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Headquarters US Air Force  
Washington DC 20330-1030**

**CFETP 8S000  
4 August 2003**

**SDI 8S000**

**MISSILE FACILITY MANAGER**

**CAREER FIELD**

**EDUCATION AND TRAINING PLAN**

**(CFETP)**

**CAREER FIELD EDUCATION TRAINING PLAN**

**MISSILE FACILITY MANAGER  
SDI 8S000**

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**MISSILE FACILITY MANAGER  
SDI 8S000  
CAREER FIELD EDUCATION TRAINING PLAN**

**Part I**

*Preface*

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education and training requirements, training support resources and minimum core task requirements for this special duty identifier (SDI). The CFETP will provide personnel a clear career path to success and will instill rigor in all aspects of special duty training.
2. The CFETP consists of two parts; both parts of the plan are used by supervisors to plan, manage and control training within the SDI.
  - 2.1. Part I provides information necessary for overall management of training in the SDI. Section A explains how everyone will use the plan; Section B identifies SDI progression information, duties and responsibilities, training strategies and SDI path; Section C illustrates SDI training requirements; Section D indicates resource constraints such as funding, manpower, equipment and facilities.
  - 2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, and technical references to support training. Sections B, C and D are not used.
3. Using guidance provided in the CFETP will ensure individuals in this SDI receive effective and efficient training. 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

**Air Force Career Field Manager (AFCFM)** - Individual on the Air Staff charged with the responsibility for overseeing all training and career field management aspects of an Air Force specialty or group of specialties.

**Air Force Specialty Code (AFSC)** - A combination of numbers and alpha characters used to identify an Air Force specialty. Enlisted AFSCs consists of five characters.

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

**Core Task** - Tasks the AFCFM identifies as a minimum qualification requirement within an AFSC, regardless of duty position.

**Facility Manager OJT Instructor** - Instructor who provides qualification, recurring and remedial training of management tasks.

**Intercontinental Ballistic Missile (ICBM)** - Minuteman III and Peacekeeper missile weapon systems.

**Indoctrination Training** - Initial training required for performing FM duties; normally completed on base.

**Missile Alert Facility (MAF)** - Provides lodging, protection, and a controlled environment for launch control operation personnel and equipment.

**MAF Noncommissioned Office in Charge (NCOIC)** - FM responsible for the effective management, supervision and training of assigned MAF managers.

**Missile Alert Facility Manager (FM)** - SDI personnel who manage the MAF. Directly responsible to the MAF NCOIC and flight commander for the effective performance of the MAF management tasks.

**Missile Squadron** - Unit FM's are assigned to.

**Operations Group (OG)** - Group missile squadrons are assigned to.

**On-The-Job Training (OJT)** - Hands-on, over-the-shoulder training conducted to certify personnel in job qualification (duty position certification) training.

**Operations Support Squadron (OSS)** - The unit the missile alert facility manager training instructor is assigned to.

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

**Qualification Training** - Task training provided through OJT at the MAF.

**Special Duty Identifier (SDI)** - A four or five-digit code and title used to identify manpower positions and persons performing duties not clearly within a specific career field.

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

**Superintendent MAF Management** - Responsible to the group commander for ensuring quality MAF management, training and evaluation programs.

**Squadron FM Superintendent** - Person assigned as single point of contact within each missile squadron concerning MAF management issues.

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

**Training/Technical Reference (TR)** - Any documentation used to support training.

**Trainer** - A trained, certified person who teaches personnel to perform certain tasks through OJT methods or equipment that the trainer uses to teach personnel specified tasks.

## **PART I**

### **Section A – GENERAL INFORMATION**

#### **1. Purpose.**

**1.1.** This CFETP provides information that SDI functional managers, training managers, commanders, supervisors and trainers use to plan, develop, manage and conduct an effective and efficient SDI training program. The plan standardizes training for all facility managers. This CFETP accurately reflects what is necessary for facility manager (FM) qualification training to prepare for missile alert facility duties. This plan does not address ancillary training. The CFETP has several purposes:

**1.1.1.** Serves as a management tool to plan, develop, manage and conduct a SDI training program. Establishes baseline training requirements for initial qualification for SDI 8S000 duties.

