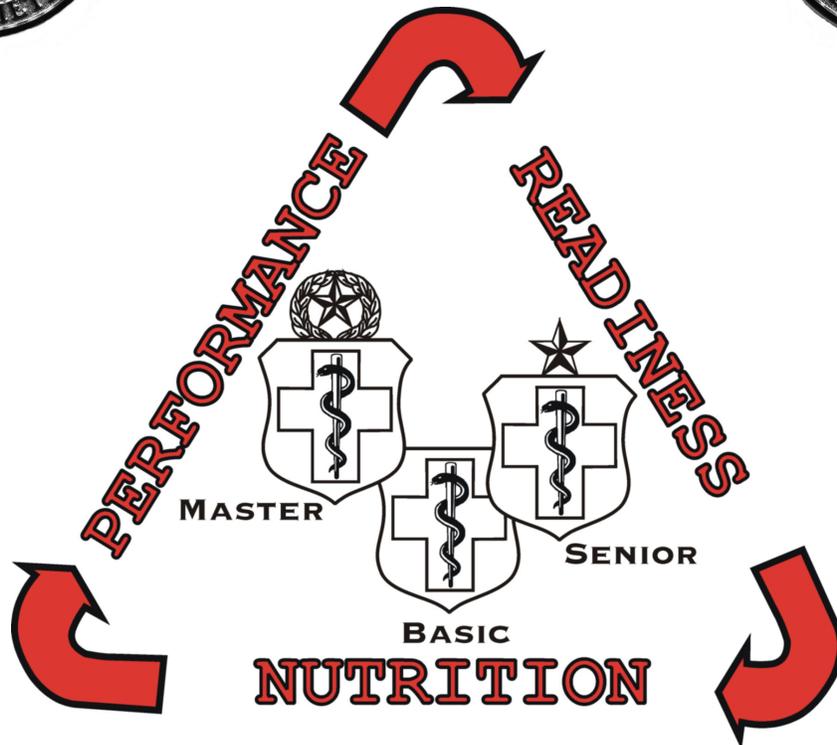


DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington, DC 20330-1030

CFETP 4D0X1
Parts I and II
January 2004

DIET THERAPY
AFSC 4D0X1



CAREER FIELD EDUCATION
AND TRAINING PLAN

CAREER FIELD EDUCATION AND TRAINING PLAN

DIET THERAPY AFSC 4D0X1

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Supersedes: CFETP 4D0X1, *November 2000*
OPR: 382 TRS/XYAB (SMSgt Jeffrey A. Griner
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No. of printed pages: 62

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Summary of Changes:

This CFETP was revised and updated based on the outcome of the ***October 2002 Utilization and Training Workshop***. Changes were based on the ***2002 Occupational Survey Report*** and from Air Force and MAJCOM functional representatives.

**DIET THERAPY SPECIALTY
AFSC 4D0X1
CAREER FIELD EDUCATION AND TRAINING PLAN**

PART I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education and training requirements, training support resources, and minimum core task requirements for the Diet Therapy specialty. The CFETP provides supervisors, trainers, and trainees a clear career path to success and instills rigor in unit level training. **NOTE:** Civilians occupying associated positions will use Part II to support duty position qualification training.

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

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

2.2. Part II includes the following: **Section A** identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course, core task, and correspondence course requirements. **Section B** contains the course objective list and training standards supervisors will use to determine if airmen satisfied training requirements. **Section C** identifies available support materials; an example is a Qualification Training Package (QTP). QTPs will be indexed in the Air Force Publications Electronic Master Catalog of Training Documents along with the CFETP. **Section D** identifies a training course index; supervisors can use to determine resources available to support training, included here are both mandatory and optional courses. **Section E** identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs. **Section F** provides guidelines for managing and documenting enlisted training (medical specific) and six-part training and competency folder documentation.

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their career. This plan will enable us to train today's work force for tomorrow's jobs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

ABBREVIATIONS/TERMS EXPLAINED

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

Air Force Career Field Manager (AFCFM). Individual appointed by HQ USAF for assigned AFS. AFCFMs are responsible for overall management of assigned career field. In addition they are responsible for development, implementation and maintenance of the Career Field Education and Training Plan (CFETP).

Air Reserve Component (ARC). A Component of the Air Force comprised of Air National Guard and Air Force Reserve units.

Career Broadening. Duties and responsibilities outside of normal Nutritional Medicine activities that provide an opportunity for career advancement (I.E. Enlisted Aide, Stewards, Squadron/Group Superintendent, Wing Command Chief; NCOIC, Health and Wellness Center).

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

Career Field Education and Training Plan (CFETP). A CFETP is a comprehensive, multipurpose document encapsulating 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, to eliminate duplication, and to ensure this training is budget defensible.

Contingency Aeromedical Staging Facility (CASF). A CASF is a provisionally designated unit that provides administrative processing and continuing nursing care on a 24 hour basis to patients entering or traveling in the Aeromedical Evacuation (AE) system during emergency conditions or contingency operations.

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

Core Task. A task Air Force Career Field Managers (AFCFMs) identify as a minimum qualification requirement within an Air Force specialty.

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

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.

Expeditionary Medical Service (EMEDS) Operational medical support required to sustain a single beddown to an Air Expeditionary Force (AEF). EMEDS provides acute intervention and primary care to support the deployment of 500-2000 personnel worldwide.

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. REF: AFI 36-2201 V1, 1 October 2002

Initial Skills Training. A formal resident course that results in award of the entry skill level.

MAJCOM Functional Managers (MFM). MFMs are appointed field representatives who provide the most accurate and up-to-date information to enhance decisions made by the AFCFM. In addition MFMs are command focal points providing guidance, information, and support within command on enlisted issues. Additionally MFMs are advisors to Command Surgeons' Office on utilization of resources and personnel within command.

Nutritional Medicine Activity (NMA). A function of Nutritional Medicine, could be Nutritional Medicine Element (NME), Flight or Squadron.

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.

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.

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

Readiness Skills Verification Program (RSVP) Designed to ensure deployable personnel are trained in tasks necessary to support EMEDS. Training/recertification of tasks is required every 2-deployment cycles (30 months).

Skills Training. A formal course, which 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 knowledge that airman in a particular Air Force specialty needs on the job. It further serves as a contract between the Air Education and Training Command and the user to show the overall training requirements for an Air Force specialty code that the formal schools teach.

TOPSTAR: Formal training course incorporating RSVP tasks into a two-week period providing commanders with a cost efficient training opportunity. Training is accomplished by classroom instruction in clinical dietetics and hands on training in food production and service, patient tray service, diet clerk duties, and contingency patient feeding operation. During the two-week tour, participants will complete 100% of their RSVP Training requirements. TopSTAR training is conducted at Lackland AFB, TX. This course is locally funded until FY 2004 when the course will be centrally funded. Class size is 9 participants.

Total Force. All collective Air Force components (Active, Reserve, Guard, and civilian elements) of the United States Air Force.

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

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

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

Wartime Core Tasks. Compressed training provided to 3 level students, designed to shorten course length during wartime contingencies. These tasks are identified with a (W) in column 2 of the STS.

Wear of the Air Force Enlisted Medical Badge. Air Force Instruction 36-2923, Aeronautical Duty and Occupational Badges, provides the information on wearing the occupational badge. Enlisted members wear the basic badge after completing initial skill training. The Dietary Managers Association (DMA) National Certification Badge is authorized for wear with the Medical White uniform only and will be worn in accordance with guidelines provided in AFI 36-2903, Air Force Dress and Personal Appearance of Air Force Personnel.

Section A - General Information

1. Purpose. This CFETP provides information necessary for Air Force Career Field Managers (AFCFMs), MAJCOM functional managers (MFMs), commanders, training managers, supervisors, and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training that individuals in the 4D0X1 specialty should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers.

1.1. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 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 and knowledge required to do the job. Advanced training is formal specialty training used for selected airmen. Proficiency training is additional training provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes, some are:

1.1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. Also, it is used to help supervisors identify training at the appropriate point in an individual's career.

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

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

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

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

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

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

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

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

Section B - Career Field Progression and Information

4. Specialty Descriptions.

4.1. Diet Therapy Apprentice/Journeyman

4.1.1. Specialty Summary. Prepares, cooks, and serves routine and therapeutic diets and nourishments for medical treatment facility patients and staff. Performs clinical dietetics tasks, and accomplishes control and other administrative duties in Nutritional Medicine facilities. Related DOD occupational subgroup: 325.

4.1.2. Duties and Responsibilities.

4.1.2.1. Prepares, cooks, and serves routine and therapeutic diets and nourishments. Assists in standardizing recipes and testing new food products. Follows standardized recipes for routine and therapeutic diets. Prepares and cooks all food included in routine and therapeutic diets to conform to menus, recipes and food production worksheets. Prepares food items to include tube feedings, cooked therapeutic inflight meals, and box lunches. Ensures proper portions, weights and measures of ingredients used in preparing food items. Portions and selects therapeutic diet foods or nourishment items for placement in temporary storage, on the patient tray assembly line, directly on patient's trays or patient's bedside. Portions routine and therapeutic food on cafeteria serving lines. Arranges and garnishes food according to menu, equipment, and products available. Assembles patients' trays on food carts, and delivers food carts to inpatient units. Returns food carts after meals are completed. Disassembles, cleans and stores food carts for future use. Disassembles and cleans patient tray assembly areas and cafeteria lines. Operates and performs operator maintenance on food service equipment. Maintains safety and sanitation standards for food, equipment, work areas, and dining area. Uses appropriate infection control procedures.

4.1.2.2. Performs clinical dietetics tasks. Receives and processes diet orders, menus, and other directives related to patient care. Assists in writing individual therapeutic diet menus according to established patterns. Conducts dietary rounds to interview patients on general and therapeutic diets to determine patient's satisfaction and food preferences. Weighs patient during initial and follow-up visits, and records the information in the patient's medical record. Performs basic nutrition screening.

4.1.2.3. Complies with applicable sanitation and hygiene standards.

4.1.2.4. Accomplishes supply and subsistence management and control, and other administrative duties. Performs accounting, control, and other administrative procedures pertaining to meals such as collecting and turning in subsistence and operating costs monies, menu tallies, patient tray service records, and workload data. Assists in determining requirements, and preparing requisitions, and local purchase orders. Receives, verifies, stores, and issues food and supplies. Draws supplies and maintains records. Ensures correct food and supply storage inventories. Assists in implementing cost control procedures.

4.2. Diet Therapy Craftsman.

4.2.1. Specialty Summary. Supervises Nutritional Medicine activities to include procuring, storing, preparing, and serving regular and therapeutic diets. Maintains established sanitation, safety, and security standards. Performs clinical dietetics tasks. Where no dietitian is assigned, consults MAJCOM consultant dietitian for guidance or assistance. Related DOD Occupational subgroup: 325.

4.2.2. Duties and Responsibilities.

4.2.2.1. Plans and schedules nutrition care activities. Develops written plans and procedures for Nutritional Medicine activities. Controls space, supplies, equipment, and subsistence use. Budgets for and requisitions supplies and equipment from military and civilian sources. Standardizes recipes, and tests new products. Writes menus according to established therapeutic meal patterns. Forecasts, determines requirements, requisitions, and issues subsistence based on established guidelines. Implements established ration accounting management procedures. Submits recommendations and information for use in budget development, facility improvement, and equipment requests.

