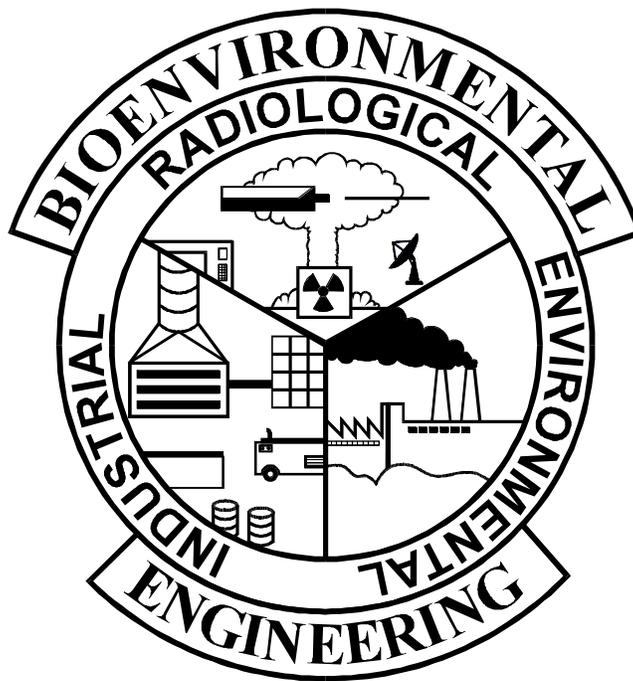


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**Parts I and II**  
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**AFSC 4B0X1**

**Bioenvironmental Engineering**



**CAREER FIELD**  
**EDUCATION AND TRAINING PLAN**

**CAREER FIELD EDUCATION AND TRAINING PLAN  
BIOENVIRONMENTAL ENGINEERING SPECIALTY  
AFSC 4B0X1**

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**CAREER FIELD EDUCATION AND TRAINING PLAN  
BIOENVIRONMENTAL ENGINEERING SPECIALTY  
AFSC 4B0X1**

## **PART I**

### *Preface*

1. As occupational health and environmental legislation becomes more numerous and detailed, the job of Bioenvironmental Engineering becomes ever larger and more complicated. The only way we can survive in this arena is through improved education and training. That is the reason this Career Field Education and Training Plan (CFETP) was developed. This CFETP is a comprehensive core training document that identifies life-cycle education/training requirements, training support resources, and minimum core tasks for each skill level in the Bioenvironmental Engineering (BEE) career field. The CFETP is used to provide personnel a clear career path to success and improve unit level training.

**NOTE: Civilians occupying Bioenvironmental Engineering positions may use Part 2 to support duty position qualification training.**

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

2.1 **Part I** provides information necessary for overall management of the specialty. **Section A** explains how everyone will use the plan. **Section B** identifies career field progression information, duties and responsibilities, training strategies, and the career field path. **Section C** associates each skill-level with specialty qualifications (knowledge, education, training, and other). **Section D** indicates resource constraints. Some examples are funds, manpower, equipment, and facilities. **Section E** is reserved for a Transitional Training Guide for use with merging career fields.

2.2 **Part 2** provides tools needed to run an effective training program. **Section A** is the Specialty Training Standard (STS). This revised STS not only contains 3/5/7-skill level training requirements, it also indicates those tasks determined to be core tasks and those tasks determined to be wartime skills. The 3-skill level column lists the topics and the proficiency levels to which they are taught in the initial 3-level course. It should be used by supervisors to conduct graduate evaluations in accordance with AFI 36-2201; Developing, Managing, and Conducting Training. **Section B** is reserved for a listing of specific course objectives. **Section C** discusses each of the Qualification Training Package support materials. **Section D** lists the many training courses BEE personnel can attend for career development and also discusses some of the civilian certifications BEE personnel may obtain. **Section E** is reserved to list MAJCOM-Unique Requirements. **Section F** describes the components of the 6-part competency folder required to document training. At unit level, supervisors and trainers use Part 2 to identify, plan, and conduct training in line with the overall goals of this CFETP.

**3.** Using the guidance provided in this CFETP will ensure individuals in the BEE career field receive the effective and efficient training they need at the appropriate point in their career. This CFETP can help you train today's work force for tomorrow's job.

## ***Abbreviations/Terms Explained***

**Advanced Training (AT).** Formal course that provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

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

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

**Career Field Education and Training Plan (CFETP).** A CFETP is a comprehensive, multipurpose document encompassing the entire spectrum of education and training for a career field. It outlines a logical growth plan that includes training resources and is designed to make career field training identifiable, eliminate duplication, and ensure this training is budget defensible.

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

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

**Core Task.** A task Air Force career field managers (AFCMs) identify as a minimum qualification requirement within an Air Force specialty or duty position.

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

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

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

**Initial Skills Training.** A formal residence course that results in award of the 3-skill level AFSC.

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

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

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

**Qualification Training (QT).** Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

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

**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 within the Training Impact Decision System (TIDES).

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

**Skills Training.** A formal course that results in the award of a skill-level.

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

**Specialty Training Standard (STS).** An Air Force publication that describes skills and knowledges that airman in a particular Air Force Specialty needs on the job. It further serves as a contract between the USAFSAM and the user to show the overall training requirements for an Air Force specialty code that the formal schools teach.

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

**Standard Medical Readiness Training System (SMRTS).** A software program which identifies all skill requirements by AFSC and unit type code (unit readiness mission). Used as a management tool to ensure contingency skills are sustained.

**Sustainment Training.** Regular and recurring training necessary to maintain skills of a fully qualified individual to adequately perform the mission and related duties required by their job in peacetime and wartime.

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

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

**Training Impact Decision System (TIDES).** A computer-based decision support technology designed to assist Air Force career field managers in making critical judgments relevant to what training should be provided personnel within career fields, when training should be provided (at what career points), and where training should be conducted (training setting).

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

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

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

**Upgrade Training (UGT).** Mandatory training that leads to award of a higher skill level.

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

**USAFSAM.** The US Air Force School of Aerospace Medicine, located at Brooks AFB TX.

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

**Wartime Requirements (Contingency Requirements).** A task Air Force career field managers identify as a requirement for functioning in a deployment situation. This includes deployments for wartime, MOOTWs, and peacetime contingencies.

## ***Section A - General Information***

**1. Purpose of the CFETP.** This CFETP provides information Bioenvironmental Engineering career field managers, commanders, training managers, supervisors, trainers and the USAF School of Aerospace Medicine (USAFSAM) use to plan, develop, manage, and conduct an effective and efficient career field training program. This CFETP outlines training individuals in this specialty must receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced and continuation training. Initial skills training is AFS specific training an individual receives upon initial classification as a 4B011 or upon retraining into this specialty. For our career field, this training is provided by Air Force Material Command at the USAFSAM, Brooks AFB, Texas. Upon graduation from initial skills training the 3-level AFSC is awarded. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion required to award the 5-, 7-, and 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills/knowledge training required to do the job. Continuation training is additional training — either with in-residence training courses, exportable advance training courses, or on-the-job training (OJT) — provided to 3-, 5-, 7-, and 9-skill level personnel to increase their skills and knowledge beyond the required minimum level. The CFETP also serves the following purposes:

1.1 Serves as a management tool to plan, manage, conduct, and evaluate career field training. Furthermore, it is used to help supervisors identify established training at appropriate points within an individual's career.

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

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

1.4 Lists civilian certification and registrations that Bioenvironmental Engineering personnel may be eligible to obtain and lists the organization and its address that gives the certification or registration.

1.5 Identifies major resource constraints which impact implementation of the desired career field training program.

**2. Uses of the CFETP.** This CFETP will be maintained by the Air Force Bioenvironmental Engineering Career Field Manager. Major Air Command (MAJCOM) career field managers, and USAFSAM will review the CFETP annually to ensure currency and accuracy and will forward recommended changes to the Air Force career field manager. They will use the lists of courses in Part 2, Section D, to determine whether all training needs are being covered. If not, needed training courses will be recommended. If unneeded or duplicated training is noted, recommendations will be made for elimination. This plan will be used by training managers at all

levels to ensure a comprehensive and cohesive training program is available/instituted for each individual in the BEE career ladder.

2.1 USAFSAM training personnel will develop/revise formal resident and exportable training based on requirements established by users and documented in Part 2 of the CFETP. They will also work with the Air Force BEE Career Field Manager to develop procurement and acquisition strategies for obtaining resources needed to provide the identified training.

2.2 The MAJCOM career field managers will ensure their training programs complement the CFETP mandatory initial skills and upgrade requirements. Identified requirements can be satisfied by OJT, resident training, contract training, or exportable courseware/courses. Any MAJCOM developed training to support this AFSC must be identified for inclusion in this plan and must not duplicate available training resources.

2.3 Each individual will complete mandatory training requirements specified in this plan. The lists of courses in Part 2, Section D, will be used as a reference to support training.

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

## ***Section B - Career Progression and Information***

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

**4.1 Bioenvironmental Engineering Superintendent/Career Field Manager (CFM), (4B091/4B000) ).**

**4.1.1 Specialty Summary.** Manages and directs personnel providing workplace industrial hygiene and radiological health surveillance, conducting environmental surveillance programs, and performing Bioenvironmental Engineering medical readiness activities. Related DoD Occupational Subgroup: 322.

#### **4.1.2 Duties and Responsibilities.**

**4.1.2.1** Plans, implements, organizes, and manages Bioenvironmental Engineering activities. Plans, implements, organizes, and manages programs to evaluate occupational health, radiological health, environmental surveillance, hazardous waste management, and Bioenvironmental Engineering medical readiness. Acts as program manager in the absence of a Bioenvironmental Engineer. Supervises and directs in-service and Enlisted Specialty Training programs. Assigns enlisted personnel. Serves as a member of committees for occupational health, environmental, and Bioenvironmental Engineering medical readiness matters.

4.1.2.2 Directs Bioenvironmental Engineering activities. Establishes methods, standards, priorities, and controls for conducting Bioenvironmental Engineering programs. Provides technical and administrative advice.

4.1.2.3 Inspects and evaluates Bioenvironmental Engineering activities. Conducts internal inspections of program activities, analyzes findings, and implements corrective action or recommends solutions.

4.1.2.4 Plans and directs Bioenvironmental Engineering medical readiness programs. Plans, manages, and directs Bioenvironmental Engineering medical readiness response activities. Develops and prepares plans and checklists required to implement actions. Provides guidance to base disaster preparedness personnel in detecting and identifying warfare agents. Plans and directs the Bioenvironmental Engineering portion of the medical readiness contingency program. Advises on decontamination procedures for medical personnel, patients, equipment, and medical facilities. Directs training for medical personnel and provides advice and guidance for training nonmedical personnel in the medical aspects of defense against nuclear, biological, and chemical agents.

4.1.2.5 Directs Bioenvironmental Engineering functions. Resolves problems encountered in industrial hygiene surveillance, community environmental evaluations, and radiological health activities. Provides assistance to other base activities on Bioenvironmental Engineering programs.

4.1.2.6 Directs radiological health functions. Plans, implements, and manages radiological health programs. Evaluates facility survey results, equipment, materials, and operations for ionizing and non-ionizing radiation hazards; and assesses waste disposal procedures for radioactive materials to ensure safe operation and conformance with existing safety and health standards and permit requirements. In the absence of a Bioenvironmental engineer, serves as base radiation safety officer. Provides assistance in maintaining permits for radioactive materials. Manages overall operation of the personal dosimetry program. Provides assistance to base activities in implementing radiation protection programs.

4.1.2.7 Serve as the Aeromedical Squadron/Group Superintendent under the Objective Medical Group implementation guide. Refer to the most recent guide for a listing of duties and responsibilities.

## **4.2 Bioenvironmental Engineering Craftsman, (4B071).**

4.2.1 **Specialty Summary.** Supervises Bioenvironmental Engineering activities. Plans, directs, conducts, and supervises occupational health, radiological health, and environmental protection programs to ensure healthful working conditions are maintained and that the environment is not adversely affected by Air Force operations. Supervises and performs Bioenvironmental Engineering medical readiness activities. Related DoD Occupational Subgroup: 322.

