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CFETP 3S1X1
Parts I and II
15 June 2015

AFSC 3S1X1
EQUAL OPPORTUNITY

"Enhance the AF mission through an inclusive corporate culture that promotes positive human relations and teamwork in an environment of equity, dignity and respect."

CAREER FIELD
EDUCATION AND TRAINING PLAN

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CAREER FIELD EDUCATION AND TRAINING PLAN
EQUAL OPPORTUNITY SPECIALTY
AFSC 3S1X1

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EQUAL OPPORTUNITY SPECIALTY
AFSC 3S1X1
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 career path to success and will instill rigor in all aspects of career field training. This CFETP provides all EO personnel (Active Duty, Reserve and Air National Guard (ANG)) a clear career path. **Civilian employees occupying associated positions will use Part II to support duty position qualification training.**

2. The CFETP consists of two parts; both parts of the plan are used by supervisors to plan, manage, and control training within the 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, experience, training, and other); Section D indicates resource constraints such as funds, manpower, equipment, facilities; Section E identifies transition training guide requirements for SSgt through MSgt.

2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, wartime course and core task and correspondence course requirements; Section B contains the course objective list and training standards which supervisors will use to determine if airmen satisfied training requirements; Section C identifies available support materials; 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 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. NOTE: Due to the limited staffing in each base program office, the trainer may also act in the capacity as task certifier.

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.

ABBREVIATIONS and TERMS EXPLAINED

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

Advanced Distributed Learning (ADL): 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 Air Force 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): AFCFMs issue AFJQSs for unique duty positions, weapons systems or equipment. The AFJQS supplements the CFETP, Part II, by outlining specific skill and task requirements. NOTE: Limit use of AFJQSs to the absolute minimum to reduce duplicate documentation.

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

Air Force Training Record (AFTR): designed to be the United States Air Forces's enterprise world-wide solution that provides the capability to manage the training lifecycle for total-force personnel to enhance productivity, efficiency, and mission effectiveness to include upward reporting to other services for joint mission accomplishment.

Career Development Course (CDC): Independent knowledge training materials mandatory for career progression.

Career Field Education and Training Plan (CFETP): A 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.

Career Training Guide (CTG): A document that uses Task Modules (TMs) in lieu of tasks to define performance and training requirements for a career field.

Certification Official: A person whom the commander assigns to determine an individual's ability to perform a task to a required standard.

Certification: A formal indication of an individual's ability to perform a task to required standards.

Community College of the Air Force (CCAF): An accredited institution where Air Force personnel

can earn an associate degree in applied science for the military training they receive.

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

Core Task: A task AFCFMs identify as a minimum qualification requirement for everyone within an AFSC regardless of duty position. The work center supervisor may identify additional tasks (unit specific) required for upgrade training by placing an asterisk (*) in column 2 of Part II, Section A, Specialty Training Standard Core tasks supporting EO core competencies are discussed in Part I, Section B.

Course Objective List (COL): A publication, derived from initial/advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3/7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, Air Force Training Program (6 volumes).

Education and Training Course Announcement (ETCA): A complete list of the formal courses available. https://etca.randolph.af.mil/

Equal Employment Opportunity (EEO): Each Federal agency shall be responsible for promoting EEO and to identify and eliminate discriminatory practices and policies. Where employment decisions are based solely on the individual merit and fitness of applicants and employees related to specific jobs without regard to race, color, religion, sex, age, national origin, and physical/mental disability. The agency is obligated to provide for the prompt, fair, and impartial processing of EEO complaints according to 29 C.F.R. Part 1614 and the instructions contained in EEOC Management Directives.

Equal Opportunity (EO) Program: The policy of the Air Force to provide equal treatment and employment opportunity thereby enhancing unit cohesiveness, military readiness and mission accomplishment.

Go/No Go: The stage at which an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision. Meeting the task standard.

Exportable Training: Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

Field Training: Technical, operator, and other training either a Training Detachment (TD) or field training team conducts at operational locations on specific systems and associated direct-support equipment for maintenance and aircrew personnel.

Graduate Assessment Survey (GAS): A survey sent from the technical training school to supervisors of recent 3-skill level course graduates. Supervisors use this survey to provide feedback on the effectiveness of the technical training course/program in meeting established training requirements.

Initial Skills Training: A formal resident course which results in award of the entry level AFSC.

Instructional System Development (ISD): The Air Force (AF) ISD process provides a systematic approach to planning, developing, and implementing training and education. The goal of ISD is to

increase the effectiveness and cost-efficiency of training, by: developing instruction based on job performance requirements; eliminating irrelevant skills and knowledge instruction from courses; and ensuring that graduates acquire the necessary skills, knowledge, and attitudes to do the job. The product of the ISD process is an instructional system that is cost-effective and produces personnel who can do the job.

Job Qualification Standard (JQS): The STS becomes a JQS for OJT when placed in an AF Form 623, *On-The-Job Training Record*, and is used according to AFI 36-2201. Update training records using available electronic data system.

Knowledge Training: Training used to provide a base of knowledge for task performance. It may also be used in lieu of task performance when the training capability does not exist. Learning gained through knowledge rather than hands-on experience.

Master Training Plan (MTP): Employs a strategy for ensuring the completion of all work center job requirements by using a Master task Listing and provides milestones for task, CDC completion, and prioritizes deployment/UTC, home station training tasks, upgrade, and qualification tasks.

Military Equal Opportunity (MEO) Program: The program objective is to improve mission effectiveness by promoting an environment free from personal, social, or institutional barriers that prevent AF members from rising to the highest level of responsibility possible.

Occupational Survey Report (OSR): A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

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

Optimal Training: The ideal combination of training settings resulting in the highest levels of proficiency on specified performance requirements within the minimum time possible.

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

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 beyond the minimum required for upgrade.

Qualification Training (QT): Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

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

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

Specialty Training Standard (STS): An Air Force publication that describes 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.

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

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.

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

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

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.

Wartime Course. Comprised of those tasks that must be taught when courses are accelerated in a wartime environment. Wartime tasks are the tasks to be taught in the 3-level course when the wartime courses have been activated. In response to a wartime scenario, these tasks will be taught in the 3-level course in a streamlined training environment. These tasks are only for those career fields that still need them applied to their schoolhouse tasks.

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

Utilization and Training Pattern. A depiction of the training provided to and the jobs performed by personnel throughout their tenure within a career field or Air Force specialty. There are two types of patterns: 1) Current pattern, which is based on the training provided to incumbents and the jobs to

which they have been and are assigned; and 2) Alternate pattern, which considers proposed changes in manpower, personnel, and training policies.

Utilization and Training Workshop (U&TW). A forum hosted by the AFCFM, MFMs/Strategic Advisors, Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.

Section A - General Information

1. Purpose. This CFETP provides information necessary for AFCFMs, MFMs, commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective and efficient career field training program. This plan outlines the training 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 3-skill level awarding AFS specific training an individual receives upon retraining into the Equal Opportunity Specialty through successful completion of the formal DEOMI Equal Opportunity Advisor Course (EAOC) at Patrick AFB, FL. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 7- and 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify a trainee in a specific duty position. This training program occurs both during and after the upgrade training process. The training program is designed to provide the performance skills/knowledge required on the job. Advanced training is formal specialty training used to increase proficiency of selected airmen. 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 has several purposes including:

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

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

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

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

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. The AFCFM will develop/revise formal resident, non-resident, field and exportable training based on requirements established by the users and documented in Part II of the CFETP. AFCFM will 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. Identified requirements can be satisfied by OJT, resident training, contract training, or exportable courses. MAJCOM-developed training to support this AFSC must be identified for inclusion in the plan as listed in the CFETP Part II.