4.2.2.2. Inspects and evaluates nutrition care activities. Inspects facilities and equipment for proper maintenance, operation, and use. Monitors food service activities for conformance with quality, quantity, sanitation, safety and security standards. Evaluates Nutritional Medicine activities using metrics and outcomes to make recommendations for corrective action.

4.2.2.3. Performs technical nutrition care functions. Develops routine and therapeutic diet menus based on established menu patterns and guidelines. Obtains, evaluates, and uses dietary history to plan nutritional care. Calculates simple, routine, therapeutic diets as authorized. Weighs patient during initial and follow up visits, and records the information in the patient's medical record. Provides routine therapeutic diet consultations, and performs dietary rounds to interview patients on general and therapeutic diets to determine patient's satisfaction and food preferences. Supports health promotion/community nutrition activities.

4.2.2.4. Complies with applicable sanitation and hygiene standards. Monitors subordinate personnel for standards of cleanliness and appearance in food production and service areas.

4.2.2.5. Performs duties in Health and Wellness Center. Evaluates menus for nutritional content against established guidelines. Conducts basic and intermediate nutrition education and health risk appraisals. (Guard and Reserve do not routinely work in HAWCs, however they may participate in health promotion activities.)

4.2.2.6. Conducts training in support of mobility requirements.

4.3. Diet Therapy Superintendent/Chief Enlisted Manager (CEM).

4.3.1. Specialty Summary. Oversees the operation of Nutritional Medicine activities. Related DOD Occupational Subgroup: 325

4.3.2. Duties and Responsibilities.

4.3.2.1. Plans and organizes nutrition care activities. Coordinates Nutritional Medicine (NM) activities with interrelated or using organizations in matters such as establishing meal schedules and arranging for transportation and delivery of supplies. Establishes production controls and standards for quantity and quality of foods. Prepares and analyzes reports on Manpower Expense Reporting System (MEPRS) and production activities. Determines requirements and obtains and accounts for equipment, subsistence, space, supplies, manpower, and facilities required by Nutritional Medicine activities.

4.3.2.2. Directs food service activities. Assigns work to Nutritional Medicine activities. Directs and inspects completed work of personnel engaged in cooking regular and therapeutic diets, and in preparing menus and special diets. Controls production through applying accepted management and food service techniques.

4.3.2.3. Inspects and evaluates nutrition care activities. Inspects administrative, accounting and operational aspects of Nutritional Medicine activity. Conducts surveys of NM activity and corrects deficiencies. Interprets inspection and survey findings, and recommends corrective action. Performs quality Air Force metrics and reports findings. Performs research and develops projects in Nutritional Medicine activity. Reviews layout plans for renovating facilities or requisitioning and installing Nutritional Medicine activity equipment.

4.3.2.4. Resolves technical problems encountered by operating units. Renders advice and assistance to agencies engaged in functions affecting Nutritional Medicine activities. Advises on equipment status, maintenance, and adequacy; personnel training; and Nutritional Medicine activities operational efficiency and economy.

4.3.2.5. Inspects personnel and facilities for compliance with applicable sanitation and hygiene standards. Insures personnel maintain standards of cleanliness and appearance in food production areas.

4.3.2.6. Plans and coordinates training for personnel in support of mobility requirements.

5. Skill/Career Progression. Training and timely progression from apprentice through the superintendent skill level plays an extremely important role in the Air Force's ability to accomplish the mission. It is essential that everyone involved in training do his or her part to plan, develop, manage, conduct, and evaluate an effective training program. The guidance provided in this part of the CFETP will ensure individuals receive viable training at the appropriate points in their careers. The following narratives, and the AFSC 4D0X1 career field flowcharts, identify the training career path. The career path defines the training required in an individual's career.

5.1. Apprentice (3) Level. Initial skill training in this specialty consists of the tasks and knowledge training provided in the 3-skill level resident course located at Sheppard AFB, TX. Initial skills training requirements were identified during the 4D0X1 Utilization and Training workshop, held 21 – 25 Oct 2002 at Sheppard AFB. The decision to train specific tasks and knowledge items in the initial skills course is based on a review of the occupational survey report (OSR) data, training requirements analysis (TRA) data, and 4D0X1 subject matter expert (SME) input. Task and knowledge training requirements are identified in the specialty training standard Part II, Sections A and B. Individuals must complete the initial skills course to be awarded AFSC 4D031.

5.2. Journeyman (5) Level. Upgrade training to the 5-skill level in this specialty consists of completing: (1) Core tasks. (2) CDC 4D051. Individuals must attend the Airman Leadership School (ALS) prior to promotion to SSgt (E-5). Once upgraded to the 5-skill level, a journeyman will maintain proficiency by completing all continuation training required or specified by command or local policies. Individuals will use their CDCs (and other indicated training references) to prepare for testing and promotion under the Weighted Airman Promotion System (WAPS). They should also consider continuing their education toward a CCAF degree.

5.3. Craftsman (7) Level. Upgrade training to the 7-skill level in this specialty consists of completing: (1) All STS tasks for the assigned duty position and (2) all 7-level QTPs that are posted to the AF Pubs web page. A Diet Therapy craftsman can be expected to fill various supervisory and management positions within Nutritional Medicine such as NCOIC of the Nutritional Medicine or a particular section. In addition, they may develop work schedules for subordinate personnel and ensure necessary manning levels are maintained at all time during hours of Nutritional Medicine activity operation. Seven-levels should take courses or obtain added knowledge on management of resources and personnel. Membership in Dietary Managers Association is highly encouraged and provides career enhancement and professional development opportunities through completion of annual continuing education hours. Completion of a CCAF degree program is highly encouraged. In addition, when promoted to Technical Sergeant, individuals may be selected to attend the Noncommissioned Officer Academy.

5.4. Superintendent (9) Level. To be awarded AFSC 4D091, an individual must be an E8, complete the NCO Academy, and any other requirements specified in AFI 36-2101, Classifying Military Personnel (Officer and Airmen). A 9-level can be expected to fill positions such as Superintendent of Nutritional Medicine and various staff positions within a medical group. Additional training in the areas of budget, manpower, resources, and personnel management

should be pursued through continuing education. Additional higher education and completion of courses outside their career AFSC are also recommended.

6. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the 4D0X1 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 the AFSC 4D0X1 Utilization and Training Workshop, held 21-25 Oct 2002 at Sheppard AFB, TX.

6.1. Initial Skills Training. The initial skills course was revised to provide training needed to prepare graduates for nutrition care related positions. Tube feeding preparation will focus on commercial feedings; information on HACCP was added to provide awareness for 3 level students. Tasks were added to the STS and basic course on: Nutrition Outcomes Management Analysis Database (NOMAD), Primary Care Optimization, Population Health and Supplements. In addition follow-on phase 3 training was identified on the STS for core task training to be conducted at Lackland and Keesler AFB.

6.2. Five-Level Upgrade Requirements. The 4D051 CDC was revised to meet new training requirements identified, and update new technology and regulatory information. Completion of CDCs is mandatory before member is eligible for upgrade to the 5-skill level.

6.3. Seven-Level Upgrade Requirements. Individuals must complete the (published) Diet Therapy 7 level QTPs, found on the Air Force Electronic Publications web page, which provide the education and training skills necessary to become a 7-level craftsman.

6.4. Qualification Training Packages (QTPs). The 382 TRS will maintain QTPs to support upgrade training. QTPs will be indexed in the AF Publications Electronic Master Catalog of Training Documents along with the CFETP.

6.5. Proficiency Training. Any additional knowledge and skill requirements that were not taught through initial skills or upgrade training are assigned to continuation training. The purpose of the continuation-training program is to provide additional training exceeding the minimum upgrade training requirements with emphasis on present and future duty positions. Individual Nutritional Medicine managers must develop a continuation-training program that ensures individuals in the Diet Therapy career field receive the necessary training at the appropriate point in their career. The training program will identify both mandatory and optional training requirements.

6.5.1. Nutrition in Prevention Course. The Nutrition in Prevention Course (NIP) is a continuation-training course designed to enhance Diet Therapy personnel's proficiency in health and wellness activities.

7. Community College of the Air Force (CCAF). Enrollment in CCAF occurs automatically upon completion of basic military training. CCAF provides the opportunity to obtain an Associate in Applied Sciences Degree.

7.1. Degree Requirements: Diet Therapy Personnel must hold at least the journeyman (5) level at the time of program completion.

<u>Subject Courses</u>	<u>Semester Hours</u>
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15
Program Elective	15
Total Requirements	64

7.1.1. Technical Education (24 Semester Hours): A minimum of 12 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours from Technical Core/Technical Elective subject/courses. Requests to substitute subjects/courses must be approved in advance by the Services Branch at CCAF.

7.1.2. Leadership, Management, and Military Studies (LMMS) (6 Semester Hours): Professional military education and/or management courses. The preferred method of completing Leadership, Management, and Military Studies is through attendance at an Airman Leadership School, Air Force NCO Academy, and/or Air Force Senior NCO Academy. However, civilian courses that emphasize fundamentals of managing human or material resources may also be applicable.

7.1.3. Physical Education (4 Semester Hours): This requirement is satisfied by completion of basic military training.

7.1.4. General Education (15 Semester Hours): This requirement is satisfied by application of courses accepted in transfer or by testing credit.

7.1.5. Program Elective (15 Semester Hours): The Program Elective requirement is satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including natural sciences courses meeting General Education requirements application criteria. Six semester hours of CCAF degree-applicable technical credit otherwise not applicable to the program may be applied.

