendation to appropriate agency								-	a	-
3.14. Conduct education and training orientation using CFETP TR: AFI 36-2201, CFETP										
3.14.1. Skill level advancement								2b	-	-
3.14.2. PME advancement								2b	-	-
3.14.3. CCAF opportunity								2b	-	-
3.14.4. Career path								2b	-	-
3.14.5. AF training life cycle								2b	-	-
3.15. Manage Education and Training Equipment TR: AFI 32-1031, AFMAN 23-110, Manufacturer's Manual, AFI31-101, AFI 32-1001										
3.15.1. Obtain equipment maintenance								-	-	-
3.15.2. Set up equipment								-	-	-
3.15.3. Operate equipment								-	-	-
3.15.4. Coordinate use of instructional equipment and aids								-	-	-
3.16. Arrange for and schedule use of classrooms								-	-	-
3.17. Manage testing programs TR: AFI 36-2605, DAN TES Catalog, AFIADL Catalog										
3.17.1. Order test material								b	-	-
3.17.2. Receive test material								b	-	-
3.17.3. Secure test material								b	-	-

1. Tasks, Knowledge And Technical References	2. Tasks		3. OJT Task Certification Documentation					4. Proficiency Codes Used to Indicate Training/Information Provided		
	Core \Wartime *	Deployment ◆	A	B	C	D	E	A	B	C
			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	I S C	C D C	CRAFTS -MAN
3.17.4. Schedule tests								b	-	-
3.17.5. Maintain test facility								b	-	-
3.17.6. Administer test								b	-	-
3.17.7. Destroy test material								b	-	-
3.17.8. Conduct/ maintain test inventory								b	-	-
3.17.9. Validate locally developed tests								b	-	-
3.17.10. Recommend changes to training material								b	-	-
3.18. Manage the Career Development Course (CDC) Examination Test Control Facility TR: AFI 36-2201, USAF AFIADL Catalog and Price Listing										
3.18.1. Establish test control office ZIP shred								A	-	-
3.18.2. Maintain test control log		◆						b	-	-
3.18.3. Log receipt of CDC examinations		◆						b	-	-
3.18.4. Secure CDC examinations		◆						b	-	-
3.18.5. Schedule course examinations		◆						b	-	-
3.18.6. Maintain test facility		◆						b	-	-
3.18.7. Administer course examinations		◆						b	-	-
3.18.8. Process answer sheets		◆						b	-	-
3.18.9. Receive test results		◆						b	-	-
3.18.10. Forward test results		◆						b	-	-
3.18.11. Forward CDC examinations to gaining test office		◆						b	-	-
3.18.12. Report CDC examination compromises		◆						c	-	-
3.19. DANTES Test Administration TR: AFI 36-2306, DANTES Examination Program Handbook (DEPH) Vol I & II										
3.19.1. Comply with testing guidelines		◆						B	-	-
3.19.2. Maintain test administration documentation		◆						B	-	-
3.19.3. Testing programs (CLEP, DSSTS, etc.) TR: DANTES Examination Program Handbook (DEPH) Vol I & II										
3.19.3.1. Coordinate annual DANTES facility inspection		◆						B	-	-
3.19.3.2. Report/identify test compromise		◆						B	-	-

1. Tasks, Knowledge And Technical References	2. Tasks		3. OJT Task Certification Documentation					4. Proficiency Codes Used to Indicate Training/Information Provided		
	Core \Wartime *	Deployment ◆	A	B	C	D	E	A	B	C
			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	3-Skill Level I S C	5-Skill Level C D C	7-Skill Level CRAFTS -MAN
3.20. Resource management TR: AFI 36-2306, AFI 65-601 VOL II, AFI 36-2201 Vol 3										
3.20.1. Review manpower and personnel requirements	*							-	B	B
3.20.2. Manage budget resources (Equipment, supplies, training facilities)										
3.20.2.1. Forecast	*							-	b	2b
3.20.2.2. Execute								-	b	B
3.21. Schedule training events TR: AFI 21-101, AFI 36-2201, ETCA, AFCSM 21-570 Vol II, AFI 16-105 (I)										
3.21.1. Create training schedule								2b	-	-
3.21.2. Load training events								2b	-	-
3.21.3. Load/delete personnel to training events								2b	-	-
3.21.4. Process/publish training schedules								2b	-	-
3.21.5. Manage deviations										
3.21.5.1. Identify		◆						b	-	-
3.21.5.2. Track		◆						b	-	-
3.21.6. Update completions										
3.21.6.1. Delete no shows								2b	-	-
3.21.6.2. Delete/update event								2b	-	-
3.22. Report status of training briefing TR: AFI 21-101, AFI 36-2201, AFCSM 21-570 Vol II										
3.22.1. Identify overdue training items		◆						b	B	-
3.22.2. Determine cause of deficiency		◆						b	B	-
3.22.3. Determine corrective action		◆						b	B	-
3.22.4. Prepare status reports										
3.22.4.1. Compile statistical data		◆						2b	-	-
3.22.4.2. Prepare statistical data summary		◆						2b	-	-
3.22.4.3. Develop visual aids		◆						2b	-	-
3.22.4.4. Provide to appropriate officials								b	-	-
3.23. Manage training evaluation program TR: AFI 21-101, AFI 36-2201, AFH 36-2235 Vol 11										
3.23.1. Develop evaluation material								b	B	-
3.23.2. Administer evaluations								b	B	-
3.23.3. Review evaluation results								b	B	-

