DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington, DC 20330-1000

CFETP 3M0X1
Parts I and II
21 Jun 2012

AFSC 3M0X1

SERVICES

Basic

Senior

Master

ACCESSIBILITY: Publications and forms are available on the e-publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no release-ability restrictions on this publication.

CAREER FIELD EDUCATION AND TRAINING PLAN

SERVICES SPECIALTY

AFSC 3M0X1

TABLE OF CONTENTS

Part I

Preface……1

Abbreviations and Terms Explained……...3

Section A -- General Information……..8
Purpose of the CFETP
Use of the CFETP
Coordination and Approval of the CFETP

Section B -- AFS Progression and Information……..9
Specialty Descriptions
Skill and Career Progression
Helper Level (1)
Apprentice Level (3)
Journeyman Level (5)
Craftsman Level (7)
Superintendent Level (9)
Training Decisions
Community College of the Air Force
Career Field Path

Section C -- Skill Level Training Requirements……16
Purpose
Specialty Qualification Training Requirements Training Requirements
Helper Level (1)
Apprentice Level (3)
Journeyman Level (5)
Craftsman Level (7)
Superintendent Level (9)

Section D -- Resource Constraints……26

Section E -- Transition Training Guide ……..26
"There are currently no transition training requirements. This area is reserved."

Part II

Section A -- Specialty Training Standard……..……....27
Implementation
Purpose

Section B -- Course Objective List……..……..……....43

Section C -- Support Materials……..……...43
Purpose
Services Training Aids

Section D -- Training Course Index……..……..43
Purpose
Air Force In-Residence Courses
Air University (CDC) Courses
Exportable Courses
Mobile Training Teams
Air University Resident Courses

Section E -- MAJCOM Unique Requirements…….……..45
AFSPC/AFGSC Missile Chefs

OPR: HQ USAF/A1S
Approved By: HQ USAF/A1
Supersedes: CFETP 3M0X1, 1 September 2010

This page is blank

SERVICES SPECIALTY
AFSC 3M0X1
CAREER FIELD EDUCATION AND TRAINING PLAN

PART I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive document that identifies life-cycle education/training requirements, training support resources, and minimum wartime task requirements for the 3M0X1 career field. The CFETP provides a clear career path to success and provides guidance in all aspects of career field training.

NOTE: Civilians occupying associated positions may use Part II to support duty position qualification training.

2. The CFETP consists of two parts. Supervisors plan, manage, and control training within the Services specialty using both parts of the plan. A breakdown of Part I and Part II are outlined below.

2.1. Part I provides information necessary for overall management of the 3M0X1 career field.

2.1.1. Section A, General Information: This section states the purpose of the CFETP, its use, and describes the procedures for coordinating and obtaining approval for update and publication.

2.1.2. Section B, AFS Progression and Information: This section provides AFS duties and job progression information.

2.1.3. Section C, Skill Level Training Requirements: This section lists all mandatory training requirements for each skill level.

2.1.4. Section D, Resource Constraints: This section identifies all resource constraints that will impact the execution of education and training such as funds, equipment, and manpower.

2.1.5. Section E, Transition Training Guide: Not currently required in the 3M0X1 Career Field. This is only required if merging specialties.

2.2. Part II includes the following:

2.2.1. Section A, Specialty Training Standard: Identifies the Specialty Training Standard (STS), technical references to support training, Air Education and Training Command (AETC) conducted training, and exportable course requirements.

2.2.2. Section B, Course Objective List: Contains the course objective list and training standards which supervisors will use to determine if Airmen have satisfied training requirements.

2.2.3. Section C, Support Materials: Identifies references and other support materials.

2.2.4. Section D, Training Course Index: Identifies a training course index supervisors can use to determine resources available to support training. Included are both mandatory and optional courses.

2.2.5. Section E, MAJCOM Unique Requirements: Includes any requirements unique to a specific MAJCOM. MAJCOM Managers will meet their education and training requirements.

Acronyms and Glossary of Terms

This section provides a common understanding of the acronyms and terms that apply to the 3M0X1 CFETP.

Acronyms:

AEF - Aerospace Expeditionary Force
AFCDA - Air Force Career Development Academy
AFCFM - Air Force Career Field Manager
AFTR - Air Force Training Record
APF - Appropriated Funds
CCAF - Community College of the Air Force
CDC - Career Development Course
CFETP - Career Field Education and Training Plan
COL - Course Objective List
CT - Continuation Training
DoDI - Department of Defense Instruction
FAC - Functional Account Code
FSCT - Force Support Combat Training
GPC - Government Purchase Card
HSRT - Home Station and Readiness Training
MAJCOM - Major Command
MTL - Master Task Listing
MTT - Mobile Training Teams
NAF - Nonappropriated Funds
OJT - On the Job Training
QT - Qualification Training
RIBS - Readiness In Base Services
SEI - Special Experience Identifier
SME – Subject Matter Expert
STA - Services Training Aid
STS - Specialty Training Standard
STRT - Specialty Training Requirements Team
TM - Training Manual
TO - Technical Order
UGT - Upgrade Training
UTM - Unit Training Manager
U&TW- Utilization and Training Workshop

Glossary of Terms:

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

Air Force Career Development Academy (AFCDA) - Manages most CDC and specialized course manuscripts for the Air Force. Publications are sent to AFCDA for review, editing, test construction, publication, and administration.

Air Force Career Field Manager (AFCFM) - Overall manager and approval authority for all matters affecting training for the Air Force Specialty Codes (AFSC) they manage, including authority for waiving mandatory requirements.

Air Force Job Qualification Standard (AFJQS) - Training documents approved by the AFCFM for a particular job type or duty position within an AFS.

Air Force Personnel Center/Services Directorate (AFPC/SV) - Develops and executes training approved in the career path for 3M0X1 personnel. Makes certain functional training is coordinated with the AFCFM to ensure career field needs are in tandem with AETC.

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

Air Force Specialty Code (AFSC) - A combination of numbers and alpha characters used to identify an AFS. (i.e. 3M0X1)

Air Force Training Record (AFTR) - The electronic format used to document training records for OJT, UGT, HSRT, Ancillary Training, and all other training requirements.

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

Career Field Education and Training Plan (CFETP) - A comprehensive core training document that identifies life-cycle education and training requirements, training support resources, and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear career path. It is the formal training contract between the AFCFM and AETC for formal accession and life-cycle skills training. Ref. AFI 36-2201.

Certification - A formal indication of an individual's ability to perform a task to

required standards.

Certification Official - A person whom the commander assigns to determine an individual's ability to perform a task to required standards. Certifiers must be at least a SSgt with a 5-skill level or civilian equivalent, capable of evaluating the task being certified, and have completed the Air Force Trainers Course. Certification official will not be the trainer.

Community College of the Air Force (CCAF) - A fully accredited educational institution created to meet the needs of Air Force enlisted personnel.

Continuation Training (CT) - Additional advanced training exceeding the minimum upgrade training requirements with emphasis on present or future duty assignments.

Course Objective List (COL) - A publication derived from initial and advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3-, 5-, or 7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, *Developing, Managing, and Conducting Military Training Programs.*

Exportable Courses - Additional courses via computer assisted, paper text, interactive video, or other means necessary to supplement training.

Fatality Search and Recovery Team (FSRT) - A team specifically trained and equipped to handle search and recovery operations in a Chemical, Biological, Radiological, and Nuclear environment and with multiple comingled remains.

Go - The stage at which an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision; meeting the task standard.

Home Station Readiness Training (HSRT) - Training that consists of computer-based training enhancements, self-study guides, classroom education, hands-on equipment training, duty specific training based on UTC assignment and ancillary training such as weapons qualification, CBRNE defense training and self-aid and buddy care.

Initial Skills Training - The formal school course that results in a 3M031 AFSC for enlisted personnel after the completion of basic training or once an individual has been selected to retrain into the 3M0X1 career field.

No Go - Trainee has not gained enough skill, knowledge, and experience to perform task without supervision. Member does not meet task standard.

On-the-Job Training (OJT) - Hands on, "over-the-shoulder" observation and/or instruction conducted to certify personnel in both upgrade (skill level award) and

job qualification (position certification) training. The AF OJT program consists of three components. The first component, job knowledge, is satisfied through career development courses (CDCs). It is designed to provide basic knowledge across a wide spectrum of subjects pertaining to a career field. When CDCs are not available, trainees study the applicable technical references identified by the supervisor and/or CFETP. The second component is job proficiency. This is the hands-on training provided on the job, allowing the trainee to gain proficiency in tasks performed in the work center. The third component is job experience, gained during and after upgrade training, to build confidence and competence. Career knowledge, general task, and deployment/unit type code (UTC) task knowledge, applicable to the Air Force Specialty Code (AFSC), is gained through a planned program of study involving CDCs or technical references listed in the applicable CFETP.

Performance Standard –Tasks are trained and qualified to the "Go" level. "Go" means the individual can perform the task without assistance and meets local demands for accuracy, timeliness, and correct use of procedures. ("Go" level equates to 3C in the STS proficiency code key.)

Proficiency Training - Additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge based on duty position.

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

3M0X1 Core Areas - Food Service, Lodging, Fitness and Sports, Readiness, Mortuary Affairs, and Protocol.

Services Training Aid (STA) - STAs are developed by AFPC/SV and designed to help training managers and trainers conduct effective, standardized training throughout the 3M0X1 career field. They outline the specific training on-the-job training requirements as an extension of the STS tasks. They also reference the information necessary to conduct training. STAs are training tools and the STS is the authorized means of documenting training via the Air Force Training Record. STAs are not designed to let the trainees train themselves. Before training begins, the trainer should review applicable portions of each STA to ensure they coincide with the core area Master Training Plan. The STAs can be found on the Force Support Knowledge Center (https://fskc.csd.disa.mil).

Specialty Training Standard (STS) - An Air Force publication (typically inserted as Part II of the CFETP) that describes an Air Force specialty in terms of tasks and knowledge that an Airman in that specialty may be expected to perform or to know on-the-job. Also identifies the training provided to achieve a 3-, 5-, or 7-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an

AFSC are taught in formal schools and correspondence courses.

Specialty Training Requirements Team (STRT) - Formerly known as the U&TW, the STRT is a forum of primary participants (MAJCOM POCs, AFPC/SV POC, ARC personnel, AFS SMEs) to determine the education and training requirements of the career field based on Occupational Analysis data and changing needs. The CFETP will be approved at the close of the STRT. SMEs and AFPC/SV provide guidance for each task that is taught.

Trainer - A trained and qualified person who teaches personnel to perform specific tasks through OJT methods. Trainers must be qualified to perform the task being trained, and have completed the Air Force Trainer Course.

Training Deficiency - Required training that could not be conducted.

Upgrade Training (UGT) - Mandatory training leading to the award of a higher skill level of proficiency.

Unit Training Manager (UTM) - Unit focal point for all training related questions, needs, requirements, or assistance.

SECTION A – General Information

1. Purpose of the CFETP. The CFETP provides information necessary for the AFCFM, commanders, UTMs, supervisors, and trainers to plan, develop, manage, and conduct effective and efficient career field training programs. This plan outlines training requirements an individual in this AFS should receive in order to develop and progress through their career. This plan identifies initial skills, upgrade qualification, advanced and proficiency training. Individuals receive initial skills training upon entry into the career field. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence courses required for award of the 5-, 7-, and 9-skill levels. These courses are provided to personnel to increase the skill and knowledge required for upgrade. 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. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate the 3M0X1 career field training program. It is used to help supervisors identify training requirements throughout an individual's career.

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

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

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

2. Use of the CFETP. The plan will be used by MAJCOMs, UTMs, supervisors and trainees at all levels to ensure comprehensive and cohesive training programs are available for all 3M0X1 personnel.

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

2.2. MAJCOMs will ensure 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 this 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 reference to support training.