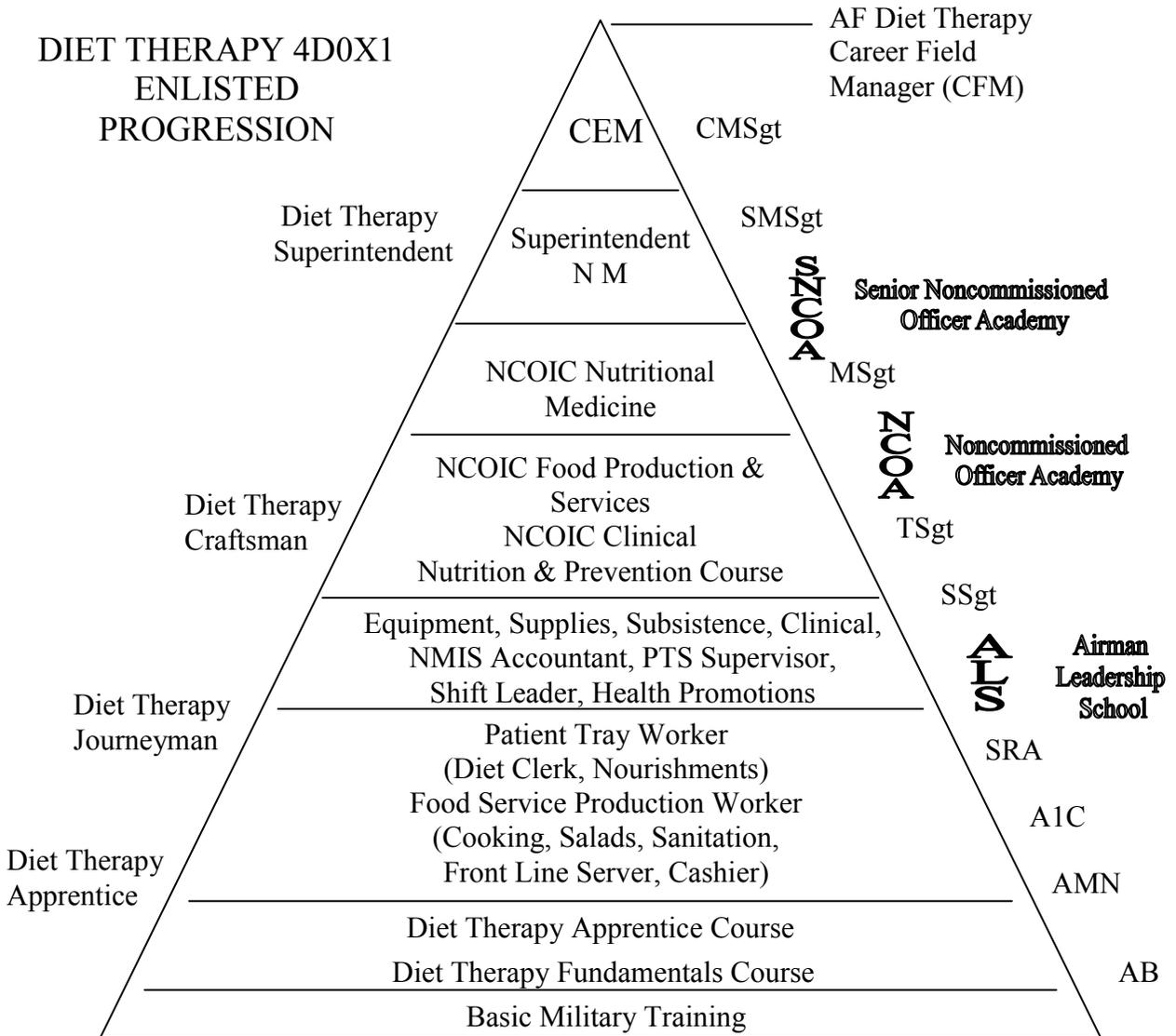
7.2. Internship (Trade Skill Certification.) When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The college uses a competency based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman,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

7.3. Off duty education is a personal choice that is encouraged for all. Individuals desiring to become an Air Education and Training Command Instructor should be actively pursuing an associate degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

7.4. Education Office. First term airmen will receive mandatory in-processing briefings from the education services office concerning CCAF and local opportunities. Supervisors should encourage personnel to visit the base education service center for additional information.

8. Career Field Path. A Chart depicting this specialty's career path is presented on the next page. The Diet Therapy Career Path, figure 1-1, outlines when training is required for each skill level and function within this specialty. The enlisted education and training path, table 1-1, presents education and training requirements, average sew on time for stripes, and a chart representing earliest date of rank and high year of tenure dates for ranks SrA and above.

8.1. Career Field Path for Reserve and Guard Members. The enlisted education and training path shadows the active duty requirements for the ranks of SrA and below. The ranks SSgt to MSgt are achieved through the availability of authorized positions on the Unit Manning Document (UMD). Personnel may have the opportunity to receive a promotion one grade above the authorized position designated on the UMD. At this time, there are no authorized positions for the ranks SMSgt and CMSgt or (MSgt, Guards).



Special Appointments within Career Field: MSgt through CMSgt-MAJCOM Functional Managers

Special Duty Assignments within Career Field: SRA through MSgt-Diet Therapy Instructors and MSgt-Career Development Course Writers

Career Broadening Opportunities: First Sergeant, Squadron or Group Superintendent, NCOIC of HAWC, PME Instructor, Career Assistance Advisor, Military Training Instructor/Leader, etc.

Figure 1-1. Diet Therapy Enlisted Career Path Pyramid

Table 1.1. Enlisted Career Path				
Education and Training Requirements	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year Of Tenure (HYT)
Basic Military Training school				
Apprentice Technical School (3-Skill Level)	Amn A1C	6 months 10 months		
Upgrade To Journeyman (5-Skill Level) - Minimum 15 months in Upgrade Training. (UGT) - 9 months for retrainees - Complete appropriate CDC if/when available. - Completion of core and duty position tasks.	Amn A1C SrA	3 years	28 months	10 Years
Airman Leadership School (ALS) - Must be a SrA with 48 months time in service or be a SSgt Selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	<u>Trainer</u> - Qualified and certified to perform task to be trained - Must attend AF Training Course and be appointed by Commander - Recommended by supervisor			
Upgrade To Craftsman (7-Skill Level) - Minimum rank of SSgt. - 12 months UGT. - 6 months for retrainees - Complete all core and duty position tasks - Diet Therapy Craftsman QTPs	SSgt	7.5 years	3 years	20 Years
	<u>Certifier</u> - Possess at least the grade of SSgt with 5 skill level or civilian equivalent - Attend AF Training Course and appointed by Commander. - Be a person other than the trainer. - Be certified on the tasks to be evaluated.			
Noncommissioned Officer Academy (NCOA) - Must be a TSgt or TSgt Selectee. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	TSgt MSgt	12.5 years 16 years	5 years 8 years	22 Years 24 Years
USAF Senior NCO Academy (SNCOA) - Must be an SMSgt or SMSgt Selectee. - Resident graduation is a prerequisite for CMSgt sew-on (Active Duty Only). A percentage of top nonselects (for promotion to E-8) MSgts attend SNCOA each year.	SMSgt	19.2 years	11 years	26 Years
Upgrade to Superintendent (9-Skill Level) - Minimum rank of SMSgt.	CMSgt	21.5 years	14 years	30 Years

*IAW AFI 36-2201V5, 27 September 2002
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 Qualifications

10.1. Apprentice Level Training:

10.1.1. Knowledge. Knowledge is mandatory of food preparation methods; standardized recipes; garnishing and serving techniques; baking terms and techniques; metric system of weights and measures; food science; normal and therapeutic nutrition; medical terminology and abbreviations relating to food preparation and clinical dietetics; operating food service equipment; sanitation and aseptic techniques; medical ethics; digestive tract anatomy and physiology; patient feeding in aeromedical evacuation feeding in wartime or disaster contingencies; and measures to protect foodstuffs from contamination by radiological, biological, and chemical agents; health promotions, community nutrition, sports nutrition and behavior modification.

10.1.2. Education. Completion of high school is desirable, with courses in biology, mathematics, chemistry and food preparation, for entry into this AFSC.

10.1.3. Training. Completion of the resident Diet Therapy Course is mandatory for the award of the 3-skill level AFSC. Completion of the Diet Therapy Fundamentals Course L3AQR4D031-002, PSD Code 9VX is desirable prior to entry into the Diet Therapy Apprentice Course.

10.1.4. Experience. Not used.

10.1.5. Training Sources / Resources. Completion of the resident Diet Therapy Apprentice Course at Sheppard AFB, TX satisfies the training requirements specified in the specialty qualification section (above) for award of the 3-skill level. A list of all training courses is in Part II, Section D of this CFETP.

10.1.6. Implementation. Entry into 3-skill level training is accomplished by new accessions upon graduation from Basic Military Training. Another avenue is by approved retraining from any AFSC at the 5-skill level or higher (or 3-skill level if no 5-skill level exists; must be a SrA or higher, and be interviewed by the base education, classification and training, and career field personnel). The Diet Therapy Course is a category A course requiring mandatory attendance. There is no proficiency advancement through the basic course. After graduation, job 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.

10.2. Journeyman Level Training:

10.2.1. Specialty Qualification. All 4D031 qualifications apply for the 4D051 requirements.

10.2.2. Knowledge. Knowledge is mandatory of food preparation methods; subsistence ordering, issuing and storage controls; cashier procedures; progressive cooking techniques; patient tray assembly procedures; individual and bulk nourishment preparation; patient visitation to determine patient satisfaction and obtain food preferences.

10.2.3. Education. Not used.

10.2.4. Training. Not used.

10.2.5. Experience. Prior qualification as a Diet Therapy Apprentice is mandatory. Experience is mandatory in food production worker, patient tray service worker, diet clerk, and tasks in the all personnel section.

10.2.6. Training Sources/Resources. Completion of CDC 4D051, Diet Therapy Journeyman, satisfies the knowledge requirements specified in the specialty qualification section (above) for award of the 5-skill level. The STS identifies all the core tasks required for qualification. Qualified trainers using available resources provide upgrade and qualification training. Training courses are listed in Part II, Section C of the CFETP.

10.2.7. Implementation. Entry into 5-skill level upgrade training is initiated following graduation from the 3-level course and arrival at permanent duty station. Qualification training is initiated anytime an individual is assigned duties he/she is not qualified to perform. CDC 4D051 is used concurrently to obtain necessary duty position qualifications.

10.3. Craftsman Level Training:

10.3.1. Specialty Qualifications. All 4D051 qualifications apply to the 4D071 requirements.

10.3.2. Knowledge. Knowledge is mandatory of menu writing; scheduling personnel; cost center budgeting; completing routine consultations required in diabetic, high calorie, calorie restricted, sodium restricted, hyperlipidemias Step 1 and 2 diets and performing basic level nutritional assessments.

10.3.3. Education. Not used.

10.3.4. Training. Not used.

10.3.5. Experience. Prior qualification as a Diet Therapy Journeyman is mandatory. Experience is required in menu writing; scheduling personnel; cost center budgeting; completing routine consultations required in diabetic, high calorie, calorie restricted, sodium restricted, hyperlipidemia Step 1 and 2 diets and performing inpatient and outpatient basic level nutritional assessments to be awarded the 7-skill level.

10.3.6. Training Sources/Resources. The STS identifies all the tasks required for qualification. Qualified trainers using available QTPs provide upgrade and qualification training. QTPs are

Air Force publications and are mandatory for use when available for a duty position, program, or piece of equipment. They are obtained through normal publication channels in accordance with the procedures in the AF Publications Electronic Master Catalog of Training Documents. Procedures for requesting development of QTPs to support training are also contained in this publication. A list of QTPs and training courses is in Part II, Sections B and C, respectively, of this CFETP. Requests for qualified trainers/certifiers should be directed to your MAJCOM Functional Manger.

10.3.7. Implementation. Entry into 7-skill level upgrade training is initiated when an individual possesses the 5-skill level and is in the grade of (selected for) E5 or higher. Qualification training is initiated anytime an individual is assigned duties he/she is not qualified to perform. The completion of the 7- level QTPs is required for award of the 7-skill level.

10.4. Superintendent Level Training.

10.4.1. Specialty Qualifications. All 4D071 qualifications apply to the 4D091 requirements.

10.4.2. Knowledge. Knowledge of overall administrative, logistical, managerial and technical nutrition care activities is mandatory.

10.4.3. Education. Not used.

10.4.4. Training. Not used.

10.4.5. Experience. Prior qualification as a Diet Therapy Craftsman is mandatory.

10.4.6. Training Sources/Resources. The STS identifies all the core tasks required for qualification in the individual's duty position. Qualified trainers provide upgrade and qualification training.