## 4.2.2 Duties and Responsibilities.

4.2.2.1 Plans, directs, and supervises Bioenvironmental Engineering programs. Plans, implements, and supervises aspects of workplace surveillance, environmental protection, and medical readiness programs. Conducts and supervises in-service and Enlisted Specialty Training programs. Acts as program manager in the absence of a Bioenvironmental Engineer or Bioenvironmental Engineering Superintendent. Resolves problems met in carrying out a comprehensive Bioenvironmental Engineering program, to include basic requirements, operating procedures, presence of health hazards, and adequacy of control measures. Advises and assists supervisors with worker health and safety education programs. Establishes liaison with federal, state, and local authorities.

4.2.2.2 Evaluates and conducts Bioenvironmental Engineering programs. Prepares and reviews reports. Consults with supervisors for corrective steps to be taken where health violations or deficiencies exist. Ensures that programs are being carried out and that control measures are adequate. Conducts internal inspections to ensure coverage of activities assigned to the Bioenvironmental Engineering function. Provides guidance and supervision in selecting protective equipment, and monitors its use in the industrial environment.

4.2.2.3 Monitors and performs Bioenvironmental Engineering functions. Reviews plans, work orders, contracts, and specifications for compliance with environmental and occupational health directives. Serves as a member on committees for occupational health, environmental protection, and medical readiness matters. Reviews environmental assessments and statements. Supervises activities and evaluates drinking water quality, swimming pools, and public bathing areas. Inspects industrial and domestic waste treatment and solid waste disposal systems and procedures. Identifies and evaluates potential pollution sources. Develops, implements, and conducts water pollution surveillance programs. Investigates chemical spills and other environmental releases, collects samples and coordinates necessary corrective actions with state, federal, and local officials. Reviews supply issue documents for hazardous and toxic substances, assigns issue exception codes, and monitors issue, use, and disposal of such materials. Monitors use and disposal of hazardous materials. Prepares and updates the base emissions inventories. Performs source and ambient monitoring. Coordinates with federal, state, and local regulatory agencies on environmental monitoring matters. Performs surveys of industrial shops. Surveys workplace, collects employee data, determines workplace monitoring requirements, and performs limited or extensive sampling, based on nature and condition of the work environment and agents present. Collects industrial hygiene data on noise, ionizing and non-ionizing radiation, illumination, ventilation, air quality, ergonomics, and thermal stress to assess degree of hazard and worker exposure. Maintains case files. Maintains and calibrates related survey equipment. Conducts evaluations and reviews procedures for compliance with pollutant discharge limits.

4.2.2.4 Monitors and performs duties in medical readiness. Performs surveys to detect and identify chemical, biological, and radiological contaminants. Provides technical assistance and guidance to base disaster preparedness personnel in detecting warfare agents. Advises on decontamination procedures for medical personnel, patients, equipment and medical facilities. Provides training for medical personnel and provides advice and guidance for training nonmedical

personnel in the medical aspects of defense against nuclear, biological and chemical agents. Provides assistance to the medical treatment facility commander in the medical aspects of chemical, biological, and radiological warfare defense.

4.2.2.5 Monitors and performs radiological health functions. Supervises the radiological health program operation. Develops and maintains an inventory of all radiation sources on the installation. Surveys facilities, equipment, materials, and operations for ionizing and non-ionizing radiation hazards and waste disposal procedures for radioactive materials to ensure safe operation and compliance with current environmental, safety, health standards, and permit requirements. Establishes and assesses safe operational parameters. Monitors storage and shipment of radioactive materials. Monitors radiofrequency (RF) radiation sources and investigates suspected overexposures. Supervises the dosimetry program. Conducts radiation protection programs, including procedures to correct deficiencies.

4.1.2.6 Serve as the Aeromedical Squadron/Group Superintendent under the Objective Medical Group implementation guide. Refer to the most recent guide for a listing of duties and responsibilities. Ideally a duty for a MSgt and above.

### **4.3 Bioenvironmental Engineering Journeyman/Apprentice (Semi-skilled), (4B051/4B031)**

4.3.1 **Specialty Summary.** Assists and conducts Bioenvironmental Engineering surveys and evaluations. Performs specialized field and laboratory analyses. Collects industrial hygiene and radiological health data. Collects specialized industrial and environmental samples. Performs Bioenvironmental Engineering medical readiness activities. Related DoD Occupational Subgroup: 322.

#### **4.3.2 Duties and Responsibilities.**

4.3.2.1 Conducts Bioenvironmental Engineering surveys. Surveys base workplaces for potential health hazards. Calibrates and uses related equipment to ensure compliance with applicable health and environmental standards. Assists in the selection of personal protective equipment, inspects the condition of the protective equipment, and advises on its proper use. Receives and conducts in-service and Enlisted Specialty Training programs. Surveys water, sewage, industrial waste, and other waste disposal systems and facilities.

4.3.2.2 Assists in Bioenvironmental Engineering evaluations. Collects and compiles data for survey reports. Collects data in Bioenvironmental Engineering related areas to include noise effects, ventilation, illumination, thermal stress, radiation, and atmospheric pollution. Samples and evaluates work environments using survey instruments such as sound level meters, air sampling equipment, radiation measuring devices, air velocity meters, and light meters. Determines effectiveness of corrective and control measures. Evaluates worker utilization, handling, and disposing of toxic materials, and helps develop waste disposal procedures.

4.3.2.3 Performs specialized environmental analyses.. Performs chemical, physical, radiological, and bacteriological analyses of water. Monitors domestic and industrial wastewater activities.

Evaluates hazardous materials and hazardous waste collection, storage and disposal. Collects, packages, and ships air, water, soil, waste characterization, and other environmental samples for laboratory analysis.

4.3.2.4 Develops and maintains documentation. Develops and maintains case files, records of survey and laboratory analytical results in support of Air Force, Department of Defense, Occupational Safety and Health Administration, Environmental Protection Agency, and Nuclear Regulatory Commission requirements.

4.3.2.5 Performs duties in medical readiness. Detects and identifies chemical, biological, and radiological agents. Advises on health hazards and protective measures for exposed populations and emergency response personnel. Advises on decontamination procedures for medical personnel, patients, equipment, and medical facilities.

4.3.2.6 Performs duties in radiological health. Surveys facilities, equipment, materials, and operations for ionizing and non-ionizing radiation hazards, and monitors radioactive waste disposal to ensure compliance with environmental, safety, and health standards and licensing or permit requirements. Helps maintain radioactive materials, license, and permits. Monitors radioactive materials, storage, and shipment. Conducts the personal dosimetry program for radiation workers. Surveys microwave ovens, ground and airborne radar, lasers and other non-ionizing radiation sources. Assists base activities in implementing radiation protection programs and in correcting deficiencies.

**5. Skill/Career Progression.** Adequate training and timely progression from the apprentice to the superintendent skill level plays an extremely important role in the Air Force's ability to accomplish its mission. Therefore, it is essential that everyone involved in training do his/her part to plan, develop, manage, conduct, and evaluate an effective and efficient training program. The guidance provided in this part of the CFETP will ensure individuals receive viable training at appropriate points in their career. The following narrative, and the AFSC 4B0X1 career field flowcharts, identifies the training career path. It defines training required during an individual's career.

**5.1 Apprentice (3-skill level).** Initial skills training in this specialty consists of the tasks and knowledge training provided in the 3-skill level resident course (B3ABY4B031 001, PDS Code WSG) located at USAFSAM, Brooks AFB, TX. Initial skills training requirements were reviewed, updated, and expanded during the 4B0X1 Utilization and Training Workshop (U&TW) held 1 - 11 April 1997 at Brooks AFB. The decision to train specific tasks and knowledge items in the initial skills course is based on occupational survey report (OSR) data (Dec 96), training requirements analysis (TRA) data, and input from 4B0X1 subject matter experts (SME). Task and knowledge training requirements are identified in the Specialty Training Standard (Part 2, Section A of this CFETP). Individuals must complete this initial skills course to be awarded AFSC 4B031.

**5.2 Journeyman (5-skill level).** Upgrade training to the 5-skill level in this specialty starts after the mandated minimum 3 months duty position experience as an apprentice (3-level). In addition,

airmen must complete a minimum of 15 months of OJT (in addition to 3-month apprenticeship program). Upgrade training consists of task and knowledge training provided in career development course (CDC) 4B051 and the core task requirements identified in the STS. During this period the individual will also be receiving qualification training for their specific duty position. After receiving their 5-level, SrA are eligible for most of the advanced and continuation training courses that Bioenvironmental Engineering enlisted personnel can attend that are offered at the USAFSAM. Senior Airmen are also eligible to attend Airmen Leadership School (ALS), the first step in formal professional military education (PME).

**5.3 Craftsman (7-skill level).** Individuals must be Staff Sergeant (SSgt) selectees and are entered into UGT on the first day of the promotion cycle (1 Sep). They must complete a minimum 18 months of OJT (12 months for retrainees), the 7-level core task requirements identified in the STS, advanced courses identified in this CFETP, and finally attend the Craftsman Course in-residence, (eligible to attend at 12 months, 6 months for retrainees). After being selected for promotion to Technical Sergeant (TSgt) personnel are eligible to attend an NCO Academy, the next step in formal PME.

**5.4 Superintendent (9-skill level).** To be awarded AFSC 4B091, an individual must have graduated from the Senior NCO Academy in-residence, the last step in formal PME, and have sewn-on the rank of Senior Master Sergeant (SMSgt).

**6. Training Decisions.** The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Bioenvironmental Engineering 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 following training decisions were made during Utilization and Training Workshops (U&TW) held in April 1997 and Sep 1997.

6.1 The entire STS was reviewed and updates made across the board. Proficiency codes in the 3-level course column were changed to reflect the career field's desire to increase the amount of hands-on training received by the students. The 5-level CDC column was revised to mirror an already existing CDC outline currently in development. The 7-level course column was revised to reflect the primary focus of the course on managing bioenvironmental engineering programs and offices eliminating any requirement for technical based training in the residence course.

6.2 The need for a 7-level CDC was revalidated. The 7-level CDC column was reviewed and the proficiency codes updated.

6.3 Implementation Dates - Implementation of the revised STS included in this CFETP will be as follows.

6.3.1 The 3-Level Course - Implemented in the first course of FY99, class start date Aug 98.

6.3.2 The 5-Level CDC - Implementation of the 5-level skill level STS items is projected for 1999 so as to not hinder production and implementation of the current CDCs. After initial

distribution of the new 4 course CDC product, updates will be implemented to reference the CDC to the STS published in this document

6.3.3 The 7-Level Course - Implementation in the first course of FY98, class start date Mar 98.

6.3.4 The 7-Level CDC - Development of the 7-Level CDC will not occur until the publication of the 5-Level CDC. At that time, CDC resources will be primarily directed to the creation of a 7-level CDC while maintaining the newly published 5-Level CDCs.

6.4 It was recommended by the Air Guard representative that the requirements for upgrade training to the 7-level be revised. The following recommendation was proposed and approved: The current requirement to attend an advanced technical course (IHM, EQS, or NIRM & IRM) and attend the BER course has been amended. Guard personnel will be required to attend the BER course ONLY for upgrade to the 7-level. Completion of an advanced technical course is highly desirable within 5 years of upgrade to the 7-level.

**7. Community College of the Air Force.** Enrollment in the CCAF occurs after completion of basic military training. Off-duty education is a personal choice but is highly encouraged. It is one of the best ways for an individual to further their Air Force career. CCAF provides the opportunity to obtain an Associates In Applied Sciences Degree. In addition to the associates degree program CCAF offers the following:

**7.1 Occupational Instructor Certificate.** Upon completion of instructor qualification training consisting of an instructor methods course and supervised practice teaching, instructors who possess an associates degree or higher, may be nominated by the school commander or 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 Associates In Applied Sciences Degree Requirements.** The journeyman (five) level must be held at the time of program completion.

| <i>Subjects/Courses</i>   | <i>Semester Hours</i> |
|---|-----------------------|
| Technical Education   | 24                    |
| Leadership, Management, and Military Studies  | 6                     |
| Physical Education  | 4                     |
| General Education   | 15                    |
| Program Elective  | 15                    |
| Technical Education; Leadership, Management, and Military Studies; or General Education |                       |
| Total   | 64                    |

**7.3.1 Technical Education (24 Semester Hours):** A minimum of 12 semester hours of Technical Core subject/courses must be applied and the remaining semester hours applied for Technical Core/Technical Elective subjects/courses. Requests to substitute comparable courses or to exceed specified semester hour values in any subjects/courses must be approved in advance by the Services Branch.

