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Education and Training

CAREER FIELD EDUCATION AND TRAINING PLAN

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CAREER FIELD EDUCATION AND TRAINING PLAN
EDUCATION AND TRAINING SPECIALTY
AFSC 3S2X1
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EDUCATION AND TRAINING SPECIALTY
AFSC 3S2X1
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 and 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. **NOTE:** Civilians and additional duty training managers occupying associated positions may use Part II to support duty position qualification training.

2. The CFETP consists of two parts. Supervisors plan, manage, and control training within the specialty using both parts of the plan.

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 (i.e. funds, manpower, equipment, facilities). Section E identifies transition training plans for the 3S2X1 career field.

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, core task and correspondence course requirements. Section B. This area is reserved. 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 Major Command (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 points in their career. This plan will enable us to train today's work force for tomorrow's jobs.

ABBREVIATIONS/TERMS EXPLAINED

Advanced Distributed Learning (ADL) – ADL is an evolution of distributive 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.

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

Air Force Career Field Manager (AFCFM) – The Air Force focal point for the designated career field within a functional community. Serves as the primary advocate for the career field, addressing issues and coordinating functional concerns across various staffs. Responsible for the career field policy and guidance.

Air Force Automated Education Management System (AFAEMS) - The official system of record for Air Force Voluntary Education data. Each Education Center uses AFAEMS to manage military members' complete education record.

Air Force Enlisted Classification Directory (AFECD) - The official directory for all military enlisted classification descriptions, codes, and identifiers. The specialty descriptions and codes will be used to identify each Air Force job (valid requirements) and describes the minimum mandatory qualifications of personnel to fill these jobs. The updated AFECD is available at AF Personnel Center's web site located at http://ask.afpc.randolph.af.mil/ under the military classification menu.

Air Force Job Qualification Standard (AFJQS) – A comprehensive task list common to all persons serving in the duty position, which describes a particular job type or duty position.

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

Air Force Specialty Code (AFSC) – A five digit alphanumeric code with potential prefixes and suffixes added to identify each career field within the Air Force.

Air Reserve Component (ARC) - This term is used as an overarching term when referring to both the Air National Guard and Air Force Reserve Component together.

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

Computer Based Training (CBT) – The use of computers to aid in the delivery and management of instruction.

Core Task - Tasks the AFCFM identify as minimum qualification requirements for everyone within an AFSC.

Course Objective List (COL) – A publication derived from initial and advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3- or 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 Programs.*

Critical Task - A task that requires specific training and certification above and beyond other tasks. Tasks may be defined as critical either through AFI, Technical Orders, higher headquarters, or at any level in the unit.

Deployment Task— Deployment tasks are any tasks identified by higher headquarters for personnel to perform during deployments, contingencies, or wartime. Deployment 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.

Distance Learning (DL) – Includes video tele-seminar (VTS), interactive video tele-training (IVT), video tele-training (VTT), Career Development Courses (CDCs), internet-based instruction (IBI), and computer based training (CBT). Also includes formal courses that a training wing or a contractor develops for export to a field location (in place of resident training) for trainees to complete without on-site support of the formal school instructor.

Distributed Training – Formal courses that a training wing or a contractor develops for export to a field location (in place of resident training for trainees to complete without the on-site support of the formal school instructor).

Duty Position Tasks—Tasks assigned to an individual to be considered qualified for the position currently held. These include as a minimum all core tasks that correspond to the duty position as directed by the AFCFM, and tasks assigned by the supervisor.

Education and Training Course Announcements (ETCA) - Contains specific MAJCOM procedures, fund citations, reporting instructions, and listings for those formal courses conducted or managed by the MAJCOMs or field operating agencies. https://etca.randolph.af.mil

Functional Manager (FM) – Senior leaders, designated by the appropriate functional authority (FA) who provide day-to-day management responsibility over specific functional communities at the MAJCOM, FOA, DRU, or ARC level. While they should maintain an institutional focus in regards to resource development and distribution, FMs are responsible for ensuring their specialties are equipped, developed, and sustained to

meet the functional community's mission as well as encourage force development opportunities in order to meet future needs of the total Air Force mission.

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

Master Task List (MTL)—A comprehensive list (100%) of all tasks performed within a work center and consisting of the current CFETP or AFJQS and locally developed AF Forms 797 (as a minimum). Should include tasks required for deployment and/or Unit Type Code (UTC) requirements.

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.

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) position certification training.

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

Representative Sites – Typical organizational units having similar missions, weapon systems or equipment, or a set of jobs, used as a basis for estimating average training capacities and costs.

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

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

Specialty Training Requirements Team (STRT) – Forum to determine Education and Training requirements, by bringing together the expertise to establish the most effective mix of formal and on-the-job training for each AFS skill level.

Specialty Training Standard (STS) - An Air Force publication (typically inserted as Part 2 of the CFETP) that describes an Air Force specialty in terms of tasks and knowledge that an airman in that specialty may be expected to perform or to know on the job. Also identifies the training provided to achieve a 3-, 5-, or 7-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an Air Force Specialty Code (AFSC) are taught in formal schools and correspondence courses.

Standard – A predetermined quality or quantity, against which performance skills and knowledge is measured**.** An exact value, a physical entity, or an abstract concept, the appropriate authority, custom, or common consent sets up and defines to serve as a reference, model, or rule in measuring quantities or qualities, developing practices or procedures, or evaluating results. A fixed quantity or quality.

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

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

Training Capacity – The capability of a training setting to provide training on specified requirements, based on the availability of resources.

Training Planning Team (TPT) – Comprised of subject matter experts (SMEs) who are intimately involved in training development. The range of issues surpasses those covered during the Utilization and Training Workshop (U&TW).

Training Requirements Analysis – A detailed analysis of tasks for a particular AFS to be included in the training decision process.

Type-6 Training – Job Site Training (JST) is formal training developed by a training wing (TRW) or a TRW contractor to be exported to a field location and designed to be learned without the on-site support of the formal school instructor. JST can use any media and must be scheduled, tracked, evaluated, and completion verified before credit is given to graduates.

Type-7 Training – Special or regular onsite training that Training Detachments (TDs) or Field Training Teams (FTTs) conduct. These TDs and FTTs consist of AETC instructors that authorities have temporarily assigned to conduct onsite training at operational units.

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

Utilization and Training Workshop (U&TW) – A forum of the AFCFM, FMs, SMEs and AETC training personnel to determines career ladder training requirements.

Wartime Course - Comprised of those tasks that must be taught when courses are accelerated in a wartime environment.

Wartime tasks - 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.

Section A - General Information

1. Purpose. This CFETP provides the information necessary for Air Force Career Field Managers (AFCFM), MAJCOM FM, 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-, 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 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--some are:

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

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

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

2. Usage. The plan will be used by MAJCOM FMs 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, nonresident, field and exportable training based upon requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MAJCOM FMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. OJT, resident training, contract training, or exportable courses can satisfy identified requirements. MAJCOM-developed training to support this AFSC must be identified for inclusion into the 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. 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 Description.

4.1. Specialty Summary. Conducts education and training (E&T) tasks for maintenance, operations, and support training; education services, curriculum development, and instructor activities. Develops, delivers, and evaluates E&T programs and oversees E&T activities. Related DoD Occupational Subgroup: 157000.

4.2. Duties and Responsibilities.

4.2.1. Develops, delivers, and evaluates E&T programs. Applies instructional system development (ISD) process. Collects and analyzes job performance data, and conducts occupational analysis surveys. Compares individual knowledge and skills with job standards, and identifies E&T requirements. Develops and validates standards. Determines adequacy of existing courses and programs. Screens and validates formal E&T requirements. Develops objectives to meet Air Force academic, vocational, and technical standards. Determines most cost-effective method to deliver E&T. Sequences objectives; selects instructional design, method, and media; and identifies resource needs. Creates materials to support objectives. Develops test and standards to measure individual abilities. Evaluates E&T programs, recommends actions to correct deficiencies, and oversees evaluations and surveys. Conducts, validates, and revises programs and instruction. Coordinates user feedback with career field managers and E&T providers, and monitors corrective actions.

4.2.2. Administers E&T programs. Serves as E&T program manager. Consults on ISD process and career field E&T plans (CFETP). Advises on E&T materials and services. Conducts work center visits, and organizes programs to develop and conduct job site training. Advises on unit and individual E&T progress. Identifies E&T providers, capabilities, and resources, and ensures availability of materials. Recommends revisions to E&T programs and CFETPs. Helps obtain and analyze history of E&T achievements, establish goals, and enroll in classes, courses, and programs. Prepares and maintains records, files, and materials. Maintains liaison with activities conducting, scheduling, or

supporting E&T requirements. Coordinates and schedules events and facility use. Requests course quotas; monitors formal E&T process; and maintains records of course attendance, withdrawals, completions, and costs. Manages automated systems and products, measurement tools, multimedia and maintenance qualification training programs, and the extension course program. Coordinates contingency task training.