**1.1.2.** Identifies task and knowledge training requirements for performing facility manager and support duties.

**1.1.3.** Identifies progression opportunities within the FM SDI and describes the duty requirements for each major position within the SDI.

**1.1.4.** Identifies the requirements for attending professional development.

**1.1.5.** Identifies major resource constraints that impact implementation of the desired SDI program.

#### **2. Uses.**

**2.1.** This plan is used by managers in all FM programs to ensure comprehensive, standardized training programs which develop qualified FMs able to meet the unique requirements of each facility manager and support position.

**2.2.** AETC education and training personnel develop and revise formal resident, nonresident and exportable training based upon user established requirements outlined in Part II of this CFETP. They will work with the AFCFM to develop acquisition strategies for obtaining the resources needed to provide the identified training.

**2.3.** MAF Management Superintendents, OSS FM Instructors, and Squadron FM Superintendents will ensure their training programs compliment the mandatory facility manager qualification training requirements.

**2.4.** OSS FM Instructors will use the CFETP to program training requirements for personnel engaged in FM OJT training and evaluating facility managers.

**2.5.** Individual must ensure he/she completes mandatory training requirements specified in this plan. Part II identifies mandatory training requirements and identifies sources for the required training.

### **3. Coordination and Approval.**

**3.1.** 20 AF/DOMV must conduct an annual review of the CFETP and report inadequacies to the AFCFM through AFSPC/XONO not later than 45 days prior to the anniversary date of the CFETP (as printed in the upper right corner of the CFETP). Negative replies are required. AFSPC/XONO will consolidate inputs for submission to the AFCFM.

**3.2.** AFCFM will serve as the OPR for the CFETP. AFSPC/XONO will host U&TW as directed by the AFCFM, to determine 8S000 training requirements and revise and/or develop an effective CFETP. AFSPC/XONO will maintain the CFETP, suggest necessary revisions and submit new or revised CFETP versions to the AFCFM for action. AFSPC/XONO will conduct an annual review within 45 days of the anniversary date of the CFETP to ensure accuracy and relevancy and to incorporate any changes provided by the Facility Manager community.

**3.3.** The AFCFM, by letter, has delegated the authority to review and coordinate the CFETP to AFSPC/XONO. The AFCFM will request AFSPC/XONO conduct a U&TW when it appears major revision or replacement of the CFETP is necessary to meet mission requirements. Upon approval by the AFCFM, AFSPC/XONO will publish, issue, announce and index the CFETP in accordance with AFI 36-2201, Developing, Managing, and Conducting Training.

**Section B – Facility Manager Opportunities and Information**

**4. Specialty Descriptions.**

**4.1.** The purpose of this section is to identify opportunities and duty positions within the Facility Manager SDI 8S000. By evaluation of what is available and the specific demands of each position, NCOs can decide: (1) if they want to apply for FM duty and/or (2) where they would like to be assigned.

**4.2.** Unlike “typical” career fields such as security forces, maintenance or supply, a career progression ladder does not exist for the FM SDI 8S000. Since individuals perceptions and values control how we see a particular move within facility management, rather than a systematic evolution of training and experience, it is impossible to identify a standardized or typical career path an 8S000 might follow as they progress within the SDI. “Opportunities” are functionally organized in three basic areas: management, facility managers and support.

**4.3.** FM positions (management, facility managers, and support) are controlled duty tours. Tour length is standardized at 4 years. Special duty tour extensions are requested and approved on a case-by-case bases by AFSPC/XONO.

**4.4. Manpower Table.** The following tables show opportunities by grade and function. These positions were derived by examining how and where 8S000s are employed. The exact number and availability of specific positions vary. Interested personnel should contact the organization of choice to verify specific requirements and availability.