**7.3.1.1 Technical Core**

| <i>Subjects/Courses</i>                   | <i>Semester Hours</i> |
|---|-----------------------|
| Bioenvironmental Protection               | 3                     |
| CCAF Internship                           | 16                    |
| Disaster Medicine                         | 3                     |
| Introduction to Bioenvironmental Sciences | 6                     |
| Occupational Environment                  | 3                     |
| Radiation Health Physics                  | 3                     |
| Waste Management                          | 3                     |
| Water Systems Management                  | 3                     |

**7.3.1.2 Technical Electives**

| <i>Subjects/Courses</i>                     | <i>Maximum Semester Hours</i> |
|---|-------------------------------|
| AF Enlisted Professional Military Education | 12                            |
| Algebra Based Physics                       | 4                             |
| Business Statistics                         | 3                             |
| Computer Science                            | 6                             |
| Ecology                                     | 3                             |
| Emergency Medicine                          | 3                             |
| General Biology                             | 8                             |
| General Chemistry                           | 8                             |
| Hearing Conservation                        | 3                             |
| Industrial Hygiene Measurements             | 6                             |
| Microbiology                                | 4                             |

|  |   |
|--|---|
| Radiological Hazards                             | 4 |
| Survey of Nuclear Medicine Safety and Procedures | 3 |

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)

|          |   |
|----------|---|
| PHE 1000 | 3 |
|----------|---|

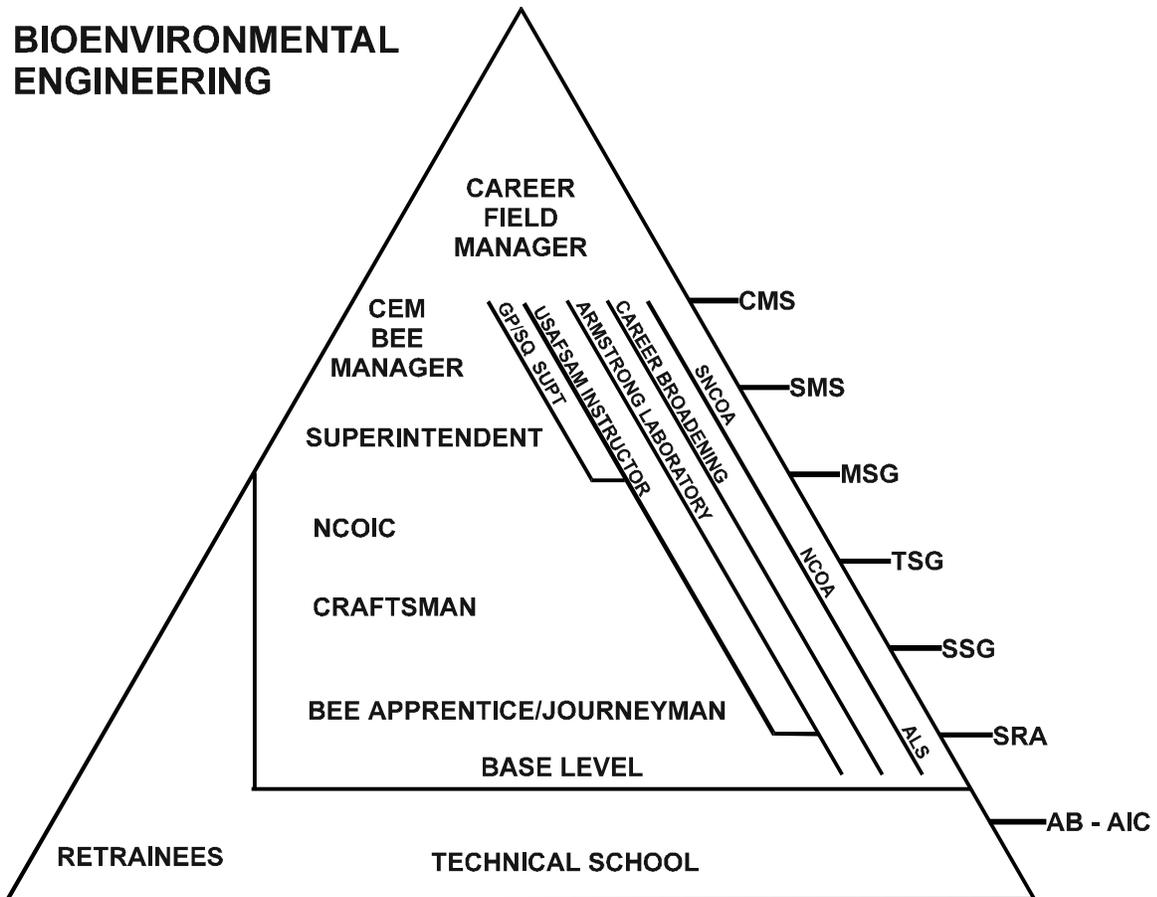
7.3.4 **General Education** (15 Semester Hours): Applicable courses must meet the Criteria for Application of Courses to the General Education Requirement and be in agreement with the definitions of applicable general education subjects/courses.

| <i>Subjects/Courses</i>   | <i>Semester Hours</i> |
|---|-----------------------|
| Oral Communication  | 3                     |
| Speech  |                       |
| Written Communication   | 3                     |
| English Composition   |                       |
| Mathematics   | 3                     |
| Intermediate algebra or a college-level mathematics course is required. If an acceptable mathematics course is applied as a Technical or Program Elective, a natural science course meeting GER application criteria may be applied as a General Education Requirement. |                       |
| Social Science  | 3                     |
| Anthropology, Archaeology, Economics, Geography, Government, History, Political Science, Psychology, Sociology  |                       |
| Humanities  | 3                     |
| Fine Arts (Criticism, Appreciation, Historical Significance), Foreign Language, Literature, Philosophy, Religion  |                       |

7.3.5 **Program Elective** (15 Semester Hours): Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subject/courses, including natural science courses meeting GER application criteria and foreign language credit earned at the Defense Language Institute or through the Defense Language Proficiency Test. Six semester hours of CCAF degree-applicable technical credit otherwise not applicable to this program may be applied.

7.4 **Off-Duty Education.** Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an instructor at the USAF School of Aerospace Medicine should be actively pursuing an associates degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

**8. Career Field Path.** Figure 1 depicts Bioenvironmental Engineering career paths. The chart outlines possible jobs and when training is required for each skill level and function within this specialty.



**Figure 1 - Bioenvironmental Engineering Career Path Pyramid**

## 8.1 Manpower Table.

| <b>Table 1 - Manpower Table</b> |          |           |           |            |            |            |            |              |
|---------------------------------|----------|-----------|-----------|------------|------------|------------|------------|--------------|
|                                 | CMSgt    | SMSgt     | MSgt      | TSgt       | SSgt       | SrA        | A1C        | Grand Totals |
| Base Level                      | 9        | 31        | 59        | 98         | 186        | 255        | 178        | 816          |
| MAJCOM Staff                    | 0        | 0         | 1         | 0          | 0          | 0          | 0          | 1            |
| HQ USAF Staff                   | 0        | 0         | 0         | 0          | 0          | 0          | 0          | 0            |
| FOA/DRU                         | 0        | 0         | 4         | 5          | 3          | 4          | 2          | 18           |
| <b>Total</b>                    | <b>9</b> | <b>31</b> | <b>64</b> | <b>103</b> | <b>189</b> | <b>259</b> | <b>180</b> | <b>835</b>   |

NOTE: Manpower table figures reflect end of fiscal year 1997 authorizations and are subject to change based on Mission Support Plan validation and Medical Service drawdown plans.

## 8.2 Enlisted Career Path.

| <b>Table 2 - Enlisted Career Path</b>   |   |                       |                        |                                  |
|---|---|-----------------------|------------------------|----------------------------------|
| <b>Education and Training Requirements</b>  | <b>GRADE REQUIREMENTS</b>   |                       |                        |                                  |
|   | <b>Rank</b>   | <b>Average Sew-On</b> | <b>Earliest Sew-On</b> | <b>High Year Of Tenure (HYT)</b> |
| <b>Basic Military Training school</b>   |   |                       |                        |                                  |
| <b>Apprentice Technical School (3-Skill Level)</b>  | Amn<br>A1C  | 6 months<br>16 months |                        |                                  |
| <b>Upgrade To Journeyman (5-Skill Level)</b><br>- Complete 3 months duty position/apprentice experience <b>before</b> beginning journeyman training.<br>- Minimum 15 months on-the-job training<br>- Complete CDC 4B051 | N/A   | 3 years               | 28 months              | 10 Years                         |
| <b>Airman Leadership School (ALS)</b><br>- Must be a SrA with 48 months time in service or be a SSgt Selectee.<br>- Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).                           | <b>Trainer</b><br>- Must be a qualified trainer regardless of skill level/AFSC.<br>- Must complete Air Force Training Course (AFTC).<br>- Recommended by supervisor.<br>- Appointed by commander. |                       |                        |                                  |

|   |  |           |         |          |
|---|--|-----------|---------|----------|
| <p><b>Upgrade To Craftsman</b><br/>(7-Skill Level)</p> <ul style="list-style-type: none"> <li>- Minimum rank of SSgt.</li> <li>- 18 months OJT (12 months for re-trainees).</li> <li>- Other mandated CFETP training requirements.</li> <li>- Complete formal Craftsman Course (eligible to attend at 12 month point, 6 months point for re-trainees).</li> </ul> | SSgt   | 7.0 years | 3 years | 20 Years |
|   | <p><b><u>Certifier</u></b></p> <ul style="list-style-type: none"> <li>- Possess a minimum 5-skill level SSgt</li> <li>- Attend formal Air Force Training Course and be appointed by Commander.</li> <li>- Be a person other than the trainer.</li> </ul> |           |         |          |

| <b>Table 2 - Enlisted Career Path (Continued)</b>   |                           |                       |                        |                                  |
|---|---------------------------|-----------------------|------------------------|----------------------------------|
| <b>Education and Training Requirements</b>  | <b>GRADE REQUIREMENTS</b> |                       |                        |                                  |
|   | <b>Rank</b>               | <b>Average Sew-On</b> | <b>Earliest Sew-On</b> | <b>High Year Of Tenure (HYT)</b> |
| <b>Noncommissioned Officer Academy (NCOA)</b><br>- Must be a TSgt or TSgt Selectee.<br>- Resident graduation is a prerequisite for MSgt sew-on (Active Duty only).                          | TSgt                      | 14.5 years            | 5 years                | 20 Years                         |
|   | MSgt                      | 16.5 years            | 8 years                | 24 Years                         |
| <b>USAF Senior NCO Academy (SNCOA) Correspondence Course</b><br>- Must be a MSgt Selectee to be enrolled<br>- Completion within 12 months is highly encouraged                              | MSgt Select               | XX                    | XX                     | XX                               |
| <b>USAF Senior NCO Academy (SNCOA)</b><br>- Must be a MSgt, SMSgt, or SMSgt Selectee to attend in residence<br>- Resident graduation is a prerequisite for CMSgt sew-on (Active Duty only). | SMSgt                     | 19.0 years            | 11 years               | 26 Years                         |
| <b>Upgrade To Superintendent (9-Skill Level)</b><br>- Minimum rank of SMSgt.<br>- Must be a resident graduate of SNCOA (Active Duty only).  | CMSgt                     | 22.0 years            | 14 years               | 30 Years                         |

## ***Section C - Skill-Level Training Requirements***

**9. Purpose.** Skill-level training requirements in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the STS 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.** Graduation from the basic Bioenvironmental Engineering Apprentice course satisfies this mandatory requirement.

##### **10.1.1.2 Education**

**10.1.1.2.1** Completion of an Algebra I course in high school is mandatory for entry into this AFSC.

**10.1.1.2.2** Completion of high school courses in Algebra II, Physics, Biology, English Composition, Chemistry, Typing/Keyboarding, and Basic Computer Skills is highly desirable

**10.1.1.3 Training.** Completion of the basic Bioenvironmental Engineering Apprentice course is mandatory for award of the 3-skill level AFSC.

**10.1.2 Training Sources and Resources.** Graduation from the Bioenvironmental Engineering Apprentice Course (B3AZY4B031-001, PDS Code WSG) Brooks AFB TX satisfies the knowledge and training requirements specified in the specialty qualification section (above) for award of the 3-skill level. The STS identifies the tasks and knowledge taught in this course and the proficiency level to which students are trained.