2.4. The CFETP provides guidance for supervisors at all levels to conduct/monitor training and mentor trainees throughout their careers. Supporting documents, AFIs, and applicable references should be used along with this publication.

3. Coordination and Approval. The AFCFM is the approval authority of the CFETP. The AFCFM initiates an annual review of this document to ensure currency and accuracy. MAJCOM, AFPC/SV representatives, and AETC training personnel will identify and coordinate on career field training requirements.

SECTION B -- 3M0X1 Progression and Information

4. Specialty Descriptions.

4.1 Specialty Summary. Manages and directs Force Support programs, operations, and retail operations. Supervises and works in appropriated fund (APF) food service activities; lodging activities; recreation, fitness and sports programs, laundry operations; mortuary affairs programs; honor guard teams; protocol operations, missile alert facilities, and Force Support readiness programs. Operates and supervises automated information management systems. Related DoD Occupational Subgroups: 180000.

4.2. Duties and Responsibilities.

4.2.1. Manages Force Support operations. Improves work methods and procedures to ensure economic operation and customer satisfaction. Resolves customer complaints. Applies accounting principles to control resources. Determines Appropriated and Nonappropriated (NAF) budget requirements. Requisitions and accounts for subsistence, supplies, and equipment needed to support Services specific and Force Support programs. Identifies facility requirements and conducts surveys to determine facility renovation, construction, and modernization needs. Develops capital expenditures programs for APF and NAF facilities. Establishes equipment layout, and operation and maintenance procedures. Manages resource management to include APF and NAF accounts. Maintains close liaison with commanders and unit fitness managers on the Air Force Fitness Program. Operates and supervises automated accounting, requisitioning, and reporting systems. Performs recreation programming. Maintains unit readiness program. Establishes and supervises bare base

facilities that provide food service, fitness, lodging, sports management, recreation, laundry, mortuary services, field resale operations, and protocol support to deployed personnel.

4.2.2. Inspects and evaluates Force Support activities. Determines effectiveness of service and retail operation programs by analyzing accomplishments with planned program standards and goals. Ensures storage facilities and procedures are in place to adequately safeguard subsistence, equipment, and supplies. Performs quality assurance evaluation duties for contract services. Analyzes inspection findings and takes corrective action.

4.2.3. Performs Services functions. Operates fixed, bare base, missile alert and portable food service facilities and equipment. Plans, prepares, and adjusts menus. Determines resource availability, pricing, and merchandise trends. Establishes resale merchandise prices, inventory levels, and safeguarding procedures. Maintains liaison with civilian industry to keep abreast of current trends, product development, and improved customer service techniques. Ascertains occupancy status, and determines and certifies non-availability of transient quarters. Explains concepts of fitness requirements. Explains and demonstrates proper conditioning procedures, weight training, and aerobic equipment techniques. Promotes physical fitness participation. Works technical mortuary functions such as supervising teams for the search and recovery of human remains. Arranges for transporting and disposition of remains. Ensures mortuary entitlements, escorts, and military honors are arranged. Establishes and maintains mortuary case files. Serves as installation and MAJCOM level protocol NCO. Works with general officers, escorts distinguished visitors, advises, setup and precedence during official ceremonies.

5. Skill and Career Progression

5.1 Helper (1) Level - The 1-skill level identifies enlisted personnel initially classified in an AFS when entering the Air Force or when retraining. Helpers are assigned to the Services Academy to complete the Services Apprentice Course.

5.2. Apprentice (3) Level - The 3-skill level identifies enlisted personnel who have obtained basic knowledge within an AFSC through completion of the Services Apprentice Course. Apprentices gain duty position experience and, upon completion, enter a structured apprenticeship program to gain qualification and experience required of a 5-skill level (journeyman). Primary duty positions for 3M0X1 apprentice Airmen include: dining facility cook, missile chef, fitness center apprentice, and lodging front desk clerk. Force Support Contingency Training (FSCT) and Home Station Readiness Training (HSRT) will continue throughout career development.

5.3. Journeyman (5) Level - The 5-skill level identifies enlisted personnel who, through experience and training, have demonstrated skilled proficiency in their AFSC. Journeymen continue to gain experience and qualification in their AFSC and upon promotion to staff sergeant, enter a structured training program to gain

experience and qualification required of a craftsman (7-skill level). Primary duty positions for Services journeymen include: dining facility shift leader, fitness center technician, protocol specialists and lodging front desk clerk. Services journeymen assigned as shift leaders are eligible to complete the AETC Shift Leader MTT course. AFPC/SV offers several mid-level courses to include: food operations, lodging operations, and readiness management. Air University (AFHRMS) offers courses for mortuary affairs and protocol. FSCT and HSRT will continue throughout career development.

SrA are eligible to apply for AETC instructor.

5.4. Craftsman (7) Level - The 7-skill level identifies enlisted personnel who have gained a high degree of technical knowledge in their AFSC and have acquired supervisory capability through training and experience. Craftsmen continue to gain experience in technical, supervisory, and managerial functions. Primary duty positions for 3M0X1 craftsmen include: dining facility NCOIC, certified fitness center specialist, lodging NCOIC, readiness NCOIC, protocol specialist, recreation programmer, training manager, and section chief (MSgts). Craftsmen are also able to fill resource management positions, however not to exceed 24 months to allow for career progression.

Fitness center personnel must complete the Fitness Specialist in-residence or MTT course within 180 days of an assignment to a fitness center IAW AFI 34-266. Readiness Managers must complete the AFPC/SV PRIME RIBS Readiness Managers course within six months of assignment IAW AFI 10-214. The HG NCOIC will attend the appropriate program management training course conducted by the Air Force Honor Guard within three to six months of appointment as the installation NCOIC IAW AFI 34-242 Chapter 8.

AFPC/SV offers additional management courses to include: Introductory Services Management Course, Services Management Course, fitness management, food management, lodging management, and training management. Air University (AFHRMS) offers mortuary affairs and protocol courses. FSCT and HSRT will continue throughout career development.

Completion of the Services Academy's Activity Manager Distance Learning Course is required for upgrade to 7-level for active duty personnel. ARC personnel are highly encouraged to complete this course.

SSgts and TSgts are eligible to apply for special duty positions such as AETC Technical Training Instructor, and FSCT instructors, protocol, Honor Guard, AFPC/SV, Air Force Mortuary Affairs Operations (AFMAO), MAJCOM program manager, CCAF Program Manager, and Air Force Executive/Joint Chief of Staff Dining Facility.

MSgts are eligible to apply for MAJCOM/IG positions, FSCT Site Manager, CDC Writer, AFPC/SV Program Manager, AFMAO Program Manager, MAJCOM Program Manager, AFPC/DPW (AEF Center), AETC Training Manager and Air

Force Executive Dining Facility.

5.5. Superintendent (9) Level - The 9-skill level identifies enlisted personnel who, through experience, training, and performance, have shown a high degree of managerial and supervisory ability to fill positions requiring broad general (and sometimes technical) knowledge. Primary positions for Services Superintendent Airmen include: Force Support activity/flight/squadron superintendent, Food Service, Fitness, Readiness, and Lodging Section Chief.

SMSgts are eligible to apply for MAJCOM/IG positions, AFPC/SV Superintendent, MAJCOM Program Manager and AFPC/DPAA1 Enlisted Assignments Manager.

5.6. Superintendent (3M000) - CMSgts and CMSgt selectees are top enlisted managers in both highly technical skills and in broad areas of managerial and leadership competence. CMSgts will attend developmental courses as directed by their MAJCOM and AF/DPE.

6. Training Decisions

6.1 The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the 3M0X1 career field. This spectrum includes a strategy for when, where, and how to meet the training requirements. This section outlines decisions made at the U&TW held 18-22 Jun 2012.

6.2 Specialized Experience Identifiers were removed as they no longer meet the needs of the career field.

6.3 Removal of core tasks. The intent of core tasks is to apply to all members of the career field. The decision is to remove the core tasks and incorporate them into core area master training plans.

6.4 Services Academy Activity Manager Course will be a requirement for 7-skill level upgrade. Previously, this course was required within 1 year of receiving a promotion line number to TSgt.

6.5 Mortuary Affairs and Protocol are now considered core areas in addition to the existing four core areas.

6.6 Personnel rotations after the experiential component of the 7-skill level is achieved will be dictated by mission requirements and individual career goals. The Services career field requires both generalists and specialists; once the two-core requirement is satisfied Airmen can remain in a core function for an extended period of time or rotate between different areas. Rotation of the 3M071 into Resource Management or Recreation Programming positions will not exceed 24 months.

7. Community College of the Air Force (CCAF). Enrollment in CCAF occurs for all enlisted Airmen upon completion of Basic Military Training. CCAF provides the opportunity to obtain an Associate of Applied Sciences Degree.

7.1. Degree Requirements. Prior to completing an associate degree, the 5-skill level must be awarded and the following requirements must be met:

	Semester Hours
Technical Education	24
Leadership Management, and Military Studies	6
Physical Education	4
General Education	15
Program Elective	15
(Technical Education; Leadership, Management, and Military Studies; or General Education)	
Total	64

7.2. Additional off-duty education is encouraged for all. Special Duty Assignment (SDA) requires an AETC instructor candidate to have a CCAF degree or be within one year of completion (45 semester hours). A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

8. Career Field Path. The 3M0X1 Career Field Path, Figure 1, is a guide that graphically displays the chronological path for a career 3M0X1 Airman. Airmen will use this template as a guide to reference the appropriate development during their careers.

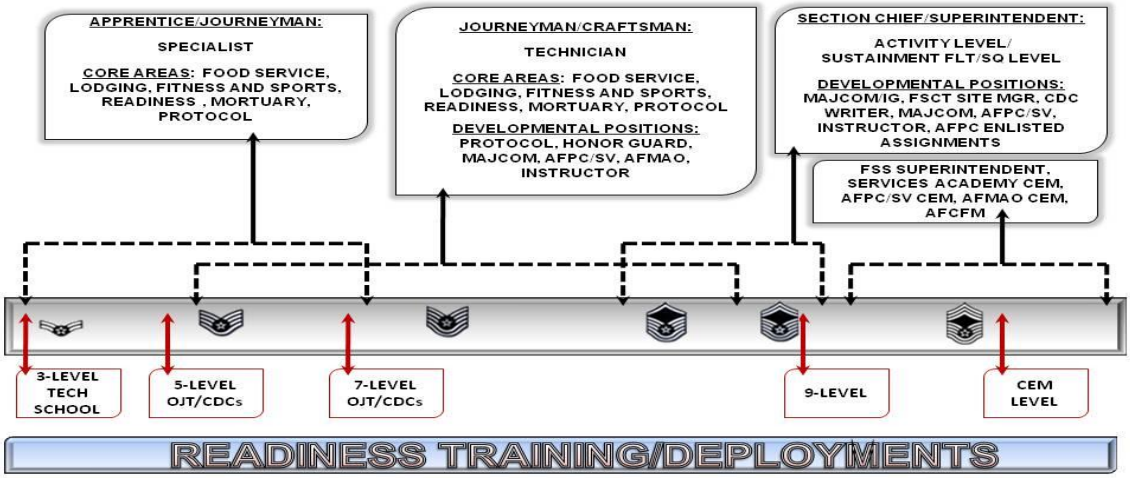

Figure 1.

3M0X1 Career Field Path

8.1. 3M0X1 Career Progression Planning Tool. This tool is a recommended guide for 3M0X1 personnel as they progress from apprentice to superintendent. Figure 2 and 2.1 detail training based on the six Services core areas. It is used by as a roadmap to identify appropriate steps for future development into superintendent and special duty positions.