4.2.3. Oversees E&T activities. Organizes E&T programs to achieve educational goals and mission requirements. Prepares directives to manage and control E&T programs. Implements policies and coordinates changes. Develops and manages reporting procedures. Maintains E&T data, and provides statistical reports on programs and operations. Monitors progress, identifies problem areas, determines causes, recommends corrective action, and provides counsel. Organizes and controls facilities, supplies, and equipment to support E&T needs. Forecasts E&T requirements, determines validity, and assesses cost. Participates in Specialty Training Requirements Teams (STRT), utilization and training workshops, training planning teams, and training planning groups.

5. Skill and Career Progression. 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 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.

5.1. Apprentice (3) Level. The initial skills course, E3ALR3S231 0A1A Education and Training Apprentice, must be completed for the award of AFSC 3S231. Initial skills training requirements were identified during the 3S2X1 STRT, held 30 November - 4 December 2009.

5.2. Journeyman (5) Level. UGT consists of (1) completing CDC 3S251: (2) all core tasks identified with a single asterisk "*"; (3) meet time in training requirements as identified in AFI 36-2201, (4) recommended by supervisor and approval of their commander for the award of AFSC 3S251. Core tasks identified with "*/R" are optional for ANG and AFRC.

5.3. Craftsman (7) Level. Begin UGT to the 7-skill level upon selection to SSgt. UGT consists of completing: (1) all core tasks identified with a number "7"; (2) completion of the online Force Support Squadron (FSS) Familiarization Course, (3) meet time in training requirements as identified in AFI 36-2201 (4) recommended by supervisor and approval of their commander for the award of AFSC 3S271. Core tasks identified with "7/R" are optional for ANG and AFRC.

5.4. Superintendent (9) Level. Award AFSC 3S291 to SMSgt upon completion of the FSS Superintendent Course; recommended by supervisor and approval of their commander.

6. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the 3S2X1 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. The training decisions were made during the STRT held 30 November - 4 December 2009 and utilizing the ISD process as implemented by 335TRS/UOB during training planning and course development.

6.1. 3-Skill Level Training. The initial skills course, E3ALR3S231 0A1A, has been revised by 335 TRS/UOB at Keesler AFB to provide training needed to prepare graduates for education and training related positions.

6.2. 5-Skill Level Upgrade Training. The 5-level CDC 3S251 is currently under revision in an effort to incorporate changes agreed upon during the 3S2X1 STRT in Dec 2009. The revised CDC is scheduled to be released in Dec 2010.

6.3. 7-Skill Level Advanced Training. There is no advanced 7-level course at this time.

7. Community College of the Air Force (CCAF). Enrollment in CCAF occurs automatically upon completion of basic military training and assignment to an Air Force career field. CCAF provides the opportunity to obtain an Associate of Applied Sciences Degree. **Exception:** AFSC 3S2X1 personnel must request enrollment into the new degree program through their Education Service Office. In addition to its associate's degree program, CCAF offers the following:

7.1 Certifications

7.1.1. 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 and commandant for certification as an occupational instructor.

7.1.2. CCAF Instructional Systems Design Certification. CCAF offers the Instructional Systems Development (ISD) Certification for qualified individuals who develop CCAF courses/curriculum at CCAF affiliated schools. The purpose of the certification is to recognize the training and education required for individuals to be qualified to develop and manage CCAF collegiate courses. The certification also recognizes the individual's ISD qualification and experience in planning, developing, implementing, and managing instructional systems. Qualified officer, enlisted, civilian, and other service curriculum writers/developers are eligible for this certification.

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

	Semester Hours
Technical Education	**24**
Leadership, Management, and Military Studies	**6**
Physical Education	**4**
General Education	**15**
Oral Communication, Written Communication, Mathematics Social Science and Humanities	
Program Elective	**15**
Technical Education; Leadership, Management, and Military Studies; or General Education	
Total	**64**

7.2.1. Technical Education (24 Semester Hours): A minimum of 12 semester hours of technical core subjects/courses must be applied and the remaining semester hours applied from Technical Core or Technical Elective subjects and courses. Specific requirements can be found in the latest CCAF catalog located at http://www.au.af.mil/au/ccaf/.

7.2.2. Leadership, Management, and Military Studies (6 Semester Hours): Professional military education and/or civilian management courses.

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

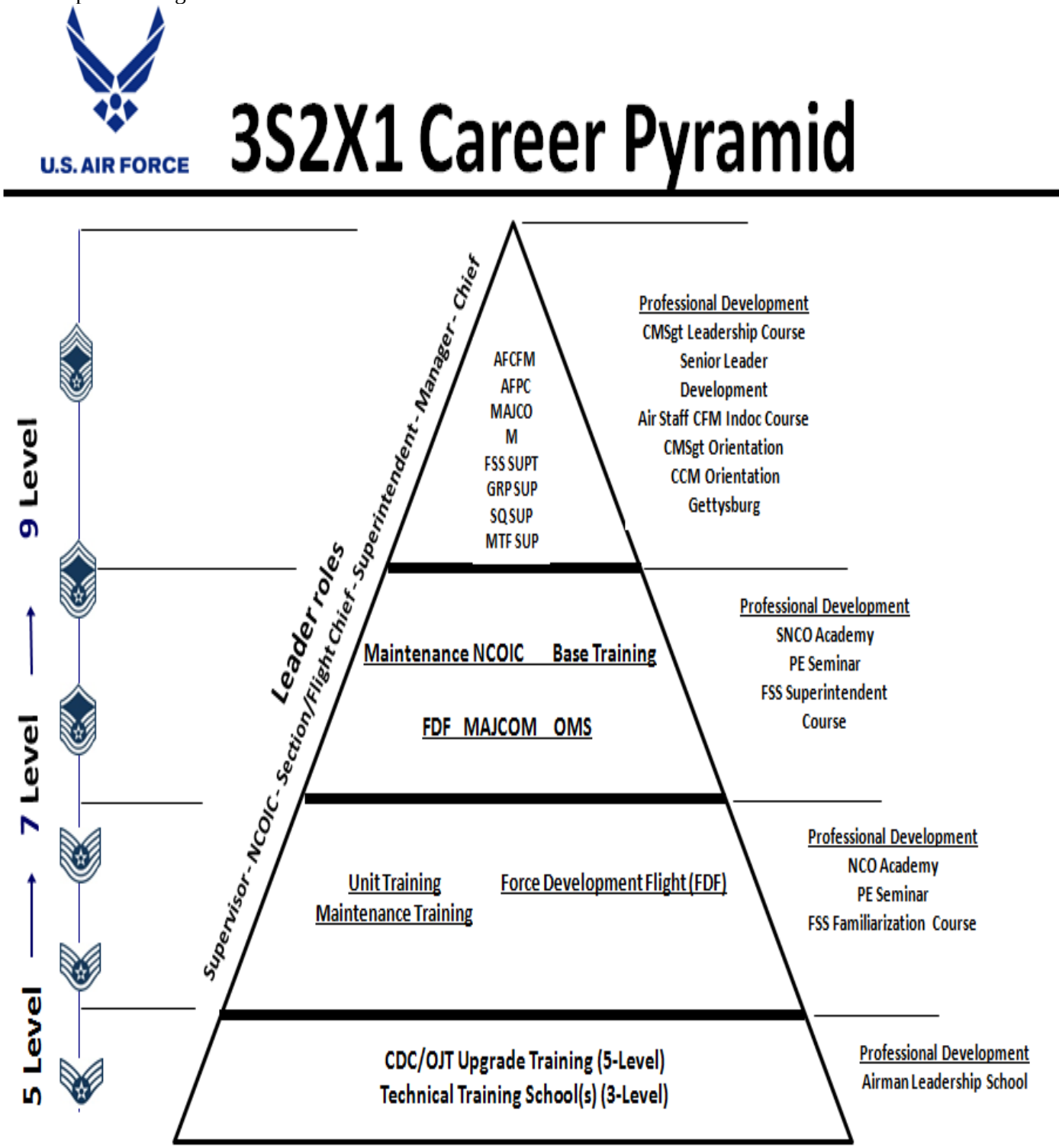
7.2.4. General Education (15 Semester Hours): Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog.

7.2.5. Program Elective (15 Semester Hours): Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects and 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 Associate of Applied Science degree for this specialty.