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

3. Coordination and Approval. The AFCFM is the CFETP approval authority. MAJCOM Strategic Advisors will identify and coordinate with the AFCFM on career field training requirements. The AFCFM will initiate an annual review of this document to ensure currency and accuracy. Using the courses listed in the CFETP Part II, duplicate training will be eliminated.

Section B - Career Field Progression and Information

4. Specialty Description

4.1. Specialty Summary. Performs, supervises and manages Equal Opportunity (EO) and Human Relations Education (HRE) programs and activities. Conducts administrative functions to support EO programs. Related DoD Occupational Subgroup: 150100.

CEM Code 3S100, Chief Enlisted Manager
AFSC 3S191, Superintendent
AFSC 3S171, Craftsman
AFSC 3S131, Apprentice

4.2. Duties and Responsibilities.

4.2.1. Promotes, plans, organizes, and directs EO and HRE activities. Develops EO and other related HRE programs. Enhances the Air Force (AF) mission by promoting an environment of equity, dignity and respect through positive human relations and teamwork. Provides advice, consultation, education, alternative dispute resolution (ADR), and referral services to commanders and supervisors to help enhance mission effectiveness. Coordinates with staff agencies to support EO programs and policies.

4.2.2. Advises military and civilian personnel on EO responsibilities, policies, and programs. Provides information to those seeking EO assistance. Serves as an authoritative program data source for the installation commander/center commander (director). Uses personal interviews, focus groups, surveys, and other techniques to provide information and guidance on preventing or eliminating conditions which have the potential to negatively impact mission effectiveness.

4.2.3. Performs administrative functions including but not restricted to preparing reports, analyzing statistics, and initiating and maintaining EO case files. Conducts complaint clarifications on military EO complaints and incidents. Conducts civilian equal employment opportunity (EEO) pre-complaint counseling. Identifies existing and potential equal opportunity and other human relations issues. Advises and assists commanders, directors, supervisors, and personnel with possible solutions in resolving EO concerns. Prepares news media articles and maintains historical data files. Prepares lesson plans and support material for HRE. Conducts briefings, lectures, group discussions, focus groups, and seminars to

improve an organization's human relations climate. Evaluates EO education program activities, and coordinates scheduling of installation HRE. Directs the assessment of the installation human relations climate on a semi-annual basis (annual basis for ANG). Conducts climate assessments every 120 days after a commander assumes command and annually thereafter. Identifies and obtains support from installation and civilian referral resources. Provides oversight on special interest items as dictated by higher headquarters, e.g., sexual harassment reporting, human relations incidents, dissident and protest activities. Determines EO office resource requirements and manages annual EO budgets.

4.2.4. Assists commanders and directors to resolve conditions that impact operations and mission effectiveness. Emphasizes areas that potentially undermine the installation's readiness posture and human relations environment, i.e., demonstrations, dissident and protest activities. Focuses on identifying and preventing actual and potential complaints and incidents.

5. Skill and Career Progression. Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training must do their 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. The following narrative, defines minimum requirements for the 3S1X1 career field (unless otherwise noted).

5.1. Apprentice (3) Level.

5.1.1. Minimum rank of SSgt.

5.1.2. Successfully complete the DEOMI Equal Opportunity Advisor Program (EAOC).

5.1.3. Initial skills training in this specialty consists of course numbers **EBALD3S131 0A1A (Enlisted and Civilian personnel) and EBOZD38P3 JA1A (Officers).** The tasks and knowledge training provided in the 3-skill level resident course are provided by the Defense Equal Opportunity Management Institute (DEOMI) located at Patrick AFB, FL. The decision to train specific tasks and knowledge items in the initial skills course is based on a review of a training requirements analysis, AFSC 3S1X1 Subject Matter Expert (SME) input and approval of the AFCFM. Task and knowledge training requirements are identified and validated in the STS, Part II, Sections A and B. Individuals must complete the initial skills course or CFM approved equivalent course to be awarded AFSC 3S131.

5.1.4. Supervisor will conduct and document work center orientation and an initial evaluation within 60 days of assignment (120 days for ARC). Utilize the AFCFM approved Master Training Plan (MTP) to ensure completion of all work center duty position requirements.

5.1.5. Due to ongoing societal changes, and additional mission requirements, supervisor/trainer will mandate additional training when appropriate.

5.2. Journeyman (5) Level. N/A

5.3. Craftsman (7) Level.

5.3.1. Experience a minimum (IAW AFI 36-2201) 6 months on-the-job training if member previously held a 7-skill level, if not, 12 months in order to be proficient in the 7-level core tasks

identified by „*" in the CFETP. IAW AFI 36-2201, a minimum of 12 months of OJT (6 months for retrainees) is required prior to upgrade to the 7-skill level.

5.3.2. Be certified on core tasks identified in the CFETP and other duty position tasks identified by the supervisor.

5.3.3. Complete appropriate CDC if available.

5.3.4. Be recommended by the supervisor and approved by the commander for the award of the 7-skill level.

5.3.5. Must successfully complete the 32-hour Air Force Basic Mediation Course or a comparable training program consisting of a minimum of 30 hours of combined classroom training and role-playing exercises before assuming the duties of a mediator.

5.3.6. Academic education through CCAF and higher degree programs are encouraged.

5.4. Superintendent (9) Level.

5.4.1. Minimum rank of SMSgt as mandated by USAF.

5.4.2. Proficient in all areas listed in the CFETP.

5.4.3. Exceptional skill and ability to manage EO and human relations education programs.

5.4.4. Must be recommended by supervisor and approved by the commander.

6. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the EO career field. The spectrum includes a strategy of when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. The professional development training of EO staff personnel shall include continuing education and training to ensure mastery and competency in the EO field.

6.1. 3- Level: Initial skills course provided by DEOMI.

6.2. 5-Level UGT Requirements: N/A

6.3. 7-Level UGT Requirements: Successful completion of 3S171 CDCs and OJT.

6.4. Proficiency Training. This training is job qualification and consists of completing all identified core tasks for their 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 (CCAF). CCAF is one of several federally chartered degree-granting institutions, however, it is the only 2-year institution exclusively serving military enlisted personnel. The college is regionally accredited through Air University by the Commission on Colleges of

the Southern Association of Colleges and Schools (SACS) to award AAS degrees designed for specific Air Force occupational specialties and is the largest multi-campus community college in the world. Upon completion of basic military training and assignment to an AF career field, all enlisted personnel are registered in a CCAF degree program and are afforded the opportunity to obtain an Associate in Applied Science degree. In order to be awarded, degree requirements must be successfully completed before the student separates from the Air Force, retires, or is commissioned as an officer. See the CCAF website for details regarding the AAS degree programs at http://www.au.af.mil/au/ccaf/.

7.1. CCAF Degree Requirements. All enlisted airmen are automatically entered into the CCAF program. Prior to completing an associate degree, the 5-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*
Total:	64

**Note: The Paralegal degree requires 18 semester hours (SH) of general education (addition of a 3 SH general education elective) and 12 SH of program elective.*

Attaining the journeyman (5) level is waived for students in occupational specialties that do not have journeyman levels (3N2X1, 3S1X1, 3S3X1, 7S0X1).

