DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington, DC 20330-1030

CFETP 1C7X1
Parts I and II
1 June 2013

AFSC 1C7X1
AIRFIELD MANAGEMENT

CAREER FIELD EDUCATION AND TRAINING PLAN

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

RELEASABILITY: There are no releasability restrictions on this publication.

SUMMARY OF CHANGES

This publication was changed to include: format updated to match current AFI 36-2201, *Air Force Training* requirements; updates were made to skill progression information; training decisions were updated based on January 2012 Specialty Training Requirements Team (STRT) meeting; and skill level training requirements were updated. The arrangement of STS items was updated to match schoolhouse course lists; STS proficiency codes were updated in various skill levels; and support materials were updated. This publication has been substantially revised and must be reviewed in its entirety.

CAREER FIELD EDUCATION AND TRAINING PLAN
AIRFIELD MANAGEMENT
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OPR: 334 TRS/TRR
Certified By: CMSgt Michael D. Kossover, AFCFM (AF/A3O-BA)
Supersedes: CFETP1C7X1, 1 August 2008; CFETP1C7X1C1, 24 Aug 2011,
Pages: 44

AIRFIELD MANAGEMENT SPECIALTY

AFSC 1C7X1

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 training and education requirements, training support resources, and minimum core task requirements for the airfield management specialty. The CFETP will provide airfield management personnel a clear career path to succeed in all aspects of career field training. **NOTE:** Civilians occupying associated positions will use Part II to support duty position qualification training.

2. This CFETP consists of two parts; supervisors must plan, manage, and control training using both parts of this 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 (funds, manpower, equipment, facilities, etc); and Section E identifies transition training requirements.

2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, and training references to support training, AETC conducted training, wartime course and core task requirements; Section B contains the Course Objective List and training standards supervisors will use to determine if Airmen satisfied training requirements; Section C identifies available support materials; Section D identifies a training course index supervisors can use to determine resources available to support training, both mandatory and optional courses; and Section E identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs. At the 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 this CFETP will ensure individuals in Airfield Management receive effective and efficient training at the appropriate point in their career. This plan enables us to train today's work force to meet future wartime requirements.

ABBREVIATION/TERMS EXPLAINED

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

Advanced Distributed Learning Service (ADLS) - ADLS is the system that delivers ADL content and tracks and reports student progress.

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

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

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 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 Force Training Record (AFTR) - Provides the capability to manage the training lifecycle for Total Force personnel. AFTR may be accessed within ADLS by clicking on "Training Records" in the bottom right of the ADLS main screen.

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 CFETP is a comprehensive core training document that identifies: life-cycle education and training requirements, training support resources, and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear path and instill a sense of industry in career field training.

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

Certification Official - A person whom the commander assigns to determine an individual‘s ability to perform a task to required standards.

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

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

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

Course Objective List (COL) - A publication derived from initial and advanced skills CTS, 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.

Distance Learning (DL) - Structured learning that does not require the physical presence of the instructor.

Distributed Learning - Structured learning mediated with technology that does not require the physical presence of the instructor. Distributed learning models can be used in combination with other forms of instruction or it can be used to create wholly virtual classrooms.

Duty Position Tasks - Tasks assigned to an individual to be 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 or MFM, and tasks assigned by the supervisor.

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

Enlisted 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 for officers.

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

Exportable Course - Instructional packages that personnel design for use in the field. The course may include printed, computer-based, or other audiovisual materials.

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

Functional Area Manager (FAM) - The individual accountable for the management and oversight of all personnel and equipment within a specific functional area to support the operational planning and execution. Responsibilities include, but are not limited to: developing and reviewing policy; developing, managing and maintaining UTCs; developing criteria for and monitoring readiness reporting; force posturing; and overall analysis. At each level of responsibility (HAF, MAJCOM, Air Component, FOA, DRU and Unit), the FAM should be the most highly knowledgeable and experienced person within the functional area and have the widest range of visibility over the functional area readiness and capability issues.

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

Graduate Assessment Survey (GAS) - A survey sent from the technical training wing (evaluations branch) to immediate supervisor of recent 3-skill level course graduates. Supervisors use this survey to provide feedback on the effectiveness of the technical training course in meeting established training requirements. How the supervisor answers and comments on these questions could have a direct bearing on how well the school improves its programs often resulting in training improvement initiatives.

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

Initial Evaluation - An evaluation to review an individual‘s training qualifications. Supervisors must conduct an initial training evaluation to determine if the individual requires additional training to meet duty position requirements.

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

Job Site Training (JST) - Formal courses developed 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.

Knowledge Training - Training used to provide a base of knowledge for task performance.

It may also be used in lieu of task performance when the training capability does not exist. Learning gained through knowledge rather than hands-on experience.

Master 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 List and provides milestones for task, CDC completion, and prioritizes deployment/UTC, home station training tasks, and upgrade and qualification tasks.

Major Command (MAJCOM) Functional Manager (MFM) - Senior leaders, designated by the appropriate functional authority 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, MFMs 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 AF mission. The MFM works with AFCFM to maintain and implement the CFETP.

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

Occupational Badge - When worn, the badge reflects the degree of experience and training in the career field. The following guidance will be followed for enlisted personnel: Wear the basic badge after completing technical school; wear the senior badge after award of the 7-skill level; and wear the master badge as a Master Sergeant or above with 5 years in the specialty from award of the 7-skill level.

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

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" conducted to certify personnel in both upgrade (skill level award) and job qualification (position certification training).

Position Certification Guide (PCG) - A guide developed and used to train Airfield Management personnel on specific knowledge and task items required for position certification; also used for upgrade training.

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

Proficiency Training - Additional training, either in-residence or exportable advanced training courses or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

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

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

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

Special Experience Identifier (SEI) - A three-character designator that identifies specific experience or expertise within a particular career field. Established when experience or training is critical to a job. Additionally, SEIs can serve as a tool for commanders to ensure personnel are placed/utilized correctly within an organization. The two most utilized by Airfield Management are SEI 368 **-** Airfield Manager and SEI 090 **-** Contingency Response Forces.

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

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

Specialty Training Requirements Team (STRT) - Held 4 months prior to a Utilization and Training Workshop (U&TW), the primary purpose is for career field functional leaders to determine and present training requirements to the AETC Training Pipeline Manager (TPM) and Training Manager (TM).

Standard - 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.

Student Training Report - This training report card contains detailed information on student progress in both specialty training and military training. It is a valuable source of information for gaining supervisors. The form will be maintained in the member's training record until upgrade to the 5-skill level is obtained.

Student Training Requirement (STR) - Other training users (excluding active AF users,

NPS, PS and retrainees) that attend enlisted initial skills training which include, but are not limited to: Guard, Reserve, Army, Navy, Marines, internationals and civilians.

Subject Matter Expert (SME) - An individual qualified in a particular specialty and is consulted for his/her subject matter expertise or knowledge of the specialty.

Supplemental Training - Training toward a portion of an AFS without change by AFSC. Formal training on new equipment, methods and technology that are not suited for on-the-job training.

Task Certifier - See Certification Official.

Third Party Certification - An evaluation of completed training conducted by the task certifier when directed by the AFCFM.

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

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

Trained Personnel Requirement (TPR) - The total Air Force production requirements for a given initial skills course in order to maintain the proper skill level requirements in a career field. It is expressed as non-prior service and retrainees. It does not include Air National Guard, Reserves, or other services.

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

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 Completion Date - Date trainer or task certifier completes task evaluations and determines trainee is qualified to perform the task.

Training Requirements Analysis - A detailed analysis of tasks for a particular AFS, which is included in the training decision process.

Training Start Date - Date training begins.

Upgrade Training (UGT) - Mandatory training that leads to attainment of higher level of proficiency.

Upgrade Training Guide - A guide developed and used to train Airfield Management personnel on specific knowledge and task items required for skill level up-grade-training.

Utilization and Training Workshop (U&TW) - A forum chaired by the AFCFM and includes MFMs, SMEs, and AETC training personnel to determine career ladder training requirements.

Wartime Tasks - Those tasks that must be taught when courses are accelerated in a wartime environment. In response to a wartime scenario, these tasks will be taught in the 3 skill 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 information necessary for the AFCFM, MFMs, commanders, training managers, supervisors and trainers to plan, develop, manage and conduct an effective career field training program. This 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. Upgrade training identifies the mandatory courses and task qualification requirements for award of the 3-, 5-, 7-, 9-skill levels. 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. 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, which include:

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

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

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

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

2. Uses. This plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in airfield management.

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

2.2. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, qualification and proficiency requirements. OJT, resident training, continuation training, or exportable courses can satisfy identified requirements. MAJCOM-developed training to support this AFSC must be identified for inclusion in the plan. The AFCFM must review and approve any MAJCOM JQS.

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 and will initiate an annual review of this plan to ensure currency and accuracy. MAJCOM representatives, AETC and HQ AFFSA training personnel will identify and coordinate on career field training requirements. Using the list of courses in Part II, they will eliminate duplicate training.

Section B - Career Progression and Information

4. Specialty Descriptions.

4.1. Specialty Summary. Manages airfield operations; coordinates with aircrews, air traffic control and various other base agencies to ensure safe aircraft operations within the airfield environment and through the national and international airspace systems. Related DoD Occupational Subgroup: 155600.

4.2. Duties and Responsibilities.

4.2.1. Apprentice/Journeyman (3/5) Skill Levels.

4.2.1.1. Attains Airfield Management Operations Coordinator (AMOC) and Airfield Management Operations Supervisor/Shift Lead (AMOS/AMSL) position qualifications.

4.2.1.2. Performs various airfield checks and airfield inspections; responds to the airfield during emergencies or any other situation that affects flight safety. Determines and disseminates Runway Surface Condition (RSC) and Runway Condition Reading (RCR) status to appropriate agencies.

4.2.1.3. Performs Airfield Management Operations (AMOPS) functions. Brief aircrews on current airfield procedures, status and hazards. Reviews flight plans and other flight associated documents for accuracy and completeness. Processes flight data with Federal Aviation Administration (FAA), Department of Defense (DoD), Air Force, or International Civil Aviation Organization (ICAO) facilities via telecommunication systems. Coordinates inbound and outbound flight notices with appropriate air traffic control agencies. Maintains data on aircraft movement, and initiates overdue aircraft actions as required. Manages Prior Permission Required (PPR) requests; coordinates aircraft parking plans with base agencies regarding transient aircrew needs.