##### **10.1.3 Other.**

**10.1.3.1** Normal color vision as defined in AFMAN 48-123 is mandatory for entry into this AFSC.

**10.1.3.2** Qualification to operate government vehicles according to AFI 24-301 is mandatory for entry into this AFSC.

**10.1.4 Implementation.** Entry into training is accomplished by initial classification or by approved retraining.

10.1.4.1 After graduation, qualification training starts when an individual is assigned to their first duty position. Thereafter, it is initiated anytime an individual is assigned duties they are not qualified to perform.

10.1.4.2 Individual will be entered into a 3 month apprenticeship program when assigned to a permanent duty station.

## 10.2 Journeyman Level Training.

10.2.1 **Specialty Qualification.** All 4B031 qualifications in addition to the following:

10.2.1.1 **Knowledge.** Knowledge is mandatory of industrial hygiene, community environmental surveillance, occupational health, Bioenvironmental Engineering aspects of medical readiness, basic and applied mathematics, and radiological health principles.

10.2.1.1.2 Knowledge is desirable of: basic chemistry, physics, and computer hardware/software operations.

10.2.1.2 **Education.** Requirements are the same as for the 3-skill level (listed above)

10.2.1.3 **Training.** Completion of 5-skill level courses, 4B051 CDCs, is mandatory. Completion of training in computer operations, radiological health practices, industrial hygiene, community environmental surveillance, occupational health procedures, regulating directives, and Bioenvironmental Engineering aspects of medical readiness is desirable.

10.2.1.4 **Experience.**

10.2.1.4.1 Experience is mandatory in conducting Bioenvironmental Engineering evaluations and surveys

10.2.1.4.2 Experience is desirable in developing, compiling, and maintaining all aspects of Bioenvironmental Engineering documentation programs.

10.2.2 **Training Sources and Resources.** Completion of the 4B051 CDCs, Bioenvironmental Engineering Journeyman, satisfies the knowledge requirements specified in the specialty qualification section (above) for award of the 5-skill level AFSC. Completion of all core tasks identified in the STS regardless of present duty position; in addition to, all other tasks associated with that duty position as identified by the trainer. Upgrade and qualification training are provided by qualified trainers. If qualified trainers are not available requests should be directed to your unit training manager.

10.2.3 **Implementation.** Entry into 5-skill level upgrade training is accomplished after the 3-skill level apprentice has completed the three month apprenticeship period IAW AFI 36-2201. Qualification training is initiated anytime an individual is assigned duties that they are not qualified to perform.

### 10.3 **Craftsman Level Training.**

10.3.1 **Specialty Qualification.** All 4B051 qualifications in addition to the following:

#### 10.3.1.1 **Knowledge.**

10.3.1.1.1 Knowledge is mandatory of: industrial hygiene surveillance, environmental protection, medical readiness, occupational health, Bioenvironmental Engineering administration, health physics, and radiological health principles.

10.3.1.1.2 Knowledge is desirable of statistics, bacteriology, and elementary anatomy and physiology.

10.3.1.2 **Education.** Completion of college level courses in Algebra, Physics, Biology, and/or Chemistry is desirable. Completion of CCAF degree is desirable.

#### 10.3.1.3 **Training.**

10.3.1.3.1 All individuals in 7-level UGT must complete the Bioenvironmental Engineering Readiness Course, B3AZY4B0X1-016.

10.3.1.3.2 In addition, individuals must complete advanced technical training offered by USAFSAM. Selection of the appropriate advanced training track depends on the primary area of responsibility the individual is working in when the time comes for advanced training. If the individual is primarily working in the industrial hygiene area, they must complete the Industrial Hygiene Measurements Course, B3AZY4B0X1-014. If the individual is primarily working in the environmental quality area, they must complete the Environmental Quality Sampling Course, B3AZY4B0X1-002. If the individual is primarily working in the radiological health area, they must complete both the Non-ionizing Radiation Measurements, B3AZY4B0X1-005, and the Ionizing Radiation Measurements Courses, B3AZY4B0X1-006.

10.3.1.3.3 Completion of the in-resident 7-skill level (Craftsman) course is the final mandatory training requirement for upgrade to the 7-skill level. Per AFI 36-2201, Developing, Managing, and Conducting Training, it should be completed **only** after all other training requirements have been met.

10.3.1.3.4 Completion of additional formal training courses in occupational and radiological health practices, environmental quality, medical readiness, management, and quality improvement is desirable.

10.3.1.3.5 Completion of the Nuclear Emergency Team Operations Course (G3OZP1944-000) course delivered at the Defense Nuclear Agency Interservice Nuclear Weapons School, Kirtland AFB, is highly desirable.

**10.3.1.3.6 EXEMPTION:** Air National Guard personnel are exempt from the requirement of advanced training for upgrade to the 7-level. Attendance at an advanced training course is highly desirable within 5 years from awarding of the 7-level. Personnel ARE NOT exempt from BER and CFT course attendance requirements.

**10.3.1.4 Experience.** Qualification as a Bioenvironmental Engineering Journeyman is mandatory. Also, experience in performing and supervising occupational health, environmental quality, medical readiness and radiological health inspections, preparing correspondence, reports, and charts is mandatory.

**10.3.1.5 Certification.** Professional Certification in related civilian disciplines is desirable See Part 2, Section D)

**10.3.2 Training Sources and Resources.** Completion of CDC 4B071, Bioenvironmental Engineering Craftsman (when activated), satisfies the knowledge specified in the specialty qualification section (above) for award of the 7-skill level. The STS (Part 2, Section A of this CFETP) identifies all the core tasks required for skill level upgrade qualification and other duty position tasks identified by supervisor. Upgrade and qualification training are provided by qualified trainers. If qualified trainers are not available requests should be directed to your unit training manager.

**10.3.3 Implementation.** Entry into 7-skill level upgrade training is initiated when an individual has obtained the necessary rank and skill level. Qualification training is initiated anytime an individual is assigned duties that they are not qualified to perform.

#### **10.4 Superintendent Level Training.**

**10.4.1 Specialty Qualification.** All 4B071 qualifications in addition to the following:

##### **10.4.1.1. Knowledge.**

**10.4.1.1.1** Knowledge is mandatory of: industrial hygiene and community environmental surveillance, environmental protection, Bioenvironmental Engineering administration, medical readiness, occupational health, health physics, and radiology health principles.

**10.4.1.1.2** Knowledge is desirable of: statistics, bacteriology, and anatomy and physiology.

**10.4.1.2 Education.** Completion of college level courses in Algebra, Biology, Chemistry, and Physics is desirable. Completion of CCAF degree requirements is desirable.

**10.4.1.3 Training.** Completion of the Group/Squadron superintendent course is desirable when available. Completion of formal or recurring advanced training in management, quality improvement, radiological health practices, industrial hygiene, environmental protection and medical readiness is desirable.

10.4.1.4 **Experience.** Qualification as a Bioenvironmental Engineering Craftsman is mandatory. Also, experience is mandatory in directing industrial hygiene, community environmental surveillance, and radiological health programs.

10.4.1.5 **Certification.** (Same as the 7-level) Certification in related civilian disciplines is desirable.

10.4.2 **Training Sources/Resources.** The STS identifies all core tasks required for qualification in the individual's duty position. Upgrade and qualification training are provided by qualified trainers. If qualified trainers are not available requests should be directed to your unit training manager.

10.4.3 **Implementation.** The 9-skill level is awarded upon graduation from the resident Senior NCO Academy (or successful completion of the correspondence course for ANG personnel). Qualification training is initiated anytime an individual is assigned duties that they are not qualified to perform.

### ***Section D - Resource Constraints***

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

**12. Apprentice Level Training.** No constraints currently exist which would preclude optimal initial skills training in this specialty. Future changes in training standards may impact capability of existing resources to meet training requirements and will be identified when such changes are proposed. A reassessment of potential or actual constraints will be conducted upon implementation of the revised STS in this document.

### **13. Journeyman Level Training.**

13.1 **Constraints.** As previously identified the 5-skill level CDC is in need of revision and is currently undergoing a major rewrite and reformatting into a multimedia training package. In the currently published 4B051 CDC some portions are obsolete. Other parts, while appropriate for 7-skill level training, are too technical for 5-skill level training. This revised CDC must be activated by 1 Nov 98. The projected completion date has been rolled back from the original projection date by three years as the innovative multimedia format was decided upon and a plan of action developed and implemented. Additional extensions to the 1 Nov 98 implementation date will not be acceptable. Strategies must be developed from the Air Staff down to secure necessary funding to continue to support needed contractor development of multi media CDC materials.

**13.2 Impact.** Our 4B051 personnel are not being given the most up-to-date information available. Parts of the CDC are written at a level too advanced for 5-skill level training. Also, the current one course format requires students to study 1500 pages of course material resulting in an unacceptable end-of-course test failure rate. The current version of the CDC must be divided into four courses allowing the trainees to concentrate on one major portion of the career field at a time. In addition, this organization will facilitate timely updates/additions of changed/new requirements. Under the current CDC major training deficiencies exist in multiple areas such as respiratory protection, confined spaces, drinking water, HAZCOM, etc.  
(Monies will continue to be the major constraint to the optimum completion of the CDC)

**13.3 Resources Required.** Monies for contract development of the five-level CDC must be obtained. A contractor must continue to develop the new courses under the supervision of the current USAFSAM CDC writers with a tiger team of subject matter experts to review the final product prior to publication. The U&TW also recommends ECI be involved with the entire development process to accelerate activation of the revised courses. An additional CDC writer slot, for a total of two, is needed for constant and timely updating and revising.

**13.4 Action Required.** Additional emphasis is needed from the Air Staff through Air Force Material Command to provide USAFSAM/BE sufficient monies and resources it needs to continue contract development of the new CDC courses and eliminate the constraint listed in item 13.1

**13.5 OPR/Target Completion Date.** USAFSAM/1 November 1998

#### **14. Seven-Level Training.**

**14.1 Constraints.** 7-skill level CDCs are needed to continue the necessary task knowledge training past the 5-skill level. Much of the text of the current 4B051 CDC will form the foundation of the 7-skill level course.

**14.2 Impact.** Personnel engaged in UGT to the 7-level currently have no reliable source of task knowledge. Currently a full spectrum of task knowledge can only be obtained via attendance at advanced courses provided by USAFSAM. Training quotas to these courses are limited. Personnel in 7-level UGT can reasonably expect to attend 2 or 3 advanced courses just prior to and while in 7-level UGT. However, attendance at all of the courses that encompass the spectrum of task knowledge required of a 7-level technician is unrealistic. Creation of a 4B071 CDC will provide the needed task knowledge training regardless of training quota availability.

**14.3 Resources Required.** Manpower and monies are needed to create a course equitable to the electronic multi media formatted 4B051 CDCs currently in development. The proposed plan is to pull the bulk of the textual content for the 7-level CDCs from the present paper based 5-level CDCs currently in publication. To properly develop the 7-level CDCs, a dedicated 7-level CDC writer position is needed. The one current CDC writer at USAFSAM/BE can not both revise the 4B051 CDC and write a new 4B071 CDC within an acceptable time frame.

**14.4 Action Required.** Air Staff through Air Force Material Command must provide USAFSAM/BE the resources it needs to eliminate the constraints listed in items 14.1.2.1 and 14.1.2.2.

**14.5 OPR/Target Completion Date.** USAFSAM/Completion date TBD

## **15 Qualification Training Packages.**

**15.1 Constraint.** The need for qualification training packages (QTPs) in the Bioenvironmental Engineering career field has been identified in several education/training improvement and senior enlisted forums. The initial list of QTPs has been modified as original topics have been incorporated into the electronic version of the 5-level CDCs. Several QTPs are currently available and have been distributed to base level. Masters of the remaining list have been received (See Section B - OJT Support Materials). The current constraints are the lack of funding for the mass production and physical distribution of QTP materials (videos, CDs, and CBIs), and for initiating the capability of downloading QTP CBI materials directly via the internet.

**15.2 Impact.** Unless QTPs are available for base-level distribution and access, base-level OJT programs will continue to provide training that is below the standard needed for this highly technical career field.