7.1.1. Technical Education (24 Semester Hours): Completion of the career field apprentice course satisfies some semester hours of the technical education requirements. A minimum of 24 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective courses. Some academic degree programs have specific technical education requirements. Refer to the CCAF General Catalog for specific degree requirements for your specialty.

7.1.2. Leadership, Management, and Military Studies (6 Semester Hours): Enlisted Professional Military Education (EPME) and/or civilian management courses.

7.1.3. **Physical Education** (4 Semester Hours): This requirement is satisfied by completion of Basic Military Training.

7.1.4. General Education (15 Semester Hours): Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog.

7.1.5. Program Elective (15 Semester Hours): Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including natural science courses meeting GER application criteria. Nine semester hours of CCAF degree applicable technical credit otherwise not applicable to this program may be applied. See the CCAF General Catalog for details regarding the Associates of Applied Science for this specialty.

7.1.6. Residency Requirement (16 Semester Hours): Satisfied by credit earned for coursework completed in an affiliated school or through internship credit awarded for progression in an Air Force occupation specialty. Enlisted members attending Army, Navy, and/or DOD initial or advanced training do not receive resident credit since these schools are not part of the CCAF system. However, the college awards proficiency credit to AF enlisted members completing these courses. Note: Physical education credit awarded for basic military training is not resident credit.

7.2. Professional Certifications. Certifications assist the professional development of our Airmen by broadening their knowledge and skills. Additionally, specific certifications may be award collegiate credit by CCAF and civilian colleges, saving time and Air Force tuition assistance funds. It also helps airmen to be better prepared for transition to civilian life. To learn more about professional certifications and certification programs offered by CCAF, visit http://www.au.af.mil/au/ccaf/certifications.asp. In addition to its associate degree program, CCAF offers the following certification programs and resources:

7.2.1. CCAF Instructor Certification (CIC) Program. CCAF offers the three-tiered CIC Program for qualified instructors teaching at CCAF affiliated schools who have demonstrated a high level of professional accomplishment. The CIC is a professional credential that recognizes the instructor's extensive faculty development training, education and qualification required to teach a CCAF course, and formally acknowledges the instructor's practical teaching experience.

7.2.2. CCAF Instructional Systems Development (ISD) Certification Program. CCAF offers the ISD Certification Program for qualified curriculum developers and managers who are formally assigned at CCAF affiliated schools to develop and manage CCAF collegiate courses. The ISD Certification is a professional credential that recognizes the curriculum developer's or manager's extensive training, education, qualifications and experience required to develop and manage CCAF courses. The certification also recognizes the individual's ISD qualifications and experience in planning, developing, implementing and managing instructional systems.

7.2.3. CCAF Professional Manager Certification (PMC). CCAF offers the PMC Program for qualified Air Force NCO's. The PMC is a professional credential awarded by CCAF that formally recognizes an individual's advanced level of education and experience in leadership and management, as well as professional accomplishments. The program provides a structured professional development track that supplements Enlisted Professional Military Education (EPME) and Career Field Education and Training Plan (CFETP).

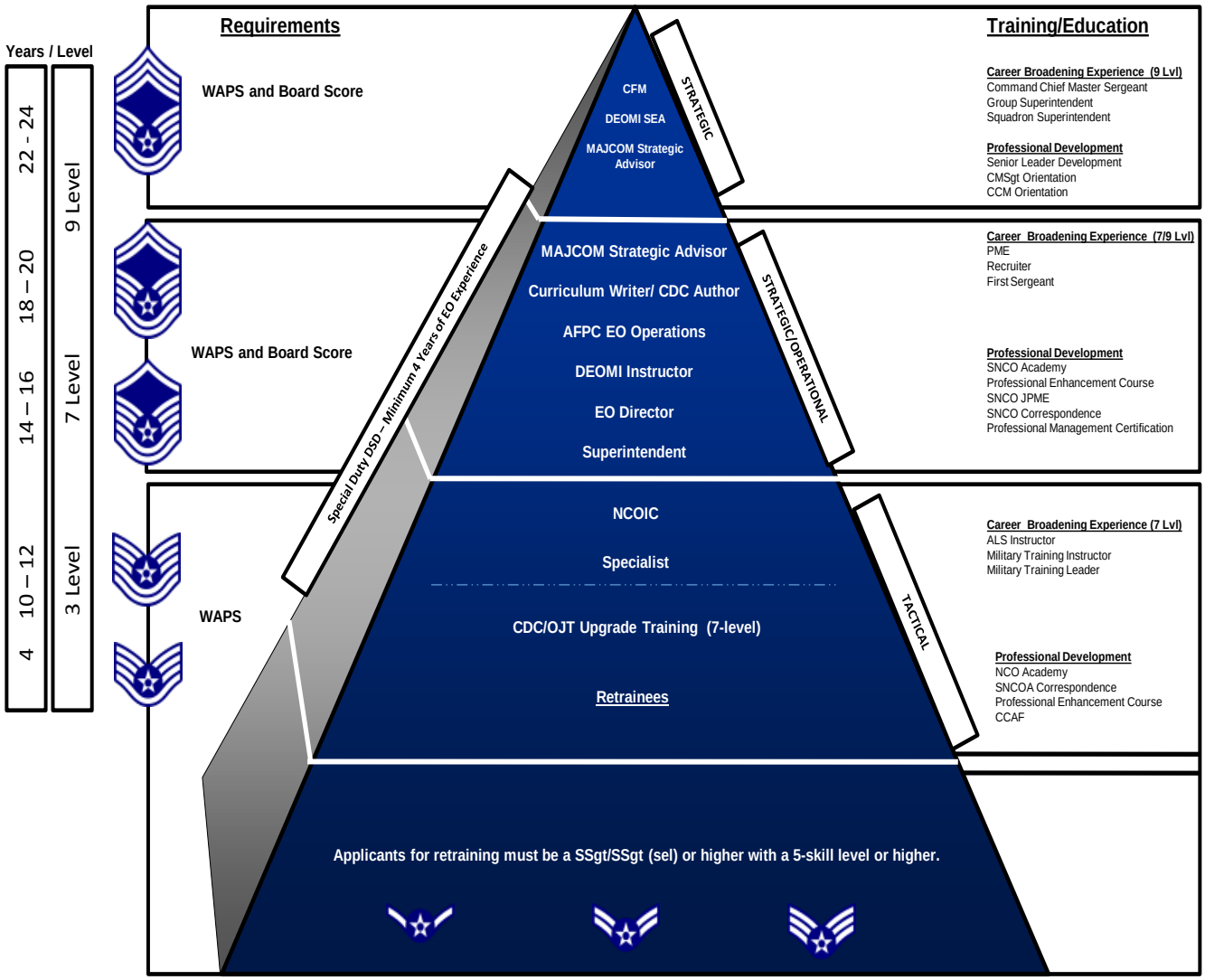
7.2.4. CCAF Credentialing and Education Research Tool (CERT). CCAF implemented CERT to increase awareness of professional development opportunities applicable to Air Force occupational specialties. It is a valuable resource for Air Force enlisted personnel and provides information related to specific AFSCs, such as: AFSC description; civilian occupation equivalencies (US Department of Labor); CCAF degree programs; national professional certifications; certifying agencies; and professional organizations.