**Management**

<b>Position / Location</b>	<b>SrA</b>	<b>SSgt</b>	<b>TSgt</b>	<b>MSgt</b>	<b>SMSgt</b>
Operations Superintendent AFSPC Peterson AFB CO					1
MAF Operations Superintendent 20 AF F. E. Warren AFB WY				1	
MAF Management Superintendent 90 OG F. E. Warren AFB WY					1
MAF Management Superintendent 91 OG Minot AFB ND					1
MAF Management Superintendent 341 OG Malmstrom AFB MT					1
FM Superintendent 576 FLTS Vandenberg AFB CA			1		

### Support

Position / Location	SrA	SSgt	TSgt	MSgt	SMSgt
FM Instructor 90 OG F. E. Warren AFB WY			1		
FM Evaluator 90 OG F. E. Warren AFB WY			1		
FM Instructor 91 OG Minot AFB ND			1		
FM Evaluator 91 OG Minot AFB ND			1		
FM Instructor 341 OG Malmstrom AFB MT			1		
FM Evaluator 341 OG Malmstrom AFB MT			1		

### Missile Squadron - Facility Manager

Position / Location	SrA	SSgt	TSgt	MSgt	SMSgt
Squadron FM Superintendent 90 OG F. E. Warren AFB WY				4	
MAF FM NCOIC 90 OG F. E. Warren AFB WY			20		
FM 90 OG F. E. Warren AFB WY		44			
Squadron FM Superintendent 91 OG Minot AFB ND				3	
MAF FM NCOIC 91 OG Minot AFB ND			14		
FM 91 OG Minot AFB ND		33			

<b>Position / Location</b>	<b>SrA</b>	<b>SSgt</b>	<b>TSgt</b>	<b>MSgt</b>	<b>SMSgt</b>
Squadron FM Superintendent 341 OG Malmstrom AFB MT				4	
MAF FM NCOIC 341 OG Malmstrom AFB MT			19		
FM 341 OG Malmstrom AFB MT		45			
FM 576 FLTS Vandenberg AFB CA		1			

**4.5. FM Duty Titles and Job Descriptions.** *Note: The duty titles Operations Superintendent, MAF Operations Superintendent and Superintendent MAF Management are reserved for specific positions and are not authorized for general use as optional duty titles.* The following duty titles and their accompanying job descriptions are intended to describe positions available throughout the 8S000 SDI for those performing like duties. The duty description, not the title, may be modified to meet the unique local conditions and/or additional duties. These examples are provided merely as illustrations and are not intended to limit a commander's/superintendent's authority to clearly identify duty requirements within an operational group.

**4.5.1.** Commanders and/or superintendents ***will not*** establish additional positions for individuals whose duty is accurately described by one of the duty titles identified below (duty responsibilities can be located in AFSPCI 10-204).

### **Management**

**4.5.1.1.** MAJCOM - Operations Superintendent

**4.5.1.2.** NAF - MAF Operations Superintendent

**4.5.1.3.** Superintendent MAF Management

### **Support**

**4.5.1.4.** OSS FM Instructor

**4.5.1.5.** OGV FM Evaluator

### **Missile Squadron - Facility Mangers**

**4.5.1.6.** Squadron FM Superintendent

**4.5.1.7.** MAF NCOIC

4.5.1.8. Facility Manger

4.5.1.9. Squadron FM OJT Instructor

#### 4.6 Selection Criteria

4.6.1. This section establishes broad policy guidelines for those involved in recruiting and selecting individuals for Facility Manager duty. Its purpose is to ensure that only the highest quality candidates, who meet mission essential criteria, are selected for FM duty. It identifies mandatory requirements for 8S000 duties and desirable qualifications, which should be considered when screening FM applicants.

4.6.2. The mandatory hiring practices apply to all 8S000 managers engaged in recruiting, screening, and selecting personnel for FM duties. The qualifications specified apply to all potential 8S000s, not just those slated for full-time facility manager positions.

4.6.3. The selection criteria ***may not*** be waived locally. Any requests for waivers/deviations from this policy must be submitted by the unit commander to AFSPC/XONO and approved by AFCFM or AFPC/DPPAC IAW AFI 36-2101.

4.6.4. Individuals selected for FM duties **must** meet the following qualifications for entry, award and retention of the SDI.

