

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 11-301, Volume 5**

**9 JULY 2015**



***Flying Operations***

***AIRCREW FLIGHT EQUIPMENT (AFE)  
CAREER FIELD DEVELOPMENT***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This volume implements Air Force Policy Directive (AFPD) 11-3, *Aircrew Flight Equipment*, and Air Force Instruction (AFI) 11-301, Volume 1, *Aircrew Flight Equipment (AFE) Program*. It directs the management of United States (US) Air Force (USAF), Air National Guard (ANG) and Air Force Reserve Command (AFRC) AFE personnel (to include Department of Defense [DoD] and contract civilians) and describes career development. It specifies minimum administrative, procedural and operational performance and management standards for services provided by all USAF AFE personnel, including USAF contracted AFE locations where the USAF has functional oversight responsibility. This publication may be supplemented at any level, but all direct supplements must be routed for coordination prior to certification and approval to the Office of Primary Responsibility (OPR) of this publication, HQ USAF/A3OI. Send comments and suggested improvements to this instruction on an Air Force (AF) Form 847, *Recommendation for Change of Publication*, through the chain of command, in accordance with (IAW) AFI 33-360, *Publications and Forms Management*, to HQ USAF/A3OI, 1480 Air Force Pentagon, Washington DC 20330-1480. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, Table 1.1 for a description of the authorities associated with the Tier numbers. Requests for waivers must be submitted through the chain of command to the appropriate Tier waiver approval authority. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). This publication requires the collection and/or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 10, United States Code Section 8013, and Executive Order

9397. Forms affected by the PA have an appropriate PA statement. System of records notice F036 AF A, Biographical Data and Automated Personnel Management System (November 18, 2004, 69 FR 67550) applies.

## Chapter 1

### OVERVIEW

**1.1. General.** This instruction provides guidance for career field management and personnel development for enlisted, civilian and contract AFE personnel and is complemented by AFI 11-301, Vol 1.

**1.2. Delegation of Authority.** HQ USAF/A35 delegates to HQ USAF/A3OI career field management responsibilities for Air Force Specialty Codes (AFSC) 1P0XX, *Aircrew Flight Equipment (AFE)*. In this capacity, HQ USAF/A3OI will interpret policy guidance from the Air Staff and implement AFE upgrade training and architecture matters. Additionally, HQ USAF/A3OI will provide technical/functional input to Air Force Personnel Center Civilian Personnel officials regarding General Schedule (GS) 1601/1670 and Wage Grade (WG) 4818 career field management matters. HQ USAF/A35 also delegates to HQ USAF/A3OI the responsibility of oversight and standardization of unit level training programs supporting upgrade training.

### 1.3. Supplements and Waivers.

1.3.1. MAJCOMs and Field Operating Agency (FOA) Functional Managers (FM) may supplement this instruction for their unique programs IAW AFI 33-360. Supplements must be routed for coordination prior to certification and approval to the OPR of this publication, HQ USAF/A3OI, 1480 Air Force Pentagon, Washington DC 20330-1480.

1.3.2. MAJCOMs, ANG Units, Direct Report Units (DRU), FOAs, and wings may request waivers as well as deviations to requirements of this instruction when unique or unusual circumstances affect the unit's ability to implement stated policy or procedure. MAJCOMs, ANG units, DRUs (e.g., 3-digit or higher), FOAs and wings will forward the request by letter, e-mail or message to appropriate tiered level waiver authority explaining why a waiver is needed and describing the specific requirement creating the problem. HQ USAF/A3OI is the waiver authority for all T-1 requirements in this instruction.

1.3.2.1. If approved, waivers remain in effect for the amount of time needed to correct the problem causing the waiver requirement, not to exceed one year or upon revision of this instruction. The approving agency may cancel the waiver in writing if issues change the basic intent or requirement for the waiver.

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### 2.1. The HQ USAF/A3OI Career Field Manager (CFM) shall:

2.1.1. Manage the AFE (AFSC 1P0XX) career field in accordance with AFI 36-2201, *Air Force Training Program*.

2.1.2. Coordinate with Air Education and Training Command (AETC) to develop and maintain the appropriate initial qualification and upgrade courses, career development courses, and other career field training courses as required in accordance with AFI 36-2201 for military and civilian AFE personnel.

2.1.3. Manage development and publication of AFE training guides and other training products used in qualification training.

