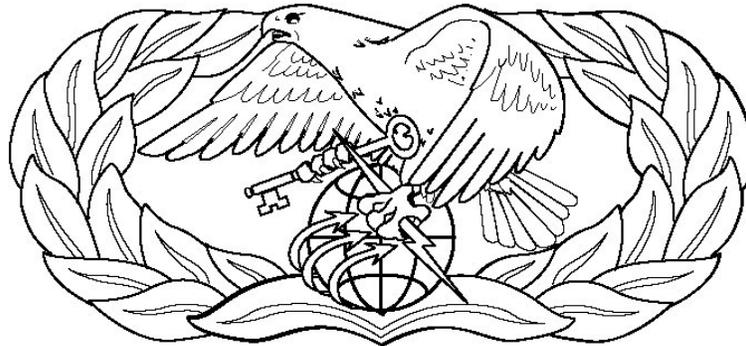


DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
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CFETP 21RX
Parts I and II
1 August 2013

AFSC 21RX LOGISTICS READINESS OFFICER



CAREER FIELD EDUCATION AND TRAINING PLAN

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LOGISTICS READINESS BADGE

Combines the Falcon, Oval Wreath, and Globe with one lightning bolt and quartermaster key to denote the three core logistics readiness disciplines of materiel management, transportation, and logistics plans.



HERALDRY

The falcon at the center symbolizes the Air Force. It also symbolizes American military strength, dedication, and devotion to duty of Logistics Readiness Officers who support the generation and employment of aerospace forces across the spectrum of warfare. The globe with three encircling arrows is symbolic of the extensive range of our logistics support mission and capability to sustain our forces by land, sea, or air. The key symbolizes the security, safekeeping, and control of materiel management in the old “Quartermaster Corps” tradition. The lightning bolt symbolizes the integrating role of contingency operations and the capability to combine essential logistics elements into a coherent plan supporting the warfighter. The olive branch surrounding the badge symbolizes the peace aerospace forces provide through a professional LRO group.

Wear the basic badge after graduating from the Logistics Readiness Officer Basic Course. Wear the senior badge after having completed training requirements in the three core competencies of Materiel Management, Distribution, and Contingency Operations and after having completed 7-years as an LRO. Wear the master badge at the 15-year point, having completed the Advanced Logistics Readiness Officer’s Course (ALROC) or the Intermediate Logistics Readiness Officer Course (IROC).

**CAREER FIELD EDUCATION AND TRAINING PLAN
LOGISTICS READINESS OFFICER SPECIALTY
AFSC 21RX
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Preface

1. **Highly Trained Logistics Readiness Officers.** A highly trained, motivated officer corps is the Air Force's key resource in overcoming today's challenges and meeting future challenges. Combatant commanders are dependent on logistics in general and professional Logistics Readiness Officers (LRO) in particular for mission success. Thus, it is essential to maintain a highly trained and qualified LRO career field. This Career Field Education and Training Plan (CFETP) provide a training and experience "roadmap" for the career field and codifies mandatory training and qualification requirements. This plan applies to members of the Air Reserve Component (ARC) in addition to the Active Duty component; however, specific training and qualification timelines may be extended to accommodate availability of ARC members. This CFETP is a comprehensive core education and training document, which identifies life-cycle education and training requirements, training support resources, and minimum core task requirements for the LRO specialty. This CFETP provides a clear career path to success and instills rigor in all aspects of career field training.

2. **The CFETP.** The CFETP consists of two parts that are used to plan, manage, and control training within the 21RX career field. Officers, supervisors, and commanders **will** use each part to plan, manage, and execute career field-specific education & training.

2.1. Part I is in four sections and provides information necessary for overall management of training in the career field. Section A explains how to use the plan; Section B identifies career progression information, duties and responsibilities, training strategies, and a career field flowchart; Section C associates each skill level with qualifications (knowledge, training, education, experience, etc.); and Section D indicates resource constraints in formal/unit training, i.e., funds, manpower, equipment, facilities.

2.2. Part II describes education & training venues, as well as the mechanics for accomplishing required education & training. Section A identifies Course Training Standards (CTSs), Section B identifies required education & training venues. Section C identifies optional education & training. At unit level, supervisors and trainers use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan. Section D describes the LRO Orientation Program (LOOP). Finally, Section E provides the LRO Core Competency Training Record.

3. **Using the CFETP.** The following individuals must utilize this CFETP to ensure LROs receive effective and appropriately-timed education & training and skill-enhancing experience at appropriate stages in their development. At unit level, commanders, supervisors and trainers **will** use Part II to plan and conduct training commensurate with the requirements directed by this plan. Additionally, the following individuals below must comply with but are not limited to the following duties and responsibilities:

3.1. **Individual:** Individuals will complete CFETP core requirements for upgrade from 21R1 to 21R3 within 24-months of being assigned to a 21R position. Group commanders may extend this requirement. Check records to ensure 21R3 certification has been awarded. With prior coordination and approval from their squadron Commander (or equivalent), ARC members may

extend this requirement to 48-months to accommodate availability constraints. Individuals will also complete required education & training requirements for upgrade to senior and master skill levels as directed by this plan.

3.2. Unit Training Manager: Responsibilities are outlined in AFI 36-2201, *Air Force Training Program Career Field Education and Training*. Responsibilities include (but are not limited to) loading member's CFETP into Training Business Area (TBA), assisting supervisors and commanders with tracking/managing completion of Core Competency Training Matrices (Part II, Section E), and granting supervisors and commanders access to electronic training records.

3.3. Supervisor/Operations Officer: Supervisors and Operations Officers will ensure trainees understand fundamentals of each Core Competency Training Matrix task, manage and control officer progression through core competency training, and document training completion in TBA and the Military Personnel Data System (MilPDS). Supervisors and Operations Officers determine work centers an officer will visit, identify local training tasks and review training progress with trainees quarterly and document review. Verify pre-task/task/post-task actions are included for follow-on training, identify tasks in addition to core tasks, and certify completion of training.

3.4. Squadron Commander: Squadron commanders (or equivalent) are responsible for ensuring assigned officers meet requirements prescribed in this CFETP. Squadron commanders (or next higher authority) will certify core competency training progression by documenting task completion in TBA and administer Core Competency On-the-Job exportable end-of-course examinations. These responsibilities may only be delegated to another Field Grade Officer, ideally the squadron Operations Officer. Commanders will also certify award of the 21R3 AFSC and senior certification via submission of an AF Form 2096, *Classification/On-The-Job-Training Action*, to the Force Support Squadron (FSS) for each core competency to update an officer's personnel record.

3.5. Group Commander: Group commanders will monitor the effectiveness of LRO training; notify MAJCOMs of formal training shortfalls to ensure timely correction and redirection of formal training emphasis and ensure the best possible training environment for LROs. Group commanders will also award master certification.

3.6. MAJCOM A4R: MAJCOM A4Rs will monitor the effectiveness of LRO education & training and address training shortfalls and deficiencies across their respective commands. Specific attention must be given to ensuring squadron commanders implement a robust rotation schedule in order to expose junior officers to all core competencies, at a minimum, and as many proficiencies as feasible.

ABBREVIATIONS/TERMS EXPLAINED

Advanced Training. A formal course which provides officers who are already fully-qualified in their Air Force Specialty Code (AFSC) with additional skills/knowledge to complement expertise in the career field. Training is for career officers at the qualified and staff level of an AFSC.

Air Force Career Field Manager. AFCFM. AF focal point for the designated career field within a functional community. Serves as the primary advocate for the career field, addressing issues and coordinating functional concerns across various staffs. Responsible for the career field policy and guidance. Must be appointed by the CFM and hold the grade of Colonel/GS-15 (or equivalent) for officer and DAF civilian specialties, and the grade of Chief Master Sergeant for enlisted Airmen.

Air Force Intern Program. AFIP. The AFIP is an Intermediate Development Education program designed to develop officers' understanding of air, space and cyberspace power and to broaden their perspectives through personal observation of senior DoD, Air Force, legislative, political, and academic leaders making strategy and policy decisions.

Air Force Institute of Technology. AFIT. AFIT offers Masters Degrees in Logistics Management, Acquisition Logistics, Logistics and Supply Chain Management. Ph.D. programs are also available. AFIT School of Systems and Logistics (AFIT/LS) also provides professional continuing education courses (PCE).

Advanced Logistics Readiness Officer Course. ALROC. An advanced logistics readiness course for intermediate level LROs.

Acquisition Professional Development Program. APDP. Established to ensure career development within designated acquisition and logistics career fields.

Air Reserve Component. ARC. Combination of Air Force Reserve Command and Air National Guard forces.

Air Reserve Technician. ART. Combination of civil servant and reservist.

Career Field Education and Training Plan. CFETP. A comprehensive, multipurpose document that encapsulates the entire spectrum of training for a career field or specialty. It outlines a logical growth plan that includes training resources and makes career field training identifiable, eliminates duplication, and is fiscally prudent.

Continuation Training. Follow-on unit training.

Core Task. Tasks the AFCFM identify as minimum qualification requirements for everyone within an Air Force specialty regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC.

Course Training Standard. CTS. A specialized document that identifies the tasks and/or knowledge requirements and level of proficiency provided within a specific course of training. The document serves as a contract between AETC and its customers. It standardizes and controls the quality of officer training.

Developmental Assignment. DA. A deliberate approach to gaining varied "hands on" experience to help prepare for senior leadership positions by focusing on specific competencies to be strengthened through each assignment.

Defense Acquisition University. DAU. Provides mandatory, assignment-specific, and continuing education courses for military and civilian acquisition personnel within the Department of Defense.

Deliberate Continuum of Learning. DCoL. A purposeful education and focused training roadmap that supports career path progression across key logistics mission sets to include deployment & distribution, supply chain, repair network integration, life cycle logistics, and Joint logistics.

Developmental Education. DE. Critical component of the force development construct and represents a large investment in the continuum of our Airmen's growth. DE is a deliberate process for developing our future leaders through traditional military education, advanced academic degrees or experiential assignments with industry or academic institutions.

Department of Defense. DOD. The federal department responsible for safeguarding national security of the United States.

Developmental Team. DT. Enhancement of work group effectiveness by improving clarification of roles and goals.

Education with Industry. EWI. This is a career development program designed to improve the management abilities and technical and professional competencies of partnering students by partnering with industry.

Exportable Training. Additional training via internet-based instruction, paper text, interactive video or courseware, and other necessary means focused on enhancing On-the-Job training.

Field Evaluation Questionnaire. FEQ. FEQs solicit feedback from supervisors and/or graduates to determine if the graduates were trained as specified in the course training standard.

Graduate Assessment Survey. GAS. The GAS gathers customer feedback on AF graduates from designated initial skill courses.

Internet-based Instruction. IBI. Web-based instruction is teaching and learning supported by the attributes and resources of the internet.

Intermediate Developmental Education. IDE. Specific educational opportunities including (but not limited to) Air Command and Staff College, US Army Command and General Staff College, College of Naval Command and Staff, Marine Corps Command and Staff College, USAF Academy AOC Masters Program, Air Force Institute of Technology and other identified advanced academic degree programs.

Installation Deployment Officer Course. IDOC. This course prepares LROs to execute the full spectrum of duties of an Installation Deployment Officer (IDO) across the deployment /and redeployment continuum.

Intermediate Training. A formal course that builds on previous education & training venues and experience. Focuses on preparing officers for duties commensurate with squadron Operations Officer and beyond.

Integrated Logistics Support. ILS. Integrated Logistics Support (ILS) is the disciplined and unified management of the technical logistic disciplines that plan and develop Logistics Support Requirements for military forces and which will ensure System product Quality in terms of Reliability, Availability, Maintainability, Testability (RAMT).

In the Promotion Zone. IPZ. e.g., Primary Zone. Officers who are senior to the officer specified by the SECAF as being the junior officer eligible for promotion consideration IPZ for their competitive category, and who have neither failed selection to the next higher grade nor been removed from a promotion list to that grade after selection IPZ.

Intermediate Logistics Readiness Officer Course. IROC. (Replaced LREC. Officers who have completed ALROC need not complete IROC)

Initial Skills Training. IST. IST is a formal AETC resident course, which results in award of the entry skill level.

Logistics Career Broadening Program. LCBP. A two-year developmental program, with a one-year follow on assignment to the same installation, where officers are competitively selected and developed as materiel management officers.

Life Cycle Logistics. LCL. Encompasses the entire system's life cycle including acquisition, sustainment, and disposal.

Logistics Readiness Officer Orientation Program. LOOP. An orientation program that provides a local training plan to familiarize officers with unit specific procedures and operations.

Logistics Readiness Expeditionary Course. LREC. Replaced by IROC.

Qualification Training. Training designed to expose officers to job-related tasks and concepts. This training also serves to qualify officers on tasks identified in Part II of this CFETP.

Senior Developmental Education. SDE. Specific educational opportunities to include (but not limited to) Air War College, National War College, Industrial College of the Armed Forces, Army War College, and Naval War College.

Squadron Officer School. SOS. Professional Military Education course for U.S. Air Force Captains. It fulfills the U.S. Air Force's requirement for primary developmental education (PDE).

Total Active Federal Commissioned Service. TAFCS. All periods of active duty commissioned service.

Training Business Area. TBA. Web application that provides supervisors access to virtual training products, such as CFETPs, Air Force job qualification standards, as well as master and individualized training plans.

Time on Station. TOS. An Airmen's current base residency. TOS is computed on a month-to-month basis by adding the required period to the month and year of date arrived station.

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

Upgrade Training. UGT. Mandatory training that leads to the award of a higher skill level.

USAF Expeditionary Center. The USAF Expeditionary Center is the Air Force's Center of Excellence responsible for expeditionary innovation, education, training, and exercises. The center delivers innovative expeditionary combat support concepts and capabilities and prepares leaders and forces to effectively accomplish air mobility, Air Force, Joint, and coalition missions. The center's schools, directorates, and detachments work together to achieve one major goal – keeping Air Force forces ready, at a moment's notice, to deploy anywhere in the world.