7.3. Off-duty Education. While additional off-duty education is a personal choice that is encouraged for all, the 3S2X1 AFCFM strongly advocates it for all Education & Training Managers. Promotion statistics bear out the weight of college degrees when competing for promotion to SMSgt and CMSgt. Individuals desiring to become an AETC Instructor must possess, as a minimum, an associate degree or should be actively pursuing an associate degree. Special Duty Assignment (SDA) requires an AETC instructor candidate to have a CCAF degree or be within one year of completion (45 semester hours [SH]). A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

8. Career Field Path.

8.1. Sample Training Career



8.2. 3S2X1 Enlisted Career Path.

Education and Training Requirements	GRADE REQUIREMENTS			
	Rank	**Average Sew-On**	**Earliest Sew-On**	**High Year of Tenure (HYT)**
Basic Military Training School				
Apprentice Technical School (3-Skill Level)	Amn A1C	6 months 16 months		
Upgrade to Journeyman (5-Skill Level) - Complete core / duty position requirements. - Complete appropriate CDC. - Time in training IAW AFI 36-2201	Amn A1C SrA	16 months 3 years	28 months	10 years
Airman Leadership School - Must be a SrA with 48 months time in service or be a SSgt Selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	**Trainer** - Must attend the AF Training Course - Must be qualified and certified to perform the task to be trained. **Certifier** Certifiers must be at least a SSgt (E-5) 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. - Complete core / duty position requirements. - Complete online FSS Familiarization Course. - Time in training IAW AFI 36-2201	SSgt	7.5 years	3 years	20 Years
Non Commissioned Officer Academy - Must be a MSgt, MSgt Selectee or TSgt. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	TSgt MSgt	12.5 years 16 years	5 years 8 years	22 years 24 years
Upgrade to Superintendent (9-Skill Level) - Minimum rank of SMSgt. - Complete FSS Superintendent Course - Mandatory requirements in AFECD.	SMSgt	19.2 years	11 years	26 years
USAF Senior NCO Academy - Must be a SMSgt or SMSgt Selectee. - Resident graduation is a prerequisite for SMSgt sew-on (Active Duty-Only). - A percentage of top non-selectee (for promotion to E-8) MSgts attend the SNCOA each year.				
Chief Enlisted Manager (CEM)	CMSgt	21.5 years	14 years	30 years

Section C - Skill Level Training Requirements

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

10. Specialty Qualification:

10.1. Apprentice Level Training:

10.1.1. Specialty Qualification.

10.1.1.1. Knowledge. Knowledge is mandatory of: principles, policies, and procedures of Air Force E&T programs; interviewing and counseling techniques; training techniques and instruction methods; task analysis procedures, learning process, curriculum development, training evaluations, and E&T systems and products; effective writing skills; editing practices; instructional media application, training reporting, program and curriculum validation, and implementation procedures; training program management; scheduling training events and facilities; conducting assistance visits and training meetings; work center and individual job qualification standard development; education institution registration requirements; military personnel classification system and policies; application of communicative interpersonal skills; and distance learning concepts.

10.1.1.2. Education. For entry into this specialty, completion of high school is mandatory. Academic courses in English grammar and composition, speech, psychology, guidance, and sociology are desirable.

10.1.1.3. Training. Completion of course E3ALR3S231 0A1A, Education and Training Apprentice, is mandatory for award of the 3-skill level AFSC. Completion of the following courses is desirable: instructor-training course, technical writing course, curriculum development course, academic counseling course, instructional system designer course, and principles of instruction course. Completion of the Instructional System Designer course is mandatory for personnel performing curriculum designer functions. Completion of an accredited instructor-training course is mandatory for individuals assigned to instructor positions.

10.1.1.4. Experience. N/A

10.1.1.5. Other. Prior qualifications in any AFSC at the 5-skill level or higher (3-skill level, if no 5-skill level exists), (SrA or higher) and the ability to speak clearly and distinctly, are mandatory for entry into and retention of this specialty. Ability to use word processing software is desirable. Must have a mandatory General AQE score of 59. Retraining interviews are mandatory for entry into this career field. The base AFSC 3S2X1 functional manager conducts the interview. (Not applicable to ARC)

10.1.2. Training Sources and Resources. Successful completion of course E3ALR3S231 0A1A, Education and Training Apprentice (PDS Code 472), satisfies the knowledge and training requirements specified in the specialty qualification section (above) for award of the 3-skill level.

10.2. Journeyman Level Training:

10.2.1. Specialty Qualification. Enter 5-skill level UGT after completion of the three-skill level course.

10.2.1.1. Knowledge. Knowledge is mandatory of: principles, policies, and procedures of Air Force E&T programs; interviewing and counseling techniques; training techniques and instruction methods; task analysis procedures, learning process, curriculum development, training evaluations, and E&T systems and products; effective writing skills; editing practices; instructional media application, training reporting, program and curriculum validation, and implementation procedures; training program management; scheduling training events and facilities; conducting assistance visits and training meetings; work center and individual job qualification standard development; education institution registration requirements; military personnel classification system and policies; application of communicative interpersonal skills; and distance learning concepts.

10.2.1.2. Education. N/A

10.2.1.3. Training. UGT consists of completing all duty position related core tasks identified with a single asterisk "*" in the STS located in part II of this CFETP, meet time in training requirements as identified in AFI 36-2201, recommendation by supervisor and approval of their commander for the award of AFSC 3S251. Core tasks identified with "*/R" are optional for ANG and AFRC.

10.2.1.4. Experience. Qualification in and possession of AFSC 3S231. Also, experience conducting or developing education or training programs, and qualification in assigned tasks in education services or unit, base, or maintenance training duty positions.

10.2.1.5. Other. N/A

10.2.2. Training Sources and Resources. N/A

10.3. Craftsman Level Training:

10.3.1. Specialty Qualification. All 3S231 and 3S251 qualifications apply to 3S271 requirements.

10.3.1.1. Knowledge. Knowledge is mandatory of: principles, policies, and procedures of Air Force E&T programs; interviewing and counseling techniques; training techniques and instruction methods; task analysis procedures, learning process, curriculum development, training evaluations, and E&T systems and products; effective writing skills; editing practices; instructional media application, training reporting, program and

curriculum validation, and implementation procedures; training program management; scheduling training events and facilities; conducting assistance visits and training meetings; work center and individual job qualification standard development; education institution registration requirements; military personnel classification system and policies; application of communicative interpersonal skills; and distance learning concepts.

10.3.1.2. Education. To assume the grade of SSgt and MSgt individuals must be graduates of the Airman Leadership School and NCO Academy, respectively (for ARC, completion of AFIADL Courses 00001 and 00009 satisfy the ALS & NCO Academy requirement).

10.3.1.3. Training. Completion of the following requirements is mandatory for the award of the seven-skill level: all duty position related core tasks (identified with a number "7"),completion of the online Force Support Squadron (FSS) Familiarization Course , meet time in training requirements as identified in AFI 36-2201, and recommended by supervisor and approval of their commander for the award of AFSC 3S271. Core tasks identified with "7/R" are optional for ANG and AFRC.

10.3.1.4. Experience. Prior qualification as an Education and Training journeyman is mandatory.

10.3.1.5. Other. N/A

10.3.2. Training Sources and Resources. Completion of training references listed in the CFETP Part II satisfies the knowledge requirements specified in the specialty qualification section for award of the 7-skill level. The CFETP Part II identifies all the core tasks required for qualification.

10.4. Superintendent Level Training:

10.4.1 Specialty Qualification.

10.4.1.1. Knowledge. Knowledge of the following areas is mandatory: education, maintenance and support training management, functions, and policies; related military personnel classification policies; instructional system development, management, operation, and evaluation; wartime and contingency training planning; and test development, administration, and management.

10.4.1.2. Education. N/A

10.4.1.3. Training. Qualification as an Education and Training craftsman, completion of the FSS Superintendent Course, and recommended by supervisor and approval of their commander is mandatory for the award of AFSC 3S291. Also, experience in directing functions such as education and training programs is mandatory.

10.4.1.4. Experience. Promotion to SMSgt and recommendation by supervisor.

10.4.1.5. Other. N/A

10.4.2. Training Sources/Resources. N/A

Section D - Resource Constraints

11. Purpose. This section identifies known resource constraints that preclude optimal and desired training from being developed or conducted, including information such as cost and manpower. Resource constraints will be, as a minimum, reviewed and updated annually.

12. Apprentice Level Training: E3ALR3S231 0A1A, Education and Training Apprentice Course.

12.1. **Constraints.** Required lead-time for development of resident training to meet added and changed training requirements specified in this CFETP.

12.1.1. Impact. Required training will be ready for implementation upon publication of this CFETP.

12.1.2. Resources Required. Manpower resources are available to complete required course revisions by the specified target completion date. Command assistance may be necessary to supplement job experience and subject matter expertise of the assigned instructor staff.

12.1.3. Action Required. Complete a revision of the 3-level course to meet all training requirements and proficiency codes identified in this CFETP.