2.1.4. Develop standard core personnel documents (SCPD) and standard position descriptions (SPD) for civilian AFE positions.

2.1.5. Ensure civilian hiring authorities use correct job series and SCPDs/SPDs along with minimum training and experience requirements to hire civilian AFE personnel.

2.1.6. Manage AFE Enlisted Development Teams (EDT) in accordance with AFI 36-2640, *Executing Total Force Development* and this instruction. Not applicable to ANG or AFRC.

2.1.6.1. Chair AFE EDT and coordinate with Air Force Personnel Command (AFPC) to ensure records are available for eligible members during EDTs.

2.1.6.2. Develop a consolidated list of 1P0 Key Developmental Positions (KDP) and Key Leadership Positions (KLP) based on inputs from the MAJCOMs. Forward the list of KDPs and KLPs to HQ AFPC 1P0X1 Assignment Functional Manager for use during the assignment selection process. Exception: AFE Chief Master Sergeant (1P000) vectors will be forwarded to AF/DPE for use in the 1P0 Chief assignment selection process.

2.1.7. Submit personnel leveling requests to HQ AFPC 1P0X1 Assignment Functional Manager for MSgts and SMSgts when shortages exist that will have a significant negative effect on the development of assigned personnel.

#### 2.2. The MAJCOM AFE FM shall:

2.2.1. Establish a process for prioritizing and scheduling personnel identified by the units for career field supplemental courses, e.g., *AFE Program Manager's Course, Survival, Evasion, Resistance, and Escape Training Course, USAF Life Sciences Equipment Investigation Course, Classroom Instructor Course*, etc. (T-2)

2.2.2. Restrict Technical Training Graduates (TTG) from being assigned to units not supporting a minimum of 70% of the equipment covered by the AFE Apprentice Course (J3ABR1P031 003) to ensure the skills taught during initial training are used to the maximum extent possible.

2.2.3. Support 1P0 EDT program. (T-2)

2.2.3.1. Participate in 1P0 EDTs. (T-2)

2.2.3.2. Develop a consolidated list of 1P0 KDP and KLP. (T-2)

2.2.3.3. Ensure KDP and KLPs are coded with a “D” prefix in the personnel management system. (T-2) The “D” prefix identifies positions on manning documents and personnel serving in, or qualified to serve in, positions requiring functional area expertise and knowledge.

2.2.4. Inform CFM of AFE programs that are undermanned in the grades of MSgt and SMSgt when unable to fill positions through HQ AFPC 1P0X1 Assignment Functional Manager. (T-2)

2.2.5. Initiate AF Form 2096, *Classification/On-the-Job Training Action*, for the addition and/or removal of the 1P0X1 AFSC, SEIs, and/or prefix codes, as warranted. (T-2)

**2.3. HQ AFPC/DPAA3 shall:**

2.3.1. Support 1P0 CFM’s regular Air Force TTG assignment plan. (T-2)

2.3.1.1. Restrict TTGs from being assigned to units identified by the assignment plan. (T-2)

2.3.2. Support 1P0 EDT program. (T-2)

2.3.2.1. Provide a list of EDT eligible personnel to the CFM upon request. (T-2)

2.3.2.2. Ensure only personnel vectored for EDT positions are selected and assigned to these positions. (T-2)

## Chapter 3

### AFE DEVELOPMENT (ENLISTED PERSONNEL)

**3.1. AFE Upgrade Training (UGT).** UGT is necessary to award a higher skill level. Personnel are entered into 5-level UGT the date arrived station (DAS) and 7-level UGT training the first duty day following their promotion selection to Staff Sergeant (SSgt). Individuals must meet the requirements in accordance with AFI 36-2201 and the following for award of the below skill levels (T-2):

3.1.1. AFE Apprentice (1P031). AFSC 1P031 is awarded upon completion of the AFE Apprentice Course at the Sheppard AFB Technical Training Center. All civilians, contractors and personnel retraining into the AFE career field will attend the apprentice course. (T-2)

3.1.2. AFE Journeyman (1P051). AFSC 1P051 is awarded upon completion of the AFE 1P051 Career Development Course (CDC), all 5-skill level training requirements listed in the 1P0X1 Career Field Education and Training Plan (CFETP) Part II, and a minimum of 12 months in UGT. (T-2)