Utilization and Training Workshop. U&TW. A forum led by the AFCFM and AETC/DOOM. MAJCOM Air Force Specialty Code (AFSC) functional managers, Subject Matter Experts (SMEs), and AETC training personnel participate in establishing career field education & training requirements.

PART I

SECTION A - GENERAL INFORMATION

1. **Purpose of the CFETP.** This CFETP contains and provides information for career field functional managers, commanders, supervisors, trainers, and the technical training centers to plan, develop, manage and conduct a robust career field training program. This plan identifies initial skills, upgrade, qualification, advanced, and continuation training. The CFETP has several purposes.

1.1. Serves as a management tool to plan, develop, manage, and conduct a career field training program. It is also used to ensure established training is provided at the appropriate point in an officer's career.

1.2. Identifies requirements for each skill level and recommends training for each phase of an officer's career.

1.3. Lists training courses available in the specialty, identifies sources of training, and provides the training medium.

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

2. CFETP uses. MAJCOM Functional Managers (MFM) and supervisors at all levels will use this plan to ensure a comprehensive and cohesive training program is instituted for each officer.

2.1. Air Education and Training Command (AETC) develops/revises formal resident and exportable training based on user requirements documented in this CFETP. AETC is responsible for developing procurement and acquisition strategies to obtain the resources required to provide training identified in the CFETP. The AETC Course Training Manager (AETC CTM) and the AFCFM are the custodians of this CFETP and ensure HQ AFPC/DPPAT receives approved revisions for publication. The AETC CTM is responsible for notifying HQ AETC to index the CFETP in <http://www.e-publishing.af.mil>.

2.2. The AFCFM will schedule and chair a Utilization and Training Workshop (U&TW) at a minimum of every 3-years to address the training needs of the career field.

2.3. The MAJCOM functional manager will ensure training programs complement the CFETP mandatory initial skills and upgrade requirements. Identified requirements can be satisfied by AETC and unit resident training, or exportable courseware/courses. MAJCOM-developed training to support this AFSC must be identified for inclusion in this plan and must not duplicate available training.

2.4. Squadron Commanders use this plan to develop and implement a tailored training program for officers assigned to their squadrons by reviewing CFETP-directed training requirements and considering documented training accomplished in previous assignments. In addition, squadron

commanders will ensure each officer's training plan is maintained and tracked in the Training Business Area (TBA). Commanders will also submit an AF Form 2096 to the Force Support Squadron (FSS) or local personnel function after an officer completes core competency training requirements and successfully completes the associated exportable core competency training module for each core competency to be awarded the appropriate SEI. The FSS will use the AF Form 2096 to update the members' personnel records to reflect award of the respective core competency Special Experience Identifier (SEI).

2.5. Each 21R officer will complete the mandatory requirements specified in this plan. Officers will verify their training records are maintained in TBA. Once an officer has met all Master Qualification requirements and is signed off by their squadron commander on the same in TBA, it is recommended the officer maintain a printed copy of their training record for future reference.

3. Coordination and approval. The CFETP is approved and maintained by the Air Force Career Field Manager (AFCFM) in accordance with (IAW) AFI36-2201, *Air Force Training Program Career Field Education and Training*. Forward recommended changes to the AFCFM, HQ USAF/A4LF. MAJCOM requests for additional training must either be accompanied by funding or must be satisfied within existing resources. The AFCFM is the approval authority. MAJCOM representatives and AETC training personnel will identify and coordinate career field training requirements. The AETC CTM for AFSC 21R will coordinate with the AFCFM to initiate an annual MAJCOM review of this document to ensure currency and accuracy.

4. Use of TBA or approved electronic training record is mandatory for all active, guard, and reserve personnel to document CFETP requirements. Contact your MAJCOM 21R functional if unable to comply with this mandate.

PART I

SECTION B - CAREER FIELD DESCRIPTION, TRAINING AND PROGRESSION

1. Logistics Readiness Officer Career Field. The 21RX AFSC encompasses in-garrison and expeditionary logistics readiness operations at the tactical, operational, and strategic levels of command. It is comprised of three core competencies with seven subordinate proficiencies located in Chart 1.

Chart 1. Logistics Readiness Core Competencies and Proficiencies

COMPETENCIES	MATERIEL MANAGEMENT	DISTRIBUTION	CONTINGENCY OPERATIONS
PROFICIENCIES	Materiel Management	Distribution Management	Contingency Operations
	Vehicle Management	Aerial Port Operations	
	Fuels Management		
	Acquisition/Life Cycle Logistics		

The following paragraphs from the Air Force Officer Classification Directory (AFOCD) describe the career field and its proficiencies:

1.1. Specialty Description. Integrates the spectrum of the logistics processes within the Joint, operational, acquisition, and wholesale environments. The major logistics processes include distribution, materiel management and contingency operations. Directs and manages distribution management, materiel management, contingency operations, fuels management, airlift operations, and vehicle fleet management. Plans and programs logistics support requirements for wartime, contingency and humanitarian events. Related DoD Occupational Group: 280100.

1.2. Duties and Responsibilities.

1.2.1. Materiel Management. Directs materiel management operations such as direction and management of retail or wholesale supply activities. Included are environmental compliance and inventory management. Determines, computes, and analyzes current and projected materiel requirements; applies authorizations and allowances; establishes and maintains demand based (i.e., Mission Readiness Spares Package) and non-demand based stock levels; manages asset positioning; inspects, reviews, and evaluates work methods and procedures. Ensures accountability is maintained for supplies, equipment, Nuclear Weapons Related Materiel (NWRM) and War Reserve Materiel (WRM). Determines effectiveness of functional data systems. Manages assigned information systems and applies approved standards and criteria to

ensure proper implementation, operation, and results. Develops plans, programs, policies and procedures to manage materiel management activities, including systems design and analysis, determination and computation of requirements, plans for activation and inactivation, facility requirements, equipment allowances, and materiel accounting. Develops working capital fund operating programs and determines operating budget. Provides guidance on handling of readiness materiel stocks, including location, type of storage, protection, security, and quality control.

1.2.2. Vehicle Fleet Management. Directs vehicle fleet management operations such as coordination of vehicle and equipment requirements, assignments, priorities, and warranty repairs. Evaluates quality of operator care and maintenance. Determines operational requirements and specifications including reliability, maintainability, and standardization for facilities, vehicles and materiel handling equipment. Develops policies and procedures for the administration of vehicle abuse and misuse programs. Collects and analyzes data on vehicle operations and maintenance. Manages compliance with Air Force energy objectives for leased and Air Force owned ground vehicles.

1.2.3. Fuels Management. Directs fuels management operations such as environmental compliance and inventory management of ground and aviation fuels. Determines petroleum provisions, computes and analyzes current and projected petroleum requirements; computes, establishes, and maintains stock levels; manages fuel receipt from pipelines, trucks, rail cars, and marine vessels. Manages fuel dispensing systems, bulk fuel storage facilities, cryogenics production and storage, and test and evaluation of fuel samples. Develops, plans, and establishes policies and procedures to manage fuels activities, including systems design, plans for activation and inactivation, facility requirements, equipment allowances, and accounting. Interprets fuels directives. Inspects, reviews, and evaluates work methods and procedures. Resolves problems related to storage, fire hazards, and truck fill stand and aircraft refueling areas. Coordinates with commander, staff, and operating units on wartime, contingency and peacetime fuels support. Coordinates with elements of DoD and other governmental organizations to assure support to Air Force units.

1.2.4. Acquisition/Life Cycle Logistics. Directs acquisition/life cycle logistics activities. Plans for and manages systems, subsystems, and equipment throughout their life cycle, including integrated logistics support activities and modernization/obsolescence planning. Develops, initiates, integrates, and manages all logistics actions associated with life cycle management of weapon systems, subsystems, and equipment. Serves as logistics focal point throughout the system's life cycle. Formulates logistics management and fiscal policy for weapon systems.

1.2.5. Distribution Management. Directs distribution management operations to include managing cargo distribution functions such as receiving, inspecting, tracing, tracking, packaging, and shipping of supplies, NWRM, equipment, and war readiness spares. Responsible for logistics pipeline management and time-sensitive delivery of materiel in support of peacetime, contingency, and wartime operations. Maintains accountability for supplies and equipment. Responsible for the safe and efficient organic ground transportation of personnel and cargo within and between installations in support of daily and contingency operations. Resolves problems related to storage, safety, and fire hazards. Manages storage space utilization and

develops and maintains a storage facility and mechanized material handling equipment modernization program to include maintenance, future upgrades, and working stock requirements. Determines readiness requirements, including emergency supply support plans, tactical and strategic movement of personnel, materiel, and units. Schedules and coordinates movement of cargo, personnel, and personal property by commercial or military modes using systems that interface with defense total asset visibility systems. Uses In-Transit Visibility (ITV) systems. Maintains liaison with US Transportation Command (USTRANSCOM), other services and federal agencies to schedule and coordinate movements of cargo and personnel. Ensures proper allocation and effective use of transportation resources. Establishes and administers an effective packaging and preservation program. Evaluates movement forecasts and flow of personnel and cargo into the transportation system, movement capabilities, and efficiency of modes used.

1.2.6. Aerial Port Operations. Directs aerial port operations such as management of fixed and mobile air terminals through various sub-processes to include: Fleet Services, Aerial Delivery, Passenger Terminals, Freight, and Air Terminal Operations. Coordinates contingency transportation support requirements and capabilities with other agencies using DoD and USAF logistics, transportation, and ITV systems. Coordinates military and commercial aircraft schedules with appropriate control and operations centers and flight line agencies using current DoD and USAF logistics, transportation, and ITV systems. Evaluates movement forecast and flow of personnel and cargo into the most efficient mode of the Defense Transportation System. Collects and analyzes data on air transportation.

1.2.7. Contingency Operations. Directs contingency operations such as logistics planning, deployment command and control, Logistics Readiness Centers, logistics command and control, Combat Support Center activities, deployment, bed-down, and redeployment activities. Integrates Agile Combat Support planning efforts, conducts readiness assessment of logistics activities, conducts war and contingency planning, base support and expeditionary site planning, WRM management, support agreement management, manages logistics time phased force deployment data and unit type codes. Enables international theater security cooperation and interoperability, operating in coalition or Joint environments often working with contractors, host-nations, etc.

2. The Logistics Readiness Officer and the Deliberate Continuum of Learning (DCoL).

Quality education & training and timely progression through skill levels play an important role in the Air Force's ability to accomplish its mission. Therefore, it is essential that senior leaders involved in education & training do their part to plan, develop, manage, conduct, and evaluate effective and efficient education & training programs. The guidance provided in this part of the CFETP will ensure officers receive focused and appropriately-timed education & training throughout their careers. Chart 2 is a visual depiction of the building blocks for the LRO DCoL and the following narrative provides guidance on how to accomplish building a well-rounded LRO.

Chart 2. The Logistics Readiness Officer Deliberate Continuum of Learning



2.1. Skill Certification.

2.1.1. **21R3 Certification.** Representative grades are normally O-1 through O-2. IAW Air Force Officer Classification Directory (AFOCD), the following are mandatory for 21R3 certification: completion of a formal AETC entry-level training course (Logistics Readiness Officer Basic Course, L3OBR21R1 0L1C); 24-months experience in any LRO function with no less than 12 continuous months in one of the core competencies (Materiel Management, Contingency Operations, or Distribution Management); and completed certification requirements for one core competency.

2.1.1.1. Internet-based exportable training modules complement OJT and experience to ensure officers have a firm foundation in the three LRO core competencies. Each core competency has a corresponding exportable course that must be completed to qualify for certification. Seven years TAFCS is a goal for completion of the exportable courses. However, completion of core competency training may extend beyond the 7-year window depending on assignments and available training opportunities. The exportable courses are administered by the AFIT School of Systems and Logistics (AFIT/LS).

2.1.1.1.1. LOG 140, Contingency Operations: Internet-based intermediate-level training that focuses on contingency operations processes and execution at the tactical level of command. Reinforces training prescribed in the Contingency Operations Core Competency Training Matrix (See Part II, Section E).

2.1.1.1.2. LOG 141, Distribution: Internet-based intermediate-level training that focuses on distribution processes and execution at the tactical level of command. Reinforces training prescribed in the Distribution Core Competency Training Matrix (See Part II, Section E).

2.1.1.1.3. LOG 142, Materiel Management: Internet-based intermediate-level training that focuses on materiel management processes and execution at the tactical level of command. Reinforces training prescribed in the Materiel Management Core Competency Training Matrix (See Part II, Section E).

2.1.2. Senior Certification. Representative grades are O-3 through O-4. An officer will be eligible for award of the Senior skill level at the 7-year point in the career field (time spent outside of the career field in positions not coded as 21RX does not count toward award of senior certification), provided he/she has previously qualified as a 21R3 and has completed certification in all three core competencies. Officers having core competency training completion dates annotated in their training record prior to 1 Aug 11 are grandfathered from above requirements for those core competencies.

2.1.3. Master Certification. Representative grades are normally O-4 and higher. An officer will be eligible for the Master certification at the 15-year point in the 21R specialty (time spent outside of career field in positions not coded as 21RX does not count toward award of master certification), provided he/she was previously awarded senior qualification and has completed IROC and/or ALROC, in addition to all education and training requirements specified in Part II, Section E of this document, as well as the corresponding exportable courses (AFIT 140, 141, and 142). Officers with this level of competency are ready to assume a broad spectrum of leadership roles.

2.2. Career Progression

2.2.1. Entry Level. (0 – 1-years TAFCS) IAW AFI 36-2201, *Air Force Training Program*, initial skills training (IST) must be completed within 6-months of entering active duty unless restricted by lack of security clearance or other extenuating circumstances. Upon successful completion of 21RX IST, graduates will receive the entry-level 21R1 AFSC. In addition, an officer must complete the six week LRO Orientation Program (LOOP) described in Part II, Section D prior to attending IST. Initial assignments provide opportunities to build depth of knowledge and technical expertise. To the maximum extent possible, commanders will expose new officers to the entire mission of the unit.