12.2. OPR/Target Completion Date. 335TRS/UOB will implement revised training with the class beginning 20101004.

13. Journeyman Training: CDC 3S251, *Education and Training Manager Journeyman.*

13.1. Constraints. Required lead-time for development of non-resident training to meet added and changed training requirements specified in this CFETP.

13.1.1. Impact. Required training will not be ready for implementation upon publication of this CFETP.

13.1.2. Resources Required. Manpower resources are available to complete required course revisions by the specified target completion date. Command assistance may be necessary to supplement job experience and subject matter expertise of the assigned instructor staff.

13.1.3. Action Required. Complete the revision of CDC 3S251 to meet all training requirements identified in this CFETP.

13.2. OPR/Target Completion Date. 335TRS/UOB will revise and publish CDC 3S251, *Education and Training Manager Journeyman.* The CDC will be available for order from AU/A4L after 20101201.

14. Craftsman Training: N/A

Section E – Transitional Training Guide The AFCFM's will meet, discuss and determine transitional training plans to support merger with the 3S0XX, 3M0XX and 3S3XX career fields. The merger is only at the CEM level.

Part II

Section A – Specialty Training Standard (STS)

1. Implementation. The STS will be used for technical training provided by AETC for the three-skill level Education and Training Apprentice course with the class beginning 20101004 and graduating 20101121. The revised 5-level CDC using the proficiency codes listed in column 4B is scheduled to be released 1 Dec 2010. Therefore, the 3S2X1 CFETP dated Oct 07 will be used to track duty tasks and their corresponding proficiency codes covered by the Nov 2008 5-level CDC until the revised CDC is released.

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

2.1. Lists in column 1 the most common tasks, knowledge, and Technical References (TR) necessary for airman to perform their duties in the 3-, 5-, and 7-skill level.

2.2. Identifies, in column 2, core tasks by asterisk, (*****) and deployment tasks by a diamond, (♦), seven skill level identified with a number "7", and core tasks identified with "*/R" or "7/R" are optional for ANG and AFRC. Base level 3S2 functional manger will schedule training for personnel tasked to fill a deployed training position with the base education office IAW 3S2X1 posturing guidance.

2.3. 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.

2.4. 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 and the career knowledge provided by the corresponding course.

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

2.6. Is used to document task completion when placed in the AF Form 623, Individual Training Record, and used according to AFI 36-2201. CFETP documentation shall be IAW AFI 36-2201 or any subsequent messages.

2.7. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Senior NCOs with extensive practical experience in their career fields develop the Specialty Knowledge Tests (SKTs) at the USAF Occupational Measurement Squadron. 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 AFI 36-2605, *AIR FORCE MILITARY PERSONNEL TESTING SYSTEM*.

3. Third Party Certification. Core tasks identified in this CFETP do not require third-party certification.

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

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

RICHARD Y. NEWTON III
Lieutenant General, USAF
DCS, Manpower and Personnel

1 Atch
Qualitative Requirements

ATTACHMENT 1

THIS BLOCK IS FOR IDENTIFICATION PURPOSES ONLY		
NAME OF TRAINEE		
PRINTED NAME *(Last, First, Middle Initial)*	INITIALS *(Written)*	SSAN (*last four*)
PRINTED NAME OF TRAINER, CERTIFYING OFFICIAL 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: All tasks and knowledge items shown with a proficiency code in column 4A are trained during war time.

1. Tasks, Knowledge And Technical References	2. Tasks		3. OJT Task Certification Documentation					4. Proficiency Codes Used to Indicate Training/Information Provided		
	Core *	Deployment ◆	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7-Skill Level
			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	I S C	C D C	O J T
1. EDUCATION AND TRAINING CAREER FIELD TR: AFI 36-2101, CFETP 3S2X1, AFECD										
1.1. Career Field Structure								B	-	-
1.2. Duties of AFSC 3S2XX								B	-	-
1.3. Progression in Career ladder 3S2XX								B	-	-
2. SUPERVISION AND TRAINING										
2.1. Supervision TR: AFPAM 36-2627										
2.1.1. Orient newly assigned personnel	7							-	-	-
2.1.2. Analyze work requirements	7							-	-	-
2.1.3. Prioritize work requirements	7							-	-	-
2.1.4. Establish performance standards	7							-	-	-
2.1.5. Establish work methods	7							-	-	-
2.1.6. Schedule work assignments	7							-	-	-
2.1.7. Supervise work activities of personnel	7							-	-	-
2.1.8. Evaluate individual duty performance	7							-	-	-
2.1.9. Conduct feedback	7							-	-	-
2.1.10. Complete rating forms	7/ * R							-	-	-
2.1.11. Analyze manning requirements (i.e. OCR, ACR, UMD, etc.)	7							-	-	-
2.2. 3S2X1 Training TR: AFI 36-2201, CFETP 3S2X1, AFH 36-2235 Vol 11										
2.2.1. Reviewing mission statements								-	A	-
2.2.2. Identifying training requirements								-	A	-
2.2.3. Individual Training Needs										
2.2.3.1. Evaluate skills/qualifications								-	b	-
2.2.3.2. Plan training								-	b	-
2.2.3.3. Recommend personnel for training								-	-	-
2.2.4. Develop training objectives								-	-	-
2.2.5. Develop evaluation tools								-	-	-
2.2.6. Develop training plans								-	-	-
2.2.7. Select qualified trainers								-	-	-
2.2.8. Advise trainees on training programs								-	-	-
2.2.9. Monitor effectiveness of upgrade/qualification training								-	-	-

1. Tasks, Knowledge And Technical References	2. Tasks		3. OJT Task Certification Documentation					4. Proficiency Codes Used to Indicate Training/Information Provided		
	Core *	Deployment ◆	A Trg Start Date	B Trg Comp. Date	C Trainee Initials	D Trainer Initials	E Certifier Initials	A 3-Skill Level I S C	B 5-Skill Level C D C	C 7-Skill Level O J T
2.2.10. Maintain training records								-	-	-
2.2.11. Participate in graduate evaluation								-	-	-
3. TRAINING MANAGEMENT FUNCTIONS										
3.1. Training Feedback System TR: AFI 36-2201, 3S2X1 CFETP Part I, AFI 36-2623, AF Occupational Survey Control Monitor Handbook										
3.1.1. Information/guidance								A	B	-
3.1.2. Providing assistance in report preparation								A	B	-
3.1.3. Coordinating external evaluation team visits								A	B	-
3.1.4. Surveys										
3.1.4.1. Determine suspense	*							b	-	-
3.1.4.2. Notify appropriate personnel	*							b	-	-
3.1.4.3. Administer surveys	*							b	-	-
3.1.4.4. Provide detailed instructions	*							b	-	-
3.1.4.5. Provide assistance as needed	*							b	-	-
3.1.4.6. Verify completion of surveys	*							b	-	-
3.1.4.7. Return surveys	*							b	-	-
3.2. Office Automation TR: Applicable Software Booklets										
3.2.1. Perform word processing	*	♦						2b	-	-
3.2.2. Manage data using a spreadsheet	*	♦						2b	-	-
3.2.3. Manage Data Using Database Management Software										
3.2.3.1. Training Business Area (TBA)	*							b	-	-
3.2.3.2. Air Force Training Record (AFTR)	*							b	-	-
3.2.3.3. MilPDS	*							2b	-	-
3.2.3.4. ADLS	*							b	-	-
3.2.3.5. Other Electronic Databases								-	-	-
3.2.4. Use electronic forms software	*	♦						2b	-	-
3.2.5. Use graphics presentation software	*	♦						2b	-	-
3.3. Education and Training Documentation Using Automated Sources, TR: AFI 33-360, AFI 36-2201, AFH 33-337, AFMAN 33-326										
3.3.1. Prepare Memorandums	*	♦						2b	-	-