4.6.4.1. Must be in the grade of SSgt through SMSgt.

4.6.4.2. Must have a skill level commensurate with grade in current AFSC.

4.6.4.3. Must not possess a record of disciplinary action or financial irresponsibility.

4.6.4.4. Must meet requirements for 8S000 SDI entry per AFI 36-2108.

4.6.4.4.1. Aptitude - Mechanical 38

4.6.4.4.2. Strength Aptitude Test – 50 lbs

4.6.4.4.3. Physical Profile

4.6.4.5. Must meet PCS eligibility requirements.

4.6.4.6. Must meet current weight standards/body fat standards.

4.6.4.7. Overall rating of 4 or higher on last five performance reports.

4.6.4.8. Ability to obtain 48 months retainability as of the reporting month.

**4.6.4.9.** Must be a US citizen and possess a current Secret security clearance.

**5. Community College of the Air Force.** A degree program does not exist for the 8S000 SDI, however, individuals are highly encouraged to complete their secondary AFSC degree if not previously awarded.

### ***Section C – 8S000 Training Requirements***

#### **6. Special Duty Qualification Requirements**

**6.1. Knowledge.** For retention of this SDI, knowledge is mandatory of Air Force administrative, supply, accounting and building maintenance procedures.

**6.2. Education.** For entry into this SDI, completion of high school is desirable.

**6.3. Other.** The following are mandatory as indicated:

6.3.1. For entry into this SDI:

6.3.1.1. Possess grade of E-5 through E-8.

6.3.1.2. No record of emotional instability, disciplinary action or financial irresponsibility.

6.3.2. For entry, award and retention of this SDI, eligibility for a Secret security clearance according to AFI 31-501, *Personnel Security Program Management*.

**7. Facility Manager Qualification Training Requirements.** Although the 8S000 SDI is awarded upon entry into FM special duty, certain training requirements must be met by all 8S000 personnel to be considered fully qualified. To best ensure individuals are properly prepared for missile alert facility management duty they are required to complete a two-phase training program. The first is indoctrination training and the second is task qualification training. The first phase is normally provided by the FM instructor (i.e., MAF safety, CPR) or an outside agency (i.e., fuels management, weather) and includes ancillary training. The second phase provides OJT on missile alert facility management tasks listed in the STS. Indoctrination and task qualification training are two separate, yet simultaneous requirements each facility manager must successfully complete. Indoctrination training will normally be completed before task qualification training is started. Facility managers may not perform unsupervised MAF management duties until they have completed both phases of training. The requirements listed below are mandatory for all 8S000s performing MAF management duties.

**7.1. Indoctrination Training.** Training includes, but is not limited to, the following requirements:

**7.1.1.** Cardiopulmonary Resuscitation (CPR)

**7.1.2.** Self Aid and Buddy Care

**7.1.3.** MAF Safety Training

**7.1.4.** COMSEC Training

**7.1.5.** Hazardous Waste Management Training

- 7.1.6. Cold Weather Indoctrination
- 7.1.7. Technical Data
- 7.1.8. MAF Hardness and Electromagnetic Pulse (EMP) Training
- 7.1.9. Evaluation Program Orientation Course
- 7.1.10. Disaster Preparedness Shelter Management
- 7.1.11. Fuels Management

**7.2. Missile Alert Facility (MAF) Management Task Qualification Training.** MAF management training is technical hands on task training accomplished at the MAF. Each unit determines training locally using the Specialty Training Standard (STS). The STS tasks have been grouped into major headings to include the following:

- 7.2.1. AF Occupational Safety and Health (AFOSH) Program
- 7.2.2. Publications
- 7.2.3. Facility Maintenance Work Order Management
- 7.2.4. Supervision
- 7.2.5. Training
- 7.2.6. Standardization and Evaluation
- 7.2.7. Tools and Hardware
- 7.2.8. Missile Alert Facility Management
  - 7.2.8.1. General Procedures
  - 7.2.8.2. Emergency Procedures
  - 7.2.8.3. Facility Equipment

**7.3. Core Task Requirements.** SDI 8S000 current does not have any core or critical tasks.

### ***Section D – Resource Constraints***

**8. Purpose.** This section identifies known resource constraints, which preclude optimal desired training from being developed or conducted, including information such as funding, manpower, equipment and facilities. A narrative explanation of resource constraints and an impact statement describing what effect each constraint has on training is included. Resource constraints will be reviewed and updated annually.