3.1.3. AFE Craftsman (1P071). AFSC 1P071 is awarded upon completion of the AFE 1P071 CDC, all 7-skill level training requirements listed in the 1P0X1 CFETP Part II, and a minimum of 12 months time in grade as a SSgt. (T-2)

3.1.4. AFE Superintendent (1P091). AFSC 1P091 is awarded upon promotion to Senior Master Sergeant (SMSgt) and award of SEI 125. (T-2)

3.1.5. AFE Chief Enlisted Manager (1P000). AFSC 1P000 is awarded upon promotion to Chief Master Sergeant. (T-2)

**3.2. Approved AFE Duty Positions/Titles:** In addition to the duty titles listed in AFI 36-2618, *The Enlisted Force Structure*, AFE personnel are authorized to use the following duty titles.

3.2.1. AFE Superintendent (AFES): A highly skilled and competent 1P0X1 Senior Noncommissioned Officer (SNCO), charged with the growth and development of assigned AFE personnel. This SNCO is normally the senior ranking 1P0X1 on base and performs a majority of their duties within the AFE section. This SNCO must perform all duties and responsibilities related to the position as listed in the AFI 11-301 series publications. Must be a minimum grade of MSgt, hold AFSC 1P091 or 1P071, have completed the AFE Program Managers Course and possess SEI 125. (T-2) AFES positions identified with a "D" prefix will only be filled by SNCOs who have received the required vector IAW section 3.4. of this instruction and the AFE EDT Charter. (T-1)

3.2.2. AFE Flight Chief (AFEFC): A highly skilled and competent 1P0X1 Noncommissioned Officer (NCO) or SNCO, assists the AFES with the growth and development of assigned AFE personnel. In addition to being responsible for shop production, this NCO/SNCO must perform all duties and responsibilities related to the position as listed in the AFI 11-301 series publications. This NCO or SNCO is normally the second highest ranking 1P0X1 on base and performs a majority of their duties within the AFE section leading and developing Airmen. Must be a minimum grade of TSgt and hold AFSC 1P071. (T-2)

3.2.3. NCOIC, AFE Quality Assurance (QA): A highly skilled and competent 1P0X1 NCO or SNCO, charged with ensuring the safety and serviceability of all assigned equipment. This NCO/SNCO must perform all duties and responsibilities related to the position as listed in the AFI 11-301 series publications. This NCO/SNCO possesses exceptional technical skills and is often looked at as the master trainer. Must be a minimum grade of TSgt, hold AFSC 1P071, have completed the AFE QA certification training, and have at least 3 years of experience in AFE (1 of the 3 years must be working in an AFE facility at the 1P071 level). (T-2)

3.2.4. AFE Lead Trainer (AFELT): A highly skilled and competent 1P0X1 NCO or SNCO, charged with tracking, monitoring and conducting AFE training. Must be a minimum grade of SSgt, hold AFSC 1P071, have been appointed by the AFES, and have at least 3 years of experience in AFE (1 of the 3 years must be working in an AFE facility at the 1P071 level). (T-2)

3.2.5. NCOIC, AFE Section/Satellite Shop: A skilled 1P0X1 NCO or SNCO charged with oversight of a work center or element. Must be a minimum grade of SSgt and hold AFSC 1P071. (T-2)

3.2.6. AFE Shift Lead (AFESL): A skilled 1P0X1 NCO or SNCO charged with oversight of a work center or element. This position normally only exists in those shops which cover multiple shifts or includes weekend activities. Must be a minimum grade of TSgt and hold AFSC 1P071. Exception: When this position/duty title is utilized in small shops with 10-people or less, the AFESL may be a highly skilled SrA who holds AFSC 1P051 provided they are performing the duties as outlined above. (T-2)

### 3.3. AFE Personnel Requirements:

3.3.1. AFE personnel must meet the minimum specialty qualifications listed in the *AF Enlisted Classification Directory* (AFECD). Upon notification of AFE personnel failing to meet these minimum specialty qualification requirements, the AFES will initiate one of the following two options within 15 days of the original notification. (T-1)

3.3.1.1. Initiate an AF Form 2096, for the removal of the 1P0X1 AFSC. (T-1)

3.3.1.2. Submit a waiver request for the specific qualification the member was unable to meet. (T-1)

3.3.1.2.1. Waiver requests for specialty qualifications will include copies of the members last three Enlisted Performance Reports (EPR), single page Single Unit Retrieval Format (SURF), and printout of the member's fitness testing results. Other documents that may be included are letters of recommendations, a statement from the member or any other documentation the member believes is relevant to the request. (T-1)

