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AFSC 3S0X1

PERSONNEL

This change is effective immediately and updates 3S0X1 CFETP dated 1 April 2015. The attached 3S0X1 CFETP dated 1 April 2015 and marked "Change 1" is updated with the below changes.

Previously printed versions of the CFETP dated 1 April 2015 may be updated with the below write-in changes.

1. Write-in changes:

<u>Page</u>	<u>Task</u>	<u>Column</u> <u>Action</u>
2		Add the term "Air Force Integrated Personnel and Pay System (AFIPPS). AFIPPS will be a web-based system designed to provide integrated personnel and pay capabilities across the Active, National Guard, and Reserve Components. The system will create one personnel record for an Airman's entire career. Personnel actions will automatically trigger associated pay events which will reduce inefficiencies, standardize data, and streamline personnel and pay processes."
3		Change the term "Contact Center" to "Total Force Service Center"
4		Add the term "Personnel Records Display Application (PRDA). PRDA is an electronic viewer allowing Airmen to view their military personnel records. Additionally, it has role based access allowing commanders, supervisors, first sergeants, MPS personnel, etc, access to other individual's records in order to perform their military duties."
4		Change the term "DIMHRS" to "AFIPPS" under Personnel Service Delivery (PSD).

5			Change "Flight" to "Section" under Satellite Personnel Activity (SPA).
6			Delete the term "Unit Personnel Record Group (UPRG). A hardcopy file of important personnel documents relevant to an Air Force member at base-level, usually created and stored at a Military Personnel Flight."
8			Change "Military Personnel Flight" to "Military Personnel Section" under 4.2.3
16			Delete the sentence "All personnel are required to train on STS item 2.2.1., word processing in MOPP4 conditions every 20 months to comply with AFI 10-2501. The supervisor is the evaluator."
21	3.6	4A	Change "b" to "2b"
23	6.2	1	Delete "Next"
23	6.2.1	1	Delete "Next"
29	7.34.2	4A	Change "a" to "b"
29	7.34.3	4A	Change "a" to "b"

2. After necessary action, file this sheet in the back of CFETP.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

SAMUEL D. COX
 Lieutenant General, USAF
 Deputy Chief of Staff, Manpower & Personnel

AFSC 3S0X1

PERSONNEL



Basic



Senior



Master

**CAREER FIELD EDUCATION AND
TRAINING PLAN**

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**CAREER FIELD EDUCATION AND TRAINING PLAN
PERSONNEL SPECIALTY
AFSC 3S0X1**

TABLE OF CONTENTS

PART I

Preface.....	1
Abbreviations and Terms Explained.....	2
Section A -- General Information	7
Purpose of the CFETP	7
Use of the CFETP.....	7
Coordination and Approval of the CFETP.....	8
Section B -- Career Progression and Information.....	8
Specialty Descriptions.....	8
Specialty Qualifications	9
Training Decisions.....	9
Initial Skills	
Five-Skill Level	
Seven-Skill Level	
Proficiency	
Community College of the Air Force.....	10
Professional Affiliations and Fraternal Organization.....	10
Career Field Path	11
Section C -- Skill Level Training Requirements	13
Purpose.....	13
Specialty Qualifications	13
Apprentice Level Training	
Journeyman Level Training	
Craftsman Level Training	
Superintendent Level Training	
Section D -- Resource Constraints	15
Section E -- Transitional Training Guide	15

PART II

Section A, Specialty Training Standard.....	16
Section B, Course Objective List.....	32
Section C, Support Materials	32
Section D, Training Course Index	32
Section E, MAJCOM Unique Requirements.....	32

OPR: 335 TRS/TRR

Certified by: HQ AF/A1XX

Supersedes: CFETP3S0X1, 01 May 2013

**PERSONNEL SPECIALTY
AFSC 3S0X1
CAREER FIELD EDUCATION AND TRAINING PLAN**

Part I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP will provide personnel a clear path to success and instill rigor in all aspects of career field training. Note: Civilians occupying associated positions will use Part II to support duty position qualification training.

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

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

2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course and core task and correspondence course requirements. Section B contains the training standards which supervisors will use to determine if airmen satisfied training requirements. Section C identifies available support materials. An example is a Qualification Training Package (QTP) which may be developed to support proficiency training. Section D identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses. Section E identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their career. This plan will enable us to train today's work force for tomorrow's jobs.

Abbreviation and Terms Explained

Advanced Distributed Learning (ADL). An evolving, outcomes-focused approach to education, training, and performance aiding that blends standards-based distributed learning models emphasizing reusable content objects, content and learning management systems, performance support systems/devices, web applications services, and connectivity. ADL is an evolution of distributed learning (distance learning) that emphasizes collaboration on standards-based versions of reusable objects, networks, and learning management systems, yet may include some legacy methods and media. ADL is structured learning that takes place without requiring the physical presence of an instructor. Although the AF uses the term advanced distributed learning, some federal agencies and DoD components may use the term distance learning. These terms refer to the same basic concept.

Air Force Career Field Manager (AFCFM). Representative appointed by the respective HQ USAF Deputy Chief of Staff or Under Secretariat, to ensure assigned AF specialties are trained and utilized to support AF mission requirements. AFCFM is the OPR; however, works in concert with MAJCOM, FOA, DRU, ANG, and AFRC Functional Managers (FMs) as required.

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

*** (added) Air Force Integrated Personnel and Pay System (AFIPPS).** AFIPPS will be a web-based system designed to provide integrated personnel and pay capabilities across the Active, National Guard, and Reserve Components. The system will create one personnel record for an Airman's entire career. Personnel actions will automatically trigger associated pay events which will reduce inefficiencies, standardize data, and streamline personnel and pay processes

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

Air Force Training Record System (AFTRS). The purpose of the Air Force Training Record (AFTR) is to reduce the administrative burden of the unit training managers; automate management, enrollment and transcription of upgrade training records; and reduce or eliminate printing, handling, packaging, revising, and shipping costs associated with the distribution of training material.

Assignment Management System (AMS). AMS is an online program used for assignment preferences and career management, contains career information on officers and enlisted airmen, as well as some personal information such as birth dates and social security numbers. It does not contain personal addresses, phone numbers or specific information about family members.

Career Field Education and Training Plan (CFETP). CFETP is 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 path and instill a sense of industry in career field training.

Case Management System (CMS). HR-CMS is a case management system used for entering, tracking, resolving and reporting on human resources (HR) system related cases within the United States Air Force. It was developed to give base-level offices the ability to communicate with all levels of the human resources communities to resolve problems with member's computer records that cannot be resolved by directly updating the various HR systems. It also provides a tracking capability that enables all levels of the HR community to perform management oversight. Finally, the embedded reporting system using a central database can be used to monitor trends in all types of HR systems related member cases.

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.

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

Core Task. Tasks the AFCFM identify as minimum qualification requirements for everyone within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

Cross Utilization Training (CUT). Training designed to qualify personnel to perform tasks that are not established requirements in their awarded AFSC.

DCAPES. Deliberate and Crisis Action Planning and Execution Segments is an Air Force system that compliments JOPES. It does what JOPES does but provides a more detailed look down to the individual Airman versus stopping at the unit level. JOPES only goes to the unit level. DCAPES also allows us to accomplish force accountability and plan for supporting rotational operations.

Education and Training Course Announcements (ETCA). Contains specific MAJCOM procedures, fund cite instructions, reporting instructions, and listings for those formal courses conducted or managed by the MAJCOMs or field operating agencies (FOAs). The ETCA contains courses conducted or administered by the AF and reserve forces and serves as a reference for the AF, DoD, other military services, government agencies, and security assistance programs.

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

Enroute (PCS-Associated) Training. The training of students in a temporary duty (TDY) status while undergoing a permanent change of station (PCS). Usually accomplished due to special training required at the new duty location.

Essential Station Messing (ESM). Food furnished to enlisted personnel at government expense. ESM is also termed "Rations-In-Kind."

Field Training. Technical, operator, and other training either a training detachment or field training team conducts at operational locations on specific systems and associated direct-

support equipment for maintenance and aircrew personnel.