4.2.1.4. Operates radio communications devices. Uses crash alarm notification circuits in response to in-flight emergencies, ground accidents or incidents, and contingency or exercise requirements. Disseminates severe weather condition information to airfield agencies.

4.2.1.5. Maintains flight planning displays and equipment, to include airfield diagrams. Maintains and updates navigational aid status. Prepares, maintains, coordinates and issues flight safety and local Notices to Airmen (NOTAMs). Oversees miscellaneous base flight information publications (FLIPs) accounts.

4.2.1.6. Performs expeditionary airfield management function in support of USAF Agile Combat Support Concept of Operations for worldwide deployment of DoD aircraft.

4.2.2. Craftsman (7) Skill Level.

4.2.2.1. Attains NCOIC, Airfield Management Operations and Training (NAMO/T) position qualifications. Upon selection to TSgt, pursues award of Special Experience Identifier (SEI) 368, Airfield Manager.

4.2.2.2. Supervises, plans, schedules, organizes and coordinates airfield management activities. Establishes work schedules and assigns appropriate duties as required. Manages and supervises airfield management training program. Establishes job performance standards and procedures for personnel they supervise.

4.2.2.3. Provides for the use and control of facilities, equipment, supplies and personnel allotted to airfield management. Requisitions and accounts for equipment, supplies and other assigned resources.

4.2.2.4. Inspects and evaluates airfield management activities. Evaluates reports, administrative and statistical data files that pertain to airfield management. Reviews airfield management procedures, and recommends changes to increase efficiency and service.

4.2.2.5. Reviews, interprets and enforces policies, instructions and directives pertaining to airfield management functions. Prepares operating directives and memorandums for airfield management activities. Establishes and manages base airfield driving program to include training, certification and remedial action. Establishes procedures for controlling privately owned vehicles on the airfield.

4.2.2.6. Performs daily airfield inspections to ensure a safe operational environment. Evaluates airfield activities to ensure compliance with established policies and directives. Identifies, reports, corrects or mitigates inspection discrepancies. Coordinates and supervises airfield construction, repair activities, facilities maintenance and snow removal operations. Coordinates with appropriate agencies, such as air traffic control, civil engineers, security forces and command post, to ensure airfield activities are supported as appropriate.

4.2.2.7. Performs expeditionary airfield management function in support of USAF Agile Combat Support Concept of Operations for worldwide deployment of DoD aircraft.

4.2.3. Superintendent (9) Skill Level.

4.2.3.1. Plans, organizes, directs, controls and evaluates airfield management activities. Improves work methods and procedures to achieve the most economical use of resources. Directs and conducts liaison with primary and mission support activities to reduce common

problems, improve procedures, increase efficiency and provide better airfield management activities. Ensures airfield management compliance with established policies and directives. Evaluates effectiveness of the airfield management training program.

4.2.3.2. Evaluates airfield activities to ensure compliance with established policies and directives. Performs airfield inspections to ensure a safe and operational environment. Ensures proper USAF, DoD, ICAO, NATO, DoT, FAA and/or host nation criteria is applied to the airfield. Identifies and requests maintenance/repair for the airfield deficiencies. Establishes requirement for painting, stripping, rubber removal, maintenance and upgrade of airfield facilities/systems. Directs and coordinates with appropriate agencies to accomplish airfield maintenance. Determines priorities and directs snow and ice removal.

4.2.3.3. Schedules, supervises, and coordinates airfield construction and repair projects and acts as liaison between flying community and civil engineers to analyze impact of work on operational flying. Reviews all construction drawings and designs on or near the airfield. Works with contractors, civil engineers, safety, security forces, air traffic control and other agencies to provide a safe flying environment. Analyzes the effect of all construction on or near the airfield and coordinates requirements. Ensures local airfield data is accurate and consistent in flight information publications and other airfield databases. Reviews waivers to airfield design and/or operational criteria and recommends approval/disapproval.

4.2.3.4. Advises appropriate officials (Airfield Operations Board, Installation Defense Council, Bird Aircraft Strike Hazard (BASH) Committee, Foreign Object Damage (FOD) Committee, etc.) of procedures, policy and resources that will impact the effectiveness of airfield support activities. Provides guidance at facility planning board meetings concerning airfield lighting, security, aircraft parking plans, and future airfield construction. Develops airfield parking plans and taxi routes. Advises senior leadership on all airfield matters that may affect flying operations.

4.2.3.5. Identifies airfield areas requiring repairs, and monitors progress and emphasizes need for programming funding for airfield construction projects to wing leadership. Reviews project designs and provides corrections as necessary. Reviews contract specifications to ensure airfield criteria compliance is met. Provides construction phasing requirements and safety plans are met. Attends pre-construction meetings and briefs wing leaders on areas of concern. Monitors construction and inspects construction areas upon project completion to ensure areas are safe for operational use.

4.2.3.6. Performs expeditionary airfield management function in support of USAF Agile Combat Support Concept of Operations for worldwide deployment of DoD aircraft.

4.2.4. Chief Enlisted Manager (CEM) 1C700.

4.2.4.1. Major Command (MAJCOM) Functional Managers (MFM). Enlisted MFMs manage enlisted career fields for a MAJCOM and serve as the MAJCOM liaisons for their respective Air Force Career Field Manager (AFCFM). Monitor the health and manning of their career field within their command and elevate concerns to the AFCFM. Coordinate with AFPC, through MAJCOM/A1, to distribute personnel throughout the MAJCOM to ensure proper command prioritization of allocated/assigned resources. Manage command training for their career field and coordinate command training and personnel issues across

their MAJCOM staff and with AFCFMs. Disseminate Air Force and career field policies and program requirements affecting their career field throughout the MAJCOM. Provide functional and Subject Matter Expertise (SME) to Component-Numbered Air Forces (C-NAF) and Combatant Commands (COCOM). Provide functional and SME to AETC Training Managers to develop new or modify/improve existing training programs.

4.2.4.2. Functional Area Managers (FAM). Enlisted FAMs are normally co-located with the MFM. Responsible for the management and oversight of all personnel and equipment within a specific functional area to support wartime and peacetime contingency planning and execution. Develop and review policy; develop, manage, and maintain Time Phased Force and Deployment Data (TPFDD) and Unit Type Codes (UTC); develop criteria for and monitor readiness reporting; force posturing analysis, and execution activities. Ensures command UTCs are postured per the current Airfield Operations (AO) Functional Area Prioritization and Sequencing Guidance published by the HAF FAM. FAMs must be trained and appointed per AFI 10-401.

4.2.4.3. Air Force Career Field Manager (AFCFM). Enlisted AFCFMs typically serve at Headquarters Air Force and are responsible for organizing and managing the enlisted career field. Responsibilities include establishing career field entry requirements, managing trained personnel requirements and manning, as well as developing and managing career-long training plans' requirements and programs. They also construct viable career paths, evaluate training effectiveness, monitor health and manning of the career field, and provide input on personnel policies and programs. Additionally, they develop force management policies and programs, develop contingency planning policy, validate deployment requirements, and verify workforce availability. They are also functional experts. They ensure their career fields are responsive to both current and future needs of the Air Force. They communicate directly with other HQ Air Force offices on issues impacting their career field and with respective MAJCOM enlisted career field representatives and Air Education and Training Command Training Managers to disseminate Air Force and career field policies and program requirements. AFCFMs operate at the strategic level of leadership.

5. Skill/Career Progression. Adequate training and timely progression from the apprentice to the superintendent skill level plays an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training do their part to plan, manage, and conduct an effective training program. The guidance provided (Table 5.1) in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career.

Table 5.1 - Skill/Career Progression

	Rank	Rank - TIS Average
Basic Military Training School	AB/Amn	Amn - 6 months
Apprentice Technical School (3-Skill Level)	AB/Amn/A1C	A1C - 16 months
AM Operations Coordinator Qualification • Complete AMOC PCG	A1C	A1C - 2 years
Upgrade to Journeyman (5-Skill Level) • Minimum 12 months UGT (9 months for retrainees with training status code F) • Complete all core tasks listed in STS	A1C/SrA	SrA - 3 years
AM Operations Supervisor Qualification • Complete AMSL/AMOS PCG	SrA	SrA - 3 years

• Approved by the AFM		
Airman Leadership School (ALS) • Must be SrA with 48 months TIS or be a SSgt select • Resident graduation is a prerequisite to sew on SSgt (AD Only)	SrA/SSgt	SSgt - 4 years
Upgrade to Craftsman (7-Skill Level) • Minimum rank of SSgt • Minimum 12 months UGT (6 months for retrainees with training status code G) • Complete 7-Skill Level ADL/Craftsman course. • Complete all core tasks listed in STS	SSgt	SSgt - 5 years
NCOIC, AM Operations and Training Qualification • Complete NAMO/T PCGs. • Approved by the AFM	SSgt/TSgt	TSgt - 9 years
Airfield Manager (AFM) Qualification - Award SEI 368 • Minimum Grade TSgt • 36 months of experience in AM; 12 months working in an AM facility as a 7-Skill Level • Completion of AFM PCG • Graduate of Advanced Airfield Manager Course • Approved by the AFM	TSgt	TSgt - 10 years
Noncommissioned Officer Academy (NCOA) • Must be TSgt or TSgt select • Resident graduation is a prerequisite to sew on MSgt (AD Only)	TSgt	TSgt - 11 years
USAF Senior NCO Academy (SNCOA) • Must be MSgt, SMSgt select, or SMSgt • Resident graduation is required to sew-on SMSgt	MSgt	MSgt - 15 years
Upgrade to Superintendent (9-Skill Level) • Must be a SMSgt • Awarded SEI 368	SMSgt	SMSgt - 18 years
Trainer • Must be recommended by their supervisor • Qualified and certified to perform the task to be trained • Completed the Air Force Training Course (AFTC)		
Certifier • Must be at least a SSgt with a 5-skill level/civilian equivalent • Capable of evaluating the task being certified • Completed the AFTC • Must be someone other than the trainer if the item requires third party certification		

6. Training Decisions. This CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the 1C7X1 career field. The spectrum includes the strategy of when, where and how to meet these training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a fragmented approach to training. The training decisions were made during the STRT held 9-13 January 2012 and utilizing the ISD process as implemented by 334 TRS during training planning and course development.