**15.3 Resources Required.** USAFSAM requires funds to mass produce and distribute video and CD based QTPs. USAFSAM also requires funds to upgrade current network storage and server capabilities to support placement of downloadable QTP materials on the USAFSAM web page. Personnel are required to develop and maintain the complete library of QTPs identified by this STS

**15.4 Action Required.** Air Staff through Air Force Material Command must provide USAFSAM/BE the resources it needs to eliminate the constraints listed in item 15.1.

**15.5 OPR/Target Completion Date.** USAFSAM/Completion date TBD.

## **16. Reporting Qualification Training Constraints - Units/MAJCOMS.**

**16.1** Supervisors should report known resource constraints, which prevent personnel from completing the mandatory training requirements specified in this plan, to their unit enlisted specialty training (EST) manager. The authority for requesting waivers is AFI 36-2101, Military Personnel Classification Policy.

**16.2** In the report, provide a brief description of the resource constraints which adversely affect your training program and include the impact this constraint has or will have on training. Identify the specific STS task code(s) affected. Also, provide a brief description of what you need to resolve the problem, including expenses, the corrective actions taken or to be taken, and the estimated completion date.

16.3 If the constraint can be resolved at the local level the report will be coordinated with the senior 4B0X1, and if the impact affects unit warskill requirements, the group commander. If the constraint needs MAJCOM support, forward the report through your group commander to the MAJCOM 4B0X1 Functional Manager. Constraints that can not be resolved at the unit or MAJCOM level, or have a long term estimated completion date, must be forwarded to the 4B0X1 AFCFM as a request for waiver or deferrment of CFETP requirements.

***Section E - Transitional Training Requirements - This section is reserved for future use***

## **Part II**

### ***Section A - Specialty Training Standard (Attachment 2)***

#### **1. Implementation.**

1.1 **Bioenvironmental Engineering Apprentice (3-level) course** - This STS will be used for 3-skill level technical training provided by USAFSAM for classes beginning August 1998 and graduating December 1998.

1.2 **Bioenvironmental Engineering Journeyman (5-level) CDC** - June 1999 projection 1999 so as to not hinder production and implementation of the current CDCs.

1.3 **Bioenvironmental Engineering Craftsman (7-level) course** - Implementation in the first course of FY98, class start date March 1998.

1.4 **Bioenvironmental Engineering Craftsman (7-level) CDC** - No proposed implementation date at this time. Development will occur after publication of the multi media 5-Level CDC.

**2. Purpose.** As prescribed in AFI 36-2201, this STS accomplishes the following:

2.1. **Lists Career Field Tasks** - Column 1 lists the most common tasks, knowledges, and technical references (TRs) necessary for airmen to perform duties in the Bioenvironmental Engineering Education and Training Career ladder of the Airman Medical Career Field. These are based on the specialty descriptions in AFI 36-2108 for the 4B031, 4B051, and 4B071 skill levels. A bibliography of technical references is located in Attachment 3

#### **2.2. Lists Core Tasks.**

2.2.1 Column 2 identifies those tasks determined to be "Core Tasks" for the 5-, 7-, and both skill levels. Personnel in UGT to the 5-skill level must be trained and certified on all tasks annotated with a "5" or an "\*" (an asterisk "\*" indicates a core task for both the 5- and 7-skill levels). Personnel in UGT to the 7-skill level must be trained and certified on all tasks annotated with a "7" or an "\*".

2.2.2 Training for a core task annotated for both skill levels would focus on different aspects of the task for the different skill-levels. For example: STS item "7.2.1.4 Review Case Files". For the airman in 5-level UGT, the training would focus on reviewing the case file for previous evaluations completed, raw data, etc. For the airman in 7-level UGT, the training would focus on higher level reviews for case file completeness, assessing data and making decisions, etc.

2.2.3 An annotation of a "5" does not mean that an airman CANNOT perform the duty as a 3-level; only that they must be proficient in that task to be awarded the 5-skill level. The same applies to the annotation of a "7" in column 2 of the STS. It does not mean an

airman CANNOT perform the task as a 5-level, only that they must be proficient in the task to be awarded the 7-skill level.

**2.3 Lists Wartime Tasks.** Column 3 identifies wartime tasks. Tasks annotated with a “W” are those tasks Air Force career field managers have identified as minimum required skills for functioning in a deployment situation. This includes deployments for wartime, MOOTWs, and peacetime contingencies.

**2.4 Provides Certification for OJT.** Columns 4 through 8 provide space for documenting the initiation and completion of UGT. Tasks only are required to be certified for UGT.

**2.5 Shows Formal Training and Correspondence Course Requirements.** Qualitative requirements are described in Attachment 1 which provides an area for trainee identification and a description of the Air Force Proficiency Code Key.

**2.5.1 3-Level Course Requirements.** Column 9 shows the tasks and knowledges attendees of the Bioenvironmental Engineering Apprentice Course (B3ABY4B031-001/PDS Code WSG) will be trained in and to what proficiency level it will be trained. Graduates of the course can be expected to perform the tasks to the proficiency listed in the STS.

**2.5.2 5-Level CDC Requirements.** Column 10 shows the tasks and knowledges graduates of the Bioenvironmental Engineering Journeyman CDC (4B051 CDC) will be trained in and to what proficiency level it will be trained. Graduates of the course can be expected to perform the tasks to the proficiency listed in the STS.

**2.5.3 7-Level CDC Requirements.** Column 11 shows the tasks and knowledges graduates of the Bioenvironmental Engineering Journeyman CDC (4B071 CDC) will be trained in and to what proficiency level it will be trained when the course is activated.

**2.5.4 7-Level Course Requirements.** Column 12 shows the tasks and knowledges attendees of the Bioenvironmental Engineering Craftsman Course (B3ACY4B071-000/PDS Code 2L8 ) will be trained in and to what proficiency level it will be trained. Graduates of the course can be expected to perform the tasks to the proficiency listed in the STS.

**2.6 Shows Quality Training Packages (QTPs).** Column 13 indicates those tasks for which a QTP is available to enhance training requirements. An asterisk (\*) in column 13, identified as QTP, shows the items addressed by individual QTPs

**2.7 Becomes a Job Qualification Standard (JQS).** Used for on-the-job training when placed in the Enlisted Training and Competency Folder, and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

**2.7.1 Documentation.** Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part II of the CFETP: Start Date,

Complete Date, Trainee's Initials, Trainer's Initials, and Certifier's Initials (when applicable). An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the AFCFM. NOTE: The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their Career Field.

2.7.2 Converting From Old CFETP to New CFETP. Use the new CFETP to identify and certify all past and current qualifications. For those tasks previously certified and required in the current duty position, evaluate current qualifications and, when verified, recertify using current date as completion date and enter trainee's and certifier's initials. For previous certifications on tasks not required in the current duty position, carry forward only the previous completion date. If and when these tasks become a duty position requirement, recertify with current date and trainee's and certifier's initials.

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

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

2.8 **Training Standard.** Trainees are trained, evaluated, and qualified to the "go" level on the tasks circled in column 1. Go means the trainee can perform the task without assistance and meets local demands for accuracy and timeliness. The proficiency codes listed in columns 9 through 12 DO NOT apply to OJT. Use codes when conducting initial evaluations within 90 days to assess effectiveness and retention of technical training received.

## 2.9. **Weighted Airman Promotion System (WAPS) Test Development Guide.**

Specialty Knowledge Tests (SKT) are developed at the USAF Occupational Measurement Center by Senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of the STS subject matter areas judged by test development team members to be most appropriate for promotion to higher grades. Individual responsibilities can be found in AFI 36-2605. Test questions are based on references listed in the WAPS catalog which is published every August. Questions are also derived from materials identified within AFI 36-2605.

**3. Proficiency Code Key.** The proficiency code key in attachment 1 contains the information used to indicate the level of training and knowledge provided by resident training and career development courses.

**4. Recommendations.** Report unsatisfactory performance of individual graduates, using AF Form 1284 as prescribed in AFI 36-2201. Report inadequacies and provide suggested changes of this STS through base training channels to USAFSAM/BE, 2602 West Gate Road, Brooks AFB, TX 78235-5252. Reference specific STS paragraphs.

**BY ORDER OF THE SECRETARY OF THE AIR FORCE**

**OFFICIAL**

**CHARLES H. ROADMAN II**  
**lieutenant General, USAF, MC**  
**Surgeon General**

3 Attachments:

1. Proficiency Code Key
2. Qualitative Requirements
3. Bibliography of Technical References

Supersedes STS 4B0X1, September 1995  
OPR: USAFSAM/BE

## ***Section B - Course Objective Lists***

**5. Purpose.** Knowledge of course objectives can aid the supervisor in assessing graduates of apprentice level training, determine knowledge levels of graduates from advanced courses provided by the USAFSAM, and aid in developing OJT materials.

**6. Availability.** The Department of Bioenvironmental Engineering, the USAFSAM, sponsors more than 25 different entry level and advanced courses. Listing individual course objectives and samples of behavior in this document would be cumbersome. Anyone wishing copies of objectives for a particular course or block of instruction may request them via one of the following channels, attention to the Department Superintendent.

Address: USAFSAM/BE  
2602 West Gate Road  
Brooks AFB, TX

Phone: DSN 240-3831

Fax: DSN 240-5920

E-Mail [usafsam\\_be@usafsam.brooks.af.mil](mailto:usafsam_be@usafsam.brooks.af.mil)

## ***Section C - Support Materials***

**7. OJT Support Materials.** These materials enhance the base-level OJT Program and help standardize the program across the Air Force. Supervisors may check with USAFSAM/BE at DSN 240-3831 regarding the availability of QTPs and other OJT support materials.

**7.1 Qualification Training Packages (QTPs)** - Most qualification packages previously listed in the CFETP dated Nov 95 have been incorporated into the impending 5-level CDCs. The new 5-level CDCs are a multi-media based format incorporating video clips, imbedded CBI, and world wide web (internet) based computer products in addition to the traditional text. The following list of QTPs are currently available or are available for mass production when funding constraints are eliminated.

7.1.1 Basic Mathematics - CBI

7.1.2 Toxicology - Video

7.1.3 HazWaste: One Site Management - Video

7.1.4 HazWaste: Accidents and Emergencies - Video

7.1.5 Soil and Water Sampling - Video

7.1.6 Air Monitoring with Direct Reading Instruments - Video

7.1.7 The Chemistry of HazMat - Video

7.1.8 Standardized OJT Program - A set of three guides (trainee, trainer, and certifier) providing standardized instructions and guidance in the performance, training, and certification of core tasks identified in the Nov 95 CFETP. These guides are available on the CDs distributed containing the proceedings of the Annual Bioenvironmental Engineering Management Course and the Advanced Environmental Readiness Operations Course.

7.2 **Other OJT Support Materials.** Program Directives Report - A reference table correlating STS line items (STS from Nov 95 CFETP) with specific regulations or directives. Also available on the CDs distributed containing the proceedings of the Annual Bioenvironmental Engineering Management Course and the Advanced Environmental Readiness Operations Course.

### ***Section D - Training Course Index and Civilian Certifications***

NOTE: Refer to AFCAT 36-2223, USAF Formal Schools, for information on courses listed in this index.

**8. Training Course Index.** Bioenvironmental Engineering personnel are very privileged. Because of the broad and varied responsibilities of the career field, there are many training courses they can attend. Courses at the USAFSAM, the AFIT School of Civil Engineering and several tri-service schools are available. Courses for which bioenvironmental engineering personnel may qualify for are listed below. Those course titles that are asterisked (\*) award the graduate a certification, manufacturer's certification, or fulfill regulatory requirements to hold certain titles or positions.