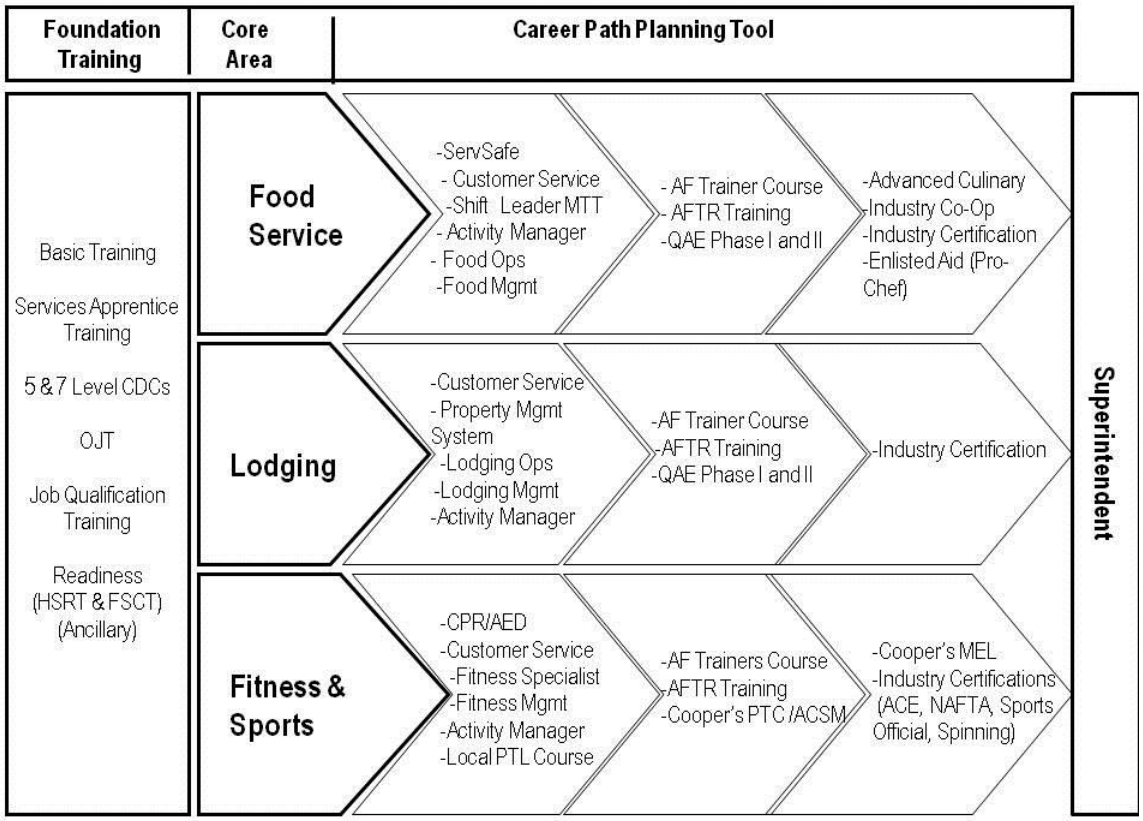

Figure 2

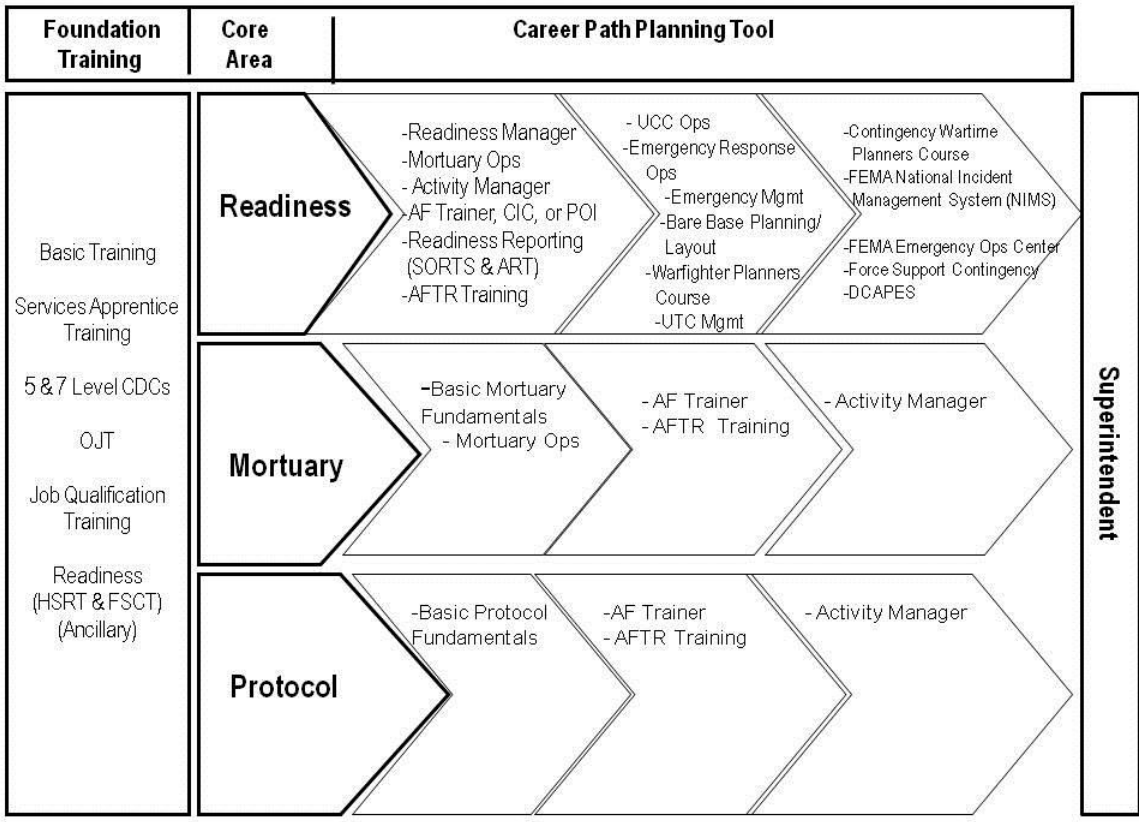

Figure 2.1

3M0X1 Career Progression Planning Tool

SECTION C -- Skill Level Training Requirements

9. Purpose. Skill level training requirements in this specialty are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad general terms and establishes mandatory requirements for entry, award, and retention of each skill level. The specific task and knowledge training requirements are identified in Part II, STS, Sections A and B of this CFETP.

10. Specialty Qualification Requirements.

Air Force Enlisted Classification Directory description:

10.1. Knowledge. Knowledge is mandatory of: accounting procedures; management principles; merchandising; marketing; customer service; automated information systems; use of business machines; food service facility operations; subsistence management; requisition and issue procedures; menu planning; lodging operations; fitness, sports, and recreation program development; personnel management; APF and NAF budgetary sources and processes; facility and equipment maintenance procedures; basic business administration concepts; NAF procedures; retail operations; responsibilities for mortuary affairs, and search and recovery procedures; responsibilities for lost, damaged, stolen, or destroyed property; and operation of readiness units.

10.2. Education. For entry into this specialty, completion of high school with courses in business arithmetic, accounting, computers, home economics, physical education, and typing is desirable.

10.3. Other requirements.

10.3.1. The following are mandatory for entry into the career field: No record of disciplinary action for financial irresponsibility, shoplifting, larceny, petty larceny, or theft.

10.3.2. The following are mandatory for entry, award, and retention into the 3M0X1 Career Field: Ability to speak distinctly, never been convicted by courts-martial, and never been convicted and sentenced to confinement by a civilian court.

10.4. Apprentice (3M031).

10.4.1. Knowledge. Knowledge is mandatory of: accounting procedures; management principles; merchandising; marketing; customer service; automated information systems; use of business machines; food service facility operations; subsistence management; requisition and issue procedures; menu planning; lodging operations; fitness, sports, and recreation program development;

personnel management; APF and NAF budgetary sources and processes; facility and equipment maintenance procedures; basic business administration concepts; NAF procedures; retail operations; responsibilities for mortuary affairs, and search and recovery procedures; responsibilities for lost, damaged, stolen, or destroyed property; and operation of readiness units.

10.4.2. Education. Completion of the Services Apprentice Course.

10.4.3. Training. Training is accomplished through completion of the Services Apprentice Course and is mandatory for new accessions into the career field.

10.5. Journeyman (3M051).

10.5.1. Knowledge. Qualification in and possession of AFSC 3M031.

10.5.2. Education. Completion of 5-level CDCs (Services Journeyman) is mandatory for skill level award. One volume per month is recommended to ensure timely completion of CDCs.

10.5.3. Training. Training will primarily consist of OJT. Specific and knowledge training requirements are identified in the STS at Part II, Sections A and B of this CFETP.

10.5.4. Experience. Experience in functions such as preparing, cooking, baking, presenting, and serving food; instructing, coaching, officiating, or directing athletic activities; planning, organizing, and conducting recreation programs; securing supplies, facilities, and performers; proper use and maintenance of recreation supplies and equipment; retail operations; or subsistence functions.

10.6. Craftsman (3M071).

10.6.1. Knowledge. Qualification in and possession of AFSC 3M051.

10.6.2. Education. Completion of 7-level CDCs (Services Craftsman) is mandatory for skill level. One volume per month is recommended in order to ensure timely completion.

10.6.3. Training. Training will primarily consist of OJT. Specific tasks and knowledge training requirements are identified in the STS at Part II, Sections A and B of this CFETP.

Completion of the Services Academy's Activity Manager Distance Learning Course is required for upgrade to 7-level for active duty personnel. Air Reserve Component personnel are highly encouraged to complete this course.

10.6.4. Experience. Qualification in two core areas is mandatory for award of the 7-skill level. 3M0X1 core areas are Food Service, Lodging, Fitness and Sports, Readiness, Mortuary Affairs and Protocol. Individuals must be assigned for a

minimum of 18 months and meet job qualification requirements to be given credit for each core area. After the experiential component of the 7-skill level requirement is attained rotation should be based on mission needs and individual career goals.

10.7. Superintendent (3M091).

10.7.1. Knowledge. Qualification in and possession of AFSC 3M071.

10.7.2. Education. Force Support Superintendent Course is desired.

10.7.3. Training. Completion of activity manager level courses are desired.

10.7.4. Experience. Experience managing and operating 3M0X1 specific programs and Force Support programs such as Food Service, Fitness and Sports, Readiness, Mortuary Affairs, Lodging, and Protocol.

10.8. Superintendent (3M000).

10.8.1. Education. Force Support Superintendent Course is desired.

10.8.2. Training. Completion of activity manager level courses is desired.

11. Training Sources

11.1. Services Apprentice Course is a CCAF accredited course. Successful completion of this course results in the award of AFSC 3M031.

11.2. Fitness Specialist Course is a CCAF accredited course. This course is a blended course. There is a prerequisite web based block of instruction that is followed by the (in-residence) or (MTT) block of instruction. Successful completion of this course results in the award of the Fitness Specialist Certification.

11.3. Food Service Shift Leader Course, (MTT) is a CCAF accredited course.

11.4. Activity Manager Course, is a CCAF accredited web-based course with testing accomplished through the local base education office. The Activity Manager Course is mandatory for 7- skill upgrade.

11.5. Advanced Culinary Course is an in-residence course taught as Fort Lee, VA. Successful completion of this course will award 3 semester hours in Culinary Arts; recommended from the American Council of Education. This course is designed for service members from all U.S. military branches, to include National Guard and Reserve Component, in grade E-5 and above in food service-related specialties primarily the Enlisted Aides (8A200) but also available for Services personnel who possess or show potential to cultivate higher level cooking skills.

11.6. For AFPC/SV Training, refer to the Force Support Knowledge Center (https://fskc.csd.disa.mil) for a wide range of classes available to the 3M0X1 career field.