1. Tasks, Knowledge And Technical References	2. Tasks		3. OJT Task Certification Documentation					4. Proficiency Codes Used to Indicate Training/Information Provided		
	Core \Warline *	Deployment ◆	A	B	C	D	E	A	B	C
			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	3-Skill Level I S C	5-Skill Level C D C	7-Skill Level CRAFTS -MAN
3.23.4. Dispose of evaluation materials								b	B	-
3.23.5. Coordinate instructional system reviews (ISR)								b	B	-
4. WORKCENTER ISD										
4.1. Assist in development of unit/ individual training programs TR: AFI 36-2201, AFMAN 36-2108, 36-2234, 36-2236, AFH 36-2235 Vol 11, CFETP Part 1										
4.1.1. Analyze work center/duty position requirements										
4.1.1.1. Consult with subject matter experts								b	B	-
4.1.1.2. Identify day-to-day work requirements	*	◆						2b	B	-
4.1.1.3. Research applicable directives								b	B	-
4.1.1.4. Relate mission statements to training requirements								b	B	-
4.1.1.5. Develop questionnaires to assess requirements								2b	B	-
4.1.1.6. Review past production records								b	B	-
4.1.1.7. Review applicable training standards (i.e. CFETP AFJQS, etc)	*	◆						2b	B	-
4.1.1.8. Identify mandatory AFSC requirements (i.e. AFMAN 36-2108 and core tasks)	*	◆						b	B	-
4.1.1.9. Determine training capability		◆						b	B	-
4.1.1.10. Identify recurring training requirements	*	◆						2b	B	-
4.1.1.11. Review manning documents	*							2b	B	-
4.1.1.12. Review evaluation and inspection reports								b	B	-
4.1.1.13. Identify deployment tasks								b	B	-
4.1.2. Define work center/individual requirements TR: AFI 36-2201 V3, CFETP, AFH36-2215 Vol 11										
4.1.2.1. Develop training standards to support the mission (MTL/MTP/AF797, etc.)	*							2b	B	-
4.1.2.2. Compare skills /qualifications to duty position requirements	*							2b	B	-
4.1.2.3. Review CFETP/AFJQS to identify training needs	*							2b	B	-
4.1.2.4. Identify personnel gains/losses								b	B	-
4.1.2.5. Identify the need for job rotation								b	B	-