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

Initial Skills Training. A formal school course that results in an AFSC 3-skill level award for enlisted or mandatory training for upgrade to qualified officers.

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

JOPES. The Joint Operations Planning and Execution System is the system used by all services (Army, Navy, Air Force) to plan for and execute deployments. It allows combatant commanders to state what functional capabilities they require (fighter planes, airborne infantry, etc.) and the services to provide those capabilities. It also provides TRANSCOM with a tool to move the forces to the required locations.

MAJCOM Functional Managers (MFMs). Manager for all matters related to the training and utilization of individuals within a particular MAJCOM and AFSC.

Military Personnel Data System (MilPDS). The Air Force's Oracle based personnel data system used to manage personnel, create reports and maintain historical data of a member's career.

Military Personnel Element (MPE). A designated organization at base-level designed, staffed, and operated to support the host commander's mission by providing personnel services.

No Go—Trainee has not gained enough skill, knowledge, and experience to perform task without supervision.

Occupational Analysis (OA). Collecting and analyzing factual data on the tasks and/or knowledge performed by Air Force career fields. This data is used to provide personnel and training decision-makers with factual and objective job information which enables them to justify and/or change personnel utilization policies and programs, refine and maintain occupational structures, and establish, validate, and adjust testing and training programs.

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

Oracle Training Administration (OTA). A HQ AFPC/DPSIT managed computer support system that links Air Force units or activities, which use the system for planning, controlling, and funding formal training throughout the Air Force, including the MAJCOM TDY-to-School Program.

Personnel Processing Application (PPA). A web-based application allowing a customer to gain insight, request services and obtain approval of their request.

* **(add) Personnel Records Display Application (PRDA).** PRDA is an electronic viewer allowing Airmen to view their military personnel records. Additionally, it has role based

access allowing commanders, supervisors, first sergeants, MPS personnel, etc, access to other individual's records in order to perform their military duties.

*** Personnel Service Delivery (PSD).** AF/A1 four step vision of transforming personnel services to streamline operations, centralize services and gain efficiencies through the use of technology. Phase 1 - Centralization, Phase II - AFIPPS, Phase III - Enhanced web-based support, Phase IV - consolidation of contact centers.

Position Qualification Training. Training designed to qualify an airman in a specific position that occurs after upgrade training.

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.

Qualification Training Package (QTP). An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media. Refer to section C of this CFETP for available training packages and courses.

*** Satellite Personnel Activity (SPA).** An extension organization of a Military Personnel Section, usually consisting of 2 - 7 people, that services smaller military installations that are segregated by a significant distance from the host base.

Specialty Training. The total training process used to qualify airmen in their assigned specialty.

Specialty Training Standard (STS). An Air Force publication 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 Air Force Specialty Code (AFSC) are taught in formal schools and correspondence courses.

Task Certifier. See Certification Official.

Task Module (TM). A group of tasks performed within an Air Force specialty that are performed together and that require common knowledge, skills, and abilities. TMs are identified by an identification code and a statement.

Task Qualification Training (TQT): Training conducted after Nuclear, Biological, Chemical and Conventional (NBCC) defense classroom training in which individuals perform wartime mission essential tasks in a simulated wartime environment while wearing full ground crew individual protective equipment (IPE) or aircrew IPE. HAF, MAJCOM and local functional area managers (FAMs) identify wartime mission essential tasks. See AFI 10-2501 and AFMAN 10-2602 for additional information/ requirements.

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

*** Total Force Service Center.** The Total Force Service Center is a consolidated operation servicing the entire AF and performing personnel actions from a single

location. Customer service experts are available 24/7 with smart tools, delivering high quality customer service. Its purpose is to leverage technology to execute and integrate personnel operations to support commanders, their people, and personnel field activities.

Trainer. A trained and qualified person who teaches personnel to perform specific tasks through OJT methods. Also, equipment that the trainer uses to teach personnel specified tasks.

Training Capability. The ability of a unit or base to provide training. Authorities consider the availability of equipment, qualified trainers, study reference materials, and so on in determining a unit's training capability.

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

Training Session. Training conducted based on technical data for a task that existing courses cannot support.

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

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

Virtual Military Personnel Flight (vMPF). The starting point for customers to access their personnel records, make decisions about their career options and submit requests.

Virtual Personnel Center Guard and Reserve (vPCGR). This secure web site enables members of the Air Reserve Component access to many personnel services from anywhere with internet access, 24-hours a day, seven days a week, 365 days a year. vPCGR is provided by the Air Reserve Personnel Center in Denver, Colorado.

Section A - General Information

1. Purpose. This CFETP provides the information necessary for Air Force Career Field Manager (AFCFM), MAJCOM Functional Managers (MFM), commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective and efficient career field training program. The plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, or 9-skill level. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills and knowledge required to do the job. Advanced training is formal specialty training used for selected airmen. Proficiency training is additional training, either in-residence, 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 purpose of the CFETP includes:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. It is also used to help supervisors identify training at the appropriate points in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in this 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 the training delivery method.

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

2. Use of the CFETP. The plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop or revise formal resident and non-resident, field and exportable training based on 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 the identified training.

2.2. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. OJT, resident training, contract training, or exportable courseware can satisfy identified requirements. MAJCOM developed training to support this AFS must be identified for inclusion in 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 a reference to support training.

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

Section B - Career Progression and Information

4. Specialty Descriptions.

4.1. Specialty Summary. Supervises and performs personnel activities and functions, including personnel action requests; source documents; unit, field, and master personnel records; and Commander's Support Staff (CSS) tasks. Interviews and classifies airmen and officers. Advises on career progression. Updates military personnel data system (PDS) records. Manages Air Force retention programs, assists military personnel in making career decisions, and advises on benefit programs. Ensures compliance with personnel policies, directives, and procedures. Related DoD Occupational Subgroup: 153100.

4.2. Duties and Responsibilities.

4.2.1. Duty. Advises officers and airmen on military personnel issues and programs. Conducts interviews to determine individual interests, qualifications, and personnel data. Briefs provisions of personnel programs such as assignments, promotions, separations, retirements, benefit programs, retention, bonus, classification, training and retraining, and personnel reliability program, and career progression. Helps commanders develop career information and motivation programs. Manages selective reenlistment and career airman reenlistment reservation programs. Counsels airmen on reenlistment opportunities and benefits. Monitors retention programs and provides reports and statistics. Helps users determine training requirements, methods, and procedures.

4.2.2. Creates, maintains, and audits personnel records. Records information in unit, field, and PDS records. Prepares and maintains personnel records, aeronautical orders, and personnel action requests. Prepares and processes documentation for administration of quality control programs. Reviews personnel records, and interviews individuals to ensure accuracy of information. Compares basic records with source documents, transaction registers, and management products. Inspects records, master personnel, and command and field personnel records. Reviews and processes evaluation reports.

4.2.3. * Performs personnel actions. Updates computerized personnel data. Conducts in and out processing. Manages the Virtual Out Processing vOP in the Military Personnel Section. Monitors personnel readiness programs. Schedules individuals for processing personnel actions such as reenlistment, promotion, separation, retirement, or reassignment. Administers standard tests, acts as test monitor, scores tests, and records results. Prepares and processes correspondence, forms, and PDS transactions. Advises members on official and personal obligations incident to relocation, training, and promotion. Prepares and processes relocation actions. Processes documents required to support service awards and decorations. Guides customers in completing the vRED (automated DD Form 93) in vMPF (virtual MPF).

Maintains files of correspondence, directives, instructions, and other publications. Provides casualty assistance. Administers casualty program. Prepares related reports and documents. Assists next of kin of deceased and missing personnel to apply for death gratuity pay, arrears of pay, veterans' affairs, social security, government and commercial life insurance, and other benefits.

4.2.4. Oversees personnel activities and functions. Inspects personnel activities for compliance with policies and directives. Reports discrepancies and recommends corrective action. Monitors personnel actions for timeliness, propriety, and accuracy. Ensures proper counseling of individuals on personnel programs, procedures, and benefits. Organizes and compiles management data and submits reports.