#### **8.1 USAFSAM COURSES**

| Course Number  | Course Title  | Location   |
|----------------|---|------------|
| B3ABY4B031-001 | Bioenvironmental Engineering Apprentice                 | Brooks AFB |
| B3ACY4B071-000 | Bioenvironmental Engineering Craftsman                  | Brooks AFB |
| B3AZY4B091-000 | Bioenvironmental Engineering Management                 | Brooks AFB |
| B3AZY4B0X1-002 | Environmental Quality Sampling                          | Brooks AFB |
| B3AZY4B0X1-005 | Non-Ionizing Radiation Measurements                     | Brooks AFB |
| B3AZY4B0X1-006 | Ionizing Radiation Measurements                         | Brooks AFB |
| B3AZY4B0X1-007 | Radiation Safety Officer*                               | Brooks AFB |
| B3AZY4B0X1-009 | Industrial Hygiene Measurements                         | Brooks AFB |
| B3AZY4B0X1-012 | Introduction to Ergonomics                              | Brooks AFB |
| B3AZY4B0X1-015 | Advanced Respiratory and Personal Protective Equipment* | Brooks AFB |
| B3AZY4B0X1-016 | Bioenvironmental Engineering Readiness                  | Brooks AFB |

|                |   |            |
|----------------|---|------------|
| B3OZY0000E-001 | Hazardous Waste Operations & Emergency Response*                                    | Brooks AFB |
| B3OZY0000E-002 | 8-Hour Hazardous Waste Operations & Emergency Response                              | Brooks AFB |
| B3OZY0000E-005 | Pollution Prevention Tools Techniques & Technologies                                | Brooks AFB |
| B3OZY0000E-006 | Site Restoration, Tools, Techniques & Technologies                                  | Brooks AFB |
| B3OZY0000E-007 | Lead Inspector/Risk Assessor*   | Brooks AFB |
| B3OZY0000E-010 | Funding Workshop for BES  | Brooks AFB |
| B3OZY0000E-013 | Team Aerospace Approach to Agency for Toxic Substances and Disease Registry (ATSDR) | Brooks AFB |
| B3OZY0000E-014 | Environmental Management Information System   | Brooks AFB |
| B3OZY0000E-015 | Data Quality Objectives   | Brooks AFB |
| B3OZY43E3-000  | Advanced Environmental/Readiness Operations   | Brooks AFB |
| B3OZY43E3-003  | Ergonomics  | Brooks AFB |
| B3OZY43Y3-000  | Operational and Medical Health Physics  | Brooks AFB |
| B3OZYCONOP-000 | Contingency Public Health Operations  | Brooks AFB |

## 8.2 AIR FORCE INSTITUTE OF TECHNOLOGY (AFIT) <sup>3</sup>/<sub>4</sub> SCHOOL OF CIVIL ENGINEERING AND SERVICES COURSES

| Course Number | Course Title   | Location             |
|---------------|--|----------------------|
| WENV020       | Environmental Compliance Assessment                  | Wright-Patterson AFB |
| WENV021       | Installation Restoration Program                     | Wright-Patterson AFB |
| WENV022       | Pollution Prevention Program Operations & Management | Wright-Patterson AFB |
| WENV023       | Team Approach to Environmental Cleanup               | Wright-Patterson AFB |
| WENV101       | Introduction to Environmental Management             | Wright-Patterson AFB |
| WENV419       | Environmental Planning, Programming, and Budgeting   | Wright-Patterson AFB |
| WENV521       | Hazardous Waste Management                           | Wright-Patterson AFB |

## 8.3 DEFENSE NUCLEAR AGENCY INTERSERVICE NUCLEAR WEAPONS SCHOOL (DOE)

**Note:** These courses must be unit funded

| Course Number | Course Title                            | Location     |
|---------------|---|--------------|
| G3OZP9124-000 | Nuclear Hazards Training Course         | Kirtland AFB |
| G3OZP1916-001 | Senior Officers Nuclear Accident Course | Kirtland AFB |
| G3OZP1944-000 | Nuclear Emergency Team Operations       | Kirtland AFB |
| G3OZP4054-000 | Nuclear Weapons Orientation Advanced    | Kirtland AFB |

#### 8.4 DEFENSE NUCLEAR AGENCY ¾ ARMED FORCES RADIOBIOLOGY RESEARCH INSTITUTE

**Note:** These courses are part unit funded, part Air Force funded

| Course Number | Course Title   | Location |
|---------------|--|----------|
| J5OZN4400-003 | Medical Effects of Ionizing Radiation (formerly Medical Effects of Nuclear Weapons)                        | Varies   |
| J5OZN4400-022 | Medical Effects of Ionizing Radiation (formerly Medical Effects of Nuclear Weapons), Regional Short Course | Varies   |

#### 8.5 ARMY MEDICAL RESEARCH INSTITUTE OF CHEMICAL DEFENSE

**Note:** This course must be unit funded.

| Course Number | Course Title                              | Location        |
|---------------|---|-----------------|
| J5OZA9300-062 | Medical Management of Chemical Casualties | Aberdeen PG, MD |

#### 8.6 AIR FORCE CIVIL ENGINEERING READINESS SCHOOL

**Note:** This course must be unit funded.

| Course Number | Course Title        | Location           |
|---------------|---------------------|--------------------|
| J3AZP3E97-005 | NBC Cell Operations | Fort McClellan, AL |

**8.7 Other Courses.** There are many courses taught by the Occupational Safety and Health Administration (OSHA), The National Institute for Occupational Safety and Health (NIOSH), and the Environmental Protection Agency (EPA) that are applicable to bioenvironmental engineering personnel. These courses are often tuition free for government employees but your unit must pay travel and per diem. Sometimes funding for EPA courses is available through the Center of Environmental Restoration Education at AFIT.

**9. Civilian Certifications.** Bioenvironmental engineering (BEE) personnel are eligible to apply for a variety of civilian certifications and registrations. You are encouraged to pursue any that interest you. It will increase your profession standing. Most certifications require a combination of education and experience along with an examination. In many cases you can be reimbursed for the exam fee through DANTES, see your base education office. Listed below are most of the certifications BEE personnel have been interested in and the name of the certifying body.

## 9.1 List of Certifications.

9.1.1 Occupation Health and Safety Technologist (OHST) - American Board of Industrial Hygiene (ABIH)/Board of Certified Safety Professionals (BCSP). This is the most common certification for enlisted BEE personnel.

9.1.2 Industrial Hygienist in Training (IHIT) - ABIH.

9.1.3 Certified Industrial Hygienist (CIH) - ABIH. While the IHIT and the CIH are mainly for engineers there have been senior 4B0X1s who have held these certifications.

9.1.4 Engineering Technician (ET) - National Institute for Certification in Engineering Technology (NICET). One of the oldest certification programs.

9.1.5 Radiation Protection Technologist - National Registry of Radiation Protection Technologists.

9.1.6 Environmental Technician (ET)- National Registry of Environmental Professionals (NREP). An entry level program.

9.1.7 Associate Environmental Professional (AEP) - NREP. Requires two years of college and an exam.

9.1.8 Registered Environmental Manager (REM) - NREP. Many senior 4B0X1s have this.

9.1.9 Certified Environmental Trainer (CET) - National Environmental Training Association. A favorite of experienced instructors at USAFSAM/BE.

9.1.10 Registered Environmental Laboratory Technologist (RELT) - NREP. For the Armstrong Laboratory personnel.

9.1.11 Certified Environmental Professional - National Association of Environmental Professionals (NAEP). Supervisory experience required.

9.1.12 Certified Hazardous Materials Manager (CHMM) - Institute of Hazardous Materials Management (IHMM).

9.1.13 Registered Hazardous Substances Professional (RHSP) - National Environmental Health Association (NEHA).

9.1.14 Construction Health and Safety Technologist (CHST) - American Board of Industrial Hygiene (ABIH)/ Board of Certified Safety Professionals (BCSP).

9.2 **Fees.** Be aware that besides the exam fee there may be a yearly fee to the affiliating organization to keep your certification current. The Air Force will not pay the yearly fees, they

are your responsibility. In most cases there are also continuing education requirements to maintain your certification.

**9.3 Other Certifications.** A variety of State level certifications exist in areas such as asbestos and lead based paint.

***Section E - MAJCOM Unique Requirements - This section is reserved for future use.***

***Section F - Documentation of Training (Medical Specific)***

## **10. Development of a Work Center Training Plan and the Enlisted Training and Competency Folder.**

**10.1 The Focus.** This training guidance is to bring all training documentation back into one “OJT” record. Over the years, training documentation has taken on many forms. Previous restrictions imposed by AFR 50-23 On-the-Job Training, allowed only certain documents to be maintained in the OJT record. Changing medical training requirements created a need for additional ways to document training outside the OJT record. The end result was that each training location created different means to document training. Often a section might have training documented in three or more locations which made the training documentation and review process difficult to manage. Individuals involved in the training process, not to mention inspection teams, were finding it difficult to get a good overview of the training process, as they had to search through several different tracking folders to find the information they were looking for. Training documentation became very cumbersome to say the least. Air Force Instruction 36-2201 (Developing, Managing, and Conducting Training), Para 3.4.3. authorizes Career Field Managers to bring training documentation back into one “OJT” record, thus the creation of the Enlisted Training and Competency Folder. The following training information provides specific guidance along with recommended documentation, consistent with current Air Force instruction/directives. This training guidance has focused on two main areas: 1) Developing a Master Training Plan and 2) Documentation of the Training in the Enlisted Training and Competency Folder.

### **10.2 Developing a Master Training Plan (MTP).**

**10.2.1. What Is It?** A Master Training Plan is a reference guide developed for each section that includes all facets of training for individuals assigned. It is to be used as a reference source for the type of training and training documentation that occurs with each assigned member. The MTP is used to standardize training and to give trainers, trainees, supervisors, NCOICs, and OICs an overview of the training process for the duty section. The MTP is also used as a means to reduce the amount of paperwork previously required during the training process.

**10.2.2 What's In It?** Keep in mind that the Master Training Plan is an overview of training for the duty section; it should include all documents involved in the training process for the duty

section. Training will vary from section to section and person to person, but there are certain documents that will be a standard requirement for all MTPs. They are listed below.

10.2.2.1 Unit Specific Orientation Checklist: Locally developed.

10.2.2.2 Job description for each duty position within the duty section (see AFMAN 36-2108): CFETP Part I, Section B.

10.2.2.3. Dual Channel OJT Concept: CFETP Part II, Section F, Figure 7.

10.2.2.3.1. Career knowledge requirements : CFETP Part I, Section C.

10.2.2.3.2. Job qualification requirements: CFETP Part II, Section E (STS).

10.2.2.4 Testing procedures for CDCs: CFETP Part II, Section F, Figure 8.

10.2.2.5 Uses of the Enlisted Training and Competency Folder: CFETP Part II, Section A.

10.2.2.6. Performance standards/position qualification training for each duty position: Locally developed OIs, and individual supervisor standards and expectations. Should coincide with Performance Feedback Worksheet topics.

10.2.2.7 Master Career Field Education Training Plan (CFETP):

10.2.2.7.1 Identifies all tasks required for the duty section: Locally developed master STS.

10.2.2.7.2 Standardized reference source for initiating individual training: CFETP Part II, Attachment 3 and Part II, Section B.

10.2.2.7.3 Impact of training on career progression: CFETP Part I, Section B.

10.2.2.8. Qualification Training Packages (QTPs) required to perform peacetime/wartime duties.

10.2.2.8.1 Required for all tasks identified in the CFETP that require completion of a QTP before certification (core tasks): CFETP Part II, Section A (see BEM disk 1).

10.2.2.8.2 Required for all tasks not listed in the CFETP and/or identified by the duty section as a high risk procedure or task. Note: the tasks included in the CFETP have already been reviewed. Those identified as high risk usually have a QTP. Other tasks in the CFETP **do not** require QTPs: Locally developed, base specific.

10.3 **Documentation of Training.** The Enlisted Training and Competency Folder.

10.3.1. The purpose of this section is to provide guidelines and examples of proper documentation for the many forms used in training all medical personnel (4XXXXs). Training documentation helps us to assess readiness capability, individual strengths and weaknesses, and resources needed to support quality patient care. It also helps us meet all JCAHO and regulatory requirements. The Enlisted Training and Competency Folder is limited to the forms presented here and those prescribed in AFI 36-2201. Your unit training manager can also assist you with specific questions on training documentation.