3.3.1.2.2. All minimum specialty qualification waiver requests must be submitted to the AFE CFM utilizing the standard chain of command. Disapproval of requests at any level will result in the removal of the AFSC using the procedures in **Paragraph 3.3.1.1**. (T-1)

3.3.1.2.3. Approved waivers will remain in effect until the member is selected for Permanent Change of Station (PCS). (T-1)

3.3.2. MAJCOM 1P0 FMs may initiate AF Form 2096 action for the removal of the 1P0 AFSC from SNCOs failing to meet the minimum technical requirements of the position they are assigned. (T-1)

3.3.3. As long as the minimum career field manning levels are maintained IAW [Paragraph 3.3.4](#) of this publication, 1P0s may be released from their AFSC for a three-year maximum tour to fill Developmental Special Duties (DSD). (T-1)

3.3.4. 1P0 career field manning must be maintained at 96% or higher. (T-1)

#### **3.4. Enlisted Development Teams (EDT):**

3.4.1. The 1P0 EDT is the force development steering group for the regular Air Force 1P0XX career field. This Team will review training, education, and experience requirements for the most critical AFE duty positions (KDPs and KLPs). Additionally the Team will review the records of each Regular Air Force AFE SNCO and recommend (vector) the most qualified SNCOs fill KDPs and KLPs. Records include but are not limited to EPRs and SURF. Note: AFE Personnel filling duties outside their CAFSC for more than 130 days will not be considered for a KDP or KLP. (T-1)

3.4.2. A KDP is used to complement leadership qualifications. These positions are utilized to provide experience necessary for KLPs that may not be gained through the normal assignment system. (T-1)

3.4.3. A KLP is defined as a unique, “no-fail” position with distinguishing responsibilities and education, training, experience, or performance requirements that cannot be realized through normal progression planning, and may not be prevalent in the majority of the career field. (T-1)

3.4.4. A vector is an EDT’s collective recommendation for an experience level, training or education opportunity, or position type for an Airman’s next or subsequent assignment. (T-1)

3.4.5. The 1P0 career field will use EDTs to manage the assignment of personnel in the ranks and positions identified by the 1P0 CFM. (T-1)

3.4.6. Vectored 1P0s filling “D” prefix positions will not be assigned full time additional duties which remove them from their duty section (e.g. Squadron Superintendent, etc...). (T-1)

3.4.7. If there are no volunteers, the most eligible non-volunteer on the EDT vector list will be selected for the position. Position vectors will remain valid until updated by CFMs through the EDT process. (T-1)

3.4.8. If the EDT vector list is exhausted and a vacancy occurs in a KDP/KLP, AFPC will notify and work closely with the CFM to determine the most effective means to fill the position. (T-1)

3.4.9. Non-vectored 1P0s will not be used to fill “D” prefix positions. (T-1)

3.4.10. Enlisted career field leadership at lower levels (Superintendent, Flight Chief) will understand career field health and development goals. Additionally, they will stay informed of their personnel’s progression and encourage development. (T-2)

3.4.11. Upon conclusion of the 1P0 EDT board, the EDT Chairman will provide AFPC Assignment Functional Manager with a list of personnel and their approved vectors for use in future assignment actions. (T-1)

### 3.5. Special Experience Identifier (SEI) Codes:

3.5.1. A full list of SEIs is located in the AFECD. (T-1)

3.5.1.1. MAJCOM FMs may recommend the award and/or removal of any SEIs covered in this section. (T-1)

3.5.1.2. MAJCOM FMs are authorized to code up to a total of 50% (per unit) of their assigned positions with the SEIs covered in this section. Exception: MAJCOMs may code up to a total of 75% of overseas, remote, and/or special duty positions. (T-1)

3.5.2. The following SEIs are considered to be critical to the development of 1P0 personnel and must be closely monitored to ensure they are awarded/removed when warranted. Award of these SEIs must be limited to only those personnel who demonstrate an above average mastery of the tasks associated with the SEI. Additionally, members must be 100% qualified on all core and duty specific tasks identified on the Minimum Weapons System Duty Tasks list in the 1P0X1 CFETP. These SEIs will be removed when the member performs duties outside of the career field in excess of 180 days and/or when the member fails to maintain the minimum qualifications of this AFI. (T-1)