7.2.5. Federal Aviation Administration (FAA) Airframe and Powerplant (A&P) Certification. Air Force aircraft maintenance technicians are eligible to pursue FAA A&P certification based on training and experience in accordance with Federal Aviation Regulation Part 65. The DoD established the Joint Service Aviation Maintenance Technician Certification Council (JSAMTCC) to standardize the eligibility and certification process for the military and provide direction and resources necessary to fill the gaps within military training and experience. Completing the Air Force A&P Certification Program, managed by CCAF, will fill training and experience gaps, ensuring FAA eligibility. The program consists

of three Air University Online A&P Specialized Courses, OJT and experience requirements contained in a Qualification Training Package (QTP). Technicians may enroll in the program once they have been awarded the 5-skill level. To learn more, visit CCAF at http://www.au.af.mil/au/ccaf/certifications.asp. CCAF awards 30 semester hours for FAA A&P certification and 18 semester hours for FAA Airframe or Powerplant certification.

7.2.6. SpaceTEC Aerospace Technician Certification. Air Force aircraft maintenance technicians are eligible to pursue SpaceTEC Aerospace Technician certification based on aviation training and experience. SpaceTEC certification is endorsed by NASA and the Aerospace industry. Air University Online offers a Specialized Course to assist technicians prepare for the Aerospace Technician certification exams. To learn more, visit SpaceTEC at http://www.spacetec.org/ or CCAF at http://www.au.af.mil/au/ccaf/certifications.asp. CCAF awards 25 semester hours for the SpaceTEC Aerospace Technician certification.

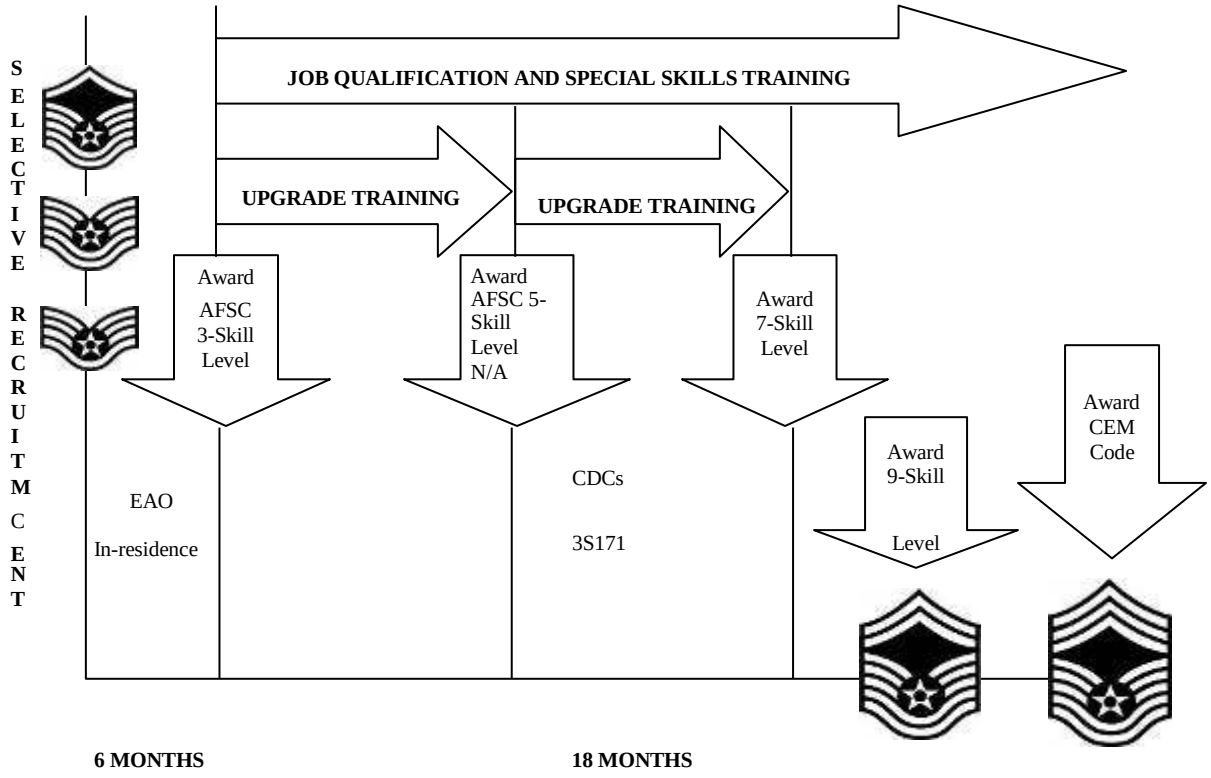
8. Enlisted Career Pyramid



8.1. Equal Opportunity Enlisted Career Path

Table 1. Equal Opportunity Active Duty Enlisted Career Path				
Education and Training Requirements	**GRADE REQUIREMENTS**			
	Rank	Average	Earliest Sew-On	High Year Of Tenure (HYT)
Apprentice Technical School (3-Skill Level) - Must attend Defense Equal Opportunity Management Institute - Must receive AF approved ADR Certification - Must receive Civilian Equal Employment Opportunity training.	SSgt TSgt	10.4	5 years	15 years 20 Years
<u>Certifier</u> - Minimum SSgt with 7-Level (same experience level for civilians) - Attend formal Air Force Training Course - Appointed by unit commander - Be certified on tasks - Certify core and critical tasks ****Certifier not required for EO personnel****	**<u>Trainer</u>** - Possess the same AFSC as the trainee (same experience level for civilians) - Must be qualified to perform task. - Trainers will sign-off trainee's records by initialing the trainer's column. - Must attend formal AF Training Course and be recommended by the supervisor.			
Upgrade To Craftsman (7-Skill Level) **Note – EO is a retraining in career field at the grade of SSgt and does not have a 5 skill level.** - Minimum rank of SSgt - Minimum 12 months OJT (6 months for retrainees with a prior 7-skill level) - Complete applicable 7-level core tasks in the core STS. - Complete appropriate CDC if available				
Noncommissioned Officer Academy (NCOA) - Must be a TSgt, MSgt Selectee, or MSgt - Resident graduation is a prerequisite for MSgt sew-on (Active Duty only) - ANG/AFRC: Correspondence or in residence				
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) - ANG/AFRC: Correspondence or in residence	MSgt	16.6 years	8 years	24 Years
Upgrade To Superintendent (9-Skill Level) - Minimum rank of SMSgt	SMSgt	21.9 years	11 years	26 years
Upgrade to CEM Code 3S100 - Attend resident Chief Master Sergeant Leadership Course (MCLC001) as CMSgt-select or CMSgt	CMSgt	23.3 years	14 years	30 years

8.2. Equal Opportunity Life Cycle Training



8.3. The EO training cycle is different from most other specialties due to being a lateral career field. In addition to retraining personnel in from different year groups, recruiting and retraining within different grades compound the challenge of charting a by-year/by-grade progression in this specialty. The above chart is provided only as an overview of a typical training cycle with consideration for EO‟s uniqueness.

8.4. Core tasks identified in the STS are intended to ensure the technician has an overarching understanding of the core competencies outlined above and throughout the STS. In doing so, a task from each area is identified which best exemplifies that particular competency. Like previous core task documentation requirements, once certified during upgrade training, supervisors are required to readdress these items as an individual's duty position and responsibilities change. For upgrade training requirements, the supervisor will determine proficiency of each task for certification. That determination should be documented appropriately in the individuals training record.