**8.1. General Information:** FM duty is a selectively manned special duty requiring 4-year controlled tours and mandatory training requirements to gain proficiency to be fully qualified. All training requirements are outlined in this CFETP.

#### **8.2. Constraints:**

**8.2.1.** One limiting factor affecting 8S000 qualification training is manpower availability. Even though entry into the 8S000 SDI is similar to retraining, currently there is no formal “pipeline” manning process which allows newly hired facility managers to complete training prior to the date they are required to begin FM duties. Therefore, unit manning suffers as 8S000s are treated, for manpower purposes, as fully qualified the day they are assigned. As a result, FM training is expedited to enable units to meet MAF manning requirements.

**8.2.2.** AFSPC/XONO must ensure this constraint is a priority with SDI AFCFM to establish a “facility manager pipeline” allowing unit manning levels to accommodate facility manager training. This pipeline must also assign FMs to gaining units far enough in advance of the date they are required to allow for near completion of training. As a minimum, new FMs should not be counted against unit manning levels and should be assigned to the gaining unit a minimum of four weeks prior to their required date of availability. This would allow for completion of indoctrination and minimal qualification training. The FM Superintendent shall ensure AFSPC/XONO is aware of unit needs. FM Superintendents must prepare for personnel losses well in advance by reviewing manning documents and forwarding projected losses to AFSPC/XONO.

## Part II

### *Section A – Specialty Training Standard*

**1. Implementation.** This Specialty Training Standard (STS) is for use by personnel who possess SDI 8S000 and is mandatory for those performing Missile Alert Facility FM duties.

**2. Purpose.** As prescribed in AFI 36-2201 Developing, Managing and Conducting Training, this STS:

**2.1.** Provides documented certification for OJT.

**2.1.1.** Column 1 (Task and Technical Reference) lists the most common tasks and technical references (TR) necessary for individuals to perform duties in the 8S000 SDI. Identify current duty position requirements by circling letters and numbers where applicable. To identify additional 8S000 requirements, create an entry or entries on an AF Form 797.

**2.1.2.** Column 2 (Core Tasks) identifies specific core tasks. SDI 8S000 currently does not have any core tasks. Column 7 (Certifying Official Initials) is also not used, as only core tasks require certification.

**2.1.3.** Column 3 is used to record the date tasks are begun. Column 4 is used to record the date task training is completed. Column 5 and 6 are where the trainee and trainer initial once task is completed.

**2.2.** 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:

**2.2.1. Documentation.** Document completion of training and qualification. 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: Start Date, Completion Date, Trainee Initials, and Trainer Initials.

**2.2.1.1. Converting from Old Document to New CFETP.** Use the new CFETP to identify and qualify all past and current qualifications. For those tasks previously qualified and required in the current duty position, circle the task and enter current date as completion date and enter trainee's and trainer's initials. For previous qualification on tasks not required in the current duty position, carry forward **only** the previous completion date. If and when the task(s) become a duty position requirement, re-qualify with circles, current date and trainee's and trainer's 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).

**2.2.1.2. Decertification and Recertification.** When an individual is found to be unqualified on a task previously qualified for his or her assigned position, the supervisor/trainer erases the previous trainer's initials. 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 re-qualified (if required) by erasing the remaining old entries and writing in new.