1. Tasks, Knowledge And Technical References	2. Tasks		3. OJT Task Certification Documentation					4. Proficiency Codes Used to Indicate Training/Information Provided		
	Core *	Deployment ◆	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7-Skill Level
			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	I S C	C D C	O J T
3.3.2. E-mail								A	-	-
3.3.3. Prepare staff reports (i.e. talking papers, staff summary sheets, etc)	*							2b	-	-
3.3.4. Prepare checklists								a	-	-
3.3.5. Review education and training forms for accuracy.	*	♦						2b	-	-
3.4. Directives TR: AFH 33-337, AFMAN 33-326										
3.4.1. Develop local training directives	7							b	-	-
3.4.2. Develop supplements	7							-	-	-
3.4.3. Manage suspenses	*							b	-	-
3.4.4. Providing recommendations to appropriate OPR for USAF/MAJCOM publications	7							-	B	-
3.4.5. Coordinating on base level publications and supplements	7							-	B	-
3.5. Education and Training Information, Libraries and Files TR: AFI 36-2201, AFI 36-2306, AFI 33-360, Extension Course Program (A4L) Catalog, AFSC/CDC Listing, ETCA, AFRDS On Line										
3.5.1. Education/Training Publications via Electronic/Network Capability										
3.5.1.1. Retrieve Air Force, MAJCOM, and subordinate publications	*							a	b	-
3.5.1.2. Retrieve education/training catalogs, bulletins, publications	*							a	b	-
3.5.1.3. Request audio visual materials		♦						a	b	-
3.5.2. Maintaining documentation files	*							B	-	-
3.5.3. Career Field Education and Training Plans and Air Force Job Qualification Standards										
3.5.3.1. Retrieve	*							b	-	-
3.5.3.2. Issue	*							b	-	-
3.5.3.3. Maintain	*							b	-	-
3.6. Education and Training Meeting TR: AFI 36-2201, AFI 33-360										
3.6.1. Schedule meeting	*							b	b	-
3.6.2. Prepare agenda	*							2b	b	-
3.6.3. Distribute agenda	*							b	b	-
3.6.4. Conduct meeting	*							2b	b	-

1. Tasks, Knowledge And Technical References	2. Tasks		3. OJT Task Certification Documentation					4. Proficiency Codes Used to Indicate Training/Information Provided		
	Core *	Deployment ◆	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7-Skill Level
			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	I S C	C D C	O J T
3.6.5. Prepare minutes	*							2b	b	-
3.6.6. Distribute minutes	*							b	b	-
3.6.7. Maintaining minutes on file	*							B	B	-
3.7. Special, Resident, Maintenance and Other Training Courses TR: AFI 36-2201, ETCA, AFI 36-2232, MAJCOM Mandatory Course Listing (MMCL)										
3.7.1. Reviewing	*							B	-	-
3.7.2. Validating	*							B	-	-
3.7.3. Coordinating	*							B	-	-
3.7.4. Data Call										
3.7.4.1. Identify training for unit/work center personnel	*							b	b	-
3.7.4.2. Review applicable publications	*							b	b	-
3.7.4.3. Reviewing mission statements	*							B	B	-
3.7.4.4. Identifying training resources	*							B	B	-
3.7.4.5. Identify training requirements	*							b	b	-
3.7.4.6. Consolidating requirements	*							B	B	-
3.7.4.7. Prioritize requirements	*							b	b	-
3.7.4.8. Forward to Base Training and MAJCOM OPRs, per program guidance	*							b	-	-
3.7.5. Training Quotas										
3.7.5.1. Verify course prerequisite requirements	*							b	b	-
3.7.5.2. Request Out-of-cycle	*							2b	b	-
3.7.5.3. En-route training								A	B	-
3.7.5.4. Special training								B	B	-
3.7.6. Training Allocations										
3.7.6.1. Managing training allocation RIPS	*							B	B	-
3.7.6.2. Confirm								-	-	-
3.7.6.3. Substitute								-	-	-
3.7.6.4. Cancel								-	-	-
3.7.6.5. Publish class schedules								b	b	-
3.7.6.6. Manage no-shows								-	-	-
3.7.7. Ancillary Training Program TR: AFI 36-2201, ADLS										
3.7.7.1. Assisting training agencies in developing ancillary training programs								A	-	-

1. Tasks, Knowledge And Technical References	2. Tasks		3. OJT Task Certification Documentation					4. Proficiency Codes Used to Indicate Training/Information Provided		
	Core *	Deployment ◆	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7-Skill Level
			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	I S C	C D C	O J T
3.7.7.2. Reviewing unit ancillary training procedures, upon request								A	-	-
3.7.7.3. Utilize applicable databases								b	-	-
3.8. Airmen's Qualification and Training Status Actions TR: AFI 36-2101, AFI 36-2201										
3.8.1. Screen newly assigned personnel	*							2b	-	-
3.8.2. Review personnel training record	*							2b	-	-
3.8.3. Determine individual training status code	*							2b	b	-
3.9. Airman AFSC Training Status Actions TR: AFI 36-2101, AFI 36-2201, AF Contact Center, MPFMs										
3.9.1. Verify upgrade eligibility	*							2c	-	-
3.9.2. Manage OJT Roster	*							2c	-	-
3.9.3. Process AF Form 2096	*							2c	-	-
3.9.4. Forwarding IMA upgrade requests to Base Training Office/BIMAA/HQ RMG		♦						B	-	-
3.9.5. Process waiver package for mandatory training requirements								b	b	-
3.10. Classification Actions for Trainees Demonstrating Unsatisfactory Progress in Upgrade/Qualification Training TR: AFI 36-2101, AFI 36-2201, PSD Guide-Enlisted AFSC Disqualification										
3.10.1. Identifying personnel	*							B	-	-
3.10.2. Evaluating adequacy of training	*							B	B	-
3.10.3. Determining deficiency	*							B	B	-
3.10.4. Process source document (AF Form 2096)	*							2c	c	-
3.10.5. Advising individuals	*							B	B	-
3.10.6. Recommending action	*							B	B	-
3.10.7. Downgrade skill level	*							2b	b	-
3.10.8. Withdraw AFSC	*							2b	b	-
3.10.9. Follow-up action	*							B	B	-
3.11. Lack of Training Capability/Capacity TR: AFI 36-2201										
3.11.1. Determine	*							b	b	-
3.11.2. Validating problem	*							B	B	-
3.11.3. Recommend alternate training	*							b	b	-

1. Tasks, Knowledge And Technical References	2. Tasks		3. OJT Task Certification Documentation					4. Proficiency Codes Used to Indicate Training/Information Provided		
	Core *	Deployment ◆	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7-Skill Level
			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	I S C	C D C	O J T
methods/resources										
3.11.4. Preparing documents	*							B	B	-
3.11.5. Forward documents through base and MAJCOM channels	*							B	B	-
3.12. Career Development Course (CDC) Program TR: AFI 36-2101, AFI 36-2201, Extension Course Program (A4L) Catalog, AFSC/CDC Listing										
3.12.1. Order appropriate CDC	*	♦						2b	b	-
3.12.2. Transaction Registers								B	-	-
3.12.3. Verify CDC enrollment data using CDSAR	*	♦						2c	-	-
3.12.4. Conduct CDC Briefing	*	♦						2c	c	-
3.12.5. Issue CDC materials	*	♦						2c	c	
3.12.6. Provide guidance on CDC procedures	*	♦						b	-	-
3.12.7. Verifying trainee has all materials before departing (PCA, PCS, TDY)	*							B	B	-
3.12.8. Analyzing CDC trends	*							B	B	-
3.12.9. CDC Management										
3.12.9.1. Monitor progression	*	♦						b	b	-
3.12.9.2. Process extension requests	*	♦						2b	b	-
3.12.9.3. Process reactivation packages	*	♦						b	b	-
3.12.9.4. Process re-enrollment packages	*	♦						b	b	-
3.12.9.5. Process cancellation	*	♦						2b	b	-
3.12.9.6. Process enrollment data change	*	♦						2b	b	-
3.12.9.7. Request course examination	*	♦						2b	b	-
3.12.9.8. Schedule trainee for course exam	*	♦						b	b	-
3.12.10. Course Examination Failures										
3.12.10.1. Advise appropriate personnel	*	♦						b	-	-
3.12.10.2. Identify causes of CDC failure	*	♦						b	-	-
3.12.10.3. Process CDC examination failures	*	♦						2b	-	-
3.12.10.4. Conduct Interview	*	♦						2b	-	-
3.12.10.5. Recommend corrective actions to commanders and supervisors	*	♦						b	-	-
3.12.10.6. Analyzing Failure Trends	*							B	-	-
3.12.10.7. Process CDC Waiver	*							2b	b	-

1. Tasks, Knowledge And Technical References	2. Tasks		3. OJT Task Certification Documentation					4. Proficiency Codes Used to Indicate Training/Information Provided		
	Core *	Deployment ◆	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7-Skill Level
			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	I S C	C D C	O J T
3.12.10.8. Coordinate on separation versus retention package	*							b	b	-
3.13. Retraining Interviews TR: AFI 36-2201										
3.13.1. Prepare for interview	7/ * R							-	a	-
3.13.2. Conduct the interview	7/ * R							-	a	-
3.13.3. Prepare written comments and recommendations	7/ * R							-	a	-
3.14. UTM Trainee Orientation TR: AFI 36-2201 ATCH 10										
3.14.1. Conduct	*							2b	-	-
3.14.2. Document	*							2b	-	-
3.15. Education and Training Equipment TR: AFMAN 23-110, Manufacturer's Manual										
3.15.1. Obtain								-	-	-
3.15.2. Set up								-	-	-
3.15.3. Operate								-	-	-
3.15.4. Coordinate use of instructional equipment and aids								-	-	-
3.16. Schedule classrooms								-	-	-
3.17. Testing Programs TR: AFI 36-2605, DANTES Catalog, Extension Course Program (A4L) Catalog										
3.17.1. Order test material		♦						b	-	-
3.17.2. Receive test material		♦						b	-	-
3.17.3. Secure test material		♦						b	-	-
3.17.4. Schedule tests		♦						b	-	-
3.17.5. Maintain test facility		♦						b	-	-
3.17.6. Administer test		♦						b	-	-
3.17.7. Destroy test material		♦						b	-	-
3.17.8. Return test material		♦						b	-	-
3.17.9. Maintain test inventory		♦						b	-	-
3.18. CDC Exam Test Control Facility TR: AFI 36-2201, Extension Course Program (A4L) Catalog and Price Listing										
3.18.1. Establish test control office ZIP shred								a	-	-