10.4.7. Implementation. Entry into upgrade training is initiated when an individual possesses the 7-skill level and is an SMSgt selectee or higher. Qualification training is initiated anytime an individual is assigned duties they are not qualified to perform.

Section D - Resource Constraints

11. Purpose. This section identifies known resource constraints, which preclude optimal/desired training from being developed or conducted, including information such 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:

12.1. Identify resource constraints of phase 3 training.

12.1.1. Constraint: Approval for activation of phase 3, 3-level training from HQ AF /AETC

12.1.2. Impact: Training identified will be difficult/impossible to train if approval is not granted for phase 3 training.

12.1.3. Resources: N/A

12.1.4. Action Required: 4D0X1 AF CFM-- request activation /approval of 3 level, phase 3 training.

13. Five Level Training:

13.1. No resource constraints at this time

14. Seven Level Training:

14.1. No Resource Constraints at this time

Section E - Transitional Training Guide

NOTE: There is currently no transitional training guide. This area is reserved.

PART II

Section A - Specialty Training Standard

1. Implementation. This STS will be used for technical training provided by AETC for class 050121 graduating 050225.

2. Purpose. As prescribed in AFI 36-2201V5, *Air Force Training Program Career Field Education and Training* this STS:

2.1. Lists in the column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for airman to perform duties in the 3-, 5-, and 7-skill level. Number task statements sequentially i.e., 1.1, 1.2, 2.1. Tasks identified in Column 2 (Core /Wartime Tasks) with a (W) are trained in the resident wartime course, tasks identified with an (R) are RSVP training tasks for Active, Guard and Reserve personnel. Core tasks are identified by duty position; all STS tasks assigned to that position are core tasks for that position.

2.2. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification/completed date. (As a minimum, complete the following: Training complete date, Trainee initials, Certifier initials).

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

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

2.5. Becomes a job qualification standard (JQS) for on-the-job training when placed in the 6 part folder, section 2, with AF Form 623B, On-The-Job Training Record, and used IAW AFI 36-2201. When used as a JQS, the following requirements apply:

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

2.5.1.1. Transcribing a new or revised CFETP. Transcribing documentation to a new CFETP is an administrative function, not a re-evaluation of training. Upon publication of a new CFETP, use the following procedures to transcribe: For tasks previously certified and required in the

current duty position, circle the task and enter the current date with the trainee and supervisors initials. For tasks previously certified but not required in the current duty position (do not circle), transcribe only the previous certification date (no initials). Annotate the AF Form 623a, (for example, "I certify the information contained in the CFETP dated XX was transcribed to the CFETP dated XX, and the trainee was given the superceded CFETP." Signed, dated, supervisor and trainee).

2.5.1.2. Documenting Career Knowledge. When a CDC is not available the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in 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.

2.5.1.3. Decertification and Recertification. When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification when using automated 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.

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

2.6. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Senior NCOs with extensive practical experience in their career fields develop Specialty Knowledge Tests (SKTs) at the USAF Occupational Measurement Squadron. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in AFI 36-2605, Chapter 1, paragraph 1.19 and Chapter 5, Air Force Military Personnel Testing System.

3. Recommendations. Identify inadequacies and recommend changes to this training standard through channels to 882 TRG/TTS, 939 Missile Rd, Sheppard AFB, TX 76311-2245 or use the Customer Service Information Line, DSN 736-2385 to report your findings.

BY ORDER OF THE SECRETARY OF THE AIR FORCE
OFFICIAL

GEORGE PEACH TAYLOR, JR.
Lieutenant General, USAF, MC, CFS
Surgeon General

<i>This Block Is For Identification Purposes Only</i>		
Name Of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	SSAN
Printed Name of Trainer \ Certifying Official And Written Initials		
<i>N/I</i>	<i>N/I</i>	

QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)

Explanations

* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)

** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.

(-) This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.

(X) This mark is used alone in course columns to show that training is required but not given due to limitations in resources.

Each STS element is written as a behavioral statement. The detail of the statement and verb selection reflects the level of training provided by resident training and career development courses.

NOTE 1: Users are responsible for annotating training references to identify current references pending STS revision.

NOTE 2: Training references in the source summary are commercial publications or other service publications that are essential for OJT and mission accomplishment. Unit OJT section will consolidate the requirements for the unit they support and order publications through the hospital/clinic library activity.

NOTE 3: Initial training in paragraph 2 of this STS is provided in Course J3AQR40027 002, Basic Medical Readiness.

NOTE 4: Items in column 2 marked with a (W) are the task/knowledge that are trained in resident wartime course. Items marked with an (R) are Readiness Skill Verification training tasks and require recertification every two-deployment cycles. (I.E. every 30 months)

NOTE 5: The 3-skill level items and proficiency levels in this STS with a cross (+) in column 4a (1) are extracted from or based on STS 3M0X1 and proficiency levels are attained in Course L3AQR4D031 002 Diet Therapy Fundamentals course.

NOTE 6: Items in column 4c (2) marked with an (*) are QTPs.

NOTE 7: Core tasks are all tasks identified in column one (1.) of the STS and all tasks of the individuals assigned duty position.

Tasks, Knowledge And Technical References	2. RSVP /War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Ph. 2	Ph. 3	CDC	QTP
THIS SECTION APPLIES TO ALL PERSONNEL										
1. CAREER LADDER PROGRESSION CORE TASKS TR: AFMAN 36-2108, AFI 36-2306										
1.1. Diet Therapy career field							A	-	-	
1.1.1. Nutritional Medicine Annual Awards TR: AFI 36-2856							A	-	B	
1.2. Progression in career paths 4D0X1 TR: AFI 36-2101, AFMAN 36-2108							A	-	-	
1.3. Duties of AFSCs 4D031/51/71/91 and 4D000, TR: AFMAN 36-2108							A	-	-	

Tasks, Knowledge And Technical References	2. RSVP /War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Ph. 2	Ph. 3	CDC	QTP
1.4. USAF Medical Service TR: AFD 41-1 AFI 44-102										
1.4.1. Mission							A	-	-	
1.4.2. Organization							A	-	-	
1.4.3. Function							A	-	-	
2. MEDICAL READINESS CORE TASKS Initial Medical Readiness Training directed by AFI 41-106 is provided in the Basic Medical Readiness course conducted at 882d Training Group, Sheppard AFB, Texas. Completed training is documented on front side of the student training record for each course graduate. Continuing/on-going Medical Readiness Training for the individual is the responsibility of each medical facility.	W									
2.1. Operate field-feeding equipment for peacetime and wartime contingencies.	R						+2b	-	b	
2.2. Maintain field equipment	R						+2b	-	b	
2.3. Prepare meals under field conditions							+2b	-	b	
2.3.1. Prepare contingency tube feeding formulas	R						2b	-	B	
2.3.2. Identify nutrient content of Meal, Ready-to-eat (MRE)	R						-	-	B	
2.4. Field Hygiene and Sanitation										
2.4.1. Maintain Personal hygiene standards	R						+3c	-	B	

Tasks, Knowledge And Technical References	2. RSVP /War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Ph. 2	Ph. 3	CDC	QTP
2.4.2. Maintain Sanitation standards	R						+3c	-	B	
2.5. Field accounting and documentation Note: This item is not a core task							+A	-	-	
2.6. Conduct Contingency Patient Tray Operations	R						-	-	A	
2.7. Contingency Operations										
2.7.1 Planning Process							-	-	A	
2.7.2. Review and Revise Contingency Plans							-	-	A	
2.7.3. Deployed Operations							-	-	A	
2.7.4. Prepare Therapeutic Inflight Meals	R						-	-	A	
3. OPERATIONS SECURITY (OPSEC) TR: AFI 10-1101 CORE TASKS										
3.1. Specific OPSEC vulnerabilities of AFSC 4D0X1	W						A	-	B	
4. AF OCCUPATIONAL SAFETY AND HEALTH (AFOSH) PROGRAM TR: AFIs 91-301, 91-302 AFOSH STD 91-8 CORE TASKS	W									
4.1. Hazards of AFSC 4D0X1							A	-	B	
4.2. AFOSH standards for AFSC 4D0X1							A	-	B	
4.3. Apply safety practices when working with equipment							+2b	X/A	-	
4.4. Apply safety procedures when working in facilities							+2b	X/A	-	
4.5. Apply lifting procedures							+2b	-	-	

Tasks, Knowledge And Technical References	2. RSVP /War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Ph. 2	Ph. 3	CDC	QTP
4.6. Fire prevention measures/procedures TR: AFIs 91-301, 91-302							+A	X/A	-	
4.7. First aid for choking							B	-	-	
4.8. Prepare accident / incident reports							-	-	-	
4.9. Hazardous communication-Material Safety Data Sheets (MSDS)							A	X/3c	B	
4.10. BCLS – Heart Saver							-	X/3c	-	
5. PROFESSIONAL AND PATIENT RELATIONSHIPS TR: AFI 44-102; DOD 5500.7 CORE TASKS										
5.1. Ethical standards							A	X/B	B	
5.2. Customer service relations										
5.2.1. AFMS customer service standards							A	X/B	-	
5.2.2. Telephone Etiquette							A	-	-	
6. SANITATION AND PERSONNEL HYGIENE TR: AFIs 48-102, 48- 105, 48-116, 48-117, FDA Food Code, JCAHO Manual CORE TASKS	W									
6.1. Maintain personal hygiene	R						+3c	-	-	
6.2. Communicable diseases	R						+A	-	B	
6.3. Use Disease control measures	R						+3c	-	-	
6.4. Use cleaning agents	R						+3c	-	-	
6.5. Prevention of insect and rodent infestation	R						+A	-	B	

Tasks, Knowledge And Technical References	2. RSVP /War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Ph. 2	Ph. 3	CDC	QTP
6.6. Sanitation TR: AFIs 48-102, 48-105, 48-116, 48-117, FDA Food Code, JCAHO Manual										
6.6.1. Sanitize facilities	R						+3c	-	-	
6.6.2. Sanitize equipment	R						+3c	-	-	
6.6.3. Inspect personnel for compliance with sanitation standards	R						-	-	B	
6.6.4. Inspect facility for compliance with sanitation standards	R						-	-	B	
7. FOOD SERVICE EQUIPMENT TR: Applicable Manufacturers' Handbook CORE TASKS										
7.1. Operate food service equipment							+2b	X/3c	-	
7.2. Maintain food service equipment							+2b	X/3c	-	
7.3. Assemble food service equipment							-	-	-	
NUTRITIONAL MEDICINE SUPERVISORS' TASKS										
8. TRAINING TR: AFI 36-2201										
8.1. Evaluate personnel to determine need for training							-	-	-	
8.2. Recommend personnel for training TR: AFI 36-2101, AFMAN 36-2108, AFCAT 36-2223							-	-	-	
8.3. Plan and supervise Enlisted Specialty Training (EST)							-	-	-	