11.7. Air University's Ira C. Eaker Center for Professional Development: Air Force Human Resource Management School (AFHRMS) is located at Maxwell AFB, Al and is responsible for leadership development for the Force Support career fields and supervisory development through professional continuing education for the Air Force. Refer to Part II, Section D, paragraph 5.5 of this CFETP for a list of courses applicable to enlisted 3M0X1 members.

11.8 CCAF and National Professional Certifications are offered through AU. For professional certifications refer to the web link below for a wide range of certifications available to the 3M0X1 career field.

(https://augateway.maxwell.af.mil/ccaf/certifications/programs/index.asp)

11.8.1 American Council on Exercise (ACE) offers the Personal Trainer Certification, Advanced Health + Fitness Specialist Certification, Lifestyle + Weight Management consultant Certification and Group Fitness Instructor Certification.

11.8.2 National Restaurant Association Educational Foundation (NRAEF) offers the ServSafe Certification and ServSafe Instructor Certification.

11.8.3 National Strength and Conditioning Association Certification Commission (NSCA) offer the Certified Personal Trainer and Certified Strength and Conditioning Specialist certifications.

11.8.4 International Food Service Executives Association (IFSEA) offers the Certified Food Executive, Certified Food Manager, and Master Certified Food Executive certifications.

11.8.5 Institute of Certified Professional Managers (ICPM) offers the Certified Manager Certification.

11.8.6 Starkey International Institute (SII) offers the Certified Household Management and Certified Household Management System certifications.

11.8.7 Culinary Institute of America (CIA) offers the ProChef Certification Level I – Certified Culinarian.

11.8.8 American Culinary Federation (ACF) offers the Certified Culinarian, Certified Sous Chef, Certified Chef De Cuisine, Certified Executive Chef, Personal Certified, Certified Pastry Culinarian and Chef Certified Master Chef certifications.

12. Implementation

12.1. Implementation of the 3M0X1 career progression path is best represented by showing the timeline in the career of our Airmen. The figures and tables that follow represent how the Air Force Enlisted Force Development path (Figure 3) parallels with the 3M0X1 Enlisted Force Development (Figure 4).

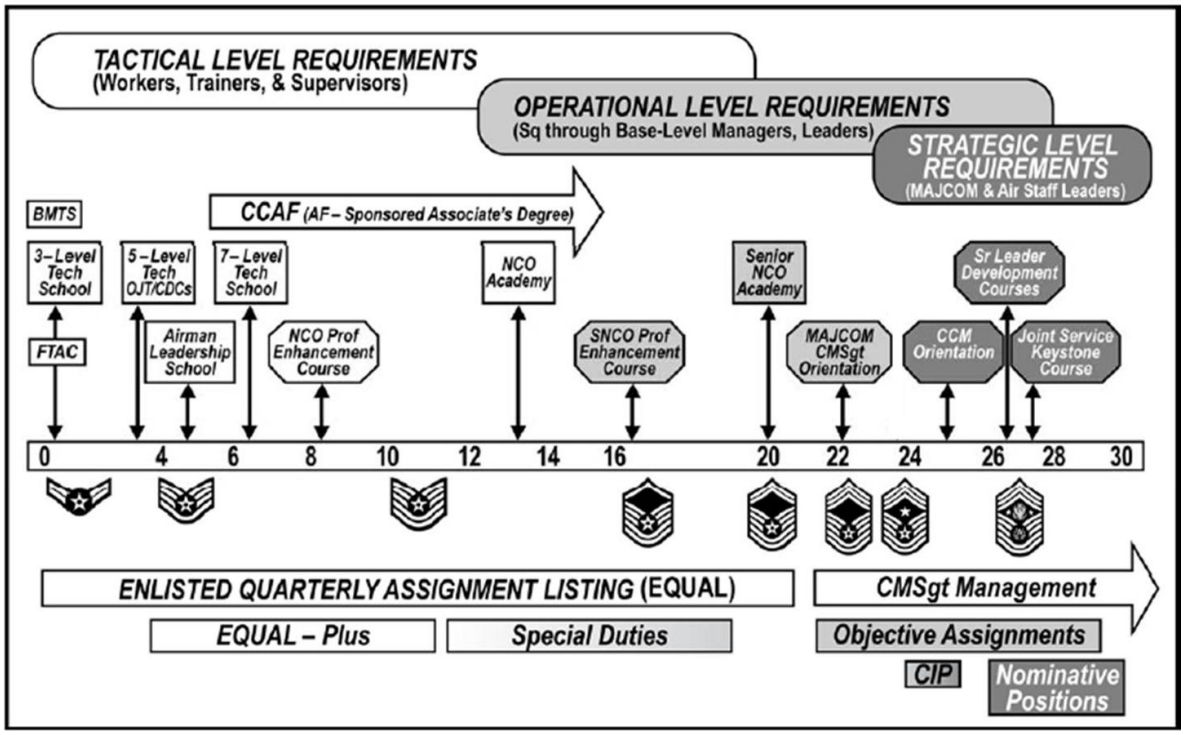

Figure 3.
Air Force Enlisted Force Development

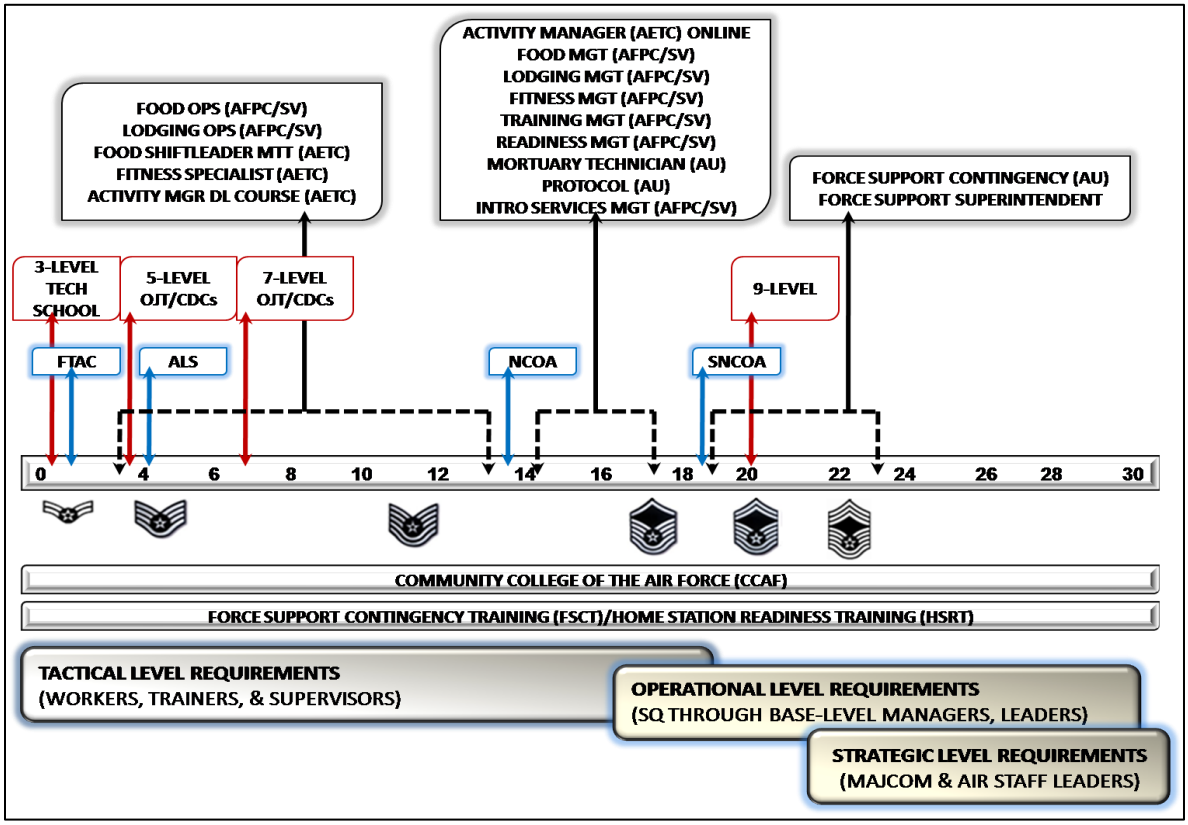

Figure 4.
3M0X1 Enlisted Force Development

Table 1: Active Duty Education and Training Requirements

EDUCATION AND TRAINING REQUIREMENTS (AD)	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year of Tenure (HYT)
Apprentice Technical School (3 Skill Level)				
- Graduate Services Apprentice Course - Attend First Term Airman Course (FTAC)	Amn A1C	6 mos 16 mos		
Upgrade to Journeyman (5 Skill Level)				
- Minimum 12 months in OJT - Signed off in applicable tasks/core tasks of STS - Complete all CDCs within 15 months of enrollment	Amn A1C SrA	 10 mos 3 yrs	 28 mos	 8 yrs
Airman Leadership School (ALS)				
- Must be SrA with 48 months time in service or SSgt selectee - Resident graduation is a prerequisite for SSgt sew-on (AD Only)	SrA			
Trainer				
- Must attend formal AF Trainer Course and appointed by Commander - Trainers must be qualified/certified on tasks to be trained	None			
Upgrade to Craftsman (7 Skill Level)				
- Minimum 12 months OJT - Signed off in applicable tasks of STS - Must be fully qualified in 2 core areas - Complete all CDCs within 15 months of enrollment - Complete Services Academy Activity Manager Course	SSgt	7.5 yrs	3 yrs	15 yrs
Other Training				
Noncommissioned Professional Enhancement Course	SSgt			
Certifier				
- Must be at least a SSgt with 5 skill level or civilian equivalent - Must attend formal AF Trainer Course - Must be a person other than the trainer	SSgt			
Noncommissioned Officer Academy (NCOA)				
- Must be a TSgt or TSgt selectee - Resident graduation is prerequisite for MSgt sew-on	TSgt MSgt	12.5 yrs 16 yrs	5 yrs 8 yrs	20 yrs 24 yrs
Senior Noncommissioned Officer Academy (SNCOA) - Course 14 - In-residence graduation is prerequisite for SMSgt sew-on	MSgt	Note: TSgts can enroll in the Course 14 after completion of NCOA and 2 yrs TIG		
Upgrade to Superintendent (9 Skill Level)				
- Minimum rank of SMSgt	SMSgt	19.2 yrs	11 yrs	26 yrs
Additional Training				
- MAJCOM CMSgt Orientation	CMSgt	21.5 yrs	14 yrs	30 yrs

Note: IAW AFI 36-2201, AFCFM ensures AFS concerns are assessed and satisfied. Consider all recommendations before making a final decision or recommendation as applicable.