Section C - Skill Level Training Requirements

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

10. Specialty Qualification Requirements:

10.1. Apprentice Level Training:

10.1.1. Specialty Qualification:

10.1.1.1. Knowledge. Knowledge in the following areas is mandatory: principles, policies, and procedures for administering EO programs; regulations and procedures of other government and civilian agencies administering and providing services to prevent and eliminate equal opportunity human relations problems; EO education and instruction programs; interviewing and counseling techniques; and, preparing and maintaining case files and records. Knowledge areas address individual, group, and organizational behavior; EO management skills; instructor skills; the study of discrimination based upon racial, sexual, religious, and cultural differences on individual, organizational, institutional and cultural levels; the study of cultural, historical, and socio-psychological perspectives as well as contemporary issues of diverse cultural groups; EO programs and procedures within an inter-service environment/contingency and experiential learning cycle practical application exercises; and student physical fitness training.

10.1.1.2. Education. Completion of college courses in English, social science, psychology, sociology, human resources and behavior, organizational development, and speech are desirable.

10.1.1.3. Training. For award of AFSC 3S131, completion of the Defense Equal Opportunity Management Institute (DEOMI), Equal Opportunity Advisor Program (EOAP) is mandatory.

10.1.1.4. Experience. Qualification in and possession of AFSC 3S131. Also, experience performing or supervising functions such as organizing and administering EO programs and instructing on EO and human relations issues. For 3S191, qualification in and possession of AFSC 3S171. Also, experience managing equal opportunity programs.

10.1.1.5. Other. Must complete 15 duty-day observation period with the local EO office (AFRC personnel, 4 UTA's/ANG interview for the position), have a memorandum/recommendation summarizing observance activities IAW AFI 36-2706, *Equal Opportunity Program, Military and Civilian.* Must receive written recommendation from the unit commander and AF Career Field Manager approval for retraining (not applicable to ANG). Minimum grade E-5 (or E-5 select) and must be qualified in primary Air Force Specialty Code and possess the appropriate skill level commensurate with grade/rank. Must speak distinctly and communicate, both written and verbal, with others and have outstanding appearance, high moral standards, and exceptional military bearing and conduct. Please see Air Force Enlisted Classification Directory for additional entry, award, and retention requirements.

10.1.2. Training Sources and Resources. Completion of DEOMI EOAC satisfies the knowledge and training requirements specified above for award of the 3-skill level.

10.1.3. Implementation. Applicants for retraining must be a SSgt or higher, have a 5-skill level or higher (or 3-skill level, if no 5-skill level exists with an exception to policy request), complete a mandatory observation period of 20 duty days or 4 UTA‟s or 10 annual training days for reserves by the EO office, be approved by the EO Director and recommended by the unit commander.

10.2. Journeyman Level Training: N/A

10.3. Craftsman Level Training:

10.3.1. Specialty Qualification:

10.3.1.1. Knowledge. Upon completion of CDCs and OJT, trainee will have working knowledge of principles, policies, and procedures for administering EO programs and regulations/procedures/statutes and laws of related government and civilian agencies. Supervise and perform in the following areas: EO education and training; interviewing and counseling, and preparing/maintaining records. Knowledge areas address individual, group, and organizational behavior; equal opportunity management skills; instructor skills; the study of discrimination based upon racial, sexual, religious, and ethnic differences on individual, institutional and cultural levels; the study of cultural, historical, and socio-psychological perspectives, as well as, contemporary status of diverse groups; equal opportunity programs and procedures of the military Services.

10.3.1.2. Education. Completion of a CCAF or other associates degree program, or college level courses in English composition and grammar course, speech, guidance and counseling, computer systems, human relations, consultation, sociology and psychology are highly recommended. Additional courses in leadership and human resource management are desirable. To assume the grade of MSgt, Active Duty personnel must be graduates of the NCO Academy in-residence and ANG/AFRC personnel must complete ***AFIADL Course 0009*** (which satisfies the NCO Academy requirement).

10.3.1.3. Training. Successful completion of the EO 7-level CDCs (when available) and OJT. Qualification consists of completion of duty position and core task requirements.

10.3.1.4. Experience. Experience in conducting, supervising, developing, and administering all aspects of the EO program.

10.3.1.5. Other. Additional training requirements deemed necessary by appropriate DoD Directive and AFI.

10.3.2. Training Sources and Resources. DEOMI and other AF approved training opportunities.

10.3.3. Implementation. N/A

10.4. Superintendent Level Training:

10.4.1. Specialty Qualification:

10.4.1.1. Knowledge. Knowledge of the following areas is mandatory: Wartime and contingency training planning as outlined in AFI 36-2706 and any other applicable deployment instructions or guides, marketing, administration and management of all functions within the EO program.

10.4.1.2. Education. Completion of college level courses above the Associates level in human resources and applied social sciences is highly recommended. To assume the grade of SMSgt, Active Duty personnel must be graduates of the SNCO Academy in-residence and ANG/AFRC personnel must complete ***AFIADL Course 0014***.

10.4.1.3. Training. The professional development training should include continuing education and training to ensure mastery and competency in the EO field IAW DODD 1350.2 Military Equal Opportunity Program, DODD 1440.1.Civilian Equal Employment Opportunity Program, and DODD 1020.2 Diversity Management and Equal Opportunity in the Department of Defense.
.
10.4.1.4. Experience. Qualification in and possession of AFSC 3S171, and experience in managing all aspects of the EO programs.

10.4.1.5. Other. Listed in Air Force Enlisted Classification Directory (AFECD) located on the AFPC website and additional training requirements deemed necessary by supervisor(s).

10.4.2. Training Sources and Resources. N/A

10.4.3. Implementation. N/A

Section D - Resource Constraints

11. Purpose. This section identifies known resource constraints which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

12. Apprentice Level Training: No constraints

13. Journeyman Level Training: No constraints

14. Craftsman Level Training: CDC.

14.1. Constraints. AETC funded TPRs available lack of full time 3S1X1 CDC writer authorization.

14.2. Impact. Limits ability to conduct core tasks. Continual currency of career development course.

14.3. Resources Required. Funding for ICP training and a manning authorization for a full-time CDC writer.

14.4. Action Required. AFPC/EO will forecast training requirements with AETC, and utilize Program Objective Memorandum processes and/or other available means to secure resources and CDC responsibilities.

14.5. OPR/Target Completion Date. AFPC/EO/FY16

Section E. Transitional Training Guide

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

Part II

Section A - Specialty Training Standard

1. Implementation. This STS will be used for training provided by DEOMI for 3-level classes entering EAOC 15-2 for course and for 7-level enrollment in CDC 3S171. Effective July 2015 this STS will also be used to identify 7-level upgrade training requirements.

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- and 7-skill level. Number task statements sequentially i.e., 1.1, 1.2, 2.1. 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 tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification/completed date.

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

2.4. Qualitative Requirements. 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. Document and certify completion of training IAW AFI 36-2201. Air Force Training records (AFTR) is mandatory for documenting training and attachments one and two of this CFETP must be used. Use of attachment three is optional.

2.5.1.1. Certification Procedures. This STS is the primary source document for recording task certifications. Core tasks are identified by skill level through the U&TW process. These core tasks are the minimum qualification requirements for position qualification or skill level upgrade.

2.5.1.2. Position Qualification. Supervisors may defer core tasks for unique duty position qualification or task is not performed. Deferred core tasks must be identified in the unit's JQS master training plan. Supervisors evaluate the need to train core tasks for position qualification each time an individual is assigned to a new duty position or duty location.

