

SURGICAL SERVICE SPECIALTY

This change is effective immediately and changes CFETP 4N1X1 (June 2001) as follows:

**1. Write-in changes.** Make the following pen & ink changes in each member's CFETP:

<b>Page</b>	<b>Paragraph</b>	<b>Action</b>
2	Line 26 (COL)	Add "comprehensive" after "A"
14	3.5	Add "recommended" after "correspondence)"
19	(5.1) – 2 lines from bottom, Col 1	Add "recommended" after "correspondence)"

**2. Page replacements.** Replace the following pages with new pages.

<b><i>Remove</i></b>	<b><i>Replace</i></b>
27 & 28	27 & 28

**3. Final action.** After necessary action, file this change in back of the entire CFETP.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

PAUL K. CARLTON, JR  
Lieutenant General, USAF, MC  
Surgeon General

2 attachments

1. Replacement page 27
2. Replacement page 28

## PART II

### *Section A - Specialty Training Standard*

**1. Implementation.** This STS will be used for technical training provided by AETC for resident class beginning 21 Aug 2001, and for all subsequent classes.

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

2.1. Lists in the column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for airman to perform duties in the 3-, 5-, and 7-skill level. Number task statements sequentially i.e., 1.1, 1.2, 2.1. Column 2 (Core Tasks) identifies, by a "C", specialty-wide training requirements.

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, use the following column designators: Tng Comp, Certifier Initials*).

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

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

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

2.5.1. **Documentation.** Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement in column 1 of the STS. As a minimum, complete the following columns of the STS portion of the CFETP: Training Completed (column 3B), Trainee Initials (column 3C), Trainer Initials (column 3D), Certifier Initials (column 3E, 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. **Converting from Old Document to CFETP.** Use the new CFETP to identify and certify all past and current qualifications. For those core and critical tasks previously certified and required in the current duty position, evaluate current qualifications and, when verified, recertify using current date as completion date and enter trainee's and certifier's initials. For non-core and non-critical tasks previously certified and required in the current duty position, evaluate current qualifications and, when verified, recertify using current date as completion date and enter trainee's and trainer's initials. For previous certification on tasks not required in the current duty position, carry forward *only* the previous completion date. If these tasks become a duty position requirement, recertify using standard certification procedures.

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). Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in Chapter 1 of AFI 36-2605, *Air Force Military Personnel Testing System*. WAPS is not applicable to the Air National Guard.

**3. Recommendations.** Report inadequacies of and suggest corrections to this STS through channels to HQ AETC/SGAT. Reference specific paragraphs. A Customer Service Information Line has been installed for the supervisor's convenience to identify graduates who may have received over or under training in task/knowledge items listed in this training standard. For a quick response to problems call DSN 736-2385, anytime, day or night. This CFETP supersedes CFETP 4N1X1, April 1995. Report unsatisfactory performance of individual course graduates to

ATTENTION: TRAINING MANAGERS  
383 TRS/TRR  
939 MISSILE ROAD STE 3  
SHEPPARD AFB TX. 76311-2262

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**Attachments**

- |                                                 |                                                                                               |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------|
| (1) Identification and Qualitative Requirements | (8) Managed Care (SG Goal 2) STS                                                              |
| (2) 4N1X1 personnel STS                         | (9) Prevention (SG Goal 3) STS                                                                |
| (3) Clinic personnel STS                        | (10) ESOH (SG Goal 4) STS                                                                     |
| (4) Urology (4N1X1B) STS                        | (11) Customer Satisfaction (SG Goal 5) STS                                                    |
| (5) Orthopaedics (4N151C) STS                   | (12) STS Training References (TR) Source Summary: Commercial Publications                     |
| (6) Otolaryngology (4N151D) STS                 | (13) STS Training References (TR) Source Summary: Service and Government Agency Publications. |
| (7) Medical Readiness (SG Goal 1) STS           |                                                                                               |