4.2.5. Performs CSS personnel functions. Prepares and processes administrative support actions relating to unit programs such as FIT Program, vOP, inprocessing, squadron information, and enlisted and officer professional military education. Manages leave web program. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Provides customers with guidance on how to use the web applications for the personnel actions. Requisitions and maintains current study reference material for the airman promotion system. Assigns members to an AEF. Prepares and processes Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions.

4.2.6. Performs Personnel Support for Contingency Operations (PERSCO) functions.

5. Specialty Qualifications. Adequate training and timely progression from the apprentice to the superintendent level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training do his or her part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career.

6. Training Decisions. The CFETP uses a Life Cycle approach to encompass the entire spectrum of training requirements for the Personnel career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. Training decisions were made at the Specialty Training Requirements Team (STRT)/Utilization & Training Workshop (U&TW) on 27 June 2014.

6.1. Initial Skills. The initial skills course was revised to provide training needed to prepare graduates for personnel positions with an introduction on the deployed mission.

6.2. Five-Skill Level. The Personnel Career Development Course (CDC) reinforces and expands on the initial skills taught in the apprentice course, while working on-the-job.

6.3. Seven-Skill Level. The Personnel Career Development Course (CDC) expands on the individual's working knowledge in the Personnel Career Field.

6.4. Proficiency. This training provides qualification standards for award of the 3S0 AFSC and consists of completing all identified core tasks for the assigned duty position. Additional

qualification training (QT) becomes necessary when personnel transfer to another duty position, the unit mission changes, a new personnel program comes on board, or any time any techniques, procedures, or a need for increased productivity occurs.

7. Community College of the Air Force. Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an Associate in Applied Sciences Degree. Visit the CCAF website for the current catalog and degree requirements <http://www.au.af.mil/au/ccaf/>. In addition to its associate's degree program, CCAF offers the following:

7.1. Occupational Instructor Certification. Upon completion of instructor qualification training, consisting of the instructor methods course and supervised practice teaching, CCAF instructors who possess an associate's degree or higher may be nominated by their school commander or commandant for certification as an occupational instructor. Visit the CCAF website for current certification requirements. <http://www.au.af.mil/au/ccaf/>.

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

7.3. Degree Requirements. Visit the CCAF website for the current catalog and degree requirements <http://www.au.af.mil/au/ccaf/>

7.4. Instructor Educational Requirements. Individuals desiring to become an Air Education and Training Command Instructor should be actively pursuing an associate degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools. Air Force and other service members currently assigned to a CCAF-affiliated course are eligible for the Instructor of Technology and Military Science (ITMS) degree program. Individuals desiring to pursue the Instructor of Technology & Military Science (ITMS) degree program can obtain further information through the CCAF website and catalog at <http://www.au.af.mil/au/ccaf/>.

7.5. Off Duty Education. ***The AFCFM strongly encourages as a minimum a CCAF degree for all Personnelists.*** Promotion statistics bear out the weight of college degrees when competing for promotion to SMSgt and CMSgt.

8. Professional Affiliations and Fraternal Organizations. The Air Force recognizes the importance and supports associations with professional organizations and membership in fraternal organizations as a vital tool in your continuing education and professional development. Such affiliations and membership offer opportunities for tangible benefits in the areas of leadership, networking, team-building, and communication, community service, and most of all, career enhancement.

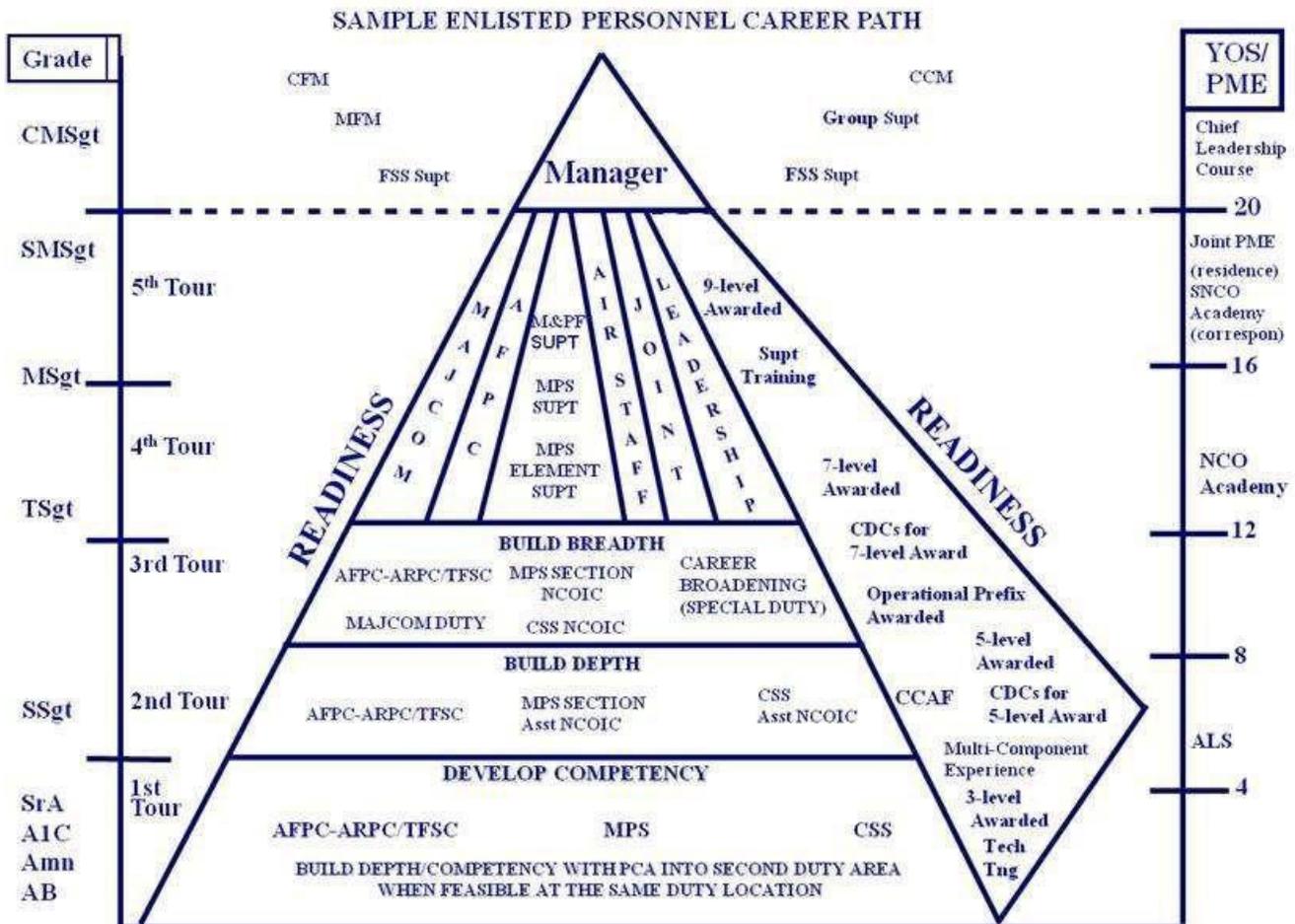
9. Career Field Path.