1. Tasks, Knowledge And Technical References	2. Tasks		3. OJT Task Certification Documentation					4. Proficiency Codes Used to Indicate Training/Information Provided		
	Core \Wartime *	Deployment ◆	A	B	C	D	E	A	B	C
			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	3-Skill Level I S C	5-Skill Level C D C	7-Skill Level CRAFTS -MAN
4.1.2.6. Initiate training record										
4.1.2.6.1. Determine applicable documents	*							2b	B	-
4.1.2.6.2. Provide documentation guidance and assistance	*	◆						2b	-	-
4.1.2.7. Identify Training Capacity										
4.1.2.7.1. Assist supervisors in selecting trainers	*	◆						b	-	-
4.1.2.7.2. Assist in selecting task certifiers	*	◆						b	-	-
4.1.3. Develop training objectives and measurement devices										
4.1.3.1. Identify job and task performance requirements	*							b	B	-
4.1.3.2. Identify training program objectives requirements	*							2b	B	-
4.1.3.3. Develop objectives								2b	B	
4.1.3.4. Develop measurement devices										
4.1.3.4.1. Written/oral examinations								2b	B	-
4.1.3.4.2. Performance checklist/tests								2b	B	-
4.1.4. Determine work center training method										
4.1.4.1. Prioritize training								b	-	-
4.1.4.2. Plan concurrent knowledge training								2b	-	-
4.1.4.3. Select training methods/ media										
4.1.4.3.1. Lecture								b	-	-
4.1.4.3.2. Coach/pupil								b	-	-
4.1.4.3.3. Demonstration/performance								b	-	-
4.1.4.3.4. Computer assisted								b	-	-
4.1.4.3.5. Qualification training package (QTP)								b	-	-
4.1.4.4. Develop Methods and Media										
4.1.4.4.1. Develop lesson plans (LPs)								b	B	-
4.1.4.4.2. Develop task breakdowns								2b	B	-
4.1.4.4.3. Determine equipment needs								b	B	-
4.1.4.4.4. Develop teaching aids								2b	B	-
4.1.4.5. Schedule training								b	B	-
4.1.4.6. Validate instruction										
4.1.4.6.1. Determine whether training materials meet needs								b	B	-
4.1.4.6.2. Revise plans and materials as needed								b	B	-

1. Tasks, Knowledge And Technical References	2. Tasks		3. OJT Task Certification Documentation					4. Proficiency Codes Used to Indicate Training/Information Provided		
	Core \Wartime *	Deployment ◆	A	B	C	D	E	A	B	C
			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	3-Skill Level I S C	5-Skill Level C D C	7-Skill Level CRAFTS -MAN
4.1.5. Conduct training session										
4.1.5.1. Demonstration /Performance							-	-	-	
4.1.5.2. Lecture							2b	-	-	
4.1.6. Evaluate work center training										
4.1.6.1. Assess task evaluation process	*						2b	B	-	
4.1.6.2. Review work center training program	*						-	-	-	
4.1.7. Develop training plans										
4.1.7.1. Develop a master task listing	*						2b	-	-	
4.1.7.2. Develop a master training plan	*						2b	-	-	
4.1.7.3. Develop training devices (i.e. charts, forms, etc. as required)	*						b	-	-	
4.1.7.4. Prioritizing training	*						b	-	-	
4.2. Identify availability of training sources TR: AFI 36-2201, AFI 36-2232, AFI 36-2306, ETCA, Distance Learning Catalog, Distance Learning Guide, AFIADL Catalog, AFI 36-2230(I)										
4.2.1. ETCA resident/ nonresident courses							2b	-	-	
4.2.2. AFIADL courses							B	-	-	
4.2.3. DOD schools							B	-	-	
4.2.4. MAJCOM/ Locally developed courses							B	-	-	
4.2.5. Civilian contracted courses							B	-	-	
4.2.6. High school, university, trade school							B	-	-	
4.3. Analyze education /training data for trends TR: AFI 36-2201 OMS Data Report										
4.3.1. Review/compile statistics	*						b	B	c	
4.3.2. Review/compile cross-tell reports							b	B	-	
4.3.3. Advise key personnel of training program status	*						b	B	-	
4.3.4. Recommend improvements/ corrective actions	*						b	B	2b	
5. CONDUCT UNIT/WORK CENTER ASSISTANCE VISITS TR: AFI 36-2201, AFI 36-2306										
5.1. Schedule	*						-	-	-	
5.2. Conduct Previsit preparation										
5.2.1. Review Publications	*						b	B	-	
5.2.2. Review mission statements	*						b	B	-	
5.2.3. Review policy letters	*						b	B	-	