6.1. Initial Skills Training. The initials skills course, E3ABR1C731, has been revised by 334 TRS at Keesler AFB, MS per updates made to Part II of this CFETP.

6.2. 5-Skill Level Upgrade Training. The training section at HQ AFFSA developed 5-skill level Upgrade Training Guide (UTG) which was implemented in March 2011 to replace outdated CDCs. Feedback from the field was there is too much duplication with PCGs, which were also targeted for improvement. Therefore, HQ AFFSA combined the UTG and AMOC PCG to manage both AMOC qualification and 5- skill level UGT and the UTG will be discontinued. Trainees will complete the new AMOC PCG to be awarded the 5-skill level. The new PCGs will match the updated STS and with 334 TRS assistance, be written to match updated proficiency codes.

6.3. 7-Skill Level Upgrade Training. Various 7-skill level STS proficiency codes were updated to ensure a building block approach as trainees transition from 5-level and then to 9-level training. The 334 TRS is revising the ADL course per updates made to Part II of this CFETP. 344 TRS is also working to move end of course testing to the "milSuite" website to negate the need to test at the base testing center. Once moved, the tests will be proctored by the individual's supervisor.

6.4. Advanced Airfield Managers Course. Minor updates were made to the E3AZR1C791, Course Training Standard (CTS). The adjustments will be included in the similarly improved AFM PCG. Additional updates will be made to the AFM PCG to better prepare trainees for the AAFM course.

6.5. Retraining Personnel. Retrainees will attend the 3-skill level resident training course before entering 5-skill level UGT. Upon award of 5-skill level, retrainees holding the rank of SSgt or above must perform airfield management duties for a minimum of 9 months prior to enrolling in the 7-skill level ADL course. The AFCFM may waive the skill upgrade requirements, with justification, on a case-by-case basis, to the previously held skill level. Process such waiver requests in accordance with the guidance listed in paragraph 6.5.1.

6.5.1. AFCFMs are the authority for waiving any mandatory training requirement(s). Process the waiver request to the AFCFM in the following manner:

6.5.1.1. Supervisors decide whether pursuing a waiver is appropriate by considering the complexity of the new AFSC and the trainee's background. If a waiver is deemed appropriate, supervisors develop and forward a case file, which includes evidence to warrant a waiver, through the unit commander to the servicing Military Personnel Flight (MPF) personnel employment element.

6.5.1.2. The MPF will provide their recommendations and forward the case file to the MAJCOM/A1, who will coordinate the package with the MAJCOM training manager and 1C7X1 MFM for coordination. Cases will then be sent to the AFCFM for a decision. In the event there is no AFSC functional manager at the MAJCOM to evaluate the case, the MAJCOM training manager will send the case to AFPC for review by the appropriate AFPC functional advisor. After AFPC review, the case will be sent to the AFCFM.

6.6. Proficiency Training. Annual CBTs, except Airfield Driving, will be incorporated into the updated PCGs and be discontinued as annual items. Future use of CBTs will be reserved for immediate training needs and only be maintained until incorporated into applicable PCGs. Future annual proficiency training will be centralized and published monthly by AFFSA. Units will still have the ability to add local monthly proficiency training items on an as required basis and at the direction of the AFM, but local monthly training in addition to the AFFSA published requirement will not be mandatory.

6.7. Continuation Training. Continuation training opportunities are described in Table 6.7. The majority of these courses are unit funded. Each unit (and MAJCOM) should request funding support for continuation training courses in each annual fiscal year budget. Additional continuation training courses may be found on the AAAE or FAA Academy websites.

Table 6.7 - Continuation Training Opportunities	
Course Description and Source	Rank
Basic Airport Safety & Operations Specialist School. Designed to enhance the professionalism and basic safety responsibilities of airport operations personnel and to increase awareness of the FAA's Part 139 Airport Certification Program. This course is specifically tailored to civil airport personnel responsible for the day-to-day operations of public-use airfields throughout the United States. Both Part 139 and non-regulatory airside safety and operations issues will be thoroughly reviewed by an expert faculty. This faculty will include FAA headquarters and regional personnel, officials from the National Transportation Safety Board, airport executives, airline pilots, military/DoD representatives from joint-use facilities and others knowledgeable about airport operations and safety matters. Course provided by American Association of Airport Executives (AAAE). Course length: 4 days.	SrA/SSgt Possessing 5-Skill Level
Advanced Airport Safety & Operations Specialist School (ASOS). The advanced ASOS school is designed for individuals who have either attended an earlier ASOS school or have at least two years of supervisory experience in civil airport operations. The advanced school uses fewer prepared presentations and more problem-solving workshops, role-playing scenarios and breakout groups so that all attendees can actively participate in the proceedings. The case studies and general discussions will cover a range of topics, including: environmental issues; winter operations (deicing/snow removal); emergency planning; construction safety; vehicle operations; security issues; hazmat/fuel spills; wildlife management/bird control. Course provided by AAAE. Course length: 4 days.	SrA/SSgt Possessing 5-Skill Level
AAAE Certified Member (CM). This is an advanced course that covers 15 major subject areas: History, The Regulation of Air Transportation, Airports, and The Federal Aviation Administration, The Management Functions, Management Theories, Roles, Motivation, and Communication, Airport Capacity and Delay, Air Traffic Control, Airspace, and Navigational Aids, Environmental Regulations, Airport Noise and Land Use Compatibility, Financial Management and Accounting, Airport Fees, Rates & Charges, Capital Development and Funding for Airports, Airport System Planning and Airport Master Planning, Airport Layout Plans, Terminal Planning, Design, and Operation, Airport Operations And Federal Aviation Regulation Part 139—Certification, and Airport Security and Response to Emergencies. Course provided by AAAE. Course length: 5 days or correspondence.	SSgt/MSgt 7-Skill level

AAAE Airport Certified Employee (ACE). This is an advanced course that covers four major subject areas: Operations, Lighting Maintenance, Security and Communications. Course is provided by AAAE. Course length: 5 days or correspondence.	SSgt/MSgt 7-Skill level
FAA Airport Certification for Non-FAA Employees (FAA06047). This course provides a working knowledge of airport certification procedures (including marking, lighting, guidance signs, ARFF, fuel handling safety, etc.), and airport inspection procedures to be able to complete an airport inspection in accordance with FAA Part 139 or ICAO Annex 14 regulations. It reviews the requirements of Part 139 and ICAO Annex 14 and ICAO Doc 9774 (ICAO certification requirements). Some of the classroom subjects covered are the issuance of airport certificates, the review of airport certification manuals and related plans, airport inspection procedures to assure compliance with Part 139 and/or ICAO Annex 14, the identification of violations of Part 139 and/or Annex 14 regulations, and the preparation of administrative enforcement actions. In addition to airport inspection techniques, Part 139 and ICAO Annex 14 standards will are covered. Course provided by FAA (AMA-800B). Course Length: 8 days.	TSgt/MSgt 7-Skill Level Awarded SEI 368
FAA Airport Certification Course (FAA06041). This course is for personnel who will be responsible for the certification of airports and enforcement of FAR 139. Classroom subjects to be covered are airport inspection procedures to assure compliance with FAR 139 Subpart D, identification of violations to FAR 139, preparation of administrative enforcement actions, issuance of certificates, and review of airport certification manuals and related plans. The class includes labs, workshops, and field trips to provide hands-on training. Course provided by FAA. Course length: 3 weeks.	TSgt/MSgt 7-Skill Level Awarded SEI 368
Aircraft Mishap Investigation Course (WCIP05A). This course provides aircraft mishap investigation techniques and procedures. Course provided by HQ Air Force Safety Center, Kirtland AFB, NM. Course length: 3 weeks.	MSgt or above 7-Skill Level
Flight Safety Non Commissioned Officer (L3AZR1S071). This course provides training on principles of mishap prevention; flight safety program responsibilities; requirements of the Hazardous Air Traffic Report (HATR) program, Bird Aircraft Strike Program and Hazard Reporting Program; objectives of inspections, assessments, mishap investigation, and reporting; mishap categories and classes; investigation responsibilities and preparing mishap reports. Course provided by HQ Air Force Safety Center, Kirtland AFB, NM. Course length: 3 weeks.	TSgt or above 7-Skill Level
Risk Management (RM)(WCIP05E). Course provides "how-to" instruction in applying primary and select RM tools and techniques. In addition, the integration of RM into organizational activities is covered. The course is intended for personnel serving as organizational RM focal points, RM trainers, lead planners and others requiring a more in-depth understanding of RM principles, tools and application. Course provided by HQ Air Force Safety Center, Kirtland AFB, NM. Course length: 3 days.	SSgt/MSgt 7-Skill level
Contingency Wartime Planners Course (CWPC). This course provides MFM and FAMs in-depth knowledge in contingency planning, crisis action planning, and operations plans execution. Course provided by Air University at Maxwell AFB, AL. Course length: 10 class days (two weeks).	MSgt/CMSgt 7/9-Skill levels
AM Contingency Operations Workshop (COW). The COW prepares AM personnel to perform duties in a deployment environment during contingency operations. Subjects include; familiarization and use of the AM equipment UTC (7FVLU); use of night vision devices (NVD); Forward Area and Refueling Point operations (FARP), post attack actions, etc. Training concludes with a field exercise and exit exam. Workshop is provided by the Air National Guard at Camp Shelby, MS. Course length: 5 days.	SrA/MSgt 5/7-Skill levels

7. Community College of the Air Force (CCAF). CCAF enrollment occurs after completion of basic military training and provides the opportunity to obtain an Associate in Applied Sciences (A.A.S.) Degree. In addition, CCAF offers the following:

7.1. Occupational Instructor Certification. Upon completion of instructor qualification training, consisting of the instructor methods course and supervised teaching practicum. CCAF instructors who possess an associate degree or higher may be nominated by their

commander/commandant for certification as an occupational instructor.