9.1. Manpower Table.



PERSONNEL GRADE DISTRIBUTIONS (as of March 2015)								
	TOTAL	CMS	SMS	MSG	TSG	SSG	SRA	A1C/AMN/AB
FY15	4262	71	153	520	972	1635	530	381
FY16	4437	71	153	524	1010	1718	579	382
FY17	4545	70	153	525	1037	1770	608	382

9.2. Sample Career Pyramid.



9.3. Enlisted Career Path

Education and Training Requirements	Grade Requirements			
	Rank	Average Sew-On	Earliest Sew-On	High Year Of Tenure
Basic Military Training School				
Apprentice Technical School (3-Skill Level)	Amn A1C	6 months 16 months		
Upgrade To Journeyman (5-Skill Level) - Minimum 12 months OJT - Minimum 9 months OJT for retrainees - Complete all 5-level core tasks - Complete appropriate CDC if/when available	Amn A1C SrA	6 months 16 months 3 years	28 months	10 years
Airman Leadership School (ALS) - Must be a SrA with 3 year time in service - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	<u>Trainer</u> -Trained and qualified to perform the task to be trained -Must attend the Air Force Training Course (AFTC) <u>Certifier</u> -Minimum rank of SSgt with a 5-skill level, or civilian equivalent, capable of evaluating the task being certified, and have completed the AFTC.			
Upgrade To Craftsman (7-Skill Level) - Minimum rank of SSgt - Minimum 12 Months OJT - Minimum 6 Months OJT for retrainees - Complete all 5- and 7-level core tasks - Complete appropriate CDC if/when available	SSgt	4.9 years	3 years	20 years
Noncommissioned Officer Academy (NCOA) - Must be a TSgt, MSgt Selectee, or MSgt - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only)	TSgt MSgt	10.3 years 16.4 years	5 years 8 years	22 years 24 years
Upgrade to Superintendent (9-Skill Level) - Minimum rank of SMSgt	SMSgt	20.4 years	11 years	26 years
USAF Senior NCO Academy (SNCOA) - Must be a MSgt, SMSgt, or SMSgt Selectee - Resident graduation is a prerequisite for SMSgt sew-on (Active Duty Only)				
Chief Enlisted Manger (CEM)	CMSgt	23.9 years	14 years	30 years

Section C - Skill Level Training Requirements

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

11. Specialty Qualifications:

11.1. Knowledge. Knowledge is mandatory of: officer and airman classification systems and procedures; preparing and maintaining personnel records; assignment, promotion, testing, customer service, quality force, personnel readiness, PERSCO and deployment/mobilization procedures; interviewing and counseling techniques; policies and procedures relating to administrative communications, correspondence, messages, and general office management; overall organizational structure and its interrelationship with the mission; terminology and procedures employed within functional areas assigned; policies, programs, and procedures of agencies administering and providing benefits to military personnel, retirees, and family members; PDS capabilities and applications; occupational survey procedures; benefit programs; and principles, policies, and concepts of personnel management.

11.2. Education. For entry into this specialty, completion of high school with courses in English composition and speech is desirable.

11.3. Training. For award of AFSC 3S031, completion of a basic personnel course is mandatory.

11.4. Experience. The following experience is mandatory for award of the AFSC indicated:

11.4.1. 3S051. Qualification in and possession of AFSC 3S031. Also, experience in functions such as maintaining personnel records, counseling, or classification and assignments.

11.4.2. 3S071. Qualification in and possession of AFSC 3S051. Also, experience performing or supervising one or more of the functions associated with preparing and maintaining PDS and manual records, personnel classification or usage, quality force management, auditing personnel records and reports, or career progression counseling.

11.5. Other. For entry into this specialty the following are mandatory as indicated:

11.5.1. Ability to speak distinctly.

11.5.2. See AFECD attachment 4 for additional entry requirements. It can be found on the AFPC web site under military classification.

11.5.3. For award of AFSC 3S031, ability to operate a keyboard at a minimum rate of 25 words per minute (wpm).

11.5.4. For award and retention of AFSCs 3S051/71/91/00, must maintain an Air Force Network License according to AFI 33-115, Vol 2, *Licensing Network Users and Certifying Network Professionals*.

11.6. Apprentice Level Training.

11.6.1. Training Sources and Resources. Completion of the Personnel Apprentice course at Keesler AFB MS satisfies the knowledge and training resource requirements for award of the 3-skill level.

11.6.2. Implementation. Entry into training is accomplished via new accessions or by approved retraining from any eligible AFSC. If entry is by retraining, the applicant must be a SrA or higher, have no courts-martial convictions, the last three (3) EPRs ratings must total 9 or higher. Air Force Basic Personnel Badge is eligible for wear after completing Technical School

11.7. Journeyman Level Training.

11.7.1. Training Sources and Resources. Completion of the 3S051 CDC along with supervisor certification on duty position and core task training requirements represents the resources needed for award of the 5-skill level.

11.7.2. Implementation. Personnel will enter 5-level UGT after successful completion of the apprentice course and upon arrival of their first permanent duty station.

11.8. Craftsman Level Training.

11.8.1. Training Sources and Resources. Prior to the 7-skill level CDCs being available, the 7-skill level is awarded when the timeline, core tasks and at the supervisor's discretion determines the Airman has met all of the criteria to award the 7-skill level. Completion of the 3S071 CDC along with supervisor certification of required duty position training represent the resources required for award of the 7-skill level.

11.8.2. Implementation. For SSgt selectees, 7-level upgrade training should commence upon selection. The Air Force Senior Badge is eligible for wear after the award of the 7-skill level. The Master Personnel Badge is eligible for wear by Master Sergeant or above with 5 years in the specialty from award of the 7-skill level. **Exception:** Chief Master Sergeants crossflowed into a new CEM Code wear the Basic Badge of their new career field upon award of the CEM Code, the Senior Badge after 12 months, and the Master Badge after 5 years.

11.9. Superintendent Level Training.

11.9.1. Training Sources and Resources. None.

11.9.2. Implementation. None.

Section D - Resource Constraints

12. There are currently no resource constraints. This area is reserved.

Section E - Transitional Training Guide

13. There are currently no transitional training requirements. This area is reserved.

Part II

Section A – Specialty Training Standard

1. Implementation. This STS will be used for technical training provided by AETC for Apprentice classes beginning 150420 and graduating 150526.

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. Column 2 (Core Tasks) identifies, by asterisk (*), specialty-wide training requirements.

2.2. Provides certification for OJT. Column 3 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. (As a minimum, use the following column designators: Training Complete, Certifier Initials)

2.3. Shows formal training and correspondence course requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the correspondence course.

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

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

2.5.1. Documentation. Using the Master Task List (MTL), identify all duty position requirements, including those core tasks associated with the current duty position as directed by the AFCFM or MFM, by circling the sub-paragraph number next to the task statement. As a minimum, complete the following columns in Part II of the CFETP: training start date (day, month, year), training complete date (day, month, year), trainee initials (upon completion of training), trainer initials (upon completion of training) and Certifier initials when required by AFCFM (for tasks requiring third-party certification). An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the AFCFM.

Note: The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for his/her career field.

Note: All entries on documents contained in or on the AF Form 623, to include the CFETP, AFJQS, AF Form 797, AF Form 1098, Special Task Certification and Recurring Training, AF Form 803, and any additional training documents as determined by local requirements, will be documented in pencil, unless forms are automated and tracked in an

approved electronic system. Entries on forms that are not subject to change, such as the front cover of the AF Form 623, signatures and AF Form 623a entries will be made in black or blue ink. However, if these publications/forms make up an automated training documentation package, pencil entries are not required.

Note: Training on all applicable core tasks is still required for upgrade unless otherwise stated by the AFCFM. Deviations in documentation of the MTL may be necessary when using electronic records as long as all required tasks are recorded on the document.

2.5.1.1. Transcribing. Transcribing documentation to a new CFETP is an administrative function, not a re-evaluation of training. Therefore, supervisor and trainer are considered synonymous for the purpose of documentation. Transcribe within 120 days (240 days for ARC) of CFETP revision date or from date revision is posted to automated training records system. Upon publication of a new CFETP, use the following procedures to transcribe:

2.5.1.1.1. Use the new CFETP to identify past and current training requirements and to transcribe qualifications from the previous CFETP.

2.5.1.1.2. For tasks previously qualified/certified and required in the current duty position, circle the subparagraph number next to the task statement and enter the current date in the completion column. Trainee initials in the trainee column and the current task certifier or supervisor/trainer initials in the trainer column.

2.5.1.1.3. For tasks previously certified but not required in the current duty position, circle the subparagraph number next to the task statement and enter the current date in the completion column. Trainee initials in the trainee column and the current task certifier or supervisor/trainer initials in the trainer column.

2.5.1.1.3. For tasks previously certified but not required in the current duty position (do not circle), transcribe only the previous certification date (no initials). If the task later becomes required in the duty position, recertify using current dates and initials.

2.5.1.1.4. **Annotate** the AF Form 623a or automated version, (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 superseded CFETP." Signed and dated by supervisor and trainee).