Tasks, Knowledge And Technical References	2. RSVP /War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Ph. 2	Ph. 3	CDC	QTP
8.3.1. Prepare job qualification standards							-	-	-	
8.3.2. Conduct training							-	-	-	
8.3.3. Counsel trainees on their progress							-	-	-	
8.4. Conduct Inservice Education Programs							-	-	-	*
8.5. Monitor effectiveness of training										
8.5.1. Career knowledge upgrade							-	-	-	
8.5.2. Job proficiency upgrade							-	-	-	
8.5.3. Qualification							-	-	-	
8.6. Competency Assessment Folder										
8.6.1. Maintain folder							-	-	B	
8.6.2. Maintain training records							-	-	-	
8.7. Evaluate effectiveness of training programs							-	-	-	
9. SUPERVISION										
9.1. Evaluate work performance of subordinate personnel TR: AFMAN 36-2108, AFI 36-2403, JCAHO Manual							-	-	-	
9.2. Resolve technical problems for subordinate personnel							-	-	-	
9.3. Counsel personnel and resolve individual problems TR: AFPAM 36-2241, AFI 36-2907							-	-	-	
9.4. Initiate action to correct substandard performance by personnel TR: AFI 36-2503, AFI 36-2907							-	-	-	

Tasks, Knowledge And Technical References	2. RSVP /War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Ph. 2	Ph. 3	CDC	QTP
9.5. Personnel Scheduling							-	-	b	*
9.6. Schedule daily work assignments							-	-	b	
9.7. Orient new personnel TR: AFMAN 36-2108							-	-	b	
9.8. Plan work assignments and priorities							-	-	-	
10. FACILITY AND EQUIPMENT MAINTENANCE										
10.1. Request maintenance of										
10.1.1. Equipment							-	-	b	
10.1.2. Physical plant							-	-	b	
10.2. Prepare requests for contract maintenance							-	-	b	
10.3. Track work orders							-	-	b	
10.4 Monitor Contractor Compliance							-	-	-	
10.5. Energy conservation in food services facilities							-	-	-	
SUPPLY MANAGEMENT										
11. MEDICAL MATERIEL PROCEDURES TR: AFMAN 23-110										
11.1. Air Force accountability							-	-	A	
11.2. Prepare request for supplies							-	-	b	
11.3. Maintain working stock levels of supplies							-	-	b	
11.4. Process computer generated supply reports										
11.4.1. Weekly Issue List							-	-	b	

Tasks, Knowledge And Technical References	2. RSVP /War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Ph. 2	Ph. 3	CDC	QTP
11.4.2. Monthly Back Order Report							-	-	b	
11.4.3. Issue/Turn-in Summary Report							-	-	b	
EQUIPMENT MANAGEMENT										
12. MEDICAL EQUIPMENT MANAGEMENT TR: AFMAN 23-110										
12.1. Facility Layout and design for 5 year Equipment Plan							-	-	-	
12.2. Forecasting for equipment							-	-	a	
12.3. Evaluate equipment for purchase							-		B	
12.4 Request equipment							-	-	b	
12.5. Maintain equipment custodial account							-	-	b	
SUBSISTENCE MANAGEMENT										
13. SUBSISTENCE CONTROL TR: AFI 34-239, AFMAN 34-240, FDA Food Code; Food Service in Institutions; Food Service Manual for Health Care Institutions	W									
13.1. Order subsistence							1a	-	b	
13.2. Prepare subsistence request							+2b	-	b	
13.3. Receive incoming subsistence							1a	-	b	
13.4. Store subsistence										
13.4.1. Perishable							+b	-	-	
13.4.2. Semi-perishable							+b	-	-	
13.4.3. Thawing							+b	-	-	

Tasks, Knowledge And Technical References	2. RSVP /War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Ph. 2	Ph. 3	CDC	QTP
13.5. Issue /return subsistence							+2b	-	-	
13.6. Perform inventory							+2b	-	-	
13.7. Calculate excess costs/supplemental income							-	-	b	
13.8. Complete spoiled subsistence procedures							-	-	b	
13.9. Allfood Act Reports							-	-	A	
13.10. Use AF Form 543							1a	-	b	
13.11. Use AF Form 542							1a	-	b	
13.12. Make inventory adjustments							1a	-	b	
13.13. Sources of Subsistence										
13.13.1 Prime Vendor Management							+A	-	B	
13.13.1.1. Billing/Payments							-	-	-	
13.14. Local Sources							-	-	-	
13.14.1. Government Purchase Card (GPC)							-	-	B	
13.14.2. Subsistence Ordering and Receiving Electronic System (STORES)							-	-	-	
PATIENT TRAY SERVICE WORKERS										
14. PATIENT TRAY SERVICE TR: ADA Manual for Clinical Dietetics, AFMAN 44-139 CORE TASKS										
14.1. Operate applicable patient tray delivery system	W									
14.1.1. Hot/cold food carts							2b	-	B	
14.1.2. Heated base system							2b	X/3c	B	
14.1.3. Insulated food delivery systems							-	X/A	B	

Tasks, Knowledge And Technical References	2. RSVP /War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Ph. 2	Ph. 3	CDC	QTP
14.2. Patient Tray Service	W									
14.2.1. Assemble trays for paper service							b	X/3c	B	
14.2.2. Organize food and supplies							2b	X/3c	B	
14.2.3. Position correct items on patient's trays							2b	X/3c	B	
14.2.4. Check patient tray							2b	X/3c	B	
14.2.5. Break down serving line							2b	X/3c	B	
DIET CLERKS										
15. DIET CLERKS NOTE: AUTHORIZE DIETS APPLICABLE TO YOUR MTF TR: ADA Manual for Clinical Dietetics, AFMAN 44-139, AFI 44-135 CORE TASKS										
15.1. Dietetics terminology	W						A	-	-	
15.2. Diet for the Life Cycle TR: ADA Manual for Clinical Dietetics, AFMAN 44-139										
15.2.1. General / Regular	W						A	-	A	
15.2.2. Prenatal/lactating							A	-	A	
15.2.3. Infant -- Adolescent							A	-	A	
15.2.4. Vegetarian	W						A	-	A	
15.2.5. Older Adults (Geriatric)							A	-	A	
15.3. Select appropriate food for therapeutic diets utilizing ADA Manual of Clinical Dietetics										
15.3.1. Modified Consistency	W/ R						2b	X/3c	A	
15.3.2. Sodium restricted	W						2b	X/3c	A	
15.3.3. Calorie restricted/high calorie/diabetic	W/R						2b	X/3c	A	

Tasks, Knowledge And Technical References	2. RSVP /War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Ph. 2	Ph. 3	CDC	QTP
15.3.4. Hyperlipidemias Step 1 and 2	W						2b	X/3c	A	
15.3.5. Fiber and Residue Restricted	W						2b	X/3c	A	
15.3.6. Fat Restricted	W						2b	X/3c	A	
15.3.7. High Fiber	W						2b	X/3c	A	
15.3.8. Cardiac	W						a	X/3c	A	
15.3.9. Test Diets							-	-	A	
15.3.10. Lactose Intolerance							a	X/3c	A	
15.3.11. Renal							a	X/3c	A	
15.3.12. Purine Restricted							a	X/3c	A	
15.3.13. Liver Disease							a	X/3c	A	
15.3.14. Modifications in minerals (other than Na/R)							a	X/3c	A	
15.3.15. Food Hypersensitivity Diets							-	X/3c	A	
15.3.16. Gluten Restricted							-	-	-	
15.4. Nourishment Preparation TR: AFI 44-135, AFMAN 44-139, ADA Manual for Clinical Dietetics										
15.4.1. Deliver commercial tube feedings.							-	X/3c	-	
15.4.2. Prepare individual nourishments	R						2b	X/3c	B	
15.4.3. Deliver bulk nourishments to inpatient units	R						b	X/3c	B	
15.4.4. Serve individual nourishments to inpatients	R						b	X/3c	B	
15.4.5. Process bulk nourishment requests	R						b	X/3c	-	

Tasks, Knowledge And Technical References	2. RSVP /War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Ph. 2	Ph. 3	CDC	QTP
15.4.6. Prepare nourishment labels	R						2b	X/3c	-	
15.4.7. Update individual nourishment Kardex	R						2b	X/3c	-	
15.5. Assess patients' body weight										
15.5.1 Calculate Ideal body weight status							2b	X/3c	b	
15.5.2 Body Mass Index (BMI)							2b	-	B	
15.5.3 Compare patients' weight status to standard							1a	X/3c	B	
15.6. Conduct inpatient unit rounds	W									
15.6.1. Initiate AF Form 1741							2b	X/3c	B	
15.6.2. Interview patient	R						b	X/3c	B	
15.6.3. Record patient preferences/food allergies	R						2b	X/3c	B	
15.6.4. Monitor Patient's acceptance of food							-	-	-	
15.6.5. Revise meal patterns	R						2b	X/3c	B	
15.6.6. Perform Nutritional Screenings	R						1a	X/3c	b	
15.6.7. Collect Data from patients' records	R						-	X/3c	b	
15.6.8. Calculate patients' dietary intakes							-	X/3c	b	
15.7. Determine adequacy of diet ordered	R						1a	-	b	
15.8. Adjust calories for non-standard diabetic diet							2b	X/3c	-	

Tasks, Knowledge And Technical References	2. RSVP /War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Ph. 2	Ph. 3	CDC	QTP
15.9. Process patients' daily menus							2b	X/3c	b	
15.9.1. AF Form 1094	R						2b	X/3c	B	
15.9.2. AF Form 2567							2b	X/3c	B	
15.9.3. Menu pattern forms							2b	X/3c	B	
15.10. Clarify dietary prescriptions with healthcare providers							a	-	-	
15.11. Complete weighted diet census							2b	X/3c	b	
15.12. Maintain NPO/CL Log							a	X/3c	-	
CLINICAL DIETETICS										
16. CLINICAL DIETETICS TR: ADA Manual for Clinical Dietetics, AFMAN 44-139, AFMAN 44-144, AFI 44-135										
16.1. Principles of basic nutrition										
16.1.1. Energy metabolism							A	-	B	
16.1.2. Functions of nutrients							A	-	B	
16.1.3. Dietary Reference Intakes							A	-	B	
16.1.4. Digestion							A	-	B	
16.1.5. Absorption							A	-	B	
16.2. Compute nonstandard diabetic diet							-	-	b	
16.3. Perform Nutritional Assessments							-	-	b	
16.4. Instruct patients on prescribed diet							a	-	b	
16.5. Complete dietary consultation documents							a	-	b	
16.6. Conduct classes in nutrition							-	-	B	

Tasks, Knowledge And Technical References	2. RSVP /War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Ph. 2	Ph. 3	CDC	QTP
16.7. Psychology of eating disorders							-	-	B	
16.8. Conduct patient satisfaction reviews							-	-	b	
16.9. Document inpatient weighted nutrition procedures							-	-	b	
16.10. Diet-Drug interaction							-	-	B	
PRODUCTION WORKER										
17. CASHIER FUNCTIONS TR: AFI 31-209, AFMAN 44-144 CORE TASKS	W									
17.1. Identify authorized diners							1a	X/3c	B	
17.2. Collect cash and signatures from diners							1a	X/3c	b	
17.3. Control cash							1a	X/3c	b	
18. FOOD PRODUCTION AND SERVICE CORE TASKS										
18.1. Fundamentals of food preparation TR: AFI 34-239, AFJAM 34-406, FDA Food Code, Manual for Clinical Dietetics, JCAHO Manual	W									
18.1.1. Cooking terms							+A	-	-	
18.1.2. Baking terms							+A	-	-	
18.1.3. Functions of seasoning agents							+A	-	B	
18.1.4. Utilize the Armed Forces Recipe Service							+2b	-	-	
18.1.5. Alternate recipe sources							-	X/3c	B	
18.1.6. Adjust recipe yield							2b	-	b	
18.1.7. Measure ingredients							+3c	-	-	