2.5.1.3 Transcribing from Old CFETP to New CFETP. All AFJQSs and previous CFETPs are replaced by this CFETP; therefore, transcribing of all training records to this CFETP STS is mandatory. Use of AFTR to identify and certify all past and current qualifications is mandatory. Document and certify all previous and current training IAW AFI 36-2201.

2.5.1.4. Decertification and Recertification. When a trainee is found to be unqualified on a task previously certified for his or her position, the supervisor deletes the previous certification date in AFTR. Appropriate remarks are entered on the AF Form 623A, On-The-Job Training Record Continuation Sheet, as to the reason for decertification. The individual is recertified (if required) using new training dates. For certification/decertification documentation reference AFI 36-2201. For CDC course exam failures refer to AFI 36-2201.

2.5.2. Training Standard.

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

2.5.2.2. The training standard is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the Enlisted Promotions References and Requirements Catalog (EPRRC) . Individual responsibilities are in AFI 36-2605, *Air Force Military Personnel Testing System*, Chapter 1. WAPS is not applicable to the AFG or AFR.

3. Recommendations. Please refer all questions and concerns to the Primary CDC Author for 7-skill level concerns (DSN 854-1563). Report unsatisfactory performance of individual course graduates to the 3S1 CFM. The CFM can be reached at DSN 665-3996 or AFPC.EO@us.af.mil.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

SAMUEL D. COX
Lieutenant General, USAF
DCS, Manpower, Personnel, and Services

THIS BLOCK IS FOR IDENTIFICATION PURPOSES ONLY		
NAME OF TRAINEE		
PRINTED NAME *(Last, First, Middle Initial)*	INITIALS *(Written)*	SSAN (last 4)
PRINTED NAME OF SUPERVISOR/TRAINER AND WRITTEN INITIALS		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
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. (Examples: b and 1b)

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

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

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

NOTE 1: All tasks and knowledge items shown with the proficiency code are trained during wartime.

NOTE 2: All On The Job Tasks (OJT) are identified with an "X" meaning the measuring scale is a GO or No GO.

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT				4. Proficiency Codes used to indicate training/information provided by the technical school		
		A	B	C	D	A 3 SKILL LEVEL	B 7 SKILL LEVEL	C OJT
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	Course	CDC	
1. EO CAREER FIELD STRUCTURE AND PROGRESSION TR: AFI 36-2706, CFETP Part I, NGR 600-22								
1.1. Duties of AFSC 3S1X1						A	B	
1.2. Career Progression						-	B	
1.3. Retrainee Applicant Screening								
1.3.1. Structured activity plan for assessing applicant's suitability						-	B	X
1.3.2. Observation period						-	A	X
2. SUPERVISION TR: AFI 36-102, AFI 36-1001, AFI 36-1401, AFI 36-2201, AFI 36-2406, AFI 36-2618, AFPAM 36-2241, NGR 600-22								
2.1. Orient New Personnel						-	-	
2.2. Plan Work Assignments						-	-	
2.3. Determine Work Priorities						-	-	
2.4. Schedule Work Assignments						-	-	
2.5. Establish Expectations								
2.5.1. Work methods						-	-	
2.5.2. Controls						-	-	
2.5.3. Performance standards						-	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT				4. Proficiency Codes used to indicate training/information provided by the technical school		
		A	B	C	D	A 3 SKILL LEVEL	B 7 SKILL LEVEL	OJT
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	Course	CDC	
2.5.4. Evaluate work performance						-	-	
2.5.5. Interpret policies or directives						-	-	
2.5.6. Counsel personnel on job-performance or military related problems						-	-	
3. TRAINING TR: AFI 36-2201								
3.1. Evaluate Personnel Training Needs						-	-	
3.2. Plan And Supervise OJT								
3.2.1. Identify supervisor, trainer, and trainee responsibilities						-	-	
3.2.2. Prepare job qualification training						-	-	
3.2.3. Develop master training plan						-	-	
3.2.4. Document trainee's progression						-	-	
3.2.5. Document trainees training progress						-	-	
3.2.6. Monitor effectiveness of:								
3.2.6.1. Career knowledge upgrade training						-	-	
3.2.6.2. Job proficiency upgrade training						-	-	
3.2.6.3. Qualification training						-	-	
3.2.7. Maintain training records						-	-	
3.2.8. Evaluate effectiveness of training programs						-	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT				4. Proficiency Codes used to indicate training/information provided by the technical school		
		A	B	C	D	A 3 SKILL LEVEL	B 7 SKILL LEVEL	C OJT
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	Course	CDC	
4. EO RESPONSIBILITIES, POLICIES AND PROGRAMS AND AIR FORCE DOCTRINE TR: DoDD 1300.17, DoDD 1325.6, DoDD 1350.2, DoDD 1350.3, DoDD 1440.1, AFPD 36-27, AFI 36-2706, AFI 51-1201, MD-110, 29 CFR Part 1614, ANGI 36-7								
4.1. Policies and Programs	*					A	B	
4.2. EO Roles and Responsibilities						A	B	
5. EO CULTURAL AWARENESS AND DIVERSITY TR: AFI 36-2706, DoDD 1350.2, MD-715, ANGI 36-7								
5.1. Historical Events	*					B	B	
5.2. Contemporary Issues	*					B	-	
5.3. Unlawful Discrimination								
5.3.1. Institutional	*					B	C	
5.3.2. Personal	*					B	C	
5.3.3. Sexual harassment	*					B	C	
5.3.4. Cultural Awareness	*					B	B	
5.4. Concepts of Diversity	*					A	A	
5.5. Sexual Orientation						A	A	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT				4. Proficiency Codes used to indicate training/information provided by the technical school		
		A	B	C	D	A 3 SKILL LEVEL	B 7 SKILL LEVEL	C OJT
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	Course	CDC	
6. EO ADMINISTRATIVE FUNCTIONS TR: AFI 33-119, AFI 33-322, AFI 33-332, AFI 36-2706, AFI 33-360, AFH 33-337, AFMAN 33-326, AFMAN 33 322, AFI 38-201, AFI 65-601, DoD 5400.7-R AF Sup, AFMS 16K100, ANGI 36-7								
6.1. EO budget								
6.1.1. Budget management						A	B	
6.2. Draft Written Communications								
6.2.1. Staff summary	*					2b	-	X
6.2.2. Memorandum for Record	*					2b	-	X
6.2.3. Air Force memorandum	*					2b	-	X
6.2.4. General Administrative Messages	*					-	-	X
6.2.5. News article						2b	-	X
6.2.6. EO guidance memorandum						2b	-	X
6.3. Administrative Tools								
6.3.1. Self-Inspection Checklist						-	2c	X
6.3.2. Prepare the AF Form 3018 Military Equal Opportunity/ Human Relations Education Summary	*					1a	b	X
6.3.3. Prepare EEOC Form 462	*					1a	b	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT				4. Proficiency Codes used to indicate training/information provided by the technical school		
		A	B	C	D	A 3 SKILL LEVEL	B 7 SKILL LEVEL	C OJT
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	Course	CDC	
6.4. Management and Disposition of EO Office Records and Files								
6.4.1. FOIA & functional requests						A	B	
6.4.2. Privacy Act requests	*					A	B	
6.4.3. FOUO information and documentation	*					A	B	
6.4.4. Develop and maintain file plans						-	-	X
6.5. EO Manpower Standard and Documents						A	B	
7. GEOGRAPHICALLY SEPARATED UNITS (GSU) AND FORWARD OPERATING BASES (FOB) EO PROGRAMS TR: AFI 36-2706, ANGI 36-7								
7.1. GSU/FOB CC Responsibilities						A	B	
7.2. GSU/FOB Rep Responsibilities						A	B	
8. EO ROLE IN HOST-TENANT AGREEMENTS TR: AFI 25-201,								
8.1. Functional Area Agreement Coordinator (FAAC) Responsibilities						A	B	
8.2. Identify Requirements						-	b	
8.3. Memorandum of Agreement/Understanding (MOA/MOUs)						-	B	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT				4. Proficiency Codes used to indicate training/information provided by the technical school		
		A	B	C	D	A 3 SKILL LEVEL	B 7 SKILL LEVEL	C OJT
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	Course	CDC	
9. COMMUNICATION SKILLS TR: AFMAN 36-2236								
9.1. Interpret Verbal and Nonverbal Communications:								
9.1.1. Individual	*					2b	b	
9.1.2. Group	*					2b	b	
10. HUMAN RELATIONS EDUCATION TR: AFI 36-2706, AFMAN 36-2236, ANGI 36-7								
10.1. EO Training								
10.1.1. Identify	*					b	c	
10.1.2. Schedule	*					b	c	
10.1.3. Update	*					b	c	
10.2. Conduct								
10.2.1. Lecture	*					2b	-	X
10.2.2. Guided discussion	*					2b	-	X
10.2.3. Briefing	*					2b	-	X
10.3. Personalize AF Approved Lesson Plans	*					2b	-	X
10.4. Review Training Critiques						-	-	X