**10.4 Documents included in 4B0X1 Training Records.**

10.4.1 To assemble a 4B0X1 training record, utilize a standard 6-part folder (NSN 7530-00-990-8884, Folder, 6 Section). Attach (glue/tape/staple), centered on the top half of the front cover, a computer generated or typewritten title, “Enlisted Training and Competency Folder”. In addition, include the member’s/trainee’s full name (Last Name, First Name, Middle Initial), rank and SSAN. Below this label, centered on the bottom half of the front cover, place AFVA 205-15, Privacy Act Statement. Other sections of the 6-part folder are discussed in detail in the paragraphs below. Parts 2 through 5 are intended to replace the existing AF Form 623 and the documents contained therein. Training documents normally filed in the AF Form 623 will be filed in the 6-part folder under parts 2 through 5 in the same sequence they appear in the current AF Form 623. Index tabs/tabbed dividers may be used in parts that contain multiple documents. When multiple copies of any form are placed in the OJT record, they are placed in chronological order with the most current documentation on top. When building the new 6-part folder, the parts of the folder will contain the documents filed in the sequence, shown in figure 1.

|  |  |   |
|--|--|---|
| <p><b>ENLISTED TRAINING AND COMPETENCY FOLDER</b><br/>         B`Tech, William G.<br/>         SRA 123-45-6789</p>   |  |   |
| <p><b>PART 1</b></p> <ul style="list-style-type: none"> <li>- Locally required training &amp; skills competency documentation</li> <li>- AF Form 55 - Safety Training</li> <li>- AF Form 803 - Task Evaluations</li> </ul> | <p><b>PART 3</b></p> <ul style="list-style-type: none"> <li>- AF Forms 1098</li> <li>-- Mandatory Tng (Section A)</li> <li>-- QTPs (Section B)</li> <li>-- Inservice (Section C)</li> </ul>        | <p><b>PART 5</b></p> <ul style="list-style-type: none"> <li>- AF Form 2096</li> <li>- PC III documentation</li> </ul>   |
| <p><b>PART 2</b></p> <ul style="list-style-type: none"> <li>- AF Form 623b</li> <li>- CFETP</li> <li>- AF Form 797</li> </ul>  | <p><b>PART 4</b></p> <ul style="list-style-type: none"> <li>- AF Forms 623a</li> <li>- Job Description/Performance Standards Review</li> <li>- Orientation</li> <li>- Training Progress</li> </ul> | <p><b>PART 6</b></p> <ul style="list-style-type: none"> <li>- Continuing Education to sustain certifications</li> <li>-- National (highly desirable)</li> <li>-- Federal</li> <li>-- State</li> <li>-- Air Force</li> </ul> |

**Figure 1 - Organization of the 4B0X1 OJT Record (4B0X1 Model)**

10.4.2 Part 1, is the first two-pronged section, located inside the front cover. Locally required training and skills competency documentation is to be maintained in Part 1, regardless of grade or training status. AF Form 55 - *Employee Safety and Health Record* is also maintained in Part 1, regardless of grade or training status. AFI 91-301, *Air Force Occupational and Environmental Safety Fire Protection, and Health (AFOSH) Program*, June 1996, authorizes supervisors to file

the AF Form 55 with the AF Form 623, On-The-Job Training Record. In addition, AF Form 803 - *Report of Task Evaluations* will be filed in this section.

10.4.3 Part 2, AF Form 623b and Career Field Education and Training Plan (CFETP). The two-part adhesive backed 623b form is available and will be used to document 4B0X1 training in lieu of the cardboard folder version of AF Form 623. Place the two-part form on cardstock or similar durable material and place in Part 2 of the Educational Folder. Transfer all information from the old form to the new one. The AF Form 623b must remain on top of the CFETP in Part 2. Ensure all appropriate areas of the form are properly completed before posting in Part 2. This document is formally recognized by the personnel system in contingencies and deployments as the official “cover” of the formal training record. **Note: Maintenance of AF Form 623b is mandatory for airman in grades, Airman Basic through Technical Sergeant. In addition, an AF Form 623b is required for SNCO’s, regardless of grade, in retraining status or as directed by the Air Force Career Field Manager, Commanders, or supervisors.**

10.4.3.1 The Specialty Training Standard (STS) contained in Part II of the CFETP will be used to record training proficiency in mandatory core tasks and various tasks that are required for an individual to perform duties in a specific work area. A master task listing for the work center is maintained in the master training plan for the duty section. Circle all core tasks and only those other tasks the individual is required to perform in his/her current duty position.

10.4.3.2 AF Form 797, *Job Qualification Standard Continuation/ Command JQS*. These forms will be used to document training for tasks that are not otherwise documented in the CFETP or tasks that are waived by the MAJCOM (see AFI 36-2201, para 7.4 and figure 2 below).

| JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS |  |               |                                |                    |                          |  |  |                 |
|---|--|---------------|--------------------------------|--------------------|--------------------------|--|--|-----------------|
| TASK NUMBER   | TASK, KNOWLEDGE AND TECHNICAL REFERENCES   | CERTIFICATION |                                |                    |                          |  |  |                 |
|   |  | START DATE    | CERTIFYING OFFICIAL'S INITIALS | TRAINEE'S INITIALS | MAJCOM DIRECTED USE ONLY |  |  | COMPLETION DATE |
|   |  |               |                                |                    |                          |  |  |                 |
| 1   | Perform Visual Screening, TR: The Ophthalmic Assistant, 3rd Edition CDC 4V051, Vol 2 |               |                                |                    |                          |  |  |                 |
| 2   | Order Spectacles, TR: AF PAM 48-133, CDC 4Vo51, Vol 1                                |               |                                |                    |                          |  |  |                 |
| 3   | Maintain prescription Logbook, TR: AF PAM 48-133, CDC 4V051                          |               |                                |                    |                          |  |  |                 |
|   |  |               |                                |                    |                          |  |  |                 |
| TRAINEE NAME<br><u>Jones, William G.</u>            |  |               |                                |                    |                          |  |  |                 |

AF FORM 797, MAY 87 (EF)

PREVIOUS EDITION IS OBSOLETE

**Figure 2 - Sample AF Form 797 Documentation**

10.4.4. Part 3, AF Form 1098, *Special Task Certification and Recurring Training*. This form is used to document qualification in tasks that require recurring, mandatory, and/or inservice training. Although not mandated, this part can contain separate indexed tabs/tabbed dividers for the documentation of different categories of training. The following subparagraphs provide examples of how part 3 can be subdivided to document specific types of special or recurring training. AFSC 4B0X1 examples were used in illustrating AF Form 1098 documentation options.

10.4.4.1 AF Forms 1098 in Part 3, Section A, documents mandatory recurring training (see figure 3). Examples are BLS training, Patient Sensitivity training, and other mandated training as stipulated by JCAHO standards, Air Force, or facility directives. Mandatory training requirements may vary from facility to facility. These requirements should, at a minimum, be reviewed on an annual basis and updated as required.

| SPECIAL TASK CERTIFICATION AND RECURRING TRAINING                           |                      |  |                          |                                |            |                 |                |
|---|----------------------|--|--------------------------|--------------------------------|------------|-----------------|----------------|
| TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES<br>A.                   | DATE COMPLETED<br>B. | SIGNATURE OF CERTIFYING OFFICIAL<br>C. | INITIAL OF TRAINEE<br>D. | EVALUATION OF TRAINING         |            |                 |                |
|   |                      |  |                          | SCORE OR HOURS<br>E.           | TYPE<br>F. | FREQUENCY<br>G. | DUE DATE<br>H. |
| BLS Training  | 1 Apr 95             |  |                          | 4                              | C          | Bi-enn          | 1 Apr 97       |
| BLS Training  |                      |  |                          |                                |            |                 |                |
| Patient Sensitivity   | 20 Mar 95            |  |                          | P                              |            | A               | 20 Mar 96      |
| Hospital Safety   | 12 May 95            |  |                          | P                              |            | A               | 12 May 96      |
| QA&I  | 12 May 95            |  |                          | P                              |            | A               | 12 May 96      |
| Infection Control   | 12 May 95            |  |                          | P                              |            | A               | 12 May 96      |
| <b>MANDATORY TRAINING DOCUMENTATION</b>                                     |                      |  |                          |                                |            |                 |                |
| NAME OF TRAINEE ( <i>Last, First, Middle Initial</i> )<br>Jones, William G. |                      |  | GRADE<br>SRA             | UNIT AND OFFICE SYMBOL<br>SGNE |            |                 |                |

AF FORM 1098, APR 85 (EF)

PREVIOUS EDITION WILL BE USED.

**Figure 3 - Sample Mandatory, Recurring Training Documentation**

10.4.4.2. The initial completion of a QTP is documented in the CFETP. AF Forms 1098 in Part 3, Section B, document ongoing completion of Qualification Training Packages (QTPs) (see figure 4). These are the tasks identified in the Standardized Medical Readiness Training System (SMRTS) for Functional Account Code (FAC) 5311. Air National Guard sustainment training will also be documented in this section. Air Force Reserve sustainment training will be documented on AFRES overprint of AF Form 1098, and filed in this section. ***Each QTP required for the duty section will be maintained in the Master Training Plan (MTP) and will be used as a training source document. Locally developed competency packages can be utilized until QTPs are available.*** USAFSAM developed QTPs are available on BEM disk 1 —Trainee, Trainer, and Certifier Upgrade Guides.

| SPECIAL TASK CERTIFICATION AND RECURRING TRAINING                 |                      |  |                           |                        |            |                  |                |
|---|----------------------|--|---------------------------|------------------------|------------|------------------|----------------|
| TASK OR RECURRING TRAINING AND TECHNICAL REFERENCE<br>A.          | DATE COMPLETED<br>B. | SIGNATURE OF CERTIFYING OFFICIAL<br>C. | INITIALS OF TRAINEE<br>D. | EVALUATION OF TRAINING |            |                  |                |
|   |                      |  |                           | SCORE OR HOURS<br>E.   | TYPE<br>F. | FRE-QUENCY<br>G. | DUE DATE<br>H. |
| Sterilization Procedures<br>QTP 4N0X1-Vol 1, Module 1             | 27 Apr 95            |  | P                         |                        |            | A                | 27 Apr 96      |
| Blood from Venipuncture<br>QTP 4N0X1-Vol 1, Module 7              | 5 May 95             |  | P                         |                        |            | A                | 5 May 96       |
| IV Infusion/Blood Administration<br>QTP 4N0X1-Vol 1, Module 12/13 | 10 May 95            |  | P                         |                        |            | A                | 10 May 96      |
|   |                      |  |                           |                        |            |                  |                |
|   |                      |  |                           |                        |            |                  |                |
|   |                      |  |                           |                        |            |                  |                |
|   |                      |  |                           |                        |            |                  |                |
| NAME OF TRAINEE (LAST, FIRST MIDDLE INITIAL)                      |                      |  | GRADE                     | UNIT AND OFFICE SYMBOL |            |                  |                |

AF FORM 1098, APR 85 (EF)

PREVIOUS EDITION IS OBSOLETE

Figure 4 - Sample On-Going QTP Documentation

10.4.4.3 AF Form 1098s in Part 3, Section C will be used to document inservice training (see figure 5).

| SPECIAL TASK CERTIFICATION AND RECURRING TRAINING                  |                      |  |                          |                                |            |                  |                |
|--|----------------------|--|--------------------------|--------------------------------|------------|------------------|----------------|
| TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES<br>A.          | DATE COMPLETED<br>B. | SIGNATURE OF CERTIFYING OFFICIAL<br>C. | INITIAL OF TRAINEE<br>D. | EVALUATION OF TRAINING         |            |                  |                |
|  |                      |  |                          | SCORE OR HOURS<br>E.           | TYPE<br>F. | FRE-QUENCY<br>G. | DUE DATE<br>H. |
| Legal Issues in Nursing<br>Capt Reardon                            | 12 Apr 95            |  |                          | 1 Hour                         |            |                  |                |
| Eye Trauma<br>Maj Blue   | 15 May 95            |  |                          | 2 Hours                        |            |                  |                |
| Pediatric Emergencies<br>Lt Col Johnson                            | 22 May 95            |  |                          | 1 Hour                         |            |                  |                |
| Special Diets for Med/Surg Pts<br>Capt Tolle                       | 6 Jun 95             |  |                          | 1 Hour                         |            |                  |                |
|  |                      |  |                          |                                |            |                  |                |
| <b>INSERVICE TRAINING DOCUMENTATION</b>                            |                      |  |                          |                                |            |                  |                |
| NAME OF TRAINEE (Last, First, Middle Initial)<br>Jones, William G. |                      |  | GRADE<br>SRA             | UNIT AND OFFICE SYMBOL<br>SGNE |            |                  |                |

AF FORM 1098, APR 85 (EF)

PREVIOUS EDITION WILL BE USED.