Table 2: Active Duty Retraining Requirements

3-Level Retraining Requirements
- Completion of the Initial Skills Course. Trainee will be given a training line number upon approval of retraining if applicable.
OR
- If the AFCFM determines an Initial Skills Course quota is not available the trainee must have approval of the AFCFM for upgrade to 3-level using the approval process listed below.
- The supervisor will write a training plan that is approved by the Unit Training Manager. The Unit Training Manager will ensure the training plan is coordinated with the Services Installation Support Directorate (AFPC/SVI) as well as the Base Training Manager. The trainee must be signed off on all tasks listed in Part II, STS, Column 4A1. The OJT plan must be completed 6 months from the date entered into upgrade training.
- The trainee must complete other duty position requirements as identified by the supervisor.
- Once the individual has met all training requirements, the Unit Training Manager will prepare a letter and coordinate through the Unit/CC for approval/upgrade.
5-Level Retraining Requirements
- Complete all 5-level CDCs.
- Complete all 5-level STS line items for the assigned core area.
- Other duty position requirements as identified by supervisor.
- Complete minimum of 9 months in UGT.
- Have supervisor recommendation.
7-Level Retraining Requirements
- Minimum rank of SSgt.
- Complete all 7-level CDCs.
- Complete all 7-level STS line items for the assigned core area.
- Other duty position requirements as identified by supervisor.
- Complete minimum of 6 months in UGT.
- Have supervisor recommendation.
- Complete Services Academy Activity Manager Distance Learning Course (L6ONU34M 0L5X)

Table 3: ARC Enlisted Education and Training Requirements

EDUCATION AND TRAINING REQUIREMENTS (ARC)	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year of Tenure (HYT)
Apprentice Technical School (3 Skill Level)				
- Graduate Services Apprentice Course	Amn A1C	6 mos 16 mos		
Upgrade to Journeyman (5 Skill Level)				
- Minimum 12 months in OJT - Signed off in applicable tasks of STS - Complete all CDCs within 15 months of enrollment	None			
Airman Leadership School (ALS)				
- Must be SrA with 48 months time in service or SSgt select - ALS/Correspondence Course required to sew on SSgt	SrA			
Trainer				
- Must attend formal AF Trainer Course and appointed by Commander - Trainers must be qualified/certified on tasks to be trained - May be 3-lvl if requirements are met IAW AFI 36-2201	None			
Upgrade to Craftsman (7 Skill Level)				
- Minimum 12 months OJT - Signed off in applicable core areas of STS - Must be fully qualified in 2 core areas - Complete all CDCs within 15 months of enrollment	SSgt	4.5 yrs	3 yrs	33 yrs
Certifier				
- Must be at least a SSgt with a 5 skill level or civilian equivalent - Must attend form AF Trainer Course - Must be a person other than a trainer	SSgt			
Noncommissioned Officer Academy (NCOA)				
- Course 14	TSgt MSgt	8.2 yrs 13.1 yrs	5 yrs 8 yrs	33 yrs 33 yrs
Senior Noncommissioned Officer Academy (SNCOA)				
- Residence/correspondence graduation is prerequisite for SMSgt	MSgt			
Upgrade to Superintendent (9 Skill Level)				
- Minimum rank of SMSgt	SMSgt	19.2 yrs	11 yrs	33 yrs
Additional Training				
- Complete Services Academy Activity Managers Course (MSgt-CMSgt) (L6ANW3M071 0L5X) (Optional for ANG/ARC)	CMSgt	21.5 yrs	14 yrs	33 yrs
	ANG-CEC must be scheduled within 18 mos of Date of Rank (DOR)			

Table 4: ARC Retraining Requirements

3-Level Retraining Requirements
- Completion of the Initial Skills Course (LCABP3M031 0L5X).
OR Retrainee with prior certification and ARC equivalent of AFCFM approval waiver package. (See Note) IAW AFI 36-2201
OR If retrainee is MSgt or above will submit waiver package (See Note).
- Must have knowledge training on all tasks taught in the initial skills course signed off in STS.
- ANG -- Will spend 10 days/80 hours (non-consecutive) at an active duty base rotating through each core area.
- Other duty position requirements identified by the supervisor.
5-Level Retraining Requirements
- Minimum 9 months in UGT.
- Complete all 5-level CDCs.
- Complete all 5-level STS line items for the assigned function.
- ANG -- Complete all OJT tasks identified in the MTL.
- Other duty position tasks identified by supervisor.
7-Level Retraining Requirements
- Rank of SSgt.
- Complete all 7-level CDCs.
- Complete all 7-level STS line items for the assigned function.
- ANG -- Complete all 7-level STS items for 2 core areas.
- ANG -- Complete all OJT tasks identified in the MTL for 2 core areas.
- Minimum of 9 months in UGT.
- Other duty position tasks as identified by supervisor.

Note: IAW AFI 36-2201, ARC (to include IMAs) HQ-Level Functional Managers (FM) have waiver authority for mandatory training requirements equivalent to that of AFCFM. Waivers are reviewed for approval/disapproval on case-by-case basis. This includes education requirements such as prerequisite AFSC initial skills courses (if the individual has equivalent skills through civilian experience or education), upgrade time requirements for the 5-and 7-skill level, and 7-skill level courses.

SECTION D -- Resource Constraints

12. Purpose. This section identifies known resource constraints, which preclude optimal/desired training from being developed or conducted, such as cost or manpower and an impact statement describing what effect each constraint has on training.

12.1. Apprentice Level Training Constraints: There are no resource constraints at this time.

12.2. Journeyman Level Training Constraints: There are no resource constraints at this time.

12.3. Craftsman Level Training Constraints: There are no resource constraints at this time.

12.4. Superintendent Level Training Constraints: There are no resource constraints at this time.

SECTION E -- Transition Training Guide

"There are currently no transition training requirements. This area is reserved."

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

DARRELL D. JONES
Lieutenant General, USAF
DCS/Manpower and Personnel

Part II

SECTION A -- Specialty Training Standard

1. Implementation. This STS will be used for technical training provided by AETC for Apprentice classes beginning October 2013 and graduating December 2013.

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 Airmen to perform duties in the 3-, 5-, and 7-skill level.

2.2. Provides certification for OJT. Column 2 is used to record completion of task and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification or completed date.

2.3. Column 3 shows the proficiency to be demonstrated on the job by the graduate as a result of initial skills training on the task and knowledge and the career knowledge provided by the correspondence course.

NOTE: All tasks for 3-skill level will be accomplished in an expedited manner during wartime (tasks and knowledge items shown with a proficiency code in column 3A1). Academic days are extended to 12-hours, six days a week for the duration of the course.

2.4. Qualitative Requirements. Figure 5 contains the proficiency key used to indicate the level of training and knowledge provided by resident training and career development courses.

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. OJT is still required.

This mark is used to indicate automation required for use in reaching the objective but not a substitute for Task Performance.

Figure 5.
Qualitative Requirements

3M0X1 STS Worksheet	2. Certification For OJT				3. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	A	B	C	D	A	B	C
					3 Skill Level	5 Skill Level	7 Skill Level
	Trng Start	Trng Done	Trainee Initials	Trainer Initials	(1) Course	(1) CDC	(1) CDC
1. OCCUPATIONAL SAFETY AND HEALTH TR: AFI 32-2001, 91-202, 91-204, 91-301, 91-302; Air Force Occupational Safety and Health (AFOSH) STD 91-300, 91-31, 91-43, 91-46							
1.1. AFOSH TR: AFI 91-301					A	-	-
1.2. Work area hazards TR: AFI 91-202, 91-204					A	-	-
1.3. Safety hazards responses TR: AFI 91-202, 91-205					A	-	-
1.4. Safe use of cleaning agents TR: AFOSH 91-43					A	-	-
1.5. Fire prevention procedures TR: AFI 91-302, 32-2001					B	-	-
1.6. Apply lifting techniques TR: AFOSH 91-46					2b	-	-
1.7. Apply safety practices when working with equipment TR: AFOSH 91-31					2b	-	-
1.8. Apply safety procedures when working in facilities TR: AF 91-301, AFOSH 91-31					2b	-	-
2. TRAINING AND PROFESSIONAL DEVELOPMENT TR: AFPD 10-2, 10-11; AFI 10-214, 38-101, 34-254, and 36-2201; Enlisted Classification Directory; Services 3M0X1 CFETP, www.usafservices.com							
2.1. Force Support Squadron overview TR: CDC					A	-	-
2.2. Services enlisted career field overview TR: AFI 34-254, CFETP					A	-	-
2.3. Services enlisted career field progression TR: AFI 34-254, CFETP					A	B	-
2.4. 3M0X1 AFSC duties TR: Enlisted Classification Directory, CFETP					-	A	-
2.5. Services Training Aids (STA) TR: AFI 34-254, 36-2201, www.usafservices.com, https://fskc.csd.disa.mil					-	A	B
2.6. Purpose of CFETP TR: AFI 34-254, 36-2201					A	B	-
2.7. Develop work center training plan/Master Task List (MTL) TR: AFI 36-2201					-	a	b
2.8. Trainee/trainer responsibilities TR: AFI 10-214, 34-254, 36-2201					-	B	-
3 FORCE SUPPORT RECOGNITION PROGRAMS TR: A1 Awards Program Guide; AFI 36-2852; www.usafservices.com							
3.1 Evaluation Criteria and Responsibilities in Force Support Awards/Recognition Programs					-	A	B

3M0X1 STS Worksheet	2. Certification For OJT				3. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	A	B	C	D	A	B	C
					3 Skill Level	5 Skill Level	7 Skill Level
	Trng Start	Trng Done	Trainee Initials	Trainer Initials	(1) Course	(1) CDC	(1) CDC
4 STRATEGIC CAPITAL IMPROVEMENT PLANNING TR: AFI 34-201, 34-202, 34-204, 34-209, 34-239, 34-246, 65-106, and 65-601 V1; www.usafservices.com							
4.1. Services equipment replacement TR: AFI 34-204, 34-209, 65-106					-	A	B
4.2. Facility Improvement Requirements TR: AFI 34-204, 34-209, 65-106					-	A	B
4.3. Prepare a 5-year financial & strategic plan TR: AFI 34-209					-	a	b
5 FINANCIAL MANAGEMENT TR: AFPD 34-1 and 34-2; AFI 34-201, 34-202, 34-204, 34-209, 34-246, 34-407, and 65-106; AFMAN 34-214							
5.1 Sources of Funds/Income							
5.1.1 Appropriated Funds TR: AFI 65-106, AFMAN 34-214					A	B	_
5.1.2 Non-Appropriated Funds TR: AFI 34-201, 65-106, AFMAN 34-214					A	B	_
5.2. Budgeting Concepts TR: AFI 34-209, 65-106, AFMAN 34-214					_	B	_
5.3. Prepare Budgets TR: AFI 34-209, 65-106, AFMAN 34-214					_	_	b
6 CONTRACTS TR: AFPD 64-1 and 64-3; AFI 34-239, 63-124, 64-102, and 64-302; AFMAN 34-240, 64-302; Flight Kitchen & Dining Facility Manager's Handbook; www.usafservices.com; FAR 8,16, 38 DFARS 208, 216 and AFFARS 5308, 5316							
6.1 Types of Contracts TR: AFI 63-124, 65-106, 65-601V1					-	-	B
6.2. Contingency Contract Clause TR: AFI 34-239, 65-106, 65-601 V1					-	-	B
6.3 Quality Assurance Evaluator/Quality Assurance Personnel TR: FAR, DFARS, AFFARS MP 5346.103, AFFARS MP 5301.602-2(d)					-	A	B
7 PROTECTION OF ASSETS TR: AFPD 34-2; AFI 34-201, 34-202, 34-204, 34-209, 34-246, 65-106; AFMAN 23-110 and 34-214							
7.1 Internal Controls and Corrective Action							
7.1.1. Asset accountability TR: AFI 34-201, 34-204, 34-202, 34-209, AFMAN 34-212					-	A	B
7.1.2. Change fund procedures TR: AFI 34-202, AFMAN 34-212					-	A	B
7.1.3. Imprest Fund TR: AFI 34-202, AFMAN 34-212					-	A	B
7.1.4. Anti-robbery procedures TR: AFI 34-202, AFMAN 34-212					A	B	-
7.1.5. Cash register reports TR: AFI 34-202, AFMAN 34-212					-	B	-