2.2.1.1. Positions include (but are not limited to) Flight Commander, Assistant Flight Commander, and Duty Officer (Aerial Port Squadrons and Air Mobility Squadrons).

2.2.1.2. Entry Phase Officers should understand all requirements prescribed in this CFETP.

2.2.1.3. Unit commanders are required to implement the LOOP for all first-assignment LROs. See Part II, Section D for program details. Officers with less than 1-year TAFCS may begin Practical Phase Training with approval of their squadron commander (or equivalent).

2.2.2. Intermediate Level. (1 – 5-years TAFCS) Officers should focus on acquiring depth and breadth in the three 21R core competencies and honing leadership skills in anticipation of an assignment as a Logistics Readiness and/or Aerial Port Squadron Operations Officer.

2.2.2.1. Positions include, but are not limited to Flight Commander, Assistant Flight Commander, Duty Officer (Aerial Port Squadrons and Air Mobility Squadrons).

2.2.2.2. Key squadron-level knowledge areas and processes which LROs must demonstrate an acceptable understanding of to be certified in each of the three LRO core competencies. This phase is commonly referred to as “On-the-Job Training” or “OJT” (See Part II, Section E). Five years TAFCS is a goal for completion of OJT. However, completion of core competency training may extend beyond the 1 – 5-year window depending on assignments, deployments and available training opportunities.

2.2.2.3. IAW the LRO FAM Guide, LROs will be available for deployment after completion of one core competency, promotion to the rank of First Lieutenant, and unit commander endorsement.

2.2.3. **Advanced Level.** (5 – 9-years TAFCS) Focus on completing all core competency training requirements. Officers should seek out increased levels of responsibility and must complete the Intermediate Logistics Readiness Officer Course (IROC) and/or the Advanced Logistics Readiness Course (ALROC). Selection for ALROC is a competitive process conducted by the 21R Development Team (DT) during the team’s annual fall meeting. ALROC graduates are not required to complete IROC, but they are not prevented from completing it. Finally, if officers have not completed core competency training; they should make it a priority to do so. Positions include, but are not limited to Flight Commander, DLA, NAF or MAJCOM Staff, Depot, Operations Officer, LRO Basic Course Instructor, LCBP, EWI and Developmental Assignments.

2.2.4. **Staff and Senior Level.** Focus on being confident and competent in the three LRO core competencies in anticipation for assignment as a Logistics Readiness and/or Aerial Port Squadron Commander. Specifically, officers will continue to broaden expertise while strengthening their background in logistics readiness. FGOs should pursue those leadership opportunities that make them viable candidates for squadron command and subsequent selection for group command or a key senior logistics readiness officer position in the Joint or supply chain enterprise. Positions include but are not limited to Squadron Command, Deputy Group Command NAF, MAJCOM, COCOM, Air Staff, Joint Staff, Depot, Acquisition, Life Cycle Logistics (LCL), Joint Logistics and Developmental Assignments.

2.3. **Prior Enlisted LROs.** IAW AFI 36-2903, *Dress and Appearance*, prior-enlisted officers who held senior/master logistics badges may continue to wear awarded badges. However, these officers are required to meet all CFETP training requirements for LRO career progression. Time served in any prior enlisted logistics AFSC counts toward the officer’s LRO badge level (e.g., a First Lieutenant with 4-years in an enlisted 2SXXX, 2FXXX, 2GXXX, or 2TXXX AFSC and 3-years as a 21R may wear the senior LRO badge).

3. **U&TW Training Decisions:** After reviewing Operational Assessment and Readiness data, formal training data, course training standards, and available formal/informal courses, the following decisions were made:

3.1. A focus of the 21R U&TW was to reshape 21R courses as building blocks within the Deliberate Continuum of Learning. In addition, the U&TW emphasized the need to provide

timely training and education for LROs serving at tactical, operational and strategic levels. Changes of note included:

3.2. LRO Basic Course changes. The LRO Basic Course CTS was reviewed. The focus of the review was to ensure LROs gain the knowledge and competency necessary to assume positions at the tactical level immediately upon graduation. The revised CTS is in Part II of this CFETP.

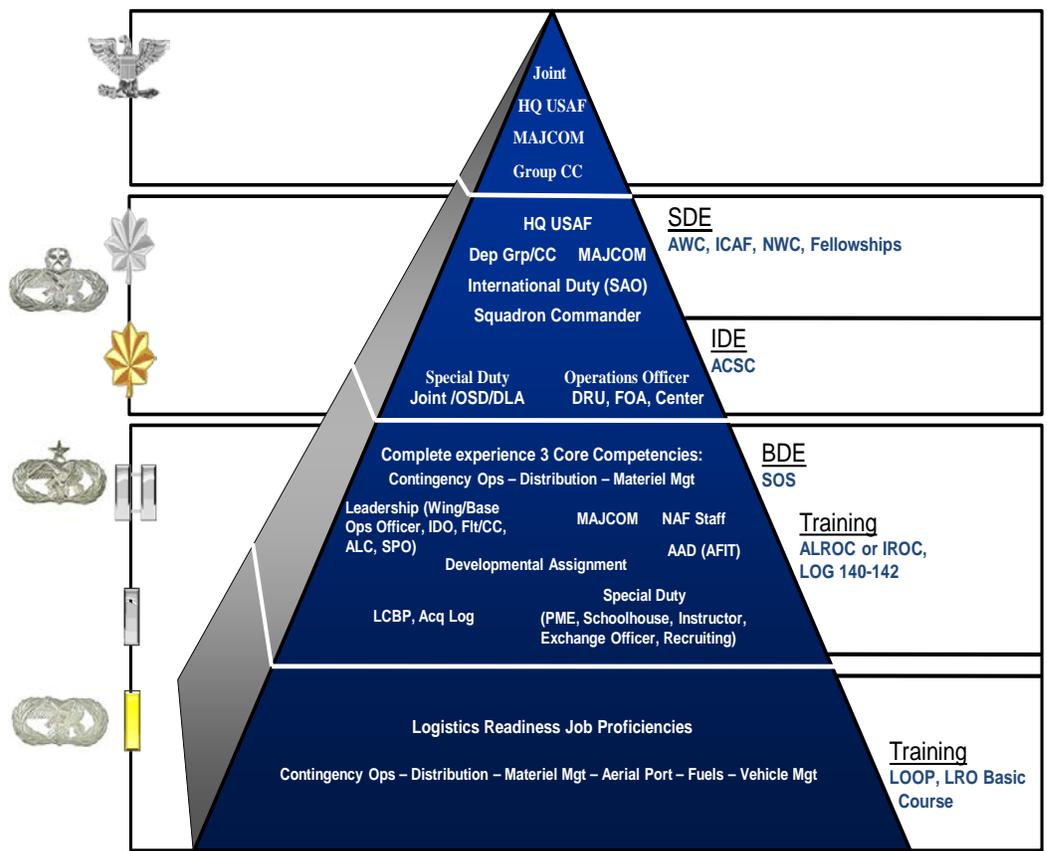
3.3. Core Competency Training. The Core Competency Training Matrices (Part II, Section E) were reviewed for relevancy and accuracy.

3.4. Intermediate Training Changes. The Intermediate LRO course (IROC) transitioned from in-residence to Internet-based Instruction (IBI) in CY12. This CFETP transitions the target audience from 8 to 12-years of commissioned service to five to nine in order to align with ALROC. This CFETP also provides a transition plan which ensures all year groups have equal opportunity to compete to attend.

3.5. Advanced Training Changes. The DT approved adjusting ALROC target year groups from 8 to 12-years of commissioned service to 5 to 9-years beginning in CY12. The DT also approved transitioning ALROC to a more tactically-focused curriculum. This shift offers an increase in immediate payback at the squadron level by enabling graduates to put the curriculum to use immediately. Finally, the team approved a transition plan which ensures all year groups have equal opportunity to compete to attend.

4. **Career Path/Training Flow.** Experience and knowledge in this Air Force specialty will help officers plan and achieve their Air Force career goals as LROs. There are certain jobs or experiences in this discipline that will assist them in meeting individual goals. Consequently, training and experience complement one another to develop officers with theoretical and practical mastery of the LRO skill set. Chart 3 describes the career path/training opportunities and outlines when training is required for career progression within this specialty.

Chart 3. Career Progression



NOTES: Line IPZ rates calculated AF-wide. (2011)

4.1. As a general rule, an officer’s first two assignments should be in a 21R position at an LRS, APS and/or SCOS to develop a firm foundation in the LRO skill set. Officers should focus on learning the LRS and/or APS missions through experience, completion of the three LRO Core Competency Matrices at Part II, Section E, and the correlating AFIT exportable training modules. In addition, officers should enroll in a Masters degree as soon as feasible.

4.2. After establishing a firm foundation in the LRO skill set, Company Grade Officers (CGOs) should seek to broaden in knowledge and experience by pursuing Developmental Assignment (DA) opportunities. CGOs are eligible to compete for the Logistics Career Broadening Program. Information pertaining to this program and eligibility criteria can be found in AFI 36-2111, *The Logistics Career Broadening Program (LCBP)*. Additional DA opportunities include Education With Industry (EWI), instructor duty, Acquisition, and Life Cycle Logistics (LCL) assignments. Timing and needs of the Air Force, as well as individual goals, will determine appropriate Developmental Assignment (DA) opportunities for each individual. CGOs also have a Developmental Education (DE) opportunity in Squadron Officer School (SOS). It is important to note that back-to-back career broadening assignments are strongly discouraged.

4.3. Intermediate LRO Course (IROC) (L6OCW21R3 0L1A) Internet-based training designed to prepare LROs for key tactical leadership positions (to include Operations Officer and Squadron Command), as well as operational level of command staff positions. Individuals who have completed ALROC are not required to complete IROC. Target audience is LRO captains with a minimum of five and maximum of 9-years TAFCS upon graduation. IROC is administered by the 344th Training Squadron. The following transition table (Table 1) will be used to ensure all officers under the previous 8 to 12-year TAFCS target window have an opportunity to complete the course. Cells highlighted in blue identify year groups in the former target audience that will still have an opportunity to complete the course. Cells highlighted in green identify year groups in the revised target audience that are eligible to complete the course.

Table 1. IROC Transition

5-9 Year Group Transition																				
IROC CLASS	Year Group																			
2012	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998
2013	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997
2014	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996
2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996	1995
2016	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996	1995	1994
2017	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996	1995	1994	1993

4.4. Advanced LRO Course (ALROC). This course is focused on developing highly-skilled LROs grounded in the tenets of Agile Combat Support (ACS) and Expeditionary Combat Support (ECS) at the tactical level of command while also possessing thorough understanding of key operational and strategic touch points that directly affect the tactical mission. The course structure focuses on the ACS master processes of Ready the Force, Prepare the Battlespace, Position the Force, Employ and Sustain the Force, and Recover the Force with the express intent of preparing officers for key tactical leadership opportunities (to include Operations Officer and Squadron Commander). Target audience is LROs with a minimum of five and maximum of 9-years TAFCS upon graduation. Graduates from this school will be highly skilled logisticians capable of providing combat support to Air Expeditionary Forces (AEF) and war-fighting commanders, mentoring unit level logistics officers and advising senior commanders. ALROC is administered by the USAF Expeditionary Center. The following transition table (Table 2) will be used to ensure all officers under the previous 8 to 12-year TAFCS target window have an opportunity to complete the course. Cells highlighted in blue identify year groups in the former target audience that will still have an opportunity to complete the course. Cells highlighted in green identify year groups in the revised target audience that are eligible to complete the course.

Table 2. ALROC Transition

ALROC CLASS	5-9 Year Group Transition																			
	Year Group																			
2012	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998
2013	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997
2014	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996
2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996	1995
2016	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996	1995	1994
2017	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996	1995	1994	1993

PART I

SECTION C - PROFICIENCY TRAINING REQUIREMENTS

1. **Purpose.** The proficiency training requirements in the 21RX career field are defined in terms of task and knowledge requirements for each skill level in the LRO specialty. They are stated in broad, general terms and establish the standards of performance. The specific knowledge training requirements are identified in Part II. Officers will develop depth on their first unit level assignment by gaining experience both as a leader and a functional expert. A minimum of 4-years of experience is recommended before cross flowing into a second functional area (for example: LRS/APS) or requesting AETC instructor duty. As senior captains and majors, LROs should consider a headquarters staff position and a tour as an operations officer to gain valuable experience and further their development. By the 15-year experience point an LRO is expected to be fully qualified and prepared to succeed at any senior logistics/Joint position.

2. **21R1 and 21R3 Specialty Qualifications:** Once the officer successfully completes IST, meets time requirements and earns the core competency, the officer can be considered for upgrade to a 21R3, IAW with the AFOCD. The squadron commander will verify the LRO has completed training requirements for award of 21R3 AFSC and certify the officer for upgrade via the AF Form 2096.

2.1. **Knowledge/Core Competency Certification.** Special Experience Identifiers (SEIs) are used to capture core competency certification. Certification in all three core competencies should be accomplished between the grades of O-1 and O-3; ideally, during an officer's first two assignments. Commanders should, when operationally possible, avoid placing LROs in work centers that will not award them a new SEI. There are three SEIs: Contingency Operations (KM), Distribution (KN), and Materiel Management (KO). These SEIs are gained by achieving certification in each core competency. Officers **MUST** serve a cumulative minimum of 12-months in work centers within a core competency prior to petitioning for certification. Officers may begin training for their next SEI when they have been awarded the SEI for the work center they are currently assigned to. Commanders will confirm completion of all training requirements and determine if petitioning officers are ready for certification. If so, commanders must take action to update the officer's personnel record via the AF Form 2096. Commanders indicate the appropriate SEI in Block II and sign; members sign Block III and submit through their servicing FSS or personnel function.

2.2. **Education.** For entry into this AFSC, an undergraduate academic degree in logistics management, economics, management, business administration, computer science, information management systems, finance, accounting, petroleum engineering, chemical engineering, or industrial management is desirable.