2.5.1.2. Knowledge training. Knowledge training is required if no CDC is available for the AFS or training must be documented for a CDC waiver. Define and develop, if necessary, evaluation criteria for career knowledge items to ensure comprehension. Document knowledge training IAW paragraph 2.5.1.

Note: Career knowledge must be documented prior to submitting a CDC waiver.

2.5.1.3. Decertification and Recertification. When a supervisor determines an Airman is unqualified on a task previously certified for their duty position, the supervisor erases the previous certification, or deletes certification when using automated system. Appropriate remarks pertaining to the reason for decertification are entered on the AF Form 623a or automated version. Begin recertification (if required) following procedures in paragraph 2.5.1.

2.5.2. 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).

2.6. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the AETC Airman Advancement Division, by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in Chapter 1 of AFI 36-2605, Air Force Military Personnel Testing System. WAPS is not applicable to the ARC.

3. Recommendations. Comments and recommendations are invited concerning the quality of AETC training. A Customer Service Information Line (CSIL) has been installed for supervisors’ convenience. For a quick response to concerns, call our CSIL at DSN 597-4566, or fax us at Fax number is DSN 597-3790, or e-mail us at 81trg- tget@us.af.mil. Reference specific paragraphs or areas of concern (paragraph, training standard element, etc.).

BY ORDER OF THE SECRETARY OF THE AIR FORCE

SAMUEL D. COX
Lieutenant General, USAF
Deputy Chief of Staff, Manpower & Personnel

OFFICIAL

1 Atch
Qualitative Requirements

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

QUALITATIVE REQUIREMENTS

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

Explanations

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

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

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

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

NOTE: All tasks and knowledge items shown with a proficiency code are trained during war time.

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)						
	A	B	C	A	B	C	D	E	A		B		C		
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level		5 Skill Level		7 Skill Level		
									(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	
1 PERSONNEL CAREER FIELD										-	-	-	-	-	-
1.1 Personnel community TR: AFCSM 36-699 Vol 1 & 6; Applicable PSDMs										-	-	-	-	-	-
1.1.1 Mission										-	-	-	-	-	-
1.1.1.1 Joint TR: JP 1-02										-	-	-	A	-	B
1.1.1.2 Air Staff										-	-	-	-	-	-
1.1.1.2.1 Personnel policy implementation										-	-	-	A	-	B
1.1.1.2.2 Personnel program implementation										-	-	-	A	-	B
1.1.1.3 MAJCOM										-	-	-	A	-	B
1.1.1.4 AFPC										-	-	-	-	-	-
1.1.1.4.1 Personnel policy development										-	-	-	A	-	B
1.1.1.4.2 Personnel program development										-	-	-	A	-	B
1.1.1.5 ARPC										-	-	-	-	-	-
1.1.1.5.1 AFRC	*	*	*							A	-	-	-	-	B
1.1.1.5.2 ANG										A	-	-	-	-	B
1.1.1.6 Base										A	-	-	B	-	-
1.1.1.7 Force support squadron TR: Program Action Directive (PAD)										A	-	-	B	-	B
1.1.2 Personnel organization structure										A	-	-	B	-	-
1.1.3 Functional responsibilities										-	-	-	-	-	-
1.1.3.1 Total force service center										A	-	-	B	-	-
1.1.3.2 Military personnel section										A	-	-	B	-	-
1.1.3.3 Commander's support staff										A	-	-	B	-	-
1.1.3.4 Personnel activities (SPAs, GSUs)										A	-	-	B	-	-
1.1.4 Wartime functional responsibilities TR: AFI 36-3802; JP 1-02; AFI 10-401; AFI 10-402; AFI 10-403	*	*	*							A	-	-	A	-	B
1.2 Structure of the personnel career field TR: AFI 36-2101 Chapter 1; AFECD										-	-	-	-	-	-
1.2.1 Personnel apprentice										-	-	-	-	-	-
1.2.1.1 Duties										A	-	-	-	-	-
1.2.1.2 Responsibilities										A	-	-	-	-	-
1.2.2 Personnel journeyman										-	-	-	-	-	-
1.2.2.1 Duties										A	-	-	B	-	-
1.2.2.2 Responsibilities										A	-	-	B	-	-
1.2.3 Personnel craftsman										-	-	-	-	-	-
1.2.3.1 Duties										A	-	-	-	-	B
1.2.3.2 Responsibilities										A	-	-	-	-	B
1.2.4 Superintendent										-	-	-	-	-	-
1.2.4.1 Duties										A	-	-	-	-	B
1.2.4.2 Responsibilities										A	-	-	-	-	B

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)						
	A	B	C	A	B	C	D	E	A		B		C		
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level		5 Skill Level		7 Skill Level		
									(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	
2 OPERATE PERSONAL COMPUTER SOFTWARE TR: Vendor provider documentation										-	-	-	-	-	-
2.1 Word processing										-	-	-	-	-	-
2.2 Spreadsheet										-	-	-	-	-	-
2.3 Presentation media										-	-	-	-	-	-
3 PERSONNEL COMMUNICATION MANAGEMENT										-	-	-	-	-	-
3.1 Prepare official memorandum TR: AFMAN 33-326; AFH 33-337; Tongue and Quill										-	-	-	-	-	-
3.2 Correspondence management TR: AFH 33-337										-	-	-	-	-	-
3.2.1 Applying document security TR: AFI 31-401; DoD 5200.1.R										-	-	-	-	-	-
3.2.1.1 Protecting/safeguarding classified material	*	*	*							a	-	-	b	-	b
3.2.1.2 Transporting classified and OPSEC COMSEC material	*	*	*							a	-	-	b	-	b
3.2.2 Organizational workflow										A	-	-	-	-	-
3.2.3 E-Mail										-	-	-	-	-	-
3.2.4 Privacy Act TR: AFI 33-332; http://defenselink.dtic.mil/privacy/notices/usaf	*	*	*							B	-	-	B	-	-
3.3 Access publications TR: AFI 33-360 Vol 1 chapter 7; E-Pubs										-	-	-	-	-	-
3.4 Access forms TR: AFI 33-360 Vol 2										-	-	-	-	-	-
3.5 Communications TR: AFPAM 36-2241; AFH 33-337										-	-	-	-	-	-
3.5.1 Use customer service techniques										b	-	-	b	-	-
3.5.2 Use communication etiquette										b	-	-	b	-	-
3.5.3 Conduct customer counseling										b	-	-	-	-	-
3.5.4 Prepare briefings										2b	-	-	-	-	-
3.5.5 Conduct briefings										2b	-	-	-	-	-
* 3.6 Utilize the Case Management System (CMS) TR: CMS user guide										2b	-	-	b	-	b
4 MILITARY PERSONNEL DATA SYSTEM (MILPDS) TR: AFCSM 36-699, Vol 1										-	-	-	-	-	-
4.1 Accomplishing DJMS actions TR: chapter 5 and 8	*	*	*							A	-	-	B	-	B
4.2 Use Transaction Registers	*	*	*							2b	-	-	-	-	-
4.3 Transaction Registers										-	-	-	B	-	B