3M0X1 STS Worksheet	2. Certification For OJT				3. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	A	B	C	D	A	B	C
					3 Skill Level	5 Skill Level	7 Skill Level
	Trng Start	Trng Done	Trainee Initials	Trainer Initials	(1) Course	(1) CDC	(1) CDC
7.1.6. Internal controls principles TR: AFI 34-202, 34-204, AFMAN 34-212					-	A	B
7.1.7. Conduct Inventory TR: AFI 34-201, 34-202, 34-204, 34-209, AFMAN 23-110, 34-212					1a	-	-
7.2. Make Change (Imprest fund and cashier procedures) TR: AFI 34-202, AFMAN 34-212					2b	-	-
8 MARKETING TR: AFI 34-104							
8.1. Marketing Concepts					-	A	-
8.2. Plan Marketing/Advertising					-	a	b
9 SERVICES HUMAN RESOURCE MANAGEMENT TR: AFPD 34-3; AFI 34-209, 34-246, 34-219, 38-201, and 38-204; AFMAN 34-214, 34-310, 38-208 V1 and 64-302; DoDI 1015.10, 1015.11							
9.1 Manpower Requirements							
9.1.1 Unit Manpower Document (UMD) TR: AFI 38-201, 38-204, AFMAN 38-208 V1					-	-	B
9.1.2 Unit Personnel Management Roster (UPMR) TR:					-	-	B
9.1.3 Authorization Change Requests TR:					-	-	B
9.2 Activity-Specific Differences In Appropriated Funds (APF) and Nonappropriated Funds (NAF) Manpower Resource Principles TR: AFMAN 34-310, 64-302; CPD Library; DoDI 1015.10, 1015.11							
9.2.1. Position Descriptions TR: AFMAN 34-310, CPD Library; AFPD 36-14 & AFPD 36-5					-	-	B
9.3. NAF Memorandum of Agreement (MOA) TR: AFMAN 64-302; DoDI 1015.10, 1015.11					-	-	B
10 FUNDAMENTALS OF FOOD PREPARATION TR: AFPD 34-4; AFI 34-239, 40-104, and 48-116; AFMAN 34-240; USDA Food Code; Air Force Recipe System; Flight Kitchen Manager's Handbook; Dining Facility Manager's Quarterly Planner; www.usafservices.com; The Art and Science of Culinary Preparation (textbook); Preface to the Worldwide Menu; AMCI 24-101 V14							
10.1. Cooking and baking terms					A	-	-
10.2. Moist and Dry heat cooking methods					A	-	-
10.3. Functions of ingredients used in pastry production					A	-	-
10.4. Seasoning agents					A	-	-
10.5. Measure Ingredients					2b	-	-
10.6. Taking temperature techniques					2b	-	-
10.7. Apply progressive cooking and waste prevention					1a	b	-
10.8. Apply knife skills techniques					2b	-	-
10.9. Perform taste test					2b	-	-
10.10. Apply leftover procedures					1a	b	-

3M0X1 STS Worksheet	2. Certification For OJT				3. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	A	B	C	D	A	B	C
					3 Skill Level	5 Skill Level	7 Skill Level
	Trng Start	Trng Done	Trainee Initials	Trainer Initials	(1) Course	(1) CDC	(1) CDC
10.11. Flight and Ground Support Meals TR: AMCI 24-101 V14					A	B	-
11 PREPARE FOODS TR: AFI 34-239; USDA Food Code; Air Force Recipe System; Manufacturer's Directions; AF 14-Day Worldwide Menu Cycle							
11.1. Prepare Meats					2b	-	-
11.2. Prepare Seafood					2b	-	-
11.3. Prepare Poultry					2b	-	-
11.4. Prepare Eggs					2b	-	-
11.5. Prepare Fruits					2b	-	-
11.6. Prepare Vegetables					2b	-	-
11.7. Prepare Salads					2b	-	-
11.8. Prepare Sauces					2b	-	-
11.9. Prepare Gravies					2b	-	-
11.10. Prepare Soups					2b	-	-
11.11. Prepare Beverages					2b	-	-
11.12. Prepare Starches					2b	-	-
11.13. Prepare Sandwiches					2b	-	-
11.14. Prepare Quick breads					2b	-	-
11.15. Prepare Cookies					2b	-	-
11.16. Prepare Pastry					2b	-	-
11.17. Prepare Dessert					2b	-	-
11.18. Prepare Cakes and Frosting					2b	-	-
12 SERVING LINE TECHNIQUES TR: AFI 34-239; USDA Food Code; Air Force Recipe System; Preface to the Worldwide Menu; AF 14-day Worldwide Menu Cycle							
12.1. Garnish food					2b	-	-
12.2. Display/Replenish food on serving line					2b	-	-
12.3. Carve meats					1a	-	-
12.4. Apply sauces and gravies					2b	-	-
12.5. Select serving utensils					2b	-	-
12.6. Serve proper portions of food					2b	-	-
13 STOREROOM MANAGEMENT TR: AFI 34-239; AFMAN 34-240; USDA Food Code; Corporate Food Service (CFS) Handbook; www.usafservices.com; Dining Facility & Flight Kitchen Manager's Handbooks							
13.1. Inspect Receiving of Subsistence					a	b	-
13.2. Storage Principles					A	B	-
13.3. Apply Storage Procedures					2b	-	-
13.4. Inventory, Transfer, Sales & Adjustment, and Subsistence Requirements					-	A	B
13.5 Food and Water Security					-	A	B
13.6. Linking and Nesting					-	A	B

3M0X1 STS Worksheet	2. Certification For OJT				3. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	A	B	C	D	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
	Trng Start	Trng Done	Trainee Initials	Trainer Initials	(1) Course	(1) CDC	(1) CDC
14 SANITATION AND PERSONAL HYGIENE TR: AFI 34-239, 48-116, and 48-117; AFMAN 34-240; USDA Food Code; Dining Facility & Flight Kitchen Manager's Handbooks; ServSafe							
14.1 Personal Hygiene and Sanitizing							
14.1.1. Maintain personal hygiene					2b	-	-
14.1.2. Sanitize facilities					2b	-	-
14.1.3. Sanitize equipment					2b	-	-
14.2. Communicable diseases					A	B	-
14.3. Perform disease control measures					2b	-	-
14.4. Prevention of insect and rodent infestation					B	-	-
14.5. Machine and manual dish washing procedures					2b	-	-
14.6. Hazard Analysis and Critical Control Point (HACCP) Guidelines TR: AFI 48-116, USDA Food Code; AF Recipe System					A	B	-
14.7. Apply Hazard Analysis and Critical Control Point (HACCP) Guidelines TR: AFI 48-116, USDA Food Code; AF Recipe System; ServSafe					-	-	-
15 FOOD SERVICE AUTOMATION TR: AFI 34-239; AFMAN 34-240; Air Force Recipe System; Corporate Food Service (CFS) Handbook; Dining Facility & Flight Kitchen Manager's Handbooks; www.usafservices.com							
15.1 Food Service Automated System					A		
15.2 Operate Air Force Recipe System					-	-	-
16 FOOD SERVICE OPERATIONS TR: AFI 34-239, 34-262; AFMAN 34-240; AMCI 24-101 V14; Air Force Recipe System; The Art and Science of Culinary Preparation (textbook); USDA Food Code, Production Manager Checklist; www.usafservices.com; Dining Facility & Flight Kitchen Manager's Handbooks; Preface to the Worldwide Menu Cycle; 14-Day Worldwide Menu Cycle							
16.1 Authorized Customers and Charges							
16.1.1. Daily Operations TR: AFI 34-239, 34-262; AFMAN 34-240; Production Manager Checklist; Dining Facility & Flight Kitchen Manager's Handbooks; Preface to the Worldwide Menu; 14-Day Worldwide Menu Cycle					A	B	-
16.1.2. Emergency Situations TR: AFI 34-239; AFMAN 34-240					A	B	-
16.1.3. Surcharges TR: AFMAN 34-240; Dining Facility & Flight Kitchen Manager's Handbooks					-	A	B
16.2. Shiftleader principles and management TR: AFMAN 34-240; Dining Facility & Flight Kitchen Manager's Handbooks					-	B	B
16.2.1 Perform shiftleader duties					-	2b	-
16.3 Menu Planning Standards TR: Dining Facility & Flight Kitchen Manager's Handbooks; Preface to the Worldwide Menu							

3M0X1 STS Worksheet	2. Certification For OJT				3. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	A	B	C	D	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
	Trng Start	Trng Done	Trainee Initials	Trainer Initials	(1) Course	(1) CDC	(1) CDC
16.3.1. Minimum standards					A	B	-
16.3.2. Breakfast					A	B	-
16.3.3. Lunch					A	B	-
16.3.4. Dinner/Supper					A	B	-
16.3.5. Midnight					A	B	-
16.3.6. Brunch					A	B	-
16.3.7. Standard Menu					A	B	-
16.3.8. Air Force Recipe System					A	B	-
16.3.9. Utilize Production Log					a	b	-
16.4. Flight Feeding Operations TR: AFMAN 34-240; AMCI 24-101 V14; Preface to the Worldwide Menu; Flight Kitchen Manager's Handbook							
16.4.1. Large Meal					A	B	-
16.4.2. Small Meal					A	B	-
16.5. Complete Food Service Evaluation (AF Form 1038)					a	b	b
16.6. Planning Special Events (catering) TR: AFI 34-272, www.usafservices.com					-	B	-
17 FOOD SERVICE ACCOUNTING TR: AFI 34-239; AFMAN 34-240, Food Service Accountant's Guide; Air Force Recipe System; Dining Facility & Flight Kitchen Manager's Handbook; www.usafservices.com; CFS Handbook							
17.1. Food service automated reports					-	B	-
17.2. Manual Forms and Reports					-	B	-
17.3. Verify and Validate Prime Vendor receipts					-	B	-
17.4. Transfers					-	B	-
18 PRIME VENDOR PROGRAM TR: AFI 34-239, 63-124; AFMAN 34-240; Dining Facility & Flight Kitchen Manager's Handbooks; www.usafservices.com; www.dla.mil; www.stores.dla.mil/stores_web; Preface to the Worldwide Menu							
18.1 Service Levels							
18.1.1. Account Representative					-	B	-
18.1.2. Fill Rates and Availability					-	B	-
18.1.3. Product Specifications					-	B	-
18.1.4. Delivery Times/Emergency Orders					-	B	-
18.1.5. Substitution Rules/Coordination					-	B	-
18.1.6. Broken Cases					-	B	-
18.2. Catalog Procedures TR: www.usafservices.com; www.dla.mil							
18.2.1. Authorized Items					-	B	-
18.2.2. Adding/Deleting Items					-	A	B

3M0X1 STS Worksheet	2. Certification For OJT				3. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	A	B	C	D	A	B	C
					3 Skill Level	5 Skill Level	7 Skill Level
	Trng Start	Trng Done	Trainee Initials	Trainer Initials	(1) Course	(1) CDC	(1) CDC
18.3 STORES Web TR: www.usafservices.com; www.dla.mil www.stores.dla.mil/stores_web; CFS Handbook; Dining Facility & Flight Kitchen Manager's Handbooks							
18.3.1. Ordering					-	A	B
18.4. Reconciliation							
18.4.1. Receipt Verification					-	A	B
18.4.2. Adjustments					-	A	B
19 CONTINGENCY FEEDING TR: AFPD 10-2,34-2; AFI 10-214, 10-246, 10-403, 34-239, 48-116; AFMAN 23-110, 34-240; TM 09211A-14&P/1; TO 35E4-169-21-1, 35E4-169-31, 50 D 1-3-1, 35E5-6-1, 35C-3-512-1, 35E4-235.1, and 35E4169-21; WMP 1 SVS Supplement; TTP 3-34.1; Food Service Accountant's Guide; www.usafservices.com							
19.1 Set-up, Operate and Tear Down Contingency Feeding Platform							
19.1.1. Single Pallet Expeditionary Kitchen (SPEK) TR: TO 35E5-6-1, 35E4-235-1, 35E4-236-1, 35C2-3-512-1; TTP 3-34.1					1a	b	-
19.1.2. Basic Expeditionary Airfield Resources (BEAR) 550 Kitchen TR: TO 35E5-6-1, 35E4-169-31; TTP 3-34.1					2b	b	-
19.1.3. Containerized Deployment Kitchen (CDK) TR: TO 35E4-169-21-1, 35E4-169-21; TTP 3-34.1					a	-	-
19.1.4. Contingency feeding planning factors/ concepts TR: TTP 3-34.1; AFMAN 34-240; WMP 1 Services Supplement					-	A	B
19.1.5. Contingency accounting and documentation TR: AFMAN 34-240; Food Service Accountant's Guide; WMP 1 Services Supplement; www.usafservices.com					-	A	B
19.2. Operational Rations							
19.2.1. Procedures for ordering operational rations TR: AFI 34-239; AFMAN 34-240; TTP 3-34.1; Food Service Accountant's Guide; WMP 1 Services Supplement; www.usafservices.com					-	B	-
19.2.2. Prepare and serve standard Unitized Group Rations (UGRs) TR: TTP 3-34.1					2b	-	-
19.2.3. Meals Ready to Eat (MRE) TR: TTP 3-34.1					A	-	-
19.3. Field Food and Security							
19.3.1. Food and water security TR: AFI 34-239; AFMAN 34-240; WMP 1 Services Supplement; TTP 3-34.1					A	B	-
19.4. Manually adjust recipe yields TR: AFMAN 34-240					2b	b	-