2.3. **Training.** For award of the 21R1, LOOP training and then the AETC in-residence Logistics Readiness basic course is mandatory.

2.4. **Experience.** For award of AFSC 21R3, 24-months experience in any LRO function with no less than 12 continuous months in one of the following competencies: Materiel Management,

Contingency Operations, or Distribution Management, and completion of CFETP requirements is mandatory.

2.5. **Training Sources.** A list of all courses supporting education and training is in Part II, Section B.

2.6. **Implementation.** Table 3 outlines tasks that should be taken to reach appropriate training levels.

Table 3. Qualification Requirements

Logistics Readiness Officer Progression				
To Obtain One Must Complete  	 LRO Basic	Eligibility for 21R3	 LRO Senior	 LRO Master
Education	Undergraduate Degree			
Experience	Logistics Readiness Officer Orientation Program (LOOP) -- CFETP, Section E	12-months in one Core Competency (CO; D; MM); Cumulative time as 21R = 24-months	7-Years as 21R	15-Years as 21R
Training	Logistics Readiness Officer Basic Course	Certification in same core competency	Certification in all 3 Core Competencies	Completion of IROC or ALROC

3. Air Reserve Component (ARC)

3.1. ANG Officers. The NGB/A4R may approve waivers and extend the required completion date when the officer cannot gain experience due to the limitations in training availability or opportunities. All requests will be approved on a case-by-case basis and will be processed in accordance with ANG/DPFOM guidance.

3.2. AFRC Officers (unit or IMA). The MAJCOM A4 may extend the required completion date when the officer cannot gain experience due to limitations in training availability or opportunities. All requests for extensions/waivers will be approved on a case-by-case basis and will be processed in accordance with policy established by AFRC/A4R (AFRC LRO DT Member).

4. **21R4 DAFSC.** The 21R4 DAFSC is only held for the duration of an assignment at a NAF or higher staff-level position.

PART I

SECTION D - RESOURCE CONSTRAINTS

1. **No Resource Constraints:** No resource constraints were identified during the revision of the CTSs for all 21RX courses. Any resource constraints identified during course revision will be forwarded for Course Resource Estimate and forwarded to AETC/A3TM Training Pipeline Manager for resolution IAW AFI 36-2201 and AETCI 36-2203.

PART II

SECTION A - COURSE TRAINING STANDARD

Task, Knowledge, and Proficiency Level requirements. These are based on an analysis of the duties contained herein and validated by the U&TW. The qualitative requirements for each task are based on the proficiency values listed on the Training Record Levels of Understanding in Chart 5.

1.1. **Customer Feedback.** Unit supervisors will submit Field Evaluation Questionnaires (FEQ) on officers who complete the formal LRO Basic Course training at Lackland AFB. Respond to FEQs when received from the technical training group (37 TRG and 344 TRS). (Reference AFI 36-2201)

1.2. **Records Documentation.** The CFETP will be issued at first duty station. Completion of training will be documented and certified. Upon completion of the in-residence LRO Basic Course, students will receive a certificate of completion and a training report (AF Form 475, *Education/Training Report*).

1.3. **Logistics Readiness Officer Training Requirements by Course.** The Course Training Standards (CTS) are listed in the attachments of this CFETP. Task, Knowledge, and Proficiency Levels are broken out by each training course CTS.

PART II

Section B –TRAINING COURSE INDEX

1. **Purpose.** This section of CFETP identifies training courses available in the LRO specialty and shows how courses are used by each MAJCOM in their career field training programs. Career field functional managers and training management personnel should use this information to plan, develop, and update their respective MAJCOM continuation training program. The Education and Training Course Announcements (ETCA) contains more detailed course information at <https://etca.randolph.af.mil>. Refer to this site for more detailed course information.

2. AFSC Awarding Courses.

2.1. **Logistics Readiness Officer Basic Course Training:** This AFSC awarding course provides the basic knowledge and skills needed to perform LRO duties for active duty Air Force officers (new accessions, career broadening), Air Reserve Component (AFRC/ANG) officers, and International officers entering the LRO Career Field. The scope of training includes logistics fundamentals, the Air and Space Expeditionary Air Force (AEF) concept, total force, LRO combat wing roles and responsibilities, roles and responsibilities outside of the combat wing, wing programs impacting logistics, LRO issues, introduction to the materiel management core competency, asset accountability, asset visibility, asset control, introduction to the distribution core competency, distribution operations, vehicle fleet management processes, introduction to the contingency operations core competency, deliberate planning, deployments, and crisis action planning.

2.2. **Formal Training.** The LRO Basic course is an AETC formal training course. The LRO Basic course CTS in Attachment 1 lists the formal initial skills training requirements.

3. Non-AFSC Awarding Courses.

3.1. **Advanced Course in Logistics and Technology (LOGTECH):** Logisticians with the recognized potential to assume greater responsibilities and charged with implementing executive direction will benefit tremendously from the Advanced course. This 5-day program is organized around LOGTECH core logistics objectives. The course is taught at the Keenan-Flagler School of Business at the University of North Carolina.

3.2. **Advanced Logistics Readiness Officers Course (ALROC):** The objective of this course is to prepare LROs for leadership opportunities at the tactical level of command. Graduates possess a thorough understanding of key operational and strategic level of command logistics support agencies and how they relate and interact with the tactical mission. Graduates are able to articulate how the tenets of Agile Combat Support apply across the Logistics Readiness Squadron and how they apply to the Aerial Port Squadron. The length of the course is approximately 8 weeks and includes visits to the Pentagon, a Major Command logistics division, and the 635th Supply Chain Operations Wing. Graduates are charged with serving as force

multipliers by sharing knowledge and lessons learned in the course with fellow LROs at home station.

3.3. Contingency Wartime Planning Course (CWPC): This course is designed to instruct Air Force war planners on the basics of Air Force planning. The curriculum consists of five blocks of instruction covering the following aspects: players, resources, plan development, execution and analysis. The course is conducted by the Curtis E. Lemay Center for Doctrine Development and Education, Maxwell AFB, AL.

3.4. Executive Certificate in Integrated Supply Chain Management: Logisticians in this certificate program learn how to effectively design superior supply chain operations. The program provides participants with critical skills in the following areas: crafting customized supply chain architectures, leveraging innovation, managing the supply base, aligning supply chain partners, and implementing optimal measurement and control systems. The course is taught at the Institute of Defense Studies at Wright State University.

3.5. Intermediate Logistics Readiness Officers Course (IROC): This course provides training for mid-level Captains (O-3) to perform duties in Air Force Logistics Contingency Operations, Joint Logistics, Air Force Logistics, Management Level Discussion (Contingency Operations, Materiel Management, and Distribution) and Field Grade LRO Roles and Responsibilities. The course places particular emphasis on operational processes, which field grade LROs should be able to affect at both home station and in deployment environments. Additionally, this course is to bridge the gap between CGO and FGO by shifting the focus from the flight level to the squadron level and beyond. This course should expand the LROs knowledge and vision by introducing higher level logistics organizations and operations showing how the LRS/APS/AMS/SCOS/MMS fits into the bigger picture, and how the various flights fit together in operations. This course should provide the LRO with a toolbox that they can use in the future, while keeping them informed of ongoing and future initiatives that could impact them.

3.6. Installation Deployment Officer Course (IDOC): Taught by the USAF Expeditionary Center staff, this course prepares LROs to execute the duties of an Installation Deployment Officer (IDO) across the deployment and redeployment continuum. The IDOC is an academically challenging course, utilizing lecture, performance and exercises to emphasize the role of the IDO in the deployment and redeployment process.

3.7. Joint Course on Logistics: The purpose of this course is to prepare military officers and civilians for assignments that involve Joint logistics planning, inter-service and multinational logistics support, and Joint logistics in a theater of operations. The course is conducted at the US Army Logistics Management College (ALMC), Ft Lee, VA.

3.8. Joint Air Operations Planning Course (JAOPC): The purpose of this course is to educate airmen from Joint, combined or supporting air component commands in the fundamental concepts, principles and doctrine required to develop the air portion of a Joint/combined campaign plan. The course is taught at the Curtis E. Lemay Center for Doctrine Development and Education, Maxwell AFB, AL.

3.9. Logistics Readiness Officer Contingency Operations Course (WLOG 140, exportable course): This course enhances knowledge and skills for Air Force personnel in AFSC 21R1 needed to perform contingency operation duties of LROs. Topics include: Aerospace Planning, Air and Space Expeditionary Force, Logistics C2 Planning Systems, Plans Management, Installation Deployment Planning, Contingency Operations Planning, Base Support and Expeditionary Planning, Readiness, Deployment Operations, Site Surveys, War Reserve Materiel Management and Joint Planning.

3.10. Logistics Readiness Officer Distribution Course (WLOG 141, exportable course): This course enhances knowledge and skills for Air Force personnel in AFSC 21R1 needed to perform distribution duties of LROs. Topics include: Traffic Management, Passenger Travel, Vehicle Operations, Air Transportation, Passenger Service Operations, Air Terminal Operations, Air Cargo Procedures, Mobility Operations and Automated Information Systems.

3.11. Logistics Readiness Officer Material Management Course (WLOG 142, exportable course): This course enhances knowledge and skills for Air Force personnel in AFSC 21R1 needed to perform materiel management duties of LROs. Topics include: Mission Impaired Condition Awaiting Parts (MICAP) Processes; Stock Control Processes; Repair Cycle Management Processes; Research and Records Maintenance Procedures; Turn-in Procedures; Inquiries; Inspection Processes; Storage and Distribution Processes; Inventory Procedures; Management and Oversight; Document Control; Supply Management Activity Group; Procedures and Analysis Processes; Vehicle Fleet Management; Vehicle Fleet Maintenance Management; Vehicle Management Analysis Element; Materiel Control; Fuels Management; POL Facilities and Cryogenics; Fuel Distribution; Compliance and Environmental; Fuels Information Service Center; Lab Tasks/Procedures and Contingency Operations.

4. Follow-on MAJCOM/Unit Courses. Numerous LROs operate within the joint environment. This environment requires slightly different training. Joint training is a key item to ensure a LROs readiness to support joint operational mission requirements and exercises around the world. This portion of the CFETP provides the road map and is a crucial link in order to enhance your joint knowledge while in a joint job. This portion of the training plan provides generic and technical joint training to further develop a LROs area of expertise.

4.1. Go to the Joint Knowledge Online (JKO) website, <https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam?cid=36779>, for a complete listing of distance learning courses available for joint training and to enroll.

4.1.1. Below is a list of suggested JKO courses that an LRO should take to further develop their joint skills while gaining joint experience.

Title	Course Number
Joint Logistics Module	P-US013-07-HB
Joint Logistics Module	P-US013-07-LB

Title	Course Number
Joint Logistics Enterprise (JLEnt)	P-US1122
Joint Task Force Fundamentals 101 (JTF-101) Module 6: Joint Transition and Redeployment Operations	N-US013-04
Joint Task Force Fundamentals 101 (JTF-101) Module 7: Joint Logistics	P-US013-07
Joint Task Force Fundamentals 101 (JTF-101) Module 8: Joint Reception, Staging, Onward Movement, and Integration (JRSOI)	P-US013-08
Joint Operation Planning and Execution System (JOPES) Executive Presentation Course	P-US352
JOPES Overview Course	P-US351
NATO Logistics Course	T-MN078
Introduction to NATO School Logistics and Movement Operational Planning Course	T-MN423
Joint Deployment Distribution Operations Center (JDDOC) Course	P-US116
JTF – Port Opening, Seaport of Debarkation (JTF-PO SPOD) Course	P-US399
The JTF – Port Opening Course	P-US143
Joint Petroleum Training Course	P-US450
SSGN – Joint Special Operations Task Force (JSOTF) Training Course	P-US343

5. **Exportable Courses.** Go to the Air Force Distance Learning System (ADLS) website for a complete listing of distance learning courses available for supply chain management training.

6. **Air Force Institute of Technology (AFIT) Courses:** AFIT is the Air Force’s premier institution of professional and graduate education in acquisition, logistics, engineering, and management. Go to <http://www.afit.edu/ls/courselist.cfm> for more information.

7. **Department of Defense Courses.**

7.1. **Defense Acquisition University (DAU):** DAU coordinates the acquisition education and training programs to meet the training requirements of approximately 132,000 DoD Acquisition, Technology and Logistics (AT&L) workforce personnel. As the DoD corporate university for acquisition education, the DAU sponsors curriculum and instructor training to provide a full range of basic, intermediate, advanced, and assignment-specific courses to support the career goals and professional development of the AT&L Workforce. Information and course descriptions can be found at <http://www.dau.mil/>.

7.2. **Defense Threat Reduction Agency (DTRA).** DTRA courses can be found at the following link: www.dtra.mil/oe/cs/programs/training/dnws/registration.cfm.

PART II

SECTION C - SUPPORT MATERIAL

1. FOLLOW-ON UNIT TRAINING. Designed to teach new officers how concepts presented at technical school instruction are applied at the unit level.

1.1. **Concept.** Officers must complete the LOOP unit training prior to AETC formal training. The intent of follow-on unit training is to provide a local training plan to familiarize officers with unit specific procedures and operations. Follow-on unit training consists of the tasks identified under the respective core competency in charts 6-8. Officers will not be upgraded to a fully qualified level until satisfactorily completing both AETC formal training and appropriate CFETP core competency. One successful occurrence does not necessarily constitute understanding of the training objective, but it should provide the individual with a basic understanding of subject areas.

1.2. **Training plan.** The instructional design for unit level training is determined locally. Appropriate lesson plans, support materials, and instructor guidance are the responsibility of each unit. Unit training may include work center and field visits, task observations, classroom instruction, self-study, supervisor/commander interaction to meet training objectives.

1.3. **Familiarization Training and Work Center Visits.** Officers must observe familiarization tasks from start to finish. Supervisors will ensure pre-task, task, and post-task actions are included. Training may be conducted concurrent with team training operations or during routine logistics operations. Instructors/supervisors will ensure officers understand the fundamentals of each task, why it is performed, associated hazards, and the overall enterprise impact. Unit training should also include work center visits. Visits consist of tours of all logistics work centers and key support agencies as determined by the commander/supervisor.