Tasks, Knowledge And Technical References	2. RSVP /War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Ph. 2	Ph. 3	CDC	QTP
18.1.8. Waste prevention measures							A	-	B	
18.1.9. Apply food temperature taking techniques							+3c	-	B	
18.1.10. Record food temperatures							2b	X/3c	B	
18.1.11. Apply progressive cooking techniques							+2b	X/3c	B	
18.1.12. Perform taste test							+2b	X/3c	-	
18.1.13. Conservation of nutrients							+B	-	-	
18.2. Preparation of food TR: AFJAM 34-406, AFI 34-239, US Public Health Food Code, JCAHO Manual	W									
18.2.1. Prepare										
18.2.1.1. Meats							+2b	X/3c	B	
18.2.1.2. Seafood							+2b	X/3c	B	
18.2.1.3. Poultry							+2b	X/3c	B	
18.2.1.4. Eggs							+2b	X/3c	B	
18.2.1.5. Fruits							+2b	X/3c	B	
18.2.1.6. Vegetables							+2b	X/3c	B	
18.2.1.7. Soups							+2b	X/3c	B	
18.2.1.8. Sauces							+2b	X/3c	B	
18.2.1.9. Gravies							+2b	X/3c	B	
18.2.1.10. Beverages							+2b	X/3c	B	
18.2.1.11. Cereal							+2b	X/3c	B	
18.2.1.12. Sandwiches							+2b	X/3c	B	
18.2.2. Use dairy products							+2b	X/3c	B	
18.2.3. Apply appropriate seasonings and condiments to food							2b	X/3c	B	

Tasks, Knowledge And Technical References	2. RSVP /War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Ph. 2	Ph. 3	CDC	QTP
18.3. Cooking Methods TR: AFJAM 34-406, US Public Health Food Code, and JCAHO Manual	W									
18.3.1. Dry heat										
18.3.1.1. Baking							+B	-	-	
18.3.1.2. Roasting							+B	-	-	
18.3.1.3. Frying										
18.3.1.3.1. Grilling							+B	-	-	
18.3.1.3.2. Deep fat							+B	-	-	
18.3.2. Moist heat										
18.3.2.1. Simmering							+B	-	-	
18.3.2.2. Braising							+B	-	-	
18.3.2.3. Boiling							+B	-	-	
18.3.2.4. Steaming							+B	-	-	
18.3.2.5. Pressure Cooking							+B	-	-	
18.3.3. Ensure product quality							2b	-	B	
18.4. Food preparation for therapeutic diets TR: Manual of Clinical Dietetics										
18.4.1. Cook therapeutic foods	W						2b	X/3c	B	
18.4.2. Operate dietetic food service equipment							2b	X/3c	-	
18.4.3. Maintain dietetic food service equipment							2b	X/3c	-	
18.5. Serving line techniques TR: AFJAM 34-406, AFI 34-239, US Public Health Food Code										
18.5.1. Garnish foods							+2b	X/3c	B	
18.5.2. Display food on serving line							+2b	X/3c	B	

Tasks, Knowledge And Technical References	2. RSVP /War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Ph. 2	Ph. 3	CDC	QTP
18.5.3. Carve meats for individual servings							+2b	-	B	
18.5.4. Apply sauces and gravies							+2b	X/3c	B	
18.5.5. Select serving utensils							+2b	X/3c	-	
18.5.6. Serve proper portions of food							+2b	X/3c	B	
18.6. Hazard Analysis of Critical Control Point (HACCP) Principles										*
18.6 .1 Apply Hazard Analysis of Critical Control Point (HACCP) Principles	R						A	X/2b	B	
PRODUCTION ASSISTANT										
19. BAKERY AND SALAD PREPARATION TR: AFJAM 34-406, JCAHO Manual NOTE: CERTIFY THE APPLICABLE TASKS AT EACH MTF										
19.1. Prepare breads										
19.1.1. Yeast Dough							+1a	-	-	
19.1.2. Quick Breads							+1a		-	
19.2. Prepare pastry							+1a	X/3c	-	
19.3. Desserts							+1a	X/3c	-	
19.4. Prepare salads							+2b	-	-	
FOOD PRODUCTION AND SERVICE MANAGEMENT										
20. PRODUCTION TR: AFJAM 34-406, AFI 44-135; AFMAN 44-144, Food Service in Institutions, Food for Fifty, JCAHO Manual										
20.1. Develop standardized recipes							-	-	-	

Tasks, Knowledge And Technical References	2. RSVP /War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Ph. 2	Ph. 3	CDC	QTP
20.2. Plan food uses with production worksheets							a	-	B	
20.3. Quality food standards							+2b	-	B	
20.4. Make menu substitutions							a	-	b	
20.5. Cost menus							-	-	B	*
21. CASH CONTROL MANAGEMENT										
21.1. Initiate AF Form 544							-	-	b	
21.2. Maintain change fund							+b	-	b	
21.3. Maintain guarded forms							1a	-	b	
21.4. Reconcile cash collections							-	-	b	
21.5. ALA CARTE FEEDING TR: AFIs 34-239, AFM 34-240										
21.5.1. Compute price reduction							-	-	-	
21.5.2. Cash register functions							-	X/3c	-	
21.5.3. Program Cash Register							-	-	-	
21.5.4. Interpret cash register reports							-	-	-	
NM MANAGEMENT										
22. NUTRITIONAL MEDICINE ADMINISTRATION TR: JCAHO Manual, AFMAN 44-144										
22.1. Write cycle menus							-	-	B	*
22.2. Interpret financial reports							-	-	b	
22.3. Resolve problems with Patient BDFA							-	-	b	
22.4. Conduct FY close-out							-	-	b	*
22.5. Quality Improvement programs										

Tasks, Knowledge And Technical References	2. RSVP /War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Ph. 2	Ph. 3	CDC	QTP
22.5.1. Develop quality improvement/quality control programs							-	-	b	
22.5.2. Evaluate quality improvement/quality control programs							-	-	B	
22.6. Evaluate activities										
22.6.1. Patron Questionnaires							-	-	b	
22.6.2. Inspection reports							-	-	b	
22.6.3. Cycle menus							-	-	b	
22.6.4. Patient tray service							-	-	b	
22.6.5. Clinical dietetics							-	-	b	
22.6.6. Medical records							-	-	b	
22.6.7. Sanitation							-	-	b	
22.6.8. Customer follow-up							-	-	A	
22.7. Maintain Nutritional Medicine records TR: AFI 37-160							-	-	-	
22.8. Use Medical Expense Performance Reporting System (MEPRS)							a	X/3c	B	
22.9. Complete annual budget							-	-	-	
22.10. Recommend changes to manning documents TR: AFI 38-201, AFI 38-204							-	-	a	
22.12. Unit Manpower Document							-	-	-	
22.13. Unit Personnel Manpower Roster							-	-	-	
23. PUBLICATIONS TR: AFI 37-160										
23.1. Official publications							-	-	B	
23.2. Commercial publications							-	-	B	

Tasks, Knowledge And Technical References	2. RSVP /War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Ph. 2	Ph. 3	CDC	QTP
23.3. Develop operating instructions							-	-	b	*
23.4. Develop a management plan index							-	-	-	*
INFORMATION MANAGEMENT SYSTEMS										
24. NMIS APPLICATIONS: Note: In facilities where NMIS is deployed, the NMIS modules associated with the duty position, are <u>core tasks</u> for those individuals TR: Contractors Training Manuals										
24.1. Develop downtime procedures							-	-	-	
24.2. Update programs and manuals per systems change requests							-	-	-	
24.3. Utilize modules							-	-	-	
24.3.1 Data Maintenance										
24.3.1.1. General Procedures							-		-	
24.3.1.2. Ingredient Item Maintenance							-		-	
24.3.1.3. Inventory Item Maintenance							-		-	
24.3.1.4. Food Item Maintenance							-	-	-	
24.3.1.5. Recipe Maintenance							-	-	-	
24.3.1.6. Recipe procedures							1a	-	-	
24.3.1.7. Troubleshooting Menu Item Pricing Problems							-	-	-	
24.3.1.8. Meal Maintenance										
24.3.1.8.1. Menu implementation							-	-	-	

Tasks, Knowledge And Technical References	2. RSVP /War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Ph. 2	Ph. 3	CDC	QTP
24.3.1.8.2. Menu Maintenance							-	-	-	
24.3.2. Production Planning										
24.3.2.1. Calculate Recipe Yield							-	-	-	
24.3.2.2. Recipe costing							-	-	-	
24.3.2.3. Selling price reports							-	-	-	
24.3.2.4. Updating prices							-	-	-	
24.3.2.5. Forecasting/Actuals							-	-	-	
24.3.3. NM Accounting										
24.3.3.1. NMA Parameters							-	-	-	
24.3.3.2. MTF BDFA Calculations							-	-	b	
24.3.3.2.1. MTF BDFA Calculation Ingredient Exception							-	-	-	
24.3.3.3. Maintain Daily facility Summary Report (544)							-	-	-	
24.3.3.4. Maintain Monthly Facility Summary Report (541)							-	-	-	
24.3.3.6. Meal Factors							-	-	-	
24.3.3.7. Workload Data							-	-	-	
24.3.3.8. Ambulatory patient visit (APV) Accounting Procedures							-	-	-	
24.3.4. Inventory Management										
24.3.4.1. Purchase Orders							-	-	-	
24.3.4.2. Requisition Lists							-	-	-	
24.3.4.3. Return to Stock							-	-	-	
24.3.4.4. Physical Inventory							-	-	-	
24.3.4.5. Stock record cards							-	-	-	
24.3.4.6. Inventory worksheets							-	-	-	
24.3.4.10. Inventory reports							-	-	-	

Tasks, Knowledge And Technical References	2. RSVP /War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Ph. 2	Ph. 3	CDC	QTP
24.3.4.11. Inventory spoilage							-	-	-	
24.3.4.12. Inventory adjustments							-	-	-	
24.3.5. Table Maintenance							-	-	-	
24.3.6. Reports							-	-	-	
24.3.7 Medical Nutrition Therapy										
24.3.7.1. Patient Kardex										
24.3.7.1.1. Maintain patient data							1a	X/3c	-	
24.3.7.1.2. Nourishment labels							1a	X/3c	-	
24.3.7.1.3. Nourishment roster							1a	X/3c	-	
24.3.7.2. CHCS Interface							-	-	-	
24.3.7.3. Maintenance							-	-	-	
25. CHCS APPLICATIONS										
25.1. Use CHCS							-	-	-	
26. KGADS APPLICATIONS										
26.1. Use KGADS							-	-	-	
27. NOMAD APPLICATIONS										
27.1. Collect Data							2b	-	b	
27.2. Process Data							2b	-	b	
27.3. Generate Reports							a	-	b	
27.4. Analyze Data							a	-	b	
27.5. Submit Data							2b	-	b	
POPULATION HEALTH										
28. PREVENTION TR: AFI 44-104, AFPD 40-1										
28.1. Design Nutrition Education Program							A	-	B	
28.2. Sports nutrition							A	-	B	