3.5.2.1. SEI 077, *AFE Guardian Angel/Special Tactics Support Specialist*. Requires (1) a minimum grade of Senior Airman; (2) 12 months of AFE experience working on Guardian Angel/Special Tactics equipment (3 of the 12 months working in an AFE facility as a 5-skill level or higher); and (3) AFES's recommendation. This SEI must be removed upon the last day of the member's 12th year of service or upon their promotion selection to Master Sergeant (MSgt), whichever occurs first. (T-1)

3.5.2.2. SEI 078, *AFE Heavy Aircraft Specialist*. Requires (1) a minimum grade of Senior Airman; (2) 12 months of AFE experience working on heavy (C-5, C-17, C-130, E-3, KC-135, KC-46, MC-12, etc.) aircraft (3 of the 12 months working in an AFE facility as a 5-skill level or higher); and (3) AFES's recommendation. This SEI must be removed upon the last day of the member's 12th year of service or upon their promotion selection to MSgt, whichever occurs first. (T-1)

3.5.2.3. SEI 079, *AFE Advanced Concept Ejection Seat (ACES) II Ejection Seat Equipment Specialist*. Requires (1) a minimum grade of Senior Airman; (2) 12 months of AFE experience working on ACES II Ejection Seat (F-15, F-16, F-22, B-1, B-2, etc.) equipped aircraft (3 of the 12 months working in an AFE facility as a 5-skill level or higher); and (3) AFES's recommendation. This SEI must be removed upon the last day of the member's 12th year of service or upon their promotion selection to MSgt, whichever occurs first. (T-1)

3.5.3. The following SEIs are used to document the completion of critical 1P0 courses as well as field experience and must be closely monitored to ensure they are awarded/removed when warranted. (T-1)

3.5.3.1. SEI 122, *AFE Life Sciences Equipment Investigation*. Requires (1) a minimum grade of SrA; (2) 12 months of experience in AFE (3 of the 12 months working in an

AFE facility as a 5-skill level or higher); (3) completion of the USAF Life Sciences Equipment Investigation Course, J3AZR1P071 0L1A; and (4) AFES's recommendation. (T-1)

3.5.3.2. SEI 123, *AFE Aircrew Instructor*. Requires (1) a minimum grade of SrA; (2) 12 months of experience in AFE (3 of the 12 months working in an AFE facility as a 5-skill level or higher); (3) completion of the Academic Instructor Course (MAIS001) or one of the approved alternate courses listed in AFI 11-301 Vol 1; and (4) AFES's recommendation. (T-1)

3.5.3.3. SEI 124, *AFE Deployed Leadership Course*. Requires (1) must have attended the AFE Deployed Leadership Course, 3J5ACC1P0X1 003; and (2) AFES's recommendation. (T-1)

3.5.3.4. SEI 125, *AFE Program Manager*. Requires (1) a minimum grade of MSgt; (2) 36 months of experience in AFE (12 of the 36 months working in an AFE facility or MAJCOM AFE Staff position as a 7-skill level or higher); (3) completion of the AFE Program Managers Course, 3J5ACC1P0X1 000 (Y120004); and (4) AFES's or MAJCOM FM's recommendation. (T-1)

## Chapter 4

### AFE PERSONNEL DEVELOPMENT (CIVILIAN PERSONNEL)

**4.1. Applicability.** This chapter applies to DoD civilians performing AFE duties only.

**4.2. AFE Job Series.** The preferred job series for AFE civilians are GS-1601, *Supervisor Aircraft Survival Flight Equipment Specialist*, GS-1670, *Equipment Specialist (General)*, WS-4818, *Aircraft Survival Flight Equipment Repairer Supervisor* and WG-4818, *Aircraft Survival Flight Equipment Repairer*. (T-1)

#### **4.3. AFE Civilian Personnel Requirements:**

4.3.1. Civilians must possess the knowledge, skills, and abilities to effectively inspect and maintain assigned flight equipment. Civilian personnel performing equipment inspection and maintenance duties must meet the following minimum requirements (T-1):

4.3.1.1. Must be US Citizens. (T-1)

4.3.1.2. Qualification to operate a government vehicle according to AFI 24-301, *Vehicle Operations*, when required to perform assigned duties. (T-1)