Figure 5 - Sample Inservice Training Documentation (4N0XX Model)

10.4.5. Part 4, AF Form 623a, *OJT Training Record Continuation Sheet/Automated product*. This form will be utilized to document all progress of individual training to include facility orientation, duty section specific orientation, upgrade/job qualification training progress/status, additional pertinent training, career development course (CDC) failures/corrective actions, skill level/task decertification procedures, and supervisor/trainer/certifier entries. The entire process must be well documented on this form (See Figure 6 through 9). All individuals involved in the training process must document training progress in this section, as it occurs. Progress/status of members in upgrade training will be documented *at least monthly*.

10.4.5.1. Upgrade Training (5-, 7-, & 9-skill levels)

10.4.5.1.1 Document the members entry into upgrade training and periodic (minimum monthly) evaluations of training progress.

10.4.5.1.2. Information on extensions, waiver requests, or breaks in training should also be clearly documented with copies of any related correspondence.

10.4.5.1.3. Any further training pertinent to the duty section and or unit effectiveness can also be documented on the AF Form 623a; i.e. Job Qualification.

10.4.5.1.4. Document any decertification proceedings to include dates, reasons for decertification and other applicable information on the AF Form 623a.

10.4.5.1.5. Once an individual completes upgrade training commensurate to his/her rank and maintains an appropriate skill level, his/her supervisor should continue to review requirements, progress, and individual training needs. OJT record reviews should, at a minimum, coincide with members performance feedbacks to ensure documentation currency and appropriateness.

**ON - THE - JOB TRAINING RECORD  
CONTINUATION SHEET**

14 Feb 1995

SrA B`Tech is assigned to the Bioenvironmental Engineering Flight (BEF), Industrial Hygiene Element on this date. SSgt Sir Veigh has been assigned as a trainer for SrA B`Tech. SSgt Sir Veigh will orient SrA B`Tech to the shop using the BEF orientation checklist located in the Master Training Plan dated 17 March 94. An initial interview was accomplished on this date. SrA B`Tech attended his hospital orientation and is looking forward to the BEF orientation. He expressed his concern on meeting previously scheduled appointments while under the BEF orientation. I informed SrA B`Tech that time to attend his appointments would be scheduled as needed. SrA B`Tech stated that his goals during the orientation process were to learn as much as possible and to question the trainer when he was not clear as to the training provided. SrA B`Tech seems very enthusiastic about working in the shops and has expressed his desire to take on any challenges that the trainer have to offer.

SrA B`Tech

SSgt Sir Veigh  
BEF IH

27 Feb 1995

A mid-orientation progress check was accomplished on this date. SrA B`Tech has progressed throughout the BEF orientation checklist dated 17 Mar 94, with little to no difficulty. He completed his review of the BEF specific OIs and has begun required reading of applicable hospital OIs. SrA B`Tech will complete the remainder of his orientation on beginning 28 Feb 95.

SrA B`Tech

SSgt Sir Veigh  
BEF IH

12 Mar 95

SrA B`Tech has completed all training on the BEF orientation checklist dated 17 Mar 94. A review of the checklist with SrA B`Tech indicates that he was knowledgeable of all items discussed. SrA B`Tech stated that he feels comfortable with the training provided and believes that he is ready to be released from orientation. I recommend SrA B`Tech be released from orientation on this date

SrA B`Tech

SSgt Sir Veigh  
BEF IH

Concur

Concur

**MSgt Road, NCOIC  
Bioenvironmental Engineering  
Flight**

**Capt Done, OIC  
Bioenvironmental Engineer**

**SAMPLE ORIENTATION DOCUMENTATION**

AF FORM 623a, Mar 79 PREVIOUS EDITION WILL BE USED

**Figure 6 - Sample Initial Upgrade Training Briefing (4B0X1 Model)**

**ON - THE - JOB TRAINING RECORD  
CONTINUATION SHEET**

**INITIAL BRIEFING**

**(Trainee Orientation)**

\_\_\_\_\_ has been briefed on the On-The-Job Training (OJT) Program and how he/she fits into the program while in upgrade training (UGT). Upgrade training was explained as a dual-channel process designed to qualify an airman for skill level upgrade. Dual-channel OJT is a systematic reportable application of self-study and the craftsman/apprentice principle. Trainees acquire job qualification while performing on the job under supervision. This combination, knowledge and job position qualification constitutes the dual-channel concept. Requirements from AFI 36-2101, 36-2108, and 36-2201 were covered. AF Forms 623, 623a, 797, 2096, and the CFETP, STS/JQS or automated JQS, which serves to make up the individual training record, was explained. Responsibilities of the commander, base training, BEF education and training manager (ETM), immediate supervisor, trainer, and trainee were discussed. The career development course (CDC) was briefly discussed and will be explained in detail when the CDC arrives, if applicable. Requirements for upgrade in your AFSC \_\_\_\_\_ are: (1) Satisfactory completion of CDC \_\_\_\_\_; (2) Supervisor certify job qualifications with adequate hands on training; (3) Meet typing proficiency of \_\_\_\_\_ WPM per AFI 36-2108, if applicable; (4) Completion of 7-level school, if applicable; and (5) Supervisor recommendation for upgrade. Each airman in grades E1 through E6 (and SNCO's in retraining status) have an AF Form 623 that must contain a CFETP or JQS. The CFETP or JQS may contain 150 or more separate tasks but it should be annotated to show only those tasks the airman is required to perform in his/her current duty position, all AFI 36-2108 mandatory requirements for upgrade, and core task requirements. In the JQS there is a space for both the supervisor and the trainee to initial to certify training is complete. In the CFETP, the trainer, trainee, and certifier have a space to initial when training is completed. After upgrade the CFETP or JQS will continue to be used to document further qualification training.

\_\_\_\_\_  
**SUPERVISOR'S SIGNATURE**

\_\_\_\_\_  
**TRAINEE'S SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
LAST NAME    FIRST NAME    MIDDLE INITIAL

**AF FORM 623a, Mar 79 PREVIOUS EDITION WILL BE USED**

**Figure 7 - Sample Initial Upgrade Training Briefing**

**ON - THE - JOB TRAINING RECORD  
CONTINUATION SHEET**

***TRAINEE'S RESPONSIBILITIES DURING UPGRADE TRAINING (UGT)***

1. Read and understand your Air Force Specialty (AFS) description, training requirements, objectives, and training record (AF Form 623).
2. Budget time (on and off-duty) for timely completion of CDCs and keep all CDC materials for future reference and study.
3. Attain and maintain qualification in your assigned AFS.
4. After CDC briefing trainee will do the following: (Read and initial)
  - \_\_\_\_\_ a. Read "Your Key to a Successful Course."
  - \_\_\_\_\_ b. Make all required course corrections and return entire package to your supervisor.
  - \_\_\_\_\_ c. When you are issued your first volume you will read and study the volume, chapter, and answer chapter review exercise (CRE) and the volume review exercise (VRE) or the self-test questions and the unit review exercises (URE). Questions are to be answered in the space provided when possible. Highlight/reference where answers are found in the most effective manner determined by the supervisor.
  - \_\_\_\_\_ d. Supervisor will check CRE and self-test questions for accuracy and completeness. You will correct all incorrect responses.
  - \_\_\_\_\_ e. Supervisor issues the ECI Form 34 (Field Scoring Sheet) for you to transcribe your answers from the URE/VRE. The URE/VREs are teaching devices and must be administered as open book exercises. All scores less than 100 percent require review training.
  - \_\_\_\_\_ f. Minimum acceptable training consists of correcting incorrect responses, reading the appropriate area from which the question was taken, and a verbal question and answer session.
  - \_\_\_\_\_ g. Your next volume is issued by your supervisor. You must work it in the same manner as above for the entire course.
  - \_\_\_\_\_ h. Upon completion of your last volume you and your supervisor will immediately start a comprehensive review of the entire CDC to prepare for your course examination.
5. Review and discuss training requirements with supervisor regularly. Provide input on your training and ask questions.
6. Upon satisfactory completion of your career knowledge training, position qualification, and mandatory requirements listed in AFI 36-2108, your supervisor will initiate upgrade action on you.

\_\_\_\_\_  
*ETM'S SIGNATURE*

\_\_\_\_\_  
*TRAINEE'S SIGNATURE*

\_\_\_\_\_  
*DATE*

\_\_\_\_\_  
LAST NAME    FIRST NAME    MIDDLE INITIAL

**AF FORM 623a, Mar 79 PREVIOUS EDITION WILL BE USED**

**Figure 8 - Sample Upgrade Documentation (4B0X1 Model)**

10.4.5.1.6 The Job Description/Performance Standards for each duty position should be maintained in a Master Training Plan (MTP) within individual duty sections. An AF Form 623a reflecting the member's job description/performance standard will be maintained in Part 4 of the OJT record. Note: An AF Form 623A overprint/automated product may be used to document

both supervisor/subordinate reviews (see figure 7). The following statements will be annotated and jointly reviewed by the supervisor/subordinate:

10.4.5.1.7 “I know where to find a current copy of my Job Description/ Performance Standards.”

10.4.5.1.8 “I have read, discussed with my supervisor, and understand my Job Description/Performance Standards.”

10.4.5.1.9 “I understand my duties and responsibilities for the position that I am currently working in .”

10.4.5.1.10 “If I have questions or concerns about my Job Description/Performance Standards, I will seek assistance from my supervisory personnel in my chain of command.”

10.4.5.1.11 “It is my responsibility to review my Job Description/Performance Standards with my supervisor during each feedback session and with each change in supervisor/duty position.”

10.4.5.1.12 A signature and date block for both supervisor and subordinate will reflect mutual understanding of above statements. Recommend several signature and date spaces for continual review process when overprint/automated products are utilized.

| <b>ON - THE - JOB TRAINING RECORD<br/>CONTINUATION SHEET</b> |  |
|--|--|
| 23 July 1995   | I KNOW WHERE TO FIND A CURRENT COPY OF MY JOB DESCRIPTION/PERFORMANCE STANDARDS. I HAVE READ, DISCUSSED WITH MY SUPERVISOR, AND UNDERSTAND MY JOB DESCRIPTION/PERFORMANCE STANDARDS. I UNDERSTAND MY DUTIES AND RESPONSIBILITIES FOR THE POSITION THAT I AM CURRENTLY WORKING IN. IF I HAVE QUESTIONS OR CONCERNS ABOUT MY JOB DESCRIPTION/PERFORMANCE STANDARDS I WILL SEEK ASSISTANCE FROM MY SUPERVISORY PERSONNEL IN MY CHAIN OF COMMAND. IT IS MY RESPONSIBILITY TO REVIEW MY JOB DESCRIPTION/PERFORMANCE STANDARDS WITH MY SUPERVISOR DURING EACH FEEDBACK SESSION AND WITH EACH CHANGE IN SUPERVISOR/DUTY POSITION. |
| William G. B`Tech, SrA<br>BEF, Industrial Hygiene            |  |
| 23 Jul 95  | SrA Jones has completed his review of his Job Description/Performance Standards on this date. I am confident that he is thoroughly familiar with standards and expectations. At this Time SrA B`Tech has no questions or concerns.   |
| Sir Veigh, TSgt, USAF<br>OJT Trainer<br>BEF                  |  |
| TRAINEE NAME<br>SrA William G. B`Tech                        |  |

AF FORM 623a, Mar 79 PREVIOUS EDITION WILL BE USED

**Figure 9 - Sample Job Description/Performance Stds Review (4B0X1 Model)**

10.4.6. Part 5, AF Form 2096, *Classification On-The-Job Training Action*. This form will be used to document official training actions, i.e. award of skill level, training status changes, decertifications, and award of special experience identifiers (SEIs). NOTE: A PC III automated document may be substituted for AF Form 2096.

10.4.7 Part 6, Continuing Education. This career field does not currently require any national certifications or registrations. However, they are highly encouraged. State and local requirements will be addressed in this area. For example, asbestos certifications in Texas and Visible emissions certification in the state of Florida. DoD training currently exists which offers a variety of certification opportunities (refer to listing of courses in Part II Section C)

10.4.7.1 Maintenance of original certificates of training completion is an individual responsibility. Original Certificates of training will not be maintained in the OJT record. However, copies will be maintained in this part. Members must retain all original certificates as verification of formal training.

**10.5 Supplemental AFSC-Specific Documentation Instructions.** Each Career Field Manager is authorized and encouraged to supplement or revise the general guidance contained in section F of the CFETP to ensure the documents filed in the 6-part folder accurately reflect the needs of their AFSC/Medical specialties.