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT				4. Proficiency Codes used to indicate training/information provided by the technical school		
		A	B	C	D	A 3 SKILL LEVEL	B 7 SKILL LEVEL	C OJT
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	Course	CDC	
11. INSTALLATION COMMITTEES TR: AFI 36-3009, AFJI 31 1213, AFI 90-501								
11.1. Community Action Information Board (CAIB)						A	B	X
11.2. Integrated Delivery System (IDS)						A	B	X
11.3. Armed Forces Disciplinary Control Board (AFDCB)						A	B	X
12. ASSESSMENT PROGRAMS TR: AFI 36-2706, ANGI 36-7								
12.1. Prepare Installation Equal Opportunity Assessment Summary (IEOAS)/Briefings; ANG: Wing Equal Opportunity Assessment Summary (WEOAS)	*					2b	b	X
12.1.1. Develop data collection strategies	*					2b	b	X
12.1.2. Analyze data	*					2b	c	X
12.1.3. Prepare Installation Equal Opportunity Assessment Summary (IEOAS)/Briefings; ANG: Wing Equal Opportunity Assessment Summary (WEOAS)	*					2b	c	X
12.1.4. Present IEOAS/Briefings; ANG: Present WEOAS/Briefings	*					2b	c	X
12.1.5. Develop Actionable Recommendations	*					2b	c	X
12.1.6. Assist commander in formulating an action plan	*					2b	c-	
12.2. Initiate Unit Assessments (DEOCS)								
12.2.1. Alert Commanders	*					1a	b	X
12.2.2. Request and gather required data	*					1a	b	X
12.2.3. Administer Survey	*					1a	b	X

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASKS	3. Certification for OJT				4. Proficiency Codes used to indicate training/information provided by the technical school		
		A	B	C	D	A 3 SKILL LEVEL	B 7 SKILL LEVEL	C OJT
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	Course	CDC	
12.2.4. Briefings								
12.2.4.1. Conduct in-brief	*					1a	b	X
12.2.4.2. Conduct out-brief	*					1a	b	X
12.2.4.3. Conduct requested/follow-up briefing	*					1a	b	X
12.2.5. Review/Analyze data								
12.2.5.1. Review unit continuity folders	*					1a	b	X
12.2.5.2. Review external data	*					1a	b	X
12.2.5.3. Conduct Interviews	*					1a	b	X
12.2.5.4. Record Observations	*					1a	b	X
12.2.5.5. Formulate action plans/ recommendations	*					2b	c	X
12.2.5.6. Prepare final reports/briefings	*					2b	c	X
12.2.5.7 Document assessment services	*					1a	b	X
12.3. Out & About Assessments								
12.3.1. Schedule, Coordinate, and Document Visit	*					b	b	X
12.3.2. Document and Process Data From Out and About Visit	*					2b	c	X
12.3.3. Out-brief leadership	*					1a	b	X

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		A	B	C	D	A 3 SKILL LEVEL	B 7 SKILL LEVEL	C OJT
		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	Course	CDC	
13. REFERRAL AND SUPPORT TR: DoDD 6495.01, AFI 36 2706, AFI 90-301, AF/MEOM, ANGI 36-7								
13.1. Determine Appropriate Referral/Support Resources	*					a	b	
13.2. SAPR Program								
13.2.1. Restricted reporting						A	A	
13.2.2. Unrestricted reporting						A	A	
13.2.3. Independent reporting program						A	A	
13.3. Document Referrals						1a	a	
13.4. Hand-Off Policy						A	B	
14. INFORMAL ASSISTANCE TR: AFI 36-2706, ANGI 36-7								
14.1. Identify the appropriate course of action for customers (scenarios)	*					1a	b	
14.2. Document AF Form 1271	*					2b	c	X
15. COMPLAINTS WORKED BY UNIT TR: AFI 36-2706, ANGI 36-7								
15.1. Commander Worked Issue (CWI)	*					B	C	
15.2. Document CWIs on AF Form 1587-1	*					2b	c	X
16. MEO COMPLAINTS TR: AFI 36-2706, AFI 36-2707, NGR 600-22/ANGI 36-3, NG-Pam 600-22/ANGP 36-3								
16.1 Conduct complaint intake	*					2b	c	X

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16.2. Document informal complaint on AF Form 1587-1/ANG:NGB Form 333	*					2b	c	X
16.3. Formal Complaint								
16.3.1. Frame allegations	*					2b	c	X
16.3.2. Advise CC of his/her responsibilities during the clarification process	*					2b	c	X
16.3.3. Consult with legal	*					2b	c	X
16.3.4. Conduct complaint clarification								
16.3.4.1. Identify potential witnesses and information sources	*					1a	c	X
16.3.4.2. Formulate Interview Questions	*					2b	c	X
16.3.4.3. Coordinate right advisement with legal	*					2b	c	X
16.3.4.4. Advise AO of Art 31/5th Amendment rights	*					2b	c	X
16.3.4.5. Conduct interviews	*					2b	c	X
16.3.4.6. Analyze evidence	*					2b	c	X
16.3.4.7. Complete clarification Report	*					2b	c	X
16.3.4.8. Coordinate legal and CC Review	*					2b	c	X
16.3.4.9. Document AF Form 1587	*					2b	c	X
16.3.5. Complete final actions								

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16.3.5.1 Out-brief complainant	*					2b	c	X
16.3.5.2. Conduct follow-up with complainant	*					1a	c	X
16.3.5.3. Prepare case file for IC Review	*					2b	c	X
17. EEO Complaints TRs: MD-110, 29 CFR Part 1614, AFI 36-2706								
17.1. Advise complainant of his/her rights and responsibilities	*					2b	c	X
17.2. Advise:								
17.2.1. ADR program notice	*					2b	c	X
17.2.2. Compensatory damages	*					2b	c	X
17.2.3. ADEA complaints	*					2b	c	X
17.2.4. Equal Pay Act	*					2b	c	X
17.3. Determine:								
17.3.1. Claim(s)	*					2b	c	X
17.3.2. Basis(es)	*					2b	c	X
17.3.3. Relief Sought	*					2b	c	X
17.4. Senior Official Notification								
17.4.1. Update AF IT System						2b	a	
17.4.2. Provide AFPC/MAJCOM updates						-	a	