**2.2.2. 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.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

MICHAEL E. ZETTLER, Lt General, USAF  
DCS/Installations & Logistics



ITEM #	TASK / KNOWLEDGE ITEM	CORE TASK	START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFYING OFFICIAL INITIALS
1.	<b>AF OCCUPATIONAL SAFETY AND HEALTH (AFOSH) PROGRAM</b>						
	<b>TR: AFI 91-X; AFOSHSTD 91-X; CEM 21-SM80-19 VOL XX; Local Directives; Applicable Manufacture's Operational Instructions</b>						
1.1.	Use safety practices when working						
	<b>TR: TOs and CEMs applicable to the system</b>						
1.2.	Report hazards						
1.3.	<b>Safety Equipment</b>						
	<b>TR: AFOSHSTD 91-31; TOs 00-25-245, 00-75-5</b>						
1.3.1.	Identify safety equipment location and operational procedures						
1.3.2.	Inspect safety equipment for serviceability						
1.4.	Inspect below ground rescue equipment (hoist/litter)						
1.5.	Conduct MAFSB safety inspections						
1.6.	Comply with hazardous material safety requirements						
	<b>TR: AFOSH STD 161-21</b>						
2.	<b>PUBLICATIONS</b>						
2.1.	<b>Standard Publications</b>						
	<b>TR: AFIs 33-X, 37-X; AFSPCI 10-204</b>						
2.1.1.	Use standard publications						
2.1.2.	Post publication revisions, changes, and supplements						
2.2.	<b>Technical Orders (TOs)</b>						
	<b>TR: TOs 00-5-1, 00-5-2</b>						
2.2.1.	Use TOs						
2.2.2.	Initiate TO improvement report						
2.2.3.	Post TO revisions, changes, supplements and TOFCN/VB pages						
2.2.4.	Perform A-Page, routine, annual and other required checks						

ITEM #	TASK / KNOWLEDGE ITEM	CORE TASK	START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFYING OFFICIAL INITIALS
2.3.	<b>Civil Engineering Manuals (CEMs)</b>						
	<b>TR: AFSPCIND7; AFSPCIs 32-1005, 32-1009</b>						
2.3.1.	Use CEMs						
2.3.2.	Initiate CEM improvement report						
2.3.3.	Post CEM revisions, changes, and CEMICs						
2.3.4.	Perform A-Page, routine, annual, and other required checks						
3.	<b><i>FACILITY MAINTENANCE WORK ORDER MANAGEMENT</i></b>						
	<b>TR: AFSPCIs 10-204, 21-0114;</b>						
3.1.	Identify and report conditions requiring maintenance						
3.2.	Review Improved Maintenance Management Program (IMMP) Workload Requirements File (WRF)						
4.	<b><i>SUPERVISION</i></b>						
	<b>TR: AFI 36-2201; AFSPCI 10-204; Local Directives</b>						
4.1.	Orient new personnel						
4.2.	Conduct predispatch briefings						
4.3.	Coordinate activities of specialists						
4.4.	Plan work assignments						
4.5.	Schedule work assignments						
4.6.	Counsel personnel						
	<b>TR: AFI 36-2907</b>						
4.7.	Evaluate work performance of subordinates						
	<b>TR: AFI 36-2406</b>						
4.8.	Initiate action to correct substandard performance of subordinates						
	<b>TR: AFI 36-2907</b>						
5.	<b><i>TRAINING</i></b>						
	<b>TR: AFI 36-2201</b>						

ITEM #	TASK / KNOWLEDGE ITEM	CORE TASK	START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFYING OFFICIAL INITIALS
5.1.	Plan and supervise training programs						
5.2.	Conduct qualification training						
	<b>TR: AF Trainer Course</b>						
5.3.	Prepare lesson plans						
5.4.	Maintain training records						
<b>6.</b>	<b>STANDARDIZATION AND EVALUATION</b>						
	<b>TR: AFSPCI 10-204</b>						
<b>6.1.</b>	<b>Technical data</b>						
	<b>TR: AFSPCIND7; AFSPCIs 32-1005, 32-1009; TOs 00-5-1, 00-5-2</b>						
6.1.1.	Process and control technical orders and CEMs						
6.1.2.	Maintain initial distribution requirements						
6.1.3.	Review/process AFTO Forms 22 and AFSPC Form 272						
6.1.4.	Review all new and revised technical data and standard publications for completeness and technical accuracy						
<b>6.2.</b>	<b>Management inspections</b>						
6.2.1.	Conduct activity inspections						
6.2.2.	Conduct special inspections						
<b>6.3.</b>	<b>Proficiency evaluations</b>						
6.3.1.	Conduct personnel proficiency evaluations						
6.3.2.	Conduct trainer proficiency evaluations						
<b>6.4.</b>	<b>Inspection Reports</b>						
6.4.1.	Document inspections						
6.4.2.	Prepare inspection reports						
6.5.	Conduct evaluation program orientation course						
<b>7.</b>	<b>TOOLS AND HARDWARE</b>						
	<b>TR: TO 00-25-234</b>						