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)						
	A	B	C	A	B	C	D	E	A		B		C		
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level		5 Skill Level		7 Skill Level		
									(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	
4.4 Use Management Assessment Products (MAPS)	*	*	*							2b	-	-	b	-	b
4.5 Log-in	*	*	*							2b	-	-	-	-	-
4.6 Navigate	*	*	*							2b	-	-	-	-	-
4.7 Folders	*	*	*							-	-	-	-	-	-
4.7.1 Modify	*	*	*							2b	-	-	-	-	-
4.7.2 Save	*	*	*							2b	-	-	-	-	-
4.8 Execute queries										-	-	-	-	-	-
4.8.1 Group	*	*	*							2b	-	-	-	-	-
4.8.2 Individual	*	*	*							2b	-	-	-	-	-
4.9 Export data	*	*	*							2b	-	-	-	-	-
4.10 Perform updates	*	*	*							2b	-	-	-	-	-
4.11 Use help screens	*	*	*							2b	-	-	-	-	-
4.12 Request										-	-	-	-	-	-
4.12.1 Briefs	*	*	*							2b	-	-	-	-	-
4.12.2 RIPS	*	*	*							2b	-	-	-	-	-
4.12.3 SURFS	*	*	*							2b	-	-	-	-	-
4.13 Request reports	*	*	*							2b	-	-	-	-	-
4.14 Local data item (ARC only)										-	-	-	-	-	-
4.15 Batch processing										-	-	-	A	-	-
4.16 Date tracking TR: AFSCM 36-699, Vol 1, Chapter 10										-	-	-	B	-	B
5 FUNDAMENTALS										-	-	-	-	-	-
5.1 Navigate AFPC secure										b	-	-	-	-	-
5.2 Navigate AF portal										b	-	-	-	-	-
5.3 Navigate MICT										b	-	-	-	-	-
5.4 Navigate myPers										b	-	-	-	-	-
5.5 COLS										A	-	-	-	-	-
5.6 Navigate PRDA TR: AFI 36-2608										b	-	-	-	-	-
5.7 THRMIS										-	-	-	A	-	-
5.8 Base Level Service Delivery Model (BLSDM) TR: BLSDM CONOPS; PSD guide										A	-	-	-	-	-
5.9 Virtual Personnel Center-Guard/Reserve (vPC-GR)										-	-	-	-	-	-
5.10 In-house training TR: AFI 36-2201; PSD guide										-	-	-	A	-	B
5.11 Determine data compatibility										-	-	-	-	-	-
5.11.1 Assignment availability TR: AFI 36-2110; Stabilized tour guide										-	-	-	-	-	-
5.11.1.1 Codes	*	*	*							B	-	-	B	-	-
5.11.1.2 Dates										B	-	-	B	-	-
5.11.2 Assignment limitation TR: AFI 36-2110; Stabilized tour guide										-	-	-	-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)						
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level		
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	
5.11.2.1 Codes	*	*	*							B	-	-	B	-	-
5.11.2.2 Dates	*	*	*							B	-	-	B	-	-
5.11.3 Promotion eligibility status codes TR: AFI 36-2502	*	*	*							B	-	-	B	-	-
5.11.4 Reenlistment codes TR: AFI 36-2606	*	*	*							B	-	-	B	-	-
5.11.5 Unfavorable information file codes TR: AFI 36-2907	*	*	*							B	-	-	B	-	-
5.11.6 Deployment availability code TR: AFI 10-403	*	*	*							B	-	-	B	-	-
5.11.7 Relationship of quality force indicators	*	*	*							B	-	-	B	-	B
5.11.8 Suspense management										-	-	-	B	-	B
6 CONTINGENCY SUPPORT TR: AFI 36-3802; AFI 10-401; AFI 10-402; AFI 10-403; AFH 10-416; JP 1-02; AFI 36-3803; AFCSM 10-626, Vol 2										-	-	-	-	-	-
6.1 Force concepts										-	-	-	-	-	-
6.1.1 Joint force concepts										A	-	-	B	-	B
6.1.2 Total force concepts	*	*	*							A	-	-	B	-	B
* 6.2 AEF concepts										-	-	-	-	-	-
* 6.2.1 AEF purpose	*	*	*							A	-	-	B	-	B
6.2.2 UTC										-	-	-	-	-	-
6.2.2.1 Posturing										A	-	-	B	-	B
6.2.2.2 Coding										A	-	-	B	-	B
6.2.3 AEF association										-	-	-	-	-	B
6.2.4 Update AEF association										-	-	-	b	-	-
6.3 Air Reserve component (ARC) mobilization planning TR: AFI 10-402; AFH 10-416; AFI 36-2619										-	-	-	-	-	-
6.3.1 Mobilization										B	-	-	B	-	B
6.3.2 Demobilization										B	-	-	B	-	B
6.3.3 Integration										B	-	-	B	-	B
6.3.4 Military Personnel Appropriations										B	-	-	B	-	B
6.4 Military operations planning process TR: AFI 10-403; AFI 10-401										-	-	-	-	-	-
6.4.1 Readiness terminology										A	-	-	B	-	-
6.4.2 War and mobilization plan (WMP)										A	-	-	B	-	-
6.4.3 Operation plan (OPLAN)										A	-	-	B	-	-
6.4.4 Personnel annex	*	*	*							A	-	-	B	-	B
6.4.5 CONOPS	*	*	*							A	-	-	B	-	B
6.4.6 Other OPLAN annexes										A	-	-	B	-	-
6.5 Wartime Systems TR: JP 1-0; AFCSM 10-626, Vol II; AFI 10-403; AFI 10-401; AFI 36-3803										-	-	-	-	-	-
6.5.1 Joint Operation Planning and										A	-	-	B	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)						
	A	B	C	A	B	C	D	E	A		B		C		
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level		5 Skill Level		7 Skill Level		
									(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	
Execution System (JOPES)															
6.5.2 Deliberate and Crisis Action Planning and Execution Segments (DCAPES)	*	*	*							A	-	-	B	-	-
6.5.3 AF personnel accountability and assessment system (AFPAAS)	*	*	*							-	-	-	B	-	B
6.5.4 Use AF personnel accountability and assessment system (AFPAAS)	*	*	*							b	-	-	-	-	-
6.5.5 Status of Resources and Training System (SORTS)										-	-	-	B	-	-
6.6 Command relationships TR: JP 1-0; JP 2-2; JP 1-02; AFI 10-403; AFI 36-3802;										-	-	-	-	-	-
6.6.1 Supported and supporting commands										A	-	-	B	-	-
6.6.2 Combatant commander										A	-	-	B	-	-
6.6.3 AFFOR										A	-	-	B	-	-
6.7 In garrison deployment concepts and functional responsibilities TR: AFI 10-403; AFI 10-401; AFI 36-3802										-	-	-	-	-	-
6.7.1 Personnel										B	-	-	B	-	B
6.7.2 Manpower										A	-	-	A	-	-
6.7.3 Installation deployment readiness center (IDRC)										A	-	-	A	-	-
6.7.4 Unit deployment manager (UDM)										A	-	-	A	-	-
6.8 Installation personnel readiness (IPR) TR: AFI 36-3802; AFI 36-3803										-	-	-	-	-	-
6.8.1 Accountability										-	-	-	-	-	-
6.8.1.1 Disaster	*	*	*							A	-	-	B	-	B
6.8.1.2 Deployment	*	*	*							A	-	-	B	-	B
6.8.1.3 Categories of accountability										-	-	-	-	-	-
6.8.1.3.1 Title 32 (ANG)	*	*	*							A	-	-	B	-	B
6.8.1.3.2 Title 10 (active duty and air reserve component)	*	*	*							A	-	-	B	-	B
6.8.1.3.3 Title 5 (DoD civilians)	*	*	*							A	-	-	B	-	B
6.8.1.3.4 Family members	*	*	*							A	-	-	B	-	B
6.8.1.3.5 Contractors	*	*	*							A	-	-	B	-	B
6.8.2 Personnel control center (PCC)										A	-	-	B	-	B
6.8.3 Reception processing										A	-	-	B	-	-
6.8.4 Reintegration										A	-	-	B	-	B
6.8.5 Shortfall/reclama process										-	-	-	A	-	B
6.9 PERSCO TR: AFI 36-3802; USAF Manpower Force Package system (MANFOR); Logistic Detail (LOGDET)										-	-	-	-	-	-
6.9.1 Teams	*	*	*							B	-	-	B	-	B
6.9.2 Predeployment planning	*	*	*							-	-	-	B	-	B