1. Tasks, Knowledge And Technical References	2. Tasks		3. OJT Task Certification Documentation					4. Proficiency Codes Used to Indicate Training/Information Provided		
	Core \Wartime *	Deployment ◆	A	B	C	D	E	A	B	C
			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	3-Skill Level I S C	5-Skill Level C D C	7-Skill Level CRAFTS -MAN
5.2.4. Review wartime requirements	*							b	B	-
5.2.5. Review statistics	*							b	B	-
5.3. Conduct in-briefing/visit										
5.3.1. Interview personnel associated with training	*							b	B	-
5.3.2. Determine training capacity	*							b	B	-
5.3.3. Assess quality of work center training methods and techniques	*							b	B	-
5.3.4. Review management procedures	*							b	B	-
5.3.5. Review experience levels	*							b	B	-
5.3.6. Review planning procedures	*							b	B	-
5.3.7. Review projected training needs.	*							b	B	-
5.3.8. Review evaluation procedures	*							b	B	-
5.3.9. Review work standards versus requirements	*							b	B	-
5.3.10. Review communication channels	*							b	B	-
5.3.11. Review compliance work center rules	*							b	B	-
5.3.12. Review safety discipline	*							b	B	-
5.4. Conduct Out Brief	*							b	B	-
5.5. Prepare report								b	B	-
5.6. Distribute report								b	B	-
5.7. Conduct Staff Assistance Visit (SAV)	*							2b	B	
5.8. Follow-up visit								b	B	-
6. CONDUCT INFORMAL WORK CENTER VISIT	*							b	-	-
7. INSTRUCT AIR FORCE TRAINING COURSES TR: AFI 36-2201, AFM 36-2236	*							2b	B	-
8. BASE TRAINING FUNCTIONS										
8.1. Serve as base functional manager for AFSC 3S2X1 TR: AFI 36-2201								A	-	c
8.2. Serve as OPR for OJT TR: AFI 36-2201										
8.2.1. Coordinate training support across the base and with higher headquarters (MOA, MOU)								b	B	b
8.2.2. Coordinate qualified trainer and certifier requirements between units								b	B	-
8.2.3. Elevate unresolved issues to installation commander or MAJCOM Education and Training manager								b	B	-

1. Tasks, Knowledge And Technical References	2. Tasks		3. OJT Task Certification Documentation					4. Proficiency Codes Used to Indicate Training/Information Provided		
	Core \Wartime *	Deployment ◆	A	B	C	D	E	A	B	C
			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	3-Skill Level I S C	5-Skill Level C D C	7-Skill Level CRAFTS -MAN
8.2.4. Coordinate Education and Training policy and program changes with the installation commander, supported unit and MAJCOM Education and Training manager								b	B	-
8.2.5. Develop and coordinate base Education and Training policy								b	B	-
8.2.6. Assist units in establishing effective Education and Training functions								b	B	-
8.2.7. Provide feedback to MAJCOM Education and Training manager								b	B	-
9. EDUCATION SERVICES FUNCTIONS TR: AFI 36-2107, AFI 36-2306, AFI 36-2608										
9.1. Customer Service								-	-	-
9.2. Individual educational services record (AF Form 186, Individual Record – Education Services Program)										
9.2.1. Initiate Educational Record via Automated/Manual System								A	A	-
9.2.2. Process incoming and outgoing education records								A	A	-
9.2.3. Maintain grade sheets								-	-	-
9.3. Resource Management										
9.3.1. Initiate/Process AF Form 1227, Authority for Tuition Assistance Education Services Programs								-	A	-
9.3.2. Certify invoices for payment								-	A	-
9.3.3. Perform TA reimbursement/waiver actions								-	A	-
9.3.4. Administer instructional and non-instructional programs/ non-personal service contracts (NPSC)								-	A	-
9.4. Manage education services program TR: AFI 36-2306										
9.4.1. Educational needs assessment survey										
9.4.1.1. Develop, distribute, and conduct								-	-	-
9.4.1.2. Collate and interpret data								-	-	-
9.4.2. Compile and submit the Nathan Altschuler Award for Excellence and Educational Programs								-	-	-
9.4.3. Develop Education Services Program and Publicity								-	-	-
9.4.4. Compile or submit Education Services Report								-	-	-