Tasks, Knowledge And Technical References	2. RSVP /War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)			
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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Ph. 2	Ph. 3	CDC	QTP
28.3. Aircrew nutrition							A	-	B	
28.4. Supplements							A	-	B	
28.5. Behavior modification										
28.5.1. Smoking cessation							-	-	B	
28.5.2. Alcohol abuse							-	-	B	
28.5.3. Cholesterol testing/screening							-	-	B	
28.5.4. Stress Management							-	-	B	
28.6. Healthy Nutrition Guidelines								-		
28.6.1. Identify Healthy Food Choices							a	X/3c	B	
28.6.2. Incorporate Guidelines into Menus							a	-	B	
28.6.3. Evaluate Sales							a	-	b	
28.7. Health and Wellness Center TR: AFI 40-502										
28.7.1. Fitness Assessments							-	-	B	
28.7.2. Cycle Ergometry							-	-	-	
28.7.3. Injury prevention							-	-	-	
28.7.4. Referral Programs							-	-	-	
28.7.5. Body Fat Measurements							-	-	-	
28.7.6. The Sensible Weigh							-	-	-	
28.8. Community Education/Wellness TR: AFI 40-502							-	-	-	
28.8.1. Commissary Tour							-	-	-	
28.8.2. Cooking Demonstration							-	-	-	
28.8.3. Advanced Counseling Skills							-	-	-	

Tasks, Knowledge And Technical References	2. RSVP /War-time Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)			
		A	B	C	D	E	A 3 Skill Level		B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Ph. 2	Ph. 3	CDC	QTP
28.8.4. Marketing Techniques										
28.8.4.1. Promote Healthy Food Choices							a	-	B	
28.8.4.2. Promote Community Nutrition Programs							-	-	B	
28.8.4.3. Promote “Shape Your Future Your Weigh”							-	-	-	
AEROMEDICAL SUPPORT										
29. PROVIDE COOKED THERAPEUTIC INFLIGHT MEALS (CTIMS) NOTE: Use/Modify commercial meals where available										
29.1. Receive CTIM order							-	X/3c	b	
29.2. Prepare hot foods							-	X/3c	b	
29.3. Prepare cold foods							-	X/3c	b	
29.4. Prepare nourishments							-	X/3c	b	
29.5. Prepare labels							-	X/3c	b	
29.6. Issue CTIMs							-	X/3c	b	
ALTERNATIVE METHODS										
30. ALTERNATIVE METHODS										
30.1. Contracting for support services							-	-	-	
30.1.1. Establishing Contracts							-	-	-	
30.1.2. Monitoring Contracts							-	-	-	
30.1.3. Terminate Contracts							-	-	-	
30.2. Memorandum of Understanding/Agreements (MOU/MOA)							-	-	-	
PRIMARY CARE OPTIMIZATION										
31. Identify Principle of PCO							A	-	-	

FOR COMMERCIAL AND OTHER SERVICE PUBLICATIONS

B.B. West et al. Food for Fifty, 11th ed. Grace Shugart & Mary Molt, MacMillan, 2000

American Dietetic Association Manual of Clinical Dietetics, 6th ed. Chicago Dietetic Association and South Suburban Dietetic Association 2000

Whitney, Eleanor Noss et.al, Understanding Normal and Clinical Nutrition, 6th ed, Wadworth Publishing, Belmont CA, 2001

Williams, Sue Rodwell, Nutrition and Diet Therapy, 8th ed, Mosby, St. Louis, MO, 1999

Comprehensive Manual for Hospitals: The official Handbook (CAMH) (JCAHO Manual)

FOOD CODE, US DEPARTMENT OF HEALTH AND HUMAN SERVICES, 2001(US Public Health Food Code)

QUALITATIVE REQUIREMENTS

Section B - Course Objective List

4. Resident Courses. If a written copy of the course objectives list is required, contact Diet Therapy training at DSN 736-3885 or write to 382 TRS/XYAB, 917 Missile Rd, Ste 3, Sheppard AFB, TX 76311-2263. A copy will be sent to you as soon as possible.

5. Career Development Courses. CDC information can be obtained from the Air Force Institute for Advanced Distributed Learning at Maxwell AFB, Gunter Annex, AL or by contacting the CDC writer/manager at DSN 736-4092.

Section C- Support Materials

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

Qualification Training Packages (QTPs)

<u>NUMBER</u>	<u>QTP TITLE</u>	<u>MAINTAINED BY</u>	<u>USER</u>
QTP 4D071-2	Personnel Scheduling (9.5)	382 TRS Sheppard AFB TX	AF
QTP 4D071-3	HACCP (18.6)	382 TRS Sheppard AFB TX	AF
QTP 4D071-4	Develop Operating Instructions (23.3)	382 TRS Sheppard AFB TX	AF
QTP 4D071-5	Develop a management plan index (23.5)	382 TRS Sheppard AFB TX	AF
QTP 4D071-6	Conduct Inservice Education programs (24.4)	382 TRS Sheppard AFB TX	AF
QTP 4D071-7	Perform Fiscal Year Close-out (22.4)	382 TRS Sheppard AFB TX	AF
QTP 4D071-8	Write/Cost Cycle Menus (22.1, 20.5)	382 TRS Sheppard AFB TX	AF
QTP 4D071-9	Prepare Annual Budget (22.9)	382 TRS Sheppard AFB TX	AF

The currently required QTPs can be found at the following site: [QTP 4D071 Search](#)

Section D- Training Course Index

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

7.1. AIR FORCE IN-RESIDENCE COURSES.

<u>Course Number</u>	<u>COURSE TITLE</u>	<u>LOCATION</u>	<u>USER</u>
L3AQR4D031-002	Diet Therapy Fundamentals	Lackland AFB, TX	AF
J3ABR4D031-002	Diet Therapy Apprentice	Sheppard AFB, TX	AF
J3ATR40030-002	Basic Medical Readiness	Sheppard AFB, TX	AF
J3AZR4D071-001	Nutrition In Prevention	Sheppard AFB, TX	AF

7.2. OTHER MAJCOM AND FOA COURSES

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>DEVELOPER</u>	<u>USER</u>
*3AIR75000 005	Technical Training Instructor	Sheppard AFB	AF
*3AIR75200 036	Technical Training Instructor	Sheppard AFB	AF
**3AIR75200 013	Technical Writer Principles	Sheppard AFB	AF
**3AIR75200 015	Nonresident Training Materials	Sheppard AFB	AF
	Prime Ribs Training Course	Dobbins ARB / Tyndall AFB	AF

**MAFIADL 100	AFIADL Course for Authors	Gunter Annex Maxwell AFB, AL	AF
	TOPSTAR	Lackland AFB	AF

* Mandatory training for Resident Instructor positions
 ** Mandatory training for CDC Technical Writer

8. AIR FORCE INSTITUTE FOR ADVANCED DISTRIBUTED LEARNING (AFIADL) COURSES

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>LOCATION</u>	<u>USER</u>
CDC 4D05I	Diet Therapy Journeyman	Gunter Annex, Maxwell AFB, AL	AF

9. Exportable Courses- N/A

10. Courses Under Development/Revision – N/A

Section E - MAJCOM Unique Requirements

NOTE: There are currently no MAJCOM unique requirements.

This area is reserved.

Section F - Documentation of Training

11. Development of a Work Center Training Plan. The focus of this training guidance is to bring all training documentation into one “OJT”/Competency record. Over the years, training documentation took on many forms and became very cumbersome to say the least. The following information provides specific guidance, along with recommended documentation, consistent with current Air Force instructions/directives. This training guidance focuses on two main areas: (1) Developing a Master Training Plan, and, (2) Documentation of Training in the Enlisted Training and Competency Folder.

12. Developing a Master Training Plan (MTP).

12.1. 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.

12.2. 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. The documents are as follows:

12.3. Unit-specific orientation checklist. (Must be conducted within 60 days of assignment.)

12.3.1. Job description for each duty position within the duty section (see AFMAN 36-2108).

12.3.2. Dual channel OJT concept.

12.3.3. Career knowledge requirements.

12.3.4. Job qualification requirements.

12.3.5. Testing procedures for CDCs.

12.3.6. Uses of AF Form 623 and Job Qualification Standards (JQSs).

12.3.7. Performance standards/position qualification training for each duty position.

12.3.8. Master Career Field Education and Training Plan (CFETP).

12.3.9. Identifies all tasks required for the duty section.

12.3.10. Standardized reference source for initiating individual training.

12.3.11. Impact of training on career progression.

12.3.12. Qualification Training Packages (QTPs) required for upgrade to 7-level.

12.3.13. Rescinding items in the MTP.

12.3.14. The MTP must contain documents that relate to the training process for all enlisted and civilian equivalent duty section personnel and may contain both updated and rescinded versions of some documents.

13. Documentation of Training: The Enlisted Training and Competency Folder.

13.1. The purpose of this section is to provide guidelines and examples of proper documentation for the many forms used in training all 4DOX1 personnel. 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 36-2201V3. (*Chapter 8, Training Forms and Documentation*) Your unit education and training manager can also assist you with specific questions on training documentation.

13.2. Documents included in the 4DOX1 Enlisted Training and Competency Folder.

13.2.1. To assemble a 4DOX1 training record, utilize a standard six-part, brown folder.

13.2.2. Attach (glue/tape/staple), the following label, centered on the front cover and inside the back cover, in the top left (horizontal) corner. (Should be visible when placed in a file drawer.) In addition a privacy act statement (label) must appear on the front of the folder.

Members: Last Name	First Name	MI	Rank
Enlisted Training and Competency Folder			
SSN			



PART 1

4DOX1

Contents/Description:

Tab A. N/A. Locally required training & skills competency documentation, regardless of grade or training status.

NOTE: All special required training is combined with Part 3 Tab A (AF Form 1098)

Tab B. AF Form 55, *Employee Safety and Health Record*. This record is maintained regardless of grade or training status.



PART 2

Contents/Description:

Tab A. AF Form 623/623b, *On the Job Training Record (sections 1-4)*. Attach the front cover (containing sections 1-4) of member's current AF Form 623.

NOTE: Maintenance of AF form 623 is mandatory for Airman in grades, Airman Basic through Technical Sergeant. In addition, an AF Form 623 is required for SNCOs, regardless of grade, in retraining status or as directed by the Air Force Career Field Manager, Commanders, or supervisors.

Tab B. Career Field Education and Training Plan (CFETP). Include the 4D0X1 core training/work center Master Training Plan (MTP). *Note: Circle all core tasks and only those tasks listed in the work center MTP.*

Tab C. AF Form 797, *Job Qualification Standard Continuation/Command JQS*. These forms will be used to document training for tasks not documented in the CFETP or tasks waived by the MAJCOM.