1. Tasks, Knowledge And Technical References	2. Tasks		3. OJT Task Certification Documentation					4. Proficiency Codes Used to Indicate Training/Information Provided		
	Core *	Deployment ◆	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7-Skill Level
			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	I S C	C D C	O J T
3.18.2. Maintain test control log		◆						b	-	-
3.18.3. Log receipt of CDC examinations		◆						b	-	-
3.18.4. Secure CDC examinations		◆						b	-	-
3.18.5. Schedule course examinations		◆						b	-	-
3.18.6. Maintain test facility		◆						b	-	-
3.18.7. Administer Course Examinations										
3.18.7.1. Paper Based		◆						b	-	-
3.18.7.2. Electronic		◆						b	-	-
3.18.8. Process answer sheets		◆						b	-	-
3.18.9. Receive test results		◆						b	-	-
3.18.10. Forward test results		◆						b	-	-
3.18.11. Forward CDC exams to gaining test office		◆						b	-	-
3.18.12. Report CDC exam compromises		◆						c	-	-
3.19. DANTES Test Administration TR: AFI 36-2306, DANTES Examination Program Handbook (DEPH) Vol I & II										
3.19.1. Complying with testing guidelines		◆						A	-	-
3.19.2. Maintaining test administration documentation		◆						A	-	-
3.19.3. Testing Programs (CLEP, DSSTS, etc.) TR: DANTES Examination Program Handbook (DEPH) Vol I & II										
3.19.3.1. Annual DANTES facility inspection		◆						A	-	-
3.19.3.2. Test compromise		◆						A	-	-
3.20. Resource Management TR: AFI 36-2306, AFI 65-601 VOL II, AFI 36-2201										
3.20.1. Review manpower and personnel requirements	7							-	B	-
3.20.2. Budget Resources (Equipment, supplies, facilities, requirements)										
3.20.2.1. Forecasting	*/* R							B	B	-
3.20.2.2. Executing	*/* R							B	B	-
3.21. Training Events TR: AFI 21-101, AFI 36-2201, ETCA, AFCSM 21-570 Vol II, AFI 36-2232										
3.21.1. Create training schedule								2b	-	-

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			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	I S C	C D C	O J T
3.21.2. Load training events								2b	-	-
3.21.3. Schedule personnel								2b	-	-
3.21.4. Publish schedules								2b	-	-
3.21.5. Deviations										
3.21.5.1. Identifying								A	-	-
3.21.5.2. Tracking								A	-	-
3.21.6. Completions										
3.21.6.1. Delete no shows								2b	-	-
3.21.6.2. Delete event								2b	-	-
3.22. Status of Training Briefing TR: AFI 21-101, AFI 36-2201, AFCSM 21-570 Vol II, AFI 36-2232										
3.22.1. Compile statistical data	*							2b	b	-
3.22.2. Prepare statistical data summary	*							2b	b	-
3.22.3. Developing visual aids	*							B	B	-
3.22.4. Brief appropriate officials	*							2b	-	-
3.22.5. Providing to appropriate officials	*							B	-	-
3.23. Training Evaluation Program TR: AFI 21-101, AFI 36-2201, AFH 36-2235 Vol 11										
3.23.1. Materials								A	B	-
3.23.2. Administer								b	b	-
3.23.3. Reviewing results								B	B	-
3.23.4. Disposal of materials								A	B	-
3.23.5. Instructional system reviews (ISR)								A	B	-
4. WORKCENTER ISD										
4.1. Assist in Development of Unit/ Individual Training Programs TR: AFI 36-2201, AFM 36-2234, AFMAN 36-2236, AFH 36-2235 Vol 11, CFETP AFECD, AFOCD										
4.1.1. Work Center/Duty Position Requirements										
4.1.1.1. Consulting with subject matter experts								B	B	-
4.1.1.2. Identify day-to-day work requirements	*	♦						2b	b	-
4.1.1.3. Researching applicable directives								B	B	-
4.1.1.4. Relating mission statements to training requirements								B	B	-

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			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	I S C	C D C	O J T
4.1.1.5. Developing questionnaires to assess requirements								A	B	-
4.1.1.6. Reviewing past production records								B	B	-
4.1.1.7. Review applicable training standards (i.e. CFETP, AFJQS, etc)	*							2b	b	-
4.1.1.8. Identify mandatory AFSC requirements (i.e. core tasks)	*							b	b	-
4.1.1.9. Determine training capability	*							2b	b	-
4.1.1.10. Identify recurring training requirements	*	♦						2b	b	-
4.1.1.11. Reviewing manning documents	*							B	B	-
4.1.1.12. Reviewing evaluation and inspection reports								B	B	-
4.1.1.13. Identifying deployment tasks								A	B	-
4.1.2. Work Center/Individual Requirements TR: AFI 36-2201, CFETP, AFH 36-2235 Vol 11										
4.1.2.1. Review training standards to support the mission (MTL, MTP, AF Form797 etc)	*							2b	b	-
4.1.2.2. Compare skills/qualifications to duty position requirements	*							2b	b	-
4.1.2.3. Review CFETP/AFJQS to identify training needs	*							2b	b	-
4.1.2.4. Identifying personnel gains/losses	*							B	B	-
4.1.2.5. Identifying the need for job rotation								A	B	-
4.1.2.6. Training Record										
4.1.2.6.1. Determine applicable documents	*							2b	b	-
4.1.2.6.2. Provide documentation guidance	*	♦						2b	-	-
4.1.2.7. Training Capacity										
4.1.2.7.1. Assisting supervisors in selecting trainers	*	♦						B	-	-
4.1.2.7.2. Assisting in selecting task certifiers	*	♦						B	-	-
4.1.3. Training Objectives and Measurement Devices										
4.1.3.1. Identify job and task performance requirements	*							b	b	-
4.1.3.2. Develop objectives	*							2b	b	-
4.1.3.3. Develop Measurement Devices										
4.1.3.3.1. Written/oral examinations								2b	b	-
4.1.3.3.2. Checklist								2b	b	-

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4.1.4. Work Center Training Priorities										
4.1.4.1. Prioritizing training								B	-	-
4.1.4.2. Planning concurrent knowledge training								B	-	-
4.1.4.3. Training Methods										
4.1.4.3.1. Lecture								A	-	-
4.1.4.3.2. Coach/pupil								A	-	-
4.1.4.3.3. Demonstration/performance								A	-	-
4.1.4.3.4. Computer assisted								A	-	-
4.1.4.3.5. Qualification training package (QTP)								A	-	-
4.1.4.4. Training Media										
4.1.4.4.1. Develop lesson plans (LPs)								2b	b	-
4.1.4.4.2. Develop task breakdowns								2b	b	-
4.1.4.4.3. Determine equipment needs								b	b	-
4.1.4.4.4. Develop teaching aids								2b	b	-
4.1.4.5. Scheduling training								B	B	-
4.1.4.6. Validate Instruction										
4.1.4.6.1. Determining whether training materials meet needs								A	B	-
4.1.4.6.2. Revising plans and materials as needed								A	B	-
4.1.5. Conduct Training Session										
4.1.5.1. Demonstration/Performance								2b	-	-
4.1.5.2. Lecture								2b	-	-
4.1.6. Work Center Training										
4.1.6.1. Assess task evaluation process	*							b	b	-
4.1.6.2. Review work center training program	*							-	-	-
4.1.7. Training Plans										
4.1.7.1. Develop a master task listing	*							2b	-	-
4.1.7.2. Develop a master training plan	*							2b	-	-
4.1.7.3. Develop training devices (i.e. charts, forms, etc. as required)	*							b	-	-
4.2. Training Sources **TR: AFI 36-2201, AFI 36-2232, AFI 36-2306, ETCA, Distance Learning Catalog, Distance Learning Guide, Extension Course Program (A4L) Catalog, AFI 36-2230 If, CAFMMCL, MAFMMCL**										