1. Tasks, Knowledge And Technical References	2. Tasks		3. OJT Task Certification Documentation					4. Proficiency Codes Used to Indicate Training/Information Provided		
	Core \Warline *	Deployment ◆	A	B	C	D	E	A	B	C
			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	3-Skill Level I S C	5-Skill Level C D C	7-Skill Level CRAFTS -MAN
9.5. Assist and advise personnel on education services program TR: AFI 36-2302, AFI 36-2305, AFI 36-2306, American Council on Education Guide to the Evaluation of Educational Experience in the Armed Services (ACE Guide), Handbook to the ACE Guide, CCAF General Catalog, CCAG Counselors Handbook, Service Members Opportunity Colleges (SOC) Guide										
9.5.1. Educational Leave of Absence							-	B	-	
9.5.2. Education deferments							-	B	-	
9.5.3. Service Members Opportunity Colleges (SOC)							-	B	-	
9.5.4. On and Off base Degree Programs							-	-	-	
9.5.5. Correspondence, independent study, external programs TR: DANES, Independent Study Catalog, DANES External Degree Program							-	B	-	
9.5.6. Financial aid, such as loans and grants							-	B	-	
9.5.7. CCAF TR: AFI 36-2304, CCAF General Catalog, CCAF Counselor Handbook, CCAF Update, CCAF Addendum										
9.5.7.1. Use CCAF Catalog/Update							-	B	-	
9.5.7.2. Use CCAF Advisors Handbook							-	B	-	
9.5.7.3. Order/ interpret CCAF progress reports							-	B	-	
9.5.7.4. Obtain and interpret transcripts							A	-	-	
9.5.7.5. Update academic education levels							A	-	-	
9.5.7.6. Obtaining credit for military schools/ experience/training							A	-	-	
9.5.7.7. Evaluate individual background							-	-	-	
9.5.7.8. Record interviews and results							-	-	-	
9.5.8. AFIT Programs TR: ETCA, AFI 36-2005, AFI 36-2013							B	-	-	
9.5.9. Voluntary AFIADL Programs, TR: AFI 36-2201, AFI 36-2301, AFIADL Catalog, Air University Catalog										
9.5.9.1. Career Development Courses (CDC) and Specialized Courses (SC)							B	-	-	
9.5.9.2. PME courses							B	-	-	
9.5.9.3. Commissioning Programs (AECF, AFROTC, AFA, OTS, LEAD, SOAR, etc							B	-	-	

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9.5.10. Department of Veterans Affairs Programs TR: AFI 36-2306, Certification of Students Under Veterans' Laws, VA Circulars										
9.5.10.1. VA Educational Programs							B	-	-	
9.5.10.2. Preparation of certification forms							B	-	-	
9.6. Manage the distance learning/ instructional program TR: AFI 36-2201, AF Handbook 36-2235 Vol 5, AETCI 36-2208, AETCI 36-2209										
9.6.1. Notify all units to forecast required courses							a	A	-	
9.6.2. Announce upcoming courses or broadcasts							a	A	-	
9.6.3. Maintain site schedule and coordinate with TSC							a	A	-	
9.6.4. Register for course and ensure confirmation							a	A	-	
9.6.5. Receive course materials, inventory, safeguard and report discrepancies							a	A	-	
9.6.6. Reserve classroom, set up and provide room security							a	A	-	
9.6.7. Provide system orientation							a	A	-	
9.6.8. Receive broadcast and record session							a	A	-	
9.6.9. Submit class roster, take attendance, and scores							a	A	-	
9.6.10. Administer assessments, progress checks, block examinations, and course critiques.							a	A	-	
9.6.11. Satellite Broadcasts										
9.6.11.1. Downlink (JST POC)							b	A	-	
9.6.11.2. Uplink (Broadcast site)							b	A	-	
9.6.11.3. Obtain course materials and equipment							-	B	-	
9.6.11.4. Ensure material currency							-	B	-	
9.6.11.5. Ensure serviceability of training aids/ equipment							-	B	-	
9.6.11.6. Inform units of available programs							-	B	-	
9.6.11.7. Schedule training sessions							-	B	-	
9.6.11.8. Distribute training certificates to the Unit Education and Training Manager (UTM) when received							a	A	-	
9.6.11.9. Train UTMs and provide ADL updates via training program							-	A	-	