4.3.1.3. Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*. (T-1)

4.3.1.4. Ability to speak clearly and distinctly. (T-1)

4.3.1.5. Visual acuity correctable to 20/20 when duties include the inspection and maintenance of Night Vision Devices (NVD). (T-1)

4.3.1.6. No record of claustrophobia or claustrophobic tendencies. (T-1)

4.3.1.7. For award and retention of these AFSCs, must maintain an Air Force Network License according to AFI 33-115, Vol 2, *Licensing Network Users and Certifying Network Professionals*. (T-1)

4.3.1.8. Specialty requires routine access to Secret material or similar environment, when required to perform assigned duties. (T-1)

4.3.1.9. Maintain qualification to bear firearms according to AFI 31-117, *Arming and Use of Force by Air Force Personnel*, when required to perform assigned duties. (T-1)

4.3.1.10. Must have completed the US Navy Personal Recovery (PR), US Air Force Aircrew Flight Equipment, Aircrew Life Support, Survival Equipment, US Army Aviation Life Support Equipment course, or equivalent. (T-1)

4.3.1.11. A minimum of three years of experience fitting aircrew helmets, oxygen masks, and working with aviator flight equipment. (T-1)

## Chapter 5

### CONTRACTED AFE OPERATIONS

**5.1. Applicability.** This chapter applies to contracts for performance of AFE duties. Requirements for these type contracts are covered in HQ USAF/A3OI or MAJCOM approved Performance Work Statement (PWS), Statements of Work (SoW) or Host Nation agreements and will include the following criteria. (T-1)

**5.2. AFE Contract Personnel Requirements:**

5.2.1. Contracts used to obtain AFE services must require that the contractor's personnel possess required knowledge, skills, and abilities to effectively manage and inspect flight equipment for safety and compliance with established Air Force, FAA, ICAO, sister-service or NATO criteria. Specific management and/or technical training, experience and responsibilities for all AFE positions must be published in the PWS or SoW. (T-1)

5.2.2. Contracts for personnel selected to fill AFE positions performing equipment inspection and maintenance duties must meet the following minimum requirements (T-1):

5.2.2.1. Must be US Citizens. (T-1)

5.2.2.2. Qualification to operate a government vehicle according to AFI 24-301, when required to perform assigned duties. (T-1)

5.2.2.3. Normal color vision as defined in AFI 48-123. (T-1)

5.2.2.4. Ability to speak clearly and distinctly. (T-1)

5.2.2.5. Visual acuity correctable to 20/20 when duties include the inspection and maintenance of NVD. (T-1)

5.2.2.6. No record of claustrophobia or claustrophobic tendencies.

5.2.2.7. For award and retention of these AFSCs, must maintain an Air Force Network License according to AFI 33-115, Vol 2. (T-1)

5.2.2.8. Specialty requires routine access to Secret material or similar environment, when required to perform assigned duties. (T-1)

5.2.2.9. Maintain qualification to bear firearms according to AFI 31-117 when required to perform assigned duties. (T-1)

5.2.2.10. Must have completed the US Navy Personal Recovery (PR), US Air Force AFE, Aircrew Life Support, Survival Equipment, US Army Aviation Life Support Equipment course, or equivalent. (T-1)

5.2.2.11. A minimum of three years of experience fitting aircrew helmets, oxygen masks, and working with aviator flight equipment. (T-1)

**5.3. AFE Contract Personnel Management.** All PWS/SoWs (new/revised) containing AFE services must be reviewed and approved by the MAJCOM AFE FM prior to implementation. (T-2)