PRIVACY ACT STATEMENT

AUTHORITY: 44 USC 3101; 10 USC 8012 AND EO 9397

PRINCIPAL PURPOSE: AF Form 623 and all documents filed in this Competency Folder are used to maintain an individual comprehensive record of AFSC/job oriented training.

ROUTINE USES:

- 1. To document and monitor upgrade and retraining skill progression and qualification training by the trainer and supervisor.*
- 2. As a historical document by supervisors to determine an individual's trained qualifications to perform required duties on initial assignment and on an "as required" basis thereafter.*
- 3. To determine when entry into or withdrawal from training is required.*
- 4. To determine if adequate training has been given when determining the proper recommendations to make regarding individuals.*
- 5. To determine the effectiveness of the OJT program.*
- 6. When waiver actions are requested in the OJT program.*
- 7. When an individual is being considered for separation from the Air Force.*
- 8. When required, to determine appropriate corrections to an individual's records.*

DISCLOSURE IS MANDATORY. Failure to provide information will prevent required control monitoring of AFSC training which will jeopardize the ability of the unit to perform its assigned mission and will also prevent higher headquarters from knowing the skill qualifications on personnel in its units.

The SSAN is mandatory to make positive identification of the individual in relation to other personnel actions and records.

I CERTIFY THAT I UNDERSTAND MY INDIVIDUAL RESPONSIBILITIES AND THE INTENT OF THE ABOVE PRIVACY ACT STATEMENT.

SIGNATURE _____

JOB QUALIFICATION STANDARD CONTINUATION / COMMAND JQS						
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION			
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS
	1	Operation of Meat Slicer Ref: Manufacturer's operation manual				
	2	Operation of Steamer Ref: Manufacturer's operation manual				
	3	Operation of Stack Ovens Ref: Manufacturer's operation manual				
TRAINEE NAME (<i>Last, First, MI</i>) John, Bill				CFEIP/JQS NUMBER		PAGE NO

AF FORM 797, 20020901 (EF-V1) (NOT ACTUAL SIZE/ACTUAL SIZE 8.5 X 11)

Figure 2. Sample AF Form 797 documentation



PART 3

Contents/Description:

AF Form 1098, *Special Task Certification and Recurring Training*.
Document qualification in tasks that require recurring, mandatory, and/or in-service training.

Tab A. Document mandatory recurring/ancillary training such as, Basic Life Support (BLS), Cycle Ergometry, Patient Sensitivity training, Medical Unit Readiness Training (MURT), Disaster Casualty Control Plan (DCCP)/Medical Contingency Response Plan (MCRP) training, etc.

Tab B. Document ongoing completion of Qualification Training Packages (QTPs), if applicable. *NOTE: The initial completion of a QTP is documented in the CFETP. 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.*

Tab C. Document in-service training.



PART 4

Contents/Description:

AF Form 623a, *OJT Training Record Continuation Sheet*/Automated product. Document all progress of individual training to include facility/initial orientation, upgrade/job qualification training, additional pertinent training, career development course (CDC) enrollment, URE answer sheets, score cards, failures and corrective actions; skill level/task decertification procedures, and supervisor/trainer/certifier entries. *Progress/Status of members in upgrade training status will be documented **at least monthly**.*

Tab A. AF Form 623a, *OJT Training Record Continuation Sheet*/Automated product.

Tab B. Job Description/Performance standards. Review Documentation.

Tab C. Miscellaneous. Other items of interest may be placed in this tab, i.e., record of required feedback, letters of appreciation, and AF Form 156, until upgrade to 5-level.

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

14 Feb 2002
SSgt John is assigned to Nutritional Medicine on this date. TSgt Laugh has been assigned as a trainer for SSgt John. TSgt Laugh will orient SSgt John to the unit using the Nutritional Medicine orientation checklist located in the Master Training Plan dated 17 March 2000. An initial interview was accomplished on this date.

SSgt John TSgt Laugh
NCOIC, Nutritional Medicine

27 Feb 2002
A mid-orientation progress check was accomplished on this date. SSgt John has progressed throughout the Nutritional Medicine orientation checklist with little or no difficulty. He completed his review of the OIs and has begun required reading of the hospital OIs. SSgt John will complete the remainder of his orientation by 12 Mar 02.

SSgt John TSgt Laugh
NCOIC, Nutritional Medicine

12 Mar 2002
SSgt John has completed all training on the Nutritional Medicine orientation checklist dated 17 Mar 00. A review of the checklist with SSgt John indicates that he is knowledgeable of all items discussed.

SSgt John TSgt Laugh
NCOIC, Nutritional Medicine

LAST NAME – FIRST NAME – MIDDLE ININTIAL

John, William D.

AF FORM 623A (NOT ACTUAL SIZE/ACTUAL SIZE 8.5 X 11)

Figure 5. Sample Orientation Documentation

ON-THE-JOB TRAINING RECORD

CONTINUATION SHEET

_____ 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, AFMAN 36-2108, and 36-2201 were covered. AF Forms 623, 623A, 797, 2096, and the CFETP were explained. Responsibilities of the commander, base training, unit 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. Requirements for upgrade in AFSC 4D0X1 are: (1) Satisfactory completion of CDC 4D051; (2) Supervisor certify job qualifications with adequate hands on training; (3) Completion of 7-skill QTPs; and (4) Supervisor recommendation for upgrade. The CFETP is annotated to show only those tasks the airman is required to perform in his/her current duty position, all AFMAN 36-2108 mandatory requirements for upgrade, and core task requirements. 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.

TRAINER'S SIGNATURE

TRAINEE'S SIGNATURE

DATE

LAST NAME – FIRST NAME – MIDDLE ININTIAL

AF FORM 623A (NOT ACTUAL SIZE/ACTUAL SIZE 8.5 X 11)

Figure 6. Sample Initial Upgrade Training Briefing

ON-THE-JOB TRAINING RECORD CONTINUATION SHEET		
<i>TRAINEE'S RESPONSIBILITIES DURING UPGRADE TRAINING (UGT)</i>		
<ol style="list-style-type: none"> 1. Read and understand your Air force Specialty (AFS) description, training requirements, objectives, and training record. 2. Budget time (on and off-duty) for timely completion of CDCs and keep all CDC materials for future reference and study. <ol style="list-style-type: none"> 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 and answer the self-test questions and the unit review exercises (URE). Questions are to be answered in the space provided when possible. Reference where answers are found in the most effective manner determined by your supervisor d. Supervisor will check URE 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. The UREs are teaching devices and must be administered as open book exercises. All scores less than 100 percent require review training. You will have only 30 days to complete each volume. f. Your next volume is issued by your supervisor. You must work it in the same manner as above for the entire course. 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. 3. Review and discuss training requirements with supervisor your regularly. Provide input on your training and ask questions. 4. Upon satisfactory completion of your career knowledge training, position qualification, and mandatory requirements listed in AFMAN 36-2108, your supervisor will initiate upgrade action on you. 		
_____ TRAINER'S SIGNATURE	_____ TRAINEE'S SIGNATURE	_____ DATE
~~~~~ LAST NAME – FIRST NAME – MIDDLE ININTIAL		

AF FORM 623A (NOT ACTUAL SIZE/ACTUAL SIZE 8.5 X 11)

**Figure 6.1. Sample Upgrade Documentation**

ON – THE – JOB TRAINING RECORD CONTINUATION SHEET
<p>23 July 2002</p> <p>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 supervisory personnel in my chain of command.</p> <p>It is my responsibility to review my job description/performance standards with my supervisor during each feedback session and with each change in supervisor or duty position.</p> <p>SSgt William D. John Nutritional Medicine 23 July 02</p> <p>SSgt John 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 SSgt John has no questions or concerns.</p> <p>Try T. Laugh, TSgt, USAF Nutritional Medicine OJT Trainer</p> <p style="text-align: center;">~~~~~</p> <p style="text-align: center;">LAST NAME – FIRST NAME – MIDDLE INITIAL</p> <p style="text-align: center;">John, William D.</p>

AF FORM 623A (NOT ACTUAL SIZE/ACTUAL SIZE 8.5 X 11)

**Figure 7. Sample job description/performance standards review**



## PART 5

### Contents/Description:

AF Form 2096, *Classification On-The-Job Training Action*. Document official training actions, i.e. award of skill level, training status changes, decertification and award of special experience identifier (SEI). NOTE: A PC III automated document may be substituted for AF Form 2096.



## PART 6

### Contents/Description:

Continuing Education. This part will contain the National Certification/Registration and Continuing Education Reports as applicable to the members AFSC/current duty position. The form must contain documentation of the individual's current certification card number and expiration date.

## **14. Managing Training**

### **14.1. Purpose.**

**14.1.1.** The entire process of managing an effective training program centers on the supervisor.

**14.1.2.** Each supervisor must maintain accurate records that give a complete picture of the status of all training that they are responsible, as a supervisor, to oversee.

### **14.2. Monthly Training Checklist for Supervisors.**

**14.2.1.** Using a checklist can assist the supervisor in managing an effective training program.

**14.2.2.** The following page contains a sample monthly training checklist for supervisors to use, *if they choose*, when managing training. The checklist is designed to address areas that apply to any/all trainees that are placed under the supervision of the supervisor. The sample may be altered as needed to reflect the items deemed important for monitoring on a monthly basis.

## MONTHLY TRAINING CHECKLIST FOR SUPERVISORS

REQUIREMENT	INITIALS
<b>APPOINTMENTS</b>	
Notify those who have been scheduled for ancillary training, quality training, appointments, etc.	
<b>NEW AIRMEN</b>	
Conduct initial evaluation of knowledge and skills.(Within 30 days of arrival.)	
Document initial evaluation on AF Form 623a.	
<b>AF FORM 623</b>	
Review cover of AF Form 623. Make any necessary changes.	
Note any open training requirements and ensure training is accomplished or scheduled on each. (Work with the trainer on this. Remember, it is the supervisor's responsibility to ensure training is being conducted).	
Certify or decertify qualifications when applicable. Be sure to change the MTL.	
Documents visits, counselings, etc. on AF Form 623a.	
<b>CAREER DEVELOPMENT COURSES (CDCs)</b>	
Distribute any new CDCs. See AFI 36-2201V3 (Chapter 9) for CDC administration procedures.	
Ensure training is progressing satisfactorily according to assigned schedule. (30 days/volume.)	
When the last volume has been completed, request scheduling of the Course Examination (CE) from the Unit Training Manager.	
Documents progress, visits, counselings, etc. on AF Form 623a.	
<b>FORMAL SCHOOLS</b>	
For individuals requiring formal schools, ensure they have planned accordingly ahead of time.	
Ensure formal school prerequisite requirements are met when applicable.	
<b>TRAINERS AND CERTIFIERS</b>	
Ensure trainers and certifiers have been appointed in writing by the commander.	
Ensure trainers and certifiers have attended appropriate trainer/certifier courses.	
<b>SUPERVISORS MEETINGS</b>	
Attend all supervisors meetings conducted by the UTM. (Send representative if unable to attend personally).	
<b>UPGRADE TRAINEES</b>	
Notify the UTM of any individuals who have had their AF Form 623 signed off on all training items, have met time requirements, completed CDCs, or completed formal schools when applicable.	
<b>OTHER</b>	