ITEM #	TASK / KNOWLEDGE ITEM	CORE TASK	START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFYING OFFICIAL INITIALS
7.1.	Use and maintain hand tools and torque wrenches						
	<b>TR: TOs 32-1-2, 32-1-151, 32B14-3-1-101</b>						
7.2.	Use and maintain power tools and vacuum cleaners below grade						
	<b>TR: TO 21M-LGM30F-12</b>						
7.3.	Use aerospace hardware						
	<b>TR: TOs 1-1A-8, 1-1A-15</b>						
<b>8.</b>	<b><i>MISSILE ALERT FACILITY MANAGEMENT</i></b>						
	<b>TR: AFSPCI 10-204; CEM 21-SM80-19 Vol XX; Local Directives</b>						
<b>8.1.</b>	<b>General Procedures</b>						
8.1.1.	Ensure all personnel comply with MAF directives						
8.1.2.	Perform changeover procedures						
8.1.3.	Conduct basic weather observations						
8.1.4.	Conduct visitor safety briefings						
8.1.5.	Conduct periodic equipment/lighting checks						
8.1.6.	Maintain/control medical supplies						
	<b>TR: AFIs 23-201, 23-204; CEMs 21-SM80X-2-26-X, 35R-1-X81-X</b>						
8.1.7.	Maintain inventory and control of MAF supplies and equipment						
	<b>TR: AFMAN 23-110</b>						
8.1.8.	Support helicopter operations						
8.1.9.	Perform MAF entry/escort duties						
	<b>TR: AFSPCI 31-1101</b>						
8.1.10.	Perform facility custodial manager duties						
	<b>TR: AFI 91-XX; Applicable Manufacture's Operational Instructions</b>						
<b>8.1.11.</b>	<b>Support equipment</b>						
8.1.11.1.	Operate snow control vehicles/equipment						

ITEM #	TASK / KNOWLEDGE ITEM	CORE TASK	START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFYING OFFICIAL INITIALS
	<b>TR: AFI 32-1045</b>						
8.1.11.2.	Operate/maintain lawn care equipment						
	<b>TR: Applicable Manufacture's Operational Instructions</b>						
<b>8.2.</b>	<b>Emergency Procedures</b>						
8.2.1.	Perform MAFSB/below ground emergency response						
8.2.2.	Perform MAFSB/LCEB electrical isolation						
8.2.3.	Perform MAFSB/LCEB DEU isolation/shutdown						
8.2.4.	Perform emergency LCC blast door opening						
8.2.5.	Perform MAF fire fighting procedures						
8.2.6.	Perform ECS emergency shutdown/re-start						
8.2.7.	Perform ISST/MMP fire/overheat condition response						
8.2.8.	Perform MAF hazardous material spill initial response						
8.2.9.	Perform severe weather actions						
8.2.10.	Perform MAF Shelter Management operations						
	<b>TR: AFI 32-4001; AFMAN 32-4005; 20 AFI 10-2</b>						
<b>8.3.</b>	<b>Facility Equipment</b>						
<b>8.3.1.</b>	<b>Water systems: Class 1, Class 2</b>						
	<b>TR: CEMs 21-SM80X-2-24-X, 35R-1-X61-X</b>						
8.3.1.1.	Inspect (document)						
8.3.1.2.	Service						
8.3.1.3.	Operate						
8.3.1.4.	Recharge water tank compressed air cylinders						
<b>8.3.2.</b>	<b>Dewatering systems</b>						
	<b>TR: CEMs 21-SM80X-2-24-X, 35R-1-X61-X</b>						
8.3.2.1.	Inspect						