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			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	3-Skill Level I S C	5-Skill Level C D C	7-Skill Level CRAFTS -MAN
10. INSTRUCTIONAL SYSTEM DEVELOPMENT (ISD) TR: AFMAN 36-2234, AFH 36-2235 Series, AFPD 36-22										
10.1. ISD Process										
10.1.1. Total instructional system							B	-	-	
10.1.2. Quality improvement							B	-	-	
10.2. Learning theory										
10.2.1. Theoretical approaches							B	-	-	
10.2.2. Applying theory to the learning situation							B	-	-	
10.3. Instructional planning										
10.3.1. Conduct needs assessment							-	-	-	
10.3.2. Develop instructional system concepts							-	-	-	
10.3.3. Develop ISD management plan							-	-	-	
10.3.4. Develop ISD evaluation plan							-	-	-	
10.4. Analysis phase										
10.4.1. Conduct occupational/ educational/mission analysis							-	-	-	
10.4.2. Conduct task analysis							-	-	-	
10.4.3. Conduct learning analysis							-	-	-	
10.4.4. Perform resource analysis							-	-	-	
10.4.5. Conduct target audience analysis							-	-	-	
10.5. Design phase										
10.5.1. Develop objectives							-	-	-	
10.5.2. Prioritize, cluster, and sequence objectives							-	-	-	
10.5.3. Develop tests							-	-	-	
10.5.4. Review existing materials							-	-	-	
10.5.5. Design instructional plan										
10.5.5.1. Select instructional method							-	-	B	
10.5.5.2. Selecting, obtaining, securing, evaluating media							-	-	B	
10.5.5.3. Select media for integrated activities							-	-	B	
10.5.5.4. Determine instructional strategies							-	-	B	
10.5.5.5. Design instructional activities							-	-	-	
10.5.6. Develop implementation plan							-	-	-	
10.6. Development phase										

1. Tasks, Knowledge And Technical References	2. Tasks		3. OJT Task Certification Documentation					4. Proficiency Codes Used to Indicate Training/Information Provided		
	Core \Wartime *	Deployment ◆	A	B	C	D	E	A	B	C
			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	I S C	C D C	CRAFTS -MAN
10.6.1. Prepare plan of instruction								-	-	-
10.6.2. Produce instructional materials								-	-	-
10.6.3. Validate instruction										
10.6.3.1. Develop validation plan								-	-	-
10.6.3.2. Conduct internal reviews								-	-	-
10.6.3.3. Conduct tryouts								-	-	-
10.6.4. Finalize instructional materials								-	-	-
10.7. Implementation phase										
10.7.1. Implement system functions								-	-	-
10.7.2. Conduct instruction								-	-	-
10.8. Evaluation										
10.8.1. Perform formative evaluation								-	-	-
10.8.2. Perform summative evaluation								-	-	-
10.8.3. Perform operational evaluation								-	-	-
11. MAJOR COMMAND (MAJCOM) EDUCATION AND TRAINING TR: AFI 36-2201, AFI 36-2245, AFI 36-2306										
11.1. Manage the MAJCOM Education and Training program										
11.1.1. Coordinate on MAJCOM formal training requirements								A	-	-
11.1.2. 7-level school program management								-	-	-
11.1.3. Manage MAJCOM Educational and Training policy								-	-	-
11.1.4. Acts as MAJCOM focal point for training issues								A	-	-
11.1.5. Respond to supported base and MAJCOM functional manager requests for Education and Training support								-	-	-
11.1.6. Identify MAJCOM training providers capabilities/ resources								A	-	-
11.1.7. Coordinate training for supported MAJCOM functional managers and providers								-	-	-
11.1.8. Coordinate supported base training feedback										
11.1.8.1. Notify MAJCOM functional managers								A	-	-
11.1.8.2. Notify training providers								A	A	-
11.1.8.3. Monitor corrective actions								A	A	-

1. Tasks, Knowledge And Technical References	2. Tasks		3. OJT Task Certification Documentation					4. Proficiency Codes Used to Indicate Training/Information Provided		
	Core \Wartime *	Deployment ◆	A	B	C	D	E	A	B	C
			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	3-Skill Level I S C	5-Skill Level C D C	7-Skill Level CRAFTS -MAN
11.1.9. Manage the MAJCOM OJT program to support mission requirements and USAF Education and Training policy								-	-	-
11.1.10. Ensure base training managers are qualified to conduct base training programs in support of mission requirements								-	A	-
11.1.11. Serve as the MAJCOM focal point for external training evaluations								-	-	-
11.1.12. Assist MAJCOM inspection and evaluation activities to establish effective methods for evaluating airmen qualifications								-	A	-
11.1.13. Review withdrawal from UGT and AFSC downgrade or withdrawal case files with MAJCOM AFSC functional managers								-	A	-
11.2. Coordinate education and training policy and program changes with										
11.2.1. Supported bases								A	A	-
11.2.2. MAJCOM functional managers								A	A	-
11.2.3. Training providers								A	-	-
11.3. Coordinate on education and training publications										
11.3.1. MAJCOM								-	-	-
11.3.2. Supplements								-	-	-
11.3.3. Provide recommendations								-	-	-
11.4. Coordinate on draft training documents										
11.4.1. CFETP, AFJQS								A	A	-
11.4.2. Provide recommendations to MAJCOM functional managers								-	A	-
11.5. Serve as MAJCOM ancillary training program (ATP) advisor TR: AFI 36-2201								-	-	-
11.6. Review expenditure of funds for education and training programs								-	-	-
11.7. Consolidate and analyze command education services reports and prepare statistical summary								A	-	-
11.8. Manage Air Force education and training recognition programs								A	-	-
11.9. Participation in Air Force training development activities (TPT, TPR, SATAF U&TW etc.)								A	-	-
11.10. Advise inspection and evaluation agencies TR: AFI 36-2201, AFMAN 36-2234, AFH 36-2235 Vol 11								b	B	-