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	B	C	A	B	C	D	E	A		B		C	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level		5 Skill Level		7 Skill Level	
									(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
6.9.3 Personnel processing									-	-	-	-	-	-
6.9.3.1 Reception processing	*	*	*						B	-	-	B	-	B
6.9.3.2 Personnel Functions	*	*	*						B	-	-	B	-	B
6.9.3.3 Transient movement	*	*	*						B	-	-	B	-	B
6.9.3.4 Redeployed personnel	*	*	*						B	-	-	B	-	B
6.9.3.5 Forward deployed personnel	*	*	*						B	-	-	B	-	B
6.9.3.6 Force management	*	*	*						B	-	-	B	-	B
6.9.3.7 Reachback support	*	*	*						B	-	-	B	-	B
6.9.3.8 Discrepancy reports	*	*	*						B	-	-	B	-	-
6.9.3.9 Filler and replacement functions	*	*	*						B	-	-	B	-	-
6.9.3.10 Deployed Military Personnel Flight (dMPF)									A	-	-	B	-	B
7 OPERATIONS									-	-	-	-	-	-
7.1 Assignment applications TR: AFI 36-2110; AFCSM 36-699, Vol 1; AFI 36-2102									-	-	-	-	-	-
7.1.1 Special duty assignments									B	-	-	B	-	-
7.1.2 Other assignments (humanitarian, EFMP, etc).									B	-	-	B	-	-
7.2 Relocation processing TR: AFI 36-2102, CHAPTER 1; AFI 33-328; AFI 65-103; AFI 36-2110; JFTR Vol 1; DEERS									-	-	-	-	-	-
7.2.1 TDY									-	-	-	-	-	-
7.2.1.1 Relocation folder									A	-	-	B	-	-
7.2.1.2 Relocation checklist									A	-	-	B	-	-
7.2.1.3 Preparing orders									B	-	-	B	-	-
7.2.1.4 Validate relocation action									-	-	-	-	-	B
7.2.2 Assignments TR: AFI 36-2608; AFPAM 36-2241, Vol 1; PSD guide									-	-	-	-	-	-
7.2.2.1 Virtual out processing									B	-	-	B	-	-
7.2.2.2 Relocation folder									A	-	-	B	-	-
7.2.2.3 Relocation checklist									A	-	-	B	-	-
7.2.2.4 Preparing orders									B	-	-	B	-	-
7.2.2.5 Personnel processing code									B	-	-	-	-	-
7.2.2.6 Validate relocation action									-	-	-	-	-	B
7.2.2.7 Family member travel									B	-	-	B	-	-
7.2.2.8 Update permanent change of assignments (PCA) TR: SFCSM 36-699									-	-	-	B	-	B
7.2.3 Separations TR: AFI 36-3206; AFI 36-3208; AFI 36-3212; AFI 36-3210; AFI 36-3202; PSD guide									-	-	-	-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	B	C	A	B	C	D	E	A		B		C	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level		5 Skill Level		7 Skill Level	
									(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
7.2.3.1 Processing application TR: AFI 36-3204; AFI 36-3205; AFI 36-3207; AFI 36-3607									A	-	-	B	-	-
7.2.3.2 Virtual out processing									B	-	-	B	-	-
7.2.3.3 Relocation folder									A	-	-	B	-	-
7.2.3.4 Relocation checklist									A	-	-	B	-	-
7.2.3.5 Preparing orders									A	-	-	B	-	-
7.2.3.6 Validate relocation action									-	-	-	-	-	B
7.2.3.7 Certificates of release or discharge from active duty (DD Form 214)									A	-	-	B	-	-
7.2.3.8 Discharge certificates									A	-	-	-	-	-
7.2.3.9 Administrative discharges TR: AFI 36-2604; AFI 36-3204; AFI 36-3205; AFI 36-3207; AFI 36-3208									-	-	-	B	-	B
7.2.4 Appellate leave TR: AFI 36-3003									-	-	-	-	-	-
7.2.5 Education leave of absence									-	-	-	-	-	-
7.2.6 Retirements TR: AFI 36-3020; AFI 36-3203; AFI 36-3212; PSD guide; vPC-GR									-	-	-	-	-	-
7.2.6.1 Virtual out processing									B	-	-	B	-	-
7.2.6.2 Processing applications									A	-	-	-	-	-
7.2.6.3 Validate relocation action									-	-	-	-	-	B
7.2.6.4 Retirement certificates									A	-	-	-	-	-
7.2.7 Passport program TR: Foreign clearance guide	*	*	*						A	-	-	B	-	-
7.2.8 VISA program TR: Foreign clearance guide	*	*	*						A	-	-	B	-	-
7.3 Formal training program TR: AFI 36-2013; AFI 36-2107; AFI 36-2205; https://etca.randolph.af.mil ; PSD guide									-	-	-	-	-	-
7.3.1 Oracle training administration (OTA)									A	-	-	B	-	B
7.3.2 Training line number (TLN) management									A	-	-	B	-	B
7.3.3 Airman retraining program TR: AFI 36-2626; AFCSM 36-699, Vol 1, chapter 7; PSD guide; vMPF									A	-	-	B	-	-
7.4 Unit personnel management roster (UPMR) TR: AFCSM 36-699, Vol 1	*	*	*						-	-	-	B	-	B
7.5 Maintain unit personnel management roster TR: AFCSM 36-699, Vol 1									2b	-	-	-	-	-
7.5.1 Maintain overgrade									-	-	-	-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	B	C	A	B	C	D	E	A		B		C	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level		5 Skill Level		7 Skill Level	
									(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
TR: ANGI 36-2101; AFI 36-2115														
7.5.2 Maintain excess/overages TR: ANGI 36-2101; AFI 36-2115									-	-	-	-	-	-
7.6 Unit manpower document (UMD)									-	-	-	B	-	B
7.7 Duty status changes TR: AFI 36-2134; AFCSM 36-699, Vol 1; PSD guide									-	-	-	-	-	B
7.8 Update duty status changes TR: AFI 36-2134; AFCSM 36-699, Vol 1; PSD guide	*	*	*						2b	-	-	b	-	-
7.9 Monitor DAFSC vs CAFSC TR: AFI 36-2101									B	-	-	B	-	B
7.10 In-processing actions TR: AFI 36-2102; AFCSM 36-699 Vol 1									-	-	-	-	-	-
7.10.1 Initial duty assignment									A	-	-	B	-	-
7.10.2 Record review TR: AFI 36-2102; vMPF									A	-	-	B	-	-
7.10.3 Accession TR: PSD guide									A	-	-	B	-	-
7.11 Personnel reliability program (PRP) management TR: DoD 5210.42-R; AFMAN 10-3902; AFCSM 36-699, Vol 1; PSD guide	*	*	*						B	-	-	B	-	B
7.12 Accomplishing actions pertaining to overseas data TR: AFI 36-2110; AFCSM 36-699, Vol 1, chapter 7									-	-	-	-	-	-
7.12.1 Oversees Duty Selection Date (ODSD)									B	-	-	B	-	-
7.12.2 Short Tour Return Date (STRD)									B	-	-	B	-	-
7.12.3 Date Eligible for Return from Overseas (DEROS)									B	-	-	B	-	-
7.12.4 Overseas tour history									B	-	-	B	-	-
7.13 Air Force classification system TR: AFI 36-2101; AFCSM 36-699, Vol 1; AFODC; AFECD; PSD guide									-	-	-	-	-	-
7.13.1 AFSC									-	-	-	-	-	-
7.13.1.1 Award									B	-	-	B	-	-
7.13.1.2 Downgrade									B	-	-	B	-	B
7.13.1.3 Withdraw									B	-	-	B	-	B
7.13.1.4 AFSC conversion actions									B	-	-	B	-	B
7.13.2 Administer special programs									-	-	-	-	-	-
7.13.2.1 Special experience identifiers									A	-	-	B	-	-
7.13.2.2 Special duty identifiers									A	-	-	B	-	-
7.13.2.3 Reporting identifiers									A	-	-	B	-	-
7.14 Special duty assignment pay program TR: AFI 36-3017									A	-	-	B	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)						
	A	B	C	A	B	C	D	E	A		B		C		
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level	5 Skill Level	7 Skill Level	(1) Course	(2) CDC	(1) Course	(2) CDC
7.15 Adverse actions										-	-	-	-	-	-
7.15.1 Control roster TR: AFI 36-2907, chapter 2; PSD Guide										B	-	-	B	-	B
7.15.2 Article 15 TR: AFI 36-2608, chapter 2; AFI 51-202, chapter 3; AFI 36-2907; PSD Guide										B	-	-	B	-	B
7.15.3 Letter of adverse actions TR: AFI 36-2907, chapter 3; AFI 36-2608, chapter 2; PSD Guide										B	-	-	B	-	B