1.4. **Training Documentation.** Document the officer's training in TBA.

1.4.1. Supervisors will review TBA with trainees at an initial interview within 60-days of the trainee's assignment to the unit. During the interview the supervisor and trainee will discuss core task requirements (identified by an *) and explain that core tasks must be completed within 24-months after assignment to a 21R position. Document the initial interview in TBA notes.

1.4.2. Supervisors will identify tasks, in addition to the core tasks, the trainee will be required to complete. As some installations may not have all the required equipment, supervisors will identify core tasks able to be completed in TBA. Only those tasks not circled by the supervisor may be waived. Every effort should be made by the trainee to meet the core task requirement when able (TDY, loaner equipment, etc.).

1.4.3. For the Basic Certification Training Task List, supervisors will review training progress with trainees quarterly. Supervisors will conduct the review on this basis until all items are complete. Documentation of this review will be in TBA.

PART II

SECTION D - ORIENTATION PROGRAM - HOME STATION TRAINING

Logistics Readiness Officer Orientation Program (LOOP). Unit commanders are required to implement this orientation program for all first-assignment LROs. The objective is to provide a foundation for their career in logistics readiness. LRO orientation should occur immediately upon arrival at first duty assignment and must conclude prior to attendance at the LRO basic course. LOOP is a three-phased program: Phase I consists of an initial interview, Phase II consists of squadron and support agency orientation, Phase III consists of equipment and vehicle familiarization. In developing the orientation program, commanders should use mission briefs, tours, “shadowing,” directive reviews, etc., to accomplish the objectives of the program.

Chart 4. Logistics Readiness Officer Orientation Program (LOOP)

LRO Orientation Program					
Requirement	Operations Officer Signature/ Date Completed				
Note: Must be completed					
	Knowledge	Start Date	Date Complete	Trainee Initials	
1	Phase I: Initial Interview. The squadron commander accomplishes initial interview to determine individual's experience/background				
2	Phase II: Orientations are to familiarize the officer with duties, responsibilities, key personnel, and location of each squadron/group/wing agency with a role in logistics support (i.e. deployment machine). Tours and briefings will include:				
2.1	Logistics Readiness Squadron and areas of responsibility (flights and functions)				
2.1.1	Operations Officer and their areas of responsibility				
2.1.1.1	Functions & responsibilities of Operations Compliance				
2.1.2	Functions of the deployment machine; tour, receive a briefing on each function (i.e., DCC, CDF, PDF, IDRC)				
2.2	Aerial Port/Air Mobility Squadron areas of responsibility (flights and functions, if available at base)				
2.2.1	Operations Officer and their areas of responsibility				

	Knowledge	Start Date	Date Complete	Trainee Initials	
2.3	Logistics Support Center and areas of responsibility (if available at location)				
3	Phase III: Vehicle and Equipment Familiarization Training:				
3.1	Vehicle familiarization training will provide general familiarization on MHE, general-purpose and special purpose vehicles				
3.2	Equipment familiarization will provide general familiarization on systems (SATS/GATES, etc.) equipment and processes				

PART II

SECTION E – LRO CORE COMPETENCY TRAINING RECORD

The LRO Core Competency Training Record is comprised of materiel management, distribution and contingency operations training matrices. While ideal, officers do not have to be assigned to a work center in a specific core competency to accomplish associated training requirements. The officer must be assigned to the work center for the required 12-month to be awarded the applicable SEI. Officers must accomplish all tasks in a core competency training record available on location (see note below) and have the same recorded in TBA by their trainer, in addition to completing the corresponding exportable course (AFIT 140, 141, or 142) before they petition their squadron commander for certification in that core competency. The commander will determine if a trainee requires remedial training before approving certification. Commanders will accomplish certification by forwarding an AF Form 2096 to the FSS to award the appropriate SEI.

NOTE: *If process is not available at a particular location, trainers may line through and initial the process area. This action will waive the requirement for that specific process. However, commanders must review/verify each lined through item prior to considering for upgrade to 21R3 and submitting an AF Form 2096.*

How to Use the LRO Training Record:

The commander/supervisor is encouraged to use task experts (i.e., Operations Officer, Flight Commanders and SNCOs/NCOs) to conduct LRO core competency training. Upon completion of training, the trainer should make appropriate annotations in TBA. Once the unit commander is satisfied that a trainee has achieved the required levels of understanding (see Chart 5 below) for all tasks in a specific core competency training record and successfully completed the correlating exportable course, the trainee may petition the unit commander for certification.

Chart 5. Logistics Readiness Officer Training Record Levels of Understanding

	Each key process or knowledge area must be completed before completing the core competency.
1 Skill Level	Ability to identify or be familiar with particular process/task
2 Skill Level	Ability to understand and fully explain the process/task
3 Skill Level	Ability to demonstrate and apply the process/concept

Chart 6. Contingency Operations Training Matrix

1.1 Contingency Operations		Operations Officer Signature/Date Completed				
Core Competency						
Note: To complete the Contingency Operations Core Competency Training Matrix, the trainee MUST have ALL processes/knowledge areas signed.						
<i>Note: If a process/knowledge area is not available at a particular location, trainers may line through and initial the process/knowledge area. This action will waive the requirement for that specific process. However, Commanders must review/verify each lined through process/knowledge area prior to submitting an AF Form 2096 to the FSS or local personnel function.</i>						
	Knowledge	Start Date	Completion Date	Trainee Initials	Trainer Initials/Date	Level of understanding
1.1.1	DOCTRINE TR: AFDD 1					
*1.1.1.1	Identify the types of doctrine					1
1.1.2	AEROSPACE PLANNING TR: JP 4; AFDD 1; AFDD 2; AFDD 40; AFI 10-400; AFI 10-402; AFI 10-1301					
*1.1.2.1	Explain National Mobilization					2
*1.1.2.2	Identify the concepts of air campaign planning					1
*1.1.2.3	Explain the concepts of Agile Combat Support					2
*1.1.2.4	Explain the concept of Expeditionary Aerospace Force (EAF)					2
*1.1.2.5	Explain the principles and processes of Expeditionary Combat Support					2

		Start Date	Completion Date	Trainee Initials	Trainer Initials/Date	Level of understanding
	Knowledge					
1.1.3	LOG C2 - PLANNING SYSTEMS TR: JP 3-08, AFI 10-401; AFSC PUB 1; CJCSI 3100.01; CJCSM 3122.03					
1.1.3.1	PLANNING SYSTEMS TR: JP 3-08, AFI 10-401; AFSC PUB 1; CJCSI 3100.01; CJCSM 3122.03					
*1.1.3.1.1	Explain the Joint Operations Planning and Execution System (JOPES)					2
*1.1.3.1.2	Explain the purpose of the Global Command and Control System (GCCS)					2
*1.1.3.1.3	Explain the relationship between JOPES and the Air Force contingency planning process					2
1.1.3.2	LOG C2					
*1.1.3.2.1	Identify purpose of LOGMOD					1
*1.1.3.2.2	Demonstrate the ability to create a passenger and cargo LOGMOD schedule					3
1.1.3.3	LOG C2 - INTEGRATED DEPLOYMENT SYSTEM (IDS) TR: AFI 10-403, AFI 10-401; AFJMAN 24-204; On-Line LOGMOD Help					
*1.1.3.3.1	Explain role of IDS					2
*1.1.3.3.2	Summarize IDS Components					2
1.1.4	PLANS MANAGEMENT TR: AFPD 10-4; AFI 10-404; AFI 10-208; AFI 10-401, Vol 2; AFI 10-501					
*1.1.4.1	Develop Deployment Exercise Plans					2
*1.1.4.2	Summarize shortfalls and limiting factors (LIMFACs)					2
1.1.4.3	PLANS MANAGEMENT - CONTINGENCY PLANNING TR: JP5; AFSC PUB 1; AFDD 2; AFI 10-401; AFI 10-403; CJCSM 3122.01; CJCSM 3122.02; CJCSM 3122-03; CJCSM 3150.01					
*1.1.4.3.1	Interpret the War and Mobilization Plan (WMP) documents					2
*1.1.4.3.2	Explain the planning phases of the contingency planning process					2

		Start Date	Completion Date	Trainee Initials	Trainer Initials/Date	Level of understanding
	Knowledge					
*1.1.4.3.3	Analyze Time Phased Force and Deployment Data (TPFDD)					3
*1.1.4.3.4	Translate the Manpower, Equipment Force, Packaging (MEFPAK)					2
*1.1.4.3.5	Explain the UTC development process					2
1.1.4.4	PLANS MANAGEMENT - CRISIS ACTION PLANNING TR: JP5; AFSC PUB 1; AFDD2; AFI 10-401; AFI 10-403; CJCSM 3122.01; CJCSM 3122.02; CJCSM 3122.03					
*1.1.4.4.1	Explain the phases of crisis action planning					2
1.1.5	INSTALLATION DEPLOYMENT PLANNING - CONTINGENCY OPERATIONS & CRISIS ACTION PLANNING TR: JP4; AFDD1; AFI 10-403; AFDD2; AFDD 40; AFI 10-400; AFI 10-402; AFI 10-1301; AFD 10-4					
1.1.5.1	Compare the steps between contingency planning and crisis action planning processes					
*1.1.5.1.1	Explain role of Installation Deployment Officer (IDO)					2
*1.1.5.1.2	Explain tenets of Agile Combat Support					2
*1.1.5.1.3	Explain Expeditionary Aerospace Force (EAF) Concept					2
*1.1.5.1.4	Compare concepts of Expeditionary Combat Support (ECS), Institutional Force and Combat Forces					2
1.1.5.2	INSTALLATION DEPLOYMENT PLANNING - DEPLOYMENT/REDEPLOYMENT PLANNING TR: AFI 10-401; AFI 10-403; AFI 10-404; AFCAT 21-209; LOGMOD ON-LINE HELP; WMP 1, ANNEX E					
*1.1.5.2.1	Describe Pre-Deployment planning					2
*1.1.5.2.2	Identify deployment organizational structure					1
*1.1.5.2.3	Summarize Installation Deployment Plan (IDP)					2
*1.1.5.2.4	Explain key elements of a LOGMOD Schedule					2
*1.1.5.2.5	Conduct Deployment Process Working Group (DPWG)					2

		Start Date	Completion Date	Trainee Initials	Trainer Initials/Date	Level of understanding
	Knowledge					
*1.1.5.2.6	Conduct Installation Deployment Readiness Cell (IDRC) Operations					3
*1.1.5.2.7	Develop and Conduct Concept Brief					3
*1.1.5.2.8	Explain Redeployment Planning					2
1.1.6	BASE SUPPORT PLANNING TR: AFI 10-404; AFI 10-403					
*1.1.6.1	Define base support planning					1
*1.1.6.2	Conduct Base Support Planning (BSP)					2
*1.1.6.3	Interpret LIMFACs in base support planning					2
*1.1.6.4	Conduct an annual reception exercise					2
1.1.7	READINESS TR: AFI 10-201					
*1.1.7.1	Translate Designed Operational Capability (DOC) Statement					2
*1.1.7.2	Differentiate between ART, SORTS, and DRRS					3
1.1.8	DEPLOYMENT OPERATIONS – SITE SURVEYS TR: AFI 10-404					
*1.1.8.1	Illustrate site survey processes					2
*1.1.8.2	Produce site survey data/libraries (e.g. BaS&E, NGA, AMC, etc.)					3
1.1.9	WAR RESERVE MATERIEL (WRM) MANAGEMENT TR: AFD 25-1; AFI 25-101, AFI 10-401; AFI 10-403; AFI 10-404; AFI 23-101; AFMAN 23-122; AFH 23-123 Vol 1 & Vol 2; DODD 3110.6					
*1.1.9.1	Explain purpose of WRM program					2
*1.1.9.2	Describe role of WRMPM and WRMO					1
*1.1.9.3	Illustrate budgetary process/procedures of WRM funding (to include MAJCOM role)					2
*1.1.9.4	Explain WRM categories					2
*1.1.9.5	Interpret War Plans Additive Requirements Report (WPARR)					2
*1.1.9.6	Interpret War Consumables Distribution Objective (WCDO)					2
*1.1.9.7	Interpret Inventory Management Plan (IMP)					2

		Start Date	Completion Date	Trainee Initials	Trainer Initials/Date	Level of understanding
	Knowledge					
*1.1.9.8	Interpret Vehicle Authorization List (VAL)					2
*1.1.9.9	Interpret Wartime Aircraft Activity Report (WAAR) extract					2
*1.1.9.10	Interpret WRM use codes					2
1.1.10	SUPPORT AGREEMENTS TR: AFI 25-201					
*1.1.10.1	Explain the purpose of agreements					2
*1.1.10.2	Describe agreements roles and responsibilities					2
*1.1.10.3	Describe types of agreements					2
1.1.11	LOG 140 CONTINGENCY OPERATIONS					
*1.1.11.1	Successfully complete course and pass all end of module exams					2