3M0X1 STS Worksheet	2. Certification For OJT				3. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	A	B	C	D	A	B	C
					3 Skill Level	5 Skill Level	7 Skill Level
	Trng Start	Trng Done	Trainee Initials	Trainer Initials	(1) Course	(1) CDC	(1) CDC
20 LODGING OPERATIONS TR: DODI 4165.63.M; AFI 23-111, 34-201, 34-202, 34-209, 34-219, 34-246, and 63-124; AFMAN 23-110, 34-310, 34-212, 34-214, and 36-203; AFPD 34-3, 36-502, Joint Federal Travel Regulation (JFTR); DoD Pay Regulation, V7A; www.usafservices.com; Lodging Accreditation Checklist							
20.1 Lodging Standards							
20.1.1 Temporary Lodging Entitlement (TLE) TR: JFTR					-	B	-
20.1.2 Temporary Lodging Allowance (TLA) TR: JFTR					-	B	-
20.1.3 Basic Allowance for Housing (BAH) TR: DoD Pay Regulation, V7A					-	B	-
20.1.4 Authorized Guests TR: AFI 34-246 Table 2.1; AFI 34-266 Table 2.1					A	B	-
20.2 Commercial Lodging TR: AFI 34-246					-	A	B
20.3 Transient Quarters TR: AFI 34-246					A	B	-
20.4 Aircrew Support/PRIME Knight Operations TR: AFI 34-246					-	B	-
20.5 Non-Availability Concepts TR: AFI 34-246; AFI 34-266					-	A	B
20.6 Front Desk Operations							
20.6.1 Lodging Cashier Functions TR: AFI 34-202; AFMAN 34-212					A	B	-
20.6.2 Reservation Process TR: AFI 34-246					A	B	-
20.6.3 Perform Reservation Processes TR: AFI 34-246					-	a	b
20.6.4 Refund Procedures TR: AFI 34-202, 34-209; AFMAN 34-214					-	A	B
20.6.5 Shift Change Procedures TR: AFI 34-202; AFMAN 34-212					-	A	B
20.6.6 Deposits Procedures TR: AFI 34-209; AFMAN 34-212					-	A	-
20.6.7 Safeguard Valuables, Lost & Found Program TR: AFI 34-246; AFMAN 34-212					-	A	B
20.7 Perform Guest Check-in and Check-out Procedures TR: AFI 34-246					-	a	b
20.8 Property Management System Overview TR: AFI 34-201, 34-202, 34-209; AFMAN 34-212, 34-214; www.usafservices.com					-	A	B
20.9 Daily Reports TR: AFI 34-246							
20.9.1 Perform Front Desk Back-up					-	a	b
20.10 Contract Lodging Authorization Sheet					-	A	B
20.11 Housekeeping Standards					-	A	B
20.12 AF Accreditation Checklist					-	A	B

3M0X1 STS Worksheet	2. Certification For OJT				3. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	A	B	C	D	A	B	C
					3 Skill Level	5 Skill Level	7 Skill Level
	Trng Start	Trng Done	Trainee Initials	Trainer Initials	(1) Course	(1) CDC	(1) CDC
20.13 Lodging Facility Inspections TR: AF Accreditation Checklist					-	-	B
20.14 Perform Lodging Facility Inspections					-	-	b
21 LODGING FINANCIAL MANAGEMENT TR: AFPD 34-2; AFI 32-1022, 34-205, 34-209, 34-246, 65-106; AFMAN 34-214; www.usafservices.com							
21.1 Financial Statements TR: AFI 34-246, 34-209					-	A	B
21.2 Income and Expense Budget TR: AFI 34-209					-	A	B
21.3 Accounts Payable Process TR: AFI 34-209					-	A	B
21.4 Lodging Rate Package Process TR: AFI 34-246					-	A	B
21.5 Lodging Renovation Package Process TR: AFI 34-246, 34-205, 32-1022					-	-	B
21.6 Prepare Lodging Renovation Package TR: AFI 34-246, 34-205, 34-209, 65-106, 32-1022; Air Force Lodging Fund (ALF); Project Preparation Package (PPP)					-	-	b
22 SUNDRY SALES AND STOCK LEVEL MANAGEMENT TR: AFI 34-209, 34-246, and 65-106; AFPD 34-2; AFMAN 34-214; Program Training Aid NA-42; www.usafservices.com							
22.1 Sundry Sales Program							
22.1.1 Stock Level Management Procedures TR: AFI 34-209					A	B	-
22.1.2 Inventory Resale Merchandise Procedures TR: AFI 34-209					A	B	-
22.1.3 Item Selection Principles TR: AFI 34-246					-	A	B
22.1.4 Pricing Strategy Principles TR: AFI 34-209					-	A	B
23 CONTINGENCY LODGING TR: AFI 10-214, 34-246 and 64-301; AFMAN 64-302; AFPAM 10-100; Prime RIBS Manager's Guide; www.usafservices.com; TO 35E5-6-11; TTP 3-34.1; AFPD 34-9; WMP 1 Services Supplement							
23.1 Contingency Lodging CONOPS TR: AFI 10-214; TTP 3-34.1					-	A	B
23.2 Field Lodging Property Management System TR: TTP 3-34.1					-	A	B
23.3 Contingency Lodging Assignments/Locator Services TR: TTP 3-34.1; AFI 10-214; AFI 34-246; AFPAM 10-29					a	b	-
23.4 Contingency Laundry							
23.4.1 Self Help Laundry TR: TTP 3-34.1					A	B	-
23.4.2 Contract Laundry TR: TTP 3-34.1; AFI 63-124					A	B	-

3M0X1 STS Worksheet	2. Certification For OJT				3. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	A	B	C	D	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
	Trng Start	Trng Done	Trainee Initials	Trainer Initials	(1) Course	(1) CDC	(1) CDC
24 AIR FORCE FITNESS AND SPORTS PROGRAMS TR: AFI 10-248, 34-201, 34-262, 34-266, 40-101, and 63-124; AFMAN 23-110, 23-111; TTP 3-34.1; Health Fitness Facility Standards and Guidelines (textbook); Health and Fitness Instructor Handbook (textbook); www.usafservices.com; Manufacturer's Maintenance Guides; Program Trainer Aids F-5; Activity Manager/Fitness/AF Fitness Center Operations Checklist							
24.1 FITNESS OPERATIONS MANAGEMENT/PROGRAM TR: AFI 34-266							
24.1.1 Daily Fitness Operations TR: AFI 34-266					A	B	-
24.1.2. Daily Management Operations					-	-	B
24.1.3 Authorized Customers TR: AFI 34-266; AFI 34-262					A	B	-
24.1.4 Preventive Equipment Maintenance TR: AFI 34-266					A	B	-
24.1.5 Facilities Maintenance and Housekeeping TR: AFI 34-266							
24.1.5.1 Group Exercise Rooms TR: AFI 34-266					A	B	-
24.1.5.2 Indoor Sports Areas TR: AFI 34-266					A	B	-
24.1.5.3 Saunas/Steam Room/Pool TR: AFI 34-266; AFOSHSTD 48-14					A	B	-
24.1.5.4 Showers/Locker Rooms TR: AFI 34-266					A	B	-
24.1.5.5 Field Maintenance TR: TR: AFI 34-266; www.usafservices.com; Activity Manager/ Fitness/AF Fitness Center Operations Checklist					A	B	-
24.1.5.6 Fitness Safety Hazards TR: TR: AFI 34-266					A	B	-
24.1.6 Staff Training Requirements TR: AFI 34-266							
24.1.6.1 Basic Fitness Training					A	B	-
24.1.6.2 Core Management Training					A	B	-
24.1.6.3 Advanced Fitness Training					A	B	-
24.1.6.4 Certified Fitness Specialist Training					A	B	-
24.1.6.5 Execute Emergency Procedures					a	b	-
24.2 FITNESS PROGRAMS							
24.2.1 Core/Enhanced/Fitness Improvement Programs (FIP) TR: AFI 34-266							
24.2.1.1 Group Exercise Class					A	-	-
24.2.1.2 Perform Equipment Orientations					1a	b	-
24.2.2. Adaptive Fitness and Sports					-	B	-
24.2.3. Personal Fitness Assessments							
24.2.3.1 Musculoskeletal System TR: PTL Class/CIAR MEL Course					A	B	-
24.2.3.2 Major Muscle Groups TR: PTL Class/CIAR MEL Course					A	B	-
24.2.4 Fitness Improvement Programs TR: AFI 34-266					A	B	-

3M0X1 STS Worksheet	2. Certification For OJT				3. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	A	B	C	D	A	B	C
					3 Skill Level	5 Skill Level	7 Skill Level
	Trng Start	Trng Done	Trainee Initials	Trainer Initials	(1) Course	(1) CDC	(1) CDC
24.2.5 Incentive Programs TR: AFI 34-266					A	B	-
24.2.6 Special Events TR: AFI 34-266					A	B	-
24.2.7. Perform Special Events TR: AFI 34-266					-	a	b
24.2.8 Injury Prevention TR: PTL Class/CIAR MEL Course					A	B	-
24.2.9 Perform Training Exercises TR: PTL Class/CIAR MEL Course					2b	-	-
24.3 SPORTS PROGRAMS TR: AFI 34-266							
24.3.1 Sports Programs					A	B	-
24.3.1.1 Intramural							
24.3.1.1.1 Tournaments TR: AFI 34-266					A	B	-
24.3.1.1.2 Schedules TR: AFI 34-266					A	B	-
24.3.1.1.3 Bylaws TR: AFI 34-266					A	B	-
24.3.1.2 Extramural TR: AFI 34-266					A	B	-
24.3.1.3 Varsity/MAJCOM/AF Sports TR: AFI 34-266					A	B	-
24.3.1.4 Fitness and Sports Advisory Council TR: AFI 34-266					A	-	-
24.4 Contingency Fitness and Sports CONOPS TR: TTP 3-34.1					A	-	-
25 RECREATION, NAF ACCOUNTING AND CONTINGENCY OPERATIONS TR: AFI 10-214, 34-208, 34-219; AFH 10-247 V6; AFMAN 34-214; WMP 1 Services Supplement; TTP 3-34.1							
25.1 Overview Recreation Programs							
25.1.1. Nonappropriated Fund Accounting TR: AFI 34-201 and 65-106; AFMAN 34-214					-	B	-
25.1.2. Perform NAF Financial Management Functions TR: AFI 34-201 and 65-106; AFMAN 34-214					-	-	b
25.1.3. Perform NAF Resale Operations TR: AFI 34-201 and 65-106; AFMAN 34-214; AFH 10-246 V6; AFH 10-247 V6; TTP 3-34.1					1a	b	-
25.1.4 Event Planning TR: TTP 3-34.1; AFH 10-247 V6; AFI 34-266							
25.1.4.1 Plan Cost TR: AFI 34-201					1a	b	-
25.1.4.2 Plan Equipment					1a	b	-
25.1.4.3 Plan Location					1a	b	-
25.1.4.4 Plan Volunteers					1a	b	-
25.1.4.5 Plan and Execute Event					1a	b	-
25.1.4.6 Plan Event After Action Report					1a	b	-
25.2 Concepts of Recreational Programming TR: TTP 3-34.1; AFH 10-247 V6; AFI 34-266							
25.2.1 Directed					A	B	-