Section B – Deployment/UTC Tasks

This section lists tasks that that must be trained before deployment/UTC. The tasks need to be documented in the previous section – Section A

Use office automation TR: Applicable Software Booklets									
Perform word processing									
Input/manage data using a spreadsheet									
Input/manage data using database management software									
Use electronic forms software									
Use graphics presentation software									
Prepare education and training correspondence using automated sources TR: AFI 33-360 Vol 1, AFI 36-2201, AFPAM 33-337	<p>FOR REFERENCE ONLY DOCUMENT DEPLOYMENT/UTC TRAINING COMPLETION IN PREVIOUS SECTION</p>								
Prepare memorandum for record									
Using e-mail									
Prepare Staff reports (i.e. talking papers, staff summary sheets, etc)									
Develop checklist									
Review education and training forms for accuracy									
Manage Career Development Course (CDC) program TR: AFI 36-2101, AFI 36-2201, AFMAN 36-2622 Vol I and VI, AFIADL Catalog, AFSC/CDC Listing									
Verify CDC enrollment data using CDSAR									
Brief supervisor and trainee and issue CDC materials									
Provide guidance/assistance on CDC procedures/problems									
Monitor CDC progression									
Manage testing programs TR: AFI 36-2605, AFH 36-2245 Vol 11, AFI 36-2201, AFAEMS LITE, AFI 36-2306, DANTES Catalog, AFIADL Catalog, DANTES Examination Program Handbook (DEPH) Vol I & II									
Establish test control office ZIP shred									
Request extensions as necessary									
Order test material									
Receive test material									
Log receipt of test material									
Secure test material									
Complete SF Form 702									
Schedule tests									
Administer test									
Process answer sheets									
Receive test results									

Maintain test control log									
Destroy test material									
Conduct and maintain test inventory									
Report test compromises									
Forward test results									
Forward CDC examinations to appropriate test control office									
Maintain test facility									
Coordinate annual DANTES facility inspection									
Initiate/Process AF Form 1227, Authority for Tuition Assistance Education Services Programs									
Resource management TR: AFI 36-2306, AFI 65-601 VOL II, AFI 36-2201 Vol 3									
Manage budget resources (Equipment, supplies, training facilities)									
Forecast									
Execute									
Access/Retrieve education/training publications via electronic/network capability									
Air Force, MAJCOM, Subordinate publications									
Education/ training catalogs, bulletins, publications									
Audio visual materials									
Computer based materials									
Process Airman AFSC Training Status Actions TR: AFI 36-2101, AFI 36-2201, AFCSM 36-699									
Verify upgrade eligibility									
Annotate OJT Roster									
Process manual AF Form 2096									
Process automated AF Form 2096									
Forward IMA upgrade requests to Base Training Office/ HQ ARPC									
Process waiver package for mandatory training requirements									
CCAF TR: AFI 36-2304, CCAF General Catalog, CCAF Counselor Handbook, CCAF Update, CCAF Addendum									
Obtain and interpret transcripts									
Update academic education levels									
Correspondence, independent study, external degree programs TR: DANTES Independent Study Catalog, DANTES External Degree Program									
Order/interpret CCAF progress reports									
Enlisted PME courses									