Chart 7. Distribution Training Matrix

1.2 Distribution						
Core Competency		Operations Officer Signature/Date Completed				
Note: To complete the Distribution Core Competency Training Matrix, the trainee MUST have ALL processes/knowledge areas signed off.						
Note: <i>If a process/knowledge area is not available at a particular location, trainers may line through and initial the process/knowledge area. This action will waive the requirement for that specific process. However, Commanders must review/verify each lined through process/knowledge area prior to submitting an AF Form 2096.</i>						
	Knowledge	Start Date	Completion Date	Trainee Initials	Trainer Initials/Date	Level of understanding
1.2.1	TRAFFIC MANAGEMENT					
1.2.1.1	CARGO MOVEMENT GENERAL TR: DOD 4500.9R Part II, AFI 24-303, AFI 91-302, AFPAM 24-237, AFJMAN 24-206, AFMAN 24-204, AFOSH STD 91-501, MIL-STD 2073, MIL-STD 129, TO 00-85 series, Carriers' Classification and Rate Tariffs, NMFC, UFC, Channel Sequence Listing					
*1.2.1.1.1	Identify the importance of the Transportation Discrepancy Reports (TDR), Report of Shipment (REPSHIP) and the personal property discrepancy reports					1
*1.2.1.1.2	Understand the Uniform Material Movement and Issue Priority System (UMMIPS), Required Delivery Date (RDD), and Project Codes, and TAC Codes					2
*1.2.1.1.3	Identify the various modes of shipment					1
*1.2.1.1.4	Explain Secure Holding Areas (formerly safe haven/refuge)					2
*1.2.1.1.5	Identify the methods of preparing, packing and crating cargo					1
*1.2.1.1.6	Explain the shipping and receiving process					2
*1.2.1.1.7	Identify the importance of controlling accountable forms					1
*1.2.1.1.8	Explain the importance of controlling classified, hazardous and NWRM cargo					2

		Start Date	Completion Date	Trainee Initials	Trainer Initials/Date	Level of understanding
	Knowledge					
*1.2.1.1.9	Explain the importance of In-transit Visibility (ITV) and the Integrated Development Environment/Global Transportation Network Convergence (IGC)/Enterprise Solution-Supply (ESS)					2
*1.2.1.1.10	Explain the importance of Cargo Movement Operations System (CMOS)					2
1.2.1.2	PERSONAL PROPERTY MOVEMENT ARRANGEMENTS TR: JFTR (Vol 1) JTR (Vol 2), Air Force Supplement/JFTR Vol 1 and JTR Vol 2, DOD 4500-9R, Part IV, PPCIG (Vols 1 and 2), DD FORM 1797, DOD 4500.9R Part IV & V, AFD 24-4, Personal Property Rate Solicitation, SDDC Volume Rate, Defense Table of Official Distances (DTOD), AFI 64-102, TOPS Manual, MIL-STD 129					
*1.2.1.2.1	Explain how personal property movement entitlements are determined and the difference between household goods, unaccompanied baggage, professional equipment and storage					2
*1.2.1.2.2	Identify privately owned vehicle entitlements					1
*1.2.1.2.3	Identify the rules for shipping privately-owned firearms					1
*1.2.1.2.4	Explain the process for individuals to perform self-procured/performed move					2
*1.2.1.2.5	Explain your role in regards to the movement of deceased personnel's personal property					2
*1.2.1.2.6	Identify the various personal property transportation documents					1
*1.2.1.2.7	Explain the function of the Defense Personal Property System (DPS) and self-counseling					2
*1.2.1.2.8	Explain the personal property shipping procedures to include the relationship between the carrier and the service, loading/receiving process, inspections and movement entitlements					2

		Start Date	Completion Date	Trainee Initials	Trainer Initials/Date	Level of understanding
	Knowledge					
*1.2.1.2.9	Explain the codes of shipment for household goods and baggage					2
*1.2.1.2.10	Identify proper use of the Personal Property Consignment and Info Guide World Wide (PPCIGW)					1
*1.2.1.2.11	Explain Joint Personal Property Shipping Office (JPPSO) policies and procedures					2
1.2.1.3	PASSENGER TRAVEL TR: DOD 4500.9R, JFTR (Vol 1), JTR (Vol 1 & 2), AFI 24-101, AFI 24-501, Defense Table of Distances (DTOD), MTMC Volume Rate Printout (VRP), Domestic & International Rate Solicitation Guides, AFI 51-502, AFI 24-201, AFMAN 24-204, AFI 24-303, MIL-STD 129, TO 00-85 series, Foreign Clearance Guide, AFI 10-403, AFI 36-2101, AFI 38-201, AFI 90-201					
*1.2.1.3.1	Identify passenger movement entitlements and responsibilities for passenger travel via government and/or commercial carriers					1
*1.2.1.3.2	Identify the mode(s), routing, and cost for passenger travel					1
*1.2.1.3.3	Identify the functions of the Commercial Travel Office (CTO) and it's surveillance program					1
*1.2.1.3.4	Identify the movement of human remains					2
*1.2.1.3.5	Understand rules regarding emergency leave travel					2
*1.2.1.3.6	Identify the difference between Centrally Billed Account and Individually Billed Account and the billing cycle					1
1.2.1.4	DEPLOYMENT OPERATIONS TR: AFMAN 10-401, AFI 10-403, DOD 4500.9R, AFI 10-201, AFI 36-6023					
*1.2.1.4.1	Explain the role of Traffic Management in the deployment process					2
*1.2.1.4.2	Identify the concepts of deployment operations					1

		Start Date	Completion Date	Trainee Initials	Trainer Initials/Date	Level of understanding
	Knowledge					
*1.2.1.4.3	Identify the importance of adequate deployment work centers and deployment training					1
1.2.2	VEHICLE OPERATIONS TR: AFI 10-403; AFI 24-301, SFI 12-213; AFJMAN 24-306; AFOSH 91-100					
*1.2.2.1	Identify vehicle operations responsibilities during mobility operations to include deployment, reception, operations and employment TR: AFI 10-403					2
*1.2.2.2	Identify the functions of asset management					1
*1.2.2.3	Explain the Motor Vehicle Use/Misuse Process TR: AFI 24-301					2
*1.2.2.4	Explain the policies and procedures to operate vehicles in both peacetime and contingency environments TR: SFI 12-213; AFJMAN 24-306; AFOSH 91-100					2
*1.2.2.5	Identify licensing procedures					1
*1.2.2.6	Identify dispatch procedures					1
1.2.3	AIR TRANSPORTATION					
1.2.3.1	ORGANIZATION AND MISSION OF MILITARY AIRLIFT SYSTEMS TR: DTR 4500.9-R; AMCI 24-101; AFI 24-114; AFI 10-403					
*1.2.3.1.1	Identify the organization and mission of the commands within the DoD airlift system					1
*1.2.3.1.2	Identify the types and descriptions of organic and commercial transport aircraft and associated capabilities					1
*1.2.3.1.3	Understand the mission and functions of the Aerial Port Squadron					2
*1.2.3.1.4	Identify the types and descriptions of material handling equipment and associated capabilities					1

		Start Date	Completion Date	Trainee Initials	Trainer Initials/Date	Level of understanding
	Knowledge					
1.2.3.2	PASSENGER SERVICE OPERATIONS TR: DTR 4500.9-R, 4515.13, AMCI 24-101 Volumes 14 & 15; AFI 24-101					
*1.2.3.2.1	Explain customer relations and DV procedures					2
*1.2.3.2.2	Explain how to determine travel eligibility					2
*1.2.3.2.3	Identify how to manage standby listings					1
*1.2.3.2.4	Explain delayed or diverted space required passengers policies					2
*1.2.3.2.5	Explain travel restrictions and border clearance requirements					2
*1.2.3.2.6	Identify funds control procedures					1
*1.2.3.2.7	Explain Space Available (SA) and Space Required (SR) passengers policies and procedures					2
*1.2.3.2.8	Explain Passenger Terminal Security and Screening					2
1.2.3.3	FLEET SERVICES TR: AMCI 24-101; Vol 10 and 14; Appropriate Aircraft -9's and -1's					
*1.2.3.3.1	Understand the role and functions of Fleet Services in Aerial Port operations					2
1.2.3.4	AIR TERMINAL OPERATIONS TR: AMCI 24-101 Volume 9					
*1.2.3.4.1	Identify the need for information control/work center coordination					1
*1.2.3.4.2	Demonstrate ramp control					3
*1.2.3.4.3	Identify the concept of capability forecasting					1
*1.2.3.4.4	Understand the role of Customer Service Branch/Airlift Clearance Authority					2
*1.2.3.4.5	Understand the QAE process for contract commercial aircraft documentation					2
*1.2.3.4.6	Identify how to process/coordinate Human Remains from originating/en route/arrival stations					2

		Start Date	Completion Date	Trainee Initials	Trainer Initials/Date	Level of understanding
1.2.3.5	AIR CARGO PROCEDURES TR: DODR 4500.32, 4500.9; AFJMAN 24-204; AAFP 24-2; AMCI 24-101 Volume 11, Mil Std 129; CFR 49, AMCI 24.101 Volume 9; AFI 24-201					
*1.2.3.5.1	Identify how to process originating cargo/mail					1
*1.2.3.5.2	Identify how to process terminating and in-transit cargo/mail					1
*1.2.3.5.3	Identify the concepts of load planning and 38% mean aerodynamic chord (MAC) TR: AMCI 24-101 Vol 9, 9.5.1					1
*1.2.3.5.4	Explain the tradeoff between velocity and maximum aircraft utilization TR: AMCI 24-101 Vol 9					2
*1.2.3.5.5	Explain palletization procedures					2
*1.2.3.5.6	Explain special handling cargo procedures (e.g. Signature service, Human remains, Nuclear Weapon Related Material (NWRM), registered mail, and classified shipment)					2
*1.2.3.5.7	Identify how to expedite priority shipment					1
*1.2.3.5.8	Explain hazardous/explosive materials movement					2
*1.2.3.5.9	Explain importance of hazardous/explosive materials compatibility					2
1.2.3.6	RAMP OPERATIONS TR: DTR 4500.9-R; AAFP 24-2; TOs 00-25-172; AMCI 24-101					
*1.2.3.6.1	Explain procedures for loading/offloading aircraft					2
*1.2.3.6.2	Identify the role of the Aerial Port Expeditor Program (APEX)					1
*1.2.3.6.3	Identify Engine run on/off loading (ERO) procedures					1
*1.2.3.6.4	Explain Operational Risk Management (ORM) of ramp operations					2

		Start Date	Completion Date	Trainee Initials	Trainer Initials/Date	Level of understanding
	Knowledge					
1.2.3.7	MOBILITY OPERATIONS TR: DTR 4500.9-R; AFI 10-403; AFORMAN 10-100, 10-401; AMCI 24-101					
*1.2.3.7.1	Explain deployment mission and work centers (Home Station/Deployed)					2
*1.2.3.7.2	Explain the Joint Inspection (JI) process					2
*1.2.3.7.3	Explain the roles and missions of Contingency Response Wings and Groups, Combat Mobility Element (CRW/CRG/CME)					2
1.2.3.8	AUTOMATED INFORMATION SYSTEMS					
*1.2.3.8.1	Be familiar the Integrated Development Environment/Global Transportation Network Convergence (IGC)					1
*1.2.3.8.2	Be familiar with the Global Decision Support System (GDSS)					1
*1.2.3.8.3	Be familiar with the Global Air Transportation Execution System (GATES) and Cargo Movement Operating System (CMOS)					1
*1.2.3.8.4	Be familiar with the Command and Control Integrated Process System (C2IPS)					1
*1.2.3.8.5	Be familiar the Integrated Computerized Deployment System (ICODES)					1
*1.2.3.8.6	Be familiar with Radio Frequency Identification (RFID)					1
1.2.4	LOG 141, Distribution					
*1.2.4.1	Successfully complete course and pass all end of module exams					2

Chart 8. Materiel Management Training Matrix

1.3 Materiel Management Core Competency		Operations Officer Signature/Date Completed				
<p>Note: To complete Materiel Management Core Competency Training Matrix), the trainee MUST have ALL processes/knowledge areas signed off (working at an LSC would require the trainee to get SOME base level experience during that assignment).</p>						
<p>Note: <i>If a process/knowledge area is not available at a particular location, trainers may line through and initial the process/knowledge area. This action will waive the requirement for that specific process. However, Commanders must review/verify each lined through process/knowledge area prior to submitting an AF Form 2096.</i></p>						
		Start Date	Completion Date	Trainee Initials	Trainer Initials/Date	Level of understanding
	Knowledge					
1.3.1	ASSET MANAGEMENT (Materiel Management)					
1.3.1.1	BENCH STOCK TR: AFI 23-101; AFMAN 23-122; AFH 23-123 Vol 1 & Vol 2					
*1.3.1.1.1	Understand the bench stock concept					2
*1.3.1.1.2	Understand the Master Bench Stock List (S04)					2
*1.3.1.1.3	Understand the Bench Stock Review List (M04)					2
1.3.1.2	Mission Impaired Condition Awaiting Parts (MICAP) PROCESSES TR: AFI 23-101; AFMAN 23-122; AFH 23-123 Vol 1 & Vol 2					
1.3.1.2.1	Understand the MICAP concept and the varying levels of responsibilities:					
*1.3.1.2.1.1	Base/Air Force Sustainment Center (AFSC)/Supply Chain Operations Wing (SCOW)					2
*1.3.1.2.1.2	MAJCOM					2
*1.3.1.2.1.3	Depot					2
*1.3.1.2.2	Understand how to check for local resources					2
*1.3.1.2.3	Analyze and Interpret cause codes					3
*1.3.1.2.4	Analyze and Interpret delete codes					3
*1.3.1.2.5	Understand how to monitor/update MICAP status					2
*1.3.1.2.6	Understand MICAP Reporting Systems					2