1. Tasks, Knowledge And Technical References	2. Tasks		3. OJT Task Certification Documentation					4. Proficiency Codes Used to Indicate Training/Information Provided		
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			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	I S C	C D C	O J T
4.2.1. Identify ETCA resident/nonresident courses								2b	-	-
4.2.2. AU courses								B	-	-
4.2.3. DOD courses								B	-	-
4.2.4. MAJCOM/Locally developed courses								B	-	-
4.2.5. Civilian contracted courses								B	-	-
4.2.6. High school, university, trade school								B	-	-
4.3. Education/Training Trend Data TR: AFI 36-2201, OMS Data Report										
4.3.1. Statistics										
4.3.1.1. Reviewing	*							B	B	-
4.3.1.2. Compiling	*							B	B	-
4.3.2. Cross-tell Reports										
4.3.2.1. Reviewing	*							B	B	-
4.3.2.2. Compiling	*							B	B	-
4.3.3. Advising key personnel of training program status	*							B	B	-
4.3.4. Recommending corrective actions	*							B	B	-
5. UNIT/WORK CENTER ASSISTANCE VISITS TR: AFI 36-2201, AFI 36-2306										
5.1. Schedule	*							-	-	-
5.2. Pre-visit Preparation										
5.2.1. Reviewing Publications	*							B	B	-
5.2.2. Reviewing mission statements	*							B	B	-
5.2.3. Reviewing policy letters	*							B	B	-
5.2.4. Reviewing wartime requirements	*							B	B	-
5.2.5. Reviewing statistics	*							B	B	-
5.3. In-briefing										
5.3.1. Interviewing personnel associated with training	*							B	B	-
5.3.2. Determining training capacity	*							B	B	-
5.3.3. Assessing quality of work center training methods and techniques	*							B	B	-
5.3.4. Reviewing management procedures	*							B	B	-
5.3.5. Reviewing experience levels	*							B	B	-
5.3.6. Reviewing planning procedures	*							B	B	-
5.3.7. Reviewing projected training needs.	*							B	B	-

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			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	I S C	C D C	O J T
5.3.8. Reviewing evaluation procedures	*							B	B	-
5.3.9. Reviewing work standards versus requirements	*							B	B	-
5.3.10. Reviewing communication channels	*							B	B	-
5.3.11. Reviewing compliance work center rules	*							B	B	-
5.3.12. Reviewing safety discipline	*							B	B	-
5.4. Conduct Staff Assistance Visit (SAV)	*							2b	b	
5.5. Conduct Out Brief	*							2b	b	-
5.6. Prepare report	*							2b	b	-
5.7. Distributing report	*							B	B	-
5.8. Follow-up visit	*							B	B	-
6. CONDUCT INFORMAL WORK CENTER VISIT TR: AFI 36-2201	*							b	-	-
7. INSTRUCT AIR FORCE TRAINING COURSE TR: AFI 36-2201, AFMAN 36-2236	*							2b	B	-
8. BASE TRAINING FUNCTIONS TR: AFI 36-2201										
8.1. Base 3S2 Functional Manager TR: AFPD 10-4, AFI 10-416, AFI 10-401										
8.1.1. AEF Concepts	7/ * R							-	-	-
8.1.2. UTC Posturing	7/ * R							-	-	-
8.1.3. UTC Coding	7/ * R							-	-	-
8.1.4. Update AEF Association	7/ * R							-	-	-
8.1.5 Readiness Terminology	7/ * R							-	-	-
8.1.6. Local CONOPS	7/ * R							-	-	-
8.1.7. Managing 3S2 Manpower										
8.1.7.1. Developing Rotational Plans	7/ * R							-	-	-
8.1.7.2. Develop OCR/ACR Submissions	7/ * R							-	-	-

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8.1.8. Manage 3S2/Additional Duty UTM Training	7							-	-	-
8.2. Base Training Manager										
8.2.1. Base OJT Policy and Procedures								A	-	-
8.2.2. Coordinating training support across the base and with higher headquarters (MOA, MOU)								B	B	-
8.2.3. Coordinating qualified trainer and certifier requirements between units								B	B	-
8.2.4. Elevating unresolved issues to installation commander or MAJCOM Education and Training manager								B	B	-
8.2.5. Coordinating policy and program changes								B	B	-
8.2.6. Developing training policy								B	B	-
8.2.7. Assisting UTMs in establishing training programs								B	B	-
8.2.8. Providing feedback to MAJCOM Education and Training manager								B	B	-
9. EDUCATION SERVICES FUNCTIONS TR: AFI 36-2107, AFI 36-2306, AFI 36-2608, AFAEMS										
9.1. Customer Service		♦						-	-	-
9.2. Individual Educational Services Record										
9.2.1. Initiate Educational Record		♦						a	a	-
9.2.2. Process incoming and outgoing personnel								a	a	-
9.3. Resource Management										
9.3.1. Tuition Assistance								-	A	-
9.3.2. Invoice for payment								-	A	-
9.3.3. TA Resolution										
9.3.3.1. Reimbursement								-	A	-
9.3.3.2. Recoupment								-	A	-
9.3.3.3. Waivers								-	A	-
9.3.4. Instructional and non-instructional programs/non-personal service contracts (NPSC)								-	A	-
9.4. Education Services Program TR: AFI 36-2306										
9.4.1. Educational Needs Assessment Survey										

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9.4.1.1. Develop								-	-	-
9.4.1.2. Conduct								-	-	-
9.4.1.3. Interpret data								-	-	-
9.4.2. Develop Education Services Program and Publicity								-	-	-
9.5. Assisting and Advising Personnel on Education Services Program TR: AFI 36-2302, AFI 36-2305, AFI 36-2306, American Council on Education Guide to the Evaluation of Educational Experience in the Armed Services (ACE Guide), Handbook to the ACE Guide, CCAF General Catalog, CCAF Counselors Handbook, Service Members Opportunity Colleges (SOC) Guide, DANTES, Independent Study Catalog, DANTES External Degree Program										
9.5.1. Educational leave of absence		♦						-	B	-
9.5.2. Education deferments		♦						-	B	-
9.5.3. Service Members Opportunity Colleges (SOC)		♦						-	B	-
9.5.4. On and off base degree programs		♦						-	-	-
9.5.5. Correspondence, independent study, external programs		♦						-	B	-
9.5.6. Financial aid		♦						-	B	-
9.5.7. CCAF TR: AFI 36-2304, CCAF General Catalog, CCAF Advisors Handbook, CCAF Update, CCAF Addendum										
9.5.7.1. Using CCAF Catalog		♦						A	B	-
9.5.7.2. Using CCAF Update (quarterly bulletin)		♦						A	-	-
9.5.7.3. Using CCAF Advisors Handbook		♦						A	B	-
9.5.7.4. Interpreting CCAF progress reports		♦						A	B	-
9.5.7.5. Interpreting Transcripts		♦						A	-	-
9.5.7.6. Updating academic education levels								A	-	-
9.5.7.7. Obtaining credit for military schools/ experience/training								A	-	-
9.5.7.8. Evaluate individual background								-	-	-
9.5.7.9. Record interviews and results (AFAEMS)		♦						-	-	-
9.5.7.10. Initiate CCAF Action Request		♦						-	-	-

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9.5.8. Air Force Institute of Technology (AFIT) Programs TR: ETCA, AFAEMS, AFI 36-2005, AFI 36-2013		♦						A	B	-
9.5.9. Voluntary Programs TR: AFI 36-2201, AFI 36-2301, Extension Course Program (A4L) Catalog, Air University Catalog, AFAEMS										
9.5.9.1. Career Development Courses (CDC) and Specialized Courses (SC)		♦						B	-	-
9.5.9.2. PME courses		♦						B	-	-
9.5.9.3. Commissioning Programs (AECP, AFROTC, AFA, OTS, LEAD, SOAR, etc.)		♦						B	-	-
9.5.10. Department of Veterans Affairs Programs TR: AFI 36-2306, Certification of Students Under Veterans' Laws, VA Circulars										
9.5.10.1. VA educational programs		♦						A	-	-
9.5.10.2. Preparation of certification forms								B	-	-
9.6. Manage the Distance Learning/ Instructional Program TR: AFI 36-2201 Vol 4, AFH 36-2235 V5, AETCI 36-2208, AETCI 36-2209										
9.6.1. Notify all units to forecast required courses								a	a	-
9.6.2. Announce upcoming courses or broadcasts								a	a	-
9.6.3. Maintain site schedule								a	a	-
9.6.4. Coordinate with Technical Site Coordinator								a	a	
9.6.5. Ensure confirmation of course registration								a	a	-
9.6.6. Process course materials								a	a	-
9.6.7. Prepare classroom								a	a	-
9.6.8. Provide system orientation								a	a	-
9.6.9. Manage broadcast								a	a	-
9.6.10. Submit applicable documentation								a	a	-
9.6.11. Administer course measurements								a	a	-
9.6.12. Satellite Broadcasts										
9.6.12.1. Establish Downlink (JST POC)								a	a	-
9.6.12.2. Establish Uplink (Broadcast site)								a	a	-
9.6.12.3. Obtain course materials/equipment								-	a	-
9.6.12.4. Ensure material currency								-	a	-