3M0X1 STS Worksheet	2. Certification For OJT				3. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	A	B	C	D	A	B	C
					3 Skill Level	5 Skill Level	7 Skill Level
	Trng Start	Trng Done	Trainee Initials	Trainer Initials	(1) Course	(1) CDC	(1) CDC
25.2.2 Self-Directed					A	B	-
25.2.3 Entertainment					A	B	-
25.3 Learning Resource Centers (LRCs)					-	B	-
25.4 Lounge Operations TR: AFI 34-219							
25.4.1 DRAM Shop and Theory of Legal Liability					-	A	B
25.4.2 Apply DRAM Shop and Theory of Legal Liability					-	-	-
25.4.3 Responsibilities for Control and Sale of Alcoholic Beverages TR: AFI 34-208					-	B	-
26 CONTINGENCY PLANNING TR: AFPD 10-2; AFI 10-214 and 10-222 V1 & V2, 10-401, 10-2501, 10-403, 10-404; 25-101, AFH 10-247 all volumes; Prime RIBS Manager's Guide; www.usafservices.com; TTP 3-34.1; TO 35E5-6-11; WMP 1 Services Supplement							
26.1 Base Support Plans TR: AFI 10-404					-	A	B
26.2 Services War Reserve Materiel (WRM) Assets TR: TTP 3-34.1; AFI 10-222 V2; WMP 1 Services Supplement					-	A	B
26.3 Command & Control Operations TR: AFI 10-2501; AFPD 10-2; TTP 3-34.1					-	A	B
26.4 Operational Plans (OPLANS) TR: AFI 10-401 and 10-404					-	A	B
26.5 Time Phase Force Deployment Data (TPFDD) TR: AFI 10-401, 10-403, and 10-404					-	A	B
26.6 Deployment Requirements Manning Document (DRMD) TR: AFI 10-403					-	A	B
26.7 War Mobilization Plan Volume1, Services Supplement TR: AFI 10-401; WMP 1 Services Supplement					-	A	B
26.8 Force Beddown TR: AFI 10-401 and 10-403; TTP 3-34.1					-	A	B
26.9 Erect Contingency Shelters TR: TO 35 E56-11					1a	b	-
26.10 Develop Force Beddown Plan TR: AFI 10-222 V1, 10-401, 10-403 and 10-404; TTP 3-34.1					-	a	b
26.11. Force Modules TR: AFI 10-401; TTP 3-34.1					-	A	B
26.12 Unit Type Code (UTC) Concepts TR: AFI 10-401, 10-403 and 10-214; Prime RIBS Manager's Guide					-	A	B
27 READINESS MANAGEMENT TR: AFPD 10-2; AFI 10-201, 10-214, 10-244, 10-401, 10-403, and 10-404; AFPAM 10-100; Prime RIBS Manager's TAB 8; www.usafservices.com; WMP 1 Services Supplement; DFARS subpart 237.70; FSS SORTS Guide							
27.1 Unit Deployment Manager Responsibility TR: AFI 10-214, 10-244, 10-401, and 10-403; Installation Deployment Plan; A1 Posturing Sequencing Guide					-	A	B

3M0X1 STS Worksheet	2. Certification For OJT				3. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	A	B	C	D	A	B	C
					3 Skill Level	5 Skill Level	7 Skill Level
	Trng Start	Trng Done	Trainee Initials	Trainer Initials	(1) Course	(1) CDC	(1) CDC
27.2 Home Station, Force Support Contingency, and Ancillary Training Requirements TR: AFI 10-214 and 10-403					A	B	-
27.3. Determine Readiness Training Requirements TR: AFI 10-214 and 10-403					-	-	-
27.4 Air Reserve Component (ARC) Augmentation TR: AFI 10-214					-	A	B
27.5. Individual Mobility Requirements TR: AFI 10-403, AFPAM 10-100					A	B	-
27.6 Readiness Reporting TR: AFI 10-201, 10-214 and 10-244; FSS SORTS Guide					-	A	B
27.7. Prepare Readiness Reports TR: AFI 10-201, 10-214 and 10-244; FSS SORTS Guide					-	-	-
28 MORTUARY AFFAIRS TR: AFH 10-247 V4; AFI 34-1101, 34-242; AFPD 34-5; AFPAM 34-259, JP 4-06; www.usafservices.com							
28.1 Mortuary Affairs Administration TR: AFI 34-242					-	A	B
28.2 Family Liaison Officer (FLO) Program Concepts TR: AFI 34-242 and 34-1101					-	A	B
28.3 Survivor Assistance Program (SAP) Concepts TR: AFI 34-242, 34-1101					-	A	B
28.4 Mortuary Eligibility and Benefits TR: AFI 34-242					-	A	B
28.5 Case File Management TR: AFI 34-242					-	A	B
28.6 Honor Guard Program TR: AFI 34-242					-	A	B
28.7 Search and Recovery TR: AFI 34-242; AFH 10-247 V4; JP 4-06					A	B	-
28.8 Funding for Funeral Entitlements and Supplies TR: AFI 34-242					-	A	B
28.9 Concepts of Evaluating Contract Mortuary Service TR: AFI 34-242; DFARS subpart 237.70					-	A	B
28.10 Options for Transportation of Remains TR: AFI 34-242; AFPAM 34-259					-	A	B
28.11 WARTIME MORTUARY TR: AFI 34-242; AFH 10-247 V4; JP 4-06							
28.11.1 Wartime Mortuary Operations					A	B	-
28.11.2 Perform Remains Processing					a	b	-
28.11.3 Wartime Search & Recovery					A	B	-
28.12 Fatality Search and Recovery Team (FSRT)					A	B	-
29 PROTOCOL TR: AFI 34-1201 and 65-601 V1; AFPAM 34-1202; United States Code, Title 4, Chapter 1, Title 10, Title 36, Subtitle 1, Part A, Chapters 1 & 3; DoDD 1005.6, 1005.10, 1005.8 and 5500.7-R, D							

3M0X1 STS Worksheet	2. Certification For OJT				3. Proficiency Codes Used To Indicate Training/Information Provided (See Note).		
1. Tasks, Knowledge And Technical References	A	B	C	D	A	B	C
					3 Skill Level	5 Skill Level	7 Skill Level
	Trng Start	Trng Done	Trainee Initials	Trainer Initials	(1) Course	(1) CDC	(1) CDC
29.1 Air Force Protocol Etiquette and Responsibilities TR: AFI 34-1201					-	A	B
29.2 Distinguished Visitors (DV) Security/ OPSEC/ COMSEC Procedures TR: AFI 34-1201					-	A	B
29.3 Flags TR: United States Code, Title 4					-	A	B
29.4 Funding TR: AFPAM 34-1202; AFI 65-601 V1					-	A	B
29.5 Gifts TR: AFPAM 34-1202					-	A	B
29.6 Management Agenda/ Pre-Visit Planning TR: AFPAM 34-1202					-	A	B
29.7 Transportation TR: AFPAM 34-1202					-	A	B
29.8 Determine Titles, and Forms of Address TR: AFI 34-1201							
29.8.1 Precedence					-	A	B
29.8.2 Seating TR: AFPAM 34-1202					-	A	B
29.9 Customs and Courtesies					-	A	B
29.10 Forms of Address					-	A	B
29.11 Administration TR: AFPAM 34-1202					-	A	B
29.12 Forms of Dress						A	B
29.13 Flight Line TR: AFI 34-1201							
29.13.1 Flightline Guidance/ Pre-Arrival/ Flight Status					-	A	B
29.13.2 Arrival Considerations/ Arrival/Greeting					-	A	B
29.13.3 Flightline Ceremony/ Departure/DV Lounge					-	A	B
29.14 Functions TR: AFPAM 34-1202							
29.14.1 Conferences TR: AFI 34-1201					-	A	B
29.14.2 Military Ceremonies					-	A	B
29.14.3 Military and Social Functions					-	A	B
29.14.4 Escorts					-	A	B
29.14.5 Dining-In/Dining-Out					-	A	B
29.15 Expeditionary Protocol TR: TTP 3-34.1							
29.15.1 Deployment					-	A	B
29.15.2 Joint Operations					-	A	B
29.15.3 Coalition Operations					-	A	B

SECTION B – Course Objective List

3. This area is reserved.

SECTION C -- Support Materials

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

4.1. Services Training Aid (STA). STAs are developed by AFPC/SV and designed to help training managers and trainers conduct effective, standardized training throughout the 3M0X1 career field. They outline the specific training on-the-job training requirements as an extension of the STS tasks. They also reference the information necessary to conduct training. STAs are training tools and the STS is the authorized means of documenting training via the Air Force Training Record. STAs are not designed to let the trainees train themselves. Before training begins, the trainer should review applicable portions of each STA to ensure they coincide with the core area Master Training Plan. The STAs can be found on the Force Support Knowledge Center (https://fskc.csd.disa.mil) in the Library under Resources.

4.2. Qualification Training (QT) requirements. Qualification training plans are developed at the local level by the work center supervisor IAW AFI 36-2201. QT tasks are required for the duty position assigned and identified in the Master Task Listing (MTL) and the trainee's training record.

SECTION D -- Training Course Index

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

5.1. Air Force in-Residence Courses.

Course Number	Title	Location	User
LCABP3M031 005X	Services Apprentice Course	Services Academy	*3M0X1

*newly assigned to 3M0X1 career field

LCAZP3M051 007X	Fitness Specialist Course	Services Academy	*3M0X1

*Personnel assigned to a fitness center. Must complete within 180 days of being assigned per AFI 34-266. Not necessary if MTT Fitness Specialist Course was previously taken.

5.2. Air Force Career Development Academy Courses (Career Development Courses).

Course Number	Title	Location	User
3M051A	Services Journeyman (Services General and Food)	Services Academy	3M0X1
3M051B	Services Journeyman (Lodging, Fitness, Readiness)	Services Academy	3M0X1
3M071A	Services Craftsman (Services General, Fitness and Food)	Services Academy	3M0X1
3M071B	Services Craftsman (Lodging and Readiness)	Services Academy	3M0X1

5.3. Exportable Courses.

Course Number	Title	Location	User
L6AZW3M071 005X	Activity Manager Course	Online	*3M051
L6ANW3M051 007X	Fitness Specialist Course	Online	+3M0X1

* Required prior to award of 7 Skill level
+Must be completed prior to MTT or In-resident course

5.4. Mobile Training Teams.

Course Number	Title	Location	User
L7AZT3M051 007X	Fitness Specialist Course	Various	*3M0X1

*Personnel assigned to a Fitness Center. Must complete within 180 days of being assigned per AFI 34-266 para 1.4. Not necessary if in-residence Fitness Specialist Course previously taken.

L7AZT3M051 006X	Shift Leader Course	Various	*3M0X1

*Personnel assigned as a food service shift leader.

5.5. Air University: Ira C. Eaker Center for Professional Development: Air Force Human Resource Management School (AFHRMS).

Course Number	Title	Location	User
MFSS-200	Protocol	Maxwell AFB	3M0X1
MFSS-255	Mortuary Technician	Maxwell AFB	3M0X1
MFSS-275	FSS Contingency	Maxwell AFB	3M0X1

SECTION E -- MAJCOM Unique Requirements

6. AFSPC/AFGSC Missile Chefs.

6.1. See AFJQS 3M0X1, Service Missile Chef.