		Start Date	Completion Date	Trainee Initials	Trainer Initials/Date	Level of understanding
	Knowledge					
1.3.1.3	STOCK CONTROL PROCESSES TR: AFI 23-101; AFMAN 23-122; AFH 23-123 Vol 1 & Vol 2					
*1.3.1.3.1	Understand the purpose for stock management					2
*1.3.1.3.2	Identify the different facets of stockage policy (demand based (i.e. MRSP) and non-demand based)					1
*1.3.1.3.3	Understand the different types of levels					2
*1.3.1.3.4	Understand the Readiness base level (RBL) concept					2
*1.3.1.3.5	Identify MILSTRIP procedures					1
*1.3.1.3.6	Understand the Uniform Materiel Movement and Issue Priority System (UMMIPS)					3
*1.3.1.3.7	Understand the Force Activity Designator (FAD) concept					3
*1.3.1.3.8	Know the importance of Due-out validation					1
*1.3.1.3.9	Identify the base retention/excess program					1
*1.3.1.3.10	Identify RAMPS and the need for timely reporting					1
*1.3.1.3.11	Understand how requirements are funded					2
*1.3.1.3.12	Know the process of requesting Supply assistance/supply difficulty					2
*1.3.1.3.13	Understand Local Purchase policies and procedures					1
1.3.1.4	EQUIPMENT MANAGEMENT PROCESSES TR: AFI 23-101; AFMAN 23-122; AFH 23-123 Vol 2 Pt 1					
*1.3.1.4.1	Understand the Air Force Equipment Management System (AFEMS)					2
*1.3.1.4.2	Identify the equipment management Allowance Source (AS) concept					1
*1.3.1.4.3	Understand accountability requirements for Non-EAID equipment authorized inventory data					2
*1.3.1.4.4	Be familiar with the Organizational Visibility List (R-15)					1
*1.3.1.4.5	Identify the process involved in requesting equipment (AF Form 601/2005/TACR)					1
*1.3.1.4.6	Identify the establishment of In-use details					1
1.3.1.4.7	Identify the various EAID products and listings:					
*1.3.1.4.7.1	Q09 - Allowance source code listing					1
*1.3.1.4.7.2	Q10 - Out-of-balance listing					1

		Start Date	Completion Date	Trainee Initials	Trainer Initials/Date	Level of understanding
	Knowledge					
*1.3.1.4.7.3	R14 - Custodian authorization/custody receipt listing					1
*1.3.1.4.7.4	R25 SPRAM listing					1
*1.3.1.4.8	Understand Special Purpose Recoverable Authorized Maintenance (SPRAM)					1
1.3.1.5	REPAIR CYCLE MANAGEMENT PROCESSES TR: AFI 23-101; AFMAN 23-122 Sec 4C, TOs 00-20-3, 00-35D-54					
*1.3.1.5.1	Manage Due-In From Maintenance (DIFM) items					2
*1.3.1.5.2	Ability to interpret the repair cycle asset management listing (D23)					3
1.3.1.5.3	Understand DIFM processing					
*1.3.1.5.3.1	Understand DIFM reconciliation					2
*1.3.1.5.3.2	Understand impacts of Turnaround Action (TRN)					2
*1.3.1.5.3.3	Understand DIFM codes					2
*1.3.1.5.4	Be able to read and interpret Awaiting Parts (AWP) (D19)					2
*1.3.1.5.5	Understand the concept of time change items					2
*1.3.1.5.6	Understand how to manage time compliance technical orders					2
*1.3.1.5.7	Understand the concept of Depot Level Repairables (DLR)					2
*1.3.1.5.8	Understand the concept behind Supply points and how they are managed					2
*1.3.1.5.9	Understand Supply point detail records					2
*1.3.1.5.10	Monitor/review repair cycle data list Q04					2
1.3.2	ACCOUNTABILITY (Materiel Management)					
1.3.2.1	ISSUE PROCEDURES TR: AFI 23-101; AFMAN 23-122 Ch 5, 9, 10; AFH 23-123 Vol 1 & Vol 2 Pt 1 AFR 0-2; TOs 0-1-01, 00-5-1, Illustrated Parts Breakdown (IPB); FEDLOG, D043					
*1.3.2.1.1	Prepare issue					1
*1.3.2.1.2	Process the issue					1

		Start Date	Completion Date	Trainee Initials	Trainer Initials/Date	Level of understanding
	Knowledge					
1.3.2.2	RESEARCH/RECORDS MAINTENANCE PROCEDURES TR: AFMAN 23-122					
1.3.2.2.1	Understand the manual research process:					
*1.3.2.2.1.1	DoD 4145.19-R					2
*1.3.2.2.2	Understand the structure of national stock number					2
1.3.2.2.3	Know the various research systems:					
*1.3.2.2.3.1	D043, Master item identification and control system					1
*1.3.2.2.3.2	FEDLOG					2
*1.3.2.2.4	Process an Item record: load, change, and delete					2
*1.3.2.2.5	Know Structure of the Expendability, Recoverability, Reparability, Cost (ERRC) code					1
*1.3.2.2.6	Understand Interchangeability and Substitution Group (I&SG) records					1
1.3.2.3	TURN-IN PROCEDURES					
1.3.2.3.1	Understand how the turn-in process affects accountable records and the differences in the various types of turn in commodities					
*1.3.2.3.1.1	Consumables/expendables					2
*1.3.2.3.1.2	Repair cycle					2
*1.3.2.3.1.3	Equipment					2
1.3.2.3.1.4	Exception processing					
*1.3.2.3.1.4.1	FOB					2
*1.3.2.3.1.4.2	Hazardous material					2
*1.3.2.3.1.4.3	MDR/PQDR					2
*1.3.2.3.1.5	In-check property for turn-in					2
*1.3.2.3.1.6	Inspect property for assignment of condition code					2
*1.3.2.3.1.7	Process turn-in					2
1.3.2.4	INQUIRIES					
	TR: AFI 23-101; AFMAN 23-122; AFH 23-123 Vol 2 Pt 1					
1.3.2.4.1	Define types of inquiries:					
*1.3.2.4.1.1	Item record					2

		Start Date	Completion Date	Trainee Initials	Trainer Initials/Date	Level of understanding
	Knowledge					
*1.3.2.4.1.2	Detail record					2
*1.3.2.4.1.3	Part number					2
*1.3.2.4.2	Analyze and interpret the consolidated transaction history (CTH)					3
*1.3.2.4.3	Understand a Repair cycle record					2
*1.3.2.4.4	Understand a Requirements computation					2
*1.3.2.4.5	Understand the capabilities of the DISCOVERER tool					2
1.3.2.5	INSPECTION PROCESSES TR: AFMAN 23-122					
*1.3.2.5.1	Identify the different Condition tags/labels					1
*1.3.2.5.2	Know the different Condition codes					2
*1.3.2.5.3	Understand Condition changes					2
*1.3.2.5.4	Understand Identity changes					2
1.3.2.5.5	Understand inspection requirements for various commodities					
*1.3.2.5.5.1	Understand Shelf life items					2
*1.3.2.5.5.2	Identify Petroleum/chemicals					1
*1.3.2.5.5.3	Understand Functional check items					2
*1.3.2.5.5.4	TCTO items					2
*1.3.2.5.5.5	Suspect/unsuitable materiel					1
*1.3.2.5.5.6	Health hazard items					2
*1.3.2.5.5.7	Material safety data sheets (MSDS)					2
*1.3.2.5.5.8	Electrostatic sensitive devices/electrostatic discharge (ESD) items					2
1.3.2.6	STORAGE AND DISTRIBUTION PROCESSES TR: AFI 23-101; AFMAN 23-122; AFH 23-123 Vol 2 Pt 1					
*1.3.2.6.1	Identify how to configure Storage space; layout a warehouse for the most effective utilization					1
*1.3.2.6.2	Understand general principles of how to store property					2
*1.3.2.6.3	Understand the stock location system					2
*1.3.2.6.4	Know the purpose of monitoring Daily Document Register (D04)					2

		Start Date	Completion Date	Trainee Initials	Trainer Initials/Date	Level of understanding
	Knowledge					
1.3.2.6.5	Understand how property is pulled and distributed					
*1.3.2.6.5.1	Identify how property is Issued					1
*1.3.2.6.5.2	Identify how property Due-out releases					1
*1.3.2.6.5.3	Identify how/why a shipment occurs					1
*1.3.2.6.6	Understand the process of warehouse location validation					2
*1.3.2.6.7	Understand the processing of warehouse refusals					2
*1.3.2.6.8	Identify the unique storage requirements for the Hazmat pharmacy					1
*1.3.2.6.9	Identify organizational refusal procedures					1
*1.3.2.6.10	Understand the use of the classified receipt list					2
*1.3.2.6.11	Identify the uses of the delivery destination listing					1
1.3.2.7	INVENTORY PROCEDURES TR: AFMAN 23-122					
1.3.2.7.1	Understand the various types of inventories and when they are appropriate for use					
*1.3.2.7.1.1	Sample					2
*1.3.2.7.1.2	Complete					2
*1.3.2.7.1.3	Special					2
*1.3.2.7.1.4	In-use/in place equipment					2
*1.3.2.7.2	Develop an inventory schedule					2
*1.3.2.7.3	Understand Nuclear Weapons Related Materiel (NWRM) Accountability & Positive Inventory Control (PIC) AFI 20-110					2
*1.3.2.7.4	Understand how to process reverse posts, and their impact on inventories and accountable records					2
*1.3.2.7.5	Analyze consolidated inventory adjustment document register (M10)					2
1.3.3	MANAGEMENT AND OVERSIGHT (Materiel Management)					
1.3.3.1	DOCUMENT CONTROL TR: AFI 23-101; AFMAN 23-122; AFH 23-123 Vol 1 & Vol 2 Pt 1					
*1.3.3.1.1	Identify what constitutes source documents					1
*1.3.3.1.2	Identify the steps involved in document disposition					1

		Start Date	Completion Date	Trainee Initials	Trainer Initials/Date	Level of understanding
	Knowledge					
*1.3.3.1.3	Understand how to manage and Resolve delinquent documents					2
1.3.3.2	SUPPLY MANAGEMENT ACTIVITY GROUP (SMAG) TR: AFI 23-101; AFMAN 23-122; AFH 23-123 Vol 1 & Vol 2 Pt 1					
1.3.3.2.1	Identify the CSAG Operating concept and the support divisions:					
*1.3.3.2.1.1	MSD					1
*1.3.3.2.1.2	GSD					1
1.3.3.2.2	Identify the roles of the various Management levels:					
*1.3.3.2.2.1	Division					1
*1.3.3.2.2.2	MAJCOM					1
*1.3.3.2.2.3	Region/SCOW					1
*1.3.3.2.2.4	Supply funds (CSAG) manager					1
*1.3.3.2.3	Identify credit return policy					1
*1.3.3.2.4	Understand the importance of the Supply/DFAS interface (SMAS)					2
*1.3.3.2.5	Understand the roles of the Resource Advisor					2
1.3.3.3	REJECT/MANAGEMENT NOTICE PROGRAM TR: AFI 23-101; AFMAN 23-122; AFH 23-123 Vol 2 Pt 2 Ch 7					
*1.3.3.3.1	Identify responsibilities in the reject management program					1
*1.3.3.3.2	Define the steps involved in researching rejects					1
*1.3.3.3.3	Define the steps involved in researching management notices					1
*1.3.3.3.4	Identify the steps involved in resolving rejects					1
1.3.3.4	POST-POST PROCESSING TR: AFH 23-123 Vol 2 Pt 1					
*1.3.3.4.1	Understand the concept of Post-Post Processing					2
1.3.3.5	PROCEDURES AND ANALYSIS PROCESSES					
*1.3.3.5.1	Understand the concept behind the Self Inspection program					2
*1.3.3.5.2	Understand how to conduct internal Annual Inspections					

		Start Date	Completion Date	Trainee Initials	Trainer Initials/Date	Level of understanding
	Knowledge					
*1.3.3.5.2.1	Develop Checklist					2
*1.3.3.5.2.2	Develop Schedule					2
*1.3.3.5.2.3	Develop Reports					2
*1.3.3.5.3	Identify the importance of customer support visits					1
*1.3.3.5.4	Identify the management reports and listings used to assess the health of the LRS					1
*1.3.3.5.5	Understand the importance and benefits of management analysis					2
*1.3.3.5.6	Identify the steps involved in documenting and releasing procedural changes					1
1.3.3.6	GENERAL TASKS AND KNOWLEDGE TR: AFI 23-101; AFMAN 23-122; AFH 23-123 Vol 1 & Vol 2, AFR 400-54, AFJMAN 23-215, AFI 23-111; AFI 91-301, DoD 4145.19-R-1; 40 CFG261; FED Standard 313; AF Internal Procedures for using the GPC					
*1.3.3.6.1	Be familiar with Property responsibilities (AFI 23-111)					1
*1.3.3.6.2	Be familiar with AFMAN 23-220 Reports of Survey					1
*1.3.3.6.3	Be familiar with Supply Discrepancy Reports (SDR)					1
*1.3.3.6.4	Identify Government-Wide Purchase Card (GWPC) procedures and the impact					1
*1.3.3.6.5	Be familiar with Environmental Management Information System (EMIS)					1
1.3.4	VEHICLE FLEET MANAGEMENT					
1.3.4.1	VEHICLE FLEET MAINTENANCE MANAGEMENT TR: AFI 24-304; AFI 24-302; AFI 24-303; AFMAN 24-307; AFMAN 24-309; TO 36-1-191					
*1.3.4.1.1	Understand functions of vehicle maintenance/management units and staff					2
*1.3.4.1.2	Be familiar with the vehicle maintenance budget					2
*1.3.4.1.3	Define occupational safety, health, and environmental requirements as related to vehicle maintenance					1
1.3.4.2	VEHICLE MANAGEMENT AND ANALYSIS ELEMENT TR: AFI 23-101, T.O. 36-1-191, AFI 24-302					
*1.3.4.2.1	Identify and interpret computer generated listings and reconciliations					1