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

7.3. Degree Requirements. All airmen are automatically entered into the CCAF program. Prior to completing an associate degree, the following requirements must be met:

7.3.1. Award of an airfield management 5-skill level.

7.3.2. Meet the current year CCAF General Catalog program requirements. See current program requirements at http://www.au.af.mil/au/ccaf/catalog/2011cat/ter_1avy.htm. Obtain additional information on CCAF degrees and requirements through the base education office, or the CCAF representative at Maxwell AFB, AL, DSN 493-2043.

7.4. Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an AETC Instructor must possess as a minimum as 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 (42 semester hours). A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

8. Airfield Management Career Field Paths.

8.1. Table 8.1 depicts typical duty positions in the AM career field by grade level. This table is intended as a guide only to provide Airmen a "snapshot" of possible duty positions in planning their careers and duty assignments; this chart is not all-inclusive.

Table 8.1. Airfield Management Career Path

Rank	Skill Level	Time in AM Years	Duty Positions
AB/Amn	3	<1	Initial skills trainee; Airfield Management Operations Coordinator (AMOC) Trainee
A1C	3/5	1-3	AMOC, Airfield Management Operations Shift Lead (AMSL)
SrA	5	3-4	AMOC; Airfield Management Operations Supervisor (AMOS); Resident Course Instructor (RCI)
SSgt	5/7	4-9	AMOS; RCI; NCOIC, Airfield Management Training (NAMT); NCOIC, Airfield Management Operations (NAMO); Contingency Response Forces (CRF)
TSgt	7	9-15	AMOS; NAMT; NAMO; Contracting Officer's Representative (COR); DoD NOTAM Div; RCI; CRF; Deputy AFM (DAFM)
MSgt	7	15-18	COR; DAFM; AFM; MAJCOM Functional Manager (MFM); Functional Area Manager (FAM); DoD NOTAM Division; RCI, Numbered AF (NAF) Functional; CRF

SMSgt	9	18-22	AFM; MFM; FAM; NAF Functional
CMSgt	CEM (0)	22-30	AFM; MFM; FAM; AFCFM

Section C - Skill Level Training Requirements

9. Purpose. Skill levels in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. Each skill level must be completed sequentially. 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. Entry into training occurs upon completion of basic military training or when retraining from another AFSC is approved.

10.1.1.1. Knowledge. Mandatory knowledge of: International Civil Aviation Organization (ICAO); North Atlantic Treaty Organization (NATO); United States Federal and military airfield regulations; aeronautical charts, maps, and publications; flight data and NOTAM systems; familiarity of navigational aids; basic aircraft design characteristics; and principles of organization, purpose, operation, and management of airfield operational areas.

10.1.1.2. Education. For entry, completion of high school with a course in typing is desirable.

10.1.1.3. Training. Completion of the Airfield Management Apprentice Course, *E3ABR1C731*, is mandatory.

10.1.1.4. Experience. N/A

10.1.1.5. Other. The following items are mandatory for entry, award, and retention of this AFSC:

10.1.1.5.1. Aptitude and physical requirements are listed in the AFECD, Attachment 4.

10.1.1.5.2. Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*.

10.1.1.5.3. Ability to speak distinctly in person and over air-to-ground radios.

10.1.1.5.4. Must attain qualification to operate a government vehicle according to AFI 24-301, *Vehicle Operations*.

10.1.1.5.5. Must be a US National (not open to non-US Citizens) that can routinely access Secret material or similar environment. National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, *Personnel Security Program Management* are required. **NOTE:** Award of the 3-skill level without a completed NACLC is authorized provided an interim Secret security clearance has been granted according to AFI 31-501.

10.1.1.5.6. Must maintain an Air Force Network License according to AFI 33-115, Vol 2., *Licensing Network Users and Certifying Network Professionals*

10.1.1.6. Training Sources and Resources. Completion of course *E3ABR1C731* satisfies the knowledge and performance requirements specified in the specialty qualification section for award of the 3-skill level.

10.1.1.7. Implementation. Successful completion of the AM Apprentice Course results in award of the 3-skill level.

10.2. Journeyman Level Training.

10.2.1. Specialty Qualification. Enter 5-skill level UGT upon arrival at first duty station and after completion of an initial evaluation.

10.2.1.1. Knowledge. Mandatory knowledge of: United States Federal, DoD, ICAO and NATO airfield regulations; aeronautical charts, maps, and publications; flight data and NOTAM systems; familiarity of navigational aids; basic aircraft design characteristics; and principles of organization, purpose, operation, and management of airfield operational issues.

10.2.1.2. Education. N/A

10.2.1.3. Training. Complete the AMOC PCG; all core tasks listed in the STS; and a minimum of 12 months in UGT (9 months for retrainees).

10.2.1.4. Experience. Qualification in and possession of AFSC 1C731. Also, experience in Airfield Management Operations functions such as: airfield checks and inspections, NOTAM processing, emergency response actions, and maintaining flight information data and supportive displays.

10.2.1.5. Other. The following items are mandatory for entry, award, and retention of this AFSC:

10.2.1.5.1. Aptitude and physical requirements are listed in the AFECD, Attachment 4.

10.2.1.5.2. Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*.

10.2.1.5.3. Ability to speak distinctly in person and over air-to-ground radios.

10.2.1.5.4. Must attain qualification to operate a government vehicle according to AFI 24-301.

10.2.1.5.5. Must be a US National (not open to non-US Citizens) that can routinely access Secret material or similar environment. National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501 are required. **NOTE:** Award of the 3-skill level without a completed NACLC is authorized provided an interim Secret security clearance has been granted according to AFI 31-501.

10.2.1.5.6. Must maintain an Air Force Network License according to AFI 33-115, Vol 2.

10.2.1.6. Training Sources and Resources. USAF AM PCGs are published and provided by HQ AFFSA. Various CBTs used to support OJT are provided by AFFSA or are located on ADLS website.

10.2.1.7. Implementation. Completion of the AMOC PCG, all core and applicable tasks listed in the CFETP, and 12 months in UGT (9 months for retrainees with training status code F) is required for award of the 5-skill level.

10.3. Craftsman Level Training.

10.3.1. Specialty Qualification. Enter 7-level UGT after notification of promotion to Staff Sergeant (SSgt) but no earlier than the first day of the promotion cycle.

10.3.1.1. Knowledge. Mandatory knowledge of: US Federal, DoD, ICAO and NATO airfield regulations; aeronautical charts, maps, and publications; flight data and NOTAM systems; familiarity of navigational aids; basic aircraft design characteristics; and principles of organization, purpose, operation, and management of airfield operational issues.

10.3.1.2. Education. For active duty, resident graduation of the Airman Leadership School (ALS) is a prerequisite to assume the grade of SSgt and NCO Academy (NCOA) to assume the grade of MSgt. For ARC, completing the distance learning ALS and NCOA satisfies this requirement.

10.3.1.3. Training. Complete the Craftsman ADL Course; all applicable tasks listed in the STS; and a minimum of 12 months in UGT (6 months for retrainees with training status code G).

10.3.1.4. Experience. Qualification in and possession of AFSC 1C751. Also, experience performing and Airfield Management functions; such as, airfield checks and inspections, overseeing airfield construction or repairs, processing airfield waivers, or conducting airfield surveys.

10.3.1.5. Other. The following items are mandatory for entry, award, and retention of this AFSC:

10.3.1.5.1. Aptitude and physical requirements are listed in the AFECD, Attachment 4.

10.3.1.5.2. Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*.

10.3.1.5.3. Ability to speak distinctly in person and over air-to-ground radios.

10.3.1.5.4. Must attain qualification to operate a government vehicle according to AFI 24-301.

10.3.1.5.5. Must be a US National (not open to non-US Citizens) that can routinely access Secret material or similar environment. National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501 are required. **NOTE**: Award of the 3-skill level without a completed NACLC is authorized provided an interim Secret security clearance has been granted according to AFI 31-501.

10.3.1.5.6. Must maintain an Air Force Network License according to AFI 33-115, Vol 2.

10.3.1.6. Training Sources and Resources. The Craftsman ADL Course is completed through the ADLS website.

10.3.1.7. Implementation. Completion of the Craftsman ADL Course, all applicable tasks listed in the STS, and a minimum of 12 months in UGT (6 months for retrainees with training status code G) is required for award of the 7-skill level.

10.4. Airfield Manager Qualification Training (SEI 368)

10.4.1. Specialty Qualification. Enter SEI 368 qualification training upon promotion to TSgt and complete within 1 year.

10.4.1.1. Knowledge. Mandatory knowledge of facility operations and management, airfield support plans, airfield utilization, mishaps, Air Traffic Control and Landing Systems (ATCALS), airspace and airfield criteria, airfield infrastructure, pavement evaluations, and contingency operations.

10.4.1.2. Education. N/A

10.4.1.3. Training. Complete the AFM PCG and the Advanced Airfield Managers Course.

10.4.1.4. Experience. Qualification in and possession of AFSC 1C771 and minimum grade of TSgt and 36 months of AM experience; to include 12 months working in an AM facility as a 7-skill level. Also, experience managing airfield management activities, overseeing airfield construction or repairs, processing airfield waivers, and reviewing airfield management policies and directives.

10.4.1.5. Other. The following items are mandatory for entry, award, and retention of this AFSC:

10.4.1.5.1. Aptitude and physical requirements are listed in the AFECD, Attachment 4.

10.4.1.5.2. Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*.

10.4.1.5.3. Ability to speak distinctly in person and over air-to-ground radios.

10.4.1.5.4. Must attain qualification to operate a government vehicle according to AFI 24-301.

10.4.1.5.5. Must be a US National (not open to non-US Citizens) that can routinely access Secret material or similar environment. National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501 are required. **NOTE:** Award of the 3-skill level without a completed NACLC is authorized provided an interim Secret security clearance has been granted according to AFI 31-501.

10.4.1.5.6. Must maintain an Air Force Network License according to AFI 33-115, Vol 2.

10.4.1.6. Training Sources and Resources. The PCG is published and provided by AFFSA. Course E3AZR1C791 is completed by in-residence attendance at Keesler AFB, MS.

10.4.1.7. Implementation. To be awarded SEI 368, individuals must complete all qualification training requirements, meet minimum experience requirements, and be recommended by the Airfield Manager.