7.15.4 Unfavorable information file TR: AFI 36-2907; AFCSM 36-688, Vol 1, chapter 3; PSD Guide										B	-	-	B	-	B
7.16 Line of duty determinations TR: AFI 36-2910										B	-	-	B	-	-
7.17 Compute service dates TR: AFI 36-2604; MPFM 03-19										2b	-	-	b	-	-
7.18 Pay actions TR: AFI 36-2107; AFI 36-3004; AFCSM 36-699, Vol 1										-	-	-	-	-	-
7.18.1 CSB redux TR: PSD guide; PSDM 10-13										A	-	-	B	-	-
7.18.2 Initial enlistment bonus TR: AFI 36-2002, chapter 4										A	-	-	B	-	-
7.19 Officer promotion actions TR: AFI 36-2501; AFI 36-2504; AFPAM 36-2506; AFCSM 36-699, Vol 1, chapter 3; PSD guide										A	-	-	B	-	B
7.20 Enlisted promotion actions TR: AFI 36-2502; AFI 36-2605; AFPAM 36-2241; AFCSM 36-699, Vol 1, chapter 3; PSD guide										B	-	-	B	-	B
7.21 Computerized promotion products TR: AFCSM 36-699, Vol 1; PSD guide										A	-	-	B	-	-
7.22 Demotion actions TR: AFI 36-2502; AFI 36-2604; AFI 36-2134; AFCSM 36-699, Vol 1; PSD guide										A	-	-	B	-	-
7.23 WAPS material management TR: AFI 36-2605										-	-	-	B	-	B
7.24 Officer evaluation system TR: AFI 36-2406; AFPAM 36-2404; PSD guide										B	-	-	B	-	-
7.25 Enlisted evaluation system TR: AFI 36-2406; PSD guide										B	-	-	B	-	-
7.26 Evaluation appeal process TR: AFI 36-2401; PSD guide										A	-	-	B	-	-
7.27 Reenlistments and extensions										-	-	-	-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
TR: AFI 36-2606; AFCSM 36-699, Vol 1; PSD guide; AFPC reenlistment guide														
7.27.1 Reenlistment actions										B	-	-	B	-
7.27.2 Reenlistment waivers										-	-	-	B	-
7.27.3 Extensions										A	-	-	B	-
7.28 Selective reenlistment program TR: AFI 36-2606; PSD guide										A	-	-	B	-
7.29 Career job reservation TR: AFI 36-2606, chapter 1; PSD guide										A	-	-	B	-
7.30 Selective reenlistment bonus program TR: AFI 36-2606 PSD guide										A	-	-	B	-
7.31 Awards and decorations TR: AFI 36-2803 PSD guide										B	-	-	B	-
7.32 INTRO program TR: AFI 36-2103										A	-	-	B	-
7.33 DEERS (RAPIDS) TR: AFI 36-3026										A	-	-	B	-
7.34 Identification cards TR: AFI 36-3026										-	-	-	-	-
7.34.1 Determine eligibility										b	-	-	b	-
* 7.34.2 Process application										b	-	-	b	-
* 7.34.3 Retrieval ID cards										b	-	-	b	-
7.35 Processing join spouse intent TR: AFI 36-2110										A	-	-	B	-
7.36 Record of emergency data TR: AFI 36-3002; vRed										A	-	-	-	-
7.37 Application for correction of records TR: AFI 36-2603; AFPAM 36-2607; PSD guide										-	-	-	A	-
7.38 Government life insurance TR: AFI 36-3008										-	-	-	-	-
7.38.1 Complete Service members' Group Life Insurance (SGLI)										2b	-	-	b	-
7.38.2 Complete Family Group Life Insurance (FGLI)										2b	-	-	b	-
7.38.3 Veterans Group Life Insurance (VGLI)										-	-	-	A	-
7.38.4 Traumatic SGLI										-	-	-	B	-
7.39 United States Citizenship and Immigration Service (USCIS) TR: PSD guide; http://www.uscis.gov/portal/site/uscis										A	-	-	-	-
7.40 Casualty services program TR: AFI 36-3002; DCIPS guide										A	-	-	B	B
7.41 Prepare casualty report TR: DCIPS guide										2b	-	-	b	b
7.42 Service commitment program										A	-	-	B	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)					
	A	B	C	A	B	C	D	E	A		B		C	
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3 Skill Level		5 Skill Level		7 Skill Level	
									(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC
TR: AFI 36-2107; PSD guide														
7.43 Personnel system management functional responsibilities TR: AFCSM 36-699, Vol 6; BLSDM guide									-	-	-	A	-	B
7.44 Manage unit leave program TR: AFI 36-3003; AFMAN 65-116V2									b	-	-	b	-	-
7.45 BAS program TR: AFMAN 65-116V2; AFPAM 36-2241, Vol 1									-	-	-	-	-	-
7.45.1 Overview									B	-	-	-	-	-
7.45.2 Administration procedures									-	-	-	b	-	-
7.46 Adoption reimbursement TR: DoDI 1341.9									-	-	-	A	-	-
7.47 Voting assistance program TR: AFI 36-3101									-	-	-	-	-	A
7.48 Memorialization TR: AFI 36-3108									-	-	-	-	-	A
7.49 G series orders (AF IMT 35) TR: AFI 33-328; AFI 38-101; AFI 51-604; PSD guide;									-	-	-	-	-	-
7.50 Transitional compensation for abused dependents TR: AFI 36-3024									-	-	-	-	-	-
7.51 Essential station messing (ESM) TR: DFAS-DEM 7073-2, chapter 6, para C6.7; DoD Financial Management Regulation Vol 7A, chapter 25									-	-	-	-	-	-
7.51.1 Overview									B	-	-	-	-	-
7.51.2 Administration procedures									-	-	-	b	-	-
7.52 Point Credit Accounting and Reporting System (PCARS) TR: ARPCM 36-2603									-	-	-	-	-	-
7.52.1 Point Summary Information									-	-	-	-	-	-
7.52.2 Point Updates									-	-	-	-	-	-
7.53 Unit Training Assembly Processing System (UTAPS)									-	-	-	-	-	-
7.53.1 Participation processing									-	-	-	-	-	-
7.53.2 Processing Exceptions									-	-	-	-	-	-
7.53.3 Maintain AF Form 40A									-	-	-	-	-	-
7.54 Participation									-	-	-	-	-	-
7.54.1 Satisfactory Service									-	-	-	-	-	-
7.54.2 Unit Training Assembly and Annual Tour excusals/substitutions									-	-	-	-	-	-
7.55 Sanctuary Zone									-	-	-	-	-	-
7.55.1 Monitoring members									-	-	-	-	-	-
7.55.2 Processing waivers									-	-	-	-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks			3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided (See Note)						
	A	B	C	A	B	C	D	E	A 3 Skill Level		B 5 Skill Level		C 7 Skill Level		
	3 Level	5 Level	7 Level	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC	(1) Course	(2) CDC	
7.55.3 Processing claims for Sanctuary										-	-	-	-	-	-
7.55.4 1095 Program Management										-	-	-	-	-	-

SECTION B - Course Objective List

4. Not Used. *This area is reserved.*

Section C - Support Materials

5. There are currently no support materials available. *This area is reserved.*

Section D - Training Course Index

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

7. Air Force In-Residence Courses.

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>
E3ABR3S031-0A1C	Personnel Apprentice	Keesler
E3AZR3S051 AA2B	DCAPES Wing level Operators	Keesler
E7AZT3S051 0A1B	DCAPES Wing level Operators	MTT

8. Specialized Air Force Institute for Advanced Distributed Learning (AFIADL).

<u>COURSE NUMBER</u>	<u>TITLE</u>
3S051	Personnel Journeyman
3S071	Personnel Craftsman

9. Exportable Courses. There are currently no exportable courses. *This area is reserved.*

10. Courses Under Development/Revision. There are currently no courses under development. *This area is reserved.*

Section E – MAJCOM Unique Requirements.

11. Contact servicing MAJCOM for availability of MAJCOM unique requirements. *This area is reserved.*