		Start Date	Completion Date	Trainee Initials	Trainer Initials/Date	Level of understanding
	Knowledge					
*1.3.4.2.2	Outline the scheduled maintenance program					1
*1.3.4.2.3	Describe the rental/lease vehicle program					1
*1.3.4.2.4	Identify management's role in vehicle analyses					1
*1.3.4.2.5	State your responsibilities regarding the Vehicle Buy Program					1
*1.3.4.2.6	Specify the purpose of the Vehicle Control Program					1
*1.3.4.2.7	Understand AF energy objectives for leased and AF-owned vehicles and practices that optimize vehicle energy consumption					2
1.3.4.3	MATERIEL CONTROL TR: AFI 24-302; AFI 23-110; AFMAN 23-122					
*1.3.4.3.1	Identify the importance of property responsibility and accountability					1
*1.3.4.3.2	Identify the delayed maintenance and deferred parts programs					1
1.3.5	FUELS MANAGEMENT					
1.3.5.1	FUELS ORGANIZATION TR: AFI 23-201					
*1.3.5.1.1	Describe Fuels Management Flight Organizational Structure					1
*1.3.5.1.2	Describe Fuels Management Flight Internal Relationships (Wing Level)					1
*1.3.5.1.3	Describe Fuels Management Flight External Relationships (Above Wing Level)					1
1.3.5.2	FUELS FACILITIES TR: AFOSH Stds 91-38, 91-67, 91-501; TOs 37-1-1, 37A1-101, 42B-1-1, 42B-1-23, , 40CFR Series; AFIs 23-201, 23-502; UFCs 3-460-01, 3-460-03; DoD 4140.25M					
1.3.5.2.1	Explain fuel and cryogenic system functions:					
*1.3.5.2.1.1	Identify components					1
*1.3.5.2.1.2	Understand how to Inspect					2
*1.3.5.2.1.3	Understand how to Maintain					2
*1.3.5.2.1.4	Understand how to Receive					2
*1.3.5.2.1.5	Understand how to Issue					2
*1.3.5.2.1.6	Understand how to Transfer					2
*1.3.5.2.1.7	Identify how to Inventory Tanks					1

		Start Date	Completion Date	Trainee Initials	Trainer Initials/Date	Level of understanding
	Knowledge					
1.3.5.2.2	Describe the process to assure fuels infrastructure readiness:					
*1.3.5.2.2.1	Identify DLA Energy Sustainment, Restoration, and Modernization (SRM) projects					1
*1.3.5.2.2.2	Identify Fuels Infrastructure for Military Construction (MILCON)					1
1.3.5.3	FUELS DISTRIBUTION TR: AFIs23-201, 23-302; AFOSH Stds 91-25, 91-38, 91-501; TOs 00-20B-5, 00-25-172, 36-1-191					
1.3.5.3.1	Understand the various means for distributing fuel products					
*1.3.5.3.1.1	Identify Refueling units					1
*1.3.5.3.1.2	Explain how to inspect/maintain refueling units					1
*1.3.5.3.1.3	Issue aviation fuel					2
*1.3.5.3.1.4	Defuel aviation fuel					2
*1.3.5.3.1.5	Receive from bulk					2
*1.3.5.3.1.6	Issue ground fuel					2
*1.3.5.3.1.7	Identify a Hot Refuel					1
*1.3.5.3.1.8	Identify a Sortie Generating Operation (SGO)					1
*1.3.5.3.1.9	Describe In-Shelter fuel servicing procedure					1
*1.3.5.3.1.10	Describe aspects of a Concurrent Servicing Operations (CSO) procedures					2
*1.3.5.3.1.11	Identify Multi-source refuel					1
*1.3.5.3.2	Describe policies for use of Hydrants TR: AFI 23-201; AFOSH 91-38, 91-44; TOs 00-25-172; 35-1-3; 37A-1-101					1
*1.3.5.3.3	Identify Expediter Duties					1
1.3.5.4	COMPLIANCE AND ENVIRONMENTAL TR: AFOSH 91 SERIES; AFIs 20-112, 23-201, 23-204, 23-502, TOs 00-20B-5, 33D2-10 series. 37A-1-101, 37-1-1 42B Series, 42C series, TO 37A9-3-15-1, DoD 4140.25M					
*1.3.5.4.1	Describe the LRS QA Functions & Responsibilities					2
*1.3.5.4.2	Identify the different types of inspections					1
*1.3.5.4.3	Develop corrective action/root cause analysis					2

		Start Date	Completion Date	Trainee Initials	Trainer Initials/Date	Level of understanding
	Knowledge					
1.3.5.5	FUELS SERVICE CENTER (FSC) TR: DoD 4140.25M, 5126.46; AFIs 23-201, 23-204, 23-502, T.O.s 42B-1-1, 42B-1-23; DLA Energy Policy Documents					
*1.3.5.5.1	Explain the role of the Responsible Officer (RO)					1
1.3.5.5.2	Describe organizational responsibilities:					
*1.3.5.5.2.1	Identify accounting via the Fuels Automated System					1
*1.3.5.5.2.2	Verify accuracy of transactions					1
*1.3.5.5.2.3	Reconcile					2
*1.3.5.5.2.4	Navigate the fuels enterprise system (Purple Hub)					1
*1.3.5.5.2.5	Describe Capabilities of Fuels Manager Defense (FORMD)					2
*1.3.5.5.2.6	Review daily inventories					1
*1.3.5.5.2.7	Investigate fuel gains or losses					1
*1.3.5.5.2.8	Process Inquiries/Analyze Computer Reports					1
*1.3.5.5.3	Monitor IMP/WCDO Levels					1
*1.3.5.5.4	Review aircraft flying schedules					1
*1.3.5.5.5	Conduct Mishap Reporting					1
*1.3.5.5.6	Submit Bulk Petroleum Contingency Report (REPOL)					1
1.3.5.6	LAB TASKS AND PROCEDURES TR: 42B Series					
1.3.5.6.1	Obtain Samples:					
*1.3.5.6.1.1	Fuel					1
*1.3.5.6.1.2	Cryogenic					1
*1.3.5.6.2	Identify Contaminated Products					1
1.3.5.6.3	Perform Tests:					
*1.3.5.6.3.1	Bottle Method					1
*1.3.5.6.3.2	Color and Particulate Assessment					1
*1.3.5.6.3.3	Matched Weight					1
*1.3.5.6.3.4	Flashpoint					1
*1.3.5.6.3.5	Conductivity					1
*1.3.5.6.3.6	FSII Content					1
*1.3.5.6.3.7	Water Content					1
*1.3.5.6.3.8	API Gravity					1

		Start Date	Completion Date	Trainee Initials	Trainer Initials/Date	Level of understanding
	Knowledge					
*1.3.5.6.4	Describe the significance of quality tests					2
*1.3.5.6.5	Describe Fuel Additives					1
*1.3.5.6.6	Use FORMD/AFTAT to review lab results					1
*1.3.5.6.7	Lockout/Tagout Program					1
*1.3.5.6.8	Identify contents and use of aircraft crash kit					1
1.3.5.7	IDENTIFY THE DIFFERENT TYPES OF FUELS MOBILITY EQUIPMENT TR: TO 37A9-3-1					
*1.3.5.7.1	Explain functions of Fuels Operational Readiness Capability Equipment (FORCE)					1
*1.3.5.7.2	Identify Aerial Bulk Fuel Delivery System TR: TO 37A9-3-1					1
1.3.6	LOG 142, Materiel Management					
*1.3.6.1	Successfully complete course and pass all end of module exams					2

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

JUDITH A. FEDDER
Lieutenant General, USAF
DCS/Installations, Logistics and Mission Support

Attachment

CTS – Logistics Readiness Officer Basic Course

***LOGISTICS READINESS OFFICER BASIC COURSE
BEHAVIORIAL STATEMENTS***

1. ORGANIZATION, ROLES, AND RESPONSIBILITIES

- 1.1. Describe the roles and responsibilities of base level logistics organizations.
- 1.2. Describe the roles and responsibilities of Logistic Readiness Officers (LRO) within base level logistics organizations.
- 1.3. Identify logistics support above wing level.
- 1.4. Identify the Logistics Readiness Core competencies and supporting United States Air Force (USAF) Specialties.
- 1.5. Identify squadron funding process.
- 1.6. Identify AF budgeting and Program Objective Memorandum processes.
- 1.7. Identify squadron level budgeting processes.
- 1.8. Identify squadron level budget execution processes.
- 1.9. Identify funding documents to include requests for purchase and fund cite authorizations.
- 1.10. Identify Joint logistics functions and core capabilities that are outside of logistics readiness and maintenance organizations.
- 1.11. Recognize standard Air Staff and Joint Staff construct.
- 1.12. Explain Logistics Readiness compliance metrics and reports.
- 1.13. Describe the roles and responsibilities of Air Reserve Components within the total force structure.
- 1.14. Identify the principles of the USAF Safety Program.
- 1.15. Identify squadron readiness roles and responsibilities.
- 1.16. Define Life Cycle Logistics.

2. THE AF/DOD SUPPLY CHAIN

- 2.1. Describe the purpose of Joint Logistics.
- 2.2. State the principles of Joint Logistics doctrine.
- 2.3. State the principles of USAF Logistics doctrine.
- 2.4. Describe Agile Combat Support Concept of Operations (ACS CONOPS)
- 2.5. Describe Supply Chain Management.
- 2.6. Describe how LROs support the Air Force and DoD Supply Chain.
- 2.7. Describe the concept of Total Asset Visibility (TAV)
- 2.8. Describe the primary USAF and DoD Information Technology (IT) Systems used to achieve TAV.
- 2.9. List DoD Classes and SubKClasses of Supply.
- 2.10. Explain the importance of Intransit Visibility.

3. FUNDAMENTALS OF MATERIEL MANAGEMENT

- 3.1. Identify Materiel Management governing directives and principles.
- 3.2. Outline the duties and responsibilities of Accountable Officers.
- 3.3. Identify the IT systems that support Materiel Management.

3.4. Identify the Materiel Management budget process.

4. COMMODITY CONTROL AND MANAGEMENT

- 4.1. Identify commodity control requirements
- 4.2. Identify commodity control processes.
- 4.3. Identify how to resolve accountability discrepancies.
- 4.4. Identify the management processes for all classes of supply.
- 4.5. Restate the equipment management (EM) programs.
- 4.6. Restate the EM systems.
- 4.7. Restate the EM processes.
- 4.8. Recognize stockage principles.
- 4.9. Identify flight service center roles and responsibilities.
- 4.10. Identify key aspects of the Materiel Management and Customer Interfaces.
- 4.11. Explain fuels accountability requirements and related processes.
- 4.12. Identify fuels support processes.
- 4.13. Identify fuels distribution processes.
- 4.14. Identify fuels storage processes.
- 4.15. Describe guidelines for collecting, segregating, and processing recoverable, recyclable and waste petroleum.
- 4.16. Explain procedures for assuring the quality of fuel.
- 4.17. Describe guidelines and procedures for quality control of liquid and gaseous oxygen.
- 4.18. Explain the proper course of action in response to a fuel incident.
- 4.19. Identify selected fuels and cryogenics safety concerns related to materiel management.
- 4.20. Identify Logistics Readiness Squadron (LRS) Quality Assurance (QA) with regard to fuels compliance and environmental.
- 4.21. State the process for fuels infrastructure readiness.

5. FUNDAMENTALS OF DISTRIBUTION

- 5.1. Identify distribution management policies and procedures.
- 5.2. Identify distribution management information systems.
- 5.3. Identify sources of transportation funding.
- 5.4. Describe the roles and responsibilities of base level traffic management activities.
- 5.5. Describe the roles and responsibilities of base level vehicle operations.
- 5.6. Identify transportation modes and responsible agencies.
- 5.7. Describe small air terminal operations roles and responsibilities.
- 5.8. Identify passenger movement policies and entitlements.
- 5.9. Identify passenger movement procedures.
- 5.10. Describe the traffic management passenger movement process.
- 5.11. Describe Vehicle Operations public law, policies and procedures.
- 5.12. Describe Vehicle Operations processes.
- 5.13. Describe cargo movement processes.
- 5.14. Describe personal property movement processes.
- 5.15. Identify LRS QA with regard to distribution compliance.

6. AERIAL PORT OPERATIONS

- 6.1. Describe the roles and responsibilities of base level aerial port activities.

- 6.2. Identify agencies associated with cargo movement.
- 6.3. Describe USAF cargo movement policies.
- 6.4. Describe USAF cargo movement processes.
- 6.5. Identify agencies associated with passenger movement.
- 6.6. Describe passenger movement policies.
- 6.7. Describe passenger movement processes.
- 6.8. Identify QA with regards to aerial port operations.

7. VEHICLE FLEET MANAGEMENT

- 7.1. Explain Vehicle Fleet Management public law, general policies and directives.
- 7.2. Identify Vehicle Fleet Management processes.
- 7.3. Identify Vehicle Fleet Management workcenters.
- 7.4. Identify Vehicle Fleet Management budgeting fundamentals.
- 7.5. Identify Vehicle Fleet Management safety requirements.
- 7.6. Identify Vehicle Fleet Management environmental requirements.
- 7.7. Identify the Vehicle Fleet Management functions at various levels in the Air Force.
- 7.8. Identify Vehicle Fleet Management IT systems.
- 7.9. Identify Vehicle Fleet Management metrics.
- 7.10. Understand the Air Force Vehicle Energy Program.

8. CONTINGENCY OPERATIONS

- 8.1. Identify contingency planning, execution and force management processes.
- 8.2. Explain the Crisis Action Management process.

9. PLANNING

- 9.1. Identify the principles associated with the planning process.
- 9.2. Explain the purpose of documents associated with the planning process.
- 9.3. Explain the processes associated with base level deployment planning.

10. EXECUTION

- 10.1. Interpret execution documents.
- 10.2. Explain the processes associated with base level deployment execution.
- 10.3. Explain the operational steps to prepare units for deployment.
- 10.4. Build a concept brief and LOGMOD schedule.
- 10.5. Identify the principles of Joint Reception, Staging, Onward Movement, and Integration (RSO&I).
- 10.6. Identify the operational steps to prepare units for re-deployment.

11. COMMAND AND CONTROL SYSTEMS

- 11.1. Identify Joint and Air Force command and control systems relating to contingency operations.

12. WAR READINESS MATERIEL (WRM) MANAGEMENT

- 12.1. Identify the purpose of WRM Program.
- 12.2. Identify WRM Management roles and responsibilities.

13. AGREEMENTS

- 13.1. Identify the purpose of agreements.
- 13.2. Identify agreements roles and responsibilities.
- 13.3. Identify types of agreements.

14. CAPSTONE

- 14.1. Participate in a Capstone exercise covering garrison and expeditionary operations

SUMMARY OF CHANGES

This Course Training Standard (CTS) was revised as a result of a June 2011 Utilization & Training Workshop. Of note, life cycle logistics and finance objectives were added.