10.5. Superintendent Level Training.

10.5.1. Specialty Qualification.

10.5.1.1. Knowledge. Mandatory knowledge of: US Federal, DoD, ICAO and NATO airfield regulations; aeronautical charts, maps, and publications; flight data and NOTAM systems; familiarity of navigational aids; basic aircraft design characteristics; and principles of organization, purpose, operation, and management of airfield operational issues.

10.5.1.2. Education. For active duty, resident graduation of the Senior NCO Academy (SNCOA) is not required to assume the grade of SMSgt, but is required to assume the rank of Chief Master Sergeant (CMSgt). This course is normally completed before sewing-on SMSgt. ARC personnel can satisfy this requirement through distance learning.

10.5.1.3. Training. If not already awarded SEI368, complete the AFM PCG and the Advanced Airfield Managers Course.

10.5.1.4. Experience. Qualification in and possession of AFSC 1C771. Also, experience managing functions such as airfield management activities, preparing or reviewing policies and directives for airfield management or ensuring coordination with agencies to improve airfield management functions.

10.5.1.5. Other. The following items are mandatory for entry, award, and retention of this AFSC:

10.5.1.5.1. Aptitude and physical requirements are listed in the AFECD, Attachment 4.

10.5.1.5.2. Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*.

10.5.1.5.3. Ability to speak distinctly in person and over air-to-ground radios.

10.5.1.5.4. Must attain qualification to operate a government vehicle according to AFI 24-301.

10.5.1.5.5. Must be a US National (not open to non-US Citizens) that can routinely access Secret material or similar environment. National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501 are required. **NOTE:** Award of the 3-skill level without a completed NACLC is authorized provided an interim Secret security clearance has been granted according to AFI 31-501.

10.5.1.5.6. Must maintain an Air Force Network License according to AFI 33-115, Vol 2.

10.5.1.6. Training Sources and Resources. The PCG is published and provided by AFFSA. Course E3AZR1C791 is completed by in-residence attendance at Keesler AFB, MS.

10.5.1.7. Implementation. To be awarded the 9-skill level, individuals must have SEI 368 awarded and sew-on SMSgt.

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.

11.1. Apprentice Level Training. None.

11.2. Journeyman Level Training. None.

11.3. Craftsman Level Training. None.

11.4. Airfield Manager Qualification Training. None.

Section E. Transitional Training Guide - None.

Part II

Section A - Specialty Training Standard

1. Implementation. The STS (Attachment 1) will be used for technical training provided by AETC for classes entering on and after 05 Jan 2013 for 3-skill level training and with the class entering on and after 02 Apr 2013 for 7-skill level training.

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

2.1. Column 1 lists the most common tasks, knowledge and Technical References (TR) necessary for Airman to perform their duties in the 3-, 5-, and 7-skill level. All task and knowledge items shown with a proficiency code are trained during wartime. Wartime tasks are tasks identified by the MAJCOM functional managers that must continue to be taught when HQ AETC implements the wartime course chart.

2.2. Column 2 identifies core tasks for 5 and 7 skill levels. The core tasks identify the minimum essential tasks required to perform the duty expected of each person in each skill level of the specialty.

2.3. Column 3 provides certification for OJT and is used to record completion of tasks and knowledge training requirements. Items identified by © require third party certification. The trainer will determine when the trainee is ready to be certified on a task. If no third party certification is required, training is certified complete by the trainer, by initialing the trainer block. If the task requires third party certification, the training is certified complete after the trainer initials the training block and the task certifier conducts a task evaluation and initials the certifier block. Use automated training management systems to document, if available. Task certification must show a certification or completion date.

2.4. Column 4 shows formal training requirements and the proficiency to be demonstrated on the job by the graduate as a result of formal training on the task and knowledge.

2.5. The qualitative requirements at the beginning of Attachment 1 contain the proficiency code key used to indicate the level of training and knowledge provided by resident training.

2.6. The STS is used to document task completion when placed in AF Form 623, *On-The-Job Training Record*, and according to AFI 36-2201. Documentation shall be IAW AFI 36-2201 or any subsequent messages.

2.6.1. At the unit level, tasks are trained and qualified to the "Go" level. "Go" means the individual can perform the task without assistance and meets local demands for accuracy, timeliness, and correct use of procedures ("Go" level equates to 3c in the STS proficiency code key). Graduates of the 3-level resident course are trained to the level indicated by the codes in column 4, as they relate to the proficiency code key at the front of the STS, and not to the “Go” level.

2.6.2. Duty position requirements are identified by circling the subparagraph number next to the task statement on the master training record. Any additional duty position tasks required by a unit must be added in the 797 tab of AFTR. As a minimum, complete the following

columns in Part 2 of the CFETP; Training Completed, Trainee Initials, Trainer Initials and Certifier Initials (if third party certification is required).

2.6.3. The AFCFM requires third-party certification and evaluation on selected STS and AF Form 797 items; which means the certifier must be someone other than the trainer. At ARC locations that do not have enough positions to comply, the applicable ARC MFM is delegated the authority to waive this requirement. ARC MFM waivers will be location specific and not "blanket".

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

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

2.7.2. For tasks previously qualified/certified and required in the current duty position, enter the current date in the completion column. Trainee initials in the trainee column and the supervisor/trainer initials in the trainer column.

2.7.3. Annotate the AF Form 623a, (for example, "I certify the information contained in the CFETP dated XX was transcribed to the CFETP dated XX, and the trainee was given the superseded CFETP." Signed and dated by supervisor and trainee).

2.7.4. For personnel in retraining status, maintain the CFETP from previous AFSC until commensurate skill level is achieved, then give the obsolete field CFETP to the individual.

2.7.5. Automated training records update automatically when a new CFETP is published. Supervisors and trainers must review to ensure applicable tasks transferred and identify any new tasks that require training.

2.8. When a supervisor determines an Airman is unqualified on a task previously certified for their duty position, the supervisor erases the previous certification, or deletes certification when using automated system. Appropriate remarks pertaining to the reason for decertification are entered on the AF Form 623a or automated version. Begin recertification following initial certification procedures.

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

3. Recommendations. Comments and recommendations are invited concerning the quality of AETC training. A Customer Service Information Line (CSIL) has been installed for the

supervisor convenience. For a quick response to concerns, call 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.).

Section B – Course Objective List

4. Measurement. Each objective is indicated as follows: P indicates required task performance, which is measured with a performance test. O indicates trainee must correctly articulate the desired level of knowledge on the subject/task.

5. Standard. The standard is 70% on written examinations. Standards for performance measurement are indicated in the objective and delineated on the individual progress checklist. Instructor assistance is provided as needed during the progress check and students may be required to repeat all or part of the behavior until satisfactory performance is attained.

6. Proficiency Level. Most task performance is taught to the 2b proficiency level, which means the student can do most parts of the task but does need assistance on the hardest parts of the task (partially proficient). The student can also determine step-by-step procedures for doing the task.

7. Course Objectives. The course objectives are listed in the sequence taught by block of instruction. A detailed listing of course objectives may be obtained by written request to 334 TRS/TRR, Keesler AFB MS, 39534-2335.

Section C – Support Materials

8. The following list of support materials is not all-inclusive; however, it covers those most frequently used.

Type	Title	Developer
PCG	AMOC	AFFSA
PCG	AMOS/AMSL	AFFSA
PCG	NAMO/T	AFFSA
PCG	AFM	AFFSA

Section D – Training Course Index

9. 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. Current listings of formal courses available are located at the Education and Training Course Announcements (ETCA) web page, https://etca.randolph.af.mil/.

9.1. Air Force In-Residence Courses

Course Number	Title	Location
E3ABR1C731 00RB	Airfield Management Apprentice	Keesler AFB
E3AZR1C791 00RB	Advanced Airfield Manager Course	Keesler AFB

9.2. AF Institute for Advanced Distributive Learning

Course Number	Title	Location
E6ACW1C771 00RB	Airfield Management Craftsman	Keesler AFB

9.3. Exportable Courses

Course Number	Title	Location
CBT	Airfield Criteria	AFFSA
CBT	Airfield Inspection and Maintenance	AFFSA
CBT	Wildlife Hazard Management	AFFSA
CBT	Airfield Driving	ADLS
CBT	Contingency Operations	AFFSA

Section E - MAJCOM Unique Requirements

10. There are currently no MAJCOM unique requirements. This area is reserved.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

JAMES J. JONES, Maj Gen, USAF
Director of Operations

Attachments:
1. 1C7X1 STS

ATTACHMENT 1 - 1C7X1 STS

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. (Example: b and 1b)

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

- This mark is used to show that no proficiency training is provided in the course. OJT must be provided at the unit/base level.

X This mark is used in the core task column to show that training is required but not given at locations that do not have required equipment.

© This mark denotes an item that requires third party certification.