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9.6.12.5. Ensure serviceability of training aids/equipment								-	a	-
9.6.12.6. Inform units of available programs								-	a	-
9.6.12.7. Schedule training sessions								-	a	-
9.6.12.8. Distribute certificates								a	a	-
9.6.12.9. Provide ADL updates via training program								-	a	-
10. INSTRUCTIONAL SYSTEM DEVELOPMENT (ISD) TR: AFMAN 36-2234, AFH 36-2235 Series, AFPD 36-22										
10.1. ISD Process										
10.1.1. Total instructional system								B	-	-
10.1.2. Quality improvement								B	-	-
10.2. Learning Theory										
10.2.1. Theoretical approaches								B	-	-
10.2.2. Applying theory to the learning situation								B	-	-
10.3. Instructional Planning										
10.3.1. Conduct needs assessment								-	-	-
10.3.2. Develop instructional system concepts								-	-	-
10.3.3. Develop ISD management plan								-	-	-
10.3.4. Develop ISD evaluation plan								-	-	-
10.4. Analysis Phase										
10.4.1. Conduct occupational/ educational/mission analysis								-	-	-
10.4.2. Conduct task analysis								-	-	-
10.4.3. Conduct learning analysis								-	-	-
10.4.4. Perform resource analysis								-	-	-
10.4.5. Conduct target audience analysis								-	-	-
10.5. Design Phase										
10.5.1. Develop objectives								-	-	-
10.5.2. Prioritize, cluster, and sequence objectives								-	-	-
10.5.3. Develop tests								-	-	-
10.5.4. Review existing materials								-	-	-
10.5.5. Design Instructional Plan										
10.5.5.1. Select instructional method								-	-	-
10.5.5.2. Select media								-	-	-

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10.5.5.3. Select media for integrated activities								-	-	-
10.5.5.4. Determine instructional strategies								-	-	-
10.5.5.5. Design instructional activities								-	-	-
10.5.6. Develop implementation plan								-	-	-
10.6. Development Phase										
10.6.1. Prepare plan of instruction								-	-	-
10.6.2. Produce instructional materials								-	-	-
10.6.3. Validate Instruction										
10.6.3.1. Develop validation plan								-	-	-
10.6.3.2. Conduct internal reviews								-	-	-
10.6.3.3. Conduct tryouts								-	-	-
10.6.4. Finalize instructional materials								-	-	-
10.7. Implementation Phase										
10.7.1. Implement system functions								-	-	-
10.7.2. Conduct instruction								-	-	-
10.8. Evaluation										
10.8.1. Perform formative evaluation								-	-	-
10.8.2. Perform summative evaluation								-	-	-
10.8.3. Perform operational evaluation								-	-	-
11. MAJOR COMMAND (MAJCOM) EDUCATION AND TRAINING TR: AFI 36-2201, AFI 36-2306, PSD Guide, AFMAN 36-2234, AFH 36-2235 Vol 11, AFI 90-201, AFPD 10-4, AFI 10-401										
11.1. Coordinating on MAJCOM formal training requirements								A	-	-
11.2. MAJCOM Education and Training policy								-	-	-
11.3. MAJCOM focal point for training issues								A	-	-
11.4. Advise base and MAJCOM Functional Managers								-	-	-
11.5. Identifying resources								A	-	-
11.6. Coordinating training for supported MAJCOM functional managers and providers								-	-	-
11.7. MAJCOM Training Manager										
11.7.1. Coordinate Base Training Feedback								-	-	-
11.7.1.1. Notifying MAJCOM Functional Managers								A	-	-
11.7.1.2. Notifying training providers								A	A	-

1. Tasks, Knowledge And Technical References	2. Tasks		3. OJT Task Certification Documentation					4. Proficiency Codes Used to Indicate Training/Information Provided		
	Core *	Deployment ◆	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7-Skill Level
			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	I S C	C D C	O J T
11.7.1.3. Monitoring corrective actions								A	A	-
11.7.2. Manage the MAJCOM OJT program								-	-	-
11.7.3. Establishing quality control measures for base training programs								-	A	-
11..7.4. Serve as the MAJCOM focal point for external training evaluations								-	-	-
11.7.5. Assisting MAJCOM inspection and evaluation activities								-	A	-
11.7.6. AEF Concepts								-	-	-
11.7.7. UTC Posturing								-	-	-
11.7.8. UTC Coding								-	-	-
11.7.9. Update AEF Association								-	-	-
11.7.10. Readiness Terminology								-	-	-
11.7.11. CONOPS								-	-	-
11.8. Coordinating Education and Training Policy and Program Changes										
11.8.1. Supported bases								A	A	-
11.8.2. MAJCOM Functional Managers								A	A	-
11.8.3. Training providers								A	-	-
11.9. Coordinating on Education and Training Publications										
11.9.1. AF/MAJCOM								-	-	-
11.9.2. Supplements								-	-	-
11.9.3. Provide recommendations								-	-	-
11.9.4. CFETP, AFJQS								A	A	-
11.9.5. Providing recommendations to MAJCOM functional managers								-	A	-
11.10. Serve as MAJCOM ancillary training program (ATP) advisor								-	-	-
11.11. Review expenditure of funds for education and training programs								-	-	-
11.12. Air Force Education and Training Recognition Programs								A	-	-
11.13. Participating in Air Force training development activities								A	-	-
11.14. Advising inspection and evaluation agencies								B	B	-
12. FSS FAMILIARIZATION STRUCTURE TR: PSD GUIDE- BLSDM CONOPS										

1. Tasks, Knowledge And Technical References	2. Tasks		3. OJT Task Certification Documentation					4. Proficiency Codes Used to Indicate Training/Information Provided		
	Core *	Deployment ◆	A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7-Skill Level
			Trg Start Date	Trg Comp. Date	Trainee Initials	Trainer Initials	Certifier Initials	I S C	C D C	O J T
12.1. Complete online FSS Familiarization course	7							-	-	-
12.2. Base Level Service Delivery Model								-	-	-

Section B –Course Objective List

This area is reserved.

Section C - Support Material
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 by each MAJCOM in their career field training programs.

2. Air Force In-Residence Courses.

COURSE NUMBER	TITLE	LOCATION
E3ALR3S231 0A1A	Education and Training Apprentice	Keesler AFB
(*)3AIRTXXXX 0B1A	Basic Instructor Course	Each TTW
J3AZRTXXXX 0P1A	Principles of Instruction	Sheppard AFB
J3AZRTXXXX 0D1A	Instructional Systems Designer	Sheppard AFB
X3AIRXXXXX 0C1A	Computer Based Instruction (CBI) Designer	Goodfellow AFB
	FSS Superintendent Course	Maxwell AFB

3. Air Force Distant Learning / Mobile Training

COURSE NUMBER	TITLE	Method of Delivery
E6AZF3S251-0A1A	AFTC Instructor Seminar	Interactive Video Teletraining (IVT) Broadcast
X7AITTXXXX 0B1A	Basic Instructor Course	Mobile Training Team
E6AILTXXXX 0I1A	Principles of Instructional System Development	Computer Based Training (CBT)
	* FSS Online Familiarization Course	Blackboard (CBT)

4. Air Force Institute for Advanced Distributed Learning (AFIADL) Courses

COURSE NUMBER	TITLE	LOCATION
MECI 100	Course for Authors	Maxwell AFB

5. Other Training

CCAF Advisor's Workshop Visit https://ccaf.maxwell.af.mil for current class schedule.

DANTES Online Test Control Officer (TCO) Academic Testing Course Visit http://www.dantes.doded.mil for current enrollment procedures

Defense Imagery Visit http://www.defenseimagery.mil/index.html for current media

FAM Web-based Training V3 Visit
https://wwwd.my.af.mil/afknprod/ASPs/CoP/EntryCoP.asp?Filter=AF-LG-00-05

Section E - MAJCOM Unique Requirements

1. The following list of MAJCOM unique requirements is not all-inclusive; however, it covers the most frequently referenced areas.

COURSE NUMBER	TITLE	LOCATION
Y120010 ACC	Instructional Systems Development Principles Course	Dyess AFB
Y140020 ACC	Maintenance Training Management Course	Hill AFB, UT
Y140021 ACC	Instructional Systems Designer Course	Hill AFB, UT
YTEC TMC	ANG Training Managers Course	McGhee Tyson, TN