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PREVIOUS SECTION**

Manage the distance learning/instructional program TR: AFI 36-2201, AETCI 36-2208, AETCI 36-2209									
Manage Career Development Course (CDC) program TR: AFI 36-2101, AFI 36-2201, , AFIADL Catalog, AFSC/CDC Listing									
Order appropriate CDC									
Review Transaction Registers									
Verify CDC enrollment data using CDSAR .									
Brief supervisor and trainee and issue CDC materials	FOR REFERENCE ONLY DOCUMENT DEPLOYMENT/UTC TRAINING COMPLETION IN PREVIOUS SECTION								
Provide guidance/assistance on CDC procedures/ problems									
Ensure trainee has all materials before departing (PCA, PCS, TDY)									
CDC waivers									
Analyze waiver trends									
CDC Management									
Monitor CDC progression									
Process CDC extension requests									
Process CDC reactivation packages									
Process CDC re-enrollment packages									
Process CDC cancellation									
Process CDC enrollment data change									
Request course examination									
Schedule trainee for course exam									
Course examination failures									
Advise appropriate personnel									
Identify causes of CDC failure									
Process CDC examination failures									
Conduct Interview									
Recommend corrective actions to commanders and supervisors									
Analyze Failure Trends									
Process CDC Waiver									
Coordinate on separation versus retention package									
Correspondence, independent study, external degree programs TR: DANTES Independent Study Catalog, DANTES External Degree Program									
Order/interpret CCAF progress reports									
Process approval/disapproval of quotas									
Publish class schedules									
Identify personnel									

Evaluate adequacy of training									
Determine deficiency									
Record/ coordinate data on source document worksheet									
Advise individuals									
Recommend action									
Down grade skill level									
Withdraw AFSC									
Take follow-up action									
Comply with testing guidelines									
Maintain test administration documentation									
Identify									
Track									
Identify overdue training items									
Determine cause of deficiency									
Determine corrective action									
Compile statistical data									
Prepare statistical data summary									
Identify day-to-day work requirements									
Review applicable training standards (i.e. CFETP AFJQS, etc)									
Identify mandatory AFSC requirements (i.e. AFMAN 36-2108 and core tasks)									
Determine training capability									
Identify recurring training requirements									
Provide documentation guidance and assistance									
Assist supervisors in selecting trainers									
Assist in selecting task certifiers									

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PREVIOUS SECTION**

Section C - Course Objective List

This list is optional and is not currently used. This area is reserved.

Section D - Support Material

The 3S2 Career Field does not have any applicable QTPs. This area is reserved.

Section E - Training Course Index

1. 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.

2. Air Force In-Residence Courses.

COURSE NUMBER	TITLE	LOCATION	USER
E3ALR3S231 002	Education and Training Apprentice	Keesler	335 TRS/UOB
()3AIR3S200 069	Basic Instructor	Each TTW	81 TRSS
J4AZT3S200 011	Principles of Instruction	MTT	82 TRSS
J3AZR3S200 010	Instructional System Designer	Sheppard	82 TRSS
J4AZT3S200 010	Instructional System Designer	MTT	82 TRSS
J3AZR3S200 003	Computer Based Instruction (CBI) Designer	Sheppard	82 TRSS
J4AZT3S200 003	Computer Based Instruction (CBI) Designer	MTT	82 TRSS
J3AZR3S200 008	Interactive Video Teletraining (IVT) Techniques	Sheppard	82 TRSS
J3AZR3S200 009	Selection and Use of Multimedia in Training (SUMMIT)	Sheppard	82 TRSS
	DANTES Test Control Officer's (TCO) Workshop		
	CCAF Advisor's Work Shop	Gunter	CCAF

3. Air Force Institute for Advanced Distributed Learning (AFIADL) Courses

COURSE NUMBER	TITLE	LOCATION	USER
MECI 100	Course for Authors	Maxwell	335 TRS/UOB

4. Distance Learning Courses

COURSE NUMBER	TITLE	LOCATION	USER
E6ADL3S251 000	AFTC Instructor Seminar ATN Broadcast	Keesler	335 TRS/UOB
	AFTC (Paper-based) Exportable	Keesler	335 TRS/UOB
E6ADL3S271-000	Education and Training Craftsman	Keesler	335 TRS/UOB
	Job Site Training (JST) POC Orientation ATN Broadcast	Keesler	2AF

Section F - MAJCOM Unique Requirements

1. The following list of MAJCOM unique responses is not all-inclusive; however, it covers the most frequently referenced areas.

COURSE NUMBER	TITLE	LOCATION
Y140020 ACC	Maintenance Training Management Course	Hill AFB, UT
Y140021 ACC	Instructional Systems Designer Course	Hill AFB, UT
AMC 3S2X1-000	AMC Maintenance Training Course	Air Mobility Warfare Center