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

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. OJT Task Certification Documentation					4. Proficiency Codes Used To Indicate Training/Information Provided	
		Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-Level Course	7-Level Course
1. Career Progression TR: AFI 13-204v1 and 3, CFETP								
1.1. Progression in Career Field Ladder 1C7X1	5						A	-
1.2. Duties and positions of AFSCs 1C7-3/5/7/9/0	5						A	-
2. Administrative Management TR: AFI 13-204v1 and 3, CMS 13EX00, AFI 33-322, AFI 33-360, AFI 33-364 AFMAN 33-363								
2.1. Manpower Utilization	7						-	B
2.2. Develop Work Schedule	7						-	c
2.3. Utilize Daily Record of Facility Operations - AF Form 3616	5						2b	-
2.4. Letters of Agreement TR: AFI 13-204v3, FAAO 7210.3, AFI 25-201	7						-	-
2.5. Memorandum of Understanding	5						-	-
2.6. Memorandum of Agreement	5						-	-
2.7. Support Agreement	5						-	-
2.8. Office File Plan	7						-	-
2.9. File Disposition	5						-	-
3. Contingency/Expeditionary Operations TR: AFDD1, AFI 10-401, AFDD2, ETL 04-2, UFC 3- 535-01, AFTTP 3-4.4, AFTTP 3-2.68(IP), STANAG 7174								
3.1. Air Expeditionary Task Force (AETF)	5						-	-
3.2. Force Moduling	5						A	-
3.3. Base Operation Support	7						-	-
3.4. Senior Airport Authority (SAA)	7						-	-
3.5. Minimum Operating Strip (MOS)	7						-	-
3.6. Night Vision Devices (NVD) Ops TR: TC 21-305-20, AFJMAN 24-306_IP	X						-	-
3.7. Airfield Battle Damage Assessment	7						-	-
3.8. AM UTC Mission Capability (MISCAP)	7						-	-
3.9. Airfield Surveys: Types and Purposes TR: AMCI 10-202v4, AFI 13-217, ETL 09-6, AFI 10-404, AFI 11-235, FM 3-04.104, T.O. 00-25-172								
3.9.1. Base Support Plan	7						-	B
3.9.2. Expeditionary Site Survey	7						-	B
3.9.3. Airfield Assessment (CRG)	7						-	B
3.9.4. AMC Form 174	7						-	B
3.9.5. LZ/DZ/HLZ	7						-	B
3.9.6. ATCALS/DATCALS	7						-	B
3.9.7. TERPS	7						-	B
3.9.8. Explosive Siting	7						-	B
3.9.9. Flight Check	7						-	B
3.9.10. FARP/Hot Refueling	7						-	B
4. Support Agencies TR: AFI 91-101, AFI 91-202, AFI 38-101, AFI 32-1001, AIM, AFI 21-101, AFI 31-101, AFECD, AFMAN 91-201, AFTTP 3-4.4, AFI 32-10112, AFI 10-207								
4.1. Safety								

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. OJT Task Certification Documentation					4. Proficiency Codes Used To Indicate Training/Information Provided	
		Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-Level Course	7-Level Course
4.1.1. Flight	5						A	-
4.1.2. Ground	5						A	-
4.1.3. Weapons	5						A	-
4.2. Civil Engineering								
4.2.1. Engineering Flight	5						A	-
4.2.1.1. GeoBase	5						A	-
4.2.2. Operations Flight								
4.2.2.1. Operations Support	5						A	-
4.2.2.2. Maintenance Engineering	5						A	-
4.2.2.3. Electrical	5						A	-
4.2.2.4. Pavements/Equipment	5						A	-
4.2.2.5. Utilities	5						A	-
4.2.2.6. Structural	5						A	-
4.2.2.7. Mechanical	5						A	-
4.2.3. Environmental Flight	5						A	-
4.2.4. EOD Flight	5						A	-
4.2.5. Fire Protection Flight	5						A	-
4.3. Air Traffic Control	5						A	-
4.4. Command Post	5						A	-
4.5. Maintenance Operations Center	5						A	-
4.6. Transient Alert	5						A	-
4.7. Weather	5						A	-
4.8. Security Forces	5						A	-
4.9. Airfield Systems	5						A	-
5. Communications Systems TR: AFI 13-204v3, AFI 33-106, FAA 7110.65								
5.1. Operate	5						2b	-
5.2. Use Terminology	5						2b	-
5.3. Use Phraseology	5						2b	-
6. NOTAMS TR: AFI 11-208 (IP)								
6.1. System	5						A	-
6.2. Criteria	5						A	-
6.3. Graphical	5						A	-
7. Airfield Management Programs								
7.1. Airfield Inspection TR: AFI 13-204v2 and 3	5						A	-
7.2. Airfield Installation Compatibility Use Zones Program TR: AFH 32-7084, AFI 32-7063, DODI 4165.57	5						A	-
7.3. Snow and Ice Control Program TR: AFI 13-204v3, AFI 32-1002, FAA AC 150/5220-20, FAA AC 150/5200-30, FAA AC 150/5340-26, FAAO 6820.10, T.O. 33-1-23								
7.3.1. Equipment/Material	5						A	-
7.3.2. Removal Techniques	5						A	-
7.3.3. Snow and Ice Control Plan	5						A	-
7.3.4. Snow Removal Priorities	5						A	-
7.3.5. NAVAID Clearances	5						A	-
7.3.6. Snow Berm Heights	5						A	-

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. OJT Task Certification Documentation					4. Proficiency Codes Used To Indicate Training/Information Provided	
		Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-Level Course	7-Level Course
7.4. Bird/Wildlife Aircraft Strike Hazard Reduction Program TR: AFI 13-204v3, AFPAM 91- 212, AFI 91-202; FAA AC 150/5200-33								
7.4.1. Active Control	5						A	-
7.4.2. Passive Control	5						A	-
7.4.3. BASH Plan	5						A	-
7.4.4. Bird Hazard Working Group	7						A	-
7.4.5. Bird Watch Conditions (BWC)	5						A	-
7.4.6. Bird Strike	5						A	-
7.4.7. Integrated Natural Resource Plan	7						-	B
7.4.8. Munitions/Weapons Storage	5						A	-
7.5. Airfield Driving Program TR: AFI 13-213, TC 21-305-20 AFI 91-203, AFI 21-101								
7.5.1. Unit Responsibilities	5						A	-
7.5.2. Airfield Management Responsibilities	5						A	B
7.5.3. Program Development	7						-	B
7.5.4. Privately Owned Vehicle and Government Leased Vehicle Passes	5						A	-
7.5.5. Licensing	5						A	-
7.5.6. Enforcement	5						A	-
7.5.7. Violations TR: AFI 91-202, AFM 91-223	5						A	B
7.5.8. Airfield Driving Training Program (ADTP) Database	X						-	-
7.6. Security TR: AFI 31-101, AFI 10-701								
7.6.1. Specific OPSEC Vulnerabilities of AFSC 1C7X1	5						A	-
7.6.2. Integrated Defense Plan (IDP)	5						A	-
7.7. Airfield Driving TR: AFI 13-213, TC 21-305-20, AFI 91-203, FAA AC 5210-20								
7.7.1. Airfield Driving Procedures	5						b	-
7.7.2. Controlled Movement Area Procedures	5						b	-
7.8. Airfield Operations Certification Inspection (AOCI) TR: AFI 13-204v2	5						A	-
8. Airfield Design Criteria TR: UFC 3-260-01, AFMAN 32-1084, T.O. 00-25-172, ETL 12-11, ETL 09-6, AFI 13-217, ETL 09-1, ETL 1110-3-506, AC 150/5300-13								
8.1. Fixed Wing Runways								
8.1.1. Runway Classifications	5						A	-
8.1.2. Runway Systems	5						A	-
8.1.3. Runway Orientation	5						A	-
8.1.4. Orientation/Design Considerations	5						A	-
8.1.5. Runway Designation	5						A	-
8.1.6. Navigational Aids TR: AIM, AFI 11-230, FAA AC 150/5220-16, FAAO 6560.20, FAAO 6820.10								
8.1.6.1. Non-precision	5						A	B

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. OJT Task Certification Documentation					4. Proficiency Codes Used To Indicate Training/Information Provided	
		Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-Level Course	7-Level Course
8.1.6.2. Precision	5						A	B
8.1.6.3. Approach Category	5						A	B
8.1.6.4. Critical Areas	5						A	B
8.1.6.5. Precision Obstacle Free Zone (POFZ)	5						A	B
8.1.7. Class B Runway Dimensional Criteria	5						A	B
8.1.8. Class B Runway Shoulders	5						A	B
8.1.9. Class B Runway Overruns	5						A	B
8.1.10. Class B Runway Grading requirements	7						-	B
8.1.11. Class B Runway Clear Zones	5						A	B
8.1.12. Class B Clear Zone Mandatory Zone of Frangibility	5						A	B
8.1.13. Accident Potential Zones	5						A	B
8.1.14. Imaginary Surfaces								
8.1.14.1. Air Force Class B Runway	5						A	B
8.1.14.2. Army Class B Runway	7						-	B
8.1.15. Objects affecting navigable airspace	5						A	B
8.1.16. Aircraft Characteristics								
8.1.16.1. Aircraft Dimensions	5						A	B
8.1.16.2. Turning Capabilities	5						A	B
8.1.16.3. Maximum Gross Take-off Weight	5						A	B
8.1.16.4. Exhaust Temperatures	5						A	B
8.1.16.5. Exhaust Velocities	5						A	B
8.2. Rotary Wing Facilities								
8.2.1. Helipads	5						A	B
8.2.2. Helipad Dimensional Criteria	5						A	B
8.2.3. Helipad Shoulders	5						A	B
8.2.4. Helipad Grading Requirements	5						-	B
8.2.5. Helipad Clear Zones	5						A	B
8.2.6. Helipad Accident Potential Zones	5						A	B
8.2.7. Helipad Imaginary Surfaces	5						A	B
8.3. Unmanned Aerial System (UAS)	7						A	-
8.4. Landing Zones (LZ)								
8.4.1. Site Planning for LZs	5						A	B
8.4.2. Siting Considerations	5						-	B
8.4.3. LZ Dimensional Criteria	5						A	B
8.4.4. LZ Grading Requirements	5						-	B
8.4.5. Clear Zones	5						A	B
8.4.6. LZ Imaginary Surfaces	5						A	B
8.5. Taxiways								
8.5.1. Fixed Wing Taxiway	5						A	B
8.5.2. Rotary Wing Taxiway	5						A	B
8.5.3. LZ Taxiway	5						A	B
8.6. Aprons and Other Pavements								
8.6.1. Fixed-Wing Aircraft Parking Apron								
8.6.1.1. Taxilanes	5						A	B
8.6.1.2. Aircraft Turning Capabilities	5						A	B
8.6.1.3. Departure Sequencing	5						A	B
8.6.1.4. Minimum Standoff Distances	5						A	B
8.6.1.5. Other Pavements								
8.6.1.5.1. Warm-up Pad	5						A	B
8.6.1.5.2. Power Check Pad	5						A	B
8.6.1.5.3. Arm/Disarm Pad	5						A	B
8.6.1.5.4. Compass Calibration Pad	5						A	B