ITEM #	TASK / KNOWLEDGE ITEM	CORE TASK	START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFYING OFFICIAL INITIALS
8.3.2.2.	Service						
<b>8.3.3.</b>	<b>Sewage Systems: Lagoon/Septic/Lift Station</b>						
	<b>TR: CEMs 21-SM80X-2-24-X, 35R-1-X61-X</b>						
8.3.3.1.	Inspect						
8.3.3.2.	Service						
<b>8.3.4.</b>	<b>Heating/Boiler/HVAC systems</b>						
	<b>TR: CEMs 21-SM80X-2-20-X, 35R-1-X41-X</b>						
8.3.4.1.	Inspect						
8.3.4.2.	Service						
8.3.4.3.	Inspect garage heating system						
8.3.4.4.	Environmental control system (ECS) restart						
8.3.4.5.	Drain instrument air compressor (IAC) <b>Wing I only</b>						
<b>8.3.5.</b>	<b>Fuel system</b>						
	<b>TR: AFIs 23-201, 23-204; CEMs 21-SM80X-2-26-X, 35R-1-X81-X</b>						
8.3.5.1.	Perform general fuels management duties						
<b>8.3.5.2.</b>	<b>Fuel monitor system</b>						
8.3.5.2.1.	Monitor/Reset alarm						
8.3.5.2.2.	Load paper roll						
<b>8.3.5.3.</b>	<b>Vehicle issue tanks</b>						
8.3.5.3.1.	Inspect						
8.3.5.3.2.	Service						
<b>8.3.5.4.</b>	<b>Support tanks</b>						
8.3.5.4.1.	Inspect						
8.3.5.4.2.	Service						
8.3.5.4.3.	Manual diesel fuel transfer						

ITEM #	TASK / KNOWLEDGE ITEM	CORE TASK	START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFYING OFFICIAL INITIALS
<b>8.3.6.</b>	<b>Electrical power systems</b>						
	<b>TR: CEMs 21-SM80X-2-21-X (Vol I &amp; II), 35R-1-X51-X</b>						
<b>8.3.6.1.</b>	<b>LCEB/MAFSB DEU</b>						
8.3.6.1.1.	Inspect						
8.3.6.1.2.	Operate						
8.3.6.2.	Perform MAFSB power transfer						
8.3.6.3.	Perform primary power restoration/checkout						
8.3.6.4.	Perform standby power system EWO effectiveness checkout						
8.3.6.5.	Perform standby power system extended operation						
<b>8.3.7.</b>	<b>MAFSB/LCEB Fire Alarm Systems</b>						
	<b>TR: CEMs 21-SM80X-2-26-X, 35R-1-X81-X;</b>						
8.3.7.1.	Identify basic facts about the fire alarm systems						
8.3.7.2.	Reset fire alarm control panel						
8.3.8.	Operate LCEB blast valves						
<b>8.3.9.</b>	<b>Emergency Shutoff Valves (ESVs)</b>						
	<b>TR: CEMs 21-SM80X-2-24-X, 35R-1-X61-X</b>						
8.3.9.1.	Inspect						
8.3.9.2.	Operate						
<b>8.3.10.</b>	<b>Launch Control Center (LCC) Bathroom Enclosure</b>						
8.3.10.1.	Install						
8.3.10.2.	Remove						
<b>8.3.11.</b>	<b>Shock Isolator Air Compressor (SIAC)</b>						
8.3.11.1.	Inspect						
8.3.11.2.	Service						
8.3.12.	Operate Tunnel Junction/LCEB blast door						

ITEM #	TASK / KNOWLEDGE ITEM	CORE TASK	START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	CERTIFYING OFFICIAL INITIALS
8.3.13.	Inspect elevator hoist assembly						
8.3.14.	Hydraulic Gate <b>(Wing I and VI ONLY)</b> TR: Local Directives; Manufacturers Operation Instructions						
8.3.14.1.	Hydraulic Gate Manual Operation						
<b>8.3.15.</b>	<b>Communications Systems (ISST)</b>						
	<b>TR: TOs 21M-LGM30F-1-22, 21M-LGM30F-1-23</b>						
8.3.15.1.	Inspect						
8.3.15.2.	Operational limits check						
8.3.15.3.	Load input variables						
8.3.15.4.	Minor maintenance						
8.3.15.4.1.	Perform shutdown						
8.3.15.4.2.	Perform start-up						
8.3.15.5.	Inspect RFI / EMI Gaskets						
	<b>TR: TO 21M-LGM30F-112</b>						

## **PART II**

### ***Section B – Training Course Index***

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

### ***Section C – Support Material***

NOTE: There are currently no support material requirements. This area is reserved.

### ***Section D – MAJCOM Unique Requirements***

NOTE: There are currently no MAJCOM unique requirements. This area is reserved.