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		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	Course	CDC	
17.5. Conduct limited inquiry	*					2b	c	X
17.6. Request and coordinate complaint extensions						1a	c	
17.7. Attempt resolution	*					2b	c	X
17.8. Document resolution agreement	*					2b	c	X
17.9. Final interview								
17.9.1. Issue notice of right to file	*					1a	b	X
17.9.2. Explain formal complaint timelines	*					1a	b	X
17.9.3. Explain formal complaint process	*					1a	b	X
17.9.4. Complete counselor's report	*					2b	c	X
17.10. Formal Complaint								
17.10.1. Acknowledge receipt of formal complaint	*					2b	b	X
17.10.2. Prepare case for formal complaint	*					2b	b	X
17.10.3. Inform complainant of:								
17.10.3.1. Right to hearing	*					2b	b	X
17.10.3.2. Right to appeal	*					2b	b	X
17.10.3.3. Right to file a civil action	*					2b	b	X
17.10.4. Concept of fragmentation						B	B	
17.10.5. Process a complaint amendment	*					2b	b	X

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17.10.6. Coordinate with appropriate legal channels	*					2b	b	X
17.10.7. Recommend acceptance/partial acceptance/dismissals of complaints	*					2b	b	X
17.10.8. Prepare case file for CPMS/IRD	*					2b	b	X
17.10.9. Role of IRD						A	B	
17.10.10 Issue Notice of Incomplete Investigation' Letter (180 day requirement)						-	-	-
17.10.11. Final Agency Decision						A	B	
17.10.12. Hearings						A	B	
17.10.13. Appeal Process						A	B	
18. MIXED CASE COMPLAINTS & APPEALS TR: MD-110, 29 CFR Part 1614						A	B	
19. CLASS COMPLAINTS TR: MD-110, 29 CFR Part 1614						A	B	
20. NEGOTIATED ADMINISTRATIVE GRIEVANCE PROCEDURES/ INSTALLATION COLLECTIVE BARGAINING AGREEMENT TR: MD-110, 29 CFR Part 1614, and						A	B	
21. SEXUAL HARASSMENT REPORTING REQUIREMENTS TR: AFI 36-2706, NDAA FY13 SECTION 579(b)								
21.1. Prepare Required Reports for IC/Center Commander/ Director/GCMCA	*					2b	c	X
21.2. Submit Reports IAW NDAA Timelines	*					2b	c	X

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21.3. Provide DoD Employee Complaint	*					b	c	X
22. IG INTERFACE TR: AFI 36-2706, AFI 90-301, AFI 90-401, NGR 600-22/ANGI 36-3								
22.1. Refer Reprisal Allegations	*					a	b	X
22.2. Respond to Congressional Inquiries						a	b	
22.3. Notify IG and IC/Center Commander/Director Of Formal Complaints Against O6s/O-6 Selects (Civilian Equivalent)	*					a	b	X
22.4. Refer Complaints Against Senior Officials to SAF/IGS via the installation IG	*					a	b	X
22.5. SME Responsibilities to IOs						A	B	
23. AFFIRMATIVE ACTIONS/PROGRAMS TR: DoDD 1350.3, MD-715, DoDD 1350.2								
23.1. Historical Perspective						-	B	
23.2. Objectives						-	B	
23.3. Barriers						-	-	
23.4. Trends						-	-	
23.5. MD-715 Report						-	-	
24. EQUAL OPPORTUNITY & TREATMENT INCIDENTS TR: AFI 36-2706, ANGI 36-7								

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		START DATE	COMP DATE	TRAINEE INITIALS	TRAINER INITIALS	Course	CDC	
24.1. Access to Possible Incidents and Warning Signs	*					a	b	
24.2. Classify for IC/Center Commander/Director Concurrence	*					a	b	
24.3. Prepare Incident Reports	*					a	b	
24.4. Incident Clarification								
24.4.1. Identify potential witnesses and information sources	*					a	b	
24.4.2. Coordinate interviews with JA						a	b	
24.4.3. Conduct interviews	*					a	b	
24.4.4. Gather and analyze information	*					b	b	
24.4.5. Assess impact on center/wing climate	*					a	b	
24.4.6. Coordinate final incident report with JA	*					a	b	
25. DISSIDENT AND PROTEST ACTIVITIES TR: AFI 36-2706, AFPD 51-9, AFI 51-903, DODD 1325.6, ANGI 36-7						A	B	
26. SPECIAL OBSERVANCE ACTIVITIES TR: AFI 36-2706, ANGI 36-7								
26.1. DoD Recognized Special Observances Program						-	A	
26.2. Advise Ethnic/Special Observance Groups						2b	-	X

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27. ALTERNATIVE DISPUTE RESOLUTION (ADR) TR: AFI 36-2706, AFI 51-1201, AFPD 51-12, AF ADR Compendium, MD-110, Chapter 3, ANGI 36-7, CNGBI 9600.01								
27.1. ADR Core Principles	*					B	B	
27.2. ADR Techniques	*					B	B	
27.3. Disputes Eligible for ADR	*					B	B	
27.4. ADR Case Selection Criteria	*					B	B	
27.5. Convene/Conduct ADR Proceedings	*					2b	b	
27.6. Prepare Settlement Agreements	*					2b	b	
27.7. ADR Reporting						-	-	
28. RELIGIOUS ACCOMMODATION TR: DODD 1300.17, SECAF Interim Guidelines on Free Exercise of Religion in the Military, 9 Feb 06, ANGI 36-7						-	A	

NOTE 1: Core tasks are identified with an * in Column 2.

NOTE 2: All tasks and knowledge items shown with a proficiency code are trained during war time.

Section B - Course Objective List

Not Used. This area is reserved.

Section C - Support Material

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

Section D - Training Course Index

1. **Purpose.** This section of the CFETP identifies training courses available for the specialty and shows how the courses are used in career field training programs. All enlisted personnel must successfully complete EBALD3S131 0A1A for award of the 3-skill level.

2. **Air Force In-Residence Courses.**

COURSE NUMBER	TITLE	LOCATION**
EBALD3S131 0A1A	EO Advisor Course (Enlisted & Civilian)	
EBOZD38P3 0A1A	EO Advisor Course (Officers only)	
EBAZD3S191 AA1A	EEO Counselor Course (EEOCC)	
EBAZD3S191 BA1A	EEO Specialists (EEOSC)	
EBAZD3S191 CA1A	EEO Officer Course (EEOOC)	
EBAZD3S191 DA1A	EEO Mediation Certification Course (MCC)	
EBAZD3S191 EA1A	Special Emphasis Program Managers Course (SEPMC)	
EBAZD3S191 HA1A	Disability Program Management Course (DPMC)	
EBAZD3S191 GA1A	Air Force Service Specific (Must receive EO AF CFM approval prior to attending.)	

**All courses are located at Patrick AFB FL

3. **Extension Course Institute (ECI) Courses**

N/A

4. **Exportable Courses**

N/A

Section E - MAJCOM Unique Requirements