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. OJT Task Certification Documentation					4. Proficiency Codes Used To Indicate Training/Information Provided	
		Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-Level Course	7-Level Course
8.6.1.5.5. Hazardous Cargo Pad	5						A	B
8.6.1.5.6. Alert Pad	5						A	B
8.6.1.5.7. Aircraft Wash Rack	5						A	B
8.6.1.5.8. Hangar Access Apron	5						A	B
8.6.2. Rotary-Wing Aircraft Parking Apron								
8.6.2.1. Army Parking Apron Layout	7						-	B
8.6.2.2. Air Force Parking Apron Layout	7						-	B
8.6.2.3. Rotary-Wing Parking Apron Considerations	7						-	B
8.6.3. Aircraft Parking Plans	7						A	-
8.6.4. Develop Parking Plans	7						-	b
9. Airfield Safety TR: AFI 13-204v3, AFI 91-202, AFI 91-204								
9.1. Hazardous Cargo Classifications TR: AFJI 11-204	5						A	B
9.2. Hazardous Conditions on Airfield TR: AFI 91-203, T.O. 00-25-172, T.O. 42B-1-1-18, ETL 07-3, AFMAN 91-201, UFC 3-260-01								
9.2.1. Fuel Spills	5						A	-
9.2.2. Hydrazine Leaks	5						A	-
9.2.3. Jet Blast/Engine Runs	5						A	-
9.2.4. Jettison Areas	5						A	-
9.2.5. ARM/DE-ARM Ops	5						A	-
9.2.6. Explosives Safety	5						A	-
9.2.7. Jet Blast Effects	5						A	-
9.2.8. Reduced Visibility	5						A	-
9.2.9. Fuel Servicing Safety Zone	5						A	-
9.2.10. Engine Intake Danger Areas	5						A	-
9.2.11. Rotor/Blade Safety Zones	5						A	-
10. Airfield Resource Protection TR: AFI 31-101, AFI 13-207								
10.1. Protection Level Resources	5						A	-
10.2. Physical Security	5						A	-
11. Pavements TR: AFI 32-1041, ETL 02-19, ETL 08-1, ETL 04-9,UFC 3-260-02, UFC 3-260-03, UFC 3-270-01, UFC 3-270-04, UFC 3-270-05, UFC 3-270-06, STANAG 7131								
11.1. Pavement Types	5						A	B
11.2. Pavement Condition Index (PCI)	7						a	c
11.3. Interpret Airfield Pavement Structural Evaluation	7						a	c
11.4. Interpret Aircraft Classification Number (ACN)/Pavement Classification Number (PCN)	5						a	c
11.5. Interpret Runway Friction Characteristic Evaluation	7						a	c
11.6. Expedient Pavement Repairs methods/materials	7						-	B

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. OJT Task Certification Documentation					4. Proficiency Codes Used To Indicate Training/Information Provided	
		Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-Level Course	7-Level Course
12. Airfield Markings TR: AFI 32-1042, ETL 04-2, FAA AC 150/5340-1, FAA AC 150/5345-39, ICAO Annex 14v1 and 2, STANAG 3158, STANAG 3711, AIM, AFI 11-230, AFI 13-217, ETL 09-6								
12.1. Runway Markings	5						A	B
12.2. Taxiway Markings	5						A	B
12.3. Apron Markings	5						A	B
12.4. Helipad Markings	5						A	B
12.5. Visual Hold Line	5						A	B
12.6. Instrument Hold Lines	5						A	B
12.7. Threshold Markings								
12.7.1. Permanent Displaced Threshold	5						A	B
12.7.2. Temporary Displaced Threshold	5						A	B
12.8. Temporary Markings	5						A	B
12.9. Closed Surface Markings	5						A	B
12.10. Minimum Operating Strips (MOS)	7						A	B
12.11. Landing Zones	7						A	B
13. Airfield Lighting TR: AFI 32-1044, AFI 13-204v3, AFI 32-1024, AFI 32-1042, AFI 32-1043, AFI 11-230 FLIPs, UFC 3-535-01, FAA AC 150/5340-30, FAA AC 150/5345-43/44/46, ETL 11- 23, ETL 04-2, ETL 11-27, UFC 3-260-01, FAAO 6850.5, ICAO Annex 14, STANAG 3316, STANAG 3346, STANAG 7079, AFI 13-217								
13.1. Visual Facilities Requirements	5						A	B
13.2. Frangible Fixtures	5						A	B
13.3. Approach	5						A	B
13.4. Approach Light Planes	5						A	B
13.5. Instrument Critical Area/Traffic Control Light Systems On Airfield	5						A	B
13.6. Runway	5						A	B
13.7. Taxiway	5						A	B
13.8. Rotating Beacon	5						A	B
13.9. Wind Cones	5						A	B
13.10. Runway Guard Lights (RGL)	5						A	B
13.11. PAPI	5						A	B
13.12. Obstruction Lights	5						A	B
13.13. Helipad	5						A	B
13.14. NATO								
13.14.1. Approach Lighting	5						A	B
13.14.2. Runway Lighting	5						A	B
13.14.3. Taxiway Lighting	5						A	B
13.15. ICAO								
13.15.1. Approach Lighting	5						A	B
13.15.2. Runway Lighting	5						A	B
13.15.3. Taxiway Lighting	5						A	B
13.16. Contingency								
13.16.1. Approach Lighting	5						A	B
13.16.2. Runway Lighting	5						A	B
13.16.3. Landing Zone Lighting	5						A	B
13.16.4. Expeditionary Airfield Lighting System (EALS)	5						A	B

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. OJT Task Certification Documentation					4. Proficiency Codes Used To Indicate Training/Information Provided	
		Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-Level Course	7-Level Course
13.16.5. Solar Lights	7						A	-
14. Airfield Signs TR: UFC 3-535-01, ICAO Annex 14, FAA AC 150/5345-44								
14.1. Mandatory	5						A	B
14.2. Information/Guidance	5						A	B
14.3. Runway Distance Markers (RDM)	5						A	B
14.4. Arresting Gear Markers (AGM)	5						A	B
14.5. Traffic Control	5						A	B
15. Aircraft Arresting Systems TR: AFI 32-1043, FAA AC 150/5220-22, STANAG 3697								
15.1. Types (MAAS, BAKS)	5						-	B
15.2. Components	5						-	B
15.3. Certifications	5						-	B
16. Airfield Waivers TR: AFI 13-204v3, UFC 3-260- 01, AFI 32-7063, AFH 32-7084, AFI 11-218 AFI 32-1042, UFC 3-535-01								
16.1. Airspace Criteria Waivers								
16.1.1. Exemptions	5						A	C
16.1.2. Permanent Waivers	5						A	C
16.1.3. Temporary Waivers	5						A	C
16.2. Building Restriction Line	5						A	B
16.3. Pavement Weight Bearing Waivers	5						A	C
16.4. Marking Waivers	5						A	B
16.5. Lighting Waivers	5						A	B
16.6. Waiverable Support Facilities	5						A	C
16.7. Permissible Deviations	5						A	C
16.8. Frangibility Requirements	5						A	C
16.9. AICUZ Deviation	5						A	C
16.10. Wingtip Clearance	5						A	C
17. Airfield Inspection TR: AFI 13-204v3, UFC 3-260-01, UFC 3-535-01, UFC 3-270-05/06, AFI 32-7063, AFH 32-7084, AFI 32-1044, AFPAM 92-212, ICAO Annex 14, NATO BI-MNCD 85-5, STANAG 7131, FAA AC 150/5370-2, FAAO 8260, FAAO 6850.5, FAR Part 139								
17.1. Inspecting AICUZ Criteria								
17.1.1. Lateral Clearance Zone	5					©	b	c
17.1.2. Clear Zone	5					©	b	c
17.1.3. Accident Potential Zone I	5					©	b	c
17.1.4. Accident Potential Zone II	5					©	b	c
17.2. Inspecting Imaginary Surfaces								
17.2.1. Primary Surface	5					©	b	c
17.2.2. Approach/Departure	5					©	b	c
17.2.3. Transitional	5					©	b	c
17.2.4. Inner Horizontal	5					©	b	c
17.2.5. Conical	5					©	b	c
17.2.6. Outer Horizontal	5					©	b	c
17.2.7. Runway Mandatory Zone of Frangibility	5					©	b	c
17.2.8. Taxiway Lateral Clearance	5					©	b	c

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. OJT Task Certification Documentation					4. Proficiency Codes Used To Indicate Training/Information Provided	
		Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-Level Course	7-Level Course
17.2.9. Apron Lateral Clearance	5					©	b	c
17.2.10. Perimeter/Access Roads	5					©	b	c
17.2.11. Construction Areas	5					©	b	c
17.3. Inspecting Pavement TR: UFC 3-270-08, ETL 04-10								
17.3.1. Pavement Distresses	5					©	b	c
17.3.2. FOD	5					©	b	c
17.3.3. Rubber Deposits	5					©	b	c
17.3.4. Faded/Obscure Markings	5					©	b	c
17.3.5. Paint Build-up Markings	5					©	b	c
17.3.6. Chipping Markings	5					©	b	c
17.4. Inspecting Airfield Lighting Systems								
17.4.1. Approach Lighting	5					©	b	c
17.4.2. Approach Light Plane	5					©	b	c
17.4.3. Runway Lighting	5					©	b	c
17.4.4. Taxiway Lighting	5					©	b	c
17.4.5. Signage	5					©	b	c
17.4.6. Wind Cones	5					©	b	c
17.4.7. Rotating Beacon	5					©	b	c
17.4.8. PAPI	5					©	b	c
17.4.9. Obstruction Lights	5					©	b	c
17.4.10. Helipad Lighting	5					©	b	c
17.4.11. Runway Guard Lights (RGL)	5					©	b	c
17.5. Inspecting Aircraft Arresting Systems TR: AFI 32-1043								
17.5.1. Cable Tension	5					©	b	c
17.5.2. Pendant Support	5					©	b	c
17.5.3. Rope Tie Downs	5					©	b	c
17.5.4. Barrier Impact Pad	5					©	b	c
17.5.5. Tape sweep/critical areas	5					©	b	c
17.5.6. Deck sheave height/slope	5					©	b	c
17.6. Inspecting Construction Areas								
17.6.1. Parking	5					©	b	c
17.6.2. Rules Compliance	5					©	b	c
17.6.3. Site Lighting/Marking	5					©	b	c
17.6.4. Storage	5					©	b	c
17.6.5. Vehicles Lighted/Marked	5					©	b	c
17.6.6. FOD Control	5					©	b	c
17.7. Inspecting Habitat Management TR: AFI 91-202, AFP 91-212								
17.7.1. Grass Height	5					©	b	c
17.7.2. Ponding	5					©	b	c
17.7.3. Bird/Animal Survey	5					©	b	c
17.7.4. BASH Condition	5					©	b	c
17.8. Inspect Airfield								
17.8.1. Conduct Airfield Inspection	5					©	b	c
18. Airfield Checks TR: AFI 13-204v3								
18.1. Conduct Airfield Check								
18.1.1. Foreign Object Damage (FOD)	5					©	b	c
18.1.2. Wildlife/Bird Aircraft Strike Hazard (BASH)	5					©	b	c
18.1.3. Lighting	5					©	b	c
18.1.4. Airfield Construction Areas	5					©	b	c