5.3.1. MAJCOM AFE FM will:

- 5.3.1.1. Act as a member of the multi-functional team for the establishment of new contracts or maintenance of existing contracts. (T-2)
- 5.3.1.2. Review and coordinate on any new contract, proposals or amendments/modifications.
- 5.3.2. Units (OSS/CC) or equivalent per organization that has AFE must (T-2):
  - 5.3.2.1. Inform MAJCOM of contract and PWS/SoW proposals, developments and negotiations.
  - 5.3.2.2. Submit new contracts, proposed amendments/modifications to current contracts, quality surveillance plans and checklists to the MAJCOM AFE FM for review prior to implementing changes. (T-2)
  - 5.3.2.3. Recommend a Contract Officer Representative (COR) to ensure effective contract oversight. Where AFE services are provided exclusively by a contractor, the COR must be a Subject Matter Expert (SME) on AFE duties and responsibilities. Note: Personnel fulfilling COR positions must meet 1P071 requirements. (T-2)
- 5.3.3. COR must (T-2):
  - 5.3.3.1. Be employees, military or civilian, of the U.S. Government, a foreign government, or North Atlantic Treaty Organization (NATO)/coalition partners. In no case will contractor personnel serve as CORs IAW DoD Instruction 5000.72, March 26, 2015, *DoD Standard for Contracting Officer's Representative (COR) Certification* (T-0)
  - 5.3.3.2. Be appointed and trained prior to assuming COR duties. (T-2)
  - 5.3.3.3. Assist Contracting Officer with the development of AFE PWSs/SoWs. (T-2)
  - 5.3.3.4. Perform QA functions and manage performance (monitor, evaluate, and certify contractor compliance) in accordance with QA Surveillance Plan. (T-2)
  - 5.3.3.5. Notify the Contracting Officer of any performance deficiencies and follow-up for resolution. (T-2)

TOD D. WOLTERS, Lt Gen, USAF  
Deputy Chief of Staff, Operations

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

**Note:** The following is a list of publications that are required to effectively manage an AFE Program. FEOs, AFE superintendents, supervisors, and technicians should possess a working knowledge of these documents. This list is not all-inclusive. This list also includes general information TOs pertaining to inspection, maintenance, storage, and use of personal flying and survival equipment. Specific TOs for items authorized within the unit are required to maintain AFE.

AFI 11-301, Volume 1, *Aircrew Flight Equipment (AFE) Program*, 25 Feb 09

AFI 24-301, *Vehicle Operations*, 1 Nov 08

AFI 31-117, *Arming and Use of Force by Air Force Personnel*, 17 Mar 15

AFI 33-115, Vol 2, *Licensing Network Users and Certifying Network Professionals*, 6 Sep 14

AFI 33-360, Volume 1, *Publications and Forms Management*, 25 Sep 13

AFI 36-2201, *Air Force Training Program*, 15 Sep 10

AFI 36-2618, *The Enlisted Force Structure*, 27 Feb 09

AFI 36-2640, *Executing Total Force Development*, 16 Dec 08

AFI 48-123, *Medical Examinations and Standards*, 5 Nov 13

AFPD 11-3, *Aircrew Flight Equipment (AFE)*, 24 Sep 13

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 2096, *Classification/On-the-Job Training Action*

***Abbreviations and Acronyms***

**AETC**—Air Education and Training Command

**AF**—Air Force

**AFE**—Aircrew Flight Equipment

**AFECD**—Air Force Enlisted Classification Directory

**AFEFC**—AFE Flight Chief

**AFELT**—AFE Lead Trainer

**AFES**—AFE Superintendent

**AFESL**—AFE Shift Lead

**AFMC**—Air Force Materiel Command

**AFPC**—Air Force Personnel Center

**AFPD**—Air Force Policy Directive  
**AFRC**—Air Force Reserve Command  
**AFRIMS**—Air Force Records Information Management System  
**AFSC**—Air Force Specialty Codes  
**ANG**—Air National Guard  
**CDC**—Career Development Course  
**CFETP**—Career Field Education and Training Plan  
**COR**—Contract Officer Representative  
**DAS**—Date Arrived Station  
**DoD**—Department of Defense  
**DRU**—Direct Reporting Units  
**DSD**—Developmental Special Duties  
**FM**—Functional Managers  
**FOA**—Field Operating Agency  
**GS**—General Schedule  
**KDP**—Key Developmental Positions  
**KLP**—Key Leadership Positions  
**NVD**—Night Vision Devices  
**OPR**—Office of Primary Responsibility  
**PA**—Privacy Act  
**PR**—Personnel Recovery  
**PWS**—Performance Work Statement  
**QA**—Quality Assurance  
**RDS**—Records Disposition Schedule  
**SCPD**—Standard Core Personnel Documents  
**SEI**—Special Experience Identifier  
**SME**—Subject Matter Expert  
**SoW**—Statement of Work  
**SURF**—Single Unit Retrieval Format  
**TTG**—Technical Training Graduates  
**UGT**—Upgrade Training  
**US**—United States

**USAF**—United States Air Force

**WG**—Wage Grade