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. OJT Task Certification Documentation					4. Proficiency Codes Used To Indicate Training/Information Provided	
		Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-Level Course	7-Level Course
18.1.5. In-flight Emergency (IFE) and Ground Emergency (GE)	5					©	a	-
18.1.6. Wide Body Aircraft	5					©	a	-
18.1.7. Severe Weather	5					©	a	-
18.1.8. Runway Surface Condition (RSC) TR: AFTO 33-1-23, ICAO Doc 4444, ICAO Circular 329	5					©	b	-
18.1.9. Runway Condition Reading (RCR)/Equipment types and procedures TR: AFTO 33-1-23, AFI 13-204v3, FIH	5					©	A	-
18.1.9.1. Conduct RCR	X					©	a	-
19. Process NOTAM TR: AFI 11-208_IP, ICAO Annex 15 Ch5, FAAO 8126 Ch4, FAAO 7910,								
19.1. Process NOTAMs								
19.1.1. New	5						2b	-
19.1.2. Replacement	5						2b	-
19.1.3. Cancel	5						2b	-
19.2. Coordinate	5						2b	-
20. Coordinate Airfield Repair Activities/ Facilities Maintenance TR: AFI 13-204v3, UFC 3-270-07, AFI 32-1001, AFI 32-1021, AFI 32-1032								
20.1. Document	5						a	c
20.2. Report Discrepancies	5						a	c
20.3. Track	5						a	c
20.4. Lighting Outages	5						-	-
20.5. NAVAID Outages	5						-	-
20.6. Airfield Marking Deficiencies	5						-	-
21. Joint Inspections TR: AFI 13-204v2 and 3								
21.1. Joint Airfield Inspections	7						-	B
21.2. Annual Airfield Certification/Safety Inspection	7						-	B
21.3. Waiver Review	7						-	B
22. Airfield Safety Management TR: AFI 13-204v3, AFI 91-202, AFI 91-204								
22.1. Risk Management (RM) TR: AFI 90-901, UFC 3-260-01	5						A	C
22.2. Risk Assessment Codes (RAC) TR: UFC 3-260-01	7						A	C
22.3. USAF Hazard Report (HR)	5						A	C
22.4. Hazardous Air Traffic Report (HATR)	5						A	C
22.5. High Accident Potential (HAP)	7						A	C
22.6. Hazard Abatement Plan	7						A	C
23. Airfield Mishap Management TR: AFM 91-223, AFP 91-211, AFI 91-204, AFI 91-202, AFI 91-206_IP								
23.1. Aircraft Mishap Management	7						A	C
23.2. Mishap Categories (A,B,C,D,E)	7						A	C
23.3. Safety Investigation Boards (SIB)	7						A	C

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. OJT Task Certification Documentation					4. Proficiency Codes Used To Indicate Training/Information Provided	
		Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-Level Course	7-Level Course
23.4. Accident Investigation Board (AIB)	7						A	C
24. Airfield Sustainment TR: AFPAM 32-1125v1, AFI 32-1001, AFI 32-1021, AFI 32-1032, AFI 65-601v 1-3								
24.1. AF IMT 332 Process	5						A	-
24.2. Work Order Review Board	5						-	-
24.3. Integrated Priority List	5						-	-
24.4. Facility Working Group	5						-	-
24.5. Facility Board	5						-	-
25. Airfield Construction TR: AFI 13-204v3, UFC 3-260-01, AFI 32-1021, AFI 65-601, AFI 32-1032, FAA AC 150/5370-2								
25.1. Programming/Funding	7						-	B
25.2. Design Reviews	7						-	B
25.3. Contract Specifications	7						-	B
25.4. Construction Phasing Plan	7						-	B
25.5. Construction Safety Plan	7						A	B
25.6. Pre-Construction Meetings	7						-	B
25.7. Construction Monitoring	7						A	B
25.8. Construction Acceptance	7						-	B
25.9. Base Comprehensive Plan-Airfield	7						-	B
26. Coordinate Airfield Operations Support TR: AFI 13-204v3, AFI 10-1801, AFI 13-202								
26.1. Transient Services	5						2b	-
26.2. Airfield Sweeping	5						2b	-
26.3. Power Production	5						2b	-
26.4. Airfield Lighting	5						2b	-
26.5. Distinguished Visitors	5						2b	-
26.6. Aero Medical Evacuation	5						2b	-
26.7. Hazardous Cargo TR: AFJI 11-204	5						2b	-
26.8. Customs/Agriculture/Immigration	5						a	-
26.9. Overdue Aircraft	5						2b	-
26.10. No Flight Plan Arrivals	5						2b	-
26.11. Foreign Aircraft (ALAN)	5						a	-
26.12. Presidential Support	5						a	-
26.13. Wildlife/BASH	5						2b	-
26.14. Disseminate Weather Advisories, Watches, Warnings TR: Base Weather Support Plan, AFMAN 15-111	5						2b	-
26.15. Arresting System Certification TR: AFI 32-1043, AFMAN 32-1084, AFTO 35E- 8-2-10-1, STANAG 3697	7						a	-
27. Civil Aircraft Use of USAF Installations TR: AFI 10-1001, AFI 10-1002, AFI 10-1003, AFI 10-1801, AFI 13-204v3, AFM 34-232								
27.1. Landing Permits	5						A	B
27.2. Unauthorized Landings	5						A	B
27.3. Civil Fly-Ins	7						-	B
27.4. Assess fee	7						-	b

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. OJT Task Certification Documentation					4. Proficiency Codes Used To Indicate Training/Information Provided	
		Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-Level Course	7-Level Course
27.5. Military Aero Club	5						-	-
28. Open House TR: AFI 10-1004, AFI 11-209								
28.1. Operational Criteria	7						-	B
28.2. Waivers	7						-	B
29. Impose Airfield Restrictions TR: AFI 13-204v3								
29.1. Prior Permission Required (PPR)	5						2b	-
29.2. Official Business Only (OBO)	5						2b	-
29.3. Closure	5						2b	-
29.4. Quiet Hours	5						2b	-
29.5. Suspend Ops	5						2b	-
29.6. Resume Ops	5						2b	-
30. Emergency Management TR: AFJI 11-204, AFI 13-204v3, AFI 10-2501								
30.1. Primary Crash Alarm System (PCAS)/Secondary Crash Networks (SCN)	5						A	-
30.2. Utilize PCAS/SCN	5						2b	-
30.3. Alternate Crash Phone Systems	5						-	-
30.4. Plot Grid Maps: Cordon/Entry Control Points (ECP)/Traffic Control Points (TCP)/Point of Impact (POI)	5						2b	-
30.5. Interpret Contingency Plans	5						a	b
30.6. Develop Quick Reaction Checklists (QRC)	7						-	c
30.7. Use QRC's	5						2b	-
30.8. Emergency Command and Control	7						A	-
30.9. Evacuation/Alternate Facility	5						-	-
31. National Airspace System								
31.1. Air Traffic Control Structure TR: FAAO 7110.65, AIM	5						A	-
31.2. General Flight Rules TR: AFI 11-202v3, FAR Part 71, FAR Part 91	5						A	-
32. Flight Planning Room								
32.1. Requirements TR: AFI 13-204v3	5						A	-
32.2. Inspect	5						b	-
33. Flight Information Publications (FLIPs), Aeronautical Charts, And Related Aerospace Products TR: AFI 11-201, AFI 13-204v3, GP								
33.1. Requirements	7						-	B
33.2. Requisition	7						-	B
33.3. Process Changes	5						-	-
33.4. General/Area Planning	5						A	-
33.5. Foreign Clearance Guide (FCG)	5						A	-
33.6. Aeronautical Information Manual (AIM)	5						A	-
33.7. Terminal Approach/Departure Procedures	5						A	-
33.8. DAFIF	5						A	-
33.9. Interpret Enroute Supplement	5						2b	-
33.10. Interpret Enroute Charts	5						2b	-

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. OJT Task Certification Documentation					4. Proficiency Codes Used To Indicate Training/Information Provided	
		Trng Start	Trng Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-Level Course	7-Level Course
33.11. Interpret Location Identifiers	5						2b	-
33.12. Interpret Aeronautical Charts	5						2b	-
33.13. Contractions	5						A	-
33.14. Flight Information Handbook	5						A	-
34. Aircraft Inventory TR: AFJI 16-401_IP, AFPAM 10-1403, AFMAN 32-1084								
34.1. MDS Designations								
34.1.1. DOD Aircraft	5						A	-
34.1.2. Civil Aircraft	5						A	-
34.1.3. Foreign Aircraft	5						A	-
35. Flight Plans TR: AFJM 11-213, AFI 11-202v3, AFI 11-255v3, AFI 13-1AOCv3, FLIP, FCG, AIM, GP, AP, FAAO 7110.10, ICAO Doc 4444, ICAO Annex 10, DoDD 4500.54E								
35.1. Flight Plan Forms	5						A	-
35.2. TACC IFM Package	5						A	-
35.3. Air Tasking Order	5						A	-
35.4. Review Flight Plans	5						2b	-
35.5. Process Flight Data								
35.5.1. Flight Plans	5						2b	-
35.5.2. Departure Message	5						2b	-
35.5.3. Arrival Message	5						2b	-
35.5.4. Amendment Message	5						2b	-
35.5.5. Remove Strip	5						2b	-
35.5.6. Change Message	5						2b	-